

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

November 15, 2017

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, November 15, 2017, at the offices of the District, 1391 Engineer Street, Vista, California.

1. CALL TO ORDER

President Miller called the meeting to order at 8:30 a.m.

2. ROLL CALL

Directors present: Miller, Vásquez, Dorey, and Sanchez.

Directors absent: MacKenzie.

Staff present: Eldon Boone, General Manager; Lisa Soto, Secretary of the Board; Brett Hodgkiss, Assistant General Manager; Don Smith, Director of Water Resources; Brian Smith, Director of Engineering; Randy Whitmann, Engineering Project Manager; Frank Wolinski, Operations and Field Services Manager; Alisa Nichols, Management Analyst; Al Ducusin, Engineering Services Manager; and Marian Schmidt, Administrative Assistant. Back-up General Counsel Jeremy Jungreis was also present.

Other attendees: Mitchell Lam of Senator Joel Anderson's office.

3. PLEDGE OF ALLEGIANCE

Director Vásquez led the pledge of allegiance.

4. APPROVAL OF AGENDA

17-11-129 *Upon motion by Director Vásquez, seconded by Director Dorey and unanimously carried (4 ayes: Miller, Vásquez, Dorey, and Sanchez; 1 absent: MacKenzie), the Board of Directors approved the agenda as presented.*

5. PUBLIC COMMENT TIME

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

6. CONSENT CALENDAR

17-11-130 *Upon motion by Director Vásquez, seconded by Director Sanchez and unanimously carried (4 ayes: Miller, Vásquez, Dorey, and Sanchez; 1 absent: MacKenzie), the Board of Directors approved the Consent Calendar, including Resolution Nos. 17-44 approving disbursements, and 17-45 approving a revision to the 2017 Compensation Schedule.*

A. Grant of Right of Way

See staff report attached hereto. Staff recommended and the Board accepted the Grant of Right of Way (T53) via parcel map for a 10-foot specific water easement over a single-family parcel consisting of approximately 2.5 gross acres owned by The Browne Family Trust Agreement, dated August 30, 1993, located at 2213 Bautista Avenue, Vista (LN 2015-036; APN 159-170-04; DIV NO 1).

B. Water meter purchases

See staff report attached hereto. Staff recommended and the Board approved the purchase of Neptune water meters from Ferguson Waterworks Meter & Automation Group/Equarius Waterworks in the amount of \$90,497.00.

C. Purchasing Policy

See staff report attached hereto. Staff recommended and the Board approved revisions to Purchasing Policy, Section 4.3 of the District Rules and Regulations.

D. Revision to Compensation Schedule

See staff report attached hereto. Staff recommended and the Board took the following action:

The Board adopted Resolution No. 17-45 approving a revision to the 2017 Compensation Schedule for all employees to facilitate California Public Employees' Retirement System reporting requirements under current state pension law, by the following roll call vote:

AYES: Directors Vásquez, Dorey, Sanchez, and Miller
NOES: None
ABSTAIN: None
ABSENT: Director MacKenzie

Resolution No. 17-45 is on file in the official Resolution book of the District.

E. Minutes of Board of Directors meeting on November 1, 2017

The minutes of November 1, 2017 were approved as presented.

F. Resolution ratifying check disbursements

RESOLUTION NO. 17-44

BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 57344 through 57467 drawn on Union Bank totaling \$755,757.81.

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 15th day of November 2017.

7. SUBMETERING

See staff report attached hereto.

General Manager Eldon Boone stated that in September 2016, Senate Bill 7 passed into law, requiring water purveyors to require developers of new multiunit or mixed-use structures applying for service after January 1, 2018, to measure the quantity of water supplied to each individual unit as a condition of receiving new water service. The measurement can be individual water meters or by submeters. Mr. Boone stated that this new law prompted the proposed revision to the District’s Rules and Regulations. Mr. Boone said that the District will require the metering or submetering of new multiunit or mixed-use structures; however, enforcing the requirement will be carried out by the City and its inspectors. The Board discussed the new law and the proposed revisions to Section 3.12.3, Meter Rules, of the District’s Rules and Regulations, and took the following action:

17-11-131 *Upon motion by Director Dorey, seconded by Director Sanchez and unanimously carried (4 ayes: Miller, Vásquez, Dorey, and Sanchez; 1 absent: MacKenzie), the Board of Directors approved revisions to Section 3.12.3, Meter Rules, of the District’s Rules and Regulations.*

During the above discussion, Mr. Mitchell Lam of Senator Joel Anderson’s office arrived and requested to address the Board. President Miller reopened Agenda Item 5 for Public Comment.

5. PUBLIC COMMENT TIME

Mr. Lam invited the Board and staff to attend Senator Joel Anderson’s Holiday Legislative Open House. He handed out a flyer for the event and stated that it will be the Senator’s final open house for the year. Mr. Mitchell said he hoped to see everyone there and wished the Board a Happy Thanksgiving from himself and from Senator Anderson.

Brian Smith, Frank Wolinski, Al Ducusin, and Randy Whitmann all left the meeting at this time.

8. DESIGNATION OF VOTING PROXY FOR ASSOCIATION OF CALIFORNIA WATER AGENCIES ELECTION

See staff report attached hereto.

The Board discussed this routine matter briefly, noting that in past years the President of the Board has been the designee.

17-11-132 *Upon motion by Director Vasquez, seconded by Director Dorey and unanimously carried (4 ayes: Miller, Vásquez, Dorey, and Sanchez; 1 absent: MacKenzie), the Board of Directors designated Marty Miller as the District’s voting delegate, to vote in the election for Association of California Water Agencies (ACWA) President and Vice President as well as on the proposed bylaws amendments.*

9. 2018 BOARD MEETING DATES

See staff report attached hereto.

The Board discussed the proposed calendar, noting the exceptions to the regular meeting schedule of the first and third Wednesdays of the month. The Board had a brief discussion of other possible conflicts to the calendar and decided to adopt the calendar as presented.

17-11-133 *Upon motion by Director Dorey, seconded by Director Sanchez and unanimously carried (4 ayes: Miller, Vásquez, Dorey, and Sanchez; 1 absent: MacKenzie), the Board of Directors established the 2018 Board meeting dates to resolve conflicts as follows: a) rescheduled the first Board meeting in July from July 4 to July 5; b) shifted both meetings in October to the second and fourth Wednesdays of the month; c) scheduled one Board meeting in December, on December 5; and d) set 9:00 a.m. start times for February 21, March 21, August 22, October 24, and December 5.*

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

See staff report attached hereto.

President Miller reported that he attended a tour of the San Diego County Water Authority's (Water Authority) project to reline more than four miles of large-diameter pipeline between Lake Murray and Sweetwater Reservoir in La Mesa.

Mr. Boone reported that discussion among the member agency managers has recently centered on a growing desire for a greater level of engagement in matters pertaining to the Water Authority. There have been meetings for Water Authority member agencies' General Managers to discuss this matter. He stated that he plans on attending the next meeting on December 5. Mr. Boone said that another big issue currently being discussed among the member agency managers is the Metropolitan Water District's Local Resource Program.

Mr. Boone reported that a meeting was scheduled for that afternoon to discuss matters related to the wheeling of water by the Water Authority in connection with the San Luis Rey Indian Water Rights Settlement. Mr. Boone said that Special Counsel John Carter would be in attendance representing the District. Mr. Boone advised that there would likely be a closed session item on the District's December 6 agenda for possible action related to this matter's resolution. Mr. Boone noted that there would be no Water Authority Member Agencies Managers meeting in the month of December.

11. MEETINGS AND EVENTS

See staff report attached hereto.

Director Vásquez requested to attend the Legislative Roundtable meeting at the Water Authority on December 12, 2017. Director Sanchez requested to attend the Hoover Dam and Colorado River Aqueduct System tour, February 2-3, 2018.

17-11-134 *Upon motion by Director Vasquez, seconded by Director Dorey and unanimously carried (4 ayes: Miller, Vásquez, Dorey, and Sanchez; 1 absent: MacKenzie), the Board of Directors authorized the following attendances: Director Vásquez to attend the Legislative Roundtable meeting at the Water Authority on December 12, 2017; and Director Sanchez to attend the Hoover Dam and Colorado River Aqueduct System tour, February 2-3, 2018.*

Alisa Nichols left the meeting at this time.

12. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

See staff report attached hereto.

Mr. Boone proposed a single-topic workshop to discuss the disposition of the District-owned property on Pipeline Drive. He said that a workshop focused solely on this matter would allow time for in-depth discussion by the Board, staff, and the Brokers that the District has engaged to market the property for sale or lease. Mr. Boone said that he discussed potential dates with Director MacKenzie since she was going to be absent; she provided several dates that she would be available. The Board discussed the dates and settled on December 11, 2017 at 9:00 a.m.

Mr. Boone reviewed the list of upcoming agenda items and stated that several would be on the December 6 agenda, including a retirement celebration, the Lake Henshaw concessionaire agreement, the annual organizational meeting, an item regarding staff positions, and an item regarding the District's water bill message which was requested by Director MacKenzie. Mr. Boone said that staff is prepared to present the San Pasqual Undergrounding update and the Master Plan update; however, in an effort to avoid an overly full agenda, these two items will be held over until January. Mr. Boone said that the balance of the list, including the District headquarters courtyard modification and the Association of California Water Agencies (ACWA) Joint Powers Insurance Authority presentation would be presented after the first of the year.

13. COMMENTS BY DIRECTORS

Director Vásquez reported on recent news articles, including one regarding advances in technology and the increased ability to measure California water with greater accuracy. He said the article talked about how this has changed the way that Californians fight over water, from battles over dams and infrastructure, to new fights over how to maximize the use of the water we already have.

Director Vásquez reported on a news articles about the City of Escondido's hope to finally begin its Lake Wohlford dam replacement project next year and about the recent money that has been allocated by the State of California for the Salton Sea Rescue Plan.

14. COMMENTS BY GENERAL COUNSEL

Mr. Jungreis said that invitations would be forthcoming, inviting the Board to join him and General Counsel Joel Kuperberg for dinner on Thursday night while at the ACWA Conference in Anaheim. Mr. Boone suggested that the Board submit their RSVPs to the Board Secretary, who would forward the list to Mr. Kuperberg.

15. COMMENTS BY GENERAL MANAGER

None were presented.

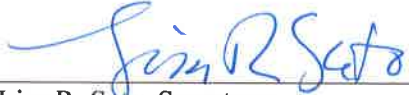
16. ADJOURNMENT

There being no further business to come before the Board, at 9:21 a.m., President Miller adjourned the meeting.



Marty Miller, President

ATTEST:



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



STAFF REPORT

Agenda Item: 6.A

Board Meeting Date:	November 15, 2017
Prepared By:	Al Ducusin
Reviewed By:	Brian Smith
Approved By:	Eldon Boone

SUBJECT: GRANT OF RIGHT OF WAY

RECOMMENDATION: Accept Grant of Right of Way (T53) via parcel map for a 10-foot specific water easement over a single-family parcel consisting of approximately 2.5 gross acres owned by The Browne Family Trust Agreement, dated August 30, 1993, located at 2213 Bautista Avenue, Vista (LN 2015-036; APN 159-170-04; DIV NO 1).

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None.

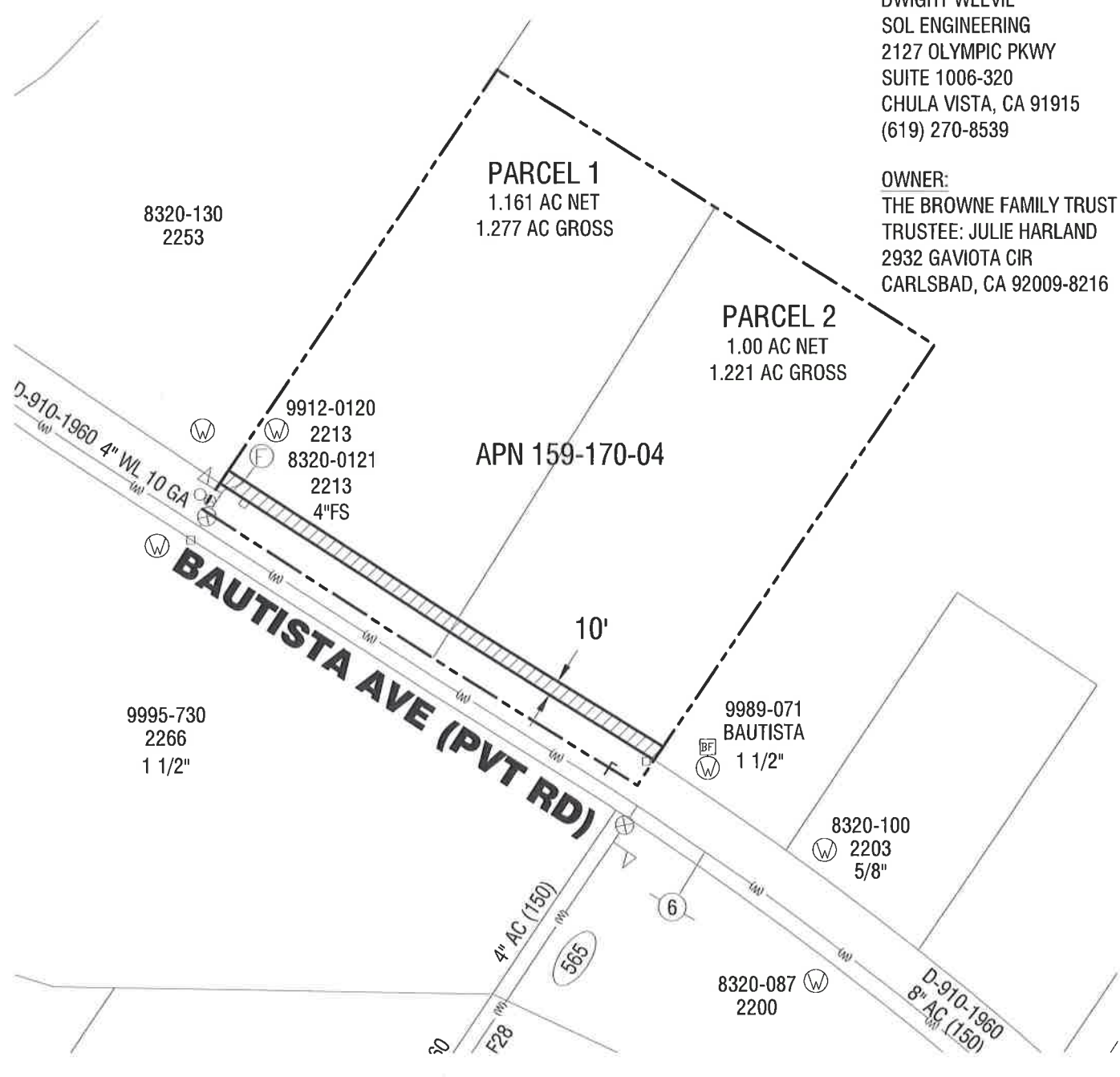
SUMMARY: The acceptance of Grant of Right of Way (T53) via parcel map will allow the District to secure a dedicated 10-foot specific water easement over Assessor Parcel Number (APN) 159-170-04 and allow the owner to record the map with the County Recorder.

DETAILED REPORT: The District currently has Blanket Easement (B23) encumbered over this property. Per the parcel map, the owners are adjusting the boundaries of their existing single-family parcel into two separate parcels and granting the District a specific water easement over the private street portions of Bautista Avenue that is also being dedicated as an easement for road and utility purposes. The acceptance of Grant of Right of Way (T53) will allow any future water facilities to be within a 10-foot specific water easement and will allow the owner to proceed with the development of their project.


ATTACHMENT: Map

ENGINEER:
 DWIGHT WEEVIE
 SOL ENGINEERING
 2127 OLYMPIC PKWY
 SUITE 1006-320
 CHULA VISTA, CA 91915
 (619) 270-8539

OWNER:
 THE BROWNE FAMILY TRUST
 TRUSTEE: JULIE HARLAND
 2932 GAVIOTA CIR
 CARLSBAD, CA 92009-8216



LEGEND

 PROPOSED 10' WATER
 EASEMENT TO VISTA IRRIGATION
 DISTRICT (T53) VIA PARCEL MAP



VICINITY MAP

NO SCALE

VISTA IRRIGATION DISTRICT

GRANT OF RIGHT OF WAY T53

2213 BAUTISTA AVE PARCEL MAP

APN 159-170-04		T.B. 1087-G1
SCALE NO SCALE		L.N. 2015-036
APPD. BY <i>AD</i>	DATE <i>11/7/17</i>	W.O.
DRAWN BY JRB	DATE 11/3/2017	
SHEET 1 OF 1	MAP E6	
REVISED: 11/7/17 Jeanette Bradshaw		



STAFF REPORT

Agenda Item: 6.B

Board Meeting Date:	November 15, 2017
Prepared By:	Christina Moyer
Reviewed By:	Brett Hodgkiss
Approved By:	Eldon Boone

SUBJECT: WATER METER PURCHASES

RECOMMENDATION: Approve the purchase of Neptune water meters from Ferguson Waterworks Meter & Automation Group/Equarius Waterworks in the amount of \$90,497.00.

PRIOR BOARD ACTION: On April 05, 2017, the Board approved the purchase of water meters from Ferguson Waterworks Meter & Automation Group/Equarius Waterworks in the amount of \$110,135.29.

FISCAL IMPACT: \$90,497.00 includes tax and freight.

SUMMARY: It is anticipated that the District will need to purchase 560 meters to supplement its current inventory, which is being used for meter change-outs and new installations. The District will be purchasing 3/4”and 1” meters.

DETAILED REPORT: The District recently solicited pricing for meters from three (3) manufacturers in order to continue to secure the most advantageous prices for the District. Pricing was obtained from our current provider, Ferguson Waterworks Meter & Automation Group/Equarius Waterworks (Neptune meters), as well as National Meter & Automation (Badger meters) and Core and Main, LP (Master meters). Core and Main, LP’s bid was non-responsive because their meter did not meet required specifications.

Based on the total price for the estimated number of meters to be purchased, staff recommends that the District purchase Neptune water meters from Ferguson Waterworks Meter & Automation Group/Equarius Waterworks. Below is a cost summary based on pricing for 360 – 3/4”and 200 – 1” meters.

COST SUMMARY

Ferguson Waterworks Meter & Automation Group /Equarius Waterworks	\$ 90,497.00
National Meter & Automation	\$ 98,637.40
Core and Main, LP	Non-Responsive



STAFF REPORT

Board Meeting Date: November 15, 2017
Prepared By: Brett Hodgkiss
Approved By: Eldon Boone

SUBJECT: PURCHASING POLICY

RECOMMENDATION: Approve revisions to Purchasing Policy, Section 4.3 of the District Rules and Regulations.

PRIOR BOARD ACTION: At its November 1, 2017 meeting, the Board reviewed and discussed proposed revisions to the Purchasing Policy and directed staff to add a provision to the policy that requires Board approval prior the establishment of any credit card account (e.g. Visa, MasterCard, etc.).

FISCAL IMPACT: None.

SUMMARY: At their July 19, 2017 meeting, the Board requested that an item be placed on a future agenda to consider increasing the purchasing threshold for the General Manager. The Purchasing Policy has remained unchanged for over nine years. In order to reflect current operational realities and changes that have transpired over that time, including inflation, staff proposes the policy be modified and updated. Since June 2008, inflation has increased by over sixteen percent (16%); staff proposes that the inflationary adjustment be rounded up to twenty percent (20%) and that all dollar thresholds contained in the policy be adjusted by this percentage.

DETAILED REPORT: The proposed revisions to the Purchasing Policy mainly reflect inflationary adjustments to various purchasing thresholds. As proposed, the approval threshold for the General Manager would increase from \$50,000 to \$60,000; all purchases and contracts in excess of \$60,000 would require Board Approval. The threshold for formal bids would increase from \$50,000 to \$60,000. The requirement to use the District's standard contract and purchase order would be adjusted from \$5,000 to \$6,000. Additionally, it is proposed that the General Manager's approval authority for individual and cumulative change orders be adjusted from \$100,000 and \$200,000 to \$120,000 and \$240,000, respectively.

Currently, the District has a number of vendor credit cards and accounts; a new section is proposed to be added to the policy to address the procurement of various types of credit cards as well as vendor credit. As drafted, the General Manager or designee would be authorized to obtain District gasoline cards or merchant cards and establish vendor credit to facilitate the procurement of services, supplies and equipment; additionally, per paragraph 4.3.10 (B), Board approval would be required to establish an account for any District credit card (e.g. Visa, MasterCard, etc.). All purchases using District credit cards or vendor credit would be required to comply with applicable Purchasing Policy requirements.

The proposed Purchasing Policy is presented in "redline" (strikeout/underline) format from the previous version approved by the Board. If the Board approves the proposed revisions to Purchasing Policy for inclusion in the Rules and Regulations, the General Manager will update the Purchasing Procedures accordingly.

ATTACHMENT: Redline version of proposed Purchasing Policy

4.3 PURCHASING POLICY

<i>Adoption Date:</i>	June 4, 2008
<i>Action:</i>	Approved by VID Board of Directors, Minute Order No. 08-06-72
<i>Applicable Law/Code/Agency:</i>	California Water Code, California Government Code, Public Contract Code

4.3.1 Purpose

The purpose of this policy is to secure District supplies, services and equipment in the most efficient and effective manner.

4.3.2 Attachments

None.

4.3.3 Definitions

Definitions are contained in the glossary of the Purchasing Procedures.

4.3.4 Goals

The purchasing goals of the District shall be as follows:

- A. The District shall purchase the right goods at the best price at the right time, encourage competition among vendors, and maintain a consistent and satisfactory supply of goods and services for the District's use.
- B. The purchase of supplies, services, and equipment shall be made at the lowest possible cost commensurate with acceptable quality.
- C. Positive financial controls shall be exercised over purchases to ensure that goods and services are pre-authorized and that expenditures do not exceed budgeted amounts without proper approval.
- D. Authority and responsibilities for the purchasing function shall be clearly defined.
- E. When all other considerations are equal, staff will endeavor to purchase materials, equipment and services from a qualified vendor whose primary location of business is within the District boundaries.
- F. Opportunities for cooperative purchasing, in order to take advantage of similar needs and economies of scale, will be pursued with other public agencies whenever such purchases are feasible and in the best interest of the District.

- G. The District shall not discriminate against any vendor or contractor because of race, color, religion, sex, national origin, ancestry, age, medical condition, sexual orientation, physical or mental disability, Vietnam-era veteran or special disabled veteran status, marital status or citizenship.

4.3.5 Types of Purchases

Each purchase shall be made through the ~~appropriate~~ applicable purchasing procedures identified for that type of purchase. Separate purchasing procedures shall exist for the procurement of supplies, equipment and non-professional services and for the procurement of professional services.

4.3.6 Documentation of Purchases

Each purchase shall be approved ~~requested and executed using~~ utilizing the appropriate form or document. The standard purchasing documents, depending on type of purchase, shall be the ~~purchase request,~~ purchase order, bid package, and services contract.

4.3.7 Supplies, Equipment and Non-Professional Services

- A. The procurement of supplies, equipment and non-professional services shall be conducted according to the following ~~procedural guidelines~~:

- open market purchases for items up to ~~\$5,000~~ 6,000;
- informal written bids/quotations for items from ~~\$5,000~~ 6,000 to ~~\$50,000~~ 60,000; and
- formal bids for items over ~~\$50,000~~ 60,000.

- B. The Board of Directors shall award all purchases based on formal bids.

- C. The purchase of highly technical supplies and equipment may be made through competitive negotiations following a request for proposals/evaluation process. Competitive negotiations for purchases of ~~\$50,000~~ 60,000 or more shall require Board approval.

- D. Sole source procurement from a single pre-qualified vendor may be conducted if the purchase item is obtainable only from that vendor based on availability and compatibility criteria. Sole source purchases of ~~\$\$50,000~~ 60,000 or more shall require Board approval.

4.3.8 Professional Services

- A. The procurement of professional services shall be conducted according to the following ~~procedural guidelines~~:

- open market procurement for services up to ~~\$50,000~~ 60,000; and

- requests for proposal for services over ~~\$50,000~~60,000.

B. Professional services contracts of ~~\$50,000~~60,000 or more shall be awarded by the Board of Directors.

4.3.9 ~~Purchase Requests and~~ Purchase Orders

A. All purchases of supplies, and equipment ~~and non-professional services in excess of \$5,000~~6,000 and all contracted services shall require completion and ~~proper~~ approval of a purchase ~~request~~order (~~exceptions are noted below~~). ~~Approved purchases shall be assigned a purchase order.~~

~~B. Exceptions to the purchase request/purchase order requirement may be approved in the following instances:~~

- ~~—~~
- ~~• blanket purchase orders with pre-qualified vendors; and~~
- ~~• reimbursements from petty cash funds.~~

~~Each of the above shall have its own approval procedures.~~

4.3.10 Credit

A. The General Manager or designee may obtain District gasoline cards, merchant cards or vendor credit to facilitate the procurement of services, supplies and equipment.

B. The Board of Directors shall approve the establishment of an account for any credit card issued by a credit card network (e.g. Visa, MasterCard, etc.).

C. Purchases using a District credit card, gasoline card, merchant card or vendor credit shall comply with applicable purchasing procedures.

4.3.~~10~~11 Contracts

A. A ~~formal~~ contract shall be required for all services performed for the District, ~~professional or otherwise, which cost more than \$5,000.~~

B. A letter agreement may be executed for services up to ~~\$5,000~~6,000.

C. Contract payments shall require prior approval and authorization ~~by more than one appropriate staff member if the invoice is over \$5,000.~~

D. Contract terms shall coincide with fiscal years wherever possible and shall not exceed three years without Board approval. Contracts in excess of \$50,00060,000 shall require Board approval.

4.3.~~11~~12 Contract Change Orders

- A. The General Manager has authority to execute ~~a single~~individual change orders not exceeding 10% of the contract amount or \$~~100,000~~120,000, whichever is less, and not cumulatively exceeding 20% of the contract amount or \$~~200,000~~240,000, whichever is less.
- B. The Board of Directors must formally approve all change orders that exceed the amounts set forth in 4.3.~~11~~12 A.

4.3.~~12~~13 Approvals

- A. All purchases shall be reviewed in advance for accuracy, appropriateness, and budget availability.
- B. All purchases shall be approved in advance by the appropriate level(s) in the organization commensurate with the type and amount of the purchase.
- C. All purchases shall be coordinated through Purchasing for the sake of efficiency, consistency, and fiscal control.

4.3.~~13~~14 Construction Projects

- A. Construction projects shall be awarded according to the ~~appropriate procurement~~applicable purchasing procedures. Contracts shall be required for all phases of a construction project.
- B. Construction projects which are let for formal bid shall require a formal construction bid package which has been approved by General Counsel and the General Manager.

4.3.~~14~~15 Disposal of Equipment and Supplies

- A. When obsolete equipment is replaced, every attempt should be made to exchange the old equipment as part of the new purchase.
- B. When surplus equipment must be discarded, it shall be disposed of through pre-approved channels in accordance with the best interests of the District's ratepayers.

4.3.~~15~~16 Emergency Purchases

- A. Authorized employees shall be able to make immediate purchases in the case of an emergency. Every effort shall be made to receive appropriate approvals in advance.

B. ~~The proper~~ Applicable purchasing procedures (including forms and approvals) for the type of purchase made shall be completed as soon as possible following the purchase.

4.3.~~16~~17 Waiver of Purchasing Guidelines

The Board of Directors may approve a waiver of these purchasing policies on a case-by-case basis, such as for major construction projects, real estate acquisitions, and cooperative purchasing programs.

4.3.~~17~~18 Procedures

Purchasing procedures shall be developed to implement the directives set forth in this policy.



STAFF REPORT

Agenda Item: 6.D

Board Meeting Date:	November 15, 2017
Prepared By:	Phil Zamora
Reviewed By:	Brett Hodgkiss
Approved By:	Eldon Boone

SUBJECT: REVISION TO COMPENSATION SCHEDULE

RECOMMENDATION: Adopt Resolution No. 17-XX approving a revision to the 2017 Compensation Schedule for all employees to facilitate California Public Employees' Retirement System reporting requirements under current state pension law.

PRIOR BOARD ACTION: On October 8, 2014, the Board approved salary, benefits and other terms and conditions of employments covering all employees for calendar years 2015, 2016 and 2017. Since that time the Board has approved, at least annually, a Compensation Schedule for all employees to facilitate California Public Employees' Retirement System (CalPERS) reporting requirements under state pension law. Most recently, the Board adopted revisions to the Compensation Schedule on June 21, 2017.

FISCAL IMPACT: This revision to the 2017 Compensation Schedule will result in a \$170 increase in monthly pension costs.

SUMMARY: CalPERS retirement law requires that the governing body of all public agencies approve a salary schedule and any revisions thereto for all employees in an open public forum.

DETAILED REPORT: The California Code of Regulations (CCR) at Section 570.5 requires public agencies to make duly adopted and approved pay schedules publicly available prior to CalPERS including the compensation as a part of the members retirement benefit. CCR Section 570.5 requires that the employee pay rate be limited to the amount listed on a pay schedule that has been duly approved and adopted by the employer's governing body in accordance with the requirements of applicable public meeting laws.

The attached resolution memorializes Board action taken on November 1, 2017 approving a 5.3% annual salary increase for the General Manager.

ATTACHMENT: Resolution No. 17-XX approving a revision to the Compensation Schedule.

RESOLUTION NO. 17-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF
VISTA IRRIGATION DISTRICT
APPROVING A REVISION TO THE COMPENSATION SCHEDULE

WHEREAS, the Vista Irrigation District's negotiation team completed meet and confer labor negotiations for 2015, 2016, and 2017 salaries and benefits as set forth in various Memorandum of Agreement for represented employees and a Resolution for unrepresented employees; and

WHEREAS, the District has previously negotiated and the Board of Directors has previously approved in each of these labor agreements certain adjustments to salary for each of the three years of the contract term; and

WHEREAS, California Code of Regulations (CCR) Section 570.5 requires public agencies to have a pay schedule duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws in order for CalPERS to consider pay as "compensation earnable" for purposes of calculating a member's retirement benefit.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Vista Irrigation District does hereby acknowledge approving a 5.3% salary increase for the General Manager at their November 1, 2017 meeting and approves and adopts a revision to the Compensation Schedule to reflect that change as set forth in the attached "Exhibit A", incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Directors has authorized execution of documents by the General Manager, Assistant General Manager and Human Resources Manager that may be required to carry out this Resolution.

PASSED AND ADOPTED by the Board of Directors this 15th day of November 2017, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Marty Miller, President

ATTEST:

Lisa Soto, Secretary
Board of Directors
VISTA IRRIGATION DISTRICT

EXHIBIT A

Vista Irrigation District COMPENSATION SCHEDULE Effective November 1, 2017

Job Title	Range - Monthly	Non-Exempt	Exempt
Accounting Technician	\$5,809 - \$7,061	X	
Accounts Payable Clerk	\$4,358 - \$5,297	X	
Administrative Assistant	\$5,484 - \$6,665	X	
Administrative Secretary	\$4,560 - \$5,543	X	
Administrative Office Assistant	\$4,851 - \$5,896	X	
Construction Worker (<i>New Series</i>)	\$4,358 - \$5,297	X	
Construction Worker (<i>Terminal</i>)	\$4,560 - \$5,543	X	
Customer Service Representative (<i>New Series</i>)	\$4,358 - \$5,297	X	
Customer Service Representative (<i>Terminal</i>)	\$4,560 - \$5,543	X	
Engineering Inspector	\$6,577 - \$7,994	X	
Engineering Office Assistant	\$4,560 - \$5,543	X	
Engineering Specialist II	\$6,577 - \$7,994	X	
Equipment Mechanic	\$5,243 - \$6,373	X	
Equipment Operator	\$5,243 - \$6,373	X	
Executive Assistant/Board Secretary	\$6,577 - \$7,994	X	
Facilities Locator	\$4,851 - \$5,896	X	
Facilities Office Assistant	\$4,560 - \$5,543	X	
Facilities Worker	\$5,243 - \$6,373	X	
Finance Associate	\$6,577 - \$8,428	X	
Financial Analyst	\$6,577 - \$7,994	X	
GIS Specialist	\$6,146 - \$7,471	X	
GIS Systems Associate	\$6,934 - \$8,428	X	
Heavy Equipment Operator	\$5,484 - \$6,665	X	
Human Resources/Safety Secretary	\$4,560 - \$5,543	X	
Human Resources Office Assistant	\$4,851 - \$5,896	X	
Information Technology System Administrator	\$6,934 - \$8,428	X	
Information Technology Specialist	\$6,577 - \$7,994	X	
Inventory Control Clerk	\$4,358 - \$5,297	X	
Laborer (<i>New Series</i>)	\$3,952 - \$4,804	X	
Laborer (<i>Terminal</i>)	\$4,358 - \$5,297	X	
Laborer Trainee	\$3,764 - \$4,576	X	
Maintenance Worker	\$4,358 - \$5,297	X	
Management Analyst	\$6,934 - \$8,428	X	
Meter Reader	\$3,764 - \$4,576	X	
Meter Reader Trainee	\$3,585 - \$4,357	X	
Meter Repair Technician	\$4,560 - \$5,543	X	
Purchasing Agent	\$6,146 - \$7,471	X	
Receptionist/Cashier	\$4,358 - \$5,297	X	
Senior Accountant	\$6,934 - \$8,428	X	
Senior Construction Worker	\$6,146 - \$7,471	X	
Senior Customer Service Rep.	\$4,851 - \$5,896	X	
Senior Equipment Mechanic	\$6,146 - \$7,471	X	
Senior Facilities Worker	\$6,146 - \$7,471	X	
System Controls Technician I	\$6,146 - \$7,471	X	
System Controls Technician II	\$6,577 - \$7,994	X	
System Controls Technician III	\$6,934 - \$8,428	X	
System Operator I	\$5,484 - \$6,665	X	
System Operator II	\$5,809 - \$7,061	X	

EXHIBIT A

Vista Irrigation District COMPENSATION SCHEDULE Effective November 1, 2017

Job Title	Range - Monthly	Non-Exempt	Exempt
Water Conservation Specialist I	\$6,146 - \$7,471	X	
Water Conservation Specialist II	\$6,577 - \$7,994	X	
Water Quality Operator I	\$5,484 - \$6,665	X	
Water Quality Operator II	\$5,809 - \$7,061	X	
Water Quality Operator III	\$6,146 - \$7,471	X	
Water Resources Aide	\$4,851 - \$5,896	X	
Water Resources Office Assistant	\$4,560 - \$5,543	X	
Water Resources Specialist	\$6,934 - \$8,428	X	
Welder/Equipment Operator	\$5,809 - \$7,061	X	
Welder Helper	\$5,243 - \$6,373	X	
Welder I	\$5,484 - \$6,665	X	
Welder II	\$5,809 - \$7,061	X	
Assistant General Manager	\$12,359 - \$16,562		X
Construction Supervisor	\$7,298 - \$9,780		X
Customer Service Manager	\$8,735 - \$12,281		X
Customer Service Supervisor	\$5,809 - \$7,785		X
Director of Engineering	\$12,359 - \$16,562		X
Director of Water Resources	\$12,067 - \$16,171		X
Engineering Project Manager	\$9,713 - \$13,016		X
Engineering Services Manager	\$9,164 - \$12,281		X
Facilities Supervisor	\$7,298 - \$9,780		X
Finance Manager	\$9,713 - \$13,016		X
General Manager	\$19,832 - \$19,832		X
Human Resources Manager	\$9,713 - \$13,016		X
Information Technology Supervisor	\$7,298 - \$9,780		X
Operations and Field Services Manager	\$10,163 - \$13,620		X
Safety/Risk Manager	\$8,735 - \$11,706		X
System Controls Supervisor	\$7,298 - \$9,780		X
Water Distribution Supervisor	\$7,298 - \$9,780		X
Water Resources Manager	\$9,164 - \$12,281		X
Water Resources Engineer	\$8,317 - \$11,145		X
Water Resources Supervisor	\$5,809 - \$7,785		X
Board of Director (per meeting)	\$200 - \$200		

Cash Disbursement Report



Payment Dates 10/20/2017 - 11/02/2017

Payment Number	Payment Date	Vendor	Description	Amount
57344-57354	10/26/2017	Refund Checks 57344-57354	Customer Refunds	2,116.01
57355	10/26/2017	Alliance Communication Cables Inc.	Radios & Components - SCADA (2)	2,433.60
	10/26/2017		Radio & Components - SCADA	1,225.80
57356	10/26/2017	AT&T	CALNET3 09/13/17-10/12/17 - Phones	958.80
	10/26/2017		CALNET3 09/13/17-10/12/17 - Teleconference	35.12
57357	10/26/2017	Basic pacific	Flexible Spending Service/Cobra 10/2017	254.00
57358	10/26/2017	Brithinee Electric	Soft Starter - Station 10	2,393.27
57359	10/26/2017	C & V Consulting Inc	Refund/Fire Flow Analysis Fee	207.00
57360	10/26/2017	Canon Solutions America, Inc	Copier Maintenance	36.90
57361	10/26/2017	Commercial Transportation Services Inc	Forklift Training	2,541.08
57362	10/26/2017	Craneworks Southwest Inc	Hydraulic Hoses - F1	220.67
57363	10/26/2017	Diamond Environmental Services	Portable Restroom Service	87.24
	10/26/2017		Portable Restroom Service	99.27
	10/26/2017		Stationary & Portable Restroom Service	180.62
	10/26/2017		Portable Restroom Service	97.23
	10/26/2017		Portable Restroom Service	(243.00)
57364	10/26/2017	Diesel Pollution Solutions Inc	DPF Control Box - Truck 48	470.93
57365	10/26/2017	Digital River GmbH	EMCO Remote Shutdown Software	389.00
57366	10/26/2017	El Camino Rental	Multiquip Rammer Service Parts	140.30
	10/26/2017		2016 Allmand Nite Light NL 5000	8,335.25
57367	10/26/2017	Electrical Sales Inc	Parts for Well 8A	243.66
	10/26/2017		Light Bulbs	99.14
	10/26/2017		Electrical Panduit Ducting	138.15
	10/26/2017		Florescent Tubes	299.24
	10/26/2017		Fuse Block	78.69
57368	10/26/2017	Ferguson Waterworks	Curb Stops (4), Gasket	818.08
	10/26/2017		Meter Box & Lids	364.20
	10/26/2017		Meter Boxes & Lids (7)	950.35
	10/26/2017		Meter Box & Lid	135.77
	10/26/2017		Meter Boxes & Lids (3)	402.83
	10/26/2017		Meter Box & Lid	134.28
	10/26/2017		Meter Box & Lid	134.28
	10/26/2017		Coupling 1"x1" Female Flare Super Grip (36)	740.43
	10/26/2017		Coupling Meter .75"x1.50" (10)	160.53
	10/26/2017		Clamp 1x3 Repair Full Circle 1.32OD Orangeburg (5)	150.20

Payment Number	Payment Date	Vendor	Description	Amount
	10/26/2017		Corp Stop 1" Flare (81)	3,920.28
	10/26/2017		Coupling 1.25 x 1 Female Flare X Super Grip (15)	394.25
57369	10/26/2017	D.H. Maintenance Services	Janitorial Service 10/2014	2,275.00
57370	10/26/2017	GLC-(CA) Vista LLC	Solar Use 09/2017	5,426.86
57371	10/26/2017	Glennie's Office Products Inc	Office Supplies	54.69
	10/26/2017		Office Supplies	(39.68)
57372	10/26/2017	Grainger	Cartridge	131.90
57373	10/26/2017	Hach Company	Water Quality Equipment - Station 12	7,069.95
	10/26/2017		Water Quality Chlorine Analyzer - Station 12	3,403.92
	10/26/2017		Turbidimeter Calibration Kit - Station 12	358.90
57374	10/26/2017	Hawthorne Machinery Co	Bucket Teeth, Hardware - B6 & B19	271.09
57375	10/26/2017	HDR	Corrosion Engineering Services 06/2017	4,245.00
57376	10/26/2017	Hello Deli	Lunch 10/19/17 - Interview Panel (5)	54.98
	10/26/2017		Lunch 10/18/17 - Interview Panel (5)	49.98
57377	10/26/2017	Horton Knox Carter & Foote LLP	Legal Services	12,000.00
57378	10/26/2017	InfoSend Inc	Support & Storage 09/2017	1,227.09
57379	10/26/2017	Interstate Battery of San Diego Inc	Battery - Truck 45	131.08
57380	10/26/2017	Jackson & Blanc	HVAC Quarterly Maintenance	2,178.75
57381	10/26/2017	Joe's Paving	Paving - Primrose Ave	68,191.50
57382	10/26/2017	Ken Grody Ford Carlsbad	Brake Release Lever/Cable - Truck 30	45.18
57383	10/26/2017	Lighthouse Inc	Lightbar, Strobes, Lamps, Brackets - Truck 65	1,605.72
57384	10/26/2017	Mallory Safety and Supply, LLC	Black Goggles (12)	85.73
	10/26/2017		Glasses	55.21
57385	10/26/2017	Matheson Tri-Gas Inc	Lenses (10)	19.13
57386	10/26/2017	Moodys	Dump Fees (3)	600.00
	10/26/2017		Dump Fees (4)	800.00
	10/26/2017		Dump Fees (2)	400.00
	10/26/2017		Dump Fees (4)	800.00
57387	10/26/2017	MRC, Smart Technology Solutions	Managed Print Service 10/2/17-11/1/17	940.69
57388	10/26/2017	Mutual of Omaha	LTD, STD, Life Insurance 11/2017	6,341.67
57389	10/26/2017	North County Auto Parts	Belt, Tensioners - Truck 28	142.60
	10/26/2017		Belt Tensioner - Truck 28	122.67
	10/26/2017		Filters, Oil	130.43
57390	10/26/2017	North County Industrial Park	Association Fees 11/2017 - Pipeline Dr	256.40
57391	10/26/2017	North County Industrial Park	Association Fees 11/2017 - 1391 Engineer St	879.30
57392	10/26/2017	Opto 22	SCADA Parts	411.71
57393	10/26/2017	O'Reilly Auto Parts	Hydraulic Hose - T5	113.66
	10/26/2017		Wiper Blades - Truck 36	8.65
57394	10/26/2017	Pacific Pipeline Supply	Valve Box Lids (3)	224.08
	10/26/2017		Gaskets (4)	56.85

Payment Number	Payment Date	Vendor	Description	Amount
57395	10/26/2017	Protel Communications, Inc	Phone System Support 11/2017 - 01/2018	1,166.00
57396	10/26/2017	RDO Exch #80-5800	Chipping Knives	166.82
57397	10/26/2017	S & J Supply Company Inc	Copper Parts - Warehouse	3,563.86
	10/26/2017		Coupling 4" Deflection C900 (6)	114.83
	10/26/2017		Service Saddle 8x1 C900 PVC (8)	1,095.75
	10/26/2017		Ell 2" Brass 90 Degree St. (1)	34.81
	10/26/2017		Adapter 2" Copper x MIP (3)	39.20
	10/26/2017		Pipe 2" PVC Schedule 80 (20ft)	37.89
	10/26/2017		Sleeve 12" Galvanized Top Sections (2)	41.14
	10/26/2017		Fire Hydrant Check Valve (1)	1,382.35
	10/26/2017		Gate Valve 6" POxFL R/W C900 (1)	673.32
	10/26/2017		Ell 8" Cast Iron PO 45 Degree (8)	779.03
	10/26/2017		Pipe 12" PVC DR-14 C900 (20ft)	460.71
	10/26/2017		Corp Stop 2" (2)	392.08
	10/26/2017		Pipe 4" PVC DR-14 C900 (100ft)	320.42
	10/26/2017		Service Saddle 4x1 C900 PVC (5)	469.70
	10/26/2017		Pipe 8" PVC DR-14 C900 (1500ft)	16,075.13
	10/26/2017		Pipe 6" PVC DR-14 C900 (40ft)	249.41
	10/26/2017		Gate Valve 4" POxFL R/W C900 (1)	512.02
	10/26/2017		Wire 10 Copper (2500ft)	568.31
	10/26/2017		Ell 6"x16" POxFL Bury Cast Iron (1)	211.09
	10/26/2017		Corp Stop 1" Flare (18)	946.19
	10/26/2017		Tubing 1" Copper Soft (50ft)	2,864.30
	10/26/2017		Service Saddle 4x2 C900 PVC (2)	226.61
	10/26/2017		Curb Stop 1" Flare (11)	1,092.87
	10/26/2017		Tubing 1" Copper Soft (1200ft)	5,066.10
	10/26/2017		Tee 8" x 6" PO X FL (1)	134.33
	10/26/2017		4" PLT 150# B&N SET BN4 (1)	5.41
	10/26/2017		6" - 8" PLT 150# B&N SET 8PCS 3/4" X 3- 1/4" (4)	25.98
	10/26/2017		Cap 4" DI PO SOLID IMP (1)	21.65
	10/26/2017		8" x 12" Galv Slip Top (2)	19.49
	10/26/2017		8" 150# NON ASB RING GSKT NARG 1/16TH (4)	17.30
	10/26/2017		Cap 2" PVC SCH80 THRD P8TCA (1)	10.83
	10/26/2017		Plug 2" PVC SCH80 THRD P8MPL2 (1)	5.41
	10/26/2017		4" 150# NON ASB RING GSKT 1/16TH (1)	2.17
	10/26/2017		Tee 8" x 4" PO X FL (1)	132.40
57398	10/26/2017	San Diego County Treasurer-Tax Collector	Property Tax 07/01/17 - 08/30/18	56.44
57399	10/26/2017	San Diego Friction Products	Oil Drain Valve	38.51
57400	10/26/2017	San Diego Gas & Electric	Electric 10/2017 - Henshaw Building & Grounds	655.90
	10/26/2017		Electric 10/2017 - Well Field	10,653.96

Payment Number	Payment Date	Vendor	Description	Amount
57401	10/26/2017	Shred-it USA LLC	Monthly Shredding Svc & Annual Records Purge	549.43
57402	10/26/2017	SiteOne Landscape Supply, LLC	Repair Coupling, Teflon Tape, Pipe Seal	192.73
	10/26/2017		Teflon Tape, Pipe Seal, Expansion Repair Coupling	1,040.26
	10/26/2017		Expansion Repair Couplings	(216.77)
57403	10/26/2017	Southern Counties Lubricants, LLC	Fuel 10/01/17-10/15/17	4,530.36
57404	10/26/2017	Sunrise Materials Inc	Gravel Bags, Pallets	1,702.77
57405	10/26/2017	Midas Service Experts	Tire & Alignment - Truck 47	307.42
	10/26/2017		Tire - Truck 32	114.37
57406	10/26/2017	Trench Plate Rental Co	Skid Guard	252.35
57407	10/26/2017	The San Diego Union-Tribune LLC	Notice of Public Hearing	177.88
57408	10/26/2017	TS Industrial Supply	Towel Wypall X80 (25)	798.34
	10/26/2017		Gloves Rubber Nitrile XL 100 per box (50)	713.91
	10/26/2017		Gloves Rubber Nitrile LG 100 per box (50)	713.91
	10/26/2017		Cylinder Brackets - Truck 65	43.82
	10/26/2017		Wilton Vise - Truck 65	207.84
	10/26/2017		Fire Hose Aluminum End	288.00
	10/26/2017		Measuring Wheel	469.42
57409	10/26/2017	Tyco Integrated Security LLC	Security Monitoring & Maintenance 11/17- 01/18	2,556.79
57410	10/26/2017	Underground Service Alert of Southern California	New DigAlert Tickets 09/2017	382.90
57411	10/26/2017	UniFirst Corporation	Uniform Service	339.58
57412	10/26/2017	VG Donuts & Bakery Inc	Board Meeting 10/18/17	28.66
57413	10/26/2017	Victor Herman	Refund/Service Change 2017.0043	570.00
57414	10/26/2017	Warren Environmental, Inc.	Warren 2 Part Epoxy	2,527.32
57415	10/26/2017	WIN-911 Software	SCADA Alarm Software Support	495.00
57416-57419	11/02/2017	Refund Checks 57416-57419	Customer Refunds	992.31
57420	11/02/2017	Allied Electronics Inc	Circuit Breakers for SCADA	502.62
57421	11/02/2017	Aquajet Art	Hinges	219.34
57422	11/02/2017	Association of State Dam Safety Officials Inc	Membership Renewal	55.00
57423	11/02/2017	Cal-Osha Reporter	Subscription Renewal	395.00
57424	11/02/2017	Cannon Pacific Services Inc	Emergency Street Sweeping - Ferrara St	979.00
	11/02/2017		Emergency Street Sweeping - Qualis Trail	979.00
57425	11/02/2017	CDW Government Inc	USB Keyboards	31.24
57426	11/02/2017	Cecilia's Safety Service Inc	Traffic Control - Copper Ave/W Vista Way	3,017.50
	11/02/2017		Traffic Control - Mason Rd	765.00
	11/02/2017		Traffic Control - Seaview Place/Civic Center	3,225.00
	11/02/2017		Traffic Control - Avenida Elena	637.50
57427	11/02/2017	760Print	Printing - Business Cards	412.44
57428	11/02/2017	City Of Escondido	Escondido Water Treatment Plant 07/2017 - 08/2017	244,062.50
57429	11/02/2017	City of Vista	Row Permits 07/2017 - 09/2017	8,040.00
57430	11/02/2017	County of San Diego	Septic Layout Review	468.00

Payment Number	Payment Date	Vendor	Description	Amount
57431	11/02/2017	Todd Groundwater, Inc.	Groundwater Assessment and Consultation Services	2,840.00
57432	11/02/2017	Diamond Environmental Services	Portable Restroom Service	99.27
57433	11/02/2017	El Camino Rental	Ripper Teeth	85.77
	11/02/2017		Concrete	200.26
57434	11/02/2017	Endicott Comm., Inc - CV	Answering Service 10/2017	284.14
57435	11/02/2017	Farwest Corrosion Control Company	Portable Reference Electrodes	338.72
57436	11/02/2017	Ferguson Waterworks	Coupling 4" Repair Macro (10)	1,758.09
57437	11/02/2017	Flippin Pizza Vista	Health/Wellness Fair Refreshments	432.54
57438	11/02/2017	Grainger	Protective Cases, Batteries	611.61
57439	11/02/2017	Hach Company	Chlorine for Plants	943.40
57440	11/02/2017	Hidden Valley Pump Sys Inc	Motor Savers	867.73
57441	11/02/2017	HUB Construction Specialties	Compaction Rammer - Truck 48	2,532.13
57442	11/02/2017	Infrastructure Engineering Corporation	Consultant - Courtyard Planning 09/2017	691.25
57443	11/02/2017	Inland Water Works Supply Co	Antenna Base	270.63
57444	11/02/2017	Jo MacKenzie	ACWA State Legislative Committee Mtg 10/2017	473.12
57445	11/02/2017	Lawnmowers Plus Inc	Air Filter	32.08
57446	11/02/2017	Mallory Safety and Supply, LLC	Gas for Calibrating Gas Monitors	211.09
57447	11/02/2017	Marlene Kelleher	Reimbursement - Health/Wellness Fair Refreshments	149.38
57448	11/02/2017	Moody's	Dump Fees (2)	400.00
	11/02/2017		Dump Fee	200.00
	11/02/2017		Dump Fees (5)	1,000.00
57449	11/02/2017	North County Auto Parts	Silicone Spray, Starting Fluid, Carb Cleaner	11.79
	11/02/2017		Fuel Hoses	57.65
57450	11/02/2017	One Source Distributors	Filters for Gas Detectors	129.90
57451	11/02/2017	Pacific Pipeline Supply	Adapter 2" Copper x MIP (20)	259.80
	11/02/2017		Fire Hydrant Wharf Head 4x2.5 (3)	1,402.92
57452	11/02/2017	Rancho Environmental Service	Tree & Stump Removal - "A" Reservoir	2,700.00
57453	11/02/2017	RC Auto & Smog	Smog Inspection - Truck 31	50.00
57454	11/02/2017	Richard Brady & Associates, Inc	HP Reservoir Rehab Construction 09/2017	213,259.43
57455	11/02/2017	Rutan & Tucker LLP	Legal 09/2017	3,965.34
	11/02/2017		Legal 09/2017	561.00
	11/02/2017		Legal 09/2017	28.00
	11/02/2017		Legal 09/2017	140.00
57456	11/02/2017	S & J Supply Company Inc	Cover 12" Valve Box Cast Iron (2)	155.88
	11/02/2017		Curb Stop 2" FNPT X MNPT (2)	660.33
	11/02/2017		Cover 8" Valve Cast Iron Water (2)	58.46
	11/02/2017		Zinc Anode bag 30lb (18)	2,474.59
57457	11/02/2017	San Diego County Treasurer-Tax Collector	Property Tax 07/01/17 - 06/30/18	572.34
	11/02/2017		Property Tax 07/01/17 - 06/30/18	2,430.62
57458	11/02/2017	San Diego Gas & Electric	Electric 10/2017 - Warner Ranch House	42.55

Payment Number	Payment Date	Vendor	Description	Amount
	11/02/2017		Electric 09/2017 - Cathodic Protection & T&D	182.66
	11/02/2017		Electric 09/2017 - Reservoirs	112.98
	11/02/2017		Electric 09/2017 - Pump Stations	9,372.01
	11/02/2017		Electric 09/2017 - Plants	85.20
57459	11/02/2017	Sinkey Subway, Inc	Refreshments - Health/Wellness Fair 2017	140.00
57460	11/02/2017	Spok, Inc	Pagers	45.26
57461	11/02/2017	Sunrise Materials Inc	Cement	11.37
	11/02/2017		Gravel	56.29
	11/02/2017		Top Soil	24.90
	11/02/2017		Gravel	56.29
57462	11/02/2017	TS Industrial Supply	Pipe Cutter, Pipe Cutter Chain	940.64
	11/02/2017		Pulling Cable Klein Grip	373.46
	11/02/2017		Hose Repair & Parts	63.80
	11/02/2017		Pulling Cable Klein Grip	373.46
57463	11/02/2017	UniFirst Corporation	Uniform Service	363.49
57464	11/02/2017	Verizon Wireless	Air Cards	76.02
	11/02/2017		Cell Phone Service 09/16/17-10/15/17	1,271.19
	11/02/2017		SCADA Tablet	1,312.24
	11/02/2017		SCADA Remote Access 09/21/17-10/20/17	323.71
57465	11/02/2017	Vulcan Materials Company and Affiliates	Cold Mix	1,994.43
57466	11/02/2017	White Nelson Diehl Evans LLP	Audit Services 09/2017	9,000.00
57467	11/02/2017	WorkPartners OHS	DOT Physical	85.00
Grand Total:				755,757.81



STAFF REPORT

Agenda Item: 7

Board Meeting Date: November 15, 2017
Prepared By: Al Ducusin
Reviewed By: Brian Smith
Approved By: Eldon Boone

SUBJECT: SUBMETERING

RECOMMENDATION: Approve revisions to Section 3.12.3, Meter Rules, of the District's Rules and Regulations.

PRIOR BOARD ACTION: At its May 14, 2014, meeting, the Board received an informational report regarding metering or submetering individual units within multiunit residential developments.

FISCAL IMPACT: None.

SUMMARY: In September 2016, the Governor signed into law Senate Bill 7, which added a requirement to the Water Measurement Law that a water purveyor that provides water service to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure that submits an application for a water connection after January 1, 2018, measure the quantity of water supplied to each individual dwelling unit as a condition of new water service. The law permits the measurement to be by individual water meters or submeters. Furthermore, the law does not require a water purveyor to fund or assume responsibility for ensuring compliance with any law or regulation governing the approval of submeter types or the installation, maintenance, reading, billing, and testing of submeters and associated onsite plumbing.

DETAILED REPORT: Pursuant to California Water Code Section 537 et seq., the District shall require the measurement of the quantity of water supplied to each individual residential dwelling in a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure as a condition of new water service after January 1, 2018. Thus, each unit will have to be equipped with an individual meter to measure the quantity of water supplied to each unit. The measurement may be by individual District meters or private submeters after a District master meter.

Typically, it is cost prohibitive for developers to install individual District meters for each dwelling unit in a multiunit residential or mixed-use residential commercial structure; therefore, developers elect to install one or two District master meters for the entire complex. After January 1, 2018, a developer that chooses to have a master meter installed will also be required to install private submeters to each individual dwelling unit. Since the private submeters are installed after District master meters, the devices will be installed under the jurisdiction of a local government building department.

District staff has met with City of Vista (City) staff to discuss the new individual metering/submetering requirement for multiunit residential or mixed-use residential commercial structure. The City has determined that since any new multi-family unit will require discretionary approval, it will include the new individual metering/submetering requirement as a condition of approval at the planning level; additionally, City staff will verify conformity during building plan check and inspection. Pursuant to California Water Code Section 537.1 (a), District staff will notify the developer at the planning level and as a condition of accepting a water meter application for a multiunit residential or mixed-use residential commercial structure that individual metering/submetering is required.

Staff proposes to add Section 3.12.3 (J) to the District's Rules and Regulations to address the new requirement. The proposed revision is shown in an attached redline version.

ATTACHMENT: Rules and Regulations Section 3.12.3 (redline version)
California Water Code Section 537

3.12.3 Meter Rules

- A. The District shall determine the size, type, and final location of each meter and service outlet. The meter and lateral will receive water from a water main bordering the property with the meter set adjacent to the property. If an adjacent water main does not exist, the applicant for water service shall extend the District's water line to the property. At the discretion of the District, an exception may be granted per Section 3.8.6 "Temporary and Permanent Offsite Water Facilities."

(Last revision 9/20/00: Minute Order 00-09-82)

- B. The District shall retain the ownership of meters and connecting service pipe assemblies.
- C. The District will schedule the installation of the meter and service at the District's earliest possible convenience. The District's current workload will govern the amount of elapsed time between customer's accepted application and actual installation date.
- D. The meter is to supply water to the property indicated on the application only and all properties indicated on the application must be under the same legal ownership. A meter shall not be used to supply water to properties not indicated on the meter application.

If the property is split or a portion of the property indicated on the application changes ownership, the meter shall belong to the subsequent lot upon which the meter is physically located. The remaining subsequent lot(s) are required to apply for water service and pay all applicable fees.

- E. All water supplied by the District shall be via meters furnished and installed by the District.
- F. Water service may be terminated when required backflow prevention devices have not been installed, removed or are inoperative. (See "Cross-Connection Control," Section 6.3.)
- G. No by-pass or other connection line between meters and transmission or distribution mains shall be made or maintained by any consumer.
- H. The District will endeavor to provide continuous uninterrupted water service. However, from time to time, it is necessary for the District to temporarily suspend delivery due to routine or emergency maintenance or improvements to its distribution system. Notice to customers regarding the service interruption will be made enough in advance for consumers to make necessary adjustments in their usage. However, in an emergency, it may not be possible or practical to provide this advanced notification. The District does not guarantee continuous, uninterrupted service and assumes no liability for customer loss for failure to provide this service.
- I. General use of water by District customers is subject to regulation by the Board of Directors in such a manner as will ensure an equitable supply to all customers. (Also, see "Waste of Water and Water Conservation," Section 1.9.)

- J. Pursuant to Water Code Section 537 et seq., all newly constructed multiunit residential and newly constructed mixed-use residential and commercial structures, for which an application for water service is submitted after January 1, 2018, are required to measure the quantity of water supplied to each individual residential dwelling unit as a condition of new water service. The owner of the structure shall be responsible for installing and reading submeters and complying with all applicable laws and regulations.


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WATER CODE - WAT
DIVISION 1. GENERAL STATE POWERS OVER WATER [100 - 540] (*Division 1 enacted by Stats. 1943, Ch. 368.*)

CHAPTER 8. Water Measurement [500 - 537.5] (*Chapter 8 added by Stats. 1991, Ch. 407, Sec. 2.*)

ARTICLE 5. Multiunit Structures [537 - 537.5] (*Article 5 added by Stats. 2016, Ch. 623, Sec. 5.*)

537. (a) The structures in all of the following categories shall be exempt from this article:

(1) Low-income housing. For purposes of this paragraph, "low-income housing" means a residential building financed with low-income housing tax credits, tax-exempt mortgage revenue bonds, general obligation bonds, or local, state, or federal loans or grants, for which the rents of the occupants in lower income households, as defined in Section 50079.5 of the Health and Safety Code, do not exceed rents prescribed by deed restrictions or regulatory agreements pursuant to the terms of the financing or financial assistance, and for which not less than 90 percent of the dwelling units within the building are designated for occupancy by lower income households, as defined in Section 50079.5 of the Health and Safety Code.

(2) Housing at a place of education, as defined in Section 202 of the California Building Standards Code (Title 24 of the California Code of Regulations).

(3) Long-term health care facilities, as defined in Section 1418 of the Health and Safety Code.

(4) Time-share property, as defined in subdivision (aa) of Section 11212 of the Business and Professions Code.

(5) Residential care facilities for the elderly, as defined in Section 1569.2 of the Health and Safety Code.

(b) A submeter used to measure water supplied to an individual residential unit that is required pursuant to this chapter shall be of a type approved pursuant to Section 12500.5 of the Business and Professions Code, and shall be installed and operated in compliance with regulations established pursuant to Section 12107 of the Business and Professions Code.

(Added by Stats. 2016, Ch. 623, Sec. 5. Effective January 1, 2017. Section operative January 1, 2018, pursuant to Section 537.5.)

537.1. (a) Each water purveyor that sells, leases, rents, furnishes, or delivers water service to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure for which an application for a water connection, or more than one connection, is submitted after January 1, 2018, shall require a measurement of the quantity of water supplied to each individual residential dwelling unit as a condition of new water service. The measurement may be by individual water meters or submeters.

(b) Unless the water purveyor or local government is operating under an ordinance or regulation requiring individual metering, the owner shall be required to install and read submeters, unless the water purveyor agrees to install and read individual meters.

(c) (1) The owner of the structure shall install submeters that comply with all laws and regulations governing the approval of submeter types or the installation, maintenance, reading, billing, and testing of submeters, including, but not limited to, the California Plumbing Code.

(2) This subdivision does not require a water purveyor to fund or assume responsibility for ensuring compliance with any law or regulation governing the approval of submeter types or the installation, maintenance, reading, billing, and testing of submeters and associated onsite plumbing.

(3) Installation of submeters shall be performed by one of the following:

(A) A contractor licensed by the Contractors' State License Board who employs at least one journey person who has graduated from a state-approved apprenticeship program.

(B) A registered service agency that has registered with the Department of Food and Agriculture.

(d) A water purveyor shall not impose an additional capacity or connection fee or charge for a submeter that is installed by the owner, or his or her agent.

(e) This section shall remain operative until the date on which the California Building Standards Commission includes standards in the California Building Standards Code that conform to this article.

(Added by Stats. 2016, Ch. 623, Sec. 5. Effective January 1, 2017. Section operative January 1, 2018, pursuant to Section 537.5. Inoperative on date prescribed by its own provisions.)

537.2. (a) A final occupancy permit for a building shall not be denied by a local building official if water submeters or meters have not been installed for each residential unit as required by this chapter if the building owner can demonstrate either of the following:

(1) Water submeters have been ordered and were delayed by the manufacturer.

(2) Water submeters for the building were submitted to a county sealer and are awaiting approval for use.

(b) After issuance of the occupancy permit, the owner shall demonstrate that the submeters are installed in the building within 120 days of approval by the county sealer.

(Added by Stats. 2016, Ch. 623, Sec. 5. Effective January 1, 2017. Section operative January 1, 2018, pursuant to Section 537.5.)

537.3. (a) This article does not preclude or preempt an ordinance or regulation that regulates the approval of submeter types or the installation, maintenance, reading, billing, or testing of submeters and associated onsite plumbing if the ordinance or regulation was adopted prior to January 1, 2013.

(b) It is the intent of the Legislature to preclude the adoption, and preempt the operation, of an ordinance or regulation adopted after January 1, 2013, that regulates the types of approved submeters, their installation, maintenance, reading, billing, and testing, and associated onsite plumbing.

(c) This article does not restrict the existing authority of a water purveyor, city, county, city and county, or other local agency to adopt and implement a program to promote water conservation that includes the installation of water meters and submeters, as required pursuant to subdivision (a) of Section 537.1, if the program is at least as stringent as the requirements of this article.

(Added by Stats. 2016, Ch. 623, Sec. 5. Effective January 1, 2017. Section operative January 1, 2018, pursuant to Section 537.5.)

537.4. It is the intent of the Legislature that this article should not be construed to impose costs on any local government agency, except to the extent that the local government agency is a water purveyor.

(Added by Stats. 2016, Ch. 623, Sec. 5. Effective January 1, 2017. Section operative January 1, 2018, pursuant to Section 537.5.)

537.5. This article shall become operative on January 1, 2018.

(Added by Stats. 2016, Ch. 623, Sec. 5. Effective January 1, 2017. Note: Delayed operative applies to Article 5, commencing with Section 537.)



STAFF REPORT

Agenda Item: 8

Board Meeting Date: November 15, 2017
Prepared By: Lisa Soto
Reviewed By: Brett Hodgkiss
Approved By: Eldon Boone

SUBJECT: DESIGNATION OF VOTING PROXY FOR ASSOCIATION OF CALIFORNIA WATER AGENCIES ELECTION

RECOMMENDATION: Designate a voting delegate for Vista Irrigation District to vote in the election for Association of California Water Agencies (ACWA) President and Vice President as well as on the proposed bylaws amendments.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None.

SUMMARY: ACWA has requested that member agencies designate one individual to cast a vote on behalf of the agency in the election for ACWA's President and Vice President for the 2018-19 term and on proposed amendments to the ACWA bylaws. The vote for both matters will take place at the General Session Membership Meeting at the 2017 ACWA Fall Conference in Anaheim, CA on Wednesday, November 29.

DETAILED REPORT: The ACWA Nominating Committee has announced a 2018-19 slate that recommends current Vice President Brent Hastey for ACWA President and current Federal Affairs Committee Chair Steven LaMar for ACWA Vice President. Nominations from the floor will also be accepted prior to the vote. The proposed amendments to the ACWA bylaws were recommended by the ACWA Board of Directors at its meeting on September 29, 2017. The proposed bylaws amendments are detailed in the attached October 11, 2017 memorandum from ACWA Executive Director Timothy Quinn.

In order to expedite the sign-in process of the voting delegates from each agency, each member agency is asked to designate one individual to cast the vote on behalf of the agency by faxing or emailing the completed proxy to the ACWA Executive Assistant/Clerk of the Board prior to the Conference.

ATTACHMENTS: ACWA Memorandum dated October 11, 2017 (with enclosures)

Memorandum enclosures:

- General Session/Election Procedures for ACWA 2017 Fall Conference
- Proposed ACWA Bylaws Amendments (Redline Version)
- Proxy Designation Form
- Letter with Statement of Qualifications from Steven LaMar

TO: ACWA Members: General Managers and Board Presidents

CC: ACWA Board of Directors

FROM: Timothy Quinn, ACWA Executive Director

DATE: October 11, 2017

SUBJECT: General Session Membership Meeting at ACWA 2017 Fall Conference

There will be a General Session Membership Meeting at the 2017 Fall Conference in Anaheim, California, on Wednesday, November 29. The meeting will be held in the Platinum Ballroom 1-6, Marriott Anaheim, at 1:20 p.m. The purpose of the meeting is to formally nominate and elect ACWA's President and Vice President for the 2018-2019 term and to conduct a vote by the membership on proposed amendments to ACWA's Bylaws as recommended by the Board of Directors at its meeting on September 29, 2017.

Election of President/Vice President

The ACWA Nominating Committee has announced a 2018-2019 slate that recommends current **Vice President Brent Hastey for ACWA President** and current **Federal Affairs Committee Chair Steven LaMar for ACWA Vice President**. As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote. Such nominations and seconds must be supported by a resolution of the governing body of the member agency making and seconding such nomination. **(See attached for General Session/Election Procedures.)**

Proposed Amendments to ACWA's Bylaws

As part of the ongoing efforts to ensure ACWA's Bylaws are current and reflect consistency with other governance documents and daily operations, the Board of Directors is recommending several amendments to the bylaws for consideration by the membership. A Legal Affairs Committee (LAC) Workgroup reviewed the proposed amendments and provided an analysis pursuant to ACWA's Bylaws (Article 9, Section 8).

Following is a list of the proposed amendments to the bylaws along with the rationale for the change and the LAC Workgroup's analysis.

Article 7 – Standing Committees

1. **Section 4. Committee Composition.** Each limited standing committee shall have a membership composition that is comprised of members in the quantity and with qualifications as defined by the provisions of these bylaws. The committee chair position shall not be included in the maximum count for determining the committee composition total of any given limited committee. The committee chair shall, however, be a voting member of their respective committee subject to the rules and procedures of each committee.

Rationale: Staff is recommending this amendment to the bylaws to allow the President flexibility in appointing members to limited standing committees and to provide an odd number committee composition total.

LAC Workgroup Analysis: The proposed revision is clear and meets its intended purpose.

2. **Committee Composition Terms in Sections 5 through 17.**

Rationale. Staff noted that the use of the term “individual” versus “representative” (and one instance of “member”) was inconsistent throughout the committee composition description for each of the standing committees in Article 7. Staff asked the LAC Workgroup to review Section 1, Qualifications, as well as each of the committee descriptions to make a determination as to which term best applies for all of the committees for purposes of consistency throughout Article 7.

LAC Workgroup Analysis: Reading of the various ACWA committee sections suggests that “Member” would be the most appropriate word for consistency throughout the bylaws. However, the use of a single term, may require some minor revisions to surrounding text for clarity (for an example see Section 15 (State Legislative Committee) where “member” is separately used to denote a “member agency” and so would need to state “member-agency” consistently to accommodate the more general use of “member” throughout the bylaws).

Staff Response: Staff revised the terms in the committee section descriptions (Sections 5 through 17) to “member” for consistency and the surrounding language where needed in response to the LAC Workgroup’s analysis. **(See attached bylaws for proposed amendments to these sections.)**

3. **Section 5. Agriculture Committee.** There shall be an Agriculture Committee whose duty it shall be to recommend Association policy, positions and programs to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. The committee shall consist of at least one member from each region.

Rationale: The 2016-2017 Business and Strategic Plan initiative to increase involvement and engagement from ACWA's agricultural members has successfully generated momentum amongst ACWA's agricultural members and a renewed attention to and involvement in key policy issues that uniquely affect agricultural water suppliers. Amidst this success, a concern has arisen that the momentum could be lost once the Board of Directors finishes its current term and the initiative sunsets. This concern has sparked the suggestion that ACWA should consider creating an Agriculture Committee as the thirteenth standing committee of the Association to continue the objectives of the Ag Initiative long-term.

LAC Workgroup Analysis: The proposed revision is clean and meets its intended purpose.

4. **Section 12. Legal Affairs Committee.** There shall be a Legal Affairs Committee whose duty it shall be to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members of the Association agencies, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to the members of the Association agencies and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between ~~35~~ 34 and ~~45~~ 44 attorneys, each of whom shall be a member of the California Bar and shall be, or act as, counsel for a member of the Association agency, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. ~~Further, there shall be at least one representative from each region on the committee.~~ The committee shall consist of a least one member from each region.

Rationale: Change the committee composition range so there is a resulting odd number total when the chair is added.

LAC Workgroup Analysis: Considered together with the general change in Section 4, Committee Composition, above, this change accomplishes its purposes and maintains the current overall LAC membership numbers.

Article 9 – Meeting of Members

5. **Section 8. Amendments, Revisions, and Resolutions.** Before any amendments or revisions to the bylaws, or resolutions, may be considered at any meeting of the Association, any such amendment, revision, or resolution shall be submitted to the executive director/secretary at least ~~30~~ 90 days prior to the first day of such meeting. The executive director/secretary shall promptly distribute any



proposed amendments or revisions to the Legal Affairs Committee for the Legal Affairs Committee to develop an unbiased analysis of the amendments or revisions. Following development of an analysis for the proposed amendments or revisions, the executive director/secretary shall distribute copies of any resolutions, amendments or revisions, including any applicable analyses, to all members of the Association ~~at least five~~ not less than 10 days or more than 90 days prior to presentation at such meeting. The written notice of the membership meeting shall be given to each voting member of the Association consistent with the provisions defined in Section 3. The ~~30~~ 90-day rule may be suspended at any meeting of the Association by consent of three-fourths of the members present. Voting on resolutions, amendments, or revisions shall proceed as provided by Sections ~~3~~ 5 and 4 ~~6~~ of this Article.

Rationale: Staff recommended that the deadline for submitting requests for amendments, revisions, and resolutions be changed from 30 to 120 days prior to any membership meeting to provide the Legal Affairs Committee sufficient time to review and develop the required analysis and for staff to provide adequate notice to the members as set forth in Article 9, Sections 3 and 4 of the bylaws. **Note: Staff typically notifies ACWA members at least 45 days prior to a given membership meeting to allow the member agency boards adequate time to designate their authorized voting representative.**

LAC Workgroup Analysis: This proposed revision is clear and meets its intended purpose. However, workgroup members did express some concern that the 120-day submission requirement may unduly limit the Association's ability to quickly respond to state or federal legislative or administrative acts appropriately. A supermajority of the Association may vote to suspend the requirement, however, it may be advisable to require only 90-days for submission while retaining the general Association distribution timing of no later than 10-days and no earlier than 90-days prior to presentation at an Association meeting.

Staff Response: Staff revised the proposed amendment to state 90 days instead of 120 days in response to the LAC Workgroup's analysis.

The Board of Directors recommends adoption of the proposed amendments to ACWA's Bylaws through a vote of the membership.

Webinar on Proposed Amendments to Bylaws

ACWA staff is hosting a webinar on **Tuesday, November 7, at 10:00 a.m.** in advance of the membership meeting to answer any questions members may have pertaining to the proposed amendments to the bylaws. Please register for the webinar at the link listed below:

Please register for Bylaws Webinar on Nov 07, 2017 10:00 AM PST at:

<https://attendee.gotowebinar.com/register/18153322847132675>

After registering, you will receive a confirmation email containing information about joining the webinar.



Membership Voting Process

ACWA will issue each member agency **present** one proxy card for voting purposes based on the designated voting representative identified by the member agency on the proxy designation form. The designated voting representative is required to register and sign as the proxy holder to receive the proxy card. Proxy cards will **only** be available for pick-up on **Wednesday, November 29**, between **9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the main foyer outside of the **Marquis Ballroom Center, Marriott Anaheim**. The luncheon and General Session Membership Meeting will be held in the Platinum Ballroom 1-6.

To expedite the sign-in process at the **ACWA General Session Desk**, please indicate your voting delegate on the enclosed proxy designation form and return it by email (**donnap@acwa.com**) or fax (**916-325-4857**) at your earliest convenience prior to conference. If there is a last minute change of delegate, please let us know before the meeting date by contacting ACWA's Clerk of the Board, Donna Pangborn, at 916-441-4545 or donnap@acwa.com.

If you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at the ACWA office at 916-441-4545 or donnap@acwa.com.

dgp

Enclosures:

1. General Session/Election Procedures
2. Proposed ACWA Bylaws Amendments – Redline Version
3. Proxy Designation Form



BYLAWS of the Association of California Water Agencies

Proposed Amendments – redline version: September 29, 2017

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(As amended by the Members on December 2, 2015)

ARTICLE 1 – GENERAL

Section 1. Name. The name of this California nonprofit corporation shall be the Association of California Water Agencies (hereinafter referred to as the Association).

Section 2. Principal Office. The principal office for the transaction of business of the Association is located at 910 K Street, Suite 100, Sacramento, California; provided, however, that the Board of Directors may change the location of the principal office by resolution and without amendment of these bylaws.

Section 3. Purposes. The purposes of the Association shall be to work together with its members and others for the best interests of California and its citizens and landowners who use, need and depend upon water; to encourage the orderly development of the waters of the state; to seek means of obtaining and making available to all of California a dependable water supply of the best possible quality at the lowest possible cost, giving due consideration to environmental factors involved therein; to provide inspiration and leadership in meeting and solving the water supply problems of this state; to propose and advocate such policies and measures—local, state and federal—that serve the best interests of the Association, opposing those of contrary nature; to assist in promoting the health, safety and welfare of the employees of its members; and to do all other things that are in the best interests of its members.

ARTICLE 2 – MEMBERSHIP AND DUES

Section 1. Membership.

- A. **Members.** Only a public district, public agency, or public organization created and operated for the purpose of controlling, treating, developing, acquiring, using or supplying water for any purpose for inhabitants or lands within the state of California, or for the protection, drainage or reclamation of lands within the state of California, may become a member of the Association. Such an entity will become a member upon written application, approval by the Board of Directors, and the payment of the required dues. Acceptance to membership shall authorize full participation in Association activities. Except as otherwise provided in subsection (B) below, in no case may an organization other than a state, a political subdivision (as defined in § 1.103-1(b) of the Income Tax Regulations) of a state or an entity the income of which is excluded from gross income under § 115 of the Internal Revenue Code be a member of the Association.
- B. **Honorary Life Members.** Any person who has rendered conspicuous service in furthering the purposes of the Association may, by vote of the Board of Directors, be granted an honorary life membership in the Association without payment of dues or assessments. All past presidents of the Association shall automatically be honorary life members without vote of the Board of Directors. Honorary life members shall not be entitled to a vote or to hold office automatically because of their status as honorary life members.
- C. **Termination of Members.** Membership shall cease upon the failure of any member to pay the dues provided for in Section 2 of this Article. The membership of any member may be terminated at any time by such member sending written notification of its intention to withdraw to the Association's principal office. The Board of Directors may terminate the membership of any member upon 30 days' written notice by first-class mail when it is determined at any regular Board meeting or at any special Board meeting called for that purpose that continuance of such membership would not be in the best interests of the Association. Withdrawal or termination of membership ends any participation in Association activities and shall terminate a member's interest in the Association's assets.

Section 2. Dues. The annual dues of each member of the Association shall be established by the Board of Directors; provided, however, that any member may apply for a change in its dues because of conditions that differentiate such applicant from other members.

Section 3. Liability of Members. No member shall be liable for any obligation incurred by the Association with the following exception: (1) the payment of the annual dues while it remains a member; and (2) the payment of emergency assessments, which shall not exceed 10 percent of current annual dues for each member in any calendar year while it remains a member. No emergency assessment may be levied against any member during its first two years of membership in the Association.

ARTICLE 3 – OFFICERS

Section 1. President and Vice President.

- A. **General.** The president and vice president of the Association shall be the elected officers of the Association. At the time of their election the president and vice president shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association. The president and vice president shall be elected by the members of the Association at its fall conference in each odd-numbered year, shall take office on January 1 of the calendar year following election, and shall hold office until such time as their successors take office or are appointed. An elected president shall not be permitted to succeed himself/herself to that office. Except as provided in this Article, should vacancies occur in either office of the president or vice president, the Board of Directors shall appoint persons to fill such offices for the unexpired terms thereof.
- B. **President.** The president shall preside at all meetings of the Board of Directors, the Executive Committee, and the general membership; shall appoint members of all committees, including the chair and vice chair of each, upon recommendation from members and regions (as communicated by the region chairs), with each such committee chair and vice chair ratified by the Board of Directors; and shall perform all other duties necessary to carry out the functions of the office. The president shall be a non-voting *ex officio* member of each committee, but shall not be an *ex officio* member of the Nominating Committee or the region boards.

The president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.

- C. **Vice President.** The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president.

Section 2. Executive Director/Secretary and Controller/Treasurer.

- A. **General.** The executive director/secretary and controller/treasurer of the Association shall also be officers of the Association. The executive director/secretary shall be appointed by and hold office at the pleasure of the Board of Directors of the Association.
- B. **Executive Director/Secretary.** The executive director/secretary shall: (1) advise and assist the Board of Directors, all committees, the boards of each region, and the workgroups of each region; (2) be responsible for administering the total operations of the Association; (3) employ, direct, and release all employed staff in accordance with the policies adopted by the Board of Directors and consistent with the budget adopted by the Board of Directors; (4) provide relevant

information to the Board of Directors needed by the Board to take actions; (5) give members notice and record minutes of all meetings of the membership, Board of Directors, and Executive Committee; and (6) have such other powers and perform such other duties as may be provided and assigned by the Board of Directors directly or through the president of the Board or the Executive Committee. The executive director/secretary, with the assistance of the controller/treasurer, shall render a report to the Board of Directors at the first meeting following the close of each calendar year showing the membership of the Association, the receipts and expenditures during the year, and the work accomplished during the previous year.

- C. **Controller/Treasurer.** The controller/treasurer shall report to and act under the direction of the executive director/secretary. The controller/treasurer shall be a signatory on all accounts held by the Association and shall act as a fiduciary for all assets of the Association.

ARTICLE 4 – BOARD OF DIRECTORS

Section 1. Membership. The Board of Directors shall consist of:

- A. The Association president and vice president.
- B. The chair and vice chair of each region.
- C. The chair of each standing committee.
- D. The most immediate active past president.
- E. The vice president of the ACWA/Joint Powers Insurance Authority.

Section 2. Term of Office. The term of office of all members of the Board of Directors shall commence on January 1 of the calendar year following election of the president and vice president, except for those persons who serve on the Board of Directors by nature of their position as chairs of standing committees, whose terms shall instead commence upon their ratification by the Board of Directors. Except as provided in Article 4, Section 11, the term of office for all members of the Board of Directors shall terminate on December 31 of the following odd-numbered year two years later, or until their successors take office.

Section 3. Attendance Requirement. Any member of the Board of Directors who misses two consecutive regular Board meetings without being excused by the Board will no longer be a member of the Board of Directors.

Section 4. Regular Meetings. Regular meetings of the Board of Directors shall be held bimonthly at such times and places as the Board may determine.

Section 5. Special Meetings. Special meetings may be called by the president upon the president's own volition or shall be called by the president when requested in writing by five directors. Prior to conducting such a special meeting, the president shall consult with the Executive Committee to ensure

that adequate information is available to the Board of Directors for any necessary decisions; and where such meeting is called upon the president's own volition, the president shall also consult with the Executive Committee as to the necessity of the special meeting. Notice for special meetings shall be provided in the following manner: (1) upon 10 days' written notice sent by mail to each director and addressed to each at the address as shown upon the records of the Association; or (2) upon 48 hours' notice with notice provided by electronic means. When the meeting is called upon the president's own volition, the president shall choose the form of notice; when the meeting is called by a request of five directors, the five directors shall choose the form of notice and the president shall promptly call the meeting. No business except those items described in the notice shall be transacted at any special meeting, except by consent of three-fourths of the members of the Board of Directors present.

Section 6. Meeting Requirements and Quorums. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission. At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters or enforcement of violations of the code of conduct.

Section 7. Alternates. Each region shall designate an alternate for each chair and vice chair, who shall meet the qualification requirements for chair and vice chair, to act at meetings of the Board of Directors when the chair or vice chair is unable to attend. The vice chair of each standing committee will be the alternate to act at meetings of the Board of Directors when the chair is unable to attend. An alternate may not act or vote on behalf of more than one member of the Board of Directors. A member of the Board of Directors may not act as an alternate for any other member.

Section 8. Vacancies for Standing Committee Chairs and Vice Chairs. Should a vacancy occur in the office of any standing committee chair or vice chair before the end of the term, the president shall appoint a new committee chair or vice chair to fulfill the unexpired term of such committee chair or vice chair subject to ratification by the Board of Directors. A vacancy in the office of any such standing committee chair or vice chair as described in the previous sentence shall be deemed to exist when the chair or vice chair: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

Section 9. Duties, Authorities, and Delegation. Subject to the provisions and limitations of California Nonprofit Corporation Law, other applicable laws, and the provisions of these bylaws, the Association's activities and affairs are to be exercised by or under the direction of the Association's Board of Directors. The Board of Directors is responsible for the overall supervision, control, and direction of the Association. The Board of Directors shall: (1) employ and release the executive director/secretary; (2) set performance expectations for the executive director/secretary; (3) receive, review, and consider approval of executive director/secretary recommended compensation, other terms and conditions of

employment, and annual evaluations as prepared by the Executive Committee; (4) annually adopt a budget; and (5) set the level of dues for the Association. Except as to the duties listed in the previous sentence, and subject to Article 3, Section 2, the Board of Directors may delegate the supervision, control, and direction of the Association's affairs to any person or group, including a committee, provided the Association Board retains ultimate responsibility for the actions of such person or group. Where such powers are delegated, the delegation shall be documented in writing.

Section 10. Immediate Past President. The immediate past president automatically assumes this position after serving as the Association's elected president and is a voting member of the Board of Directors and Executive Committee. The term of office for the immediate past president shall commence on January 1 of the calendar year following election of the president and vice president and shall terminate on December 31 of the following odd-numbered year two years later. In the event the most immediate active past president is unavailable to serve, the most recent and available active past president in succession shall serve in this capacity.

Section 11. Code of Conduct of Board Members.

- A. **Code of Conduct: Purpose and Adoption.** The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association's commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.
- B. **Violations and Enforcement Process.** A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publically censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a copy of the complaint. A Director that takes any hostile or retaliatory action, directly or indirectly, against a complainant is subject to removal from the Board in conformance with the process identified above. Prior to scheduling a Board action on a complaint, the president shall consult with the Executive Committee and the chair of the Legal Affairs Committee. A Director accused of a violation of the code of conduct shall be provided at least 15 days' written notice of any meeting of the Board at which a determination of enforcement will be considered. A determination of enforcement may be made only at a regular

meeting of the Board and shall be made in closed session. The determinations of the Board under this section shall not be admissible in any criminal or civil proceeding brought against the Director for conduct that violates any other law.

ARTICLE 5 – REGIONS

Section 1. Boundaries of Each Region.

- A. There shall be a maximum of 10 regions within the state. The Board of Directors shall determine the regional boundaries. Insofar as is practicable, the regions shall have a numerical balance in members of the Association; make geographic sense; and promote regional problem solving.
- B. A member of the Association may file a written petition to the Board of Directors requesting a change in regions. Such petition shall set forth the reasons for such requested change. The Board shall, within a reasonable time, act upon such petition and set forth the reasons for its action. Such action by the Board shall be based on factors in (A) above, as well as others deemed by the Board of Directors to be relevant to the decision.

Section 2. Officers.

- A. The officers of each region shall be a chair and vice chair and three to five region board members who shall be elected by the region by September 30, or the preceding Friday if September 30 falls on a weekend, of odd-numbered years. A region may maintain a board of fewer than five but not less than three members as provided in the region's rules and regulations. The officers of the region board shall take office on January 1 of the calendar year following election and shall hold office for two years, or until their successors take office. Regions shall hold elections by electronic ballot. ACWA staff shall verify the legitimacy of the ballots.
- B. The officers of each region shall: (1) exercise the powers and perform duties of the region during the interim between region meetings; and (2) make recommendations to the president regarding appointments to committees. The chair and vice chair shall be the region's representatives to the ACWA Board of Directors.
- C. Each officer of a region shall be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the office, the individual may not serve during the remaining term of that office unless that individual can again meet the criteria for the office and is appointed to complete the term. The region board may adopt more stringent criteria for board member qualifications as part of the region's rules and regulations.
- D. Should a vacancy occur in any of the region board positions before the end of the term, the remaining members of the region board shall appoint a new member. A vacancy in the office of

any region board position shall be deemed to exist when a region board member: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

Section 3. Nominating Committees. There shall be a nominating committee for each region consisting of three or more designees, each representing a member of the Association located within the region, appointed by the chair of the region and approved by the region board. Nominating committees shall be formed by February 28 of each odd-numbered year. The nominating committee shall announce its nominations for chair, vice chair, and region board members by August 1 of an election year. All regions must complete the election process by September 30 of the election year, or the preceding Friday if the September 30 falls on a weekend.

Section 4. Meetings. The meetings of each region shall be held at both the spring and fall conferences and at such other times and places as may be determined by the region chair. Representatives of five or more members of the Association from the region present at any region meeting shall constitute a quorum for purposes of conducting the business of the region. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission.

Section 5. Workgroups. Workgroups may be appointed by the region chair as needed.

Section 6. Rules. Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association. Each region shall abide by the code of conduct adopted by the Board of Directors of the Association.

ARTICLE 6 – EXECUTIVE COMMITTEE

Section 1. Membership. There shall be an Executive Committee consisting of the following: the president of the Association, who shall be the chair thereof; the vice president; the most immediate active past president; the chair of the Finance Committee; and three at-large representatives selected from and by the members of the Board of Directors. The election of the three at-large representatives to the Executive Committee shall occur at the first Board of Directors meeting held in each even-numbered year and the elected representatives shall serve immediately following their election and until such time as their successors take office. To the extent practical, the Executive Committee should be constituted so as to reflect the geographic extent of the Association and the functions of the members of the Association.

Section 2. Powers. The Executive Committee shall have the following authority:

- A. **Personnel.** Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive

director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors; (4) establish personnel policies for the conduct and behavior of employees, which shall be reviewable by the Board of Directors; and (5) undertake such other personnel actions as may be requested by the executive director/secretary in support of his or her oversight of all other personnel matters, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors.

- B. **Delegation.** The Executive Committee may act pursuant to any authority specifically delegated to it by the Board of Directors. The delegation shall indicate whether the authority is still subject to the ultimate authority of the Board.
- C. **Authority to Act Between Meetings.** The Executive Committee may act for the Board of Directors between Board meetings when calling a special meeting of the Board of Directors is impracticable, provided that no such action of the Executive Committee shall be binding on the Board of Directors until authorized or approved by the Board. The Executive Committee has the authority to authorize actions recommended by the Legal Affairs Committee (such as the filing of letter briefs and amicus curiae briefs) by electronic means without the need for an in-person or telephonic meeting, but such actions shall be ratified by the Board of Directors at its next meeting.

Section 3. Reporting. The president, or any person designated by the president, shall report to the Board of Directors, at each regular Board meeting, any action taken by the Executive Committee since the last preceding regular Board meeting. The minutes of Executive Committee meetings, which at that time may still be in draft form, shall be mailed (using the U.S. Postal Service, express delivery, electronic means, or otherwise) to each member of the Board of Directors at least five days prior to Board meetings, except in cases in which the Executive Committee meets during or immediately prior to a conference of the Association or immediately prior to a Board meeting, in which case the minutes, which may still be in draft form, shall be mailed to each director promptly thereafter.

Section 4. Meetings. The Executive Committee shall hold regularly scheduled meetings as set by the president. Special meetings of the Executive Committee may be called by the president upon notice to the members of that committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 24 hours' notice with notice provided by electronic means; and all such meetings shall be open to the Board of Directors. Any meeting, regular or special, may be held in person or by telephone conference, web video conference or other electronic video screen communication or electronic transmission. All members of the Board of Directors may attend any meeting of the Executive Committee. Meetings of the Executive Committee may be closed to others at

the discretion of the President or committee. Only members of the Executive Committee are allowed to vote on matters at a meeting of the committee.

Section 5. Minutes. The minutes of the Executive Committee meetings shall be kept by the executive director/secretary at the Association's principal office. Actions of the Executive Committee shall be reported to the Board of Directors as provided in Section 3 of this Article and shall be available to any member of the Board of Directors upon request to the executive director/secretary.

ARTICLE 7 – STANDING COMMITTEES

Section 1. Qualification. In order to serve on any ACWA standing committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the appointment, the individual may not serve during the remaining term of that appointment unless that individual can again meet the criteria for appointment and is appointed to complete the term.

Section 2. Term of Office. The term of office of standing committee members shall be two years commencing on January 1 of each even-numbered year. The term of office of standing committee chairs and vice chairs shall be approximately two years and shall commence as soon after January 1 of the even-numbered year as they may be appointed by the president and ratified by the then-seated Board of Directors, and shall terminate on December 31 of the odd-numbered year approximately two years later or until their successors are appointed and ratified.

Section 3. Meetings. Meetings of standing committees may be called at such times and places designated by the respective chair thereof except where provided otherwise by these bylaws. Subject to the provisions of these bylaws and any actions that may be taken by the Board of Directors, the chairs of each standing committee may establish their own rules for the efficient operation of the committee they each chair. The chairs of each standing committee are authorized to create subcommittees and workgroups in order to complete the work of the committee.

Section 4. Committee Composition. Each limited standing committee shall have a membership composition that is comprised of members in the quantity and with qualifications as defined by the provisions of these bylaws. The committee chair position shall not be included in the maximum count for determining the committee composition total of any given limited committee. The committee chair shall, however, be a voting member of their respective committees subject to the rules and procedures of each committee.

Rationale: Staff is recommending this amendment to the Bylaws to allow the President flexibility in appointing members to limited standing committees and to provide an odd number committee composition total.

LAC Workgroup Analysis: The proposed revision is clear and meets its intended purpose.

Committee Composition Terms in Sections 5 through 17.

Rationale: Review of Committee Composition Terms: Staff noted that the use of the term “individual” versus “representative” (and one instance of “member”) was inconsistent throughout the committee composition description for each of the standing committees in Article 7. Staff asked the LAC Workgroup to review Section 1, Qualifications, as well as each of the committee descriptions to make a determination as to which term would best apply for all of the committees for purposes of consistency throughout Article 7.

LAC Workgroup Analysis: Reading of the various ACWA committee sections suggests that “Member” would be the most appropriate word for consistency throughout the By-Laws. However, the use of a single term, may require some minor revisions to surrounding text for clarity (for an example see Section 15 (State Legislative Committee) where “member” is separately used to denote a “member agency” and so would need to state “member-agency” consistently to accommodate the more general use of “member” throughout the By-Laws).

Staff Response: Staff revised the terms in the committee sections to “member” for consistency and the surrounding language where needed in response to the LAC Workgroup’s analysis.

Section 5. Agriculture Committee. There shall be an Agriculture Committee whose duty it shall be to recommend Association policy, positions and programs to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. The committee shall consist of at least one member from each region.

Rationale: The 2016-2017 Business and Strategic Plan initiative to increase involvement and engagement from ACWA’s agricultural members has successfully generated momentum amongst ACWA’s agricultural members and a renewed attention to and involvement in key policy issues that uniquely affect agricultural water suppliers. Amidst this success, a concern has arisen that the momentum could be lost once the Board of Directors finishes its current term and the initiative sunsets. This concern has sparked the suggestion that ACWA should consider creating an Agriculture Committee as the thirteenth standing committee of the Association to continue the objectives of the Ag Initiative long-term.

LAC Workgroup Analysis: The proposed revision is clean and meets its intended purpose.

~~Section 4~~ 6. Business Development Committee. There shall be a Business Development Committee whose duty it is to develop and recommend to the Board of Directors programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to ~~Association members~~ member agencies. The committee shall consist of at least one ~~representative member~~ representative from each region and ~~one representative~~ may include members from ~~the any of the~~ other standing committees.

Section-5 7. Communications Committee. There shall be a Communications Committee whose duty it shall be to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association and to promote development of sound public information and education programs and practices among members ~~of the Association agencies~~. The committee shall consist of no more than 40 ~~individuals~~members. ~~Of that number, The committee shall consist of~~ at least one ~~individual member shall be~~ from each region.

Section-6 8. Energy Committee. There shall be an Energy Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one ~~representative member~~ from each region.

Section-7 9. Federal Affairs Committee. There shall be a Federal Affairs Committee whose duty it shall be to review all federal legislative proposals and regulatory proposals affecting ~~members of the Association member agencies~~, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for members ~~of the Association agencies~~; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one ~~and, but~~ no more than five ~~individuals~~members from each region.

Section-8 10. Finance Committee. There shall be a Finance Committee whose duty it shall be to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. The committee shall consist of the president and vice president of the Association as *ex officio* members, ~~the Finance Committee chair, one member~~~~either the chair or vice chair from each of the Association's~~ ~~of the region board from each of the Association's~~ 10 regions ~~boards (either chair or vice chair)~~, and one additional ~~representative member~~ from each region with experience in financial matters.

Section-9 11. Groundwater Committee. There shall be a Groundwater Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one ~~representative member~~ from each region.

Section-10 12. Legal Affairs Committee. There shall be a Legal Affairs Committee whose duty it shall be to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members ~~of the Association agencies~~, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to the members ~~of the Association agencies~~ and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between ~~35 34~~ and ~~45 44~~ attorneys, each of whom shall be ~~a member of the California Bar and shall be,~~

or act as, counsel for a member ~~of the Association~~agency, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. ~~Further, there shall be at least one representative from each region on the committee~~The committee shall consist of at least one member from each region.

Rationale: Change the committee composition range so there is a resulting odd number total when the chair is added.

LAC Workgroup Analysis: Considered together with the general change in Section 4, Committee Composition above, this change accomplishes its purposes and maintains the current overall LAC membership numbers.

Section-~~11~~ 13. Local Government Committee. There shall be a Local Government Committee whose duty it shall be to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California. The committee shall consist of at least one, ~~and but~~ no more than three ~~individuals~~members from each region.

Section-~~12~~ 14. Membership Committee. There shall be a Membership Committee whose duty it shall be to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. The committee shall consist of at least one member from each region.

Section-~~13~~ 15. State Legislative Committee. There shall be a State Legislative Committee whose duty it shall be to review all state legislative proposals affecting members ~~of the Association~~agencies and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for member ~~s of the Association~~agencies; and assist in the establishment of the Association's legislative program. The committee shall consist of ~~individuals~~members representing a variety of types of ~~members~~member agencies and at least one ~~and,~~ but no more than four ~~individuals~~members from each region.

Section-~~14~~ 16. Water Management Committee. There shall be a Water Management Committee whose duty it shall be to recommend policy and programs to the Board of Directors on any area of concern in water management. The committee shall consist of at least one, ~~but and~~ no more than four ~~individuals~~members from each region.

Section-~~15~~ 17. Water Quality Committee. There shall be a Water Quality Committee whose duty it shall be to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested members ~~of the Association~~agencies to join together to develop and coordinate with

other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. The committee shall consist of at least one [individual member](#) from each region.

ARTICLE 8 – SPECIAL COUNCILS, COMMITTEES, AND TASK FORCES

Section 1. Council of Past Presidents. There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board meetings.

Section 2. Nominating Committee. There shall be a Nominating Committee consisting of five or more persons appointed by the president prior to the Association’s fall conference in each odd-numbered year, whose purpose shall be to nominate qualified individuals for the offices of president and vice president of the Association. The Nominating Committee shall publish its nominations for the offices of president and vice president of the Association not less than 10 or more than 90 days before the membership meeting is held at fall conference. Additional nominations may be made by any member of the Association for candidates for the office of president and vice president. Additional nominations shall be made from the floor during the election of president and vice president at the membership meeting scheduled for said purposes.

Section 3. Other Committees and Task Forces. Other committees and task forces may be appointed by the president from time to time as needed, consistent with and supportive of the mission of the Association.

ARTICLE 9 – MEETINGS OF MEMBERS

Section 1. Meetings. Meetings of the members of the Association shall be held at the Association’s conferences at such times as may be determined by the Board of Directors to conduct necessary business and to elect the president and vice president, which occurs at the fall conference in each odd-numbered year.

Section 2. Special Meetings. Special meetings of the members of the Association may be called by the Board of Directors, the president of the Board of Directors, or by 5 percent or more of the members of the Association. Except when called by the Board, a request for a special meeting must be in writing and must be delivered in person or mailed by first-class mail addressed to the president of the Board at the principal office of the Association, with a copy to the executive director/secretary. The request must state the general nature of the business proposed to be transacted at the meeting.

A special meeting that has been called by written request of 5 percent of the member agencies of the Association to the Board of Directors shall be set by the Board of Directors on a date that is not less than 35 or more than 90 days after receipt of the request.

Section 3. Notice Requirements for Membership Meetings. Written notice of any membership meeting shall be given to each voting member of the Association. The notice shall state the date, time, and place of the meeting; the means by which members may participate; and the general nature of the business to be transacted. The notice of any meeting at which Board officers are to be formally nominated and elected shall include the names of the recommended slate of candidates for the offices of president and vice president in addition to the election procedures. The member notification information shall also be posted on the Association's website.

Except as otherwise provided in these bylaws or California law, a written notice of regular membership meetings shall be given not less than 10 or more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote; provided, however, that if notice is given by mail, and the notice is not mailed by first-class, registered, or certified mail, that notice shall be given not less than 20 days before the meeting.

Section 4. Notice Requirements for Special Meetings. The executive director/secretary shall cause notice to be given to all members of the Association of the date, time, and place of the meeting and the general nature of the business to be transacted at the meeting. No business except that specified in the request and notice may be transacted at said special meeting. If notice of the requested special meeting is not given within 20 days after receipt of the request, the person or persons requesting the meeting may give the notice.

Section 5. Voting. Each member of the Association shall be entitled to one vote that shall be cast by its authorized representative. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any representative.

Section 6. Amendment of Bylaws. These bylaws may be amended or revised by two-thirds of the member agencies of the Association present and voting at any meeting.

Section 7. Quorums. The presence of the authorized representative of 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business.

Section 8. Amendments, Revisions, and Resolutions. Before any amendments or revisions to the bylaws, or resolutions, may be considered at any meeting of the Association, any such amendment, revision, or resolution shall be submitted to the executive director/secretary at least ~~30~~ 90 days prior to the first day of such meeting. The executive director/secretary shall promptly distribute any proposed amendments or revisions to the Legal Affairs Committee for the Legal Affairs Committee to develop an unbiased analysis of the amendments or revisions. Following development of an analysis for the proposed amendments or revisions, the executive director/secretary shall distribute copies of any resolutions, amendments or revisions, including any applicable analyses, to all members of the Association ~~at least five not less than 10 days or more than 90 days~~ prior to presentation at such meeting. The written notice of the membership meeting shall be given to each voting member of the Association consistent with the provisions defined in Section 3. The ~~30~~ 90-day rule may be suspended at

any meeting of the Association by consent of three-fourths of the members present. Voting on resolutions, amendments, or revisions shall proceed as provided by Sections 3 5 and 4 6 of this Article.

Staff Rationale: Staff is recommended that the deadline for submitting requests for amendments, revisions, and resolutions be changed from 30 to 120 days prior to any membership meeting to provide Legal Affairs Committee sufficient time to review and develop the required analysis and for staff to provide adequate notice to the members as set forth in Article 9, Sections 3 and 4 of the Bylaws. Note: Staff typically notifies ACWA members at least 45 prior to a given membership meeting to allow the agency boards to designate their authorized representative.

LAC Workgroup Analysis: This proposed revision is clear and meets its intended purpose. However, subcommittee members did express some concern that the 120-day submission requirement may unduly limit the Association's ability to quickly respond to state or federal legislative or administrative acts appropriately. A supermajority of the Association may vote to suspend the requirement, however, it may be advisable to require only 90-days for submission while retaining the general Association distribution timing of no later than 10-days and no earlier than 90-days prior to presentation at an Association meeting.

Staff Response: Staff revised the proposed amendment to state 90 days instead of 120 days in response to the LAC Workgroup's analysis.

Section 9. Nomination of President and Vice President.

- A. **Qualification.** At the time of their election, the president and vice president of the Association shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association.
- B. **Nominating Committee Process.** All nominations for the positions of president and vice president shall be accompanied by an official resolution from the Association member agency on whose board the nominee serves. Said resolution shall be signed by an authorized signatory of the member agency's Board of Directors.
- C. **Nominations from the Floor.** Additional nominations may be made by any member of the Association for the office of president and vice president. Said nominations and seconds shall be made from the floor during the election of the offices of president and vice president at the membership meeting scheduled for said purposes (as provided for in the penultimate sentence of Article 8, Section 2). Such nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.

Section 10. Additional Procedures for Election of Officers. The Board shall have the authority to develop additional procedures for elections of president and vice president when not otherwise covered by these bylaws.

ARTICLE 10 – INDEMNIFICATION OF DIRECTORS, OFFICERS, AND OTHER AGENTS

Section 1. Right of Indemnity. To the fullest extent permitted by law, this Corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 7237(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that section. “Expenses,” as used in this bylaw, shall have the same meaning as in Section 7237(a) of the California Corporations Code.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 7237(b) or Section 7237(c) of the California Corporations Code, the Board shall promptly determine under Section 7237(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the Board shall authorize indemnification.

Section 3. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

Section 4. Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer’s, director’s, employee’s or agent’s status as such.

ARTICLE 11 – MISCELLANEOUS

Section 1. Conduct of Meetings. All meetings of the Association shall be conducted in accord with the code of conduct and in substantial accordance with the latest edition of Robert’s Rules of Order Newly Revised unless the Board adopts alternate rules of conduct for itself and/or its committees, region boards, and region workgroups.

Section 2. Funds. The funds of the Association shall be used to further the aims and purposes of this Association. They shall be kept by the controller/treasurer and paid out by checks or other electronic means, which shall only be valid with two authorized signatures. The Board of Directors shall designate

by resolution which persons, other than the controller/treasurer, may sign for expenditures. The Finance Committee shall implement procedures to ensure necessary internal controls over the receipt and expenditures of Association funds and arrange for an external audit. Audit reports shall be presented to the Board of Directors.

Section 3. Disposition of Assets upon Dissolution. The Association’s properties and assets are irrevocably dedicated to the fulfillment of the Association’s purposes as described in Article 2 of the Articles of Incorporation. No part of the Association’s net earnings, properties and assets, on dissolution or otherwise, may inure to the benefit of any private person. Upon the dissolution of the Association, all debts thereof shall be paid and its affairs settled, and all remaining assets shall be distributed to the Association’s member political subdivisions for a public purpose, consistent with the provisions of the California Nonprofit Corporation Law relating to public benefit corporations then in effect and with the Articles of Incorporation.

Section 3. Definitions. As used in these bylaws, the term “notice provided by electronic means” shall refer to notice given by fax or e-mail.

Amended comprehensively December 1, 2010

Amended May 9, 2012

Amended May 7, 2014

Amended December 2, 2015

GENERAL SESSION/ELECTION PROCEDURES FOR ACWA 2017 FALL CONFERENCE

The following information is provided to inform the ACWA member agency delegates attending the 2017 Fall Conference of the procedures to be used pertaining to the nomination and election of ACWA officers and the vote by the membership on proposed amendments to the bylaws during the General Session Membership Meeting.

PROXY CARDS – (REQUIRED FOR VOTING)

ACWA will issue each member agency **present** one proxy card for voting purposes based on the designated voting representative identified by the member agency. In order to vote during the General Session Membership Meeting, the designated voting representative is required to register and sign as the proxy holder by 12:00 p.m. on Wednesday, November 29. Upon registration and sign-in, the voting delegate will receive the required proxy cards. Proxy cards will be available for pick-up on **Wednesday, November 29, between 9:00 a.m. and 12:00 p.m.** at the ACWA General Session Desk in the main foyer outside of the **Marquis Ballroom Center, Marriott Anaheim**. The luncheon and General Session Membership Meeting will be held in the Platinum Ballroom 1-6.

GENERAL SESSION MEMBERSHIP MEETING, WEDNESDAY, NOV. 29 (DOORS OPEN AT 1:05 P.M.)

1. The General Session Membership Meeting will be called to order at 1:20 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. Legal Affairs Committee Chair Jeni Buckman will provide an overview of the agenda and election procedures.
3. Nominating Committee Chair John Coleman will present the committee's report and announce the candidate for ACWA President.
4. President Kathy Tieggs will call for floor nominations for ACWA President.
5. If there are no floor nominations for President, the election will proceed. President Tieggs will close the nominations and delegates will vote by holding up their "Yes" or "No" proxy voting cards.
6. If there are floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating floor nominations and seconds must be supported by a resolution of the governing body of the member agency making and seconding such nomination. **Note: If there are floor nominations, the election of officers will proceed during Wednesday's General Session as outlined below and the proposed bylaws amendments will move to the Thursday General Session Membership Meeting as outlined in item 12 below.**
 - a. Ballots will be distributed to the voting delegates.
 - b. Delegates will complete their ballots and place them in the ballot box, which will be centrally located in the Platinum Ballroom 1-6 meeting room.
 - c. Tellers' Committee will count the ballots. President Tieggs has appointed the following staff members to serve as the Tellers' Committee: Clerk of the Board Donna Pangborn; Director, Business Development & Events Paula Currie; and Executive Assistant Lili Vogelsang.
 - d. Legal Affairs Committee Chair Jeni Buckman will serve as the proctor to oversee the ballot counting process.
 - e. Candidates are welcome to designate an observer to be present during the ballot counting process.
 - f. Results of the ballot count will be announced. Election of ACWA's officers will be determined by a majority of the members present and voting. If any one candidate does not receive a majority of the vote, successive ballot counts will be conducted until a candidate is elected, consistent with Robert's Rules of Order.

7. Nominating Committee Chair John Coleman will announce the candidate for ACWA Vice President.
8. President Kathy Tiegs will call for floor nominations for ACWA Vice President.
9. If there are no floor nominations for Vice President, the election will proceed. President Tiegs will close the nominations and delegates will vote by holding up their “Yes” or “No” proxy voting cards.
10. If there are floor nominations for Vice President, the nominations will follow the procedures described in item 6 above, and the election will proceed according to the steps outlined in 6.a. through 6.f.

IF THERE ARE NO FLOOR NOMINATIONS FOR THE ELECTION OF OFFICERS, THE WEDNESDAY GENERAL SESSION MEMBERSHIP MEETING WILL PROCEED WITH A VOTE ON THE PROPOSED AMENDMENTS TO THE BYLAWS.

11. Legal Affairs Committee Chair Jeni Buckman will provide an overview of the proposed amendments to the bylaws.
 - a. Consideration of amendments to the bylaws.
 - b. Request for motion / second from the floor to approve the proposed amendments to the bylaws.
 - c. Discussion of proposed amendments.
 - d. Opportunity for members to offer changes to proposed amendments to the bylaws. Any proposed changes to the bylaw amendments as currently proposed require **a majority vote of the voting members present**.
 - e. Call for the question. A two-thirds vote of the members present and voting is required to amend the ACWA Bylaws.

IF THERE ARE FLOOR NOMINATIONS FOR THE ELECTION OF OFFICERS, THE OVERVIEW AND VOTE ON THE PROPOSED AMENDMENTS TO THE BYLAWS WILL BE TAKEN UP AT THE GENERAL SESSION MEMBERSHIP MEETING ON THURSDAY AS FOLLOWS.

12. The vote by the membership on the proposed amendments to the bylaws will occur at the Thursday, General Session Membership Meeting, at the Platinum Ballroom 1-6, Anaheim Marriott, at 1:20 p.m.
 - a. The General Session Membership Meeting will be called to order at 1:20 p.m. and a quorum will be determined. The presence of 50 formally designated voting representatives is required to establish a quorum for transacting business.
 - b. Legal Affairs Committee Chair Jeni Buckman will provide an overview of the proposed bylaws amendments.
 - c. The meeting will proceed according to the steps outlined 11.a. through 11.e. above.



PROXY DESIGNATION FORM

ASSOCIATION OF CALIFORNIA WATER AGENCIES GENERAL SESSION MEMBERSHIP MEETING(S)

WEDNESDAY, NOVEMBER 29, 2017 AT 1:20PM
THURSDAY, NOVEMBER 30, 2017 AT 1:20PM (IF NEEDED)

TO: Donna Pangborn, Clerk of the Board

EMAIL: donnap@acwa.com

FAX: 916-325-4857

The person designated below will be attending the ACWA General Session Membership Meeting(s) on **Wednesday, November 29, 2017 (and November 30, 2017 if necessary)** as our voting delegate.

<i>MEMBER AGENCY'S NAME</i>	<i>AGENCY'S TELEPHONE No.</i>
<i>MEMBER AGENCY'S AUTHORIZING REPRESENTATIVE</i>	<i>SIGNATURE</i>
<i>DELEGATE'S NAME</i>	<i>SIGNATURE</i>
<i>DELEGATE'S EMAIL</i>	<i>DELEGATE'S TELEPHONE No.</i>
<i>DELEGATE'S AFFILIATION (if different from assigning agency)¹</i>	<i>DATE</i>

¹ If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above. Note: Delegates need to sign the proxy form indicating they have accepted the responsibility of carrying the proxy.

REMINDER: Proxy cards will be available for pick up on **Wednesday, November 29**, between **9:00 a.m.** and **12:00 p.m.** at the **ACWA General Session Desk** in the main foyer outside of the **Marquis Ballroom Center, Marriott Anaheim**. The luncheon and General Session Membership Meeting will be held in the Platinum Ballroom 1-6.



RECEIVED

OCT 24 2017

VISTA IRRIG. DIST.

October 18, 2017

Eldon Boone
Vista Irrigation District
1391 Engineer Street
Vista, CA 92081

Dear Colleague:

I am pleased to share with you that the Association of California Water Agencies (ACWA) Nominating Committee has selected me as their recommended candidate to serve in the role of ACWA Vice President for the 2018-2019 term. I am excited about having an opportunity to play a leadership role in ACWA and represent your water agency and the other 430 ACWA member agencies in addressing California's increasingly complex water issues. I am writing to respectfully request your agency's support for my candidacy during the ACWA Officer Election at our fall conference.

My experience, in participating on various ACWA committees and in numerous events over the years, has shown me that it is the people that make the difference in the success of our statewide organization. The diversity among water agencies – north/south, east/west, large/small, ag/urban, coastal/mountain, desert/forest – provides a stellar example of the value of collaboration. Statewide, ACWA member agencies have the expertise to solve almost any water issue when given the opportunity. One of the things I enjoy most about being a part of ACWA is being able to learn from water experts from each of our regions. Together we are a mighty force throughout California and together we can solve difficult issues to the benefit of all Californians.

I have attached a brief summary of my experience with ACWA state water task forces and advisory committees. While this experience is indeed important, what I treasure most is having the support of people whom I respect within ACWA – past presidents, fellow ACWA Board members, friends from other water agency boards, general managers and district staff.

Many agencies have already supported my candidacy through resolutions, and I am very grateful for their early votes of confidence. I respectfully ask for an opportunity to represent the best interests of water agencies throughout California and ask for your agency's vote. I look forward to seeing you at our fall conference in Anaheim. Thank you in advance for your support. Please contact me if you have any questions about my candidacy at 714-227-2869.

Respectfully,

A handwritten signature in blue ink that reads "Steven E. LaMar".

Steven E. LaMar
Director

Enclosure: Statement of Qualifications

STEVEN E. LAMAR

Statement of Qualifications for Vice President Association of California Water Agencies

- Inclusive Leadership
- Active Advocacy
- Strong Commitment Water Community

“Seeing things from all perspectives and working together to make a difference. This is not only the best way to forge alliances and make tough policy decisions, it’s essential for good governance.”



Inclusive Leadership: Experience that Counts

Steve LaMar has been a member of the Irvine Ranch Water District (IRWD) Board of Directors since early 2009, serving multiple terms as Board President. In his most recent election, he received support and endorsements from both the business community (e.g., Orange County Business Council, Building Industry Association) and environmental groups (e.g., Orange County League of Conservation Voters, Sierra Club).

Mr. LaMar has also served in leadership roles for the Association of California Water Agencies (ACWA). He is currently a member of its Board of Directors, Chair of the ACWA Federal Affairs Committee, and participates regularly at ACWA’s Executive Committee. He is a past-Chair of ACWA’s Headwaters Task Force. Mr. LaMar is a member of the board of directors of several other water-related organizations, including the National Water Resources Association (representing 17 Western states), the Southern California Water Committee, and CalDesal, and has served on the Board of the National Water Research Institute.

Beyond his water industry involvement, Steve had held leadership positions at a wide range of organizations such as the Natural Communities Coalition of Orange County, a nonprofit organization responsible for implementing California’s first natural community conservation plan and for protecting 37,000 acres of coastal sage scrub habitat, where he is its current Board President. He is also active in the California Building Industry Association, where he has chaired both the Water Resources Committee and Government Affairs Committee.

Active Advocacy: Not Just Words

Mr. LaMar advocates for ACWA’s policies and initiatives not only as the Chair of the ACWA Federal Affairs Committee, but also through his involvement in other key ACWA committees including the Energy Committee, the Agricultural Initiative Work Group, and the Headwaters Work Group.

Steve’s advocacy effectiveness is evidenced by his successful professional career as President of LegiSight, LLC, a legislative advocacy firm for businesses. Prior to forming this firm, he served as the Senior Policy Director for the Irvine Company and the Director of Corporate Affairs for the Mission Viejo Company.

A Long-Term Commitment to the Water Community: Live What You Believe

Mr. LaMar’s commitment to the water community pre-dates his joining the Board of IRWD. He worked on the Delta Vision Stakeholders Coordinating Group as a business representative, the AB 2717 Landscape Task Force as the Chair of the Economics Work Group, the 2005 and 2009 Advisory Committees for the California Water Plan, State Water Desalination Task Force, and Governor Davis’ Drought Advisory Panel.

Serving on the Board of IRWD has provided Mr. LaMar with the knowledge and understanding of what goes into providing retail water service to a broad and diverse community. Steve has applied this knowledge to his involvement with the Southern California Water Committee and memberships in the California Business Properties Association and the California Chamber of Commerce.

Steve LaMar has a Bachelor of Arts in Political Science from Pittsburg State University and an Environmental Management Institute Certificate from the U.S. Environmental Protection Agency.

Irvine Ranch Water District is a large retail water and sewer agency in Orange County California serving 390,000 residents, a 180-square mile area, with approximately 110,000 water and sewer service connections



STAFF REPORT

Agenda Item: 9

Board Meeting Date:	November 15, 2017
Prepared By:	Lisa Soto
Reviewed By:	Brett Hodgkiss
Approved By:	Eldon Boone

SUBJECT: 2018 BOARD MEETING DATES

RECOMMENDATION: Establish 2018 Board meeting dates to resolve conflicts as follows: a) reschedule the first Board meeting in July from July 4 to July 5; b) shift both meetings in October to the second and fourth Wednesdays of the month; c) schedule one Board meeting in December, on December 5; and d) set 9:00 a.m. start times for February 21, March 21, August 22, October 24, and December 5.

PRIOR BOARD ACTION: Adopted the 2017 Board calendar on November 9, 2016, and revised it on February 2, 2017.

FISCAL IMPACT: None.

SUMMARY: Staff has reviewed the 2018 calendar in light of the District's established times for Regular and Adjourned meetings of the Board of Directors (the first and third Wednesdays of the month, at 8:30 a.m.), while considering upcoming events such as holidays, annual conferences, and other potential conflicts. Staff has identified scheduling conflicts, as follows:

- 1) Due to the Independence Day holiday on Wednesday, July 4, staff recommends moving the first meeting in July to Thursday, July 5.
- 2) Due to a scheduling conflict identified by Director MacKenzie, she has requested that the first meeting in October be shifted to the second week in October. Staff recommends shifting both Board meeting dates in October to the second and fourth Wednesdays (October 10 and 24), in order to maintain the week needed between Board meeting dates for agenda preparation.
- 3) Due to the Colorado River Water Users Conference and the holidays at the end of the year, staff recommends following suit with past years to schedule one meeting in December, on December 5.
- 4) Due to the North County Water Group meeting schedule, staff recommends delaying the start times of the February 21, March 21, August 22, October 24, and December 5 Board meetings to 9:00 a.m. to accommodate attendance by the District's San Diego County Water Authority representative.

DETAILED REPORT: On April 2, 1997 the Board set its regular meeting schedule by minute order to include the first and third Wednesdays of each month at 8:30 a.m. In 2009, the Board began adopting a calendar for the coming year taking into consideration any anticipated scheduling conflicts.

ATTACHMENT: Draft 2018 Board meeting calendar

Vista Irrigation District 2018 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			

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
	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			

MAY						
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		

NOVEMBER						
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	

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					

District holidays	9:00 AM start time	8:30 AM start time
ACWA Conference	ACWA Legislative Symposium	CSDA Legislative Days
Colorado River Water Users Conference	CSDA Annual Conference	



Agenda Item: 10

STAFF REPORT

Board Meeting Date: November 15, 2017
Prepared By: Eldon Boone

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: 11.A

Board Meeting Date: November 15, 2017
Prepared By: Lisa Soto
Approved By: Eldon Boone

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.



STAFF REPORT

Board Meeting Date: November 15, 2017
Prepared By: Marian Schmidt
Approved By: Eldon Boone

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 *	Council of Water Utilities Meeting <i>(No meeting in November)</i>	
2	ACWA Fall Conference <i>Nov. 28-Dec. 1, 2017 – Anaheim Marriott Hotel</i> <i>Registration deadline: 11/28/17</i>	Miller (R,H) Dorey (R,H) MacKenzie (R,H) Vásquez (R,H) Sanchez (R,H)
3	Colorado River Water Users Association (CRWUA) <i>Dec. 13-15, 2017 – Caesars Palace, Las Vegas</i> <i>Registration deadline: None</i>	MacKenzie (R,A,H) Sanchez (R,A,H) Miller (R,A,H) Vásquez (T)
4 *	Council of Water Utilities Meeting <i>(No meeting in December)</i>	
5	Sexual Harassment Prevention Training AB 1661 <i>Jan. 8, 2018 – 9:00 a.m. – 12:00 p.m., VID Board Room</i> <i>Reservation deadline: None</i>	Miller Dorey MacKenzie Vásquez Sanchez
6	Hoover Dam & Colorado River Aqueduct System (SDCWA/MWD) <i>Feb. 2-3, 2018 – Meet at SDCWA</i> <i>Reservation deadline: First come, first serve</i>	
7	Special District Leadership Academy (CSDA) <i>Feb. 4-7, 2018 – Embassy Suites, La Quinta</i> <i>Registration deadline: 1/5/18</i>	
8	Urban Water Institute’s Spring Water Conference <i>Feb. 7-9, 2018 – Hilton Palm Springs Hotel</i> <i>Registration deadline: TBD</i>	
9	CSDA Quarterly Dinner Meeting <i>Feb. 15, 2018 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 2/8/18</i>	
10	State Water Project/Bay Delta Project (SDCWA/MWD) <i>Mar. 2-3, 2018 – Meet at SDCWA</i> <i>Reservation unavailable at this time</i>	
11	Colorado River Aqueduct System (SDCWA/MWD) <i>Mar. 17-18, 2018 – Meet at SDCWA</i> <i>Reservation unavailable at this time</i>	
12	California Water Policy Conference 27 <i>Mar. 22-23, 2018 – UC Davis Conference Center</i> <i>Registration deadline: None</i>	

	SCHEDULE OF UPCOMING MEETINGS AND EVENTS	ATTENDEES
13	Colorado River Aqueduct System (SDCWA/MWD) <i>Mar. 24-25, 2018 – Meet at SDCWA</i> <i>Reservation unavailable at this time</i>	
14	Special District Leadership Academy (CSDA) <i>Apr. 15-18, 2018 – Embassy Suites Monterey Bay – Seaside</i> <i>Registration deadline: 3/16/18</i>	
15	ACWA Spring Conference <i>May 8-11, 2018 – Sacramento</i> <i>Registration deadline: TBD</i>	
16	CSDA Quarterly Dinner Meeting <i>May. 17, 2018 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/10/18</i>	
17	Special District Legislative Days (CSDA) <i>May 22-23, 2018 – Sacramento</i> <i>Registration deadline: TBD</i>	
18	General Manager Leadership Summit (CSDA) <i>June 24-26, 2018 – Resort at Squaw Creek, Olympic Valley</i> <i>Registration deadline: 5/25/18</i>	
19	Special District Leadership Academy (CSDA) <i>July 8-11, 2018 – Embassy Suites Napa Valley, Napa</i> <i>Registration deadline: 6/8/18</i>	
20	CSDA Quarterly Dinner Meeting <i>Aug. 16, 2018 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 8/9/18</i>	
21	CSDA Annual Conference <i>Sept. 24-27, 2018 – Palm Springs</i> <i>Registration deadline: TBD</i>	
22	CSDA Quarterly Dinner Meeting <i>Nov. 15, 2018 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 11/8/18</i>	
23	ACWA Fall Conference <i>Nov. 27-30, 2018 – San Diego</i> <i>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:

A=Airline; **R**=Registration; **C**=Car; **H**=Hotel; **T**=Tentative



STAFF REPORT

Board Meeting Date: November 15, 2017
Prepared By: Lisa Soto

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:

- Lake Henshaw concessionaire agreement (*after Warner Ranch Committee*)
- District headquarters courtyard modification
- San Pasqual Undergrounding update
- Property on Pipeline Drive
- Annual organizational meeting
- JPIA Liability Insurance
- Weese treatment plant agreement amendment
- CalPERS actuarial report
- Master Plan update
- Committee appointments



Agenda Item: 13

STAFF REPORT

Board Meeting Date: November 15, 2017
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.



Agenda Item: 14

STAFF REPORT

Board Meeting Date: November 15, 2017
Prepared By: Eldon Boone

SUBJECT: COMMENTS BY GENERAL COUNSEL

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



Agenda Item: 15

STAFF REPORT

Board Meeting Date: November 15, 2017
Prepared By: Eldon Boone

SUBJECT: COMMENTS BY GENERAL MANAGER

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