

Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold Open Session at 1:00 p.m. Tuesday, January 23, 2018, 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL: Brazier_____ Hamilton_____ Gasca_____ Mack_____ Stewart_____**
4. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
5. **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.*
- *6. **APPROVAL OF MINUTES**
 - A. December 5, 2017 - Regular Board Meeting
7. **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 (Director Brazier)
 - B. Representative Report (Appointed Representative)
 1. SDCWA
 2. CSDA
 3. LAFCO
 4. San Luis Rey Watershed Council
 5. Santa Margarita Watershed Council
 - C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)
 1. Board Reports
 - D. Directors Comments
 - E. Legal Counsel Comments
 1. Attorney Report: Employment Law Update (150152-0005)
- *8. **COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)**
 - A. Budget and Finance Committee
 1. November 14, 2017 Minutes

(*) - Asterisk indicates a report is attached.

- B. Communications Committee
 - 1. November 2, 2017 Minutes
- C. Engineering Services Committee
 - 1. October 4, 2017 Minutes
 - 2. November 1, 2017 Minutes

BOARD INFORMATION ITEMS

***9. LILAC FIRE ACTIVITIES UPDATE**

BOARD ACTION ITEMS

- *10. **DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 18-02, DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**
(The District was recently notified by its workers compensation insurance carrier that in order to continue to cover certain workers under the policy, the Board must pass a resolution declaring its intent to do so. This resolution will allow the District to continue to cover unpaid volunteers, student workers, interns, and elected governing body members on its workers compensation insurance policy.)

- *11. **DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-01 — A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES AND THE GENERAL MANAGER EFFECTIVE JANUARY 23, 2018 THROUGH JUNE 30, 2018**
(In order to comply with CalPERS regulations, all positions must be listed on a Salary Grade schedule and published on the District's website. The District has updated some job descriptions and job titles, as well as created two promotional positions and one new position to better meet organizational needs. The Salary Grade schedule presented to the Board for consideration adds these new job titles to the schedule, but does not change the minimum or maximum rates for each Salary Grade.)

- *12. **CONSIDER AUTHORIZATION FOR GENERAL MANAGER TO APPROVE PAYMENT FOR SEVPRO APPROVAL FOR DISTRICT TO PAY SERVPRO FOR RESTORATION SERVICES AT 6668 CAMINO DEL REY DUE TO 4" WATER MAIN BREAK IN AREA CAUSING PROPERTY DAMAGE**
(This agenda item is for the Board to approve a SERVPRO invoice in the amount of \$63,015.84 for restoration services to the residence at 6668 Camino Del Rey. On December 8, 2017 during the Lilac Fire, a 4" water main burst due firefighting induced water hammer in the distribution system near this residence. Water drained onto this property where it entered inside the house causing water damage. During this time, the District's Emergency Operations Center was activated and the General Manager used his Emergency authority to enter a contract with SERVPRO to mitigate this situation to prevent further property damage. This 4" water main is currently under review by the Engineering Department to possibly relocate in order to prevent future occurrences. This action is for the Board to approve the payment to SERVPRO because the final costs exceed the General Manager's authorization limit.)

- *13. **APPROVAL OF AGREEMENT TO ASSUME JOINT AGREEMENT TO IMPROVE MAJOR SUBDIVISION, JOINT LIEN CONTRACT AND HOLDING AGREEMENT, AND EXTEND TIME TO COMPLETE IMPROVEMENTS FOR POLO CLUB (TRACT NO. 4736-1 / FINAL MAP 13856)**
(The current owner of the Polo Club subdivision desires to sell to PC Havens Land LP, a California Limited Partnership and Firm Resorts, LLC, a California Limited Liability Company, General Partner (New Owners). The New Owners must fully assume all obligations of the current owner relating to the Joint Improvement Agreements, Joint Lien Contracts, and Holding Agreements. Thus, these contracts and agreements must be transferred to the new owner by the District to complete the transaction.)

(*) - Asterisk indicates a report is attached.

- *14. DISCUSSION AND POSSIBLE ACTION MAKING ENVIRONMENTAL FINDINGS FOR CATEGORICAL EXEMPTION FOR THE RAINBOW HEIGHTS PUMP STATION REHABILITATION PROJECT AND FILING OF NOTICE OF EXEMPTION WITH SAN DIEGO COUNTY**
(This action item is necessary before the construction begins on the rehabilitation of the Rainbow Heights Pump Station. Prior to filing the Notice of Exemption, the Board must determine that the project meets the Categorical Exemption status from CEQA because it is a public works project which includes: Replacement or Reconstruction (Class II (Sec. 15302)), New Construction or Conversion of Small Structure (Class II (Sec. 15303)), and Minor Alterations of Land (Class II (Sec. 15304)). The referenced Sections are from Title 14, California Code of Regulations, Chapter 3, Guidelines for Implementation of the California Environmental Quality Act, Article 19, Categorical Exemptions.)
- 15. DISCUSSION AND POSSIBLE ACTION REGARDING THE WATER PIPELINE CONDITION ASSESSMENT TECHNICAL MEMORANDUM**
(In March 2017, the District entered a Professional Services Agreement with HDR to perform a condition assessment of the District's water pipelines and develop a model and protocol for the District to perform continuous condition assessment moving forward. On January 3, 2018, the District received the Technical Memorandum which discusses the results of HDR's analysis. The purpose of this discussion is to inform the Board of the findings of the risk assessment and what they mean for future investment and capital projects planning.)
- *16. APPROVAL OF RESOLUTION NO. 18-03 ESTABLISHING CHECK SIGNING AUTHORITY**
(The purpose of this Resolution is to update the current established check signing responsibilities to reflect the current authorized signers of checks due to a change in personnel.)
- 17. DISCUSSION AND POSSIBLE ACTION TO APPOINT AN ALTERNATE REPRESENTATIVE TO THE SAN LUIS REY WATERSHED COUNCIL**
(On January 24, 2017, Bill Stewart was appointed to serve as the RMWD representative at the San Luis Rey Watershed Council. At the time of this appointment, an alternate representative was not selected. This item is for the Board to consider appointing an alternative representative who would only participate in the appointed representative's absence.)
- *18. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-02 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST, CHAPTER 5.02 – PURCHASING, 5.02.180 – DUTIES AND FUNCTIONS OF ASSIGNED DISTRICT PURCHASING AGENT, SECTION 5.02.200 – PURCHASING DEPARTMENT – RELATIONSHIP BETWEEN DISTRICT AND VENDORS, SECTION 5.02.210 – PURCHASING AND CHANGE ORDER APPROVAL REQUIREMENTS - APPENDIX**
(To avoid having to bring several chapters and sections of the Administrative Code to the Board for formal approval each time a title change occurs for this position, staff is recommending minor housekeeping changes to replace "Purchasing/Warehouse Technician" to "assigned District purchasing agent" to serve as a general reference. The proposed changes will allow for the position title to change when deemed appropriate while eliminating the need to amend and update the Administrative Code each time.)
- *19. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-01 - AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 4.01 - PERSONNEL RULES AND REGULATIONS**
(Staff is recommending a minor housekeeping change to the language provided in Chapter 4.01, Section 4.01.130 of the Administrative Code. The proposed change will bring the Administrative Code to match more modern practices related to service awards.)

(*) - Asterisk indicates a report is attached.

***20. CONSIDER APPROVAL OF A CONTRACT WITH INFOR GLOBAL SOLUTIONS FOR THE PURCHASE OF CLOUDSUITE FINANCE AND ACCOUNTING SOFTWARE**

(The Budget and Finance Committee has recommended that the current finance software be replaced with a more capable software system. The District is using Infor EAM for asset management and is currently implementing Infor IPS for utility billing. Infor Cloudsuite Financials is a state of the art cloud based financial software system that is being offered to the District by Infor at a steep discount based on our use of other products. This software will help resolve long standing issues with our current software including basic use issues and reporting problems. There will be additional costs for implementation that should they exceed the General Manager's approval limit will be brought to the Board for approval.)

21. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS

***22. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

A. General Manager Comments

1. Meetings, Conferences and Seminar Calendar

B. Communications

1. Staff Training Reports

C. Operations Comments

1. Operations Report

D. Engineering Comments

1. Engineering Report

E. Customer Service and Meters Comments

1. Customer Service and Meters Report

F. Human Resource & Safety Comments

1. Human Resources Report

G. Finance Manager Comments

1. Interim Financial Statement (October and November 2017)
2. Treasurers Report (November 2017)
3. Credit Card Breakdown (October and November 2017)
4. Directors' Expense
5. Check Register (October and November 2017)
6. Water Sales Summary

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

24. ADJOURNMENT - To Tuesday, February 27, 2018 at 1:00 p.m.

ATTEST TO POSTING:



Hayden Hamilton
Secretary of the Board

1-15-18 @ 11:00 a.m.

Date and Time of Posting
Outside Display Cases

(*) - Asterisk indicates a report is attached.

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
DECEMBER 5, 2017**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on December 5, 2017 was called to order by President Brazier at 1:03 p.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 Brazier, Director Hamilton, Director Mack, Director Stewart, Director Gasca.

Also Present: General Manager Kennedy, Legal Counsel Smith, Executive Assistant Washburn, Finance Manager Martinez, Human Resources Manager Harp, Operations Manager Milner, Superintendent Walker, Superintendent Zuniga, Superintendent Maccarrone, Interim Engineering Manager Gerdes, Utility Worker Lopez

Absent: Administrative Analyst Gray, Associate Engineer Powers, Engineering Manager Kirkpatrick, Legal Counsel Pellman.

Five members of the public were present.

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

There were no changes to the agenda.

5. **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.

PRESENTATION

Time Certain: 1:00 p.m.

6. **SDCWA PRESENTATION BY MAUREEN STAPLETON**

Ms. Stapleton updated that Board of Directors on the lawsuit between San Diego County Water Authority (SDCWA) and Metropolitan Water District (MWD) in a presentation entitled “MWD Litigation Update”. She noted the goal was to give a brief factual summary of where SDCWA was in the litigation process as well as the next steps.

Ms. Stapleton mentioned SDCWA and MWD Board Teams are meeting to discuss issues of mutual interest including litigation, local projects and outreach.

(*) - Asterisk indicates a report is attached.

Director Hamilton inquired as to the 2010 & 2012 Litigation Outcome presented. Mrs. Stapleton reviewed all nine items listed explaining the outcome of each. Mr. Kennedy pointed out the State Water Project Costs item was worth a couple hundred million dollars which was won by MWD. Discussion ensued regarding the length of time it will take for the outstanding court cases to be resolved and the benefit to ratepayers.

Mr. Stittle inquired as to how much money MWD had available. Mrs. Stapleton talked about MWD's recent and current financial situations.

Director Mack asked what would happen if SDCWA was not satisfied with the completed rate model. Mrs. Stapleton explained the steps to be taken based on MWD's response to SDCWA input.

Discussion ensued regarding SDCWA's reliance on MWD's water supply in the future.

Meena Westford from MWD introduced herself to the Board. She said she appreciates Ms. Stapleton's presentation today, but wanted to let the Board know that it is true SDCWA does have the MWD's financial planning model with all the inputs and outputs available on the MWD website. She stated this information was given to SDCWA, but it is not made available to the public to manipulate the rate model which is probably the case for most water agencies. She stated she wanted to make it clear SDCWA does have the model in its possession; however, they are not allowed to share it. She offered to return to RMWD to talk about some of the other issues there may be slight disagreement on and clarify any information provided today.

Mr. Stittle stated if MWD was a public utility, he would like to know why the rate model should not be shared with the public. Ms. Westford answered it was difficult to print out a model such as theirs because it was proprietary. Mr. Stittle disagreed stating the model should be public if paid for with public funds. Ms. Stapleton added SDCWA has a non-functioning version of the MWD rate model. Discussion ensued regarding how a functioning copy of the rate model could be provided.

Director Gasca inquired as to if there were additional issues to be expected in the future. Mrs. Stapleton stated there may be a need to file another lawsuit as a placeholder in 2018 for MWD's adopted rates in 2019 & 2020; however, if this took place, it would be placed in the stayed position.

Mrs. Stapleton talked about the Public Records Act requests and how if MWD was more transparent, it would encourage the two teams to work together.

Mrs. Westford said she would contact RMWD to schedule a presentation from MWD to provide an update on the California water fix, MWD's financial situation, as well as some of the strategic investments made during the last drought.

***7. APPROVAL OF MINUTES**

A. October 24, 2017 - Regular Board Meeting

Director Brazier noted the changes she had presented to Ms. Washburn including how she mentioned three positions for which the Board is responsible for hiring, the word "retic" should be "right", and the word "busy" should be "business". She stated Ms. Washburn has listened to the meeting recording and has revised the draft minutes accordingly.

(*) - Asterisk indicates a report is attached.

Motion:

Approve the minutes as amended.

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.

8. 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 (Director Brazier)

There was no report given.

B. Representative Report (Appointed Representative)

1. SDCWA

Mr. Kennedy stated there was not a formal Board meeting last month; however, there was a special Board meeting related to consideration of a proposed power-generating project.

2. CSDA

Director Mack reported a representative from CSDA gave an update on what was happening with the organization. He noted the new LAFCO Executive Officer introduced himself to the members and spoke on the different political aspects involved with his organization. Mr. Kennedy shared for the record that in a survey conducted by California LAFCO of over 500 random adults statewide asking what they knew about LAFCO, one response was "those are the guys that screw over Rainbow Water District".

3. LAFCO

Mr. Kennedy gave a report on the Special District Advisory Committee discussions.

4. San Luis Rey Watershed Council

Director Stewart reported on the recent meetings he attended at which the Council representatives were discussed. He offered to provide copies of the Council's governing documents to anyone interested. He pointed out SLRWC had not invoiced its members for annual membership in 2017, including RMWD. He stated the Council will be holding another meeting later this week. He concluded with noting he is working with Mr. Kennedy as well as the Council to continually ensure the benefits of supporting the organization.

(*) - Asterisk indicates a report is attached.

5. Santa Margarita Watershed Council

Director Hamilton reported the next meeting will be in January 2018. He noted the Council may be reverting to a Steering Committee.

C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)**1. Board Reports**

Mr. Kennedy reconfirmed for Board Members to receive compensation for attending conferences/workshops/training/classes, a written report must be provided to the District and Board. He also pointed out blank forms will be provided to each Director for them to complete their own compensation and mileage reimbursement forms going forward.

Director Stewart pointed out the notes he provided for the ACWA conference; however, he was unsure of the level of detail to be provided in the reports. Mr. Kennedy suggested the reports include any information that may be useful to RMWD. President Brazier added she would like to know what the Director learned and how what was learned would benefit the District.

Director Hamilton noted it would also be important to know if there was no benefit to the District which may deter future attendance. He mentioned when someone wants to attend an event, he wants to know what that person expects to learn by attending and whether those expectations were satisfied, and if not were there other benefits as well as whether the event should be put on the "black list" for future reference.

Director Stewart said he takes away more information about the big picture of the water situation for the entire state of California each time he attends an ACWA conference. He talked about climate changes having a direct impact on decisions made by RMWD. He stressed the importance of RMWD remaining engaged and educating its Directors.

Director Gasca referenced his written report noting the details were from the notes he took during each one of the sessions he attended. He mentioned the first page were the highlights and the attached pages provide additional detail to those interested. He stated there were two things that stood out to him: 1) outreach and communications and how the District should make sure they utilize each event to reach out to each of the legislators and regulators attached to their agency, and 2) securities of facilities and the serious issues agencies are facing due to vulnerabilities. He pointed out it was suggested that a vulnerability assessment be conducted through Legal Counsel to keep the attorney-client privileges in place. He concluded with noting there was another session regarding a method of catching and storing energy he found interesting.

President Brazier stated the purposes of the written reports is to notify the public that information is being brought back to the Board so they can make decisions about policies and things that will affect the water district as well as their lives. Director Gasca added they are also to ensure getting the best practices from other organizations and see how they can be applied at RMWD. President Brazier noted they were also to underscore the value.

Director Mack reported he attended a session on communications at which he learned Facebook was the number one means of reaching the public. Director Gasca stated it was recommended that if a negative comment is made on social media, the District should be proactive in trying to resolve the matter by scheduling a meeting with the person making the comment(s). Director Mack also noted there was a 90-minute documentary on the food supply derived from Central California growers and how water agencies may want to rethink how to protect the California water industry.

(*) - Asterisk indicates a report is attached.

Director Gasca suggested posting any suitable videos on RMWD’s website for public access.

Mr. Kennedy pointed there was a North American Water Loss Conference taking place today at which RMWD staff was attending and making a presentation.

C. Directors Comments

Director Gasca asked for an update on the claim discussed at RMWD’s October 24, 2017 Board meeting. Mr. Kennedy explained this matter was discussed in Closed Session; therefore, the only update he had at this time is the matter has not yet been resolved.

Director Gasca mentioned he had an opportunity to speak with Megan at the CSDA conference who in turn provided him with statistics related to the District of Distinction accreditation that shows agencies who receive this status would be in the top 5% of special districts.

Director Hamilton recommended RWMD investigate any grants that become available.

E. Legal Counsel Comments

- 1. Attorney Report: District-Issued Electronic Devices (501668-0002)

Legal Counsel referenced the written report provided in response to a request made at RMWD’s September Board meeting related to best management practices for district-issued electronic devices. He mentioned everyone was invited to Nossaman’s celebration of the recent opening of their Carlsbad office on Thursday, December 14, 2017 from 4:00-7:00 p.m.

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

A. Budget and Finance Committee

- 1. October 10, 2017 Minutes

Mr. Stitle stated it was anticipated there would be a report from Raffelis at this month’s meeting and an audit report in January. He expressed displeasure with MWD’s response regarding the rate model not being accessible to the public when it was paid for by the public. Discussion followed.

B. Communications Committee

- 1. October 5, 2017 Minutes

Director Hamilton reported at the November meeting David Shinn resigned from his recent appointment to the committee due to unexpected changes in his work schedule. He stated the committee was working on billing envelope snipes, reviewing the 2018 calendar, as well as looking on the ratepayer tour program. Ms. Washburn passed along ratepayer, Bill Hitt’s recent compliment at how pleased he was with the information provided in the recent newsletter pertaining to understand the water rates and billing breakdown. Discussion ensued.

(*) - Asterisk indicates a report is attached.

C. Engineering Services Committee

Mr. Kennedy reported the committee members participated in a tour of the new bridge. Discussion followed regarding RMWD looking at opportunities for using this same type of infrastructure at other facilities.

President Brazier called for a break at 2:46 p.m.

The meeting reconvened at 2:58 p.m.

BOARD INFORMATION ITEMS

10. EAM MILESTONE REVIEW

Mr. Kennedy gave a presentation on the EAM program since its implementation in 2016. He gave attention to processes that have been improved in order to save staff time which in turn provides better efficiencies to the customers as well as a savings to the District. He demonstrated the details and charts the software produces.

Mr. Kennedy introduced Ruben Lopez from RMWD’s Wastewater Department. Mr. Lopez demonstrated for the Board how a work request is created utilizing an iPad. Mr. Kennedy pointed out this is useful when crew members are out in the field and notice there may be something that needs to be addressed or scheduled for work. He explained with this system crew members can notify the appropriate RMWD personnel something may need attention so that the matter can be reviewed and scheduled for work accordingly.

Director Mack asked if other agencies were utilizing a system such as this. Mr. Kennedy explained there are other agencies using similar programs; however, RMWD was most likely further along than most. Director Mack inquired as to whether RMWD considered being recognized for the creation and implementation of these programs integrating. Mr. Kennedy replied he did give a presentation earlier this year; however, RMWD has not been formally recognized.

Discussion continued regarding the time and efforts involved with the creative integrating of these software programs and how they are utilized.

Mr. Kennedy pointed out the data provided by the EAM program will greatly assist with the condition assessments going forward.

BOARD ACTION ITEMS

***11. DISCUSSION AND POSSIBLE ACTION TO APPROVE AGREEMENT CONSENTING TO SEWER CONNECTION FEE CHARGES AND TO THE EXCHANGE OF LOT 25 FOR CAPACITY CREDIT BY AND BETWEEN RAINBOW MUNICIPAL WATER DISTRICT AND DEVELOPMENT SOLUTIONS BON, LLC**

Mr. Kennedy pointed out this item was to finalize the agreement so the development can be completed.

(*) - Asterisk indicates a report is attached.

Motion:

Approve Option 1 - Approve the Agreement Consenting to Sewer Connection Fee Charges and to the Exchange of Lot 25 for Capacity Credit By and Between Rainbow Municipal Water District and Development Solutions Bon, LLC. Also, authorize General Manager and General Counsel to make minor revisions as needed before execution of the agreement.

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.

***12. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UPDATED WARNER RANCH WATER SUPPLY ASSESSMENT (WSA)**

Mr. Kennedy stated staff wanted the updated Water Supply Assessment and approved by the Board.

Motion:

Approve Option 1 - Approve the Updated Warner Ranch Water Supply Assessment.

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.

***13. DISCUSSION AND POSSIBLE ACTION TO RENEW THE SEWER PERMIT APPLICATION FOR BEAZER HOMES HOLDING CORP.**

Mr. Gerdes explained was for an extension to allow enough time to complete the Sewer Service Agreement.

Motion:

Approve Option 1 - Approve a six-month extension to the Agreement to Acknowledge and Defer Sewer Connection Fee Charges between Rainbow Municipal Water District and Beazer Homes Holding Corporation for Pala Mesa Highlands, TM 5187-1 and direct Staff to prepare a Sewer Service Agreement, including said fee payment acknowledgement, for subsequent Board consideration.

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.

(*) - Asterisk indicates a report is attached.

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14. PROJECT UPDATE AND DISCUSSION AND POSSIBLE ACTION TO APPROVE A CHANGE ORDER FOR THE MOOSA CREST WATERLINE EMERGENCY REPAIR PROJECT

Mr. Kennedy explained the designer told RMWD there was a mistake on the expansion joint that needs to be changed. He clarified the engineering firm will be paying RMWD by check for the cost of this fix.

Motion:

Approve Option 1 - Approve the change order amounting in \$24,507.00 to complete the project construction.

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.

***15. DISCUSSION AND POSSIBLE ACTION TO APPROVE WATER AND SEWER CONSTRUCTION AGREEMENT FOR THE PALOMAR NORTH EDUCATION CENTER WATER AND SEWER IMPROVEMENTS**

Mr. Gerdes explained the current sewer line goes under the freeway east and then south to Highway 76. He stated this Water and Sewer Construction Agreement compiles all the past agreements together. He noted the agreements have been reviewed by all parties including District's Counsel. He said the agreement was being signed Palomar College for signature.

Mr. Kennedy added Mr. Gerdes' experience allowed for a more detailed look at the contracts to make sure all the District's bases were covered. Mr. Gerdes talked about experience he had with this type of project in San Marcos.

Motion:

Approve Option 1 - Approve the Water and Sewer Construction Agreement pending Palomar College approval/signature and allow construction to proceed.

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.

16. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS

There were no requests.

***17. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

A. General Manager Comments

1. Meetings, Conferences and Seminar Calendar

B. Communications

1. Staff Training Reports

(*) - Asterisk indicates a report is attached.

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- C. Operations Comments**
 - 1. Operations Report
- D. Engineering Comments**
 - 1. Engineering Report
- E. Customer Service Comments**
 - 1. Customer Service Report
- F. Human Resource & Safety Comments**
 - 1. Human Resources Report
- G. 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

Mr. Kennedy referenced Item #17F1 noting the benefits of hiring an in-house right-of-way position as opposed to contracting out for these services. He explained the importance of moving forward on getting this position filled as quickly as possible.

Mrs. Harp reported the purchasing position she posted last week has received more than 90 applications. Discussion followed regarding the applicant evaluation process.

Motion:

To receive and file information and financial items.

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.

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

It was noted there would be some resolutions for the updated purchasing position as well as benefit plans on the January meeting agenda.

Director Stewart noted he has provided the information for him to properly conference into the January 10, 2018 Special Board meeting.

19. ADJOURNMENT - To Wednesday, January 10, 2018 at 1:00 p.m.

The meeting was adjourned with a motion made by President Brazier to a Special Board meeting on January 10, 2018 at 1:00 p.m.

The meeting was adjourned at 4:09 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary

(*) - Asterisk indicates a report is attached.



BOARD OF DIRECTORS CONFERENCE/SEMINAR REPORT

ATTENDEES NAME(S): Michael Mack

TITLE OF TRAINING/CONFERENCE/WORKSHOP/CLASS: 2017 ACWA Fall Conference

DATE(S) ATTENDED: Nov 28, 29, 30

AGENCY HOSTING ACWA

TRAINING/CONFERENCE/WORKSHOP/CLASS: Knowledge, Networking

LOCATION: Anaheim Marriott Hotel

DESCRIPTION OF TOPIC(S)/LEARNING EXPERIENCE:

NOV 28

8:am Registration

10:00am Groundwater

Speakers John Woodley - Paul Hendrix

updates Pro 1 GSP

STATE updates on STATE registration

AB 252, AB 1427

SB 5 - Groundwater Funding

ACWA Groundwater Storage Replenishment

* Very good information - helpful

SGMA implementations

1:00 pm

Water Management

Speakers Than Betten & Paul Shoemaker

SWRCB Environmental Flow Requirements

updates - SWRCB and water loss requirements

Aqg water use efficiency

SEA water & water desalination

* have class on desalination plants

1 in Huntington Beach 1 in Monterey area

NOV 29 10:AM

Energy Storage

Need of Floating Diffusers

Speakers - Kristine McCaffrey
Seth Baruch

CLASS OK - lots of information

2:00

Communication Committee Program

Speakers - Jennifer Persike

Jesse Slicht

Sue Stephenson

Solene Walsh

* Facebook #1 for information also
Twitter, YouTube

Very good information - Excellent

3:30

Water Quality

Speakers - Jill Dyerig

Mary Lynn Coffey

Daniel Cozad

Clean Water Act Section 404

Wetland Regulation

* good class - good information

Hard to hear speakers

NOV 30

9:30

Ethics Training

Speakers - Rebecca Smith
Austin Cho

Brown Act information

Level 1, good information
for new directors

2:15 Water Industry Trends

Speakers - Brent Hasty
Eric Averett

Page 18 of 32 information



TO: Rainbow Municipal Water District
FROM: Alfred Smith
DATE: January 23, 2018
RE: Attorney Report: Employment Law Update
150152-0005

I. INTRODUCTION.

This attorney report provides an update on the following three recently enacted employment laws and regulations: (1) New legislation limiting an employer's ability to seek or rely on job applicants' salary histories; (2) California's new "Ban the Box" law regarding criminal conviction history; and (3) Regulations from the California Fair Employment and Housing Council which limit an employer's ability to use criminal history in making employment decisions.

II. New Limits On Seeking Or Relying On Salary History.

Effective January 1, 2018, new legislation enacted in California will prohibit employers from:

1. Seeking past salary information, including compensation and benefits, about a job applicant; or,
2. Relying on information regarding an applicant's salary history as a factor in determining whether to offer an applicant employment or what salary to offer an applicant.

In addition, if a job applicant makes a reasonable request, employers will be required to provide the pay scale for the related position to the applicant.

The legislation, which proponents contend seeks to target the gender pay gap, builds on a provision of the California Equal Pay Act which provides that an employee's prior salary may not, by itself, be used to justify any wage differential between employees of the opposite sex performing substantially similar work, except under limited circumstances. Current law also bars employers from requiring employees to refrain from disclosing their rates of pay, and from discriminating against employees who do so.

This law will apply to all employers in California, including state and local government employers.

III. “Ban the Box” Law -- Prohibition On Asking Applicants About Criminal Conviction History Until *After* a Conditional Offer Has Been Made.

A. Background and Trends.

On October 14, 2017, Governor Jerry Brown signed Assembly Bill 1008, which prohibits most California public and private employers from asking applicants about criminal conviction history until after a conditional offer of employment has been made. This means that employers will have to remove “check boxes” or questions from employment applications regarding the disclosure of an applicant’s criminal conviction history (hence the phrase, “ban-the-box”). This also means criminal background checks cannot be conducted prior to an employer making a conditional offer of employment. The new law, which goes into effect on January 1, 2018, amends the Fair Employment and Housing Act, which covers all California employers (with very few exceptions) with five or more employees.

AB 1008 follows a state-wide trend that has been building for some time. In 2013, California enacted Labor Code section 432.9, which prohibited public employers from inquiring about criminal conviction history until the employer has determined that the applicant met the minimum qualifications for the job.

Subsequently, the cities of Los Angeles and San Francisco enacted their own “ban-the-box” local ordinances that apply to private employers doing business in those cities.

In June 2017, the California Fair Employment and Housing Council passed new regulations that limit an employer’s ability to consider the criminal history of a job applicant or employee when making employment decisions. The sponsor of AB 1008 stated that the intent of the bill is “to give applicants with a criminal record the opportunity to be judged on their qualifications and not their criminal histories.”

B. Scope of AB 1008

AB 1008 makes it unlawful for a California employer to include any questions about conviction history on any application before a conditional offer of employment is made. Employers are also prohibited from inquiring into or considering an applicant’s conviction history before extending a conditional offer of employment – this includes questions during the interview process and criminal background checks.

Once a conditional offer of employment has been made, employers are permitted to inquire into conviction history. However, in the event the employer decides to make an adverse decision (i.e., withdraw the conditional offer of employment), based on the applicant’s conviction history (in whole or in part), AB 1008 sets out specific steps that the employer must follow:

1. Employers must make an “individualized assessment” of whether the conviction history has a “direct and adverse relationship” with the specific duties of the job justifying denial of the applicant for the position. In doing so, the employer must consider (a) the nature and gravity of the offense; (b) the time that has passed since the offense or completion of the sentence; and (c) the nature of the job sought.
2. Once the individualized assessment has been made, the employer must notify the applicant in writing that a preliminary decision has been made disqualifying the applicant from employment. The notification must (a) identify the disqualifying conviction(s); (b) provide a copy of the conviction history report, if any; (c) explain the applicant’s right to respond before the preliminary decision becomes final (including the applicant’s right to provide evidence challenging the accuracy of the conviction history and/or evidence of mitigating circumstances or rehabilitation); and (d) provide a deadline by which the applicant must respond (no less than *five business days* after providing the notice). In the notice, the employer *may* justify or explain its reason for making the preliminary decision, but it is *not required* to do so.
3. After providing the notice, the applicant must have a minimum of five business days to respond before the employer may make a final decision. The applicant’s response may include submission of evidence challenging the accuracy of the conviction history and/or evidence or mitigating circumstances or rehabilitation. In the event the applicant notifies the employer that he or she disputes the accuracy of the conviction history and is obtaining evidence to support that dispute, the applicant must be provided five *additional* business days to respond to the notice.
4. If the employer’s final decision is to deny employment, the employer must notify the applicant in writing. The notice must notify the applicant of (a) the final decision; (b) the employer’s procedure (if any) for the applicant to challenge the decision or request reconsideration; and (c) the right to file a complaint with the Department of Fair Employment and Housing. Again, the employer *may* justify or explain its reason for making the final decision, but it is *not required* to do so.

In the event an applicant files a lawsuit based on a perceived violation of AB 1008, the applicant may sue for the full range of damages available under the Fair Employment and Housing Act, including compensatory damages and attorney’s fees and costs.

AB 1008 covers all California employers with five or more employees. Only the following positions are exempted: (1) positions for which a government agency is required by law to conduct a conviction history background check; (2) positions with criminal justice agencies; (3) Farm Labor Contractors (as defined by the Labor Code); and (4) positions for which a state, federal, or local law mandates that an employer conduct a criminal history background check for employment purposes, or restricts employment based on criminal history.

IV. Regulations Limiting the Use of Criminal History.

Similarly, regulations from the California Fair Employment and Housing Council, effective July 1, 2017, also limit an employer's ability to consider the criminal history of a job applicant or employee when making employment decisions.

The new regulations make the following key changes:

1. **Adverse Impact on Protected Classes:** Prohibits employers from using criminal history information in making employment decisions if using such information results in an adverse impact on individuals within a protected class (e.g., race, sex, or national origin). An applicant or employee bears the initial burden of proving an adverse impact. If this burden is met, the employer then needs to establish that the policy is justifiable because it is job-related and consistent with business necessity.

To meet this standard, the employer must demonstrate that the policy or practice:

- Has a demonstrable relationship to the successful performance of the job;
- Measures the person's fitness for the specific job;
- Is appropriately tailored by considering, at a minimum, the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct occurred, and the nature of the job held or sought; and,
- Requires that, if the employer uses a "bright-line" conviction disqualification, the disqualifying conviction has a direct and specific negative bearing on the person's ability to perform the duties and responsibilities of the position; or, requires the employer to conduct an individualized assessment with proper notice to the employee and opportunity for the employee to respond.

2. **Notice Prior to Adverse Employment Action:** Prior to taking any adverse employment action (e.g., declining to hire an applicant or firing an employee) based on criminal history information *obtained from a source other than the employee or job applicant*, employers are required to give the applicant or employee notice and a reasonable opportunity to present evidence that the information is factually inaccurate.

If the affected applicant or employee is successful in showing the information is inaccurate, the employer cannot consider the criminal history record.

3. **Marijuana Possession Convictions:** Expands the list of types of criminal history employers are prohibited from considering to include any non-felony conviction for possession of marijuana that is two or more years old. (See Cal. Code Regs., tit. 2, § 11017.1, subd. (b) for a list of types of criminal history prohibited from consideration.)

V. **CONCLUSION.**

The laws discussed above illustrate recent trends limiting employers from seeking or relying on salary history or criminal history. Like California, numerous jurisdictions have implemented statutes and ordinances: (1) prohibiting employers from seeking past salary information, (2) requiring employers to provide the pay scale for the position upon request by the applicant; (3) requiring employers to remove the criminal history question from job applications, and (4) requiring employers to wait until after an interview or a conditional offer to ask criminal history questions.

As a result, agencies should review their employment applications to determine whether they need to be revised or replaced before January 1, 2018. Agencies should also carefully review their hiring and interview practices, and make sure that employees interviewing applicants are familiar with the new laws. Agencies who intend to utilize criminal background checks after a conditional offer of employment has been made should also revise or create written preliminary decision and final decision notices to comply with AB 1008.

AES/AES

**MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
NOVEMBER 14, 2017**

1. **CALL TO ORDER:** The Budget & Finance Committee meeting of the Rainbow Municipal Water District was called to order by Chairperson Stitle on November 14, 2017 in the Board Room of the District Office at 3707 Old Highway 395, Fallbrook, CA 92028 at 1:02 p.m. Chairperson Stitle presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Stitle, Member Ross, Member Moss (*arrived at 1:18 p.m.*) Member Gasca (*arrived at 2:05 p.m.*), Alternate Martinez, Alternate Nelson.

Also Present: General Manager Kennedy, Associate Engineer Powers, Acting Engineering Manager Gerdes, Administrative Analyst Gray.

Absent: Member Hensley.

One member of the public was present.

4. **SEATING OF ALTERNATES**

Mr. Stitle noted both Alternate Martinez and Alternate Nelson would be seated.

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

Mr. Kennedy stated he would be presenting an update on the new financial software.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA (Limit 3 Minutes)**

There were no public comments.

COMMITTEE ACTION ITEMS

7. **COMMITTEE MEMBER COMMENTS**

Mrs. Martinez talked about the new auditors having a different view on the CIP and how projects should be recognized.

*8. **APPROVAL OF MINUTES**

A. October 10, 2017

Motion:

Accept the minutes as written.

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

Vote: Motion carried (summary: Ayes = 4; Absent = 3).

Ayes: Member Stitle, Member Ross, Alternate Martinez, Alternate Nelson.

Absent: Member Moss, Member Gasca, Member Hensley.

9. RATE STUDY REPORT

Mrs. Martinez presented data on the rate study and expressed a strong connection of item #9 and #10. She said the rate study report was still being constructed. Mr. Kennedy talked about the District's challenges related to the CIP projects which will be reviewed more closely internally when going through the process of determining where consultants can be utilized. Discussion followed.

Mr. Kennedy noted the importance of any money taken from the ratepayers being allocated to the intended purpose as opposed to making a list for the purpose of collecting money and then applying it to something else. Mr. Stitle suggested identifying two additional companies for construction management purposes. Mr. Kennedy agreed this could be done through the RFQ's.

Mr. Nelson inquired about whether RMWD has percentages of costs it can count on that covers non-construction (preliminary engineering, detailed engineering, bidding, and construction maintenance worker, etc.) for recurring work. Mr. Kennedy answered usually this would be approximately 10%; however, the more complex it the work, the more the costs increase. Discussion ensued.

Mr. Kennedy reviewed the information provided in the presentation. He pointed out how the next five years the revenue increase is 7.5% per year. Mrs. Martinez added the two main factors that control the revenue requirements is demand and the District's CIP.

Mrs. Martinez continued with reviewing the CIP information provided in the presentation.

Mr. Kennedy explained Raftelis is working to find a means of establishing the monthly fixed fees based on the overall consumption and peaking factors as opposed to basing them on meter size. He provided examples of this type structuring. Discussion followed.

Mrs. Martinez pointed out the last increase to RMWD rates went into effect January 2014.

10. DISCUSSION REGARDING PROJECTED RATE STRUCTURE

This item was addressed under Item #9.

11. DISCUSSION REGARDING PRELIMINARY AUDIT REPORT

Mrs. Martinez reiterated the issue with the different view the new auditors has regarding CIP projects. She noted the CIP was reviewed with the Mr. Powers. She explained the auditors view some projects included in the CIP as full functioning assets meaning they are usable. Discussion ensued.

Mrs. Martinez pointed out another pending item on the audit is the fixed assets and recognizing it to the valuation report using three methods (costs, income approach, and comparable sales). She noted the partner in the audit firm did not feel the numbers matched up when compared to the valuation report provided by a Willdan consultant; therefore, RMWD will need to restate its fixed assets. She stated the auditor thought the numbers to be too high.

12. REVIEW THE FOLLOWING:

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

Mr. Kennedy explained the purpose of these reports at Mr. Nelson's request. He pointed out the January expenses were in line with the forecast and how water sales are increasing slightly. Discussion followed.

Mr. Kennedy provided an update on Infor noting there were a few more details to be worked out in a meeting to be held in the upcoming week. He explained the types of services Infor provides and those best to meet RMWD's needs. Discussion followed.

Mr. Kennedy updated the committee on AMI. He talked about steps Itron and SDG&E need to complete prior to the end of 2017. He explained some of the benefits this program will have for the District including the return on investment. Discussion ensued.

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

It was noted the Raftelis Rate Study, as well as an update on ABM and the audit will be on the next agenda.

14. ADJOURNMENT

The meeting was adjourned with a motion made by Member Ross; Seconded by Chairperson Stitle.

The meeting adjourned at 3:05 p.m.

Harry Stitle, Committee Chairperson

Dawn M. Washburn, Board Secretary

**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
NOVEMBER 2, 2017**

1. **CALL TO ORDER** – The Communications Committee Meeting of the Rainbow Municipal Water District on November 2, 2017 was called to order by Chairperson Daily at 3:44 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Daily, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Daily, Member Kurnik, Member Kirby, Member Hamilton

Also Present: General Manager Kennedy, Executive Assistant Washburn, Alternate Gray.

No members of the public were present.

4. **SEATING OF ALTERNATES**

There was no seating of alternates.

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

Mr. Kennedy stated he would like to add an item to review the Advanced Water Meter Reading Pilot Project as Item #12A.

Ms. Washburn noted Dave Shinn notified her today that he would not be able to attend the committee meetings due to a change in his work schedule; therefore, his name has been removed from the Roll Call.

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

There were no comments.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. October 5, 2017

Ms. Washburn pointed out “not voting” needed to be removed from the Roll Call and Dave Shinn should be removed from the list of “Also Present” members. She also noted the word “there” and “under” needed to be removed from Item #8.

Motion:

To approve the minutes as amended.

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

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

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

8. DISCUSSION REGARDING RATEPAYER INCENTIVE PROGRAM

Mr. Kennedy discussed ideas on how this program could be managed, researched, and implemented. He suggested a process for gauging the public response.

Mr. Hamilton suggested to run this as a program, it would be beneficial to have a list of qualifiers.

Mr. Kennedy offered to give this more consideration and bring it back to the committee at the December meeting for further discussion.

9. DISCUSSION REGARDING BILLING ENVELOPE NOTIFICATIONS

Discussion ensued regarding the processes for meeting the Proposition 218 requirements and messaging the billing envelopes to encourage customers to read their bills as well as the November newsletter.

Mrs. Kurnik expressed concern the customers may be confused with the conflicting messages in terms of conservation followed by the potential implementation of increased rates. Mr. Daily suggested ideas for being well-prepared to answer customer questions.

Mr. Kennedy noted the messaging on the envelope should include graphics as well as a message stating something to the effect there is "important information; please read the newsletter inside".

10. DISCUSSION REGARDING CUSTOMER COST BREAKDOWN

Mrs. Gray noted this item was to discuss charts and graphs being included in the bills showing the customers where the costs on their bills are allocated; however, she has not received the requested information yet. Mr. Kennedy pointed out this would be done when the new billing system is in place. He said in the interim there will be something included in the November newsletter.

11. DISCUSSION REGARDING DEVELOPING A PROCESS FOR CHANNELING RATEPAYER INQUIRIES CONCERNING INCREASES

Mr. Kennedy said he would get a script prepared for RMWD's customer service representatives to reference when answering customer inquiries. He noted there will be something displayed on the RMWD website easily accessible to customers.

Mr. Kennedy talked about the multiple notifications RMWD would provide to its customers regarding the proposed rate increases including public hearing dates to allow customers the opportunity to address the Board with their concerns.

12. COMMUNICATIONS PLAN/TOPICS/STRATEGIC PLAN OBJECTIVES

Mrs. Gray stated she would add the Fallbrook Vintage Car Show to the list of community events. Mr. Kennedy noted staff was also considering Toastmasters.

Mrs. Gray talked about the FAQ improvements. She was directed to get cost estimates as well as contact other agencies to gain some insight as to how these could be personalized. Mr. Kennedy suggested contacting the local high school as well.

12A. ADVANCED WATER METER READING PILOT PROJECT REVIEW

This item was added under Item #5.

Mr. Kennedy referenced the letter provided as a handout, pointing out it was in draft form. He talked about the meeting held today with SDG&E, RMWD, and Itron representatives. He noted part of the discussion was about frequency of meter reads and how high frequencies would be most beneficial in detecting and monitor water consumption.

Mr. Hamilton suggested the last sentence in the fourth paragraph be highlighted in the beginning of the letter, followed by explaining the benefits of being a part of this program, and concluding with the technical details. Discussion followed.

Mr. Kennedy requested any changes from the committee be remitted within the next week. Ms. Washburn will email the electronic version to the committee members for their use.

13. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES

Mr. Daily talked about the recent article on the FPUD salary increase for their Acting General Manager published in The Village News.

Mr. Hamilton noted there was an article on the Twin Tunnels not being supported. Discussion ensued.

Mrs. Kurnik asked about the return flow project. Mr. Kennedy noted the Board just voted on approving the contract to study this option further; however, it may be challenged should it not turn out to be viable.

14. COMMITTEE MEMBER COMMENTS

Mrs. Kirby referenced the information she provided on a recent tour hosted by Vallecitos for RMWD's reference. She mentioned tours were not held frequently due to the cost involved. Mr. Kennedy noted Mrs. Gray and Mr. Milner were working collectively to put together tour maps and scheduling. Mr. Hamilton stated he thought tours were a great idea.

Mrs. Gray pointed out once the mapping and scheduling has been completed, the Communications Committee members and Board of Directors would be the first to experience the tour.

Mrs. Kirby inquired about the results of the mailing of 48-hour notices. Mr. Kennedy explained the first batch were recently mailed; therefore, the results were not yet known.

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

It was noted the Ratepayer Incentive Program discussion, creation of a Snipe Calendar, Item #11, videography research results, and committee chair elections.

It was noted the Communication Calendar Review needs to be reoccurring after "Approval of Minutes" on agendas going forward.

16. ADJOURNMENT

The meeting was adjourned with a motion made by Chairperson Daily to December 7, 2017.

The meeting adjourned at 5:07 p.m.

Mike Daily, Committee Chairperson

Dawn M. Washburn, Board Secretary

**MINUTES OF THE ENGINEERING SERVICES COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
OCTOBER 4, 2017**

1. **CALL TO ORDER** – The Engineering Services Committee Meeting of the Rainbow Municipal Water District on October 4, 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 Stittle, Member Taufer, Member Brazier, Member Ratican, Member Robertson, Member Marnett, Alternate Mr. Nelson.

Also Present: General Manager Kennedy, Associate Engineer Powers, Engineering Technician Rubio, Mr. Ken Gerdes.

Absent: Alternate Kirby.

There was one public member present: Mr. Spencer (HDR, Inc.)

4. **SEATING OF ALTERNATES**

There were no seating of alternates.

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**

There were no public comments.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. September 6, 2017

Motion: Accept the minutes as corrected.

Action: Approve, Moved by Member Brazier, Seconded by Member Stittle.

Vote: Motion passed unanimously.

Ayes: Member Prince, Member Stittle, Member Taufer, Member Brazier, Member Ratican, Member Robertson, Member Marnett.

8. HDR CONDITION ASSESSMENT PRESENTATION

Mr. Kennedy introduced Mr. Spencer from HDR, Inc. that would provide a presentation regarding the condition assessment of the District's water pipelines. Mr. Spencer said one of the main emphases at this time was to determine what the future investment level should be for repair and replacement in the District's water pipeline system. He mentioned if all the water main infrastructure was replaced today the cost would be \$400M and it would still have a finite life needing to be replaced. He pointed out age alone was not a good indicator of condition, therefore regarding this project the bases of approach would be focused on performance and condition. He said in order to achieve the goal of this project to cost effectively sustain the desired service levels, the following four primary objectives would have to be completed:

1. Collecting the right data: Identify what type of data to collect.
2. Determining the appropriate reinvestment level: How much pipe should be replaced currently.
3. Focusing those investments to get the most benefit for the rate payer.
4. Develop a staff owned program, not a static project: Provide the tools for staff to make better decisions by applying prudent, transparent, and reproducible methods to estimate how various funding levels would impact future service levels.

Mr. Spencer said the District had 20 years of paper data regarding pipeline breaks. He continued after analyzing the data and plotting the breaks on GIS it was possible to calculate probable breaks forecasted for the next 25 years. He noted as a pipe experiences more breaks, the duration until the next break becomes shorter. Mr. Kennedy mentioned the breaks only included mainline and not laterals, hydrants or other system valves. Discussion ensued.

Mr. Spencer went through the model explaining investment scenarios and assumptions, such as replacement of two miles per year starting in 2020. He said the assumptions could be modified to increase or decrease pipeline replacement, so the District could define the correct balance between investment and service level. Discussion ensued.

9. AMI UPDATE

Mr. Kennedy said he received pricing for the installation of the first 300 meters at \$100 per meter. He mentioned three pilot areas have been selected based on the worst radio reception area. He said the parameters would be set by the District for water use and monitoring. He pointed out this was an investment that would benefit the customers. Discussion ensued.

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

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

- AMI Update
- Field trip to the new bridge and pipeline at Moosa Crest.

11. ADJOURNMENT

The meeting adjourned at 5:00 p.m.

Timothy Prince, Committee Chairperson

Dawn M. Washburn, Board Secretary

**MINUTES OF THE ENGINEERING SERVICES COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
NOVEMBER 1, 2017**

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Prince, Member Taufer, Member Brazier, Member Ratican, Member Marnett, Alternate Member Nelson.

Also Present: General Manager Kennedy, Associate Engineer Powers, Eng. Tech. Rubio, Consulting Interim Engineering Manager Gerdes.

Absent: Member Stitle, Member Robertson, Alternate Kirby.

There were no public members present.

4. **SEATING OF ALTERNATES**

Mr. Nelson was invited to take a voting seat.

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**

There were no public comments.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. October 4, 2017

Motion: Accept the minutes as altered.

Action: Approve, Moved by Member Brazier, Seconded by Member Marnett.

Vote: Motion passed unanimously.

Ayes: Member Prince, Member Brazier, Member Taufer, Member Marnett, Member Radican, Alternate Member Nelson.

8. AMI UPDATE

Mr. Kennedy said after many meetings with SDG&E and testing of the Itron equipment the initial models are ready for installation. He mentioned there was a meeting planned November 2, 2017, to go over the schedule prior to beginning the pilot program in December 2017. He pointed out the goal was to have the AMI installations paid for with the increased revenue obtained from replacing inaccurate meters and accurately metering customer usage. He said a database of the customers would not be uploaded to SDG&E the usage would be tied to a customer ID number, which would sync to the District's database ensuring the data was secured. Discussion ensued.

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

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

- HDR Risk Assessment Evaluation
- CIP Mid-Year Review

10. MOOSA CREST EMERGENCY REPAIR VISIT

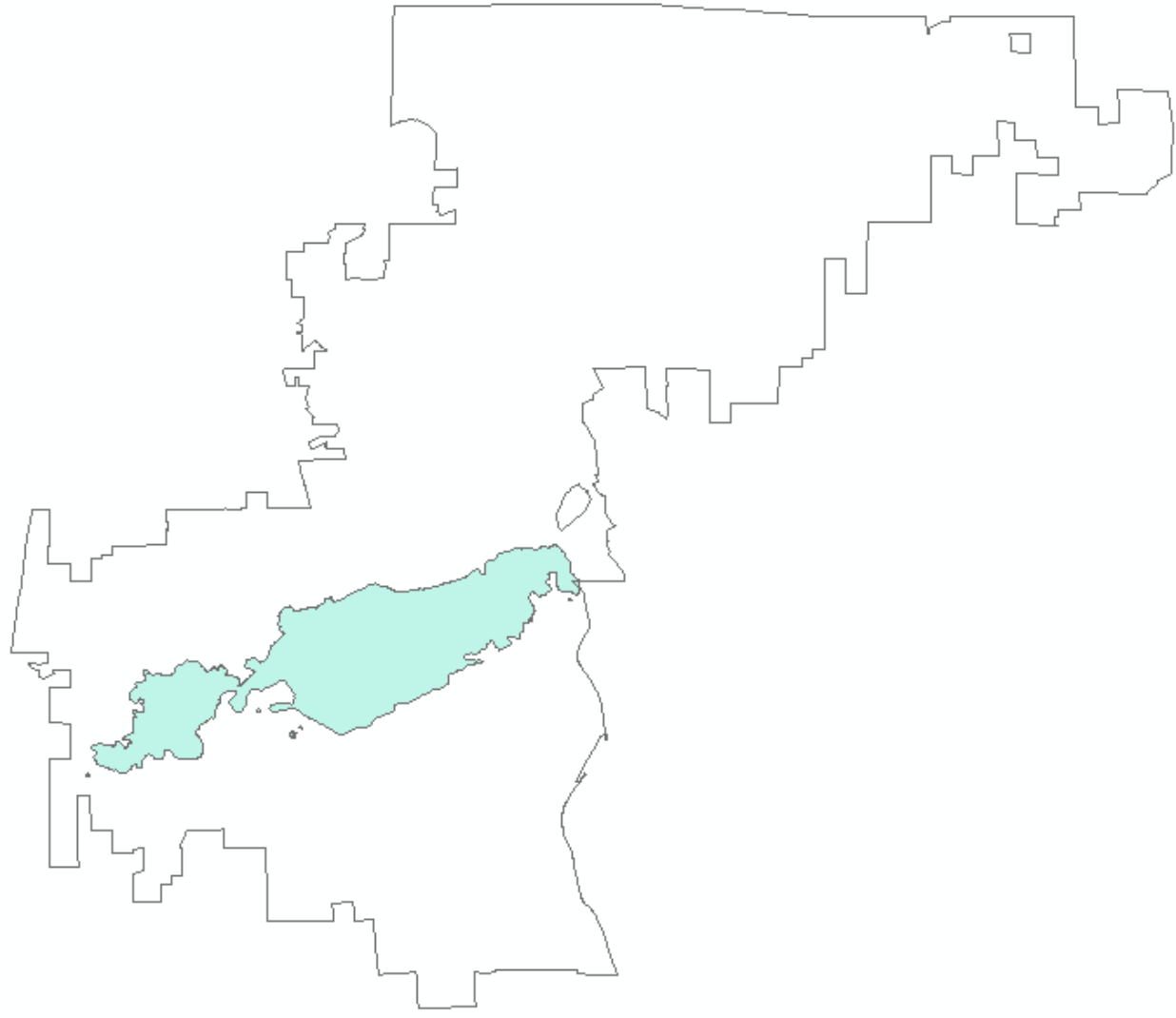
The Engineering Committee Meeting adjourned to the Moosa Crest site visit.

11. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Timothy Prince, Committee Chairperson

Dawn M. Washburn, Board Secretary





BOARD ACTION

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 18-02, DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES

BACKGROUND

As required by law, the District purchases worker's compensation insurance to protect employees in case of work related injury or illness. The District was recently notified by our insurance carrier, Special District Risk Management Authority (SDRMA), that a Board resolution is required in order to cover elected officials and volunteers.

DESCRIPTION

Resolution 18-02 will allow governing body members and volunteers to continue to be covered under the District's worker's compensation insurance policy.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

NA

BOARD OPTIONS/FISCAL IMPACTS

There is no direct fiscal impact. If claims are filed under the policy by board members or volunteers, then future premium rates could be impacted.

- Option 1) Approve Resolution 18-02
- Option 2) Do not approve Resolution 18-02

STAFF RECOMMENDATION

Staff recommends the Board adopt Resolution No. 18-02

Karleen Harp
Human Resources Manager, COSM

January 23, 2018

RESOLUTION No. 18-02

**RESOLUTION OF THE GOVERNING BODY OF
THE RAINBOW MUNICIPAL WATER DISTRICT,
DECLARING THAT GOVERNING BODY MEMBERS AND
VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE
DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS'
COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS
WHILE PROVIDING THEIR SERVICES**

WHEREAS, the Rainbow Municipal Water District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by an X in the box to the left of the descriptions:

- All Members of the Governing Body of the Rainbow Municipal Water District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Rainbow Municipal Water District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Rainbow Municipal Water District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Rainbow Municipal Water District.

PASSED, APPROVED AND ADOPTED this January 23, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President
Rainbow Municipal Water District

ATTEST:

Dawn Washburn, Board Secretary
Rainbow Municipal Water District

APPROVED AS TO FORM:



BOARD ACTION

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-01 — A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES AND THE GENERAL MANAGER EFFECTIVE JANUARY 23, 2018 THROUGH JUNE 30, 2018

BACKGROUND

In compliance with state and CalPERS regulations, the District maintains a Salary Grade structure that includes all job titles, salary grade levels, and monthly salary ranges for each grade. The table is available for public review, accessible from the Rainbow MWD website, and is published on a website hosted by the California State Controller.

On August 22, 2017, the Board approved the current salary grades in Resolution No. 17-24, which included Legacy Salary Grades for certain positions if an incumbent employee's pay rate was above the new grade for that position. Since that time, one employee placed in a Legacy Pay Grade has retired and that grade is no longer required.

In addition, several new positions have been added or updated based on the recommendations from the Staffing Analysis that was presented to the board in June 2017 and updated job descriptions and corresponding labor market research. The new positions added include:

- Lead Operator (promotional – no new headcount)
- Technical Services Team Lead (promotional – no new headcount)
- Information Technology and Applications Analyst (reclassifying former IT Administrator position)
- Right of Way and Facilities Coordinator (new position)
- Purchasing and Inventory Control Specialist I (reclassifying former Purchasing/Warehouse Technician I position)
- Purchasing and Inventory Control Specialist II (reclassifying former Purchasing/Warehouse Technician II position)

DESCRIPTION

The grade structure included in Resolution No. 18-01 is revised to reflect the new positions. Resolution No. 17-24 rescinds Resolution No. 17-24.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Updating this document with current information allows the District to comply with CalPERS requirements and California Code of Regulations 570.5 and 571.

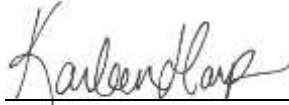
BOARD OPTIONS/FISCAL IMPACTS

There is no direct fiscal impact; estimated salaries for these positions have already been accounted for in the 2017-2018 fiscal year budget. This resolution allows the District to comply with CalPERS requirements.

1. Option 1: Approve Resolution No. 18-01 as presented.
2. Option 2: Do not approve Resolution No. 18-01. The new positions would not be added to the pay grade structure and the Legacy position would not be removed.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 18-01.



Karleen Harp, COSM
Human Resources Manager

01/23/2018

RESOLUTION NO. 18-01

RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY FOR DISTRICT EMPLOYEES EFFECTIVE JANUARY 23, 2018 THROUGH JUNE 30, 2018

Exempt Salary Grade	Monthly Salary Range/ Biweekly Range	Job Titles
GM	\$15,069- \$21,700/ \$6,955 - \$10,015	General Manager
E11	\$10,066 - \$14,495 / \$4,645 - \$6,690	Engineering Manager Finance Manager Operations Manager
E10	\$8,753 - \$12,691 / \$4,040 – \$5,857	Human Resources Manager
E9	\$7,611 - \$11,036 / \$3,513 - \$5,094	Associate Engineer Construction and Maintenance Superintendent Water Operations Superintendent
E8	\$6,618 - \$9,596 / \$3,054 - \$4,429	Information Technology and Applications Analyst Wastewater Superintendent

Non-Exempt Pay Grade	Monthly Pay Range/ Hourly Range	Job Titles
N7	\$6,316 - \$9,159 / \$36.44 - \$52.84	Executive Assistant/Board Secretary Lead Operator Technical Services Team Lead
N6	\$5,493 - \$7,964 / \$31.69 - \$45.95	Administrative Analyst Crew Leader – Valve Maintenance Crew Leader – Construction & Maintenance Electronic / Electrical Technician II Right of Way and Facilities Coordinator System Operator III
N5	\$4,776 - \$6,925 / \$27.55 - \$39.95	Accounting Specialist II Crew Leader – Meter Services Electrical / Electronics Technician I Engineering Inspector II Engineering Technician II Mechanic II Safety Administrator II System Operator II Utility Worker III – Construction Utility Worker III – Valve Maintenance Utility Worker III – Wastewater Services Water Quality Technician II

N4	\$4,153 - \$6,022 / \$23.96 - \$35.25	Accounting Specialist I Administrative Assistant II Engineering Inspector I Engineering Technician I Purchasing and Inventory Control Specialist II Safety Administrator I System Operator I Utility Worker II – Construction Utility Worker II/III – Meter Services Utility Worker II – Valve Maintenance Utility Worker II – Wastewater Services Water Quality Technician I
N3	\$3,611 - \$5,237 / \$20.83 - \$30.21	Administrative Assistant I Customer Service Representative II Purchasing and Inventory Control Specialist I Utility Worker I – Construction Utility Worker I – Meter Services Utility Worker I – Valve Maintenance Utility Worker I – Wastewater Services
N2	\$3,140 - \$4,554 / \$18.11 - \$26.27	Customer Service Representative I
N1	\$2,731 - \$3,960 / \$15.76 - \$22.85	Interns

Legacy Salary Grade	Monthly Salary Range/ Hourly Range	Job Titles
L7	\$6,252-\$8,203 / \$32.91 - \$47.33	Crew Leader- Valve Maintenance
L6	\$4,982-\$6,536 / \$28.74 - \$37.71	Engineering Inspector I
L5	\$4,884-\$6,408 / \$28.18 - \$36.97	Utility Worker III – Meter Services
L2	\$4,089-\$5,365 / \$23.59 - \$30.95	Utility Worker I - Construction

Resolution No. 18-01 rescinds Resolution No. 17-24.

PASSED, APPROVED, AND ADOPTED in Open Session at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 23rd day of January, 2018 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

CONSIDER AUTHORIZATION FOR GENERAL MANAQQER TO APPROVE PAYMENT FOR SERVPRO FOR RESTORATION SERVICES AT 6668 CAMINO DEL REY DUE TO 4" WATER MAIN BREAK IN AREA CAUSING PROPERTY DAMAGE

BACKGROUND

On the morning of December 8, 2017, a call came in from the District's Southwest Answering Service at 4:06 AM (attachment 1). A customer (Mike Bayt) living at 6660 Camino Del Rey reported a water pipe behind house had broken. That day, due to the Lilac Fire, the District's Emergency Operations Center (EOC) was activated. Therefore, when the call came in, District Staff were dispatched to assess the situation. Upon arriving to the location, staff confirmed it was a 4" water main break and isolated the main. Staff investigated the local area for property damage and found water had drained towards the residence of 6668 Camino Del Rey.

Staff also confirmed that water had entered this property causing water damage inside of residence. Staff reported back with an assessment of the damage to the Incident Commander (Darren Milner). Darren then contacted SERVPRO who was immediately dispatched, and water damage equipment was deployed to start the restoration/mitigation process at the property. The same day, the customer (Joe Sheldon) was notified to coordinate this work and provide any assistance with accommodations. Customer was also advised to notify District Staff if they needed any further support during any phase of the restoration process.

DESCRIPTION

On December 8, 2017, the District contacted SERVPRO (vondor #:603417) to request emergency restoration services at 6668 Camino Del Rey. That same day, Tim O'Grady, SERVPRO's Large Loss Project Manager, was escorted to the 6668 Camino Del Rey to assess the damage and provide the District with an estimate (attachment 2) for the required restoration service repairs. SERVPRO found water damage affecting the following rooms: kitchen, living room, dining room, master bedroom, baby room, office, hallway bathroom, and hallway (attachments 3 & 4). Due to this being an emergency, a verbal was provided by Darren Milner, Operations Manager to move forward with the restoration process.

On December 9, 2017, District Staff escorted SERVPRO representatives to the residence, where they started deploying their equipment, and began the pack-out phase. From December 9th through December 11th, everything in the house got packed up in boxes, removed, hauled away and stored. On December 12th, the water mitigation phase started where they ran blowers, and removed any damaged building materials from the house. During this mitigation, special asbestos

and bacteria samples were taken as a precaution of which were required and/or recommended by SERVPRO. Both tests passed (attachments 5 & 6), and test results relayed to customer.

On December 15, 2017, the mitigation phase was 100% completed, and the repair phase commenced. The customer requested special building materials to be replaced, and were advised by SERVPRO that they would only replace materials at the same value, or the additional funding or difference would come directly from the customer. The customer was made aware of this information, and all materials were picked out. The repairs are currently underway and on-schedule to be completed by mid-February 2018 timeframe. Pack-back is scheduled after repairs.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Per the District's Administrative Code, Chapter 1.04, Section 1.04, "The General Manager is hereby authorized to take immediate action and award contracts not exceeding \$250,000 (two hundred fifty thousand dollars) and take actions to repair or replace a public facility and directly related immediate actions required, when in his opinion an unforeseen event has resulted in an emergency as defined by Public Contract Code 1102, without seeking competitive bids."

Strategic Plan Focus Area Five: Customer Service

Satisfied District Goal in ensuring top quality customer service by meeting customer's needs, being responsive, providing timely communication, and being financially responsible.

BOARD OPTIONS/FISCAL IMPACTS

SERVPRO estimate provided for entire restoration process consists of the following phases:

1. Inspection – No Assessment Cost (Free Estimate)
2. Contents - \$17,418.07 (Pack-Out/Pack-Back – Labor & Materials)
3. Demolition - \$13,040.82 (Water Mitigation – Asbestos & Bacteria Sampling/Testing, Equipment & Labor)
4. Repairs - \$32,544.13 (Rebuild – Labor & Materials)
5. Miscellaneous - \$12.82 (California Carpet Stewardship Assessment Fee, Etc.)

Total not to exceed \$63,015.84 - Includes prevailing wages (attachment 7)

Board Options:

1. Authorize General Manager to approve payment for SERVPRO for restoration services totaling \$63,015.84, and apply towards Office Emergency Service (OES) funding through the State of California and/or Federal Emergency Management Administration (FEMA) for reimbursement purposes.
2. Do not authorize the General Manager to approve payment for SERVPRO invoice for restoration services totaling \$63,015.84.
3. Request District staff provide additional information.

STAFF RECOMMENDATION

Staff recommends the Board of Directors to approve option #1.



Darren S. Milner
Operations Manager

1/23/2018

Dawn Washburn

From: messages@southwestansweringservice.com
Sent: Friday, December 08, 2017 4:06 AM
To: Darren Milner
Subject: Your Messages

CHUCK
MIKE BAYT
WATER O/C (XX) OR SEWER O/C ()

1760-726-6611
6660 CAMINO DEL REY
BONSALL
92003
WATER PIPE BEHIND HOUSE BROKE



SERVPRO N. Vista/San Marcos

2870 South Santa Fe Ave.
San Marcos, CA 92069
PH: 760-758-3454 F: 760-599-0339
General Contractor LIC# 748208
FEIN 760722507
Email Servpro8942@sbcglobal.net

Client: Rainbow Water District POC: Darren Milner
Property: 6668 Camino Del Rey
Fallbrook , CA

Home: (760) 728-1178

Operator: RICHTERT

Estimator: Trim,Richter
Business: 2870 S. Santa Fe Ave
San Marcos , CA 92069

Business: (760) 758-3454

Reference:
Company: Servpro

Type of Estimate: Water Damage

Date Entered: 12/11/2017

Date Assigned:

Price List: CABD8X_DEC17

Labor Efficiency: Restoration/Service/Remodel

Estimate: CAMINODELREY_6668_WT



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CAMINODELREY_6668_WT

Water Mitigation

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Emergency service call - during business hours Service call 12/8/17. No Charge	EA	0.00	166.09	0.00	0.00	0.00
2. Haul debris - per pickup truck load - including dump fees	1.00 EA	130.66	0.00	0.00	0.00	130.66
3. 50 pack/bundle -Cleaning Rags	2.00 EA	0.00	30.50	0.00	0.00	61.00
4. Equipment decontamination charge - per piece of equipment This charge is for the decontamination of the equipment used in the crawl space.	2.00 EA	0.00	37.59	0.45	0.00	75.63
5. Add for personal protective equipment (hazardous cleanup) Two suits per technician per day for five total days.	20.00 EA	0.00	7.74	10.88	0.00	165.68
6. Add for HEPA filter (for negative air exhaust fan)	0.50 EA	0.00	187.27	7.00	0.00	100.64
7. General Demolition - per hour The following is the scope of work performed. If further damage is found during services a supplemental will arise.	92.00 HR	80.00	0.00	0.00	0.00	7,360.00
Mitigation/Dry-Out Services to be performed: Cause of loss: Water main break. Category 3, Class 2. Affected Rooms: Kitchen, Living Room, Dining Room, Master Bedroom, Baby Room, Office, Hallway Bathroom, and Hallway Removal of the following: affected carpet and pad (entire home), Drywall removal around perimeter 1-2' high cuts, cabinet compress board side, back and bottom panels. (Cabinet counter top and face frames will be supported, SERVPRO will not be held liable if breakage occurs during this process) Disinfecting of the flooring and framing. Power washing of back yard.						
8. Plastic bag - used for disposal of items	70.00 EA	0.00	2.89	16.18	0.00	218.48
9. Air mover (per 24 hour period) - No monitoring Twelve air movers for two days.	24.00 EA	0.00	26.63	0.00	0.00	639.12
10. Negative air fan/Air scrubber (24 hr period) - No monit.	6.00 DA	0.00	74.56	0.00	0.00	447.36



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CONTINUED - Water Mitigation

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Two air scrubbers for three days.						
11. Dehumidifier (per 24 hour period) - No monitoring	16.00 EA	0.00	61.48	0.00	0.00	983.68
Four dehumidifiers for four days. Note that equipment will be in place for over five days. Only charging for four days.						
12. Anti-microbial agent-per gallon	2.00 GL	0.00	28.00	0.00	0.00	56.00
13. Generator - 10-30KW (per day - 8 hour) - no monitoring	2.00 DA	0.00	125.00	0.00	0.00	250.00
This charge is for generator use. Total of 16 hours.						
14. Fuel surcharge	216.00 EA	0.00	2.69	0.00	0.00	581.04
Diesel fuel used to power the indirect fired heater/drying furnace. 1.8 gallons per hour x 16 hours						
Diesel prices based upon www.gasbuddy.com						
15. Contamination - pre & post test - full service (Bid Item)	1.00 EA	0.00	1,400.00	0.00	0.00	1,400.00
Third party bacterial clearance.						
16. Asbestos - air or surface testing & lab analysis	1.00 EA	0.00	475.00	1.27	95.26	571.53
Totals: Water Mitigation				35.78	95.26	13,040.82

Pack Out/Pack Back

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
17. Inventory, Packing, Boxing, and Moving charge - per hour	80.00 HR	0.00	80.00	0.00	0.00	6,400.00
Labor/time to pack contents from affected structure to moving truck, unload at warehouse and place into storage vaults.						
18. Moving van (17' - 20') and equipment - per day	2.00 EA	0.00	138.73	0.00	0.00	277.46
One moving truck for two days.						
19. ELECTRONIC MOVE OUT OPEN ITEM	1.00 EA	0.00	0.00	0.00	0.00	0.00
THIRD PARTY BID FOR MOVEMENT OF ELECTRONICS.						
20. FURNITURE INSPECTION/REPAIR OPEN ITEM	1.00 EA	0.00	0.00	0.00	0.00	0.00
THIRD PARTY BID FOR FURNITURE INSPECTION						
21. Clean sofa	8.00 LF	0.00	39.12	0.70	0.00	313.66
22. THIRD PARTY TO CLEAN TEXTILES/CLOTHING AFFECTED. OPEN ITEM	1.00 EA	0.00	0.00	0.00	0.00	0.00



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CONTINUED - Pack Out/Pack Back

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
THIRD PARTY BID FOR FURNITURE INSPECTION						
23. Cleaning Technician - incl. cleaning agent - per hour Cleaning of affected hard surface contents.	32.00 HR	0.00	80.00	2.79	0.00	2,562.79
24. Provide box, packing paper & tape - medium size	90.00 EA	0.00	3.15	22.03	0.00	305.53
25. Provide box, packing paper & tape - large size	60.00 EA	0.00	4.17	19.58	0.00	269.78
26. Provide book box, packing paper & tape	110.00 EA	0.00	2.19	19.27	0.00	260.17
27. Provide stretch film/wrap	2.00 RL	0.00	19.18	3.07	0.00	41.43
28. Bubble Wrap - Add-on cost for fragile items	1,400.00 LF	0.00	0.20	22.40	0.00	302.40
29. Provide furniture lightweight blanket/pad	115.00 EA	0.00	6.41	58.97	0.00	796.12
30. Off-site storage & insur. - climate controlled - per month Off site storage for one month. Starting on 12/9/17 to 1/9/17	1,000.00 SF	0.00	1.27	0.00	0.00	1,270.00
31. Inventory, Packing, Boxing, and Moving charge - per hour Reset of contents upon completion of repairs.	56.00 HR	0.00	80.00	0.00	0.00	4,480.00
32. Moving van (17' - 20') and equipment - per day Moving truck used for transport of contents.	1.00 EA	0.00	138.73	0.00	0.00	138.73
Totals: Pack Out/Pack Back				148.81	0.00	17,418.07

Repairs

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
33. Haul debris - per pickup truck load - including dump fees	1.50 EA	120.52	0.00	0.00	36.16	216.94
34. Final cleaning - construction - Residential	8,073.60 SF	0.00	0.22	0.00	355.24	2,131.43
35. Insulation Installer - per hour Replace insulation in all areas.	3.00 HR	0.00	71.05	0.00	42.64	255.79
36. Material Only Batt insulation - 4" - R13 - unfaced batt	385.20 SF	0.00	0.41	12.63	34.10	204.66



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CONTINUED - Repairs

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
37. Drywall Installer / Finisher - per hour	16.00 HR	0.00	72.25	0.00	231.20	1,387.20
Replace drywall, joint tape, mud drywall, texture drywall in all areas.						
38. Material Only 1/2" - drywall per LF - up to 4' tall	385.20 LF	0.00	1.96	60.40	163.08	978.47
39. Material Only Texture drywall - machine	2,865.60 SF	0.00	0.04	9.17	24.76	148.55
40. Painter - per hour	24.00 HR	0.00	69.10	0.00	331.68	1,990.08
Masking, painting, staining and stripping of cabinetry, painting of trims, this is for entire house.						
41. Material Only Mask and prep for paint - plastic, paper, tape (per LF)	770.40 LF	0.00	0.23	14.18	38.28	229.65
42. Material Only Mask and cover light fixture	14.00 EA	0.00	0.61	0.68	1.84	11.06
43. Material Only Seal the surface area w/latex based stain blocker - one coat	5,731.20 SF	0.00	0.08	36.68	99.04	594.22
44. Material Only Paint the surface area - one coat	9,082.80 SF	0.00	0.11	79.93	215.80	1,294.84
45. Material Only Seal & paint cabinetry - lower - inside and out	20.00 LF	0.00	5.66	9.06	24.46	146.72
46. Material Only Strip & refinish cabinetry - upper - inside and out	14.00 LF	0.00	8.29	9.28	25.08	150.42
47. Material Only Paint vanity - inside and out	7.00 LF	0.00	4.35	2.44	6.58	39.47
48. Material Only Seal & paint baseboard - two coats	385.20 LF	0.00	0.10	3.08	8.32	49.92
49. Material Only Paint door or window opening - 2 coats (per side)	14.00 EA	0.00	3.76	4.21	11.36	68.21
50. Material Only Paint door or window opening - Large - 2 coats (per side)	4.00 EA	0.00	4.43	1.42	3.82	22.96
51. Material Only Paint door slab only - 2 coats (per side)	14.00 EA	0.00	6.36	7.12	19.22	115.38
52. Carpenter - Finish, Trim / Cabinet - per hour	56.00 HR	0.00	68.80	0.00	770.56	4,623.36
Repair all cabinetry. This includes kitchen and bathrooms. Reinstallation of all hardware, doors, drawers, frames, and faces.						
53. Material Only Cabinet panels - side, end, or back	300.00 SF	0.00	7.68	184.32	497.66	2,985.98
54. Material Only Vanity	7.00 LF	0.00	98.00	54.88	148.18	889.06
55. Material Only Toe kick - unfinished wood - 1/2"	25.00 LF	0.00	3.53	7.06	19.08	114.39
56. Material Only Re-skin toe kick	25.00 LF	0.00	3.56	7.12	19.22	115.34
57. Carpet Installer - per hour	10.00 HR	0.00	69.57	0.00	139.14	834.84
CAMINODELREY_6668_WT					12/22/2017	Page: 5



SERVPRO N. Vista/San Marcos

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CONTINUED - Repairs

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Carpeting throughout						
58. Material Only Carpet	384.10 SF	0.00	2.41	74.05	199.96	1,199.69
59. Material Only Carpet pad	384.10 SF	0.00	0.39	11.98	32.36	194.14
60. Wood Floor Covering Installer - per hour	14.00 HR	0.00	72.43	0.00	202.80	1,216.82
Laminate flooring throughout						
61. Material Only Laminate - simulated wood flooring	558.20 SF	0.00	3.09	137.99	372.56	2,235.39
62. Material Only Vapor barrier - visqueen - 6mil	558.20 SF	0.00	0.05	2.23	6.02	36.16
63. Material Only T- molding - for wood flooring	40.00 LF	0.00	6.08	19.46	52.54	315.20
64. Material Only End molding - for wood flooring	64.00 LF	0.00	4.63	23.71	64.00	384.03
65. Material Only Quarter round - for wood flooring	165.20 LF	0.00	2.95	38.99	105.26	631.59
66. Tile / Cultured Marble Installer - per hour	16.00 HR	0.00	76.76	0.00	245.64	1,473.80
Replace tile floor						
67. Material Only Mortar bed for tile	72.00 SF	0.00	1.60	9.22	24.88	149.30
68. Material Only Ceramic/porcelain tile	72.00 SF	0.00	4.08	23.50	63.46	380.72
69. Finish Carpenter - per hour	8.00 HR	0.00	78.80	0.00	126.08	756.48
door casing/jamb repair, baseboards						
70. Material Only Baseboard - 5 1/4"	385.20 LF	0.00	2.01	61.94	167.24	1,003.43
71. Material Only Casing - 2 1/4"	119.00 LF	0.00	0.84	8.00	21.60	129.56
72. Plumber - per hour	16.00 HR	0.00	95.09	0.00	304.28	1,825.72
Plumbing for bathrooms and kitchen. Reset of all kitchen appliances.						
73. Material Only P-trap assembly - ABS (plastic)	3.00 EA	0.00	6.04	1.45	3.92	23.49
74. Material Only Plumbing fixture supply line	6.00 EA	0.00	5.08	2.44	6.58	39.50
75. Material Only Sink - single	3.00 EA	0.00	142.04	34.09	92.04	552.25
76. Material Only Angle stop valve	6.00 EA	0.00	7.19	3.45	9.32	55.91
77. Material Only Toilet - Detach & reset	2.00 EA	0.00	4.54	0.73	1.96	11.77
78. Door Installer/Finish Carpenter - per hour	4.00 HR	0.00	68.80	0.00	55.04	330.24



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CONTINUED - Repairs

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Reset all doors						
Totals: Repairs				956.89	5,424.04	32,544.13
Line Item Totals: CAMINODELREY_6668_WT				1,141.48	5,519.30	63,003.02

Additional Charges	Charge
California Carpet Stewardship Assessment Fee	10.68
Additional Charges Total	\$10.68



SERVPRO N. Vista/San Marcos

2870 South Santa Fe Ave.
San Marcos, CA 92069
PH: 760-758-3454 F: 760-599-0339
General Contractor LIC# 748208
FEIN 760722507
Email Servpro8942@sbcglobal.net

Summary

Line Item Total	56,342.24
California Carpet Stewardship Assessment Fee	10.68
Material Sales Tax	1,141.48
Subtotal	57,494.40
Overhead	2,760.72
Profit	2,760.72
Replacement Cost Value	\$63,015.84
Net Claim	\$63,015.84

Trim,Richter















of North Vista/San Marcos

Dear Customer:

SERVPRO would like to thank you for the opportunity we have been given to provide our services during such a time. My name is Timothy O' Grady; I am your Production Manager. I will be your point of contact throughout your mitigation and/or restoration process. You can reach me on my cell phone at 760-201-5850. If there are any concerns that may arise, you may reach my Supervisor Juan Araya at 760-917-1721. You can also contact our 24 HR office # at 760-758-3454.

I have completed an initial inspection of the loss in your home. During my walk through I have determined that you will need the following services in order to bring you and your home back to preexisting conditions. This is related to mitigation and DOES NOT apply to repair/build back services. Please see the following notes below regarding the things we will be discussing and addressing;

o Loss

Address: 6668 Camino Del Rey

o COL: water main break

o Rooms Affected:

- Entry, kitchen, living room, dining room, master bedroom, baby bedroom, backyard, office, both bathrooms

Equipment

Needed: (4-5) Dehum (10-20) Air movers

o General

Contractor: Remove all affected drywall, carpet, & pad / affected areas ^{+ Flooring} ^{Pack out}

Asbestos Testing Needed:

Yes/No TBD = Rainbow water District to direct
Servpro.

Notes: - Repairs will be performed if requested (Rich)
- Packout services 12/9 - 12/10
- mitigation 12/11 - 12/15

Customer Name: JOESTERSON Date: 12/09/17

Project Manager Name: Timothy O'Grady Date: 12/18/17































Asbestos Bulk Sampling Report

Conducted at
6668 Camino Del Rey
Bonsall, CA 92003

Conducted For
ServPro of North Vista/San Marcos
2870 S. Santa Fe Avenue
San Marcos, CA 92069
Ph: 760-758-3454

Owner
Joseph Sheldon

Survey Dates
December 9th & 16th, 2017

Report Date
December 16, 2017

ET&T Project No. 175630

Environmental Testing & Technology, Inc. (ET&T)
1106 Second Street, Suite 102 ▲ Encinitas, CA 92024
Tel: 760-804-9400 ▲ www.ETandT.com ▲ www.EMFRF.com



Dear Timothy,

This report summarizes the findings of our asbestos sampling conducted at the residence located at 6668 Camino Del Rey, Bonsall, CA 92003. Our surveys were conducted on December 9th & 16th, 2017, by Ms. Sarah Villa, Certified Site Surveillance Technician with ET&T.

1. Scope of Work

The purpose of this limited survey was to collect bulk samples of suspect asbestos containing building materials. The samples were sent to an NIST/NVLAP accredited lab for analysis. The following procedures were conducted as part of the assessment:

- Limited visual inspection in readily accessible areas of concern.
- Collection of suspect asbestos containing materials.
- Written report and laboratory data interpretation.

2. Asbestos Bulk Sampling

The purpose of bulk sampling is to determine if a material contains asbestos. Asbestos “bulk” samples were taken by “wetting” a suspect surface with a surfactant and collecting the material. These materials are sent to an accredited laboratory for analysis by polarized light microscopy (PLM) by EPA method 600/R-93-116. Asbestos containing material is a material that contains greater than 1% asbestos.

3. Asbestos Bulk Sampling Results

Table 1: Asbestos Bulk Sampling Results

Sample ID	Location - Material	Results
01	Office Wall - Drywall/Joint Compound	ND
02	Kitchen Wall - Drywall/Joint Compound	ND
03	Hall Bath Wall - Drywall/Joint Compound	ND
04	Living Room Wall - Plaster	ND
05	Master Bed Wall - Plaster	ND
06	Master Bath Wall - Plaster	ND
07	Kitchen Floor – Vinyl Floor Tile	ND
08	Kitchen Floor - Mastic	2% Chrysotile



4. Summary

There were eight (8) bulk samples collected from suspect asbestos containing building materials during the survey. There was Chrysotile type asbestos detected in concentrations of 2% in the mastic samples collected from the Kitchen Floor. Asbestos containing material is a material that contains greater than 1% asbestos. Please see Table 1 and the attached laboratory report for more information.

5. Important Notice

A diligent inspection of normally visible and accessible areas was made in accordance with the scope of work. However, due to the inherent limitations of the physical inspection process, Environmental Testing & Technology Inc. cannot report, or accept responsibility for, materials or conditions which may exist in areas that were inaccessible at the time of its inspection. This survey cannot guarantee or warrant the absence of asbestos or other environmental hazards in areas not accessible for inspection and testing.

This inspection is not intended to reflect the structural integrity, or value of the property, nor do we make any representation as to the advisability of purchase or the suitability for use. We do not assume responsibility for choices or decisions made regarding the purchase or rental of properties, mitigation or potential legal action, based on our measurements. The inspection is not intended to be technically exhaustive, and is not to be used as a guarantee or warranty, expressed or implied, regarding the adequacy, performance, or condition of the inspected structure.

If you have any further questions regarding the survey and report feel free to contact us at 760-804-9400.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew M. Jordan".

Andrew M. Jordan, BA
Certified Asbestos Consultant (CAC) – No. 11-4739
Certified Microbial Consultant (CMC) – ACAC No. 1305046
Certified Lead Sampling Technician – CDPH No. 26593
Certified Applied Microbial Remediation Technician (AMRT) – IICRC No. 126470
Certified Water Damage Restoration Technician (WRT) - IICRC No. 126470



A handwritten signature in black ink, appearing to read "Sarah B. Villa".

Sarah B. Villa
Certified Site Surveillance Technician (CSST) – No. 12-4923
Certified Lead Sampling Technician – CDPH No. 25028

ATTACHMENTS

- Asbestos Bulk Sampling Report – 1 page
- Asbestos Bulk Sampling Report – 1 page



Safeguard
EnviroGroup

Post Remediation Verification

Project Address:

6668 Camino Del Rey
Bonsall, CA 92003

Prepared for (Client):

ServPro of North Vista/San Marcos

Project Number:

44-12-021BACPRV

Date of Report:

12/18/2017

Limits of Liability

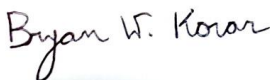
This report was prepared for the exclusive use of the client in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. Any use of, reliance upon or interpretation of any information contained in this report by a party other than the client specifically named above shall be solely at the risk of the third party and without legal recourse against Safeguard EnviroGroup, Inc. (SEG) or their subsidiaries and affiliates, sub-contractors or their respective employees, officers or directors regardless of whether the action in which recovery of damages sought is based upon contract, tort, including sole, concurrent negligence, or strict liability of Safeguard EnviroGroup, Inc. by statute or otherwise.

Our report is based on the information available to us at the time of our investigation and limited in scope to the stated purpose and/or the areas inspected. Other conditions elsewhere in the subject building(s) may differ from those in the inspected/survey locations and such conditions are unknown, may change over time and have not been considered. This report does not claim to identify all potential hazards and/or contaminants that may be present, nor does it imply any medical opinion on the relationship of potential health effects with any reported hazards and/or contaminants. Our opinions are based on our findings and upon professional expertise with no warranty or guarantee implied herein. The data obtained in this report does not establish habitability of the building(s) nor does it determine if a building is safe or unsafe. This inspection is not intended to reflect the structural integrity, or value of the property, nor do we make any representation as to the advisability of purchase or the suitability for use. We do not assume responsibility for choices or decisions made regarding the purchase or rental of properties, mitigation or potential legal action, based on information in this report or opinions expressed. The inspection is not intended to be technically exhaustive, and is not to be used as a guarantee or warranty, expressed or implied, regarding the adequacy, performance, or condition of inspected structure.

The results, assessments, conclusions and recommendations stated in this report are factually representative of the conditions and circumstances observed at this location on the dates of inspection. We cannot assume responsibility for any change in conditions or circumstances that occurred after the inspection. Should additional information become available, we reserve the right to determine the impact, if any, of the new information on our opinions, conclusions, and recommendations, and to revise our opinions, conclusions, and recommendations if necessary as warranted by the discovery of additional information. SEG accepts no responsibility for interpretation of this report by others. Its contents shall not be used or relied upon by other parties without prior written authorization of SEG. SEG has relied in good faith upon the information and representations of others in the preparation of this report and the opinions expressed herein. Accordingly, SEG accepts no responsibility for deficiencies, omissions, misrepresentations, or fraudulent acts of persons interviewed. It is also possible that the testing methods employed at the time of the report may later be superseded by other methods. SEG does not accept responsibility for changes in the state of the art.

In no event shall Safeguard EnviroGroup (SEG) or their subsidiaries and affiliates, sub-contractors or their respective employees, officers or directors be liable for indirect, special, consequential, or incidental damages, including, but not limited to, damages for loss of profit or goodwill regardless of the negligence (either sole or concurrent) of SEG and whether SEG has been informed for the possibility of such damages, arising out of or in connection with SEG's services thereunder or the delivery, use, reliance upon or interpretation of test results by client or any third party. We accept no legal responsibility for the purposes for which the client uses this report and/or test results. Any resampling performed will be at the sole discretion of SEG, the cost of which shall be limited to the reasonable value of the original sample set. In no event shall SEG be liable to a client or any third party, whether based upon theories of tort, contract or any other legal or equitable theory, in excess of the amount paid to SEG by client thereunder.

Report Written by:



Bryan W. Kovar, CIEC, ASD, WRT, Hazwoper 40, FRO, EPA CRRRP
Vice President/Operations
Safeguard EnviroGroup, Inc.

Reviewed by:



Brad Kovar, CIEC, CEICC, CFSC, REA, REPA, MRS, AMRT,
President & CEO
Safeguard EnviroGroup, Inc.

Standards and Guidelines

Safeguard EnviroGroup follows the Standards of Practice/Code of Ethics for sample collection and the assessment of indoor environments for microbial contamination as established by the American Industrial Hygiene Association (AIHA), Indoor Air Quality Association (IAQA), American Society for Testing and Materials (ASTM) and Indoor Environmental Standards Organization (IESO). In addition, Safeguard EnviroGroup relies on the ANSI/IICRC S500 Professional Water Damage Restoration Standard, ANSI/IICRC S520 Remediation Standard and the United Facilities Guide Specifications (UFGS) – Section 02 85 00.00 20 when establishing remediation criteria, preparing remediation protocols, procedures or confirming remediation success.

Frequently, there are no published data against which field investigation data may be compared. Subsequently, the comparison of data may be based on internal (in-house) documentation and findings. Safeguard EnviroGroup recognizes that all indoor environmental projects are unique and in certain circumstances, common sense and professional judgment may justify deviation from the above standards.

Introduction

Per client’s request and authorization, Safeguard EnviroGroup, Inc. (SEG) was retained to perform a Post Remediation Verification (PRV) which was conducted on **12/18/2017** at the subject property.

The investigation was specifically related to the following known affected and subsequently, remediated area(s), hereinafter referred to as the “**designated work area(s)**” at the above referenced project site:

1st floor:

- Southwest bedroom
- Northwest bedroom
- North guest bathroom
- Living room
- Entryway
- Kitchen
- Dining area
- Master bedroom
- Master bathroom
- Master closet

Purpose of Investigation

The purpose of this post remediation verification was to determine the efficacy of cleaning sewage constituents on the structural elements, finishing materials, flooring and/or personal items/contents within the designated work area(s).

The post remediation verification provides a measure of assurance, within sampling, testing and analysis limitations that the structure and contents have been remediated to a pre – loss condition and bacterial growth has successfully been inhibited.

Sewage Indicator Organisms

Many pathogens can be present in sewage. For a number of reasons, testing for all of them is impractical:

- Many of the pathogens may be present in low concentration. However, it may require only a few to cause disease.
- The statistical likelihood of detecting a low concentration of a pathogen in a sample from a small area is low.
- Testing methods for particular pathogens may detect only one or a few pathogen types. Testing for all potential pathogens would require many tests, at high expense, even assuming tests were available for all of them.
- Sewage spills always need to be cleaned up, and it is probably irrelevant whether or not the organisms are getting into the air. The organisms that are most dangerous in sewage cause gastrointestinal disease that is acquired by ingesting the organism, not inhaling them. Therefore, air sampling for sewage organisms is generally not part of sewage assessments. On the other hand, collection of surface samples in the environment may give an indication of the risk of hand to mouth exposure in occupants of a sewage-damaged property.

Coliform bacteria

Coliform bacteria are often used as indicator organisms. A number of genera make up this group of rod-shaped, Gram-negative, non-spore forming bacteria. They include many human pathogens, as well as, bacteria that form a normal part of a healthy intestinal flora and bacteria found in the general environment. The presence of coliform bacteria should not be considered a direct indicator of sewage contamination. Thus, the presence of small numbers of environmental coliforms should not be considered abnormal or of any particular concern for human safety. However, the absence of coliforms on a surface that was previously contaminated with fecal material is an excellent indication that remediation has been effective and that a sanitary environment has been re-established at the point sampled.

Escherichia coli

E. coli is one species of the coliform group and is another indicator organism Safeguard EnviroGroup, Inc. uses when testing for sewage contamination. It is found primarily in the intestinal tracts of mammals and on surfaces contaminated with feces. *E. coli* can sometimes survive outside the body for extended periods. Most strains of *E. coli* are not pathogenic and indeed form a normal part of human intestinal flora. *E. coli* can even be beneficial to human health by producing vitamin K and limiting the establishment of pathogenic bacteria. It's important to note, *E. coli* is the most common bacteria on earth and exists in the human body at concentrations of 10-100 billion cells per CC in the GI tract. Rare outbreaks of a unique strain, typically associated with undercooked meats, that, when ingested in large quantities, can create human illness.

Post Remediation Verification Criteria

The following Post Remediation Verification criteria has been established by SEG:

- Absence of visible dust and remediation debris within the containment/affected areas and;
- Absence of visible sewage constituents and malodor within containment/affected areas and;
- Passing of culture-based analysis and/or APT threshold limit and;
- Moisture content of structural components and other materials should be equal to or less than the established reference moisture reading or less than 16% Wood-Moisture-Equivalent (WME).

If all criteria are met, then the microbial remediation efforts are considered acceptable “**Passes**” and no further action is recommended. If the project fails to meet one of the clearance criteria by a narrow margin and; if the project analyst determines substantial improvement and acceptable levels can be obtained with minimal remediation efforts, the project may be given a “**Conditional Clearance**” with recommendations for further minimal remediation actions to be completed by contractor prior to contractor vacancy and no further testing will be required. If the project substantially fails to meet any of the above criteria, the project will have “**Failed**” post remediation verification and additional testing and/or remediation efforts will be required followed by additional rounds of post remediation clearance testing until the project achieves clearance. Following successful clearance, reconstruction work can begin.

Minor abnormalities of test results are not unusual and are subject to the interpretation of Safeguard EnviroGroup.

Investigation methodology

The scope of our investigation and methods used in our preliminary survey of the building:

- Visual inspection of the known affected, exposed, and readily accessible areas within the designated work areas.
- Collection of moisture level data.
- Photographic documentation of key observations.
- Representative samples were collected by direct contact of suspect surface using sterile swabs for culture-based analysis and/or Ultrasnap ATP sterile swab with Hygiena SystemSURE Plus ATP Luminometer Testing Device.
- Interpretation of laboratory results
- Production of a written report of findings

The investigation was executed in accordance with the authorized scope of work; however, this report does not indicate the termination of work at the subject site. This report is solely a record of activities, observations, analytical results, and recommendations performed to date.

Investigation Background

The following background information was gathered from various parties and/or observations by the Hygienist:

- The subject property is a single story, single-family residence.
- SEG observed designated work area(s) in good condition with containment and HEPA air scrubbers were operating efficiently with clean filters.

Hygienist Observations and Recorded Data

- SEG did not perceive any malodors, elevated moisture readings (above 16% wood-moisture equivalent) or observe staining consistent with sewage constituents on floor surfaces, structural framing, building or structural finish materials within the designated work area(s).

Sampling Methodology

Based on client directives and/or project requirements, Safeguard EnviroGroup uses two different sampling and analysis methods to evaluate surface cleanliness after sewage/CAT 3 remediation.

Adenosine Triphosphate (ATP) Sampling

SEG collects Adenosine Triphosphate (ATP) samples with Ultrasnap sterile swabs to quickly measure contamination on surfaces using the Hygiena ATP Luminometer device. Adenosine Triphosphate (ATP) is an organic molecule that is used by living cells as the main source of energy. Animal, plant, bacterial, yeast, and mold cells produce and breakdown ATP in order to drive a number of biological processes. The presence of ATP on a surface indicates that the surface has not been adequately cleaned and has the potential to harbor and support bacterial growth. The residue may also contain hazardous material including potential allergens. Therefore, ATP is an ideal indicator of surface cleanliness.

A total of 7 Ultrasnap sterile swab sample(s) were collected and submitted to the laboratory for Adenosine Triphosphate (ATP) analysis.

Summary of Sampling Results

Sample ^A	Location ^B	Element/Substrate ^C	ATP ^F RLU Value	ATP ^G Results
S-01	Southwest bedroom	Walls and floors	35 or below	Effective Cleaning
S-02	Northwest bedroom	Walls and floors	35 or below	Effective Cleaning
S-03	North guest bathroom	Walls and floors	35 or below	Effective Cleaning
S-04	Living room/ Entryway	Walls and floors	35 or below	Effective Cleaning
S-05	Kitchen	Walls and floors	35 or below	Effective Cleaning
S-06	Dining area	Walls and floors	35 or below	Effective Cleaning
S-07	Master bedroom/ Master bathroom/ Master closet	Walls and floors	35 or below	Effective Cleaning

^AA unique sample identification number is given to each S (Swab surface sample).

^BThe location in which the sample was collected.

^CThe element/substrate the sample is collected from.

^D For Culture-Based surface Sampling, coliforms present or absence. The presence of coliform bacteria should not be considered a direct indicator of sewage contamination or considered abnormal or of any particular concern for human safety. However, the presence of coliforms on a surface that was previously contaminated with fecal material is an indication that further remediation will be required to return the area(s) to a pre-loss condition.

^E For Culture-Based surface Sampling, E.coli present or absence.

^F For Adenosine Triphosphate (ATP) Sampling, the ATP Luminometer displays results in Relative Light Unit (RLU) values. The quantitative RLU reading is compared against the ISSA Clean Standard to provide an overall qualitative “Effective Cleaning”, “Needs Improvement” or “Ineffective Cleaning” result. The following thresholds, as determined by the ISSA Clean Standard, are used for this analysis: 35 or below (Effective Cleaning), 36 to 70 (Needs Improvement) and 71 or above (Ineffective Cleaning).

^G For Adenosine Triphosphate (ATP) Sampling, Effective Cleaning (No further cleaning is necessary), Needs Improvement (additional cleaning recommended), Ineffective Cleaning (Unsanitary – additional cleaning and testing required)

Conclusions

Safeguard EnviroGroup does not guarantee that all contaminated areas in the property were recognized during our post remediation verification. This report is limited only to the samples taken and locations sampled as directed by the client and/or remediation contractor. Additional evaluation and sampling may be needed to further identify other pollutants, or other affected areas inside the property.

Based on the results of the visual observations, recorded data and laboratory analysis, the designated work area(s) has **PASSED the clearance criteria.**

Exhibit A
Chain of Custody(s)

Exhibit C
Photo log of Key Observations
Digital Images



Dawn Washburn

From: Tim OGrady <togrady@servpro8942.com>
Sent: Monday, December 18, 2017 1:35 PM
To: Darren Milner
Subject: Servpro Per Hour Rates

God afternoon Darren,

I reviewed the estimate we sent to you and the following is a breakdown of each position's hourly rate and where to find them in the estimate.

Page 2 / Line 7 / General Demo / \$80 per hour
Page 4 / Line 22 / Cleaning Technician / \$80 per hour
Page 4 / Line 30 / Inventory, Packing, Boxing / \$80 per hour
Page 4 / Line 34 / Insulation Installer / \$71.05 per hour
Page 4 / Line 36 / Drywall Installer / \$72.25
Page 5 / Line 39 / Painter / \$69.10 per hour
Page 5 / Line 51 / Carpenter / \$68.80 per hour
Page 5 / Line 56 / Carpet Installer / \$69.57 per hour
Page 6 / Line 59 / Wood Floor Installer / \$72.43
Page 6 / Line 65 / Tile Installer / \$76.76
Page 6 / Line 68 / Finish Carpenter / \$78.80 per hour
Page 6 / Line 71 / Plumber / \$95.09 per hour

I hope this helps make it a bit easier to see.
Please let me know if you have any additional questions about this breakdown.

Thank you,

Timothy O'Grady

Large Loss Project Manager

SERVPRO of N.Vista/San Marcos

2870 S. Santa Fe Ave

San Marcos, CA 92069

Office: 760-758-3454

Cell: 760-201-5850

togrady@servpro8942.com



BOARD ACTION

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

APPROVAL OF AGREEMENT TO ASSUME JOINT AGREEMENT TO IMPROVE MAJOR SUBDIVISION, JOINT LIEN CONTRACT AND HOLDING AGREEMENT, AND EXTEND TIME TO COMPLETE IMPROVEMENTS FOR POLO CLUB (TRACT NO. 4736-1 / FINAL MAP 13856)

BACKGROUND

On September 22, 1999 Vista Villas Development Limited (Owner) entered into an agreement with the County of San Diego (County) entitled "Joint Agreement to Improve Major Subdivision County of San Diego Tract Map No. 4736-1" (Joint Improvement Agreement) to make certain subdivision improvements.

On December 14, 2011, a Joint Lien Contract was entered into by and among Rainbow Municipal Water District (District), the County, Owner, and First American Trust, FSB (Holder). The Owner granted to the District and County a lien upon lots 1-167 of the Polo Club Subdivision as security for the completion of improvements stated in the Joint Improvement Agreement.

On August 8, 2012, the Owner, the District, the County and the Holder entered into an agreement entitled "Holding Agreement No 1082-0310-00" (Holding Agreement) for the purposes of implementing the Joint Lien Contract. The terms of the Joint Lien Contract and the Holding Agreement prohibit the Owner from constructing any improvements until acceptable security for the improvements is substituted for the Joint Lien Contract and the Holding Agreement is released.

DESCRIPTION

The Owner desires to sell the subdivision to PC Havens Land LP, a California Limited Partnership and Firm Resorts, LLC, a California Limited Liability Company, General Partner (New Owners). The New Owners desire to fully assume all obligations of the Owner relating to the Joint Improvement Agreements, Joint Lien Contracts, and Holding Agreements.

The transfer of property requires the Board to approve the Agreement to Assume Joint Agreement to Improve Major Subdivision, Joint Lien Contract and Holding Agreement No. 1082-0346-00 (previously Trust No. 1082-0310-00) for County of San Diego Tract No. 4736-1 (Agreement). See Attachment A and Attachment B.

The Owner also requests an extension of time to complete improvements required for County of San Diego Tract No. 4736-1/ Final Map No. 13856, to October 22, 2021.

The Draft Agreement is attached for your review. The Final Agreement will be reviewed by General Counsel before final approval at the Board meeting on January 23, 2018.

Approval by the San Diego County Board of Supervisors is also required. The item for review and approval of this Agreement is on the agenda for the San Diego County Board of Supervisors meeting on February 14, 2018.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Four: Fiscal Responsibility. As the District grows through development, it is important to maintain agreements that protect the interests of current customers and ensure that new developers make the necessary contributions to the District, through improvements to infrastructure and capacity fees, to accommodate the added demand.

BOARD OPTIONS/FISCAL IMPACTS

There is no immediate fiscal impact to the District; however, by approving the Agreement, the District is enabling the development to move forward. As homes are constructed, the District will receive capacity fees from the developer. The Board has the following options:

Option 1: Approve the Agreement to Assume Joint Agreement to Improve Major Subdivision, Joint Lien Contract and Holding Agreement (Tract No. 4736-1) and extend time to complete improvements until October 22, 2021, contingent on the approval of the San Diego County Board of Supervisors.

Option 2: Provide other direction to staff.

STAFF RECOMMENDATION

Staff recommends option 1.



Michael Powers
Associate Engineer

1/23/2018

-DRAFT-

Recording Requested By and
When Recorded Please Return To:

County of San Diego
Dept. of Planning and
Development Services
Attention: Ken Brazell
Mail Station: 0650
FBO THE COUNTY OF SAN DIEGO

Above Space for Recorder's Use

AGREEMENT TO ASSUME JOINT AGREEMENT TO IMPROVE MAJOR SUBDIVISION, JOINT LIEN CONTRACT AND HOLDING AGREEMENT (Tract No. 4736-1)

This Agreement to Assume Joint Agreements to Improve Major Subdivisions, Joint Lien Contract and Holding Agreement No. 1082-0346-00 (previously 1082-0310-00) is made and entered into this _____ day of _____, 2018, between the County of San Diego, a political subdivision of the State of California (County), Rainbow Municipal Water District (District), Vista Villas Development LP, a California limited partnership and SGM Investment Corp., a California corporation (Current Owners), First American Trust, FSB (Holder), and to PC Havens Land LP, a California limited partnership; Firm Resorts, LLC, a California Limited Liability Company, General Partner (hereinafter referred to as "New Owners"), with respect to the following:

RECITALS

A. The Board of Supervisors of the County approved the subdivision of property located in Bonsall, California more particularly described as County of San Diego, Final Map No. 13856 (Tract Map 4736-1), (hereinafter referred to as "Subdivision").

B. As a condition of approval of the aforementioned Subdivision in compliance with the Subdivision Map Act, Gov. Code § 66410, et seq., and Section 81.404 of the San Diego County Code of Regulatory Ordinances (County Code), the Current Owners of the Subdivision agreed to construct certain public improvements pursuant to the "Joint Agreement to Improve Major Subdivision County of San Diego Tract No. 4736-1", recorded September 23, 1999 as Document No. 1999-650279 in the Official Records in San Diego County, California, approved by the County Board of Supervisors on September 22, 1999 (Minute Order No. 10) referred to herein as the "Joint Improvement Agreement").

-DRAFT-

C. County, the District, the Current Owners, and the Holder entered into an agreement, entitled “Joint Lien Contract” (referred to herein as the “Joint Lien Contract”), recorded in the Official Records of San Diego County on August 27, 2012 as Document No. 2012-0511052, to secure the improvement obligations identified in the Joint Improvement Agreement.

D. County, the District, the Current Owners, and the Holder entered into an agreement entitled “Holding Agreement No. 1082-0346-00” (referred to herein as the “Holding Agreement”), recorded in the Official Records of San Diego County on August 27, 2012 as Document No. 2012-0511053, whereby title to the Subdivision was transferred to Holder for the purpose of implementing the Joint Lien Contract.

E. New Owners will purchase the Subdivisions from the Current Owners and desire to fully assume all obligations of the Current Owners relating to the Joint Improvement Agreements, Joint Lien Contracts, and Holding Agreements.

AGREEMENT

WHEREFORE, it is agreed by and between the County, District, Current Owners, Holder, and New Owners as follows:

1. New Owners fully and unconditionally assume all obligations of Current Owners as stated in the Joint Improvement Agreement, Joint Lien Contract, and Holding Agreement, including but not limited to the obligations to furnish, at their own cost and expense, all labor, equipment and material to complete the subdivision improvements specified in the Joint Improvement Agreement.
2. Current Owners are hereby released from all obligations stated in the Joint Improvement Agreement, Joint Lien Contract, and Holding Agreement.
3. The Joint Improvement Agreement, Joint Lien Contract, and Holding Agreement are hereby amended by substituting New Owners in place of Current Owners in all places.
4. The County Subdivision Ordinance, San Diego County Code of Regulatory Ordinances § 81.101 et seq., (“Subdivision Ordinance”) was amended and restated by Ordinance No. 10037, effective March 26, 2010. The Joint Improvement Agreement, Joint Lien Contract, and Holding Agreement are hereby amended and shall be interpreted in a manner consistent with the Subdivision Ordinance, as amended. By way of example, references to former Section 81.406.1 would now be to Section 81.409.
5. Except as amended herein, all provisions, terms and conditions of the Joint Improvement Agreement, Joint Lien Contract, and Holding Agreement shall remain in full force and effect.

-DRAFT-

6. Whenever references are made in the Joint Improvement Agreement, Joint Lien Contract, and Holding Agreement to “County” and/or “District,” the County and the District may act or exercise rights under the agreements either: (a) jointly, or (b) severally and individually acting independently of the other.

7. Notwithstanding any provisions in this Assumption Agreement to the contrary, no release, termination, or substitution of parties authorized herein shall relieve a party of liability for any loss, claim, or damage sustained by another party as a result of any violations of state, federal, or local laws regulating the maintenance or development of the subdivision for which Current owner is a responsible party.

8. This Assumption Agreement may be executed in counterparts, each of which shall be fully effective as an original, and all of which together shall constitute one and the same instrument.

-DRAFT-

IN WITNESS WHEREOF, the parties have caused this Assumption Agreement to be executed as of the date first written above.

CURRENT OWNERS

(A) Vista Villas

Vista Villas Development LP
a California limited partnership

By: Gatsder Investments, Inc.
a California corporation
its General Partner

By: _____
Ibrahim Ghattas, CEO

(B) SGM:

SGM Investment Corp.
a California corporation

By: _____
Ibrahim Ghattas, CEO

NEW OWNERS

PC HAVENS LAND LP, A CALIFORNIA LIMITED PARTNERSHIP

By: FIRM RESORTS, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY,
ITS GENERAL PARTNER

By: _____
John P. Havens, Manager

-DRAFT-

HOLDER

FIRST AMERICAN TRUST, FSB, a Federal Savings Bank

By: _____
Name Title:

By: _____
Name Title:

COUNTY OF SAN DIEGO

By: _____
Clerk of the Board of Supervisors

RAINBOW MUNICIPAL WATER DISTRICT

By: _____
Name Title:

NOTE: NOTARY ACKNOWLEDGEMENTS REQUIRED FOR SIGNATURES

-DRAFT-

**RECORDED AS A BENEFIT
COUNTY OF SAN DIEGO**

WHEN RECORDED RETURN TO:

Clerk of the Board of Supervisors
Room 402, County Administration Center
San Diego, CA 92101

HOLDING AGREEMENT NO. 1082-0346-00
(Joint Lien Contract as Initial Security - Single District)

THIS HOLDING AGREEMENT NO. 1082-0346-00 ("Agreement") is entered into this _____ day of _____, 20____, by and between PC Havens Land LP, a California limited partnership; Firm Resorts, LLC, a California limited liability company ("Owner"), and First American Trust, FSB ("Holder").

RECITALS

(County of San Diego Tract No. 4736-1)

A. Owner owns the unimproved real property ("Property") located in the County of San Diego, State of California, more particularly described in ***Exhibit "A"*** attached hereto and made a part hereof.

B. Owner owns the Property for which the County of San Diego ("County") has approved a Map of the Property and, pursuant thereto, has entered into a Subdivision Improvement Agreement, secured by a joint lien contract ("Joint Lien Contract") with County and the Rainbow Municipal Water District ("District") to postpone the construction of certain subdivision improvements ("Improvements") required by County and District to provide County and District with security that the Improvements will be constructed in the future.

C. Holder, for the limited purposes as set forth in the Joint Lien Contract has joined Owner in the execution of the Joint Lien Contract.

D. Owner desires, pursuant to the requirements of the Joint Lien Contract, to convey title to the Property to Holder, to hold for Owner pursuant to the terms and provisions of this Agreement.

E. Holder is willing to take title to the Property for the limited purposes set forth herein, and Holder has been approved for this purpose by the Director of the County of San Diego Department of Public Works and by the District.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

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1. Owner shall convey to Holder title to the Property for the limited purposes as hereinafter provided, and Holder shall hold such title for Owner pursuant to the terms and provisions of this Agreement.

2. This Agreement and all amendments and modifications thereto, shall not become effective for any purpose until approved by County and District.

3. For purposes of this Agreement, all incidents of ownership of the Property shall be deemed to remain with Owner, except that during the term of this Agreement, and while record title is vested in Holder, Owner shall not have any right to convey title of any individual lot of the Property to any third party. Notwithstanding the foregoing, Owner shall have the right to sell and assign its beneficial interest to a single purchaser not less than all of the lots of any of the recorded Maps covered by this Lien Contract so long as the purchaser thereof concurrently enters into a separate Subdivision Improvement Agreement, Lien Contract and Holding Agreement covering the Map(s) so purchased. Upon receipt of documentation demonstrating compliance by such purchaser with the foregoing, Holder shall acknowledge such purchaser's beneficial interest, in writing, by depositing such written acknowledgment in the escrow opened by Owner to facilitate the transfer of its interest to such purchaser.

4. Holder may reconvey record title to the Property during the term of this Agreement for the limited purpose of permitting Owner to place a new lien or liens against the Property. Any such new lien or liens, however, must be junior and subordinate to the lien of this Joint Lien Contract, and the record title must be immediately reconveyed back to Holder by Owner following recordation of said new lien or liens. Except as authorized above in this paragraph, Owner shall not request Holder to reconvey title to the Property to Owner until such time as County and District have executed a written release of the Property from the obligations of the Joint Lien Contract, and Holder shall not, under any circumstances, reconvey record title to Owner until receipt by Holder of such written release from County and District or County's and District's written approval authorizing Holder to reconvey such title to Owner.

5. The sole and exclusive responsibility of Holder, with respect to the Property, shall be to convey under the terms of this Agreement such title to the Property as shall originally have been conveyed to Holder. Without limiting the effect of the foregoing statement, however, the parties hereto agree:

5.1 That Holder shall not be answerable or responsible for the validity, nature or extent of its title to the Property (except for such liability as Holder may assume under the terms, provisions,

-DRAFT-

conditions and stipulations of any policy of title insurance issued by it with respect to the Property), nor for the value thereof; nor for any encumbrances, restrictions or other clouds against the title to the Property;

5.2 That Holder shall be under no obligation:

5.2.1 to do any act relating to the Property by virtue of which it shall assume or incur any liability or responsibility of any character;

5.2.2 to collect any revenue accruing from the Property;

5.2.3 to pay any indebtedness against the Property or any interest thereon;

5.2.4 to pay any taxes or assessment against the Property;

5.2.5 to effect or keep in force any fire insurance relating to the Property;

5.2.6 to give to Owner notice of any matter whatever affecting the Property which may come to the attention of Holder;

5.2.7 to appear in or become a party to any litigation by reason of its holding title to the Property herein described even though it may be named as a defendant in any action affecting the Property.

6. Owner hereby agrees to obtain and keep in force during the term of this Agreement public liability insurance insuring Holder and any other insurance demanded by Holder in such amount and form as Holder may require.

7. During the term of this Agreement, Owner shall remain obligated for, and shall pay all taxes, assessments, liens, charges and encumbrances affecting the Property. Owner shall indemnify, defend and hold Holder harmless against any loss, damage, cost, charges, judgments, attorneys' fees or other expenses incurred by Holder (collectively, "Claims"), either before or after title is conveyed by Holder, by reason of its holding title to the Property. The Owner shall pay the amount of any Claim to Holder upon demand, together with interest thereon at the maximum contract rate allowed by law per annum from the date of any Claim. Holder, as security for Owner's performance of its obligations under this Agreement, including the indemnity described above, shall have a lien upon the Property herein described and shall not be required to reconvey the Property to Owner, or its successors in interest, or assigns, or to make any conveyance thereof under the provisions of this Agreement, until Holder has been reimbursed

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for all Claims with interest as aforesaid, and has received payment of all indebtedness incurred by it or which may become due from Holder by reason of its holding title to the Property.

8. For so long as the Joint Lien Contract remains in effect, Holder shall retain title to the Property for the benefit of Owner pursuant to this Agreement, and shall not, in any manner whatsoever, exercise any rights incident to the ownership of the Property, including, without limitation, encumbering the Property, or conveying any interest in the Property to third persons, except as otherwise provided in this Agreement, or by representing the equity of the Property as an asset of Holder.

9. While title is held by Holder pursuant to the terms of this Agreement, Owner shall have no authority whatsoever to create any obligation of any character on account of Holder, affecting or encumbering the Property.

10. Upon recordation of the Joint Lien Contract, Owner irrevocably grants, transfers and assigns its respective rights, title and interest to the Property to Holder, in trust for purposes of securing Owner's obligations under the Joint Lien Contract and confers upon Holder the power to foreclose under power of sale prescribed in the Joint Lien Contract, and issue a deed upon foreclosure and sale. Said deed shall convey the Property without covenant or warranty, express or implied, and any recitals contained therein of any matters or facts shall be conclusive proof of the truthfulness thereof. Any person, including Owner, County, District or Holder, may purchase at such sale. The parties do not intend hereby to alter in any manner their rights but rather to vest the Holder with title so as to create powers coupled with an interest, and Owner shall retain the rights and obligations imposed upon it by California Civil Code Section 2985 and all other applicable laws and statutes.

11. This Agreement shall continue in full force and effect until the obligation imposed on the Property by the Joint Lien Contract has, pursuant to its terms, been released by County and District, whereupon this Agreement shall terminate. Upon such termination, Holder shall convey and deliver, without warranty, express or implied, to Owner, or qualified assignee as hereinabove provided under Paragraph 3, title to the Property.

12. The effectiveness of this Agreement shall be contingent upon its approval by the Board of Supervisors of County and the Board of Directors of District.

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OWNER:

PC HAVENS LAND LP, A CALIFORNIA LIMITED PARTNERSHIP

By: FIRM RESORTS, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY,
ITS GENERAL PARTNER

By: _____
John P. Havens
Manager

HOLDER:

FIRST AMERICAN TRUST FSB
5 FIRST AMERICAN WAY (MS 3)
SANTA ANA, CA 92701
ELIZABETH MARKWORTH, TITLE OFFICER
(714) 250-8256

By _____

Approved by the Board of Supervisors of the County of San Diego on _____.

Clerk of the Board of Supervisors

Rainbow Municipal Water District

BY: _____

-DRAFT-

Note: (1) Signatures must be acknowledged

-DRAFT-
EXHIBIT "A"
LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

(APN: 127-570-02 THROUGH 127-570-14, 127-571-01 THROUGH 127-571-03, 127-571-05 THROUGH 127-571-09, 127-572-01 THROUGH 127-572-19, 127-572-20 THROUGH 127-572-28, 127-573-01 THROUGH 127-573-47, 127-580-01 THROUGH 127-580-24, 127-581-01 THROUGH 127-581-08, 127-581-11 THROUGH 127-581-29, & 127-581-32, 127-582-01 THROUGH 127-582-17)

LOTS 2 THROUGH 17, LOTS 19 THROUGH 167, INCLUSIVE, COUNTY OF SAN DIEGO TRACT 4736-1, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 13856, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY AS FILE NO. 1999-650279, DATED SEPTEMBER 23, 1999.

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION MAKING ENVIRONMENTAL FINDINGS FOR CATEGORICAL EXEMPTION FOR THE RAINBOW HEIGHTS PUMP STATION REHABILITATION PROJECT AND FILING OF NOTICE OF EXEMPTION WITH SAN DIEGO COUNTY

BACKGROUND

The design plans and specifications have been completed for the Rainbow Heights Pump Station Rehabilitation Project. The improvements include: replacing the two natural gas engines with electric engines and soft start motor control centers, replacing the existing motor control centers with soft start control panels, replacing the main incoming electrical panel, an emergency backup diesel powered generator with automatic transfer switch, and demolition of the existing concrete building and replacing it with a new metal building which will house all the pumps and electrical/mechanical equipment.

DESCRIPTION

The plans and specifications have been completed and the project is ready to go out for construction bids pending environmental clearance/determination.

The attached Notice of Exemption, Appendix E, identifies and describes the Project, its purpose and beneficiaries, reasons why the project is considered exempt from the State of California CEQA Guidelines, and environmental commitments during construction.

Prior to filing the Notice of Exemption, the Board must determine that the project meets the Categorical Exemption status from CEQA because it is a public works project which includes: Replacement or Reconstruction (Class II (Sec. 15302)), New Construction or Conversion of Small Structure (Class II (Sec. 15303)), and Minor Alterations of Land (Class II (Sec. 15304)). The referenced Sections are from Title 14, California Code of Regulations, Chapter 3, Guidelines for Implementation of the California Environmental Quality Act, Article 19, Categorical Exemptions.

POLICY

Strategic Plan, Strategic Focus Area Two: Asset Management.

This project is part of the Capital Improvement Program and will update, rehabilitate and replace a vital component of the District's water conveyance system.

BOARD OPTIONS/FISCAL IMPACTS

- 1) Determine and find that the Rainbow Heights Pump Station Rehabilitation Project is Categorically Exempt from CEQA and authorizes filing of the Notice of Exemption with the County of San Diego.
 - 2) Provide other direction to staff.
-

STAFF RECOMMENDATION

Staff recommends Option 1, determine that the project is Categorically Exempt and authorize filing of the Notice of Exemption.



Michael Powers
Interim Engineering Manager

January 23, 2018

To: County Clerk,
County of San Diego
1600 Pacific Highway, Suite 260
San Diego, CA 92101

From: Rainbow Municipal Water District
Engineering Department
3707 Old Highway 395
Fallbrook, CA 92028

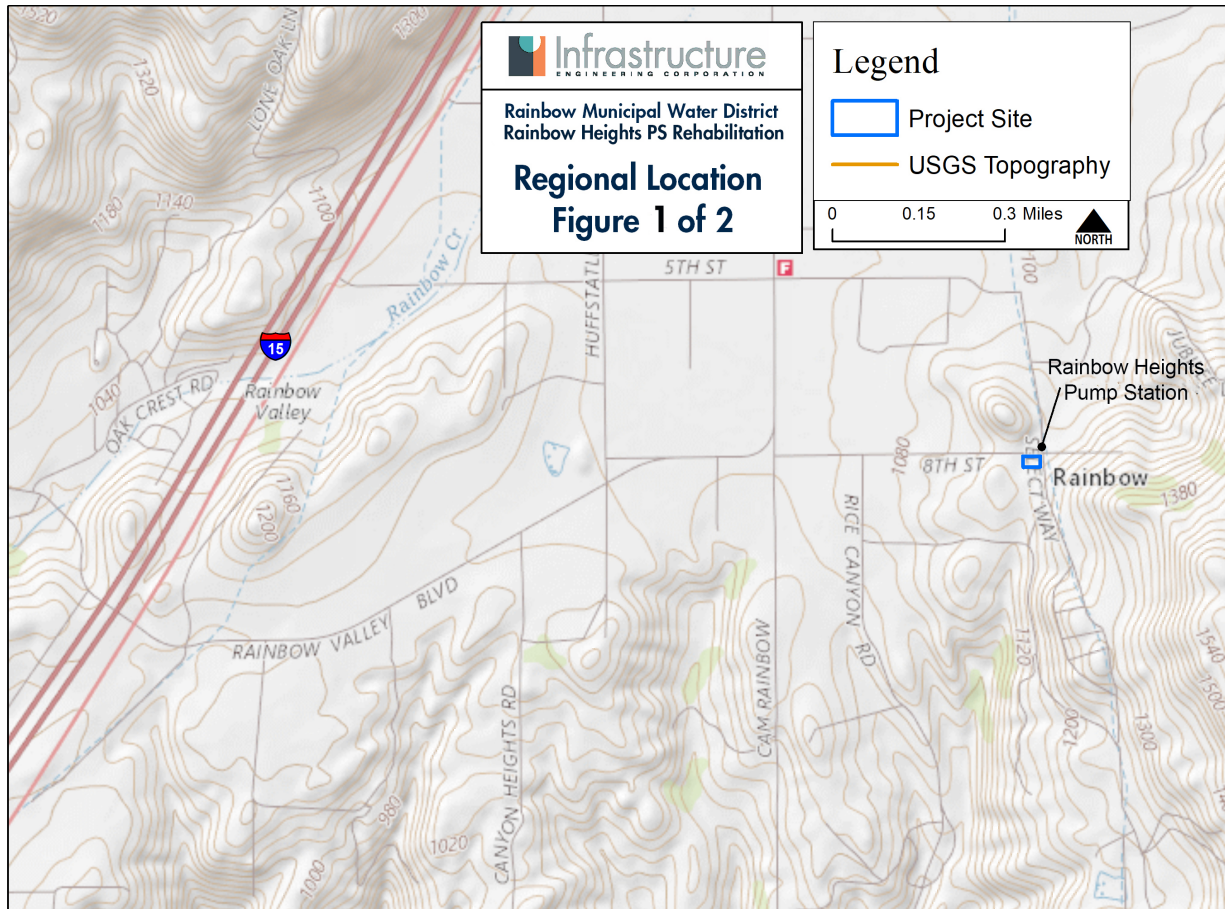
Project Title: Rainbow Heights Pump Station Rehabilitation

Project Applicant: Rainbow Municipal Water District

Project Location – Specific: 5607 8th Street, Fallbrook, CA 92028

The Project is located within the Rainbow Valley Community Area, within the City of Fallbrook, two miles south of the northern boundary of San Diego County and 1.5 miles east of Interstate 15, as shown on Figure 1, Regional Location. The Project Site is mostly within the existing footprint of the Rainbow Water Heights Pump Station, as shown on Figure 2, Project Location Map, and is proposed on a 0.25 acre developed parcel near the southwest corner of 8th Street and Select Way (near the San Diego County Water Authority Connection #1 and across the street from Booster Station No.1—previously referred to as the 8th Street Pump Station). The Project will occur mostly within an existing fenced parcel for the pump station with exception of demolition and trenching work required to relocate existing above-ground utility lines below ground along the northern perimeter of the Project site — as shown on the Project Location Map Figure 2.

The following photo shows the regional project location:



Notice of Exemption

The following photo shows the project location:



Project Location – City: Fallbrook, CA

Project Location – County: San Diego, CA

Description of Nature, Purpose and Beneficiaries of Project:

Rainbow Heights Pump Station (RHPS) is the largest station operated by Rainbow Municipal District. The District operates seven other pump stations within its service area, and provides water to approximately 7,800 meters. RHPS pumps water from the Northern Zone to the Rainbow Heights Tank that serves the Rainbow Heights Zone and is the sole source of water for the Magee Zone. There are four pumps located at RHPS, which has a total capacity of 3,860 gallons per minute (gpm). Two existing pumps (#4 and #5) are driven by natural gas engines, and are completely covered within a Concrete Masonry Unit (CMU) structure. The other two existing pumps (#6 and #7) are driven by electric motors partially covered by an open shade canopy.

The purpose of the Project is to replace the two natural gas pump motors (#4 and #5) with electric motors to meet the more restrictive engine permitting requirements set by the San Diego Air Pollution Control District that minimize the District's air emissions impact on regional air quality, and decrease the District's maintenance costs. If it is determined during design that the new electric motors would significantly decrease the capacity of pump #4 and #5, the pumps themselves may also be replaced in order to maintain capacity. Additional equipment replacement will involve installation of a new soft start Motor Control Center (MCC) for each pump; replacement of the stations electrical switchgear; and replacement and installation of new discharge equipment, flow valves, and meters. For installation of several 8" plug valves and 8" magnetic type flow meters, a portion of the discharge piping on pumps #6 and #7 will be replaced with new 8" piping. None of this equipment upsizing will cause significant increase in station capacity. Refer to engineering site plans provided in supplemental information.

The Project will also replace the existing CMU structure (including foundation) and metal shade canopy over pumps #6 and #7 with a prefabricated metal structure to meet the current building code and seismic design requirements. The structure dimensions will be 30'x70'x14' and require additional on-site grading within the fenced parcel, however, the eastern entrance will

Notice of Exemption

remain gravel to maintain allowable impervious surfaces below thresholds of 5,000 square feet. The proposed grading and foundation slabs will be designed to maintain existing drainage patterns. Existing above ground electrical lines will be placed underground and the transformer will be relocated from the southwest corner of the site to the southeast corner. In addition, the District has requested installation of an emergency diesel generator with an automatic transfer switch, and removal of existing oil/exhaust/coolant lines that contain hazardous materials. All grading and trenching will occur within the existing and fenced pump station boundary, with the exclusion of the undergrounded electrical to the existing power pole located approximately five feet from fence. The Project improvements will provide full coverage of all four pump units and discharge equipment. The emergency generator with noise reducing enclosure and equipment will be placed outside of the newly installed structure. The proposed building elevation provides uniform exterior finishes and will reduce potential vandalism and theft by containing expensive equipment fully within the locked building.

The Project construction includes demolition, grading, trenching and improvements that will take approximately six months to complete, and may occur in the following sequence:

- 1) Remove existing cover for pumps #6 & #7; 2) Grade eastern portion of site; 3) Install eastern portion of building foundation; 4) Relocate transformer and underground electrical; 5) Install emergency generator; 6) Install new outdoor metering equipment; 7) Install monitoring equipment inside building envelope; 8) Start and test pumps #6 and #7; 9) Remove overhead electrical and existing transformer; 10) Demolish existing building, foundation, and electrical gear; 11) Grade western portion of site; 12) Install remaining portion of building foundation; 13) Install new structure 14) Replace pump head on pumps #4 & #5, install electrical motors, install discharge piping, valves and flow meter; 15) Further install of new structure; and 16) Install paving.

Name of Public Agency Approving Project: Rainbow Municipal Water District

Name of Person or Agency Carrying Out Project: Rainbow Municipal Water District

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:
- Statutory Exemptions. State code number:

Class II (Sec. 15302)—Replacement or Reconstruction
Class II (Sec. 15303)—New Construction or Conversion of Small Structure
Class II (Sec. 15304)—Minor Alterations of Land

Reasons why project is exempt:

The replacement and installation of new pump station equipment and structure involves minor alteration of the water utility with negligible or no expansion of capacity and no change to its intended purpose. The current total pumping capacity of the station is estimated at 3,860 gpm, and the capacity of the proposed Project is 3,860 gpm. The footprint of the proposed structure is 2,100 square feet, which is an increase from the existing building footprint of 1,020 square feet, and does not exceed the threshold for impervious surfaces on the parcel. The Project would allow the station structure to meet building code and seismic design requirements. In addition, all grading will cover less than 10% of the Project Site and will involve the use of on-site and compatible fill material. All trenching, including the relocation of existing above-ground electrical utilities underground, will restore existing surface and functional conditions. The Project Site is not located on listed hazardous waste sites (*via Envirostor and Geotracker*), and has no potential to impact cultural resources (*via cultural survey of the pump station site and environmental commitments below*). The potential to impact sensitive biological habitat, specifically avian bird species such as the Coastal California Gnatcatcher, is avoided by limiting project work to the existing pump station footprint, mostly within currently fenced area, and restricting construction phases to outside the avian nesting period. If construction must occur within the avian nesting period, work will only commence after a nesting bird survey finds no nests within a 300-foot buffer of the Project Site and proposed construction activities (*see environmental commitments below*). In addition, the Project does not have potential to impact scenic highways, or contribute to any cumulative impacts (*see air quality commitments below*).

Notice of Exemption

Environmental Commitments:

Nesting Bird Best Management Practice:

- *A nest survey will be conducted by a qualified avian biologist for raptors and migratory birds pursuant to the Migratory Bird Treaty Act and California Fish and Game Code (§3503) for the purpose of:*
 - *Verify, within 5 days of start of construction, that no active avian nests could be affected by construction; and,*
 - *Mark the location of historical nests both on an aerial map and in the field for protection during construction.*
- *Construction will take place from September 1 to January 14, and outside of the avian nesting period which extends from January 15th—August 31st.*
- *If work is to occur within the avian nesting period, January 15th to August 31st, a nesting bird survey will be required 5 days prior to construction. Construction will commence only if no active nests are found on site or within 300 feet of the work area. If nests are found, a biologist will be consulted to determine timing and appropriate next steps for project compliance with the Migratory Bird Treaty Act and California Fish and Game Code (§3503).*

Cultural Resources Best Management Practice:

- *All ground disturbing activity including grading of 1 to 2 feet and trenching of 4 to 8 feet will stay within the fenced limits of the pump station facility except for trenching for underground electrical utility lines to existing power pole found to have no potential to impact cultural resources.*

Hazardous Materials and Spill Prevention Best Management Practices:

- *Prior to start of work, the contractor will develop and implement a spill prevention and response plan.*
- *In the event of a spill, appropriate spill response procedures will be initiated as soon as the incident is discovered.*

Traffic Control Plan and Emergency Access Best Management Practice:

- *Construction vehicles will use designated routes to access the site.*
- *Access routes will remain open and unimpeded to vehicle traffic, including emergency access.*
- *Staging will take place within staging limits designated on plans (within paved and fenced area).*

Air Quality Best Management Practice:

- *Construction vehicles will use only designated and paved routes to access the site.*
- *Trucks hauling soil, sand, and other loose materials will be covered or will maintain at least 2 feet of freeboard.*
- *Track out area will be swept as needed, at a minimum of once daily, to remove loose soils.*

Noise Reduction Best Management Practice:

- *All construction equipment will be equipped with manufacturer's standard noise control devices or mufflers, or with equally effective replacement devices consistent with manufacturer specifications.*
- *Excessive idling of vehicles will be prohibited.*
- *The construction will utilize prefabricated materials to reduce on-site construction.*
- *Use of heavy equipment will be restricted to the period between 7 a.m. and 6 p.m., Monday through Friday. Weekend work will be avoided if possible.*
- *A critical degree silencer shall be provided and installed inside the generator set enclosure, and the generator enclosure and engine exhaust system shall be sound attenuated to reduce noise level standards established by the local jurisdiction.*

Notice of Exemption

Lead Agency

Contact Person: Michael Powers, Associate Engineer

Area Code/

Telephone/Extension: (760) 728-1178 x105

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: _____

Signed by Lead Agency Signed by Applicant

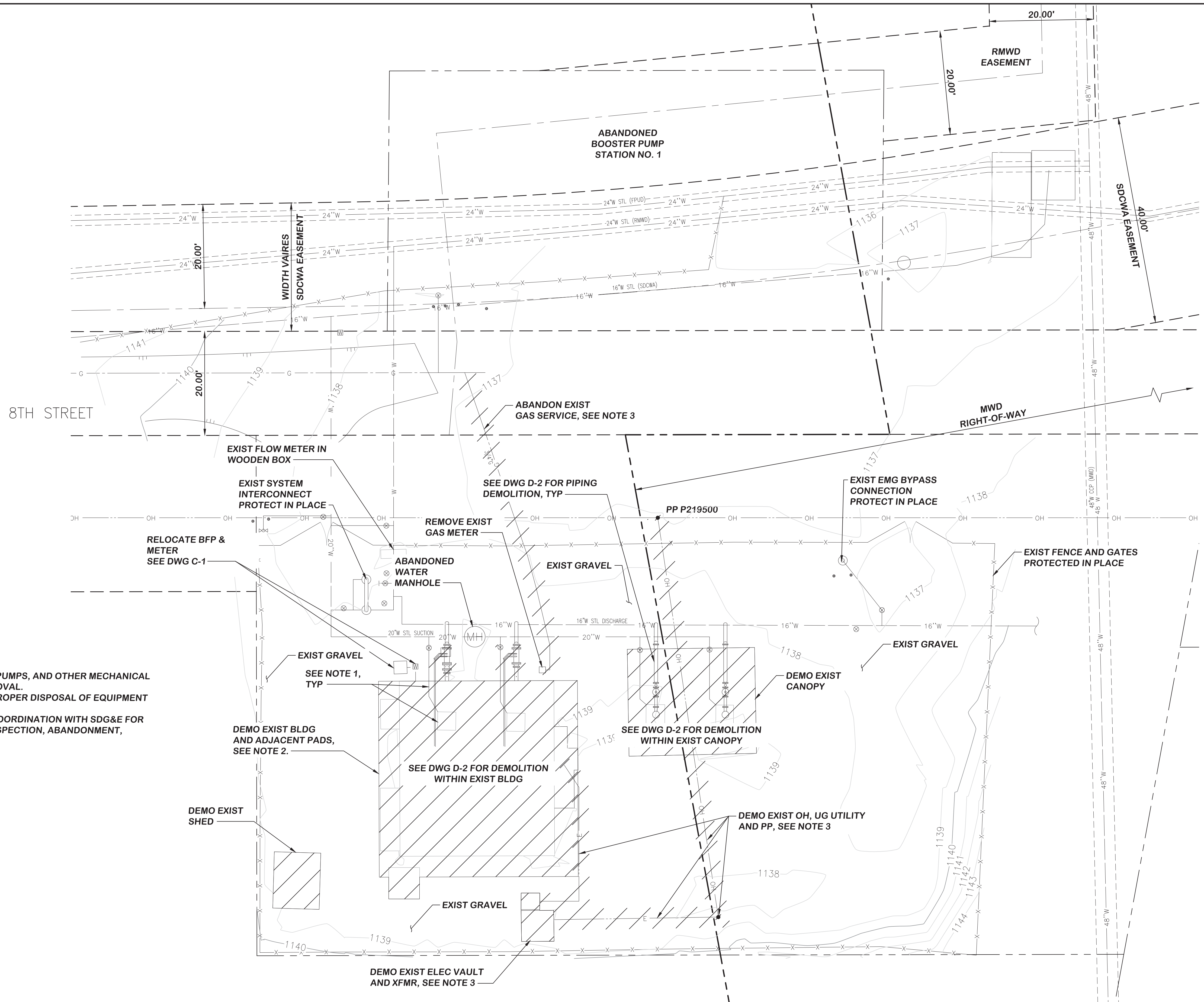
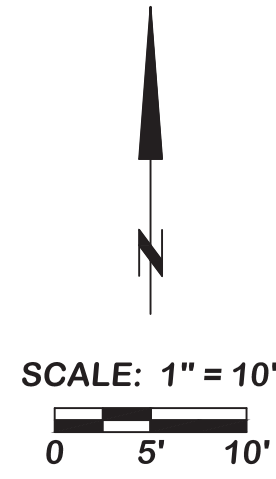
Authority cited: Sections 21083 and 21110, Public Resources Code.

Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Revised 2011

Supplemental Information

- Engineering Drawings -



- NOTES:**
1. PROTECT IN-PLACE EXISTING PIPING, PUMPS, AND OTHER MECHANICAL EQUIPMENT NOT INDICATED FOR REMOVAL. CONTRACTOR IS RESPONSIBLE FOR PROPER DISPOSAL OF EQUIPMENT AND BUILDING MATERIALS.
 2. CONTRACTOR IS RESPONSIBLE FOR COORDINATION WITH SDG&E FOR ESTABLISHMENT OF NEW SERVICE, INSPECTION, ABANDONMENT, DEMOLITION AND CONNECTIONS.

DIGALERT
 DIAL TOLL FREE 811
 AT LEAST TWO DAYS BEFORE YOU DIG
 UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

NO.	DESCRIPTION	DATE	APPROVED

Infrastructure
 ENGINEERING CORPORATION
 14271 Danielson Street
 Poway, CA 92064
 T 858.413.2400 F 858.413.2440
 www.iecorporation.com

DESIGNED BY: **RWM**
 DRAWN BY: **ARW**
 CHECKED BY: **RHK**

REGISTERED PROFESSIONAL ENGINEER
 CROSS W. MANUEL
 No. C82681
 Exp. 9-30-18
 CIVIL
 STATE OF CALIFORNIA

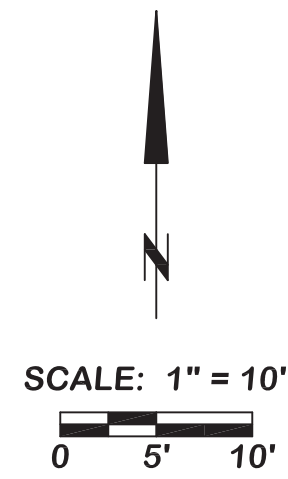
RAINBOW
 MUNICIPAL WATER DISTRICT
 Committed to Excellence

RAINBOW HEIGHTS PUMP STATION REHABILITATION

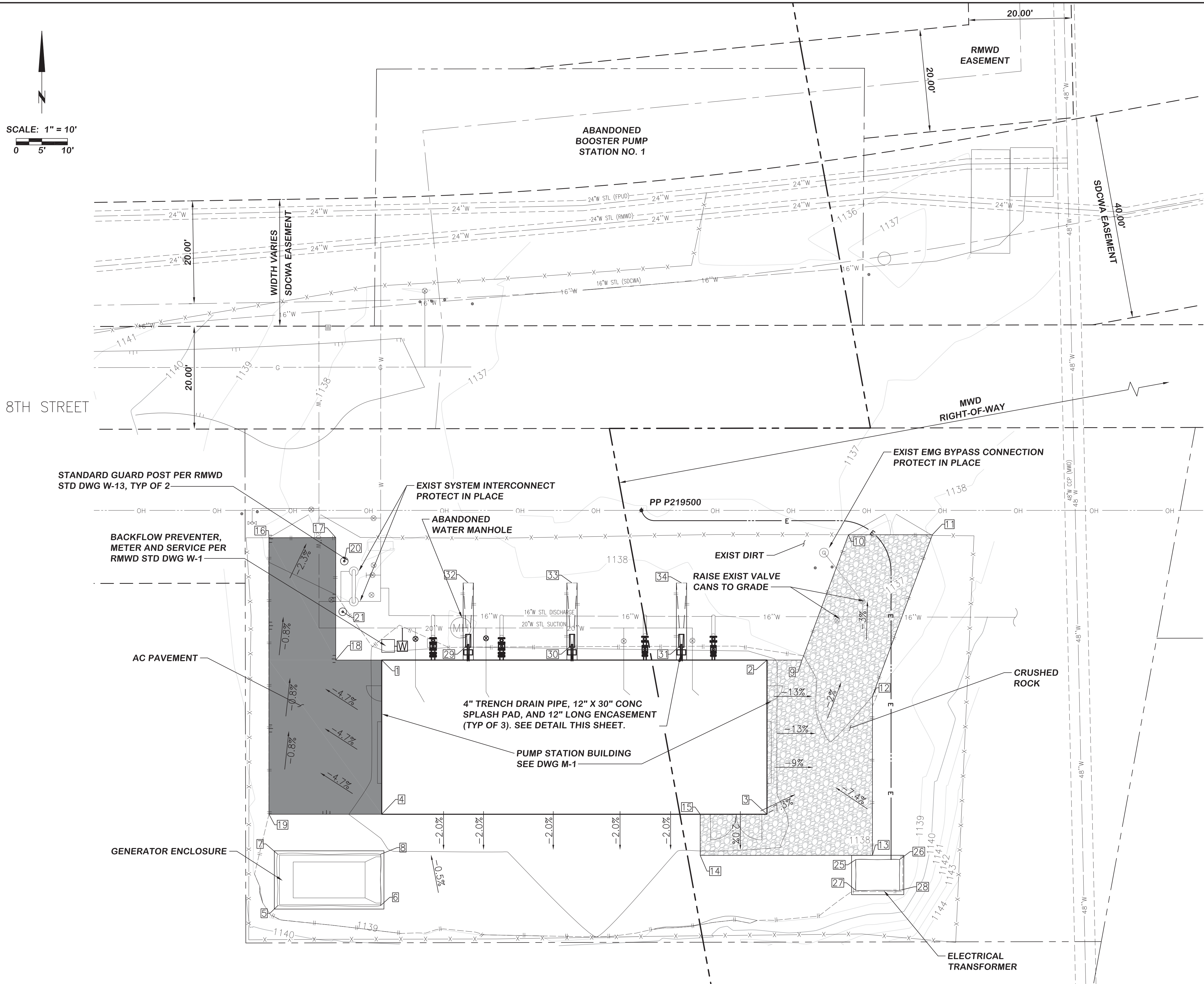
EXISTING SITE DEMOLITION PLAN

DRAWING NO: **D-1**
 SHEET NO: **4** OF **36**
 PROJECT NO: **600-600001**

P:\Projects\RN\RN_0080\0012_P5_Nos_1_Natural_Gas_Meter_Benecke\CADD\01-D-01.dwg 11/03/2017 14:55

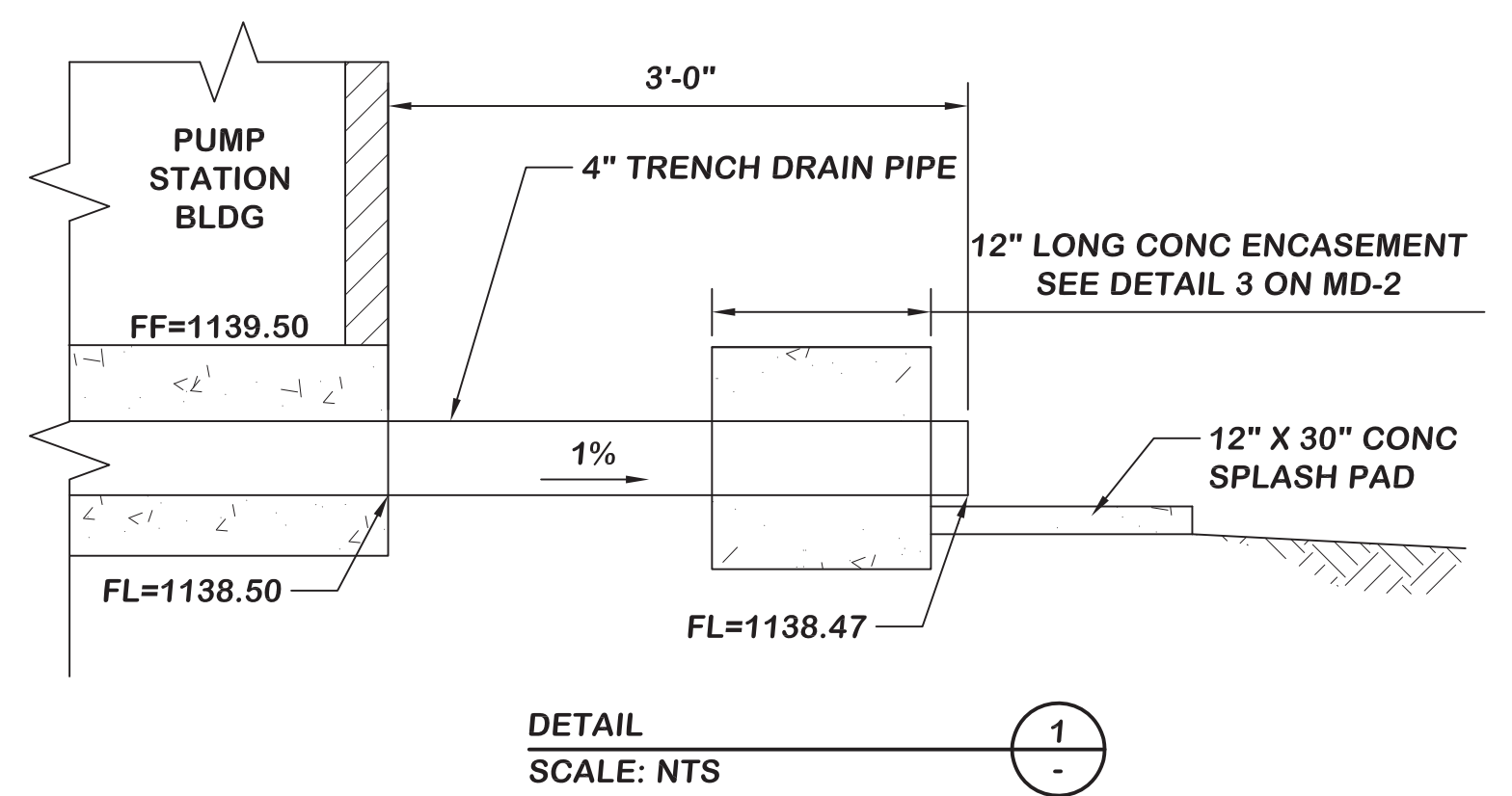


SCALE: 1" = 10'



COORDINATE TABLE				
NO	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	2094030.41	6289664.03	1139.25	FG @ BLDG & GRAVEL
2	2094030.41	6289739.03	1139.25	FG @ BLDG & AC
3	2094000.41	6289739.03	1139.25	FG @ BLDG & AC
4	2094000.41	6289664.03	1139.25	FG @ BLDG & GRAVEL
5	2093982.63	6289643.79	0.00	FG @ PAD
6	2093982.63	6289663.79	1138.92	FG @ PAD
7	2093992.63	6289643.79	1138.83	FG @ PAD
8	2093992.63	6289663.79	1138.83	FG @ PAD
9	2094030.41	6289745.84	1138.14	AC
10	2094054.79	6289754.90	1137.55	AC
11	2094054.79	6289771.22	1138.13	AC
12	2094023.38	6289759.55	1138.00	AC
13	2093992.41	6289759.55	1138.80	AC
14	2093992.41	6289726.03	1138.90	AC
15	2094000.41	6289726.02	1138.25	FG @ BLDG & AC
16	2094054.21	6289642.07	1137.81	GRAVEL
17	2094054.25	6289655.07	1137.77	GRAVEL
18	2094030.41	6289655.07	1138.14	GRAVEL
19	2094000.41	6289642.07	1138.39	GRAVEL
20	2094049.66	6289656.74	1137.87	BOLLARD
21	2094039.81	6289656.43	1138.04	BOLLARD
25	2093991.60	6289756.32	1138.82	FG @ PAD
26	2093991.60	6289764.82	1138.82	FG @ PAD
27	2093985.60	6289764.82	1138.85	FG @ PAD
28	2093985.60	6289764.82	1138.85	FG @ PAD
29	2094033.41	6289680.86	1138.47	DRAIN IE
30	2094033.41	6289701.08	1138.47	DRAIN IE
31	2094033.41	6289722.36	1138.47	DRAIN IE
32	2094045.41	6289680.88	1138.21	FL
33	2094045.41	6289701.07	1138.17	FL
34	2094045.41	6289722.38	1138.12	FL

- NOTES:
- 6" OF CRUSHED ROCK INSTALLED OVER 12" SUBGRADE, COMPACTED TO 90%
 - SOIL STERILANT SHALL BE APPLIED TO COMPACTED SUBGRADE PRIOR TO PLACEMENT OF CRUSHED ROCK.
 - RELOCATE EXIST GRAVEL ON-SITE PRIOR TO GRADING. EXIST GRAVEL TO BE DISTRIBUTED AFTER GRADING TO ALL LOCATIONS NOT INDICATED FOR PAVEMENT OR CRUSHED ROCK.



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 UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

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				RHK

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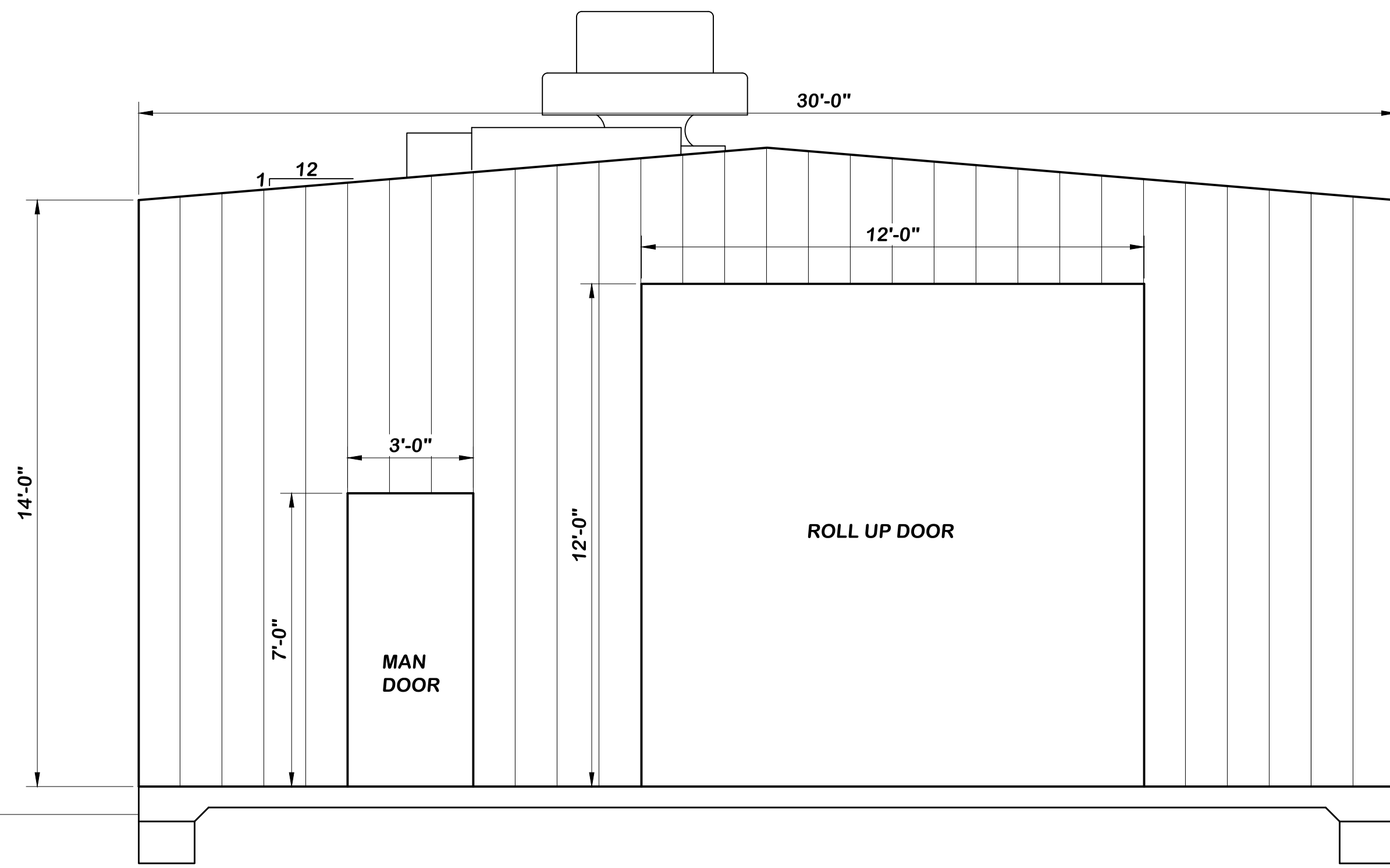
RAINBOW
 MUNICIPAL WATER DISTRICT
 Committed to Excellence

RAINBOW HEIGHTS PUMP STATION REHABILITATION

PROPOSED SITE LAYOUT & GRADING PLAN

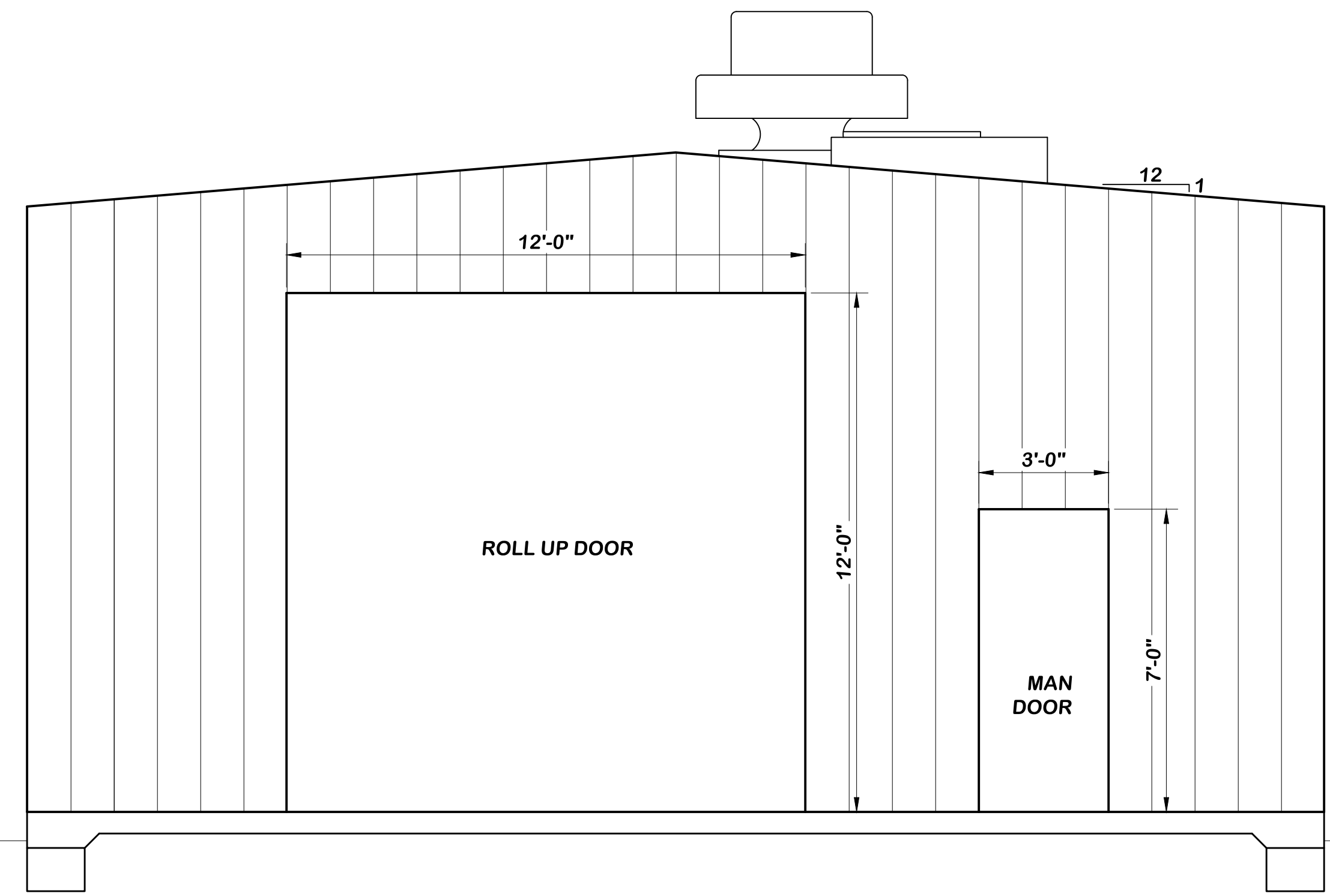
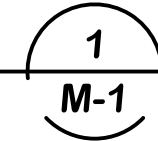
DRAWING NO: **C-1**
 SHEET NO: **6** OF **36**
 PROJECT NO: **600-60001**

C:\Projects\Rainbow\020513\0217 - No. 1 Natural Gas Meter Rehabilitation\02-C-01-SPR.dwg 11/06/2017 13:34



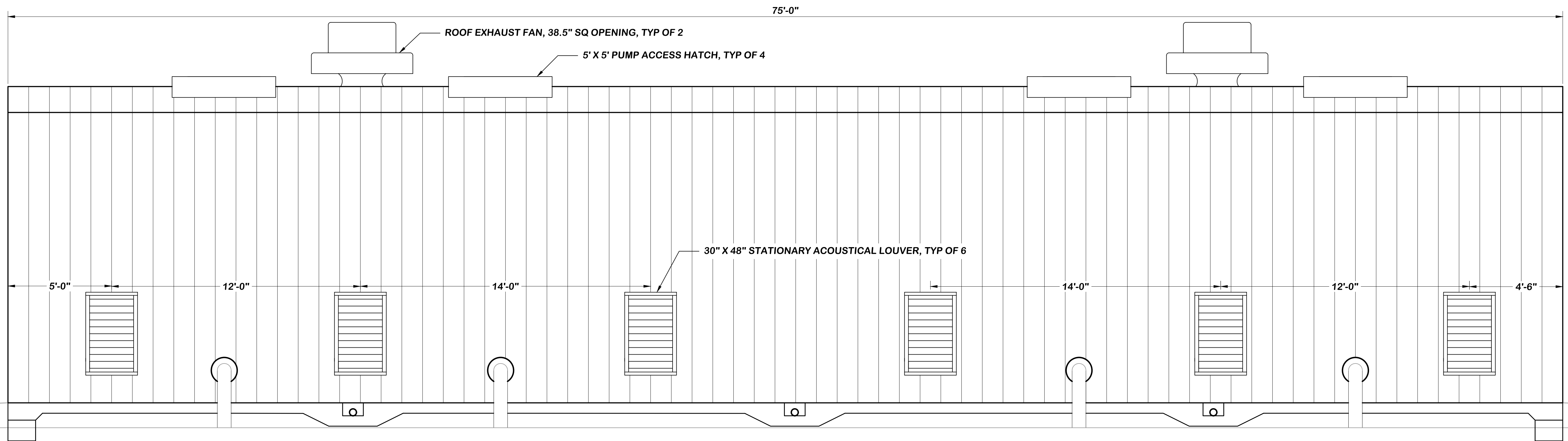
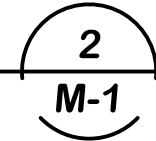
METAL BUILDING - WEST ELEVATION

SCALE: 3/8" = 1'-0"



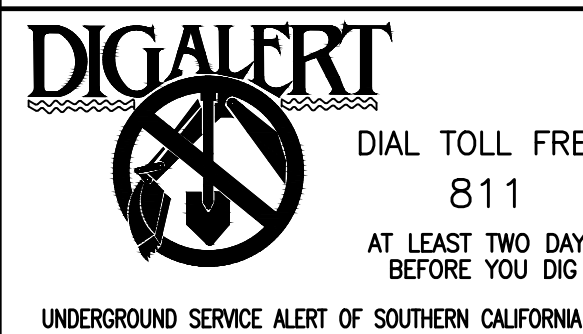
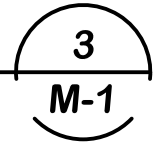
METAL BUILDING - EAST ELEVATION

SCALE: 3/8" = 1'-0"



METAL BUILDING - NORTH ELEVATION

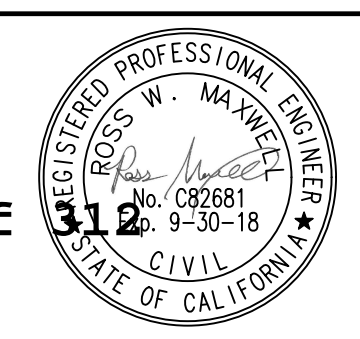
SCALE: 3/8" = 1'-0"



NO.	DESCRIPTION	DATE	APPROVED

DESIGNED BY:
RWM
DRAWN BY:
ARW
CHECKED BY:
RHK

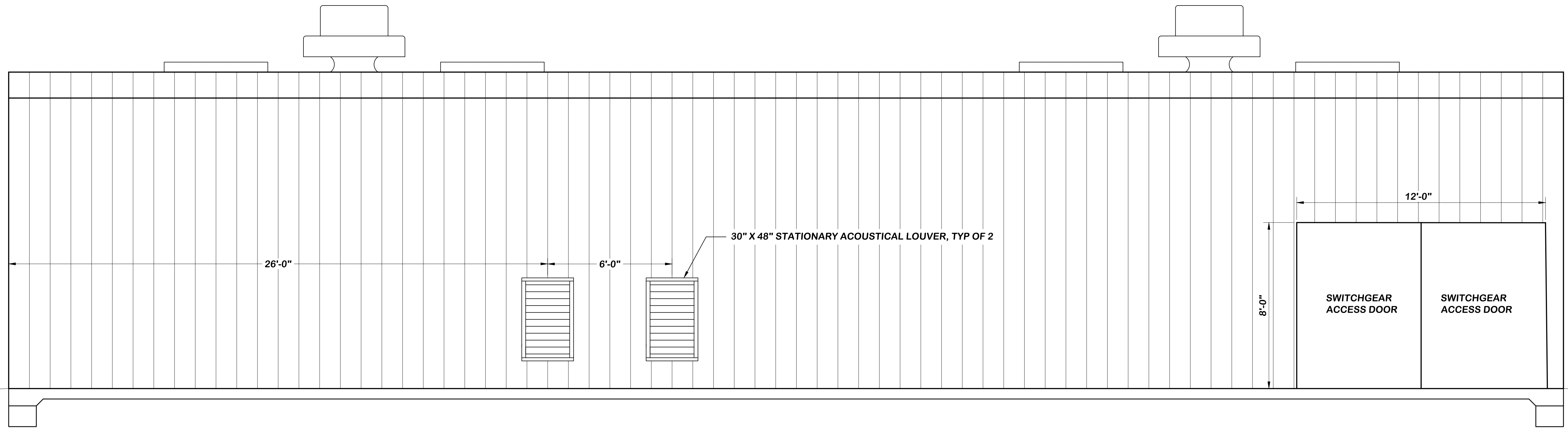
Infrastructure
ENGINEERING CORPORATION
14271 Danielson Street
Powell, CA 95068
T 858.413.2400 F 858.413.2440
www.iecorporation.com



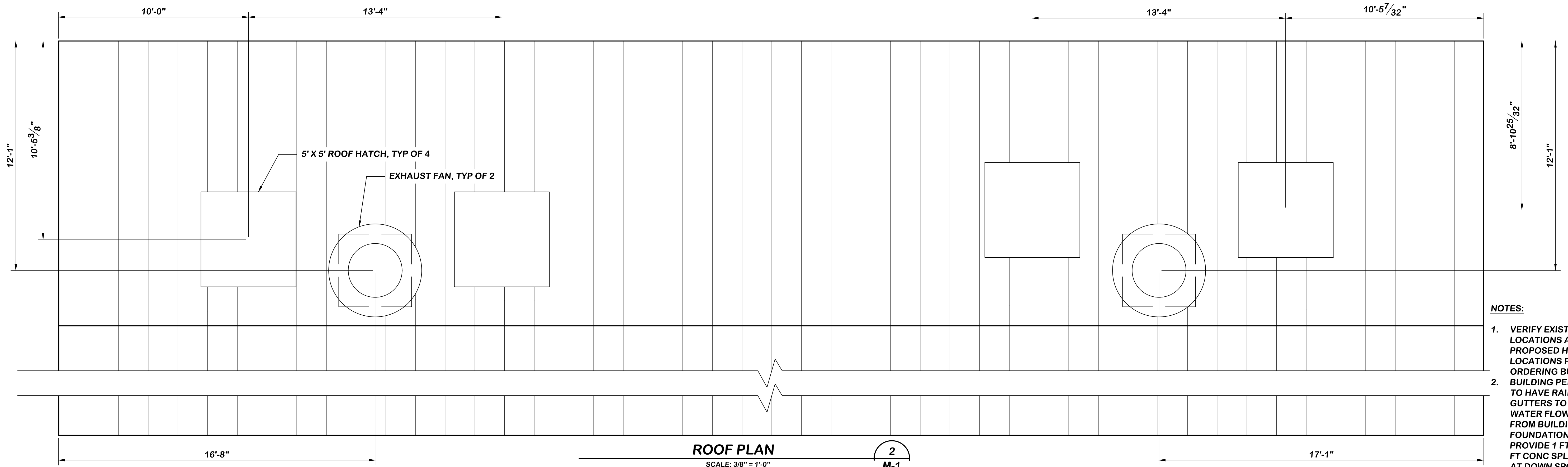
RAINBOW HEIGHTS PUMP STATION REHABILITATION
PROPOSED PUMP STATION BUILDING ELEVATIONS

DRAWING NO:
M-3
SHEET NO:
9 OF 36
PROJECT NO:
600-60001

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METAL BUILDING - SOUTH ELEVATION 1
SCALE: 3/8" = 1'-0" M-1



ROOF PLAN 2
SCALE: 3/8" = 1'-0" M-1

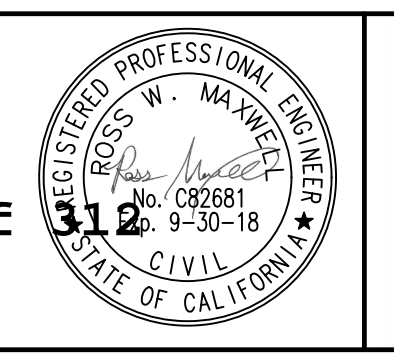
- NOTES:**
1. VERIFY EXIST PUMP LOCATIONS AND PROPOSED HATCH LOCATIONS PRIOR TO ORDERING BUILDING.
 2. BUILDING PERIMETER TO HAVE RAIN GUTTERS TO DIRECT WATER FLOW AWAY FROM BUILDING FOUNDATION. PROVIDE 1 FT X 2 1/2 FT CONC SPLASH PAD AT DOWN SPOUT TERMINATION

DIGALERT
DIAL TOLL FREE 811
AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

NO.	DESCRIPTION	DATE	APPROVED

DESIGNED BY: **RWM**
DRAWN BY: **ARW**
CHECKED BY: **RHK**

Infrastructure
ENGINEERING CORPORATION
14271 Danielson Street
Powell, CA 95068
T 858.413.2400 F 858.413.2440
www.iecorporation.com



RAINBOW
MUNICIPAL WATER DISTRICT
Committed to Excellence

RAINBOW HEIGHTS PUMP STATION REHABILITATION
PROPOSED PUMP STATION BUILDING ELEVATIONS

DRAWING NO: **M-4**
SHEET NO: **10 OF 36**
PROJECT NO: **600-600001**

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BOARD OF DIRECTORS

January 23, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION REGARDING THE WATER PIPELINE CONDITION ASSESSMENT TECHNICAL MEMORANDUM

BACKGROUND

In March 2017, the District entered a Professional Services Agreement with HDR to perform a condition assessment of the District's water pipelines and develop a model and protocol for the District to perform continuous condition assessment moving forward. On January 3, 2018, the District received the Technical Memorandum which discusses the results of HDR's analysis.

The primary deliverables from the condition assessment process include the following:

1. A break forecasting model which can be used by the Board to decide on appropriate replacement program investment levels to reach a service level target
2. A risk assessment which prioritizes pipelines for replacement based on a quantified project risk score
3. Recommendations for cathodic protection implementation
4. A protocol for break response which outlines the appropriate data to collect at future breaks to continually inform the risk assessment model

The purpose of this discussion is to inform the Board about the findings of the break forecasting model and the risk assessment and discuss what those findings mean for future investment and capital projects planning.

DESCRIPTION

For distribution mains, the District has break data going back to 1993. This data was digitized, consolidated, cleansed, and organized into models to support data driven decision making. Over time as additional data is collected, the accuracy of those models will continue to improve.

To better understand how various investment levels will impact future service levels, a break forecasting model was developed in Section **Error! Reference source not found.**. This model applies prudent, transparent, and reproducible methods to District data to forecast how many breaks will occur in each year over the planning horizon depending on the level of investment that is made in rehabilitation and replacement projects (through 2040). It is anticipated that these forecasts, in conjunction with engineering and operational judgment, will enable the District to strike the appropriate balance between affordability and sustaining desired service levels.

The water pipeline risk assessment is based on a project risk score (PRS) calculated for individual groupings of pipelines within the District. District pipe assets were assigned to groups distinguished by installation date and construction project. Construction project data can provide insight regarding the relative quality of installation. Pipes associated with each project were scored from zero (lowest risk) to one-hundred (highest risk) considering likelihood of failure (LoF), consequence of failure (CoF), risk of service failure (RoS), and risk of inoperable valves (RoIV). Each of these variables were calculated using data from District records such as break data, pressure, soil corrosivity, pipe characteristics, staff

comments, etc. This quantitative scoring allowed for a prioritization of projects for replacement or rehabilitation.

In addition to a prioritized list of potential replacement and rehabilitation projects, the data contributing to each variable also pointed to patterns and trends in the pipe conditions which will affect the approach to rehabilitation methods and investment. For example, the break data which was analyzed as a variable in the likelihood of failure score shows that twenty percent of all breaks occurred on projects that represent one percent of system length and projects that represent fifty-eight percent of the system length have never had a recorded break. The data analysis has helped the District staff better understand what factors drive deterioration.

The protocol for break response has been refined through the condition assessment analysis as well to define the data which needs to be collected during a break event to continually update the pipeline risk assessment model. As more and more data is collected, District staff will be more equipped to prioritize rehabilitation and replacement projects.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Two: Asset Management. The Condition Assessment Technical Memorandum is in many ways a guidance document for jumpstarting a more comprehensive asset management program for the District. The models included with the project can be used by the District to input data from continual condition assessment to produce continuously updated rehabilitation schedules. The guidance on break response creates a framework for documenting the asset conditions when the data is most readily available. The development of the project risk score allows the District to prioritize replacement and rehabilitation efforts and investment. The tools provided will help District Staff ensure that our key assets are maintained properly to provide our targeted level of service.

Strategic Focus Area Four: Fiscal Responsibility. The guidance provided will allow the Board to make informed decisions on replacement and rehabilitation investment levels required to operate at a desired service level.

BOARD OPTIONS/FISCAL IMPACTS

The Board will be deciding on the appropriate balance between level of service and investment in rehabilitation and replacement of aging infrastructure. The American Water Works Association goal is a break rate of 15 annual breaks per one hundred miles of pipe. The model forecasts that reaching this goal in our distribution system will require an initial annual investment of \$3 million in present day dollars. The Board has the following options:

Option 1: Establish a funding mechanism to ramp up investment in rehabilitation and replacement of aging pipelines to reach an annual budget of \$3 million to sustain a service level of 15 annual breaks per one hundred miles of pipe. In addition, direct staff to develop the administrative capacity to implement this program in a cost-effective manner.

Option 2: Direct staff to pursue an alternative infrastructure renewal program implementation plan for future board discussion.

STAFF RECOMMENDATION

Staff recommends option 1.



Michael Powers
Interim Engineering Manager

January 23, 2018

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

APPROVAL OF RESOLUTION NO. 18-03 ESTABLISHING CHECK SIGNING AUTHORITY

BACKGROUND

As part of the payroll and accounts payables process, RMWD has specific individuals designated as authorized signers of checks.

DESCRIPTION

The purpose of this Resolution is to update the current established check signing responsibilities to reflect the current authorized signers of checks due to a change in personnel.

Resolution No. 18-03 will replace Resolution No. 17-11.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

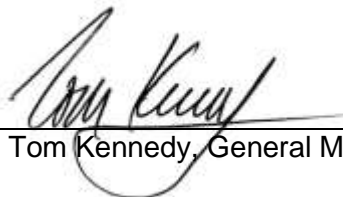
Administrative Code Chapter 5.01 – Banking

BOARD OPTIONS/FISCAL IMPACTS

- Option 1: Approve attached Resolution No. 18-03.
Option 2: Approve attached Resolution No. 18-03 with Board recommended revisions.

STAFF RECOMMENDATION

Staff recommends Option 1.



Tom Kennedy, General Manager

January 23, 2018

RESOLUTION NO. 18-03

**RESOLUTION OF THE BOARD OF DIRECTORS
OF RAINBOW MUNICIPAL WATER DISTRICT
ESTABLISHING CHECK SIGNING RESPONSIBILITIES
AND DESIGNATING AUTHORIZED SIGNERS OF CHECKS**

WHEREAS, the Rainbow Municipal Water District maintains an accounts payable checking account for the purposes of paying vendors, and a payroll checking account for the purpose of paying employees, and

WHEREAS, the bank requires that responsible parties be designated as authorized signers of these accounts, and

WHEREAS, it is appropriate to establish check signing responsibilities and designate authorized signers;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Rainbow Municipal Water District that:

1. The following persons be designated as authorized signers on the checking accounts of the District:

Accounts Payable Authorized Signers:

Harriette "Helene" Brazier, Director
William Stewart, Director
Claude "Hayden" Hamilton, Director
Michael Mack, Director
Miguel Gasca, Director
Tom Kennedy, General Manager
Vanessa Martinez, Finance Manager
Darren Milner, Operations Manager

Payroll Authorized Signers:

Tom Kennedy, General Manager
Vanessa Martinez, Finance Manager
Darren Milner, Operations Manager

2. Accounts payable checks under \$50,000 shall be signed by members of the management staff, and checks over \$50,000 shall be signed by one member of the management staff and one Board member.
3. Payroll checks will be signed by one member of the management staff.
4. Resolution 18-03 rescinds Resolution 17-11.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors of Rainbow Municipal Water District held on the 23rd day of January 2018 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPOINT AN ALTERNATE REPRESENTATIVE TO THE SAN LUIS REY WATERSHED COUNCIL

BACKGROUND

On February 24, 2015, Helene Brazier was appointed by the Board to serve as the alternate representative to San Luis Rey Watershed Council. As the designated alternate, Director Brazier was permitted to vote in place of the representative in their absence.

DESCRIPTION

On January 24, 2017, Bill Stewart was appointed to serve as the RMWD representative at the San Luis Rey Watershed Council. At the time of this appointment, an alternate representative was not selected. This item is for the Board to consider appointing an alternative representative who would only participate in the appointed representative's absence.

Should an alternate representative be appointed by the Board, a delegate letter will be sent notifying San Luis Rey Watershed Council of the appointment.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Three: Workforce Development
Strategic Focus Area Six: Communication

BOARD OPTIONS/FISCAL IMPACTS

- 1) Appoint a Board or staff member to serve as RMWD's alternate representative at the San Luis Rey Watershed Council.
- 2) Do not appoint an alternate member to the San Luis Rey Watershed Council.
- 3) Provide staff with further direction.

STAFF RECOMMENDATION

Staff supports direction.


Tom Kennedy, General Manager January 23, 2018



BOARD ACTION

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-02 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST, CHAPTER 5.02 – PURCHASING, 5.02.180 – DUTIES AND FUNCTIONS OF ASSIGNED DISTRICT PURCHASING AGENT, SECTION 5.02.200 – PURCHASING DEPARTMENT – RELATIONSHIP BETWEEN DISTRICT AND VENDORS, SECTION 5.02.210 – PURCHASING AND CHANGE ORDER APPROVAL REQUIREMENTS - APPENDIX

BACKGROUND

With the recent retirement of RMWD's Purchasing/Warehouse Technician, a review of the job description for this position has been conducted which resulted in revisions to the job responsibilities and a position title change. In reviewing the current Administrative Code, it was found the specific title of Purchasing/Warehouse Technician is included throughout several chapters and sections; thereby, requiring each of these to be brought back to the Board for consideration and formal approval.

DESCRIPTION

To avoid having to bring several chapters and sections of the Administrative Code to the Board for formal approval each time a title change occurs for this position, staff is recommending minor housekeeping changes to replace "Purchasing/Warehouse Technician" to "assigned District purchasing agent" to serve as a general reference. The proposed changes will allow for the position title to change when deemed appropriate while eliminating the need to amend and update the Administrative Code each time.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Chapters 1.02.020 and 5.02, Sections 5.02.180, 5.02.200, 5.02.210.

Strategic Focus Area Three: Workforce Development

BOARD OPTIONS/FISCAL IMPACTS

- 1) Approve Ordinance No. 18-02 amending and updating Administrative Code Chapters 1.02.020 and 5.02, Sections 5.02.180, 5.02.200, 5.02.210.
- 2) Approve Ordinance No. 18-02 amending and updating Administrative Code Chapters 1.02.020 and 5.02, Sections 5.02.180, 5.02.200, 5.02.210 with revisions.
- 3) Provide staff with further direction.
- 4) Do not approve Ordinance No. 18-02 amending and updating Administrative Code Chapters 1.02.020 and 5.02, Sections 5.02.180, 5.02.200, 5.02.210.

There will be no known direct fiscal impact associated with any of the Board Options.

STAFF RECOMMENDATION

Approve Ordinance No. 18-02 amending and updating Administrative Code Chapters 1.02.020 and 5.02, Sections 5.02.180, 5.02.200, 5.02.210.



Vanessa Martinez, Finance Manager January 23, 2017

Ordinance No. 18-02

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending the Administrative Code
Section 1.02.020 – Conflict of Interest, Chapter 5.02 – Purchasing, 5.02.180 –
Duties and Functions of Assigned District Purchasing Agent, Section
5.02.200 – Purchasing Department – Relationship Between District and
Vendors, Section 5.02.210 – Purchasing and Change Order Approval
Requirements – Appendix**

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:

Section 1.02.020:	Conflict of Interest
Chapter 5.02:	Purchasing
Section 5.02.180:	Duties and Functions of Assigned District Purchasing Agent
Section 5.02.200:	Purchasing Department – Relationship Between District and Vendors
Section 5.02.210:	Purchasing and Change Order Approval Requirements - Appendix

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

3. This ordinance shall take effect immediately upon its adoption on this 23rd day of January 2018.

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

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

2.03	Remuneration and Reimbursement
2.03.010	Remuneration and Reimbursement Policy
2.04	Board President
2.04.010	Board President Policy
2.05	Members of the Board of Directors
2.05.010	Board of Directors Policy
2.06	Basis of Authority
2.06.010	Basis of Authority Policy
2.07	Membership in Associations
2.07.010	Individual Board Member Participation in Associations and Organizations Policy
2.08	Training, Education and Conferences
2.08.010	Training and Associations Policy
2.08.010.01	Approved Association Memberships and Organizations
2.09	Committees

**TITLE 3
BOARD MEETINGS**

3.01	Meeting Schedules
3.01.010	Regular Meetings
3.01.020	Special, Adjourned and Emergency Meetings
3.01.020.01	Bi-Annual Organizational Meeting
3.01.030	Agenda Items Order
3.01.040	Availability of Information
3.02	Board Meeting Agenda
3.02.010	Items on Agenda
3.02.010.01	Presentations from Board Invited Guests
3.02.020	Time Limits
3.02.030	Items Not on Agenda
3.02.040	Posting of Agenda
3.03	Board Meeting Conduct
3.03.010	Roberts Rules of Order
3.03.020	Time of Meeting
3.03.030	Conduct of Meetings
3.04	Board of Directors Actions and Directions
3.04.010	Board of Directors Actions
3.04.020	Board of Directors Directions
3.05	Minutes of Board Meetings
3.05.010	Minutes Policy

[D:\Temp\trampoline\13e2b75c-1ab9-4dd9-b561-2a1b7b19f1a0.docx\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts - Not Approved\Board Admin Code TABLE OF CONTENTS 2005-2006 update.docx\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Board Admin Code TABLE OF CONTENTS 2005-2006 update.docx](#)\\Approved Ordinance 05-07\\8-3-05\\Amended and Updated 8-18-06 per Ordinance 06-07\\Amended and Updated 11-17-06 per Ordinance 06-09\\Amended and Updated 1-23-07 per Ordinance 07-03\\Amended and Updated 3-27-07 per Ordinance 07-04\\Amended and Update 6-26-07 per Ordinance 07-05\\Amended and Updated 11-7-07 per Ordinances 07-15 and 07-16\\Amended and Updated 6-24-08 per Ordinance 08-08\\Amended and Updated 7-22-08 per Ordinance 08-09\\Amended and Updated 12-06-11 per Ordinance 11-06\\Amended and Updated 2-26-13 per Ordinance 13-02\\Amended and Updated 7-23-13 per Ordinance 13-06\\Amended and Updated 11-19-13 per Ordinance 13-08\\Amended and Updated 10-28-14 per Ordinance 14-07\\Amended and Updated 11-18-14 per Ordinance 14-09 and 14-10\\Amended and Updated 1-27-15 per Ordinance 15-01\\Amended and Updated 2-24-15 per Ordinance 15-02\\Amended and Updated 12-15-15 per Ordinance 15-09\\Amended and Updated 1-26-16 per Ordinance 16-01\\Amended and Updated 2-23-16 per Ordinance 16-03\\Amended and Updated 3-22-16 per Ordinance 16-05\\Amended and Updated 6-28-16 per Ordinance 16-11\\Amended and Updated 3-28-17 per Ordinance 17-02\\Amended and Updated 4-25-17 per Ordinance 17-03\\Amended and Updated 7-6-17 per Ordinance 17-06\\Amended and Updated 7-25-17 per Ordinance 17-08\\Amended and Updated 8-22-17 per Ordinance 17-10

5.01.020	Accounts Payable Signers
5.01.030	Payroll – Signers
5.02	Purchasing
5.02.010	Centralized Purchasing
5.02.020	Purchasing Procedures
5.02.030	Purchase Requisitions
5.02.040	Purchase Orders
5.02.050	Alternative Methods of Procurement
5.02.050.01	Check Requests
5.02.050.02	Petty Cash
5.02.050.03	Credit Card Expenditures
5.02.060	Emergency Purchases
5.02.070	Open Purchase Orders
5.02.080	Quantities to be Purchased
5.02.090	Value Purchasing
5.02.090.01	Quality and Need
5.02.090.02	Price
5.02.090.03	Service
5.02.090.04	Delivery
5.02.100	Quotations
5.02.110	Professional Services – Request For Proposals
5.02.120	Insurance/Licensing
5.02.130	Departmental Responsibilities
5.02.140	Formal Bids
5.02.150	Contract Delivery/Inspection
5.02.160	Warehouse and Stationery Supplies
5.02.170	Invoices
5.02.180	Duties and Functions of <u>Assigned District Purchasing</u>
	<u>Agent Purchasing/Warehouse Technician</u>
5.02.190	Purchasing Department
5.02.190.01	Purchasing Department - Responsibilities
5.02.200	Purchasing Department - Relationship Between District and Vendors
5.02.210	Purchasing and Change Order Approval Requirements – Appendix
5.03	Investment Policy
5.03.010	Investment Policy - Purpose
5.03.020	Investment Policy - Scope
5.03.030	Investment Policy - Prudence
5.03.040	Investment Policy - Objectives

5.03.050	Investment Policy - Matrix
5.03.060	Investment Policy - Performance Evaluation
5.03.070	Investment Policy - Delegation of Authority
5.03.080	Investment Policy - Reporting
5.03.090	Investment Policy - Ethics and Conflicts of Interest
5.03.100	Investment Policy - Safekeeping and Securities
5.03.110	Investment Policy - Investments Secured By Full Faith and Credit
5.03.120	Investment Policy - Qualified Brokers/Dealers
5.03.130	Investment Policy - Collateral Requirements
5.03.140	Investment Policy - Risk Tolerance
5.03.150	Investment Policy - Authorized Investments
5.03.160	Investment Policy - Legislative Changes
5.03.170	Investment Policy - Interest Earnings
5.03.180	Investment Policy - Limiting Market Value Erosion
5.03.190	Investment Policy - Portfolio Management Activity
5.03.200	Investment Policy - Review
5.03.210	Investment Policy - Glossary Terms
5.03.220	Cash Reserves Policy
5.03.220.01	Purpose
5.03.220.02	Operating Reserves
5.03.220.03	Capital Reserves
5.03.220.03.01	Water Replacement Reserve
5.03.220.03.02	Reservoir Rehabilitation
5.03.220.03.03	Water Capital Projects Reserve
5.03.220.03.04	Wastewater Replacement Reserve
5.03.220.04	Wastewater Expansion Reserve
5.03.220.05	Liability Self Insurance Reserve
5.03.220.06	Debt Service Reserve
5.03.220.07	New Water Sources Reserve
5.03.220.08	Water Rate Stabilization Reserve
5.04	Fixed Assets
5.04.010	Fixed Assets - Capitalization
5.04.020	Fixed Assets – Inventory
5.04.030	Disposition of Surplus Assets
5.05	Public Records
5.05.010	Public Records Policy
5.05.020	Public Records - Definitions
5.05.030	Public Records - Records Exempt from Disclosure

5.05.050	Public Records - Retention Policy
5.05.050.01	Retention Policy - Purpose
5.05.050.02	Retention Policy - General Guidelines
5.05.050.02.01	Accounting and Billing Records Retention Policy
5.05.050.02.02	Long Term Debt Records Retention Policy
5.05.050.02.03	Minutes from Board Meetings Retention Policy
5.05.050.02.04	Audio Recordings of Board Meetings Retention Policy
5.05.050.02.05	Statement and Reports Filed Pursuant to the Political Reform Act Retention Policy
5.05.050.02.06	Contracts Retention Policy
5.05.050.02.07	Property Records Retention Policy
5.05.050.02.08	Tax Roll Delinquencies Retention Policy
5.05.050.02.09	Payroll and Personnel Records Retention Policy
	Individual District Files
5.05.050.02.10	Exposure/Safety Records and Material Safety Data Sheets Records Retention Policy
5.05.050.02.11	Water Quality and Treatment Records Retention Policy
5.05.050.02.12	Construction and Engineering Records Retention Policy
5.05.050.02.13	Hazardous Materials Records Retention Policy
5.05.050.03	Record Retention and Destruction
5.06	Internal Controls: Fraud and Similar or Related Inappropriate Conduct
5.06.010	Background
5.06.020	Scope of Policy
5.06.030	Policy
5.06.040	Actions Constituting Fraud
5.06.050	Other Improprieties
5.06.060	Employee Responsibilities
5.06.070	Investigation Responsibilities
5.06.080	Confidentiality
5.06.090	Authorization for Investigating Suspected Fraud
5.06.100	Reporting Procedures
5.06.110	Termination
5.06.120	Administration
5.09	District Communication Systems
5.09.010	District Cell Phones Purpose
5.09.010.01	District Cell Phone Policy and Guidelines

- 6.08 Reimbursement
- 6.08.010 Other Facilities
- 6.08.20 Enlargement
- 6.09 Inspection
- 6.09.010 Inspection

**TITLE 8
WATER**

- 8.01 District Rules and Regulations (Water)**
- 8.01.000 Scope
- 8.01.010 Availability of Facilities
- 8.01.020 Contracts or Permits
- 8.01.030 Purpose
- 8.01.040 Construction of Facilities
- 8.01.050 Land Use Decisions
- 8.01.060 Terms and Conditions
- 8.02 Definitions
- 8.02.010 Abut District Line
- 8.02.020 Active Park and School Ground Areas
- 8.02.030 Agricultural Purposes
- 8.02.040 Air-Gap
- 8.02.050 Applicant
- 8.02.060 Approved
- 8.02.070 Auxiliary Water Supply
- 8.02.080 Backflow
- 8.02.090 Backflow Preventer
- 8.02.100 Backpressure
- 8.02.110 Backsiphonage
- 8.02.120 Blow-Off
- 8.02.130 Board of Directors
- 8.02.140 Certified Backflow Tester
- 8.02.150 Conservation Offset
- 8.02.160 Construction Meter
- 8.02.170 Construction Purposes
- 8.02.180 Contamination
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**Chapter 5.02
PURCHASING**

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- 5.02.010 Centralized Purchasing
- 5.02.020 Purchasing Procedures
- 5.02.030 Purchase Requisitions
- 5.02.040 Purchase Orders
- 5.02.050 Alternative Methods of Procurement
 - 5.02.050.01 Check Requests
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- 5.02.160 Warehouse and Stationery Supplies
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- 5.02.190 Purchasing Department
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**Chapter 5.02
PURCHASING**

Sections:

- 5.02.010 Centralized Purchasing**
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- 5.02.030 Purchase Requisitions**
- 5.02.040 Purchase Orders**
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Section 5.02.210

Purchasing and Change Order Approval Requirements – Appendix

APPENDIX APPROVAL REQUIREMENTS; CHANGE ORDERS

A. APPROVAL REQUIREMENTS – LIMITS

Approval requirements of purchases and/or change orders for work or professional services are based on the total dollar amount of the purchase and/or change orders, as follows:

DOLLAR AMOUNT	REQUIRED APPROVAL SIGNATURES
\$500 or Less	Purchasing/Warehouse Technician Department Manager
\$500-\$5,000	Purchasing/Warehouse Technician Finance Manager
\$5,000-\$50,000	Purchasing/Warehouse Technician Finance Manager <u>and</u> General Manager
More than \$50,000	Purchasing/Warehouse Technician General Manager <u>and</u> Board of Directors

These limits are primarily for purchases of capital items and payment for work or professional services and do not apply to routine purchases of warehouse inventory items that are necessary for the conduct of daily District business. Transactions may not be split in order to circumvent these limits.

B. CHANGE ORDERS

As set forth in Public Contract Code section 20642 and Section 5.02.140 of this Administrative Code, when work is not to be done by the district itself by force account, and the amount involved is thirty-five thousand dollars (\$35,000), or more, any contract for the performance of work or services shall be let to the lowest responsible bidder, after publication, in the manner prescribed by the board, of notices inviting bids therefor. The General Manager is authorized by this section to approve any reasonable change order or modification to a contract for work or services that does not exceed \$25,000 or ten percent (10%) of the contract price, whichever amount is greater. Any proposed change order or modification to a contract for work or services that exceeds \$25,000 or 10% of the contract price, whichever amount is greater, shall be presented to the Board for consideration and approval. These approval requirements will not operate to conflict

with relevant requirements of the Public Contract Code, including but not limited to sections 20640 et seq.

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Purchasing and Change Order Approval Requirements – Appendix

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DOLLAR AMOUNT	REQUIRED APPROVAL SIGNATURES
\$500 or Less	Department Manager
\$500-\$5,000	Finance Manager
\$5,000-\$50,000	Finance Manager and General Manager
More than \$50,000	General Manager and Board of Directors

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Section 5.02.200

Purchasing Department - Relationship between District and Vendors

The promotion of good vendor relations is an important function of the Purchasing Department. It is the responsibility of the Purchasing Department to establish a relationship of mutual confidence and satisfaction between the District and suppliers. It is, therefore, necessary that the Purchasing Department be aware of all transactions that are conducted between the District and vendors. The departments should not be burdened with visits from suppliers without appointments. The District's time and that of the suppliers will be saved if the following procedures are observed:

1. When it is necessary for vendors to talk with departments, the interview shall be arranged by the Purchasing Department.
2. The Purchasing Department will inform or pass along to departments useful information received from interviews, catalogs, advertising, etc.
3. If a vendor should contact a department directly, any appearance on the part of operating or administrative personnel to making a commitment to buy, except through the Purchasing Department, must be avoided.
4. Requests for prices, specifications, samples, or other information concerned with specific purchases are to be made through Purchasing.
5. Copies of subsequent correspondence with prospective suppliers, which may be necessary, will be furnished by the assigned District purchasing agent. Purchasing/Warehouse Technician.
6. All District personnel will be required to keep an objective and unobligated viewpoint. This includes the refusal to accept any and all gifts over a nominal value and gratuities from vendors and prospective vendors.

Section 5.02.200

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1. When it is necessary for vendors to talk with departments, the interview shall be arranged by the Purchasing Department.
2. The Purchasing Department will inform or pass along to departments useful information received from interviews, catalogs, advertising, etc.
3. If a vendor should contact a department directly, any appearance on the part of operating or administrative personnel to making a commitment to buy, except through the Purchasing Department, must be avoided.
4. Requests for prices, specifications, samples, or other information concerned with specific purchases are to be made through Purchasing.
5. Copies of subsequent correspondence with prospective suppliers, which may be necessary, will be furnished by the assigned District purchasing agent.
6. All District personnel will be required to keep an objective and unobligated viewpoint. This includes the refusal to accept any and all gifts over a nominal value and gratuities from vendors and prospective vendors.

Section 5.02.180

Duties and Functions of Assigned District Purchasing Agent~~Purchasing Warehouse Technician~~

The day to day operation of the Purchasing Department is the responsibility of the assigned District purchasing agent~~Purchasing Warehouse Technician~~, who is responsible to the Finance Manager. The duties and functions of Purchasing/Warehouse Technician are as follows:

1. Maintain the Purchasing Manual and enforce the purchasing policies of the District.
2. Make all purchases required by the various departments of the District in conformity with the control procedures established for that purpose. The term "purchases" shall include all materials, supplies, equipment, and services (contractual and otherwise).
3. Operate and maintain the warehouse, and such control necessary for the proper inventory of stocks and supplies.
4. Prepare or obtain and maintain standard specifications for materials, supplies, and equipment whenever practical.
5. Keep informed and maintains records as to the source of supply for all classes of purchases, bids, and price quotations.
6. Arrange for the sale or disposal of obsolete and/or surplus property of the District in accordance with Administrative Code Section 5.04.03-Disposition of Surplus Assets.
7. Arrange for the transfer of equipment between the various District Departments.
8. Advise and assist the Financial Department in formulation of policies and procedures in connection with the purchasing activities of the District.
9. Perform such other duties as may be required by the Finance Manager.

Section 5.02.180

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1. Maintain the Purchasing Manual and enforce the purchasing policies of the District.
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3. Operate and maintain the warehouse, and such control necessary for the proper inventory of stocks and supplies.
4. Prepare or obtain and maintain standard specifications for materials, supplies, and equipment whenever practical.
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7. Arrange for the transfer of equipment between the various District Departments.
8. Advise and assist the Financial Department in formulation of policies and procedures in connection with the purchasing activities of the District.
9. Perform such other duties as may be required by the Finance Manager.

Section 1.02.020
Conflict of Interest

1.02.020.01 The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in any agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

1.02.020.02 Therefore, the terms of 2 California Code of **Regulations Section 18730** and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions, and establishing disclosure requirements, shall constitute the conflict of interest code of the Rainbow Municipal Water District.

1.02.020.03 Individuals holding designated and non-designated positions shall file their Statements of Economic Interest with Rainbow Municipal Water District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board Members and General Manager, the Board Secretary shall make and retain copies and forward the originals of these statements to the County Board of Supervisors. Statements for all other designated employees shall be retained by Rainbow Municipal Water District.

Any public officials who manage public investments shall be considered non-designated positions under Government Code section 87200 and shall make the disclosures required by law. Originals of all Statements of Economic Interest filed by non-designated positions will be maintained at the District office.

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Appendix A
Rainbow Municipal Water District Conflict of Interest Code

Preamble

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from Rainbow Municipal Water District's General Counsel. (Gov. Code § 83114; 2 CCR § 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)

Opinions rendered by General Counsel do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on General Counsel's opinion as evidence of good faith. In addition, Rainbow Municipal Water District may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Rainbow Municipal Water District may bring against the requesting party under Government Code section 91003.5.

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Part I - Designated Positions

<u>Designated Employees</u>	<u>Categories Disclosed</u>
Members of the Board of Directors	All
General Manager	All
General Counsel	All
Engineering Manager	All
Operations Manager	All
Human Resources Manager	All
Construction/Maintenance Superintendent	All
Water Operations Superintendent	All
Wastewater Superintendent	All
Associate Engineer	All
<u>Purchasing & Inventory Control Specialist</u> I/II Purchasing/Warehouse Technician I/II	All
Safety Administrator I/II	All
Engineering Inspector I/II	All

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Water Quality Technician I/II	All
Information Technology Administrator	All
¹ Consultants	2

Part II – Non-Designated Positions

Finance Manager	Pursuant to Applicable Laws
Standing District Committee Members	2
Auditor	2

¹ With respect to consultants, the General Manager may determine in writing that a particular consultant, although a “designated employee,” is hired to perform a range of duties that is limited in scope and thus is not required to comply with the written disclosure requirements described in these categories. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection by Rainbow Municipal Water District in the same manner as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

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Part II - Disclosure Categories

Category 1.

A designated employee or person in this category shall report all interests in real property, and investments in, and income from, business entities of the type to operate or provide any of the following:

- Accounting or auditing services
- Banks and savings and loans
- Computer hardware or software, or computer services or consultants
- Communications equipment or services
- Insurance brokers and agencies
- Insurance adjusting, claims auditing or administration, or underwriting services
- Office equipment or supplies
- Personnel and employment companies and services
- Printing or reproduction services, publications, and distribution
- Securities, investment or financial services companies
- Title insurance and escrow
- Construction supplies, service or equipment
- Engineering and surveying services
- Land development services

Category 2.

A designated employee in this category shall disclose all business positions in, investments in, and income from any business of the type to provide personnel, services, supplies, material, machinery, or equipment to Rainbow Municipal Water District and is associated with the job assignment or position of the designated employee or person.

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Appendix B
Statement of Duties of Employees of
and Consultants to Rainbow Municipal Water District

Members of the Board of Directors

The Board of Directors acts as the Rainbow Municipal Water District's governing body. Members of the Board of Directors formulate general policy and programs of Rainbow Municipal Water District, and each member of the Board of Directors therefore is designated.

General Manager

General Manager oversees the day-to-day operations of Rainbow Municipal Water District. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and therefore is designated.

General Counsel

General Counsel, currently hired on a contract basis, advises Rainbow Municipal Water District on its day-to-day activities, including its relationships with the independent contractors who serve in a staff capacity to Rainbow Municipal Water District, and compliance with applicable laws and regulations. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and therefore is designated.

Financial Manager

An employee of the Rainbow Municipal Water District, the Financial Manager is Rainbow Municipal Water District's Chief Financial Officer and helps manage the finances of Rainbow Municipal Water District. The Financial Manager makes reports from time to time on the financial results of operations of Rainbow Municipal Water District, and recommends fiscal policies to the Board of Directors. The Financial Manager "manages public investments" within the meaning of applicable regulations. He or she therefore is not designated.

Engineering Manager

The Engineering Manager provides engineering services and oversight to Rainbow Municipal Water District, including implementation of capital replacement projects. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of engineering and is therefore designated.

Operations Manager

An employee of Rainbow Municipal Water District, the Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures; risk management; and employee safety. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of operations and maintenance and is therefore designated.

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Human Resources Manager

The Human Resources Manager plans, directs and oversees the following programs and activities: human resources; labor relations; workers' compensation, property and liability insurance and is therefore designated.

Construction/Maintenance Superintendent

The Construction/Maintenance Superintendent has managerial responsibilities to direct and oversee the Construction and Valve Maintenance and Fleet Divisions. This position coordinates and manages the installation, maintenance and repair of water mains, service lines, fire hydrants, valves, pressure regulating stations, pumps, motors and other related appurtenances used in the District water distribution, treatment and storage facilities and fleet maintenance and repair and is therefore designated.

Water Operations Superintendent

The Water Operations Superintendent has managerial responsibilities to direct and oversee the Water Operations Division, the electrical program and the Supervisory Control and Data Acquisition (SCADA) and telemetry systems. This position will coordinate and manage the installation, maintenance, repair and operation of District water distribution, treatment, pumping and storage facilities and electrical, electronic and telemetry repair and maintenance and is therefore designated.

Wastewater Superintendent

The Wastewater Superintendent has managerial responsibility to direct and oversee the Wastewater Division. This position coordinates and manages the repair, maintenance and operation of the wastewater pumping and collection system as well as may assist with installation, maintenance and repair of water distribution facilities and is therefore designated.

Associate Engineer

The Associate Engineer performs a variety of routine and semi-routine professional level civil engineering work in the research, design and construction of water and sewer capital improvement and construction projects as well as reviews development plans and is therefore designated.

Purchasing & Inventory Control Specialist I/II~~Purchasing/Warehouse Technician I/II~~

The Purchasing & Inventory Control Specialist I/II~~Purchasing/Warehouse Technician I/II~~ has responsibility for all functions associated with the warehouse including purchasing, receiving and inventory control and administration of the office cleaning contract as well as maintaining inventory of parts and supplies and is therefore designated.

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Safety Administrator I/II

The Safety Administrator I/II has responsibility for the planning and administration of the District programs and services related to safety, security, emergency preparedness and environmental compliance functions and is therefore designated.

Engineering Inspector I/II

Under supervision of the District Engineer, the Engineering Inspector I/II performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

Water Quality Technician I/II

The Water Quality Technician I/II performs a wide variety of professional, analytical and technical water quality functions involved in the District's water treatment and distribution system; interprets water quality test results and prepares reports; performs tasks related to quality assurance; ensure compliance with permit requirements, ordinances and federal and state regulations regarding potable water and is therefore designated.

Information Technology Administrator

The Information Technology Administrator position monitors, maintains, troubleshoots, and diagnoses hardware, software, database and network problems and identifies courses of action. This position also supervises the purchasing, inventorying, maintenance and the disposing of computing and communication devices, hardware and software and is therefore designated.

Auditor

Rainbow Municipal Water District has contracted with one or more accounting firms to handle financial audits of Rainbow Municipal Water District's finances and investments. These firms implement decisions of the Rainbow Municipal Water District's Board of Directors. Because these auditors' duties are restricted in the manner described herein, they do not participate in the formulation and implementation of the policies and programs of Rainbow Municipal Water District, and also do not "manage public investments" within the meaning of applicable regulations. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

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Standing District Committee Members

A member or alternate committee member of a Rainbow Municipal Water District standing committee serves at the pleasure of the Board. These committees are advisory to the Board with regard to matters within their respective areas of responsibility. A committee has jurisdiction to consider and make a recommendation to other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

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Conflict of Interest

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1.02.020.02 Therefore, the terms of 2 California Code of **Regulations Section 18730** and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions, and establishing disclosure requirements, shall constitute the conflict of interest code of the Rainbow Municipal Water District.

1.02.020.03 Individuals holding designated and non-designated positions shall file their Statements of Economic Interest with Rainbow Municipal Water District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board Members and General Manager, the Board Secretary shall make and retain copies and forward the originals of these statements to the County Board of Supervisors. Statements for all other designated employees shall be retained by Rainbow Municipal Water District.

Any public officials who manage public investments shall be considered non-designated positions under Government Code section 87200 and shall make the disclosures required by law. Originals of all Statements of Economic Interest filed by non-designated positions will be maintained at the District office.

Appendix A
Rainbow Municipal Water District Conflict of Interest Code

Preamble

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from Rainbow Municipal Water District's General Counsel. (Gov. Code § 83114; 2 CCR § 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)

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Part I - Designated Positions

<u>Designated Employees</u>	<u>Categories Disclosed</u>
Members of the Board of Directors	All
General Manager	All
General Counsel	All
Engineering Manager	All
Operations Manager	All
Human Resources Manager	All
Construction/Maintenance Superintendent	All
Water Operations Superintendent	All
Wastewater Superintendent	All
Associate Engineer	All
Purchasing & Inventory Control Specialist I/II	All
Safety Administrator I/II	All
Engineering Inspector I/II	All

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Water Quality Technician I/II	All
Information Technology Administrator	All
¹ Consultants	2

Part II – Non-Designated Positions

Finance Manager	Pursuant to Applicable Laws
Standing District Committee Members	2
Auditor	2

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Category 1.

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- Office equipment or supplies
- Personnel and employment companies and services
- Printing or reproduction services, publications, and distribution
- Securities, investment or financial services companies
- Title insurance and escrow
- Construction supplies, service or equipment
- Engineering and surveying services
- Land development services

Category 2.

A designated employee in this category shall disclose all business positions in, investments in, and income from any business of the type to provide personnel, services, supplies, material, machinery, or equipment to Rainbow Municipal Water District and is associated with the job assignment or position of the designated employee or person.

Appendix B
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Engineering Manager

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Operations Manager

An employee of Rainbow Municipal Water District, the Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures; risk management; and employee safety. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of operations and maintenance and is therefore designated.

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The Construction/Maintenance Superintendent has managerial responsibilities to direct and oversee the Construction and Valve Maintenance and Fleet Divisions. This position coordinates and manages the installation, maintenance and repair of water mains, service lines, fire hydrants, valves, pressure regulating stations, pumps, motors and other related appurtenances used in the District water distribution, treatment and storage facilities and fleet maintenance and repair and is therefore designated.

Water Operations Superintendent

The Water Operations Superintendent has managerial responsibilities to direct and oversee the Water Operations Division, the electrical program and the Supervisory Control and Data Acquisition (SCADA) and telemetry systems. This position will coordinate and manage the installation, maintenance, repair and operation of District water distribution, treatment, pumping and storage facilities and electrical, electronic and telemetry repair and maintenance and is therefore designated.

Wastewater Superintendent

The Wastewater Superintendent has managerial responsibility to direct and oversee the Wastewater Division. This position coordinates and manages the repair, maintenance and operation of the wastewater pumping and collection system as well as may assist with installation, maintenance and repair of water distribution facilities and is therefore designated.

Associate Engineer

The Associate Engineer performs a variety of routine and semi-routine professional level civil engineering work in the research, design and construction of water and sewer capital improvement and construction projects as well as reviews development plans and is therefore designated.

Purchasing & Inventory Control Specialist I/II

The Purchasing & Inventory Control Specialist I/II has responsibility for all functions associated with the warehouse including purchasing, receiving and inventory control and administration of the office cleaning contract as well as maintaining inventory of parts and supplies and is therefore designated.

Safety Administrator I/II

The Safety Administrator I/II has responsibility for the planning and administration of the District programs and services related to safety, security, emergency preparedness and environmental compliance functions and is therefore designated.

Engineering Inspector I/II

Under supervision of the District Engineer, the Engineering Inspector I/II performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

Water Quality Technician I/II

The Water Quality Technician I/II performs a wide variety of professional, analytical and technical water quality functions involved in the District's water treatment and distribution system; interprets water quality test results and prepares reports; performs tasks related to quality assurance; ensure compliance with permit requirements, ordinances and federal and state regulations regarding potable water and is therefore designated.

Information Technology Administrator

The Information Technology Administrator position monitors, maintains, troubleshoots, and diagnoses hardware, software, database and network problems and identifies courses of action. This position also supervises the purchasing, inventorying, maintenance and the disposing of computing and communication devices, hardware and software and is therefore designated.

Auditor

Rainbow Municipal Water District has contracted with one or more accounting firms to handle financial audits of Rainbow Municipal Water District's finances and investments. These firms implement decisions of the Rainbow Municipal Water District's Board of Directors. Because these auditors' duties are restricted in the manner described herein, they do not participate in the formulation and implementation of the policies and programs of Rainbow Municipal Water District, and also do not "manage public investments" within the meaning of applicable regulations. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

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Standing District Committee Members

A member or alternate committee member of a Rainbow Municipal Water District standing committee serves at the pleasure of the Board. These committees are advisory to the Board with regard to matters within their respective areas of responsibility. A committee has jurisdiction to consider and make a recommendation to other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

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BOARD ACTION

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-01 - AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 4.01 - PERSONNEL RULES AND REGULATIONS

BACKGROUND

In reviewing Administrative Code Chapter 4.01 regarding service awards, it was found that Section 4.01.130 – Service Awards included language that “awards would be in the form of a commemorative plaque and a photo and article submitted to the local newspaper”. Although current practices do include employees receiving a commemorative plaque, staff recommends discontinuing the policy of submitting photographs and articles to the local newspaper.

DESCRIPTION

Staff is recommending a minor housekeeping change to the language provided in Chapter 4.01, Section 4.01.130 of the Administrative Code. The proposed change will bring the Administrative Code to match more modern practices related to service awards.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Chapter 4.01

Strategic Focus Area Three: Workforce Development

BOARD OPTIONS/FISCAL IMPACTS

- 1) Approve Ordinance No. 18-01 amending and updating Administrative Code Chapter 4.01.
- 2) Approve Ordinance No. 18-01 amending and updating Administrative Code Chapter 4.01 with revisions.
- 3) Provide staff with further direction.
- 4) Do not approve Ordinance No. 18-01 amending and updating Administrative Code Chapter 4.01.

There will be no known direct fiscal impact associated with any of the Board Options.

STAFF RECOMMENDATION

Approve Ordinance No. 18-01 amending and updating Administrative Code Chapter 4.01.

Karleen Harp, COSM
Human Resources Manager

January 23, 2017

Ordinance No. 18-01

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending the Administrative Code
Chapter 4.01 – Personnel Rules and Regulations**

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

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

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

NOW, THEREFORE,

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

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

Chapter 4.01 – Personnel Rules and Regulations

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

3. This ordinance shall take effect immediately upon its adoption on this 23rd day of January, 2018.

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

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

To the extent there is an existing Memorandum of Understanding (MOU) or other written agreements with more specific terms regarding the topic herein, the terms of those agreements will prevail.

These rules and regulations replace and supersede all prior personnel rules, regulations, policies or practices.

Section 4.01.010 Goals and Objectives

The goals and objectives of the District are:

1. To provide a positive work environment that will promote a spirit of friendliness and cooperation among all employees.
2. To implement an employee handbook.
3. To provide and encourage training opportunities for District employees, so that job openings can be filled from within, where practicable.
4. To recognize excellence and individual merit in employees.
5. To ensure equal employment opportunities for all employees and maintain an adequate level of compensation for services rendered.

Section 4.01.020 Applicability

These Rules and Regulations apply to all employees of the District. These rules may be supplemented by other agreements or policies approved by the District (e.g.; Memorandum of Understanding, Employee Handbook, etc.) They apply at all times when such employees are on District premises; on Standby Duty; on Patrol Duty or off District premises, but engaged in any activity that is related to or may affect the District's business, reputation or public relations, including, but not limited to, the following:

1. Activities during working hours, including lunch and other breaks.
2. Participation in seminars as a student or speaker.
3. Travel on behalf of the District.
4. Community activities.
5. Engaged in off-duty activities under circumstances, which tend to harm the interest of the District.

Section 4.01.030 Equal Opportunity Policy

It is the policy of the District to:

1. Recruit, hire, and promote for all job classifications without regard to race, religion, color, sex, national origin, age, marital status, sexual orientation, disability or any other basis protected by applicable state and federal law.
2. Base decisions of employment and promotion upon an individual's qualifications for the position being filled.
3. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, return-from-layoffs, District-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, religion, color, sex, national origin, age, marital status, disability or any other basis protected by applicable state and federal law.
4. Continue to sustain and further develop a system that promotes the maintenance and application of these standards.

Section 4.01.040 Employee Conduct

In order to enhance the safe and efficient operation of the District, employees are expected to behave in a responsible and professional manner. The District may utilize counseling and/or disciplinary measures in an attempt to improve or correct certain employee performance and behavioral issues if the District, in its sole discretion, believes counseling and/or disciplinary action is in the best interest of the District. However, District employees serve at the pleasure of the General Manager and therefore the General Manager does not have to have cause to terminate employment of a District employee. For Disciplinary Processes pertaining to violations of this Section, refer to the applicable Supplemental Memorandum of Understanding for non-exempt employees hired before July 1, 2017, and to the Employee Discipline section of the Employee Handbook for non-exempt employees hired after July 1, 2017 and all Exempt employees.

The following acts are illustrative, and not exhaustive, of acts, which are grounds for disciplinary action up to and including termination of employment with the District:

- a. Stealing or willfully destroying or damaging any property of the District, its customers, visitors or personnel.
- b. Disobedience or insubordination to superiors.
- c. Disorderly, immoral, indecent or criminal conduct.
- d. Violating the Personnel Rules and Regulations or Employee Handbook.
- e. Fighting, intimidating, coercing or threatening any District employees (being an aggressor or aggravator).
- f. Entering time on another employee's time records, or requesting another person to enter time on the employee's time records, except for administrative corrections made by District authorized personnel when the employee is not available to make the changes in person. All Administrative corrections must be acknowledged and

confirmed with the employee's signature as soon as the employee becomes available to do so.

- g. Soliciting or accepting tips or gifts for District services without prior approval of the General Manager or their designee.
- h. Disclosing anything of a personal nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
- i. Violation of Federal, State, or local laws.
- j. Failure to exercise proper custodial responsibility of District keys or property.
- k. Unauthorized possession of firearms or other weapons on District property or while on duty.
- l. Willful or careless disregard of, or inattention to, working directions and instructions; refusal to comply with or violations of rules, safety or fire regulations, or sanitary rules and regulations.
- m. Excessive or unjustified absences or tardiness, or failure to inform the supervisor prior to the time the employee is due to report, by telephone or other means, of the employee is unable to report for work.
- n. Failure to notify supervisor if employee leaves the job or premises during working hours.
- o. Smoking in unauthorized areas.
- p. Selling tickets or chances on illegal pools or raffles or gambling on district premises.
- q. Unauthorized posting of notices or literature on District premises.
- r. Soliciting, collecting funds and/or circulating literature of any nature on District property during working hours without the approval of the General Manager.
- s. Performing personal work on District time.
- t. Excessive use of the District business phone for personal matters.
- u. Taking more than the specified time for meals or rest periods.
- v. Discourteous conduct, abusive treatment or inappropriate language directed toward any customer, visitor, guest, employee or superior.
- w. Altering, falsifying, or making a willful misstatement of facts on any District record or chart, job or work record, employment application or any other District record, chart or report.

Section 4.01.050 Personnel Records

The District shall keep centralized personnel files for each employee, which will include job-related and personal information about each employee deemed essential by Human Resources. These records contain information that is confidential and should be handled with discretion.

Section 4.01.060 Employment Verification

The District will only verify dates of employment, salary and job title for employees and prior employees.

Section 4.01.070 Promotion Policy

The District will review factors such as skills, performance, experience and seniority in awarding jobs on a promotional basis.

Section 4.01.080 Hours of Work

The District has adopted a 9/80 work schedule, where employees will be scheduled to work 80 hours in nine working days each pay period. The normal hours of work for field employees are Monday through Thursday, 6:30 a.m. to 4:00 p.m., and alternating Fridays from 6:30 a.m. to 3:00 p.m. For office employees, the normal work schedule will be Monday through Thursday from 7:00 a.m. to 5:00 p.m., and alternating Fridays from 8:00 a.m. to 5:00 p.m. However, it is the desire of the District to allow employees flexibility in scheduling their time, so long as the needs of the organization are first satisfactorily met. Department Managers are authorized to adjust the normal working hours in their work areas to meet their unique demands in order to better service the District, subject to the General Manger's review and approval.

Section 4.01.090 Absence and Tardiness

The District will establish standards for employee absences and tardiness that comply with federal and state laws to promote efficient and effective daily operations.

Section 4.01.100 Employee Business Expenses

Employees, including Board Members, are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation.

Employees will attend conferences, meetings, seminars, etc., on an as needed basis to be determined by the General Manager. The General Manager must pre-approve the costs of the program, transportation, lodging and meals.

It is the policy of the District to provide reimbursement to employees for expenses occurred while conducting District business and attending authorized seminars and schools. Employees must submit receipts for all reimbursed expenses (hotel, food, parking fees, etc.) Expenses are **not** to include other persons except those who have a direct bearing on conducting District business. The following categories are excluded from reimbursement:

1. Personal Entertainment expenses
2. Clothing and personal hygiene items
3. Alcoholic beverages
4. Items remaining the personal property of the individual
5. Any expenses not related to District business

Expenses to the District for employees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and hotel accommodations put forth by the General Manager and by:

1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discount rates.
2. Hotel accommodations will be made for the night before the event and expire on the day the event ends.

3. Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable. The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity. The IRS publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests located on the GSA website <http://www.gsa.gov/portal/category/100120>. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.

Section 4.01.110 Layoff or Reduction of Work Force

The General Manager may layoff any employee because of lack of appropriate funds, curtailment, lack of work or reorganization. Simultaneously with the above action, any respective employee organizations will receive notice.

The decision of the General Manager to lay off employees is not subject to appeal and is not subject to the grievance procedure.

Employees to be laid off have the right to transfer/demote to a position previously held within the District for which the employee meets the minimum qualifications, is capable of performing the essential functions of the position and has District seniority over other employees.

In order to retreat to a previous position, an employee must request displacement action in writing to the General Manager within five (5) working days of receipt of the layoff notice.

If vacancies exit at the time of layoff(s), such vacant positions shall be offered to any qualified regular employee then scheduled for layoff. Regular employee placed into a lower classification shall be moved to the salary range of that position not to exceed the rate of pay prior to the transfer. Employees who elect continued employment with the District will not be eligible for severance pay.

Compensation

In the event that this policy has taken effect, laid off employees will be eligible for severance pay depending upon their years of service as follows:

Under 1 year	2 weeks' pay without health benefits
1 – 3 years	2 weeks' pay with 1 month health benefits
4 – 5 years	4 weeks' pay with 1 month health benefits
6 – 10 years	6 weeks' pay with 2 months' health benefits
11 and over	8 weeks is pay with 2 months' health benefits

Such severance pay is contingent upon the employee executing a General Release of Claims.

Section 4.01.120 Hiring of Relatives

It is the policy of the District to hire the best qualified employees available for all jobs. As a general rule, the District may employ family members. Family members are defined as husband, wife, parent, child, brother, sister, grandparent, grandchildren, domestic partner, and children of domestic partner. This rule is subject to the following limitations:

1. Family members of the Board of Directors or the General Manager may not be hired as an employee of the District.
2. The General Manager may deny employment to a spouse or family member of any current employee based on the individualized assessment of the work situation. The General Manager's decision shall be based upon the best interests of the District and for business and professional reasons, to assure proper supervision, maintain morale, security and to avoid conflicts of interest.
3. If co-employees of the District marry, the District will assess the individual work situation. The General Manager will make reasonable efforts to assign job duties so as to minimize the problems of supervision, safety, security or morale.
4. Two members of the same family may not work in the same division.
5. An employee may not work under the direct supervision of a family member.

Section 4.01.130 Service Awards

It is the policy of the District to acknowledge employee service contributions through a public program of recognition of significant contributions by employees to the District.

Regular employees will be considered for recognition in the areas of Continuous Service Awards and Cost Saving Suggestions.

A. Continuous Service Award

An award will recognize each five years of continuous service to the District. Human Resources will advise the General Manager's office of an employee who will be eligible for an award. The employee will be invited to the next regular Board meeting for presentation of the award(s).

Continuous Service Awards by years of service:

- | | | |
|----|----------|-----------------------|
| a. | 5 years | \$100 |
| b. | 10 years | \$150 |
| c. | 15 years | \$200 |
| d. | 20 years | \$250 |
| e. | 25 years | \$300 + Special Award |
| f. | 30 years | \$500 + Special Award |

Awards will be in the form of a commemorative plaque, ~~and a photo and article submitted to the local newspaper.~~

The Special Award for longevity at 25 and 30 years will be the presentation of an engraved watch or equivalent valued gift to the employee achieving 25 and 30 years of continuous service. The cost of the gift will not exceed \$150 exclusive of the cost of engraving (if required). Human Resources will arrange for the purchase and engraving of the gift prior to the scheduled date of the presentation.

B. Cost Savings Suggestions

The Suggestion Program will allow employees to present their ideas for improved methods of accomplishing district related tasks. Employees, excluding management and supervisors, will be eligible for consideration of cost saving suggestions. Each suggestion implemented will be recognized by an award of 10% of the first year of implementation savings generated by the suggestion. The minimum award will be \$100 and the maximum award will be \$1,000.

1. Suggestions may include:

- a. Conserving money, time and/or materials
- b. Better procedures or methods
- c. Improving tools or other equipment
- d. Achieving an increase in productivity
- e. Eliminating duplication of effort
- f. Improved safety

2. Exclusions include:

- a. Suggestions already under consideration or previously submitted
- b. Suggestions already in use
- c. Suggestions dealing with items where corrective action is a result of routine procedures

3. Review procedure:

- a. Every suggestion will be submitted to an employee's supervisor
- b. The supervisor will perform an analysis of the potential for cost savings and submit the original suggestion and the analysis to the General Manager
- c. The General Manager will review the suggestion and analysis to determine if the suggestion will be implemented
- d. For each suggestion implemented, the employee will receive the Cost Savings Suggestion award
- e. For each suggestion not implemented, the General Manager will notify the employee of the reason for non-implementation within 30 days

In the event a non-implemented suggestion is later implemented while the employee originally making the suggestion is still employed at the District, a retroactive award will be made.

Section 4.01.140 Leave of Absences

The District will recognize and implement all legally required leaves of absence, as prescribed by law. Employees are entitled to use any accrued general leave to cover the unpaid leaves.

Section 4.01.150 Safety

The District shall promote a drug and alcohol free workplace, good health, well being and occupational safety for its employees.

All employees are required to read and comply with the District's Injury and Illness Prevention Program. Employees are required to report all injuries or accidents occurring on the job to their supervisor immediately.

Section 4.01.160 Tuition Reimbursement Program

With the approval of the General Manager, the District may pay the cost for any eligible employee to enroll in the tuition program outside of regular working hours, according to the terms of the applicable Memorandum of Understanding.

Section 4.01.170 Personal Matters

In order to ensure that personal matters do not interfere with employees' work and the work of others, the District has adopted the following policy on personal matters:

1. Personal Valuables. The District cannot assume responsibility for lost or stolen personal items. Hence, employees are asked to use their own discretion when bringing such items to work.
2. Personal Business. Conducting personal business during working time or in working areas generally should be limited to breaks and lunch period.
3. Personal Data. It is extremely important that the District maintain accurate records of all employees. Hence, should any of the following personal information change, please advise Human Resources as soon as possible:
 - a. Home address
 - b. Telephone number
 - c. Person and/or number to notify in case of emergency
 - d. Name
 - e. Change affecting income tax withholding
 - f. Change in beneficiary for insurance plans

4. Personal Phone Calls. Personal phone calls should be limited to emergency situations. If an employee must make a personal call while on duty, he/she should do so during his/her break period.

Section 4.01.180 Improper Use of District Tools, Equipment or Facilities

District labor, equipment, materials and supplies may not be used by any employee for private purposes, or for the personal benefit of other employees or other persons, unless specifically authorized by the General Manager. Employees violating this policy, or direct other employees or other persons to take actions in violation of this policy, are subject to disciplinary action up to and including termination and/or criminal prosecution.

Section 4.01.190 Recruitment Standards

1. It is the philosophy of the District to hire and promote the most qualified candidates for available positions. The District is committed to ensuring that all decisions regarding recruitment, hiring, promotion, assignments, training and other terms and conditions of employment will be made without discrimination or any other factor, which cannot be lawfully used as a basis for employment decision. These factors include, but are not limited to, race, religion, disability, sex, sexual orientation, gender identity, marital status, medical conditions or any other bases prohibited by law.
2. Applications for employment with the District will be accepted when there is an open and posted job vacancy. Resumes will not be accepted in lieu of a District application. Applications for employment are only accepted up to the closing date and must specify the position for which the applicant is applying for. The application submitted must be fully completed and signed by the applicant. Electronic signatures will be accepted through the District's electronic applicant tracking system.
3. Current employees who have not been employed at least one full year generally are not eligible to apply for open positions. The District will first consider any qualified regular employees before considering external job applicants.
4. Successful candidates for employment are required to pass a physical examination and background check prior to commencing employment. The examination will include a drug screening test which employees must pass. A physician designated by the District will conduct the examination at District expense.
5. Reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA) as applied in California, will be made for known physical or mental limitations of an otherwise qualified individual unless an undue hardship, direct threat to the health and safety of others, or other job related considerations exists.
6. For jobs that require driving on District business, employees must maintain a valid California Driver's License and qualify for coverage under the District's Automobile Liability Insurance Carrier.

7. The District may utilize newspapers, educational institutions, professional institutions, professional and vocational societies and publications, District web site and other such organizations and individuals as Human Resources may deem expedient for job announcement publications.

Section 4.01.200 Employee Harassment

The District has developed and implemented a policy against harassment and training programs designed to prevent workplace harassment.

Section 4.01.210 Disciplinary Action

The Board of Directors (“Board”) shall appoint, by a majority vote, the following officers:

- a. Secretary;
- b. Treasurer;
- c. Attorney;
- d. General Manager; and
- e. Auditor.

The Board may consolidate the offices of secretary and treasurer. Each of these officers serve at the pleasure of the Board. The Board may also employ such additional assistants and employees as it deems necessary to efficiently maintain and operate the District. (Authority: Cal. Water Code §§ 71340, 71341, and 71342.)

Subject to Board approval, the General Manager has full power and authority to employ and discharge all other District employees. Except for the officers appointed by the Board, District employees serve at the pleasure of the General Manager. (Authority: Cal. Water Code § 71362.)

Generally, because District employees are at-will, the General Manager may terminate District employees, except those officers appointed by the Board of Directors, without cause. However, when appropriate and in the best interests of the District, the District shall counsel, warn, and/or discipline District employees to insure that actions, which would interfere with operations or an employee’s job, are not continued, and allow employees the opportunity to improve their performance or conduct that resulted in the counseling, warning, and/or disciplinary action. Disciplinary procedures pertaining to employees hired by the District on or after July 1, 2017, are set forth in the Employee Handbook. Disciplinary procedures pertaining to non-exempt employees hired before July 1, 2017, are set forth in the Supplemental Memorandums of Understandings pertaining to those employees.

Section 4.01.220 District Vehicles

General Conditions

No one may operate any district vehicles while under the influence of drugs or alcohol. District vehicles are to be used for authorized business only, are not for personal or private use and must be operated by employees of the District. Employees using District vehicles must have a valid California Driver’s License and qualify for coverage under the District’s Automobile Liability

Insurance Carrier. Employees are also responsible for the safe and legal operation of the vehicles. Arrangements for use of District vehicles during or outside of normal business hours may be made only upon prior approval of the General Manager or their designee.

Vehicles left unattended shall be locked and the keys removed and all equipment or tools stored on the vehicles shall be properly secured and locked.

Seat belts shall be worn at all times.

Vehicles shall at all times be operated in accordance with the California Vehicle Code including observance of all speed limits and granting of right of way.

Traffic citations received in a District vehicle are the employee's responsibility to pay. Any traffic violation must be reported to the employee's supervisor.

Assigned District Vehicles

Certain employees are provided with 24-hour use of a District vehicle for transportation between the employee's residence and the District office or regular or emergency work site. From time-to-time, the General Manager or their designee shall determine which employees should be assigned District vehicles to provide for improved emergency response and to facilitate attendance to after-hour meetings and functions related to the District. Assignment of the vehicle is not for the specific benefit of the employee, but for the improved operational efficiency and effectiveness of the District. Employees shall not use District vehicles for personal purposes other than commuting to and from work and for incidental personal use such as a stop between work and home. Employees shall not transport non-employees unless the transport is associated with District business or emergency services.

Traffic Accidents

All employees who drive District vehicles or employees being compensated for mileage for their private vehicles and are involved in a traffic accident of any type are governed by these rules:

1. Reports. Regardless of the amount of damage incurred, a complete written report of the incident must be submitted by the driver to their supervisor as soon as possible. All forms in the Vehicle Accident Reporting Kit provided in District vehicles must be completed and submitted to the employee's supervisor.
2. Injuries. In case of personal injury to other persons, employees are encouraged to render first aid only if they have been properly trained in first aid. If not trained, the employee should radio the District office, if possible, or seek the assistance of any persons in the vicinity who may be trained or able to contact emergency relief by dialing 911 at the nearest available telephone.
3. Liability. Employees shall not make any statements which may be taken as an admission of negligence or fault relative to the incident and under no circumstances assume any liability or authorize any repairs to the other vehicles.

Driver's License Regulations

All drivers must carry a valid California Driver's License on their person, issued for the class of vehicle the employee is required to drive. If any employee has their driver's license suspended or revoked by the State, and is assigned to drive a District vehicle, they shall immediately notify their supervisor. Failure to do so may result in suspension or disciplinary action up to and including termination.

Vehicle Allowance

Designated management employees receive a vehicle allowance in lieu of a District assigned vehicle and will use their personal vehicles to conduct District business. The employees who receive an allowance shall provide proof of auto insurance naming the District as additional insured. All operating expenses of the personal vehicle shall be borne by the employee to a maximum of 75 miles per trip. Any travel after the 75 miles, the employees may receive a mileage reimbursement at the rate specified by the IRS provided such mileage reimbursement does not exceed the cost for coach class air fare plus normal costs for ground transportation.

Personal Vehicles

District vehicles are available for use by employees engaged in District business. Personal vehicles shall only be used for District business when District vehicles are not available for use. If an employee uses their personal vehicle for District business, it must be authorized by a Manager or their designee. If an employee uses a personal vehicle to conduct District business, they shall be reimbursed at the current IRS rate per mile, plus tolls, parking, etc. For travel to out-of-town functions, the mileage reimbursement shall not exceed the cost for coach class air fare plus normal costs for ground transportation. The employee is responsible for fuel and maintenance and must be covered by auto insurance in at least the minimum amounts required by the State of California.

Section 4.01.230 Compensation

The District will make a sincere effort to pay its employees fairly and to be sure that their pay is in line with the amount of work and degree of responsibility required in their jobs.

Upon hire the entrance rate shall normally be the minimum rate of the classification for the position involved.

In certain cases where an applicant for a position may have qualifications above and beyond the minimum qualification requirements for the position, or in cases where recruiting efforts have failed to fill a position at the minimum rate, the General Manager may authorize entrance at a rate above the minimum rate.

After one year of employment, merit increases or lump sum merit awards may be given based on the employee's performance evaluation, according to the terms of the applicable Memorandum of Understanding.

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Superintendents and Managers will conduct performance evaluations for all employees, excluding temporary employees.

Performance evaluations will be conducted within 14 days of their due date.

Performance evaluations shall be in writing and shall provide recognition for effective performance and also identify areas that need required improvements.

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Outside employment is permissible as long as employee can still perform their required duties satisfactorily and the outside employment does not create a conflict of interest.

Section 4.01.260 Employee Computer Program

The District may assist employees with the purchase of computer equipment related to their position or career goals by offering an interest-free loan program.

Employees who have completed one full year of employment are eligible to apply for participation in this program.

Those employees who participate in the program agree to hold the District, its directors, officers and employees free and harmless for any and all damages or injuries resulting from the use of items purchased through the program.

Section 4.01.270 Employee-Employer Relations

See Addendum A.

To the extent there is an existing Memorandum of Understanding (MOU) or other written agreements with more specific terms regarding the topic herein, the terms of those agreements will prevail.

These rules and regulations replace and supersede all prior personnel rules, regulations, policies or practices.

Section 4.01.010 Goals and Objectives

The goals and objectives of the District are:

1. To provide a positive work environment that will promote a spirit of friendliness and cooperation among all employees.
2. To implement an employee handbook.
3. To provide and encourage training opportunities for District employees, so that job openings can be filled from within, where practicable.
4. To recognize excellence and individual merit in employees.
5. To ensure equal employment opportunities for all employees and maintain an adequate level of compensation for services rendered.

Section 4.01.020 Applicability

These Rules and Regulations apply to all employees of the District. These rules may be supplemented by other agreements or policies approved by the District (e.g.; Memorandum of Understanding, Employee Handbook, etc.) They apply at all times when such employees are on District premises; on Standby Duty; on Patrol Duty or off District premises, but engaged in any activity that is related to or may affect the District's business, reputation or public relations, including, but not limited to, the following:

1. Activities during working hours, including lunch and other breaks.
2. Participation in seminars as a student or speaker.
3. Travel on behalf of the District.
4. Community activities.
5. Engaged in off-duty activities under circumstances, which tend to harm the interest of the District.

Section 4.01.030 Equal Opportunity Policy

It is the policy of the District to:

1. Recruit, hire, and promote for all job classifications without regard to race, religion, color, sex, national origin, age, marital status, sexual orientation, disability or any other basis protected by applicable state and federal law.
2. Base decisions of employment and promotion upon an individual's qualifications for the position being filled.
3. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, return-from-layoffs, District-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, religion, color, sex, national origin, age, marital status, disability or any other basis protected by applicable state and federal law.
4. Continue to sustain and further develop a system that promotes the maintenance and application of these standards.

Section 4.01.040 Employee Conduct

In order to enhance the safe and efficient operation of the District, employees are expected to behave in a responsible and professional manner. The District may utilize counseling and/or disciplinary measures in an attempt to improve or correct certain employee performance and behavioral issues if the District, in its sole discretion, believes counseling and/or disciplinary action is in the best interest of the District. However, District employees serve at the pleasure of the General Manager and therefore the General Manager does not have to have cause to terminate employment of a District employee. For Disciplinary Processes pertaining to violations of this Section, refer to the applicable Supplemental Memorandum of Understanding for non-exempt employees hired before July 1, 2017, and to the Employee Discipline section of the Employee Handbook for non-exempt employees hired after July 1, 2017 and all Exempt employees.

The following acts are illustrative, and not exhaustive, of acts, which are grounds for disciplinary action up to and including termination of employment with the District:

- a. Stealing or willfully destroying or damaging any property of the District, its customers, visitors or personnel.
- b. Disobedience or insubordination to superiors.
- c. Disorderly, immoral, indecent or criminal conduct.
- d. Violating the Personnel Rules and Regulations or Employee Handbook.
- e. Fighting, intimidating, coercing or threatening any District employees (being an aggressor or aggravator).
- f. Entering time on another employee's time records, or requesting another person to enter time on the employee's time records, except for administrative corrections made by District authorized personnel when the employee is not available to make the changes in person. All Administrative corrections must be acknowledged and confirmed with the employee's signature as soon as the employee becomes available to do so.

- g. Soliciting or accepting tips or gifts for District services without prior approval of the General Manager or their designee.
- h. Disclosing anything of a personal nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
- i. Violation of Federal, State, or local laws.
- j. Failure to exercise proper custodial responsibility of District keys or property.
- k. Unauthorized possession of firearms or other weapons on District property or while on duty.
- l. Willful or careless disregard of, or inattention to, working directions and instructions; refusal to comply with or violations of rules, safety or fire regulations, or sanitary rules and regulations.
- m. Excessive or unjustified absences or tardiness, or failure to inform the supervisor prior to the time the employee is due to report, by telephone or other means, of the employee is unable to report for work.
- n. Failure to notify supervisor if employee leaves the job or premises during working hours.
- o. Smoking in unauthorized areas.
- p. Selling tickets or chances on illegal pools or raffles or gambling on district premises.
- q. Unauthorized posting of notices or literature on District premises.
- r. Soliciting, collecting funds and/or circulating literature of any nature on District property during working hours without the approval of the General Manager.
- s. Performing personal work on District time.
- t. Excessive use of the District business phone for personal matters.
- u. Taking more than the specified time for meals or rest periods.
- v. Discourteous conduct, abusive treatment or inappropriate language directed toward any customer, visitor, guest, employee or superior.
- w. Altering, falsifying, or making a willful misstatement of facts on any District record or chart, job or work record, employment application or any other District record, chart or report.

Section 4.01.050 Personnel Records

The District shall keep centralized personnel files for each employee, which will include job-related and personal information about each employee deemed essential by Human Resources. These records contain information that is confidential and should be handled with discretion.

Section 4.01.060 Employment Verification

The District will only verify dates of employment, salary and job title for employees and prior employees.

Section 4.01.070 Promotion Policy

The District will review factors such as skills, performance, experience and seniority in awarding jobs on a promotional basis.

Section 4.01.080 Hours of Work

The District has adopted a 9/80 work schedule, where employees will be scheduled to work 80 hours in nine working days each pay period. The normal hours of work for field employees are Monday through Thursday, 6:30 a.m. to 4:00 p.m., and alternating Fridays from 6:30 a.m. to 3:00 p.m. For office employees, the normal work schedule will be Monday through Thursday from 7:00 a.m. to 5:00 p.m., and alternating Fridays from 8:00 a.m. to 5:00 p.m. However, it is the desire of the District to allow employees flexibility in scheduling their time, so long as the needs of the organization are first satisfactorily met. Department Managers are authorized to adjust the normal working hours in their work areas to meet their unique demands in order to better service the District, subject to the General Manger's review and approval.

Section 4.01.090 Absence and Tardiness

The District will establish standards for employee absences and tardiness that comply with federal and state laws to promote efficient and effective daily operations.

Section 4.01.100 Employee Business Expenses

Employees, including Board Members, are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation.

Employees will attend conferences, meetings, seminars, etc., on an as needed basis to be determined by the General Manager. The General Manager must pre-approve the costs of the program, transportation, lodging and meals.

It is the policy of the District to provide reimbursement to employees for expenses occurred while conducting District business and attending authorized seminars and schools. Employees must submit receipts for all reimbursed expenses (hotel, food, parking fees, etc.) Expenses are **not** to include other persons except those who have a direct bearing on conducting District business. The following categories are excluded from reimbursement:

1. Personal Entertainment expenses
2. Clothing and personal hygiene items
3. Alcoholic beverages
4. Items remaining the personal property of the individual
5. Any expenses not related to District business

Expenses to the District for employees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and hotel accommodations put forth by the General Manager and by:

1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discount rates.
2. Hotel accommodations will be made for the night before the event and expire on the day the event ends.

3. Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable. The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity. The IRS publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests located on the GSA website <http://www.gsa.gov/portal/category/100120>. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.

Section 4.01.110 Layoff or Reduction of Work Force

The General Manager may layoff any employee because of lack of appropriate funds, curtailment, lack of work or reorganization. Simultaneously with the above action, any respective employee organizations will receive notice.

The decision of the General Manager to lay off employees is not subject to appeal and is not subject to the grievance procedure.

Employees to be laid off have the right to transfer/demote to a position previously held within the District for which the employee meets the minimum qualifications, is capable of performing the essential functions of the position and has District seniority over other employees.

In order to retreat to a previous position, an employee must request displacement action in writing to the General Manager within five (5) working days of receipt of the layoff notice.

If vacancies exist at the time of layoff(s), such vacant positions shall be offered to any qualified regular employee then scheduled for layoff. Regular employee placed into a lower classification shall be moved to the salary range of that position not to exceed the rate of pay prior to the transfer. Employees who elect continued employment with the District will not be eligible for severance pay.

Compensation

In the event that this policy has taken effect, laid off employees will be eligible for severance pay depending upon their years of service as follows:

Under 1 year	2 weeks' pay without health benefits
1 – 3 years	2 weeks' pay with 1 month health benefits
4 – 5 years	4 weeks' pay with 1 month health benefits
6 – 10 years	6 weeks' pay with 2 months' health benefits
11 and over	8 weeks is pay with 2 months' health benefits

Such severance pay is contingent upon the employee executing a General Release of Claims.

Section 4.01.120 Hiring of Relatives

It is the policy of the District to hire the best qualified employees available for all jobs. As a general rule, the District may employ family members. Family members are defined as husband, wife, parent, child, brother, sister, grandparent, grandchildren, domestic partner, and children of domestic partner. This rule is subject to the following limitations:

1. Family members of the Board of Directors or the General Manager may not be hired as an employee of the District.
2. The General Manager may deny employment to a spouse or family member of any current employee based on the individualized assessment of the work situation. The General Manager’s decision shall be based upon the best interests of the District and for business and professional reasons, to assure proper supervision, maintain morale, security and to avoid conflicts of interest.
3. If co-employees of the District marry, the District will assess the individual work situation. The General Manager will make reasonable efforts to assign job duties so as to minimize the problems of supervision, safety, security or morale.
4. Two members of the same family may not work in the same division.
5. An employee may not work under the direct supervision of a family member.

Section 4.01.130 Service Awards

It is the policy of the District to acknowledge employee service contributions through a public program of recognition of significant contributions by employees to the District.

Regular employees will be considered for recognition in the areas of Continuous Service Awards and Cost Saving Suggestions.

A. Continuous Service Award

An award will recognize each five years of continuous service to the District. Human Resources will advise the General Manager’s office of an employee who will be eligible for an award. The employee will be invited to the next regular Board meeting for presentation of the award(s).

Continuous Service Awards by years of service:

- | | | |
|----|----------|-----------------------|
| a. | 5 years | \$100 |
| b. | 10 years | \$150 |
| c. | 15 years | \$200 |
| d. | 20 years | \$250 |
| e. | 25 years | \$300 + Special Award |
| f. | 30 years | \$500 + Special Award |

Awards will be in the form of a commemorative plaque.

The Special Award for longevity at 25 and 30 years will be the presentation of an engraved watch or equivalent valued gift to the employee achieving 25 and 30 years of continuous service. The cost of the gift will not exceed \$150 exclusive of the cost of engraving (if required). Human Resources will arrange for the purchase and engraving of the gift prior to the scheduled date of the presentation.

B. Cost Savings Suggestions

The Suggestion Program will allow employees to present their ideas for improved methods of accomplishing district related tasks. Employees, excluding management and supervisors, will be eligible for consideration of cost saving suggestions. Each suggestion implemented will be recognized by an award of 10% of the first year of implementation savings generated by the suggestion. The minimum award will be \$100 and the maximum award will be \$1,000.

1. Suggestions may include:
 - a. Conserving money, time and/or materials
 - b. Better procedures or methods
 - c. Improving tools or other equipment
 - d. Achieving an increase in productivity
 - e. Eliminating duplication of effort
 - f. Improved safety
2. Exclusions include:
 - a. Suggestions already under consideration or previously submitted
 - b. Suggestions already in use
 - c. Suggestions dealing with items where corrective action is a result of routine procedures
3. Review procedure:
 - a. Every suggestion will be submitted to an employee's supervisor
 - b. The supervisor will perform an analysis of the potential for cost savings and submit the original suggestion and the analysis to the General Manager
 - c. The General Manager will review the suggestion and analysis to determine if the suggestion will be implemented
 - d. For each suggestion implemented, the employee will receive the Cost Savings Suggestion award
 - e. For each suggestion not implemented, the General Manager will notify the employee of the reason for non-implementation within 30 days

In the event a non-implemented suggestion is later implemented while the employee originally making the suggestion is still employed at the District, a retroactive award will be made.

Section 4.01.140 Leave of Absences

The District will recognize and implement all legally required leaves of absence, as prescribed by law. Employees are entitled to use any accrued general leave to cover the unpaid leaves.

Section 4.01.150 Safety

The District shall promote a drug and alcohol free workplace, good health, well being and occupational safety for its employees.

All employees are required to read and comply with the District's Injury and Illness Prevention Program. Employees are required to report all injuries or accidents occurring on the job to their supervisor immediately.

Section 4.01.160 Tuition Reimbursement Program

With the approval of the General Manager, the District may pay the cost for any eligible employee to enroll in the tuition program outside of regular working hours, according to the terms of the applicable Memorandum of Understanding.

Section 4.01.170 Personal Matters

In order to ensure that personal matters do not interfere with employees' work and the work of others, the District has adopted the following policy on personal matters:

1. Personal Valuables. The District cannot assume responsibility for lost or stolen personal items. Hence, employees are asked to use their own discretion when bringing such items to work.
2. Personal Business. Conducting personal business during working time or in working areas generally should be limited to breaks and lunch period.
3. Personal Data. It is extremely important that the District maintain accurate records of all employees. Hence, should any of the following personal information change, please advise Human Resources as soon as possible:
 - a. Home address
 - b. Telephone number
 - c. Person and/or number to notify in case of emergency
 - d. Name
 - e. Change affecting income tax withholding
 - f. Change in beneficiary for insurance plans

4. Personal Phone Calls. Personal phone calls should be limited to emergency situations. If an employee must make a personal call while on duty, he/she should do so during his/her break period.

Section 4.01.180 Improper Use of District Tools, Equipment or Facilities

District labor, equipment, materials and supplies may not be used by any employee for private purposes, or for the personal benefit of other employees or other persons, unless specifically authorized by the General Manager. Employees violating this policy, or direct other employees or other persons to take actions in violation of this policy, are subject to disciplinary action up to and including termination and/or criminal prosecution.

Section 4.01.190 Recruitment Standards

1. It is the philosophy of the District to hire and promote the most qualified candidates for available positions. The District is committed to ensuring that all decisions regarding recruitment, hiring, promotion, assignments, training and other terms and conditions of employment will be made without discrimination or any other factor, which cannot be lawfully used as a basis for employment decision. These factors include, but are not limited to, race, religion, disability, sex, sexual orientation, gender identity, marital status, medical conditions or any other bases prohibited by law.
2. Applications for employment with the District will be accepted when there is an open and posted job vacancy. Resumes will not be accepted in lieu of a District application. Applications for employment are only accepted up to the closing date and must specify the position for which the applicant is applying for. The application submitted must be fully completed and signed by the applicant. Electronic signatures will be accepted through the District's electronic applicant tracking system.
3. Current employees who have not been employed at least one full year generally are not eligible to apply for open positions. The District will first consider any qualified regular employees before considering external job applicants.
4. Successful candidates for employment are required to pass a physical examination and background check prior to commencing employment. The examination will include a drug screening test which employees must pass. A physician designated by the District will conduct the examination at District expense.
5. Reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA) as applied in California, will be made for known physical or mental limitations of an otherwise qualified individual unless an undue hardship, direct threat to the health and safety of others, or other job related considerations exists.
6. For jobs that require driving on District business, employees must maintain a valid California Driver's License and qualify for coverage under the District's Automobile Liability Insurance Carrier.

7. The District may utilize newspapers, educational institutions, professional institutions, professional and vocational societies and publications, District web site and other such organizations and individuals as Human Resources may deem expedient for job announcement publications.

Section 4.01.200 Employee Harassment

The District has developed and implemented a policy against harassment and training programs designed to prevent workplace harassment.

Section 4.01.210 Disciplinary Action

The Board of Directors ("Board") shall appoint, by a majority vote, the following officers:

- a. Secretary;
- b. Treasurer;
- c. Attorney;
- d. General Manager; and
- e. Auditor.

The Board may consolidate the offices of secretary and treasurer. Each of these officers serve at the pleasure of the Board. The Board may also employ such additional assistants and employees as it deems necessary to efficiently maintain and operate the District. (Authority: Cal. Water Code §§ 71340, 71341, and 71342.)

Subject to Board approval, the General Manager has full power and authority to employ and discharge all other District employees. Except for the officers appointed by the Board, District employees serve at the pleasure of the General Manager. (Authority: Cal. Water Code § 71362.)

Generally, because District employees are at-will, the General Manager may terminate District employees, except those officers appointed by the Board of Directors, without cause. However, when appropriate and in the best interests of the District, the District shall counsel, warn, and/or discipline District employees to insure that actions, which would interfere with operations or an employee's job, are not continued, and allow employees the opportunity to improve their performance or conduct that resulted in the counseling, warning, and/or disciplinary action. Disciplinary procedures pertaining to employees hired by the District on or after July 1, 2017, are set forth in the Employee Handbook. Disciplinary procedures pertaining to non-exempt employees hired before July 1, 2017, are set forth in the Supplemental Memorandums of Understandings pertaining to those employees.

Section 4.01.220 District Vehicles

General Conditions

No one may operate any district vehicles while under the influence of drugs or alcohol. District vehicles are to be used for authorized business only, are not for personal or private use and must be operated by employees of the District. Employees using District vehicles must have a valid California Driver's License and qualify for coverage under the District's Automobile Liability Insurance Carrier. Employees are also responsible for the safe and legal operation of the

vehicles. Arrangements for use of District vehicles during or outside of normal business hours may be made only upon prior approval of the General Manager or their designee.

Vehicles left unattended shall be locked and the keys removed and all equipment or tools stored on the vehicles shall be properly secured and locked.

Seat belts shall be worn at all times.

Vehicles shall at all times be operated in accordance with the California Vehicle Code including observance of all speed limits and granting of right of way.

Traffic citations received in a District vehicle are the employee's responsibility to pay. Any traffic violation must be reported to the employee's supervisor.

Assigned District Vehicles

Certain employees are provided with 24-hour use of a District vehicle for transportation between the employee's residence and the District office or regular or emergency work site. From time-to-time, the General Manager or their designee shall determine which employees should be assigned District vehicles to provide for improved emergency response and to facilitate attendance to after-hour meetings and functions related to the District. Assignment of the vehicle is not for the specific benefit of the employee, but for the improved operational efficiency and effectiveness of the District. Employees shall not use District vehicles for personal purposes other than commuting to and from work and for incidental personal use such as a stop between work and home. Employees shall not transport non-employees unless the transport is associated with District business or emergency services.

Traffic Accidents

All employees who drive District vehicles or employees being compensated for mileage for their private vehicles and are involved in a traffic accident of any type are governed by these rules:

1. Reports. Regardless of the amount of damage incurred, a complete written report of the incident must be submitted by the driver to their supervisor as soon as possible. All forms in the Vehicle Accident Reporting Kit provided in District vehicles must be completed and submitted to the employee's supervisor.
2. Injuries. In case of personal injury to other persons, employees are encouraged to render first aid only if they have been properly trained in first aid. If not trained, the employee should radio the District office, if possible, or seek the assistance of any persons in the vicinity who may be trained or able to contact emergency relief by dialing 911 at the nearest available telephone.
3. Liability. Employees shall not make any statements which may be taken as an admission of negligence or fault relative to the incident and under no circumstances assume any liability or authorize any repairs to the other vehicles.

Driver's License Regulations

All drivers must carry a valid California Driver's License on their person, issued for the class of vehicle the employee is required to drive. If any employee has their driver's license suspended or revoked by the State, and is assigned to drive a District vehicle, they shall immediately notify their supervisor. Failure to do so may result in suspension or disciplinary action up to and including termination.

Vehicle Allowance

Designated management employees receive a vehicle allowance in lieu of a District assigned vehicle and will use their personal vehicles to conduct District business. The employees who receive an allowance shall provide proof of auto insurance naming the District as additional insured. All operating expenses of the personal vehicle shall be borne by the employee to a maximum of 75 miles per trip. Any travel after the 75 miles, the employees may receive a mileage reimbursement at the rate specified by the IRS provided such mileage reimbursement does not exceed the cost for coach class air fare plus normal costs for ground transportation.

Personal Vehicles

District vehicles are available for use by employees engaged in District business. Personal vehicles shall only be used for District business when District vehicles are not available for use. If an employee uses their personal vehicle for District business, it must be authorized by a Manager or their designee. If an employee uses a personal vehicle to conduct District business, they shall be reimbursed at the current IRS rate per mile, plus tolls, parking, etc. For travel to out-of-town functions, the mileage reimbursement shall not exceed the cost for coach class air fare plus normal costs for ground transportation. The employee is responsible for fuel and maintenance and must be covered by auto insurance in at least the minimum amounts required by the State of California.

Section 4.01.230 Compensation

The District will make a sincere effort to pay its employees fairly and to be sure that their pay is in line with the amount of work and degree of responsibility required in their jobs.

Upon hire the entrance rate shall normally be the minimum rate of the classification for the position involved.

In certain cases where an applicant for a position may have qualifications above and beyond the minimum qualification requirements for the position, or in cases where recruiting efforts have failed to fill a position at the minimum rate, the General Manager may authorize entrance at a rate above the minimum rate.

After one year of employment, merit increases or lump sum merit awards may be given based on the employee's performance evaluation, according to the terms of the applicable Memorandum of Understanding.

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Section 4.01.270 Employee-Employer Relations

See Addendum A.

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

CONSIDER APPROVAL OF A CONTRACT WITH INFOR GLOBAL SOLUTIONS FOR THE PURCHASE OF CLOUDSUITE FINANCE AND ACCOUNTING SOFTWARE

BACKGROUND

In 2015 the District was informed by its finance and utility billing software vendor, Datastream Business Solutions, that the company had been acquired by Springbrook (now Accela) and would be shutting down its operations. As part of the acquisition, Springbrook offered a migration path to use their software. Faced with few options that could meet the time schedule of the ending of Datastream support, and based on incentives and promises of improved functionality in the Springbrook software, the District completed a conversion of its finance and utility billing software from Datastream to Springbrook in 2016.

Unfortunately, the promises of improved functionality did not pan out. The Springbrook software, commonly referred to by staff as “Springbroke”, has proven to have numerous functional flaws that challenge staff on a daily basis. Worse, the level of support offered by Springbrook is woefully inadequate, leaving staff to try to find work arounds when certain features fail to function properly. The reporting capability of the software is terrible and it cannot interface with our other information systems as was required in the contract.

After a series of discussions with the Budget and Finance Committee, staff is recommending the difficult step of replacing the system again. Part of this process is currently underway – staff is working on the replacement of the utility billing functions with Infor Public Sector utility billing software.

DESCRIPTION

This agenda item is for the consideration of amending our existing software license, hosting, and support agreement with Infor Global Solutions for the provision of their Cloudsuite Financial software (A brochure is attached). This software is of much higher quality than the Springbrook software and is used by very large Fortune 100 organizations as well as other local water agencies. Staff visited Elsinore Valley MWD, a Cloudsuite Financials to see how it was performing for a similar organization and the software is functioning well and staff was very impressed. We also had Infor do a detailed demonstration for the Budget and Finance Committee who also indicated support for a change in vendors.

The Cloudsuite Financials package, as its name infers, is completely cloud based. This is very sophisticated software with tremendous capabilities in terms of interfacing with our other information systems. Tight integration with our Infor EAM and Infor Public Sector billing software packages is one of the great benefits from a unified vendor – Springbrook had promised integration capability but could not deliver with a cloud based solution.

When staff was first discussing the potential to procure the Cloudsuite software, it was initially thought that the cost would be too high for an organization of our size. This software runs huge corporations and the

normal pricing reflects that. Through some creative negotiating with Infor, including a “volume” discount because we use other Infor products, we were able to get the price down to a reasonable level. One feature that we had to give up for this process was payroll, as the Cloudsuite software is designed to manage tens of thousands of employees in global operations and has way more features that we would ever need. Staff is currently in the process of identifying one of the many payroll services firms to take over our payroll process.

The annual software license, hosting, and support fee for Cloudsuite Financials is \$65,000. As a comparison, we are currently paying about \$75,000 per year for Springbrook. The Springbrook software includes utility billing and payroll, so when we add up the cost of both Infor products and the expected cost of payroll services, we expect the total annual cost to be about \$120,000. While this is more expensive, the reality is that the current software has so many problems and causes so much extra labor to operate that staying put is not a viable option.

There will also be costs for implementation of the software. Implementation is critical as we need to ensure that all financial processes are correctly configured and historical data is migrated over to the new platform. Staff is currently negotiating with several service providers to identify the right fit for our project. It is expected that this will be a one time cost of about \$175,000 to \$200,000. Again, as a comparison, we spent just under \$100,000 to implement the Springbrook software.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Four – Fiscal Responsibility. A key part of fiscal responsibility is our capacity to track and report on all financial transactions. One of the big problems with the Springbrook software is that the reporting functionality was very weak. This led to increased staff time to custom generate reports where possible and difficult to read reports in other areas. The Cloudsuite software has much better reporting functionality that will allow the Board, Budget and Finance Committee, as our ratepayers to have much better insight into our financial performance.

BOARD OPTIONS/FISCAL IMPACTS

The approval of this action item will direct the General Manager to execute a change to our existing Infor software licensing, hosting, and support agreements to add the Cloudsuite software. Once functional, we will be discontinuing the use of the Springbrook software, so the overall annual budgetary impact is expected to be an increase in the range of \$40,000 to \$50,000 once all software packages are in place.

In addition, there will be the one time implementation costs that will be presented for approval at a subsequent Board meeting.

STAFF RECOMMENDATION

The Board has the following options:

1. Approve the procurement of the Infor Cloudsuite Financials software and direct the General Manager to execute an amendment to our existing software licensing, hosting, and support agreements.
2. Direct staff to continue the use of the Springbrook software and seek out other solutions to the issues presented by its continued use.

Staff recommends Option 1.



Tom Kennedy
General Manager

1/23/18

Infor CloudSuite™ Financials

Financial management software re-invented



Contents

The Solution

What makes it different?

Infrastructure

Designed for today's finance professionals

When most people think of financial management software, words like innovative, fun, and easy-to-use are unlikely to come to mind. Given that core capabilities within these solutions—like general ledger and accounts payable—have changed only marginally in more than a decade, that's hardly surprising.

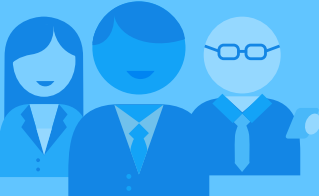
For too long, finance departments have been left to cope with dated technology that simply does not reflect the way work gets done in a modern, global business environment. At Infor, we said “enough is enough.”

The result? Infor Cloudsuite™ Financials, a next generation solution that redefines what financial management technology can be. Role-based, data driven, consumer-inspired, mobile enabled, and built for the cloud, it delivers end-to-end capabilities designed for needs of those who matter most—your users.

Infor: A trusted partner

Infor is proud to provide financial and performance management solutions to more than **26,000** customers in **198** countries. These comprehensive software suites address the needs of several industries, including **5,000+** healthcare customers globally, **19 of the 20** largest states in the US, and **19 of the 25** largest retailers in the world, to name just a few.

Some of our customers include:



19 of the 25
Largest global retailers



5,000+
Healthcare customers



19 of the 20
Largest states

The solution

Infor CloudSuite Financials gives you deep analytics, advanced collaboration, and powerful development tools—all with a mobile-first design, open source compatibility, and robust integration capabilities that make unified management a reality.

The rules have changed

Infor CloudSuite Financials offers the deep capabilities your finance department requires, wrapped in a personalized and beautiful experience that your users have grown to expect from personal technology.



Revolutionary

From a general ledger that can act as a data warehouse, incorporating both financial and non-financial data, to embedded analytics delivered by role, Infor CloudSuite Financials sets the standard for modern financial management technology. This isn't your grandfather's ERP.



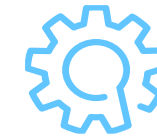
Role-based

No more hunting for information and logging in and out of systems to get the data you need. Infor CloudSuite Financials delivers customized information to each user, based on his or her role. Exceptions and alerts, also configurable by role, let you be proactive, action-oriented, and in control.



Intuitive

How often have you thought, "Why can't our system be more like the apps on my iPhone?" Infor CloudSuite Financials puts that question to rest. The solution comes with a consumer-inspired user interface that mirrors personal technology and is designed to speed up on-boarding, increase productivity, and make your users say "at last."



Industry-driven

Different industries have very different needs—an obvious concept but one that many software vendors address with more lip service than substance. Infor CloudSuite Financials has deep industry-specific functionality built in, not bolted on. You get the capabilities you need without complex customizations, speeding time to value and reducing both support requirements and costs.

THE SOLUTION

End-to-end capabilities

Infor CloudSuite Financials gives you end-to-end capabilities—fully integrated because that’s the way software should be, delivered in the cloud to give you ultimate security and flexibility, and infused with deep industry-specific functionality so you can say good-bye to costly and limiting customizations.



THE SOLUTION

Take a closer look



Global General Ledger

Unlimited financial calendars allow you to accommodate different fiscal year ends and other reporting requirements. Unlimited ledgers and basis reporting allow you to deliver financial information for regional regulatory requirements, management reporting requirements, consolidations, or other reporting needs. And unlimited dimension strings allow you to customize the information you track and report on for your organization, including non-financial data. It's the General Ledger you would have designed for yourself.



Close Management

Establish a single close process across your entire organization and make manually maintained operational checklists a thing of the past. Built-in process flows for approval and prebuilt dashboards by period, process, and sub-process increase efficiency and reduce errors, while the ability to easily slice and dice data helps you better support both routine reporting and executive decision making processes. Web-based information systems also mean that anyone with a need to know can access information any time from virtually anywhere.



Receivables & Billing

Real-time visibility into customer payments and approval processes allows you to effectively monitor and escalate disputes, helping your organization transition away from manual cash processing to a lower cost, higher control automated cash application. You get comprehensive functionality for managing customer maintenance, cash processing, cash application, dispute resolution, and credit management.



Intercompany Billing

A role based multi-company billing solution with an intuitive user experience that delivers analytics, list views, reports, common processes, action requests, and wizards to each responsible employee according to his or her role. Its embedded search capability enhances productivity by connecting you to the data you need, when you need it—without requiring you to know where the data is stored.

Take a closer look (continued)



Payables & Matching

Move away from manual, paper-based purchasing to lower cost, higher control automated purchasing with comprehensive payables functionality, including vendor maintenance, invoice processing, payment processing, and regulatory reporting and compliance. You'll be able to streamline labor intensive invoice process with real-time visibility into vendor invoices and approval processes.



Project Ledger

Get complete, end-to-end project accounting for capital projects, cost, and revenue activities and efficiently manage day-to-day grant transactions. Flexible enough to track many types of both internal and external projects, Infor CloudSuite Financials' project ledger capabilities help you effectively manage the accounting of all your projects—from inception to completion—on budget and on time.



Cash Management

Get a single solution with comprehensive cash functionality designed to strengthen your banking relationships and improve the efficiency of bank reconciliation processing. You can monitor cash positions, create cash forecasts, and validate actual transactions against forecasts.



Asset Accounting

Manage the depreciation calculations and reporting requirements needed to satisfy general ledger tax and all other depreciation books for fixed assets with Infor CloudSuite Financials' asset accounting features. You get fast, easy access to key asset information such as book value, location of assets, inventory costs, lease cost, and depreciation values. You can also configure asset definitions by department, cost center, or location while complying with current accounting standards and reporting requirements.



Reconciliation Management

Effectively manage, perform, and streamline account reconciliations by easily monitoring status, performance, and compliance metrics. Accounts can be directly imported from your chart of accounts and automatically reconciled based on user-defined rules, or reconciled using a simple and intuitive manual reconciliation option. Infor CloudSuite Financials acts as a central repository for supporting documentation related to your reconciliations.



Lease Accounting

Infor CloudSuite Financials gives you an entire lease accounting process—from creating assets to making payments—that's simple, connected, and accurate. You can share assets, reduce purchases, and effectively manage department costs through informed decisions about equipment purchasing and leasing. Real-time access to information allows you to efficiently manage your assets and payment processes, while reducing costs and the risk of fraud.

What makes it different?

Role-based, intuitive, mobile-enabled, and data driven. It's the financial management solution you would design for yourself.

WHAT MAKES IT DIFFERENT?

A next-generation global ledger

Infor CloudSuite Financials injects fresh thinking into the General Ledger, combining the core functionality you rely upon with an unprecedented level of flexibility.

Expand data usability

Use Infor CloudSuite Financials' Global Ledger as a data warehouse, importing both financial and non-financial data to drive strategic business decisions. Think healthcare providers pulling in clinical data to calculate cost per patient; retailers incorporating big data for targeted campaigns; or public sector organizations working with demographic data to help budget and plan community services.

Meet complex reporting requirements

Infor CloudSuite Financials allows you to have an unlimited number of ledgers so you can store adjustments, eliminations, currency gains or losses, and allocations. Ledgers can be combined with a chart of accounts and calendars to create a basis definition, and unlimited bases can be defined to deliver financial information for a wide variety of reporting needs.

Define unlimited attributes

Add new dimension strings and tailor them to your business or industry. Infor CloudSuite Financials allows you to define unlimited attributes on any field or transaction within any process and report on them. For example, attributes such as type of facility, square footage, and number of employees can be attached to locations to allow reporting revenue not only by location but also by attribute value across all locations. You are no longer limited to a fixed set of traditional dimensions.

Work anywhere, from any device

Access it anywhere, anytime using any number of mobile devices. Your employees can work securely on the go, which can help speed decision making and increase employee satisfaction by allowing people to work the way they live.

WHAT MAKES IT DIFFERENT?

Role-based design

At Infor, we don't think you should be forced to conform to your systems. We believe they should be tailored to you. That's why **Infor CloudSuite Financials** has a user-first design.

Be proactive

Be notified of potential problems with personalized exceptions and alerts delivered automatically.

Increase productivity

Have your workstreams, data, analytics and actions all pulled together based on your role. Think about managing everything from a single dashboard, like in a cockpit, versus what you have today, which amounts to walking all over the plane to find different buttons and levers.

Align with priorities

Customize your view based on your job and priorities. Track an event or process and monitor progress in real-time. And have the information you care about delivered automatically to you.

WHAT MAKES IT DIFFERENT?

Embedded, in-context analytics

Infor CloudSuite Financials puts the power of information at the fingertips of every user by putting analytics at the core of everything they do.

Access data easily

Analytics are embedded right in your users' workstreams, easily accessible on the screens they use daily.

Make data actionable

Because Infor CloudSuite Financials is fully integrated, you don't have to log in and out of systems to access reporting and analytics applications.

Be proactive

With Infor CloudSuite Financials, information is delivered automatically to you—based on your specific responsibilities and priorities.

Apply data insights

When data is right where you need it, you can spend less time searching for information—and more time analyzing it.

WHAT MAKES IT DIFFERENT?

Consumer-inspired user interface

Infor CloudSuite Financials introduces a consumer-inspired user interface that provides employees an intuitive and highly collaborative environment. This is a solution for the 21st century—more like Twitter and Facebook, less like clunky accounting forms.

Spare your inbox

Reduce email loads and safeguard institutional knowledge with social collaboration tools—messaging with co-workers lives within the software.

On-board more effectively

Improve on-boarding processes for new employees with self-service tools and increase retention rates with “good hires”.

Improve communication

Enable employees to communicate naturally, with messaging apps and a friendly UI.

Increase productivity

Increase user productivity and satisfaction with role-based, intuitive software designed with workflows for your industry needs.

Infrastructure

Infor CloudSuite Financials is built on technology designed to power next generation applications and offer ultimate flexibility, reliability, and security.

Get a long-term platform for growth

Infor CloudSuite Financials is built on Infor's Xi technology platform. Featuring a cloud computing architecture, open source software, and in-memory computing technology, this platform delivers high performance, support for open standards, enhanced productivity, responsive design, and mobile access via a wide range of devices.

Harness the power of Infor Xi



Cloud computing architecture

- In-memory, multi-tier execution
- Multi-tenant framework
- Homogeneous object model
- Action requests & process automation



Role and user productivity

- HTML5, Responsive design
- Anytime, anywhere access
- Social & business collaboration
- Contextual navigation
- Mobile enablement



Unified applications

- Embedded analytics
- Embedded security
- Pervasive auditing
- Effective dated transactions

Propel your business with cloud

Infor CloudSuite Financials has a cloud-first design, with hosting in Infor CloudSuite. You get guaranteed levels of server availability and system up-time that are both difficult and costly to replicate with internal resources. You can also choose to deploy on-premise. Infor is ready to support whatever choice is best for your business.

Agile, secure, and highly flexible, the Infor CloudSuite hosting platform currently serves:



2,100
Customers



12 million +
Subscribers globally

Grow securely, strategically, and sustainably



Ensure security and reliability

With data managed by professional, experienced providers, you benefit from best-practice protocols in application, network, physical, and operations security, as well as comprehensive monitoring.



Reduce your total cost of ownership

Because data is no longer stored on-site, you can say goodbye to expensive upgrades, servers, and hardware, and redirect support personnel to more strategic activities.



Realize a speedier time to value

Unlike legacy implementations, cloud launches can be completed in weeks or months—not years



Build a modernized technology platform that's optimized for growth

With automatic upgrades and pre-built integrations to technologies like mobility, big data, and social business, you can easily take advantage of innovative new applications.

Become the finance department you always knew you could be

Infor CloudSuite Financials combines over 30 years of best practices and expertise with innovative new technologies to create an end-to-end, fully integrated solution built for users and designed to support complex and dynamic organizations. Role-based, data driven, consumer-inspired, mobile enabled, and delivered in the cloud, this solution gives you the functionality and flexibility to become the finance department you always knew you could be.

[Learn more >](#)



Infor builds beautiful business applications with last mile functionality and scientific insights for select industries delivered as a cloud service. With 15,000 employees and 90,000 customers in more than 170 countries and territories, Infor automates critical processes for industries including healthcare, manufacturing, fashion, wholesale distribution, hospitality, retail, and public sector. Infor software helps eliminate the need for costly customization through embedded deep industry domain expertise. Headquartered in New York City, Infor is also home to one of the largest creative agencies in Manhattan, Hook & Loop, focused on delivering a user experience that is fun and engaging. Infor deploys its cloud applications primarily on the Amazon Web Services cloud and open source platforms. To learn more about Infor, please visit www.infor.com.

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

VARIABLE					
DATE	2018	MEETING	LOCATION	ATTENDEES	POST
February	8	SDCWA Special Board Meeting	SDCWA	GM	N/A
February	16	CSDA – San Diego Chapter	(Location to be Announced) 6:00 p.m.	Mack	N/A
February	*	LAFCO Special Meeting	County Admin Center, Room 302 – 9:30am	(As Advised by GM)	N/A
February	*	Santa Margarita Watershed Council	Rancho California Water District	Hamilton	N/A

* To Be Announced

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

RECURRING					
DATE	2018	MEETING	LOCATION	ATTENDEES	POST
February	1	Communications Committee Mtg.	RMWD Board Room 3:30 p.m.	Appointed Director, General Manager	1/29
February	5	LAFCO	County Admin. Center Room 302 9:00 am	As Advised by GM	N/A
February	7	Engineering Committee Meeting	RMWD Board Room 3:00 p.m.	Appointed Director, General Manager	1/29
February	13	Budget & Finance Committee Mtg.	RMWD Board Room 1:00 p.m.	Appointed Director, General Manager	1/29
February	13	SDCWA GM's Meeting	SDCWA, San Diego 9:30 a.m.	General Manager	N/A
February	16	LAFCO Advisory Committee	LAFCO, 9335 Hazard Way, 9:30 a.m.	General Manager	N/A
February	16	NC Managers	Golden Egg 7:45 a.m.	General Manager	N/A
February	20	Council of Water Utilities	Stoneridge Country Club 7:15 a.m. Poway	All Directors, General Manager	2/15
February	21	North County Water Group	Rincon Del Diablo, Escondido 7:30 a.m.	All Directors on a Rotating Schedule, General Manager	N/A
February	22	SDCWA Full Board Meeting	SDCWA Board Room, 3-5 p.m.	General Manager	N/A
February	27	RMWD General Board	RMWD Board Room (Start Time to Be Determined)	All Directors	2/13
February	28	San Luis Rey Watershed Council	Pala Administration Building 1:00 p.m.	Stewart	N/A



STAFF TRAINING REPORT

ATTENDEES NAME(S):	
TITLE OF TRAINING/CONFERENCE/WORKSHOP/CLASS:	
DATE(S) ATTENDED:	
AGENCY HOSTING TRAINING/CONFERENCE/WORKSHOP/CLASS:	
LOCATION:	
BRIEF DESCRIPTION:	



STAFF TRAINING REPORT

ATTENDEES NAME(S):	
TITLE OF TRAINING/CONFERENCE/WORKSHOP/CLASS:	
DATE(S) ATTENDED:	
AGENCY HOSTING TRAINING/CONFERENCE/WORKSHOP/CLASS:	
LOCATION:	
BRIEF DESCRIPTION:	



STAFF TRAINING REPORT

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LOCATION:	
BRIEF DESCRIPTION:	



STAFF TRAINING REPORT

ATTENDEES NAME(S):	
TITLE OF TRAINING/CONFERENCE/WORKSHOP/CLASS:	
DATE(S) ATTENDED:	
AGENCY HOSTING TRAINING/CONFERENCE/WORKSHOP/CLASS:	
LOCATION:	
BRIEF DESCRIPTION:	

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

Operations Report for November/December 2017

DESCRIPTION

Activities for Operations & Maintenance Division

CONSTRUCTION & MAINTENANCE DEPARTMENT:

The Construction crews repaired twenty-three (23) leaks, thirteen (13) main line repairs and eight (8) services. The crew performed several planned/emergency shutdowns. Due to the fires, there were several water breaks caused by water hammer with the fire hydrants being utilized for fire protection. The department repaired one (1) 6" plug valve and excavated one (1) 8" gate valve for removal. The crew also installed and/or repaired four (4) appurtenances. The Construction & Maintenance crews maintained District easements as well as completed the work at the District Yard.

WATER OPERATIONS & VALVE MAINTENANCE DEPARTMENT:

The Valve Maintenance Crew exercised a total of forty-eight (48) valves, well below their average goal of 303 per month, which was due to focusing their efforts towards the Lilac Fire in December. The crew also completed two hundred eight (208) Dig Alert tickets/mark-outs for the District, and replaced two (2) fire hydrants due to fire damage. Crew also assisted with shutdowns and leak repairs.

Water Operations completed and/or oversaw the following:

- 13 monthly tank inspections and 3 reservoir cover inspections
- Morro Reservoir cover cleaned
- Morro Reservoir chlorine storage system modified and both tanks cleaned
- All pressure stations pilot tubing insulated for cold temperatures
- Installed new air vac at Pala Mesa Tank
- Morro Reservoir flow meter reads were corrected
- Assisted/performed water quality complaints

WASTEWATER DEPARTMENT:

Monthly, Semi Annual and Annual Reports:

California Integrated Water Quality System (CIWQS): Confirmation #2504764 Reported "No Spill Report" for Month: December 2017.

California Integrated Water Quality System (CIWQS): Confirmation #2502930 Reported “No Spill Report” for Month: November 2017.

December 7, 2017: Wildfire impacted two (2) Lift Stations – SDG&E shutdown electrical power due to emergency.

Schoolhouse Lift Station – “Emergency response.” All power from SDG&E shut-off, RMWD standby generator failed while 5 days 24-hr operation needed to respond immediately to rising sewage level – Reached out to local sewer agency City of Vista to assist in transferring sewage downstream – assisted Rainbow with two sewer combination units in sewage detention time / Also reached out to JJ Septic with their largest 7,000-gallon septic semi-truck in transferring sewage. Assigned Rainbow electrician to install Rainbow’s 200kw portable generator at Schoolhouse Lift Station and set up as primary while standby generator inspected. City of Oceanside offered assistance and was on standby to support, if needed.

Lift Station #4: Rancho Monserate – Natural gas and electrical shutdown – Used RMWD sewer combination truck to vactor out sewer lines and avoid sewer overflow. Also, pre-planned and set up a temporary 200kW portable generator, provided by Vallecitos Municipal Water District to assist in emergency.

Lift Station #6: Fallbrook Oaks manually monitored due to SCADA being temporarily out of service. Set up 100kW portable generator rented on site to assist in pumping of sewage, avoided Sanitary Sewer Overflow (SSO).

December 5, 2017 – Gopher Canyon Road (California Highway Patrol, Traffic Control Solutions Co. and County of San Diego Public works onsite. RMWD performed cleaning and vactoring out sewer lines.

Lift Station Pumps / Preventative Maintenance:

November 9, 2017: Annual pump inspection at Rancho Monserate. Crew set up plastic around homeowner’s walkway. Removed Pump #1, and inspected/refilled liquids. Removed pump #2 and inspected and refilled liquids, check railings, cables, cleaned sensor, and changed oil on both pumps.

November 13 & 14, 2017: Mark Cline/Chris Hand worked on Lift Station #6 SCADA upgrades.

November 19, 2017: Lift Station #3 High level plugged pump. Unplugged sewage pump and placed back into service.

November 21, 2017: Calibrated RMWD’s Stallion flow meter. Set up traffic control and confined space entry. Service provided by Utility Service Co.

Megging on a Quarterly Schedule:

December 6, 2017 Electrical Megging (Schoolhouse Lift Station, Lift Station #2, Lift Station #3, Lift Station #4, Lift Station #5 and Lift Station #6).

Sewer Line Cleaning:

December 1, 2017 - December 19, 2017 – 9,866’

December 9, 2017 –December 15, 2017 - 218’

December 16, 2017 – December 22, 2017 – 4,059’

Total footage cleaned for December = 14,143’

November 1, 2017 – November 3, 2017 = 1,682'

November 10, 2017 – November 16, 2017 = 4,242'

November 17, 2017 – November 23, 2017 = 4,870'

November 24, 2017 – November 30, 2017 = 580'

Total footage cleaned for November = 11,374'

Odor:

31214 Old River Rd Sandra James – Call came in on RMWD website.

11/8/17 – 11/29/17 – Pre-planned job, pulled traffic control permit, encroachment permit, excavation permit, removed and replaced manhole cover causing odor problem.

Easements:

None for November and December 2017.

Manhole Inspections:

December 2, 2017 – December 8, 2017 = 31 manholes inspected

December 9, 2017 – December 15, 2017 = 4 manholes inspected

December 16, 2017 – December 22, 2017 = 14 manholes inspected

Total manholes inspected: 49

November 1, 2017 – November 3, 2017 = 7 manholes inspected

November 10, 2017 – November 16, 2017 = 20 manholes inspected

November 17, 2017 – November 23, 2017 = 24 manholes inspected

November 24, 2017 – November 30, 2017 = 4 manholes inspected

Total manholes inspected: 59

CCTV/Contractor:

December 2, 2017 – December 29, 2017 = 193'

November 1, 2017 – November 30, 2017 = 192'

Smart/Cover Alarm Units:

12-27-2017: Oak Cliff Drive High Level

12-10-2017: San Luis Creek Ridge High Level

11-07-2017: Siphon sewer line (Camino Del Rey)

TECHNICAL SERVICES DEPARTMENT:

Fleet/Garage:

The District's mechanic completed a total of eight (8) District vehicles with regular *scheduled* preventative maintenance and/or repairs. Emergency equipment inspection completed and Logged. All repairs and maintenance were logged into the Mitchel program. All five (5) budgeted vehicles continue to get equipped, and all five (5) older vehicles being prepped for auction.

The following maintenance and/or repairs were considered *unscheduled*:

- Vehicles with Emergency Repairs (12)
- Small Equipment (2)
- Off-Road Equipment / Trailers Repairs & Maintenance (3)
- Off-Road Equipment / Trailer Emergency Repairs (1)
- Large Vehicles Maintenance / Repairs (4)
- Large Equipment Emergency Repairs (2)
- Safety Recalls (0)

Water Quality:

- 44 Routine coliform samples
- 4 Disinfection byproduct samples
- 28 Nitrification samples
- 8 Water Quality calls

Electrical/SCADA:

Status update provided below on District-wide projects supported by Electrical/SCADA Staff:

- Installing flow meters at southern tanks (Gopher, Hutton, Turner) - Ongoing
- Replaced power cable on North Side cover pump
- Air compressor in District Building #5 failed - Troubleshooted and replaced
- Completed building maintenance at Pala Mesa Reservoir
- North Reservoir Cl2 generator failed - Troubleshooted and repaired
- Lift Station #3 level control system repaired
- Completed Meg test of motors at all lift stations
- Lift Station #5 level sensor replaced
- Completed Lift Station #1 motor control maintenance
- Replaced SCADA panel to Lift Station #6 (wet-well level controls/installed radio communications)
- Assisted w/ new truck lift in mechanic bay – Project to upgrade/reroute electrical circuits ongoing

EMPLOYEE RECOGNITION – OPERATIONS & MAINTENANCE DIVISION

District's Monthly "Excellence Program" Coin Award Winners

Teamwork:

- Ricardo Zaragosa
- Scott Simpson

Professionalism:

- Clem Taylor

Other Certifications Obtained

- Gerardo Cancino passed his T2 Water Treatment Operator Exam
- Darren Milner passed his T4 Water Treatment Operator Exam
- Ramon Zuniga completed 4-Unit Class in English 50 @ Palomar College / Graduated SDCWA's Citizens Water Academy
- John Maccarrone completed "Manage for Success" water course through CSU, Sacramento

The following employees completed supervisor transition and readiness leadership training through The Centre of Organization Effectiveness:

- Bryan Rose
- Scott Terrell
- Justin Demary
- Ruben Lopez
- Joe Perreira
- Rene Del Rio
- Steve Coffey
- Chris Heincy
- Jesus Hernandez



Darren S. Milner
Operations Manager

1/23/18

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

Engineering Report for November and December 2017

DESCRIPTION

CAPITAL PROJECTS:

Bonsall Basin Imported Return Flow: Consultant is working on updating the model and confirming water rights.

Condition Assessment of Water Facilities: The Consultant has submitted a final draft of the technical memorandum.

Gird to Monserate Hill: Bid documents pending new alignment. Staff working on alignment with minimal environmental impacts.

Horse Creek Lift Station: The Lift Station is scheduled to be completed by April 2018.

Highway 76 East Segment: Contractor has completed the punch list.

Knottwood Way Waterline Improvements: Notice of completion was issued on November 15, 2018.

Lift Station 1 Replacement: The lift station design is underway.

Moosa Crest Waterline (Emergency) Project: CWA shutdown is complete. The waterline is in use. The expansion joint is scheduled to be installed.

Pump Station #1 Upgrades: Received 100% design submittal. Pending Metropolitan Water District review. Advertise for bids in Spring 2018.

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 60% design submittal.

DEVELOPER PROJECTS:

Golf Green Estates: (near Lift Station 1): 94 SFR planned across from Bonsall Elementary School. Contractor completed the installation of the 8” sewerline for phase three and is currently testing the line. Contractor started installing the 8” waterline. 15 water meters purchased to date.

Horse Ranch Creek Ridge (D.R. Horton - formally Campus Park, Passerelle): 850 WMs / 850 EDUs – Off of Highway 76 and Horse Ranch Creek Road. Models completed. 160 water meters purchased to date.

Malabar Ranch: 31 WMs / 29 EDUs - There are 17 out of 31 homes built. Contractor completing 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 SFR on Old Highway 395. Contractor has completed a large percentage of the water and sewer facilities. Sewer service agreement being prepared. Models expected by Summer 2018.

Palomar College: Staff working on water and sewer service agreements. Sewerline construction completed to connection point. Connection to existing sewer is scheduled in March/April 2018, after the Horse Creek Lift Station is completed and operational. Waterline construction completed and currently being tested.

OTHER:

ITEMS	NO#	ITEMS	NO#
Water Availability Letters	5	Water Meters Purchased	54
Sewer Availability Letters	0	Sewer EDUs Purchased	0
Water Commitment Letters	0	Developer Shutdowns	0
Sewer Commitment Letters	0	Jobs Closed:	0



Michael Powers
Acting Engineering Manager

1/23/18



BOARD INFORMATION

BOARD OF DIRECTORS

January 10, 2018

SUBJECT

NOVEMBER: Customer Service & Meter Services

DESCRIPTION

METER SERVICES:

Meter Services completed 746 service orders. Here is a summary of the most pertinent service orders shown by category.

SERVICE ORDERS	COMPLETED
Check Reads	406
Transfers	56
Locked	31
Unlocked	25
Pressure Calls	12
Leaks	82
Drought	0

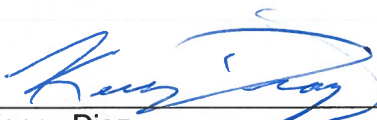
CUSTOMER SERVICE & METER SERVICES:

Nothing to report



Vanessa Martinez
Finance Manager

1/10/18
1/10/2018



Kenny Diaz
Meter Services Crew Leader

1/10/18
1/10/2018



BOARD INFORMATION

BOARD OF DIRECTORS

January 23, 2018

SUBJECT

HUMAN RESOURCES REPORT FOR DECEMBER 2017/JANUARY 2018

DESCRIPTION

Personnel changes, human resources activities, and safety report for December 2017/January 2018

PERSONNEL CHANGES:

- The Engineering Manager resigned upon returning from leave of absence. The Interim Engineering Manager will extend his contract until a full-time replacement can be hired.
- The temporary Customer Service Representative has reduced hours and will continue only a few more weeks.
- The Purchasing / Warehouse Technician officially retired on January 12, 2018.
- One Construction Crew Leader began a leave of absence in December that will probably continue until March. Utility Worker IIIs will alternate as acting Crew Leader until his return.

STAFFING:

Purchasing and Inventory Control Specialist

The job description and title has been updated and the responsibilities more accurately reflect the District's needs. The new position is included in Resolution 18-01 for the Board's consideration. Applications were accepted in December, and the District received 175 applications in two weeks. The first round of interviews were conducted on January 3rd and 4th, and the second interviews are scheduled for January 16th.

Information Technology

The District's needs were reassessed, and the Human Resources Manager has conducted a study of the labor market to ensure the new position is at the appropriate pay grade. The new job title is reflected in Resolution 18-01 for the Board's consideration.

Right of Way and Facilities Coordinator

The job description has been finalized and approved by the bargaining unit and General Manager. Compensation analysis was conducted by Nyhart, and this new position is included in Resolution 18-01 for the Board's consideration. It will be posted for recruitment as soon as possible.

BENEFITS:

Dependent Care Reimbursement Account

Per the terms of the MOUs, the Human Resources Manager set up a new Dependent Care Reimbursement Account as an employee benefit and conducted open enrollment for this plan in December. No employees enrolled in the plan, so implementation was not completed. The plan will be offered to employees each year through the term of the MOU, and if employees elect to enroll the plan implementation will be finalized.

401a Plan Implementation

Per the terms of the MOUs, the Human Resources Manager established a 401a Plan for District employees. The plan will be administered by National Benefits Services, and the Financial Advisors for this plan are from Foresters Financial. The Financial Advisors presented the plan details to our employees in December and conducted individual enrollment meetings for interested employees. So far, 16 employees have enrolled in the plan.

Change in Carrier for Disability and Life Insurance Plans

Due to a high claims rate in 2017, Principal quoted an increase in the District's premium rates for short-term disability insurance of 57% for 2018. Due to this dramatic increase, our broker requested bids from other carriers to seek better rates for short and long-term disability and life insurance policies. Twelve carriers were invited to bid, and seven responded. Lincoln offered rates for the bundled policies that are 8% lower than our 2017 rates, and 15% lower than the quoted rates from Principal, along with better policy terms. Therefore, the District switched to Lincoln for these policies effective January 1, 2018. This change will save the District approximately \$5,000 from 2017 rates, and mitigate the increase that Principal had quoted by approximately \$10,000.

EMPLOYEE RECOGNITION:

Excellence Coin Awards

The following coin was issued in November and December:

Teamwork

Scott Simpson and Ricardo Zaragoza – Scott and Ricardo were helpful in yet another documentation cleanup process. They helped with moving, reorganizing and discarding documentation in an expedient manner and were both resourceful in finding the tools and equipment we needed to keep the job moving along as we sifted through 120 boxes of documents to determine what to keep and what to shred. What could have been a multi-day project took a minimum of work time due to their help.

Professionalism

Clem Taylor – A customer wrote a letter to the District to say that Clem went above and beyond to help them find a problem with their water line and that he was extremely personable and friendly.

NEOGOV:

Insight Module

It has now been a full year since implementation of Insight. We now have 2,549 email subscriptions for notifications of job openings. Subscriptions expire after 12 months, so from now on the volume may go up or down as some begin to expire.

Onboard Module

Each Department and Bargaining Unit is currently building custom portals with important information for employees to access.

Perform Module

The implementation process is underway. The temp HR Analyst and HR Manager are still working on the Performance Review program design and testing the system to ensure it works properly before presenting it to management and the DREAM team.

EMERGENCY RESPONSE TO LILAC FIRE:

On December 7th, the Lilac Fire began near the District office and the entirety of the burned area was within our District boundaries. The District activated the Emergency Operations Center, and relocated equipment to a location that was out of the area threatened by the fire. The EOC remained active for three days.

The Lilac Fire was declared a disaster by San Diego County and the state of California, so there are grant programs available to help offset the expenses associated with the fire. Currently, there are two types of reimbursement for which we can apply:

Fire Management Assistance Grant, which may reimburse us for up to 75% of our overtime costs associated with our response to aid in fighting the fire. For example, our employees' work to repair leaks and keep water flowing for firefighting may be reimbursable.

California Disaster Assistance Act funding, which is a sub-grant through FEMA. This may reimburse us for up to 75% of the costs of damage to property or equipment associated with the fire. This may include the burned water meters and the cost of staffing the EOC, and cleaning up District property and easements that were burned for erosion control.

The Human Resources Manager attended an applicant briefing meeting at the San Diego County Office of Emergency Services and completed the initial Request for Fire Management Assistance Subgrant application and initial FEMA application on January 10, 2018.

SAFETY:

Incidents

It has been 77 days since our last injury, which was a lost time incident.

Safety Training

Target Solutions online training: 44 completions for November and December 2017.

Forklift Re-certification: 8 Employees

Active Shooter Response Training: 41 Employees

The Department of Homeland Security gave two (2) presentations taught by Kelly Wilson; Protective Security Advisor – San Diego District. Each comprehensive 90-minute presentation consisted of a lecture and slide show interlaced with videos recounting history, psychology, preventative strategies, confrontation, and a link to a plan template.

Tailgate Trainings

Gas Cylinder Transport and Lift – 24 employees

Slips, Trips, and Falls – 24 Employees



Karleen Harp, COSM
Human Resources Manager

01/23/2018

Interim Financials
Period: October 2017



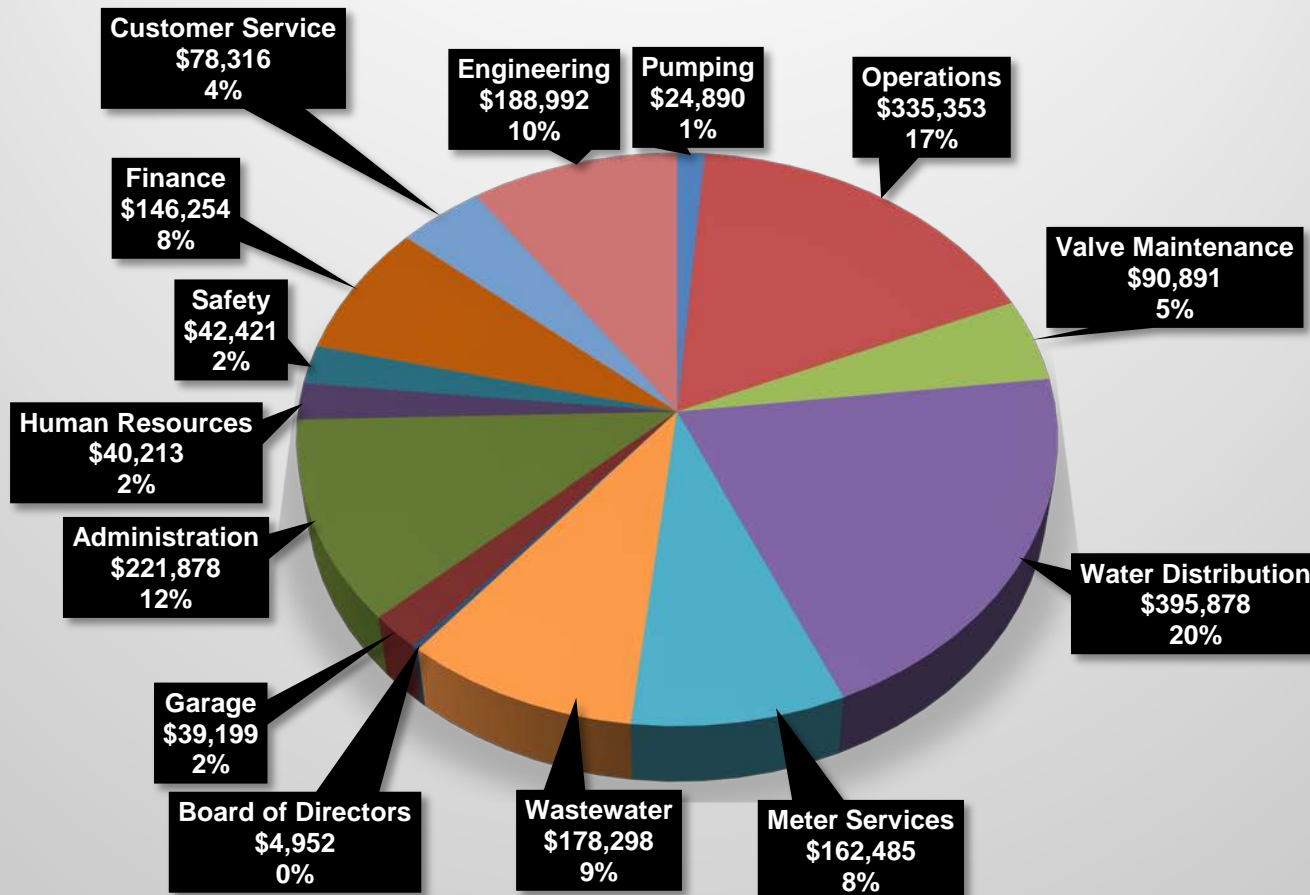
		Budget Amount	Period Amount	YTD Amount	YTD Variance	% Available
Fund 01: Water						
Operating Revenues:						
	Water Revenues	\$35,662,367	\$3,490,911	\$16,466,216	\$19,196,151	54%
	Other Revenues	\$366,500	\$4,645	\$19,579	\$346,921	95%
	Total Revenues:	\$36,028,867	\$3,495,556	\$16,485,795	\$19,543,072	54%
Operating Expenses:						
	Cost of Water Sold	\$24,197,523	\$3,042,670	\$11,842,852	\$12,354,671	51%
	Labor	\$0	\$9,889	\$22,516	(\$22,516)	0%
	Overhead Transfer to General	\$3,843,297	\$0	\$0	\$3,843,297	100%
	Debt Service	\$1,120,142	\$0	\$0	\$1,120,142	100%
Department Expenses						
	Pumping					
	31 Labor	\$143,493	\$4,743	\$24,890	\$118,603	83%
	Expenses	\$590,500	\$48,849	\$142,200	\$448,300	76%
	Operations					
	32 Labor	\$1,051,812	\$81,383	\$335,353	\$716,459	68%
	Expenses	\$983,343	\$164,501	\$335,552	\$647,791	66%
	Valve Maintenance					
	33 Labor	\$516,028	\$22,195	\$90,891	\$425,137	82%
	Expenses	\$102,500	\$4,877	\$17,016	\$85,484	83%
	Water Distribution					
	34 Labor	\$1,620,860	\$83,348	\$395,878	\$1,224,982	76%
	Expenses	\$411,000	\$38,943	\$144,342	\$266,658	65%
	Meter Services					
	35 Labor	\$697,087	\$38,644	\$162,485	\$534,602	77%
	Expenses	\$409,000	\$105,685	\$166,856	\$242,144	59%
	Capital	\$135,000	\$23,106	\$28,133	\$106,867	79%
	Total Operating Expenses:	\$35,821,585	\$3,668,833	\$13,708,964	\$22,112,621	62%
	Water Fund Totals:	\$207,282	(\$173,277)	\$2,776,832	(\$2,569,550)	
Fund 02: Wastewater						
Operating Revenues:						
	Wastewater Revenues	\$2,380,500	\$197,161	\$948,231	\$1,432,269	60%
	Other Revenues	\$40,000	\$545	\$1,649	\$38,351	96%
	Total Revenues:	\$2,420,500	\$197,706	\$949,879	\$1,470,621	61%
Operating Expenses:						
	Overhead Transfer to General	\$901,514	\$0	\$0	\$901,514	100%
Department Expenses						
	Wastewater					
	61 Labor	\$715,070	\$45,744	\$178,298	\$536,772	75%
	Expenses	\$1,418,000	\$13,097	\$53,501	\$1,364,499	96%
	Capital	\$25,000	\$340	\$340	\$24,660	99%
	Total Operating Expenses:	\$3,059,584	\$59,182	\$232,139	\$2,827,445	92%
	Wastewater Fund Totals:	(\$639,084)	\$138,524	\$717,741	(\$1,356,825)	

Interim Financials
Period: October 2017



		Budget Amount	Period Amount	YTD Amount	YTD Variance	% Available
Fund 03: General						
Operating Revenues:						
Overhead Transfers		\$4,744,811	\$0	\$0	\$4,744,811	100%
Other Revenues		\$428,470	\$59,288	\$159,865	\$268,605	63%
Total Revenues:		\$5,173,281	\$59,288	\$159,865	\$5,013,416	97%
Operating Expenses:						
Department Expenses						
Board of Directors	20 Labor	\$14,613	\$1,938	\$4,952	\$9,661	66%
	Expenses	\$25,300	\$496	\$4,338	\$20,962	83%
Garage	36 Labor	\$134,509	\$10,735	\$39,199	\$95,310	71%
	Expenses	\$219,500	\$28,269	\$68,200	\$151,300	69%
	Capital	\$284,500	\$127,202	\$127,202	\$157,298	55%
Administration	41 Labor	\$596,306	\$43,376	\$221,878	\$374,428	63%
	Expenses	\$1,262,890	\$151,470	\$652,802	\$610,088	48%
Human Resources	42 Labor	\$190,797	\$16,295	\$40,213	\$150,584	79%
	Expenses	\$169,150	\$10,535	\$27,301	\$141,849	84%
Safety	43 Labor	\$111,275	\$10,088	\$42,421	\$68,854	62%
	Expenses	\$76,350	\$8,586	\$22,969	\$53,381	70%
Finance	51 Labor	\$530,694	\$37,338	\$146,254	\$384,440	72%
	Expenses	\$116,500	\$5,929	\$30,452	\$86,048	74%
Customer Service	52 Labor	\$262,859	\$26,997	\$78,316	\$184,543	70%
	Expenses	\$219,500	\$6,491	\$62,612	\$156,888	71%
Engineering	91 Labor	\$633,709	\$41,857	\$188,992	\$444,717	70%
	Expenses	\$329,029	\$18,060	\$160,887	\$168,142	51%
Total Operating Expenses:		\$5,177,481	\$545,662	\$1,918,986	\$3,258,495	63%
General Fund Totals:		(\$4,200)	(\$486,374)	(\$1,759,122)	\$1,754,922	
Net Income		(\$436,002)	(\$521,126)	\$1,735,450	\$2,171,452	

YTD Labor Costs (October 2017)



YTD Expense Allocation (October 2017)



Interim Financials
Period: November 2017



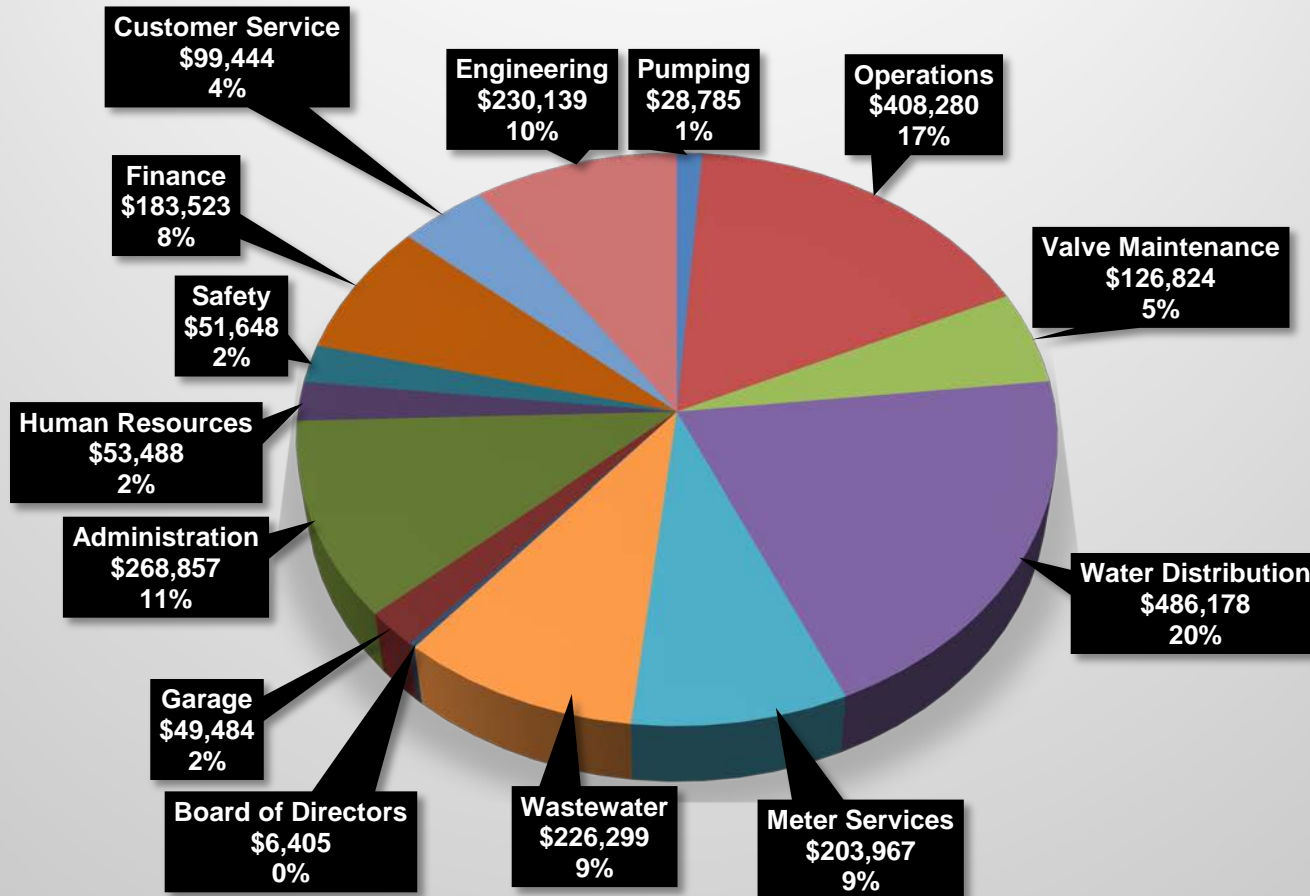
		Budget Amount	Period Amount	YTD Amount	YTD Variance	% Available
Fund 01: Water						
Operating Revenues:						
	Water Revenues	\$35,662,367	\$3,776,478	\$20,255,099	\$15,407,268	43%
	Other Revenues	\$366,500	\$28,140	\$65,452	\$301,048	82%
Total Revenues:		\$36,028,867	\$3,804,618	\$20,320,552	\$15,708,315	44%
Operating Expenses:						
	Cost of Water Sold	\$24,197,523	\$2,271,079	\$14,113,931	\$10,083,592	42%
	Labor	\$0	\$0	\$22,516	(\$22,516)	0%
	Overhead Transfer to General	\$3,843,297	\$0	\$0	\$3,843,297	100%
	Debt Service	\$1,120,142	\$0	\$0	\$1,120,142	100%
Department Expenses						
	Pumping					
	31 Labor	\$143,493	\$3,896	\$28,785	\$114,708	80%
	Expenses	\$590,500	\$58,194	\$200,393	\$390,107	66%
	Operations					
	32 Labor	\$1,051,812	\$72,927	\$408,280	\$643,532	61%
	Expenses	\$983,343	\$11,396	\$346,947	\$636,396	65%
	Valve Maintenance					
	33 Labor	\$516,028	\$35,933	\$126,824	\$389,204	75%
	Expenses	\$102,500	\$5,461	\$22,477	\$80,023	78%
	Water Distribution					
	34 Labor	\$1,620,860	\$90,300	\$486,178	\$1,134,682	70%
	Expenses	\$411,000	\$20,726	\$165,068	\$245,932	60%
	Meter Services					
	35 Labor	\$697,087	\$41,481	\$203,967	\$493,120	71%
	Expenses	\$409,000	\$37,583	\$204,439	\$204,561	50%
	Capital	\$135,000	\$37,094	\$65,227	\$69,773	52%
Total Operating Expenses:		\$35,821,585	\$2,686,070	\$16,395,034	\$19,426,551	54%
Water Fund Totals:		\$207,282	\$1,118,548	\$3,925,518	(\$3,718,236)	
Fund 02: Wastewater						
Operating Revenues:						
	Wastewater Revenues	\$2,380,500	\$197,096	\$1,145,146	\$1,235,354	52%
	Other Revenues	\$40,000	\$0	\$4,152	\$35,848	90%
Total Revenues:		\$2,420,500	\$197,096	\$1,149,298	\$1,271,202	53%
Operating Expenses:						
	Overhead Transfer to General	\$901,514	\$0	\$0	\$901,514	100%
Department Expenses						
	Wastewater					
	61 Labor	\$715,070	\$48,002	\$226,299	\$488,771	68%
	Expenses	\$1,418,000	\$9,611	\$63,113	\$1,354,887	96%
	Capital	\$25,000	\$10,000	\$10,340	\$14,660	59%
Total Operating Expenses:		\$3,059,584	\$67,613	\$299,752	\$2,759,832	90%
Wastewater Fund Totals:		(\$639,084)	\$129,483	\$849,547	(\$1,488,631)	

Interim Financials
Period: November 2017



		Budget Amount	Period Amount	YTD Amount	YTD Variance	% Available
Fund 03: General						
Operating Revenues:						
Overhead Transfers		\$4,744,811	\$0	\$0	\$4,744,811	100%
Other Revenues		\$428,470	\$43,903	\$203,487	\$224,983	53%
Total Revenues:		\$5,173,281	\$43,903	\$203,487	\$4,969,794	96%
Operating Expenses:						
Department Expenses						
Board of Directors	20 Labor	\$14,613	\$1,453	\$6,405	\$8,208	56%
	Expenses	\$25,300	\$120	\$4,458	\$20,842	82%
Garage	36 Labor	\$134,509	\$10,286	\$49,484	\$85,025	63%
	Expenses	\$219,500	\$10,472	\$78,672	\$140,828	64%
	Capital	\$284,500	\$36,274	\$163,476	\$121,024	43%
Administration	41 Labor	\$596,306	\$46,979	\$268,857	\$327,449	55%
	Expenses	\$1,162,890	\$29,680	\$682,482	\$480,408	41%
	Capital	\$100,000	\$93,116	\$93,116	\$6,884	7%
Human Resources	42 Labor	\$190,797	\$13,275	\$53,488	\$137,309	72%
	Expenses	\$169,150	\$7,783	\$35,084	\$134,066	79%
Safety	43 Labor	\$111,275	\$9,227	\$51,648	\$59,627	54%
	Expenses	\$76,350	\$2,728	\$25,697	\$50,653	66%
Finance	51 Labor	\$530,694	\$37,268	\$183,523	\$347,171	65%
	Expenses	\$116,500	\$2,799	\$45,357	\$71,143	61%
Customer Service	52 Labor	\$262,859	\$21,128	\$99,444	\$163,415	62%
	Expenses	\$219,500	\$21,821	\$101,972	\$117,528	54%
Engineering	91 Labor	\$633,709	\$41,147	\$230,139	\$403,570	64%
	Expenses	\$329,029	\$3,162	\$164,049	\$164,980	50%
Total Operating Expenses:		\$5,177,481	\$388,720	\$2,337,351	\$2,840,130	55%
General Fund Totals:		(\$4,200)	(\$344,817)	(\$2,133,864)	\$2,129,664	
Net Income		(\$436,002)	\$903,213	\$2,641,200	\$3,077,202	

YTD Labor Costs (November 2017)



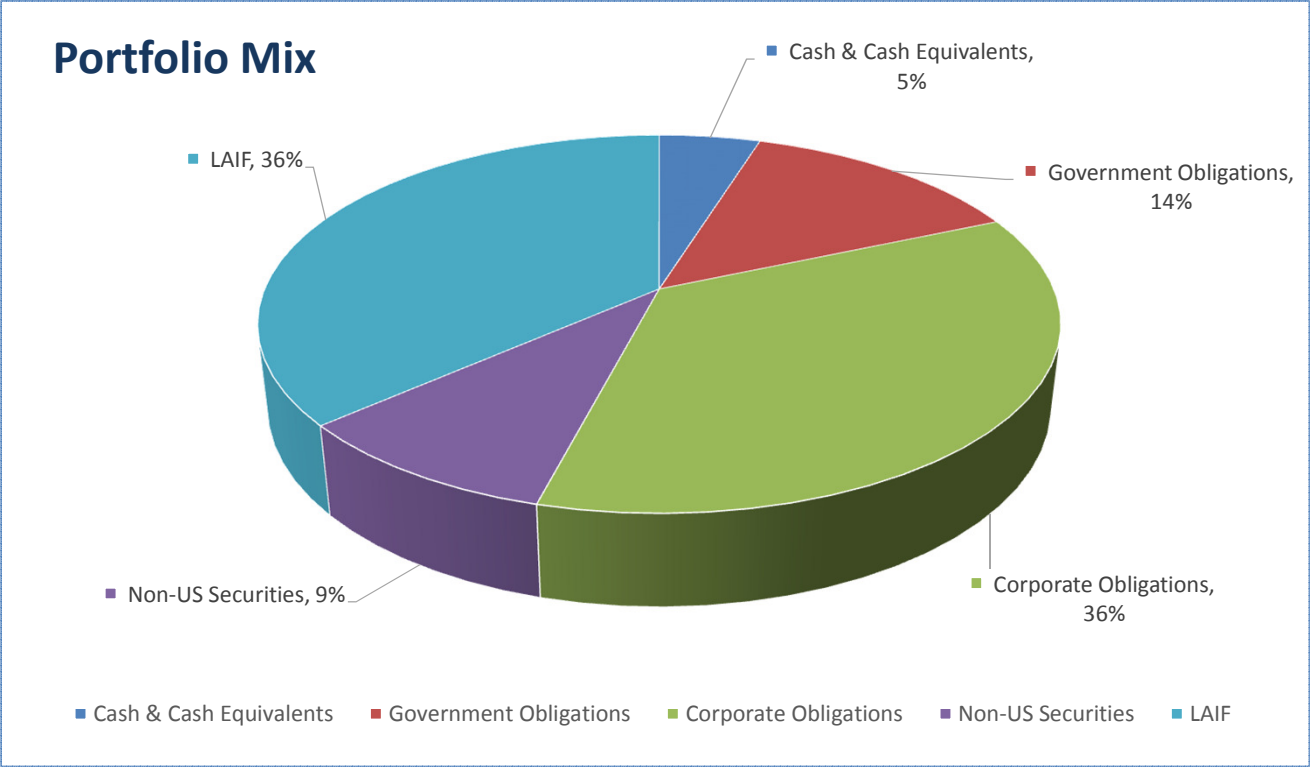
YTD Expense Allocation (November 2017)



RAINBOW MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
PORTFOLIO SUMMARY
11/30/2017



TYPE	ISSUER	CUSIP	Bond Rating	Date of Maturity	Cost Basis	Market Value	Interest Rate	Yield to Maturity	Next Interest Payment Date	SEMI-ANNUAL INTEREST
Money Market Funds	JP MORGAN MONEY MARKET	48125C068S	N/A		\$ 1,008,054	\$ 1,008,054				
Total Cash & Cash Equivalents					\$ 1,008,054	\$ 1,008,054				
Callable Note	FEDERAL NATL MTG ASSN	3135GOT45	Aaa	04/05/22	\$ 1,002,910	\$ 987,990	1.875%	1.810%	04/05/18	\$ 9,402
Callable Note	FEDERAL HOME LN MTG CORP	3134G3F96	Aaa	08/28/20	\$ 1,032,851	\$ 1,006,322	1.660%	1.320%	02/28/18	\$ 8,573
Callable Note	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$ 200,938	\$ 197,154	1.900%	1.800%	01/19/18	\$ 1,909
Callable Note	FEDERAL HOME LN MTG CORP	3134GBS94	Aaa	10/26/22	\$ 651,918	\$ 646,776	2.100%	1.800%	04/26/18	\$ 6,845
Total Government Obligations					\$ 2,888,616	\$ 2,838,242				
Callable Note	MASSMUTUAL GLOBAL FDG	57629XBHO	A2	11/23/20	\$ 545,990	\$ 526,512	1.530%	1.500%	05/23/18	\$ 4,177
Callable Note	BB&T CORP	05531FAV5	A2	05/10/21	\$ 491,789	\$ 473,434	2.050%	2.050%	05/10/18	\$ 5,041
Callable Note	CATERPILLAR FINL CORP	14912HSR2	A2	09/15/21	\$ 1,000,000	\$ 964,530	1.600%	1.600%	03/15/18	\$ 8,000
Callable Note	ORACLE CORP	68389XBKO	A1	09/15/21	\$ 1,011,470	\$ 984,990	1.910%	1.900%	03/15/18	\$ 9,660
Callable Note	TOYOTA MOTOR CREDIT CORP	89236TDP7	Aa3	01/11/22	\$ 499,271	\$ 492,773	2.600%	2.600%	01/09/18	\$ 6,491
Callable Note	WELLS FARGO	95000U2B8	A2	07/22/22	\$ 989,232	\$ 972,630	2.625%	2.410%	01/22/18	\$ 12,984
FDIC Ins. CD	COMENITY CAP BK UTAH	20033ALQ7	Aaa	07/15/20	\$ 245,000	\$ 246,426	2.360%	2.370%	01/15/18	\$ 2,891
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$ 250,000	\$ 250,610	2.310%	2.300%	03/23/18	\$ 2,888
Callable Note	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$ 245,000	\$ 246,556	2.210%	2.200%	03/16/18	\$ 2,707
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$ 245,000	\$ 245,782	2.350%	2.350%	12/14/18	\$ 2,879
FDIC Ins. CD	CAPITAL ONE BK USA NATL	140420Y95	Aaa	03/08/22	\$ 250,000	\$ 250,978	2.300%	2.300%	03/08/18	\$ 2,875
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$ 250,000	\$ 250,068	2.400%	2.400%	05/22/18	\$ 3,000
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	79540ZW8	Aaa	03/22/22	\$ 250,000	\$ 251,393	2.340%	2.340%	03/22/18	\$ 2,925
FDIC Ins. CD	SYNCHRONY BK RETAIL	87165EMKO	N/A	05/26/22	\$ 240,000	\$ 241,411	2.400%	2.400%	05/26/18	\$ 2,880
FDIC Ins. CD	STATE BK INDIA NEW YORK NY	8562846U3	Aaa	03/14/22	\$ 250,000	\$ 250,428	2.250%	2.250%	03/14/18	\$ 2,813
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$ 248,000	\$ 242,633	1.500%	1.500%	02/10/18	\$ 1,860
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 98,000	\$ 94,173	1.550%	1.550%	02/17/18	\$ 760
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 150,000	\$ 147,297	1.550%	1.550%	02/17/18	\$ 1,163
FDIC Ins. CD	AMERICAN EXPRESS FED SVGS BK	02587CED8	Aaa	07/29/20	\$ 248,000	\$ 248,749	2.360%	2.340%	01/29/18	\$ 2,926
Total Corporate Obligations					\$ 7,506,751	\$ 7,381,371				
Callable Note	AUSTRALIA & NEW ZEALA BKG	05253JAM3	Aa2	06/01/21	\$ 517,228	\$ 495,785	2.300%	1.550%	12/01/17	\$ 5,948
Callable Note	NATIONAL AUSTRALIA BK NY	63254AAR9	Aa2	07/12/21	\$ 508,870	\$ 488,170	1.875%	1.880%	01/12/18	\$ 4,771
Callable Note	BANK OF MONTREAL	06367TJX90	Aa3	08/27/21	\$ 1,011,840	\$ 980,830	1.900%	1.900%	02/27/18	\$ 9,612
Total Non-US Securities					\$ 2,037,938	\$ 1,964,785				
Subtotal Long Term					\$ 13,441,359	\$ 13,192,452				
Pooled Investment Local Agency Investment Fund (LAIF)					\$ 7,561,619	\$ 7,561,619	1.172%			
Portfolio Totals					\$ 21,002,978	\$ 20,754,071				



Statement:

This monthly report accurately reflects all District pooled investments. It is in conformity with the Investment Administrative code section 5.03.080. The District has sufficient cash flow to meet six months of obligations. This is in effect is in compliance with the current Investment Policy.

1/11/2018

Vanessa Martinez, Treasurer

Accounts Payable

October American Express



Check Number	Check Date		Amount
245 - ABCANA INDUSTRIES Line Item Account			
11081701	11/08/2017		
Inv	1014326		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2017	HYPOCHLORITE SOLUTION 12.5% 8PG III, RQ	01-32-72000	971.74
Inv 1014326 Total			971.74
Inv	1014692		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2017	HYPOCHLORITE SOLUTION 12.5% 8PG III, RQ	01-32-72000	896.99
Inv 1014692 Total			896.99
Inv	1015078		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2017	HYPOCHLORITE SOLUTION 12.5% 8PG III, RQ	01-32-72000	896.99
Inv 1015078 Total			896.99
Inv	1015481		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	HYPOCHLORITE SOLUTION 12.5% 8PG III, RQ	01-32-72000	896.99
Inv 1015481 Total			896.99
11081701 Total:			3,662.71
245 - ABCANA INDUSTRIES Total:			3,662.71
310 - ACWA Line Item Account			
11081702	11/08/2017		
Inv	INV16629-VRV4R1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	ACWA 2017 FALL CONFERENCE & EXHIBITION-M. MACK	03-20-75300	699.00
Inv INV16629-VRV4R1 Total			699.00
Inv	INV16630-J8C6J0		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	ACWA 2017 FALL CONFERENCE & EXHIBITION-W. STEWAR	03-20-75300	699.00

Check Number	Check Date		Amount
Inv INV16630-J8C6J0	Total		699.00
Inv INV16831-Y7F0T6			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	ACWA 2017 FALL CONFERENCE & EXHIBITION-M. GASCA	03-20-75300	699.00
Inv INV16831-Y7F0T6	Total		699.00
11081702	Total:		2,097.00
310 - ACWA Total:			2,097.00
280 - AMAZON.COM Line Item Account			
11081703	11/08/2017		
Inv 1219243-1917827			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	6 OXFORD CERTIFICATE HOLDERS, LETTER SIZE, BLACK, 4	03-41-56513	45.18
Inv 1219243-1917827	Total		45.18
Inv 1619248-9814637			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	IPAD KEYBOARD CASE	03-41-72000	174.95
Inv 1619248-9814637	Total		174.95
Inv 2522263.9104218			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	REFUND	03-41-60100	-8.98
Inv 2522263.9104218	Total		-8.98
Inv 2522263-9104218			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	PLASTIC POTTED PLANT, STAINLESS STEEL FOOD TONGS,	03-41-72000	35.80
Inv 2522263-9104218	Total		35.80
Inv 5702732-8556216			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	BROTHER DR310CL DRUM	03-41-72900	144.00
Inv 5702732-8556216	Total		144.00
Inv 6629867-4393847			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	PLANTRONICS SPARE FIT KIT FOR CS540-INCLUDES 3 EAR	03-52-72000	12.99
Inv 6629867-4393847	Total		12.99

Inv 7426052-1697002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	PENCIL HOLDER AND 4 OUNCE STAINLESS STEEL ICE SCO	03-41-72000	57.79

Inv 7426052-1697002 Total 57.79

Inv 8300438-9869821

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	FULL CALENDAR CLOCK WITH EXTRA LARGE DIGITS	03-41-72000	28.37

Inv 8300438-9869821 Total 28.37

Inv 8855532-3268259

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	DISPLAYPORT TO DVI CABLE	03-41-60100	30.14

Inv 8855532-3268259 Total 30.14

Inv 9113295-0205033

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	APPLE LIGHTNING DIGITAL AV ADAPTER FOR IPHONE, IPA	03-41-72000	48.43

Inv 9113295-0205033 Total 48.43

Inv 9397786-2258626

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	HANGING MAGAZINE RACK AND SIDE TABLE	03-41-72000	180.21

Inv 9397786-2258626 Total 180.21

Inv 9498600-7902652

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	SET OF 6 PLASTIC MULTI PURPOSE SCOOPS (6)	03-41-72000	19.99

Inv 9498600-7902652 Total 19.99

11081703 Total: 768.87

280 - AMAZON.COM Total: 768.87

386 - AMERICAN EXPRESS Line Item Account

11081704 11/08/2017

Inv OPWB1557942

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	GIFT CARDS	03-41-56513	640.95

Inv OPWB1557942 Total 640.95

Check Number	Check Date		Amount
11081704	Total:		640.95
386 - AMERICAN EXPRESS Total:			640.95
805 - AMERICAN WATER WORKS ASSOC. Line Item Account			
11081705	11/08/2017		
Inv	84172		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2017	NAWL17 CONFERENCE-CGRAY & TKENNEDY	03-41-75300	750.00
10/09/2017	NAWL17 CONFERENCE-MPOWERS	03-41-75300	375.00
Inv 84172	Total		1,125.00
11081705	Total:		1,125.00
805 - AMERICAN WATER WORKS ASSOC. Total:			1,125.00
603408 - AMTRAK Line Item Account			
11081706	11/08/2017		
Inv	2710679523094		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2017	ROUND TRIP TRAIN TICKET-OCEANSIDE TO SANTA BARB ^A	03-42-75300	118.00
Inv 2710679523094	Total		118.00
11081706	Total:		118.00
603408 - AMTRAK Total:			118.00
4970 - BRADY SAND & MATERIAL, INC. Line Item Account			
11081707	11/08/2017		
Inv	201709-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	CLASS II, THE YARD FT BILL 73808	01-34-72000	1,141.48
Inv 201709-2	Total		1,141.48
Inv	201709-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2017	CLASS II & COLD MIX, THE YARD FT BILL 76031,76032,7603:	01-34-72000	3,243.51
Inv 201709-29	Total		3,243.51
Inv	201710-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	3" MIN, THE YARD FT BILL 76038	01-34-72000	477.88
Inv 201710-4	Total		477.88

Check Number	Check Date		Amount
11081707	Total:		4,862.87
4970 - BRADY SAND & MATERIAL, INC. Total:			4,862.87
603424 - CAT5ECABLEGUY.COM Line Item Account			
11081708	11/08/2017		
Inv	289070		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2017	OUTDOOR BULK CABLE SHIELDED W/ WATER RESISTANT	01-32-72000	357.99
Inv 289070	Total		357.99
11081708	Total:		357.99
603424 - CAT5ECABLEGUY.COM Total:			357.99
2885 - CORELOGIC INFORMATION Line Item Account			
11081709	11/08/2017		
Inv	81838655		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2017	REALQUEST.COM MAP SERACH, GEOGRAPHIC MAP SEARC	03-91-63102	192.50
Inv 81838655	Total		192.50
11081709	Total:		192.50
2885 - CORELOGIC INFORMATION Total:			192.50
1895 - COUNTY OF SAN DIEGO CLERK Line Item Account			
11081710	11/08/2017		
Inv	2741184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	VITALCHECK PAYMENT, DOCUMENT 2017-0466683, APN 126	03-91-72000	35.50
Inv 2741184	Total		35.50
11081710	Total:		35.50
1895 - COUNTY OF SAN DIEGO CLERK Total:			35.50
2027 - CULLIGAN OF ESCONDIDO Line Item Account			
11081711	11/08/2017		
Inv	093017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2017	WATER SOFTNER, SERVICE PERIOD 10/01-10-31	03-41-63401	72.93

Check Number	Check Date		Amount
		Inv 093017 Total	72.93
		11081711 Total:	72.93
		2027 - CULLIGAN OF ESCONDIDO Total:	72.93
		603276 - EMBASSY SUITES Line Item Account	
		11081712 11/08/2017	
		Inv 91947775	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/28/2017 CONFERENCE HOTEL STAY 9/25/17 TO 9/28/17-MACK 03-20-75300	574.83
		Inv 91947775 Total	574.83
		11081712 Total:	574.83
		603276 - EMBASSY SUITES Total:	574.83
		603256 - GOVERNMENT FINANCE OFFICERS ASSOCIATION Line Item Account	
		11081713 11/08/2017	
		Inv 2864584	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/10/2017 DISTINGUISHED BUDGET PRESENTATION REVIEW FEE 4/1/ 03-51-75300	330.00
		Inv 2864584 Total	330.00
		11081713 Total:	330.00
		603256 - GOVERNMENT FINANCE OFFICERS ASSOCIATION Total:	330.00
		603177 - GOVERNMENTJOBS.COM, INC. Line Item Account	
		11081714 11/08/2017	
		Inv INV22154	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		10/10/2017 INSIGHT ENTERPRISE, PERFORMANCE EVAL, ONBOARD SC 03-41-60100	10,827.00
		Inv INV22154 Total	10,827.00
		11081714 Total:	10,827.00
		603177 - GOVERNMENTJOBS.COM, INC. Total:	10,827.00
		3325 - GRAINGER, W.W. INC. Line Item Account	
		11081715 11/08/2017	

Check Number	Check Date		Amount
Inv	9561870164		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2017	COMPRESSOR/VACUUM PUMP	01-32-73000	920.66
Inv	9561870164 Total		920.66
Inv	9582967106		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	HIGH PRESSURE SODIUM LAMP	01-32-73000	246.44
Inv	9582967106 Total		246.44
Inv	9586298219		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	CORDLESS ANGLE GRINDER KIT, PIPE WRENCH, COLD CH	01-32-73000	844.70
Inv	9586298219 Total		844.70
Inv	9586298227		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2017	TAP, TAPER 1-1/8", UNCOATED, 4 FLT	01-32-73000	143.13
Inv	9586298227 Total		143.13
Inv	9586500317		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	SCREWDRIVER, SOCKET WRENCH, PIPE WRENCH, NONSPA	01-32-73000	1,464.12
Inv	9586500317 Total		1,464.12
11081715 Total:			3,619.05
3325 - GRAINGER, W.W. INC. Total:			3,619.05
603421 - MICROSOFT CORPORATION Line Item Account			
11081716	11/08/2017		
Inv	E01004L2CV		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	LICENSE, 10/2017-10/2018	03-41-72400	248.40
Inv	E01004L2CV Total		248.40
Inv	E01004L5OZ		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	LICENSE, 10/2017-10/2018	03-41-72400	138.00
Inv	E01004L5OZ Total		138.00
11081716 Total:			386.40

603421 - MICROSOFT CORPORATION Total:	386.40
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603404 - NATUREBOX Line Item Account

11081717 11/08/2017

Inv 00136998

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	EMPLOYEE SNACKS, NATUREBOX UNLIMITED	03-41-56513	750.00

Inv 00136998 Total	750.00
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11081717 Total:	750.00
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603404 - NATUREBOX Total:	750.00
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5286 - NOSSAMAN, LLP Line Item Account

11081718 11/08/2017

Inv 471432

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2017	GENERAL COUNSEL SERVICES RENDERED THROUGH 8/31/	03-41-70300	12,425.00

Inv 471432 Total	12,425.00
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Inv 471433

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2017	GENERAL COUNSEL SERVICES/DISBURSEMENTS RENDERI	03-41-70300	2,010.55

Inv 471433 Total	2,010.55
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11081718 Total:	14,435.55
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5286 - NOSSAMAN, LLP Total:	14,435.55
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5425 - OFFICE DEPOT Line Item Account

11081719 11/08/2017

Inv 961968221001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2017	MESH 3 TIER DESK TRAY	02-61-72000	59.24
09/12/2017	CALCULATOR	03-41-72000	31.63

Inv 961968221001 Total	90.87
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Inv 963128374001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2017	TONERS-BLACK, MAGENTA, CYAN, YELLOW	03-41-72000	746.41

Inv 963128374001 Total	746.41
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Check Number	Check Date		Amount
Inv	964037838001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2017	FILE JACKET, FILE STORAGE	03-41-72000	190.95
Inv 964037838001 Total			190.95
Inv	966138145001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2017	BINDER, 5"	03-41-72000	133.44
Inv 966138145001 Total			133.44
Inv	968826330001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	MARKER, PAPER, PADS, FOLDER TABS	03-41-72000	356.48
Inv 968826330001 Total			356.48
Inv	968826446001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	SIGN HERE FLAGS	03-41-72000	32.71
Inv 968826446001 Total			32.71
Inv	970729609001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2017	TONER CARTRIDGES-HP & BROTHER, INDEX ERASABLE 5-	03-41-72900	1,403.85
Inv 970729609001 Total			1,403.85
11081719 Total:			2,954.71
5425 - OFFICE DEPOT Total:			2,954.71
5910 - PACIFIC PIPELINE SUPPLY Line Item Account			
11081720	11/08/2017		
Inv	316755		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2017	FLG X FLG DIP SPOOL - 3" X 7	01-35-72000	182.73
Inv 316755 Total			182.73
Inv	317100		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2017	8" 300# WELD FLANGE	01-00-14610	215.28
Inv 317100 Total			215.28
Inv	317198		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/19/2017	8" 300# WELD FLANGE	01-00-14610	861.14
10/19/2017	8" X 20" BUTT STRAP W/HANDHOLE	01-00-14610	6,292.38
10/19/2017	8" WELD FLANGE (LIP) 150#	01-00-14610	245.67
Inv 317198 Total			7,399.19

11081720 Total: 7,797.20

5910 - PACIFIC PIPELINE SUPPLY Total: 7,797.20

5976 - PRUDENTIAL OVERALL SUPPLY Line Item Account

11081721 11/08/2017

Inv 130772371

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2017	MATS & MISC	03-41-63401	138.83
09/12/2017	MONTHLY UNIFORMS	03-41-56511	130.41

Inv 130772371 Total 269.24

Inv 130772372

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2017	MONTHLY UNIFORMS	03-41-56511	94.15

Inv 130772372 Total 94.15

Inv 130773958

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2017	MATS & MISC	03-41-63401	6.95
09/19/2017	MONTHLY UNIFORMS	03-41-56511	128.71

Inv 130773958 Total 135.66

Inv 130773959

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2017	MONTHLY UNIFORMS	03-41-56511	94.15

Inv 130773959 Total 94.15

Inv 130775521

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2017	MATS & MISC	03-41-63401	146.53
09/26/2017	MONTHLY UNIFORMS	03-41-56511	135.56

Inv 130775521 Total 282.09

Inv 130775522

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2017	MONTHLY UNIFORMS	03-41-56511	93.71

Inv 130775522 Total 93.71

Check Number	Check Date		Amount
Inv	130777050		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	MONTHLY UNIFORMS	03-41-56511	134.30
10/03/2017	MATS & MISC	03-41-63401	7.30
Inv 130777050 Total			141.60
Inv	130777051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	MONTHLY UNIFORMS	03-41-56511	97.90
Inv 130777051 Total			97.90
Inv	130778885		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	MATS & MISC	03-41-63401	163.29
10/10/2017	MONTHLY UNIFORMS	03-41-56511	115.22
Inv 130778885 Total			278.51
Inv	130778886		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	MONTHLY UNIFORMS	03-41-56511	93.72
Inv 130778886 Total			93.72
Inv	130780400		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	MATS & MISC	03-41-63401	7.30
10/17/2017	MONTHLY UNIFORMS	03-41-56511	103.32
Inv 130780400 Total			110.62
Inv	130780401		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	MONTHLY UNIFORMS	03-41-56511	93.72
Inv 130780401 Total			93.72
Inv	130781952		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	MONTHLY UNIFORMS	03-41-56511	136.36
10/24/2017	MATS & MISC	03-41-63401	160.86
Inv 130781952 Total			297.22
Inv	130781953		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	MONTHLY UNIFORMS	03-41-56511	94.88
Inv 130781953 Total			94.88

Check Number	Check Date		Amount
11081721	Total:		2,177.17
5976 - PRUDENTIAL OVERALL SUPPLY Total:			2,177.17
603175 - RODRIGUEZ, MANDY Line Item Account			
11081722	11/08/2017		
Inv	022178		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	DJ & MC SERVICES FOR EMPLOYEE RECOGNITION EVENT	03-41-56511	300.00
Inv 022178	Total		300.00
11081722	Total:		300.00
603175 - RODRIGUEZ, MANDY Total:			300.00
603425 - SHINDIGZ.COM Line Item Account			
11081723	11/08/2017		
Inv	1195099		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	DARK BLUE PLY VINYL	03-41-72000	18.33
Inv 1195099	Total		18.33
11081723	Total:		18.33
603425 - SHINDIGZ.COM Total:			18.33
603406 - THE FRUIT GUYS Line Item Account			
11081724	11/08/2017		
Inv	1063		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2017	EMPLOYEE SNACKS, HARVEST-SMALL	03-41-56513	27.00
Inv 1063	Total		27.00
Inv	1063.		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2017	EMPLOYEE SNACKS, HARVEST-SMALL (REFUND)	03-41-56513	-27.00
Inv 1063.	Total		-27.00
Inv	1121		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2017	EMPLOYEE SNACKS, HARVEST-SMALL (REFUND)	03-41-56513	-54.00
Inv 1121	Total		-54.00

Inv 5149820

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	EMPLOYEE SNACKS, HARVEST-SMALL	03-41-56513	54.00

Inv 5149820 Total 54.00

Inv 5153083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	EMPLOYEE SNACKS, HARVEST-SMALL	03-41-56513	27.00

Inv 5153083 Total 27.00

Inv 5156176

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2017	EMPLOYEE SNACKS, HARVEST-SMALL	03-41-56513	54.00

Inv 5156176 Total 54.00

11081724 Total: 81.00

603406 - THE FRUIT GUYS Total: 81.00

603419 - UBER Line Item Account

11081725 11/08/2017

Inv 11K07TVY

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	TRANSPORTATION-HARP (TIP)	03-42-75300	3.00

Inv 11K07TVY Total 3.00

Inv 7YDWQTQQ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	TRANSPORTATION-HARP (TIP)	03-42-75300	1.00

Inv 7YDWQTQQ Total 1.00

Inv AR874XBJ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	TRANSPORTATION-HARP (FEE)	03-42-75300	6.70

Inv AR874XBJ Total 6.70

Inv C33K80QC

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	TRANSPORTATION-HARP (FEE)	03-42-75300	6.79

Inv C33K80QC Total 6.79

Check Number	Check Date		Amount
Inv	J4HF5MDK		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	TRANSPORTATION-HARP (TIP)	03-42-75300	3.00
Inv	J4HF5MDK Total		3.00
Inv	K3FZZBNB		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	TRANSPORTATION-HARP (TIP)	03-42-75300	1.00
Inv	K3FZZBNB Total		1.00
Inv	MRE2CFYS		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2017	TRANSPORTATION-HARP (FEE)	03-42-75300	11.66
Inv	MRE2CFYS Total		11.66
Inv	NSAY4PS5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2017	TRANSPORTATION-HARP (FEE)	03-42-75300	17.68
Inv	NSAY4PS5 Total		17.68
11081725 Total:			50.83
603419 - UBER Total:			50.83
7835 - VERIZON WIRELESS Line Item Account			
11081726	11/08/2017		
Inv	9794613146		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2017	MONTHLY CELLULAR SERVICE	03-41-74100	2,342.99
Inv	9794613146 Total		2,342.99
11081726 Total:			2,342.99
7835 - VERIZON WIRELESS Total:			2,342.99
603420 - WALLDECALWORLD.COM Line Item Account			
11081727	11/08/2017		
Inv	6046		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	CUSTOM QUOTES WALL DECALS	03-41-72000	99.00
Inv	6046 Total		99.00

Check Number	Check Date		Amount
11081727 Total:			99.00
603420 - WALLDECALWORLD.COM Total:			99.00
603259 - WALMART Line Item Account			
11081728	11/08/2017		
Inv	5691776852504		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	PRINTS	03-41-72000	3.68
Inv 5691776852504 Total			3.68
11081728 Total:			3.68
603259 - WALMART Total:			3.68
8155 - WESTERN WATER WORKS SUPPLY Line Item Account			
11081729	11/08/2017		
Inv	464879-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	6'-11' VALVE KEY WRENCH	01-00-14610	546.83
09/05/2017	VALVE KEY WRENCH LOCKS	01-00-14610	59.91
Inv 464879-00 Total			606.74
Inv	466370-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2017	BARREL EPOXY COATED	01-34-72000	238.53
Inv 466370-00 Total			238.53
Inv	466497-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	8" MISC PIPE SUPPORT BRACKET W/ MOUNTING PLATE	01-34-72000	727.32
Inv 466497-00 Total			727.32
Inv	467131-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2017	10GA CMLC 2-20FT LENGTH	01-00-14610	785.28
Inv 467131-00 Total			785.28
Inv	467617-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2017	8" CMLC 10 GA PIPE- 40FT 5 LENGTHS	01-00-14610	5,150.45
Inv 467617-00 Total			5,150.45

Inv 467620-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	4" SS1 REPAIR CLAMP	01-00-14610	299.01
10/13/2017	6" 501 ROMAC CPLG EPOXY BARREL 304 SS BOLTS	01-00-14610	290.47
10/13/2017	4" 501 ROMAC EPOXY BARREL 304 SS BOLTS	01-00-14610	269.07

Inv 467620-00 Total 858.55

Inv 469781-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	8" 300# WELD FLANGE P/N - Y1042	01-00-14610	927.86

Inv 469781-00 Total 927.86

11081729 Total: 9,294.73

8155 - WESTERN WATER WORKS SUPPLY Total: 9,294.73

Total: 69,976.79

Accounts Payable

November American Express



Check Number	Check Date		Amount
245 - ABCANA INDUSTRIES Line Item Account			
12111701	12/11/2017		
Inv	1016626		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2017	HYPOCHLORITE SOLUTION 12.5% 8 PG III	01-32-72000	844.96
Inv 1016626 Total			844.96
Inv	1017132		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2017	HYPOCHLORITE SOLUTION 12.5% 8 PG III	01-32-72000	1,195.98
Inv 1017132 Total			1,195.98
Inv	1017259		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2017	HYPOCHLORITE SOLUTION 12.5% 8 PG III	01-32-72000	971.74
Inv 1017259 Total			971.74
Inv	1017450		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2017	HYPOCHLORITE SOLUTION 12.5% 8 PG III	01-32-72000	1,195.98
Inv 1017450 Total			1,195.98
12111701 Total:			4,208.66
245 - ABCANA INDUSTRIES Total:			4,208.66
280 - AMAZON.COM Line Item Account			
12111702	12/11/2017		
Inv	4813525-1333800		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2017	HANGING MAGAZINE RACK W/ CLEAR ACRYLIC ADJUSTA	03-41-72000	139.99
Inv 4813525-1333800 Total			139.99
Inv	6610223-5686601		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	KITCHEN TOWELS, ANTI FATIGUE MAT	03-41-63400	54.92

Check Number	Check Date		Amount
Inv 6610223-5686601		Total	54.92
Inv 6830063-3751428			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2017	CD-R 700MB, 50-DISC SPINDLE	03-41-72000	12.92
Inv 6830063-3751428		Total	12.92
Inv 8164019-9465835			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2017	WOODEN NAME CARD CASE, SCALLOPED BORDERS	03-41-72000	28.75
Inv 8164019-9465835		Total	28.75
Inv 9126500.7202619			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2017	RETURNED ITEM	03-41-72000	-149.99
Inv 9126500.7202619		Total	-149.99
Inv 9126500-7202619			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2017	WATERPROOF HEADLAMPS, FLASHLIGHT WITH RECHARG	03-43-72500	189.50
Inv 9126500-7202619		Total	189.50
Inv 9646007.6513812			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2017	RETURNED ITEM	03-41-72000	-19.99
Inv 9646007.6513812		Total	-19.99
Inv 9646007-6513812			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2017	THERMAL COFFEE CARAFE, SELF INKING STAMP REFILL-F	03-41-63400	33.01
Inv 9646007-6513812		Total	33.01
Inv 9665196-4317823			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2017	LASER POINTER PEN PRESENTATION POINTER CLICKER	01-34-72000	12.99
Inv 9665196-4317823		Total	12.99
Inv BS1AM3C-4HADPJ1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2017	PRIME MEMBERSHIP, 11/2017-11/2018	03-41-72400	106.67
Inv BS1AM3C-4HADPJ1		Total	106.67

12111702 Total:	408.77
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280 - AMAZON.COM Total:	408.77
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4970 - BRADY SAND & MATERIAL, INC. Line Item Account

12111703 12/11/2017

Inv 201710-10

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2017	3/4" CR, THE YARD FT BILL 76043 & 76045	01-34-72000	1,402.42

Inv 201710-10 Total	1,402.42
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Inv 201710-13

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2017	CLASS II, THE YARD FT BILL 76054 & 76053	01-34-72000	3,550.05

Inv 201710-13 Total	3,550.05
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Inv 201710-9

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2017	CLASS II, THE YARD FT BILL 76040 & 76041	01-34-72000	2,387.95

Inv 201710-9 Total	2,387.95
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Inv 201711-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	3/4" CR, THE YARD FT BILL 73500	01-34-72000	1,452.17

Inv 201711-2 Total	1,452.17
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12111703 Total:	8,792.59
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4970 - BRADY SAND & MATERIAL, INC. Total:	8,792.59
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2885 - CORELOGIC INFORMATION Line Item Account

12111704 12/11/2017

Inv 81844790

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	REALQUEST.COM MAP SEARCH, GEOGRAPHIC MAP SEAR	03-91-63102	192.50

Inv 81844790 Total	192.50
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12111704 Total:	192.50
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2885 - CORELOGIC INFORMATION Total:	192.50
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2027 - CULLIGAN OF ESCONDIDO Line Item Account

Check Number	Check Date		Amount
12111705	12/11/2017		
Inv 103117			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	WATER SOFTNER, SERVICE PERIOD 11/01-11/30	03-41-63401	74.93
Inv 103117 Total			74.93
12111705 Total:			74.93
2027 - CULLIGAN OF ESCONDIDO Total:			74.93
3090 - FRED PRYOR SEMINARS Line Item Account			
12111706	12/11/2017		
Inv 22859140			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	PAYROLL LAW SEMINAR_V. MARTINEZ & L. MARTINEZ	03-51-75300	298.00
Inv 22859140 Total			298.00
12111706 Total:			298.00
3090 - FRED PRYOR SEMINARS Total:			298.00
3325 - GRAINGER, W.W. INC. Line Item Account			
12111707	12/11/2017		
Inv 9588769217			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	OFFSET SCREWDRIVER, SLOTTED	01-32-73000	65.34
Inv 9588769217 Total			65.34
Inv 9596054800			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	GRINDING WHEEL GRAINGER - ITEM - 4B171 P/N- K8000	01-00-14610	161.95
10/25/2017	WIRE WHEEL BRUSH GRAINGER -ITEM - 1GBJ5 P/N - K90	01-00-14610	582.50
Inv 9596054800 Total			744.45
Inv 9596054818			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2017	SAFETY YELLOW SPRAY PAINT P/N - PA1016	01-00-14610	217.23
Inv 9596054818 Total			217.23
Inv 9610609217			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2017	TRENCHING SHOVEL P/N - S1012	01-00-14610	302.95
11/08/2017	ROUND SHOVEL P/N - S1023	01-00-14610	256.40

Check Number	Check Date		Amount
Inv 9610609217	Total		559.35
Inv 9611725624			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2017	PREM WET & DRY CEMENT 8 OZ P/N - K1086	01-00-14610	102.47
11/09/2017	CHRISTY'S RED HOT PVC CEMENT P/N - K1087	01-00-14610	116.81
Inv 9611725624	Total		219.28
12111707	Total:		1,805.65
3325 - GRAINGER, W.W. INC. Total:			1,805.65
603402 - HD EXPOS, LLC Line Item Account			
12111708	12/11/2017		
Inv 14858			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2017	HEALTH & LIFESTYLE EXPO, 4/26/18	03-42-56513	1,000.00
Inv 14858	Total		1,000.00
12111708	Total:		1,000.00
603402 - HD EXPOS, LLC Total:			1,000.00
603404 - NATUREBOX Line Item Account			
12111709	12/11/2017		
Inv 00144011			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2017	EMPLOYEE SNACKS, NATUREBOX UNLIMITED	03-41-56513	750.00
Inv 00144011	Total		750.00
12111709	Total:		750.00
603404 - NATUREBOX Total:			750.00
5286 - NOSSAMAN, LLP Line Item Account			
12111710	12/11/2017		
Inv 472555			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 9/30.	03-41-70300	12,425.00
Inv 472555	Total		12,425.00
Inv 472557			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/18/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 9/30.	26-00-11122	520.00
10/18/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 9/30.	03-41-70300	2,116.11
Inv 472557 Total			2,636.11
Inv 473617			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 10/3	26-00-11122	1,988.00
11/13/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 10/3	03-41-70300	8,342.50
11/13/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 10/3	03-91-70000	1,668.50
11/13/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 10/3	03-91-70000	426.00
Inv 473617 Total			12,425.00
Inv 473618			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2017	GENERAL COUNSEL SERVICES, RENDERED THROUGH 10/3	03-41-70300	6,251.24
Inv 473618 Total			6,251.24
12111710 Total:			33,737.35
5286 - NOSSAMAN, LLP Total:			33,737.35
5425 - OFFICE DEPOT Line Item Account			
12111711	12/11/2017		
Inv 972244926001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	SHREDDER	03-41-72900	413.74
Inv 972244926001 Total			413.74
Inv 972245096001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2017	PENS	03-41-72900	25.85
Inv 972245096001 Total			25.85
Inv 975896792001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	POSTAGE SUPPLIES, LABELS FOR 48-HOUR NOTICE	03-51-72000	55.98
Inv 975896792001 Total			55.98
Inv 976333446001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	TONERS, SHIPPING LABELS	03-41-72900	474.46
Inv 976333446001 Total			474.46

Check Number	Check Date		Amount
Inv	976333557001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	CLIP DISPENSER	03-41-72900	2.36
Inv 976333557001 Total			2.36
Inv	977023352001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2017	STAPLES	03-41-72900	12.26
Inv 977023352001 Total			12.26
Inv	977023526001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2017	CALCULATOR INKROLL	03-41-72900	4.76
Inv 977023526001 Total			4.76
12111711 Total:			989.41
5425 - OFFICE DEPOT Total:			989.41
5910 - PACIFIC PIPELINE SUPPLY Line Item Account			
12111712	12/11/2017		
Inv	31448		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2017	3/8 SHUT OFF VALVES P/N - C1360	01-00-14610	144.82
Inv 31448 Total			144.82
Inv	318096		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2017	1 1/4" PVC COUPLING P/N - H1091	01-00-14610	5.17
Inv 318096 Total			5.17
12111712 Total:			149.99
5910 - PACIFIC PIPELINE SUPPLY Total:			149.99
5976 - PRUDENTIAL OVERALL SUPPLY Line Item Account			
12111713	12/11/2017		
Inv	130783501		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	MATS & MISC	03-41-63401	7.30
10/31/2017	MONTHLY UNIFORMS	03-41-56511	129.51
Inv 130783501 Total			136.81

Check Number	Check Date		Amount
Inv	130783502		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	MONTHLY UNIFORMS	03-41-56511	94.88
Inv 130783502 Total			94.88
Inv	130785055		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2017	MONTHLY UNIFORMS	03-41-56511	136.36
11/07/2017	MATS & MISC	03-41-63401	160.86
Inv 130785055 Total			297.22
Inv	130785056		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2017	MONTHLY UNIFORMS	03-41-56511	95.16
Inv 130785056 Total			95.16
Inv	130786859		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2017	MONTHLY UNIFORMS	03-41-56511	129.51
11/14/2017	MATS & MISC	03-41-63401	7.30
Inv 130786859 Total			136.81
Inv	130786860		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2017	MONTHLY UNIFORMS	03-41-56511	95.16
Inv 130786860 Total			95.16
Inv	130788410		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2017	MONTHLY UNIFORMS	03-41-56511	136.36
11/21/2017	MATS & MISC	03-41-63401	160.86
Inv 130788410 Total			297.22
Inv	130788411		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2017	MONTHLY UNIFORMS	03-41-56511	96.32
Inv 130788411 Total			96.32
12111713 Total:			1,249.58
5976 - PRUDENTIAL OVERALL SUPPLY Total:			1,249.58
603406 - THE FRUIT GUYS Line Item Account			

Check Number	Check Date		Amount
12111714	12/11/2017		
Inv	5164945		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2017	EMPLOYEE SNACKS, HARVEST-SMALL	03-41-56513	27.00
Inv 5164945 Total			27.00
Inv	5167995		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2017	EMPLOYEE SNACKS, HARVEST-SMALL	03-41-56513	54.00
Inv 5167995 Total			54.00
12111714 Total:			81.00
603406 - THE FRUIT GUYS Total:			81.00
7770 - U.S. POSTAL SERVICE Line Item Account			
12111715	12/11/2017		
Inv	1731711516		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2017	48-HOUR NOTICE, PREPAY BALANCE RECHARGE	03-51-69000	300.00
Inv 1731711516 Total			300.00
Inv	1749623793		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2017	48-HOUR NOTICE, PREPAY BALANCE RECHARGE	03-51-69000	300.00
Inv 1749623793 Total			300.00
12111715 Total:			600.00
7770 - U.S. POSTALSERVICE Total:			600.00
8226 - WEATHERTECH Line Item Account			
12111716	12/11/2017		
Inv	709987393		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2017	ITEM - 449651V-449662V	03-36-83000	967.50
Inv 709987393 Total			967.50
12111716 Total:			967.50
8226 - WEATHERTECH Total:			967.50

8155 - WESTERN WATER WORKS SUPPLY Line Item Account

12111717 12/11/2017

Inv 470133-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2017	8" HYTROL DIAP KIT 300# / P/N - C4448	01-00-14610	554.92

Inv 470133-00 Total 554.92

Inv 470992-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2017	6 FLG X 1--0' SPOOL	01-34-72000	267.45

Inv 470992-00 Total 267.45

Inv 472046-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2017	1" REDWOOD PLUGS P/N - H1143	01-00-14610	41.05
11/08/2017	2" PVC COUPLING P/N - H1093	01-00-14610	5.17
11/08/2017	1" PVC COUPLING P/N - H1090	01-00-14610	6.47
11/08/2017	2" TEE S X S SCH 40 P/N - H1311	01-00-14610	16.81
11/08/2017	2" PVC SLIP 90 P/N - H1137	01-00-14610	12.93

Inv 472046-00 Total 82.43

12111717 Total: 904.80

8155 - WESTERN WATER WORKS SUPPLY Total: 904.80

Total: 56,210.73

**Director's Expenses
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
07/31/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)	\$ 600.00			\$ 600.00	\$ 600.00	
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 300.00	\$ 300.00	\$ 700.00	\$ 300.00	
	TRAVEL EXPENSES	\$ 1,119.19			\$ 940.78	\$ 754.99	
	MILEAGE EXPENSE			\$ 23.54		\$ 577.82	
	REIMBURSEMENT FROM DIRECTORS						\$ (354.80)
	Monthly Totals	\$ 1,869.19	\$ 300.00	\$ 323.54	\$ 2,240.78	\$ 2,232.81	\$ -
08/31/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER		\$ 30.00		\$ 30.00		
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING						
	COUNCIL OF WATER UTILITIES	\$ 25.00					
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00	\$ 300.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE						
	REIMBURSEMENT FROM DIRECTORS						\$ (354.80)
	Monthly Totals	\$ 175.00	\$ 180.00	\$ 150.00	\$ 330.00	\$ 300.00	\$ -

**Director's Expenses
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
09/30/17	CAL PERS - HEALTH INS. WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING				\$ 580.00		\$ 354.80
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 45.00					
	TRAVEL EXPENSES	\$ 300.00	\$ 300.00	\$ 300.00	\$ 450.00	\$ 450.00	
	MILEAGE AND EXPENSES	\$ 21.40			\$ 1,303.92		
	REIMBURSEMENT FROM DIRECTORS						\$ (354.80)
	Monthly Totals	\$ 366.40	\$ 300.00	\$ 300.00	\$ 2,333.92	\$ 450.00	\$ -
10/31/17	CAL PERS - HEALTH INS. WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING						\$ 354.80
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	
	TRAVEL EXPENSES						
	MILEAGE AND EXPENSES						
	REIMBURSEMENT FROM DIRECTORS						\$ (354.80)
	Monthly Totals	\$ 150.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	\$ -

**Director's Expenses
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
11/30/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
	CONFERENCES (CSDA, ACWA, etc.)	\$ 699.00			\$ 699.00	\$ 699.00	
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 300.00			\$ 150.00	\$ 600.00	
	TRAVEL EXPENSES	\$ 374.90			\$ 394.90	\$ 406.35	
	MILEAGE EXPENSE	\$ 79.18			\$ 138.03	\$ 80.36	
	REIMBURSEMENT FROM DIRECTORS						\$ (354.80)
	Monthly Totals	<u>\$ 1,483.08</u>	<u>\$ 30.00</u>	<u>\$ 30.00</u>	<u>\$ 1,411.93</u>	<u>\$ 1,785.71</u>	<u>\$ -</u>
12/31/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE						
	REIMBURSEMENT FROM DIRECTORS						\$ (354.80)
	Monthly Totals	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ -</u>
REPORT TOTAL (2017):		\$ 4,193.67	\$ 1,110.00	\$ 1,103.54	\$ 6,916.63	\$ 5,368.52	\$ -

Bank Reconciliation

Board Audit

Printed: 01/10/2018 - 5:53PM
 Date Range: 10/01/2017 - 10/31/2017



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 01 WATER FUND				
Department: 00				
ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH AND VISION INSURANCE - NOV 2017	10/18/2017	71,550.03
ACH	CORIX WATER PRODUCTS (US) INC	3 ZENNER FIRE HYD BACKFLOW METER (CUFT)	10/05/2017	10,806.13
ACH	EMPLOYMENT DEV DEPARTMENT	3RD QUARTER - ETT	10/19/2017	43.47
ACH	NOBEL SYSTEMS	GIS UPDATS FOR HORSE CREEK RIDGE ASBUILT DATA CONVERSION	10/19/2017	1,859.00
ACH	PRINCIPAL LIFE INSURANCE COMPANY	MONTHLY INSURANCE - OCT 2017	10/18/2017	11,676.78
ACH	SAN DIEGO COUNTY WATER AUTH	WIRE TRANSFER FOR WATER PURCHASES_AUG 2017	10/10/2017	3,026,777.74
ACH	SAN DIEGO COUNTY WATER AUTH.	CAPACITY FEES FOR JUL-SEP 2017	10/16/2017	678,663.00
ACH	CHARLES C. SNEED	REIMBURSE RETIRED EMPLOYEE HEALTH INS - OCT 2017	10/18/2017	363.00
ACH	SHERRY MULLENNIX	REIMBURSE RETIRED EMPLOYEE HEALTH INS - OCT 2017	10/18/2017	300.00
53953	FERGUSON WATERWORKS #1083	1" COPPER 90	10/05/2017	44,714.94
53956	HERCULES INDUSTRIES, INC	HERCULOCK SERIES 800 WITH 7/8" STAINLESS STEEL SHACKLE	10/05/2017	837.00
53991	FERGUSON WATERWORKS #1083	BROOKS BRL LOCK F KEY MOD SLIDE FIN	10/18/2017	803.06
54017	DEPARTMENT OF CORRECTIONS	Refund Check	10/19/2017	4,256.36
54029	FERGUSON WATERWORKS #1083	4" 3000# THR STEEL PLUG	10/24/2017	1,415.89
54033	HOCH CONSULTING	AS-NEEDED CONSTRUCTION INSPECTION SERVICES	10/24/2017	46,466.51
54046	PRINCIPAL LIFE INSURANCE COMPANY	STD EMPLOYER FICA - SEP 2017	10/24/2017	244.80
54053	WHITE CAP CONSTRUCTION SUPPLY	SPEEDCRETE RED LINE MORTAR 5GL P/N - W1005	10/24/2017	1,396.01
54055	TERRI JACOBI	Refund Check	10/26/2017	3,087.53
54056	ROBERT MCNAUGHTON	Refund Check	10/26/2017	300.58
Total for Department: 00				3,905,561.83
Department: 31 PUMPING				
54032	HIDDEN VALLEY PUMP SYSTEMS INC	STATION 1 PUMP #4 . REMOVE RACHET PLATE AND REPLACE WITH NEW .	10/24/2017	500.00
54048	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE - 1065 087 935 1	10/24/2017	48,349.08
Total for Department: 31 PUMPING				48,849.08
Department: 32 OPERATIONS				
ACH	AIRGAS USA, LLC	CYLINDER RENTAL: SM NITROGEN	10/18/2017	18.76
ACH	MISSION VALLEY SANITATION-SD	PORTA POTTY RENTAL FOR WEED ABATEMENT	10/24/2017	141.07
ACH	THE WELD SHOP, INC	FABRICATE A SWIVEL VISE MOUNT	10/05/2017	1,212.50
53949	DEPT OF FORESTRY & FIRE PROTEC	WEED AND BRUSH ABATEMENT DONE BY CAL FIRE CAMP-AUG	10/05/2017	2,626.60
53957	HOME DEPOT	17IN TOTE, OPEN TOOL TOTE AND TUBE CUTTER	10/05/2017	540.16
53965	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE, ACCT 7382 505 701 4	10/05/2017	98.10
53989	FALLBROOK IRRIGATION SUPPLIES	COUP PVC80 TT 1/4"	10/18/2017	30.99

53996	HOME DEPOT	9.9 CU FT TOP FREEZER	10/18/2017	453.49
54030	HACH	ITEM - 2105560 / DPD FREE CHLORINE VIAL	10/24/2017	588.88
54034	HOME DEPOT	RIDGID ORG	10/24/2017	133.43
54047	SAIA MOTOR FREIGHT LINE, LLC	PT INDUSTRIAL CHAIN/COMPONENTS	10/24/2017	333.31
54048	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE - 1065 087 935 1	10/24/2017	5,846.51

Total for Department: 32 OPERATIONS 12,023.80

Department: 33 VALVE MAINTENANCE

53987	ELECTROMATIC EQUIPMENT COMPANY INC.	SHIPPING	10/18/2017	2,385.75
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Total for Department: 33 VALVE MAINTENANCE 2,385.75

Department: 34 WATER DISTRIBUTION

ACH	AIRGAS USA, LLC	GUARD GUAGE STEEL RED	10/05/2017	172.77
ACH	AIRGAS USA, LLC	CYLINDER RENTAL: CARBON DIOXIDE	10/18/2017	18.77
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	8X10 TRENCH PLATE RENTAL, DELIVERY AND PICK UP FEE	10/05/2017	1,661.00
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	(1) EYEBOLT RENTAL	10/18/2017	1,675.00
ACH	DRAVES PIPELINE, INC	LEAK REPAIR KNOTTWOOD WAY	10/18/2017	6,364.93
ACH	FALLBROOK EQUIPMENT RENTAL	TRAILER, CONCRETE MIXING, PORTLAND CEMENT, 3/4" ROCK, CONCR-SAND	10/24/2017	1,468.00
ACH	TRAFFIC SAFETY SOLUTIONS, LLC	TRAFFIC CONTROL ON 10/5/17, LIVE OAK PK/RIDGE	10/18/2017	2,097.50
ACH	UNDERGROUND SERVICE ALERT	RAI88 NEW TICKET CHARGES	10/05/2017	237.70
ACH	UNDERGROUND SERVICE ALERT	RAI88 NEW TICKET CHARGES	10/18/2017	142.00
53977	B & C CRANE SERVICE, INC.	(4) RENT 15 TON CRANE, FUEL SURCHARGE	10/18/2017	580.00
53984	COUNTY OF SAN DIEGO DEPT OF PUBLIC WORKS	B-PERMIT CLOSURE PWG, PERIOD: 09/01/17-09/30/17	10/18/2017	217.00
53991	FERGUSON WATERWORKS #1083	1 1/2" X 3 BRASS NIPPLE	10/18/2017	150.00
54025	BOARD OF EQUALIZATION	3RD QRT 2017 ROAD USE TAX	10/24/2017	221.74
54029	FERGUSON WATERWORKS #1083	1 WROT CXC 90 ELL 1-1/8 OI: 0610499	10/24/2017	-161.63
54034	HOME DEPOT	GRINDER	10/24/2017	287.69
54038	JOE'S HARDWARE	SEALANT CONCRETE, SCREWS AND BOLTS	10/24/2017	60.37
54039	JOHN MACCARRONE	REIMB FOR TUITION FEES FOR UTILITY MGNMT CLASS	10/24/2017	97.10

Total for Department: 34 WATER DISTRIBUTION 15,289.94

Department: 35 METER SERVICES

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: ACETYLENE & OXYGEN	10/18/2017	37.52
ACH	TEMECULA VALLEY BACKFLOW, INC.	ANNUAL BACKFLOW PREVENTION DEVICE TESTING/REPAIR SERVICES	10/05/2017	41,460.00
ACH	TEMECULA VALLEY BACKFLOW, INC.	ANNUAL BACKFLOW PREVENTION DEVICE TESTING/REPAIR SERVICES	10/24/2017	42,559.00
53957	HOME DEPOT	20-VOLT MAX	10/05/2017	139.00
53959	JOE'S HARDWARE	ADHESIVE SILICONE BLK 3OZ	10/05/2017	4.81
53960	KNOCKOUT PEST CONTROL& TERMITES, INC.	ONE TIME PEST CONTROL	10/05/2017	75.00
53978	BAVCO	FREIGHT	10/18/2017	1,699.52
53982	CORE & MAIN LP	HBW-4 1" HEX BAR FOR BODY STYLE C	10/18/2017	63.75
53998	KNOCKOUT PEST CONTROL& TERMITES, INC.	ONE TIME FOR BEE CONTROL	10/18/2017	75.00
54037	ITRON, INC	HARDWARE AND SOFTWARE MAINTENANCE, OTHER	10/24/2017	4,005.48
54041	KNOCKOUT PEST CONTROL& TERMITES, INC.	ONE TIME PEST CONTROL-3 BEE REMOVALS	10/24/2017	225.00

Total for Department: 35 METER SERVICES 90,344.08

Total for Fund:01 WATER FUND 4,074,454.48

Department: 00

53966	SAN LUIS REY DOWNS ENTERPRISES	Refund Check	10/05/2017	41.67
Total for Department: 00				41.67

Department: 61 WASTEWATER

ACH	ATLAS PUMPING SERVICE	MONTHLY BIN RENTAL	10/05/2017	210.00
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	10/18/2017	105.00
ACH	MUNICIPAL MAINTENANCE EQUIPMENT	VACCUM BREAKER ASSEMBLY	10/05/2017	6,919.88
ACH	MUNICIPAL MAINTENANCE EQUIPMENT	FLANGE TO SLEEVE (HOSE)	10/18/2017	582.68
ACH	SCAP	MEMBERSHIP 2016-2017 ANNUAL MEMBER DUES COLLECTION SYSTEM	10/18/2017	538.00
53957	HOME DEPOT	PIPE CLAMP (7), UNIVERSAL CLAMP	10/05/2017	52.57
53963	RUBEN LOPEZ	REIMB FOR TUITION FEES FOR O&M OF WW COLLECTION SYSTEMS, VOL II	10/05/2017	50.00
53965	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE, ACCT 9380 440 512 5	10/05/2017	7.00
53985	CWEA	ANNUAL MEMBERSHIP RENEWAL FOR BRYAN ROSE-0002800931	10/18/2017	180.00
53996	HOME DEPOT	UNVRSL CLMP, PH LINE CORD, 17/16PLST20P, SS CLMP 10PK	10/18/2017	86.88
54004	ONESOURCE DISTRIBUTORS, LLC	HOFF A20P 16 PANEL ONLY	10/18/2017	467.10
54006	RHO MONSERATE C.C.H.A.	ELECTRIC CHARGE	10/18/2017	368.73
54015	WATER QUALITY SPECIALISTS	MONTHLY OPERATIONS - SEP 2017	10/18/2017	1,950.00
54034	HOME DEPOT	BUSING, RGD, UNVRSL CLMP	10/24/2017	365.85
54049	SMITH AND LOVELESS	WASHER IMPELER B & C PUMP MOT SFT 304 SST	10/24/2017	1,196.31
Total for Department: 61 WASTEWATER				13,080.00
Total for Fund:02 SEWER FUND				13,121.67

Fund: 03 GENERAL FUND

Department: 00

ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH AND VISION INSURANCE - NOV 2017 (COBRA)	10/18/2017	4,582.47
ACH	PRINCIPAL LIFE INSURANCE COMPANY	MONTHLY INSURANCE - OCT 2017 (COBRA)	10/18/2017	143.85
ACH	PUBLIC EMPLOYEES RETIREMENT	ER CONTRIBUTION-UNFUNDED ACCRUED LIABILITY, CLASSIC 26407	10/25/2017	28,507.82
Total for Department: 00				33,234.14

Department: 20 BOARD

53993	MIGUEL GASCA	TRAVEL EXPENSE REIMB CEQA CLAS-M. GASCA	10/18/2017	21.40
54042	MICHAEL MACK	TRAVEL EXP REIMB 2017 CSDA ANNUAL CONFERENCE-M MACK	10/24/2017	13.00
			Total for Department: 20 BOARD	34.40

Department: 36 GARAGE

ACH	BIRD FAMILY TIRE AND AUTO	BALANCE LOOSE TIRES ON 1/19/17	10/05/2017	172.50
ACH	FLYERS ENERGY LLC	MOBIL HDEO 15W40 # 122435 55 GALLON DRUM	10/05/2017	5,845.83
ACH	FLYERS ENERGY LLC	ORDER 1283514-17, CARB REG 10% ETH 400 UNITS/DSL 190 UNITS	10/24/2017	2,978.62
ACH	HAWTHORNE MACHINERY COMPANY	IN BULK HOSE, COUPLING, SEAL	10/05/2017	217.46
ACH	O'REILLY AUTO PARTS	SPEED CLAY 2	10/05/2017	387.57
ACH	O'REILLY AUTO PARTS	JUNE FIRST CALL EB	10/18/2017	260.36
ACH	PARKHOUSE TIRE, INC.	LT245/75R17 E FST T/F AT2 OWL	10/18/2017	2,186.25
ACH	QUALITY CHEVROLET	LICENSE EXEMPT, ELECTRONIC FILING CHARGE AND TIRE TAX #20	10/24/2017	124,794.28
ACH	THE TRUCK LIGHTHOUSE	WHELEN RI LPPA	10/18/2017	365.27
ACH	THE WELD SHOP, INC	FABRICATE (1) VISE MOUNT ADAPTER PLATE TO MOUNT	10/05/2017	100.00
53951	FALLBROOK AUTO PARTS	SERPETINE BELT #71	10/05/2017	773.76
53954	FORD OF ESCONDIDO	UNIT #61, RESERV 3008	10/05/2017	290.13
53955	HEAVY VEHICLE ELECTRONIC LICENSE PLATE	MONTHLY SERVICE - AUG	10/05/2017	27.65
53957	HOME DEPOT	STEEL ROLLING GARAGE CABINET	10/05/2017	283.60
53988	FALLBROOK AUTO PARTS	DISC BRAKE PAD, BRAKE ROTOR	10/18/2017	417.77
53992	FREEWAY TRAILER SALES	SCREEN LACTH	10/18/2017	38.69
53994	GIL FRANCO, TIRE HAULER	TIRE RECYCLING AND DISPOSAL, 18 PASSENGER, 1 TRUCK, 2 TRACTOR	10/18/2017	138.00
53995	HEAVY VEHICLE ELECTRONIC LICENSE PLATE	MONTHLY SERVICE - SEP	10/18/2017	27.65
53996	HOME DEPOT	SHOP OFFICE STEEL ROLLING GARAGE CABINET	10/18/2017	340.87
53999	MITCHELL 1	PRO DEMAND TEAMWORK GOVT SE SUB, SOFTWARE SUBSCRIPTION	10/18/2017	2,622.79
54004	ONESOURCE DISTRIBUTORS, LLC	T&B 54130 8 AWG RED IH COP TANDARD BARREL LIG 1/4" BOLT	10/18/2017	12.80
54007	SAN DIEGO FRICTION PRODUCTS, INC.	HOLLAND MODEL LG4700-324 25,000 LB 2 SPEED W/DROP SECTION	10/18/2017	353.26
54012	TRANSWEST SAN DIEGO, INC.	12" SPREADER APRON WITH A NEW 6" SPREADER APRON	10/18/2017	1,604.49
54043	NETWORK FLEET, INC.	MONTHLY AIRTIME CHARGES FOR GPS TRACKING-OCT 2017	10/24/2017	780.00
			Total for Department: 36 GARAGE	145,019.60

ACH	ACCELA, INC. #774375	WEB PAYMENTS WITH ONLINE-BILLS.COM	10/18/2017	2,295.00
ACH	HEALTH EQUITY	MONTHLY ADMINISTRATION FEE - OCT 2017	10/12/2017	32.45
ACH	IMAGE SOURCE	MONTHLY COPY COUNT	10/05/2017	320.52
ACH	IMAGE SOURCE	MONTHLY COPY COUNT	10/24/2017	1,104.64
ACH	PUBLIC EMPLOYEES RETIREMENT	CALPERS REPLACEMENT FUND: ANNA CHRISTENSEN	10/10/2017	354.80
ACH	RAFTELIS FINANCIAL CONSULTANTS	WATER AND WASTEWATER RATE STUDY	10/18/2017	7,637.50
ACH	REM MECHANICAL, INC	REPAIR BUILDING #1-CUSTOMER SERVICE AREA	10/05/2017	100.00
ACH	SOUTHWEST ANSWERING SERVICE, INC.	MONTHLY ANSWERING SERVICE	10/05/2017	1,079.58
ACH	SOUTHWEST ANSWERING SERVICE, INC.	MONTHLY ANSWERING SERVICE	10/24/2017	966.30
ACH	SPECIAL DISTRICT RISK	AUTOMOBILE LIABILITY DEDUCTIBLE, DOL: 7/22/17	10/05/2017	1,000.00
ACH	STREAMLINE	MONTHLY WEB MANAGEMENT	10/05/2017	300.00
ACH	STREAMLINE	MONTHLY WEB MANAGEMENT FEE	10/24/2017	300.00
ACH	WESTERN LANDSCAPE MAINTENANCE PLUS, INC.	LANDSCAPE MAINTENANCE SERVICE	10/05/2017	507.15
ACH	XEROX CORP.	MONTHLY LEASE	10/18/2017	1,397.71
53940	ADECCO USA, INC	STAFFING: A. ACHARTZ & A. LOPEZ-ZAMORANO (CS CLERKS)	10/05/2017	1,995.12
53943	AT&T	MONTHLY PHONE SERVICE, #338 271-8811 319 2	10/05/2017	165.81
53944	AT&T LONG DISTANCE	MONTHLY PHONE SERVICE	10/05/2017	16.10
53945	BONSALL PEST CONTROL	MONTHLY PEST CONTROL	10/05/2017	90.00
53947	COVERALL NORTH AMERICA, INC.	COMMERCIAL CLEANING SERVICES	10/05/2017	995.00
53952	FEDEX	DELIVERY SERVICE	10/05/2017	31.48
53957	HOME DEPOT	116 OZ PPE 5340 SG DEEP, PAINTCARE FEE	10/05/2017	66.21
53958	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	10/05/2017	570.84
53959	JOE'S HARDWARE	24"X8' QUIKTUBE, 3/8X10 REBAR (#3) GRADE 40	10/05/2017	104.81
53965	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE, ACCT 4065 592 756 6	10/05/2017	5,559.63
53967	SHRED-IT USA LLC	MONTHLY SERVICE AGREEMENT	10/05/2017	133.40
53969	TOTAL COMPENSATION SYSTEMS, INC.	GASB 68 COMPLIANCE CONSULTING SERVICES-2017 (2ND INST)	10/05/2017	475.00
53970	UNION BANK (VISA)	GM- BREAKFAST MEETING AT NORTH COUNTY	10/05/2017	576.73
53974	ADECCO USA, INC	STAFFING: A. ACHARTZ (CS CLERK)	10/18/2017	1,043.20
53976	AMERIGAS - TEMECULA	PROPANE GAS	10/18/2017	123.91
53980	CAPITAL ONE COMMERCIALS	MIC KITCHEN SUPPLIES	10/18/2017	390.37
53983	COUNCIL OF WATER UTILITIES	COWU MEETING 10/17/17, ATTENDEE-T KENNEDY	10/18/2017	25.00
53990	FALLBROOK WASTE AND RECYCLING	MONTHLY REFUSE AND RECYCLE	10/18/2017	345.60
53996	HOME DEPOT	RETURNED ITEM: FOLDING RAZOR	10/18/2017	118.82
53997	THOMAS E. KING	REBUILD LATCH FOR BLDG 2 SLIDING GLASS DOOR	10/18/2017	65.00
54000	MITEL LEASING	LEASE AGREEMENT	10/18/2017	764.30
54001	MODULAR BUILDING CONCEPTS, INC	RENTAL AGREEMENT	10/18/2017	793.03
54004	ONESOURCE DISTRIBUTORS, LLC	RAB FXLED I 50SF/PCT FLOODLIGHT 150W SLIPFITER COOL 120-277 PCT	10/18/2017	2,228.39
54005	PINTAR INVESTMENT RESIDENTIAL LP	REFUND FOR RETURNED ITEM FEE	10/18/2017	15.00
54009	SHRED-IT USA LLC	MONTHLY SERVICE AGREEMENT	10/18/2017	133.40
54010	THE CARLSON COMPANY	M-FOLD TOWEL, PLYBATH TISSUE, GLASS CLEANER, LINERS, BAGS	10/18/2017	480.38
54014	MELISSA VAN NOSTRAN	SETTLEMENT FOR DAMAGES DUE TO BROKEN MAINLINE PIPE	10/18/2017	956.35
54019	ADECCO USA, INC	STAFFING: A. ACHARTZ (CS CLERKS)	10/24/2017	4,143.46
54020	ASSOCIATION OF CALIFORNIA WATER AGENCIES	2018 ACWA ANNUAL AGENCY MEMBERSHIP DUES	10/24/2017	21,905.00
54021	AT&T	MONTHLY PHONE SERVICE	10/24/2017	165.81
54022	AT&T	MONTHLY PHONE SERVICE	10/24/2017	619.63
54023	AT&T LONG DISTANCE	MONTHLY PHONE SERVICE	10/24/2017	16.21
54028	FEDEX	DELIVERY SERVICE	10/24/2017	65.91
54034	HOME DEPOT	KICKPLATE, INT PAINT, ROLLER COVER, PAINT EDGER	10/24/2017	337.03
54035	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	10/24/2017	744.69
54050	TIME WARNER CABLE	MONTHLY INTERNET CONNECTION - SEP 2017	10/24/2017	1,250.00
54054	XEROX FINANCIAL SERVICES	MONTHLY LEASE	10/24/2017	565.83

Department: 42 HUMAN RESOURCES

ACH	TEG STAFFING, INC.	STAFFING: J. WHITE (HR ASST)	10/05/2017	1,620.53
ACH	TEG STAFFING, INC.	STAFFING: J. WHITE & M. GALLOWAY (HR ASST)	10/24/2017	3,752.55
54003	OCCUPATIONAL HEALTH CENTERS OF CA, A MEDICAL CORP	SERVICES PERFORMED AT CMC	10/18/2017	58.50
54011	TJ ASSOCIATES, LLC	AUTHENTIC COMMUNICATION WORKSHOP + UP TO 8 ASSESSMENTS	10/18/2017	2,640.00
Total for Department: 42 HUMAN RESOURCES				8,071.58

Department: 43 SAFETY

ACH	ADVANCED CHEMICAL SAFETY	ANNUAL FIT CHECK FOR FULL FACED SAR RESPIRATORS IN WASTEWATER	10/05/2017	200.00
ACH	ALL THINGS FALLBROOK	RAINBOW LOGO BALL CAPS	10/24/2017	335.91
ACH	CALIFORNIA COMMERCIAL SECURITY	TROUBLESHOOT AND REPAIR LOWER YARD BEAMS	10/18/2017	198.00
ACH	KNIGHT SECURITY & FIRE SYSTEMS	TROUBLESHOOT LOWER BEAMS MALFUNCTION	10/18/2017	55.00
53941	AIRGAS SAFETY INC	DRIVERS GLOVE MEDIUM	10/05/2017	993.02
53946	BOOT BARN INC	SAFETY BOOTS: C FAUST	10/05/2017	714.84
53948	DANGRA INC.	SAFETY BOOTS: B ROSE	10/05/2017	131.00
53961	LUXFER MAGTECH INC.	HM EX-ASSORTED 12 PACK HEATER MEALS	10/05/2017	286.74
53962	MORE PREPARED LLC	TROPICAL FRUIT NEW MILLENNIUM BAR (CASE OF 144 BARS)	10/05/2017	185.00
53975	AIRGAS SAFETY INC	SUNSCREEN ALOE UP SPF 30 4 OUNCE GEL	10/18/2017	132.59
53979	BOOT BARN INC	SAFETY BOOTS: E. BRADLEY	10/18/2017	157.55
54002	NATIONAL SAFETY COMPLIANCE,INC	DOT CERTIFIED DRUG TEST, ALCOHOL TEST, FUEL SURCHARGE	10/18/2017	201.31
54016	WORKFORCE PRODUCTS INC.	PRESCRIPTION SAFETY GLASSES	10/18/2017	3,237.55
54044	OCCUPATIONAL HEALTH CENTERS OF CA, A MEDICAL CORP	SERVICES PERFORMED AT CMS	10/24/2017	160.00
Total for Department: 43 SAFETY				6,988.51

Department: 51 FINANCE

53958	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	10/05/2017	2,795.37
54035	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	10/24/2017	2,934.07
Total for Department: 51 FINANCE				5,729.44

Department: 52 CUSTOMER SERVICE

ACH	TCN, INC	MONTHLY 48 HOUR NOTICE CALLS	10/18/2017	26.95
53958	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	10/05/2017	1,009.12
53964	RENEE RUBIO	REIMB FOR TUITION CLASS_INTRO TO GRADUATE STUDIES	10/05/2017	1,215.00
53972	RT LAWRENCE CORPORATION	LOCKBOX POST OFFICE BOX ANNUAL FEE	10/12/2017	1,560.00
54018	RT LAWRENCE CORPORATION	NEW LOCKBOX AND NEW CHECK 21 ACCT E-PAYMENT SET UP FEE	10/19/2017	2,400.00
54035	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	10/24/2017	1,454.09
Total for Department: 52 CUSTOMER SERVICE				7,665.16

Department: 91 ENGINEERING

53950	ELECTROMATIC EQUIPMENT COMPANY INC.	DC15 HOLIDAY DETECTOR INDUSTRIAL KIT RANGE: 0 TO 15,000 V INCLUD	10/05/2017	2,510.00
54040	KARN ENGINEERING & SURVEYING	AS-BUILT SEWER DRAFTING FOR REVISED EASEMENT ON DULIN ROAD	10/24/2017	3,695.00
54045	OSTARI INC.	ONSITE COMPUTER AND DATABASE SERVICES	10/24/2017	10,800.00
Total for Department: 91 ENGINEERING				17,005.00
Total for Fund:03 GENERAL FUND				289,219.93

Fund: 26 NEW WATER SOURCES FUND

Department: 00

53986	DLM ENGINEERING, INC.	WMP/GENERAL COUNSULTING SERVICES	10/18/2017	855.00
Total for Department: 00				855.00
Total for Fund:26 NEW WATER SOURCES FUND				855.00

Fund: 52 SEWER CAPITAL REPLACEMENT

Department: 00

ACH	KENNEDY/JENKS CONSULTANTS INC	LIFT STATION #1 REPLACEMENT DESIGN SERVICES	10/24/2017	78,292.75
Total for Department: 00				78,292.75
Total for Fund:52 SEWER CAPITAL REPLACEMEN				78,292.75

Fund: 60 WTR CAP EXPANSION/REPLACEMENT

Department: 00

ACH	MANUFACTURERS EDGE, INC.	LMI METERING PUMP 0.0 TO 1.3GPH @ 300PSI. PVC/ CERAMIC/HYPALON	10/10/2017	1,177.30
ACH	M-RAE ENGINEERING, INC.	KNOTTWOOD WAY WATERLINE IMPROVEMENTS	10/05/2017	96,692.99
ACH	NOBEL SYSTEMS	EASEMENT DATA CONVERSION	10/19/2017	70.00
ACH	PSOMAS	GIRD/MONSERATE HILL WATERLINE DESIGN	10/24/2017	13,090.75
53952	FEDEX	DELIVERY SERVICE	10/05/2017	50.06
53968	SOLARWINDS, INC.	SOLARWINDS NETWORK PERFORMANCE MONITORING SI 100 (UP TO 100 CL	10/05/2017	2,095.00
53971	USA BLUEBOOK	3/8 "OD X 1/4" BLACK HOPE DI CHARGE TUBING 50 FT.	10/05/2017	298.77
53973	ACCURATE MEASUREMENT SYSTEMS	OLIVER VALVE SS BLOCK & BLEED VALVES MODEL NO.: G12MFS	10/18/2017	5,592.91
54008	SCST, INC.	SPECIAL INSPECTION & MATERIAL TESTING SERVICES FOR MOOSA CREST	10/18/2017	8,368.50
54013	USA BLUEBOOK	PVDF PUSH TO CONNECT MALE CONNECTOR 3/8INX1/4IN.	10/18/2017	118.44
54024	BALTIC NETWORKS USA	FREIGHT	10/24/2017	2,924.00
54026	CASS CONSTRUCTION, INC.	MOOSA CREST WATERLINE	10/24/2017	202,606.83
54031	HDR ENGINEERING, INC.	CONDITION ASSESSMENT OF WATER FACILITIES	10/24/2017	6,281.00
54036	INFRASTRUCTURE ENGINEERING	AS-NEEDED GENERAL ENGINEERING SERVICES	10/24/2017	17,390.00
54051	USA BLUEBOOK	PVDF PUSH TO CONNECT FEMALE CONNECTOR 3/8INX1/4IN.	10/24/2017	82.67
54052	VALLEY CONSTRUCTION MANAGEMENT	AS-NEEDED CONSTRUCTION MANAGEMENT & INSPECTION SERVICES	10/24/2017	3,456.00

Total for Department: 00 360,295.22

Total for Fund:60 WTR CAP EXPANSION/REPLAC 360,295.22

Grand Total 4,816,239.05

Bank Reconciliation
Board Audit



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 01 WATER FUND				
Department: 00				
ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH AND VISION INSURANCE - NOV 2017	11/16/2017	77,387.25
ACH	PRINCIPAL LIFE INSURANCE COMPANY	MONTHLY INSURANCE - NOV 2017	11/01/2017	11,008.20
ACH	RENE BUSH	REIMBURSE RETIRED EMPLOYEE HEALTH INS - OCT 2017	11/01/2017	726.00
ACH	SAN DIEGO COUNTY WATER AUTH	WIRE TRANSFER FOR WATER PURCHASE_SEP 2017	11/08/2017	2,354,015.84
ACH	CHARLES C. SNEED	REIMBURSE RETIRED EMPLOYEE HEALTH INS - NOV 2017	11/16/2017	363.00
ACH	KEVIN MILLER	REIMBURSE RETIRED EMPLOYEE HEALTH INS - NOV 2017	11/01/2017	726.00
ACH	SHERRY MULLENNIX	REIMBURSE RETIRED EMPLOYEE HEALTH INS - NOV 2017	11/29/2017	300.00
54058	WILLIAM & SAVANA BATT	Refund Check	11/01/2017	10.98
54060	CORE & MAIN LP	3/8"CV SPEED CONTROL STANDARD P/N - C1016	11/01/2017	3,233.75
54063	DRAVES CONSTRUCTION	Refund Check	11/01/2017	2,044.31
54069	IFLOW ENERGY SOLUTIONS INC.	"MODEL 3101 KAMPSTRUP ULTRASONIC WATER METER WITH ENCODED OUTPUT	11/01/2017	14,577.84
54084	DAVID SEYMOUR	REIMBURSE RETIRED EMPLOYEE HEALTH INS - SEP 2017	11/01/2017	1,089.00
54085	SOUTHWEST VALVE & EQUIPMENT	1/4" X 16" SS HOSE W/BRS FLR ENDS	11/01/2017	2,574.03
54086	MORGAN STEWART	Refund Check	11/01/2017	46.98
54097	GALINA ZADORSKAIA	Refund Check	11/16/2017	321.93
54104	CORE & MAIN LP	INNER-TITE KEY E-5008 CTV P/N - M5001	11/16/2017	808.13
54109	FERGUSON WATERWORKS #1083	VALVE SUPPORTS 1"x36" STEEL P/N PS-100S P/N - S1107	11/16/2017	698.22
54137	FERGUSON WATERWORKS #1083	3" HYTROL DIAP KIT 300# 9817921B / P/N - C4403	11/29/2017	9,394.45
54142	MEASUREMENT TECHNOLOGIES, INC	400 PSI LIQD FILL GAUGE 63-1008AL-02L-400# 1/4" NPT P/N -	11/29/2017	1,707.00
Total for Department: 00				2,481,032.91
Department: 31 PUMPING				
ACH	FLYERS ENERGY LLC	ORDER 1321757-17, DSL 234 UNITS/DSL 360 UNITS (GENERATORS)	11/29/2017	9,149.67
54143	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE	11/29/2017	49,044.06
Total for Department: 31 PUMPING				58,193.73
Department: 32 OPERATIONS				
ACH	AGB	ANNUAL PREVENTATIVE MAINTENANCE . TEST AND SERVICE THE SEISMIC V	11/01/2017	1,205.00
ACH	AIRGAS USA, LLC	CYLINDER RENTAL: NITROGEN	11/16/2017	19.28
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	11/01/2017	3,708.75
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	11/29/2017	3,270.00
54065	FREEDOM AUTOMATION, INC.	U1 TANK AND PUMP STATION, FIELD SERVICE CALL	11/01/2017	750.00
54067	HACH	ITEM - 2568600 / GEL FREEZER PACK	11/01/2017	518.84
54077	ONESOURCE DISTRIBUTORS, LLC	WIC CORD 14/3 SOQW BLACK	11/01/2017	100.88
54083	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE ACCT 2879 803 104 0	11/01/2017	96.09

54094	UTILITY SERVICE CO.	QUARTERLY TANK SERVICE - RAINBOW HEIGHTS TANK	11/01/2017	137,130.71
54099	AMERICAN FENCE CO, INC	TEMPORARY FENCE RENTAL FOR MOOSA PUMP SITE	11/16/2017	500.00
54110	HACH	ITEM - 9374200	11/16/2017	104.61
54119	QUALITY FENCE COMPANY	(1) TO REMOVE & REPAIR DAMAGED CUT 9 GA. CHAIN LINK AT (2) LOCAT	11/16/2017	688.00
54135	FALLBROOK IRRIGATION SUPPLIES	BASE SHRUB, NIPPLE PVC80 TBE 1/2X10, COUP PVC SS 3/4, NOZ HUNTER	11/29/2017	10.44
54138	HOME DEPOT	SPIRAL SCREW, PPE, COMBO STENSILS LETTER, PIPE WRENCH-HOST	11/29/2017	91.24
54143	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE	11/29/2017	735.39
54145	THE CENTRE FOR ORGANIZATION EFFECTIVENESS	S.T.A.R.T. ACADEMY COURSE: COFFEY, HERNANDEZ, PERREIRA, HEINCY	11/29/2017	1,596.00

Total for Department: 32 OPERATIONS 150,525.23

Department: 33 VALVE MAINTENANCE

54087	THE CENTRE FOR ORGANIZATION EFFECTIVENESS	SUPERVISORY'S ACADEMY FALL 2017-BRYAN ROSE	11/01/2017	775.00
54112	JOE'S HARDWARE	SCREWS AND BOLTS	11/16/2017	4.91
54124	SCOTT SIMPSON	REIMB FOR CA-NV-AWWA CROSS-CONNECTION SPECIALIST CERT RENEWAL FE	11/16/2017	80.00
54138	HOME DEPOT	RETURNED ITEMS: JOIST HANGER, DOOR PULL, 4X4-8PT	11/29/2017	249.64

Total for Department: 33 VALVE MAINTENANCE 1,109.55

Department: 34 WATER DISTRIBUTION

ACH	AIRGAS USA, LLC	ELECT STCK 1/8"	11/01/2017	640.84
ACH	AIRGAS USA, LLC	CYLINDER RENTAL: ACETYLENE, CARBON DIOXIDE, OXYGEN	11/16/2017	57.85
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	(1) 4X12 TRENCH PLATE & (1) 6X12 TRENCH PLATE RENTAL	11/01/2017	1,774.00
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	(2) 6X10, (3) 6X12, (1) 8X12 TRENCH PLATE RENTAL, PICK UP FEE	11/16/2017	1,197.26
ACH	FALLBROOK EQUIPMENT RENTAL	TRAILER, CONCRETE MIXING-CEMENT, SAND	11/16/2017	1,003.96
ACH	JOE'S PAVING CO, INC	REMOVE COLD MIX, HAUL AWAY AND PAVE 4" OF HOT MIX ON MONSERATE H	11/16/2017	12,181.84
ACH	TRAFFIC SAFETY SOLUTIONS, LLC	TRAFFIC CONTROL 10/24/17-WATERLINE REPAIR, LIVE OAK PARK & RIDGE	11/01/2017	1,950.00
ACH	UNDERGROUND SERVICE ALERT	RAI88 NEW TICKET CHARGES	11/16/2017	184.90
54060	CORE & MAIN LP	4" 3000# THR STEEL PLUG P/N - D1060 (RETURNED ITEM)	11/01/2017	-217.70
54071	JOE'S HARDWARE	ELBOW, SPRINKLER, AND NIPPLE PVC	11/01/2017	15.90
54100	AMERICAN RIGGING	REPAIR AND RE-CERTIFICATION OF CHAIN-BASED RIGGING	11/16/2017	134.69
54133	COUNTY OF SAN DIEGO DEPT OF PUBLIC WORKS	ENCROACHMENT PERMIT APPLICATION, PERIOD: 10/01/17-10/31/17	11/29/2017	143.00
54141	KYLE SCHILLING	SWRCB GRADE 3 WATER DISTRIBUTION OPS CERT RENEWAL FEE REIMB	11/29/2017	80.00
54145	THE CENTRE FOR ORGANIZATION EFFECTIVENESS	S.T.A.R.T. ACADEMY COURSE: DEMARY, TERRELL	11/29/2017	798.00

Total for Department: 34 WATER DISTRIBUTION 19,944.54

Department: 35 METER SERVICES

ACH	NATIONAL METER & AUTOMATION	ITRON ERT 100W+	11/16/2017	29,674.35
ACH	TEMECULA VALLEY BACKFLOW, INC.	ANNUAL BACKFLOW PREVENTION DEVICE TESTING/REPAIR SVCS	11/29/2017	29,699.00
54073	JUSTIN CHANDLER	SWRCB GRADE 3 WATER DISTRIBUTION OPS CERT RENEWAL FEE REIMB	11/01/2017	90.00
54074	KNOCKOUT PEST CONTROL& TERMITE, INC.	ONE TIME PEST CONTROL AND BEE REMOVALS	11/01/2017	675.00
54113	KNOCKOUT PEST CONTROL& TERMITE, INC.	ONE TIME PEST CONTROL, 9 BEE REMOVALS	11/16/2017	675.00

Total for Department: 35 METER SERVICES 60,813.35

Total for Fund:01 WATER FUND 2,771,619.31

Fund: 02 SEWER FUND

Department: 00

54058	WILLIAM & SAVANA BATT	Refund Check	11/01/2017	3.97
54086	MORGAN STEWART	Refund Check	11/01/2017	8.71
			Total for Department: 00	12.68
Department: 61 WASTEWATER				
ACH	ATLAS PUMPING SERVICE	MONTHLY BIN RENTAL	11/16/2017	210.00
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	11/01/2017	260.00
54072	JOHN MACCARRONE	REIMBURSEMENT FOR CWEA MECHANICAL TECHNOLOGIST GRADE 2	11/01/2017	90.00
54081	PRAXIS CORPORATION	ELECTRICAL SAFETY 2-DAY COURSE 10/18-10/19, CHRIS HAND	11/01/2017	285.00
54082	RUBEN LOPEZ	REIMBURSEMENT FOR SWRCB GRADE 2 WATER DISTRIBUTION OPS EXAM FEE	11/01/2017	65.00
54083	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE ACCT 9380 440 512 5	11/01/2017	7.00
54101	AMERIGAS - TEMECULA	PROPANE GAS L/S #3	11/16/2017	1,209.41
54103	ED BRADLEY	REIMB FOR CWEA MECHANICAL TECHNOLOGIST GRADE 2 CERT RENEWAL	11/16/2017	90.00
54117	NORTHERN TOOL & EQUIPMENT	ITEM - 49160 / ASPAHLT - PLATE COMPACTOR W/H . QUIET 163cc OHV	11/16/2017	1,116.05
54120	RHO MONSERATE C.C.H.A.	ELECTRIC CHARGE	11/16/2017	324.88
54126	WATER QUALITY SPECIALISTS	MONTHLY OPERATIONS - OCT 2017	11/16/2017	1,950.00
54127	FREEDOM AUTOMATION, INC.	COMPLETED PROGRAMMING FOR LS 6 SCADA SYSTEM UPGRADE INTEGRATION	11/29/2017	10,000.00
54143	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC SERVICE	11/29/2017	4,400.23
54145	THE CENTRE FOR ORGANIZATION EFFECTIVENESS	S.T.A.R.T. ACADEMY COURSE: R. LOPEZ	11/29/2017	399.00
			Total for Department: 61 WASTEWATER	20,406.57
			Total for Fund:02 SEWER FUND	20,478.49
Fund: 03 GENERAL FUND				
Department: 00				
ACH	CB&T / ACWA-JPIA	MONTHLY HEALTH AND VISION INSURANCE - NOV 2017	11/16/2017	-2,417.37
ACH	PRINCIPAL LIFE INSURANCE COMPANY	MONTHLY INSURANCE - NOV 2017	11/01/2017	143.85
			Total for Department: 00	-2,273.52
Department: 20 BOARD				
54088	UNION BANK (VISA)	BOARD MEMBER UBER RIDE-MACK	11/01/2017	379.69
54106	CSDA, SAN DIEGO CHAPTER	CSDA QRTLTY DINNER 11/16/17- GASCA, MACK, HAMILTON, BRAZIER	11/16/2017	120.00
			Total for Department: 20 BOARD	499.69

Department: 36 GARAGE

ACH	FLYERS ENERGY LLC	ORDER 1303854-17, CARB REG 10% ETH 350 UNITS/DSL 70 UNITS	11/01/2017	6,581.86
ACH	FLYERS ENERGY LLC	ORDER 1310503-17, CARB REG 10% ETH 130 UNITS/DSL 50 UNITS	11/16/2017	523.04
ACH	FLYERS ENERGY LLC	ORDER 1319814-17, CARB REG 10% ETH 270 UNITS/DSL 300 UNITS	11/29/2017	5,728.14
ACH	O'REILLY AUTO PARTS	CLR/MKR LAMP AND REPLACE LENS	11/16/2017	9.37
ACH	PARKHOUSE TIRE, INC.	LT245/75R17 E FST T/F AT2 OWL, RECYCLING FEE	11/01/2017	848.62
ACH	QUALITY CHEVROLET	TANK, CAP	11/01/2017	56.84
ACH	QUALITY CHEVROLET	LICENSE EXEMPT, ELECTRONIC FILING CHARGE AND TIRE TAX	11/16/2017	34,869.02
ACH	THE TRUCK LIGHTHOUSE	ECCO EC92006 LED WORK LIGHTS	11/16/2017	426.04
54064	FALLBROOK AUTO PARTS	NAPAGOLD AIR FILTER	11/01/2017	139.53
54066	FREEWAY TRAILER SALES	7 WAY BRACKET & 7 WAY CAR END	11/01/2017	25.60
54070	JIM'S SIGN SHOP	6" X 26" CAST VINYL DECALS, DARK BLUE LOGO WITH TRANSFER TAPE	11/01/2017	756.41
54075	LINE-X OF ESCONDIDO	LINE X TO PREP AND COAT NEW TRUCKS WITH PROTECTIVE COATING	11/01/2017	2,042.00
54111	HEAVY VEHICLE ELECTRONIC LICENSE PLATE	MONTHLY SERVICE - OCT	11/16/2017	17.65
54116	NETWORK FLEET, INC.	MONTHLY AIRTIME CHARGES FOR GPS TRACKING - NOV 2017	11/16/2017	780.00
54117	NORTHERN TOOL & EQUIPMENT	100 GAL STEEL TRANSFE	11/16/2017	423.64
54138	HOME DEPOT	DW 20V BL DR, 1/2" HAMMERDRILL	11/29/2017	1,289.28
54145	THE CENTRE FOR ORGANIZATION EFFECTIVENESS	S.T.A.R.T. ACADEMY COURSE: DEL RIO	11/29/2017	399.00

Total for Department: 36 GARAGE 54,916.04

Department: 41 ADMINISTRATION/HR

ACH	ACCELA, INC. #774375	ANNUAL MAINTENANCE 11/20/17-11/19/18	11/01/2017	56,998.15
ACH	ACCELA, INC. #774375	WEB PAYMENTS WITH ONLINE-BILLS.COM	11/16/2017	7,086.00
ACH	CA SPECIAL DIST. ASSOCIATION	ID# 227 - 2018 MEMBERSHIP RENEWAL	11/29/2017	6,842.00
ACH	FALLBROOK EQUIPMENT RENTAL	SNORKLELIFT, BOOMLIFT, ENVIRONMENTAL FEE	11/16/2017	1,727.48
ACH	HEALTH EQUITY	MONTHLY ADMINISTRATION FEE - NOV 2017	11/09/2017	32.45
ACH	PUBLIC EMPLOYEES RETIREMENT	CALPERS REPLACEMENT FUND: ANNA CHRISTENSEN	11/08/2017	354.80
ACH	REM MECHANICAL, INC	PREVENTATIVE MAINTENANCE, CHANGED FILTERS	11/16/2017	594.00
ACH	REM MECHANICAL, INC	REPAIR ADMIN BUILDING #2, REPLACE HPS	11/29/2017	322.00
ACH	WESTERN LANDSCAPE MAINTENANCE PLUS, INC.	LANDSCAPE MAINTENANCE SERVICE	11/01/2017	507.15
ACH	XEROX CORP.	MONTHLY LEASE	11/16/2017	1,349.24
54057	ADECCO USA, INC	STAFFING: A. ACHARTZ (CS CLERKS)	11/01/2017	1,043.20
54061	DIRECTORPOINT LLC	BOARD PORTAL SOFTWARE, 10/1/17-9/30/18	11/01/2017	3,000.00
54062	DNS SERVICES, INC	ANNUAL RENEWAL FEE - SERVER BACKUP	11/01/2017	65.00
54079	PITNEY BOWES INC.	LEASE AGREEMENT	11/01/2017	1,100.00
54083	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE ACCT 4065 592 756 6	11/01/2017	5,210.30
54088	UNION BANK (VISA)	GM DINNER	11/01/2017	655.55
54091	UNION BANK (VISA)	ASSORTED COIN WRAP	11/01/2017	10.85
54095	DAWN WASHBURN	TRAVEL EXPENSE REIMBURSEMENT - MILEAGE	11/01/2017	72.86
54098	ADECCO USA, INC	STAFFING: A. ACHARTZ (CS CLERK)	11/16/2017	834.56
54101	AMERIGAS - TEMECULA	PROPANE GAS RMWD OFFICE	11/16/2017	601.41
54102	BONSALL PEST CONTROL	MONTHLY PEST CONTROL	11/16/2017	90.00
54105	COVERALL NORTH AMERICA, INC.	COMMERCIAL CLEANING SERVICES	11/16/2017	995.00
54106	CSDA, SAN DIEGO CHAPTER	CSDA QRTLTY DINNER 11/16/17- WASHBURN, KENNEDY	11/16/2017	60.00
54107	DON DOMINICK	SETTLEMENT FOR DAMAGES DUE TO EXCESSIVE WATER PRESSURE	11/16/2017	780.42

54108	FALLBROOK WASTE AND RECYCLING	MONTHLY REFUSE AND RECYCLE	11/16/2017	372.00
54114	MITEL LEASING	LEASE AGREEMENT	11/16/2017	897.08
54115	MODULAR BUILDING CONCEPTS, INC	RENTAL AGREEMENT	11/16/2017	793.03
54121	ROTARY CLUB OF BONSALL	2017-18 ANNUAL DUES, FINES, ROTARY FOUNDATION DONATION	11/16/2017	1,200.00
54122	SAN DIEGO COUNTY ASSESSOR/RECORDER/CLERK	PROCESSING FEE FOR RECORDING RELEASE OF LIEN DOC (2)	11/16/2017	52.00
54123	SHRED-IT USA LLC	MONTHLY SERVICE AGREEMENT	11/16/2017	133.40
54125	VECTOR RESOURCES, INC.	SALES TAX	11/16/2017	56,473.94
54128	ADECCO USA, INC	STAFFING: A. ACHARTZ (CS CLERK)	11/29/2017	1,806.04
54131	AT&T	MONTHLY PHONE SERVICE	11/29/2017	165.81
54134	COVERALL NORTH AMERICA, INC.		11/29/2017	97.18
54138	HOME DEPOT	CABINET	11/29/2017	311.40
54139	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	11/29/2017	453.27
54140	JAUREGUI & CULVER, INC.	REPLACING CURRENT GAS BOY SYSTEM (LABOR AND MATERIALS)	11/29/2017	34,914.23
54146	TIME WARNER CABLE	MONTHLY INTERNET CONNECTION - OCT	11/29/2017	1,250.00
54147	XEROX FINANCIAL SERVICES	MONTHLY LEASE	11/29/2017	565.83

Total for Department: 41 ADMINISTRATION/HR 189,817.63

Department: 42 HUMAN RESOURCES

ACH	TEG STAFFING, INC.	STAFFING: J. WHITE & M. GALLOWAY (HR ASST)	11/01/2017	1,751.50
ACH	TEG STAFFING, INC.	STAFFING: J. WHITE & M. GALLOWAY (HR ASST)	11/16/2017	1,488.00
ACH	TEG STAFFING, INC.	STAFFING: M. GALLOWAY & J. WHITE (HR ASSTS)	11/29/2017	3,793.63
54090	UNION BANK (VISA)	EMPLOYEE MEAL	11/01/2017	426.68
54144	SPICE OF LIFE, INC.	2017 HEALTH EXPO, 10/23/17	11/29/2017	3,078.38

Total for Department: 42 HUMAN RESOURCES 10,538.19

Department: 43 SAFETY

ACH	AIRGAS USA, LLC	MISC SAFETY SUPPLIES: GLOVES, SANITIZER, EYEWEAR, VESTS, RESP PR	11/16/2017	1,367.51
ACH	CALIFORNIA COMMERCIAL SECURITY	QUARTERLY SERVICE MAINTENANCE AGREEMENT	11/16/2017	368.04
ACH	T.R.Y. ENTERPRISES, INC.	PATROL SERVICES: 10/1/17-10/31/17, DISTRICT YARD & HUNTLEY PUMP	11/01/2017	985.00
54059	BOOT BARN INC	SAFETY BOOTS - MARK CLINE	11/01/2017	157.13
54078	JOE PERREIRA	SAFETY BOOTS REIMBURSEMENT	11/01/2017	195.74
54129	AIRGAS SAFETY INC	DIAGNOSTIC INSPECTION DBI SALA	11/29/2017	333.64
54130	ALERT LOCKSMITH	ADDITIONAL KEYS MADE	11/29/2017	38.61
54132	BOOT BARN INC	SAFETY BOOTS: HOELSCHER, ECHOLS, MACCARONE, LOPEZ	11/29/2017	595.57
54136	FEDEX	DELIVERY SERVICE	11/29/2017	25.10

Total for Department: 43 SAFETY 4,066.34

Department: 51 FINANCE

54076	VANESSA MARTINEZ	48 HOUR NOTICE NOTIFICATIONS -PRIORITY MAIL REIMBURSEMENT	11/01/2017	199.80
54139	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	11/29/2017	2,799.31
11081713	GOVERNMENT FINANCE OFFICERS ASSOCIATION	DISTINGUISHED BUDGET PRESENTATION REVIEW FEE 4/1/17-3/31/18	11/08/2017	330.00

Total for Department: 51 FINANCE 3,329.11

Department: 52 CUSTOMER SERVICE

ACH	TCN, INC	MONTHLY 48 HOUR NOTICE CALLS	11/16/2017	45.52
54139	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	11/29/2017	999.15
Total for Department: 52 CUSTOMER SERVICE				1,044.67

Department: 91 ENGINEERING

54068	DAVID HILL	SWRCB GRADE 3 WATER DISTRIBUTION OPS CERT EXAM FEE REIMB	11/01/2017	100.00
54080	MICHAEL POWERS	TUITION REIMBURSEMENT	11/01/2017	791.61
54118	POLLARDWATER	ITEM - HFFTKLH	11/16/2017	2,678.12
54136	FEDEX	DELIVERY SERVICE	11/29/2017	27.78

Total for Department: 91 ENGINEERING 3,597.51

Total for Fund:03 GENERAL FUND 265,535.66

Fund: 26 NEW WATER SOURCES FUND

Department: 00

54136	FEDEX	DELIVERY SERVICE	11/29/2017	56.93
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Total for Department: 00 56.93

Total for Fund:26 NEW WATER SOURCES FUND 56.93

Grand Total 3,057,690.39

Comparative Water Sales YTD from Prior Years

FISCAL YEAR 2017-2018

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
591	AD	33368	29810	36240	31341	32604								375
403	AG	143947	131374	145023	120650	125864								1,531
5	C	0	0	0	0	0								-
231	CM	33760	42525	33852	26225	24198								369
30	CN	2468	3986	8073	10498	18605								100
24	IS	2320	2440	2793	2488	2335								28
88	MF	11472	10002	13072	10304	11489								129
326	SC	179822	156120	202103	148336	176307								1,980
1034	SD	246972	223157	271457	221749	243725								2,771
5122	SF	175041	165722	194945	155283	162716								1,960
7854	Total	829170	765136	907558	726874	797843	0	0	0	0	0	0	0	9,244
		1904	1757	2083	1669									7,412

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								369
403	AG	156957	152359	172040	132882	104544								1,650
5	C	0	0	0	0	0								-
231	CM	47830	45043	43040	26707	20970								421
30	CN	4900	4950	7309	11456	7427								83
24	IS	3806	3701	3980	3061	2446								39
88	MF	11307	11657	13746	10597	8876								129
326	SC	183744	166212	206354	150910	121456								1,902
1034	SD	279246	253718	298226	222243	181674								2,835
5122	SF	187516	175736	202555	154361	120520								1,930
7854	Total	911522	847510	986369	740434	590816	0	0	0	0	0	0	0	9,359

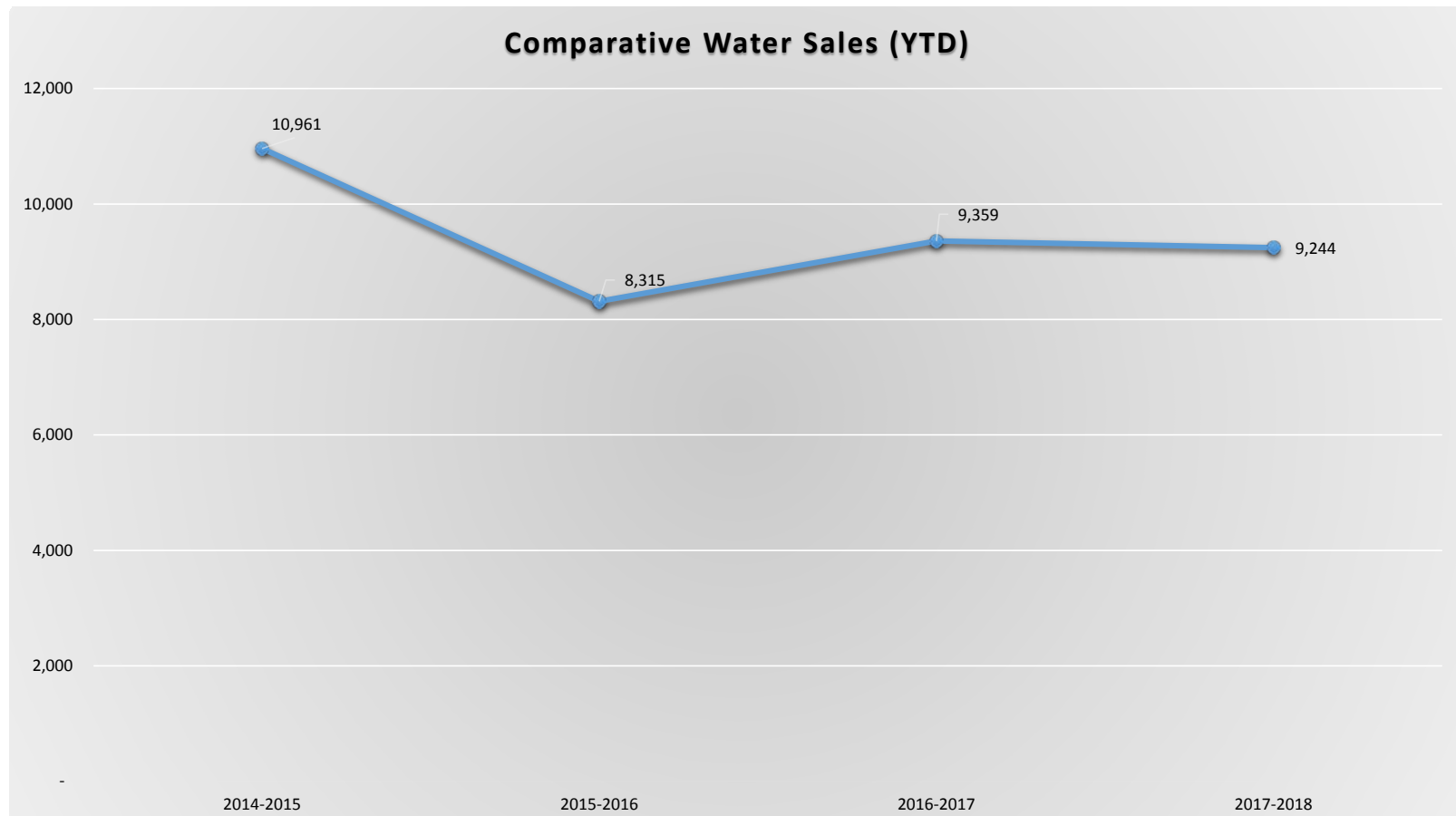
FISCAL YEAR 2015-2016

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								320
404	AG	143174	124130	153414	124219	109795								1,503
6	C	4342	3764	4773	2948	1761								40
221	CM	28620	33259	34668	28374	14569								320
37	CN	6680	7040	5931	3994	5788								68
24	IS	2773	2779	2486	3073	3299								33
88	MF	11351	10279	10887	9952	9664								120
326	SC	162756	144892	188145	132002	133998								1,749
1038	SD	245736	213120	257965	197426	188412								2,531
5092	SF	148573	143404	162621	135030	120706								1,631
7837	Total	783896	708879	853940	662184	612899	0	0	0	0	0	0	0	8,315

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								1,363
341	C	102461	111946	90197	95608	76060								1,093
36	CN	3175	3510	3579	2898	1119								33
5558	D	220019	244786	204723	208649	178916								2,427
96	MF	15917	16081	14016	14241	13689								170
323	SC	207708	245358	221301	241409	186106								2,530
1040	SD	284083	332533	282418	297792	260513								3,346
7820	Total	951509	1090560	933172	983164	816105	0	0	0	0	0	0	0	10,961

Comparative Water Sales YTD from Prior Years



USAGE BY CUSTOMER CLASS FY 17-18

