

MINUTES OF THE ADJOURNED MEETING OF THE
BOARD OF DIRECTORS OF
VISTA IRRIGATION DISTRICT

October 17, 2023

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Tuesday, October 17, 2023, at the offices of the District, 1391 Engineer Street, Vista, California.

1. CALL TO ORDER

President MacKenzie requested that First Vice President Vásquez conduct the meeting since she would be in attendance remotely and may have to leave early for another meeting. Vice President Vásquez called the meeting to order at 9:02 a.m.

2. ROLL CALL

Directors present: Miller, Vásquez, Kuchinsky, Sanchez, and MacKenzie (via teleconference).

Directors absent: None.

Staff present: Brett Hodgkiss, General Manager; Lisa Soto, Secretary of the Board; Don Smith, Director of Water Resources Engineering; Lesley Dobalian, Director of Water Resources; Randy Whitmann, Director of Engineering; Frank Wolinski, Director of Operations and Field Services; Shallako Goodrick, Director of Administration; and Ramae Ogilvie, Administrative Assistant. General Counsel Elizabeth Mitchell of Burke, Williams & Sorensen was also present.

Other attendees: Stephanie Zehren of the San Luis Rey Indian Water Authority was present via teleconference.

3. PLEDGE OF ALLEGIANCE

Director Vásquez led the Pledge of Allegiance.

4. APPROVAL OF AGENDA

23-10-109	<i>Upon motion by Director Sanchez, seconded by Director Kuchinsky and unanimously carried (5 ayes: Miller, Kuchinsky, Sanchez, MacKenzie, and Vásquez), the Board of Directors approved the agenda as presented.</i>
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5. ORAL COMMUNICATIONS

No public comments were presented on items not appearing on the agenda.

6. CONSENT CALENDAR

23-10-110	<i>Upon motion by Director MacKenzie, seconded by Director Miller and unanimously carried (5 ayes: Miller, Kuchinsky, Sanchez, MacKenzie, and Vásquez), the Board of Directors approved the Consent Calendar, including Resolution No. 2023-40 approving disbursements.</i>
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A. Vehicles

See staff report attached hereto. Staff recommended and the Board approved the purchase of four 2024 Ford F-250 trucks from Watsonville Fleet Group in the amount of \$267,102.74.

B. Minutes of Fiscal Policy Committee meeting on October 3, 2023

The Board noted and filed the minutes of Fiscal Policy Committee meeting on October 3, 2023 which were provided for informational purposes only.

C. Minutes of Board of Directors meeting on October 4, 2023

The minutes of October 4, 2023 were approved as presented.

D. Resolution ratifying check disbursements

RESOLUTION NO. 2023-40

BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 73158 through 73268 drawn on US Bank totaling \$815,476.89.

FURTHER RESOLVED that the Board of Directors does hereby authorize the execution of the checks by the appropriate officers of the District.

PASSED AND ADOPTED unanimously by a roll call vote of the Board of Directors of Vista Irrigation District this 17th day of October 2023.

7. DISTRICT FEES AND CHARGES OTHER THAN WATER RATES

See staff report attached hereto.

Vice President Vásquez opened the public hearing at 9:04 a.m. It was noted that there were no members of the public present physically or telephonically. Director of Administration Shallako Goodrick stated that each year the District reviews its fees and charges other than water rates to ensure that they accurately reflect the cost associated with providing services; to that end, revisions are proposed to the fees and charges to properly account for changes in the cost of materials, labor and contracted services. Additionally, every other year, staff performs in-depth time and motion studies related to the services being provided, which was done this year; the results of the time and motion studies have been incorporated into the proposed changes to the fees and charges.

Ms. Goodrick reviewed changes to the District’s fee schedule, noting proposed new fees include a Water Supply Study fee, a Mailed Discontinuation Notice fee and Bid Protest fees (one for contracts under \$60,000 and one for contracts over \$60,000). She also reviewed fees which are proposed to be renamed and one fee that is proposed to be eliminated. It was noted and discussed that all of the District’s Capacity Fees will be going up by 14.7 percent due to inflation on the value of net assets and the increase estimated costs of future capital projects.

The Board discussed the proposed fee adjustments and received clarifications as needed. It was noted that no comments were received from members of the public prior to the public hearing. It was further noted that over 100 developers and other parties as well as the Building Industry Association were notified about the Public Hearing and no comments were received.

23-10-111 *Upon motion by Director Sanchez, seconded by Director Miller and unanimously carried (5 ayes: Miller, Kuchinsky, Sanchez, MacKenzie, and Vásquez), at 9:31 a.m. the Board of Directors closed the public hearing.*

23-10-112 *Upon motion by Director Sanchez, seconded by Director Miller the Board of Directors adopted Resolution 2023-41 revising the District's Rules and Regulation to incorporate increases to the fees and charges other than water rates, by the following roll call vote:*

AYES: Kuchinsky, Sanchez, Miller, MacKenzie, and Vásquez

NOES: None

ABSTAIN: None

ABSENT: None

A copy of Resolution 2023-41 is on file in the official Resolution Book of the District.

8. GRANT FUNDING RESEARCH AND GRANT WRITING SERVICES

See staff report attached hereto.

Director of Engineering Randy Whitmann provided an overview of the District's need for grant funding research and grant writing services. He reviewed the Request for Proposal (RFP) process, noting that the RFP was sent to four firms and was posted on the California Special Districts Association (CSDA) RFP Clearinghouse webpage; the District received proposals from Hoch Consulting (Hoch) and California Consulting. Mr. Whitmann said that staff selected Hoch as the most qualified and responsive team and recommends entering into an as-needed agreement with them. He commented that the Hoch team has a great deal of experience in the San Diego area and will be led by Project Manager Cari Dale, retired City of Oceanside Water Utilities Director. The Board discussed this matter and received clarification as needed.

23-10-113 *Upon motion by Director MacKenzie, seconded by Director Kuchinsky and unanimously carried (5 ayes: Miller, Kuchinsky, Sanchez, MacKenzie, and Vásquez), the Board of Directors authorized the General Manager to enter into an agreement with Hoch Consulting to provide grant funding research and grant writing services for Fiscal Year 2024 in an amount not to exceed \$50,000.*

9. 2024 BOARD MEETING DATES

See staff report attached hereto.

President MacKenzie requested one change to the draft 2024 Board meetings schedule; shift the October 16, 2024 meeting to October 23, 2024 to avoid a conflict with the 2024 California Local Agencies Formation Commission Conference. Without objection, the Board took the following action:

23-10-114 *Upon motion by Director Sanchez, seconded by Director Kuchinsky and unanimously carried (5 ayes: Miller, Kuchinsky, Sanchez, MacKenzie, and Vásquez), the Board of Directors established the 2024 Board meeting dates to resolve conflicts as follows: moved the Wednesday, February 21, 2024 Board meeting to Tuesday, February 20, 2024; moved the October 16, 2024 to October 23, 2024; and, scheduled one Board meeting in December on December 11, 2024. All Board meetings to begin at 9:00 a.m.*

10. MEETINGS AND EVENTS

See staff report attached hereto.

President MacKenzie reported on her attendance at a meeting of the CSDA Membership Committee in which it was noted that with 69 new members this year, CSDA memberships now exceed 1,000. President MacKenzie reported that she also attended a meeting of the CSDA Professional Development Committee in which record-high registration numbers were noted for nearly all of the conferences in 2023.

Director Kuchinsky reported on his attendance at a Vista Chamber of Commerce Government Affairs meeting in which the Vista Holiday Parade, scheduled for December 2, 2023, was discussed. He commented on a report made by Supervisor Jim Desmond’s office regarding the San Diego County Sheriff’s Department’s Blue Envelope Program which is designed to promote inclusivity and serve as an enhanced communication awareness tool between law enforcement and community members with communication barriers. Director Kuchinsky recommended that District staff be educated on this program. He stated that the State of the Community luncheon is being planned for January 22, 2024, and invitations will be forthcoming.

11. MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY

See staff report attached hereto.

Director Miller stated that there has not been a meeting of the San Diego County Water Authority (Water Authority) Board of Directors since his last report. He reported that discussions regarding revisions to the Water Authority rate structure are still ongoing. Mr. Hodgkiss noted that there will be a Member Agencies Water Rate Work Group meeting in late October to review potential revisions to the Water Authority rate structure.

12. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

See staff report attached hereto.

Mr. Hodgkiss stated that there will be a presentation at the December 6, 2023 Board meeting regarding the Harmful Algal Blooms (HABs) Mitigation and Management Plan, Phase 2, including a pilot oxygenation project.

President MacKenzie left the meeting at this time.

13. COMMENTS BY DIRECTORS

Director Kuchinsky thanked Ms. Goodrick and her staff who attended the Fall Fun Festival at the Alta Vista Botanical Gardens. He commented that he forwarded information from the North County Climate Change Alliance which he received from representatives who were in attendance at the Fall Fun Festival to Mr. Hodgkiss.

Vice President Vásquez commented on a news article in which the Water Authority announced that the region’s water supply for 2024 is ample and noted that local storage is up compared to 2022.

14. COMMENTS BY GENERAL COUNSEL

Ms. Mitchell advised the Board that Assembly Bill 399, which expands voting requirements should an agency seek to detach from the Water Authority, was signed into law by Governor Newsom. This new legislation will not affect the Fallbrook Public Utilities District and the Rainbow Municipal Water District reorganizations.

15. COMMENTS BY GENERAL MANAGER

Mr. Hodgkiss asked Director of Water Resources Engineering Don Smith to update the Board regarding current and planned water releases from Lake Henshaw. Mr. Smith said that the District is currently releasing water to fulfill the Rincon Water Entitlement which will be complete on Thursday, October 19, 2023; releases will be paused at that time to draw down Lake Wohlford to make room for winter storm runoff. Releases from Lake Henshaw are scheduled to resume on October 30, 2023.

Mr. Hodgkiss wished Director Kuchinsky a happy birthday later in the month.

16. ADJOURNMENT

There being no further business to come before the Board, at 10:24 a.m., Vice President Vásquez adjourned the meeting.



Jo MacKenzie, President

ATTEST:



Lisa R. Soto, Secretary
Board of Directors
VISTA IRRIGATION DISTRICT



STAFF REPORT

Agenda Item: 6.A

Board Meeting Date: October 17, 2023
Prepared By: Frank Wolinski
Approved By: Brett Hodgkiss

SUBJECT: VEHICLES

RECOMMENDATION: Approve the purchase of four 2024 Ford F-250 trucks from Watsonville Fleet Group in the amount of \$267,102.74.

PRIOR BOARD ACTION: The four vehicles were included in the Fiscal Year 2024 Budget (budgeted amount – \$280,000).

FISCAL IMPACT: \$267,102.74.

SUMMARY: Staff proposes to replace one 2014 F-150, two 2015 F-250's and one 2016 F-250 with four 2024 F-250 trucks procured through the State purchasing program.

DETAILED REPORT: One of the 2015 F-250's and the 2016 F-250 are operated at Lake Henshaw and each has in excess of 95,000 miles. Both trucks have worn suspension/chassis components and a history of electrical issues from being operated in the harsh/dusty environment at Lake Henshaw. Both proposed F-250's would be equally equipped with four-wheel drive, service bodies and a 6-year/100,000-mile warranty. The price for each truck is \$66,984.32.

The 2014 F-150 and the other 2015 F-250 each have over 115,000 miles and both function as emergency response vehicles after normal business hours, on weekends and holidays. Staff recommends replacing the 2014 F-150 with an F-250 to increase needed payload for tools and equipment. Both proposed F-250's would be equally equipped with extra cabs, service bodies and a 6-year/100,000-mile warranty. The price for each truck is \$66,567.05.

The District sourced these vehicles through Statewide Commodity Contracts made available by the State to local government agencies. When desired vehicles are available, the District has historically used this program to purchase them at a lower cost than can be otherwise obtained through traditional procurement procedures. In this case, the total price of each 2024 F-250 truck provisioned through the State is approximately \$3,000 less than the manufacturer's suggested retail price available through local fleet retailers; a total savings of about \$12,000 for the four trucks. As Watsonville Fleet Group is the contracted Ford dealer for the Statewide Commodity Contract, staff recommends that the four F-250 trucks be purchased from them in accordance with the District's purchasing policy and procedures.



Cash Disbursement Report

Payment Dates 9/21/2023 - 10/4/2023

Payment Number	Payment Date	Vendor	Description	Amount
73158	09/27/2023	Refund Check 73158	Customer Refund	558.22
73159	09/27/2023	Refund Check 73159	Customer Refund	88.17
73160	09/27/2023	Amazon Capital Services	Shipping Supplies - HABs	138.85
73161	09/27/2023	AquaTechnex, LLC	Phycomycin Algaecide - HABs	89,992.80
73162	09/27/2023	AT&T	3680/CALNET 8/13/23 - 9/12/23 Phones	444.59
	09/27/2023		0230/CALNET 8/13/23-9/12/23 - Teleconference	15.32
73163	09/27/2023	Auto Specialist Warehouse	Brake Parts - Truck 46	290.26
73164	09/27/2023	AVTECH Software, Inc	RoomAlert Sensor - Smoke & Fire w/Escape Light	75.00
73165	09/27/2023	Boot World Inc	Footwear Program (2)	360.00
73166	09/27/2023	Bryan and the Bee's	Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
	09/27/2023		Live Bee Removal (1)	192.50
73167	09/27/2023	Cecilia's Safety Service Inc	Traffic Control - Eaton Way	1,187.50
	09/27/2023		Traffic Control - La Tortuga Dr	3,420.00
73168	09/27/2023	CleanCapital HC4 Borrower LLC	Solar Energy Use 08/2023	1,299.23
73169	09/27/2023	Akeso Occupational Health	New Hire & DOT Physicals	288.00
73170	09/27/2023	Complete Office of California, Inc	Office Supplies	157.25
73171	09/27/2023	Core & Main	Itron Mobile Radio 2 w/USB Cable (1)	2,267.85
73172	09/27/2023	Direct Energy	Electric 08/2023 - Henshaw Buildings & Grounds	4.90
	09/27/2023		Electric 08/2023 - Henshaw Wellfield	44.74
	09/27/2023		Electric 08/2023 - T & D	36.73
	09/27/2023		Electric 08/2023 - Reservoirs	267.50
	09/27/2023		Electric 08/2023 - Pine Valley Glen	3.75
	09/27/2023		Electric 08/2023 - S Santa Fe	7.76
	09/27/2023		Electric 08/2023 - VID Headquarter	6,063.71
73173	09/27/2023	DNA Fire Sprinkler Design	Refund - Hydraulic Analysis Cancellation	894.00
73174	09/27/2023	Dudek	E Reservoir Replacement & Pump Station 07/2023	5,360.00
73175	09/27/2023	Grainger	Quick Connect Filter - 100 Yr Celebration	114.67

Payment Number	Payment Date	Vendor	Description	Amount
73176	09/27/2023	Hawthorne Machinery Co	Hydraulic Oil	51.44
	09/27/2023		Grease	112.49
73177	09/27/2023	Hi-Line Inc	Hose Mender Assortment	160.85
73178	09/27/2023	InfoSend Inc	Data Processing/Mailing Services 08/2023	6,710.68
	09/27/2023		Reflection Newsletter Mailing	130.57
	09/27/2023		Backflow Notices	222.93
	09/27/2023		Monthly Support & Storage 08/2023	1,740.94
73179	09/27/2023	Inland Kenworth (US) Inc	Diesel Exhaust Fluid	88.12
73180	09/27/2023	J. Peter Moncrieff	Reimburse - Meter Leak Damage	280.00
73181	09/27/2023	Joe's Paving	Thermal Yield Lettering Replacement - Ponderosa Dr	2,350.00
	09/27/2023		Patch Paving	6,995.55
73182	09/27/2023	Lawnmowers Plus Inc	Filters (4)	69.99
73183	09/27/2023	Lightning Messenger Express	Messenger Services 09/01/23 & 09/15/23	176.00
73184	09/27/2023	McMaster-Carr Supply Company	Stainless Steel Hardware	512.62
	09/27/2023		Hardware	314.32
	09/27/2023		Phase Rotation Meter Case	113.61
73185	09/27/2023	Moodys	Dump Fees	1,800.00
73186	09/27/2023	MRC, Smart Technology Solutions	Managed Print Services	529.34
73187	09/27/2023	NAPA Auto Parts	Socket - Truck 79	18.93
73188	09/27/2023	North County Auto Parts	Shop Chemicals, Oil, Wipers	253.21
	09/27/2023		Rear Brake Parts, Oil Switch	273.10
	09/27/2023		Front & Rear Shocks - Trucks 73	287.14
	09/27/2023		Cleaners, Wax	81.90
73189	09/27/2023	Occupational Health Centers of California, A Medical Corp	Physical Exam (1)	113.00
73190	09/27/2023	One Source Distributors	GFG Air Monitor Pump	458.76
	09/27/2023		Air Monitor Parts	559.20
73191	09/27/2023	Pacific Pipeline Supply	Flange 6" SOW 6-hole (3)	156.37
	09/27/2023		Cutter 1" PWL-100 PVC Carb Shell (1)	167.80
73192	09/27/2023	RDO Equipment Co	Belt Housing/Guard for Flail Mower	571.68
	09/27/2023		Flail Mower Belt & Cutter Shaft	5,126.99
	09/27/2023		Freight	(847.59)
73193	09/27/2023	Right-of-Way Engineering Services, Inc	Control Survey/Research/Staking - Olive Ave	4,340.00
73194	09/27/2023	Rupes Corporation	Shaft for Valve Actuator	544.52
73195	09/27/2023	San Diego Gas & Electric	Electric 08/2023 - Cathodic Protection & T&D	360.18
	09/27/2023		Electric 08/2023 - Reservoirs	153.37
	09/27/2023		Electric 08/2023 - Pump Stations	14,780.62
	09/27/2023		Electric 08/2023 - Plants	144.62
73196	09/27/2023	SePro Corporation	HABs Lab Analysis	510.00
73197	09/27/2023	SmartSights, LLC	LX40 Cellular modem (1)	887.54
	09/27/2023		Grandstream VOIP voice modem (1)	554.71
73198	09/27/2023	Southern Counties Lubricants, LLC	Fuel 09/01/23 - 09/15/23	9,126.68
73199	09/27/2023	Sunbelt Rentals	Concrete	363.11

Payment Number	Payment Date	Vendor	Description	Amount
73200	09/27/2023	Ditch Witch West	Excavation Spray Tips - VE2	599.60
73201	09/27/2023	Bend Genetics, LLC	HABs Lab Analysis	4,487.00
73202	09/27/2023	Midas Service Experts	Tire (1) - Truck 3	215.48
73203	09/27/2023	Total Fence Solutions, Inc	Fence Repair - E2 Reservoir	5,950.00
73204	09/27/2023	TS Industrial Supply	Hose Reel Repair - Truck 11	31.06
	09/27/2023		Spray Wand	116.81
73205	09/27/2023	UniFirst Corporation	Uniform Service	256.36
73206	09/27/2023	Valley CM, Inc	E Reservoir Replacement & Pump Station 08/2023	45,525.26
73207	09/27/2023	Verizon Wireless	SCADA Remote Access	403.21
	09/27/2023		Air Cards	152.04
	09/27/2023		Cell Phones	2,267.20
73208	09/27/2023	Vulcan Materials Company and Affiliates	Cold Mix	3,057.41
73209	10/04/2023	Refund Check 73209	Customer Refund	130.82
73210 - 73211	10/04/2023	Refund Checks 73210 - 73211	Customer Refunds	4,360.19
73212	10/04/2023	Refund Check 73212	Customer Refund	2,220.24
73213	10/04/2023	Refund Check 73213	Customer Refund	2,385.36
73214	10/04/2023	ACWA/JPIA	Workers Compensation 07/2023 - 09/2023	27,091.49
73215	10/04/2023	AED Brands	AED Electro Pads	85.52
73216	10/04/2023	Amazon Capital Services	Zip ties	10.81
	10/04/2023		LED Lights	86.19
	10/04/2023		Tablet Accessories	98.44
	10/04/2023		Water Tank Cap - VE2	17.13
	10/04/2023		Car Phone Holder	17.31
73217	10/04/2023	Best Best & Krieger LLP	Legal Service 08/2023	100.00
73218	10/04/2023	Boot Barn Inc	Footwear Program (1)	166.38
	10/04/2023		Footwear Program (1)	147.21
73219	10/04/2023	Boot World Inc	Footwear Program (1)	180.00
73220	10/04/2023	Brooks Applied Labs LLC	HABs Lab Analysis	840.00
	10/04/2023		HABs Lab Analysis	840.00
	10/04/2023		HABs Lab Analysis	1,590.00
73221	10/04/2023	Bryan and the Bee's	Live Bee Removal (1)	192.50
73222	10/04/2023	California Department of Tax and Fee Administration	Sept '23 Use Tax Return	57.00
73223	10/04/2023	CDW Government Inc	Honeywell Handwell Protective Boot	366.26
	10/04/2023		Honeywell Handwell Protective Boot	(366.26)
	10/04/2023		Falcon Device Control Subscription	760.00
	10/04/2023		Crowdstrike Support	763.74
	10/04/2023		Falcon Intelligence Bundle Subscription	1,650.00
	10/04/2023		Falcon Endpoint Protection Pro Subscription	4,126.25
73224	10/04/2023	Cecilia's Safety Service Inc	Traffic Control - Olive Ave	4,132.50
	10/04/2023		Traffic Control - Olive Ave	5,747.50
	10/04/2023		Traffic Control - Camino Loma Verde	4,750.00
	10/04/2023		Traffic Control - Cassou Rd & Cassou Meadow	688.75

Payment Number	Payment Date	Vendor	Description	Amount
	10/04/2023		Traffic Control - W California	1,377.50
	10/04/2023		Traffic Control - Hutchinson St	1,377.50
	10/04/2023		Traffic Control - El Norte Pkwy & Woodland	1,235.00
	10/04/2023		Traffic Control - Oceanview Dr & Crest Dr	2,755.00
	10/04/2023		Traffic Control - Val View Dr	1,615.00
73225	10/04/2023	City Of Escondido	Escondido Water Treatment Plant 07/2023 - 08/2023	341,030.00
73226	10/04/2023	Complete Office of California, Inc	Office Supplies	11.19
73227	10/04/2023	Core & Main	Ball Mtr Valve .75" Lockwing FIPxSwivel Mtr Nut (12)	1,110.65
	10/04/2023		Coupling .75" Repair CxC Copper (3)	77.14
73228	10/04/2023	Diamond Environmental Services	Portable Restroom Service	89.00
	10/04/2023		Portable Restroom Service	135.08
	10/04/2023		Portable Restroom Service	81.63
73229	10/04/2023	Direct Energy	Electric 09/2023 - Henshaw Buildings & Grounds	533.90
	10/04/2023		Electric 09/2023 - Henshaw Wellfield	897.25
	10/04/2023		Electric 09/2023 - T & D / Cathodic Protection	88.01
	10/04/2023		Electric 09/2023 - Reservoirs	30.12
	10/04/2023		Electric 09/2023 - Pump Stations	15,297.64
	10/04/2023		Electric 09/2023 - Treatment Plants	56.87
73230	10/04/2023	DIRECTV	DirectTV Service	111.99
73231	10/04/2023	EDCO Waste & Recycling Services Inc	Trash Service 09/2023	463.30
73232	10/04/2023	Ferguson Waterworks	Angle Ball Valve 2" FNPT X MNPT (CurbStop) (3)	1,164.00
	10/04/2023		Corp Stop 1" MIP X Flare (13)	788.76
	10/04/2023		Angle Ball Valve 2" FNPT X MNPT (CurbStop) (5)	1,940.00
	10/04/2023		Plug / 1.0" / Brass (5)	18.67
	10/04/2023		Ell 6"x16" POxFL Bury DI (2)	926.08
	10/04/2023		Clamp2x6 Repair Full Circle Copper SS Romac SCC (1)	97.53
	10/04/2023		Flange 4" SOW (2)	33.56
	10/04/2023		Fire Hydrant Spool 6x24 DI (2)	527.07
	10/04/2023		Nut Bolt Gasket Kit 3" (3" gasket) (5)	32.48
	10/04/2023		Flange 8" DI Blind (2)	309.60
	10/04/2023		Fire Hydrant Spool 6x18 DI (2)	445.02
	10/04/2023		Ell 6" DI FL 45 Degree (1)	180.78
	10/04/2023		Visqueen Black 20'x100'x.006 (1)	161.02
	10/04/2023		Ell 6" DI POxFL 45 Degree (1)	212.17
	10/04/2023		Ell 4" DI FL 90 Degree (1)	131.52
	10/04/2023		Nut Bolt Gasket Kit 4" (4" gasket) (5)	68.47
	10/04/2023		Flange 6" SOW 8-hole (2)	48.82
	10/04/2023		Pipe 8" PVC DR-14 C900 (60)	1,869.91
	10/04/2023		Gate Valve 8" POxFL R/W (2)	3,598.38
	10/04/2023		Gate Valve 6" POxFL R/W (1)	1,143.42
	10/04/2023		Fire Hydrant LB400 Check Valve (7)	14,435.14
	10/04/2023		Fire Hydrant 6x4x2.5x2.5 (1)	5,511.17

Payment Number	Payment Date	Vendor	Description	Amount
	10/04/2023		Fire Hydrant 6x4x2.5 (3)	12,366.48
	10/04/2023		Sigma 6" Pipe Restraint with T-Bolts (5)	197.56
	10/04/2023		Sigma 8" Pipe Restraint with T-Bolts (5)	330.16
	10/04/2023		Coupling / 0.5" / PVC / S x S / Sch 40 (5)	1.73
	10/04/2023		Adapter / 2" / PVC / Sch 40 / Female (1)	2.06
	10/04/2023		Bushing / 1.25" x 1" / PVC / S x S / Sch 40 (3)	4.03
	10/04/2023		1" Meter Gaskets / 1/8" Thick (500)	243.56
	10/04/2023		Coupling / 1.5" / PVC / Sch 40 (10)	12.34
	10/04/2023		Bushing / 1" x 0.75" / Brass (10)	36.91
	10/04/2023		Adapter / 0.5" / PVC / Sch 40 / Male (1)	0.48
	10/04/2023		1" Meter Gaskets / 1/16" Thick (200)	86.60
	10/04/2023		3" Diaphragm & Disc (2)	528.27
73233	10/04/2023	Fidelity Security Life Insurance Co (EyeMed)	Vision Insurance 10/2023 - Cobra	(14.24)
	10/04/2023		Vision Insurance 10/2023 - Cobra	14.24
	10/04/2023		Vision Insurance 10/2023 - Cobra	8.78
	10/04/2023		Vision Insurance 10/2023 - Cobra	8.78
	10/04/2023		Vision Insurance 10/2023 - Cobra	14.24
	10/04/2023		Vision Insurance 10/2023 - Cobra	22.54
	10/04/2023		Vision Insurance 10/2023 - Cobra	14.24
	10/04/2023		Vision Insurance 10/2023 - Employees	1,590.94
	10/04/2023		Vision Insurance 10/2023 - P Sanchez	14.24
	10/04/2023		Vision Insurance 10/2023 - M Miller	14.24
	10/04/2023		Vision Insurance 10/2023 - P Kuchinsky	14.24
	10/04/2023		Vision Insurance 10/2023 - R Vasquez	14.24
	10/04/2023		Vision Insurance 10/2023- J MacKenzie	14.24
73234	10/04/2023	Flyers Energy, LLC	Fuel	89.26
73235	10/04/2023	NEOGOV	Subscription to Governmentjobs.com	1,091.00
73236	10/04/2023	Habitat Restoration Sciences, Inc	Weed Abatement - Flume	19,560.00
73237	10/04/2023	Hawthorne Machinery Co	Manual - B10	(38.79)
	10/04/2023		Hydraulic Hoses - B18	141.22
73238	10/04/2023	Iconix Waterworks (US) Inc.	Meter 5/8" x 3/4" Electronic Read (60)	8,307.76
73239	10/04/2023	InfoSend Inc	Reflection Newsletter Mailing Insertion Fee	128.82
73240	10/04/2023	Jackson & Blanc	Replaced Sightglass/Sealed Fittings	3,922.89
	10/04/2023		Replaced AC Condensate Pump	1,014.71
73241	10/04/2023	Joe's Paving	Patch Paving	6,626.00
73242	10/04/2023	New Horizons Learning Group	Excel 2016 Course (1)	295.00
	10/04/2023		Excel 2016 Course (1)	295.00
73243	10/04/2023	Lightning Messenger Express	Messenger Service 09/29/23	88.00
73244	10/04/2023	Makelele Systems Landscape & Maintenance, Inc	Landscape Service 09/2023	1,650.00
73245	10/04/2023	Moodys	Dump Fees (3)	900.00
73246	10/04/2023	NAPA Auto Parts	Battery Core - C5	(19.49)
	10/04/2023		Filters - B10	37.48

Payment Number	Payment Date	Vendor	Description	Amount
	10/04/2023		Filters, Reflectors	38.18
73247	10/04/2023	North County Industrial Park	Association Dues 10/2023	936.59
73248	10/04/2023	North County Pool Center Inc	Chlorine - A Reservoir	82.27
73249	10/04/2023	O'Reilly Auto Parts	Battery - Truck 69	42.53
73250	10/04/2023	Pacific Pipeline Supply	Compression Angle Stops (5)	1,153.79
	10/04/2023		EII 12" DI PO 45 Degree (1)	510.94
73251	10/04/2023	Pacific Safety Center	Traffic Control/Flagger Safety Training (1)	195.00
73252	10/04/2023	Quality Chevrolet	Replaced Power Steering Rack & Pump - Trk 37	2,354.97
73253	10/04/2023	Ramco Petroleum	Fuel 08/2023	3,559.49
73254	10/04/2023	Ramona Disposal Service	Trash Service	309.50
73255	10/04/2023	Red Wing Shoe Store	Footwear Program - Brown Tuff Toe (10)	409.30
73256	10/04/2023	Rincon del Diablo MWD	MD Reservoir Water Service	110.60
73257	10/04/2023	RS Americas Inc	Phase Rotation Meter	454.81
73258	10/04/2023	San Diego Gas & Electric	Electric 09/2023 - Henshaw Buildings & Grounds	887.79
	10/04/2023		Electric 09/2023 - Henshaw Wellfield	14,161.30
	10/04/2023		Electric 09/2023 - Warner Ranch House	205.70
73259	10/04/2023	SePro Corporation	HABs Lab Analysis	1,020.00
73260	10/04/2023	Sloan Electric Company	Motor Saver Module	241.90
73261	10/04/2023	Southern Counties Lubricants, LLC	Fuel 09/15/23 - 09/30/23	9,560.12
73262	10/04/2023	Sunrise Materials Inc	Wattles (3)	224.08
	10/04/2023		Cement 10lb Quikrete (40)	2,031.60
	10/04/2023		Cement 50lb Quikrete (8)	670.32
	10/04/2023		Pallet Deposit (1)	40.05
	10/04/2023		Delivery Charge (1)	173.20
	10/04/2023		Wooden Lath (bundle of 50) (6)	599.17
	10/04/2023		8" x 2" x 16" Cap Blocks (240)	844.35
73263	10/04/2023	Tilley Crane Inspection Service Co., Inc	Annual Crane Inspection/Certification (6)	2,400.00
73264	10/04/2023	Bend Genetics, LLC	HABs Lab Analysis	2,271.00
73265	10/04/2023	Midas Service Experts	Tires (2) - Truck 73	430.97
73266	10/04/2023	TS Industrial Supply	Poly Sprayer 1 gallon (1)	74.48
	10/04/2023		Strap 1"x12' Ratchet (5)	94.29
	10/04/2023		Measuring Tape 25' Engineering (5)	104.46
	10/04/2023		Shovel Square Point (2)	71.45
	10/04/2023		Welding Cutting Tip 1-1-101 (1)	24.90
	10/04/2023		Wrench Set Allen 5 Piece (1)	16.89
	10/04/2023		Igloo Water Cooler 3-5 gal Rack (1)	56.79
	10/04/2023		Igloo Water Cooler 5 gal (1)	56.61
	10/04/2023		Igloo Water Cooler 3 gal (1)	53.79
	10/04/2023		Plier 8" Lineman's Cut (2)	71.45
	10/04/2023		Wrench Crescent 15" Adjustable (1)	87.68
	10/04/2023		Digging Bar Light Duty (1)	48.50
	10/04/2023		Sling Lifting 2"x6' Heavy Duty (1)	28.52

Payment Number	Payment Date	Vendor	Description	Amount
	10/04/2023		Gloves Thickster Nitrile XL 100 per box (10)	281.45
	10/04/2023		Shut-Off Tool #85 (1)	340.99
	10/04/2023		Blade 14" Diamond Concrete (4)	935.28
	10/04/2023		Sling Lifting 2"x8' Heavy Duty (1)	34.75
	10/04/2023		Shovel Spade (1)	171.31
	10/04/2023		Mirror 3.25" Diameter Telescopic (1)	25.71
	10/04/2023		White Paint Brush / 1" (50)	21.11
	10/04/2023		Plastic Utility Brush / 8" / Short Handle (5)	25.71
	10/04/2023		White Paint Brush / 2" (36)	27.28
	10/04/2023		3M Earplug / Uncorded / #1100 / 200 per box (1)	36.37
	10/04/2023		Blue Stake Chasers (bundles of 25) (8)	36.37
	10/04/2023		Max-1 Earplug / Uncorded / #Max-1/ 200 per box (1)	38.97
	10/04/2023		Construction Marking Paint White #255 (12)	55.84
	10/04/2023		Construction Marking Paint Blue #770 (12)	55.84
	10/04/2023		Maxi Flex Gloves / Large 9 / Maroon Cuff (12)	66.77
	10/04/2023		Nemesis Safety Glasses / Clr Lens - Blk Frm (12)	82.91
	10/04/2023		Striping Paint Black #770 (12)	99.37
	10/04/2023		Striping Paint Yellow #720 (12)	99.37
	10/04/2023		Striping Paint Blue #750 (12)	99.37
	10/04/2023		Leather Gloves / Extra Large / Blue Cuff (12)	99.89
	10/04/2023		Leather Gloves / Medium / Green Cuff (12)	99.89
	10/04/2023		Pipe Wrap Tape / Black / 2" x 100' / 10 Mil (24)	227.33
	10/04/2023		Maxi Flex Gloves / Medium 8 / Green Cuff (12)	66.77
	10/04/2023		Striping Paint White #710 (12)	99.37
73267	10/04/2023	UniFirst Corporation	Uniform Service	256.38
73268	10/04/2023	Verizon Wireless	SCADA Remote Access	403.21
Grand Total:				815,476.89



**FISCAL POLICY
COMMITTEE REPORT**

Board Meeting Date: October 17, 2023
Prepared By: Dirs. MacKenzie & Vásquez

SUBJECT: DISTRICT FEES AND CHARGES OTHER THAN WATER RATES

RECOMMENDATIONS:

1. Conduct a public hearing for the purpose of receiving comments on proposed increases to Vista Irrigation District fees and charges other than water rates.
2. Consider adopting Resolution No. 2023-XX revising the Rules and Regulations of Vista Irrigation District to incorporate increases to the fees and charges other than water rates.

PRIOR BOARD ACTION: At its October 19, 2022 meeting, the Board conducted a public hearing for the purpose of receiving comments on revisions to the District's Rules and Regulations relative to fees and charges other than water rates; no public comments, written or oral, were presented. After closing the public hearing, the Board adopted Resolution No. 22-37 revising Rules and Regulations of the District relative to fees and charges other than water rates.

FISCAL IMPACT: The revenue produced by these fees and charges is designed to recover the costs associated with the services provided by the District. Adoption of the new miscellaneous fees and charges will increase revenue to the District by approximately \$190,000 to equally offset the higher service costs, assuming the number and type of transactions remained similar to those in the past.

SUMMARY: Every year, the District performs a nexus study to ensure that its fees and charges accurately reflect the actual costs of providing services and only those costs. As a result, the District's fees and charges need revision to properly account for changes in the cost of labor, parts/materials, and outside services for the coming year. The fee summary schedule attached is a comprehensive list of fees and charges other than water rates; a majority of the fees and charges for construction and engineering services are associated with new developments or changes to existing developments. The proposed modifications to the fee summary result from changes in labor costs, parts/material costs, and costs of outside services.

DETAILED REPORT: Staff has performed detailed costs studies on all fees and charges. The proposed changes are necessary due to inflationary factors and the updated results of the very detailed analysis of the cost make-up of each fee. The proposed fees are calculated using current costs for labor, parts/materials and outside services; a majority of the changes in this fee study are related to increases in labor costs and/or parts/materials costs. Staff will present the changes of individual fees at the Board meeting. The proposed fees reflect the estimated cost of providing services in calendar year 2024.

Staff proposes to add four new fees, rename three fees and delete one fee as follows.

New Fees

1. The Water Supply Study Fee has been added to provide a more robust level of reporting for new development projects. While the Hydraulic Analysis fee provides a brief summary page and a schematic layout, which is adequate for some projects, the Water Supply Study expands this to include a several page report with figures summarizing the project details, the District's planning and design criteria, estimated demands, analysis results, and facility requirements.

2. The Bid Protest Fee – Contract under \$60,000 has been added to the new Miscellaneous Fees category; the labor and legal review costs for any bid protest is covered by this fee.
3. The Bid Protest Fee – Contract over \$60,000 has also been added to the new Miscellaneous Fees category; the labor and legal review costs to take a bid protest to the Board for their review is covered by this fee.
4. The Mailed Discontinuation Notice Fee has been added to provide for the delivery of discontinuation notices via mail rather than by hand delivery to the property. This new fee covers the cost of processing and mailing (two-day delivery) the notice to the property address; the fee amount is less than the Delinquent Door Hanger Fee (hand delivery) and complies with the requirements of Senate Bill 998.

Renamed Fees

1. The Hydraulic Analysis with Schematic Layout Fee has been renamed to Hydraulic Analysis Fee.
2. The Statement of Cost Fee has been renamed Construction Cost Estimate Summary Fee.
3. The Update Statement of Cost Fee has been renamed Update Construction Cost Estimate Fee.

Deleted Fees

The Specifications Book Cost fee has been removed since the information can be accessed on the District's website and printed.

The Notice of Public Hearing was (and will be) duly published in the San Diego Union-Tribune (Union-Tribune) a newspaper of general circulation in the District's service area on October 8, 2023 and October 14, 2023. The affidavit of publication will be included as part of the administrative record and made available to the public upon receipt from the Union-Tribune. In addition, in accordance with Government Code § 66016, the District has made available to the public at the District's headquarters, located at 1391 Engineer Street, Vista, CA 92081, detailed calculations that serve to demonstrate the need for the proposed fee increases and that the amount of the fees and charges proposed will not exceed the estimated amount required to provide the services for which the fees and service charges are levied. The information shall continue to be accessible and shall be made available at the public hearing to any interested party at the District's headquarters.

ATTACHMENTS:

- Notice of Public Hearing
- Explanation of Fee and Charge Components
- Proposed Fee Summary
- Strikeout version of amended sections of the Rules and Regulations
- Draft resolution amending Rules and Regulations

Board of Directors

Jo MacKenzie, *President*
Division 5

Marty Miller
Division 1

Richard L. Vásquez
Division 2

Peter Kuchinsky II
Division 3

Patrick H. Sanchez
Division 4



Administrative Staff

Brett L. Hodgkiss
General Manager

Lisa R. Soto
Board Secretary

Elizabeth A. Mitchell
General Counsel

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that Vista Irrigation District will hold a public hearing in its Board Room located at 1391 Engineer Street, Vista, California, on Tuesday, October 17, 2023, at 9:00 a.m., or as soon thereafter as the matter may be heard, to consider revising the Rules and Regulations of the District relating to increasing and decreasing fees and charges other than water rates and adopting such revisions effective January 1, 2024. All interested parties are invited to observe and participate in this public hearing to express opinions and/or present evidence relative to this matter and the fees being proposed.

In accordance with Government Code §66016, Vista Irrigation District has made available at the District's headquarters, located at 1391 Engineer Street, Vista, CA 92081, public data demonstrating the need for the proposed fee increases and that the amount of the fees and charges proposed will not exceed the estimated amount required to provide the services for which the fees and service charges are levied; such information shall continue to be available and shall also be made available at the public hearing to any interested party at the District's headquarters.

Members of the public may attend this hearing in person or may observe and participate in the hearing through Vista Irrigation District's teleconferencing line; the phone number and applicable pass code for such participation is as follows: Phone (877) 873-8018; Pass Code 474698#. Telephone participants who are interested in observing and/or participating in the public hearing regarding the fees and charges being considered are requested to place calls to the number listed above at or before 8:50 a.m. on October 17, 2023, so that District staff can organize the number and order of speakers and assure the ability of all who wish to participate.

Members of the public may also present testimony or evidence at the public hearing by way of email, traditional mail or expedited courier service. Email communications should be sent to BoardSecretary@vidwater.org. Mailed testimony or evidence should be addressed as follows: Lisa Soto, Board Secretary, Vista Irrigation District, 1391 Engineer Street, Vista, CA 92081. Only emailed and mailed submissions received at the email and physical addresses listed above on or before the 9:00 a.m. hearing time on October 17, 2023 will be considered.

Please take notice that if you or anyone on whose behalf you are acting wishes to challenge any of the matters considered at the public hearing, in court or through other legal means, you may be limited to raising only such subjects as were raised through the conduct of the hearing.

The proposed new fee schedule to be considered by the Vista Irrigation District Board of Directors in connection with the public hearing may be viewed on the District's website at <https://www.vidwater.org/public-notice>. Such materials, and other requests for information, may also be requested by contacting the Board Secretary's office at the address listed above, or by telephoning (760) 597-3128, between 8:00 a.m. and 5:00 p.m., Monday through Friday.

A handwritten signature in blue ink that reads "Lisa R. Soto".

Lisa R. Soto, Secretary
Board of Directors, Vista Irrigation District

The San Diego Union-Tribune

PROOF of PUBLICATION

STATE OF CALIFORNIA County of San Diego

The Undersigned, declares under penalty of perjury under the laws of the State of California: That he/she is the resident of the County of San Diego. That he/she is and at all times herein mentioned was a citizen of the United States, over the age of twenty-one years, and that he/she is not a party to, nor interested in the above-entitled matter; that he/she is Chief Clerk for the publisher of

The San Diego Union-Tribune

a newspaper of general circulation, printed and published daily in the City of San Diego, County of San Diego, and which newspaper is published for the dissemination of local news and intelligence of a general character, and which newspaper at all the times herein mentioned had and still has a bona fide subscription list of paying subscribers, and which newspaper has been established, printed and published at regular intervals in the said City of San Diego, County of San Diego, for a period exceeding one year next preceding the date of publication of the notice hereinafter referred to, and which newspaper is not devoted to nor published for the interests, entertainment or instruction of a particular class, profession, trade, calling, race, or denomination, or any number of same; that the notice of which the annexed is a printed copy, has been published in said newspaper in accordance with the instruction of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

October 8 & October 14, 2023

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated in the City of San Diego, California
on this 16th of October 2023



Cris Gaza
San Diego Union-Tribune
Legal Advertising

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/s/ Lisa R. Soto, Secretary
Board of Directors, Vista Irrigation District



Explanation of Fee and Charge Components

Vista Irrigation District (District) has over 100 different fees and charges that are collected for the provision of services. Every year, the District performs a nexus study and fee analysis to ensure that its fees and charges accurately reflect the actual costs of providing services and only those costs. As a result, the District's fees and charges need to be increased or decreased to properly account for changes in the cost of labor, materials, and outside services for the coming year. Below are brief description of the most common components used in the calculation of fees and charges and explanations as to why fees and charges are increasing by service category (e.g. Construction, Engineering, Customer Service, Miscellaneous and Water Conservation). The Proposed Fee Summary document shows each of the fees and charges, the amount of increase or decrease and a brief note of factors contributing to the increase or decrease in a fee or charge. The data and detailed fee calculations are available to the public for public review at the District office.

Fee Components

The calculation of individual fees and charges is based on identified cost centers, such as labor, parts and materials and contract services. Labor costs are fully burdened to include taxes, benefits, equipment and assets, support staff and supervision, computers and other related overhead costs. Actual costs are used for all parts, materials and outside services; these costs are based on contract pricing, inventory values, last order cost or a request for quote from a vendor. Fees and charges can increase or decrease depending on changes to these cost centers as well as labor hours associated with providing a service.

Parts and Materials - inventory part costs are taken directly from the District's inventory system at Fiscal Year-end and based on the average actual cost of an item. Non-inventory part costs are based on the last purchase of an item or a quote from a vendor. The District procures parts and materials via a competitive bidding process to ensure it gets the items at the lowest price.

Material Burden - this cost represents the burden on material costs for the labor to obtain, store and distribute the materials. The material burden rate is calculated every five years and is based on the labor costs to operate and stock the warehouse. The material burden percentage is currently 25%.

Service Burden - this cost represents the burden on outside service contracts costs for labor to negotiate, prepare, execute and administer an agreement through completion. The service burden is calculated every five years. The District procures outside services via a competitive bidding process to ensure it gets the items at the lowest price. The services burden is currently at 8%.

Outside Services – the District contracts with third-party parties to provide certain services, such as paving and traffic control. The cost associated with said services is included in various construction related fees and pricing set forth in the contract. Costs can change annually due to new contracts being negotiated or pricing being adjusted for inflation (as specified in the contract terms).

Labor Rate – the labor rate is equal to the average non-management employee’s salary plus burden, including taxes, benefits, equipment and assets, support staff and supervision, liability insurance, computers, supplies and other related overhead costs. The labor rate is calculated annually based on actual costs, capturing negotiated salary increases capped at 4% (generally based on the U.S. Department of Labor’s Consumer Price Index – All Urban Consumers – San Diego, California) as well as changes in benefit and other burden related costs. The fully burdened labor rate, which incorporated adjustments to salary, benefit and other burden related costs, increased by 2.84%.

Labor Time – the District completes a full time and motion study for all fee and charges every other year. In years that the time and motion study is not undertaken, the time component of labor costs remains constant, unless adjustments are necessary due to changes in process. When a time and motion study is performed, the time estimates to complete tasks associated with a fee or charge are reviewed and adjusted, if necessary, to ensure they reflect the average actual time to complete said task.

Fee Increase Summary

Construction Fees

Construction fees are comprised of labor, parts/materials and outside services costs. Labor cost increases are explained in the Fee Components section. Part costs have increased significantly due to supply chain challenges and market conditions. Examples of the most significant year-over-year are shown in the table below.

Key Inventory Items: Year-Over-Year Increase 20% or more						
Class Code	Description	Prior Year	Current Year	\$ Change	% Change	
Angle Ball	Angle Ball Mtr Valve 1" Flare Swl Mtr Nut Lockwing	\$ 115	\$ 148	\$ 33	29.1%	
Bolt Kit	Nut Bolt Gasket Kit 4" (4" gasket)	7	9	2	35.2%	
Bolt Kit	Nut Bolt Gasket Kit 6"-8" (6" gasket) 3/4 x 3 1/4	13	18	5	41.2%	
Concrete	Concrete 60lb bag	4	5	1	21.2%	
Corp Stop	Corp Stop 1" MIP X Flare	61	74	13	22.1%	
Fire Hydrant	Fire Hydrant 6x4x2.5	3,121	3,848	727	23.3%	
Gate Valve	Gate Valve 6" FL R/W	793	972	179	22.5%	
Gate Valve	Gate Valve 4" FL R/W	486	639	153	31.6%	
Gate Valve	Gate Valve 8" FL R/W	989	1,332	343	34.7%	
Misc	Wire 10 Gage Copper (500 foot spool)	173	214	41	23.5%	
Pipe	Pipe 4" PVC DR-14 C900 (20 foot unit)	143	187	44	30.9%	
Pipe	Pipe 6" PVC DR-14 C900 (20 foot unit)	230	318	88	38.4%	
Tee	Tee 2" Copper	23	36	13	54.8%	
Zinc Anode	Zinc Anode bag 30lb	147	235	88	59.7%	

Engineering Fees

Most Engineering Fees are comprised of labor cost, the exceptions being Annexation, Detachment and Capacity Fees. Labor cost increases are explained in the Fee Components section.

Customer Service Fees

Customer Service Fees are mainly comprised of labor costs, which are explained in the Fee Components section. The Return Check fee also includes bank fees, and the Damaged Curb Stop fees include parts.

Miscellaneous Fees

Miscellaneous Fees are mainly comprised of labor costs, which are explained in more detail in the Fee Components section of this summary. The Bid Protest Fees also include costs associated with legal counsel's time to review bid protest documents.

Water Conservation Fees

Water Conservation Fees are mainly comprised of labor costs, which are explained in the Fee Components section.

Vista Irrigation District

PROPOSED FEE SUMMARY

Effective: January 1, 2024

	Current Fee	Proposed Fee	\$ Change	% Change	Comments
Construction Fees:					
5/8" Meter Full Install	\$ 6,670	7,355	\$ 685	10.3%	Parts, paving, trucking and labor costs increased
5/8" Meter Hook On	683	691	8	1.2%	Labor costs increased
5/8" Service Outlet *	5,987	6,664	677	11.3%	Parts, paving, trucking and labor costs increased
3/4" Meter Full Install	6,693	7,368	675	10.1%	Parts, paving, trucking and labor costs increased
3/4" Meter Hook On	706	704	(2)	(0.3%)	Parts cost decreased and labor costs increased
3/4" Service Outlet *	5,987	6,664	677	11.3%	Parts, paving, trucking and labor costs increased
1" Meter Full Install	6,840	7,550	710	10.4%	Parts, paving, trucking and labor costs increased
1" Meter Hook On	853	886	33	3.9%	Parts and labor costs increased
1" Service Outlet *	5,987	6,664	677	11.3%	Parts, paving, trucking and labor costs increased
1 1/2" Meter Full Install	9,194	9,627	433	4.7%	Parts, paving and labor costs increased
1 1/2" Meter Hook On	1,966	1,684	(282)	(14.3%)	Parts cost decreased and labor costs increased
1 1/2" Service Outlet *	7,228	7,943	715	9.9%	Parts, paving, trucking and labor costs increased
2" Meter Full Install	9,084	9,873	789	8.7%	Parts, paving, trucking and labor costs increased
2" Meter Hook On	1,856	1,930	74	4.0%	Parts and labor costs increased
2" Service Outlet *	7,228	7,943	715	9.9%	Parts, paving, trucking and labor costs increased
Fire Hydrant Full Install *	21,182	23,519	2,337	11.0%	Parts, paving, trucking and labor costs increased
Fire Hydrant Upgrade *	8,303	9,419	1,116	13.4%	Parts and labor costs increased
4" Fire Service Connection *	13,686	14,654	968	7.1%	Parts, paving, trucking and labor costs increased
6" Fire Service Connection *	14,475	15,051	576	4.0%	Parts, paving, trucking and labor costs increased
8" Fire Service Connection *	15,863	17,443	1,580	10.0%	Parts, paving, trucking and labor costs increased
10" Fire Service Connection *	18,080	19,819	1,739	9.6%	Parts, paving, trucking and labor costs increased
Air Vent, Blow Off, and Gate Valve for Fire Service	4,651	5,562	911	19.6%	Parts and labor costs increased
Commercial Irrigation Service Conversion Fee	2,266	2,364	98	4.3%	Parts and labor costs increased
Backflow Device Set-up	282	290	8	2.8%	Labor costs increased
Reset Pressure Valve	223	230	7	3.1%	Labor costs increased
1" Construction Meter Deposit With Backflow Device	1,426	1,756	330	23.1%	Parts and labor costs increased
Refundable Amount	887	1,155	268	30.2%	Refund amount increases as part costs increase
1" Construction Meter Deposit With Spanner and Backflow Device	1,449	1,786	337	23.3%	Parts and labor costs increased
Refundable Amount	906	1,180	274	30.2%	Refund amount increases as part costs increase
3" Construction Meter Deposit With Backflow Device	4,803	5,607	804	16.7%	Parts and labor costs increased
Refundable Amount	3,359	4,014	655	19.5%	Refund amount increases as part costs increase
Unauthorized Taking of District Water	2,889	3,032	143	4.9%	Water rate and labor costs increased
Relocate Construction Meter	188	193	5	2.7%	Labor costs increased
Unauthorized Construction Meter and Backflow Device Move Penalty	374	384	10	2.7%	Labor costs increased
Subdivision Construction Meter Deposit	9,070	10,342	1,272	14.0%	Parts and labor costs increased
Refundable Amount	6,946	7,969	1,023	14.7%	Refund amount increases as part costs increase
Meter Service Lateral Termination	2,165	2,335	170	7.9%	Parts and labor costs increased
Temporary Offsite Service *	8,313	8,664	351	4.2%	Parts and paving costs increased and plumber costs decreased
Plus: Per Foot Frontage Charge	76	82	6	7.9%	Parts, paving and labor costs increased
Temporary Service Agreement Conversion *	9,270	9,648	378	4.1%	Parts and paving costs increased and plumber costs decreased
Plus: Per Foot Frontage Charge	76	82	6	7.9%	Parts, paving and labor costs increased
Temporary Service Agreement Conversion Excluding Tieback & Permit *	7,650	8,352	702	9.2%	Parts, paving and labor costs increased
Plus: Per Foot Frontage Charge	76	82	6	7.9%	Parts, paving and labor costs increased

Vista Irrigation District PROPOSED FEE SUMMARY Effective: January 1, 2024

	Current Fee	Proposed Fee	\$ Change	% Change		Comments
Cancellation of Meter Application	288	296	8	2.8%		Labor costs increased
Meter Downsize from ¾"	588	604	16	2.7%		Labor costs increased
Meter Downsize from 1"	588	604	16	2.7%		Labor costs increased
Meter Downsize from 1½"	1,037	1,061	24	2.3%		Parts and labor costs increased
Meter Downsize from 2"	1,318	1,344	26	2.0%		Parts costs decreased and labor cost increased

* The cost of permit associated with this fee will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.

Vista Irrigation District PROPOSED FEE SUMMARY Effective: January 1, 2024

	Current Fee	Proposed Fee	\$ Change	% Change	Comments	
Engineering Fees:						
Hydraulic Analysis (<i>Renamed</i>)	\$ 1,199	943	\$ (256)	(21.4%)	Decreased labor time	
Water Supply Study (<i>New</i>)	-	1,487				
Construction Cost Estimate Summary (<i>Renamed</i>)	530	545	15	2.8%	Labor costs increased	
Update Construction Cost Estimate Summary (<i>Renamed</i>)	236	243	7	3.0%	Labor costs increased	
Plan Check (per Sheet)	544	560	16	2.9%	Labor costs increased	
As-Built Deposit (per Sheet)	522	536	14	2.7%	Labor costs increased	
Refundable Amount (per Sheet)	522	536	14	2.7%	Labor costs increased	
Construction Agreement	1,970	1,975	5	0.3%	Labor costs increased	
Water Availability Letter	330	339	9	2.7%	Labor costs increased	
Water Availability Letter Update	154	158	4	2.6%	Labor costs increased	
Private Ownership Agreement	919	945	26	2.8%	Labor costs increased	
Grant of Right of Way (to Public)	819	842	23	2.8%	Labor costs increased	
Quitclaim/Cancellation of Recorded Documents	957	984	27	2.8%	Labor costs increased	
Encroachment Permit	849	872	23	2.7%	Labor costs increased	
Joint Use Agreement	909	939	30	3.3%	Labor and legal costs increased	
Exchange Meter Agreement	459	472	13	2.8%	Labor costs increased	
Fire Flow Analysis	259	230	(29)	(11.2%)	Labor time decreased	
Annexation Fee (per Acre)	7,557	7,559	2	0.0%	Inflation on value of net assets	
Annexation/Administration	2,552	2,624	72	2.8%	Labor costs increased	
Detachment Fee (per Acre)	-	-			No charge	
Detachment/Administration	2,552	2,624	72	2.8%	Labor costs increased	
¾" Capacity Fee	<i>Current # of meters:</i> 5,540	5,295	6,076	781	14.7%	Inflation on value of net assets and increase estimated costs of future capital
¾" Capacity Fee	<i>Current # of meters:</i> 17,032	7,943	9,114	1,171	14.7%	Inflation on value of net assets and increase estimated costs of future capital
1" Capacity Fee	<i>Current # of meters:</i> 2,900	13,238	15,190	1,952	14.7%	Inflation on value of net assets and increase estimated costs of future capital
1½" Capacity Fee	<i>Current # of meters:</i> 1,314	26,476	30,380	3,904	14.7%	Inflation on value of net assets and increase estimated costs of future capital
2" Capacity Fee	<i>Current # of meters:</i> 890	42,361	48,608	6,247	14.7%	Inflation on value of net assets and increase estimated costs of future capital
3" Capacity Fee	<i>Current # of meters:</i> 55	84,723	97,216	12,493	14.7%	Inflation on value of net assets and increase estimated costs of future capital
4" Capacity Fee	<i>Current # of meters:</i> 24	132,379	151,900	19,521	14.7%	Inflation on value of net assets and increase estimated costs of future capital
6" Capacity Fee	<i>Current # of meters:</i> 13	264,758	303,800	39,042	14.7%	Inflation on value of net assets and increase estimated costs of future capital
8" Capacity Fee	<i>Current # of meters:</i> 2	423,614	486,080	62,466	14.7%	Inflation on value of net assets and increase estimated costs of future capital
10" Capacity Fee	<i>Current # of meters:</i> 1	608,944	698,740	89,796	14.7%	Inflation on value of net assets and increase estimated costs of future capital
12" Capacity Fee	<i>Current # of meters:</i> 0	1,138,461	1,306,340	167,879	14.7%	Inflation on value of net assets and increase estimated costs of future capital
Meter Service Lateral Inspection	787	810	23	2.9%	Labor costs increased	
RPDA/Meter Inspection	646	665	19	2.9%	Labor costs increased	
RPDA/Meter and Lateral Inspection Without Shutdown	1,492	1,535	43	2.9%	Labor costs increased	
RPDA/Meter and Lateral Inspection With Shutdown	2,479	2,550	71	2.9%	Labor costs increased	
Fire Hydrant Inspection	1,058	1,088	30	2.8%	Labor costs increased	
Fire Hydrant and Lateral Inspection without Shutdown	1,904	1,958	54	2.8%	Labor costs increased	
Fire Hydrant and Lateral Inspection with Shutdown	2,327	2,393	66	2.8%	Labor costs increased	

Vista Irrigation District

PROPOSED FEE SUMMARY

Effective: January 1, 2024

	Current Fee	Proposed Fee	\$ Change	% Change	Comments
Customer Service Fees:					
Late Penalty	\$ 16	17	\$ 1	6.3%	Labor costs increased
Delinquent Door Hanger	75	77	2	2.7%	Labor costs increased
Mailed Discontinuation Notice (<i>New</i>)	-	45			
Delinquent Lock	169	175	6	3.6%	Labor costs increased
Delinquent Lock Hardship *	54	57	3	5.3%	Change in Consumer Price Index
After Hours Lock or Unlock	186	191	5	2.7%	Labor cost increased
After Hours Unlock Hardship *	162	171	9	5.6%	Change in Consumer Price Index
Broken Lock	186	191	5	2.7%	Labor costs increased
Pulled Meter	186	191	5	2.7%	Labor costs increased
Tax Roll	99	104	5	5.1%	Labor costs increased
Returned Check	40	41	1	2.5%	Labor costs increased
Voluntary Lock or Unlock	71	73	2	2.8%	Labor costs increased
Meter Bench Test	470	483	13	2.8%	Labor costs increased
3/8" Damaged Curb Stop	927	953	26	2.8%	Labor costs increased
3/4" Damaged Curb Stop	927	953	26	2.8%	Labor costs increased
1" Damaged Curb Stop	954	1,019	65	6.8%	Labor costs increased
Miscellaneous Fees:					
Bid Protest Fee- Contract Under \$60k (<i>New</i>)	-	350			
Bid Protest Fee- Contract Over \$60k (<i>New</i>)	-	603			
Water Conservation Fees:					
Second Water Citation within 12 Months	\$ 248	255	\$ 7	2.8%	Labor costs increased
Third Water Citation within 12 Months	495	498	3	0.6%	Labor costs increased
Four or More Water Citations within 12 Months	743	741	(2)	(0.3%)	Labor costs decreased
1" and Smaller Flow Restrictor Installation & Removal	328	337	9	2.7%	Labor costs increased
1 1/2" and 2" Flow Restrictor Installation & Removal	620	643	23	3.7%	Parts and labor costs increased

* Hardship: 200% below the Federal Poverty Line

4.4 RATES, SERVICE CHARGES AND FEES

Adoption Date:	10/19/2022
Action:	Approved by the VID Board of Directors, Min. Order. 22-10-108; Res. 22-37.

4.4.1 Purpose

The purpose of this policy is to establish water rates and service related charges for services provided by the District.

4.4.2 Water Rate Definitions

A. Billing Period

There are six Billing Periods per year, approximating two months each, which may vary by days from one period to another.

B. Service Charge

A flat charge to each account, based on meter size, which recovers the fixed costs of the District operations.

C. San Diego County Water Authority (CWA) Fee

A flat fee charged by the CWA to each account based on meter size, which recovers CWA's infrastructure access charge.

D. Willful Misrepresentation

Purposeful presentation of a material fact for the purpose of securing a rate, allotment or special benefit for an unqualified account.

4.4.3 Water Rates and Service Related Charges

A. Pass Through of Wholesale Water and Water-Related Service Fees and Charges

All San Diego County Water Authority (CWA) fees and charges for wholesale water and water-related services shall be passed through to Vista Irrigation District customers. The automatic pass through of costs is for a period of five years, terminating on December 31, 2026. These pass throughs shall be calculated by dividing the total billings from CWA for usage charges by the quantity of budgeted water sales.

B. Annual Water Rate Adjustment

Effective each July 1, the District’s water rates will be adjusted to reflect inflationary costs. Such increases shall be calculated as an increase equal to the amount of the increase in the U.S. Department of Labor’s Consumer Price Index – All Urban Consumers – San Diego, California for the previous calendar year ended. These adjustments shall be reflected on invoices sent on or after July 1 of each of the following years: 2023, 2024, 2025, and 2026.

C. Water Rate Structure

The District has established a water rate structure consisting of three tiers for all water usage except for participants in the Special Agricultural Water Rate (SAWR). Participants in SAWR will be billed at a flat rate. Monthly water allocations for the three tiered rates will be determined by meter size according to the following table.

<u>Meter Size</u>	<u>Monthly Allocation</u>		
	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
5/8"	0-4	5-42	43+
3/4"	0-6	7-60	61+
1"	0-15	16-150	151+
1 1/2"	0-30	31-300	301+
2"	0-48	49-480	481+
3"	0-96	97-960	961+
4"	0-150	151-1,500	1,501+
6"	0-300	301-3,000	3,001+
8"	0-480	481-4,800	4,801+
10"	0-690	691-6,900	6,901+

D. Water Usage Charge

Water use will be charged according to the following table, however the Tier 3 rate will only be imposed during times of water delivery cutbacks imposed by the San Diego County Water Authority. When no water delivery cutbacks are imposed by the Water Authority, Tier 3 usage will be billed at the Tier 2 rate.

<u>Tier</u>	<u>Rate Per Unit*</u>
Tier 1	\$ 4.99
Tier 2	5.46
Tier 3**	5.46

Agricultural Water Programs

<u>Program</u>	<u>Rate Per Unit*</u>
SAWR	\$ 4.31
Domestic usage	5.30

* 1 unit = 748 Gallons

** Tier 3 usage will be billed at the tier 2 rate when no delivery cutbacks are imposed.

E. Service Charge

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8"	\$36.66
3/4" or 3/4" x 1"	48.37
1"	71.47
1½"	129.73
2"	199.39
3"	385.21
4"	594.14
6"	1,407.07
8"	1,871.82
10"	2,800.92

F. San Diego County Water Authority (CWA) Fee

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8"	\$4.24
3/4" or 3/4" x 1"	4.24
1"	6.78
1½"	12.72
2"	22.05
3"	40.70
4"	69.54
6"	127.20
8"	220.48
10"	330.72

G. Locked Meters

The Service Charge and other fixed charges on locked meters shall be twenty-five percent (25%) of the regular charges for that account.

H. Construction Water

All construction water delivered via a construction meter shall be billed at the highest water rate tier and applicable Service Charge.

I. Fire Connection Services

Fire protection connection services, both metered and unmetered, shall be charged the Service Charge applicable to a 5/8" meter. All water used through the detector meter or a metered connection shall be billed at the Water Usage Charge for water.

J. Agricultural Water Programs

A discounted Water Usage Charge will be applied to each individual qualifying agricultural account in an amount equal to the agricultural water rate and/or other reduced charges from the San Diego County Water

Authority (CWA). The District will use a melded rate, based on the agricultural water rates and other reduced charges for treated and untreated water, as the discount. Adjustments to the agricultural program rates will be concurrent with any adjustments to CWA agricultural water rates and other charges for treated and untreated water. Resolution No. 21-43 are hereby made a part of these Rules and Regulations by reference.

4.4.4 Service Related Charges

A. Non-Scheduled or Special Meter Readings

When requested by a customer, the District will make a special reading of a meter. For water billings based upon special readings, the above Service Charge and other fixed charges, and the Billing Period will be divided by the number of days in that billing period. The Service Charge and other fixed charges to be billed will be based on the number of days that the customer has received service since the last regularly scheduled meter reading. The same method will be used in prorating the number of units in all rate tiers.

B. Meter Bench Test

When requested by a customer, the District will bench test or, in the case of large meters, trailer test meters at a cost of ~~\$483.00~~ \$470.00 per test.

C. Ownership of Fire Hydrants

The VID entered into agreements with the City of Vista and the Vista Fire Protection District concerning the installation and maintenance of fire hydrants. These agreements are incorporated into these Rules and Regulations by this reference. The main segments of the agreement require VID to supply water at no charge for fire suppression and training and to relocate, reconstruct or replace fire hydrants at its expense. VID is responsible for the cost of all fire hydrant repairs and maintenance, including those brought about by traffic accidents or vandalism. Minor maintenance is the responsibility of the Fire Agency, as is annual inspections. This agreement is renewed yearly and may be canceled with a 30-day written notification by any of the parties.

D. Service Installations During Construction (Construction Meters)

1. 1" Construction Meters with Backflow Device

1" Construction Meters with Backflow Device may be issued to the applicant for a maximum of 30 days. The 1" Construction Meter with Backflow Device without a spanner wrench shall require a ~~\$1,756.00~~ ~~\$1,426.00~~ deposit, of which ~~\$1,155.00~~ ~~\$887.00~~ is refundable upon return of the meter in good condition within 35 days. The 1" Construction Meter with Backflow Device and a spanner wrench shall require a ~~\$1,786.00~~ ~~\$1,449.00~~ deposit, of which ~~\$1,180.00~~ ~~\$906.00~~ is refundable upon return of the meter and spanner wrench in good

condition within 35 days. Water usage shall not be billed, but shall be deducted from the refundable deposit at the then current domestic water rate. The cost of necessary repairs to the meter will also be deducted from the deposit. The refund will be forfeited if the meter is not returned within 35 days.

2. 3” Construction Meters with Backflow Device (For a maximum of one year; new application required after one year)

A ~~\$5,607.00~~ ~~\$4,803.00~~ deposit shall be required on all construction meters with backflow device, ~~\$4,014.00~~ ~~\$3,359.00~~ of the deposit is refundable upon return of the meter and backflow device in good condition. All construction water shall be billed at the highest water rate tier and applicable Service Charge. Moving a construction meter and backflow device from one location to another shall cost ~~\$193.00~~ ~~\$188.00~~ per move. The charge for an unauthorized construction meter and backflow device move shall be ~~\$384.00~~ ~~\$374.00~~. The meter and backflow device may be recalled for repeated offenses. Resetting the pressure-sustaining valve shall cost ~~\$230.00~~ ~~\$223.00~~. Developers must use construction meters and backflow devices for landscaping, road grading or construction purposes. Prior to placing the new water system in service, construction water must be obtained from a construction meter served by the existing water distribution system. When the new water distribution system has progressed to the point that it may be placed into service, all service outlets shall be locked. The developer may then make application for subdivision construction water for on-site work.

3. Subdivision Construction Meters

An ~~\$10,342.00~~ ~~\$9,070.00~~ deposit shall be required on a Subdivision Construction Meter. ~~\$2,373.00~~ ~~\$2,124~~ of that deposit is retained for administration and testing for a net refundable deposit of ~~\$7,969.00~~ ~~\$6,946~~ if the meter is returned in good condition.

4.4.5 Administrative/Document Fees

The following fees shall be charged to customers and/or applicants where applicable:

Annexation/ Detachments (Administrative Fee)	\$2,624.00 \$2,552.00
Construction Contract Agreement (Preparation Fee)	\$1,975.00 \$1,970.00
Detachments (Administrative Fee)	\$2,552.00
Grant of Right of Way (Document)	\$842.00 819.00
Private Ownership Agreement (Document)	\$945.00 919.00
Quitclaim/Cancellation of Recorded Documents	\$984.00 957.00
Encroachment Permit	\$872.00 849.00
Joint Use Agreement	\$939.00 909.00
Exchange Meter Agreement	\$472.00 459.00
Water Availability Letter- Update	\$339.00 330.00
Water Availability Letter <u>Update</u>	\$158.00 154.00

4.4.6 Annexation/Detachment (Change of Boundaries) Per Acre Fees

A. Annexation Fees (See Sec. 3.1)

~~\$7,559.00~~ ~~\$7,557.00~~ per acre.

B. Detachment Fee (See Sec. 3.1)

\$0 per acre

4.4.7 Backflow Device Charges

New backflow device installations will be investigated and monitored with a set-up fee of ~~\$290.00~~ ~~\$282.00~~. The District will not be responsible for testing and repairs to such devices once they are entered on the monitoring system. (See "Cross Connection Control," Section 6.3.)

4.4.8 Collection of Connection Fees

For water meters purchased on or after January 1, 2018 that abut an existing water main or are determined to be a "Permanent Offsite Service" per Section 3.8.6 (Temporary and Permanent Offsite Water Services), the cost of connecting service is included as part of the "Capacity Fee" established in Section 4.4.16.

Connection fees shall be collected for the following cases:

A. Temporary Offsite Service (see Section 3.8.6)

In addition to the charges otherwise provided by these regulations, the cost for providing a Temporary Offsite Service will be ~~\$8,664.00~~ ~~\$8,313.00~~, plus an additional charge of ~~\$82.00~~ ~~\$76.00~~ per foot of frontage.

The cost of permit associated with a Temporary Offsite Service is dependent upon its jurisdiction and will be determined at the time of its application.

B. Permanent Water Service resulting from a Temporary Service Agreement (TSA)

Conversion from a temporary offsite service to a permanent onsite service to satisfy the terms and conditions of a TSA shall be ~~\$9,648.00~~ ~~\$9,270.00~~ plus an additional charge of ~~\$82.00~~ ~~\$76.00~~ per foot of ~~the pro-rata share of pipeline costs.~~ ~~frontage.~~

Conversion from a temporary offsite service to a permanent onsite service excluding private plumbing tieback to satisfy the terms and conditions of a TSA shall be ~~\$8,352.00~~ ~~\$7,650.00~~ plus an additional charge of ~~\$82.00~~ ~~\$76.00~~ per foot of ~~the pro-rata share of pipeline costs.~~ ~~frontage.~~

The cost of permit associated with a Permanent Water Service resulting from a ~~Temporary Service Agreement (TSA)~~ is dependent upon its jurisdiction and will be determined at the time of its application.

- C. Connection to “Pipeline Extensions Constructed by Developers” (See Section 3.8.7 C).

Connection fee shall be established in a payback agreement between the District and Developer.

4.4.9 Engineering Service Fees

- A. Hydraulic ~~Analysis~~Analyses with Schematic Layout

The District’s hydraulic model is used to perform analyses and provide planning and design information for projects and ranges in the level of effort as follows:

Fire Flow Analysis – provides the available fire flow at a specific location in the system. A fire flow analysis does not review or determine system improvements that may be necessary to meet the specified fire flow requirement. The fee is \$230.00 ~~\$259.00~~.

Hydraulic Analysis – provides a review of a project for impacts on the existing system and identifies offsite improvements that may be necessary to maintain service levels in the system. Includes a ~~Upon request by landowner or his agent, the District shall perform a hydraulic analysis to determine required facilities, including pipeline sizes, and shall provide applicant with a summary page of the results and a schematic layout of the project and facilities. The fee is required facilities to serve the proposed project. The cost for providing hydraulic analysis with schematic layout is~~ ~~\$943.00~~ ~~\$1,199.00~~.

Water Supply Study – required for most new projects prior to plan checking improvement plans, a water supply study provides an analysis of the project and reports the requirements for conformance with the District’s planning and design criteria, including estimation of demands based on land-use, requirements for any proposed new facilities including pipeline sizes, and impacts to the existing system and need for offsite improvements. Includes a detailed summary report and figures to show schematic layout of required facilities to serve the proposed project. The fee is \$1,487.00 ~~\$1,48959.00~~ for projects with minor pipeline extensions. Costs for large and/or more complex projects shall be performed on a time and materials basis through a deposit as determined necessary by the District.

B. ~~Statement of Construction~~ -Cost Estimate Summary

~~After the hydraulic analysis with schematic layout has been done by the District, upon request by landowner or his agent, the District will provide~~ Provide a statement of cost which shall provide the applicant with a detailed cost of constructing waterline ~~said~~ facilities using District forces (when available). ~~The Construction Cost Estimate Summary~~ The cost for providing a statement of cost will is be \$545.00 \$530.00 and . ~~The statement of cost is effective for 30 days.~~ Updating a construction cost estimate summary statement of cost

C. ~~Updated Statement of Cost~~

~~After 30-days have elapsed, an updated statement of cost will be required.~~ The cost for an updated statement of cost is will be \$243.00 \$236.00.

D. ~~Fire Flow Analysis~~

~~The cost for providing fire flow analysis only will be \$259.00.~~

CE. Plan Check

The District will check all improvement and grading plans, and if acceptable, will approve said improvement and grading plans. The fee for plan checking will be \$560.00 \$544.00 per sheet excluding all sheets not pertaining to or impacting showing water lines or appurtenances ~~District facilities.~~ Plan checking for larger and/or more complex projects shall be performed on a time and materials basis through a deposit as determined necessary by the District.

DE. As-Built Drawings

The District requires all final As-Built drawings to be submitted at the end of the project. A deposit of \$536.00 \$522.00 per sheet is collected at the beginning of the project. After acceptance of As-Built drawings and the project by the District, the deposit will be refunded.

EG. Meter Service Lateral Inspection

The cost for inspecting a service lateral and meter assembly (2 inches and less) connected to a District pipeline ~~our main~~ by an outside contractor will be \$810.00 \$787.00. Reduced Pressure Detector Assembly (RPDA) inspection costs shall be used for larger service laterals and meters (3 inches and above).

FH. RPDA Inspection

The costs associated with inspection of a Reduced Pressure Detector Assembly (RPDA), or service laterals and meters 3 inches or larger, are as follows:

RPDA/ <u>meter</u> inspection	\$ <u>665.00</u> 646.00
RPDA/ <u>meter</u> and lateral inspection without shutdown	\$ <u>1,535.00</u> 1,492.00
RPDA/ <u>meter</u> and lateral inspection with shutdown	\$ <u>2,550.00</u> 2,479.00

GI. Water Supply Assessment Time and Materials Basis (Deposit)

Costs for items not covered in the fee schedule or under circumstances determined by the District where the level of effort The fee for preparation of a water supply study is too variable or likely greater than allowed for in the fees will be based on actual costs through collection of a deposit. Items include, but not limited to, complex hydraulic analyses and plan checks, water supply assessments, reimbursement agreements, construction of waterline facilities by District forces and miscellaneous inspection work. –and is dependent upon the number of hours spent by District staff preparing the study. The charge will be based on actual costs.

4.4.10 Fire Hydrant Installations

Full installations include up to 30 feet of pipe. ~~Any pipe required for the installation over and above the 30 feet allowed in the flat rate for full installation shall be at additional cost.~~ Installations over 30 feet in length shall be performed on a time and materials basis through a deposit. The cost of permit associated with fire hydrant installations will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.

Full Installation	\$ <u>23,519.00</u> 21,182.00
Upgrade	\$ <u>9,419.00</u> 8,303.00

The cost associated with inspection of a Fire Hydrant is as follows:

Fire Hydrant inspection	\$ <u>1,088.00</u> 1,058.00
Fire Hydrant and lateral inspection without shutdown	\$ <u>1,958.00</u> 1,904.00
Fire Hydrant and lateral inspection with shutdown	\$ <u>2,393.00</u> 2,327.00

4.4.11 Fire Service

4" Fire Service Connection	\$ <u>14,654.00</u> 13,686.00
6" Fire Service Connection	\$ <u>15,051.00</u> 14,475.00
8" Fire Service Connection	\$ <u>17,443.00</u> 15,863.00
10" Fire Service Connection	\$ <u>19,819.00</u> 18,080.00

Fire service connection installations include up to 30 feet of pipe. Installations over 30 feet in length shall be performed on a time and materials basis through a deposit. ~~Any pipe required for the installation over and above the 30 feet allowed shall be at an additional cost.~~ When an in-line gate valve, air vent and blow-off is required, a fee of \$5,562.00 ~~4,651.00~~ will be charged. The cost of permit associated with fire service connections will be determined at the time of application. The cost of permit is dependent upon its jurisdiction. It is the responsibility of the applicant to purchase and install the RPDA.

4.4.12 Water Meter Fees

A. Water Meter Fees

5/8" Hook-on Meter	\$ 691.00 683.00
Service Outlet	\$ 6,664.00 5,987.00
Full Installation	\$ 7,355.00 6,670.00

The smallest meter size allowable shall be a 3/4" meter. A 5/8" meter is only allowed for installation in condominiums, and mobile home subdivisions where each unit is metered separately or in similar low demand non-landscaping uses as approved by the District General Manager.

(Resolution No. 4191, Last Revision 2/16/83: Resolution 83-15)

3/4" Hook-on Meter	\$ 704.00 706.00
Service Outlet	\$ 6,664.00 5,987.00
Full Installation	\$ 7,368.00 6,693.00

1" Hook-on Meter	\$ 886.00 853.00
Service Outlet	\$ 6,664.00 5,987.00
Full Installation	\$ 7,550.00 6,840.00

1 1/2" Hook-on Meter	\$ 1,684.00 1,966.00
Service Outlet	\$ 7,943.00 7,228.00
Full Installation	\$ 9,627.00 9,194.00

2" Hook-on Meter	\$ 1,930.00 1,856.00
Service Outlet	\$ 7,943.00 7,228.00
Full Installation	\$ 9,873.00 9,084.00

3" or larger sized meters by time and materials estimate only.

The cost of permit associated with water meter installations will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.

B. Cost for Reduction of Meter Size

Reduction of a meter size shall be performed by the District upon written request by the owner. The owner shall be responsible for the cost of labor and parts associated with the reduction of a meter size. However, there shall be no charge to the owner for the cost of the new meter. Owner shall retain equity in the meter based on the smaller size.

The costs associated with reduction of a meter size are as follows:

Meter downsize from 3/4"	\$ 604.00 588.00
Meter downsize from 1"	\$ 604.00 588.00
Meter downsize from 1 1/2"	\$ 1,061.00 1,037.00
Meter downsize from 2"	\$ 1,344.00 1,318.00

The reduction of a meter size from 3” or larger sized meter is by time and materials estimate only.

C. Refunds for Discontinued Meters

There are no refunds for discontinued meters.

D. Collection of Capacity Fee on Behalf of the San Diego County Water Authority

This District will not accept any otherwise eligible application for meter service installation unless it is accompanied by payment of the applicable capacity fee imposed by the San Diego County Water Authority. These fees are in accordance with the schedule authorized by the San Diego County Water Authority, which may be changed by that agency from time to time. This District is acting only as a collection agent for these fees.

E. Cancellation of Meter Application or Service Change

The cost for canceling a meter application or service change after it has been submitted and processed will be- \$296.00 ~~\$288.00~~.

F. Service Lateral Termination

The cost for terminating a meter service lateral will be- \$2,335.00 ~~\$2,165.00~~.

G. Commercial Irrigation Service Conversion

The cost for converting an existing domestic commercial service lateral into a dedicated combination irrigation and domestic service will be- \$2,364.00 ~~\$2,266.00~~.

4.4.13 District Overhead

A 25% material burden factor will be applied to all bills rendered for parts or material furnished by the District. In addition, an 8% services burden will be applied to all bills rendered that require the District to administer a contract.

4.4.14 Fees Related to Payment of Bills

A. Delinquent Bills and Meters Locked for Non-Payment

All water bills are due and payable upon presentation. If unpaid pursuant to Sections 2.2.3 and 2.2.4, the bill becomes delinquent. If not paid by the penalty date, the service becomes subject to discontinuance and will be charged a fee of \$ 17.00 ~~16.00~~. Prior to discontinuing a service, a reminder is given to the customer by attaching a door hanger or mailing a discontinuation notice. The fee charged for a door hanger will be \$77.00 ~~75.00~~. The fee charged for a mailed discontinuation notice will be \$45.00.

Returned check charge will be \$~~41.00~~ 40.00.

Pursuant to Water Code 25806, unpaid water charges may be added to and become a part of the annual assessment levied upon the real property. The cost for reporting delinquent accounts that are added to the property tax roll will be \$~~104.00~~ 99.00.

Services that are locked for non-payment of water bills will be charged an additional \$~~175.00~~ 168.00; customers who qualify for the Delinquent Lock Hardship fee will be charged \$~~57.00~~ 54.00. To unlock a meter after hours, there will be a charge of \$~~191.00~~ 186.00; customers who qualify for the After-hours Unlock Hardship fee will be charged \$~~171.00~~ 162.00.

-Broken District locks shall be billed at the rate of \$~~191.00~~ 186.00 per lock. If a meter is pulled for delinquency, there will be a minimum charge of \$~~191.00~~ 186.00.

The fees charged for repairing damaged curb stops are as follows:

⁵ / ₈ " damaged curb stop:	\$ 953.00 927.00
³ / ₄ " damaged curb stop:	\$ 953.00 927.00
1" damaged curb stop:	\$ 1,019.00 954.00

The fee for repairing damaged curb stops larger than 1" is variable and is dependent upon the number of hours spent by District staff and parts used. The fee will be based on actual costs.

B. Meters Locked by Request of Owner

Upon written request by owner, the meter will be locked as a convenience to the customer by the District for a charge of \$~~73.00~~ 71.00 and subsequently unlocked for an additional \$~~73.00~~ 71.00. To lock or unlock a meter after hours, there will be a charge of \$~~191.00~~ 186.00.

Locked meters will be charged a bi-monthly Readiness-to-Serve charge based on twenty-five percent (25%) of the Readiness-to-Serve charge for that account.

Locking of meters at the request of the owner does not relieve the owner of the responsibility for payment for any water used through the meter or for any damage resulting therefrom. All water registered through the meter after the District has locked the meter shall be paid for by the customer.

~~4.4.15 Specification Books~~

~~Purchase of District Standard Specifications for the Construction of Pipelines shall be \$76.00. The purchase covers the updating of the specifications for one year from the date of purchase.~~

4.4.156 Capacity Fees

For all potable water meters installed and for all reclaimed water meters (excepting those areas subject to the contract with Buena Sanitation District dated May 19, 1981), the following charges shall be made:

<u>Meter Size</u>	<u>Capacity Fee</u>
5/8"	\$ <u>6,076.00</u> 5,295.00
3/4"	\$ <u>9,114.00</u> 7,943.00
1"	\$ <u>15,190.00</u> 13,238.00
1 1/2"	\$ <u>30,380.00</u> 26,476.00
2"	\$ <u>48,608.00</u> 42,361.00
3"	\$ <u>97,216.00</u> 84,723.00
4"	\$ <u>151,900.00</u> 132,379.00
6"	\$ <u>303,800.00</u> 264,758.00
8"	\$ <u>486,080.00</u> 423,614.00
10"	\$ <u>698,740.00</u> 608,944.00
12"	\$ <u>1,306,340.00</u> 1,138,461.00

These fees are not refundable. If the size of the meter is increased, the difference in capacity fees between the new and old meter at the current prices will be paid. There is no refund of the capacity fees if the meter is reduced in size.

The Board of Directors will waive all capacity fees when installing individual meters at multiple-family residences served by an existing single meter and will request that the San Diego County Water Authority will also waive their capacity fees for the customer.

4.4.167 Water Conservation Fees

Second water citation within 12 months	\$ <u>255.00</u> 248.00
Third water citation within 12 months	\$ <u>498.00</u> 495.00
In addition, a flow restrictor may be installed for up to five days.	
Four or more water citations within 12 months	\$ <u>741.00</u> 743.00
In addition, a flow restrictor may be installed or service may be discontinued.	
1" and smaller flow restrictor installation & removal	\$ <u>337.00</u> 328.00
1 1/2" and 2" flow restrictor installation & removal	\$ <u>643.00</u> 620.00

These fees will be added to the water account and will be subject to Section 2.2 - Billing Procedures.

4.4.178 Unauthorized Taking of District Water

If it is determined there has been an unauthorized use of District water through an illegal hook-up, the fee for this unauthorized taking of District water will be \$3,032.00 ~~2,889.00~~.

4.4.18 Miscellaneous Fees

A bid protest will be charged a fee for contracts under \$60,000 of \$350.00. For contracts over \$60,000 the fee will be \$603.00 to also cover the costs of taking the bid protest to the Board of Directors for consideration.

RESOLUTION NO. 2023-XX

RESOLUTION OF THE BOARD OF DIRECTORS
OF VISTA IRRIGATION DISTRICT
AMENDING CERTAIN PROVISIONS OF THE DISTRICT'S RULES AND REGULATIONS
RELATIVE TO FEES AND CHARGES OTHER THAN WATER RATES

WHEREAS, the District has performed detailed cost studies on all fees and charges; and

WHEREAS, these cost studies consist of over 475 pages of analyses and were available to the public for their review as far back as October 2, 2023; and

WHEREAS, the fees adopted in this Resolution will supersede any previous fees adopted as of the effective date of this Resolution as specified in the amendment to the District's Rules and Regulations herein; and

WHEREAS, it is necessary to make changes to said fees and charges due to inflationary factors and the detailed analyses of the cost make-up of each fee; and

WHEREAS, on October 17, 2023, the Board of Directors of the Vista Irrigation District conducted a duly noticed public hearing on proposed increases to certain fees and charges other than water rates, and considered the evidence and testimony presented at the public hearing; and

WHEREAS, after conducting the public hearing, the Board of Directors finds that the proposed fee increases were developed in accordance with California law, and based on the evidence provided to the Board of Directors at that hearing, including the foregoing fee studies (which are a part of the record of this proceeding), the Board determined that the adjustments to the fees contemplated in this Resolution do not result in amounts that exceed the estimated amount required to provide the service for which the fee or charge is levied; and

WHEREAS, based upon the analysis and information provided by District staff, the Board of Directors finds and determines that, with respect to each fee or charge proposed to be increased, the proposed fee or charge does not exceed the reasonable cost of providing the service for which the fee or charge is levied.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby find and declare as follows:

SECTION 1. **Recitals.** The foregoing recitals are true and correct and incorporated herein as findings.

SECTION 2. **Effective Date.** Upon approval by the Board of Directors, these fees and charges will be effective January 1, 2024.

SECTION 3. **Additional Findings.** The Board of Directors hereby makes the following additional findings:

1. The fees and charges adopted or amended by this Resolution are for the purpose of:
 - a. Meeting ongoing operating and maintenance expenses of the District, including employee wage rates and fringe benefits and the purchase of supplies, equipment, materials or services necessary for operation and maintenance activities of the District;
 - b. Meeting the financial requirements of the District; and
 - c. Maintaining the existing levels of services to the lands, residents and water users within the District’s existing service area.
2. These fees and charges cover the cost of the District providing the specified services set forth herein, and/or cover the costs of the impacts to the District from the specified activities described in the Resolution.

SECTION 4. **California Environmental Quality Act.** Based upon the foregoing findings, the adoption or amendment of the fees and charges in this Resolution are exempt from the California Environmental Quality Act (“CEQA”), Public Resources Code Section 21000, et seq., pursuant to State CEQA Guidelines §15273. District staff is authorized to file a Notice of Exemption in accordance with CEQA with respect to the adoption of this Resolution.

SECTION 5 **Notice.** The Notice of Public Hearing was duly published on October 8, 2023 and October 14, 2023 in The San Diego Union-Tribune, a newspaper of general circulation in the District’s service area. In addition, in accordance with Government Code § 66016, Vista Irrigation District has made available public data demonstrating the need for proposed fees and charges to be adjusted, and such information shall continue to be made available to any interested party at the District’s headquarters, located at 1391 Engineer Street, Vista, CA 92081.

SECTION 6. **Amendment to Rules and Regulations.** Based on the foregoing conclusions and evidence, the Board of Directors of Vista Irrigation District does hereby amend certain provisions of the District’s Rules and Regulations as follows:

4.4 RATES, SERVICE CHARGES AND FEES

Adoption Date:	10/19/2022
Action:	Approved by the VID Board of Directors, Min. Order. 22-10-108; Res. 22-37.

4.4.1 Purpose

The purpose of this policy is to establish water rates and service related charges for services provided by the District.

4.4.2 Water Rate Definitions

A. Billing Period

There are six Billing Periods per year, approximating two months each, which may vary by days from one period to another.

B. Service Charge

A flat charge to each account, based on meter size, which recovers the fixed costs of the District operations.

C. San Diego County Water Authority (CWA) Fee

A flat fee charged by the CWA to each account based on meter size, which recovers CWA's infrastructure access charge.

D. Willful Misrepresentation

Purposeful presentation of a material fact for the purpose of securing a rate, allotment or special benefit for an unqualified account.

4.4.3 Water Rates and Service Related Charges

A. Pass Through of Wholesale Water and Water-Related Service Fees and Charges

All San Diego County Water Authority (CWA) fees and charges for wholesale water and water-related services shall be passed through to Vista Irrigation District customers. The automatic pass through of costs is for a period of five years, terminating on December 31, 2026. These pass throughs shall be calculated by dividing the total billings from CWA for usage charges by the quantity of budgeted water sales.

B. Annual Water Rate Adjustment

Effective each July 1, the District’s water rates will be adjusted to reflect inflationary costs. Such increases shall be calculated as an increase equal to the amount of the increase in the U.S. Department of Labor’s Consumer Price Index – All Urban Consumers – San Diego, California for the previous calendar year ended. These adjustments shall be reflected on invoices sent on or after July 1 of each of the following years: 2023, 2024, 2025, and 2026.

C. Water Rate Structure

The District has established a water rate structure consisting of three tiers for all water usage except for participants in the Special Agricultural Water Rate (SAWR). Participants in SAWR will be billed at a flat rate. Monthly water allocations for the three tiered rates will be determined by meter size according to the following table.

<u>Meter Size</u>	<u>Monthly Allocation</u>		
	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
5/8"	0-4	5-42	43+
3/4"	0-6	7-60	61+
1"	0-15	16-150	151+
1 1/2"	0-30	31-300	301+
2"	0-48	49-480	481+
3"	0-96	97-960	961+
4"	0-150	151-1,500	1,501+
6"	0-300	301-3,000	3,001+
8"	0-480	481-4,800	4,801+
10"	0-690	691-6,900	6,901+

D. Water Usage Charge

Water use will be charged according to the following table, however the Tier 3 rate will only be imposed during times of water delivery cutbacks imposed by the San Diego County Water Authority. When no water delivery cutbacks are imposed by the Water Authority, Tier 3 usage will be billed at the Tier 2 rate.

<u>Tier</u>	<u>Rate Per Unit*</u>
Tier 1	\$ 4.99
Tier 2	5.46
Tier 3**	5.46

Agricultural Water Programs

<u>Program</u>	<u>Rate Per Unit*</u>
SAWR	\$ 4.31
Domestic usage	5.30

* 1 unit = 748 Gallons

** Tier 3 usage will be billed at the tier 2 rate when no delivery cutbacks are imposed.

E. Service Charge

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8"	\$36.66
3/4" or 3/4" x 1"	48.37
1"	71.47
1 1/2"	129.73
2"	199.39
3"	385.21
4"	594.14
6"	1,407.07
8"	1,871.82
10"	2,800.92

F. San Diego County Water Authority (CWA) Fee

<u>Meter Size</u>	<u>Monthly Charge</u>
5/8"	\$4.24
3/4" or 3/4" x 1"	4.24
1"	6.78
1 1/2"	12.72
2"	22.05
3"	40.70
4"	69.54
6"	127.20
8"	220.48
10"	330.72

G. Locked Meters

The Service Charge and other fixed charges on locked meters shall be twenty-five percent (25%) of the regular charges for that account.

H. Construction Water

All construction water delivered via a construction meter shall be billed at the highest water rate tier and applicable Service Charge.

I. Fire Connection Services

Fire protection connection services, both metered and unmetered, shall be charged the Service Charge applicable to a 5/8" meter. All water used through the detector meter or a metered connection shall be billed at the Water Usage Charge for water.

J. Agricultural Water Programs

A discounted Water Usage Charge will be applied to each individual qualifying agricultural account in an amount equal to the agricultural water rate and/or other reduced charges from the San Diego County Water Authority (CWA). The District will use a melded rate, based on the agricultural water rates and other reduced charges for treated and untreated water, as the discount. Adjustments to the agricultural program rates will be concurrent with any adjustments to CWA agricultural water rates and other charges for treated and untreated water. Resolution No. 21-43 are hereby made a part of these Rules and Regulations by reference.

4.4.4 Service Related Charges

A. Non-Scheduled or Special Meter Readings

When requested by a customer, the District will make a special reading of a meter. For water billings based upon special readings, the above Service Charge and other fixed charges, and the Billing Period will be divided by the number of days in that billing period. The Service Charge and other fixed charges to be billed will be based on the number of days that the customer has received service since the last regularly scheduled meter reading. The same method will be used in prorating the number of units in all rate tiers.

B. Meter Bench Test

When requested by a customer, the District will bench test or, in the case of large meters, trailer test meters at a cost of \$483.00 per test.

C. Ownership of Fire Hydrants

The VID entered into agreements with the City of Vista and the Vista Fire Protection District concerning the installation and maintenance of fire hydrants. These agreements are incorporated into these Rules and Regulations by this reference. The main segments of the agreement require VID to supply water at no charge for fire suppression and training and to relocate, reconstruct or replace fire hydrants at its expense. VID is responsible for the cost of all fire hydrant repairs and maintenance, including those brought about by traffic accidents or vandalism. Minor maintenance is the responsibility of

the Fire Agency, as is annual inspections. This agreement is renewed yearly and may be canceled with a 30-day written notification by any of the parties.

D. Service Installations During Construction (Construction Meters)

1. 1" Construction Meters with Backflow Device

1" Construction Meters with Backflow Device may be issued to the applicant for a maximum of 30 days. The 1" Construction Meter with Backflow Device without a spanner wrench shall require a \$1,756.00 deposit, of which \$1,155.00 is refundable upon return of the meter in good condition within 35 days. The 1" Construction Meter with Backflow Device and a spanner wrench shall require a \$1,786.00 deposit, of which \$1,180.00 is refundable upon return of the meter and spanner wrench in good condition within 35 days. Water usage shall not be billed, but shall be deducted from the refundable deposit at the then current domestic water rate. The cost of necessary repairs to the meter will also be deducted from the deposit. The refund will be forfeited if the meter is not returned within 35 days.

2. 3" Construction Meters with Backflow Device (For a maximum of one year; new application required after one year)

A \$5,607.00 deposit shall be required on all construction meters with backflow device, \$4,014.00 of the deposit is refundable upon return of the meter and backflow device in good condition. All construction water shall be billed at the highest water rate tier and applicable Service Charge. Moving a construction meter and backflow device from one location to another shall cost \$193.00 per move. The charge for an unauthorized construction meter and backflow device move shall be \$384.00. The meter and backflow device may be recalled for repeated offenses. Resetting the pressure-sustaining valve shall cost \$230.00. Developers must use construction meters and backflow devices for landscaping, road grading or construction purposes. Prior to placing the new water system in service, construction water must be obtained from a construction meter served by the existing water distribution system. When the new water distribution system has progressed to the point that it may be placed into service, all service outlets shall be locked. The developer may then make application for subdivision construction water for on-site work.

3. Subdivision Construction Meters

A \$10,342.00 deposit shall be required on a Subdivision Construction Meter; \$2,373.00 of that deposit is retained for administration and testing for a net refundable deposit of \$7,969.00 if the meter is returned in good condition.

4.4.5 Administrative/Document Fees

The following fees shall be charged to customers and/or applicants where applicable:

Annexation/Detachment (Administrative Fee)	\$ 2,624.00
Construction Agreement (Preparation Fee)	\$ 1,975.00
Grant of Right of Way (Document)	\$ 842.00
Private Ownership Agreement (Document)	\$ 945.00
Quitclaim/Cancellation of Recorded Documents	\$ 984.00
Encroachment Permit	\$ 872.00
Joint Use Agreement	\$ 939.00
Exchange Meter Agreement	\$ 472.00
Water Availability Letter	\$ 339.00
Water Availability Letter Update	\$ 158.00

4.4.6 Annexation/Detachment (Change of Boundaries) Per Acre Fees

A. Annexation Fees (See Sec. 3.1)

\$7,559.00 per acre.

B. Detachment Fee (See Sec. 3.1)

\$0 per acre

4.4.7 Backflow Device Charges

New backflow device installations will be investigated and monitored with a set-up fee of \$290.00. The District will not be responsible for testing and repairs to such devices once they are entered on the monitoring system. (See "Cross Connection Control," Section 6.3.)

4.4.8 Collection of Connection Fees

For water meters purchased on or after January 1, 2018 that abut an existing water main or are determined to be a "Permanent Offsite Service" per Section 3.8.6 (Temporary and Permanent Offsite Water Services), the cost of connecting service is included as part of the "Capacity Fee" established in Section 4.4.16.

Connection fees shall be collected for the following cases:

A. Temporary Offsite Service (see Section 3.8.6)

In addition to the charges otherwise provided by these regulations, the cost for providing a Temporary Offsite Service will be \$8,664.00, plus an additional charge of \$82.00 per foot of frontage.

The cost of permit associated with a Temporary Offsite Service is dependent upon its jurisdiction and will be determined at the time of its application.

B. Permanent Water Service resulting from a Temporary Service Agreement (TSA)

Conversion from a temporary offsite service to a permanent onsite service to satisfy the terms and conditions of a TSA shall be \$9,648.00 plus an additional charge of \$82.00 per foot of the pro-rata share of pipeline costs.

Conversion from a temporary offsite service to a permanent onsite service excluding private plumbing tieback to satisfy the terms and conditions of a TSA shall be \$8,352.00 plus an additional charge of \$82.00 per foot of the pro-rata share of pipeline costs.

The cost of permit associated with a Permanent Water Service resulting from a TSA is dependent upon its jurisdiction and will be determined at the time of its application.

C. Connection to “Pipeline Extensions Constructed by Developers” (See Section 3.8.7 C).

Connection fee shall be established in a payback agreement between the District and Developer.

4.4.9 Engineering Service Fees

A. Hydraulic Analyses

The District’s hydraulic model is used to perform analyses and provide planning and design information for projects and ranges in the level of effort as follows:

Fire Flow Analysis – provides the available fire flow at a specific location in the system. A fire flow analysis does not review or determine system improvements that may be necessary to meet the specified fire flow requirement. The fee is \$230.00.

Hydraulic Analysis – provides a review of a project for impacts on the existing system and identifies offsite improvements that may be necessary to maintain service levels in the system. Includes a summary page of the results and a schematic layout of the project and facilities. The fee is \$943.00.

Water Supply Study – required for most new projects prior to plan checking improvement plans, a water supply study provides an analysis of the project and reports the requirements for conformance with the District’s planning and design criteria, including estimation of demands based on land-use, requirements for any proposed new facilities including pipeline sizes, and impacts to the existing system and need for offsite improvements. Includes a detailed summary report and figures to show schematic layout of required facilities to serve the proposed project. The fee is \$1,487.00 for projects with minor pipeline extensions. Costs for large and/or more complex projects shall be performed on a time and materials basis through a deposit as determined necessary by the District.

B. Construction Cost Estimate Summary

Provide a detailed cost of constructing waterline facilities using District forces (when available). The Construction Cost Estimate Summary is \$545.00 and is effective for 30 days. Updating a construction cost estimate summary after 30-days have elapsed is \$243.00.

C. Plan Check

The District will check all improvement and grading plans, and if acceptable, will approve said improvement and grading plans. The fee for plan checking will be \$560.00 per sheet excluding all sheets not pertaining to or impacting District facilities. Plan checking for larger and/or more complex projects shall be performed on a time and materials basis through a deposit as determined necessary by the District.

D. As-Built Drawings

The District requires all final As-Built drawings to be submitted at the end of the project. A deposit of \$536.00 per sheet is collected at the beginning of the project. After acceptance of As-Built drawings and the project by the District, the deposit will be refunded.

E. Meter Service Lateral Inspection

The cost for inspecting a service lateral and meter assembly (2 inches and less) connected to a District pipeline by an outside contractor will be \$810.00. Reduced Pressure Detector Assembly (RPDA) inspection costs shall be used for larger service laterals and meters (3 inches and above).

F. RPDA Inspection

The costs associated with inspection of a RPDA or service laterals and meters 3 inches or larger, are as follows:

RPDA/meter inspection	\$ 665.00
RPDA/meter and lateral inspection without shutdown	\$ 1,535.00
RPDA/meter and lateral inspection with shutdown	\$ 2,550.00

G. Time and Materials Basis (Deposit)

Costs for items not covered in the fee schedule or under circumstances determined by the District where the level of effort is too variable or likely greater than allowed for in the fees will be based on actual costs through collection of a deposit. Items include, but not limited to, complex hydraulic analyses and plan checks, water supply assessments, reimbursement agreements, construction of waterline facilities by District forces and miscellaneous inspection work.

4.4.10 Fire Hydrant Installations

Full installations include up to 30 feet of pipe. Installations over 30 feet in length shall be performed on a time and materials basis through a deposit. The cost of permit associated with fire hydrant installations will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.

Full Installation	\$ 23,519.00
Upgrade	\$ 9,419.00

The cost associated with inspection of a Fire Hydrant is as follows:

Fire Hydrant inspection	\$ 1,088.00
Fire Hydrant and lateral inspection without shutdown	\$ 1,958.00
Fire Hydrant and lateral inspection with shutdown	\$ 2,393.00

4.4.11 Fire Service

4" Fire Service Connection	\$ 14,654.00
6" Fire Service Connection	\$ 15,051.00
8" Fire Service Connection	\$ 17,443.00
10" Fire Service Connection	\$ 19,819.00

Fire service connection installations include up to 30 feet of pipe. Installations over 30 feet in length shall be performed on a time and materials basis through a deposit. When an in-line gate valve, air vent and blow-off is required, a fee of \$5,562.00 will be charged. The cost of permit associated with fire service connections will be determined at the time of application. The cost of permit is dependent upon its jurisdiction. It is the responsibility of the applicant to purchase and install the RPDA.

4.4.12 Water Meter Fees

A. Water Meter Fees

$5/8$ " Hook-on Meter	\$ 691.00
Service Outlet	\$ 6,664.00
Full Installation	\$ 7,355.00

The smallest meter size allowable shall be a $3/4$ " meter. A $5/8$ " meter is only allowed for installation in condominiums, and mobile home subdivisions where each unit is metered separately or in similar low demand non-landscaping uses as approved by the District General Manager.

(Resolution No. 4191, Last Revision 2/16/83: Resolution 83-15)

$3/4$ " Hook-on Meter	\$ 704.00
Service Outlet	\$ 6,664.00
Full Installation	\$ 7,368.00

1" Hook-on Meter	\$ 886.00
Service Outlet	\$ 6,664.00
Full Installation	\$ 7,550.00

$1\frac{1}{2}$ " Hook-on Meter	\$ 1,684.00
Service Outlet	\$ 7,943.00
Full Installation	\$ 9,627.00

2" Hook-on Meter	\$ 1,930.00
Service Outlet	\$ 7,943.00
Full Installation	\$ 9,873.00

3" or larger sized meters by time and materials only.

The cost of permit associated with water meter installations will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.

B. Cost for Reduction of Meter Size

Reduction of a meter size shall be performed by the District upon written request by the owner. The owner shall be responsible for the cost of labor and parts associated with the reduction of a meter size. However, there shall be no charge to the owner for the cost of the new meter. Owner shall retain equity in the meter based on the smaller size.

The costs associated with reduction of a meter size are as follows:

Meter downsize from $3/4$ "	\$ 604.00
Meter downsize from 1"	\$ 604.00
Meter downsize from $1\frac{1}{2}$ "	\$ 1,061.00
Meter downsize from 2"	\$ 1,344.00

The reduction of a meter size from 3” or larger sized meter is by time and materials only.

C. Refunds for Discontinued Meters

There are no refunds for discontinued meters.

D. Collection of Capacity Fee on Behalf of the San Diego County Water Authority

This District will not accept any otherwise eligible application for meter service installation unless it is accompanied by payment of the applicable capacity fee imposed by the San Diego County Water Authority. These fees are in accordance with the schedule authorized by the San Diego County Water Authority, which may be changed by that agency from time to time. This District is acting only as a collection agent for these fees.

E. Cancellation of Meter Application or Service Change

The cost for canceling a meter application or service change after it has been submitted and processed will be \$296.00.

F. Service Lateral Termination

The cost for terminating a meter service lateral will be \$2,335.00.

G. Commercial Irrigation Service Conversion

The cost for converting an existing domestic commercial service lateral into a dedicated combination irrigation and domestic service will be \$2,364.00.

4.4.13 District Overhead

A 25% material burden factor will be applied to all bills rendered for parts or material furnished by the District. In addition, an 8% services burden will be applied to all bills rendered that require the District to administer a contract.

4.4.14 Fees Related to Payment of Bills

A. Delinquent Bills and Meters Locked for Non-Payment

All water bills are due and payable upon presentation. If unpaid pursuant to Sections 2.2.3 and 2.2.4, the bill becomes delinquent. If not paid by the penalty date, the service becomes subject to discontinuance and will be charged a fee of \$17.00. Prior to discontinuing a service, a reminder is given to the customer by attaching a door hanger or mailing a discontinuation notice. The fee charged for a door hanger will be \$77.00. The fee charged for a mailed discontinuation notice will be \$45.00. Returned check charge will be \$41.00.

Pursuant to Water Code 25806, unpaid water charges may be added to and become a part of the annual assessment levied upon the real property. The cost for reporting delinquent accounts that are added to the property tax roll will be \$104.00.

Services that are locked for non-payment of water bills will be charged an additional \$175.00; customers who qualify for the Delinquent Lock Hardship fee will be charged \$57.00. To unlock a meter after hours, there will be a charge of \$191.00; customers who qualify for the After-hours Unlock Hardship fee will be charged \$171.00.

Broken District locks shall be billed at the rate of \$191.00 per lock. If a meter is pulled for delinquency, there will be a minimum charge of \$191.00.

The fees charged for repairing damaged curb stops are as follows:

5/8" damaged curb stop:	\$ 953.00
3/4" damaged curb stop:	\$ 953.00
1" damaged curb stop:	\$ 1,019.00

The fee for repairing damaged curb stops larger than 1" is variable and is dependent upon the number of hours spent by District staff and parts used. The fee will be based on actual costs.

B. Meters Locked by Request of Owner

Upon written request by owner, the meter will be locked as a convenience to the customer by the District for a charge of \$73.00 and subsequently unlocked for an additional \$73.00. To lock or unlock a meter after hours, there will be a charge of \$191.00.

Locked meters will be charged a bi-monthly Readiness-to-Serve charge based on twenty-five percent (25%) of the Readiness-to-Serve charge for that account.

Locking of meters at the request of the owner does not relieve the owner of the responsibility for payment for any water used through the meter or for any damage resulting therefrom. All water registered through the meter after the District has locked the meter shall be paid for by the customer.

4.4.15 Capacity Fees

For all potable water meters installed and for all reclaimed water meters (excepting those areas subject to the contract with Buena Sanitation District dated May 19, 1981), the following charges shall be made:

<u>Meter Size</u>	<u>Capacity Fee</u>
5/8"	\$ 6,076.00
3/4"	\$ 9,114.00
1"	\$ 15,190.00
1 1/2"	\$ 30,380.00
2"	\$ 48,608.00
3"	\$ 97,216.00
4"	\$ 151,900.00
6"	\$ 303,800.00
8"	\$ 486,080.00
10"	\$ 698,740.00
12"	\$ 1,306,340.00

These fees are not refundable. If the size of the meter is increased, the difference in capacity fees between the new and old meter at the current prices will be paid. There is no refund of the capacity fees if the meter is reduced in size.

The Board of Directors will waive all capacity fees when installing individual meters at multiple-family residences served by an existing single meter and will request that the San Diego County Water Authority will also waive their capacity fees for the customer.

4.4.16 Water Conservation Fees

Second water citation within 12 months	\$ 255.00
Third water citation within 12 months	\$ 498.00
In addition, a flow restrictor may be installed for up to five days.	
Four or more water citations within 12 months	\$ 741.00
In addition, a flow restrictor may be installed or service may be discontinued.	
1" and smaller flow restrictor installation & removal	\$ 337.00
1 1/2" and 2" flow restrictor installation & removal	\$ 643.00

These fees will be added to the water account and will be subject to Section 2.2 - Billing Procedures.

4.4.17 Unauthorized Taking of District Water

If it is determined there has been an unauthorized use of District water through an illegal hook-up, the fee for this unauthorized taking of District water will be \$3,032.00.

4.4.18 Miscellaneous Fees

A bid protest will be charged a fee for contracts under \$60,000 of \$350.00. For contracts over \$60,000 the fee will be \$603.00 to also cover the costs of taking the bid protest to the Board of Directors for consideration.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Vista Irrigation District this 17th day of October 2023.

AYES:
NOES:
ABSTAIN:
ABSENT:

Jo MacKenzie, President

ATTEST:

Lisa R. Soto, Secretary
Board of Directors



STAFF REPORT

Agenda Item: 8

Board Meeting Date: October 17, 2023
Prepared By: Randy Whitmann
Approved By: Brett Hodgkiss

SUBJECT: GRANT FUNDING RESEARCH AND GRANT WRITING SERVICES

RECOMMENDATION: Authorize the General Manager to enter into an agreement with Hoch Consulting to provide grant funding research and grant writing services for Fiscal Year 2024 in an amount not to exceed \$50,000.

PRIOR BOARD ACTION: Consultant-led grant research/writing services is included in the Fiscal Year 2024 Budget (budgeted amount – \$50,000).

FISCAL IMPACT: Not-to-exceed \$50,000.

SUMMARY: The District solicited proposals from consulting firms to provide services on an as-needed basis to identify, evaluate and potentially pursue grant funding opportunities for the District's wide range of upcoming capital improvement projects.

DETAILED REPORT: Staff issued a Request for Proposal (RFP) to four firms and posted the RFP on California Special Districts Association's website. Proposals were received from Hoch Consulting (Hoch) and California Consulting; Woodard & Curran and Rincon Consultants declined to submit. The District's selection committee ranked each firm based on the consultant's understanding of the project, relevant experience, project approach, scope of work and project team. The committee selected Hoch as the most qualified and responsive team and recommends entering into an as-needed agreement with them for an initial one-year term with the option to renew for a maximum of two additional one-year terms.

If awarded, Hoch's first task order will be to conduct grant funding research for the District's upcoming capital improvement projects for the local water system (Warner Basin wellfield, Lake Henshaw, etc.), the Vista Flume, and the distribution system (reservoirs, pipelines, etc.). For the strong funding opportunities identified, Hoch will develop a results matrix summarizing key dates/deadlines, funding type, project eligibility requirements, funding amounts available, cost share requirements, level of effort required to apply, and estimated reporting requirements if successful. Based on the results of this first task and the estimated likelihood of success, future tasks would include actual assistance with grant writing and on-going funding opportunity monitoring.

ATTACHMENT: Proposal from Hoch Consulting

Proposal

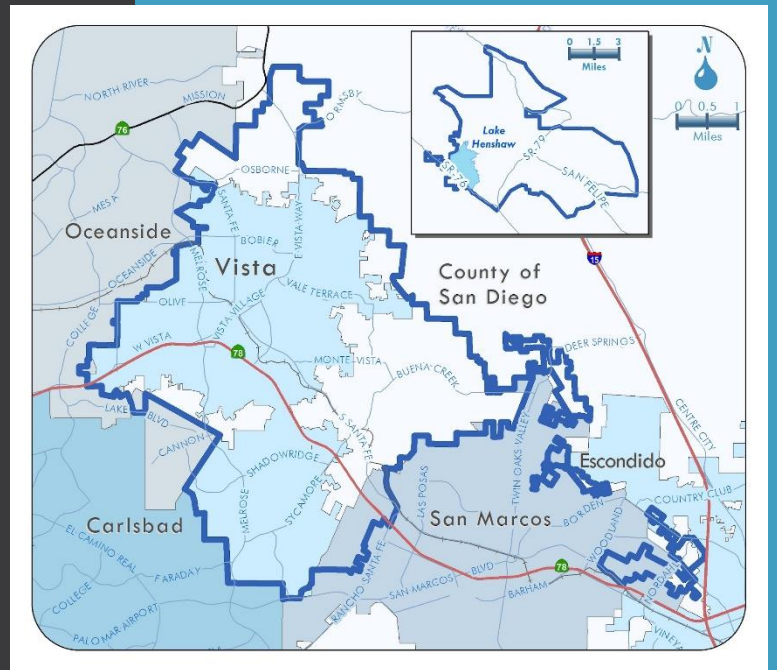
Grant Funding Research and Grant Writing Services



VISTA IRRIGATION DISTRICT
1391 ENGINEER STREET
VISTA, CA 92081

AUGUST 17, 2023

Hoch Consulting





Mr. Randy Whitman
Director of Engineering
Vista Irrigation District
1391 Engineer Street
Vista, CA 92081

August 17, 2023

Subject: Proposal for Grant Funding Research and Grant Writing Services

Dear Mr. Whitman,

Hoch Consulting is pleased to submit this proposal to the Vista Irrigation District, (District) to provide grants funding research and grant writing services. Hoch Consulting is a certified small business enterprise (SBE) with 100% of our employees based in San Diego and Orange Counties. **We specialize in providing high-value engineering, design, management, and funding support services to water agencies and municipalities throughout Southern California.**

Our funding support team is completely in-house and has proven expertise in writing, submitting, and administering grants, rebates, and low-interest loan programs from local, state, and federal agencies. We possess both the technical writing skills and engineering competency that is often required to develop successful grant application work products such as workplans, budgets, schedules, and compelling narrative proposals/applications. **We have a deep bench of staff that helps us effectively respond to the typically quick turn-a-round time between the funding opportunity announcement and grant application submission deadline.** Our team's breadth also allows us to effectively manage competing priorities.

Our team has written successful applications

for the United States Environmental Protection Agency (USEPA), United States Bureau of Reclamation (USBR), Governor's Office of Emergency Services (CalOES), California Department of Water Resources (DWR), Metropolitan Water District of Southern California (MWD), and California's Department of Resources Recycling, and others. These efforts have resulted in the procurement of outside funding for a wide range of projects such as reuse projects, groundwater recovery, renewable energy, automated metering upgrades, emergency communications infrastructure, critical facility emergency power generation, and stormwater reuse projects to stretch ratepayer dollars for water, wastewater, and recycled water programs. We have assisted our clients in securing funding for

\$70M
awarded in secured funding for our clients in grants and rebates

\$140M
awarded in low interest loans

90%+
Procurement Rate

SANDAG
WIFIA
CalRecycle

Hoch's 5-Year Track Record



innovative leak detection and water conservation programs, sewer infrastructure improvements, and recycled water distribution systems as well.

Our success in the funding support world is aided by the relationships we cultivate and maintain with key staff at funding agencies. We regularly communicate with our contacts before opportunities are released, during the application process, and after submitting the grant application. For grant applications that are not successful, we routinely engage with the funding agencies for a debrief to identify how to make an application stronger in the future, which has led to success in subsequent funding rounds. Strengthened by our relationships with funding agencies, our approach to identifying and recommending pursuit of grant opportunities has led to a greater than 90% procurement rate for grant applications written by our team.

Ms. Cari Dale, our proposed Project Manager for this effort, **possesses significant specialized experience understanding lobbying efforts and in navigating the Federal appropriations process, which is a nuanced effort associated with selection of a project for funding.** Ms. Dale has participated in over a dozen annual lobbying campaigns in Washington, D.C. as part of her duties with her former public agency employer and was a champion of a multi-agency recycled water project in North San Diego County which received significant federal funding. Ms. Dale has an established rapport with Bureau of Reclamation staff, which has helped to further positive exchanges and successful funding initiatives on behalf of the agencies she has represented as well as Hoch clients.

It is an exciting time in the funding world with the recent passage of the Bipartisan Infrastructure Bill and other key federal and state legislation. Hoch Consulting's funding support team has already been tracking the various programs that this money will be made available to, including USBR's Title XVI and WaterSmart Water and Energy Efficiency Grant (WEEG) programs, Water Infrastructure Finance and Innovation Act (WIFIA), and State Revolving Fund (SRF) programs. We are poised to help VID take advantage of the numerous funding opportunities that will help advance the region's goals and policies.

We appreciate the opportunity to demonstrate our qualifications and are excited by the prospect of working with Vista Irrigation District to earn a spot amongst the District's roster of trusted partners. If you have any questions about the information contained herein, please do not hesitate to contact us.

Sincerely,

Hoch Consulting

Adam Hoch, P.E., QSD
President/Principal Engineer
ahoch@hochconsulting.com

Company Address

804 Pier View Way, Suite 100
Oceanside, CA 92054
858-431-9767 (phone)
760-820-2676 (FAX)



Firm Information

Hoch Consulting is a full services civil engineering firm based in San Diego and focused on providing our clients with high-quality, cost-effective, and practical engineering, management, and funding solutions. Founded in 2012, our guiding principles are to provide technical expertise, creativity, accountability, integrity, and efficiency in everything we do.

The funding support team is a talented group of individuals with proven expertise in **identifying and researching funding opportunities, proposal writing, and post-award administration including reimbursement and submission support.**

We also provide turnkey project services including planning, regulatory compliance, asset management, condition assessment, design, engineering, construction management and inspection, and municipal support/staff augmentation services. We are accustomed to working with our clients in “as-needed” or “on-call” agreements.

Our senior team of **working managers** includes licensed engineers, former municipal executives, and project managers with over 150 years combined of experience as public agency employees, contractors, and consultants.

Our difference. Founded by former public utility managers, we have a deep understanding of our clients' needs and take an owner's perspective with every assignment. We have earned our reputation as a valuable teaming partner.

Since 2017, Hoch Consulting has helped our San Diego clients secure:
\$70 M in grants and rebates
\$140 M in low interest loans

Our approach. We always focus on our clients and their stakeholders. By listening to and understanding their needs, we develop creative solutions that earn us the role of **trusted partner and advisor.**

Quality. We strive to deliver projects that meet or exceed clients' goals. We have never missed a grant deadline and we are skilled at writing compelling and successful grant applications for our clients.

Experience. As a small firm we have proven ourselves by successfully completing high-profile, community-shaping projects and programs throughout San Diego County -



Identification of Consultant

Legal Name & Company Address:

Hoch Consulting, APC
804 Pier View Way, Suite 100
Oceanside, CA 92054

Legal Status: S-Corporation (California)

San Diego County Employees: 16

Certified: SBE | SLBE

Executive Team:

Adam Hoch, P.E., QSD, QISP
President | Principal Engineer
Phone: 858-431-9767
Email: ahoch@hochconsulting.com
Address: 804 Pier View Way, Suite 100
Oceanside, CA 92054



Understanding of the Project

The Vista Irrigation District (District) currently provides potable water for residential, commercial, industrial, agricultural and irrigation customers within the City of Vista as well as sections of San Marcos, Escondido, Oceanside, and unincorporated San Diego County. This September, the District will turn 100 years old, having been formed in 1923. This milestone is a historic celebration and yet a challenge for District staff that need to balance aging infrastructure needs with annual funding limits and ratepayer affordability in mind.

The District owns and operates various water conveyance infrastructure, pump stations, reservoirs, water meters and purchases most of its water supplies from the San Diego County Water Authority. The District is fortunate to be one of the few San Diego County water agencies that obtains some local water supplies, specifically from Lake Henshaw in the headwaters of the San Luis Rey River, and has done so since the early 1920's. Local water is conveyed through a series of canals, and pipelines as well as two dams and reservoir structures before it is ultimately treated at the Escondido-Vista Water Treatment Plant near Lake Dixon in Escondido. Treated water flows through the District's 11.25-mile flume for delivery in the District's service area. The flume's structure consists of open channels and pressurized pipeline segments, has reached the end of its useful life. The District has initiated planning efforts for its replacement.

In addition to ongoing efforts to plan for the replacement of the flume, which on its own may cost upwards of \$170 Million, the District's near-term capital improvement projects include several reservoir rehabilitation and replacement projects, pipeline replacement, water quality mitigation at Lake Henshaw and at Lake Wohlford, and well replacement. Like most potable retail agencies in San Diego County, agencies are reeling from a double-digit rate increase from the San Diego County Water Authority, recovering from pandemic related inflation, experiencing effects of the recent economic downturn, and are looking at supplemental funding sources such as grants and low-interest loans to stretch ratepayer dollars for rehabilitation and replacement needs of aging infrastructure. During a 2022 Board workshop, Board members also expressed an interest in participating in grant funding efforts.

The District has proactively released an RFP seeking an experienced grant researcher and writer that can support the District in identifying a variety of funding sources, can author compelling grant applications that have a high likelihood of success, be comfortable with presentations to the Board, and support District staff in the administration of grant requirements through project close-out. Capital projects, all of which are expensive and could benefit from alternative funding sources, consist of well replacement and/or rehabilitation, water quality improvements to mitigate algal blooms in open water bodies, pipeline (both open channel and closed) replacements, and reservoir rehabilitation/replacements.





Relevant Experience & Contacts

Hoch Consulting has provided grant support services like those requested in this RFP to various clients in Southern California for over a decade. Our team is composed of former public agency managers, executives, and support staff whose unique work histories help us to better understand our client needs, navigate government agencies, and maintain productive relationships with key funding program staff. We bring significant experience in identifying opportunities and matching projects to those opportunities, as well as preparing grant applications and funding agreements from a wide range of federal, state, and regional programs. In the last five years, with a 90+ percent procurement rate, Hoch assisted clients in identifying and securing over \$70 million in grants and \$140 million in low-interest loans.

Because our proposed team is comprised of a deep bench of skilled practitioners, and since we have deep knowledge of funding programs particularly fit for water districts, we are positioned to identify funding opportunities quickly for our clients, and when requested, prepare applications swiftly in response to funding agency timelines. In addition to our core staff, which have considerable experience in local government, our proposed **Project Manager** is Cari Dale, former City of Oceanside Water Utilities Director. Her executive level experience gives her a unique perspective on the challenges and opportunities in the development of funding applications. She has spent considerable effort identifying, applying for, and advocating for funding at all levels of government to secure grants, low interest loans, rebates and bonds for the large capital projects and operating programs that she oversaw.

Our proposed **Deputy Project Manager** is former San Diego County Water Authority staff, Kyrsten Burr, who will provide support in all areas of the project alongside Ms. Dale to ensure responsiveness and availability to meet competing deadlines. Ms. Burr has a successful track record in grant writing (resulting in over \$20 million in awards), implementing projects, and ensuring all grant guidelines are met. Ms. Burr's direct experience with grant projects funded through state, federal, and local granting agencies provides valuable insight into successful grant procurement. Hoch has never missed a grant deadline due to the use of these internal controls.

Our proposed team brings a breadth of knowledge regarding funding efforts for numerous water agency clients. We have written successful grant and loan applications for the United States Environmental Protection Agency (USEPA), United States Bureau of Reclamation (USBR), Governor's Office of Emergency Services (CalOES), California Department of Water Resources (DWR), Metropolitan Water District of Southern California (MWD), and California's Department of Resources Recycling, and others, many of which have projects like those projected for the district. These efforts have resulted in the procurement of outside funding for a wide range of projects such as reuse projects, groundwater recovery, renewable energy, automated metering upgrades, emergency communications infrastructure, critical facility emergency power generation, and stormwater reuse projects. We have assisted our clients in securing funding for innovative leak detection and water conservation programs, sewer infrastructure improvements, and recycled water distribution systems as well.



Relevant Experience & Contacts

Our success in the funding support world is aided by the relationships we cultivate and maintain with key staff at funding agencies. We regularly communicate with our contacts before opportunities are released, during the application process, and after submitting the grant application. For grant applications that are not successful, we routinely engage with the funding agencies for a debrief to identify how to make an application stronger in the future. This debrief has been a successful endeavor as it provides insights into what the awarding agencies key into for their scoring rubric and has also allowed the Hoch team to provide a stronger application in future funding rounds, resulting in a successful funding effort. Conducting a debrief with the awarding agency is a shrewd means to gain insight into how well each aspect of an application was written, how well each section scored, where it was strong and where it fell short and did not garner the maximum number of points. Because these debrief calls are typically conducted one-on-one with a grant administrator, they are also a means to attain comprehension regarding nuances in the application approach. A debrief also allows the team to understand why an award was not made. For example, Hoch had applied for federal funding for construction of a Fire Station for the City of Oceanside. The first application submittal included categorization of the project as a military resiliency project and not the prioritized military quality of life project (as defined by the granting agency) and was therefore not selected during the first submittal. Hoch debriefed and received feedback from grant administration staff and incorporated changes to the next application package where it was successfully awarded.

The following pages provide expanded project descriptions for the most relevant service contracts, client references as well as relevant applications completed in the last five (5) years. We are happy to provide additional information if desired by the District. Agency contacts are abbreviated in the table and complete information follows.

Hoch Experience in Researching, Identifying, Preparing, and Securing Grants				
Program/Date	Fee and Basis for Fee	Project/Project Description/Agency Contact	Role/Scope of Work	Outcome
Water Infrastructure Finance and Innovation Act (WIFIA) 2019	\$60,000 - LOI and Application T&M	Suite of sewer reroute and rehab projects will optimize and enhance the City's wastewater system by redirecting sewage flows from the aging La Salina Wastewater Treatment Plant to the existing San Luis Rey Water Reclamation Facility for treatment and injection into the Mission Groundwater Basin. <i>Contact: CoO/LL</i>	Letter of Interest Writing, Application Writing and Loan Administration. Application Services include compiling and writing (1) Applicant Information, (2) Detailed Project Information, (3) Operations and Maintenance Plan, (4) Financing Plan, and (5) certifications. Administration includes progress reporting, invoicing and final reporting.	Invited to submit application, \$47 million loan approved



Relevant Experience & Contacts

Hoch Experience in Researching, Identifying, Preparing, and Securing Grants				
Program/Date	Fee and Basis for Fee	Project/Project Description/Agency Contact	Role/Scope of Work	Outcome
Metropolitan Water District's Local Resources Program (Rebate) 2019	\$20,000 – grant application \$10,000 – grant reporting T&M	Pure Water Oceanside is an indirect potable reuse (IPR) project sponsored by the City of Oceanside that will recharge the Mission Basin Aquifer with full advanced treated (FAT) recycled water from the San Luis Rey Water Reclamation Facility (SLRWRF). The FAT recycled water will supplement natural recharge into the groundwater basin and be extracted from downgradient extraction wells to supplement the City's potable water supply. <i>Contact: CoO/LL</i>	Application Writing and Program Administration including technical and programmatic support for development of an application for rebates. Duties included detailing (1) Project Overview, (2) Project Facilities, (3) Project Costs, (4) Project Benefits, (5) Environmental Documentation and Permitting, (6) User Identification, and (7) and implementation schedule.	Approved for \$24 million
DWR IRWM Program Proposition 1 Round 1 2019	\$25,000 T&M	Pure Water Oceanside is a potable reuse project that will inject 3,360 acre-feet per year (AFY) of advanced treated recycled water into the Mission Basin of the Lower San Luis Rey Groundwater Basin through injection wells and conveyance from the advanced water treatment facility (AWTF), supplying approximately 13% of the City's water supply needs over the life of the project. <i>Contact: CoO/LL</i>	Provided support for development of an application for an integrated regional water management (IRWM) grant program through the California Department of Water Resources (DWR).	Awarded \$3,115,000
DWR IRWM Program Proposition 1 Round 1	\$48,000 T&M	Project 6 -North County Recycled Water Project will implement a series of recycled water conveyance and storage reservoir improvements to expand and maximize recycled water storage, distribution, and use across service areas of multiple water purveyors in northern San Diego County. <i>Contact: CoO/LL</i>	Application Writing and Grant Administration including tracking project progress, writing, and submitting progress reports and invoices to be reimbursed. Project involves multiple partners and 4 years to complete.	Awarded \$2,820,000
DWR IRWM Program Proposition 1 Round 1	\$25,000 T&M	Project 7 -San Elijo Stormwater Capture & Reuse Project involves construction of stormwater capture and reuse improvements in San Elijo JPA's service area, including 1) upgrades at the San Elijo Water Reclamation Facility (SEWRF); 2) desilting basin improvements to reduce sediment into the San Elijo Lagoon; and 3) education and outreach for storm water pollution prevention and health watersheds conducted at the SEWRF and San Elijo Lagoon. <i>Contact: SEJPA/CT</i>	Application Writing and Grant Administration including tracking project progress, writing, and submitting progress reports and invoices to be reimbursed.	Awarded \$1,195,000



Relevant Experience & Contacts

Hoch Experience in Researching, Identifying, Preparing, and Securing Grants				
Program/Date	Fee and Basis for Fee	Project/Project Description/Agency Contact	Role/Scope of Work	Outcome
DWR IRWM Program Proposition 84 Round 4	\$50,000 – 8 years of reporting T&M	Integrated Water Resource Solutions for the Carlsbad Watershed Project is implemented by San Elijo Joint Powers Authority (SEJPA) and utilizes recycled water and low-impact development strategies to offset potable water demands, reduce urban runoff, and implement water quality monitoring. <i>Contact: SEJPA/CT</i>	Application Writing and Grant Administration, including tracking project progress, writing, and submitting progress reports and invoices.	Awarded \$2.5 million
WaterSmart Water Energy Efficiency Grant (WEEG) Program	\$28,000 T&M	Advanced Metering Infrastructure Project sought grant funding to implement Phase IV and V of Olivenhain Municipal Water District’s Advanced Metering Infrastructure plan. <i>Contact: OMWD/JR</i>	Lead author for Grant, responsibilities included gathering and assembling required grant documentation, establishing contacts with granting agency staff, and submitting application.	Awarded \$300,000
WaterSmart WEEG Program 2019 - 2021	\$28,000 – grant app. \$12,000 – grant reporting T&M	Advanced Metering Infrastructure (AMI) Phase I, II & III is a City of Oceanside Program that aims to upgrade more than 44,000 water meters throughout the city. The new WaterSmart meters will allow customers to access daily water use data instead of the once-a-month manual meter reads. This allows customers to have accurate 24/7 access to view and monitor water use to quickly identify possible leaks and opportunities to reduce water usage. <i>Contact: CoO/LL</i>	Application and Grant Management services provide for three WEEG Program grant awards. Services include technical application writing, progress reporting and reimbursement submittals.	Awarded \$5,000,000
Water Infrastructure Finance and Innovation Act (WIFIA) 2019	\$60,000 -LOI and Application \$50,000 loan reporting for 5 years T&M	Pure Water Oceanside Project will purify recycled water to create a new, local source of high-quality treated water that is clean, safe, drought-proof and environmentally sound. Project includes constructing a new Advanced Water Purification Facility and expanding the existing recycled water distribution system. The project will recharge the Mission Basin with highly purified recycled water, relieve over-pumping conditions and reduce discharges to the Pacific Ocean. <i>Contact: CoO/LL</i>	Application Writing and Loan Administration. Application Services include compiling and writing (1) Applicant Information, (2) Detailed Project Information, (3) Operations and Maintenance Plan, (4) Financing Plan, and (5) certifications. Administration includes progress reporting, invoicing, and final reporting.	Awarded \$69 million



Relevant Experience & Contacts

Hoch Experience in Researching, Identifying, Preparing, and Securing Grants				
Program/Date	Fee and Basis for Fee	Project/Project Description/Agency Contact	Role/Scope of Work	Outcome
DWR IRWM Proposition 1 Round 1	\$15,000 T&M	Regional Water Use Efficiency provides landscape upgrade incentives and agricultural incentives. Landscape upgrade incentives involve turf rebates, landscape makeovers, and landscaper training, together referred to as the Landscape Efficiency Program (LEP). Agricultural incentives will be offered to growers that invest in improving irrigation system efficiency through the Agricultural Irrigation Efficiency Program (Ag IEP). <i>Contact: SDCWA/JG</i>	Grant Management such as grant reporting, invoicing, budget, and schedule tracking and pursue agreement amendments as necessary.	Managing \$1,440,000 grant project
California Governor's Office of Emergency Services (CAL OES) Community Power Resiliency Grant	\$30,000 Grant Application	The Power Resiliency Project provided funds for emergency power improvements (two emergency backup generators and one solar PV system and battery backup) to assure fire flows would be available during power outages. <i>Contact: RMWD/RG</i>	Lead author for Grant, responsibilities included gathering and assembling required grant documentation, establishing contacts with granting agency staff, and submitting application.	Awarded \$300,000
Department of Water Resources Urban Drought Relief Grant program	\$23,000 T&M	East County Advanced Water Purification Project will create a new, local, sustainable, and drought-proof drinking water supply by using state-of-the-art technology to purify East San Diego County's recycled water to produce up to 30 percent of East County's drinking water supply. <i>Contact: HWD/JB</i>	Lead author for Grant application. Partnered with staff to gather project information, budget, coordinated with grant administrators and submitted grant application.	Awarded \$10,300,000
USBR Title XVI	\$20,000 annually T&M	Pure Water Oceanside will purify recycled water to create a new, local source of high-quality treated water that is clean, safe, drought-proof and environmentally sound. Project includes constructing a new Advanced Water Purification Facility and expanding the existing recycled water distribution system. The project will recharge the Mission Basin with highly purified recycled water, relieve over-pumping conditions and reduce discharges to the Pacific Ocean. <i>Contact: CoO/LL</i>	Grant Administration throughout the grant term, which requires semi-annual reporting, grant reporting, grant execution and grant amendments.	Managing several grant awards of \$17,700,000



Relevant Experience & Contacts

Hoch Experience in Researching, Identifying, Preparing, and Securing Grants				
Program/Date	Fee and Basis for Fee	Project/Project Description/Agency Contact	Role/Scope of Work	Outcome
State Revolving Fund (SRF)	\$36,000 (3 years) T&M	Upper Recycled Water and Fire Mountain Reservoir and Pump Station at the City of Oceanside will provide recycled water to the agricultural area of the city as well as incorporate critical storage and pumping components to the Fire Mountain and El Corazon area of the city. Contact: <i>CoO/LL</i>	3 years of loan and grant administration	Managing \$22,500,000 and \$5,000,000 grant
FEMA/Cal OES Hazardous Mitigation Grant Program	\$4,000 T&M	Otay Water District Climate Adaptation and Resilience Planning Project is a planning project to develop a comprehensive policy and strategy document which addresses future climate change related conditions. The document will allow for the district to set priorities and move forward efficiently. Contact: <i>OWD/LCB</i>	Reviewed Letter Of Interest (LOI) prepared by staff and provided comments on language, which were incorporated into the successful LOI.	Approved as a subapplicant to FEMA. Pending

Contacts:

CoO/LL: City of Oceanside, Lindsay Leahy, Water Utilities Director, (760) 435-5913, Lleahy@oceansideca.org

SDCWA/JG: San Diego County Water Authority, Joni German, Water Resource Specialist, (858) 522-6705, JGerman@sdcwa.org

SEJPA/CT: San Elijo Joint Powers Authority, Chris Trees, Engineering Manager, (760) 623-4212, Treesc@sejpa.org

OMWD/JR: Olivenhain Municipal Water District, Joey Randall, Assistant General Manager, (858) 522-6743, jrandall@olivenhain.com

RMWD/RG: Rainbow Municipal Water District, Robert Gutierrez, Operations Manager, (760) 468-0217, rgutierrez@rainbowmwd.com

HWD/JB: Helix Water District: Jennifer Bryant, Director of Administrative Services, (619) 884-9455 Jennifer.bryant@helixwater.org

OWD/LCB: Otay Water District: Lisa Coburn-Boyd, Environmental Compliance Specialist, (619) 670-2219, Lisa.Coburn-Boyd@otaywater.gov (retired)



Project Approach

The pursuit of grants has become essential for many forward-thinking agencies, like the District, which are looking to maximize return on investment. Grants and loans are often a critical component in funding important projects, and fortunately there are numerous funding programs available. The challenge for most is understanding where the real opportunities lie, accessing those opportunities in a timely fashion with a good project or program in hand, and strategically developing applications that align with the priorities and criteria set forth by the funding agency.

Hoch Consulting specializes in supporting local agencies in the identification and acquisition of grant funding. We understand the District is interested in partnering with selected consultants to provide as-needed grant writing services - including proposal writing and submittal, and award administration. As this proposal demonstrates, we offer this specialized suite of support services as well as additional value-added services in continuous monitoring and identification of active funding programs for which the District may have strong candidate projects. We are excited to demonstrate our firm's qualifications that set us apart in our ability to assist the district. The following sections provide a discussion of Hoch's proposed approach to providing this full array of funding support, including our strategy to ensure quality products and maintain control over our processes and expected outcomes.

Identification of Funding Opportunities

The Hoch team brings a broad working knowledge of funding programs that are available to local public organizations from a wide range of agencies at all levels of government. Hoch will work with the District and **prepare a Matrix Table/Report**, which will include a preliminary screening and early evaluation of potential opportunities that position the District to engage quickly in the preparation of applications as funding opportunities are announced.

We employ a multi-step process when identifying grant opportunities, which begins by building a summary profile of the District, consisting of such factors as its demographics, socio-economic makeup, geographic features, etc. This is key when initially screening a vast library of funding opportunities. We become familiar with the District's priority projects and funding needs to evaluate them against the funding opportunities. We prepare a matrix-based table, formatted to match the District's projects with potential funding programs based on eligibility and guidelines. The strongest opportunities are prioritized in the matrix table, and this snapshot is regularly reviewed and updated as new opportunities arise.

We have strong working relationships with numerous funding agencies and are in the practice of reaching out to gain input regarding future opportunities. We also communicate with agencies to maintain a clear understanding of eligibility criteria, and request guidance on a specific project's potential fit with the funding program (as guidelines and anticipated competitiveness of these programs change with every funding cycle). Finally, we garner information regarding the types of projects that may be favored candidates to receive funding. All of these efforts serve to assist the District in evaluating the likelihood of receiving an award, thus aiding in the decision to invest in the preparation of an application.



Hoch understands the importance of **identifying and evaluating grant opportunities proactively and in a timely fashion** so that our client is positioned to mobilize on a grant writing effort as soon as viable funding opportunities are announced. Funding agencies typically require applicants to abide by tight and strict submittal deadlines. To stay current with funding opportunity announcements, we regularly monitor and subscribe to automated email lists for grant websites with databases such as Grants.gov and the California grants portal. We attend funding fairs to obtain updates on the status of legislation and anticipated funding opportunity announcements. We also directly monitor websites including the State Water Resources Board, US Department of Agriculture, EPA, USBR, DWR, and the California State Coastal Conservancy, and subscribe to email distributions from relevant industry trade organizations.

As funding opportunity announcements are issued, Hoch will evaluate key features of the grant program, such as total funding availability, application submittal deadline, match funding requirements, number of projects expected to be awarded, eligibility requirements, applicant and project eligibility, scoring rubric, and a sampling of representative projects that were funded in past cycles.

As grantor agencies issue announcements in real time, Hoch utilizes the following **three-step process in screening candidate projects**.

Step 1: Identify general qualifying criteria. In this initial step, Hoch will review the Funding Opportunity Announcement (FOA) in depth to evaluate the district status and its eligibility to apply for funding. This process includes a high-level analysis to identify the general suitability of a funding opportunity for a specific project. Typical disqualifying factors identified during this phase include being an ineligible type of agency or a project funding schedule that does not align with the funding program's schedule. Other specifics are screened as well, including minimum funding award floors and maximum cost share requirements.

Step 2: Review project objectives against funding program criteria. This step includes a close review of the funding program's eligibility criteria. A project which proceeds to this step will be closely vetted to assess its strength and suitability against established priorities of the funding program. FOAs often assign points (weights) to each criterion, so Hoch will evaluate the extent to which the project's objectives align with the criteria and the overall FOA, anticipate how the project might score, and anticipate whether the score is likely to result in a funding award. This step can provide a sense of the application's general level of competitiveness. If the District happens to have several projects which meet eligibility criteria, Step 2 often helps crystallize the project with the best opportunity to win funding.

Step 3: Identify potential added value. In this step, we explore and discuss with District staff the potential to build in modifications to a project resulting in the submittal of a more competitive application. Making slight adjustments to a project scope or suggesting the addition of a partnering agency are examples of how applications may be strategically adjusted to significantly improve its score and therefore its competitive ranking amongst the pool of applicants.

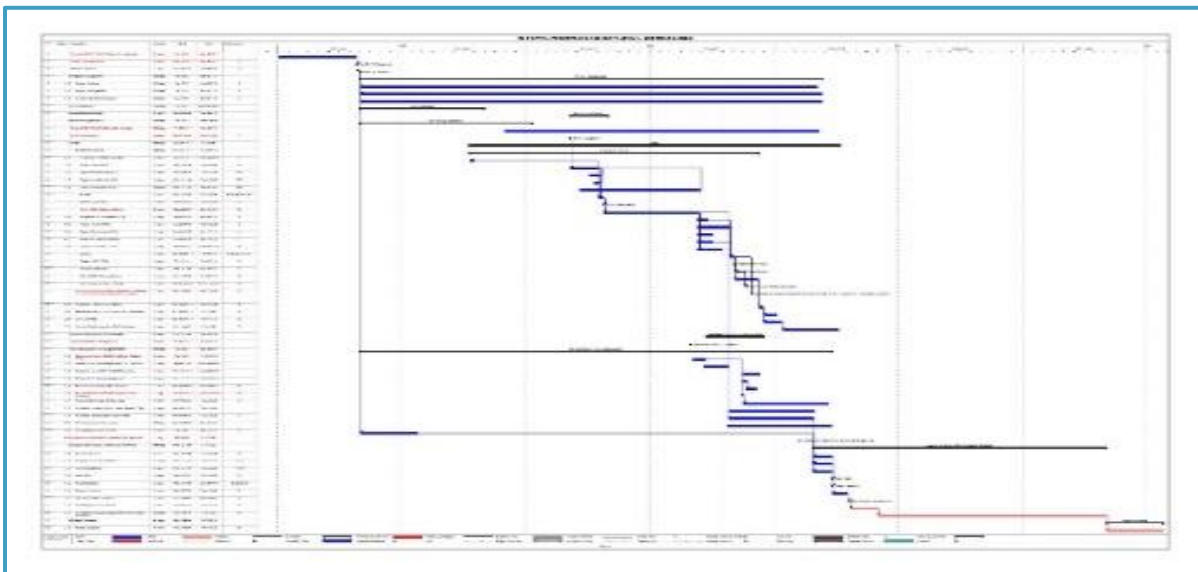


Funding Application Preparation and Submittal

Hoch understands that the District is interested in a task-based approach to application development. Once we have identified and matched a funding opportunity to a District project which has a high likelihood of success, we will seek concurrence from District staff to develop a time and materials budget, specifically tailored to the work effort associated with the funding opportunity. We will break down the project into specific tasks, assign them to team members and provide a not to exceed cost for each grant writing effort. Once we receive a notice to proceed, Ms. Burr, Ms. Stephens and Ms. Dale will work with the District's contact to begin the systematic process to develop a schedule and a comprehensive approach to prepare the application package and ensure an efficient preparation and submittal process.

Hoch has a strong understanding of the general design, organization, structure, and requirements relevant to many funding programs, which allows us to quickly adapt our processes to a specific opportunity. In general, Hoch's methodology to develop an application starts by creating a schedule and laying out all milestones and components necessary to complete the effort on time, allowing for the appropriate oversight and input from our client. Preparation and submittal of a superior application that is responsive to the evaluation criteria requirements set forth by the funding agency is paramount. General steps in our process include the following:

- ✓ **Schedule Development** – Hoch will develop a detailed schedule with key milestones and check-ins (driven by the submittal deadline) that builds in time for the district to review, provide input, and issue final approvals and signatures prior to submittal. This schedule is constantly monitored to ensure progress is made accordingly, with corrective measures taken and communicated quickly, should



Hoch uses excel or Microsoft Project scheduling to manage the grant application development and review processes to meet the issuing agency's strict and unforgiving deadlines.



delays occur. We utilize MS Project and Excel as tools to develop the schedule, and we typically utilize a file sharing resource such as SharePoint or DropBox with our clients to streamline and organize the review process and information exchanges. This approach allows us to reliably manage the development of the application as well as any other competing timelines and deadline-driven deliverables that the effort may entail.

- ✓ **Data Request** – We will develop project specific application checklists, request data from District staff and provide proactive and early identification of critical documents that may be time sensitive, including board resolutions, letters of support, and other required documentation.
- ✓ **Kick-Off Meeting** – We will host an initial meeting to discuss the application schedule, identify team member roles and responsibilities, and review data requests. Most critically, we will clarify the project’s scope of work, budget, and schedule. We will also engage in a strategic discussion regarding how to effectively address and align with the funding program’s scoring criteria and vet a technical narrative that best responds to the funding opportunity’s evaluation criteria.
- ✓ **Funding Application Preparation** – Our team will develop the narrative, exhibits, budget, schedules, workplans and other required components of the grant application. Hoch’s internal quality assurance/quality control process includes iterative internal reviews of the funding application prior to issuance of draft and final package to the district. The project schedule builds in time for the QA/QC process to allow for final internal reviews as well as District review to ensure that a high-quality, responsive, and competitive application is submitted prior to its due date.

✓ **Funding Application Submittal**

Finally, we are available to submit the application on behalf of the District or can support its designated staff person that will submit, per funding agency requirements. Log-in or access requirements are identified early in the process and coordinated to ensure the flawless submittal of a high-quality application by the specified due date.

Our efforts have garnered over \$70 million in grant awards, \$140 million in low-interest loans, and \$43 million in pending pay-for-performance rebates for our clients in Southern California over the last five years.

This proven process has enabled the Hoch team to produce high-scoring funding applications issued by the following relevant agencies:

- ✓ Department of Defense
- ✓ U.S. Bureau of Reclamation
- ✓ California Department of Water Resources
- ✓ Metropolitan Water District of Southern California
- ✓ U.S. Environmental Protection Agency
- ✓ California Office of Emergency Services



Post-Award Administration

Once a client receives a funding award, the Hoch team is well-equipped to assist in efforts leading to the execution of the funding agreement and then administering the award. We ensure the project is compliant with the terms of contractual requirements to receive all stipulated funds. Our internal QA/QC protocols are applied in all related efforts, which include Hoch's final review, and the District's final review and approval of all submittals. A well-managed project ensures that our client remains in good standing with funding agencies - a pivotal factor often considered in determining future awards. Administrative functions that the Hoch team is prepared to provide include:

- Funding agency coordination and contract management
- Funding tracking tool development and maintenance over the life of funding agreement
- Budget and schedule tracking
- Matching and fund tracking
- Compliance monitoring
- Comprehensive report, invoice, and deliverable preparation/coordination/submission
- Project closeout and post-project reporting.

The Hoch team works closely with clients to receive relevant expenditure documentation needed to submit a grant invoice. We also systematically maintain all project documentation and files throughout the life of the grant and upload/share all key documents with the client.

We have administered grants for clients from a wide array of funding agencies, including the following:



- Department of Defense
- U.S. Bureau of Reclamation
- Department of Water Resources
- U.S. Environmental Protection Agency – WIFIA program
- Metropolitan Water District of Southern California
- Governor's Office of Emergency Services

Hoch staff will work primarily at our Oceanside headquarter or the virtual work environment; we frequently conduct meetings via TEAMS or can also meet in person at the district offices.



Hoch proposes the following scope of work and deliverable(s) for the provision of grants tracking and acquisition services.

Phase I - Grant Funding Research

Preliminary Report, Funding Opportunity Summary and Ongoing Monitoring

Hoch will create a summary profile consisting of such factors as its demographics, socio-economic makeup, geographic features, to better inform Hoch on pairing projects with funding opportunities. Hoch will incorporate the list of projects in the RFP and confer with District staff to update all projects seeking funding within the VID service area and provide initial funding matches. To ensure all relevant information is submitted, Hoch will create a template "Priority Project List" form for VID staff to complete. From that list, and additional communications with agency contacts as needed, Hoch will create a Preliminary Results Matrix Table/Report that matches potential funding opportunities to each identified project. This report will be a road map to identify strong funding opportunities for priority projects and understand critical path details that will allow the team to conduct further evaluation of the opportunity and position to prepare the grant application packet in a timely manner, when Funding Opportunity Announcements (FOAs) are released from granting agencies. Hoch will check in with grant administrators as needed to ensure a thorough understanding of grant requirements and proper fit with district projects.

Hoch will gather comments from District staff, create meeting minutes and conduct a phone conference with District staff to narrow the preliminary results matrix table to include up to five (5) projects for more detailed scrutiny against funding opportunities. The Final Results Matrix Table/Report will provide key information useful for planning upcoming opportunities, including funding program name and agency, key dates/deadlines, funding type (grant, loan, or incentive), project eligibility requirements, funding available, cost share required, estimated level of effort to provide a compelling application as well as estimated reporting requirements. Hoch will incorporate District comments into the final report, create Board materials summarizing the report and attend a regularly scheduled Board of Directors meeting to present the findings.

Deliverables: Template funding list form. Preliminary Matrix Table/Report of grant funding opportunities and projects. Detailed summary table of funding opportunities for five (5) projects (Final Results Matrix Table/Report) which will include charts/schedules for application development. Meeting attendance and minutes for up to four (4) meetings. Board of Directors presentation materials summarizing the Final Results Matrix Table/Report.

Phase II – As-Needed Grant Writing

Proposal Development and Grant Writing

Hoch anticipates that grant writing work will be completed on a Task Order basis, however for district budgeting purposes, our cost proposal assumes costs to write three (3) USBR WaterSMART Grants, one (1) Cal OES NOI and Subapplication (excluding the cost benefit analysis), and one (1) LRP Application. Our cost proposal also includes annual grant administration; for most grant awards, administration is needed for a period of three (3) years. Cost proposals for Phase II are for budgeting only and a more detailed letter proposal will be developed once a Notice of Funding Opportunity (NOFO) is released by the granting agency and a more detailed cost estimate may be made.



At the direction of District staff, Hoch will prepare funding proposals for projects that are well matched to funding opportunities. Ideally, funding proposals will be completed and approved in advance of a Funding Opportunity Announcement (FOA) being released from granting agencies to allow Hoch staff the greatest lead time available to complete the application.

Once a Task Order is approved, Hoch will create a schedule to ensure important milestones are met, which ultimately leads to application submittal by the grant deadline. Hoch will work cooperatively with District staff to ensure adequate project understanding so that an application is written which incorporates the technical requirements of the FOA as well as provides a compelling story regarding the project and the financial needs of the district. As needed, Hoch will seek input from grant administrators to ensure understanding of grant requirements and fit to VID project(s). Hoch will oversee the application process and collaborate with District staff as needed. If desired, Hoch will author and coordinate letters of support as well as Board resolutions, as may be needed per the FOA. As part of the funding proposal, Hoch will include a cost to provide grant reporting assistance associated with successful grant applications. For grants that are not successful in being funded, Hoch will also provide a cost to lead a “lessons learned” and debrief discussion with the grant agency as well as summarize those findings for presentation to the District’s Board of Directors.

Deliverable: Letter Proposal for each FOA. Electronic and hard copy of each grant application. Minutes of debriefing meetings and if needed, Board of Directors meeting materials.

Optional Task

Funding Opportunity Monitoring

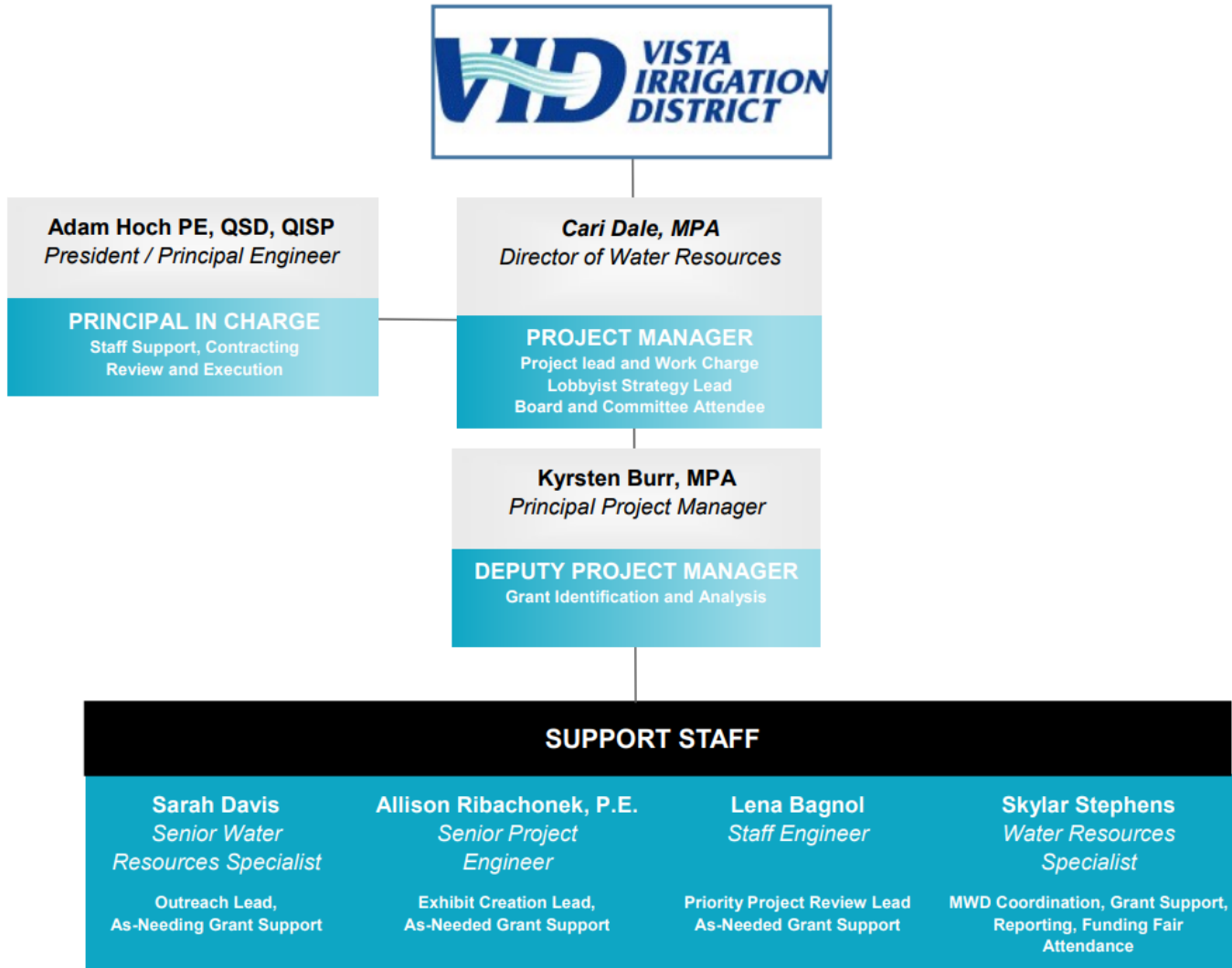
Hoch is available to provide ongoing review of funding of upcoming opportunities. Under this task, Hoch will provide services on a monthly retainer basis for a period of 12-months, which includes monitoring of future funding opportunities, as needed calls with District staff to remain current with priority projects and calls on a scheduled and as needed basis to provide updates and alerts as opportunities are announced and positioning for grant writing efforts. This support can be customized to meet our clients’ need to stay current on future opportunities on an ongoing basis. This optional task is included in the fee proposal for your consideration.

Deliverable: Minutes of as-needed meetings. As-needed email communications of new funding programs.



Project Team

The organization chart below depicts the dedicated key staff available to provide high-quality, cost-effective services, with a focus on grant funding research and grant writing for a variety of district projects. The Hoch Team has a well-qualified group of support staff available as well.



PROJECT TEAM

To follow are brief bios of the proposed team and full resumes are included in Appendix I.

Hoch proposes several key personnel to provide funding support to Vista Irrigation District, including Ms. Cari Dale as Project Manager and Ms. Kyrsten Burr as Deputy Project Manager. Mr. Adam Hoch will be our Principal-in-Charge, with signature authority to facilitate contract execution with VID. Ms. Dale and Ms. Burr are supported by a talented cast of water resource specialists, technical writers, and engineers who will assist in the identification of funding opportunities, proposal writing, and grant coordination. We are confident that our team can provide unparalleled service to VID on this project. The following staff spotlights provide a high-level look at the experience offered by the Hoch team. Hoch staff listed herein are committed to the work established in VID’s solicitation for grants tracking and acquisition services and will remain flexible to changes in scopes and schedules if agreed upon by all parties.

Hoch Consulting



Cari Dale – Director of Water Resources / Project Manager

Ms. Dale has over 29 years in the public sector, leading the management of potable water, wastewater, and water reclamation utilities and programs for a variety of agencies in Southern California. She has been successful in bringing internal teams together to plan for and resolve pressing water resource and quality issues. The Pure Water Oceanside project, commissioned in 2021 as San Diego County’s first potable reuse project, is an example of her leadership and expertise in pushing forward innovative solutions to these problems. Prior to joining Hoch, she served as the City of Oceanside’s Water Utilities Director where she identified and pursued strategies, studies, programs, and funding to further a diversified water supply portfolio in support of the City Council’s goal of 50% local supplies by 2030. Major program initiatives included an Indirect Potable Reuse Project (Pure Water Oceanside), backbone pipelines and a treatment expansion for recycled water, development of a low-TDS blended recycled water for agricultural use, as well as exploration of ocean desalination from beach wells. Ms. Dale is adept at navigating the federal appropriations and loan processes, and municipal debt issuance and rebate programs, to offset ratepayer funding of projects and programs and has a proven track record of establishing a rapport with legislative officials and their staff to advance funding initiatives. As the Project Manager, Ms. Dale will be responsible for planning, prioritizing, and overseeing project activities from beginning to end. Duties include coordinating with VID staff, leading team meetings, planning and monitoring the project, managing her team’s internal work efforts, attending Board and Committee meetings, and managing the production of deliverables. Ms. Dale holds a master’s degree in public administration with an emphasis on Water Resources Management and a bachelor’s degree in biology.



Kyrsten Burr –Deputy Project Manager

Ms. Burr is a skilled project manager with extensive experience as an urban planner, senior water resources specialist, and senior management analyst. In her 21 years of public sector experience, she has managed projects for various agency departments including public outreach and conservation, finance, and community development, and water, wastewater, and recycled water. Ms. Burr’s direct experience with grant projects funded through relevant state and local granting agencies provides valuable insight into successful grant procurement and effective administration of grant projects. Ms. Burr will be responsible for grant opportunity identification and strategic analysis of upcoming funding opportunities. In addition, she will collaborate closely with VID staff to identify optimal grant packages for funding. Ms. Burr holds a master’s degree in public administration and a bachelor’s degree in Urban Economic Geography/Urban Planning.





Adam Hoch, P.E. – Principal-In-Charge

Mr. Hoch is a registered Civil Engineer in the State of California with over 10 years of experience in writing and administering grants, loans, and rebates for municipalities in San Diego County. He has successfully secured over \$4.7 million in grant awards over the last seven years. Mr. Hoch has extensive experience in funding support, including opportunity evaluation, proposal development, reporting, and compliance. Mr. Hoch has provided exceptional value-added services to his municipal clients throughout San Diego County by identifying and procuring funding for capital projects that he also managed for those same agencies. Over the past decade, Mr. Hoch's in-depth understanding of capital funding opportunities has resulted in procurements that provided key support and led to the successful construction of public works projects for his clients. Mr. Hoch will be responsible for ensuring there is adequate staffing and resources to perform the work and for contract execution.



Skylar Stephans – Water Resources Specialist

Ms. Stephans possesses a broad range of experience in government policy and public outreach. She has hands-on experience identifying funding opportunities for our clients, understands the legislative process, and is adept at identifying how future regulatory requirements may impact local agencies. This is key in finding grant funded programs that may become important to agencies. Ms. Stephans will support nearly all tasks associated with this project scope.



Allison Ribachonek, P.E. – Senior Project Engineer

Ms. Ribachonek is a licensed P.E. (Arizona) with over eight years of experience in water resources funding support and engineering. Ms. Ribachonek has written grant proposals for local water agencies and administered grant awards received through the USBR's WaterSmart Grant Program and DWR's IRWM Grant Program. Ms. Ribachonek's funding support expertise includes funding identification, procurement, and administration of local, state, and federal grants. Ms. Ribachonek will support lead staff with researching funding opportunities and matching agency projects with funding programs. Ms. Ribachonek has also been working with Brown and Caldwell on the District's flume project and brings knowledge continuity of the flume project to the funding team.



Sarah Davis – Senior Water Resources Specialist

Ms. Davis possesses knowledge and technical experience in water management planning, project management, regulatory advocacy and development, conservation, and public outreach. Prior to joining Hoch Consulting, Ms. Davis was with the City of Oceanside Water Utilities Department (water, wastewater, recycled water, and solid waste) where she performed public outreach and marketing for Pure Water Oceanside. Ms. Davis will support most areas of this work effort including granting agency outreach.



Lena Bagnol – Staff Engineer

Lena is an Environmental Engineer whose experience in the water industry has made her passionate about bringing more sustainable solutions to the water and wastewater industry. Previous work with NOAA (National Oceanic and Atmospheric Association) on assessing water quality has provided valuable knowledge on the Southern Californian water industry. She has worked as staff engineer and project management support on numerous projects which included coordination reviews, construction cost estimations, constructability reviews, site visits, assisting with client relations, and identifying elements to modify and refine within project documents for projects across San Diego County. She has experience working with Bluebeam, ArcGIS, Microsoft Office, and AutoCAD. Ms. Bagnol has strong oral and written communications skills which have aided in providing support for projects and reports.



		GRANT FUNDING RESEARCH AND GRANT WRITING SERVICES Provided by Hoch Consulting		VID VISTA IRRIGATION DISTRICT																							
ID	Task Name	Start	Finish	Oct 8	Oct 15	Oct 22	Oct 29	Nov 5	Nov 12	Nov 19	Nov 26	Dec 3	Dec 10	Dec 17	Dec 24	Dec 31	Jan 7	Jan 14	Jan 21	Jan 28	Feb 4	Feb 11	Feb 18	Feb 25			
1	GRANT FUNDING RESEARCH AND GRANT WRITING SERVICES PROPOSAL SCHEDULE	Tue 10/17/23	Wed 2/21/24	[Gantt chart bar spanning from 10/17 to 2/21]																							
2	Anticipated Award/Board of Directors Meeting	Tue 10/17/23	Tue 10/17/23	◆ 10/17																							
3	Anticipated Notice to Proceed	Tue 10/24/23	Tue 10/24/23	◆ 10/24																							
4	Project Kick-Off Meeting, provide Priority Project List form to district staff for completion	Fri 11/3/23	Fri 11/3/23	■ 11/3																							
5	Complete minutes from kick-off meeting, provide to district	Mon 11/6/23	Mon 11/6/23	■ 11/6																							
6	Build summary profile of the district	Wed 10/25/23	Wed 11/15/23	■ 11/15																							
7	Review District Projects and Priority Project List form from district staff	Wed 10/25/23	Mon 11/6/23	■ 11/6																							
8	Compile preliminary project list	Mon 11/6/23	Thu 11/9/23	■ 11/9																							
9	Identify relevant loan, rebate and grant opportunities for VID priority projects	Mon 11/6/23	Tue 11/21/23	■ 11/21																							
10	Assess project fit to loan/rebate/grants parameters and perform qualitative assessment of fundability	Thu 11/9/23	Tue 11/21/23	■ 11/21																							
11	Conduct as-needed contact with Grantor Agencies	Thu 11/9/23	Tue 11/21/23	■ 11/21																							
12	Prepare Preliminary Results Matrix Table/Report	Thu 11/9/23	Thu 11/30/23	■ 11/30																							
13	Conduct internal QA/QC of document, address/incorporate internal comments	Thu 11/30/23	Mon 12/4/23	■ 12/4																							
14	Provide Preliminary Results Matrix Table/Report to district	Mon 12/4/23	Mon 12/4/23	◆ 12/4																							
15	Conduct phone conference with district staff of preliminary results to discuss matrix report and narrow project list to five (5) projects for inclusion in the summary table	Mon 12/11/23	Mon 12/11/23	■ 12/11																							
16	Complete minutes from preliminary results phone conference, provide to district	Tue 12/12/23	Tue 12/12/23	■ 12/12																							
17	Compile detailed charts/schedules for five (5) projects to create the Final Results Matrix Table/Report	Tue 12/12/23	Wed 12/27/23	■ 12/27																							
18	Conduct internal QA/QC of Final Results Matrix Table/Report	Wed 12/27/23	Fri 12/29/23	■ 12/29																							
19	Send Final Results Matrix Table/Report to VID staff for review/comments	Tue 1/2/24	Tue 1/2/24	◆ 1/2																							
20	Receive written comments from VID on Final Results Matrix Table/Report	Fri 1/19/24	Fri 1/19/24	◆ 1/19																							
21	Incorporate staff comments into Final Results Matrix Table/Report, QA/QC document, develop Board presentation of findings	Fri 1/19/24	Wed 1/31/24	■ 1/31																							
22	Provide Board materials and Final Results Matrix Table/Report to district staff	Thu 2/1/24	Thu 2/1/24	◆ 2/1																							
23	Present findings to Board of Directors at regularly scheduled meeting	Wed 2/21/24	Wed 2/21/24	◆ 2/21																							



Cost / Pricing Information

		A Hoch/C Dale	K Burr	S Davis	S Stephens	A Ribachonek	L Bagnol		
	Unit Value for Tasks:	Principal/Project Manager	Deputy Project Manager	Sr Water Resources Specialist	Water Resources Specialist	Sr Project Engineer	Staff Engineer	Total Hours	
		\$240	\$235	\$190	\$180	\$205	\$135		
	One Time Fixed Fee:	Hours:							
Phase 1 - Grant Funding Research									
Meetings (4) and Minutes (4)	\$7,930	9	10		19			38	
Summary Profile Development	\$4,085	0.5	1	4	12		6	23.5	
Preliminary Results Matrix Table/Report	\$7,110	4	6	6	20			36	
Final Results Matrix Table/Report w/5 projects	\$3,700	4	4		10			18	
Develop Board Materials and present findings to Board of Directors	\$3,470	8	2		6			16	
Total Hours/Cost Phase 1 - Grant Funding Research	\$26,295	25.5	23	10	67	0	6	131.5	
Phase II - As-Needed Grant Writing (estimate for budgeting purposes)									
USBR WaterSMART Grant 1	\$28,855	10	15	10	80	6	40	161	
USBR WaterSMART Grant 2	\$28,855	10	15	10	80	6	40	161	
USBR WaterSMART Grant 3	\$28,855	10	15	10	80	6	40	161	
USBR Grant 1 Administration (annual)	\$15,330		30		46			76	
USBR Grant 2 Administration (annual)	\$15,330		30		46			76	
USBR Grant 3 Administration (annual)	\$15,330		30		46			76	
Cal OES NOI and Subapplication (does not include cost benefit analysis)	\$47,125	10	25	15	140		80	270	
Cal OES Grant Administration (annual)	\$6,060		12		18			30	
LRP Application	\$28,870	20	24	10	40	6	60	160	
LRP Contract Administration (annual)	\$4,150		10		10			20	
Total Hours/Cost Phase II - As-Needed Grant Writing	\$218,760	60	206	55	586	24	260	1191	
Optional Task: Funding Opportunity Monitoring									
Annual Monitoring		24	8	26	10			68	
Total Hours/Cost Optional Task: Funding Opportunity Monitoring	\$14,380	24	8	26	10			68	



Appendix A: Individual Resumes



Education:

Masters in Public Administration, Water Resources Management emphasis, *California State University, San Bernardino*

B.A., Biology, *Macalester College*

Years of Experience:

29 Years – Public Agency

Organizations:

Women in Water

California Water Environment Association

WaterReuse

Ms. Dale is a skilled municipal executive, having spent over 29 years in the public sector, leading the management of potable water, wastewater, water reclamation and solid waste utilities for a variety of agencies in Southern California. In these roles, she routinely managed multiple complex utilities, including substantial financial planning and funding efforts. For over a decade, she served as the City of Oceanside’s Water Utilities Director where she oversaw annual operating and capital budgets of more than \$200 million. Cari is skilled at rate studies and fee development, debt financing as well as state and federal grant funding, all of which were critical to allowing the agencies that she has represented, to move forward with programs or infrastructure projects including San Diego County’s first Potable Reuse Project, Pure Water Oceanside. Cari is also adept at navigating the Federal appropriations process and has a proven track record of establishing a rapport with Federal Legislative officials and their staff.

Funding Support

SUCCESSFUL FUNDING APPLICATION & PROPOSAL DEVELOPMENT

City of Oceanside Water Utilities Department

- USBR WaterSMART WEEG Grants (\$5M Awarded) - 2019, 2020, 2021
- EPA Water Infrastructure Financing Innovation Act (WIFIA) - letter of interest and application for advanced water purification, recycled water, and sewer projects, (\$69M Awarded; \$71 Pending) – 2019 - 2022
- Metropolitan Water District of Southern California (MWD) Local Resources Program– application package for groundwater recharge for potable reuse and recycled water rebates, (\$43M Approved) - 2019
- CalRecycle Co-Digestion Grant Program, Food Waste Digester Capacity Development Project (\$4.233M Awarded) - 2022
- Department of Defense, Defense Community Infrastructure Program (DCIP), Fire Station No. 1 (\$3.5M Awarded) - 2021
- USBR Title XVI Water Infrastructure Improvements for the Nation (WIIN), Pure Water Oceanside (\$3M, \$3M, \$1.7M, and \$9.9M Awarded) - 2019, 2020, 2021, 2022
- USBR Title XVI Water Infrastructure Improvements for the Nation (WIIN) Desalination, Well Construction and Brine Optimization (\$2.6M and \$1M Awarded) – 2020, 2022
- USBR WaterSMART, Advanced Metering Infrastructure (AMI) (\$1.5M, \$1.5M and \$2M awarded) - 2019, 2020 and 2021
- Department of Water Resources (DWR) Integrated Regional Watershed Management (IRWM) Grant Program, Pure Water Oceanside (\$3.1M awarded) – Pure Water Oceanside – 2019
- Department of Water Resources (DWR) Integrated Regional Watershed Management (IRWM) Grant Program, Lower Recycled Program (\$1.2M and \$2.3M awarded) – 2019, 2021
- National Coastal Wetlands Conservation Grant, Loma Alta Creek (\$1M) - 2021
- Water Revenue Refunding Bond Issuance (\$9.5M) – 2021
- Water Revenue Bond Issuance (\$42M) – 2020
- USBR Title XVI Water Reclamation Research and Reuse Program (\$35,906 Awarded), Brine Pilot Study - 2016
- Water Revenue Refunding Bond Issuance (\$23M) – 2013
- Sewer Revenue Refunding Bond Issuance (\$18M) - 2013



Kyrsten Burr Principal Project Manager



Ms. Burr is an experienced project and grant manager, drawing from her tenure as a senior management analyst, planner, and senior water resources specialist. She has spent over 20 years at public agencies managing projects and programs in various functional areas including water/recycled water/wastewater, water conservation and stormwater, budget and finance, public outreach and communications, and community development. Prior to joining Hoch Consulting, Ms. Burr worked for the City of San Diego Public Utilities Department as a senior management analyst and the San Diego County Water Authority (SDCWA) as a senior water resource specialist focusing on grant administration.

Education:
Master’s Public Administration SDSU

Bachelor’s Urban Economic Geography/ Urban Planning, UC Berkeley

Experience:
21 Years – Public Agency
5 Years – Private

Organizations:
Women in Water

Water for People

Ms. Burr is conversant in all aspects of grant administration, including federal, state, and regional grant funding opportunity evaluation, proposal development, procurement, implementation, invoicing, reporting and compliance. Ms. Burr maintains a holistic perspective developed through her experience in grant writing, program development, and grant administration. This enables her to provide valuable insights and strategic input when defining a grant proposal scope of work, budget, and deliverables, resulting in the strongest application possible. Further, once awarded, the client has a practical project that can be successfully implemented, ensuring that funding will be received and establishing good standing with the granting agency for future endeavors.

RELEVANT PROJECT EXPERIENCE:

Funding Support

FUNDING OPPORTUNITY RESEARCH & ASSESSMENT

Otay Water District (2021-present) Rainbow Municipal Water District (2020)
City of Oceanside Water Utilities Department (2020- present) SDCWA (2016- 2022)

SUCCESSFUL FUNDING APPLICATION & PROPOSAL DEVELOPMENT

City of Oceanside Water Utilities Department

- USBR WaterSMART WEEG Grants –2019, 2020 (\$3M Awarded, \$2M Pending)
- EPA Water Infrastructure Financing Innovation Act (WIFIA) - letter of interest and application for advanced water purification, recycled water, and sewer projects, 2019 -present (\$69M Awarded; \$71 Pending)
- Metropolitan Water District of Southern California (MWD) LRP – application package for potable reuse and recycled water rebates, 2019 (\$43M Approved)

Olivenhain Municipal Water District

- USBR WaterSMART WEEG Grant, 2019 (\$300,000 Awarded)

SDCWA

- Department of Water Resources (DWR) IRWM Prop 1 Round 1
- Grant for water use efficiency projects, 2020 (\$1.44M Awarded)
- MWD Member Agency Administered Program - water use efficiency projects, 2018-2019(\$2.4M Secured)

City of San Diego

- DWR IRWM Prop 84 Grant – cons/recycled projects, 2008 (\$4.3M Awarded)

Rainbow Municipal Water District

- Cal Office of Emergency Services Grant – emergency power equipment, 2020 (300,000 Awarded)

GRANT & LOAN ADMINISTRATION SDCWA, 2016-Present San Elijo Joint Powers Authority, 2019-Present City of Oceanside, 2020-Present



STAFF REPORT

Agenda Item: 9

Board Meeting Date: October 17, 2023
Prepared By: Lisa Soto
Approved By: Brett Hodgkiss

SUBJECT: 2024 BOARD MEETING DATES

RECOMMENDATION: Establish 2024 Board meeting dates to resolve conflicts as follows: move the Wednesday, February 21, 2024 Board meeting to Tuesday, February 20, 2024 to avoid conflict with the Urban Water Institute's Spring Water Conference, February 21-23, 2024; and schedule one Board meeting in December on December 11, 2024. All Board meetings to begin at 9:00 a.m.

PRIOR BOARD ACTION: At its October 19, 2022 meeting, the Board adopted the 2023 meeting calendar.

FISCAL IMPACT: None.

SUMMARY: In 1997, the Board set its regular meeting schedule to include the first and third Wednesdays of each month at 8:30 a.m. On October 2, 2019, the Board adjusted its Board meeting start times to 9:00 a.m. The Board's practice has been to adopt its calendar for the coming year taking into consideration any anticipated scheduling conflicts; staff has identified only one scheduling conflict in December 2024.

DETAILED REPORT: Staff has reviewed the 2024 calendar taking into consideration the District's established times for Regular and Adjourned meetings of the Board of Directors (first and third Wednesdays of the month at 9:00 a.m.), while considering upcoming events such as holidays, annual conferences and other potential conflicts. Staff proposes the following scheduling adjustment to the 2024 Board meeting calendar: move the Adjourned meeting that would normally be scheduled for Wednesday, February 21, 2024 to Tuesday, February 20, 2024 to avoid a conflict with the Urban Water Institute's Spring Water Conference to be held February 21-23, 2024; and in keeping with past practice, schedule one Board meeting in December to avoid conflicts with the Colorado River Water Users Conference and the Association of California Water Agencies Fall Conference, both in the first week of December, as well as holidays and vacation schedules.

ATTACHMENT: Draft 2024 Board meeting calendar

Vista Irrigation District 2024 BOARD MEETINGS

Draft

JANUARY						
S	M	T	W	T	F	S
	1	2	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			

JULY						
S	M	T	W	T	F	S
	1	2	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			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	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		

AUGUST						
S	M	T	W	T	F	S
				1	2	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

MARCH						
S	M	T	W	T	F	S
					1	2
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						

SEPTEMBER						
S	M	T	W	T	F	S
1	2	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					

APRIL						
S	M	T	W	T	F	S
	1	2	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				

OCTOBER						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE						
S	M	T	W	T	F	S
						1
2	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						

DECEMBER						
S	M	T	W	T	F	S
1	2	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				

Board meeting, start time 9:00 a.m.	Purple = District holidays
Yellow = ACWA Conference	Green = CSDA Annual Conference
Blue = Colorado River Water Users Conference	Pink = CSDA Legislative Days



STAFF REPORT

Agenda Item: 10.A

Board Meeting Date: October 17, 2023
Prepared By: Lisa Soto
Approved By: Brett Hodgkiss

SUBJECT: REPORTS ON MEETINGS AND EVENTS ATTENDED BY DIRECTORS

SUMMARY: Directors will present brief reports on meetings and events attended since the last Board meeting.

Asst. City Manager Updates Government Affairs about Vista Recreation & Community Services

By Tom Robertson

October 9, 2023

The October meeting of the Vista Chamber of Commerce Government Affairs Committee heard a presentation from Assistant City Manager Imelda Huerta concerning an update on the services and projects of the Vista Recreation & Community Services Department. Imelda presented a power point presentation that detailed the majority of programs, services, and projects the department is involved in. Some of the facilities and programs citizens can get involved in include taking part in the Civic Center Civic Gallery exhibits that periodically appear, submitting proposals for Kites Over Vista public art pieces, taking part in the Vista in Bloom Beautification Program, and many more. Imelda mentioned that there are currently 19 parks in Vista covering 500 acres of property as well as 2 skateparks, 8 pickleball courts and numerous basketball, softball and tennis courts. Brengle Terrace Park also has a Disc Golf course as well as a community center and gymnasium. In various locations around town citizens can take part in a variety of recreation programs, day camps and summer camps. There are education programs offered at Rancho Buena Vista Adobe. The senior Services offered include wellness activities, educational activities, shopping and day trips, nutrition information and lunches. The award-winning Moonlight Production presents musicals, off-season musical presentations, Jingle Terrace and Youth Theatre programs. The Wave Water Park is also under the guidance of the Recreation and Community Services Department, open in the summer and provides the pool for high school water polo programs. Imelda also detailed the progress of the newest Vista Park set to open, the Pala Vista Park Project. For more information go to www.PlanVistaParks.com.

Organization and Government Updates

Vista Chamber of Commerce – Rachel Beld, Chamber CEO – The Nov. 2nd Government Affairs will be a trip to the San Onfre Facility to see the progress of the shut down of the nuclear facility. January 22nd will mark the date for the State of Vista address by the Vista Mayor. The next Chamber mixer will be October 11th at Local Roots Kombucha. December 2nd is the annual Vista Christmas Parade. Rachel reported the Internship program was a success and hopes to keep the program going. It was reported the Vista Boys and Girls Club Poker Tournament fundraiser will be October 14th. Also, on October 14th if the Alta Vista Gardens Fall Festival and the Vista Block Party. It is also Fire Prevention Day. Friday Night Fright Night will be held the Friday before Halloween. Look on the web site for ebike safety presentation.

From Supervisor Jim Desmond's Office – The Blue Envelope Program will be partnering with the Sheriff's Department providing ways for individuals who have communication barriers to be able to let the Sheriff's know they need assistance in communicating if stopped. The Sheriff's personnel will receive training in recognizing the different indicators and how to proceed with assistance. The Supervisors are also concerned with ways to assist government seekers when they are "dropped off" and left in towns around the county.

From Congressman Mike Levin's Office – The Congressman has been working on assisting with the Government Funding Resolution. He has also been part of a bill to assist military families in acquiring free and reduced school meals and not including their housing income as part of the financial section to determine eligibility. The Congressman also introduced a bill to provide reduced fees for Purple Heart veterans seeking passports.

From State Senator Catherine Blakespear's Office – The legislature has adjourned for the break. 1,100 bills have been sent to the Governor to sign or veto. One bill the Senator sponsored was the ability for employers to seek restraining orders to protect their employees. She is also part of several bills dealing with various gun issues. She will be in Vista in October. There will be a Ending Homelessness Seminar October 25th and on October 26th a seminar on training people on how to submit grants for state funding.

From Assemblymember Laurie Davies Office – SB 199 was vetoed that would provide unemployment benefits to striking workers. SB 525 was sent to the Senate that would raise Health Care workers wages to \$25 an hour. Nominations are wanted for the Veterans and Best Friends Community Awards – due by October 14th. The Assemblymember will be holding an Open House on December 6, beginning at 3 pm.

From the Vista Irrigation District – The 100th VID Celebration was a success. The outlook for the new water year is good. Public conservation has also been successful. There is a free landscape workshop on the VID website. VID will once again be offering 6 scholarships to Vista high school students.



STAFF REPORT

Agenda Item: 10.B

Board Meeting Date: October 17, 2023
Prepared By: Lisa Soto
Approved By: Brett Hodgkiss

SUBJECT: SCHEDULE OF UPCOMING MEETINGS AND EVENTS

SUMMARY: The following is a listing of upcoming meetings and events. Requests to attend any of the following events should be made during this agenda item.

	SCHEDULE OF UPCOMING MEETINGS AND EVENTS	ATTENDEES
1	CALAFCO Annual Conference <i>Oct. 18-20, 2023; Hyatt Regency, Monterey</i> <i>Registration deadline: Closed</i>	MacKenzie ◊
2	Special District Leadership Academy (CSDA) <i>Oct. 22-25, 2023; Hyatt Regency Sonoma Wine Country;</i> <i>Registration deadline: 10/22/23; Cancellation deadline past</i>	Kuchinsky (R, A, C)
3	Hoover Dam Tour (MWD) <i>Oct. 27-28, 2023; Registration deadline: Closed</i>	Sanchez ◊
4 *	Vista Chamber Government Affairs <i>Nov. 2, 2023; Noon-1:30 p.m.; The Film Hub, Vista; Registration deadline: None</i>	Kuchinsky ◊
5 *	CSDA Quarterly Meeting <i>Nov. 16, 2023; 6:00 p.m.; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Registration deadline: TBD</i>	
6	ACWA Fall Conference <i>Nov. 28-30, 2023; Indian Wells</i> <i>Registration deadline: 11/6/23; Cancel by 11/17/23</i>	Kuchinsky (R, H) Sanchez (R, H) MacKenzie (R, H) Vásquez (R, H) Miller (R, H)
7 *	Vista Chamber Government Affairs <i>Dec. 7, 2023; Noon-1:30 p.m.; The Film Hub, Vista; Registration deadline: None</i>	Kuchinsky ◊
8	Colorado River Water Users Association Conference <i>Dec. 13-15, 2023; Paris, Las Vegas</i> <i>Registration deadline: 11/10/23; Cancel by 11/28/23</i>	Miller (R, H) MacKenzie (R, H) Vásquez (R, H) Sanchez (R, H)
9	Urban Water Institute’s Spring Water Conference <i>Feb. 21-23, 2024; Palm Springs Hilton</i> <i>Registration deadline: TBD</i>	
10	ACWA Spring Conference <i>May 7-9, 2024; Sacramento</i> <i>Registration deadline: TBD</i>	
11	Special Districts Legislative Days (CSDA) <i>May 21-22, 2024; Sheraton Grand Sacramento Hotel; Sacramento</i> <i>Registration deadline: TBD</i>	
12	CSDA Annual Conference <i>Sept. 9-12, 2024; Indian Wells; Registration deadline: TBD</i>	
13	ACWA Fall Conference <i>Dec. 3-5, 2024; Palm Desert; Registration deadline: TBD</i>	
14	Colorado River Water Users Association Conference <i>Dec. 4-6, 2024; Paris, Las Vegas; Registration deadline: TBD</i>	

* Non-per diem meeting except when serving as an officer of the organization

The following abbreviations indicate arrangements that have been made by staff:

R=Registration; **H**=Hotel; **A**=Airline; **S**=Shuttle; **C**=Car; **T**=Tentative; ◊=Attendee to Self-Register



Agenda Item: 11

STAFF REPORT

Board Meeting Date: October 17, 2023
Prepared By: Brett Hodgkiss

SUBJECT: MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY

SUMMARY: Informational report by staff and directors concerning the San Diego County Water Authority. No action will be required.



STAFF REPORT

Agenda Item: 12

Board Meeting Date: October 17, 2023
Prepared By: Brett Hodgkiss

SUBJECT: ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

SUMMARY: This item is placed on the agenda to enable the Board to identify and schedule future items for discussion at upcoming Board meetings and/or identify press release opportunities.

Staff-generated list of tentative items for future agendas:

- Municipal Financial Advisor services (November)
- General Manager Performance Feedback (November)
- Annual Organizational Meeting (December)
- Vista Flume Replacement Alignment Study Workshop (December 11, 2023 at 1:30 PM)



STAFF REPORT

Agenda Item: 13

Board Meeting Date: October 17, 2023
Prepared By: Lisa Soto

SUBJECT: COMMENTS BY DIRECTORS

SUMMARY: This item is placed on the agenda to enable individual Board members to convey information to the Board and the public not requiring discussion or action.



STAFF REPORT

Agenda Item: 14

Board Meeting Date: October 17, 2023
Prepared By: Brett Hodgkiss

SUBJECT: COMMENTS BY GENERAL COUNSEL

SUMMARY: Informational report by the General Counsel on items not requiring discussion or action.



STAFF REPORT

Agenda Item: 15

Board Meeting Date: October 17, 2023
Prepared By: Brett Hodgkiss

SUBJECT: COMMENTS BY GENERAL MANAGER

SUMMARY: Informational report by the General Manager on items not requiring discussion or action.