

OTAY WATER DISTRICT

BOARD OF DIRECTORS MEETING
DISTRICT BOARDROOM

2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CALIFORNIA

WEDNESDAY

June 2, 2010

3:30 P.M.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PRESENTATION OF THE 2010 OTAY PHOTO CONTEST AWARDS (GRANGER)
5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 6, 2010
6. PUBLIC PARTICIPATION – OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE BOARD ON ANY SUBJECT MATTER WITHIN THE BOARD'S JURISDICTION BUT NOT AN ITEM ON TODAY'S AGENDA

CONSENT CALENDAR

7. ITEMS TO BE ACTED UPON WITHOUT DISCUSSION, UNLESS A REQUEST IS MADE BY A MEMBER OF THE BOARD OR THE PUBLIC TO DISCUSS A PARTICULAR ITEM:
 - a) ADOPT RESOLUTION NO. 4157 AND NO. 4158 IDENTIFYING THE GENERAL MANAGER AS THE AUTHORIZED OFFICIAL TO COMMIT THE OTAY WATER DISTRICT TO FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH THE POTENTIAL RECEIPT OF GRANTS UNDER THE U.S. BUREAU OF RECLAMATION WATERSMART GRANT PROGRAM
 - b) REPORT ON DIRECTOR'S EXPENSES FOR THE 3rd QUARTER OF FISCAL YEAR 2010
 - c) APPROVE AN AGREEMENT FOR PROFESSIONAL SERVICES FOR AS-NEEDED ENGINEERING DESIGN SERVICES WITH LEE & RO, INC. FOR AN AMOUNT NOT-TO-EXCEED \$175,000 DURING FISCAL YEARS 2011 AND 2012 (ENDING JUNE 30, 2012)

- d) APPROVE AN AGREEMENT FOR PROFESSIONAL SERVICES FOR AS-NEEDED GEOTECHNICAL CONSULTING SERVICES WITH MTGL, INC. FOR AN AMOUNT NOT-TO-EXCEED \$175,000 DURING FISCAL YEARS 2011 AND 2012 (ENDING JUNE 30, 2012)
- e) APPROVE AN AGREEMENT FOR PROFESSIONAL SERVICES FOR AS-NEEDED ENVIRONMENTAL CONSULTING SERVICES WITH ICF INTERNATIONAL FOR AN AMOUNT NOT-TO-EXCEED \$375,000 DURING FISCAL YEARS 2011, 2012, AND 2013 (ENDING JUNE 30, 2013)

ACTION ITEMS

8. FINANCE, ADMINISTRATION AND INFORMATION TECHNOLOGY

- a) AWARD A CONTRACT TO SAGE DESIGN, INC. IN THE AMOUNT OF \$161,119 PLUS APPLICABLE TAXES AND SHIPPING CHARGES FOR FIRETIDE RADIOS AND RELATED HARDWARE TO COMPLETE THE FY2010 OTAY WATER WIRELESS NETWORK PROJECT AND AWARD A CONTRACT TO PRIME ELECTRIC IN AN AMOUNT NOT-TO-EXCEED \$55,620 FOR INSTALLATION OF ELECTRICAL AND WIRELESS HARDWARE AT MULTIPLE SITES THROUGHOUT THE NORTH DISTRICT (STEVENS)

9. ENGINEERING AND WATER OPERATIONS

- a) CERTIFY THAT THE FINAL ENVIRONMENTAL IMPACT REPORT (FEIR) FOR THE DISTRICT'S OTAY MESA RECYCLED WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM R2087, R2077, R2058 PROJECT HAS BEEN COMPLETED IN COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, THE CURRENT STATE GUIDELINES AND THE DISTRICT'S LOCAL GUIDELINES, AND THAT IT REFLECTS THE INDEPENDENT JUDGEMENT OF THE DISTRICT; FINDS THAT THE POTENTIALLY SIGNIFICANT EFFECTS OF THE PROJECT WILL BE AVOIDED THROUGH THE ADOPTION OF FEASIBLE MITIGATION MEASURES, AS SHOWN IN THE FEIR, AND THE MITIGATION, MONITORING AND REPORTING PROGRAM FOR THE FEIR; AND APPROVE THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDINGS OF FACT IN SUPPORT OF THE FEIR FOR THE PROJECT (COBURN-BOYD)

10. BOARD

- a) DISCUSSION OF 2010 BOARD MEETING CALENDAR

INFORMATIONAL ITEMS

11. THESE ITEMS ARE PROVIDED TO THE BOARD FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS REQUIRED ON THE FOLLOWING AGENDA ITEMS.
 - a) PRESENTATION ON STATUS OF 3RD QUARTER OF FISCAL YEAR 2010 CAPITAL IMPROVEMENT PROGRAM [RIPPERGER]

REPORTS

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

RECESS TO CLOSED SESSION

15. CLOSED SESSION
 - a) CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION [GOVERNMENT CODE §54956.9(a)]
 - (I) MULTIPLE CASES RELATED TO THE FENTON BUSINESS CENTER AND FILED WITH THE SUPERIOR COURT OF THE COUNTY OF SAN DIEGO CONSOLIDATED UNDER CASE NO. 37-2007-00077024-CU-BC-SC

RETURN TO OPEN SESSION

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

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

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

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

Certification of Posting

I certify that on May 28, 2010, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Otay Water District, said time being at least 72 hours in advance of the regular meeting of the Board of Directors (Government Code Section §54954.2).

Executed at Spring Valley, California on May 28, 2010.



Susan Cruz, District Secretary

AGENDA ITEM 5

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OTAY WATER DISTRICT January 6, 2010

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

2. ROLL CALL

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

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

3. PLEDGE OF ALLEGIANCE

4. ELECTION OF BOARD PRESIDENT

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

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

to elect Director Bonilla as President.

5. ELECTION OF BOARD VICE PRESIDENT

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

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

to elect Director Lopez as Vice President.

6. ELECTION OF BOARD TREASURER

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

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

to elect Director Croucher as Treasurer.

7. APPROVAL OF AGENDA

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

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

to approve the agenda.

8. RECESS FOR A PRESENTATION TO OUTGOING BOARD PRESIDENT AND RECEPTION

The board recessed at 3:35 p.m. for a presentation to outgoing board president, Director Croucher.

The board reconvened at 3:54 p.m.

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

No one wished to be heard.

10. RECESS OTAY WATER DISTRICT BOARD MEETING AND CONVENE A MEETING OF THE OTAY SERVICE CORPORATION

The Otay Water District board meeting was recessed at 3:55 p.m. and a meeting of the Otay Service Corporation board was convened.

11. ROLL CALL

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

12. ELECTION OF OFFICERS: PRESIDENT, VICE-PRESIDENT OR TREASURER

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

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

to elect Director Bonilla as President, Director Lopez as Vice President and Director Croucher as Treasurer.

13. **APPOINTMENT OF OFFICERS: EXECUTIVE DIRECTOR, CHIEF FINANCIAL OFFICER AND SECRETARY**

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

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

to elect General Manager Watton as Executive Director, Joe Beachem as Chief Financial Officer and District Secretary Cruz as Secretary.

14. **ADJOURN OTAY SERVICE CORPORATION BOARD MEETING AND RECONVENE THE OTAY WATER DISTRICT BOARD MEETING**

President Bonilla adjourned the Otay Service Corporation meeting at 3:58 p.m. and reconvened the Otay Water District board meeting.

15. **APPROVAL OF MINUTES OF THE SPECIAL BOARD MEETING OF AUGUST 5, 2009**

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

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

to approve the minutes of the regular board meeting of August 5, 2009.

CONSENT CALENDAR

16. **ITEMS TO BE ACTED UPON WITHOUT DISCUSSION, UNLESS A REQUEST IS MADE BY A MEMBER OF THE BOARD OR THE PUBLIC TO DISCUSS A PARTICULAR ITEM:**

Director Breitfelder pulled item 18c, ADOPT ORDINANCE NO. 521 TO INCLUDE WATER CONSERVATION REQUIREMENTS WITHIN SECTIONS 9 AND 27 OF THE DISTRICT'S CODE OF ORDINANCES, and 18i, APPROVE AN AGREEMENT WITH THE JOINT WATER AGENCIES PARTNERS (SWEETWATER AUTHORITY, HELIX, AND PADRE DAM) FOR THE PREPARATION OF A NATURAL COMMUNITY CONSERVATION PLAN/HABITAT CONSERVATION PLAN; AND INCREASING THE PROJECT BUDGET BY \$604,000 FOR A TOTAL BUDGET OF \$830,000, for discussion.

Director Robak pulled item 18b, APPROVE AMENDMENTS TO SECTION 7.2.6, PURCHASES EXEMPT FROM COMPETITIVE PRICING; AND SECTION 7.2.8, BOARD AUTHORIZED PURCHASES EXCEEDING THE GENERAL MANAGER'S AUTHORITY; OF THE DISTRICT'S PURCHASING MANUAL, for discussion.

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

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

to approve the following consent calendar items:

- a) DECLARE EQUIPMENT AND VEHICLES AS SURPLUS TO THE DISTRICT'S NEEDS
- d) APPROVE A SIX-MONTH BLANKET PURCHASE ORDER TO BRENNTAG PACIFIC, INC. IN AN AMOUNT NOT-TO-EXCEED \$175,000 FOR THE PURCHASE OF SODIUM HYPOCHLORITE
- e) APPROVE A CONTRACT TO FRANK AND SON PAVING, INC. IN THE AMOUNT OF \$88,884 FOR ASPHALT PAVING SERVICES TO REPAIR PAVEMENT DAMAGE CAUSED BY A RECYCLED WATER MAIN BREAK ON RANCHO DEL REY PARKWAY, CHULA VISTA
- f) APPROVE THE ISSUANCE OF A PURCHASE ORDER TO MIRAMAR TRUCK CENTER IN THE AMOUNT OF \$107,582.13 FOR THE PURCHASE OF A TEN-WHEELER DUMP TRUCK
- g) AWARD A PROFESSIONAL SERVICES AGREEMENT WITH AEGIS ENGINEERING MANAGEMENT IN AN AMOUNT NOT-TO-EXCEED \$300,000 FOR THE RECYCLED WATER PLAN CHECKING, RETROFIT, AND INSPECTION SERVICES FOR DEVELOPER PROJECTS DURING FISCAL YEARS 2010, 2011, AND 2012 (ENDING JUNE 30, 2012)

- h) AWARD AN AS-NEEDED TRAFFIC ENGINEERING SERVICES CONTRACT TO DARNELL & ASSOCIATES IN AN AMOUNT NOT-TO-EXCEED \$175,000 DURING FISCAL YEARS 2010 AND 2011 (ENDING JUNE 30, 2011)
- j) 1st QUARTER FISCAL YEAR 2010 DIRECTORS EXPENSES UPDATE
- k) APPROVE CREDIT CHANGE ORDER NO. 1 TO THE EXISTING CONTRACT WITH CCL CONTRACTING, INC. FOR THE CONSTRUCTION OF THE 36-INCH PIPELINE PROJECT IN THE AMOUNT OF <\$243,847>
- l) APPROVE REIMBURSEMENT AGREEMENTS FOR THE CONVERSION OF POTABLE TO RECYCLED WATER IRRIGATION SYSTEMS WITH THREE HOMEOWNER ASSOCIATIONS: 1) TAPESTRY & MOSIAC (\$21,000); 2) AGAVA & SEGUARO (\$40,000); AND 3) ARISTATA (\$20,000)

President Bonilla presented item 18c, 18i and 18b for discussion:

- c) ADOPT ORDINANCE NO. 521 TO INCLUDE WATER CONSERVATION REQUIREMENTS WITHIN SECTIONS 9 AND 27 OF THE DISTRICT'S CODE OF ORDINANCES

Director Breitfelder indicated that the District had acted with the understanding that there would be 100% offsets for Sycuan as a requirement for annexation into Otay for services. He indicated that the requirement has been informal and he felt that the District should be considering making the requirement more concrete. He indicated that he felt the issue should be agendized in the near future. General Manager Watton indicated that staff was planning on presenting an item that would cover two areas:

- Annexations with large water needs that would require offsets.
- Lands that are already within the District's service area, but have increased their water needs beyond the District's Water Resources Master Plan would require some offsets or charged a fee to acquire/develop the offset water.

He indicated that staff is looking at various projects that could develop the offset water resources (the recycled water conversion project and the well development project in Rancho del Rey). This would require legal work to develop the fees and assuring that there is a proper basis to support the proposed fees. It is expected that this information could possibly be presented in two to three months. Director Breitfelder indicated that he would like to point out that it may be the will of the board to just focus on what goes beyond the Water Resources Master Plan, but that may not be the rule. He indicated that when it comes to new consumption, new consumption is new consumption. He stated that he did

not think that it matters to the public and he certainly does not see this as the deciding factor. He indicated that he felt that staff should just be prepared to have the information ready and available. Director Breitfelder inquired if there are other retail agencies that are requiring 100% offsets. General Manager Watton indicated that Olivenhain MWD is requiring offsets and some smaller agencies are considering this requirement.

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

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

to approve staffs' recommendation.

- i) APPROVE AN AGREEMENT WITH THE JOINT WATER AGENCIES PARTNERS (SWEETWATER AUTHORITY, HELIX, AND PADRE DAM) FOR THE PREPARATION OF A NATURAL COMMUNITY CONSERVATION PLAN/HABITAT CONSERVATION PLAN; AND INCREASING THE PROJECT BUDGET BY \$604,000 FOR A TOTAL BUDGET OF \$830,000

A motion was made by Director Breitfelder, seconded by Director Croucher that:

1. the District reimburse the other agencies for past expenses incurred per the schedules provided by staff.
2. The District participate in future expenditures proportionately to complete the project with the exception of legal fees to Best Best & Kreiger LLP.
3. Direct staff to communicate the District's position to the other participating agencies.

Director Robak inquired about the background of the changes recommended by Director Breitfelder. It was discussed that the District has gone through many good times and some bad times and there were many agencies and private entities throughout San Diego that supported the District in bad times and some that did not. Best Best & Kreiger LLP was not supportive during a time when it was needed and had spoken negatively about the District to other agencies. During that time, they served as Counsel to the District.

General Manager Watton wished to clarify Director Breitfelder's motion and indicated that his understanding of Director Breitfelder's motion was that it does not change staffs' recommendation with regard to the proposed increase in the project budget, etc., but only addresses involvement and payment to Best Best & Kreiger LLP. Director Breitfelder confirmed that that was correct.

Director Robak inquired if the District was joining the Joint Water Agencies partners as it makes sense and the District would benefit financially. General

Manager Watton indicated that joining could have financial benefits, but the main reason is the ability to pool the agencies' resources which, in whole, is greater than its parts. The District will have more certainty with the regulatory agencies by being a partner in the Joint Water Agencies.

There being no further comments, President Bonilla called for the vote. The motion carried with the following vote:

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

to approve staffs' recommendation with a modification that the District would not contribute to the future expenditures proportionately with regard to legal fees to Best Best & Kreiger LLP.

- b) APPROVE AMENDMENTS TO SECTION 7.2.6, PURCHASES EXEMPT FROM COMPETITIVE PRICING; AND SECTION 7.2.8, BOARD AUTHORIZED PURCHASES EXCEEDING THE GENERAL MANAGER'S AUTHORITY; OF THE DISTRICT'S PURCHASING MANUAL

Director Robak inquired if the District has an agreement with a large fuel company where the District bid's out its fuel contract. Purchasing Manager Steve Dobrawa indicated that there are two provisions in the purchasing manual; 1) the competitive process; and 2) through the General Manager's Authority. He indicated that fuel will not be exempt from the competitive process, staff is requesting that the General Manager be allowed to exceed his authority of \$50,000, as defined in the District's Code of Ordinance, to authorize the purchase of fuel. He indicated that fuel is a spot market commodity and the distributor's price fluctuates on a daily basis. As such, fuel is generally priced at the time of purchase. When the District purchases fuel, there is potential that it will buy in excess of \$50,000. Staff is recommending that fuel be included in the list of purchases that exceed the General Manager's authority, but are authorized by the board. It was indicated that this aligns the practice with the purchasing manual. The board had also authorized the General Manager to purchase meters in excess of his authority. It was indicated that any purchases that exceed the General Manager's authority will be reported in the General Manager's monthly report to the board (similar to change orders).

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

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

to approve staffs' recommendation.

17. FINANCE AND ADMINISTRATION

- a) APPROVE AN AGREEMENT WITH UTILITY COST MANAGEMENT FOR THE REVIEW OF SDG&E RATES AND PAST INVOICES TO EVALUATE FOR ERRORS IN RATE APPLICATION FOR POTENTIAL REFUNDS AND FUTURE SAVINGS

Purchasing Manager Dobrawa indicated that Utility Cost Management (UCM) is in the business of auditing utility bills, for a three year period, to identify any inaccurate billing, misapplication of rates, miscalculation of invoicing, etc. If UCM identifies any savings, their fee is 50% of the total savings for the three years of billing and ongoing savings for three years. Special District's Association, however, has negotiated a discount for its members of 42% of the total savings they identify. Staff feels that their services will be a benefit as the District currently has 91 gas/electric meters with annual billing of approximately \$2.8 million. It is felt that there is a real potential for savings/refund. He noted that UCM does not get paid unless they determine cost savings.

President Bonilla indicated that the District's Finance, Administration and Communications Committee reviewed this item and the thrust of this action is to determine if the District could get additional energy cost savings without cost to the District. He indicated that he wished that this item be presented as an action item as he wanted the board to be aware of it.

It was discussed that the Public Utilities Commission limits reviews to three years and is the reason UCM reviews only three years. The District checked UCM's references and all are positive. Sweetwater Authority had received \$80,000 in refunds for an incorrect rate application. It was noted that there has been no problems in collecting from the utilities and that they have been very responsive.

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

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

to approve staffs' recommendation.

- b) ADOPT ORDINANCE NO. 522 REVISING THE DISTRICT'S WATER SHORTAGE RESPONSE PROGRAM AS CONTAINED WITHIN SECTION 39 OF THE DISTRICT'S CODE OF ORDINANCES

Water Conservation Manager William Granger indicated that much has happened since the board adopted Section 39 of the District's Code of Ordinances. In the last nineteen months the region has declared a Level I and II water shortage alert. The District and two other agencies have remained at a

Level I water shortage alert. Given that the District did not need to declare a Level II alert, staff wished to add some additional flexibility to the language within Section 39. Language was added that would allow the board to hold off in activating drought pricing. Depending on the severity of the Level II alert, the board may not feel that it is necessary as the District may only need customers to reduce their water use by 11% versus 20%. Also, there is language that allows the District to not adopt all Level I provisions though a Level II alert is declared. Other changes include some clean up language that allows the General Manager to continue the irrigation schedule at three days a week with a cut back in the fall during a Level II alert instead of posting a watering schedule. Staff is also proposing that the word *drought* be replaced with *water supply shortage* which staff feels is more appropriate for the current situation and what is expected in the future. Proposed Section 39 indicates that if a level three alert is declared, car washing would be restricted to no more than once a week. Some practices would be in effect at all times, including not washing down paved surfaces at anytime, not allowing excessive water waste from inefficient irrigation, and repairing known leaks within 48 hours, which would allow the District to stay in compliance with the CA Urban Water Council's water waste prevention best practice which is a foundational/mandatory BMP. He noted that there are a few other minor changes which are outlined and highlighted within the strike-thru version of the staff report.

Director Breitfelder indicated that he had spoken to Conservation Manager Granger briefly about the items that are always in effect, even in times of no shortages, and in particular, not allowing washing down of paved surfaces at any time. He inquired if there was any aspect to not washing down paved surfaces that makes it more compelling to include as a mandate. Conservation Manager Granger indicated that if there is a sanitation, health or safety reason for washing down a paved surface, it would not be considered a violation. The mandates are driven by the CA Urban Water Council's BMP. If the District's ordinances are not in compliance with the BMP, it affects the District's ability to pursue grants outside of conservation such as recycling grant money, etc. Director Breitfelder indicated that in extraordinary times that require extraordinary measures, customers understand that they should utilize water wisely. He stated that he did not favor measures that are in the "nanny" realm, especially in times of non-shortage. He indicated that he would favor deleting this item.

Director Breitfelder made a motion to accept staffs recommendation with the exception Section 39.03.e.1 as proposed in Attachment C (page 3) to staff's report regarding the prohibition of washing down paved surfaces. Director Croucher proposed an amendment to the motion to revise the language in Section 39.03.e.1 to indicate "encourage" the no washing down of paved surfaces. Director Breitfelder accepted the amendment and Director Croucher seconded the motion. The motion carried with the following vote:

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

It was discussed that staff would review with the CA Urban Water Council if the proposed change to the language would affect the District's ability to pursue grants. If it does impact the District's ability to pursue grants, staff will bring this item back to the board for further revision.

- c) APPROVE AN AMENDMENT TO THE EXISTING CONTRACT WITH WESTIN ENGINEERING FOR \$110,000, INCREASING ITS AMOUNT FROM \$224,280 TO \$334,280 AND INCREASING ITS SCOPE TO INCLUDE THE ASSET MANAGEMENT DATA COLLECTION EFFORT; AND AUTHORIZE THE GENERAL MANAGER TO NEGOTIATE AND ENTER INTO A CONTRACT WITH SPATIAL WAVE FOR \$80,000 TO COVER THE COST OF SOFTWARE DEVELOPMENT AND MODIFICATION TO THE FIELD MAPPLET APPLICATION AND RELATED SOFTWARE TO ACCOMMODATE ASSET MANAGEMENT PROCESS IMPROVEMENTS

Chief of Information Technology Geoff Stevens indicated that the Asset Management Program was started a year ago and during this last year the District has gained some momentum. He indicated that the book value of the District's assets is approximately \$551 million and the replacement value is approximately \$750 million. He noted, however, that the replacement value is not exactly known as replacement occurs over a long period of time, at the end of the life cycle of an asset, which is not exactly determinable. He indicated that the District is doing an excellent job in maintaining its current assets which has been demonstrated, for example, with the recent vibration test for facilities. He indicated that there is not a problem with the District's current business practice in how it maintains assets. However, keeping track of the District's assets and identifying the best way to maintain assets can be enhanced through computerized tasks to track assets and determine when they should be serviced or replaced. The District has about 250,000 individual assets in the ground which breaks down into approximately 300 different types of assets. The Asset Management project will collect information about the District's assets and make it available through a computerized interface. It will be utilized to track District assets (asset inventory), the work practices used to maintain assets and the timing of the maintenance/replacement of the assets.

Staff is requesting that the board increase the Westin Engineering contract to allow them to continue capturing the Best Management Practices recommendations of the types of information that should be collected about assets and to approve a contract with Spatial Wave to customize the interface to the District's Tough Book computers utilized by the field staff.

Chief of Information Technology Stevens indicated that asset management is emerging as a core discipline that is being incorporated into day-to-day business practices. It is the missing link between connecting performance management (how we are doing on a day-to-day basis) and modifying the day-to-day practices that support preservation of the District's assets. He indicated that 75% of what the District does is maintain its assets and facilities.

He indicated that this is a multi-year project and the first step was a pilot program. The District is about three quarters of the way through the pilot program and once the pilot is complete, staff will utilize what they have learned from the pilot to determine how to collect asset data, what information was missing, etc. Staff will also assess the condition and the criticality of assets, then modify maintenance procedures so that resources are directed towards those items that require attention now. This is a long term discipline and will not be completed overnight and is a collective effort across the District (enterprise effort).

Staff will be bringing this project back to report to the board what staff has learned and request the next piece of resource required to continue the project. The requested funding is to complete the pilot, determine how the pilot can be expanded to the District as a whole, and the development of software to support the business process for asset management.

President Bonilla indicated that the District's Finance, Administration and Communications Committee reviewed this item and supports the Asset Management Project as it is important for the District to maintain its assets to extend their life. He indicated that it would be a tremendous liability for the District not to have the Asset Management System.

Director Robak indicated that the District has an Asset Management Plan in place now. He inquired how this project differs from how the District does business now. Chief of Information Technology Stevens indicated that the project would enhance what we do now. The District will collect more information and utilize the information to modify what we will be doing in the future. The information collected, for example, will help the District determine which facilities are requiring more maintenance. This will provide a flag that the District needs to focus some resources on these assets to assure that they are maintained so they do not break down sooner than its anticipated life or have impact to the system if the asset go down. The Asset Management system will take what we do now and make it more precise and adding data behind what we do to support the District's decision making processes so it is less ad hoc/intuitive and more driven by solid planning through information. It was discussed that it would improve efficiency and provide foresight on what needs to done for a smoother running operation.

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

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

to approve staffs' recommendation.

18. ENGINEERING AND WATER OPERATIONS

- a) APPROVE A PROFESSIONAL SERVICES CONTRACT WITH TRAN CONSULTING ENGINEERS FOR THE SEWER SYSTEM INSPECTION AND ASSESSMENT PROJECT IN AN AMOUNT NOT-TO-EXCEED \$560,025 DURING FISCAL YEARS 2010, 2011, 2012 AND 2013 (ENDING JUNE 30, 2013)

Associate Civil Engineer Bob Kennedy indicated that the Board had approved the Sewer System Management Plan (SSMP) on July 1, 2009 and the plan requires that the District identify and prioritize system deficiencies. This requires the services of a professional engineering firm to assist with the field evaluation of the District's existing sewer system. He indicated that a portion of the District's sewer system was inspected by RBF Consulting in fiscal year 2009. To complete the inspection of the remaining sewer system and to reduce costs, an RFP was issued soliciting costs for a four year inspection program and divided the remaining uninspected sewer system into specific geographic areas.

Tran Consulting Engineers received the highest overall score. Proposals were evaluated by staff in accordance with District Policy 21. The District has no past experience with Tran Consulting Engineers, however, when their references were checked they were found to be a highly rated company. Staff is recommending that the District award the Sanitary Sewer CCTV Inspection Condition Assessment Project to Tran Consulting Engineers in an amount not-to-exceed \$560,025 for fiscal years 2010 to 2013.

Director Croucher indicated that the Engineering, Operations and Water Resources Committee reviewed this item and appreciated that staff was able to reduce the cost from \$3.50/foot to \$1.41/foot for the inspection and condition assessment of the sewer system. The committee also inquired why staff was proposing a four year versus five year contract. It was indicated that staff wished the sewer inspection project to be completed in four years.

Director Robak inquired why the evaluation scores were so different for RBF Consulting and Tran Consulting Engineers compared to the other four firms who submitted a proposal. Associate Civil Engineer Kennedy indicated that RBF Consulting and Tran Consulting Engineers specialize in sewer inspections and are very ideal for the project. Tran Consulting Engineers' business is focused only on sewer inspections and they have multi-million dollar contracts doing inspections work. They are well mobilized and have two video inspections teams ready to work on the project immediately if needed. Trans Consulting Engineers would not only view the video they take of the District's sewer system, but will also provide an engineering assessment of each individual line and manhole. They look at each individual foot and determine a rating system. The District utilizes the rating system for future CIP projects and for sewer improvements required through the inspection. It was noted that the videos will be integrated into the Asset Management System and each sewer line's video can be viewed from the system.

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

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

to approve staffs' recommendation.

- b) **AWARD A PROFESSIONAL ENGINEERING SERVICES CONTRACT TO AECOM FOR THE RANCHO DEL REY GROUNDWATER WELL DEVELOPMENT PROJECT IN THE AMOUNT OF \$1,561,625**

Engineering Manager Jim Peasley indicated that the purpose of the Rancho del Rey Groundwater Well Development Project is to develop a local independent local water supply in the Rancho del Rey area. It will take approximately six months to complete this effort following completion of California Environmental Quality Act (CEQA) documentation which is planned to be presented to the Board in March 2010. Staff had selected AECOM for two primary reasons: 1) they comply with all the requirement in the RFP; and 2) staff believes that there are significant cost savings identified by AECOM that may possibly drop the cost of the project below the requested \$1,561,625. The actual savings is not yet known, but staff will present the information to the board once the cost savings occurs.

It was discussed that the property where the well will be developed was acquired by the District in 1995. The cost of treating the well water at that time (1995) exceeded the cost of imported water by a large sum. Today the cost of imported water versus the treatment of well water is very similar and staff felt it was time to re-evaluate the well. It was noted, however, that it is difficult to project what a well will produce. The District could utilize information from the existing well, but it comes to a point in time when you will need to actually drill and find out how much the well will produce. Staff is predicting approximately 400 gallons per minute (GPM) or more.

Mr. Michael Welch, the District's Consulting Engineer for the well project, indicated that AECOM was also selected as they have local groundwater development experience not only in this basin, but on the very site of the proposed project. The overall idea behind the RFP was to make sure that we were very conservative in establishing a well depth, diameter and facilities that should provide a minimum of 400 GPM. It was made very clear to all the firms solicited to submit a proposal that the RFP was a competition of ideas to increase the yield of the well and reduce the cost of the construction of the well (who has the best ideas to provide the greatest value to the District). There is a well on the site and water will be yielded from the well, however, it is not certain how much water will be yielded. The water yielded from the well will be included in the District's offset program for future annexations.

There was a concern that the District would be making a large investment into this project without being certain what results it would yield. It was indicated that the District has studied the potential of the well and solicited expert advice, but at some point, a decision needs to be made to drill to know what will be yielded from the well. McMillan had utilized the well water for construction when the Rancho del Rey area was being developed, so it is certain that there is water. To identify how much water can be yielded, the District will need to drill. It was further indicated that the aquifer is a large confined aquifer deep underground that has been studied and extensively documented to cover a very wide area (many square miles) and that it has a significant degree of thickness. The possibility of missing the aquifer when drilling is almost impossible. Another question that will be answered by drilling is the quality of water that will be yielded from the well. The overall economics of this project may be, in part, dependent on the quality of water. The less salt in the water the less treatment it will require and a greater value can be achieved from the wells production.

It was discussed that the National City wells owned by Sweetwater Authority pull from this same formation and staff had acquired the board's authorization for a partnership with Sweetwater Authority to explore the same formation along the Sweetwater River between Interstates 805 and 5. Staff is confident the well will produce water, it is identifying the quantity and quality that will be yielded that is in question. Once the quantity and quality is known, staff will analyze the per acre foot cost to produce water from the well. At this point, based on the findings, staff could stop moving forward with the well. However, staff feels that it is unlikely as the cost has been estimated based on prior studies and it is felt that the cost will be competitive.

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

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

to approve staffs' recommendation.

19. BOARD

a) DISCUSSION OF 2009 BOARD MEETING CALENDAR

Director Croucher noted that he will be out of the country on April 7, 2010. It was discussed that as Director Croucher will be the only Director unable to attend the April 7 board meeting and the District would still have a quorum, the District will go forward with the meeting as scheduled.

INFORMATIONAL ITEMS

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

a) INFORMATIONAL REPORT ON A NEWLY IMPLEMENTED PREVENTATIVE MAINTENANCE PROGRAM THAT EVALUATES THE CONDITION OF EQUIPMENT TO AVOID FAILURES (ANDERSON)

Chief of Operations Pedro Porras indicated that the District has 75 pump stations throughout the District for the potable system. Staff implemented a new vibration testing program to evaluate the condition of pumping equipment through the detection of defects in pump and motor bearings, etc. to avoid failures. The District contracted Predictive Maintenance Solutions (PDMS) to evaluate the 30 oldest District pumps and motors. The results were very good with only three pieces of equipment requiring minor attention (not requiring immediate repairs). Mr. Steve Matthews of PDMS complimented staff on how well the District's pumps and motors are maintained and indicated in his report to the District that "generally when organizations start a new vibration analysis program, the initial report often contains a relatively high percentage of machines that require immediate attention." Chief of Operations Porras indicated that the compliments should go to the staff of the Pump and Electric Division and noted that the District has already responded to the results of the analysis and will handle the repairs through the District's preventative maintenance cycle.

b) FISCAL YEAR 2010 FIRST QUARTER CAPITAL IMPROVEMENT PROGRAM UPDATE REPORT (RIPPERGER)

Engineering Manager Ron Ripperger presented the first quarter CIP update in which he highlighted the status of CIP expenditures, significant issues and progress milestones on major projects.

He noted that the Fiscal Year 2010 CIP consists of 87 projects totaling \$37.3 million. He indicated that the District's CIP is broken down into four categories:

• Capital Facility Projects	\$28.73 million
• Replacement/Renewal	\$ 6.72 million
• Capital Purchases	\$ 1.83 million
• Developer Reimbursements	<u>\$ 0.00 million</u>
TOTAL:	\$37.30 million

He stated that overall expenditures through the first quarter of Fiscal Year 2010 totaled approximately \$5.3 million, which is approximately 14% of the District's fiscal year budget. He noted that construction change orders were at -.52% overall.

He presented a slide depicting a map showing the District's major CIP projects, their status and their location within the District's service area. He stated, of the eleven projects depicted, one is in the planning stage, two are in design, seven

are in construction and one has been completed and in use. He reviewed the status of the District's flagship projects which included the 36-inch Pipeline from FCF No. 14, 1296-3 Reservoir, 850-4 Reservoir, 1485-1 Pump Station Replacement and 450-1 Reservoir Disinfection Facility.

Engineering Manager Ripperger presented slides which provide the status of the various consultant contracts for planning, design, public services, construction/inspection and environmental. He also presented slides providing a listing of all CIP projects planned for Fiscal Year 2010 and the status of each.

c) **INFORMATIONAL REPORT ON THE STATUS OF THE 36-INCH PIPELINE PROJECT (RIPPERGER)**

Engineering Manager Ripperger introduced Mr. Bryan Lusky, an owner of CCL Contracting, Inc., who is the project manager on the 36-inch pipeline project. He provided an update on the progress of the project and indicated that the board had awarded the construction contract for the pipeline project to CCL Contracting on June 3, 2009. The project is a key component of the County Water Authority's East County Regional Treated Water Improvement Program. It consists of the installation of approximately 5 miles of 36-inch pipe within Rancho San Diego and the City of El Cajon and the replacement of a small portion of 8-inch and 12-inch pipe within Jamacha Road for the recycled system. The construction contract for this project is for approximately \$16 million. The project required two critical permits: 1) Allowing CCL to work during the day time from CalTrans; and 2) a "Take Permit" that will allow the District to continue construction of the pipeline through February 15 in the Cuyamaca College area.

Acquiring the permit that allows the District to work in the day time is an enormous benefit to the project as there was concern of disturbing the community at night with construction noise. The "Take Permit" was also important as it allows the District to construct the pipeline project near an endangered species habitat.

He indicated that the 8-inch and 12-inch pipelines are complete with the exception of tying them into the District's existing system. It is expected that they will be tied into the system in February or March 2010. The plan to date is to complete all work around Cuyamaca College by February 15 and tying the 36-inch pipe into the system in June/July 2010. He presented slides showing the project pipe alignment. The project is anticipated to be completed in August 2010.

Communications Officer Armando Buelna provided the board an update on the status of communications with the public on the project. He indicated that staff and the District's public relations consultant, Marston and Marston, developed a Public Outreach Plan for the project prior to construction commencing. Staff has been implementing the program in the last six to eight months and, thus far, it has been successful. The District has met with Cuyamaca College, Water Conservation Garden, Child Care Center, community HOA's, schools, etc. to

assure that the community is not surprised by the construction and meetings have gone very well.

He stated that one recent success with the public outreach program was an inquiry from Channel 10 reporter, Joe Little, who also happens to be a customer of the Otay Water District. Mr. Little had read a small article that was published in the District's customer newsletter and called the District about doing a story on the 36-inch Pipeline Project. As construction was just about to commence on Jamacha Road, staff felt that it would be an excellent opportunity to advise the community of the construction activity for the 36-inch Pipeline Project and inform them of the overall importance of the East County Regional Treated Water Improvement Program to the broader area. Otay along with the County Water Authority and Helix participated in the television report. The television report was played for the members of the board. Much of the information in Mr. Little's report came directly out of the District's press releases and fact sheets.

As the project moves towards El Cajon, the District will host an open house for the residents and will contact them months prior to construction to hear their concerns.

It was discussed the recent earthquake did not impact District installations or facilities.

REPORTS

21. GENERAL MANAGER'S REPORT

General Manager Watton commended staff who worked on the Salvation Army's Adopt a Family program and other charities during the holidays. He thanked everyone who participated and provided support.

He indicated that the annual employee recognition luncheon is scheduled on Wednesday, January 27, at 1:00 p.m. at the Steele Canyon Golf Course.

He also noted that the District participated in the annual Fall WaterSmart Gardening Festival hosted by the Water Conservations Garden. He stated that attendance of the festival was about the same, however the Water Conservation Garden raised 50% more funding through this event than last year. He stated that plans are still moving forward to identify the Water Conservation Garden as a 501(c)3 organization and making it more self-supporting with an independent governance board. The Garden also plans to hire a professional fundraiser.

He stated that the Chula Vista City Council approved a revised Landscape Water Conservation Ordinance which will apply to all new developments. Staff has been working with the City very closely on the new ordinance. It has been an excellent collaboration and Developers are also in support of the new ordinance.

General Manager Watton indicated that a new directive has been issued by the State requiring that urban per capita water use be reduced by 20% by 2020. He

indicated that it appears the District has already met this goal. Staff anticipates going forward that there will be more conservation. He noted that water sales are below budget by 8% (down from 13%). This is a level that staff feels confident in being able to work through in the budget. Staff will keep the board apprised of the budgets status as we get further into the fiscal year.

He indicated that staff is currently evaluating the charge for water deliveries to Mexico via the delivery agreement under the treaty with Mexico. Staff expects to bring the results of the evaluation at the February committee meetings.

He stated that staff is evaluating the cost of banking services and how current banking services and cost compare to other banking institutions. Information regarding the outcome of the comparison will be presented to the board following the evaluation.

He also shared that the District will be awarded \$2 million more in grants this fiscal year from the U.S. Bureau of Reclamation than had been anticipated. Congressman Filner has been very helpful in acquiring the appropriation from the Federal Government which is split between the agencies in our region. He indicated that as the other agencies are not performing, the monies have been awarded to the District. The District has a fixed amount that it can collect on a grant, however, the District will be able to collect the grant monies more quickly. Overall the District will collect approximately \$12 million.

He indicated that the treatment plant received a surprise inspection visit from Cal-OSHA and received a compliment from the inspector, Mr. Mike Doering. Mr. Doering sent an email to staff indicating, "My first impression of your operation (not having looked at all the documents yet) is that old phrase 'clean as a whistle.' I commend you guys for all that you are doing to prevent a mishap and you are doing so without just blindly switching to hypochlorite, which has its own set of problems. There are some documentary hurdles that one must climb over to be in compliance with PSM and RMP, but once that is achieved and adequate precautions are taken, the use of chlorine can continue without incident. Again, what you have in place at your plant is very impressive." This really commends the District's staff, from the line staff at the treatment plant to the managers and supervisors, and the technology the District has in place.

SAN DIEGO COUNTY WATER AUTHORITY UPDATE:

Director Croucher indicated that the County Water Authority (CWA) is still focused on new sources such as the Carlsbad desalination project (which is moving forward), the conservation of the Bay Delta, etc. The newest issue developing at CWA is the Quantification Settlement Agreement (QSA) litigation matter. General Manager Watton indicated that there are 31 contracts within the QSA agreement. Thirteen of the contracts were litigated in a Sacramento court to prove their validity and the judge had ruled against CWA (this is a tentative ruling at this time). CWA feels that the Judge is fundamentally wrong in his ruling as the assertions that he quoted from areas of the constitution is not relevant to this issue. CWA will be appealing the matter and it is expected that the ruling will

be "stayed" and the water will still flow per the QSA agreement. He will keep the board informed on this issue.

He also noted that he provided information concerning the consumption of each agency as they compare to their CWA allocations. All agencies are doing well against their allocations. A powerpoint is also included which provides an outlook for the water supply in FYs 2011 through 2013. He noted that in FYs 2011 and 2012 that our region is a little exposed to supply issues, but in FY 2013 the QSA water supply will be increased and the water supply picture will improve for CWA. It is felt that we will be fine, but must keep on track with the conservation that we are all doing.

22. DIRECTORS' REPORTS/REQUESTS

Director Breitfelder indicated that he regrets that he was unable to attend the employee holiday dinner due to illness. He reported that the Conservation Action Committee did not meet during the holidays, but discussions at the last meeting shifted to promoting the model ordinance to the various municipalities and appropriate government agencies. The County and the City of San Diego are very close to adopting the new model ordinance. He stated that the Council of Water Utilities and the Water Agencies Association are continuing discussion on merging the two associations and are formalizing the merger through a vote of their membership.

Director Croucher indicated that he had the opportunity to see CCL working on the 36-inch Pipeline Project and had shared with both General Manager Watton and Engineering Manager Ron Ripperger how well the project was going and how well CCL was representing the District in terms of their very minimal disruption to traffic within the area during construction and keeping the construction sites very neat. He thanked staff and CCL for the good work.

Director Lopez indicated that he also apologizes for not being able to attend the employee holiday dinner due to a family event. He reported that he did have the opportunity to participate in the City of Chula Vista's holiday parade on behalf of the District. He also commended District employees, Lincoln Anderson and Vince Brown, for their participation and work on the parade. He stated he was also pleasantly surprised to see a number of Otay employees and their families in attendance of the parade.

Director Robak indicated that in November 2009 he had an opportunity to attend a statewide presentation on the new regulations concerning recycled water at Irvine Ranch Water District. He had an opportunity to speak with many who he has not seen in the last year and it was a productive meeting. He also attended the ACWA conference held in San Diego in early December 2009. He stated that there was a lot of good content and Governor Schwarzenegger spoke on the water bond. He also had an opportunity to speak with Mr. Tim Quinn, Executive Director of ACWA. He indicated that the Water Conservation Garden also held an evening event prior to the holidays and it was very well attended. He indicated that he was very pleased to see the success of the event. He also

shared information with the Water Conservation Garden staff members some grant opportunities that they may have interest in pursuing. He also attended the employee holiday dinner and it was also well attended and he had a very nice time. He wished everyone a Happy New Year.

23. PRESIDENT'S REPORT

President Bonilla indicated that he and staff have been meeting with the group involved in the Rosarito Desalination Project. He indicated that there are still issues to be worked through, but the project is moving forward and progressing well. He indicated that he also attended the employee holiday dinner and that he too had a good time and he felt it was a very good event. He wished everyone a Happy New and that he was looking forward to a tough, but productive year. He stated that indicators suggest that this year will be more challenging than last year. He indicated that he, however, believes that the District is in a position to withstand the struggles that this year will bring. He stated that he was very grateful to Director Croucher for the two years he served as president. He stated that he did an excellent job during these tough times and he is happy to be associated with him and the rest of the board.

24. ADJOURNMENT

With no further business to come before the Board, President Bonilla adjourned the meeting at 5:55 p.m.

President

ATTEST:

District Secretary



AGENDA ITEM 7a

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 2, 2010
SUBMITTED BY:	William E. Granger, Water Conservation Manager <i>WG</i>	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Rom Sarno, Chief of Administrative Services <i>[Signature]</i>		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager of Finance and Administration <i>[Signature]</i>		
SUBJECT:	ADOPT RESOLUTION NO. 4157 AND 4158 AS REQUIRED TO RECEIVE THE U.S. BUREAU OF RECLAMATION'S WATERSMART GRANT FUNDING		

GENERAL MANAGER'S RECOMMENDATION:

That the Board adopt Resolution No. 4157 and No. 4158 in order for the District to be considered for Watersmart grant funding from the U.S. Bureau of Reclamation.

COMMITTEE ACTION: _____

Please see "Attachment A".

PURPOSE:

To adopt Resolution No. 4157 and No. 4158 as required by the U.S. Bureau of Reclamation in order to be considered for grant funding.

ANALYSIS:

The U.S. Bureau of Reclamation (Reclamation) released a Funding Opportunity Announcement in March of 2010, making up to \$10,000,000 in funding available to irrigation and water districts throughout the Western and Midwestern United States. Applications were due on May 4, 2010 and Reclamation required that resolutions be adopted by the District's Board of Directors no later than 30 days after the application deadline, or by June 3rd.

The District submitted two grant proposals to Reclamation asking for up to \$229,375 in funding over two years. The first proposal is titled the "Otay Watersmart Residential Landscape Conversion Project", which is referenced within Resolution No. 4157. The second was titled "Otay Commercial, Industrial and

Institutional Water and Energy Efficiency Project, referenced in Resolution No. 4158.

Otay Watersmart Residential Landscape Conversion Project: The District is asking for \$129,375 over two years. Reclamation funding would be used to increase the District's incentive from \$1 to \$1.50 per square foot of turfgrass replaced with water wise plants. It is anticipated that 60,000 square feet of turfgrass in front yards of single family homes will be replaced through this program in the first year. In addition, Reclamation funding will be used to augment the current \$200 rebate available toward the installation of smart irrigation controllers. Up to an additional \$200 will be available for homeowners who hire a licensed landscape contractor to install and program their controller and up to \$100 will be available to improve a site's irrigation water efficiency. Residential landscapes will be inspected by District staff and minimum irrigation efficiency will be required before the customer is eligible to receive the full smart controller rebate.

If approved, the District would administer all of the residential landscape efficiency programs, which would include the \$3 per rotating nozzle rebate and the \$200 smart controller, both currently funded and administered by Metropolitan's consultant under the So Cal Water Smart Rebate Program. Currently, the District provides \$120 of the \$200 residential smart controller rebate. On a related note, the District will enter into an agreement with the Water Authority and MET to be able to receive reimbursement for the smart controller and rotating nozzle rebates fronted by the District.

Otay Commercial, Industrial and Institutional Water and Energy Efficiency Project:

The District is asking for \$100,000 over two years as referenced in Resolution No. 4158. If funded by Reclamation, the District would double the available funding of commercial process improvements currently funded through our pilot Commercial process improvement program. District staff will administer the program and conduct pre and post retrofit evaluations. The District's commercial, institutional and industrial customers would be eligible to receive up to \$50,000 in total, paid in two installments, based upon the water saved in Hundred Cubic Feet (HCF) multiplied by \$6/HCF over the process life (5 year minimum). Examples of process improvements include installation of an ozone treatment of laundry rinse water, and recycling car wash reverse osmosis water for on-site irrigation.

If funded, these two grants will also help the District meet its 2020 gallon per capita per day targets as required by SB 7 X7 legislation (20% by 2020), signed into law by the Governor in November of 2009. The Otay Watersmart residential grant is expected to save 24.44 acre feet a year or 171 acre feet over the seven year life of the measures, whereas the commercial water efficiency grant is anticipated to save 21.5 acre feet a year or 150 acre feet over the seven year expected life of the measures. The District expects to learn by late summer whether these two grant applications are awarded.

FISCAL IMPACT: _____

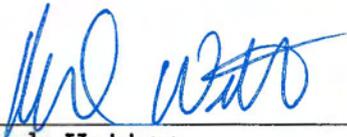
Both the extra expense and the extra revenue for the first year of both grant applications are in the District's FY 2011 budget. If funded by Reclamation, both the extra expense and revenue would also be included in the FY 2012 budget.

STRATEGIC GOAL:

Pursuing this funding is consistent with our "total water saved" performance measure (1.3.102) which is a measure of the water saved through our conservation programs. In FY 2011, our goal is to increase our water saving efforts by another 135 acre-feet.

LEGAL IMPACT: _____

Not applicable.



Mark Watton
General Manager

Attachments: Attachment A - Committee Action
Attachment B - Resolution 4157
Attachment C - Resolution 4158



ATTACHMENT A

SUBJECT/PROJECT:	ADOPT RESOLUTION NO. 4157 AND 4158 AS REQUIRED TO RECEIVE THE U.S. BUREAU OF RECLAMATION'S WATERSMART GRANT FUNDING
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on May 19, 2010 and the following comments were made:

- The District has submitted two WaterSMART grant proposals totaling \$229,375 (for funding in the next two fiscal years) to the United States Bureau of Reclamation.
- It was discussed that the deadline for the submittal of the grant applications was May 4. Staff had submitted the District's application on April 30th. In order for the District to be considered for the grants, the District must adopt resolutions of support no later than 30 days after the application deadline or by June 3rd.
- The first resolution is for the Otay WaterSmart Residential Landscape Program. Staff is requesting 37% of the funding for this program from the Bureau of Reclamation. If the District is successful in acquiring the funding, it would increase the District's incentive from \$1 to \$1.50 per square foot of front lawn turf grass that is replaced by water wise plants. The funding would also be used to augment the smart controller rebate program. Currently, the District provides a \$120 rebate and funding from the grant would provide an additional rebate of up to \$200 to customers who hire a licensed landscape contractor to install their controller and up to \$100 will be available for improving their landscapes irrigation efficiency. The District would administer all residential landscape efficiency programs and acquire reimbursement from Metropolitan Water District for the

funding they provide for these programs through San Diego County Water Authority.

- The second resolution is for the Commercial Process Improvement Program which is currently a pilot program in this years budget and has also been included in next year's budget. The District is applying for a \$100,000 grant over a two year period which will provide 42% of the funding for the program. If successful in acquiring this grant, it would double funding available for this program. This program is available to commercial, industrial and institutional businesses who have identified a process improvement plan that will provide water savings. The program will be administered by the District.
- Savings from the two programs would equal 46 acre feet a year. The District will be notified at the end of June or early July if it is successful in acquiring the grants. The District has budgeted for the extra expense and revenue in the FY 2011 budget and, as it is a two year request, the program would be included in the FY 2012 budget as well.
- It was noted that the grants are "matching funds" grants and the more the District contributes, the more likely it will get funded. Also, as they are matching funds grants, as was noted earlier, the District has included funding in the FY 2011 budget for the additional expenses for the residential and commercial conservation programs in anticipation of receiving the grants. If the grants are not received, then the District's budget will be a little high in FY 2011.

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

RESOLUTION NO. 4157

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OTAY WATER DISTRICT IDENTIFYING THE GENERAL MANAGER AS THE AUTHORIZED OFFICIAL TO COMMIT OTAY WATER DISTRICT TO FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH THE POTENTIAL RECEIPT OF FINANCIAL ASSISTANCE UNDER THE UNITED STATES DEPARTMENT OF INTERIOR, BUREAU OF RECLAMATION WaterSMART: WATER AND ENERGY EFFICIENCY GRANTS FOR FY 2010 FOR THE DISTRICT'S WATER SMART RESIDENTIAL CONVERSION PROGRAM

WHEREAS, the Otay Water District (District) is a public agency providing water, sewer, and recycled services to a population of approximately 203,000 within approximately 125 square miles of southeastern San Diego County, including the communities of Spring Valley, La Presa, Rancho San Diego, Jamul, eastern Chula Vista and Otay Mesa; and

WHEREAS, the District's mission is to deliver safe, reliable, and affordable water service; and

WHEREAS, there is increasing water resource challenges across the nation and the conservation of water is needed to meet the water supply needs of our region; and

WHEREAS, the President of the United States signed into law The American Recovery and Investment Act of 2009 funding the United States Department of Interior, Bureau of Reclamation Challenge Grant Program: WaterSMART: Water and Energy Efficiency Grants for FY 2010; and

WHEREAS, the District supports the submittal of an application for financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010; and

WHEREAS, the District identifies the General Manager as the official with legal authority to enter into a potential cooperative grant agreement to receive financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010; and

WHEREAS, the District has approved in its FY 2011 budget the resources to provide for both the hours of in-kind services as well as its share of the funding as outlined in its submitted funding plan; and

WHEREAS, the District will work with the United States Department of Interior, Bureau of Reclamation to meet established deadlines for entering into a potential cooperative grant agreement, and

WHEREAS, the grant funding will be used to enhance the incentive rebates of the District's Residential Water Conservation Programs and will also assist the District in meeting its 2020 gallon per capita per day targets as required by SB 7 X7 legislation (20% by 2020), signed into law by the Governor of California in November 2009; and

WHEREAS, through the assistance of the grant it is expected that the District will save, through the

residential conservation program alone, approximately 24.44 acre feet a year or 171 acre feet over the seven year life of the measure; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED, AND ORDERED, by the Board of Directors of the Otay Water District that 1) The General Manager is the official with legal authority to enter into a potential cooperative grant agreement for receipt of financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010, 2) It supports the submittal of an application for financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010, 3) The District has identified in its FY 2011 budget the resources to provide the in-kind services and funding as outlined in its funding plan, and 4) The District will work with the United States Department of Interior, Bureau of Reclamation to meet established deadlines for entering into a potential cooperative grant agreement.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the Bureau of Reclamation, Acquisition Operations Group, Attn: Stephanie Bartlett, Mail Code: 84-27810, PO BOX 25007, Denver, CO 80225 forthwith.

PASSED, APPROVED AND ADOPTED by the Board of Directors
of Otay Water District at a regular meeting held this 2nd
day of June, 2010 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

District Secretary

RESOLUTION NO. 4158

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OTAY WATER DISTRICT IDENTIFYING THE GENERAL MANAGER AS THE AUTHORIZED OFFICIAL TO COMMIT OTAY WATER DISTRICT TO FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH THE POTENTIAL RECEIPT OF FINANCIAL ASSISTANCE UNDER THE UNITED STATES DEPARTMENT OF INTERIOR, BUREAU OF RECLAMATION WATERSMART: WATER AND ENERGY EFFICIENCY GRANTS FOR FY 2010 FOR THE DISTRICT'S COMMERCIAL WATER CONSERVATION PROGRAM

WHEREAS, the Otay Water District (District) is a public agency providing water, sewer, and recycled services to a population of approximately 203,000 within approximately 125 square miles of southeastern San Diego County, including the communities of Spring Valley, La Presa, Rancho San Diego, Jamul, eastern Chula Vista and Otay Mesa; and

WHEREAS, the District's mission is to deliver safe, reliable, and affordable water service; and

WHEREAS, there is increasing water resource challenges across the nation and the conservation of water is needed to meet the water supply needs of our region; and

WHEREAS, the President of the United States signed into law The American Recovery and Investment Act of 2009 funding the United States Department of Interior, Bureau of Reclamation Challenge Grant Program: WaterSMART: Water and Energy Efficiency Grants for FY 2010; and

WHEREAS, the District supports the submittal of an application for financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010; and

WHEREAS, the District identifies the General Manager as the official with legal authority to enter into a potential cooperative grant agreement to receive financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010; and

WHEREAS, the District has approved in its FY 2011 budget the resources to provide for both the hours of in-kind services as well as its share of the funding as outlined in its submitted funding plan; and

WHEREAS, the District will work with the United States Department of Interior, Bureau of Reclamation to meet established deadlines for entering into a potential cooperative grant agreement, and

WHEREAS, the grant funding will be used to enhance (double) the funding available for commercial process improvements which is currently funded through the District' pilot commercial process improvement program; and will also assist the District in meeting its 2020 gallon per capita per day targets as required by SB 7 X7 legislation (20% by 2020), signed into law by the Governor of California in November 2009; and

WHEREAS, through the assistance of the grant it is expected that the District will save, through the commercial conservation program alone, approximately 21.5 acre feet a year or 150 acre feet over the seven year life of the measure; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED, AND ORDERED, by the Board of Directors of the Otay Water District that 1) The General Manager is the official with legal authority to enter into a potential cooperative grant agreement for receipt of financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010, 2) It supports the submittal of an application for financial assistance under the WaterSMART: Water and Energy Efficiency Grants for FY 2010, 3) The District has identified in its FY 2011 budget the resources to provide the in-kind contributions and funding as specified within its funding plan, and 4) The District will work with the United States Department of Interior, Bureau of Reclamation to meet established deadlines for entering into a potential cooperative grant agreement.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the Bureau of Reclamation, Acquisition

Operations Group, Attn: Stephanie Bartlett, Mail Code: 84-27810, PO BOX 25007, Denver, CO 80225 forthwith.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Otay Water District at a regular meeting held this 2nd day of June, 2010 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

President

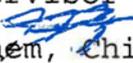
ATTEST:

District Secretary



AGENDA ITEM 7b

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 2, 2010
SUBMITTED BY:	Sean Prendergast,  Payroll/AP Supervisor	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief):	Joseph R. Beachem,  Chief Financial Officer		
APPROVED BY: (Asst. GM):	German Alvarez,  Assistant General Manager, Administration and Finance		
SUBJECT:	Director's Expenses for the 3rd Quarter of Fiscal Year 2010		

GENERAL MANAGER'S RECOMMENDATION:

This is an informational item only.

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To inform the Board of the Director's expenses for the 3rd quarter of Fiscal Year 2010.

ANALYSIS:

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

FISCAL IMPACT: 

None.

STRATEGIC GOAL:

Prudently manage District funds.

LEGAL IMPACT: _____

Compliance with State law.



General Manager

Attachments:

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



ATTACHMENT A

SUBJECT/PROJECT:	Director's Expenses for the 3rd Quarter of Fiscal Year 2010
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COMMITTEE ACTION:

This item was presented to the Finance, Administration and Communications Committee at a meeting held on May 19, 2010. The expenses for each director from January 1, 2010 thru March 31, 2010 was presented. It was indicated that the total expenditure for the period was \$3,773.20 and, thus far, for fiscal year 2010, the total expenditure was \$13,465.80. It was noted that the District has just received the March 2010 per diem requests for Directors Lopez and Robak and staffs' report will be revised to include their per diem requests for March 2010. Following the discussion, the committee recommended that this item be presented to the full board on the consent calendar.

General Manager

Attachments:

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

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

**BOARD OF DIRECTORS' MEETING
JUNE 2, 2010**

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

- Fiscal Year 2010, 3rd Quarter.
- The expenses are shown in detail by Board member, month and expense type.
- This presentation is in alphabetical order.
- This information was presented to the Finance, Administration, and Communications Committee on May 19, 2010.

Board of Directors' Expenses and Per-Diems
Fiscal Year 2010 Quarter 3 (Jan 10- Mar 10)

• Director Bonilla	\$20.00
• Director Breitfelder	\$1,627.70
• Director Croucher	\$1,200.00
• Director Lopez	\$760.00
• Director Robak	<u>\$490.50</u>
• Total	\$4,098.20

Director Bonilla

Fiscal Year 2010 Quarter 3

	Jan 10	Feb 10	Mar 10
Business Meetings	0.00	0.00	0.00
Director's Fees	0.00	0.00	0.00
Mileage Business	0.00	0.00	0.00
Mileage Commuting	0.00	0.00	0.00
Seminars and Travel	0.00	0.00	0.00
Monthly Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Quarterly Total			<u>\$0.00</u>

Fiscal Year-to-Date 2009 (Jul 09-Mar 10)	\$20.00
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Director Bonilla does not request per diem reimbursements

Meetings Attended			
Meetings Paid			

Director Breitfelder

Fiscal Year 2010 Quarter 3

	Jan 10	Feb 10	Mar 10
Business Meetings	0.00	25.00	25.00
Director's Fees	400.00	400.00	500.00
Mileage Business	40.00	61.50	78.50
Mileage Commuting	34.00	34.00	30.00
Seminars and Travel	0.00	0.00	0.00
Monthly Totals	<u>474.00</u>	<u>520.20</u>	<u>633.50</u>
Quarterly Total			<u>\$1,627.70</u>

Fiscal Year-to-Date 2009 (Jul 09-Mar 10)	\$4,374.30
-------------------------------------------------	-------------------

Meetings Attended	4	4	5
Meetings Paid	4	4	5

Director Croucher

Fiscal Year 2010 Quarter 3

	Jan 10	Feb 10	Mar 10
Business Meetings	0.00	0.00	0.00
Director's Fees	400.00	200.00	600.00
Mileage Business	0.00	0.00	0.00
Mileage Commuting	0.00	0.00	0.00
Seminars and Travel	0.00	0.00	0.00
Monthly Totals	<u>400.00</u>	<u>200.00</u>	<u>600.00</u>
Quarterly Total			<u>\$1,200.00</u>

Fiscal Year-to-Date 2009 (Jul 09-Mar 10)	\$3,300.00
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Meetings Attended	5	2	6
Meetings Paid	4	2	6

Director Lopez

Fiscal Year 2010 Quarter 3

	Jan 10	Feb 10	Mar 10
Business Meetings	0.00	0.00	0.00
Director's Fees	300.00	200.00	200.00
Mileage Business	0.00	0.00	0.00
Mileage Commuting	20.00	20.00	20.00
Seminars and Travel	0.00	0.00	0.00
Monthly Totals	<u>320.00</u>	<u>220.00</u>	<u>220.00</u>
Quarterly Total			<u>\$760.00</u>

Fiscal Year-to-Date 2009 (Jul 09-Mar 10)	\$2,627.10
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Meetings Attended	3	2	2
Meetings Paid	3	2	2

Director Robak

Fiscal Year 2010 Quarter 3

	Jan 10	Feb 10	Mar 10
Business Meetings	20.00	25.00	0.00
Director's Fees	100.00	200.00	100.00
Mileage Business	3.00	33.50	3.00
Mileage Commuting	2.00	2.00	2.00
Seminars and Travel	0.00	0.00	0.00
Monthly Totals	<u>125.00</u>	<u>260.50</u>	<u>105.00</u>
Quarterly Total			<u>\$490.50</u>

Fiscal Year-to-Date 2009 (Jul 09-Mar 10)	\$3,469.40
-------------------------------------------------	-------------------

Meetings Attended	4	4	1
Meetings Paid	1	2	1

Board of Directors' Expenses and Per Diems
Fiscal Year 2010 to Date (Jul 09- Mar 10)

• Director Bonilla	\$20.00
• Director Breitfelder	\$4,374.30
• Director Croucher	\$3,300.00
• Director Lopez	\$2,627.10
• Director Robak	<u>\$3,469.40</u>
• Total	\$13,790.80

Board of Directors' Expenses and Per Diems
***Projected Fiscal Year 2010 (Jul 09- Jun 10)**

• Director Bonilla	\$ 40.00
• Director Breitfelder	\$ 5,832.00
• Director Croucher	\$ 4,400.00
• Director Lopez	\$ 3,502.00
• Director Robak	<u>\$ 4,625.00</u>
• Total	\$ 18,399.00

- *Based on actual expenses through 3rd quarter

**OTAY WATER DISTRICT
ADMINISTRATIVE EXPENSES - BOARD
July 1, 2009 - March 31, 2010**

		<u>Jul-09</u>	<u>Aug-09</u>	<u>Sep-09</u>	<u>Oct-09</u>	<u>Nov-09</u>	<u>Dec-09</u>	<u>Jan-10</u>	<u>Feb-10</u>	<u>Mar-10</u>	<u>Apr-10</u>	<u>May-10</u>	<u>Jun-10</u>	Total
JAIME BONILLA (DETAILED IN SECTION D):														
5214	Business meetings	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.00
5281	Director's fees	-	-	-	-	-	-	-	-	-	-	-	-	-
5211	Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5211	Mileage - Commuting	-	-	-	-	-	-	-	-	-	-	-	-	-
5213	Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ 20.00						

LARRY BREITFELDER (DETAILED IN SECTION E):														
5214	Business meetings	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ 84.00	\$ 25.00	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ 209.00
5281	Director's fees	600.00	-	300.00	500.00	500.00	200.00	400.00	400.00	500.00	-	-	-	3,400.00
5211	Mileage - Business	22.00	-	22.00	90.20	112.20	46.20	40.00	61.50	78.50	-	-	-	472.60
5211	Mileage - Commuting	82.50	-	37.40	37.40	18.70	18.70	34.00	34.00	30.00	-	-	-	292.70
5213	Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	\$ 704.50	\$ 25.00	\$ 384.40	\$ 627.60	\$ 714.90	\$ 289.90	\$ 474.00	\$ 520.50	\$ 633.50	\$ -	\$ -	\$ -	\$ 4,374.30

GARY D. CROUCHER (DETAILED IN SECTION F):														
5214	Business meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5281	Director's fees	500.00	-	300.00	600.00	500.00	200.00	400.00	200.00	600.00	-	-	-	3,300.00
5211	Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5211	Mileage - Commuting	-	-	-	-	-	-	-	-	-	-	-	-	-
5213	Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	\$ 500.00	\$ -	\$ 300.00	\$ 600.00	\$ 500.00	\$ 200.00	\$ 400.00	\$ 200.00	\$ 600.00	\$ -	\$ -	\$ -	\$ 3,300.00

JOSE LOPEZ (DETAILED IN SECTION G):														
5214	Business meetings	\$ -	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45.00
5281	Director's fees	300.00	500.00	300.00	400.00	100.00	100.00	300.00	200.00	200.00	-	-	-	2,400.00
5211	Mileage - Business	-	13.20	-	20.90	-	-	-	-	-	-	-	-	34.10
5211	Mileage - Commuting	22.00	33.00	11.00	11.00	11.00	-	20.00	20.00	20.00	-	-	-	148.00
5213	Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	\$ 322.00	\$ 546.20	\$ 311.00	\$ 476.90	\$ 111.00	\$ 100.00	\$ 320.00	\$ 220.00	\$ 220.00	\$ -	\$ -	\$ -	\$ 2,627.10

MARK ROBAK (DETAILED IN SECTION H):														
5214	Business meetings	\$ 20.00	\$ 20.00	\$ 20.00	\$ 200.00	\$ -	\$ 640.00	\$ 20.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ 945.00
5281	Director's fees	200.00	300.00	200.00	200.00	200.00	500.00	100.00	200.00	100.00	-	-	-	2,000.00
5211	Mileage - Business	20.35	45.10	3.30	18.70	101.75	121.30	3.00	33.50	3.00	-	-	-	350.00
5211	Mileage - Commuting	2.20	4.40	2.20	4.40	2.20	-	2.00	2.00	2.00	-	-	-	21.40
5213	Seminars and conferences	-	50.00	15.00	-	-	88.00	-	-	-	-	-	-	153.00
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	\$ 242.55	\$ 419.50	\$ 240.50	\$ 423.10	\$ 303.95	\$ 1,349.30	\$ 125.00	\$ 260.50	\$ 105.00	\$ -	\$ -	\$ -	\$ 3,469.40

TOTALS:														
5214	Business meetings	\$ 20.00	\$ 45.00	\$ 45.00	\$ 245.00	\$ 104.00	\$ 665.00	\$ 20.00	\$ 50.00	\$ 25.00	\$ -	\$ -	\$ -	\$ 1,219.00
5281	Director's fees	1,600.00	800.00	1,100.00	1,700.00	1,300.00	1,000.00	1,200.00	1,000.00	1,400.00	-	-	-	11,100.00
5211	Mileage - Business	42.35	58.30	25.30	129.80	213.95	167.50	43.00	95.00	81.50	-	-	-	856.70
5211	Mileage - Commuting	106.70	37.40	50.60	52.80	31.90	18.70	56.00	56.00	52.00	-	-	-	462.10
5213	Seminars and conferences	-	50.00	15.00	-	-	88.00	-	-	-	-	-	-	153.00
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	\$ 1,769.05	\$ 990.70	\$ 1,235.90	\$ 2,127.60	\$ 1,649.85	\$ 1,939.20	\$ 1,319.00	\$ 1,201.00	\$ 1,558.50	\$ -	\$ -	\$ -	\$ 13,790.80

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: BONILLA, JAIME

ATTACHMENT D

Account Name	Date	Descriptions	SECTION D Amount
Business meetings	11/19/2009	MEXICAN AMERICAN PROFESSIONAL ASSOCIATION EVENT	\$ 20.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: BREITFELDER, LARRY

ATTACHMENT E

Account Name	Date	Descriptions	SECTION E Amount
Business meetings	8/18/2009	COUNCIL OF WATER UTILITIES	\$ 25.00
	9/15/2009	COUNCIL OF WATER UTILITIES	25.00
	11/17/2009	COUNCIL OF WATER UTILITIES	25.00
	11/19/2009	CALIFORNIA SPECIAL DISTRICTS	39.00
		MEXICAN AMERICAN PROFESSIONAL ASSOCIATION EVENT	20.00
	12/15/2009	COUNCIL OF WATER UTILITIES	25.00
	2/16/2010	COUNCIL OF WATER UTILITIES	25.00
	3/16/2010	COUNCIL OF WATER UTILITIES	<u>25.00</u>
Business meetings Total			<u>209.00</u>
Director's Fee	7/1/2009	REGULAR BOARD OF DIRECTORS MEETING	<u>100.00</u>
	7/6/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	7/7/2009	INTRA SITE TOUR - DISTRICT FACILITY SITE (1296-3 RESERVOIR)	100.00
	7/10/2009	AD HOC LEGAL MATTERS COMMITTEE MEETING	100.00
	7/20/2009	GM REVIEW - AGENDA BRIEFING	100.00
	7/27/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	9/2/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/15/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	9/28/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	10/5/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	10/7/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/15/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	10/20/2009	COUNCIL OF WATER UTILITIES	100.00
	10/21/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	11/3/2009	CADS BOARD OF DIRECTORS MEETING	100.00
	11/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/9/2009	CONSERVATION ACTION COMMITTEE MEETING	100.00
	11/17/2009	COUNCIL OF WATER UTILITIES	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: BREITFELDER, LARRY

ATTACHMENT E

Account Name	Date	Descriptions	SECTION E Amount
	11/19/2009	CADS BOARD OF DIRECTORS MEETING	100.00
	12/2/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	12/15/2009	COUNCIL OF WATER UTILITIES	100.00
	1/6/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/11/2010	CONSERVATION ACTION COMMITTEE MEETING	100.00
	1/13/2010	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	1/19/2010	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	2/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/10/2010	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	2/16/2010	COUNCIL OF WATER UTILITIES	100.00
	2/19/2010	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	3/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/8/2010	CONSERVATION ACTION COMMITTEE MEETING	100.00
	3/10/2010	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	3/16/2010	COUNCIL OF WATER UTILITIES	100.00
	3/18/2010	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
Director's Fee Total			3,400.00
Mileage - Business	7/31/2009	MEETING - JULY 6, 2009	22.00
	9/28/2009	MEETING - SEPT. 15, 2009	22.00
	10/31/2009	MEETING - OCT. 5, 20 & 21, 2009	90.20
	11/30/2009	MEETING - NOV. 3, 9, 17 & 19, 2009	112.20
	12/31/2009	MEETING - DEC. 15, 2009	46.20
	1/31/2010	MEETING - JAN. 11 & 13, 2010	40.00
	2/28/2010	MEETING - FEB. 10 & 16 2010	61.50
	3/31/2010	MEETING - MARCH 8, 10 & 16, 2010	78.50
Mileage - Business Total			472.60
Mileage - Commuting	7/31/2009	MEETING - JULY 1, 7, 10, 20 & 27, 2009	82.50
	9/28/2009	MEETING - SEPT. 2 & 28, 2009	37.40
	10/31/2009	MEETING - OCT. 7 & 15, 2009	37.40
	11/30/2009	MEETING - NOV. 4, 2009	18.70
	12/31/2009	MEETING - DEC. 2, 2009	18.70
	1/31/2010	MEETING - JAN. 6 & 19 2010	34.00
	2/28/2010	MEETING - FEB. 3 & 19 2010	34.00
	3/31/2010	MEETING - MARCH 3, 8, 10, 16 & 18, 2010	30.00
Mileage - Commuting Total			292.70
Grand Total			\$ 4,374.30

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: CROUCHER, GARY

Account Name	Date	Descriptions	ATTACHMENT F SECTION F Amount
Director's Fee	7/1/2009	REGULAR BOARD OF DIRECTORS MEETING	\$ 100.00
	7/7/2009	INTRA SITE TOUR - DISTRICT FACILITY SITE (1296-3 RESERVOIR)	100.00
	7/10/2009	LEGAL AD HOC COMMITTEE	100.00
	7/27/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	7/30/2009	AGENDA REVIEW WITH GM AND COUNCIL	100.00
	9/17/2009	GM REVIEW - AGENDA BRIEFING	100.00
	9/28/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	9/30/2009	WATER RATES AD HOC COMMITTEE MEETING	100.00
	10/6/2009	GM - COMMITTEE AGENDA REVIEW	100.00
	10/7/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/8/2009	OTAY WATER DISTRICT AUDIT REVIEW	100.00
	10/14/2009	WATER CONSERVATION JPA MEETING	100.00
	10/15/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	10/30/2009	COMMITTEE AGENDA BRIEFING MEETING WITH GENERAL MANAGER	100.00
	11/2/2009	MEETING WITH STAFF TO SIGN DOCUMENTS FOR BOND REFINANCING CLOSING	100.00
	11/3/2009	CADS BOARD OF DIRECTORS MEETING	100.00
	11/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/19/2009	SAN DIEGO CADS QUARTERLY MEETING	100.00
	11/30/2009	COMMITTEE AGENDA BRIEFING MEETING WITH GENERAL MANAGER	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: CROUCHER, GARY

Account Name	Date	Descriptions	ATTACHMENT F SECTION F Amount
	12/2/2009	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	12/30/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/6/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/19/2010	CSDA BOARD OF DIRECTORS MEETING	100.00
	1/21/2010	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	1/25/2010	LEGAL AD HOC COMMITTEE	100.00
	2/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/22/2010	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	3/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/10/2010	WATER CONSERVATION JPA MEETING	100.00
	3/22/2010	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	3/23/2010	MEETING WITH LEGAL COUNCIL - DESALINATION ISSUES	100.00
	3/30/2010	CSDA BOARD OF DIRECTORS MEETING	100.00
	3/31/2010	LEGAL AD HOC COMMITTEE	100.00
Director's Fee Total			<u>\$ 3,300.00</u>
Grand Total			<u><u>\$ 3,300.00</u></u>

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: LOPEZ, JOSE

Account Name	Date	Descriptions	ATTACHMENT G SECTION G Amount
Business meetings	10/8/2009	WATER AGENCIES ASSOCIATION	\$ 45.00
Business meetings Total			<u>45.00</u>
Director's Fee	7/1/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	7/8/2009	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	7/22/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	8/5/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/10/2009	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	8/24/2009	SPECIAL REGULAR BOARD MEETING	100.00
	8/25/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	8/31/2009	GM REVIEW - AGENDA BRIEFING	100.00
	9/2/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/14/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	9/28/2009	CHULA VISTA WATER TASK FORCE	100.00
	10/7/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/14/2009	WATER CONSERVATION JPA MEETING	100.00
	10/15/2009	WATER AGENCIES ASSOCIATION	100.00
	10/19/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	11/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	12/14/2009	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	1/6/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/21/2010	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	1/25/2010	CHULA VISTA WATER TASK FORCE	100.00
	2/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/22/2010	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
	3/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/22/2010	ENGINEERING, OPERATIONS AND WATER RESOURCES COMMITTEE MEETING	100.00
Director's Fee Total			<u>2,400.00</u>

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: LOPEZ, JOSE

**ATTACHMENT G
SECTION G
Amount**

Account Name	Date	Descriptions	Amount
Mileage - Business	8/31/2009	MEETING - AUG. 10, 2009	13.20
	10/15/2009	MEETING - OCT. 15, 2009	20.90
Mileage - Business Total			<u>34.10</u>
Mileage - Commuting	7/31/2009	MEETING - JULY 1 & 22, 2009	22.00
	8/31/2009	MEETING - AUG. 5, 24, & 25 2009	33.00
	9/30/2009	MEETING - SEPT. 2, 2009	11.00
	10/7/2009	MEETING - OCT. 7, 2009	11.00
	11/4/2009	MEETING - NOV. 4, 2009	11.00
	1/31/2010	MEETING - JAN. 6 & 21, 2010	20.00
	2/28/2010	MEETING - FEB. 03 & 22, 2010	20.00
	3/31/2010	MEETING - MARCH 3 & 22, 2010	<u>20.00</u>
Mileage - Commuting Total			<u>148.00</u>
Grand Total			<u><u>\$ 2,627.10</u></u>

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: ROBAK, MARK

Account Name	Date	Descriptions	ATTACHMENT H SECTION H Amount
Business meetings	7/10/2009	THE CHAMBER SAN DIEGO EAST COUNTY	\$ 20.00
	8/7/2009	SAN DIEGO EAST COUNTY CHAMBER OF COMMERCE	20.00
	9/11/2009	SAN DIEGO EAST COUNTY CHAMBER OF COMMERCE	20.00
	10/2/2009	SAN DIEGO EAST COUNTY CHAMBER OF COMMERCE	200.00
	12/3/2009	SAN DIEGO EAST COUNTY CHAMBER HOLIDAY MIXER & OPEN HOUSE	15.00
	12/4/2009	REGISTRATION ASSOCIATION OF CALIFORNIA WATER AGENCIES DEC.1-4, 2009	625.00
	1/18/2010	SAN DIEGO EAST COUNTY CHAMBER OF COMMERCE	20.00
	2/16/2010	COUNCIL OF WATER UTILITIES	25.00
Business meetings Total			945.00
Director's Fee	7/1/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	7/9/2009	SAN VICENTE DAM RAISE CEREMONY	100.00
	8/5/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/19/2009	WATER REUSE SAN DIEGO CHAPTER MEETING	100.00
	8/24/2009	SPECIAL REGULAR BOARD MEETING	100.00
	9/2/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/3/2009	GM REVIEW - DISCUSSION OF GENERAL BUSINESS GOALS & OBJECTIVES FOR NEW YEAR	100.00
	10/7/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/29/2009	CELEBRATION OF LIFE - WATER CONSERVATION GARDEN	100.00
	11/4/2009	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/6/2009	WATER REUSE WORKSHOP IRVINE RANCH WATER DISTRICT	100.00
	12/10/2009	WATER REUSE SAN DIEGO CHAPTER MEETING	100.00
	12/31/2009	AQUA BI-YEARLY CONVENTION IN SAN DIEGO DEC. 1- 4, 2009	400.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: ROBAK, MARK

Account Name	Date	Descriptions	ATTACHMENT H SECTION H Amount
	1/6/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/16/2010	COUNCIL OF WATER UTILITIES	100.00
	3/3/2010	REGULAR BOARD OF DIRECTORS MEETING	100.00
Director's Fee Total			<u>2,000.00</u>
Mileage - Business	7/31/2009	MEETING - JULY 6 & 31, 2009	20.35
	8/31/2009	MEETING - AUG. 5, 19 & 24 2009	45.10
	9/2/2009	MEETING - SEPTEMBER 2, 2009	3.30
	10/31/2009	MEETING - OCT. 7, 15 & 26 2009	18.70
	11/30/2009	MEETING - NOV. 4 & 6, 2009	101.75
	12/31/2009	MEETING - DEC. 1 - 4 & 10, 2009	80.30
		PARKING - TOWN & COUNTRY CONVENTION CENTER DEC. 1-4, 2009	41.00
	1/31/2010	MEETING - JAN. 6, 2010	3.00
	2/28/2010	MEETING - FEB. 3 & 16, 2010	33.50
	3/3/2010	MEETING - MARCH 3, 2010	3.00
Mileage - Business Total			<u>350.00</u>
Mileage - Commuting	7/31/2009	MEETING - JULY 1, 2009	2.20
	8/31/2009	MEETING - AUG. 5 & 24 2009	4.40
	9/2/2009	MEETING - SEPTEMBER 2, 2009	2.20
	10/31/2009	MEETING - OCT. 7 & 29, 2009	4.40
	11/30/2009	MEETING - NOV. 4, 2009	2.20
	1/31/2010	MEETING - JAN. 6, 2010	2.00
	2/28/2010	MEETING - FEB. 3, 2010	2.00
	3/3/2010	MEETING - MARCH 3, 2010	2.00
Mileage - Commuting Total			<u>21.40</u>

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2009 THROUGH MARCH 31, 2010**

DIRECTOR'S NAME: ROBAK, MARK

**ATTACHMENT H
SECTION H
Amount**

Account Name	Date	Descriptions	Amount
Seminars and confere	8/21/2009	SAN DIEGO EAST COUNTY - WATER CONSERVATION POLITICS IN PARADISE	50.00
	9/25/2009	THE RANCHO SAN DIEGO-JAMUL BREAKFAST MEETING	15.00
	12/1/2009	ACWA 2009 FALL CONFERENCE & EXHIBITION REGISTRATION	73.00
	12/11/2009	RANCHO SAN DIEGO-JAMUL CHAMBER OF COMMERCE	15.00
Seminars and conferences Total			153.00
Grand Total			\$ 3,469.40



AB000-1B1000-2101-528101
AB000-1B1000-2101-521102

400.00
34.00
EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Larry Breitfelder

Period Covered: Jan 1 to Jan 31, 2010

Employee Number: 7013

From: 1/1/10 To: 1/31/10

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE	
				HOME to OWD OWD to HOME	OTHER LOCATIONS
1.	1/6/10	OWD Board Meeting	OWD Board Meeting	34	
2.	1/11/10	CAC	Conservation Action Committee		40
3.	1/13/10	WCG Board Meeting	Water Conservation Garden Board Meeting		40
4.	1/19/10	FA&C Committee	OWD Finance, Admin & Communications Committee	34	
5.					
6.					
7.					
8.				0.*	
9.				100.00x	
10.				4.=	
11.				400.00*	
12.				0.*	
13.				34.+	
14.				34.+	
15.				68.*	
				68.x	
				0.50=	
				34.00*	

Per Diem

Mileage

Total Meeting Per Diem: \$400.00
(\$100 per meeting)

Total Mileage Claimed: 148 miles

Larry Breitfelder

(Director's Signature)

President's Approval:

GM Receipt:

[Handwritten Signature]

Date:

3/18/10

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

R 23 PM 3:11

4.9.10



HB 000-1B1000.2101-528101
HB 000-1B1000.2101 521102

400.00
34.00
EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Larry Breitfelder

Period Covered: Feb 1 to Feb 28, 2010

Employee Number: 7013

From: 2/1/10 To: 2/28/10

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1.	2/3/10	OWD Board Meeting	OWD Board of Directors Meeting	34	
2.	2/10/10	WCG Board Meeting	Water Conservation Garden Board Meeting		40
3.	2/16/10	COWU	Council of Water Utilities		83
4.	2/19/10	FA&C Committee	OWD Finance, Admin & Communications Committee	34	
5.					
6.					
7.					
8.					
9.					
10.				0.*	
11.				100.00x	
12.				4.=	
13.				400.00*	
14.				0.*	
15.				34.+	
16.				34.+	
17.				68.*	
18.				68.x	

Per Items

Mileage

Total Meeting Per Diem: \$400.00
(\$100 per meeting)

0.50=
34.00*

Total Mileage Claimed: 191 miles

Larry Breitfelder

(Director's Signature)

President's Approval: *[Signature]*

GM Receipt: _____

Date: 3/18/10

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

4/20
499.10

23 PM 3:11



EXHIBIT B

**OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM**

Pay To: Larry Breitfelder

Period Covered: Mar 1 – Mar 31, 2010

Employee Number: 7013

From: 3/1/10 To: 3/31/10

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1.	3/3/10	OWD Board Meeting	OWD Board of Directors Meeting	30	
2.	3/8/10	CAC	Conservation Action Committee		40
3.	3/10/10	WCG Board Meeting	Water Conservation Garden Board Meeting		34
4.	3/16/10	COWU	Council of Water Utilities		83
5.	3/18/10	OWD FA&C Committee	OWD Finance, Admin & Communications Committee	30	
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Total Meeting Per Diem: \$500.00
(\$100 per meeting)

Total Mileage Claimed: 217 miles



(Director's Signature)

GM Receipt: 

Date: 5.10.2010

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AB 000. 1B 4000. 2101. 528101 300.00
 AB 000. 1B 4000. 2101. 521102 20.00

EXHIBIT B

MAR 15 2010

OTAY WATER DISTRICT
 BOARD OF DIRECTORS
 PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 01/01/10 To: 01/31/10

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	01/06/10	OWD	Board Meeting	20	
✓ 2.	01/21/10	OWD	Eng & OPs Committee Meeting	20	
✓ 3.	1/25/10 05/21/09	OWD	CV Water Task Force	0	
4.					
5.					
6.					
7.					
8.				0.*	
9.				100.00x	
10.				3.*	
11.				300.00*	
12.				0.*	
13.				20.+	
14.				20.+	
15.				40.*	
16.				40.x	
17.				0.50=	
18.				20.00*	

Per diem

Mileage

Total Meeting Per Diem: \$300
 (\$100 per meeting)

Total Mileage Claimed: 40 miles

(Director's Signature)

GM Receipt:

Date: 3.16.2010

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

*✓ MD
3.26.10*

110000 - 184000 - 2101 - 521101
 110000 - 184000 - 2101 - 521102

200.00

20.00

EXHIBIT B



OTAY WATER DISTRICT
 BOARD OF DIRECTORS
 PER-DIEM AND MILEAGE CLAIM FORM

MAR 15 2010

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 02/01/10 To: 02/28/10

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	02/03/10	OWD	Board Meeting	20	
✓ 2.	02/22/10	OWD	Eng & OPs Committee Meeting	20	
3.					
4.					
5.					
6.					
7.					
8.				0.*	
9.				100.00x	
10.				2.*	
11.				200.00*	
12.				0.*	
13.				20.+	
14.				20.+	
15.				40.*	
16.				40.x	
17.				0.50=	
18.				20.00*	

Per Diem

Mileage

Total Meeting Per Diem: \$200
 (\$100 per meeting)

Total Mileage Claimed: 40 miles

Jose P. Lopez
 (Director's Signature)

GM Receipt: *[Signature]*

Date: 3.16.2010

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

*110
3.26.10*



AB 000 - 1B4000 - 2101 - 528101
AB 000 - 1B4000 - 2101 - 521102

200.00
EXHIBIT B
20.00

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 03/01/10 To: 03/31/10

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	03/03/10	OWD	Board Meeting	20	
✓ 2.	03/22/10	OWD	Eng & OPs Committee Meeting	20	
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Per Diem

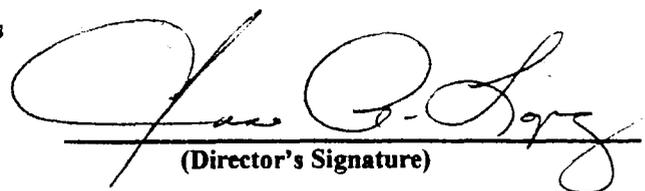
2. x
100.00 =
200.00 *

Mileage

0. *
20.00 +
20.00 +
40.00 *
40.00 x
0.50 =
20.00 *

Total Meeting Per Diem: \$200
(\$100 per meeting)

Total Mileage Claimed: 40 miles


(Director's Signature)

GM Receipt: _____ Date: _____

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AGENDA ITEM 7c

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 2, 2010
SUBMITTED BY:	Daniel Kay Associate Civil Engineer	PROJECT/ SUBPROJECT:	Various DIV.NO. ALL
	Ron Ripperger <i>RR</i> Engineering Manager		
APPROVED BY: (Chief)	Rod Posada <i>RP</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>MM</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Award of As-Needed Engineering Design Services Contract for Fiscal Years 2011 and 2012		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) authorizes the General Manager to enter into an Agreement for Professional Services for As-Needed Engineering Design Services with Lee & Ro, Inc. (Lee & Ro) for an amount not-to-exceed \$175,000 during Fiscal Years 2011 and 2012 (ending June 30, 2012).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a Professional Services Agreement with Lee & Ro in an amount not-to-exceed \$175,000 for Fiscal Years 2011 and 2012 (ending June 30, 2012).

ANALYSIS:

The District will require the professional services of an engineering consultant in support of the District's CIP projects for Fiscal Years 2011 and 2012. The As-Needed Engineering Design Services contract will provide the District with the ability to obtain consulting services in a timely and efficient manner and on an as-needed basis.

The District will require the expertise of an engineering consultant to provide civil engineering design for a variety of CIP projects. The District incurs expenses in requesting, reviewing, and ranking proposals, checking references, and preparing staff reports for Committee and Board approval. The engineering design services, individually, are small enough that preparation of formal proposals by consultants becomes expensive and these costs are passed on to the District. For these reasons, it is more efficient and cost effective to issue a contract on an as-needed basis. This concept has also been used in the past for other disciplines like geotechnical, electrical, and environmental services.

The District will issue task orders to the Consultant for specific projects during the contract period. The Consultant will then prepare a detailed scope of work, schedule, and cost estimate for each task order assigned under the contract. Upon written task order authorization from the District, the Consultant shall then proceed with the project as described in the scope of work.

The CIP projects that are estimated to require engineering design services for Fiscal Years 2011 and 2012, at this time, are listed below:

CIP	DESCRIPTION	ESTIMATED COST
P2318	20-Inch, 657 Zone, Summit Cross Tie	\$35,000
P2357	657-1/850-1 Pump Station Demolition	\$25,000
P2370	Dorchester Reservoir & Pump Station Demolition	\$25,000
P2504	Regulatory Site Access Road & Pipe Relocation	\$60,000
S2024	Campo Road Sewer Main Replacement - Preliminary Design Report	\$10,000
S2025	Wieghorst Way Sewer Main Replacement - Preliminary Design Report	\$10,000
	Contingency	\$10,000
TOTAL:		\$175,000

The engineering design scopes for the above projects are estimated from preliminary information and past projects. Therefore, staff believes that a \$175,000 cap on the As-Needed Engineering Design Services contract is adequate.

The contract is not-to-exceed \$175,000 for all task orders. Fees for professional services will be charged to the CIP Projects for which the engineering designs are performed.

This As-Needed Engineering Design Services contract does not commit the District to any expenditure until a task order is approved to perform work on a CIP Project. The District does not guarantee work to the consultant, nor does the District guarantee to the consultant that it will expend all of the funds authorized by the contract on professional services.

The District solicited engineering design services by placing an advertisement on the District's website, San Diego Union Tribune, and the San Diego Daily Transcript on March 29, 2010. Nineteen (19) firms submitted a letter of interest and a statement of qualifications. The Request for Proposal (RFP) for As-Needed Design Services was sent to all nineteen (19) firms resulting in nine (9) proposals received on April 22, 2010. They are as follows:

- Kennedy/Jenks Consultants
- Nasland Engineering
- PBS&J
- Psomas
- Urban Logic Consultants
- J.C. Heden & Associates
- Kimley-Horn & Associates
- Lee & Ro
- Fakhoury Consulting Group

The ten (10) firms that chose not to propose are RBF, Vali Cooper & Associates, AECOM, Rick Engineering, Harris & Associates, Fuscoe Engineering, Algert Engineering, Cardno, Snipes-Dye Associates, Poggemeyer Design Group.

In accordance with the District's Policy 21, staff evaluated and scored all written proposals. Lee & Ro received the highest score for their services based on their experience, understanding of the scope of work, proposed method to accomplish the work, and their composite hourly rate. Lee & Ro was the most qualified consultant with the best overall proposal. A summary of the complete evaluation is shown in Attachment B.

FISCAL IMPACT:



The funds for this contract will be expended from the CIP projects noted previously. This contract is for professional services based on the District's need and schedule, and expenditures will not be made until a task order is approved by the District for the consultant's professional services on a specific CIP project.

Based on a review of the financial budget, the Project Manager has determined that the budget will be sufficient to support the professional services required for the CIP projects in the FY 2011 budget.

STRATEGIC GOAL:

This project supports the District's Mission statement, "To provide the best quality of water and wastewater service to the customers of the Otay Water District, in a professional, effective, and efficient manner," and the District's Strategic Goal, in planning for infrastructure and supply to meet current and future potable water demands.

LEGAL IMPACT:

None.



General Manager

P:\WORKING\As Needed Services\Engineering Design\FY 2011-2012\Staff Report\BD 06-02-10, As-Needed Engineering Design Services.doc

DK/RR/RP:jf

Attachments: Attachment A
Attachment B

QA/QC Approved:



NAME



DATE



ATTACHMENT A

SUBJECT/PROJECT: Various	Award of As-Needed Engineering Design Services Contract for Fiscal Years 2011 and 2012
------------------------------------	----------------------------------------------------------------------------------------

COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on May 20, 2010 and the following comments were made:

- Staff is requesting approval of an agreement for Professional Services for As-Needed Engineering Design Services with Lee & Ro, Inc. (Lee & Ro) in an amount not-to-exceed \$175,000 during Fiscal Years 2011 and 2012 (ending June 30, 2012).
- It was indicated that in accordance with the District's Policy 21, five staff members evaluated and scored all written proposals. Staff stated that Lee & Ro received the highest score and was the most qualified consultant with the best overall proposal. A list of CIP projects that will require engineering design services for FY 2011 and 2012 are listed on page 2 of the staff report.
- Staff indicated that Lee & Ro was instrumental with the engineering design of several projects such as the 36-Inch Pipeline, Jamacha Road Pipeline, 30-Inch Recycled Pipeline, and Otay Lakes Road Recycled Pipeline.

Following the discussion, the Committee supported staffs' recommendation and presentation to the full board on the consent calendar.

ATTACHMENT B

SUMMARY OF PROPOSAL RANKINGS BY PANEL MEMBERS

Professional As-Needed Civil Engineering Design Services

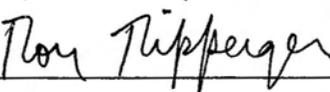
SCORE		WRITTEN					TOTAL SCORE	AVERAGE SCORE	References
		Qualifications of Staff	Understanding of scope, schedule, resources	Soundness and Viability of Proposed Project Plan	Composite Hourly Rate ¹	Consultant's commitment to DBE			
		20	20	25	35	Y/N	100		Poor/Good/Excellent
Kennedy / Jenks Consultants	<i>Daniel Kay</i>	18	18	23	29	Y	88	87	
	<i>Bob Kennedy</i>	18	18	21	29		86		
	<i>Kevin Cameron</i>	19	19	24	29		91		
	<i>Jake Vaclavek</i>	16	17	22	29		84		
	<i>Don Bienvenue</i>	17	17	21	29		84		
Nasland Engineering	<i>Daniel Kay</i>	18	16	21	29	Y	84	84	
	<i>Bob Kennedy</i>	16	16	20	29		81		
	<i>Kevin Cameron</i>	18	18	23	29		88		
	<i>Jake Vaclavek</i>	16	17	22	29		84		
	<i>Don Bienvenue</i>	17	18	21	29		85		
PBS&J	<i>Daniel Kay</i>	19	18	21	31	Y	89	89	
	<i>Bob Kennedy</i>	18	18	21	31		88		
	<i>Kevin Cameron</i>	18	19	23	31		91		
	<i>Jake Vaclavek</i>	16	19	22	31		88		
	<i>Don Bienvenue</i>	18	18	23	31		90		
Psomias	<i>Daniel Kay</i>	18	18	22	26	Y	84	84	
	<i>Bob Kennedy</i>	18	18	21	26		83		
	<i>Kevin Cameron</i>	18	19	24	26		87		
	<i>Jake Vaclavek</i>	15	17	22	26		80		
	<i>Don Bienvenue</i>	18	18	24	26		86		
Urban Logic Consultants	<i>Daniel Kay</i>	16	15	18	25	Y	74	77	
	<i>Bob Kennedy</i>	16	16	20	25		77		
	<i>Kevin Cameron</i>	16	15	20	25		76		
	<i>Jake Vaclavek</i>	14	15	20	25		74		
	<i>Don Bienvenue</i>	17	18	22	25		82		
J.C. Heden & Associates	<i>Daniel Kay</i>	16	17	19	35	Y	87	88	
	<i>Bob Kennedy</i>	16	17	20	35		88		
	<i>Kevin Cameron</i>	16	16	20	35		87		
	<i>Jake Vaclavek</i>	15	17	20	35		87		
	<i>Don Bienvenue</i>	17	18	22	35		92		
Kimley-Horn & Associates	<i>Daniel Kay</i>	16	17	20	28	Y	81	82	
	<i>Bob Kennedy</i>	18	18	21	28		85		
	<i>Kevin Cameron</i>	16	17	21	28		82		
	<i>Jake Vaclavek</i>	15	15	19	28		77		
	<i>Don Bienvenue</i>	18	16	22	28		84		
Lee & Ro	<i>Daniel Kay</i>	18	18	23	30	Y	89	90	Excellent
	<i>Bob Kennedy</i>	19	19	24	30		92		
	<i>Kevin Cameron</i>	19	19	24	30		92		
	<i>Jake Vaclavek</i>	15	17	22	30		84		
	<i>Don Bienvenue</i>	19	19	23	30		91		

		WRITTEN						References	
		Qualifications of Staff	Understanding of scope, schedule, resources	Soundness and Viability of Proposed Project Plan	Composite Hourly Rate ¹	Consultant's commitment to DBE	TOTAL SCORE		AVERAGE SCORE
SCORE		20	20	25	35	Y/N	100	Poor/Good/Excellent	
Fakhoury Consulting Group	Daniel Kay	15	15	20	33	Y	83		
	Bob Kennedy	16	16	20	33		85		
	Kevin Cameron	17	17	21	33		88		
	Jake Vaclavek	15	15	20	33		83		
	Don Bienvenue	16	17	21	33		87		
								85	

1. Hourly Rate Calculation Formula = $35 - (\text{Consultant Rate} - \text{Min. Rate}) * 10$
 (Max. Rate - Min. Rate)

PM Signature: 

QC: 

Engineering Manager: 



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 2, 2010
SUBMITTED BY:	Daniel Kay <i>DK</i> Associate Civil Engineer	PROJECT/ SUBPROJECT:	N/A DIV. NO. ALL
	Ron Ripperger <i>WR</i> Engineering Manager		
APPROVED BY: (Chief)	Rod Posada <i>R Posada</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>M Magaña</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Award of a Professional As-Needed Geotechnical Consulting Services Contract for Fiscal Years 2011 and 2012		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) authorizes the General Manager to enter into an agreement for Professional Services for As-Needed Geotechnical Consulting Services with MTGL Inc. (MTGL) for an amount not-to-exceed \$175,000 during Fiscal Years 2011 and 2012 (ending June 30, 2012).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a Professional As-Needed Geotechnical Consulting Services Agreement with MTGL in an amount not-to-exceed \$175,000 for Fiscal Years 2011 and 2012 (ending June 30, 2012).

ANALYSIS:

The District will require the services of a geotechnical consultant to perform studies in support of the District's CIP projects for Fiscal Years 2011 and 2012. The As-Needed Geotechnical Services contract will provide the District with

the ability to obtain consulting services in a timely and efficient manner and on an as-needed basis.

The District will require the expertise of a geotechnical consultant to conduct investigations for a variety of CIP projects. The District incurs expenses in requesting, reviewing, and ranking proposals, checking references, and preparing staff reports for Committee and Board approval. The investigations, individually, are small enough that preparation of formal proposals by consultants becomes expensive and these costs are passed on to the District. For these reasons, it is more efficient and cost effective to issue a contract on an as-needed basis. This concept has also been used in the past for other disciplines like engineering design, electrical, and environmental services.

The District will issue task orders to the Consultant for specific projects during the contract period. The Consultant will then prepare a detailed scope of work, schedule, and cost estimate for each task order assigned under the contract. Upon written task order authorization from the District, the Consultant shall then proceed with the project as described in the scope of work.

The CIP projects that are estimated to require geotechnical investigations for Fiscal Years 2011 and 2012, at this time, are listed below:

CIP	DESCRIPTION	ESTIMATED COST
P2083	870-2 Pump Station Replacement	\$45,000
P2318	20-Inch, 657 Zone, Summit Cross Tie	\$45,000
P2399	30-Inch, 980 Zone, 980 Reservoirs to Hunte Parkway	\$25,000
P2504	Regulatory Site Access Road & Pipeline Relocation	\$20,000
S2024	Campo Road Sewer Main Replacement	\$15,000
S2025	Wieghorst Way Sewer Main Replacement	\$15,000
	Contingency	\$10,000
TOTAL:		\$175,000

The geotechnical scopes for the above projects are estimated from preliminary information and planning studies. The geotechnical scopes of the projects may change during the design phase, potentially increasing geotechnical study costs. Similarly, industry-wide increases in the cost of performing geotechnical investigations, such as fees for drilling and excavation subcontractors, insurance, and regulatory compliance,

may also increase the cost of performing geotechnical studies. Therefore, staff believes that a \$175,000 cap on the As-Needed Geotechnical Services contract is appropriate.

The contract is not-to-exceed \$175,000 for all task orders. Fees for professional services will be charged to the CIP Projects for which the investigations are performed.

This As-Needed Geotechnical Services contract does not commit the District to any expenditure until a task order is approved to perform work on a CIP Project. The District does not guarantee work to the consultant, nor does the District guarantee to the consultant that it will expend all of the funds authorized by the contract on professional services.

The District solicited geotechnical services by placing an advertisement on the District's website, San Diego Union Tribune, and the San Diego Daily Transcript on March 29, 2010. Seventeen (17) firms submitted a letter of interest and a statement of qualifications. The Request for Proposal (RFP) for As-Needed Geotechnical Services was sent to all seventeen (17) firms resulting in sixteen (16) proposals received on April 22, 2010. They are as follows:

- Leighton Consulting Inc.
- AESCO
- Geo-Logic
- Helenschmidt
- Mactec
- GEI Consultants
- Geocon
- Allied Geotechnical Consultants
- Ninyo & Moore
- Christian Wheeler Engineering
- Southern California Soil & Testing
- United Inspection & Testing
- Hetherington Engineering
- MTGL
- Nova Engineering
- Koury Geotechnical Services

The one (1) firm that chose not to propose is Converse Consultants.

In accordance with the District's Policy 21, staff evaluated and scored all written proposals. MTGL received the highest score

for their services based on their experience, understanding of the scope of work, proposed method to accomplish the work, and their composite hourly rate. MTGL was the most qualified consultant with the best overall proposal. A summary of the complete evaluation is shown in Attachment B.

FISCAL IMPACT:



The funds for this contract will be expended from the CIP projects noted previously. This contract is for professional services based on the District's need and schedule, and expenditures will not be made until a task order is approved by the District for the consultant's professional services on a specific CIP project.

Based on a review of the financial budget, the Project Manager has determined that the budget will be sufficient to support the professional services required for the CIP projects in the FY 2011 budget.

STRATEGIC GOAL:

This project supports the District's Mission statement, "To provide the best quality of water and wastewater service to the customers of the Otay Water District, in a professional, effective, and efficient manner," and the District's Strategic Goal, in planning for infrastructure and supply to meet current and future potable water demands.

LEGAL IMPACT:

None.



General Manager

P:\WORKING\As Needed Services\Geotechnical\FY 2011-2012\Staff Report\BD 6-2-10, As-Needed Geotechnical Services.doc

DK/RR/RP:jf

Attachments: Attachment A
Attachment B

QA/QC Approved:

Name:  _____

Date: 5/13/10



ATTACHMENT A

SUBJECT/PROJECT: Various	Award of As-Needed Geotechnical Services Contract for Fiscal Years 2011 and 2012
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on May 20, 2010 and the following comments were made:

- Staff is requesting approval of an agreement for Professional Services for As-Needed Geotechnical Services with MTGL Inc. (MTGL) in an amount not-to-exceed \$175,000 during Fiscal Years 2011 and 2012 (ending June 30, 2012).
- Staff indicated that several District CIP projects will require the expertise of a geotechnical consultant to conduct reports, soil sampling, groundwater studies, etc. Page 2 of the staff report provides a list of the CIP projects that are anticipated to require geotechnical services in FYs 2011 and 2012.
- It was indicated that a panel of five District staff members evaluated and scored all written proposals. Staff stated that MTGL received the highest score and was the most qualified consultant with the best overall proposal.
- Staff stated that MTGL has excellent references and is currently contracting with CCL to conduct soil sampling for the District's 36-Inch Pipeline project.
- The Committee inquired about the proposed cost/pricing for geotechnical services and how it compared to what staff had anticipated. Staff stated that although MTGL's rates were lower than the other contractors, they were still within the expected range of typical rates for geotechnical services.

Following the discussion, the Committee supported staffs' recommendation and presentation to the full board on the consent calendar.

ATTACHMENT B

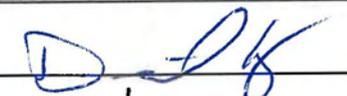
SUMMARY OF PROPOSAL RANKINGS BY PANEL MEMBERS

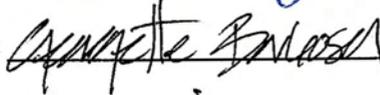
Professional As-Needed Geotechnical Services

		WRITTEN						TOTAL SCORE	AVERAGE SCORE	References
		Qualifications of Staff	Understanding of scope, schedule, resources	Soundness and Viability of Proposed Project Plan	Composite Hourly Rate ¹	Consultant's commitment to DBE				
SCORE		20	20	25	35	Y/N	100		Poor/Good/Excellent	
Leighton Consulting Inc.	Daniel Kay	16	17	20	26	Y	79	79		
	David Charles	15	14	18	26		73			
	Brandon DiPietro	18	16	21	26		81			
	Bernardo Separa	18	18	22	26		84			
	Frank Anderson	17	16	21	26		80			
AESCO	Daniel Kay	15	14	16	30	Y	75	79		
	David Charles	14	15	17	30		76			
	Brandon DiPietro	18	18	22	30		88			
	Bernardo Separa	18	16	20	30		84			
	Frank Anderson	15	14	16	30		75			
Geo-Logic	Daniel Kay	16	16	21	30	Y	83	84		
	David Charles	16	15	19	30		80			
	Brandon DiPietro	18	19	22	30		89			
	Bernardo Separa	18	17	22	30		87			
	Frank Anderson	17	16	19	30		82			
Helenschmidt	Daniel Kay	16	17	21	25	Y	79	79		
	David Charles	15	15	18	25		73			
	Brandon DiPietro	17	17	21	25		80			
	Bernardo Separa	18	18	23	25		84			
	Frank Anderson	17	16	18	25		76			
Mactec	Daniel Kay	17	18	23	28	Y	86	85		
	David Charles	16	16	19	28		79			
	Brandon DiPietro	18	18	23	28		87			
	Bernardo Separa	19	19	23	28		89			
	Frank Anderson	17	17	19	28		81			
GEI Consultants	Daniel Kay	17	16	21	25	Y	79	82		
	David Charles	16	16	20	25		77			
	Brandon DiPietro	18	18	22	25		83			
	Bernardo Separa	18	19	24	25		86			
	Frank Anderson	17	18	22	25		82			
Geocon	Daniel Kay	16	17	20	33	Y	86	89		
	David Charles	17	16	21	33		87			
	Brandon DiPietro	18	19	23	33		93			
	Bernardo Separa	19	18	23	33		93			
	Frank Anderson	17	16	20	33		86			
Allied Geotechnical Engineers	Daniel Kay	16	15	19	26	Y	76	80		
	David Charles	16	16	20	26		78			
	Brandon DiPietro	17	18	21	26		82			
	Bernardo Separa	19	19	23	26		87			
	Frank Anderson	15	15	19	26		75			

		WRITTEN					TOTAL SCORE	AVERAGE SCORE	References
		Qualifications of Staff	Understanding of scope, schedule, resources	Soundness and Viability of Proposed Project Plan	Composite Hourly Rate ¹	Consultant's commitment to DBE			
SCORE		20	20	25	35	Y/N	100		Pass/Fail
Ninyo & Moore	Daniel Kay	17	16	23	25	Y	81	83	
	David Charles	17	18	22	25		82		
	Brandon DiPietro	18	19	22	25		84		
	Bernardo Separa	19	19	24	25		87		
	Frank Anderson	18	18	22	25		83		
Christian Wheeler Engineering	Daniel Kay	16	16	21	29	Y	82	84	
	David Charles	15	16	20	29		80		
	Brandon DiPietro	18	17	21	29		85		
	Bernardo Separa	18	19	23	29		89		
	Frank Anderson	17	17	21	29		84		
Southern California Soils & Testing	Daniel Kay	17	18	23	30	Y	88	88	
	David Charles	17	16	21	30		84		
	Brandon DiPietro	18	19	22	30		89		
	Bernardo Separa	19	19	24	30		92		
	Frank Anderson	18	18	22	30		88		
United Inspection & Testing	Daniel Kay	16	16	20	27	Y	79	80	
	David Charles	15	15	19	27		76		
	Brandon DiPietro	18	18	21	27		84		
	Bernardo Separa	17	16	20	27		80		
	Frank Anderson	15	17	21	27		80		
Hetherington Engineering	Daniel Kay	15	16	19	27	Y	77	77	
	David Charles	14	14	18	27		73		
	Brandon DiPietro	17	17	20	27		81		
	Bernardo Separa	18	16	20	27		81		
	Frank Anderson	14	15	19	27		75		
MTGL	Daniel Kay	17	17	22	35	Y	91	91	Excellent
	David Charles	16	16	20	35		87		
	Brandon DiPietro	19	19	22	35		95		
	Bernardo Separa	19	18	23	35		95		
	Frank Anderson	16	18	20	35		89		
NOVA Engineering	Daniel Kay	18	17	23	31	Y	89	85	
	David Charles	16	16	20	31		83		
	Brandon DiPietro	17	17	21	31		86		
	Bernardo Separa	18	17	22	31		88		
	Frank Anderson	15	16	20	31		82		
Koury Geotechnical Services	Daniel Kay	16	15	18	29	Y	78	81	
	David Charles	15	16	19	29		79		
	Brandon DiPietro	18	16	20	29		83		
	Bernardo Separa	18	18	21	29		86		
	Frank Anderson	16	17	20	29		82		

1. Hourly Rate Calculation Formula = $35 - \frac{(\text{Consultant Rate} - \text{Min. Rate}) * 10}{(\text{Max. Rate} - \text{Min. Rate})}$

PM Signature: 

QC: 

Engineering Manager: 



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 2, 2010
SUBMITTED BY:	Lisa Coburn-Boyd <i>LCB</i> Environmental Compliance Specialist	PROJECT:	P1253-001000 DIV.NO. ALL
	Ron Ripperger <i>RR</i> Engineering Manager		
APPROVED BY: (Chief)	Rod Posada <i>RP</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>MM</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Award of a Professional As-Needed Environmental Consulting Services Contract for Fiscal Years 2011, 2012, and 2013		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) authorizes the General Manager to enter into an agreement for Professional Services for As-Needed Environmental Consulting Services with ICF International for an amount not to exceed \$375,000 during Fiscal Years 2011, 2012, and 2013 (ending June 30, 2013).

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a Professional As-Needed Environmental Consulting Services Agreement with ICF International in an amount not-to-exceed \$375,000 for Fiscal Years 2011, 2012, and 2013 (ending June 30, 2013).

ANALYSIS:

The District often requires the expertise of environmental consultants for small tasks on its Capital Improvement and Operations

Projects. These tasks typically are valued between \$1,000 and \$70,000 and, as such, they are small enough that formal proposals from consultants are not cost-effective to process. Because of this, the District began using an As-Needed Environmental Consultant during Fiscal Year 2006 to perform such tasks. This has proven to be a very effective and efficient way to address the environmental issues that come up as projects develop.

The District will issue task orders to the As-Needed Environmental Consultant for specific projects during the contract period. The Consultant will then prepare a detailed scope of work, schedule, and cost estimate for each task order assigned under the contract. Upon written task order authorization from the District, the Consultant shall then proceed with the project, as described in the Scope of Work.

The District has used an As-Needed Environmental Consultant for the past five Fiscal Years and during this period, the costs for all projects during any given fiscal year have averaged between \$100,000 and \$125,000. For example, the projects that are estimated to require environmental services for Fiscal Year 2011 are listed below:

CIP	DESCRIPTION	ESTIMATED COST
R2048	MND for Otay Mesa RW Distribution Pipelines	\$20,000
R2034	MND for 860-1 Reservoir	\$50,000
P2504	Reg. Site Access Rd. & Pipeline Relocation Environmental Analysis	\$10,000
P2399	Environmental for 30-inch Pipeline, 980 Res. To Hunte Parkway	\$8,000
P1253	Annual Biological Report for the Forcemain/AirVac HCP	\$6,000
P1253	Biological Surveys & Monitoring	\$20,000
	TOTAL:	\$114,000

The current three-year As-Needed Environmental Consultant Services contract will be complete and the entire budget expended at the end of this fiscal year, June 30, 2010. Therefore, the District issued formal Requests for Proposal (RFP) to twenty (20) consulting firms on March 25, 2010 for Professional As-Needed Environmental Consulting Services. On April 14, 2010, eight (8) proposals were received from the following firms:

- Chambers Group
- CRA
- ECORP Consulting
- Helix Environmental Planning
- ICF International

- PBS&J
- RECON
- Winzler & Kelly

Twelve (12) firms (ATC Associates, BRG, Encorp, ESI, Hargreave Consulting, Hinshaw, Highfill, Patriot Environmental, RBF, Rincon Consultants, Schneider Laboratories, and Stantec) chose not to propose.

In accordance with the District's Policy 21, Staff evaluated and scored all written proposals and interviewed the four top-rated firms (Chambers Group, ECORP, Helix Environmental, and ICF International). After holding the interviews, the panel completed the consultant ranking process and concluded that ICF International was the most qualified consultant. A summary of the complete evaluation is shown in Attachment B.

This Professional As-Needed Environmental Consulting Services Contract will be a three-year contract. The District will evaluate the performance of the As-Needed Consultant at the end of each fiscal year and has the option to terminate the agreement if it concludes that the As-Needed Consultant has not performed effectively. If the District is satisfied with the performance of the As-Needed Consultant, the contract will continue through to the next fiscal year. This As-Needed Environmental Services contract does not commit the District to any expenditure until a task order is approved to perform work. The District does not guarantee work to the As-needed Consultant, nor does the District guarantee that it will utilize the entire \$375,000 budgeted for this contract.

FISCAL IMPACT:



The funds for this contract will be expended from the CIP projects noted previously. This contract is for Professional As-Needed Environmental Consulting Services based on the District's need and schedule and does not commit the District to any expenditure until a task order is approved for the as-needed consultant to perform work on a specific project.

Based on a review of the financial budget, the Project Manager has determined that the budget will be sufficient to support the Professional As-Needed Consulting Services required for the CIP projects in the FY 2011 budget.

STRATEGIC GOAL:

This project supports the District's Mission statement, "To provide the best quality of water and wastewater service to the customers of the Otay Water District, in a professional, effective, and efficient manner," as well as the District's strategic goal of, "Creating a comprehensive environmental program that is proactive in response to environmental compliance."

LEGAL IMPACT: _____

None.



General Manager

LC-B/RR/RP:jf

P:\WORKING\As Needed Services\Environmental\06-02-10 Board Staff Report_As-needed Environmental.doc

Attachments: Attachment A
Attachment B

QA/QC Approved:

NAME: Bul [Signature]

DATE: 5/12/10



ATTACHMENT A

SUBJECT/PROJECT: P1253-001000	Award of Professional As-Needed Environmental Consulting Services Contract (P1253)
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on May 20, 2010 and the following comments were made:

- Staff is requesting approval of an agreement for Professional Services for As-Needed Environmental Consulting Services with ICF International in an amount not-to-exceed \$375,000 during Fiscal Years 2011, 2012, and 2013 (ending June 30, 2013).
- Staff indicated that the expertise of an environmental consultant is needed for small tasks on the District's Capital Improvement and Operations Projects. One example of the consultant's task is to provide mitigated negative declarations (MNDs) that are necessary for the construction of pump stations and reservoirs, biological monitoring, or pipeline repair projects.
- Staff stated that the District began using an as-needed environmental consultant five years ago and it has proven to be an efficient and effective way to address time-sensitive environmental issues.
- The District issued an RFP to 20 consulting firms on March 25 and 8 proposals were received. Staff evaluated the proposals and recommends that ICF International be awarded the as-needed contract as the most qualified consultant.
- It was stated that ICF International's Senior Environmental Planner Erin Schorr, and Biological Resources Manager Jim Harry, were present to answer questions from the Committee and staff. In addition, it was indicated that Ms. Schorr and Mr. Harry completed the Final Environmental Impact Report (EIR)

for the District's Otay Mesa Recycled Water System CIP Program R2087, R2077, R2058 project. This item is pending certification and is scheduled to be considered by the Board on June 2, 2010.

- The Committee inquired if ICF International is the current contractor for as-needed environmental consulting services. Staff stated yes and indicated that ICF International has provided consistent and excellent services to the District.

Following the discussion, the Committee supported staffs' recommendation and presentation to the full board on the consent calendar.

Attachment B
SUMMARY OF PROPOSAL RANKINGS BY PANEL MEMBERS
< PROFESSIONAL AS-NEEDED ENVIRONMENTAL SERVICES >

SCORE	WRITTEN							ORAL*				TOTAL SCORE	AVERAGE SCORE	References	
	Qualifications of Staff	Understanding of scope, schedule, resources	Soundness and Viability of Proposed Project Plan	Proposed Fee	Consultant's commitment to DBE	SUBTOTAL	AVERAGE SUBTOTAL SCORE	Additional creativity, insight to issues	Strength of project manager	Presentation, communication skills	Quality of response to questions				
	20	20	25	35	Y/N	100		15	15	10	10	150 **		Excellent/ Good/ Poor	
Chambers Group	Lisa Coburn-Boyd	16	16	19	35	Y	86	89	12	10	7	6	121	124	
	Frank Anderson	17	15	19	35		86		11	11	7	7	122		
	Daniel Kay	17	17	20	35		89		11	11	7	7	125		
	Bob Kennedy	18	17	22	35		92		11	11	6	6	126		
	Ron Ripperger	17	17	22	35		91		11	11	6	7	126		
CRA	Lisa Coburn-Boyd	14	14	16	32	Y	76	80							
	Frank Anderson	17	15	20	32		84								
	Daniel Kay	16	15	17	32		80								
	Bob Kennedy	14	14	17	32		77								
	Ron Ripperger	15	15	20	32		82								
ECORP Consulting	Lisa Coburn-Boyd	18	17	22	34	Y	91	89	12	9	6	6	124	122	
	Frank Anderson	17	16	21	34		88		12	11	6	6	123		
	Daniel Kay	18	17	22	34		91		10	10	6	6	123		
	Bob Kennedy	17	16	20	34		87		9	9	5	5	115		
	Ron Ripperger	16	17	21	34		88		11	11	6	7	123		
Helix	Lisa Coburn-Boyd	18	18	23	33	Y	92	92	13	14	9	8	136	134	
	Frank Anderson	17	17	21	33		88		12	12	8	8	128		
	Daniel Kay	18	19	24	33		94		12	13	9	8	136		
	Bob Kennedy	18	18	23	33		92		13	13	8	8	134		
	Ron Ripperger	18	19	24	33		94		13	14	9	8	138		
ICF	Lisa Coburn-Boyd	19	20	25	30	Y	94	91	14	15	9	9	141	137	Excellent
	Frank Anderson	17	18	23	30		88		14	14	9	8	133		
	Daniel Kay	18	20	24	30		92		14	14	9	9	138		
	Bob Kennedy	20	19	24	30		93		14	14	9	9	139		
	Ron Ripperger	18	19	23	30		90		13	14	9	8	134		
PBS&J	Lisa Coburn-Boyd	17	18	22	28	Y	85	85							
	Frank Anderson	18	18	22	28		86								
	Daniel Kay	18	18	23	28		87								
	Bob Kennedy	17	16	20	28		81								
	Ron Ripperger	17	17	23	28		85								
RECON	Lisa Coburn-Boyd	17	17	22	27	Y	83	83							
	Frank Anderson	17	16	21	27		81								
	Daniel Kay	17	18	22	27		84								
	Bob Kennedy	18	18	23	27		86								
	Ron Ripperger	17	17	21	27		82								
Winzler & Kelly	Lisa Coburn-Boyd	17	16	19	25	Y	77	78							
	Frank Anderson	17	17	21	25		80								
	Daniel Kay	18	17	19	25		79								
	Bob Kennedy	17	16	20	25		78								
	Ron Ripperger	16	17	20	25		78								

1. Hourly Rate Calculation Formula = 35 - (Consultant Rate - Min. Rate)*10
(Max. Rate - Min. Rate)

PM Signature: Lisa Coburn-Boyd Date: 5/12/10
QC: Bud Weil Date: 5/12/10
Engineering Manager: Ron Ripperger Date: 5/12/10



AGENDA ITEM 8a

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 2, 2010
SUBMITTED BY:	Bill Jenkins, Information Technology Operations Manager	W.O./G.F. NO:	DIV. NO.
APPROVED BY: (Chief)	Geoff Stevens, Chief Information Officer (CIO)		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager, Administration and Finance		
SUBJECT:	Complete Wireless Project - North District		

GENERAL MANAGER'S RECOMMENDATION:

That the Board authorizes the General Manager to:

- Award a contract to Sage Design, Inc. in the amount of \$161,119 plus applicable taxes and shipping charges for FireTide radios and related hardware to complete phase two of the Otay Water Wireless Network Project.
- Award a contract to Prime Electric in an amount not to exceed \$55,620 for installation of electrical and wireless hardware at multiple sites throughout the North District.

COMMITTEE ACTION:

See "Attachment A".

PURPOSE:

To complete Otay Water District's Wireless Project, establishing wireless network connections to strategic facilities in the North District.

BACKGROUND:

This project will provide reliable and effective communications capabilities to all our major facilities. The project is phased. The first phase (FY2009 & FY2010) tested the suitability and reliability of wireless technology to meet this objective and is complete. This second phase implements this technology to our facilities in the North District reservoirs and pump stations. Future projects will expand the technology to the South District reservoir and pump stations and will be presented to the Board in FY2012.

This request for funds in this report will provide resources to complete the FY2011 Wireless Project to the remaining critical facilities in the North District.

Future plans (FY2012) call for connections to the remaining pertinent sites in the North and South District, providing a final wireless network with broadband connection to approximately sixty (60) OWD facilities.

The District has a Capital Improvement Program (CIP) to cover the costs for completing the FY2011 Otay Wireless Project.

The project consists of separate bids for hardware and services. OWD requested three competitive bids for the hardware from FireTide, Inc., AES Global, Inc. (\$173,827) and Sage Design, Inc. (\$161,118). For the services OWD received three competitive bids from Ickler Electric Corporation (\$64,900), Five Star Electrical Contractors, Inc. (\$62,300) and Prime Electrical Services, Inc. (\$55,620). We selected the lowest bidders for the hardware (Sage Design, \$161,118) and services (Prime Electric \$55,620).

FISCAL IMPACT:



This project will utilize funds from two CIPS. The hardware will use CIP P2485 and will be purchased in FY2010. The services will utilize CPI P2469 and will be purchased in FY2011. The items referenced above request a total not to exceed \$216,739 plus applicable taxes and shipping with funds budgeted from Capital Improvement Programs (CIP P2485 and CIP P2469). These items are also specifically included in the existing FY2010 Capital Budget and recommended FY2011 Capital Budgets.

The approved FY2010 budget is \$265,000 for CIP P2485 (SCADA Communications). Expenditures to date are \$87,619. The remaining balance for FY2010 is \$177,381 of which not more than \$161,119 plus shipping and applicable taxes will be used in these purchases. The proposed FY2011 budget for CIP P2469 is \$300,000, unchanged from FY2010 budget, and has no other encumbrances. The Project Manager anticipates, based on financial analysis, that the budget will be sufficient to support this project.

Finance has determined that 100% of the funding for the hardware component of this project (P2485) is available from the Replacement Fund and that for the services component of this project (P2469), 60% of the funding is available from the Replacement Fund and 40% from the Expansion fund.

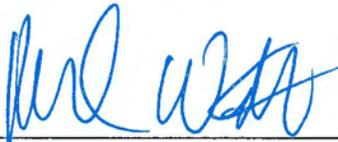
STRATEGIC GOAL:

These items are in support of the District's Strategic Plan, including the following strategic objectives:

- Develop and deploy the field wireless network for key facilities.
- Optimize functionality, business continuity, bandwidth, and use of SCADA.
- Optimize use of Voice over Internet Protocol (VoIP) and unified messaging.
- Evaluate implementing a fixed network Automated Meter Reading.
- Develop optimized field work processing using integrated technology.
- Update Security Assessment and implement Technology Recommendations.

LEGAL IMPACT: _____

None



General Manager

Attachment A - Otay Water District Wireless Network Project



ATTACHMENT A

SUBJECT/PROJECT:	COMPLETE WIRELESS PROJECT - NORTH DISTRICT
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on May 19, 2010 and the following comments were made:

- This item is a request to approve the funds for hardware and services to complete the installation of wireless communications equipment to thirteen facilities within the North District.
- This is the second of three phases for this project:
 - Phase I encompassed the testing of the technology, proving the concept (if can achieve the appropriate bandwidths and to test the architecture), and installing the technology at both the Administrative Building and Treatment Plant.
 - Phase II is to install equipment in the North District to provide wireless communications for facilities.
 - Phase III is to expand the technology to remaining sites within the North and South Districts.
- It was indicated that the main issue in testing the communications equipment is assuring reliability. Staff met with several vendors to discuss this issue and to enhance reliability, the design of the system includes multiple paths to every site. If there is interference or a frequency is down, the system will "hop" to the next frequency (in essence, providing its own back up).
- The committee inquired if there are any FCC issues concerning the bandwidths that the communications system

would utilize and if so, if the District's system is vulnerable to interference. It was discussed that there is a frequency (4.9) available for Public Service which the District may or may not need to utilize. The District can apply for a license to utilize the frequency. However, currently, the District does not have a need to apply for the license as it is not experiencing interference between any of the District's sites utilizing the wireless service. The District's system is designed as a point-to-point system (one specific point to another specific point) and something would need to come directly between one of the District's sites. Should this occur, there is a back-up path in place and the system would automatically "hop" to one of the three other frequencies available as back-up.

- It was discussed that the District utilizes encryption protocols which does not allow the District's data to be read as it is transmitted from site to site. The only problem that may possibly occur is someone causing interference in the frequency. However, it is very unlikely that they would be able to come between our sites as they sit 900 or 1200 feet above sea level. This is a concern, but is not likely to occur.
- It was indicated that the communications equipment was extensively tested and staff feels comfortable with the reliability of the system.
- The committee inquired if staff looked at satellite and Wi-Fi technology and indicated its concern that the selected system may become outdated in a couple of years and the District would need to invest additional funds to update/upgrade the system. It was discussed that all such equipment has a lifecycle, however, staff is confident that this system will provide the needed services over the normal lifecycle of such technology/equipment.
- It was noted that should the wireless communications go down at any of the facilities or the radios go down, everything will operate in a fail safe mode until personnel could go to the facilities and identify the problem. This likely will not happen, but there are redundancies built into the system.

- There was discussion regarding leasing versus buying the communications equipment as leasing would provide the flexibility to upgrade the equipment without having to rebuy equipment. It was indicated that the District is purchasing the equipment as it is not able to take advantage of lease tax write-offs. It was further discussed that if the equipment was leased, the District would essentially be leasing the equipment to a zero dollar residual and would also pay interest on the lease. If the District wished to be able to return the equipment, this ability will also be calculated into the lease payment.
- The committee further inquired the reason alternative technologies, such as satellite and Wi-Fi, were not selected. It was indicated that the District wished to put into place a network that had the appropriate bandwidth to meet current and future needs. The recommended method is currently the only available way to achieve the bandwidth (80 MG) required to support our data load which will include video. Additionally, the unit cost for the recommended communications system is 30 to 40 times more cost effective than satellite due to the cost of establishing a path back to the satellite in the required bandwidth. The recommended system is the most cost effective means to meet the District's needs.
- Additionally, the hardware for the communications system will remain intact and the software will be upgradable for many years (new software and firmware will be added). The District will be able to keep the existing physical structures in place and continue to upgrade for many years. Staff will provide a demonstration and graphics of the equipment and how they work at the June 2 board meeting.

Upon completion of the discussion the committee supported staffs' recommendation and presentation to the full board as an action item.