

OTAY WATER DISTRICT

BOARD OF DIRECTORS MEETING  
DISTRICT BOARDROOM

2554 SWEETWATER SPRINGS BOULEVARD  
SPRING VALLEY, CALIFORNIA

**WEDNESDAY**  
**April 6, 2016**  
**3:30 P.M.**

**AGENDA**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 3, 2016
5. PUBLIC PARTICIPATION – OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE BOARD ON ANY SUBJECT MATTER WITHIN THE BOARD'S JURISDICTION BUT NOT AN ITEM ON TODAY'S AGENDA

**CONSENT CALENDAR**

6. ITEMS TO BE ACTED UPON WITHOUT DISCUSSION, UNLESS A REQUEST IS MADE BY A MEMBER OF THE BOARD OR THE PUBLIC TO DISCUSS A PARTICULAR ITEM:
  - a) ADOPT ORDINANCE NO. 553 TO AMEND SECTION 26, WATER RECYCLING PLAN AND IMPLEMENTING PROCEDURES; SECTION 27, REQUIREMENTS AND LIMITATIONS FOR OBTAINING WATER SERVICE; AND SECTION 31, TEMPORARY WATER SERVICE, OF THE DISTRICT'S CODE OF ORDINANCES; AND ADOPT RESOLUTION NO. 4298 TO AMEND POLICY NO. 10, REQUIREMENT OF APPROVAL FOR A SPAGHETTI LINE, OF THE DISTRICT'S CODE OF ORDINANCES
  - b) APPROVE AN AMENDMENT TO SECTION 7.2.8, BOARD AUTHORIZED PURCHASES EXCEEDING THE GENERAL MANAGER'S AUTHORITY, OF THE DISTRICT'S PURCHASING MANUAL TO CODIFY CURRENT PRACTICES AND TO STREAMLINE THE PROCUREMENT OF ANNUAL SERVICE AND MAINTENANCE AGREEMENTS FOR

BOARD ADOPTED TECHNOLOGIES, INFRASTRUCTURE AND SERVICES

- c) APPROVE A NEW FIVE-YEAR SEWER BILLING SERVICES AGREEMENT WITH THE CITY OF CHULA VISTA WITH FIVE ADDITIONAL ONE-YEAR OPTIONAL TERMS

ACTION ITEMS

7. BOARD

- a) CONSIDER CASTING THE DISTRICT'S VOTE IN THE LOCAL AGENCY FORMATION COMMISSION'S (LAFCO) 2015-2016 RUN-OFF ELECTION FOR AN ALTERNATE DISTRICT MEMBER ON LAFCO'S COMMISSION (WATTON)
- b) DISCUSSION OF THE 2016 BOARD MEETING CALENDAR

INFORMATION AND DISCUSSION ITEMS

- 8. THE FOLLOWING ITEMS ARE PROVIDED TO THE BOARD FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS REQUIRED ON THE FOLLOWING AGENDA ITEMS:
  - a) SECOND QUARTER OF FISCAL YEAR 2016 CAPITAL IMPROVEMENT PROGRAM UPDATE REPORT (MARTIN)
  - b) FISCAL YEAR (FY) 2016 MID-YEAR REPORT FOR THE DISTRICT'S FY2015-2018 STRATEGIC PLAN (SEGURA)

REPORTS

- 9. GENERAL MANAGER'S REPORT
  - a) SAN DIEGO COUNTY WATER AUTHORITY UPDATE
- 10. DIRECTORS' REPORTS/REQUESTS
- 11. PRESIDENT'S REPORT/REQUESTS

RECESS TO CLOSED SESSION

12. CLOSED SESSION

- a) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:  
  
1 CASE



# AGENDA ITEM 4

## MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OTAY WATER DISTRICT February 3, 2016

1. The meeting was called to order by President Thompson at 3:35 p.m.

2. ROLL CALL

Directors Present: Lopez, Robak, Smith and Thompson

Directors Absent: Director Croucher (out-of-town)

Staff Present: General Manager Mark Watton, General Counsel Dan Shinoff, Asst. General Manager German Alvarez, Chief of Engineering Rod Posada, Chief Financial Officer Joe Beachem, Chief of Information Technology Geoff Stevens, Chief of Operations Pedro Porras, Asst. Chief of Administration and Information Technology Adolfo Segura, Asst. Chief of Operations Jose Martinez, District Secretary Susan Cruz and others per attached list.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

A motion was made by Director Lopez, and seconded by Director Robak and carried with the following vote:

Ayes: Directors Lopez, Robak, Smith and Thompson  
Noes: None  
Abstain: None  
Absent: Director Croucher

to approve the agenda.

5. APPROVE THE MINUTES OF THE REGULAR BOARD MEETINGS OF SEPTEMBER 2, 2015 AND NOVEMBER 4, 2015

A motion was made by Director Lopez, seconded by Director Robak and carried with the following vote:

Ayes: Directors Lopez, Robak, Smith and Thompson  
Noes: None  
Abstain: None  
Absent: Director Croucher

to approve the minutes of the regular board meetings of September 2 and November 4, 2015.

6. PUBLIC PARTICIPATION – OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE BOARD ON ANY SUBJECT MATTER WITHIN THE BOARD'S JURISDICTION BUT NOT AN ITEM ON TODAY'S AGENDA

No one wished to be heard.

7. DEMONSTRATION OF THE GEOGRAPHICAL INFORMATION SYSTEM

Geographic Information System (GIS) Manager Ming Zhao provided a presentation on the District's GIS system and the benefits of its use. She indicated that GIS is a computer platform that allows staff to organize the District's information by layers; imagery, elevation, addresses, parcels, boundaries, and other utility information, such as, pump stations, reservoirs, pipelines, valves, fire hydrants, etc. She described the uses of the system which included asset inventory/location, maintenance, management and work activities. A demonstration of the system was then provided to the board.

In response to an inquiry from Director Smith, GIS Manager Zhao indicated that the parcel boundary information is the District's own and staff continually updates the information. She also noted that the District's information is highly accurate and SANGIS is requesting that the District share its information with them.

Engineering Construction Manager Brandon DiPietro and Water Utilities Supervisor Chad Thompson shared how their departments utilized the GIS in their day-to-day workflows.

Engineering Construction Manager Brandon DiPietro indicated in response to an inquiry from Director Lopez that the system ties inspection records to the person doing the actual inspection work. It was discussed that almost all working groups in the field have a laptop which allows them access the District's GIS data from the field.

In response to an inquiry from Director Robak, GIS Manager Zhao indicated that the District only imports the 100 Year Flat Zone data and the hydraulic area from SANGIS as the District does not collect this data. The parcel data is very accurate as the District does its own control points and survey grades to locate its facilities.

Staff indicated, in response to any inquiry from Director Smith, that staff does utilize the GIS system for hydraulic modeling to design the District's systems.

Director Thompson inquired how the District is able to estimate ongoing maintenance and life cycle systems costs utilizing the GIS System. Chief of Information Technology Stevens indicated that staff is planning to implement another program called InfoMaster in Fiscal Year 2017 as part of the Asset

Management Program and in the following year (FY 2018), staff expects that it will start producing the reports for asset condition assessments, etc, that Director Thompson has referenced. Staff indicated, however, even without this program the District can determine maintenance requirements based on the age of an asset, the size of the pipe in critical service areas, etc. The new system, however, will help establish an automated business practice for asset management.

## CONSENT CALENDAR

8. ITEMS TO BE ACTED UPON WITHOUT DISCUSSION, UNLESS A REQUEST IS MADE BY A MEMBER OF THE BOARD OR THE PUBLIC TO DISCUSS A PARTICULAR ITEM:

A motion was made by Director Smith, seconded by Director Robak and carried with the following vote:

Ayes: Directors Lopez, Robak, Smith and Thompson  
Noes: None  
Abstain: None  
Absent: Director Croucher

to approve the following consent calendar items:

- a) APPROVE CHANGE ORDER NO. 7 TO THE EXISTING CONTRACT WITH OLYMPUS AND ASSOCIATES, INC. IN THE CREDIT AMOUNT OF <\$87,259.87> FOR THE 944-1, 944-2, AND 458-2 RESERVOIR INTERIOR/EXTERIOR COATINGS AND UPGRADES PROJECT
- a) REJECT LOWEST BID BY GRFCO, INC. FOR BEING NON-RESPONSIVE FOR THE RANCHO SAN DIEGO BASIN SEWER REHABILITATION – PHASE I PROJECT (PROJECT); AND AWARD A CONSTRUCTION CONTRACT TO THE SECOND LOWEST BIDDER TRANSTAR PIPELINE, INC. FOR THE PROJECT IN AN AMOUNT NOT-TO-EXCEED \$970,970
- a) APPROVE A PURCHASE ORDER TO ORANGE COAST DODGE IN THE AMOUNT OF \$114,542.00 FOR THE PURCHASE OF ONE (1) REPLACEMENT CLASS 4 UTILITY TRUCK AND DECLARE UNIT 154 SURPLUS
- a) APPROVE AN ENGAGEMENT LETTER WITH THE AUDITING FIRM OF TEAMAN, RAMIREZ AND SMITH, INC., TO PROVIDE AUDIT SERVICES TO THE DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2016
- a) ADOPT THE 2016 OTAY WATER DISTRICT LEGISLATIVE PROGRAM GUIDELINES

## ACTION ITEMS

### 9. BOARD

- a) CAST VOTES FOR A REGULAR DISTRICT MEMBER AND AN ALTERNATE DISTRICT MEMBER ON LAFCO'S COMMISSION, EIGHT (8) POSITIONS ON LAFCO'S SPECIAL DISTRICTS ADVISORY COMMITTEE, AND TO EXTEND THE TERMS OF THE REGULAR DISTRICT MEMBER POSITIONS IN THE LAFCO SPECIAL DISTRICTS 2015 ELECTION

Director Robak indicated that he was encouraged to seek the Alternate Member position on LAFCO's Commission following the outcome of the proposed merger between Fallbrook PUD and Rainbow MWD. He stated LAFCO had voted against the merger of the two agencies and he felt that the vote was not based on fact and that the merger would have saved their ratepayers money. He indicated that he spoke at the California Special Districts Association caucus and had sent a letter to all the LAFCO member agencies requesting their support. A copy of the letter is on the dias for the board members reference. He indicated that he would like to request the board's support.

A motion was made by Director Thompson, seconded by Director Lopez and carried with the following vote:

Ayes: Directors Lopez, Robak, Smith and Thompson  
Noes: None  
Abstain: None  
Absent: Director Croucher

to cast the District's vote for the candidates recommended by LAFCO's Nominating Committee with the exception of the Alternate Member position and, instead, voting for Director Robak for the Alternate Member position.

- b) DISCUSSION OF THE 2016 BOARD MEETING CALENDAR

Director Lopez indicated that he will be unable to attend the March 2 board meeting as he will out of the Country traveling. Director Smith also reported that he would be unable to attend the June 1 board meeting as he will be out-of-town on that day.

There were no changes to the board meeting calendar.

## REPORTS

### 10. GENERAL MANAGER'S REPORT

General Manager Watton presented information from his report. He reported on the Moss vs. Otay WD lawsuit, recycled water fire hydrant installations, the

installation of vehicle charging stations at the administration building, conservation, and water purchases.

He also shared that he has provided handouts on the dias. The first is a letter to the State Water Resources Control Board (SWRCB) signed by President Thompson and a similar letter by the County Water Authority (CWA) to the SWRCB which makes some of the same points as the Otay WD letter. However, in their letter they raise the legal issues of the SWRCB's jurisdiction and authority to issue fines (Attachment A). Rainbow MWD was issued a fine by the SWRCB and they raised the same legal issues in their letter to the SWRCB. The SWRCB has since responded and essentially withdrew the fines.

The SWRCB did adopt revised regulations which provides credit for climate, growth and new water supply investments. However, there is an 8% limit on the credit and in order for an agency to receive the 8% credit, it must have at least 8% in conservation. The San Diego Region has already achieved the 8% credit limit with the Carlsbad Desalination Plant. CWA is advocating in their letter that the SWRCB provide full credit for the ongoing development of new water supplies. It is felt that the State Governor's water plan talks about developing new water supply resources, however, the SBRCB regulations do not allow the use of these new supplies. Therefore, what is the regions incentive to develop additional new supplies, such as, Potable Reuse, etc. when it cannot utilize the new water supplies from these programs? Further, the region is already at the 8% credit limit and, consequently, would not receive additional credit for developing these new resources.

He indicated that the State Governor has stated that once the snow pack reaches 150%, the drought will be over. The snow pack is currently at 130%. He also indicated that there is a memo from Brownstein, Hyatt, Farber and Schreck on the dias and it provides a good briefing on the discussion at a meeting of the Assembly Select Committee on Water Consumption and Alternative Sources (recycling and reuse).

He lastly shared regarding the CWA v. Metropolitan Water District (MWD) litigation that the judge ruled in MWD's favor on Preferential Rights and the Rate Structure Integrity provision where CWA is not allowed to receive the rebates on recycled water any longer. It is expected that the court's ruling on the matter will be filed in the summer or fall of 2017. There is still the potential that MWD will file a petition of appeal to the State Supreme Court. He indicated that once the matter completes through the appeals process, it is estimated the judgement will be in excess of \$300 million.

### CWA Report

General Manager Watton indicated that MWD is finding that their treatment capacity is much greater than what is needed and that they need to make changes in order to keep their treatment rate as it is presently configured. Because less customers are utilizing the treatment process, the cost is

increasing. MWD had looked at its member agencies' 10 year rolling average water use and found that it was evenly distributed and did not wish to utilize it to determine the treatment rate. MWD also looked at water use from 15 years ago and noted that water purchased by CWA increased 25% and it seems they have decided that this is what they will be basing their treatment rate on. He indicated that CWA will not support San Diego paying an unequal share of MWD's treated water charge and there will likely be a lot of debate on the methodology that will be used to determine the treatment rate. General Manager Watton indicated that this will potentially be another challenge with MWD.

## 11. DIRECTORS' REPORTS/REQUESTS

Director Smith reported that he attended the AWWA Potable Reuse Symposium on January 26 where they discussed Indirect Potable Reuse (IPR). He stated that there are approximately 80 different planned IPR projects around the Country and many more unplanned IPR projects. He shared that they discussed a water agency in western Texas that could not deliver water to their customers as their wells and reservoirs had gone dry due to the drought. The agency developed a plan to provide Direct Potable Reuse (DPR) water to their customers from their wastewater treatment plant. Texas, however, received record rains before they could finish construction of the plant. They do, however, utilize the plant to collect data for the regulators. He stated that he felt it was a good conference. He also shared a graph he had drafted that depicted the District's budget, actual expenditures and the variance between the two. The trend is showing that the District's budget has started to recover in November 2015. He asked if the chart he presented could be added to the General Manager's Report so that the board could see the budget trend (budget versus actuals).

Director Lopez indicated that other than the regular Board and the Finance, Administration and Communications Committee meetings, he attended the Council of Water Utilities meeting on January 19.

Director Robak indicated approximately ten (10) years ago, he and Directors Lopez and Croucher, attended the National WateReuse Conference in St. Petersburg, Florida. He stated that they found that St. Petersburg has an extensive recycled water system which includes the utilization of recycled water in the front and back yards of all residential homes and all fire hydrants. He noted that the water is treated only to the Secondary Level and not to Tertiary Level and that they have had this program for 30 years now. He observed in the State of California it has been difficult to get a similar program approved, even to treating the water to the Tertiary Level. He indicated that he contacted the State Department of Water Resources to review the State of Florida model for recycled water use to help develop a model for the State of California. He indicated that he is frustrated that the State is unable to move forward with a recycled water program to this date. He also shared that the Water Conservation Garden (WCG) is close to selecting a new Executive Director. He indicated that he had taken a recent tour of the WCG and he felt that it has fallen into disrepair and that

he hopes the new Executive Director will put the focus on restoring the WCG so it is back to an attractive state.

12. PRESIDENT'S REPORT

President Thompson reported on meetings he attended during the month of January 2016 (a list of meetings he attended is attached).

13. CLOSED SESSION

The board recessed to closed session at 5:05 p.m. to discuss the following matter:

- a) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

1 CASE

14. REPORT ON ANY ACTIONS TAKEN IN CLOSED SESSION. THE BOARD MAY ALSO TAKE ACTION ON ANY ITEMS POSTED IN CLOSED SESSION

The board reconvened from closed session at 5:40 p.m. and General Counsel Shinoff indicated that the board met in closed session and took no reportable actions.

15. ADJOURNMENT

With no further business to come before the Board, President Lopez adjourned the meeting at 5:40 p.m.

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President

ATTEST:

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District Secretary

**President's Report**  
**February 3, 2016 Board Meeting**

**A) Meetings attended during the Month of January 2016:**

- 1) **January 6: OWD Regular Board Meeting**
- 2) **January 8: Attended the Otay Mesa Chamber of Commerce Board Meeting.** General Manager Watton presented on the City of San Diego's Recycled Water Rate Increase.
- 3) **January 11: Attended a meeting of the District's Ad Hoc Salt Creek Golf Course Development Committee.** Attendees: Director Lopez, General Manager Watton, Asst. General Manager Alvarez, Chief Financial Officer Beachem, Accounting Manager Koeppen and Mr. Gary London, The London Group Realty Advisors.
- 4) **January 14: Attended the Otay Mesa Property Owners Association Meeting.** General Manager Watton presented on the City of San Diego's Recycled Water Rate Increase.
- 5) **January 15: Committee Agenda Briefing.** Met with General Manager Watton to review items that will be presented at the January committee meetings.
- 6) **January 19: Attended the Council of Water Utilities Meeting.** Dr. Wesley Schultz, California State University San Marcos, presented on the "Water Conservation Intern Program" and how to get people to change their behavior through messaging.
- 7) **January 20: Attended the District's Finance, Administration and Communications Committee.** Reviewed, discussed, and made recommendation on items that will be presented at the February board meeting.
- 8) **January 25: Attended the City of Chula Vista Redevelopment Oversight Board Meeting.**
- 9) **January 30: Board Agenda Briefing.** Met with General Manager Watton and General Counsel Dan Shinoff to review items that will be presented at the February 3 Board Meeting. Director Lopez also attended.

# AGENDA ITEM 6a



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 6, 2016
SUBMITTED BY:	Dan Martin Engineering Manager	PROJECT:	Various DIV. NO. ALL
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief of Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Adopt Ordinance No. 553 Amending Section 26 Water Recycling Plan and Implementing Procedures, Section 27 Requirements and Limitations for Obtaining Water Service, Section 31 Temporary Water Service of the District's Code of Ordinances; and Adopt Resolution No. 4298 Amending Policy No. 10 Requirement of Approval for a Spaghetti Line of the District's Code of Ordinances		

### **GENERAL MANAGER'S RECOMMENDATION:**

That the Otay Water District (District) Board of Directors (Board) adopt:

1. Ordinance No. 553 amending Section 26 Water Recycling Plan and Implementing Procedures, Section 27 Requirements and Limitations for Obtaining Water Service, Section 31 Temporary Water Service, of the District's Code of Ordinances and;
2. Resolution No. 4298 amending Policy No. 10 Requirement of Approval for a Spaghetti Line of the District's Code of Ordinances.

### **COMMITTEE ACTION:**

Please see Attachment A.

### **PURPOSE:**

The purpose of the proposed amendments outlined in this staff report is as follows:

- Provide clarity and greater accountability to the Certified Recycled Water Site Supervisor (Site Supervisor) who is responsible for the safe and efficient installation, operation, and maintenance of a recycled water use site as defined by Section 26 Water Recycling Plan and Implementing Procedures;
- Clarify responsibility for water service use changes resulting from increased system utilization in Section 27 Requirements and Limitations for Obtaining Water Service;
- Remove language associated with community service organizations and provide clarity to rates for Temporary Service in Section 31 Temporary Water Service; and
- Update Policy No. 10 Requirement of Approval for a Spaghetti Line to clarify the use of a private lateral for the purposes of establishing water and sewer services and to communicate the process associated with implementing an Agreement for Use of a Private Lateral.

**ANALYSIS:**

Section 26 of the District's Code of Ordinances provides the District's policy, planning, and implementation procedures for use of recycled water. The Site Supervisor under Section 26 is critical to the safe and efficient installation, operation, and maintenance of an approved privately maintained recycled water site. The Site Supervisor is the primary line of defense in the permitted use of recycled water on an approved site. This amendment to Section 26.05 Procedures provides clarity to the District's requirements for certification to the Site Supervisor position and provides greater accountability to safeguard the public.

Section 27 of the District's Code of Ordinances provides the requirements and limitations for obtaining water service. This amendment to Section 27.01 Requirement for Water/Sewer Permit and Payment of Fees, Charges, and Deposits provides clarity for both responsibility and the process required for changes on the customer side of the meter that result in increased system utilization.

Section 31 of the District's Code of Ordinances provides the requirements for temporary water service. This amendment to Section 31 Temporary Water Service removes preferential language associated with providing temporary water service to community service organizations. In addition, this amendment clarifies the rates for temporary service.





## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>  VARIOUS	Adopt Ordinance No. 553 Amending Section 26 Water Recycling Plan and Implementing Procedures, Section 27 Requirements and Limitations for Obtaining Water Service, Section 31 Temporary Water Service of the District's Code of Ordinances; and Adopt Resolution No. 4298 Amending Policy No. 10 Requirement of Approval for a Spaghetti Line of the District's Code of Ordinances
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### COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee (Committee) reviewed this item at a Committee Meeting held on March 15, 2016, and the following comments were made:

- Staff recommended that the Board adopt Ordinance No. 553 amending Section 26 Water Recycling Plan and Implementing Procedures, Section 27 Requirements and Limitations for Obtaining Water Service, Section 31 Temporary Water Service, of the District's Code of Ordinances and; adopt Resolution No. 4298 amending Policy No. 10 Requirement of Approval for a Spaghetti Line of the District's Code of Ordinances.
- Staff stated that Section 26 of the District's Code of Ordinances provides the District's policy, planning, and implementation procedures for use of recycled water. It was noted that the Site Supervisor under Section 26 is critical to the safe and efficient installation, operation, and maintenance of an approved privately maintained recycled water site. The Site Supervisor is the primary line of defense in the permitted use of recycled water on an approved site. The changes to Section 26 (Attachment B Exhibit 1) are as follows:
  - o Section 26.03 Definitions paragraph L proposes language regarding certification by an approved Recycled Water Site Supervisor Certification Training class within San Diego County.
  - o Section 26.05 Procedures paragraph A subsection 3 language is proposed to complete the timeline required to file a notice of objection to a determination with respect to the use of recycled water on a site. It is proposed that an

application of appeal to the Board must be received within 30 days of final determination by staff.

- o Section 26.06 Procedures paragraph C subsection 4 regarding recycled water use permit issuance. Language is proposed regarding failure to secure a certified site supervisor under a temporary permit. Failure may result in the discontinuance of recycled water service.
- o Section 26.05 Procedures proposes a new paragraph F which contains language regarding certification requirements of the recycled water site supervisor including: responsibility of the site owner to assure a certified site supervisor is assigned to the site; annual reporting of site supervisor certification; recognized certifications; responsibility for site communications; periodic inspections; and the District's right to recommend removal of site supervisor.
- Staff stated that Section 27 of the District's Code of Ordinances provides the requirements and limitations for obtaining water service. This proposed amendment to Section 27 provides clarity for both responsibility and the process required for changes on the customer side of the meter that result in increased system utilization. The proposed changes to Section 27 (Attachment B Exhibit 2) are as follows:
  - o Section 27.01 includes a new paragraph H that proposes new language regarding site changes that may result in increased system utilization. The new language provides for the following: clarifies the customer's responsibility of customer driven site changes; requires the customer to complete a supplementary water permit to determine if a change in meter size is required; and provides language to clarify periodic inspections by the District.
  - o Section 27 also contains minor changes to formatting and content to provide consistency and clarity with the overall Code.
- Staff stated that Section 31 of the District's Code of Ordinances provides the requirements for temporary water service. The proposed changes to Section 31 (Attachment B Exhibit 3) are as follows:
  - o Section 31.01 contains added language to clarify related sections of the Code of Ordinances.
  - o Section 31.02 paragraph D removes preferential language regarding temporary service for community organizations.

- o Section 31.02 paragraph E strengthens language regarding unauthorized connections by referencing Section 72 penalties of the Code of Ordinances.
  - o Section 31.03 paragraph B clarifies the rate associated with temporary service from a hydrant.
  - o Section 31.04 provides clarity of fees for temporary meters.
- Staff stated that Policy No. 10 of the District's Code of Ordinances provides the conditions for waiver that will authorize the use of a "spaghetti line" when it is not practical or feasible to extend a main. The proposed changes included on Attachment C, Exhibit 1, contains language that broadens the policy to provide consideration for both water and sewer private laterals. The policy also includes the requirement a private lateral agreement that defines the customer's responsibility for their private lateral and requires recordation with the property. The recordation of the agreement with the property assures that as property ownership changes, the new owners are aware of the private water/sewer facilities that they maintain.
- In response to a question from the Committee, staff stated that Section 31.02 paragraph D was deleted due to the preferential nature of this section of the Code; efforts required to determine qualified community service organizations; and because it was very rare that community service organizations requested temporary meter services.
- The Committee inquired if there was an event that prompted staff to update Sections 26, 27, 31, and Policy No. 10. Staff stated no and indicated that the Code of Ordinances and Policies are reviewed on a regular basis to help streamline some of the District's processes in addition to ensuring that they support the District's efficient business practices as included in the Strategic Plan.
- In response to a question from the Committee, staff stated that with the proposed language in Section 26 that requires a certified Recycled Water Site Supervisor, there would be no impact to the costs for customers who receive recycled water services. The District has always required certified Recycled Water Site Supervisors for recycled water use sites. The update to Section 26 provides additional detail on the responsibilities that are part of this existing requirement.
- In response to a question from the Committee, staff stated that the language regarding the Recycled Water Site Supervisor Certification Training Class was broadened to anticipate

additional qualified training that may be offered within San Diego County such as training currently offered by the City of San Diego.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board on the consent calendar.

ORDINANCE NO. 553

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE OTAY WATER DISTRICT AMENDING SECTION 26 WATER RECYCLING PLAN AND IMPLEMENTING PROCEDURES, SECTION 27 REQUIREMENTS AND LIMITATIONS FOR OBTAINING WATER SERVICE, AND SECTION 31 TEMPORARY WATER SERVICE OF THE DISTRICT'S CODE OF ORDINANCES

BE IT ORDAINED by the Board of Directors of Otay Water District that the District's Code of Ordinances, Section 26 Water Recycling Plan and Implementing Procedures, Section 27 Requirements and Limitations for Obtaining Water Service, and Section 31 Temporary Water Service be amended as per Exhibits 1, 2, and 3 (attached).

NOW, THEREFORE, BE IT RESOLVED that the new proposed Section 26 (Attachment D), Section 27 (Attachment E), and Section 31 (Attachment F) of the Code of Ordinances shall become effective April 6, 2016.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Otay Water District at a regular meeting duly held this 6<sup>th</sup> day of April, 2016, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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President

ATTEST:

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District Secretary

SECTION 26 WATER RECYCLING PLAN AND IMPLEMENTING PROCEDURES

26.01 FINDINGS

The state policies regarding use of recycled water are in the best interest of the Otay Water District. The majority of jurisdictions in San Diego County have adopted measures to promote water reclamation. This ordinance is necessary to protect the common water supply of the region which is vital to public health and safety, and to prevent endangerment of public and private property.

San Diego County is highly dependent on limited imported water for domestic, agricultural and industrial uses. The reliability of the supply of imported water is uncertain. By developing and utilizing recycled water, the need for additional imported water can be reduced. In light of these circumstances, certain uses of potable water may be considered unreasonable or to constitute a nuisance where recycled water is available.

26.02 USE OF RECYCLED WATER

- A. District Policy: It is the policy of the District that recycled water shall be used within the jurisdiction wherever its use is financially and technically feasible, and consistent with legal requirements, preservation of public health, safety and welfare, and the environment.

A customer's recycled water service must at all time be in compliance with any requirements of service, including but not limited to the requirements established under this Section 26, the District's Rules and Regulations for Recycled Water Use, the California Water Code, commencing with Section 13520, the California Health and Safety Code, Section 116555, the California Code of Regulations, Titles 17 and 22, and Water Agency Standards.

- B. Required Use for Greenbelt Purposes: Pursuant to Section 13550 of the California Water Code, no customer of the District shall make, cause, use or permit the use of potable water supplied by the District for greenbelt uses, including, but not limited to, cemeteries, golf courses, parks and highway landscaped areas, when, following notice and a hearing, the District finds that recycled water is available for such greenbelt uses and that the following conditions are met:

1. the recycled water is of adequate quality;
2. the recycled water may be furnished to such areas at a reasonable cost, comparable to or less than the cost of supplying potable domestic water;
3. the State Department of Health Services has determined that such use would not be detrimental to public health; and
4. the use of recycled water will not adversely affect downstream water rights, will not degrade water quality.

The findings may include terms and conditions under which recycled water shall be used. In addition, the District may assist the customer in obtaining any permits or approvals required for the use of recycled water.

#### 26.03 DEFINITIONS

The following terms are defined for purposes of this ordinance:

- A. Agricultural Purposes: Agricultural purposes include the growing of field and nursery crops, row crops, trees, and vines and the feeding of fowl and livestock.
- B. Artificial Lake: A human-made lake, pond, lagoon, or other body of water that is used wholly or partly for landscape, scenic or noncontact recreational purposes.
- C. Commercial Office Building: Any building for office or commercial uses with water requirements which include, but are not limited to, landscape irrigation, toilets, urinals and decorative fountains.
- D. Recycled Water Distribution System: A piping system intended for the delivery of recycled water separate from and in addition to the potable water distribution system.
- E. Greenbelt Areas: A greenbelt area includes, but is not limited to golf courses, cemeteries, parks and landscaping.
- F. Industrial Process Water: Water used by any industrial facility with process water requirements which include, but are not limited to, rins-

ing, washing, cooling and circulation, or construction, including any facility regulated for industrial waste or other objectionable discharge under District Code of Ordinances Sections 52.04, 52.05 and 52.06.

- G. Off-Site Facilities: Water facilities from the source of supply to the point of connection with the on-site facilities, normally up to and including the water meter.
- H. On-Site Facilities: Water facilities under the control of the owner normally downstream from the water meter.
- I. Potable Water: Water which conforms to the federal, state and local standards for human consumption.
- J. Recycled Water: Recycled water means water which, as a result of treatment, is suitable for a direct beneficial use or controlled use that would not otherwise occur. (See Water Code Section 13050(n).)
- K. Recycled Water Use Permit: A recycled water permit means a permit issued by the District approving and conditioning recycled water service for a particular site.
- L. Recycled Water Site Supervisor: A person responsible for the safe and efficient installation, operation and maintenance of a recycled water use site, including but not limited to compliance with all applicable permits, enforcement of the recycled water producer's rules and regulations and the prevention of potential hazards, such as cross-connections. The Recycled Water Site Supervisor must be certified by an approved Recycled Water Site Supervisor Certification Training Class offered within the County of San Diego and the San Diego County Water Authority as a Recycled Water Site Supervisor and must have evidence of valid certification at all times while acting as Recycled Water Site Supervisor.
- M. Temporary Recycled Water Use Permit: Temporary recycled water use permit means a permit issued by the District, at its discretion, to allow temporary use of recycled water pending issuance of a recycled water use permit or pending renewal of such permit following suspension or termination

due to a violation of the provisions of this Section.

- N. Waste Discharge: Waste Discharge means water deposited, released or discharged into a sewer system from any commercial, industrial or residential source which contains levels of any substance or substances which may cause substantial harm to any water treatment or reclamation facility or which may prevent any use of reclaimed water authorized by law.

26.04 WATER RECLAMATION MASTER PLAN

- A. General: The General Manager shall prepare and adopt a Water Recycling Master Plan to define, encourage, and develop the use of recycled water within the District's boundaries. The Master Plan shall be updated not less often than every five years.
- B. Contents of the Water Recycling Master Plan: The Master Plan shall include, but not be limited to, the following:
  - 1. Plants and Facilities. Evaluation of the location and size of present and future recycling treatment plants, distribution pipelines, pump stations, reservoirs, and other related facilities, including cost estimates and potential financing methods.
  - 2. Recycled Water Service Areas. A designation, based on the criteria set forth in Section 26.02 and the information derived from Section 26.04B.1. and this Section 26.04B.2. of the areas within the District that can or may in the future use recycled water in lieu of potable water. Recycled water uses may include, but are not limited to, the irrigation of greenbelt and agricultural areas, filling of artificial lakes, and appropriate industrial and commercial uses.
  - 3. Designate Tributary Areas. For each water reclamation facility identified in the Master Plan, designate proposed tributary areas. Within such areas, discharges to the sewage system shall be subject to permitting, monitoring and control measures to protect public health, safety and public and private property. Designation of tributary areas shall be adopted by ordinances, and may be included

in the Master Plan. Prior to designation of tributary areas, appropriate notice shall be given to property owners and residents of the area.

4. Quality of Water to be Recycled. For each water reclamation treatment facility, evaluate water quality with respect to the effect on anticipated uses of recycled water to be served by each treatment facility. Evaluate sources of waste discharge and sewer inflow that may, directly or cumulatively, substantially contribute to adverse water quality conditions in recycled water.
5. Tributary Protection Measures. Develop recommended control measures and management practices for each designated tributary area to maintain or improve the quality of recycled water. Such control measures may include capital improvements to the sewer collection system and waste discharge restrictions for industrial, commercial and residential discharges.
6. Mandatory Recycled Water Use. For each recycled water service area, evaluate whether greenbelt irrigation, agricultural irrigation, commercial office buildings, filling of artificial lakes, or industrial processes shall be limited to the use of recycled water. As appropriate, mandate construction of recycled water distribution systems or other facilities in new and existing developments for current or future recycled water use as a condition of any development approval or continued water service if future reclamation facilities are proposed in the Master Plan that could adequately serve the development, in accordance with the procedures described in Section 26.05. Identify resources and adopt measures to assist water users in the financing of necessary conversions.
7. Rules and Regulations for Recycled Water Use. Establish general rules and regulations governing the use and distribution of recycled water.
8. Public Awareness Program. Establish a comprehensive water reclamation public awareness program.

9. Coordination Among Agencies. An examination of the potential for initiating a coordinated effort between the District and other regional agencies to share in the production and utilization of recycled water.

26.05 PROCEDURES

A. Existing Potable Water Service.

1. Preliminary Determination. Based upon the Master Plan, upon the designation of each recycled water service area or the commencement of the design of new recycled water facilities, the General Manager shall make preliminary determinations as to which existing potable water customers shall be converted to the use of recycled water. Each water customer shall be notified of the basis for a determination that conversion to recycled water service will be required, as well as the proposed conditions and schedule for conversion.
2. Notice. The notice of the preliminary determination, including the proposed conditions and time schedule for compliance, and a recycled water permit application shall be sent to the water customer by certified mail.
3. Objections; Appeals. The water customer may file a notice of objection with the District within thirty (30) days after any notice of determination to comply is delivered or mailed to the customer, and may request reconsideration of the determination or modification of the proposed conditions or schedule for conversion. The objection must be in writing and specify the reasons for the objection. The preliminary determination shall be final if the customer does not file a timely objection. Staff (Engineering Department) shall review the objection and shall confirm, modify or abandon the preliminary determination. Upon issuance of a final determination in writing by Staff, customer may appeal the determination upon written application to the Board of Directors after the final determination made by the Staff.— (Engineering Department). The customer's written application to the Board of Directors to appeal the final determination must be received within thirty (30) days of the customer receiving the final determination.

B. Development and Water Service Approvals.

1. Conditions. Upon application by a developer, owner or water customer (herein referred to as "applicant") for a tentative map, subdivision map, land use permit or other development project as defined by Government Code Section 65928 or for new or altered water service, the District Staff shall review the Master Plan and make a preliminary determination whether the current or proposed use of the subject property is required to be served with recycled water or to include facilities designed to accommodate the use of recycled water in the future. Based upon such determination, use of recycled water and provision of recycled water distribution systems or other facilities for the use of recycled water, and application for a permit for such use may be required a ~~a~~-condition of approval of any such application, in addition to any other conditions of approval for service.
2. Alterations and Remodeling. On a case-by-case basis, upon application for a permit for the alteration or remodeling of multifamily, commercial or industrial structures (including, for example, hotels), the District Staff shall review the Master Plan and make a preliminary determination whether the subject property shall be required to be served with recycled water or to include facilities designed to accommodate the use of recycled water in the future. Based upon such determination, use of recycled water and provision of recycled water distribution systems or other facilities for the use of recycled water, and application for a permit for such use, may be required as a condition of approval of the application.
3. Notice of Determination. A notice of the basis for the preliminary determination, proposed conditions of approval and schedule for compliance shall be provided to the applicant prior to approval of the development application or application for water service.
4. Requested Service. On a case-by-case basis, upon application for a permit to use recycled water on a property not covered by Sections 26.05.A.1, 26.05.B.1, or 26.05.B.2 above, the

General Manager shall review the Master Plan and make a determination whether the subject property shall be served with recycled water. Based upon such determination, the application for the permit shall be accepted and processed subject to Section 26.05.C.

- C. Recycled Water Permit Process. Upon a final determination by the General Manager that a property shall be served with recycled water, or adoption of a condition of development approval or water service requiring use or accommodation of the use of recycled water, the water customer owner or applicant shall obtain a recycled water permit.
1. Permit Conditions. The permit shall specify the design and operational requirements for the applicant's water distribution facilities and schedule for compliance, based on the rules and regulations adopted pursuant to Section 26.04.B and shall require compliance with both the California Department of Health Services Wastewater Recycling Criteria (see California Code of Administrative Regulations, Title 22), and requirements of the Regional Water Quality Control Board.
  2. Plan Approval. Plans for the recycled and non-recycled water distribution systems for the parcel shall be reviewed by the District Engineer and a field inspection conducted before the plans are approved.
  3. Meter Permit Issuance. Upon completion of construction and approval by the District and the County Department of Environmental Health the meter permit shall be issued. Recycled water shall not be supplied to a property until inspection by the District determines that the applicant is in compliance with the permit conditions.
  4. Recycled Water Use Permit Issuance. If the site has a certified Recycled Water Site Supervisor, a Recycled Water Use Permit will be issued by the District. If the site does not have a certified Recycled Water Site Supervisor identified, a Temporary Recycled Water Use Permit ~~may~~will be issued, for a maximum of up to 120 days, to allow the site to receive recycled water while a proposed Recycled Water Site Supervisor is being certified. Failure to secure a certified

Recycled Water Site Supervisor for the site under a Temporary Recycled Water Use Permit may~~shall~~ result in discontinuation of recycled water service to the site.

D. Temporary Use of Potable Water. At the discretion of the General Manager, potable water may be made available on a temporary basis, until recycled water is available. Before the applicant receives temporary potable water, a water reclamation permit, as described in Section 26.05.C, must be obtained for new on-site distribution facilities. Prior to commencement of recycled water service, an inspection of the on-site facilities will be conducted to verify that the facilities have been maintained and are in compliance with the recycled water permit and current requirements for service. Upon verification of compliance, the applicant shall be notified of the corrective actions necessary and shall have at least thirty (30) days to take such actions prior to initiation of enforcement proceedings.

E. Recycled Water Rate. The rate charged for recycled water shall be established by Ordinance of the Board of Directors.

F. Certified Recycled Water Site Supervisor Requirements.

1. Each Approved Recycled Water Use Site is required to have a Certified Recycled Water Site Supervisor. It is the responsibility of the recycled water use site owner or property designee to assure a Certified Recycled Water Site Supervisor is assigned to the recycled water use site.

2. Each approved recycled water use site shall maintain and report annually proof of Recycled Water Site Supervisor certification, a current address, and a 24-hour emergency contact phone number for the assigned Recycled Water Site Supervisor on a form approved by the Otay Water District. Failure to report the prescribed Recycled Water Site Supervisor information annually may~~shall~~ result in discontinuation of recycled water service to the site.

3. Recycled Water Site Supervisors shall hold a valid and current certification from a

Recycled Water Site Supervisor Certification Training Course recognized by the San Diego County Health Department and approved by Otay Water District. Evidence of said certification shall be available on site and upon request by the District. Certification alone does not constitute District approval. Recertification of the Recycled Water Site Supervisor is required every five years.

4. The Recycled Water Site Supervisor shall be solely responsible for communications with the property owner or property designee for all on site recycled water issues.
5. Periodic inspection of the Approved Recycled Water Use Site may be made by the District to verify conformance with the approved Recycled Water Use Permit. If at any time the Otay Water District conducts an inspection of a recycled water use site and the Recycled Water Site Supervisor's certification is expired or it has been determined that the recycled water use site has failed to meet the requirements of the permit, ~~the~~ recycled water service to the site shall be discontinued until the recycled water site is brought back into compliance with the approved Recycled Water Use Permit.
- ~~use site's responsible party will have a maximum of 90 days to secure a certified Recycled Water Site Supervisor for the site. Failure for a recycled water use site to have an approved Recycled Water Site Supervisor within the 90 days will constitute noncompliance for approved use of recycled water on the site and may result in discontinuation of recycled water service to the site.~~
6. The District reserves the right to ~~re~~recommend ~~quire~~ removal of a Recycled Water Site Supervisor if it has been determined upon inspection that the Recycled Water Site Supervisor's actions have placed the public at risk through improper conduct, testing, repairs, unapproved modifications, and/or reporting with respect to an Approved Recycled Water Use Site.

26.06 REGULATION OF WASTE DISCHARGE TO SEWERAGE SYSTEMS

- A. Intent. The District recognizes that to maintain adequate wastewater quality for water reclamation treatment processes, and to protect public and private property, restrictions may be required on certain industrial, commercial and residential waste discharges to a sewerage system that is located within a designated tributary area of an existing or planned reclamation facility.
- B. Adopted Tributary Protection Measures. Waste discharges to the sewerage system from any industrial, commercial or residential source may be restricted or prohibited upon a finding, following a noticed public hearing, that the type or class of discharge involved is capable of causing or may cause substantial damage or harm to any sewage treatment or reclamation facility or to any significant user or users or potential user or users of recycled water within an area which has been planned for recycled water service. Prohibitions for certain discharges and guidelines for acceptability of wastes are set forth in District Code of Ordinances Sections 52.04, PROHIBITIONS AGAINST DISCHARGE OF OBJECTIONABLE WASTES, which prohibits discharge of certain items into the District sewer system, including, but not limited to, brine discharge from on-site self-regenerating water softener units; 52.05, GUIDELINES TO DETERMINE ACCEPTABILITY OF WASTES; and 52.06, DISCHARGE OF INDUSTRIAL WASTE.

26.07 SANCTIONS. In addition to the remedies established under Division IV of this Code, the following sanctions and remedies apply to violations of the provisions of this Section.

- A. Public Nuisance. Discharge of wastes or the use of recycled water in any manner in violation of this ordinance or of any permit issued hereunder is hereby declared a public nuisance and shall be corrected or abated as directed by the General Manager. Any person creating such a public nuisance is guilty of a misdemeanor.
- B. Injunction. Whenever a discharge of wastes or use of recycled water is in violation of this ordinance or otherwise causes or threatens to cause a public nuisance, the District may seek injunctive relief as may be appropriate to enjoin such discharge or use.

- C. Permit Suspension or Revocation. In addition to any other provision of this Code or state statute or rule authorizing termination of water service, the General Manager may suspend or revoke a permit issued hereunder if a violation of any provision of this ordinance or the Rules and Regulations for Recycled Water Use is found to exist or if a discharge of wastes or use of recycled water causes or threatens to cause a nuisance. If a permit is revoked, the General Manager may, at its discretion, issue the recycled water user a temporary recycled water permit for up to 120 days to allow service to continue while corrective measures are completed.
- D. Penalty. Any owner and/or operator who violates this ordinance shall, for each day of violation, or portion thereof, be subject to an administrative fine as described in Section 72.05.

26.08 VALIDITY

If any provision of this Section 26 or the application thereof to any person or circumstance is held invalid, the remainder of Section 26 and the application of such provisions to other persons or circumstances shall not be affected thereby.

SECTION 27            REQUIREMENTS AND LIMITATIONS FOR OBTAINING  
WATER SERVICE

27.01            REQUIREMENT FOR WATER/SEWER PERMIT AND PAYMENT OF  
FEES, CHARGES, AND DEPOSITS

A.    Requirement for Water/Sewer Permits. Water meters shall not be installed nor water service furnished until an application, in the form of a water/sewer permit, has been executed by the customer at the District office.

B.    Requirement for Payment of Fees, Charges, and Deposits. Payment of all required fees, charges, and deposits shall be made by the customer at the time the water meter is purchased. A customer requesting water service shall pay the fees, charges, and deposits as set forth in Section 28 of this Code.

C.    Requirement for a Building Permit. A customer requesting permanent water service shall be required to present a valid building permit for the property issued by the appropriate governmental agency, except that a building permit is not required by a customer requesting permanent water service to: 1) install and maintain landscaping prior to the construction of a building; 2) perform mass grading operations; or 3) to satisfy conditions imposed by other government agencies, including a single meter for grading ~~for~~ four lots or less which are part of the same parcel map. Government agencies shall be exempt from the requirement of presenting a valid building permit.

D.    Requirement for a Service Lateral. The customer requesting water service shall either have an existing service lateral or purchase a new lateral installation at the time of the meter purchase.

E.    Commercial Parcels - 5,000 square feet or Larger Irrigated Landscape. When a customer requests water service on a parcel of land with irrigated landscape equal to 5,000 square feet or more, a separate meter will be required for irrigation purposes on the site.

F.    Recycled Water Service Areas. In areas designated as recycled water service areas, the customer ~~may shall~~ be required to install a separate recycled water service lateral and meter to supply irrigation to the parcel.

G.    Second Meter for Indoor Use. Any customer who obtained a single meter prior to October 17, 1990, a second meter for indoor use may be obtained, without paying water capacity fees, San Diego County Water Authority fees, and applicable zone charges on the second meter, if the following criteria are met:

—1.—The additional meter is solely for the purpose of isolating current domestic (indoor) water use from that used for outdoor landscaping. The additional meter shall be on a separate lateral.

—2.—All costs of on-site plumbing changes, including approved back-flow prevention devices, will be the responsibility of the customer.

—3.—The customer acknowledges that adding a second meter will result in a second water bill and associated monthly system fee.

—4.—The customer will be required to pay all fees and charges prior to meter installation.

H. Water Service Use Changes Resulting in Increased System Utilization. The use of a water service shall be limited to the type and size authorized by the original water meter permit. The property owner shall make a supplementary water permit application to the District before adding or subtracting any additional equivalent dwelling units; adding or subtracting buildings; modifying existing buildings; or changing occupancy type. The property owner shall be responsible for the property owner shall make a supplementary water permit application to the District for such change in use and pay additional fees, if necessary, as may be applicable resulting from the changes included in the supplementary water permit application.

1. If the supplementary water permit application requires a larger meter, the property owner will be responsible for all costs associated with the upsize of the existing meter in the manner provided in Section 33.05 paragraph C.

2. Periodic inspections of the premises may be made by the District to verify conformance with the approved permit. The District may also perform periodic inspections and if actual use is greater than estimated use as included in the original water meter permit. If it is determined by periodic inspections that the type and size authorized by the original water meter permit has been exceeded, the property owner will be responsible for all costs associated with the upsize of the existing meter in the manner provided in Section 33.05 paragraph C.

27.02        SIZE OF WATER METER

A water meter shall be sized to ensure that the maximum demand (in gallons per minute) will not exceed 80% of the manufacturer's recommended maximum flow rate, as shown in Section 27.03. In no case shall the water meter size be less than  $\frac{3}{4}$ -inch. The size of the water meter and service lateral required for water service shall be determined by the General Manager as follows:

A.    Detached Single-Family Residential Dwelling Unit. The customer may submit calculated maximum demand (in gallons per minute), provided that maximum demand must be no more than twenty four (24) gallons per minute for a  $\frac{3}{4}$ -inch meter.

B.    Apartments, Condominiums, Mobile Home Parks, and other Multiple Family Residential Dwelling Units with Individual Meters. The calculated maximum demand shall be per Section 27.02A.

C.    Business, Commercial, Industrial, Apartments, Condominiums, Mobile Home Parks, and other Multiple-Family Residential Dwelling Units. The customer shall submit building plans signed by a licensed building architect. The plans shall list the number of fixture units, the parcel size (in acres), and the calculated maximum demand (in gallons per minute) to be placed on each water meter.

D.    Irrigation. The customer shall submit irrigation plans signed by a licensed landscape architect. The plans shall indicate the calculated maximum demand (in gallons per minute) to be placed on each water meter and the total area to be irrigated (in square feet). The plans must also be in compliance with the requirements of Section 27.05.

E.    Other. In the case of other types of service not included above, the customer shall submit information as requested by the General Manager. Any customer may request and purchase a separate meter to isolate landscaping from indoor use.

F.    Requirement for Multiple Meters. The General Manager may require multiple meters when it is in the best interest of the District.

G.    Phased Projects. Should the developer choose to phase a multi-family project and determines the use of a smaller meter is practical within the initial phase, they must provide fixture unit calculations for review and approval by the District for each phase of development, including the build-out of the project. The developer

shall provide a letter to the District stating they acknowledge the initial meter is temporary and ~~that~~ they understand that they must purchase a larger meter, paying all applicable meter upsize fees when they connect future phases to this system. At Plan Review and Submittal the developer shall show fixture count and meter size for each of the phases to final build-out.

27.03 MANUFACTURERS RECOMMENDED MAXIMUM FLOW RATE FOR DISTRICT METERS

Customers are cautioned to control the rates of flow of water through District meters. Operation of a meter at flows in excess of the manufacturer's recommendations will cause severe damage to operating parts. Rated capacities for meters used in this District are as follows:

ORDINARY METERS

<u>Meter Size</u> <u>Recommended</u> <u>in Inches</u> <u>Minute</u>	<u>Manufacturer's</u> <u>Maximum Rate in U.S. Gallons</u> <u>per</u> <u>Minute</u>
3/4	30
1	50
1-1/2	100
2	160
3	500
4	1000
6	2000
8	3400
10	5000

27.04 RESALE OR DISTRIBUTION OF WATER

No customer may resell or redistribute any portion of the water furnished by the District except as provided below:

A. Use of Sub Meters for Resale or Redistribution of Water. Owners or operators of mobile home parks, apartments, condominium complexes, industrial complexes, and land used for agricultural purposes may resell water furnished by the District through the use of a sub metering system under the following conditions:

- ~~(1)~~ 1. Owners and operators shall comply with State law (California Code of Regulations Section 4090) prohibiting any surcharge on the water rate;
- ~~(2)~~ 2. The water system on the private property side of the master meter, including the sub meters, shall be solely the responsibility of the owner or operator; and

~~(3)~~3. The owner or operator shall clearly delineate on the bill that any cost associated with the sub\_meters is a cost imposed by the property owner or operator and not by Otay Water District.

B. Ratio Utility Billing Systems. To the extent permitted under law, owners or operators of multi-unit structures where sub\_meters have not been installed may elect to implement a Ratio Utility Billing System (RUBS) or alternative billing system to determine proportionate shares of water charges and bill tenants accordingly.

#### 27.05 CONSERVATION AND LOCAL SUPPLY USE REQUIREMENTS

The requirements below apply to all new residential and commercial developments or redevelopments. The landscape requirements also apply to any re-landscaping that is subject to review by the District, the County of San Diego, City of Chula Vista, or the City of San Diego.

1A. Indoor Fixtures and Appliances. All water fixtures and appliances installed, including the ones in the following list, must be high-efficiency:

- Toilets and urinals
- Faucets
- Showerheads
- Clothes Washers
- Dishwashers

“High-efficiency” means fixtures and appliances that comply with the most efficient specifications under the EPA WaterSense® or Energy Star programs,<sup>1</sup> as in effect at the time installation commences.

B2. Landscape requirements. Only “Smart” irrigation controllers<sup>2</sup> may be installed and only low-water use plants may be used in non--recreational landscapes. All landscapes must also be designed and managed consistent with requirements of the local agency within which the property is located, be it the County of San Diego, the City of Chula Vista, or the City of San Diego.

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<sup>1</sup> Certified EPA WaterSense® products, and Energy Star products, are at least 20% more efficient than the applicable federal standards.

<sup>2</sup> Smart Irrigation Controller means a controller that uses real time, soil moisture or weather data to automatically adjust irrigation run-times. Furthermore, to qualify as a Smart Irrigation Controller, the device must be certified by the Irrigation Association and/or the EPA WaterSense® program.

a1. Installed smart irrigation controllers shall be properly programmed/scheduled according to the manufacturer's instructions and/or site specific conditions based on soil type, plant type, irrigation type, weather, and/or reference evapotranspiration data.

b2. Two irrigation schedules shall be prepared, one for the initial establishment period of three months or until summer hardened, and one for the established landscape, which incorporates the specific water needs of the plants and turf throughout the calendar year. The schedules shall be continuously available on site to those responsible for the landscape maintenance and posted at the smart controller.

e3. Any Covenants, Conditions, and Restrictions (CC&Rs) pertaining to a new subdivision/development shall not limit or prohibit the use and maintenance of low water use plant materials and the use of artificial turf, and shall require property owners to design and maintain their landscapes consistent with ~~the~~ applicable City and County's regulations.

d4. Dedicated irrigation meters shall be installed in:

- All parks and common areas with 5,000 square feet or more of irrigated landscape; and
- Commercial sites with 5,000 square feet or more of irrigated landscape

e5. In compliance with Section 23.03 of this Code of Ordinance, pressure regulators must be installed when and where appropriate to maximize the life expectancy and efficiency of the irrigation system.

5C. New commercial developments must install separate, dual-distribution systems for potable and recycled water.

6D. The requirements of this Section shall not be interpreted in any way to limit the owner's obligation to comply with any other applicable federal, state, or local laws or regulations.

SECTION 31

TEMPORARY WATER SERVICE

31.01 DEFINITION OF TEMPORARY SERVICE

Temporary water service is water service provided for a limited period of time not to exceed 365 days, and used for temporary purposes such as construction, hydrotesting water systems, vegetation of slopes, and other uses noted in this section. Temporary water service shall not be provided to residential dwellings or commercial business enterprises which are covered under Ssection 60 of this Ceode.

31.02 REQUIREMENT OF TEMPORARY METER FOR SERVICE

Temporary service may be provided after installation of a temporary meter pursuant to a customer's written application for such service. Temporary service by means of a "jumper" or other unauthorized connection to the District water system is prohibited and subject to penalties as set forth in Ssection 72.

A. Size and Location.

1. The size and location of temporary meters will be determined solely by the District.
2. For temporary service from a fire hydrant, a meter of at least 4" in size will be required. Only one 2½" fire hydrant port per fire hydrant shall be occupied by a temporary meter at one time.

B. Temporary water service from a fire hydrant shall be limited to the following applications:

1. Filling of water trucks and drop tanks.
2. General construction requirements, such as backfill and compaction, guniting and stuccoing, and block wall building.
3. Flushing of storm drains and sewer lines.
4. Filling, hydrotesting, chlorination, and flushing of newly constructed potable and reclaimed water lines.
5. Filling, flushing, hydrotesting, and the initial operational coverage testing of reclaimed water irrigation systems. Temporary service provided for this application shall be limited to a maximum of 60 days.

6. Operation of landscape irrigation for the establishment of vegetation on slopes or other planted areas. Temporary service provided for this application shall be limited to a maximum of 180 days.

Item 5 and 6 above shall require the installation by the customer of a District approved and tested reduced pressure backflow device prior to the temporary service being established. The backflow device shall be installed in plain view and within 3 feet of the temporary hydrant meter.

- C. Temporary service to construction trailers or other temporary construction buildings may ~~shall~~ be provided as follows:

1. Through a temporary meter connected to the 1 or 2 inch service lateral for the lot the trailer is placed on.
2. Where Item 1 above is not possible, through a temporary meter connected to appurtenances other than a fire hydrant, such as a blow off.
3. Where either Item 1 or 2 above is not possible, from a temporary 4 inch meter connected to a fire hydrant.

Service to construction trailers or other temporary construction buildings shall require the installation by the customer of a District approved and tested reduced pressure backflow device prior to the temporary service being established. The backflow device shall be installed in accordance with District requirements.

- ~~D. Temporary service to community service organizations shall be provided under the conditions set forth below:~~

- ~~1. The community service organization shall make a minimum payment for the temporary connection. See Appendix A, 31.02 B.1. for charges.~~
- ~~2. If the cost of the water used exceeds \$25.00, the community service organization shall pay the excess cost. See Temporary Water Service Rates in Appendix A, 25.03 E.7. (b) for rates per meter.~~
- ~~3. The temporary service shall be limited to 48 hours within any one month period.~~
- ~~4. The meter shall be installed by District staff.~~

~~5. The rate for water service shall be two times the normal domestic rate.~~

- E. If any unauthorized connection, disconnection or relocation of a temporary meter, or other connection device is made by other than District employees, District may discontinue further water service to the entire project and impose penalties as set forth in Section 72.
- F. Extensions to the time limits referenced in this section may be made by the General Manager. Requests for time extensions shall be made by the customer in writing.

31.03

FEES AND CHARGES FOR TEMPORARY METERS

- A. Temporary Service. Temporary water service shall be furnished to the property owner or the owner's authorized agent only and shall be provided under the following conditions:
1. Requirement of Deposit. At the time application is made for temporary service, the customer shall deposit with the District the amount set forth in Appendix A, 31.03 A.1.
  2. Delinquency. No temporary meters shall be furnished to any person with a delinquent account with the District.
  3. Refund of Deposit or Additional Payment. Upon cancellation or termination of the temporary service, the District will refund the amount of deposit remaining after making the following deductions:
    - a) cost of installing, moving, and removing the meter;
    - b) cost of repairing or replacing the meter, fire hydrant, and/or any fittings damaged or lost while in use; and
    - c) unpaid charges for water used or other applicable charges.
  4. Temporary Meter Set-up & Removal. The charges to set-up and remove a temporary meter are set forth in Appendix A, 31.03 A.4.

5. Temporary Meter Move Fee. If a meter needs to be moved from one location to another see Appendix A., 31.03 A.5.

B. Rates for Temporary Service. The minimum category of service for Temporary Water Service from a hydrant shall be a meter size of 4 inches. Payment for temporary water service shall be in accordance with rates and charges set forth in Section 25.03 ~~E.7.(b).~~

31.04

PAYMENT OF CAPACITY, NEW WATER SUPPLY, AND ANNEXATION FEES FOR TEMPORARY METERS

- A. Customers, whose property has been annexed into an Improvement District, may elect to pay the capacity, new water supply and annexation fees in addition to the deposit amount shown in ~~Section Appendix A,~~ 31.03.A.1.
- B. Capacity, new water supply and annexation fees for this type of temporary service shall be calculated in accordance with Sections 9 and 28.
- C. Payment for this type of temporary service shall be in accordance with the rates and charges set forth in Section 25.03 ~~E.7.(e)~~ and based on water use type.
- D. Customers electing this type of temporary service shall be credited the number of equivalent dwelling units they have previously purchased when the meter(s) is returned to the District. The credit shall be applicable to permanent meters purchased within the same subdivision or development where the temporary meter was used.

RESOLUTION NO. 4298

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OTAY  
WATER DISTRICT AMENDING POLICY 10 REQUIREMENT OF  
APPROVAL FOR A SPAGHETTI LINE OF THE DISTRICT'S  
CODE OF ORDINANCES

WHEREAS, the Otay Water District Board of Directors has been presented with an amended Policy No. 10 of the District's Code of Ordinances for the management of the Otay Water District; and

WHEREAS, the amended Policy No. 10 has been reviewed and considered by the Board, and it is in the interest of the District to adopt the amended policy; and

WHEREAS, the strike-through copy of the proposed policy is attached as Exhibit 1 to this resolution; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors of the Otay Water District that the amended Policy No. 10, incorporated herein as Attachment G, is hereby adopted.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Otay Water District at a board meeting held this 6<sup>th</sup> day of April 2016, by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
District Secretary

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
REQUIREMENT OF APPROVAL FOR A <u>PRIVATE LATERAL SPAGHETTI LINE</u>	10	10/15/84	<del>48/0610/161</del>

### Purpose

To provide conditions for waiver of District ordinances that will authorize use of a private lateral (also known as a "spaghetti line") for water or sewer service.

### Background

The District often receives requests from owners of property for permission to use a private spaghetti line instead lateral instead of extending a District water or sewer main. If it has been determined that it is not practical or feasible to extend a main, the District will consider approval of the use of a spaghetti line private lateral.

### Policy

When an application is made for water or sewer service, together with a request for permission to use a spaghetti line private lateral, District Engineers will make an evaluation to determine 1) whether District facilities can or should be extended or 2) whether a spaghetti line private lateral should be used. The General Manager, or his designee, is hereby authorized to make the determination on whether the existing District line shall be extended in accordance with District Ordinances or whether use of a spaghetti line private lateral will be permitted.

If it is determined that it is not practical to extend District water facilities and a spaghetti line private lateral for water service should be permitted, District Engineers shall recommend the size and type of lateral of line to be connected to the between the water meter to the District water system to assure adequate water service to the property.

If it is determined that it is not practical to extend District sewer facilities and a private lateral for sewer service should be permitted, If the private lateral request pertains to sewer service, District Engineers shall recommend the size and type of lateral of the line to be connected to the District sewer system.

-An Agreement for Use of a the Private Lateral ("Private Lateral Agreement") associated with the property shall also be executed by the property owner(s) and the District prior to the start of the construction of a private lateral. The Private Lateral Agreement is agreement shall also be recorded with against the property. All costs  
Stutz Law San Diego/4344/2/PO/S0257671.DOCX

~~associated with The construction of a spaghetti lineprivate lateral and its costs~~ will be the responsibility of the property owner. Easements or rights-of-way required for the ~~spaghetti lineprivate lateral~~ shall also be the responsibility of the property owner.

SECTION 26 WATER RECYCLING PLAN AND IMPLEMENTING PROCEDURES26.01 FINDINGS

The state policies regarding use of recycled water are in the best interest of the Otay Water District. The majority of jurisdictions in San Diego County have adopted measures to promote water reclamation. This ordinance is necessary to protect the common water supply of the region which is vital to public health and safety, and to prevent endangerment of public and private property.

San Diego County is highly dependent on limited imported water for domestic, agricultural and industrial uses. The reliability of the supply of imported water is uncertain. By developing and utilizing recycled water, the need for additional imported water can be reduced. In light of these circumstances, certain uses of potable water may be considered unreasonable or to constitute a nuisance where recycled water is available.

26.02 USE OF RECYCLED WATER

- A. District Policy: It is the policy of the District that recycled water shall be used within the jurisdiction wherever its use is financially and technically feasible, and consistent with legal requirements, preservation of public health, safety and welfare, and the environment.

A customer's recycled water service must at all time be in compliance with any requirements of service, including but not limited to the requirements established under this Section 26, the District's Rules and Regulations for Recycled Water Use, the California Water Code, commencing with Section 13520, the California Health and Safety Code, Section 116555, the California Code of Regulations, Titles 17 and 22, and Water Agency Standards.

- B. Required Use for Greenbelt Purposes: Pursuant to Section 13550 of the California Water Code, no customer of the District shall make, cause, use or permit the use of potable water supplied by the District for greenbelt uses, including, but not limited to, cemeteries, golf courses, parks and highway landscaped areas, when, following notice and a hearing, the District finds that recycled water is available for such greenbelt uses and that the following conditions are met:

1. the recycled water is of adequate quality;
2. the recycled water may be furnished to such areas at a reasonable cost, comparable to or less than the cost of supplying potable domestic water;
3. the State Department of Health Services has determined that such use would not be detrimental to public health; and
4. the use of recycled water will not adversely affect downstream water rights, will not degrade water quality.

The findings may include terms and conditions under which recycled water shall be used. In addition, the District may assist the customer in obtaining any permits or approvals required for the use of recycled water.

#### 26.03 DEFINITIONS

The following terms are defined for purposes of this ordinance:

- A. Agricultural Purposes: Agricultural purposes include the growing of field and nursery crops, row crops, trees, and vines and the feeding of fowl and livestock.
- B. Artificial Lake: A human-made lake, pond, lagoon, or other body of water that is used wholly or partly for landscape, scenic or noncontact recreational purposes.
- C. Commercial Office Building: Any building for office or commercial uses with water requirements which include, but are not limited to, landscape irrigation, toilets, urinals and decorative fountains.
- D. Recycled Water Distribution System: A piping system intended for the delivery of recycled water separate from and in addition to the potable water distribution system.
- E. Greenbelt Areas: A greenbelt area includes, but is not limited to golf courses, cemeteries, parks and landscaping.
- F. Industrial Process Water: Water used by any industrial facility with process water requirements which include, but are not limited to, rins-

ing, washing, cooling and circulation, or construction, including any facility regulated for industrial waste or other objectionable discharge under District Code of Ordinances Sections 52.04, 52.05 and 52.06.

- G. Off-Site Facilities: Water facilities from the source of supply to the point of connection with the on-site facilities, normally up to and including the water meter.
- H. On-Site Facilities: Water facilities under the control of the owner normally downstream from the water meter.
- I. Potable Water: Water which conforms to the federal, state and local standards for human consumption.
- J. Recycled Water: Recycled water means water which, as a result of treatment, is suitable for a direct beneficial use or controlled use that would not otherwise occur. (See Water Code Section 13050(n).)
- K. Recycled Water Use Permit: A recycled water permit means a permit issued by the District approving and conditioning recycled water service for a particular site.
- L. Recycled Water Site Supervisor: A person responsible for the safe and efficient installation, operation and maintenance of a recycled water use site, including but not limited to compliance with all applicable permits, enforcement of the recycled water producer's rules and regulations and the prevention of potential hazards, such as cross-connections. The Recycled Water Site Supervisor must be certified by an approved Recycled Water Site Supervisor Certification Training Class offered within the County of San Diego and must have evidence of valid certification at all times while acting as Recycled Water Site Supervisor.
- M. Temporary Recycled Water Use Permit: Temporary recycled water use permit means a permit issued by the District, at its discretion, to allow temporary use of recycled water pending issuance of a recycled water use permit or pending renewal of such permit following suspension or termination due to a violation of the provisions of this Section.

- N. Waste Discharge: Waste Discharge means water deposited, released or discharged into a sewer system from any commercial, industrial or residential source which contains levels of any substance or substances which may cause substantial harm to any water treatment or reclamation facility or which may prevent any use of reclaimed water authorized by law.

26.04 WATER RECLAMATION MASTER PLAN

- A. General: The General Manager shall prepare and adopt a Water Recycling Master Plan to define, encourage, and develop the use of recycled water within the District's boundaries. The Master Plan shall be updated not less often than every five years.
- B. Contents of the Water Recycling Master Plan: The Master Plan shall include, but not be limited to, the following:
1. Plants and Facilities. Evaluation of the location and size of present and future recycling treatment plants, distribution pipelines, pump stations, reservoirs, and other related facilities, including cost estimates and potential financing methods.
  2. Recycled Water Service Areas. A designation, based on the criteria set forth in Section 26.02 and the information derived from Section 26.04B.1. and this Section 26.04B.2. of the areas within the District that can or may in the future use recycled water in lieu of potable water. Recycled water uses may include, but are not limited to, the irrigation of greenbelt and agricultural areas, filling of artificial lakes, and appropriate industrial and commercial uses.
  3. Designate Tributary Areas. For each water reclamation facility identified in the Master Plan, designate proposed tributary areas. Within such areas, discharges to the sewage system shall be subject to permitting, monitoring and control measures to protect public health, safety and public and private property. Designation of tributary areas shall be adopted by ordinances, and may be included in the Master Plan. Prior to designation of tributary areas, appropriate notice shall be given to property owners and residents of the area.

4. Quality of Water to be Recycled. For each water reclamation treatment facility, evaluate water quality with respect to the effect on anticipated uses of recycled water to be served by each treatment facility. Evaluate sources of waste discharge and sewer inflow that may, directly or cumulatively, substantially contribute to adverse water quality conditions in recycled water.
5. Tributary Protection Measures. Develop recommended control measures and management practices for each designated tributary area to maintain or improve the quality of recycled water. Such control measures may include capital improvements to the sewer collection system and waste discharge restrictions for industrial, commercial and residential discharges.
6. Mandatory Recycled Water Use. For each recycled water service area, evaluate whether greenbelt irrigation, agricultural irrigation, commercial office buildings, filling of artificial lakes, or industrial processes shall be limited to the use of recycled water. As appropriate, mandate construction of recycled water distribution systems or other facilities in new and existing developments for current or future recycled water use as a condition of any development approval or continued water service if future reclamation facilities are proposed in the Master Plan that could adequately serve the development, in accordance with the procedures described in Section 26.05. Identify resources and adopt measures to assist water users in the financing of necessary conversions.
7. Rules and Regulations for Recycled Water Use. Establish general rules and regulations governing the use and distribution of recycled water.
8. Public Awareness Program. Establish a comprehensive water reclamation public awareness program.
9. Coordination Among Agencies. An examination of the potential for initiating a coordinated effort between the District and other

regional agencies to share in the production and utilization of recycled water.

26.05 PROCEDURES

A. Existing Potable Water Service.

1. Preliminary Determination. Based upon the Master Plan, upon the designation of each recycled water service area or the commencement of the design of new recycled water facilities, the General Manager shall make preliminary determinations as to which existing potable water customers shall be converted to the use of recycled water. Each water customer shall be notified of the basis for a determination that conversion to recycled water service will be required, as well as the proposed conditions and schedule for conversion.
2. Notice. The notice of the preliminary determination, including the proposed conditions and time schedule for compliance, and a recycled water permit application shall be sent to the water customer by certified mail.
3. Objections; Appeals. The water customer may file a notice of objection with the District within thirty (30) days after any notice of determination to comply is delivered or mailed to the customer, and may request reconsideration of the determination or modification of the proposed conditions or schedule for conversion. The objection must be in writing and specify the reasons for the objection. The preliminary determination shall be final if the customer does not file a timely objection. Staff (Engineering Department) shall review the objection and shall confirm, modify or abandon the preliminary determination. Upon issuance of a final determination in writing by Staff, customer may appeal the determination upon written application to the Board of Directors after the final determination made by the Staff (Engineering Department). The customer's written application to the Board of Directors to appeal the final determination must be received within thirty (30) days of the customer receiving the final determination.

B. Development and Water Service Approvals.

1. Conditions. Upon application by a developer, owner or water customer (herein referred to as "applicant") for a tentative map, subdivision map, land use permit or other development project as defined by Government Code Section 65928 or for new or altered water service, the District Staff shall review the Master Plan and make a preliminary determination whether the current or proposed use of the subject property is required to be served with recycled water or to include facilities designed to accommodate the use of recycled water in the future. Based upon such determination, use of recycled water and provision of recycled water distribution systems or other facilities for the use of recycled water, and application for a permit for such use may be required a condition of approval of any such application, in addition to any other conditions of approval for service.
2. Alterations and Remodeling. On a case-by-case basis, upon application for a permit for the alteration or remodeling of multifamily, commercial or industrial structures (including, for example, hotels), the District Staff shall review the Master Plan and make a preliminary determination whether the subject property shall be required to be served with recycled water or to include facilities designed to accommodate the use of recycled water in the future. Based upon such determination, use of recycled water and provision of recycled water distribution systems or other facilities for the use of recycled water, and application for a permit for such use, may be required as a condition of approval of the application.
3. Notice of Determination. A notice of the basis for the preliminary determination, proposed conditions of approval and schedule for compliance shall be provided to the applicant prior to approval of the development application or application for water service.
4. Requested Service. On a case-by-case basis, upon application for a permit to use recycled water on a property not covered by Sections 26.05.A.1, 26.05.B.1, or 26.05.B.2 above, the General Manager shall review the Master Plan and make a determination whether the subject property shall be served with recycled water.

Based upon such determination, the application for the permit shall be accepted and processed subject to Section 26.05.C.

- C. Recycled Water Permit Process. Upon a final determination by the General Manager that a property shall be served with recycled water, or adoption of a condition of development approval or water service requiring use or accommodation of the use of recycled water, the water customer owner or applicant shall obtain a recycled water permit.
1. Permit Conditions. The permit shall specify the design and operational requirements for the applicant's water distribution facilities and schedule for compliance, based on the rules and regulations adopted pursuant to Section 26.04.B and shall require compliance with both the California Department of Health Services Wastewater Recycling Criteria (see California Code of Administrative Regulations, Title 22), and requirements of the Regional Water Quality Control Board.
  2. Plan Approval. Plans for the recycled and non-recycled water distribution systems for the parcel shall be reviewed by the District Engineer and a field inspection conducted before the plans are approved.
  3. Meter Permit Issuance. Upon completion of construction and approval by the District and the County Department of Environmental Health the meter permit shall be issued. Recycled water shall not be supplied to a property until inspection by the District determines that the applicant is in compliance with the permit conditions.
  4. Recycled Water Use Permit Issuance. If the site has a certified Recycled Water Site Supervisor, a Recycled Water Use Permit will be issued by the District. If the site does not have a certified Recycled Water Site Supervisor identified, a Temporary Recycled Water Use Permit may be issued, for a maximum of 120 days, to allow the site to receive recycled water while a proposed Recycled Water Site Supervisor is being certified. Failure to secure a certified Recycled Water Site Supervisor for the site under a Temporary Recycled Water Use Permit may

result in discontinuation of recycled water service to the site.

- D. Temporary Use of Potable Water. At the discretion of the General Manager, potable water may be made available on a temporary basis, until recycled water is available. Before the applicant receives temporary potable water, a water reclamation permit, as described in Section 26.05.C, must be obtained for new on-site distribution facilities. Prior to commencement of recycled water service, an inspection of the on-site facilities will be conducted to verify that the facilities have been maintained and are in compliance with the recycled water permit and current requirements for service. Upon verification of compliance, the applicant shall be notified of the corrective actions necessary and shall have at least thirty (30) days to take such actions prior to initiation of enforcement proceedings.
- E. Recycled Water Rate. The rate charged for recycled water shall be established by Ordinance of the Board of Directors.
- F. Certified Recycled Water Site Supervisor Requirements.
1. Each Approved Recycled Water Use Site is required to have a Certified Recycled Water Site Supervisor. It is the responsibility of the recycled water use site owner or property designee to assure a Certified Recycled Water Site Supervisor is assigned to the recycled water use site.
  2. Each approved recycled water use site shall maintain and report annually proof of Recycled Water Site Supervisor certification, a current address, and a 24-hour emergency contact phone number for the assigned Recycled Water Site Supervisor on a form approved by the Otay Water District. Failure to report the prescribed Recycled Water Site Supervisor information annually may result in discontinuation of recycled water service to the site.
  3. Recycled Water Site Supervisors shall hold a valid and current certification from a Recycled Water Site Supervisor Certification Training Course recognized by the San Diego

County Health Department and approved by Otay Water District. Evidence of said certification shall be available on site and upon request by the District. Certification alone does not constitute District approval. Recertification of the Recycled Water Site Supervisor is required every five years.

4. The Recycled Water Site Supervisor shall be solely responsible for communications with the property owner or property designee for all on site recycled water issues.
5. Periodic inspection of the Approved Recycled Water Use Site may be made by the District to verify conformance with the approved Recycled Water Use Permit. If at any time the Otay Water District conducts an inspection of a recycled water use site and the Recycled Water Site Supervisor's certification is expired or it has been determined that the recycled water use site has failed to meet the requirements of the permit, recycled water service to the site shall be discontinued until the recycled water site is brought back into compliance with the approved Recycled Water Use Permit.
6. The District reserves the right to recommend removal of a Recycled Water Site Supervisor if it has been determined upon inspection that the Recycled Water Site Supervisor's actions have placed the public at risk through improper conduct, testing, repairs, unapproved modifications, and/or reporting with respect to an Approved Recycled Water Use Site.

26.06 REGULATION OF WASTE DISCHARGE TO SEWERAGE SYSTEMS

- A. Intent. The District recognizes that to maintain adequate wastewater quality for water reclamation treatment processes, and to protect public and private property, restrictions may be required on certain industrial, commercial and residential waste discharges to a sewerage system that is located within a designated tributary area of an existing or planned reclamation facility.
- B. Adopted Tributary Protection Measures. Waste discharges to the sewerage system from any indus-

trial, commercial or residential source may be restricted or prohibited upon a finding, following a noticed public hearing, that the type or class of discharge involved is capable of causing or may cause substantial damage or harm to any sewage treatment or reclamation facility or to any significant user or users or potential user or users of recycled water within an area which has been planned for recycled water service. Prohibitions for certain discharges and guidelines for acceptability of wastes are set forth in District Code of Ordinances Sections 52.04, PROHIBITIONS AGAINST DISCHARGE OF OBJECTIONABLE WASTES, which prohibits discharge of certain items into the District sewer system, including, but not limited to, brine discharge from on-site self-regenerating water softener units; 52.05, GUIDELINES TO DETERMINE ACCEPTABILITY OF WASTES; and 52.06, DISCHARGE OF INDUSTRIAL WASTE.

- 26.07 SANCTIONS. In addition to the remedies established under Division IV of this Code, the following sanctions and remedies apply to violations of the provisions of this Section.
- A. Public Nuisance. Discharge of wastes or the use of recycled water in any manner in violation of this ordinance or of any permit issued hereunder is hereby declared a public nuisance and shall be corrected or abated as directed by the General Manager. Any person creating such a public nuisance is guilty of a misdemeanor.
  - B. Injunction. Whenever a discharge of wastes or use of recycled water is in violation of this ordinance or otherwise causes or threatens to cause a public nuisance, the District may seek injunctive relief as may be appropriate to enjoin such discharge or use.
  - C. Permit Suspension or Revocation. In addition to any other provision of this Code or state statute or rule authorizing termination of water service, the General Manager may suspend or revoke a permit issued hereunder if a violation of any provision of this ordinance or the Rules and Regulations for Recycled Water Use is found to exist or if a discharge of wastes or use of recycled water causes or threatens to cause a nuisance. If a permit is revoked, the General Manager may, at its discretion, issue the recycled water user a temporary recycled water permit for up to 120 days to allow service to continue while corrective measures are completed.

- D. Penalty. Any owner and/or operator who violates this ordinance shall, for each day of violation, or portion thereof, be subject to an administrative fine as described in Section 72.05.

26.08 VALIDITY

If any provision of this Section 26 or the application thereof to any person or circumstance is held invalid, the remainder of Section 26 and the application of such provisions to other persons or circumstances shall not be affected thereby.

SECTION 27            REQUIREMENTS AND LIMITATIONS FOR OBTAINING  
WATER SERVICE

27.01            REQUIREMENT FOR WATER/SEWER PERMIT AND PAYMENT OF  
FEES, CHARGES, AND DEPOSITS

A.    Requirement for Water/Sewer Permits. Water meters shall not be installed nor water service furnished until an application, in the form of a water/sewer permit, has been executed by the customer at the District office.

B.    Requirement for Payment of Fees, Charges, and Deposits. Payment of all required fees, charges, and deposits shall be made by the customer at the time the water meter is purchased. A customer requesting water service shall pay the fees, charges, and deposits as set forth in Section 28 of this Code.

C.    Requirement for a Building Permit. A customer requesting permanent water service shall be required to present a valid building permit for the property issued by the appropriate governmental agency, except that a building permit is not required by a customer requesting permanent water service to: 1) install and maintain landscaping prior to the construction of a building; 2) perform mass grading operations; or 3) to satisfy conditions imposed by other government agencies, including a single meter for grading four lots or less which are part of the same parcel map. Government agencies shall be exempt from the requirement of presenting a valid building permit.

D.    Requirement for a Service Lateral. The customer requesting water service shall either have an existing service lateral or purchase a new lateral installation at the time of the meter purchase.

E.    Commercial Parcels - 5,000 square feet or Larger Irrigated Landscape. When a customer requests water service on a parcel of land with irrigated landscape equal to 5,000 square feet or more, a separate meter will be required for irrigation purposes on the site.

F.    Recycled Water Service Areas. In areas designated as recycled water service areas, the customer may be required to install a separate recycled water service lateral and meter to supply irrigation to the parcel.

G.    Second Meter for Indoor Use. Any customer who obtained a single meter prior to October 17, 1990, a second meter for indoor use may be obtained, without paying water capacity fees, San Diego County Water Authority fees, and applicable zone charges on the second meter, if the following criteria are met:

1. The additional meter is solely for the purpose of isolating current domestic (indoor) water use from that used for outdoor landscaping. The additional meter shall be on a separate lateral.
2. All costs of on-site plumbing changes, including approved back-flow prevention devices, will be the responsibility of the customer.
3. The customer acknowledges that adding a second meter will result in a second water bill and associated monthly system fee.
4. The customer will be required to pay all fees and charges prior to meter installation.

H. Water Service Use Changes Resulting in Increased System Utilization. The use of a water service shall be limited to the type and size authorized by the original water meter permit. The property owner shall make a supplementary water permit application to the District before adding or subtracting any additional equivalent dwelling units; adding or subtracting buildings; modifying existing buildings; or changing occupancy type. The property owner shall be responsible for all additional fees, as may be applicable resulting from the changes included in the supplementary water permit application.

1. If the supplementary water permit application requires a larger meter, the property owner will be responsible for all costs associated with the upsize of the existing meter in the manner provided in Section 33.05 paragraph C.
2. Periodic inspections of the premises may be made by the District to verify conformance with the approved permit. The District may also perform periodic inspections if actual use is greater than estimated use as included in the original water meter permit. If it is determined by periodic inspections that the type and size authorized by the original water meter permit has been exceeded, the property owner will be responsible for all costs associated with the upsize of the existing meter in the

manner provided in Section 33.05 paragraph C.

27.02 SIZE OF WATER METER

A water meter shall be sized to ensure that the maximum demand (in gallons per minute) will not exceed 80% of the manufacturer's recommended maximum flow rate, as shown in Section 27.03. In no case shall the water meter size be less than ¾-inch. The size of the water meter and service lateral required for water service shall be determined by the General Manager as follows:

A. Detached Single-Family Residential Dwelling Unit. The customer may submit calculated maximum demand (in gallons per minute), provided that maximum demand must be no more than twenty four (24) gallons per minute for a ¾-inch meter.

B. Apartments, Condominiums, Mobile Home Parks, and other Multiple Family Residential Dwelling Units with Individual Meters. The calculated maximum demand shall be per Section 27.02A.

C. Business, Commercial, Industrial, Apartments, Condominiums, Mobile Home Parks, and other Multiple-Family Residential Dwelling Units. The customer shall submit building plans signed by a licensed building architect. The plans shall list the number of fixture units, the parcel size (in acres), and the calculated maximum demand (in gallons per minute) to be placed on each water meter.

D. Irrigation. The customer shall submit irrigation plans signed by a licensed landscape architect. The plans shall indicate the calculated maximum demand (in gallons per minute) to be placed on each water meter and the total area to be irrigated (in square feet). The plans must also be in compliance with the requirements of Section 27.05.

E. Other. In the case of other types of service not included above, the customer shall submit information as requested by the General Manager. Any customer may request and purchase a separate meter to isolate landscaping from indoor use.

F. Requirement for Multiple Meters. The General Manager may require multiple meters when it is in the best interest of the District.

G. Phased Projects. Should the developer choose to phase a multi-family project and determines the use of a smaller meter is practical within the initial phase, they must provide fixture unit calculations for review and approval by the District for each phase of development, including the build-out of the project. The developer

shall provide a letter to the District stating they acknowledge the initial meter is temporary and they understand that they must purchase a larger meter, paying all applicable meter upsize fees when they connect future phases to this system. At Plan Review and Submittal the developer shall show fixture count and meter size for each of the phases to final build-out.

27.03 MANUFACTURERS RECOMMENDED MAXIMUM FLOW RATE FOR DISTRICT METERS

Customers are cautioned to control the rates of flow of water through District meters. Operation of a meter at flows in excess of the manufacturer's recommendations will cause severe damage to operating parts. Rated capacities for meters used in this District are as follows:

ORDINARY METERS

<u>Meter Size Recommended in Inches</u>	<u>Manufacturer's Maximum Rate in U.S. Gallons per Minute</u>
3/4	30
1	50
1-1/2	100
2	160
3	500
4	1000
6	2000
8	3400
10	5000

27.04 RESALE OR DISTRIBUTION OF WATER

No customer may resell or redistribute any portion of the water furnished by the District except as provided below:

A. Use of Sub Meters for Resale or Redistribution of Water. Owners or operators of mobile home parks, apartments, condominium complexes, industrial complexes, and land used for agricultural purposes may resell water furnished by the District through the use of a sub metering system under the following conditions:

1. Owners and operators shall comply with State law (California Code of Regulations Section 4090) prohibiting any surcharge on the water rate;
2. The water system on the private property side of the master meter, including the sub

meters, shall be solely the responsibility of the owner or operator; and

3. The owner or operator shall clearly delineate on the bill that any cost associated with the sub meters is a cost imposed by the property owner or operator and not by Otay Water District.

B. Ratio Utility Billing Systems. To the extent permitted under law, owners or operators of multi-unit structures where sub meters have not been installed may elect to implement a Ratio Utility Billing System (RUBS) or alternative billing system to determine proportionate shares of water charges and bill tenants accordingly.

#### 27.05 CONSERVATION AND LOCAL SUPPLY USE REQUIREMENTS

The requirements below apply to all new residential and commercial developments or redevelopments. The landscape requirements also apply to any re-landscaping that is subject to review by the District, the County of San Diego, City of Chula Vista, or the City of San Diego.

A. Indoor Fixtures and Appliances. All water fixtures and appliances installed, including the ones in the following list, must be high-efficiency:

- Toilets and urinals
- Faucets
- Showerheads
- Clothes Washers
- Dishwashers

"High-efficiency" means fixtures and appliances that comply with the most efficient specifications under the EPA WaterSense® or Energy Star programs,<sup>1</sup> as in effect at the time installation commences.

B. Landscape requirements. Only "Smart" irrigation controllers<sup>2</sup> may be installed and only low-water use plants may be used in non-recreational landscapes. All landscapes must also be designed and managed consistent with requirements of the local agency within which the property

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<sup>1</sup> Certified EPA WaterSense® products, and Energy Star products, are at least 20% more efficient than the applicable federal standards.

<sup>2</sup> Smart Irrigation Controller means a controller that uses real time, soil moisture or weather data to automatically adjust irrigation run-times. Furthermore, to qualify as a Smart Irrigation Controller, the device must be certified by the Irrigation Association and/or the EPA WaterSense® program.

is located, be it the County of San Diego, the City of Chula Vista, or the City of San Diego.

1. Installed smart irrigation controllers shall be properly programmed/scheduled according to the manufacturer's instructions and/or site specific conditions based on soil type, plant type, irrigation type, weather, and/or reference evapotranspiration data.
2. Two irrigation schedules shall be prepared, one for the initial establishment period of three months or until summer hardened, and one for the established landscape which incorporates the specific water needs of the plants and turf throughout the calendar year. The schedules shall be continuously available on site to those responsible for the landscape maintenance and posted at the smart controller.
3. Any Covenants, Conditions, and Restrictions (CC&Rs) pertaining to a new subdivision/development shall not limit or prohibit the use and maintenance of low water use plant materials and the use of artificial turf, and shall require property owners to design and maintain their landscapes consistent with applicable City and County regulations.
4. Dedicated irrigation meters shall be installed in:
  - All parks and common areas with 5,000 square feet or more of irrigated landscape; and
  - Commercial sites with 5,000 square feet or more of irrigated landscape
5. In compliance with Section 23.03 of this Code of Ordinance, pressure regulators must be installed when and where appropriate to maximize the life expectancy and efficiency of the irrigation system.

C. New commercial developments must install separate, dual-distribution systems for potable and recycled water.

D. The requirements of this Section shall not be interpreted in any way to limit the owner's obligation to comply with any other applicable federal, state, or local laws or regulations.

## SECTION 31

TEMPORARY WATER SERVICE31.01 DEFINITION OF TEMPORARY SERVICE

Temporary water service is water service provided for a limited period of time not to exceed 365 days, and used for temporary purposes such as construction, hydrotesting water systems, vegetation of slopes, and other uses noted in this section. Temporary water service shall not be provided to residential dwellings or commercial business enterprises which are covered under Section 60 of this Code.

31.02 REQUIREMENT OF TEMPORARY METER FOR SERVICE

Temporary service may be provided after installation of a temporary meter pursuant to a customer's written application for such service. Temporary service by means of a "jumper" or other unauthorized connection to the District water system is prohibited and subject to penalties as set forth in Section 72.

## A. Size and Location.

1. The size and location of temporary meters will be determined solely by the District.
2. For temporary service from a fire hydrant, a meter of at least 4" in size will be required. Only one 2½" fire hydrant port per fire hydrant shall be occupied by a temporary meter at one time.

## B. Temporary water service from a fire hydrant shall be limited to the following applications:

1. Filling of water trucks and drop tanks.
2. General construction requirements, such as backfill and compaction, guniting and stuccoing, and block wall building.
3. Flushing of storm drains and sewer lines.
4. Filling, hydrotesting, chlorination, and flushing of newly constructed potable and reclaimed water lines.
5. Filling, flushing, hydrotesting, and the initial operational coverage testing of reclaimed water irrigation systems. Temporary service provided for this application shall be limited to a maximum of 60 days.

6. Operation of landscape irrigation for the establishment of vegetation on slopes or other planted areas. Temporary service provided for this application shall be limited to a maximum of 180 days.

Item 5 and 6 above shall require the installation by the customer of a District approved and tested reduced pressure backflow device prior to the temporary service being established. The backflow device shall be installed in plain view and within 3 feet of the temporary hydrant meter.

- C. Temporary service to construction trailers or other temporary construction buildings may be provided as follows:

1. Through a temporary meter connected to the 1 or 2 inch service lateral for the lot the trailer is placed on.
2. Where Item 1 above is not possible, through a temporary meter connected to appurtenances other than a fire hydrant, such as a blow off.
3. Where either Item 1 or 2 above is not possible, from a temporary 4 inch meter connected to a fire hydrant.

Service to construction trailers or other temporary construction buildings shall require the installation by the customer of a District approved and tested reduced pressure backflow device prior to the temporary service being established. The backflow device shall be installed in accordance with District requirements.

- D. If any unauthorized connection, disconnection or relocation of a temporary meter, or other connection device is made by other than District employees, District may discontinue further water service to the entire project and impose penalties as set forth in Section 72.
- E. Extensions to the time limits referenced in this section may be made by the General Manager. Requests for time extensions shall be made by the customer in writing.

### 31.03

#### FEES AND CHARGES FOR TEMPORARY METERS

- A. Temporary Service. Temporary water service shall be furnished to the property owner or the owner's authorized agent only and shall be provided under the following conditions:

1. Requirement of Deposit. At the time application is made for temporary service, the customer shall deposit with the District the amount set forth in Appendix A, 31.03 A.1.
  2. Delinquency. No temporary meters shall be furnished to any person with a delinquent account with the District.
  3. Refund of Deposit or Additional Payment. Upon cancellation or termination of the temporary service, the District will refund the amount of deposit remaining after making the following deductions:
    - a) cost of installing, moving, and removing the meter;
    - b) cost of repairing or replacing the meter, fire hydrant, and/or any fittings damaged or lost while in use; and
    - c) unpaid charges for water used or other applicable charges.
  4. Temporary Meter Set-up & Removal. The charges to set-up and remove a temporary meter are set forth in Appendix A, 31.03 A.4.
  5. Temporary Meter Move Fee. If a meter needs to be moved from one location to another see Appendix A., 31.03 A.5.
- B. Rates for Temporary Service. The minimum category of service for Temporary Water Service from a hydrant shall be a meter size of 4 inches. Payment for temporary water service shall be in accordance with rates and charges set forth in Section 25.03

31.04

PAYMENT OF CAPACITY, NEW WATER SUPPLY, AND ANNEXATION FEES FOR TEMPORARY METERS

- A. Customers, whose property has been annexed into an Improvement District, may elect to pay the capacity, new water supply and annexation fees in addition to the deposit amount shown in Appendix A, 31.03.A.1.
- B. Capacity, new water supply and annexation fees for this type of temporary service shall be calculated in accordance with Sections 9 and 28.

- C. Payment for this type of temporary service shall be in accordance with the rates and charges set forth in Section 25.03 and based on water use type.
- D. Customers electing this type of temporary service shall be credited the number of equivalent dwelling units they have previously purchased when the meter(s) is returned to the District. The credit shall be applicable to permanent meters purchased within the same subdivision or development where the temporary meter was used.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
REQUIREMENT OF APPROVAL FOR A PRIVATE LATERAL	10	10/15/84	4/06/16

Purpose

To provide conditions for waiver of District ordinances that will authorize use of a private lateral (also known as a "spaghetti line") for water or sewer service.

Background

The District often receives requests from owners of property for permission to use a private lateral instead of extending a District water or sewer main. If it has been determined that it is not practical or feasible to extend a main, the District will consider approval of the use of a private lateral.

Policy

When an application is made for water or sewer service, together with a request for permission to use a private lateral, District Engineers will make an evaluation to determine 1) whether District facilities can or should be extended or 2) whether a private lateral should be used. The General Manager, or his designee, is hereby authorized to make the determination on whether the existing District line shall be extended in accordance with District Ordinances or whether use of a private lateral will be permitted.

If it is determined that it is not practical to extend District water facilities and a private lateral for water service should be permitted, District Engineers shall recommend the size and type of lateral to be connected to the District water system to assure adequate water service to the property.

If it is determined that it is not practical to extend District sewer facilities and a private lateral for sewer service should be permitted, District Engineers shall recommend the size and type of lateral to be connected to the District sewer system.

An Agreement for Use of a Private Lateral ("Private Lateral Agreement") associated with the property shall be executed by the property owner(s) and the District prior to the start of the construction of a private lateral. The Private Lateral Agreement shall also be recorded with the property. All costs associated with a private lateral will be the responsibility of the property owner. Easements or rights-of-way required for the private lateral shall also be the responsibility of the property owner.

# AGENDA ITEM 6b



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 6, 2016
		PROJECT:	Various DIV. NO. ALL
SUBMITTED BY:	Kent Payne, Purchasing and Facilities Manager		
APPROVED BY:	<input checked="" type="checkbox"/> Adolfo Segura, Chief, Administrative Services		
	<input checked="" type="checkbox"/> German Alvarez, Assistant General Manager		
	<input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	AMEND THE DISTRICT'S PURCHASING MANUAL TO IDENTIFY ADDITIONAL GOODS AND SERVICES THAT THE GENERAL MANAGER OR HIS/HER DESIGNEE IS AUTHORIZED TO PURCHASE OVER AND ABOVE HIS/HER DELEGATED PURCHASING AUTHORITY		

### GENERAL MANAGER'S RECOMMENDATION:

That the Board approve an amendment to the District's Purchasing Manual Section 7.2.8, "Board Authorized Purchases Exceeding the General Manager's Authority", as identified in "Attachment B" in order to codify current practices and to streamline the procurement of annual service and maintenance agreements for Board adopted technologies, infrastructure and services.

### COMMITTEE ACTION:

See "Attachment A".

### PURPOSE:

To request that the Board amend the District's Purchasing Manual as presented in "Attachment B" in order to codify current practices and to streamline the procurement of annual service and maintenance agreements for Board adopted technologies, infrastructure and services.

**ANALYSIS:**

The Board of Directors establishes the operational guidelines and procedures with respect to purchasing materials, equipment, and services necessary to conduct the District's business including items that the General Manager (GM) or his/her Designee is authorized to purchase and which exceed the GM's delegated purchasing authority. These procedures are defined and published in the District's Purchasing Manual.

As a normal course of business, the manual is reviewed periodically and changes are recommended that are intended to improve the operation of the District.

Board Authorized Purchases Exceeding the General Manager's Authority:

Sections 7.2.8 identifies a list of goods and services essential to the operation of the District and authorizes the GM to purchase these goods and services above the GM's purchasing authority. Currently these items include utilities, water, temporary labor, fuel, chemicals and gases.

Codify Current Practices

Sewage Transportation and Processing - The District budgets over one million dollars annually for the transportation and treatment of sewage by and to the County and City of San Diego. Given that there are currently no alternatives for procuring these services, staff recommends that "Sewage Transportation and Processing" be added to the list in Section 7.2.8, Subsection "a".

Board Adopted Technologies and Infrastructure

Water Meters - Water meters generate revenue for the business end of the District's services and are critical to the financial health of the District, as it meets its obligations to the community it serves. In 2005, the Board adopted Master Meter's proprietary automated meter reading technology along with its registers and meters smaller than three inches. While the cost of a single meter does not exceed the GM's authority, discounted bulk Master Meter and multiple large (3 inches and above) meter purchases can and do exceed the GM's authority. Staff, therefore, recommends that "Water Meters" be added to the list in Section 7.2.8, subsection "a".

Service and Maintenance Agreements - The Board has adopted various technologies and infrastructure including a Tyler ERP system, ESRI's GIS technologies, Cityworks asset management, and other enterprise systems and services all of which have limited, territorial, and/or

proprietary service and maintenance options. In that these expenditures are included in the annual Board approved budget, staff recommends that "Service and maintenance for Board adopted technologies and infrastructure" as identified in "Attachment B" be appended to the list in Section 7.2.8, subsection "a".

Board Adopted Employee Benefits

Medical Service Benefits - The District provides medical benefits to its employees. These benefits are generally defined and established through the negotiated collective bargaining agreement or by direction of the Board. In 2007, the District conducted an extensive review of several medical plans and through Board approval implemented employee medical through the pooled Special District Risk Management Authority (SDRMA), one of the largest health programs for Public Agencies. The plan at the time, was that by joining a pooled medical program, the District would be able to stabilize and contain the District's medical rates over the long run, and thereby maintain membership for an extensive period of time. The rates have been cost effective and have been compared to medical trend increases as well as the CalPERS Medical pooled plan and the rates have been managed very well by SDRMA administered in conjunction with the California State Association of Counties (CSAC), as identified in "Attachment B" be appended to the list in Section 7.2.8, subsection "a".

**FISCAL IMPACT:**             Joe Beachem, Chief Financial Officer

None.

**STRATEGIC GOAL:**

This action supports the District's goal to ensure financial health through formalized policies, prudent investing, and efficient operations.

**LEGAL IMPACT:**

None.

Attachments:            Attachment A - Committee Action Report  
Attachment B - Proposed Additions to Section 7.2.8



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	AMEND THE DISTRICT'S PURCHASING MANUAL TO IDENTIFY ADDITIONAL GOODS AND SERVICES THAT THE GENERAL MANAGER OR HIS/HER DESIGNEE IS AUTHORIZED TO PURCHASE OVER AND ABOVE HIS/HER DELEGATED PURCHASING AUTHORITY
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### COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on March 17, 2016 and the following comments were made:

- Staff regularly reviews current purchasing practices and, through consultation with other departments, is recommending the addition of five (5) items to Subsection "a" of Section 7.2.8, Board Authorized Purchases Exceeding the General Manager's Authority, of the District's Purchasing Manual to reflect current practices.
- The five items to be added to Subsection "a" are:
  - Item No. 6: "Sewage Transportation and Processing" - This is similar in nature to utilities and water purchases which are authorized under this section. These services are only available from one source each, transportation through the County's infrastructure and processing at the City's treatment plant. The District budgets over \$1 million annually for these services and staff is recommending that the procurement of these services be codified under Section 7.2.8, Subsection "a".
  - Item No. 7: "Water Meters" - This will authorize the General Manager to purchase, when necessary, bulk quantities of Master Meter registers and meters which operate only with Master Meter's proprietary AMR technology. As noted in the staff report, no single meter exceeds the General Manager's authority, however, in order to take advantage of the largest discounts, bulk purchases exceeding his authority are necessary from time-to-time.
  - Items No's 8 and 9: "Service and Maintenance" - This authorize the purchase of annual maintenance and service

agreements for the Board adopted ERP and GIS technologies. The current systems are proprietary and are supported only by Tyler Technologies and ESRI respectively.

- Item No. 10: "Medical Service Benefits" - This authorizes the continued purchase of Medical Service Benefits through SDRMA. SDRMA is a pooled services organization which actively manages the benefits offered to member districts. In addition, the District, through its Brokerage and Consulting Services provider, continually monitors the market to confirm that rates remain competitive and cost effective.
- Staff indicated, in response to an inquiry from the Committee, that the General Manager has the authority to make multiple purchases up to his signing authority (\$50,000) that exceed individual budget line items, but the expenditures cannot exceed the total fiscal year budget. The Committee requested that this be stated within the Purchasing Manual. The new proposed language is noted in Attachment B.

Upon completion of the discussion, the Committee supported staffs' recommendation with the addition of language within the Purchasing Manual that limits the General Manager's authorized expenditures to not exceed the overall fiscal year budget. The Committee suggested presentation of this item to the full board on the consent calendar.



## ATTACHMENT B

<b>SUBJECT/PROJECT:</b>	AMEND THE DISTRICT'S PURCHASING MANUAL TO IDENTIFY ADDITIONAL GOODS AND SERVICES THAT THE GENERAL MANAGER OR HIS/HER DESIGNEE IS AUTHORIZED TO PURCHASE OVER AND ABOVE HIS/HER DELEGATED PURCHASING AUTHORITY
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### CURRENT LANGUAGE:

#### 7.2.8 Board Authorized Purchases Exceeding the General Manager's Authority:

- a. The General Manager or his/her Designee is authorized to exceed his/her delegated purchasing authority and purchase the following goods and services without regard to limits on the amount of delegated authority under Section 2 of the Code of Ordinance:
  1. Gas and electric utility for the operation of the District
  2. Water
  3. Temporary labor services
  4. Chemicals and gasses for the treatment of potable and recycled water.
  5. Fuel, gasoline and diesel

### RECOMMENDED ADDITIONS:

#### 7.2.8 Board Authorized Purchases Exceeding the General Manager's Authority:

- a. The General Manager or his/her Designee is authorized to exceed his/her delegated purchasing authority under Section 2 of the Code of Ordinance and purchase the following goods and services without ~~regard to limits on the amount of delegated authority under Section 2 of the Code of Ordinance~~ Board approval so long as the overall Board Approved District Budget is not exceeded:
  1. Gas and electric utility for the operation of the District
  2. Water
  3. Temporary labor services
  4. Chemicals and gasses for the treatment of potable and recycled water.
  5. Fuel, gasoline and diesel
  6. Sewage Transportation and Processing
  7. Water Meters
  8. Service and maintenance of the District's Board adopted sole source Enterprise Resource Planning (ERP) System, Tyler Eden
  9. Service and maintenance of the District's Board adopted sole source Geographic Information System, Environmental Systems Research Institute (ESRI)/GIS
  10. Medical Service Benefits provided by Special District Risk Management Authority (SDRMA).

# AGENDA ITEM 6c



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 6, 2016
		PROJECT:	DIV. NO. All
SUBMITTED BY:	Rita Bell Finance Manager		
APPROVED BY:	<input checked="" type="checkbox"/> Joseph R. Beachem, Chief Financial Officer <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	A New Five-year Sewer Billing Services Agreement with the City of Chula Vista with Five Additional One-year Optional Terms		

### **GENERAL MANAGER'S RECOMMENDATION:**

That the Board authorize the General Manager to enter into a new five-year sewer billing services agreement with the City of Chula Vista with five additional one-year optional terms.

### **COMMITTEE ACTION:**

See Attachment A.

### **PURPOSE:**

To enter into a new sewer billing services agreement with the City of Chula Vista.

### **ANALYSIS:**

Since May of 1981 the District has agreed to collect sewer service charges from all of its water customers who receive sewer service from the City of Chula Vista (City). Over time, several agreements between the City and the District have been in place for sewer billing services.

Beginning with the December of 1995 agreement, the City and the District added numerous obligations that emphasized cooperation and planning between the two agencies. The term of the agreement was 20 years. The City and the District have chosen to let the old agreement expire on June 30, 2016, as many of the outstanding issues

such as growth and development have since been resolved. The proposed agreement, if approved by the Board, is for the only remaining ongoing issue which is sewer service billing.

The billing rate in the 1995 agreement was \$0.50 per bill. In November of 2004, the City and the District agreed, due to cost increases in providing this service that the billing rate would increase to \$1.03. The billing rate was further increased from \$1.03 to \$1.05 in November of 2015, reflecting the increase in the December 2014 San Diego Consumer Price Index (CPI).

The proposed agreement defines the sewer billing services to be provided with a term of five years with five additional one-year extensions. This agreement also proposes that the billing rate of \$1.05 be automatically increased or decreased each July 1<sup>st</sup>, based on changes in the prior December's San Diego CPI.

**FISCAL IMPACT:**             Joe Beachem, Chief Financial Officer

The annual revenue for sewer billing services will be approximately \$383,000.

**STRATEGIC GOAL:**

The District ensures its continued financial health through long-term financial planning.

**LEGAL IMPACT:**

None.

Attachments:

- Attachment A - Committee Action
- Attachment B - Chula Vista Sewer Billing Agreement
- Exhibit 1 - Sample Data



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	A New Five-year Sewer Billing Services Agreement with the City of Chula Vista with Five Additional One-year Optional Terms
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### COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on March 17, 2016 and the following comments were made:

- Staff is requesting that the Board approve a new five-year sewer billing services agreement with the City of Chula Vista with five additional one-year optional terms.
- Staff reviewed the information within the staff report:
  - The District has been billing and collecting sewer service charges for the City of Chula Vista customers since 1981.
  - The agreement with the City of Chula Vista was last negotiated in 1995 and was for a 20-year period. This agreement set the billing rate and obligations between Otay WD and the City of Chula Vista regarding growth and development.
  - It is proposed that the 1995 agreement be allowed to expire on June 20, 2016 as many of the obligations with regard to growth and development have been resolved.
- The new proposed agreement would be for the provision of billing services only. The rate would be set at \$1.05 per bill and would be increased or decreased each July 1<sup>st</sup> based on changes in the San Diego Consumer Price Index (CPI) as recorded in the prior December.
- The annual revenue for the billing services is approximately \$383,000 which is offset by the costs incurred by the District to bill, collect and respond to/refer customers to the City of Chula Vista.
- The City of Chula Vista will be presenting the agreement to their Council on April 5, 2016.

- In response to an inquiry from the Committee, staff indicated that the major components of the \$1.05 billing rate is the cost for postage, bill printing and payment processing.

Upon completion of the discussion, the Committee supported staffs' recommendation and presentation to the full board on the consent calendar.

**AGREEMENT TO PROVIDE CUSTOMER WATER CONSUMPTION DATA AND  
SEWER BILLING SERVICES**

This agreement (“Agreement”) is made and entered into as of \_\_\_\_\_, 2016 by and between Otay Water District, a Municipal Water District organized and existing pursuant to Water Code Section 71000 *et seq.*, (hereinafter referred to as “Otay”) and the City of Chula Vista, a municipal chartered corporation (“City”). Otay and the City are collectively referred to herein as the “Parties.”

**WHEREAS**, the City provides sewer collection services to property located within its jurisdictional boundaries; and

**WHEREAS**, the rates for the City’s sewer service fees are structured, in part, on the basis of a customer’s metered water use and certain assumptions regarding the volume of water returned to the sewer system; and

**WHEREAS**, Otay provides water service to properties located within Otay’s jurisdictional boundaries; and

**WHEREAS**, the City has requested that Otay provide water consumption data for all properties served by Otay within the jurisdictional boundaries of City and that Otay prepare the calculation of customers’ sewer service fees (based on a formula provided by the City) in order for the City to receive the sewer service fees for its sewer customers; and

**WHEREAS**, the City has requested that Otay provide billing and collection services for all properties served by Otay within the jurisdictional boundaries of City (“City Sewer Customers”) in order for the City to receive the sewer service fees for its sewer customers; and

**NOW, THEREFORE**, the Parties hereto agree as follows:

**1. Services.**

1.1. On an annual basis Otay will provide water consumption data for all properties served by Otay within the jurisdictional boundaries of the City (“Water Consumption Data File”) using the mutually agreed upon standard data file format. (A sample of the data file format is attached as Exhibit 1)

1.1.1. The Water Consumption Data File will contain data for the period November through April, and will calculate the lowest two consecutive months.

1.1.2. Otay will provide the Water Consumption Data File in an accurate manner and within one month of receipt of the last City Sewer Customer’s meter reading for the month of April, using reasonable, industry-standard methods and process.

1.2. On a monthly basis Otay will perform the services of billing and collection sewer fees for the City.

1.2.1. The City will provide to Otay, no later than June 1st of each year, the rates and formulas to be used by Otay to calculate the fees to be billed to City Sewer Customers.

1.2.2. Otay will calculate the fees to be charged to City Sewer Customers utilizing the fee rates and formulas provided by the City (“Sewer Fees”). Otay does not warranty the accuracy of the data or formulas provided by the City.

1.2.3. Otay will include Sewer Fees in City Sewer Customer’s water bills each month.

1.2.4. The City shall be responsible for notifying Otay of any new customers or changes to customer profiles, such as sewer strength for commercial customers. Every two months, Otay will remit to the City billed sewer fees with the payment being due the last Monday of the month subsequent to the two months of billing (ex. Sewer fees billed in July and August will be remitted by the last Monday in September).

1.3. The City agrees that the water consumption data provided by Otay and the Sewer Fees are confidential and may only be used for activities related to billing for sewer services or if required by statute or government regulation. The water consumption data and Sewer Fees provided by Otay must not be used for any other purposes.

1.4. Otay does not warranty the accuracy of the water consumption data or the calculation of the Sewer Fee based on the formula provided by the City.

**2. Term.**

The term of this Agreement shall be from the date first stated above, and will continue in effect until June 30, 2021. The Agreement may be extended by mutual agreement for five additional one-year terms with an amendment to the Agreement to be executed by June 30<sup>th</sup> of the preceding fiscal year.

**3. Payment.**

3.1 Otay shall deduct a per-account charge (“Service Fee”) from each remittance of collected Sewer Fees it makes to the City. The Service Fee will be based on the number of accounts for which Otay provides water consumption data and billing services to the City. The Service Fee represents Otay’s costs to provide water consumption data to the City and to perform billing and collection services for Sewer Fees for the City. The initial Service Fee shall be \$1.05 per account per month.

3.2 The Service Fee shall be adjusted from a starting figure of \$1.05 per account in December 2015 dollars, each year thereafter on July 1 of each year, in accordance with any increase or decrease in the San Diego Consumer Price Index. Any change shall be memorialized by Otay sending a letter to the City which will include an updated cost per account. Said letters shall be incorporated herein by reference and become part of this Agreement.

**4. Uncollectible Accounts.**

The City shall be solely responsible for risk of loss associated with uncollectible accounts, up to the total amount of Sewer Fees billed. Otay shall apply payments to water accounts first.

**5. Termination.**

Either party may terminate this Agreement with ninety (90) days written notice. In the event of termination of this Agreement, payment to Otay will be made for the above-referenced fees and costs for the current fiscal year to the date of termination. Notice of termination shall be provided in accordance with the provisions of Section 9 below.

**6. Indemnification.**

6.1 Each Party shall be responsible for the willful misconduct and negligent acts or omissions of its officers, directors, agents, employees, and subcontractors. Each Party shall indemnify, hold harmless, and defend the other from and against all claims, demands, and liabilities for bodily injury, property damage, or other damages caused by the willful or negligent act or omission of the indemnifying party or its officer, directors, agents, employees or subcontractors.

6.2 The City hereby indemnifies, holds harmless and defends Otay and Otay's officers, directors, agents, employees, and subcontractors from and against all claims, demands, and liabilities for bodily injury, property damage, or other damages arising out of the City's business decisions relating to, or use of, the water consumption data provided by Otay.

**7. Integration.**

This Agreement, including any and all exhibits to it, represent the entire understanding of both Parties as to those matters contained in it, and supersedes and cancels any prior oral or written understandings, promises or representations with respect to those matters covered in it. This Agreement may not be modified or altered except in writing signed by both Parties, except as provided for herein related to notice of increase of the Service Fee as provided for in Paragraph 3 above.

**8. Laws, Venue, and Attorneys' Fees.**

This Agreement shall be interpreted in accordance with the laws of the State of California. The Parties agree that if any dispute shall arise in relation to this Agreement, they will attempt to resolve such dispute informally, in good faith. If such good faith informal resolution does not resolve the issue, the Parties agree that the matter will be directed to the General Manager/City Manager of each Party for another good faith attempt at resolution. If that attempt does not resolve the issue, the Parties agree to mediation under the rules of the American Arbitration Association or any other neutral organization agreed upon before having recourse in a court of law. Any agreements resulting from mediation shall be documented in writing by all Parties. All mediation results shall be "non-binding" and inadmissible for any purpose in any legal proceeding, unless all Parties otherwise agree in writing. If mediation is not successful, and an action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California.

**9. Notice.**

Termination notice, proposed amendments to this Agreement, or any other notices required herein will be delivered by United States Post Office, certified mail, and addressed to:

Otay Water District  
Kevin Koeppen  
2554 Sweetwater Springs Blvd.  
Spring Valley, CA 91978-2004  
kevin.koeppen@otaywater.gov

City of Chula Vista  
Roberto Yano  
276 Fourth Avenue  
Chula Vista, CA 91910  
ryano@chulavistaca.gov

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by regular or electronic mail addressed to the designated representative.

**10. Severability.**

In the event any one of the provisions of this Agreement shall for any reason be held invalid, illegal or unenforceable, the remaining provisions of this Agreement shall be unimpaired, and the invalid, illegal or unenforceable provision(s) shall be replaced by a mutually acceptable provision, which being valid, legal and enforceable, comes closest to the intention of the parties underlying the invalid, illegal or unenforceable provision.

**11. Assignment.**

In no event shall this Agreement be assigned by either Party without first obtaining the prior written consent of the other Party.

**12. Waiver.**

No covenant, term or condition of this Agreement shall be deemed to be waived by any party hereto unless such waiver is in writing and executed by the party making the waiver. No waiver of any breach of any of the terms, covenants, or conditions of this Agreement shall be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, covenant or condition contained herein.

**13. Execution of Agreement.**

This Agreement shall not be deemed to have been accepted and shall not be binding upon either Party until duly authorized officers of both parties have executed it. This Agreement, including any and all exhibits to it, represents the entire understanding of both Parties as to those matters contained in it, and supersedes and cancels any prior oral or written understandings, promises or representations with respect to those matters covered in it. This Agreement may not be modified or altered except in writing, signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement as of the date first written above.

**Otay Water District**

**City of Chula Vista**

Approved:

By: \_\_\_\_\_  
Mark Watton, General Manager

By: \_\_\_\_\_  
Mary Casillas-Salas, Mayor

Attest:

\_\_\_\_\_  
Susan Cruz, Board Secretary

\_\_\_\_\_  
Donna Norris, City Clerk

Approved as to form:

\_\_\_\_\_  
General Counsel  
Otay Water District

\_\_\_\_\_  
Glen R. Googins, City Attorney  
City of Chula Vista

ChulaVistaSewerMthSum  
01/21/2016 15:12

Chula Vista Sewer Summary Report For Month Of 12/2015  
Otay Water District

<u>Fee Code</u>	<u>Account s</u>	<u>Service Locations</u>	<u>Water Used</u>	<u>Sewer Charged</u>	<u>Base Charge</u>	<u>Service Units</u>	<u>Fixed Charge</u>
scmr10	194	194	4,167.00	16,851.69	14,898.11	278.00	1,953.58
scmr15	125	125	5,892.00	22,787.16	21,537.16	124.00	1,250.00
scmr20	119	119	12,966.00	47,077.63	43,279.15	114.00	3,798.48
scmr30	21	21	6,456.00	26,808.42	25,554.09	14.00	1,254.33
scmr40	49	49	32,277.00	131,128.95	128,202.18	38.00	2,926.77
scmr60	5	5	3,982.00	14,075.85	13,578.55	5.00	497.30
scmr75	14	14	165.00	668.53	583.13	14.00	85.40
scmr80	2	2	844.00	3,796.26	3,418.68	2.00	377.58
scvh10	9	9	210.00	1,844.65	1,754.02	8.00	90.63
scvh15	17	17	1,007.00	8,595.86	8,255.86	14.00	340.00
scvh20	18	17	2,601.00	21,664.14	21,089.58	14.00	574.56
scvh30	1	1	11.00	180.62	120.89	0.00	59.73
scvh75	3	3	50.00	430.29	411.99	2.00	18.30
scvl10	64	64	1,256.00	5,738.28	5,093.80	60.00	644.48
scvl15	64	64	3,401.00	14,398.21	13,118.21	57.00	1,280.00
scvl20	110	110	8,686.00	36,877.87	33,366.67	91.00	3,511.20
scvl30	7	7	1,931.00	8,468.79	8,050.68	6.00	418.11
scvl40	5	5	631.00	3,166.48	2,867.83	4.00	298.65
scvl60	1	1	8.00	461.02	361.53	1.00	99.49
scvl75	65	64	474.00	2,384.18	1,987.68	59.00	396.50
scvm10	14	14	311.00	1,831.75	1,690.77	11.00	140.98
scvm15	15	15	2,194.00	11,580.68	11,430.68	11.00	150.00
scvm20	13	13	2,221.00	11,867.18	11,452.22	7.00	414.96
scvm30	4	4	1,014.00	5,499.65	5,260.73	1.00	238.92
scvm75	7	7	71.00	430.71	388.01	4.00	42.70
scvr10	1	1	5.00	22.66	16.56	1.00	6.10
scvr75	143	143	1,092.00	3,825.49	2,953.19	38.00	872.30
swcv10	128	128	2,294.00	7,283.81	6,503.01	70.00	780.80
swcv15	1	1	7.00	32.37	26.27	0.00	6.10
swcv75	29,262	29,094	264,947.00	1,212,821.52	1,034,185.22	1,145.50	178,636.30
<b>TOTALS</b>	<b>Accounts Billed</b>	<b>Service Locations</b>	<b>Water Used</b>	<b>Sewer Charged</b>	<b>Base Charged</b>	<b>Service Units</b>	<b>Fixed Svc Charge</b>
	30,480	30,309	361,171.00	1,622,600.70	1,421,436.45	2,193.50	201,164.25



# AGENDA ITEM 7a

## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 6, 2016
SUBMITTED BY:	Mark Watton, General Manager	PROJECT:	Various DIV.NO. ALL
APPROVED BY:	<input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Local Agency Formation Commission (LAFCO) Special Districts Run-off Election for 2015-2016		

### **GENERAL MANAGER'S RECOMMENDATION:**

That the Board consider casting the District's vote in LAFCO's Special Districts 2015-2016 Run-off Election for an Alternate District Member on LAFCO's Commission.

### **PURPOSE:**

To present for the Board's consideration the run-off ballot for the election of an Alternate District Member on LAFCO's Commission.

### **ANALYSIS:**

LAFCO held elections for positions on their Commission and Special Districts Advisory Committee in February 2016. Because none of the candidates running for the Alternate District Member position received a majority of the votes, per LAFCO's election rules, a run-off election must be held for the top two candidates. Ms. Judy Hanson, Leucadia Wastewater District, and Mr. Dennis A. Sanford, Rainbow Municipal Water District, are the candidates in the run-off election.

LAFCO's correspondence regarding the LAFCO run-off election (Attachment A) and the ballot for the run-off election (Attachment B) are attached. Also attached is a letter from Leucadia Wastewater District seeking the District's support of Ms. Judy Hanson in the election (Attachment C). The ballot must be submitted to LAFCO by June 3, 2016.

**FISCAL IMPACT:**             Joe Beachem, Chief Financial Officer

None.

**STRATEGIC GOAL:**

Participating would support the strategic goal of maintaining effective communications with other cities, special districts, State and Federal governments, community organizations and Mexico.

**LEGAL IMPACT:**

None.

Attachments:

Attachment A: LAFCO Correspondence

Attachment B: LAFCO Ballot

Attachment C: Leucadia Wastewater District's Request for Support of their Candidate



9335 Hazard Way • Suite 200 • San Diego, CA 92123  
(858) 614-7755 • FAX (858) 614-7766

San Diego Local Agency Formation Commission

Website: www.sdlafo.org

#### Chairman

Bill Horn  
County Board of  
Supervisors

March 25, 2016

#### Vice Chairman

Sam Abed  
Mayor  
City of Escondido

TO: Independent Special Districts of San Diego County

FROM: Executive Officer  
Administrative Assistant

#### Members

Dianne Jacob  
County Board of  
Supervisors

SUBJECT: **2015–2016 RUN-OFF Special Districts Election**

Andrew Vanderlaan  
Public Member

Lorie Zapf  
Councilmember  
City of San Diego

Lorraine Wood  
Councilmember  
City of Carlsbad

Jo MacKenzie  
Vista Irrigation District

Vacant  
Special District

#### Alternate Members

Greg Cox  
County Board of  
Supervisors

Chris Cate  
Councilmember  
City of San Diego

Racquel Vasquez  
Councilmember  
City of Lemon Grove

Ed Sprague  
Olivenhain Municipal  
Water District

Harry Mathis  
Public Member

#### Executive Officer

Michael D. Ott

#### Legal Counsel

Michael G. Colantuono

On March 4, 2016, the independent special districts were notified by letter that a run-off election would be required for the alternate special district member position on the Local Agency Formation Commission (LAFCO). A run-off election between the two top vote getters is necessary per the election rules, because none of the four candidates that participated in the recent election received a majority of the votes cast. Judy Hanson of the Leucadia Wastewater District received 15 votes; Dennis Sanford of the Rainbow Municipal Water District received 9 votes; Mark Robak of the Otay Water District received 5 votes and Joel Scalzitti of the Helix Water District received 4 votes.

An approximate ten week time period will be provided for the run-off election for the two top vote getters (Judy Hanson and Dennis Sanford), commencing on **March 25, 2016**. The run-off election will be held by mailed ballot with a **June 3, 2016** due date for the return of ballots. The top vote getter must again receive a majority of the votes cast and the installation is tentatively scheduled for the August 1, 2016 LAFCO meeting.

Special District Election Ballots and Vote Certification forms on which to record the votes are attached (**Attachment 1**). A list of the eligible independent special districts is provided for your convenience in label format (**Attachment 2**). A summary of the nominations and copies of Nomination Forms are also attached (**Attachment 3**).

**Ballots without a valid authorized signature, or ballots cast for more than the indicated number of positions will be disregarded.**

March 25, 2016

The ballots should be considered by your full district board. As stated in the previous ballot materials, State Law and the Selection Committee Rules require a district's vote to be cast by its presiding officer, or an alternate member of the *legislative body* appointed by the other members. Therefore, the certification form has been incorporated with the ballot forms to be signed by the board member who has been designated to cast your district's votes. **A ballot received without a signed certification form will not be counted.**

Write-in candidates are permitted, and spaces have been provided for that purpose. The deadline for receipt of the ballots by LAFCO is **June 3, 2016**. The Selection Committee Rules require that marked ballots be returned **by certified mail, return receipt requested**. Facsimile (FAX) ballots and certification forms will be accepted, **if necessary to meet the ballot deadline**, but originals must be submitted as soon as possible thereafter.

The Selection Committee Rules stipulate that a majority of the districts shall constitute a quorum for the conduct of committee business. There are 61 independent special districts in San Diego County; therefore, a minimum of **31** ballots must be received to certify that a legal election was conducted. The ballots will be kept on file in this office, and may be inspected, upon request.

Please contact me or Tamaron Luckett at (858) 614-7755 if you have any questions.



MICHAEL D. OTT  
Executive Officer



TAMARON R. LUCKETT  
Administrative Assistant

MDO:TRL/trl

Attachments

- (1) Special District Election Ballots and Vote Certification Run-Off Form
- (2) Independent Special District List
- (3) Independent Special District Summary of Nominations and Copies of Nomination Forms

2015-2016 RUN-OFF SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

\* **Judy Hanson** [ ]  
(Leucadia Wastewater District)

**Dennis A. Sanford** [ ]  
(Rainbow Municipal Water District)

Write-In

\_\_\_\_\_ [ ]  
(Print Name)

I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of District)  
at the 2015-2016 Special Districts Selection Committee Election as:

[ ] the presiding officer, or\*\*

[ ] the duly-appointed alternate board member.\*\*

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**\*\*The ballot and vote certification form must be signed by the board member who has been designated to cast your district's votes. A ballot received without a signed certification form will not be counted.**

\* = Nominating Committee's Recommendation

Return Ballot and Vote Certification Form to:  
San Diego LAFCO  
Tameron Lockett  
9335 Hazard Way, Suite 200  
San Diego, CA 92123  
(858) 614-7755 (office) · (858) 614-7766 (FAX)



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS**

DONALD F. OMSTED, PRESIDENT  
JUDY K. HANSON, VICE PRESIDENT  
ALLAN JULIUSSEN, DIRECTOR  
DAVID KULCHIN, DIRECTOR  
ELAINE SULLIVAN, DIRECTOR  
PAUL J. BUSHEE, GENERAL MANAGER

March 28, 2016

Ref: 16-4903

**Re: LAFCO Run-Off Election – Request Your Vote for Ms. Judy Hanson**

Dear LAFCO Members,

On behalf of the Leucadia Wastewater District (LWD) Board of Directors, I am writing to request your vote for Ms. Judy Hanson for the Special District's Board Alternate position in the upcoming LAFCO run-off election. The LWD Board nominated Ms. Hanson for the Board position in September 2015. Please note that the LAFCO Special District's Nominating Committee has also selected Ms. Hanson as its recommended candidate.

Ms. Hanson presently serves as the Vice Chair of the LAFCO Special District Advisory Committee (SDAC) and has served on this committee since 1996. In addition to the SDAC, Ms. Hanson has an extensive professional background with special districts that has spanned over 50 years. She has been on the LWD Board of Directors since 1983, serving on various Board committees as well as Board president in 2003, 2007 and 2011.

Ms. Hanson has also held various officer positions on the Board of Directors of the San Diego Chapter of the California Special Districts Association (CSDA), serving as Chapter President in 2004. Furthermore, Ms. Hanson was a special district employee for virtually her entire professional career, which included over 33 years of service with the San Dieguito Water District and later the City of Encinitas.

As can be seen, Ms. Hanson's involvement with special districts has been extensive on a personal, professional and political level. Throughout her career, Judy has been a long-time and tireless advocate for special districts from the platform of local control and fiscal conservatism. We are confident that, if elected, Ms. Hanson will continue to make many valuable contributions to LAFCO and represent special districts in a very positive way.

For these reasons, we urge you to vote for Ms. Judy Hanson for the LAFCO Special Districts Board Alternate in the upcoming run-off election. Your support is greatly appreciated.

Best regards,

Donald Omsted  
President, Board of Directors



# AGENDA ITEM 7b

## STAFF REPORT

TYPE MEETING:	Regular Board Meeting	MEETING DATE:	April 6, 2016
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO.
APPROVED BY:	<input checked="" type="checkbox"/> Susan Cruz, District Secretary <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Board of Directors 2016 Calendar of Meetings		

**GENERAL MANAGER'S RECOMMENDATION:**

At the request of the Board, the attached Board of Director's meeting calendar for 2016 is being presented for discussion.

**PURPOSE:**

This staff report is being presented to provide the Board the opportunity to review the 2016 Board of Director's meeting calendar and amend the schedule as needed.

**COMMITTEE ACTION:**

N/A

**ANALYSIS:**

The Board requested that this item be presented at each meeting so they may have an opportunity to review the Board meeting calendar schedule and amend it as needed.

**STRATEGIC GOAL:**

N/A

**FISCAL IMPACT:**

None.

**LEGAL IMPACT:**

None.

Attachment: Calendar of Meetings for 2016

**Board of Directors, Workshops  
and Committee Meetings  
2016**

**Regular Board Meetings:**

January 6, 2016  
February 3, 2016  
March 2, 2016  
April 6, 2016  
**May 4, 2016**  
June 1, 2016  
July 6, 2016  
August 3, 2016  
September 7, 2016  
October 5, 2016  
November 2, 2016  
December 7, 2016

**Special Board or Committee Meetings (3<sup>rd</sup>  
Wednesday of Each Month or as Noted)**

January 20, 2016  
February 17, 2016  
March 16, 2016  
**April 20, 2016**  
May 18, 2016  
June 15, 2016  
July 20, 2016  
August 17, 2016  
September 21, 2016  
October 19, 2016  
November 16, 2016  
December 21, 2016

**SPECIAL BOARD MEETINGS:**

**May 23, 2016, 3:00 p.m. - Fiscal Year 2017 Budget Workshop**

# AGENDA ITEM 8a



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 6, 2016
SUBMITTED BY:	Dan Martin Engineering Manager	PROJECT:	VARIOUS DIV. NO. ALL
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief of Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Informational Item - Second Quarter Fiscal Year 2016 Capital Improvement Program Report		

### **GENERAL MANAGER'S RECOMMENDATION:**

No recommendation. This is an informational item only.

### **COMMITTEE ACTION:**

Please see Attachment A.

### **PURPOSE:**

To update the Board about the status of all CIP project expenditures and to highlight significant issues, progress, and milestones on major projects.

### **ANALYSIS:**

To keep up with growth and to meet our ratepayers' expectations to adequately deliver safe, reliable, cost-effective, and quality water, each year the District staff prepares a Six-Year CIP Plan that identifies the District's infrastructure needs. The CIP is comprised of four categories consisting of backbone capital facilities, replacement/renewal projects, capital purchases, and developer's reimbursement projects.





## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	Informational Item - Second Quarter Fiscal Year 2016 Capital Improvement Program Report
VARIOUS	

### COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee (Committee) reviewed this item at a Committee Meeting held on March 15, 2016, and the following comments were made:

- Staff provided a PowerPoint presentation to the Committee and indicated that the expenditures through the second quarter of FY 2016 totaled approximately \$4.3 million, which is about 36% of the District's fiscal year budget.
- Staff indicated that the District's FY 2016 CIP budget consists of 80 projects that total \$11.8 million and is divided into four categories:
  - Capital Facilities= \$3.5 million
  - Replacement/Renewal= \$7.2 million
  - Capital Purchases= \$1.1 million
  - Developer Reimbursement= \$1.0 thousand
- The PowerPoint presentation included the following:
  - Total Life-to-Date Expenditures
  - CIP Budget Forecast vs. Expenditures
  - Major CIP Projects
  - CIP Projects in Construction
  - Construction Contract Status of projects, contract amount with allowances, net change orders, and percent of project completion
  - Consultant Contract Status of contract amounts, approve payments to date, change orders, dates when contracts were signed and the end date of contracts
- Staff provided an update of the following construction projects that were active during the second quarter:

- o 850-3 Reservoir Interior Coating and Upgrades (P2542) that was completed in November 2015.
  - o 944-1, 944-2, and 458-2 Reservoir Interior/Exterior Coating and Upgrades (P2531, P2532, P2535) that was completed and put into service in December 2015.
  - o RWCWRF – Return Activated Sludge (RAS) Pump Replacement (R2111) that was completed in February 2016.
  - o Sweetwater River Trestle Improvements (R2109) that was completed in January 2016.
- Staff highlighted that during the second quarter of FY 2016 the Change Orders with Allowance Credit equaled to 0.8%.
  - In response to a question from the Committee, staff stated that the total CIP Budget Expenditures for FY 2016 are projected to be approximately 80-85%.

Following the discussion, the Committee supported staffs' recommendation and presentation to the full board as an informational item.

**FISCAL YEAR 2016  
2ND QUARTER REPORT**  
(Expenditures through 12/31/2015)  
(\$000)

CIP No.	Description	Project Manager	FISCAL YEAR-TO-DATE, 12/31/15				LIFE-TO-DATE, 12/31/15				Q2 Comments
			FY 2016 Budget	Expenses	Balance	Expense to Budget %	Budget	Expenses	Balance	Expense to Budget %	
<b>CAPITAL FACILITY PROJECTS</b>											
P2040	Res - 1655-1 Reservoir 0.5 MG	Cameron	\$ 25	\$ -	\$ 25	0%	\$ 2,200	\$ 478	\$ 1,722	22%	The review of previous environmental and design efforts will begin in Q4 FY 2016.
P2083	PS - 870-2 Pump Station Replacement	Marchioro	350	74	276	21%	15,000	1,394	13,606	9%	On target. Pace anticipated to accelerate Q3 through Q4.
P2267	36-Inch Main Pumpouts and Air/Vacuum Ventilation Installations	Marchioro	50	36	14	72%	735	446	289	61%	On target.
P2325	PL-10" to 12" Oversize, 1296 Zone, PB Road-Rolling Hills Hydro PS/PB Bndy	Beppler	1	19	(18)	1900%	22	19	3	86%	Developer reimbursement request approved. Request came in earlier than anticipated. Overall project is complete and under budget.
P2451	Otay Mesa Desalination Conveyance and Disinfection System	Kennedy	350	203	147	58%	30,000	3,462	26,538	12%	Project to spend 75% of Fiscal Year budget or approximately \$265K.
P2466	Regional Training Facility	Coburn-Boyd	8	1	7	13%	300	288	12	96%	Project has been on hold. Anticipate project starting later in Fiscal Year 2016.
P2469	Information Technology Network and Hardware	Kerr	175	174	1	99%	1,684	2,061	(377)	122%	No further expenditures for this CIP.
P2470	Financial System Enhancements	Kerr	100	35	65	35%	1,765	1,702	63	96%	Currently evaluating Eden Self-Service Module this Fiscal Year.
P2486	Asset Management Plan Condition Assessment and Data Acquisition	Zhao	75	-	75	0%	1,015	859	156	85%	Consulting service contract was put on hold for higher priority items.
P2511	Otay Interconnect Pipeline	Marchioro	420	434	(14)	103%	2,601	2,519	82	97%	Purchase of Caltrans parcels was anticipated for FY 2017.
P2537	Operations Yard Property Acquisition Improvements	Beppler	450	35	415	8%	775	202	573	26%	Construction has started and completion date is within this fiscal year. Contract amount of \$450,000 plus inspection and construction management costs will exceed FY 2016 budget, but not overall project budget.
P2540	Work Order Management System Replacement	Kerr	60	165	(105)	275%	500	462	38	92%	Expect spending of \$3K-\$5K this quarter for additional reporting and customization.
P2541	624 Pressure Zone PRSs	Marchioro	525	39	486	7%	750	263	487	35%	Field construction to begin in Q3. Project on track to complete in FY 2016.
P2547	District Administration Vehicle Charging Stations	Beppler	1	-	1	0%	60	11	49	18%	Design to be accelerated and included with P2555. The accelerated work will exceed the fiscal year budget.
P2549	Fuel System Upgrade	Payne	30	-	30	0%	30	-	30	0%	In process; scheduled completion Q3 FY 2016.
P2551	Blossom Lane Helix WD and Otay WD Interconnection	Beppler	150	5	145	3%	193	13	180	7%	Construction has started and completion date is within this fiscal year. Billing from Helix WD may come in by the end of the FY (estimated at \$170K) which would exceed the FY budget, but remain under the overall project budget.
P2552	South Barcelona Helix WD and Otay WD Interconnection	Beppler	150	5	145	3%	200	13	187	7%	Construction has started and completion date is within this fiscal year. Billing from Helix WD may come in by the end of the FY (estimated at \$170K) which would exceed the FY budget, but remain under the overall project budget.
P2554	640/340 PRS at Energy Way and Nirvana Avenue	Marchioro	1	-	1	0%	400	-	400	0%	No progress anticipated in FY 2016.
P2555	Administration and Operations Parking Lot Improvements	Cameron	10	10	-	100%	500	10	490	2%	Design to begin in Q3. Project has been accelerated.
P2561	Res - 711-3 Reservoir Cover/Liner Replacement	Marchioro	5	-	5	0%	1,800	-	1,800	0%	No progress anticipated in FY 2016.
P2562	Res - 571-1 Reservoir Cover/Liner Replacement	Marchioro	1	-	1	0%	2,600	-	2,600	0%	No progress anticipated in FY 2016.
P2563	Res - 870-1 Reservoir Cover/Liner Replacement	Marchioro	1	-	1	0%	1,000	-	1,000	0%	No progress anticipated in FY 2016.
P2568	Technology Business Processes Improvement	Kerr	40	25	15	63%	115	25	90	22%	No expenditures planned in Q2 FY 2016.
P2569	Metro Ethernet Implementation/ District Facilities - Pilot	Kerr	100	17	83	17%	100	17	83	17%	Procured materials (\$15K) in FY 2016 Q2. Project is on track.
P2570	SCADA Equipment & Infrastructure Enhancement	Kerr	-	-	-	0%	300	-	300	0%	No expenditures anticipated in FY 2016.
P2571	Datacenter Network Enhancement & Replacement of Infrastructure Componets	Kerr	-	-	-	0%	200	-	200	0%	No expenditures anticipated in FY 2016.
P2572	Enterprise Resource Planning (ERP) Replacement	Kerr	-	-	-	0%	250	-	250	0%	No expenditures anticipated in FY 2016.
R2077	RecPL - 24-Inch, 860 Zone, Alta Road - Alta Gate/Airway	Beppler	5	1	4	20%	2,850	2,811	39	99%	Little activity scheduled this Fiscal Year.
R2107	RWCWRF Screening Compactor and Chlorine Injectors Enclosure	Vaclavek	7	3	4	43%	215	180	35	84%	No further expenses projected for FY 2016. Project is complete.
R2108	Res - 927-1 Reservoir Cover Replacement	Marchioro	10	-	10	0%	1,090	1,082	8	99%	On target. Final warranty inspection scheduled for 3rd QTR.

**FISCAL YEAR 2016  
2ND QUARTER REPORT**  
(Expenditures through 12/31/2015)  
(\$000)

CIP No.	Description	Project Manager	FISCAL YEAR-TO-DATE, 12/31/15				LIFE-TO-DATE, 12/31/15				Q2 Comments	
			FY 2016 Budget	Expenses	Balance	Expense to Budget %	Budget	Expenses	Balance	Expense to Budget %		
R2110	RecPS - 944-1 Optimization and Pressure Zone Modifications	Marchioro	25	13	12	52%	200	97	103	49%	Field construction to begin in Q3. Project on track to complete in FY 2016.	
R2114	Large Recycle Pump Replacement at the RWCWRF 927-1 Pump Station	Anderson	40	-	40	0%	120	89	31	74%	No additional funds will be spent this Fiscal Year. This account will be closed.	
R2117	RWCWRF Disinfection System Improvements	Beppler	110	7	103	6%	2,500	111	2,389	4%	Waiting on results of IPR/DPR study and force main condition assessment before determining the next step. No additional billing expected this fiscal year.	
R2118	Steele Canyon Sewer PS Chopper Pump	Beppler	40	-	40	0%	40	-	40	0%	Evaluating an alternative solution to adding a chopper pump to which plant operators oppose. Design of the alternative may be completed within FY 2016. Construction in FY 2017. Expect to spend half of FY budget.	
R2119	Treatment Plant Automation & Security Upgrades	Beppler	50	7	43	14%	200	7	193	4%	In process of obtaining consultant proposal. Budget for this fiscal year appears to be adequate.	
R2121	Res - 944-1 Reservoir Cover/Liner Replacement	Marchioro	25	18	7	72%	1,400	18	1,382	1%	On target.	
R2122	Emergency Recycled Water Fire Hydrant Installations	Cameron	75	14	61	19%	75	14	61	19%	Project is on schedule. Reviewing Agency requirements and necessary modifications to the District Recycled Use Permit.	
S2043	RWCWRF Sludge Handling System	Beppler	1	-	1	0%	47	40	7	85%	Little activity scheduled this Fiscal Year.	
Total Capital Facility Projects			Total:	3,466	1,340	2,126	39%	73,832	18,693	55,139	25%	
<b>REPLACEMENT/RENEWAL PROJECTS</b>												
P2382	Safety and Security Improvements	Ramirez	300	175	125	58%	2,667	2,433	234	91%	\$112K in District-wide facility security system upgrades were completed by the end of Q2 FY 2016. Project phases will continue into FY 2016. It is anticipated that the remaining balance of \$125K will be expended in phase projects during the remainder of FY 2016.	
P2453	SR-11 Utility Relocations	Marchioro	5	160	(155)	3200%	2,250	1,578	672	70%	FY 2016 expense projected at \$180K, rather than \$5K. Construction contract not completed in FY 2015 as anticipated. Overall project within budget.	
P2485	SCADA Communication System and Software Replacement	Kerr	75	127	(52)	169%	2,014	1,537	477	76%	Expenditures were \$33K for FY 2016 Q2. Accelerating project increased spending for FY 2016.	
P2493	624-2 Reservoir Interior/Exterior Coating	Cameron	55	5	50	9%	1,675	1,542	133	92%	Project is in the warranty period; expenditures planned for Q4.	
P2494	Multiple Species Conservation Plan	Coburn-Boyd	87	6	81	7%	950	852	98	90%	Expect to use most of the budget in the second half of the fiscal year.	
P2495	San Miguel Habitat Management/Mitigation Area	Coburn-Boyd	120	37	83	31%	2,100	1,176	924	56%	On track; more budget used in second half of fiscal year because of annual report.	
P2496	Otay Lakes Road Utility Relocations	Martin	20	1	19	5%	325	283	42	87%	Contract Acceptance pending As-builts from City of Chula Vista.	
P2504	Regulatory Site Access Road and Pipeline Relocation	Cameron	50	-	50	0%	900	330	570	37%	Project is driven by County Fire.	
P2507	East Palomar Street Utility Relocation	Cameron	25	17	8	68%	940	711	229	76%	Awaiting Punch List items to be completed. Request for reimbursement to follow.	
P2508	Pipeline Cathodic Protection Replacement Program	Marchioro	150	10	140	7%	725	194	531	27%	Pace anticipated to accelerate Q3 through Q4.	
P2515	870-1 Reservoir Paving	Beppler	15	4	11	27%	510	510	-	100%	Project construction complete. Project was accepted on February 11, 2015 and has a one year warranty.	
P2518	803-3 Reservoir Interior/Exterior Coating	Cameron	20	-	20	0%	700	638	62	91%	Project is in the warranty period, expenditures planned for the 3rd QTR.	
P2519	832-2 Reservoir Interior/Exterior Coating	Cameron	20	1	19	5%	750	663	87	88%	Project is in the warranty period, expenditures planned for the 3rd QTR.	
P2520	Motorola Mobile Radio Upgrade	Martinez	30	-	30	0%	135	77	58	57%	Anticipate spending in the 3rd QTR.	
P2529	711-2 Reservoir Interior & Exterior Coating	Cameron	600	56	544	9%	790	72	718	9%	Project construction began in Q2. Project on schedule.	

**FISCAL YEAR 2016  
2ND QUARTER REPORT**  
(Expenditures through 12/31/2015)  
(\$000)

CIP No.	Description	Project Manager	FISCAL YEAR-TO-DATE, 12/31/15				LIFE-TO-DATE, 12/31/15				Q2 Comments
			FY 2016 Budget	Expenses	Balance	Expense to Budget %	Budget	Expenses	Balance	Expense to Budget %	
P2530	711-1 Reservoir Interior & Exterior Coating	Cameron	800	78	722	10%	1,040	94	946	9%	Project construction began in Q2. Project on schedule.
P2531	944-1 Reservoir Interior & Exterior Coating	Cameron	205	284	(79)	139%	390	295	95	76%	Project reached substantial completion in December 2015. Contractor has been assessed liquidated damages for late completion.
P2532	944-2 Reservoir Interior & Exterior Coating	Cameron	101	50	51	50%	946	937	9	99%	Project reached substantial completion in December 2015. Contractor has been assessed liquidated damages for late completion.
P2533	1200-1 Reservoir Interior & Exterior Coating	Cameron	5	-	5	0%	565	-	565	0%	Project is on schedule, expenditures planned for the 4th QTR.
P2534	978-1 Reservoir Interior & Exterior Coating	Cameron	-	-	-	0%	325	-	325	0%	No expenditures for FY 2016.
P2535	458-2 Reservoir Interior & Exterior Coating & Upgrades	Cameron	294	393	(99)	134%	839	767	72	91%	Project reached substantial completion in December 2015. Contractor has been assessed liquidated damages for late completion.
P2538	Administration and Operations Building Fire Sprinkler Replacement Program	Cameron	5	2	3	40%	110	65	45	59%	Project is on schedule.
P2539	South Bay Bus Rapid Transit (BRT) Utility Relocations	Cameron	100	11	89	11%	940	841	99	89%	SANDAG driven project. SANDAG has notified the District that they are behind schedule, and expenditures are not expected until FY 2017.
P2542	850-3 Reservoir Interior Coating	Cameron	230	356	(126)	155%	530	501	29	95%	Construction Contract accepted in Q2. Project is in the 2 yr. Warranty Period.
P2543	850-1 Reservoir Interior/Exterior Coating	Cameron	-	-	-	0%	575	-	575	0%	No expenditures for FY 2016.
P2544	850-2 Reservoir Interior/Exterior Reservoir Coating	Cameron	5	-	5	0%	940	-	940	0%	Project is on schedule, expenditures planned for the 4th QTR.
P2545	980-1 Reservoir Interior Exterior Coating	Cameron	950	42	908	4%	1,495	42	1,453	3%	Project is on schedule. Construction to begin in the 3rd QTR.
P2546	980-2 Reservoir Interior/Exterior Coating	Cameron	-	-	-	0%	1,450	-	1,450	0%	No expenditures for FY 2016.
P2550	Fuel Island Upgrade	Payne	75	-	75	0%	75	-	75	0%	Scheduled for completion in Q4 FY 2016.
P2553	Heritage Road Bridge Replacement and Utility Relocation	Cameron	10	-	10	0%	1,200	1	1,199	0%	City of Chula Vista driven project.
P2557	520 Res Recirculation Pipeline Chemical Supply and Analyzer Feed Replacement Project	Beppler	1	3	(2)	300%	100	3	97	3%	Design activity started earlier than expected in response to operational issues. FY spending expected to increase up to \$25K if work performed in house, less if project needs to be bid out. Project will not exceed overall project budget.
P2558	Additional Pump Station Fuel Storage	Rahders	25	-	25	0%	25	-	25	0%	Will be expended by end of 3rd QTR.
P2559	Pressure Vessel Repair and Replacement Program	Marchioro	50	16	34	32%	300	16	284	5%	Current FY 2016 issue solved with smaller expense than anticipated.
P2564	Administration Carpet Replacement Program	Payne	65	-	65	0%	215	-	215	0%	Full budget delayed until FY 2017-18.
P2565	803-2 Reservoir Interior/Exterior Coating & Upgrades	Cameron	-	-	-	0%	725	-	725	0%	No expenditures for FY 2016.
P2566	520-2 Reservoir Interior/Exterior Coating & Upgrades	Cameron	-	-	-	0%	1,790	-	1,790	0%	No expenditures for FY 2016.
P2567	1004-2 Reservoir Interior/Exterior Coating & Upgrades	Cameron	-	-	-	0%	565	-	565	0%	No expenditures for FY 2016.
R2109	Sweetwater River Wooden Trestle Improvement for the Recycled Water Forcemain	Beppler	400	127	273	32%	516	247	269	48%	Project on track. Contract Acceptance anticipated in Q3 of FY 2016.
R2111	RWCWRF - RAS Pump Replacement	Beppler	250	316	(66)	126%	600	465	135	78%	Construction completion anticipated in Q3 of FY 2016. Projected to exceed FY 2016 budget, but not total project budget.
R2112	450-1 Disinfection Facility Rehabilitation	Cameron	40	62	(22)	155%	265	213	52	80%	Project is in the Warranty period.
R2116	RecPL - 14-Inch, 927 Zone, Forcemain Assessment and Repair	Marchioro	225	112	113	50%	1,750	478	1,272	27%	On target.
R2120	RWCWRF Filtered Water Storage Tank Improvements	Beppler	10	-	10	0%	500	-	500	0%	No activity to date, review of proposed improvements and initiation of design expected in Q3.
S2012	San Diego County Sanitation District Outfall and RSD Outfall Replacement	Beppler	50	-	50	0%	1,935	1,020	915	53%	District will receive invoice from the County late in the 4th QTR.

**FISCAL YEAR 2016  
2ND QUARTER REPORT**  
(Expenditures through 12/31/2015)  
(\$000)

CIP No.	Description	Project Manager	FISCAL YEAR-TO-DATE, 12/31/15				LIFE-TO-DATE, 12/31/15				Q2 Comments
			FY 2016 Budget	Expenses	Balance	Expense to Budget %	Budget	Expenses	Balance	Expense to Budget %	
S2024	Campo Road Sewer Main Replacement	Beppler	500	327	173	65%	5,500	931	4,569	17%	Completion of design expected in Q3, with bidding and construction contract award expected in Q4. Project is within budget for FY. Construction estimate is indicating project budget will need to be increased next year to about \$8 million.
S2027	Rancho San Diego Pump Station Rehabilitation	Beppler	320	8	312	3%	3,500	81	3,419	2%	Project design is complete. Expect to see invoices for design only from County this Fiscal Year.
S2033	Sewer System Rehabilitation	Beppler	900	123	777	14%	6,000	1,694	4,306	28%	Construction of RSD Phase 1 for \$970K in Q4 may exceed the FY budget if construction completed early, but not the overall project budget.
Total Replacement/Renewal Projects		Total:	7,188	2,909	4,279	40%	53,137	21,287	31,850	40%	
<b>CAPITAL PURCHASE PROJECTS</b>											
P2282	Vehicle Capital Purchases	Rahders	556	-	556	0%	5,191	3,105	2,086	60%	Vector truck received. \$11K expense for month of March. No further activity for the rest of FY 2016.
P2285	Office Equipment and Furniture Capital Purchases	Payne	15	-	15	0%	589	536	53	91%	Scheduled for Q3 and Q4 FY 2016.
P2286	Field Equipment Capital Purchases	Rahders	50	-	50	0%	1,808	1,303	505	72%	\$27,941 encumbered. No further activity for the rest of FY 2016.
P2366	APCD Engine Replacements and Retrofits	Rahders	535	2	533	0%	3,835	2,537	1,298	66%	\$339,350 encumbered against this account. No further activity for the rest of FY 2016.
Total Capital Purchase Projects		Total:	1,156	2	1,154	0%	11,423	7,481	3,942	65%	
<b>DEVELOPER REIMBURSEMENT PROJECTS</b>											
P2556	HWY 94 Upsized Utility Relocations at Melody Lane	Beppler	1	-	1	0%	250	-	250	0%	No activity in Q2.
Total Developer Reimbursement Projects		Total:	1	-	1	0%	250	-	250	0%	
89	<b>GRAND TOTAL</b>		<b>\$ 11,811</b>	<b>\$ 4,251</b>	<b>\$ 7,560</b>	<b>36%</b>	<b>\$ 138,642</b>	<b>\$ 47,461</b>	<b>\$ 91,181</b>	<b>34%</b>	

# Otay Water District Capital Improvement Program

Fiscal Year 2016  
Second Quarter  
(through December 31, 2015)



Sweetwater Trestle – Completed Underside Fire Shield

# Background

The approved CIP Budget for Fiscal Year 2016 consists of 80 projects that total \$11.8 million. These projects are broken down into four categories.

- |                            |                 |
|----------------------------|-----------------|
| 1. Capital Facilities      | \$ 3.5 million  |
| 2. Replacement/Renewal     | \$ 7.2 million  |
| 3. Capital Purchases       | \$ 1.1 million  |
| 4. Developer Reimbursement | \$ 1.0 thousand |

Overall expenditures through the Second Quarter of Fiscal Year 2016 totaled \$4.3 million, which is approximately 36% of the Fiscal Year budget.

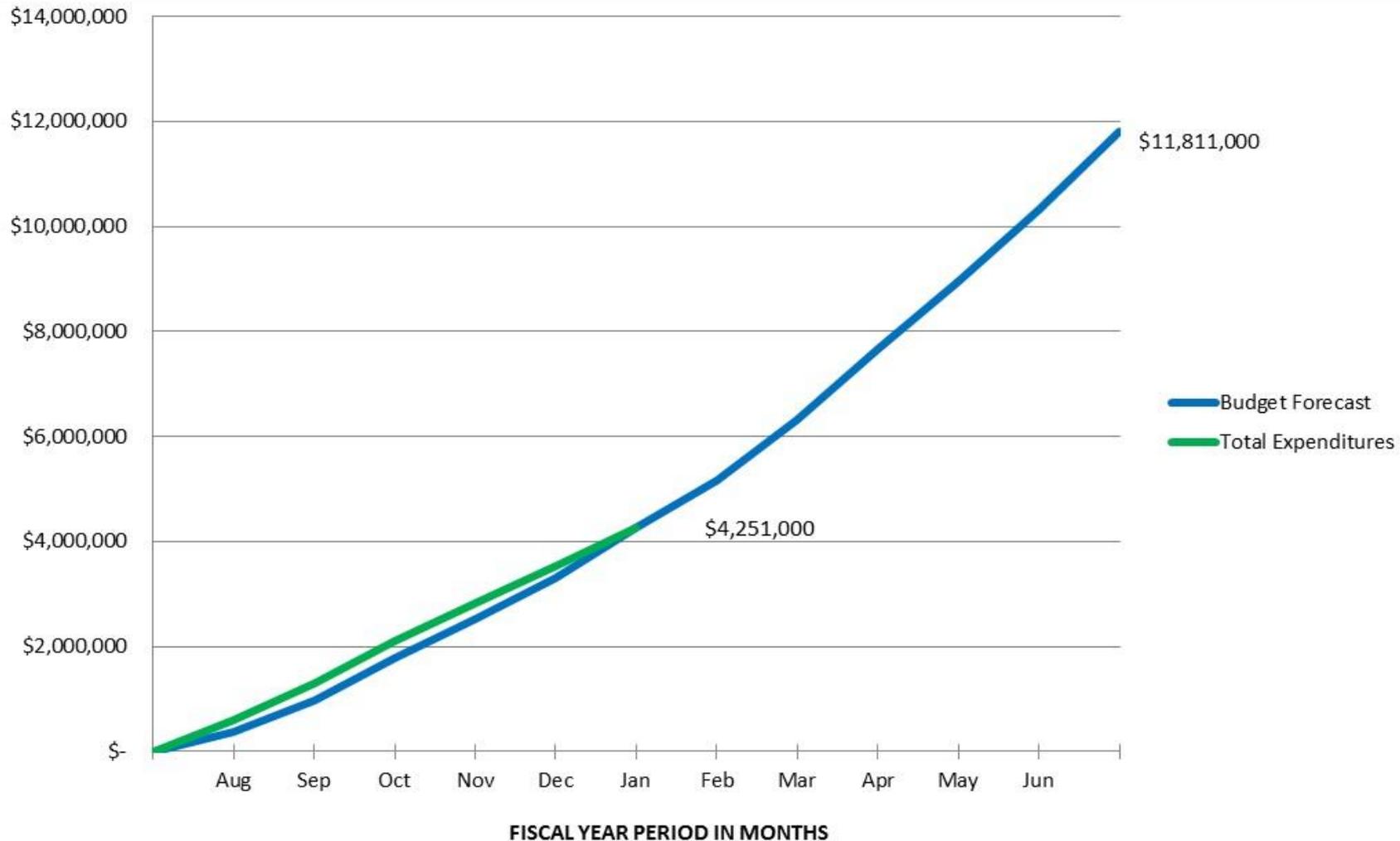
# Fiscal Year 2016

## Second Quarter Update

(\$1,000)

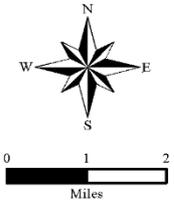
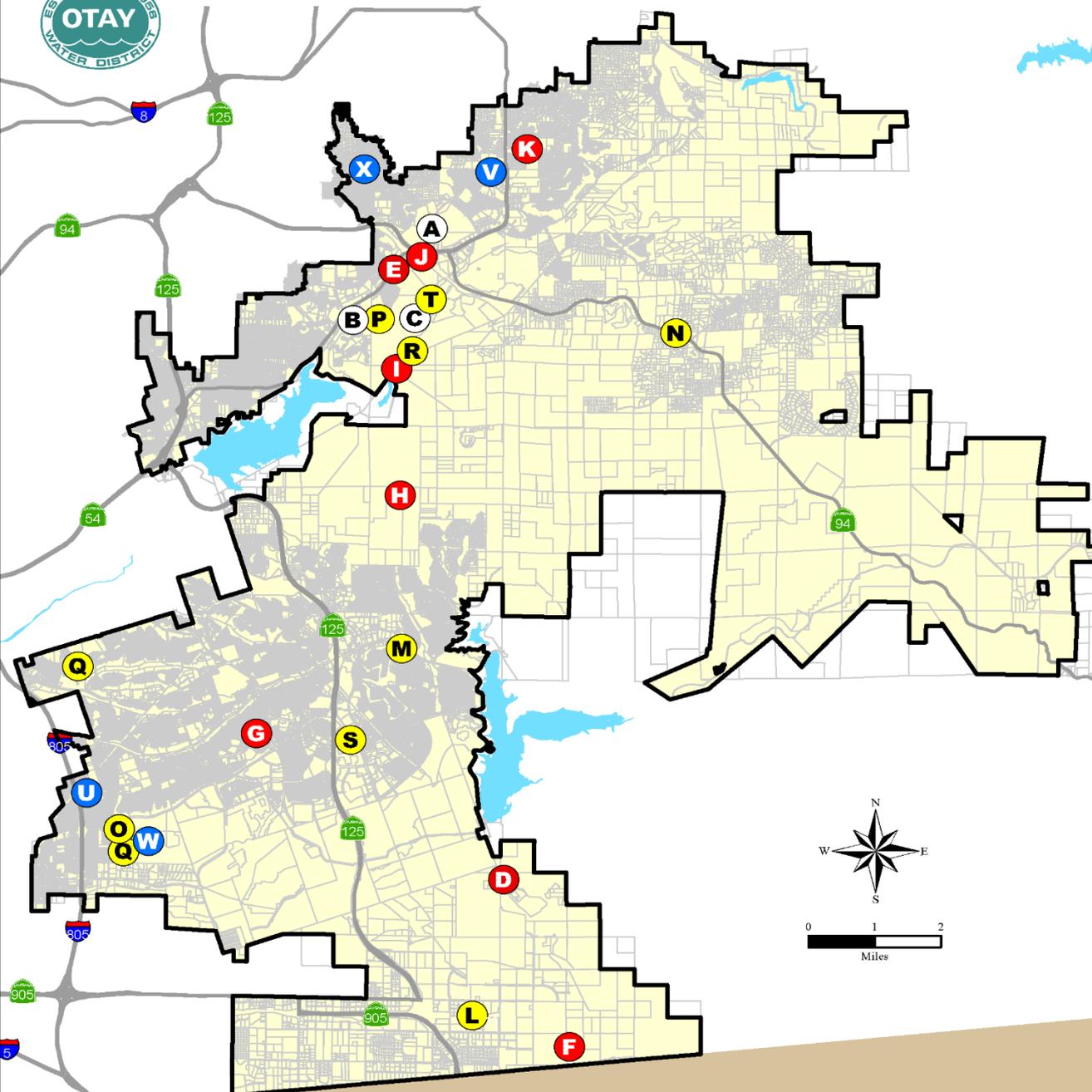
CIP CAT	Description	FY 2016 Budget	FY 2016 Expenditures	% FY 2016 Budget Spent	Total Life-to- Date Budget	Total Life-to-Date Expenditures	% Life-to- Date Budget Spent
1	<b>Capital Facilities</b>	\$3,466	\$1,340	39%	\$73,832	\$18,693	25%
2	<b>Replacement/ Renewal</b>	\$7,188	\$2,909	40%	\$53,137	\$21,287	40%
3	<b>Capital Purchases</b>	\$1,156	\$2	0%	\$11,423	\$7,481	65%
4	<b>Developer Reimbursement</b>	\$1	\$0	0%	\$250	\$0	0%
	<b>Total:</b>	\$11,811	\$4,251	36%	\$138,642	\$47,461	34%

# Fiscal Year 2016 Second Quarter CIP Budget Forecast vs. Expenditures





# MAJOR CIP PROJECTS Fiscal Year 2016 - 2nd Quarter



## PLANNING - 3

- (A)** P2504 - Regulatory Site Access Road & Pipeline Relocation
- (B)** P2547 - District Administration Vehicle Charging Stations
- (C)** R2117 - RWCWRF Contact Basin Expansion

## DESIGN - 8

- (D)** P2083 - 870-2 Pump Station Replacement
- (E)** P2267 - 36-Inch Main Pumpouts and Air/Vac Installations
- (F)** P2451 - Otay Mesa Conveyance and Disinfection System
- (G)** P2539 - South Bay Bus Rapid Transit (BRT) Utility Relocations
- (H)** P2545 - 980-1 Reservoir Interior/Exterior Coating
- (I)** R2116 - 14-Inch Forcmain Assessment and Repair
- (J)** S2024 - Campo Road Sewer Main Replacement
- (K)** S2033 - Rancho San Diego Basin Sewer Rehab - Phase 1

## CONSTRUCTION - 9

- (L)** P2453 - SR-11 Utility Relocations
- (M)** P2530/P2529 - 711-1 & 711-2 Reservoir Interior/Exterior Coating
- (N)** P2531/P2532 - 944-1 & 944-2 Reservoir Interior/Exterior Coating
- (O)** P2535 - 458-2 Reservoir Interior/Exterior Coating
- (P)** P2537 - Operations Yard Property Acquisition Improvements
- (Q)** P2541 - 624PZ Pressure Reducing Stations
- (R)** R2109 - Sweetwater River Trestle Improvements
- (S)** R2110 - 944-1 Optimization and Pressure Zone Modifications
- (T)** R2111 - RAS Pump Replacement

## COMPLETED - 4

- (U)** P2507 - East Palomar Street Utility Relocation
- (V)** P2542 - 850-3 Reservoir Interior Coating
- (W)** R2112 - 450-1 Disinfection Facility Rehabilitation
- (X)** S2033 - Calavo Basin Sewer Rehab - Phase 1

# CIP Projects in Construction

- 850-3 Reservoir Interior Coating & Upgrades (P2542)
- Remove and Replace Deteriorating Reservoir Coatings.
- Structural Modifications to Increase Service Life.
- \$0.53M Budget
- Start: May 2015
- Completed: November 2015



850-3 (3.0 MG) Reservoir Interior at Final Inspection Prior to Fill

# CIP Projects in Construction

- 944-1, 944-2, & 458-2 Reservoir Interior/Exterior Coating & Upgrades (P2531, P2532, P2535)
- Remove and Replace Deteriorating Reservoir Coatings.
- Structural Modifications to Increase Service Life.
- \$2.18M Budget
- Start: November 2014
- Substantial Completion: December 2015



458-2 (1.75 MG) Reservoir Completed



944-1 (0.3 MG) Final Cleanup - Reservoir In Service

# CIP Projects in Construction

- RWCWRF – Return Activated Sludge (RAS) Pump Replacement (R2111)
- Replace 3 RAS Pumps, motors, variable frequency drives, and associated electrical and piping work.
- \$0.60M Budget
- Start: February 2015
- Estimated Completion: February 2016



RAS Pumps – Installation Complete –  
Preparation for Punchlist

# CIP Projects in Construction

- Sweetwater River Trestle Improvements (R2109)
- Install Fire Shields to the Underside of Existing Trestle
- \$0.60M Budget
- Start: August 2015
- Estimated Completion: January 2016



Sweetwater Trestle – Structure Work Complete  
Final Grading and Punch List Pending

# Construction Contract Status

## FY 2016 CIP CONSTRUCTION PROJECTS

CIP NO.	PROJECT TITLE	CONTRACTOR	BASE BID AMOUNT	CONTRACT AMOUNT W/ ALLOWANCES	NET CHANGE ORDERS LTD*		CURRENT CONTRACT AMOUNT	TOTAL EARNED TO DATE	% CHANGE ORDERS W/ ALLOWANCE CREDIT**	% COMPLETE	EST. COMP. DATE
					PROJECT TOTAL	%					
<b>P2453-002103</b>	SR-11 Potable Water Utility Relocations - Sequence 1	Coffman Specialties, Inc.	\$947,380	\$992,380	\$39,480	4.2%	\$986,860	\$976,860	-0.6%	99.0%	<b>April 2016</b>
<b>P2531 P2532 P2535</b>	944-1, 944-2, & 458-2 Reservoirs Interior/Exterior Coating & Upgrades	Olympus and Associates Inc.	\$1,146,008	\$1,206,008	\$175,998	15.4%	\$1,382,006	\$1,286,355	14.6%	93.1%	<b>January 2016</b>
<b>R2111</b>	RWCWRF RAS Pumps Replacement	Cora Constructors Inc.	\$295,315	\$315,315	\$0	0.0%	\$300,087	\$228,415	-4.8%	76.1%	<b>February 2016</b>
<b>R2112</b>	450-1 Disinfection Facility Rehabilitation	Fordyce Construction, Inc.	\$108,350	\$128,350	(\$360)	-0.3%	\$107,990	\$107,990	-15.9%	100.0%	<b>Completed August 2015</b>
<b>S2033</b>	Calavo Basin Sewer Rehabilitation Phase 1	Arrieta Construction Inc.	\$521,890	\$529,490	(\$34,531)	-6.6%	\$494,959	\$494,959	-6.5%	100.0%	<b>Completed August 2015</b>
<b>P2542</b>	850-3 Reservoir Interior Coating	Abhe & Svoboda Inc.	\$336,720	\$366,720	\$22,533	6.7%	\$389,253	\$389,253	6.1%	100.0%	<b>Completed November 2015</b>
<b>R2109</b>	Sweetwater River Trestle Improvements	Fordyce Construction, Inc.	\$153,740	\$173,740	\$0	0.0%	\$153,740	\$70,550	-11.5%	45.9%	<b>January 2016</b>
<b>P2537</b>	Operations Yard Property Acquisition Improvements	Montgomery Construction Services, Inc.	\$401,456	\$449,611	\$0	0.0%	\$401,456	\$0	-10.7%	0.0%	<b>May 2016</b>
<b>P2529 P2530</b>	711-1 & 711-2 Reservoir Interior/Exterior Coating & Upgrades	Advanced Industrial Services, Inc.	\$1,103,715	\$1,195,695	\$0	0.0%	\$1,103,715	\$65,075	-7.7%	5.9%	<b>September 2016</b>
<b>P2541 R2110</b>	624 Zone PRSs & 944-R PRS Improvements	CCL Contracting Inc.	\$445,209	\$455,209	\$0	0.0%	\$445,209	\$8,600	-2.2%	1.9%	<b>April 2016</b>
		<b>TOTALS:</b>	<b>\$5,459,783</b>	<b>\$5,812,518</b>	<b>\$203,120</b>	<b>3.7%</b>	<b>\$5,765,275</b>	<b>\$3,628,057</b>	<b>-0.8%</b>		

\*NET CHANGE ORDERS DO NOT INCLUDE ALLOWANCE ITEM CREDITS. IT'S A TRUE CHANGE ORDER PERCENTAGE FOR THE PROJECT

\*\*THIS CHANGE ORDER RATE INCLUDES THE CREDIT FOR UNUSED ALLOWANCES

# Consultant Contract Status

Consultant	CIP No.	Project Title	Original Contract Amount	Total Change Orders	Revised Contract Amount	Approved Payment To Date	% Change Orders	% Project Complete	Date of Signed Contract	End Date of Contract
<b>PLANNING</b>										
ATKINS	Varies	2015 WATER FACILITIES MASTER PLAN UPDATE	\$ 434,731.00	\$ -	\$ 434,731.00	\$ 271,627.23	0.0%	62.5%	1/28/2014	12/31/2016
CAROLLO ENGINEERS, INC.	VARIABLES	2015 INTEGRATED WATER RESOURCES PLAN UPDATE	\$ 99,993.00	\$ 6,300.00	\$ 106,293.00	\$ 47,322.37	6.3%	44.5%	11/17/2014	6/30/2016
CH2M HILL ENGINEERS INC	Varies	2015 URBAN WATER MANAGEMENT PLAN UPDATE	\$ 49,839.00		\$ 49,839.00	\$ 1,018.50	0.0%	2.0%	9/10/2015	6/30/2018
WATER SYSTEMS CONSULTING INC	VARIABLES	AS-NEEDED HYDRAULIC MODELING FY15/16	\$ 175,000.00	\$ -	\$ 175,000.00	\$ 64,981.50	0.0%	37.1%	7/15/2014	6/30/2016
<b>DESIGN</b>										
AECOM	P2451	OTAY MESA CONVEYANCE AND DISINFECTION SYSTEM (DESIGN ENGINEER)	\$ 3,910,297.00	\$ (109,434.00)	\$ 3,800,863.00	\$ 1,298,425.39	-2.8%	34.2%	1/6/2011	6/30/2018
ARCADIS U.S., INC.	P2434, P2511	VALUE ENGINEERING AND CONSTRUCTIBILITY REVIEW	\$ 153,628.00	\$ -	\$ 153,628.00	\$ 70,208.73	0.0%	45.7%	1/24/2012	6/30/2016
ARCADIS U.S. INC	VARIABLES	AS-NEEDED DESIGN FY 15-16	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 142,928.45	0.0%	47.6%	9/11/2014	6/30/2016
ATKINS	Varies	AS-NEEDED ENGINEERING DESIGN SERVICES FY12-13	\$ 175,000.00	\$ -	\$ 175,000.00	\$ 158,136.56	0.0%	90.4%	10/26/2011	6/30/2016
BROWNSTEIN HYATT FARBER SCHRECK	P2451	OTAY MESA CONVEYANCE AND DISINFECTION SYSTEM (BINATIONAL WATER AND RELATED ISSUES)	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 13,211.81	0.0%	13.2%	7/1/2015	6/30/2017
BSE ENGINEERING INC	Varies	AS-NEEDED ELECTRICAL SERVICES	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 29,859.62	0.0%	29.9%	7/1/2012	6/30/2016
CAROLLO ENGINEERS INC	P2083	DESIGN/CONSTRUCTION FOR 870-2 PS	\$ 624,910.00	\$ 135,500.00	\$ 760,410.00	\$ 346,101.40	21.7%	45.5%	10/11/2013	12/31/2017
HDR ENGINEERING INC	Varies	CORROSION SERVICES FY14-FY16	\$ 684,750.00	\$ 45,000.00	\$ 729,750.00	\$ 621,840.13	6.6%	85.2%	11/22/2013	12/31/2016
LEE & RO INC	P2511	OTAY INTERCONNECT PIPELINE	\$ 2,769,119.00	\$ -	\$ 2,769,119.00	\$ 1,112,174.73	0.0%	40.2%	11/4/2010	12/31/2015 COMPLETED
MICHAEL D.KEAGY REAL ESTATE	Varies	AS-NEEDED APPRAISAL SERVICES FY13-14	\$ 45,000.00	\$ -	\$ 45,000.00	\$ 39,500.00	0.0%	87.8%	9/17/2012	6/30/2016



# Consultant Contract Status

Consultant	CIP No.	Project Title	Original Contract Amount	Total Change Orders	Revised Contract Amount	Approved Payment To Date	% Change Orders	% Project Complete	Date of Signed Contract	End Date of Contract
NINYO & MOORE	Varies	GEOTECHNICAL SERVICES	\$ 175,000.00	\$ -	\$ 175,000.00	\$ 41,554.50	0.0%	23.7%	4/9/2015	6/30/2018
PIPELINE INSPECTION & CONDITION ANALYSIS CORPORATION	R2116	INSPECTION AND CONDITION ASSESSMENT OF THE RALPH W. CHAPMAN WATER RECYCLING FACILITY 14-INCH FORCE MAIN	\$ 302,092.00	\$ -	\$ 302,092.00	\$ 87,500.00	0.0%	29.0%	12/18/2014	4/30/2016
PSOMAS	VARIABLES	AS-NEEDED DESIGN FY 15-16	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 26,410.51	0.0%	8.8%	9/11/2014	6/30/2016
RFYEAGER	Varies	AS-NEEDED CORROSION ENGINEERING AND RESERVOIR COATING INSPECTION	\$ 175,000.00	\$ -	\$ 175,000.00	\$ 147,824.00	0.0%	84.5%	2/9/2015	12/31/2016
RICK ENGINEERING COMPANY	S2024	CAMPO ROAD SEWER MAIN REPLACEMENT PROJECT	\$ 805,705.00	\$ -	\$ 805,705.00	\$ 568,278.24	0.0%	70.5%	5/27/2014	12/31/2017
RICK ENGINEERING COMPANY	Varies	TRAFFIC ENGINEERING SERVICES FY 16-18	\$ 175,000.00	\$ -	\$ 175,000.00	\$ 5,878.88	0.0%	3.4%	7/1/2015	6/30/2018
SILVA SILVA CONSULTING	P2451	OTAY MESA CONVEYANCE AND DISINFECTION SYSTEM (BINATIONAL WATER AND RELATED ISSUES)	\$ 115,000.00	\$ -	\$ 115,000.00	\$ 72,289.05	0.0%	62.9%	5/1/2014	6/30/2016
<b>CONSTRUCTION SERVICES</b>										
AIRX UTILITY SURVEYORS	Varies	AS-NEEDED SURVEYING SERVICES FY 14-15	\$ 175,000.00	\$ 45,000.00	\$ 220,000.00	\$ 202,984.25	25.7%	92.3%	9/18/2013	6/30/2016
AIRX UTILITY SURVEYORS	Varies	UTILITY LOCATING SERVICES FY 16-18	\$ 350,000.00		\$ 350,000.00	\$ -	0.0%	0.0%	10/12/2015	6/30/2018
ALYSON CONSULTING	Varies	CONSTRUCTION MGMT/INSPECTION FY 13-15	\$ 350,000.00	\$ 35,000.00	\$ 385,000.00	\$ 379,243.75	10.0%	98.5%	10/24/2012	6/30/2016
ALYSON CONSULTING	Varies	CONSTRUCTION MGMT/INSPECTION FY 16-17	\$ 350,000.00	\$ -	\$ 350,000.00	\$ 39,750.00	0.0%	11.4%	7/1/2015	6/30/2017
MICHAEL BAKER INT'L INC	P2083	870-2 PS CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES	\$ 853,457.00	\$ -	\$ 853,457.00	\$ 27,220.50	0.0%	3.2%	7/30/2014	12/31/2017



# Consultant Contract Status

Consultant	CIP No.	Project Title	Original Contract Amount	Total Change Orders	Revised Contract Amount	Approved Payment To Date	% Change Orders	% Project Complete	Date of Signed Contract	End Date of Contract
<b>ENVIRONMENTAL</b>										
HELIX ENVIRONMENTAL	VARIES	MAINTENANCE AND MONITORING OF THE SAN MIGUEL HABITAT MANAGEMENT AREA AND CIP ASSOCIATED MITIGATION PROJECTS	\$ 476,173.00	\$ -	\$ 476,173.00	\$ 113,536.12	0.0%	23.8%	12/19/2014	12/31/2017
ICF INTERNATIONAL JONES & STOKES INC	VARIES	AS-NEEDED ENVIRONMENTAL SERVICES FY 15/16/17	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 126,113.33	0.0%	33.6%	7/18/2014	6/30/2017
RECON	P2494	PREPARATION OF THE SUBAREA PLAN	\$ 270,853.00	\$ -	\$ 270,853.00	\$ 220,133.36	0.0%	81.3%	3/28/2008	6/30/2018
<b>WATER RESOURCES</b>										
MICHAEL R. WELCH	Varies	ENGINEERING PLANNING SVCS.	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 15,900.00	0.0%	15.9%	4/9/2014	6/30/2019
<b>PUBLIC SERVICES</b>										
AEGIS	Varies	AS-NEEDED DEVELOPER PROJECTS FY 15-16	\$ 400,000.00	\$ -	\$ 400,000.00	\$ 101,376.03	0.0%	25.3%	2/12/2015	6/30/2017
<b>TOTALS:</b>			\$ 15,370,547.00	\$ 157,366.00	\$ 15,527,913.00	\$ 6,393,328.94	1.0%			



# QUESTIONS?



# AGENDA ITEM 8b

## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 6, 2016
		PROJECT:	DIV. NO.: ALL
SUBMITTED BY:	Adolfo Segura, Chief, Administrative Services		
APPROVED BY:	<input checked="" type="checkbox"/> German Alvarez, Assistant General Manager		
	<input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	FY16 MID-YEAR REPORT FOR THE DISTRICT'S FY15-18 STRATEGIC PLAN		

### **GENERAL MANAGER'S RECOMMENDATION:**

No recommendation. This is an informational item only.

### **COMMITTEE ACTION:**

Please see "Attachment A".

### **PURPOSE:**

To provide a mid-year status report on the District's Fiscal Year (FY) 15-18 Strategic Performance Plan for FY16.

### **ANALYSIS:**

#### Summary

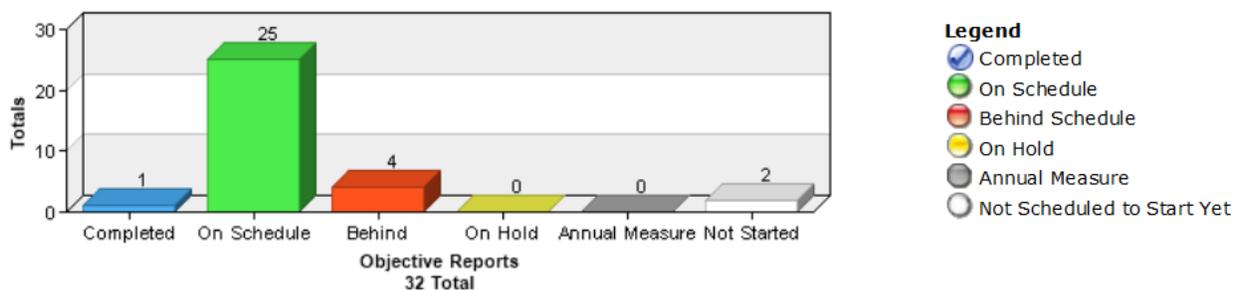
The current Otay Water District Strategic Plan is a four-year plan covering FY15 through the end of FY18. This report details the results from the first half of the second year of our four-year plan.

#### Strategic Plan Objectives - Target 90%

Strategic Plan objectives are designed to ensure the District is making the appropriate high-level changes necessary to guide the agency's efforts to meet new challenges and positively adapt to change.

Objective results for FY16 mid-year are slightly below target at 87%, with 26 of 30 items complete, ahead, or on schedule. Year-end results for FY15 were 94%. Two objectives are not scheduled to begin until FY17.

**26/30 or 87% of Strategic Objectives Meet or Exceed Expectations**



Following are objectives reported to be behind schedule. These projects have identified appropriate corrective actions for the final two quarters of FY16.

Behind Schedule		
■	1.1.1.1	CAREY, A Enhance Communications with Customers
■	3.1.1.26	MARTIN, D Evaluate Efficiencies for Delivering Capital Assets
■	3.1.1.8	KENNEDY, Address Dependency on Imported Water Through Proper Planning R
■	3.1.2.32	VACLAVEK, Streamline Input of Operations Data J

Performance Measures - Target 75%

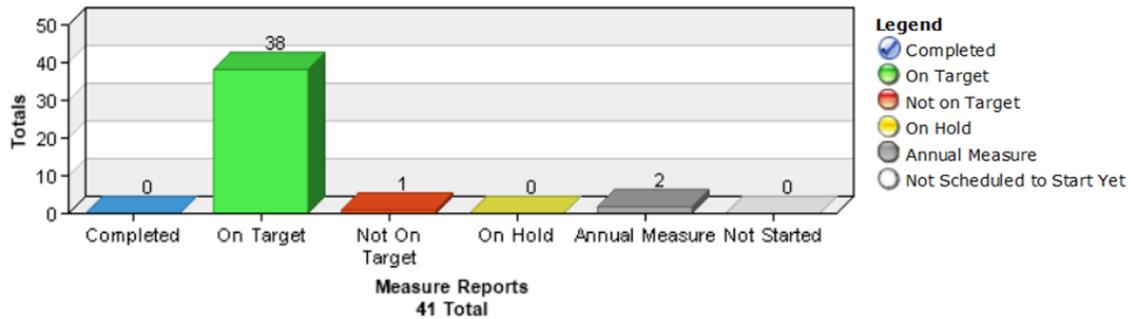
Performance measures are designed to track the District’s day-to-day performance. These items measure the effectiveness and efficiency of daily operations. The goal for performance measures is to achieve an overall result of at least 75% “on target”. FY16 year-to-date results remain above target with 41 of 42 (98%) items achieving the desired level or better.

Two items, Debt Ratio and Reserve Levels, are measured at year’s end. Most of the performance measures are unchanged from FY15. However, three new measures have been added that staff will begin reporting in FY17. We will strive to keep many measures the same in order to establish long term trends on important measures.

New measures in FY17 include:

- 3.2.308 Accounts Per FTE
- 3.2.309 Percent of Customers Paying Bills Electronically
- 1.4.108 Injury Incident Rate

**40 of 41 YTD Performance Measures (98%) Are On or Above Target**



Item Not On Target

The performance measure not on target is Overtime Expenses, with year-to-date expenses exceeding budget at \$67,433 versus \$49,200, due to a number of large water breaks, including Hillsdale. Although over budget for the quarter, we are still below our yearly total overtime budget of \$94,100.

AWWA (formerly QualServe) Benchmarking Perspective

Although AWWA has begun to use "time" as an indicator for calculating benchmarks and metrics, the District will continue to use "cost" for its operational benchmarks. Staff will evaluate the "time" perspective as an option for future reporting.

Committee Reports - Slideshow (Attachment B)

The Strategic Plan results are presented to both the Finance and Administration Committee and the Engineering and Operations Committee with a specific focus on the most relevant information for each Committee.

Strategic Plan is Available on the District's Website and via VPN

All of the Strategic Plan results and associated details are provided via the District's public facing website and through secure remote or VPN access.

**FISCAL IMPACT:**             Joe Beachem, Chief Financial Officer

Informational item only; no fiscal impact.

**STRATEGIC GOAL:**

Strategic Plan and Performance Measure reporting is a critical element in providing performance reporting to the Board and staff.

**LEGAL IMPACT:**

None.

**ATTACHMENTS :**

Attachment A - Committee Action Report  
Attachment B - FY16 Mid-year Results Presentation



**ATTACHMENT A**

<b>SUBJECT/PROJECT:</b>	FY16 MID-YEAR REPORT FOR THE DISTRICT'S FY15-18 STRATEGIC PLAN
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**COMMITTEE ACTION:**

The Engineering, Operations and Water Resources Committee and Finance, Administration, and Communications Committee reviewed this item at a meetings held on March 15 and 16, 2016, respectively. The following comments were made:

- Staff provided the Strategic Plan's mid-year update and indicated that the District is currently in its second year of the 4-year Plan.
- It was noted that during the first year (2015), the District had a number of key strategic initiatives including the deployment of the new Work Order and SCADA Systems, facility enhancements, and the fine tuning of a number of existing Objective and Measures.
- Staff will continue with the Balance Scorecard strategic approach and will collect in years two (2) and three (3) new data, enhance work processes, and monitor the District's progress while maintaining the core drivers of customer service, operational efficiencies, asset management, and financial sustainability.
- Staff indicated that 87% (26 of 30) of the District's "Objectives" are completed or on schedule. The target is 90%. One (1) objective has been completed, deployment of the procurement system (BidSync), two (2) objectives have not yet been started, and four (4) objectives are behind schedule: 1.1.1.1, Enhance Communications with Customers; 3.1.1.8, Address Dependency on

Imported Water; 3.1.1.26, Evaluate Efficiencies for Delivering Capital Assets; and 3.1.2.32, Streamline Input of Operations Data.

- It was discussed that the Performance Measures are designed to track day-to-day District "Performance." Staff stated that many of these measures are derived from Qualserve and AWWA benchmarks. The overall target for the Measures is 90% and the District's current year-to-date results is 97%, or 41 of 42 measures are on schedule.
- Staff noted that three (3) new measures will be included in FY 2017: Customer Accounts per FTE, Percentage of Customers Paying Bills Electronically, and Injury Incident Rate.
- It was also discussed that although the latest AWWA benchmarking publication has begun to use *Time* as an element for metric calculations, the District will continue to use *Cost*. Staff indicated that there was a suggestion by the EO&WR Committee that the District stay consistent in calculating the its metrics as it would allow for the development of long term trending. Staff noted that regardless of whether *Time* is used, there is a bottom line affect, and that is *Cost*.
- On page 4 of the PowerPoint presentation, it indicates four (4) Objectives that are behind schedule. The Committee recommended that staff add the one (1) Objective that is completed to the slide.
- Staff stated that the measure for 2.3.203, Project Closeout Time, did not meet the set target because the District was off by one (1) day for the 850-3 Reservoir Interior Coating & Upgrades (P2542).
- The measure for 3.2.303, Overtime Cost, was also below target. This measure tracks the cost for overtime to repair water main breaks that occur after normal business hours. The District's total buffer for overtime is budgeted at \$94,000 and the District has expended \$64,300, over half of budget, through the second quarter.
- Staff indicated with regard to the measure for 3.2.304, Sewer Rate Ranking, that the District is rated number seven (7) or the 25% percentile out of twenty-eight (28) sewer services providers in San Diego.
- It was indicated that the District is rated number twelve (12) out of twenty-three (23) member agencies in San Diego with regard to measure 3.2.305, Water Rate Ranking.

- For the measurement of 3.2.309, Percent of Customers Paying Bills Electronically, staff stated that 70% of the District's customers pay their bills electronically.
- Staff stated that the measurement for 5.2.505, Direct Cost of Treatment per MGD, was slightly off target by \$200 per MG due to supplies needed at the treatment plant. The District, however, is on target year-to-date.
- The Committee inquired if some of the measures were adjusted in order to be more realistic in attaining goals. Staff stated that the measure for 5.3.525, Critical Valve Exercising Program, was adjusted to increase the measurement by 34 valves. Also, the measurement for 1.4.107, Safety Training Program, was adjusted when the District implemented the new Work Management and SCADA Systems. Staff stated that they will verify if other measurements were adjusted and will provide an update to the board.
- In response to an inquiry from the Committee regarding measure 5.4.522, Main Flushing and Fire Hydrant Maintenance, staff indicated that the large discrepancy is due to the drought. Because of the drought, staff slowed flushing operations and increased hydrant maintenance.

Following the discussion, the committees recommended presentation to the full board as an informational item.



# STRATEGIC PLAN

FY16 Mid-Year Report





# Introduction

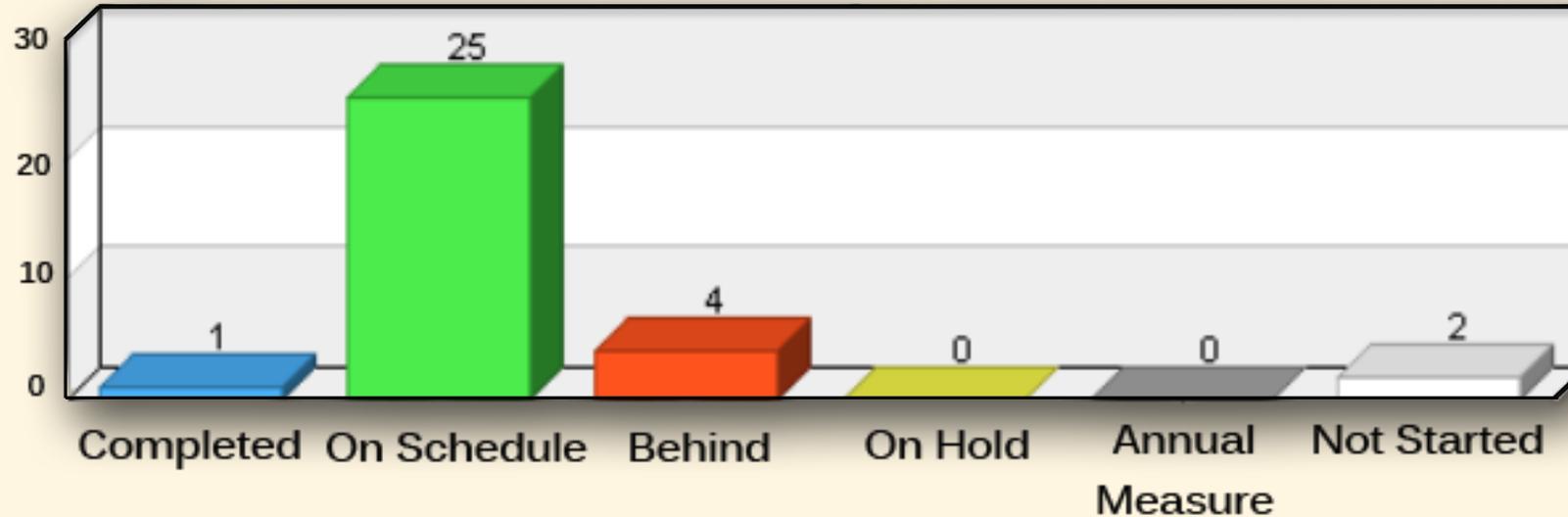
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Major components of the strategic plan are the District's strategic objectives which guide the agency's efforts to meet and positively adapt to change. The District has 32 objectives. Each objective is broken down by the balanced scorecard, strategy, and goal required to meet the specific challenge.

The District also tracks 41 measures, 2 of these measures are reported annually. Most of these measures are derived from QualServe and AWWA Benchmarks.



# 87% of Objectives are Completed or On Schedule



Objective Reports  
32 Total



## Completed Objective

1. 3.1.2.28 – Enterprise E-Commerce (Purchasing/Contracting) Solution – BidSync

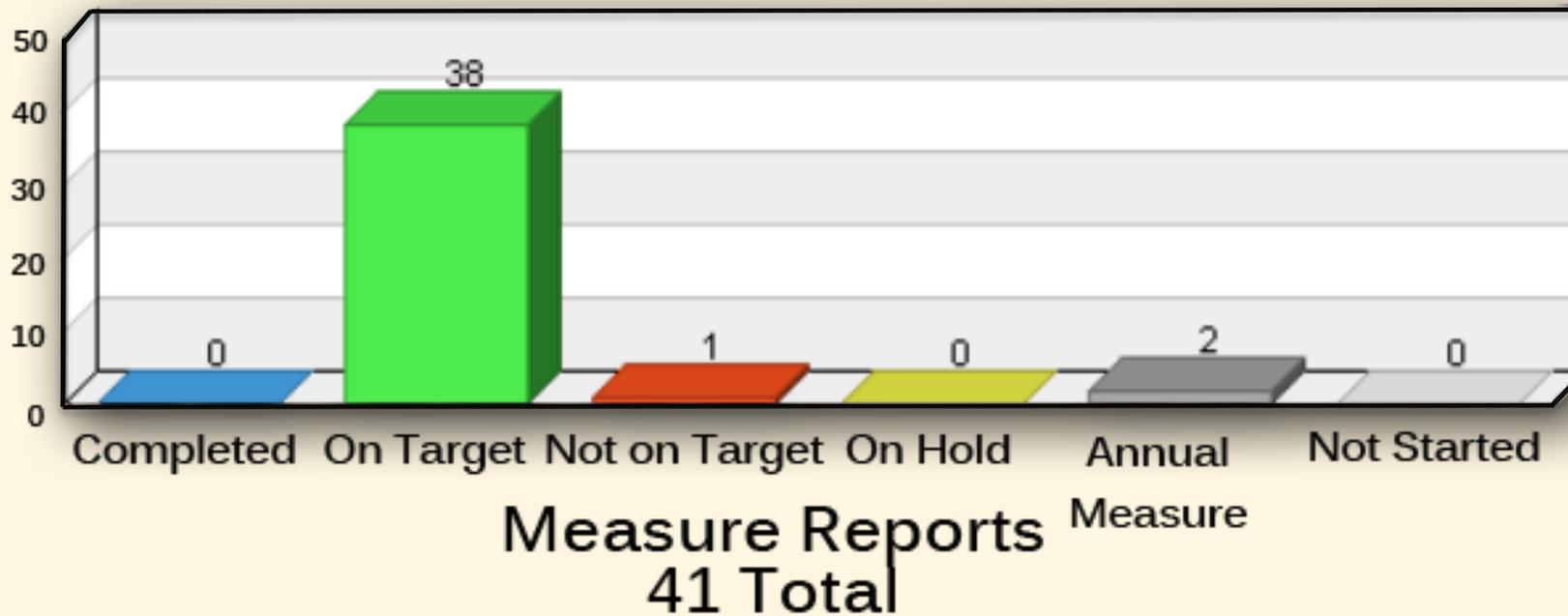


## Objectives Behind Schedule

1. 1.1.1.1 - Enhance Communications with Customer
2. 3.1.1.8 - Address Dependency on Imported Water Through Proper Planning
3. 3.1.1.26 - Evaluate Efficiencies for Delivering Capital Assets
4. 3.1.2.32 - Streamline Input of Operations Data



# 97% of Performance Measures met Targets





## New Measures in FY17

1. Injury Incident Rate
2. Accounts Per FTE
3. Percent of Customers Paying Bills Electronically

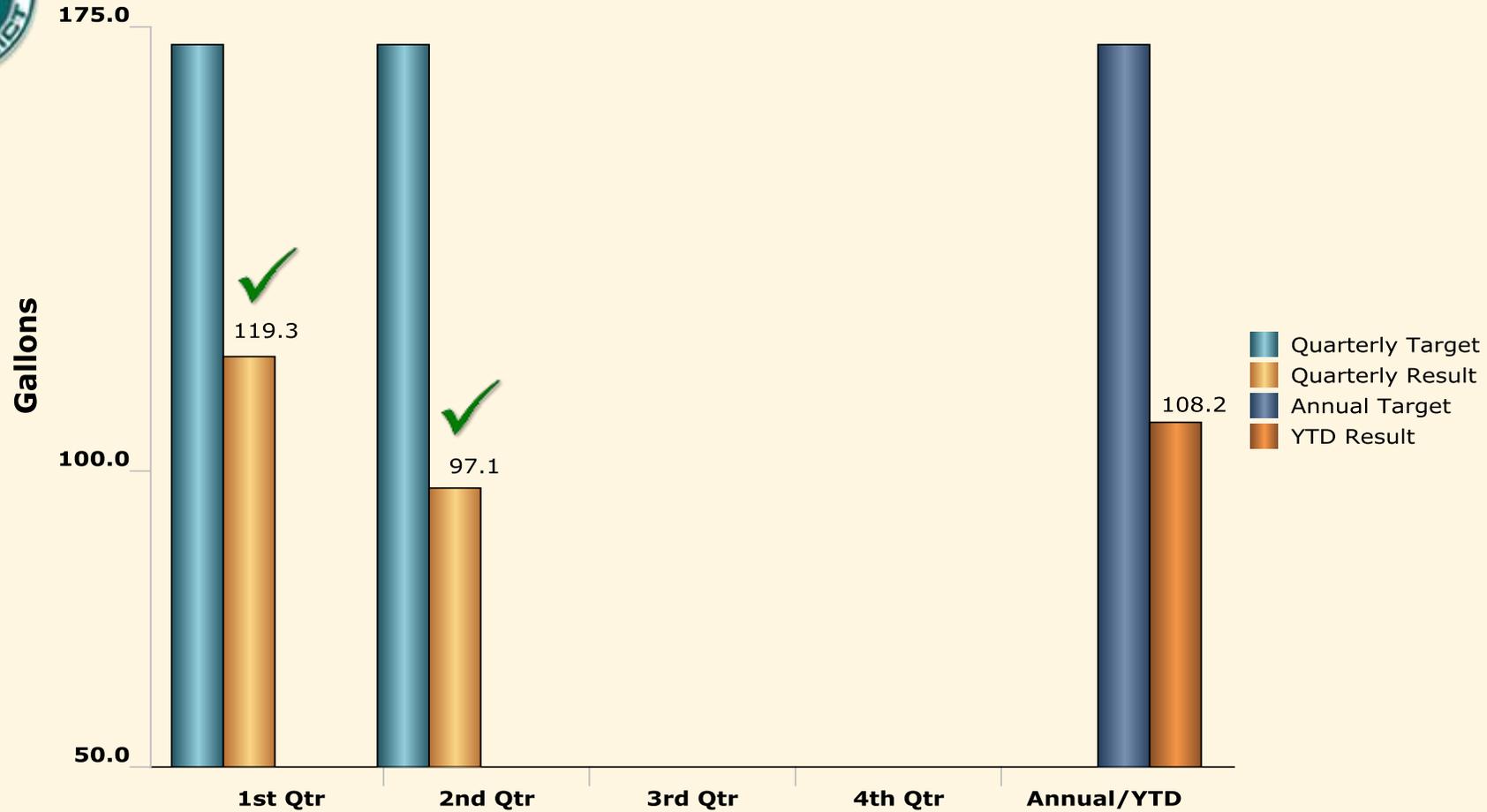


## Measures Behind Schedule

1. 3.2.303 – Overtime Cost



# 1.3.104 - Gallons Per Capita Per Day



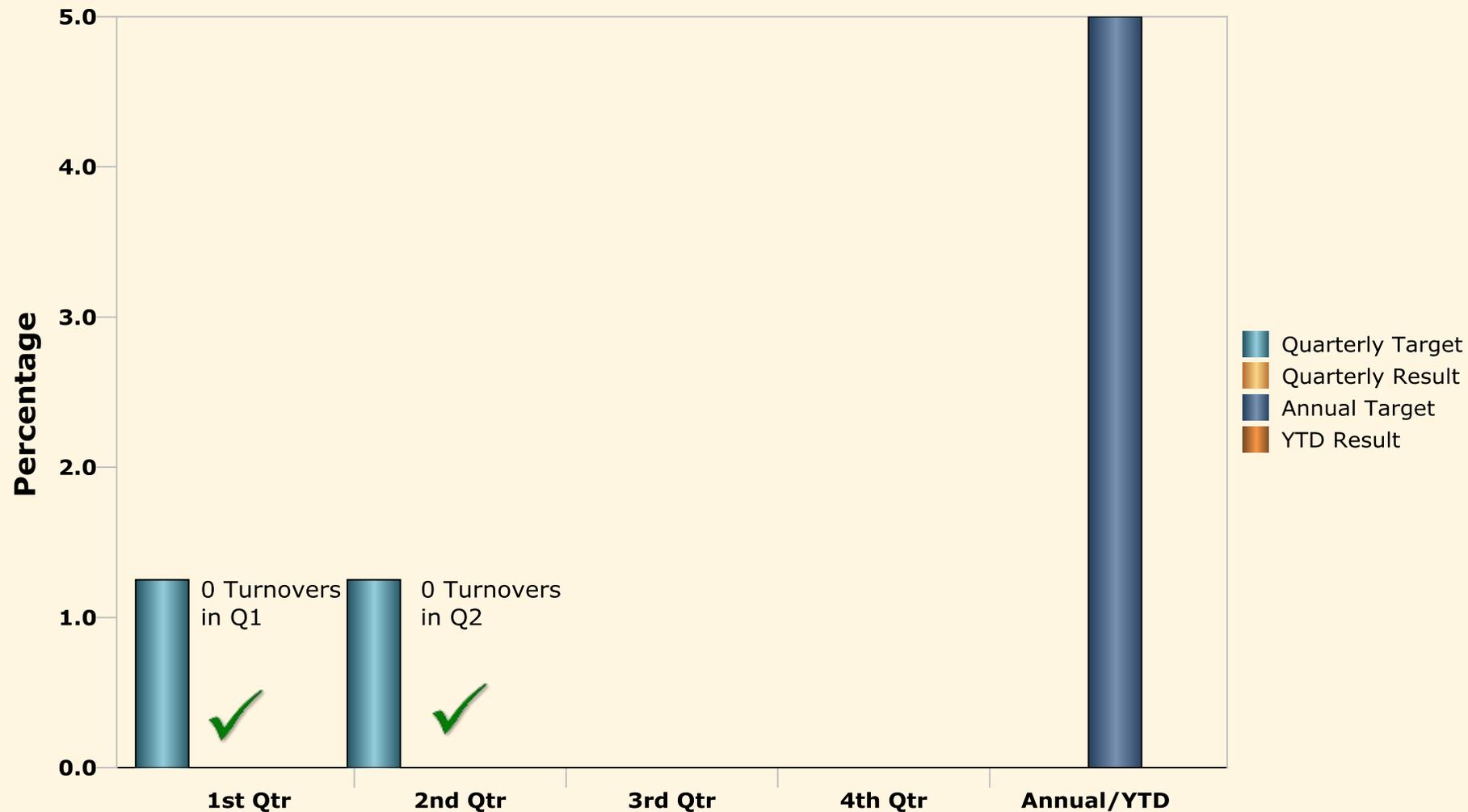
Measure 1.3.104, Gallons Per Capita Per Day, aims to be below 172 Gallons Per Day. Target comes from California Urban Water Council (CUWCC) and the State Water Resources Control Board (SWRCB).

(Qtr Measurement Method: Total potable water purchased/ Population (from SANDAG)/ # of days through the end of that quarter

YTD Measurement Method: Total annual potable water purchased/ Annual population (from SANDAG)/ # of days through the end of that quarter



# 1.4.105 - Employee Turnover Rate



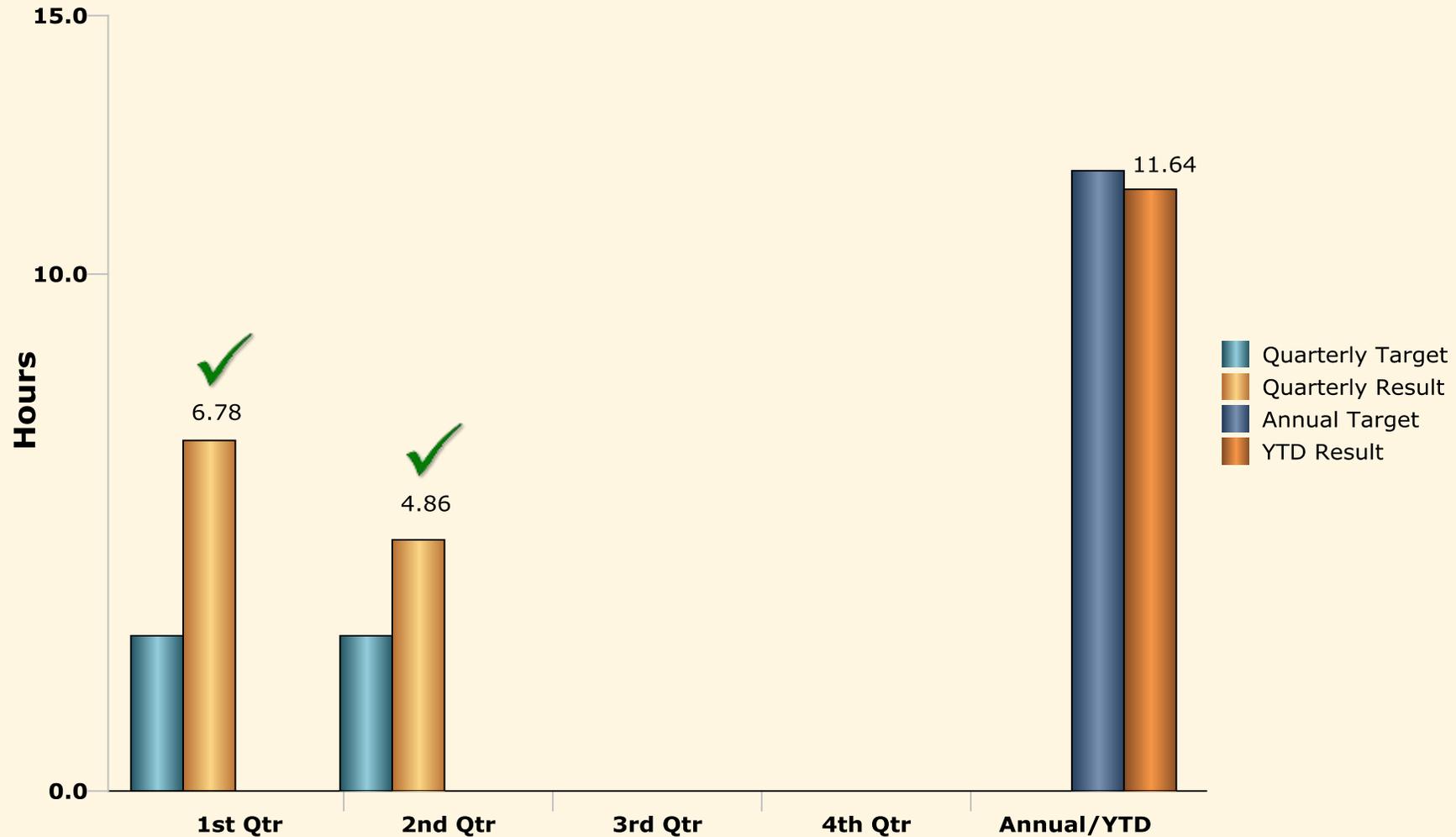
Measure 1.4.105, Employee Turnover Rate, aims to have less than a 5% turnover in a single year.

(Qtr Measurement Method: # of voluntary resignations(not including retirements)/ Average # of employees)

YTD Measurement Method: YTD # of voluntary resignations(not including retirements)/ Average # of employees)



# 1.4.106 - Training Hours Per Employee

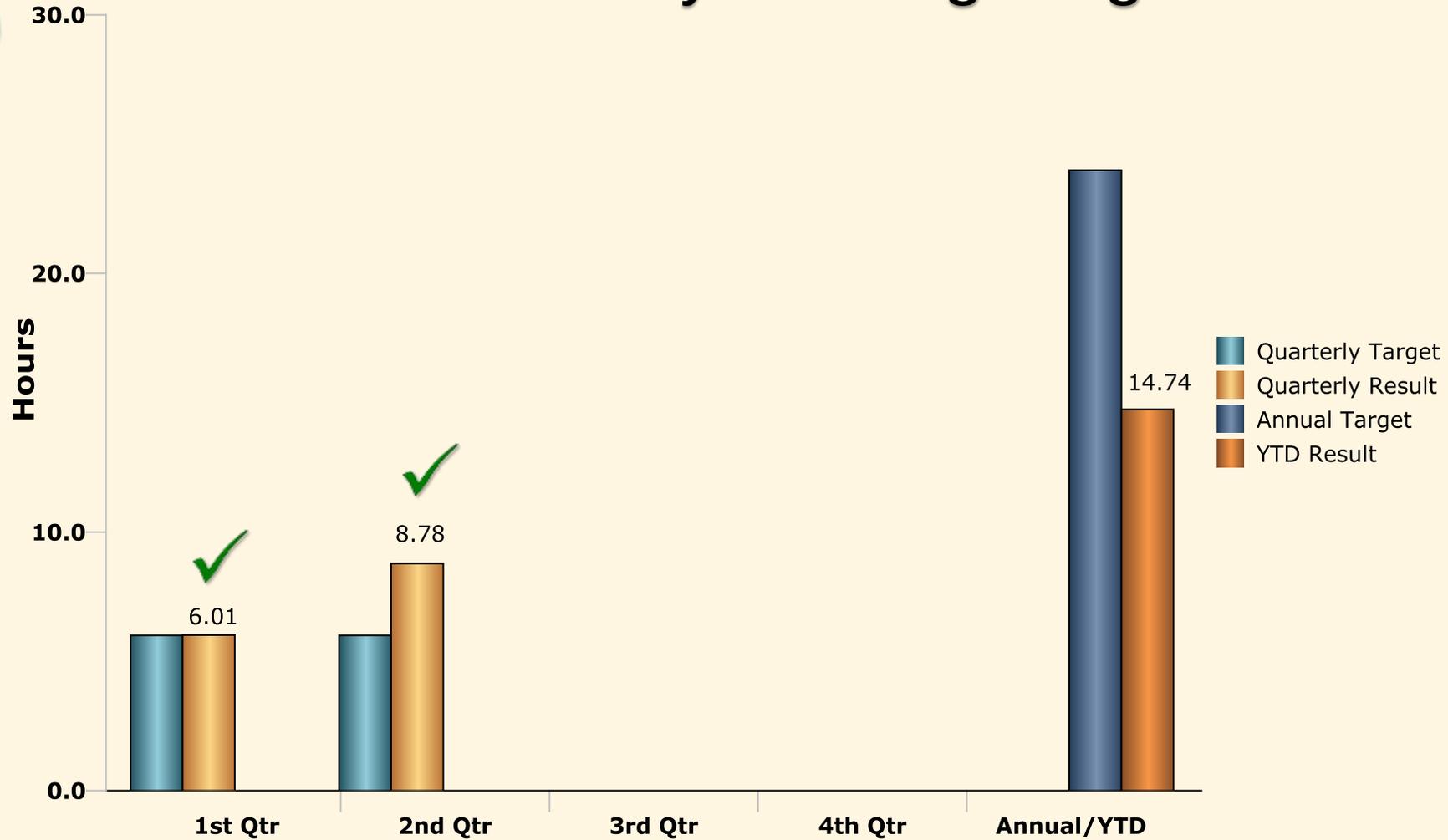


Measure 1.4.106, Training Hours per Employee, aims to have 12 hours or more of general formal training per employee in a single year (excludes safety training).

(Qtr Measurement Method: Total qualified training hours for all employees/Average # of FTEs  
YTD Measurement Method: YTD Total qualified training hours for all employees/Average # of FTEs)



# 1.4.107 - Safety Training Program

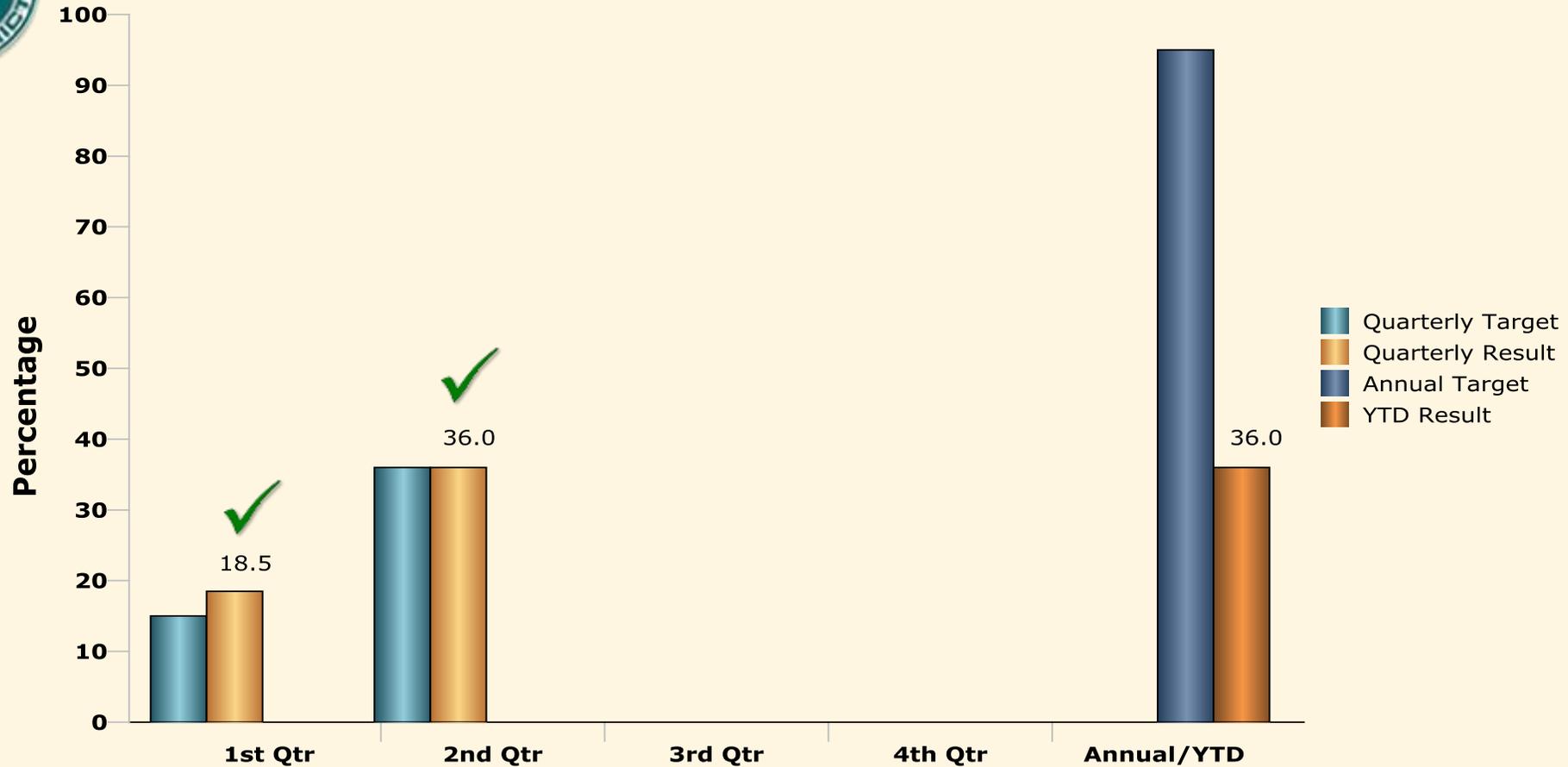


Measure 1.4.107, Safety Training Program, aims to have 24 hours or more of safety training per employee in a single year.

(Qtr Measurement Method: # of safety training hours for the quarter/# of field employees  
YTD Measurement Method: YTD Total qualified safety training hours for field employees/Average # of field employees)



## 2.2.200 - CIP Project Expenditure vs. Budget

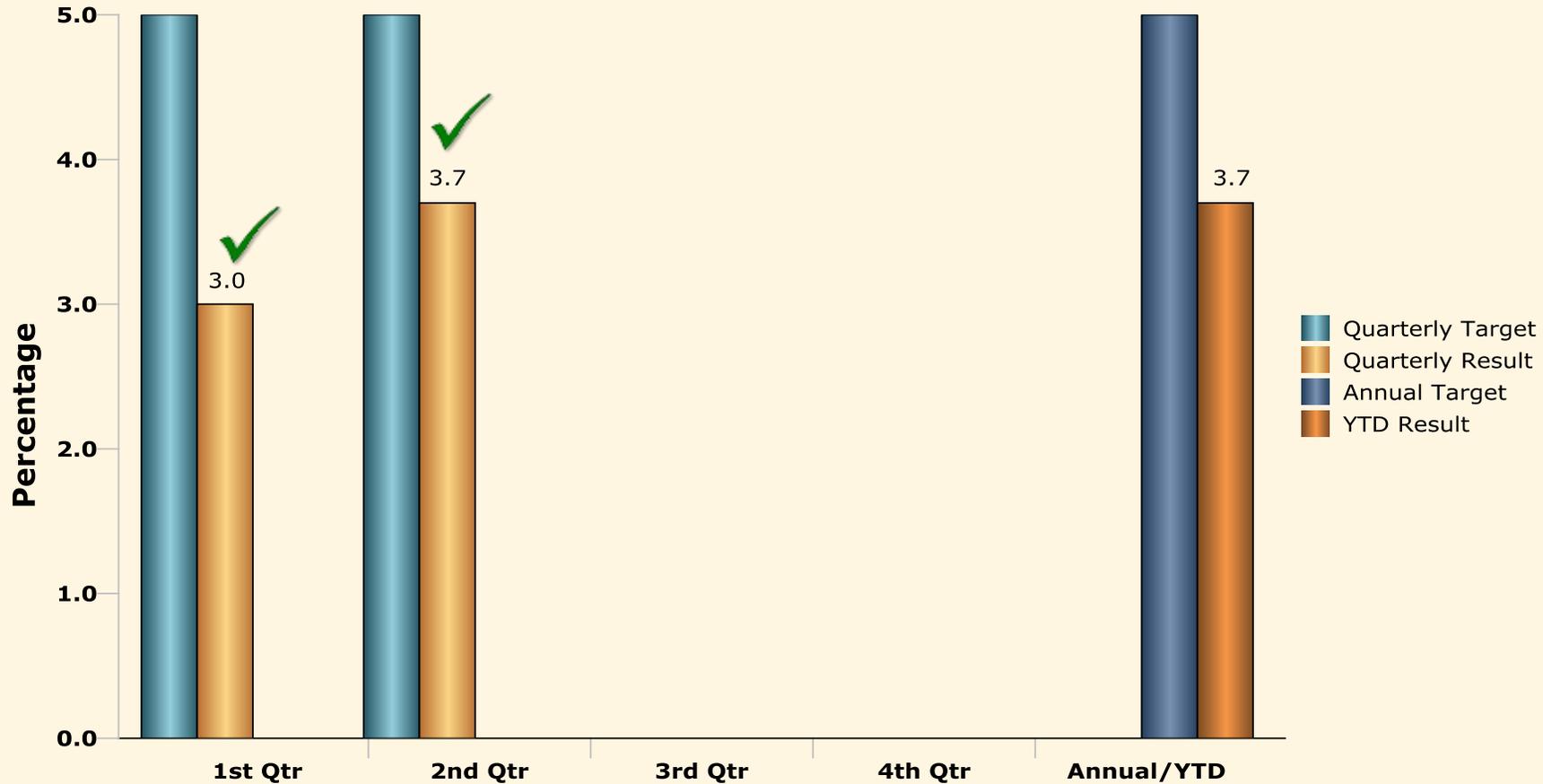


Measure 2.2.200, CIP Project Expenditure vs. Budget, aims to be 95% of budget but is not to exceed 100%. Being significantly below target also gives the measure a “not on target” status.

(Qtr Measurement Method: Actual quarterly expenditures/ Annual budget  
YTD Measurement Method: YTD expenditures/ Annual budget)



## 2.2.201 - Construction Change Order Incidence (w/o allowances)



Measure 2.2.201, Construction Change Order Incidence, aims to be no more than 5% in one year.

(Qtr Measurement Method: Total cost of Change Orders (not including allowances)/ Total original construction contract amount (not including allowances))

YTD Measurement Method: YTD total cost of Change Orders (not including allowances)/ YTD total original construction contract amount (not including allowances))



# 2.3.202 - Mark Out Accuracy



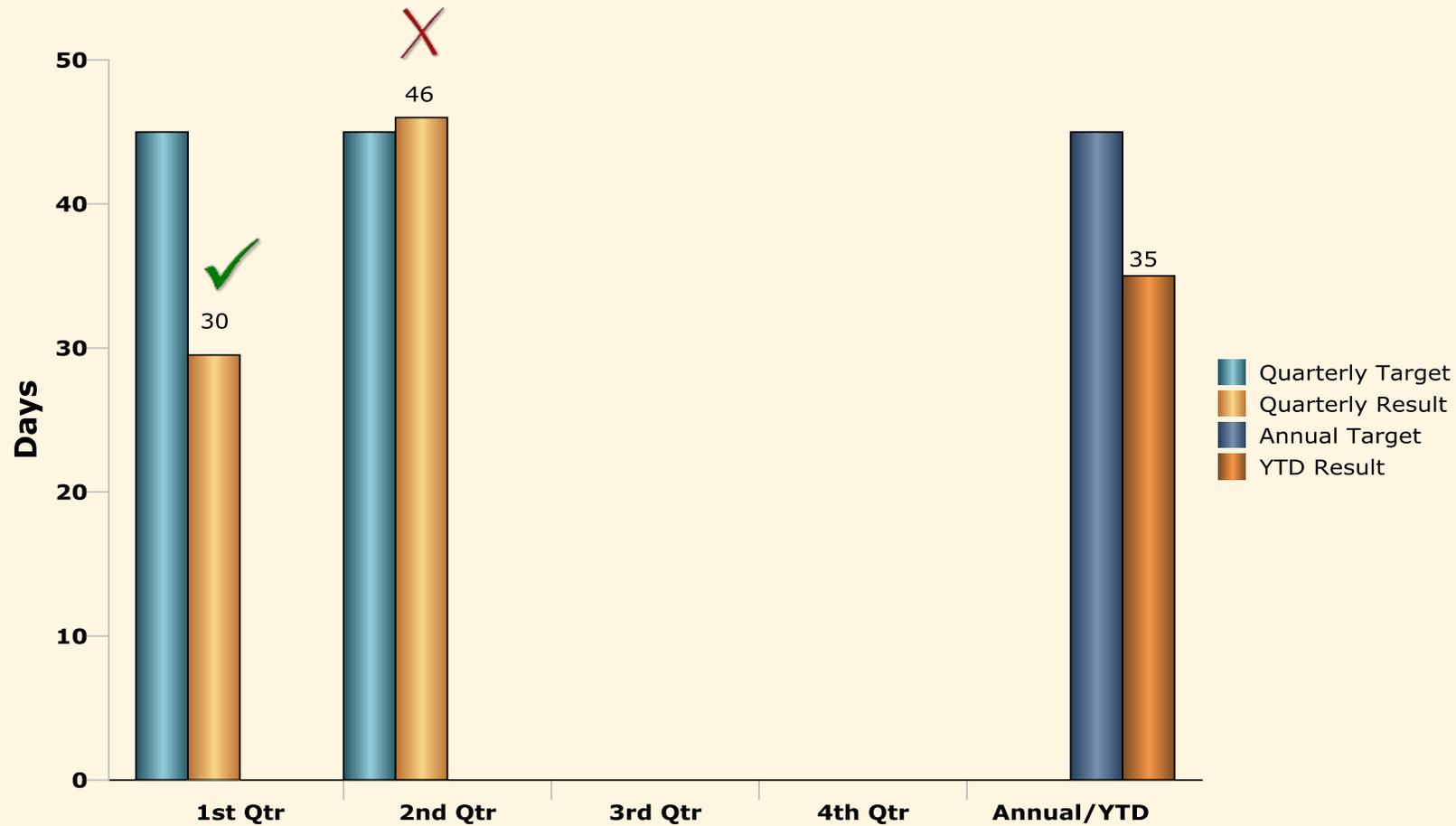
Measure 2.3.202, Mark Out Accuracy, aims to have no less than 100% mark out accuracy every quarter in a single year.

(Qtr Measurement Method: # of mark-outs performed without an at-fault hit, which is damage to a District facility that results from a missing or erroneous mark-out/Total # of mark-outs performed)

YTD Measurement Method: YTD # of mark-outs performed without an at-fault hit, which is damage to a District facility that results from a missing or erroneous mark-out/YTD total # of mark-outs)



## 2.3.203 - Project Closeout Time

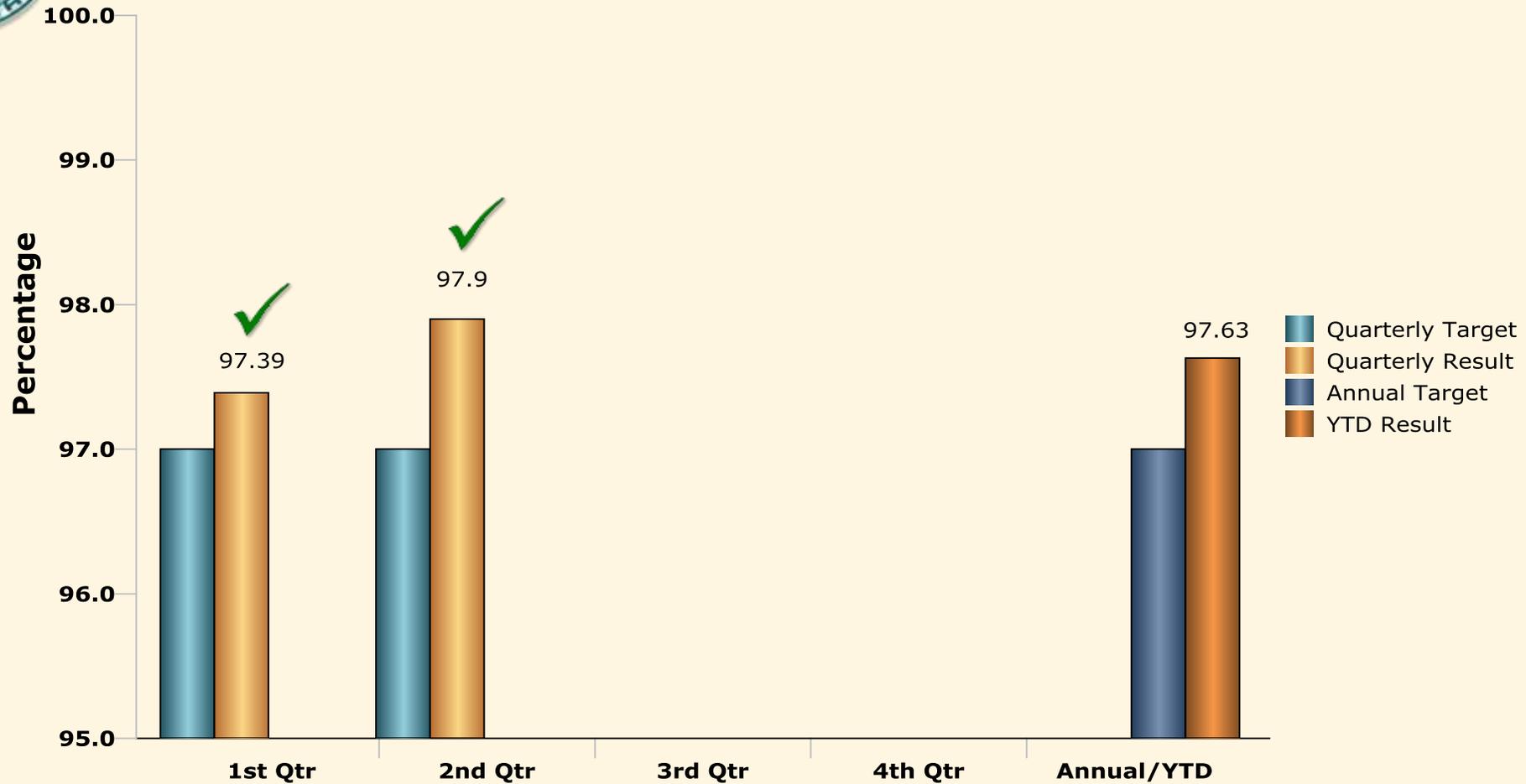


Measure 2.3.203, Project Closeout Time, aims to have an average closeout time of no more than 45 days each quarter in a single year.

(Qtr Measurement Method: # of days between NOSC and NOC for all construction projects within the quarter/# of construction projects within the quarter  
YTD Measurement Method: YTD # of days between NOSC and NOC for all construction projects within the quarter/YTD # of construction projects within the quarter)



# 3.1.300 - Answer Rate

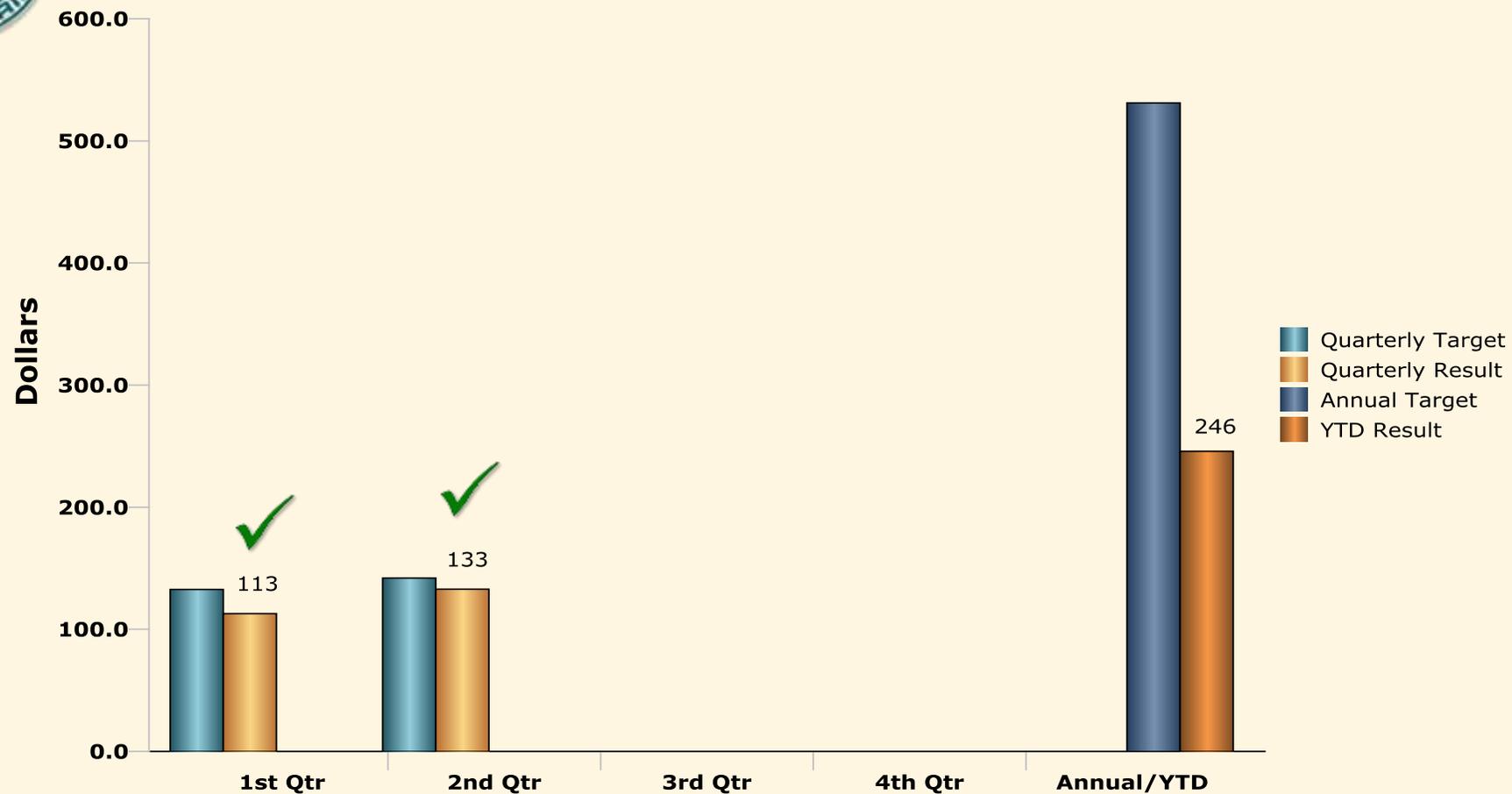


Measure 3.1.300, Answer Rate, aims to have an average answer rate no less than 97% each quarter in a single year.

(Qtr Measurement Method: # of all calls answered/ # of all calls received during a quarter  
YTD Measurement Method: YTD # of all calls answered/ YTD # of all calls received)



## 3.2.301 - O&M Cost Per Account

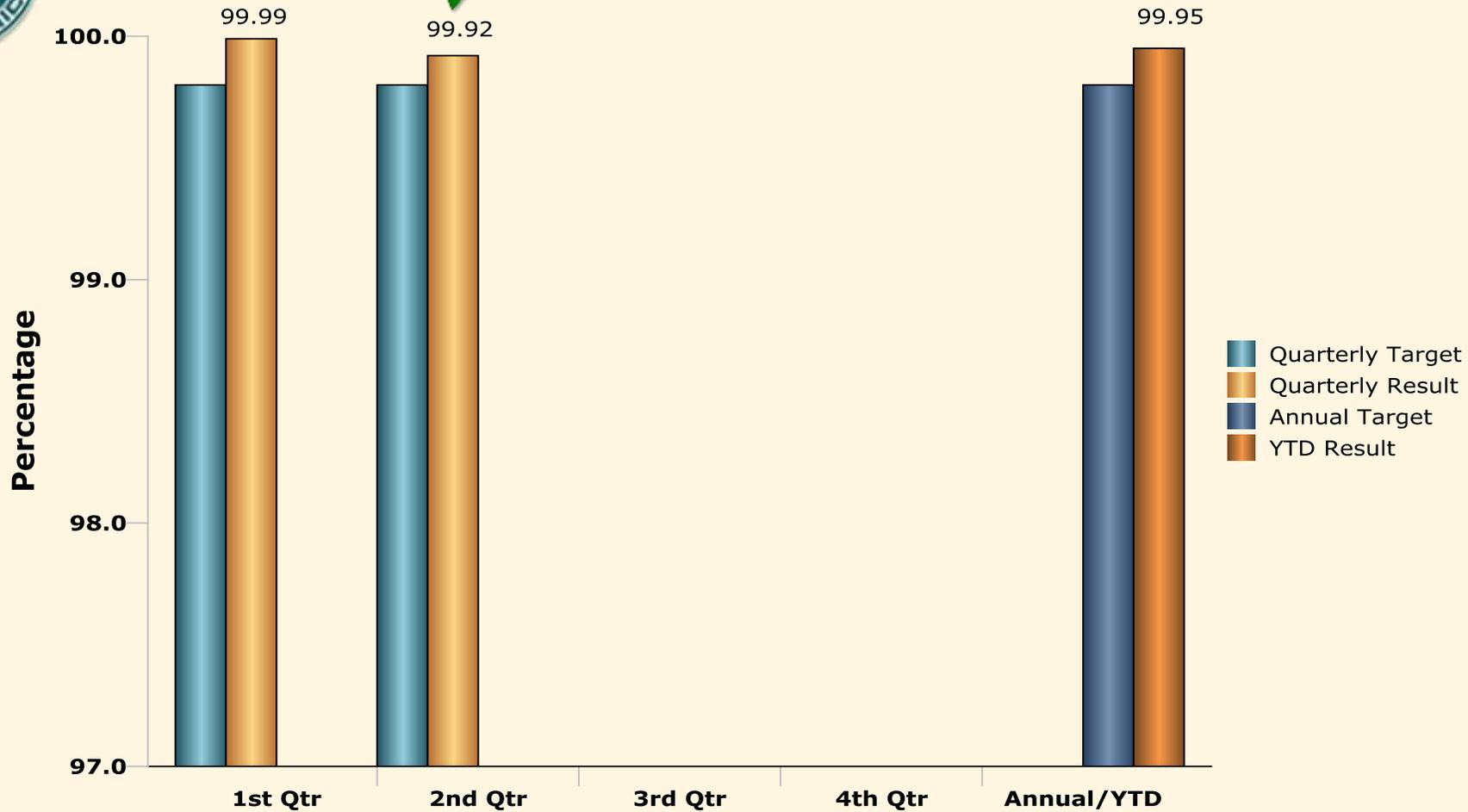


Measure 3.2.301, O&M Cost Per Account, aims to keep O&M cost per account less than \$531.12 in a single year.  
Target is based on Operating Budget.

(Qtr Measurement Method: Total operations O&M costs/ # of accounts.  
YTD Measurement Method: YTD total operations O&M costs/# of accounts)



# 3.2.302 - Billing Accuracy



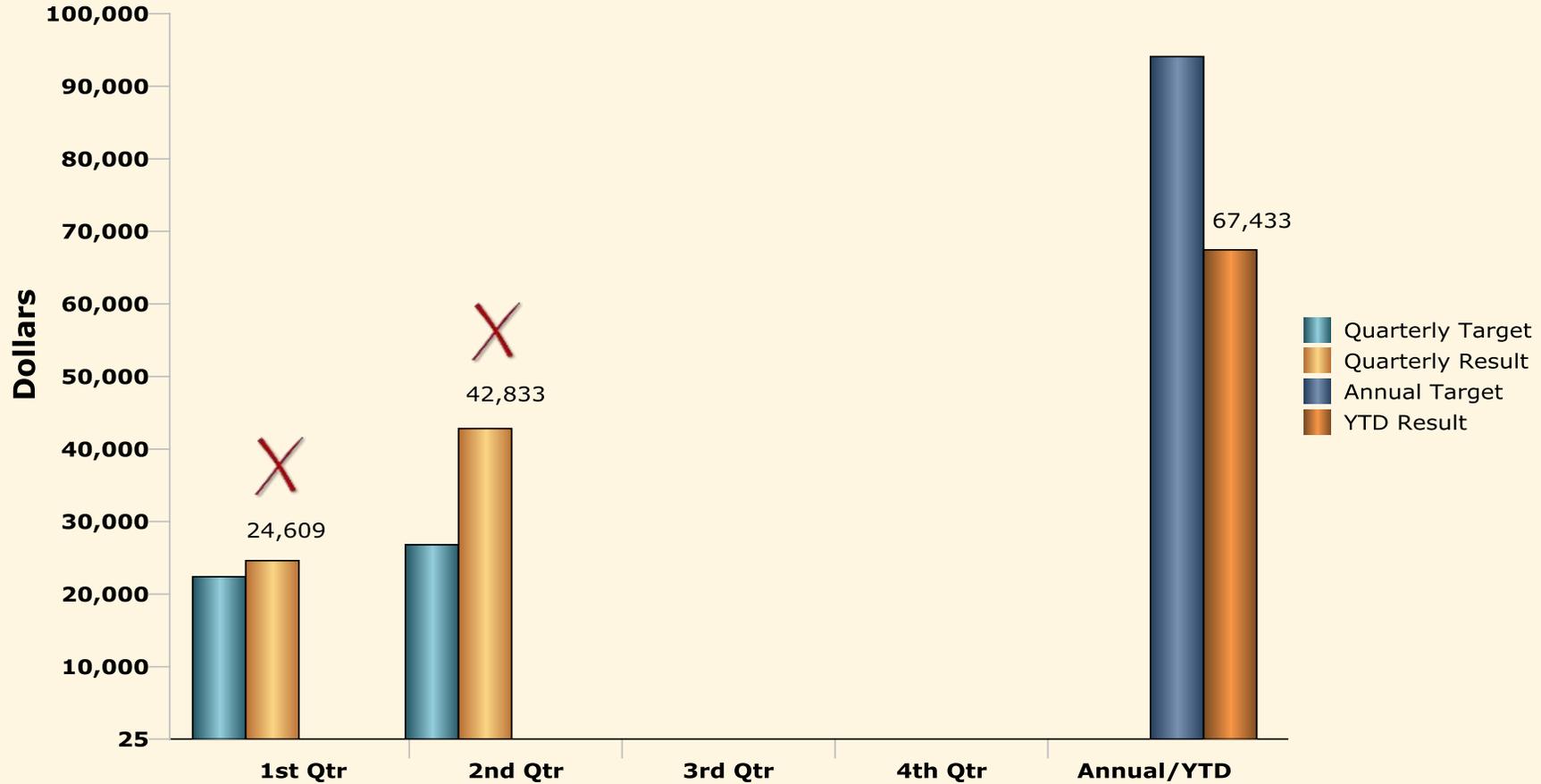
Measure 3.2.302, Billing Accuracy, aims to have no less than 99.8% billing accuracy per quarter in a single year.

(Qtr Measurement Method: # of correct bills during the reporting period/# of total bills during the reporting period)

YTD Measurement Method: YTD # of correct bills during the reporting period/YTD # of total bills during the reporting period)



## 3.2.303 - Overtime Cost

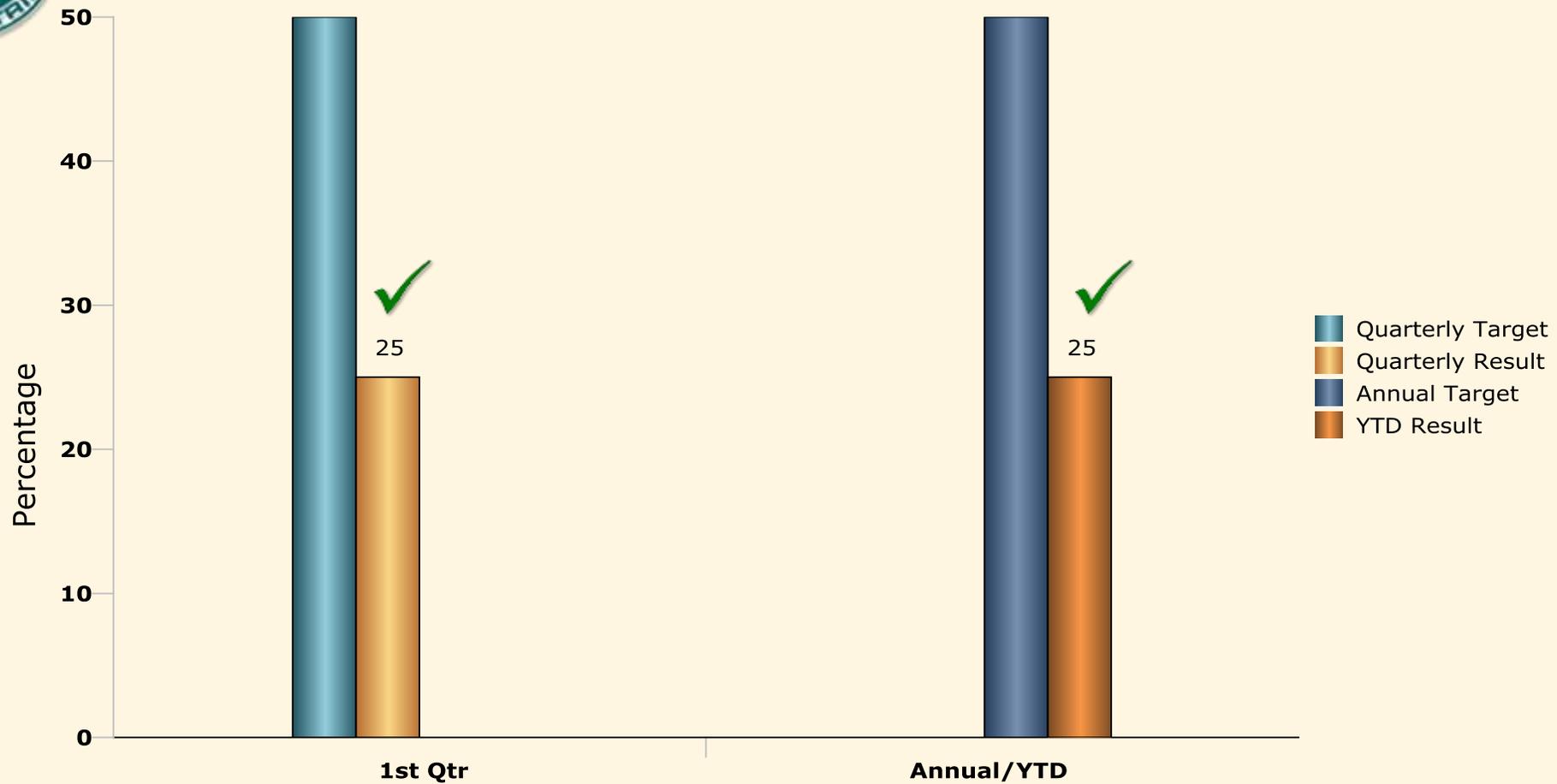


Measure 3.2.303, Overtime Cost, aims to keep overtime less than \$94,100 by the end of the fiscal year.  
Target is based on Operating Budget.

(Qtr Measurement Method: Actual overtime costs  
YTD Measurement Method: YTD Actual overtime costs (including comp time)



# 3.2.304 - Sewer Rate Ranking

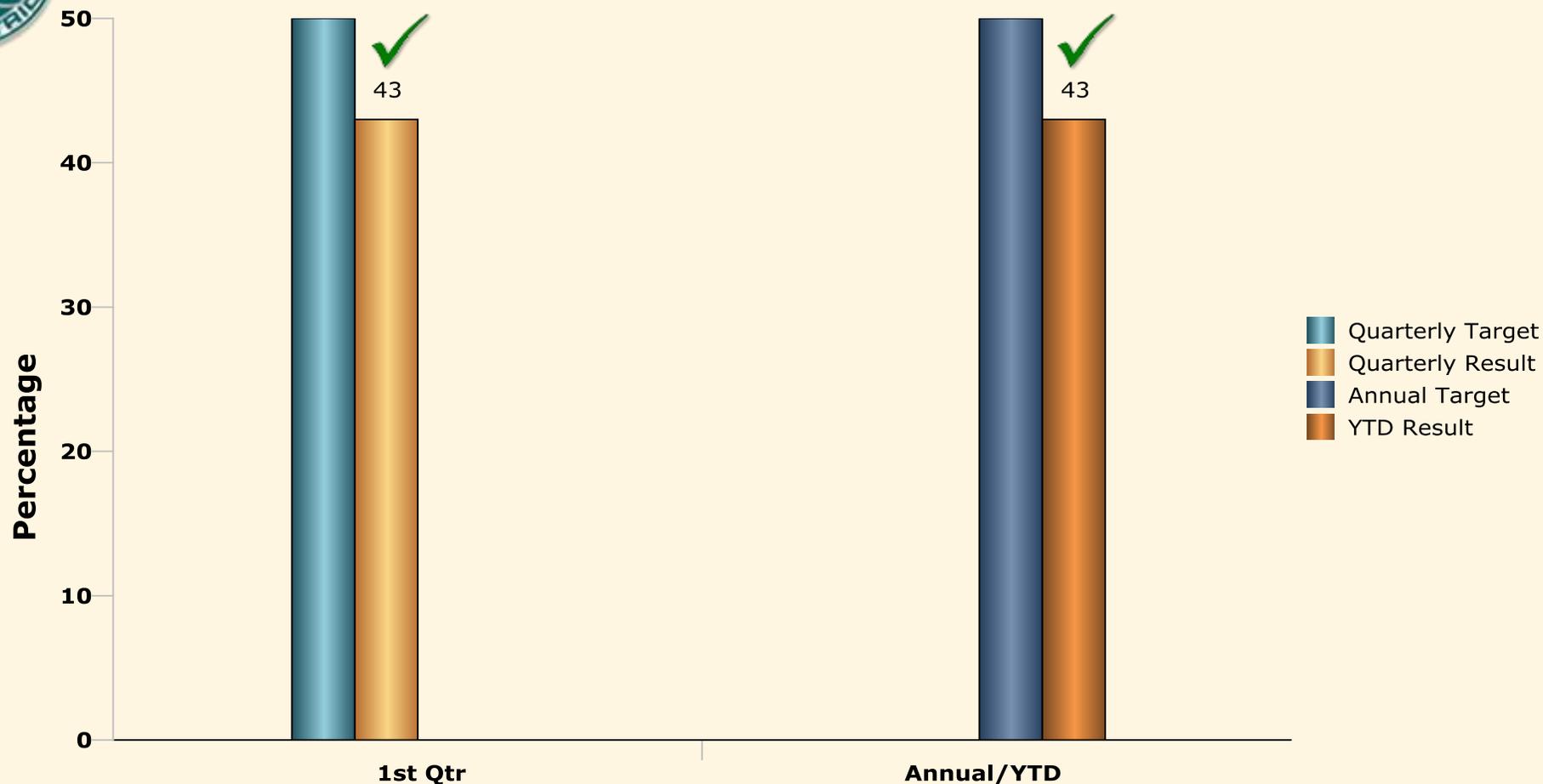


Measure 3.2.304, Sewer Rate Ranking, is reported annually in the first quarter and represents the results for the given fiscal year. The District's goal is to be below the midpoint (bottom 50%) for the 28 sewer service providers in San Diego.

(Qtr Measurement Method: Otay ranking for the average bill for sewer/ # of agencies  
YTD Measurement Method: Quarter result is YTD result. One result represents the entire FY)



# 3.2.305 - Water Rate Ranking

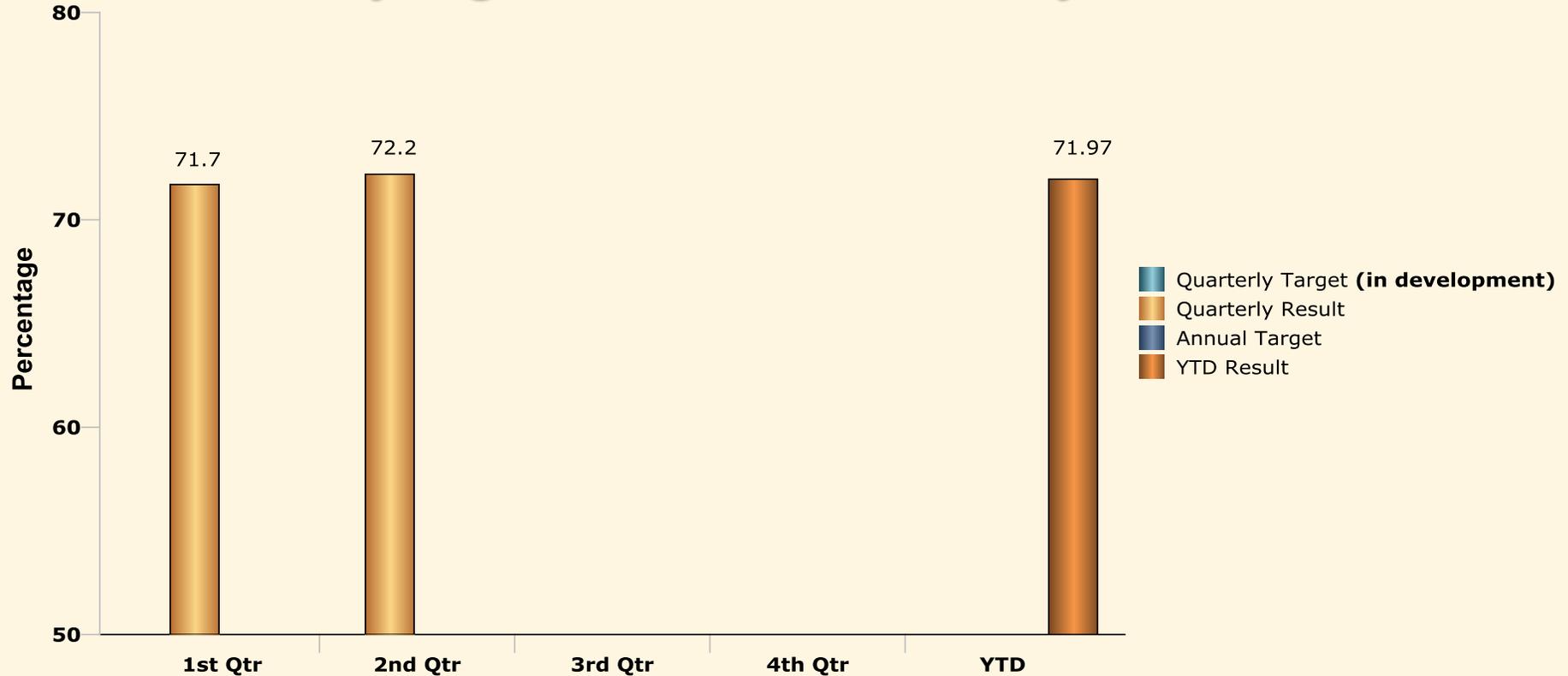


Measure 3.2.305, Water Rate Ranking, is reported annually in the first quarter and represents the results for the given fiscal year. The District's goal is to be below the midpoint (bottom 50%) for the 23 member agencies in San Diego.

(Qtr Measurement Method: Otay ranking among CWA member agencies for average  
YTD Measurement Method: Quarter result is YTD result. One result represents the entire FY)



## 3.2.309 - Percent of Customers Paying Bills Electronically



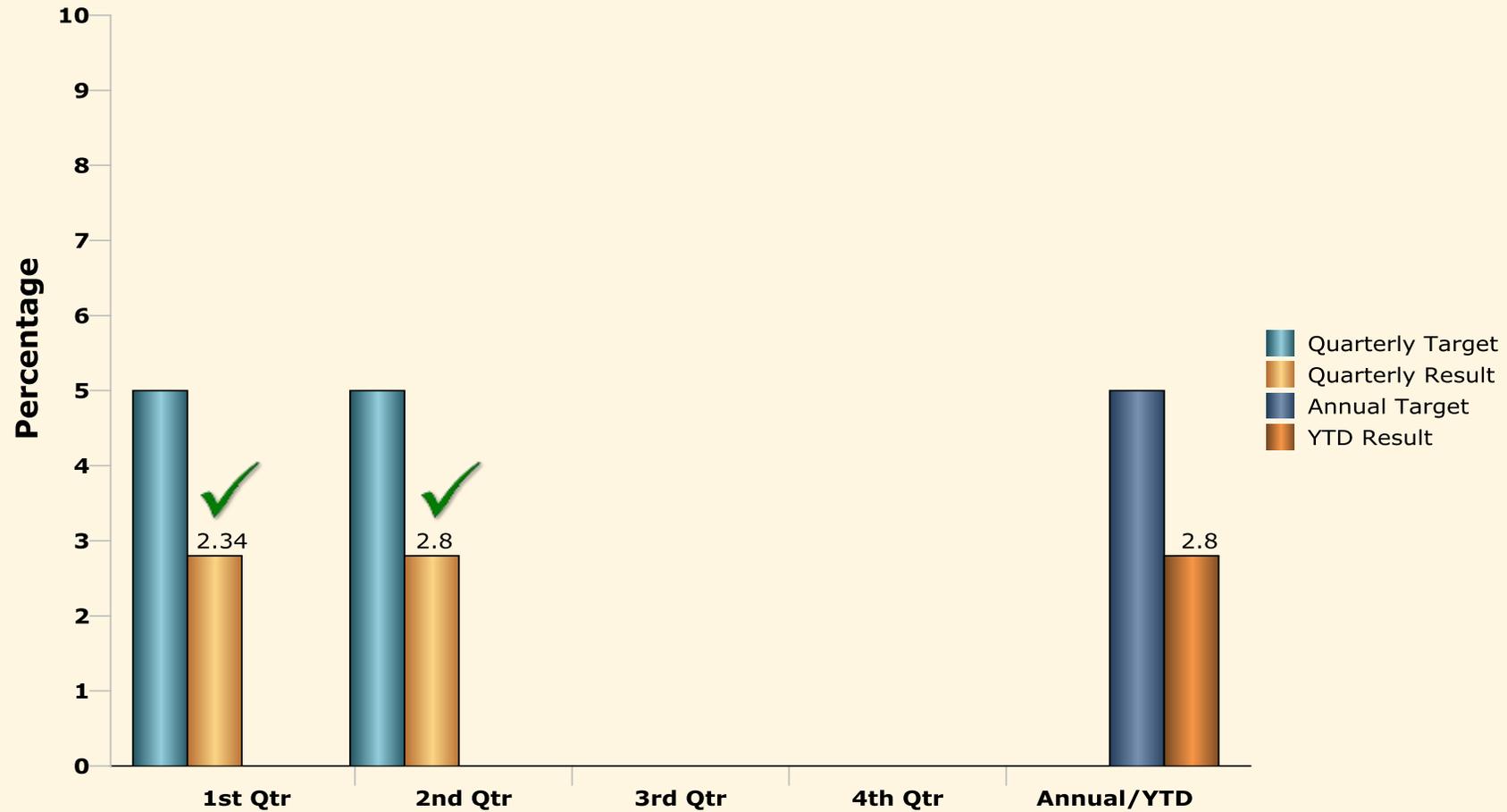
Measure 3.2.309, Percent of Customers Paying Bills Electronically, aims to be above all set targets.

**\*Note: No set targets in FY16. We will establish a baseline in FY16 and recommend appropriate targets for FY17-18 Strategic Plan.**

(Qtr Measurement Method: # of customers paying bills electronically/ total # of customers  
YTD Measurement Method: YTD # of customers paying bills electronically/ total # of customers)



# 3.3.308 - Distribution System Loss



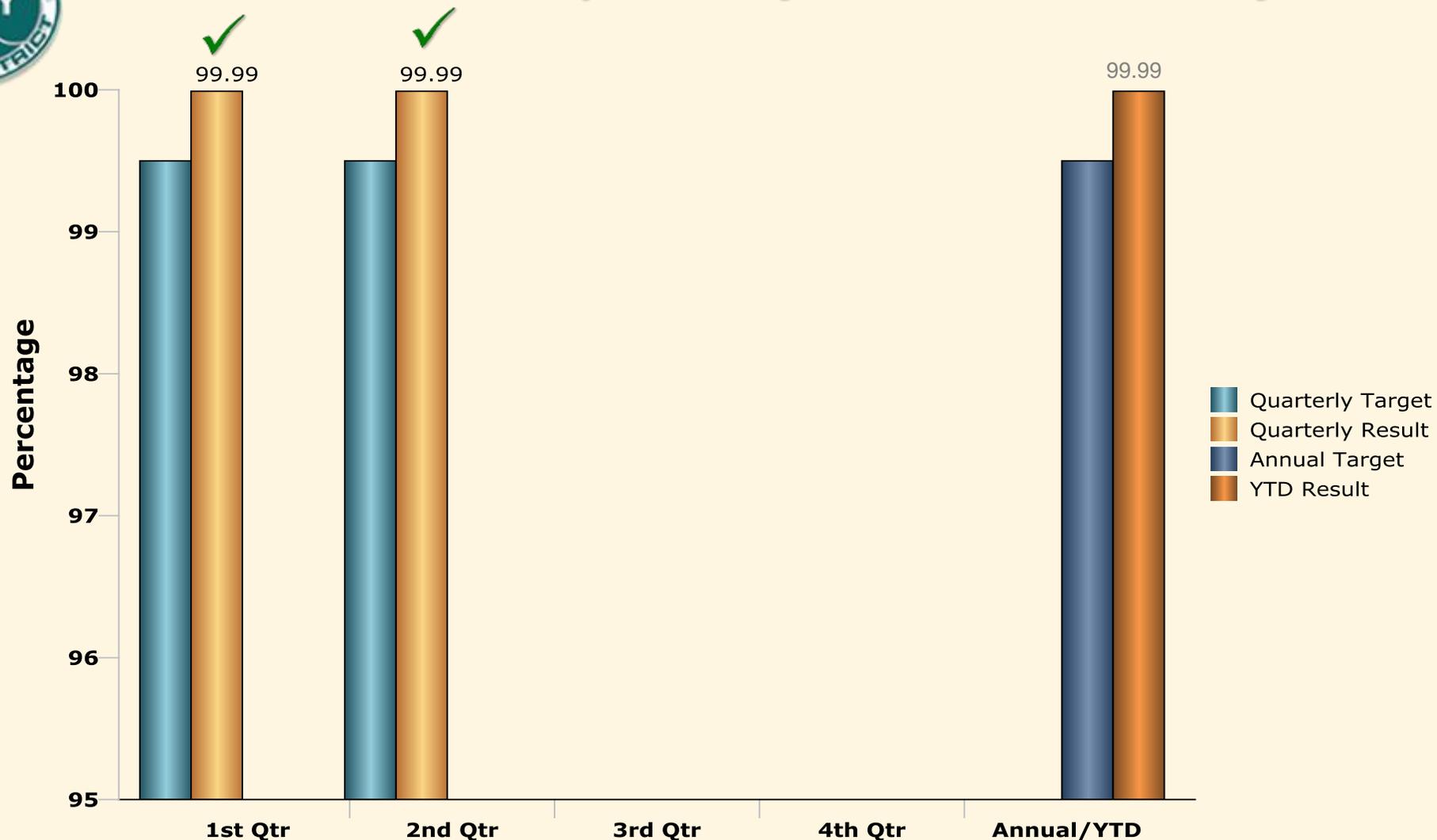
Measure 3.3.308, Distribution System Loss, aims to ensure less than 5% of unaccounted water in a single year.

**\*Note: The calculation is a year-to-date calculation, so Qtr Result = YTD Result.**

(Qtr and YTD Measurement Method:  $100 \frac{[\text{volume purchased}(\text{from CWA}) - (\text{volume sold}(\text{to Customers}) + \text{volume used}(\text{District Usage})]}{\text{volume purchased}(\text{from CWA})}]$ )



# 4.3.401 - Enterprise System Availability

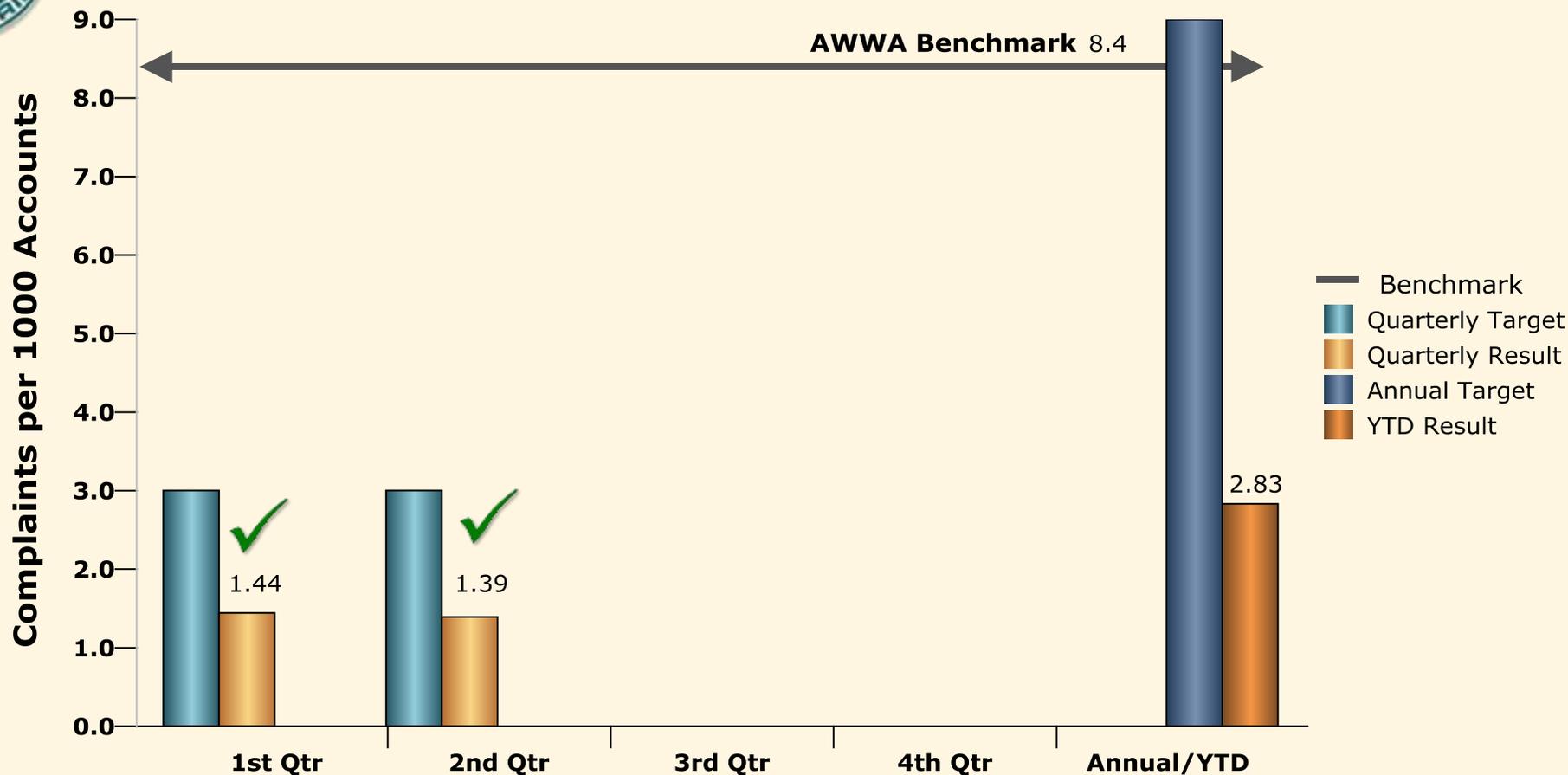


Measure 4.3.401, Enterprise System Availability, aims to have no less than 99.5% availability per quarter in a single year.

(Qtr and YTD Measurement Method: 99.5% = 3.60 hours of downtime per month/ 1.83 days of downtime in a year)



# 5.1.501 - Technical Quality Complaint (AWWA)



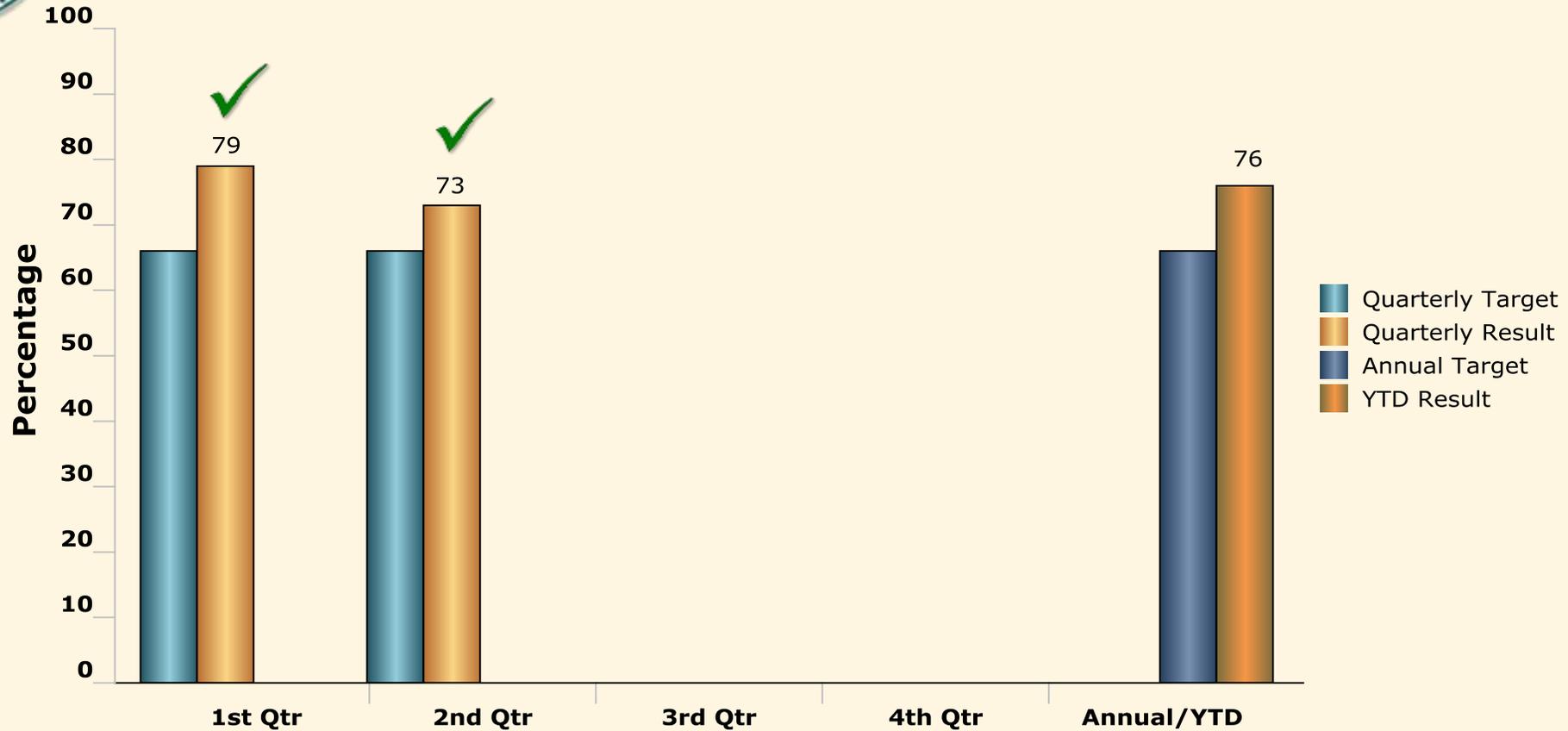
Measure 5.1.501, Technical Quality Complaint, aims to have no more than 9 complaints per 1000 customer accounts in a single year.

(Qtr Measurement Method:  $(1000 \times \# \text{ of technical quality complaints per quarter}) / \# \text{ of active customer accounts per reporting period.}$

YTD Measurement Method:  $(1000 \times \# \text{ of technical quality complaints per year}) / \# \text{ of connections.}$ )

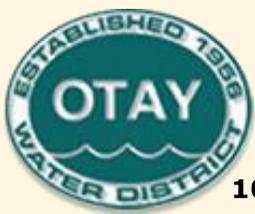


# 5.2.502 - Planned Potable Water Maintenance Ratio in \$

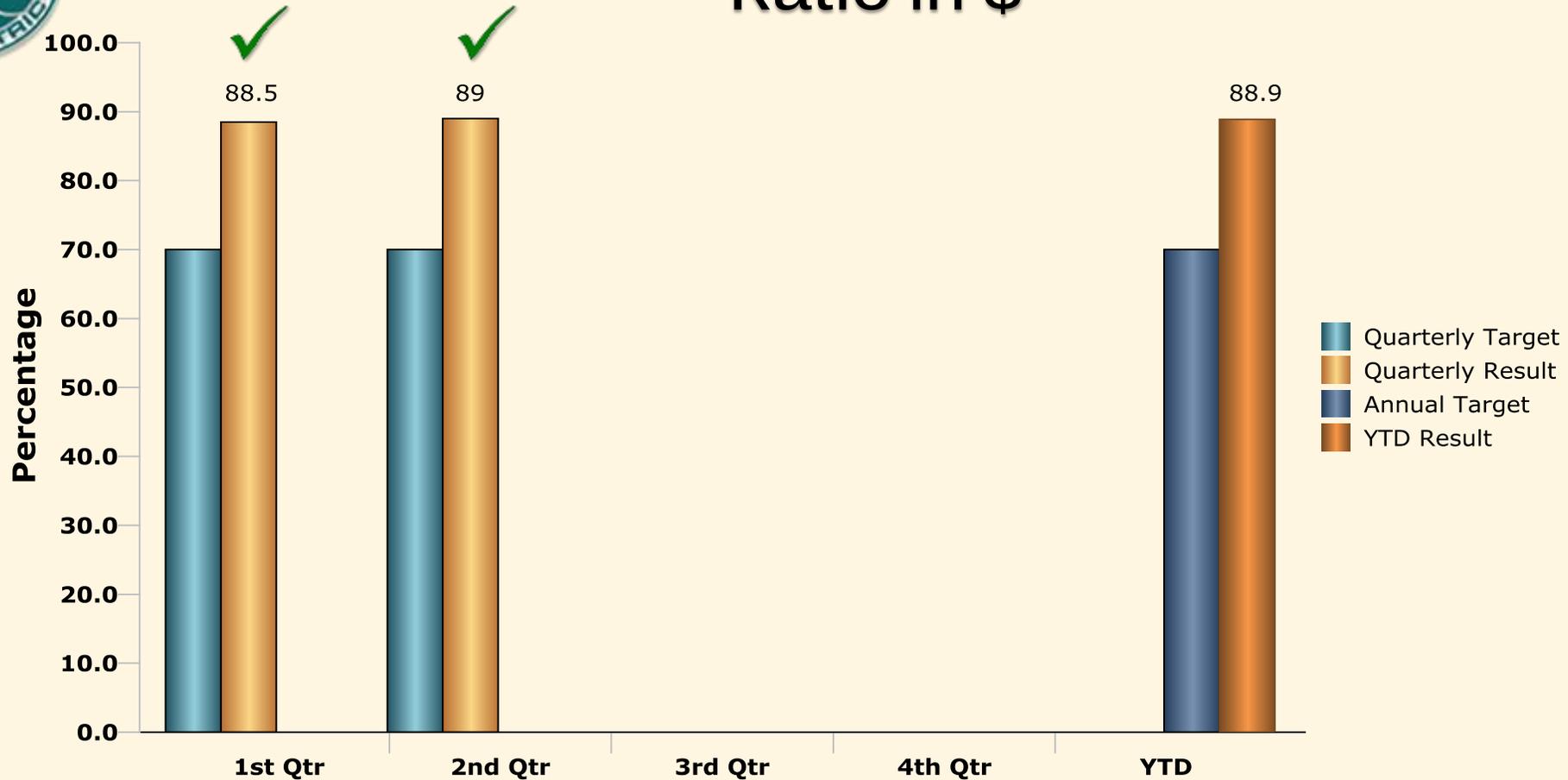


Measure 5.2.502, Planned Potable Water Maintenance Ratio in \$, aims to have no less than 66% of all labor dollars spent on preventative maintenance per quarter in a single year.

(Qtr Measurement Method: Total planned maintenance cost/ Total maintenance cost  
YTD Measurement Method: YTD planned maintenance cost/ YTD total maintenance cost)



# 5.2.503 - Planned Recycled Water Maintenance Ratio in \$

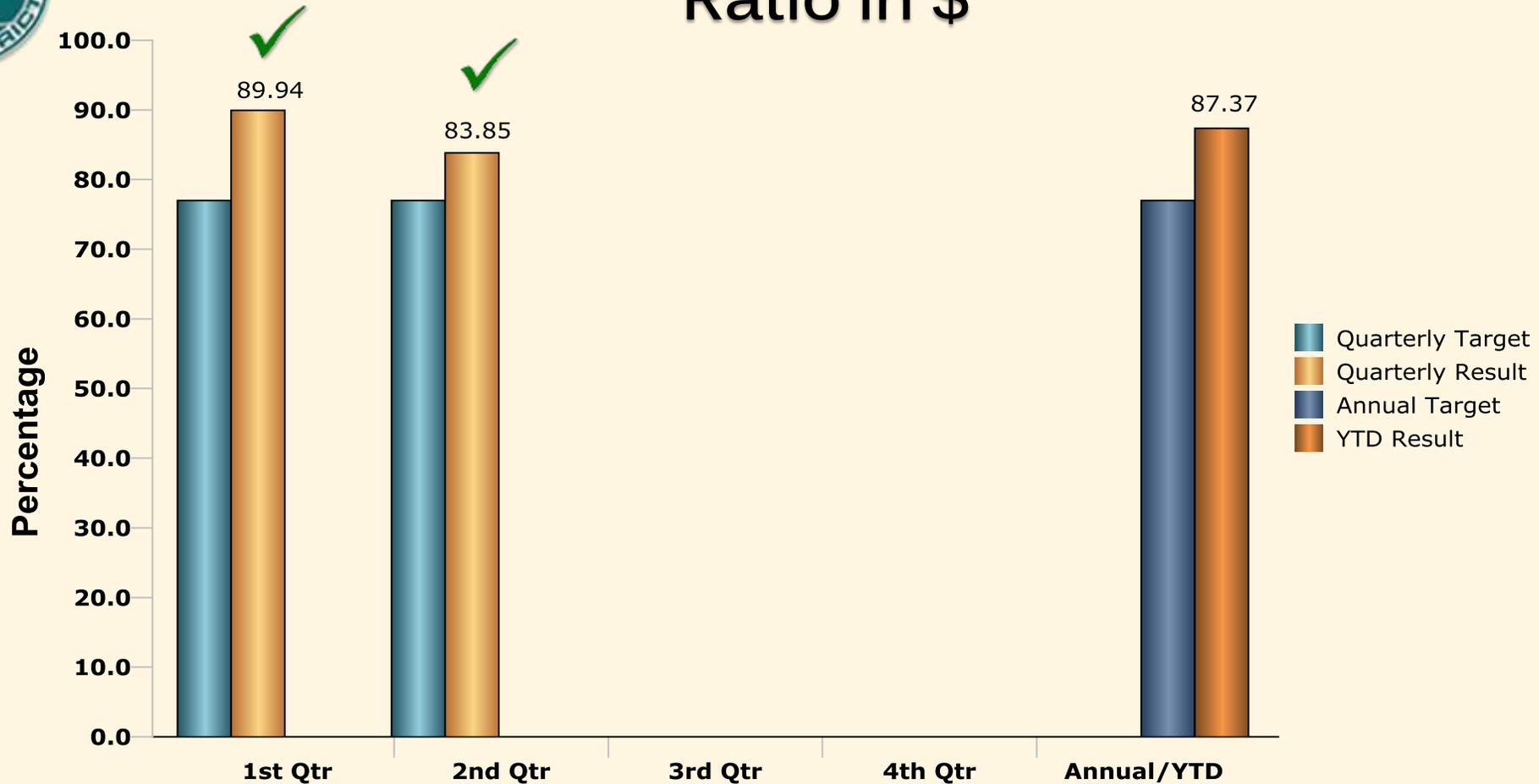


Measure 5.2.503, Planned Recycled Water Maintenance Ratio in \$, aims to have no less than 70% of all labor dollars spent on preventative maintenance per quarter in a single year.

(Qtr Measurement Method: Total planned maintenance cost/ Total maintenance cost)



# 5.2.504 - Planned Wastewater Maintenance Ratio in \$

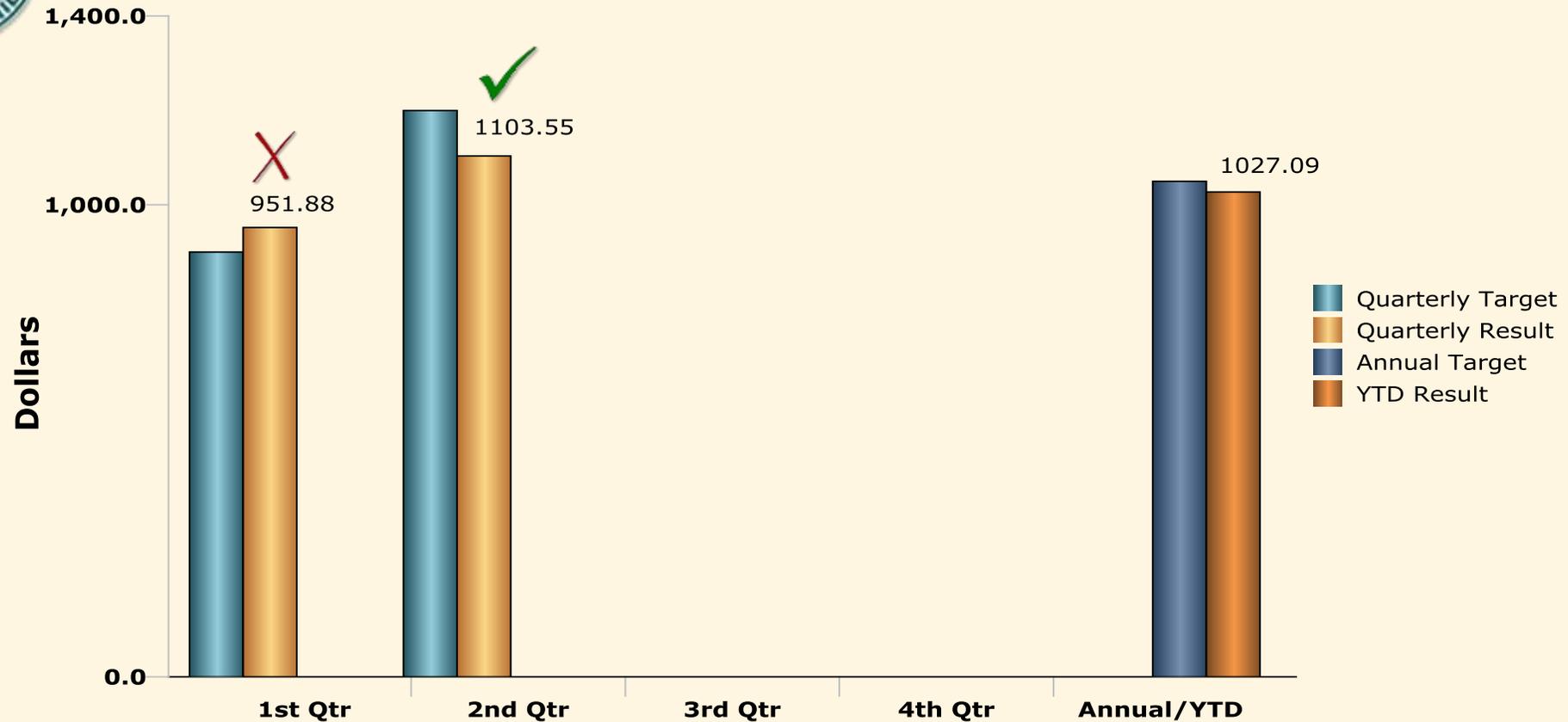


Measure 5.2.504, Planned Wastewater Maintenance Ratio in \$, aims to have no less than 77% of all labor dollars spent on preventative maintenance per quarter in a single year.

(Qtr Measurement Method: Total planned maintenance cost / Total maintenance cost  
YTD Measurement Method: YTD planned maintenance cost / YTD total maintenance cost)



# 5.2.505 - Direct Cost of Treatment per MGD

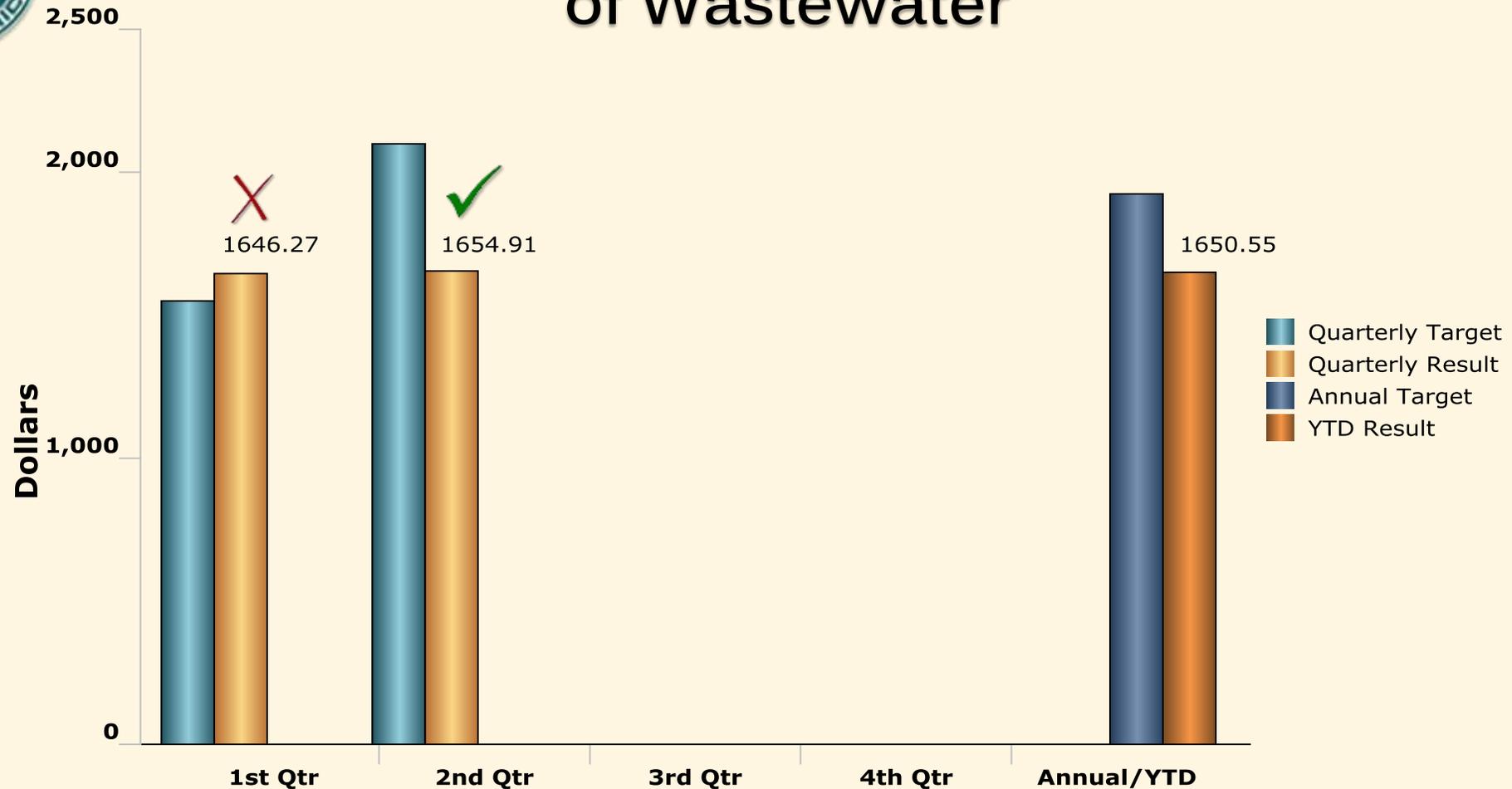


Measure 5.2.505, Direct Cost of Treatment per MGD, aims to have no more than \$1050 per MG spent on wastewater treatment in a single year. Targets each quarter will vary based on high and low demand times.

(Qtr Measurement Method: Total O&M costs directly attributable to sewer treatment / Total volume in MG for one quarter  
Total O&M Costs = (power cost)+(staff cost without overhead)+(chemical cost)+(equipment cost) / Million Gallons Processed)



## 5.2.506 - O&M Cost per MG Processed of Wastewater



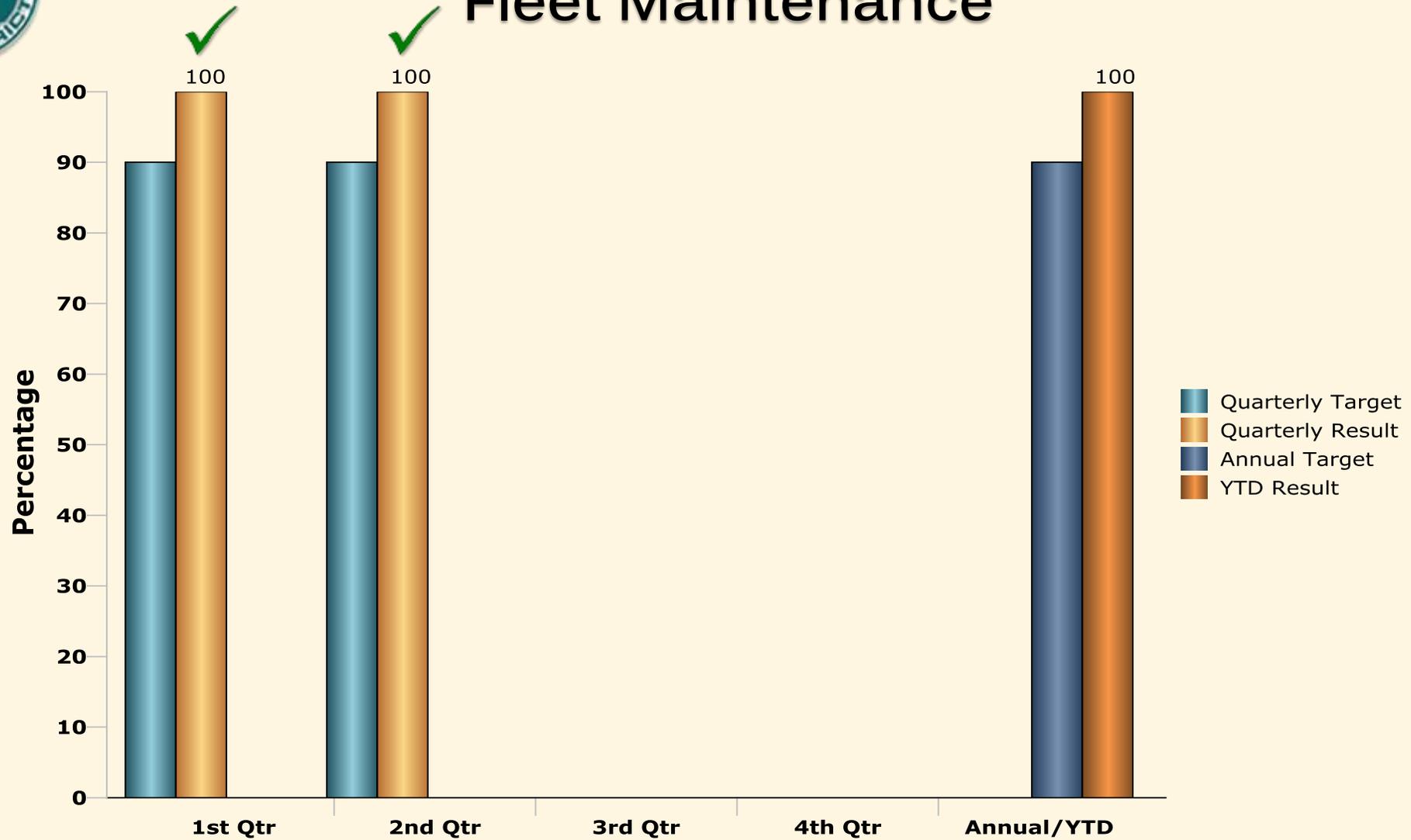
Measure 5.2.506, O & M Cost per MGP of Wastewater, aims to have no more than \$1925 per MG spent on O&M for wastewater treatment in a single year. Targets each quarter will vary based on high and low demand times.

(Qtr Measurement Method: Total O&M cost / MGP)

FYTD O&M Cost = (power cost)+(staff cost)+(chemical cost)+(equipment cost) / FYTD MGP)



# 5.3.507 - Percent of PMs Completed – Fleet Maintenance

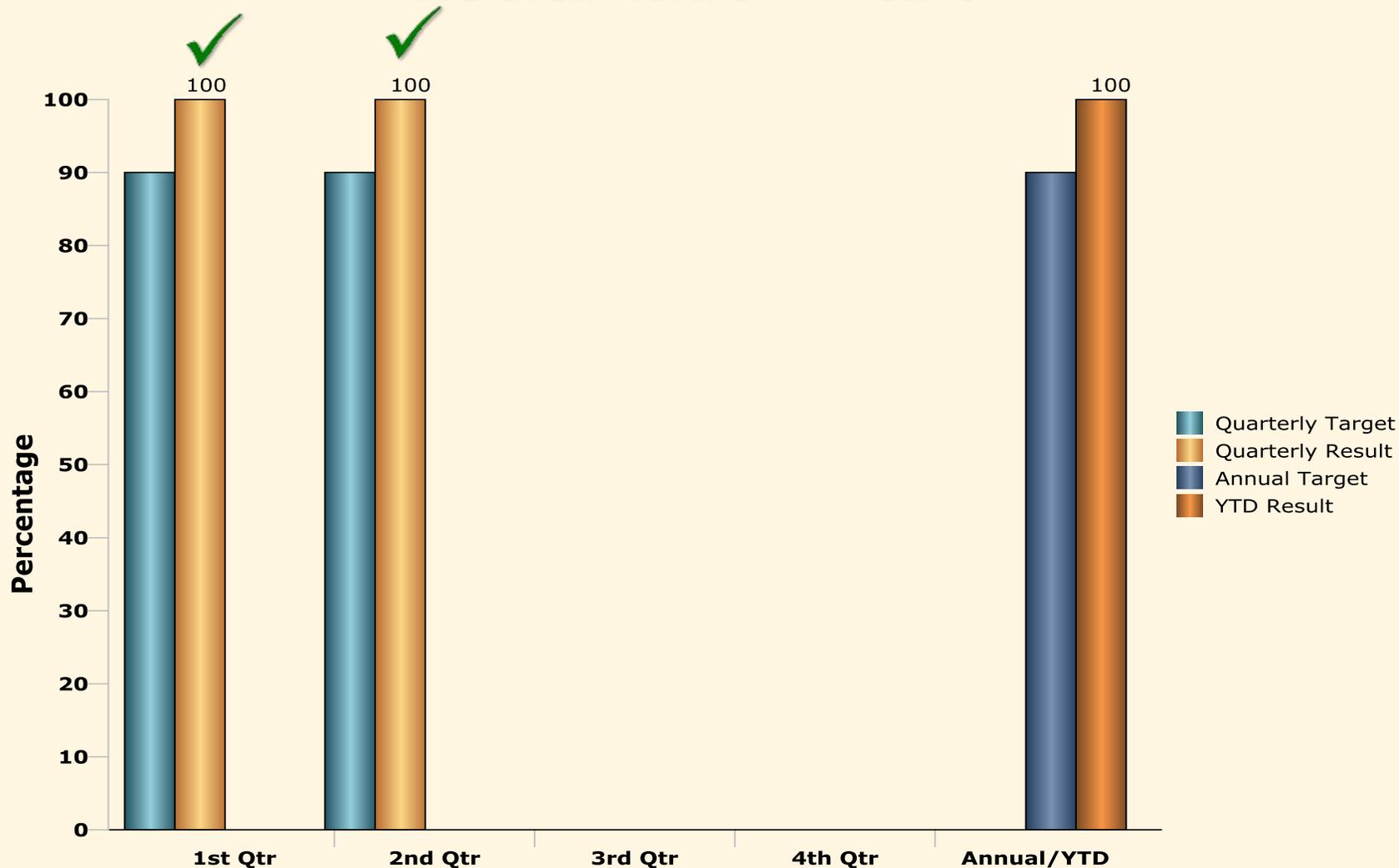


Measure 5.3.507, % PMs Completed – Fleet Maintenance, aims to have no less than 90% of the scheduled PMs completed per quarter in a single year.

(Qtr and YTD Measurement Method: # of PM's completed for the quarter/ # of PM's scheduled to be completed for the quarter)



# 5.3.508 - Percent of PMs Completed – Reclamation Plant

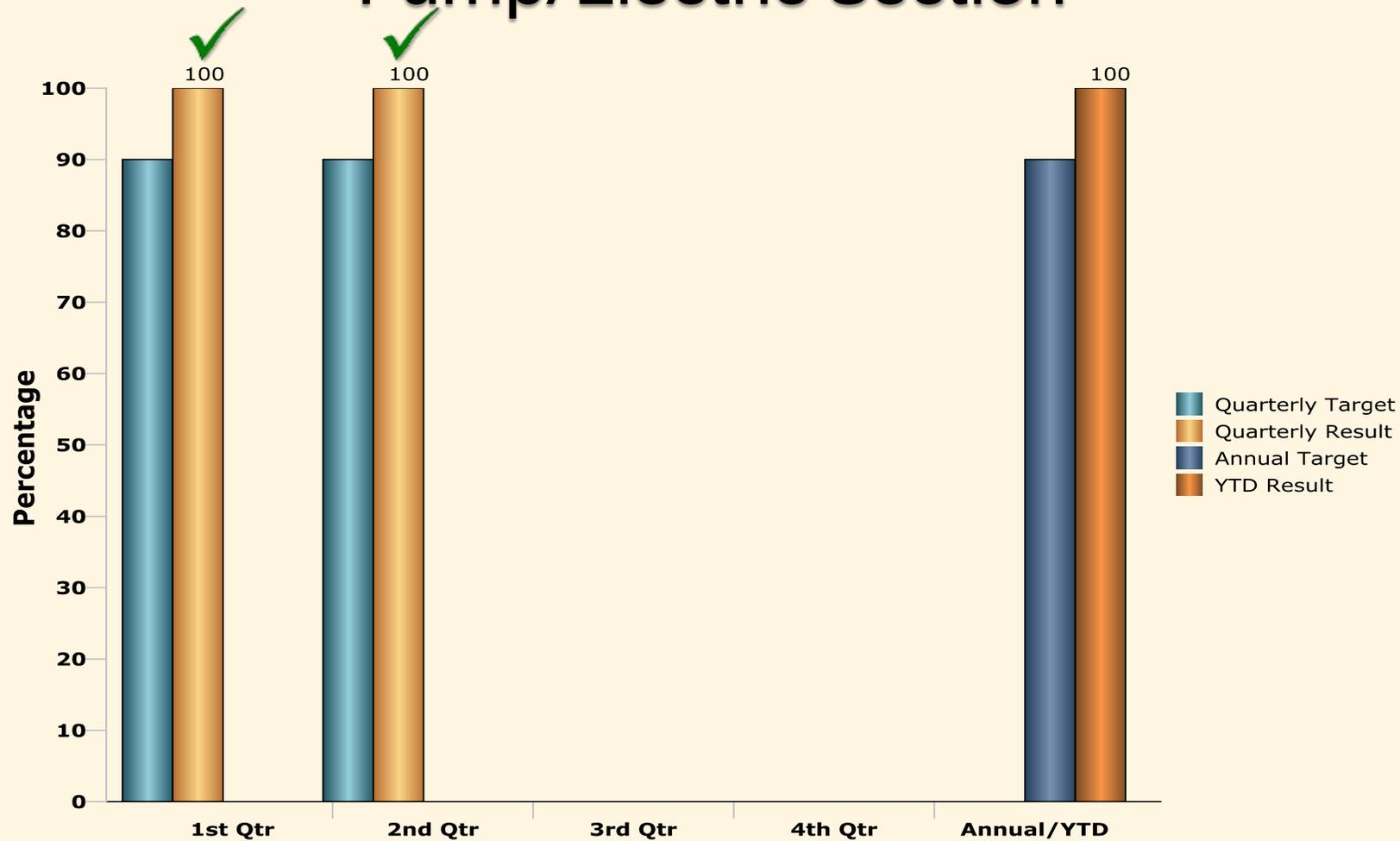


Measure 5.3.508, % PMs Completed – Reclamation Plant, aims to have no less than 90% of the scheduled PMs completed per quarter in a single year.

(Qtr and YTD Measurement Method: # of PM's completed for the quarter/ # of PM's scheduled to be completed for the quarter)



# 5.3.509 - Percent of PMs Completed – Pump/Electric Section



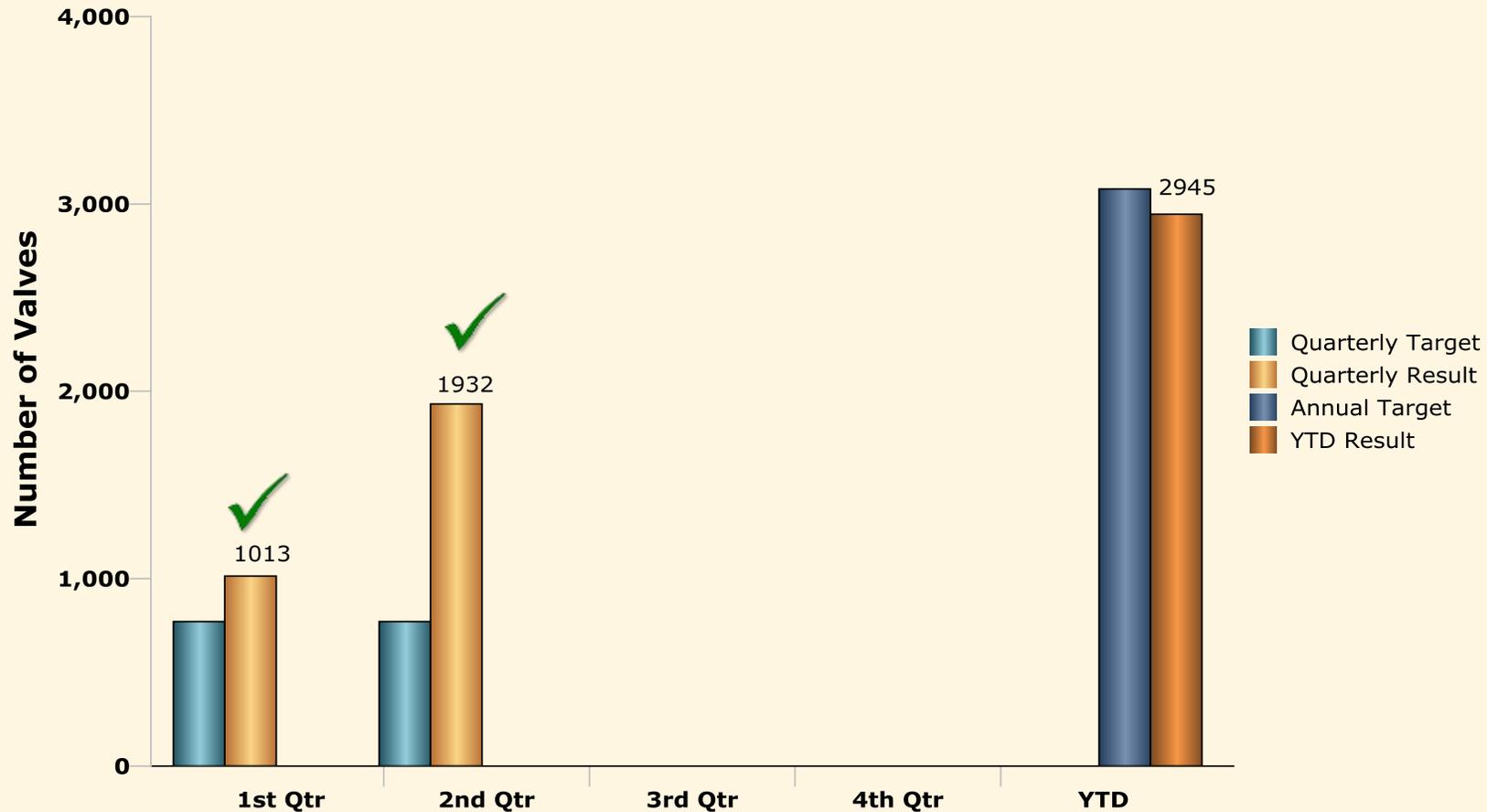
Measure 5.3.509, % PMs Completed - Pump/Electric Section, aims to have no less than 90% of the scheduled PMs completed per quarter in a single year.

PMs include altitude and relief valves testing, pump motor oil changes, pump efficiency testing, and vibration testing for pumps and motors.

(Qtr and YTD Measurement Method: # of PM's completed for the quarter / # of PM's scheduled to be completed for the quarter)



# 5.3.511 - System Valve Exercising Program

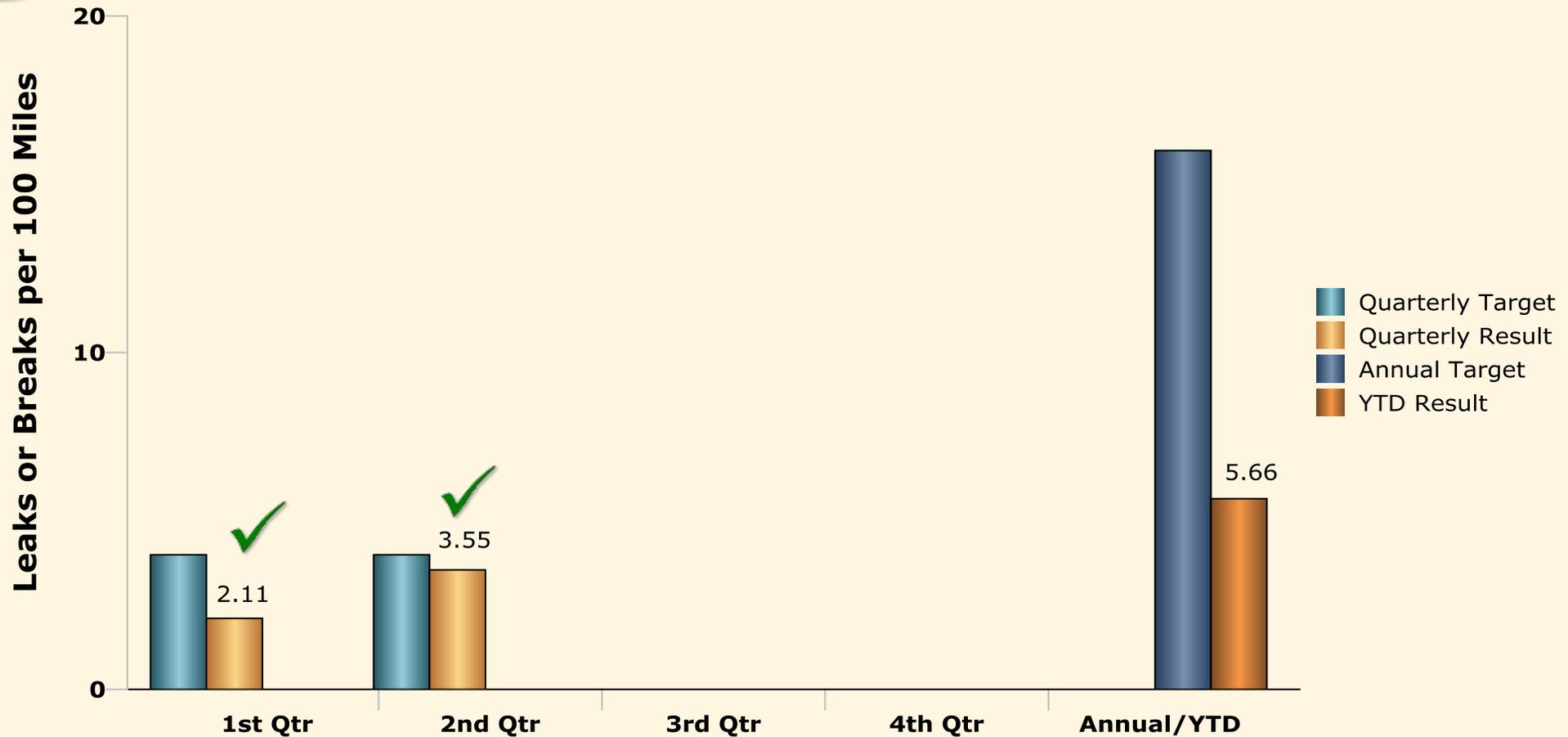


Measure 5.3.511, System Valve Exercising Program, aims to have 770 valves per quarter or 3,080 valves exercised by end of fiscal year.

(Qtr Measurement Method: Actual number of valves exercised per quarter  
YTD Measurement Method: Cumulative number of valves exercised YTD)



# 5.3.512 - Potable Water Distribution System Integrity

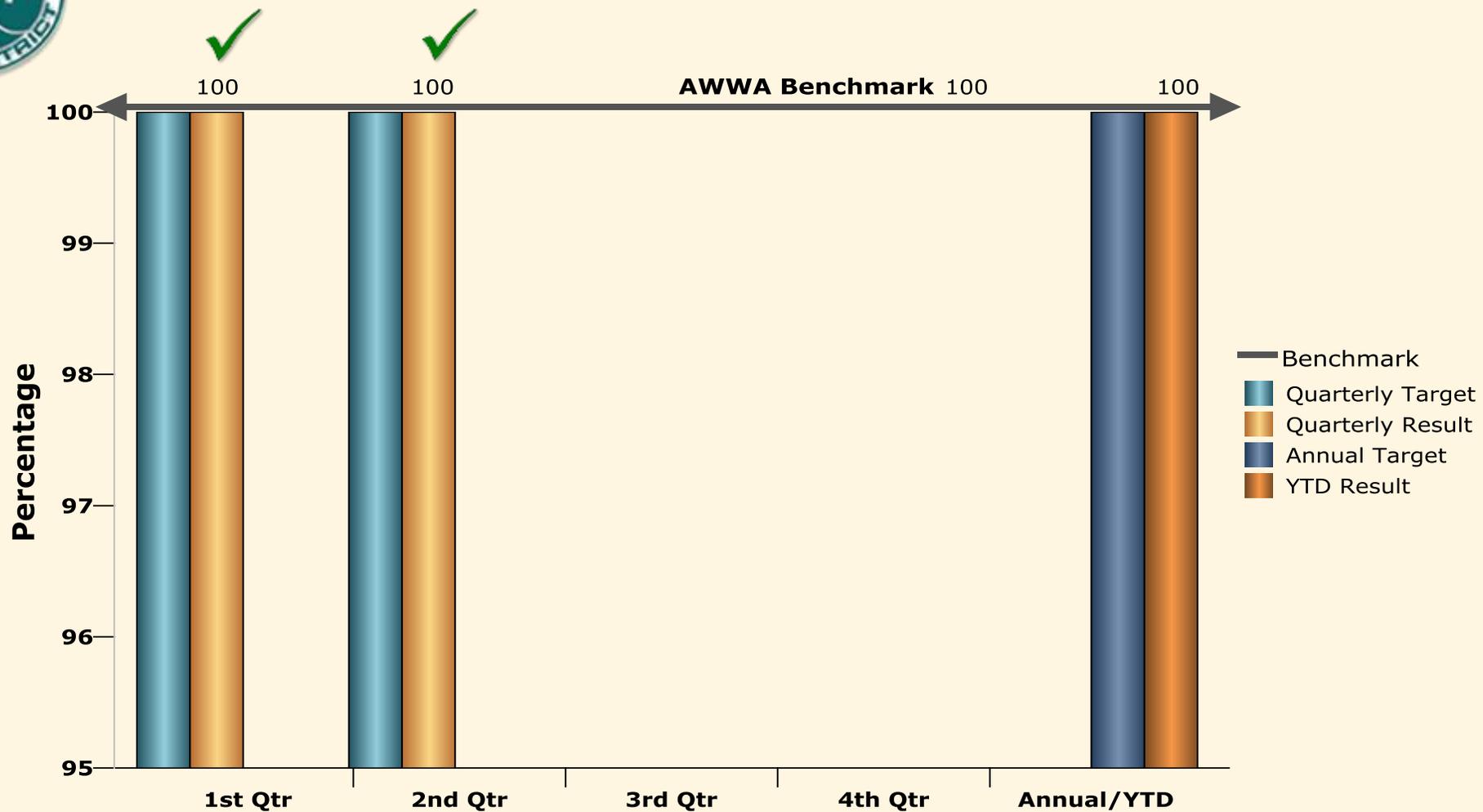


Measure 5.3.512, Potable Water Distribution System Integrity, aims to have no more than 16 leaks and breaks per 100 miles of distribution piping in a single year.

(Qtr Measurement Method:  $[100 (\text{annual total number of leaks} + \text{annual total number of breaks})] / \text{total miles of distribution piping}$ . Annual total distribution system integrity rate equal to 16)

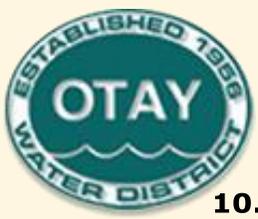


# 5.3.514 - Potable Water Compliance Rate (AWWA)

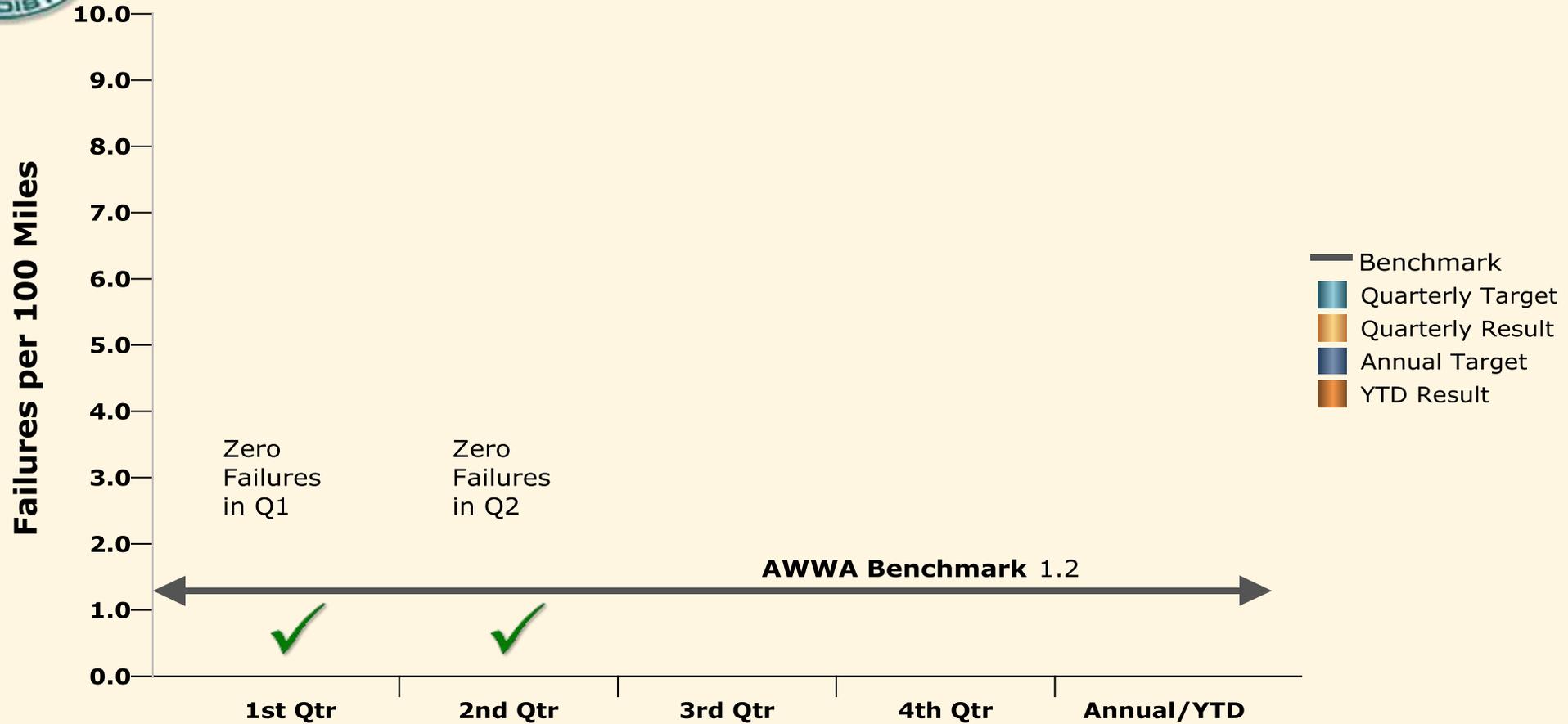


Measure 5.3.514, Potable Water Compliance Rate, aims to be no less than 100% every quarter in order to ensure the District meets all of the health related drinking water standards everyday for a single year.

(Qtr and YTD Measurement Method:  $(100 \times \# \text{ of days the primary health regulations are met}) / \# \text{ of days in the quarter}$ )



# 5.3.515 - Collection System Integrity (AWWA)

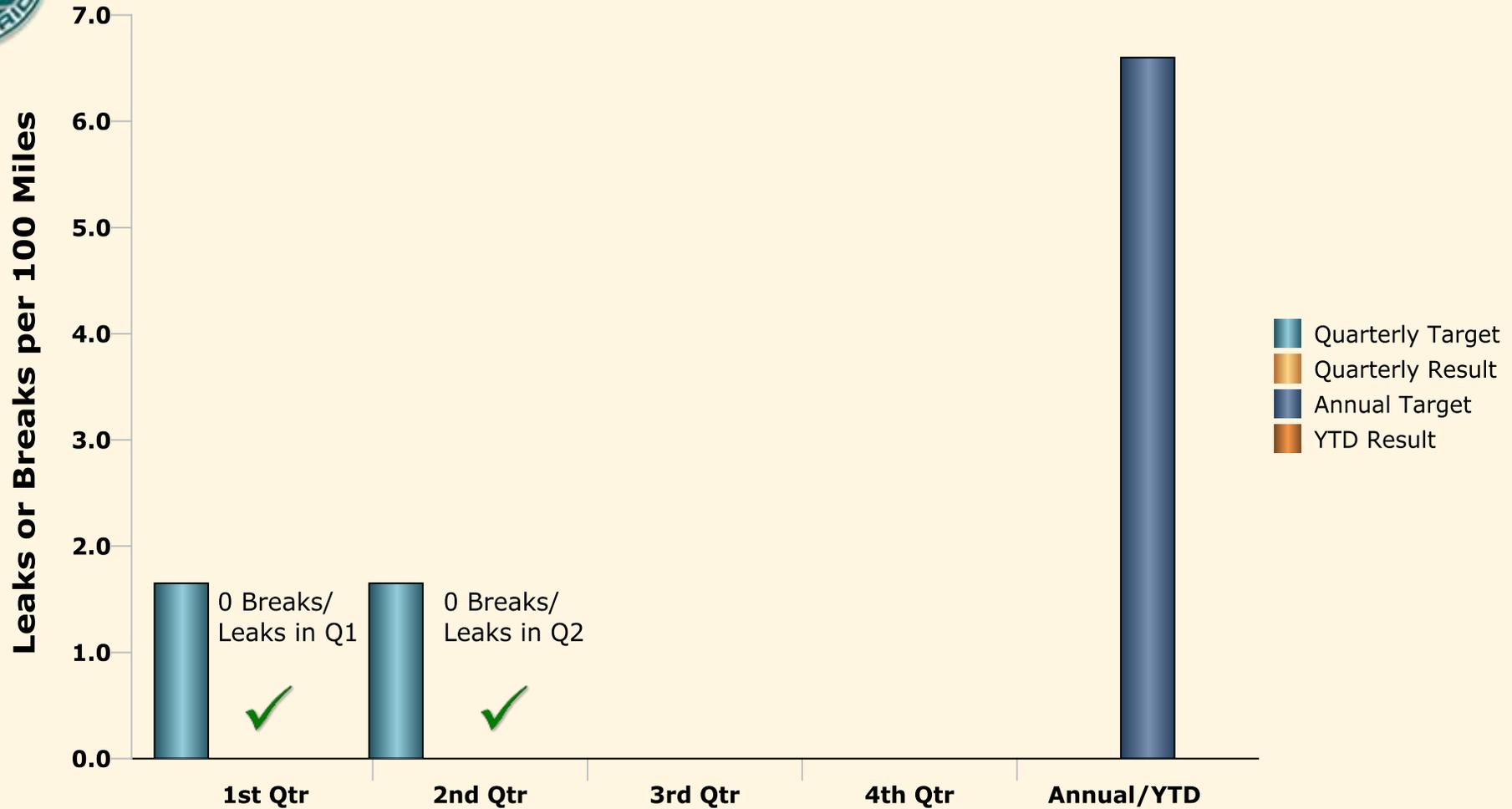


Measure 5.3.515, Collection System Integrity, aims to have no more than 3.5 wastewater collection system failures per 100 miles of collection system pipeline in a single year.

(Qtr and YTD Measurement Method:  $(100 \times \text{total \# of collection system failures during the year}) / \text{total miles of collection system piping}$ )



# 5.3.517 - Recycled Water System Integrity

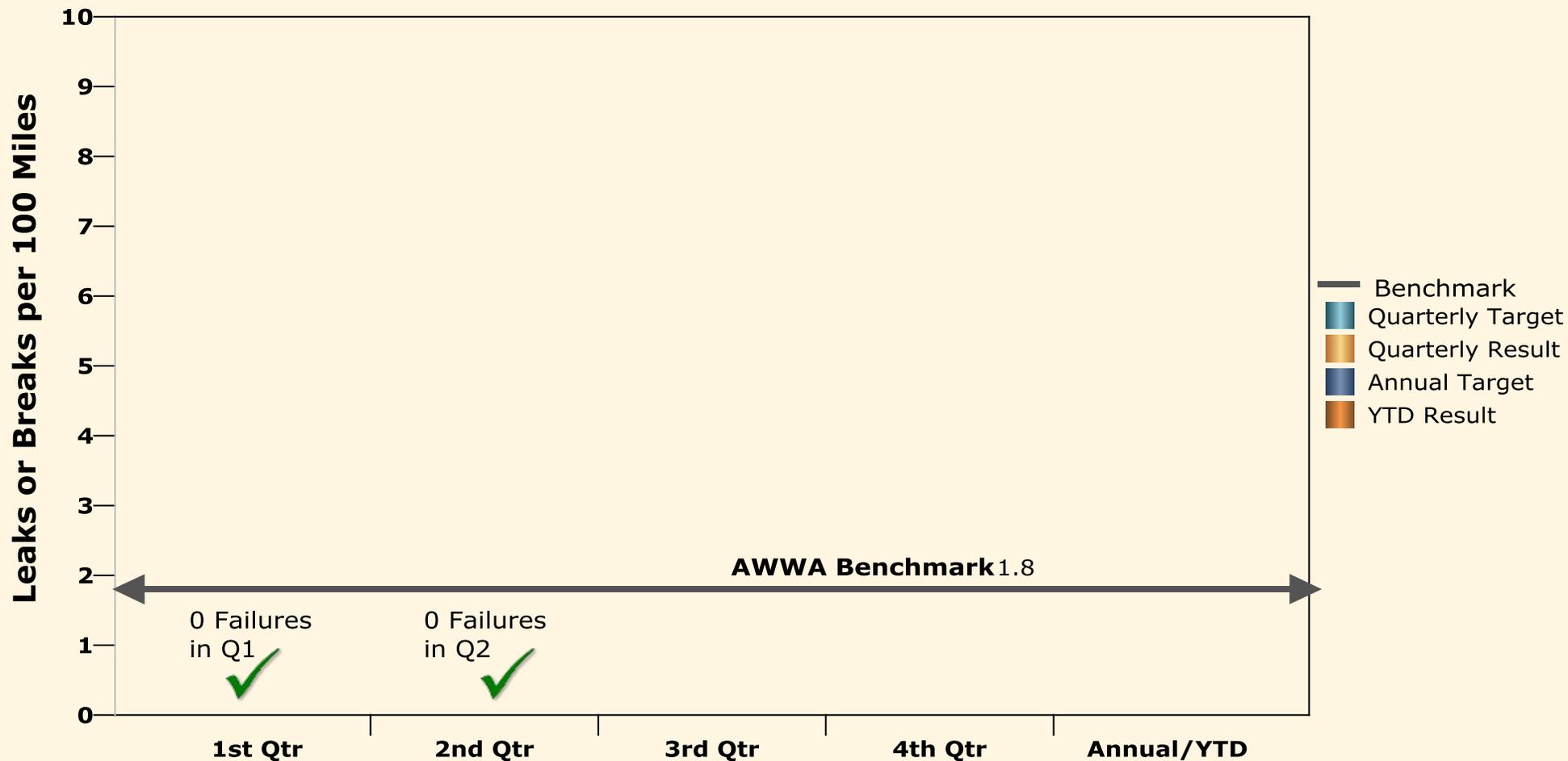


Measure 5.3.517, Recycled Water System Integrity, aims to have no more than 6.6 leaks or breaks per 100 miles of recycled distribution system in a single year.

(Qtr and YTD Measurement Method:  $(100 \times \text{\# of leaks or breaks}) / \text{\# of miles of distribution system}$ )



# 5.3.518 - Sewer Overflow Rate (AWWA)

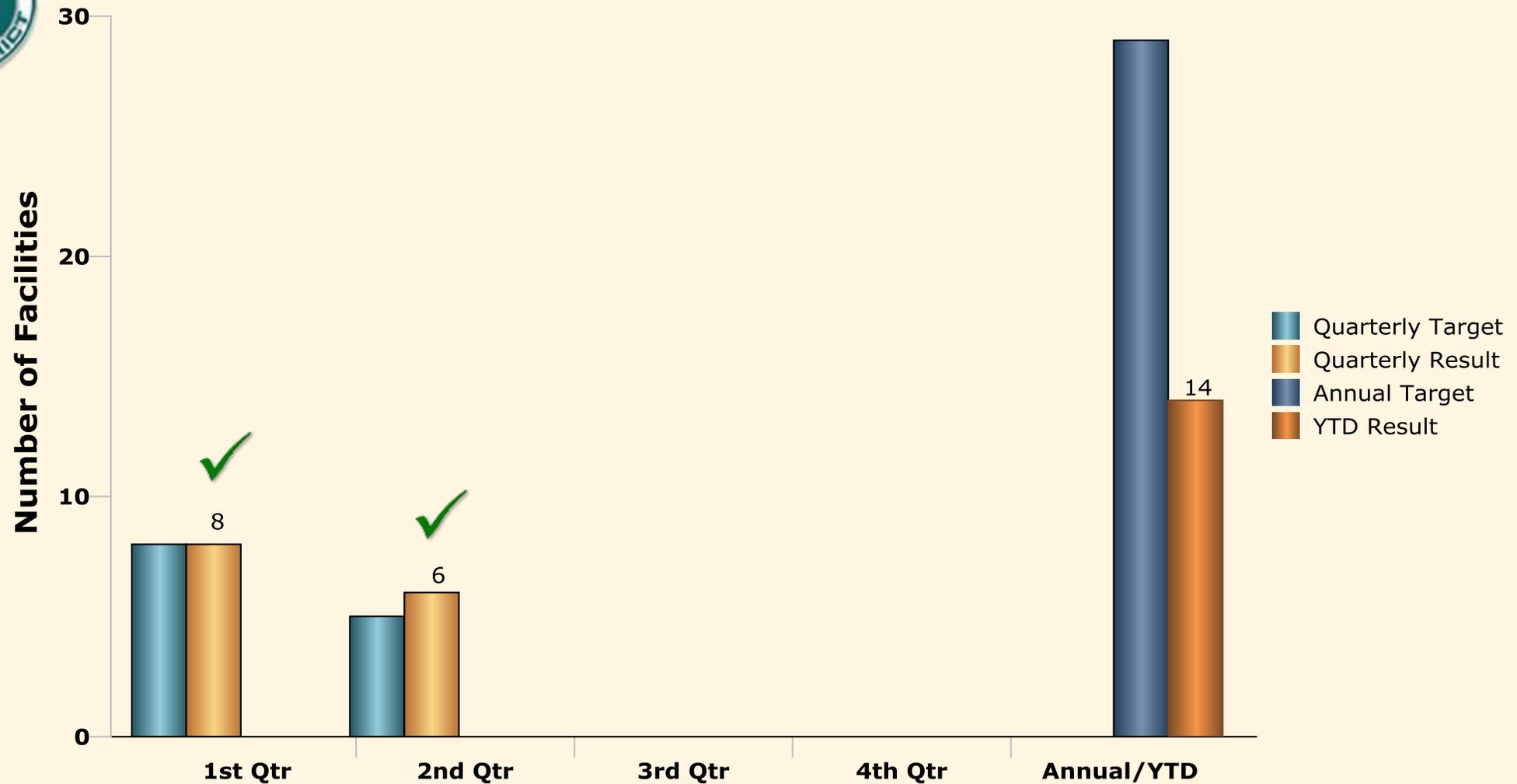


Measure 5.3.518, Sewer Overflow Rate, aims to have no overflows.

(Qtr and YTD Measurement Method:  $(100 \times \text{total \# of sewer overflows during the reporting period}) / \text{total miles of pipe in the sewage collection system}$ )



# 5.3.519 - Emergency Facility Power Testing

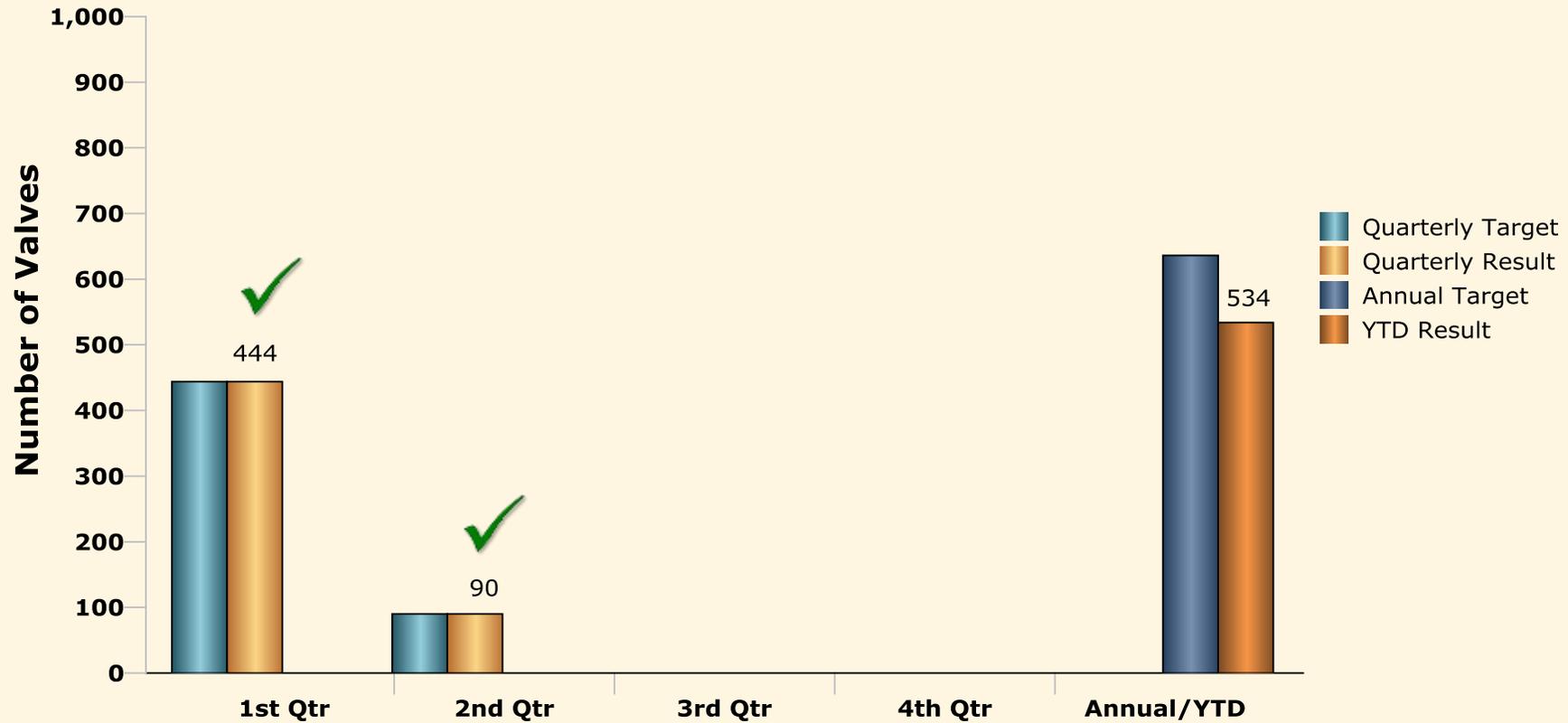


Measure 5.3.519, Emergency Facility Power Testing, aims to have to all District facilities tested per year. The District currently has 29 powered ready facilities.

(Qtr Measurement Method: Cumulative # of facilities tested)



# 5.3.525 - Critical Valve Exercising Program

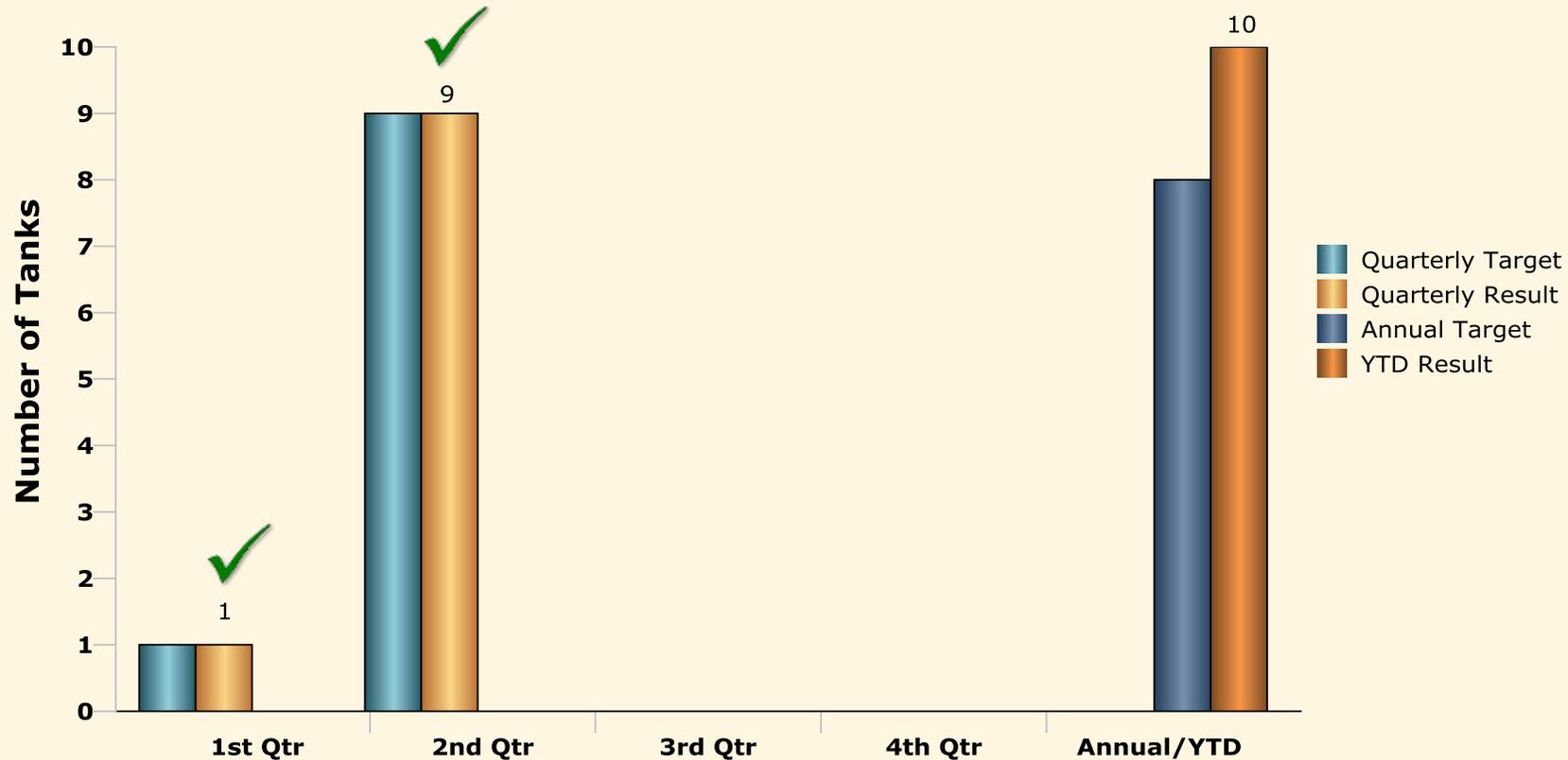


Measure 5.3.525, Critical Valve Exercising Program, aims to have no less than 636 identified critical valves exercised by end of fiscal year.

(Qtr Measurement Method: Actual number of valves exercised per quarter  
YTD Measurement Method: YTD number of valves exercised)



# 5.4.521 - Tank Inspection and Cleaning



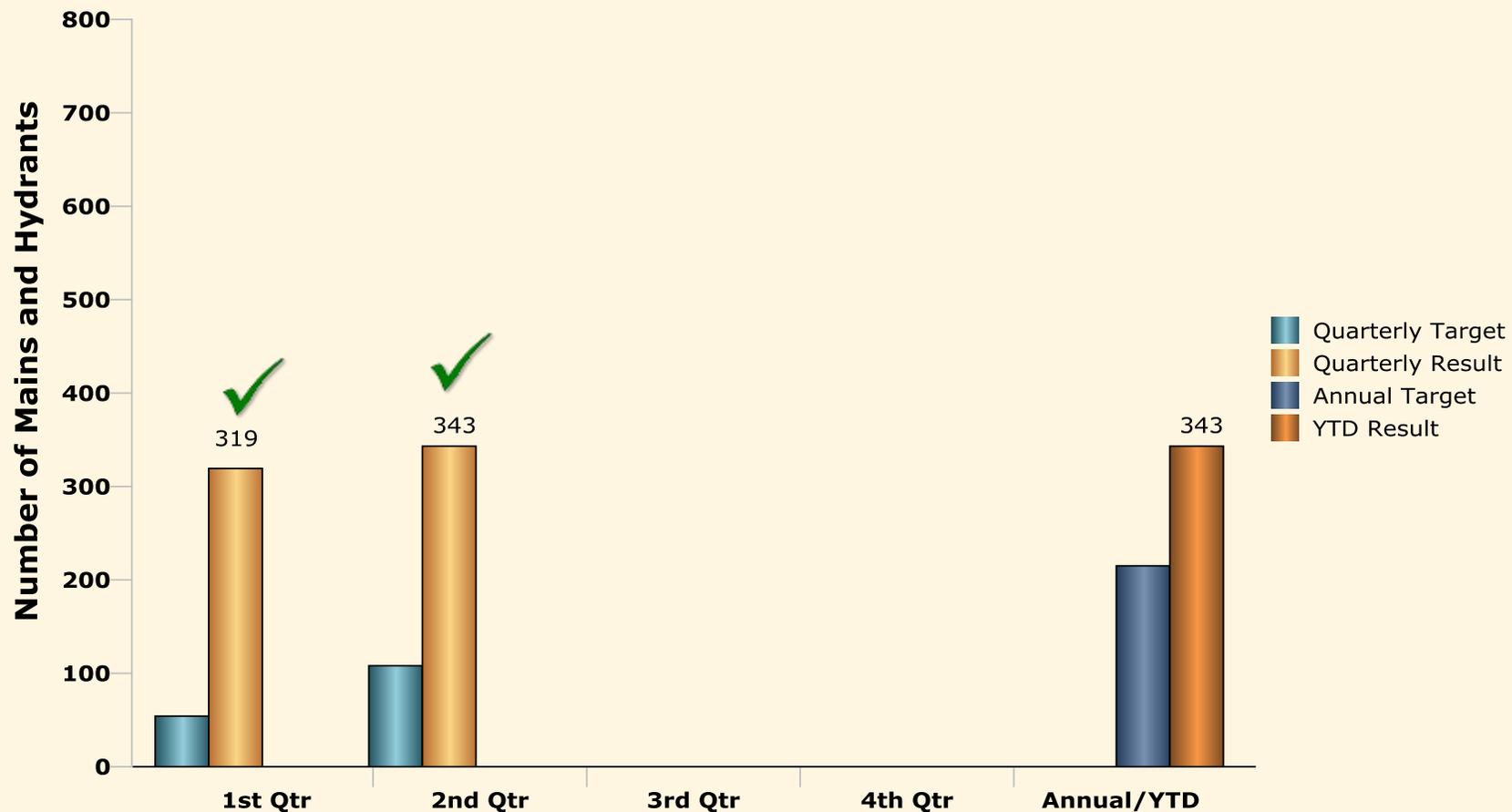
Measure 5.3.521, Tank Inspection and Cleaning, aims to have 8 tanks or more inspected and cleaned per year. The District currently has 40 potable water tanks/reservoirs.

Tank inspection and cleaning will primarily take place during low demand months, from November - May.

(Qtr and YTD Measurement Method: # of tanks cleaned and inspected annually)



# 5.4.522 - Main Flushing and Fire Hydrant Maintenance

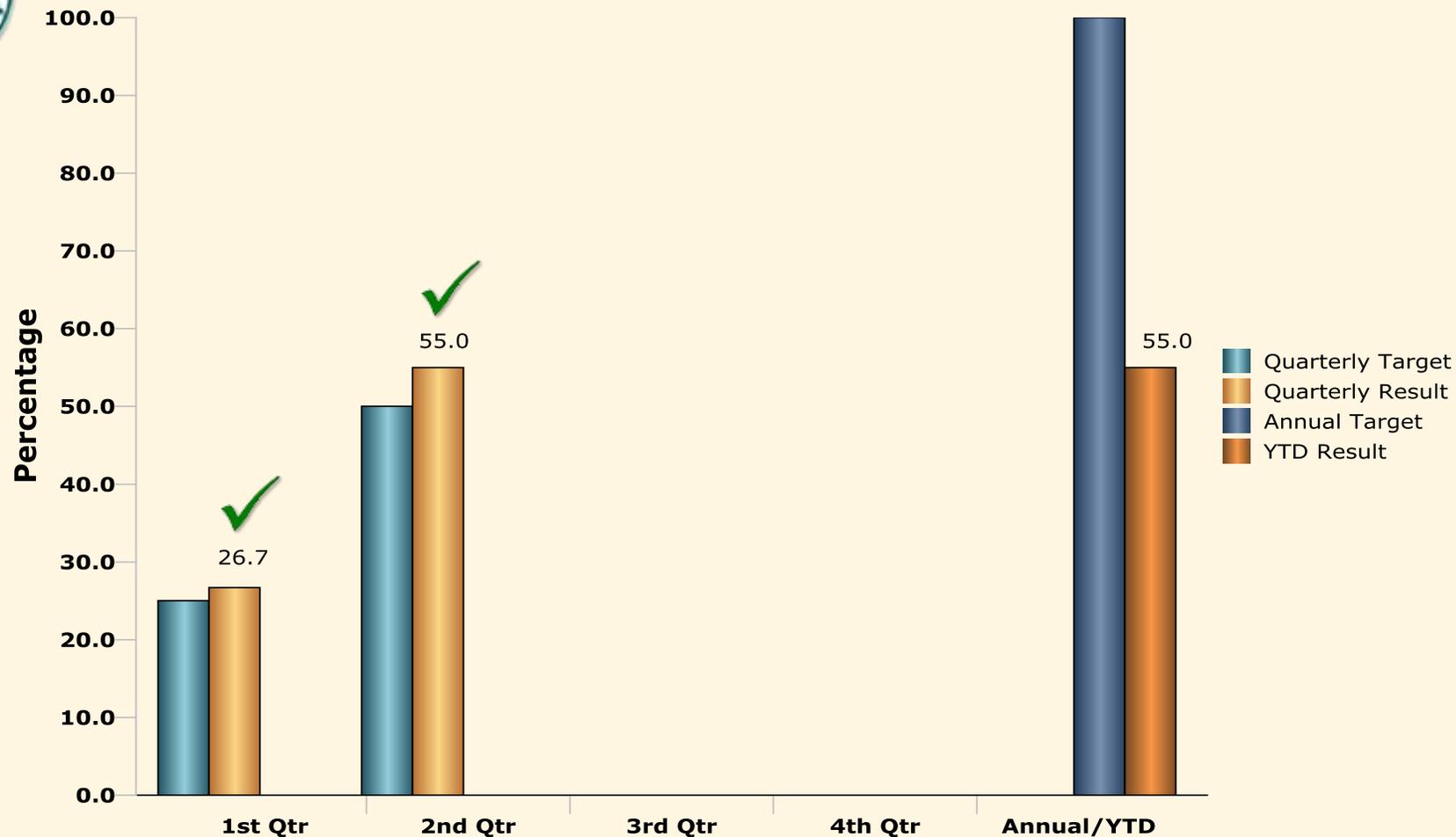


Measure 5.4.522, Main Flushing and Fire Hydrant Maintenance, aims to have 215 or more mains flushed and fire hydrants maintained in a single year. The target of 215 is comprised of 165 hydrants maintained and 50 mains flushed per quarter.

(Qtr Measurement Method: Cumulative number of mains flushed plus hydrants maintained  
YTD Measurement Method: # of mains flushed and fire hydrants maintained per year.)



# 5.4.523 - Annual Recycled Water Site Inspections

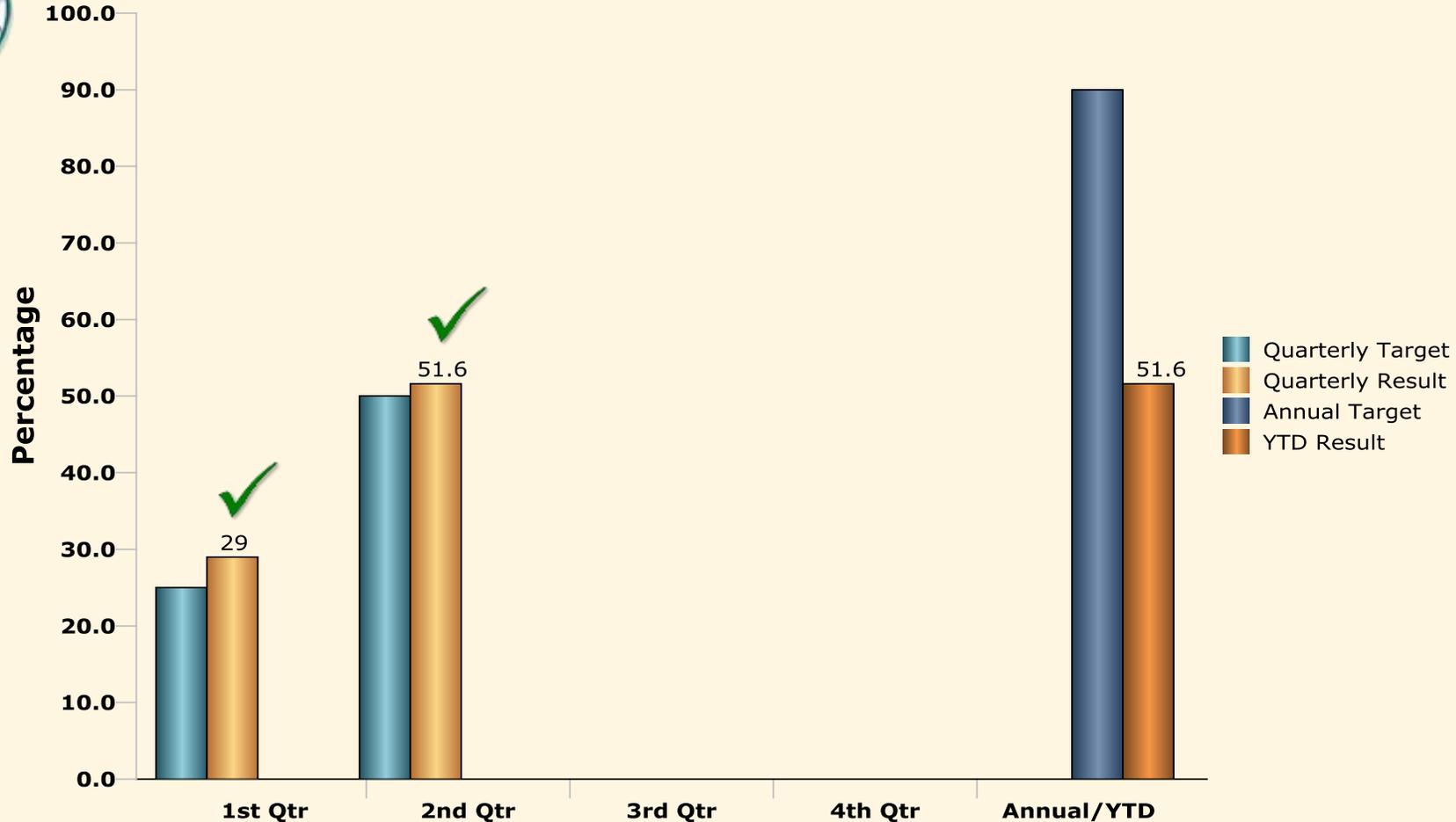


Measure 5.4.523, Annual Recycled Water Site Inspections, aims to have 100% of recycled sites inspected per year. There are 112 recycled water use sites due for inspection in FY16.

(Qtr Measurement Method: Cumulative percentage of recycled sites inspected per quarter  
YTD Measurement Method: Percentage of recycled sites inspected per year of those required by DEH)



# 5.4.524 - Recycled Water Shutdown Testing



Measure 5.4.524, Recycled Water Shutdown Testing, aims to have no less than 90% of recycled site shutdown tests performed per year compared to those scheduled. There are 31 recycled water use sites due for shutdown in FY16.

(Qtr Measurement Method: Cumulative % of recycled site shutdown tests performed per year

YTD Measurement Method: % of shutdown tests performed per year compared to those scheduled)

# AGENDA ITEM 9



## STAFF REPORT

TYPE		MEETING			
MEETING:	Regular Board	DATE:	April 6, 2016		
SUBMITTED	Mark Watton	W.O./G.F.	N/A	DIV.	N/A
BY:	General Manager	NO:	NO.		
APPROVED BY:	<input checked="" type="checkbox"/> Mark Watton, General Manager				
SUBJECT:	General Manager's Report				

### ADMINISTRATIVE SERVICES:

#### *Purchasing and Facilities:*

- Purchase Orders and Cal-Card Quarterly Rebates - During the last quarter, the District issued 86 regular purchase orders totaling \$366,266 with an average value of \$4,259. The District also processed 587 Cal-Card transactions totaling \$234,110 with an average value of \$399. During this period, the District earned a Cal-Card program rebate of \$3,555. By shifting lower value transactions to Cal-Card, the District not only saves the administrative costs of processing requisitions, purchase orders, invoices and checks but also earns transaction and early payment rebates. The District is on track to earn over \$12,000 in rebates for FY 2016.

#### Human Resources:

- Employee Information Meeting - The District held employee information meetings on March 16<sup>th</sup>. These meetings are held every six months to provide employees with relevant information regarding key District projects and District updates. Items covered included updates on the drought and Integrated Resource Plan (IRP), scheduled CWA shutdown coordination, and a new forms automation process demo.
- Required Benefit 1095-C Tax Forms - HR staff worked with our third party administrator, Employee Benefits Specialists, to issue the required 1095-C tax forms for health plan participants related to health care reform. This is a new requirement beginning with the 2015 tax year.

- New Hires/Promotions - There were no regular new hires/promotions in the month of March.
- Recruitments - The District is recruiting for Communications Officer and is preparing to recruit for a Construction Inspector I/II. These positions are critical to District operations.

### **Safety & Security:**

- SDRMA District Visit - On March 16-17, the District's insurance carrier, SDRMA, completed an occupational safety and health program/workers' comp claims review. A detailed report of the results will be provided by SDRMA within 30 days.
- Meeting with Homeland Security - Staff met with Kelly Wilson, Homeland Security Protective Security Advisor. Ms. Wilson presented programs that are available to critical infrastructures, which include the planning, coordination, and conducting of security services and assessments, at no cost to the District.
- Training - Staff attended/completed the following:
  - o FEMA Training MGT 452, Physical & Cyber Security for Critical Infrastructures; focus was on physical and cyber-attacks prevention, protection, mitigation, response and recovery.
  - o 2016 Infragard Security and Cyber Symposium.
  - o The District's Emergency Response Confined Space Rescue Team completed CalOSHA's regulatory practical exercise requirement.

### **INFORMATION TECHNOLOGY AND STRATEGIC PLANNING:**

- Update on the Redesign of the District's Wide Area Network (WAN) - To date, staff has completed 6 District facilities with wired/physical connectivity and communications for the SCADA network. This initiative provides improved application performance, increased availability, and improved security throughout the District's SCADA environment.

### **FINANCE:**

- CSMFO Budget Awards - Both the Operating and Capital Budgets for Fiscal Year 2015-16 were awarded the Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO). It is the 10<sup>th</sup> consecutive year for the Operating Budget and the 11<sup>th</sup> consecutive year for the Capital Budget. This is an outstanding achievement for both the Finance Department and the District for consistently meeting the criteria established in order to receive this award.
- **Board of Directors Expenses** - Attached is the Board of Directors Expenses for the 2<sup>nd</sup> Quarter of Fiscal Year 2016 (FY 2016). Expenses for the quarter totaled \$7,210.30 for a total of \$14,155.34 to date.

- FY 2017 Budget and Rate Model - Staff is preparing the FY 2017 Budget and the related Rate Model covering fiscal years 2017 to 2022.
- Financial Reporting:
  - o For the eight months ended February 29, 2016, there are total revenues of \$53,881,393 and total expenses of \$55,235,286. The expenses exceeded revenues by \$1,353,893. The reduced water sales from conservation is driving the year-to-date expenses to exceed the year-to-date revenue.
  - o The market value shown in the Portfolio Summary and in the Investment Portfolio Details as of February 29, 2016 total \$82,806,598 with an average yield to maturity of 0.78%. The total earnings year-to-date are \$429,601.

**ENGINEERING AND WATER SYSTEM OPERATIONS:**

***Engineering:***

- **Regional Training Facility:** The District and San Miguel Consolidated Fire Protection District (San Miguel) entered into a Ground Lease and Joint Use Agreement dated December 21, 2007, under which, the District leased certain real property to San Miguel for the construction and operation of a regional training center at the regulatory site. On December 31, 2012, San Miguel entered into a cooperative agreement with CAL FIRE. On September 29, 2015, the County of San Diego Board of Supervisors approved a request by the San Diego County Fire Authority (SDCFA) to look for space for a fire training facility. SDCFA and San Miguel/CAL FIRE have been discussing the possible transfer of all or a portion of their interest in this Lease to the County of San Diego. Staff have attended meetings with the County of San Diego Department of Real Estate, San Diego County Sheriff Department, SDCFA, San Miguel/CAL FIRE, and the Skyline Church to discuss the required access improvements and other obligations and duties needed to satisfy the Major Use Permit requirements. The access options being discussed include construction of a deceleration and acceleration lane on Campo Road Highway 94, construction of an access roadway through the Sheriff's site out to the signalized intersection at Jamacha Road, and Skyline Church's main access to their site, or improving the existing driveway to Cuyamaca College. (P2466 & P2504)
- **SR-11 Potable Water Utility Relocations:** This project consists of the relocation of existing pipelines in Sanyo Avenue and utility easements and is currently in the construction phase. The contractor, Coffman Specialties Inc., has relocated the 10-inch, 12-inch, and 18-inch mains and these mains have been tied into the system. The District is working on second amendments to Caltrans Utility Agreement Numbers 33592 and 33622 to increase the total

reimbursable amount of the agreements for additional work required to relocate the District facilities. In March 2016, the contractor completed field related punch list items consisting of final contract submittals. It is anticipated that this construction contract will reach contract acceptance in May 2016. The overall project is within budget and on schedule. (P2453)

- **944-1, 944-2, & 458-2 Reservoir Interior/Exterior Coatings & Upgrades:** This project consists of removing and replacing the interior and exterior coatings of the 944-1 0.3 MG Reservoir, the 944-2 3.0 MG Reservoir, and the 458-2 1.8 MG Reservoir, along with providing structural upgrades to ensure the tanks comply with both State and Federal OSHA standards as well as the American Water Works Association and the County Health Department standards. The overall project reached substantial completion on December 3, 2015 (beyond the approved contract date). A credit change order to complete the assessment of liquidated damages associated with the project's late delivery was processed unilaterally as approved by the Board in February 2016. Punch list items that consist of final administrative deliverables from the contractor are pending for contract acceptance. The project is within budget. (P2531, P2532, P2535)
- **624 Pressure Zone Pressure Reducing Stations (PRSs) and 944-1R Pressure Reducing Station No. 3 Improvements Projects:** This construction project consists of improvements from two (2) Capital Improvement Program (CIP) projects, P2541 and R2110. The CIP P2541 improvements will provide two (2) PRSs feeding the 485 Pressure Zone and 458 Pressure Zones from the 624 Pressure Zone (Terra Nova Drive 624/485 PRS and Sequoia Street 624/458 PRS, respectively) to improve fire flow and enhance system reliability. The CIP R2110 improvements include retrofit of an existing PRS vault (944-1R PRS No. 3) with a sump pump, ventilation system, and hatch drain improvements to mitigate water intrusion. The work to construct and tie-in of the new facilities was completed in March 2016. The project is within budget and is scheduled to reach substantial completion in April 2016. (P2541, R2110)
- **Rosarito Desalination:** Staff and representatives from NSC Agua continue to coordinate on complying with the California Water Resources Control Board Drinking Water Program regulatory requirements related to source water quality testing. NSC Agua has chosen Suez as its EPC partner and technology provider for the proposed Rosarito desalination project. The State of Baja California extended the bid deadline for the production and conveyance of desalinated water Phase I from March 23 to April 21, 2016 and will be evaluated by Comisión Estatal del Agua de Baja California (CEA), an agency that is responsible for regulating the State's water and sewerage industry. The draft EIR/EIS for the Presidential Permit pipeline crossing is tentatively scheduled to

be ready for its 45-day public review period in April 2016. (P2451)

- **711-1 & 711-2 Reservoir Interior/Exterior Coatings & Upgrades:** This project consists of removing and replacing the interior and exterior coatings of the 711-1 3.1 MG Reservoir and the 711-2 2.3 MG Reservoir, along with providing structural upgrades, to ensure the tanks comply with both State and Federal OSHA standards as well as the American Water Works Association and the County Health Department standards. The contractor, Advanced Industrial Services, Inc., has completed the work to coat the interior of the 711-1 Reservoir. Work to remove and coat the exterior roof and walls has begun. The project is within budget and on schedule to complete in September 2016. (P2529 & P2530)
- **Operations Yard Property Acquisition Improvements:** This project consists of the construction of an approximate 27,700 square-foot asphalt concrete parking lot including storm drainage facilities, chain link fence, and area lighting. Work to excavate and export the existing material and the install drainage facilities was completed in March 2016. The project is within budget and on schedule to complete in May 2016. (P2537)
- **980-1 Reservoir Interior/Exterior Coatings & Upgrades:** This project consists of removing and replacing the interior and exterior coatings of the 980-1, 5.0 MG, Reservoir, along with providing structural upgrades, to ensure the tank complies with both State and Federal OSHA standards as well as the American Water Works Association and the County Health Department standards. Current work consists of structural repairs and replacing the roof rafters of the 980-1 reservoir as provided under the Board approved project allowances. The project is within budget and on schedule to complete in August 2016. (P2545)
- **Rancho San Diego Basin Sewer Rehabilitation - Phase 1:** This project consists of sewer system improvements at fourteen locations within the Rancho San Diego Basin. The work includes replacement of approximately 3,250 linear feet of 8-inch gravity sewer main and the installation of four new manholes. A construction contract notice to proceed was issued in March 2016. Current work consists of contract project submittals for the planned work. The project is within budget and construction completion is anticipated in August 2016. (S2033)
- **Recycled Water Fire Hydrant Installations:** This project consists of installing fire hydrants/filling stations on the recycled water system for fire suppression. The project includes meeting Title 22 requirements, obtaining regulatory approval, establishing protocol, and site selection. A fill station is proposed at the end of Hunte Parkway. The facility will be a locked enclosure within a District easement with easy access to fire department trucks and street

sweepers. Staff submitted the project to be enrolled in Order WQ 2014-0090-DWQ, General Waste Discharge Requirements for Recycled Water Use (General Order). The District is preparing an amendment to the existing permit to update the Rules and Regulations for Recycled Water Use and submit a program for training for review and approval by the Regional Board, DDW, and the County DEH. A yearly report will also be required to document the use, training, and inspection performed by the District. Staff has produced draft versions of these documents, and they are circulating for internal review. It is anticipated that the documents will be submitted to the Agencies in early April 2016. Preliminary discussions with the HOA via phone and email have been positive and a formal letter was sent on March 21, 2016. The fill station components are on order and construction is anticipated to be completed in early April 2016. (R2122)

- **Ralph W. Chapman Water Reclamation Facility (RWCWRF) Indirect Potable Reuse/Direct Potable Reuse (IPR/DPR) with Sweetwater Authority:** Staff from both the District and Sweetwater Authority (SWA) continue to meet to discuss the major issues associated with an IPR/DPR project. Staff has retained Atkins Global and Michael Welch to prepare a high level report identifying the needed upgrades to the RWCWRF, the regulatory issues of an IPR/DPR project, and to produce a rough planning level cost per acre-foot for the product water delivered to SWA's Reservoir. A draft report was reviewed by staff in January 2016 and the comments forwarded to Atkins. It is anticipated that a draft of the report will be submitted to SWA for review and comment by April 2016.
- **Water Facilities Master Plan Update:** This project will update the District's existing Water Resources Master Plan that was previously updated in October 2008 and revised in May 2013. Staff received and is currently reviewing the consultant's (Atkins) 90% draft submittal. Environmental review of the 90% draft potable and recycled water CIP lists is underway as part of the program environmental impact report (PEIR) update for Board consideration later this year. (P1210)
- For the month of February, 2016, the District sold 29 meter (16 EDUs) generating \$390,367 in revenue. Projection for this period was 14 meters (21 EDUs), with budgeted revenue of \$190,542. Total revenue for Fiscal Year 2016 is \$2,917,955 against the annual budget of \$2,286,500.

**WATER SYSTEM OPERATIONS (Reporting the month of February):**

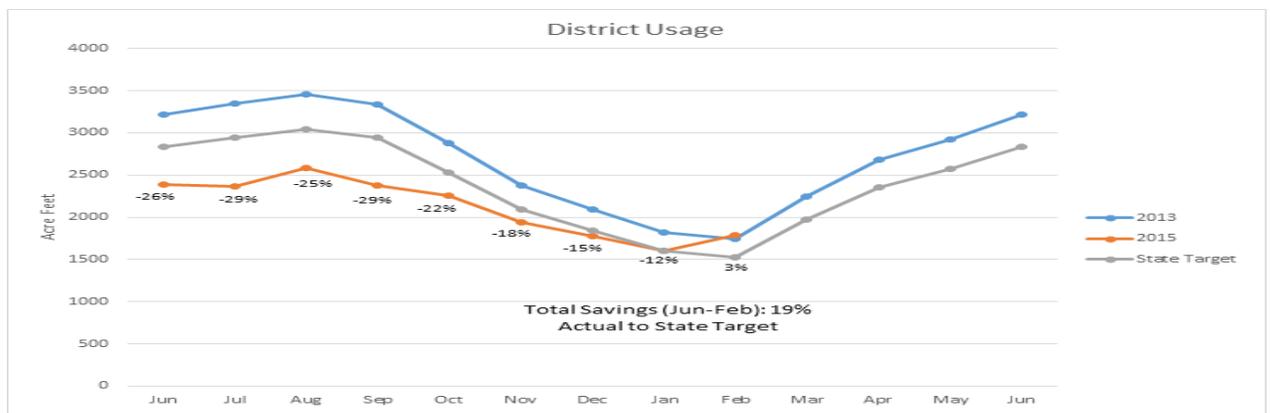
- Integrity inspections of the District hydro tanks and surge tanks have been completed with no critical findings.
- On Monday, February 1, Layfield commenced the bi-annual flexible

cover potable and recycled reservoir cleanings. On Tuesday, February 23, Layfield completed the cleaning and repairs of the flexible cover for all potable reservoirs and moved to the recycled reservoir cleanings.

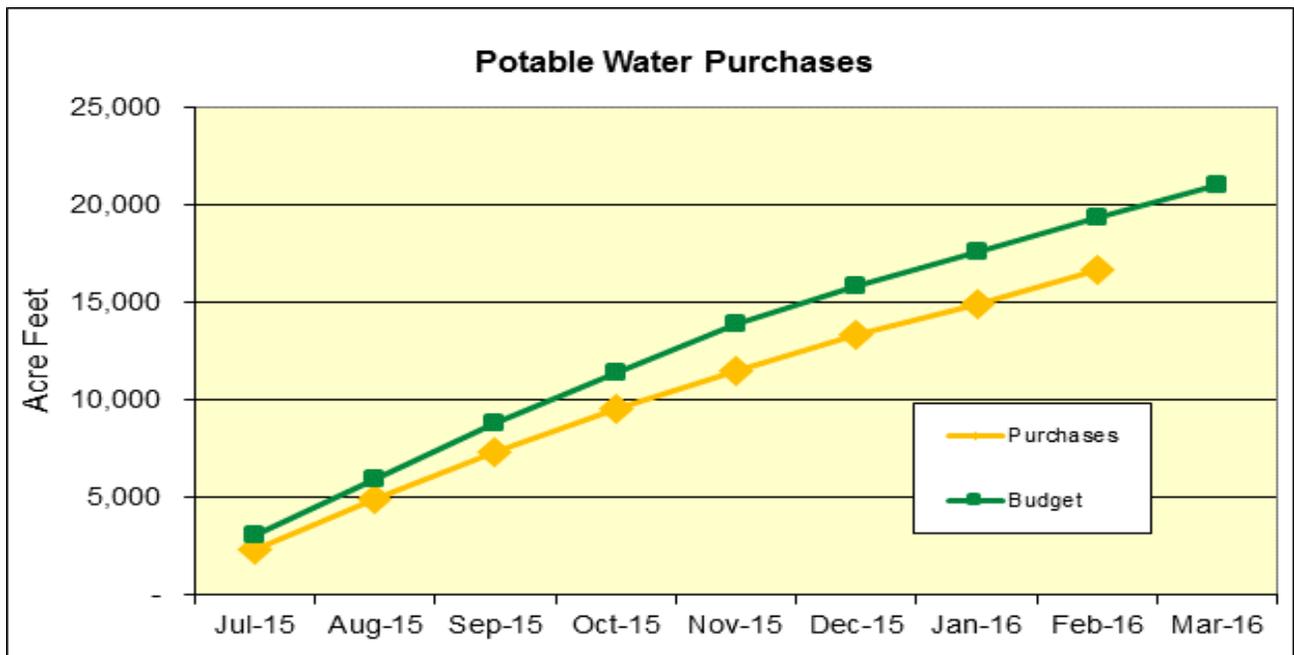
- On Tuesday, February 23, staff performed the second part of the Donovan Prison easement shutdown to allow for the tie-in to the thirty-inch main line. No customers were affected.
- Staff continues to monitor nitrification issues; operators are monitoring the system by taking nitrification tests at SDCWA's connections, cycling reservoirs and adjusting chloramination ratios. The tests indicate that everything is within specification. Staff will continue to monitor water quality as desalination water continues to be delivered in the connections.
- On March 20, a planned seven-day treated water shutdown of SDCWA's Pipeline 4 began. This affected supplies on all District connections off Pipeline 4. Flows were available from Helix Water District via the No. 14 Connection to feed the North District and from the City of San Diego via the Lower Otay Pump Station to feed the Central and South Districts for the duration of the shutdown. No customers were affected or aware of the shutdown.

**Conservation and Water Purchases:**

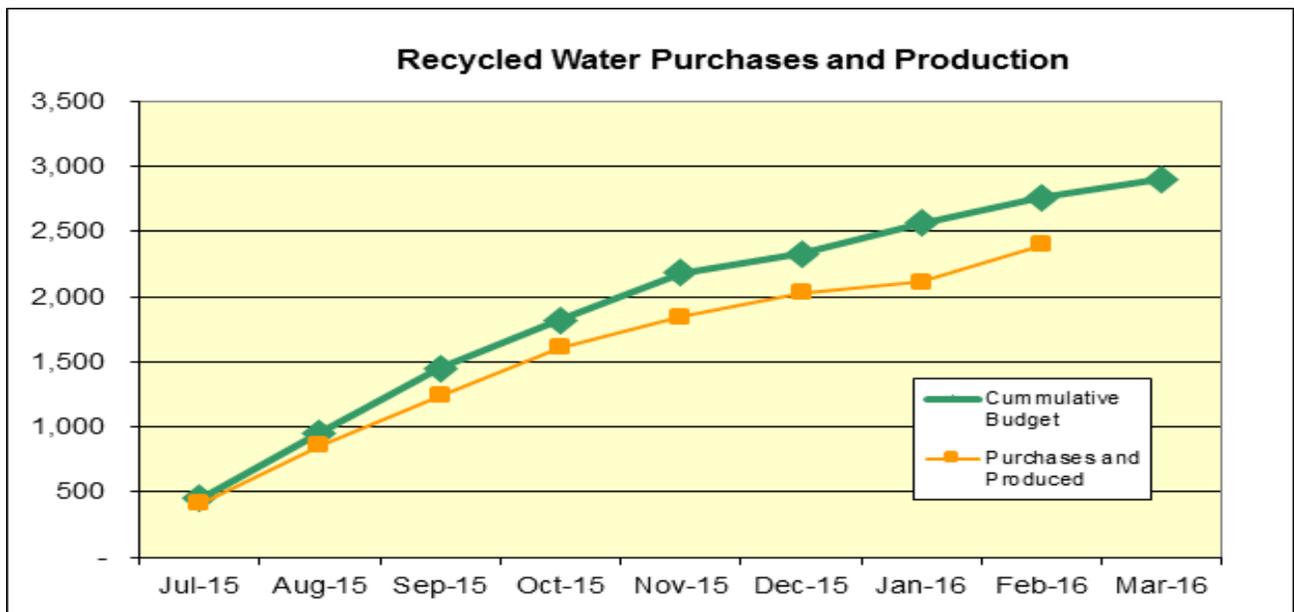
- Conservation Target - In early March, the State Water Resources Control Board released revised conservation targets. Otay's conservation target is now 12% of 2013 levels. The timeframe for the cumulative savings calculation will be from June 2015 until October 2016. February 2016 was the hottest month on record in San Diego County and the District had an increase of 3% in overall usage compared to 2013 levels. This is the first month since the beginning of the State's emergency conservation mandate that the District did not show conservation. To date, the District is exceeding the State Mandated Target of 12% with a cumulative savings of 19%. Below is a chart that shows the District's savings through February 2016.



- The February potable water purchases were 1,783.8 acre-feet which is 1.7% above the budget of 1,754.1 acre-feet. The cumulative purchases through February were 16,688.3 acre-feet which is 13.6% below the cumulative budget of 19,304.1 acre-feet.



- The February recycled water purchases and production were 285.0 acre-feet which is 43.8% above the budget of 198.2 acre-feet. The cumulative production and purchases through February is 2,398.2 acre-feet which is 13.2% below the cumulative budget of 2,763.9 acre-feet.



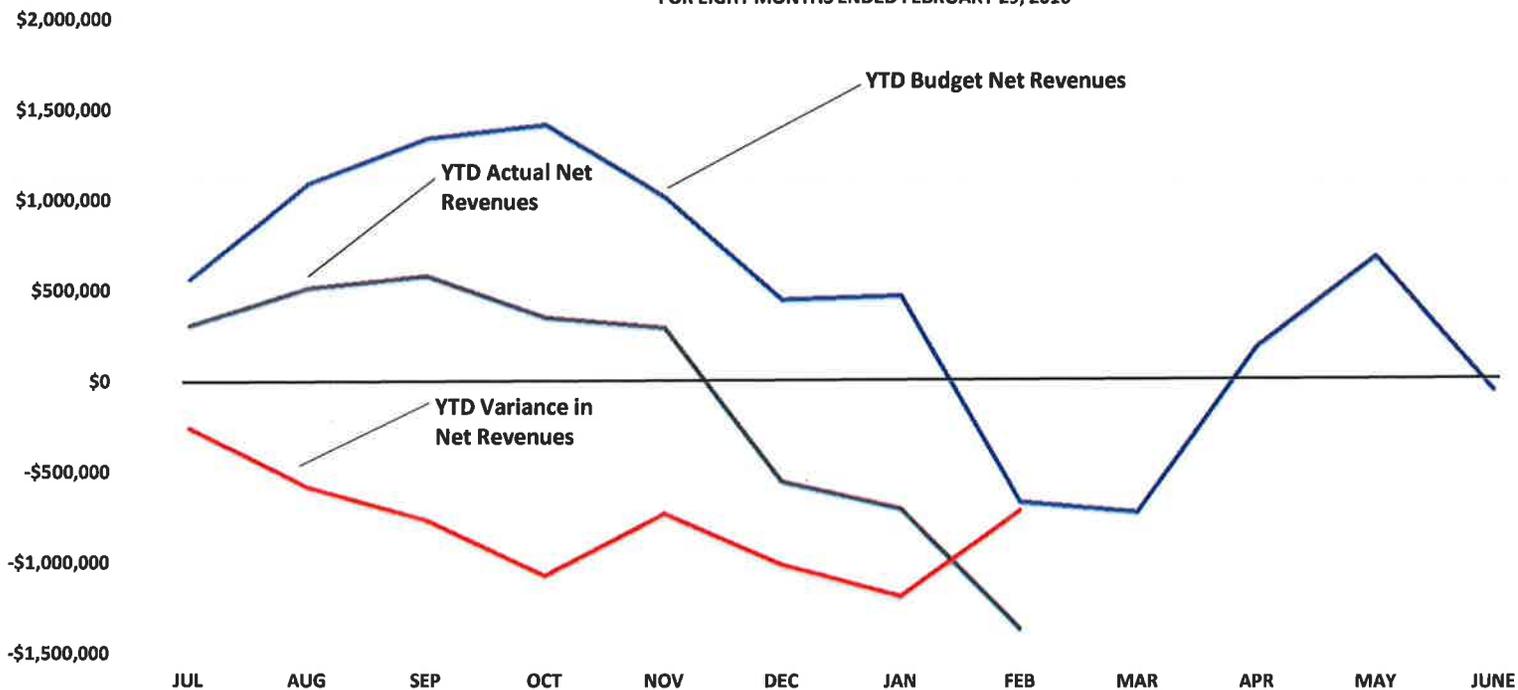
**Potable, Recycled, and Sewer (Reporting up to the month of February):**

- Total number of potable water meters is 49,491.
- Recycled water consumption for the month of February is as follows:
  - Total consumption was 182.4 acre-feet or 59,419,624 gallons and the average daily consumption was 2,048,953 gallons per day.
  - Total cumulative recycled water consumption since July 1, 2015 is 2284.2 acre-feet.
  - Total number of recycled water meters is 713.
- Wastewater flows for the month of February were as follows:
  - Total basin flow, gallons per day: 1,578,393. This is a decrease of 1.86% from February 2015.
  - Spring Valley Sanitation District Flow to Metro, gallons per day: 522,108.
  - Total Otay flow, gallons per day: 1,056,138.
  - Flow Processed at the Ralph W. Chapman Water Recycling Facility, gallons per day: 962,000.
  - Flow to Metro from Otay Water District was 93,448 gallons per day.
- By the end of February there were 6,097 wastewater EDUs.

**FY2016**

	<b>2nd Quarter</b>	<b>YTD</b>
	<b><u>(10/1/15 - 12/31/15)</u></b>	<b><u>(7/1/15 - 12/31/15)</u></b>
CROUCHER, GARY	\$ 500.00	\$ 1,200.00
LOPEZ, JOSE	1,824.80	3,116.80
ROBAK, MARK	1,286.15	2,754.73
SMITH, TIM	964.45	1,878.30
THOMPSON, MITCHELL	2,634.90	5,205.51
	<u>\$ 7,210.30</u>	<u>\$ 14,155.34</u>

**COMPARATIVE BUDGET SUMMARY  
NET REVENUE AND EXPENSES  
FOR EIGHT MONTHS ENDED FEBRUARY 29, 2016**



Actual Net Revenues for February were negative \$663,132, which is \$473,999 better than budgeted negative net revenues of \$1,137,131. The year-to-date net revenues through February were negative \$1,353,893, which is \$702,711 below the year-to-date budgeted negative net revenues of \$651,482.

OTAY WATER DISTRICT  
**COMPARATIVE BUDGET SUMMARY**  
 FOR EIGHT MONTHS ENDED FEBRUARY 29, 2016

	Annual Budget	Actual	Budget	YTD Variance	Var %
<b>REVENUES:</b>					
Potable Water Sales	\$ 41,344,900	\$ 23,203,557	\$ 28,113,200	\$ (4,909,643)	(17.5%)
Recycled Water Sales	9,116,000	5,293,207	6,098,700	(805,493)	(13.2%)
Potable Energy Charges	2,311,300	1,311,944	1,460,200	(148,256)	(10.2%)
Potable System Charges	13,292,300	8,982,163	8,938,800	43,363	0.5%
Potable MWD & CWA Fixed Charges	11,946,600	7,489,413	7,506,200	(16,787)	(0.2%)
Potable Penalties	888,600	534,840	610,300	(75,460)	(12.4%)
Total Water Sales	<u>78,899,700</u>	<u>46,815,124</u>	<u>52,727,400</u>	<u>(5,912,276)</u>	<u>(11.2%)</u>
Sewer Charges	3,206,300	2,138,601	2,138,100	501	0.0%
Meter Fees	66,200	63,630	44,100	19,530	44.3%
Capacity Fee Revenues	1,134,800	923,312	756,500	166,812	22.1%
Non-Operating Revenues	1,873,600	1,384,682	1,228,800	155,882	12.7%
Tax Revenues	3,897,900	2,485,837	2,316,100	169,737	7.3%
Interest	157,500	70,208	105,000	(34,792)	(33.1%)
Total Revenues	<u>\$ 89,236,000</u>	<u>\$ 53,881,393</u>	<u>\$ 59,316,000</u>	<u>\$ (5,434,607)</u>	<u>(9.2%)</u>
<b>EXPENSES:</b>					
Potable Water Purchases	\$ 32,332,100	\$ 19,149,252	\$ 22,140,700	\$ 2,991,448	13.5%
Recycled Water Purchases	1,705,800	1,378,481	1,421,900	43,419	3.1%
CWA-Infrastructure Access Charge	1,931,400	1,286,276	1,286,600	324	0.0%
CWA-Customer Service Charge	1,777,800	1,196,002	1,195,800	(202)	(0.0%)
CWA-Reliability Charge	950,400	316,684	316,800	116	0.0%
CWA-Emergency Storage Charge	4,681,800	3,146,988	3,147,000	13	0.0%
MWD-Capacity Res Charge	806,400	563,055	537,600	(25,455)	(4.7%)
MWD-Readiness to Serve Charge	1,798,800	1,058,169	1,199,200	141,031	11.8%
Subtotal Water Purchases	<u>45,984,500</u>	<u>28,094,907</u>	<u>31,245,600</u>	<u>3,150,693</u>	<u>10.1%</u>
Power Charges	3,112,800	1,930,898	2,132,200	201,302	9.4%
Payroll & Related Costs	20,381,000	13,290,498	13,308,800	18,302	0.1%
Material & Maintenance	3,612,800	1,917,449	2,451,319	533,870	21.8%
Administrative Expenses	5,137,800	2,691,597	3,491,196	799,600	22.9%
Legal Fees	250,000	138,538	166,667	28,129	16.9%
Expansion Reserve	2,695,800	1,797,200	1,797,200	-	0.0%
Betterment Reserve	2,400,000	1,600,000	1,600,000	-	0.0%
Replacement Reserve	3,421,000	2,280,700	2,280,700	-	0.0%
New Supply Fee	35,000	23,300	23,300	-	0.0%
OPEB Trust	1,006,000	670,700	670,700	-	0.0%
Sewer Replacement	1,199,300	799,500	799,500	-	0.0%
Total Expenses	<u>\$ 89,236,000</u>	<u>\$ 55,235,286</u>	<u>\$ 59,967,182</u>	<u>\$ 4,731,896</u>	<u>7.9%</u>
<b>EXCESS REVENUES(EXPENSE)</b>	<u>\$ -</u>	<u>\$ (1,353,893)</u>	<u>\$ (651,182)</u>	<u>\$ (702,711)</u>	

**OTAY WATER DISTRICT  
INVESTMENT PORTFOLIO REVIEW  
February 29, 2016**

**INVESTMENT OVERVIEW & MARKET STATUS:**

The federal funds rate has remained constant for over 5 years. On December 16, 2015, at the Federal Reserve Board’s regular scheduled meeting, the federal funds rate was increased from 0.25% to 0.50%” in response to the nation’s gradual economic improvement. The Committee judges that there has been considerable improvement in labor market conditions this year, and it is reasonably confident that inflation will rise, over the medium term, to its 2 percent objective. The stance of monetary policy remains accommodative after this increase, thereby supporting further improvement in labor market conditions and a return to 2 percent inflation. There have been no further changes made to the federal funds rate at the Federal Reserve Board’s subsequent regular meetings, the most recent of which was held on March 16, 2016. In determining the timing and size of future adjustments to the target range for the federal funds rate, they went on to say: *“the Committee will assess realized and expected economic conditions relative to its objectives of maximum employment and 2 percent inflation. This assessment will take into account a wide range of information, including measures of labor market conditions, indicators of inflation pressures and inflation expectations, and readings on financial and international developments. In light of the current shortfall of inflation from 2 percent, the Committee will carefully monitor actual and expected progress toward its inflation goal. The Committee expects that economic conditions will evolve in a manner that will warrant only gradual increases in the federal funds rate; the federal funds rate is likely to remain, for some time, below levels that are expected to prevail in the longer run. However, the actual path of the federal funds rate will depend on the economic outlook as informed by incoming data.”*

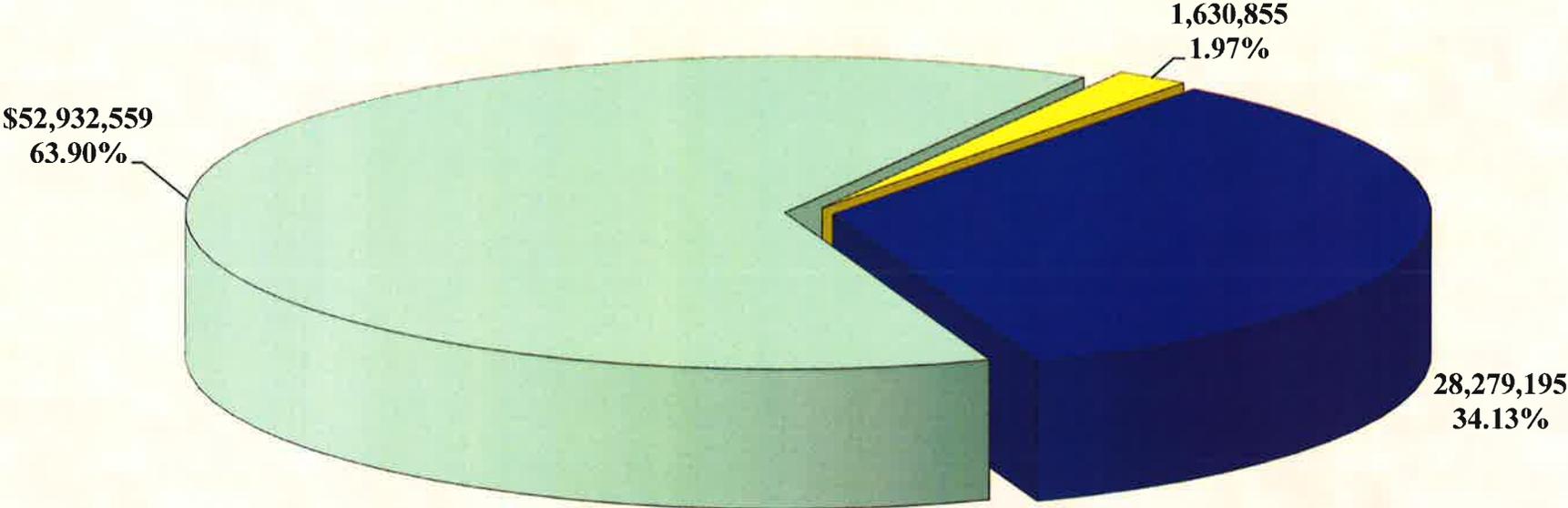
The District’s overall effective rate of return at February 29, 2016 was 0.78%, which was one basis point above the previous month. At the same time the LAIF return on deposits has improved over the previous month, reaching an average effective yield of 0.467% for the month of February 2016. Based on our success at maintaining a competitive rate of return on our portfolio during this extended period of low interest rates, no changes in investment strategy regarding returns on investment are being considered at this time. The desired portfolio mix is important in mitigating any liquidity risk from unforeseen changes in LAIF or County Pool policy.

In accordance with the District’s Investment Policy, all District funds continue to be managed based on the objectives, in priority order, of safety, liquidity, and return on investment.

**PORTFOLIO COMPLIANCE: February 29, 2016**

<u>Investment</u>	<u>State Limit</u>	<u>Otay Limit</u>	<u>Otay Actual</u>
8.01: Treasury Securities	100%	100%	0
8.02: Local Agency Investment Fund (Operations)	\$50 Million	\$50 Million	\$11.81 Million
8.02: Local Agency Investment Fund (Bonds)	100%	100%	0
8.03: Federal Agency Issues	100%	100%	63.90%
8.04: Certificates of Deposit	30%	15%	.10%
8.05: Short-Term Commercial Notes	25%	10%	0
8.06: Medium-Term Commercial Debt	30%	10%	0
8.07: Money Market Mutual Funds	20%	10%	0
8.08: San Diego County Pool	100%	100%	19.87%
12.0: Maximum Single Financial Institution	100%	50%	1.87%

# Otay Water District Investment Portfolio: 02/29/2016



Total Cash and Investments: \$82,842,609

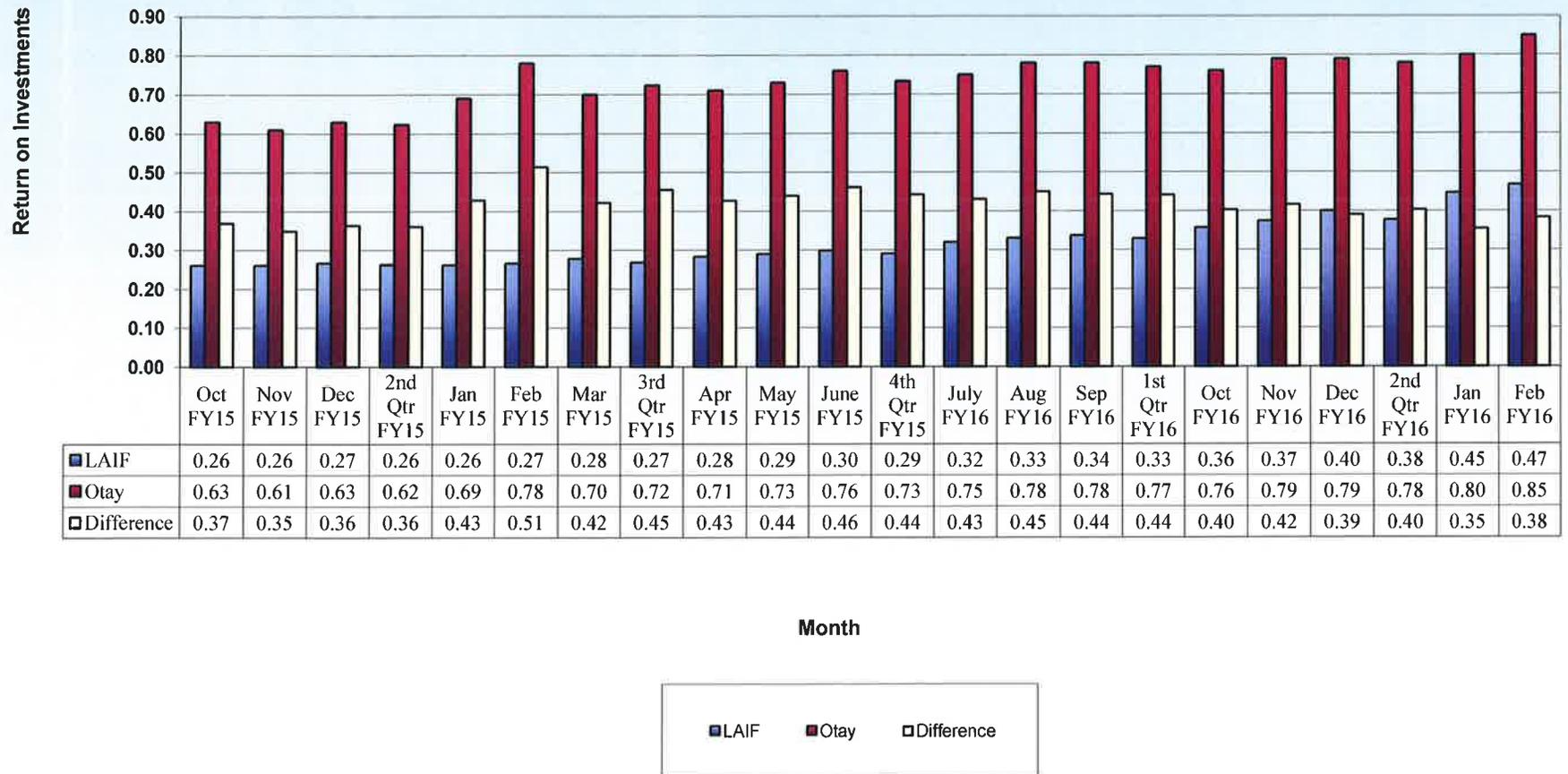
■ Banks (Passbook/Checking/CD)

■ Pools (LAIF & County)

■ Agencies & Corporate Notes

## Performance Measure FY-16 Return on Investment

Target: Meet or Exceed 100% of LAIF



**Month End  
Portfolio Management  
Portfolio Summary  
February 29, 2016**

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 360 Equiv.</b>	<b>YTM 365 Equiv.</b>
Federal Agency Issues- Callable	48,935,000.00	48,936,980.05	48,934,547.22	60.19	1,010	787	1.070	1.084
Federal Agency Issues - Coupon	4,000,000.00	3,998,980.00	3,998,011.90	4.92	759	284	0.610	0.618
Certificates of Deposit - Bank	81,833.21	81,833.21	81,833.21	0.10	731	692	0.030	0.030
Local Agency Investment Fund (LAIF)	11,814,388.85	11,804,783.31	11,814,388.85	14.53	1	1	0.461	0.467
San Diego County Pool	16,464,806.10	16,435,000.00	16,464,806.10	20.25	1	1	0.672	0.681
<b>Investments</b>	<b>81,296,028.16</b>	<b>81,257,576.57</b>	<b>81,293,587.28</b>	<b>100.00%</b>	<b>646</b>	<b>489</b>	<b>0.877</b>	<b>0.889</b>
<b>Cash</b>								
Passbook/Checking (not included in yield calculations)	1,549,021.89	1,549,021.89	1,549,021.89		1	1	0.368	0.373
<b>Total Cash and Investments</b>	<b>82,845,050.05</b>	<b>82,806,598.46</b>	<b>82,842,609.17</b>		<b>646</b>	<b>489</b>	<b>0.877</b>	<b>0.889</b>

<b>Total Earnings</b>	<b>February 29 Month Ending</b>	<b>Fiscal Year To Date</b>
Current Year	56,064.59	429,601.13
<b>Average Daily Balance</b>	<b>83,444,432.64</b>	<b>82,087,160.91</b>
<b>Effective Rate of Return</b>	<b>0.85%</b>	<b>0.78%</b>

I hereby certify that the investments contained in this report are made in accordance with the District Investment Policy Number 27 adopted by the Board of Directors on May 7, 2014. The market value information provided by Interactive Data Corporation. The investments provide sufficient liquidity to meet the cash flow requirements of the District for the next six months of expenditures.

  
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 Joseph Beachem, Chief Financial Officer

3-18-16

**Month End  
Portfolio Management  
Portfolio Details - Investments  
February 29, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 360	Days to Maturity	Maturity Date
<b>Federal Agency Issues- Callable</b>												
3133EECX6	2313	Federal Farm Credit Bank		11/25/2014	2,000,000.00	1,998,480.00	2,000,000.00	0.610		0.602	269	11/25/2016
3134G5A47	2301	Federal Home Loan Mortgage		06/30/2014	2,000,000.00	2,002,920.00	2,000,000.00	0.650		0.641	304	12/30/2016
3133EELR9	2317	Federal Farm Credit Bank		01/27/2015	2,000,000.00	1,995,040.00	1,999,547.22	0.625		0.616	332	01/27/2017
3133EEXC9	2323	Federal Farm Credit Bank		04/20/2015	2,000,000.00	1,997,160.00	2,000,000.00	0.690		0.681	401	04/06/2017
3136G23G0	2304	Federal National Mortgage Assoc		08/15/2014	2,000,000.00	2,001,660.00	2,000,000.00	1.050		1.036	532	08/15/2017
3134G6TJ2	2319	Federal Home Loan Mortgage		04/27/2015	2,000,000.00	2,001,360.00	2,000,000.00	0.875		0.863	605	10/27/2017
3134G7XJ5	2331	Federal Home Loan Mortgage		09/18/2015	2,000,000.00	2,000,100.00	2,000,000.00	1.000	AA	0.986	657	12/18/2017
3134G7B75	2332	Federal Home Loan Mortgage		09/29/2015	2,000,000.00	2,000,820.00	2,000,000.00	1.016		1.002	668	12/29/2017
3133EEYE4	2320	Federal Farm Credit Bank		04/16/2015	2,000,000.00	1,995,320.00	2,000,000.00	1.000		0.986	686	01/16/2018
3130A4MF6	2318	Federal Home Loan Bank		03/30/2015	2,000,000.00	2,001,260.00	2,000,000.00	1.300		1.282	758	03/29/2018
3130A4WT5	2322	Federal Home Loan Bank		04/27/2015	2,000,000.00	2,000,020.00	2,000,000.00	1.020		1.006	787	04/27/2018
3130A56B0	2325	Federal Home Loan Bank		05/04/2015	1,200,000.00	1,200,012.00	1,200,000.00	1.120	AA	1.105	794	05/04/2018
3130A52G3	2324	Federal Home Loan Bank		05/11/2015	2,000,000.00	2,000,300.00	2,000,000.00	1.050	AA	1.036	801	05/11/2018
3134G6V264	2326	Federal Home Loan Mortgage		06/29/2015	2,000,000.00	2,003,660.00	2,000,000.00	1.250	AA	1.233	850	06/29/2018
3136G2LZ8	2330	Fannie Mae		09/28/2015	2,000,000.00	2,000,800.00	2,000,000.00	1.250		1.233	941	09/28/2018
3135G0G64	2336	Fannie Mae		10/30/2015	2,000,000.00	1,997,680.00	2,000,000.00	1.100		1.085	972	10/29/2018
3134G7D81	2333	Federal Home Loan Mortgage		10/29/2015	2,000,000.00	2,002,100.00	2,000,000.00	1.300		1.282	972	10/29/2018
3136G2R665	2334	Fannie Mae		11/19/2015	2,000,000.00	2,001,000.00	2,000,000.00	1.150		1.134	993	11/19/2018
3134G76C0	2335	Federal Home Loan Mortgage		11/23/2015	2,000,000.00	2,000,180.00	2,000,000.00	1.200		1.184	997	11/23/2018
3130A6UZ8	2338	Federal Home Loan Bank		12/28/2015	2,000,000.00	2,005,800.00	2,000,000.00	1.375		1.356	1,032	12/28/2018
3134G87F0	2337	Federal Home Loan Mortgage		12/28/2015	2,000,000.00	2,000,160.00	2,000,000.00	1.450	AA	1.430	1,032	12/28/2018
3130A72G9	2339	Federal Home Loan Bank		01/29/2016	2,000,000.00	2,003,980.00	2,000,000.00	1.500		1.479	1,064	01/29/2019
3134G8KL2	2340	Federal Home Loan Mortgage		02/26/2016	2,000,000.00	2,001,020.00	2,000,000.00	1.300		1.282	1,092	02/26/2019
3136G2ZW0	2342	Federal National Mortgage Assoc		02/26/2016	1,030,000.00	1,027,558.90	1,030,000.00	1.125		1.110	1,092	02/26/2019
3136G2ZW0	2343	Federal National Mortgage Assoc		02/26/2016	2,705,000.00	2,698,589.15	2,705,000.00	1.125		1.110	1,092	02/26/2019
<b>Subtotal and Average</b>			<b>43,990,560.92</b>		<b>48,935,000.00</b>	<b>48,936,980.05</b>	<b>48,934,547.22</b>			<b>1.070</b>	<b>787</b>	
<b>Federal Agency Issues - Coupon</b>												
3135G0YE7	2286	Federal National Mortgage Assoc		04/01/2014	2,000,000.00	1,999,900.00	2,000,566.47	0.625		0.558	178	08/26/2016
3133EEC73	2329	Federal Farm Credit Bank		06/26/2015	2,000,000.00	1,999,080.00	1,997,445.43	0.550	AA	0.661	391	03/27/2017
<b>Subtotal and Average</b>			<b>3,997,961.30</b>		<b>4,000,000.00</b>	<b>3,998,980.00</b>	<b>3,998,011.90</b>			<b>0.610</b>	<b>284</b>	
<b>Certificates of Deposit - Bank</b>												
2050003183-7	2341	California Bank & Trust		01/22/2016	81,833.21	81,833.21	81,833.21	0.030		0.030	692	01/22/2018

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**Month End  
Portfolio Management  
Portfolio Details - Investments  
February 29, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 360	Days to Maturity	Maturity Date
<b>Subtotal and Average</b>			<b>81,833.21</b>		<b>81,833.21</b>	<b>81,833.21</b>	<b>81,833.21</b>			<b>0.030</b>	<b>692</b>	
<b>Local Agency Investment Fund (LAIF)</b>												
LAIF	9001	STATE OF CALIFORNIA			11,814,388.85	11,804,783.31	11,814,388.85	0.467		0.461	1	
LAIF BABS 2010	9012	STATE OF CALIFORNIA		07/01/2015	0.00	0.00	0.00	0.267		0.263	1	
<b>Subtotal and Average</b>			<b>13,941,975.06</b>		<b>11,814,388.85</b>	<b>11,804,783.31</b>	<b>11,814,388.85</b>			<b>0.461</b>	<b>1</b>	
<b>San Diego County Pool</b>												
SD COUNTY POOL	9007	San Diego County			16,464,806.10	16,435,000.00	16,464,806.10	0.681		0.672	1	
<b>Subtotal and Average</b>			<b>16,464,806.10</b>		<b>16,464,806.10</b>	<b>16,435,000.00</b>	<b>16,464,806.10</b>			<b>0.672</b>	<b>1</b>	
<b>Total and Average</b>			<b>83,444,432.64</b>		<b>81,296,028.16</b>	<b>81,257,576.57</b>	<b>81,293,587.28</b>			<b>0.877</b>	<b>489</b>	

**Month End  
Portfolio Management  
Portfolio Details - Cash  
February 29, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 360	Days to Maturity
<b>Union Bank</b>											
UNION MONEY	9002	STATE OF CALIFORNIA			10,002.29	10,002.29	10,002.29	0.010		0.010	1
PETTY CASH	9003	STATE OF CALIFORNIA			2,950.00	2,950.00	2,950.00			0.000	1
UNION OPERATING	9004	STATE OF CALIFORNIA			1,443,123.39	1,443,123.39	1,443,123.39	0.400		0.395	1
PAYROLL	9005	STATE OF CALIFORNIA		07/01/2015	27,891.35	27,891.35	27,891.35			0.000	1
RESERVE-10 COPS	9010	STATE OF CALIFORNIA			8,017.53	8,017.53	8,017.53	0.010		0.010	1
RESERVE-10 BABS	9011	STATE OF CALIFORNIA			21,055.87	21,055.87	21,055.87	0.010		0.010	1
UBNA-2010 BOND	9013	STATE OF CALIFORNIA		07/01/2015	0.00	0.00	0.00			0.000	1
UBNA-FLEX ACCT	9014	STATE OF CALIFORNIA		07/01/2015	35,981.46	35,981.46	35,981.46			0.000	1
<b>Average Balance</b>			<b>0.00</b>								<b>1</b>
<b>Total Cash and Investments</b>			<b>83,444,432.64</b>		<b>82,845,050.05</b>	<b>82,806,598.46</b>	<b>82,842,609.17</b>			<b>0.877</b>	<b>489</b>

**Month End  
GASB 31 Compliance Detail  
Sorted by Fund - Fund  
February 1, 2016 - February 29, 2016**

CUSIP	Investment #	Fund	Investment Class	Maturity Date	Beginning Invested Value	Purchase of Principal	Addition to Principal	Redemption of Principal	Adjustment in Value		Ending Invested Value
									Amortization Adjustment	Change in Market Value	
<b>Fund: Treasury Fund</b>											
3134G5A47	2301	99	Fair Value	12/30/2016	2,004,960.00	0.00	0.00	0.00	0.00	-2,040.00	2,002,920.00
3134G6TJ2	2319	99	Fair Value	10/27/2017	2,002,100.00	0.00	0.00	0.00	0.00	-740.00	2,001,360.00
3134G6V264	2326	99	Amortized	06/29/2018	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
3134G8KL2	2340	99	Amortized	02/26/2019	0.00	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
3134G87F0	2337	99	Fair Value	12/28/2018	2,000,120.00	0.00	0.00	0.00	0.00	40.00	2,000,160.00
3134G7D81	2333	99	Fair Value	10/29/2018	2,002,820.00	0.00	0.00	0.00	0.00	-720.00	2,002,100.00
3134G76C0	2335	99	Amortized	11/23/2018	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
3134G7XJ5	2331	99	Fair Value	12/18/2017	2,000,300.00	0.00	0.00	0.00	0.00	-200.00	2,000,100.00
3134G7B75	2332	99	Amortized	12/29/2017	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
3136G23G0	2304	99	Fair Value	08/15/2017	2,002,000.00	0.00	0.00	0.00	0.00	-340.00	2,001,660.00
3136G2ZW0	2343	99	Fair Value	02/26/2019	0.00	2,705,000.00	0.00	0.00	0.00	-6,410.85	2,698,589.15
3135G0YE7	2286	99	Fair Value	08/26/2016	2,000,600.00	0.00	0.00	0.00	0.00	-700.00	1,999,900.00
3136G2ZW0	2342	99	Amortized	02/26/2019	0.00	1,030,000.00	0.00	0.00	0.00	0.00	1,030,000.00
3130A4WT5	2322	99	Fair Value	04/27/2018	2,000,060.00	0.00	0.00	0.00	0.00	-40.00	2,000,020.00
3130A6UZ8	2338	99	Amortized	12/28/2018	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
3130A4MF6	2318	99	Fair Value	03/29/2018	2,002,620.00	0.00	0.00	0.00	0.00	-1,360.00	2,001,260.00
3130A72G9	2339	99	Amortized	01/29/2019	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
3130A56B0	2325	99	Fair Value	05/04/2018	1,200,012.00	0.00	0.00	0.00	0.00	0.00	1,200,012.00
3130A52G3	2324	99	Fair Value	05/11/2018	2,000,440.00	0.00	0.00	0.00	0.00	-140.00	2,000,300.00
PAYROLL	9005	99	Amortized		27,891.35	0.00	0.00	0.00	0.00	0.00	27,891.35
RESERVE-10 COPS	9010	99	Amortized		1,037,991.39	0.00	26.14	1,030,000.00	0.00	0.00	8,017.53
LAIF BABS 2010	9012	99	Fair Value		0.00	0.00	0.00	0.00	0.00	0.00	0.00
UBNA-FLEX ACCT	9014	99	Amortized		49,978.43	0.00	0.00	13,996.97	0.00	0.00	35,981.46
UNION MONEY	9002	99	Amortized		10,000.64	0.00	4,110,502.29	4,110,500.64	0.00	0.00	10,002.29
UBNA-2010 BOND	9013	99	Amortized		0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAIF	9001	99	Fair Value		13,303,563.76	0.00	3,000,000.00	4,500,000.00	0.00	1,219.56	11,804,783.31
UNION OPERATING	9004	99	Amortized		917,783.25	0.00	525,340.14	0.00	0.00	0.00	1,443,123.39
PETTY CASH	9003	99	Amortized		2,950.00	0.00	0.00	0.00	0.00	0.00	2,950.00
RESERVE-10 BABS	9011	99	Amortized		2,725,987.41	0.00	68.46	2,705,000.00	0.00	0.00	21,055.87
3133EEYE4	2320	99	Fair Value	01/16/2018	1,996,020.00	0.00	0.00	0.00	0.00	-700.00	1,995,320.00

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**Month End  
GASB 31 Compliance Detail  
Sorted by Fund - Fund**

CUSIP	Investment #	Fund	Investment Class	Maturity Date	Beginning Invested Value	Purchase of Principal	Addition to Principal	Redemption of Principal	Adjustment in Value		Ending Invested Value
									Amortization Adjustment	Change in Market Value	
<b>Fund: Treasury Fund</b>											
3133EEC73	2329	99	Amortized	03/27/2017	1,997,246.88	0.00	0.00	0.00	198.55	0.00	1,997,445.43
3133EECX6	2313	99	Fair Value	11/25/2016	1,999,880.00	0.00	0.00	0.00	0.00	-1,400.00	1,998,480.00
3133EELR9	2317	99	Fair Value	01/27/2017	1,996,500.00	0.00	0.00	0.00	0.00	-1,460.00	1,995,040.00
3133EEXC9	2323	99	Fair Value	04/06/2017	1,996,940.00	0.00	0.00	0.00	0.00	220.00	1,997,160.00
2050003183-7	2341	99	Amortized	01/22/2018	81,833.21	0.00	0.00	0.00	0.00	0.00	81,833.21
3136G2R665	2334	99	Amortized	11/19/2018	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
3135G0G64	2336	99	Amortized	10/29/2018	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
3136G2LZ8	2330	99	Amortized	09/28/2018	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
SD COUNTY POOL	9007	99	Fair Value		16,428,000.00	0.00	0.00	0.00	0.00	7,000.00	16,435,000.00
<b>Subtotal</b>					<b>81,788,598.32</b>	<b>5,735,000.00</b>	<b>7,635,937.03</b>	<b>12,359,497.61</b>	<b>198.55</b>	<b>-7,771.29</b>	<b>82,792,464.99</b>
<b>Total</b>					<b>81,788,598.32</b>	<b>5,735,000.00</b>	<b>7,635,937.03</b>	<b>12,359,497.61</b>	<b>198.55</b>	<b>-7,771.29</b>	<b>82,792,464.99</b>

**Month End  
Activity Report  
Sorted By Issuer  
February 1, 2016 - February 29, 2016**

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Purchases or Deposits	Par Value		Ending Balance
				Beginning Balance	Current Rate			Redemptions or Withdrawals		
<b>Issuer: STATE OF CALIFORNIA</b>										
<b>Union Bank</b>										
UNION MONEY	9002	STATE OF CALIFORNIA			0.010		4,110,502.29	4,110,500.64		
UNION OPERATING	9004	STATE OF CALIFORNIA			0.400		525,340.14	0.00		
RESERVE-10 COPS	9010	STATE OF CALIFORNIA			0.010		26.14	1,030,000.00		
RESERVE-10 BABS	9011	STATE OF CALIFORNIA			0.010		68.46	2,705,000.00		
UBNA-FLEX ACCT	9014	STATE OF CALIFORNIA					0.00	13,996.97		
<b>Subtotal and Balance</b>				<b>4,772,582.47</b>			<b>4,635,937.03</b>	<b>7,859,497.61</b>		<b>1,549,021.89</b>
<b>Local Agency Investment Fund (LAIF)</b>										
LAIF	9001	STATE OF CALIFORNIA			0.467		3,000,000.00	4,500,000.00		
<b>Subtotal and Balance</b>				<b>13,314,388.85</b>			<b>3,000,000.00</b>	<b>4,500,000.00</b>		<b>11,814,388.85</b>
<b>Issuer Subtotal</b>				<b>16.131%</b>	<b>18,086,971.32</b>		<b>7,635,937.03</b>	<b>12,359,497.61</b>		<b>13,363,410.74</b>
<b>Issuer: California Bank &amp; Trust</b>										
<b>Certificates of Deposit - Bank</b>										
<b>Subtotal and Balance</b>				<b>81,833.21</b>						<b>81,833.21</b>
<b>Issuer Subtotal</b>				<b>0.099%</b>	<b>81,833.21</b>		<b>0.00</b>	<b>0.00</b>		<b>81,833.21</b>
<b>Issuer: Fannie Mae</b>										
<b>Federal Agency Issues- Callable</b>										
<b>Subtotal and Balance</b>				<b>6,000,000.00</b>						<b>6,000,000.00</b>
<b>Issuer Subtotal</b>				<b>7.242%</b>	<b>6,000,000.00</b>		<b>0.00</b>	<b>0.00</b>		<b>6,000,000.00</b>
<b>Issuer: Federal Farm Credit Bank</b>										
<b>Federal Agency Issues- Callable</b>										
<b>Subtotal and Balance</b>				<b>8,000,000.00</b>						<b>8,000,000.00</b>

Month End  
Activity Report  
February 1, 2016 - February 29, 2016

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Current Rate	Transaction Date	Par Value		Ending Balance
				Beginning Balance				Purchases or Deposits	Redemptions or Withdrawals	
<b>Issuer: Federal Farm Credit Bank</b>										
<b>Federal Agency Issues - Coupon</b>										
				Subtotal and Balance						2,000,000.00
				Issuer Subtotal		12.071%		0.00	0.00	10,000,000.00
<b>Issuer: Federal Home Loan Bank</b>										
<b>Federal Agency Issues- Callable</b>										
				Subtotal and Balance						11,200,000.00
				Issuer Subtotal		13.519%		0.00	0.00	11,200,000.00
<b>Issuer: Federal Home Loan Mortgage</b>										
<b>Federal Agency Issues- Callable</b>										
3134G8KL2	2340	Federal Home Loan Mortgage				1.300	02/26/2016	2,000,000.00	0.00	
				Subtotal and Balance				2,000,000.00	0.00	18,000,000.00
				Issuer Subtotal		21.727%		2,000,000.00	0.00	18,000,000.00
<b>Issuer: Federal National Mortgage Assoc</b>										
<b>Federal Agency Issues- Callable</b>										
3136G2ZW0	2342	Federal National Mortgage Assoc				1.125	02/26/2016	1,030,000.00	0.00	
3136G2ZW0	2343	Federal National Mortgage Assoc				1.125	02/26/2016	2,705,000.00	0.00	
				Subtotal and Balance				3,735,000.00	0.00	5,735,000.00
<b>Federal Agency Issues - Coupon</b>										
				Subtotal and Balance						2,000,000.00
				Issuer Subtotal		9.337%		3,735,000.00	0.00	7,735,000.00
<b>Issuer: San Diego County</b>										
<b>San Diego County Pool</b>										
				Subtotal and Balance						16,464,806.10

**Month End  
Activity Report  
February 1, 2016 - February 29, 2016**

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Par Value		Ending Balance
				Beginning Balance	Current Rate		Purchases or Deposits	Redemptions or Withdrawals	
		<b>Issuer Subtotal</b>	<b>19.874%</b>	<b>16,464,806.10</b>			<b>0.00</b>	<b>0.00</b>	<b>16,464,806.10</b>
		<b>Total</b>	<b>100.000%</b>	<b>81,833,610.63</b>			<b>13,370,937.03</b>	<b>12,359,497.61</b>	<b>82,845,050.05</b>

**Month End  
Duration Report  
Sorted by Investment Type - Investment Type  
Through 02/29/2016**

Security ID	Investment #	Fund	Issuer	Investment Class	Book Value	Par Value	Market Value	Current Rate	YTM 360	Current Yield	Maturity/ Call Date	Modified Duration
3134G5A47	2301	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,002,920.00	.6500000	0.641	0.474	12/30/2016	0.826
3136G23G0	2304	99	Federal National Mortgage Assoc	Fair	2,000,000.00	2,000,000.00	2,001,660.00	1.050000	1.036	0.992	08/15/2017	1.440
3133EECX6	2313	99	Federal Farm Credit Bank	Fair	2,000,000.00	2,000,000.00	1,998,480.00	.6100000	0.602	0.714	11/25/2016	0.728
3133EELR9	2317	99	Federal Farm Credit Bank	Fair	1,999,547.22	2,000,000.00	1,995,040.00	.6250000	0.616	0.901	01/27/2017	0.899
3130A4MF6	2318	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,001,260.00	1.300000	1.282	1.269	03/29/2018	2.032
3134G6TJ2	2319	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,001,360.00	.8750000	0.863	0.834	10/27/2017	1.635
3133EYE4	2320	99	Federal Farm Credit Bank	Fair	2,000,000.00	2,000,000.00	1,995,320.00	1.000000	0.986	1.127	01/16/2018	1.850
3130A4WT5	2322	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,000,020.00	1.020000	1.006	1.020	04/27/2018	2.119
3133EEXC9	2323	99	Federal Farm Credit Bank	Fair	2,000,000.00	2,000,000.00	1,997,160.00	.6900000	0.681	0.820	04/06/2017	1.088
3130A52G3	2324	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,000,300.00	1.050000	1.036	1.043	05/11/2018	2.157
3130A56B0	2325	99	Federal Home Loan Bank	Fair	1,200,000.00	1,200,000.00	1,200,012.00	1.120000	1.105	1.120	05/04/2018	2.135
3134G6V264	2326	99	Federal Home Loan Mortgage	Amort	2,000,000.00	2,000,000.00	2,003,660.00	1.250000	1.233	1.170	06/29/2018	2.283
3136G2LZ8	2330	99	Fannie Mae	Amort	2,000,000.00	2,000,000.00	2,000,800.00	1.250000	1.233	1.234	09/28/2018	2.512
3134G7XJ5	2331	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,000,100.00	1.000000	0.986	0.997	12/18/2017	1.773
3134G7B75	2332	99	Federal Home Loan Mortgage	Amort	2,000,000.00	2,000,000.00	2,000,820.00	1.016125	1.002	0.994	12/29/2017	1.803
3134G7D81	2333	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,002,100.00	1.300000	1.282	1.260	10/29/2018	2.597
3136G2R665	2334	99	Fannie Mae	Amort	2,000,000.00	2,000,000.00	2,001,000.00	1.150000	1.134	1.131	11/19/2018	2.659
3134G76C0	2335	99	Federal Home Loan Mortgage	Amort	2,000,000.00	2,000,000.00	2,000,180.00	1.200000	1.184	1.197	11/23/2018	2.667
3135G0G64	2336	99	Fannie Mae	Amort	2,000,000.00	2,000,000.00	1,997,680.00	1.100000	1.085	1.145	10/29/2018	2.605
3134G87F0	2337	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,000,160.00	1.450000	1.430	1.447	12/28/2018	2.751
3130A6UJZ8	2338	99	Federal Home Loan Bank	Amort	2,000,000.00	2,000,000.00	2,005,800.00	1.375000	1.356	1.270	12/28/2018	2.756
3130A72G9	2339	99	Federal Home Loan Bank	Amort	2,000,000.00	2,000,000.00	2,003,980.00	1.500000	1.479	1.430	01/29/2019	2.835
3134G8KL2	2340	99	Federal Home Loan Mortgage	Amort	2,000,000.00	2,000,000.00	2,001,020.00	1.300000	1.282	1.283	02/26/2019	2.919
3136G2ZW0	2342	99	Federal National Mortgage Assoc	Amort	1,030,000.00	1,030,000.00	1,027,558.90	1.125000	1.110	1.206	02/26/2019	2.926
3136G2ZW0	2343	99	Federal National Mortgage Assoc	Fair	2,705,000.00	2,705,000.00	2,698,589.15	1.125000	1.110	1.206	02/26/2019	2.926

**Month End  
Duration Report  
Sorted by Investment Type - Investment Type  
Through 02/29/2016**

Security ID	Investment #	Fund	Issuer	Investment Class	Book Value	Par Value	Market Value	Current Rate	YTM 360	Current Yield	Maturity/ Call Date	Modified Duration
3135G0YE7	2286	99	Federal National Mortgage Assoc	Fair	2,000,566.47	2,000,000.00	1,999,900.00	.6250000	0.558	0.635	08/26/2016	0.487
3133EEC73	2329	99	Federal Farm Credit Bank	Amort	1,997,445.43	2,000,000.00	1,999,080.00	.5500000	0.661	0.593	03/27/2017	1.065
2050003183-7	2341	99	California Bank & Trust	Amort	81,833.21	81,833.21	81,833.21	.0300000	0.030	0.030	01/22/2018	1.893 †
LAIF	9001	99	STATE OF CALIFORNIA	Fair	11,814,388.85	11,814,388.85	11,804,783.31	.4670000	0.461	0.467		0.000
LAIF BABS 2010	9012	99	STATE OF CALIFORNIA	Fair	0.00	0.00	0.00	.2670000	0.263	0.267		0.000
SD COUNTY	9007	99	San Diego County	Fair	16,464,806.10	16,464,806.10	16,435,000.00	.6810000	0.672	0.681		0.000
<b>Report Total</b>					<b>81,293,587.28</b>	<b>81,296,028.16</b>	<b>81,257,576.57</b>			<b>0.892</b>		<b>1.312 †</b>

† = Duration can not be calculated on these investments due to incomplete Market price data.

**Month End  
Interest Earnings  
Sorted by Fund - Fund  
February 1, 2016 - February 29, 2016  
Yield on Beginning Book Value**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Treasury Fund</b>												
3134G5A47	2301	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	12/30/2016	0.650	0.682	1,083.34	0.00	1,083.34
3134G6TJ2	2319	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	10/27/2017	0.875	0.918	1,458.34	0.00	1,458.34
3134G6V264	2326	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	06/29/2018	1.250	1.311	2,083.34	0.00	2,083.34
3134G8KL2	2340	99	MC1	2,000,000.00	0.00	2,000,000.00	02/26/2019	1.300	1.648	361.11	0.00	361.11
3134G87F0	2337	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	12/28/2018	1.450	1.521	2,416.67	0.00	2,416.67
3134G7D81	2333	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	10/29/2018	1.300	1.364	2,166.67	0.00	2,166.67
3134G76C0	2335	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	11/23/2018	1.200	1.259	2,000.00	0.00	2,000.00
3134G7XJ5	2331	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	12/18/2017	1.000	1.049	1,666.67	0.00	1,666.67
3134G7B75	2332	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	12/29/2017	1.016	1.066	1,693.54	0.00	1,693.54
3136G23G0	2304	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	08/15/2017	1.050	1.101	1,750.00	0.00	1,750.00
3136G2ZW0	2343	99	MC1	2,705,000.00	0.00	2,705,000.00	02/26/2019	1.125	1.426	422.66	0.00	422.66
3135G0YE7	2286	99	FAC	2,000,000.00	2,000,663.58	2,000,566.47	08/26/2016	0.625	0.594	1,041.66	-97.11	944.55
3136G2ZW0	2342	99	MC1	1,030,000.00	0.00	1,030,000.00	02/26/2019	1.125	1.426	160.94	0.00	160.94
3130A4WT5	2322	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	04/27/2018	1.020	1.070	1,700.00	0.00	1,700.00
3130A6UZ8	2338	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	12/28/2018	1.375	1.442	2,291.67	0.00	2,291.67
3130A4MF6	2318	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	03/29/2018	1.300	1.364	2,166.67	0.00	2,166.67
3130A72G9	2339	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	01/29/2019	1.500	1.573	2,500.00	0.00	2,500.00
3130A56B0	2325	99	MC1	1,200,000.00	1,200,000.00	1,200,000.00	05/04/2018	1.120	1.175	1,120.00	0.00	1,120.00
3130A52G3	2324	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	05/11/2018	1.050	1.101	1,750.00	0.00	1,750.00
RESERVE-10 COPS	9010	99	PA1	8,017.53	1,037,991.39	8,017.53		0.010	0.009	7.12	0.00	7.12
UNION MONEY	9002	99	PA1	10,002.29	10,000.64	10,002.29		0.010	0.273	2.17	0.00	2.17
LAIF	9001	99	LA1	11,814,388.85	13,314,388.85	11,814,388.85		0.467	0.489	5,173.04	0.00	5,173.04
UNION OPERATING	9004	99	PA1	1,443,123.39	917,783.25	1,443,123.39		0.400	0.598	435.87	0.00	435.87
RESERVE-10 BABS	9011	99	PA1	21,055.87	2,725,987.41	21,055.87		0.010	0.009	18.69	0.00	18.69
3133EYE4	2320	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	01/16/2018	1.000	1.049	1,666.67	0.00	1,666.67
3133EEC73	2329	99	FAC	2,000,000.00	1,997,246.88	1,997,445.43	03/27/2017	0.550	0.703	916.67	198.55	1,115.22
3133EECX6	2313	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	11/25/2016	0.610	0.640	1,016.66	0.00	1,016.66
3133EELR9	2317	99	MC1	2,000,000.00	1,999,505.56	1,999,547.22	01/27/2017	0.625	0.682	1,041.67	41.66	1,083.33
3133EEXC9	2323	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	04/06/2017	0.690	0.724	1,150.00	0.00	1,150.00

Data Updated: SET\_ME8: 03/17/2016 14:28

Run Date: 03/17/2016 - 14:28

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**Month End  
Interest Earnings  
February 1, 2016 - February 29, 2016**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Treasury Fund</b>												
2050003183-7	2341	99	BCD	81,833.21	81,833.21	81,833.21	01/22/2018	0.030	0.030	1.98	0.00	1.98
3136G2R665	2334	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	11/19/2018	1.150	1.153	1,832.42	0.00	1,832.42
3135G0G64	2336	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	10/29/2018	1.100	1.154	1,833.33	0.00	1,833.33
3136G2LZ8	2330	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	09/29/2018	1.250	1.311	2,083.33	0.00	2,083.33
SD COUNTY POOL	9007	99	LA3	16,464,806.10	16,464,806.10	16,464,806.10		0.681	0.681	8,908.59	0.00	8,908.59
			<b>Subtotal</b>	<b>82,778,227.24</b>	<b>81,750,206.87</b>	<b>82,775,786.36</b>			<b>0.855</b>	<b>55,921.49</b>	<b>143.10</b>	<b>56,064.59</b>
			<b>Total</b>	<b>82,778,227.24</b>	<b>81,750,206.87</b>	<b>82,775,786.36</b>			<b>0.855</b>	<b>55,921.49</b>	<b>143.10</b>	<b>56,064.59</b>



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 6, 2016
SUBMITTED BY:	Rita Bell, Finance Manager, <i>RJB</i> Controller and Budgetary Srvc	W.O./G.F. NO:	DIV. NO.
APPROVED BY:	Joseph Beachem, Chief Financial Officer (Chief)		
APPROVED BY:	German Alvarez, Assistant General Manager (Asst. GM)		
SUBJECT:	Accounts Payable Demand List		

### PURPOSE:

Attached is the list of demands for the Board's information.

### FISCAL IMPACT:

SUMMARY FOR PERIOD 2/18/2016 - 3/23/2016	NET DEMANDS
CHECKS (2045299 - 2045524)	\$ 1,856,634.29
VOID CHECKS (2)	(\$ 11,864.67)
TOTAL CHECKS	\$ 1,844,769.62
WIRE TO:	
CALPERS - OTHER POST EMPLOYMENT BENEFITS (MONTHLY)	\$ 123,900.00
CITY OF CHULA VISTA - BI-MONTHLY SEWER CHARGES (JAN-FEB 2016)	\$ 3,261,874.21
CITY TREASURER - METROPOLITAN SEWERAGE SYSTEM (QUARTERLY)	\$ 203,134.00
CITY TREASURER - RECLAIMED WATER PURCHASE (1/5/16-2/3/16)	\$ 21,531.38
CITY TREASURER - RECLAIMED WATER PURCHASE (FEB 2016)	\$ 151,867.49
OTAY WATER DISTRICT - BI-WEEKLY PAYROLL DEDUCTION	\$ 672.00
OTAY WATER DISTRICT - BI-WEEKLY PAYROLL DEDUCTION	\$ 658.00
OTAY WATER DISTRICT - BI-WEEKLY PAYROLL DEDUCTION	\$ 658.00
PREFERRED BENEFIT INSURANCE - DENTAL & COBRA CLAIMS (MAR 2016)	\$ 12,791.05
SAN DIEGO COUNTY WATER AUTH - WATER DELIVERIES & CHARGES (JAN 2016)	\$ 2,844,585.33
SPECIAL DISTRICT RISK - HEALTH ADMINISTRATION (APR 2016)	\$ 302,505.48
SPECIAL DISTRICT RISK - HEALTH ADMINISTRATION (MAR 2016)	\$ 300,895.92
STATE DISBURSEMENT UNIT - BI-WEEKLY PAYROLL DEDUCTION	\$ 237.69
STATE DISBURSEMENT UNIT - BI-WEEKLY PAYROLL DEDUCTION	\$ 667.37
STATE DISBURSEMENT UNIT - BI-WEEKLY PAYROLL DEDUCTION	\$ 237.69
STATE DISBURSEMENT UNIT - BI-WEEKLY PAYROLL DEDUCTION	\$ 621.22
UNION BANK - BI-WEEKLY PAYROLL TAXES	\$ 171,359.97
UNION BANK - BI-WEEKLY PAYROLL TAXES	\$ 161,049.74
UNION BANK NA - COPS 1996 (MONTHLY)	\$ 389.45
UNION BANK NA - COPS 2007 (SEMI-ANNUAL)	\$ 729,914.30
UNION BANK NA - COPS 2010 (SEMI-ANNUAL)	\$ 1,008,322.82
UNION BANK NA - COPS 2013 (SEMI-ANNUAL)	\$ 117,099.88
UNION BANK NA - ID 27 SERIES 2009 BONDS (SEMI-ANNUAL)	\$ 89,406.25
<b>TOTAL CASH DISBURSEMENTS</b>	<b>\$ 11,349,148.86</b>

**RECOMMENDED ACTION:**

That the Board received the attached list of demands.

Jb/Attachment

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**Otay Water District**

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2045393	03/09/16	16291	ABHE & SVOBODA INC	00016191	03/01/16	RETAINAGE RELEASE	19,462.64	19,462.64
2045340	03/02/16	16291	ABHE & SVOBODA INC	501122016	02/02/16	850-3 INTERIOR COATING (ENDING 1/12/16)	23,777.27	23,777.27
2045341	03/02/16	08488	ABLEFORCE INC	6223	02/05/16	SHAREPOINT SERVICES (1/14/16-1/29/16)	1,250.00	1,250.00
2045299	02/24/16	17063	ACORN OAK INC	Ref002455827	02/22/16	UB Refund Cst #0000222428	95.25	95.25
2045485	03/23/16	17115	ADAM LUKO	Ref002457306	03/21/16	UB Refund Cst #0000214349	36.79	36.79
2045394	03/09/16	17045	ADEL ALKHAYYAT	Ref002455675	02/08/16	UB Refund Cst #0000216298	41.36	41.36
2045395	03/09/16	17092	ADRIAN JIMENEZ	Ref002457119	03/07/16	UB Refund Cst #0000213163	137.09	137.09
2045435	03/16/16	13901	ADVANCED INDUSTRIAL SVCS INC	201312016	02/23/16	711-1 & 2 RESERVOIR (ENDING 1/31/16)	189,145.00	189,145.00
2045342	03/02/16	12174	AECOM TECHNICAL SERVICES INC	37	02/10/16	DISINFECTION SYSTEM (ENDING 1/29/16)	1,660.59	1,660.59
2045343	03/02/16	11462	AEGIS ENGINEERING MGMT INC	1410	02/09/16	DEVELOPER PLAN REVIEW (1/2/16-1/29/16)	11,472.81	11,472.81
2045344	03/02/16	07732	AIRGAS SPECIALTY PRODUCTS INC	131425045	02/10/16	AQUA AMMONIA	2,647.20	
				131425248	02/11/16	AQUA AMMONIA	1,393.20	
				131425046	02/10/16	AQUA AMMONIA	1,195.20	5,235.60
2045436	03/16/16	13753	AIRGAS USA LLC	9048538071	02/18/16	BREATHING AIR BOTTLES	221.78	
				9934236469	02/29/16	BREATHING AIR BOTTLES	47.47	269.25
2045345	03/02/16	15024	AIRX UTILITY SURVEYORS INC	29	02/02/16	LAND SURVEYING (1/1/16-1/31/16)	8,478.75	8,478.75
2045486	03/23/16	17112	ALFONSO ASH	Ref002457302	03/21/16	UB Refund Cst #0000188787	6.66	6.66
2045346	03/02/16	14462	ALYSON CONSULTING	CM201618	02/08/16	MGMT/INSP (1/1/16-1/31/16)	3,300.00	
				CM201617	02/08/16	MGMT/INSP (1/1/16-1/31/16)	3,150.00	
				CM201615	02/08/16	MGMT/INSP (1/1/16-1/31/16)	2,840.00	
				CM201616	02/08/16	MGMT/INSP (1/1/16-1/31/16)	1,650.00	
				CM201614	02/08/16	MGMT/INSP (1/1/16-1/31/16)	1,480.00	
				CM20169	02/08/16	MGMT/INSP (1/1/16-1/31/16)	715.00	
				CM201613	02/08/16	MGMT/INSP (1/1/16-1/31/16)	450.00	
				CM201610	02/08/16	MGMT/INSP (1/1/16-1/31/16)	385.00	
				CM201612	02/08/16	MGMT/INSP (1/1/16-1/31/16)	200.00	
				CM201611	02/08/16	MGMT/INSP (1/1/16-1/31/16)	150.00	14,320.00
2045396	03/09/16	06166	AMERICAN MESSAGING	L1109570QC	03/01/16	PAGERS (FEB 2016)	178.38	178.38
2045487	03/23/16	17120	ANGELINA CASIAS	Ref002457311	03/21/16	UB Refund Cst #0000221770	47.73	47.73
2045437	03/16/16	03492	AQUA-METRIC SALES COMPANY	0059774IN	02/19/16	INVENTORY	4,248.16	4,248.16
2045300	02/24/16	07785	AT&T	000007630681	02/02/16	TELEPHONE SERVICES (1/2/16-2/1/16)	6,101.51	6,101.51

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2045438	03/16/16	07785	AT&T	000007758923	03/02/16	TELEPHONE SERVICES (2/2/16-3/1/16)	6,162.35	6,162.35
2045397	03/09/16	17093	ATP GENERAL ENGINEERING	Ref002457120	03/07/16	UB Refund Cst #0000214286	487.36	487.36
2045488	03/23/16	17110	BAJA LIFT CORPORATION	Ref002457300	03/21/16	UB Refund Cst #0000162148	39.02	39.02
2045489	03/23/16	17121	BALDWIN & SONS, LLC	Ref002457312	03/21/16	UB Refund Cst #0000222884	6,016.60	6,016.60
2045347	03/02/16	06285	BARTEL ASSOCIATES LLC	16083	02/04/16	ACTUARIAL SERVICES (JAN 2016)	5,065.00	5,065.00
2045398	03/09/16	17086	BETTY KERRIKOOLPARN	030716	03/07/16	CLAIM SETTLEMENT	190.32	190.32
2045439	03/16/16	10970	BRENNTAG PACIFIC INC	BPI603344	02/25/16	SODIUM HYPOCHLORITE	2,131.62	
				BPI601738	02/19/16	SODIUM HYPOCHLORITE	2,065.76	
				BPI601737	02/19/16	SODIUM HYPOCHLORITE	639.49	
				BPI604025	02/25/16	SODIUM HYPOCHLORITE	504.81	5,341.68
2045348	03/02/16	10970	BRENNTAG PACIFIC INC	BPI599733	02/11/16	SODIUM HYPOCHLORITE	1,547.38	
				BPI600110	02/12/16	SODIUM HYPOCHLORITE	1,196.63	
				BPI598240	02/04/16	SODIUM HYPOCHLORITE	991.22	3,735.23
2045301	02/24/16	10970	BRENNTAG PACIFIC INC	BPI595794	01/28/16	SODIUM HYPOCHLORITE	1,228.60	1,228.60
2045302	02/24/16	02977	BROWN, VINCENT	022116	02/22/16	SAFETY BOOTS	150.00	150.00
2045399	03/09/16	08156	BROWNSTEIN HYATT FARBER	629679	02/24/16	LEGISLATIVE ADVOCACY (THRU JAN 2016)	1,224.50	1,224.50
2045349	03/02/16	14112	BSE ENGINEERING INC	75400401	01/31/16	ELECTRICAL SERVICES (7/1/15-1/31/16)	3,576.00	3,576.00
2045303	02/24/16	17043	BYCOR	Ref002455820	02/22/16	UB Refund Cst #0000213365	202.24	202.24
2045350	03/02/16	16745	CALIFORNIA TITLE SEARCH CO	0216269	02/11/16	DOCUMENT SEARCH	35.00	35.00
2045351	03/02/16	01004	CALOLYMPIC SAFETY	348125	02/08/16	CALIBRATION GAS	351.62	351.62
2045440	03/16/16	02758	CARMEL BUSINESS SYSTEMS INC	7994	02/29/16	SCANNING SERVICES (2/29/16)	35.00	35.00
2045352	03/02/16	02758	CARMEL BUSINESS SYSTEMS INC	7982	02/10/16	SCANNING SERVICES (2/5/16)	35.00	35.00
2045353	03/02/16	15177	CAROLLO ENGINEERS INC	145226	11/16/15	2015 IWRP UPDATE (ENDING 10/31/15)	852.00	852.00
2045441	03/16/16	10571	CCL CONTRACTING	202292016	02/29/16	624 PZ/944-1 PRS IIMPRVMNTS (ENDING 2/29/16)	199,167.50	199,167.50
2045442	03/16/16	16746	CH2M HILL ENGINEERS INC	381057227	02/18/16	2015 UWMP UPDATE (12/26/15-1/29/16)	8,317.75	8,317.75
2045304	02/24/16	04349	CHAMBERS, JONATHAN	020916021616	02/22/16	LICENSE RENEWAL REIMBURSEMENT	235.00	235.00
2045443	03/16/16	02026	CHULA VISTA ELEM SCHOOL DIST	AR045523	02/17/16	GARDEN TOURS (01/27/16)	270.00	270.00
2045305	02/24/16	15256	CIGNA GROUP INSURANCE / LINA	9267021016	02/10/16	AD&D & SUPP LIFE INS (FEB 2016)	4,483.53	4,483.53

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2045490	03/23/16	15256	CIGNA GROUP INSURANCE / LINA	9267031016	03/23/16	AD&D & SUPP LIFE INS (MAR 2016)	4,476.28	4,476.28
2045306	02/24/16	00234	CITY TREASURER	1000158151	02/16/16	LABORATORY ANALYSIS (JAN 2016)	964.00	964.00
2045491	03/23/16	04119	CLARKSON LAB & SUPPLY INC	83522	02/29/16	BACTERIOLOGICAL TESTING (2/1/16-2/2/16)	552.00	
				83520	02/29/16	BACTERIOLOGICAL TESTING (1/13/16)	462.00	
				83521	02/29/16	BACTERIOLOGICAL TESTING (1/25/16)	192.00	
				83523	02/29/16	BACTERIOLOGICAL TESTING (2/8/16)	166.00	1,372.00
2045400	03/09/16	15616	COGENT COMMUNICATIONS INC	0001030116	03/01/16	INTERNET CIRCUITS (MAR 2016)	1,738.23	1,738.23
2045354	03/02/16	15049	CORELOGIC SOLUTIONS LLC	81653445	01/31/16	DATA SERVICES (JAN 2016)	605.00	605.00
2045444	03/16/16	15049	CORELOGIC SOLUTIONS LLC	81668520	02/29/16	DATA SERVICES (FEB 2016)	605.00	
				81668822	02/29/16	DATA SERVICES (FEB 2016)	525.00	1,130.00
2045401	03/09/16	15049	CORELOGIC SOLUTIONS LLC	81654363	01/31/16	DATA SERVICES (JAN 2016)	525.00	525.00
2045492	03/23/16	02643	CORE-ROSION PRODUCTS	C2016102	03/10/16	BOSS FITTING & 2" GASKET	622.34	622.34
2045445	03/16/16	12334	CORODATA MEDIA STORAGE INC	DS1272319	02/29/16	TAPE STORAGE (FEB 2016)	420.03	420.03
2045307	02/24/16	12334	CORODATA MEDIA STORAGE INC	DS1271899	01/31/16	TAPE STORAGE (JAN 2016)	389.59	389.59
2045493	03/23/16	05622	CORRPRO COMPANIES INC	370183	02/29/16	COATING INSPECTION (1/28/16-2/29/16)	14,854.00	14,854.00
2045355	03/02/16	00099	COUNTY OF SAN DIEGO	DPWAROTAYMW	02/10/16	EXCAVATION PERMITS (JAN 2016)	812.20	812.20
2045356	03/02/16	02122	COUNTY OF SAN DIEGO	2015122101214	12/21/15	PERMIT FEES # 01214 (MAR 2016 - MAR 2017)	356.00	356.00
2045494	03/23/16	17125	COUNTY OF SAN DIEGO GENERAL	Ref002457316	03/21/16	UB Refund Cst #0000224953	587.14	587.14
2045402	03/09/16	02756	COX COMMUNICATIONS INC	6702022516	02/25/16	TELECOMM SVCS / METRO-E (2/24/16-3/23/16)	756.87	
				9101022516	02/25/16	TELECOMM SVCS / METRO-E (2/24/16-3/23/16)	243.29	1,000.16
2045446	03/16/16	02756	COX COMMUNICATIONS INC	9601022816	02/28/16	INTERNET SERVICES (2/29/16-3/28/16)	600.00	
				1701030116	03/01/16	TELECOMM SVCS / METRO-E (2/29/16-3/28/16)	243.29	843.29
2045447	03/16/16	00693	CSDA, SAN DIEGO CHAPTER	02182016	02/18/16	BUSINESS MEETING	30.00	30.00
2045308	02/24/16	11797	D & H WATER SYSTEMS INC	I20150966	12/14/15	SFC & WT PARTS	4,927.50	4,927.50
2045403	03/09/16	17083	DAUOD YAKO	030316	03/03/16	CLAIM SETTLEMENT	82.50	82.50
2045495	03/23/16	17109	DAVID ACHORD	Ref002457299	03/21/16	UB Refund Cst #0000074818	76.04	76.04
2045404	03/09/16	17095	DAWN HANENBERGER	Ref002457123	03/07/16	UB Refund Cst #0000222556	22.68	22.68
2045448	03/16/16	01797	DELL ENTERPRISES	200187	02/17/16	RETIREMENT PLAQUE	64.26	64.26
2045309	02/24/16	17060	DONALIELA MAEARAEG	Ref002455824	02/22/16	UB Refund Cst #0000216355	10.74	10.74

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2045496	03/23/16	17107	EDGAR ALTO	Ref002457297	03/21/16	UB Refund Cst #0000007062	53.35	53.35
2045357	03/02/16	08023	EMPLOYEE BENEFIT SPECIALISTS	0073832IN	01/31/16	EMPLOYEE BENEFITS (JAN 2016)	702.50	702.50
2045310	02/24/16	17052	ENRIQUE VARGAS	Ref002455815	02/22/16	UB Refund Cst #0000049762	169.42	169.42
2045358	03/02/16	14602	ENVIRO-CARE CO	PART15007A	01/26/16	SCREENINGS BAGS	2,283.25	2,283.25
2045449	03/16/16	03227	ENVIROMATRIX ANALYTICAL INC	6020596	02/16/16	LAB ANALYSIS (1/29/16-2/8/16)	755.00	
				6020976	02/29/16	LAB ANALYSIS (2/12/16-2/18/16)	500.00	
				6020797	02/22/16	LAB ANALYSIS (2/9/16-2/17/16)	220.00	1,475.00
2045359	03/02/16	03227	ENVIROMATRIX ANALYTICAL INC	6020486	02/08/16	LAB ANALYSIS (1/23/16-1/28/16)	400.00	400.00
2045360	03/02/16	02259	ENVIRONMENTAL RESOURCE	779975	02/08/16	LABORATORY CERTIFICATION	1,396.97	
				780621	02/15/16	LABORATORY CERTIFICATION	1,001.58	2,398.55
2045497	03/23/16	17113	ERIC SCRIBNER	Ref002457303	03/21/16	UB Refund Cst #0000194813	35.61	35.61
2045405	03/09/16	14320	EUROFINS EATON ANALYTICAL INC	I0253498		CREDIT MEMO	-35.00	
				I0253529		CREDIT MEMO	-15.00	
				I0253528		CREDIT MEMO	-15.00	
				I0253515		CREDIT MEMO	-15.00	
				L0254927	03/07/16	OUTSIDE LAB SERVICES (2/9/16)	800.00	720.00
2045406	03/09/16	17097	EVAN & IVANKA SALEM	0946030716	03/07/16	W/O REFUND D0946-090235	2,466.50	2,466.50
2045361	03/02/16	03546	FERGUSON WATERWORKS # 1083	0541338	02/09/16	FLANGED METER SPACERS	194.40	194.40
2045498	03/23/16	03546	FERGUSON WATERWORKS # 1083	0537041	02/03/16	FORCEMAIN PROJ MATERIALS	1,541.92	1,541.92
2045450	03/16/16	12187	FIRST AMERICAN DATA TREE LLC	9003400216	02/29/16	ONLINE DOCUMENTS (MONTHLY)	99.00	99.00
2045362	03/02/16	16469	FIRST CHOICE SERVICES	054925	02/10/16	COFFEE SERVICES	447.58	447.58
2045451	03/16/16	16469	FIRST CHOICE SERVICES	055520	02/26/16	COFFEE SERVICES	537.04	537.04
2045363	03/02/16	11962	FLEETWASH INC	x695213	02/05/16	VEHICLE WASHING	141.29	
				x698875	02/12/16	VEHICLE WASHING	71.28	212.57
2045452	03/16/16	11962	FLEETWASH INC	x703413	02/19/16	VEHICLE WASHING	110.16	
				x708429	02/26/16	VEHICLE WASHING (2/26/16)	58.32	168.48
2045407	03/09/16	17094	FRANK CARILLO	Ref002457122	03/07/16	UB Refund Cst #0000218111	990.69	990.69
2045453	03/16/16	13563	FRIENDS OF THE WATER	295	02/29/16	GARDEN TOURS (FEB 2016)	2,100.00	2,100.00
2045364	03/02/16	03094	FULLCOURT PRESS	29752	02/03/16	PRINTING	2,799.36	2,799.36
2045311	02/24/16	17053	GEMA ESPINDOLA	Ref002455816	02/22/16	UB Refund Cst #0000160110	40.23	40.23

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2045499	03/23/16	17122	GLENIS SAUCEDO	Ref002457313	03/21/16	UB Refund Cst #0000222936	18.82	18.82
2045500	03/23/16	00101	GRAINGER INC	9917171846	12/14/15	SEWAGE PUMP & HOSE	139.54	139.54
2045454	03/16/16	12907	GREENRIDGE LANDSCAPE INC	13980	02/25/16	LANDSCAPING SERVICES (FEB 2016)	8,909.50	8,909.50
2045501	03/23/16	17123	GREGG PHILLIPSON	Ref002457314	03/21/16	UB Refund Cst #0000223410	38.02	38.02
2045365	03/02/16	17024	GUIRIBA, DIANNE	022116022416	03/01/16	TRAVEL EXPENSE REIMB (2/21/16-2/24/16)	910.44	910.44
2045455	03/16/16	00201	HARRINGTON INDL PLASTICS LLC	004G3408	02/29/16	PVC CPVC	1,240.17	1,240.17
2045366	03/02/16	02008	HELIX ENVIRONMNTL PLANNING INC	15	02/05/16	ENVIRONMENTAL SERVICES (1/1/16-1/31/16)	10,787.58	10,787.58
2045312	02/24/16	00062	HELIX WATER DISTRICT	3300020816	02/08/16	WATER USAGE (12/8/15-2/4/16)	91.50	
				4283020816	02/08/16	WATER USAGE (12/8/15-2/4/16)	47.52	139.02
2045408	03/09/16	17087	HUY NGUYEN	Ref002457114	03/07/16	UB Refund Cst #0000030608	338.43	338.43
2045456	03/16/16	15622	ICF JONES & STOKES INC	0113158	02/23/16	ENVIRONMENTAL SERVICES (1/1/16-1/29/16)	8,122.08	
				0113162	02/23/16	ENVIRONMENTAL SERVICES (11/28/15-1/29/16)	3,987.39	
				0113161	02/23/16	ENVIRONMENTAL SERVICES (1/1/16-1/29/16)	1,050.00	
				0113155	02/23/16	ENVIRONMENTAL SERVICES (10/31/15-1/29/16)	800.00	
				0113160	02/23/16	ENVIRONMENTAL SERVICES (10/31/15-1/29/16)	726.80	
				0113159	02/23/16	ENVIRONMENTAL SERVICES (1/1/16-1/29/16)	600.00	15,286.27
2045367	03/02/16	08969	INFOSEND INC	101938	02/02/16	BILL PRINTING SERVICES (JAN 2016)	2,043.21	2,043.21
2045457	03/16/16	08969	INFOSEND INC	102781	02/29/16	BILL PRINTING SERVICES (FEB 2016)	11,950.82	
				102780	02/29/16	BILL PRINTING SERVICES (FEB 2016)	4,234.46	16,185.28
2045409	03/09/16	13899	INTERMEDIA.NET INC	1603001777	03/01/16	EMAIL SERVICES (2/2/16-3/2/16)	3,103.34	3,103.34
2045313	02/24/16	17062	JABIR ADAMO	Ref002455826	02/22/16	UB Refund Cst #0000217669	1,772.12	1,772.12
2045314	02/24/16	17066	JACK CARLSON/SE PIPELINE CONST	0912022216	02/22/16	W/O REFUND D0912-090240	570.97	570.97
2045410	03/09/16	17089	JACK SPROUSE	Ref002457116	03/07/16	UB Refund Cst #0000044174	41.49	41.49
2045411	03/09/16	17096	JAMES GRIPP	0948030716	03/07/16	W/O REFUND D0948-090237	3,244.49	3,244.49
2045368	03/02/16	10563	JCI JONES CHEMICALS INC	681238		CREDIT MEMO	-2,000.00	
				681194	02/10/16	CHEMICALS FOR TREATMENT PLANT	4,684.65	2,684.65
2045315	02/24/16	17061	JESSICA BOILY	Ref002455825	02/22/16	UB Refund Cst #0000217445	32.87	32.87
2045316	02/24/16	17058	JOHN CAYABYAB	Ref002455822	02/22/16	UB Refund Cst #0000215626	75.00	75.00
2045317	02/24/16	17051	JONG SUK PARK	Ref002455814	02/22/16	UB Refund Cst #0000194619	31.47	31.47
2045412	03/09/16	17098	JOSE M MEDRANO DEGIOVANNINI	0923030716	03/07/16	W/O REFUND D0923-090190	1,822.39	1,822.39

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2045413	03/09/16	17102	K HOVNIANIAN COMPANIES	0307030716	03/07/16	W/O REFUND D0307-090167	9,321.86	9,321.86
2045318	02/24/16	17049	KIM JUNG	Ref002455812	02/22/16	UB Refund Cst #0000009331	50.00	50.00
2045369	03/02/16	03336	KREINBRING, THERESA	022116022516	02/26/16	TRAVEL EXPENSE REIMB (2/21/16-2/25/16)	939.56	939.56
2045319	02/24/16	17059	KTJT PROPERTIES LLC	Ref002455823	02/22/16	UB Refund Cst #0000215957	65.91	65.91
2045414	03/09/16	17059	KTJT PROPERTIES LLC	Ref002457121	03/07/16	UB Refund Cst #0000215957	14.19	14.19
2045502	03/23/16	17119	LARRY RAMIREZ	Ref002457310	03/21/16	UB Refund Cst #0000218150	10.56	10.56
2045458	03/16/16	15615	LAYFIELD USA CORPORATION	E06414	02/29/16	RESVR FLOATING COVER MAINT (FEB 2016)	60,900.00	60,900.00
2045459	03/16/16	17103	LEAH SOLIS	2431030816	03/10/16	CUSTOMER REFUND	260.86	260.86
2045503	03/23/16	09880	LEIGH, ROBERT	031316	03/17/16	SAFETY BOOTS	136.06	136.06
2045415	03/09/16	13749	LONDON GROUP REALTY ADVISORS	1165	03/07/16	ECONOMIC OUTLOOK REPORT 2017-2022	5,750.00	5,750.00
2045504	03/23/16	17124	LUIS AMADOR	Ref002457315	03/21/16	UB Refund Cst #0000224084	31.37	31.37
2045505	03/23/16	07591	MA, DONGXING	030516031116	03/17/16	TRAVEL EXPENSE REIMB (3/5/16-3/11/16)	1,698.36	1,698.36
2045416	03/09/16	17090	MARCO LOO	Ref002457117	03/07/16	UB Refund Cst #0000182436	86.95	86.95
2045417	03/09/16	03792	MARTINEZ, STEPHEN	52682	03/07/16	BACKFLOW CERTIFICATION	180.00	180.00
2045460	03/16/16	02882	MAYER REPROGRAPHICS INC	0099021IN	03/02/16	REPROGRAPHIC SERVICES	395.15	395.15
2045506	03/23/16	02882	MAYER REPROGRAPHICS INC	0099321IN	03/16/16	REPROGRAPHIC SERVICES	576.43	576.43
2045370	03/02/16	01183	MCMASTER-CARR SUPPLY CO	49620522	02/09/16	ELECTRICAL ENCLOSURE	657.06	657.06
2045507	03/23/16	17114	MELANIE JOHNSON	Ref002457304	03/21/16	UB Refund Cst #0000206612	24.22	24.22
2045461	03/16/16	17085	MENDEZ STRATEGY GROUP INC	716021	02/23/16	CONSULTANT SERVICES (FEB 2016)	4,000.00	4,000.00
2045508	03/23/16	17111	MICHAEL GOUGH	Ref002457301	03/21/16	UB Refund Cst #0000177300	52.85	52.85
2045418	03/09/16	16613	MISSION RESOURCE CONSERVATION	362	03/01/16	HOME WATER USE EVALUATION	187.50	187.50
2045462	03/16/16	15136	MISSION UNIFORM SERVICE	501908953	02/16/16	UNIFORM SERVICES	396.85	
				501954417	02/23/16	UNIFORM SERVICES	396.85	
				501945987	02/22/16	UNIFORM SERVICES	115.88	
				501988880	02/29/16	UNIFORM SERVICES	110.14	
				501908952	02/16/16	UNIFORM SERVICES	105.06	
				501954416	02/23/16	UNIFORM SERVICES	105.06	1,229.84
2045371	03/02/16	15136	MISSION UNIFORM SERVICE	501818643	02/02/16	UNIFORM SERVICES	396.85	
				501863548	02/09/16	UNIFORM SERVICES	392.11	

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				501854481	02/08/16	UNIFORM SERVICES	105.88	
				501900174	02/15/16	UNIFORM SERVICES	105.88	
				501818642	02/02/16	UNIFORM SERVICES	105.06	
				501863547	02/09/16	UNIFORM SERVICES	105.06	
				501805450	02/02/16	UNIFORM SERVICES	2.00	
				501857261	02/09/16	UNIFORM SERVICES	2.00	1,214.84
2045509	03/23/16	15136	MISSION UNIFORM SERVICE	501631376	01/04/16	UNIFORM SERVICES	105.88	105.88
2045372	03/02/16	16956	MONTGOMERY CONST SVCS INC	101312016	02/09/16	OPERATIONS YARD IMPROVEMENTS (ENDING 1/	40,455.97	40,455.97
2045373	03/02/16	16172	MSDSOONLINE INC	135613	02/11/16	MSDS MANAGEMENT SYSTEM	1,499.00	1,499.00
2045463	03/16/16	00386	MURCAL INC	43835	02/17/16	CP #22 PORTABLE EMISSIONS ANALYZER	13,066.93	13,066.93
2045464	03/16/16	15620	MY LITTLE PONY RIDES	120160	03/03/16	EMPLOYEE EVENT	800.00	800.00
2045320	02/24/16	16255	NATIONWIDE RETIREMENT	Ben2455869	02/25/16	BI-WEEKLY DEFERRED COMP PLAN	13,771.12	13,771.12
2045419	03/09/16	16255	NATIONWIDE RETIREMENT	Ben2457141	03/10/16	BI-WEEKLY DEFERRED COMP PLAN	12,380.12	12,380.12
2045510	03/23/16	16255	NATIONWIDE RETIREMENT	Ben2457341	03/24/16	BI-WEEKLY DEFERRED COMP PLAN	11,680.12	11,680.12
2045321	02/24/16	07488	NEWMAN, DAMON	021916	02/22/16	SAFETY BOOTS	107.39	107.39
2045511	03/23/16	17116	NOHEMI LANGRUREN	Ref002457307	03/21/16	UB Refund Cst #0000216578	22.24	22.24
2045322	02/24/16	17050	NOUANEDA PHONEPHALY	Ref002455813	02/22/16	UB Refund Cst #0000095005	19.76	19.76
2045420	03/09/16	03215	O'DONNELL, MICHAEL	03032016MO	03/03/16	TUITION REIMBURSEMENT	265.00	
				02262016	03/03/16	SAFETY BOOTS REIMBURSEMENT	106.91	371.91
2045465	03/16/16	00510	OFFICE DEPOT INC	824629640001	02/17/16	OFFICE SUPPLIES	936.75	
				823781397002	02/16/16	OFFICE SUPPLIES	11.22	947.97
2045374	03/02/16	00510	OFFICE DEPOT INC	823612323001	02/11/16	OFFICE SUPPLIES	270.35	
				823781397001	02/12/16	OFFICE SUPPLIES	250.55	
				823612590001	02/11/16	OFFICE SUPPLIES	20.83	541.73
2045512	03/23/16	00510	OFFICE DEPOT INC	819477300001	01/22/16	OFFICE SUPPLIES	38.38	
				820150281001	02/02/16	OFFICE SUPPLIES	35.82	
				823781551001	02/12/16	OFFICE SUPPLIES	27.11	
				823612589001	02/11/15	OFFICE SUPPLIES	6.03	107.34
2045375	03/02/16	06856	ORPAK USA INC	48605	02/11/16	FUEL SYSTEM UPGRADE	9,732.50	9,732.50
2045323	02/24/16	17057	OTAY RANCH FIVE COMM ASSN	Ref002455821	02/22/16	UB Refund Cst #0000214347	74.03	74.03
2045513	03/23/16	17057	OTAY RANCH FIVE COMM ASSN	Ref002457305	03/21/16	UB Refund Cst #0000214347	420.29	420.29

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2045421	03/09/16	17101	OTAY-TIJUANA VENTURE LLC	0738030716a	03/07/16	W/O REFUND D0738-090103	1,140.50	
				0738030716	03/07/16	W/O REFUND D0738-090104	1,124.00	2,264.50
2045466	03/16/16	01002	PACIFIC PIPELINE SUPPLY	306452	02/16/16	INVENTORY	5,151.11	5,151.11
2045376	03/02/16	01002	PACIFIC PIPELINE SUPPLY	306351	02/09/16	INVENTORY	5,144.90	
				306224	02/02/16	INVENTORY	2,310.12	7,455.02
2045324	02/24/16	17064	PATRIOT GENERAL ENGINEERING	Ref002455828	02/22/16	UB Refund Cst #0000222447	1,761.90	1,761.90
2045467	03/16/16	05497	PAYPAL INC	48720163	02/29/16	PHONE PAYMENT SVCS (FEB 2016)	54.10	54.10
2045422	03/09/16	17099	PEBBLE CREEK COMPANIES	0915030716	03/07/16	W/O REFUND D0915-090180	6,422.06	6,422.06
2045325	02/24/16	17054	PETERO TAUFAGU	Ref002455817	02/22/16	UB Refund Cst #0000197905	95.56	95.56
2045468	03/16/16	03274	PREMIER PHOTOGRAPHY	6565	02/25/16	OUTSIDE SERVICES	172.80	172.80
2045469	03/16/16	01733	PRICE TRONCONE &	13125	02/12/16	ANTENNA SUBLEASE (APR-JUNE 2016)	4,551.00	4,551.00
2045470	03/16/16	03613	PSOMAS	115013	02/19/16	AS-NEEDED DESIGN (ENDING 2/4/16)	4,018.49	4,018.49
2045377	03/02/16	00078	PUBLIC EMPLOYEES RET SYSTEM	Ben2455871	02/25/16	BI-WEEKLY PERS CONTRIBUTION	191,600.25	191,600.25
2045471	03/16/16	00078	PUBLIC EMPLOYEES RET SYSTEM	Ben2457143	03/10/16	BI-WEEKLY PERS CONTRIBUTION	187,017.78	187,017.78
2045378	03/02/16	00021	RCP BLOCK & BRICK INC	30726213	02/02/16	CONCRETE	1,971.00	1,971.00
2045379	03/02/16	15647	RFYEAGER ENGINEERING LLC	16028	02/03/16	CORROSION/COATING INSP (12/1/15-12/31/15)	520.00	520.00
2045423	03/09/16	17100	ROBERT EASTON	0866030716	03/07/16	W/O REFUND D0866-090130	2,402.95	2,402.95
2045514	03/23/16	17118	ROBERTO MERCADO	Ref002457309	03/21/16	UB Refund Cst #0000217117	161.72	161.72
2045326	02/24/16	17065	RODOLFO BATIZ	Ref002455829	02/22/16	UB Refund Cst #0000196657	36.39	36.39
2045472	03/16/16	15834	ROGERS, TREVOR	030616	03/10/16	SAFETY BOOTS	146.46	146.46
2045473	03/16/16	06412	ROMERO, TANYA	03102016TR	03/10/16	TUITION REIMBURSEMENT	3,000.00	3,000.00
2045380	03/02/16	10198	SAN DIEGO & IMPERIAL COUNTIES	3182016	02/25/16	BUSINESS MEETING	500.00	500.00
2045424	03/09/16	02586	SAN DIEGO COUNTY ASSESSOR	201600169	03/02/16	ASSESSOR DATA (MONTHLY)	125.00	125.00
2045381	03/02/16	02586	SAN DIEGO COUNTY ASSESSOR	201600123	02/08/16	ASSESSOR DATA (MONTHLY)	125.00	125.00
2045474	03/16/16	00003	SAN DIEGO COUNTY WATER AUTH	0000001380	02/25/16	MWD SCWS - HEWS	630.00	630.00
2045382	03/02/16	00121	SAN DIEGO GAS & ELECTRIC	012016	01/20/16	UTILITY EXPENSES (MONTHLY)	11,823.31	11,823.31
2045475	03/16/16	00121	SAN DIEGO GAS & ELECTRIC	030716	03/07/16	UTILITY EXPENSES (MONTHLY)	70,772.12	
				022516a	02/25/16	UTILITY EXPENSES (MONTHLY)	9,464.01	

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				022916	02/29/16	UTILITY EXPENSES (MONTHLY)	563.87	
				022416a	02/24/16	UTILITY EXPENSES (MONTHLY)	36.30	80,836.30
2045425	03/09/16	00121	SAN DIEGO GAS & ELECTRIC	022616	02/26/16	UTILITY EXPENSES (MONTHLY)	54,774.80	
				022516	02/25/16	UTILITY EXPENSES (MONTHLY)	46,370.64	
				021916	02/19/16	UTILITY EXPENSES (MONTHLY)	28,820.33	
				022416	02/24/16	UTILITY EXPENSES (MONTHLY)	850.73	130,816.50
2045515	03/23/16	15471	SAN DIEGUITO WATER DISTRICT	791112016	03/10/16	LANDSCAPE CONTEST AD	24.00	24.00
2045476	03/16/16	14708	SC FUELS	2994853	02/22/16	RED DYED DIESEL FUEL TREATMENT PLANT	8,284.40	8,284.40
2045383	03/02/16	07783	SCRIPPS CENTER FOR EXECUTIVE	26935	02/08/16	EXECUTIVE PHYSICAL	1,807.07	1,807.07
2045516	03/23/16	17108	SERAFIN PAREDEZ	Ref002457298	03/21/16	UB Refund Cst #0000061304	39.79	39.79
2045327	02/24/16	17055	SHANNON MOORE	Ref002455818	02/22/16	UB Refund Cst #0000199244	122.98	122.98
2045426	03/09/16	00419	SHAPE PRODUCTS	4003300	02/10/16	BUFFER	1,406.52	1,406.52
2045477	03/16/16	05421	SHERWIN-WILLIAMS CO	21009	02/19/16	CZ27-5968 SAFETY YELLOW	631.67	631.67
2045517	03/23/16	16913	SOCLARIS CONTRACTING	O02830	02/23/16	TRENCH DRAINS & SITE IMPROVEMENTS	25,000.00	25,000.00
2045328	02/24/16	02594	SOUTHWESTERN COMMUNITY COLLEGE	012616	02/18/16	SMALL BUSINESS OUTREACH	7,000.00	7,000.00
2045427	03/09/16	17091	STACI LANG	Ref002457118	03/07/16	UB Refund Cst #0000206647	125.65	125.65
2045428	03/09/16	05755	STATE WATER RESOURCES	1581030716	03/07/16	CERTIFICATION RENEWAL	90.00	90.00
2045329	02/24/16	17056	STEVEN CAMPBELL	Ref002455819	02/22/16	UB Refund Cst #0000199377	5.65	5.65
2045518	03/23/16	15974	SUN LIFE FINANCIAL	Ben2457339	03/24/16	MONTHLY CONTRIBUTION TO LTD	4,973.18	4,973.18
2045384	03/02/16	12809	STUTZ ARTIANO SHINOFF HOLTZ APC	213490	02/23/16	LEGAL SERVICES (JAN 2016)	16,527.59	16,527.59
2045330	02/24/16	15974	SUN LIFE FINANCIAL	Ben2455867	02/25/16	MONTHLY CONTRIBUTION TO LTD	4,968.50	4,968.50
2045331	02/24/16	16610	SVPR COMMUNICATIONS	1085	11/01/15	CONSULTANT SERVICES	7,000.00	7,000.00
2045478	03/16/16	02376	TECHKNOWSION INC	2635	02/23/16	SCADA UPGRADES	4,000.00	
				2634	02/23/16	SCADA UPGRADES	2,500.00	6,500.00
2045479	03/16/16	03608	TELLIARD CONSTRUCTION	OWD12016	02/21/16	FILTER GEARDRIVE INSTALL	2,560.00	2,560.00
2045332	02/24/16	15926	TEXAS CHILD SUPPORT UNIT	Ben2455881	02/25/16	BI-WEEKLY PAYROLL DEDUCTION	184.61	184.61
2045429	03/09/16	15926	TEXAS CHILD SUPPORT UNIT	Ben2457151	03/10/16	BI-WEEKLY PAYROLL DEDUCTION	184.61	184.61
2045519	03/23/16	15926	TEXAS CHILD SUPPORT UNIT	Ben2457351	03/24/16	BI-WEEKLY PAYROLL DEDUCTION	184.61	184.61
2045385	03/02/16	15880	THAD ROTHROCK	4153022516	02/25/16	CUSTOMER REFUND	219.00	219.00

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2045386	03/02/16	14177	THOMPSON, MITCHELL	020116022916	02/26/16	MILEAGE REIMBURSEMENT (FEB 2016)	37.26	37.26
2045333	02/24/16	15257	TRUESDALE, DENNIS	020916021616	02/22/16	TRAVEL EXPENSE REIMB (2/9/16-2/16/16)	721.06	721.06
2045430	03/09/16	15257	TRUESDALE, DENNIS	02202016	03/03/16	SAFETY BOOTS REIMBURSEMENT	68.18	68.18
2045334	02/24/16	15675	UNITED SITE SERVICES INC	1143734200	02/10/16	PORTABLE TOILET RENTAL (2/5/16-3/3/16)	80.03	
				1143734196	02/10/16	PORTABLE TOILET RENTAL (2/5/16-3/3/16)	79.98	
				1143734194	02/10/16	PORTABLE TOILET RENTAL (2/6/16-3/4/16)	79.98	
				1143734198	02/10/16	PORTABLE TOILET RENTAL (2/5/16-3/3/16)	79.98	319.97
2045480	03/16/16	15675	UNITED SITE SERVICES INC	1143795689	02/29/16	PORTABLE TOILET RENTAL (2/25/16-3/23/16)	98.17	
				1143775643	02/22/16	PORTABLE TOILET RENTAL (2/17/16-3/15/16)	79.98	178.15
2045520	03/23/16	15675	UNITED SITE SERVICES INC	1143815622	03/08/16	PORTABLE TOILET RENTAL (3/4/16-3/31/16)	80.03	
				1143808000	02/29/16	PORTABLE TOILET RENTAL (2/26/16-3/24/16)	79.98	
				1143821987	03/09/16	PORTABLE TOILET RENTAL (3/5/16-4/1/16)	79.98	
				1143815621	03/08/16	PORTABLE TOILET RENTAL (3/4/16-3/31/16)	79.98	
				1143815620	03/08/16	PORTABLE TOILET RENTAL (3/4/16-3/31/16)	79.98	399.95
2045387	03/02/16	07674	US BANK	CC20160222009	02/22/16	CAL CARD EXPENSES (MONTHLY)	77,162.27	77,162.27
2045388	03/02/16	03190	VALCO INSTRUMENTS CO INC	90303153	02/12/16	HACH APA6000	4,578.08	4,578.08
2045335	02/24/16	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2455875	02/25/16	BI-WEEKLY DEFERRED COMP PLAN	14,418.70	14,418.70
2045431	03/09/16	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2457147	03/10/16	BI-WEEKLY DEFERRED COMP PLAN	14,438.74	14,438.74
2045521	03/23/16	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2457347	03/24/16	BI-WEEKLY DEFERRED COMP PLAN	14,388.56	14,388.56
2045432	03/09/16	06414	VANTAGEPOINT TRANSFER AGENTS	Ben2457149	03/10/16	BI-WEEKLY 401A PLAN	6,315.77	6,315.77
2045336	02/24/16	06414	VANTAGEPOINT TRANSFER AGENTS	Ben2455877	02/25/16	BI-WEEKLY 401A PLAN	7,812.78	7,812.78
2045522	03/23/16	06414	VANTAGEPOINT TRANSFER AGENTS	Ben2457349	03/24/16	BI-WEEKLY 401A PLAN	5,315.77	5,315.77
2045337	02/24/16	12686	VANTAGEPOINT TRANSFER AGENTS	Ben2455879	02/25/16	401A TERMINAL PAY	48,000.00	48,000.00
2045433	03/09/16	03329	VERIZON WIRELESS	9760869283	02/21/16	CELLULAR & WIRELESS SVCS (1/22/16-2/21/16)	5,504.14	
				9760869287	02/21/16	CELLULAR & WIRELESS SVCS (1/22/16-2/21/16)	1,660.78	
				9760869288	02/21/16	CELLULAR & WIRELESS SVCS (1/22/16-2/21/16)	577.61	
				9760869289	02/21/16	CELLULAR & WIRELESS SVCS (1/22/16-2/21/16)	450.10	
				9760869292	02/21/16	CELLULAR & WIRELESS SVCS (1/22/16-2/21/16)	100.04	
				9760869291	02/21/16	CELLULAR & WIRELESS SVCS (1/22/16-2/21/16)	40.04	8,332.71
2045389	03/02/16	03329	VERIZON WIRELESS	9759241302	01/21/16	CELLULAR & WIRELESS SVCS (12/22/15-1/21/16)	11,639.15	11,639.15
2045481	03/16/16	17104	VISTA DIEGO PROPERTY OWNERS	030916	03/09/16	DAMAGE TO HOA WALL	120.00	120.00

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2045390	03/02/16	15807	WATCHLIGHT CORPORATION, THE	456609	02/03/16	SECURITY AND ACCESS CONTROL	14,886.40	
				456666	02/04/16	980-1 RESERVOIR SECURITY	1,768.00	
				459429	02/15/16	MONITORING SERVICES (MAR 2016)	1,373.92	
				459748	02/15/16	SECURITY SYSTEM SERVICE CALL	612.00	
				456748	02/05/16	UTILITY MAINTENANCE CONDUIT	525.45	
				456606	02/03/16	SECURITY AND ACCESS CONTROL	470.06	
				459743	02/15/16	UTILITY MAINTENANCE CONDUIT	194.21	
				459745	02/15/16	UTILITY MAINTENANCE CONDUIT	191.75	
				459564	02/10/16	MONITORING SERVICES (2/1/16-3/31/16)	100.00	
				459565	02/10/16	MONITORING SERVICES (2/1/16-3/31/16)	100.00	
				459742	02/15/16	SECURITY SYSTEM SERVICE CALL	93.00	
				456608	02/03/16	SECURITY AND ACCESS CONTROL	68.00	20,382.79
2045338	02/24/16	15807	WATCHLIGHT CORPORATION, THE	456875	02/09/16	SECURITY AND ACCESS CONTROL	8,399.50	8,399.50
2045482	03/16/16	15807	WATCHLIGHT CORPORATION, THE	460313	02/25/16	SECURITY SYSTEM SERVICE CALL (2/15/16)	136.00	
				460314	02/25/16	SECURITY SYSTEM SERVICE CALL (2/15/16)	136.00	
				460311	02/25/16	SECURITY SYSTEM SERVICE CALL	132.95	
				460312	02/25/16	SECURITY SYSTEM SERVICE CALL (2/12/16)	87.99	492.94
2045483	03/16/16	14879	WATER CONSERVATION GARDEN	1163	02/18/16	GARDEN COSTS (4TH QTR FY 2015-2016)	24,405.50	24,405.50
2045391	03/02/16	15726	WATER SYSTEMS CONSULTING INC	1768	01/31/16	HYDRAULIC MODELING (ENDING 1/31/16)	4,522.50	4,522.50
2045484	03/16/16	03781	WATTON, MARK	020116022616	03/10/16	MILEAGE REIMBURSEMENT (2/1/16-2/26/16)	124.20	124.20
2045392	03/02/16	03781	WATTON, MARK	010516013016	02/29/16	MILEAGE REIMBURSEMENT (1/5/16-1/30/16)	237.06	237.06
2045339	02/24/16	07780	WEBER SCIENTIFIC	693085	12/01/15	LABORATORY SUPPLIES	38.69	38.69
2045523	03/23/16	07780	WEBER SCIENTIFIC	686844	10/23/15	LABORATORY SUPPLIES	49.26	49.26
2045524	03/23/16	17117	WENDY MAYS	Ref002457308	03/21/16	UB Refund Cst #0000216749	12.65	12.65
2045434	03/09/16	17088	YOKO MIYAI	Ref002457115	03/07/16	UB Refund Cst #0000034268	9.56	9.56
<b>Amount Pd Total:</b>							<b>1,856,634.29</b>	
<b>Check Grand Total:</b>							<b>1,856,634.29</b>	