

OTAY WATER DISTRICT
BOARD OF DIRECTORS MEETING
DISTRICT BOARDROOM

2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CALIFORNIA

WEDNESDAY

April 2, 2008

3:30 P.M.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. 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
5. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 5, 2007

CONSENT CALENDAR

6. ITEMS TO BE ACTED UPON WITHOUT DISCUSSION, UNLESS A REQUEST IS MADE BY A MEMBER OF THE BOARD OR THE PUBLIC TO DISCUSS A PARTICULAR ITEM:
 - a) ADOPT ORDINANCE NO. 515 AMENDING CODE OF ORDINANCE SECTION 2, MANAGEMENT OF THE DISTRICT AND 4, PURCHASES AND PAYMENTS; AND ADOPT RESOLUTION NO. 4122 AMENDING CODE OF ORDINANCE POLICY NO. 7, CONDITIONS FOR INSTALLMENT OR DEFERRED PAYMENTS TO THE DISTRICT, AND POLICY 15, USE OF DISTRICT CREDIT CARDS, PETTY CASH, AND EXPENDITURES INVOLVING DISTRICT CREDIT
 - b) APPROVE AGREEMENT WITH CUYAMACA COLLEGE FOR THE INSTALLATION OF A SECOND WATER METER AND NEGOTIATE A PAYMENT PLAN FOR PAST UN-METERED WATER USE
 - c) ADOPT POSITIONS ON AB 983 AND PROPOSITIONS 98 AND 99

- d) APPROVE VEHICLE PURCHASES
- e) AWARD A CONSTRUCTION CONTRACT FOR THE PL-12 INCH UPSIZE AND REPLACEMENT PIPELINE PROJECTS TO ARRIETA CONSTRUCTION, INC. IN THE AMOUNT OF \$1,688,021.50
- f) AWARD A CONSTRUCTION CONTRACT TO NEWEST CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$267,900 FOR THE CONSTRUCTION OF THE CALAVO SEWER LIFT STATION
- g) APPROVE CHANGE ORDER NO. 2 TO THE EXISTING CONTRACT WITH INFRASTRUCTURE ENGINEERING CORPORATION FOR THE DESIGN OF THE 36-INCH PIPELINE, SAN DIEGO COUNTY WATER AUTHORITY OTAY FCF NO. 14 TO THE REGULATORY SITE PROJECT IN AN AMOUNT NOT TO EXCEED \$53,318
- h) APPROVE CHANGE ORDER NO. 1 TO THE EXISTING CONTRACT WITH ORTIZ CORPORATION FOR THE CONSTRUCTION OF THE OLIVE VISTA DRIVE UTILITY RELOCATION PROJECT IN THE AMOUNT NOT TO EXCEED \$65,845

ACTION ITEMS

7. INFORMATION TECHNOLOGY

- a) REVIEW OF PROPOSED STRATEGIC PLAN FOR FISCAL YEARS 2009-2011 (STEVENS)

8. BOARD

- a) DISCUSSION OF 2008 BOARD MEETING CALENDAR

INFORMATIONAL ITEMS

9. THESE ITEMS ARE PROVIDED TO THE BOARD FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS REQUIRED ON THE FOLLOWING AGENDA ITEMS.

- a) INFORMATIONAL REPORT ON THE PROJECTED OPERATING REVENUES AND EXPENSES THROUGH JUNE 30, 2008 (CUDLIP)
- b) REPORT ON METER SALES SLOWDOWN AND OTHER 2009 BUDGETARY CHALLENGES (STEVENS)
- c) UPDATE ON THE SAN DIEGO COUNTY WATER AUTHORITY'S TIJUANA RIVER VALLEY WETLANDS MITIGATION PROJECT (RIPPERGER/COBURN-BOYD)

REPORTS

- 10. GENERAL MANAGER'S REPORT
 - a) SAN DIEGO COUNTY WATER AUTHORITY UPDATE
- 11. DIRECTORS' REPORTS/REQUESTS
- 12. PRESIDENT'S REPORT
- 13. 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.

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 670-2280 at least 24 hours prior to the meeting.

Certification of Posting

I certify that on March 28, 2008, 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 March 28, 2008.



Connie Rathbone, Assistant District Secretary

AGENDA ITEM 5

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OTAY WATER DISTRICT December 5, 2007

1. The meeting was called to order by President Croucher at 3:32 p.m.

2. 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 Operations Manny Magana, General Counsel Bonifacio Garcia, 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, Finance Manager, Jim Cudlip, District Secretary Susan Cruz and others per attached list.

3. PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance a moment of silence was observed for former District Director Susan Price who passed away on November 23, 2007.

4. APPROVAL OF AGENDA

A motion was made by Director Lopez, 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 the agenda.

5. APPROVAL OF MINUTES

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

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

Abstain: None
Absent: None

to approve the minutes of the Joint Agency Board Meeting of July 20, 2007 and Special Board Meeting of September 25, 2007.

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

No one wished to be heard.

CONSENT CALENDAR

7. 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 Robak and carried with the following vote:

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

to approve the following consent calendar items and pulling agenda Item 6(f), APPROVE THE PROPOSED GROUND LEASE AND JOINT USE AGREEMENT WITH THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT FOR THE REGIONAL TRAINING CENTER AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT; and 6(g), APPROVE THE WATER SUPPLY ASSESSMENT REPORT FOR THE JUDD COMPANY OTAY CROSSINGS COMMERCE PARK AS REQUIRED BY SENATE BILL 610; for discussion:

- a) ADOPT RESOLUTION NO. 4114 TO EXPAND THE EMPLOYMENT PROCEDURES FOR FINGERPRINT, RECORD CHECKS, IDENTITY VERIFICATION AND DRIVING STANDARDS TO INCLUDE RECEIVING CRIMINAL CONVICTION INFORMATION FROM THE FEDERAL BUREAU OF INVESTIGATIONS
- b) ADOPT RESOLUTION NO. 4115 DESIGNATING SPECIFIC STAFF POSITIONS TO BE AUTHORIZED AS AGENTS TO COMMUNICATE WITH THE STATE OF CALIFORNIA, OFFICE OF EMERGENCY SERVICES ON THE DISTRICT'S BEHALF IN ALL MATTERS PERTAINING TO DISASTER ASSISTANCE

- c) ADOPT RESOLUTION NO. 4116 AMENDING POLICY NO. 8, DIRECTORS COMPENSATION, REIMBURSEMENT OF EXPENSES AND GROUP INSURANCE BENEFITS, AND POLICY 34, STAFF TRAVEL AND BUSINESS RELATED EXPENSES POLICY, REGARDING PER-DIEM MEAL ALLOWANCES DURING TRAVEL
- d) PRESENTATION OF DIRECTOR'S EXPENSES FOR THE 1ST QUARTER OF FISCAL YEAR 2008
- e) APPROVE AGREEMENT NO. 08-MU-35-0002 FOR PHASE 1 OF THE REGIONAL BRINE MANAGEMENT STUDY BETWEEN THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF RECLAMATION AND COOPERATING AGENCIES

The following Items, 6(f) and 6(g), were pulled from the consent calendar for discussion:

- f) APPROVE THE PROPOSED GROUND LEASE AND JOINT USE AGREEMENT WITH THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT FOR THE REGIONAL TRAINING CENTER AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT

President Croucher indicated that he is employed by the San Miguel Consolidated Fire Protection District and as there is a "remote interest" for him as an employee in participating in the discussion and approval of this item, he will be abstaining to avoid any conflict of interest. He turned the meeting over to Vice President Lopez who will preside over this item.

Vice President Lopez inquired if Director Robak had any particular questions he wished answered with regard to this item. Director Robak inquired if staff had a layout rendering of the training facility site. Civil Engineer Hussein Juyibari indicated that Exhibit C of staffs' report shows a conceptual drawing of the training facility site which shows the layout of the site which includes an office building with a conference room (approximately 3000+ sq. feet), a burn room, a strip mall for practice, an area for confined space training, etc. (reference Exhibit D). It was noted that Exhibit A shows the training sites location off of Campo Road in Rancho San Diego. Director Robak inquired about the access road to the facility. Mr. Juyibari indicated that the current access road would be utilized and would be widened by 24 feet and the road will be circular to and from the site.

Director Robak inquired if there are provisions in the lease document to involve other agencies in the future. General Manager Watton indicated that he believed that it was possible to add other agencies to the agreement.

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

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

to approve staffs' recommendation.

- g) APPROVE THE WATER SUPPLY ASSESSMENT REPORT FOR THE JUDD COMPANY OTAY CROSSINGS COMMERCE PARK AS REQUIRED BY SENATE BILL 610

President Croucher indicated that an item the committee discussed is assuring that the development utilized best management practices for water conservation. The developer did confirm by letter that they would follow best management practices for their project.

Director Breitfelder inquired why SB 210 did not apply to this project. It was discussed that SB 210 does not apply to this project as it is an industrial subdivision. SB 610 requires that the District do an assessment to assure that land use agencies and the water agencies are coordinating their efforts in planning for new development (the development has been in the planning documents since 1994) and planning for sufficient water supplies to meet the needs of the new development. The report also addresses the Delta and Colorado River issues. He stated that the District is complying with SB 610 by completing the assessment. He noted that SB 210 requires that the water purveyor go a step further and verify the water supply which only applies to residential developments.

It was indicated that it is expected that the development, when completed, would consume water equal to approximately 528 homes (average family home) or 300 acre feet. It was inquired how the law would interpret sufficiency. General Counsel Bonifacio Garcia noted that the law would review the District's judgment and determine how reasonable the evidence is for the conclusion. As long as the District's is being reasonable in its conclusion, it will be fine.

Director Robak inquired if the District factors in changes in planning for future projects. For example, there is a development within the District's service area that will change from industrial to residential which will create a more dense development. Staff indicated that the law requires that the District include only those land uses that are approved. It was noted that the District does know what is on the horizon, however, it cannot take action for those areas that are not approved by the Land Use Purveyor, which in this case is the City of San Diego.

It was indicated that the District does know the impact of the particular project mentioned by Director Robak and it will be relatively minor on demand, facilities and supplies.

President Croucher indicated that this project has been in the plans and has been expected for quite some time. He noted that one of the District's large users, Steele Canyon Golf Course, has moved to groundwater for its water needs and future developments, such as Los Montanyos and Home Capital have been changed to open space (the proposed developments will no longer be built). He stated that he felt the District is continuing to plan well and that the board could support this assessment especially since the developers are willing to utilize best management practices to conserve water at the development.

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

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

to approve the Water Supply Assessment Report for the Judd Company Otay Crossings Commerce Park as required by Senate Bill 610.

INFORMATION / ACTION ITEMS

8. ENGINEERING AND WATER OPERATIONS

a) FIRST QUARTER FISCAL YEAR 2008 CAPITAL IMPROVEMENT PROGRAM REPORT

Engineering Manager, Ron Ripperger, presented the Fiscal Year 2008 first Quarter CIP update which highlights the status of CIP expenditures, significant issues and progress milestones on major projects.

He noted that the Fiscal Year 2008 CIP consists of 75 projects totaling \$34.5 million. He indicated that the District's CIP is broken down into four categories:

• Capital Facility Projects	\$24,900,000
• Replacement/Renewal	\$ 6,700,000
• Capital Purchases	\$ 1,400,000
• Developer Reimbursements	<u>\$ 1,500,000</u>
TOTAL:	\$34,500,000

He stated that overall expenditures through the first quarter of Fiscal Year 2008 totaled approximately \$6.4 million, which is 18% of the District's target

expenditure through the first quarter. He noted that construction change orders remained very low at -.022%.

He presented a slide depicting a map showing the District's major CIP projects, their status and their location within the District's service area. He stated, of the fourteen projects in FY08, two are in the planning stage, five are in design, four in construction and three have been completed. He reviewed the status of the District's flagship projects which included the SR-905 Utility Relocations, Olive Vista Drive Utility Relocations and the 640-1&2 Reservoirs. He noted the progress on the agreement with the City of San Diego to acquire local treatment capacity. He indicated that negotiations have slowed with the City and staff is working with the City get negotiations back on track.

Engineering Manager Ripperger presented slides which provide the status of the various consultant contracts for planning, design, public services, construction/inspection and environmental. He also presented slides providing a listing of all CIP projects planned for Fiscal Year 2008 and the status of each.

President Croucher indicated that this item was presented to committee and the committee felt that it was important for the full board to be aware of how much work is being done in the capital projects and requested that staff present the information to the full board.

- a) APPROVE THE ENGAGEMENT LETTER FROM THE AUDITING FIRM OF TEAMAN, RAMIREZ & SMITH, INC. TO PROVIDE AUDIT SERVICES TO THE DISTRICT FOR FISCAL YEAR ENDING JUNE 30, 2008 (BEACHEM/CUDLIP)

Accounting Manager Jim Cudlip indicated that last month staff had presented the District's audited financial statements for Fiscal Year 2007 and received a "clean" audit. The management letter, internal control letter and a single audit of the District's federal grants were clean with no significant issues to report. He stated that the District's long range plan is to retain auditing firms for three to five years and staff is proposing that the District retain Teaman and Ramirez for an additional year to perform the Fiscal Year 2008 audit. This will be the fifth year that Teaman and Ramirez will be working with the District. He indicated that staff has discussed with the Finance, Administration and Communications Committee in detail that the firm has done an excellent job in assisting the District not only with its audited financials, but in also preparing the District's annual Comprehensive Annual Financial Report for Best Management Practices to be submitted to the Government Financial Officers Association. Accounting Manager Cudlip indicated that staff is very happy with their performance and would like to work with them an additional year.

President Croucher noted that the committee comments are noted in attachment A to staffs' report and asked if there were any comments or questions. Director

Robak indicated that Teaman and Ramirez did an excellent job on the audit and CAFR and the Finance and Administration Committee supports staffs' recommendation.

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

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

to approve staffs' recommendation.

- b) RECEIVE THE DISTRICT'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR ENDED JUNE 30, 2007 (BEACHEM/CUDLIP)

Accounting Manager Cudlip indicated that the CAFR is a great communication tool for the public as it details more background information concerning the District than the Audited Financials by themselves. The CAFR includes organizational and statistical charts that provide background information regarding the county as a whole and the District's customer and supplier base. He indicated that, the awards the District receives for its CAFR indicates that it is meeting Best Management Practices for financial reporting. He indicated that it is expected that the CAFR would be bound and ready for distribution next month. He stated that the presented version is in essence the submission with minor changes in verbiage and little more detail that the GFOA is looking for (such as additional details on the health benefits costs; the total will not change, but additional information will be included).

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

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

to receive the District's FY-2007 CAFR.

9. BOARD INFORMATION / ACTION ITEMS

- a) DISCUSSION OF 2008 BOARD MEETING CALENDAR

There were no changes to the Board meeting calendar.

President Croucher noted that he would be out-of-town on January 2, 2008 and will be unable to attend the board meeting scheduled on that day. He stated that he was fine with the board holding the meeting on that day. General Manager Watton suggested that the board may wish to move the meeting date as the first meeting in January is where the board elects officers. President Croucher requested that District Secretary Cruz contact the board to schedule a new date for the January meeting.

REPORTS

10. GENERAL MANAGER'S REPORT

General Manager Watton presented Assistant General Manager Magana with his five year service award. Assistant General Manager Magana indicated that of his 33 years of public service with four agencies, Otay was the top agency that he has worked for.

General Manager Watton noted that the tour of the 640 Reservoir has been scheduled on December 13, 2007. He stated that a couple directors will be attending the tour and if there are other directors interested to let him know.

He noted that the District has completed its enrollment meetings for the new health insurance plan. He indicated that both employees and retirees have completed their enrollment forms and the transition to the new program was moving along smoothly.

He stated that he believed many are aware of the 30% cutback to agricultural accounts. He stated that he had signed a couple letters which will be forwarded to the District's two agricultural customers. He noted that the District is involved in the program, but its impact to the District is small and represents approximately 70 to 80 acre feet.

General Manager Watton indicated that staff was working on the proposed Strategic Plan for Fiscal Years 2009 thru 2011 and Directors are either scheduled or are being scheduled to speak with Mr. Doug Spiers for their feedback on the proposed plan. He stated that the development process is very involved and he felt that it was moving along well.

He stated that staff is formulating a banking review procedure in response to an inquiry by Director Bonilla. The procedure will provide guidelines to insure that the District is maintaining quality banking services and expect that it will be presented at the next scheduled board meeting.

Assistant General Manager Magana shared with the board that the District was awarded the "2007 Honor Award" for its 30-inch Recycled Water Pipeline Project

from the American Public Works Association. He stated that the District's design consultant, Mr. Frank Biehl of Lee and Ro, was instrumental in submitting the application and staff is honored to present the award to the board.

General Manager Watton noted that the District's meter sales are very low (24 meters sold in October 2007). He noted that staff presented information on the slowed growth at the Special Board meeting held on October 9 and staff is monitoring the slowdown and is making modifications to the budget to reduce expenses and reviewing the CIP. It is felt the impact to the budget will be approximately \$1 million.

He noted that under the District's Title XVI Grant from the US Department of Interior Bureau of Reclamation, staff expects to receive a little over \$1 million of the \$12+ million grant the District was awarded. The District will also receive an additional \$100,000 that was originally earmarked for the City and Sweetwater Authority as they were a little late with their projects. He stated that staff will continue to work with the Bureau and Washington, D.C. to try and accelerate the District's collection of the outstanding grant money.

General Manager Watton pointed out that the District is down 13 accounts since September 2007 due primarily to foreclosures. He stated that, again, this will impact the budget and staff is preparing to address this issue. He stated that the District is seeing the stress of the economy due to the housing market.

11. SAN DIEGO COUNTY WATER AUTHORITY UPDATE

General Manager Watton indicated that much of CWA's actions last month were related to CIP service related contracts. He stated that tomorrow, there are two actions that will be controversial:

- CWA staff is proposing that the agency liability insurance be moved from ACWA-JPIA to SDRMA.
 - He noted that Otay had changed its insurance to SDRMA a few years ago and has been very happy with their service and rates. He stated that CWA is looking for that same level of service and cost savings.
- Two annexations will be discussed that will be very sensitive. The annexations are within the Helix and Lakeside water districts.

12. DIRECTORS' REPORTS/REQUESTS

Director Breitfelder indicated that the Conservation Action Committee would be meeting on December 10, 2007. He indicated that he attended the ACWA conference last month and that it was time well spent. He stated they discussed BMPs and the fact they are now mandatory. He indicated that he realized that it is important for the District to be involved in developing the BMPs for the future.

He stated that he also attended a session on climate change and how it relates to the law. He stated that it was felt that a lot of entities will try to implement changes of how water agencies do business without determining the extent to which water agencies affect climate change or if the agencies can make changes that would substantially affect the situation without prohibitive expense. He stated that Attorney General Brown will be making this issue one of his priorities. He also heard Assemblymember Mary Salas speak on the issue of Water Assessment Verifications. She stated that the legislature will be reviewing the process again and it is felt that they would be getting more challenging. He also asked staff to provide a report to the board on how funds received by the City for reservoir augmentation will affect the District.

Director Bonilla indicated that the newly elected Mayor of Tijuana had worked for CESPT, Tijuana's water agency. He also shared that the new administration of CESPT is interested in meeting with Otay. He stated that the District has met with CESPT every two to three years and that many of the newly elected government officials have water related backgrounds and he felt that there would be good opportunity to work together. He asked staff to coordinate a meeting with CESPT.

Director Lopez indicated that he too attended the ACWA conference and attended many of the same sessions that Director Breitfelder attended. He stated he was impressed with their goal to sensitize the public on water issues and to share information to help agencies respond to questions from their constituents. He stated he was very pleased with the knowledge and information that was provided at the conference.

Director Robak indicated that he too felt that the ACWA conference was very worthwhile attending. He stated that the Executive Director of the Urban Water Conservation Council, Chris Brown, discussed a rebate/voucher program for automatic irrigation rain sensor water shutoff devices that is provided in Texas. He stated that he felt it might be a good program for the District and that Mr. Brown would be sharing some information with him on the program. He shared that many cities and municipalities are banning bottled water and that the California Awareness Campaign sponsored by ACWA will be promoting reusable bottles and will sell them on their on-line store. He suggested, if there was a need, that the District consider providing reusable bottles as promotional items with the District's logo in place of bottled water. He noted that the ACWA closing breakfast included presentations from various General Managers of water districts affected by the fires and lessons they learned. He stated that the General Manager of Irvine indicated because of the high winds, embers were being blown through the vents of their facilities and one of their pump station's roof had caught fire and burned down. Director Robak indicated that he had shared this information with General Manager Watton and suggested that the District review its facilities. He also noted that he attended the recent WEF-Tec Conference held in San Diego and it was very impressive as they had quite a

large number of exhibitors (300+), much larger than ACWA with approximately 80 exhibitors. He indicated that he wished to submit for board consideration that the District become a member of WEF-Tec. He also indicated that *USA Today* will be at the Water Conservation Garden taking photos of an elementary school tour hosted by Otay employee, Ms. Pam Rega. *USA Today* will run the story in its Friday edition and will contrast the Cities of San Diego and Atlanta's response to water shortage. He lastly indicated that he agreed with Director Breitfelder's request for a report on reservoir augmentation for potable reuse.

13. PRESIDENT'S REPORT

President Croucher indicated that he also attended the ACWA event and found the discussions on the Proposition 1A, ERAF shifts very worthwhile and noted that though 1A has passed, the state still can borrow twice from agencies within a 10-year period. He stated that CSDA coordinated a meeting that included a representative from the Governor's office along with the CSDA legislative representative and he had received some worthwhile updates. He stated that the City of San Diego voted to override the veto on reservoir augmentation for potable reuse and he looked forward to staffs' update report. He indicated that the Regional Chamber of Commerce had a meeting in the City of San Diego with quite a few legislators in attendance and he commended the water agencies in their efforts to keep legislators informed on water issues as they seemed to be knowledgeable on such issues. He also noted that CWA was closing out the final environmental issues with Coachella and the American Canal Lining projects and the tunneling at Lake Hodges to connect it to the San Vicente Reservoir was finally moving along and tunneling has increased from 5 feet to 80 feet a day. He shared that CWA was now fluoridating the water they distribute.

RECESS TO CLOSED SESSION

14. CLOSED SESSION

The board recessed to closed session at 4:46 p.m. to discuss the following items:

- a) ANTICIPATED LITIGATION (GOVERNMENT CODE §54956.9)
MULTIPLE CASES RELATED TO THE FENTON BUSINESS CENTER
- b) PUBLIC EMPLOYEE PERFORMANC EVALUATION [GOVERNMENT CODE §54957.6

TITLE: GENERAL MANAGER

RETURN TO OPEN SESSION

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

The board reconvened from closed session at 5:36 p.m. General Counsel Bonifacio Garcia indicated that the board took no reportable actions in closed session.

16. ADJOURNMENT

With no further business to come before the Board, President Croucher adjourned the meeting at 5:36 p.m.

President

ATTEST:

District Secretary

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AGENDA ITEM 6a

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Stephen Dobra,  Purchasing Manager	W.O./G.F. NO:	DIV. NO. All
	Sean Prendergast,  Finance Supervisor		
APPROVED BY:	Rom Sarno, Chief, Administrative Services 		
(Chief)	Joe Beachem, Chief Finance Officer 		
APPROVED BY:	German Alvarez,  (Asst. GM): Assistant General Manager, Finance and Administration		
SUBJECT:	ADOPT ORDINANCE NO. 515 AND RESOLUTION NO. 4122 AMENDING CODE OF ORDINANCES SECTION 2 AND 4 AND POLICIES 7 AND 15, AND PURCHASING MANUAL		

GENERAL MANAGER'S RECOMMENDATION:

1) That the Board adopt:

a) Ordinance 515, amending Code of Ordinance

Section 2, Management of the District ("Attachment B"),
Section 4, Purchases and Payments ("Attachment C"),

b) Resolution 4122, amending Code of Ordinance

Policy #7, Conditions for Installment or Deferred Payments to
the District ("Attachment D"),
Policy #15, Use of District Credit Cards, Petty Cash, and
Expenditures Involving District
Credit ("Attachment E").

2) That the Board amend Section 13 of the District's Purchasing Manual as identified in "Attachment F" to reflect the changes to Board Policy #15, Use of District Credit Cards, Petty Cash, and Expenditures Involving District Credit related to the issuing and use of credit cards within the District.

COMMITTEE ACTION: _____

See "Attachment A".

PURPOSE:

To request that the Board amend Sections 2 and 4 and Policies 7 and 15 of the Code of Ordinance as presented in "Attachment B" through "Attachment E".

To request that the Board amend Section 13 of the District's Purchasing Manual as presented in "Attachment F" to reflect changes to Board Policy #15, Use of District Credit Cards, Petty Cash, and Expenditures involving District Credit related to the issuing and use of credit cards within the District.

ANALYSIS:

The District reviews and amends the Code of Ordinances and related policies from time to time to keep them current. A recent review of the Code of Ordinance has identified changes that are recommended to Section 2 (Management of the District), Section 4 (Purchases and Payments), Policy 7 (Conditions for Installment or Deferred Payment to the District), and Policy 15 (Use of District Credit Cards, Petty Cash, and Expenditures Involving District Credit).

Additionally, if the revised Policy 15 is adopted by the Board, the District's Purchasing Manual will need to be amended to reflect similar revisions.

Section 2 - Management of the District

Proposed changes to Section 2 reflect the District's desire to consolidate the General Manager's delegated authority under one section of the Code of Ordinance.

Language has been added to authorize the General Manager to promulgate policies and procedures necessary to increase the security of the District and provide means for adequate disclosure of conflicts of interest by employees.

Proposed revisions to the language concerning change orders have been incorporated. The proposed language consolidates the categories of change orders previously based on percentages, types and amount of the underlying contracts and provides that the general Manager may authorize cumulative change orders up to the amount authorized by the Board for the award of contracts without Board approval.

In addition, language has been added to this Section concerning the authority of the General Manager in connection with the acquisition and management of the District's easements, licenses, and other real property interests. The staff is working with the General Counsel to

develop consolidated language regarding the grant of licenses, easements or joint use easements to public entities and not-for-profit entities and, under limited conditions, licenses or access rights to private parties.

While the proposed amendments consolidates the majority of the General Manager's authority within Section 2, additional authority may be delegated to him elsewhere in the Code of Ordinance or through other Board action or policy at the discretion of the Board.

Section 4 - Purchases and Payments

Proposed changes to Section 4 reflect current practice related to the payment of invoices, clarify and simplify the use of petty cash, and make other minor changes related to grammar and clarification.

Specifically, changes to Section 4 accomplish the following:

- Exclude the purchase of real property, bringing the Code of Ordinance in line with the Purchasing Manual,
- Make changes that reflect current Accounts Payable practices,
- Authorize the General Manager to set the procedure and limits related to petty cash, and
- Correct language for conformity.

Policy 7 - Conditions for Installment or Deferred Payment to the District

Changes to Policy 7 are recommended to reflect the General Manager's contract/signatory authority. The proposed changes authorize the General Manager to negotiate and execute deferral agreements in an amount that does not exceed his/her delegated authority identified in Section 2, Management of the District, of the Code of Ordinance.

This policy is intended to provide general guidelines on the limited use of deferral agreements. It is the intention that deferrals be granted only in the case where the District's best interest is served. Deferrals will be considered only for Capacity and Annexation fees and are not for any costs that would be "out-of-pocket" for the District such as materials and labor. The District will not defer any of the CWA or MWD fees, or any other fees that are paid to another entity. These guidelines keep the District's risk of default to a minimum.

Additionally, changes to the policy reflect recent changes to the Code of Ordinance related to the General Manager's authority under emergencies.

Policy 15 - Use of District Credit Cards, Petty Cash, and Expenditures Involving District Credit

Changes to Policy 15 are proposed to clarify the District's practices related to issuance and use of credit cards and petty cash.

The recommended changes to paragraph 1 of Policy 15 are intended to reduce ambiguity and confusion by referencing the District's Purchasing Manual as the District's policy related to the issuance and use of credit cards.

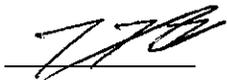
The recommended changes to paragraph 2 of Policy 15 are intended to align the Policy with the recommended changes to Section 4 of the Code of Ordinance (referenced above).

Purchasing Manual - Section 13

Changes to Section 13 of District's Purchasing Manual are intended to consolidate guidelines for the issuing and use of credit cards within the District. Specifically, language was added to:

- Authorize the General Manager to be issued and to authorize the issuance of credit cards,
- Define the Cal Card Program as the preferred credit card system, and
- Incorporate other changes required for clarification.

FISCAL IMPACT:



Approving the recommended changes to the Code of Ordinance and to the Purchasing Manual will have no negative fiscal impact.

STRATEGIC GOAL:

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

LEGAL IMPACT:

None



General Manager

Attachment A - Committee Action

Attachment B - Ordinance 515, amending Code of Ordinances with strikethrough copies of Section 2 and Section 4

- Attachment C - Resolution 4122, amending Code of Ordinances with strikethrough copies of Policy 7 and Policy 15
- Attachment D - Proposed Sections 2 & 4 of the Code of Ordinances (clean copies)
- Attachment E - Proposed Policies 7 & 15 of Code of Ordinances (clean copies)
- Attachment F - Section 13 of Purchasing Manual (clean and strikethrough copies)
- Attachment G - Proposed Amendments to the Code of Ordinances, Board Policies, and Purchasing Manual PowerPoint presentation



ATTACHMENT A

SUBJECT/PROJECT:	AMENDMENTS TO THE DISTRICT'S CODE OF ORDINANCE AND PURCHASING MANUAL
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COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on March 20, 2008. The following comments were made:

- It was indicated that staff reviews and amends the Code of Ordinances and related policies from time to time to keep them current. Staff has identified changes that are recommended to Section 2, Management of the District; Section 4, Purchase Payments; Policy 7, Conditions for Installment or Deferred Payment to the District; and Policy 15, Use of District Credit Cards, Petty Cash, and Expenditures Involving District Credit.
- Changes to Section 2 include:
 - Additional language to authorize the General Manager to promulgate policies and procedures to increase the security and adequate disclosure of conflicts of interest by employees.
 - Consolidates the General Manager's delegated authority under one section of the Code of Ordinances. For simplification purposes, the General Manager's authority was changed to \$50,000 across all categories of individual contracts including any change orders, management and acquisition of easements, deferral agreements, etc. It was noted that this has been the practice, but was not reflected in the code.
 - It was indicated that General Counsel is developing language to update Section 36, Water Easements and Section 56, Sewer Easements to reflect the changes with regard to the General Manager's authority.

- Changes to Section 4 include:
 - Excluding the purchase of real property to bring the Code of Ordinances in line with the Purchasing Manual.
 - Reflect current Accounts Payable practices.
 - Authorizes the General Manager to set the procedure and limits related to petty cash; and
 - Updates language for conformity.

- Changes to Board of Directors Policy 7 includes:
 - Reflects General Manager's contract signatory authority of \$50,000.
 - Authorizes the General Manager to negotiate and execute deferral agreements up to his signatory authority.
 - Provides general guidelines for deferral agreements.
 - Reflects recent changes to the Code of Ordinances related to the General Manager's signatory authority during emergencies.

- Changes to Board of Directors Policy 15 includes:
 - Clarifies the issuance and use of credit cards and petty cash.
 - References the Purchasing Manual as the District's controlling document for policies related to credit cards.
 - Aligns Policy 15 with Section 4 of the Code of Ordinances related to the General Manager's authority regarding petty cash.

- The committee discussed the CAL-Card program. It was noted that it is a state program and allows management of the District's credit cards through the ability to preset limits and identify purchases allowed by the card holder.

- It was noted that changes to Policy 7 were not due to the recession. However, the recession did bring to light that

the process for deferrals within the code needed to be clarified as the current language was very unclear. The District has executed one (1) deferral agreements with a total value of \$5,900. It was noted that deferral agreements are more for non-profits and not for individual homeowners or businesses. (i.e., A little league club had inherited land for their league. The land, however, unbeknownst to the league, had a temporary meter that metered the water for their fields and, thus, the league was paying temporary meter rates (twice the normal rate). The temporary meter was discovered when the little league inquired about their water bill. The league needed to purchase a permanent meter in order to reduce their water rates. They did not have the money upfront so the District allowed them to sign a deferral agreement so they may pay for the permanent meter overtime.)

- The committee requested that staff clarify the language regarding deferral agreements indicating that they are not meant for large businesses, developers, etc. and are intended more for small meters and non-profits as illustrated in the situation above.

The committee supported staffs' recommendation and presentation to the full board on the consent calendar.

ORDINANCE NO. 515

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
OTAY WATER DISTRICT AMENDING THE CODE OF
ORDINANCES SECTION 2, MANAGEMENT OF THE DISTRICT
AND SECTION 4, Purchases and Payments

BE IT ORDAINED by the Board of Directors of Otay Water
District that Section 2 and Section 4 shall be amended as
follows (strike-thru copies attached):

SECTION 2 MANAGEMENT OF THE DISTRICT

SECTION 2 MANAGEMENT OF THE DISTRICT

2.01 AUTHORITY OF THE GENERAL MANAGER

Pursuant to Sections 71362 and 71363 of the California
Water Code, and other applicable laws of the State of
California, the General Manager shall, subject to the approval
and direction of the Board of Directors, operate and manage the
affairs of the District. The General Manager shall have the
following specifically enumerated powers and authority:

A. To control the administration, maintenance, operation
and construction of the water and sewer systems and facilities
of the District in an efficient manner.

B. To employ and discharge all employees and assistants,
other than those referred to in Section 71340 of the California
Water Code, and to prescribe their duties and promulgate
specific rules and regulations for such employees and
assistants.

C. To promulgate policies and procedures necessary to
enhance the security of the District and increase the
transparency of District operations, including provisions for
the disclosure of conflicts of interest by employees.

D. To execute agreements, contracts, other documents, or
commitments on behalf of the District where the amount involved
does not exceed \$50,000, provided that Public Works Contracts
shall be awarded in compliance with applicable laws.

E. To approve change orders to agreements, contracts, or
other commitments on behalf of the District, so long as the
cumulative value of the approved change orders and the
underlying agreement, contract, or commitment does not exceed
the General Manager's signatory authority identified in Section
2.01-D above.

F. To approve plans, specifications, maps and agreements, and any other documents involving land development projects within the District.

G. To authorize the use of District Real Property by third parties if all the following conditions are met: (a) the consideration is less than the General Manager's authority; and (b) the proposed use consists of an easement, license, access permit or other use of a portion of the District Real Property that will not interfere with the existing or anticipated uses of the District Real Property for District purposes; and (c) either (i) the term of the proposed use is 10 years or less, or (ii) the entity proposing to use the District Real Property is a regulated utility, governmental entity or not-for profit organization. All uses of District Real Property not contemplated herein or specifically authorized in other sections of this Code of Ordinance shall be presented to the Board of Directors for consideration.

1. The General Manager may establish terms and conditions for the use of and access to District Real Property contemplated herein, including administrative charges.

2. The use of any District Real Property shall require consideration satisfactory to the General Manager, which may be monetary compensation in an amount equal to the fair market value of the proposed use plus an administrative charge or may be in the form of a real property interest or other equivalent compensation or use.

3. "District real property" means and includes real property and interests thereon, such as fee interests, easements, licenses and other such interests acquired for various District purposes including but not limited to the construction, operation, access or maintenance of pipelines or other facilities necessary or convenient to the full exercise of the District's powers.

H. To declare an emergency and, in such event, to have the additional powers specified in the District's emergency management plan, referred to as the National Incident Management System (NIMS), and below, pursuant to California Contract Code Section 22050. An emergency is a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services.

1. In a declared emergency, the General Manager may direct employees, take action to continue or restore service

capability, and execute any contracts for necessary equipment, services, or supplies directly related and required by the emergency. Notwithstanding the limits imposed in the prior paragraphs of this Section 2.01, or by any other policy or guideline of the District, in an emergency, the General Manager may award and execute contracts for goods, services, work, facility or improvement, without bidding and without regard to said limits, provided that the goods, services, work, facilities or improvements acquired or contracted for are of an urgent nature, directly and immediately required by the emergency. Any contract for goods or services with a value of more than \$250,000 shall be subject to ratification by the Board at its first regularly scheduled meeting following the declaration of the emergency to which the contract relates. Any contract for work, facilities or improvements with a value of more than \$500,000 shall be subject to ratification by the Board at its first regularly scheduled meeting following the declaration of the emergency to which the contract relates.

2. The General Manager shall report to the Board not later than 48 hours after the emergency action or at the next regularly scheduled meeting, whichever is earlier. The report shall include the details of the emergency and reasons justifying the actions taken, and provide an accounting of the funds expended or yet to be expended in connection with the emergency.

3. If the emergency action continues for seven days and a regularly scheduled meeting will not occur within 14 days from the day the emergency action was taken, the General Manager shall request that the Board review the emergency action and determine by formal action if the need to take emergency action continues.

4. At each regularly scheduled meeting following the declaration of an emergency the Board may, by formal action and pursuant to a vote as required by Section 22050 of the Public Contract Code, determine if there is a need to continue the emergency action. If the Board does not determine that the emergency continues, the power to operate under emergency conditions will terminate and any new work, goods or services not yet procured shall be contracted or acquired in accordance with applicable provisions of this Code.

2.02 ORDER OF SUCCESSION

When the General Manager is going to be absent from the District, the General Manager is authorized to designate an Asst. General Manager to act on his behalf and said person shall have the same authority as the General Manager. Any long-term vacancies (over 30 days) shall be filled by vote of the majority of the Board.

SECTION 4 PURCHASES AND PAYMENTS

4.01 PURCHASES OF PROPERTY OR SERVICES

With the exception of real property, all purchases shall be made in conformity with the District Purchasing Manual promulgated by the General Manager and approved by the Board.

4.02 PAYMENT OF INVOICES

Payments to suppliers shall be made only upon receipt of invoices satisfactory to the District staff with the proper purchase order numbers indicated thereon, when applicable. Invoices shall not be paid until the following documents are delivered to Accounts Payable for issuance of a check and payment is made in accordance with Chapter 3, Section 3.06 of the Code of Ordinance:

- A. Supplier's invoice, which shall be checked for purchase order number, where applicable, accuracy, and an appropriate signature for receipt of the goods or services.
- B. District purchase order, where applicable.
- C. Receiving document, where applicable.

4.03 PETTY CASH PURCHASE

Purchase of supplies and services may be made from petty cash funds in accordance with District Policy 15 of the Code of Ordinance.

4.04 PUBLIC WORKS CONTRACTS

All public works contracts shall be let in accordance with applicable provisions of the California Water Code and the District Purchasing Manual.

4.05 DISPOSAL OF SURPLUS PROPERTY

All property, real or personal, which has been declared surplus to the District's needs, shall be disposed of in accordance with the District Purchasing Manual or applicable statutes and laws.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Otay Water District at a regular meeting duly held this 2nd day of April, 2008, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

President

ATTEST:

District Secretary

CHAPTER 2 ADMINISTRATION OF THE DISTRICT

SECTION 2 MANAGEMENT OF THE DISTRICT

2.01 AUTHORITY OF THE GENERAL MANAGER

Pursuant to Sections 71362 and 71363 of the California Water Code, and other applicable laws of the State of California, the General Manager shall, subject to the approval and direction of the Board of Directors, operate and manage the affairs of the District. The General Manager shall have the following specifically enumerated powers and authority:

A. To control the administration, maintenance, operation and construction of the ~~waterworks~~ water and sewer systems and facilities of the District in an efficient manner.

B. To employ and discharge all employees and assistants, other than those referred to in Section 71340 of the California Water Code, and to prescribe their duties and promulgate specific rules and regulations for such employees and assistants.

C. To promulgate policies and procedures necessary to enhance the security of the District and increase the transparency of District operations, including provisions for the disclosure of conflicts of interest by employees.

~~CD. To execute agreements, contracts, other documents, or commitments on behalf of the District with a single vendor/contractor where the amount involved in such documents or commitments does not exceed \$50,000, provided that Public Works Contracts shall be awarded in compliance with applicable laws.~~

~~D. To award negotiated construction contracts of \$35,000 or less.~~

EE. To approve change orders to agreements, contracts, or other commitments on behalf of the District where the cumulative value of approved change orders for a single agreement, contract, or commitment does not exceed the General Manager's signatory authority identified in Section 2.01-D above.

~~To approve change orders on behalf of the District where:~~

~~1. For contracts under \$35,000, no single change order on the project exceeds \$10,000 and the cumulative amount of change orders on a single project does not exceed \$10,000 since a report on change orders was last made to the Board.~~

~~2. For contracts over \$35,000, where no single change order on a project exceeds \$50,000 or 30% of the original contract amount, whichever is less, and the cumulative amount of change orders on a single project does not exceed~~

~~\$50,000 or 30% of the original contract, whichever is less, since a report on change orders was last made to the Board.~~

F. To approve plans, specifications, maps and agreements, and any other documents involving land development projects within the District.

G. To authorize the use of District Real Property by third parties if all the following conditions are met: (a) the consideration is less than the General Manager's authority; and (b) the proposed use consists of an easement, license, access permit or other use of a portion of the District Real Property that will not interfere with the existing or anticipated uses of the District Real Property for District purposes; and (c) either (i) the term of the proposed use is 10 years or less, or (ii) the entity proposing to use the District Real Property is a regulated utility, governmental entity or not-for profit organization. All uses of District Real Property not contemplated herein or specifically authorized in other sections of this Code of Ordinance must be presented to the Board of Directors for consideration.

1. The General Manager may establish terms and conditions for the use of and access to District Real Property contemplated herein, including administrative charges.

2. The use of any District Real Property shall require consideration satisfactory to the General Manager, which may be monetary compensation in an amount equal to the fair market value of the proposed use plus an administrative charge or may be in the form of a real property interest or other equivalent compensation or use.

3. "District real property" means and includes real property and interests thereon, such as fee interests, easements, licenses and other such interests acquired for various District purposes including but not limited to the construction, operation, access or maintenance of pipelines or other facilities necessary or convenient to the full exercise of the District's powers.

~~G. To negotiate agreements on seasonal rates for reclaimed water when economically beneficial to the District. This may include waiving penalties, offering incentives or giving seasonal rates. Any agreements would be brought to the Board for appropriate action.~~

H. To declare an emergency and, in such event, to have the additional powers specified in the District's emergency management plan, referred to as the National Incident Management

System (NIMS), and below, pursuant to California Contract Code Section 22050. An emergency is a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services.

1. In a declared emergency, the General Manager may direct employees, take action to continue or restore service capability, and execute any contracts for necessary equipment, services, or supplies directly related and required by the emergency. Notwithstanding the limits imposed in the prior paragraphs of this Section 2.01, ~~Paragraphs C, D or E~~ or by any other policy or guideline of the District, in an emergency, the General Manager may award and execute contracts for goods, services, work, facility or improvement, without bidding and without regard to said limits, provided that the goods, services, work, facilities or improvements acquired or contracted for are of an urgent nature, directly and immediately required by the emergency. Any contract for goods or services with a value of more than \$250,000 shall be subject to ratification by the Board at its first regularly scheduled meeting following the declaration of the emergency to which the contract relates. Any contract for work, facilities or improvements with a value of more than \$500,000 shall be subject to ratification by the Board at its first regularly scheduled meeting following the declaration of the emergency to which the contract relates.

2. The General Manager shall report to the Board not later than 48 hours after the emergency action or at the next regularly scheduled meeting, whichever is earlier. The report shall include the details of the emergency and reasons justifying the actions taken, and provide an accounting of the funds expended or yet to be expended in connection with the emergency.

3. If the emergency action continues for seven days and a regularly scheduled meeting will not occur within 14 days from the day the emergency action was taken, the General Manager shall request that the Board review the emergency action and determine by formal action if the need to take emergency action continues.

4. At each regularly scheduled meeting following the declaration of an emergency the Board may, by formal action and pursuant to a vote as required by Section 22050 of the Public Contract Code, determine if there is a need to continue the emergency action. If the Board does not determine that the emergency continues, the power to operate under emergency conditions will terminate and any new work, goods or services not yet procured shall be contracted or acquired in accordance with applicable provisions of this Code.

2.02 ORDER OF SUCCESSION

When the General Manager is going to be absent from the District, the General Manager is authorized to designate an Asst. General Manager to act on his behalf and said person shall have the same authority as the General Manager. Any long-term vacancies (over 30 days) shall be filled by vote of the majority of the Board.

CHAPTER 4 PURCHASING

SECTION 4 PURCHASES AND PAYMENTS

4.01 PURCHASES OF PROPERTY OR SERVICES

~~W~~Purchase ~~with the exception of real property, of~~
~~property, equipment, supplies and services for the District~~
all purchases shall be made in conformity with the District
Purchasing Manual promulgated by the General Manager and
approved by the Board.

4.02 PAYMENT OF INVOICES

Payments to suppliers shall be made only upon receipt
of ~~an~~ invoices ~~satisfactory to the District staff~~ with the
proper purchase order numbers indicated thereon, when
applicable. ~~The voucher file~~ Invoices shall not be paid
until the following documents are delivered to ~~the~~
~~Controller~~ Accounts Payable for issuance of a check and
payment is made in accordance with Chapter 3, Section 3.06
of the Code of Ordinance:

- A. Supplier's invoice, which shall be checked for
purchase order number, ~~when~~ where applicable,
~~accuracy of computation~~, and an appropriate
signature for receipt of the goods or services.
- B. District purchase order, where applicable.
- C. ~~District~~ ~~Receiving mem~~ document, where
applicable.

4.03 PETTY CASH PURCHASE

Purchase of supplies and services may be made from
petty cash funds in accordance with District Policy 15 of
the Code of Ordinance without issuance of a purchase order
only upon the prior approval of the General Manager,
Controller, Personnel Manager, or their designees. ~~All~~
~~receipts or cash shall be promptly returned to the~~
~~Accounting Department.~~

4.04 PUBLIC WORKS CONSTRUCTION CONTRACTS

All public works contracts ~~for construction of public~~
~~works~~ shall be let in conformity accordance with applicable
provisions of the California Water Code and the District
Purchasing Manual.

4.05 DISPOSAL OF SURPLUS PROPERTY

All property, real or personal, which has been declared surplus to the District's ~~needs~~needs, shall be disposed of in ~~conformity~~accordance with the District Purchasing Manual or applicable statutes and laws. -

RESOLUTION NO. 4122

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
OTAY WATER DISTRICT
AMENDING POLICY NO. 7, CONDITIONS FOR
INSTALLMENT OR DEFERRED PAYMENTS TO THE
DISTRICT AND POLICY NO. 15, USE OF DISTRICT
CREDIT CARDS, PETTY CASH, AND EXPENDITURES
INVOLVING DISTRICT CREDIT

WHEREAS, staff routinely reviews and makes recommendations to update, revise and replace Board policies, in order to ensure that the policies are maintained to promote best management practices, and

WHEREAS, it has been determined that there is a need to amend Board of Directors Policy No. 7, Conditions for Installment or Deferred Payments to the District and Policy No. 15, Use of District Credit Cards, Petty Cash, and Expenditures Involving District Credit, to match current practices and recent changes to the Code of Ordinances and Purchasing Manual; and

WHEREAS, the changes will standardize the General Manager's signing authority so it is consistent with recent changes to the District's Code of Ordinances and Purchasing Manual; and

WHEREAS, the changes will also provide guidelines for deferral agreements and clarify the issuance and use of credit cards and petty cash; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Otay Water District that Policy Numbers 7 and 15 be amended as noted in the attached strike-thru copies of these policies.

BE IT FURTHER RESOLVED THAT the amended policies shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Otay Water District at a regular meeting held this 2nd day of April, 2008.

Ayes:
Noes:
Abstain:
Absent:

President

ATTEST:

Secretary

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
CONDITIONS FOR INSTALLMENT OR DEFERRED PAYMENTS TO THE DISTRICT	07	10/15/84	1/7/98

PURPOSE

To establish a policy regarding conditions for making installment or deferred payments to the District.

BACKGROUND

Occasionally the District receives requests to ~~permit~~ allow payment of certain ~~district fees or~~ connection charges ~~or other payments~~ on an installment or deferred basis. Approval of these agreements will occur in very limited circumstances where it is in the District's best interest that the agreement be made. In addition, if the District is to consider such requests, the District must not be in a position of risk of loss in the event of non-payment., arrangement for payment must assure that the District is protected in the transaction.

POLICY

The following procedures, terms and conditions shall apply to requests and arrangements for payment to the District on an installment or deferred basis:

1. Requests for installment or deferred payments shall be reviewed by the District ~~Staff~~. Each request shall indicate the terms desired with a maximum term of 12 months. The person or party making the request shall furnish all financial information or data deemed necessary by the ~~Staff District~~ to review the request.
2. The General Manager shall have authority to negotiate and execute deferral agreements with residential customers where the value of the agreement does not exceed the General Manager's signatory authority as established in Chapter 2, Section 2.01-D of the Code of Ordinance. Deferral agreements requested by non-residential customers shall be presented to the Board prior to execution.
~~In emergency situations, the General Manager is authorized to enter into a deferral agreement exceeding his/her authority to allow a customer to connect to the District system without the customer having paid the balance of the deferral agreement in full. The General Manager shall advise the Board of the deferral agreement at the next regularly scheduled Board meeting.~~
23. Where the value of the proposed agreement exceeds the General Manager's authority, After reviewing the request, the the

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
CONDITIONS FOR INSTALLMENT OR DEFERRED PAYMENTS TO THE DISTRICT	07	10/15/84	1/7/98

District ~~Staff~~ shall make a recommendation to the Board of Directors for approval or disapproval, with reasons for the recommendation. ~~If approval is recommended, the Staff District shall also recommend the terms and conditions that should apply.~~

4. In emergency situations, the General Manager is authorized to enter into a deferral agreement exceeding his/her authority to allow a customer to connect to the District's system. The General Manager shall submit all such deferral agreements to the Board for ratification at the next regularly scheduled Board meeting.

~~5. The General Manager shall advise the Board of all deferral agreements made at the next regularly scheduled Board meeting.~~

~~3. The Board of Directors will review the Staff recommendation and approve, modify, or deny the request.~~

564. A minimum down payment of ten percent (10%) of the total amount to be paid in installments or on a deferred basis is typically required and is nonrefundable.

~~5. The agreement shall require that if a party to a deferral agreement desires service to a unit prior to all installment payments being made, the balance in full for the EDU to be served shall be paid. In emergency situations, the General Manager is authorized to enter into a deferral agreement to allow a customer to connect to the District system without the customer having paid the balance of the deferral agreement in full. The General Manager shall advise the Board of the deferral agreement at the next regularly scheduled Board meeting.~~

676. The agreement shall require that any increases in rates, fees, or charges shall apply to all connections which have not been made at the time the increase is adopted, including but not limited to capacity fees, and annexation fees.

78. The only fees that will be considered for deferral are Otay Capacity Fees and Annexations fees. All labor and materials costs will not be considered for deferral as this would place the District in a position of risk in the event of default. In addition the District will not make arrangements for deferral of CWA or MWD fees collected by the District on behalf of other governmental entities. These fees must be paid prior to the execution of the agreement or payment

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
CONDITIONS FOR INSTALLMENT OR DEFERRED PAYMENTS TO THE DISTRICT	07	10/15/84	1/7/98

arrangements must be obtained from the CWA or MWD by the applicant.

~~789.~~ For each installment or deferred payment arrangement a promissory note, payable to the District, shall be executed to provide for terms of payment of the balance of principal due, with interest payable monthly at a rate equal to five percent (5%) per annum over the Federal Reserve Discount Rate. ~~The rate of interest shall be adjusted upward or downward at the end of each calendar quarter. The date to be used for establishment of the adjusted rate for the next quarter shall be the 25th day of the third month in each calendar quarter.~~

~~8910.~~ In addition to execution of a promissory note for the balance of the payment, the ~~Board of Directors~~District ~~may will consider requiring~~ security to guarantee payment of the promissory note, such as but not limited to, a letter of credit, performance bond, lien contract, certificate of deposit, or other security satisfactory to the District.

~~101.~~ An administrative fee for the establishment of a deferral agreement of \$500.00 will be charged for all such agreements.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT CREDIT CARDS, PETTY CASH, AND EXPENDITURES INVOLVING DISTRICT CREDIT	15	4/7/86	11/15/2000

PURPOSE

To prescribe rules and regulations for use of District credit cards, petty cash and expenditures involving District credit.

BACKGROUND

The General Manager may authorize the issuance of credit cards only for use in connection with approved District-related business. In addition, ~~certain~~ District employees may be authorized to make petty cash expenditures on behalf of the District.

POLICY

The following rules shall apply to the use of District credit cards, petty cash and expenditures involving District credit:

1. Credit Cards

a. The General Manager may be issued and may authorize bank credit cards to be issued to Department Heads, General Counsel, District employees and to District Board Secretaries. ~~No other District official or employee may be issued credit cards. The bank credit cards will shall be issued and be issued jointly in the names of both the authorized employee and the District and will be used only for approved District business in compliance with the District's Purchasing Manual and applicable statutes and laws.~~

~~b. Qualifying expenses shall be paid directly by the District and may include:~~

- ~~• Travel expenses such as lodging, meals and transportation;~~
- ~~• Meals associated with District business, such as luncheons for organizations of which the District is a member and meals with customers or consultants while conducting District business;~~
- ~~• Annual conferences and other such national, regional, state and local government groups, boards and committees of which employee serves as a member;~~
- ~~• Any other expense for which the District would normally take responsibility for paying, such as continuing professional development, seminars, and supplies.~~

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT CREDIT CARDS, PETTY CASH, AND EXPENDITURES INVOLVING DISTRICT CREDIT	15	4/7/86	11/15/2000

~~c. The District Secretary may charge expenses on behalf of the Board Members. The District Secretary shall not be personally responsible for charges made on behalf of Board Members' travel, hotel rooms and registration fees associated with District business.~~

~~d. The District will pay credit card charges after detailed receipts and a justification of each charge is submitted to the accounting department. Justification and receipts for any expenses shall be submitted monthly. No payment will be authorized for personal or unsubstantiated charges or for any charges the Chief Financial Officer determines were not legitimate District business expenses.~~

~~e. With General Manager approval, District credit card may be used to make capital purchases that are time-sensitive or urgent or where it is not feasible to go through the regular purchasing process.~~

~~f. The General Manager may issue gasoline credit cards. Gas credit cards shall be issued in the District's name and credit charges shall be paid directly by the District. Use of gasoline credit cards shall be for District vehicles only.~~

2. Petty Cash

a. District petty cash funds shall be used only for District expenses and purchases when due to time constraints it is not feasible to go through the purchasing process or anticipate the expense in advance. ~~On-going programs, such as Tuition Reimbursement, safety shoes, etc. may not be paid through petty cash. Expenses associated with overnight travel may not be paid through petty cash.~~

b. Petty cash, to the limit established by the General Manager, may be obtained from the District ~~business~~ Finance Department only upon completion of the proper form and approval of a ~~duly authorized supervisor.~~ By the General Manager or his/her designee shall approve requests for petty cash for Department Heads. Department Heads shall be authorized to approve reimbursement from petty cash for authorized purchases by ~~duly authorized supervisors.~~ At least

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT CREDIT CARDS, PETTY CASH, AND EXPENDITURES INVOLVING DISTRICT CREDIT	15	4/7/86	11/15/2000

~~annually, Department Heads shall provide a list of the names of persons they so authorize to make purchases.~~

- c. Cash advanced must be used or returned, where possible, during the business day for which it was requested, or in any event, not later than the next business day.
- d. Reconciliation of petty cash and expenditures must be made on the prescribed District form. Receipts for expenditures must accompany such reconciliation. Occasionally receipts may not be available; and, if so, such fact must be noted on the reconciliation form and the reason presented.
- e. Petty cash may be utilized to advance monies during _____ District emergencies.

CHAPTER 2 ADMINISTRATION OF THE DISTRICT

SECTION 2 MANAGEMENT OF THE DISTRICT2.01 AUTHORITY OF THE GENERAL MANAGER

Pursuant to Sections 71362 and 71363 of the California Water Code, and other applicable laws of the State of California, the General Manager shall, subject to the approval and direction of the Board of Directors, operate and manage the affairs of the District. The General Manager shall have the following specifically enumerated powers and authority:

A. To control the administration, maintenance, operation and construction of the water and sewer systems and facilities of the District in an efficient manner.

B. To employ and discharge all employees and assistants, other than those referred to in Section 71340 of the California Water Code, and to prescribe their duties and promulgate specific rules and regulations for such employees and assistants.

C. To promulgate policies and procedures necessary to enhance the security of the District and increase the transparency of District operations, including provisions for the disclosure of conflicts of interest by employees.

D. To execute agreements, contracts, other documents, or commitments on behalf of the District where the amount involved does not exceed \$50,000, provided that Public Works Contracts shall be awarded in compliance with applicable laws.

E. To approve change orders to agreements, contracts, or other commitments on behalf of the District, so long as the cumulative value of the approved change orders and the underlying agreement, contract, or commitment does not exceed the General Manager's signatory authority identified in Section 2.01-D above.

F. To approve plans, specifications, maps and agreements, and any other documents involving land development projects within the District.

G. To authorize the use of District Real Property by third parties if all the following conditions are met: (a) the consideration is less than the General Manager's authority; and (b) the proposed use consists of an easement, license, access permit or other use of a portion of the District Real Property that will not interfere with the existing or anticipated uses of the District Real Property for District purposes; and (c) either (i) the term of the proposed use is 10 years or less, or (ii) the entity proposing to use the District Real Property is a regulated utility, governmental entity or not-for profit organization. All uses of District Real Property not contemplated herein or

specifically authorized in other sections of this Code of Ordinance shall be presented to the Board of Directors for consideration.

1. The General Manager may establish terms and conditions for the use of and access to District Real Property contemplated herein, including administrative charges.

2. The use of any District Real Property shall require consideration satisfactory to the General Manager, which may be monetary compensation in an amount equal to the fair market value of the proposed use plus an administrative charge or may be in the form of a real property interest or other equivalent compensation or use.

3. "District real property" means and includes real property and interests thereon, such as fee interests, easements, licenses and other such interests acquired for various District purposes including but not limited to the construction, operation, access or maintenance of pipelines or other facilities necessary or convenient to the full exercise of the District's powers.

H. To declare an emergency and, in such event, to have the additional powers specified in the District's emergency management plan, referred to as the National Incident Management System (NIMS), and below, pursuant to California Contract Code Section 22050. An emergency is a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services.

1. In a declared emergency, the General Manager may direct employees, take action to continue or restore service capability, and execute any contracts for necessary equipment, services, or supplies directly related and required by the emergency. Notwithstanding the limits imposed in the prior paragraphs of this Section 2.01, or by any other policy or guideline of the District, in an emergency, the General Manager may award and execute contracts for goods, services, work, facility or improvement, without bidding and without regard to said limits, provided that the goods, services, work, facilities or improvements acquired or contracted for are of an urgent nature, directly and immediately required by the emergency. Any contract for goods or services with a value of more than \$250,000 shall be subject to ratification by the Board at its first regularly scheduled meeting following the declaration of the emergency to which the contract relates. Any contract for work, facilities or improvements with a value of more than \$500,000 shall be subject to ratification by the Board at its first regularly scheduled meeting following the declaration of the emergency to which the contract relates.

2. The General Manager shall report to the Board not later than 48 hours after the emergency action or at the next regularly scheduled meeting, whichever is earlier. The report shall include the details of the emergency and reasons justifying the actions taken, and provide an accounting of the funds expended or yet to be expended in connection with the emergency.

3. If the emergency action continues for seven days and a regularly scheduled meeting will not occur within 14 days from the day the emergency action was taken, the General Manager shall request that the Board review the emergency action and determine by formal action if the need to take emergency action continues.

4. At each regularly scheduled meeting following the declaration of an emergency the Board may, by formal action and pursuant to a vote as required by Section 22050 of the Public Contract Code, determine if there is a need to continue the emergency action. If the Board does not determine that the emergency continues, the power to operate under emergency conditions will terminate and any new work, goods or services not yet procured shall be contracted or acquired in accordance with applicable provisions of this Code.

2.02 ORDER OF SUCCESSION

When the General Manager is going to be absent from the District, the General Manager is authorized to designate an Asst. General Manager to act on his behalf and said person shall have the same authority as the General Manager. Any long-term vacancies (over 30 days) shall be filled by vote of the majority of the Board.

CHAPTER 4 PURCHASING

SECTION 4 PURCHASES AND PAYMENTS

4.01 PURCHASES OF PROPERTY OR SERVICES

With the exception of real property, all purchases shall be made in conformity with the District Purchasing Manual promulgated by the General Manager and approved by the Board.

4.02 PAYMENT OF INVOICES

Payments to suppliers shall be made only upon receipt of invoices satisfactory to the District staff with the proper purchase order numbers indicated thereon, when applicable. Invoices shall not be paid until the following documents are delivered to Accounts Payable for issuance of a check and payment is made in accordance with Chapter 3, Section 3.06 of the Code of Ordinance:

- A. Supplier's invoice, which shall be checked for purchase order number, where applicable, accuracy, and an appropriate signature for receipt of the goods or services.
- B. District purchase order, where applicable.
- C. Receiving document, where applicable.

4.03 PETTY CASH PURCHASE

Purchase of supplies and services may be made from petty cash funds in accordance with District Policy 15 of the Code of Ordinance.

4.04 PUBLIC WORKS CONTRACTS

All public works contracts shall be let in accordance with applicable provisions of the California Water Code and the District Purchasing Manual.

4.05 DISPOSAL OF SURPLUS PROPERTY

All property, real or personal, which has been declared surplus to the District's needs, shall be disposed of in accordance with the District Purchasing Manual or applicable statutes and laws.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
CONDITIONS FOR INSTALLMENT OR DEFERRED PAYMENTS TO THE DISTRICT	07	10/15/84	1/7/98

PURPOSE

To establish a policy regarding conditions for making installment or deferred payments to the District.

BACKGROUND

Occasionally the District receives requests to allow payment of certain connection charges on an installment or deferred basis. Approval of these agreements will occur in very limited circumstances where it is in the District's best interest that the agreement be made. In addition, if the District is to consider such requests, the District must not be in a position of risk of loss in the event of non-payment.

POLICY

The following procedures, terms and conditions shall apply to requests and arrangements for payment to the District on an installment or deferred basis:

1. Requests for installment or deferred payments shall be reviewed by the District. Each request shall indicate the terms desired with a maximum term of 12 months. The person or party making the request shall furnish all financial information or data deemed necessary by the District to review the request.
2. The General Manager shall have authority to negotiate and execute deferral agreements where the value of the agreement does not exceed the General Manager's signatory authority as established in Chapter 2, Section 2.01-D of the Code of Ordinance.
3. Where the value of the proposed agreement exceeds the General Manager's authority, the District shall make a recommendation to the Board of Directors for approval or disapproval, with reasons for the recommendation.
4. In emergency situations, the General Manager is authorized to enter into a deferral agreement exceeding his/her authority to allow a customer to connect to the District's system. The General Manager shall submit all such deferral agreements to

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
CONDITIONS FOR INSTALLMENT OR DEFERRED PAYMENTS TO THE DISTRICT	07	10/15/84	1/7/98

the Board for ratification at the next regularly scheduled Board meeting.

5. A minimum down payment of ten percent (10%) of the total amount to be paid in installments or on a deferred basis is required and is nonrefundable.
6. Any increases in rates, fees, or charges shall apply to all connections which have not been made at the time the increase is adopted, including but not limited to capacity fees and annexation fees.
7. The only fees that will be considered for deferral are Otay Capacity Fees and Annexations fees. All labor and materials costs will not be considered for deferral as this would place the District in a position of risk in the event of default. In addition the District will not make arrangements for deferral of fees collected by the District on behalf of other governmental entities. These fees must be paid prior to the execution of the agreement or payment arrangements must be obtained from the CWA or MWD by the applicant.
8. For each installment or deferred payment arrangement a promissory note, payable to the District, shall be executed to provide for terms of payment of the balance of principal due, with interest payable monthly at a rate equal to five percent (5%) per annum over the Federal Reserve Discount Rate.
9. In addition to execution of a promissory note for the balance of the payment, the District will consider requiring security to guarantee payment of the promissory note, such as but not limited to, a letter of credit, performance bond, lien contract, certificate of deposit, or other security satisfactory to the District.
10. An administrative fee for the establishment of a deferral agreement of \$500.00 will be charged for all such agreements.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT CREDIT CARDS, PETTY CASH, AND EXPENDITURES INVOLVING DISTRICT CREDIT	15	4/7/86	11/15/2000

PURPOSE

To prescribe rules and regulations for use of District credit cards, petty cash and expenditures involving District credit.

BACKGROUND

The General Manager may authorize the issuance of credit cards only for use in connection with approved District-related business. In addition, District employees may be authorized to make petty cash expenditures on behalf of the District.

POLICY

The following rules shall apply to the use of District credit cards, petty cash and expenditures involving District credit:

1. Credit Cards

- a. The General Manager may be issued and may authorize credit cards to be issued to District employees and to District Board Secretaries. Credit cards shall be issued and used in compliance with the District's Purchasing Manual and applicable statutes and laws.

2. Petty Cash

- a. District petty cash funds shall be used for the convenience of the operation of the District.
- b. Petty cash, to the limit established by the General Manager, may be obtained from the District Finance Department only upon completion of the proper form and approval by the General Manager or his/her designee.
- c. Cash advanced must be used or returned as soon as practical, but not later than 15 days from date issued.
- d. Reconciliation of petty cash and expenditures must be made on the prescribed District form. Receipts for expenditures must accompany such reconciliation. Occasionally receipts may not be available; and, if so,

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT CREDIT CARDS, PETTY CASH, AND EXPENDITURES INVOLVING DISTRICT CREDIT	15	4/7/86	11/15/2000

such fact must be noted on the reconciliation form and the reason presented.

- e. Petty cash may be utilized to advance monies during District emergencies.

Section 13 –Credit Cards

13.0 PURPOSE:

To provide procedures and guidelines for the issuing and use of credit cards and for the administration of the Cal-Card Program within the District.

13.1 GUIDELINES:

- a. The General Manager is authorized to be issued and to issue credit cards and to establish revolving credit accounts with vendors where it is in the best interest of the District, in accordance with applicable statutes and laws.
- b. Where feasible, the issuing of credit cards shall be through the State of California Cal Card Program.
- c. Use of credit cards shall be limited to appropriate purchases as defined herein.
- d. Purchases utilizing credit cards shall be made in accordance with this policy and established purchasing procedures and guidelines as defined in the District's Purchasing Manual. This includes, but is not limited to complying with the District's requirements related to authorization and pricing/ bidding.
- e. The intent of utilizing credit cards, and in particular Cal-Card credit cards, is to:
 1. Reduce costs associated with the accounts payable function,
 2. Reduce payment time to District suppliers,
 3. Provide a means to take advantage of time sensitive price discounts,
 4. Enhance District operations and reduce cost,
 5. Reduce dependency on petty cash disbursements,
 6. Provide for expedient purchases during emergencies.

13.2 DEFINITIONS:

- a. Cal-Card Program: A system developed by the State of California (under Governor Wilson's Executive Order W-73-94) designed to facilitate public credit card purchases up to \$50,000.
- b. I.M.P.A.C. Government Services (IMPAC): Credit Card provider contracted with the State of California, through a Master Service Agreement, to provide Visa Credit Card service; maintain master file and account for each card holder; send monthly statements to each cardholder, approving official, and agency or district accounting office.
- c. District Representative: The District's contact person for program and accounting office functions; determines which District personnel receives cards; establishes card limits

including purchase restrictions; establishes District's procedures and guidelines for participation in the Cal-Card Program.

- d. Cardholder: Person(s) designated by the District's Representative as being authorized to make purchases using credit cards and/or the Cal-Card Program within District procedures and guidelines.
- e. Approving Official: Person(s) designated by the District's Representative to review, approve, and/or certify monthly cardholder billing statements and adherence to District purchasing and budgetary procedures; forwards monthly statements to the District's accounting office.
- f. Accounting Office Representative: Person designated within the District to receive and process credit card statements and documentation.
- g. Credit Card Limit: The transaction and spending limit established by the District Representative for a Cardholder.

13.3 PROCEDURE:

Purchases made utilizing credit cards and/or Cal-Cards shall comply with the District's requirements, guidelines and procedures as defined within the District's Purchasing Manual.

13.4 APPROPRIATE PURCHASES:

- a. The General Manager or his/her designee shall determine which goods and services are appropriate for purchase using credit cards and may, in the best interest of the District, restrict where, when and how credit cards are utilized. The value of a purchase made using credit cards is limited to the signatory authority of the General Manager and must be categorized as one of the following:
 - 1. Exempt from the requirement of a purchase order/contract,
 - 2. Made under the auspices of a blanket purchase order,
 - 3. Documented and approved in a form approved by the General Manager,
 - 4. Made under an emergency declared by authority of the General Manager.

13.5 RESPONSIBILITIES UNDER THE CAL CARD PROGRAM:

13.5.1 District's Representative:

- a. The General Manager or his/her designee is the District's Representative relative to the Cal-Card program.
- b. The District's Representative shall be responsible, for:

1. Completion and processing of State required documentation for participation in the Cal-Card program,
2. Establishment of credit card limits (Credit card limits shall not exceed the purchasing authority of the General Manager as granted by the Board of Directors and those limits established by the General Manager under his/her Signatory Authority Delegation Schedule),
3. Identification of Cardholders, Approving Officials, and Accounting Office Representative,
4. Overseeing of the Cal-Card Program within the District,
5. Insuring adherence to the District's purchasing policies, procedures and practice.

13.5.2 Cardholder:

- a. The Cardholder shall be responsible for:
 1. Adhering to the procedures and guidelines set herein,
 2. Reviewing his/her monthly statements for accuracy,
 3. Retaining, reconciling, and attaching sales slips and, when applicable, approved requisitions to his/her monthly statement,
 4. Providing and documenting account code information on monthly statements by transaction,
 5. Submitting his/her reconciled statement, with attachments, to his/her Approving Official in a timely manner.

13.5.3 Approving Official:

- a. The Approving Official shall be responsible for:
 1. Adhering to the procedures and guidelines set herein,
 2. Reviewing and approving for payment the monthly statements for those cardholders under his/her supervision,
 3. Insuring that all information required for payment, including account coding, of monthly statements is provided to the Finance Department,
 4. Requesting additional documentation if necessary,
 5. Forwarding all statements to the Finance Department in a timely manner.

13.5.4 Finance Department Representative:

- a. The Finance Department Representative shall be responsible for:
 1. Adhering to the procedures and guidelines set herein,
 2. Receiving consolidated monthly statements,
 3. Receiving reconciled statements from Approving Officials,
 4. Reconciling statements in accordance with District procedures and policies governing the accounts payable function.

Section 13 – ~~Cal-Card~~ Credit Cards

13.0 PURPOSE:

To provide procedures and guidelines for the issuing and use of credit cards and for the administration of standardized use of the Cal-Card credit card program (Cal-Card) within the District.

13.1 GUIDELINES:

- a. The General Manager is authorized to be issued and to issue credit cards and to establish revolving credit accounts with vendors where it is in the best interest of the District, in accordance with applicable statutes and laws.
- b. Where feasible, the issuing of credit cards shall be through the State of California Cal Card Program.
- ~~a.c.~~ Use of ~~Cal-Card~~ credit cards shall be limited to appropriate purchases as defined herein.
- ~~b.d.~~ Purchases utilizing ~~Cal-Card~~ credit cards shall be made in accordance with this policy and established purchasing procedures and guidelines as defined in the District's Purchasing Manual. This includes, but is not limited to complying with the District's requirements related to authorization and pricing/ bidding.
- ~~e.e.~~ The intent of utilizing credit cards, and in particular Cal-Card credit cards, is to:
 1. Reduce costs associated with the accounts payable function,
 2. Reduce payment time to District suppliers,
 3. Provide a means to take advantage of time sensitive price discounts,
 4. Enhance District operations and reduce cost,
 5. Reduce dependency on petty cash disbursements,
 6. Provide for expedient purchases during emergencies.

13.2 DEFINITIONS:

- a. Cal-Card Program: A system developed by the State of California (under Governor Wilson's Executive Order W-73-94) designed to facilitate public credit card purchases up to \$50,000.
- b. I.M.P.A.C. Government Services (IMPAC): Credit Card provider contracted with the State of California, through a Master Service Agreement, to provide Visa Credit Card service; maintain master file and account for each card holder; send monthly statements to each cardholder, approving official, and agency or district accounting office.
- c. District Representative: The District's contact person for program and accounting office functions; determines which District personnel receives cards; establishes card limits

including purchase restrictions; establishes District's procedures and guidelines for participation in the Cal-Card Program.

- d. Cardholder: Person(s) designated by the District's Representative as being authorized to make purchases using credit cards and/or the Cal-Card Program within District procedures and guidelines.
- e. Approving Official: Person(s) designated by the District's Representative to review, approve, and/or certify monthly cardholder billing statements and adherence to District purchasing and budgetary procedures; forwards monthly statements to the District's accounting office.
- f. Accounting Office Representative: Person designated within the District to receive and process credit card statements and documentation.
- g. Credit Card Limit: The transaction and spending limit established by the District Representative for a Cardholder.

13.3 PROCEDURE:

Purchases made utilizing credit cards and/or Cal-Cards shall comply with the District's requirements, guidelines and procedures as defined within the District's Purchasing Manual.

13.4 APPROPRIATE PURCHASES:

- a. The General Manager or his/her designee shall determine which goods and services are appropriate for purchase using Cal-Card credit cards and may, in the best interest of the District, restrict where, when and how the Cal-Card is credit cards are utilized. The value of a purchase made using Cal-Card credit cards is limited to the signatory authority of the General Manager and must be categorized as one of the following:
 - 1. Exempt from the requirement of a purchase order/contract,
 - 2. Made under the auspices of a blanket purchase order,
 - 3. Documented and approved in a form approved by the General Manager,
 - 4. Made under an emergency declared by authority of the General Manager.

13.5 RESPONSIBILITIES UNDER THE CAL CARD PROGRAM:

13.5.1 District's Representative:

- a. The General Manager or his/her designee is the District's Representative relative to the Cal-Card program.
- b. The District's Representative shall be responsible, for:

1. Completion and processing of State required documentation for participation in the Cal-Card program,
2. Establishment of credit card limits (Credit card limits shall not exceed the purchasing authority of the General Manager as granted by the Board of Directors and those limits established by the General Manager under his/her Signatory Authority Delegation Schedule),
3. Identification of Cardholders, Approving Officials, and Accounting Office Representative,
4. Overseeing of the Cal-Card Program within the District,
5. Insuring adherence to the District's purchasing policies, procedures and practice.

13.5.2 Cardholder:

- a. The Cardholder shall be responsible for:
 1. Adhering to the procedures and guidelines set herein,
 2. Reviewing his/her monthly statements for accuracy,
 3. Retaining, reconciling, and attaching sales slips and, when applicable, approved requisitions to his/her monthly statement,
 4. Providing and documenting account code information on monthly statements by transaction,
 5. Submitting his/her reconciled statement, with attachments, to his/her Approving Official in a timely manner.

13.5.3 Approving Official:

- a. The Approving Official shall be responsible for:
 1. Adhering to the procedures and guidelines set herein,
 2. Reviewing and approving for payment the monthly statements for those cardholders under his/her supervision,
 3. Insuring that all information required for payment, including account coding, of monthly statements is provided to the Finance Department,
 4. Requesting additional documentation if necessary,
 5. Forwarding all statements to the Finance Department in a timely manner.

13.5.4 Finance Department Representative:

- a. The Finance Department Representative shall be responsible for:
 1. Adhering to the procedures and guidelines set herein,
 2. Receiving consolidated monthly statements,
 3. Receiving reconciled statements from Approving Officials,
 4. Reconciling statements in accordance with District procedures and policies governing the accounts payable function.

**PROPOSED AMENDMENTS TO THE
CODE OF ORDINANCE, BOARD
POLICIES, AND PURCHASING
MANUAL**

**FINANCE , ADMINISTRATION AND COMMUNICATIONS
COMMITTEE MEETING
MARCH 20, 2008**

The District reviews Code of Ordinance and Policies and as needed recommends changes.

This presentation will cover proposed changes to:

- Section 2 – Management of the District.
- Section 4 – Purchases and Payments.
- Policy 7 – Conditions for Installment or Deferred Payment to the District.
- Policy 15 – Use of District Credit Cards, Petty Cash and Expenditures Involving District Credit.
- Changes to Section 13 of the District's Purchasing Manual.

Proposed Changes to Section 2 Management of the District

- **Proposed changes are recommended to:**
 - Authorize the General Manager to promulgate policies to increase security and adequate disclosure of conflicts of interest.
 - Modify the General Manager's change order authority.
 - Consolidate categories.
 - Standardize change order authority to level authorized for contracts.
 - Provide the General Manager authority related to acquisition and management of easements, licenses and other real property interests.
 - District with General Counsel is developing language to update Section 36 (water easements) and Section 56 (sewer easements) of the Code of Ordinance to reflect the proposed changes.

Proposed Changes to Section 4 Purchases and Payments

- **Proposed changes are intended to :**
 - Exclude the purchase of real property to bring Code of Ordinance in line with Purchasing Manual.
 - Reflect current Accounts Payable practice.
 - Authorize General Manager to set limits and procedures related to petty cash.
 - Correct language for conformity.

Proposed Changes to Policy 7 Deferral Agreements and Installment Payments

- **Proposed changes are recommended to :**
 - Reflect General Manager's contract signatory authority.
 - Authorize General Manager to negotiate and execute deferral agreements up to his/her signatory authority.
 - Provide general guidelines for deferral agreements.
 - Reflect recent changes to Code of Ordinance related to General Manager's emergency authority.

Proposed Changes to Policy 15
Use of District Credit Cards and Petty Cash

- **Proposed changes are recommended to :**
 - Clarify the issuance and use of credit cards and petty cash.
 - Reference the Purchasing manual as the District's policy related to credit cards.
 - Align Policy 15 with Section 4 of the Code of Ordinance related to the General Manager's authority regarding petty cash.

Proposed Changes to Purchasing Manual Section 13

- **Proposed changes are recommended to :**
 - Clarify the policies and guidelines for the use of credit cards within the District.
 - Define the Cal-Card Program as the District's preferred credit card system.

Recommended Actions

- **That the Board adopt:**
 - **Ordinance 515** amending Section 2 (Management of the District) and Section 4 (Purchases and Payments).
 - **Resolution 4122** amending Policy 7 (Conditions for Installment or Deferred Payments to the District) and Policy 15 (Use of District Credit Cards, Petty Cash, and Expenditures Involving District Credit).
- **That the Board amend Section 13 of the District's Purchasing Manual to reflect changes to Board Policy 15.**

Questions?



AGENDA ITEM 6b

STAFF REPORT

TYPE MEETING:	Board Meeting	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Pedro Porras Chief of Operations 	W.O./G.F. NO:	DIV. NO. 5
APPROVED BY: (Chief)			
APPROVED BY: (Asst. GM):	Manny Magaña  Assistant General Manager of Engineering and Operations		
SUBJECT:	Fire Service Meter / Cuyamaca College Agreement		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (OWD) Board authorizes the General Manager to enter into an agreement with Cuyamaca College (College District) for the installation of a second water meter and negotiate a plan of payment for just un-metered water used.

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

This Agreement concerning metered service is entered into by and between the OWD and the Grossmont-Cuyamaca Community College District, a Community College District organized and existing under the laws of the State of California. The agreement set forth certain understandings of the parties in connection with, and the terms and conditions for, the installation of a second water meter at College District and compensation due to OWD for previous water consumption that was not metered.

ANALYSIS:

The College District is served through a compound meter located on the west side of the campus, which supplies water to the north and west portions of the campus. This compound meter can measure flows to the athletic field, an additional all purpose field, several buildings, and most of the green areas of the campus. It is also capable of measuring all water use from fire hydrants located in the north and west area of the campus. The College District also has a 10-inch fire service located on the east side of the campus, near the intersection of Fury Lane and Rancho San Diego Parkway. This service line is not metered.

After receiving the required Fire Service Backflow Test Reports for College District, OWD's Lead Meter Maintenance/Cross-Connection Worker, went out to the College District to verify some of the information provided. During her field investigation it was noted that there was water flowing through the 10-inch fire service on Fury Lane. Further investigation indicated water usages thru the fire service. It was discovered that two of the newer campus buildings; The One Stop Student Center, the Day Care building, and a multi-use field were being supplied un-metered water through the fire service.

Staff immediately contacted David Sutter, Cuyamaca College Facilities Coordinator Administrative Services, and asked him what information he had on the water services to these sites. According to Mr. Sutter, the College District was under the impression that the water service to these sites was being metered.

On Saturday, August 11, 2007, with the help of College District representatives, the existing compound potable meter feeding the College District was temporarily shut down so that the College District could replace some of their valves on campus. While the meter was shut down and the line feeding the College District was being drained, Meter Shop personnel, in conjunction with Dave Sutter, were able to do an on-site investigation to determine if any buildings or facilities were being fed potable water from the 10-inch fire service in question. This 10-inch line is dedicated strictly for fire protection and should only be feeding on-site hydrants and fire sprinklers inside the buildings. Because the 10-inch fire service is intended for fire protection only, it is un-metered.

From our investigation we were able to determine that the 10-inch fire service was not only supplying hydrants and fire sprinklers as intended, but it also confirmed that potable domestic service was being provided to three other key areas. During the investigation we did not find anything to indicate that the 10-inch fire service and the existing metered services were interconnected. We have discussed our findings with Dave Sutter and he agrees with our assessment.

In recognizing that it is not feasible to design and install a new pipeline to disconnect all existing services and reconnect them to the new pipeline, we all agreed that the most practical solution to this problem is to install a meter in the existing fire service. This will allow measuring the consumptions of the existing buildings and thus quantifying retroactively previous uses. Staff was also able to identify that the College District has already paid the capacity fee for the existing compound meter and that these new facilities water uses are already included in the existing meter capacity, therefore no additional capacity fees would be needed to be collected for the new meter.

On November 14, 2007, Operations staff, met with Dale R. Switzer, Director, Facilities Planning and Development of Grossmont-Cuyamaca Community College District and David Sutter, Facilities Coordinator Administrative Services also from Cuyamaca. The meeting was held at the College District, and Staff presented them with a written proposed action plan to remedy the College District's un-metered water uses and set the basis for the installation agreement. The proposal presented included the following items:

- The most practical and economical way to resolve this matter is to install a compound ten-inch meter upstream of the fire service backflow. The best meter type for this application is a Badger ten-inch compound meter Model FSAA-01. The cost of the actual meter is \$11,877, plus tax. Installation will be performed by OWD forces, and the College District shall be responsible for the total cost, which includes material and installation, estimated to be \$60,126.
- The College District had the choice to pursue the purchase of all material and installation of the proposed ten-inch meter; however, the College District will have to pay for OWD forces to perform the wet tap, and for the inspection, for a total amount estimated to be \$6,316. The College District chose to have our forces do the entire installation.
- OWD will continue to charge the College District monthly for water used from the existing meter and will also charge the College District for water used on the new meter.
- Six months of records from the new meter will be used in conjunction with years of records from the existing meter to estimate water used from the day the College District facilities were occupied in the summer of 2001.
- The College District could negotiate to enter into a new arrangement for payment, such as monthly payments, for the water previously used.

Mr. Switzer stated that this is a reasonable approach. Mr. Switzer has submitted a written response stating he agrees with the proposed concept.

OWD staff and College District staff have worked on this matter for several months to arrive at this solution that is reasonable for all concerned. Through this process and other issues of interest to the College District and OWD, our staff has a very cordial and close relationship.

FISCAL IMPACT:

~~779~~

The complete labor and material cost for the installation of the new meter is estimated at \$60,126, College District will pay the full actual cost.

After evaluation of the facilities served by the un-metered fire service, OWD staff estimated that, over the period of use, the amount owing by the College District could be in excess of \$450,000. As stated above, the water use will be monitored and using that history an amount and terms of re-payment will be negotiated with the College District.

STRATEGIC GOAL:

- 3.2.307 Billing Accuracy
- 3.1.302 Meter Reading Accuracy
- 3.3.316 Districtuion System Water Loss

LEGAL IMPACT:

None.



General Manager

- Attachments: Attachment A
Attachment B
Attachment C



ATTACHMENT A

SUBJECT/PROJECT:

Fire Service Meter / Cuyamaca College Agreement

COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on March 20, 2008. The following comments were made:

- Staff is requesting authorization for the General Manager to enter into an agreement with Cuyamaca College for the installation of a second water meter and to negotiate an agreement for a payment plan.
- It was noted that Cuyamaca College's water service was originally measured through a meter installed on the west side of the campus. In 1999 a fire service line was installed on the east side of the campus near Fury Lane and Rancho San Diego Parkway. In 2001, Cuyamaca College built a Child Care Center and a One Stop Registration/Office Building hooking their water service to the fire line, not realizing that the line was unmetered. The college has been receiving water free of cost through the fire line since 2001.
- The hook up was found by a new employee who was double checking contractor figures on fire service backflow devices. When the employee checked the college's fire service, she noted that there was water flowing through the college's fire service line. The District contacted Cuyamaca immediately and worked with college staff to determine a solution to the connection.
- It was determined that installing a meter in the existing fire service line was the most practical solution rather than designing and installing a new pipeline which would be very costly for the college. Cuyamaca College has agreed to pay for the installation of the meter and for the water they have used since 2001. District staff will handle the installation of the meter and the College will pay the full cost including labor and material.
- It was noted that Cuyamaca has already paid the capacity fee for the original meter and that the new facility's

water use was already included in the existing meter capacity. Thus, no additional capacity fees will be collected for the new meter.

- Staff will utilize the water metered through the new meter to determine the consumption of the auditorium and two other key areas since 2001.
- At the time staffs' report was drafted, staff estimated that the cost of the water consumed since 2001 could be in excess of \$450,000. Upon further review, immediately prior the committee meeting, staff estimates the cost to be between \$250,000 to \$300,000.

The committee supported staffs' recommendation and presentation to the full board on the consent calendar.

ATTACHMENT B

AGREEMENT

Concerning Metered Service at Cuyamaca College (Second Meter Installation)

THIS Agreement Concerning Metered Service (“Agreement”) is entered into by and between the Otay Water District (“OWD”), a municipal water district formed and existing pursuant to the provisions of the Municipal Water District Law of 1911, commencing with Section 71000 of the Water Code of the State of California, as amended, and the Grossmont-Cuyamaca Community College District (“College District”), a Community College District organized and existing under the laws of the State of California, to set forth certain understandings of the parties in connection with, and the terms and conditions for, the installation of a second water meter at Cuyamaca College (defined below) and compensation due to OWD for previous water consumption that was not metered. The OWD and College District are sometimes collectively referred to herein as the “Parties” or individually as a “Party.”

RECITALS

The College District’s campus generally known as Cuyamaca College, located at 900 Rancho San Diego Parkway, El Cajon, California 92019 (“Cuyamaca College”), is served through a compound meter located on the west side of the campus (“West Meter”), which supplies water to the north and west portions of the campus.

During the summer of 2001 several facilities were placed into operation in the south and east side of the campus and are receiving water from a un-meter pipeline. The Parties propose to install a new meter on the east side of the Cuyamaca College near the intersection of Fury Lane and Rancho San Diego Parkway to serve the east and south side of the campus.

AGREEMENT

Now, therefore, in consideration of the promises and agreements herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Term and Termination of Agreement

A. Term. This Agreement contemplates two separate termination dates with respect to the two different matters covered hereunder. However, this Agreement will remain in effect until (i) the expiration of the last of the two terms described below; or (ii) the early termination of this Agreement as described in paragraph 1.B, below; provided that, certain terms and clauses of this Agreement, identified below, will survive the termination hereof and will expire only upon satisfaction thereof. The “Term” of this Agreement consists of the following:

- (1) With respect to the installation of the water meter provided for herein, the term of this Agreement (the “Meter Term”) shall commence upon execution by both Parties and shall terminate only on the later of (i) the date on which OWD receives final payment for the Second Meter (as defined below) and all costs and charges related to the

installation thereto, or (ii) the date of acceptance by the College District of the installed water meter.

- (2) With respect to the payment due to OWD for previous un-metered water consumption at Cuyamaca College, the term of this Agreement shall commence upon execution by both Parties and shall terminate upon acceptance by OWD of the final payment for the un-metered water, all as provided herein (the "Water Payment Term" and, together with the Meter Term, the "Term").

B. Early Termination

This Agreement may be terminated by either party prior to the expiration of the Term upon a material breach of this Agreement by the other party; provided that the College District's obligation to pay for the purchase and installation of the Second Meter and for the un-metered water shall not terminate until payment in full is made to the satisfaction of OWD. It is agreed that the other party shall have twenty (20) days to cure any material default before the effective date of termination of the Agreement.

2. College District Obligations and Rights

A. Payment for Meter Purchase and Meter Installation

The College District shall pay to OWD the full cost for material and installation of a new meter, currently estimated at \$60,126.00, which costs shall be paid as follows:

- (1) Within thirty (30) days of the execution of this Agreement by the College District, the College District shall pay to OWD (i) the then current cost for the required badger meter, currently the amount of \$11,807.24 (consisting of \$10,958.00 price plus \$849.24 in tax), for a Badger 10-inch/6-inch compound meter, Model FSAA-01 and related appurtenances (the "Second Meter"); and (ii) the amount of \$25,000, constituting a portion of the estimated cost of the installation services to be provided by OWD.
- (2) Within thirty (30) days of receipt of an invoice from OWD for the remainder of the installation services relating to the Second Meter, the College District shall pay to OWD the amount specified in the invoice.

B. Site Access and Easements

Installation Access. The College District hereby grants to OWD access to such facilities, grounds, and sites as necessary for OWD, or its contractor, to properly install the Second Meter, at such dates and times as OWD deems reasonably necessary to complete the work.

Meter Installation, Operation and Maintenance Easement. During the Term hereof and at all times while the Second Meter is used to measure water consumed at Cuyamaca College, College District agrees to provide OWD with unrestricted access to the Second Meter and related facilities for inspection, maintenance, repair or replacement, as deemed necessary or desirable by

OWD. The terms of such access and the rights of the Parties with respect to the easements required for the installation and operation of the Second Meter and the facilities appurtenant are set forth on the form of easement attached to this Agreement as **Attachment A** (the "Easement"). The Easement will be executed by the Parties in substantially the form attached hereto concurrently with the execution of this Agreement.

C. Payment for Past Water Use

The Parties agree that for a period of time commencing on June 1, 2001, Cuyamaca College has used water from water system facilities intended for emergency use only (the "Un-metered Water"). The Parties agree that the installation of the Second Meter pursuant to this Agreement will resolve this problem on a forward-going basis.

The College District acknowledges that it must compensate OWD for the Un-metered Water consumed prior to the installation of the Second Meter. The Parties agree to estimate such Un-metered Water use as follows:

- i. The first six (6) months' of water consumption measured on the Second Meter, commencing with the date on which the Second Meter begins to provide water service to Cuyamaca College, will be recorded.
- ii. All available years of water consumption by Cuyamaca College at the meters located on the West side of the campus will be plotted to determine an average annual use curve for water consumed at Cuyamaca College;
- iii. The average annual water use curve for the West meter will be compared with an actual six month period of consumption at the West Meter to determine the monthly increments between the average curve and the actual consumption curve at the West Meter.
- iv. These monthly increments from the West Meter will be used to determine an average annual water consumption curve for the Second Meter, which will be used to determine the average consumption volume per year. The per year volume will be used to estimate the Un-metered water consumption per month from June 1, 2001 to the date the Second Meter becomes operational.
- v. A per unit cost, based on the annual water rate charged by OWD to customers of the same classification, plus other fees and charges, will be applied to the monthly water consumption estimated in the manner provided in sub-paragraphs i through iv, above. The per unit cost will be computed as follows:

Per Unit Cost = Per Unit Charges + Monthly Base Fee + Overuse Surcharge Per Unit

- a. Per Unit Charges = Water \$2.06, North District \$.08, Pressure Zone \$.136
- b. Monthly Base Fee = System \$456.60, Infrastructure Access \$300.30
- c. Overuse Surcharge Per Unit (if any) =

- i. 0-3450 units no charge
 - ii. 3451-8000 units, surcharge = \$.04/unit
 - iii. 8001 units or more, surcharge = \$.06/unit
- vi. The per unit cost will be multiplied by the monthly consumption to yield a monthly invoice for each month that water was consumed without been metered.

The Parties agree that the total amount due, as calculated based on the methodology described above, will be invoiced by OWD as soon as possible after the sixth month of operation of the Second Meter. College District will either pay the amount due for un-metered water consumption, in full, within thirty (30) days, or will contact OWD within ten (10) days, of the date of the invoice to make arrangements to pay in installment payments in accordance with any terms or conditions typically imposed by OWD for such arrangements, with a repayment term of not more than one year.

The Parties agree that a disproportionate decrease in water consumption from the Second Meter during the initial six (6) month period used to calculate Un-metered Water use would invalidate the proposed methodology. Therefore, the College District and Cuyamaca College agree that any conservation measures implemented during any period of time overlapping said six (6) month period, will be applied equally to both the West Meter and the Second Meter. Furthermore, the Parties agree that, at any time within the first two (2) years of operation of the Second Meter, the OWD may select a different time period to recalculate the Un-metered Water consumption using the methodology described above. If the recalculation results on water charges more than ten percent (10%) higher than the charges calculated hereunder, the Parties will re-calculate the charges and the College District will pay the difference to OWD within thirty (30) days of the date a revised invoice is issued.

3. OWD Obligations and Rights

A. Meter Installation

OWD shall install the Second Meter and any required service laterals to connect Cuyamaca College's existing water service system to the Second Meter, at the location(s) specified and depicted on **Attachment A** to this Agreement. **Attachment A** is hereby incorporated into this Agreement as if fully set forth herein. OWD may use its own employees to perform the installation or may assign this work to a subcontractor. If OWD assigns the work to a subcontractor, OWD shall remain responsible for completion of the installation of the Second Meter in accordance with industry practice.

B. Invoices for Payment for Installation

Upon execution of this Agreement, OWD shall submit an invoice to the College District for payment of the installation work, applicable taxes, administrative fees, if any, less any amounts paid by Cuyamaca College for installation work pursuant to Section 2, above.

C. Invoices for Payment of Un-metered Water Usage

Upon calculation of the total amount due for Un-metered Water consumption, as provided in Section 2.C, above, OWD shall submit to College District, an invoice for the Un-metered Water consumed at Cuyamaca College.

D. Rights in the event of Non-payment

If College District fails to make any payments contemplated herein, when due, OWD may, upon twenty (20) days prior written notice to College District: (i) terminate this Agreement; (ii) terminate or suspend any and all service to Cuyamaca College; and/or (iii) take any other action OWD deems necessary to enforce any of its rights under applicable law or equity.

4. General Conditions

A. Notices

Unless otherwise specified in this Agreement, notices and any other information required to be provided by one party to the other under this Agreement may be sent by first-class U.S. mail, express delivery service, or facsimile transmission to the following:

To the College District:

Grossmont-Cuyamaca Community College District
8800 Grossmont College Drive
El Cajon, CA 92020
Facsimile Number: (619) 644-7911
Attn: Dale R. Switzer, Senior Director of Facilities Planning and Development

To OWD:

Otay Water District
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978
Facsimile Number: (619) 660-0829
Attn: Mark Watton, General Manager

Notice shall be deemed served as of the date of deposit or transmission, respectively. The time in which response to any notice must be given shall be extended by five (5) days if the notice was sent by U.S. mail and by two (2) days if sent by express delivery service. Either party may, by virtue of written notice in compliance with this section, alter or change the address or the identity of the person to whom any notice, or copy thereof, is to be sent.

B. Dispute Resolution

1. Mandatory Arbitration

The Parties agree that any and all unresolved disputes or controversies arising out of, or allegations of breach of, this Agreement, including any allegations of fraud in the inducement to

this Agreement, shall be resolved through final and binding arbitration, and judgment on the award rendered by the Arbitrator(s) may be entered into any court having jurisdiction thereof. The Parties agree that such arbitration shall be the exclusive remedy for alleged breaches of this Agreement and any allegations of fraud in the inducement to this Agreement.

2. Arbitration Rules

Arbitrations of disputes under this Agreement shall be conducted by submitting the matter to the American Arbitration Association. Arbitrations shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association. An aggrieved party must submit a request for arbitration within ninety (90) calendar days of the date of the alleged breach, or the breach shall be deemed waived by that party.

C. Indemnification

The College District agrees to hold harmless, indemnify, and defend OWD, its Board of Directors, and its agents, officers, employees and insurers, and each of them, from and against any and all liability, claims, actions, and losses caused by or arising from the negligent or intentional acts or omissions of College District or its Board of Directors, agents, officers, employees or volunteers in connection with or arising from OWD's performance under this Agreement including but not limited to property damage and personal injury resulting therefrom. The College District's duty to indemnify under this section shall be limited to the extent of OWD's comparative fault, as determined by a trier of fact or by agreement of the Parties.

This provision and the obligations contemplated herein shall survive the expiration or early termination of this Agreement.

D. Disclaimer of Liability

The College District owns, operates and maintains the system of pipelines and facilities that convey water to the different buildings within Cuyamaca College from the West meter and, due to the misconnection, from the fire service. It is agreed and understood that, notwithstanding this Agreement or any actions contemplated herein to be taken by OWD, the entire system, commencing from the Second Meter will continue to be the sole responsibility of College District. In connection with the installation of the Second Meter, and when accessing any portion of the College District's water system, OWD will use customary care and practices. In connection with the portions of the water system before and after the Second Meter, the Parties have delineated certain maintenance responsibilities on **Attachment B** hereto, which attachment is incorporated herein by reference.

E. Breach

If either party believes the other to be in breach of this Agreement, it shall notify the other party of its belief and describe the nature of the alleged breach. The Parties may attempt to resolve the alleged breach on an informal basis. However, nothing shall preclude a party from immediately pursuing available remedies after it has given notice of the alleged breach.

F. Waiver

The waiver by a party of one or more breaches of a provision of this Agreement shall not be construed as a waiver of any other or subsequent breaches of the same provision or any other provision of this Agreement.

G. Independent Contractors

In entering into this Agreement, it is understood that the Parties hereto are independent contractors and that no agency relationship is being created by virtue of this Agreement.

H. Entire Agreement

This Agreement represents the complete and full agreement between the College District and OWD with respect to the matters stated herein. Any agreements or promises made which are not reflected in the written terms of this Agreement are and shall be superseded by the terms of this Agreement and shall have no effect on the terms of this Agreement. The Recitals and Attachments referenced in and attached to this Agreement are an integral part of this Agreement and are incorporated by reference as if fully set forth herein.

I. Amendments

No amendments or modifications to this Agreement shall be valid unless they are made in writing and are signed by authorized representatives of the College District and OWD.

J. Severability

If any provision of this Agreement is declared or determined by any court to be illegal or invalid, said illegal provision shall be deemed to be severed from this Agreement and the remaining provisions of the Agreement shall remain in full force and effect.

K. Assignment, Successors in Interest

This Agreement shall be binding upon the respective heirs, successors, personal representatives, and assigns of the College District and OWD. Neither party's obligations nor rights under this Agreement may be assigned without the prior written consent of the other party.

L. Governing Law, Venue

This Agreement is entered into in the State of California and its interpretation shall be governed by the laws of the State of California. For all purposes, this Agreement shall be deemed to have been executed, and any services provided hereunder deemed to have been performed, in the County of San Diego, California.

M. Gender and Number

In all matters of interpretation, whenever necessary to give effect to any provision of this Agreement, each gender shall include the other, the singular shall include the plural, and the plural shall include the singular.

N. Headings

The headings and titles of the sections, articles and provisions of this Agreement and the exhibits and attachments hereto, if any, are for convenience only and shall not in any way affect the interpretation of any term, provision, or condition of this Agreement.

O. Attachments and references

The documents attached to or referenced in this Agreement are incorporated into this Agreement, and shall have the same force and effect as if fully set forth herein.

P. Authority to Execute

The persons signing below on behalf of College District and OWD represent to the other party that all required authorization to execute and deliver this Agreement on behalf of their respective entities have been obtained. They also represent that when executed and delivered, this Agreement shall be binding on the entity on behalf of which they sign.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed:

Grossmont-Cuyamaca
Community College District

Otay Water District

By: _____
Name: Dale R. Switzer
Title: Senior Director of Facilities
Planning and Development

By: _____
Name: Mark Watton
Title: General Manager

Date: _____

Date: _____

Approved as to form:

Approved as to form:

Office of the General Counsel

Office of the General Counsel

RECORDING REQUESTED BY
AND AFTER RECORDATION
MAIL TO:

For Recorder's Use

OTAY WATER DISTRICT
2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CA 91977-7299

Documentary Transfer Tax: None
(Exempt under Rev & Tax Code Section 11922)

**GRANT OF EASEMENT AND RIGHT-OF-WAY TO
OTAY WATER DISTRICT**

For good and valuable consideration, receipt of which is hereby acknowledged, the undersigned, as **Grantor(s)** hereby **GRANT(S) to OTAY WATER DISTRICT**, a municipal water district formed under the Municipal Water District Law of 1911, as amended, situated in the County of San Diego, State of California, as **Grantee**, a permanent easement of variable width ("Easement") and a right-of-way for the purpose of laying underground water and sewer pipelines and laterals, trunk lines, collection lines and laterals, sewer manholes and other underground and surface structures appurtenant to said water or sewer lines, including but not limited to power lines for transmission and communication purposes, pumps, regulators, valves and access roads or areas within said easement, hereinafter referred to as "said facilities," together with the right to construct, operate, maintain, repair and replace said facilities, and the right of ingress and egress for such purposes. The Easement is described and/or depicted as follows:

(See Exhibit(s) A and B attached hereto and made a part hereof)

Grantor reserves the right to use the surface of the Easement at Grantor's own risk for any and all purposes not conflicting, interfering or inconsistent with Grantee's use of, and access to, said facilities. Grantor waives any right under Civil Code section 845, and any right to compel Grantee to grade, surface or otherwise improve or maintain the Easement area as a roadway.

Grantor shall not increase or decrease or permit to be increased or decrease the ground elevations of the surface of the Easement existing at the time this document is executed, nor construct or permit to be constructed any permanent building, structures, improvements or other encroachment upon said

Easement which will cause damage to or threaten the safety of any of said facilities of Grantee placed within the Easement.

Grantee shall have the right to install its own gates and locks in all fences which now cross or may hereafter cross the Easement.

It is agreed that, in connection with its use of the Easement, Grantee shall not be responsible for repairing or replacing (i) encroaching structures or things, (ii) vegetation of any type or (iii) any improvements installed in violation of this Easement. Grantee may, at any time, remove from the Easement, without any liability and at Grantor's expense, any building, structure, plant, tree or vegetation, improvement or other encroachment conflicting, interfering or inconsistent with Grantor's use of the Easement for the purposes described in the first paragraph of this Easement.

Grantor may use the surface of the Easement as a driveway and/or may surface or pave the area, subject to the restrictions as to changes in existing ground elevations and indemnifications set forth above; provided that no materials that increase the cost of repair above the cost of asphalt may be used and, if used, Grantee shall not be responsible for such increased costs in the event the surface is damaged or removed by Grantee to access or repair its facilities.

Grantor may, at Grantor's expense, and subject to Grantee's prior written consent, relocate said facilities if they conflict with future development of said property, provided that Grantor shall not cause discontinuance of service to any area, and provided further, that Grantee receives, without expenses to Grantee, an easement comparable to this easement for said relocated facilities. Grantee shall never be required to relocate or alter in any way the facilities installed pursuant to this grant of easement, or to bear any cost in connection therewith as a result of changes in the location of any said facilities.

Grantee shall have the right to transfer and assign all or a portion of this easement to its successor in interest, or to any other political subdivision or public utility for use of the above stated purpose.

Date: _____

Grantor(s): _____

[Each signature of Grantor must be acknowledged in the form attached hereto]

DISTRICT CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant of Easement of Right of Way to Otay Water District dated _____, _____ from _____ to OTAY WATER DISTRICT, a municipal water district, is hereby accepted by order of the Board of Directors pursuant to the authority conferred by Resolution No. 1829, adopted on February 23, 1981, and the grantee consents to recordation thereof by its duly authorized officer.

Date: _____

By: _____

Susan Cruz, District Secretary

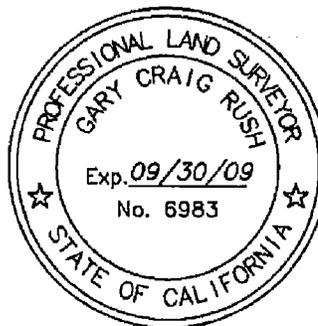
Exhibit A
Legal Description

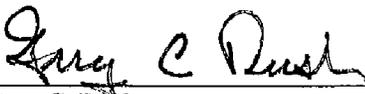
A portion of that land granted to the Grossmont Community College District per deed recorded September 22, 1972 as File/Page No. 253787 in the office of the County Recorder of San Diego County, State of California described as follows:

Commencing at a 2 inch iron pipe with disc stamped RCE 15795, set at the most southerly corner of County of San Diego Tract 4032-2, per Map No. 11260 recorded on June 19, 1985 as File No. 85-218276, said pipe being on the westerly line of Fury Lane at the southerly end of a 768.47 foot long, 4000 foot radius curve, concave westerly, to which point a radial line bears North 52°37'58" East (North 52°09'33" East per said map); thence northerly along said curve 95.56 feet through a central angle of 01°27'08" to THE TRUE POINT OF BEGINNING; thence continuing northerly along said curve 20.36 feet through a central angle of 00°17'30"; thence leaving said curve and said westerly line along the following courses and distances:

South 61°51'48" West 25.00 feet;
North 28°08'12" West 20.00 feet;
South 61°51'48" West 29.00 feet;
South 28°08'12" East 40.00 feet;
North 61°51'48" East 57.80 feet to THE TRUE POINT OF BEGINNING.

As shown on Exhibit B attached hereto and by this reference made a part hereof.





Gary C. Rush LS 6983
Otay Water District

P:\WORKING\CIP P2009 36-inch PL - FCF 14 to Reg Site\Survey\EXHIBIT A.dwg

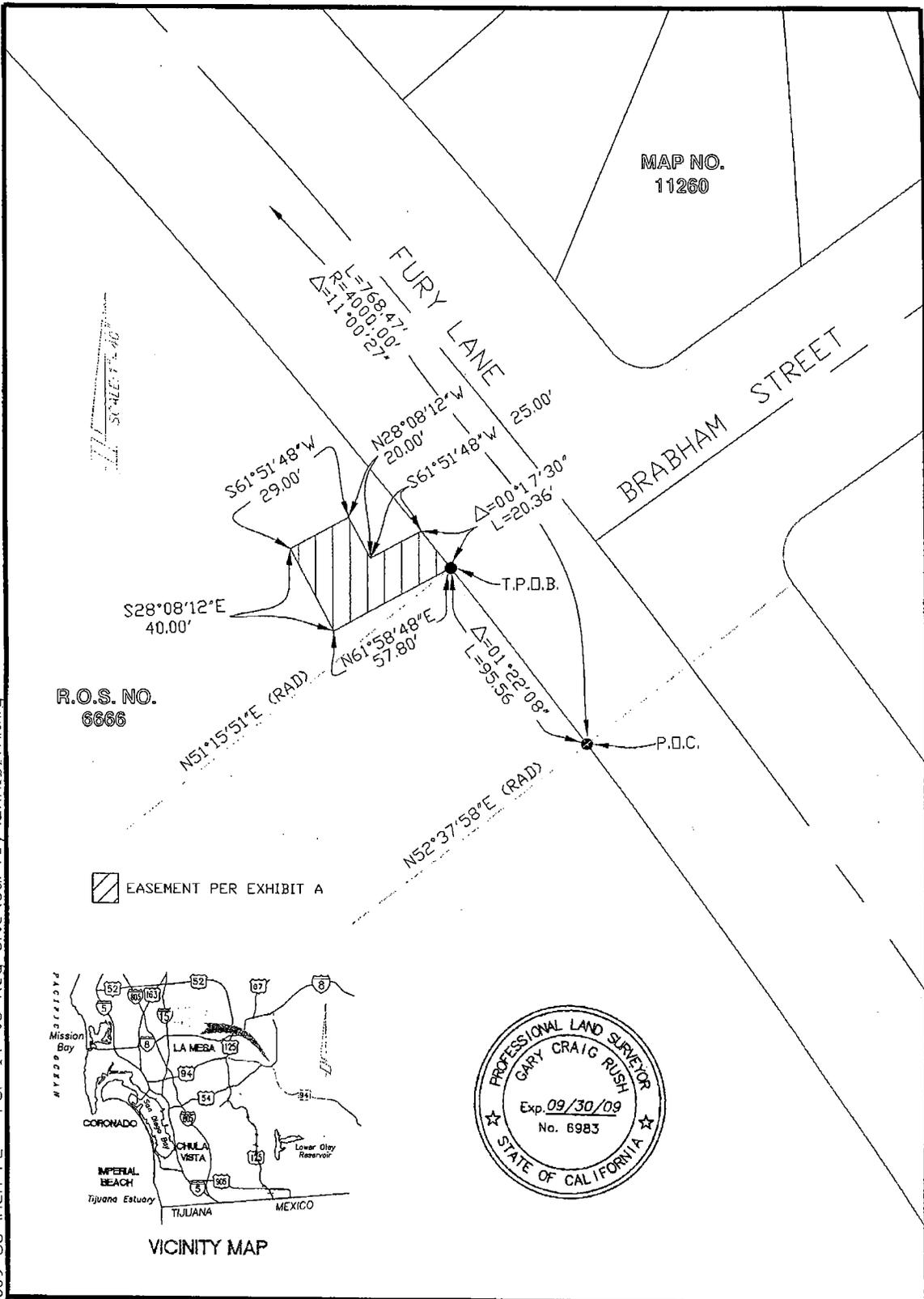
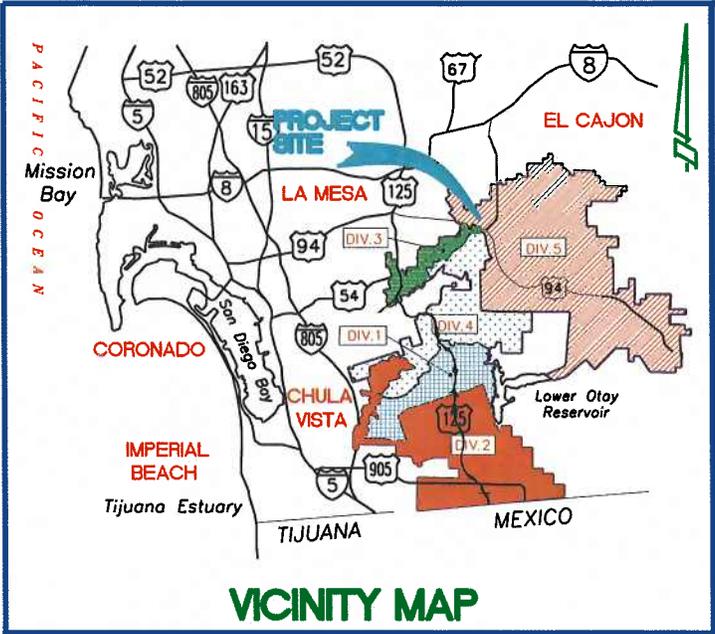


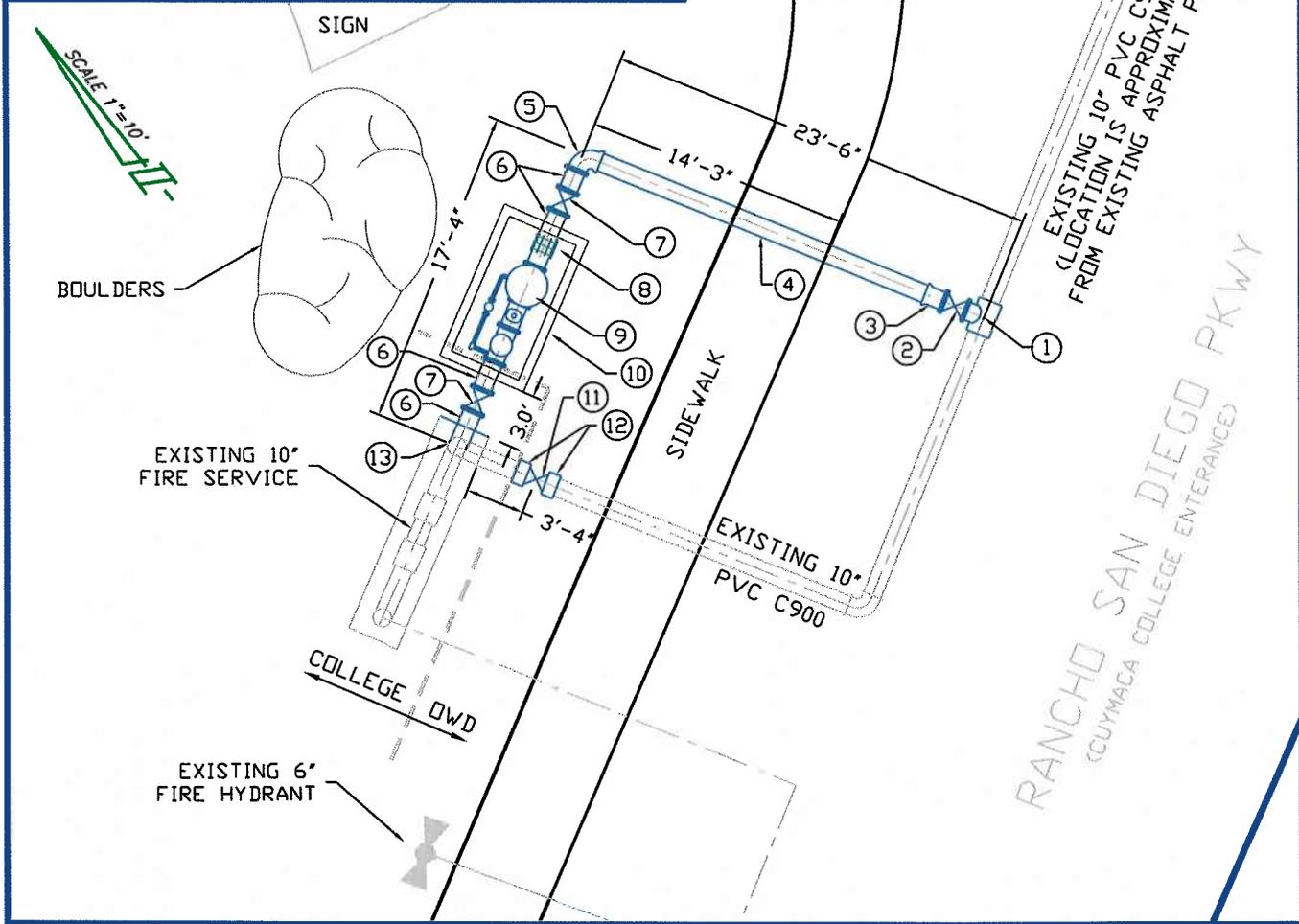
EXHIBIT "B"

REV.	DATE	DESCRIPTION	RECORDERS F/P	COORDINATES
			REC. DATE _____	MAP NO. _____
			OTAY W.D. DEED NO. _____	SCALE: 1" = 40'
			IMP. DIST. NO. _____	DATE: 3-10-2008
				DRAWN BY: _____



- DETAILS:
1. 10" WET TAP
 2. 10" GATE VALVE
 3. 10" CAST IRON FITTING
 4. 10" PVC C900
 5. 90° BEND
 6. 10" CML&C SPOOL
 7. 10" GATE VALVE
 8. 10" DRESSER COUPLING
 9. 10" BADGER COMPOUND METER FSAA-01
 10. 48"X96"X48"D FIBERGLASS VAULT
 11. 10" GATE VALVE NORM. CLOSED (RED)
 12. (2) FL. COUP. ADAPTORS FOR C900
 13. FAB. CONNECTION TO EXISTING RISER

FURY LANE



EXISTING 10" PVC C900
(LOCATION IS APPROXIMATED
FROM EXISTING ASPHALT PATCH)

RANCHO SAN DIEGO PKWY
(CUYAMACA COLLEGE ENTERANCED)



OTAY WATER DISTRICT

NEW 10" METER AT
CUYAMACA COLLEGE

ATTACHMENT C



AGENDA ITEM 6c

STAFF REPORT

TYPE MEETING:	Regular Board Meeting	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Armando Buelna ^{AB} Communications Officer	W.O./G.F. NO:	N/A DIV. NO. All
SUBJECT:	Update on Legislative Matter and June 3, 2008 Propositions		

GENERAL MANAGER'S RECOMMENDATION:

1. To adopt positions on 2008 legislative matters as follows:

	Recommended Position	Item	Author	Topic
1	Oppose	Assembly Bill 983	Fiona Ma	Public contracts: plans and specifications.
2	Oppose	Proposition 98	Howard Jarvis Taxpayers' Association	The California Property Owners and Farmland Protection Act.
3	Support	Proposition 99	California League of Cities	The Homeowners and Private Property Protection Act.

PURPOSE:

To give the Board of Directors the opportunity to adopt positions on three legislative matters.

ANALYSIS:

AB 983 - Fiona Ma - Public Contracts: plans and specifications.

AB 983 would add language to the Public Contract Code that states when a public agency provides a contractor with a set of plans and specifications, that there is an implied warranty from the agency of accuracy and completeness. Furthermore, the bill states that a contractor would not have to prove that errors or omissions in plans and specifications occurred as a result of intentional misrepresentations or active concealment by the public agency.

Proponents of AB 983 state that the bill is necessary to avoid the potential for inappropriately shifting design risks from designers to contractors. However, the language of AB 983 would change the law to shift the liability to the public entity and would relieve contractors of reasonable due diligence in their review of plans and specifications for errors, omissions and other issues.

An implied warranty of accuracy and completeness for the public agency would potentially result in an increase in change orders, as a clarification or request for information from the contractor could be construed as a change to the contract documents. This bill would further shift the risk of loss on construction projects to public entities that would not be in a position to control all risks associated with construction projects.

The Otay Water District's legislative guidelines for water services state that it is the District's policy to oppose efforts to "Make urban water supplies less reliable or substantially increase the cost of imported water without also improving reliability and/or quality of the water." This legislation would place a significant and unreasonable burden on public agencies, resulting in increased cost for public works construction.

Staff Recommendation: Oppose.

Two propositions dealing with eminent domain have qualified for the June 3, 2008 statewide direct primary election ballot. They are Proposition 98 and Proposition 99.

Summary -

Proposition 98 is the **California Property Owners and Farmland Protection Act** sponsor by the Howard Jarvis Taxpayers' Association, the California Alliance to Protect Private Property, and the California Farm Bureau Federation.

If approved by voters, it bars state and local governments from condemning or damaging private property for private uses. It also prohibits rent control and similar measures. Prop. 98 prohibits deference to government in property rights cases; defines "just compensation" and requires an award of attorneys' fees and costs if a property owner obtains a judgment for more than the amount offered by the government; and requires government to offer to original owner of condemned property the right to repurchase property at condemned price when property is put to substantially different use than was publicly stated.

The state's Legislative Analyst and Director of Finance estimate Prop. 98's impact on state and local government will be "Increased costs to many governments due to the measure's restrictions. The fiscal effect on most governments probably would not be significant."

Background -

The California Constitution allows the taking of property for public use only when just compensation is paid to the owner. A jury determines just compensation, unless the property owner waives the jury.

Proposition 98 would amend the California Constitution to allow the taking of private property only for a stated public use. It would prohibit the taking of private property for a private use. The initiative also requires a public agency to offer back property to the original owners before the public agency may sell the property or put it to a use that is substantially different from the public use that was stated in the eminent domain proceedings.

Proposition 98 provides definitions of "taking," "public use," and "just compensation," that go beyond the meanings contained in the Constitution, as interpreted by the courts. A fundamental concern for water agencies is the initiative could be construed to preclude acquisitions for water supplies, mitigation land, storage and other public water projects. The definition of "private use" may restrict the exercise of land use powers by local governments and could also affect the acquisition of mitigation land for environmental preservation. The definition of "just compensation" would include amounts to compensate the property owner for temporary business losses, relocation expenses, business reestablishment costs, and other expenses "deemed compensable by the Legislature."

Although this initiative does not go as far as Proposition 90 in restricting the use of eminent domain by public agencies, it still goes well beyond merely overturning the Supreme Court's decision in *Kelo v. City of New London*. This initiative is highly restrictive and goes beyond eminent domain reform. It would roll back rent control and other renter protections, decimate local land use planning, gut environmental protections and threaten much needed water projects.

The Otay Water District's legislative guidelines for water services state that it is the District's policy to oppose efforts to "Make urban water supplies less reliable or substantially increase the cost of imported water without also improving reliability and/or quality of the water." The California Special District's Association and the San Diego County Water Authority also both oppose Prop. 98.

Staff Recommendation: Oppose.

Proposition 99, also on the June 3, 2008 ballot, is the **Homeowners and Private Property Protection Act**. Prop. 99 was sponsored by The League of California Cities.

Summary -

Proposition 99 bars the state and local governments from using eminent domain to acquire an owner-occupied residence for conveyance to a private person or business entity. However, it creates exceptions for public work or improvement, public health and safety protection, and crime prevention. The state Legislative Analyst and Director of Finance estimate the measure would likely not have a significant fiscal impact on state or local governments.

Background -

The League of California Cities wrote Proposition 99 to address as precisely as possible the specific issue in the *Kelo v. City of New London* Supreme Court case. The initiative will place sensible, straightforward restrictions on local governments' use of eminent domain. Proposition 99 prohibits the state and local government from acquiring by eminent domain an owner-occupied residence for the purpose of conveying it to a private person. This provision does not apply when the state or local governments exercise the power of eminent domain for the purpose of:

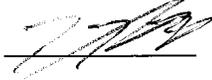
1. Acquiring private property for a public work or improvement
2. Protecting public health and safety
3. Preventing serious, repeated criminal activity
4. Responding to an emergency
5. Remedying environmental contamination that poses a threat to public health and safety.

Although Proposition 99 does restrict the use of eminent domain by public agencies, it applies almost entirely to redevelopment activities that involve acquiring private residences and transferring them to developers to promote economic development. However, it resolves the issue raised by the *Kelo* decision that has caused a great deal of concern nationwide and has spawned a number of highly restrictive initiative proposals such as Proposition 90 and Proposition 98.

The Otay Water District's legislative guidelines for water services state that it is the District's policy to oppose efforts to support efforts to "Provide reliable water supplies to meet California's short and long-term needs." CSDA and SDCWA are part of a coalition that supports this initiative

Staff Recommendation: **Support**

FISCAL IMPACT:



None

LEGAL IMPACT:

None.



General Manager

Attachments:

- Attachment A - Committee Action Report
- B - Assembly Bill 983 - Fiona Ma
- C - Prop. 98 - the California Property Owners and Farmland Protection Act
- D - Prop. 99 - Homeowners and Private Property Protection Act



ATTACHMENT A

SUBJECT/PROJECT:	Update on Legislative Matter and June 3, 2008 Propositions
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COMMITTEE ACTION:

The Engineering, Operations and Water Resources and the Finance, Administration and Communications Committee reviewed this item at meetings held on March 17 and 20, 2008 respectively. The following comments were made:

- Staff initially recommended an oppose position on Assembly Bill (AB) 983 at the time this item was reviewed by the Engineering, Operations and Water Resources Committee. Committee in recommending a support with amendments to the board which is consistent with CWA's position. Since presentation to committee, Assemblymember Fiona Ma has received concerns regarding the bill and is amending AB 983 to strike language that would create an implied warranty for construction plans and documents. AB 983 is scheduled to appear on the June 3, 2008 election ballot.
- Staff indicated that the language in AB 983 would change the law to shift the liability from the contractor to the public entity. The contractor would be held liable in their review of plans and specifications for errors and omissions.
- Also on the June 3 ballot are Propositions 98 and 99. Staff indicated that both propositions are aimed at eminent domain issues.
- Prop 98 would amend the California Constitution to allow the taking of private property only for a stated public use. The current law allows the taking of private property for private use.
- Staff recommends that the Board oppose this Prop because it would hinder the District's policy to make water supplies available and reliable.
- Staff recommends that the Board support Prop 99. This proposition prohibits state and local government from

acquiring owner-occupied residence by eminent domain for the purpose of conveying it to a private person. Prop 99 will still allow public agencies to acquire land if needed for public use. However, it will restrict the conveyance of land acquired through eminent domain from being transferred to developers.

- In staff's presentation to the Finance, Administration and Communications Committee, it was indicated that since presentation to the Engineering, Operations and Water Resources Committee, Assemblymember Fiona Ma had heard concerns similar to those presented in staffs' report and is amending AB 983 to strike language that would create an implied warranty for construction plans and documents. Staff is recommending that the board support AB 983 if amended, consistent with CWA's position.
- The Finance, Administration and Communications Committee supported staffs' recommendation on Propositions 98 and 99.

Upon completion of the discussion, the Committees indicated that this item be placed on the consent calendar at the April 2, 2008 Board meeting.

AMENDED IN SENATE JANUARY 14, 2008

CALIFORNIA LEGISLATURE—2007—08 REGULAR SESSION

ASSEMBLY BILL

No. 983

Introduced by Assembly Member Ma

February 22, 2007

An act to add Section 12025 to the Government Code, relating to the Governor's Budget. An act to amend Section 1104 of the Public Contract Code, relating to public contracts.

LEGISLATIVE COUNSEL'S DIGEST

AB 983, as amended, Ma. ~~Governor's Budget: services contracts. Public contracts: plans and specifications.~~

Existing law contains various provisions relating to the bidding process for public works projects. Existing law prohibits a local public entity, charter city, or charter county from requiring a bidder to assume responsibility for the completeness and accuracy of architectural or engineering plans and specifications on public works projects, except on clearly designated design-build projects.

This bill would provide that there is an implied warranty of the accuracy and completeness of the plans and specifications provided to the contractor by the public entity, charter city, or charter county. This bill would further provide that these provisions shall not be construed to require a contractor to prove an affirmative or intentional misrepresentation or active concealment on the part of the public entity, charter city, or charter county that provides the plans and specifications.

~~Existing law requires the Governor to annually issue a report to the public on the expenditures for support of his or her office, and to submit a budget to the Legislature within the first 10 days of each regular session that includes, among other things, a complete plan and itemized~~

statement of all proposed expenditures of the state and of all estimated revenues.

~~This bill would require the Governor to submit with the budget a report that contains specified information regarding current and proposed contracts for services in the amount of \$5,000 or more.~~

Vote: majority. Appropriation: no. Fiscal committee: ~~yes~~-no.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. *Section 1104 of the Public Contract Code is*
2 *amended to read:*

3 1104. (a) No local public entity, charter city, or charter county
4 shall require a bidder to assume responsibility for the completeness
5 and accuracy of architectural or engineering plans and
6 specifications on public works projects, except on clearly
7 designated design build projects. Nothing in this section shall be
8 construed to prohibit a local public entity, charter city, or charter
9 county from requiring a bidder to review architectural or
10 engineering plans and specifications prior to submission of a bid,
11 and report any errors and omissions noted by the contractor to the
12 architect or owner. The review by the contractor shall be confined
13 to the contractor's capacity as a contractor, and not as a licensed
14 design professional.

15 (b) *When plans and specifications are provided by a public*
16 *entity, charter city, or charter county, there is an implied warranty*
17 *of the accuracy and completeness of those plans and specifications.*
18 *Nothing in this section shall be construed to require a contractor*
19 *to prove an affirmative or intentional misrepresentation or active*
20 *concealment on the part of the public entity, charter city, or charter*
21 *county that provides the plans and specifications.*

22 SECTION 1. ~~Section 12025 is added to the Government Code,~~
23 ~~to read:~~

24 ~~12025. (a) Notwithstanding Section 7550.5, the Governor shall~~
25 ~~submit to the Legislature with the Governor's Budget a report that~~
26 ~~contains the following information regarding current and proposed~~
27 ~~contracts for services in the amount of five thousand dollars~~
28 ~~(\$5,000) or more:~~

29 ~~(1) A description of the contract and the services being~~
30 ~~purchased.~~

- 1 ~~(2) The name of the agency contracting for the services.~~
2 ~~(3) The name of the contractor and any subcontractors.~~
3 ~~(4) The effective date and expiration date of the contract.~~
4 ~~(5) The annual amounts paid under the contract, by funding~~
5 ~~source, to the contractor in past fiscal years and in the current fiscal~~
6 ~~year.~~
7 ~~(6) The annual amount, by funding source, proposed to be paid~~
8 ~~to the contractor under the Governor's Budget.~~
9 ~~(7) The amount, by funding source, projected to be paid to the~~
10 ~~contractor in the fiscal years covered by the contract beyond the~~
11 ~~fiscal year addressed in the Governor's Budget.~~
12 ~~(8) The total projected cost of the contract, by funding source,~~
13 ~~for all fiscal years during which the contract will be in effect.~~
14 ~~(9) Whether the contract was a sole source procurement.~~
15 ~~(b) The information required by subdivision (a) shall be~~
16 ~~presented in the report by agency or comparable budget category.~~
17 ~~(c) The report shall provide the total cost of contracting for~~
18 ~~services for each fund and agency or comparable budget category.~~
19 ~~(d) The information required by this section shall be made~~
20 ~~available to the public by posting it on the State of California Web~~
21 ~~site in a format that allows for searching and sorting by the~~
22 ~~categories listed in subdivision (a).~~
23 ~~(e) For purposes of this section, "proposed contract" means any~~
24 ~~contract that is proposed to be let in the 12-month budget period.~~

HOWARD JARVIS
TAXPAYERS
ASSOCIATION



HOWARD JARVIS, Founder (1903-1986)
ESTELLE JARVIS, Honorary Chairwoman
JON COUPAL, President
TREVOR GRIMM, General Counsel
TIMOTHY BITTLE, Director of Legal Affairs

May 1, 2007

Ms. Patricia Galvan, Initiative Coordinator
Attorney General's Office
1515 K Street, 6th Floor
Sacramento, CA 95814

RECEIVED

MAY - 3 2007

Re: California Property Owners and Farmland Protection Act

INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE

Dear Ms. Galvan:

By this letter, we respectfully request the Attorney General to prepare a title and summary of the chief purpose and points of the California Property Owners and Farmland Protection Act, a copy of which is attached. The undersigned are the proponents of this measure. **We also hereby withdraw Initiative No. 07-0003.** Although our previous initiative and the attached proposal both deal with eminent domain and property rights, there are substantial differences between the two.

Any correspondence regarding this initiative should be directed to Howard Jarvis Taxpayers Association, 921 Eleventh Street, Suite 1201, Sacramento, CA 95814 (916) 444-9950. The proponents' resident addresses are attached to this letter.

Enclosed is the required \$200 filing fee as well as the certification as required by Elections Code Section 18650.

Thank you for your cooperation.

Sincerely,

Doug Mosebar
President, California Farm
Bureau Federation

Sincerely,

Jon Coupal
President Howard
Jarvis Taxpayers
Association

Sincerely,

Jim Nielsen
Chairman, Cal.
Alliance to Protect
Private Property
Rights

SECTION 1. STATEMENT OF FINDINGS

(a) Our state Constitution, while granting government the power of eminent domain, also provides that the people have an inalienable right to own, possess, and protect private property. It further provides that no person may be deprived of property without due process of law, and that private property may not be taken or damaged by eminent domain except for public use and only after just compensation has been paid to the property owner.

(b) Notwithstanding these clear constitutional guarantees, the courts have not protected the people's rights from being violated by state and local governments through the exercise of their power of eminent domain.

(c) For example, the U.S. Supreme Court, in *Kelo v. City of New London*, held that the government may use eminent domain to take property from its owner for the purpose of transferring it to a private developer. In other cases, the courts have allowed the government to set the price an owner can charge to sell or rent his or her property, and have allowed the government to take property for the purpose of seizing the income or business assets of the property.

(d) Farmland is especially vulnerable to these types of eminent domain abuses.

SECTION 2. STATEMENT OF PURPOSE

(a) State and local governments may use eminent domain to take private property only for public uses, such as roads, parks, and public facilities.

(b) State and local governments may not use their power to take or damage property for the benefit of any private person or entity.

(c) State and local governments may not take private property by eminent domain to put it to the same use as that made by the private owner.

(d) When state or local governments use eminent domain to take or damage private property for public uses, the owner shall receive just compensation for what has been taken or damaged.

(e) Therefore, the people of the state of California hereby enact the "California Property Owners and Farmland Protection Act."

SECTION 3. AMENDMENT TO CALIFORNIA CONSTITUTION

Section 19 of Article I of the California Constitution is amended to read:

SEC. 19(a) Private property may be taken or damaged only for a stated public use and when just compensation, ascertained by a jury unless waived, has first been paid to, or into court for, the owner. The Legislature may provide for possession by the condemnor following commencement of eminent domain proceedings upon deposit in court and prompt release to the owner of money determined by the court to be the probable amount of just compensation. Private property may not be taken or damaged for private use.

(b) For purposes of this section:

(1) "Taken" includes transferring the ownership, occupancy, or use of property from a private owner to a public agency or to any person or entity other than a public agency, or limiting the price a private owner may charge another person to purchase, occupy or use his or her real property.

(2) "Public use" means use and ownership by a public agency or a regulated public utility for the public use stated at the time of the taking, including public facilities, public transportation, and public utilities, except that nothing herein prohibits leasing limited space for private uses incidental to the stated public use; nor is the exercise of eminent domain prohibited to restore utilities or access to a public road for any private property which is cut off from utilities or access to a public road as a result of a taking for public use as otherwise defined herein.

(3) "Private use" means:

(i) transfer of ownership, occupancy or use of private property or associated property rights to any person or entity other than a public agency or a regulated public utility;

(ii) transfer of ownership, occupancy or use of private property or associated property rights to a public agency for the consumption of natural resources or for the same or a substantially similar use as that made by the private owner; or

(iii) regulation of the ownership, occupancy or use of privately owned real property or associated property rights in order to transfer an economic benefit to one or more private persons at the expense of the property owner.

(4) "Public agency" means the state, special district, county, city, city and county, including a charter city or county, and any other local or regional governmental entity, municipal corporation, public agency-owned utility or utility district, or the electorate of any public agency.

(5) "Just compensation" means:

(i) for property or associated property rights taken, its fair market value;

(ii) for property or associated property rights damaged, the value fixed by a jury, or by the court if a jury is waived;

(iii) an award of reasonable costs and attorney fees from the public agency if the property owner obtains a judgment for more than the amount offered by a public agency as defined herein; and

(iv) any additional actual and necessary amounts to compensate the property owner for temporary business losses, relocation expenses, business reestablishment costs, other actual and reasonable expenses incurred and other expenses deemed compensable by the Legislature.

(6) "Prompt release" means that the property owner can have immediate possession of the money deposited by the condemnor without prejudicing his or her right to challenge the determination of fair market value or his or her right to challenge the taking as being for a private use.

(7) "Owner" includes a lessee whose property rights are taken or damaged.

(8) "Regulated public utility" means any public utility as described in Article XII, section 3 that is regulated by the California Public Utilities Commission and is not owned or operated by a public agency. Regulated public utilities are private property owners for purposes of this article.

(c) In any action by a property owner challenging a taking or damaging of his or her property, the court shall consider all relevant evidence and exercise its independent judgment, not limited to the administrative record and without deference to the findings of the public agency. The property owner shall be entitled to an award of reasonable costs and attorney fees from the public agency if the court finds that the agency's actions are not in compliance with this section. In addition to other legal and equitable remedies that may be available, an owner whose property is taken or damaged for private use may bring an action for an injunction, a writ of mandate, or a declaration invalidating the action of the public agency.

(d) Nothing in this section prohibits a public agency or regulated public utility from entering into an agreement with a private property owner for the voluntary sale of property not subject to eminent domain, or a stipulation regarding the payment of just compensation.

(e) If property is acquired by a public agency through eminent domain, then before the agency may put the property to a use substantially different from the stated public use, or convey the property to another person or unaffiliated agency, the condemning agency must make a good faith effort to locate the private owner from whom the property was taken, and make a written offer to sell the property to him at the price which the agency paid for the property, increased only by the fair market value of any improvements, fixtures, or appurtenances added by the public agency, and reduced by the value attributable to any removal, destruction or waste of improvements, fixtures or appurtenances that had been acquired with the property. If property is repurchased by the former owner under this subdivision, it shall be taxed based on its pre-condemnation enrolled value, increased or decreased only as allowed herein, plus any inflationary adjustments authorized by subdivision (b) of Section 2 of Article XIII A. The right to repurchase shall apply only to the owner from which the property was taken, and does not apply to heirs or successors of the owner or, if the owner was not a natural person, to an entity which ceases to legally exist.

(f) Nothing in this section prohibits a public agency from exercising its power of eminent domain to abate public nuisances or criminal activity;

(g) Nothing in this section shall be construed to prohibit or impair voluntary agreements between a property owner and a public agency to develop or rehabilitate affordable housing.

(h) Nothing in this section prohibits the California Public Utilities Commission from regulating public utility rates.

(i) Nothing in this section shall restrict the powers of the Governor to take or damage private property in connection with his or her powers under a declared state of emergency.

SECTION 4. IMPLEMENTATION AND AMENDMENT

This section shall be self-executing. The Legislature may adopt laws to further the purposes of this section and aid in its implementation. No amendment to this section may be made except by a vote of the people pursuant to Article II or Article XVIII.

SECTION 5. SEVERABILITY

The provisions of this section are severable. If any provision of this section or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

SECTION 6. EFFECTIVE DATE

The provisions of this Act shall become effective on the day following the election ("effective date"); except that any statute, charter provision, ordinance, or regulation by a public agency enacted prior to January 1, 2007, that limits the price a rental property owner may charge a tenant to occupy a residential rental unit ("unit") or mobile home space ("space") may remain in effect as to such unit or space after the effective date for so long as, but only so long as, at least one of the tenants of such unit or space as of the effective date ("qualified tenant") continues to live in such unit or space as his or her principal place of residence. At such time as a unit or space no longer is used by any qualified tenant as his or her principal place of residence because, as to such unit or space, he or she has: (a) voluntarily vacated; (b) assigned, sublet, sold or transferred his or her tenancy rights either voluntarily or by court order; (c) abandoned; (d) died; or he or she has (e) been evicted pursuant to paragraph (2), (3), (4) or (5) of Section 1161 of the Code of Civil Procedure or Section 798.56 of the Civil Code as in effect on January 1, 2007; then, and in such event, the provisions of this Act shall be effective immediately as to such unit or space.

May 10, 2007

RECEIVED

MAY 14 2007

INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE**VIA PERSONAL DELIVERY**

The Honorable Edmund G. Brown, Jr.
Attorney General
1300 I Street
Sacramento, CA 95814

Attention: Patricia Galvan, Initiative Coordinator

Re: Request for Title and Summary- Initiative Constitutional Amendment

Dear Mr. Brown:

I am one of the proponents of the attached initiative constitutional amendment. Pursuant to Article II, Section 10(d) of the California Constitution and Section 9002 of the Elections Code, I hereby request that a title and summary be prepared. Enclosed is a check for \$200.00. My residence address is attached. I also withdraw Initiative No. 07-0006.

All inquires or correspondence relative to this initiative should be directed to Nielsen, Merksamer, Parrinello, Mueller & Naylor, LLP, 1415 L Street, Suite 1200, Sacramento, CA 95814; Attention: Steve Lucas (telephone: 415/389-6800).

Thank you for your assistance.

Sincerely,

Christopher K. McKenzie, Proponent

Enclosure: Proposed Initiative

May 10, 2007

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MAY 14 2007

**INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE**

VIA PERSONAL DELIVERY

The Honorable Edmund G. Brown, Jr.
Attorney General
1300 I Street
Sacramento, CA 95814

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Thank you for your assistance.

Sincerely,

Susan Smartt, Proponent

Enclosure: Proposed Initiative

May 10, 2007

RECEIVED

MAY 14 2007

**INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE**

VIA PERSONAL DELIVERY

The Honorable Edmund G. Brown, Jr.
Attorney General
1300 I Street
Sacramento, CA 95814

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All inquires or correspondence relative to this initiative should be directed to Nielsen, Merksamer, Parrinello, Mueller & Naylor, LLP, 1415 L Street, Suite 1200, Sacramento, CA 95814; Attention: Steve Lucas (telephone: 415/389-6800).

Thank you for your assistance.

Sincerely,

Kenneth Willis, Proponent

Enclosure: Proposed Initiative

TITLE: This measure shall be known as the "Homeowners and Private Property Protection Act."

SECTION 1: PURPOSE AND INTENT

By enacting this measure, the people of California hereby express their intent to:

- A. Protect their homes from eminent domain abuse.
- B. Prohibit government agencies from using eminent domain to take an owner-occupied home to transfer it to another private owner or developer.
- C. Amend the California Constitution to respond specifically to the facts and the decision of the U.S. Supreme Court in *Kelo v. City of New London*, in which the Court held that it was permissible for a city to use eminent domain to take the home of a Connecticut woman for the purpose of economic development.
- D. Respect the decision of the voters to reject Proposition 90 in November 2006, a measure that included eminent domain reform but also included unrelated provisions that would have subjected taxpayers to enormous financial liability from a wide variety of traditional legislative and administrative actions to protect the public welfare.
- E. Provide additional protection for property owners without including provisions, such as those in Proposition 90, which subjected taxpayers to liability for the enactment of traditional legislative and administrative actions to protect the public welfare.
- F. Maintain the distinction in the California Constitution between Section 19, Article I, which establishes the law for eminent domain, and Section 7, Article XI, which establishes the law for legislative and administrative action to protect the public health, safety and welfare.
- G. Provide a comprehensive and exclusive basis in the California Constitution to compensate property owners when property is taken or damaged by state or local governments, without affecting legislative and administrative actions taken to protect the public health, safety and welfare.

SECTION 2: AMENDMENT TO THE CALIFORNIA CONSTITUTION

Section 19 of Article I of the California Constitution is hereby amended to read:

Sec. 19. (a) Private property may be taken or damaged for a public use and only when just compensation, ascertained by a jury unless waived, has first been paid to, or into court for, the owner. The Legislature may provide for possession by the condemnor following commencement of eminent domain proceedings upon deposit in court and prompt release to the owner of money determined by the court to be the probable amount of just compensation.

(b) *The State and local governments are prohibited from acquiring by eminent domain an owner-occupied residence for the purpose of conveying it to a private person.*

(c) Subdivision (b) of this Section does not apply when State or local government exercises the power of eminent domain for the purpose of protecting public health and safety; preventing serious, repeated criminal activity; responding to an emergency; or remedying environmental contamination that poses a threat to public health and safety.

(d) Subdivision (b) of this Section does not apply when State or local government exercises the power of eminent domain for the purpose of acquiring private property for a Public work or improvement.

(e) For the purpose of this Section:

- 1. "Conveyance" means a transfer of real property whether by sale, lease, gift, franchise, or otherwise.*
- 2. "Local government" means any city, including a charter city, county, city and county, school district, special district, authority, regional entity, redevelopment agency, or any other political subdivision within the State.*
- 3. "Owner-occupied residence" means real property that is improved with a single family residence such as a detached home, condominium, or townhouse and that is the owner or owners' principal place of residence for at least one year prior to the State or local government's initial written offer to purchase the property. Owner-occupied residence also includes a residential dwelling unit attached to or detached from such a single family residence which provides complete independent living facilities for one or more persons.*
- 4. "Person" means any individual or association, or any business entity, including, but not limited to, a partnership, corporation, or limited liability company.*
- 5. "Public work or improvement" means facilities or infrastructure for the delivery of public services such as education, police, fire protection, parks, recreation, emergency medical, public health, libraries, flood protection, streets or highways, public transit, railroad, airports and seaports; utility, common carrier or other similar projects such as energy-related, communication-related, water-related and wastewater-related facilities or infrastructure; projects identified by a State or local government for recovery from natural disasters; and private uses incidental to, or necessary for, the Public work or improvement.*
- 6. "State" means the State of California and any of its agencies or departments.*

SECTION 3. By enacting this measure, the voters do not intend to change the meaning of the terms in subdivision (a) of Section 19, Article I of the California Constitution, including, without limitation, "taken," "damaged," "public use," and "just compensation," and deliberately do not impose any restrictions on the exercise of power pursuant to Section 19, Article I, other than as expressly provided for in this measure.

SECTION 4. The provisions of Section 19, Article I, together with the amendments made by this initiative, constitute the exclusive and comprehensive authority in the California Constitution for the exercise of the power of eminent domain and for the payment of compensation to property owners when private property is taken or damaged by state or local government. Nothing in this initiative shall limit the ability of the Legislature to provide compensation in addition to that which is required by Section 19 of Article I to property owners whose property is taken or damaged by eminent domain.

SECTION 5. The amendments made by this initiative shall not apply to the acquisition of real property if the initial written offer to purchase the property was made on or before the date on which this initiative becomes effective, and a resolution of necessity to acquire the real property by eminent domain was adopted on or before 180 days after that date.

SECTION 6. The words and phrases used in the amendments to Section 19, Article I of the California Constitution made by this initiative which are not defined in subdivision (d), shall be defined and interpreted in a manner that is consistent with the law in effect on January 1, 2007 and as that law may be amended or interpreted thereafter.

SECTION 7. The provisions of this measure shall be liberally construed in furtherance of its intent to provide homeowners with protection against exercises of eminent domain in which an owner-occupied residence is subsequently conveyed to a private person.

SECTION 8. The provisions of this measure are severable. If any provision of this measure or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

SECTION 9. In the event that this measure appears on the same statewide election ballot as another initiative measure or measures that seek to affect the rights of property owners by directly or indirectly amending Section 19, Article I of the California Constitution, the provisions of the other measure or measures shall be deemed to be in conflict with this measure. In the event that this measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and each and every provision of the other measure or measures shall be null and void.



AGENDA ITEM 6d

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Stephen Dobra, <i>Alba</i> Purchasing Manager Don Henderson, <i>DH</i> Construction Maintenance Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Pedro Porras, Chief, Operations <i>P</i>		
APPROVED BY: (Asst. GM):	Manny Magaña, <i>Manny Magaña</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	PURCHASE OF FY-08 VEHICLES		

GENERAL MANAGER'S RECOMMENDATION:

That the Board authorizes the General Manager to issue purchase orders to:

1. Villa Ford, 2550 North Tustin Ave., Orange CA 92865 in the amount of \$58,359.13 for the purchase of three (3) Ford Rangers and one (1) Ford F-150 pickup trucks.
2. Kearny Mesa Toyota, 4910 Kearny Mesa Road, San Diego CA 92111 in the amount of \$72,560.04 for the purchase of four (4) Toyota Matrix sedans.
3. North County Ford, 450 W. Vista Way, Vista CA 92083 in the amount of \$52,088.07 for the purchase of three (3) F-250 cab and chassis.

Additionally, the General Manager, under his signatory authority, will issue a purchase order to Bob Stall Chevrolet in the amount of \$25,604.76 for the purchase of one (1) Malibu sedan.

COMMITTEE ACTION: _____

See Attachment "A"

PURPOSE:

To provide bid results and obtain authorization to purchase vehicles for FY-08.

ANALYSIS:

In accordance with District policy, bids were solicited for FY-08 vehicles. Bids received are as follows:

Vehicle Vendor	Ranger 2.3L Pickup	F-150 4.7L Pickup	F-250 5.4L Cab and Chassis	Matrix	Malibu
El Cajon Ford, El Cajon	\$13,763.55	\$18,751.73	\$17,991.01		
Heller Ford, Escondido	\$13,980.13	\$18,408.66	\$18,347.53		
North County Ford, Vista	\$13,667.66	\$17,923.78	\$17,362.69		
Drew Ford, La Mesa	\$14,534.40	\$20,167.57	\$20,672.92		
Villa Ford, Orange	\$13,482.46	\$17,911.75	\$17,574.78		
Raceway Ford, Riverside	\$13,916.04	\$18,160.32	\$18,206.65		
Kearny Mesa Ford, San Diego	\$14,557.16	\$18,459.86	\$18,853.15		
Perry Ford, Poway	\$15,118.00	\$19,648.00	\$19,658.00		
Kearny Mesa Toyota, San Diego				\$18,140.01	
Bob Baker Toyota, Lemon Grove				\$20,048.76	
Frank Toyota, National City				\$19,296.00	
Toyota of Chula Vista				\$18,947.62	
Bob Stall Chevrolet, La Mesa					\$25,604.76
Bob Baker Chevrolet, El Cajon					\$26,178.78

The selection of vehicles recommended for purchase is in keeping with the District's objective to reduce total operating costs. As appropriate, vehicles were evaluated and more efficient vehicles meeting minimum operational requirements were selected. In addition,

the evaluation and selection of alternative vehicles has facilitated the recommendation for purchasing four (4) additional vehicles without exceeding the approved FY-08 vehicle budget.

Fuel efficiency and proposed use were key factors applied in evaluating the types of vehicles that would best meet the District's needs. It is anticipated that the proposed list of vehicles will reduce operating costs without negatively impacting District operations.

In FY-07, the District purchased two (2) Toyota Matrix vehicles rather than full size pickups for positions not requiring a cargo type vehicle. The use of the Matrix has proven to be successful and the District is recommending that four (4) of these vehicles be purchased in place of three (3) pickup trucks, identified in this years Capital Budget, and one (1) high mileage, high maintenance pickup, identified for replacement in FY-09. In addition, because the total cost of the proposed vehicle purchase is less than expected, the District is recommending replacing a high mileage 2001 model year Ford Expedition, identified for replacement in FY-09, with a mid-size, six (6) cylinder Chevrolet Malibu sedan.

FISCAL IMPACT:

The total line item budget for vehicles identified in the FY-08 Capital Budget is \$210,000.00. The purchase price of the vehicles is \$208,612.00. If approved, the cost of proposed purchases will be \$1,388.00 less than budgeted.

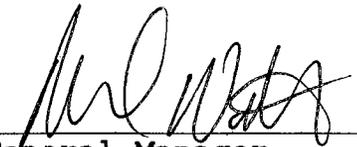
The FY 2008 Capital Purchase Budget is \$300,500.00. Expenditures to date are \$64,433.33. Budget balance to date is \$236,066.67. If authorized, the proposed expenditure of \$208,612.00 will leave a budget balance of \$27,454.67.

STRATEGIC GOAL:

- 3.1.1.9: Operate the system to meet demand 24/7.
- 3.1.1.10: Meet all of the health-related water standards.

LEGAL IMPACT:

None.



General Manager



ATTACHMENT A

SUBJECT/PROJECT: PURCHASE OF FY08 VEHICLES

COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on March 20, 2008. The following comments were made:

- This is a request to approve the capital purchase of eleven (11) fleet vehicles.
 - 3 -- Ford Ranger
 - 1 -- Ford F-150 Pickup Trucks
 - 4 -- Toyota Matrix Sedans
 - 3 -- Ford F-250 Cab and Chassis
- The recommended vehicles meet operational requirements and will provide savings in fuel and maintenance cost.
- The District had purchased two Toyota Matrix Sedans for positions that did not require carrying or pulling cargo during FY07 and they have proven to be successful in the fleet. Staff is recommending that four (4) additional Matrix Sedans be purchased in place of three (3) pick-up trucks and one (1) high mileage and maintenance pick-up which had been identified for replacement in FY09.
- Because the District realized cost saving through the selection of alternative vehicles, staff is also recommending the replacement of a high mileage 2001 Ford Expedition identified for replacement in FY09 with a mid-size, 6-cylinder, Chevrolet Malibu (which will be authorized under the General Manager's signatory authority).
- The committee inquired why the District did not recommend more Chevrolet vehicles. It was indicated

that Chevrolet could not compete with the pricing provided by Ford.

- It was noted that in the past, the District drove vehicles until they "died." The District had decided last fiscal year to move to maintaining vehicles in the fleet only until their warrantee ended then they would be identified for replacement. This new strategy has reduced operating costs through the savings of one mechanic staff position and the District need now only stock oil, filters, and other normal replacement parts.
- Staff is reviewing the possibility of replacing Ford F-250's with Escapes in future. This would save fuel cost as mileage would increase from 8 miles/gallon to 22 miles/gallon.
- The committee inquired about the possibility of agency shared purchases. It was noted that staff did explore this possibility, but it was difficult to coordinate with each agency as each agency had different vehicle needs each year. The District is also ahead of the trend in utilizing alternative vehicles.
- The committee also inquired about the vehicle that staff had forgone the purchase of last fiscal year. It was indicated that, because staff will be able to purchase more vehicles within this Fiscal Year's budget, it has all worked out. The District will have all the vehicles it requires for operations.

The committee supported staffs' recommendation and presentation to the full board on the consent calendar.



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Ron Grunow <i>[Signature]</i> Sr. Civil Engineer	PROJECT/	P2038 DIV. 5
	Ron Ripperger <i>[Signature]</i> Engineering Manager	SUBPROJECT:	P2356 NO. P2387/ 001103
APPROVED BY:	Rod Posada <i>[Signature]</i> (Chief) Chief, Engineering		
APPROVED BY:	Manny Magaña <i>[Signature]</i> (Asst. GM): Assistant General Manager, Engineering and Operations		
SUBJECT:	Award of a Construction Contract for the PL-12 Inch Upsize and Replacement Pipeline Projects		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board awards a construction contract to Arrieta Construction, Inc. (Arrieta) in the amount of \$1,688,021.50 for the construction of the PL-12 Inch Upsize and Replacement Pipeline project and to authorize the General Manager to execute an agreement with Arrieta in an amount not to exceed \$1,688,021.50 (See Exhibit A for projects locations).

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

That the Board authorizes the General Manager to enter into a construction agreement with Arrieta in an amount not to exceed \$1,688,021.50 for the PL-12 Inch Upsize and Replacement Pipeline Projects.

ANALYSIS:

This project consists of constructing a total of 9688 linear feet of new 12-inch PVC water pipe in four (4) separate locations in Rancho San Diego and Jamul.

The desire to increase District system reliability and to mitigate potential maintenance and risk issues related to accessibility and existing pipe integrity caused Staff to develop a program to replace existing potable water pipelines in Hidden Mesa Road, Chase Avenue, Jamul Drive, and Steele Canyon Road. Please note that CIP P2038 includes Phase I being awarded with this contract (Hidden Mesa Road and Chase Avenue) and Phase II (Jamacha Road) that will be awarded later with the 36-in Pipeline Project (CIP 2009).

The potable water pipelines in Hidden Mesa Road and Steele Canyon Road are located on private property within District easements. These two pipelines generate cost and risk to the District because they are not readily accessible for maintenance purposes and could potentially cause property damage.

The Chase Avenue pipeline is undersized. The existing 6-inch pipeline connects a 12-inch pipe to an 8-inch pipe. The alternative would increase the existing 6-inch pipeline to a 12-inch pipeline. This replacement would decrease velocities, thereby increasing useful pipe life, and increase fire flow capability.

The Jamul Drive pipeline is made of permastran and has a history of breaking. It was installed only in a few locations throughout the District. Due to the difficulty of finding replacement pipe of this type, it creates maintenance and inconvenience for Operation's staff. Therefore, the useful life for the pipe appears to be limited.

The design for this project was performed by an outside consultant, to take advantage of specialty design disciplines. Lee & Ro, Inc. provided design services.

The project was advertised for bid on the District's website and several other publications including the Union Tribune and San Diego Daily Transcript.

A non-mandatory Pre-Bid Meeting was held on February 27, 2008. A presentation was given by the District Staff to explain the project and discuss any questions or concerns from the contractors. There were eight (8) contractors that attended the meeting and meeting minutes were published.

Subsequently, four (4) addenda were sent out to all bidders and planhouses to address questions and provide clarifications to the contract documents during the bidding period. Bids were publicly opened on March 11, 2008 with the following results:

<u>CONTRACTOR</u>	<u>TOTAL BID AMOUNT</u>	<u>CORRECTED BID AMOUNT</u>
1 Arrieta Construction Inc.	\$1,688,021.50	-
2 S.C. Valley Engineering, Inc.	\$1,698,665.00	-
3 ARB Inc.	\$1,736,670.00	-
4 Burtech Pipeline, Inc.	\$1,846,946.00	-
5 Zondiros Corporation	\$1,889,960.00	\$1,890,360.00
6 KTA Construction, Inc.	\$2,116,060.00	-
7 Erreca's Inc.	\$2,217,025.50	
8 BRH-Garver West, Inc.	\$2,238,600.00	
9 Cass Construction, Inc	\$2,268,061.00	
10 Wier Construction Corporation	\$2,447,300.00	

The Engineer's Estimate was \$2,534,515.00.

The evaluation process included reviewing all bids submitted for conformance to the contract documents. The lowest bidder, Arrieta, submitted a responsible bid and holds a Class A Contractors license which expires on May 31, 2009. References were checked and Arrieta was found to be a highly rated company. Staff also verified that it can comply with the bonding requirements for this project.

Per the public competitive bidding process, Staff is recommending the award of a construction contract to Arrieta Construction Inc. in the bid amount of \$1,688,021.50.

FISCAL IMPACT:



The budget for all three projects is \$2,890,000.00.

CIP P2038 is composed of two (2) phases. The total budget for CIP P2038, as approved in the FY 2008 budget, is \$1,600,000.00. Total expenditures, plus outstanding commitments and forecast, are \$1,600,000.00. See Attachment B for budget detail. The P2038 budget report reflects Phase I being awarded with this contract and is committed. Phase II will be awarded later with P2009 (36-Inch Pipeline Project) and is therefore projected.

The total budget for CIP P2356, as approved in the FY 2008 budget, is \$765,000.00. Total expenditures, plus outstanding commitments and forecast, are \$756,078.00. See Attachment B for budget detail.

The total budget for CIP P2387, as approved in the FY 2008 budget, is \$525,000.00. Total expenditures, plus outstanding commitments and forecast, are \$417,825.00. See Attachment B for budget detail.

The Project Manager anticipates that, based on the attached financial analysis, the CIP budget will be sufficient to support the CIP portion of this project. Finance has determined that the

The Project Manager anticipates that, based on the attached financial analysis, the CIP budget will be sufficient to support the CIP portion of this project. Finance has determined that the funding is available from the accounts as follows; P2038, 50% Betterment Fund, 50% Replacement Fund; P2356, 100% Replacement Fund; P2387, 100% Betterment Fund.

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," as well as the General Manager's vision, "...prepared for the future..." by guaranteeing the District will always be able to meet future water supply obligations and plan, design, and construct new facilities.

LEGAL IMPACT: _____

None.



General Manager

P:\WORKING\CIP P2038\Staff Reports\BD 4-2-08, Staff Report, P2038 P2356 P2387 Bid Award, (RG-RR).doc

RG/RR/RP:jf

Attachments: Attachment A
Attachment B
Exhibit A



ATTACHMENT A

SUBJECT/PROJECT: P2038/001103 P2356/001103 P2387/001103	Award of a Construction Contract for the PL-12 Inch Upsize and Replacement Pipeline Project
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on March 17, 2008. The following comments were made:

- Staff indicated that this project involves relocating existing potable water pipelines which are located on private property within District easements, replacing existing permastran pipeline that has a history of breaking and replacing an existing 6-inch pipeline with a 12-inch pipeline. The project consists of maintenance and replacement costs.
- The project was advertised and eight (8) contractors attended the pre-bid meeting.
- Following the pre-bid meeting, four (4) addenda were sent out to all bidders and planhouses to address questions and clarify some of the contract documents.
- Ten (10) contractors bid the project.
- After the evaluation process, Arrieta Construction, Inc. was selected as the most qualified and lowest bidder for the project.
- There was discussion regarding the project schedule on Jamul Drive and how construction will impact the school in that area. Staff indicated that they have taken that into consideration and met with the County to obtain their comments regarding road work.
- Staff recommends that Arrieta Construction, Inc. be awarded the contract in the amount of \$1,688,021.50.

Upon completion of the discussion, the Committee indicated that this item be placed on the consent calendar at the April 2, 2008 Board meeting.



ATTACHMENT B

Otay Water District

Date Updated: March 11, 2008

p2038 PL - 12-Inch, 978 Zone, Hidden Mesa Road

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment & Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor / Comments</i>
\$1,600,000					
Planning					
In House/Labor	22,608	22,608		22,608	
Consultant Contracts	1,044	1,044	-	1,044	Jones & Stokes Associates
	21,435		21,435	21,435	IEC C.O. #2
Land/Easement Acquisition			-	-	
Total Planning	\$ 45,087	\$ 23,652	\$ 21,435	\$ 45,087	
Design					
In House/Labor	104,935	104,935		104,935	
Consultant Contracts	3,067	3,067	-	3,067	Moreno Aerial Photo
	45,071	45,071	-	45,071	Lee & Ro Inc
Materials	131	131	-	131	C W Mcgrath
	788	788	-	788	Penhall Company
Service Contracts	1,800	1,800	-	1,800	Frank & Son Paving Inc
	726	726	-	726	Southland Title
	647	647	-	647	Mayer Reprographics
Parking & Tolls	5	5	-	5	Petty Cash Custodian
			-	-	
Total Design	\$ 157,168	\$ 157,168	\$ -	\$ 157,168	
Construction					
Phase II (Jamacha Road)	\$ 311,200.00		\$ 311,200	311,200	Awarded with CIP P2009
In House/Labor	98,003	4,003	94,000	98,003	
Materials	257	257	-	257	Frank & Son Paving Inc
Construction Contracts	908,285		908,285	908,285	Arrieta Construction Inc
Contingency (5%)	40,000		40,000	40,000	
Service Contracts	30,000		30,000	30,000	Lee & Ro Inc
Professional & Legal Fees			-	-	
Accpt/close-out	10,000		10,000	10,000	
Total Construction	\$ 1,397,745	\$ 4,260	\$ 1,393,485	\$ 1,086,545	
Grand Total	\$ 1,600,000	\$ 185,080	\$ 1,414,920	\$ 1,600,000	

Otay Water District
p2356 PL - 12-Inch, 803 Zone, Jamul Drive Perm

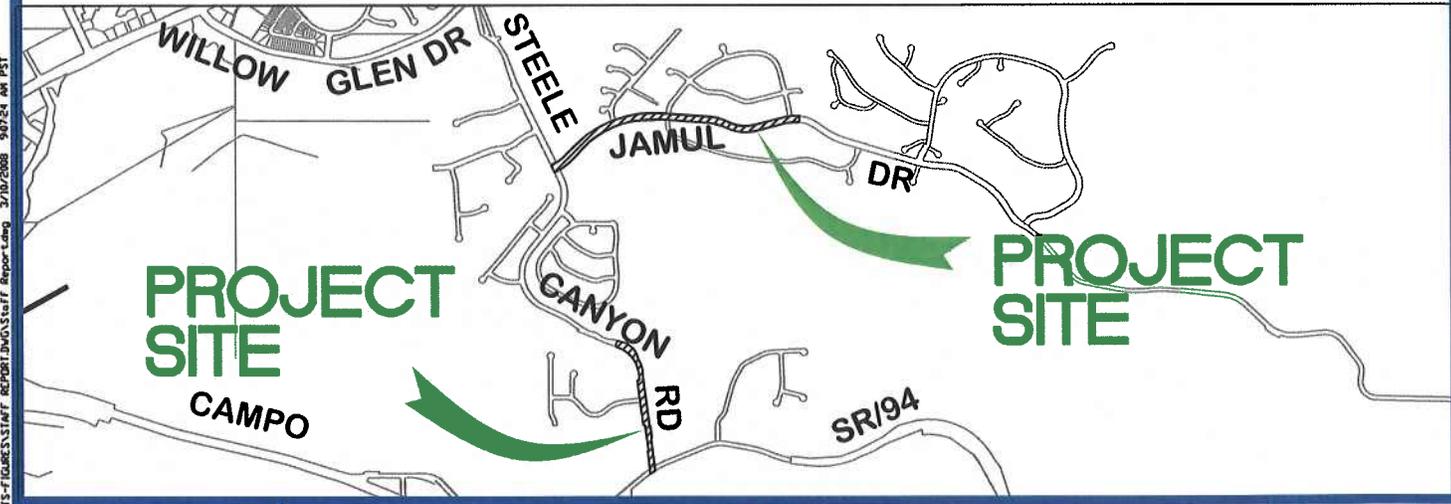
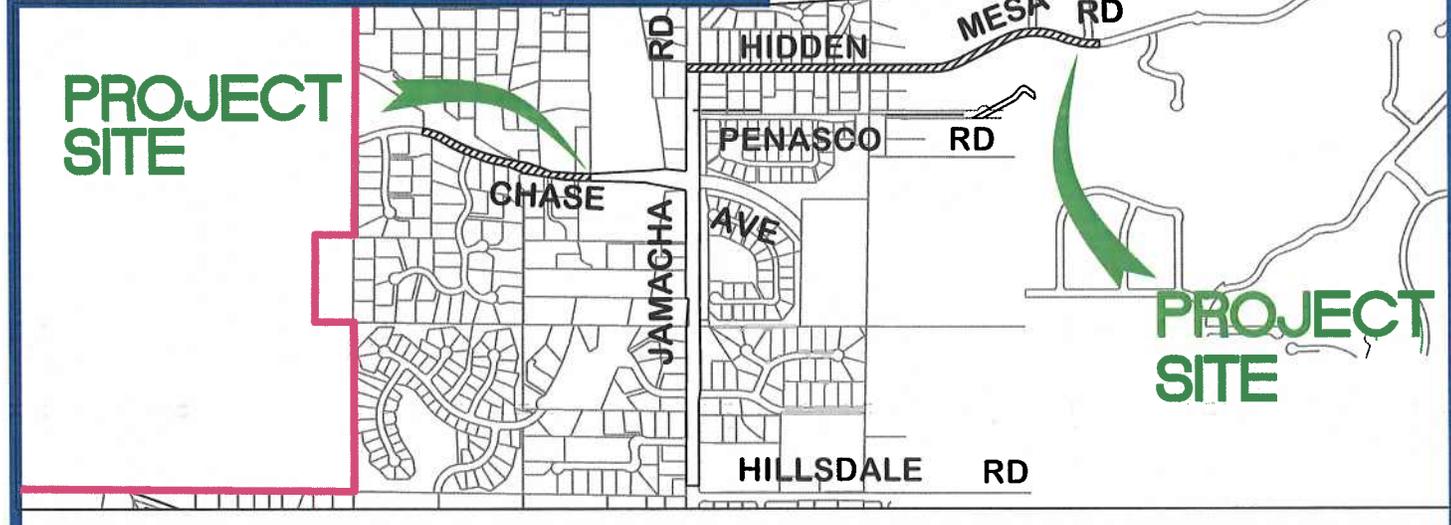
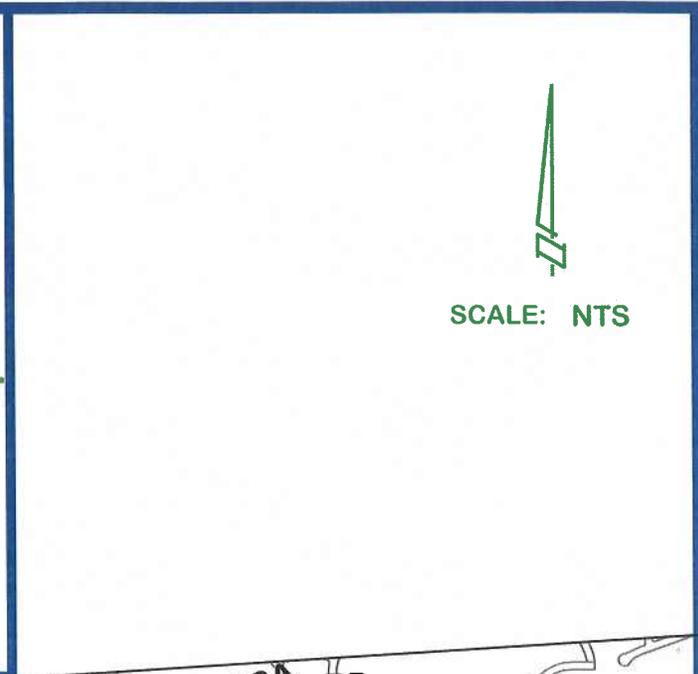
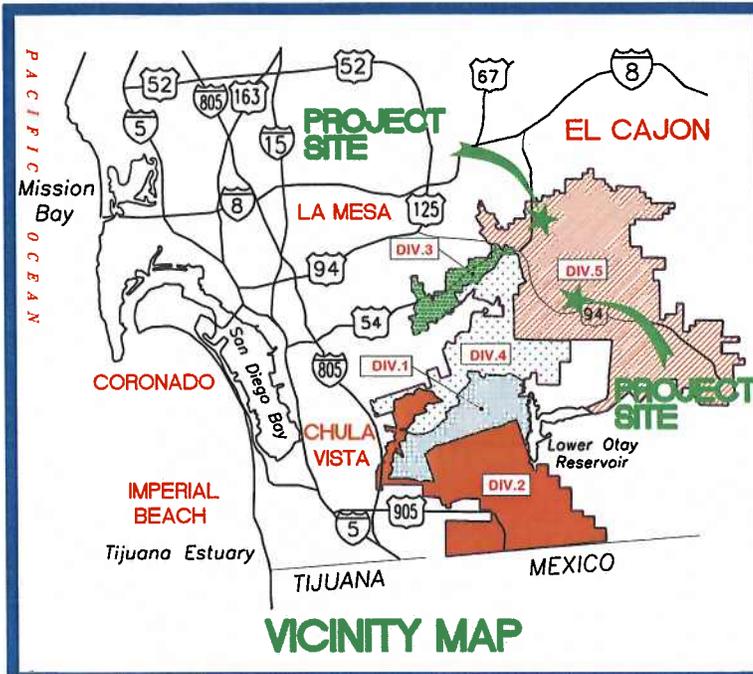
Date Updated: March 11, 2008

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment & Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor / Comments</i>
\$765,000					
Planning					
In House/Labor	12,072	12,072		12,072	
Materials	50	50	-	50	C W Mcgrath
Consultant Contracts	459	459	-	459	Jones & Stokes Associates
Land/Easement Acquisition			-	-	
Total Planning	\$ 12,581	\$ 12,581	\$ -	\$ 12,581	
Design					
In House/Labor	65,956	65,956		65,956	
Consultant Contracts	3,067	3,067	-	3,067	Moreno Aerial Photo
	26,683	26,683	-	26,683	Lee & Ro Inc
Materials	58	58	-	58	C W Mcgrath
	585	585	-	585	Penhall Company
Agency Fee	198	198	-	198	County of San Diego-DPW
Service Contracts	26	26	-	26	San Diego Daily Transcripts
	539		539	539	Mayer Reprographics
Parking & Tolls			-	-	Petty Cash Custodian
			-	-	
Total Design	\$ 97,111	\$ 96,572	\$ 539	\$ 97,111	
Construction				\$ -	
In House/Labor	72,747	747	72,000	\$ 72,747.10	
Construction Contracts	521,639	-	521,639	\$ 521,639.00	Arrieta Construction Inc
Contingency (5%)	22,000	-	22,000	\$ 22,000.00	
Service Contracts	20,000		20,000	\$ 20,000.00	Lee & Ro Inc
Accpt/close-out	10,000		10,000	\$ 10,000.00	
Total Construction	\$ 646,386	\$ 747	\$ 645,639	\$ 646,386	
Grand Total	\$ 756,078	\$ 109,900	\$ 646,178	\$ 756,078	

Otay Water District
p2387 PL - 12-Inch, 832 Zone, Steele Canyon Ro

Date Updated: March 11, 2008

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment & Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor / Comments</i>
\$525,000					
Planning					
In House/Labor	8,285	8,285		8,285	
Materials			-	-	C W Mcgrath
Consultant Contracts	995	995	-	995	Jones & Stokes Associates
Land/Easement Acquisition			-	-	
Total Planning	\$ 9,280	\$ 9,280	\$ -	\$ 9,280	
Design					
In House/Labor	49,455	49,455		49,455	
Consultant Contracts	3,024	3,024	-	3,024	Moreno Aerial Photo
	19,343	19,343	-	19,343	Lee & Ro Inc
Materials	519	519	-	519	Frank & Son Paving
	295	295	-	295	Penhall Company
Agency Fee	153	153	-	153	County of San Diego-DPW
Service Contracts	26	26	-	26	San Diego Daily Transcripts
	539		539	539	Mayer Reprographics
Parking & Tolls			-	-	
			-	-	
Total Design	\$ 73,353	\$ 72,814	\$ 539	\$ 73,353	
Construction					
In House/Labor	35,094	1,094	34,000	35,094	
Materials			-	-	
Construction Contracts	258,098		258,098	258,098	Arrieta Construction Inc
Contingency (5%)	22,000		22,000	22,000	
Service Contracts	10,000		10,000	10,000	Lee & Ro Inc
Professional & Legal Fees			-	-	
Accpt/close-out	10,000		10,000	10,000	
Total Construction	\$ 335,192	\$ 1,094	\$ 334,098	\$ 335,192	
Grand Total	\$ 417,825	\$ 83,188	\$ 334,637	\$ 417,825	



OTAY WATER DISTRICT
 PL-12 INCH, 978 ZONE, JAMAGHA AND HIDDEN MESA ROAD
 UPSIZE AND REPLACEMENT

LOCATION MAP

CIP# P2038

EXHIBIT A

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STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Ron Grunow <i>RG</i> Sr. Civil Engineer	PROJECT/	S2015/ DIV. 5
	Ron Ripperger <i>RR</i> Engineering Manager	SUBPROJECT:	0011103 NO.
APPROVED BY: (Chief)	Rod Posada <i>RP</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>MM</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Award of a Construction Contract for the Calavo Sewer Lift Station Project		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board awards a construction contract to NEWEST Construction Company, Inc. (NEWEST) in the amount of \$267,900 for the construction of the Calavo Sewer Lift Station (CSLS) and authorizes the General Manager to execute an agreement with NEWEST in an amount not to exceed \$267,900 (See Exhibit A for project location).

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a construction agreement with NEWEST in an amount not to exceed \$267,900 for the CSLS.

ANALYSIS:

The need for a solution to maintain reliable sewer service to the area served by the CSLS was determined because of the CSLS's aging equipment, difficult maintenance conditions, and infiltration problems.

This project consists of constructing a new automatically-operated sewer lift station containing two 350 GPM pumps to replace the existing manually-operated pump station including removing two 400 GPM pumps

located in Spring Valley. The new CSLS will provide adequate capacity to serve as an emergency back-up for the Calavo Trunk Sewer.

The design for this project was performed by an outside consultant in order to take advantage of specialty design disciplines. J.C. Heden and Associates Inc. provided primary CSLS design and Engineering Partners Inc. performed the electrical design.

The project was advertised for bid on the District's website and several other publications including the Union Tribune and San Diego Daily Transcript.

A non-mandatory Pre-Bid Meeting was held on February 26, 2008. A presentation was given by the District staff to explain the project and discuss any questions or concerns from the contractors. There were nine (9) contractors that attended the meeting. Meeting minutes were published.

Subsequently, two addenda were sent out to all bidders and planhouses to address questions and clarifications to the contract documents during the bidding period. Bids were publicly opened on March 6, 2008 with the following results:

<u>CONTRACTOR</u>	<u>TOTAL BID AMOUNT</u>	<u>CORRECTED BID AMOUNT</u>
1 NEWEST Construction Company, Inc.	\$267,900	-
2 Cass Construction, Inc.	\$279,575	-
3 Zondiros Corporation	\$302,440	\$291,640
4 Burtech Pipeline, Inc.	\$297,000	-
5 KTA Construction, Inc.	\$313,200	-
6 Southwest Civil Contracting, Inc.	\$317,900	-
7 Ahrens Corporation	\$333,700	-
8 Centaur General Engineering, Inc.	\$339,404	-
9 Premier Pipeline Construction	\$356,302	-
10 TC Construction Co.	\$370,000	-
11 Wier Construction Corporation	\$420,520	-

The Engineer's Estimate was \$321,000.

The evaluation process included reviewing all bids submitted for conformance to the contract documents. The lowest bidder, NEWEST, submitted a responsible bid and holds a Class A Contractors license which expires on September 30, 2008. References were checked and Newest was found to be a highly rated company. Staff also verified that it can comply with the bonding requirements for this project.

FISCAL IMPACT:



The total budget for CIP S2015, as approved in the FY 2008 budget, is \$726,000. Total expenditures, plus outstanding commitments and forecast, are \$317,615. See Attachment B for budget detail.

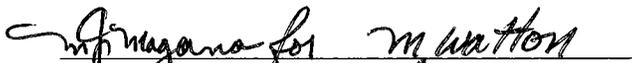
Staff anticipates that, based on the attached financial analysis, the CIP budget will be sufficient to support this project. Finance has determined that 100% of the funding is available from the Replacement Fund.

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," as well as the General Manager's vision, "...prepared for the future..." by guaranteeing the District will always be able to meet future water supply obligations and plan, design, and construct new facilities.

LEGAL IMPACT:

None.


General Manager

P:\WORKING\CIP S2015\Staff Reports\BD 4-2-08, Staff Report, S2015 BOD Bid Award, (RG-RR).doc

RG/RR:jf

Attachments: Attachment A
Attachment B
Exhibit A



ATTACHMENT A

SUBJECT/PROJECT: P2191/001103	Award of a Construction Contract for the Calavo Sewer Lift Station
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on March 17, 2008. The following comments were made:

- Staff indicated that this project is to replace existing manually-operated Calavo Sewer Lift Station's (CSLS) aging equipment by constructing a new automatically-operated sewer lift station.
- Nine (9) contractors attended the pre-bid meeting.
- After two addenda were sent out to all bidders and planhouses, 11 bids were submitted.
- Staff is recommending that the contract be awarded to the lowest bidder, NEWEST Construction Company, Inc. in the amount of \$267,900.

Upon completion of the discussion, the Committee indicated that this item be placed on the consent calendar at the April 2, 2008 Board meeting.

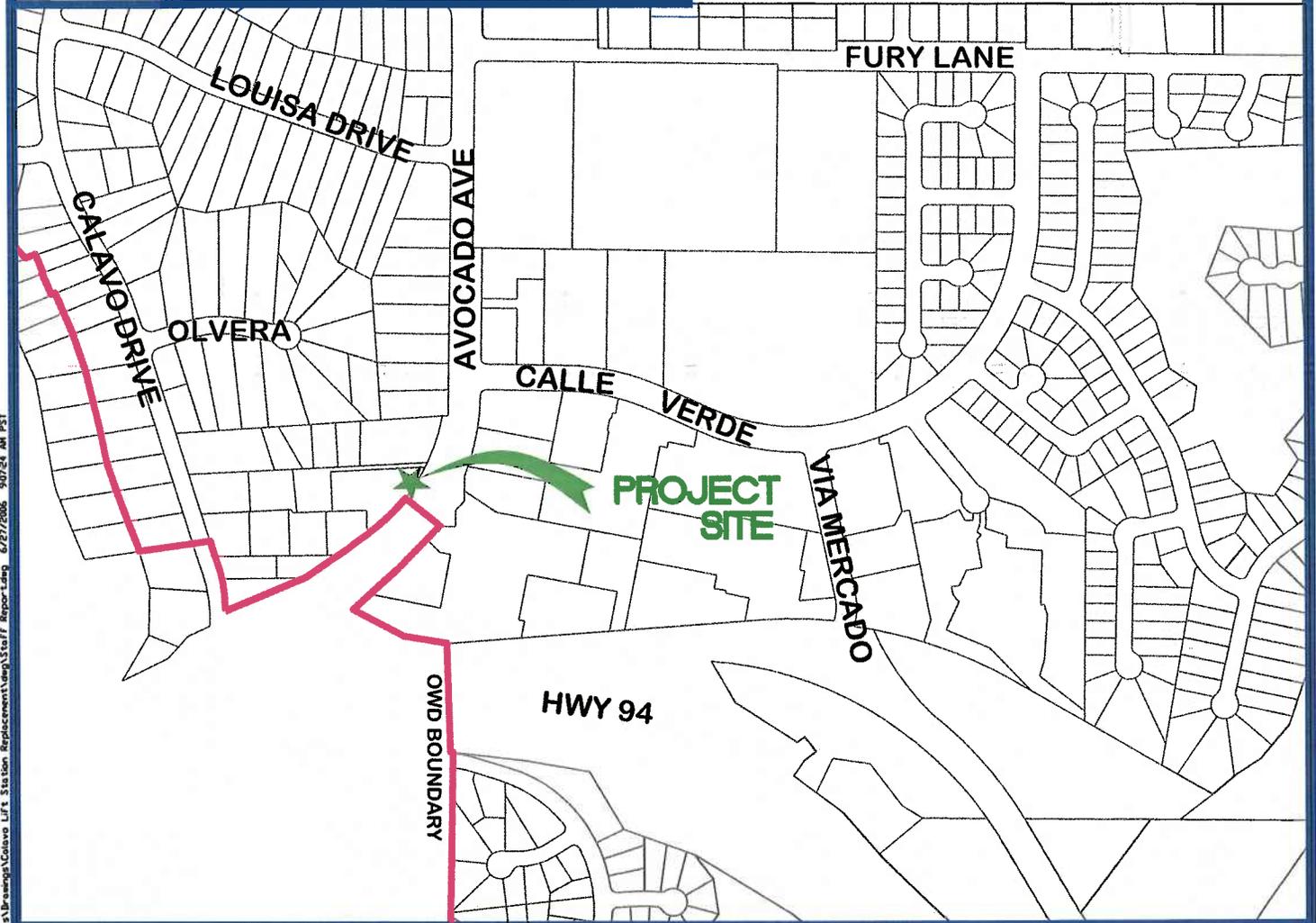
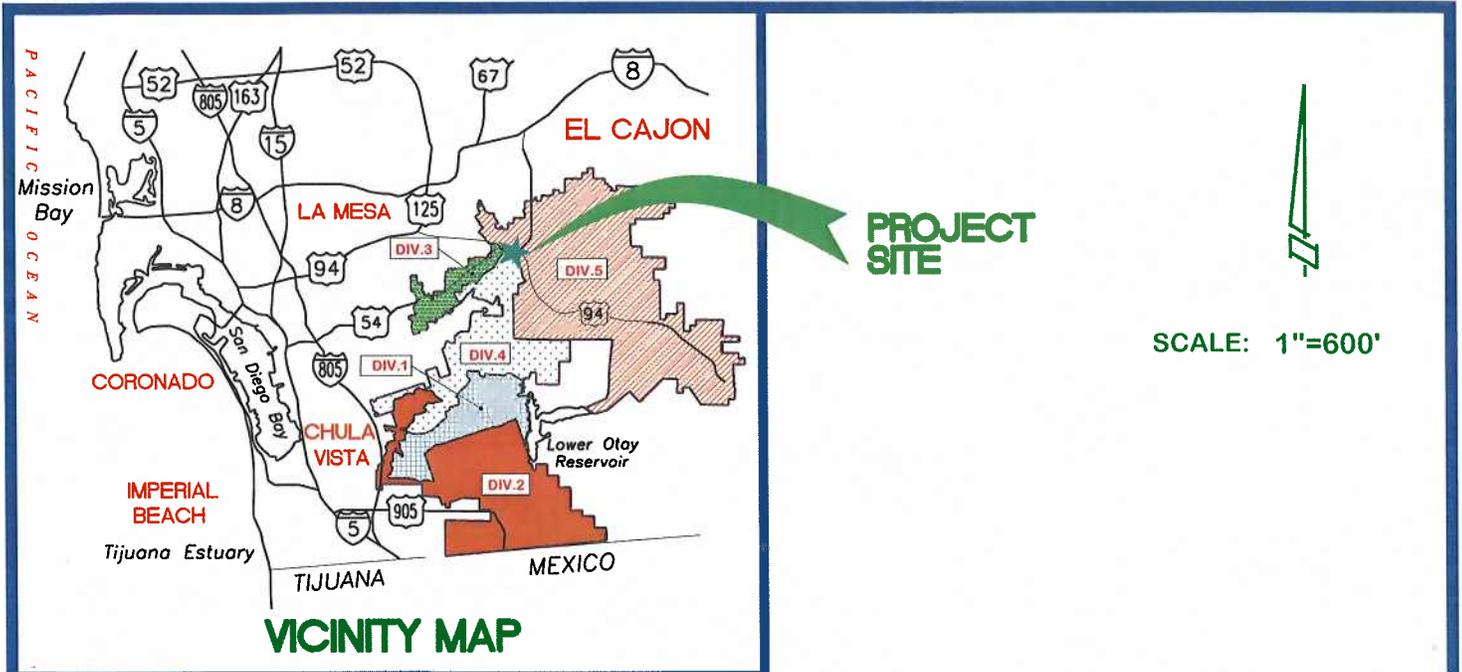


ATTACHMENT B

Otay Water District
s2015 Calavo Lift Station Replacement

Date Updated: March 06, 2008

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment & Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor / Comments</i>
\$726,000					
Planning					
In House/Labor	37,053	37,053		37,053	
Consultant Contracts	1,979	1,979	-	1,979	Jones & Stokes Associates
Service Contracts	4,200	4,200	-	4,200	California Commercial
Advertise & Awards	275	275	-	275	San Diego Daily Transcripts
Professional & Legal Fees	832	832	-	832	Garcia, Calderon & Ruiz LLP
Land/Easement Acquisition	13,000	13,000	-	13,000	Kim-Thoa Hoang
Total Planning	\$ 57,339	\$ 57,339	\$ -	\$ 57,339	
Design					
In House/Labor	75,590	75,590		75,590	
Consultant Contracts	8,770	8,770	-	8,770	Ninyo & Moore
	16,780	16,780	-	16,780	JC Heden & Associates Inc.
	9,850	9,850	-	9,850	Engineering Partners Inc.
Professional Legal Fees	1,011	1,011	-	1,011	Garcia, Calderon & Ruiz LLP
Easement	4,000	4,000	-	4,000	Juan & Debra Navarro
Service Contracts	700	700	-	700	Southland Title
	1,801	86	1,715	1,801	San Diego Daily Transcripts
			-	-	
Total Design	\$ 118,501	\$ 116,786	\$ 1,715	\$ 118,501	
Construction					
In House/Labor	23,455	3,455	20,000	23,455	
Consultant Contracts	5,470	1,470	4,000	5,470	JC Heden & Associates Inc.
Construction Contracts	267,900		267,900	267,900	NEWEST Construction
Contingency (5%)	14,000		14,000	14,000	
Service Contracts					
Professional & Legal Fees			-	-	
Accpt/close-out	10,000		10,000	10,000	
Total Construction	\$ 320,825	\$ 4,925	\$ 315,900	\$ 320,825	
Grand Total	\$ 496,665	\$ 179,050	\$ 317,615	\$ 496,665	



OTAY WATER DISTRICT

CALAVO LIFT STATION REPLACEMENT

LOCATION MAP

CIP# S2015

EXHIBIT A

P:\WORKING\CIP_S2015\WP_2008\Graphics\Map\otay\otay\Station Replacement\Map\Staff_Report\Map_6/27/2006_90724.MX.PST



STAFF REPORT

TYPE MEETING: Regular Board

MEETING DATE: April 2, 2008

SUBMITTED BY: Ron Ripperger *m*
Engineering Manager

PROJECT/ SUBPROJECT: P2009, P2038/ 001102 DIV. 5 NO.

APPROVED BY: Rod Posada *Rod Posada*
(Chief) Chief, Engineering

APPROVED BY: Manny Magaña *M. Magaña*
(Asst. GM): Assistant General Manager, Engineering and Operations

SUBJECT: Change Order No. 2 to the Contract with Infrastructure Engineering Corporation for Design of the 36-Inch Pipeline, SDCWA Otay FCF No. 14 to the Regulatory Site Project

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board approves Change Order No. 2 to the existing contract with Infrastructure Engineering Corporation (IEC) for design of the 36-Inch Pipeline, SDCWA Otay FCF No. 14 to the Regulatory Site (36-Inch Pipeline) Project in the amount not to exceed \$53,318 (See Exhibit A for project location).

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to execute Change Order No. 2 for \$53,318 (Exhibit B) to the contract with IEC.

ANALYSIS:

At the October 4, 2006 Board meeting, Infrastructure Engineering Corporation (IEC) was awarded the design contract for the 36-Inch Pipeline project. IEC has just completed the 90% design submittal and is working towards the 100% design.

At the 60% design submittal progress meeting it was discussed that since the existing 14-Inch CCP in Jamacha Rd (CIP P2038) was being replaced from Hidden Mesa Road to Hillsdale Road as part of the 36-Inch Pipeline Project that it would make sense to replace the remaining CCP near the intersection of Hillsdale Road and Jamacha Road. The existing CCP on Jamacha Road and on a dirt road just south

of Hillsdale Road serving a few customers all needs to be replaced due to its high rate of failure. The existing CCP extending east in Hillsdale Road will not be replaced at this time but will be added as an additional CIP in the future. Only the CCP portion of the Hillsdale pipeline within the Caltrans right of way will be replaced to eliminate the need to obtain an encroachment permit from the State in the future when that work is required.

Several other items have been included in this change order such as additional striping plans to support the replaced piping work near Jamacha Road and Hillsdale intersection. Additional environmental work within Cuyamaca College including Quino Checkerspot Butterfly and Rare Plants Surveys along with processing a Habitat Conversation Plan are also part of this change order. Finally, staff requested that IEC evaluate an alternative alignment east of the intersection of Jamacha Road and Washington Avenue. This evaluation was summarized in a memorandum to staff. The purpose of this additional review was to determine if another pipeline alignment was feasible in order to bypass the intersection and avoid disruption to the public, as well as eliminate a difficult pipeline installation which would be very costly.

Staff also coordinated with IEC regarding remaining scope that could either be revised or altogether deleted since more is known about the project. Some savings back to the District to be realized as part of this change order are for environmental efforts related to contaminated soils, further environmental documentation, and a savings by changing appraisers.

The 36-Inch Pipeline project design is anticipated to be completed in July 2008 with construction award in October 2008. This project is critical to meeting the ultimate demands for the North District.

FISCAL IMPACT:



The total Fiscal Year 2008 budget for CIP P2009 is \$18,490,000 and \$1,600,000 for CIP P2038. The actual costs paid on these projects as of March 6, 2008, are \$1,484,400 and \$185,080, respectively. Total expenditures, plus outstanding commitment and forecast including this change order, are approximately \$3,610,335 for CIP 2009 and \$1,600,000 for CIP P2038. Since a portion of Change Order No. 2 pertains to CIP P2038, \$21,435 has been allocated to that project. The remaining \$31,883 relates to CIP 2009 and has been allocated to that project.

Attachments B and C are tables listing commitments, expenditures, and projected final costs for both projects. Based on the the financial

budget, the Project Manager has determined that the budgets are sufficient to support the project.

Finance has determined that 100% of the funding for CIP P2009 is currently available from the Expansion Fund. Funding for CIP P2038 is available from 50% Betterment Fund and 50% Replacement Fund.

STRATEGIC GOAL:

This project supports the District's Mission statement, "To provide the best quality of water and wastewater services to the customers of Otay Water District, in a professional, effective, efficient, and sensitive manner..." This project fulfills the District's Strategic Goals No. 1 - Community and Governance and No. 5 - Potable Water, by maintaining proactive and productive relationships with the project stakeholders and by guaranteeing that the District will provide for current and future water needs.

LEGAL IMPACT: _____

None.



General Manager

P:\WORKING\CIP P2009 36-inch PL - FCF 14 to Reg Site\Staff Reports\BD 4-2-08, 36-Inch Pipeline IEC CO#2.doc

RR/RP:jf

Attachments Attachment A
 Attachment B
 Attachment C
 Exhibit A
 Exhibit B



ATTACHMENT A

SUBJECT/PROJECT: P2009, P2038/ 001102	Change Order No. 2 to the Contract with Infrastructure Engineering Corporation for Design of the 36-Inch Pipeline, SDCWA Otay FCF No. 14 to the Regulatory Site Project
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on March 17, 2008. The following comments were made:

- Staff suggested during the 60% design progress meeting with IEC, that since the existing 14-inch concrete cylinder pipe (CCP) pipeline in Jamacha Road is being replaced from Hidden Mesa Road to Hillsdale Road as part of the 36-inch pipeline project, it would make sense to replace the remaining CCP pipe near the intersection of Hillsdale Road and Jamacha Road.
- There was discussion regarding contacting various agencies including the City of El Cajon to make them aware of the construction schedule for this project. Specifically, since Helix Water District and other entities performed work recently at the intersection of Washington Avenue and Jamacha Road within the City. Discussion centered on the City's reticence to allow Otay to install the new 36-inch Pipeline in this area.
- Director Croucher asked what we can do as an outreach to the community. Staff explained that contacts have been made with a wide variety of utilities, agencies and community groups to obtain record drawings and perform public outreach.
- Staff suggested that prior to construction a newsletter will be distributed to the community to make them aware of construction in the area. IEC and staff contacted each agency, entity and community group involved to obtain record drawings and inform them of the upcoming project.

- It was suggested that a list of all contacts made to date on this project be attached to this staff report to update the Board on the outreach work already completed. The memo from IEC is included for the Board's information.

Upon completion of discussion, the Committee recommends this item be agendaized on the consent calendar at the April 2, 2008 Board meeting.

P2009: Jamacha Road 36-inch Potable Water Pipeline

Date: March 21, 2008

Subject: COMMUNITY OUTREACH CONTACTS

Prepared By: Dolores Ventura, P.E./Robert Edgerton, AICP/Merry Lee Olson

Reviewed By: Preston H. Lewis, P.E./ Amy R. Czajkowski, P.E.

PURPOSE

The purpose of this technical memorandum is to provide a list of community members, agencies, leaders, and/or organizations that have been contacted in regards to Otay Water District's project number P2009: Jamacha Road 36-inch Potable Water Pipeline.

BACKGROUND

The table in this memorandum includes the list of people contacted as of March 20, 2008. The persons were contacted in efforts to reach out to the community to proactively address potential concerns regarding the District's upcoming project.

The review process varies for each organization. The team followed each process accordingly in order to obtain feedback. Some of the processes followed include:

1. Submit milestone plans for plancheck
2. Invitations to the value engineering workshops
3. Submit documents for project overview
4. Field meetings to discuss the project
5. Regular project update meetings
6. Submit certain components of the project documents (i.e. PDR, IS/MND, figures, etc)
7. Phone meetings/conference calls

OTAY WATER DISTRICT
P2009 JAMACHA ROAD 36-INCH PIPELINE PROJECT AND P2038 12-INCH POTABLE WATER PIPELINE REPLACEMENT
COMMUNITY OUTREACH CONTACT LIST

Name	Organization	Address1	City	State	Zip	Phone	Fax	Email
Sylvia Casas-Werkman, Prin.	Anza Elementary	105 So. Anza Street	El Cajon	CA	92020	(619) 588-3116		
Wendy Deford	At&T	3750 Home Avenue	San Diego	CA	92105	(619) 266-4725		
Patti Sharpo	At&T	4220 Arizona Street, Rm.100	San Diego	CA	92104-1715	(619) 574-3661	(619) 260-0133	ps2695@att.com
Joe Strafacci	At&T	950 W Washington, Room 203	Escondido	CA	92025	(760) 489-3198	(760) 737-9448	js1439@att.com
Nadine Evans	Bostonia Christian Elementary School	211 S 3rd Street	El Cajon	CA	92019	(619) 442-9843		
Trent Clark	Caltrans District 11	4050 Taylor Street	San Diego	CA	92110	(619) 688-3140		trent_clark@dot.ca.gov
Vasant Kale	Caltrans District 11	4051 Taylor Street	San Diego	CA	92110	(619) 688-3383		vasant_kale@dot.ca.gov
Bahman Yazdani	Caltrans District 11	4052 Taylor Street	San Diego	CA	92110	(619) 688-6492		
Jacob Armstrong	Caltrans District 11	4053 Taylor Street	San Diego	CA	92110	(619) 688-6960		jacob_armstrong@dot.ca.gov
Allen Holden	Caltrans District 11	4054 Taylor Street	San Diego	CA	92110	(858) 467-4331		
Jaff Ghafur	Caltrans District 11	4055 Taylor Street	San Diego	CA	92110	(619) 688-6844		jaff_ghafur@dot.ca.gov
Sam Amen	Caltrans District 11	4056 Taylor Street	San Diego	CA	92110	(619) 718-7835		sam_amen@dot.ca.gov
Al Cox	Caltrans District 11	4056 Taylor Street	San Diego	CA	92110			al_cox@dot.ca.gov
John Markey	Caltrans District 11	4056 Taylor Street	San Diego	CA	92110			john_m_markey@dot.ca.gov
Khalil Ashtari	Caltrans District 11	4056 Taylor Street	San Diego	CA	92110			khalil_ashtari@dot.ca.gov
Mike Dudas	City of El Cajon	200 E. Main Street	El Cajon	CA	92020	(619) 441-1662		
John Phillips	City of El Cajon	200 E. Main Street	El Cajon	CA	92020	(619) 441-1783		jphillip@ci.el-cajon.ca.us
Mike Griffiths	City of El Cajon	200 E. Main Street	El Cajon	CA	92020	(619) 441-1785		MGriffiths@ci.el-cajon.ca.us
Dennis Davis	City of El Cajon	200 E. Main Street	El Cajon	CA	92020	(619) 441-1661		TREVVH@ci.el-cajon.ca.us
Trev Holman	City of El Cajon	200 E. Main Street	El Cajon	CA	92020	(619) 441-1665		ddavies@ci.el-cajon.ca.us
Vince Cappello	City of El Cajon	200 E. Main Street	El Cajon	CA	92020	(619) 441-1747		vcappello@ci.el-cajon.ca.us
Jaime Campos	City of El Cajon	200 E. Main Street	El Cajon	CA	92020	(619) 441-5554		icampos@ci.el-cajon.ca.us
Frank Arebalo	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 874-4012		Frank.Arebalo@sdcounty.ca.gov
Yosmia Johnson	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 874-4025		Yosmia.Johnson@sdcounty.ca.gov
Hector Ramos	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 694-2272		Hector.Ramos@sdcounty.ca.gov
Richard Pearson	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 694-2840		Richard.Pearson@sdcounty.ca.gov
Carl Hickman	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 874-4155		
Lawrence Hirsch	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(619) 301-2628		
Karel Shaffer	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 344-9550		
Barry Beech	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 495-5804		
Bill Morgan	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 694-3087		
John Thomas	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 694-2841		
Nassar Sammy	County of San Diego	5201 Ruffin Rd	San Diego	CA	92123	(858) 694-3862		
Dianne Jacobs	County of San Diego							
Rob Thomason	Cox	5159 Federal Blvd	San Diego	CA	92105	(619) 263-9251		
Marian Price	Cox	5159 Federal Blvd	San Diego	CA	92105	(619) 263-9251		
David Emerson	Cox	5159 Federal Blvd	San Diego	CA	92105	(619) 266-5598	(619) 266-5205	dave.emerson@cox.com
Brad Monroe	Cuyamaca College	900 Rancho San Diego Pkwy	El Cajon	CA	92019	(619) 660-4261	(619) 660-4408	brad.monroe@gccd.edu
David Suter	Cuyamaca College	900 Rancho San Diego Pkwy	El Cajon	CA	92019	(619) 660-4261	(619) 660-4408	david.suter@gccd.net
Rob Emerson, Supervisor	Grossmont Work Training Center	230 Jamacha Road	El Cajon	CA	92019	(619) 401-4343		
Dale Switzer	Grossmont-Cuyamaca Community College	8800 Grossmont College Dr	El Cajon	CA	92020	(619) 644-7807	(619) 644-7911	dale.switzer@gccd.net
Scott Hamren	Helix Water District	7811 University Avenue	La Mesa	CA	91941	(619) 667-6276	(619) 667-6235	Scott.Hamren@HELIXWATER.org
Chris McRae	Helix Water District	7811 University Avenue	La Mesa	CA	91941	(619) 667-6278	(619) 667-6235	chris.mcrae@helixwater.org
Luis Valdez	Helix Water District	7811 University Avenue	La Mesa	CA	91941			
Sue Castle	Hillsdale Middle School	1301 Branham Street	El Cajon	CA	92019	(619) 441-6156		
Donald HoHimer, Principal	Hillsdale Middle School	1302 Branham Street	El Cajon	CA	92019	(619) 441-6156		
Jason Rich	La Vida Real Senior Living Community	11588 Via Rancho San Diego	El Cajon	CA	92019	(619) 660-5775		
Mr. McGraths Sr	McGraths Properties							
Brian Handley, Principal	Meridian Elementary School	651 South Third	El Cajon	CA	92019	(619) 588-3083		
David Singleton	Native American Heritage Community	915 Capitol Mall, Room 364	Sacramento	CA	95814	(916) 653-6251	(916) 657-5390	
Maria Kehoe, Principal	Rancho San Diego Elementary	12151 Calle Albara	El Cajon	CA	92019	(619) 588-3211		

OTAY WATER DISTRICT
P2009 JAMACHA ROAD 36-INCH PIPELINE PROJECT AND P2038 12-INCH POTABLE WATER PIPELINE REPLACEMENT
COMMUNITY OUTREACH CONTACT LIST

Name	Organization	Address1	City	State	Zip	Phone	Fax	Email
Julie Blackman	San Diego County Water Authority	4677 Overland Av	San Diego	CA	92123	(858) 522-6905	(858) 522-6568	jblackman@contractors.sdewa.org
Whitney J. Ghoram	San Diego Regional Water Quality	9174 Sky Park Court, Suite 100	San Diego	CA	92124	(858) 467-2967	(858) 571-6972	wghoram@waterboards.ca.gov
Jon Winslow	San Miguel Fire Station No. 22	2850 Via Orange Way	Spring Valley	CA	91978	(619) 670-0500	(619) 670-5331	iwinslo@smgfire.org
Natalie Grant	San Miguel Fire Station No. 22	11501 Via Rancho San Diego	El Cajon	CA	92019	(619) 670-0500		
Joann Espinoza	SDG&E	8315 Century Park Ct. Suite 210	San Diego	CA	92123-1550	(858) 636-6820		
Desiree Taylor	SDG&E- Electric	8315 Century Park Court Suite 51C	San Diego	CA	92123	(619) 654-8692		
Veronica Pitt	SDG&E-Gas	8315 Century Park Ct. Suite 210	San Diego	CA	92123-1550	(858) 636-3983	(858) 636-3967	vpitt@semprautilities.com
William Perkins	Senior Resource Group	500 Stevens Ave, Suite 100	Solana Beach	CA	92075	(858) 314-1724	858-314-1753	bperkins@srg-llc.com
Craig Rocha, Principal	Steele Canyon High School	12440 Campo Road	Spring Valley	CA	91978	(619) 660-7100		
Heidi E.D. Crowell	U.S. Fish and Wildlife Service	6010 Hidden Valley Road	Carlsbad	CA	92011	(760) 431-9440	(760) 431-5901	Heidi_Crowell@fws.gov
Larry Martinsen, Principal	Valhalla High School	1725 Hillisdale Road	El Cajon	CA	92019	(619) 593-5300		
John Phillips	Valle De Oro Planning Group	P.O. Box 3958	La Mesa	CA	91944	(619) 670-0986		
Craig Wollitz, Principal	Vista Grande Elementary	1908 Vista Grande Rd	El Cajon	CA	92019	(619) 588-3170		
Marty Eberhardt	Water Conservation Garden	12122 Cuyamaca College Dr, West	El Cajon	CA	92019	(619) 660-1684	(619) 660-1687	marty@thegarden.org
Don Schultz	Water Conservation Garden	12122 Cuyamaca College Dr, West	El Cajon	CA	92019	(619) 660-0619	(619) 660-1687	don@thegarden.org



ATTACHMENT B

SUBJECT/PROJECT: Change Order No. 2 to the Contract with Infrastructure Engineering Corporation for Design of the 36-Inch Pipeline, P2009, P2038/001102
 SDCWA Otay FCF No. 14 to the Regulatory Site Project

Otay Water District

Date Updated: March 06, 2008

P2009 - 36-Inch Pipeline from SDCWA Otay FCF No. 14 to the Regulatory Site

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment & Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor / Comments</i>
\$18,490,000					
Planning					
Labor	202,183	202,183		202,183	
Printing	993	993	-	993	OCB REPROGRAHICS
Business Meetings	110	110	-	110	PETTY CASH
Professional Legal Fees	5,595	5,595	-	5,595	BURKE WILLIAMS & SORENSEN
	599	599	-	599	GARCIA CALDERON & RUIZ LLP
Consultant Contracts	1,338,108	879,891	458,217	1,338,108	INFRASTRUCTURE ENGINEERING
	4,300	4,300	4,300	4,300	C.O. #1
	31,883	-	31,883	31,883	C.O. #2
Service Contracts	398	398	-	398	UNION TRIBUNE
	957	957	-	957	SD DAILY TRANSCRIPT
	350	350	-	350	RYAN BETHKE
	705	705	-	705	OLLI BROS
Subcontract	12,266	12,266	-	12,266	HELIX WATER DISTRICT
Temporary Labor	16	16	-	16	SEDONA STAFFING
Total Planning	\$ 1,598,462	\$ 1,108,363	\$ 494,400	\$ 1,598,463	
Design					
In House/Labor	175,986	175,986		175,986	
In House/Labor (future)				-	
Consultant Contracts	93,000	18,750	74,250	93,000	SAN DIEGO COUNTY WATER
	107,138	60,465	46,673	107,138	HARRIS & ASSOCIATES INC
	5,377		5,377	5,377	WRA & ASSOCIATES INC
	1,050	1,050		1,050	SOUTHLAND TITLE
Special Projects	48	48	-	48	SEDONA STAFFING
Meals and Incidentals	162	162	-	162	PETTY CASH
Advertising/Bid	87	87	-	87	SAN DIEGO DAILY TRANSCRIPT
Other Agency Fees	3,830	3,830	-	3,830	CITY OF EL CAJON
Total Design	\$ 386,677	\$ 260,377	\$ 126,300	\$ 386,677	
Construction					
In House/Labor	8,326	8,326		8,326	
Service Contracts	818	818	-	818	UNION TRIBUNE PUBLISHING CO
Consultant Contracts	1,088,785		1,088,785	1,088,785	RBF CONSULTING
Construction Contracts	527,000	106,250	420,750	527,000	SAN DIEGO COUNTY WATER
Service Contracts	266	266	-	266	MCGRAW-HILL CONSTRUCTION
Computer Software			-	-	
Professional Legal Fees			-	-	
Acpt/close-out			-	-	
Total Construction	\$ 1,625,195	\$ 115,660	\$ 1,509,535	\$ 1,625,195	
Grand Total	\$ 3,610,335	\$ 1,484,400	\$ 2,130,234	\$ 3,610,335	



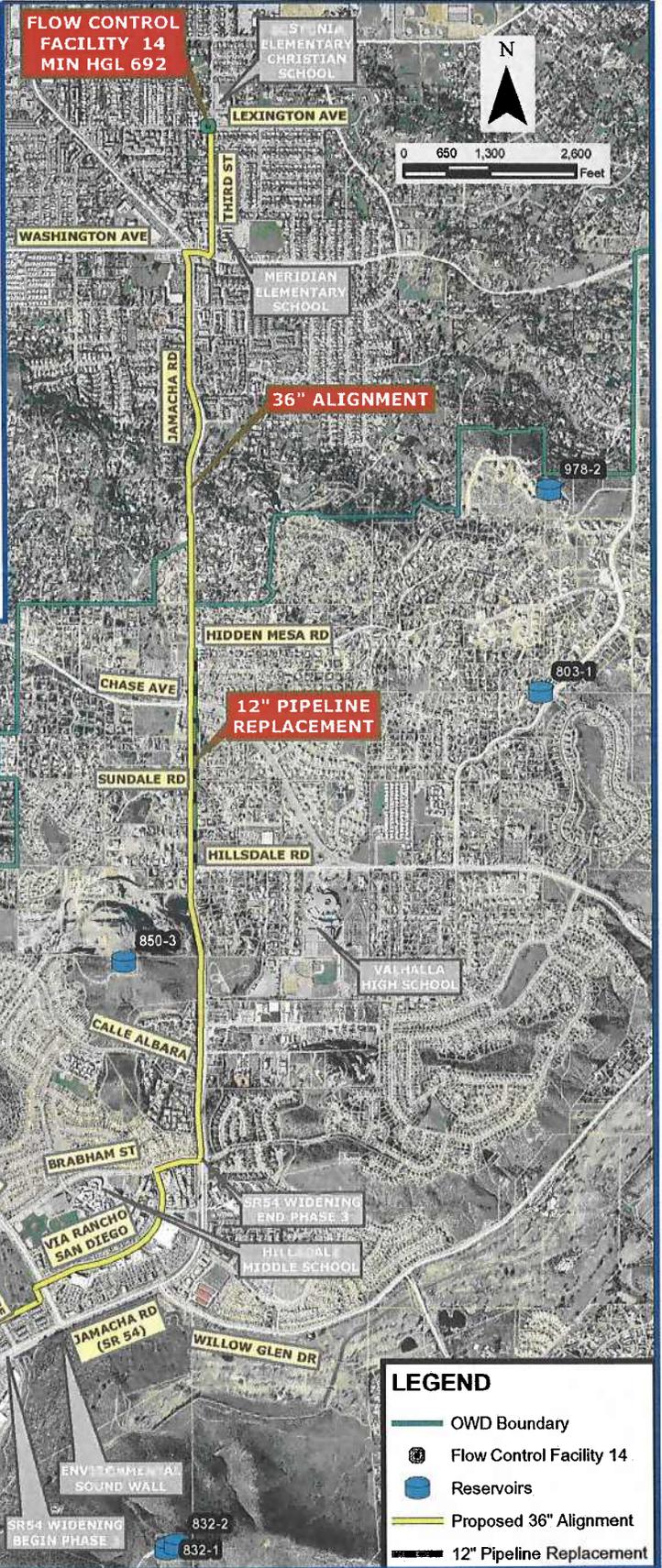
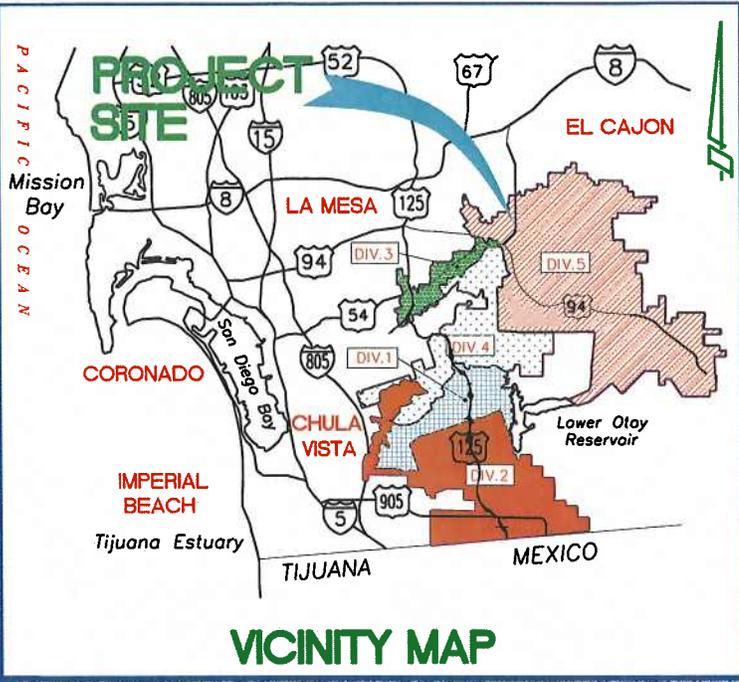
ATTACHMENT C

SUBJECT/PROJECT: Change Order No. 2 to the Contract with Infrastructure Engineering Corporation for Design of the 36-Inch Pipeline, SDCWA Otay FCF No. 14 to the Regulatory Site Project
 P2009, P2038/
 001102

Otay Water District
 p2038 PL - 12-Inch, 978 Zone, Hidden Mesa Road

Date Updated: March 11, 2008

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment & Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor / Comments</i>
\$1,600,000					
Planning					
In House/Labor	22,608	22,608		22,608	
Consultant Contracts	1,044	1,044	-	1,044	Jones & Stokes Associates
	21,435		21,435	21,435	IEC C.O. #2
Land/Easement Acquisition			-	-	
Total Planning	\$ 45,087	\$ 23,652	\$ 21,435	\$ 45,087	
Design					
In House/Labor	104,935	104,935		104,935	
Consultant Contracts	3,067	3,067	-	3,067	Moreno Aerial Photo
	45,071	45,071	-	45,071	Lee & Ro Inc
Materials	131	131	-	131	C W Mcgrath
	788	788	-	788	Penhall Company
Service Contracts	1,800	1,800	-	1,800	Frank & Son Paving Inc
	726	726	-	726	Southland Title
	647	647	-	647	Mayer Reprographics
Parking & Tolls	5	5	-	5	Petty Cash Custodian
			-	-	
Total Design	\$ 157,168	\$ 157,168	\$ -	\$ 157,168	
Construction					
Phase II (Jamacha Road)	\$311,200		\$ 311,200.00	311,200	Awarded with CIP P2009
In House/Labor	98,003	4,003	94,000	98,003	
Materials	257	257	-	257	Frank & Son Paving Inc
Construction Contracts	908,285		908,285	908,285	Arrieta Construction Inc
Contingency (5%)	40,000		40,000	40,000	
Service Contracts	30,000		30,000	30,000	Lee & Ro Inc
Professional & Legal Fees			-	-	
Accpt/close-out	10,000		10,000	10,000	
Total Construction	\$ 1,397,745	\$ 4,260	\$ 1,393,485	\$ 1,397,745	
Grand Total	\$ 1,600,000	\$ 185,080	\$ 1,414,920	\$ 1,600,000	



LEGEND

- OWD Boundary
- Flow Control Facility 14
- Reservoirs
- Proposed 36" Alignment
- 12" Pipeline Replacement



OTAY WATER DISTRICT
 36-INCH PIPELINE, SDCWA OTAY FCF NO. 14 TO THE REGULATORY SITE
 CHANGE ORDER NO. 2 TO THE CONTRACT WITH
 INFRASTRUCTURE ENGINEERING CORPORATION

CONTRACT/P.O. CHANGE ORDER No. 2

PROJECT/ITEM: PL 36-Inch, SDCWA Otay FCF No. 14 to Regulatory Site
CONTRACTOR/VENDOR: Infrastructure Engineering Corporation REF.CIP No.: P2009-001102
APPROVED BY: Board REF. P.O. No: 705008 REF. W.O. No.: 30136 DATE: 4-2-08

DESCRIPTION:

1. IEC will add pipeline plan and profile sheets and revise the traffic control plans to include the replacement of and additional 300 (+/-) linear feet of 14-inch CCP pipeline with a 12-inch PVC pipeline; replacement of 700 (+/-) linear feet of 14-inch CCP lateral pipeline with and 8-inch PVC pipeline; replacement of 50-linear feet of 12-inch CCP distribution line with a 12-inch PVC pipeline.
2. IEC will also perform additional water quality testing along the pipeline alignment including, advancing two (2) borings at the two worst-case (contaminated site and perched septic) plumes along the current pipeline alignment.
3. IEC will provide Striping Plans for Jamacha Road.
4. IEC will provide environmental surveys for the selected alignment through Cuyamaca College Campus. In addition, a Habitat Conservation Plan be prepared, requiring a "take" permit.
5. IEC will evaluate an alternative alignment through vacated Third Street from Washington Street to Granite Hills Drive.

REASON:

1. The District requested that IEC add the replacement of an additional 300-foot (+/-) of 14-inch CCP pipeline along Jamacha Road that recently failed and additional water quality testing at two recommended locations along the pipeline alignment.
2. The District requested that IEC to add the replacement of an additional 700-foot (+/-) of 14-inch CCP lateral pipeline along a dirt road and reconnect various services and to replace 50-feet (+/-) of 12-inch CCP along Hidden Mesa from Jamacha Road to outside of Caltrans ROW.
3. The City of El Cajon requested Striping Plans for Jamacha Road.
4. The Quino Checkerspot Butterfly and Rare Plant Surveys are required for the selected alignment through the Cuyamaca College Campus. In addition, USFWS requested an Habitat Conservation Plan be prepared for the project due to impacts to federally-listed species, requiring a "take" permit.
5. The District requested IEC to prepare a memorandum to evaluate an alternative alignment through the City of El Cajon's vacated Third Street from Washington Street to Granite Hills Drive.

CHANGE P.O. TO READ:

A total increase of \$53,318.00 for a revised Contract amount of \$1,391,426.00.

ORIGINAL CONTRACT/P.O. AMOUNT:	\$	1,333,808.00
ADJUSTED AMOUNT FROM PREVIOUS CHANGE:	\$	1,338,108.00
TOTAL COST OF THIS CHANGE ORDER:	\$	53,318.00
NEW CONTRACT/P.O. AMOUNT IS:	\$	1,391,426.00
CONTRACT/P.O. TIME AFFECTED BY THIS CHANGE:		0 Days

REQUIRED BY THE CONTRACT/P.O. THIS INCLUDES ALL DIRECT AND INDIRECT COST AND RELEASE OF ALL RIGHTS TO CLAIM AGAINST THIS ITEM IN THE FUTURE. ALL OTHER PROVISIONS AND REQUIREMENTS OF THE CONTRACT/P.O. REMAIN IN FULL FORCE AND EFFECT.

CONTRACTOR/VENDOR:

SIGNATURE: [Signature]
NAME: Amy Czajkowski
TITLE: Vice President DATE: 3/11/08
ADDRESS: 14271 Danielson St
Poway, CA 92064

STAFF APPROVALS:

PROJ. MGR: _____ DATE: _____
DIV. MGR: _____ DATE: _____
CHIEF: _____ DATE: _____
ASST. GEN. MANAGER: _____ DATE: _____

DISTRICT APPROVAL:

GEN. MANAGER: _____ DATE: _____

COPIES: FILE (Orig.), CONTRACTOR/VENDOR CHIEF-ENGINEERING/PLANNING CHIEF-FINANCE CHIEF-DEV. SERVICES
 ENGR. MGR. INSPECTION PROJ MGR ENGR. SECRETARY PURCHASING ACCTS PAYABLE

CHANGE ORDER LOG

PL 36-Inch, SDCWA Fcf No. 14 to Regulatory Site

P2009-001102
WO NO. 30136

		APPROVED			
C.O.	AMOUNT	BY	DATE	DESCRIPTION	TYPE C.O.
1	\$4,300.00	PM	10/27/2007	Evaluate an alternative alignment through El Cajon that are less congested of existing utilities.	District initiated
2	\$53,318.00	Board	4/2/2008	Additional plan and profile sheets for approx 1050 linear-ft of pipeline replacement. Also for additional water quality testing at 2 key locations. Striping Plan	District initiated
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					

Total C.O.'s To Date: \$57,618.00 4.3%

Original Contract Amount: \$1,333,808.00

Current Contract Amount: \$1,391,426.00

Change Order Breakdown for the Month:

Month	Net C.O.\$	Limit	Authorization	Absolute C.O.\$	Absolute C.O. %
4/08	\$53,318.00	\$10,000/5%	PM/Supervisor	\$0.00	0.0%
		\$20,000/10%	Manager	\$0.00	0.0%
		\$25,000/20%	Chief	\$0.00	0.0%
		\$35,000/20%	AGM	\$0.00	0.0%
		\$50,000/30%	GM	\$0.00	0.0%
		>\$50,000/30%	Board	\$53,318.00	4.0%



February 28, 2008

Mr. Ron Ripperger, P.E.
Engineering Manager
Otay Water District
2554 Sweetwater Springs Boulevard
Spring Valley, California 91978-2096

RE: Additional Services No. 2 - P2009 Jamacha Road 36-inch Pipeline Project and P2038 12-inch Potable Water Pipeline Replacement

Dear Mr. Ripperger:

We are pleased to submit this proposal for additional services requested as summarized below:

1. Based on the meeting held January 9, 2008, the District requested that IEC add the replacement an additional 300-foot (+/-) of 14-inch CCP pipeline along Jamacha Road that recently failed and additional water quality testing at two recommended locations along the pipeline alignment.
2. Based on the meeting held January 23, 2008, the District requested IEC to add the replacement of an additional 700-foot (+/-) of 14-inch CCP lateral pipeline along a dirt road and reconnect various services and to replace 50-feet (+/-) of 12-inch CCP along Hidden Mesa from Jamacha Road to outside of Caltrans ROW. (NOTE: survey for the additional 700-feet will be provided by the District.)
3. During a meeting with the City of El Cajon held on January 30, 2008, the City requested stripping plans for Jamacha Road.
4. As discussed on February 28, 2008, the Quino Checkerspot Butterfly and Rare Plant Surveys are required for the selected alignment through the Cuyamaca College Campus. In addition, USFWS requested an Habitat Conservation Plan be prepared for the project due to impacts to federally-listed species, requiring a "take" permit.
5. As discussed on February 28, 2008, the District requested IEC to add prepare a memorandum to evaluate an alternative alignment through the City of El Cajon's vacated Third Street from Washington Street to Granite Hills.

The following list is scope items that can be deleted from the project and applied to the scope items above; these are reflected in the fee summary worksheet:

1. Under Task 5 several borings were not feasible or not required during the environmental site.
2. Under Task 7 the project was initially scoped out as an EIR and the actual environmental document prepared was an IS/MND the remaining scope items can be deleted. In addition, there were some tasks that were not required and can be deleted.
3. Under Task 10.0 the District referred us to Epic Land Solutions, a more economical appraisals and easement acquisition full-service company.
4. Under Task 11.1 landscaping is not required since the selected alignment is located in mostly developed area; for the impacts at the Cuyamaca College Campus the same specification as the 640 Reservoir project can be used for this project.

The following are the scope of services for the additional work:



Task 18 – Additional Services No. 2

Task 18.1 Additional Pipeline Replacement for P2038

IEC will add two pipeline plan and profile sheets and revise the traffic control plans to include the replacement of an additional 300-linear feet of 14-inch CCP pipeline with a 12-inch PVC pipeline; replacement of 700-linear feet of 14-inch CCP lateral pipeline with an 8-inch PVC pipeline; replacement of 50-linear feet of 12-inch CCP distribution line with a 12-inch PVC. A field investigation will be conducted to examine the failed location. IEC will ensure that any water services connected along this portion are included in the design. IEC will include additional details, valve clusters, and appurtenances. This additional alignment will be included as a part of the Contract Documents. Refer to “EXHIBIT B” for the additional pipeline replacement. (NOTE: survey for the additional 700-feet will be provided by the District.) Striping plans will be prepared in accordance with Caltrans and City standards as required for Jamacha Road within the City of El Cajon city limits.

Task 18.2 Additional Water Quality Testing

Perform additional water quality testing along the pipeline alignment including, advancing two (2) borings at the two worst-case (contaminated site and perched septic) plumes along the current pipeline alignment.

The analytical tests for the groundwater sample located at the contaminated site will be analyzed for the analytical parameters specified in the Regional Water Quality Control Board (RWQCB) Order No. R9-2007-0071, General Waste Discharge Requirements for Groundwater Extraction Projects to Inland Surface Waters within the San Diego Region Except San Diego Bay. For the purposes of this screening evaluation, the aquatic toxicity testing will consist of chronic aquatic toxicity testing for *Daphnia*, fathead minnows, and freshwater algae and acute aquatic toxicity testing for fathead minnows.

The analytical tests for the groundwater sample located at the perched septic site will be analyzed for settleable solids, total suspended solids, percent sodium, total nitrogen, total phosphorus, methylene blue active substances, turbidity, fluoride, hydrogen sulfide, total residual chloride, pH, total fecal coliform, and dissolved oxygen.

Prepare an updated Phase 2 Environmental Site Assessment (ESA) report that includes the additional findings, conclusions, and recommendations. This scope assumes the Phase 2 ESA report will be made a part of the Contract Documents.

Task 18.3 Additional Environmental Services

Prepare a Low Effect Habitat Conservation Plan (HCP) in accordance to USFWS requirements. The HCP shall be prepared prior to obtaining authorized take. The HCP shall outline adequate minimization and mitigation to help conserve the California gnatcatcher and the potential rare plants. The HCP shall follow the “Contents of an HCP” guidelines authorized by the USFWS.

The IS/MND prepared for the project prescribed mitigation in the form of focused surveys for the Quino Checkerspot Butterfly and the rare plants, including Otay Tarplant and San Diego Sunflower. These surveys shall be completed before project construction. The Quino Checkerspot Butterfly surveys shall be conducted in accordance with requirements of the USFWS. The survey shall include a maximum of eight (8) surveys scheduled at least one week apart during the appropriate survey conditions and/or season. The rare plant survey shall be conducted during



the appropriate blooming season. Rare plant survey results shall be outlined on a map and included in the rare plant survey report. The deliverable for both surveys required shall be submitted a letter report. Shall the surveys identify Quino and rare plants the implementation of mitigation prescribed by the resource agencies is not included in this scope.

In order to respond to any questions or comments regarding the project IS/MND, the environmental consultant, HDR, will attend the hearing for certification of the environmental document.

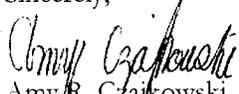
Task 18.4 Vacated Third Street Alternative Alignment Evaluation

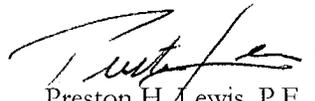
Attend a meeting to discuss the alternative alignment (1 meeting included). Prepare a technical memorandum to compare the current alignment and the alternative alignment. Comparative analysis shall include estimated construction costs order of magnitude, pros and cons of both alignments, benefits to the City of El Cajon, and recommendations.

The total fee requested to complete this scope of work is \$53,318 per the attached fee summary worksheet, "EXHIBIT A".

The project schedule will be updated at the next progress meeting to reflect additional items as required. If you have any questions, please do not hesitate to contact me at (760) 518-6266 or aczajkowski@iecorporation.com.

Sincerely,


Amy R. Czajkowski, P.E.
Project Manager


Preston H. Lewis, P.E.
Senior Project Manager

cc: Dolores Ventura, P.E., IEC

enclosures

"EXHIBIT A" – Fee Summary Worksheet
"EXHIBIT B" – Map showing additional pipeline replacements

"EXHIBIT A"
ADDITIONAL SERVICES NO. 2
P2009 JAMACHA ROAD 36-INCH POTABLE WATER PIPELINE AND
P2038 12-INCH PIPELINE REPLACEMENT

<u>TASK</u>	<u>TASK DESCRIPTION</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>	<u>TOTALS</u>
ADDITIONAL SERVICES NO. 2 TOTAL:					\$ 53,318
18 Additional Services No. 2					
18.1	Additional Pipeline Replacement for P2038				\$ 21,435
	Sr. Project Manager (Lewis)	2	\$ 170	\$ 340	
	Project Manager (Czajkowski)	8	\$ 155	\$ 1,240	
	Project Engineer (Ventura)	24	\$ 120	\$ 2,880	
	CAD Designer II	48	\$ 100	\$ 4,800	
	Direct Expenses			\$ 100	
	Subconsultant (RCE)	\$ 11,500	5%	\$ 12,075	
18.2	Additional Water Quality Testing				\$ 49,900
	Sr. Project Manager (Lewis)	2	\$ 170	\$ 340	
	Project Manager (Czajkowski)	16	\$ 155	\$ 2,480	
	Project Engineer (Ventura)	24	\$ 120	\$ 2,880	
	Direct Expenses			\$ 100	
	Subconsultant (N&M)	\$ 42,000	5%	\$ 44,100	
18.3	Additional Environmental Services				\$ 37,300
	Sr. Project Manager (Lewis)	2	\$ 170	\$ 340	
	Project Manager (Czajkowski)	16	\$ 155	\$ 2,480	
	Project Engineer (Ventura)	24	\$ 120	\$ 2,880	
	Direct Expenses			\$ 100	
	Subconsultant (HDR)	\$ 30,000	5%	\$ 31,500	
18.4	Vacated Third Street Alternative Alignment Evaluation				\$ 2,540
	Sr. Project Manager (Lewis)	2	\$ 170	\$ 340	
	Project Manager (Czajkowski)	8	\$ 155	\$ 1,240	
	Project Engineer (Ventura)	8	\$ 120	\$ 960	
5	Contaminated Soil and Groundwater				\$ (13,314)
5.1	Remaining Scope (ESA) (DELETE)			\$ (13,314)	
7	Environmental Documentation				\$ (25,418)
7B.9	Remaining Scope (DELETE)			\$ (25,418)	
10	Easement Appraisal and Acquisition Assistance				\$ (6,000)
10.1	Appraiser/Acquisitions (DELETE)			\$ (6,000)	
11	Contract Document Preparation				\$ (13,125)
11.1	Landscaping (DELETE)	\$ 12,500	5%	\$ (13,125)	

Dolores Ventura

From: Gary Stalker [gstalker@otaywater.gov]
Sent: Monday, January 28, 2008 3:53 PM
To: Dolores Ventura
Cc: Ronald Ripperger; Preston Lewis; Rick Acuna; Jake Vaclavek
Subject: FW: 14" steel line off Jamacha rd

Dolores,

No drawings yet, but below is the detailed information of how many feet of 8" PVC pipeline needs to be installed above the existing line, with related services and appurtenances. Also, please include an 8" gate valve at the tee on the 12" line at Jamacha Road.

Gary

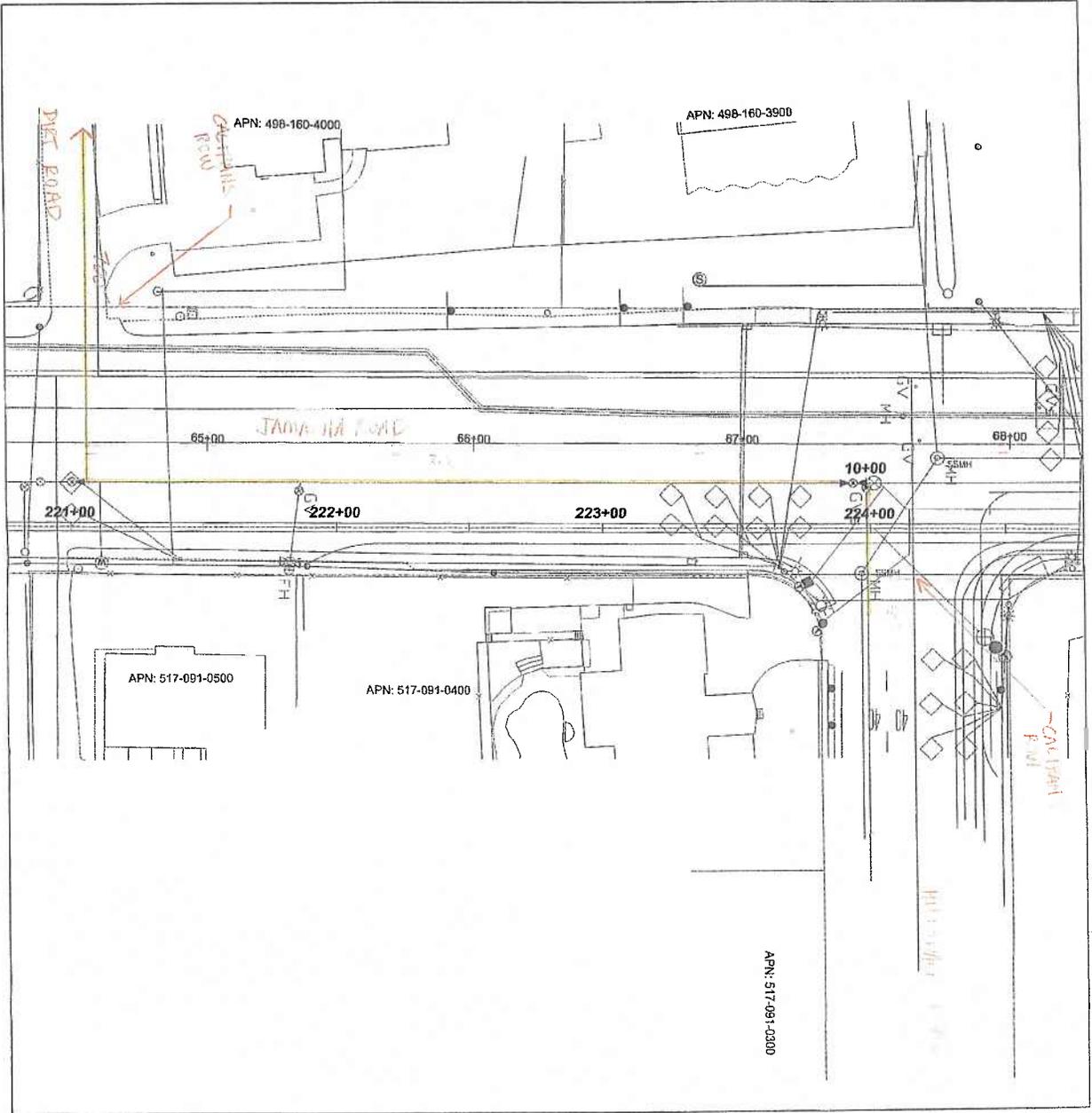
From: Rick Acuna
Sent: Monday, January 28, 2008 2:14 PM
To: Gary Stalker
Cc: Nick Pantazoplus; Jake Vaclavek
Subject: 14" steel line off Jamacha rd

Hi Gary,

Here is you info:

700 ft of 14" cmic in the ground due for replacement
6- 1" water services
3- 2" water services (2 NOT CURRENTLY BEING USED)
1- fire hydrant
1- 2" air-vac

.../CHDD/288A.dwg 1/30/2008 7:59:43 AM



APN: 517-091-0300 REFLECTOR





STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008	
SUBMITTED BY:	Ron Ripperger <i>[Signature]</i> Engineering Manager	PROJECT / SUBPROJECT:	P2459/ 001103	DIV. 5 NO.
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:	Change Order No. 1 to the Contract with Ortiz Corporation for the Olive Vista Drive Utility Relocation Project			

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board approve Change Order No. 1 to the existing contract with Ortiz Corporation (Ortiz) for construction of the Olive Vista Drive Utility Relocation Project in the amount not to exceed \$65,845 (See Exhibit A for project location).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to execute Change Order No. 1 (See Exhibit B) for \$65,845 to the contract with Ortiz.

ANALYSIS:

At the July 10, 2007 Board Meeting, Ortiz was awarded the construction contract for the Olive Vista Drive Utility Relocation Project. The project construction began in September 2007 after obtaining a traffic control permit from the County of San Diego (County). Overall, construction is 65% complete. Construction completion is scheduled for April 2008.

On January 30, 2008, Ortiz submitted a change order request to the District in the amount of \$210,000 for delays and impacts to their project caused by the County. The County's permit requires a cease in construction operations every day between 1:50-2:30PM to allow for Oak Grove Middle School traffic. The restrictions in the permit require that Ortiz plate open trenched areas, stop work, and then remove the plates to resume normal work after school traffic is back to a minimum. This constraint was not relayed by the County prior to the time of bid and could not have been anticipated by Ortiz.

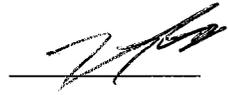
Staff hired RBF Consulting (RBF) to analyze and negotiate Ortiz's change order request due to their expertise with construction claims and their previous relationship with Ortiz on the Recycled Supply Link Project. As part of the negotiation, RBF and Ortiz agreed with staff's input to resolve all issues related to delays caused to the project. A Memo of Understanding (MOU) (See Exhibit C) was signed by RBF and Ortiz proposing a recommendation to staff resolving all issues related to Ortiz's change order request. The MOU consisted of three main items.

The first item consisted of resolving the pipeline installation delay and impact caused by the County's permit restrictions. Ortiz's original change order request included \$83,000 for this item. The MOU recommends resolving this item in the amount of \$65,845.

In addition to the \$65,845 pipeline installation impact, the MOU recommendation specifies not back-charging Ortiz \$14,000 in District staff costs that were incurred to assist in repairing a broken water main in Olive Vista Drive. This main was inadvertently broken by Ortiz staff during construction. A good portion of District costs expended to assist with this repair was required since the nearby valves that were needed to shut off the water would not close completely and additional valves had to be operated. Ortiz spent approximately \$17,000 for their efforts over the course of the repair and follow-up monitoring of the leak. Also, Ortiz will not be compensated for three days of lost production due to the break.

The third item resulted from restrictive County permit requirements regarding traffic control which affected rock excavation production. Ortiz originally claimed that due to the County restrictions their rock excavation could not proceed in advance of the pipeline installation. Their claim amount submitted for this delay was originally \$120,000. The MOU negotiated by RBF recommends paying Ortiz the remaining rock excavation bid item in the contract of \$25,000.

FISCAL IMPACT:



The approved total budget for CIP P2459 is \$1,242,000. Expenditures to date are \$745,188. Total commitments to date, including this Change Order, are approximately \$1,242,000. See Attachment B for budget detail.

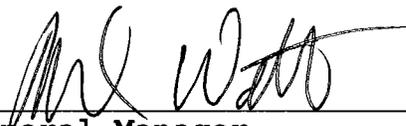
The Project Manager anticipates that based on the attached financial analysis the budget will be sufficient to support this project. Finance has determined that funding for this project is available from the Replacement Fund (50%) and the Betterment Fund (50%).

STRATEGIC GOAL:

This project supports the District's Mission statement, "To provide the best quality of water and wastewater services to the customers of Otay Water District, in a professional, effective, efficient, and sensitive manner..." This project fulfills the District's Strategic Goals No. 1 - Community and Governance, and No. 5 - Potable Water, by maintaining proactive and productive relationships with the project stakeholders and by guaranteeing that the District will provide for current and future water needs.

LEGAL IMPACT:

None.



General Manager

F:\WORKING\CIP P2459 Olive Vista\Staff Reports\BD 04-02-08, Staff Report, Olive Vista - Ortiz Construction CO No. 1, (RR).doc

RR/RP:jf

- Attachments: Attachment A
- Attachment B
- Exhibit A
- Exhibit B
- Exhibit C



ATTACHMENT A

SUBJECT/PROJECT: P2459/001103	Change Order No. 1 to the Contract with Ortiz Corporation for the Olive Vista Drive Utility Relocation Project
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on March 17, 2008. The following comments were made:

- Staff indicated that construction of this project is 65% complete.
- Ortiz originally submitted a change order request to the District in the amount of \$210,000 for delays and impacts to the project caused by restrictions contained in the permit issued by the County of San Diego (County). Specifically, delays were caused by the requirement in the County permit to shut down operations during early afternoon school traffic. In addition, the County would only allow one traffic closure at a time which impacted the contractor's production including rock excavation.
- Staff hired RBF Consulting to analyze and negotiate the change order request from Ortiz. After negotiations with Ortiz, and with input from District staff, RBF was able to obtain a signed MOU with Ortiz which reduced the requested amount by more than half for a net change order in the amount of \$65,845.

Upon completion of discussion, the Committee recommends that this item be agendized on the consent calendar for the April 2, 2008 Board meeting.



ATTACHMENT B

SUBJECT/PROJECT: Change Order No. 1 to the Contract with Ortiz Corporation
 P2459/001103 for the Olive Vista Drive Utility Relocation Project

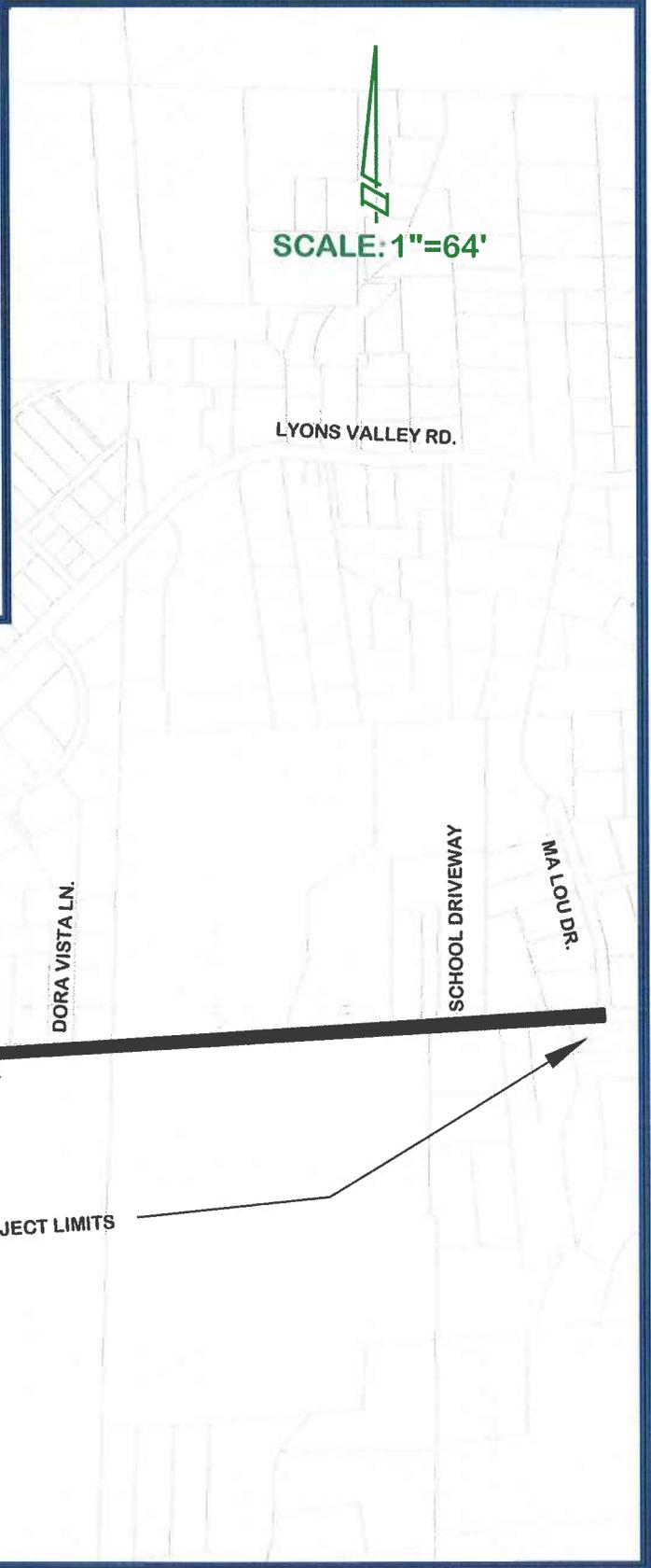
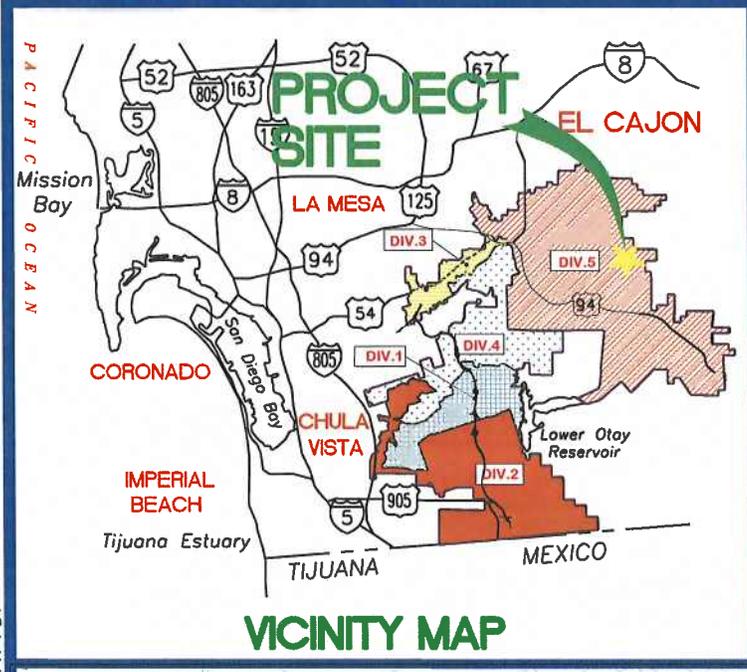
Otay Water District

P2459 - General Utility Relocation-Olive Vista R

Date Updated: March 06, 2008

Budget	Committed	Expenditures	Outstanding Commitment & Forecast	Projected Final Cost	Vendor / Comments
\$1,242,000					
Planning					
Studies				-	
Labor		-		-	
Printing		-		-	
Professional Legal Fees		-		-	
Service Contracts		-		-	
Subcontract		-		-	
Temporary Labor		-		-	
Total Planning	\$ -	\$ -	\$ -	\$ -	
Design					
In House/Labor	119,378	119,378	-	119,378	
In House/Labor (future)		-		-	
Consultant Contracts	21,888	21,888	-	21,888	JC Heden & Assoc. Inc.
	5,850	5,850	-	5,850	Southern California Soil
Contracted Services	1,445	1,445	-	1,445	Frank & Son Paving Inc
Materials	320	320	-	320	C.W. Mcgrath Inc
	480	480	-	480	Penhall Company
	138	138	-	138	United Rentals Northwest
	760	760	-	760	Rick Post Welding
Inventory	23	23	0	23	Sewer Fittings & Green Bell
	2,073	2,073	0	2,073	Fire Hydrant & Extension items
	158	158	0	158	Pipe C900
	291	291	0	291	Adaptor RTxGLG
Rents & Leases	194	194	-	194	Allied Trench Shoring Service
Professional Legal Fees	270	270	-	270	Garcia, Calderon & Ruiz LP
Agency Fee	50	50	-	50	Petty Cash Custodian
	929	929	-	929	County of San Diego-DPW
				-	
				-	
Total Design	\$ 154,247	\$ 154,246	\$ 1	\$ 154,247	
Construction					
In House/Labor	150,000	112,569	37,431	150,000	
Consultant Contracts	8,842	8,842	-	8,842	JC Heden & Assoc. Inc.
	4,975		4,975	4,975	RBF Consulting
Construction Contracts	831,000	465,176	365,825	831,000	Ortiz Construction
	65,845	65,845		65,845	C.O. #1
Service Contracts	3,771	569	3,202	3,771	OCB Reprographics
	800		800	800	Rick Post Welding
Contracted Services	312	312	-	312	Frank & Son Paving Inc
Advertising	468	468	-	468	Union Tribune
	69	69	-	69	San Diego Daily Transcript
Training	45	45	-	45	Petty Cash Custodian
Agency Fee	2,113	2,113	-	2,113	County of San Diego-DPW
Inventory	779	779	-	779	
Acceptance/Closeout	18,734		18,734	18,734	
				-	
				-	
				-	
Total Construction	\$ 1,087,753	\$ 656,787	\$ 430,967	\$ 1,087,754	
Grand Total	\$ 1,242,000	\$ 811,032	\$ 430,968	\$ 1,242,000	

P:\WORKING\CIP P2459 Olive Vista\Graphics\Exhibits-Figures\Exhibit A - Ortiz Change Order No. 1.dwg 3/10/2008 1:37:06 PM PDT



OTAY WATER DISTRICT
 CHANGE ORDER NO. 1 WITH ORTIZ CONSTRUCTION
 OLIVE VISTA DRIVE UTILITY RELOCATION PROJECT

LOCATION MAP

CIP# P2459

EXHIBIT A

CONTRACT/P.O. CHANGE ORDER No. 1

PROJECT/ITEM: Olive Vista Drive Utility Relocations

CONTRACTOR/VENDOR: Ortiz Corporation

REF.CIP No.: P2459-001103

APPROVED BY: Board:

REF. P.O. No: 707180

REF. W.O. No.:

DATE: 03/11/2008

DESCRIPTION:

This Change Order provides for all cost and time impacts associated with County of San Diego Traffic Control (Encroachment) Permit Constraints which were not known at time of bid per the February 26, 2008 Memorandum of Understanding.

REASON:

Subsequent to acquisition of the County of San Diego Traffic Control (Encroachment) Permit it was discovered that the Contractor would be required to cease construction operations and have traffic and road conditions restored from 1:50pm to 2:30pm each workday due to school traffic on Olive Vista Ave. This constraint was not relayed by the County prior to time of bid and could not have been anticipated by the Contractor. As a result of clean-up, restoration, cessation and resumption of work the constraint resulted in a 1.25 hour delay to the entire pipeline operation for each workday.

CHANGE P.O. TO READ:

Revise Contract to add \$65,845.00 and 93 days time for a total Contract amount of \$896,845.00 with a Contract Duration of 273 Calendar Days.

ORIGINAL CONTRACT/P.O. AMOUNT:	\$	831,000.00
ADJUSTED AMOUNT FROM PREVIOUS CHANGE:	\$	0.00
TOTAL COST OF THIS CHANGE ORDER:	\$	65,845.00
NEW CONTRACT/P.O. AMOUNT IS:	\$	896,845.00
ORIGINAL CONTRACT COMPLETION DATE:		Jan. 28, 2008
CONTRACT/P.O. TIME AFFECTED BY THIS CHANGE:		93 days
CONTRACT COMPLETION DATE:		Apr. 30, 2008

IT IS UNDERSTOOD WITH THE FOLLOWING APPROVALS, THAT THE CONTRACTOR/VENDOR IS AUTHORIZED AND DIRECTED TO MAKE THE HEREIN DESCRIBED CHANGES. IT IS ALSO AGREED THAT THE TOTAL COST FOR THIS CHANGE ORDER CONSTITUTES FULL AND COMPLETE COMPENSATION FOR OBLIGATIONS REQUIRED BY THE CONTRACT/P.O. ALL OTHER PROVISIONS AND REQUIREMENTS OF THE CONTRACT/P.O. REMAIN IN FULL FORCE AND EFFECT.

CONTRACTOR/VENDOR:


 TITLE: Project Manager DATE: 3-11-08
 ADDRESS: Ortiz Corporation
 788 Energy Way, Chula Vista, CA 91911

STAFF APPROVALS:

PROJ. MGR. _____ DATE: _____
 DIV. MGR: _____ DATE: _____
 CHIEF: _____ DATE: _____
 ASSIST G.M.: _____ DATE: _____

DISTRICT APPROVAL:

GEN. MANAGER: _____ DATE: _____

COPIES: FILE (Orig.), CONTRACTOR/VENDOR, CHIEF.-ENGINEERING., ASST CHIEF.-FINANCE ENGR. MGR.
 ACCTS PAYABLE INSPECTION PROJ MGR ENGR. SECRETARY PURCHASING

CHANGE ORDER LOG

Olive Vista Drive Utility Relocations

P2459-001103

C.O.	AMOUNT	APPROVED		DESCRIPTION	TYPE C.O.
		BY	DATE		
1	\$65,845.00	Board		1. County Traffic Control Impacts	Differing Site Conditions
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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28					
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31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Total C.O.'s To Date: \$65,845.00 7.92%

Original Contract Amount: \$831,000.00

Current Contract Amount: \$896,845.00

Change Order Breakdown for the Month:

Month	Net C.O.\$	Limit	Authorization	Absolute C.O.\$	Absolute C.O. %
4/08	\$0.00	\$10,000/5%	PM/Supervisor	\$0.00	0.0%
		\$20,000/10%	Manager	\$0.00	0.0%
		\$25,000/20%	Chief	\$0.00	0.0%
		\$35,000/20%	AGM	\$0.00	0.0%
		\$50,000/30%	GM	\$0.00	0.0%
		>\$50,000/30%	Board	\$65,845.00	7.9%



EXHIBIT C

RBF Consulting
9755 Clairemont Mesa Blvd. Ste 100
San Diego, CA 92124
Phone: 858-614-5000
Fax: 858-614-5001

F.T.M. 001

FIELD TRANSMITTAL MEMORANDUM

Date: February 26, 2008

CONTRACTOR
Ortiz Corporation Jon Cady

PN:
P-2459-001102

JN:
25-103290.001

SUBJECT: Memorandum of Understanding (MOU) for the February 26, 2008 Issue Resolution Meeting, Olive Vista Drive Utility Relocations

This MOU summarizes global agreements reached at the issue resolution meeting held on February 26, 2008 at Otay Water District offices, involving rock excavation, pipeline installation delays, contract time and back-charges.

The persons present at the meeting included the following:

Ron Ripperger	Otay Water District
Marcelino Ortiz	Ortiz Corporation
Jon Cady	Ortiz Corporation
Lucy Ortiz	Ortiz Corporation
Wayne Papac	RBF Consulting
Doug Cook	RBF Consulting

The parties agree to the following:

1. Full payment of Bid Item No.7R is a fair and reasonable settlement for all rock excavation and associated delay impacts as related to rock excavation, and that amount (\$30,000.00) is all inclusive of costs through completion of the project.
2. The San Diego County Encroachment Permit Constraints, which were not known at bid time, imposed a 1.25-hour delay each day of highline installation and pipeline installation inclusive of equipment downtime. The fair and reasonable daily cost during highline work is \$400.00 per day, and the justified impacted days are 25, therefore the value of the delay during high-lining is 25 x \$400.00 = \$10,000.00. The fair and reasonable daily cost during pipeline installation work is \$850.00 per day, and the justified impacted days are 65.7, therefore the value of the delay during pipeline installation work is 65.7 x \$850.00 = \$55,845.00. The herein agreed upon total value for the delay is \$65,845.00 and Contract Time extension through 30 April 2008.
3. Both parties agree to absorb their own costs related to the waterline break at Jefferson Road and Olive Vista Drive in which the District and Ortiz provided repairs.

In Summary:

The undersigned agree that the above resolutions are fair and reasonable to all parties. The District will compensate Ortiz per Contract Bid Item No.7R in full (\$30,000.00). A Contract Change Order will be prepared to compensate Ortiz in the amount of \$65,845.00 and Contract Time extension through 30 April 2008.

I have reviewed, and agree to the terms included in the above document

Ortiz Corporation *Marcelino Ortiz*

RBF Consulting *MJ* — 2/26/08



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Geoffrey Stevens, Chief Information Technology and Strategic Planning	W.O./G.F. NO:	DIV. NO.
APPROVED BY: (Chief)	German Alvarez, Assistant General Manager, Administration and Finance		
APPROVED BY: (Asst. GM):			
SUBJECT:	Fiscal Years 2009-2011 Draft Strategic Plan		

GENERAL MANAGER'S RECOMMENDATION:

No recommendation. This is an informational item only.

COMMITTEE ACTION: _____

See "Attachment A".

PURPOSE:

To present the District's Fiscal Years 2009-2011 Strategic Plan.

ANALYSIS:

Attached is the draft Fiscal Years 2009-2011 Strategic Plan. The plan was developed over the last seven months. The plan employs the framework of the Balanced Scorecard. The planning process began with a thorough evaluation of the existing plan. Next, a series of approximately 50 one-on-one interviews were conducted with all members of the Board, a sampling of line staff, union representatives, key managers, and all members of the senior team. Group workshops were held with all Otay staff. Professional consultation and facilitation was provided by Westin Engineering. Once the initial draft was developed, the senior team met in a series of workshops to review and critique the plan.

The plan is composed of 4 areas of focus (Customer, Finance, Business Process, and Learning and Growth). Each area has strategies, goals, and objectives defined to meet our future needs. The team is finalizing detailed project plans to accomplish the objectives. These are due by the end of March. We are also still modifying

performance measures to better capture the specific items we want to improve and monitor. Once the Board has reviewed the strategic plan objectives, we will finalize the detailed plans and performance measures. We will alert the Board when final details are available for inspection on the Board Intranet. In terms of the Budget, all the strategic plan items have budget support in the fiscal year 2009 Budget. Approval of the budget will fully fund the strategic plan objectives.

In conclusion, District staff are enthusiastic and supportive of this plan. As the attached document describes, the major theme in the plan is building upon our strengths to position ourselves for the future. As the plan administrator, I am convinced that approval and execution of this plan will achieve the Board's and General Manager's vision to create:

"A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."

FISCAL IMPACT: _____

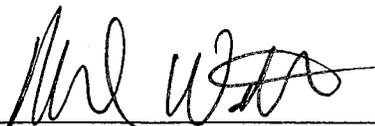
None at this time.

STRATEGIC GOAL:

The Strategic Plan is the core document for all District planning.

LEGAL IMPACT: _____

None



General Manager



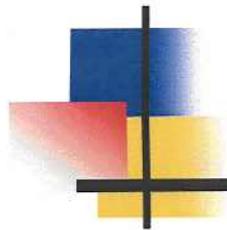
ATTACHMENT A

SUBJECT/PROJECT: Fiscal Years 2009-2011 Draft Strategic Plan

COMMITTEE ACTION:

The Administration and Finance Committees and the Engineering and Operations Committee met in March and reviewed this item. The following comments were made:

- Both Committees requested that each Board member be given a copy of the draft Strategic Plan and if the Board member desires, may provide feedback to Geoff Stevens, Mark Watton, Manny Magana, or German Alvarez in advance of the Board meeting on April 2. As there is significant detail in the draft plan, this extra review process will allow detailed questions to be addressed in an efficient manner.

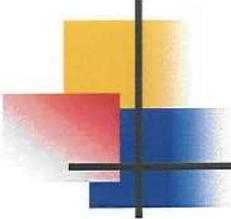


Otay Water District

Strategic Plan FY09-11

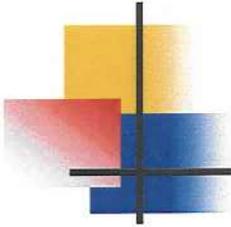
April 2, 2008





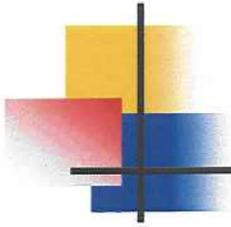
Background – Inclusive process

- Effort began in September 2007
- Review of existing plan and results
- Approx. 50 one-on-one interviews
(line staff, union reps, managers and supervisors, senior team, Board)
- Three cross sectional group meetings
(50 participants)
- Westin Engineering facilitated process



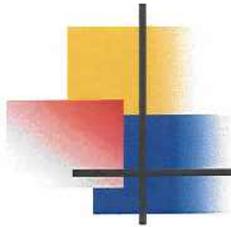
Overall Summary

- 3 Years - July 2008 to June 2011
- **9 Strategies**
 - **30 Goals**
 - **107 Objectives**
- Approx. 500 FTE labor
- \$300 million budget
- Resources included in 2009 Budget.



District's Mission

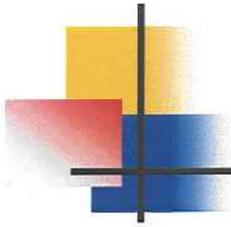
- To provide the best quality of water and wastewater service to the customers of the Otay Water District, in a professional, effective and efficient manner.



Vision

General Manager's Vision Statement:

"A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."



STATEMENT OF VALUES

As Otay Water District employees we dedicate ourselves to:

■ **CUSTOMERS:**

- We take pride that our commitment to customer-centered service is our highest priority.

■ **EXCELLENCE:**

- We strive to provide the highest quality and value in all that we do.

■ **INTEGRITY:**

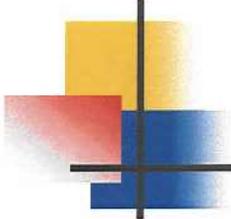
- We commit ourselves to doing the right thing. Ethical behavior, trustworthiness and accountability are the District's foundation.

■ **TEAMWORK:**

- We promote mutual trust by sharing information, knowledge and ideas to reach our common goals.

■ **EMPLOYEES:**

- We see each individual as unique and important. We value diversity and open communication to promote fairness, dignity and respect.



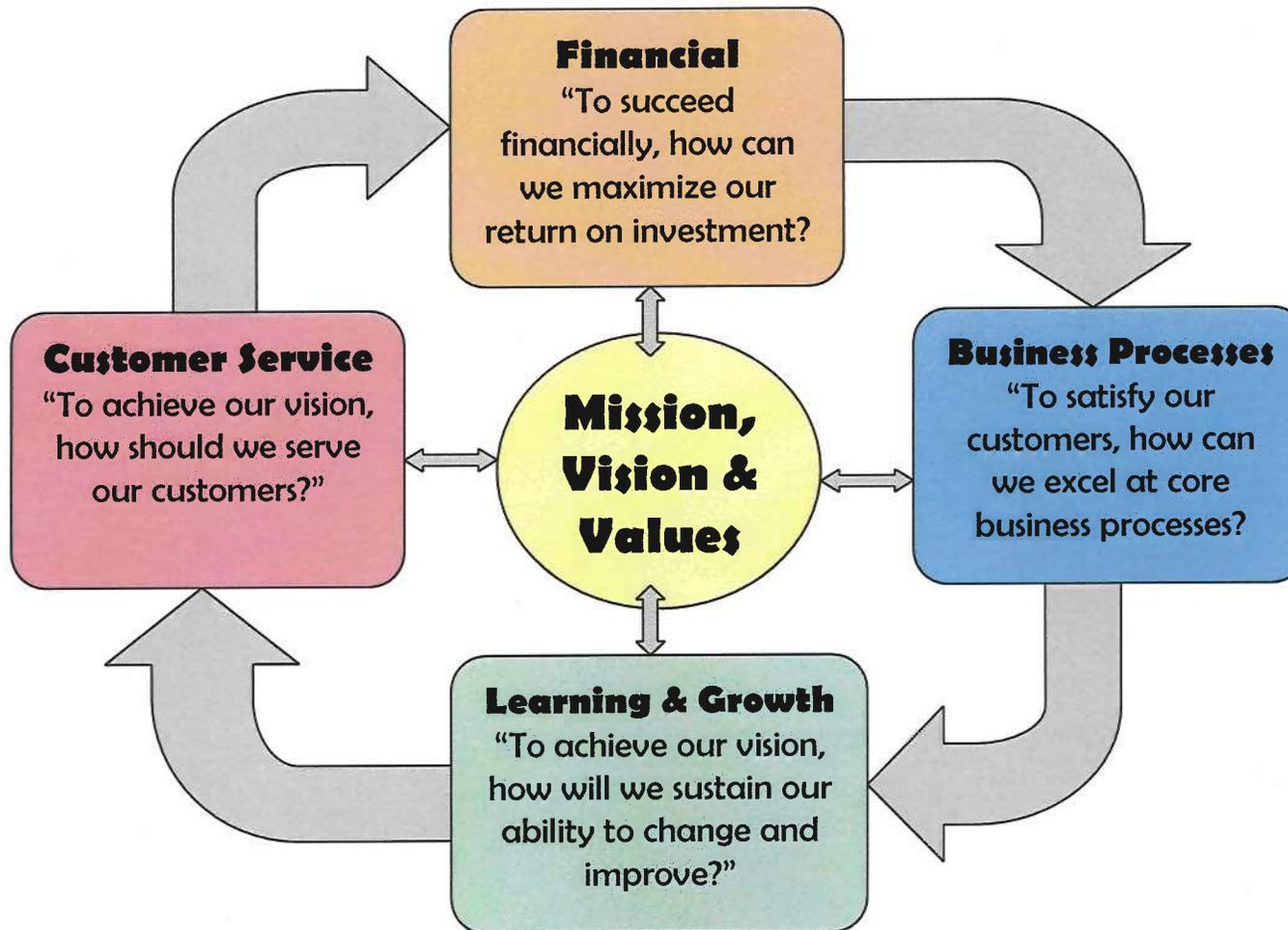
Key Challenge

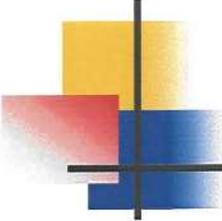
- " The key challenge for Otay is to find the best solutions that balance our requirements with the significant constraints we face. Some of these constraints are escalating costs, increasing regulatory compliance and uncertainty, customer demands for improved services, and competition for supply and resources. **Meeting these challenges will require persistence, dedication to continuous improvement, and the innovative use of technologies and resources."**

OWD Business Planning Process

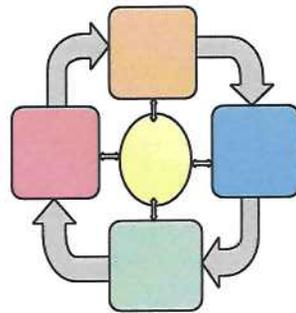


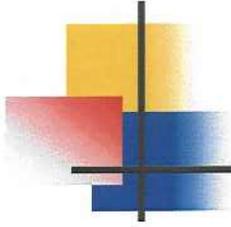
Balanced Scorecard





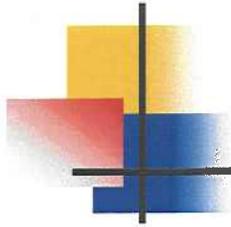
Strategies





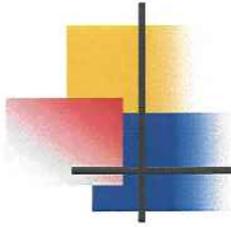
Customer Service Strategies

1. "Maximize Our Customer's Satisfaction"
2. "Educate Our Customers on Important Water Related Matters"
3. "Help Shape Industry Best Practices"



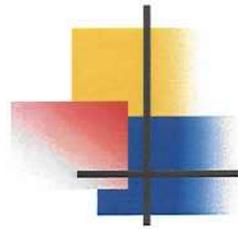
Financial Strategies

1. "Develop a Long Term Financial Planning Program"
2. "Optimize All Revenue Streams"



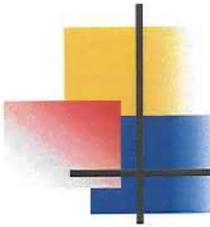
Business Processes Strategies

1. "Implement Industry Best Practices for Utility Development"
2. "Optimize the District's Operating Efficiency"
3. "Improve Financial Analysis and Reporting"



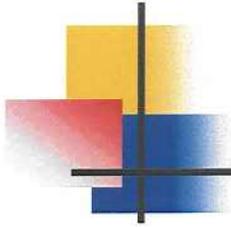
Learning & Growth Strategy

1. "Results-oriented Workforce"



“ A Balanced Approach”

Area	Strategies	Goals	Objectives
Customer	3	6	26
Financial	2	5	15
Business Process	3	11	48
Learning and Growth	1	8	18
Total	9	30	107



Example - How the Plan Works

■ Balanced Scorecard Area

↻ ■ Strategy

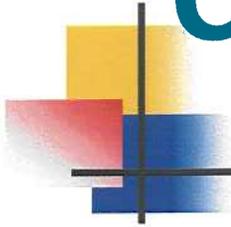
↻ ■ Goal

↻ ■ Objective

↻ ■ Project Plan (Action Items)

↻ ■ Reporting and Measurement

Customer Service

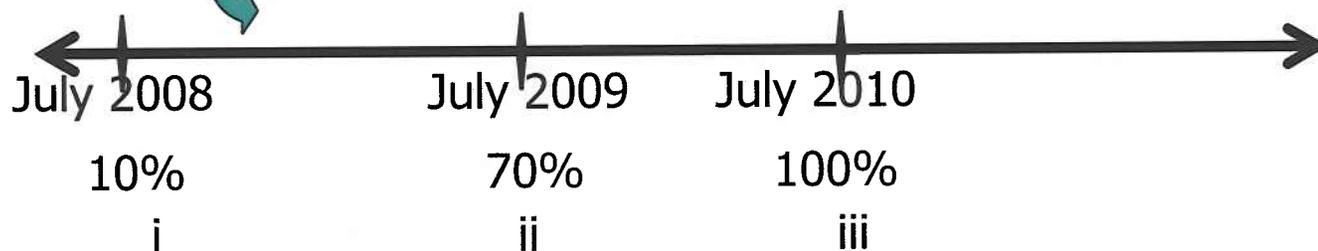


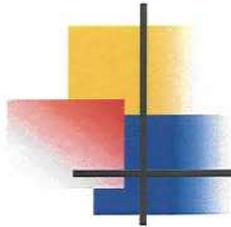
“Maximize Our Customers’ Satisfaction”

- **Expand the District’s Water Conservation Programs to maximize District-wide water conservation.**
- 3. Continue a regional approach and evaluate conservation programs to maximize water conservation.

Project Plan for Objective

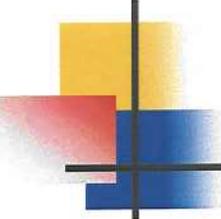
- Description: Further promote both commercial landscape and indoor surveys as well as residential water surveys to the District's top users.
- Staff/Resources: William Granger (Lead) , Pam Rega, new WC Specialist, WC Intern
- Measurement: Monitoring the number of offered and completed surveys for both commercial and residential customers.
- The following steps will be taken...
 - i. 10% Complete - July 2008-Review of top water users by customer class, past level of participation. 10% of objective completed)
 - ii. 70% Complete - June 2009 - send out marketing material to top commercial users, including large landscape accounts, offering free water audits or surveys. Follow-up as needed.
 - iii. 100% July 2010 Issue final report/evaluation of results





Next Steps

- Receive plan approval from Board
- Finalize project plans and milestones
- Finalize performance measures
- Set detailed improvement targets



This plan will allow us to achieve our vision:

"A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."

Mark Watton

General Manager, Otay Water District, April 2008



3/24/2008

**Otay Water District
Strategic Plan
Fiscal Years 2009-2011**

**STRATEGIC PLAN
FISCAL YEARS 2009-2011**

Table of Contents

	Page
Introduction	
Planning Process.....	3
Foundation Statements	
Mission Statement.....	4
Vision Statement.....	4
Values.....	5
Key Challenge.....	6
Methodology	
Balanced Scorecard.....	8
Performance Measurement.....	9
Plan Objectives	
Customer Service.....	10
Finance.....	12
Business Processes.....	13
Learning and Growth.....	16

INTRODUCTION

The strategic plan is the core document which guides the agency's efforts to meet and positively adapt to change. The plan examines a three year timeframe and explicitly defines the strategies, goals, objectives and performance measures needed to meet these challenges. It is based upon the District's mission, vision and values, and focused around a key challenge – which is the theme for the FY09-FY11 plan.



FOUNDATION STATEMENTS

MISSION STATEMENT

District's Mission: 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.

VISION STATEMENT

General Manager's Vision Statement: "A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."

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TEAMWORK:

We promote mutual trust by sharing information, knowledge and ideas to reach our common goals.

EMPLOYEES:

We see each individual as unique and important. We value diversity and open communication to promote fairness, dignity and respect.

KEY CHALLENGE

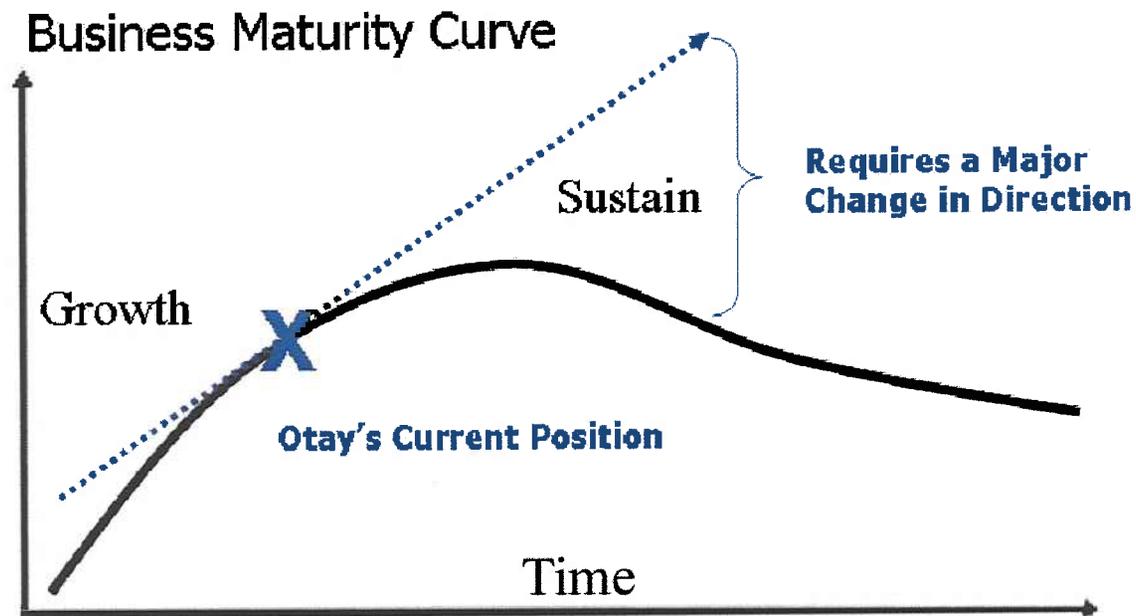
The theme of the 2009-2011 plan is to capitalize on the infrastructure investments we have already made in the last few years. The District has begun to address the transformation from a growth centric to a maintenance based organization. Capital and developer fees support growth but replacement and maintenance is supported by rates and operating expenses. Otay has been very successful in managing growth but now needs to become more focused in managing long-term maintenance and replacement of its infrastructure. As the current economic environment cools we have the opportunity to realign our energies and optimize how we manage and maintain the nearly half billion dollars of “in-ground” assets we maintain.

Efficiency improvements have become the new competitive advantage for utilities. Staff will need to do more with the same or fewer resources. The primary way to achieve this target is to improve all aspects of our core business processes.

Key Challenge

The key challenge for Otay is to find the best solutions that balance our requirements with the significant constraints we face. Some of these constraints are escalating costs, increasing regulatory compliance and uncertainty, customer demands for improved services, and competition for supply and resources. Meeting these challenges will requires dedication and a commitment to continuous improvement, and the innovative use of technologies and resources.

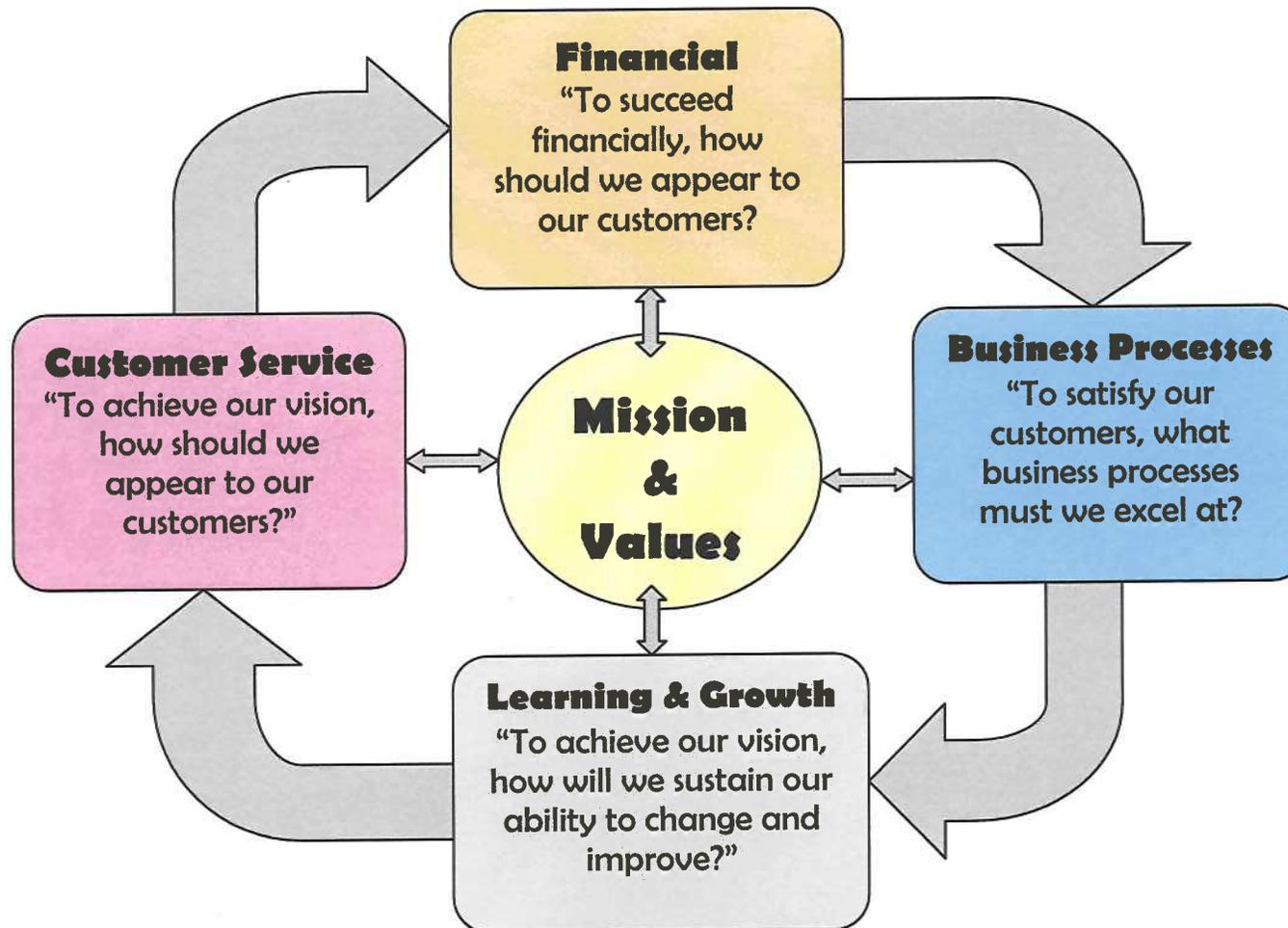
This necessary change is illustrated by the business maturity curve. During high growth, we focused on achieving the macro targets of building and installing new infrastructure. In the future, the resources required to support slower growth are reduced but the effort to maintain and improve assets is increasing. Income, however, will be derived more from rates and less from fees. Consequently, increased costs place pressure more directly on rates. Therefore, to meet our customer and financial goals, the District will need to emphasize internal efficiency and development of technology assisted best practices.



METHODOLOGY

Balanced Scorecard

The Balanced Scorecard focuses on four perspectives as a mechanism for setting strategic direction and balancing competing priorities. This industry best practice has been adopted by the District because it allows us to examine our plans from different perspectives.



Every three years the District engages in a major revision of its strategic plan. This current plan (covering fiscal years 2009-2011) is the third in a series of three-year plans beginning in 2002. The process is inclusive. Starting with a thorough review of the last effort, the District's Vision, Mission, and Key Challenge statements are examined and revised. Individual interviews are conducted with our Board, approximately thirty line staff, union representatives, alongside team meetings involving all Otoy staff. Assistance from professional consulting and industry best practice advice are taken into account to provide third party input.

The primary tool, however, is a very thorough review process by the Senior Management Team of every strategy, goal, objective, project plan, performance measure, and target contained in the plan. Through this team discussion process the General Manager gains consensus with his staff on the exact priorities for the District, including detailed financial and resource considerations required to execute the plan. Thus the plan serves as an informal contract between the agency staff and the General Manager on the strategic work will be done and what the agency hopes to achieve over the next three years. In turn, the General Manager presents the plan to the Board for approval. Through the strategic plan and budget approval processes, the Board is then able to make well informed oversight decisions about the utility's direction.

Performance Management

Performance metrics and targets are a critical element of the strategic plan but differ from strategic plan objectives. Objectives identify the action items that are necessary to achieve the strategic vision. Performance measures are designed to ensure the day-to-day operations of the utility are meeting agreed upon expectations. Performance measures are in the process of being revised and will be finalized prior to plan initiation on July 1, 2008. We will advise the board in June when the measures have been thoroughly developed and meaningful targets have been identified.

OTAY WATER DISTRICT

Strategic Plan Fiscal Years 2009-2011

I. CUSTOMER

1. “Maximize Our Customers’ Satisfaction”

A. Listen to Our Customers.

1. Expand a repeatable, multi-tiered customer survey program for all customer classes.
2. Expand a more detailed customer complaint tracking and reporting system.
3. Formalize and document Customer Service Procedures

B. Enhance our Customers’ Experience through Effective Multi-Channel Communications

1. *Incoming calls* – Streamline and document the District’s incoming customer call processes.
2. *Interactive Voice Response* - Enhance the usefulness of the Interactive Voice Response for better customer service across the District.
3. *Autodialer* - Enhance the usefulness of the Autodialer to efficiently notify customers of District events.
4. *Web Page* - Evaluate and enhance the District’s web page design.
5. *E-Customer Account* - Enhance the customer’s ease to personalized account information including water use, payment status, and historical trending.
6. *E-Mail* – Evaluate the use of e-mail to provide publications, bill presentations, and to notify customers in the event of preventive or reactive maintenance, construction, and system upsets.
7. *Written Publications* – Enhance written publications on the District’s installation of air vacs, water rates, reclaimed water use, water conservation, water availability, water supply, water quality, capital projects, and fluoridation and post on the District’s web site. Evaluate bi-lingual options.
8. *Door Tags*- Evaluate the use and cost effectiveness of door tags.
9. *Speakers Bureau* – Optimize community outreach to specific community groups, committees, home owner associations, etc with additional presentations on drought, recycled water, and water conservation.

10. *Multilingual Program* – Continue to evaluate the District’s multilingual program.

2. “Educate our Customers on Important Water Related Matters”

A. Expand the District’s Water Conservation Programs to maximize District-wide water conservation.

1. Promote and encourage adoption of conservation practices for new construction within District service territory.
2. Promote commercial water surveys for all large commercial users and residential water surveys to highest water users.
3. Continue a regional approach and evaluate conservation programs to maximize water conservation.
4. Update policy and procedures for authority, inspection and enforcement of Water Waste Program.

B. Maximize Recycled Water Use and Public Knowledge

1. Continue a regional approach and expand District’s recycled water outreach program to landscape architects, maintenance companies, developers, contractors, and home owner associations.
2. Enhance reclaimed water guidelines on District website.
3. Enhance Recycled Water Rules and Regulations format for site supervisors with link to website.
4. Promote use of recycled water in Sub-Area Master Plan Process.
5. Identify specific projects that are good candidates for conversion of recycled water.

3. “Help Shape the Water Industry’s Direction”

A. Legislative and Political Influence for District’s Programs

1. Continue to actively participate in County Water Authority, Metropolitan Water District of Southern California, State policy making and pending legislative review and comment.
2. Promote enhancements to City, County and State water conservation requirements (political side).

B. Optimize the District’s Water Industry Participation

1. Evaluate leadership opportunities in water industry committees.
2. Evaluate American Water Works Association Peer Review for District.

II. FINANCIAL

1. “Develop a Long Term Financial Planning Program”

A. Establish a long-term (20 year) financial plan including scenarios and contingencies for changes in demographics, local economy and drought uncertainties, and including:

1. Capital Improvement needs.
2. Facilities and Staffing Plan needs.
3. Develop the long term financial plan.

B. Conduct financial threat assessment for growth, water availability, inflation and other revenue sources.

C. Re-calculate Capacity and Annexation Fees with New Rehabilitation and Repair Plan.

2. “Optimize All Revenue Streams”

A. Modify existing rate structures.

1. Simplify residential fee structures and the billing system.
2. Reduce complexity of and simplify rate structure.
3. Evaluate tiered commercial rates and propose changes.
4. Evaluate drought stage rates and propose changes.
5. Evaluate and improve effectiveness of bill (including fees for Chula Vista sewer billing).

B. Maximize non-rate revenues.

1. Pursue all security and technology grants.
2. Pursue all water conservation grants.
3. Pursue all water and recycle/solar related grants.
4. Maximize regional cost-sharing opportunities.
5. Ensure full cost recovery (legal/insurance).

III. BUSINESS PROCESSES

1. “Implement Industry Best Practices for Utility Development”

A. Potable Water

1. Prioritize and implement recommendations contained in the Integrated Resources Plan, Water Resources Master Plan and Urban Water Management Plan to maintain potable water supply.
2. Prioritize and complete construction of new infrastructure needed to obtain or deliver potable water.
3. Enhance the program to minimize water losses.
4. Update District’s Drought Management Plan including actions for enforcement.
5. Create a comprehensive environmental program that is cost-effective and proactive in response to environmental compliance.

B. Sewers

1. Evaluate long-term cost/benefit of seeking additional sewer demand, treatment and disposal capacity.
2. Develop a Sewer Master Plan and implement recommendations including the prioritization of Capital Improvement Plan.
3. Implement a programmatic manhole replacement or repair program.
4. Develop and implement Treatment Plant Enhancements including automation for remote operation and shutdown, technology improvements, and upgrade of administration facilities.
5. Develop and implement the District’s Sewer System Management Plan Program requirements.

C. Recycled Water

1. Obtain new recycled water supplies.

2. “Optimize the District’s Operating Efficiency”

A. Minimize the District’s total life cycle asset costs.

1. Develop and implement an Asset Management Program Plan.
2. Develop a comprehensive Easement Enhancement and Inspection Program

3. Develop a formal maintenance plan for pump stations. Ensure that all preventive maintenance tasks are tracked by Infrastructure Management System.
4. Expand meter testing, calibration and replacement program.
5. Evaluate increasing the completion schedule of District's valve actuation, valve replacement, and air vac programs.
6. Enhance Construction Inspection on construction projects.

B. Update the District's IT Strategic Plan.

1. Evaluate the long-term viability of Eden financials and billing system.
2. Enhance the integration of Infrastructure Management System, Eden, Customer Information System, Supervisory Control and Data Acquisition, Geographic Information System.
3. Enhance existing Capital Project Tracking System.
4. Enhance the District's data management and data architecture including enterprise standard data.
5. Develop and deploy the field wireless network for key facilities.

C. Optimize the use of existing technologies.

1. Optimize functionality, business continuity, bandwidth, and use of Supervisory Control and Data Acquisition.
2. Optimize functionality, business continuity, bandwidth, and use of CITRIX.
3. Optimize the use of Radio Frequency Identification.
4. Optimize use of Voice Over Internet Protocol and unified messaging.
5. Evaluate implementing a fixed network Automated Meter Reading.
6. Optimize the use of SharePoint.
7. Develop optimized field work processing using integrated technology.
8. Assess and implement security best practices for all Otay networks.

D. Increase field productivity through improved efficiency.

1. Evaluate efficiency improvements and prioritization of calls, leveraging Geographic Information System and Global Positioning System with appropriate skill sets (Optimize field routing to minimize windshield time).

E. Improve the efficiency of business processes.

1. Investigate using electronic signatures on staff reports, shutdown plans, contracts, magazines, newsletters, reimbursements, project closeout, etc.
2. Evaluate web-based employee performance reviews.
3. Enhance AP to electronically pay bills for frequent vendors and routine bills and maximize the use of e-bills.
4. Implement Vehicle Replacement Policy and track vehicle use through Infrastructure Management System.
5. Enhance fuel tracking and reporting system.
6. Automate resume and application process.
7. Document business process for redline verification of completed as-built drawings.
8. Develop a Heavy Equipment Capital Replacement Plan.

F. Optimize Disaster Preparedness.

1. Implement recommendations from Fire Assessment.
2. Update Security Assessment and implement recommendations.

3. “Improve Financial Analysis and Reporting”***A. Improve per cost unit reporting.***

1. Develop and measure cost per unit expenditures and forecasts.
2. Link all direct costs (including Operating and Maintenance and Capitol Improvement Plan) to associated facility and equipment including parts, labor, energy, etc.
3. Ensure District wide accurate timely access to performance data.

B. Improve the efficiency and effectiveness of District-wide reporting

1. Develop a centralized inventory of reports, emergency response plans, regulatory reports, etc.
2. Utilize existing reporting technology contained within Infrastructure Management System, Report Manger and Eden’s Contract Module, and automate routine reports.
3. Enhance water loss reporting.
4. Investigate water modeling for water loss.

IV. Learning and Growth

1. “Results-oriented Workforce”

A. Retain Dedicated Workforce

1. Evaluate other effective communication tools throughout the organization.
2. Evaluate the Pay For Performance Program.
3. Evaluate the Employee Recognition Program.
4. Assess findings of 2008 Employee Survey.
5. Conduct Employee Survey in preparation for 2012 Strategic Plan development

B. Hire the “Best”

1. Identify new areas where skills/performance tests might streamline the recruitment process.
2. Review and update classification plan and revise critical areas.
3. Conduct continuous recruitments and/or establish eligible lists for difficult to recruit positions.
4. Review and revise marketing strategy and recruiting tools

C. Staff Development

1. Develop and implement training matrix to identify required and desired training for all classifications.
2. Develop and maintain a formal program to track and evaluate employee training.

D. Workforce Management

1. Identify core elements of Succession Planning that can be tailored to the District’s needs.

E. Performance Management

1. Continue to evaluate current performance measures, accountabilities, and targets/trends.
2. Update and expand annual review process to include greater emphasis of understanding of career goals and use of strategic plan objectives and performance measures.

F. Knowledge Management

1. Update District-wide Records Management Program.
2. Develop efficient mechanisms to capture relevant land and facilities information.

G. Community involvement/District Outreach

1. Optimize community involvement throughout the District.

H. Update and execute District's Public Relations Plan

1. Actively promote District's achievements through implementation of the Public Relations Plan.



STAFF REPORT

TYPE MEETING:	Regular Board Meeting	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO.
SUBJECT:	Board of Directors 2008 Calendar of Meetings		

GENERAL MANAGER'S RECOMMENDATION:

At the request of the Board, the attached Board of Director's meeting calendar for 2008 is being presented for discussion.

PURPOSE:

This staff report is being presented to provide the Board the opportunity to review the 2008 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 2008

**Board of Directors, Workshops
and Committee Meetings
2008**

Regular Board Meetings:

January 14, 2008
February 6, 2008
March 5, 2008
April 2, 2008
May 7, 2008
June 4, 2008
July 2, 2008
August 6, 2008
September 3, 2008
October 1, 2008
November 5, 2008
December 3, 2008

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

January 22, 2008
February 20, 2008
March 19, 2008
April 16, 2008
May 21, 2008
June 18, 2008
July 16, 2008
August 20, 2008
September 17, 2008
October 15, 2008
November 19, 2008
December 17, 2008

Board Workshops:

Budget Workshop, TBD
Board Retreat Workshop, TBD



AGENDA ITEM 9a

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	<i>Rita Bell</i> Rita Bell, Finance Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	<i>[Signature]</i> Joseph R. Beachem, Chief Financial Officer		
APPROVED BY: (Asst. GM):	<i>[Signature]</i> German Alvarez, Assistant General Manager		
SUBJECT:	Projected Operating Revenues and Expenses through June 30, 2008		

GENERAL MANAGER'S RECOMMENDATION:

To inform the Board of the projected operating revenues and expenses through June 30, 2008.

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To inform the Board of the projected operating revenues and expenses through June 30, 2008. The economic slowdown combined with, higher rainfall than projected, increased legal expenses, and cost increases in items such as fuel, has generated a projected budget shortfall. The purpose of this staff report is to provide a projection to year end.

ANALYSIS:

Staff has updated all revenues and expenses through February, 2008 and has made a projection through June 30, 2008. The projection is based on input from staff on expected budget variances. The overall projected financial impact to the District is a reduced general fund balance of \$1,067,600. This is based on the projected shortfall from reduced water purchases and sales of \$519,000, revenue shortfalls of \$1,694,200, offset by expense savings of \$1,145,600.

Some of the major categories causing these variances are as follows:

Water Sales and Purchases

Both water sales and purchases are affected by the slowdown in the economy. Staff projected a 2.1% increase in water sales due to growth, and now, is expecting only a .7% increase due to the slowdown in the economy. Additionally, this year's budget anticipated another dry year based on forecasts, but rainfall to-date this year has been 7 inches. This exceeds the dry year rainfall estimate of 4.6 inches.

There are several other items that are causing uncertainty in water sales and purchases including: purchasing water from the City of San Diego through the Lower Otay Pump Station connection, purchasing recycled water at the \$350 rate vs. the budgeted rate of \$375, and an increase in CWA rebates from \$147 per acre-foot to \$200.

The economic slowdown is also causing a negative variance in the Meter Fees of \$239,100; this is offset by savings in meter material costs. Additionally, Annexation Fees are \$854,700 less than anticipated due to the slowdown. The meter sales are currently 67% below projected levels. The meter sales variance is slightly offset by the sale of several large meters, which pay a higher fee than the typical single-family residence.

Payroll and Related Costs

In this year's budget process, staff anticipated salary savings in the amount of \$101,000. The new labor contract increased the budget for salaries and benefits, but did not anticipate an additional deferred compensation benefit of \$56,700. This benefit occurs once per calendar year but for the first fiscal year, the benefit occurred twice due to timing.

Administrative Expenses

There are significant savings in this area due to projects being delayed, or in some cases, permanently removed from the workload. The total anticipated savings in this area is \$1,079,800.

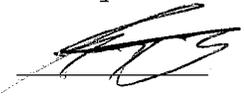
Materials and Maintenance

The materials and maintenance budget is projected to have savings of \$213,800. This savings is less than originally projected due to the following: the unusually large repair for the Brandywine break and associated payment to Cass Construction of \$163,000 for the repair; the testing and replacement of large meters, which are expensive to replace, but the District believes that there will be savings in the water loss expense over the long

term; and finally, the cost of fuel is much higher than anticipated.

Legal Expenses

This year, the District has two large cases influencing the legal budget. The first is a settled case budgeted at \$750,000 however the actual settlement and litigation cost totaled \$1,200,000. The District expects a portion of these expenses to be reimbursed by insurance in Fiscal Year 2009. Another unanticipated case which was not budgeted is expected to cost \$82,000 in the current year.

FISCAL IMPACT: 

The overall financial impact to the District is a reduced general fund balance of \$1,067,600. This is based on the projected shortfall from reduced water purchases and sales of \$519,000, revenue shortfalls of \$1,694,200, offset by expense savings of \$1,145,600.

STRATEGIC GOAL:

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

LEGAL IMPACT: _____

None.



General Manager

Attachment:

- A) Committee Action Form
- B) FY 2008 Budget Projection Presentation



ATTACHMENT A

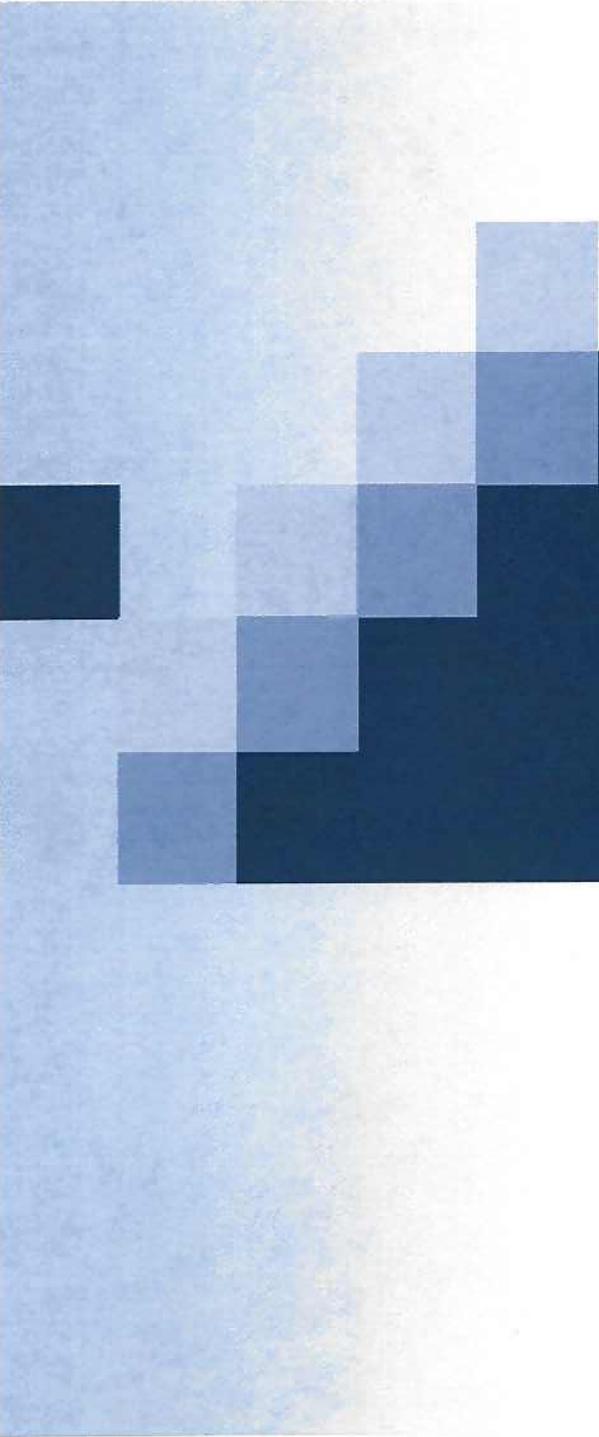
SUBJECT/PROJECT:	Projected Operating Revenues and Expenses Budget to Actual through June 30, 2008
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COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on March 20, 2008. The following comments were made:

- Staff identified in October 2007 that the District would have a deficit in Fiscal Year 2008.
- Staff has been managing the District's finances and projects that the deficit at fiscal year-end will be approximately \$1 million.
- It was noted that staff has been actively managing the budget without detriment to District. Maintenance is continuing and needed projects are moving forward as planned.

The committee supported staffs' recommendation and presentation to the full board as an informational item.



FY 2008 Budget Projection

To June 30, 2008



Net Budget Impact

Projected

Reduced Water Purchases/Sales	(\$ 519,000)
Revenue Shortfall	(\$1,694,200)
Operating Savings	<u>\$ 1,145,600</u>
Net Budget Impact	(\$1,067,600)



Reduced Water Purchases & Sales

Assume 1.4% (original estimate 1%) less purchases & sales due to slowdown in growth plus higher than expected rainfall

	<u>Projected</u>
Loss in sales revenue	(\$2,242,500)
Recycled Sales	\$ 359,200
Purchase of less water	<u>\$1,364,300</u>
Net Effect	(\$ 519,000)



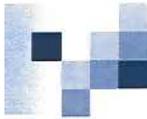
Revenue Shortfall

	<u>Projected</u>
Capacity Fee Revenue	(\$112,600)
Annexation Fees	(\$854,700)
Non-Operating Revenues	(\$ 82,400)
Sewer Charges	(\$252,600)
Meter Fees	(\$239,100)
Interest	<u>(\$152,800)</u>
Total Other Revenues	(\$1,694,200)



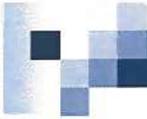
Operating Expense Savings

	<u>Projected</u>
Power Savings	\$151,700
Payroll & Related Costs	\$101,000
Administrative Expenses	\$1,079,800
Material & Maintenance	\$213,800
Legal Fees	<u>(\$400,700)</u>
Total Savings	\$1,145,600



Payroll & Related Savings

	<u>Projected</u>
Vacant Position Savings	\$685,800
Budgeted Vacancy Factor	<u>(\$528,100)</u>
Net Salary Savings	\$157,700
Matching Deferred Compensation (CY08)	<u>(\$ 56,700)</u>
Net Salary Under Budget	\$101,000



Admin Expense Savings by Dept

	<u>Projected</u>
Board & GM	\$ 76,500
Administration	\$264,600
Finance	\$ 14,400
IT	\$ 65,000
Operations	\$ 95,000
Engineering	<u>\$564,300</u>
Total	\$1,079,800



Materials Expense Savings by Dept

	<u>Projected</u>
Administration	\$100,000
Operations	<u>\$113,800</u>
Total	\$213,800



Legal Fees

	<u>Projected</u>
Litigation Settlement	\$318,700
Current Litigation	<u>\$ 82,000</u>
Legal Expenses Over Budget	\$400,700



Commitment to Savings

- A conservative approach has been taken for revenues and expenses, and the settlement of a legal case improved the projection
- Balance of shortfalls in revenues & reduction of expenses bring the District in line with budget
- Continued commitment to expense reduction is necessary to hold the line on budget



AGENDA ITEM 9b

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Joseph R. Beachem  Chief Financial Officer	W.O./G.F. NO:	DIV. NO. All
APPROVED BY:			
(Chief)			
APPROVED BY:	German Alvarez, Assistant General Manager		
(Asst. GM):			
SUBJECT:	Meter Sales Slowdown and Other 2009 Budgetary Challenges		

GENERAL MANAGER'S RECOMMENDATION:

To inform the Board of the potential budgetary issues related to the slowdown in meter sales and other budget related items.

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To inform the Board of the potential budgetary issues related to the slowdown in meter sales and other budget related items.

ANALYSIS:

Slowdown in Meter Sales

At the last Board meeting it was directed that staff relook at the financial impact that the slowdown in meter sales will have on the District. The slowdown in the economy is deepening and the District's projections on meter sales are reflecting this change. In the October 9th Board Workshop, staff used a projection that meter sales would be 50% of what was originally projected in the 2008-2013 Rate Model. This level of slowdown was almost completely offset by the planned 75% reduction in the CIP spending. The rate impact of the slowdown using this scenario was a 1% increase in 2009 that would be reversed in the following year.

With the deepening slowdown, the meter sales projections have been revised from 50% in all Rate Model years to 36%, 34%, 41%, 68%, 95%, and 113% from 2008 through 2012, respectively. The upfront reduction of meter sales has changed the 1% rate impact to a 1.5% rate impact followed by an additional 1.8% increase in

rates. These two increases would then be reversed with three consecutive decreases of 1.1%. Just like the prior projection, the net impact over the six-year period would be zero.

The use of reserves may be an option for the Board to level out this rate fluctuation. Staff is evaluating the potentials, benefits, and drawbacks of using this option and plan to present this at the Budget Workshop later this fiscal year.

These estimates have been made using the 2008 Rate Model and do not reflect some of the other pending challenges that the 2009-2013 budget will face.

CWA/MWD Rate Changes

The most significant change that will be facing the District is the MWD increase of 14.3%. The latest estimate on how this will impact the CWA rates to Otay is an increase from 5% to 10% or 12%. Based on last year's information from CWA, the estimated rate increases over the next six years was approximately 5%. With this new information from CWA there is a good likelihood that the District's rates will need to increase by 2.5% to 3.5% just to pay for the CWA/MWD rate increases.

2007 Surplus and 2008 Deficit

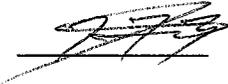
In 2007, the budget revenues exceeded budget expenses by a considerable margin, approximately \$2M. This surplus was primarily a result of the very dry weather and the corresponding high water sales. Meter sales for 2007 were also significantly higher than expected. This surplus is likely to be offset by the 2008 year that has had greater rainfall than anticipated and lower meter sales that anticipated.

Six-Year Labor Contract/OPEB

With the approval of the six-year labor contract, the Rate Model will see significant increases in expenses. Staff, however, is expecting that much of this increase will be offset by the reduced cost of funding the OPEB if the PERS trust is fully funded. During the labor negotiations, the overage that would be created in the OPEB fund, by placing the funds into a PERS trust, was expected to fund the majority of the added costs resulting from the six-year labor contract. As the budget process develops over the next few months, we will gain greater clarity on the net cost the labor contract will have over the projected six-year period and what funding the PERS trust may receive.

Summary

This staff report is intended to highlight challenges that will affect the District's projected rates. As the budget process progresses, as more information is obtained, and as the District's Rate Model is updated, a more clear projection of the impacts will become available. Again, this is an informational item to address some of the challenges that will be a part of the 2009 budget process.

FISCAL IMPACT: 

This is an informational item and has no financial impact.

STRATEGIC GOAL:

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

LEGAL IMPACT: _____

None.



General Manager

Attachment:

- A) Committee Action Form



ATTACHMENT A

SUBJECT/PROJECT:	Meter Sales Slowdown and Other 2009 Budgetary Challenges
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COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on March 20, 2008. The following comments were made:

- It was indicated that with the recession deepening, water and meter sales have been decreasing and the decrease is impacting the budget.
- Staff has been managing the budget impact by reviewing CIP projects and pushing back projects that can be delayed due to slowed growth. It was noted that those projects already in the pipeline must continue and cannot be stopped.
- It was projected that a rate increase of 5.4% would be required in FY 2009. However, current projections indicate that approximately a 9% increase will be required based on current budget estimates. This is an estimate and as the budget process progresses a more clear projection can be determined.
- It was noted that MWD and CWA rate increases (14.3% and 10-12% respectively) are much higher than originally projected and that it will increase Otay's projected rate increases by 2.5% to 3.5%.
- It was discussed that there is some good news. In FY 2007, the District had a budget surplus of \$3.6 million. The surplus was due to high meter sales and dry weather conditions. The surplus will off-set the revenue shortfalls in FY 2008 caused by greater rainfall than anticipated and lower than projected meter sales. Staff expects approximately a \$1 million budget shortfall in FY 2008.
- The District budgets very close to actual. To mitigate such shortfalls in future, the District can issue debt, utilize reserves, increase rates, and other various options that staff is reviewing. Staff will need to look at the

rate model and will review with the District's Financial Advisor and Counsel.

- The committee discussed the possibility of using reserves. The reserves can be utilized if it is managed well, are used in accordance with the reserve fund policy, and there is a plan in place to repay the reserves as reserves impact the District's rating. If the District can avoid spikes in sales slowdowns and pass-thru the rate increases from MET and CWA, then reserves can be utilized. The District can manage rate increases by spreading the increases over a period of time. Also, if CIP projects can be delayed due to slower growth, sales revenues can be used to fund the general fund as opposed to reserves (requirements of reserves are lessened as CIP projects are delayed) which will minimize rate increases.

The committee supported staffs' recommendation and presentation to the full board as an informational item.

AGENDA ITEM 9c



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Lisa Coburn-Boyd <i>LCB</i> Environmental Compliance Specialist	PROJECT:	N/A DIV. NO. N/A
	Ron Ripperger <i>Ron Ripperger</i> Engineering Manager		
APPROVED BY: (Chief)	Rod Posada <i>Rod Posada</i> Chief, Engineering		
APPROVED BY: (Asst. GM)	Manny Magaña <i>Manny Magaña</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Informational Item - Update on the San Diego County Water Authority's Tijuana River Valley Wetlands Mitigation Project		

GENERAL MANAGER'S RECOMMENDATION:

No recommendation. This is an informational item only.

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To provide the Board with updated information on the San Diego County Water Authority's (SDCWA) Tijuana River Valley Wetlands Mitigation Project.

ANALYSIS:

The SDCWA has begun the planning and design of a new wetlands area in the Tijuana Valley. The project site consists of approximately 60 acres of land owned by the County of San Diego which the SDCWA is using under a cooperative agreement between these two agencies that was finalized about eight years ago. The site is located within the Tijuana River Valley Regional Park in the City of San Diego (see Exhibit A, Vicinity Map). This project will provide wetlands

mitigation credits for upcoming SDCWA capital improvement projects, specifically the Emergency Storage Project. SDCWA completed a wetlands mitigation project in March, 2005, known as the Manchester Wetlands, in the City of Encinitas as a mitigation area for the Emergency Storage Project. These wetlands, combined with the Tijuana River Valley wetlands are part of a negotiation with the wildlife agencies to establish this type of habitat as compensation for impacts due to the Emergency Storage Project.

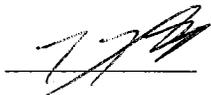
The project that is being proposed by the SDCWA will create approximately 45 acres of native wetlands mitigation habitat and native transitional uplands habitat (see exhibit Exhibit B). It will establish a permanent surface connection to the Tijuana River, expand the functional floodplain south of the river and west of Smuggler's Gilch Channel, and provide a system of pedestrian and equestrian trails connected to existing trail segments located throughout the Tijuana River Valley Park, Tijuana Slough National Wildlife Refuge, and the Border State Park.

The project would be designed to re-integrate the project site with the Tijuana River, restore soil chemistry through surface inputs of freshwater, provide dynamic, self-sustaining native wetlands habitats, and provide protection to adjacent properties from long-term flooding. The construction of this project is expected to begin in the fall of 2009 and to last for six to nine months.

The SDCWA has hired Dudek, an engineering and environmental consulting firm, to help in the planning and design of the project. The environmental documentation for the project will be an Environmental Impact Report. The Notice of Preparation for this EIR was issued on November 16, 2007 and the initial comment period ended December 17, 2007. The draft EIR is expected to be released in the summer of 2008.

As previously mentioned, this wetlands creation is being undertaken by SDCWA to mitigate for wetlands impacts by their CIP projects, specifically the wetlands impacts of their Emergency Storage Project. The District is not involved in this project because it is specific mitigation banking for SDCWA projects, as negotiated between SDCWA and the wildlife agencies. The District's recent decision to prepare a subarea plan that will be incorporated into the Joint Water Agency's (JWA) NCCP/HCP should provide us with the opportunity to utilize wetlands credits, if needed, from one of the other three JWA partners. The District does not have any wetlands areas of its own to be used for mitigation for District projects.

FISCAL IMPACT:



None.

STRATEGIC GOAL:

None.

LEGAL IMPACT: _____

None.



General Manager

P:\WORKING\San Diego County Water Authority\BD 4-2-08, Staff Report, SDCWA Tijuana River Valley Project, (LC-B-RR).doc

Attachments: Attachment A
Exhibit A
Exhibit B



ATTACHMENT A

SUBJECT/PROJECT:	Informational Item - Update on the San Diego County Water Authority's Tijuana River Valley Wetlands Mitigation Project
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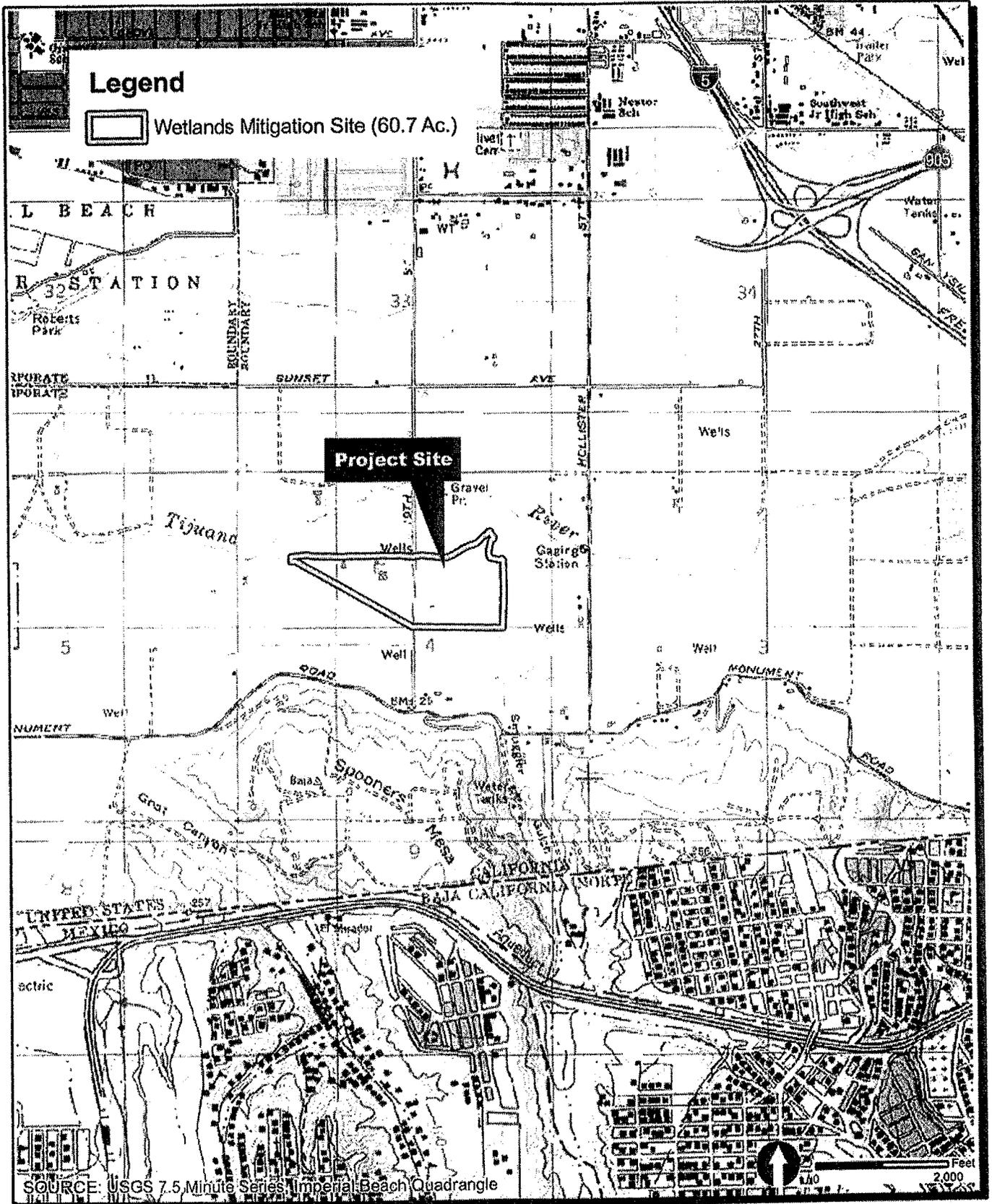
COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on March 17, 2008. The following comments were made:

- Staff indicated that the General Manager requested that an update be presented to the Board regarding the County Water Authority's (CWA) progress on the Tijuana River Valley Wetlands Mitigation Project.
- This project will consist of 45 acres of native wetlands habitat and will provide CWA with wetlands mitigation credits for its Emergency Storage project.
- Construction of this project is expected to begin in the fall of 2009. An EIR is being prepared by Dudek and although the District is not involved in this project, staff will receive a draft of the EIR in the summer of 2008.
- Staff also indicated that since the District is joining the Joint Water Agency's (JWA), it should provide the District with the opportunity to utilize wetlands credits, if needed.

Upon completion of the discussion, the Committee indicated that this is an informational item only and will have no impact to the District. The Committee recommended this item be agendaized on the consent calendar at the April 2, 2008 Board meeting.

EXHIBIT A

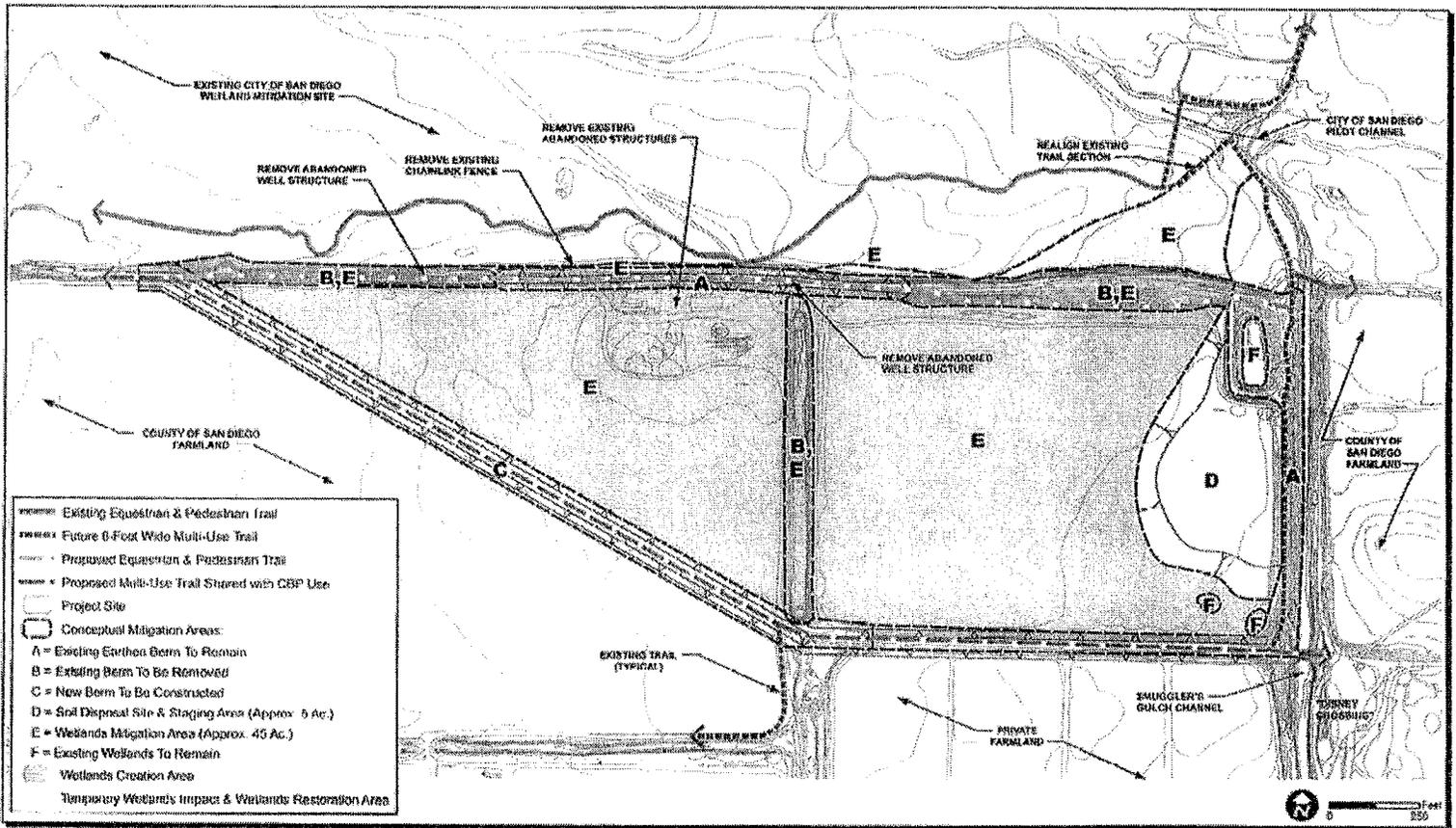


Tijuana River Valley Wetlands Mitigation Project - Initial Study
Vicinity Map

FIGURE
2

EXHIBIT B

Conceptual Mitigation Design



Tijuana River Valley Wetlands Mitigation Project - Initial Study
Conceptual Mitigation Design

AGENDA ITEM 10



STAFF REPORT

TYPE	Regular Board Meeting	MEETING	April 2, 2008		
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:

Update on the design of the 36-Inch Potable Water Pipeline from FCF #14 to Regulatory Site for the month of February 2008:

- Staff received the 90% design submittal from IEC. Plans are currently in design review.
- At the request of the City of El Cajon, staff is evaluating an alternative pipeline alignment for the intersection of Jamacha Road and Washington Avenue.

Update on the 640-1 and 640-2 Reservoirs Project for the month of February 2008:

- Project is 78% complete.
- The 36-inch pipeline from Otay connection was relocated through vault 6.
- DYK progressed on Tank No. 2 cable wrapping and shotcrete. One more layer of wrapping and shotcrete remains.
- Contractor poured floor for vault no. 6 and is forming walls.

ADMINISTRATIVE SERVICES AND FINANCE:

Administrative Services:

- Human Resources staff sent a request for proposal for benefit consulting services to fifteen benefit consulting firms and proposals are due April 1st. Staff will conduct a review during the months of April and May and it is anticipated that final implementation will be completed by July 1st.
- Human Resources staff is working with Rea and Parker to implement an Employee Survey. The questionnaire has been finalized and the survey will be administered during the month of April.
- 3rd Annual California Friendly Plant Sale at the Water Conservation Garden was scheduled on March 15: District staff organized two water agency booths at this event, one promoting water agency incentive programs and the other was a children's booth. The District was well represented with staff and Otay volunteers helping out at the booths throughout the day. There were an estimated 1740 attendees, which was slightly better than last year.
- Four school tours were conducted at the Water Conservation Garden, involving a total of 165 students and 8 adults. Two of the schools involved students at High Tech High in Chula Vista, one class attended from Parkview Elementary School and one class attended from Olympic View Elementary School. In addition, 80 third graders from Parkview Elementary School also borrowed the District's water cycle kit. The district received 5 CSDA scholarship applications by the deadline.
- The District and the City of Chula Vista jointly submitted a letter to the Department of Water Resources in response to the draft model landscape ordinance. District staff also participated in the development of the Conservation Action Committee's response letter.
- Water Conservation BMP Revision Process: The District began participating in statewide meetings to revise the BMPs in mid-March. Meetings are planned to be held bi-weekly via conference call through the summer to revise the BMPs by December, 2008. The District is participating

in all of the BMP revision committees: Utility, Education, Landscape, and Residential. As a result of this process, 12 of the 14 BMPs will be revised.

- Customer Parking Lot - The lowest bid was submitted by Kirk Paving in the amount of \$5,658.00 and includes all necessary work to demolish the two light pole bases, fill in cracks, black out parking lot lines, seal the pavement, and re-stripe. A new parking lot layout has been developed that is intended to minimize confusion, increase the size of the parking spaces, and move the handicapped parking spaces closer to the lobby. The work has been tentatively set for the first weekend in April (5th and 6th).
- There were 124 purchase orders processed in March 2008 for a total amount of \$472,424.40.

Information Technology and Strategic Planning:

- Strategic Plan FY09-FY11: Staff has completed the draft of the Strategic Planning Process for FY09-FY11 and it has been presented to the Board Committees. Staff continues to work on project plans to meet the proposed objectives, and finalize metrics for both objectives and performance measures.
- IT Strategic Plan: To address the technology needs of the new strategic plan, IT is modifying the IT Strategic Plan to make sure we have the resources and capabilities to meet the expectations contained in the plan. IT has reviewed the first draft of synchronizing the IT plan to the overall strategic plan and will present it to the Sr. Team in the next month.
- Eden New Release: We have installed and put into production a new release of the Eden billing system (4.3.1). This release should help improve billing performance times for the larger cycles.
- New Technology: IT believes that adequate wireless bandwidth is becoming increasingly important for future success in productivity and system improvements. To that end, we are exploring the technology necessary to provide this capability and migrate voice, data, potentially SCADA, and security data to this wireless environment when the technology is both reliable and cost effective.

We are also exploring the upgrading of video technology for increased security and intrusion detection at Otay water facilities.

- GIS and Field Applications: Based on user feedback, we will be exploring modifications to make better use of the GIS and other applications used in our field environment. DCSE has initiated an evaluation of the ease of use of the "Field Mapplet" interface and recommend minor modifications to increase usage and flexibility.
- City of Irvine Field Visit: The City of Irvine visited Otay to discuss our business practices around fleet management and use of our work management system to track fleet costs. Theresa Nakatani and Doug Rahders hosted the visit.

Finance:

- FY 2009 Budget - The FY 2009 budget preparation is in full swing with the first round of information completed. The Finance Staff is now incorporating the information into the Rate Model and is looking forward to see how the projected rates, reserve levels, and debt may be affected by the MWD/CWA rate changes, the economic slowdown, and the budget-cut efforts by staff.
- Lock Process - As a result of the Board workshop in October, staff has been evaluating changes to the lock process. Staff is nearing completion of the analysis and is looking to bring forward an item for Board review. Potential changes include a modification to the notification process, reduction and consolidation of charges, and potential changes to the locking mechanism.
- Collection Process - Due to the economic slowdown and the trouble in the mortgage market, the District has experienced a significant increase in write-offs of accounts receivable. The total written-off for the past 12 months was \$235,998. This represents approximately .02% of total sales. In previous years, the average annual write-off was approximately \$45,000.

Staff has been evaluating the write-off process and is nearing completion of an informational item which will discuss the process, including the use of liens. The outcome of this process is a more concerted effort to

place the responsibility of payment on the property owners instead of the tenant, where the law allows.

The financial reporting for February 2008 is as follows:

- For the eight months ended February 29, 2008, there are total revenues of \$40,393,417 and total expenses of \$41,066,293. The expenses exceeded revenues by \$672,876 because of lower water sales due to heavy rainfall, slowdown in growth and higher than anticipated legal costs.

The financial reporting for investments for February 2008 is as follows:

- The market value shown in the Portfolio Summary and in the Investment Portfolio Details as of February 29, 2008 total \$94,887,524.46 with an average yield to maturity of 4.212%. The total earnings year-to-date is \$3,301,294.25.

ENGINEERING AND WATER OPERATIONS:

Engineering:

- In working toward the Water Resources Master Plan Update, PBS&J submitted a Water Resources Master Plan technical memo for review that provides a recycled water market assessment and potable water demand projections for the District. Staff is coordinating with PBS&J on the potable water model related to supply reliability during an emergency shutdown. PBS&J continues to create the new hydraulic potable and recycled water models and is coordinating with GIS staff to better define the existing potable and recycled system. Target: 50% submittal end of April 2008; completion end of June 2009.
- Staff met with APCD to discuss results of last month's inspection of District's engines. We received six notices of violations and have sent responses to these notices. We are waiting to hear the outcome.
- PBS&J submitted a technical memo for the North District Recycled Water Concept Study for staff review. This technical memo is one of four technical memos being developed by PBS&J that will be incorporated into their

final report for the Study. The Study should be completed by the end of June 2008.

- Speiss Construction cleared and grubbed the 850-4 Reservoir site prior to the February 15 start of the gnatcatcher breeding season. They are in the process of preparing material submittals for staff's review and approval. The submittals ensure that the contractor installs the correct products and materials. The 850-4 Reservoir is located directly across Jamacha Blvd from the District's Admin Building and is accessed from Ledge Avenue in Spring Valley.
- For the month of February 2008, the District sold 14 meters (75 EDUs) generating \$501,556 in revenue. Accumulated sales through February 29, 2008 are \$2,153,835. Projected for this period was 85 meters (130.5 EDUs) with a budgeted revenue of \$620,633.33 and projected revenue from July 1, 2007 through February 29, 2008 was \$4,965,067.
- Approximately 1,596 linear feet of both CIP and developer project pipelines were installed in February 2008. The Construction Division performed quality control for these pipelines.
- The District received a check in the amount of \$566,324 from the State Water Resources Control Board for the recycled water system supply link system to the City of San Diego South Bay Water Reclamation Plant per the terms of the Proposition 50 Grant Funding Program. An additional \$155,142 remains to be received for the \$4,000,000 total Proposition 50 Grant.
- The following table summarizes purchases and change orders issued during the period of February 1, 2008 thru February 29, 2008 that are within Staff signatory authority:

Date	Action	Amount	Contractor/ Consultant	Project
2/14/08	P.O. 707914	\$904.93	OCB Reprographics	458-1 Reservoir Interior Coating (P1077)
2/19/08	P.O. 707924	\$1,715.09	Mayer Reprographics	Calavo Sewer Lift Project (CIP S2015)
2/20/08	P.O. 707941	\$1,924.00	Mayer Reprographics	12-Inch Pipeline Upsize & Replacement Project (CIP P2038, P2356, P2387)
2/20/08	P.O. 707942	\$4,975.00	RBF Consulting	Olive Vista Project (CIP P2459)
2/25/08	C.O. #1 P.O. 706495	\$3,060.00	Clarkson Lab & Supply Inc	Laboratory Sampling & Testing for all projects

Water Operations:

- Mexico Treated Water Delivery:** During the month of February the District delivered service to Mexico at an approximately rate of 13 CFS, totaling 362.80 AC-ft. The water delivered was 225.57 AC-ft less than the total originally requested of 588.37 AC-ft. Per Mexico's recommendation, the balance of 225.57 AC-ft was added to the flow requested for March. Consequently, the daily flow was increased to 16 CFS on March 5 to deliver the requested flow for the month of March plus the balance from February, totaling 876.98 AC-ft. CESPT representatives are in the process of requesting additional flows for the months of April, May and June. The current contract, Minute 310, for deliveries to Mexico will expire on November 10, 2008.
- Microturbines:** The District is planning a media event with the County of San Diego to highlight the installation of the microturbine power plant at the Ralph W. Chapman Water Recycling Facility which converts landfill gas (methane) from the adjacent Jamacha Landfill to electric power. The County of San Diego is the owner of the Microturbines and was responsible for the design and installation of the units. The County is also responsible for their operations and maintenance. The media event is scheduled on April 10, 2008, at 10:00 a.m. and will provide the District an opportunity to showcase its successful partnership with the County, as well as, promote this innovative program which utilizes renewable resources, reduces demand on the energy grid, and

recycles water while also improving air quality. The Microturbines are capable of producing up to 210 Kwh which supplies power for all Treatment Plant operations during the winter and approximately 65% of summer needs. The power produced by the Microturbines and consumed by the District's Treatment Plant is 15% lower in cost than power purchased from SDG&E which will provide considerable savings to the District while safeguarding the environment.

- Water purchased for the month of February was 2101.8 acre-feet. Beginning FY 07/08 to date, July 1, 2007 to February 29, 2008, water purchased was 25,318.40 acre-feet. This is a 12.15 percent decrease from the same period last year, July 1, 2006 to February 28, 2006.
- In the month of February, 2008 there were 2 new Automated Meter Reading (AMR) meters installed and 325 meters were retrofitted to AMR meters.
- As of February, 2008 there was a total of 15,731 radio-read meters installed.
- Total number of potable water accounts is 47,817; this is an increase of 49 accounts from last month, January, 2008.
- Recycled water consumption for the month of February is as follows:

Total flow was 67.8 acre-feet or 22,073,480 gallons and the average daily flow was 761,154 gallons per day.

Total number of recycled water accounts is 612; this is an increase of 4 from last month, January, 2008.

- Wastewater flows for the month of February were as follows:

Total basin flow, gallons per day: 2,140,000.

Total Otay flow, gallons per day: 1,430,000.

Flow Processed at the Ralph W. Chapman Water Recycling Facility, gallons per day: 790,000.

Flow to Metro from Otay Water District, gallons per day: 641,000.

Spring Valley Sanitation District Flow to Metro,
gallons per day: 710,000.

There were no new wastewater connections for the
month of February 2008. The total stands at 6,069
EDU's.



General Manager

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**OTAY WATER DISTRICT
COMPARATIVE BUDGET SUMMARY
FOR EIGHT MONTHS ENDED FEBRUARY 29, 2008**

	Annual Budget	YTD Actual	YTD Budget	YTD Variance	Var %
REVENUE:					
Water Sales	\$ 32,331,300	\$ 19,434,331	\$ 21,369,700	\$ (1,935,369)	(9.1%)
Energy Charges	2,018,000	1,275,475	1,336,900	(61,425)	(4.6%)
System Charges	9,596,300	6,274,362	6,237,600	36,762	0.6%
Penalties	852,100	591,781	582,400	9,381	1.6%
MWD & CWA Fixed Charges	2,708,800	1,652,886	1,698,200	(45,314)	(2.7%)
Total Water Sales	<u>47,506,500</u>	<u>29,228,835</u>	<u>31,224,800</u>	<u>(1,995,964)</u>	<u>(6.4%)</u>
Reclamation Sales	6,001,400	3,851,292	3,782,900	68,392	1.8%
Sewer Charges	2,679,100	1,693,441	1,788,300	(94,859)	(5.3%)
Meter Fees	318,500	47,300	203,200	(155,900)	(76.7%)
Capacity Fee Revenues	1,414,500	867,939	943,200	(75,261)	(8.0%)
Betterment Fees for Maintenance	73,300	48,900	48,900	-	0.0%
Annexation Fees	1,464,500	431,564	966,400	(534,836)	(55.3%)
Non-Operating Revenues	1,680,200	1,104,230	1,114,300	(10,070)	(0.9%)
Tax Revenues	4,003,800	2,303,402	2,242,100	61,302	2.7%
Interest	1,038,700	539,715	692,800	(153,085)	(22.1%)
Draw on Designated Funds*	408,400	276,800	276,800	-	0.0%
Total Revenue	<u>\$ 66,588,900</u>	<u>\$ 40,393,417</u>	<u>\$ 43,283,700</u>	<u>\$ (2,890,282)</u>	<u>(6.7%)</u>
EXPENSES:					
Water Purchases	\$ 25,407,100	\$ 14,914,208	\$ 16,467,397	\$ 1,553,189	9.4%
CWA-Infrastructure Access Charge	1,090,200	707,116	707,000	(116)	(0.0%)
CWA-Customer Service Charge	950,400	609,822	610,400	578	0.1%
CWA-Emergency Storage Charge	1,507,800	929,063	929,000	(63)	(0.0%)
MWD-Capacity Res Charge	569,400	372,404	371,800	(604)	(0.2%)
MWD-Readiness to Serve Charge	552,600	376,128	355,000	(21,128)	(6.0%)
Subtotal Water Purchases	<u>30,077,500</u>	<u>17,908,741</u>	<u>19,440,597</u>	<u>1,531,856</u>	<u>7.9%</u>
Power Charges	2,804,800	1,662,210	1,714,900	52,690	3.1%
Payroll & Related Costs	16,012,900	10,585,648	10,569,910	(15,738)	(0.1%)
Material & Maintenance	4,452,900	2,782,554	2,918,600	136,046	4.7%
Administrative Expenses	5,773,000	2,649,005	3,550,467	901,462	25.4%
Legal Fees	1,209,300	1,305,836	1,061,667	(244,169)	(23.0%)
Expansion Reserve	2,590,200	1,726,800	1,726,800	-	0.0%
Betterment Reserve	3,432,900	2,288,600	2,288,600	-	0.0%
Replacement Reserve	235,400	156,900	156,900	-	0.0%
Total Expenses	<u>\$ 66,588,900</u>	<u>\$ 41,066,293</u>	<u>\$ 43,428,441</u>	<u>\$ 2,362,148</u>	<u>5.4%</u>
Excess Revenue (Expense)	<u>\$ -</u>	<u>\$ (672,876)</u>	<u>\$ (144,741)</u>	<u>\$ (528,135)</u>	

* Board approved Draw on Designated Funds used to fund negotiated benefits.

**OTAY WATER DISTRICT
INVESTMENT PORTFOLIO REVIEW
FEBRUARY 29, 2008**

INVESTMENT OVERVIEW & MARKET STATUS:

On March 18th, the Federal Reserve Board's federal funds rate was once again lowered from 3.00% to 2.25%. This was the sixth reduction since September 18th, when the rate was 5.25%. Because of these rate reductions, the District's callable federal agency issue bonds continue to be redeemed at their earliest available call date. All called investments are paid at par so there is no loss on the investment. Only the interest rate changes as the funds are reinvested. Reflective of this drop in available interest rates, the District's overall effective rate of return on its portfolio at February 29th was 4.41%. With the ongoing changes in the federal funds rate, we have been extending the average maturity of the portfolio to maintain above market interest returns as long as possible. At the same time the LAIF return on deposits is expected to take several months to fall to the level of the federal funds rate, due to the fund's current average maturity of approximately 216 days, making this an excellent short-term alternative for maximum investment of available funds.

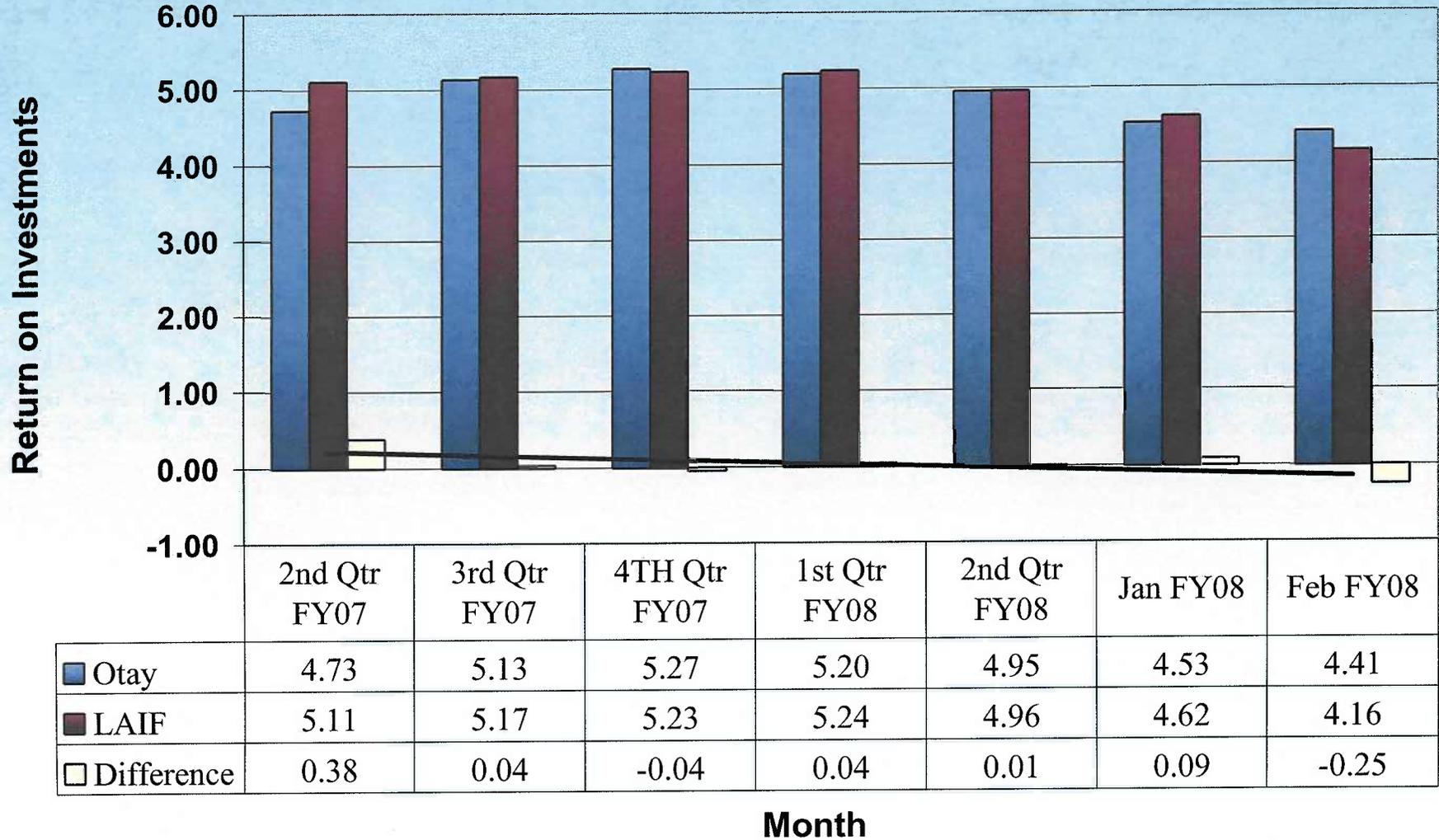
In accordance with the District's Investment Policy, all District funds continue to be managed based on the objectives, in priority order, of safety, liquidity, and return on investment.

PORTFOLIO COMPLIANCE: February 29, 2008

	<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	\$29.22 Million
8.02:	Local Agency Investment Fund (Bonds)	100%	100%	1.51%
8.03:	Federal Agency Issues	100%	100%	48.53%
8.04:	Certificates of Deposit	30%	15%	1.14%
8.05:	Short-Term Commercial Notes	25%	15%	0
8.06:	Medium-Term Commercial Debt	30%	15%	2.12%
8.07:	Money Market Mutual Funds	20%	15%	0
8.08:	San Diego County Pool	100%	100%	12.76%
12.0:	Maximum Single Financial Institution	100%	50%	2.99%

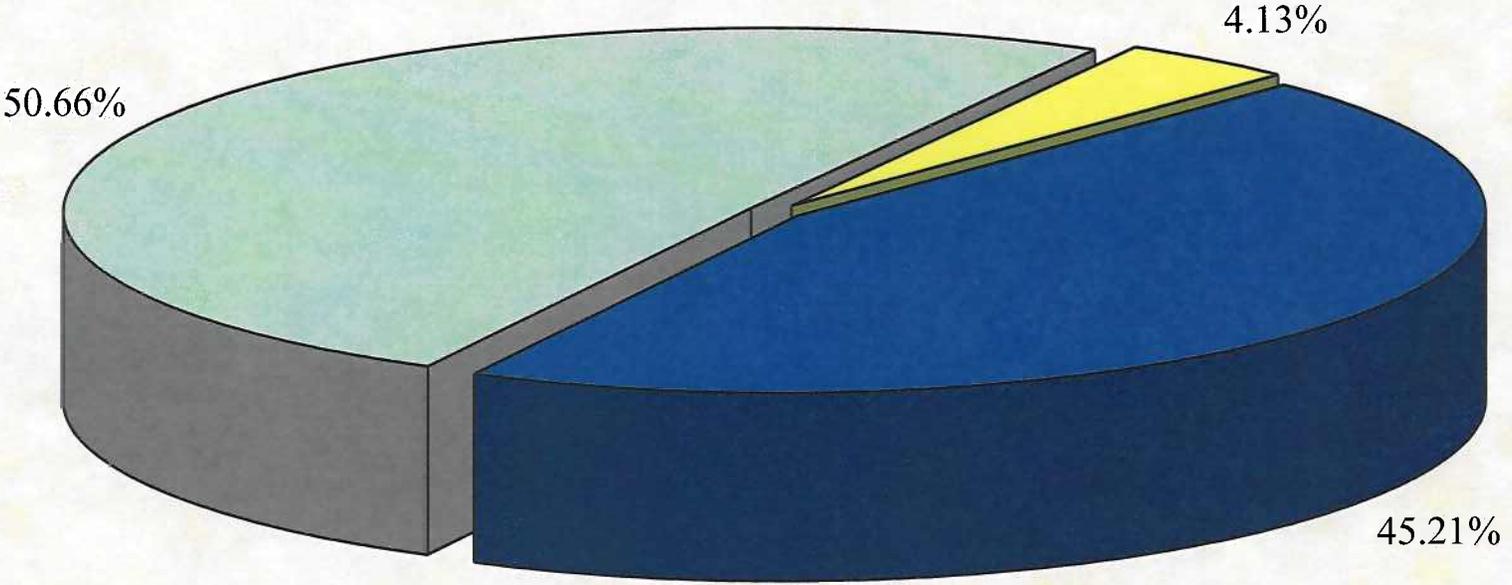
Performance Measure F-12 Return on Investment

Target: Meet or Exceed 100% of LAIF



Legend: Otay (blue bar), LAIF (maroon bar), Difference (white bar), Linear (Difference) (black line)

Otay Water District Investment Portfolio: 02/29/08



■ Banks (Passbook/Checking/CD) ■ Pools (LAIF & County) ■ Agencies & Corporate Notes

**OTAY
Portfolio Management
Portfolio Summary
February 29, 2008**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Corporate Notes	2,000,000.00	2,106,910.10	2,030,504.66	2.22	1,111	1,005	4.340	4.401
Federal Agency Issues- Callable	41,800,000.00	42,043,250.00	41,800,000.00	45.64	781	700	4.198	4.257
Federal Agency Issues - Coupon	4,000,000.00	4,009,375.00	4,000,000.00	4.37	167	56	4.395	4.456
Certificates of Deposit - Bank	1,079,108.00	1,079,108.00	1,079,108.00	1.18	393	317	4.780	4.847
Local Agency Investment Fund (LAIF)	30,643,789.27	30,664,599.93	30,643,789.27	33.46	1	1	4.104	4.161
San Diego County Pool	12,041,353.24	12,164,442.50	12,041,353.24	13.15	1	1	4.402	4.463
	91,564,250.51	92,067,685.53	91,594,755.17	100.00%	393	348	4.212	4.271
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	2,819,524.46	2,819,524.46	2,819,524.46		1	1	2.730	2.768
Total Cash and Investments	94,383,774.97	94,887,209.99	94,414,279.63		393	348	4.212	4.271

Total Earnings	February 29 Month Ending	Fiscal Year To Date
Current Year	337,198.74	3,301,294.25
Average Daily Balance	96,176,753.59	100,198,499.14
Effective Rate of Return	4.41%	4.93%

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 January 19, 2000. 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

3-19-08

OTAY
Portfolio Management
Portfolio Details - Investments
February 29, 2008

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												
36962G2S2	2044	General Electric Capital		11/16/2007	2,000,000.00	2,106,910.10	2,030,504.66	5.000	Aaa	4.340	1,005	12/01/2010
Subtotal and Average			2,030,965.79		2,000,000.00	2,106,910.10	2,030,504.66			4.340	1,005	
Federal Agency Issues- Callable												
31398AMX7	2064	FANNIE MAE		02/22/2008	2,000,000.00	2,008,750.00	2,000,000.00	3.000		2.959	720	02/19/2010
3133XLTL7	2037	Federal Home Loan Bank		07/30/2007	3,000,000.00	3,034,687.50	3,000,000.00	5.550		5.474	881	07/30/2010
3133XMXC0	2039	Federal Home Loan Bank		11/06/2007	1,000,000.00	1,003,437.50	1,000,000.00	4.500		4.438	250	11/06/2008
3133XMX71	2042	Federal Home Loan Bank		11/14/2007	2,000,000.00	2,019,375.00	2,000,000.00	4.500		4.435	531	08/14/2009
3133XN6X2	2045	Federal Home Loan Bank		11/20/2007	2,000,000.00	2,016,250.00	2,000,000.00	4.500		4.436	902	08/20/2010
3133XN7B9	2046	Federal Home Loan Bank		11/28/2007	2,000,000.00	2,009,375.00	2,000,000.00	4.400		4.340	453	05/28/2009
3133XNEF2	2049	Federal Home Loan Bank		11/26/2007	2,000,000.00	2,006,250.00	2,000,000.00	4.600		4.537	997	11/23/2010
3133XNGT0	2050	Federal Home Loan Bank		12/04/2007	2,000,000.00	2,000,000.00	2,000,000.00	4.500		4.438	278	12/04/2008
3133XNKN8	2051	Federal Home Loan Bank		12/10/2007	2,000,000.00	2,010,000.00	2,000,000.00	4.300		4.241	284	12/10/2008
3133XNFC8	2052	Federal Home Loan Bank		12/07/2007	2,000,000.00	2,008,125.00	2,000,000.00	4.500		4.438	642	12/03/2009
3133XNLN7	2053	Federal Home Loan Bank		12/11/2007	2,000,000.00	2,010,625.00	2,000,000.00	4.300		4.241	467	06/11/2009
3133XNN47	2054	Federal Home Loan Bank		12/12/2007	2,000,000.00	2,001,250.00	2,000,000.00	4.450		4.389	468	06/12/2009
3133XNN62	2055	Federal Home Loan Bank		12/12/2007	2,000,000.00	2,001,250.00	2,000,000.00	4.450		4.384	376	03/12/2009
3133XNMG3	2056	Federal Home Loan Bank		12/17/2007	2,000,000.00	2,001,250.00	2,000,000.00	4.550		4.488	1,021	12/17/2010
3133XNP52	2057	Federal Home Loan Bank		12/17/2007	2,000,000.00	2,017,500.00	2,000,000.00	4.375		4.315	930	09/17/2010
3133XNS42	2058	Federal Home Loan Bank		12/18/2007	2,000,000.00	2,021,875.00	2,000,000.00	4.250		4.192	839	06/18/2010
3133XNPR4	2059	Federal Home Loan Bank		12/24/2007	1,800,000.00	1,821,375.00	1,800,000.00	4.350		4.290	1,028	12/24/2010
3133XPDR2	2062	Federal Home Loan Bank		01/30/2008	2,000,000.00	2,009,375.00	2,000,000.00	3.060		3.018	699	01/29/2010
3133XPDS0	2063	Federal Home Loan Bank		01/30/2008	2,000,000.00	2,009,375.00	2,000,000.00	3.250		3.205	881	07/30/2010
3133XPWL4	2065	Federal Home Loan Bank		02/26/2008	2,000,000.00	2,008,750.00	2,000,000.00	3.000		2.959	727	02/26/2010
31398AKS0	2060	Federal National Mortgage Assoc		01/07/2008	2,000,000.00	2,024,375.00	2,000,000.00	4.500		4.438	1,042	01/07/2011
Subtotal and Average			42,765,378.94		41,800,000.00	42,043,250.00	41,800,000.00			4.198	700	
Federal Agency Issues - Coupon												
3133XMY62	2040	Federal Home Loan Bank		11/08/2007	2,000,000.00	2,005,625.00	2,000,000.00	4.420		4.359	68	05/08/2008
3133XMY54	2041	Federal Home Loan Bank		11/14/2007	2,000,000.00	2,003,750.00	2,000,000.00	4.500		4.430	44	04/14/2008
Subtotal and Average			4,000,000.00		4,000,000.00	4,009,375.00	4,000,000.00			4.395	56	
Certificates of Deposit - Bank												
205003183	2066	California Bank & Trust		01/22/2008	79,108.00	79,108.00	79,108.00	3.900		3.900	692	01/22/2010
1002812475	2061	Neighborhood National Bank		12/13/2007	1,000,000.00	1,000,000.00	1,000,000.00	4.850		4.850	287	12/13/2008

Portfolio OTAY
AP

OTAY
Portfolio Management
Portfolio Details - Investments
February 29, 2008

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Subtotal and Average			1,079,108.00		1,079,108.00	1,079,108.00	1,079,108.00			4.780	317	
Local Agency Investment Fund (LAIF)												
LAIF	9001	STATE OF CALIFORNIA		07/01/2004	29,218,906.67	29,238,749.67	29,218,906.67	4.161		4.104	1	
LAIF COPS07	9009	STATE OF CALIFORNIA		03/07/2007	1,424,882.60	1,425,850.26	1,424,882.60	4.161		4.104	1	
Subtotal and Average			32,268,616.86		30,643,789.27	30,664,599.93	30,643,789.27			4.104	1	
San Diego County Pool												
SD COUNTY POOL	9007	San Diego County		07/01/2004	12,041,353.24	12,164,442.50	12,041,353.24	4.463		4.402	1	
Subtotal and Average			12,025,621.41		12,041,353.24	12,164,442.50	12,041,353.24			4.402	1	
Total and Average			96,176,753.59		91,564,250.51	92,067,685.53	91,594,755.17			4.212	348	

OTAY
Portfolio Management
Portfolio Details - Cash
February 29, 2008

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	55,564.57	55,564.57	55,564.57	0.200		0.197	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	2,736,782.63	2,736,782.63	2,736,782.63	2.848		2.809	1
PAYROLL	9005	STATE OF CALIFORNIA		07/01/2004	24,377.26	24,377.26	24,377.26			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								1
Total Cash and Investmentss			96,176,753.59		94,383,774.97	94,887,209.99	94,414,279.63			4.212	348

OTAY
Activity Report
Sorted By Issuer
July 1, 2007 - February 29, 2008

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Par Value		Ending Balance
				Beginning Balance	Current Rate		Purchases or Deposits	Redemptions or Withdrawals	
Issuer: STATE OF CALIFORNIA									
Union Bank									
UNION MONEY	9002	STATE OF CALIFORNIA			0.200		122,563,113.66	122,592,856.68	
UNION OPERATING	9004	STATE OF CALIFORNIA			2.848		10,758,074.97	8,944,498.56	
PAYROLL	9005	STATE OF CALIFORNIA					324,174.15	324,932.03	
UNION IOC	9008	STATE OF CALIFORNIA			4.500		1,240,481.91	1,253,290.86	
Subtotal and Balance							134,885,844.69	133,115,578.13	2,819,524.46
Local Agency Investment Fund (LAIF)									
LAIF	9001	STATE OF CALIFORNIA			4.161		68,179,156.93	47,850,000.00	
LAIF COPS07	9009	STATE OF CALIFORNIA			4.161		300,825.02	8,000,000.00	
Subtotal and Balance							68,479,981.95	55,850,000.00	30,643,789.27
Issuer Subtotal			35.455%				203,365,826.64	188,965,578.13	33,463,313.73
Issuer: California Bank & Trust									
Certificates of Deposit - Bank									
2050003183R	1996	California Bank & Trust			3.880	01/22/2008	0.00	79,108.00	
205003183	2066	California Bank & Trust			3.900	01/22/2008	79,108.00	0.00	
Subtotal and Balance							79,108.00	79,108.00	79,108.00
Issuer Subtotal			0.084%				79,108.00	79,108.00	79,108.00
Issuer: FANNIE MAE									
Federal Agency Issues- Callable									
31359M2L6	2012	FANNIE MAE			5.250	12/11/2007	0.00	3,000,000.00	
31398AMX7	2064	FANNIE MAE			3.000	02/22/2008	2,000,000.00	0.00	
Subtotal and Balance							2,000,000.00	3,000,000.00	2,000,000.00
Issuer Subtotal			2.119%				2,000,000.00	3,000,000.00	2,000,000.00

Portfolio OTAY

AP

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OTAY
Activity Report
July 1, 2007 - February 29, 2008

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Purchases or Deposits	Par Value		Ending Balance
				Beginning Balance	Current Rate			Redemptions or Withdrawals		
Issuer: Federal Farm Credit Bank										
Federal Agency Issues- Callable										
31331YCZ1	2043	Federal Farm Credit Bank			4.490	11/07/2007	3,000,000.00		0.00	
31331YCZ1	2043	Federal Farm Credit Bank				02/05/2008	0.00		3,000,000.00	
Subtotal and Balance				0.00			3,000,000.00		3,000,000.00	0.00
Issuer Subtotal				0.000%	0.00		3,000,000.00		3,000,000.00	0.00

Issuer: Federal Home Loan Bank

Federal Agency Issues- Callable

3133XEMS5	1998	Federal Home Loan Bank		5.000		11/28/2007	0.00		3,000,000.00	
3133XETX7	2001	Federal Home Loan Bank		5.125		09/14/2007	0.00		3,000,000.00	
3133XF2C9	2002	Federal Home Loan Bank		5.250		10/03/2007	0.00		3,000,000.00	
3133XJ2P2	2010	Federal Home Loan Bank		5.200		12/05/2007	0.00		3,000,000.00	
3133XJ6Q6	2013	Federal Home Loan Bank		5.125		07/20/2007	0.00		3,000,000.00	
3133XJVV1	2015	Federal Home Loan Bank		5.375		07/10/2007	0.00		3,000,000.00	
3133XJR91	2016	Federal Home Loan Bank		5.400		10/30/2007	0.00		3,000,000.00	
3133XJSD1	2017	Federal Home Loan Bank		5.250		01/02/2008	0.00		3,000,000.00	
3133XJVV7	2018	Federal Home Loan Bank		5.250		08/15/2007	0.00		3,000,000.00	
3133XJU55	2019	Federal Home Loan Bank		5.350		11/21/2007	0.00		3,000,000.00	
3133XK3C7	2022	Federal Home Loan Bank		5.500		12/13/2007	0.00		3,000,000.00	
3133XK6A8	2024	Federal Home Loan Bank		5.300		11/19/2007	0.00		3,000,000.00	
3133XKLA1	2030	Federal Home Loan Bank		5.375		11/01/2007	0.00		3,000,000.00	
3133XKN50	2031	Federal Home Loan Bank		5.300		11/07/2007	0.00		5,000,000.00	
3133XKSS5	2032	Federal Home Loan Bank		5.300		11/09/2007	0.00		3,000,000.00	
3133XL6E8	2033	Federal Home Loan Bank		5.400		12/11/2007	0.00		5,000,000.00	
3133XLEW9	2034	Federal Home Loan Bank		5.500		07/02/2007	3,000,000.00		0.00	
3133XLEW9	2034	Federal Home Loan Bank				01/02/2008	0.00		3,000,000.00	
3133XKVD4	2035	Federal Home Loan Bank		5.500		07/10/2007	3,000,000.00		0.00	
3133XKVD4	2035	Federal Home Loan Bank				10/21/2007	0.00		3,000,000.00	
3133XLMZ3	2036	Federal Home Loan Bank		5.450		07/23/2007	3,000,000.00		0.00	
3133XLMZ3	2036	Federal Home Loan Bank				01/23/2008	0.00		3,000,000.00	
3133XLTL7	2037	Federal Home Loan Bank		5.550		07/30/2007	3,000,000.00		0.00	
3133XLYB3	2038	Federal Home Loan Bank		5.375		08/20/2007	3,000,000.00		0.00	
3133XLYB3	2038	Federal Home Loan Bank				11/20/2007	0.00		3,000,000.00	
3133XMXC0	2039	Federal Home Loan Bank		4.500		11/06/2007	1,000,000.00		0.00	

Portfolio OTAY

AP

OTAY
Activity Report
July 1, 2007 - February 29, 2008

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Purchases or Deposits	Par Value		Ending Balance
				Beginning Balance	Current Rate			Redemptions or Withdrawals		
Issuer: Federal Home Loan Bank										
Federal Agency Issues- Callable										
3133XMX71	2042	Federal Home Loan Bank			4.500	11/14/2007	2,000,000.00		0.00	
3133XN6X2	2045	Federal Home Loan Bank			4.500	11/20/2007	2,000,000.00		0.00	
3133XN7B9	2046	Federal Home Loan Bank			4.400	11/28/2007	2,000,000.00		0.00	
3133XN6R5	2047	Federal Home Loan Bank			4.500	11/28/2007	2,000,000.00		0.00	
3133XN6R5	2047	Federal Home Loan Bank				02/28/2008	0.00		2,000,000.00	
3133XNC56	2048	Federal Home Loan Bank			4.600	11/28/2007	2,000,000.00		0.00	
3133XNC56	2048	Federal Home Loan Bank				02/28/2008	0.00		2,000,000.00	
3133XNEF2	2049	Federal Home Loan Bank			4.600	11/26/2007	2,000,000.00		0.00	
3133XNGT0	2050	Federal Home Loan Bank			4.500	12/04/2007	2,000,000.00		0.00	
3133XNKN8	2051	Federal Home Loan Bank			4.300	12/10/2007	2,000,000.00		0.00	
3133XNFC8	2052	Federal Home Loan Bank			4.500	12/07/2007	2,000,000.00		0.00	
3133XNLN7	2053	Federal Home Loan Bank			4.300	12/11/2007	2,000,000.00		0.00	
3133XNN47	2054	Federal Home Loan Bank			4.450	12/12/2007	2,000,000.00		0.00	
3133XNN62	2055	Federal Home Loan Bank			4.450	12/12/2007	2,000,000.00		0.00	
3133XNM63	2056	Federal Home Loan Bank			4.550	12/17/2007	2,000,000.00		0.00	
3133XNP52	2057	Federal Home Loan Bank			4.375	12/17/2007	2,000,000.00		0.00	
3133XNS42	2058	Federal Home Loan Bank			4.250	12/18/2007	2,000,000.00		0.00	
3133XNPR4	2059	Federal Home Loan Bank			4.350	12/24/2007	1,800,000.00		0.00	
3133XPDR2	2062	Federal Home Loan Bank			3.060	01/30/2008	2,000,000.00		0.00	
3133XPDS0	2063	Federal Home Loan Bank			3.250	01/30/2008	2,000,000.00		0.00	
3133XPWL4	2065	Federal Home Loan Bank			3.000	02/26/2008	2,000,000.00		0.00	
Subtotal and Balance					52,000,000.00		53,800,000.00		68,000,000.00	37,800,000.00
Federal Agency Issues - Coupon										
3133XMY62	2040	Federal Home Loan Bank			4.420	11/08/2007	2,000,000.00		0.00	
3133XMY54	2041	Federal Home Loan Bank			4.500	11/14/2007	2,000,000.00		0.00	
Subtotal and Balance					0.00		4,000,000.00		0.00	4,000,000.00
Issuer Subtotal			44.287%		52,000,000.00		57,800,000.00		68,000,000.00	41,800,000.00

Issuer: Federal Home Loan Mortgage

Federal Agency Issues- Callable

3128X4K67	2000	Federal Home Loan Mortgage			5.250	12/07/2007	0.00		3,000,000.00	
3128X4DY4	2004	Federal Home Loan Mortgage			4.000	07/13/2007	0.00		3,000,000.00	

Portfolio OTAY

AP

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OTAY
Activity Report
July 1, 2007 - February 29, 2008

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Purchases or Deposits	Par Value		Ending Balance
				Beginning Balance	Current Rate			Redemptions or Withdrawals		
Issuer: Federal Home Loan Mortgage										
Federal Agency Issues- Callable										
3128X5C55	2020	Federal Home Loan Mortgage			5.500	12/05/2007	0.00	3,000,000.00		
3128X5G93	2021	Federal Home Loan Mortgage			5.320	12/06/2007	0.00	3,000,000.00		
3128X5P51	2023	Federal Home Loan Mortgage			5.300	12/14/2007	0.00	3,000,000.00		
3128X5Z35	2026	Federal Home Loan Mortgage			5.300	10/09/2007	0.00	3,000,000.00		
3128X5Z35	2027	Federal Home Loan Mortgage			5.300	10/09/2007	0.00	5,000,000.00		
3128X5Z84	2028	Federal Home Loan Mortgage			5.400	10/17/2007	0.00	3,000,000.00		
3128X5Z84	2029	Federal Home Loan Mortgage			5.400	10/17/2007	0.00	5,000,000.00		
		Subtotal and Balance					0.00	31,000,000.00		0.00
		Issuer Subtotal	0.000%				0.00	31,000,000.00		0.00
Issuer: Federal National Mortgage Assoc										
Federal Agency Issues- Callable										
31359MG31	1997	Federal National Mortgage Assoc			5.000	08/24/2007	0.00	3,000,000.00		
31398AKS0	2060	Federal National Mortgage Assoc			4.500	01/07/2008	2,000,000.00	0.00		
		Subtotal and Balance					2,000,000.00	3,000,000.00		2,000,000.00
		Issuer Subtotal	2.119%				2,000,000.00	3,000,000.00		2,000,000.00
Issuer: General Electric Capital										
Corporate Notes										
36962G2S2	2044	General Electric Capital			5.000	11/16/2007	2,000,000.00	0.00		
		Subtotal and Balance					2,000,000.00	0.00		2,000,000.00
		Issuer Subtotal	2.119%				2,000,000.00	0.00		2,000,000.00
Issuer: Neighborhood National Bank										
Certificates of Deposit - Bank										
1002812475	2061	Neighborhood National Bank			4.850	12/13/2007	1,000,000.00	0.00		
		Subtotal and Balance					1,000,000.00	0.00		1,000,000.00
		Issuer Subtotal	1.060%				1,000,000.00	0.00		1,000,000.00

Portfolio OTAY

AP

DA (PRF_DA) SymRept 6.41.200

Report Ver. 5.00

OTAY
Activity Report
July 1, 2007 - February 29, 2008

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Par Value		Ending Balance
				Beginning Balance	Current Rate		Purchases or Deposits	Redemptions or Withdrawals	
Issuer: San Diego County									
San Diego County Pool									
SD COUNTY POOL	9007	San Diego County			4.463		11,935,427.09	0.00	
		Subtotal and Balance		105,926.15			11,935,427.09	0.00	12,041,353.24
		Issuer Subtotal	12.758%	105,926.15			11,935,427.09	0.00	12,041,353.24
		Total	100.000%	108,248,099.37			283,180,361.73	297,044,686.13	94,383,774.97

OTAY
GASB 31 Compliance Detail
Sorted by Fund - Investment Class
July 1, 2007 - February 29, 2008

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		8,885,705.10	0.00	594,156.93	594,156.93	0.00	23,887.64	29,238,749.67
LAIF COPS07	9009	99	Fair Value		9,119,906.33	0.00	300,825.02	8,000,000.00	0.00	5,118.90	1,425,850.26
UNION MONEY	9002	99	Amortized		85,307.59	0.00	1,454.26	31,197.28	0.00	0.00	55,564.57
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		923,206.22	0.00	0.00	0.00	0.00	0.00	2,736,782.63
PAYROLL	9005	99	Amortized		25,135.14	0.00	0.00	757.88	0.00	0.00	24,377.26
2050003183R	1996	99	Amortized	01/22/2008	79,108.00	0.00	0.00	79,108.00	0.00	0.00	0.00
UNION IOC	9008	99	Amortized		12,808.95	0.00	601.50	13,410.45	0.00	0.00	0.00
1002812475	2061	99	Amortized	12/13/2008	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
205003183	2066	99	Amortized	01/22/2010	0.00	79,108.00	0.00	0.00	0.00	0.00	79,108.00
SD COUNTY POOL	9007	99	Fair Value		105,826.00	0.00	35,427.09	35,427.09	0.00	123,189.41	12,164,442.50
31359MG31	1997	99	Fair Value	08/24/2007	2,998,125.00	0.00	0.00	3,000,000.00	0.00	1,875.00	0.00
3133XEMS5	1998	99	Fair Value	11/28/2007	2,995,312.50	0.00	0.00	3,000,000.00	0.00	4,687.50	0.00
3128X4K67	2000	99	Fair Value	03/07/2008	2,996,487.12	0.00	0.00	3,000,000.00	0.00	3,512.88	0.00
3133XETX7	2001	99	Fair Value	09/14/2007	2,998,125.00	0.00	0.00	3,000,000.00	0.00	1,875.00	0.00
3133XF2C9	2002	99	Fair Value	10/03/2007	2,999,062.50	0.00	0.00	3,000,000.00	0.00	937.50	0.00
3128X4DY4	2004	99	Fair Value	07/13/2007	2,998,661.96	0.00	0.00	3,000,000.00	0.00	1,338.04	0.00
3133XJ2P2	2010	99	Fair Value	12/05/2007	2,997,187.50	0.00	0.00	3,000,000.00	0.00	2,812.50	0.00
31359M2L6	2012	99	Fair Value	06/11/2008	2,995,312.50	0.00	0.00	3,000,000.00	0.00	4,687.50	0.00
3133XJ6Q6	2013	99	Fair Value	12/29/2008	2,989,687.50	0.00	0.00	2,983,125.00	0.00	-6,562.50	0.00
3133XJJV1	2015	99	Fair Value	07/10/2008	2,999,062.50	0.00	0.00	3,000,000.00	0.00	937.50	0.00
3133XJR91	2016	99	Fair Value	01/30/2009	2,998,125.00	0.00	0.00	3,000,000.00	0.00	1,875.00	0.00
3133XJSD1	2017	99	Fair Value	01/02/2008	2,996,250.00	0.00	0.00	3,000,000.00	0.00	3,750.00	0.00
3133XJU55	2019	99	Fair Value	02/23/2009	2,995,312.50	0.00	0.00	3,000,000.00	0.00	4,687.50	0.00
3133XJV7	2018	99	Fair Value	02/15/2008	2,997,187.50	0.00	0.00	3,000,000.00	0.00	2,812.50	0.00
3128X5C55	2020	99	Fair Value	03/05/2010	2,994,552.16	0.00	0.00	3,000,000.00	0.00	5,447.84	0.00
3128X5G93	2021	99	Fair Value	03/06/2009	2,994,197.84	0.00	0.00	3,000,000.00	0.00	5,802.16	0.00
3133XK3C7	2022	99	Fair Value	03/13/2009	2,999,062.50	0.00	0.00	3,000,000.00	0.00	937.50	0.00
3128X5P51	2023	99	Fair Value	09/14/2009	2,990,516.97	0.00	0.00	3,000,000.00	0.00	9,483.03	0.00
3133XK6A8	2024	99	Fair Value	09/19/2008	2,995,312.50	0.00	0.00	3,000,000.00	0.00	4,687.50	0.00

Portfolio OTAY
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OTAY
 GASB 31 Compliance Detail
 Sorted by Fund - Investment Class

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											
3128X5Z35	2026	99	Fair Value	10/09/2008	2,995,527.19	0.00	0.00	3,000,000.00	0.00	4,472.81	0.00
3128X5Z84	2028	99	Fair Value	04/17/2009	2,996,358.03	0.00	0.00	3,000,000.00	0.00	3,641.97	0.00
3133XKLA1	2030	99	Fair Value	05/01/2009	2,996,250.00	0.00	0.00	3,000,000.00	0.00	3,750.00	0.00
3133XKSS5	2032	99	Fair Value	05/09/2008	2,997,187.50	0.00	0.00	3,000,000.00	0.00	2,812.50	0.00
3133XLEW9	2034	99	Fair Value	07/02/2009	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	0.00
3133XKVD4	2035	99	Fair Value	05/21/2009	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	0.00
3133XLMZ3	2036	99	Fair Value	07/23/2009	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	0.00
3133XLT7	2037	99	Fair Value	07/30/2010	0.00	3,000,000.00	0.00	0.00	0.00	34,687.50	3,034,687.50
3133XLYB3	2038	99	Fair Value	08/20/2008	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	0.00
3133XMXC0	2039	99	Fair Value	11/06/2008	0.00	1,000,000.00	0.00	0.00	0.00	3,437.50	1,003,437.50
3133XMY62	2040	99	Fair Value	05/08/2008	0.00	2,000,000.00	0.00	0.00	0.00	5,625.00	2,005,625.00
3133XMY54	2041	99	Fair Value	04/14/2008	0.00	2,000,000.00	0.00	0.00	0.00	3,750.00	2,003,750.00
3133XMX71	2042	99	Fair Value	08/14/2009	0.00	2,000,000.00	0.00	0.00	0.00	19,375.00	2,019,375.00
31331YCZ1	2043	99	Fair Value	11/05/2009	0.00	2,998,860.00	0.00	3,000,000.00	0.00	1,140.00	0.00
36962G2S2	2044	99	Fair Value	12/01/2010	0.00	2,033,740.00	0.00	0.00	0.00	73,170.10	2,106,910.10
3133XNX62	2045	99	Fair Value	08/20/2010	0.00	2,000,000.00	0.00	0.00	0.00	16,250.00	2,016,250.00
3133XN7B9	2046	99	Fair Value	05/28/2009	0.00	2,000,000.00	0.00	0.00	0.00	9,375.00	2,009,375.00
3133XN6R5	2047	99	Fair Value	11/28/2008	0.00	2,000,000.00	0.00	2,000,000.00	0.00	0.00	0.00
3133XNC56	2048	99	Fair Value	11/28/2008	0.00	2,000,000.00	0.00	2,000,000.00	0.00	0.00	0.00
3133XNEF2	2049	99	Fair Value	11/23/2010	0.00	2,000,000.00	0.00	0.00	0.00	6,250.00	2,006,250.00
3133XNGT0	2050	99	Fair Value	12/04/2008	0.00	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
3133XNKN8	2051	99	Fair Value	12/10/2008	0.00	2,000,000.00	0.00	0.00	0.00	10,000.00	2,010,000.00
3133XNFC8	2052	99	Fair Value	12/03/2009	0.00	2,000,000.00	0.00	0.00	0.00	8,125.00	2,008,125.00
3133XNLN7	2053	99	Fair Value	06/11/2009	0.00	2,000,000.00	0.00	0.00	0.00	10,625.00	2,010,625.00
3133XNN47	2054	99	Fair Value	06/12/2009	0.00	2,000,000.00	0.00	0.00	0.00	1,250.00	2,001,250.00
3133XNN62	2055	99	Fair Value	03/12/2009	0.00	2,000,000.00	0.00	0.00	0.00	1,250.00	2,001,250.00
3133XNM63	2056	99	Fair Value	12/17/2010	0.00	2,000,000.00	0.00	0.00	0.00	1,250.00	2,001,250.00
3133XNP52	2057	99	Fair Value	09/17/2010	0.00	2,000,000.00	0.00	0.00	0.00	17,500.00	2,017,500.00
3133XNS42	2058	99	Fair Value	06/18/2010	0.00	2,000,000.00	0.00	0.00	0.00	21,875.00	2,021,875.00
3133XNPR4	2059	99	Fair Value	12/24/2010	0.00	1,800,000.00	0.00	0.00	0.00	21,375.00	1,821,375.00
31398AKS0	2060	99	Fair Value	01/07/2011	0.00	2,000,000.00	0.00	0.00	0.00	24,375.00	2,024,375.00
3133XPDR2	2062	99	Fair Value	01/29/2010	0.00	2,000,000.00	0.00	0.00	0.00	9,375.00	2,009,375.00
3133XPDS0	2063	99	Fair Value	07/30/2010	0.00	2,000,000.00	0.00	0.00	0.00	9,375.00	2,009,375.00
31398AMX7	2064	99	Fair Value	02/19/2010	0.00	2,000,000.00	0.00	0.00	0.00	8,750.00	2,008,750.00
3133XPWL4	2065	99	Fair Value	02/26/2010	0.00	2,000,000.00	0.00	0.00	0.00	8,750.00	2,008,750.00

Portfolio OTAY
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OTAY
 GASB 31 Compliance Detail
 Sorted by Fund - Investment Class

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	
Subtotal					88,152,667.10	67,911,708.00	932,464.80	96,737,182.63	0.00	549,392.28	94,887,209.99
Fund: LAIF COPS 07 INVESTMENTS											
3128X5Z35	2027	COPS07	Fair Value	10/09/2008	4,992,545.32	0.00	0.00	5,000,000.00	0.00	7,454.68	0.00
3128X5Z84	2029	COPS07	Fair Value	04/17/2009	4,993,930.06	0.00	0.00	5,000,000.00	0.00	6,069.95	0.00
3133XKN50	2031	COPS07	Fair Value	11/07/2008	4,992,187.50	0.00	0.00	5,000,000.00	0.00	7,812.50	0.00
3133XL6E8	2033	COPS07	Fair Value	12/11/2008	4,996,875.00	0.00	0.00	5,000,000.00	0.00	3,125.00	0.00
Subtotal					19,975,537.88	0.00	0.00	20,000,000.00	0.00	24,462.13	0.00
Total					108,128,204.98	67,911,708.00	932,464.80	116,737,182.63	0.00	573,854.41	94,887,209.99

OTAY
Duration Report
Sorted by Investment Type - Investment Type
Through 02/29/2008

Security ID	Investment #	Fund	Issuer	Investment Class	Book Value	Par Value	Market Value	Current Rate	YTM 365	Current Yield	Maturity/ Call Date	Effective Duration
36962G2S2	2044	99	General Electric Capital	Fair	2,030,504.66	2,000,000.00	2,106,910.10	5.000	4.401	2.963	12/01/2010	2.540
3133XN7B9	2046	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,009,375.00	4.400	4.400	4.014	05/28/2009	1.185
3133XN6X2	2045	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,016,250.00	4.500	4.498	2.748c	08/20/2008	0.216
3133XNFC8	2052	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,008,125.00	4.500	4.500	3.673c	06/03/2008	0.257
3133XMXC0	2039	99	Federal Home Loan Bank	Fair	1,000,000.00	1,000,000.00	1,003,437.50	4.500	4.500	3.799c	05/06/2008	0.180
3133XNEF2	2049	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,006,250.00	4.600	4.600	3.963c	05/23/2008	0.227
31398AMX7	2064	99	FANNIE MAE	Fair	2,000,000.00	2,000,000.00	2,008,750.00	3.000	3.000	2.540c	02/19/2009	0.947
31398AKS0	2060	99	Federal National Mortgage Assoc	Fair	2,000,000.00	2,000,000.00	2,024,375.00	4.500	4.500	3.041c	01/07/2009	0.826
3133XNGT0	2050	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,000,000.00	4.500	4.500	4.500c	03/04/2008	0.008
3133XNKN8	2051	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,010,000.00	4.300	4.300	3.284c	06/10/2008	0.276
3133XMX71	2042	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,019,375.00	4.500	4.496	2.339c	08/14/2008	0.200
3133XNLN7	2053	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,010,625.00	4.300	4.300	3.220c	06/11/2008	0.279
3133XNP52	2057	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,017,500.00	4.375	4.375	2.747c	09/17/2008	0.290
3133XNN47	2054	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,001,250.00	4.450	4.450	4.322c	03/12/2008	0.000
3133XNN62	2055	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,001,250.00	4.450	4.445	4.322c	03/12/2008	0.030
3133XLTL7	2037	99	Federal Home Loan Bank	Fair	3,000,000.00	3,000,000.00	3,034,687.50	5.550	5.550	3.200c	07/30/2008	0.413
3133XNM63	2056	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,001,250.00	4.550	4.550	4.422c	03/17/2008	0.000
3133XNPR4	2059	99	Federal Home Loan Bank	Fair	1,800,000.00	1,800,000.00	1,821,375.00	4.350	4.350	2.868c	12/24/2008	0.792
3133XNS42	2058	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,021,875.00	4.250	4.250	2.857c	12/18/2008	0.775
3133XPDS0	2063	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,009,375.00	3.250	3.250	2.729c	01/30/2009	0.893
3133XPDR2	2062	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,009,375.00	3.060	3.060	2.538c	01/29/2009	0.892
3133XPWL4	2065	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,008,750.00	3.000	3.000	2.548c	02/26/2009	0.966
3133XMYS4	2041	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,003,750.00	4.500	4.492	4.117	04/14/2008	0.120
3133XMY62	2040	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	2,005,625.00	4.420	4.420	3.847	05/08/2008	0.186

Portfolio OTAY

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DU (PRF_DU) SymRept 6.41.200

Report Ver. 5.00

OTAY
Duration Report
Sorted by Investment Type - Investment Type
Through 02/29/2008

Security ID	Investment #	Fund	Issuer	Investment Class	Book Value	Par Value	Market Value	Current Rate	YTM 365	Current Yield	Maturity/ Call Date	Effective Duration
205003183	2066	99	California Bank & Trust	Amort	79,108.00	79,108.00	79,108.00	3.900	3.954	3.900	01/22/2010	1.820 †
1002812475	2061	99	Neighborhood National Bank	Amort	1,000,000.00	1,000,000.00	1,000,000.00	4.850	4.917	4.850	12/13/2008	0.768 †
Report Total					48,909,612.66	48,879,108.00	49,238,643.10			3.377		0.535 †

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



AGENDA ITEM 10

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	April 2, 2008
SUBMITTED BY:	Sean Prendergast, Finance Supervisor, Payroll & AP	W.O./G.F. NO:	DIV. NO.
APPROVED BY: (Chief)	Joseph Beachem, Chief Financial Officer		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager		
SUBJECT:	Accounts Payable Demand List		

PURPOSE:

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

FISCAL IMPACT:

SUMMARY	NET DEMANDS
CHECKS (2010658-2011133)	\$1,382,990.46
WIRE TO:	
CITY OF CHULA VISTA - SEWER CHARGES COLLECTED	\$2,561,357.32
CITY TREASURER - METRO SEWERAGE SYSTEM	\$247,470.00
CITY TREASURER - RECLAIMED WATER PURCHASE - JAN 08	\$12,464.62
DELTA HEALTH SYSTEMS - DENTAL & COBRA CLAIMS	\$6,608.24
LANDESBANK - CERTIFICATES OF PARTICIPATION	\$20,639.34
PLAN HANDLERS - MEDICAL CLAIMS	\$28,862.60
SAN DIEGO COUNTY WATER AUTHORITY - JAN 08	\$1,364,914.00
SPEC DIST RISK MGMT AUTH - INSURANCE PREM - APR 08	\$178,792.57
UNION BANK - PAYROLL TAXES	\$291,750.77
UNION BANK - GENERAL OBLIGATION BOND	\$215,373.60
TOTAL CASH DISBURSEMENTS	\$6,311,223.52

RECOMMENDED ACTION:

That the Board receive the attached list of demands.

Jb/Attachment

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010929	03/19/08	08261	A LIVE SCAN FINGERPRINT PLACE	131	03/11/08	LIVE SCAN SERVICE FEE	20.00	20.00
2010658	03/05/08	01910	ABCANA INDUSTRIES	817369	02/11/08	BULK SODIUM HYPOCHLORITE	1,270.56	1,270.56
2010760	03/12/08	01910	ABCANA INDUSTRIES	817611 817664	02/18/08 02/19/08	BULK SODIUM HYPOCHLORITE BULK SODIUM HYPOCHLORITE	1,402.30 789.17	2,191.47
2010930	03/19/08	01910	ABCANA INDUSTRIES	817770 817955	02/25/08 02/27/08	BULK SODIUM HYPOCHLORITE BULK SODIUM HYPOCHLORITE	1,242.24 1,188.07	2,430.31
2011001	03/26/08	01910	ABCANA INDUSTRIES	818070 818071	03/03/08 03/03/08	BULK SODIUM HYPOCHLORITE BULK SODIUM HYPOCHLORITE	1,143.75 640.21	1,783.96
2010659	03/05/08	07679	ADVANCED AIR & VACUUM	14177	02/12/08	AIR COMPRESSOR OIL & FILTERS	173.41	173.41
2010761	03/12/08	02654	ADVANCED COMMUNICATIONS SYSTEM	9967	02/20/08	POTABLE RADIO AND BATTERY	325.24	325.24
2010931	03/19/08	07951	AHLEE BACKFLOW SERVICE INC	11238	02/12/08	DISTRICT BACKFLOW REPAIRS	439.00	439.00
2011002	03/26/08	00132	AIRGAS WEST	103112859	02/29/08	BREATHING AIR	23.93	23.93
2010762	03/12/08	08197	ALFREDO THOMAS	Ref002383179	03/06/08	UB Refund Cst #0000025859	75.00	75.00
2010763	03/12/08	08199	ALL SMASH AUTO RECYCLING	Ref002383181	03/06/08	UB Refund Cst #0000029040	150.00	150.00
2010932	03/19/08	03042	ALLDATA	17079122	02/21/08	AUTO INFO DATA SUBSCRIPTION	1,616.25	1,616.25
2010933	03/19/08	02362	ALLIED WASTE SERVICES #509	0509003048737 0509003050195 0509003051127	02/25/08 02/25/08 02/25/08	TRASH REMOVAL SERVICES ASBESTOS DISPOSAL CONTAINER RENTAL TRASH REMOVAL SERVICES TREATMENT PLAN	706.92 176.93 106.54	990.39
2011003	03/26/08	08304	ALMA NGO	Ref002383546	03/19/08	UB Refund Cst #0000121355	20.85	20.85
2011004	03/26/08	01326	AMERICAN BATTERY SUPPLY	A7086	03/06/08	SOLAR POWER BATTERY	774.94	774.94
2010660	03/05/08	06166	AMERICAN MESSAGING	L1109570IC	02/29/08	PAGER SERVICES	422.15	422.15
2010661	03/05/08	00107	AMERICAN WATER WORKS	200608805A	10/30/07	AGENCY MEMBERSHIP DUES	288.00	288.00
2010764	03/12/08	08168	ANDY FRAGUELA	Ref002383149	03/06/08	UB Refund Cst #0000121878	75.00	75.00
2010765	03/12/08	08193	ANGELIKA JAEHN	Ref002383175	03/06/08	UB Refund Cst #0000017321	50.61	50.61
2011005	03/26/08	00002	ANSWER INC	000027	03/22/08	TELEPHONE ANSWERING SERVICES	1,000.00	1,000.00
2010662	03/05/08	00443	APCO WILLAMETTE VALVE AND	5756300	02/14/08	CHECK VALVES PARTS	652.92	652.92

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011006	03/26/08	08306	ARMENDA PARCIA	Ref002383548	03/19/08	UB Refund Cst #0000122618	18.14	18.14
2011007	03/26/08	08288	ARNULFO GONZALES	Ref002383530	03/19/08	UB Refund Cst #0000091956	55.53	55.53
2010766	03/12/08	08242	ASIL SAHAK	Ref002383225	03/06/08	UB Refund Cst #0000094849	14.88	14.88
2010767	03/12/08	03340	ASSOCIATION OF PUBLIC	186	02/29/08	MEMBERSHIP DUES	75.00	75.00
2010663	03/05/08	05758	AT&T	0821645728022508	02/25/08	OPTE MAN INTERNET BANDWIDTH	3,072.38	3,072.38
2010768	03/12/08	07785	AT&T	000000108097	03/02/08	PHONE SERVICES	28.44	28.44
2010934	03/19/08	07785	AT&T	000000108940	03/02/08	PHONE SERVICES	3,562.20	3,562.20
2011008	03/26/08	00501	AT&T	000028	03/12/08	PHONE SERVICE	232.32	232.32
2011009	03/26/08	05758	AT&T	016661	03/07/08	PHONE SERVICE (HI HEAD P/S-SCADA)	32.67	32.67
2010664	03/05/08	06272	AT&T/MCI	T7588783	02/29/08	PHONE SERVICE	2,879.74	2,879.74
2010935	03/19/08	06272	AT&T/MCI	T7712708	02/17/08	PHONE SERVICE	2,578.92	2,578.92
2011010	03/26/08	06272	AT&T/MCI	T7464230A	11/17/07	PHONE SERVICE	2,787.59	2,787.59
2010665	03/05/08	08024	BACKGROUND PROFILES INC	5980000301081	03/01/08	BACKGROUND CHECKS	236.00	236.00
2010769	03/12/08	08257	BAIN FAMILY TR 2006 09-12-06	5150701700	03/06/08	SPECIAL ASSESSMENT REFUND	34.20	34.20
2010770	03/12/08	08200	BARBARA LIEBERMAN	Ref002383182	03/06/08	UB Refund Cst #0000030488	118.65	118.65
2010666	03/05/08	06285	BARTEL ASSOCIATES LLC	08087	02/10/08	ACTUARIAL CONSULTING SERVICES	705.00	705.00
2011011	03/26/08	08141	BAYSIDENETWORKS.COM INC	20629	03/05/08	BACKUP SOFTWARE FOR SCADA SERVERS	1,140.32	1,140.32
2010771	03/12/08	08204	BEN FRIEDMAN	Ref002383186	03/06/08	UB Refund Cst #0000036405	16.55	16.55
2010667	03/05/08	08022	BEST LIFE ASSURANCE COMPANY	016606	02/27/08	STOP LOSS INSURANCE	42,282.40	42,282.40
2010936	03/19/08	08022	BEST LIFE ASSURANCE COMPANY	016654	03/13/08	STOP LOSS INSURANCE	40,796.78	40,796.78
2010668	03/05/08	02197	BLUE CROSS OF CALIFORNIA	40642	02/15/08	EMPLOYEE ASSISTANCE PROGRAM SERVICES	476.85	476.85
2011012	03/26/08	02197	BLUE CROSS OF CALIFORNIA	40651	03/17/08	EMPLOYEE ASSISTANCE PROGRAM SERVICES	479.74	479.74
2010772	03/12/08	00559	BOYLE ENGINEERING CORPORATION	2	02/11/08	P1438 - AS NEEDED PLAN CHECK SVCS	8,610.30	

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
				052869	02/13/08	RECYCLED WATER PLAN CHECKING SERVICES	7,431.01	
				052866	02/13/08	P1438 - PLAN CHECKS & INSPECTION SERVICE	3,850.10	19,891.41
2011013	03/26/08	00559	BOYLE ENGINEERING CORPORATION	053540	03/05/08	P1438-AS NEEDED PLAN CHECK SERVICES	5,631.32	
				053530	03/05/08	P1438 - PLAN CHECKS & INSPECTION SERVICE	4,911.40	
				053534	03/05/08	RECYCLED WATER PLAN CHECKING SVCS	645.09	11,187.81
2010773	03/12/08	08250	BRAD & KATIE JOHNSON FAMILY	5962102600	03/06/08	SPECIAL ASSESSMENT REFUND	142.50	142.50
2010669	03/05/08	08157	BRADAWN INC	OWD200802	02/27/08	MONTHLY RETAINER - FEB 2008	2,640.00	
				OWD200801	02/27/08	MONTHLY RETAINER - JAN 2008	2,616.00	5,256.00
2011014	03/26/08	08279	BRENDA SANDERS	Ref002383520	03/19/08	UB Refund Cst #0000041257	75.00	75.00
2010774	03/12/08	08191	BRIAN MARTZ	Ref002383173	03/06/08	UB Refund Cst #0000009702	36.18	36.18
2010670	03/05/08	08156	BROWNSTEIN, HYATT, FARBER,	420136	02/29/08	LEGISLATIVE ADVOCACY SERVICES	3,575.00	3,575.00
2010775	03/12/08	03721	BULLET LOGISTICS INC	02150803350	02/15/08	COURIER SERVICES	455.40	455.40
2010671	03/05/08	06662	BUREAU VERITAS NORTH	152040	02/19/07	RECYCLED WATER PLAN CHECK & INSPECTION	20,049.00	20,049.00
2010672	03/05/08	00223	C W MCGRATH INC	28460	02/08/08	CRUSHED ROCK	540.19	
				28485	02/11/08	CRUSHED ROCK	504.29	
				28521	02/13/08	CRUSHED ROCK	198.43	1,242.91
2010776	03/12/08	00223	C W MCGRATH INC	28581	02/19/08	CRUSHED ROCK	308.32	308.32
2010937	03/19/08	00223	C W MCGRATH INC	28675	02/27/08	CRUSHED ROCK	400.66	
				28638	02/25/08	GRANITE	55.25	455.91
2011015	03/26/08	00223	C W MCGRATH INC	28765	03/05/08	CRUSHED ROCK	104.91	104.91
2010777	03/12/08	02920	CALIFORNIA COMMERCIAL	76404	02/19/08	ASPHALT	2,238.61	2,238.61
2010673	03/05/08	02969	CALIFORNIA LAND SURVEYORS	016610	02/28/08	MEMBERSHIP RENEWAL	60.00	60.00
2010938	03/19/08	02972	CALIFORNIA WATER ENVIRONMENT	134808	03/18/08	MEMBERSHIP RENEWAL	110.00	
				371008	03/18/08	MEMBERSHIP RENEWAL	110.00	
				134908	03/18/08	MEMBERSHIP RENEWAL	110.00	
				858908	03/18/08	MEMBERSHIP RENEWAL	110.00	440.00
2010674	03/05/08	01004	CALOLYMPIC SAFETY	034695	02/11/08	SAFETY EQUIPMENT	355.50	355.50
2010778	03/12/08	01004	CALOLYMPIC SAFETY	034357	01/29/08	GAS DETECTORS	481.64	
				034358	01/29/08	GAS DETECTORS	215.50	

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
				034355	01/29/08	OXYGEN SENSOR REPAIR	177.79	
				035272	02/19/08	FALL PROTECTION LANYARD	81.16	956.09
2010939	03/19/08	01004	CALOLYMPIC SAFETY	034613	02/22/08	HARNESSES & HARDHATS	342.59	342.59
2011016	03/26/08	01004	CALOLYMPIC SAFETY	035902	03/04/08	WIND SOCKS & HARDWARE	279.34	
				0346131	03/05/08	HARNESSES PETZL HARDHATS	89.80	
				035930	03/06/08	HOSE EXTENSION W/FITTINGS	75.34	444.48
2011017	03/26/08	08009	CANON BUSINESS SOLUTIONS INC	4000211132	03/01/08	CANON COPIERS-3220 ENGG & FINANCE	986.85	
				4000211132A	03/01/08	CANON COPIERS- 6570 & 3200 ADMIN, GM	886.28	1,873.13
2010675	03/05/08	04071	CAPITOL WEBWORKS LLC	20369	01/31/08	LOBBYING DISCLOSURE FORM	45.00	45.00
2010676	03/05/08	03527	CARDIAC SCIENCE	1002348	02/11/08	DEFIBRILLATION EQUIPMENT	4,061.41	4,061.41
2010677	03/05/08	03376	CAREER TRACK	10121338	02/27/08	REGISTRATION FEE	89.00	
				10121337	02/27/08	REGISTRATION FEE	89.00	
				10121339	02/27/08	REGISTRATION FEE	89.00	267.00
2010678	03/05/08	02758	CARMEL BUSINESS SYSTEMS INC	6712	03/01/08	TEMPORARY SERVICES - RECORDS	1,359.30	1,359.30
2011018	03/26/08	02758	CARMEL BUSINESS SYSTEMS INC	6711	03/01/08	STORAGE & DESTRUCTION OF DOCUMENTS	305.00	305.00
2010679	03/05/08	03491	CASA DE ORO CAR WASH	368	01/03/08	VEHICLE WASHING	239.98	239.98
2010940	03/19/08	04204	CASA DEL MAR	23022	02/26/08	EMBROIDERED SHIRTS	458.59	458.59
2010779	03/12/08	08163	CATHLEEN STEFFAN	Ref002383144	03/06/08	UB Refund Cst #0000120706	16.74	16.74
2010780	03/12/08	08207	CECILIA GARCIA	Ref002383190	03/06/08	UB Refund Cst #0000051644	84.52	84.52
2010781	03/12/08	08188	CENTEX HOMES	Ref002383170	03/06/08	UB Refund Cst #0000000494	300.39	300.39
2010782	03/12/08	08210	CENTEX HOMES	Ref002383193	03/06/08	UB Refund Cst #0000067242	637.14	637.14
2010783	03/12/08	08164	CENTURY 21 HORIZON	Ref002383145	03/06/08	UB Refund Cst #0000121243	165.50	165.50
2011019	03/26/08	08276	CHARLENE T NEELY	Ref002383517	03/19/08	UB Refund Cst #0000013414	30.65	30.65
2010941	03/19/08	08266	CHARLES GIRARDOT II	016648	03/12/08	SMART CONTROLLER REBATE	319.61	319.61
2010784	03/12/08	08244	CHERYL RICHARDSON	Ref002383227	03/06/08	UB Refund Cst #0000099371	66.43	66.43
2011020	03/26/08	08293	CHRIS KATO	Ref002383535	03/19/08	UB Refund Cst #0000093840	21.86	21.86

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010785	03/12/08	08211	CHRISTOPHER GUNN	Ref002383194	03/06/08	UB Refund Cst #0000068111	27.16	27.16
2011021	03/26/08	06519	CHULA VISTA POLICE DEPT	0805475	03/21/08	POLICE REPORT - VEHICLE	10.00	10.00
2011022	03/26/08	06519	CHULA VISTA POLICE DEPT	0805823	03/16/08	TRAFFIC COLLISION REPORT	10.00	10.00
2010680	03/05/08	04119	CLARKSON LAB & SUPPLY INC	37166	10/31/07	BACTERIOLOGICAL TESTING & LAB SVCS	638.00	1,058.00
				37138	10/31/07	BACTERIOLOGICAL TESTING & LAB SVCS	420.00	
2010786	03/12/08	04119	CLARKSON LAB & SUPPLY INC	38115	01/03/08	BACTERIOLOGICAL TESTING & LAB SERVICES	1,294.00	3,034.00
				37613	11/30/07	BACTERIOLOGICAL TESTING & LAB SVCS	636.00	
				37736	11/30/07	BACTERIOLOGICAL TESTING & LAB SVCS	636.00	
				37440	11/30/07	BACTERIOLOGICAL TESTING & LAB SVCS	468.00	
2011023	03/26/08	04119	CLARKSON LAB & SUPPLY INC	38814	02/29/08	BACTERIOLOGICAL TESTING & LAB SERVICES	422.00	915.00
				38698	02/29/08	BACTERIOLOGICAL TESTING & LAB SERVICES	282.00	
				38699	02/29/08	BACTERIOLOGICAL TESTING & LAB SERVICES	211.00	
2010787	03/12/08	08167	COLDWELL BANKER	Ref002383148	03/06/08	UB Refund Cst #0000121793	21.25	21.25
2011024	03/26/08	08160	COMPLETE OFFICE OF CALIFORNIA	10331560	03/05/08	OFFICE SUPPLIES	72.06	72.06
2010788	03/12/08	08258	CONRAD PREBYS TRUST 12-17-82	5060102400	03/06/08	SPECIAL ASSESSMENT REFUND	109.50	109.50
2010681	03/05/08	03307	CONSTRUCTION MANAGEMENT	016607	02/29/08	MEMBERSHIP DUES	360.00	360.00
2010682	03/05/08	04398	CONSTRUCTION MANAGEMENT	016608	02/27/08	REGISTRATION FEES	85.00	85.00
2010789	03/12/08	04398	CONSTRUCTION MANAGEMENT	016611	02/27/08	REGISTRATION FEES	140.00	140.00
2011025	03/26/08	03774	CONSTRUCTION RESIDUE RECYCLING	974747	02/29/08	DUMPING SERVICES	120.00	120.00
2010683	03/05/08	03706	CONSUMERS PIPE & SUPPLY CO	S1058986001	02/14/08	PIPE SUPPLIES	192.14	192.14
2010790	03/12/08	03706	CONSUMERS PIPE & SUPPLY CO	S1058986002	02/18/08	PIPE SUPPLIES	225.95	313.77
				S1058986003	02/19/08	PIPE SUPPLIES	87.82	
2010942	03/19/08	03706	CONSUMERS PIPE & SUPPLY CO	S1058529001	02/20/08	WATER REGULATOR	154.25	154.25
2010943	03/19/08	02060	COSS, GREGORY D	016660	03/17/08	SAFETY BOOTS REIMBURSEMENT	126.63	126.63
2010944	03/19/08	02612	COUNCIL OF WATER UTILITIES	016641	03/11/08	MONTHLY MEETING	50.00	50.00
2010791	03/12/08	08171	COUNTRYWIDE	Ref002383152	03/06/08	UB Refund Cst #0000122518	22.04	22.04
2010792	03/12/08	08166	COUNTRYWIDE HOME LOANS	Ref002383147	03/06/08	UB Refund Cst #0000121611	103.07	103.07

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010793	03/12/08	00184	COUNTY OF SAN DIEGO	DEH080282D11	02/26/08	RECLAIMED WATER SHUT DOWN TEST	1,035.00	
				DEH080283D11	02/26/08	RECLAIMED WATER SHUT DOWN TEST	690.00	
				DEH080286D11	02/26/08	RECLAIMED WATER SHUT DOWN TEST	690.00	
				DEH080290D11	02/26/08	RECLAIMED WATER SHUT DOWN TEST	632.50	
				DEH080288D11	02/26/08	RECLAIMED WATER SHUT DOWN TEST	460.00	
				DEH080287D11	02/26/08	RECLAIMED WATER SHUT DOWN TEST	345.00	
				DEH080291D11	02/26/08	RECLAIMED WATER SHUT DOWN TEST	172.50	4,025.00
2010945	03/19/08	00184	COUNTY OF SAN DIEGO	Temp DEH080289E	03/04/08	RECLAIMED WATER SHUT DOWN TEST	1,035.00	1,035.00
2011026	03/26/08	00099	COUNTY OF SAN DIEGO - DPW	78204	02/06/08	EXCAVATION PERMITS	1,470.31	1,470.31
2010684	03/05/08	07355	COVINGTON, ERNEST G.	016601	02/28/08	SAFETY BOOTS REIMBURSEMENT	146.12	146.12
2010946	03/19/08	07601	CREATIVE BENEFITS INC	61369	03/01/08	FLEXIBLE SPENDING ACCOUNT ADMINISTRATIC	594.00	594.00
2011027	03/26/08	08291	CRYSTAL MARION	Ref002383533	03/19/08	UB Refund Cst #0000093377	22.43	22.43
2010794	03/12/08	08183	D & L PAVING	Ref002383165	03/06/08	UB Refund Cst #0000123794	506.90	506.90
2010795	03/12/08	08241	DANA FINCH	Ref002383224	03/06/08	UB Refund Cst #0000094490	49.67	49.67
2010796	03/12/08	03354	DATAPROSE INC	47002	02/07/08	POSTAGE	15,763.73	15,763.73
2010685	03/05/08	04550	DATATREE	90034028	02/29/08	MAP PURCHASING SERVICE	183.50	183.50
2010947	03/19/08	08268	DAVID HYPES	016646	03/12/08	SMART CONTROLLER REBATE	339.23	339.23
2010797	03/12/08	08249	DEBORAH KOHL	5962210700	03/06/08	SPECIAL ASSESSMENT REFUND	56.10	56.10
2011028	03/26/08	08295	DELILAH THOMPSON	Ref002383537	03/19/08	UB Refund Cst #0000094281	48.64	48.64
2010686	03/05/08	01797	DELL ENTERPRISES	183249	02/13/08	RECOGNITION AWARD FOR CESPT	32.33	32.33
2010687	03/05/08	07680	DELTA HEALTH SYSTEMS	P080215	02/15/08	EMPLOYEE HEALTH ADMIN SERVICES	1,375.21	1,375.21
2011029	03/26/08	07680	DELTA HEALTH SYSTEMS	P080318	03/19/08	EMPLOYEE HEALTH ADMINISTRATION SERVICE	1,376.82	1,376.82
2010688	03/05/08	08153	DENNIS HILL	016616	03/04/08	Refund - Work Order closed.	1,559.14	1,559.14
2010689	03/05/08	03744	DEPARTMENT OF JUSTICE	666194	02/11/08	FINGERPRINT ANALYSIS SERVICES	64.00	64.00
2011030	03/26/08	03744	DEPARTMENT OF JUSTICE	670613	03/06/08	FINGERPRINT ANALYSIS SERVICES	160.00	160.00
2011031	03/26/08	00497	DEPT OF GENERAL SERVICES	477337	03/03/08	SERVICE FEE	17.37	17.37

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011032	03/26/08	08317	DIANA SALAS	000037	03/25/08	OVER PAYMENT REFUND	412.15	412.15
2010798	03/12/08	08198	DIANE CVITKOWICK	Ref002383180	03/06/08	UB Refund Cst #0000026158	52.82	52.82
2010799	03/12/08	08205	DIANNA ZIEGLER	Ref002383188	03/06/08	UB Refund Cst #0000040706	175.00	175.00
2010800	03/12/08	00550	DIETERICH-POST COMPANY	670647	02/21/08	PLOTTER PAPER	235.61	235.61
2010801	03/12/08	03417	DIRECTV	742383587	03/05/08	SATELLITE TV SERVICE	419.58	419.58
2010802	03/12/08	00028	DIXIELINE LUMBER COMPANY	1527234	02/19/08	RAPID SET	210.47	210.47
2010948	03/19/08	00028	DIXIELINE LUMBER COMPANY	1527235	02/28/08	RAPID SET	1,324.71	1,324.71
2010949	03/19/08	06523	DURAN, PATRICIA	016653	03/18/08	TUITION REIMBURSEMENT	1,395.00	1,395.00
2010690	03/05/08	02447	EDCO DISPOSAL CORPORATION	016604	02/29/08	RECYCLING SERVICES	85.00	85.00
2010803	03/12/08	08253	EDMISTON LIVING 1999 TRUST	5150703100	03/06/08	SPECIAL ASSESSMENT REFUND	36.00	36.00
2010804	03/12/08	08228	EDWIN DEMERITTE	Ref002383211	03/06/08	UB Refund Cst #0000086862	30.68	30.68
2010805	03/12/08	08213	ELEAZAR SANCHEZ	Ref002383196	03/06/08	UB Refund Cst #0000069211	40.95	40.95
2010950	03/19/08	06525	ELECTRIC MOTOR SPECIALISTS INC	2247	02/25/08	MATERIALS FOR SPARE PUMP	1,576.36	1,576.36
2010806	03/12/08	08178	ELISEO MORALES	Ref002383160	03/06/08	UB Refund Cst #0000123269	18.49	18.49
2010951	03/19/08	03716	ELY, WALTER K	16660	03/18/08	SAFETY BOOTS REIMBURSEMENT	136.37	136.37
2010691	03/05/08	07938	EMCOM ELECTRONICS SYSTEMS INC	00009894	01/29/08	DVR FOR SECURITY CAMERA SYSTEM	9,302.01	9,302.01
2010952	03/19/08	07938	EMCOM ELECTRONICS SYSTEMS INC	00009932	02/26/08	TEST FIBER CONNECTIONS	75.00	75.00
2011033	03/26/08	07938	EMCOM ELECTRONICS SYSTEMS INC	00009931	02/26/08	DVR TRAINING	150.00	150.00
2010807	03/12/08	08023	EMPLOYEE BENEFIT SPECIALISTS	0042960IN	02/29/08	RETIREE ADMINISTRATIVE FEES	540.00	540.00
2010953	03/19/08	03227	ENVIROMATRIX ANALYTICAL INC	7100286 7100074	10/16/07 10/03/07	MICROBIOLOGICAL TESTING FOR FENTON LABORATORY ANALYSES	2,551.00 1,550.00	4,101.00
2010808	03/12/08	03725	ENVIRONMENTAL SYSTEMS RESEARCH	91706280 91701076	12/07/07 01/23/08	PROFESSIONAL DATABASE SUPPORT SOFTWARE LICENSE	3,430.00 2,693.75	6,123.75
2010809	03/12/08	08214	EQUITY TITLE	Ref002383197	03/06/08	UB Refund Cst #0000070321	116.00	116.00

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010810	03/12/08	08232	ERIC SOLORIO	Ref002383215	03/06/08	UB Refund Cst #0000091378	6.64	6.64
2011034	03/26/08	08281	ERVON ROBINSON	Ref002383522	03/19/08	UB Refund Cst #0000064261	36.25	36.25
2011035	03/26/08	08307	EXCEL PROPERTIES	Ref002383549	03/19/08	UB Refund Cst #0000122972	75.00	75.00
2010692	03/05/08	03683	F & L INDUSTRIAL SOLUTIONS INC	6520	02/14/08	REPAIR PARTS #5 VALVE 711-1 PUMP STATION	717.28	717.28
2010693	03/05/08	03757	FANDEL ENTERPRISES	1284	02/04/08	TELECOMMUNICATION CONSULTING SERVICES	3,540.00	3,540.00
2010811	03/12/08	03757	FANDEL ENTERPRISES	1289	03/01/08	TELECOMMUNICATION CONSULTING SERVICES	2,580.00	2,580.00
2011036	03/26/08	08277	FARIS YAKO	Ref002383518	03/19/08	UB Refund Cst #0000027371	26.56	26.56
2010694	03/05/08	00645	FEDEX	255159462	02/22/08	OVERNIGHT PICK-UP & DELIVERY MAIL SVCS	17.54	23.14
				253851635	02/15/08	OVERNIGHT PICK-UP & DELIVERY MAIL SVCS	5.60	
2010812	03/12/08	00645	FEDEX	256423244	02/29/08	OVERNIGHT PICK-UP & DELIVERY MAIL SVCS	6.35	6.35
2010813	03/12/08	08186	FELIPE LUNA	Ref002383168	03/06/08	UB Refund Cst #0000124031	15.97	15.97
2011037	03/26/08	03546	FERGUSON WATERWORKS	0255336	02/29/08	CLA-VAL REGULATORS	715.75	715.75
2010954	03/19/08	02470	FIRST BANKCARD	016658	03/10/08	DISTRICT EXPENSES	505.85	970.32
				016659	03/10/08	DISTRICT EXPENSES	464.47	
2011038	03/26/08	02470	FIRST BANKCARD	000038	03/10/08	DISTRICT EXPENSES	938.53	938.53
2010695	03/05/08	04066	FIRST CHOICE SERVICES - SD	292818	02/11/08	COFFEE MACHINE (WATER) FILTER	387.42	439.14
				292732	02/08/08	COFFEE SUPPLIES	51.72	
2010814	03/12/08	04066	FIRST CHOICE SERVICES - SD	292947	02/21/08	COFFEE SUPPLIES	338.97	338.97
2011039	03/26/08	04066	FIRST CHOICE SERVICES - SD	293554	03/06/08	COFFEE SUPPLIES	197.07	197.07
2010955	03/19/08	00035	FISHER SCIENTIFIC	5968560	02/21/08	LABORATORY SUPPLIES	726.21	814.27
				6075496	02/26/08	LABORATORY SUPPLIES	88.06	
2011040	03/26/08	00035	FISHER SCIENTIFIC	6189840	02/29/08	LABORATORY SUPPLIES	53.97	66.33
				6374825	03/07/08	SHIPPING CHARGE	12.36	
2011041	03/26/08	01327	FRANK & SON PAVING INC	025	02/29/08	PAVING SERVICES	6,200.00	6,200.00
2010815	03/12/08	08165	GABRIEL OROZCO	Ref002383146	03/06/08	UB Refund Cst #0000121508	42.35	42.35

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011042	03/26/08	01008	GCS SERVICE INC	90330108	01/16/08	LABORATORY SERVICE	439.84	439.84
2010956	03/19/08	08267	GEORGE T. JONES	016647	03/12/08	SMART CONTROLLER REBATE	315.15	315.15
2010816	03/12/08	03537	GHA TECHNOLOGIES INC	475999	02/21/08	HP LASERJET P3005N PRINTER	630.42	630.42
2010957	03/19/08	03537	GHA TECHNOLOGIES INC	474395 476016	02/12/08 02/25/08	IT LAPTOP TONER CARTRIDGES	2,409.29 2,129.89	4,539.18
2011043	03/26/08	03537	GHA TECHNOLOGIES INC	477470 478009	03/03/08 03/05/08	WIRELESS HEADSETS TONER	488.28 145.01	633.29
2010958	03/19/08	06276	GIFFORD ENGINEERING INC	3530	11/26/07	REPAIR FOR TWO-WAY RADIO SYSTEM	232.62	232.62
2010817	03/12/08	08224	GLEN OAKS ESCROW	Ref002383207	03/06/08	UB Refund Cst #0000084427	72.42	72.42
2010818	03/12/08	08172	GMAC	Ref002383153	03/06/08	UB Refund Cst #0000122527	17.45	17.45
2011044	03/26/08	08316	GRACE ONTIVEROS	123159	03/25/08	CUSTOMER REFUND	131.38	131.38
2010696	03/05/08	08154	GREENFIELD PARTNERSHIP	016614	03/04/08	Refund - Work Order closed.	914.08	914.08
2010697	03/05/08	02187	GREENSCAPE	1800	02/01/08	LANDSCAPING SERVICES	5,800.00	5,800.00
2010819	03/12/08	02187	GREENSCAPE	1817	02/19/08	LANDSCAPE WOOD CHIPS	210.00	210.00
2010959	03/19/08	02187	GREENSCAPE	1818	02/25/08	LANDSCAPE WOOD CHIPS	735.00	735.00
2010820	03/12/08	08221	GWENDOLYN TAYLOR	Ref002383204	03/06/08	UB Refund Cst #0000082254	16.15	16.15
2010821	03/12/08	00174	HACH COMPANY	5606074	02/21/08	LABORATORY SUPPLIES	627.80	627.80
2011045	03/26/08	00174	HACH COMPANY	5621577	03/03/08	CHLORINE & AMMONIA ANALYZER	1,958.36	1,958.36
2010822	03/12/08	08229	HAMMAN CONSTRUCTION	Ref002383212	03/06/08	UB Refund Cst #0000087540	808.72	808.72
2010960	03/19/08	08270	HARRY WEBB	016657	03/17/08	SMART CONTROLLER REBATE	350.00	350.00
2010961	03/19/08	00169	HAWTHORNE POWER SYSTEMS	PS100045945	12/27/07	REPAIR PARTS	684.68	684.68
2010823	03/12/08	06640	HD SUPPLY WATERWORKS LTD	6770944	02/19/08	INVENTORY	562.54	562.54
2010962	03/19/08	06640	HD SUPPLY WATERWORKS LTD	6613364 6792288 6810434	02/25/08 02/25/08 02/27/08	INVENTORY INVENTORY INVENTORY	4,913.40 2,858.61 1,225.12	8,997.13

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011046	03/26/08	06640	HD SUPPLY WATERWORKS LTD	6819309 6819347 5496324 6825486	03/05/08 02/29/08 06/28/07 02/29/08	INVENTORY INVENTORY INVENTORY INVENTORY	4,805.60 800.76 489.13 437.47	6,532.96
2011047	03/26/08	08297	HECTOR RIVAS	Ref002383539	03/19/08	UB Refund Cst #0000094413	60.64	60.64
2010824	03/12/08	08179	HERMAN WEISSKER INC	Ref002383161	03/06/08	UB Refund Cst #0000123340	816.98	816.98
2010825	03/12/08	00713	HEWLETT-PACKARD COMPANY	43782045	02/19/08	LAPTOPS TO REPLACE TABLETS	1,616.25	1,616.25
2010963	03/19/08	00713	HEWLETT-PACKARD COMPANY	43763466	02/14/08	LAPTOPS TO REPLACE TABLETS	7,596.49	7,596.49
2010698	03/05/08	06843	HI-TECH AIR CONDITIONING	2940	12/31/07	DATA CENTER AC MAINTENANCE	327.94	327.94
2010826	03/12/08	06843	HI-TECH AIR CONDITIONING	3265	02/18/08	DATA CENTER AC MAINTENANCE	375.00	375.00
2010964	03/19/08	06843	HI-TECH AIR CONDITIONING	3260	02/22/08	DATA CENTER AC MAINTENANCE	267.58	267.58
2010827	03/12/08	08259	HLM INDUSTRIES	5052300500	03/06/08	SPECIAL ASSESSMENT REFUND	30.00	30.00
2010828	03/12/08	01853	HOFFMEYER CO	207881801	02/15/08	FIRE HOSE	808.13	808.13
2010699	03/05/08	01109	HOME DEPOT CREDIT SERVICES	1198165	02/29/08	BUILDING MAINTENANCE SUPPLIES	68.90	68.90
2011048	03/26/08	01109	HOME DEPOT CREDIT SERVICES	42609585	03/10/08	URINAL RETROFIT KIT	808.09	808.09
2010700	03/05/08	07665	IMPERIAL SPRINKLER SUPPLY INC	58038000	12/17/07	METER TAGS	1,837.14	1,837.14
2010829	03/12/08	03280	INFRASTRUCTURE ENGINEERING	3314	01/31/08	CONST CONSULTANTS/640-1 RESERVOIR	1,824.75	1,824.75
2010965	03/19/08	03280	INFRASTRUCTURE ENGINEERING	3374	01/31/08	DESIGN & ENV SVCS FOR 36" PIPELINE	38,967.85	38,967.85
2011049	03/26/08	02028	INTERACTIVE DATA PRICING AND	05537028	02/01/08	DIAL-UP SERVICE FOR INVESTMENTS	85.00	85.00
2011050	03/26/08	02372	INTERIOR PLANT SERVICE INC	27086	02/29/08	PLANT SERVICE	169.00	169.00
2010701	03/05/08	02267	INTERNAL REVENUE SERVICE	Ben2383060	03/06/08	PAYROLL DEDUCTION	50.00	50.00
2010919	03/19/08	02267	INTERNAL REVENUE SERVICE	Ben2383477	03/20/08	PAYROLL DEDUCTION	50.00	50.00
2010966	03/19/08	03250	INTERNATIONAL PUBLIC	016639	03/13/08	REGISTRATION FEE	30.00	30.00
2010702	03/05/08	03368	INVENSYS SYSTEMS INC	92153035	02/07/08	ELECTRONIC CELL TRANSMITTERS	2,420.47	2,420.47
2010703	03/05/08	08152	ISAAC HIRSCHBEIN	016619	03/04/08	WORK ORDER REFUND D0425-010176	3,362.14	3,362.14

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011051	03/26/08	08290	IVONNE GARCIA	Ref002383532	03/19/08	UB Refund Cst #0000092239	19.71	19.71
2011052	03/26/08	06630	J C HEDEN AND ASSOCIATES INC	OWD016	03/01/08	AS NEEDED ENGINEERING DRAFTING SVCS	3,557.00	3,557.00
2010704	03/05/08	04499	JACKSON PENDO GDCI LA MESA LP	016618	03/04/08	WORK ORDER REFUND D0273-010016	1,779.30	1,779.30
2010830	03/12/08	08217	JACQUELINE TINIO	Ref002383200	03/06/08	UB Refund Cst #0000074467	39.96	39.96
2010831	03/12/08	08236	JAIME JOHNSON	Ref002383219	03/06/08	UB Refund Cst #0000092244	41.66	41.66
2010705	03/05/08	03077	JANI KING OF CA INC - SDO	SDO02080347	02/01/08	OFF-SITE JANITORIAL SERVICES	1,000.00	1,000.00
2010832	03/12/08	08169	JAYLENNE KAYL	Ref002383150	03/06/08	UB Refund Cst #0000121905	44.70	44.70
2010833	03/12/08	08227	JEANETTE BROWN	Ref002383210	03/06/08	UB Refund Cst #0000086440	40.41	40.41
2011053	03/26/08	08287	JESSICA MORENO	Ref002383528	03/19/08	UB Refund Cst #0000089035	10.23	10.23
2010834	03/12/08	01010	JOBS AVAILABLE INC	805057	02/19/08	JOB POSTING	280.00	280.00
2011054	03/26/08	01010	JOBS AVAILABLE INC	806061	03/04/08	JOB POSTING	280.00	280.00
2010967	03/19/08	08271	JOE MAYER	016656	03/17/08	SMART CONTROLLER REBATE	323.63	323.63
2010835	03/12/08	08209	JOHN D RICKARDS JR	Ref002383192	03/06/08	UB Refund Cst #0000064150	18.17	18.17
2010706	03/05/08	08150	JOHN F MEVI III	016621	03/04/08	WORK ORDER REFUND D0640-010313	982.82	982.82
2011055	03/26/08	07810	JOHN MANLEY	Ref002383552	03/19/08	UB Refund Cst #0000123512	460.89	460.89
2010836	03/12/08	08195	JOHN PETZE	Ref002383177	03/06/08	UB Refund Cst #0000018738	55.92	55.92
2010707	03/05/08	03172	JONES & STOKES ASSOCIATES	0050072 0050074 0050075 0050073	02/09/08 02/09/08 02/09/08 02/09/08	HABITAT MGMT ENVIRONMENTAL SVCS ON-CALL ENVIRONMENTAL SVCS ON-CALL ENVIRONMENTAL SVCS PROFESSIONAL ON-CALL ENVIRONMENTAL SVCS	32,662.05 9,075.35 2,662.50 417.65	44,817.55
2011056	03/26/08	05217	JONES, DANIEL	000033	03/24/08	SAFETY BOOTS REIMBURSEMENT	119.05	119.05
2010837	03/12/08	08237	JOSEFINA SO	Ref002383220	03/06/08	UB Refund Cst #0000092553	63.85	63.85
2010838	03/12/08	08215	JOSEPH ORTIZ	Ref002383198	03/06/08	UB Refund Cst #0000070332	34.40	34.40
2010839	03/12/08	08185	JUSTIN ROBERTS	Ref002383167	03/06/08	UB Refund Cst #0000123990	58.94	58.94

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011057	03/26/08	08296	KARINA CHAVEZ	Ref002383538	03/19/08	UB Refund Cst #0000094290	59.83	59.83
2011058	03/26/08	08246	KATZ & ASSOCIATES INC	404005	03/06/08	PROFESSIONAL CONSULTING SERVICES	1,876.00	1,876.00
2010840	03/12/08	05126	KEN DAROIS	FEBRUARY2008	03/11/08	PROGRAMMING SERVICES	900.00	900.00
2010841	03/12/08	08176	KEYSTONE ASSET MANAGEMENT INC	Ref002383158	03/06/08	UB Refund Cst #0000123159	131.38	131.38
2010842	03/12/08	08182	KIM KOESTNER	Ref002383164	03/06/08	UB Refund Cst #0000123616	52.17	52.17
2010843	03/12/08	05840	KIRK PAVING INC	3892	02/18/08	PAVING SERVICES	5,942.00	5,942.00
2011059	03/26/08	05840	KIRK PAVING INC	3910	03/05/08	AS NEEDED PAVING SERVICES	14,798.00	14,798.00
2010708	03/05/08	04996	KNOX ATTORNEY SERVICE INC	285658	02/14/08	DELIVERY OF BOARD & COMMITTEE PACKETS	27.50	27.50
2011060	03/26/08	04996	KNOX ATTORNEY SERVICE INC	288773	03/03/08	DELIVERY OF BOARD & COMMITTEE PACKETS	27.50	
				288940	03/04/08	DELIVERY OF BOARD & COMMITTEE PACKETS	27.50	
				288772	03/03/08	DELIVERY OF BOARD & COMMITTEE PACKETS	27.50	
				288771	03/03/08	DELIVERY OF BOARD & COMMITTEE PACKETS	27.50	110.00
2010709	03/05/08	06497	LAKESIDE LAND COMPANY	207344	02/11/08	ASPHALT	40.00	40.00
2011061	03/26/08	08275	LAURA LLAMAS	Ref002383516	03/19/08	UB Refund Cst #0000009241	24.00	24.00
2010710	03/05/08	03607	LEE & RO INC	8340403	11/02/07	AS NEEDED ENGINEERING DESIGN SVCS	26,790.10	26,790.10
2010968	03/19/08	00491	LIGHTHOUSE INC	2050303	02/19/08	GARAGE REPAIR PARTS	303.86	303.86
2010844	03/12/08	08206	LINDA HIWATARI	Ref002383189	03/06/08	UB Refund Cst #0000041398	6.14	6.14
2011062	03/26/08	08312	LINDA RING	Ref002383557	03/19/08	UB Refund Cst #0000124745	129.03	129.03
2010969	03/19/08	07542	LINE-X OF EL CAJON	EC11802	02/28/08	VEHICLE SERVICE	650.00	650.00
2011063	03/26/08	08273	LISA CONTI	623367257	03/24/08	UB REFUND 623-3672-57	76.28	76.28
2010845	03/12/08	03784	LIVESCAN SAN DIEGO INC	08668	02/20/08	FINGERPRINTING SERVICES	80.00	80.00
2011064	03/26/08	08308	LIZA MARROQUIN	Ref002383553	03/19/08	UB Refund Cst #0000123608	60.45	60.45
2010846	03/12/08	05220	LOGICALIS INTEGRATION SOLUTION	IN017992	02/21/08	STORAGE AREA NETWORK	72,953.73	
				IN017746	02/15/08	NETWORK TAPE LIBRARY	51,100.03	124,053.76
2011065	03/26/08	05220	LOGICALIS INTEGRATION SOLUTION	S817702	02/29/08	IT DATA CENTER SERVICES	1,050.00	1,050.00

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010847	03/12/08	08161	LORI CLARK	Ref002383142	03/06/08	UB Refund Cst #0000119235	60.03	60.03
2010848	03/12/08	08189	LUIS ISLAS	Ref002383171	03/06/08	UB Refund Cst #0000003039	100.00	100.00
2010970	03/19/08	00628	MANHATTAN NAT'L LIFE INS CO	016640	03/13/08	VOLUNTARY LIFE INSURANCE	445.07	445.07
2010849	03/12/08	08222	MANUEL JASSO	Ref002383205	03/06/08	UB Refund Cst #0000083140	27.82	27.82
2011066	03/26/08	08289	MARCIA WIENER	Ref002383531	03/19/08	UB Refund Cst #0000092152	75.00	75.00
2010850	03/12/08	08220	MARGARET HADGE	Ref002383203	03/06/08	UB Refund Cst #0000082149	7.59	7.59
2010851	03/12/08	08162	MARIA QUALLS	Ref002383143	03/06/08	UB Refund Cst #0000119780	63.04	63.04
2011067	03/26/08	08315	MARIACHI SCHOLARSHIP FNDTN	000035	03/21/08	WATER CONSERVATION AD	250.00	250.00
2011068	03/26/08	08197	MARINA THOMAS	25859	03/25/08	CUSTOMER REFUND	75.00	75.00
2011069	03/26/08	08282	MARIO AYALA	Ref002383523	03/19/08	UB Refund Cst #0000068482	80.29	80.29
2011070	03/26/08	08278	MARIO CANDINO	Ref002383519	03/19/08	UB Refund Cst #0000028561	36.29	36.29
2010852	03/12/08	08255	MARK WILLIAMSON	5150702400	03/06/08	SPECIAL ASSESSMENT REFUND	39.90	39.90
2010853	03/12/08	08235	MARLOW PORNAN	Ref002383218	03/06/08	UB Refund Cst #0000091993	93.45	93.45
2010854	03/12/08	02902	MARSTON+MARSTON INC	20083	03/01/08	PUBLIC RELATIONS SERVICES	4,738.00	4,738.00
2010855	03/12/08	08230	MARY SUE MILLER	Ref002383213	03/06/08	UB Refund Cst #0000090992	18.50	18.50
2010971	03/19/08	02882	MAYER REPROGRAPHICS	0028414IN 0028416IN 0028555IN	02/26/08 02/26/08 02/28/08	REPROGRAPHICS REPROGRAPHICS REPROGRAPHICS	1,383.48 1,309.81 81.46	2,774.75
2011071	03/26/08	02882	MAYER REPROGRAPHICS	0028836IN	03/06/08	REPROGRAPHICS	72.73	72.73
2011072	03/26/08	08283	MAYTE O'NEAL	Ref002383524	03/19/08	UB Refund Cst #0000079749	90.54	90.54
2010856	03/12/08	01183	MCMASTER-CARR SUPPLY CO	81717584	02/21/08	VOLTAGE DETECTOR	76.07	76.07
2011073	03/26/08	01183	MCMASTER-CARR SUPPLY CO	82498749 82358636	03/05/08 03/03/08	SS WEDGE ANCHOR BOLTS REPAIR PART	212.61 188.82	401.43
2010857	03/12/08	07960	MCMILLIN	Ref002383187	03/06/08	UB Refund Cst #0000039294	207.09	207.09
2010858	03/12/08	08194	MCMILLIN	Ref002383176	03/06/08	UB Refund Cst #0000018048	850.00	850.00

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010859	03/12/08	08201	MCMILLIN	Ref002383183	03/06/08	UB Refund Cst #0000031068	850.00	850.00
2011074	03/26/08	06648	MEASUREMENT CONTROL	136933 136926	02/29/08 02/29/08	METER TESTING METER TESTING	1,165.89 801.47	1,967.36
2011075	03/26/08	07123	MEDICAL REAL ESTATE	000034	03/20/08	WORK ORDER REFUND D0044-010205	51.27	51.27
2010860	03/12/08	01524	MESA LABORATORIES INC	0289369IN	02/18/08	CM800 Transit Time Ultrasonic flow	8,020.44	8,020.44
2010861	03/12/08	08239	MEX-CAL TRUCKING	Ref002383222	03/06/08	UB Refund Cst #0000093529	738.95	738.95
2010862	03/12/08	08202	MICHAEL BISHOP	Ref002383184	03/06/08	UB Refund Cst #0000031377	112.15	112.15
2010863	03/12/08	08212	MICHELLE HOWARD	Ref002383195	03/06/08	UB Refund Cst #0000068353	11.81	11.81
2011076	03/26/08	08280	MICHELLE LOPEZ	Ref002383521	03/19/08	UB Refund Cst #0000045935	41.27	41.27
2010864	03/12/08	08173	MIGUEL MONTAÑO	Ref002383154	03/06/08	UB Refund Cst #0000122624	60.55	60.55
2011077	03/26/08	08111	MIGUEL NUNEZ	Ref002383529	03/19/08	UB Refund Cst #0000089525	11.95	11.95
2010865	03/12/08	03393	MOBILE MINI LLC - CA	904103437	02/17/08	RENTAL 40' METERS STORAGE CONTAINER	164.90	164.90
2010972	03/19/08	03393	MOBILE MINI LLC - CA	904105493	02/26/08	RENTAL 40' METERS STORAGE CONTAINER	170.88	170.88
2010973	03/19/08	07166	MOSS, PATTY	016649	03/18/08	SAFETY SHOES REIMBURSEMENT	97.40	97.40
2010974	03/19/08	02037	MWH LABORATORIES	230136LI	02/28/08	LABORATORY ANALYSES	450.00	450.00
2011078	03/26/08	02037	MWH LABORATORIES	229897LI	03/03/08	REGULATORY ANALYSES	393.00	393.00
2011079	03/26/08	08301	NANCY HECKER	Ref002383543	03/19/08	UB Refund Cst #0000095607	60.16	60.16
2011080	03/26/08	08285	NANCY VIBOUNPHONH	Ref002383526	03/19/08	UB Refund Cst #0000085076	60.71	60.71
2010711	03/05/08	03523	NATIONAL DEFERRED COMPENSATION	Ben2383056	03/06/08	DEFERRED COMP PLAN	11,227.02	11,227.02
2010920	03/19/08	03523	NATIONAL DEFERRED COMPENSATION	Ben2383473	03/20/08	DEFERRED COMP PLAN	10,132.74	10,132.74
2010975	03/19/08	03733	NEC UNIFIED SOLUTIONS INC	VSH10253262	02/26/08	LABOR FOR PHONE SVCS	112.00	112.00
2011081	03/26/08	03487	NETWORK INSIGHT	NINMS200800848 NISD200802297	03/01/08 02/29/08	NETWORK MONITORING SERVICES NETWORK MONITORING SERVICES	18,330.75 7,050.00	25,380.75
2010866	03/12/08	08181	NEUMAN & NEUMAN REAL ESTATE	Ref002383163	03/06/08	UB Refund Cst #0000123571	12.95	12.95

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010867	03/12/08	08184	NEUMAN & NEUMAN REAL ESTATE	Ref002383166	03/06/08	UB Refund Cst #0000123899	38.93	38.93
2011082	03/26/08	05494	NEXTEL COMMUNICATIONS	901500243018	03/12/08	GIS (AIR-TRAK) CELLULAR SERVICE	3,538.91	3,538.91
2010712	03/05/08	03571	NEXTLEVEL INTERNET INC	14958	02/14/08	INTERNET WEB HOSTING	416.00	416.00
2011083	03/26/08	03571	NEXTLEVEL INTERNET INC	15193	03/14/08	INTERNET WEB HOSTING	416.00	416.00
2010868	03/12/08	08252	NIDA LIVING TRUST 06-21-91	5150703200	03/06/08	SPECIAL ASSESSMENT REFUND	36.00	36.00
2010713	03/05/08	05498	NNP-TRIMARK SAN MIGUEL	016617	03/04/08	Refund - Work Order closed.	809.50	809.50
2010976	03/19/08	02669	NORTHERN TOOL & EQUIPMENT CO	17623594	02/27/08	SCAFFOLD	1,425.31	1,425.31
2010714	03/05/08	03299	OCB REPROGRAPHICS	5086656 5085018	11/30/07 11/30/07	REPROGRAPHICS 850-4 RESERVOIR	899.50 28.44	927.94
2011084	03/26/08	03299	OCB REPROGRAPHICS	5084292	11/30/07	REPROGRAPHICS SERVICES	1,531.95	1,531.95
2010715	03/05/08	00510	OFFICE DEPOT INC	419184519001	02/13/08	OFFICE SUPPLIES	284.19	284.19
2010869	03/12/08	00510	OFFICE DEPOT INC	419894650001	02/20/08	OFFICE SUPPLIES	73.83	73.83
2010977	03/19/08	00510	OFFICE DEPOT INC	420476422001 420476999001	02/27/08 02/27/08	OFFICE SUPPLIES OFFICE SUPPLIES	1,292.54 156.26	1,448.80
2011085	03/26/08	00510	OFFICE DEPOT INC	421465324001 422197154001 421792150001 421792366001 421467865001	03/05/08 03/05/08 03/05/08 03/05/08 03/05/08	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	235.49 117.79 87.22 82.37 75.43	598.30
2010870	03/12/08	08219	OLGUIN ALBERTO	Ref002383202	03/06/08	UB Refund Cst #0000080288	22.32	22.32
2010978	03/19/08	07945	OLIN CORPORATION	997300	02/26/08	CHLORINE	2,187.55	2,187.55
2010871	03/12/08	08238	OPTION ONE MORTGAGE CORP	Ref002383221	03/06/08	UB Refund Cst #0000093106	31.56	31.56
2010979	03/19/08	02721	ORTIZ CORPORATION	6	02/01/08	P2459 - OLIVE VISTA UTILITY RELOCATIONS	80,206.20	80,206.20
2010872	03/12/08	08170	OSCAR MENDOZA	Ref002383151	03/06/08	UB Refund Cst #0000121941	61.69	61.69
2010716	03/05/08	08151	OSSAMA ELASSAAD	016620	03/04/08	WORK ORDER REFUND D0226-XX9664	1,646.39	1,646.39
2010717	03/05/08	03101	OTAY WATER DISTRICT	Ben2383058	03/06/08	PAYROLL DEDUCTION - ASSN DUES	805.00	805.00

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010921	03/19/08	03101	OTAY WATER DISTRICT	Ben2383475	03/20/08	PAYROLL DEDUCTION - ASSN DUES	805.00	805.00
2010718	03/05/08	07499	PACIFIC BUILDING MAINTENANCE	15352	02/04/08	JANITORIAL SERVICES - FEB 2008	2,795.00	2,795.00
2010719	03/05/08	03017	PACIFIC SAFETY COUNCIL	64687	03/02/08	ANNUAL LUNCHEON FEES	245.00	245.00
2010873	03/12/08	03017	PACIFIC SAFETY COUNCIL	64653	02/05/08	HAZWOPER TRAINING	1,075.00	1,075.00
2011086	03/26/08	08294	PATRICIA KAMMERZELL	Ref002383536	03/19/08	UB Refund Cst #0000094068	7.48	7.48
2010874	03/12/08	08225	PATRICIA MUSE	Ref002383208	03/06/08	UB Refund Cst #0000085430	41.72	41.72
2011087	03/26/08	08302	PATRICK BRODERICK	Ref002383544	03/19/08	UB Refund Cst #0000120424	42.15	42.15
2011088	03/26/08	08311	PATRINI ASSET MANAGEMENT	Ref002383556	03/19/08	UB Refund Cst #0000124348	76.82	76.82
2011089	03/26/08	05497	PAYPAL INC	1586987	02/29/08	ON-LINE PAYMENT SERVICES	362.30	362.30
2010875	03/12/08	08226	PEDRO VALLE	Ref002383209	03/06/08	UB Refund Cst #0000086358	14.32	14.32
2010720	03/05/08	00227	PELL MELL SUPPLY	44735700	02/14/08	STAINLESS STEEL NUTS & BOLTS	1,158.31	1,158.31
2010980	03/19/08	00227	PELL MELL SUPPLY	44756300	02/22/08	FLAT WASHER VALVE REPAIR	40.95	40.95
2010876	03/12/08	03790	PENHALL COMPANY	9483	02/21/08	FLAT SAW CUTTING SERVICES	375.00	375.00
2010981	03/19/08	03790	PENHALL COMPANY	9514	02/22/08	FLAT SAW CUTTING SERVICES	225.00	
				9513	02/22/08	FLAT SAW CUTTING SERVICES	195.00	
				9515	02/22/08	FLAT SAW CUTTING SERVICES	195.00	
				9306	01/31/08	FLAT SAW CUTTING SERVICES	195.00	810.00
2010982	03/19/08	00593	PEPPER OIL COMPANY INC	606123	03/07/08	DIESEL FUEL	19,431.46	
				606124	03/07/08	UNLEADED FUEL	16,889.57	
				605802	02/04/08	UNLEADED FUEL	15,586.49	51,907.52
2010877	03/12/08	08208	PETER PIPER PIZZA	Ref002383191	03/06/08	UB Refund Cst #0000052146	31.89	31.89
2010721	03/05/08	00137	PETTY CASH CUSTODIAN	016609	03/03/08	PETTY CASH REIMBURSEMENT	709.19	709.19
2010922	03/19/08	00137	PETTY CASH CUSTODIAN	016650	03/18/08	PETTY CASH REIMBURSEMENT	908.04	908.04
2011090	03/26/08	00053	PITNEY BOWES INC	646123	03/02/08	STANDARD REGISTER PRINTER MAINT	317.00	
				840374	03/03/08	POSTAL SECURITY DEVICE RENTAL	206.88	523.88
2011091	03/26/08	06419	PLANT SOUP INC	457	02/29/08	NEWSLETTER ARTICLE	721.50	721.50

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010878	03/12/08	08025	PLAVAN PETROLEUM	0895011IN	02/01/08	DIESEL FUEL	11,222.06	11,222.06
2010722	03/05/08	08158	PRANA YOGA & BODY-MIND	016622	03/05/08	IN-HOUSE YOGA SESSIONS	520.00	520.00
2010983	03/19/08	02976	PRE-PAID LEGAL SERVICES INC	016651	03/17/08	LEGAL SERVICES	73.75	73.75
2010723	03/05/08	01733	PRICE TRONCONE &	11805	02/11/08	DISTRICT RADIO REPEATER SITE RENTAL	3,396.00	3,396.00
2010724	03/05/08	07346	PRIME ELECTRICAL SERVICES INC	5837	12/31/07	IT ELECTRICAL WORK	6,578.00	6,578.00
2010725	03/05/08	07860	PROTECTIVE LIFE INSURANCE CO	PL0838812	02/11/08	LIFE INSURANCE PREMIUM	632.88	632.88
2010879	03/12/08	07860	PROTECTIVE LIFE INSURANCE CO	TT3000381	03/10/08	LIFE INSURANCE PREMIUM	2,460.00	2,460.00
2010880	03/12/08	08180	PRUDENTIAL CALIFORNIA REALTY	Ref002383162	03/06/08	UB Refund Cst #0000123526	70.60	70.60
2010726	03/05/08	06641	PRUDENTIAL OVERALL SUPPLY	7809875	02/14/08	UNIFORMS	277.59	
				7809874	02/14/08	MATS, TOWEL/SUPPLIES	114.28	
				7809876	02/14/08	MATS, TOWEL/SUPPLIES	93.56	
				7803875	02/13/08	MATS, TOWEL/SUPPLIES	86.84	
				7803874	02/13/08	UNIFORMS	73.16	
				7809877	02/14/08	UNIFORMS	70.46	715.89
2010881	03/12/08	06641	PRUDENTIAL OVERALL SUPPLY	7839040	02/21/08	UNIFORMS	271.59	
				7839039	02/21/08	MATS, TOWELS/SUPPLIES	114.28	
				7839041	02/21/08	MATS, TOWELS/SUPPLIES	93.56	
				7833084	02/20/08	MATS, TOWELS/SUPPLIES	86.84	
				7833083	02/20/08	UNIFORMS	73.16	
				7839042	02/21/08	UNIFORMS	70.46	709.89
2010984	03/19/08	06641	PRUDENTIAL OVERALL SUPPLY	7868347	02/28/08	UNIFORMS	283.56	
				7868346	02/28/08	MATS, TOWELS & SUPPLIES	114.28	
				7868348	02/28/08	MATS, TOWELS & SUPPLIES	93.56	
				7862331	02/27/08	MATS, TOWELS & SUPPLIES	86.84	
				7862330	02/27/08	UNIFORMS	75.94	
				7868349	02/28/08	UNIFORMS	73.07	727.25
2011092	03/26/08	06641	PRUDENTIAL OVERALL SUPPLY	7897479	03/06/08	UNIFORMS	285.56	
				7897478	03/06/08	MATS, TOWELS & SUPPLIES	114.68	
				7897480	03/06/08	MATS, TOWELS & SUPPLIES	93.74	
				7891554	03/05/08	MATS, TOWELS & SUPPLIES	86.90	
				7897481	03/06/08	UNIFORMS	81.07	
				7891553	03/05/08	UNIFORMS	75.94	737.89
2010882	03/12/08	00078	PUBLIC EMPLOYEES RETIREMENT	Ben2383052	03/06/08	PERS CONTRIBUTION	120,375.77	120,375.77

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011093	03/26/08	00078	PUBLIC EMPLOYEES RETIREMENT	Ben2383469	03/20/08	PERS CONTRIBUTION	121,505.77	121,505.77
2010727	03/05/08	01342	R J SAFETY SUPPLY CO INC	24679000 24640200	02/13/08 02/13/08	SAFETY APPAREL SAFETY JACKET	85.70 78.66	164.36
2011094	03/26/08	01342	R J SAFETY SUPPLY CO INC	24735700	03/05/08	SAFETY SUPPLIES	88.03	88.03
2010985	03/19/08	00766	RANROY PRINTING COMPANY	092950 092951 092949	02/27/08 02/27/08 02/27/08	LETTERHEAD ENVELOPES BUSINESS CARDS	687.45 577.54 73.27	1,338.26
2011095	03/26/08	00766	RANROY PRINTING COMPANY	093042	03/06/08	BUSINESS CARDS	48.49	48.49
2010728	03/05/08	02041	RBF CONSULTING	7121006	01/25/08	AS NEEDED ENGINEERING DRAFTING SERVICE	820.00	820.00
2011096	03/26/08	02041	RBF CONSULTING	8010835	02/29/08	I-905 UTILITY RELOCATION DESIGN SVCS	1,450.00	1,450.00
2011097	03/26/08	08310	REBECCA ALVAREZMALO	Ref002383555	03/19/08	UB Refund Cst #0000124281	39.21	39.21
2011098	03/26/08	06645	RELIABLE ELEVATOR INC	11959	03/01/08	ELEVATOR SERVICE & MAINTENANCE	390.00	390.00
2010883	03/12/08	07869	REMAX ASSOCIATES	Ref002383156	03/06/08	UB Refund Cst #0000122650	22.04	22.04
2010884	03/12/08	08240	RICHARD HULLENDER	Ref002383223	03/06/08	UB Refund Cst #0000093565	25.90	25.90
2010986	03/19/08	08265	RICHARD K. BROWN	016645	03/12/08	SMART CONTROLLER REBATE	350.00	350.00
2010885	03/12/08	05728	ROBERT DURBIN	5962900300	03/06/08	SPECIAL ASSESSMENT REFUND	67.50	67.50
2011099	03/26/08	02948	ROCKHURST UNIVERSITY	400934878001	03/24/08	REGISTRATION FEES	358.00	358.00
2010886	03/12/08	08196	ROSE HOUSTON	Ref002383178	03/06/08	UB Refund Cst #0000022179	7.83	7.83
2011100	03/26/08	08274	RUBY BERNARDO	Ref002383515	03/19/08	UB Refund Cst #0000003550	21.52	21.52
2010887	03/12/08	08216	SALVADOR GUZMAN	Ref002383199	03/06/08	UB Refund Cst #0000073649	13.43	13.43
2010888	03/12/08	08190	SAMUEL SALAZAR	Ref002383172	03/06/08	UB Refund Cst #0000007986	18.15	18.15
2010729	03/05/08	00003	SAN DIEGO COUNTY WATER	6519 6499 6537	02/14/08 02/14/08 02/14/08	WASHER VOUCHER PROGRAM CII VOUCHER PROGRAM TOILET VOUCHER PROGRAM	6,384.00 1,510.19 120.00	8,014.19
2010730	03/05/08	04661	SAN DIEGO COUNTY WATER	016600	02/27/08	REGISTRATION FEE	60.00	60.00

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010731	03/05/08	00247	SAN DIEGO DAILY TRANSCRIPT	85062	02/13/08	BID ADVERTISEMENT	85.55	
				85063	02/13/08	BID ADVERTISEMENT	78.05	163.60
2010732	03/05/08	00361	SAN DIEGO ELECTRIC	114917	02/11/08	OVERLOAD RELAY	143.95	143.95
2010733	03/05/08	00121	SAN DIEGO GAS & ELECTRIC	016603	02/26/08	UTILITY EXPENSES	35,075.57	
				016602	02/25/08	UTILITY EXPENSES	26,880.64	
				016605	02/27/08	UTILITY EXPENSES	5,146.82	67,103.03
2010889	03/12/08	00121	SAN DIEGO GAS & ELECTRIC	016627	03/06/08	UTILITY EXPENSES	17,355.04	
				016628	03/04/08	UTILITY EXPENSES	2,229.03	
				016634	03/04/08	UTILITY EXPENSES	957.68	20,541.75
2011101	03/26/08	00121	SAN DIEGO GAS & ELECTRIC	016643	03/04/08	UTILITY EXPENSES	20,863.61	
				000026	03/24/08	UTILITY EXPENSES	8,551.24	
				000039	01/03/08	UTILITY EXPENSES	8,275.36	37,690.21
2010987	03/19/08	04345	SAN DIEGO PRECAST CONCRETE INC	0128991IN	02/26/08	INVENTORY	6,865.96	
				0128992IN	02/26/08	PURPLE RE-LID FOR 2" BOX	717.62	7,583.58
2010890	03/12/08	08177	SAN DIEGO REO	Ref002383159	03/06/08	UB Refund Cst #0000123224	214.70	214.70
2010891	03/12/08	08174	SAN DIEGO REO REALTORS	Ref002383155	03/06/08	UB Refund Cst #0000122637	80.03	80.03
2010734	03/05/08	06775	SAN MIGUEL VILLAGE LLC	016615	03/04/08	Refund - Work Order closed.	5,082.27	5,082.27
2011102	03/26/08	08300	SAN MIGUEL VILLAGE LLC	Ref002383542	03/19/08	UB Refund Cst #0000095292	474.62	474.62
2011103	03/26/08	08286	SANDRA MURILLO	Ref002383527	03/19/08	UB Refund Cst #0000085854	178.21	178.21
2010735	03/05/08	01651	SHARP REES-STEALY MEDICAL CTRS	197	02/16/08	HEALTH EXAMS	88.00	88.00
2011104	03/26/08	01651	SHARP REES-STEALY MEDICAL CTRS	198	03/15/08	NEW HIRE PHYSICALS	176.00	176.00
2010892	03/12/08	08187	SHEA HOMES	Ref002383169	03/06/08	UB Refund Cst #0000124418	50.80	50.80
2010893	03/12/08	02291	SHIER AVIATION CORPORATION	00025287	02/21/08	DISTRICT TOUR FOR CESPT	1,250.00	1,250.00
2010736	03/05/08	05983	SIEMENS WATER	2347770	01/21/08	COLUMN EXCHANGES	161.06	161.06
2010894	03/12/08	05983	SIEMENS WATER	2373366	02/15/08	DC POWER SUPPLY	1,382.17	
				2377520	02/20/08	MICRO 2000 ELECTROLYTE SOLUTION	290.47	1,672.64
2011105	03/26/08	05983	SIEMENS WATER	SLS30040773	03/06/08	HRR SENSOR	333.34	333.34
2010737	03/05/08	04544	SIGN CRAFTERS	0021208	02/12/08	NO TRESPASSING SIGN	1,616.25	1,616.25

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011106	03/26/08	05627	SIGNA DIGITAL SOLUTIONS INC	ARS14514 ARS14501	03/05/08 03/05/08	COPIER MAINTENANCE COPIER MAINTENANCE	131.00 31.00	162.00
2011107	03/26/08	08305	SIMEKO CHRISTENSON	Ref002383547	03/19/08	UB Refund Cst #0000121575	57.32	57.32
2010738	03/05/08	01691	SKILLPATH SEMINARS	9440598 9440596	02/27/08 02/27/08	REGISTRATION FEE REGISTRATION FEE	274.00 249.00	523.00
2011108	03/26/08	00258	SLOAN ELECTRIC CO	0053328	02/29/08	40 HP MOTOR	3,449.03	3,449.03
2010739	03/05/08	03103	SOUTHCOAST HEATING &	C35936	02/12/08	AIR CONDITIONING MAINTENANCE	857.00	857.00
2010988	03/19/08	06853	SOUTHERN CALIFORNIA SOIL	345594	02/15/08	ON CALL GEOTECHNICAL SERVICES	429.30	429.30
2010740	03/05/08	01669	SOUTHLAND ENVELOPE CO INC	045377	02/12/08	VENDOR PAYMENT ENVELOPES	433.73	433.73
2010989	03/19/08	06537	SOUTHLAND TECHNOLOGY	SI24518	02/27/08	BOARD ROOM PROJECTOR SERVICE	882.51	882.51
2010895	03/12/08	03760	SPANKY'S PORTABLE SERVICES INC	721434 721231 721229 721232 721230	02/18/08 02/15/08 02/15/08 02/15/08 02/15/08	PORTABLE TOILET RENTAL PORTABLE TOILET RENTAL PORTABLE TOILET RENTAL PORTABLE TOILET RENTAL PORTABLE TOILET RENTAL	79.96 79.96 79.96 79.96 79.96	399.80
2010990	03/19/08	03760	SPANKY'S PORTABLE SERVICES INC	722715	02/27/08	PORTABLE TOILET RENTAL	90.66	90.66
2011109	03/26/08	03760	SPANKY'S PORTABLE SERVICES INC	724389	03/06/08	PORTABLE TOILET RENTAL	109.92	109.92
2011110	03/26/08	08314	SPINTELLIGENT LLC	016662	03/21/08	REGISTRATION FEES	1,024.00	1,024.00
2010896	03/12/08	03600	SPRINT	016587	02/14/08	WIRELESS CARDS SERV/INTERNET	59.99	59.99
2011111	03/26/08	03600	SPRINT	016659	03/13/08	WIRELESS CARDS SERV-INTERNET	59.99	59.99
2010991	03/19/08	02354	STANDARD ELECTRONICS	10631 10630 10629 10626 10628 10632 10627 10625	02/28/08 02/28/08 02/28/08 02/28/08 02/28/08 02/28/08 02/28/08 02/28/08	SECURITY SERVICE & REPAIRS SECURITY SERVICE & REPAIRS	295.11 295.11 295.11 229.86 127.50 99.01 85.00 85.00	1,511.70
2011112	03/26/08	00320	STANDARD REGISTER COMPANY	5314606	03/05/08	CHECK PRINTER TONER	879.94	879.94

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010992	03/19/08	01560	STATE CHEMICAL MANUFACTURING	93699114	02/22/08	SHOP SUPPLIES	469.21	469.21
2010741	03/05/08	06295	STATE DISBURSEMENT UNIT	Ben2383066	03/06/08	PAYROLL DEDUCTION	294.46	294.46
2010742	03/05/08	06299	STATE DISBURSEMENT UNIT	Ben2383064	03/06/08	PAYROLL DEDUCTION	237.69	237.69
2010743	03/05/08	06303	STATE DISBURSEMENT UNIT	Ben2383068	03/06/08	PAYROLL DEDUCTION	614.76	614.76
2010923	03/19/08	06295	STATE DISBURSEMENT UNIT	Ben2383483	03/20/08	PAYROLL DEDUCTION	294.46	294.46
2010924	03/19/08	06299	STATE DISBURSEMENT UNIT	Ben2383481	03/20/08	PAYROLL DEDUCTION	237.69	237.69
2010925	03/19/08	06303	STATE DISBURSEMENT UNIT	Ben2383485	03/20/08	PAYROLL DEDUCTION	614.76	614.76
2010993	03/19/08	06975	STATE OF CALIFORNIA	G008217SD G008215SD G008216SD	03/13/08 03/13/08 03/13/08	CAL OSHA ELEVATOR INSPECTION CAL OSHA ELEVATOR INSPECTION CAL OSHA ELEVATOR INSPECTION	105.00 105.00 105.00	315.00
2010744	03/05/08	02261	STATE STREET BANK & TRUST CO	Ben2383054	03/06/08	DEFERRED COMP PLAN	8,494.89	8,494.89
2010926	03/19/08	02261	STATE STREET BANK & TRUST CO	Ben2383471	03/20/08	DEFERRED COMP PLAN	9,676.86	9,676.86
2010897	03/12/08	08256	STEIGER FAMILY TRUST 03-25-87	5150702000	03/06/08	SPECIAL ASSESSMENT REFUND	30.00	30.00
2011113	03/26/08	08284	STEPHANIE ARANJO	Ref002383525	03/19/08	UB Refund Cst #0000085062	66.43	66.43
2010745	03/05/08	03738	STEVEN ENTERPRISES INC	0213243IN	02/04/08	BOND PAPER	170.41	170.41
2011114	03/26/08	03738	STEVEN ENTERPRISES INC	0215898IN	03/18/08	TONER	276.88	276.88
2010746	03/05/08	07678	STREAMLINE FORMS & GRAPHICS	33830	02/12/08	NCR CUSTOMER RECEIPTS	319.00	319.00
2010898	03/12/08	06841	SUPERIOR ENVIRONMENTAL	0802041	02/20/08	DATA CENTER CLEANING MAINTENANCE	525.00	525.00
2010899	03/12/08	08203	SUSAN CAMPBELL	Ref002383185	03/06/08	UB Refund Cst #0000034992	55.90	55.90
2010747	03/05/08	02987	T M PEMBERTON	25491 25466	02/14/08 02/12/08	CEMENT CEMENT	941.31 756.75	1,698.06
2011115	03/26/08	02987	T M PEMBERTON	25541	02/28/08	CEMENT	756.75	756.75
2011116	03/26/08	08298	TAKENORI HASHIMOTO	Ref002383540	03/19/08	UB Refund Cst #0000094493	65.03	65.03
2010900	03/12/08	08243	TAMARA TOBIO	Ref002383226	03/06/08	UB Refund Cst #0000095569	17.33	17.33
2010748	03/05/08	02799	TARULLI TIRE INC - SAN DIEGO	20032506	01/16/08	REPLACEMENT TIRES	139.72	139.72

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010749	03/05/08	02376	TECHKNOWSION INC	2035 2036	02/12/08 02/12/08	PROGRAMMING & TRAINING SUPPORT SCADA SUPPORT	3,143.09 2,297.00	5,440.09
2011117	03/26/08	02376	TECHKNOWSION INC	2039	03/03/08	DHS REPORT DEVELOPEMENT	10,384.00	10,384.00
2010901	03/12/08	03319	TELOG	IV08021504	02/15/08	DATA LOGGER CABLE	61.80	61.80
2010995	03/19/08	08264	TERESA LIGHT	016644	03/12/08	SMART CONTROLLER REBATE	350.00	350.00
2010902	03/12/08	08223	TERESSA COUSINS	Ref002383206	03/06/08	UB Refund Cst #0000084170	15.59	15.59
2010903	03/12/08	04466	THOMSON-WEST/BARCLAYS	016629	03/04/08	SUBSCRIPTION RENEWAL	394.00	394.00
2010994	03/19/08	04977	T-MOBILE	4150860450308	03/04/08	CELL PHONE & BLACKBERRY SERVICES	1,458.46	1,458.46
2011118	03/26/08	08292	TODD HARTWIG	Ref002383534	03/19/08	UB Refund Cst #0000093629	74.49	74.49
2011119	03/26/08	07873	TOWNSON CHRIS	Ref002383550	03/19/08	UB Refund Cst #0000123231	54.24	54.24
2011120	03/26/08	07936	TRACER ENVIRONMENTAL SCIENCES	212302	02/29/08	RISK MGMT CONSULTING SERVICES	4,509.57	4,509.57
2010904	03/12/08	08175	TREO INC	Ref002383157	03/06/08	UB Refund Cst #0000122816	53.59	53.59
2011121	03/26/08	07569	TRIAD PROPERTIES	122527	03/25/08	CUSTOMER REFUND	17.45	17.45
2010905	03/12/08	07781	TRITES, BRUCE	016631	03/07/08	COMPUTER HARDWARE REIMB	82.86	82.86
2010750	03/05/08	07674	U S BANK CORPORATE PAYMENT	016612	02/22/08	DISTRICT EXPENSES	480.00	480.00
2010906	03/12/08	07674	U S BANK CORPORATE PAYMENT	016627	02/22/08	DISTRICT EXPENSES	350.00	350.00
2010996	03/19/08	07674	U S BANK CORPORATE PAYMENT	016842	02/22/08	DISTRICT EXPENSES	5,410.11	5,410.11
2011122	03/26/08	07674	U S BANK CORPORATE PAYMENT	000032	02/22/08	DISTRICT EXPENSES	4,887.60	4,887.60
2010751	03/05/08	06829	U S SECURITY ASSOCIATES INC	91579	01/24/08	AFTER HOURS SECURITY SVCS	768.50	768.50
2011123	03/26/08	00427	UNDERGROUND SERVICE ALERT OF	220080450	03/01/08	UNDERGROUND TRENCH SERVICE ALERTS	240.00	240.00
2011124	03/26/08	03563	UNDERGROUND UTILITIES INC	026762	02/29/08	METER RETROFIT	11,980.00	11,980.00
2010997	03/19/08	00340	UNION BANK OF CALIFORNIA	2	03/06/08	ADMINISTRATIVE FEES FOR 2007 COPS	2,238.61	2,238.61
2011125	03/26/08	00075	UNION TRIBUNE PUBLISHING CO	C080202025 C080202024	02/29/08 02/29/08	BID ADVERTISEMENTS JOB POSTING	662.40 365.00	1,027.40

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2010998	03/19/08	02613	UNITED RENTALS NORTHWEST INC	71936496001	02/27/08	CONCRETE	139.00	139.00
2010752	03/05/08	05417	UNITED STATES DEPARTMENT	Ben2383070	03/06/08	PAYROLL DEDUCTION	100.00	100.00
2010927	03/19/08	05417	UNITED STATES DEPARTMENT	Ben2383487	03/20/08	PAYROLL DEDUCTION	100.00	100.00
2010907	03/12/08	00350	UNITED STATES POSTAL SERVICE	016634	03/12/08	REIMBURSE POSTAGE MACHINE	1,500.00	1,500.00
2010908	03/12/08	08234	US FINANCIAL	Ref002383217	03/06/08	UB Refund Cst #0000091933	7.47	7.47
2011126	03/26/08	02674	USA BLUE BOOK	549267	03/03/08	PUMPS	206.13	206.13
2011127	03/26/08	08309	USA FIELD HOCKEY	Ref002383554	03/19/08	UB Refund Cst #0000123646	147.53	147.53
2010753	03/05/08	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2383062	03/06/08	DEFERRED COMP PLAN	9,579.01	9,579.01
2010928	03/19/08	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2383479	03/20/08	DEFERRED COMP PLAN	8,779.65	8,779.65
2010754	03/05/08	03329	VERIZON WIRELESS	0632849826	02/21/08	WIRELESS DATA SERVICES	6,272.21	6,272.21
2010909	03/12/08	08192	VERONICA CHAVEZ	Ref002383174	03/06/08	UB Refund Cst #0000015632	103.39	103.39
2010755	03/05/08	08155	VICTOR ORTIZ	016613	03/04/08	Refund - Work Order closed.	313.41	313.41
2010910	03/12/08	08231	VICTOR SALCEDO	Ref002383214	03/06/08	UB Refund Cst #0000091280	114.29	114.29
2010911	03/12/08	08218	VICTOR TRISCAS	Ref002383201	03/06/08	UB Refund Cst #0000074754	24.62	24.62
2010912	03/12/08	08251	VISTA COTTAGES LP	5150703300	03/06/08	SPECIAL ASSESSMENT REFUND	87.00	87.00
2010756	03/05/08	00101	W W GRAINGER INC	9567742540 9568174438	02/13/08 02/14/08	SOLAR PANEL UPGRADES 850-2 RESV SOLAR PANEL UPGRADE PROJECT	440.14 43.75	483.89
2010913	03/12/08	00101	W W GRAINGER INC	9572712306 9571484071	02/20/08 02/19/08	METAL HALIDE LAMPS BATTERIES	125.68 90.64	216.32
2010999	03/19/08	00101	W W GRAINGER INC	9576903273	02/26/08	WATER FILTER CARTRIDGE	563.75	563.75
2011128	03/26/08	07595	WALTERS WHOLESALE ELECTRIC CO	281019901	01/17/08	STARTER	3,555.75	3,555.75
2010914	03/12/08	02700	WATER CONSERVATION GARDEN	016630	03/05/08	REIMBURSEMENT FOR SECRETARY SVCS	471.25	471.25
2010757	03/05/08	00014	WAXIE SANITARY SUPPLY	70490605	02/14/08	JANITORIAL SUPPLIES	772.26	772.26
2010915	03/12/08	01343	WE GOT YA PEST CONTROL	46167	01/23/08	BEE REMOVAL	115.00	115.00

OTAY WATER DISTRICT
CHECK REGISTER
FOR CHECKS 2010658 THROUGH 2011133
RUN DATES 3/5/2008 TO 3/26/2008

Check #	Date	Vendor	Vendor name	Invoice	Inv Date	Description	Amount Paid	Check Total
2011129	03/26/08	07780	WEBER SCIENTIFIC	00437044	03/03/08	LABORATORY SUPPLIES	446.63	
				00437194	03/03/08	LABORATORY SUPPLIES	104.46	551.09
2010758	03/05/08	00190	WEST PAYMENT CENTER	6050405523	02/24/08	LEGAL LIBRARY UPDATES	82.97	82.97
2010916	03/12/08	00125	WESTERN PUMP INC	0065500IN	02/19/08	APCD TESTING	625.00	
				0065656IN	02/21/08	FUEL ISLAND REPAIR	150.00	775.00
2011130	03/26/08	08303	WILLIAM COMSTOCK	Ref002383545	03/19/08	UB Refund Cst #0000121313	51.39	51.39
2010917	03/12/08	08254	WILLIAM E. NOVELL	5150702500	03/06/08	SPECIAL ASSESSMENT REFUND	40.80	40.80
2010759	03/05/08	02725	WILLIAMS SCOTSMAN INC	79501739	02/08/08	MOBILE OFFICE RENTAL	288.74	288.74
2011131	03/26/08	02725	WILLIAMS SCOTSMAN INC	80112415	03/02/08	28' TRAILER RENTAL	293.85	293.85
2011132	03/26/08	08299	WILMA J SMALL	Ref002383541	03/19/08	UB Refund Cst #0000095092	60.00	60.00
2011000	03/19/08	03423	WINZER CORPORATION	3155142	02/15/08	SHOP SUPPLIES	468.45	
				3159742	02/22/08	SHOP TOOL	219.72	688.17
2011133	03/26/08	08133	WORLD SAVINGS/WACHOVIA	Ref002383551	03/19/08	UB Refund Cst #0000123492	91.67	91.67
2010918	03/12/08	08233	ZAID DAYMIA	Ref002383216	03/06/08	UB Refund Cst #0000091874	46.71	46.71
GRAND TOTAL							1,382,990.46	1,382,990.46