

OTAY WATER DISTRICT

BOARD OF DIRECTORS MEETING
DISTRICT BOARDROOM

2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CALIFORNIA

WEDNESDAY
September 2, 2009
3:30 P.M.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 28, 2009 AND REGULAR MEETING OF JUNE 3, 2009
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) APPROVE A TWELVE MONTH EXTENSION OF THE AGREEMENT WITH BOYLE ENGINEERING CORPORATION (NOW AECOM USA, INC.) FOR AS-NEEDED OFF-SITE POTABLE AND OFF-SITE RECYCLED WATER PLAN CHECKING SERVICES FOR DEVELOPER PROJECTS FOR AN AMOUNT NOT-TO-EXCEED \$150,000
 - b) APPROVE AN AGREEMENT BETWEEN THE CITY OF CHULA VISTA AND OTAY WATER DISTRICT FOR JOINT PARTICIPATION TO PREPARE A WASTEWATER RECLAMATION FACILITY FEASIBILITY STUDY AND WHEREIN THE DISTRICT WILL PROVIDE THE CITY REIMBURSEMENT OF AN AMOUNT NOT-TO-EXCEED \$150,000 FOR THE COST OF THE STUDY
 - c) ANNUAL REVIEW OF INVESTMENT POLICY (POLICY NO. 27) AND DELEGATION OF AUTHORITY FOR ALL INVESTMENT RELATED AC-

TIVITIES TO THE CHIEF FINANCIAL OFFICER IN ACCORDANCE WITH GOVERNMENT CODE SECTION 53607

- d) APPROVE AMENDMENTS TO THE HUMAN RESOURCES DISCIPLINE POLICY; AND ADOPT RESOLUTION NO. 4146 TO REVISE BOARD OF DIRECTORS POLICIES 47, POLICY AGAINST DISCRIMINATION AND HARASSMENT AND COMPLAINT PROCEDURE; AND 24, RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY
- e) APPROVE IN CONCEPT THE TRANSITION OF THE OPERATION OF THE WATER CONSERVATION GARDEN TO BECOME A NON-PROFIT 501(c)3 ENTITY AND AUTHORIZE SUPPLEMENTAL FUNDING OF \$7,750 IN FISCAL YEAR 2010 TO SUPPORT THE WATER CONSERVATION GARDEN'S TRANSITION TO A NON-PROFIT ORGANIZATION
- f) CONSIDER DESIGNATING A REPRESENTATIVE AND ALTERNATE TO ATTEND THE BOARD OF DIRECTORS MEETINGS OF THE SOUTH COUNTY ECONOMIC DEVELOPMENT COUNCIL
- g) CONSIDER CASTING VOTES TO ELECT A CHAIR, VICE CHAIR AND FIVE (5) BOARD MEMBER REPRESENTATIVES TO THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) BOARD REPRESENTING REGION 10
- h) CONSIDER CASTING A VOTE TO ELECT A REPRESENTATIVE TO THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS, REGION 6, SEAT A

ACTION ITEMS

7. FINANCE AND ADMINISTRATION

- a) UPDATE REPORT ON DIRECTORS' EXPENSES FOR THE 4TH QUARTER OF FISCAL YEAR 2009 (PRENDERGAST)

8. ENGINEERING AND WATER OPERATIONS

- a) ADOPT RESOLUTION NO. 4145 TO IMPLEMENT BOARD OF DIRECTORS POLICY 52, ADMINISTRATION OF RECYCLED WATER RETROFIT PROGRAM (CHARLES)

9. BOARD

- a) DISCUSSION OF 2009 BOARD MEETING CALENDAR

REPORTS

10. GENERAL MANAGER'S REPORT

a) SAN DIEGO COUNTY WATER AUTHORITY UPDATE

11. DIRECTORS' REPORTS/REQUESTS

12. PRESIDENT'S REPORT

RECESS TO CLOSED SESSION

13. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION [GOVERNMENT CODE §54956.9(a)]

(I) OTAY RIVER CONSTRUCTORS, ET. AL. V. SOUTHBAY EXPRESSWAY, ET. AL.; CASE NO. GIC 869386 (CONSOLIDATED)

(II) INFRASTRUCTURE ENGINEERING CORP. v. OTAY WATER DISTRICT, COUNTY OF SAN DIEGO, SUPERIOR COURT, CASE NO. 37-2008-00093876-CU-BC-CTL

RETURN TO OPEN SESSION

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

15. ADJOURNMENT

All items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

The Agenda, and any attachments containing written information, are available at the District's website at www.otaywater.gov. Written changes to any items to be considered at the open meeting, or to any attachments, will be posted on the District's website. Copies of the Agenda and all attachments are also available through the District Secretary by contacting her at (619) 670-2280.

If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the District Secretary at (619) 670-2280 at least 24 hours prior to the meeting.

Certification of Posting

I certify that on August 28, 2009, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Otay Water District, said time being at least 72 hours in advance of the regular meeting of the Board of Directors (Government Code Section §54954.2).

Executed at Spring Valley, California on August 28, 2009.



Susan Cruz, District Secretary

AGENDA ITEM 4

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING OF THE OTAY WATER DISTRICT April 28, 2009

1. The meeting was called to order by President Croucher at 3:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Directors Present: Bonilla, Breitfelder, Croucher, Lopez and Robak

Directors Absent: None

Staff Present: General Manager Mark Watton, Asst. GM Administration and Finance German Alvarez, Asst. GM Engineering and Water Operations Manny Magana, General Counsel Yuri Calderon, Chief Financial Officer Joe Beachem, Chief of Engineering Rod Posada, Accounting Manager Rita Bell, Engineering Manager Jim Peasley, Engineering Manager Ron Ripperger and District Secretary Susan Cruz and others per attached list.

4. APPROVAL OF AGENDA

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

Ayes:	Directors Bonilla, Breitfelder, Croucher, Lopez and Robak
Noes:	None
Abstain:	None
Absent:	None

to approve the agenda.

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

No one wished to be heard.

WORKSHOP

6. REVIEW OF PROCESS TO DEVELOP THE OPERATING AND CAPITAL IMPROVEMENT PROJECT BUDGETS

Accounting Manager Rita Bell indicated that in January of each year, the finance department prepares budget workbooks for each department in which information is requested from each department. The workbooks include:

- Budget submittal deadlines
- An overview of the budget and instructions on what is a capital item and where it should be budgeted, which forms to use, etc.
- Historical expenditure data of past budgets
- Operating budget worksheets from the prior year which helps staff see what they had budgeted for in the past year and determine any changes required
- Personnel procedures and forms which are submitted to the Human Resources Department for review and evaluation.

She indicated with regard to the personnel procedures, each department evaluates their staffing needs and submits forms requesting new personnel, reclassifications, advancements or temporary staffing needs to Human Resources. Last year, departments were also required to prepare long-term staffing plans to determine staffing needs based on changes and new efficiencies at the District. It was indicated that the long-term plans are determined over a six-year timeframe and includes reviews of any vacancies/anticipated vacancies to evaluate if personnel can be shifted based on changes in workload and priorities.

It was discussed that the District has been reducing its staffing for many years as the District had noted the trend in 2005 and 2006 that the real estate market was slowing. It was indicated that when a vacancy occurs, the duties of the position are reviewed and it is determined if they still apply and if the position is still required or can be reallocated. Staff also notes when workloads are peaking and decide if the needs can be filled with temporary staffing instead of hiring a new staff member.

Accounting Manager Bell indicated that the Human Resources Department reviews staffing requests with each of the Chiefs and then makes recommendations to the Assistant General Managers and General Manager. Once staffing plans are complete, the information is submitted to the Finance Department and it is input into the "Position Budgeting Module." This tool is utilized to calculate salary, benefits, etc. The module is very sophisticated and can adjust salaries and leave based on length of service and will calculate total benefits and salary costs. The costs are then allocated to funds (operating and CIP) based on Labor Budget Worksheet allocations submitted by each department.

She stated with regard to the Administrative and Materials Budget, staff utilizes a budgeting module and submits budget requests that must be justified and aligned with:

- The Strategic Plan
- Regulatory Requirements

- Daily Workload Requirements
- Cost and Volume Changes
- Prior and Current Year Expenses (to Ensure Budget Request are Reasonable)

It was noted that the budget is developed from the bottom up and each item included in the budget is evaluated (a percentage inflator is never utilized). Staff provides detailed information for each line item to justify its need (line item budget) and the information is maintained within the budget for future reference.

Finance then reviews each budget line item request with the General Manager and Assistant General Managers. Any changes or questions are reviewed with each department chief and changes are input into the Rate Model. These final requests are reviewed again with the General Manager and Assistant General Managers.

Finance also examines current water sales volume and determines water sales for the current fiscal year. They then estimate future volume water sales based on projected growth (as determined by the Engineering Department), consumption demands/conservation, and the weather. This year, CWA also determined water allocations for each of the member agencies due to the water shortage. Staff, thus, must ensure that the water sales projection is within the District's allocation.

Water purchase volume is based on projected water sales and includes District usage needs and estimated water loss. The water purchase price is obtained from the District's water suppliers, CWA, MWD and City of San Diego.

To determine the budget for sewer, staff obtains projected costs from Metro Wastewater and the Spring Valley Sanitation District. Staff then determines sewer customers' winter-average water use and calculates ASU's for commercial customers. Staff then determines rates based on projected sewer treatment costs and customers' sewer volume.

Power is also very connected to water sales due to pumping costs. Staff examines current power use for potable, recycled, sewer, and the administrative buildings and utilizes the information to project power costs based on SDG&E projected rates.

Staff also projects anticipated revenues from fees and charges which include:

- Capacity Fees which are based on anticipated workload in the planning and development services areas of Engineering. Capacity fees support these activities.
- Betterment Fee which is based on anticipated workload for preventative and corrective maintenance on the District's facilities in the betterment IDs. This fee supports maintenance and construction expenses.
- Meter and Annexation Fees are based on meter sales as projected by Engineering.

They also project non-operating revenues which include:

- Rents and Leases which are based on current and projected leases and scheduled lease increases.
- Grants which are based on input from department staff of anticipated grant funding to be received.
- Miscellaneous revenues based on analysis of each item and the related revenue sources such as work orders, reimbursements, etc. These items are difficult to anticipate, so staff looks at what has occurred in the past and assumes about the same.

Accounting Manager Bell indicated that once all of this data has been collected and reviewed by staff and management, it is loaded into the Rate Model along with other rate model data, such as, the CIP budget, grant revenue, interest rates, debt issuances, etc. based on the rules of the District's Rate Model. The rules are defined by the District's Reserve Policy, Investment Policy, etc.

It was noted that there are two main issues the District must consider when looking at the Rate Model. Due to the economy, actual growth was not in line with the budget. The District's Financial Advisor feels that the rating agencies will require that the District increase its debt coverage ratio targets to maintain its rating. The big challenge is determining what the debt coverage ratio target should be (how much net revenue vs. debt payment should the District have; the more net revenue the stronger your debt coverage ratio). The other challenge is determining what conservation level we expect our customers to achieve. Determining what the District wishes to set for these targets is what will drive rates along with the rate increases from CWA.

Director Breitfelder inquired if Chief Financial Officer Beachem could provide the board an idea of how a percentage increase in the debt ratio would impact rates. Chief Financial Officer Beachem indicated that the District's Financial Advisor had indicated that without growth revenues, 100% debt coverage ratio is strong. With growth revenues, the debt coverage ratio should be at 125%. For the District to get to 125%, it would add about 2 or 3% on the rate increase. The District is close to 120% even without debt ratio considerations. He noted, however, that the District does not have CWA's rates at this time and that it is premature for him to talk about specific rates. The projections, however, are within this zone.

Chief Financial Officer Beachem also indicated that if there was greater conservation than what is projected in the budget, it would translate into lower sales and the District would need to raise rates to compensate for the fixed costs that are not being recouped from sales. He indicated that staff will present to the board in approximately a month the scenarios for the board to consider and the final recommendations will be presented in June 2009.

He stated the District is looking at issuing \$40 million in debt in Fiscal Year 2010 in order to build planned facilities. Having a strong credit rating is essential so the District may lower the costs of these planned facilities.

At the May budget workshop, Accounting Manager Bell indicated that staff will be presenting the:

- Proposed Operating and CIP budgets
- Rate Model assumptions and results
- Recommended rate increases
- Draft Proposition 218 notices
 - It was noted that General Counsel will be distributing an opinion to the board that the District can propose rate increases over a five-year period within the Proposition 218 notices as long as a schedule is provided

The board requested that staff provide, for the budget workshop, a five-year history of the grants received by the District and projections for FY 2010.

Staff will be requesting that the board adopt the proposed Operating and CIP budget, recommended rates and approve the Proposition 218 notices in June. It was discussed that a date for a hearing will be determined for sometime in August 2009.

Accounting Manager Bell indicated that once the budget has been approved by the board, each department monitors and reviews their budget to actual variance reports and explains any variance that is more than 10% over or under budget or that is more than \$3,000. Finance staff also monitors water sales, purchases, and other revenues and expenses and compiles a monthly comparative report. The monthly comparative report is reviewed by Senior Management and presented to the board.

President Croucher requested that staff provide information to the board that discusses the areas where the District has scaled back expenses so that they may answer questions from the public. He noted a few items:

- Staffing has been reduced over the last five years through the implementation of Information Technology. The implementation of technology has assisted the District in creating efficiencies and, thus, reducing staffing needs. It was requested that staff present where the District is (actual headcount reduction) over the last five years.
- Should Proposition 1-A be implemented, are there other areas that the District can reduce costs.
- How does the District assure that it is maximizing reclaimed water use and if the 85% fee is still appropriate?
- Budget impact of Steele Canyon Golf Course's unexpected reduction in water consumption through their use of well water for irrigation purposes.

- Are there options for groundwater storage? Should the District's water consumption be under CWA's allocation, can the water be placed in storage and utilized during times when the District is over its allocation.
- When does the District expect to receive water from the Rosarito Desalination Project?

Director Breitfelder inquired if the District is hearing news about developments. It was discussed that there will be minimal growth and that construction is not expected to improve until the end of calendar year 2010.

Director Breitfelder also inquired how much is spent on Strategic Planning over a year. It was indicated that there are many meetings with staff, monthly updates are entered, etc. It would be very difficult to estimate. The Strategic Plan is also looked at every day and is linked to daily tasks. Staff would need to review and see how a value can be placed on it.

Director Robak inquired if staff is comparing the AWWA benchmarks with the District's budget. General Manager Watton indicated that the District is just starting with the AWWA benchmarking. Staff is currently working on correlating some of the benchmarking information with the District and establishing good metrics/data to compare against the industry.

Chief of Engineering Rod Posada then presented on how staff develops the District's CIP Budget. He indicated that the development of the CIP Budget is a multi-department endeavor and the process starts with reviewing the growth projections for the next couple of years and determining through developer projections and internal tools the meter sales for the next six fiscal years.

Staff also evaluates construction costs through the Engineering News-Record Construction cost Index (ENR) which reports on the cost trends for construction materials and labor and their numbers are utilized within staff projections.

The Integrated Water Resources Plan, Water Resources Master Plan, Sewer System Management Plan, Sub Area Master Plan and Urban Water Management Plan are utilized to determine required facilities. Staff also reviews the condition of existing facilities; operating system requirements; water, recycled, and sewer system deficiencies; regulatory and permitting requirements, etc. to develop the six-year CIP Budget.

Chief of Engineering Posada indicated that the departmental chiefs also indicate their needs within the CIP Budget. Staff then reviews the CIP and determines which projects must be budgeted within the next six-year CIP Budget and compares last year's CIP Budget with the proposed FY 2010 budget. He indicated that last year staff had projected that the District would spend \$26.8 million in FY 2010 and after reviewing, it is proposed that the FY 2010 budget should be \$36.9 million. The reason for the increase is the 36-inch Pipeline Project was not constructed, as planned, in FY 2009 and the cost for construction has been moved to the FY 2010 CIP budget. It was noted that the delay was due to the District needing to terminate the design contractor's contract for the

project. Staff also indicated that major projects represent approximately 70% of the FY 2010 CIP Budget at a cost of \$25.6 million. There are approximately 100 projects planned for the upcoming fiscal year for a total cost of \$36.9 million. Staff expects that CIP expenditures for the next six years will total \$172.6 million.

It was discussed that the bids on the 36-inch pipeline were very good. The engineer's estimated cost for the project was \$19 to \$22 million and the lowest responsive bid was \$16.2 million for the project. There were three bids that came in at the same level; between \$16.2 and \$16.6 million. It was indicated that CCL was the top bidding firm and is an excellent firm.

President Croucher inquired if the much lower cost for the 36-inch pipeline project was taken into consideration when determining the FY 2010 budget. Staff indicated that the lower cost was integrated into the budget.

The board recessed at 11:05 a.m. and reconvened at 11:14 a.m.

7. DISCUSSION OF BOARD GOVERNANCE AND PROCESS

President Croucher indicated with regard to Directors' reports that they should be more of a report and to comply with the Brown Act, there should be no interaction or questions. He indicated that he would like to try to keep the board meetings to a two hour limit and he has received this input from other members of the board as well. He stated that if there are items that still need discussion and would extend the meeting to three or four hours, they should be scheduled for another meeting.

He indicated that the use of committees has helped streamline the review process as members have an opportunity to review agenda items and the committee discussion prior to board meetings. He stated that he has also received feedback from the committee and directors that items for discussion must be reviewed by the appropriate committee. He indicated he recognized this and that an effort will be made to do so.

President Croucher indicated with regard to board meetings that if only one member will be unable to attend a meeting, that a scheduled meeting would continue as scheduled unless the topic of discussion is very important. He asked board members to notify District Secretary Susan Cruz when they will be unable to attend a meeting and if she receives notification that two or more board members will be unable to attend a meeting, she can alert the President of the Board and the General Manager.

He noted with regard to closed session, there was a request to receive closed session items prior to board meetings. It was indicated that direction has been to provide closed session reports at meetings, however, they can be provided in advance. President Croucher indicated that he felt that we are at a point where closed session reports can be forwarded prior to board meetings so members may have an opportunity to review the reports prior to the meetings. It was requested that hard copies be forwarded with the board materials.

With regard to emails to the board, President Croucher requested that all emails addressed to board members be sent to the members as a blind copy. This would prevent board members from accidentally replying to all and violating the Brown Act. It was noted that all board member emails regarding District business is a public record. President Croucher indicated that he would also like to try and implement an AB 1234 form where Board members may provide a written report on per diem meetings that they have attended rather than providing an oral report at board meetings. The form would satisfy the oral reporting requirements of AB 1234 and would also assist with the time efficiency of board meetings. He stated that board members would forward the form to District Secretary Cruz and it would be published with the minutes. It was indicated that District Secretary Cruz would email the form to the Board members following today's meeting.

8. CROSS BORDER UPDATE

General Manager Watton indicated that he had invited the District's consultant, Mr. Hector Mares, to provide a cross border update to the board. However, Mr. Mares had a conflict on his schedule and was unable to attend. General Manager Watton indicated that Mr. Mares had provided an update report and powerpoint presentation which he will present on his behalf. He noted items on Mr. Mares report which included:

Mexico Politics:

- The elections to renew the Federal Congress in Mexico will take place this year. This will be very important to the Mexican President reforms regarding the issues of the foreign investments in PEMEX.
- Currently, the surveys indicate that the PRI Party will win the majority in the Congress, but it will not be enough to rule it, so the President must negotiate with the PRI.
- In the case of BAJA Politics, Governor Osuna Millan is working well and has strong political control in the Baja Congress where his party rules and in four of the five cities of the State.
- In the issues of the new maritime Port in Punta Colonet has been stopped at this moment due to the global financial crisis.

Security Issues:

- At the Federal level, President Calderon has confronted organized crime and there has been a strong backlash from criminals.
- In the states of Baja California and Chihuahua, kidnappings and murders have gone up, but with cooperation from the Mexican Army and the United States Government have caused crime to go down by 80%.

CESPT:

- CESPT Director, Hernando Duran will be presenting at SANDAG on May 5 and staff from Otay has been invited. Chief of Engineering Rod Posada will attend on the District's behalf. The presentation that Mr. Duran will be

providing at SANDAG is the same powerpoint presentation that will be provided at today's meeting (see attached copy of presentation).

- Mr. Duran announced on live radio and television the joint venture project with Otay and indicated that they are currently looking for a site.
- CESPT is working with the City of Imperial Beach on the 2009 Investment Program where the objective is to eliminate the raw wastewater discharges to the Tijuana River, Tijuana and Rosarito Beaches.

General Manager Watton then presented Mr. Duran's presentation for SANDAG. He indicated that CESPT is the state water and wastewater utility that provides service to the cities of Tijuana and Playas de Rosarito. They have 1,764 employees and serve over 500,000 homes and businesses. Ninety percent of CEPT's water supply comes from the Colorado River. He presented a slide which shows the Tijuana River watershed which is shared between the United States and Mexico. He noted that a majority of the water drains into the Tijuana River Valley and Imperial Beach. He stated that this is the area which Mr. Duran has indicated that he wishes the United States and Mexico to work together as the water shortages become more critical. It was noted that both countries have signed minutes in 1944 to avoid transboundary discharges and, in 1985 and 1990, the United States and Mexico signed minutes to rehabilitate Tijuana's sewage system and for the construction of an International Treatment Plant in San Ysidro. CESPT's initiative is to eliminate raw wastewater discharges to the Tijuana River, Tijuana and Rosarito Beaches. The initiatives include:

- New wastewater infrastructure
- Contingency Plan for preventative maintenance and emergency backup generators in pump stations
- Sampling, inspection and stream discharge audits

CESPT also has developed objectives for the use of recycled water within their services area which includes:

- Considerably increasing the green areas for Tijuana and Playas de Rosarito
- Increasing the consumption of recycled water to 20% in the year 2013
- Installation of purple pipe lines throughout the city where recycled water is available
- Reduce treated water discharges to the Pacific Ocean

The board expressed interest in touring Tijuana's water and wastewater facilities. Staff indicated that tours would be scheduled in the near future.

9. LEGISLATION UPDATE

Ms. Chris Frahm, consultant to the District, provided an update on the legislative bills that they track for the District. She indicated that in the handouts she distributed, the first tab provides a list of legislative bills wherein she has highlighted those that the District might have an interest in; the second tab provides a list of the water bonds that have been proposed; the third tab reviews

the State budget; and the last tab is a report on what the California State Governor has developed for the Federal Stimulus monies.

She stated that she and General Manager Watton would be reviewing the bills at the staff level. She noted that many times the reports from CWA do not cover all the District's issues. She stated that at the capital everyone pushes their own interests and often the local retail agency positions are "traded" as everyone must "trade out" positions. She stated that it is helpful to have information about the big picture, however, it is not a substitute for looking at your own particular situation at the local level.

Director Robak indicated that he would like to see recycled water regulations loosened so its use could be expanded. Ms. Frahm indicated that she believed that there would be more funding available for recycled water and that there are many groups that are working to fix the regulatory challenges. She stated that it still has a long way to go, but because of the water supply crisis, you will see people willing to do things and move in directions that have been challenged in the past.

General Manager Watton indicated that staff would be handing out a survey on potable reuse at the May board meeting. He stated in 2005, the survey indicated that 80% of the respondents were not interested in discussing potable reuse. However, today that figure is 12% and 60% would consider potable reuse ($\pm 3\%$ error).

Ms. Frahm indicated that with regard to the Delta, there are three main issues that are being discussed:

- Protecting the Delta
- Conveyance
- Governance

She stated that there likely would be a battle between northern and southern California and it is felt that if a package was developed, it would be very limited with regard to water supply and certainly would not take the place of locally developed resources. With regard to the federal stimulus package, it is felt that the monies would most likely go to fix the State's budget issues. It was noted that if the state is unable to pass some of their budget-related propositions, the State deficit will climb to approximately \$55 billion.

Director Bonilla inquired what percentage of the District's budget grants represented. General Manager Watton indicated that the District received \$5 million from the State with Ms. Frahm's assistance. The District also received a few million from the Federal Government under Title XVI and Congressman Filner was able to acquire funding for this fiscal year and it is estimated that the District will receive approximately \$3 million of that funding.

It was discussed that the water district's in Sacramento are also being cut back on their Delta draws, similar to the full State. Ms. Frahm indicated that the key to the future is taking control of those issues that you can control.

10. ADJOURNMENT

With no further business to come before the Board, President Croucher adjourned the meeting at 1:18 p.m.

President

ATTEST:

District Secretary

AGENDA ITEM 4

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OTAY WATER DISTRICT June 3, 2009

1. The meeting was called to order by President Croucher at 3:30 p.m.

2. ROLL CALL

Directors Present: Bonilla, Breitfelder, Croucher, Lopez and Robak

Staff Present: General Manager Mark Watton, Asst. GM Administration and Finance German Alvarez, Asst. GM Engineering and Water Operations Manny Magana, General Counsel Yuri Calderon, Chief of Information Technology Geoff Stevens, Chief Financial Officer Joe Beachem, Chief of Engineering Rod Posada, Chief of Operations Pedro Porras, Chief of Administration Rom Sarno, District Secretary Susan Cruz and others per attached list.

3. APPROVAL OF AGENDA

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

Ayes:	Directors Bonilla, Breitfelder, Croucher, Lopez and Robak
Noes:	None
Abstain:	None
Absent:	None

to approve the agenda.

4. INTRODUCTION OF NEW STAFF

General Manager Watton introduced Ms. Tita Jacque Cayetano, the District's new Assistant Board Secretary. She joins the District from the Local Area Formation Commission. He stated that the District was very happy to have her join the team.

5. PRESENTATION REGARDING THE GLOBAL WATER BRIGADES

Mr. JC Guerreiro, Reclamation Plant Operator III, provided a presentation on the Global Water Brigades which is a non-profit organization that he had become involved with while a student at San Diego State University. He stated that the organization has more than 1500 volunteers from 50 universities throughout the United States and provides communities in developing countries with sustainable solutions that improve quality of life. It is the world's largest student led

international development organization and is broken down into two divisions; Health and Development. The Water Brigades was founded in 2008 under the Health division when it was realized that many health issues could be prevented if water quality was improved. It was estimated that:

- 1.4 million child deaths occur from diarrhea
- 2.2 million people die from water-related illnesses every year
- 500,000 deaths occur from malaria

He noted that more deaths occur from water borne illnesses than from gun violence and war. He indicated that the Water Brigades selected to work in Honduras because it is the second poorest country in the western hemisphere (Haiti is the poorest, however, it is not safe to send students to their country). Honduras does have a national water and sewer agency, SANAA (Servicio Autonomo Nacional de Acueductos y Alcantarillados). However, they decentralized in 2003 due to the lack of service quality, the economy and damage caused by hurricane Mitch. He stated that SANAA now focuses on Honduras' big cities and the rural communities are required to handle their own water and sewer services. The rural communities, however, were not trained and this is where the Water Brigades is assisting in training the rural communities to build and maintain their water systems. The SDSU volunteers worked in El Corralito, Honduras and found that the problem was not the quantity of water available, but the quality of the water in their water system. The Water was contaminated in the spring boxes of the water system because the water sits in the boxes for a long time and creates a cesspool which is filled with bacteriological activity. The students traveled the entire El Corralito water system to map it and used a piece of equipment (HACH Pocket Colorimeter) donated by the Otay Water District to analyze the chlorine residuals. Using this equipment, they were able to analyze the system and determine that they were not using enough chlorine in their water system and contaminated water was being delivered to the residents of El Corralito. He thanked the Otay Water District for its donation of a HACH Pocket Colorimeter which is the first piece of equipment to be included in the newly founded water quality analysis program for the Global Water Brigades. He stated that future projects for the Water Brigades includes a meeting with Ms. Diane Bentancor, who manages the Central America region for *Water for People* and to continue training communities to manage their systems.

6. PRESENTATION OF CHECK FOR THE MONIES RAISED FROM THE WATER AGENCIES STANDARD'S CHARITY GOLF TOURNAMENT

Public Services Manager David Charles indicated that four months ago he and his co-Chair, Engineering Manager Ron Ripperger, along with Helix Water District and Padre Dam Municipal Water District decided to organize a golf tournament (Water Agencies Standards Golf Tournament) to strengthen working relationships among the water agencies. In discussions with Mr. JC Guerreiro, it was decided to turn the golf tournament into a charity event with proceeds from

the tournament donated to the *Water Brigades*. Sponsorships were received from both public and private firms raising \$3,141 for the *Water Brigades*. Public Services Manager Charles presented the check to Mr. Guerrreiro who accepted it on behalf of the *Water Brigades*. As Otay coordinated the event, it was decided that it would retain the trophy for the year. The Water Agencies Standards Golf Tournament trophy was presented to President Croucher who accepted it on behalf of the District.

7. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 1, 2009

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

Ayes:	Directors Bonilla, Breitfelder, Croucher, Lopez and Robak
Noes:	None
Abstain:	None
Absent:	None

to approve the minutes of the regular board meeting of April 1, 2009.

8. 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 wished to be heard.

CONSENT CALENDAR

9. 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 Breitfelder, seconded by Director Lopez and carried with the following vote:

Ayes:	Directors Bonilla, Breitfelder, Croucher, Lopez and Robak
Noes:	None
Abstain:	None
Absent:	None

to approve the following consent calendar item:

- a) ADOPT RESOLUTION NO. 4135 APPROVING THE ANNEXATION TO OTAY WATER DISTRICT'S IMPROVEMENT DISTRICT NO. 18 OF THOSE LANDS DESCRIBED AS "KHAZIN SEWER ANNEXATION" (APN No. 517-111-47-00)

ACTION ITEMS

10. ENGINEERING AND WATER OPERATIONS

- a) APPROVE A CONSTRUCTION CONTRACT TO CCL CONTRACTING, INC. FOR THE JAMACHA ROAD 36-INCH POTABLE WATER PIPELINE AND 12-INCH POTABLE WATER PIPELINE REPLACEMENT PROJECT IN AN AMOUNT NOT-TO-EXCEED \$16,189,243

Associate Civil Engineer Bob Kennedy indicated that in 2006 the District entered into an agreement with San Diego County Water Authority (CWA) regarding the implementation of the East County Regional Treated Water Improvement Program (ECRTWIP). He presented a slide showing the alignment of the Jamacha Road 36-inch pipeline which begins at Lexington Avenue and Third Street in El Cajon and travels south to the District's Regulatory Site. This pipeline will fulfill the requirements of the ECRTWIP agreement and provides an alternate source of locally treated water which reduces the demand to the Skinner Treatment Plant located in Riverside.

He stated that another component of this project is the replacement of 12" and 8" pipeline located on Jamacha Road between Hidden Mesa Road and Hillsdale Road. The construction of the pipelines will be primarily through trench and backfill except for a small portion located on the southeasterly portion of Cuyamaca College where it will require 400 feet of micro tunneling. There is also a requirement that the construction within the Caltrans right-of-way on Jamacha Road be done at night.

He indicated that staff has prepared a comprehensive public outreach program for the project. It includes a website, hotline and mailings to property owners affected by the construction.

He noted that the agreement between CWA and Otay regarding the ECRTWIP included a minimum water purchase guarantee of 10,000 AF/year beginning March 1, 2010. He indicated that the upgrade of Flow Control Facility No. 14. (FCF No. 14) should be completed by July 2009. With CWA's approval, a temporary connection will be connected to the upgraded FCF No. 14 where Otay proposes to take water from CWA to minimize potential CWA penalties associated with the ECRTWIP Agreement's minimum water purchase guarantee. The temporary connection will be removed once the 36-inch pipeline is complete.

Associate Civil Engineer Kennedy indicated that it was discussed in the Engineering, Operations and Water Resources Committee that staff has estimated with the limited capacity of the La Mesa/Sweetwater Extension and the low demand for the remaining months of the year, that the District would be about 2500 AF short of the agreement to take 10,000 AF for the first year. An estimate of the amount of the penalty is in the range of approximately \$350,000.

He stated that the project was advertised for bid on the District's website and several other publications on March 6, 2009. A non-mandatory pre-bid meeting was held on March 24, 2009. He indicated that twelve bids were received and publicly opened on April 23, 2009. He stated that CCL Contracting, Inc. had submitted the lowest bid.

He indicated that the project will be funded through CIPs P2009 and P2038 and that they will be sufficient to support the funding of the project. He requested that the board award the construction contract to CCL Contracting, Inc. in an amount not-to-exceed \$16,189,243 for the construction of the Jamacha Road project.

President Croucher indicated that the Engineering, Operations and Water Resources Committee reviewed this item in detail. He stated that CCL Contracting, Inc. has worked with Helix Water District, CWA and other contractors and they received very positive references. District staff also felt that CCL Contracting, Inc. was a quality company. Staffs' report was very thorough and extensive and the committee felt confident, however, because this was a large contract, the committee did not feel comfortable moving forward with this item until it was presented to the board as a whole. He indicated that one of the committee's concerns was the issues that occurred with the previous design contractor and he thanked Lee & Ro, Inc. for their efforts in moving the project forward. He stated that the committee was pleased that the District will have an extensive public outreach program to respond to community concerns and that the District can minimize some of the penalties from CWA by taking water through the La Mesa/Sweetwater connection.

Associate Civil Engineer Kennedy introduced Mr. Brian Lusky of CCL Contracting, Inc. Mr. Lusky indicated that he is a Civil Engineer and handles project management, bidding and office work for his firm. His partners, Tom Carmichael and Jim Corbit handle the field work. They are a local firm and have been in business for eight years specializing in building water pipelines and public works projects. Mr. Lusky reviewed their firm's plan for the construction of the Jamacha Pipeline Project and indicated that they would start with the construction of the 12-inch pvc pipeline in the first part of July for approximately two months. Steel pipe should be delivered in the first week of September and his firm will then start the night work on Brabham Street to Gustavo Street which will take approximately four months. They then will start the work near Cuyamaca College and continue the pipeline back to Brabham Street. Once this is complete, their firm will go back to Gustavo Street and finish the line through the residential neighborhoods to FCF No. 14.

A motion was made by Director Bonilla, seconded by Director Breitfelder and carried with the following vote:

Ayes:	Directors Bonilla, Breitfelder, Croucher, Lopez and Robak
Noes:	None

Abstain: None
Absent: None

to approve staffs' recommendation.

Communications Officer Armando Buelna reviewed the public outreach plan for the 36-inch pipeline. He stated that staff worked closely with Marston & Marston to develop a proactive community outreach plan. The plan has a number of elements which include a:

- Website (JamachaPipeline.com)
- 24 hour hotline
- Project specific signage
- Quarterly Newsletter
- Fact Sheets for the community and elected officials
- Post cards announcing the beginning of construction
- Regular meetings with important stakeholders in the community, such as, the business community, HOA's, fire emergency responders, etc.

He stated that because the pipeline runs close to the Cuyamaca Community College, staff had met with various committees of the college, including the Safety and Facilities Committee, President's Council, and most recently, the Sustainability Committee. The District was also asked to meet with another college committee later in summer. Staff met with the Valle de Oro Planning Group, the Water Conservation Garden, Rancho San Diego Chamber of Commerce, Spring Valley Citizens Association and the Jamul Dulzura Planning Group.

He stated in future, the District plans to continue meeting with the HOA's, the business community and residents. The plan includes sending information cards to the residents along the alignment at the beginning of the project and when the project is completed. The card will indicate when the construction of the project will commence, that construction will take approximately 16 months to complete, and the hotline number and the website where they can get updated information. He noted that both the hotline and website provide information in both English and Spanish. The purpose of the outreach plan is to provide the surrounding community and various stakeholders the opportunity to have their questions and concerns addressed promptly, to positively increase public knowledge, develop support for the project, and to be a good neighbor and community partner.

It was discussed that several hundred homes are located along the pipeline alignment and the largest concern is the construction vehicles' back-up alarms disturbing the residents during the night work. It is hoped that by providing the community information prior to the construction of the pipeline, the residents will understand the reason for the pipeline and the construction disturbance. It was also discussed that residents can also be added to an email list to receive updates.

11. ADMINISTRATIVE AND FINANCE

a) REPORT ON DIRECTOR'S EXPENSES FOR THE 3RD QUARTER OF FISCAL YEAR 2009

Finance Supervisor Sean Prendergast presented the directors' expenses for the 3rd Quarter of Fiscal Year 2009. He indicated that this item was presented to the Finance, Administration and Communications Committee on May 18, 2009. He stated that 3rd Quarter (January 2009 to March 2009) directors' expenses totaled \$16,906.67. He also presented each of the directors' expenses individually and noted that expenses, fiscal year-to-date (July 2008 to March 2009), totals \$31,640.03. He indicated that it is projected that total expenditures for Fiscal Year 2009 will be approximately \$40,983 which is based on actual expenses through the 3rd quarter. Finance Supervisor Prendergast also presented a graph showing that directors' expenses have been reduced over the past 10 years from \$103,678.46 in FY 1999 to a projection of \$40,983 in FY 2009.

12. BOARD

a) DISCUSSION OF 2009 BOARD MEETING CALENDAR

There were no changes to the meeting calendar.

REPORTS

13. GENERAL MANAGER'S REPORT

GENERAL MANAGER'S REPORT:

General Manager Watton indicated that the District is working closely with law and fire enforcement and has sent a request to become a member of the Regional 3C's program for communications and response to disasters. He stated that many agencies are starting to recognize that water is an important aspect to fire and disaster response and the District hopes to become a member of the program.

He indicated that the District submitted a comment letter to DWR regarding the draft's plan which targets a 20% reduction in the State's urban per capita water use by the year 2020. He stated that the District has some concerns which are noted in the letter (copy is attached to the General Manager's report).

He commended Information Technology Chief Geoff Stevens and GIS Manager Ming Zhao for being invited once again to present at this summer's ESRI International Conference. He noted that this is one of the largest conferences hosted in San Diego and is attended internationally.

General Manager Watton noted that staff has reduced the District's exposure to the State fund, Local Agency Investment Fund (LAIF). While state law currently prevents the State from borrowing these funds, such legislation could change. As staff did not wish to have this exposure, they have reduced the monies invested in LAIF. It is expected that the State will be out of money in July and there is talk about the state possibly taking tax revenue from special districts. The State Controller, however, is advocating that the State not borrow such monies as it would affect his ability to borrow money in July to fund the State's payroll.

He noted the graph on page eight of his report regarding FY 2009 Potable Water Purchases. He stated that the District's board took an action to stay at a Drought Alert Level I and while the District reserves the right to come back and reevaluate, the consumption numbers show that the District's customers are still conserving. Thus, at the moment, no change is needed.

SAN DIEGO COUNTY WATER AUTHORITY UPDATE:

General Manager Watton indicated that Otay and Sweetwater Authority remained at a Drought Level I Alert and all other agencies declared a Level II Alert at varying degrees. He stated that there was a lot of activity at CWA for fines, fees and penalty rates, however, this seems to have fallen off. He stated that this reinforces the District board's decision to stay at a Level I Alert. He noted that in a couple months it may change, but at the moment the District is on the right course.

He also reported on the Camp Pendleton Desalination Project. He stated that CWA had a workshop and it was requested that staff bring back a more thorough analysis of the water supply expected from the project, cost and the impact on existing facilities. He stated that he would like to see better analysis of the project before getting too far along with the publicity on the project.

Director Robak indicated that he has heard that the water supply from the project was reported as approximately 150 MGD. General Manager Watton indicated that there is discussion in sizing it from 50 to 150 MGD. The discussion of the project was initiated by CWA and they approached Camp Pendleton.

President Croucher also reported that CWA will have the groundbreaking ceremony for the San Vicente Reservoir in July 2009. He also noted that there are discussions regarding the Bay Delta fix versus desalination and whether both projects can be funded. He stated that the MWD Delegates are focusing on determining their "core values;" what services they should be providing. Should their services be recreational, vouchers/rebates, or purely responding to water issues. He stated that CWA held a legislative forum with Congressman Hunter (Jr.) and he was interested in water issues and asked that the agencies not only bring him the issues, but the solutions to the issues so he may represent them to the legislature. He note that CWA will be holding a couple other legislative

forums and he will share the information with the board should they have an interest in attending.

14. DIRECTORS' REPORTS/REQUESTS

Director Robak indicated that he attended the Water Conservation Summit yesterday and felt that it was worthwhile. He stated that it was good to see many private sector attendees. He indicated that one of the items they discussed was their new brand and he felt that it was very well thought out. He indicated that if the agencies universally push the new slogan it can be very successful.

Director Lopez indicated that he will be attending the AWWA Annual Conference where 13,000 are expected to attend. He stated that he has been receiving a lot of constituent calls regarding the District maintaining its Drought Level I Alert and the District's budget. He indicated that the comments were mixed, but for the most part, many indicated that they felt that the District was moving in the right direction.

Director Bonilla commended Communications Officer Buelna for his good work on media outreach, particularly on the recent Channel 10 coverage of the District. He indicated that he has received calls from constituents supporting the District on its decision to stay at a Level I Alert. He also indicated that he had requested information at the Finance, Administration & Communication Committee regarding the amount of potable and recycled water being utilized to irrigate SR 125. He indicated that the report he received indicates that a lot of potable water is being utilized for the irrigation of SR 125. He stated he would like to agendaize for discussion at the next Finance, Administration & Communications Committee what infrastructure/investment is needed to irrigate SR 125 with 100% recycled water as he has received inquiries from his constituents if potable water is being utilized to irrigate the freeways. President Croucher suggested that staff work with Sweetwater Authority to discuss which potable irrigation meters near the Sweetwater Reservoir on SR 125 could possibly be converted to recycled meters.

Director Breitfelder thanked President Croucher for appointing him as the District's representative to the Metro Commission. He stated that he considered the Metro Commission to be an important appointment and he would do his best to represent the board on the commission. He also indicated that he attended the Water Conservation Summit and was gratified that there has been an evolution in the water community that was evident at the summit. He stated that he was pleased to see key players taking lessons from other stakeholders and disciplines and incorporating the idea that people need to be "appealed" to in an emotional way to make changes. He stated a very important component to that change is making the public aware of what is available to create that change and to increase demand for creating conserving landscapes.

15. PRESIDENT'S REPORT

President Croucher indicated that he attended the Water Conservation Summit, as well, and was very impressed. He stated that it was very informative and Supervisor Dianne Jacob, CWA Chair Bud Lewis and Helix Water District General Manager Mark Weston had acknowledged at the Summit that Otay Water District was a leader in certain areas of the industry. He also spoke with CWA General Manager Maureen Stapleton and they had discussed that attendance of the Summit will be recommended to new directors with CWA going forward as it is great for educational purposes. He noted that the KUSI/Channel 9 news recently reported that the uppermost reservoir off of the Colorado River was the fullest it has ever been. He indicated, however, the reservoir is actually still only at 54% of capacity and California still has a water shortage issue. He indicated that it is frustrating as the agencies have put a lot of effort and money into educating the public on the water issues and in a one minute media news report, all efforts must start over again. He indicated that he, however, is happy that the District's customers have heeded the messages and are continuing to conserve. He noted that he felt that the District's investment in its recycled system is one of the reasons that the District is able to conserve as much potable water as it has.

16. ADJOURNMENT

With no further business to come before the Board, President Croucher adjourned the meeting at 4:30 p.m.

President

ATTEST:

District Secretary



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	David Charles <i>[Signature]</i> Public Services Manager	PROJECT NO./ SUB-PROJECT:	DIV. NO. ALL Various
APPROVED BY: (Chief)	Rod Posada <i>[Signature]</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>[Signature]</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Time extension for the As-Needed Professional Services Contract issued to formerly Boyle Engineering Corporation (now known as AECOM USA, Inc.)		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board approve a twelve (12) month extension of the agreement time for the Boyle Engineering Corporation (Boyle) (now AECOM USA, Inc.) As-Needed Off-Site Potable and Off-Site Recycled Water Plan Checking Services for Developer Projects.

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To obtain Board approval authorizing the General Manager to extend the original agreement (see Attachment B) with Boyle (now AECOM) for an additional twelve (12) month time period.

ANALYSIS:

At the November 7, 2007 Board Meeting, the Board awarded an As-Needed Potable and Off-Site Recycled Water Plan Checking Services Contract for developer projects to Boyle (AECOM) to provide support for the District's various developer projects. At the time of the award, it was contemplated that the services would be completed within a year and would not exceed \$150,000. Due to the economy, the volume of plan submittals has decreased. Thus, at present, only approximately

\$50,000 of the budget has been spent. Notwithstanding the slowdown, staff continues to require plan checking assistance for certain District programs. Staff is requesting the Board to approve an extension of twelve (12) months. The original contract amount of \$150,000 will be sufficient, but a limited amendment to the Contract will be required to incorporate an agreed upon expiration date.

Despite the economic slowdown and decline of real estate market sales, Developers continue to submit development plans at a steady rate. To allow the Engineering technicians to focus primarily on design and assist Civil Engineers in design and construction of CIP Projects, the District requires the services of a consulting firm to provide professional services to assist the Public Services Division in performing plan check review and approvals of Developer and CIP off-site potable and off-site recycled water projects. "Off-site" refers to District-maintained facilities (i.e., pipelines and appurtenances) located within public right-of-way and District easements, outside of privately-owned development areas.

The performance of Boyle (AECOM) has been satisfactory.

FISCAL IMPACT:



Plan Check services are an on-going effort funded by developer deposits and does not affect the operating budget.

STRATEGIC GOAL:

This project supports the District's Mission Statement, "To provide safe, reliable water, recycled water, and wastewater services to our community in an innovative, cost efficient water-wise and environmentally responsible manner," and the District's Strategic Goal, "To satisfy current and future water needs for potable, recycled, and wastewater services."

LEGAL IMPACT:

None.



General Manager

P:\Public-s\Staff Reports\2009\BD 09-02-09, Staff Report, Time Extension for Professional Services Contract issued to Boyle (AECOM), (DC-RP).doc

DC/RP:jf

Attachments: Attachment A
Attachment B



ATTACHMENT A

SUBJECT/PROJECT: VARIOUS	Time extension for the As-Needed Professional Services Contract issued to formerly Boyle Engineering Corporation (now known as AECOM USA, Inc.)
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on August 20, 2009 and the following comments were made:

- The Committee inquired about the number of years that the District has contracted with Boyle Engineering Corporation (now known as AECOM USA, Inc.) Staff indicated that a one-year contract between the District and Boyle was executed on November 13, 2007 with a budgeted amount not-to-exceed \$150,000; but due to the economy and decreased volume of plan submittals, AECOM's services were not needed as much as the District anticipated. At this time, approximately \$50,000 has been spent from the budgeted amount. Staff is recommending extending AECOM's contract for an additional year, starting in September 2009.
- The Committee inquired if there had been any problems with AECOM's services. Staff said there were no problems and that the performance of AECOM has been satisfactory.
- Staff reported that next year a request for proposal will be solicited for As-Needed Potable Water Plan Checking and Off-Site Recycled Water Plan Checking Services and Inspection Services.

Upon completion of the discussion, the Committee supported presentation to the full Board as a consent item.

ATTACHMENT B

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

OTAY WATER DISTRICT

AND

BOYLE ENGINEERING CORPORATION

FOR

AS-NEEDED POTABLE & OFF-SITE RECYCLED WATER PLAN CHECK SERVICES

FOR DEVELOPER PROJECTS

(Project No. 1438-010000)

This Agreement (Agreement) is made and entered into this 13 day of NOVEMBER, 2007 by and between the OTAY WATER DISTRICT, a municipal water district, formed and existing pursuant to California Municipal Water District Act of 1911, as amended, hereinafter referred to as "DISTRICT," and BOYLE ENGINEERING CORPORATION, hereinafter referred to as "CONSULTANT."

WITNESSETH

WHEREAS, the DISTRICT requires the services of a consulting engineer to render certain technical and professional services described below; and

WHEREAS, the CONSULTANT has available, and offers to provide, personnel and facilities necessary to accomplish the work within the required time.

NOW, THEREFORE, DISTRICT AND CONSULTANT agree as follows:

I. Scope of Services

The CONSULTANT agrees to perform those services described in the scope of work set forth in Exhibit 'A' attached hereto and incorporated herein by this reference. The scope of consulting services shall include meetings with District staff and review of previous technical documentation.

II. Authorization

General authorization to proceed with the work described in Exhibit 'A' is hereby granted upon full execution of the Agreement. However, CONSULTANT shall not proceed with any work described in Exhibit 'A' until the receipt of a request for specific services or "task order" from the District's Designated Agent. Upon receipt of such a request for specific services, CONSULTANT shall provide the the District's Designated Agent with an estimated budget for the requested services and an estimated time for completion. The District's Designated Agent shall then provide the CONSULTANT with authorization to proceed. No work shall be commenced until the CONSULTANT receives the authorization to proceed.

III. Compensation

In return for providing the services described in Exhibit 'A', which are to be performed by the CONSULTANT, the DISTRICT agrees to pay, and the CONSULTANT agrees to accept, compensation for all executed service requests up to an amount not-to-exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00), payable as agreed to by the parties per service request. Total compensation for all Professional Services provided under this agreement shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) during the term of this agreement without prior written authorization from the DISTRICT.

The CONSULTANT shall invoice the DISTRICT on a monthly schedule in the format shown in Exhibits 'C' and 'D'. The CONSULTANT shall not invoice the DISTRICT for work that has not been completed at the time the invoice is prepared. The DISTRICT shall have forty-five (45) days from the date of receipt of error-free invoices prepared in accordance with Exhibits 'B' and 'C' to make payment without incurring interest and/or penalty charges.

IV. Standard of Care

The CONSULTANT is employed to render engineering services only, and any payment made to the CONSULTANT is compensation solely for such services as the CONSULTANT may render and recommendations the CONSULTANT may make. The CONSULTANT'S services shall be furnished in accordance with generally accepted professional engineering principles and practices.

V. Documents

All original drawings, spreadsheets and documents, including digital photographs and files developed for the project, shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the DISTRICT, except as otherwise provided in Section VIII: Termination or Abandonment.

The CONSULTANT shall provide final documents on high-density media such as ZIP® disk 100/250 MB or compact disk (CD). Final drawings and details shall be in AutoCAD® 2000 format or more recent. Final Contract Specifications, reports, and spreadsheets shall be in Microsoft® Office 2000 format or more recent. Any other electronic format documents provided to the DISTRICT must be formatted to the same software version or release as that of the DISTRICT.

VI. Performance and Schedule

The CONSULTANT agrees to coordinate project work to ensure its timely completion and shall promptly notify the DISTRICT of any anticipated delays, which may affect the work schedule. In the event the time for completing the scope of work is exceeded due to circumstances beyond the control of the CONSULTANT, the CONSULTANT shall have an additional amount of time to be agreed upon in writing between the parties in which to complete the work.

VII. Change in Scope of Work

Work under this agreement is to be performed on a task order basis and shall be pre-approved by the DISTRICT. Each task order shall specify the services requested, the time for performance and an estimated cost for such services. If the services requested require a change, addition or modification, such change, addition or modification shall require prior approval of the DISTRICT. In the event that the services requested are outside of the Scope of Services specified in Exhibit 'A', CONSULTANT shall bring it to the attention of the DISTRICT immediately, and no such work shall be done prior to obtaining written approval from the DISTRICT.

If the DISTRICT changes the Scope of Work, or if changes in regulations after execution of this Agreement necessitate changes in the Scope of Work, or if the CONSULTANT is requested to perform services not detailed in the Scope of Work, the parties shall execute an amendment to Exhibit 'A', Scope of Work.

All work performed without proper authorization shall be considered part of this Agreement for no additional compensation.

VIII. Termination or Abandonment

Ten (10) calendar days from the date of a written notice to terminate, the DISTRICT has the right to terminate or abandon all or any portion of a work order. The District is under no obligation to require all the services described under the Scope of Work and shall be able to select only those services needed from time to time, as provided in each work order. In the event that the District abandons or terminates any services requested as provided hereunder, the DISTRICT will have the right to take possession and shall own immediately all original specifications, drawings, and other documents developed for that portion of the work completed and/or being abandoned. The DISTRICT will pay the CONSULTANT for services for any portion of the work being terminated which were rendered prior to termination. If said termination occurs prior to completion of any task of the project for which a payment request has not been received, the fee for service performed during such task shall be based on an amount mutually agreed to by the DISTRICT and the CONSULTANT for the portion of such task completed but not paid prior to said termination. The DISTRICT will not be liable for any costs other than the fees or portions thereof, which are specified herein. If all work is abandoned as herein provided, this Agreement shall automatically terminate on the 10th day from the date of notice.

IX. Indemnification

A. CONSULTANT agrees to the following:

1. *Indemnification for Professional Services.* CONSULTANT will save harmless and indemnify and, at DISTRICT's request, defend DISTRICT and all its officers, volunteers, employees, and representatives from and against suits, actions, or claims brought for, or on account of, injuries or damages sustained by any person or property directly resulting from a negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement.

2. *Indemnification for other Damages.* CONSULTANT indemnifies and holds DISTRICT harmless from and against a claim, action, damages, costs (including reasonable attorney's fees), injuries, or liability, directly resulting from this Agreement, for its negligent performance. Should DISTRICT be named in a suit, or should a claim be brought against it by suit or otherwise, directly resulting out of this Agreement, for the CONSULTANT's negligent performance, CONSULTANT will defend DISTRICT (at DISTRICT's request and with counsel satisfactory to DISTRICT) and will indemnify DISTRICT for any judgment rendered against it or any sums paid out in settlement or otherwise.
- B. For purpose of this section "DISTRICT" includes DISTRICT's officers, officials, employees, agents, representatives, and certified volunteers.
- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
- D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by this Agreement and any approval of said insurance by DISTRICT, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

X. Insurance Requirements

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial general liability	\$1,000,000
Professional liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement

- B. Commercial general liability insurance will meet or exceed the requirements of ISO-CGL Form No. CG 12 10 11 97. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name DISTRICT, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by DISTRICT will be excess thereto. Such insurance will be on an "occurrence" basis, except professional liability shall be on a "claims made" basis, and will not be cancelable or subject to reduction except upon a thirty- (30) day prior written notice to DISTRICT.

- C. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 10 01, including symbol 1 (Any Auto).
- D. CONSULTANT will furnish to DISTRICT duly authenticated Certificates of Insurance and Endorsements evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance as may be reasonably required by DISTRICT from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Originals of the duly authenticated Certificates of Insurance and Endorsements shall be included with this Agreement as Exhibit D.

XI. Successors and Assigns

This Agreement and all of the terms, conditions, and provisions hereof shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns; provided, however, that no assignment of this Agreement shall be made without written consent of the parties to this Agreement. Any attempt by the CONSULTANT to assign or otherwise transfer any interest in this Agreement without the prior written consent of the DISTRICT shall be void. Since the primary consideration of the DISTRICT in entering this agreement is the qualifications of the CONSULTANT, as opposed to a low bid, the DISTRICT will refuse to consent to assignments if it considers the assignee to have lesser qualifications. Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, registered or certified, postage prepaid, addressed to:

DISTRICT:

Otay Water District
 2554 Sweetwater Springs Boulevard
 Spring Valley, California 91978-2004
 Attention: Mark Watton

CONSULTANT:

Boyle Engineering Corporation
 7807 Convoy Court, Suite 200
 San Diego, CA 92111
 Attention: F.R. Clark Fernon, P.E.

and shall be effective upon date of mailing.

XII. Project Organization

The CONSULTANT proposes to assign Alex Bucher, as the Project Manager. The Project Manager shall not be removed from the project or reassigned without prior approval of the DISTRICT, which approval shall not be unreasonably withheld. No subcontracting of significant portions of the contracted services shall be made without prior approval of the DISTRICT.

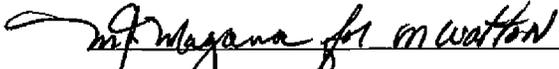
XIII. Integration

This Agreement and the attached Exhibits represent the entire understanding by and between the DISTRICT and the CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties hereto.

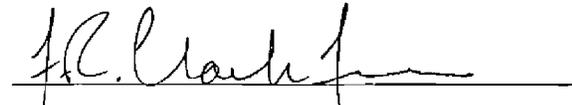
XIV. Execution

OTAY WATER DISTRICT

BOYLE ENGINEERING CORPORATION



Mark Watton, General Manager



F.R. Clark Fernon, PE, Managing Engineer

APPROVED AS TO FORM



District Counsel

COPIES: FILE (Orig.), CONSULTANT, PROJECT MANAGER., ACCOUNTS PAYABLE

P:\WORKING\As Needed Svcs Design\Engineering Design\As-Needed Civil Design Services Agreement.doc

EXHIBIT A

SCOPE OF SERVICES

Scope of As-Needed Off-Site Potable & Recycled Water Plan Check Services for Developer Projects

The Otay Water District (District) requires the services of a consulting firm (Consultant) to provide professional services to assist the Engineering Public Services Department in performing plan check review for off-site potable and recycled water developer projects. "Off-site" refers to District-maintained facilities (i.e., pipelines and appurtenances) located within public right-of-way and District easements, outside of privately owned development areas.

Task 1.0 – Project Management and Administration

The Consultant shall:

- Meet with District staff, developers, and developer engineers as needed to confirm that all aspects of the project are performed according to the requirements and objectives of the District.

Task 2.0 – Plan Checking

The Consultant shall:

- Provide the services of a Senior Civil Engineer (Project Manager) familiar with the District's procedures. The Project Manager will provide quality control for all plan reviews.
- A Plan Check Engineer will provide approximately thirty (30) hours per week on average of plan review service. The Plan Check Engineer will be under the general supervision of the Project Manager, and should be available at least eight (8) hours per week at the District office to answer questions on plan check activities. The general range of tasks that the Plan Check Engineer may perform is as follows:
 - a. Perform plan check activities necessary to evaluate general compliance with District standards for each plan received. Review plans to determine if they comply with Water Agency Standards (WAS) and Sub-Area Master Plans (SAMPs). If plans are not in general compliance, annotate the plans and provide correspondence to the developer and/or its agents identifying the necessary changes.
 - b. Determine the Consultant's anticipated Plan Check Cost Estimate per each plan check, and provide the estimate to the District project manager. The estimated average time frame for the total review of the 1st, 2nd, and 3rd plan check submittals is approximately twenty (20) hours.

- c. Coordinate review with District Engineering staff, District Operations Department, and developers.
- d. Review the revised plans for general conformance with the District Standards for changes made which were not illustrated on the original plan review submittal. Return directly to the developer any plans not in general compliance, annotated as necessary.
- e. Meet with the District as needed to discuss any changes to the scope of services.
- f. Prepare and issue correspondence relating to additional general tasks.
- g. Consultant will be required to review the Engineer's Estimate of Construction Cost prepared by the Developer's engineering consultant to determine if it conforms to the District's prevailing unit cost factors.
- h. Consultant will be required to send out and coordinate with the Developer or its agents, all drawings after approval by the District.
- i. Consultant will maintain a log of plan check activities and fees, and provide a copy of the same status to the District at the end of each week.
- j. Consultant performing these tasks shall be experienced with the Water Agency Standards (WAS), the District's Water Resources Master Plan (WRMP) and other pertinent standards, and have knowledge of and be familiar with the District's Sub-Area Master Plans.
- k. Roles & responsibilities of between the Consultant and District staff are as follows:
 - The Consultant shall be responsible for routing plans to the Developer's engineering consultant. The Consultant shall notify the District Project Manager of all routing activities.
 - Easement reviews shall be performed by the District's Surveying Division. The Consultant shall notify the District's Project Manager of the need for such reviews, as required.
 - Constructability reviews shall be performed by the District's Inspection/Construction Division and Operations Department. The Consultant shall notify the District's Project Manager of the need for such reviews, as required.

- Bond Packages shall be prepared by the District's Public Services Staff. The Consultant shall notify the District's Project Manager and Public Services Staff after he/she has reviewed and checked the Engineer's Construction Cost Estimate (prepared by the Developer's engineering consultant).
- The Consultant shall coordinate with the District's Project Manager to assist with the resolution of all construction change orders, as required.
- The Public Services Manager shall provide a letter indicating anticipated District inspection costs to the Consultant.

COMPENSATION

The services will be performed on a time and materials basis in accordance with the rate schedule presented in Exhibit B for a not-to-exceed amount of \$150,000.

DISTRICT FURNISHED SERVICES

1. Provide existing reports and related materials to the Consultant.
2. Coordinate with the Consultant on the Project during all phases of the Consultant's work.
3. The District shall advise Consultant of its job site and office rules and regulations, and safety procedures as may be applicable.

NOTES

1. Consistent with the professional standard of care and unless specifically provided herein, Consultant shall be entitled to rely upon the accuracy of data and information provided by District, Developers or others without independent review or evaluation.
2. Right-of-way engineering services associated with plan review are not included in the current scope of services but may be added if required by the District.
3. All correspondence will be issued on the Consultant letterheads.

EXHIBIT C

BOYLE ENGINEERING CORPORATION
7807 Convoy Court, Suite 200
San Diego, CA 92111

INVOICE SUBMITTED TO:

Accounts Payable
Otay Water District
2554 Sweetwater Springs Boulevard
Spring Valley, CA 91978-2004

DATE OF INVOICE:**INVOICE NO.:****Otay INVOICE NO.:****JOB DESCRIPTION:**

PROJECT NAME: As-Needed Engineering Design
Services Contract

Otay Project Manager: Meryll Gonzalez

Capital Improvement Project No: P1438-010000

AUTHORIZATION:

Purchase Order Number:

Work Order Number:

Consultant Project Number:

DESCRIPTION OF SERVICES RELATED TO INVOICE: 11/1/07 to 12/1/07

Perform plan check services and attend meetings.

AUTHORIZED AND INVOICED FEE:

Original Fee Amount Authorized	\$150,000.00
Change Order No. 2 Amount Authorized	<u>\$ 0.00</u>
Total Fee Amount Authorized	\$150,000.00

Amount of This Invoice	\$ 0.00
Amount Previously Invoiced	<u>\$0.00</u>
Total Amount Invoiced to Date	\$0.00
Amount Previously Paid	\$0.00
Authorized Fee Amount Remaining	\$ 0.00
Percent Complete	0%

CONTRACTED DATE OF PROJECT COMPLETION: November 30, 2008**Invoice has been reviewed and found correct.**

[Name], Project Manager



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009		
SUBMITTED BY:	James F. Peasley <i>JFP</i> Engineering Manager	PROJECT/ SUBPROJECTS:	R2093- 001000	DIV. NO.	n/a
APPROVED BY: (Chief):	Rod Posada <i>R Posada</i> Chief, Engineering				
APPROVED BY: (Asst. GM):	Manny Magaña <i>M Magaña</i> Assistant General Manager, Engineering and Operations				
SUBJECT:	Authorization to Execute an Agreement Between the City of Chula Vista and Otay Water District for Joint Participation to Prepare a Wastewater Reclamation Facility Feasibility Study				

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) authorizes the General Manager to execute an Agreement between the City of Chula Vista and Otay Water District for Joint Participation to Prepare a Wastewater Reclamation Facility Feasibility Study (Agreement).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to execute an Agreement (Attachment B) with the City of Chula Vista (City) for joint participation to prepare a Wastewater Reclamation Facility Feasibility Study (Study). The Agreement provides that the District will reimburse the City for up to \$150,000.

ANALYSIS:

The City, as the lead agency, will solicit proposals to prepare the Study. The City and the District will work jointly and cooperatively towards the completion of the Study. Additional information regarding the purpose, goals, and objectives of the Study are provided in Attachment C.

The total budget for the Study is currently established at \$300,000 and the City and the District intend to obligate funds per terms of the Agreement as follows:

1. The City and the District shall each contribute up to \$150,000 for the professional engineering consultant services required to complete the Study.
2. Should the consultant fee submitted with the proposals received for the Study be in excess of \$300,000, the City may agree to be solely responsible for the additional costs. In this case, the District contribution would remain at \$150,000. If the City chooses not to contribute additional funds above \$150,000, then the City will work with the District to either reduce the proposed scope of work in a manner such that the consultant could complete the Study within the \$300,000 amount or agree to increase the total amount accordingly with costs equally shared.
3. Should the City and the District agree to request the consultant to complete any or all of the Optional Tasks described within the scope of work, each party will equally share the cost of the Optional Task(s).
4. Should either the City or the District without the consent of the other party request the consultant to complete any or all of the Optional Tasks described within the scope of work, the party making the request shall be obligated to solely pay for the performance of the requested Optional Task(s).
5. The City and the District agree to amend the Agreement as may be necessary to address any changes or additions to the scope of work, any increases in contributions above \$150,000 by either party, or adding any or all of the Optional Tasks for the Study that may arise.
6. City and District staff expenses, for implementation and management of the Study, shall be paid for by each party and not shared by or between the parties and shall not be included or considered in each parties computation of its participation toward costs of the Study.

The proposed City wastewater reclamation facility is planned to be phased in three increments relative to the City's sewage disposal capacity needs with a total capacity of 6 million gallons per day yielding about 6,720 acre-feet per year of recycled water. If constructed, the facility would increase the availability of local recycled water supply.

The City staff plans to present the Agreement to their City Council in September 2009. The City's current schedule to award a consultant contract for the Study is December 2009 with Study completion projected for February 2011.

FISCAL IMPACT: *Lucy*

The total budget for CIP R2093 for the next six years is \$5,000,000. Expenditures to date are \$11,969.86. Total expenditures, plus outstanding commitments and forecast to date, are \$161,969.86. Based on a review of the budget, the Project Manager has determined the budget is deemed sufficient to support the Study (see Attachment D).

Finance has determined that 100% of the funding is available from the Expansion Fund.

STRATEGIC GOAL:

Preparation of a Wastewater Reclamation Facility Feasibility Study supports the District's Mission Statement, "To provide the best quality of water and wastewater service to the customers of the Otay Water District, in a professional, effective, efficient, and sensitive manner, in all aspects of operation, so that public health, environment, and quality of life are enhanced," and the Otay strategic goal, in planning for infrastructure and supply to meet current and future potable water demands.

LEGAL IMPACT: _____

The District's General Counsel and the City's City Attorney have reviewed and accepted the Agreement as to form and legality.



General Manager

P:\jpeasley\Wastewater Reclamation Facility Study, CCV&Otay\Staff Report, (JP-RP).doc

JFP/RP:mlc

- Attachments: Attachment A
Attachment B
Attachment C
Attachment D



ATTACHMENT A

SUBJECT/PROJECT: R2093-001000	Authorization to Execute an Agreement Between the City of Chula Vista and Otay Water District for Joint Participation to Prepare a Wastewater Reclamation Facility Feasibility Study
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on August 20, 2009 and the following comments were made:

- Staff stated that the Sweetwater Authority, District and City of Chula Vista (City) have been collaborating for the past few years to analyze the feasibility of a wastewater reclamation facility in the South Bay. The District and City would like to prepare a Wastewater Reclamation Facility Feasibility Study (Study) and is requesting that the Board authorize the general manager to execute a Joint Participation Agreement between the City and District to prepare the Study, with the obligation of the District to reimburse the City for up to \$150,000.
- Staff indicated that the study is for a planned facility that would utilize Membrane Bioreactor (MBR) technology capable of producing recycled water that meets the requirements of Title 22.
- The planned MBR facility is intended to provide an additional local recycled water supply and is envisioned to be phased in three increments, consistent with the City's sewage disposal capacity needs, with a total capacity of 6 million gallons per day. In addition, the City and District believe that the MBR facility could potentially improve the quality of recycled water for the South Bay area.
- The Committee inquired about the completion date of the MBR facility. Staff stated that the target date for completion of the facility is approximately 2017 depending upon the sewage disposal capacity needs of the City.

Upon completion of the discussion, the committee supported presentation to the full Board as a consent item.

ATTACHMENT B

AGREEMENT BETWEEN THE CITY OF CHULA VISTA AND OTAY WATER DISTRICT FOR JOINT PARTICIPATION TO PREPARE A WASTEWATER RECLAMATION FACILITY FEASIBILITY STUDY

This Agreement is entered into on _____, 2009, by and between the City of Chula Vista (hereinafter referred to as Chula Vista) a Municipal Corporation, and the Otay Water District (hereinafter referred to as Otay), a water district organized under the Municipal Water District Law of 1911. Chula Vista and Otay are collectively referred to hereinafter as the Parties and singularly, Party. Chula Vista and Otay, in consideration of their mutual covenants, and for other valuable considerations, agree as follows:

RECITALS

- A. The economy, employment, and quality of life within the San Diego County region is dependent on a reliable and affordable water supply, which requires cooperation among local water and sewer service agencies through the pursuit of goals that are of mutual and regional benefit.
- B. In 2005 Chula Vista completed a Wastewater Master Plan, concurrent with the update of the City of Chula Vista's General Plan, which identified a shortage of wastewater collection disposal capacity prior to the City of Chula Vista's ultimate build out.
- C. Additional wastewater collection disposal capacity can be obtained by Chula Vista through the construction of a wastewater reclamation facility within the City of Chula Vista or by acquiring additional sewage disposal capacity from the City of San Diego or from other participating agencies within the Metropolitan Sewerage System, per terms of the Regional Wastewater Disposal Agreement.
- D. The current Otay long-term projected recycled water demand established the need for increased recycled water supply to satisfy the market demand.
- E. The Parties intend to work jointly and cooperatively towards the completion of a feasibility study analyzing the potential construction of a wastewater reclamation facility within the City of Chula Vista, which includes recycled water production for increased local supply.
- F. Chula Vista, in coordination with Sweetwater Authority and Otay, have completed two studies analyzing the feasibility of constructing a wastewater reclamation facility within the City of Chula Vista utilizing Membrane Bioreactor (MBR) technology capable of producing recycled water meeting Title 22 requirements. The MBR technology was found to be technically feasible.

G. The Parties wish to further analyze the feasibility of a wastewater reclamation facility through the acquisition of professional engineering consulting services to provide additional analyses regarding costs and physical improvements required to permit and construct a wastewater reclamation facility.

H. The Parties each have determined that it is in their respective best interest and in the interest of their customers and constituents to enter into this Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. All exhibits attached to this Agreement constitute an integral part of this Agreement and are incorporated into the terms hereof.

2. The wastewater reclamation facility feasibility study is hereafter referred to as the Project.

3. The Parties agree that neither this Agreement nor the completion of the Project, as herein contemplated, is a project subject to CEQA.

4. Chula Vista and Otay staff expenses, for implementation and management of the Project efforts, shall be paid for by each Party and not shared by or between the Parties and shall not be included or considered in each Parties computation of its participation toward costs of the Project.

5. Chula Vista shall act as the lead agency with respect to professional engineering consultant acquisition and contracting, project management, and financing of the Project, and will therefore be responsible for such tasks as scheduling consultant interviews, project team meetings, and payment of consultant invoices. Chula Vista will also serve as the primary point of contact with the consultant. No additional consideration shall be granted to Chula Vista as a result of these responsibilities. In all other respects, the Parties will jointly and equally participate in any and all other efforts of the Project such as in making comments and providing direction in the interview of potential consultants, reviewing the feasibility study, and overseeing the performance of the scope of work to be accomplished by a professional engineering consulting firm. This provision shall in no way affect the obligations of each Party under the terms of this Agreement.

6. The Parties agree that the scope of work for the Project as provided in Exhibit A, attached to this Agreement, shall be used in the Chula Vista request for proposal for acquisition of professional engineering consulting services for the Project.

7. The budget for the Project is currently set at \$300,000 and each Party agrees to obligate funds to the Project as follows:

- a. Otay shall budget and contribute an amount not to exceed \$150,000 for the professional engineering consultant services required to complete the Project.

- b. Chula Vista shall budget and contribute an amount not to exceed \$150,000 for the professional engineering consultant services required to complete the Project.
- c. Should the consultant fee submitted with the proposals received for the Project from consultants be in excess of \$300,000, Chula Vista may agree to be solely responsible for the excess costs. In this case, the Otay contribution would remain at the not to exceed \$150,000 amount. If Chula Vista chooses not to contribute additional funds above its not to exceed \$150,000 budget amount for the Project, then Chula Vista will work with Otay to either reduce the proposed scope of work as provided in Exhibit A in a manner such that the consultant could complete the study within the \$300,000 total budget or agree to increase the total budget accordingly with costs shared at 50-50 between the Parties.
- d. Should the Parties to this Agreement agree to request the consultant to whom the contract is awarded to complete any or all of the Optional Tasks described within the Exhibit A scope of work, each of the Parties will pay 50% of the cost of the performance of each agreed upon Optional Task.
- e. Should either Party to this Agreement without the consent of the other Party request the consultant to whom the contract is awarded to complete any or all of the Optional Tasks described within the Exhibit A scope of work, the Party making the request shall be obligated to solely pay for the performance of the requested Optional Task(s).

8. The Parties agree to amend this Agreement as may be necessary to address any changes or additions to the Exhibit A scope of work for the Project, to address any increases in contributions above \$150,000 by either Party, or to address adding any or all of the Optional Tasks described within Exhibit A for the Study that may arise. The Parties agree to negotiate, approve, and execute any required amendments to this Agreement in a timely fashion.

9. The Parties shall seek, in good faith and within a reasonable time, to resolve any disputes regarding this Agreement first by meeting and conferring among two designated staff representatives, one each from Chula Vista and Otay. Any dispute that cannot be resolved by the staff representatives may be referred by either Party to the Chula Vista City Manager and to the Otay General Manager for resolution. Neither Party will resort to litigation until there is an impasse between the Chula Vista City Manager and the Otay General Manager.

10. The current projected schedule for the Project is as follow:

- Award professional engineering consultant services contract: December 2009.
- Complete Project: February 2011.

11. Chula Vista shall invoice Otay monthly per the terms of this Agreement and any of its amendments for Otay's portion of the invoiced amounts Chula Vista approves for payment to the consultant for the Project. As long as Otay's budget, as established under paragraph 7.a., above or later agreed to by Otay in writing, is not exceeded, Otay shall be obligated to remit payment in full within sixty (60) calendar days from the Chula Vista invoice date. If Chula Vista approves for payment any amounts in excess of the budget established in paragraph 7 herein without the prior written consent of Otay, Chula Vista shall bear sole responsibility for the amounts that exceed budget unless Otay, in its sole discretion, agrees to pay any portion of the excess costs. Invoices shall be sent to Otay at the address of 2554 Sweetwater Springs Boulevard, Spring Valley, CA 91978-2096, Attention: James Peasley.

12. In the event Otay fails to pay any amount when due, interest thereon shall accrue at the rate of ten percent per annum from the date when due until payment is received by Chula Vista.

13. All work products resulting from the professional engineering consultant services provided for the Project shall be the joint property of Chula Vista and Otay.

14. The term of this Agreement shall be from the date first above indicated and shall continue until when the Project is 100 % complete and all invoices have been paid unless this Agreement is earlier terminated by mutual agreement of the Parties.

15. Each Party agrees to indemnify, defend at its expense, including attorneys' fees, and hold the other harmless from and against all claims, costs, demands, losses, and liability of any nature whatsoever, including but not limited to liability for bodily injury, sickness, disease or death, property damage (including loss of use), or violation of law, caused by or arising out of any error, omission, negligent act, or willful misconduct of that Party, its officers, directors, employees, agents, volunteers, or any other person acting pursuant to its control in performing under this Agreement.

16. The indemnification provisions of this Agreement shall survive termination of this Agreement.

17. This Agreement, and any and all exhibits attached to it, represent the entire understanding of the 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.

18. All exhibits and Recitals contained herein are incorporated into this Agreement by this reference.

19. This Agreement will be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court in the County of San Diego, State of California; provided that the dispute resolution procedure outlined in paragraph 21, below, has been completed. California law shall apply, without regard to any conflict of laws to the interpretation of any provision of this Agreement.

20. This Agreement may be modified only by a subsequent written amendment executed by the Parties. Either Party may give notice that it wishes to amend this Agreement at any time with written notice. Any amendments will have to be mutually agreed upon by both Chula Vista and Otay, in writing.

21. If a dispute arises out of, or relates to this Agreement, or the breach thereof, which cannot be resolved by the Parties, the Parties will first submit to mandatory 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. Mediation shall be confidential in accordance with the provisions of California law. All mediation results shall be "non-binding" and inadmissible for any purpose in any legal proceeding, unless all Parties otherwise agree upon such admission in writing.

22. No suit or arbitration shall be brought arising out of this agreement against the City unless a claim has first been presented in writing and filed with the City and acted upon by the City in accordance with the procedures set forth in Chapter 1.34 of the Chula Vista Municipal Code, as same may from time to time be amended, the provisions of which are incorporated by this reference as if fully set forth herein, and such policies and procedures used by the City in the implementation of same. Upon request by City, Otay shall meet and confer in good faith with City for the purpose of resolving any dispute over the terms of this Agreement.

23. No failure of a Party to insist upon the strict performance by the other of any covenant, term, or condition of this Agreement, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Agreement, shall constitute a waiver of any such breach or of such covenant, term, or condition. No waiver of any breach shall affect or alter this Agreement, and each and every covenant, condition, and term hereof shall continue in full force and effect to any existing or subsequent breach.

24. None of the Parties shall assign its respective obligations under this Agreement without the prior written approval of the other Party. Any assignment in violation of this paragraph shall constitute a default by the Party attempting the assignment and is grounds for immediate termination of this Agreement or for the enforcement of any available equitable remedies, at the discretion of the other Party. In no event shall any putative assignment create a contractual relationship between the other Party and any putative assignee.

25. This Agreement and all rights and obligations contained herein shall be in effect whether or not any or all Parties to this Agreement have been succeeded by another entity, and all rights and obligations of the Parties shall be vested and binding on their successors-in-interest.

26. If the performance of any act required of the Parties is directly prevented or delayed by reason of strikes, lockouts, labor disputes, vandalism, terrorism or other criminal act, unusual governmental delays, acts of God, fire, floods, epidemics, freight embargoes, or other causes beyond the reasonable control of the Party required to perform an act, that Party

shall be excused from performing that act for the period of time equal to the period of time of the prevention or delay. In the event the Party claims the existence of such a delay, the Party claiming the delay shall notify the other Party in writing of that fact within 14 calendar days after the beginning of any such claimed delay.

27. The Parties agree that they have the right to be advised by counsel with respect to the negotiations, terms, and conditions of this Agreement, and the decision whether to seek advice of counsel with respect to this Agreement is the sole responsibility of each of the Parties. This Agreement shall not be construed in favor of or against any Party by reason of the extent to which each Party participated in the drafting of this Agreement.

28. 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.

29. For purposes of this Agreement, the relationship of the Parties is that of independent entities and not as agents of each other or as joint ventures or partners. The Parties shall maintain sole and exclusive control over their personnel, agents, consultants, and operations.

30. Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties or affect the legal liability of the Parties to this Agreement to third parties.

31. This Agreement may be executed in multiple counterparts, which when taken together shall constitute a single signed original as though all Parties had executed the same page.

32. If any part of this Agreement is abandoned or indefinitely delayed, due to circumstances beyond the control of the Parties, this Agreement may be terminated by the either Party.

33. Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, and return receipt requested, postage prepaid, addressed to:

Otay Water District
General Manager
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978-2096

City of Chula Vista
Director of Public Works
276 Fourth Avenue
Chula Vista, CA 91910

and shall be effective upon receipt thereof.

34. 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 this Agreement.

35. Chula Vista and Otay execute this Agreement, thereby indicating that they have read and understood same, and indicate their full and complete consent to its terms and conditions.

36. The individuals executing this agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

37. This Agreement shall be deemed executed and effective as of the date first written above on this Agreement.

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

City of Chula Vista

Otay Water District

By: _____
James D. Sandoval
City Manager

By: _____
Mark Watton
General Manager

Approved as to form and legality:

Bart Miesfeld
City Attorney

Otay Water District
General Counsel

Attachments: Exhibit A

ATTACHMENT C

PURPOSE, GOALS, AND OBJECTIVES OF THE WASTEWATER RECLAMATION FACILITY FEASIBILITY STUDY

In 2005 the City completed a Wastewater Master Plan, concurrent with the update of the City of Chula Vista's General Plan, which identified a shortage of wastewater collection disposal capacity prior to the City's ultimate build out.

Additional wastewater collection disposal capacity can be obtained by the City through the construction of a wastewater reclamation facility or by acquiring additional sewage disposal capacity from the City of San Diego or from other participating agencies within the Metropolitan Sewerage System, per terms of the Regional Wastewater Disposal Agreement.

The current District long-term projected recycled water demand established the need for increased recycled water supply to satisfy market demand.

The City, in coordination with Sweetwater Authority and the District, have completed two studies analyzing the feasibility of constructing a wastewater reclamation facility within the City of Chula Vista utilizing Membrane Bioreactor (MBR) technology capable of producing recycled water meeting Title 22 requirements. The MBR technology was found to be technically feasible.

The City and the District desire to further analyze the feasibility of a wastewater reclamation facility through the acquisition of professional engineering consulting services to provide costs and physical improvements required to permit and construct a wastewater reclamation facility.

The objectives of the Study are as follows:

1. Provide reliable, cost-effective wastewater disposal service to accommodate both the City's near-term and long-term growth projections in a manner that protects, or even benefits, the local environment.
2. Ensure the City has adequate authority and control to meet City wastewater needs to build out.
3. Gain approval of our long-term service plan from the public, elected officials, and regulatory agencies.
4. Develop increased local recycled water supply for the District.

5. Provide the City with information regarding an option to acquiring additional Metropolitan Sewerage System disposal capacity from another agency or agencies allowing the City to meet disposal capacity to build out.
6. Provide the City information regarding a realistic preliminary plan and associated cost estimates to develop a cost effective wastewater reclamation facility, such as an MBR plant, for the City to meet disposal capacity to build out.
7. Provide the City with information regarding a wastewater reclamation facility that would increase the District supply of recycled water and the impacts on such a facility resulting from decreased recycled water demand during the winter months.

The City and the District have drafted a scope of work that intends to satisfy the established goals and objectives.

ATTACHMENT D

Otay Water District

Date Updated: August 14, 2009

R2093 - Wastewater Reclamation Facility Feasibility Study

	<i>Budget</i>	<i>Committed</i>	<i>Expenditures to Date</i>	<i>Outstanding & Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor / Comments</i>
	\$ 5,000,000.00					
Planning						
Studies					\$ -	
Labor		\$ 11,969.86	\$ 11,969.86		\$ 11,969.86	
Joint Participation Agreement		\$ 150,000.00		\$ 150,000.00	\$ 150,000.00	City of Chula Vista
Total Planning					\$ 161,969.86	
Design						
Consultant					\$ -	
In House/Labor					\$ -	
Advertise & Award					\$ -	
Total Design					\$ -	
Construction						
In House/Labor					\$ -	
Construction Contracts					\$ -	
Construction Manager					\$ -	
Accpt/close-out					\$ -	
Total Construction		\$ -	\$ -	\$ -	\$ -	
Grand Total		\$ -	\$ -	\$ -	\$ 161,969.86	

QA/GC JRF



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	James Cudlip, Finance Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY:	Joseph R. Beaudem, Chief financial Officer		
(Chief)			
APPROVED BY:	German Alvarez, Assistant General Manager		
(Asst. GM):			
SUBJECT:	Annual Review of Investment Policy (Policy No. 27) and Delegation of Authority		

GENERAL MANAGER'S RECOMMENDATION:

That the Board receives the District's Investment Policy (Policy #27) for review, and to re-delegate authority for all investment related activities to the Chief Financial Officer (CFO) in accordance with Government Code Section 53607.

COMMITTEE ACTION:

See Attachment A.

PURPOSE:

Government Code Section 53646 recommends that the District's Investment Policy be rendered to the Board on an annual basis for review. In addition, Government Code Section 53607 requires that for the CFO's delegation of authority to remain effective, the governing board must re-delegate authority over investment activities on an annual basis.

ANALYSIS:

The primary goals of the investment policy are to assure compliance with the California Government Code, Sections 53600 et seq, and to protect the principal of the funds. The code provides a broad range of investment options for local agencies, including Federal Treasuries, Federal Agencies, Callable Federal Agencies, the State Pool, the County Pool, high-grade corporate debt, and others. Over the past two years, the size of the District's portfolio has fluctuated between \$108 million and \$78 million due to large outlays for construction projects, and the influx of bond proceeds from the COPS-2007 funding.

There have been no changes to the policy since the Board's previous annual review at the September 3, 2008 regular board meeting. Because of the District's adherence to a conservative range of authorized investments, we have been able to maintain a healthy and diversified portfolio with no investment losses despite an extended period of turmoil and instability in the national financial markets. The policy is consistent with the current law and the overall objectives of the policy are being met.

FISCAL IMPACT: _____

None.

STRATEGIC GOAL:

Demonstrate financial health through formalized policies, prudent investing, and efficient operations.

LEGAL IMPACT: _____

None.



General Manager

Attachments:

- A) Committee Staff Report
- B) Investment Policy #27
- C) Portfolio Management: Portfolio Summary, June 30, 2008
- D) Copy of Investment Policy Presentation Slides



ATTACHMENT A

SUBJECT/PROJECT:	Annual Review of Investment Policy (Policy No. 27) and Delegation of Authority
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on August 25, 2009 and the following comments were made:

- As per Government Code Section 53646, staff is presenting the District's Investment Policy for the board's annual review and for the board to re-delegate authority over the investment activities to the District's Chief Financial Officer.
- Staff noted that due to the slowed economy, the District's total cash position is in good shape as there was less monies spent on construction in FY 2009.
- The District's portfolio is invested as follows:
 - 59.69% is invested in Pools (LAIF and County)
 - 33.07% is invested in Agencies & Corporate Notes
 - 7.24% is invested in Banks (Passbook/Checking/CD)
- The District's portfolio has performed better than LAIF in Fiscal Years 2008 and 2009 with the following returns:

	<u>FY09</u>	<u>FY08</u>
- Otay	2.82%	4.54%
- LAIF	2.22%	4.33%

- The Investment Policy received a best practice award in 2006 from the Association of Public Treasurers of the United States & Canada certifying its guidelines.
- The District's Investment Policy was last reviewed in September 2008 and no changes have been made since its adoption in 2006. It is felt that the policy is still working well for the District and no changes are proposed at this time. Staff is requesting that the board re-delegate authority for all investment related activities

to the Chief Financial Officer in accordance with Government Code Section 53607.

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

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BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DISTRICT INVESTMENT POLICY	27	9/15/93	9/6/06

1.0: POLICY

It is the policy of the Otay Water District to invest public funds in a manner which will provide maximum security with the best interest return, while meeting the daily cash flow demands of the entity and conforming to all state statues governing the investment of public funds.

2.0: SCOPE

This investment policy applies to all financial assets of the Otay Water District. The District pools all cash for investment purposes. These funds are accounted for in the District's audited Comprehensive Annual Financial Report (CAFR) and include:

- 2.1) General Fund
- 2.2) Capital Project Funds
 - 2.2.1) Designated Expansion Fund
 - 2.2.2) Restricted Expansion Fund
 - 2.2.3) Designated Betterment Fund
 - 2.2.4) Restricted Betterment Fund
 - 2.2.5) Designated Replacement Fund
- 2.3) Other Post Employment Fund (OPEB)
- 2.4) Debt Reserve Fund

Exceptions to the pooling of funds do exist for tax-exempt debt proceeds and deferred compensation funds. Funds received from the sale of general obligation bonds, certificates of participation or other tax-exempt financing vehicles are segregated from pooled investments and the investment of such funds are guided by the legal documents that govern the terms of such debt issuances.

3.0: PRUDENCE

Investments should be made with judgment and care, under current prevailing circumstances, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "Prudent Person" and/or "Prudent Investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes,

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provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0: OBJECTIVE

As specified in the California Government Code 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- 4.1) Safety: Safety of principal is the foremost objective of the investment program. Investments of the Otay Water District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.
- 4.2) Liquidity: The Otay Water District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
- 4.3) Return on Investment: The Otay Water District's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

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5.0 DELEGATION OF AUTHORITY

Authority to manage the Otay Water District's investment program is derived from the California Government Code, Sections 53600 through 53692. Management responsibility for the investment program is hereby delegated to the Chief Financial Officer (CFO), who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and their procedures in the absence of the CFO.

The CFO shall establish written investment policy procedures for the operation of the investment program consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the CFO.

6.0: ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material financial interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

7.0: AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Chief Financial Officer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers who are authorized to provide investment services in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the District with the following, as appropriate:

- Audited Financial Statements.

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- Proof of National Association of Security Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read the District's Investment Policy.
- Evidence of adequate insurance coverage.

As annual review of the financial condition and registrations of qualified bidders will be conducted by the CFO. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests.

8.0: AUTHORIZED AND SUITABLE INVESTMENTS

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment managers are trained and competent to handle. The District is governed by the California Government Code, Sections 53600 through 53692, to invest in the following types of securities, as further limited herein:

8.01) United States Treasury Bills, Bonds, Notes or those instruments for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

8.02) Local Agency Investment Fund (LAIF), which is a State of California managed investment pool, may be used up to the maximum permitted by State Law (currently \$40 million). The District may also invest bond proceeds in LAIF with the same but independent maximum limitation.

8.03) Bonds, debentures, notes and other evidence of indebtedness issued by any of the following government agency issuers:

- Federal Home Loan Bank (FHLB)
- Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac")
- Federal National Mortgage Association (FNMA or "Fannie Mae")
- Government National Mortgage Association (GNMA or "Ginnie Mae")
- Student Loan Marketing Association (SLMA or "Sallie Mae")
- Federal Farm Credit Bank (FFCB)

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There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

8.04) Interest-bearing demand deposit accounts and Certificates of Deposit (CD) will be made only in Federal Deposit Insurance Corporation (FDIC) insured accounts. For deposits in excess of the insured maximum of \$100,000, approved collateral shall be required in accordance with California Government Code, Section 53652. Investments in CD's are limited to 15 percent of the District's portfolio.

8.05) Commercial paper, which is short-term, unsecured promissory notes of corporate and public entities. Purchases of eligible commercial paper may not exceed 10 percent of the outstanding paper of an issuing corporation, and maximum investment maturity will be restricted to 270 days. Investment is further limited as described in California Government Code, Section 53601(g). Purchases of commercial paper may not exceed 15 percent of the District's portfolio.

8.06) Medium-term notes defined as all corporate debt securities with a maximum remaining maturity of five years or less, and that meet the further requirements of California Government Code, Section 53601(j). Investments in medium-term notes are limited to 15 percent of the District's portfolio.

8.07) Money market mutual funds that invest only in Treasury securities and repurchase agreements collateralized with Treasury securities, and that meet the further requirements of California Government Code, Section 53601(k). Investments in money market mutual funds are limited to 15 percent of the District's portfolio.

8.08) The San Diego County Treasurer's Pooled Money Fund, which is a County managed investment pool, may be used by the Otay Water District to invest excess funds. There is no percentage limitation of the portfolio which can be invested in this category.

8.09) Under the provisions of California Government Code 53601.6, the Otay Water District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools, or any investment that may result in a zero interest accrual if held to maturity. Also, the

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borrowing of funds for investment purposes, known as leveraging, is prohibited.

9.0: INVESTMENT POOLS/MUTUAL FUNDS

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
- A description of who may invest in the program, how often, and what size deposits and withdrawals are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc., utilized by the pool/fund?
- A fee schedule, and when and how is it assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

10.0 COLLATERALIZATION

Collateralization will be required on certificates of deposit. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained. The right of collateral substitution is granted.

11.0: SAFEKEEPING AND CUSTODY

All security transactions entered into by the Otay Water District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the District and evidenced by safekeeping receipts.

12.0: DIVERSIFICATION

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The Otay Water District will diversify its investments by security type and institution, with limitations on the total amounts invested in each security type as detailed in Paragraph 8.0, above, so as to reduce overall portfolio risks while attaining benchmark average rate of return. With the exception of U.S. Treasury securities, government agencies, and authorized pools, no more than 50% of the District's total investment portfolio will be invested with a single financial institution.

13.0: MAXIMUM MATURITIES

To the extent possible, the Otay Water District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than five years from the date of purchase. However, for time deposits with banks or savings and loan associations, investment maturities will not exceed two years. Investments in commercial paper will be restricted to 270 days.

14.0: INTERNAL CONTROL

The Chief Financial Officer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

15.0: PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The Otay Water District's investment strategy is passive. Given this strategy, the basis used by the CFO to determine whether market yields are being achieved shall be the State of California Local Agency Investment Fund (LAIF) as a comparable benchmark.

16.0: REPORTING

The Chief Financial Officer shall provide the Board of Directors monthly investment reports which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the quarterly report should include the following:

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- A listing of individual securities held at the end of the reporting period by authorized investment category.
- Average life and final maturity of all investments listed.
- Coupon, discount or earnings rate.
- Par value, amortized book value, and market value.
- Percentage of the portfolio represented by each investment category.

17.0: INVESTMENT POLICY ADOPTION

The Otay Water District's investment policy shall be adopted by resolution of the District's Board of Directors. The policy shall be reviewed annually by the Board and any modifications made thereto must be approved by the Board.

18.0: GLOSSARY

See Appendix A.

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APPENDIX A: GLOSSARY

ACTIVE INVESTING: Active investors will purchase investments and continuously monitor their activity, often looking at the price movements of their stocks many times a day, in order to exploit profitable conditions. Typically, active investors are seeking short term profits.

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BROKER/DEALER: Any individual or firm in the business of buying and selling securities for itself and others. Broker/dealers must register with the SEC. When acting as a broker, a broker/dealer executes orders on behalf of his/her client. When acting as a dealer, a broker/dealer executes trades for his/her firm's own account. Securities bought for the firm's own account may be sold to clients or other firms, or become a part of the firm's holdings.

CERTIFICATE OF DEPOSIT (CD): A short or medium term, interest bearing, FDIC insured debt instrument offered by banks and savings and loans. Money removed before maturity is subject to a penalty. CDs are a low risk, low return investment, and are also known as "time deposits", because the account holder has agreed to keep the money in the account for a specified amount of time, anywhere from a few months to several years.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: An unsecured short-term promissory note, issued by corporations, with maturities ranging from 2 to 270 days.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the Otay Water District. It includes detailed financial information prepared in conformity with generally accepted accounting principles (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual

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provisions, extensive introductory material, and a detailed statistical section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a set date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures deposits in member banks and thrifts, currently up to \$100,000 per deposit.

FEDERAL FARM CREDIT BANK (FFCB): The Federal Farm Credit Bank system supports agricultural loans and issues securities and bonds in

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financial markets backed by these loans. It has consolidated the financing programs of several related farm credit agencies and corporations.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANK (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC or Freddie Mac): A stockholder owned, publicly traded company chartered by the United States federal government in 1970 to purchase mortgages and related securities, and then issue securities and bonds in financial markets backed by those mortgages in secondary markets. Freddie Mac, like its competitor Fannie Mae, is regulated by the United States Department of Housing and Urban Development (HUD).

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA or Fannie Mae): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): A government owned agency which buys mortgages from lending institutions, securitizes them, and then sells them to investors. Because the payments to investors are guaranteed by the full faith and credit of the U.S. Government, they return slightly less interest than other mortgage-backed securities.

INTEREST-ONLY STRIPS: A mortgage backed instrument where the investor receives only the interest, no principal, from a pool of mortgages. Issues are highly interest rate sensitive, and cash flows vary between

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interest periods. Also, the maturity date may occur earlier than that stated if all loans within the pool are pre-paid. High prepayments on underlying mortgages can return less to the holder than the dollar amount invested.

INVERSE FLOATER: A bond or note that does not earn a fixed rate of interest. Rather, the interest rate is tied to a specific interest rate index identified in the bond/note structure. The interest rate earned by the bond/note will move in the opposite direction of the index. An inverse floater increases the market rate risk and modified duration of the investment.

LEVERAGE: Investing with borrowed money with the expectation that the interest earned on the investment will exceed the interest paid on the borrowed money.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL AGENCY INVESTMENT FUND (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase/reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

MUTUAL FUNDS: An open-ended fund operated by an investment company which raises money from shareholders and invests in a group of assets, in accordance with a stated set of objectives. Mutual funds raise money by selling shares of the fund to the public. Mutual funds then take the money they receive from the sale of their shares (along with any money made from previous investments) and use it to purchase

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various investment vehicles, such as stocks, bonds, and money market instruments.

MONEY MARKET MUTUAL FUNDS: An open-end mutual fund which invests only in money markets. These funds invest in short term (one day to one year) debt obligations such as Treasury bills, certificates of deposit, and commercial paper.

NATIONAL ASSOCIATION OF SECURITIES DEALERS (NASD): A self-regulatory organization of the securities industry responsible for the operation and regulation of the NASDAQ stock market and over-the-counter markets. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

PASSIVE INVESTING: An investment strategy involving limited ongoing buying and selling actions. Passive investors will purchase investments with the intention of long term appreciation and limited maintenance, and typically don't actively attempt to profit from short term price fluctuations. Also known as a buy-and-hold strategy.

PRIMARY DEALER: A designation given by the Federal Reserve System to commercial banks or broker/dealers who meet specific criteria, including capital requirements and participation in Treasury auctions. These dealers submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission registered securities broker/dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

PUBLIC SECURITIES ASSOCIATION (PSA): A trade organization of dealers, brokers, and bankers who underwrite and trade securities offerings.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

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RANGE NOTE: An investment whose coupon payment varies and is dependent on whether the current benchmark falls within a pre-determined range.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REGIONAL DEALER: A securities broker/dealer, registered with the Securities & Exchange Commission (SEC), who meets all of the licensing requirements for buying and selling securities.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding securities issues following their initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.), and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

STUDENT LOAN MARKETING ASSOCIATION (SLMA or Sallie Mae): A federally established, publicly traded corporation which buys student loans from colleges and other lenders, pools them, and sells them to investors.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

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TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**OTAY
Portfolio Management
Portfolio Summary
June 30, 2009**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Corporate Notes	4,000,000.00	4,120,680.00	4,044,596.41	5.31	877	525	1.973	2.000
Federal Agency Issues- Callable	22,000,000.00	22,048,400.00	21,999,059.72	28.89	722	628	1.793	1.818
Certificates of Deposit - Bank	3,079,108.00	3,079,108.00	3,079,108.00	4.04	373	199	2.794	2.832
Local Agency Investment Fund (LAIF)	7,480,183.45	7,489,943.17	7,480,183.45	9.82	1	1	1.358	1.377
San Diego County Pool	39,534,302.21	39,756,639.66	39,534,302.21	51.93	1	1	1.500	1.521
	76,093,593.66	76,494,770.83	76,137,249.79	100.00%	271	218	1.648	1.671
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	2,624,817.15	2,624,817.15	2,624,817.15		1	1	0.185	0.188
Total Cash and Investments	78,718,410.81	79,119,587.98	78,762,066.94		271	218	1.648	1.671

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	107,362.52	2,265,045.62	2,265,045.62
Average Daily Balance	77,552,012.91	80,430,871.65	
Effective Rate of Return	1.68%	2.82%	

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 September 6, 2006. 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.

Joseph Beachem, Chief Financial Officer



DISTRICT INVESTMENT POLICY

Policy # 27

September 2, 2009



POLICY REVIEW

- **Purpose:**

- Annual Review
- Delegation of Investment Authority

- **Analysis:**

- No policy changes at this time
- Policy last changed 09-06-06



INVESTMENT POLICY GUIDELINES

A. California Government Code:

- Sections 53600 through 53692

B. Investment Policy Certification:

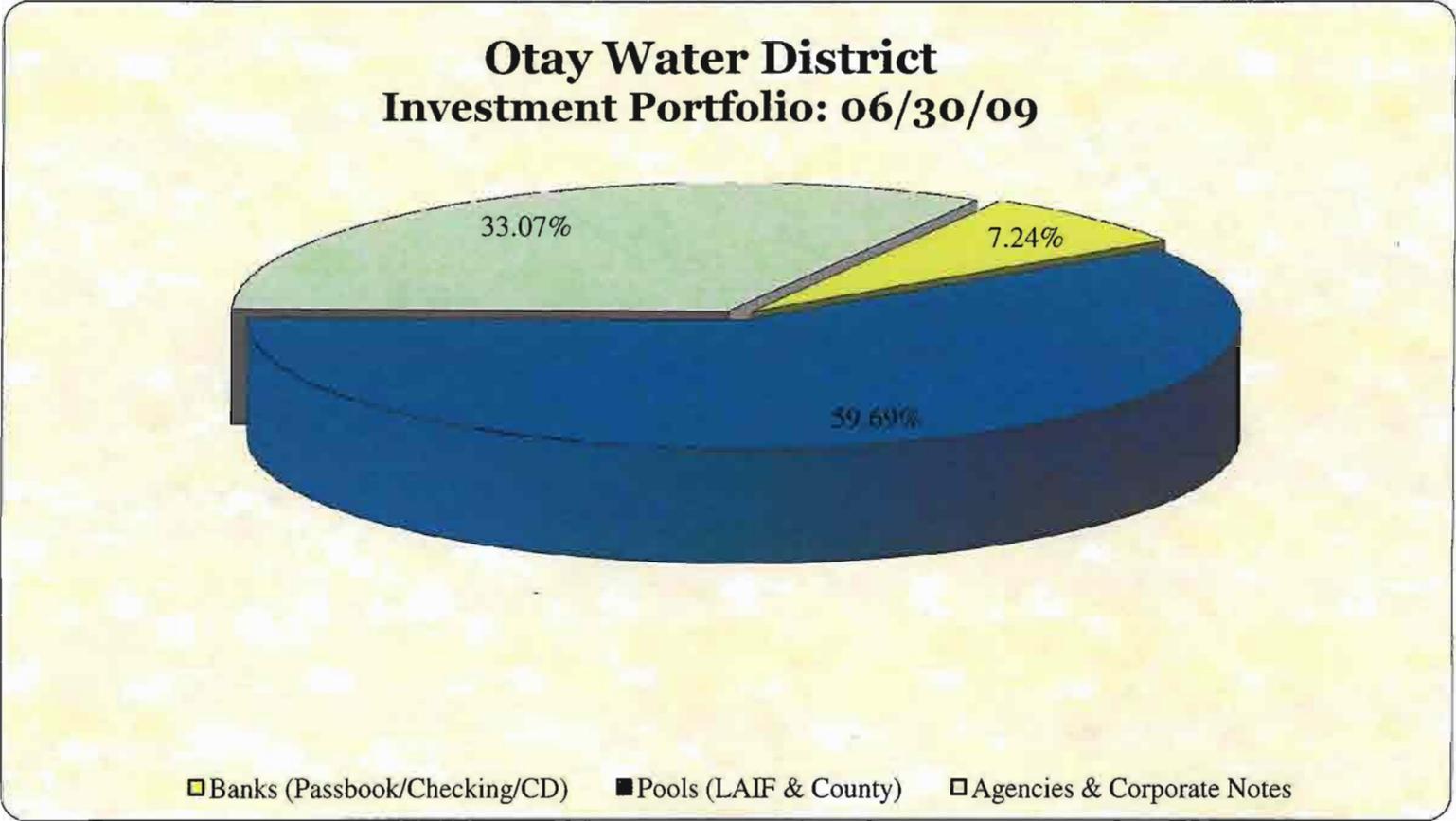
- Association of Public Treasurers of the United States & Canada (APT US&C)



INVESTMENT PORTFOLIO: 6/30/09

	<u>\$(`000s)</u>	<u>Auth \$ / %</u>	<u>Actual %</u>
➤ LAIF (State of California)	\$ 7,480	\$40 Mil	9.50%
➤ Govt. Agency Bonds	\$22,000	100%	27.95%
➤ Corporate Notes	\$ 4,000	30%	5.08%
➤ Bank Deposits & CDs	\$ 5,704	15%	7.25%
➤ San Diego County Pool	<u>\$39,534</u>	50%	50.22%
Total:	\$78,718		

INVESTMENT PORTFOLIO: 6/30/09



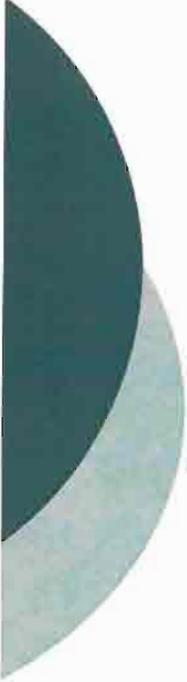


INVESTMENT PERFORMANCE

Fund Objectives

- Safety
- Liquidity
- Return on Investment

Fund Performance:	<u>FY-09</u>	<u>FY-08</u>
➤ OTAY:	2.82%	4.54%
➤ LAIF:	2.22%	4.33%



REQUESTED BOARD ACTION

Re-delegate authority for all investment related activities to the Chief Financial Officer (CFO), in accordance with Government Code Section 53607.

ANALYSIS:

As a part of the District's Workers' Compensation and Liability coverage with the Special District Risk Management Association (SDRMA), the District is provided discounts for completing certain tasks related to safety and liability coverages. To earn points toward discounts, the District is required to have Legal Counsel conduct a legal review and that the Board of Directors re-affirm the following three policies on a bi-annual basis. The following policies include minor revisions as deemed appropriate by District staff and Legal Counsel and have been reviewed and agreed to by the Employee Association:

Discipline Policy (Attachment B)

Policy Against Discrimination and Harassment and Complaint Procedure Board Policy #47(Attachment C)

Recruitment, Selection, and Employment Board Policy #24 (Attachment D)

Resolution #4146 (Attachment E)

It is requested that the Board of Directors adopt Resolution #4146 in support of the proposed revisions to the above-referenced Policies.

FISCAL IMPACT: _____

None.

STRATEGIC GOAL:

Optimize the District's Operating Efficiency.

LEGAL IMPACT: _____

None



General Manager

Attachment A - Committee Action

Attachment B - Discipline Policy

Attachment C - Policy Against Discrimination and Harassment and
Complaint Procedure Board Policy #47

Attachment D - Recruitment, Selection, and Employment Board
Policy #24

Attachment E - Resolution #4146



ATTACHMENT A

SUBJECT/PROJECT:	1. Approve Revisions to the Human Resources Discipline Policy and Procedures; and 2. Adopt Resolution #4146 to Revise the Policy Against Discrimination and Harassment and Complaint Procedure Board Policy #47 and Recruitment, Selection, and Employment Board Policy #24
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on August 25, 2009 and the following comments were made:

- Staff indicated that they wished to withdraw the revisions to the ADA/FEHA Disability Board Policy #48 for consideration as additional questions were received from the Employees' Association. It will be presented at a future committee meeting. (Staff's Report has been modified to delete Board Policy #48.)
- The District receives discounts for completing certain tasks related to safety and liability coverage from its Workers' Compensation and Liability Insurer, Special District Risk Management Association (SDRMA). In reviewing and the Board re-affirming the policies, the District will earn points towards premium discounts. Staff is presenting revisions to the following District Policies:
 - Human Resources Discipline Policy and Procedures
 - Board Policy #47, Policy Against Discrimination and Harassment and Complaint Procedure
 - Board Policy #24, Recruitment, Selection, and Employment
- The District received a premium discount of \$54,000 last year.
- Staff is requesting that the board adopt Resolution #4146 implementing the proposed revisions to the above policies.

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



Otay Water District
Human Resources Policies
and Procedures

Effective Date:
September 2, 2009

Page 1 of 7

Section Title:

**DISCIPLINE POLICY AND
PROCEDURES**

PURPOSE

The purpose of this policy is to present a progressive approach to employee discipline which uses consistent and equitable procedures for reflecting employee job performance and general conduct.

POLICY

It is the policy of Otay Water District to maintain an atmosphere of positive motivation and discipline with its employees; to treat all employees fairly; and to administer disciplinary action, when necessary, in a manner that is both fair and corrective.

Disciplinary action is primarily intended to be corrective and progressive, directed at obtaining compliance with District rules, orders, procedures, standards of conduct, and expected job performance. However, disciplinary action may also serve a punitive purpose, particularly in the case of severe or repetitive misconduct. The District may impose discipline, including a first disciplinary action, commensurate with the nature and circumstances of an employee's misconduct. Appropriate disciplinary action may include counseling, oral warning, written reprimand, suspension, reduction in pay, demotion, and/or dismissal.

STANDARDS OF CONDUCT

All employees are expected to act in a positive and professional manner in performing their duties and in their relationships with other employees and the public.

Individual departments may adopt rules specifically based on the needs of the department. In such cases, these rules must be written, approved by the Assistant General Manager, and distributed to all affected employees.

Employees may be disciplined for the following misconduct:

1. Fraud in securing employment or promotion;
2. Incompetence, including loss, revocation, suspension, or conditions of probation of a license or certificate that is a condition of the position, that prevent an employee from performing work at the District, or the uninsurability of an employee to drive a District vehicle when driving is a condition of the position;

3. Failure to perform the duties of the position;
4. Inefficiency;
5. Insubordination;
6. Discourteous conduct;
7. Violation of safety rules, policies, standards, and/or regulations, or failure to promptly report the same;
8. Violation of the general rules, regulations, policies, and practices of the District or the employee's department;
9. Dishonesty;
10. Absence or tardiness without leave;
11. Working while intoxicated or illegally under the influence of controlled substances;
12. Consuming alcoholic beverages or illegally using controlled substances while on duty or during breaks;
13. *Conviction of a felony;
14. *Conviction of a misdemeanor involving moral turpitude and/or crimes involving firearms, explosives, violence, dishonesty and/or requiring registration under Penal Code 290;
15. Gambling on District property or while on duty;
16. Bringing or possessing firearms on District property;
17. Unauthorized use, removal, or negligent care of District property/resources, or willful or reckless damage or destruction of District property;
18. Fighting with or assaulting, harassing, threatening, or intimidating any person during working hours or on District property;
19. Immoral conduct;
20. Unlawful discrimination;
21. Attempting to overthrow the government of the United States or the State of California by force, violence, or other unlawful means or assisting persons or organizations making such attempt.

* A "conviction" includes any sentence, suspended sentence, probation or other resolution following a verdict, plea (including a no contest plea) or other finding of guilt.

LEVELS OF DISCIPLINE

Counseling – Counseling includes any discussion with an employee designed to assist the employee in clarifying and remedying a problem. The counseling discussion brings performance issues to an employee's attention when they are small, and assists the employee to correct them.

Counseling is normally given by the immediate supervisor.

Oral Warning – An oral warning notifies the employee that his/her performance or behavior must be improved for cases involving greater performance issues or when previous counseling has not changed behavior or performance.

An oral warning defines the areas in which improvement is required, sets up goals leading to improvement, and notifies the employee that failure to improve will result in more serious action.

An oral warning is normally given by the immediate supervisor. This action shall only be imposed upon review and approval of the Department Chief, in consultation with the Assistant General Manager, General Manager and Human Resources Manager or designee.

A written summary of an oral warning is kept by the supervisor, given to the employee, and placed in the supervisor's file and retained for a period of 18 months after which it is removed at the employee's request, unless other disciplinary problems have occurred within that time. However, if the oral warning is for violation of the Violence in the Workplace Policy, the Drug and Alcohol Policy, or Sexual Harassment Policy, it shall be permanently retained in the file.

Letter of Reprimand – A letter of reprimand is a notice to the employee that further disciplinary action may be taken unless performance or behavior improves and is generally given in cases of misconduct or when previous discipline has not changed behavior or performance.

A letter of reprimand admonishes an employee for misconduct and advises him/her of the consequences of failing to improve his/her performance or behavior. It should contain the following information:

- a. What occurred.
- b. Date and time of the event which is the cause of the reprimand.
- c. Specific rule or policy broken or violated.
- d. Reference to previous conversations, counseling and/or oral warnings regarding the problem.
- e. What the employee is expected to do to correct the situation.
- f. An outline of subsequent meetings or assignments to ensure that the employee has followed the directions for corrective action.

A letter of reprimand is normally given by the immediate manager. This action shall only be imposed upon review and approval of the Department Chief, in consultation with the Assistant General Manager, General Manager and Human Resources Manager or designee.

Copies of letters of reprimands are kept by the supervisor, given to the employee, and placed in the employee's permanent personnel file and retained for a period of 3 years after which it is removed at the employee's request, unless other disciplinary problems have occurred within that time. However, if a reprimand is for a violation of the Violence in the Workplace Policy, the Drug and Alcohol Policy or Sexual Harassment Policy, it shall be permanently retained in the file.

Suspension – Suspension is the temporary removal of an employee from his/her duties without pay. Suspensions are normally given in cases involving serious misconduct or chronic behavioral problems for which previous discipline has not changed behavior or performance.

A suspension is usually given by the Department Chief. This action shall only be imposed upon review and approval of the Department Chief, in consultation with the Assistant General Manager, General Manager and Human Resources Manager or designee..

Copies of suspension notices are kept by the supervisor, given to the employee, and placed in the employee's permanent personnel file.

Suspensions for 3 days or less shall be retained for a period of 3 years after which it is removed at the employee's request, unless other disciplinary problems have occurred within that time. However, if a suspension is for a violation of the Violence in the Workplace Policy, the Drug and Alcohol Policy or Sexual Harassment Policy, it shall be permanently retained in the file.

Suspensions for more than 3 days shall be retained in the employee's permanent personnel file.

Demotion or Reduction in Pay – Demotion to a position with a lower salary range or a reduction in salary within the current salary range. This type of discipline is normally imposed in response to an employee's failure to maintain minimum job requirements, incompetence or an inability to perform the essential duties of a position. However, it may be used for any other form of misconduct if deemed appropriate.

A demotion or reduction in pay is usually given by the Department Chief. This action shall only be imposed after review and approval by the Assistant General Manager, Department Chief, in consultation with the Human Resources Manager or designee, and finalized as a written notice or discipline approved by the General Manager.

Copies of demotions and reductions in pay are kept by the supervisor, given to the employee, and placed in the employee's permanent personnel file.

Dismissal – Action to permanently terminate an employee’s employment with the District for cases involving grave performance issues or when previous discipline has not changed behavior or performance.

A dismissal is usually given by the Department Chief. This action shall only be imposed after review and approval by the Assistant General Manager, Department Chief, in consultation with the Human Resources Manager or designee, and finalized as a written notice of discipline approved by the General Manager.

Copies of dismissal notices are kept by the supervisor, given to the employee, and placed in the employee’s permanent personnel file.

PRE-DISCIPLINE PROCESS

ELIGIBILITY

This process applies to any person holding regular status as a District employee. “Regular status” includes all District employees except temporary, probationary employees, or executive positions (Assistant General Managers and Department Chiefs).

A. Notice of Intent to Discipline

When a recommendation that a suspension of more than five (5) days, demotion, reduction in pay, or dismissal be imposed on an employee has been approved by the General Manager or designee, a Notice of Intent to Discipline shall be prepared and delivered to the employee at least five (5) working days before the date on which the proposed disciplinary action will become effective.

The Notice of Intent to Discipline shall include the following information:

1. A description of the proposed disciplinary action;
2. The date on which that action will become effective;
3. A statement of the charge(s) upon which the proposed action is based, including a description of the events constituting the alleged misconduct and reference to or description of the specific District rule or policy violated;
4. A statement that the employee has a right to meet with the General Manager or designee, and respond to the charges either orally or in writing, at any time before the proposed disciplinary action is to become effective; and
5. Copies of any known written materials, reports, or documents upon which the proposed action is based.

B. Notice of Discipline

If the employee elects not to meet with the General Manager or designee or respond to the charges before the effective date, the proposed action shall be imposed on the effective date.

If the employee meets with the General Manager or designee or submits a response to the charges and the General Manager or designee decides that the proposed action or modified

disciplinary action should be imposed, the General Manager or designee shall issue a Notice of Discipline to the employee.

The Notice of Discipline shall include the following information:

1. A description of the disciplinary action to be taken;
2. The date on which that action will become effective; and
3. A statement whether any of the charges, descriptions of events, or alleged violations of District rule or policy in the Notice of Intent to Discipline were not sustained.

APPEAL

Represented Employees

Represented employees shall have the right to appeal disciplinary action taken against them in accordance with and to the extent provided by an applicable collective bargaining agreement. A "represented employee" is an employee who is a member of a bargaining unit for which there is a recognized employee organization.

ADMINISTRATIVE LEAVE

Leave Pending Investigation – The District may place an employee on paid Administrative Leave pending investigation of an alleged violation of law, policy, regulation, or standard of conduct.

Leave Pending Disciplinary Action – The District may place an employee on paid Administrative Leave, pending issuance of charges and pending an employee's response to a Notice of Intent to Discipline and determination whether disciplinary action will be imposed.

EMERGENCY

In extraordinary circumstances, where an emergency situation exists that has the potential to harm District property, employees or members of the public or can result in harm to the employee, the District may remove the employee from the workplace immediately. An investigation will be conducted as soon as possible. After the emergency is passed, and if disciplinary action against the employee is contemplated, the guidelines for disciplinary action set forth herein shall be followed. If no discipline is imposed, the employee will be repaid for any time off without pay.

AUTOMATIC RESIGNATION

An employee is considered to have resigned his/her employment when the employee fails to report to work for two (2) or more consecutive work days without leave to be absent, whether such absence is voluntary or involuntary. Such resignation shall be effective as of the last day actually worked by the employee. The District shall notify the employee of his/her resignation. Although the District's acceptance of an employee's automatic resignation is not a disciplinary action, the District shall include the following in the notice of resignation:

- a. A description of the facts upon which the resignation is based;
- b. A statement that the employee has the right to meet with the General Manager or designee, and respond to the description of facts either orally or in writing, within five days of receiving the notice of resignation, unless longer notice is indicated in the applicable Memorandum of Understanding and;
- c. A statement that if the employee does not provide sufficient justification for his/her absence within five days of receiving the notice of resignation, his/her resignation shall be effective as of his/her last day actually worked.

If the General Manager or designee concludes that the employee's absence was justified, he/she shall order the employee reinstated without back pay.

TIME EXTENSIONS

Any time limitations or requirements, as set forth in this Policy and Procedure, may be extended or changed by mutual agreement of all parties.

EMPLOYEE ACKNOWLEDGEMENT

The District may require an employee to sign a document indicating the date on which the employee received a Notice of Intent to Discipline or a Notice of Discipline. If the employee refuses to sign the document, the person serving the document on the employee should note the date of service and that the employee declined to sign.



Otay Water District
Human Resources Policies
and Procedures

Effective Date:
~~September 5, 2007~~
September 2, 2009

Page 1 of 7

Section Title:

**DISCIPLINE POLICY AND
PROCEDURES**

PURPOSE

The purpose of this policy is to present a progressive approach to employee discipline which uses consistent and equitable procedures for reflecting employee job performance and general conduct.

POLICY

It is the policy of Otay Water District to maintain an atmosphere of positive motivation and discipline with its employees; to treat all employees fairly; and to administer disciplinary action, when necessary, in a manner that is both fair and corrective.

Disciplinary action is primarily intended to be corrective and progressive, directed at obtaining compliance with District rules, orders, procedures, standards of conduct, and expected job performance. However, disciplinary action may also serve a punitive purpose, particularly in the case of severe or repetitive misconduct. The District may impose discipline, including a first disciplinary action, commensurate with the nature and circumstances of an employee's misconduct. Appropriate disciplinary action may include counseling, oral warning, written reprimand, suspension, reduction in pay, demotion, and/or dismissal.

STANDARDS OF CONDUCT

All employees are expected to act in a positive and professional manner in performing their duties and in their relationships with other employees and the public.

Individual departments may adopt rules specifically based on the needs of the department. In such cases, these rules must be written, approved by the Assistant General Manager, and distributed to all affected employees.

Employees may be ~~informally or formally~~ disciplined for the following misconduct:

1. Fraud in securing employment or promotion;
2. Incompetence, including loss, revocation, suspension, or conditions of probation of a license or certificate that is a condition of the position, that prevent an employee from performing work at the District, or the uninsurability of an employee to drive a District vehicle when driving is a condition of the position;

3. Failure to perform the duties of the position;
4. Inefficiency;
5. Insubordination;
6. Discourteous conduct;
7. Violation of safety rules, policies, standards, and/or regulations, or failure to promptly report the same;
8. Violation of the general rules, regulations, policies, and practices of the District or the employee's department;
9. Dishonesty;
10. Absence or tardiness without leave;
11. Working while intoxicated or illegally under the influence of controlled substances;
12. Consuming alcoholic beverages or illegally using controlled substances while on duty or during breaks;
13. *Conviction of a felony;
14. *Conviction of a misdemeanor involving moral turpitude and/or crimes involving firearms, explosives, violence, dishonesty and/or requiring registration under Penal Code 290;
15. Gambling on District property or while on duty;
16. Bringing or possessing firearms on District property;
17. Unauthorized use, ~~or~~ removal, or negligent care of District property, resources, or willful or reckless damage ~~to~~ or destruction of District property;
18. Fighting with or assaulting, harassing, threatening, or intimidating any person during working hours or on District property;
19. Immoral conduct;
20. Unlawful discrimination;
21. ~~Membership in any organization that~~ Attempting to ~~advocates the~~ overthrow of the government of the United States or the at State of California by force, violence, or other unlawful means or assisting persons or organizations making such attempt.

* A "conviction" includes any sentence, suspended sentence, probation or other resolution following a verdict, plea (including a no contest plea) or other finding of guilt.

LEVELS OF DISCIPLINE

A. ~~Informal Discipline~~

Counseling – Counseling includes any ~~informal~~ discussion with an employee designed to assist the employee in clarifying and remedying a problem to fully develop skills and abilities. The counseling discussion brings performance issues to an employee's attention when they are small, and assists the employee to correct them. ~~may clarify standards, evaluate the employee's strengths and weaknesses, or seek information.~~

Counseling is normally given by the immediate supervisor, ~~but it may be given by any departmental supervisory staff up to and including the General Manager.~~

Oral Warning – An oral warning notifies the employee that his/her performance or behavior must be improved for cases involving greater performance issues or when previous counseling has not changed behavior or performance.

An oral warning defines the areas in which improvement is required, sets up goals leading to improvement, and notifies the employee that failure to improve will result in more serious action.

An oral warning is normally given by the immediate supervisor, ~~but it may be given by any departmental supervisory staff up to and including the General Manager.~~ This action shall only be imposed upon review and approval of the Department Chief, in consultation with the Assistant General Manager, General Manager and Human Resources Manager or designee.

A written summary of an oral warning is kept by the supervisor, given to the employee, and placed in the supervisor's file and retained for a period of 18 months after which it is removed at the employee's request, unless other disciplinary problems have occurred within that time. However, if the oral warning is for violation of the Violence in the Workplace Policy, the Drug and Alcohol Policy, or Sexual Harassment Policy, it shall be permanently retained in the file.

B. ~~Formal Discipline~~

Letter of Reprimand – A ~~written letter~~ of reprimand is a ~~formal~~ notice to the employee that further disciplinary action may be taken unless performance or behavior improves and is generally given in cases of misconduct or when previous discipline has not changed behavior or performance.

A ~~written letter~~ of reprimand admonishes an employee for misconduct and advises him/her of the consequences of failing to improve his/her performance or behavior. It should contain the following information:

- a. What occurred.
- b. Date and time of the event which is the cause of the reprimand.
- c. Specific rule or policy broken or violated.

- d. Reference to previous conversations, counseling and/or oral warnings regarding the problem.
- e. What the employee is expected to do to correct the situation.
- f. An outline of subsequent meetings or assignments to ensure that the employee has followed the directions for corrective action.

A written letter of reprimand is normally given by the immediate manager, ~~but it may be given by any departmental supervisory staff up to and including the General Manager.~~ This action shall only be imposed upon review and approval of the Department Chief, in consultation with the Assistant General Manager, General Manager and Human Resources Manager or designee.

Copies of written letters of reprimands are kept by the supervisor, given to the employee, and placed in the employee's permanent personnel file and retained for a period of 3 years after which it is removed at the employee's request, unless other disciplinary problems have occurred within that time. However, if a reprimand is for a violation of the Violence in the Workplace Policy, the Drug and Alcohol Policy or Sexual Harassment Policy, it shall be permanently retained in the file.

Suspension – Suspension is the temporary removal of an employee from his/her duties without pay. Suspensions are normally taken given in cases involving serious misconduct or chronic behavioral problems for which previous discipline has not changed behavior or performance there seems to be no other appropriate response.

A suspension is usually given by the Department Chief, ~~but may be given by any departmental supervisory staff up to and including the General Manager.~~ This action shall only be imposed upon review and approval of the Department Chief, in consultation with the Assistant General Manager, General Manager and Human Resources Manager or designee, ~~and finalized as a written notice of discipline approved by the Assistant General Manager.~~

Copies of suspension notices are kept by the supervisor, given to the employee, and placed in the employee's permanent personnel file.

Suspensions for 3 days or less shall be retained for a period of 3 years after which it is removed at the employee's request, unless other disciplinary problems have occurred within that time. However, if a suspension is for a violation of the Violence in the Workplace Policy, the Drug and Alcohol Policy or Sexual Harassment Policy, it shall be permanently retained in the file.

Suspensions for more than 3 days shall be retained in the employee's permanent personnel file.

Demotion or Reduction in Pay – Demotion to a position with a lower salary range or a reduction in salary within the current salary range. This type of discipline is normally imposed in response to an employee's failure to maintain minimum job requirements, incompetence or an inability to perform the essential duties of a position. However, it may be used for any other form of misconduct if deemed appropriate.

A demotion or reduction in pay is usually given by the Department Chief, ~~but may be given by any departmental supervisory staff up to and including the General Manager.~~ This action shall only be imposed after review and approval by the Assistant General Manager, Department Chief, in consultation with the Human Resources Manager or designee, and finalized as a written notice or discipline approved by the General Manager.

Copies of demotions and reductions in pay are kept by the supervisor, given to the employee, and placed in the employee's permanent personnel file.

Dismissal – Action to permanently terminate an employee's employment with the District for cases involving grave performance issues or when previous discipline has not changed behavior or performance.

A dismissal is usually given by the Department Chief, ~~but may be given by any departmental supervisory staff up to and including the General Manager.~~ This action shall only be imposed after review and approval by the Assistant General Manager, Department Chief, in consultation with the Human Resources Manager or designee, and finalized as a written notice of discipline approved by the General Manager.

Copies of dismissal notices are kept by the supervisor, given to the employee, and placed in the employee's permanent personnel file.

PRE-DISCIPLINE ~~DUE~~ PROCESS

ELIGIBILITY

~~This~~ these ~~process~~ dures ~~applies~~ to any person holding regular status as a District employee. "Regular status" includes all District employees except temporary, probationary employees, or executive positions (Assistant General Managers and Department Chiefs) ~~at-will employees, part-time employees working less than 20 hours per week, and temporary employees.~~

A. Notice ~~o~~ f Intent ~~t~~ o Discipline

When a recommendation that a suspension of more than five (5) days, demotion, reduction in pay, or dismissal be imposed on an employee has been approved by the General Manager or designee, a Notice of Intent to Discipline shall be prepared and delivered to the employee at least five (5) working days before the date on which the proposed disciplinary action will become effective.

The Notice of Intent to Discipline shall include the following information:

1. A description of the proposed disciplinary action;
2. The date on which that action will become effective;
3. A statement of the charge(s) upon which the proposed action is based, including a description of the events constituting the alleged misconduct and reference to or description of the specific District rule or policy violated;

4. A statement that the employee has a right to meet with the General Manager or designee, and respond to the charges either orally or in writing, at any time before the proposed disciplinary action is to become effective; and
5. Copies of any known written materials, reports, or documents upon which the proposed action is based.

B. Notice of Discipline

If the employee elects not to meet with the General Manager or designee or respond to the charges before the effective date, the proposed action shall be imposed on the effective date.

If the employee meets with the General Manager or designee or submits a response to the charges and the General Manager or designee decides that the proposed action or modified disciplinary action should be imposed, the General Manager or designee shall issue a Notice of Discipline to the employee.

The Notice of Discipline shall include the following information:

1. A description of the disciplinary action to be taken;
2. The date on which that action will become effective; and
3. A statement whether any of the charges, descriptions of events, or alleged violations of District rule or policy in the Notice of Intent to Discipline were not sustained.

APPEAL

Represented Employees

Represented employees shall have the right to appeal disciplinary action taken against them in accordance with and to the extent provided by an applicable collective bargaining agreement. A "represented employee" is an employee who is a member of a bargaining unit for which there is a recognized employee organization.

ADMINISTRATIVE LEAVE

Leave Pending Investigation – The District may place an employee on paid Administrative Leave pending investigation of an alleged violation of law, policy, regulation, or standard of conduct.

Leave Pending Disciplinary Action – The District may place an employee on paid Administrative Leave, pending issuance of charges and pending an employee's response to a Notice of Intent to Discipline and determination whether disciplinary action will be imposed.

EMERGENCY

In extraordinary circumstances, where an emergency situation exists that has the potential to harm District property, employees or members of the public or can result in harm to the employee, the District may remove the employee from the workplace immediately. An investigation will be conducted as soon as possible After the emergency is passed, and if

disciplinary action against the employee is contemplated, the guidelines for disciplinary action set forth herein shall be followed. If no discipline is imposed, the employee will be repaid for any time off without pay.

AUTOMATIC RESIGNATION

An employee is considered to have resigned his/her employment when the employee fails to report to work for two (2) or more consecutive work days without leave to be absent, whether such absence is voluntary or involuntary. Such resignation shall be effective as of the last day actually worked by the employee. The District shall notify the employee of his/her resignation. Although the District's acceptance of an employee's automatic resignation is not a disciplinary action, the District shall include the following in the notice of resignation:

- a. A description of the facts upon which the resignation is based;
- b. A statement that the employee has the right to meet with the General Manager or designee, and respond to the description of facts either orally or in writing, within five days of receiving the notice of resignation, unless longer notice is indicated in the applicable Memorandum of Understanding and:-
- c. A statement that if the employee does not provide sufficient justification for his/her absence within five days of receiving the notice of resignation, his/her resignation shall be effective as of his/her last day actually worked.

If the General Manager or designee concludes that the employee's absence was justified, he/she shall order the employee reinstated without back pay.

TIME EXTENSIONS

Any time limitations or requirements, as set forth in this Policy and Procedure, may be extended or changed by mutual agreement of all parties.

EMPLOYEE ACKNOWLEDGEMENT

The District may require an employee to sign a document indicating the date on which the employee received a Notice of Intent to Discipline or a Notice of Discipline. If the employee refuses to sign the document, the person serving the document on the employee should note the date of service and that the employee declined to sign.

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Subject: POLICY AGAINST DISCRIMINATION AND HARASSMENT AND COMPLAINT PROCEDURE	Policy Number	Date Adopted	Date Revised
	47	10/11/05	9/2/09

PURPOSE

The purposes of this policy are to (i) advise all employees that the District disapproves of and will not tolerate unlawful discrimination or harassment of its employees, or retaliation against those who report such behavior, and (ii) set forth a procedure for investigating and resolving internal complaints of discrimination, harassment, or retaliation.

POLICY

The District is committed to providing a work environment free of unlawful discrimination, harassment, or retaliation against those who report discrimination or harassment. Discrimination or harassment based on sex (including gender, pregnancy, childbirth or related medical condition), race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected class (as recognized by the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing) is prohibited. Discrimination or harassment based on the perception that a person has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics, is prohibited. Retaliation against any person who complains of unlawful discrimination or harassment or who provides evidence relating to such a complaint, is prohibited.

This Policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, advancement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training. It applies to each District employee, member of the Board of Directors, and to all vendors conducting business with the District.

DEFINITIONS

Discrimination - Any decision or action that is based on an individual's status as a member of a protected class that adversely affects a District employee or the employee's work conditions, terms of employment, or work environment.

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Harassment - Any decision or action that is based on a District employee's status as a member of a protected class, made for the purpose or having the effect of adversely affecting that employee's work conditions, terms or employment, or work environment. Harassment may include, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwelcome sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work;
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid an adverse consequence, and offers of employment benefits in return for sexual favors.

Protected Class - Any class of persons who share a common sex, race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other "protected class" recognized by the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing. For purposes of this definition, "sex" includes gender, pregnancy, childbirth, or a pregnancy- or childbirth-related medical condition.

Retaliation - Any decision or action that is based on the fact that a District employee has previously complained of discrimination, harassment, or retaliation prohibited by this Policy (regardless of whether a formal complaint has been made) or has provided evidence in the investigation of another District employee's complaint under this Policy, made for the purpose of adversely affecting the employee's conditions of employment, terms of employment, or work environment.

Sexual Harassment - A form of harassment that is based on an employee's gender but which objectively and subjectively creates an

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adverse impact on the employee regardless of the purpose or intent of the alleged harasser.

COMPLAINT PROCEDURE

An employee or job applicant who believes he or she has been the victim of discrimination, harassment, or retaliation by a District employee, a member of the Board of Directors, or a vendor may make a complaint verbally, or in writing by completing the District's Discrimination and Harassment Complaint Form. An employee may make a complaint to any of the following:

- Human Resources;
- Any supervisor, manager, Department Chief, Assistant General Manager, or General Manager;
- Complaints against the General Manager should be directed to the President of the Board of Directors.

Applicants may make a complaint to any of the following:

- Human Resources or;
- General Manager.

Any person described above shall forward each written discrimination complaint to the General Manager or designee immediately of receiving the complaint or having knowledge of the complaint. If a complaint is made verbally, the person receiving the complaint shall notify Human Resources immediately.

If any manager, supervisor, Department Chief, or Assistant General Manager becomes aware of or suspects discrimination, harassment, or retaliation against a District employee or applicant, or any allegation thereof, he/she must immediately notify the Human Resources Manager of the relevant facts and circumstances.

The General Manager or designee may conduct the investigation of alleged discrimination, harassment, or retaliation, or may delegate responsibility for the investigation to another District management employee. If the complaint is against the General Manager, the President of the Board of Directors shall be responsible for conducting the investigation, assigning another management employee,

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or outside investigator and overseeing the investigation. If the complaint is against the Board of Directors, the General Manager shall be responsible for contracting with an outside investigator to conduct the investigation. The Board will take appropriate action based on the findings.

During its investigation, the District shall take appropriate steps to protect the privacy of all parties involved. This shall not be construed to justify refusing to inform a person who has been accused of violating this Policy of the identity of the complainant and witnesses against him/her, however. Reports of discrimination, harassment, or retaliation may not be made anonymously, but information regarding any report and subsequent investigation will be disseminated on a "need to know" basis.

In the event that an investigation will take longer than 60 calendar days to complete, the investigator must notify the complainant of this fact prior to the expiration of 60 days and provide an anticipated completion date, in writing.

If a finding is made that discrimination, harassment, or retaliation has occurred, the District shall take remedial action appropriate to the circumstances, which may include disciplinary action up to and including termination for an employee who has violated this Policy or sanctions for a vendor who has violated this Policy.

Every District employee has a duty to participate in good faith in any investigation conducted under this Policy. Failure to participate in good faith is a ground for disciplinary action appropriate to the circumstances. All employees are encouraged to report in good faith discrimination, harassment, or retaliation. However, reports made maliciously or in bad faith may subject an employee to disciplinary action appropriate to the circumstances up to and including termination.

The action of making a complaint does not preclude a complainant from filing a complaint with the appropriate State or Federal agency. For information as to where to file a claim, an employee may contact the Equal Employment Opportunity Commission at (213)

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894-1000 or the Department of Fair Employment and Housing at (800) 884-1684.

POLICY HISTORY

Human Resources Policy and Procedure, Effective August 4, 1993.
Board Policy adopted October 11, 2005.

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PURPOSE

The purposes of this policy are to (i) advise all employees that the District disapproves of and will not tolerate unlawful discrimination or harassment of its employees, ~~r~~ or retaliation against those who report such behavior, and (ii) set forth a procedure for investigating and resolving internal complaints of discrimination, harassment, or retaliation.

POLICY

The District is committed to providing a work environment free of unlawful discrimination, harassment, or retaliation against those who report discrimination or harassment. Discrimination or harassment based on sex (including gender, pregnancy, childbirth or related medical condition), race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected class (as recognized by the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing) is prohibited. Discrimination or harassment based on the perception that a person has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics, is prohibited. Retaliation against any person who complains of unlawful discrimination or harassment or who provides evidence relating to such a complaint, is prohibited.

This Policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, advancement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training. It applies to each District employee, member of the Board of Directors, and to all vendors conducting ~~doing~~ business with the District.

DEFINITIONS

Discrimination - Any decision or action that is based on an individual's status as a member of a protected class that adversely

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affects a District employee or the employee's work conditions, terms of employment, or work environment.

Harassment - Any decision or action that is based on a District employee's status as a member of a protected class, made for the purpose or having the effect of adversely affecting that employee's work conditions, terms or employment, or work environment. Harassment may include, but is not limited to:

- | • Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwelcome sexual advances, invitations or comments;
- | • Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- | • Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work;
- | • Threats and demands to submit to sexual requests as a condition of continued employment or to avoid an adverse consequence, and offers of employment benefits in return for sexual favors.

Protected Class - Any class of persons who share a common sex, race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other "protected class" recognized by the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing. For purposes of this definition, "sex" includes gender, pregnancy, childbirth, or a pregnancy- or childbirth-related medical condition.

Retaliation - Any decision or action that is based on the fact that a District employee has previously complained of discrimination, harassment, or retaliation prohibited by this Policy (regardless of whether a formal complaint has been made) or has provided evidence in the investigation of another District employee's complaint under this Policy, made for the purpose of adversely affecting the employee's ~~work~~-conditions of employment, terms of ~~employment~~, or work environment.

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Sexual Harassment - A form of harassment that is based on an employee's gender but which objectively and subjectively creates an adverse impact on the employee regardless of the purpose or intent of the alleged harasser.

COMPLAINT PROCEDURE

An employee or job applicant who believes he or she has been the victim of discrimination, harassment, or retaliation by a District ~~another~~ employee, a member of the Board of Directors, or a vendor may make a complaint verbally, or in writing by completing the District's Discrimination and Harassment Complaint Form. An employee may make a complaint to any of the following:

- ~~The Human Resources Office;~~
- ~~Employee's immediate supervisor;~~
- ~~Employee's immediate manager;~~
- ~~Employee's department Chief;~~
- Any supervisor, manager, Department Chief, ~~or~~ Assistant General Manager, or General Manager;
- ~~General Manager~~
- President of the Board of Directors (only for eComplaints against the General Manager should be directed to the President of the Board of Directors).

Applicants may make a complaint to any of the following:

- ~~The Human Resources Office~~ or;
- ~~The Office of Administrative Services; or~~
- General Manager.

Any person ~~or office~~ described above shall forward each written discrimination complaint to the General Manager or designee immediately within two business days of receiving the complaint or having knowledge of the complaint. If a complaint is made verbally, the person ~~or office~~ receiving the complaint shall notify Human Resources immediately. ~~provide written documentation of the~~

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~~complaint, secure the complainant's signature if possible, and forward the written complaint to the General Manager or designee within five business days of receiving the verbal complaint.~~

If any manager, supervisor, Department Chief, or Assistant General Manager becomes aware of or suspects discrimination, harassment, or retaliation against a District employee or applicant, or any allegation thereof, he/she must immediately notify the Human Resources Manager of the relevant facts and circumstances.

The General Manager or designee may conduct the investigation of alleged discrimination, harassment, or retaliation, or may delegate responsibility for the investigation to another District management employee. If the complaint is against the General Manager, the President of the Board of Directors shall be responsible for conducting the investigation, assigning another management employee, or outside investigator and overseeing the investigation. If the complaint is against the Board of Directors, the General Manager shall be responsible for contracting with an outside investigator to conduct the investigation. The Board will take appropriate action based on the findings.

During its investigation, the District shall take appropriate steps to protect the privacy of all parties involved. This shall not be construed to justify refusing to inform a person who has been accused of violating this Policy of the identity of the complainant and witnesses against him/her, however. Reports of discrimination, harassment, or retaliation may not be made anonymously, but information regarding any report and subsequent investigation will be disseminated on a "need to know" basis.

In the event that an investigation will take longer than 60 calendar days to complete, the investigator must notify the complainant of this fact prior to the expiration of 60 days and provide an anticipated completion date, in writing.

If a finding is made that discrimination, harassment, or retaliation has occurred, the District shall take remedial action appropriate to the circumstances, which may include disciplinary action up to and

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including termination for an employee who has violated this Policy or sanctions for a vendor who has violated this Policy.

Every District employee has a duty to participate in good faith in any investigation conducted under this Policy. Failure to participate in good faith is a ground for disciplinary action appropriate to the circumstances. All employees are encouraged to report in good faith discrimination, harassment, or retaliation. However, reports made maliciously or in bad faith may subject an employee to disciplinary action appropriate to the circumstances up to and including termination.

The action of making a complaint does not preclude a complainant from filing a complaint with the appropriate Sstate or Ffederal agency. For information as to where to file a claim, an employee may contact the Equal Employment Opportunity Commission at (213) 894-1000 or the Department of Fair Employment and Housing at (800) 884-1684.

POLICY HISTORY

Human Resources Policy and Procedure, Effective August 4, 1993.

~~Revised March 15, 2000.~~

Board Policy adopted October 11, 2005.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	09/02/09

PURPOSE

It is the purpose of this policy to provide guidelines for the recruitment and selection of regular, student intern, temporary and/or contract employees.

POLICY

It is the policy of the Otay Water District (District) to recruit and select the best qualified applicants on the basis of job-related standards of experience, education, training, ability, and merit; to encourage members of the communities which we serve to apply for employment opportunities with the District; to encourage District employees to apply for positions for which they believe they qualify, to assure that qualified internal applicants are given fair and adequate consideration; and to advance regular District employees when it is determined that they are the best qualified.

EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer. All employees and applicants shall receive equal consideration and treatment. The District shall recruit, hire, and promote the best qualified individuals without regard to race, color, religion, sex, national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, or membership in any other "protected class" recognized by California or Federal law or regulation.

AUTHORITY OF THE GENERAL MANAGER

Section 2.01, of the Otay Water District's Code of Ordinance provides that pursuant to §71362 and §71363 of the California Water Code the General Manager has the authority to manage and operate the affairs of the District. This authority includes the employment, discharging and fixing of compensation for all employees and assistants, except those referred to in §71340, and to prescribe their duties and promulgate specific rules and regulations for such employees and assistants.

The General Manager's authority also includes making appointments of temporary or contract employees needed to perform District work resulting from such matters as interim vacancies, peak workload, and special projects so long as he/she operates within Board-approved budgeted appropriation levels. Contract or temporary appointments are not subject to amount limits for agreements, contracts, or other documents as defined in §2.01(C), or to formal competition, selection and advertisement requirements identified herein.

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RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	09/02/09

DEFINITIONS

- A. Applicant: A person applying for a position, including a District employee who seeks appointment to a different position.
- B. Appointment: The employment of a person in a position, whether on a regular or temporary basis.
- C. Closed/Promotional Recruitment: A recruitment open only to qualified regular District employees, or open only to qualified regular District employees in a particular classification, unit or division.
- D. Conviction: Any sentence, suspended sentence, probation or other resolution followed by a verdict, plea (including a no contest plea) or other finding of guilt.
- E. Eligible List: A list of qualified applicants who remain eligible for consideration for a position.
- F. Employment Announcement: A formal notice by the District of an employment opportunity.
- G. Open/Competitive Recruitment: A recruitment open to all interested qualified applicants.
- H. Promulgation: The date Human Resources certifies the list of eligible applicants for consideration.
- I. Qualified Applicant: An applicant who has passed all elements of the selection process, would be at least 18 years old at the time of appointment and remains eligible for appointment.
- J. Recruitment and Selection Plan: A planned process to establish an adequate pool of qualified applicants which shall consist of an open/competitive or a closed/promotional recruitment.
- K. Regular Appointment: An appointment to a regular authorized position with benefits.
- L. Regular Vacancy: A vacancy in an authorized position.
- M. Temporary Appointment: An appointment made for a specific duration, generally not to exceed one year. Temporary appointments may be exempt from the formal recruitment and selection process.

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RECRUITMENT AND SELECTION PROCESS

All regular vacancies shall be filled through an open/competitive recruitment and selection plan unless otherwise approved by the General Manager. This is consistent with best practice and expected to maximize community participation, competition, diversity, and the number of highly qualified applicants available for consideration for employment. However, the General Manager may authorize a closed/promotional recruitment and selection plan given the requirements of the position and the quality of the internal applicant pool.

All applicants for regular positions shall submit to the same recruitment and selection plan for that position. The General Manager may approve revising the recruitment and selection plan in order to better meet the needs of the District.

A. Notice of Employment Opportunities

Human Resources shall post employment opportunities for regular vacancies consistent with the approved recruitment and selection plan.

1. The employment announcement shall include the following:

- a. Classification Title
- b. Salary Rate and/or Range
- c. Essential Functions
- d. Minimum Qualifications
- e. Selection/Examination Plan
- f. Application Filing Instructions
- g. Equal Employment Opportunity Employer Statement

B. Disqualification of Applicants

1. Applicants may be disqualified at any time during the process for any of the following reasons:

- a. The applicant is found to lack any of the minimum job requirements established for the position.
- b. The applicant has made a false statement of material fact in the application or has committed fraud or deception in the selection process or in securing eligibility for appointment.
- c. The applicant has a history of less than satisfactory employment.
- d. The applicant uses or attempts to use any personal or political influence to further eligibility.

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- e. The applicant has without authorization directly or indirectly obtained information regarding examinations.
- f. The applicant fails to submit his or her application correctly or within the prescribed time limits.
- g. The applicant has taken part in the compilation, administration, or correction of the examinations for the position for which he/she is an applicant.
- h. Any other reason deemed by the General Manager to protect the best interests of the District.

C. Examination Content

The recruitment and selection plan shall be job-related in order to determine the ability of applicants to perform the duties of the job classification. The plan may provide for one or more of the following types of examinations:

- 1. Review of Employment Application and/or Required Supplementary Material(s)
- 2. Written Examination
- 3. Physical Agility and/or Performance Skill Examination
- 4. Oral Interview

D. Eligible Lists

Eligible lists may be maintained to fill current and future vacancies. The eligible list may be valid for up to twelve (12) months from date of promulgation. Human Resources may pull applicants from any eligible list in lieu of posting a position or to augment the applicant pool for other similar classifications with related skills and abilities.

E. Conditions of Appointment

Once an applicant is determined to be the best qualified, but prior to appointment, the applicant shall meet and agree to the terms and conditions of employment specified for a particular position. Failure of such pre-employment examinations may cause the applicant to be disqualified for employment. Conditions of employment may include, but are not limited to the following:

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1. Physical Fitness/Medical Examination
2. Drug/Alcohol Screening
3. Verification of lawful work status under Immigration rules
4. Verification of employment, education, certificates, licenses, driving, and criminal history including fingerprinting

F. Evaluation of Criminal Conviction Information

Upon receipt of the criminal conviction information, the District shall determine if the information shall disqualify the applicant. There shall be an automatic disqualification for employment for any of the following:

- a. Any felony conviction;
- b. Any misdemeanor conviction within one year preceding the date of application for any offense(s) considered to be crimes of moral turpitude by any court of the state, and/or crimes involving, firearms, explosives, violence, dishonesty and/or requiring registration under Penal Code §290;
- c. Intentionally failing to disclose a prior conviction of any type.

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PURPOSE

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POLICY

It is the policy of the Otay Water District (District) to recruit and select the best qualified applicants on the basis of job-related standards of experience, education, training, ability, and merit; to encourage members of the communities which we serve to apply for employment opportunities with the District; to encourage District employees to apply for positions for which they believe they qualify, to assure that qualified internal applicants are given fair and adequate consideration; and to advance regular ~~district~~ District employees when it is determined that they are the best qualified.

EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer. All employees and applicants shall receive equal consideration and treatment. The District shall recruit, hire, and promote the best qualified individuals without regard to race, color, religion, sex, national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, or membership in any other "protected class" recognized by California or Federal law or regulation.

AUTHORITY OF THE GENERAL MANAGER

Section 2.01, of the Otay Water District's Code of Ordinance provides that pursuant to §71362 and §71363 of the California Water Code the General Manager has the authority to manage and operate the affairs of the District. This authority includes the employment, discharging and fixing of compensation for all employees and assistants, except those referred to in §71340, and to prescribe their duties and promulgate specific rules and regulations for such employees and assistants.

The General Manager's authority also includes making appointments of temporary or contract employees needed to perform District work resulting from such matters as interim vacancies, peak workload, and special projects so long as he/she operates within Board-approved budgeted appropriation levels. Contract or temporary appointments are not subject to amount limits for agreements, contracts, or other documents as defined in §2.01(C), or to formal competition, selection and advertisement requirements identified herein.

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RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	09/05/07 09/02/09

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- D. Conviction: Any sentence, suspended sentence, probation or other resolution followed by a verdict, plea (including a no contest plea) or other finding of guilt.
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RECRUITMENT AND SELECTION PROCESS

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All applicants for regular positions shall submit to the same recruitment and selection plan for that position. The General Manager may approve revising the recruitment and selection plan in order to better meet the needs of the District.

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1. The employment announcement shall include the following:

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- g. Equal Employment Opportunity Employer Statement

B. Disqualification of Applicants

1. Applicants may be disqualified at any time during the process for any of the following reasons:

- a. The applicant is found to lack any of the minimum job requirements established for the position.
- b. The applicant has made a false statement of material fact in the application or has committed fraud or deception in the selection process or in securing eligibility for appointment.
- c. The applicant has a history of less than satisfactory employment.
- d. The applicant uses or attempts to use any personal or political influence to further eligibility.

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- e. The applicant has without authorization directly or indirectly obtained information regarding examinations.
- f. The applicant fails to submit his or her application correctly or within the prescribed time limits.
- g. The applicant has taken part in the compilation, administration, or correction of the examinations for the position for which he/she is an applicant.
- h. Any other reason deemed by the General Manager to protect the best interests of the District.

C. Examination Content

The recruitment and selection plan shall be job-related in order to determine the ability of applicants to perform the duties of the job classification. The plan may provide for one or more of the following types of examinations:

1. Review of Employment Application and/or Required Supplementary Material(s)
2. Written Examination
3. Physical Agility and/or Performance Skill Examination
4. Oral Interview

D. Eligible Lists

Eligible lists may be maintained to fill current and future vacancies. The eligible list may be valid for up to twelve (12) months from date of promulgation. Human Resources may pull applicants from any eligible list in lieu of posting a position or to augment the applicant pool for other similar classifications with related skills and abilities.

E. Conditions of Appointment

Once an applicant is determined to be the best qualified, but prior to appointment, ~~all the~~ applicants shall meet and agree to the terms and conditions of employment specified for a particular position. Failure of such pre-employment examinations may cause the applicant to be disqualified for employment. Conditions of employment may include, but are not limited to the following:

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	09/05/07 09/02/09

1. Physical Fitness/Medical Examination
2. Drug/Alcohol Screening
3. Verification of lawful work status under Immigration rules
4. Verification of employment, education, certificates, licenses, driving, and criminal history including fingerprinting

F Evaluation of Criminal Conviction Information

Upon receipt of the criminal conviction information, the District shall determine if the information shall disqualify the applicant. There shall be an automatic disqualification for employment for any of the following:

- a. Any felony conviction;
- b. Any misdemeanor conviction within one year preceding the date of application for any offense(s) considered to be crimes of moral turpitude by any court of the state, and/or crimes involving, firearms, explosives, violence, dishonesty and/or requiring registration under Penal Code §290;
- c. Intentionally failing to disclose a prior conviction of any type.

ATTACHMENT E

RESOLUTION NO. 4146

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OTAY
WATER DISTRICT
TO REVISE POLICY 47 CONCERNING POLICY AGAINST
DISCRIMINATION AND HARASSMENT AND COMPLAINT
PROCEDURE AND POLICY 24 CONCERNING RECRUITMENT,
SELECTION, AND EMPLOYMENT OF REGULAR, TEMPORARY,
AND CONTRACT EMPLOYEES

WHEREAS, the Board of Directors of Otay Water District wishes to clearly communicate the District's position regarding recruitment, selection and employment of regular, temporary, and contract employees and discourage discrimination and harassment by clearly stating the complaint procedure; and

WHEREAS, the District desires to provide for a work environment free of unlawful discrimination, harassment and retaliation and that prohibits discrimination, harassment and retaliation based on sex (including gender, pregnancy, child birth or related medical condition), race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected class (as recognized by the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing); and

WHEREAS, it is the policy of the District to provide a clear policy against discrimination and harassment and complaint procedure and communicate the District's policy on recruitment, selection, and employment of regular, temporary, and contract employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Otay Water District revise Policy 47, "Policy Against Discrimination and Harassment and Complaint Procedure" and Policy 24, "Recruitment, Selection, and Employment" in the form presented to the Board at this meeting; and

BEING FURTHER RESOLVED that the Board directs the staff of the District to comply with the provisions of revised Policy 47 "Policy Against Discrimination and Harassment and Complaint Procedure" and revised Policy 24 "Recruitment, Selection, and Employment of Regular, Temporary and Contract Employees".

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Otay Water District at a regular meeting held this 2nd of September, 2009.

President

ATTEST:

Secretary



AGENDA ITEM 6e

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY:			
SUBJECT:	Proposed Change of Governance for the Water Conservation Garden		

GENERAL MANAGER'S RECOMMENDATION:

That the Board of Directors approve in concept the transition of the operation of the Water Conservation Garden (Garden) to become a nonprofit 501(c)(3) entity (Nonprofit) as outlined in the following staff report. Authorize supplemental funding of \$7,750 in FY 2010 to support the Water Conservation Garden's transition to become a Nonprofit.

PURPOSE:

The purpose of the proposed change in governance of the Water Conservation Garden is to bring about a new model of governance that combines the benefits of financial stability and support from its member agencies, while allowing the Garden to operate more autonomously under a traditional nonprofit organization structure.

The Garden, as a nonprofit organization, will continue to provide the valuable water conservation training, education, and physical demonstration needed by the water agencies throughout the region while being allowed to operate under the direction of a board of directors with the sole purpose of advancing water conservation.

Members of the Conservation Garden Authority (JPA) funded the construction of the Garden and continue to fund a majority of its operational costs. Future long-term financial support of the Garden by members of the JPA under this new model provides valuable water conservation programs and will continue to utilize the facilities constructed at the Garden as intended by its founders.

COMMITTEE ACTION:

See Attachment A

BACKGROUND

Currently, the operation of the Garden is managed within a Joint Powers Authority (JPA) consisting of the Otay Water District, Helix Water District, San Diego County Water Authority, City of San Diego, Sweetwater Authority (Water Agencies) and Cuyamaca College. Otay Water District and Helix Water District provided approximately \$2 million each to construct the Garden on land donated by Cuyamaca College. To fund the annual operation of the Garden, the Water Agencies provide various levels of financial support. Financial support for the Garden is also obtained by the "Garden Partners" program, grants, gifts, memberships, sponsorships, and donations.

The JPA Board of Directors (Board) is completing a strategic plan that has focused on the governance of the Garden and is exploring alternatives to the current JPA model. The proposed model would transition the governance and operation of the Garden to become a 501(c)(3) nonprofit entity such as the Friends of the Garden. Long-term funding for the Garden is expected to continue in part from the Water Agencies in the JPA, but the day-to-day operation of the Garden would be the responsibility of the new nonprofit organization.

The JPA and the Nonprofit would enter into a facilities use agreement to define roles and responsibilities with specific performance standards detailed. The ownership of the Garden remains with the JPA, and the Garden will be operated by the Nonprofit. Financial support and transition details will be identified in the facilities use agreement. The belief is that the Nonprofit will be better able to raise additional funds for the operation and capital needs beyond reliance on its JPA members.

To better understand the components of the transition plan, the following framework elements are proposed.

Calendar

The following draft calendar would outline the major milestones and events in the framework plan:

- | | |
|------------------|---|
| 8/2009 - 9/2009 | Completion of the Strategic Plan. |
| 8/2009 - 12/2009 | Facilities use agreement prepared for the Nonprofit. In addition, the existing incorporation documents for the Nonprofit will be reviewed to determine if amendments are necessary in order to assume operational responsibility of the Garden. |
| 1/2010 -12/2010 | The first twelve months will be the transitional and formative year for the Nonprofit to |

recruit and develop additional board members and hire a development director exclusively for fundraising. The JPA maintains an active role on the Board through the transition year.

1/2011 - 6/2011 The Nonprofit assumes all management responsibilities of the Garden including maintenance, education, outreach, and development. The JPA reduces the number of positions on the Board. The Nonprofit controls the majority of new Board's positions. Funding is defined in the facilities use agreement. The Nonprofit and the JPA determine the appropriate level of long-term financial support by JPA members and amends the facilities use agreement as necessary.

7/2011 The Nonprofit assumes full management of the Garden.

Governance Transition

12/2009 The JPA approves an eighteen-month budget covering January 2010 through June 2011, and executes the facilities use agreement with the Nonprofit.

1/2010 - 12/2010 Nonprofit Board of Directors (First year of the transition)- Up to fifteen members consisting of the following:

- Six members of JPA.
- Up to nine board members from the Nonprofit and new appointees as approved by the Nonprofit Board. The Nonprofit Board will need at least a total of eight members to function.
- For the first year, the officers on the Nonprofit Board will be comprised of a JPA member as president, a JPA member treasurer, a Nonprofit board member as vice president, and a Nonprofit board member as secretary.

1/2011 - 12/2011 Nonprofit Board of Directors - Up to fifteen members consisting of the following:

- Three JPA members picked by the JPA to best represent the collective interests of the JPA.

- Up to twelve seats filled by the Nonprofit Board. No additional JPA members will be allowed on Nonprofit Board beyond the three listed above.

Staffing - January 2010

- The current positions remain funded at existing levels.
- The development director position will be a contract employee. In addition, any contract clerical support will be funded within the line item for the development director. The development director will be supervised and function under the authority and direction of the Nonprofit's executive director.
- On January 1, 2011, the Nonprofit will officially be responsible for the Garden employees.

JPA Funding Plan during the Eighteen-Month Transition Period (Budget Elements for Revenue Contributions 1/10-6/11)

- Basic Operational Funding - JPA members will provide basic funding for the second half of FY 2009-2010 at current budget levels. Otay's share in FY 2009-2010 is \$78,750.
- JPA members commit to funding for FY 2010-2011 at 5% over FY 2009-2010.
- Supplemental Funding (additional funding over the basic operational funding)
 - San Diego County Water Authority (CWA) - \$93,000 over eighteen months (A total of \$246,000 including the development director.)
 - Non CWA JPA members - \$93,000 over eighteen months (Otay's share will be \$7,750 for FY 2010 and \$7,750 for FY 2011.)
- Development Director - Funded by CWA at \$153,000 over eighteen months as a contract employee including clerical support. Office space will be provided at the Helix Water District for eighteen months.
- Formation Costs - Funded by JPA Reserves.
- JPA Reserves - Remain with and under the control of the JPA until 7/1/2011.
- Long-term funding by the JPA for the Garden after 7/1/2011 will be determined during the transition period and incorporated in the facilities use agreement.

FISCAL IMPACT:

Funding for \$7,750 for the transition is available from the Conservation Section's Garden Budget (\$4,750), Conservation Incentives Budget (\$2,000), and the General Manager's Awards, Sponsorships and Recognition Budget (\$1,000).

LEGAL IMPACT: _____

None.

A handwritten signature in blue ink, appearing to read "Mel Watts", is written above a horizontal line.

General Manager

Attachments

Attachment A - *Committee Action Report*



ATTACHMENT A

SUBJECT/PROJECT:	Proposed Change of Governance for the Water Conservation Garden
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on August 25, 2008. The following comments were made:

- It was discussed that the Water Conservation Garden is currently owned and managed by the Water Conservation Garden Joint Power Authority (JPA) consisting of Otay WD, Helix WD, San Diego County Water Authority, City of San Diego, Sweetwater Authority and Cuyamaca College.
- The JPA has been working on a Strategic Plan which is focused on the governance of the Garden and is proposing that the Garden evolve into a 501(c)3 non-profit organization wherein the non-profit organization would lease the Garden from the JPA and would manage/operate the Garden. It is believed that the non-profit organization will be better able to raise additional funds for the operation and capital needs of the Garden beyond its reliance on its JPA members.
- The JPA would initially have six (6) members on the non-profit organization's fifteen (15) member board, moving to JPA having two seats. The public agencies would still contribute as long as they are receiving value from the Garden programs.
- The non-profit will also be tasked with hiring a development employee whose sole purpose is to raise funds for the Garden.

- The JPA members will still contribute operating funding for the next two fiscal years (FY2010 and FY2011). Additionally, the JPA is requesting supplemental funding of \$93,000 from the JPA members in FY2010 and FY2011, of which, \$7,750 is Otay's share (for each fiscal year).
- The above monies will fund the Garden expenses for the next 18 months. It is proposed that the new governance of the Garden would be implemented in 2011.
- The new governance structure is in "draft" form and is still being discussed. Staff wished to provide an update on what is occurring at the Garden and is not requesting approval of the new organization. At this time, staff is requesting approval of the additional \$7,750 funding for FY 2010.

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



AGENDA ITEM 6f

STAFF REPORT

TYPE MEETING:	Finance, Administration, and Communications Committee	MEETING DATE:	August 25, 2009
SUBMITTED BY:	Armando Buelna, Communications Officer	W.O./G.F. NO:	DIV. NO. All
APPROVED BY:			
SUBJECT:	Designating a Representative and Alternate to the South County Economic Development Council		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Finance, Administration and Communications Committee designate a representative and an alternate to attend the Board of Directors meetings of the South County Economic Development Council.

PURPOSE:

To designate a representative and alternate to attend the Board of Directors meetings of the South County Economic Development Council.

COMMITTEE ACTION:

See Attachment A

BACKGROUND

At the August 5, 2009, Board of Directors meeting, the Board voted unanimously to rejoin the South County Economic Development Council (SCEDC) at the \$750 or Contributing Member level. The SCEDC has in turn asked that the Otay Water District designate a representative and alternate to attend its Board of Directors meetings.

The SCEDC meets on the first Tuesday of the month at 7:30 a.m. for networking, with the Board of Directors meeting starting at 8:00 a.m. These meetings are open to all SDEDC members, and representatives can participate on any of the SCEDC's committees including those dealing with such issues as public policy, transportation and infrastructure, or finance. The SCEDC Board of Directors meets at 1111 Bay Blvd., Suite #E, in Chula Vista, CA. Board meetings run approximately 1.5 hours.

The goal of the SCEDC is promote education and encourage economic development in the South San Diego County Region. Its member agencies include elected officials from the cities of Chula Vista, Coronado, Imperial Beach, National City, and San Diego. The County of San Diego County and the Port of San Diego are also members of the SCEDC's board.

FISCAL IMPACT: _____

None.

LEGAL IMPACT: _____

None.



General Manager

Attachments

Attachment A - Committee Action Report



ATTACHMENT A

SUBJECT/PROJECT:	Designating a Representative and Alternate to the South County Economic Development Council
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on August 25, 2009. The following comments were made:

- Staff had presented the District's membership listing for the board's review at the August 5, 2009 board meeting. The board took action to add the South County Economic Development Council (SCEDC) to the membership list.
- The SCEDC is requesting that the District designate a primary and alternate representative to attend its Board of Directors meeting. Staff is requesting that the Board consider designating representatives.
- The committee recommended the following representatives:
 - Director Breitfelder Primary Representative
 - Director Lopez Alternate Representative

Following the discussion, the committee recommended that this item be presented to the full board on the consent calendar.



AGENDA ITEM 6g

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY:			
SUBJECT:	Association of California Water Agencies Region 10 Election		

GENERAL MANAGER'S RECOMMENDATION:

That the Board consider casting votes to elect a Chair, Vice Chair, and five (5) board member representatives to the Association of California Water Agencies (ACWA) Board representing Region 10.

COMMITTEE ACTION: _____

See Attachment A.

PURPOSE:

To elect a Chair, Vice Chair and five (5) Board member representative to the ACWA Board representing Region 10.

ANALYSIS:

ACWA is holding an election to fill the seats of Chair, Vice Chair and five (5) board members to represent Region 10. The elected representatives (Chair, Vice Chair and Board members) will serve on ACWA's board of directors for the next two years commencing on January 1, 2010 to December 31, 2011 and will represent and communicate the issues, concerns and needs of ACWA members in Region 10.

Attached is a copy of the mail-in ballot which notes the recommendations of the nominating committee and correspondence from Santa Margarita Water District's General Manager, Mr. John Schatz, and Irvine Ranch Water District's President, Mr. Douglas Reinhart, requesting the Board's support of their candidates Ms. Sandra Jacobs and Mr. Peer Swan respectively. Ms. Jacobs and Mr. Swan are both seeking re-election to the ACWA Region 10 board of directors and election as President of ACWA's board. Ms. Jacobs' statement of qualifications is also attached to Mr. Schatz' correspondence. The ballot must be mailed and received by ACWA by Wednesday, September 30, 2009.

FISCAL IMPACT: _____

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.



General Manager

Attachments:

- Attachment A: Committee Action
- ACWA Correspondence and Ballot
- Santa Margarita Water District Correspondence
- Irvine Ranch Water District Correspondence



ATTACHMENT A

SUBJECT/PROJECT:	Association of California Water Agencies Region 10 Election
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at their meeting held on August 25, 2009 and recommended concurring with the Region 10 Nominating Committee's recommended Slate:

Chair:

Peer Swan, Irvine Ranch Water District

Vice Chair:

Keith Lewinger, Fallbrook Public Utility District

Board Members:

Jan Debay, Orange County Water District
Saundra Jacobs, Santa Margarita Water District
Darrell W. Gentry, Vallecitos Water District
Richard L. Vasquez, Vista Irrigation District

Following the discussion, the committee recommended that this item be presented to the full board on the consent calendar.



Association of California Water Agencies

Leadership Advocacy Information Since 1910

August 7, 2009

TO: ACWA REGION 10 MEMBER AGENCY BOARD PRESIDENT

FROM: TIFFANY GIAMMONA, ACWA REGIONAL AFFAIRS
REPRESENTATIVE

SUBJECT: REGION 10 ELECTION FOR THE 2010-2011 TERM

It is time to elect the 2010-2011 ACWA Region 10 officers and board members who will represent and serve the members of Region 10. Enclosed, you will find the official ballot which includes the Region 10 Nominating Committee's recommended slate as well as individual candidates running for the Region 10 Board.

Your agency is entitled to cast only one vote. Please review the enclosed ballot and have your agency's authorized representative cast its vote for the slate as recommended by the Region 10 Nominating Committee or cast its vote for a Region 10 chair, vice chair and three to five board members.

Return the ballot to ACWA by SEPTEMBER 30, 2009*

Attention: Katie Dahl, ACWA Region Coordinator

Please e-mail to katied@acwa.com or fax to 916-561-7124 or mail to:

Association of California Water Agencies

910 K Street, Suite 100

Sacramento, CA 95814

****Ballots received after September 30 will not be accepted.***

REMEMBER, YOUR VOTE IS IMPORTANT. Region 10 board members are elected to represent the issues, concerns and needs of your region. The Region 10 chair and vice chair will serve on ACWA's board of directors for the next two year-term of office beginning January 1, 2010. Additionally, the newly elected chair and vice chair will make the Region 10 committee appointment recommendations to the ACWA president for the 2010-2011 term. Also, either the chair or vice chair will hold a seat on the ACWA Finance Committee.

If you have questions, please contact me at tiffanyg@acwa.com or call me at 916-441-4545. Thank you for your careful consideration and participation in the Region 10 election process.

Enclosure: ACWA Region 10 Ballot

Region 10 Board Ballot 2010-2011 TERM



**Association
of California
Water Agencies**
Since 1910
Leadership
Advocacy
Information

**Please return completed ballot
by September 30, 2009**

E-mail: kated@acwa.com
Fax: 916-561-7124
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

1. Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures. Region 10 Rules and Regulations "require the Board President's signature for approval."
2. You may either vote for the slate recommended by the Region 10 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.

Region 10 Nominating Committee's Recommended Slate

- I concur with the Region 10 Nominating Committee's recommended slate below.

Chair:

Peer Swan, Irvine Ranch Water District

Vice Chair:

Keith Lewinger, Fallbrook Public Utility District

Board Members:

Jan Debay, Orange County Water District
Saundra Jacobs, Santa Margarita Water District
Darrell W. Gentry, Vallecitos Water District
Richard L. Vasquez, Vista Irrigation District

Region 10 Individual Board Candidate Nominations

- I do not concur with the Region 10 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

Candidates for Chair: (Choose one)

- Saundra Jacobs, Santa Margarita Water District
 Peer Swan, Irvine Ranch Water District

Candidates for Vice Chair: (Choose one)

- Darrell W. Gentry, Vallecitos Water District
 Keith Lewinger, Fallbrook Public Utility District

Candidates for Board Members: (Max of 5 choices)

- Jan Debay, Orange County Water District
 Saundra Jacobs, Santa Margarita Water District
 Darrell W. Gentry, Vallecitos Water District
 Peer Swan, Irvine Ranch Water District
 Richard L. Vasquez, Vista Irrigation District

AGENCY NAME

AUTHORIZED REPRESENTATIVE

BOARD PRESIDENT SIGNATURE

DATE

BOARD OF DIRECTORS
BETTY H. OLSON, PH.D. CHARLEY WILSON
SAUNDRA F. JACOBS BILL LAWSON
ROGER FAUBEL JOHN J. SCHATZ
GENERAL MANAGER



Santa Margarita Water District

August 12, 2009

Board of Directors
Otay Water District
2554 Sweetwater Springs Road
Spring Valley, California 91978

RE: SUPPORT FOR SAUNDRA JACOBS - REGION 10 BOARD MEMBER

Dear Board of Directors:

Your support and vote is requested for Sandra Jacobs' re-election to the Region 10 (Orange and San Diego Counties) Board of Directors representing your District on the Association of California Water Agencies (ACWA). Sandra is part of the Region 10 Nominating Committee's recommended slate of candidates which appears on your ballot.

As the former Region 10 Chairperson and Board member over the last several years, Sandra is very familiar with the issues important to your District and ACWA's role in addressing those issues.

Sandra has been heavily involved in the water community since her election to the Santa Margarita Water District Board of Directors in 1996. Underscoring her extensive knowledge, commitment and advocacy on your behalf, she serves as an officer for the Independent Special Districts of Orange County (ISDOC), Orange County Water Association, Urban Water Research Center (UC Irvine), and the ACWA Communications Committee (presently) and ACWA Finance Committee (previously).

With the increasingly critical nature of State and regional water resource issues, Sandra's comprehensive knowledge and familiarity with key decision-makers in the industry will continue to serve your District well. Your vote for the Nominating Committee's recommended slate of candidates that includes Sandra is requested.

Thank you for your consideration. Sandra looks forward to continuing to serve you. Sandra's detailed biography is attached.

Sincerely,

John J. Schatz
General Manager

Saundra Frances Jacobs

Candidate for the Association of California Water Agencies (ACWA) Region 10 Board Member 2010-2011

Statement

I'm asking for your support for my re-election to the Association of California Water Agencies, Region 10 Board for Orange County. I will remain dedicated and a hard worker for purposes of promoting sound and well-reasoned ACWA policies and positions. Most importantly, I will make sure we fully communicate issues to our member agencies and actively encourage your participation. Thank you for your support.

Biography

OCCUPATION: Environmental Planner, Business Owner

Saundra's background and career for the past 20 years has been as an environmental planner. She was educated as an environmental planner at UC Santa Barbara and graduated with a BA in Geography. She is currently Principal of SFC Consultants, an environmental consulting firm which she founded in 1997. Certified in California as a Registered Environmental Assessor, Saundra has extensive experience in environmental analysis and assessment, and CEQA documentation. In addition, she is OSHA-certified in hazardous materials management. Throughout her career, which has included both public and private-sector employment, she has specialized in Master Planned Communities and the environmental impacts associated with them. Saundra has dealt extensively with water resource and wastewater related issues.

Qualifications

Santa Margarita Water District: Saundra Jacobs currently serves as President of the Board of Directors of the Santa Margarita Water District. She was initially elected to the Board in 1996 and re-elected in 1998, 2002 and 2006. Saundra has previously served as Vice-President, Treasurer, and as Board President in 1999 and 2005. She has and continues to provide leadership in the water industry concerning cost-savings, efficiency and accountability to ratepayers.

Association of California Water Agencies: Saundra Jacobs currently serves as a Region 10 Board member. From 2006 to 2007, Ms. Jacobs served as Region 10 Chair and represented Region 10 on the ACWA board in Sacramento. During this time period, Ms. Jacobs was actively involved in ACWA's participation in Prop. 84, the Delta Vision preparation, the SWP shut down, and the difficult transition between former Executive Director Steve Hall to Tim Quinn. Ms. Jacobs has also served on the ACWA Finance Committee and currently serves on the ACWA Communications Committee. She regularly participates in regular

and special meetings, Board meetings and conference calls. Sandra participated in meetings leading to the publication of *"No Time to Waste, A Blueprint For California Water"*, and was an active participant in providing comments to the draft of this important document. To encourage full participation of Region 10's San Diego and Orange County members, she has facilitated meetings at SMWD's office in south Orange County.

Santiago Aqueduct Commission: Sandra currently serves as an Alternate on the Board of Directors of the Santiago Aqueduct Commission (SAC) which oversees the Baker pipeline, paralleling the Allen-McColloch Pipeline in south Orange County.

ISDOC: Sandra serves as President on the Executive Committee of the Independent Special Districts of Orange County (ISDOC) which, in conjunction with the California Special Districts Association (CSDA), actively advocates regarding water-related matters and monitors pending legislation which may affect local water agencies. Through ISDOC, she has most recently been involved with updating the LAFCO funding formula used in Orange County for special districts, Prop 1-A issues and Orange County Council of Governments issues.

UWRC: Sandra is a member of the Executive Committee of the Urban Water Research Center (UWRC), a UC Irvine based organization dedicated to water science and policy.

OCWA: Sandra has been actively involved with the Orange County Water Association (OCWA) since 1996 and is currently Editor of the OCWA newsletter "Water Matters". Ms. Jacobs has previously served in all board member capacities.

Other Non-Water Organizations: Sandra has been involved with the Mission Viejo Chamber of Commerce since 1996, is an active member of the Orange County Chapter of the American Planning Association and the Association of Environmental Professionals, and is a member of the Community Association Institute and Building Industry Association. During the years 1993 through 1996, Ms. Jacobs was formally Secretary, Vice-President and then President of the Lake Mission Viejo Association, the largest association in the City of Mission Viejo with over 20,000 members.



IRVINE RANCH WATER DISTRICT

15600 Sand Canyon Avenue • P.O. Box 57000 • Irvine, California 92619-7000 • (949) 453-5300 • www.irwd.com

August 13, 2009

Mr. Mark W. Watton
Otay WD
2554 Sweetwater Springs Blvd
Spring Valley, CA 91978

Subject: IRWD Director Peer Swan's Nomination as ACWA Vice President

Dear Mr. Mark W. Watton:

On July 13, 2009, The Irvine Ranch Water District (IRWD) Board of Directors unanimously approved a resolution supporting the nomination of Director Peer Swan as Vice President of the Association of California Water Agencies (ACWA). On behalf of the Board, I respectfully request that you join us in supporting Peer Swan by adopting a similar resolution. Director Swan is a committed statewide leader in the water industry with 30 years of experience and is uniquely qualified for the position of ACWA Vice President. Director Swan's deep knowledge and understanding of critical water issues facing California would be a great benefit to the ACWA community.

As Vice President, Director Swan has committed to work with the ACWA President, the ACWA Board of Directors and ACWA management staff on the following three key objectives:

Implement Actions to Accomplish the "Blueprint:" Complete a performance evaluation of ACWA's effectiveness in achieving the "*Blueprint for California's Water: No Time to Waste.*" Identify and prioritize areas for improvement, and identify specific staff resources and member support needed to accomplish the Blueprint's objectives.

Provide Strong Leadership for a Delta Solution: Pursue the historic opportunity available to ACWA to provide a central leadership role in a comprehensive solution for the Delta that resolves and sustains water supply, water quality, and environmental objectives through the Bay-Delta Conservation Plan, legislative actions and other processes.

Support Member Agencies' Water Resource and Energy Management Objectives: Provide assistance to ACWA's member agencies by identifying funding opportunities and providing regulatory advocacy for local resource development, meaningful and effective water use efficiency programs, and energy/greenhouse gas reduction measures.

Director Swan is seeking the office of Vice President after serving as Vice Chair of ACWA's Region 10 Board of Directors, and as such is a member of the ACWA Board of Directors. Swan has served on the ACWA Finance Committee, the Groundwater Committee and has recently

Otay WD – IRWD Director Peer Swan's
Vice President
August 13, 2009
Page 2

Nomination as ACWA

been active in proposing and developing innovative statewide solutions to critical water supply conveyance issues now faced by the California Bay-Delta estuary.

Director Swan was first elected to the Irvine Ranch Water District Board of Directors in 1979. After a term as Vice President of the Board his fellow Directors elected him President, a position he held from December 1981 until December 1995 and again in 2006. He currently serves as chairman of the Finance and Personnel Committee, serves on the Water Banking Committee and is a member of several Ad Hoc Committees. Director Swan was re-elected to the IRWD Board without opposition in 2006 and his current term runs through 2010. Further, Director Swan's current list of community and professional involvement includes membership as the President of the Board of the Water Advisory Committee of Orange County, the President of the Board of the San Joaquin Wildlife Sanctuary, and member of the Steering Committee of the Southern California Water Dialog Committee.

For your convenience, attached is a sample resolution in support of Director Swan. Resolutions are due by September 12, 2009, and should be sent to the Association of California Water Agencies, 910 K Street, Suite 100, Sacramento, CA 95814-3577. ACWA elections will take place at the ACWA Fall Conference in San Diego, CA. If elected, Director Swan would begin his two-year term as ACWA Vice President on January 1, 2010.

On behalf of the Irvine Ranch Water District Board, thank you for your support for Director Swan's nomination. If we can be of further assistance, please do not hesitate to contact me or General Manager Paul Jones at 949-453-5310.

Sincerely,

A handwritten signature in black ink, appearing to read 'DJR', with a horizontal line extending to the right.

Douglas J. Reinhart
President

- SAMPLE RESOLUTION -

RESOLUTION NO.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLACING IN NOMINATION PEER A. SWAN AS VICE PRESIDENT OF THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES**

WHEREAS, the Board of Directors of the _____ has been made aware of the call for nominations for Vice President of the Association of California Water Agencies, and;

WHEREAS, Irvine Ranch Water District's Director Peer A. Swan has indicated a desire to serve as Vice President of the Association of California Water Agencies; and

WHEREAS, if elected Director Swan plans to work with the ACWA President, the ACWA Board of Directors and ACWA management staff to implement actions to accomplish the goals of the ACWA Blueprint; provide strong leadership for a Delta solution that resolves and achieves the co-equal goals of sustaining water supply and quality and protecting environmental objectives; and to support member agencies water resource and energy management objectives by identifying funding opportunities and providing regulatory and legislative advocacy for local resource development and effective water use efficiency programs.

WHEREAS, Director Swan is seeking the office of Vice President after serving as Vice Chair of the Association of California Water Agencies' Region 10 Board of Directors and as such is a member of the Association of California Water Agencies Board of Directors; and

WHEREAS, over the years Director Swan has served on several Association of California Water Agencies Committees including its Finance Committee and Water Management Committee, and has recently been active in two task forces developing innovative statewide solutions to the critical water supply conveyance and conservation issues now faced in California; and

WHEREAS, Director Swan is a committed and experienced leader in the water industry and his in-depth knowledge and understanding of critical water issues facing California would be a great benefit to the Association; and

WHEREAS, Director Swan has further demonstrated his leadership experience by serving on a wide variety of Boards in his community including the YMCA of Orange County; the Orange Coast College Foundation, where he was the founding Treasurer of the Board; the Orange County Sanitation District where he served as Vice Chairman for six years; and Founding Director of the Board of the National Water Research Institute.

WHEREAS, the Association of California Water Agencies is the largest coalition of public water agencies in the country and the premier water organization in California.

NOW, THEREFORE, the Board of Directors of the _____ DOES
HEREBY RESOLVE, DETERMINE and ORDER as follows:

Section 1. Affirms its support for the nomination of Peer A. Swan for Vice
President of the Association of California Agencies, and the Secretary is hereby directed to
forward a certified copy of this resolution to the Association of California Water Agencies.

ADOPTED, SIGNED AND APPROVED this ____ day of ____, 2009.

President, _____ and of the Board of
Directors thereof



AGENDA ITEM 6h

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY:			
SUBJECT:	California Special Districts Association (CSDA) Region 6 Board Election		

GENERAL MANAGER'S RECOMMENDATION:

That the Board consider casting a vote to elect a representative to the California Special Districts Association (CSDA) Board of Directors, Region 6, Seat A.

PURPOSE:

To present for the board's consideration the ballot to elect a representative to Region 6, Seat A, of CSDA's Board of Directors.

COMMITTEE ACTION: _____

N/A

ANALYSIS:

CSDA is holding an election to fill Seat A of Region 6 on its Board of Directors. Ms. Jo MacKenzie of Vista Irrigation District, the only candidate, is the incumbent and is seeking re-election. There are a total of six [6] regions with each region having three seats on the Board.

Attached is a copy of the mail-in ballot. The ballot must be mailed and received by CSDA by 5:00 p.m. on Wednesday, September 16, 2009.

FISCAL IMPACT: _____

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.

A handwritten signature in blue ink, appearing to be 'M. J. White', is written over a light grey rectangular background.

General Manager

ATTACHMENT A

SUBJECT/PROJECT:	California Special Districts Association (CSDA) Region 6 Board Election
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on August 25, 2009 and recommended that the District's vote be cast for Ms. Jo MacKenzie, Vista Irrigation District, and that it be presented to the full board on the consent calendar.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2009 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in Region 6, Seat A. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat A and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Wednesday, September 16, 2009**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2009 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Diana Zavala toll-free at 877.924.CSDA or dianaz@csgda.net with any questions.



REGION SIX

●
*Seat A - term
ends 2012*

**CSDA BOARD OF DIRECTORS
ELECTION 2009**

*ALL FIELDS MUST BE COMPLETED FOR BALLOT TO BE COUNTED.
(Please vote for only one.)*

Jo MacKenzie*
Vista Irrigation District

** incumbent*

Signature: _____ Date: _____

Member District: _____

Must be received by 5pm, September 16, 2009 CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



AGENDA ITEM 7a

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	Sean Prendergast, Payroll/AP Supervisor	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Joseph R. Beachem, <i>JRB</i> Chief Financial Officer		
APPROVED BY: (Asst. GM):	German Alvarez, <i>GA</i> Assistant General Manager, Administration and Finance		
SUBJECT:	Director's Expenses for the 4th Quarter of Fiscal Year 2009		

GENERAL MANAGER'S RECOMMENDATION:

This is an informational item only.

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To inform the Board of the Director's expenses for the 4th quarter of Fiscal Year 2009.

ANALYSIS:

The Director's expense information is being presented in order to comply with State law. (See Attachment B for Summary and C-H for Details.)

FISCAL IMPACT: *GA*

None.

STRATEGIC GOAL:

Prudently manage District funds.

LEGAL IMPACT: _____

Compliance with State law.

A handwritten signature in blue ink, appearing to read "Mark Watts", is written over a horizontal line.

General Manager

Attachments:

- A) Committee Action Form
- B) Director's Expenses and per Diems
- C-H) Director's Expenses Detail



ATTACHMENT A

SUBJECT/PROJECT:	Director's Expenses for the 4th Quarter of Fiscal Year 2009
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COMMITTEE ACTION:

This item was presented to the Finance, Administration and Communications Committee at a meeting held on August 25, 2009. The expenses for each director from April 1, 2009 thru June 30, 2009 was presented. It was indicated that the total expenditure for the fiscal year is \$39,986.59. The committee requested that staff provide a slide showing the percentage decrease in Directors' expenses from 1999 to 2009 and the average of the total expenses from 1999 to 2008 and comparing that average to the total directors' expenses for FY 2009. Following the discussion, the committee recommended that this item be presented to the full board as an action item.

**BOARD OF DIRECTORS'
EXPENSES AND PER-DIEMS**

**FINANCE, ADMINISTRATION, AND
COMMUNICATIONS COMMITTEE MEETING
AUGUST 25, 2009**

Policy 8 requires that staff present the Expenses and Per-Diems for the Board of Directors on a Quarterly basis:

- Fiscal Year 2009, 4th Quarter.
- The expenses are shown in detail by Board member, month and expense type.
- This presentation is in alphabetical order.
- This information was presented to the Finance, Administration, and Communications Committee on August 25, 2009.

Board of Directors' Expenses and Per-Diems
Fiscal Year 2009 Quarter 4 (Apr 09- Jun 09)

• Director Bonilla	\$0.00
• Director Breitfelder	\$1,613.20
• Director Croucher	\$1,635.00
• Director Lopez	\$1,091.00
• Director Robak	<u>\$2,507.20</u>
• Total	\$6,846.40

Director Bonilla

Fiscal Year 2009 Quarter 4

	Apr 09	May 09	June 09	Qtr 4
• Mileage Commute				
• Mileage Business				
• Travel and Seminars				
• Business Meetings				
• Director's Fees				
Monthly Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Quarterly Total				0.00
• Meetings Attended				
• Meetings Paid*				
• Fiscal Year-to-Date 2009 (Jul 08-Jun 09)				\$4,111.90

*Director Bonilla does not request per-diem reimbursements

Director Breitfelder

Fiscal Year 2009 Quarter 4

	Apr 09	May 09	June 09	Qtr 4
• Mileage Commute	66.00	33.00	33.00	
• Mileage Business	68.20	33.00		
• Travel and Seminars			60.00	
• Business Meetings	70.00	25.00	25.00	
• Director's Fees	<u>600.00</u>	<u>400.00</u>	<u>200.00</u>	
Monthly Totals	<u>804.20</u>	<u>491.00</u>	<u>318.00</u>	
Quarterly Total				\$1,613.20
• Meetings Attended	7	11		
• Meetings Paid	6	4		
• Fiscal Year-to-Date 2009 (Jul 08-Jun 09)				\$8,647.35

Director Croucher

Fiscal Year 2009 Quarter 4

	Apr 09	May 09	June 09	Qtr 4
• Mileage Commute				
• Mileage Business				
• Travel and Seminars			90.00	
• Business Meetings	45.00			
• Director's Fees	<u>400.00</u>	<u>600.00</u>	<u>500.00</u>	
Monthly Totals	<u>445.00</u>	<u>600.00</u>	<u>590.00</u>	
Quarterly Total				\$1,635.00
• Meetings Attended	4	6	5	
• Meetings Paid	4	6	5	
• Fiscal Year-to-Date 2009 (Jul 08-Jun 09)				\$9,502.56

Director Lopez

Fiscal Year 2009 Quarter 4

	Apr 09	May 09	June 09	Qtr 4
• Mileage Commute	11.00	11.00	11.00	
• Mileage Business	19.80		13.20	
• Travel and Seminars				
• Business Meetings		25.00		
• Director's Fees	<u>300.00</u>	<u>300.00</u>	<u>400.00</u>	
Monthly Totals	<u>330.80</u>	<u>336.00</u>	<u>424.20</u>	
Quarterly Total				\$1,091.00
• Meetings Attended	3	3	4	
• Meetings Paid	3	3	4	
• Fiscal Year-to-Date 2009 (Jul 08-Jun 09)				\$8,751.99

Director Robak

Fiscal Year 2009 Quarter 4

	Apr 09	May 09	June 09	Qtr 4
• Mileage Commute	2.20	4.68	2.20	
• Mileage Business	25.85	24.57	62.70	
• Travel and Seminars			960.00	
• Business Meetings		25.00		
• Director's Fees	<u>400.00</u>	<u>400.00</u>	<u>600.00</u>	
Monthly Totals	<u>428.05</u>	<u>454.25</u>	<u>1,624.90</u>	
Quarterly Total				\$2,507.20
• Meetings Attended	5	9	7	
• Meetings Paid	4	4	6	
• Fiscal Year-to-Date 2009 (Jul 08-Jun 09)				\$8,972.79

Board of Directors' Expenses and Per Diems
Fiscal Year 2009 to Date (Jul 08- Jun 09)

• Director Bonilla	\$4,111.90
• Director Breitfelder	\$8,647.35
• Director Croucher	\$9,502.56
• Director Lopez	\$8,751.99
• Director Robak	<u>\$8,972.79</u>
• Total	\$39,986.59

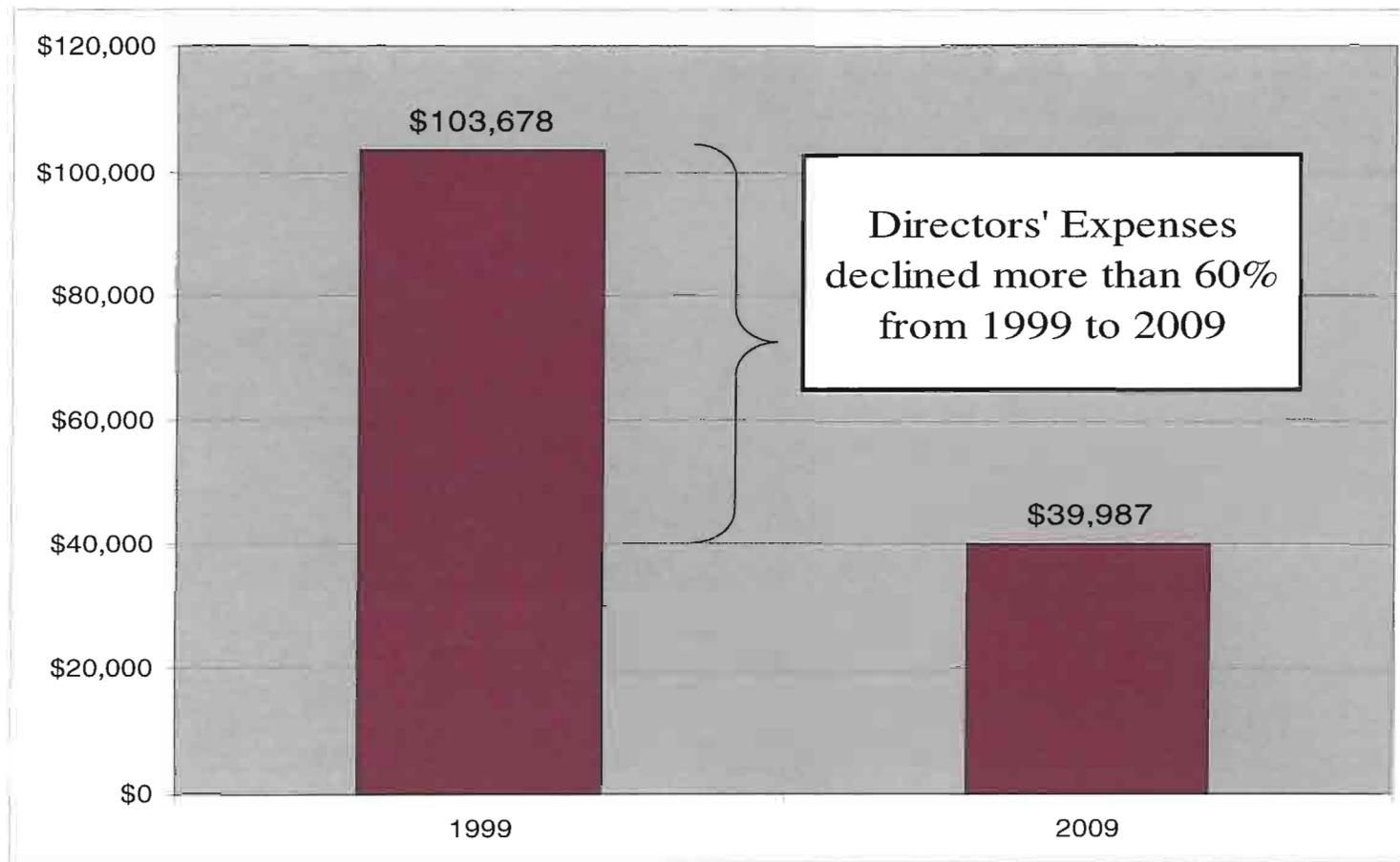
Board of Directors' Expenses and Per Diems Fiscal Years 1999-2009

Directors' expenses declined more than 60 percent from 1999 to 2009.

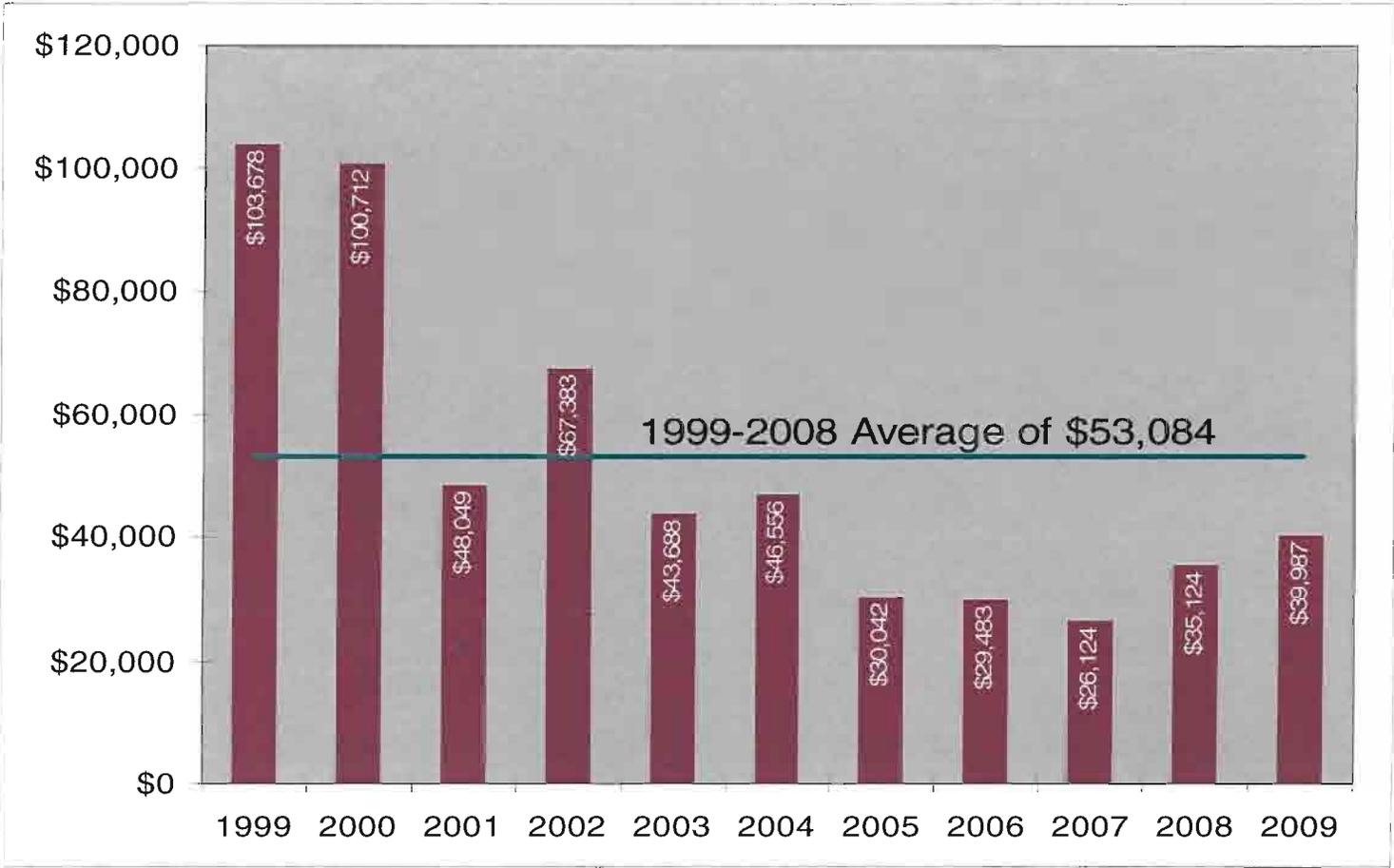
The average expenses from 1999 to 2008 was \$53,083.00.

This year's total is \$39,987.00.

Board of Directors' Expenses and Per Diems Fiscal Years 1999-2009



Board of Directors' Expenses and Per Diems Fiscal Years 1999-2009



OTAY WATER DISTRICT
ADMINISTRATIVE EXPENSES - BOARD
July 1, 2008 - June 30, 2009

	Jul-08 1	Aug-08 2	Sep-08 3	Oct-08 4	Nov-08 5	Dec-08 6	Jan-09 7	Feb-09 8	Mar-09 9	Apr-09 10	May-09 11	Jun-09 12	Total
JAIME BONILLA (DETAILED IN SECTION D):													
5211 Mileage - Commuting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5211 Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5212 Travel	-	-	-	-	-	-	-	-	3,369.15	-	-	-	3,369.15
5214 Business meetings	-	-	-	-	-	-	-	-	-	-	-	-	-
5281 Director's fees	-	-	-	-	-	-	-	-	-	-	-	-	-
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	-	-	-	-	-	-	742.75	-	-	-	742.75
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,111.90	\$ -	\$ -	\$ -	\$ 4,111.90
LARRY BREITFELDER (DETAILED IN SECTION E):													
5211 Mileage - Commuting	\$ -	\$ 58.50	\$ 35.10	\$ 17.55	\$ 17.55	\$ 52.65	\$ -	\$ 16.50	\$ 66.00	\$ 66.00	\$ 33.00	\$ 33.00	\$ 395.85
5211 Mileage - Business	-	72.54	184.86	46.80	72.54	49.14	-	89.10	134.20	68.20	33.00	-	750.38
5212 Travel	-	-	788.12	-	-	-	-	-	-	-	-	-	788.12
5214 Business meetings	70.00	127.00	77.00	-	237.00	-	25.00	62.00	25.00	70.00	25.00	25.00	743.00
5281 Director's fees	-	500.00	800.00	400.00	300.00	300.00	-	500.00	1,000.00	600.00	400.00	200.00	5,000.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	685.00	-	-	-	25.00	-	200.00	-	-	60.00	970.00
Total	\$ 70.00	\$ 758.04	\$ 2,570.08	\$ 464.35	\$ 627.09	\$ 401.79	\$ 50.00	\$ 667.60	\$ 1,425.20	\$ 804.20	\$ 491.00	\$ 318.00	\$ 8,647.35
GARY D. CROUCHER (DETAILED IN SECTION F):													
5211 Mileage - Commuting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5211 Mileage - Business	-	-	105.30	-	-	-	-	-	-	-	-	-	105.30
5212 Travel	-	-	607.95	-	-	-	-	1,395.31	-	-	-	-	2,003.26
5214 Business meetings	-	-	-	-	-	-	-	37.00	-	45.00	-	-	82.00
5281 Director's fees	500.00	400.00	600.00	100.00	400.00	600.00	300.00	900.00	500.00	400.00	600.00	500.00	5,800.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	735.00	-	-	-	-	687.00	-	-	-	90.00	1,512.00
Total	\$ 500.00	\$ 400.00	\$ 2,048.25	\$ 100.00	\$ 400.00	\$ 600.00	\$ 300.00	\$ 3,019.31	\$ 500.00	\$ 445.00	\$ 600.00	\$ 590.00	\$ 9,502.56
JOSE LOPEZ (DETAILED IN SECTION G):													
5211 Mileage - Commuting	\$ -	\$ 11.70	\$ 11.70	\$ 11.70	\$ 23.40	\$ 11.70	\$ 11.00	\$ 11.00	\$ 22.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 147.20
5211 Mileage - Business	-	-	22.23	-	22.23	9.36	-	13.20	46.20	19.80	-	13.20	146.22
5212 Travel	-	-	-	-	-	-	-	-	3,263.31	-	-	-	3,263.31
5214 Business meetings	-	-	37.00	-	37.00	-	-	37.00	-	-	25.00	-	136.00
5281 Director's fees	100.00	300.00	300.00	300.00	300.00	300.00	200.00	400.00	1,000.00	300.00	300.00	400.00	4,200.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	-	-	-	-	-	-	859.26	-	-	-	859.26
Total	\$ 100.00	\$ 311.70	\$ 370.93	\$ 311.70	\$ 382.63	\$ 321.06	\$ 211.00	\$ 461.20	\$ 5,190.77	\$ 330.80	\$ 336.00	\$ 424.20	\$ 8,751.99
MARK ROBAK (DETAILED IN SECTION H):													
5211 Mileage - Commuting	\$ 2.34	\$ 4.68	\$ 4.68	\$ 4.68	\$ 2.34	\$ 7.02	\$ 2.20	\$ 2.20	\$ 2.20	\$ 2.20	\$ 4.68	\$ 2.20	\$ 41.42
5211 Mileage - Business	15.21	9.36	21.65	17.55	23.99	181.35	19.25	74.80	34.10	25.85	24.57	62.70	510.37
5212 Travel	-	-	-	-	-	510.90	-	-	723.10	-	-	-	1,234.00
5214 Business meetings	-	-	-	-	37.00	15.00	-	37.00	-	-	-	-	89.00
5281 Director's fees	300.00	300.00	500.00	400.00	200.00	800.00	200.00	400.00	600.00	400.00	400.00	600.00	5,100.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	10.00	-	-	628.00	-	-	400.00	-	-	960.00	1,998.00
5231 Books, Periodicals and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 317.55	\$ 314.04	\$ 536.33	\$ 422.23	\$ 263.33	\$ 2,142.27	\$ 221.45	\$ 514.00	\$ 1,759.40	\$ 428.05	\$ 429.25	\$ 1,624.90	\$ 8,972.79
TOTALS:													
5211 Mileage - Commuting	\$ 2.34	\$ 74.88	\$ 51.48	\$ 33.93	\$ 43.29	\$ 71.37	\$ 13.20	\$ 29.70	\$ 90.20	\$ 79.20	\$ 48.68	\$ 46.20	\$ 584.46
5211 Mileage - Business	15.21	81.90	334.04	64.35	118.76	239.85	19.25	177.10	214.50	113.85	57.57	75.90	1,512.27
5212 Travel	-	-	1,396.07	-	-	510.90	-	1,395.31	7,355.56	-	-	-	10,657.84
5214 Business meetings	70.00	127.00	114.00	-	311.00	15.00	25.00	173.00	25.00	115.00	50.00	25.00	1,050.00
5281 Director's fees	900.00	1,500.00	2,200.00	1,200.00	1,200.00	2,000.00	700.00	2,200.00	3,100.00	1,700.00	1,700.00	1,700.00	20,100.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	1,430.00	-	-	628.00	25.00	687.00	2,202.01	-	-	1,110.00	6,082.01
5231 Books, Periodicals and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 987.55	\$ 1,783.78	\$ 5,525.59	\$ 1,298.28	\$ 1,673.05	\$ 3,465.12	\$ 782.45	\$ 4,662.11	\$ 12,987.27	\$ 2,008.05	\$ 1,856.25	\$ 2,957.10	\$ 39,986.59

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: BONILLA, JAIME

**ATTACHMENT D
SECTION D**

Account Name	Date	Descriptions	Amount
Seminars and conferences			
	3/26/2009	REGISTRATION FEE - 2009 BINATIONAL DROUGHT SCIENCE CONFERENCE	\$ 200.00
	3/22/2009	REGISTRATION FEE - ATTENDANCE TO WORLD WATER FORUM 3/16/09-3/22/09	542.75
Seminars and conferences Total			742.75
Travel			
	3/31/2009	HOTEL - 3/15/09-3/22/09 WORLD WATER FORUM	2,217.84
	3/14/2009	AIRFARE - WORLD WATER FORUM	1,151.31
Travel Total			3,369.15
Grand Total			\$ 4,111.90

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: BREITFELDER, LARRY

**ATTACHMENT E
SECTION E**

Account Name	Date	Descriptions	Amount
Business meetings			
	7/15/2008	COUNCIL OF WATER UTILITIES	\$ 25.00
	7/17/2008	WATER AGENCIES ASSOCIATION	45.00
	8/19/2008	COUNCIL OF WATER UTILITIES	25.00
	8/21/2008	CALIFORNIA SPECIAL DISTRICTS	37.00
	8/24/2008	WATER CONSERVATION GARDEN COMMITTEE MEETING	65.00
	9/16/2008	COUNCIL OF WATER UTILITIES	25.00
	9/18/2008	CALIFORNIA SPECIAL DISTRICTS	37.00
	9/26/2008	RANCHO SAN DIEGO-JAMUL MEETING	15.00
	11/13/2008	REGISTRATION FEE - ASIAN BUSINESS ASSOCIATION ANNUAL AWARDS	175.00
	11/18/2008	COUNCIL OF WATER UTILITIES	25.00
	11/20/2008	CALIFORNIA SPECIAL DISTRICTS	37.00
	2/19/2009	CALIFORNIA SPECIAL DISTRICTS	37.00
	2/17/2009	COUNCIL OF WATER UTILITIES	25.00
	3/17/2009	COUNCIL OF WATER UTILITIES	25.00
	1/20/2009	COUNCIL OF WATER UTILITIES	25.00
	4/21/2009	COUNCIL OF WATER UTILITIES	25.00
	4/30/2009	WATER AGENCIES ASSOCIATION - APRIL 16, 2009	45.00
	5/12/2009	COUNCIL OF WATER UTILITIES	25.00
	6/16/2009	COUNCIL OF WATER UTILITIES	25.00
Business meetings Total			743.00
Director's Fee			
	8/5/2008	CSDA BOARD MEETING	100.00
	8/6/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: BREITFELDER, LARRY

**ATTACHMENT E
SECTION E**

Account Name	Date	Descriptions	Amount
Director's Fee	8/19/2008		
	8/20/2008	COUNCIL OF WATER UTILITIES	100.00
	8/21/2008	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	9/3/2008	CSDA BOARD MEETING	100.00
	9/15/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/16/2008	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	9/18/2008	COUNCIL OF WATER UTILITIES	100.00
	9/25/2008	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	10/9/2008	CSDA ANNUAL CONFERENCE SEPT. 22-25, 2008	400.00
	10/16/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/20/2008	WATER AGENCIES ASSOCIATION	100.00
	10/28/2008	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	11/13/2008	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	11/18/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/20/2008	COUNCIL OF WATER UTILITIES	100.00
	12/1/2008	CSDA BOARD MEETING	100.00
	12/9/2008	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	12/15/2008	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	1/7/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/19/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
		CSDA BOARD MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: BREITFELDER, LARRY

**ATTACHMENT E
SECTION E**

Account Name	Date	Descriptions	Amount
	1/26/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	
	2/3/2009	CSDA BOARD MEETING	100.00
	2/10/2009	DIRECTOR CROUCHER & GM MEETING	100.00
	2/17/2009	COUNCIL OF WATER UTILITIES	100.00
	3/3/2009	CSDA BOARD MEETING	100.00
	3/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/9/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	3/10/2009	TOUR CIP PROJECT 850-4 RESERVOIR	100.00
	3/12/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	3/17/2009	COUNCIL OF WATER UTILITIES	100.00
	3/24/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	3/26/2009	WEF BINATIONAL DROUGHT SCIENCE CONFERENCE	100.00
	3/27/2009	WEF BINATIONAL DROUGHT SCIENCE CONFERENCE	100.00
	3/30/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	4/1/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/16/2009	WATER AGENCIES ASSOCIATION	100.00
	4/21/2009	COUNCIL OF WATER UTILITIES	100.00
	4/22/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	4/28/2009	BOARD AGENDA REVIEW	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: BREITFELDER, LARRY

**ATTACHMENT E
SECTION E**

Account Name	Date	Descriptions	Amount
Director's Fee	4/29/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	5/4/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	5/13/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/21/2009	OTAY ANNUAL BOARD WORKSHOP	100.00
	5/26/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	6/3/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	6/12/2009	ENGINEERING, OPERATION & WATER RESOURCE	100.00
Director's Fee Total			5,000.00

Mileage - Business

9/31/2008	MEETING - SEPTEMBER 16, 18, 22, 23, 24, & 25, 2008	184.86
8/31/2008	MEETING - AUG. 19 & 21, 2008	72.54
10/31/2008	MEETING - OCT. 16 & 20, 2008	46.80
11/20/2008	MEETING - NOV. 18 & 20, 2008	72.54
12/16/2008	MEETING - DEC. 16, 2008	49.14
2/28/2009	MEETING - FEBRUARY 3, 10 & 17, 2009	89.10
3/31/2009	MEETING - MARCH 9, 17, 24, 26 & 27, 2009	134.20
4/30/2009	MEETING - APRIL 1, 16, 21, 22, 28 & 29, 2009	68.20
5/31/2009	MEETING - MAY 4 & 21, 2009	33.00

Mileage - Business Total

750.38

Mileage - Commuting

9/31/2008	MEETING - SEPTEMBER 3 & 15, 2008	35.10
8/31/2008	MEETING - AUG. 5, 6 & 20, 2008	58.50
10/9/2008	MEETING - OCT. 9, 2008	17.55
11/13/2008	MEETING - NOV. 13, 2008	17.55

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: BREITFELDER, LARRY

**ATTACHMENT E
SECTION E**

Account Name	Date	Descriptions	Amount
	12/15/2008		
		MEETING - DEC. 1, 9 & 15, 2008	52.65
	2/28/2009		
		MEETING - FEBRUARY 3, 2009	16.50
	3/31/2009		
		MEETING - MARCH 4, 10, 12, & 30, 2009	66.00
	1/31/2009		
		MEETING - JANUARY 7 & 26, 2009	
	4/30/2009		
		MEETING - APRIL 1, 22, 28 & 29, 2009	66.00
	5/31/2009		
		MEETING - MAY 13 & 26, 2009	33.00
	6/30/2009		
		MEETING - JUNE 3 & 12, 2009	33.00
Mileage - Commuting Total			395.85
Seminars and conferences			
	9/22/2008		
		REGISTRATION FEE - CSDA ANNUAL CONFERENCE 9/22-25/08	425.00
		REGISTRATION FEE - CSDA GOVERNANCE FOUNDATIONS WORKSHOP SEPT. 22, 2008	225.00
	9/24/2008		
		REGISTRATION FEE - CSDA CALIFORNIA WOMEN LEAD PANEL	35.00
	3/26/2009		
		REGISTRATION FEE - 2009 BINATIONAL DROUGHT SCIENCE CONFERENCE	200.00
	1/29/2009		
		THE ASIAN BUSINESS ASSOCIATION ANNUAL LUNAR EVENT	25.00
	5/22/2009		
		13TH ANNUAL WATER REUSE & DESALINATION RESEARCH CONFERENCE MAY 18-19, 2009	60.00
Seminars and conferences Total			970.00
Travel			
	9/25/2008		
		HOTEL - CSDA ANNUAL CONFERENCE IRVINE CA ON SEPT 22-25, 2008	788.12
Travel Total			788.12
Grand Total			\$ 8,647.35

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: CROUCHER, GARY

**ATTACHMENT F
SECTION F**

Account Name	Date	Descriptions	Amount
Business meetings			
	2/19/2009		
		CALIFORNIA SPECIAL DISTRICTS	\$ 37.00
	4/30/2009		
		WATER AGENCIES ASSOCIATION - APRIL 16, 2009	45.00
Business meetings Total			82.00

Director's Fee

7/2/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
7/16/2008	COMMITTEE AGENDA REVIEW	100.00
7/22/2008	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
7/23/2008	LEGAL AND LEGISLATIVE COMMITTEE MEETING	100.00
7/28/2008	BOARD AGENDA REVIEW	100.00
8/6/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
8/18/2008	COMMITTEE AGENDA REVIEW	100.00
8/19/2008	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
8/22/2008	AD HOC - GM PERFORMANCE REVIEW COMMITTEE	100.00
9/3/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
9/4/2008	SEMINAR - SPECIAL DISTRICT & LOCAL GOVERNMENT INSTITUTE	100.00
9/5/2008	SEMINAR - SPECIAL DISTRICT & LOCAL GOVERNMENT INSTITUTE	100.00
9/6/2008	SEMINAR - SPECIAL DISTRICT & LOCAL GOVERNMENT INSTITUTE	100.00
9/17/2008	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
9/18/2008	SPECIAL BOARD OF DIRECTORS MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: CROUCHER, GARY

**ATTACHMENT F
SECTION F**

Account Name	Date	Descriptions	Amount
Director's Fee	10/28/2008	LEGAL AND LEGISLATIVE COMMITTEE MEETING	100.00
	11/3/2008	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	11/13/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/20/2008	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	12/1/2008	LEGAL AND LEGISLATIVE COMMITTEE MEETING	100.00
	12/8/2008	BOARD AGENDA REVIEW	100.00
	12/9/2008	CSDA BOARD MEETING	100.00
	12/10/2008	MEETING WITH MAYOR SANDERS	100.00
	12/12/2008	LEGAL AND LEGISLATIVE COMMITTEE MEETING	100.00
	12/15/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/4/2008	BOARD AGENDA REVIEW	100.00
	2/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/11/2009	WATER CONSERVATION JPIA MONTHLY MEETING	100.00
	2/19/2009	CSDA QUARTERLY MEETING	100.00
	1/23/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	1/26/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	2/3/2009	CSDA BOARD MEETING	100.00
	3/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/10/2009	TOUR CIP PROJECT 850-4 RESERVOIR	100.00
	3/12/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: CROUCHER, GARY

**ATTACHMENT F
SECTION F**

Account Name	Date	Descriptions	Amount
Director's Fee	3/26/2009		
		SPECIAL DISTRICTS ASSOCIATION MEETING	100.00
	1/17/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/20/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	2/23/2009	ACWA LEGISLATIVE WORKSHOP	100.00
	2/24/2009	ACWA LEGISLATIVE WORKSHOP	100.00
	2/25/2009	ACWA LEGISLATIVE WORKSHOP	100.00
	2/27/2009	JAMUL CHAMBER OF COMMERCE MEETING	100.00
	3/11/2009	WATER REUSE MEETING AT OTAY WATER DISTRICT	100.00
	4/1/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/22/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	4/28/2009	OTAY BUDGET WORKSHOP - ANNUAL BUDGET FY 09-10	100.00
	5/13/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/26/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	6/1/2009	AD HOC COMMITTEE MEETING - DISCUSSION FENTON	100.00
	6/3/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/12/2009	AGENDA REVIEW WITH GM AND COUNCIL	100.00
	5/18/2009	DROUGHT & RATES COMMITTEE MEETING	100.00
	6/12/2009	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	6/19/2009	SPECIAL DISTRICTS ADVISORY COMMITTEE TO LAFCO	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: CROUCHER, GARY

**ATTACHMENT F
SECTION F**

Account Name	Date	Descriptions	Amount
	6/30/2006		
		AGENDA REVIEW WITH GM AND COUNCIL	100.00
	4/20/2009		
		AGENDA REVIEW WITH GM AND COUNCIL	100.00
	5/28/2009		
		BOARD COMMITTEE ISSUES	100.00
	5/29/2009		
		AGENDA REVIEW WITH GM AND COUNCIL	100.00
Director's Fee Total			5,800.00

Mileage - Business

	9/31/2008		
		MEETING - SEPT. 4 & 6, 2008	105.30

Mileage - Business Total 105.30

Seminars and conferences

	9/5/2008		
		REGISTRATION FEE - SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE SEPT. 4-6, 2008	735.00
	2/23/2009		
		MEAL - PER DIEM	61.00
		REGISTRATION FEE - ACWA LEGISLATIVE WORKSHOP	565.00
	2/24/2009		
		MEAL - PER DIEM	61.00
	6/30/2009		
		SAN DIEGO EAST COUNTY - GOLF TOURNAMENT REGISTRATION	90.00

Seminars and conferences Total 1,512.00

Travel

	12/8/2008		
		HOTEL - SPECIAL DISTRICT LOCAL GOVERNMENT INSTITUTE FINANCE CONFERENCE FALL CONFERENCE SEPT. 3 - 6, 2008	607.95
	2/23/2009		
		AIRFARE - WASHINGTON ATTENDED ACWA LEGISLATIVE WORKSHOP	361.20
	2/24/2009		
		TRANSPORTATION - HOTEL TO CONFERENCE	8.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: CROUCHER, GARY

**ATTACHMENT F
SECTION F**

Account Name	Date	Descriptions	Amount
	2/25/2009	SHUTTLE-HOTEL TO BALTIMORE/WASHINGTON AIRPORT	23.37
	2/28/2009	HOTEL - ACWA CONFERENCE FEBRUARY 22, 23 & 24, 2009	982.41
	2/21/2009	SHUTTLE-BALTIMORE/WASHINGTON AIRPORT TO HOTEL	20.33
Travel Total			2,003.26
Grand Total			\$ 9,502.56

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: LOPEZ, JOSE

**ATTACHMENT G
SECTION G**

Account Name	Date	Descriptions	Amount
Business meetings			
	9/18/2008		
		CALIFORNIA SPECIAL DISTRICTS	\$ 37.00
	11/20/2008		
		CALIFORNIA SPECIAL DISTRICTS	37.00
	2/19/2009		
		CALIFORNIA SPECIAL DISTRICTS	37.00
	5/12/2009		
		COUNCIL OF WATER UTILITIES	25.00
Business meetings Total			136.00

Director's Fee

	7/22/2008		
		ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	8/4/2008		
		CITY OF CHULA VISTA INTERAGENCY WATER TASK FORCE	100.00
	8/6/2008		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/22/2008		
		ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	9/3/2008		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/17/2008		
		ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	9/18/2008		
		SPECIAL BOARD OF DIRECTORS MEETING	100.00
	10/9/2008		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/16/2008		
		DEVELOPERS/BUSINESS MEETING	100.00
	10/27/2008		
		CHULA VISTA WATER AGENCIES TASK FORCE MEETING	100.00
	11/3/2008		
		ENGINEERING, OPERATION & WATER RESOURCE	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: LOPEZ, JOSE

**ATTACHMENT G
SECTION G**

Account Name	Date	Descriptions	Amount
Director's Fee	11/13/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/20/2008	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	12/12/2008	ENGINEERING, OPERATION & WATER RESOURCE COMMITTEE MEETING	100.00
	12/15/2008	REGULAR BOARD OF DIRECTORS MEETING	100.00
	12/19/2008	MEETING WITH ASSEMBLYWOMAN MARY SALAS REGARDING WATER ISSUES	100.00
	1/7/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/11/2009	STATE OF THE SD COUNTY ADDRESS	100.00
	2/19/2009	FINANCE AND ADMINISTRATIVE COMMITTEE	100.00
	1/23/2009	FINANCE AND ADMINISTRATIVE COMMITTEE	100.00
	2/2/2009	AD HOC - MEETING WITH BOB FILNER	100.00
	3/3/2009	MEETING WITH GENERAL MANAGER & BOARD PRESIDENT	100.00
	3/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/10/2009	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	3/17/2009	5TH WORLD WATER FORUM	100.00
	3/26/2009	WEF BINATIONAL DROUGHT SCIENCE	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: LOPEZ, JOSE

**ATTACHMENT G
SECTION G**

Account Name	Date	Descriptions	Amount
	3/27/2009		
		WEF BINATIONAL DROUGHT SCIENCE	100.00
	3/30/2009		
		QUARTERLY CHULA VISTA WATER TASK FORCE	100.00
	3/5/2009		
		FINANCE AND ADMINISTRATIVE COMMITTEE	100.00
	3/16/2009		
		5TH WORLD WATER FORUM	100.00
	3/18/2009		
		5TH WORLD WATER FORUM	100.00
	4/1/2009		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/28/2009		
		SPECIAL BOARD OF DIRECTORS MEETING	100.00
	4/23/2009		
		ANNUAL AWARDS CEREMONY - OTAY WATER DISTRICT RECIPIENT	100.00
	5/13/2009		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/21/2009		
		OTAY BUDGET WORKSHOP - ANNUAL BUDGET FY	100.00
	6/3/2009		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	6/10/2009		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	6/23/2009		
		FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	6/29/2009		
		STRAT PLANNING WORKSHOP CUYAMACA COLLEGE	100.00
	5/18/2009		
		FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
Director's Fee Total			4,200.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: LOPEZ, JOSE

**ATTACHMENT G
SECTION G**

Account Name	Date	Descriptions	Amount
Mileage - Business			
	9/18/2008	MEETING - SEPT. 18, 2008	22.23
	11/20/2008	MEETING - NOV. 20, 2008	22.23
	12/19/2008	MEETING - DEC. 16, 2009	9.36
	2/11/2009	MEETING - FEBRUARY 11, 2009	13.20
	3/31/2009	MEETING - MARCH 26 & 27, 2009	46.20
	4/23/2009	MEETING - APRIL 23, 2009	19.80
	6/10/2009	MEETING - JUNE 10, 2009	13.20
Mileage - Business Total			146.22
Mileage - Commuting			
	8/6/2008	MEETING - AUGUST 6, 2008	11.70
	9/3/2008	MEETING - SEPT. 3, 2008	11.70
	10/16/2008	MEETING - OCT. 16, 2008	11.70
	11/20/2008	MEETING - NOV. 13 & 20, 2008	23.40
	12/15/2008	MEETING - DEC. 15, 2008	11.70
	1/7/2009	MEETING - JANUARY 7, 2009	11.00
	2/4/2009	MEETING - FEBRUARY 4, 2009	11.00
	3/31/2009	MEETING - MARCH 4 & 10, 2009	22.00
	4/1/2009	MEETING - APRIL 01, 2009	11.00
	5/31/2009	MEETING - MAY 13, 2009	11.00
	6/3/2009	MEETING - JUNE 3, 2009	11.00
Mileage - Commuting Total			147.20

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: LOPEZ, JOSE

**ATTACHMENT G
SECTION G**

Account Name	Date	Descriptions	Amount
Seminars and conferences			
	3/26/2009	REGISTRATION FEE - 2009 BINATIONAL DROUGHT SCIENCE CONFERENCE	200.00
	3/23/2009	REGISTRATION FEE - WORLD WATER FORUM	659.26
Seminars and conferences Total			859.26
Travel			
	3/31/2009	HOTEL - MARCH 15 - 22, 2009 ATTENDED WORLD WATER FORUM	2,112.00
	3/14/2009	AIRFARE - WORLD WATER FORUM	1,151.31
Travel Total			3,263.31
Grand Total			\$ 8,751.99

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: ROBAK, MARK

**ATTACHMENT H
SECTION H**

Account Name	Date	Descriptions	Amount
Business meetings			
	11/20/08		
		CSDA BOARD MEETING	\$ 37.00
	12/12/08		
		REGISTRATION FEE - RANCHO SAN DIEGO-JAMUL	15.00
	02/19/09		
		CALIFORNIA SPECIAL DISTRICTS	37.00
Business meetings Total			89.00
Director's Fee			
	07/02/08		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	07/09/08		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	07/21/08		
		FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	08/06/08		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	08/20/08		
		FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	08/21/08		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	09/03/08		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	09/10/08		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	09/15/08		
		FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	09/18/08		
		SPECIAL BOARD OF DIRECTORS MEETING	100.00
	09/19/08		
		ANNUAL JOINT MEETING WITH BOARD OF DIRECTORS FROM HELIX, LAKESIDE, PADRE DAM & SWEETWATER	100.00
	10/07/08		
		WATER CONSERVATION GARDEN AUDIT COMMITTEE MEETING	100.00
	10/08/08		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	10/09/08		
		REGULAR BOARD OF DIRECTORS MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: ROBAK, MARK

**ATTACHMENT H
SECTION H**

Account Name	Date	Descriptions	Amount
	10/28/08	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	11/12/08	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	11/13/08	REGULAR BOARD OF DIRECTORS MEETING	100.00
	12/01/08	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	12/02/08	ANNUAL LUNCHEON RECOGNIZING NON-PROFIT INNOVATION & EXCELLENCE - ATTENDED WITH GARDEN EXECUTIVE DIRECTOR	100.00
	12/03/08	ASSOCIATION OF CALIFORNIA WATER AGENCIES - LONG BEACH	100.00
	12/04/08	ASSOCIATION OF CALIFORNIA WATER AGENCIES - LONG BEACH	100.00
	12/05/08	ASSOCIATION OF CALIFORNIA WATER AGENCIES - LONG BEACH	100.00
	12/09/08	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	12/10/08	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	12/15/08	REGULAR BOARD OF DIRECTORS MEETING	100.00
	01/07/09	REGULAR BOARD OF DIRECTORS MEETING	100.00
	01/08/09	ECONOMIC TRENDS EVENT- TOWN & COUNTRY CONVENTION CENTER	100.00
	02/04/09	REGULAR BOARD OF DIRECTORS MEETING	100.00
	02/09/09	WATER CONSERVATION GARDEN - COX CONSERVES HEROES EVENT	100.00
	02/11/09	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	02/19/09	CSDA BOARD MEETING	100.00
	03/04/09	REGULAR BOARD OF DIRECTORS MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: ROBAK, MARK

**ATTACHMENT H
SECTION H**

Account Name	Date	Descriptions	Amount
	03/24/09		
		CALIFORNIA WATER REUSE ASSOCIATION	100.00
	03/11/09		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	03/23/09		
		CALIFORNIA WATER REUSE ASSOCIATION	100.00
	03/22/09		
		CALIFORNIA WATER REUSE ASSOCIATION	100.00
	03/20/09		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	4/1/2009		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/21/2009		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	4/28/2009		
		OTAY ANNUAL BOARD WORKSHOP	100.00
	4/8/2009		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	5/13/2009		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/21/2009		
		OTAY BUDGET WORKSHOP - ANNUAL BUDGET FY 09-10	100.00
	6/1/2009		
		ANNUAL WATER SUMMIT DEALING WITH WATER CONSERVATION	100.00
	6/3/2009		
		REGULAR BOARD OF DIRECTORS MEETING	100.00
	6/15/2009		
		AWWA ACE09 ANNUAL CONFERENCE - SAN DIEGO	400.00
	5/5/2009		
		MEETING WITH STRATEGIC PLANNER LANCE DECKER & EXECUTIVE DIRECTOR	100.00
	5/14/2009		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
Director's Fee Total			5,100.00

Mileage - Business

9/31/2008			
		MEETING - SEPT. 6,10,15,18 & 19, 2008	21.65
07/31/08			
		MEETING - JULY 2, 9 & 21, 2008	15.21
08/31/08			
		MEETING - AUGUST 6, 20 & 21 2008	9.36

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: ROBAK, MARK

**ATTACHMENT H
SECTION H**

Account Name	Date	Descriptions	Amount
	10/31/08	MEETING - OCT. 7, 8, 9 & 28, 2008	17.55
	11/30/08	MEETING - NOV. 12, 13, & 20, 2008	23.99
	12/31/08	MEETING - DEC. 1, 2, 3, 5, 9, 10 & 15, 2008	181.35
	02/28/09	MEETING - FEBRUARY 4, 9, 11 & 19, 2009	74.80
	03/31/09	MEETING - MARCH 4, 11, 20, 22, 23 & 24, 2009	34.10
	01/31/09	MEETING - JANUARY 7 & 8, 2009	19.25
	4/30/2009	MEETING - APRIL 1, 8, 21, 25 & 28, 2009	25.85
	5/31/2009	MEETING - MAY 5, 13, 14 & 21, 2009	24.57
	6/30/2009	MEETING - JUNE 1, 3, 15, 16, 17 & 18, 2009	62.70
Mileage - Business Total			510.37

Mileage - Commuting

9/31/2008	MEETING - SEPT. 3 & 15, 2008	4.68
07/31/08	MEETING - JULY 4, 2008	2.34
08/31/08	MEETING - AUGUST 6 & 20, 2008	4.68
10/31/08	MEETING - OCT. 9 & 28, 2008	4.68
11/13/08	MEETING - NOV. 13, 2008	2.34
12/31/08	MEETING - DEC. 1, 9, & 15, 2008	7.02
1/7/2009	MEETING - JANUARY 7, 2009	2.20
02/04/09	MEETING - FEBRUARY 4, 2009	2.20
03/31/09	MEETING - MARCH 4, 2009	2.20

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

DIRECTOR'S NAME: ROBAK, MARK

**ATTACHMENT H
SECTION H**

Account Name	Date	Descriptions	Amount
	4/1/2009		
		MEETING - APRIL 1, 2009	2.20
	5/31/2009		
		MEETING - MAY 13 & 21, 2009	4.68
	6/3/2009		
		MEETING - JUNE 3, 2009	2.20
Mileage - Commuting Total			41.42
Seminars and conferences			
	09/26/08		
		RANCHO SAN DIEGO-JAMUL MEETING	10.00
	12/05/08		
		2008 ACWA FALL CONFERENCE DEC. 2-5, 2008	628.00
	03/23/09		
		REGISTRATION FEE - WATER REUSE CONFERENCE	400.00
	6/30/2009		
		REGISTRATION AWWA CONFERENCE - JUNE 14-18, 2009	850.00
		SAN DIEGO EAST COUNTY - GOLF TOURNAMENT REGISTRATION	90.00
	6/5/2009		
		SAN DIEGO EAST COUNTY - REGISTRATION ON WATER CRISIS & HOW IT AFFECTS YOU 6/5/09	20.00
Seminars and conferences Total			1,998.00
Travel			
	12/08/08		
		HOTEL - ACWA FALL CONFERENCE LONG BEACH CA ON DEC 3-6, 2008	510.90
	3/24/2009		
		SHUTTLE HOTEL TO AIRPORT	20.00
		AIRPORT PARKING	22.00
	03/22/09		
		SHUTTLE AIRPORT TO HOTEL	20.00
		AIRFARE - SAN FRANCISCO ATTENDED WATER REUSE CONFERENCE	155.20
		HOTEL - 3/22/09-3/24/09 WATER REUSE CONFERENCE2	505.90
Travel Total			1,234.00
Grand Total			\$ 8,972.79



OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Larry Breitfelder

Period Covered:

Employee Number: 7013

From: 4-1 To: 4-30-09

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	4-1	OWD Board		30	
2.	4	Hygiene Chamber Dinner			
✓ 3.	16	OWD			40
✓ 4.	21	Council of Water Utilities			84
✓ 5.	22	OWD Eng.		30	
✓ 6.	28	OWD Board Meeting		30	
✓ 7.	29	OWD Finance		30	
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Total Meeting Per Diem: \$ 600.00
(\$100 per meeting)

Total Mileage Claimed: 244 miles

7 attend 6 paid

(Director's Signature)

receipt
GM Approval: 5-22-09

Date: _____

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Larry Breitfelder

Period Covered:

Employee Number: 7013

From: 5/1 To: 5/30/09

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1.	5-1	Mansfield			
2.	5-4	CoPAD			
3.	5-4	Gasparian Action Comm (GAC)			40
4.	11	RCL			
5.	12	CVCL			
6.	13	OWD Bd Mtg		30	
7.	18	S West Comm			
8.	18	YR SDGL			
9.	21	OWD Budget Workshop			20
10.	21	FACE			
11.	26	OWD Eng		30	
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Total Meeting Per Diem: \$ 400.00
(\$100 per meeting)

Total Mileage Claimed: 120 miles

11 attend 4 paid

(Director's Signature)

Receipt
GM Approval: [Signature]

Date: 5-29-09

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Larry Breitfelder

Period Covered:

Employee Number: 7013

From: 6-1-09 To: 6-30-09

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	6-3	OWD BOD		30	
2.	6-4	Metro			
✓ 3.	6-12	Eng	Eng & Water ops Committee Mtg	30	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Total Meeting Per Diem: \$ 200.00
(\$100 per meeting)

Total Mileage Claimed: 60 miles

GM Approval: [Signature]

[Signature]

[Signature]
(Director's Signature)

Date: 8-20-09

OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

→ ok to pay per S. Cruz (per Waltham & Coucher).
New computer was used (Apple) could not read per diem
(turn in m time) 8-20-09

09 AUG 20 PM 10:03



AB000-133000-2101-520101

400.00

EXHIBIT B

OTAY WATER DISTRICT BOARD OF DIRECTORS PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 4-1-09 To: 4-30-09

Table with columns: ITEM, DATE, MEETING, PURPOSE / ISSUES DISCUSSED, MILEAGE HOME to OWD, MILEAGE OWD to HOME, MILEAGE OTHER LOCATIONS. Rows 1-4 contain handwritten entries for Board Meeting, Agenda Review, Engineering & Operations Committee, and Board Workshop.

Total Meeting Per Diem: \$ 400 (\$100 per meeting)

Rec'd 6-12-09 by SC

Total Mileage Claimed: 0 miles

Attend 4 paid

Signature of Gary Croucher

4/18/09

GM Receipt: [Signature]

Date: 6-16-09

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$

09 JUN 17 AM 8:52

Payroll [Signature]



AG 000-103000-2101-528101 600.00

EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 5-1-09 To: 5-31-09

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	5-13	Board	Reg. Board Meeting		
✓ 2	5-12	gm	Agenda Briefing		
✓ 3	5-18	Committee	Drought + Rates Committee		
✓ 4	5-26	Committee	Engineering + Operations Committee		
5	5-27	Board	Board Meeting		
✓ 5	5-28	President	BOARD COMMITTEE ISSUES		
✓ 6	5-29	gm	Agenda Briefing		
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Total Meeting Per Diem: \$ 600
(\$100 per meeting)

rec'd 6/12/09 by SC

Total Mileage Claimed: _____ miles

6 attend 6 paid

(Director's Signature)

W/NO
6-12-09

GM Receipt:

Date: 6-16-09

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

'09 JUN 17 AM 8:52 payroll



OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

09 APR 14 AM 10:37

EXHIBIT B

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

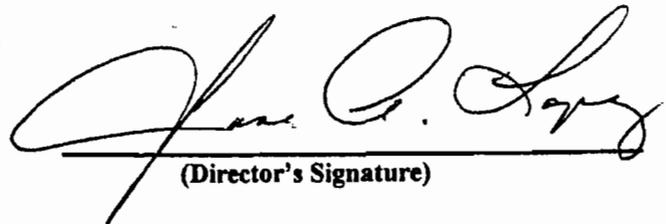
From: 04/01/09 To: 04/30/09

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1.	04/01	OWD	Regular Board Meeting	20	
2.	04/23	CMAA	Otay Water District receipt of annual awards		36
3.	04/28	OWD	Special Board Meeting		0
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Total Meeting Per Diem: \$ 300
(\$100 per meeting)

Total Mileage Claimed: 5 miles

3a 3p


(Director's Signature)

GM Receipt: _____

Date: _____

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



A10000.1154000.2101.528101 300.00
 B3000.1154000.2101.52110- 11.00
EXHIBIT B

**OTAY WATER DISTRICT
 BOARD OF DIRECTORS
 PER-DIEM AND MILEAGE CLAIM FORM**

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 05/01/09 To: 05/31/09

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	05/13/09	OWD	Board Meeting	20	
✓ 2.	05/18/09	OWD	Finance/Admin Committee Meeting	0	
✓ 3.	05/21/09	OWD	OWD Budget Workshop	0	
4.					
5.					
6.					
7.					
8.					
9.				0.*	
10.				3.*	
11.				100.00=	
12.				300.00*	
13.				0.*	
14.				20.*	
15.				0.55=	
16.				11.00*	
17.					
18.					

Per Diem

Mileage

Total Meeting Per Diem: \$300
(\$100 per meeting)

Total Mileage Claimed: 20 miles

3a. *[Signature]* 3p

[Signature]
 (Director's Signature)
 to *[Signature]* 7-16-09

GM Receipt: *[Signature]*

Date: 7.10.2009

09 JUL 14 PM 1:04

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AB000. 1B4000. 2101- 528101 400.00
AB000. 1B4000. 2101. 521102 24.20
EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 06/01/09 To: 06/30/09

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	06/03/09	OWD	Board Meeting	20	
✓ 2.	06/10/09	WCG	Water Conservation Garden Monthly meeting	24 → 24	
✓ 3.	06/23/09	OWD	Finance/Admin Committee Meeting	0	
✓ 4.	06/29/09	WCG	Strat Planning Workshop Cuyamaca College		0
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

* per S. Cruz 7-21-09

Total Meeting Per Diem: \$300
(\$100 per meeting)

Total Mileage Claimed: 20 44 miles

per S. Cruz 7-21-09

4 a 4 p.m.
[Signature]

[Signature]
(Director's Signature)

GM Receipt: _____

Date: 7.10.2009

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

✓ 20 7-16-09



**OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM**

Pay To: Mark Robak

Period Covered:

Employee Number: 70140509

From: 5-1-09 To: 5-31-09

3217 Fair Oaks Lane, Spring Valley, CA 91978

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1	5-1	East County Chamber First Friday Breakfast	Prosperity Month Kick-off - No Charge	0	0
✓ 2	5-5	Water Conservation Garden	Meeting & Lunch with Strategic Planner Lance Decker & Executive Director	0	12
3	5-13	Water ReUse Association Monthly Meeting	Annual Regulators Meeting - Rueben H. Fleet Science Center - No Charge	0	9
✓ 4	5-13	Monthly Otay Board Meeting	General District Business	4	6
✓ 5	5-14	Water Conservation Garden	Monthly Meeting / General Business (See Exhibit A - Agenda)	0	9
6	5-15	Water Agency Standards Golf Tournament - Singing Hills	Benefit Tournament for local Water Brigades Chapter at SDSU - No Charge	0	0
7	5-16	Water Conservation Garden	Annual California Friendly Landscape Contest Winners & Meadow Exhibit Grand Opening - No Charge	0	0
8	5-16	Cuyamaca College Annual Scholarship Event	Annual Fundraising event for College Foundation - No Charge	0	0
✓ 9	5-21	Otay Budget Workshop	Discussion of Annual Budget FY 09-10	4	6
				8	42

Total Meeting Per Diem: \$400
(\$100 per meeting)

Total Mileage Claimed: 50 miles

9 a 4 paid

Receipt
GM Approval:

(Director's Signature)

Date: 6-30-2009

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

09 JUL 6 PM 1:15



AGENDA ITEM 8

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	David Charles <i>[Signature]</i> Public Services Manager	PROJECT/ SUBPROJECT:	R2094- DIV.NO. 1,2 001101 and 3
APPROVED BY: (Chief)	Rod Posada <i>[Signature]</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>[Signature]</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Adopt Resolution No. 4145 - District Administration of Recycled Water Retrofit Program		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) adopt Resolution No. 4145, for the Board of Directors Policy No. 52 for the District Administration of Recycled Water Retrofit Program.

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To adopt Resolution No. 4145 (see Attachment B) by the Board to adopt Board of Directors Policy No. 52 (see Attachment C) to implement a methodology for the District Administration of Recycled Water Retrofit Program.

ANALYSIS:

As part of the Fiscal Year 2010 Capital Improvement Program (CIP), a project entitled Potable Irrigation Meters to Recycled Water Conversions was developed (i.e., CIP Project Number R2094). By converting relatively high use potable irrigation accounts to use recycled water, conservatively 300 acre-feet of potable water a year is expected to be saved.

Staff has identified a number of multi-family dwellings and educational institutions located in the central area of the District that are irrigating their internal open spaces and landscapes with potable water (see Exhibit A). As the current water supply issues in the region become more severe, the District is actively looking at

ways to conserve potable water. Using recycled water to irrigate landscaping is the appropriate choice for the District and the ratepayers. In addition, Section 26 of the District's Code of Ordinances states, "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."

Staff has recently been in contact with multiple agencies in Southern California including the City of San Diego, Irvine Ranch Municipal Water District, Inland Empire Utility District, Eastern Municipal Water District and San Dieguito Water District. All of these agencies have sponsored recycled water retrofit programs. The methodology of reimbursement varies greatly between agencies. Staff proposes adopting Board of Directors Policy No. 52 to provide guidelines for the operation of this program. Staff will develop the program either using in-house personnel or by hiring a consultant for design of new pipelines extensions and/or project administration.

Staff has formulated a grant program to assist users with the cost of retrofitting existing potable irrigation systems to recycled irrigation systems. As proposed, the District will cover 50% of the conversion costs and the other party will cover the remaining 50%.

Converting to recycled water provides benefits to the end user and to the District. As an example, the end user will save 15% off his/her potable water bill, and will not be required to pay associated sewer fees. An added benefit to ratepayers who participate in the conversion program, is that they are exempted from restricted watering conditions if the current drought level increases. The benefit to the District and its ratepayers is the decrease in potable water use by maximizing the use of recycled water. Furthermore, the District is evaluating the viability of banking the water savings towards the offset program.

Staff will open the grant application period for a limited time to solicit qualified applicants into the program. Any multi-family dwelling and/or educational institute within the District and the City of Chula Vista will be eligible to apply. The District will market this program by mailing letters and applications to Homeowners Associations, property management firms, and school districts owning properties that could conceivably be served by recycled water. The application and associated materials will also be available on the District's website.

Staff proposes an initial pilot program consisting of the multi-family dwelling projects that front recycled water mains. Recently, an opportunity arose to include the extension of the recycled water main on Otay Lakes Road from Telegraph Canyon Road to East "H" Street

for future service of multi-family dwelling, the Southwestern College and the Bonita Vista High School. Staff plans to incorporate this extension as a part of the program. The District will cover 100% of the design and construction of this extension. The expectation is to enter into an agreement with the above Homeowners Associations and educational institutions within this year. The pilot program (see Exhibit "A") will be completed within one year. Staff will then present to the Board an evaluation of the pilot program, and if successful, will ask for approval to roll-out the program.

FISCAL IMPACT:

RWB

The total budget for CIP Project No. R2094, Potable Irrigation Meters to Recycled Water Conversions, as part of the approved FY 2010-2015 budget, is \$2,000,000, with an expenditure projection of \$500,000 in FY 2010. There are no expenditures to-date. It is anticipated that total expenditures, plus outstanding commitments and estimated staff time, will total \$2,000,000. Based on a review of the budget, the Project Manager has determined the budget to be sufficient to support the project.

Finance has determined that 100% of the funding is available from the Expansion Fund.

STRATEGIC GOAL:

Adoption of Board of Directors Policy No. 52, supports the District's Mission Statement, "To provide the best quality of water and wastewater service to the customers of the Otay Water District, in a professional, effective, and efficient manner," and the Otay strategic goal, "in planning for infrastructure and supply to meet current and future potable water demands."

LEGAL IMPACT:

None.



General Manager

P:\Public-s\RECYCLED WATER OPTIMIZATION\Retrofit Methodology\Staff Report, 9-2-09

DC/RP:m1c

Attachments: Attachment A
Attachment B
Exhibit A



ATTACHMENT A

SUBJECT/PROJECT: R2094-001101	Adopt Resolution No. 4145 - District Administration of Recycled Water Retrofit Program
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on August 20, 2009 and the following comments were made:

- Staff is requesting that the Board adopt Resolution 4145 implementing Policy No. 52 for the District Administration of Recycled Water Retrofit Program.
- Staff indicated that the goal of the Program is to save approximately 300 acre-feet of potable water annually by converting potable irrigation accounts to use recycled water.
- Staff identified a pilot program consisting of three multi-family dwelling projects that are ready to be converted and the extension of the recycled pipeline on Otay Lakes Road.
- Staff indicated that the District plans to meet with representatives from Southwestern College, Bonita Vista High School, and Homeowners Associations to discuss their participation in the District's proposed retrofit program.
- The Committee inquired about the funding source for the Recycled Water Retrofit Program. Staff indicated that the Program is budgeted as part of the Fiscal Year 2010 Capital Improvement Program, which would fund a project entitled Potable Irrigation Meters to Recycled Water Conversions (CIP Project Number R2094) in the amount of \$500,000 for a total amount of \$2 million for Fiscal Years 2010-2012. The objective of the program is to optimize the use of recycled water and to reduce the use of potable water by assisting Homeowners Associations' with grants to accomplish the conversion.

- The Committee inquired with regard to Exhibit A that the cost indicated for the Homeowners Associations participating in the pilot project is \$145,000 and did not identify the costs projected for the Otay Lakes Recycled Water Main Extension. However, staff is requesting \$500,000 for the retrofit program. The Committee requested that staff identify goals and approximate costs for the program. Attached is the revised Exhibit A in response to the Committee's request. It is projected that this pilot project would cost approximately \$360,000, and would take a year for completion and evaluation of its success.
- Staff is requesting that the Board approve the pilot project for the Recycled Water Retrofit Program and Policy No. 52 for the administration program.
- In 3-6 months after the implementation of the pilot program, the Committee requested that staff present the actual costs and savings from the program.
- The Committee inquired about the potential benefits for rate-payers. Staff indicated that conversion of potable irrigation systems to recycled irrigation systems would take approximately 15% off the bills of rate-payers, plus they would not have to pay associated sewer fees. In addition, rate-payers would be exempted from restricted watering conditions if the drought level increases. Staff also stated that the grants will assist rate-payers with the cost of retrofitting existing potable irrigation systems to recycled irrigation systems. The District will cover 50% of the cost and the remaining 50% will be covered by the other party.

Upon completion of the discussion, the Committee supported presentation to the full Board as a action item.

ATTACHMENT B

RESOLUTION NO. 4145

A RESOLUTION OF THE BOARD OF DIRECTORS OF OTAY WATER DISTRICT IMPLEMENTING BOARD OF DIRECTORS POLICY NO. 52, DISTRICT ADMINISTRATION OF RECYCLED WATER RETROFIT PROGRAM

WHEREAS, Otay Water District, a public agency duly organized and existing under and by virtue of the laws of the State of California, has determined that it is in the best interest and to the advantage of the District and its ratepayers to implement a policy for the administration of a Recycled Water Retrofit Program; and

WHEREAS, the current water supply issues in the region have become more severe and the District is actively seeking ways to conserve potable water; and

WHEREAS, a number of multi-family dwellings and educational institutions located in the central area of the District are irrigating their internal open spaces and landscapes with potable water; and

WHEREAS, Section 26 of the District's Code of Ordinances states, "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 the legal requirements, preservation of public health, safety and welfare, and the environment"; and

WHEREAS, utilizing recycled water to irrigate landscaping is the appropriate choice for the District and its ratepayers; and

WHEREAS, the Board wishes to include the policy within the District's Code of Ordinances;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Otay Water District that the attached "District Administration of Recycled Water Retrofit Program" shall be designated "Policy 52" within the District's Code of Ordinances; and

BE IT FURTHER RESOLVED THAT the policy shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Otay Water District at a regular meeting held this 2nd day of September, 2009.

Ayes:
Noes:
Abstain:
Absent:

President

ATTEST:

District Secretary

ATTACHMENT C

OTAY WATER DISTRICT BOARD OF DIRECTORS POLICY			
Subject	Policy Number	Date Adopted	Date Revised
DISTRICT ADMINISTRATION OF RECYCLED WATER RETROFIT PROGRAM	52	9/2/09	

PURPOSE

This policy establishes guidelines for how the District will administer The Recycled Water Retrofit Program. It also describes when and how the District will reimburse the participants in the cost of such facilities.

BACKGROUND

Policy 52 establishes guidelines on the administration of the Recycled Water Retrofit Program. The District, in an effort to conserve potable water and encourage the use of recycled water where practical, will assist qualified applicants in the form of a grant.

POLICY

- A. For projects accepted into the Recycled Water Retrofit Program, the District may reimburse the applicant for construction and design costs if the project meets the following guidelines:
1. The project shall be in an area with an existing recycled water main or where an installation of an extension is economically feasible to the District.
 2. The interested party submits and the General Manager or designee approves the application for participation in the program.
 3. The applicant shall enter into an Agreement with the District for Retrofit of Existing Irrigation Systems.
 4. The applicant obtains three (3) bids from qualified contractors and provides copies of the bids to the District. The applicant is responsible for selecting the lowest responsive responsible bidder. The applicant will be reimbursed for the recycled water retrofit portions of the project based on the unit prices submitted with the lowest responsive responsible bid.
 5. Design and engineering costs are covered by the applicant, and plan checking and inspection costs are covered by the District.
 6. The reimbursement amount will be 50 percent of on-site construction costs of the conversion, as approved by the District.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DISTRICT ADMINISTRATION OF RECYCLED WATER RETROFIT PROGRAM	52	9/2/09	

7. Funds for reimbursement shall be carried as a CIP project until the reimbursement is made.
8. All reimbursement agreements will require approval by the Board. A Staff Report will be prepared and reviewed with the Finance Department prior to presentation to the Board for approval.
9. This reimbursement agreement terminates upon acceptance of the General Manager. The reimbursement agreement may be terminated prior to acceptance by the General Manager upon a determination that the applicant has failed to comply with its obligations under the reimbursement agreement
10. If the applicant defaults, and the District terminates the agreement, the applicant will be required to reimburse the District any and all costs incurred by the District up to the date of termination, and the District will no longer have an obligation under the agreement.

EXHIBIT A (Revised)

PROPOSED RECYCLED CONVERSION PROJECTS PILOT PROGRAM FY2010 FY2011

PHASE I (FY2010) Pilot Projects

Projects that front existing Recycled Water Mains:

Project Name	Potable Water Consumption 2008 in Acre-Feet	Potential for Recycled Water Consumption in Acre-Feet	Total Cost of Conversion
Agave & Seguaro	72.91	27.74	\$40,000
Tapestry & Mosaic	5.99	2.34	\$60,000
Belleza	64.71	64.71	\$45,000
Sub-total:	143.61	94.79	\$145,000

Main Recycled Water Extensions:

Otay Lakes Pipeline Extension (1,300 L.F.)	N/A	N/A	\$215,000
PHASE I TOTAL:	143.61	94.79	\$360,000

Potential PHASE II Projects (FY2011)

Project Name	Potable Water Consumption 2008 in Acre-Feet	Potential for Recycled Water Consumption in Acre-Feet
Bonita Vista HS	49.43	22.14
Southwestern College	31.97	11.29
Apache Dr Condos	56.36	56.36
Otay Lakes Pipeline Extension (Phase 2 & 3)*	N/A	N/A
PHASE II TOTAL:	137.76	89.79

* Otay Lakes Pipeline Extension (Phase 2 & 3): 2,700 L.F. - Cost \$435,000



STAFF REPORT

TYPE MEETING:	Regular Board Meeting	MEETING DATE:	September 2, 2009
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO.
SUBJECT:	Board of Directors 2009 Calendar of Meetings		

GENERAL MANAGER'S RECOMMENDATION:

At the request of the Board, the attached Board of Director's meeting calendar for 2009 is being presented for discussion.

PURPOSE:

This staff report is being presented to provide the Board the opportunity to review the 2009 Board of Director's meeting calendars and amend the schedules 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. _____

General Manager

Attachments: Calendar of Meetings for 2009

**Board of Directors, Workshops
and Committee Meetings
2009**

Regular Board Meetings:

January 7, 2009
February 4, 2009
March 4, 2009
April 1, 2009
May 13, 2009
June 3, 2009
July 1, 2009
August 5, 2009
September 2, 2009
October 7, 2009
November 4, 2009
December 2, 2009

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

January 21, 2009
February 18, 2009
March 18, 2009
April 22, 2009
May 20, 2009
June 17, 2009
July 22, 2009
August 19, 2009
September 23, 2009
October 21, 2009
November 18, 2009
December 16, 2009

Board Workshops:

Budget Workshop, May 21, 2009
Board Retreat Workshop, April 28, 2009

AGENDA ITEM 10



STAFF REPORT

TYPE	Regular Board Meeting	MEETING	September 2, 2009		
MEETING:		DATE:			
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	N/A	DIV. NO.	N/A
SUBJECT:	General Manager's Report				

GENERAL MANAGER:

FLAGSHIP PROJECTS:

Update on the design of the **36-Inch Potable Water Pipeline from FCF #14 to Regulatory Site** (CIP P2009) for the month of May 2009:

- As part of the public outreach, staff held an Open House at the Rancho San Diego Library on July 21st to describe the project to the public. On July 26th staff set up a booth outside St. Peter's Chaldean Catholic Church to provide handouts and information on the project. Both events were well received by the public after their services. Traffic updates have been posted to the project's dedicated website at www.jamachapipeline.com.

SACRAMENTO-SAN JOAQUIN BAY DELTA:

- There have been two legislative hearings on the Sacramento-San Joaquin Bay Delta and I expect that agreement will not be reached in this legislative session to resolve the Bay Delta issues. Attached is information regarding legislation related to the Bay Delta and current efforts to move this matter forward.

ADMINISTRATIVE SERVICES, INFORMATION TECHNOLOGY AND FINANCE:

Administrative Services:

Human Resources:

- **Water Utilities Human Resources Committee (WUHRC)** - Human Resources staff attended the quarterly WUHRC meeting held at San Diego County Water Authority. This is a group of HR professionals who meet to discuss various topics as requested by the agencies.
- **New Hires** - There were no new hires in the month of August.

Safety & Security:

- On July 21, 2009, the 3Cs Steering Committee considered the District's Letter of Interest to participate in the Regional 3Cs program, a partnership for Fire and Law Enforcement communications and response to disasters. The 3Cs Board will consider the District's Letter of Interest in their October 2009 meeting. Issues related to the District's Letter of Interest will include limited funding for the program and prioritization of funds for public agencies versus private companies. Information related to the Regional 3Cs can be found at www.regional3Cs.com. Staff will provide updates as the District's Letter of Interest moves through the process.

Purchasing and Facilities:

- **Sale of Property** - Escrow successfully closed on July 24, 2008, on the sale of the lots located at the intersection of Paseo del Rey and Telegraph Canyon Road, Chula Vista, to the Canyon Community Church. The sale price was at the appraised \$25,000 value.
- **Purchase Orders** - There were 109 purchase orders processed in August 2009 for a total amount of \$588,962.49

Water Conservation and School Education:

- **Water Waste Reporting** - As of August 21, there were 40 reports of water waste, either phoned in or reported through the District's website. The attached spreadsheet shows the total number of reports since the program

started in April as well as a breakdown of reports by type of water waste...

- **Water Conservation Incentive Activity** - MET staff announced that the rebate programs will start back up on September 21. Residential customers will no longer need a reservation to obtain a rebate.
- **Water Loss BMP (BMP 1.2)** - The California Urban Water Conservation Council (CUWCC) released a proposed revision of the water loss BMP, which include a number of suggested edits made by the District and other member agencies. The proposed revision will be voted upon at the September 16, 2009 plenary meeting of the CUWCC. Staff is currently reviewing the language to make sure it can support this revision.
- Staff serves on the AWWA California/Nevada Section's Water Conservation Practitioner Certification Committee and met this month to write exam questions for the Level 3 Water Conservation Practitioner exam, which is designed to be taken by Water Conservation Coordinators. Earlier this year, staff worked to write the Level 2 exam. This certification will eventually be expanded nationwide.
- **School Education Update** - Staff sent out letters to promote the District's school education programs and specifically the District funded tours at the Water Conservation Garden to all of the schools within its service area.
- **Outreach events in August:**
 - On August 9, staff worked both the Chula Vista Lemon Festival and the Center for Sustainable Energy's Sustainability Fair (with the Water Authority). Both events were well attended

Information Technology and Strategic Planning:

- **Tough Book Rollout** - IT distributed 31 new Panasonic Tough Book computers to field staff. Immediate feedback was positive. IT staff is in process of conducting in depth training.

- **Asset Management** - IT is developing a presentation for the Board and Senior team on the direction of asset management.
- **Meter Shop Scanners** - IT released a more efficient scanner to the meter shop in August. The units will save several steps and allow the meter shop more control over their data and data gathering activities.
- IT and Finance completed this years' Special Assessment filing. Projected revenue is over \$300,000 from this process.

Finance:

- **Capacity and Annexation Fee Study** - On July 8, 2009, an RFP was sent to six consulting firms for a Capacity and Annexation Fee Study. Staff received responses from FCS Group, CDM and PBS&J. A review panel consisting of Joe Beachem, Jim Peasley and Rita Bell independently reviewed the responses and ranked them based on the RFP's criteria. CDM and PBS&J were then interviewed over the phone to further rate the proposals. A second meeting with the top candidate, Karyn Keese of PBS&J, took place on August 13. Based on this meeting, which focused on the scope of services, PBS&J reduced their fee from \$62,900 to \$44,110. As this amount is within the General Manager's authority, the General Manager has approved the contract with PBS&J to conduct Otay's Capacity and Annexation Fee Study. Staff anticipates bringing the results to the Board in January of 2010.
- **Water Sales** - Staff has been closely tracking water sales this fiscal year. A water sales report has been prepared and refined to assist staff in determining the sales on a daily basis. The July month end financial statements show potable and reclaimed sales revenues 10% below budget. Total operating budget revenues are lower than expenses by \$110,102. While this is only one month of data, it does reflect the generally cooler weather, the difficult economy, the success of the conservation messages, and the effect that higher prices are having on consumption. Staff expects that the pending rate increase along with the weather, outreach, and economic conditions will continue to affect water sales, and that a mild El Nino may increase the expected rainfall. These many challenges are expected to place ongoing pressure on

sales. While the legal settlement from the Jones Co. of approximately \$767,000 will certainly be timely, staff is evaluating the potential impact of various levels of sales decline. Among other things, deferral of CIP projects and decreased debt issuance, expense reductions, and the timing and level of rate changes are all being considered. As the year progresses, staff will have a more accurate prediction of sales volume and will be better able to identify options to maintain the District's financial strength.

- **Bond Refinancing** - Working with the financial advisor, staff has identified the opportunity to refinance some of the District's existing debt. The potential savings is approximately \$40,000 per year after considering the costs to refinance. All Otay customers paying this debt (customers within ID 27) will see a direct benefit of this refinancing on their property tax bill. ID 27 consists of three large communities, Eastlake, Sunbow, and Rancho Del Rey, approximately 9,400 customer accounts. Staff is looking to bring authorization to refinance this bond to the Board within the next three months.

The financial reporting for July 31, 2009 is as follows:

- For the one month ended July 31, 2009, there are total revenues of \$5,976,542 and total expenses of \$6,086,644. The expenses exceeded revenues by \$110,102. Expenses exceeded revenues as water sales and purchases are less than budgeted due to conservation.

The financial reporting for investments for July 31, 2009 is as follows:

- The market value shown in the Portfolio Summary and in the Investment Portfolio Details as of July 31, 2009 total \$75,877,810.48 with an average yield to maturity of 1.574%. The total earnings year-to-date is \$107,625.51.

ENGINEERING AND WATER OPERATIONS:

Engineering:

- **850-4 Reservoir** - Spiess Construction has started the work on the existing 850-2 Reservoir which includes a new outlet and roof vent. The perimeter fencing is completed and

Spieß has started the installation of the irrigation, landscaping, and solar panels. The reservoir is for increased capacity in the 850 Pressure Zone, as required by the 2002 Water Resource Master Plan. The project completion has been extended to August 2009, due to delays by SDG&E for service to the site along with long lead times for materials. This project is on budget. (P2191)

- **1296-3 Reservoir** - Natgun has completed the construction of the concrete wall panels and they have erected them into place. Construction of the concrete dome roof has begun. This reservoir is for increased capacity in the 1296 Pressure Zone as required by the 2009 Master Plan. This project is on budget and expected to be completed in February 2010. (P2143)
- **1485-1 Pump Station Replacement** - SCW Contracting has completed the building footings, the building floor, and has started the construction of the pipe gallery for the newly enclosed pump station. The existing pump station is exposed to the outside elements and is at the end of its useful life. The new pump station will be enclosed, provide more efficient pumps, and provide for future expansion when demands increase in the 1485 Zone. This project is on budget and expected to be completed in February 2010. (P2172)
- **Water Resources Master Plan Program Environmental Impact Report (WRMP PEIR)** - The public review period for the draft WRMP PEIR began on July 20th and will end on September 3rd. The draft document is available for review on the Otay Water website (www.otaywater.gov). At the close of the 45-day review period, responses to any comments on the document will be prepared and, together with any corresponding revisions to the draft PEIR, will constitute the final PEIR. The final PEIR will be considered and acted upon by the Board at the October Board Meeting. (CIP 00210)
- **South San Diego County Water Supply Strategy** - The Otay Water District (District), City of Chula Vista (City), and Sweetwater Authority (SWA) have agreed to pursue a cooperative venture to seek federal funding for the South San Diego County Water Supply Strategy (Strategy). The Strategy currently includes three key projects:

1. The Otay River Desalination Facility

2. Regional Brine Conveyance Facility

3. Membrane Bioreactor Treatment Facility

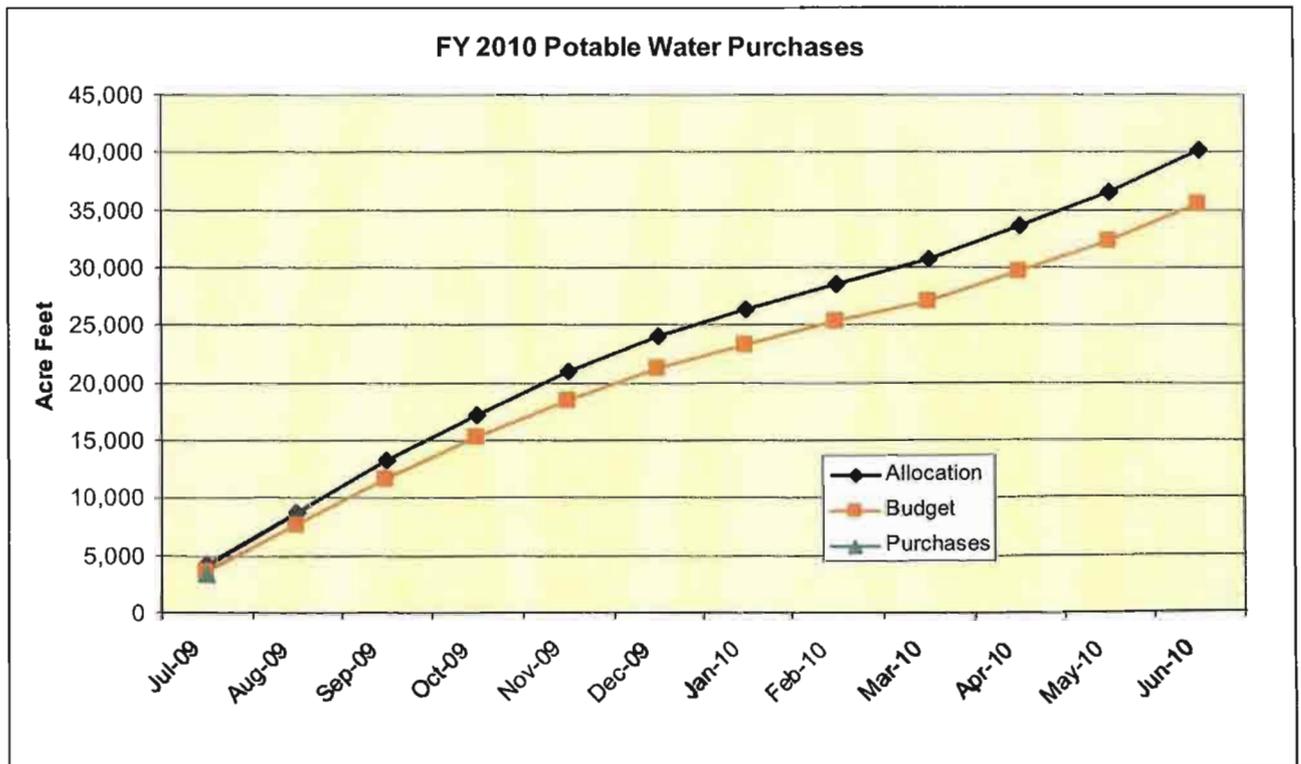
On July 13th and 14th Rick Alexander of SWA met with the Congressional Delegation and Committee staff in Washington, D.C. The focus of these meetings were on the Strategy and specifically, how to craft legislation and confirm sponsorship by Congressman Filner. Prior to Rick Alexander's departure to Washington D.C., the District and SWA agreed to share his travel expenses. Staff plans to pay SWA \$618.28 representing the District's share of the travel expenses. The trip was deemed productive to promote and advance the Strategy. Staff also plans on developing an agreement(s) between the District, SWA, and the City, when deemed appropriate, that essentially provides for the obligations, requirements, conditions, etc., of each agency in the best interest of their constituents for enhanced local water supply and brackish/wastewater treatment and disposal.

- For the month of July 2009, the District sold 39 meters (51.5 EDUs) generating \$337,740 in revenue. Projection for this period was 8 meters (22 EDUs) with budgeted revenue of \$134,950. Projected revenue from July 1, 2009 through June 30, 2010 is \$1,619,400.
- Approximately 532 linear feet of both CIP and developer project pipeline was installed in July 2009. The Construction Division performed quality control for these pipelines.
- Staff reviewed ten (10) potential easement encroachments and will be gathering all the necessary information prior to informing customers of the removal of the encroachment.
- The following table summarizes Engineering's Project purchases and change orders issued during the period of July 1 thru July 31, 2009 that were within Staff signatory authority:

Date	Action	Amount	Contractor/ Consultant	Project
7-14-09	CO #1	\$5,373	Natgun	1296-3 Reservoir (P2143)
7-15-09	Check Request	\$20,905.99	Helix Water District	36-Inch Pipeline (P2009)
7-21-09	Check Request	\$1,600	Cable, Pipe & Leak Detection	RecPL-20-inch, 944 Zone, Wueste Rd - Olympic/Otay WTP (R2087)
7-22-09	Check Request	\$5,000	Simon Wong Engineering	1296-3 Reservoir (P2143)
7-22-09	CO #4	\$2,596.12	Spieß Const.	850-4 Reservoir (P2191)
7-27-09	CO #1	\$7,323	SCW Contracting	1485-1 Pump Station (P2172)

Water Operations:

- Total number of potable water meters is 47,874.
- The July AF potable purchases is 3,499.3. Below is a chart showing cumulative purchases vs. budget and the allocation. We are 5.2% below budget and 16.2% below the allocation.



- Recycled water consumption for the month of July is as follows:

Total consumption was 564.5 acre-feet or 183,871,864 gallons and the average daily consumption was 5,931,351 gallons per day.

Total number of recycled water meters is 683.

Total recycled water consumption to date for FY 2010 is 564.5 acre-feet.

- Wastewater flows for the month of July were as follows:

- Total basin flow, gallons per day: 1,803,000.
- Spring Valley Sanitation District Flow to Metro, gallons per day: 598,000.
- Total Otay flow, gallons per day: 1,204,000.
- Flow Processed at the Ralph W. Chapman Water Recycling Facility, gallons per day: 563,000.
- Flow to Metro from Otay Water District, gallons per day: 642,000.

For the month of July there were no new wastewater connections; total EDUs is 6,069.



General Manager

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1.2 WATER LOSS CONTROL

The goals of modern water loss control methods include both an increase in water use efficiency in the utility operations and proper economic valuation of water losses to support water loss control activities. In May 2009 the American Water Works Association (AWWA) published the 3rd Edition M36 Manual *Water Audits and Loss Control Programs*. BMP 1.2 will incorporate these new water loss management procedures and apply them in California. Agencies are expected to use the AWWA Free Water Audit Software ("AWWA Software") to complete their standard water audit and water balance.

A. Implementation

Implementation shall consist of at least the following actions:

- 1) Standard Water Audit and Water Balance. All agencies shall quantify their current volume of apparent and real water loss. Agencies shall complete the standard water audit and balance using the AWWA Water Loss software to determine their current volume of apparent and real water loss and the cost impact of these losses on utility operations at no less than annual intervals.
- 2) Validation. Agencies may use up to four years to develop a validated data set for all entries of their water audit and balance. Data validation shall follow the methods suggested by the AWWA Software to improve the accuracy of the quantities for real and apparent losses.
- 3) Economic Values. For purposes of this BMP, the economic value of real loss recovery is based upon the agency's avoided cost of water as calculated by the Council's adopted Avoided Cost Model or other agency model consistent with the Council's Avoided Cost Model.
- 4) Component Analysis. A component analysis is required at least once every four years and is defined as a means to analyze apparent and real losses and their causes by quantity and type. The goal is to identify volumes of water loss, the cause of the water loss and the value of the water loss for each component. The component analysis model then provides information needed to support the economic analysis and selection of intervention tools. An example is the Breaks and Background Estimates Model (BABE) which segregates leakage into three components: background losses, reported leaks and unreported leaks.
- 5) Interventions. Agencies shall reduce real losses to the extent cost-effective. Agencies are encouraged to refer to the AWWA's 3rd Edition M36 Publication, *Water Audits and Loss Control Programs* (2009) for specific methods to reduce system losses.
- 6) Customer Leaks. Agencies shall advise customers whenever it appears possible that leaks exist on the customer's side of the meter.

B. Implementation Schedule

1) For agencies signing the MOU prior to December 31, 2008, implementation shall commence no later than July 1, 2009.

a) July 1, 2009 through June 30, 2010 will be the first year of implementation;

b) Agencies shall provide its first full BMP 1.2 report by December 1, 2010 for years 2008-2009 and 2009-2010;

2) Agencies signing the MOU after December 31, 2008, implementation shall commence no later than July 1 of the year following the year the agency signed the MOU.

a) Agencies shall provide a full BMP 1.2 report for the first reporting period after implementation and for each reporting year thereafter.

3) A benchmark for the performance indicator in terms of water loss standards will be determined after the first 4 years data collected based upon the data reported by agencies. The performance indicator and benchmark; will be voted upon by the Council by year 6 of this revision. Ongoing data collection and data reporting requirements will be established as part of this process.

C. Coverage Requirements

1), Agencies to compile the standard water audit and balance annually using the AWWA Software. Beginning in the 2nd year of implementation agencies to test source, import, and production meters annually.

2) Agencies shall improve the data accuracy and data completeness of the standard water balance during the first four years of implementation. Agencies shall achieve a Water Audit Data Validity score of 66 or higher using the AWWA software no later than the end of the first four year period; and shall achieve data validity Level IV no later than the end of the 5th year of implementation. Estimations for data that are not directly measured should be improved using the methods outlined by the AWWA.

3) Agencies shall seek training in the AWWA water audit method and component analysis process (offered by CUWCC or AWWA) during the first four years of BMP implementation. They shall complete a component analysis of real losses by the end of the fourth year, and update this analysis no less frequently than every four years.

4) Beginning in the fifth year of implementation, through the tenth year of implementation, agencies shall demonstrate progress in water loss control performance as measured by the AWWA software real loss performance indicator "gallons per service connection per day;" "gallons per mile of mains per day;" or other appropriate indicator by one of the following:

a) Achieving a performance indicator score less than the agency's score the previous year;

b) Achieving a performance indicator score less than the average of the agency's scores for the previous three years; or

c) Achieving a performance indicator score in the top quintile (20%) of all signatory agencies reporting such performance indicator with a Data Validity Level IV; or ;

d) In year 6 and beyond reducing real losses to or below the benchmark value determined in the Council's process referenced in section B3.

5) Agencies shall repair all reported leaks and breaks to the extent cost effective. By the end of the second year, agencies shall establish and maintain a record-keeping system for the repair of reported leaks, including time of report, leak location, type of leaking pipe segment or fitting, and leak running time from report to repair. By the end of the fourth year, agencies shall include estimated leakage volume from report to repair, and cost of repair (including pavement restoration costs and paid-out damage claims, if any).

6) Agencies shall locate and repair unreported leaks to the extent cost effective.

D. Requirements for Documenting BMP Implementation

1) Agency shall submit the completed AWWA Standard Water Audit and Water Balance worksheets in the BMP 1.2 report form every reporting period.

2) For each reporting period, agency shall keep and make available validation for any data reported.

3) Agency shall maintain in-house records of audit results, methodologies, and worksheets for each completed audit period.

4) Agency keeps records of each component analysis performed, and incorporates results into future annual standard water balances.

5) Agency, for the purpose of setting the Benchmark:

a) keeps records of intervention(s) performed, including standardized reports on leak repairs, the economic value assigned to apparent losses and to real losses, miles of system surveyed for leaks, pressure reduction undertaken for loss reduction, infrastructure rehabilitation and renewal, volumes of water saved, and costs of intervention(s); and

b) prepares a yearly summary of this information for submission to the Council, during years two through five of implementation, unless extended by the Council.

E. Water Savings Assumptions

To Be Determined

2009 California Delta-Water Bill Package

Summary - July 31, 2009

Delta Conservancy and Delta Protection Commission (Wolk)

- Delta Conservancy – creation & authority
- Delta Protection Commission – modifications

Delta Governance (Simitian)

- General Provisions – policies & definitions (Div. 35, Part 1)
- Early Actions – before adoption of Delta Plan (Div. 35, Part 2)
- Delta Stewardship Council – creation & authority (Div. 35, Part 3)
- Delta Water Master – creation & authority
- Delta Independent Science Board – creation & authority
- Delta Finance (Div. 35, Part 5)

The Delta Plan (Huffman)

- General Provisions – policies & definitions (Div. 35, Part 1)
- Early Actions – before adoption of Delta Plan (Div. 35, Part 2)
- Delta Plan Development – completed by 2011 (Div. 35, Part 4)
- Bay Delta Conservation Plan Requirements

Water Use Reporting (Pavley)

- Water Diversion & Use Reporting – requirements & enforcement
- Civil Liability for Water Trespass - modifications
- Groundwater Elevation Monitoring

Water Conservation and Sustainable Management (Feuer/Huffman)

- Urban Water Conservation – 20% by 2020
- Agricultural Water Management Plans
- Sustainable Regional Water Resource Management

**2009 PROPOSED DELTA/WATER LEGISLATION:
PERSPECTIVES ON THE PACKAGE**

BACKGROUND PAPER: ISSUES FOR LEGISLATIVE ACTION

**ASSEMBLY WATER, PARKS & WILDLIFE COMMITTEE
SENATE NATURAL RESOURCES AND WATER COMMITTEE
HEARING – AUGUST 18, 2009**

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2009 PROPOSED DELTA/WATER LEGISLATION: PERSPECTIVES ON THE PACKAGE

BACKGROUND PAPER: ISSUES FOR LEGISLATIVE ACTION

ASSEMBLY WATER, PARKS & WILDLIFE COMMITTEE SENATE NATURAL RESOURCES AND WATER COMMITTEE HEARING – AUGUST 18, 2009

The Sacramento–San Joaquin River Delta (Delta) forms the centerpiece for this year's legislative actions related to water. While this year's bills relate to more than just the Delta, the most significant legislation has some connection to the Delta, direct or indirect. The water conservation bills, for example, arise from the Delta debate, in order to reduce reliance on water imports from the Delta. This paper therefore concentrates attention on the Delta.

I. Introduction: The Delta

The Delta ecosystem is the most valuable estuary ecosystem on the west coast of North or South America, a natural resource of hemispheric importance. Created by the confluence of the Sacramento and San Joaquin rivers as they flow into San Francisco Bay from the north and south, respectively, the estuary is a maze of tributaries, sloughs, and islands. It contains the largest brackish estuarine marsh on the West Coast. The Delta ecosystem, the largest wetland habitat in the western United States, supports more than 750 wildlife species and more than 120 species of fish, as well as one of the state's largest commercial and recreational fisheries. The Delta estuary also provides migration corridors for two-thirds of the state's salmon and nearly half of the waterfowl and shorebirds along the Pacific flyway.

The Delta also serves as the heart and a critical crossroads of California's water supply and delivery structure. California's precipitation falls predominantly north and upstream of the Delta, whereas much of the state's urban and agricultural water uses occur south of the Delta. The state's two major water projects, the federal Central Valley Project (CVP) and California's State Water Project (SWP), store water in major reservoirs upstream of the Delta, convey water through the Delta, and export the Delta's water south from project pumps in the south Delta. As the water flows from the Sierra toward the Delta, cities and farmers draw water from the system.

The Delta's value as an ecological resource and its role in meeting California's water supply needs have resulted in inherent conflict. The disparate functions and values of the Delta and the competing demands for its resources have long been sources of bitter conflicts and profound challenges for stakeholders and policy makers. Between the state and federal governments, at least twenty agencies share and sometimes contest responsibility for Delta issues. Local entities within the Delta's watershed multiply that number several fold. Affected stakeholders number in the hundreds. These interests have engaged in conflict for decades.

[NOTE: This introduction comes from "California's Delta: Challenges of Collaboration," by David Nawi and Alf W. Brandt, in Large-scale Ecosystem Restoration: Five Case Studies from the United States.]

II. The Delta Crisis

The Delta has suffered from multiple crises for several years – ecosystem, water supply, levee stability, water quality, policy, program, and litigation. The first public symptom of the current Delta Crisis occurred in June 2004. A privately owned levee unexpectedly failed, not in the middle of a flood, but on a clear day in June. When the State initially refused to repair the levee, local advocates convinced Governor Schwarzenegger, on a helicopter visit to the levee break, to use state funds to fix the private levee. The State spent nearly \$100 million to fix the levee and restore an island whose property value was far less. The Department of Water Resources (DWR) subsequently released an analysis showing the substantial risk of cataclysmic failure of multiple Delta levees and began development of a "Delta Risk Management Strategy" to further assess levee risks and set a strategy for Delta levee programs.

Ecosystem Crisis: In early 2005, the Department of Fish & Game (DFG) reported a trend showing severe decline in the Delta fishery and the food web on which the fishery depends. DFG and other agencies began an investigation of this "Pelagic Organism Decline" or "POD." The POD investigation identified three *categories* of causes for the decline – state/federal water project operations in the Delta, invasive species, and contaminants – but did not attribute the decline to one particular source of the problems. The ecosystem continued its decline, with record-low reports of fish populations. Between 2006 and 2007, a population index for Delta smelt, which are unique to the Delta and listed as "threatened" under the federal Endangered Species Act, dropped from 341 to 25, when the index had been in the thousands just a few years earlier. Salmon, which pass through the delta between the ocean and spawning grounds, have suffered such a serious decline that, for the first time in history, sport and commercial fishing for salmon has shut down completely, throwing thousands out of work – two years in a row.

Delta Program Crisis: In 2005, the CALFED Bay-Delta Program, which had relied on bond funding, reported dwindling financial resources. In response, the Legislature cut the CALFED budget and the Governor initiated a wide-ranging program, governance and fiscal audit, which revealed substantial deficiencies. The Little Hoover Commission published a comprehensive report on CALFED and Delta governance – *Still Imperiled, Still Important* – in late 2005. The following year, the Legislature reorganized CALFED programs and funding under the Resources Agency Secretary, and required development of a new long-term "vision" for the Delta. The California Bay-Delta Authority, which has legal responsibility for oversight of CALFED has not met in several years, as the State considers new directions for the Delta.

Water Supply Crisis: In 2007, a federal judge, acting under the federal Endangered Species Act, declared certain federal biological opinions about near-extinct fish illegal and restricted water exports from the Delta, to the San Francisco Bay Area, the San Joaquin Valley and Southern California. Those restrictions limit water flowing backwards toward the pump and impose other limits to protect the fishery. As a result, the federal Central Valley Project (CVP) and the State Water Project (SWP) suffer limits on pumping to refill reservoirs and deliver water for agricultural and urban uses. Shortly after the judge restricted pumping, the Governor called the Legislature into an extraordinary session on water, but the Legislature only passed a water project appropriation bill. Compounding the export limitations, the Delta watershed has suffered a serious drought for the last several years, leading to a comparatively small segment of agricultural water contractors suffering substantial cuts in water deliveries from the Delta. The

judge's restrictions on pumping have been replaced by new federal biological opinions for delta smelt and salmon, which adopted similar restrictions.

Delta Levee Crisis: The State's response to the June 2004 Jones Tract levee failure underscored the risks of Delta levee failures. Delta agriculture, after 150 years of plowing peat and releasing carbon, has led to substantial subsidence, with some islands as much as 30 feet below the adjacent water level. After the Governor overruled DWR's decision against fixing the private levee protecting Jones Tract, the State spent approximately \$100 million to fix the levee and restore the island. DWR then began studying and developing new policies for how to respond to Delta levee failures. Hurricane Katrina's devastation added urgency, and shortly thereafter DWR unveiled a scenario where an earthquake could destroy 30 Delta islands and create a deep inland sea, due to inundation from San Francisco Bay. Growing concerns about mass Delta levee failure risks have led to fundamental re-examination of Delta policy.

Water Quality Crisis: The quality of Delta water also continues to decline. There are two categories of water quality challenges in the Delta – salinity and contaminants. As a river estuary, salinity naturally pushes upstream from the San Francisco Bay. Since the 1930's, California has developed a freshwater barrier to that salinity, with upstream reservoir releases that push back salinity and feed fresh Sacramento River water to South Delta water export pumps. With sea-level rise, that barrier becomes more difficult to maintain. This year, in order to preserve water supply, federal and state water projects did not make certain 2009 water releases from project reservoirs, leading to violations of Delta water quality standards. Salinity and other contaminants also come downstream, from the burgeoning Central Valley communities and economy. Both agricultural and urban communities contribute contaminants. Recent reports on Delta contaminants have noted the significant contributions from the Sacramento region, including home pesticide-laden runoff and ammonia from the regional water treatment facility.

Litigation Crisis: Since the Delta Ecosystem Crisis emerged in 2005, parties on all sides of the Delta debate have filed numerous lawsuits. Environmental groups filed lawsuits that led to the 2007 state and federal court decisions limiting water exports. Agricultural and urban water users have filed suits against the new ESA biological opinions. In-Delta parties have filed suit against state agencies, regarding investigations of the Peripheral Canal, the developing "Bay Delta Conservation Plan," and inaction by the State Water Resources Control Board (SWRCB). More than 25 lawsuits now stand on Delta-related issues.

III. Delta Vision

Through this enduring Delta crisis, the Legislature and the Governor initiated, in 2006, a process to develop a new long-term vision for the Delta. SB 1574 (Kuehl/2006) required a cabinet committee to present recommendations for a Delta strategic vision. The Governor created a Delta Vision Blue-Ribbon Task Force to advise the Cabinet Committee. The Task Force produced an October 2008 Strategic Plan, which the Cabinet Committee largely adopted and submitted, with its recommendations, to the Legislature on January 3, 2009. The primary exception to the Cabinet Committee's adoption was the Task Force's recommendation for a new comprehensive, independent "California Delta Water and Ecosystem Council."

Strategic Plan: The Delta Vision Strategic Plan provides a broad framework – and an expedited timeline – for action in the Delta, with numerous recommendations requiring action by the Legislature. The Strategic Plan included goals, strategies and actions for achieving the Delta Vision. The goals included:

- 1) Legally acknowledge the co-equal goals of restoring the Delta ecosystem and creating a more reliable water supply for California.
- 2) Recognize and enhance the unique cultural, recreational and agricultural values of the California Delta as an evolving place, an action critical to achieving the co-equal goals.
- 3) Restore the Delta ecosystem as the heart of a healthy estuary.
- 4) Promote statewide conservation efficiency, and sustainable use.
- 5) Build facilities to improve the existing water conveyance system and expand statewide storage, and operate both to achieve the co-equal goals.
- 6) Reduce risks to people, property, and state interests in the Delta by effective emergency preparedness, appropriate land uses, and strategic levee investments.
- 7) Establish a new governance structure with the authority, responsibility, accountability, science support, and secure funding to achieve these goals.

The Strategic Plan also includes numerous strategies to achieve those goals and specified actions to implement the strategies. In some cases, the actions identified issues that still needed further analysis and a final decision, which may include making tradeoffs among the often competing Delta interests. In other cases, the actions required legislation to further develop what may be a concept or an idea for a new direction in the Delta. The Strategic Plan may be found on the Delta Vision website, at www.deltavision.ca.gov.

Pursuant to the 2006 Delta Vision legislation, the specified Cabinet Committee considered the Task Force's Strategic Plan and made its own recommendations to the Legislature. These recommendations adopted almost all the Task Force recommendations, except for the creation of a new Delta Council, which the Cabinet Committee recommended only for further study. The Cabinet Committee also expanded on some of the recommendations, specifying needs for legislation to implement the recommendations, including details as to a new Delta conservancy and changes to water diversion/use reporting.

The Delta Vision Blue Ribbon Task Force formally dissolved once it delivered the Strategic Plan to the Cabinet Committee. Task Force members, however, then established the Delta Vision Foundation, with support from the Packard Foundation. More information about the Delta Vision Foundation may be found at www.deltavisionfoundation.org.

IV. Why Change? Why Now?

While the Delta suffers from these multiple crises, some have questioned the ambitious timeline for taking action this year, as proposed by the Delta Vision Task Force. Others, including Governor Schwarzenegger, respond that resolving California's water challenges remains one of the most urgent issues facing State Government. The urgency arises from several sources:

- *Risk of Ecosystem Collapse:* Several Delta fish species teeter on the brink of extinction. California has suffered two years of complete closure of the salmon fishing season – for the first time in state history. The fishing industry cannot afford to suffer additional years of fishery decline without any plan for resolving the Delta crisis.

- *Risk of Unreliable Water Supplies:* In 2007, a federal judge restricted water exports from the Delta and California has suffered a serious drought since then. In light of the Delta ecosystem decline, water exports remain unreliable, subject to state and federal laws regarding water rights and the environment. If this most valuable estuary ecosystem does not improve soon, then water supply from the Delta will remain unreliable.
- *Risk of Mass Levee Failure:* DWR has described a scenario where a major earthquake could cause collapse of multiple levees and loss of 30 Delta islands. (According to U.S. Geological Survey, there is a 62% chance that an earthquake of magnitude 6.7 or greater will hit the Delta between 2003 and 2032.) With loss of these deeply subsided islands, the Delta would be inundated with salt water from San Francisco Bay, shutting down any water exports from the Delta and recovery requiring up to two years. Some islands may never be restored and the nature of the Delta and its ecosystem would change forever.
- *Delta Vision Strategic Plan:* The Delta Vision Blue Ribbon Task Force spent two years of careful study of the Delta challenges and provided a comprehensive set of specific recommendations that provides the basis for the Legislature to act this year.

With these factors in mind, legislators and legislative leadership have worked extensively on understanding the water issues facing California and developing legislative proposals to address California's water challenges.

V. 2009 Legislative Deliberations

After delivery of the Delta Vision recommendations from the Cabinet Committee and the Strategic Plan on January 3, the Legislature began deliberations as to how to respond. These deliberations started with informational hearings in both the Assembly and Senate policy committees. The Committees heard from Delta experts, Task Force members, the Schwarzenegger Administration as well as the public at large. Assembly Water, Parks & Wildlife subsequently heard from Natural Resources Agency Secretary Mike Chrisman, as to how the Administration proposed responding to the Delta Vision recommendations.

In March, Senate President *Pro Tempore* Darrel Steinberg and Assembly Speaker Karen Bass convened two bicameral and bipartisan legislator discussion groups regarding Delta Vision, one on creating a new Delta plan (led by Assembly policy committee chair Jared Huffman) and one on Delta governance (led by Senate policy committee chair Fran Pavley). The legislators heard from Delta Vision Task Force members and other Delta experts, and engaged in vigorous water policy discussions, although there was no discussion of specific legislation. Participants gained a broader understanding of the key water and Delta issues facing California.

After the member discussion groups concluded, several legislators who had introduced Delta bills began developing detailed legislative proposals, which culminated in the pre-print proposals now pending. Legislators and staff discussed numerous issues, as they developed their proposals into one package of Delta bills. Concurrently, two water conservation bills proceeded through the regular legislative process – AB 49 (Feuer) and SB 261 (Dutton). Discussions regarding water bills continued through June and July. When the legislative authors did not complete their internal deliberations on the specific language of proposed Delta bills, a decision was made to take the bills to conference committee, so there would be sufficient opportunity for a robust legislative and public consideration of these issues.

VI. Legislative Issues

The Delta Vision Task Force Strategic Plan identified numerous issues requiring legislative action, addressing all seven Strategic Plan goals. In essence, the Strategic Plan offered recommendations to address new directions and decisions for the Delta. That is, the Task Force recommended new *directions* for Delta management and policy, and how *decisions* as to those directions should be made. These categories of recommendations have become labeled as "the Delta Plan" and "Delta Governance." The Task Force also made recommendations on a third category – contained in its fourth goal – related to improving statewide water management. Within these three categories, numerous issues arise. The bills that will be considered in both policy and conference committees address many of these issues.

A. Delta Plan

The Delta enjoys – or suffers from (depending on your perspective) – a long history of "plans." The most recent comprehensive plan was the August 2000 CALFED Bay-Delta Program Record of Decision (CALFED ROD), which remains in effect but largely has been abandoned. Now, the Natural Resources Agency, DWR, the state/federal water contractors and other "potentially regulated entities" (PREs) have been developing a new "Bay-Delta Conservation Plan" or "BDCP," in cooperation with a stakeholder steering committee. BDCP developed in response to the collapse of fishery populations, particularly those listed as threatened pursuant to the federal Endangered Species Act (ESA).

These plans responded to previous conflicts between water project operations and the Delta ecosystem, but were not the only plans developed in response to Delta difficulties. Many state and local agencies have Delta plans, to address one problem or another. In response to increasing development in the Delta, the Legislature created the Delta Protection Commission (DPC), which created a "resource management plan" and oversees land-use decisions in the Delta, particularly in the "primary zone." DWR currently is developing a "Delta Risk Management Strategy" (DRMS), to address the risk of multiple levee failure and transformation of the Delta into a deep-water inland sea. The Department of Boating and Waterways has a plan for eliminating invasive plants that choke Delta waterways, by application of herbicides. While all these plans may help address problems in the Delta, they lack integration into a larger comprehensive plan, which may resolve conflicting policy objectives.

The Delta Vision Blue Ribbon Task Force (Task Force) recommended numerous actions, but central to all those recommendations was development of a comprehensive plan for moving forward in the Delta. This Strategic Plan proposal encompasses more than previous plans, which have focused on water-related issues. This plan would include all six substantive Delta Vision goals and, for the first time, connect land and water policies in the Delta. This proposed plan, in conjunction with a new Delta Council, would accomplish comprehensive reform of Delta policy that cuts across multiple policy areas and state agencies, thereby reducing interagency conflict over direction of Delta policy. It is intended to integrate all Delta policies and adapt as the Delta changes, responding to both climate change and human-induced changes.

1. Delta Plan Development Process

The Task Force's Strategic Plan recommends, in Strategy 7.2, that the Council develop the Delta Plan by December 2010, after the Legislature adopts a legal and procedural outline for the Plan. The timing of this development process reflects the urgency of resolving the Delta crisis, but may be affected by other developments in the Delta, particularly the development of the BDCP. The Natural Resources Agency currently plans to complete the BDCP by the end of 2010, although some question the likelihood of completing this comprehensive plan and obtaining the necessary regulatory approvals by that date. While the new Council may have ultimate responsibility to adopt a final Delta Plan, existing agencies with responsibilities in the Delta will need to contribute to the Plan's development if the 2011 deadline is to be achieved.

The plan development process will require numerous elements of information and decision. The needs of the Delta form the foundation for developing a new Delta Plan, but information as to those needs, particularly in light of constant change in the Delta, remains limited. Certain information, such as the Delta's needs for instream flows, may be a prerequisite for completing the Delta Plan. The Strategic Plan also identified several factual issues requiring further investigation, and policy issues requiring the judgment of the State's legislative and executive branches.

2. Substantive Issues in Delta Plan

The Delta Vision Strategic Plan – and the Delta Plan it recommends – was unique in its comprehensive scope. Past plans have been limited by either agencies' existing legal authorities or the priorities of the agencies that developed the plan. This new Delta Plan would address the six substantive goals in the Strategic Plan. The Strategic Plan identifies strategies and actions to achieve each goal, which raise issues for legislative consideration.

- **Co-equal Goals:** How should the Legislature incorporate the "Co-equal Goals" of water supply reliability and ecosystem restoration into the constitution or law? What does "water supply reliability" mean – more water or more regularity? Do the Co-equal Goals incorporate the additional goal of protecting "the Delta as Place," which the Strategic Plan describes as the "third leg of the stool" but addresses separately from the Co-equal Goals? How do the Co-equal Goals apply to water bond proposals and existing water laws and principles? Do the Co-equal Goals constrain or require existing agency action?
- **Delta as Place:** How can the State protect the current "unique cultural, recreational, and agricultural values of the California Delta" while concurrently changing direction in Delta policy? What does the Delta "as an evolving place" mean? Who develops the plans for how to protect the Delta as a place? What land-use policies "enhance" the Delta's unique values?
- **Ecosystem Restoration:** What does "restoration" mean? How should the Legislature define a "healthy Delta estuary ecosystem?" What are the stressors on the Delta ecosystem that need to be addressed? How should Delta water quality be improved for ecosystem needs? Which of the many recommended strategies and actions should the Legislature adopt? What are the implications for salinity fluctuation in an *estuary* ecosystem? How broad is the geographic scope of ecosystem restoration – the legal Delta or the entire watershed? Who has responsibility for planning and implementing ecosystem restoration?

- **Statewide Water Management:** How closely should statewide water conservation efforts connect to Delta management? How does the Governor's call for 20% reduction in per capita water use relate to the Delta? Should the new Delta Stewardship Council oversee efforts for regional water self-sufficiency and water-use reduction contingency plans? What water-use reporting requirements/changes, as recommended by the Delta Vision Cabinet Committee, should the Legislature adopt? How should the Delta Plan address deteriorating Delta water quality to ensure adequate drinking water quality? How should decisions as to State investments in water programs and infrastructure projects be made?
- **Delta Water Infrastructure:** How should the Legislature address the most controversial issue – Delta water conveyance? Should SWP/CVP water be conveyed through: a) current Delta channels; b) an isolated conveyance facility; or c) both current channels and an isolated conveyance? How should the Legislature incorporate the existing BDCP process, which includes both ecosystem restoration and water conveyance issues, into the Delta Plan? What information and analysis is required to make decisions on Delta water infrastructure? (The Strategic Plan recommended only further investigation of “dual conveyance.”) Who should make the decision as to Delta water infrastructure, including both conveyance and storage facilities?
- **Levee Risk Reduction & Emergency Preparedness:** How should the Delta Plan incorporate the current effort to develop a comprehensive Delta emergency response plan? What are the State's interests in privately owned Delta levees? Does the State have any legal responsibility for maintaining private Delta levees? How should the State prioritize its investments in maintenance and improvements to private Delta levees? How do Delta land-uses affect State investments in private Delta levees, and should the State condition levee funding on appropriate land use controls? How should Delta “legacy towns” that suffer minimal flood protection be protected?

The Delta Plan recommendation also raises larger overarching issues:

- Should the Delta Plan be developed consistent with the Coastal Zone Management Act and other federal laws (Reclamation Act and Clean Water Act) to ensure that federal agencies act consistently with the Delta Plan, as the Task Force recommends?
- How can the Delta Plan ensure that State agencies act consistently with the Delta Plan?
- How should existing state agencies participate in Delta Plan development?
- How can the Delta Plan adapt to inevitable changes in the Delta?
- How can independent science contribute to development of the Delta Plan?
- How should the new Delta Plan incorporate existing or future state agency plans?

3. Bay Delta Conservation Plan

In response to the crash of populations of Delta fish listed as threatened pursuant to the federal Endangered Species Act (ESA) and related litigation, the Schwarzenegger Administration, state and federal water contractors, and certain energy companies that use Delta water for cooling adopted a new strategy for ESA compliance. Since the 1990's, both federal and state water projects have relied on the “consultation process,” pursuant to ESA Section 7, to obtain biological opinions that allow certain levels of “take” (*i.e.* destruction) of listed fish species. In

2006, state and federal agencies and the “potentially regulated entities” (PREs) began developing a “habitat conservation plan” (HCP) for the Delta, which would provide an incidental take permit and assurances, under ESA Section 10, for the non-federal parties that use Delta water. This process has developed as “the Bay-Delta Conservation Plan” or BDCP process.

The Schwarzenegger Administration had suggested that this new BDCP could serve as the new comprehensive plan for the Delta, replacing the CALFED Bay-Delta Program. Since the Task Force issued the Strategic Plan, however, the Administration has framed BDCP as the foundation for the proposed Delta Plan and discouraged legislative interference in its progress. BDCP recently released a draft conservation strategy that emphasized the importance of creating an alternative conveyance system to eliminate the negative ecosystem effects on water exports in the South Delta, which may generate controversy in the months ahead. In recent months, some parties outside the BDCP process – particularly those who live and work in the Delta – have objected that they have been excluded from the BDCP process. It should be noted that the BDCP’s Steering Committee meets in public, but its membership is by invitation.

The concurrent development of BDCP and the new Delta Plan raises several issues that may be considered in the Delta legislation. It appears that BDCP will address a subset of the issues addressed by the Delta Plan – water conveyance and ecosystem restoration. Its ultimate success, however, may depend on actions in the new Delta Plan.

- How should the two plans interact with each other? Is BDCP part of the Delta Plan?
- How should the new Delta Plan incorporate the Bay Delta Conservation Plan?
- Should legislation impose substantive or procedural requirements on BDCP, or establish a clear path for the State’s adoption of the BDCP?
- Should the State fund conservation actions required to obtain the ESA take permits?

B. Delta Governance

As the Task Force indicated, successful implementation of the Delta Plan and achievement of the Co-equal Goals will require changes to the Delta’s governance structure – matching a comprehensive Delta Plan with comprehensive Delta governance. The Task Force noted that more than 200 agencies have legal authority for governance in the Delta. No single state entity has authority to address the sweep of issues identified in the Strategic Plan. It is not unusual for state agencies to work at cross purposes in the Delta. Agencies typically have different missions, legal authorities, and cultures, often leading to interagency conflict. To resolve these conflicts and achieve the Co-equal Goals, the Strategic Plan proposed an independent “California Delta Ecosystem and Water Council,” to make the decisions, on behalf of the State, to implement the Delta Plan.

1. Council

The proposed Council stands at the center of reform of Delta governance, but raises numerous issues as to its structure and legal authority. The Cabinet Committee concluded that creation of a new council required further study and recommended postponing a decision on a Delta council. The Committee explained that a new council would need “standards and criteria” for its decisions to ensure predictability for critical Delta activities such as water project pumping regimes. In recent months, however, the Administration has not expressed objection to the

creation of the new Council and there has been some indication that it may propose its own form for a new council. The Task Force, now in the form of the Delta Vision Foundation, continues to insist that creation of an *independent* Delta council is critical to success in the Delta.

Council Structure: The Strategic Plan made several specific recommendations as to the Council structure, including a limited number (5-7) of members with five-year staggered terms and WITHOUT any geographic, occupational or representational criteria for selection. The Council would not be “a sizeable new government bureaucracy,” but instead would rely on existing state agencies to exercise their authorities to take action in the Delta to implement the new Delta Plan. The Strategic Plan explains the rationale for each of these recommendations, based on history of Delta programs and conflicts. Some may dispute some of this rationale and these structural issues would need to be considered in any legislation creating the Council.

Council Authority: The Strategic Plan proposes a Council with broad legal authority to:

- Develop and adopt the new Delta Plan.
- Enforce state agency compliance with the Delta Plan, including determinations of consistency as to new Delta infrastructure projects.
- Receive and allocate funds to advance policies and programs in the Delta.
- Resolve conflicts in the Delta.
- Act as a “Trustee Agency” to participate in CEQA processes and protect environmental resources in the Delta.

This broad authority may elicit debate from state and local agencies that may be affected by the new Council’s authority.

2. Conservancy

The Strategic Plan also recommended a conservancy for the Delta, which previous legislation has proposed on several occasions, without success. Previous legislation has proposed an independent Delta conservancy or expansion of the Coastal Conservancy to include the Delta. These recommendations addressed the structure and legal authority for a new conservancy, the common issues for creating any new governance entity/agency.

Conservancy Structure: The Strategic Plan recommended an 11-member conservancy board, with five representing the Delta counties, four state agency representatives and two public members appointed by the governor. Additional non-voting members would be appointed by the Legislature and “selected” federal agencies.

Conservancy Authority: The Strategic Plan recommended that the conservancy be “devoted solely to the statutory Delta and the Suisun Marsh,” and would be responsible to:

- Coordinate state ecosystem-related and urban waterfront projects in the Delta.
- Acquire or manage lands necessary for implementing the Delta Plan.
- Assume responsibility, when offered, for lands currently in government ownership.
- Receive funds from any source for projects consistent with the Council’s policies/plans.
- Support appropriate recreation and ecosystem activities.
- Create incentives for “mutually beneficial mixtures” of traditional agriculture, habitat and recreation, including agri-tourism, wildlife-friendly agriculture, bird watching/hunting.

These recommendations generate several issues for further legislative consideration. The Legislature has created several conservancies to protect environmental resources in areas across the state. The legislation creating each conservancy has addressed the specific issues that arise in its area. The Task Force's recommendations reflect some of the issues that arise in the Delta:

- *Property Ownership/Management:* Federal, state and local agencies already own substantial portions of Delta lands, but there is no coordinated management of those lands. The conservancy may play the role of manager of these public lands, as a system. The recommendations above provide for conservancy land acquisition and acceptance of lands from other public agencies.
- *Economic Development:* The recommendations related to waterfront development and "mutually beneficial mixtures" hint at the possible economic development role for the conservancy. Conflict between ecosystem restoration and economic development, however, may arise, such as wetlands restoration requiring use of agricultural lands. The recommendation for "incentives" suggests that this economic/ecosystem combination may be a benefit, but not a required element of each conservancy project.
- *Bay Delta Conservation Plan:* The Strategic Plan also recommends continued investigation and development of the BDCP and its conservation action proposals. The conservancy's role in implementing those BDCP actions remains unclear.

3. Water Master

While the Strategic Plan did not recommend a Delta water master, it urged improvements to the compliance of diversions and water use with all applicable laws. Its Action 7.1.5 advocated improvements to the State Water Resources Control Board (SWRCB), to ensure better legal compliance. One way to achieve such compliance would be the creation of a water master who could oversee day-to-day water diversions in the Delta watershed.

4. Independent Science Program

The Strategic Plan emphasized the importance of good science to the development and implementation of the new Delta Plan. To improve the "direct link between scientific investigation and real-world management and policy," the Strategic Plan recommended creation of a "Delta Science and Engineering Board." Its recommendations specified membership and terms for this board. This science board would research critical scientific issues, synthesize the best available science, and review all major projects under the Delta Plan. Its role would focus more on scientific recommendations than making decisions. It would succeed and replace the successful CALFED science program.

5. Delta Protection Commission

The Strategic Plan recommended that legislation "strengthen" the existing Delta Protection Commission (DPC). To address changing state interests in the Delta, the Strategic Plan recommended:

- Revision of all DPC policies (including the Resource Management Plan) to be consistent with the new Delta Plan.
- Review and certification of all local general plans for consistency.
- Consistency determinations for development proposals in the Delta's primary zone.
- Appeal authority for land-use decisions in selected portions of the secondary zone.

The Strategic Plan generally suggests retaining the mix of state and local participation in the DPC, but also suggested adding participation from federal agencies and the Central Valley Flood Protection Board. The Strategic Plan, however, did not comment on the precise mix of DPC members.

Changes to the DPC implicate significant issues related to the state-local relationship, as the DPC oversees local land-use decisions and general plans. The current membership includes both local and state representatives, which may change as the role of DPC changes. Requiring changes to general plans also will affect local government's compliance with CEQA.

C. Statewide Water Management

While the Strategic Plan included recommendations for statewide water management, legislation on these issues have proceeded on a separate track this year. Such separation reflects the fact that these statewide changes would affect more than the Delta watershed or areas which rely on water imports from the Delta.

1. Water Conservation

While the Legislature has passed several bills promoting water conservation in recent years, the Governor's 2008 call for Californians to reduce per capita water use by 20% by 2020 set an ambitious goal for statewide conservation. The Legislature has considered bills to achieve the Governor's call in 2008 (AB 2175/Laird) and 2009. This year, several members introduced bills to achieve the Governor's call. At this point, two bills have continued to progress – AB 49 (Feuer/Huffman) and SB 261 (Dutton) – which have fundamentally different approaches as to how to achieve water conservation.

2. Water Diversion/Use Reporting & Groundwater Reporting

According to the Strategic Plan, "Plainly said, the information about current diversions and use in the current water system is inadequate to the task of managing the co-equal values. More comprehensive data from throughout the Delta watershed would provide a better foundation for changes in water diversion timing. California must also develop and use comprehensive information on the local, regional and statewide availability, quality, use, and management of groundwater and surface water resources to help improve opportunities for regional self-sufficiency."

3. SWRCB Enforcement Authority

The Delta Vision Cabinet Committee, in its Implementation Report, called for legislation to enhance and expand the State Water Resources Control Board's water rights administrative accountability. In particular, it called for legislation to provide the authority to collect and disseminate accurate information on all surface water diversions in the state; require interim remedies, after opportunity for hearing, to prevent irreparable harm to the environment and other water right holders, while underlying proceedings continue; initiate stream adjudications and collect adjudication costs from the parties diverting water; and to enforce existing water right permit terms and conditions.

4. Other Water Supply Alternatives

The Strategic Plan recommended that California "increase reliability through diverse regional water supply portfolios," and identified several actions, which could increase water supply reliability. Those actions include:

- **Recycling:** Proposes setting a statewide recycling target of 1.5 million acre-feet of water by 2020 and taking actions to facilitate greater development/use of recycled water. California is unlikely to meet its 1 million acre-foot recycled water target by 2010, and increasing recycling would require a wide range of actions to accomplish the proposed 2020 target.
- **Desalination:** Proposes tripling current statewide capacity for generating water through desalination of ocean and brackish water by 2020. California desalination development has been limited, for several reasons, including cost, location in the coastal zone, energy demands, and design of water distribution systems flowing downhill toward the ocean. Recent advances in desalination technology may make this alternative more attractive, particularly for groundwater basins that are only brackish, which would require removal of less salinity.
- **Storm Water Capture:** Proposes that the SWRCB set goals for infiltration and direct use of urban storm water runoff throughout the Delta watershed and its export areas. Historically, "storm water" issues have related to water quality and flood control, with policy focused on cleaning up storm water discharges and getting them downstream as quickly as possible. In recent years, some agencies have focused attention on ways to reduce storm water discharges and/or retain such storm water for subsequent use. The Santa Ana Watershed Project Authority provides a good example. The trend toward "low-impact development" is consistent with these efforts. The challenges for storm water capture include: connecting quality and quantity issues, which may involve different sets of actors and agencies; changing the long-standing "flood control" perspective (*i.e.* getting flood waters out of the jurisdiction as soon as possible) on storm water management; and approaching storm water from a watershed perspective, instead of jurisdiction-by-jurisdiction (or discharge-by-discharge).

D. Finance of Delta Activities

The Strategic Plan included a strategy that the State: "Finance the activities called for in the California Delta Ecosystem and Water Plan from multiple sources." That Strategy 7.3 identified several actions requiring legislation:

- Enact a series of principles regarding design of financing into legislation authorizing the California Delta Ecosystem and Water Council.
- Establish a base of revenues outside the state General Fund for the work of the California Delta Ecosystem and Water Council, the Delta Conservancy, the Delta Protection Commission, and related core activities of the Department of Fish and Game, the Department of Water Resources, and the State Water Resources Control Board.
- Find new revenue sources beyond the traditional bond funds or public allocations.

These finance recommendations will raise numerous issues as to who pays, how much, for what, and by what means. The last recommendation, in particular, moves the discussion beyond water bonds, which have paid for much of the activity in the Delta in the last decade.

Peripheral Canal Alone Exports Less Water

Bay Delta Conservation Plan Evaluation

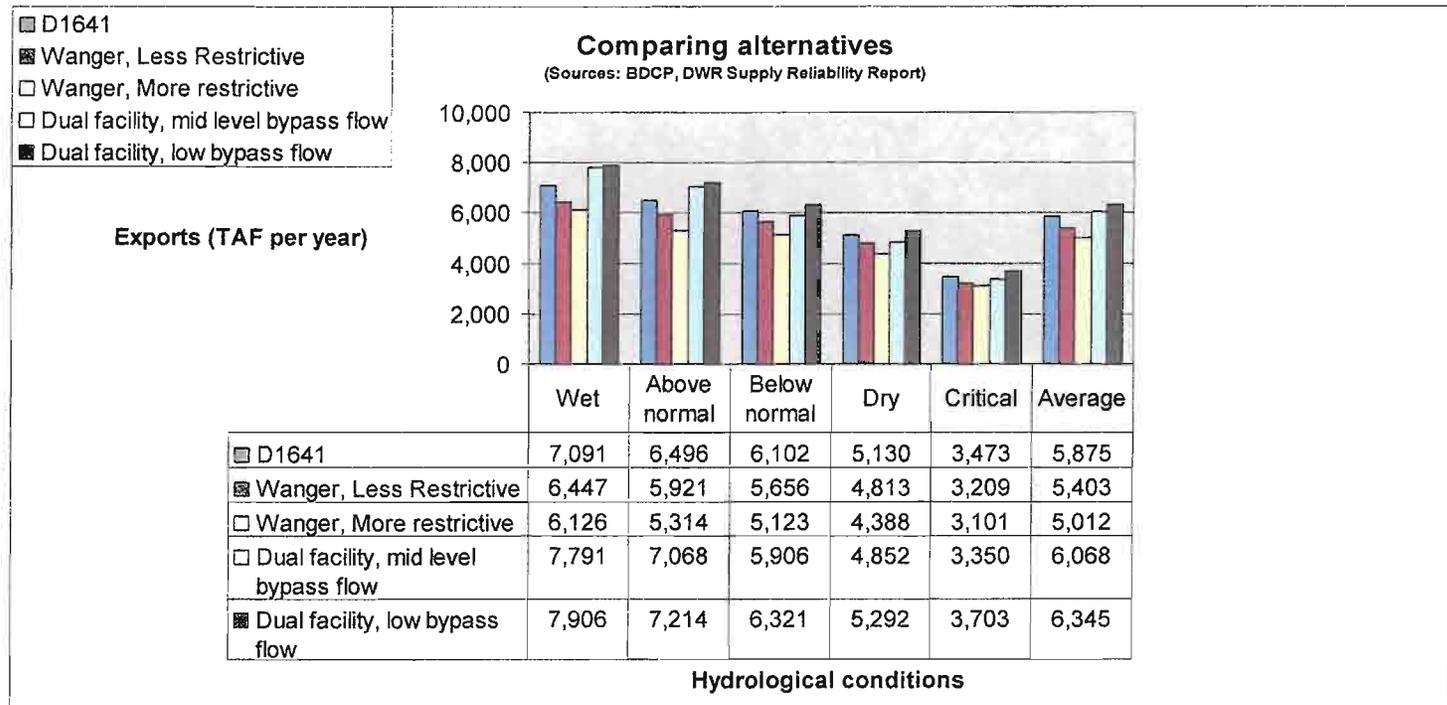
- Exports, pre-Wanger: 5.9 million acre-feet/year
- Peripheral Canal Alone: 4 to 4.6 MAF/year
- Dual Conveyance: 5.9 to 6.3 MAF/year

2009: From December 1, 2008 through May 1, 2009, CVP and SWP exports were 1.16 MAF. With a PC only system (advocated by Public Policy Institute), exports would have been 0.57 MAF (less than half) and the PC would have been empty for 3 months

Why does Peripheral Canal Export Less Water?

- **Sacramento River water only!**
 - No water can be exported from the San Joaquin River, Mokelumne River or other rivers that flow to the Delta
- **Sacramento River instream flows required to protect fish in the river:**
 - Cannot dry up the river
 - In summer and fall, Sacramento River typically runs 15,000 cfs to 9,000 cfs
 - Minimum instream flow needed, (DFG recommends 5,000 cfs to 15,000 cfs *plus* a percentage of the remainder), so the amount of water the Peripheral Canal can carry is limited
 - 57% of the time the flow in the Sacramento River is less than the 15,000 cfs PC capacity!

The Peripheral Canal does not get more water in 50% drier years



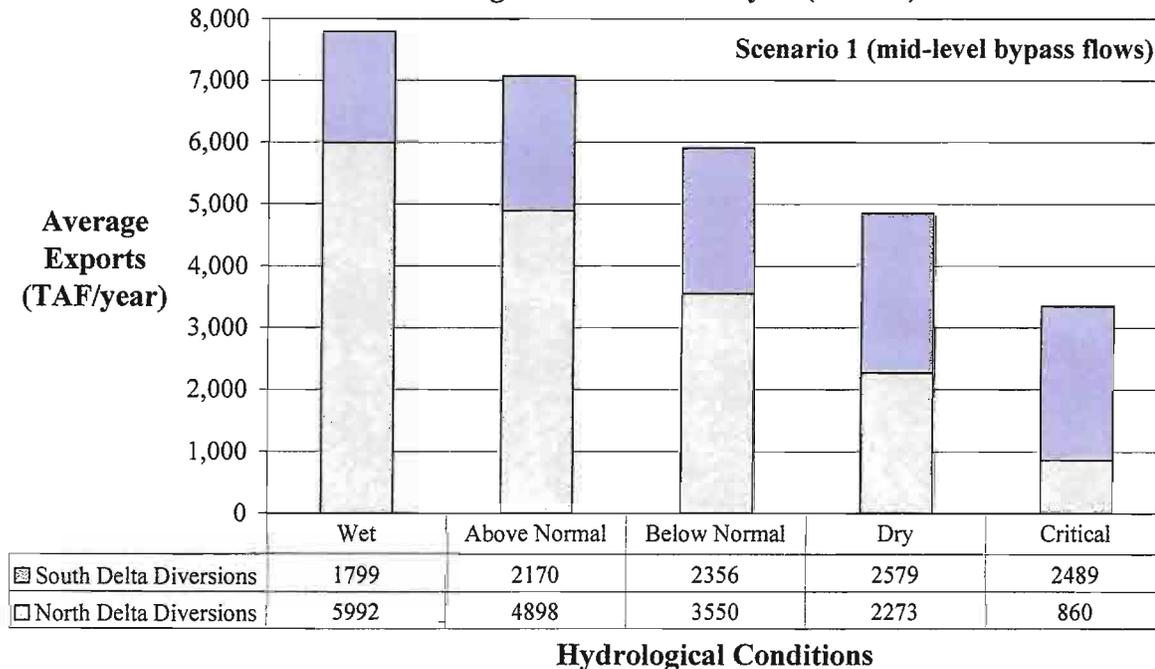
50% of the time (drier years), it delivers less water!

More water in wet years, the same or less in below normal, dry and critically dry years

Note: DFG recommended High Bypass flows not yet considered

The Peripheral Canal cannot move much water in drier years

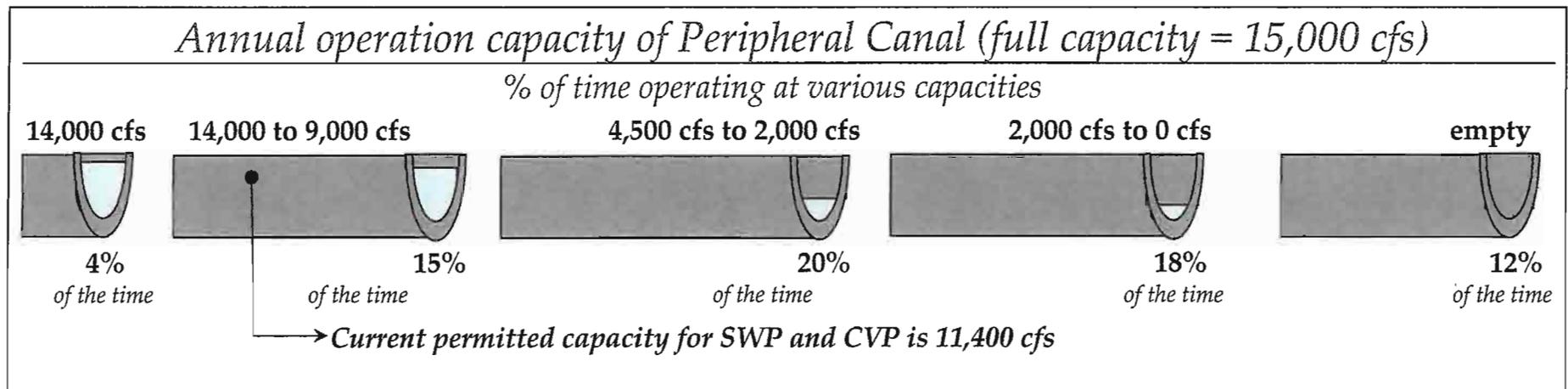
**Comparison of Water Supply Diversion Location
for Different Hydrological Conditions
BDCP Modeling for DRERIP Analysis (1/11/09)**



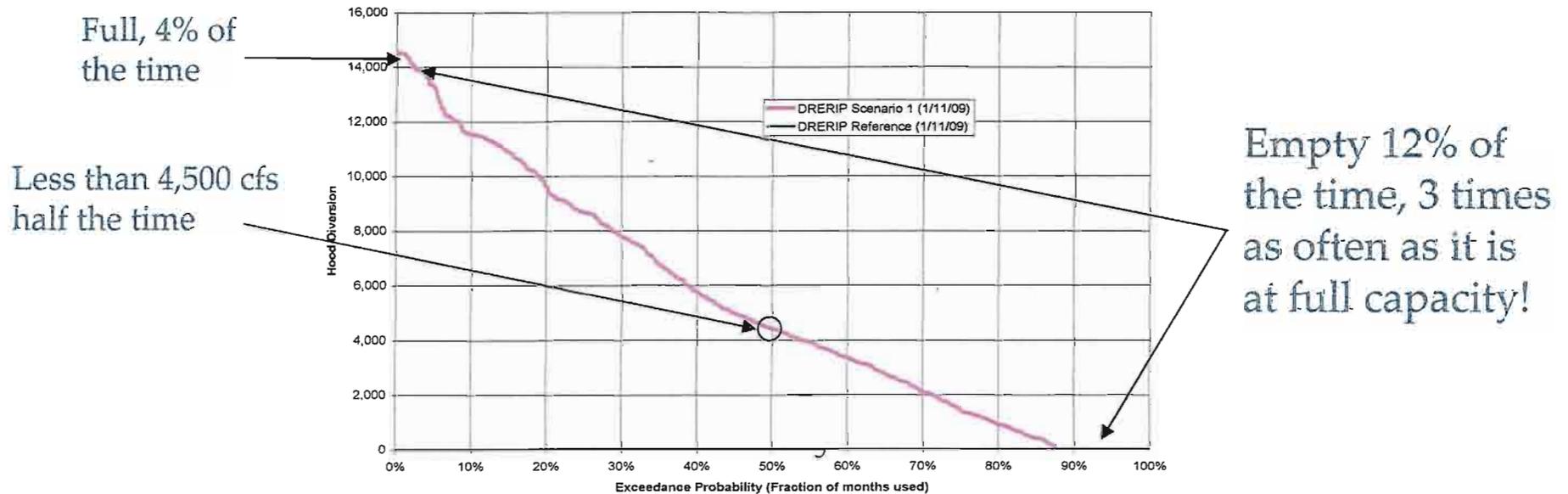
In the driest years, most of the water must come from the south Delta (same as now) because there is so little water in the Sacramento River

Note: DFG recommended High Bypass flows not yet considered

A Peripheral Canal is largely unused: Half the time, the canal carries less than 4,500 cfs! 12% of the time it is empty!



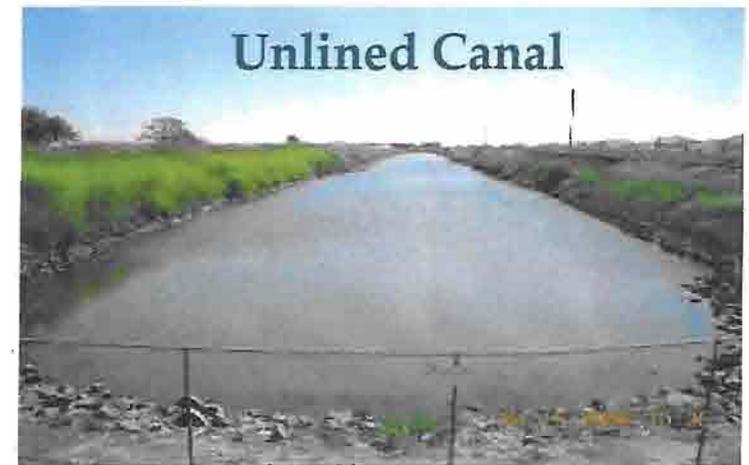
Hood Diversion Use



PC Cost Estimates are Low

DWR's \$4.2 billion estimate in 2007 dollars for earth canal left out many needed features. MWD's estimate of \$5.1 billion (2007 dollars!) is really \$8.4 billion at mid-point of construction (the true cost). But that still does not include:

- Seismic safety so it can be repaired after earthquake
- Costs for land severance
- Repairing drainage and irrigation on the islands it crosses
- Costs for island levee upgrades to protect canal
- Actual costs in 2020 dollars will be closer to \$10 to \$12 billion



Incident Summary

Water Waste Report

	Broken Sprinklers		Leak		Overspray		Runoff due to Overwatering		Washing Down Paved Surfaces		Washing Vehicles without a bucket and hose nozzle		Watering after 10am and before 6pm		Total
	Invalid Address	Valid Address	Invalid Address	Valid Address	Invalid Address	Valid Address	Invalid Address	Valid Address	Invalid Address	Valid Address	Invalid Address	Valid Address	Invalid Address	Valid Address	
April 2009	2	4			2	2		4		1			1	1	17
May 2009	1	6	3	20	4	5	2	4		1				1	47
June 2009	2	11	5	30	4	1	1	7	6	4		1	3	4	79
July 2009	1	5	1	23	4	5	1	16	2	2	1	3	2	4	70
August 2009	1	6	1	11		6	1	6	1				2	5	40
Total	7	32	10	84	14	19	5	37	9	8	1	4	8	15	253

OTAY WATER DISTRICT
COMPARATIVE BUDGET SUMMARY
 FOR ONE MONTH ENDED JULY 31, 2009

	Annual Budget	YTD Actual	YTD Budget	YTD Variance	Var %
REVENUE:					
Water Sales	\$ 37,870,000	\$ 3,036,496	\$ 3,497,500	\$ (461,004)	(13.2%)
Energy Charges	1,981,200	164,814	189,700	(24,886)	(13.1%)
System Charges	9,408,000	749,024	751,200	(2,176)	(0.3%)
Penalties	704,100	48,793	57,736	(8,943)	(15.5%)
MWD & CWA Fixed Charges	6,511,200	406,873	407,100	(227)	(0.1%)
Total Water Sales	<u>56,474,500</u>	<u>4,406,000</u>	<u>4,903,236</u>	<u>(497,236)</u>	<u>(10.1%)</u>
Reclamation Sales	7,602,500	813,487	877,700	(64,213)	(7.3%)
Sewer Charges	2,244,800	180,287	182,100	(1,813)	(1.0%)
Meter Fees	45,600	10,630	4,000	6,630	165.8%
Capacity Fee Revenues	1,397,000	72,642	111,800	(39,158)	(35.0%)
Betterment Fees for Maintenance	571,400	49,207	47,600	1,607	3.4%
Annexation Fees	120,500	71,336	10,000	61,336	613.4%
Non-Operating Revenues	1,585,600	181,622	97,800	83,822	85.7%
Tax Revenues	3,852,600	48,598	45,400	3,198	7.0%
Interest	322,900	17,833	25,800	(7,967)	(30.9%)
General Fund Draw Down	469,100	39,100	39,100	-	0.0%
Transfer from OPEB	1,030,000	85,800	85,800	-	0.0%
Total Revenue	<u>\$ 75,716,500</u>	<u>\$ 5,976,542</u>	<u>\$ 6,430,336</u>	<u>\$ (453,794)</u>	<u>(7.1%)</u>
EXPENSES:					
Potable Water Purchases	\$ 28,033,700	\$ 2,432,014	\$ 2,634,900	\$ 202,887	7.7%
Recycled Water Purchases	1,312,000	171,102	181,247	10,144	5.6%
CWA-Infrastructure Access Charge	1,344,900	108,790	108,800	10	0.0%
CWA-Customer Service Charge	1,148,800	90,061	90,100	39	0.0%
CWA-Emergency Storage Charge	2,246,600	151,088	151,100	12	0.0%
MWD-Capacity Res Charge	628,800	50,868	50,900	32	0.1%
MWD-Readiness to Serve Charge	1,140,700	79,352	79,400	48	0.1%
Subtotal Water Purchases	<u>35,855,500</u>	<u>3,083,275</u>	<u>3,296,447</u>	<u>213,172</u>	<u>6.5%</u>
Power Charges	2,637,100	259,286	264,758	5,472	2.1%
Payroll & Related Costs	17,212,800	1,343,096	1,342,044	(1,052)	(0.1%)
Material & Maintenance	3,801,600	222,820	254,800	31,980	12.6%
Administrative Expenses	4,874,900	240,792	271,829	31,037	11.4%
Legal Fees	454,300	30,676	37,858	7,183	19.0%
Expansion Reserve	1,610,000	134,200	134,200	-	0.0%
Betterment Reserve	3,810,000	317,500	317,500	-	0.0%
Replacement Reserve	3,660,000	305,000	305,000	-	0.0%
Transfer to Sewer General Fund	200,000	16,700	16,700	-	0.0%
Transfer Out/In Prop 1A	270,300	22,500	22,500	-	0.0%
Transfer to General Fund Reserve	1,330,000	110,800	110,800	-	0.0%
Total Expenses	<u>\$ 75,716,500</u>	<u>\$ 6,086,644</u>	<u>\$ 6,374,436</u>	<u>\$ 287,792</u>	<u>4.5%</u>
Excess Revenue (Expense)	<u>\$ -</u>	<u>\$ (110,102)</u>	<u>\$ 55,900</u>	<u>\$ (166,002)</u>	

**OTAY WATER DISTRICT
INVESTMENT PORTFOLIO REVIEW
JULY 31, 2009**

INVESTMENT OVERVIEW & MARKET STATUS:

The federal funds rate has remained constant now for over 7-months. On December 16th, at the Federal Reserve Board's regular scheduled meeting, the federal funds rate was lowered from 1.00% to "a target range of between Zero and 0.25%" in response to the nation's ongoing financial crisis, as well as banking industry pressure to ease credit and stimulate the economy. This marked the ninth reduction in a row since September 18, 2007, when the rate was 5.25%. They went on to say: "The Committee anticipates that weak economic conditions are likely to warrant exceptionally low levels of the federal funds rate for some time." There have been no further changes made to the federal funds rate at the Federal Reserve Board's subsequent regular scheduled meetings, the most recent of which was held on August 12, 2009.

Despite the large drop in available interest rates, the District's overall effective rate of return on at July 31st was 1.61%. At the same time the LAIF return on deposits has also dropped over the last several months, reaching an average effective yield of 1.04% for the month of July 2009. Based on our success at maintaining a competitive rate of return on our portfolio during this extended period of interest rate declines, no changes in investment strategy are being considered at this time.

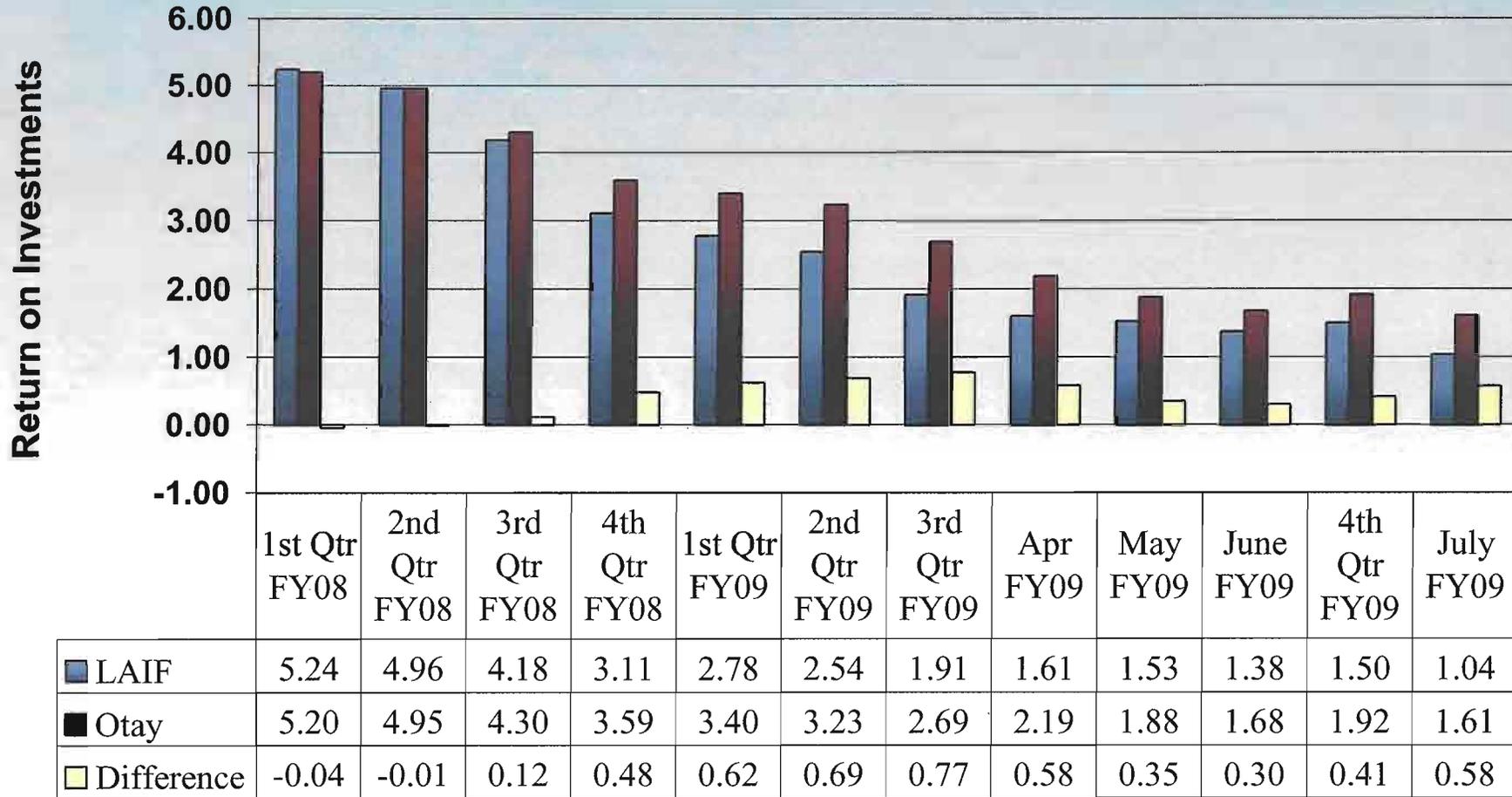
In accordance with the District's Investment Policy, all District funds continue to be managed based on the objectives, in priority order, of safety, liquidity, and return on investment.

PORTFOLIO COMPLIANCE: July 31, 2009

	<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)	\$40 Million	\$40 Million	\$3.44 Million
8.02:	Local Agency Investment Fund (Bonds)	100%	100%	0
8.03:	Federal Agency Issues	100%	100%	31.71%
8.04:	Certificates of Deposit	30%	15%	4.07%
8.05:	Short-Term Commercial Notes	25%	15%	0
8.06:	Medium-Term Commercial Debt	30%	15%	5.29%
8.07:	Money Market Mutual Funds	20%	15%	0
8.08:	San Diego County Pool	100%	100%	52.38%
12.0:	Maximum Single Financial Institution	100%	50%	2.01%

Performance Measure F-12 Return on Investment

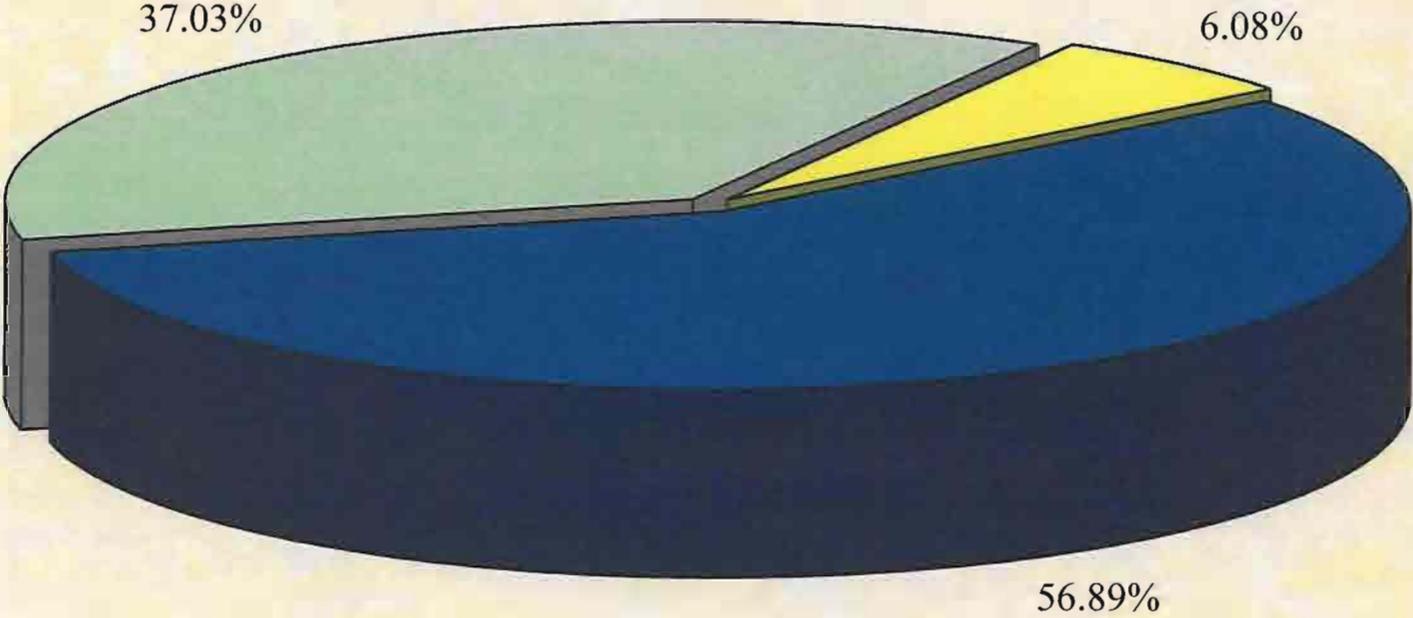
Target: Meet or Exceed 100% of LAIF



Month

LAIF
 Otay
 Difference

Otay Water District Investment Portfolio: 07/31/09



■ Banks (Passbook/Checking/CD) ■ Pools (LAIF & County) ■ Agencies & Corporate Notes

OTAY
Portfolio Management
Portfolio Summary
July 31, 2009

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Corporate Notes	4,000,000.00	4,127,300.00	4,042,018.49	5.45	877	494	1.973	2.000
Federal Agency Issues- Callable	24,000,000.00	24,062,260.00	23,999,101.39	32.34	723	636	1.590	1.612
Certificates of Deposit - Bank	3,079,108.00	3,079,108.00	3,079,108.00	4.15	373	168	2.794	2.832
Local Agency Investment Fund (LAIF)	3,437,888.70	3,442,374.26	3,437,888.70	4.63	1	1	1.021	1.035
San Diego County Pool	39,640,567.73	39,642,000.00	39,640,567.73	53.42	1	1	1.477	1.498
	74,157,564.43	74,353,042.26	74,198,684.31	100.00%	298	240	1.574	1.596
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	1,524,768.22	1,524,768.22	1,524,768.22		1	1	0.145	0.147
Total Cash and Investments	75,682,332.65	75,877,810.48	75,723,452.53		298	240	1.574	1.596

Total Earnings	July 31 Month Ending	Fiscal Year To Date
Current Year	107,625.51	107,625.51
Average Daily Balance	78,733,266.18	78,733,266.18
Effective Rate of Return	1.61%	1.61%

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 September 6, 2006. 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.



 Joseph Beachem, Chief Financial Officer

8-24-09

OTAY
Portfolio Management
Portfolio Details - Investments
July 31, 2009

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Corporate Notes												
084664AF8	2094	Berkshire Hathaway Fin		03/10/2009	2,000,000.00	2,056,480.00	2,027,228.35	4.200		1.973	501	12/15/2010
36962G2S2	2044	General Electric Capital		11/16/2007	2,000,000.00	2,070,820.00	2,014,790.14	5.000	Aaa	1.973	487	12/01/2010
Subtotal and Average			4,043,224.29		4,000,000.00	4,127,300.00	4,042,018.49			1.973	494	
Federal Agency Issues- Callable												
31398AWJ7	2097	Fannie Mae		04/08/2009	2,000,000.00	2,010,620.00	2,000,000.00	1.875		1.849	615	04/08/2011
3136FHYA7	2101	Fannie Mae		06/08/2009	2,000,000.00	2,001,260.00	2,000,000.00	1.150		1.164	676	06/08/2011
31331GWK1	2100	Federal Farm Credit Bank		05/28/2009	2,000,000.00	1,999,380.00	2,000,000.00	1.100		1.134	576	02/28/2011
3133XTLP9	2099	Federal Home Loan Bank		05/18/2009	2,000,000.00	2,000,620.00	1,999,101.39	1.525		1.538	655	05/18/2011
3133XTQM1	2102	Federal Home Loan Bank		06/10/2009	2,000,000.00	1,998,760.00	2,000,000.00	1.180		1.223	678	06/10/2011
3133XTQ58	2103	Federal Home Loan Bank		06/10/2009	2,000,000.00	1,999,380.00	2,000,000.00	1.240		1.223	678	06/10/2011
3128X8QH8	2095	Federal Home Loan Mortgage		03/16/2009	2,000,000.00	2,011,540.00	2,000,000.00	2.000		1.973	592	03/16/2011
3128X8WC2	2098	Federal Home Loan Mortgage		04/20/2009	2,000,000.00	2,010,720.00	2,000,000.00	1.750		1.726	627	04/20/2011
3128X8V33	2105	Federal Home Loan Mortgage		07/06/2009	2,000,000.00	2,006,860.00	2,000,000.00	1.850		1.825	704	07/06/2011
3136FHAA3	2091	Federal National Mortgage Assoc		02/11/2009	2,000,000.00	2,013,120.00	2,000,000.00	2.000		1.973	559	02/11/2011
31398AVL3	2093	Federal National Mortgage Assoc		03/02/2009	2,000,000.00	2,006,880.00	2,000,000.00	2.000		1.973	578	03/02/2011
3136FHE43	2104	Federal National Mortgage Assoc		07/01/2009	2,000,000.00	2,003,120.00	2,000,000.00	1.500		1.479	699	07/01/2011
Subtotal and Average			23,741,017.38		24,000,000.00	24,062,260.00	23,999,101.39			1.590	636	
Certificates of Deposit - Bank												
205003183	2066	California Bank & Trust		01/22/2008	79,108.00	79,108.00	79,108.00	3.180		3.180	174	01/22/2010
1005581024	2090	Neighborhood National Bank		12/11/2008	1,000,000.00	1,000,000.00	1,000,000.00	3.150		3.150	131	12/10/2009
1006200563	2096	Neighborhood National Bank		02/05/2009	2,000,000.00	2,000,000.00	2,000,000.00	2.600		2.600	187	02/04/2010
Subtotal and Average			3,079,108.00		3,079,108.00	3,079,108.00	3,079,108.00			2.794	168	
Local Agency Investment Fund (LAIF)												
LAIF	9001	STATE OF CALIFORNIA		07/01/2004	3,437,888.70	3,442,374.26	3,437,888.70	1.035		1.021	1	
LAIF COPS07	9009	STATE OF CALIFORNIA		03/07/2007	0.00	0.00	0.00	1.530		1.509	1	
Subtotal and Average			5,895,699.23		3,437,888.70	3,442,374.26	3,437,888.70			1.021	1	
San Diego County Pool												
SD COUNTY POOL	9007	San Diego County		07/01/2004	39,640,567.73	39,642,000.00	39,640,567.73	1.498		1.477	1	
Subtotal and Average			39,575,437.25		39,640,567.73	39,642,000.00	39,640,567.73			1.477	1	

Portfolio OTAY

AP

OTAY
Portfolio Management
Portfolio Details - Investments
July 31, 2009

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity
Total and Average			78,733,266.18		74,157,564.43	74,353,042.26	74,198,684.31			1.574	240

OTAY
Portfolio Management
Portfolio Details - Cash
July 31, 2009

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity
Union Bank											
UNION MONEY	9002	STATE OF CALIFORNIA		07/01/2004	9,171.61	9,171.61	9,171.61	0.150		0.148	1
PETTY CASH	9003	STATE OF CALIFORNIA		07/01/2004	2,800.00	2,800.00	2,800.00			0.000	1
UNION OPERATING	9004	STATE OF CALIFORNIA		07/01/2004	1,487,819.35	1,487,819.35	1,487,819.35	0.150		0.148	1
PAYROLL	9005	STATE OF CALIFORNIA		07/01/2004	24,977.26	24,977.26	24,977.26			0.000	1
UNION IOC	9008	STATE OF CALIFORNIA		05/01/2006	0.00	0.00	0.00	4.500		4.438	1
Average Balance			0.00								
Total Cash and Investmentss			78,733,266.18	75,682,332.65		75,877,810.48	75,723,452.53			1.574	240

OTAY
Activity Report
Sorted By Issuer
July 1, 2009 - July 31, 2009

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
Issuer: Berkshire Hathaway Fin									
Corporate Notes									
				2,000,000.00					2,000,000.00
			Issuer Subtotal	2,000,000.00			0.00	0.00	2,000,000.00
Issuer: STATE OF CALIFORNIA									
Union Bank									
UNION MONEY	9002	STATE OF CALIFORNIA			0.150		2,040,046.61	4,040,888.82	
UNION OPERATING	9004	STATE OF CALIFORNIA			0.150		900,793.28	0.00	
PAYROLL	9005	STATE OF CALIFORNIA					683,566.22	683,566.22	
				2,624,817.15			3,624,406.11	4,724,455.04	1,524,768.22
Local Agency Investment Fund (LAIF)									
LAIF	9001	STATE OF CALIFORNIA			1.035		957,705.25	5,000,000.00	
				7,480,183.45			957,705.25	5,000,000.00	3,437,888.70
			Issuer Subtotal	10,105,000.60			4,582,111.36	9,724,455.04	4,962,656.92
Issuer: California Bank & Trust									
Certificates of Deposit - Bank									
				79,108.00					79,108.00
			Issuer Subtotal	79,108.00			0.00	0.00	79,108.00
Issuer: Fannie Mae									
Federal Agency Issues- Callable									
				4,000,000.00					4,000,000.00
			Issuer Subtotal	4,000,000.00			0.00	0.00	4,000,000.00

OTAY
Activity Report
July 1, 2009 - July 31, 2009

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
Issuer: Federal Farm Credit Bank									
Federal Agency Issues- Callable									
				2,000,000.00					2,000,000.00
				2,000,000.00			0.00	0.00	2,000,000.00
Issuer: Federal Home Loan Bank									
Federal Agency Issues- Callable									
				6,000,000.00					6,000,000.00
				6,000,000.00			0.00	0.00	6,000,000.00
Issuer: Federal Home Loan Mortgage									
Federal Agency Issues- Callable									
3128X8V33	2105	Federal Home Loan Mortgage			1.850	07/06/2009	2,000,000.00	0.00	
				4,000,000.00			2,000,000.00	0.00	6,000,000.00
				4,000,000.00			2,000,000.00	0.00	6,000,000.00
Issuer: Federal National Mortgage Assoc									
Federal Agency Issues- Callable									
3136F9WV1	2085	Federal National Mortgage Assoc			4.000	07/02/2009	0.00	2,000,000.00	
3136FHE43	2104	Federal National Mortgage Assoc			1.500	07/01/2009	2,000,000.00	0.00	
				6,000,000.00			2,000,000.00	2,000,000.00	6,000,000.00
				6,000,000.00			2,000,000.00	2,000,000.00	6,000,000.00
Issuer: General Electric Capital									
Corporate Notes									
				2,000,000.00					2,000,000.00
				2,000,000.00			0.00	0.00	2,000,000.00

OTAY
Activity Report
July 1, 2009 - July 31, 2009

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
Issuer: Neighborhood National Bank									
Certificates of Deposit - Bank									
				3,000,000.00					3,000,000.00
			Subtotal and Balance						
			Issuer Subtotal	3.964%	3,000,000.00		0.00	0.00	3,000,000.00
Issuer: San Diego County									
San Diego County Pool									
SD COUNTY POOL	9007	San Diego County			1.498		106,265.52	0.00	
			Subtotal and Balance				106,265.52	0.00	39,640,567.73
			Issuer Subtotal	52.378%	39,534,302.21		106,265.52	0.00	39,640,567.73
			Total	100.000%	78,718,410.81		8,688,376.88	11,724,455.04	75,682,332.65

OTAY
GASB 31 Compliance Detail
Sorted by Fund - Fund
July 1, 2009 - July 31, 2009

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	
Fund: Treasury Fund											
LAIF	9001	99	Fair Value		7,489,943.17	0.00	57,705.25	4,100,000.00	0.00	-5,274.16	3,442,374.26
UNION MONEY	9002	99	Amortized		2,010,013.82	0.00	46.61	2,000,888.82	0.00	0.00	9,171.61
PETTY CASH	9003	99	Amortized		2,800.00	0.00	0.00	0.00	0.00	0.00	2,800.00
UNION OPERATING	9004	99	Amortized		587,026.07	0.00	795.90	795.90	0.00	0.00	1,487,819.35
PAYROLL	9005	99	Amortized		24,977.26	0.00	0.00	0.00	0.00	0.00	24,977.26
SD COUNTY POOL	9007	99	Fair Value		39,756,639.66	0.00	106,265.52	0.00	0.00	-220,905.18	39,642,000.00
UNION IOC	9008	99	Amortized		0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAIF COPS07	9009	99	Fair Value		0.00	0.00	0.00	0.00	0.00	0.00	0.00
36962G2S2	2044	99	Fair Value	12/01/2010	2,058,720.00	0.00	0.00	0.00	0.00	12,100.00	2,070,820.00
205003183	2066	99	Amortized	01/22/2010	79,108.00	0.00	0.00	0.00	0.00	0.00	79,108.00
3136F9VV1	2085	99	Fair Value	07/02/2010	2,000,000.00	0.00	0.00	2,000,000.00	0.00	0.00	0.00
1005581024	2090	99	Amortized	12/10/2009	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
3136FHAA3	2091	99	Fair Value	02/11/2011	2,013,760.00	0.00	0.00	0.00	0.00	-640.00	2,013,120.00
31398AVL3	2093	99	Fair Value	03/02/2011	2,014,380.00	0.00	0.00	0.00	0.00	-7,500.00	2,006,880.00
084664AF8	2094	99	Fair Value	12/15/2010	2,061,960.00	0.00	0.00	0.00	0.00	-5,480.00	2,056,480.00
3128X8QH8	2095	99	Fair Value	03/16/2011	2,012,300.00	0.00	0.00	0.00	0.00	-760.00	2,011,540.00
1006200563	2096	99	Amortized	02/04/2010	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
31398AWJ7	2097	99	Fair Value	04/08/2011	2,009,380.00	0.00	0.00	0.00	0.00	1,240.00	2,010,620.00
3128X8WC2	2098	99	Fair Value	04/20/2011	2,009,800.00	0.00	0.00	0.00	0.00	920.00	2,010,720.00
3133XTLP9	2099	99	Fair Value	05/18/2011	2,001,880.00	0.00	0.00	0.00	0.00	-1,260.00	2,000,620.00
31331GWK1	2100	99	Fair Value	02/28/2011	1,996,260.00	0.00	0.00	0.00	0.00	3,120.00	1,999,380.00
3136FHYA7	2101	99	Fair Value	06/08/2011	1,996,260.00	0.00	0.00	0.00	0.00	5,000.00	2,001,260.00
3133XTQM1	2102	99	Fair Value	06/10/2011	1,996,260.00	0.00	0.00	0.00	0.00	2,500.00	1,998,760.00
3133XTQ58	2103	99	Fair Value	06/10/2011	1,998,120.00	0.00	0.00	0.00	0.00	1,260.00	1,999,380.00
3136FHE43	2104	99	Fair Value	07/01/2011	0.00	2,000,000.00	0.00	0.00	0.00	3,120.00	2,003,120.00
3128X8V33	2105	99	Fair Value	07/06/2011	0.00	2,000,000.00	0.00	0.00	0.00	6,860.00	2,006,860.00
Subtotal					79,119,587.98	4,000,000.00	164,813.28	8,101,684.72	0.00	-205,699.34	75,877,810.48
Total					79,119,587.98	4,000,000.00	164,813.28	8,101,684.72	0.00	-205,699.34	75,877,810.48

Portfolio OTAY
AP

OTAY
Duration Report
Sorted by Investment Type - Investment Type
Through 07/31/2009

Security ID	Investment #	Fund	Issuer	Investment Class	Book Value	Par Value	Market Value	Current Rate	YTM 365	Current Yield	Maturity/ Call Date	Effective Duration
084664AF8	2094	99	Berkshire Hathaway Fin	Fair	2,027,228.35	2,000,000.00	2,056,480.00	4.200	2.000	2.103	12/15/2010	1.328
36962G2S2	2044	99	General Electric Capital	Fair	2,014,790.14	2,000,000.00	2,070,820.00	5.000	2.000	2.291	12/01/2010	1.282
31331GWK1	2100	99	Federal Farm Credit Bank	Fair	2,000,000.00	2,000,000.00	1,999,380.00	1.100	1.150	1.162c	08/28/2009	0.073
31398AWJ7	2097	99	Fannie Mae	Fair	2,000,000.00	2,000,000.00	2,010,620.00	1.875	1.875	1.097c	04/08/2010	0.677
3128X8WC2	2098	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,010,720.00	1.750	1.750	1.001c	04/20/2010	0.711
3136FHYA7	2101	99	Fannie Mae	Fair	2,000,000.00	2,000,000.00	2,001,260.00	1.150	1.180	1.076c	06/08/2010	0.844
3133XTQ58	2103	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	1,999,380.00	1.240	1.240	1.302c	09/10/2009	0.000
3133XTLP9	2099	99	Federal Home Loan Bank	Fair	1,999,101.39	2,000,000.00	2,000,620.00	1.525	1.559	1.463c	08/18/2009	0.000
3128X8QH8	2095	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,011,540.00	2.000	2.000	1.072c	03/16/2010	0.617
3128X8V33	2105	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	2,006,860.00	1.850	1.850	1.160c	01/06/2010	0.432
3136FHAA3	2091	99	Federal National Mortgage Assoc	Fair	2,000,000.00	2,000,000.00	2,013,120.00	2.000	2.000	0.752c	02/11/2010	0.520
31398AVL3	2093	99	Federal National Mortgage Assoc	Fair	2,000,000.00	2,000,000.00	2,006,880.00	2.000	2.000	1.409c	03/02/2010	0.577
3133XTQM1	2102	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	1,998,760.00	1.180	1.240	1.305c	12/10/2009	0.358
3136FHE43	2104	99	Federal National Mortgage Assoc	Fair	2,000,000.00	2,000,000.00	2,003,120.00	1.500	1.500	1.186c	10/01/2009	0.000
1005581024	2090	99	Neighborhood National Bank	Amort	1,000,000.00	1,000,000.00	1,000,000.00	3.150	3.194	3.150	12/10/2009	0.353 †
205003183	2066	99	California Bank & Trust	Amort	79,108.00	79,108.00	79,108.00	3.180	3.224	3.180	01/22/2010	0.469 †
1006200563	2096	99	Neighborhood National Bank	Amort	2,000,000.00	2,000,000.00	2,000,000.00	2.600	2.636	2.600	02/04/2010	0.502 †
LAIF	9001	99	STATE OF CALIFORNIA	Fair	3,437,888.70	3,437,888.70	3,442,374.26	1.035	1.035	1.035		0.000
LAIF COPS07	9009	99	STATE OF CALIFORNIA	Fair	0.00	0.00	0.00	1.530	1.530	1.530		0.000
SD COUNTY	9007	99	San Diego County	Fair	- 39,640,567.73	39,640,567.73	39,642,000.00	1.498	1.498	1.498		0.000
Report Total					74,198,684.31	74,157,564.43	74,353,042.26			1.461		0.221 †

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



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	September 2, 2009
SUBMITTED BY:	Sean Prendergast, Finance Supervisor, Payroll & AP	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	NET DEMANDS
CHECKS (2019291-2019702)	\$3,236,324.05
WIRE TO:	
CITY TREASURER - RECLAIMED WATER PURCH - JUNE	\$159,993.12
DELTA HEALTH SYSTEMS - DENTAL & COBRA CLAIMS	\$19,520.01
JP MORGAN SECURITIES - QUARTERLY REMARKETING	\$2,715.04
LANDESBANK - CERTIFICATES OF PARTICIPATION	\$2,802.61
SAN DIEGO COUNTY WATER - WATER DELIVERIES - JUNE	\$2,308,243.21
SPECIAL DIST RISK MGMT AUTH - INSURANCE PREMIUM	\$189,288.85
UNION BANK - PAYROLL TAXES	\$295,128.60
TOTAL CASH DISBURSEMENTS	\$6,214,015.49

RECOMMENDED ACTION:

That the Board receive the attached list of demands.

Jb/Attachment

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2019291 THROUGH 2019702
RUN DATES 8/5/2009 TO 8/26/2009

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2019455	08/12/09	08889	A AND R IMPORT DOMESTIC	146	07/20/09	FIRE HYDRANT CAPS	3,208.13	3,208.13
2019509	08/19/09	04070	ABACOR INC	16194	07/24/09	SPRAYLINER	1,317.00	1,317.00
2019291	08/05/09	01910	ABCANA INDUSTRIES	845259	07/13/09	BULK SODIUM HYPOCHLORITE	1,571.50	
				845267	07/13/09	BULK SODIUM HYPOCHLORITE	1,375.43	
				845558	07/16/09	BULK SODIUM HYPOCHLORITE	1,145.70	
				845559	07/16/09	BULK SODIUM HYPOCHLORITE	813.55	
				845266	07/13/09	BULK SODIUM HYPOCHLORITE	809.16	5,715.34
2019456	08/12/09	01910	ABCANA INDUSTRIES	845802	07/20/09	BULK SODIUM HYPOCHLORITE	1,454.44	
				845801	07/20/09	BULK SODIUM HYPOCHLORITE	997.92	
				846071	07/23/09	BULK SODIUM HYPOCHLORITE	841.35	3,293.71
2019510	08/19/09	01910	ABCANA INDUSTRIES	846343	07/27/09	BULK SODIUM HYPOCHLORITE	1,461.75	
				846341	07/27/09	BULK SODIUM HYPOCHLORITE	962.80	
				846625	07/30/09	BULK SODIUM HYPOCHLORITE	939.39	
				846342	07/27/09	BULK SODIUM HYPOCHLORITE	368.74	3,732.68
2019610	08/26/09	01910	ABCANA INDUSTRIES	847492	08/06/09	BULK SODIUM HYPOCHLORITE	1,502.73	
				846967	08/03/09	BULK SODIUM HYPOCHLORITE	1,448.59	
				847493	08/06/09	BULK SODIUM HYPOCHLORITE	1,394.45	
				846966	08/03/09	BULK SODIUM HYPOCHLORITE	946.70	
				847271	08/06/09	BULK SODIUM HYPOCHLORITE	937.93	6,230.40
2019292	08/05/09	08488	ABLEFORCE INC	1829	08/04/09	CONSULTING SERVICES - IS DEPT	3,825.00	3,825.00
2019511	08/19/09	08488	ABLEFORCE INC	1837	08/11/09	CONSULTING SERVICES - IS DEPT	3,825.00	
				1840	08/12/09	CONSULTING SERVICES - IS DEPT	1,000.00	4,825.00
2019611	08/26/09	08488	ABLEFORCE INC	1846	08/18/09	CONSULTING SERVICES - IS DEPT	3,570.00	3,570.00
2019367	08/12/09	10736	ABRAHAM THOMPSON	Ref002398206	08/11/09	UB Refund Cst #0000064015	27.28	27.28
2019368	08/12/09	10762	ADRIANA VARELA	Ref002398232	08/11/09	UB Refund Cst #0000126677	9.90	9.90
2019293	08/05/09	00421	ADVANCED DIESEL INJECTION INC	32072	07/08/09	REPAIR PARTS	684.17	684.17
2019612	08/26/09	10821	AECOM INC	456574	07/29/09	PROFESSIONAL ENGINEERING SERVICES	34,799.90	34,799.90
2019294	08/05/09	10090	AECOM USA INC	7056738	06/09/09	PLAN CHECKS & INSPECTION SERVICE	17,815.60	
				7056726	06/09/09	RECYCLED WATER PLAN CHECKING SERVICES	2,331.00	20,146.60
2019613	08/26/09	10090	AECOM USA INC	20	07/27/09	PLAN CHECKS & INSPECTION SERVICES	10,215.90	10,215.90
2019512	08/19/09	07732	AIRGAS SPECIALTY PRODUCTS INC	131131519	07/30/09	BULK AQUA AMMONIA 19%	2,465.68	

OTAY WATER DISTRICT
CHECK REGISTER
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Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
				131131520	07/30/09	BULK AQUA AMMONIA 19%	1,896.30	4,361.98
2019614	08/26/09	00132	AIRGAS WEST	103144441	07/31/09	BREATHING AIR TREATMENT PLANT	25.73	25.73
2019369	08/12/09	10754	ALEJANDRO CHAVEZ	Ref002398224	08/11/09	UB Refund Cst #0000122991	9.47	9.47
2019457	08/12/09	01463	ALLIED ELECTRONICS INC	96750B00	07/21/09	MISC CIP ELECTRICAL PARTS	970.60	970.60
2019513	08/19/09	02362	ALLIED WASTE SERVICES #509	0509003647578 0509003648932 0509003649704	07/25/09 07/25/09 07/25/09	TRASH REMOVAL SERVICES ASBESTOS DISPOSAL CONTAINER RENTAL TRASH REMOVAL SVCS TREATMENT PLANT	767.95 192.12 131.66	1,091.73
2019370	08/12/09	10766	AMANDA LANZONE	Ref002398236	08/11/09	UB Refund Cst #0000131449	66.79	66.79
2019615	08/26/09	10831	AMERICAN BACKFLOW PREVENTION	R1184	08/19/09	MEMBERSHIP RENEWAL	75.00	75.00
2019514	08/19/09	02966	AMERICAN INDUSTRIAL SUPPLY INC	116136	07/24/09	TUFF STUFF CLEANER	237.37	237.37
2019515	08/19/09	04660	AMERICAN INSTITUTE OF	10310696	08/03/09	SUBSCRIPTION RENEWAL	69.00	69.00
2019295	08/05/09	06166	AMERICAN MESSAGING	L1109570JH	08/01/09	PAGER SERVICES	262.22	262.22
2019516	08/19/09	00187	AMERICAN PUBLIC WORKS	001445	08/14/09	640 RESERVOIRS APWA AWARD	90.00	90.00
2019517	08/19/09	00107	AMERICAN WATER WORKS	7000131631	07/24/09	SROMS-STANDARDS ON CD	2,015.00	2,015.00
2019296	08/05/09	02518	AMERICAN WATER WORKS ASSN	001410	05/29/09	REGISTRATION FEE	795.00	795.00
2019297	08/05/09	10728	ANDERSON, FRANK	001413 001414	07/31/09 08/03/09	SAFETY BOOTS REIMBURSEMENT REIMB CERTIFICATE RENEWAL	86.99 76.00	162.99
2019616	08/26/09	06165	ANITA FIRE HOSE COMPANY ETC	08538	07/31/09	FIRE EXTINGUISHER SERVICE	3,071.48	3,071.48
2019617	08/26/09	00002	ANSWER INC	m508	08/22/09	TELEPHONE ANSWERING SERVICES	1,000.00	1,000.00
2019298	08/05/09	08967	ANTHEM BLUE CROSS EAP	40795	07/20/09	EMPLOYEE ASSISTANCE PROGRAM SERVICES	381.80	381.80
2019299	08/05/09	03357	APEX ADVERTISING INC	354811	07/14/09	UNIFORM CAPS	1,290.82	1,290.82
2019371	08/12/09	10760	ARGENT SECURITIES	Ref002398230	08/11/09	UB Refund Cst #0000125861	120.26	120.26
2019618	08/26/09	05758	AT&T	001440	08/07/09	PHONE SERVICE (HI HEAD P/S-SCADA)	32.33	32.33
2019458	08/12/09	08330	AT&T INTERNET SERVICES	8547826250709	08/11/09	OPTE MAN INTERNET BANDWIDTH	1,200.00	1,200.00
2019518	08/19/09	10827	AZMI KHAZIN	001453	08/13/09	WORK ORDER REFUND D0713-090045	3,158.85	3,158.85

OTAY WATER DISTRICT
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2019619	08/26/09	07730	AZTEC FENCE CO INC	AZ014	08/04/09	FENCE REPAIRS	522.00	522.00
2019300	08/05/09	00145	BARRETT ENGINEERED PUMPS	067251	07/14/09	JABSCO DRUM PUMP	1,726.95	1,726.95
2019372	08/12/09	10732	BAY INVESTMENTS	Ref002398202	08/11/09	UB Refund Cst #0000059080	28.55	28.55
2019373	08/12/09	10739	BENEDICTO LUPDAG	Ref002398209	08/11/09	UB Refund Cst #0000066103	48.54	48.54
2019374	08/12/09	10811	BIO PROFIT SERIES 1 LLC	Ref002398282	08/11/09	UB Refund Cst #0000147710	38.41	38.41
2019459	08/12/09	05858	BLUE STAR TRAINING &	JUL09306512	07/22/09	SHAREPOINT TRAINING	590.00	590.00
2019519	08/19/09	01712	BNI BUILDING NEWS	001469	08/13/09	BOOKS	275.59	275.59
2019520	08/19/09	10823	BONITAFEST	001451	08/17/09	BONITAFEST 2009 SPACE RENTAL	125.00	125.00
2019375	08/12/09	10793	BRENDA CRANN	Ref002398264	08/11/09	UB Refund Cst #0000145570	52.96	52.96
2019521	08/19/09	01232	BRODING'S BATTERY	9175		CREDIT FOR CORE CHARGES	(14.00)	
				9141		CREDIT FOR CORE CHARGES	(14.00)	
				7834	07/07/09	REPAIR PARTS	260.89	
				8696	07/30/09	REPAIR PARTS	155.40	
				8395	07/23/09	REPAIR PARTS	72.81	461.10
2019376	08/12/09	10756	BROOKFIELD HOMES	Ref002398226	08/11/09	UB Refund Cst #0000123613	744.62	744.62
2019377	08/12/09	10792	BROOKFIELD SAN DIEGO BUILDERS	Ref002398263	08/11/09	UB Refund Cst #0000145525	971.35	971.35
2019378	08/12/09	10747	BROOKFIELD SHEA OTAY LLC	Ref002398217	08/11/09	UB Refund Cst #0000086655	351.62	351.62
2019379	08/12/09	10752	BROOKFIELD SHEA OTAY LLC	Ref002398222	08/11/09	UB Refund Cst #0000095620	173.39	173.39
2019380	08/12/09	10772	BROOKFIELD SHEA OTAY LLC	Ref002398242	08/11/09	UB Refund Cst #0000140241	50.31	50.31
2019620	08/26/09	08156	BROWNSTEIN HYATT FARBER	429544	08/20/09	LEGISLATIVE ADVOCACY SERVICES	3,082.50	3,082.50
2019621	08/26/09	08542	BUCK PETROLEUM COMPANY	7107405	07/28/09	UNLEADED FUEL	10,482.40	
				7107447	07/29/09	DIESEL FUEL	9,870.62	
				7107446	07/29/09	UNLEADED FUEL	8,170.46	28,523.48
2019460	08/12/09	03450	BUELNA, ARMANDO F	16040709	07/25/09	REIMB EMPLOYEE PROGRAM EXPENSE	113.00	113.00
2019301	08/05/09	03721	BULLET LOGISTICS INC	07150903350	07/15/09	COURIER SERVICES FOR TREATMENT PLANT	227.70	227.70
2019461	08/12/09	00223	C W MCGRATH INC	33750	07/22/09	CRUSHED ROCK	338.16	338.16

OTAY WATER DISTRICT
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2019522	08/19/09	00223	C W MCGRATH INC	33816	07/29/09	CRUSHED ROCK	137.61	
				33779	07/24/09	CRUSHED ROCK	95.84	
				33788	07/27/09	CRUSHED ROCK	88.08	
				33825	07/30/09	CRUSHED ROCK	64.02	385.55
2019622	08/26/09	10725	CABLES PLUS LLC	39979	08/04/09	FIBER OPTIC CABLE AND ACCESSORIES	1,530.74	1,530.74
2019623	08/26/09	09800	CALIFORNIA BANK & TRUST	081605R	07/27/09	RETENTION FOR NEWEST CONSTRUCTION	8,802.10	8,802.10
2019523	08/19/09	08538	CALIFORNIA HIGHWAY PATROL	001463	08/18/09	COLLISION REPORT FEE	10.00	10.00
2019381	08/12/09	10780	CALIFORNIA PROPERTY INVESTMENT	Ref002398250	08/11/09	UB Refund Cst #0000142972	42.66	42.66
2019524	08/19/09	00693	CALIFORNIA SPECIAL DISTRICTS	001449	08/20/09	QUARTERLY MEETING	37.00	37.00
2019525	08/19/09	02584	CALIFORNIA WATER ENVIRONMENT	001464	08/19/09	2ND ANNUAL JOINT VENDOR FAIR	50.00	50.00
2019302	08/05/09	01004	CALOLYMPIC SAFETY	058080	07/13/09	SAFETY EQUIPMENT (LANYARDS)	634.75	634.75
2019624	08/26/09	01004	CALOLYMPIC SAFETY	C015543		CREDIT FOR HYDROGEN SULFIDE SENSOR	(1,650.83)	
				058082	07/20/09	HYDROGEN SULFIDE SENSOR	2,206.72	
				058966	08/06/09	TESTER FOR HAZMAT A-SUITS	626.64	1,182.53
2019526	08/19/09	04215	CAMP DRESSER & MCKEE INC	8032195715	07/30/09	P2451 - BI-NATIONAL OCEAN DESALINATION	5,039.50	
				8031829814	06/12/09	P2451 - BI-NATIONAL OCEAN DESALINATION	539.50	5,579.00
2019382	08/12/09	10809	CANYON VIEW CONGREGATION	Ref002398280	08/11/09	UB Refund Cst #0000147599	112.69	112.69
2019625	08/26/09	04071	CAPITOL WEBWORKS LLC	22066	07/31/09	ELECTRONIC FILING FEE	45.00	45.00
2019303	08/05/09	02758	CARMEL BUSINESS SYSTEMS INC	7045	08/01/09	TEMPORARY SERVICES - RECORDS	1,241.10	
				7043	08/01/10	SCANNING ENGINEERING DRAWINGS	1,036.05	2,277.15
2019626	08/26/09	02758	CARMEL BUSINESS SYSTEMS INC	7044a	08/01/09	SCANNING ENGINEERING DRAWINGS	1,159.63	
				7044	08/01/09	STORAGE & DESTRUCTION OF DOCUMENTS	454.25	1,613.88
2019627	08/26/09	03491	CASA DE ORO CAR WASH	33	08/06/09	VEHICLE WASHING	1,829.92	1,829.92
2019383	08/12/09	10741	CECILE MIXON	Ref002398211	08/11/09	UB Refund Cst #0000070235	456.82	456.82
2019384	08/12/09	10791	CHERRYLYNN FERNANDEZ	Ref002398262	08/11/09	UB Refund Cst #0000145433	28.96	28.96
2019385	08/12/09	10773	CITIMORTGAGE INC	Ref002398243	08/11/09	UB Refund Cst #0000140329	19.44	19.44
2019304	08/05/09	00446	CITY OF CHULA VISTA	001408	07/30/09	HR DEPT GENERAL TRAINING	1,600.00	1,600.00

OTAY WATER DISTRICT
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Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2019527	08/19/09	08397	CLOVERLEAF TOOL COMPANY	20893	07/28/09	QUICK CLAMPS	131.00	131.00
2019386	08/12/09	10800	COAST AND COUNTRY REAL ESTATE	Ref002398271	08/11/09	UB Refund Cst #0000146559	58.28	58.28
2019387	08/12/09	10816	COLDWELL BANKER PREMIER	Ref002398287	08/11/09	UB Refund Cst #0000153927	47.05	47.05
2019628	08/26/09	10834	COMPUSA RETAIL INC	P13166500102	08/01/09	CABLE KIT	39.99	39.99
2019305	08/05/09	03334	COMPUTER MASTERS	74250	07/10/09	SCANNER	1,013.55	1,013.55
2019528	08/19/09	03334	COMPUTER MASTERS	74464		CREDIT FOR HP CYAN TONER	(947.82)	
				74339	07/22/09	TONER	1,771.03	
				74386	07/28/09	HEADSETS - BACKUP REPLACEMENTS	763.43	
				74363	07/24/09	TONER	676.45	
				74385	07/27/09	HEADSETS - BACKUP REPLACEMENTS	22.84	2,285.93
2019306	08/05/09	10729	CONCORD ENVIRONMENTAL	001420	08/04/09	REFUND OF BID SECURITY DEPOSIT	15,637.50	15,637.50
2019462	08/12/09	04398	CONSTRUCTION MANAGEMENT	001421	08/06/09	REGISTRATION FEE	55.00	55.00
2019529	08/19/09	03307	CONSTRUCTION MANAGEMENT	147985	08/12/09	MEMBERSHIP DUES	600.00	600.00
2019629	08/26/09	04398	CONSTRUCTION MANAGEMENT	001480	08/24/09	REGISTRATION FEES	140.00	
				001474	08/19/09	REGISTRATION FEES	110.00	250.00
2019463	08/12/09	03624	COPY LINK INC	AR102530	07/23/09	SERVICE FOR SHARP COPIERS	746.28	
				AR102531	07/23/09	SERVICE FOR SHARP COPIERS	413.33	
				AR102532	07/23/09	SERVICE FOR SHARP COPIERS	354.88	1,514.49
2019530	08/19/09	02612	COUNCIL OF WATER UTILITIES	001439	08/12/09	MONTHLY MEETING	50.00	50.00
2019307	08/05/09	02122	COUNTY OF SAN DIEGO	001419	08/04/09	PERMIT FEES FOR ENGINE #41	2,432.00	2,432.00
2019531	08/19/09	00134	COUNTY OF SAN DIEGO	001444	08/13/09	RECORDING AND FILING FEES	55.00	55.00
2019532	08/19/09	00134	COUNTY OF SAN DIEGO	001467	08/17/09	RECORDING AND FILING FEES	37.00	37.00
2019533	08/19/09	00134	COUNTY OF SAN DIEGO	001466	08/17/09	RECORDING AND FILING FEES	28.00	28.00
2019534	08/19/09	00134	COUNTY OF SAN DIEGO	001465	08/17/09	RECORDING AND FILING FEES	25.00	25.00
2019535	08/19/09	02122	COUNTY OF SAN DIEGO	001470	08/19/09	PERMIT APPLICATION FEES	2,112.00	2,112.00
2019630	08/26/09	03086	COUNTY OF SAN DIEGO	LC0931	06/22/09	LAFCO COSTS	38,544.00	38,544.00

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2019631	08/26/09	07494	COUNTY OF SAN DIEGO	962	08/07/09	SEWER SERVICE CHARGE	157.06	157.06
2019388	08/12/09	10779	DARIO MEZA	Ref002398249	08/11/09	UB Refund Cst #0000142873	14.89	14.89
2019389	08/12/09	10814	DAVID BENSOUSSAN	Ref002398285	08/11/09	UB Refund Cst #0000147921	30.11	30.11
2019390	08/12/09	10758	DAVID WHITE	Ref002398228	08/11/09	UB Refund Cst #0000124937	8.05	8.05
2019464	08/12/09	02603	DELL MARKETING LP	XD994KCD1	07/17/09	SCADA LAPTOP PARTS	420.82	420.82
2019465	08/12/09	07680	DELTA HEALTH SYSTEMS	P090804	08/06/09	EMPLOYEE HEALTH ADMIN SERVICES	1,360.00	1,360.00
2019308	08/05/09	02733	DEPARTMENT OF CONSUMER AFFAIRS	001418	08/03/09	CERTIFICATE RENEWAL	125.00	125.00
2019632	08/26/09	03744	DEPARTMENT OF JUSTICE	749372	08/06/09	FINGERPRINT ANALYSIS SERVICES	153.00	153.00
2019466	08/12/09	00319	DEPARTMENT OF PUBLIC HEALTH	001436	08/10/09	CERTIFICATE RENEWAL	80.00	80.00
2019536	08/19/09	00319	DEPARTMENT OF PUBLIC HEALTH	24363	08/14/09	CERTIFICATE RENEWAL	80.00	80.00
2019633	08/26/09	02519	DIEHL, EVANS & COMPANY LLP	67992	07/31/09	AUDIT SERVICES	5,350.00	5,350.00
2019634	08/26/09	00550	DIETERICH-POST COMPANY	919378	07/07/09	HP 5500PS 60"-DESIGNJET MAINTENANCE	1,656.95	1,656.95
2019309	08/05/09	03417	DIRECTV	1054831305	07/19/09	SATELLITE TV SERVICE	5.00	5.00
2019537	08/19/09	03417	DIRECTV	1065240692	08/05/09	SATELLITE TV SERVICE	10.00	10.00
2019635	08/26/09	03417	DIRECTV	1075141027	08/19/09	SATELLITE TV SERVICE	5.00	5.00
2019391	08/12/09	10797	DOWNEY SAVINGS & LOAN	Ref002398268	08/11/09	UB Refund Cst #0000146111	22.11	22.11
2019392	08/12/09	10804	DOWNEY SAVINGS AND LOAN	Ref002398275	08/11/09	UB Refund Cst #0000146695	58.28	58.28
2019538	08/19/09	09871	EARL KATZER	001458	08/13/09	WORK ORDER REFUND D0620-090030	4,049.64	4,049.64
2019393	08/12/09	10785	ED PREHODEN	Ref002398256	08/11/09	UB Refund Cst #0000144500	47.64	47.64
2019310	08/05/09	02447	EDCO DISPOSAL CORPORATION	001403	07/31/09	RECYCLING SERVICES	90.00	90.00
2019636	08/26/09	00230	EDP PRODUCTS INC	806080	07/31/09	CARTRIDGE STORAGE/RETRIEVAL	243.80	243.80
2019394	08/12/09	10731	ELSA GUZMAN	Ref002398201	08/11/09	UB Refund Cst #0000056946	23.42	23.42
2019467	08/12/09	08023	EMPLOYEE BENEFIT SPECIALISTS	0047079IN	07/31/09	ADMINISTRATION FEES FOR COBRA	540.00	540.00

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2019395	08/12/09	10746	ENGRACIA BARAJAS	Ref002398216	08/11/09	UB Refund Cst #0000086337	16.33	16.33
2019539	08/19/09	05760	ENHANCED COMMUNICATIONS	605	06/15/09	CABLE CONVERSION FR PHONE TO NETWORK	1,000.00	1,000.00
2019311	08/05/09	03725	ENVIRONMENTAL SYSTEMS RESEARCH	92031086 92031972	07/10/09 07/13/09	ARC GIS SOFTWARE MAINTENANCE ARC GIS SOFTWARE MAINTENANCE	29,141.44 1,629.11	30,770.55
2019396	08/12/09	10761	ERNEST BROWN	Ref002398231	08/11/09	UB Refund Cst #0000126561	43.07	43.07
2019540	08/19/09	02639	EW TRUCK & EQUIPMENT	237546	07/23/09	REPAIR PARTS	505.77	505.77
2019397	08/12/09	10810	FAS-AHM UTILITIES LLC	Ref002398281	08/11/09	UB Refund Cst #0000147627	42.22	42.22
2019398	08/12/09	10799	FEDERAL HOME LOAN MORTGAGE	Ref002398270	08/11/09	UB Refund Cst #0000146514	63.92	63.92
2019312	08/05/09	00645	FEDEX	928048038	07/31/09	OVERNIGHT PICK-UP & DELIVERY MAIL SVCS	18.83	18.83
2019468	08/12/09	03546	FERGUSON WATERWORKS #1082	0320995	07/23/09	METER GASKET	473.06	473.06
2019541	08/19/09	03546	FERGUSON WATERWORKS #1082	0321677 0321448 0321169 0322155	07/20/09 07/21/09 07/21/09 07/28/09	INVENTORY INVENTORY INVENTORY EFFLUENT METER PARTS	2,105.88 2,086.70 1,084.86 200.22	5,477.66
2019637	08/26/09	03546	FERGUSON WATERWORKS #1082	03161272	08/06/09	INVENTORY	2,359.01	2,359.01
2019313	08/05/09	09146	FIGUEROA, JIANYNE	001415	07/31/09	TUITION REIMBURSEMENT	1,375.00	1,375.00
2019542	08/19/09	08005	FIRST AMERICAN CORELOGIC INC	4049909	07/29/09	METROSCAN ONLINE DATA/MAPS	5,981.64	5,981.64
2019638	08/26/09	08005	FIRST AMERICAN CORELOGIC INC	4049829 20452397	07/22/09 07/31/09	REALQUEST BUNDLE FOR GIS METROSCAN ONLINE DATA/MAPS	2,900.00 453.15	3,353.15
2019639	08/26/09	08893	FIRST AMERICAN DATA TREE	90034079	07/31/09	ONLINE MAP PURCHASING SERVICE	142.32	142.32
2019314	08/05/09	04066	FIRST CHOICE SERVICES - SD	314722	07/13/09	COFFEE SUPPLIES	244.19	244.19
2019543	08/19/09	04066	FIRST CHOICE SERVICES - SD	315239	07/27/09	COFFEE SUPPLIES	323.17	323.17
2019315	08/05/09	00035	FISHER SCIENTIFIC	7517806 7632454	07/14/09 07/15/09	LABORATORY SUPPLIES LABORATORY SUPPLIES	353.34 110.80	464.14
2019544	08/19/09	00035	FISHER SCIENTIFIC	7632455 6255053 5648731	07/15/09 07/30/09 07/29/09	MICROSCOPE AND PH METER LABORATORY SUPPLIES LABORATORY SUPPLIES	3,051.87 766.97 273.84	4,092.68

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2019640	08/26/09	00035	FISHER SCIENTIFIC	6605945 5648730	07/31/09 07/29/09	MICROSCOPE AND PH METER LABORATORY SUPPLIES	1,162.31 104.66	1,266.97
2019641	08/26/09	02591	FITNESS TECH INC	5926	08/01/09	MAINTENANCE FOR FITNESS EQUIPMENT	125.00	125.00
2019316	08/05/09	01612	FRANCHISE TAX BOARD	Ben2398067	08/06/09	PAYROLL DEDUCTION	75.00	75.00
2019317	08/05/09	02344	FRANCHISE TAX BOARD	Ben2398071	08/06/09	PAYROLL DEDUCTION	313.82	313.82
2019545	08/19/09	01612	FRANCHISE TAX BOARD	Ben2398523	08/20/09	PAYROLL DEDUCTION	75.00	75.00
2019546	08/19/09	02344	FRANCHISE TAX BOARD	Ben2398527	08/20/09	PAYROLL DEDUCTION	313.82	313.82
2019469	08/12/09	07224	FRAZEE INDUSTRIES INC	710874	07/20/09	AIR-VAC PAINT	995.57	995.57
2019399	08/12/09	10751	GAIL BROWN	Ref002398221	08/11/09	UB Refund Cst #0000094776	46.65	46.65
2019400	08/12/09	10806	GARY WYMA	Ref002398277	08/11/09	UB Refund Cst #0000146771	35.72	35.72
2019642	08/26/09	03609	GBA MASTER SERIES INC	19612874	08/25/09	REGISTRATION FEE	580.00	580.00
2019401	08/12/09	10801	GENERAL GROWTH PROPERTIES, INC	Ref002398272	08/11/09	UB Refund Cst #0000146659	39.05	39.05
2019402	08/12/09	10744	GERALD HANSEN	Ref002398214	08/11/09	UB Refund Cst #0000081351	77.21	77.21
2019547	08/19/09	06276	GIFFORD ENGINEERING INC	4000 4002	06/01/09 06/03/09	RADIO INSTALLS RADIO INSTALLS	406.99 404.87	811.86
2019403	08/12/09	10738	GLENN RICHARDSON	Ref002398208	08/11/09	UB Refund Cst #0000064910	24.42	24.42
2019404	08/12/09	10796	GRACE ONTIVEROS	Ref002398267	08/11/09	UB Refund Cst #0000145959	13.95	13.95
2019318	08/05/09	00101	GRAINGER INC	9036295542 9031465124 9033991366	07/16/09 07/10/09 07/14/09	REPAIR HARDWARE TRAFFIC CONES PAINT	558.13 259.04 225.90	1,043.07
2019470	08/12/09	00101	GRAINGER INC	9038806239 9039088068 9039088050 9038325552 9038806221	07/21/09 07/21/09 07/21/09 07/20/09 07/21/09	MISC ELECTRICAL PARTS PANELS FOR W/O 09-02463 PANELS FOR W/O 09-02463 ELECTRICAL MATERIAL BATTERIES	1,803.76 869.14 532.85 195.70 177.15	3,578.60
2019548	08/19/09	00101	GRAINGER INC	9042769936 9043443911 9043443929	07/27/09 07/28/09 07/28/09	REPAIR HARDWARE REPAIR HARDWARE ELECTRICAL MATERIAL	192.84 134.28 28.45	355.57

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2019643	08/26/09	00101	GRAINGER INC	9056984249		CREDIT FOR COMPUTER LAN STATION	(503.08)	
				9042427154	07/27/09	PANELS FOR W/O 09-02463	757.90	
				9043113050	07/27/09	WAREHOUSE SUPPLIES	200.19	
				9039582078	07/22/09	ELECTRICAL MATERIAL	6.35	461.36
2019644	08/26/09	03289	GRANGER, WILLIAM E	15710809	08/19/09	TRAVEL EXPENSE REIMBURSEMENT	249.84	249.84
2019645	08/26/09	05515	GREENTREE APPLIED SYSTEMS INC	0053098IN	08/06/09	SUPPORT FOR GREENTREE SOFTWARE	1,200.00	1,200.00
2019405	08/12/09	10787	GREG SEALE	Ref002398258	08/11/09	UB Refund Cst #0000144729	46.35	46.35
2019319	08/05/09	04979	GROSSMONT WORK TRAINING CENTEF	22467	07/10/09	RECRUITMENT MAILER	429.84	429.84
2019646	08/26/09	10833	GROSSMONT-CUYAMACA COMMUNITY	001475	08/13/09	EASEMENT ACQUISITION	229,800.00	229,800.00
2019471	08/12/09	08968	GURROLA, MICHAEL	001426	08/10/09	SAFETY BOOTS REIMBURSEMENT	137.87	137.87
2019472	08/12/09	02630	HAAKER EQUIPMENT COMPANY	C68622	07/17/09	REPAIR PARTS	245.28	245.28
2019549	08/19/09	00174	HACH COMPANY	6339919	07/27/09	APA 6000 ROTARY VALVE REPAIR/REPL	1,191.90	
				6338017	07/24/09	LABORATORY SUPPLIES	113.83	1,305.73
2019647	08/26/09	00174	HACH COMPANY	6349771	08/03/09	CHLORINE & AMMONIA ANALYZER	2,101.30	
				6338018	07/24/09	LABORATORY SUPPLIES	1,744.16	3,845.46
2019648	08/26/09	02629	HANSON AGGREGATES INC	598679	08/04/09	CRUSHED AGGREGATES & ROCK	115.14	115.14
2019649	08/26/09	09714	HD SUPPLY FACILITIES	50094645	08/04/09	WATER HEATER PILOT	117.77	117.77
2019650	08/26/09	04472	HECTOR I MARES-COSSIO	53	07/31/09	BI-NATIONAL CONSULTANT SERVICES	3,600.00	3,600.00
2019320	08/05/09	02096	HELIX WATER DISTRICT	WO1830	07/15/09	OTAY 14 FCF CONNECTION	20,905.99	20,905.99
2019550	08/19/09	00062	HELIX WATER DISTRICT	178540010809	08/19/09	WATER BILL - AVOCADO BLVD	91.20	
				174639860809	08/11/09	WATER BILL - RUSSELL SQ	36.50	127.70
2019651	08/26/09	08610	HENRY BROS ELECTRONICS INC	13050109	07/31/09	SECURITY CAMERAS FOR 1296 RESERVOIR	23,817.94	
				13040709	07/31/09	ACCESS CONTROLLER - TREATMENT PLANT	14,006.72	37,824.66
2019406	08/12/09	10788	HERLINDA INC	Ref002398259	08/11/09	UB Refund Cst #0000144738	44.67	44.67
2019407	08/12/09	10813	HOME REALTY	Ref002398284	08/11/09	UB Refund Cst #0000147863	10.66	10.66
2019473	08/12/09	04983	HOSPITALITY INC	3221a	08/03/09	ANNUAL SUMMER PICNIC	1,551.49	1,551.49
2019408	08/12/09	10784	HOWELL DOWNING	Ref002398254	08/11/09	UB Refund Cst #0000144065	13.29	13.29

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2019474	08/12/09	01649	IDEXX DISTRIBUTION INC	237764710	07/02/09	LAB SUPPLIES	2,723.52	2,723.52
2019551	08/19/09	03507	INDOFF INCORPORATED	1472810	07/28/09	OFFICE CHAIRS	15,452.08	15,452.08
2019652	08/26/09	08969	INFOSEND INC	38386	07/31/09	POSTAGE	17,110.69	24,297.23
				38385	07/31/09	BILL PRINTING SERVICES	7,186.54	
2019409	08/12/09	10803	INIAT NASSRAT	Ref002398274	08/11/09	UB Refund Cst #0000146682	61.10	61.10
2019475	08/12/09	03380	INSIGHT PUBLIC SECTOR INC	1100099139	07/10/09	HP EVA AND SERVICES	90,961.39	91,886.42
				1100099142	07/10/09	RAM FOR TRAINING ROOM LAPTOPS	925.03	
2019653	08/26/09	02372	INTERIOR PLANT SERVICE INC	31728	07/31/09	PLANT SERVICES	169.00	169.00
2019552	08/19/09	03250	INTERNATIONAL PUBLIC MGMT	001442	08/17/09	REGISTRATION FEE	25.00	25.00
2019553	08/19/09	10822	JAMES TUCCI	RF250369923	08/17/09	CUSTOMER OVER-PAYMENT	85.46	85.46
2019410	08/12/09	10802	JAN DAVIS	Ref002398273	08/11/09	UB Refund Cst #0000146679	15.22	15.22
2019654	08/26/09	03077	JANI-KING OF CALIFORNIA INC	SDO08090273	08/01/09	OFF-SITE JANITORIAL SERVICES	1,042.00	1,042.00
2019655	08/26/09	06630	JC HEDEN AND ASSOCIATES INC	OWD031	07/27/09	TEMPORARY LABOR SERVICES	15,925.00	15,925.00
2019476	08/12/09	01010	JOBS AVAILABLE INC	916034	07/21/09	JOB POSTING	315.00	315.00
2019321	08/05/09	03172	JONES & STOKES ASSOCIATES	50962	04/01/08	FENCE & SIGN REPAIRS	7,336.00	7,336.00
2019554	08/19/09	03172	JONES & STOKES ASSOCIATES	0063171	06/15/09	ON-CALL ENVIRONMENTAL SVCS	180.00	180.00
2019411	08/12/09	10789	KAREN WHEELER	Ref002398260	08/11/09	UB Refund Cst #0000145231	66.19	66.19
2019412	08/12/09	10771	KATHRYN BASSETT	Ref002398241	08/11/09	UB Refund Cst #0000140071	16.39	16.39
2019656	08/26/09	09322	KAYVON AND ASSOCIATES INC	RF625299118	08/25/09	REFUND ON UB ACCOUNT	2.07	2.07
2019657	08/26/09	05109	KEARNY PEARSON FORD	236893	08/03/09	REPAIR PARTS	125.79	125.79
2019413	08/12/09	10794	KIM THOMAS	Ref002398265	08/11/09	UB Refund Cst #0000145640	18.72	18.72
2019477	08/12/09	10416	KINGSCOTE CHEMICALS INC	208190	07/20/09	RECYCLED WATER TESTING DYE	485.89	485.89
2019322	08/05/09	04996	KNOX ATTORNEY SERVICE INC	489535	07/14/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	57.20
				489532	07/14/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	

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2019478	08/12/09	04996	KNOX ATTORNEY SERVICE INC	491740	07/23/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	171.60
				491378	07/22/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				491379	07/22/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				491380	07/22/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				491381	07/22/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				491382	07/22/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
2019555	08/19/09	04996	KNOX ATTORNEY SERVICE INC	492151	07/27/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	114.40
				492706	07/29/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				492710	07/29/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				492712	07/29/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
2019658	08/26/09	04996	KNOX ATTORNEY SERVICE INC	493998	08/05/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	114.40
				493999	08/05/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				493996	08/05/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
				493988	08/05/09	DELIVERY OF BOARD & COMMITTEE PACKETS	28.60	
2019414	08/12/09	10770	KRISTY DELF	Ref002398240	08/11/09	UB Refund Cst #0000140033	53.94	53.94
2019479	08/12/09	02063	LA MESA-SPRING VALLEY	3124	06/30/09	REIMB FOR TRAVEL TO THE GARDEN	152.00	152.00
2019323	08/05/09	01859	LA PRENSA SAN DIEGO	22722	07/14/09	JOB POSTING	30.00	30.00
2019415	08/12/09	10781	LAURA RABAGO	Ref002398251	08/11/09	UB Refund Cst #0000143098	65.69	65.69
2019659	08/26/09	09511	LAYFIELD ENVIRONMENTAL SYSTEMS	1781	07/31/09	RECYCLED RESERVOIR COVER ANALYSIS	1,000.00	1,000.00
2019416	08/12/09	10757	LEONOR CRUZ	Ref002398227	08/11/09	UB Refund Cst #0000124311	42.31	42.31
2019417	08/12/09	10748	LINDA SOMSAMOUTH	Ref002398218	08/11/09	UB Refund Cst #0000091421	35.37	35.37
2019418	08/12/09	10768	LISA REED	Ref002398238	08/11/09	UB Refund Cst #0000139440	63.49	63.49
2019324	08/05/09	02911	LIZARDTECH	574391	07/27/09	GEOEXPRESS ANNUAL SUPPORT	26.21	26.21
2019660	08/26/09	05220	LOGICALIS INTEGRATION SOLUTION	S924646	07/31/09	WIRELESS BROADBAND CONNECTION	5,000.00	9,620.00
				S924769	07/31/09	WIRELESS BROADBAND CONNECTION	4,620.00	
2019325	08/05/09	07591	MA, DONGXING	001416	07/31/09	COMPUTER LOAN PROGRAM	1,350.09	1,350.09
2019419	08/12/09	10775	MACARIO YANEZ	Ref002398245	08/11/09	UB Refund Cst #0000141158	25.22	25.22
2019556	08/19/09	01464	MAG SYSTEMS INC	167605012	07/28/09	TRANSISTOR PARTS	921.58	921.58
2019480	08/12/09	03385	MAGANA, MANNY J	001434	08/04/09	REIMB CERTIFICATE RENEWAL	155.00	155.00

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2019557	08/19/09	10512	MAIL MANAGEMENT GROUP INC	OWD5843	07/17/09	POSTCARD PRINTING & MAILING	882.00	882.00
2019558	08/19/09	00628	MANHATTAN NATIONAL LIFE	001438	08/14/09	VOLUNTARY LIFE INSURANCE	343.42	343.42
2019420	08/12/09	10795	MARC CARPENTER & ASSOCIATES	Ref002398266	08/11/09	UB Refund Cst #0000145837	62.92	62.92
2019421	08/12/09	10737	MARIA HUERTA	Ref002398207	08/11/09	UB Refund Cst #0000064084	39.06	39.06
2019422	08/12/09	10812	MARIA MASAWAY	Ref002398283	08/11/09	UB Refund Cst #0000147860	30.69	30.69
2019423	08/12/09	10759	MARITZA BRANDON	Ref002398229	08/11/09	UB Refund Cst #0000125232	92.27	92.27
2019424	08/12/09	10749	MARK BLASZCZYK	Ref002398219	08/11/09	UB Refund Cst #0000092640	23.71	23.71
2019425	08/12/09	10742	MARK CORBETT	Ref002398212	08/11/09	UB Refund Cst #0000075020	6.06	6.06
2019661	08/26/09	02902	MARSTON+MARSTON INC	200982 200983	08/01/09 08/01/09	JAMACHA PIPELINE COMMUNITY OUTREACH BI-NATIONAL DESAL COMMUNITY OUTREACH	6,659.66 955.00	7,614.66
2019426	08/12/09	10733	MARTHA INGUANZO	Ref002398203	08/11/09	UB Refund Cst #0000059922	75.00	75.00
2019559	08/19/09	05329	MASTER METER INC	0157588IN	07/21/09	INVENTORY	657,026.07	657,026.07
2019326	08/05/09	01183	MCMaster-CARR SUPPLY CO	32866267 33253379	07/10/09 07/16/09	TREATMENT PLANT REPAIR PARTS EFFLUENT METER SUPPORTS AND LIFT	440.02 354.89	794.91
2019481	08/12/09	01183	MCMaster-CARR SUPPLY CO	34342120	07/30/09	WAREHOUSE SUPPLIES	119.91	119.91
2019662	08/26/09	01183	MCMaster-CARR SUPPLY CO	34668271 34342072 34828466	08/05/09 07/30/09 08/06/09	REPL SAFETY FUEL CANS/UTILITY VEHICLE PUMP REPAIR PARTS REPAIR PARTS	444.38 78.95 59.55	582.88
2019427	08/12/09	10776	MCMILLIN SAN MIGUEL RANCH LLC	Ref002398246	08/11/09	UB Refund Cst #0000141346	77.82	77.82
2019482	08/12/09	03745	MEDEROS, CHARLES	001437	08/11/09	TUITION REIMBURSEMENT	1,381.99	1,381.99
2019560	08/19/09	10825	MICHAEL GRIFFIN	001457	08/13/09	WORK ORDER REFUND D0529-010105	1,707.94	1,707.94
2019663	08/26/09	09581	MICHAEL R WELCH PHD PE	7131	07/05/09	ENGINEERING PLANNING SERVICES	3,780.00	3,780.00
2019664	08/26/09	10513	MICHAEL RICHARD WASTEWATER	6890	07/29/09	MICROSCOPIC EXAMINATION OF SLUDGE	350.00	350.00
2019428	08/12/09	10790	MIKE YALDA	Ref002398261	08/11/09	UB Refund Cst #0000145408	55.64	55.64
2019327	08/05/09	00237	MISSION JANITORIAL SUPPLIES	16149601	07/13/09	JANITORIAL SUPPLES	139.89	139.89

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2019561	08/19/09	10826	MISTER HOUSE REAL ESTATE	001452	08/13/09	WORK ORDER REFUND D0556-010200	1,231.06	1,231.06
2019665	08/26/09	03393	MOBILE MINI LLC - CA	904234186	08/04/09	RELOCATE STORAGE CONTAINER	184.88	184.88
2019328	08/05/09	01701	MUNOZ, JERRY A	001412	08/03/09	SAFETY BOOTS REIMBURSEMENT	117.43	117.43
2019666	08/26/09	03623	MWH AMERICAS INC	1284528	08/03/09	PROFESSIONAL SERVICES RENDERED	3,176.03	3,176.03
2019329	08/05/09	10202	MWH CONSTRUCTORS INC	1279693	07/09/09	TEMPORARY LABOR SERVICES	19,600.00	19,600.00
2019667	08/26/09	10202	MWH CONSTRUCTORS INC	1284826	08/06/09	TEMPORARY LABOR SERVICES	12,950.00	12,950.00
2019330	08/05/09	04676	NAPA AUTO PARTS	157994	07/13/09	REPAIR PARTS	90.26	
				158082	07/14/09	REPAIR PARTS	30.43	
				158025	07/13/09	REPAIR PARTS	14.62	135.31
2019483	08/12/09	04676	NAPA AUTO PARTS	157472		CREDIT FOR FILTER	(36.10)	
				158296	07/15/09	REPAIR PARTS	182.48	
				158494	07/16/09	REPAIR PARTS	35.19	
				158550	07/16/09	REPAIR PARTS	27.72	
				158434	07/16/09	REPAIR PARTS	25.01	
				158422	07/16/09	REPAIR PARTS	24.57	258.87
2019562	08/19/09	04676	NAPA AUTO PARTS	159985	07/29/09	REPAIR PARTS	54.61	
				159363	07/23/09	REPAIR PARTS	46.15	
				159704	07/27/09	REPAIR PARTS	43.13	
				159163	07/22/09	REPAIR PARTS	42.85	
				159266	07/23/09	REPAIR PARTS	7.16	
				160202	07/30/09	REPAIR PARTS	5.61	199.51
2019668	08/26/09	04676	NAPA AUTO PARTS	160931		CREDIT FOR MOTOR CORE DEPOSIT	(25.01)	
				160607	08/03/09	REPAIR PARTS	98.86	
				160691	08/04/09	REPAIR PARTS	87.76	
				160522	08/03/09	REPAIR PARTS	33.41	
				160751	08/04/09	REPAIR PARTS	31.86	
				160928	08/05/09	REPAIR PARTS	27.82	
				161059	08/06/09	REPAIR PARTS	24.10	
				160523	08/03/09	REPAIR PARTS	15.93	
				160753	08/04/09	REPAIR PARTS	14.98	
				161056	08/06/09	REPAIR PARTS	10.44	
				160620	08/03/09	REPAIR PARTS	9.04	
				161058	08/06/09	REPAIR PARTS	3.14	332.33
2019429	08/12/09	10755	NATALIA CARDONA	Ref002398225	08/11/09	UB Refund Cst #0000123025	75.00	75.00
2019563	08/19/09	09881	NATGUN CORPORATION	6	07/30/09	P2143 1296-3 RESERVOIR 2.0 MG	407,529.00	407,529.00

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2019331	08/05/09	03523	NATIONAL DEFERRED COMPENSATION	Ben2398051	08/06/09	DEFERRED COMP PLAN	9,137.18	9,137.18
2019564	08/19/09	03523	NATIONAL DEFERRED COMPENSATION	Ben2398507	08/20/09	DEFERRED COMP PLAN	8,731.09	8,731.09
2019669	08/26/09	08531	NEWEST CONSTRUCTION	081605	07/27/09	450-1 RESERVOIR DISINFECTION FACILITY	79,218.90	79,218.90
2019430	08/12/09	10745	NICOLE GALICIA	Ref002398215	08/11/09	UB Refund Cst #0000085173	165.94	165.94
2019332	08/05/09	00510	OFFICE DEPOT INC	481106519001	07/14/09	OFFICE SUPPLIES	40.72	40.72
2019565	08/19/09	00510	OFFICE DEPOT INC	482713768001	07/29/09	INKJET CARTRIDGE	43.14	43.14
2019670	08/26/09	00510	OFFICE DEPOT INC	483003815001	07/31/09	OFFICE SUPPLIES	316.75	
				483006134001	07/31/09	OFFICE SUPPLIES	154.37	
				483306567001	08/04/09	OFFICE SUPPLIES	78.21	
				483004029001	07/31/09	OFFICE SUPPLIES	4.57	553.90
2019333	08/05/09	01726	OLDS, LARRY E	001411	08/03/09	SAFETY BOOTS REIMBURSEMENT	148.14	148.14
2019431	08/12/09	10730	OLIVIA TAPIA	Ref002398200	08/11/09	UB Refund Cst #0000055557	80.00	80.00
2019432	08/12/09	10735	OLMOS MARQUEZ	Ref002398205	08/11/09	UB Refund Cst #0000062834	12.71	12.71
2019671	08/26/09	00496	ONESOURCE DISTRIBUTORS LLC	S3153246001	08/04/09	MISC CIP SCADA PARTS	952.65	
				S3153246002	08/04/09	MISC CIP SCADA PARTS	300.30	1,252.95
2019484	08/12/09	06856	ORPAK USA INC	29727	07/17/09	FUEL SYSTEM UPGRADE WARRANTY	1,080.00	1,080.00
2019334	08/05/09	02334	OTAY LANDFILL	008293	07/15/09	WASTE DISPOSAL SERVICES	6,202.12	6,202.12
2019566	08/19/09	09945	OTAY MESA PROPERTY LP	001454	08/13/09	WORK ORDER REFUND D0446-010275	1,958.42	1,958.42
2019567	08/19/09	09945	OTAY MESA PROPERTY LP	001455	08/13/09	WORK ORDER REFUND D0446-010020	434.69	434.69
2019568	08/19/09	10824	OTAY TJ VENTURES LLC	001460	08/13/09	WORK ORDER REFUND D0406-000001	2,245.34	2,245.34
2019569	08/19/09	10824	OTAY TJ VENTURES LLC	001459	08/13/09	WORK ORDER REFUND D0406-000002	533.40	533.40
2019335	08/05/09	03101	OTAY WATER DISTRICT	Ben2398053	08/06/09	PAYROLL DEDUCTION - ASSN DUES	805.00	805.00
2019570	08/19/09	03101	OTAY WATER DISTRICT	Ben2398509	08/20/09	PAYROLL DEDUCTION - ASSN DUES	819.00	819.00
2019433	08/12/09	10734	PABLO DIAZ	Ref002398204	08/11/09	UB Refund Cst #0000062292	16.45	16.45
2019571	08/19/09	01002	PACIFIC PIPELINE SUPPLY	132904	07/20/09	INVENTORY	30,230.33	30,230.33

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2019672	08/26/09	05497	PAYPAL INC	4854064	07/31/09	ON-LINE PAYMENT SERVICES	493.70	493.70
2019336	08/05/09	03308	PBS&J	1049818	07/16/09	PROFESSIONAL CONSULTING SERVICES	27.26	27.26
2019572	08/19/09	03308	PBS&J	1050784	07/23/09	2009 MASTER PLAN UPDATE	19,696.00	20,188.00
				1050774	07/23/09	2009 MASTER PLAN UPDATE	492.00	
2019673	08/26/09	03308	PBS&J	1044110	05/20/09	2009 MASTER PLAN UPDATE	12,690.09	12,690.09
2019337	08/05/09	03649	PECK S HEAVY FRICTION INC	196508	07/13/09	REPAIR PARTS	50.57	50.57
2019434	08/12/09	10807	PEGGY TOMASELLO	Ref002398278	08/11/09	UB Refund Cst #0000147178	49.17	49.17
2019338	08/05/09	00227	PELL MELL SUPPLY	46181100	07/15/09	STAINLESS STEEL NUTS AND BOLTS	4,172.30	4,172.30
2019485	08/12/09	00227	PELL MELL SUPPLY	46213000	07/20/09	BOLTS FOR EFFLUENT METER	1,013.99	1,013.99
2019573	08/19/09	03790	PENHALL COMPANY	22601	07/24/09	FLAT SAW CUTTING SERVICES	200.00	200.00
2019339	08/05/09	00137	PETTY CASH CUSTODIAN	001417	08/04/09	PETTY CASH REIMBURSEMENT	194.47	194.47
2019574	08/19/09	00137	PETTY CASH CUSTODIAN	001461	08/18/09	PETTY CASH REIMBURSEMENT	554.94	554.94
2019575	08/19/09	05333	PITTMAN, TINA	001448	08/13/09	SAFETY BOOTS REIMBURSEMENT	79.01	79.01
2019674	08/26/09	05499	PRAXAIR DISTRIBUTION INC	33750439	07/20/09	WELDING SUPPLIES	440.25	440.25
2019675	08/26/09	10662	PROFESSIONAL MAINTENANCE	71172	08/01/09	JANITORIAL SERVICES	2,675.00	2,675.00
2019676	08/26/09	03237	PROGRESSIVE MAPPING	4233	06/04/09	INSTALLATION OF AUTODESK LICENSE MGR	858.75	858.75
2019340	08/05/09	06641	PRUDENTIAL OVERALL SUPPLY	30024648	07/16/09	ADMIN/OPS UNIFORMS	334.41	818.25
				30024647	07/16/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	148.79	
				30024649	07/16/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	109.80	
				30024291	07/15/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	94.96	
				30024650	07/16/09	ADMIN/OPS UNIFORMS	66.38	
				30024290	07/15/09	ADMIN/OPS UNIFORMS	63.91	
2019486	08/12/09	06641	PRUDENTIAL OVERALL SUPPLY	30026752	07/23/09	ADMIN/OPS UNIFORMS	336.41	801.41
				30026751	07/23/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	148.79	
				30026753	07/23/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	109.80	
				30026377	07/22/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	94.96	
				30026754	07/23/09	ADMIN/OPS UNIFORMS	58.96	
				30026376	07/22/09	ADMIN/OPS UNIFORMS	52.49	

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2019576	08/19/09	06641	PRUDENTIAL OVERALL SUPPLY	30028465	07/30/09	ADMIN/OPS UNIFORMS	326.93	800.53
				30028464	07/30/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	148.79	
				30028466	07/30/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	109.80	
				30028107	07/29/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	94.96	
				30028467	07/30/09	ADMIN/OPS UNIFORMS	67.56	
				30028106	07/29/09	ADMIN/OPS UNIFORMS	52.49	
2019677	08/26/09	06641	PRUDENTIAL OVERALL SUPPLY	30030164	08/06/09	ADMIN/OPS UNIFORMS	325.44	803.04
				30030163	08/06/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	148.79	
				30030165	08/06/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	109.80	
				30029793	08/05/09	ADMIN/OPS MATS, TOWELS AND SUPPLIES	94.96	
				30030166	08/06/09	ADMIN/OPS UNIFORMS	71.56	
				30029792	08/05/09	ADMIN/OPS UNIFORMS	52.49	
2019487	08/12/09	00078	PUBLIC EMPLOYEES RETIREMENT	Ben2398047	08/06/09	PERS CONTRIBUTIONS (POST TAX)	133,275.70	133,275.70
2019678	08/26/09	00078	PUBLIC EMPLOYEES RETIREMENT	Ben2398503	08/20/09	PERS CONTRIBUTIONS (POST TAX)	133,275.86	133,275.86
2019679	08/26/09	10294	QWIKPRINTS	092151647	08/03/09	FINGERPRINTING SERVICES	60.00	60.00
2019341	08/05/09	01342	R J SAFETY SUPPLY CO INC	26483001	07/14/09	SAFETY SUPPLIES	115.50	163.78
				26510300	07/15/09	WAREHOUSE SAFETY SUPPLIES	48.28	
2019488	08/12/09	01342	R J SAFETY SUPPLY CO INC	26516000	07/22/09	STRAW HATS	2,691.56	2,794.98
				26510301	07/21/09	WAREHOUSE SAFETY SUPPLIES	86.18	
				26510302	07/22/09	WAREHOUSE SAFETY SUPPLIES	17.24	
2019680	08/26/09	08331	RABO BANK NA	280214R	08/04/09	RETENTION FOR SPIESS CONSTRUCTION	10,771.36	10,771.36
2019435	08/12/09	10764	RAELENE CROWER	Ref002398234	08/11/09	UB Refund Cst #0000128058	37.55	37.55
2019342	08/05/09	02041	RBF CONSULTING	9060061	07/10/09	CIP P2009 - 36 INCH PIPELINE	32,100.00	32,100.00
2019681	08/26/09	06645	RELIABLE ELEVATOR INC	18117	08/01/09	ELEVATOR SERVICE & MAINTENANCE	430.00	430.00
2019489	08/12/09	00164	REXEL	800719070	07/21/09	THHN 12 GAUGE STRANDED COPPER WIRE	312.16	312.16
2019343	08/05/09	00521	RICK POST WELDING &	8530	07/10/09	WELDER/NOZZLE/WET TAP	1,190.00	1,640.00
				8533	07/10/09	WELDER/NOZZLE/WET TAP	450.00	
2019577	08/19/09	05113	ROCKWELL ENGINEERING	10986	07/29/09	PUMP REPAIR PARTS	7,801.65	7,801.65
2019682	08/26/09	10832	RODNEY SAUNDERS	RF006019228	08/24/09	RE-ISSUE UB REFUND	26.80	26.80
2019683	08/26/09	06412	ROMERO, TANYA	001479	08/24/09	TUITION REIMBURSEMENT	238.45	238.45

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2019436	08/12/09	10750	RONSON SHAMOUN	Ref002398220	08/11/09	UB Refund Cst #0000093002	29.00	29.00
2019490	08/12/09	00217	RW LITTLE CO INC	93448	07/17/09	POWDER COAT PARTS	350.00	
				93555	07/27/09	EFFLUENT METER REPLACEMENT	200.00	550.00
2019344	08/05/09	00362	RYAN HERCO PRODUCTS CORP	6644199	07/10/09	CPVC BALL VALVE 1"	57.44	57.44
2019345	08/05/09	09148	S&J SUPPLY COMPANY INC	084527	07/16/09	MAINTENANCE PARTS	230.02	230.02
2019578	08/19/09	09148	S&J SUPPLY COMPANY INC	084815	07/27/09	WAREHOUSE SUPPLIES	463.55	463.55
2019684	08/26/09	09148	S&J SUPPLY COMPANY INC	085204	08/04/09	VALVE REPLACEMENT	8,166.04	
				085205	08/04/09	A.Y. COUPLING COMP TO FLARE	483.94	8,649.98
2019437	08/12/09	10777	SABRINA FELIX	Ref002398247	08/11/09	UB Refund Cst #0000141997	31.05	31.05
2019438	08/12/09	10753	SACHARY NARANJO	Ref002398223	08/11/09	UB Refund Cst #0000122952	33.02	33.02
2019579	08/19/09	01170	SAN DIEGO COUNTY	6986	07/29/09	WATER CONSERVATION BOOKLETS	2,145.00	2,145.00
2019685	08/26/09	02586	SAN DIEGO COUNTY ASSESSOR	2009050	08/04/09	COUNTY ASSESSOR DATA	125.00	125.00
2019580	08/19/09	00003	SAN DIEGO COUNTY WATER	6972	07/28/09	SMART LANDSCAPE PROGRAM	1,530.00	1,530.00
2019581	08/19/09	00247	SAN DIEGO DAILY TRANSCRIPT	151365	07/27/09	BID ADVERTISEMENT	71.30	
				151363	07/27/09	BID ADVERTISEMENT	68.20	
				151368	07/27/09	BID ADVERTISEMENT	54.25	193.75
2019686	08/26/09	00247	SAN DIEGO DAILY TRANSCRIPT	152498	08/04/09	BID ADVERTISEMENT	54.25	
				152497	08/04/09	BID ADVERTISEMENT	54.25	
				152496	08/04/09	BID ADVERTISEMENT	54.25	162.75
2019582	08/19/09	03231	SAN DIEGO EAST COUNTY	001450	08/17/09	REGISTRATION FEES	100.00	100.00
2019346	08/05/09	00121	SAN DIEGO GAS & ELECTRIC	001407	07/29/09	UTILITY EXPENSES	71,500.04	
				001406	07/27/09	UTILITY EXPENSES	36,696.11	
				001409	07/26/09	UTILITY EXPENSES	11,323.85	
				001405	07/24/09	UTILITY EXPENSES	612.92	120,132.92
2019491	08/12/09	00121	SAN DIEGO GAS & ELECTRIC	001425	08/05/09	UTILITY EXPENSES	82,327.71	82,327.71
2019583	08/19/09	00121	SAN DIEGO GAS & ELECTRIC	001441	08/04/09	UTILITY EXPENSES	537.49	537.49
2019687	08/26/09	00121	SAN DIEGO GAS & ELECTRIC	001473	08/19/09	UTILITY EXPENSES	14,943.14	
				001481	08/19/09	UTILITY EXPENSES	65.27	15,008.41

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2019347	08/05/09	03809	SAN DIEGO NEIGHBORHOOD NEWS	02533347001	07/10/09	JOB POSTING	69.00	69.00
2019492	08/12/09	03809	SAN DIEGO NEIGHBORHOOD NEWS	02533487001	07/17/09	JAMACHA PIPELINE OPEN HOUSE AD	252.45	252.45
2019439	08/12/09	10765	SAN DIEGO REALTY INC	Ref002398235	08/11/09	UB Refund Cst #0000128203	37.83	37.83
2019440	08/12/09	10798	SAN DIEGO REALTY INC	Ref002398269	08/11/09	UB Refund Cst #0000146382	20.85	20.85
2019688	08/26/09	09339	SANGALANG, ALEX	001472	08/24/09	SAFETY BOOTS REIMBURSEMENT	97.85	97.85
2019348	08/05/09	00278	SAN-LO AERIAL SURVEYS	23082	07/15/09	AERIAL SURVEYS FOR PROJECT CIP R2077	8,000.00	8,000.00
2019689	08/26/09	05523	SARNO, ROM	001478	08/24/09	COMPUTER LOAN PROGRAM	1,311.91	1,311.91
2019690	08/26/09	09467	SCW CONTRACTING CORPORATION	5	08/04/09	1485-1 PUMP STATION REPLACEMENT	222,682.50	222,682.50
2019441	08/12/09	10786	SHANNON ELSTON	Ref002398257	08/11/09	UB Refund Cst #0000144641	20.85	20.85
2019493	08/12/09	00419	SHAPE PRODUCTS	141339	07/23/09	LABORATORY SUPPLIES	509.78	509.78
2019349	08/05/09	02291	SHIER AVIATION CORPORATION	00028883	07/10/09	AERIAL PHOTOGRAPHY SERVICES	507.05	507.05
2019350	08/05/09	05983	SIEMENS WATER	SLS30098768	07/16/09	STRANTROL 890 ORP SPECIAL FUSES	79.71	79.71
2019494	08/12/09	05983	SIEMENS WATER	2825245 2825244	07/22/09 07/22/09	COLUMN EXCHANGES COLUMN EXCHANGES	186.08 20.00	206.08
2019351	08/05/09	01691	SKILLPATH SEMINARS	9826178	06/24/09	REGISTRATION FEE	199.00	199.00
2019584	08/19/09	01691	SKILLPATH SEMINARS	9872269	08/05/09	SEMINAR REGISTRAION FEE	299.00	299.00
2019585	08/19/09	00258	SLOAN ELECTRIC COMPANY	014404	07/28/09	400 KW USED GENERATOR	57,541.00	57,541.00
2019495	08/12/09	02963	SOUTH COUNTY ECONOMIC	001427	08/10/09	MEMBERSHIP DUES	750.00	750.00
2019352	08/05/09	03103	SOUTHCOAST HEATING &	C40898	07/14/09	AIR CONDITIONING MAINTENANCE	908.00	908.00
2019353	08/05/09	06853	SOUTHERN CALIFORNIA SOIL	351491	07/15/09	ON CALL GEOTECHNICAL SERVICES	517.64	517.64
2019691	08/26/09	06853	SOUTHERN CALIFORNIA SOIL	351645	07/31/09	ON CALL GEOTECHNICAL SERVICES	3,786.58	3,786.58
2019354	08/05/09	03760	SPANKY'S PORTABLE SERVICES INC	815212	07/15/09	PORTABLE TOILET RENTAL	80.06	80.06
2019496	08/12/09	03760	SPANKY'S PORTABLE SERVICES INC	816179	07/23/09	PORTABLE TOILET RENTAL	98.25	98.25
2019692	08/26/09	03760	SPANKY'S PORTABLE SERVICES INC	817335	08/03/09	PORTABLE TOILET RENTAL	80.06	

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				816800	07/31/09	PORTABLE TOILET RENTAL	80.06	
				816801	07/31/09	PORTABLE TOILET RENTAL	80.06	
				816799	07/31/09	PORTABLE TOILET RENTAL	80.06	
				816798	07/31/09	PORTABLE TOILET RENTAL	80.06	400.30
2019497	08/12/09	09711	SPATIAL WAVE INC	1106450140	07/21/09	MAPPLET SOFTWARE UPGRADE	6,930.00	6,930.00
2019586	08/19/09	03516	SPECIAL DISTRICT RISK	GC3748	08/14/09	AUTO INSURANCE DEDUCTIBLE	1,000.00	1,000.00
2019693	08/26/09	00590	SPECIALTY SEALS & ACCESSORIES	27149	08/05/09	MECHANICAL SEAL	359.42	359.42
2019694	08/26/09	03184	SPIESS CONSTRUCTION CO INC	280214	08/04/09	P2191 - 850-4 RESERVOIR (CONSTRUCTION)	96,942.28	96,942.28
2019587	08/19/09	05968	STAPLES BUSINESS ADVANTAGE	3122817527		CREDIT	(107.66)	
				8013084046	07/25/09	RECORDS AND OFFICE SUPPLIES	249.22	141.56
2019695	08/26/09	05968	STAPLES BUSINESS ADVANTAGE	3122817531	08/01/09	OFFICE SUPPLIES	904.63	
				3122817532	08/01/09	TONER CARTRIDGE & DRUM KIT	278.31	1,182.94
2019355	08/05/09	06281	STATE DISBURSEMENT UNIT	Ben2398069	08/06/09	PAYROLL DEDUCTION	286.73	286.73
2019356	08/05/09	06299	STATE DISBURSEMENT UNIT	Ben2398057	08/06/09	PAYROLL DEDUCTION	237.69	237.69
2019357	08/05/09	06303	STATE DISBURSEMENT UNIT	Ben2398063	08/06/09	PAYROLL DEDUCTION	836.30	836.30
2019358	08/05/09	08533	STATE DISBURSEMENT UNIT	Ben2398061	08/06/09	PAYROLL DEDUCTION	841.01	841.01
2019588	08/19/09	06281	STATE DISBURSEMENT UNIT	Ben2398525	08/20/09	PAYROLL DEDUCTION	286.73	286.73
2019589	08/19/09	06299	STATE DISBURSEMENT UNIT	Ben2398513	08/20/09	PAYROLL DEDUCTION	237.69	237.69
2019590	08/19/09	06303	STATE DISBURSEMENT UNIT	Ben2398519	08/20/09	PAYROLL DEDUCTION	836.30	836.30
2019591	08/19/09	08533	STATE DISBURSEMENT UNIT	Ben2398517	08/20/09	PAYROLL DEDUCTION	841.01	841.01
2019359	08/05/09	02261	STATE STREET BANK & TRUST CO	Ben2398049	08/06/09	DEFERRED COMP PLAN	6,533.62	6,533.62
2019592	08/19/09	02261	STATE STREET BANK & TRUST CO	Ben2398505	08/20/09	DEFERRED COMP PLAN	6,504.30	6,504.30
2019442	08/12/09	10740	STEPHANIE HERNANDEZ	Ref002398210	08/11/09	UB Refund Cst #0000069764	54.88	54.88
2019593	08/19/09	10828	STEVEN GUZMAN	RF625362315	08/18/09	REFUND OF CUSTOMER OVER-PAYMENT	104.69	104.69
2019443	08/12/09	10815	SUKUT CONSTRUCTION	Ref002398286	08/11/09	UB Refund Cst #0000153719	674.38	674.38
2019444	08/12/09	10808	SUNSHINE REALTY	Ref002398279	08/11/09	UB Refund Cst #0000147192	64.70	64.70

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2019445	08/12/09	10805	SVSC HOLDINGS	Ref002398276	08/11/09	UB Refund Cst #0000146756	18.87	18.87
2019594	08/19/09	00408	SWEETWATER AUTHORITY	20090721	07/23/09	WATER SUPPLY STRATEGY COOP VENTURE	618.28	618.28
2019696	08/26/09	10835	SYLVIA LUA	RF209177917	08/26/09	REFUND ON UB ACCOUNT	197.47	197.47
2019697	08/26/09	10412	SYSTEM ID WAREHOUSE	6226460	07/24/09	SCANNING HARDWARE/SOFTWARE	8,508.00	8,508.00
2019498	08/12/09	02799	TARULLI TIRE INC - SAN DIEGO	20039260	07/15/09	TIRE SERVICE	166.48	166.48
2019595	08/19/09	02799	TARULLI TIRE INC - SAN DIEGO	20039483 20039456	07/30/09 07/28/09	TIRE SERVICE TIRE SERVICE	244.82 37.94	282.76
2019446	08/12/09	10782	TEAM TOWNSON	Ref002398252	08/11/09	UB Refund Cst #0000143153	61.97	61.97
2019447	08/12/09	10778	TERRA NOVA REALTY	Ref002398248	08/11/09	UB Refund Cst #0000142666	20.00	20.00
2019596	08/19/09	10719	THE TRAINING CONSORTIUM LLC	14868	07/27/09	MICROSOFT ALL ACCESS TRAINING	2,790.00	2,790.00
2019448	08/12/09	10774	THERESA RUBEY	Ref002398244	08/11/09	UB Refund Cst #0000140925	63.09	63.09
2019449	08/12/09	10769	THOMAS CARROLL	Ref002398239	08/11/09	UB Refund Cst #0000139860	41.05	41.05
2019597	08/19/09	09332	THOMAS KENNY	001456	08/13/09	WORK ORDER REFUND D0594-010246	743.96	743.96
2019450	08/12/09	10767	THOMAS KO	Ref002398237	08/11/09	UB Refund Cst #0000138983	21.99	21.99
2019598	08/19/09	04977	T-MOBILE	4150860450809	08/05/09	CELL PHONE & BLACKBERRY SERVICES	1,087.56	1,087.56
2019451	08/12/09	10743	TODD BAKER	Ref002398213	08/11/09	UB Refund Cst #0000079669	32.95	32.95
2019499	08/12/09	07936	TRACER ENVIRONMENTAL SCIENCES	219407	07/22/09	AQUEOUS AMMONIA SAFETY REVIEW	3,300.75	3,300.75
2019698	08/26/09	00427	UNDERGROUND SERVICE ALERT OF	720090454	08/01/09	UNDERGROUND TRENCH SERVICE ALERTS	328.50	328.50
2019360	08/05/09	03563	UNDERGROUND UTILITIES INC	076972	07/15/09	WATER METER BOX CLEANOUT MAINTENANCE	1,462.50	1,462.50
2019599	08/19/09	03563	UNDERGROUND UTILITIES INC	076977	07/24/09	WATER METER BOX CLEANOUT MAINTENANCE	1,667.25	1,667.25
2019500	08/12/09	00075	UNION TRIBUNE PUBLISHING CO	0010263595	07/07/09	JOB POSTING	299.00	299.00
2019600	08/19/09	00075	UNION TRIBUNE PUBLISHING CO	0010271697 0010270225 0010263369 0010271691	07/25/09 07/23/09 07/06/09 07/25/09	BID ADVERTISEMENT BID ADVERTISEMENT LEGAL ADVERTISEMENT BID ADVERTISEMENT	265.60 249.60 220.80 195.20	931.20

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2019501	08/12/09	08262	UNITED RENTALS NORTHWEST INC	82629282001	07/22/09	CONCRETE	160.95	160.95
2019361	08/05/09	05417	UNITED STATES DEPARTMENT	Ben2398065	08/06/09	PAYROLL DEDUCTION	100.00	100.00
2019601	08/19/09	05417	UNITED STATES DEPARTMENT	Ben2398521	08/20/09	PAYROLL DEDUCTION	100.00	100.00
2019602	08/19/09	00350	UNITED STATES POSTAL SERVICE	104339510709	07/20/09	REIMBURSE POSTAGE MACHINE	1,650.00	1,650.00
2019603	08/19/09	07662	UNITEDHEALTHCARE SPECIALTY	092300000106	08/19/09	BASIC LIFE/AD&D & SUPP LIFE INS	5,407.46	5,407.46
2019604	08/19/09	03212	UNUM LIFE INSURANCE	001468	08/18/09	SALARY CONTINUATION INSURANCE	6,915.97	6,915.97
2019502	08/12/09	07674	US BANK CORPORATE PAYMENT	001435 001432 001433 001431	07/22/09 07/22/09 07/22/09 07/22/09	DISTRICT EXPENSES DISTRICT EXPENSES DISTRICT EXPENSES DISTRICT EXPENSES	11,419.36 796.68 404.11 33.02	12,653.17
2019699	08/26/09	07674	US BANK CORPORATE PAYMENT	001477	07/22/09	DISTRICT EXPENSES	2,342.88	2,342.88
2019503	08/12/09	10667	USF FABRICATION INC	SLI8107533	07/22/09	PADLOCK RETROFIT KIT FOR CIP P2487	80.04	80.04
2019700	08/26/09	08028	VALLEY CONSTRUCTION MANAGEMEN	SD080210	07/31/09	AS-NEEDED CONSTRUCTION MGMT SVCS	13,320.00	13,320.00
2019362	08/05/09	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2398055	08/06/09	DEFERRED COMP PLAN	6,496.31	6,496.31
2019363	08/05/09	06414	VANTAGEPOINT TRANSFER AGENTS	Ben2398059	08/06/09	401A PLAN	975.59	975.59
2019605	08/19/09	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2398511	08/20/09	DEFERRED COMP PLAN	6,391.96	6,391.96
2019606	08/19/09	06414	VANTAGEPOINT TRANSFER AGENTS	Ben2398515	08/20/09	401A PLAN	975.59	975.59
2019504	08/12/09	03329	VERIZON WIRELESS	0782570360	08/11/09	WIRELESS DATA SERVICES	7,628.22	7,628.22
2019452	08/12/09	10671	WACHOVIA	Ref002398255	08/11/09	UB Refund Cst #0000144318	11.82	11.82
2019701	08/26/09	10340	WAGWORKS INC	76304	08/01/09	FLEXIBLE SPENDING ACCT ADMINISTRATION	602.40	602.40
2019505	08/12/09	07595	WALTERS WHOLESALE ELECTRIC CO	282514501 824522400	06/03/09 07/21/09	CUTLER HAMMER STARTER ELECTRICAL MATERIAL	3,806.25 449.41	4,255.66
2019364	08/05/09	02700	WATER CONSERVATION GARDEN	OTAY10910	07/15/09	OPERATING COSTS FOR WATER GARDEN	19,687.50	19,687.50
2019506	08/12/09	00215	WATER EDUCATION FOUNDATION	001428	08/04/09	ANNUAL SUBSCRIPTION RENEWAL	60.00	60.00
2019365	08/05/09	01343	WE GOT YA PEST CONTROL	55898	07/14/09	PEST CONTROL - BEE REMOVAL	115.00	115.00

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2019507	08/12/09	01343	WE GOT YA PEST CONTROL	55994	07/17/09	PEST CONTROL - BEE REMOVAL	115.00	
				55995	07/17/09	PEST CONTROL - BEE REMOVAL	115.00	
				55914	07/02/09	PEST CONTROL - BEE REMOVAL	115.00	345.00
2019366	08/05/09	10664	WEBSense INC	100017245	07/13/09	WEBSense EMAIL SECURITY	6,746.40	6,746.40
2019508	08/12/09	00190	WEST PAYMENT CENTER	818751383	07/20/09	LEGAL LIBRARY UPDATES	709.10	
				818539994	06/20/09	LEGAL LIBRARY UPDATES	342.63	1,051.73
2019453	08/12/09	10783	WESTERN DIRECT REALTY	Ref002398253	08/11/09	UB Refund Cst #0000143984	75.00	75.00
2019607	08/19/09	03131	WESTERN HOSE & GASKET	207539	07/24/09	FIRE HOSE	315.39	315.39
2019702	08/26/09	00125	WESTERN PUMP INC	0078872IN	07/31/09	APCD TESTING	400.00	400.00
2019608	08/19/09	03692	WESTIN ENGINEERING INC	33058	07/29/09	CIP P1210 - ASSET MANAGEMENT PLAN	15,499.01	15,499.01
2019609	08/19/09	01112	ZEP SALES & SERVICE	53336649	07/29/09	DEGREASER	191.82	191.82
2019454	08/12/09	10763	ZULEMA MALDONADO	Ref002398233	08/11/09	UB Refund Cst #0000128029	24.76	24.76
GRAND TOTAL							3,236,324.05	3,236,324.05