

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

March 18, 2020

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, March 18, 2020, at the offices of the District, 1391 Engineer Street, Vista, California.

**1. CALL TO ORDER**

President Vásquez called the meeting to order at 9:00 a.m.

**2. ROLL CALL**

Directors present: Miller, Vásquez, Dorey, and MacKenzie; Director Sanchez was also present by teleconference.

Directors absent: None.

Staff present: Brett Hodgkiss, General Manager; Lisa Soto, Secretary of the Board; Don Smith, Director of Water Resources; Randy Whitmann, Director of Engineering; Frank Wolinski, Director of Operations and Field Services; Marlene Kelleher, Director of Administration; and Ramae Ogilvie, Administrative Assistant. General Counsel David Cosgrove was also present.

Other attendees: None.

**3. PLEDGE OF ALLEGIANCE**

Director Dorey led the pledge of allegiance.

**4. APPROVAL OF AGENDA**

General Counsel David Cosgrove advised the Board of a need to add an agenda in response to the orders received after the posting of the agenda from the County of San Diego Health and Human Services Agency regarding the novel coronavirus (COVID-19) pandemic. He suggested adding item “8.A” to follow agenda Item 8 “Pandemic Response Plan”. He stated that the nature of the item would be for the Board to consider authorizing the General Manager to declare a local emergency, if needed, and to direct General Counsel to draft an amendment to the District’s Rules and Regulations to reflect said authority.

20-03-25	<i>Upon motion by Director Dorey, seconded by Director Miller and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors added agenda Item 8.A to consider authorizing the General Manager to declare a local emergency, if needed, and General Counsel to draft an amendment to the District’s Rules and Regulations to reflect said authority.</i>
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20-03-26	<i>Upon motion by Director MacKenzie, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors approved the agenda as amended.</i>
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**5. ORAL COMMUNICATIONS**

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

**6. CONSENT CALENDAR**

20-03-27 *Upon motion by Director Dorey, seconded by Director MacKenzie and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors approved the Consent Calendar, including Resolution Nos. 20-08 and 20-09 proclaiming the week of May 17-23, 2020 as Special Districts Week and approving disbursements, respectively.*

**A. Grant of Right of Way**

See staff report attached hereto. Staff recommended and the Board accepted Grant of Right of Way (M131) via City of Vista Tract Map P17-0361 for a specific easement over a 56-unit detached condominium development known as Arroyo Vista, consisting of approximately 8.39 gross acres owned by Meritage Homes of California, Inc., located at Sycamore Avenue and Watson Way, Vista (P17-0361; LN 2018-006; I-3087; APNs 217-021-01, -02, -20, -29 and -30; DIV 5).

**B. Waterline project approval**

See staff report attached hereto. Staff recommended and the Board approved the waterline project and directed staff to file the Notice of Exemption for a proposed mixed-use affordable housing development of 60 apartment units and commercial retail space, known as Paseo Artist Village, consisting of approximately 0.82 gross acres owned by the City of Vista along South Santa Fe Avenue, Guajome Street and Mercantile Street, Vista (P18-0321; LN 2019-015; APNs 179-022-01, 179-022-02, 179-022-05, 179-022-06, 179-022-07, 179-022-23, 179-022-24, 179-022-25; DIV NO 4).

**C. Special Districts Week**

See staff report attached hereto.

***The Board adopted Resolution No. 20-08 proclaiming the week of May 17-23, 2020 as Special Districts Week, by the following roll call vote:***

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

***Resolution No. 20-08 is on file in the official Resolution book of the District.***

**D. Identity Theft Prevention Program**

See staff report attached hereto. The Board received an update on the District’s Identity Theft Prevention Program.

E. Materials for mainline replacement

See staff report attached hereto. Staff recommended and the Board approved the purchase of pipeline materials from Ferguson Waterworks for mainline replacement on York Drive in the amount of \$218,571.05.

F. District vehicle purchase

See staff report attached hereto. Staff recommended and the Board authorized the purchase of a 2021 F-650 Ford truck from Downtown Ford Sales in the amount of \$60,599.96.

G. Minutes of Board of Directors meeting on March 4, 2020

The minutes of March 4, 2020 were approved as presented.

H. Resolution ratifying check disbursements

**RESOLUTION NO. 20-09**

**BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 63901 through 64008 drawn on Union Bank totaling \$179,181.62.**

**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 18<sup>th</sup> day of March 2020.**

\* \* \* \* \*

**7. WARNER RANCH SIPHON 1B LINING PROJECT**

See staff report attached hereto.

Director of Water Resources Don Smith stated that the Warner Ranch Siphon 1B Lining Project (Project) is complete, and staff is recommending that the Project be accepted. He noted that a review of the post installation video showed varying degrees of wrinkling throughout the newly installed liner; after discussing the issue with the District’s consultant, IEC, it was determined that the wrinkling would not appreciably interfere with the operation of the siphon and attempts to repair the wrinkles could degrade the overall liner integrity. Mr. Smith said that Nu-line Technologies has agreed to extend the 1-year warranty to a 5-year warranty (guaranteed by a bond) and to clean and perform a video inspection of the liner just prior to the end of the warranty period.

20-03-28 *Upon motion by Director Dorey, seconded by Director Miller and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors accepted the Warner Ranch Siphon 1B Lining Project, directed staff to file a Notice of Acceptance with the County Recorder’s Office, and authorized staff to release final retention payment in the amount of \$3,881.75 to Nu-Line Technologies, after the thirty-five day filing period.*

## 8. PANDEMIC RESPONSE PLAN

See staff report attached hereto.

Director of Water Resources Frank Wolinski presented an overview of the District's Pandemic Plan (Plan) and what the District has done so far in response to the COVID-19 pandemic. He stated that this Plan was incorporated into the District's Emergency Response Plan in 2009; it was updated in 2015. Mr. Wolinski stated that the District's Plan follows the World Health Organization's six-phase Pandemic Influenza Preparedness and Response Plan. The first three phases of the District's Plan have to do with planning and preparedness, and phases four through six have to do with response and mitigation. He said that the District is already at phase five of the Plan based recent events including on the President of the United States' declaration of a National Emergency, widespread school closures and limits on gatherings.

Mr. Wolinski stated that phase six of the District's Plan would be activated if the District begins to experience increased absenteeism due to the virus. In phase six, the District would shift to focusing strictly on its essential functions; the Plan outlines what essential functions are to be performed, and which positions are needed to perform those functions. He noted that, based on the Plan, the District is able to continue to function with as much as 40 percent of staff absent. Mr. Wolinski said that presently, the District is fully staffed; the main concern will be childcare should all of the schools remain closed for an extended period. It was noted that about 50 percent of the employees have school-aged children.

Mr. Wolinski reviewed what has been done in the earlier phases of the Plan, such as disinfecting the District headquarters, which is continuing to be done every day. Supplies have been assessed (and ordered, if available), such as disinfectant, hand sanitizer, sanitizing wipes, and laboratory supplies. The supply chains for sanitizing supplies, such as hand sanitizer and disinfecting wipes have been impacted by increased demand, and the District's on-hand supplies are therefore limited. Hand sanitizer has been provided in central locations for employees' use, and staff plans to make hand sanitizer from an already on-hand supply of alcohol and aloe gel to supplement available supplies. When hand sanitizer is readily available again, the District plans to order gallon containers to be maintained as an emergency supply (being mindful of the products shelf life).

Mr. Wolinski stated that staff has been updated on the District's Pandemic Plan, and recent executive orders issued by Governor Newsom removing the waiting period for unemployment and disability insurance for Californians who lose work as a result of the COVID-19 outbreak. District employees have been practicing social distancing, and measures have been taken for employees who work in the field, such as meter readers and system operators, to minimize face-to-face interaction with customers. In-person meetings between District staff and consultants or sales people have been temporarily suspended; communications with consultants and sales people are being conducted via telephone or other electronic means (e.g., email, teleconference, etc.).

Mr. Wolinski stated that the lobby has been closed for in-person transactions in Customer Service and Engineering. A list of alternative payment options has been posted on the District's website and in the window of the lobby. He said that information regarding COVID-19 has also been posted on the District's website with messaging letting customers know that the water supply is safe.

Ms. Kelleher reviewed examples of staffing contingency plans for Administration, Customer Service, and Finance sections, and Mr. Wolinski reviewed examples of staffing contingency plans for Operations and Field Services. Ms. Kelleher provided a specific example for the District's Information Technology section; she stated that the section's staff can access and work on much of the District's computing systems remotely via the Cloud allowing them to perform work offsite if necessary. Director

MacKenzie suggested that Cloud computing be added to the District’s capabilities identified in the Plan during the next update.

Director Sanchez commented that as a result of the COVID-19 pandemic there could be an influx of delinquent customer payments. Mr. Hodgkiss stated that the District is prepared to work with customers through this pandemic event. He added that the District has no plans to shut-off customers for non-payment, partly in response to Governor Newsom’s recent executive order regarding utilities regulated by the California Public Utilities Commission not locking services for non-payment during this emergency. The District is taking this action in recognition of the obvious health and safety issues posed when shutting off a customer’s water and the unprecedented hardships many of its customers may be going through as a result of the COVID-19 pandemic. Mr. Hodgkiss stated that he anticipates there will be a fiscal impact associated with the pandemic, but it is unknown at this time.

Director MacKenzie suggested compiling information to provide to customers who are experiencing financial hardships and directing them to charitable organizations and services that can help. She said she is familiar with 211, but she heard that the San Diego Foundation might be offering some assistance during his time. She asked staff to look into this so the information can be shared with customers.

#### **8.A GENERAL MANAGER AUTHORIZATION TO DECLARE A LOCAL EMERGENCY**

Mr. Cosgrove said that local emergency declarations are allowed under Government Code Section 8630, and they are generally issued by cities or counties. Once in place, this mechanism can expand the powers of the agency, provide access to broader emergency powers, and improve the District’s eligibility for emergency funding. He said that in reviewing the District’s Rules and Regulations, Section 6.9 “Emergency Preparedness Policy”, there is no mechanism for the General Manager to issue an emergency declaration. Mr. Cosgrove stated that he (and staff) recommend that the Board authorize the General Manager to declare a local emergency, if needed, and direct General Counsel to draft an amendment to the District’s Rules and Regulations to reflect said authority. He also recommended that said authority be reflected in the District’s Emergency Response and Pandemic Response Plans when updated.

The Board discussed the matter and received clarification as to the need for this action. Mr. Cosgrove clarified that this action is not legally required, but it would be helpful in clarifying procedures related to the District’s Emergency and Pandemic Response Plans.

20-03-29	<i>Upon motion by Director Dorey, seconded by Director MacKenzie and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors authorized the General Manager to declare a local emergency, if needed, directed General Counsel to draft an amendment to the District’s Rules and Regulations, Section 6.9 reflecting said authority, and directed that this authority also be reflected in future updates of the District’s Emergency Response Plan and Pandemic Response Plan.</i>
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#### **9. LAKE HENSHAW / WARNER RANCH INSPECTION TOUR**

See staff report attached hereto.

Mr. Hodgkiss stated that this item was to approve the itinerary for the April 16, 2020 Board inspection tour of Lake Henshaw and Warner Ranch; however, in light of the COVID-19 pandemic and the guidelines for social distancing, the Board may prefer to cancel or postpone the tour. The Board asked that this item be brought back for rescheduling for Fall 2020.

20-03-30

*Upon motion by Director Dorey, seconded by Director Miller and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors directed that the scheduling of a Board inspection tour of Lake Henshaw and the Warner Ranch to take place in the Fall 2020, be agendaized for consideration later in the year.*

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

See staff report attached hereto.

Director Miller reported that due to the COVID-19 pandemic, all of the San Diego County Water Authority (Water Authority) committee activities have been suspended, and all board meetings will be held strictly by teleconference until further notice.

Mr. Hodgkiss reported on an upcoming teleconference regarding the Water Authority's proposed Regional Conveyance Project on April 9, noting that the financial analysis is complete (pending a third party review), and the proposed project cost appears be comparable to the expected costs from the Metropolitan Water District for moving water from the Imperial Valley to San Diego County. Director Miller stated that he attended a special board meeting regarding the proposed Regional Conveyance Project, and the proposed project is expected to cost approximately \$4.2 billion. He noted that there could be opportunities for regional partners to share some of the cost.

Mr. Hodgkiss reported that he participated in the Member Agencies Managers Meeting via teleconference the previous day, which focused mainly on the COVID-19 pandemic and what each member agency is doing in response. He stated that particular attention was given to agencies that have treatment plants and to making sure the they are able to continue to operate if staffing levels are impacted by COVID-19. Mr. Hodgkiss stated that mutual aid was discussed, and there was willingness among the agencies to assist each other if needed in order to keep all agencies running smoothly. Mr. Hodgkiss said that like the District, the majority of the agencies have closed their lobby doors; and two districts, Olivenhain Municipal Water District and Rainbow Municipal Water District, have declared emergencies (as of the date of the teleconference).

Mr. Smith updated the Board on what is being done at the Escondido-Vista Water Treatment Plant with regard to its COVID-19 response. He stated that precautions have been taken to keep the employees safe and to make sure they have everything they need, including "Meals Ready to Eat" (MREs), just in case there is a need for the employees to shelter in place.

**11. MEETINGS AND EVENTS**

See staff report attached hereto.

It was noted that most upcoming meetings in near future have been cancelled, postponed, or changed to teleconferences due to the COVID-19 pandemic.

Director Dorey reported on his recent attendance at the meeting of the Vista Historical Society Hall of Fame Nominating Committee, noting that Director Miller has been nominated and will likely be inducted into the Hall of Fame in May 2020. The Board congratulated Director Miller.

Director MacKenzie reported that she has participated in conducting about five hours of interviews to select an appointee to fill the vacancy on the California Special Districts Association Board of Directors left vacant by Kathy Tiegs, former member of the Cucamonga Valley Water District Board of Directors.

**12. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES**

See staff report attached hereto.

Mr. Hodgkiss stated that staff is tentatively planning to agendize the Vista Flume Replacement Project for April 1, 2020. He noted that Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) was planning on attending the Board meeting on April 1 to present a refund check to the District, but due to the COVID-19 pandemic, the presentation will either be cancelled or postponed.

**13. COMMENTS BY DIRECTORS**

Director MacKenzie referred to a section on the District’s website regarding the safety of the District’s water, which she stated could use some editing to make it more informative. She stated that the verbiage mentions the water is disinfected, but provides no other explanation about what disinfection means, or how the water is purified. Mr. Hodgkiss stated that one of the first things staff did in response to the COVID-19 pandemic was issue a statement on the Districts’ website about the safety of the drinking water. He responded that staff would review this information and see if it can be improved and/or clarified based on Director MacKenzie’s comments.

Director MacKenzie added to her earlier suggestion for staff to compile information for customers experiencing financial hardships and that said information be made available to employees.

**14. COMMENTS BY GENERAL COUNSEL**

Mr. Cosgrove informed the Board about a case from the 9<sup>th</sup> circuit court regarding regulatory takings (Pakdel vs. San Francisco). In this case, the panel of judges affirmed the district court’s dismissal of an action brought against the City and County of San Francisco asserting a challenge to the Expedited Conversion Program (ECP). The ECP allows property owners to convert their tenancy-in-common properties into condominium properties on the condition that the owners agree to offer any existing tenants lifetime leases in units within the converted property.

**15. COMMENTS BY GENERAL MANAGER**

Mr. Hodgkiss thanked District staff for its good work and dedication during this difficult time. He stated that in particular, staff present in the Board room have been instrumental in meeting with him and discussing employees’ concerns leading to some of the important actions that have been taken thus far during the COVID-19 pandemic event. He thanked in particular Frank Wolinski, Randy Whitmann, Don Smith and Marlene Kelleher.

Mr. Hodgkiss congratulated Marlene Kelleher on her appointment to serve on the Special Districts Policy Interpretation Committee for the California State Controller’s Office. This Committee will be tasked with updating the Special District’s Uniform Accounting and Reporting Procedures Manual. The Board joined Mr. Hodgkiss in congratulating Ms. Kelleher.

Mr. Hodgkiss reported that the water level at Lake Henshaw increased by about 600 acre-feet in the last nine days or so after receiving over four inches of rain in the area; the lake contains nearly 5,700 acre-feet of water.

**16. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

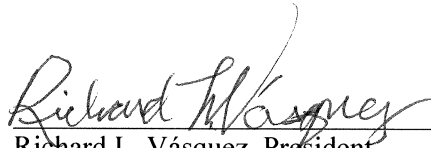
President Vásquez adjourned the meeting to closed session at 10:28 a.m. for a conference with legal counsel to discuss the following existing litigation per Government Code Sections 54956.9(a) and (d)(1):

- A. Name of Case: Kessner et al. v. City of Santa Clara, et al.;  
Santa Clara Superior Court Case No. pending

The meeting reconvened in open session at 10:36 a.m. President Vásquez declared that no reportable action had been taken.

**17. ADJOURNMENT**

There being no further business to come before the Board, at 10:36 a.m., President Vásquez adjourned the meeting.

  
Richard L. Vásquez, President

ATTEST:

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





## STAFF REPORT

Agenda Item: 6.A

Board Meeting Date:	March 18, 2020
Prepared By:	Matt Atteberry
Reviewed By:	Randy Whitmann
Approved By:	Brett Hodgkiss

SUBJECT: GRANT OF RIGHT OF WAY

RECOMMENDATION: Accept Grant of Right of Way (M131) via City of Vista Tract Map P17-0361 for a specific easement over a 56-unit detached condominium development known as Arroyo Vista, consisting of approximately 8.39 gross acres owned by Meritage Homes of California, Inc., located at Sycamore Avenue and Watson Way, Vista (P17-0361; LN 2018-006; I-3087; APNs 217-021-01, -02, -20, -29 and -30; DIV 5).

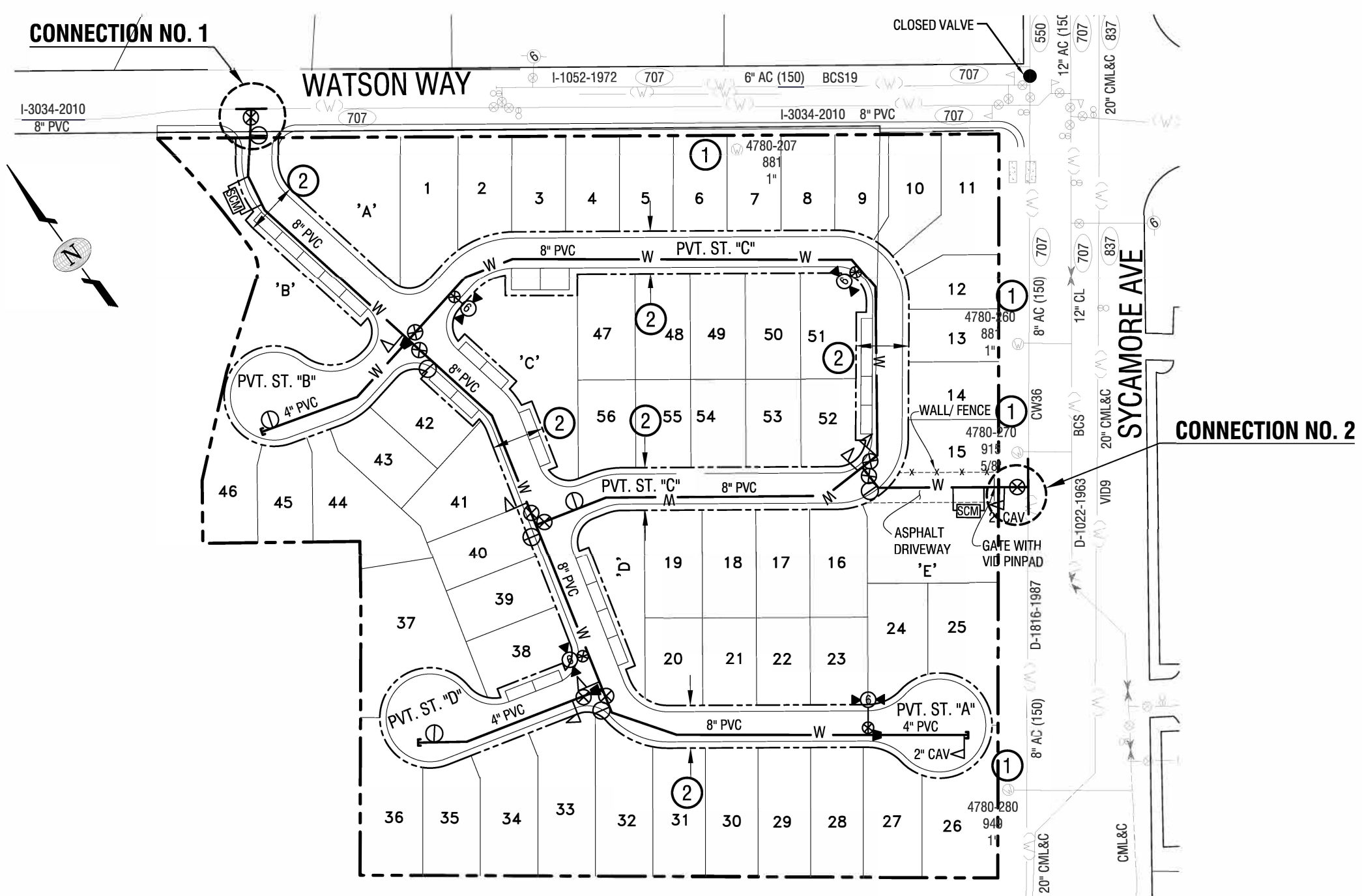
PRIOR BOARD ACTION: On February 18, 2020, the Board approved this waterline project and directed staff to file the Notice of Exemption.

FISCAL IMPACT: None.

SUMMARY: Acceptance of Grant of Right of Way (M131) via City of Vista Tract Map P17-0361 will allow the District to secure a dedicated specific easement over the proposed water facilities and allow the owner to record the map with the County Recorder.

DETAILED REPORT: Meritage Homes of California, Inc. is in the process of developing a 56-unit detached condominium development consisting of approximately 8.39 gross acres located at Sycamore Avenue and Watson Way, Vista. Acceptance of Grant of Right of Way (M131) will allow the installation of the new water facilities to be located within a dedicated specific easement over the private roads, and the owner to proceed with the development of their project.

ATTACHMENT: Map



**VICINITY MAP**  
NTS

**LEGEND**

- EXISTING**
- WATER MAIN
  - BLOW OFF
  - AIR VENT
  - VALVE
  - WATER METER
  - FIRE HYDRANT
- PROPOSED**
- 8" PVC (DR14) WATER
  - BLOW OFF
  - AIR VENT
  - VALVE
  - REDUCER
  - 6" FIRE HYDRANT
  - 6" SUBDIVISION CONSTR. METER

**DEVELOPER:**  
MERITAGE HOMES OF CALIFORNIA INC.  
5 PETERS CANYON ROAD, STE. 310  
IRVINE, CA 92606  
CONTACT: PATRIC LYNAM  
949-299-3834

**ENGINEER:**  
PASCO LARET SUITER & ASSOCIATES  
535 N. HIGHWAY 101, SUITE A  
SOLANA BEACH, CA 92075  
CONTACT: RYAN WAUFLE  
858-259-8212

ADDITIONAL NOTES	
	INSTALL NEW 1" LATERAL WITH DOMESTIC METER PER VID STD DWG 1-1 & 1-4. OWNER TO MAKE APPLICATION AND PAY METER FEES. FIRE DEPARTMENT OR FIRE SPRINKLER CONTRACTOR APPROVAL REQUIRED FOR 3/4" METERS.
①	EXIST. METERS TO BE RELOCATED OR TERMINATED AND USED FOR CAPACITY CREDITS PER SERVICE CHANGE.
②	OWNER TO GRANT WATER EASEMENT TO VID PER MAP. ALL VID APPURTENANCES INCLUDING METERS AND FIRE HYDRANTS TO BE WITHIN VID EASEMENT.

VISTA IRRIGATION DISTRICT		
ARROYO VISTA		
SYCAMORE & WATSON (P17-0361)		
APN 217-021-01, -02, -20, -29 and -30	T.B. 1108 B5	
SCALE: NO SCALE	L.N. 2018-006	
APPD. BY MA	DATE 3/2/2020	W.O.
DRAWN BY JB	DATE 2/7/2020	
SHEET 1 of 1	MAP H21	I - 3087
REVISED 3/2/2020	Matt Atteberry	
Z:\ENGINEERING\JOBS\1-JOBS\3087_ARROYO SYC WATSON\LN 2018-006 SYC & WATSON\LN2018-006		



## STAFF REPORT

Agenda Item: 6.B

Board Meeting Date:	March 18, 2020
Prepared By:	Matt Atteberry
Reviewed By:	Randy Whitmann
Approved By:	Brett Hodgkiss

SUBJECT: WATERLINE PROJECT APPROVAL

RECOMMENDATION: Approve this waterline project and direct staff to file the Notice of Exemption for a proposed mixed-use affordable housing development of 60 apartment units and commercial retail space, known as Paseo Artist Village, consisting of approximately 0.82 gross acres owned by the City of Vista along South Santa Fe Avenue, Guajome Street and Mercantile Street, Vista (P18-0321; LN 2019-015; APNs 179-022-01, 179-022-02, 179-022-05, 179-022-06, 179-022-07, 179-022-23, 179-022-24, 179-022-25; DIV NO 4).

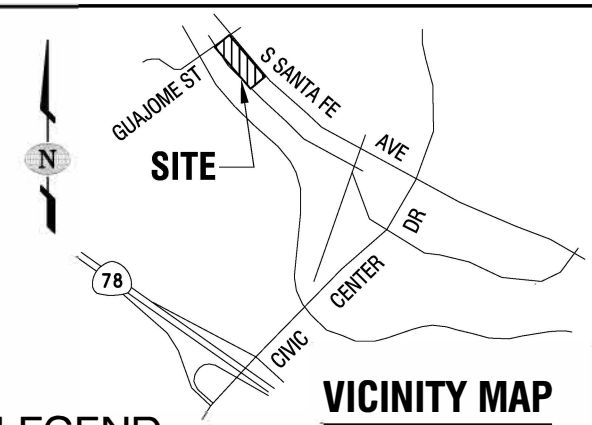
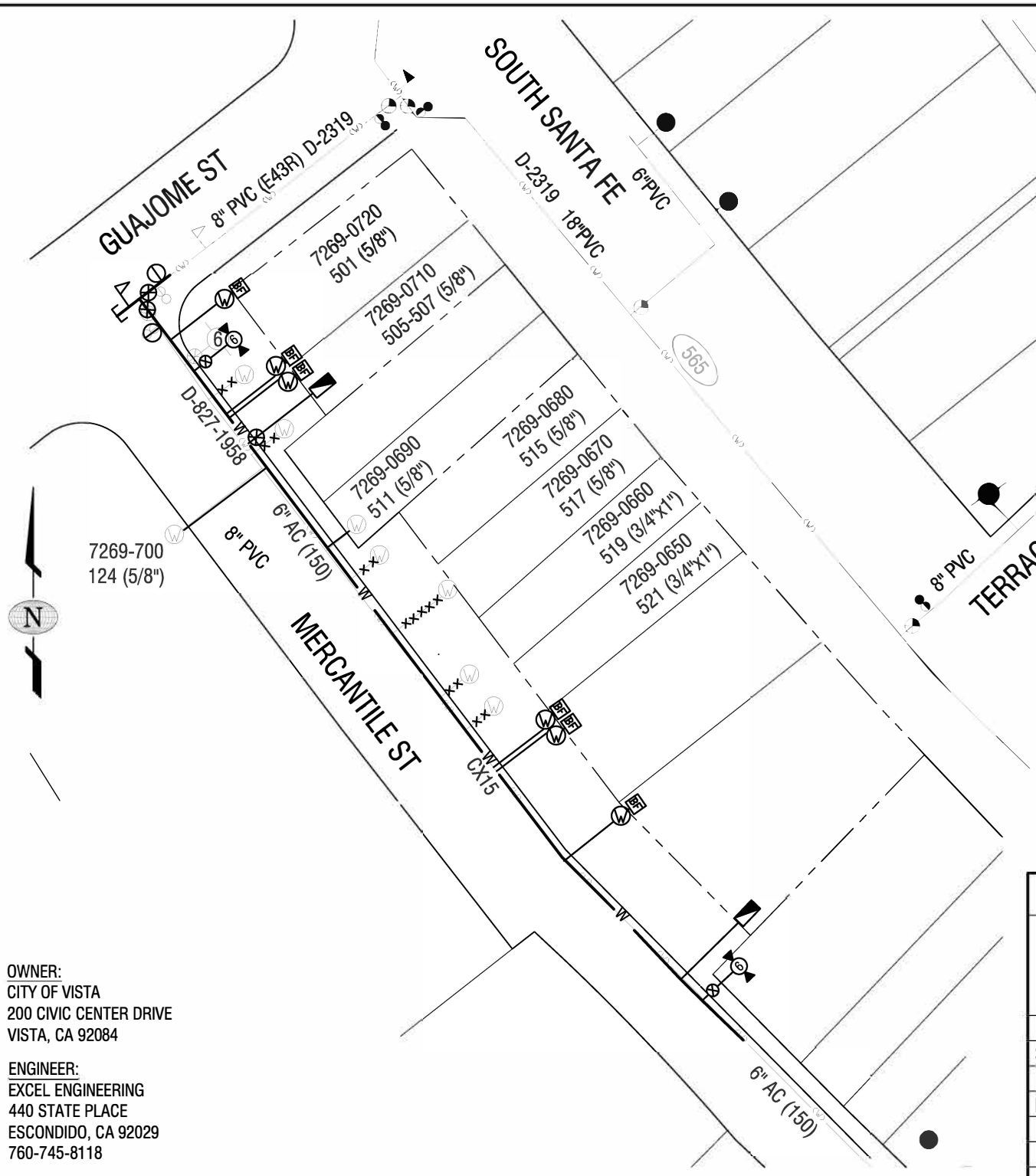
PRIOR BOARD ACTION: On February 18, 2020, the Board acknowledged existing easements over the project.

FISCAL IMPACT: None.

SUMMARY: On March 9, 2020, the District signed the improvement plans for this waterline project. Approval of this project will allow the General Manager to sign the construction contract when the owner returns it.

DETAILED REPORT: Under District inspection, the owner's contractor will install approximately 415 feet of 8-inch waterline, one 1-inch air-vent, two 2-inch blow-offs, two 8-inch gate valves, two 4-inch fire services, two 6-inch fire hydrants, two 1-inch irrigation water services, three 1-inch residential water services, one 2-inch commercial water service, and make connections as approved on the plans. The owner will also submit applications and pay the necessary fees to the District for water meters. Approval of this waterline project will allow the owner to proceed with the development of their project.

ATTACHMENT: Map



**LEGEND**

- EXISTING**
- WATER MAIN
  - BLOW OFF
  - AIR VENT
  - VALVE
  - WATER METER
  - FIRE HYDRANT
- PROPOSED**
- 8" PVC (DR14) WATER
  - BLOW OFF
  - AIR VENT
  - VALVE
  - WATER METER AND BACKFLOW
  - 6" FIRE HYDRANT
  - 4" RPDA

OWNER:  
CITY OF VISTA  
200 CIVIC CENTER DRIVE  
VISTA, CA 92084

ENGINEER:  
EXCEL ENGINEERING  
440 STATE PLACE  
ESCONDIDO, CA 92029  
760-745-8118

<b>VISTA IRRIGATION DISTRICT</b>			
<b>PASEO ARTIST VILLAGE</b>			
<b>MERCANTILE &amp; GUAJOME (P18-0411)</b>			
APN 179-022-01, 02, 06, 07, 23, 24		T.B. 1087 H7	
SCALE: NO SCALE		L.N. 2019-015	
APPD. BY MA	DATE 3/9/2020	W.O.	
DRAWN BY JB	DATE 3/6/2020		
SHEET 1 of 1	MAP F14		
REVISED 3/9/20 Matt Atteberry			
Z:\ENGINEERING\JOBS\LN-JOBS\LN2019\LN 2019-015 PASEO ARTIST VILLAGE\LN2019-015 MAP			



**Agenda Item: 6.C**

**STAFF REPORT**

**Board Meeting Date: March 18, 2020**  
**Prepared By: Brett Hodgkiss**

SUBJECT: SPECIAL DISTRICTS WEEK

RECOMMENDATION: Adopt Resolution No. 20-XX proclaiming the week of May 17, 2020 to May 23, 2020 as Special Districts Week.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None.

SUMMARY: Last year, Assembly Member Ken Cooley introduced Assembly Concurrent Resolution (ACR) 89, which proclaimed the week of September 22, 2019 to September 28, 2019, to be *Special Districts Week*; it encouraged all Californians to be involved in their communities and be civically engaged with their local government. On February 26, 2020, Assembly Member Randy Voepel introduced ACR 179, which would proclaim the week of May 17, 2020 to May 23, 2020 (coinciding with Special Districts Legislative Days) to be *Special Districts Week*. Just like last year, the Assembly and Senate are encouraging Californians across the state to engage with their local communities and to be actively involved with their government, particularly with special districts and the areas they serve.

California Special Districts Association is requesting that special districts support legislature's efforts by taking various actions, including sending a letter of support for ACR 179 (attached) and adopting a resolution proclaiming the week of May 17, 2020 to May 23, 2020 to be Special Districts Week. A draft resolution of is attached for the Board's consideration.

ATTACHMENT: Letter of Support  
Resolution No. 20-XX



1391 Engineer Street • Vista, California 92081-8840  
Phone (760) 597-3100 • Fax: (760) 598-8757  
www.vidwater.org

**Board of Directors**

Richard L. Vásquez, *President*  
Paul E. Dorey  
Jo MacKenzie  
Marty Miller  
Patrick H. Sanchez

**Administrative Staff**

Brett L. Hodgkiss  
*General Manager*  
Lisa R. Soto  
*Board Secretary*  
David B. Cosgrove  
*General Counsel*

March 3, 2020

The Honorable Randy Voepel  
California State Assembly  
State Capitol  
Sacramento, CA 95814

***Re: Assembly Concurrent Resolution 179 (Voepel) – Support [As Introduced]***

Dear Assembly Member Voepel:

Vista Irrigation District, a public agency that provides water service to over 136,000 people in the city of Vista, and portions of San Marcos, Escondido, Oceanside and unincorporated areas of San Diego County, is pleased to support Assembly Concurrent Resolution 179, which would establish Special Districts Week from May 17 to May 23, 2020.

Special districts are formed by communities to provide a needed service, overseen by a local board, and funded by local revenue. By focusing on one service, or a small suite of services, these public entities are able to perform efficient, effective, sustainable service delivery and infrastructure development, while maintaining local accountability.

Special districts date back to 1887 and have a long, rich history of providing benefits to their residents. They vary in size to meet local needs, ranging from servicing multi-county regions and sometimes millions of residents, to small rural communities. As a representative of the special district community, we are pleased to support Assembly Concurrent Resolution 179.

Vista Irrigation District would like to thank the author for introducing this resolution recognizing and commending special districts for the important work that they do throughout California. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brett Hodgkiss", is written over a light blue horizontal line.

Brett Hodgkiss  
General Manager

cc: Anthony Tannehill, California Special Districts Association

RESOLUTION NO. 20-XX  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF VISTA IRRIGATION DISTRICT  
PROCLAIMING THE WEEK OF MAY 17, 2020 TO MAY 23, 2020  
TO BE SPECIAL DISTRICT WEEK

WHEREAS, special districts are local governmental entities created by a community's residents, funded by those residents, and overseen by those residents, to provide specialized services and infrastructure; and

WHEREAS, today, just over 2,000 independent special districts provide millions of Californians with essential services, including services related to water, sanitation and water recycling, fire protection, electricity, parks and recreation, health care, open space, ports and harbors, flood protection, mosquito abatement, cemeteries, resource conservation, airports, transit, road maintenance, veterans' facilities, and more; and

WHEREAS, special districts first arose when San Joaquin Valley farmers needed a way to access their local water supply; and

WHEREAS, under the Wright Act of 1887, the Turlock Irrigation District became California's first special district and made it possible for local farmers to intensify and diversify agriculture in California's Central Valley; and

WHEREAS, in the 20th century, special districts increased dramatically in both number and scope, and during the periods of prosperity and population growth that followed both world wars when the demand for all types of public services increased, and special districts met that need; and

WHEREAS, the statutory authorization for mosquito abatement districts was enacted in 1915 to combat the salt marsh mosquitoes around the San Francisco Bay and higher than average malaria cases in rural counties; and

WHEREAS, fire protection districts can trace their origins to a 1923 state law, and in 1931 the Legislature authorized recreation districts, the forerunners of today's recreation and park districts; and

WHEREAS, hospital districts arose in 1945 because of a statewide shortage of hospital beds. In 1994, the Legislature then expanded their breadth and renamed them health care districts in recognition of the diverse, modern needs of California's communities and the importance of proactive, affordable health care beyond the walls of a hospital building; and

WHEREAS, although originally created to provide individual services, in 1961 the Legislature authorized special districts to address multiple needs, when it provided for multipurpose, community services districts; and

WHEREAS, special districts vary in size and scope and serve diverse communities throughout California, from small rural neighborhoods, such as the Pine Cove Water District in the San Jacinto Mountains of Riverside County, to large urban regions, such as the East Bay Municipal Utility District spanning much of the Counties of Alameda and Contra Costa; and



WHEREAS, local residents own special districts and govern them through locally elected or appointed boards. A series of sunshine laws ensure special districts remain transparent and accountable to the communities they serve, as these laws require open and public meetings, public access to records, regular audits, online posting of finances and compensation, and more; and

WHEREAS, to prevent overlapping services and ensure that local agencies are operating effectively and efficiently to meet communities' needs, special districts are formed, reviewed, consolidated, or dissolved through a methodical local process that includes the oversight of a local agency formation commission and the consent of local voters; and

WHEREAS, fifty one years ago, in 1969, several independent special districts formed a statewide association called the California Special Districts Association, commonly referred to as the CSDA, to promote good governance and improved essential local services through professional development, advocacy, and other services for all types of independent special districts; and

WHEREAS, Vista Irrigation District seeks to promote democratic institutions, community-based services, local control, and self-determination; and

WHEREAS, Vista Irrigation District seeks to promote and educate the public about their local public service providers, including awareness and understanding of special districts;

NOW, THEREFORE, IT BE RESOLVED by the Vista Irrigation District Board of Directors, that Vista Irrigation District hereby joins the California State Legislature in proclaiming the week of May 17, 2020 to May 23, 2020, inclusive, to be Special Districts Week and encourages all residents to be involved in their community and be civically engaged with their local government.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors of the Vista Irrigation District this 18th day of March, 2020:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Richard L. Vásquez, President

ATTEST:

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





## STAFF REPORT

Agenda Item: 6.D

Board Meeting Date:	March 18, 2020
Prepared By:	Breona Paz
Reviewed By:	Marlene Kelleher
Approved By:	Brett Hodgkiss

SUBJECT: IDENTITY THEFT PREVENTION PROGRAM

RECOMMENDATION: Receive update on the District's Identity Theft Prevention Program.

PRIOR BOARD ACTION: The Board adopted Resolution No. 09-20 adopting an Identity Theft Prevention Program on March 18, 2009.

FISCAL IMPACT: None.

SUMMARY: In response to and in compliance with requirements of the Fair and Accurate Credit Transaction Act of 2003, the District adopted an Identity Theft Prevention Program (Program) on March 18, 2009. The Program is to be used as an aid to detect patterns, practices and specific forms of activity that could signal possible identity theft. More specifically, the Program defines "red flags," implements procedures for identifying "red flags," and discusses appropriate action to be taken should "red flags" be detected. It also includes provisions for reporting on and updating the Program.

DETAILED REPORT: Per Part V, Paragraph D of the Identity Theft Prevention Program, the District is to provide an annual report to the Board of Directors that details the District's compliance with the Federal Trade Commission's Red Flag Rules. This report addresses the following:

- Effectiveness of the policies and procedures of the District in addressing the risk of identity theft in connection with the opening of new accounts and with respect to the management of existing accounts
- Service provider arrangements
- Significant incidents involving identity theft and management's response
- Recommendations for material changes to the Program

The District is complying with the guidelines set forth in its Program. The District's procedures for opening new accounts and managing existing accounts have not changed. Staff continues to follow best business practices related to the prevention of identity theft, such as keeping computer screens from being viewed by unauthorized personnel and shredding confidential documents that are no longer needed.

The District has contracted with third party service providers, InfoSend and Official Payments Corporation, for electronic bill presentment and payment services and credit card payment processing services, respectively. Pursuant to the Federal Trade Commission's Red Flag Rules, InfoSend and Official Payments Corporation have adopted and implemented Identity Theft Prevention Programs. The District retains copies of InfoSend's and Official Payment Corporation's statements of compliance under the Federal Trade Commission's Red Flag Rules on file.

The District continues to keep all confidential information secured and maintains business best practices that aid in the prevention of identity theft. There have been no incidents of identity theft in the last year. After a thorough review, no changes are recommended to the existing Program.

ATTACHMENT: Vista Irrigation District Identity Theft Prevention Program



## **Identity Theft Prevention Program**

This program is in response to and in compliance with the  
Fair and Accurate Credit Transaction Act (FACTA) of 2003  
and  
The final rules and guidelines for the FACTA issued by the Federal Trade  
Commission and federal bank regulatory agencies in November 2007

Adopted March 18, 2009 – Resolution No. 09-20

Program Last Updated: March 18, 2009

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## **Introduction**

On November 9, 2007, the Federal Trade Commission (FTC) and several other Federal agencies published the Identity Theft Red Flag Rule (FR 72:217:63717). All utilities that provide water/wastewater service on credit, i.e., send a bill for past service, are required to develop a program to comply with this rule by May 1, 2009.

The Identity Theft Red Flag Rule requires any creditor to develop a program to detect, prevent, and mitigate identity theft. Utility companies are specifically mentioned in the definition of a creditor, so this Rule clearly applies to water and wastewater utilities.

A Red Flag is "a pattern, practice, or specific activity that indicates the possible existence of identity theft." Identity Theft is "a fraud committed or attempted using the identifying information of another person without authority."

### **Part I. Assessment of Existing Business Practices**

Part I of the Identity Theft Prevention Program is used to identify areas of potential risk within the District's standard customer service business practices. The District has selected specific business processes associated with offering or maintaining accounts, or engaging in other activities, which could raise "red flags" indicating the potential for identity theft. It should be noted that the business practices listed below are typical for most utilities that operate as retailers of drinking water:

- The District provides personnel with the ability to request and review a Customer's personal identifying information when engaging in any of the following activities:
  - Open new accounts;
  - Access existing accounts;
  - Modify existing accounts;
  - Close existing accounts;
  - Processing accounts for bad debt collections.
- The District provides Customers with the ability to do the following action independent of District personnel (either through an automated phone system or online via a third party service provider), and a Customer's personal identifying information is required to complete any of these activities:
  - Make a payment on an account.

## Part II. Identification of Red Flags

Part II of the Identity Theft Prevention Program assists the District in identifying Red Flags that may arise during routine handling of new and/or existing accounts.

The District has identified the following events as potential Red Flag sources or categories that might indicate an instance of identity theft.

Event
Documents provided for identification appear to have been altered or forged.
Photograph, physical description and/or other information on the identification is not consistent with the appearance of the person presenting the identification.
Information provided is associated with known fraudulent activity.
Information provided is of a type commonly associated with fraudulent activity (fictitious address and/or phone number is invalid).
The District is notified that it has opened or maintains an account for a person engaged in identity theft.

## Part III. Detection of Red Flags

Part III of the Identity Theft Prevention Program addresses the process of detecting Red Flags as related to possible identity theft during the District's routine handling of new and/or existing accounts via telephone, email, or in person. The following is a list of detection methods that the District uses to prevent identity theft by verifying the identity of the Customer:

- When working with Customers in person or via telephone, require Customers to provide the following types of information:
  - Name;
  - Address;
  - Phone number (Home, Work, Alternate); and
  - Same information for a second person on the account (Related ID – spouse, partner, other responsible party).
- When fielding a request to access and/or modify an existing account (such as a change of billing address), verify identity of Customer by requesting specific pieces of personal identifying information such as name and address.

## Part IV. Prevention and Mitigation

Part IV of the Identity Theft Prevention Program details response actions for District personnel if the personnel have observed a Red Flag associated with a new or existing utility account. Examples of specific actions that will be taken in response to specific Red Flags are set forth below:

Event	Action
Documents provided for identification appear to have been altered or forged.	<ul style="list-style-type: none"> <li>- Request other forms of identification.</li> <li>- If still an issue, report the incident to the Supervisor.</li> </ul>
Photograph, physical description and/or other information on the identification is not consistent with the appearance of the person presenting the identification.	<ul style="list-style-type: none"> <li>- Request other forms of identification.</li> <li>- If still an issue, report the incident to the Supervisor.</li> </ul>
Information provided is associated with known fraudulent activity	<ul style="list-style-type: none"> <li>- Report the incident to the Supervisor.</li> </ul>
Information provided is of a type commonly associated with fraudulent activity (fictitious address and/or phone number is invalid).	<ul style="list-style-type: none"> <li>- Request other forms of identification.</li> <li>- If still an issue, report the incident to the Supervisor.</li> </ul>
The District is notified that it has opened or maintains an account for a person engaged in identity theft.	<ul style="list-style-type: none"> <li>- Contact the Supervisor.</li> </ul>

The following is a list of other potential actions to be taken by the District during Red Flag events:

- The District will not open a new account (after review of the presented identifying information and discussion with department supervisor).
- For an existing account, the District may contact the Customer by telephone, U.S. Mail and/or electronic mail and, upon verification of personal identification information on file with the District, present the following alternative courses of action for selection by the Customer:
  - Continue to monitor the account for evidence of identity theft and contact the Customer to discuss possible actions.
  - Close an existing account.
- For all instances of confirmed identity theft, the District will notify local law enforcement and will provide them with all the relevant details associated with the identity theft event.

## **Part V. Program Administration**

Program administration is an important part of the Identity Theft Prevention Program. This section details the training requirements, annual program review, approval and adoption process and annual reporting requirements that are associated with this Program.

### **A. Staff Training**

Any employee with the ability to open a new account, or access/manage/close an existing account will receive training on identifying and detecting Red Flags. They will also be trained in the appropriate response actions in the event that an instance of identity theft is suspected. Key management personnel in appropriate departments will also receive training on the contents of this Program. As necessary, employees will be re-trained annually if the Program is updated to include new methods of identifying and detecting Red Flags, or if new response actions are implemented.

### **B. Program Review and Update**

The District will review and update the Program annually to reflect changes in risks to Customers from identity theft based on factors such as:

- Experiences of the District with identity theft.
- Changes in methods of identity theft.
- Changes in methods to detect, prevent, and mitigate identity theft.
- Changes in the types of accounts that the District offers or maintains.
- Changes in the business arrangements of the District and service provider arrangements.

### **C. Program Approval and Adoption**

This Program, and subsequent modifications, requires review and approval by the District's General Manager and the Board of Directors.

### **D. Annual Reporting**

The District will provide an annual report to the Board of Directors that details the District's compliance with the Federal Trade Commission's Red Flags Rule. The report will address matters related to the Program and address several topic areas including:

- Effectiveness of the policies and procedures of the District in addressing the risk of identity theft in connection with the opening of new accounts and with respect to the management of existing accounts;
- Service provider arrangements;
- Significant incidents involving identity theft and management's response;
- Recommendations for material changes to the Program.

## E. Service Provider Oversight

Whenever the District engages a service provider to perform an activity in connection with one or more of the Customer accounts, the District will verify that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To accomplish this, the District will require the service provider by contract to have policies and procedures to detect relevant Red Flags that may arise in the performance of the service provider's activities, and either report the Red Flags to the District, or to take appropriate steps to prevent or mitigate identity theft.

## **Part VI. Additional Security Information**

Although the District is not required by the Federal Trade Commission to implement the following business practices, they are provided as guidelines to assist in the prevention of identity theft.

1. Keep computer screens, printed documents, and faxes from being viewed by unauthorized personnel. Use the screensaver locking feature to secure computer screens, and store all documents in a secure area. Immediately shred any documents that are no longer needed for the use intended.
2. Never share your computer while it is under a personal login.
3. Limit access to all forms of Customer information to employees who have a business reason to see it. For example, give employees who respond to Customer inquiries access to Customer files, but only to the extent they need it to do their jobs.
4. Employees with authorization to Customer information should follow these basic steps to maintain the security, confidentiality, and integrity of Customer information, including:
  - a. Locking rooms and file cabinets where records are kept;
  - b. Encrypting sensitive Customer information when it is transmitted electronically via public networks;
  - d. Reporting suspicious attempts to obtain Customer information to designated personnel.
5. Regularly remind effected employees of the legal requirement to keep Customer information secure and confidential. This may include posting reminders about their responsibility for security in areas where customer information is processed and stored.





## STAFF REPORT

Agenda Item: 6.E

**Board Meeting Date:** March 18, 2020  
**Prepared By:** Frank Wolinski  
**Approved By:** Brett Hodgkiss

SUBJECT: MATERIALS FOR MAINLINE REPLACEMENT

RECOMMENDATION: Approve the purchase of pipeline materials from Ferguson Waterworks for mainline replacement on York Drive in the amount of \$218,571.05.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: \$218,571.05 including tax and freight.

SUMMARY: The District received bids from three different vendors: Core & Main, Ferguson Waterworks and Pacific Pipeline Supply. All bids were responsive to the District's specifications; Ferguson Waterworks submitted the lowest bid.

DETAILED REPORT: This bid represents approximately two-thirds of the material needed to replace the planned 9,000 feet of various sizes of asbestos cement pipe in York Drive, Clarence Drive, Devon Place and Kent Place that was installed in the late 1950s. Storage limitations at the project's staging area and District headquarters limit the amount of materials that can be ordered in advance of starting construction; the balance of materials needed for the project will be ordered as storage space becomes available. The Pipeline Condition Assessment Technical Memorandum contained in the District's Potable Water Master Plan identified this segment of mainline as high risk.

Materials being purchased for this project include 4-inch, 6-inch, 8-inch and 10-inch PVC pipe and various fittings.

Bid Results:	Ferguson Waterworks	\$218,571.05
	Pacific Pipeline Supply	\$220,502.00
	Core & Main	\$222,112.15



## STAFF REPORT

Agenda Item: 6.F

**Board Meeting Date:** March 18, 2020  
**Prepared By:** Frank Wolinski  
**Approved By:** Brett Hodgkiss

SUBJECT: DISTRICT VEHICLE PURCHASE

RECOMMENDATION: Authorize the purchase of a 2021 F-650 Ford truck from Downtown Ford Sales in the amount of \$60,599.96.

PRIOR BOARD ACTION: The Board approved the purchase of a medium duty, Class 6 vehicle as part of the 2020 budget in the amount of \$115,000.

FISCAL IMPACT: \$60,599.96

SUMMARY: The District needs to replace a 2001 F-550 Ford welding truck. Staff recommends replacing the F-550 with an F-650 diesel truck to accommodate the payload requirements associated with the District's welding trucks. District staff proposes to utilize the State purchasing program to procure this vehicle.

DETAILED REPORT: The proposed 2021 Ford F-650 will be ordered as a cab and chassis vehicle. Once delivery of the vehicle is taken from Downtown Ford Sales in Sacramento, the bed, equipment boxes, crane and power take-off driven air compressor will be bid out for fabrication/installation locally at an estimated cost of \$55,000.

The District sourced this vehicle through Statewide Commodity Contracts that are made available by the State to local government agencies. When desired vehicles are available, the District has historically used this program to purchase them at a lower cost than can be otherwise obtained through traditional procurement procedures. In this case, the base price of a 2021 F-650 truck provisioned through the State is approximately \$17,000 less than the base manufacturer suggested retail price available through local fleet retailers. Ford brand vehicles are provided under the program for vehicles and trucks, and Downtown Ford Sales is the sole vendor available for this truck model.



# Cash Disbursement Report

Payment Dates 02/20/2020 - 03/04/2020

Payment Number	Payment Date	Vendor	Description	Amount
63901	02/26/2020	Refund Check 63901	Customer Refund	160.55
63902	02/26/2020	Active Auto Collision	Body Repair - Truck 8	4,458.06
63903	02/26/2020	Airgas USA LLC	First Aid Kit Restock Supplies	316.51
	02/26/2020		Welding Jacket	53.34
63904	02/26/2020	Escondido Metal Supply	Aluminum for Pechstein Reservoir Work Platform	704.14
63905	02/26/2020	Amazon Capital Services	Universal Joints, Quick Connect Set - Warehouse	107.67
	02/26/2020		Hand Sanitizer, Reacher, Hand Cleaner - Warehouse	236.51
	02/26/2020		Carburetor - Truck 11	21.62
	02/26/2020		Storage Utility Hooks (6)	19.42
	02/26/2020		Carbide Reamer	56.16
	02/26/2020		Torch Kit	476.90
63906	02/26/2020	Asbury Environmental Services	Used Oil Pickup	65.00
63907	02/26/2020	AT&T	3680/CALNET3 1/13/20-2/12/20 - Phones	384.50
63908	02/26/2020	Auto Specialist Warehouse	Spark Plug Wire Set - Truck 20	59.51
	02/26/2020		Rear Brake Pads - Truck 1	91.73
63909	02/26/2020	Basic pacific	Flexible Spending Service/Cobra 02/2020	308.00
63910	02/26/2020	Big Apple Bagels	Refreshments 01/30/20 - Training	55.07
	02/26/2020		Refreshments 02/25/20 - Training	55.07
63911	02/26/2020	Boot Barn Inc	Footwear Program	147.20
63912	02/26/2020	Boot World Inc	Footwear Program	174.52
63913	02/26/2020	CDW Government Inc	Adobe VIP Renewal	1,024.51
63914	02/26/2020	Core & Main	6" Pipe Restraint w T-Bolts Pipe to Fitting (20)	593.86
	02/26/2020		6" Pipe Restraint Pipe to Pipe (2)	90.32
63915	02/26/2020	Diamond Environmental Services	Portable Restroom Service	114.70
	02/26/2020		Portable Restroom Service	81.14
63916	02/26/2020	FedEx	Express Shipping	83.16
63917	02/26/2020	Ferguson Waterworks	Lid 8" Slotted Valve (VID) (240)	5,741.58
	02/26/2020		Air Vent Enclosure VCAS-1830 Granite Mix (9)	3,575.50
	02/26/2020		Coupling 1" Copper (20)	27.28
	02/26/2020		Valve 2.5" PVC Sch 40 S x S (1)	30.74
	02/26/2020		5/8" x 2.5" Brass Bolts (50)	186.73

Payment Number	Payment Date	Vendor	Description	Amount
	02/26/2020		1" Meter Gaskets 1/8" Thick (200)	71.45
	02/26/2020		Nipple 1" x 6" Brass (4)	26.85
	02/26/2020		Ell PVC .75" 90° S x S Sch 40 (10)	2.60
	02/26/2020		Repair Coupling PVC 1" S x S Sch 40 (8)	29.88
	02/26/2020		Repair Coupling PVC 3/4" S x S Sch 40 (6)	18.19
	02/26/2020		Tee 1" Copper (4)	22.47
	02/26/2020		Coupling PVC .75" S x S Sch 40 (10)	2.17
	02/26/2020		Repair Coupling Flow Through 1" PVC Sch 40 (2)	5.20
63918	02/26/2020	G & R Auto & Truck Repair	Diesel Opacity Test - Truck 64	395.00
	02/26/2020		Diesel Opacity Test - Truck 26	50.00
63919	02/26/2020	D.H. Maintenance Services	Janitorial Service 02/2020	2,366.00
63920	02/26/2020	Glennie's Office Products Inc	Office Supplies	278.70
	02/26/2020		Office Supplies	68.32
	02/26/2020		Office Supplies	106.19
63921	02/26/2020	Grainger	Binder, Divider	20.55
	02/26/2020		Tees, Elbows, Couplings, Adapters - Warehouse	34.44
63922	02/26/2020	Hach Company	Lab Supplies	491.34
63923	02/26/2020	Hawthorne Machinery Co	Filter - L6	(37.07)
	02/26/2020		Replaced Bucket Control Valve Link Pin - B24	89.17
63924	02/26/2020	Joe's Paving	Patch Paving	5,591.20
	02/26/2020		Patch Paving	1,566.50
63925	02/26/2020	Lawnmowers Plus Inc	Weed Whip String	169.34
63926	02/26/2020	Lightning Messenger Express	Messenger Service 02/14/20	52.50
63927	02/26/2020	Major League Pest	Bee Removal (4)	340.00
63928	02/26/2020	Moodys	Dump Fees (2)	400.00
	02/26/2020		Dump Fees (3)	600.00
	02/26/2020		Dump Fees (3)	600.00
63929	02/26/2020	MRC, Smart Technology Solutions	Managed Print Services	529.34
63930	02/26/2020	NAPA Auto Parts	Ignition Coil - Truck 20	95.25
63931	02/26/2020	North County Auto Parts	Trailer Light Coil Adapter - Truck 10	14.39
	02/26/2020		Hub Caps (6)	71.38
	02/26/2020		Daytime Running Light Bulbs (2)	16.22
	02/26/2020		End Yoke - Truck 30	39.57
	02/26/2020		Woodruff Keys - Truck 30	1.41
	02/26/2020		Fuel Stabilizer, Starting Fluid, Diesel Treatment	48.65
	02/26/2020		Battery Cable, Terminals - Truck 30	113.56

Payment Number	Payment Date	Vendor	Description	Amount
63932	02/26/2020	Pacific Pipeline Supply	#3 Metal Meter Box Lids Marked WATER (20)	757.75
63933	02/26/2020	Pollardwater	Debris Caps (14)	1,002.49
	02/26/2020		Swivel Adapter (1)	130.77
63934	02/26/2020	Ramco Petroleum	Fuel 01/2020	1,419.68
63935	02/26/2020	Richard Gangloff	Reimburse - D5 Certification Renewal 02/2020	105.00
63936	02/26/2020	San Diego Co Superintendent of Schools	Splash Labs (3)	2,220.00
63937	02/26/2020	San Diego Gas & Electric	Electric 02/2020 - Dam House	142.72
63938	02/26/2020	SiteOne Landscape Supply, LLC	PVC Male Adapters (10)	43.30
63939	02/26/2020	Southern Counties Lubricants, LLC	Fuel	85.39
63940	02/26/2020	Spok, Inc	Pagers	43.90
63941	02/26/2020	Statewide Traffic Safety and Signs, Inc	No Parking Tow Away Signs (100)	113.14
63942	02/26/2020	Sunbelt Rentals	Concrete	218.59
63943	02/26/2020	Sunrise Materials Inc	Cement 50lb Quikrete (8)	415.68
	02/26/2020		Delivery Fee	135.31
	02/26/2020		Pallet Deposit (2)	43.30
	02/26/2020		Gravel Bags (140)	568.32
	02/26/2020		Pallets (2)	(32.48)
63944	02/26/2020	Traffic Supply Inc	White Reflectors, Epoxy	32.67
63945	02/26/2020	TS Industrial Supply	Hose Fittings	29.20
	02/26/2020		Smart Fit Earplugs (100)	84.92
	02/26/2020		3M Earplugs (Uncorded) #1100 (200)	30.31
	02/26/2020		Counter Brush Horsehair (3)	25.33
	02/26/2020		Hard Hat Sweat Bands (200)	562.90
	02/26/2020		TOWA Power Grab Thermo Gloves (24)	223.43
	02/26/2020		Maxi Gloves Flex Large - 34/874L9 (36)	168.35
	02/26/2020		Max Ear Plug Corded # Max - 1 (400)	63.87
	02/26/2020		Maxi Gloves Medium - 34/874M8 (12)	56.12
	02/26/2020		Medium Leather Gloves Green (12)	123.41
	02/26/2020		Marking Paint White # 207 (24)	97.17
	02/26/2020		Pin Shackles (6)	60.85
	02/26/2020		Abrasive Mesh Roll 180G (10)	184.03
63946	02/26/2020	UniFirst Corporation	Uniform Service	368.70
63947	02/26/2020	VG Donuts & Bakery Inc	Board Meeting 02/2020	33.64
63948	02/26/2020	Vista Fence Company Inc	Fence Gate Parts	52.61
63949	02/26/2020	White Nelson Diehl Evans LLP	Audit Service 01/2020	650.00
63950	02/26/2020	WorkPartners OHS	New Hire Medical Exams & DOT Physical (2)	525.00

Payment Number	Payment Date	Vendor	Description	Amount
63951	03/04/2020	Refund Check 63951	Customer Refund	2,306.12
63952-63959	03/04/2020	Refund Check 63952-63959	Customer Refunds	1,223.45
63960	03/04/2020	Airgas USA LLC	Lugs - Truck 11	27.31
	03/04/2020		Cable for Welding Reel - Truck 30	142.88
	03/04/2020		Oxygen & Acetylene	104.87
	03/04/2020		Drive Roll, Contact Tips	174.11
63961	03/04/2020	AirX Utility Surveyors, Inc	Hydro Excavation - Activity Dr	1,760.00
	03/04/2020		Excavation - Golfcrest Place	2,135.00
63962	03/04/2020	Allied Electronics Inc	Fluke 435 II Power Analyzer (1)	7,915.35
63963	03/04/2020	Amazon Capital Services	Lifting Chain Sling Assemblies (6)	531.48
	03/04/2020		Respirators, Sealant - Warehouse	369.97
	03/04/2020		Gasoline Safety Can with Funnel	38.42
63964	03/04/2020	Asbury Environmental Services	Disposal of Non-Metal Oil & Fuel Filters	85.00
	03/04/2020		Disposal of Used Metal Oil & Fuel Filters	55.00
63965	03/04/2020	AT&T	SIP Trunks	429.89
63966	03/04/2020	Boot Barn Inc	Footwear Program	176.59
63967	03/04/2020	Boot World Inc	Footwear Program	180.00
63968	03/04/2020	Cecilia's Safety Service Inc	Traffic Control - York Dr/Montgomery Dr	4,797.50
	03/04/2020		Traffic Control - Monte Vista Dr	5,985.00
	03/04/2020		Traffic Control - Phillips St	1,520.00
63969	03/04/2020	Citi Cards	Magnum Lift Electric Motor Gearbox (2)	1,199.80
	03/04/2020		Basic Electricity Class 3/9/20 -3/10/20 (2)	2,390.00
	03/04/2020		ACWA 2020 Spring Conference - R Whitmann	725.00
	03/04/2020		CSDA CEQA Training	225.00
	03/04/2020		CSDA CEQA Training	225.00
	03/04/2020		DocuSign Service	270.00
	03/04/2020		Kitchen & Building Supplies	357.83
	03/04/2020		Printing - No Parking Signs	338.82
	03/04/2020		GFI Faxmaker Online Service	12.75
	03/04/2020		Employment Advertising	200.00
	03/04/2020		Training & Meeting Refreshments	119.84
	03/04/2020		Adjustable Desk Stand	203.51
	03/04/2020		ACWA Groundwater Committee Mtg - P Dorey	107.96
	03/04/2020		CSDA Prof Development Committee Mtg - P Sanchez	211.96
	03/04/2020		ACWA 2020 Spring Conference - P Dorey	725.00
	03/04/2020		ACWA 2020 Spring Conference - R Vasquez	725.00

Payment Number	Payment Date	Vendor	Description	Amount
	03/04/2020		ACWA 2020 Spring Conference - J MacKenzie	725.00
	03/04/2020		ACWA 2020 Spring Conference - B Hodgkiss	725.00
63970	03/04/2020	Core & Main	Tracer Lids 4" Cast Iron (20)	352.68
	03/04/2020		Parts for Main Line Install	460.40
	03/04/2020		End Cap (1)	79.85
	03/04/2020		Adapters	(155.23)
63971	03/04/2020	County of San Diego	Permit Fees 01/2020	1,950.50
63972	03/04/2020	Diamond Environmental Services	Stationary & Portable Restroom Service	374.20
63973	03/04/2020	DIRECTV	Direct TV Service	97.99
63974	03/04/2020	Drum Plumbing, Inc	Meter Tie-Backs - Montgomery Dr	1,125.00
	03/04/2020		Meter Tie-backs - Montgomery Dr	950.00
	03/04/2020		Meter Tie-backs - Montgomery Dr	1,325.00
	03/04/2020		Meter Tie-backs - Montgomery Dr	1,325.00
63975	03/04/2020	Electrical Sales Inc	Time Clocks (4)	620.40
	03/04/2020		LED Bulbs (60)	578.69
63976	03/04/2020	ESRI Inc	ESRI Annual Maintenance & Renewal	13,500.00
	03/04/2020		ArcGIS Online Credits & Users	500.00
63977	03/04/2020	Ferguson Waterworks	3/4" x 1" Meter Bushing (Ford - #A34-NL) (10)	206.43
	03/04/2020		Tubing 1" Copper Soft 60' (600)	2,351.19
	03/04/2020		Gate Valve 6" FL R/W (4)	2,551.45
	03/04/2020		Ball Meter Valve 1" Lockwing FIPxSwivel Mtr Nut (60)	5,829.91
	03/04/2020		Gate Valve 6" POxFL R/W (4)	2,559.20
	03/04/2020		Angle Ball Mtr Valve 1" Flare Swl Mtr Nut Lockwing (20)	2,090.96
	03/04/2020		Flange 6" SOW 8-hole (8)	164.54
	03/04/2020		Ell 6"x16" POxFL Bury DI (4)	1,105.75
	03/04/2020		Fire Hydrant Spool 6x18 DI (2)	242.48
	03/04/2020		Ball Meter Valve .75" Lockwing FIPxSwivel Mtr Nut (10)	683.38
	03/04/2020		Corp Stop 1" MIP X Flare (20)	1,106.32
	03/04/2020		Pipe 6" PVC DR-14 C900 (80)	510.94
	03/04/2020		Fire Hydrant Spool 6x24 DI (3)	425.42
	03/04/2020		Service Saddle 6x1 Brass AC (4)	405.98
	03/04/2020		Primer Christy's Purple (6)	69.56
	03/04/2020		Sleeve 8"x12" Galvanized Top Sections (100)	936.36
63978	03/04/2020	Freedom Window Cleaning	Window Cleaning	395.00
63979	03/04/2020	G & R Auto & Truck Repair	Diesel Opacity Test - Truck 30	50.00
63980	03/04/2020	Glennie's Office Products Inc	Office Supplies	45.48

Payment Number	Payment Date	Vendor	Description	Amount
	03/04/2020		Office Supplies	69.34
63981	03/04/2020	Grainger	Tools	92.92
63982	03/04/2020	Hawthorne Machinery Co	Stop Lamp Switch - L4	36.81
	03/04/2020		Filter - L6	37.07
	03/04/2020		Tail Lamp Assembly - L4	44.52
	03/04/2020		Repaired Hydraulic System Leak - B6	1,691.21
63983	03/04/2020	InfoSend Inc	Data Processing /Mailing Service 01/2020	1,041.50
	03/04/2020		Storage & Support 01/2020	1,440.32
63984	03/04/2020	Joe's Paving	Patch Paving	6,770.00
63985	03/04/2020	Liebert Cassidy Whitmore	Legal 01/2020	2,145.00
63986	03/04/2020	Mission Resource Conservation District	Irrigation Check-up 02/2020 (1)	182.50
63987	03/04/2020	Moodys	Dump Fees (2)	400.00
63988	03/04/2020	Mutual of Omaha	LTD/STD/Life Insurance 03/2020	6,587.47
63989	03/04/2020	NAPA Auto Parts	Cabin Air Filter - L6	29.18
63990	03/04/2020	North County Auto Parts	Exhaust Brackets - Truck 11	14.08
	03/04/2020		Cabin Air Filter - L6	27.04
	03/04/2020		Filters - Trucks 1 & 32	42.99
63991	03/04/2020	North County Industrial Park	Association Fees 03/2020	879.30
63992	03/04/2020	One Source Distributors	Safety Harness	417.41
63993	03/04/2020	Opto 22	Ethernet Controller, Power Supply	1,649.71
63994	03/04/2020	O'Reilly Auto Parts	Battery - T2	252.20
63995	03/04/2020	Pacific Pipeline Supply	Copper Flaring Tool	40.51
63996	03/04/2020	Parkhouse Tire Inc	Tires (2) - Truck 40	408.06
63997	03/04/2020	Ramona Disposal Service	Trash Service 01/2020	167.50
	03/04/2020		Trash Service 02/2020	167.50
	03/04/2020		Trash Service 12/2019	167.50
63998	03/04/2020	RC Auto & Smog	Replaced Fuel Tank Pressure Sensor - Truck 50	480.00
63999	03/04/2020	Volvo Construction Equipment & Services	Repaired Coolant Leak - E1	698.29
64000	03/04/2020	San Diego Gas & Electric	Electric 02/2020 - Henshaw Buildings & Grounds	781.91
	03/04/2020		Electric 02/2020 - Henshaw Wellfield	11,636.20
	03/04/2020		Electric 02/2020 - Warner Ranch House	85.45
64001	03/04/2020	Shred-it USA LLC	Shredding	133.49
64002	03/04/2020	Southern Counties Lubricants, LLC	Fuel 02/01/20 - 02/15/20	5,665.36
64003	03/04/2020	Sunbelt Rentals	Dump Truck Rental	2,113.80
64004	03/04/2020	Sunrise Materials Inc	Rock, Tamper	171.04
64005	03/04/2020	Midas Service Experts	Tires & Alignment (4) - Truck 18	781.56



Payment Number	Payment Date	Vendor	Description	Amount
64006	03/04/2020	TS Industrial Supply	Vise - Truck 41	244.35
	03/04/2020		Striping Paint Blue #750 (12)	62.09
	03/04/2020		Duct Tape (3)	34.42
	03/04/2020		Electrical Tape (10)	10.39
	03/04/2020		Pant Rain LG (3)	258.18
	03/04/2020		Blade Replacement VP-30 PVC (1)	29.23
	03/04/2020		Wrench Crescent 8" Adjustable (2)	41.14
	03/04/2020		Knee pad with Velcro (4)	69.06
	03/04/2020		Vise, Air Hose Couplers, Gaskets - Truck 45	271.04
	03/04/2020		Moil Point Bit, Water Strainers	81.36
64007	03/04/2020	UniFirst Corporation	Uniform Service	325.25
64008	03/04/2020	Verizon Wireless	Air Cards	88.39
	03/04/2020		Cell Phones 1/16/20 -2/15/20	1,480.61
<b>Grand Total:</b>				<b>179,181.62</b>



## STAFF REPORT

Agenda Item: 7

**Board Meeting Date:** March 18, 2020  
**Prepared By:** Mark Saltz  
**Reviewed By:** Don Smith  
**Approved By:** Brett Hodgkiss

**SUBJECT:** WARNER RANCH SIPHON 1B LINING PROJECT

**RECOMMENDATION:** Accept the Warner Ranch Siphon 1B Lining Project, direct staff to file a Notice of Acceptance with the County Recorder's Office, and authorize staff to release final retention payment in the amount of \$3,881.75 to Nu-Line Technologies, after the thirty-five day filing period.

**PRIOR BOARD ACTION:** On February 20, 2019, the Board approved the project and authorized the General Manager to execute an agreement with Nu-Line Technologies in the amount of \$71,535.

**FISCAL IMPACT:** Initial video inspection and cleaning of pipe for evaluation by Infrastructure Engineering Corporation (IEC) at a cost of \$9,726. The District contracted with Nu-Line Technologies to install the cured in place pipe lining (CIPPL) in the amount of \$71,535. After removing sediment from the bottom of the siphon, there was an approximate 30-foot span of cementitious nodules that required man entry with a chipping gun to remove; a change order in the amount of \$6,100 was approved to perform the additional work; the final construction cost totaled \$77,635.

**SUMMARY:** The Project is complete and has been preliminarily accepted by the District (subject to Board approval). Once the Notice of Acceptance is recorded with the County of San Diego, the warranty period will begin, and the final retention payment will be due and payable to Nu-Line 35 days thereafter.

**DETAILED REPORT:** Siphon 1B is a 24" concrete pipe that is approximately 178 feet long; it runs under a drainage swale and connects to the above ground concrete ditch system that conveys water from a portion of the well field to Lake Henshaw. A video inspection of the inside of the pipe performed in May 2018 showed longitudinal cracks in several locations that needed to be repaired. The District contracted with IEC to evaluate various repair methods and they concluded that a fully structural CIPPL would be a feasible and cost effective repair method. Additionally, it was determined that this non-intrusive approach minimizes environmental impacts and is exempt from provisions of the California Environmental Quality Act.

A review of the post installation video showed varying degrees of wrinkling throughout the installed liner. The potential for wrinkling to occur is inherent in the lining process, and the project specifications provide criteria to categorize the degree of wrinkling from "Minor" to "Unacceptable" with corresponding options to respond; all wrinkles in the installed project were categorized as "Minor" or "Medium". After consultation with IEC, it was judged that the wrinkling would not appreciably interfere with the operation of the Siphon, and options to repair the wrinkles introduced the potential to degrade overall liner integrity. Nu-Line has agreed to extend the standard 1-year Warranty Bond to a 5-year Warranty Bond with an additional guarantee incorporated into the bond that requires them to clean and perform a video inspection just prior to the end of the warranty period. The 5-year Warranty Bond provides the District with the ability to evaluate the condition of the liner after several years of use and determine if repairs to the liner wrinkles are warranted at that time.



## STAFF REPORT

Agenda Item: 8

**Board Meeting Date:** March 18, 2020  
**Prepared By:** Frank Wolinski  
**Approved By:** Brett Hodgkiss

SUBJECT: PANDEMIC RESPONSE PLAN

RECOMMENDATION: For information only.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: Unknown.

SUMMARY: In October 2009, the District prepared a Pandemic Response Plan, focused primarily on influenza, as a specific supplement to the District's Emergency Response Plan. The Pandemic Response Plan was revised in February 2015 to condense and remove duplicative information already contained in the Emergency Response Plan. The Pandemic Response Plan addresses, in part, the impact that high absentee levels may have on each department/section and is not limited to an influenza outbreak; it also identifies and prioritizes critical job functions and the ability of departments/sections to operate and varying levels of absenteeism.

DETAILED REPORT: District personnel is keeping tabs on the status of the novel coronavirus 19 (COVID-19) by monitoring the information posted on the San Diego County Health and Human Services Agency (HHS) and Center for Disease Control and Prevention (CDC) websites on a frequent basis. Given the potential for COVID-19 to impact District operations, personnel responsible for implementing the Pandemic Response Plan have met with groups of employees to provide them with an overview of the plan as well as a list of pandemic plan precautions (e.g., covering your nose and mouth when coughing/sneezing, handwashing, avoid touching your eyes, nose or mouth, etc.). Employees were also given the opportunity to ask questions relative to the information discussed.

The Pandemic Response Plan is not intended to provide a solution to every conceivable scenario; it is designed to provide the District with a business continuity plan should a pandemic event occur. The District's Pandemic Response Plan does the following:

- Identifies and prioritizes critical job functions and the ability of each department/section to operate at absentee levels of 10 %, 20% and 30% or greater.
- Identifies personnel that are primarily responsible for performing the critical functions. Also, identifies potential backup personnel in the event primary personnel become unavailable. In addition, other staffing options are identified, including reassignment of staff to critical tasks in other departments/sections and, if necessary, the employment of outside consultants to ensure that critical functions are carried out.
- Identifies potential changes in service demands and alternative methods to deliver service if social distancing is recommended by HHS or CDC.
- Identifies a communication plan to inform customers of the various actions taken by the District to reduce the spread of the virus and to ensure they have a safe reliable source of drinking water.
- Identifies procedures to reduce the spread of the virus within the District such as: infection control measures, a protocol for managing ill employees, disinfection procedures, and a phase by phase response matrix that provides the General Manager (or designee) with social distancing guidelines and recommendations.

District employees will continue to receive communications as set forth in the Pandemic Response Plan. Staff will also provide the Board with status reports with regard to the need to implement a given pandemic phase based on information provided by HHS and CDC. Currently, the District is in phase 3 of its Pandemic Response Plan.

ATTACHMENTS: Pandemic Response Plan  
Pandemic Plan – Precautions  
CDC Information Sheet – COVID-19



# Pandemic Response Plan

October 2009

Revised February 2015

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## Abbreviations -Terms – Definitions

Asymptomatic:	Presenting no symptoms of disease.
CDHS	California Department of Health Services
CDC	Centers for Disease Control (and Prevention) The U.S. government agency at the forefront of public health efforts to prevent and control infectious and chronic diseases, injuries, workplace hazards, disabilities, and environmental health threats.
HHS	County of San Diego Health and Human Services Agency
Isolation	A state of separation between persons or groups to prevent the spread of disease. The first published recommendations for isolation precautions in United States hospitals appeared as early as 1877, when a handbook recommended placing patients with infectious diseases in separate facilities. Isolation measures can be undertaken in hospitals or homes, as well as in alternative facilities.
Novel H1N1	A new influenza virus causing illness in people. This new virus was first detected in the U.S. in April 2009, and has spread to many countries around the world.
Novel Virus	A new strain or type of virus without vaccine or treatment available. It has not previously infected humans or the infection occurred so long ago that little to no immunity remains in the current population.
Novel A Virus	A pandemic is possible when an influenza A virus makes a dramatic change or shift. The source for type A influenza is birds, but influenza A viruses also infect animals such as pigs and horses as well as people. A pandemic is possible when the influenza A virus jumps the species barrier and directly infects humans.
Novel B Virus	Influenza B viruses do not undergo shift and do not cause influenza pandemics.
Novel C Virus	Influenza C viruses cause only mild disease and have not been associated with widespread outbreaks.
Pandemic	A worldwide outbreak of a disease in humans in numbers clearly in excess of normal who have no immunity.
Quarantine	The period of isolation decreed to control the spread of disease. Before the era of antibiotics, quarantine was one of the few available means of halting the spread of infectious disease. It is still employed today as needed. The list of quarantinable diseases in the U.S. is established by Executive Order of the President, on recommendation of the Secretary of the Department of Health and Human Services, and includes cholera, diphtheria, infectious tuberculosis, plague, smallpox, yellow fever, and viral hemorrhagic fevers (such as Marburg, Ebola, and Congo-Crimean disease). In 2003, SARS (severe acute respiratory syndrome) was added as a quarantinable disease. In 2005 another disease was added to the list, influenza caused by novel or reemergent influenza viruses that are causing, or have the potential to cause, a pandemic.
Social Distancing	Social distancing means reducing the frequency, proximity, and duration of contact between people (both employees and customers) to reduce the chances of spreading pandemic influenza from person-to-person.

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**Section 1: Introduction**

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Planning for a Pandemic Influenza or other highly infectious respiratory disease is different than preparations for a time-specific event such as earthquake, fire, flood or terrorist attack for several reasons:

- There is no definitive beginning and end
- It has significant potential to cause rapid increases in illness and death in all age groups, even among the healthy population
- It will encompass a much larger geographical area
- No damage to physical infrastructure

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**Section 2: Background**

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Influenza viruses cause seasonal epidemics resulting in an average of 36,000 deaths and over 200,000 hospitalizations in the United States each year. A pandemic event occurs when there is a mutation in the influenza virus so that most or all of the world's human population has no previous exposure and is thus vulnerable to the virus. Three pandemics occurred during the 20th century, the Spanish flu in 1918, the Asian flu in 1957, and the Hong Kong flu in 1968. The Spanish flu was the most severe, causing over 500,000 U.S. deaths and more than 20 million deaths worldwide.

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**Section 3: Assumptions**

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The San Diego County Health and Human Services Agency's (HHSA) response plan provides a number of assumptions that, given public health history, medical research, demographics, level of resources, and level of preparedness within the County, are helpful in the development of a District specific plan. The assumptions are as follows:

- Simultaneous impacts in communities across the U.S., limiting the ability of municipalities and counties to provide support and assistance to other areas.
- An overwhelming burden of ill persons requiring hospitalization or outpatient medical care.
- Disruption of national and community infrastructures including transportation, commerce, utilities and public safety.
- Global spread of infection with outbreaks throughout the world based on reports from C.D.C. and W.H.O. characterized by severe morbidity and mortality with easy person-to-person transmission.
- No vaccine or specific prophylactic medication may be available.
- Community must be prepared for multiple waves and reintroduction of the disease lasting as long as 18 months.
- Personal residence and/or home are first and preferred choice for isolation and quarantine.
- Minors must be quarantined with an adult caretaker.
- Typical incubation period of influenza is two days (range one to four days).
- The infectious period (viral shedding) peaks on second day of symptoms. The amount of virus shed correlates with height of an infectious person's temperature.



- Estimated 2,814 deaths and 984,841 people sick in San Diego County alone.
- HHS recommends businesses and organizations plan for limited staffing at the following levels. Mild 10 to 15% absenteeism. Moderate 15 to 20% absenteeism, and Severe 20 to 30+%.
- Absenteeism will also be attributed to caring for sick family members, care for children if schools and day care centers close. Some employees (referred to as the “worried-well”) may be afraid to come to work.

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#### **Section 4: Purpose**

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The purpose of this Pandemic Influenza and Other Highly Infectious Respiratory Transmitted Disease Response Plan includes specific guidelines to address the following:

- Authority and activation of District response in phases 1 through 6.
- Responding to escalating stages of illness (social distancing, etc.)
- Protocol for managing ill employees
- Prioritizing critical job functions within the District
- Ensuring effective infection prevention and disinfection procedures are in place
- Communication Plan

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#### **Section 5: Authority and Activation of District Phase Response**

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This plan is not designed to supply a solution to every conceivable scenario. The success of this program depends largely on the leaders of the organization and their ability to make sound decisions based upon the specific circumstances presented. Managers are entrusted to work cooperatively, and make decisions based upon training, experience, past practice, District policy, and consultation with their work colleagues. That said, this plan does vary slightly from the District’s response plan for other types of disasters. The minor variation is the more active role of human resource and safety and risk personnel. Human resource personnel will assist supervisors and managers in labor law, sick leave management, State Disability Insurance (SDI), interpreting policy and discipline when necessary. Safety and risk personnel will assist in maintaining a current list of absent employees and the reassignment of personnel to carry out critical job functions.

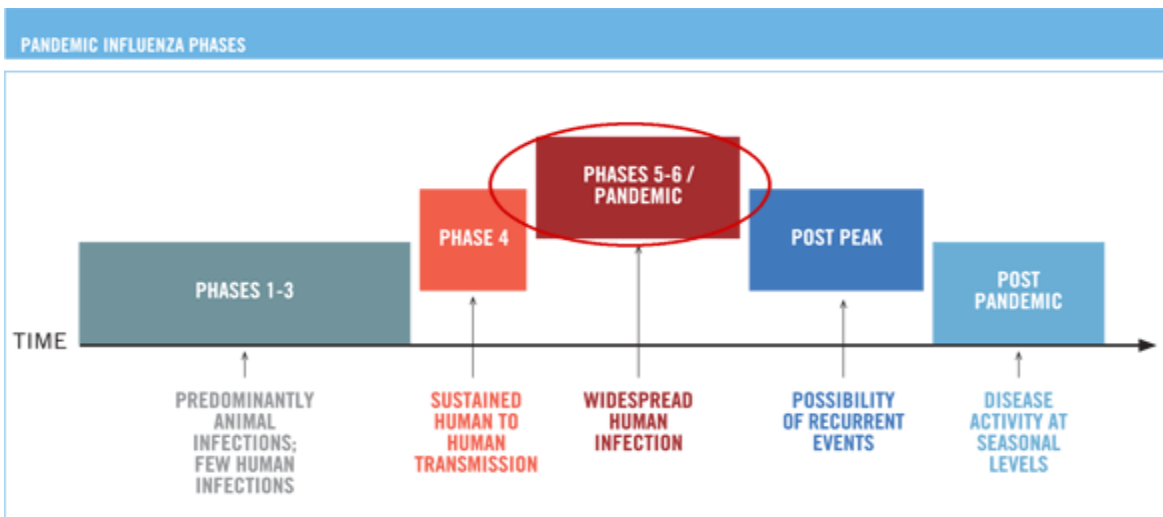
The response the District will take to each phase of the pandemic is detailed in the next Section. The ultimate responsibility lies with the General Manager. In the absence of the General Manager, the responsibility shall be assumed by the following positions, in order:

1. Assistant General Manager
2. Director of Engineering
3. Director of Water Resources

In phases 4, 5 and 6, it is likely that communication to employees will be disseminated through e-mail, telephone (land line), cellular phone, and written memorandum as opposed to activating the emergency operations center (EOC).

## Section 6: Responding to Escalating Phases of a Pandemic

A commonly used tool for preparedness is the W.H.O. Phase approach. In the 2009 revision of the phase descriptions, W.H.O. has retained the use of a six-phased approach for easy incorporation of recommendations and approaches into existing preparedness and response plans. The description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts. Post- Peak and Post-Pandemic periods have been added to facilitate recovery activities.



PANDEMIC PHASES	DISTRICT RESPONSE/ACTION
<p><b>Phase 1</b></p> <p>No viruses circulating among animals have been reported to cause infections in humans.</p>	<p><b>Phase 1</b></p> <ul style="list-style-type: none"> <li>Review program on an annual basis.</li> </ul>
<p><b>Phase 2</b></p> <p>An animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.</p>	<p><b>Phase 2</b></p> <ul style="list-style-type: none"> <li>Ensure employees are knowledgeable about the latest epidemiological information.</li> <li>Communicate information on the new virus as a LOW potential threat.</li> </ul>
<p><b>Phase 3</b></p> <p>An animal or human-animal influenza subtype virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.</p>	<p><b>Phase 3</b></p> <ul style="list-style-type: none"> <li>Ensure employees are trained in prevention measures such as respiratory etiquette, infection control, and disinfections procedures.</li> <li>Ensure adequate resources are available for employee protection as listed on the infection control supply list.</li> <li>Notify Managers to check on supplies for critical job functions.</li> </ul>

	<ul style="list-style-type: none"> <li>o Consult with vendors on essential supplies and order additional supplies if necessary.</li> </ul>
<p><b>Phase 4</b></p> <p>Is characterized by <u>verified</u> human-to-human transmission of an animal or human-to-animal influenza sub-type virus able to cause “community-level outbreaks.”</p> <p>The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Although Phase 4 indicates a significant increase in risk of a pandemic, it does not necessarily mean that a pandemic is a forgone conclusion.</p>	<p><b>Phase 4</b></p> <ul style="list-style-type: none"> <li>o Follow the protocol in Phase 3 by continuing to keep employees informed of the most recent information on the migration of the disease and checking on levels of cleaning and infection control supplies.</li> <li>o Ensure employees are familiar with the signs and symptoms of the disease.</li> <li>o Check into vaccine availability and select a provider if possible.</li> <li>o Post educational posters in common areas.</li> <li>o Provide employees information on home preparedness kits.</li> </ul>
<p><b>Phase 5</b></p> <p>Is characterized by human-to-human spread of the virus into at least two countries in one W.H.O. region. Not all countries will necessarily be affected during this phase.</p>	<p><b>Phase 5</b></p> <ul style="list-style-type: none"> <li>o The declaration of Phase 5 is a strong signal that a pandemic is imminent and may begin to adversely impact staffing levels.</li> <li>o Communication to employees should be fairly frequent in this phase. Communication should be by e-mail and postings instead of meetings.</li> <li>o Employee awareness of the protocol for ill employees should be reviewed/discussed in each department.</li> <li>o Supervisors will report cases of ill employees to the safety and risk manager.</li> <li>o Supervisors will report any person that refuses to come to work to the human resource manager.</li> <li>o Implement social distancing measures such as: <ul style="list-style-type: none"> <li>▪ Limiting human to human contact and holding meetings via telephone when possible.</li> <li>▪ Rescheduling events that involve large numbers such as all hands meetings, training, and special events.</li> <li>▪ Limiting services such as customer meets.</li> </ul> </li> </ul>

<p><b>Phase 6</b></p> <p>Designation of this phase will indicate that a global pandemic is underway. Increased and sustained transmission in the general population.</p>	<p><b>Phase 6</b></p> <ul style="list-style-type: none"> <li>o Follow applicable steps in Phase 5.</li> <li>o Concentrate on critical job functions only.</li> <li>o Department managers will notify the Safety and Risk Manager of any additional personnel they need in their department to accomplish the completion of critical tasks.</li> <li>o Provide maximum possible support and education for employees who are affected by the pandemic.</li> </ul>
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**Note: Phases 5 & 6:**

The District has the ability to use the following social distancing strategies to reduce close contact among individuals:

- o Telecommuting: Department heads and managers who have the technological capability to telecommute can adequately perform their primary functions from home.
- o Meeting via Telephone: Regularly scheduled meetings can be held by telephone in lieu of face to face meetings.
- o Face-to-Face Barriers: If meetings are necessary, employees will use a well ventilated meeting room and possibly face masks to reduce the spread of disease.

The **post-peak period** signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and organizations will need to be prepared for a second wave. Once the level of disease activity drops, W.H.O will form a critical communications task force to gather data and forecast the possibility of an additional wave(s). Due to the fact that pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the **post-pandemic period**, influenza disease activity will return to levels normally seen for seasonal influenza. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. A “lessons-learned” phase of recovery and evaluation is recommended during this period.

**Section 7: Protocol for Employees Who Become Ill**

Maintaining adequate staffing levels during an influenza pandemic is accomplished in part by reducing the spread of disease in the workplace. The primary method recommended to achieve this objective is for ill employees to stay home. The reasons for employees reporting to work when they do not feel well are varied. Some employees feel they will be penalized if they do not report to work, others attempt to save their sick time, and some employees have low sick leave balances. This section will address these issues and provide guidance in managing the human infrastructure as recommended by the CDC, County HHSA, and the District’s policy. Employees shall be informed of the following:

- Employees will not be penalized if they are acting responsibly by staying home when they are symptomatic of the flu or must care for a person in their immediate family who has become ill. In fact, the emphasis will be on the importance for employees to stay home particularly if they are exhibiting influenza symptoms. Symptoms include a temperature greater than 100°F (37.8°C) accompanied by a cough/sore throat.

- Employees who become ill shall complete the recommended isolation period and return only when they are no longer infectious. The current recommended isolation period is 5 to 10 days and/or no fever--no cough. To assist with determining the appropriate range of days, the CDC guidelines state that “people with flu-like symptoms should stay home and not go back to school or work until at least 24 hours after they are free of a fever of 100 degrees Fahrenheit or more, without using fever-reducing medicines.” Fever reducing medications include ibuprofen (Advil or Motrin), acetaminophen (Tylenol), and aspirin.
- Employees who have already recovered from the pandemic influenza are less likely to be re-infected and should be encouraged to report to work. If a supervisor suspects that an employee is well but fearful of coming to work, the supervisor should consult with the Human Resources Manager for advice.
- Employees that come to work and are obviously symptomatic may be placed on sick leave by their supervisor. In accordance with District policy, supervisors have the discretion to place employees on sick leave when, in the judgment of the supervisor, the presence of the employee at work would endanger the health and welfare of other employees or where the illness or injury of the employee interferes with the performance of such employee’s duties.
- Employees with low sick leave balances may be eligible to use compensatory time and/or vacation if necessary. If all these balances are exhausted, employees may be eligible for SDI. It is important to consult with Human Resources personnel when employees fall into this category.
- The current CDC guidelines indicate that it is unnecessary to go to the doctor’s office with basic mild flu symptoms. Therefore the usual requirement for a doctor’s note after 3 consecutive days of absence might be waived by the General Manager. If this requirement is waived, employees would be required to call Human Resources with an update on their condition each day after three consecutive days has elapsed.
- The protocol for a person who begins to feel ill while at work, or has observed another person exhibiting symptoms of influenza at work is to contact his or her supervisor. Following the chain of command, the supervisor will then contact the manager, Human Resources personnel or the Safety and Risk Manager. During times of moderate to severe levels of illness, telephone communications is the preferred method of contact.
  - Duties of designated human resources and safety and risk personnel:
    - Speak with the individual by phone.
    - Discuss the symptoms the employee is experiencing.
    - Provide employee with a disposable thermometer strip to accurately detect the presence of fever.
    - Offer the use of a disposable mask to the employee during the time they are gathering their belongings and preparing to leave the workplace.
    - Encourage the employee to keep in contact and let him/her know about phone in and follow-up procedures.
    - Encourage employees to return to work upon recovery.
- Employees will be educated and reminded of the importance of respiratory hygiene and how to reduce the spread of influenza in the workplace as described in Section 9.

- If an employee leaves work due to an onset of flu symptoms (described above), the protocol also includes the disinfection of the employee's work station. The procedure for disinfection is found in the next section of this program.

## **Section 8: Infection Control, Employee Protection, and Disinfection Procedures**

Influenza is primarily spread through large droplets that directly contact the nose, mouth or eyes. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and into contact with other people. Large droplets can only travel a limited range; therefore, people should limit close contact (within 6 feet) with others when possible.

To a lesser degree, human influenza is spread by touching objects contaminated with influenza viruses and then transferring the infected material from the hands to the nose, mouth or eyes. Influenza may also be spread by very small infectious particles (aerosols) traveling in the air in places that are not well ventilated.



### **Infection Control & Employee Protection**

Safeguarding the health of employees, customers, and vendors during an influenza pandemic is a key objective for the District. A variety of infection control measures, including heightened hygiene practices, social distancing, and disinfection procedures may be utilized to slow the spread of disease. One of the best strategies to reduce the risk of becoming ill with influenza is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. Some basic hygiene and social distancing precautions that can be used include the following:

- Stay home if you are sick.
- Wash your hands frequently with soap and water for 20 seconds or use a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth, and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your elbow or upper sleeve (avoid sneezing or coughing into the hands).
- Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands, the high-five, and the knuckle bump as this can still spread germs. If you do have physical contact with others always wash your hands immediately afterward.

- If wearing gloves, wash your hands after removing them.
- Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
- Try not to use other employee's phones, desks, offices, or other work tools and equipment.
- Minimize group meetings; use e-mails, and phones when possible. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is well ventilated.
- At severe levels of pandemic influenza, limit unnecessary visitors to the workplace.
- Consider removing magazines and other frequently touched materials from the lobby and other common places.
- Place additional hand sanitizer, disinfecting wipes, and tissues in commonly used areas.
- Post notices at facility entry points advising staff and visitors not to enter if they have influenza symptoms.

### **When Should a Doctor be Consulted?**

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If a person has a severe onset of illness or is at high risk for flu complications, it is strongly advised to contact a health care provider or seek immediate medical care. A health care provider will determine whether flu testing or treatment is needed. Be alert to the following signs and symptoms:

In children, emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids
- Severe or persistent vomiting
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough

In adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough

## Disinfection Procedures

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It has been established that the influenza virus is readily inactivated by a variety of common products containing ethyl or isopropyl alcohol, or sodium hypochlorite (most household bleach contains 5.25%) which is adequate for general disinfection purposes. It is important to read and follow the manufactures recommendation for proper usage (found on the label) before using any of these chemicals.

The District is currently using germicidal wipes for general clean up and Simple Green D® when it is necessary to disinfect offices or other commonly used areas. There is no recommendation to use extraordinary procedures to clean and disinfect work spaces occupied by people infected with influenza. Routine approaches for cleaning and disinfection are adequate in these areas. Personnel cleaning the areas should wear gloves and a mask and should discard them when finished. Hands must be washed or sanitized at the completion of the procedure.

When a person with suspected influenza is identified and has left the workplace, a thorough cleaning will take place in the space they occupy to conduct work. As well as auxiliary places they conduct work such as counter tops, vaults, and common office equipment will also be cleaned. Special attention should be paid to telephones, computer keyboards, the mouse, and desktop. Door knobs, sinks, drawer handles, light switches, etc. in the vicinity should also be disinfected. If possible do not disturb the person's clothing or other fabrics during the cleaning process.

*Note: If the area remains unoccupied for two days it is likely that the virus will inactivate on its own however, in an attempt to reduce the potential for the disease to spread, cleaning is a normal protocol.*

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### Section 9: Communication Plan

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The District will provide ongoing information and guidance to employees, customers, and vendors throughout the pandemic phases. Important communication information includes:

<b>STAGE 1-2 (PREPARE)</b>	<ul style="list-style-type: none"><li>○ GENERAL INFORMATION SUCH AS HOW TO DEVELOP A PERSONAL/FAMILY FLU PREPAREDNESS KIT, WHERE TO GET INFORMATION DURING A PANDEMIC (WEBSITES, TELEPHONE NUMBERS), AND INFORMATION ON THE FLU VACCINE.<ul style="list-style-type: none"><li>▪ <a href="http://www.flu.gov">HTTP://WWW.FLU.GOV</a></li><li>▪ <a href="http://www.cdph.ca.gov/HealthInfo/Discond/Pages/SwineInfluenzaPublic.aspx">HTTP://WWW.CDPH.CA.GOV/HEALTHINFO/DISCOND/PAGES/SWINEINFLUENZAPUBLIC.ASPX</a></li><li>▪ <a href="http://www.sdcounty.ca.gov/hhsa">HTTP://WWW.SDCOUNTY.CA.GOV/HHSA</a></li><li>▪ <a href="http://www.cdc.gov/h1n1flu">HTTP://WWW.CDC.GOV/H1N1FLU</a></li><li>▪ <a href="http://www.who.int/csr/disease/swineflu">HTTP://WWW.WHO.INT/CSR/DISEASE/SWINEFLU</a></li><li>▪ 2-1-1 INFORMATION TELEPHONE LINE. <a href="http://www.211sandiego.org">HTTP://WWW.211SANDIEGO.ORG</a></li><li>▪ <a href="http://pandemicflu.gov/individualfamily/individuals.pdf">HTTP://PANDEMICFLU.GOV/INDIVIDUALFAMILY/INDIVIDUALS.PDF</a></li></ul></li></ul>
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<b>Stage 3-5 (Respond)</b>	<ul style="list-style-type: none"> <li>o Updates on the status of the pandemic</li> <li>o Components of the District's pandemic influenza plan such as: <ul style="list-style-type: none"> <li>o Infection measures to be utilized at work</li> <li>o Illness reporting</li> <li>o Job reassignments</li> <li>o Vendor product/supply needs</li> <li>o Services available to customers</li> </ul> </li> </ul>
<b>Stage 6 (Recover)</b>	<ul style="list-style-type: none"> <li>o Updates on the status of the pandemic</li> <li>o Restoration of normal business practices</li> <li>o Update plan if necessary</li> </ul>

**Modes of Dissemination:** Information will be disseminated to employees throughout each stage using the modes of communication described below. Multiple strategies will be used to create redundancy and ensure that employees and customers receive messages.

**Telephone System:** Internal District information line, external public information line, and call-down tree

**Electronic Systems:** Mass e-mail message, website posting, intranet posting

**Hard Copy:** Mailing, interoffice mail, notice board postings, pay check mailing

**In Person:** Meeting, presentation, training (early phases/stages only)

**Media- TV, Radio, Newspaper:** Issue press releases if necessary.

## **Section 10: Critical District Job Functions**

Rates of absenteeism will depend on the severity of the influenza pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40% during the peak weeks of an outbreak. In terms of business continuity, the World Health Organization (W.H.O.), Center for Disease Control and Prevention (CDC), and the County HHSA estimate absenteeism levels may exceed 10 to 20% at any one time and 30 to 40% on a cumulative basis.

Using these estimates as a guideline, the District's department managers and supervisors identified the personnel responsible for performing critical tasks and a sufficient number of temporary alternates to ensure that each critical task is given the appropriate priority during a reduction in normal staffing levels. Department leaders also analyzed the possible need for consultants for technical job functions. Each job identified as a critical function has a reference checklist which is located in the appendix section of this program.

Each critical function has a level where the absence of employees has an adverse effect on the District's resources and mission. Department managers and supervisors identified the critical job functions in their areas with special emphasis on the impact of reduced staffing levels. The critical functions identified are as follows:

DEPARTMENTS	CRITICAL JOB FUNCTIONS
Executive Level GM, BOD	<ul style="list-style-type: none"> <li>• Posting the Agenda for and conducting Board Meetings</li> <li>• Approving contracts, purchases, and disbursements</li> </ul>
Administration and Customer Service	<ul style="list-style-type: none"> <li>• Reading water meters</li> <li>• Processing payments received from customers</li> <li>• Generating water bills</li> <li>• Fielding customer calls</li> <li>• Stocking supplies critical for emergency response</li> <li>• Stocking disinfection supplies, personal protective equipment, and high volume supplies necessary for day to day operations</li> <li>• Communications with media and customers</li> </ul>
Engineering	<ul style="list-style-type: none"> <li>• Engineering customer services</li> <li>• Inspections – Inspect construction of facilities to District standards</li> </ul>
Finance and Information Systems	<ul style="list-style-type: none"> <li>• Processing payroll</li> <li>• Cash management</li> <li>• Accounts payable &amp; receivable</li> <li>• Filing regulatory agency reports or notifying of delay</li> <li>• System (Tape) Backup</li> <li>• User Support</li> </ul>
Water Resources and Operations	<ul style="list-style-type: none"> <li>• Communication with County Water Authority for water allocations</li> <li>• Water Quality Monitoring (Sampling &amp; Analyses)</li> <li>• Water Quality Compliance Reporting</li> <li>• System Monitoring (Flows, Reservoir Level, Pressures, Water Orders, Water Quality, etc)</li> <li>• Customer Service Calls</li> <li>• Emergency Response</li> <li>• Modifying Henshaw Releases</li> <li>• Responding to emergencies at Lake Henshaw</li> <li>• Inspect dam after rapidly changing lake levels or earthquake</li> </ul>

Human Resources and Safety/Risk	<ul style="list-style-type: none"> <li>• Employee benefits</li> <li>• Health education and other employee training</li> <li>• Processing &amp; reporting injury/illness</li> <li>• Responding to pipeline leaks (for claims purposes only)</li> </ul>
Construction & Facilities	<ul style="list-style-type: none"> <li>• Respond to pipeline failure leaks, fire hydrant damage, service leaks</li> <li>• Respond to gas and electric utility failure if necessary</li> </ul>

**Appendix: Critical Function Worksheets by Department**

The following pages provide basic information for the critical functions each department has identified.

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## **Essential Operations:**

**Board of Directors  
General Manager**

## General Manager's Office Product & Service Demands

A pandemic will likely impact the service demands of this department. Some needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the General Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services/operations may be in **high** demand:
  - No increase for services is predicted
- These District services/operations may be in **low** demand:
  - No decrease for services is predicted
- Essential Duties that may be impacted if staffing becomes limited are:
  - Posting the Agenda in a timely manner
  - Board Packets
  - Staff Reports
  - Division Reports
  - Meeting Minutes
  - Form 700 - Statement of Economic Interests (SEI)
- The following regulatory requirements may be hard to fulfill:

Agency	Report Required	Reporting Frequency	Contact
Fair Political Practices Commission (FPPC)	Form 700 – SEI <b>Designated Employees</b> <i>file with Agency Official (Board Secretary) onsite.</i>	Annual	Agency Official: 760-597-3128
Fair Political Practices Commission (FPPC)	Form 700 - SEI <b>Government Code 87200 Filers</b> statements filed <i>through Filing Official (Board Secretary) with County Clerk of the Board of Supervisors</i>	Annual	Filing Official: 760-597-3128  County Clerk: 619-531-5600

## General Manager's Office Essential Operation – Agenda Posting

- o Description of Operation: In accordance with the Brown Act, the agenda for a **Regular Meeting** must be posted 72 hours in advance for a regularly scheduled meeting. The agenda must be placed in the “window” located on the exterior of the building nearest the customer service counter.  
  
For **Special Meetings** – the agenda must be posted 24 hours in advance of the meeting in the same location as noted above.  
  
For an **Emergency Meeting** – it is not necessary to post the agenda in advance of the meeting. See further requirements below. (1). (Note that in the case of an Emergency Meeting, all members of the news or media that have requested notice of special meetings must be notified by telephone one (1) hour in advance of the meeting. At this time, the District has no requests on file; however, the status should be checked periodically to ensure the condition has not changed.)
- o Impact to Department: External Customer Service – The public has a right to know and be present for the meetings.  
  
Internal Impact – The board cannot hold a meeting without the posting of the agenda except in the case of an emergency or dire emergency.
- o Required Staff: 1 person
- o Staff Positions Needed Generally the Executive Assistant/Board Secretary posts the agenda; however, it can be posted by anyone as long as the required posting criteria are met.
- o Required Supplies: Paper, agenda information, key to the window to be able to place the agenda inside the unit.
- o Essential Operation: Yes. If the agenda is not posted in accordance with the Brown Act, the Board Meeting will not be possible except in the case of an emergency or dire emergency.
- o Demand Changes: May not have a quorum for the meeting due to illness.  
  
May postpone all public meetings in the interest of safety and public health.
- o Alternative ways to communicate: Meetings may be held via telephone conference. See further explanation listed below. (2).
- o Cross Training Strategy: Administrative Assistant is the designated backup to the Board Secretary.

Emergency Meetings: (1).

(e) The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

Teleconferencing: (2).

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.





**Essential Operations:  
Administration and Customer Service**

## Customer Service Department Product & Service Demands

A pandemic will likely impact the service demands of this department. Some customer's needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Customer Service Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services may be in **high** demand:
  - Phone call volume
    - Tiered billing questions
    - Optional ways to pay water bills
  - More online capabilities:
    - View history
    - View bills
    - Make payments
  - Customer meets
  
- These district services may be placed in **low** priority:
  - Door hangers
  - Locks (only do priority cases)
  - Re-checks
  - Water wasters (respond when possible)
  
- The following regulatory requirements may be hard to fulfill if staffing is limited:

Agency	Report Required	Reporting Frequency	Contact
San Diego County Water Authority	Interim Agricultural Water Program (IAWP)	Monthly Max is 90 days or fines	
San Diego County Water Authority	Special Agricultural Water Rate Program (SAWR)	Monthly Max is 90 days or fines	

Personnel responsible for collecting data and providing the report:

1. Customer Service Supervisor
2. Senior Customer Service Representative

## Customer Service Department Essential Operation – Meter Reading

- o Description of Operation: Obtain accurate read from water meters to calculate water usage on a 30 or 60 day cycle. This calculation is used to generate the water billing
- o Impact to Department: External Customer Service – High importance given to ensuring the reads are timely due to tier billing. Customers will require an explanation for extra days on the billing cycle.  
  
Internal – if meter reading falls behind, call volume will increase as soon as billing is processed  
  
May need additional personnel from other departments
- o Required Staff: 5
- o Staff Positions Needed Meter Readers
- o Required Supplies: Handheld reading device, gate code list, cell phone. On truck: reading stick, rags, wire brush, locks, 2 cones, rock hammer, hand pump, map book, Thomas guide, dog biscuits, flat blade screwdriver, meter wrench, valve key, shovels (various sizes), sickle
- o Essential Operation: At 20 to 30% reduction: Would need back up from other departments.
- o Demand Changes: Demand for rechecks due to higher bills  
  
Rechecks due to “new” employees
- o Alternative ways to communicate: No customer meets – telephone only.
- o Cross Training Strategy: Cross training on cycle nine –  
  
May be able to utilize District employees with prior experience in the department.  
  
May be able to temporarily use retired employees familiar with the process

## Customer Service Department Essential Operation – Fielding Customer Service Calls

- o Description of Operation: Direct calls to appropriate party and answer customer inquiries
- o Impact to Department: Internal Service – may need assistance from other departments  
External Customer Service – need to provide consistent message for customer questions
- o Required Staff: 2 to 10 (depending on volume)
- o Staff positions necessary to perform the function: Customer Service Representative, Cashier, Administrative Assistants, Others as needed
- o Required Supplies: Telephone, pencil, paper, phone list  
Spanky (Customer Accounts Billing System), FAQ Sheet (specific to circumstances)
- o Essential Operation: At 20 to 30% absenteeism: Depending on circumstances may need back up from other departments
- o Demand Changes: The call volume may necessitate additional people providing information to customers. Phone lines can be routed or forwarded to specific extensions to allow employees to work at their usual work stations while answering calls  
  
Provide specific information on the website
- o Alternative ways to communicate: On hold message specific to the circumstance and explain delays  
  
Website  
  
Emergency Recording
- o Cross Training Strategy: Training can be accomplished by holding a brief meeting, conducting a telephone conference or by written instruction via e-mail. District employees will be provided with information that will help provide answers to customer concerns about hours of operation, how to make a payment, questions on billing, etc.

## Customer Service Department Essential Operation – Billing

- o Description of Operation: Generate water bills
  
- o Impact to Department: Internal Service – provides revenue  
External Customer Service – someone available to answer questions about the bill  
Vendor Service – Provides pre-printed stock paper. Ordered 4 times per year.
  
- o Required Staff: 1 person
  
- o Staff positions necessary to perform the function Customer Service Representative  
Back up: Customer Service Manager
  
- o Required Supplies: Computer system, printer, bill stock paper, envelopes
  
- o Essential Operation: At 40% absenteeism: Would require back up from other departments to cover other functions such as fielding telephone calls in order to complete this task.
  
- o Demand Changes: None likely to occur
  
- o Alternative ways to communicate: None
  
- o Cross Training Strategy: All Customer Service Representatives can perform this function  
If necessary, step by step instructions could be provided over the telephone to a designed person at the District in order to complete this task

## **Customer Service Department Essential Operation – Payment Processing**

- o Description of Operation: Basic cashier functions using a standard register machine to process checks for the bank deposit (ACH/OPC/Online/Over the phone)
  
- o Impact to Department: Internal Service – employees required to do the job  
External Customer Service – someone available to answer questions, make change, provide receipts  
Vendor – Guarda Company currently transports funds to bank for deposit
  
- o Required Staff: 1 normally. 2 at very busy times
  
- o Staff Positions Needed Cashier  
All Customer Service Representatives can perform this function
  
- o Required Supplies: Standard register machine, cash, mail opener, cash register/deposit receipts
  
- o Essential Operation: At 40%: Would need back up from other departments.
  
- o Demand Changes: More OPC (third party) payments  
There maybe a temporary interest in ACH  
More phone call volume (may need more people providing information)
  
- o Alternative ways to communicate: Require customers to get a money order or cashiers check, provide information on OPC and ACH, use the drop box only in times of social distancing
  
- o Cross Training Strategy: Provide instructions to VID employees on various methods customers can use to pay bills

## **Administration Department Essential Operation – Warehouse, Supply, Material and Equipment Issuance, and Infection Control Supplies**

- o Description of Operation: Procurement and issuance of supplies, materials and equipment
- o Impact to Department: Internal Service – staff available to procure and issue supplies, materials and equipment.  
Vendor – staff available to receive deliveries from vendors at warehouse
- o Required Staff: 1
- o Staff Positions Needed Inventory Control Clerk
- o Required Supplies: Mask  
Latex gloves  
Vendor list
- o Essential Operation: At 20%: require back-filling with cross-trained staff (as described below)
- o Demand Changes: Supplies and materials may not be available immediately due to vendors being closed or having limited staffing available to deliver materials/supplies.
- o Alternative ways to communicate: Place orders by phone, fax or e-mail. Obtain products at the counter near the large roll up door.
- o Cross Training Strategy:
  - A. In the absence of the Inventory Control Clerk, the following employees have access to the warehouse cage where the infection control and disinfection products are stored and know the procedures for issuing supplies, materials and equipment from warehouse:
    1. Purchasing Agent
    2. Finance Supervisor
    3. Most members of the Finance Department
  - B. In the absence of the Inventory Control Clerk, the Purchasing Agent and Administrative Services Manager know the procedures for ordering materials, supplies and equipment.
- o Infection Control Supplies Hand soap for bathrooms and sink areas  
Paper towels  
Facial tissue  
Touch-less trash cans

- o Disinfection Control Supplies
  - Garbage bags
  - Filtering face mask – P-100
  - Hand sanitizer (60% alcohol content)
  - Disposable temperature strips
  - Simple Green D
  - Disinfecting wipes
  - Latex gloves





**Essential Operations:  
Engineering**

## **Engineering Department Product & Service Demands**

A pandemic will likely impact the service demands of this department. Some customers' needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Director of Engineering will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services/operations may be in **high** demand:
  - Development may be on the horizon thus increasing the activity in the department
  - Engineering customer service counter and telephone inquiries to the Engineering Department
  - Inspection requests (Developer, City/County projects)
  
- These District services may be placed in **low** priority:
  - Internal time sensitive contracts/agreements
  - Processing and approving plan checks, water applications etc.

## Engineering Department Essential Operations - Engineering Customer Service

- o Description of Operation: The engineering department responds to numerous requests such as:  
  
Public inquiries, plan checks, meter applications, fire flow requests, easement maps, quit claim requests, applications for construction meters and fire hydrants, and document research
- o Impact to Department: External Customer Service - customers, contractors, developers etc. may experience delays due to reduced staffing levels  
  
Internal Customer Service - may be impacted by the inability to produce shutdown reports and engineering documents
- o Required Staff: 2 Minimum
- o Staff Positions Needed: Engineering Specialist
- o Required Supplies: Computer (working knowledge of various computer applications), GIS map, atlas, large format plotter, engineering scale, access to forms, as builds....
- o Essential Operation: At 20% of Engineering department staff level
- o Demand Changes: Possible fewer customer inquiries at Engineering Counter if illness is widespread
- o Strategy for Scale Back: In extreme circumstances, the engineering customer service counter may have to be temporally closed. Information would be posted on when we expect to reopen and if limited services are available by telephone, internet, and e-mail.  
  
Restrict the acceptance of new applications until staff can process the information
- o Alternative ways to communicate: Provide email access to all employees (Outlook Web Access)  
  
Enhance VID intranet for inquiries, forms, and links  
  
Online payment methods (credit card) for various engineering services
- o Cross Training Strategy: All Engineering staff able to respond to customer inquires

## Engineering Department Essential Operations - Inspections

- o Description of Operation: Inspect the construction of facilities to ensure District standards are maintained
- o Impact to Department: External Customer Service - Customers service delays to city, county, contractors, developers etc. due to reduced staffing levels
- o Required Staff: 1
- o Staff Positions Needed: Engineering Inspector
- o Required Supplies: Vehicle, construction plans, cellular phone, Thomas guide, camera, daily log/diary
- o Essential Operation: At 20% of Engineering department staff level
- o Demand Changes: If primary inspector is unavailable back ups within the department could be used as listed below.
- o Strategy for Scale Back: Inform developer, contractor and agencies of the short term delay in inspection capability
- o Alternative ways to communicate:
  - Allow drive-by inspections on some projects
  - Telephone communication may be an option
  - Photographs sent in from the developer or contractor may also be an option
- o Cross Training Strategy: All Engineering staff able to respond to customer inquiries.
  - If Engineering staff are unavailable, the Director of Operations and Field Services or Construction Supervisor may be able to perform the function:
  - A consultant may also be a possibility



**Essential Operations:  
Finance**

## Finance Department Product & Service Demands

A pandemic will impact the service demands of this department. Some customers' needs may be higher in demand while other services normally provided will fall into a lower priority. In these cases, the Finance Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting

- These District services/operations may be in **high** demand:
  - Calls from employees (paydays/pay types, etc)
  - Increased volume of E-mails from employees
  - Request for manual checks (special runs)
  - Phone calls from vendors on payment of service or products
  - Invoice processing
  
- These District services/operations may be in **low** demand:
  - Quarterly tax reporting
  - Budgeting
  - Fee Schedule calculations
  
- The following regulatory reporting requirements may be hard to fulfill:

Agency	Report Required	Reporting Frequency	Contact
Internal Revenue Service	EFTPS - Direct payments worksheet VID Federal tax distribution summary report	Bi-Weekly	No contact – automated call-in
Internal Revenue Service	941's include: FICA, Medicare, Federal Income Tax	Quarterly Annually	Mail to IRS
Internal Revenue Service	W-2's	Annually	Mail to IRS
Employment Development Department (EDD)	State Disability Insurance (SDI) Personal Income Tax	Quarterly Annually	Mail in
ACWA/JPIA	Workers Compensation	Quarterly	
CalPERS Via Aces	Contribution Remittance	Bi-Weekly	On Line Reporting
CalPERS 457	#450272 – Contribution Remittance Listing	Bi-Weekly	

ING 457	VK0227	Bi-Weekly	
Union Bank	457 Wires	Bi-Weekly	
Teamsters 911	Union dues	Bi-Weekly	
Vista Irrigation District	AB1542	Annual	
California State Controller's Office	State Controller's Report	Annual	
State Board of Equalization	Sales tax returns	Quarterly	
Vista Irrigation District	Audited financial statements Internal report only	Annual	

Personnel responsible for collecting data, processing and providing the reports:

1. Customer Service Supervisor
2. Senior Accountant
3. Accounts Payable Clerk

## Finance Department Essential Operation – Cash Management

- o Description of Operation:      Ensure sufficient cash is in the general account to pay expenses  
  
    Transfer funds between the general account, the investment accounts, and the payroll account  
  
    Track and make investments  
  
    Update Cash Register (Log in and transfer funds if needed).  
    General Management of banking transactions.
  
- o Impact to Department:            Internal Service – Ensure funds are in the account so payroll can be processed  
  
    External Customer Service – Ensure funds are in the account to pay utilities, water, etc  
  
    Vendor Service – Ensure funds are in the account to pay vendors and other services
  
- o Required Staff:                      1 person
  
- o Staff positions necessary to perform the function      Finance Associate
  
- o Required Supplies:                    Manual Checks
  
- o Essential Operation:                At 20, 35, & 50% absenteeism: Department would require back up to perform this function.  
  
    Verify bank’s business continuity plan is in place.
  
- o Demand Changes:                    None likely to occur
  
- o Alternative ways to communicate:                    None
  
- o Cross Training Strategy:            Back up personnel trained to perform this function



## Finance Department Essential Operation – Payroll

- o Description of Operation: Process bi-weekly payroll
- o Impact to Department: Internal Service – Ensure employees' wages are paid
- o Required Staff: 3 persons
- o Staff positions necessary to perform the function
  - Finance Supervisor (process payroll)
  - Finance Associate (Online Funding Approval)
  - Director of Administration (Payroll Review/Approval)
  - Senior Accountant (Back up for Payroll/JE Review)
- o Required Supplies: Check stock, calculator, computer, prior payroll binders, telephone, fax machine, vault printer, manual checks if JDE is unavailable, typewriter
- o Essential Operation:
  - At 30 & 40% absenteeism: Department would require back up to perform this function.
  - Documented procedures are located on the shared drive and in binders in Anna's locked filing cabinet
  - FIT/PIT Employee Tax Rate Listing to process checks manually are located on the shared drive and in binders in the Customer Service Manager's locked filing cabinet
- o Demand Changes: None likely to occur
- o Alternative ways to communicate: In a worse case scenario, checks could be processed at a straight 80 hours at the last hourly rate then reconciled at the earliest available time
- o Cross Training Strategy:
  - Back up personnel trained to perform time card input
  - Administrative Assistant

## **Finance Department Essential Operation – Accounts Payable**

- o Description of Operation: Process invoices and generate checks for payment
  
- o Impact to Department: Internal Service – reimbursement checks to employees  
External Service & Vendor Service - Ensure vendors and monthly expenditures are paid
  
- o Required Staff: 2 persons
  
- o Staff positions necessary to perform the function Accounts Payable Clerk  
Senior Accountant
- o Approval Review critical invoices for appropriate documentation in order to cut checks  
Director of Administration (check printing)
  
- o Required Supplies: Check stock, calculator, computer, and vault printer
  
- o Essential Operation: At 30 & 40% absenteeism: Department would require back up to perform this function.  
Documented procedures are located on the shared drive
  
- o Demand Changes: Possibly increase volume of calls from vendors
  
- o Alternative ways to communicate: None
  
- o Cross Training Strategy: Back up personnel trained to perform this function  
Senior Accountant

## **Information Technology Product & Service Demands**

A pandemic will likely impact the service demands of this department. Some needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Information Systems Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services/operations may be in **high** demand:
  - Updating voicemail greeting on the general information number
  - Updating individual voicemail boxes
  - JDE technical support (daily and year end downloads)
  - Support contracts (software, hardware maintenance, and licenses)
  - Security and rights changes
  - Priority settings
  - Remote access to E-mail and files and user support for these functions
  - Application assistance for employees being cross trained
  - User support and support requests
  - Boardroom set-up for meetings (depending on the situation)
  
- These District services/operations may be in **low** demand:
  - New hire orientation for new employees (depending on the situation)
  - Vendor interaction (new products, software updates, etc.)
  - Project work
  - Project meetings
  - Training set-up
  - Purchase order re-routing (manual walk-around method available)

## Information Technology Essential Operation – System (Tape) Backup

- o Description of Operation: System Backups:  
Physically replace tapes, monitor the success of the operation.
- o Impact to Department: Internal Customer Service – In the event of a catastrophic system failure, or user error, most of the documentation can be retrieved and restored by the use of the system backup tapes. This is true for all (IS supported) software systems that the District depends upon to conduct business.  
  
External Customer Service – if systems were adversely impacted, the result could be a delay in services.
- o Required Staff: 1 person
- o Staff positions necessary to perform the function One of the following personnel are able to perform this function:  
  
Information Technology Supervisor  
Information Technology Specialist  
Information Technology Specialist – Network
- o Required Supplies: Backup tapes
- o Essential Operation: This is a critical function however the process is relatively simple and the department has very good back up to ensure the task is performed.
- o Demand Changes: None predicted
- o Alternative ways to communicate or provide service: None
- o Cross Training Strategy: Back up personnel trained to perform this function; all IT staff.

## Information Technology Essential Operation – User Support

- o Description of Operation: User Support: Trouble shoot and solve computer related problems for VID Employees
- o Impact to Department: Internal Customer Service – If an employee experiences trouble with a computer or software, delays may adversely impact the District’s ability to provide service on an internal and external basis.  
  
External Customer Service – if systems are impacted, the result could be a delay in services.
- o Required Staff: 1 to 4 persons depending on the situation and priority
- o Staff positions necessary to perform the function Information Technology Supervisor  
Information Technology Specialist  
Information Technology Specialist – Network  
Varies depending on the system
- o Required Supplies: Varies depending on the system
- o Essential Operation: This is a critical function and can be highly technical in process. Work will be prioritized so that most important and time critical is addressed first.
- o Demand Changes: As people are reassigned to different positions, they may need systems training, changes to security to allow access, etc.
- o Alternative ways to communicate or provide service: Remote access to systems .
- o Cross Training Strategy:
  - All employees cross trained on User Support.
  - Cross training has been completed on the voice message phone system as well.
- o Technical areas of which the IS Department has no operational knowledge:
 

SCADA	DataStream
Plotters	Credit Card Processing
Alarm System	HVAC System
Mitchell Repair Software	Check Register Machines
Cash Register Machines	Meter Reading Equipment

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**Essential Operations:  
Water Resources and  
Operations**

## Water Resources Department Product & Service Demands

A pandemic will likely impact the service demands of this department. Some needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Water Resources Project Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services/operations may be in **high** demand:
  - No increase for services is predicted
- These District services/operations may be in **low** demand:
  - No decrease for services is predicted
- Essential Duties that may be impacted if staffing becomes limited are:
  - Changing Henshaw water releases – On call 24 hours/day
  - Responding to emergencies - On call 24 hours/day
  - Dam Inspection
    - Post earthquake
    - Rapidly changing lake levels
- Duties that can be put on hold for approximately one week
  - Daily well reads
  - Daily lake level, air temperature, and rain totals
  - First of month piezometers reads
- The following regulatory requirements may be hard to fulfill:

Agency	Report Required	Reporting Frequency	Contact*
Federal Energy Regulatory (FERC)	Dam Safety Report	Annual	
California Division of Safety of Dams (DSOD)	Dam Safety Report	Annual	

\* Refer to the Henshaw Dam Emergency Action Plan for updates and alternate contacts.



## **Water Resources Department Essential Operation – Lake Releases and Emergency Response**

- o Description of Operation: Change the releases of water out of Lake Henshaw (24-hour on call as needed)
- o Impact to Department: External and Internal Customer Service – High importance given to ensuring the water releases are modified according to customer and District needs.
- o Required Staff: 1 to 4 persons depending on the circumstances.  
  
Under normal conditions 1 person can release the water from Lake Henshaw
- o Staff Positions Needed Water Resources Aide or higher
- o Required Supplies: Detailed operational knowledge of the Henshaw outlet system
- o Essential Operation: Due to the limited staffing levels, at 50% reduction, back up from other departments is likely.
- o Demand Changes: More local water may be needed if there is a reduction in imported water. Henshaw flows may need to be reduced or shut off if there is an emergency downstream, or if no one is available to maintain the canal.
- o Alternative ways to communicate: Communications can be done via telephone or email; no human to human contact is necessary.
- o Cross Training Strategy: Cross train Henshaw staff including management, so anyone trained can change the flow.
  - Water Resources Specialist
  - Director of Water Resources

## Operations Department Product & Service Demands

A pandemic will likely impact the service demands of this department. Some needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Operations Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services/operations may not experience a **higher** demand but are critical for the District's resources. A reduction in staffing levels could impact the department's ability to perform the following functions:
  - System monitoring – water quality, flows, reservoir levels, pressures, etc.
  - Water quality monitoring and compliance reporting
  - Customer service calls
  - Emergency response ( on call 24 hours/day)
  
- These district services/operations may be placed in **lower** priority:
  - Plant and station checks, flume patrol
  - Scheduled shutdowns
  - Cross connection control program and backflow testing
  - Cathodic protection
  - Routine equipment maintenance
  - Emergency generator program
  - Recycled water inspections
  
- The following regulatory requirements may be hard to fulfill:
  - Weekly / monthly water quality monitoring and compliance reporting

Agency	Report Required	Reporting Frequency	Contact
State Water Resources Control Board (SWRCB)	Water Quality Compliance Reporting	Monthly Quarterly Annually	
Regional Water Quality Control Board	Recycled Water Inspections	Quarterly	

## Operations Department Essential Operation – Water Quality Monitoring

- o Description of Operation: Water Quality Monitoring (sampling and analyses)  
  
Collect compliance samples to conform with state regulations and ensure water quality
- o Impact to Department: External Customer Service – High importance is given to ensure water quality meets State, Federal, and District standards. Retention of consumer confidence is also a high priority.  
  
Internal Customer Service – Potential notification to SWRCB and service area customers. Increased workload to gather and test water samples.
- o Required Staff: 1 to 3 persons depending on the circumstances.
- o Staff Positions Needed State Water Resources Control Board (SWRCB) Certified Operator.
- o Required Supplies: Bacteriological Sampling and Testing:  
Coolers, Blue-ice, sample bottles, Colilert reagent, field chlorine test kit, thermometer, isopropyl alcohol  
  
Physical / Chemical Sampling and Testing: Sample bottles, various laboratory equipment and reagents.
- o Essential Operation: Yes
- o Demand Changes: None Predicted
- o Strategy for Scale Back Reduce number of individuals performing the tasks. Petition the SWRCB for a temporary reduction in sample requirement.
- o Alternative ways to communicate: Maintain adequate laboratory supplies through increased inventories, i.e. bacteriological sample bottles, reagents, etc. Prepare in advance sample test kits for Operational vehicles.
- o Cross Training Strategy: Most of the Operations staff could fill in if necessary.

## Operations Department Essential Operation – Water Quality Compliance Reporting

- o Description of Operation: Compile and submit reports to the SWRCB to comply with Safe Drinking Water regulations
- o Impact to Department: External and Internal Customer Service
- o Required Staff: 1 Certified Operator
- o Staff Positions Needed SWRCB Certified Operator (Under the direction of the Laboratory Director)
- o Required Supplies: State Water Resources Control Board compliance  
report forms, water quality data, electronic media – computer, printer, etc.
- o Essential Operation: Yes
- o Demand Changes: None predicted
- o Strategy for Scale Back Requirement is mandatory. Task can be accomplished by using other trained Operational staff and by guiding other personnel through reporting process. Other strategies include: Open dialogue with SWRCB regarding District’s pandemic status and petitioning the SWRCB for an extension on the reporting deadline.
- o Alternative ways to communicate: This task requires one individual. Water quality data is compiled and updated throughout the month. Data collection and reporting does not require human-to-human contact.
- o Cross Training Strategy: On-going intra-departmental cross-training is in process.

## **Operations Department Essential Operation – System Monitoring**

- o Description of Operation: Monitor and adjust system flows, pressures, reservoir levels, water quality, etc.
- o Impact to Department: External Customer Service – Ensuring adequate water quality and quantity are appropriate to address customer needs.
- o Required Staff: 1 Certified Operator
- o Staff Positions Needed SWRCB Certified Operator II or Higher
- o Required Supplies: SCADA, Phone, Laptop, Vehicle
- o Essential Operation: Yes – This is an essential function regardless of absenteeism.
- o Demand Changes: None Predicted
- o Strategy for Scale Back At a minimum, this job task requires one certified System Operator
- o Alternative ways to communicate: Limit number of employees in the Operations Control Room;  
Assign monitoring duties to one Operator;  
Utilize remote monitoring via laptop
- o Cross Training Strategy: All Operators; intra-departmental cross-training is ongoing.

## **Operations Department Essential Operation – Emergency Response**

- o Description of Operation:      Emergency Response – 7/24 On-call Response  
  
Respond to a variety of distribution system emergencies
- o Impact to Department:      External and Internal Customer Service and Partner Agencies Service
- o Required Staff:                      1 to 3 Depending on the situation
- o Staff Positions Needed              SWRCB Certified Operator (Duty Operator Level)
- o Required Supplies:                  Vehicle, phone, valve key, small hand tools, water quality test kits, de-chlorination equipment, system maps, etc.
- o Essential Operation:                Yes – This is an essential function regardless of absenteeism.
- o Demand Changes:                    Demand is always variable
- o Strategy for Scale Back              Assess and prioritize emergency event.  
  
Partnering with Facilities staff will allow Operations staff to allocate time to other priorities.
- o Alternative ways to communicate:      When possible, assign to one Operator. If emergency requires multiple responders, avoid riding in the same vehicle.  
  
Utilize radio and phone communication rather than face-to-face interactions.  
  
Establish remote staging areas. Utilize remote system monitoring capabilities.
- o Cross Training Strategy:            Field side SWRCB Distribution certification requirements are in place. Duty Officer program in place providing a large pool of first responders to ensure timely response and repair/mitigation.

## **Operations Department Essential Operation – Customer Service Calls**

- o Description of Operation: Provide customer service for a variety of inquiries, i.e. Hi / Lo pressure, no water, taste & odor complaints, leaks, etc.
- o Impact to Department: External Customer Service
- o Required Staff: 1 to 2 Depending on the situation
  
- o Staff Positions Needed SWRCB Certified Operator I or Higher
- o Required Supplies: Vehicle, hand tools, pressure gauges, flushing equipment, water quality test kits, etc.
- o Essential Operation: Yes. If absenteeism equals 50% or greater, back-up from other departments may be requested.
- o Demand Changes: None predicted
- o Strategy for Scale Back Partner with Field Services and possibly Customer Service allowing Operations to allocate time to other priorities.
- o Alternative ways to communicate: Use social distancing techniques. Maintain 6 - 10' distance. When possible, gather data via phone. When possible, reschedule for a later date.
- o Cross Training Strategy: Facilities Duty Officer program in place for after hour issues. Field and Customer Service personnel trained and capable to handle most customer service call.  
  
All employees within the department are trained to assist with customer service calls.

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## **Essential Operations:**

**Human Resources  
Safety & Risk**

## Human Resources Department Product & Service Demands

A pandemic will likely impact the service demands of this department. Some needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Human Resources Manager will direct personnel to respond to the more pressing issues and priorities.

- These District services/operations may be in **high** demand:
  - Managing employee leaves and attendance
  - Assisting with procedural questions
  - Changing or updating benefits (depending on timing)
- These District services/operations may be in **low** demand:
  - New hire orientation
  - Organizational Development & Safety Training
  - All Hands Meetings (depending on severity of illness)
  - SWIM and EAT events may be postponed
  - Recruitment (depending on the circumstances could be higher in demand due to temporary hires)
- Essential Duties that may be impacted if staffing becomes limited are:
  - Responding to liability claims - On call 24 hours/day
  - Processing damage claims
  - Performance evaluations
  - Step Increases
  - Monthly Benefits Reconciliation
  - Recruitment
  - Investigations (injury and vehicle related) DMV's SR-1 must be sent within 10 days of the incident.
  - On the job injuries - DWC form must be provided within 24 hours after the employers becoming aware of the incident
  - New hire processing/separation
    - COBRA
    - I-9 forms within 1 day of employment

- EDD (form DD-34)
- Enrollment in health insurance and retirement plan
- Contact numbers for Human Resources and Safety

<b>Agency</b>	<b>Type</b>	<b>Contact</b>
ACWA/JPIA	Insurance Premiums Property, Liability, Workers Compensation	
ACWA/JPIA	Claims/Property Damage	
ACWA/JPIA	Reporting Employee Injury	
Benefits Coordinator Corporation (BCC)	COBRA Benefits	
Blue Cross	Health Benefits	
CalPERS 457	Retirement Plan	
County of San Diego Department of Environmental Health	Hazardous Materials Business Plan	
Department of Motor Vehicles	Report of an accident over 750.00 – (SR-1). Within 10 days of the incident	
Employee Assistance Program (EAP)	Emotional wellbeing, Relationship issues, Workplace challenges Legal & Financial concerns, Alcohol or substance abuse, Anxiety or depression	
Hartford	Life Insurance	
ING 457	Retirement Plan	
Liebert Cassidy Whitmore	Labor law – help line	
Pacific Care	Health Benefits	

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**Essential Operations:  
Field Services - Construction**

## Construction and Maintenance Department Product & Service Demands

A pandemic will likely impact the service demands of this department. Some needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Operations and Field Services Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services/operations may not experience a **higher** demand but are critical for the District's resources. A reduction in staffing levels could impact the department's ability to perform the following functions:
  - Mainline breaks
  - Non-valved fire hydrant repairs
  - Service line leaks
  
- These District services/operations may be placed in **lower** priority:
  - Repairs to gated fire hydrants
  - Minor service lateral leaks
  - Minor facility repairs, i.e. air vent leaks, blow-off leaks
  - Transmission/Distribution valve repairs (broken in the open position)
  - Continuance of mainline replacement projects
  - New facility installations

## Construction and Maintenance Department Essential Operation – Emergency Response

- o Description of Operation:      Emergency Response – 7/24 On-call Response  
  
Respond to a variety of distribution system emergencies
- o Impact to Department:      External and Internal Customer Service and Partner Agencies Service
- o Required Staff:                      3 to 6 depending on the situation
- o Staff Positions Needed              SWRCB Certified Operator (Duty Officer Operator Level) 2 - Equipment Operators, 1 - Welder, 3 - Construction Workers/Laborers
- o Required Supplies:                  Vehicle, phone, valve key, small hand tools, water quality test kits, de-chlorination equipment, system maps, etc.
- o Essential Operation:                Yes – This is an essential function regardless of absenteeism.  
  
20-30% reduction, back-up from other departments may be requested.  
  
If absenteeism equals 50% or greater, outsourcing typical services may be requested i.e. traffic control, trucking.
- o Demand Changes:                    Demand is always variable
- o Strategy for Scale Back              Assess and prioritize emergency event.  
  
Partnering with Facilities staff will allow Construction staff to allocate time to other priorities.
- o Alternative ways to communicate:      When possible, assign to one Operator. If emergency requires multiple responders, avoid riding in the same vehicle.  
Utilize radio and phone communication rather than face-to-face interactions.  
Establish remote staging areas. Utilize remote system monitoring capabilities.
- o Cross Training Strategy:            Field side SWRCB Distribution certification requirements are in place. Duty Officer program in place providing a large pool of first responders to ensure timely response and repair/mitigation.

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**Essential Operations:  
Field Services - Facilities**

## Facilities Department Product & Service Demands

A pandemic will likely impact the service demands of this department. Some needs may be higher in demand while other services normally provided will fall to a lower priority. In these cases, the Operations and Field Services Manager will direct personnel to respond to the more pressing issues and priorities. Additionally, regulatory requirements may be impacted by a reduction in staffing levels causing delinquency in reporting.

- These District services/operations may not experience a **higher** demand but are critical for the District's resources. A reduction in staffing levels could impact the department's ability to perform the following functions:
  - Fleet maintenance
  - Main line contractor mark-outs (usa)
  - Flume patrol and maintenance
  - Water meter leaks
  - Water reservoir cleaning and internal inspections
  
- These district services/operations may be placed in **lower** priority:
  - Water meter change-out program
  - Minor service lateral leaks
  - Grounds maintenance
  - Building maintenance
  - Water meter testing & repairs
  - Board & training room set-up for trainings & seminars
  - Leak detection for water mains and services

## Facilities Department Essential Operation – Emergency Response

- o Description of Operation:      Emergency Response – 7/24 On-call Response  
  
Respond to a variety of distribution system emergencies
- o Impact to Department:      External and Internal Customer Service and Partner Agencies Service
- o Required Staff:                      3 to 6 depending on the situation
- o Staff Positions Needed              SWRCB Certified Operator (Duty Officer Operator Level) 1 – Facilities Worker, 1 – Water Meter Technician, 1 – Maintenance Worker, 1 – System Locator, 2 - Laborers
- o Required Supplies:                  Vehicle, phone, valve key, small hand tools, system maps, meter van, water power washer, etc.
- o Essential Operation:                  Yes – This is an essential function regardless of absenteeism.  
  
20-30% reduction, back-up from other departments may be requested.  
  
If absenteeism equals 50% or greater, outsourcing typical services may be requested i.e. plumbers (contract services)
- o Demand Changes:                      Demand is always variable
- o Strategy for Scale Back              Assess and prioritize emergency event.  
  
Partnering with Construction staff will allow Facilities staff to allocate time to other priorities.
- o Alternative ways to communicate:      When possible, assign to one Operator. If emergency requires multiple responders, avoid riding in the same vehicle.  
Utilize radio and phone communication rather than face-to-face interactions.  
Establish remote staging areas. Utilize remote system monitoring capabilities.
- o Cross Training Strategy:              Field side SWRCB Distribution certification requirements are in place. Duty Officer program in place providing a large pool of first responders to ensure timely response and repair/mitigation.

# PANDEMIC PLAN—PRECAUTIONS

Illnesses like the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs. The flu and colds usually spread from person to person when an infected person coughs or sneezes.

## HOW TO HELP STOP THE SPREAD OF GERMS

Take care to:

- Cover your mouth and nose when you sneeze or cough
- Clean your hands often
- Avoid touching your eyes, nose or mouth
- Stay home when you are sick and check with a health care provider when needed

**Practice other good health habits.**

## COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH

Cough or **sneeze into a tissue and then throw it away**. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

## CLEAN YOUR HANDS OFTEN

When **available, wash your hands -- with soap and warm water -- then rub your hands vigorously together and scrub all surfaces**. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs.

**When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used.** You can find them in most supermarkets and drugstores. If using a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills germs that cause colds and the flu.\*

\*Source: FDA/CFSAN Food Safety A to Z Reference Guide, September 2001: [Handwashing](#).

## AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH

Germs are **often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth**. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.

**Stay home when you are sick and check with a health care provider when needed. When you are sick or have flu symptoms, stay home, get plenty of rest, and check with a health care provider as needed.**

Your employer may need a doctor's note for an excused absence. Remember: Keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:

- fever (usually high)
- headache
- extreme tiredness
- cough
- sore throat
- runny or stuffy nose
- muscle aches, and nausea, vomiting, and diarrhea, (much more common among children than adults).



## Germ Farm



# What you need to know about coronavirus disease 2019 (COVID-19)

## What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get COVID-19?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

## Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

## How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



## What are severe complications from this virus?

Many patients have pneumonia in both lungs.

## How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

## There are simple everyday preventive actions to help prevent the spread of respiratory viruses.

### These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

## If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

## Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



## STAFF REPORT

Agenda Item: 9

**Board Meeting Date:** March 18, 2020  
**Prepared By:** Lisa Soto  
**Approved By:** Brett Hodgkiss

SUBJECT: LAKE HENSHAW / WARNER RANCH INSPECTION TOUR

RECOMMENDATION: Affirm the itinerary for the scheduled April 16, 2020 at 8:00 a.m. Board inspection tour of Lake Henshaw and the Warner Ranch.

PRIOR BOARD ACTION: The Board conducted its last periodic inspection tour of the Warner Ranch on April 15, 2019.

FISCAL IMPACT: None.

SUMMARY: Staff has prepared this draft itinerary for the tour which is intended to provide an operational overview as well as focus on current relevant issues related to the Lake Henshaw and the Warner Ranch.

ATTACHMENT: Draft Itinerary



**Board of Directors  
2020 Spring Tour  
Draft Itinerary**

Thursday, April 16, 2020

*Meet at VID offices at 8:00 am*

1. Call to order
2. Pre-order lunch
3. Have refreshments
4. Depart at 8:15 am

*Arrive at Warner Carrillo Ranch House about 9:45 am*

5. Use restroom facilities; depart about 10:00 am

*Inspect part of the California Riding and Hiking Trail (CRHT)*

6. Drive to point where CRHT enters District property at southern boundary
7. Drive along CRHT between San Felipe Road and Camino San Ignacio (by Eagle Rock)
8. Enter pavement onto Camino San Ignacio about 10:40 am

*Drive through wellfield*

9. Enter via Fink Road
10. Pause by slipform section of 80's ditch; discuss needed repairs

*Arrive at historic Dam Keeper's residence about 12:00 pm*

11. View renovations to employee Residence

*Arrive at the Lake Henshaw Café about 12:20 pm*

12. Meet Concessionaires; have Lunch
13. Depart about 1:30 pm

*Arrive at the Edgehill (E) Reservoir about 2:30 pm*

14. Discuss rehabilitation project
15. Depart about 2:50 pm

*Arrive at the Pechstein Reservoir about 3:00 pm*

16. Discuss roof remediation project
17. Depart about 3:20 pm

*Return to VID offices ~ 3:40 pm*

Version: March 18, 2020



**Agenda Item: 10**

**STAFF REPORT**

**Board Meeting Date: March 18, 2020**  
**Prepared By: Brett Hodgkiss**

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

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





## **STAFF REPORT**

**Agenda Item: 11.A**

<b>Board Meeting Date:</b>	<b>March 18, 2020</b>
<b>Prepared By:</b>	<b>Lisa Soto</b>
<b>Approved By:</b>	<b>Brett Hodgkiss</b>

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**

**Agenda Item: 11.B**

**Board Meeting Date: March 18, 2020**  
**Prepared By: Lisa Soto**  
**Approved By: Brett Hodgkiss**

**SUBJECT:** SCHEDULE OF UPCOMING MEETINGS AND EVENTS

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

	<b>SCHEDULE OF UPCOMING MEETINGS AND EVENTS</b>	<b>ATTENDEES</b>
<b>1</b>	<b>California Water Policy 29</b> <i>April 2-3, 2020; UC Davis Conference Center, Davis, CA</i> <i>Reservation deadline: 3/26/20</i>	
<b>2 *</b>	<b>Vista Chamber of Commerce Business Mixer</b> <i>April. 8, 2020, 5:00 p.m. – 7:00 p.m.; Cosmic Solar, 943 Poinsettia Ave.</i> <i>No RSVP required to attend</i>	
<b>3</b>	<b>Special District Leadership Academy (CSDA)</b> (Advanced track available) <i>April 19-22, 2020; San Diego</i> <i>Registration deadline: 4/13/20</i>	
<b>4 *</b>	<b>Council of Water Utilities Meeting</b> <i>April 21, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 4/16/20</i>	
<b>5</b>	<b>Central Valley Water Tour Field Trip</b> (Water Education Foundation) <i>April 22-24, 2020; Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 4/1/20</i>	
<b>6</b>	<b>ACWA Spring Conference</b> <i>May 5-8, 2020; Monterey</i> <i>Registration deadline: 5/5/2020</i>	MacKenzie (R, H) Vásquez (R, H, A) Dorey (R, H, A) Sanchez (R, H)
<b>7 *</b>	<b>Vista Chamber of Commerce Business Mixer</b> <i>May 13, 2020, 5:00 p.m. – 7:00 p.m.; Wildwood Crossing, 116 Civic Center Drive</i> <i>No RSVP required to attend</i>	
<b>8 *</b>	<b>Council of Water Utilities Meeting</b> <i>May 19, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/14/20</i>	
<b>9</b>	<b>Special Districts Legislative Days (CSDA)</b> <i>May 19-20, 2020; Sheraton Grand Sacramento</i> <i>Registration deadline: 4/20/20</i>	MacKenzie (R, H)
<b>10 *</b>	<b>CSDA Quarterly Dinner Meeting</b> <i>May 21, 2020, 6:00-9:00 p.m.; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/14/20</i>	MacKenzie
<b>11</b>	<b>Bay Delta Tour Field Trip</b> (Water Education Foundation) <i>June 3-5, 2020; Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 4/21/20</i>	
<b>12</b>	<b>Third Annual Groundwater Sustainability Summit (GRA)</b> <i>June 10-11, 2020; Hilton Sacramento Arden West</i> <i>Registration deadline: 5/13/20</i>	
<b>13 *</b>	<b>Council of Water Utilities Meeting</b> <i>June 16, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 6/11/20</i>	

	<b>SCHEDULE OF UPCOMING MEETINGS AND EVENTS</b>	<b>ATTENDEES</b>
14 *	<b>Council of Water Utilities Meeting</b> <i>July 21, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 7/16/20</i>	
15 *	<b>Council of Water Utilities Meeting</b> <i>DARK IN AUGUST</i>	
16	<b>Urban Water Institute Annual Water Conference</b> <i>Aug. 19-21, 2020; Hilton San Diego</i> <i>Registration deadline: TBD</i>	
17 *	<b>CSDA Quarterly Dinner Meeting</b> <i>Aug. 20, 2020, 6:00-9:00 p.m.; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 8/13/20</i>	
18	<b>CSDA Annual Conference</b> <i>Aug. 24-27, 2020; Palm Desert</i> <i>Registration deadline: 7/24/20</i>	MacKenzie Sanchez
19	<b>Headwaters Tour Field Trip</b> (Water Education Foundation) <i>Sept. 10-11, 2020; Begins and ends in Sacramento area</i> <i>Reservation deadline: 7/29/20</i>	
20	<b>Third Annual Western Groundwater Congress</b> <i>Sept. 14-16, 2020; Burbank, CA</i> <i>Reservation deadline: TBD</i>	Dorey
21 *	<b>Council of Water Utilities Meeting</b> <i>Sept. 15, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 9/10/20</i>	
22	<b>2020 Water Summit</b> (Water Education Foundation) <i>Sept. 24, 2020; Sacramento</i> <i>Registration deadline: TBD</i>	
23	<b>Special District Leadership Academy</b> (CSDA) (Advanced track available) <i>Sept. 27-30, 2020; South Lake Tahoe</i> <i>Registration deadline: 8/28/20</i>	
24	<b>San Joaquin River Restoration Tour Field Trip</b> (Water Education Foundation) <i>Sept. 30-Oct. 1, 2020; Begins and ends in Fresno</i> <i>Reservation deadline: 8/18/20</i>	
25	<b>Northern California Tour Field Trip</b> (Water Education Foundation) <i>Oct. 14-16, 2020; Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 9/1/20</i>	
26 *	<b>Council of Water Utilities Meeting</b> <i>Oct. 20, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 10/15/20</i>	
27 *	<b>CSDA Quarterly Dinner Meeting</b> <i>Nov. 19, 2020, 6:00-9:00 p.m.; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 11/12/20</i>	
28 *	<b>Council of Water Utilities Meeting</b> <i>Nov. 17, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 11/12/20</i>	
29 *	<b>Council of Water Utilities Meeting</b> <i>DARK IN DECEMBER</i>	
30	<b>ACWA Fall Conference</b> <i>Dec. 1-4, 2020; Indian Wells; Registration deadline: TBD</i>	
31	<b>Colorado River Water Users Association Conference (CRWUA)</b> <i>Dec. 14-16, 2020; Las Vegas; Registration deadline: TBD</i>	

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

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

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



**Agenda Item: 12**

**STAFF REPORT**

**Board Meeting Date: March 18, 2020**  
**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:*

- Vista Flume Replacement
- San Luis Rey Watershed Council participation
- Warner Wellfield Assessment



## **STAFF REPORT**

**Agenda Item: 13**

**Board Meeting Date: March 18, 2020**  
**Prepared By: Lisa Soto**

SUBJECT: COMMENTS BY DIRECTORS

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



## **STAFF REPORT**

**Agenda Item: 14**

**Board Meeting Date: March 18, 2020**  
**Prepared By: Brett Hodgkiss**

SUBJECT: COMMENTS BY GENERAL COUNSEL

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



## **STAFF REPORT**

**Agenda Item: 15**

**Board Meeting Date: March 18, 2020**  
**Prepared By: Brett Hodgkiss**

SUBJECT: COMMENTS BY GENERAL MANAGER

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



**Agenda Item: 16**

**STAFF REPORT**

**Board Meeting Date: March 18, 2020**  
**Prepared By: Brett Hodgkiss**

**SUBJECT:** CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

**SUMMARY:** Closed session with legal counsel per Government Code Sections 54956.9(a) and (d)(1) to discuss the following existing litigation:

Name of Case: Kessner et al. v. City of Santa Clara, et al.;  
Santa Clara Superior Court Case No. 20CV364054