

OTAY WATER DISTRICT

BOARD OF DIRECTORS MEETING  
DISTRICT BOARDROOM

2554 SWEETWATER SPRINGS BOULEVARD  
SPRING VALLEY, CALIFORNIA

**WEDNESDAY**  
**October 2, 2013**  
**3:30 P.M.**

**AGENDA**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 4, 2013
5. 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
6. DEVELOPING A LONG-TERM SOLUTION FOR CALIFORNIA'S WATER NEEDS (JASON FOSTER, DIRECTOR OF PUBLIC OUTREACH AND CONSERVATION, SAN DIEGO COUNTY WATER AUTHORITY)

**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) APPROVE A PROFESSIONAL SERVICES CONTRACT WITH CAROLLO ENGINEERS, INC. FOR DESIGN AND CONSTRUCTION SUPPORT OF THE 870-2 PUMP STATION PROJECT IN AN AMOUNT NOT-TO-EXCEED \$624,910
  - b) REJECT ALL BIDS FOR THE CONSTRUCTION OF THE 624-2 RESERVOIR INTERIOR/EXTERIOR COATINGS AND 458-2 RESERVOIR INTERIOR COATING AND UPGRADES PROJECT

- c) APPROVE AN AMENDMENT TO A LEASE AGREEMENT WITH SPRINT PCS ASSETS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, FOR MODIFICATIONS TO AN EXISTING COMMUNICATIONS FACILITY AT THE 980 1&2 RESERVOIR SITES LOCATED AT 360 HUNTE PARKWAY IN CHULA VISTA
- d) APPROVE THE ISSUANCE OF A PURCHASE ORDER TO RDO EQUIPMENT COMPANY, INC. IN THE AMOUNT OF \$94,159.12 FOR THE PURCHASE OF ONE (1) JOHN DEERE BACKHOE AND DECLARE THE DISTRICT'S OLDEST JOHN DEERE BACKHOE SURPLUS
- e) ADOPT RESOLUTION NO. 4218 REVISING BOARD OF DIRECTORS' POLICY NO. 12, EMPLOYMENT OR TERMINATION OF EMPLOYMENT OF DISTRICT PERSONNEL POLICY, AND POLICY NO. 24, RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY, OF THE DISTRICT'S CODE OF ORDINANCES
- f) APPROVE AN ADJUSTMENT TO THE WHEELING RATE FOR THE DELIVERY OF TREATY WATERS TO MEXICO TO \$64.14 FOR CALENDAR YEAR 2014

#### ACTION ITEMS

##### 8. BOARD

- a) DISCUSSION OF 2013 BOARD MEETING CALENDAR

#### INFORMATIONAL ITEMS

- 9. THE FOLLOWING ITEM IS PROVIDED TO THE BOARD FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS REQUIRED ON THE FOLLOWING AGENDA ITEM:
  - a) FISCAL YEAR 2013 YEAR-END STRATEGIC PLAN AND PERFORMANCE MEASURES REPORT (STEVENS)

#### REPORTS

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

RECESS TO CLOSED SESSION

13. CLOSED SESSION

- a) PUBLIC EMPLOYEE PERFORMANC EVALUATION [GOVERNMENT CODE §54957.6

TITLE: GENERAL MANAGER

RETURN TO OPEN SESSION

14. REPORT ON ANY ACTIONS TAKEN IN CLOSED SESSION. THE BOARD MAY ALSO TAKE ACTION ON ANY ITEMS POSTED IN CLOSED SESSION
15. 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](http://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 September 27, 2013, 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 September 27, 2013.

/s/ Susan Cruz, District Secretary

**MINUTES OF THE  
BOARD OF DIRECTORS MEETING OF THE  
OTAY WATER DISTRICT  
September 4, 2013**

1. The meeting was called to order by President Lopez at 3:35 p.m.

2. ROLL CALL

Directors Present: Croucher, Gonzalez, Lopez, Robak, and Thompson

Directors Absent: None

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

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

District Secretary Susan Cruz indicated with regard to item 8a, APPROVE AND UPHOLD STAFFS' DECISION TO IMPOSE A FINE OF \$5,000 TO SEAWORLD, d.b.a. AQUATICA SAN DIEGO, FOR AN ILLEGAL CONNECTION TO A FIRE HYDRANT, that the customer has requested that the item be pulled from the board agenda as they no longer wish to appeal the imposed penalty fee.

President Lopez indicated that there is also another request to move item 8b, APPROVE RESOLUTION NO. 4216 SUPPORTING THE METRO WASTEWATER JOINT POWERS AUTHORITY'S GOAL TO DEVELOP A LONG-RANGE REGIONAL WATER REUSE PLAN THAT INCLUDES INDIRECT POTABLE REUSE AND RESULTS IN A SMALLER SECONDARY EQUIVALENT POINT LOMA WASTEWATER TREATMENT PLANT, to the top of the agenda as the presenter, Mr. Scott Tulloch, City of Chula Vista Assistant City Manager, has another scheduled appointment he must attend following his presentation to the Otay WD. President Lopez indicated that item 8b will be presented following the *Public Participation* portion of the meeting.

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

Ayes: Directors Croucher, Gonzalez, Lopez, Robak, and Thompson  
Noes: None  
Abstain: None

Absent: None

to approve the agenda with item 8a deleted from the agenda and 8b moved to follow the *Public Participation* portion of the meeting.

5. APPROVE THE MINUTES OF THE REGULAR MEETING OF AUGUST 7, 2013

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

Ayes: Directors Croucher, Gonzalez, Lopez, Robak, and Thompson  
Noes: None  
Abstain: None  
Absent: None

to approve the minutes of the regular meeting of August 7, 2013.

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

No one wished to be heard.

President Lopez presented item 8b for discussion:

- b) APPROVE RESOLUTION NO. 4216 SUPPORTING THE METRO WASTEWATER JOINT POWERS AUTHORITY'S GOAL TO DEVELOP A LONG-RANGE REGIONAL WATER REUSE PLAN THAT INCLUDES INDIRECT POTABLE REUSE AND RESULTS IN A SMALLER SECONDARY EQUIVALENT POINT LOMA WASTEWATER TREATMENT PLANT

Mr. Scott Tulloch, City of Chula Vista Assistant City Manager, indicated that he is representing the Metro Wastewater JPA (JPA) of which Otay WD is a member. The JPA makes up about 35% of the Metro Wastewater system flow and, thus, would incur 35% of any capital debt financing and operating costs. He indicated that he wished to speak on two multi-billion dollar issues that face this region.

1. Create new water supply resources with the preference that it be local and diversified.
2. Avoid the upgrading of the Point Loma Wastewater Treatment Plant (PLWTP) to Secondary saving the region billions of dollars.

He stated that there is increasing pressure to convert the PLWTP to Secondary Treatment. The capital debt financing cost to convert the plant would be approximately \$3.5 billion. Also, Secondary Treatment requires a large use of electricity and the estimated operating cost would be approximately \$44 million annually. The JPA feels there is a way to combine the two (2) regional issues

into one solution that would avoid having to upgrade the PLWTP to Secondary Treatment.

The solution is to support the idea of Potable Reuse. Taking waste water that has been treated to irrigation level quality and treating it further to drinking water level quality. By doing this, the region could offload approximately 100 MGD from the PLWTP for 20 years. It is felt by offloading the plant by 100 MGD, it would make the plant the equivalent of Secondary Treatment and would avoid the \$3.5 billion cost to upgrade the plant.

Mr. Tulloch noted that these two issues are not the only issues ratepayers face in this region. There are many other water and sewer capital infrastructure projects to be completed and by offloading the PLWTP, it would take the need to convert the plant to Secondary Treatment off the list.

He stated that the cost of water is increasing along with demand as the region continues to see population growth. He indicated that the workhorse of the region's sewer system is the PLWTP which treats 240 MGD. The region also has two other reclamation plants:

1. North City Water Reclamation Plant (NCWRP) which treats 30 MGD
2. South Bay Water Reclamation Plant (SBWRP) which treats 15 MGD

There are two ocean outfall locations. One is located in Point Loma and the other in the South Bay.

He reviewed the different levels of wastewater treatment:

- Primary Treatment removes 65% of solids
- Advanced Primary Treatment (PLWTP) removes 87-88% of solids
- Secondary Treatment removes 90% of solids
- Tertiary Treatment (NCWRP & SBWRP) removes 99% of Solids

The Clean Water Act, which was passed in 1972, required:

- Permits for all Wastewater Treatment Plants
- Secondary Level Treatment

Several years later, the Act was amended to allow for Modified Permits and Waivers that allows Treatment Plants to process at a level less than Secondary. This is the permit that PLWTP operates at now. As the plant discharges to the ocean (which provides for much dilution), it can operate at less than Secondary Treatment and still protect the ocean environment.

He stated that Wastewater Treatment Plants must renew their permits every five (5) years. The City of San Diego had applied for a Modified Permit, but later withdrew the application. The timeframe to acquire a Modified Permit under the

Clean Water Act then expired and the Environmental Protection Agency (EPA) and other agencies sued the City of San Diego because the PLWTP was not operating at a Secondary Level. Following litigation between the City and the agencies, the Ocean Pollution Reduction Act (OPRA) was passed and provided the City of San Diego an opportunity to apply for a Modified Permit (Waiver). The City received the permit, but in return the City had to agree to build 45 MGD of Water Reclamation Capacity and this is the reason the city built the NCWRP and SBWRP.

He indicated that the City must apply every five (5) years for a Modified Permit (Waiver). The current permit will expire on July 31, 2015. In order to get the Environmental Community's support for the Waiver, the City of San Diego has agreed to perform several studies:

- A study to confirm that it would be very costly to convert the SBWRP to Secondary Level Treatment.
- A study that looked at the Ocean monitoring programs to assure that they are comprehensive.
- A study on recycled/repurified water.

The application to renew the permit must be submitted six (6) months early (January 2015) and the application takes about one (1) year to complete. The City will be working in completing the application in the next few months and is the reason the issue must be addressed now.

The City of San Diego has completed the recycled water study in response to the environmental community's request. In the study, it reviewed the possibility of a project producing 83 MGD of indirect potable reuse by building advanced water purification facilities next to the two (2) water reclamation plants and the Harbor Drive site. These plants would discharge into either the San Vicente or Otay Mesa Reservoirs. If this is combined with the planned diversion of wastewater flow to the SBWRP, it would offload almost 100 MGD from the PLWTP.

The City also completed a 1 MGD demonstration project which proved that it is possible to scale up a water purification plant to industrial level and that it can consistently produce water that is similar to distilled water. This is much better quality than the regions normal sources of raw water.

He stated that the design capacity for the PLWTP is 240 MGD. The current permit allows the discharge of up to 13,598 Metric Tons of Solids (TSS MER) per year into the ocean. Currently, with the production of 240 MGD, the PLWTP is discharging 9,942 TSS MER per year. The JPA Members are suggesting that the plant not be converted to Secondary Level Treatment (leave it as a Chemically Enhanced Primary Plant) and reduce the flow to 140 MGD by off-loading through potable reuse, which will provide for the same approximate discharge of 9975 TSS MER. This is the equivalent to Secondary level treatment. If the JPA members are able to convince the regulators that the

PLWTP should not be upgraded, then the water produced from the plant would be in the range of \$500 to \$800 AF.

The JPA members are recommending the following:

- Create long range (≈20 year) Regional Water Reuse Program focused on potable water reuse (support potable reuse) that:
  - Provides new, local, sustainable water supply (≈83 MGD)
  - Offloads PLWTP to ≈143 MGD
- Obtain Legislation to permit Smaller PLWTP (≈143 MGD) at Advanced Primary Level that:
  - Avoids billions of dollars in capital, financing, energy and operating costs
  - Continues to protect the ocean environment

In response to an inquiry from Director Robak, Mr. Tulloch indicated that because of the proposed reduction in the PLWTP production (less 100 MGD), the emissions would be less than 9,942 TSS MER per year (this would be the cap as opposed to the current 13,598 TSS MER). He stated that the region needs the PLWTP's production and will build the remaining water resources needed for the region via the water purification plants. The permit, thus, would be to cap the emissions as opposed to the flow. This would be less costly, still protect the ocean and provides 100 MGD of water resource for the region via potable reuse.

Chief Financial Officer Beachem responded to an inquiry from Director Croucher that the impact of this project has not yet been incorporated into the Otay WD's rates as it is not certain what the impact will be. Mr. Tulloch indicated that the JPA members are currently are working to get consensus on the direction and legislation for the PLWTP. Actual costs and the impact to rates can then be determined once there is consensus.

It was indicated that by changing the description of recycled water from "Toilet to Tap" to "Potable Reuse" it has turned around the public's perception from 25% ten (10) years ago to approximately 73% public support through outreach programs to educate the public. It was noted that there is more public support for Potable Reuse if the water is filtered through natural flow, such as flowing through the Colorado River.

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

Ayes: Directors Croucher, Gonzalez, Lopez, Robak, and Thompson  
Noes: None  
Abstain: None  
Absent: None

to approve Resolution No. 4216 supporting the Metro Wastewater Joint Powers Authority's goal to develop a long-range regional water reuse plan that includes indirect potable reuse and results in a smaller secondary equivalent PLWTP.

## PUBLIC HEARING

### 7. PUBLIC HEARING ON RATE INCREASES

THE BOARD WILL BE HOLDING A PUBLIC HEARING TO CONSIDER THE PROPOSED RATE INCREASES TO BE IMPLEMENTED IN THE FISCAL YEAR 2013-2014 OPERATING AND CAPITAL BUDGET. THE BOARD INVITES THE PUBLIC TO PROVIDE COMMENTS ON THE PROPOSED INCREASES

Accounting Manager Rita Bell reviewed the findings of the Cost of Service Study for water and sewer rates and the cost drivers necessitating the rate increases. She indicated the Cost of Service is performed to determine changes to rates, fees and charges that are necessary in order to ensure equity among customer classes based on cost of service and to ensure compliance with industry standards. The rates are set to recover sufficient revenues to operate and maintain water and sewer systems. Staff is proposing a water and sewer rate increase to pass through all costs from water and sewer providers (MWD & CWA for potable water, City of San Diego for Recycled Water, and City and County of San Diego for Sewer Services) and authorize rate increases due to internal reasons not to exceed 10% per year for a 5-year period.

Ms. Bell indicated that a 7.5% rate increase for potable and recycled customers is required to:

- Fund \$7.8 million of transfers to maintain reserves and finance the District's CIP
- Rebuild the Debt Coverage Ratio to 134%
- Raise rates to pass-through rate increases by CWA and MWD
- Maintaining the district's relative position with other water providers

Staff is also proposing a 7.9% increase for sewer customers to fund the estimated \$14 million in Sewer Replacement and Rehabilitation projects planned through FY 2019.

She reviewed in detail the proposed water (potable and recycled) and sewer rate structures in detail that included meter equivalencies, adjusting the tiers and break points, creating a recycled commercial rate, and updating the fire service fee (please see attached copy of presentation for details).

She also reviewed the cost drivers for the proposed rate increases which included the increases from the District's water wholesalers. It is estimated that the average increase from the District's water wholesalers is 7.5% annually through 2018. The pass-through increases include MWD's 5% increase and CWA's 4.3% increase. The increase also includes the impact of the cost of the Carlsbad Desalination Project.

Ms. Bell indicated that the water rate increase is proposed to take effect with water billed on or after January 1, 2014 and may apply to water used as early as the beginning of December 2013. For a typical single-family residential water customer using 14 units per month (14 hundred cubic feet or 10,472 gallons of water), their water bill will increase by \$4.08 per month which will place Otay WD as the tenth lowest cost water service provider among the 23 local agencies.

The average sewer rate increase proposed among the classes is 7.9% through 2018. This rate increase will also take effect with sewer services billed on or after January 1, 2014, and may apply to services provided as early as the beginning of December 2013. For a single-family residential customer with a  $\frac{3}{4}$ " meter, the typical monthly bill will increase \$6.20 per month mainly due to more equitably allocating costs between customer classes. The monthly system fee for both .75" and 1" meters for single-family residential customers is proposed to be \$14.38 per month from \$13.30 and \$19.40 respectively and the usage fee will be increased to \$2.35 per month from \$1.92. Ms. Bell noted that the monthly system fee, per the Cost of Service Study, proposes that the fee be increased to \$15.68. Staffs' recommendation is to phase-in the increase (\$14.38 per month in FY 2014) and the difference will be recaptured in the next two fiscal years. She indicated that by not increasing to the full cost in the first year, it will help smooth the rate for sewer customers. She stated that the proposed increase will place the Otay WD as the sixth lowest cost sewer service provider among the local agencies for a typical single-family sewer customer utilizing 14 units of water.

She reviewed the various efforts the District has done to control internal costs which included reducing Labor and Benefits costs, Administrative Expenses, and Materials and Maintenance costs by \$118,100 (comparing the FY 2013 budget to the FY 2014 budget). She stated that 95% of the budgeted rate increase is due to the District's suppliers' rate increases and 5% is due to internal increases to maintain the District's debt coverage ratio and reserve funding levels.

Ms. Bell noted that the District has decreased its employee count by 31.75 FTEs or 18.2% from 2007 to 2014. The cumulative cost savings due to staff reduction is \$14.1 million over the seven years. She stated the District has been able to reduce employee headcount through outsourcing non-core functions and enhancing efficiencies through automation, such as, the implementation of the AMR program which provides for automated reading of meters versus manual reading. Another measure of the District's efforts to increase efficiency is through the number of employees to customer accounts. The District has increased its number of customer accounts to employee from 301 customers per employee in 2007 to 380 in 2014, a 26.2% increase.

She stated that neighboring water agencies are facing similar increases in costs and rate increases. The proposed rate increases will allow the District to maintain its debt coverage ratio to lower borrowing costs and ensure compliance with bond covenants. It will also allow for the maintenance of reserve levels in compliance with the District's Reserve Policy to ensure financial security and the District's credit rating. She noted that the District's costs have been managed effectively by implementing efficiencies that minimize rate increases. With the recommended action on rates, staff is also requesting that the board approve the consolidation of the District's Improvement

District's (IDs) by detaching ID 25 and annexing it into ID 20. Also detaching ID 19 and annexing it into ID 22. She stated that there is no debt associated with the IDs and, thus, there is no purpose to retain the two IDs. The fees are identical for the customers in the IDs and consolidating the IDs will allow the District to eliminate two IDs which will enhance efficiency. The consolidation must be handled through the Proposition 218 process and staff is recommending that it be processed in conjunction with the proposed rate increases.

Staff is recommending that the board consider:

- Approving Ordinance No. 539 to adopt the rate, fee and charge increases to water and sewer billed beginning January 1, 2014 and it may apply to usage as early as the beginning of December 2013.
- Authorizing, for a period of five years, all future pass-through increases or decreases to cover changes to water and sewer rates, fees or charges from the District's suppliers.
- Authorizing, for a period of five years, overall average water and sewer rate increases in addition to the pass-through increases, not-to-exceed 10% per year of all costs other than pass-through costs.
- Detach parcels within ID 25 and annexing to ID 20
- Detach parcels within ID 19 and annexing to ID 22
- Authorizing staff to submit the appropriate forms and fees required to complete the Board action with the State Board of Equalization and the County of San Diego.

Public Comments:

Ms. Bonnie Price of Spring Valley indicated that she was happy to see that staff has managed to keep the District's average customer bill in the mid to low end compared to other local agencies. She stated, however, she disagrees with the District's proposed rate increases. She stated that she realizes 95% of the increase is outside the District's control, but those on fixed incomes would be impacted greatly by increases that exceed their own lack of increases in social security and pension. She stated that those who are working also do not receive such a great increase in their salary and wages. She indicated that they understand that there will be a need to have rate increases due to extended drought and global warming. However, she suggested the District must look long term to bring costs under better control for the citizens of its service area. She also suggested a merger of the water agencies with one centralized agency to gain some economies of scale for overhead costs. She urged the District to look for alternate water supply sources and thanked the board for their attention and thoughts with regard to her suggestions.

Ms. Susan Thornton-Zetino of Chula Vista indicated that she is not a customer of Otay WD, but is representing her mother who is a customer. She commented on the time the public hearing was held and inquired with regard to the *Notices of Public Hearing* if they were also mailed to customers in Spanish as she felt that the majority of the District's

customers were Spanish speakers. She also inquired on percentage of residential customers and the total number of customers.

Staff indicated that the notices were not sent in Spanish and residential customers represent 94% of the customers, but they do not comprise the majority of water sales. The District has approximately 49,000 connections and must hear from a majority of its customers indicating their opposition to the rate increases. Otherwise, it becomes an option for the board to approve the proposed rate increases. Ms. Thornton-Zetino indicated that she felt that customers are not really notified and are not aware that their rates were going to increase.

District Secretary Susan Cruz indicated that the District has received 65 additional protest letters at today's board meeting. The total protests received is 117, the total acceptable protests, with the 65 letters received today, is 108.

Director Robak indicated that for a number of years the District has had to deal with rate increases. He stated that costs are going up with every vendor; cable, etc. He indicated that it is hard to dispute that we have increased costs and the District must find a way to pay them. He stated that one of things that is near and dear to his heart is consolidating the 24 local agencies. He noted that there are historical reasons why we have 24 agencies, but there is no longer a reason for them now. He noted that there was a functional consolidation between two agencies in the north part of the County where they consolidated administrative costs. The two agencies are not nearly as large as Otay WD, but they have saved money. He stated that he read an article that indicated another agency in the north County, Rancho Santa Fe Irrigation District (RSF), is also looking at consolidation to potentially save money. In the article it suggests that a potential District that RSF might consolidate with is Olivenhain Municipal Water District (OMWD). According to OMWD, the consolidation with RSF would likely not work as they have their own water. He noted that, per the chart presented by staff comparing water rates among the local agencies, there is only a less than 1% difference in their monthly average bill. He also noted in comparing sewer rates between Otay WD and the County of San Diego, there is a 33% difference in the rate, where Otay WD is higher cost agency now. The explanation provided for the rate disparity is that the County's rate is artificially low and that it cannot be sustained. He said it is difficult to decide what is the truth. He stated the reality is we do need to do something to hold costs down, not that we have not tried to do so, but maybe the District could look at consolidation.

General Manager Watton indicated with regard to the article and the possible consolidation of RSF and OMWD, he believes they were directing the comment to their source of water cost. RSF has rights to well water and OMWD receives its water from CWA. How the different sources get translated into customer cost is different.

Director Robak inquired what benefit the District gets from the Metro Commission. He understands that the District sends its overflow to the Metro Commission. He inquired if staff has looked at how the District's customers can get benefit from utilizing the District's Ralph Chapman Water Reclamation Plant (RCWRP). Staff indicated that the RCWRP does lower the overall sewer cost, so the sewer customers do receive benefit

from the plant. It was also indicated that staff has been looking at expanding the plant and adding sludge handling in the future to reduce the overall cost and insulate the District from Metro Commission increases.

Director Robak further inquired if there is a way to measure how much effluent a customer is sending to the sewer system. Staff indicated that they are not aware of any technology that would be suitable to measuring such flow.

Director Croucher commented with regard to the phase-in of the sewer rate increase that he would rather pay now than pay over a several years as customers end up paying a little more to make up for difference. He also inquired if the request for the five-year pass through of wholesaler increases included the increases in power cost. Staff indicated that it did not as power is a District operational cost. It was noted that SDG&E had indicated that there would be four (4) 2.5% increases in FY 2014 which compounds to slightly more than 10%. The 10% increase in power cost is built into the budget.

Director Croucher indicated that many don't realize the value of something until they no longer have it. He stated water is getting very expensive, but if we do not have the water, it is then that we realize its true value. The District does want to keep the cost as low as possible, but it also wants to be fiscally sound.

He also shared that one of the reasons the District voted no on the Carlsbad Desalination Project is because they still cannot provide the District the cost of the water from the project. Thus, the District cannot evaluate how the cost of the project will impact its customers.

He commented with regard to the radiation from the debris from Japan related to their nuclear plant meltdown, that it was reported that it will increase radiation along our shoreline. He inquired how it will affect desalinated water. It was discussed that the radiation is more of a background radiation and it may go higher, but it is still within the acceptable limits. Staff will research this issue further.

Director Thompson indicated that the District has held a workshop to review its budget with board and has been discussing, over the last six (6) months, how it can respond to the need for increases. He stated that he does agree with the concept of mergers and he felt that there are creative ways to merge agencies. Agencies could be merged through Joint Powers Authorities where all agency rights are maintained and provides for the streamlining of administration. He stated that he strongly supports any efforts to try and reduce public costs. He noted that the District has worked to reduce staffing (18.2% over the last seven years) through staff efforts. He stated that there has been some misinformation about what drives the District's costs. He stated that the board has a very watchful eye on employee costs, while also assuring that the District is competitive and has the ability to maintain good staff long term.

He stated with regard to looking for new resources of water that he believes the District is very progressive. The District is currently exploring the potential of acquiring desalinated water from the proposed Rosarito Beach Desalination Plant in Mexico. This

is very significant as the plant will provide for a long term steady water supply resource at a reasonable cost.

He noted that the District's General Manager worked very diligently on the water transfer agreement with the Imperial Irrigation District which provided for a secure water supply resource at a reasonable cost. He stated the water agencies have diversified considerably to assure that the region has the best quality sources of water at reasonable rates. He also indicated the District was one of the most vocal opponents of the Carlsbad Desalination Plant Project and voted against the project. The District felt that while it provides for a diversified supply, the cost was quite expensive at twice the current cost of water. He explained, because the District is a member of the consortium (CWA) interested in acquiring the Carlsbad Desalination Plant Project, it must buy a certain portion of the water, though it voted against the supply. He stated that he wished to share with the members of the public that these are part of the many issues the District must respond to.

Director Thompson indicated that he had asked during the District's budget workshop why Multi-Family customers do not receive the same water savings rate that Single-Family residential customers receive when they conserve. He indicated that staff reviewed this issue, but he is not sure that the District has done enough to equalize/make it more fair to Multi-Family customers. He also indicated that he agreed that the District should figure out how the District can provide the rate increase notices in Spanish.

Director Thompson indicated that he felt staff is doing the best job that they can to keep costs down and that the District is run in a very businesslike fashion. He stated that he supports the proposed rate increases while being very mindful of the District's job to continue to look out for its ratepayers.

Director Gonzalez indicated that he agreed with some of Director Thompson's comments and with Director Robak's comments regarding the rising cost for cable, telephone, etc. He noted that when he is not home, he is still paying for his cable services. He stated that costs are rising everywhere, even the coffee we purchase outside. He indicated that the majority of water is used outdoor in single-family homes and he would like to see the District explore the use grey water for use on residential lawns. He also suggested that ratepayers look at the District's water conservation programs. He utilized one of the programs to remove a part of his lawn and replaced it with water efficient plants which has reduced his water use outdoor. He indicated that the District is managed as a business and it is always looking at ways to keep rates low for its customers.

Director Lopez indicated that the District has discussed the budget at workshops and committee meetings and has addressed these issues. He indicated that the District has very competent finance personnel and throughout its operations. He noted the awards that line the District's walls are all from the District's peers recognizing the District's excellence. The District strives to maintain this high accountability. It has a strong Strategic Plan which can be found on the District's website. The District works very hard to assure there are no spikes in the rates, while assuring it is prepared for the

future. He commended staff and Directors for their questions. He stated that he also fully supported the recommended rates proposed by staff.

Director Robak indicated that he will be voting “no” on the proposed rate increases. He stated that the board is in agreement that the District has very competent staff. He indicated if the Board had provided direction to staff to find a way to avoid increases, they may have been able to do so. He stated that he does not know that, but he would venture to say that it may have been done. He stated somehow the District needs to find a way to control costs either through consolidation or other means.

Director Thompson inquired if Director Robak believed it is prudent or imprudent for the rate increases to go forward and if it is not prudent, what does he suggest as the alternative. Director Robak indicated that he suggests that the District control costs in other ways, like staff or benefit reductions. He stated that the Ad Hoc Committee of this board offered a renewal of the Employee Memorandum of Understanding (MOU) which was not brought to the full board. The employees had an opportunity to vote on the MOU before he had known about it.

Director Croucher indicated, for clarification, that the employees took a 0% increase. It was an extension of the MOU without any increases.

Director Thompson commented that if three (3) members of the board felt the same as Director Robak, that the District’s credit rating would be impacted. He asked staff to comment on this issue.

Chief Financial Officer Beachem indicated that it is likely that the District’s credit rating will be impacted adversely. He stated that Standard & Poor’s currently has the District on “watch” which is related to the District’s debt coverage ratio. The proposed rates would bring the District back to its target of 150%. If the rates are not approved, then the District’s credit rating would go down causing the District’s borrowing cost to increase long term. The District would need to pay more to borrow money. General Manager Watton indicated that staff discussed this with the board last budget cycle as staff wished to mitigate some of the increases to rates. Staff purposely took the debt coverage ratio to the “edge” knowing that the District would be put on credit watch. Staff anticipated that in the next budget cycle, rate increases would be proposed that would bring the District back into its target level, close to the time when it would need to borrow or refinance.

- a) APPROVE THE IMPLEMENTATION OF RATE CHANGES AS PROPOSED FOR THE FISCAL YEAR 2013-2014 OPERATING AND CAPITAL BUDGET THROUGH THE ADOPTION OF ORDINANCE NO. 539 AMENDING SECTION 25, CONDITIONS FOR WATER SERVICE; SECTION 31, TEMPORARY WATER SERVICE; SECTION 34, ISSUANCE AND PAYMENT OF WATER BILLS; SECTION 38, SERVICE FOR FIRE PROTECTION SYSTEMS; SECTION 53, FEES, RATES, CHARGES AND CONDITIONS FOR SEWER SERVICE; AND APPENDIX A, SCHEDULE OF FEES OF THE DISTRICT’S CODE OF ORDINANCES; AUTHORIZE, FOR A PERIOD OF FIVE-YEARS, THE

PASS-THROUGH OF COST INCREASES FROM WATER WHOLESALERS AND SEWER SERVICE PROVIDERS; AUTHORIZE DISTRICT RATE INCREASES, FOR A PERIOD OF FIVE YEARS, NOT-TO-EXCEED 10% ANNUALLY; AND AUTHORIZE THE DETACHMENT OF PARCELS WITHIN IMPROVEMENT DISTRICTS (IDs) 19 AND 25 TO BE ANNEXED INTO IDs 22 AND 20 RESPECTIVELY

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

Ayes: Directors Croucher, Gonzalez, Lopez and Thompson  
Noes: Director Robak  
Abstain: None  
Absent: None

to approve staffs' recommendation.

CONSENT CALENDAR

8. 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 Robak pulled item 7a, DECLARE FOUR (4) PARCELS OF PROPERTY AS SURPLUS AND AUTHORIZE THE GENERAL MANAGER TO DISPOSE OF THE PARCELS IN THE BEST INTEREST OF THE DISTRICT, for discussion.

Upon a motion by Director Croucher, seconded by Director Robak and carried with the following vote:

Ayes: Directors Croucher, Gonzalez, Lopez, Robak and Thompson  
Noes: None  
Abstain: None  
Absent: None

to approve the following consent calendar items:

- a) APPROVE A PROFESSIONAL AS-NEEDED LAND SURVEYING SERVICES CONTRACT WITH AIRX UTILITY SURVEYOR, INC. AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH AIRX IN AN AMOUNT NOT-TO-EXCEED \$175,000 FOR A PERIOD OF TWO (2) FISCAL YEARS (FY 2014 AND FY 2015)
- b) APPROVE RESOLUTION NO. 4217 AMENDING THE DISTRICT'S DEBT POLICY

President Lopez presented item 7c for discussion:

- c) DECLARE FOUR (4) PARCELS OF PROPERTY AS SURPLUS AND AUTHORIZE THE GENERAL MANAGER TO DISPOSE OF THE PARCELS IN THE BEST INTEREST OF THE DISTRICT

Director Robak wished to assure, in terms of the appraisal, that they are done properly. General Manager Watton indicated that there is a process to declare property surplus. If the board declares the parcels surplus at today's meeting, the properties will be appraised and staff would present the appraisals to the board prior to the properties being sold.

Director Croucher commented with regard to the parcel located on Sweetwater Springs Boulevard that it is the property that the District has been discussing with The Point HOA an easement for an access road. He asked how the sale of the property would impact the HOA for emergency access. General Manager Watton indicated that there are two interested parties in the parcel, an apartment complex owner and the HOA. Staff will notify both parties of the District's intention to sell the parcel. Director Croucher requested that staff speak with the interested parties before selling the property to assure that the District does not impact their negotiations. He suggested that the Sweetwater Springs Boulevard parcel be held and brought back to a future meeting following discussions with the interested parties.

Upon a motion by Director Croucher, seconded by Director Thompson and carried with the following vote:

Ayes:	Directors Croucher, Gonzalez, Lopez, Robak and Thompson
Noes:	None
Abstain:	None
Absent:	None

to approve the declaration of the parcels surplus with the exception of APN No. 505-230-51-00 and that this parcel be brought back to a future meeting.

## ACTION ITEMS

### 9. ENGINEERING AND WATER OPERATIONS

The board recessed to closed session at 5:44 p.m. and reconvened at 6:28 p.m.

- a) APPROVE CHANGE ORDER NO. 2 TO THE EXISTING CONTRACT WITH SEPULVEDA CONSTRUCTION FOR A CREDIT IN THE AMOUNT OF <\$8,972.14> FOR THE 30-INCH HUNTE PARKWAY POTABLE WATER PIPELINE PROJECT

The board waived presentation and a motion was made by Director Croucher, seconded by Director Gonzalez and carried with the following vote:

Ayes:	Directors Croucher, Gonzalez, Lopez, Robak and Thompson
-------	---

Noes: None  
Abstain: None  
Absent: None

to approve staffs' recommendation.

- b) APPROVE CHANGE ORDER NOS. 3 AND 4 TO THE EXISTING CONTRACT WITH SEPULVEDA CONSTRUCTION IN THE AMOUNTS OF \$52,642.88 AND \$28,427.49 RESPECTIVELY FOR THE 944-1R RECYCLED WATER PUMP STATION UPGRADES AND SYSTEM ENHANCEMENTS PROJECT

The board waived presentation and a motion was made by Director Croucher, seconded by Director Lopez and carried with the following vote:

Ayes: Directors Croucher, Gonzalez, Lopez, Robak and Thompson  
Noes: None  
Abstain: None  
Absent: None

to approve staffs' recommendation.

#### 10. BOARD

- a) DISCUSSION OF 2013 BOARD MEETING CALENDAR

Director Croucher recommended that if staff has time sensitive items that they be presented at the October and November board meetings as it is anticipated that the December meeting may be cancelled.

There were no changes to the board meeting calendar.

#### 11. INFORMATIONAL ITEMS

- a) REPORT ON DIRECTORS' EXPENSES FOR THE 4<sup>TH</sup> QUARTER OF FISCAL YEAR 2013

The board waived presentation and recommended that the report be received and filed.

- b) FOURTH QUARTER OF FISCAL YEAR 2013 CAPITAL IMPROVEMENT PROGRAM REPORT

Engineering Manager Dan Martin provided a report on the Fourth Quarter Fiscal Year 2013 Capital Improvement Program. Please reference the Committee Action notes (Attachment A) attached to staff's report for the details of his report.

In response to several comments from Director Robak, Director Croucher recommended that staff research the benefits of contracting with consultants and outsourcing construction management to determine if it would be better for District staff to manage projects in order to save the money.

## REPORTS

### 12. GENERAL MANAGER'S REPORT

General Manager Watton indicated it was Consolidated Ltd. 40<sup>th</sup> Anniversary and shared a copy of their Water Desalination Report publication which included a photo with Mr. John Tonner.

General Manager Watton presented additional information from his report that included the District's Landscape Contest, Education Programs, and IRS Auditing the 2007 COPS. Mr. Watton noted that the IRS sent a notice indicating that the District has been randomly selected for an audit on its 2007 COPS. He indicated that this is a standard procedure. Mr. Watton also commented on the District's water purchases and indicated that purchases were within budget.

### SAN DIEGO COUNTY WATER AUTHORITY UPDATE

General Manager Watton provided handouts regarding the MWD rate litigation and the Bay Delta Conservation Project. He stated that CWA has not taken a position on the Tunnel Project and is requesting that different variables be responsibly studied before moving forward with the project. He noted that Governor Brown's administration has started a campaign for the Tunnel Project as his office has already provided a presentation to Padre Dam MWD's board. It was discussed that the Tunnel Project will cost approximately \$15 billion and it is anticipated that the Agriculture agencies will campaign for 10% (\$1.5 billion) of the project's cost and the remaining 90% (\$13.5 billion) will go to MET. This would significantly affect water rates if the Tunnel Project is approved.

Director Croucher indicated that CWA has change its meeting schedule so that committee meetings begin at 8:00 a.m. instead of 9:00 a.m., and formal board meetings will begin at 2:00 p.m. to allow members to provide an update of their agencies. He stated with regard to the Carlsbad Desalination Project, that CWA continues to look into the transportation pipeline from the Carlsbad Plant to CWA's system. He provided an update on the San Vicente Project that involves different power options and indicated that CWA members have requested an update on completed power projects, specifically the Lake Hodges project, before they take action on the San Vicente Project.

### 13. DIRECTORS' REPORTS/REQUESTS

Director Thompson indicated that he had completed several online trainings and commended staff for ensuring that directors completed mandatory training. He

shared that President Lopez joined him in volunteering at the San Diego Port Tenants Association's Operation Clean Sweep 2013, as well as other staff members, Armando Buelna, Bob Kennedy, Oscar Ramirez and his family. A presentation of the event was shown to the board members.

Director Gonzalez reported that he completed Sexual Harassment Training and Brown Act Training seminars.

14. PRESIDENT'S REPORT

President Lopez reported on meetings he attended during the month of August 2013 (a list of meetings he attended is attached).

15. ADJOURNMENT

With no further business to come before the Board, President Lopez adjourned the meeting at 7:03 p.m.

---

President

ATTEST:

---

District Secretary

**President's Report**  
**September 4, 2013 Board Meeting**

**A) Meetings attended during the Month of August 2013:**

**1) August 1:**

a. **Board Agenda Briefing.** Met with General Manager Watton and General Counsel Dan Shinoff to review items that will be presented at the August Board Meeting.

b. **Attended a meeting of the Metro Commission:**

i. The Commission took action on a Joint Resolution supporting development of a long range Regional Water Reuse Plan and Secondary Equivalency for the Pt. Loma Wastewater Treatment Plant (see attached copy of agenda).

**2) August 7: Attended the District's Regular Board Meeting**

**3) August 9: Attended a Seminar, "Board's Role in Finance & Fiscal Accountability."** The seminar was held at Vista Irrigation District.

**4) August 13: Participated in a Webinar, "Understanding Board Member & District Liability Issues."**

**5) August 14:**

a. **Committee Agenda Briefing.** Conference call with General Manager Watton to review items that will be presented at the August Committee meetings.

b. **Development of Agenda for Joint Water Summit Meeting.** Attended a meeting to discuss the agenda for a Joint Water Summit meeting hosted by Sweetwater Authority.

**6) August 21: Attended the District's Finance, Administration and Communications Committee.** Reviewed, discussed, and made recommendation on items that will be presented at the September board meeting.

**7) August 27: Attended a Joint Water Summit Meeting hosted by Sweetwater Authority.** The meeting was attended by the City of Chula Vista Mayor Cheryl Cox, City of National City Mayor Ron Morrison, County Board of Supervisor Greg Cox, and the Chairs/Vice Chairs from Otay WD and Sweetwater

Authority. The attendees from Otay WD were President Lopez, Vice President Thompson and General Manager Watton (see attached copy of agenda).

- 8) **August 30: Board Agenda Briefing.** Met with General Manager Watton and General Counsel Dan Shinoff to review items that will be presented at the September Board Meeting.

# Agenda Item 7a



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 2, 2013
SUBMITTED BY:	Jeff Marchioro Senior Civil Engineer	PROJECT:	P2083- DIV. NO. 2 001102
	Bob Kennedy Engineering Manager		
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Award of a Professional Engineering Services Contract for Design and Construction Support of the 870-2 Pump Station Project to Carollo Engineers, Inc.		

**GENERAL MANAGER'S RECOMMENDATION:**

That the Otay Water District (District) Board of Directors (Board) award a professional services contract to Carollo Engineers, Inc. (Carollo) and authorize the General Manager to execute an agreement with Carollo for design and construction support of the 870-2 Pump Station Project in an amount not-to-exceed \$624,910 (see Exhibit A for Project location).

**COMMITTEE ACTION:**

Please see Attachment A.

**PURPOSE:**

To obtain Board authorization for the General Manager to enter into a professional engineering services contract with Carollo for design and construction support of the 870-2 Pump Station Project in an amount not-to-exceed \$624,910.

**ANALYSIS:**

The 870-2 Pump Station Project (Project) includes a new pump station to replace the District's existing Low Head Pump Station (571-1 Pump Station) and High Head Pump Station (870-1 Pump Station). Exhibit A shows the location of the Low and High Head Pump Stations relative to the Roll (570-1) Reservoir. The two existing pump stations are reaching the end of their useful lives.

A preliminary design report dated October 1995 by RBF Consulting (RBF) recommended replacement of the existing Low Head and High Head Pump Stations with a single 870-2 Pump Station. RBF also completed the final design to a 100% level; however, the project has been shelved since the 1999-2000 timeframe.

Carollo and District staff reviewed RBF's previous design deliverables to identify which elements of the previous design can be reused. Carollo will reuse as much of the previous design as possible; however, as part of Carollo's scope of work, Carollo will revisit RBF's previous design and associated assumptions to prepare a new stand-alone preliminary design report.

The District requires a consulting firm to provide a range of professional services, including hydraulic and surge modeling, potholing, ground survey, demolition, grading & drainage, structural, mechanical, HVAC, electrical, instrumentation & control, process, cathodic protection, coatings, and constructability reviews associated with the Project.

In accordance with the Board of Directors Policy Number 21, the District initiated the consultant selection process on June 4, 2013, by placing an advertisement in the San Diego Daily Transcript, and posting the Project on the District's website for Professional Engineering Services. The advertisements attracted Letters of Interest and Statements of Qualifications from eleven (11) consulting firms. A Pre-Proposal Meeting was held on June 18, 2013. Eighteen (18) people representing nine (9) prime consulting firms attended the meeting.

On July 3, 2013, proposals were received from the following seven (7) consulting firms:

1. AECOM
2. Richard Brady & Associates
3. Carollo
4. Civil-Source
5. Lockwood, Andrews & Newnam, Inc. (LAN)
6. RBF Consulting

## 7. Tran Consulting Engineers

Among the potential engineering firms that submitted letters of interest but did not propose were Lee&Ro and URS.

After the proposals were evaluated and ranked by a five-member review panel consisting of District Engineering and Operations staff, it was determined that three (3) proposals ranked sufficiently close to warrant being invited to make an oral presentation and respond to questions from the panel. After conducting the interviews on July 30, 2013, the panel completed the consultant ranking process and concluded that Carollo had the best approach to the Project and provided the best overall value to the District. A summary of the complete evaluation is shown in Exhibit B.

Scope and fee negotiations with Carollo concluded on August 22, 2013 which resulted in a fee increase of \$104,770 to their original proposed fee of \$520,140. The construction support services scope of work was expanded from a \$25,000 as-needed budget to a \$120,240 not-to-exceed budget corresponding to a detailed scope of work. Other minor refinements to the scope resulted in an increase of \$9,530 for a land surveying of the property. Carollo's revised proposed fee, with adjustments described above, is \$624,910.

Staff reviewed each of Carollo's scope and fee adjustments and concluded that each modification was fair and insignificant to the outcome of the selection process. Before scope adjustments were made, Carollo had proposed the lowest fee.

**FISCAL IMPACT:**             Joe Beachem, Chief Financial Officer

The Fiscal Year 2014 budget for CIP P2083 is \$12,581,000. Total expenditures, plus outstanding commitments and forecast, including this contract, are \$889,680. See Attachment B for budget detail.

Based on a review of the financial budget, the Project Manager anticipates that the budget for CIP P2083 is sufficient to support the Project.

Finance has determined that 100% of the funding is available from the Replacement Fund for CIP P2083.

### **STRATEGIC GOAL:**

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner"

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

**LEGAL IMPACT:**

None.

JM/BK:jf

Y:\Board\CurBdPkg\ENGRPLAN\2014\BD 10-02-13\870-2 Pump Station Contract to Carollo (P2083)\BD-10-02-13, Staff Report, Award Engineering Contract to Carollo, (JM-BK) rev3.docx

- Attachments:    Attachment A - Committee Action  
                  Attachment B - Budget Detail  
                  Exhibit A - Location Map  
                  Exhibit B - Summary of Proposal Rankings



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b> P2083-001102	Award of a Professional Engineering Services Contract for Design and Construction Support of the 870-2 Pump Station Project to Carollo Engineers, Inc.
---	--

### COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee (Committee) reviewed this item at a meeting held on September 23, 2013, and the following comments were made:

- Staff recommended that the Board award a professional services contract to Carollo Engineers, Inc. (Carollo) and authorize the General Manager to execute an agreement with Carollo for design and construction support of the 870-2 Pump Station Project in an amount not-to-exceed \$624,910.
- Staff provided a background of the Pump Stations that are in place which include a High Head Pump Station that was originally constructed in 1961, and a Low Head Pump Station was constructed in 1965 to improve hydraulics to the High Head Pump Station. See Exhibit A for the location of the Pump Stations.
- Staff indicated that in 1995, RBF Consulting (RBF) recommended replacement of the existing Low Head and High Head Pump Stations with a single 870-2 Pump Station. During the 1999-2000 timeframe, RBF completed a final design of the 870-2 Pump Station to a 100% level; however, the project was downsized to include relatively minor mechanical improvements only.
- It was indicated that Carollo and District staff reviewed RBF's previous design deliverables to identify which elements can be reused. However, as part of Carollo's scope of work, Carollo will revisit RBF's previous design and associated assumptions to prepare a new stand-alone preliminary design report.
- Staff discussed the selection process and indicated that of the seven (7) proposals submitted to the District, three (3) firms were invited for an interview. Staff provided a Summary of Proposal Rankings (Exhibit B) to the Committee and indicated that Carollo received the highest score.

- Staff checked Carollo's references, reviewed their Company Background Questionnaire form, and performed an internet search on the company and did not find any significant issues.
- Staff has successfully worked with Carollo staff in the past. Carollo's Project Manager, while employed at other firms, worked on the District's Ralph W. Chapman Water Recycling Facility Upgrade, 680-1 Recycled Water Pump Station, and 450-1 Recycled Water Reservoir Projects.
- Staff provided a background of the Roll Reservoir (570-1), shown in Exhibit A, and noted that it originally served the Otay Mesa farmers and was an open reservoir until the mid-80s when health regulations required it to be covered.
- In response to a question by the Committee, staff stated that developments surrounding the Project site has not affected site access.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board as a consent item.



## ATTACHMENT B – Budget Detail

<b>SUBJECT/PROJECT:</b> P2083-001102	Award of a Professional Engineering Services Contract for Design and Construction Support of the 870-2 Pump Station Project to Carollo Engineers, Inc.
---	--

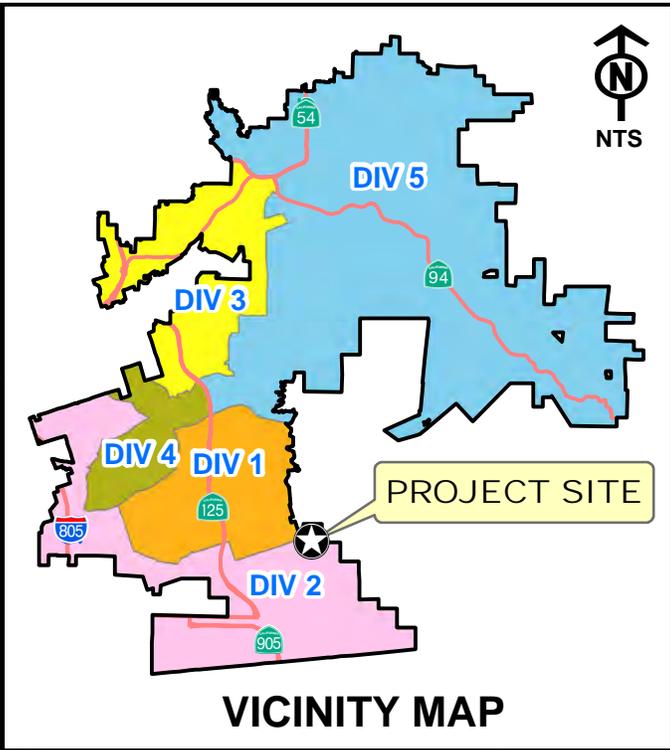
Otay Water District					Date Updated: 8/26/2013
p2083-PS - 870-2 Pump Station (28,000 GPM)					
<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment &amp; Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor/Comments</i>
<b>12,581,000</b>					
<b>Planning</b>					
Conversion Cost Type	580,444	580,444	-	580,444	EXPENDITURES PRIOR TO 2004
Service Contracts	164	164	-	164	SAN DIEGO DAILY TRANSCRIPT
Standard Salaries	23,013	23,013	-	23,013	
	34,770	-	34,770	34,770	INTERNATIONAL ENVIRONMENTAL CORP
<b>Total Planning</b>	638,391	603,621	34,770	638,391	
<b>Design</b>					
Service Contracts	1,300	1,300	-	1,300	INLAND AERIAL SURVEYS INC
Standard Salaries	231,127	31,127	200,000	231,127	
Service Contracts	504,670	-	504,670	504,670	CAROLLO
	10,000	-	10,000	10,000	GEOTECHNICAL
	20,000	-	20,000	20,000	BID DOC DISTRIBUTION
<b>Total Design</b>	767,097	32,427	734,670	767,097	
<b>Construction</b>					
	120,240	-	120,240	120,240	CAROLLO
	-	-	-	-	
<b>Total Construction</b>	120,240	-	120,240	120,240	
<b>Grand Total</b>	<b>1,525,728</b>	<b>636,048</b>	<b>889,680</b>	<b>1,525,728</b>	



## ATTACHMENT B – Budget Detail

<b>SUBJECT/PROJECT:</b> P2083-001102	Award of a Professional Engineering Services Contract for Design and Construction Support of the 870-2 Pump Station Project to Carollo Engineers, Inc.
---	--

Otay Water District					Date Updated: 8/26/2013
p2083-PS - 870-2 Pump Station (28,000 GPM)					
<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment &amp; Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor/Comments</i>
<b>12,581,000</b>					
<b>Planning</b>					
Conversion Cost Type	580,444	580,444	-	580,444	EXPENDITURES PRIOR TO 2004
Service Contracts	164	164	-	164	SAN DIEGO DAILY TRANSCRIPT
Standard Salaries	23,013	23,013	-	23,013	
	34,770	-	34,770	34,770	INTERNATIONAL ENVIRONMENTAL CORP
<b>Total Planning</b>	638,391	603,621	34,770	638,391	
<b>Design</b>					
Service Contracts	1,300	1,300	-	1,300	INLAND AERIAL SURVEYS INC
Standard Salaries	231,127	31,127	200,000	231,127	
Service Contracts	504,670	-	504,670	504,670	CAROLLO
	10,000	-	10,000	10,000	GEOTECHNICAL
	20,000	-	20,000	20,000	BID DOC DISTRIBUTION
<b>Total Design</b>	767,097	32,427	734,670	767,097	
<b>Construction</b>					
	120,240	-	120,240	120,240	CAROLLO
	-	-	-	-	
<b>Total Construction</b>	120,240	-	120,240	120,240	
<b>Grand Total</b>	<b>1,525,728</b>	<b>636,048</b>	<b>889,680</b>	<b>1,525,728</b>	



# OTAY WATER DISTRICT

870-2 PUMP STATION  
LOCATION MAP



CIP P2083

P:\WORKING\CIP P2083 870-2 Pump Station Replacement\Graphics\Exhibits\Figures\Exhibit A\_Location Map.mxd

EXHIBIT A

**EXHIBIT B**

**SUMMARY OF PROPOSAL RANKINGS**

**DESIGN AND CONSTRUCTION SUPPORT OF THE 870-2 PUMP STATION PROJECT**

		WRITTEN							ORAL							REFERENCES	
		Qualifications of Team	Responsiveness and Project Understanding	Technical and Management Approach	INDIVIDUAL SUBTOTAL - WRITTEN	AVERAGE SUBTOTAL - WRITTEN	Proposed Fee*	Consultant's Commitment to DBE	TOTAL - WRITTEN	Additional Creativity and Insight	Strength of Project Manager	Presentation and Communication Skills	Responses to Questions	INDIVIDUAL TOTAL - ORAL	AVERAGE TOTAL ORAL		TOTAL SCORE
MAXIMUM POINTS		30	25	30	85	85	15	Y/N	Y/N	15	15	10	10	50	50	150	Poor/Good/Excellent
AECOM/Atkins/DLM	Rod Posada	26	23	27	76	74	5	Y	79	13	14	8	8	43	42	121	
	Bob Kennedy	25	23	25	73					13	13	8	8	42			
	Dan Martin	27	23	27	77					13	14	8	8	43			
	Kevin Schmidt	25	22	25	72					13	12	9	7	41			
	Jose Martinez	26	21	25	72					12	13	9	8	42			
Brady	Rod Posada	20	20	20	60	59	7	Y	66	NOT INTERVIEWED						66	
	Bob Kennedy	19	17	20	56												
	Dan Martin	21	20	21	62												
	Kevin Schmidt	18	18	20	56												
	Jose Martinez	23	18	22	63												
Carollo	Rod Posada	28	24	28	80	76	15	Y	91	14	13	9	9	45	44	135	Excellent
	Bob Kennedy	25	22	25	72					13	13	8	8	42			
	Dan Martin	28	24	28	80					14	13	8	9	44			
	Kevin Schmidt	25	22	25	72					13	12	10	10	45			
	Jose Martinez	28	21	25	74					13	12	8	9	42			
Civil-Source	Rod Posada	20	20	22	62	62	13	Y	75	NOT INTERVIEWED						75	
	Bob Kennedy	20	17	20	57												
	Dan Martin	22	21	22	65												
	Kevin Schmidt	21	19	22	62												
	Jose Martinez	23	18	22	63												
LAN	Rod Posada	20	20	22	62	61	1	Y	62	NOT INTERVIEWED						62	
	Bob Kennedy	20	18	20	58												
	Dan Martin	23	19	23	65												
	Kevin Schmidt	22	18	20	60												
	Jose Martinez	24	17	21	62												
RBF	Rod Posada	21	20	24	65	63	9	Y	72	NOT INTERVIEWED						72	
	Bob Kennedy	20	18	21	59												
	Dan Martin	23	19	24	66												
	Kevin Schmidt	23	17	19	59												
	Jose Martinez	24	19	23	66												
Tran Consulting	Rod Posada	28	23	27	78	74	14	Y	88	12	14	8	7	41	39	127	
	Bob Kennedy	26	23	25	74					11	13	7	7	38			
	Dan Martin	28	23	27	78					12	13	7	7	39			
	Kevin Schmidt	26	20	26	72					12	14	7	7	40			
	Jose Martinez	26	20	24	70					11	13	7	7	38			

RATES SCORING CHART							
Firm	AECOM/Atkins/DLM	Brady	Carollo	Civil-Source	LAN	RBF	Tran Consulting
Fee	\$911,480	\$840,555	\$520,140	\$586,815	\$1,093,271	\$754,070	\$542,243
Score	5	7	15	13	1	9	14

\*Note: Review Panel does not see or consider proposed fee when scoring other categories. The proposed fee is scored by the PM, who is not on Review Panel.

# Agenda Item 7b



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 2, 2013		
SUBMITTED BY:	Kevin Cameron Assistant Civil Engineer II	PROJECT:	P2493-001103 P2535-001103	DIV. NOS.:	2, 4
	Bob Kennedy Engineering Manager				
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager				
SUBJECT:	Reject all Construction Bids for the 624-2 Reservoir Interior/Exterior Coatings & 458-2 Reservoir Interior Coatings and Upgrades Project				

**GENERAL MANAGER'S RECOMMENDATION:**

That the Otay Water District (District) Board of Directors (Board) reject all bids for the construction of the 624-2 Reservoir Interior/Exterior Coatings & 458-2 Reservoir Interior Coatings and Upgrades Project (see Exhibits A-1 & A-2 for Project location).

**COMMITTEE ACTION:**

Please see Attachment A.

**PURPOSE:**

To obtain Board authorization for the General Manager to reject all bids for the construction of the 624-2 Reservoir Interior/Exterior Coatings & 458-2 Reservoir Interior Coatings and Upgrades Project.

**ANALYSIS:**

In June 2013, the District's corrosion consultant, V&A Consulting Engineers, completed a Corrosion Control Program (CCP) that addressed the installation, maintenance, and monitoring of corrosion protection systems for the District's steel reservoirs and buried metallic piping. The CCP included a reservoir maintenance schedule that showed the 624-2 Reservoir is due to be recoated on both the interior and exterior surfaces, and the 458-2 Reservoir is due to be recoated on the interior only. The exterior coating of the 458-2 was replaced in 2004. In addition to replacing the coatings of the reservoirs, structural upgrades will be added to comply with the current American Water Works Association (AWWA) and the Occupational Safety and Health Administration standards for both Federal (OSHA) and State (Cal-OSHA) levels.

Staff developed contract documents and the Project was advertised for bid on July 31, 2013 on the District's website and several other publications including the San Diego Daily Transcript.

Two (2) addenda were sent out to all bidders and plan houses to address questions and clarifications to the contract documents during the bidding period. Bids were publicly opened on August 29, 2013 at 2:00 p.m., with the following results:

	<b>CONTRACTOR</b>	<b>TOTAL BID AMOUNT</b>
1	Pacific Titan, Inc.	\$1,758,117.00
2	Paso Robles Tank, Inc.	\$1,961,750.00
3	Abhe & Svoboda, Inc.	\$1,964,502.00
4	Blastco, Inc.	\$2,531,912.00
5	Classic Protective Coatings, Inc.	\$3,002,500.00

The Engineer's Estimate is \$1,836,500.

The low bidder, Pacific Titan, Inc. (Pacific Titan) did not include their SSPC QP-1 certification as part of their bid, which was a requirement of the contract documents. Pacific Titan was contacted after the bid opening and they notified the District that they do not hold a QP-1 Certification. Staff considered the bid unresponsive.

After the bid opening, Staff received three (3) bids at 2:45 p.m. which were delivered via FedEx. All three (3) bids were stamped "Extremely Urgent" and had a requested delivery time of 10:30 a.m., August 29, 2013. The driver stated one of the FedEx planes was delayed arriving into San Diego, and these items missed the morning delivery. Staff rejected delivery of the bids and they were sent back "return to sender" unopened.

Since the low bidder was unresponsive, and three bids were rejected due to the late delivery by FedEx, Staff recommends rejecting all bids, and rebidding the Project.

Rebidding will delay construction, therefore, the Project will be modified. Only the 624-2 Reservoir Interior/Exterior Coating will be included, and the 458-2 Reservoir Interior Coating will be removed from the scope of work. Removing the 458-2 Reservoir Interior Coating will ensure that all reservoirs will be back in service during the high peak demands of the summer months. The 624-2 Reservoir is larger than the 458-2 Reservoir (8.0 MG vs. 1.75 MG), and the 624-2 Reservoir's coating replacement is more critical than the interior coating on the 458-2 Reservoir. Delaying the 458-2 Reservoir Interior Coating Project will not have an impact on the integrity of the facility. Staff anticipates submitting a Staff Report to the January Board Meeting for the award of a construction contract for the 624-2 Reservoir Interior/Exterior Coatings & Upgrade Project only and rebidding the 458-2 Reservoir Interior Coatings and Upgrade in the Winter of CY 2014.

**FISCAL IMPACT:**      Joe Beachem, Chief Financial Officer

None.

**STRATEGIC GOAL:**

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner" and the General Manager's Vision, "A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."

**LEGAL IMPACT:**

None.

KC/BK:jf

P:\WORKING\CIP P2493 & P2535 624-2 & 458-2 Reservoir Coating\Staff Reports\Construction Contractor\BD 10-02-13, Staff Report, Reject Bids for 624-2 & 458-2 Reservoir Coating, (KC-BK).docx

- Attachments:
- Attachment A - Committee Action
  - Attachment B-1 - Budget Detail for CIP P2493
  - Attachment B-2 - Budget Detail for CIP P2535
  - Exhibit A-1 - Location Map for CIP P2493
  - Exhibit A-2 - Location Map for CIP P2535



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b> P2493-001103 P2535-001103	Reject all Construction Bids for the 624-2 Reservoir Interior/Exterior Coatings & 458-2 Reservoir Interior Coatings and Upgrades Project
---	--

### COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee (Committee) reviewed this item at a meeting held on September 23, 2013, and the following comments were made:

- Staff recommended that the Board reject all bids for the construction of the 624-2 Reservoir Interior/Exterior Coatings & 458-2 Reservoir Interior Coatings and Upgrades Project.
- Staff discussed the Project's selection process and stated that on August 29, 2013, the District received bids from five (5) contractors (See page 2 for details).
- Staff indicated that during the bid analysis, it was determined that Pacific Titan was the lowest bidder. However, the contractor did not hold a QP-1 Certification which was required per the contract documents. Staff called Pacific Titan and they confirmed that they did not hold the certification; therefore, Pacific Titan's bid was considered unresponsive.
- Staff noted that FedEx delivered three (3) more bids to the District after bids were opened. Staff rejected delivery of the bids, as they did not meet the deadline, and were sent back unopened.
- With Pacific Titan's certification issue, and the three (3) bids that did not meet the District's submittal deadline, staff determined it would be in the best interest of all parties to reject all bids and rebid the project. It was noted that staff discussed and concurred with Legal Counsel that it was within the District's rights to reject bids that are not delivered by the deadline.
- Staff stated that as a result of the Project rebid, two separate bid proposals will be requested. As soon as the Board approves the rebid, the first proposal will go out and will cover the

624-2 Reservoir upgrade. It is anticipated that the 624-2 Reservoir upgrade will be completed by Spring 2014. The second proposal will cover the 458-2 Reservoir upgrade and is anticipated to go out the following fiscal year. Staff noted that the delay of the 458-2 Reservoir upgrade will not impact the integrity of the facility.

- Staff noted that the rebid would allow the District to attain full exposure to the market. It was also noted that bid-openings will occur at a later time to accommodate any delays with bid deliveries.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board as a consent item.



## ATTACHMENT B-1 – Budget Detail

<b>SUBJECT/PROJECT:</b> P2493-001103 P2535-001103	Reject all Construction Bids for the 624-2 Reservoir Interior/Exterior Coatings & 458-2 Reservoir Interior Coatings and Upgrades Project
---	--

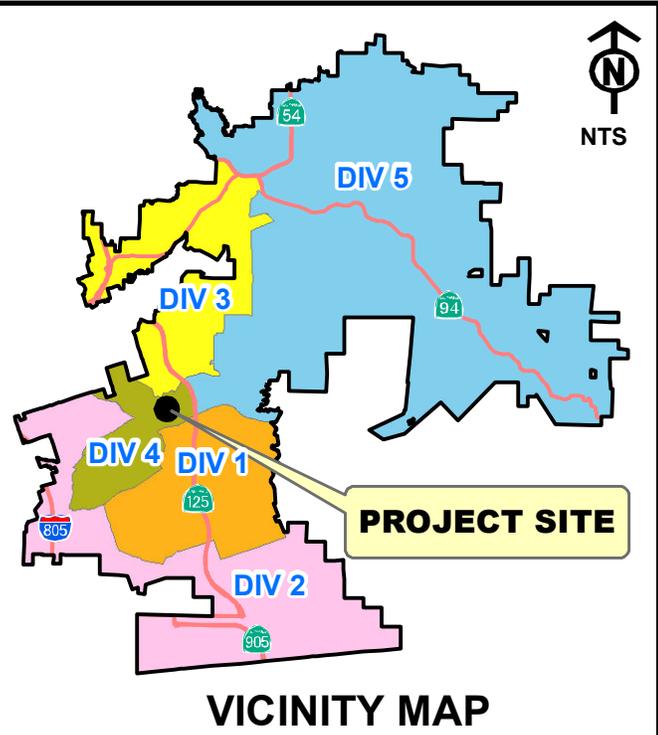
Otay Water District					Date Updated: 8/23/2013
P2493-624-2 Reservoir Interior/Exterior Coating & Upgrades					
<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment &amp; Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor/Comments</i>
<b>1,950,000</b>					
<b>Planning</b>					
Standard Salaries	569	569	-	569	
<b>Total Planning</b>	569	569	-	569	
<b>Design</b>					
Standard Salaries	27,983	20,383	7,600	27,983	
Professional Legal Fees	239	239	-	239	STUTZ ARTIANO SHINOFF
Consultant Contracts	2,715	2,715	-	2,715	CSI SERVICES INC
<b>Total Design</b>	30,937	23,337	7,600	30,937	
<b>Construction</b>					
Standard Salaries	76,820	1,820	75,000	76,820	
Construction Contract	1,413,500	-	1,413,500	1,413,500	CONSTRUCTION CONTRACTOR (ENGR. EST.)
Service Contracts	47	47	-	47	SAN DIEGO DAILY TRANSCRIPT
	65,160	-	65,160	65,160	HARPER & ASSOCIATES
	37,000	-	37,000	37,000	CONSTRUCTION MANAGEMENT
Equipment Rental	725	725	-	725	HORIZON CRANE SERVICE LLC
Project Closeout	15,000	-	15,000	15,000	CLOSEOUT
Project Contingency	70,675	-	70,675	70,675	5% CONTINGENCY
<b>Total Construction</b>	1,678,927	2,592	1,676,335	1,678,927	
<b>Grand Total</b>	<b>1,710,433</b>	<b>26,498</b>	<b>1,683,935</b>	<b>1,710,433</b>	



## ATTACHMENT B-2 – Budget Detail

<b>SUBJECT/PROJECT:</b> P2493-001103 P2535-001103	Reject all Construction Bids for the 624-2 Reservoir Interior/Exterior Coatings & 458-2 Reservoir Interior Coatings and Upgrades Project
---	--

Otay Water District					Date Updated: - 7/1/2013
P2535-458-2 Reservoir Interior Coating					
<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment &amp; Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor/Comments</i>
<b>425,000</b>					
<b>Planning</b>					
Standard Salaries	-	-	-	-	
<b>Total Planning</b>	-	-	-	-	
<b>Design</b>					
Standard Salaries	5,416	4,566	850	5,416	
Consultant Contracts	2,715	2,715	-	2,715	CSI SERVICES INC
<b>Total Design</b>	8,131	7,281	850	8,131	
<b>Construction</b>					
Standard Salaries	12,164	1,164	11,000	12,164	
Service Contracts	47	47	-	47	SAN DIEGO DAILY TRANSCRIPT
Construction Contract	363,000	-	363,000	363,000	CONSTRUCTION CONTRACTOR (ENGR. EST.)
	10,000	-	10,000	10,000	HARPER & ASSOCIATES
	8,000	-	8,000	8,000	CONSTRUCTION MANAGEMENT
Project Closeout	5,000	-	5,000	5,000	CLOSEOUT
Project Contingency	18,150	-	18,150	18,150	5% CONTINGENCY
<b>Total Construction</b>	416,361	1,211	415,150	416,361	
<b>Grand Total</b>	<b>424,492</b>	<b>8,492</b>	<b>416,000</b>	<b>424,492</b>	

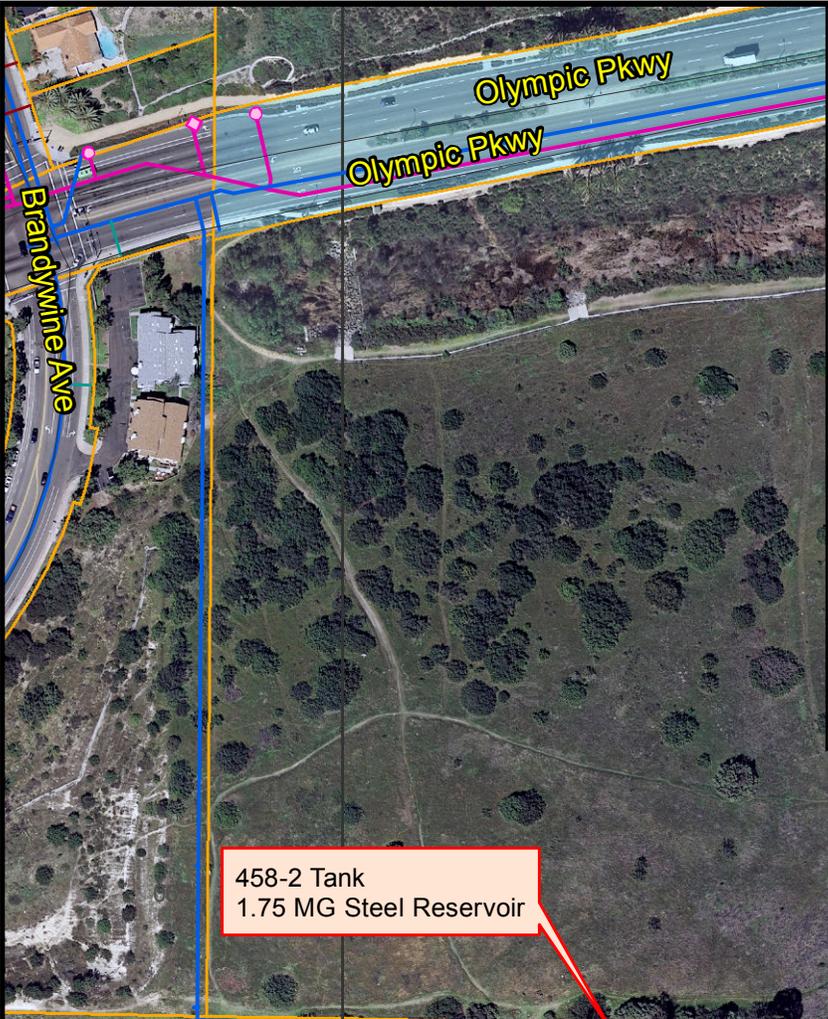


624-2 Tank  
8.0 MG Steel Reservoir

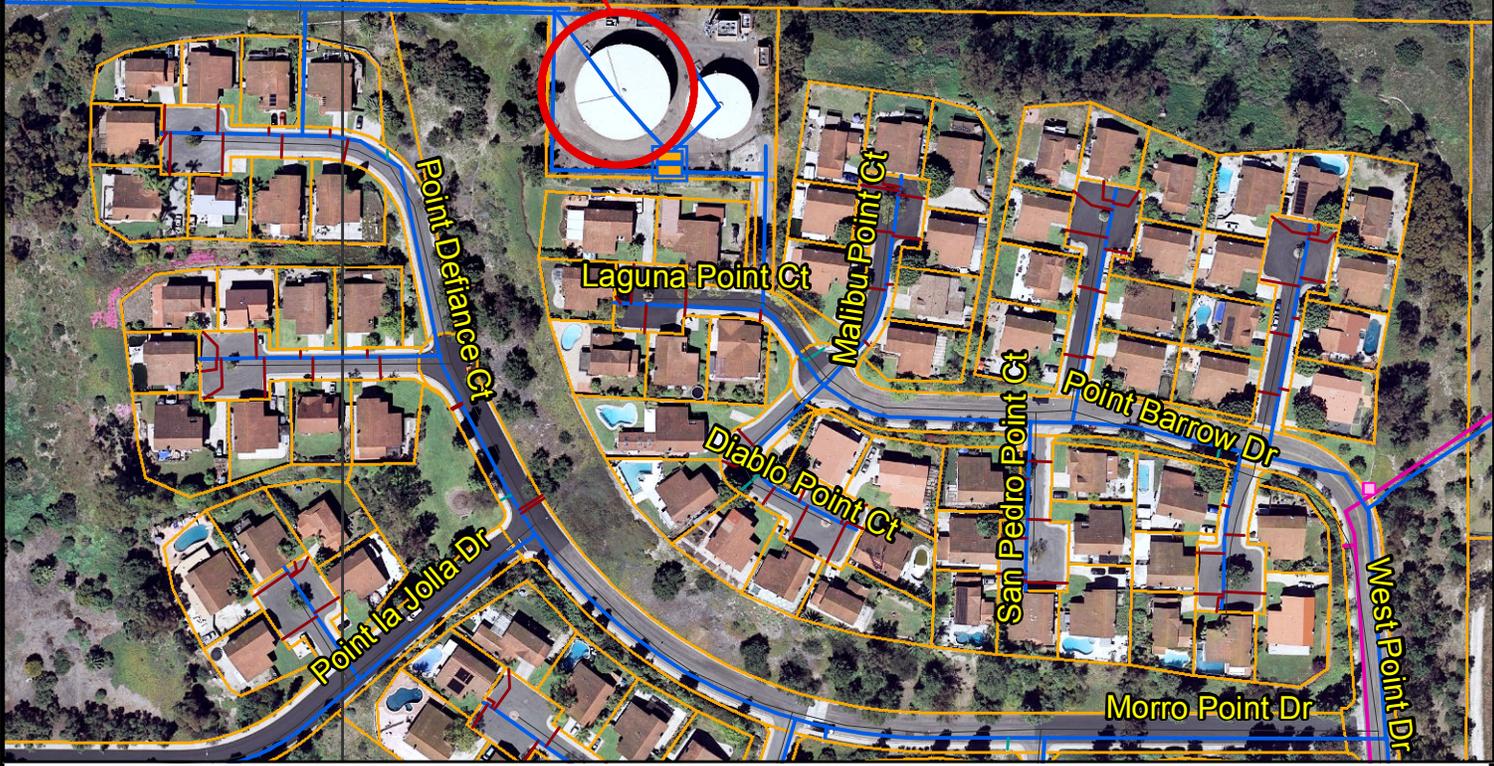
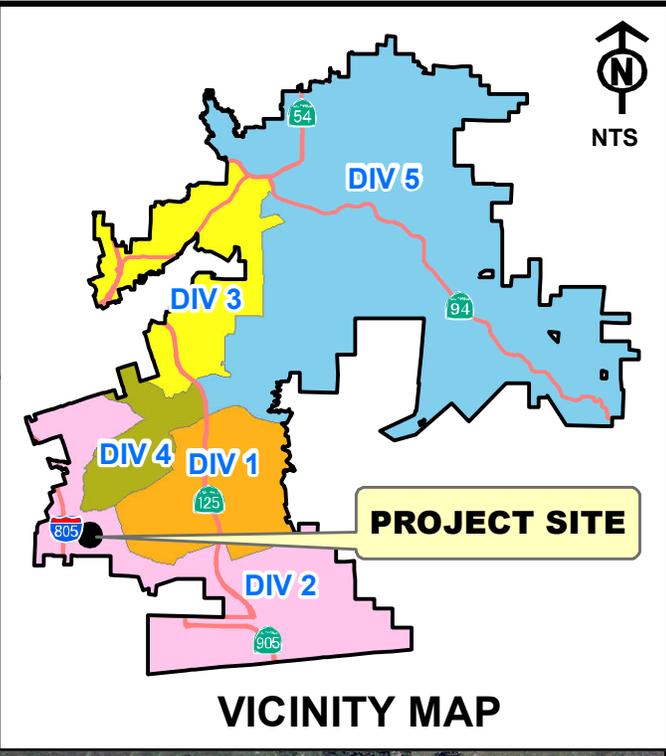
**OTAY WATER DISTRICT**  
**624-2 Reservoir Interior/Exterior**  
**Coating and Upgrades**



P:\WORKING\CIP P2493 & P2535 624-2 & 458-2 Reservoir Coating\Graphics\Exhibits\Figures\624-2\_Location.mxd



458-2 Tank  
1.75 MG Steel Reservoir



# OTAY WATER DISTRICT

## 458-2 Reservoir Interior Coating and Upgrades



CIP P2535

P:\WORKING\CIP P2493 & P2535 624-2 & 458-2 Reservoir Coating\Graphics\Exhibits-Figures\458-2\_Location.mxd

# Agenda Item 7c



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 2, 2013
SUBMITTED BY:	Dan Martin Engineering Manager	PROJECT:	AS005- DIV. NO. 5 CS0014
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Request to Approve Lease Amendment with Sprint PCS Assets, LLC, a Delaware Limited Liability Company, for Modifications to an Existing Communications Facilities Located at the 980 1&2 Reservoir Sites		

### **GENERAL MANAGER'S RECOMMENDATION:**

That the Otay Water District (District) Board of Directors (Board) authorize the General Manager to execute a lease amendment with Sprint PCS Assets, LLC, a Delaware Limited Liability Company (Sprint PCS) for modifications to an existing communications facility at the 980 1&2 Reservoir Sites located at 360 Hunte Parkway in Chula Vista (see Exhibit A for Property location).

### **COMMITTEE ACTION:**

See Attachment A.

### **PURPOSE:**

To obtain Board approval authorizing the General Manager to execute a lease amendment (see Attachment B) with Sprint PCS that allows modifications to an existing communications facility at the 980 1&2 Reservoir Sites located at 360 Hunte Parkway in Chula Vista. The lease amendment will grant Sprint PCS the right to upgrade their existing site to LTE technology.

**ANALYSIS:**

The District currently maintains six (6) lease agreements with Sprint PCS that allow Sprint PCS to operate and maintain unmanned wireless communication facilities that include panel antennas that are attached to the District's water reservoirs and enclosures that contain Sprint PCS' equipment cabinets.

Sprint PCS approached the District with a request to perform modifications to the existing wireless communication facilities to upgrade the facilities to LTE technology. Sprint PCS' scope work will include switching out existing four (4) foot antennas with larger six (6) foot antennas as well as the addition of Radio Repeater Units (RRUs) for each new antenna. The new antennas and RRUs work together as part of Sprint PCS' LTE upgrade to increase data capacity. Sprint PCS' facility has an existing SDG&E electrical service/meter and connection to a landline telephone service. As a result of the request from Sprint PCS, the District has required that the existing leases be amended to memorialize the addition of new improvements on the District's property and to strengthen the terms of the existing leases with language that reflects the current District lease terms.

The additional language in the proposed lease amendments include terms for the following:

- Security Deposit equal to the sum of two months' rent
- Elimination of pro-rating language to simplify the billing process
- 20 percent penalties for late payment
- Non-curable Event of Default for failure to pay rent
- Magnetic mount or other non-destructive alternative attachment requirement
- Utilities and back-up power provisions
- New Assignment of Lease requirement to assist in documenting change of ownership

As part of the lease amendment, the Rent shall be increased on each calendar anniversary of the Commencement Date at a rate of four percent (4%) per annum or the annual Consumer Price Index change ("CPI"), whichever is greater.

The lease amendment also includes a non-refundable administrative fee of \$4,500 that will be due within (30) days of the date of execution of the lease amendment by both parties to reimburse the District for administrative expenses and costs related to the District's

supervision and assistance with the construction phases of the Project.

The District will receive copies of construction drawings, all permits, and approvals by local regulatory agencies prior to granting permission to start construction. Staff agrees with the design concept for the proposed facility construction.

**FISCAL IMPACT:**     Joseph Beachem, Chief Financial Officer

The District will continue to receive rent which is currently \$2,870.50 per month and will now be subject to an annual inflation adjustment of four percent or the annual Consumer Price Index change ("CPI"), whichever is greater, effective upon the execution of the lease amendment.

**LEGAL IMPACT:**

The lease amendment have been reviewed and approved by District General Counsel for content and form.

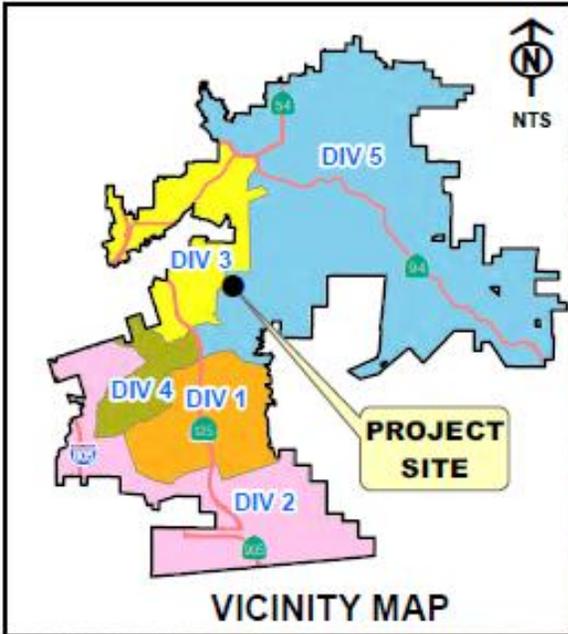
**STRATEGIC GOAL:**

The District ensures its continued financial health through long-term financial planning, formalized financial policies, enhanced budget controls, fair pricing, debt planning, and improved financial reporting.

DJM/RP:jf

\\Owd-fpl\engrplan\WORKING\CELLULAR LEASE FILE\Sprint-Nextel\980-1&2\1st Amendment 6-14-13\BD 10-02-13\BD 10-02-13, Staff Report, Sprint PCS First Amendment Pond 1 Reservoir 980 1&2 8-30-13.doc

Attachments:    Exhibit A - Location Map  
                  Attachment A - Committee Action  
                  Attachment B - Hunte Parkway Agreement



P:\WORK\CELLULAR LEASE FILES\SPRINT PCS at 980-1 and 980-2 Reservoirs.mxd



**OTAY WATER DISTRICT**  
**SPRINT PCS COMMUNICATIONS SITE**  
**980-1 AND 980-2 RESERVOIR SITE**

EXHIBIT A



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b> AS005-CS0014	Request to Approve Lease Amendment with Sprint PCS Assets, LLC, a Delaware Limited Liability Company, for Modifications to an Existing Communications Facilities at the 980 1&2 Reservoir Sites
---	---

### COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on September 17, 2013 and the following comments were made:

- Staff is requesting that the Board approve an amendment to a lease agreement with Sprint PCS allowing modifications to the existing communications facility at the 980 1 & 2 Reservoir sites located at 360 Hunte Parkway.
- Sprint PCS has approached the District with a request to upgrade their communications facilities at the 980 1 & 2 Reservoir sites to LTE technology.
- The upgrade will require switching out existing four (4) foot antennas with larger six (6) foot antennas and add Radio Repeater Units for each new antenna.
- Sprint PCS' request to amend their lease will provide the District an opportunity to update the language in the existing lease to reflect the current District lease terms.
- Additionally, as part of the lease amendment, the rent shall be increased on each calendar anniversary of the commencement date of the lease at a rate of four percent (4%) per annum or the annual Consumer Price Index change, whichever is greater. The current monthly rent is \$2,870.50 per month. A non-refundable administrative fee of \$4,500 will be due within 30 days of the date of the execution of the lease amendment by both parties.

- In response to an inquiry from the committee regarding the number of amendments for cell site lease agreements that staff expects to present for modification, staff indicated that:
  - AT&T has six (6) lease agreements and half of the agreements have been amended at AT&T's request. Staff expects the remaining three (3) to come forward at some point.
  - Sprint has six (6) lease agreements and a majority of the agreements have been amended. One of the lease sites is a Nextel site which is old technology. It is expected that Sprint will likely abandon this site.
  - T-mobile has nine (9) lease sites and they have not yet amended any of their agreements. It is expected that amendments will be requested at some point.
- The committee suggested that the board delegate amendments to cell site agreements to the General Manager if the request is simply to upgrade their communications facilities to the new LTE technology. When such amendments are signed, the committee requested that the General Manager provide an update in the General Manager's monthly report to the board.
- It was discussed, as the lease amendments impact real property, it requires board action. The District's Attorney indicated that the board could adopt a resolution describing the leases and the parameters that provides for the delegation of authority to the General Manager.
- The committee indicated that if there is legal authority to delegate, then they would recommend doing so as the these lease amendments are more ministerial. It would also streamline the processing of such amendments. Staff will review the committee's recommendation with District counsel and bring a report back to the committee.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board as a consent item.



## ATTACHMENT B

<b>SUBJECT/PROJECT:</b> AS005-CS0014	Request to Approve Lease Amendment with Sprint PCS Assets, LLC, a Delaware Limited Liability Company, for Modifications to an Existing Communications Facilities at the 980 1&2 Reservoir Sites
---	---

**See attached lease amendment.**

## FIRST AMENDMENT TO LEASE

This First Amendment to Lease (the "First Amendment") is made this day of \_\_\_\_, 2013, ("Effective Date") by and between Otay Water District ("OTAY") and Nextel of California, Inc. ("TENANT"), with reference to the facts set forth in the Recitals below:

### RECITALS

- A. OTAY is the owner of that certain real property located at 360 Hunte Parkway, Chula Vista, California a Reservoir Site (the "Property").
- B. OTAY and TENANT are parties to that certain Lease dated May 19, 2004 (the "Lease" or "Agreement") pursuant to which TENANT is leasing from OTAY land at the Property, together with the right of access to and from the nearest public right-of-way and the right to install utilities (collectively, the "Premises").
- C. Tenant has requested a modification to the type and mounting of the Improvements currently on the Premises (the "New Improvements").
- D. OTAY and TENANT have agreed to amend the Agreement to memorialize the addition of the New Improvements to the Premises.

### AGREEMENT

NOW, THEREFORE, in consideration of the facts contained in the Recitals above, the mutual covenants and conditions below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **New Improvements.** OTAY consents to TENANT construction and installation of new communications facilities, as more particularly described and depicted on Exhibit "B-1" which is attached hereto and made a part hereof. The parties acknowledge and agree that the attached Exhibit "B-1" is intended to supplement the Exhibit "B" attached to the Agreement.
2. **Governmental Approvals.** Any required permits for the use or operation of the New Improvements shall be obtained by TENANT at TENANT's sole expense. Furthermore, it is understood and agreed that TENANT's ability to install the New Improvements is contingent upon its obtaining all of the certificates, permits and other approvals that may be required by any Federal, State or Local authorities which will permit TENANT to install and operate the New Improvements within the Premises. OTAY agrees, at no expense to OTAY, to reasonably cooperate with TENANT in making application for and obtaining all governmental licenses, permits and approvals that may be required for TENANT'S intended use of the Premises.
3. **Amended Provisions.** The following provisions shall be amended as follows:
  - 3a. Section 6 shall be deleted.

3b. Section 7; Rent shall be replaced with the following:

7.1 Tenant agrees to pay all costs and expenses incurred by Otay in connection with the Facilities and this Agreement, including negotiation and processing hereof, plan checking and inspection of Tenant facilities, costs of inspection, repairs or replacement of any Otay facilities affected or damaged, and all other costs or expenses of Otay attributable to the matters herein contemplated, plus a reasonable amount for Otay's overhead costs in connection therewith.

a. **Deposit.** Tenant has made a deposit, concurrent with its application, and has agreed to make any additional deposits required in connection with Otay's review of the application, negotiation of this Agreement, including legal review, site visits, review of drawings and other costs relating such matters incurred by Otay up to the time this Agreement is executed. Tenant forfeits any claim to such deposits except to the extent Otay determines after this Agreement is executed that amounts in excess of the District's costs and expenses have been paid. Any such excess amounts may, at the sole discretion of the District, be credited toward administrative fees or any other costs then due by Tenant, if any. If no amounts are due, excess deposits will be reimbursed to Tenant.

b. **Administrative Fees.** Administrative fees may be charged at Otay's discretion during the Term to recover costs and expenses incurred by Otay, including but not limited to attorneys and consultant's fees, review, processing of Tenant's conditional use permits, inspection of the Facilities during construction and other related costs if any, in connection with any Tenant activity that requires Otay staff to spend time in supervision, inspection, investigation or other review; such costs include but are not limited to any amendments to this Agreement, any default or any failure of Tenant to secure or renew any permit, approval, license or easement and any investigation Otay deems reasonably required in connection with the Premises or the Facilities, including without limitation any investigation of a potential contamination of any portion of the Property due to any Tenant activity or improvement.

c. **Security Deposit.** Concurrently upon execution of this Agreement, Tenant shall pay to Otay a sum equal to two months' rent as a deposit ("Security Deposit") to secure the Tenant's performance of the covenants contained herein. Tenant shall maintain the Security Deposit balance equal to the amount established herein over the life of the agreement. If Otay applies any portion of the Security Deposit, Tenant shall within 30 days after demand by Otay, deposit an amount sufficient to restore the Security Deposit to its original amount. No part of the Security Deposit is to be considered as an advance payment of rent, including last months' rent, nor is it to be used or refunded prior to the leased premises being permanently and totally vacated by the Tenant. After the Tenant has vacated the premises, Otay shall furnish Tenant with an itemized written statement of the basis for, and the amount of, any of the security deposit retained by Otay. Otay may withhold that portion of Tenant's security deposit necessary

(a) to remedy any default by Tenant in the payment of rent or any other provision of this Agreement, (b) to repair damages to the premises or any expense, loss, or damage that Otay may suffer because of Tenant's default, (c) to restore the premises to meet Otay's standards, (d) any amount that Otay may incur or become obligated to spend in exercising Otay's rights under this Agreement or available at law. The unused portion of this deposit shall be returned to the Tenant without interest no later than 60 days after termination of this Agreement.

Tenant waives the provisions of California Civil Code §1950.7, and all other provisions of law now in force or that become in force after the date of execution of this Agreement, that provide that Otay may claim from a security deposit only those sums reasonably necessary to remedy defaults in the payment of accrued Rent, to repair damage caused by Tenant, or to clean the Premises. Otay and Tenant agree that Otay may, in addition, claim those sums reasonably necessary to compensate Otay for any other foreseeable or unforeseeable loss or damage caused by the act or omission of Tenant or Tenant's officers, agents, employees, Independent contractors, or invitees, including future rent payments.

d. None of the deposits or other payment of costs or administrative fees constitutes or shall be considered Rent (defined below).

7.2 Beginning on the Commencement Date, Tenant shall pay Otay as rent the sum of \$2,200.00 per month ("Rent") payable on the first day of each month in advance. If the Commencement Date is prior to the fifteenth day of the month of commencement, the full month's Rent will be due on the Commencement Date. If the Commencement Date is on or after the fifteenth day of the month of commencement, payment of Rent will begin the first day of the following month.

Tenant may make Rent payments up to 5 days past due date without penalty, unless continual late payments for two consecutive months occur. A fee shall be imposed after the 5th day and shall be 20% of the amount currently due. Failure to pay Rent within ten (10) calendar days of the first of the month shall be an Event of Default as provided by Section 13.2. Failure to pay Rent on the due date for more than two (2) consecutive months or four (4) times over any twelve (12) month period shall be a non-curable Event of Default without the necessity of any notice or cure period. At District's sole discretion, immediately following such a non-curable Event of Default, District may terminate the Agreement and seek any remedy available by this Agreement or at law. If Tenant tenders a check, which is dishonored by a banking institution, then the Tenant shall tender cash or cashier's check only for all future payments, which shall continue until such time as written consent is obtained from Otay. In addition, Tenant shall be liable in the sum of \$25 for each dishonored check that is returned to Otay.

a. Rent Increases. The Rent shall be increased on each calendar anniversary of the Commencement Date at a rate of four percent (4%) per annum or the annual Consumer Price Index change ("CPI"), whichever is greater. CPI shall be the average percentage increases in the consumer price index published by the

United States Department of Labor, Bureau of Labor Statistics (1982-1984 = 100) (the "CPI") for "All Items - All Urban Consumers" for the San Diego Metropolitan Statistical Area.

3c. Section 9; Improvements, and Section 10; Installation of Equipment shall be replaced with the following:

9. Installation and Maintenance of Improvements. Tenant is authorized to install, maintain and operate on the Premises only the Facilities described and depicted on Exhibit B; provided that all permits and zoning approvals shall have first been obtained by Tenant and shall at all times while the Facilities operate remain in full force and effect.

a. Installation of the Improvements. Tenant's design and installation of all portions of the Facilities shall be done, at no cost to Otay, according to plans approved by Otay, provided that such approval shall not be unreasonably withheld. Tenant shall not locate or attach any antennas or other equipment to any of Otay's facilities without the prior written approval of Otay of the method of attachment at Otay's sole discretion. If such Facilities are to be attached or mounted to a water tank, Tenant shall use an installation method such as a magnetic mount or other, non-destructive alternative. The Tenant shall be responsible for painting its antennas and/or equipment to match Otay's facility. Otay will provide Tenant with specifications regarding paint type, color and application method to accomplish this requirement. Painting/coating submittals shall be provided to Otay by the Tenant prior to receiving permission to begin painting. Otay may specify a camouflage design if not inconsistent with requirements of the city or county within which the Facilities are located. These camouflage designs may include but are not limited to faux palm trees, pine trees, cypress trees, broadleaf trees, and flag poles, unipoles, and other camouflaged antenna and antenna supports.

b. Record Drawings. Within thirty (30) days after completion of the Facilities, Tenant shall provide Otay with "record" (also called "as-built") drawings of the Facilities showing and identifying all the equipment and improvements installed on the Premises. Said drawings shall be accompanied by a complete and detailed inventory of all equipment, including without limitation all personal property and antennas located on the Premises and any such property of Tenant located in the Easement. No property of Tenant other than such identified property shall be located on the Premises or the Property at any time. Upon acceptance by Otay of Tenant's record drawings, in form and content satisfactory to Otay, such drawings shall replace and supersede any similar drawings contained in any exhibit attached hereto.

c. Alterations. Tenant shall not alter or change its Improvements in a material manner without the prior approval of Otay, such approval not to be unreasonably withheld. "Material" refers to any physical change that could affect

the building structure, antenna support, interconnecting facilities or its appearance or any change that requires access to the Premises for installation of new equipment, removal of old equipment, trenching or digging or that could disrupt Otay's workplace or communications in any way or any change that requires a renewed or amended easement, permit or approval. All of Tenant's construction and installation work shall be performed at Tenant's sole cost and expense in a good and workmanlike manner and fully compliant with all government permit and code requirements. Tenant shall have the right to remove all Improvements it installs at its sole expense on or before the expiration or termination of this Agreement, but must at such time restore the ground and surface underlying the removed Improvements to its pre-installation condition, wear and tear excepted, and to the reasonable satisfaction of Otay.

d. Alterations to Improvements / Additional Space. If, at any time during the Term, Tenant requests permission from Otay to add improvements requiring construction to its then existing Improvements, the then current Administrative Fees shall be paid to Otay before any such changes are negotiated. In addition, if the requested Tenant improvements include additional area, a new agreement or, at Otay's discretion, an amendment for the additional lease space must be executed prior to start of construction and Tenant shall comply with Otay's requirements then in effect, including payment of additional rent, if any, for the additional area.

e. Permits and Compliance with Applicable Laws. During the Term, and prior to commencing any construction or installation of any improvements or equipment, as applicable, Tenant shall obtain all necessary approvals, permits and access easements or licenses, all of which shall be maintained in full force and effect at all times in accordance with all applicable laws, rules and regulations.

i. Prior to commencing construction, Tenant shall deliver to Otay copies of all executed licenses, approvals and permits required by local, state or federal agency in connection with the Improvements, which permits shall be attached hereto as Exhibit B.

ii. From time to time, as required by law or regulation in connection with the normal operation of the Improvements or as needed due to improvements or alterations to the same, Tenant shall provide Otay with updated permits, licenses and/or approvals, including without limitation written evidence, satisfactory to Otay, of all FCC approvals and other governmental permits and approvals, including but not limited to compliance with the FCC's electromagnetic radiation rules, set forth at 47 C.F.R. § 1.1307 et seq. and FCC Office of Engineering and Technology Bulletin 65, each as hereafter amended.

iii. Otay agrees, at no expense to Otay, to reasonably cooperate with Tenant in making application for and obtaining all governmental licenses,

permits and approvals that may be required for Tenant's intended use of the Premises.

f. Utilities. Tenant shall be authorized to install utilities for the Premises and the Improvements at Tenant's expense and to improve the present utilities on or near the Premises (including, but not limited to the installation of an emergency back-up power) subject to Otay's approval of the location, route, design and capacity, which approval shall not be unreasonably withheld. Tenant shall fully and promptly pay for all utilities furnished to the Premises for the use, operation and maintenance of Tenant's Improvements. If inadequate electrical power is available to provide for the Improvements, or additional electrical power is required to be installed on the Premises by Otay in its sole discretion, such installation shall be at Tenant's sole expense. The location, route, design and capacity of the additional power facility shall be approved by Otay, which shall not be unreasonably withheld.

g. Repair of Otay's Improvements/Systems. Any damage done to the Property or to any Otay improvement, facility or system in connection with the construction, installation, maintenance, repair, improvement, replacement or operation of the Improvements shall be repaired or replaced immediately at Tenant's expense and to Otay's reasonable satisfaction by Otay staff or contractors approved by Otay. Tenant shall not locate or attach any antennas or other equipment to any of Otay's facilities without the prior written approval of Otay. Tenant shall pay all costs and expenses in relation to maintaining the integrity of Otay's facilities, improvements and systems affected in any way by Tenant's Improvements or its use of the Property or the Premises.

h. Maintenance and Repair. At all time during the Term, Tenant shall maintain the Premises and the Improvements in a manner acceptable to Otay. Tenant's use of its Improvements shall not at any time or in any way adversely impact, impede or interfere with Otay's access to, use or operation of, its improvements, equipment or systems.

i. Liens. Tenant shall not encumber or allow the Premises or the Property to be encumbered in any manner other than as expressly authorized herein.

j. Security. Tenant recognizes and agrees that the Premises and the Reservoir Site are a sensitive area and that Otay's operations and services are highly sensitive and regulated. Tenant shall provide for the proper supervision of all Tenant Parties assigned or allowed by Tenant to enter and do work at the Premises. Tenant also agrees, holding Otay harmless for any cost or expense, to comply with any and all security measures instituted by Otay from time to time.

10. Maintenance, Repair or Replacement of Otay's Improvements. At any time while this Agreement remains in effect, Otay may, at its option and upon One Hundred Eighty (180) days prior written notice to Tenant, remove or cause

Tenant to remove all or any portion of its Facilities at Tenant's expense, in order for Otay to paint, repair, or make replacements to any or all its improvements on the Premises (the "Maintenance or Replacement Work"), as deemed necessary by Otay in its sole discretion. Tenant agrees to fully cooperate with Otay's efforts in connection with any Maintenance or Replacement Work, including without limitation timely, and at Tenant's cost, removing and re-installing any portion of the Facilities, as requested by Otay.

a. Temporary Facilities. During the Maintenance or Replacement Work, Tenant may, holding Otay harmless from any cost or expense, install temporary antennas on the Premises subject to Otay's approval of the location and type of replacement facilities, such approval shall not be unreasonably withheld or delayed. Once the Maintenance or Replacement Work is completed by Otay, Tenant agrees to promptly dismantle any temporary facilities and to relocate the facilities to their original location or to any other location approved by Otay. All work related to the removal of any portion of the Facilities, installation of temporary facilities, dismantling, relocation to their original location and any related work, shall be done at Tenant's sole cost and expense and in good and workmanlike manner.

b. Repair of damage. Tenant shall repair any damage caused by Tenant in connection with the installation, maintenance, operation or removal of any temporary facilities or the Facilities, and Tenant shall restore any distributed portions of the Property to their condition immediately prior to the installation of the temporary facilities.

c. Otay's option to remove temporary facilities. If any temporary facilities are not removed within sixty (60) days from the date the Maintenance or Replacement Work is completed, Otay shall have the right, but not the duty, to remove the temporary facilities at Tenant's cost and expense.

d. Painting of the Facilities. If the Maintenance or Replacement Work includes the painting, or any work affecting the surface of Otay's improvements, the Tenant shall be responsible for repainting or performing other surface treatment of its antennas and equipment to match Otay's. Otay will provide specifications to the Tenant regarding the treatment, paint type, color and application method to accomplish this requirement. The Tenant shall be required to obtain approval of specifications from Otay prior to commencing work on this requirement. Subject to Otay's prior written consent, Tenant may substitute an alternate treatment, paint type and application method if it reasonably determines that Otay's selection will adversely affect or otherwise degrade Tenant's wireless signal from the Reservoir Site.

3d. Section 11 shall be deleted.

3e. Section 12; Co-Location shall be replaced with the following:

12.1. Co-Location by Otay. Tenant agrees that Otay may enter into leases or other types of agreements with other communication carriers, wireless communications carriers and other utilities for use of any portion of the "Reservoir Site" as long as said leases do not result in unreasonable interference with Tenant's use of or access to the Premises. Tenant shall reasonably cooperate with Otay's efforts in this regard including, at Otay's request, the relocation of, or changes to, the Facilities; provided that any alterations or relocation needed to accommodate the new carrier or utility shall be performed at the expense of Otay or the new carrier or utility.

12.2. Co-Location by Tenant - Subleasing/Encumbrance. Tenant shall not sub-lease or sub-license or otherwise encumber the Premises or any portion of the Facilities without Otay's prior written consent, which may be granted or denied at Otay's sole discretion. Any sub-lease or other encumbrance shall require an amendment to this Agreement and shall specify the terms and conditions, including making provision for rent and increases thereto for the sub-lease or other encumbrance.

3f. Section 16; Termination and Section 17; Default shall be replaced with the following:

16.1 Termination.

(a) This Agreement may be terminated by Tenant without further liability if:

(i) Tenant delivers to Otay 30-day written notice at any time prior to commencing any work at the Premises in connection with the installation of any Facilities, for any reason or no reason;

(ii) Tenant gives Otay sixty (60) days' notice of Tenant's determination that a governmental or non-governmental license, permit, consent, approval, easement or waiver necessary to enable Tenant to construct, install or operate the Facilities cannot be obtained or renewed at reasonable expense or in reasonable time period for wireless sites at water reservoirs in metropolitan areas within San Diego County. If this notice is given, Tenant must immediately cease any and all transmissions through and from the Premises and shall promptly remove, within a period of time not to exceed sixty (60) days, any and all Tenant's personal property and improvements from the Property. This Agreement and any related easements shall automatically expire upon the earlier of removal of the Tenant's improvements or the 60th day from the notice; excepting only Tenant's indemnities and liabilities hereunder, including the obligation to pay Rent for any holdover period. Tenant agrees that Otay may, without any liability or recourse against Otay, commit to re-let the Premises to other parties immediately upon receipt of the notice herein contemplated.

(iii) Tenant determines at any time after the Commencement Date that the Premises are not appropriate or suitable for its operations for economic, environmental or technological reasons, including without limitation, any ruling or directive of the FCC or other governmental or regulatory agency, or problems with signal strength or interference not encompassed by subsection (iv) below; provided that the right to terminate under this subsection (iii) is exercisable only upon payment by Tenant, as a termination fee, of the lesser of twelve monthly installments of rent or the balance of the rent due for the then current Initial Term, Extension Term or Additional Term, as applicable; and Tenant agrees that Otay may, without any liability or recourse against Otay, commit to re-let the Premises to other parties immediately upon receipt of the notice herein contemplated;

(iv) Otay commits a default under this Agreement and fails to cure pursuant to Section 16.2, below;

(v) The Property or the Premises are totally or partially destroyed by fire or other casualty (not caused by Tenant) so as to hinder Tenant's normal operations and Otay does not provide to Tenant within thirty (30) days after the casualty occurs a suitable temporary relocation site for Tenant's facility pending repair and restoration of the Premises; or

(vi) If Tenant and Otay cannot reasonably agree on the location of a replacement Easement pursuant to Section 2 herein.

(b) This Agreement may be terminated by Otay without further liability if:

(i) Tenant commits a default under this Agreement and fails to cure such default pursuant to Section 16.2, below;

(ii) Otay determines that continuing the Agreement or continuing to allow the Tenant to construct, install, maintain or operate the Facilities in any way violates a law, rule or regulation; or

(iii) If Tenant and Otay cannot reasonably agree on the location of a replacement Easement pursuant to Section 2 herein.

#### 16.2 Default.

a. Event of Default. The parties covenant and agree that a default or breach of this Agreement (an "Event of Default") shall occur and be deemed to exist if, after notice and opportunity to cure as provided below:

(i) Tenant shall default in the payment of Rent, or any other amounts due Otay hereunder, and said default shall continue for ten (10) business days after the same becomes due; or

(ii) Either party shall default in the performance or observance of any other covenant or condition of this Agreement to be performed or observed if such failure persists for a period of thirty (30) days after the non-defaulting party provides written notice of the default to the defaulting party.

b. **Rights upon Default.** Upon the occurrence of an Event of Default, in addition to any other rights or remedies available to the non-defaulting party under any law, the non-defaulting party shall have the right to terminate the Agreement.

c. **Cure Rights.** An Event of Default shall not exist unless written notice has been given in accordance with this Agreement, and the defaulting party has had the opportunity to cure as provided herein. The defaulting party shall cure the alleged default within the manner provided herein; provided however, that if the nature of an alleged default is such that it cannot reasonably be cured within such thirty (30) day period, the defaulting party shall not be in breach of this Agreement if it diligently commences a cure within such period, and thereafter diligently proceeds with the actions necessary to complete such cure.

3g. Section 21; Indemnity, shall be replaced with the following:

Tenant specifically agrees that it shall hold harmless, defend (with counsel, and if needed experts, reasonably acceptable to Otay), indemnify and otherwise protect Otay and each Otay Party, from and against all claims, suits or actions of any kind and description relating to (a) Tenant's obligations under this Agreement and any amendment hereto or (b) Tenant or Tenant Parties use of, and access to, the Premises, the Facilities or the Property. These obligations extend to and include without limitation any and all costs and expenses (including attorney's fees and court costs) incurred by Otay or the Otay Parties in connection with (i) damage to property (including the Premises, the Property or any personal property of Otay or any third party), (ii) any action or proceeding (including an enforcement action or criminal proceeding) related in any way to any permit (governmental or otherwise), approval or easement obtained by or required of Tenant in connection with this Agreement or the Facilities; and (iii) personal injury or death, except to the extent that such claims, suits or actions directly arise from the gross negligence or willful misconduct of Otay or an Otay Party. This indemnification clause in no way limits any other specific indemnities given by Tenant under other provisions of this Agreement.

Nothing contained herein shall prohibit Otay, in its sole discretion, from participating in the defense of any demand, claim, action, proceeding, or litigation. In no event shall Otay's participation in the defense of any demand

claim, action, proceeding, or litigation affect the obligations imposed upon Tenant herein.

This and all other Tenant indemnities shall survive the termination of this Agreement and shall remain in effect for as long as the underlying claim or action remains viable.

3h. Section 23; Assignment, shall be replaced with the following:

Tenant shall not assign this Agreement or any portion of its rights or obligations hereunder without Otay's prior written consent, except to an affiliated parent entity, subsidiary, purchaser of at least 50% of the aggregate of the assets of Tenant ("assets" means and includes without limitation any and all real, personal or financial property or thing owned or controlled by Tenant or over which Tenant has an interest) or holder of Tenant's FCC license.

a. If during the Term hereof, Tenant requests the written consent of Otay to any assignment, and upon demonstration satisfactory to Otay of the proposed assignee's legal, financial, and technical qualifications to assume all of the Tenant's duties and obligations herein, Otay's consent thereto shall not unreasonably be withheld. Consent to one assignment shall not be deemed consent to any subsequent assignment.

b. Any attempted assignment not permitted under the first paragraph of this Section 19, without Otay's prior consent as set forth in Section 19(a), shall be void and, at Otay's option, shall constitute a termination of this Agreement for which a termination fee as described in Section 16.1.a(iii) shall be immediately due.

c. Any assignment of this Agreement shall require an executed "Assignment of Lease" whether or not the Consent of Otay is required pursuant to this section 23 or any other provision of this Agreement. A sample form of the "Assignment of Lease" is attached to this Agreement as Exhibit F which may be amended or modified in Otay's sole discretion.

4. **Continued Effect.** Except as specifically modified by this First Amendment, all of the terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between any term or provision of the Agreement and this First Amendment, the terms and provisions of this First Amendment shall control. In addition, except as otherwise stated in this First Amendment, all initially capitalized terms will have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this First Amendment.

5. **Administrative Fees.** TENANT shall pay OTAY the amount of \$4,500 within (30) days of the date of execution of this Amendment by OTAY and TENANT.

6. **Current Rent.** The current monthly Rent amount at the Effective Date of this First Amendment is \$2,870.50.

**IN WITNESS WHEREOF, OTAY and TENANT** have caused this First Amendment to be executed by each party's duly authorized representative effective as of the date first above written.

**OTAY WATER DISTRICT:**

By: \_\_\_\_\_  
Name: Mark Watton  
Title: General Manager  
Date: \_\_\_\_\_

**Approved as to Form:**

By: \_\_\_\_\_  
OWD General Counsel

**Nextel of California, Inc.:**

By:   
Name: Matthew Bell  
Title: Manager Real Estate  
Date: 8/9/2013

**Approved as to Form:**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit B-1**

**NEW IMPROVEMENTS**



NETWORK VISION MMBTS LAUNCH  
**CA7460 MIGUEL RANCH**  
 SD73XC009  
 MONOPINE

525 HUNTE PARKWAY -B  
 CHULA VISTA, CA 91914  
 SAN DIEGO COUNTY  
 LATITUDE: 32° 40' 51.19" N (32.680886)  
 LONGITUDE: 116° 57' 20.49" W (-116.955692)  
 SAN DIEGO MARKET

**CALIFORNIA STATE CODE COMPLIANCE:**

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

- CALIFORNIA ADMINISTRATIVE CODE (INCL. TITLE 24 & 25)
- 2010 CALIFORNIA BUILDING CODE
- CITY/COUNTY ORDINANCES
- BUILDING OFFICIALS & CODE ADMINISTRATORS (BOCA)
- 2010 MECHANICAL CALIFORNIA CODE
- ANS/ISA-222-F LIFE SAFETY CODE NFPA-101
- 2010 CALIFORNIA PLUMBING CODE
- 2010 CALIFORNIA ELECTRICAL CODE
- 2010 LOCAL BUILDING CODE

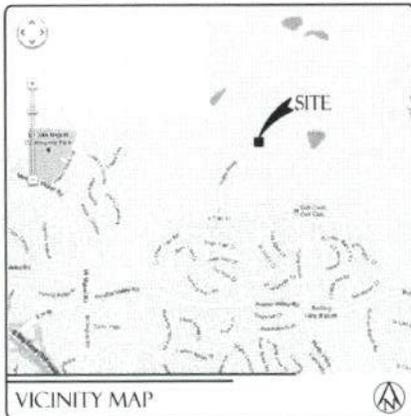
**ACCESSIBILITY REQUIREMENTS:**

FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH THE 2010 CALIFORNIA BUILDING CODE.

**CODE BLOCK**

APPROVAL	SIGNATURE	DATE
PROJECT MANAGER		
CONSTRUCTION MANAGER		
RF ENGINEER		
SITE ACQUISITION		
PLANNING CONSULTANT		
PROPERTY OWNER		
SPRINT REPRESENTATIVE		

**SIGNATURE BLOCK**



VICINITY MAP

FROM SAN DIEGO INTERNATIONAL AIRPORT, CA  
 HEAD WEST ON AIRPORT TERMINAL RD 420 FT  
 SLOUCH LEFT TO STAY ON AIRPORT TERMINAL RD 0.3 M  
 KEEP RIGHT AT THE FORK 443 FT  
 TURN LEFT ONTO N HARBOR DR 1.4 M  
 TURN LEFT ONTO W GRAPE ST 0.4 M  
 TAKE THE INTERSTATE 5 S RAMP 0.2 M  
 MERGE ONTO I-5 S 7.0 M  
 TAKE EXIT 9 TO MERGE ONTO CA-54 E 6.0 M  
 TAKE EXIT 8 FOR CALIFORNIA 125 S TOWARDS CHULA VISTA TOLL ROAD 0.4 M  
 MERGE ONTO CA-125 S TOLL ROAD 3.3M  
 TAKE EXIT 8 FOR E H ST PARTIAL TOLL ROAD 0.4 M  
 TURN LEFT ONTO E H ST 0.4 M  
 CONTINUE ONTO PROCTOR VALLEY RD 1.8 M  
 TURN LEFT ONTO HUNTE PKWY  
 FOLLOW HUNTE PKWY TO ENTRANCE TO SALT CREEK GOLF CLUB  
 FOLLOW ACCESS ROAD THAT FORKS LEFT FROM MAIN ROAD  
 BEFORE CLUB HOUSE AND PROCEED ON ACCESS ROAD TO SITE

**DRIVING DIRECTIONS**

SPRINT PROPOSES TO MODIFY AN EXISTING UNMANNED TELECOMMUNICATIONS FACILITY.

- REMOVE AND REPLACE (3) EXISTING ANTENNAS WITH (3) PROPOSED ANTENNAS
- INSTALL (3) NEW RRH UNITS

**PROJECT DESCRIPTION**

**APPLICANT:**  
 KIMBERON ON BEHALF OF ALCATEL-LUCENT FOR SPRINT  
 1815 CENTRAL PARK  
 IN60343  
 STEAMBOAT SPRINGS, CO 80477  
 CONTACT: KIM TILLEY  
 PH: (415) 960-4544  
 EMAIL: KIMTILLEY@BWSN.COM

**PROPERTY INFORMATION:**  
 PROPERTY OWNER: STAY WATER DISTRICT  
 ADDRESS: 2554 SWEETWATER SPRINGS BLVD.  
 SPRING VALLEY, CA 91978

CONTACT: ATTN: GENERAL MANAGER  
 PH: (818) 870-2280

ZONING CLASSIFICATION: SD-187  
 BUILDING CODE: 2010 CBC  
 CONSTRUCTION TYPE: V-N  
 OCCUPANCY: U, HB

JURISDICTION: CITY OF CHULA VISTA  
 CURRENT USE: TELECOMMUNICATIONS FACILITY  
 PROPOSED USE: TELECOMMUNICATIONS FACILITY

**PARCEL NUMBER(S):**  
 085-140-21-00  
**LEASE AREA:**  
 240 SQ FT

**PROJECT SUMMARY**

**SHEET DESCRIPTION**

- T-1 TITLE SHEET
- A-1 SITE PLAN
- A-2 ENLARGED SITE PLAN
- A-3 PROPOSED ENLARGED EQUIPMENT & ANTENNA PLAN
- A-4 PROPOSED SOUTH AND WEST ELEVATIONS
- A-5 PROPOSED NORTH AND EAST ELEVATIONS

**SHEET INDEX**

**ARCHITECT:**

THOMAS HOLLAND  
 PACIFIC TELECOM SERVICES, LLC  
 3198C AIRPORT LOOP DRIVE  
 COSTA MESA, CA 92626  
 CONTACT: ROBERT LEIGHTON  
 PH: (708) 464-4402  
 EMAIL: RLIGHTON@PTSSNA.COM

**STRUCTURAL ENGINEER:**

CHRIS NICKERSON PE  
 PACIFIC TELECOM SERVICES, LLC  
 3198C AIRPORT LOOP DRIVE  
 COSTA MESA, CA 92626  
 CONTACT: CHRIS NICKERSON  
 PH: (708) 464-4415  
 EMAIL: CNICKERSON@PTSSNA.COM

**SITE ACQ PROJECT MANAGER:**

ALCATEL LUCENT SAN DIEGO  
 CONTACT: ALEX STASUROY  
 PH: (858) 320-3128

**CONSTRUCTION MANAGER:**

ALCATEL LUCENT SAN DIEGO  
 CONTACT: GLENN WAZZANO  
 PH: (858) 320-3123

**PLANNING CONSULTANT:**

CONTACT: MARK BERLIN  
 PH: (858) 922-0237

**POWER COMPANY:**

SDG&E  
 PH: (606)-336-7343

**TELCO COMPANY:**

AT&T  
 CONTACT: BOB ROYERE  
 PH: (858) 268-6919

**PROJECT TEAM**



At all new services & grounding trenches, provide "WARNING" tape at 12" below grade.

**DIG ALERT**

"CALL BEFORE YOU DIG"

1-800-227-2600

UTILITY NOTIFICATION CENTER OF SOUTHERN CALIFORNIA



**PROJECT INFORMATION:**

NETWORK VISION MMBTS LAUNCH  
**CA7460 MIGUEL RANCH**  
 SD73XC009  
 525 HUNTE PARKWAY -B  
 CHULA VISTA, CA 91914  
 SAN DIEGO COUNTY

**SHEET DATE:**

07/30/12

**INTENDED FOR:**

100% ZONING

**REVISIONS**

REV	DATE	DESCRIPTION	INITIAL
1	07/30/12	ISSUED FOR 100% ZONING	SS

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

**DATE:**

**SHEET TITLE:**

TITLE SHEET

**SHEET NUMBER:**

T-1

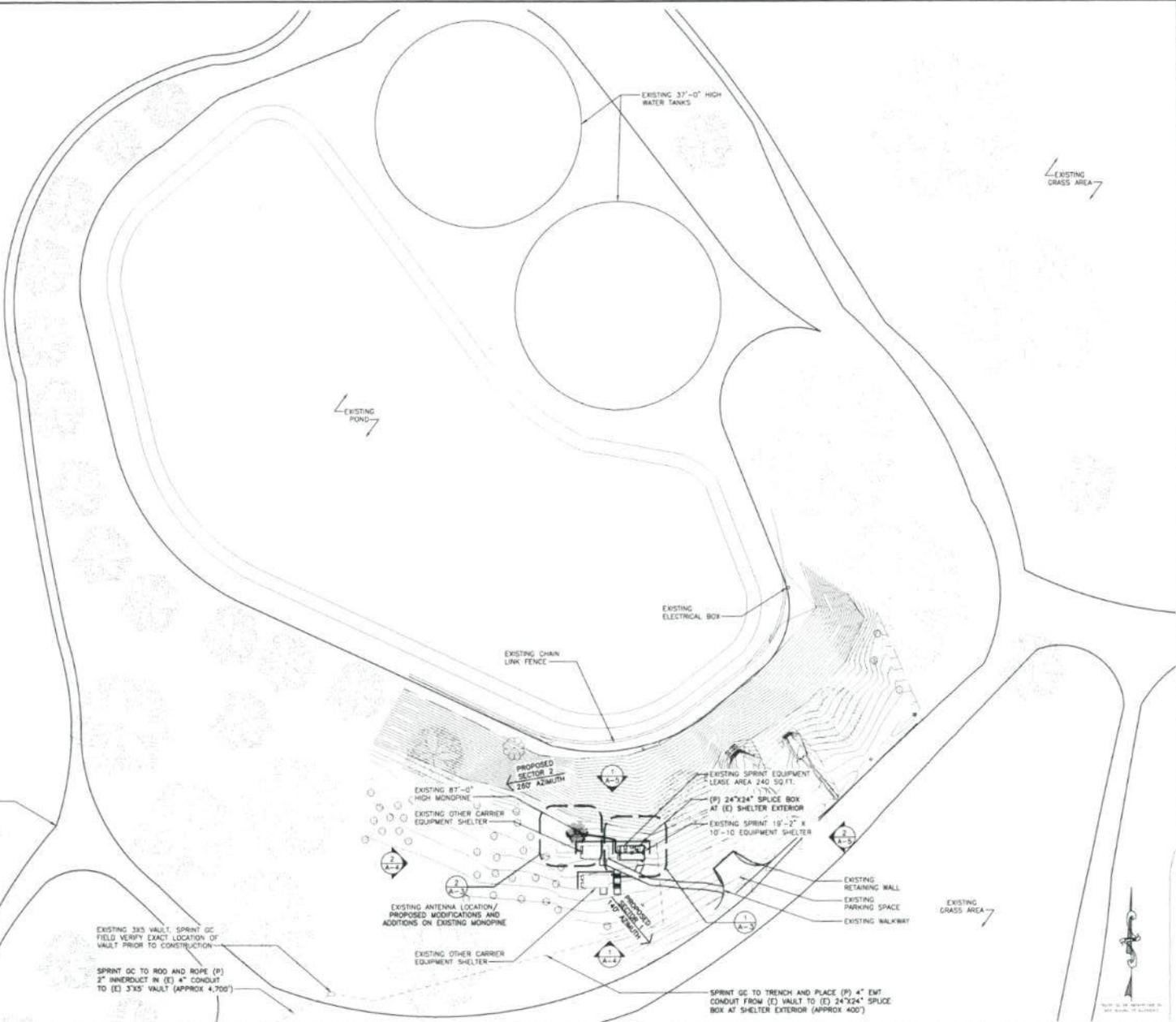
**REVISION:**

1



**NOTES TO CONTRACTOR:**

1. REMOVE ALL EXISTING SPRINT CDMA COAX AND ANTENNAS FROM SITE.
2. ANTENNAS AND HARDWARE TO BE PAINTED TO MATCH EXISTING CONDITIONS.
3. ANTENNA CLEARANCE AND MOUNTING TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION WITH FINAL ANTENNA SPECIFICATIONS. MOUNTING HARDWARE, AND IF DESIGN, ANTENNA PIPE MOUNT MODIFICATION MAY BE REQUIRED.



PROJECT INFORMATION

NETWORK: VERION MMBIS LAUNCH

**CA7460 MIGUEL RANCH**

**SD73XC009**

525 HUNTE PARKWAY -B  
CHULA VISTA, CA 91914  
SAN DIEGO COUNTY

ISSUE DATE: 07/30/12

SUBJECT: 100% ZONING

REVISIONS

REV	DATE	DESCRIPTION	INITIAL
1	07/30/12	ISSUED FOR 100% ZONING	SS

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

DESIGNER:

SHEET TITLE: ENLARGED SITE PLAN

SHEET NUMBER: A-2

REVISION: 1

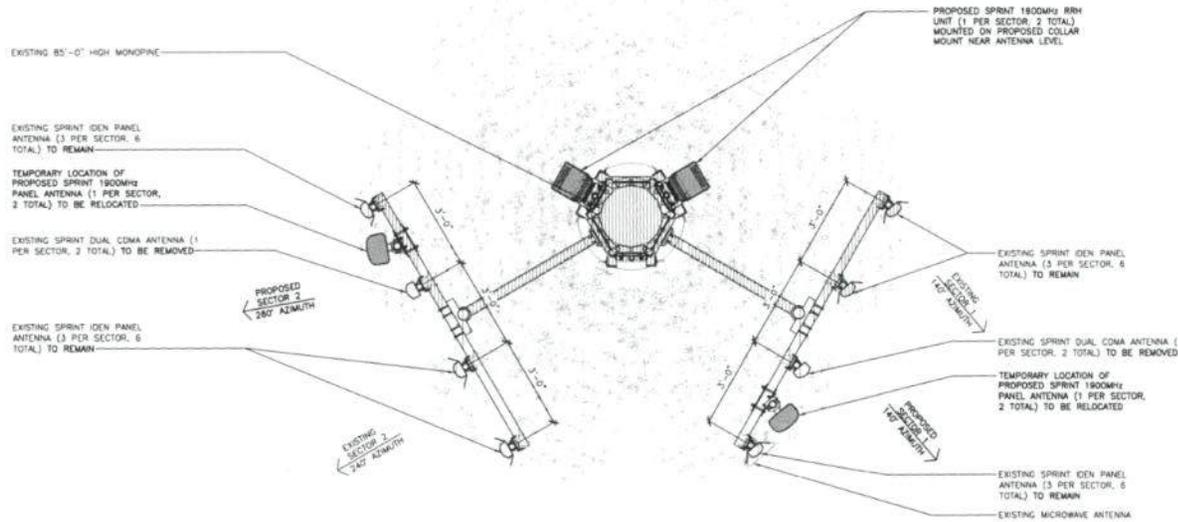
24"x36" SCALE: 1" = 40'-0"  
11"x17" SCALE: 1" = 80'-0"

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

ENLARGED SITE PLAN | 1

**NOTES TO CONTRACTOR:**

1. REMOVE ALL EXISTING SPRINT CDMA COAX AND ANTENNAS FROM SITE.
2. ANTENNAS AND HARDWARE TO BE PAINTED TO MATCH EXISTING CONDITIONS.
3. ANTENNA CLEARANCE AND MOUNTING TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION WITH FINAL ANTENNA SPECIFICATIONS, MOUNTING HARDWARE, AND BY DESIGN. ANTENNA PIPE MOUNT MODIFICATION MAY BE REQUIRED.



**PROJECT INFORMATION**

NETWORK: USON MIBIS-LALNKH

**CA7460 MIGUEL RANCH**

SD73XC009

525 HUNTE PARKWAY -B  
CHULA VISTA, CA 91914  
SAN DIEGO COUNTY

**ISSUE DATE:**

07/30/12

**INCLUDED:**

100% ZONING

**REVISIONS**

REV	DATE	DESCRIPTION	INITIAL
1	07/30/12	ISSUED FOR 100% ZONING	SS

NOT FOR CONSTRUCTION UNLESS LABELLED AS CONSTRUCTION SET

**PLANSURE:**

**SHEET TITLE:**

DURING ANTENNA PLAN

**SHEET NUMBER:**

**REVISION:**

**A-2A**

1

DURING ANTENNA PLAN | 1







PROJECT INFORMATION:

NETWORK VISION MMBITS LAUNCH  
**CA7460 MIGUEL RANCH**  
 SD73XC009  
 525 HUNTE PARKWAY -B  
 CHULA VISTA, CA 91914  
 SAN DIEGO COUNTY

ISSUE DATE:  
 07/30/12

ISSUED FOR:  
 100% ZONING

REVISIONS			
REV	DATE	DESCRIPTION	INITIAL
1	07/30/12	ISSUED FOR 100% ZONING	SS

NOT FOR CONSTRUCTION UNLESS  
 LABELED AS CONSTRUCTION SET

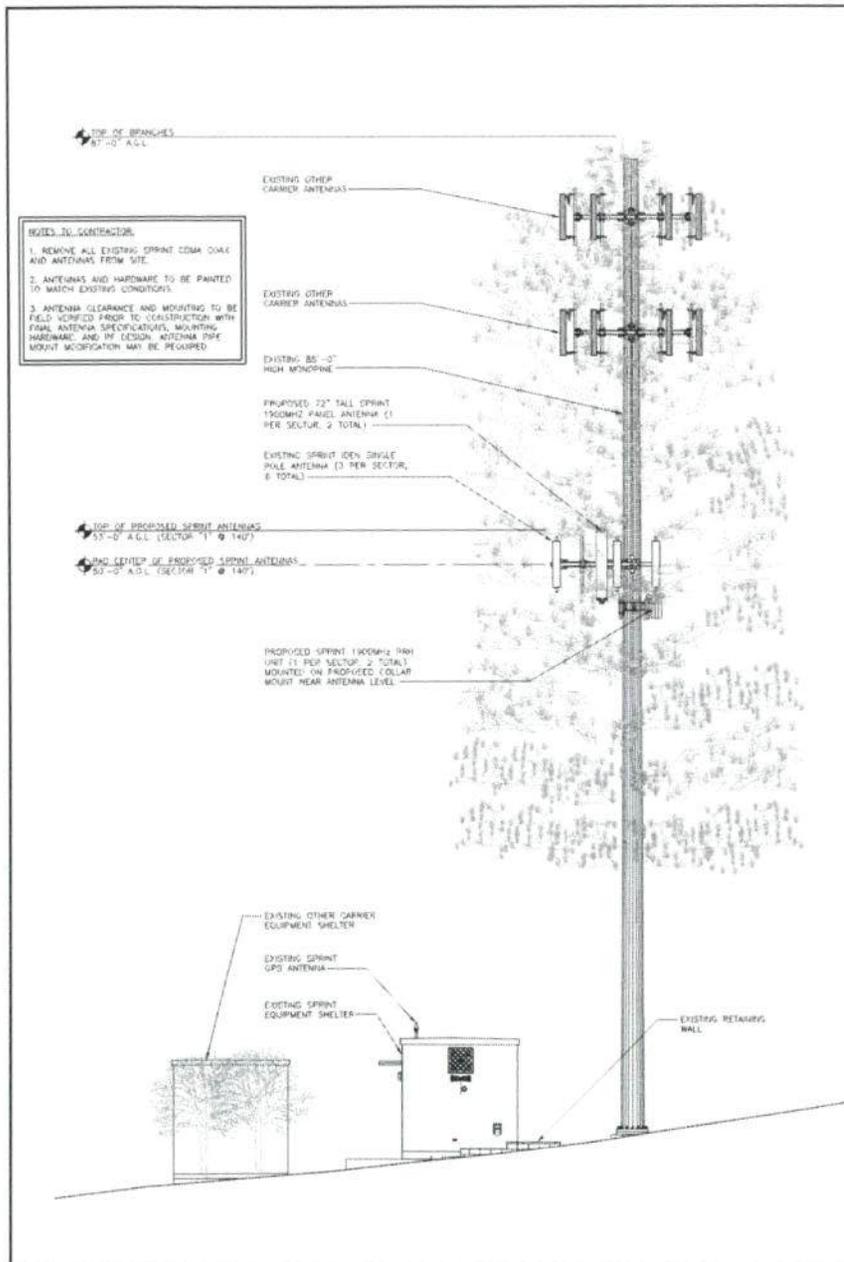
LICENSE:

SHEET TITLE:  
 PROPOSED NORTH AND EAST ELEVATIONS

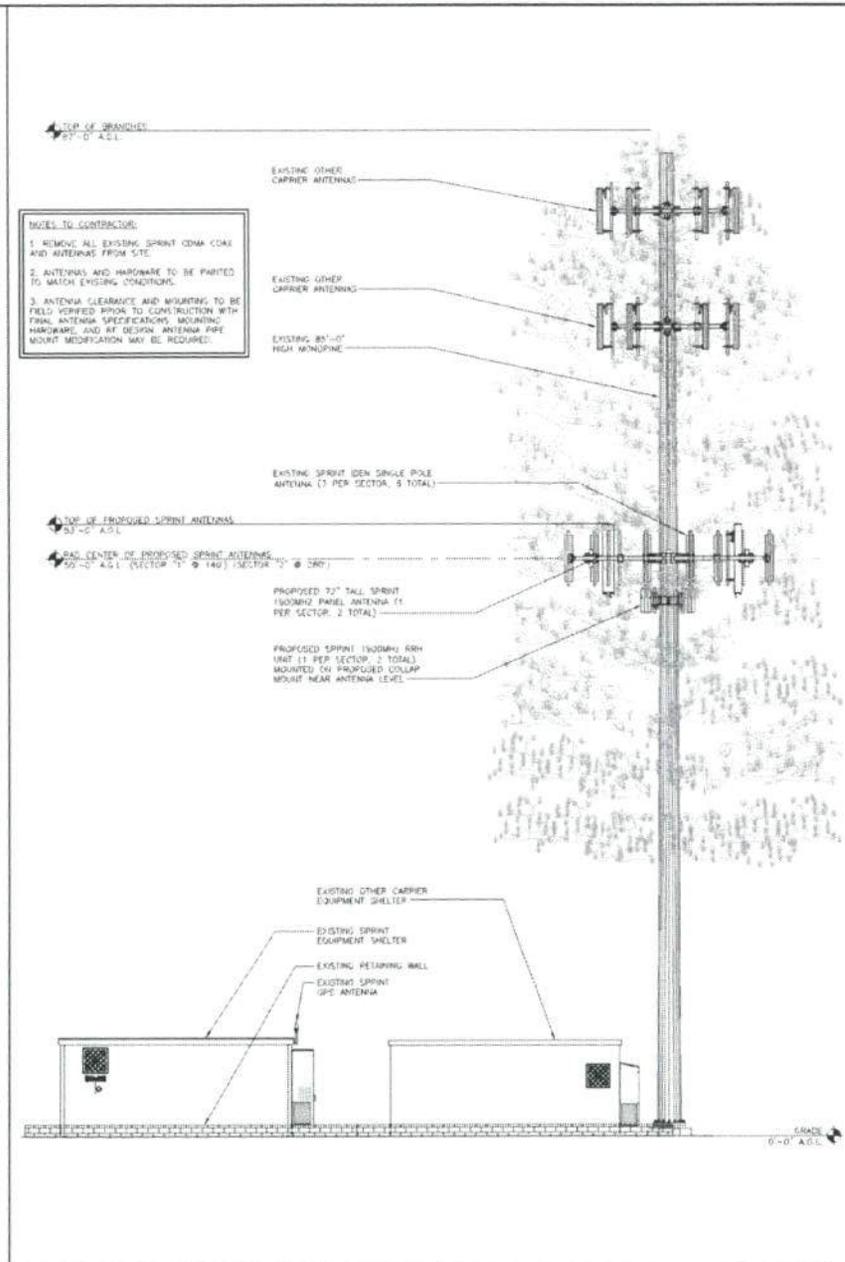
SHEET NUMBER:      REVISION

**A-5**

1



24'-0\"/>



24'-0\"/>

# Agenda Item 7d



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 2, 2013
SUBMITTED BY:	Jose Martinez, Utility Services Manager	PROJECT:	DIV. NO. All
APPROVED BY:	<input checked="" type="checkbox"/> Pedro Porras, Chief, Water Operations <input checked="" type="checkbox"/> German Alvarez, Asst. General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Approval to Purchase a Replacement Backhoe		

### **GENERAL MANAGER'S RECOMMENDATION:**

That the Board authorize the General Manager to: 1) Issue a purchase order to RDO Equipment Company Inc. in the amount of \$94,159.12 for the purchase of one (1) John Deere Backhoe and, 2) declare the oldest John Deere Backhoe surplus.

### **COMMITTEE ACTION:**

Please see Attachment "A".

### **PURPOSE:**

To obtain Board authorization to purchase a John Deere Backhoe.

### **ANALYSIS:**

Included in the approved FY 2014 budget is one (1) new Backhoe. The Backhoe is a replacement scheduled to be utilized by the Utility Maintenance Staff.

Currently, the District's essential equipment includes six (6) backhoes, the oldest being unit #2280, a model year 1988 310C John Deere Backhoe. Due to the age of this machine this unit is to be replaced with a new one. Funding for this purchase has been included in the CIP P2286.

Based on system operation evaluations of work flow history by Construction/Maintenance supervision and management, it is recommended that one (1) new John Deere model 310 Backhoe be purchased and the older John Deere Backhoe be declared surplus. Staff evaluated alternative manufacturers and obtained recent pricing paid by other agencies for comparable units. Based on the information obtained it was determined there was no cost benefit to introducing an alternative manufacturer. With the remaining five (5) backhoes also being John Deere, the proposed backhoe would provide consistency for operations and maintenance purposes, mitigate the need to obtain additional training and represents the best value to the District.

It should be noted that the existing backhoe is 25 years old. This replacement activity will also noticeably reduce the District's Diesel emissions output. Purchase price before taxes includes John Deere Backhoe \$87,177.89 and a total purchase price of \$94,159.12 after taxes.

In accordance with District policy, bids were solicited for the backhoe. Three (3) bids were received. Prices received include all applicable fees and taxes and delivery.

<b>Dealer</b>	<b>Bid</b>	<b>Bid Price</b>
RDO Equipment Company	2013 John Deere 310SK	\$94,159.12
Blaine Equipment Company	2013 John Deere 310SK	\$146,653.29
Coastline Equipment	2013 John Deere 310SK	\$135,541.39

**FISCAL IMPACT:**  Joe Beachem, Chief Financial Officer

Projected purchase budget for this vehicle is \$117,000. The purchase of this vehicle will cost \$94,159.12 which will be charged against the Field Equipment Capital Purchases CIP P2286. The total cost in this account will not exceed budgeted funding.

The total FY14 project budget for CIP P2866 Field Equipment Capital Purchases is \$149,000. Existing expenditures and current encumbrances for the CIP, including the vehicle purchased under this request if approved, are \$126,159.12.

Based on the Utility Service Manager's evaluation, the CIP 2286 budget is sufficient to complete the budgeted purchase.

The Finance Department has determined that 100% of the funds are available in the replacement fund.

Expenditure Summary:

CIP 2286 FY14 Field Equipment Budget:	<b>\$149,000.00</b>
Proposed Equipment Purchase: Backhoe	\$94,159.12
Proposed Replacement Equipment Trailer	32,000.00
Total Projected Expenditures of Equipment Replacements FY14, P2286 Budget:	\$126,159.12

**STRATEGIC GOAL:**

Operate the system to meet demand twenty-four hours a day, seven days a week.

**LEGAL IMPACT:**

None.

Attachment "A", Committee Action



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	Approval to Purchase a Replacement Backhoe
-------------------------	--

### COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on September 17, 2013 and the following comments were made:

- Staff is requesting that the Board approve the purchase of a new John Deere Backhoe and to declare the District's oldest John Deere Backhoe as surplus.
- In accordance with District policy, bids were solicited for the purchase of a John Deere Backhoe. The District received three (3) bids. Staff is recommending that the District issue a purchase order to RDO Equipment Company, Inc. (RDO), as the lowest responsive bidder, in the amount of \$94,159.12.
- The purchase of the backhoe is included in the approved FY 2014 budget.
- Staff indicated that after the purchase of this proposed backhoe, the District will not need to purchase a backhoe for another ten (10) years.
- It was discussed that there was a large difference between the three (3) bids received. Staff explained that RDO is the regional supplier servicing San Diego to Scottsdale to south of Las Vegas, Coastline Equipment services the Los Angeles area, and Blaine Equipment services Las Vegas to Reno. The other two (2) bids would include shipping charges which RDO would not need to include as the region's local dealer. These three vendors are the largest John Deere equipment dealers.
- It was felt that while the other two (2) bids included shipping costs, that the cost difference was still quite large. Staff did make note of this and to assure that RDO's bid price was fair, staff had inquired with other water agencies (Camarillo, CA; Navajo County, AZ; etc.) and it was found that the price paid by

these agencies ranged from \$97,000 to \$100,000. Thus, staff felt that the \$94,159.12 bid was reasonable.

- Staff also verified the cost of a Caterpillar backhoe to compare pricing. It was found that the cost would range between \$96,600 and \$120,000.
- Staff is recommending that the District sole source this purchase as the District's employees are used to the controls on a John Deere. The controls are different on other brand equipment and for safety and efficiency reasons, it is preferred that the District purchase the same brand equipment so staff does not have to learn the controls of the different brands.
- The District also has a shared services agreement with neighboring agencies and three (3) of the four (4) agencies use John Deere backhoes.
- Staff presented a photo of the backhoe that is proposed for purchase. The committee requested that the photo be included with staffs' report. It is attached.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board as a consent item.



# Agenda Item 7e



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 2, 2013
		PROJECT:	DIV. NO. ALL
SUBMITTED BY:	Kelli Williamson Human Resources Manager		
APPROVED BY:	<input checked="" type="checkbox"/> Rom Sarno, Chief of Administrative Services <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	ADOPT RESOLUTION #4218 TO REVISE THE EMPLOYMENT OR TERMINATION OF EMPLOYMENT OF DISTRICT PERSONNEL POLICY (BOARD POLICY #12) AND RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY (BOARD POLICY #24)		

### **GENERAL MANAGER'S RECOMMENDATION:**

That the Board adopt Resolution #4218 to revise the following District Policies:

- Employment or Termination of Employment of District Personnel Policy (Board Policy #12); and
- Recruitment, Selection, and Employment Policy (Board Policy #24)

### **COMMITTEE ACTION:**

Please see "Attachment A".

### **PURPOSE:**

To request that the Board adopt Resolution #4218 (Attachment B) and approve revisions to the following two (2) District Policies: Employment or Termination of Employment of District Personnel Policy (Board Policy #12) and Recruitment, Selection, and Employment Policy (Board Policy #24) (Attachments B1 and B2).



- Attachment B1 - Employment or Termination of Employment  
of District Personnel Policy (Board  
Policy #12)
- Attachment B2 - Recruitment, Selection, and Employment  
Policy (Board Policy #24)



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	ADOPT RESOLUTION #4218 TO REVISE THE EMPLOYMENT OR TERMINATION OF EMPLOYMENT OF DISTRICT PERSONNEL POLICY (BOARD POLICY #12) AND RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY (BOARD POLICY #24)
-------------------------	---

### COMMITTEE ACTION:

The Finance, Administration and Communications Committee reviewed this item at a meeting held on September 17, 2013 and the following comments were made:

- Staff is requesting that the Board adopt Resolution No. 4218 revising Board Policy No. 12, Employment or Termination of Employment of District Personnel Policy, and Board Policy No. 24, Recruitment, Selection, and Employment Policy.
- Periodically, the District reviews and updates its policies and procedures to ensure they are streamlined, clear and consistent with applicable laws.
- Policy No. 12 is the General Manager's authority to employ or terminate District employees. Staff is recommending minor revisions to provide clarification to employees as to their appointment status. The revisions include references to at-will employment status which is consistent with State law. The proposed language is quoted directly from the State statute.
- Policy No. 14 provides the guidelines and process by which employees are hired by the District. The at-will language has been included in this policy as well.
- Since the at-will employment status has been set by the legislature, it cannot be changed by Board Policy or Memorandum of Understanding. It is proposed that the updates to the policies be forwarded to the Otay Water District Employee Association as an informational item following presentation to the Finance, Administration and Communications Committee and then to the full board for consideration.

- Staff indicated in response to an inquiry from the committee, that the District did inquire with other local water agencies and some had included specific language in their policies referencing the at-will status and some did not.
- In response to another inquiry from the committee regarding the process for revising District policies, the District's attorney indicated that staff generally drafts the revisions and he reviews and revises the language as needed. Revisions go back and forth between staff and attorney until a final draft is agreed upon.
- It was noted that all OWD employees have been "at-will" since the district was established as required by and pursuant to the Water Code. It was discussed that other water districts are also "at-will" and some have formal language in their policies and some do not; that most of the employees of other public agencies such as cities and counties are civil service (for cause) as required by State charter but also have much of their workforce as "at-will" or unclassified.
- It was clarified that city water and utility departments fall under city charters and are not subject to the at-will statute of the water code.
- Staff indicated that there have been court cases which have challenged the at-will statute and the courts have up-held the code.
- Staff noted that the District invests money to recruit, hire and train employees. The District's goal is to have success with employees as it is very expensive to recruit employees.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board as a consent item.

RESOLUTION NO. 4218

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE OTAY WATER DISTRICT TO  
REVISE DISTRICT POLICIES

**WHEREAS**, the Board of Directors of Otay Water District have established policies, procedures, ordinances, and resolutions for the efficient operation of the District; and

**WHEREAS**, it is the policy of the District to establish procedures to review policies, procedures, ordinances, and resolutions periodically to ensure they are current and relevant; and

**WHEREAS**, District staff has identified Board Policy #12, Employment or Termination of Employment of District Personnel Policy, and Board Policy #22, Recruitment, Selection, and Employment Policy, as requiring revisions as per the attached strike-through copies.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Otay Water District amends the Board Policies indicated above in the form presented to the Board at this meeting.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Otay Water District at a regular meeting held this 2<sup>nd</sup> of October, 2013.

---

---

President

ATTEST:

---

---

Secretary

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
EMPLOYMENT OR TERMINATION OF EMPLOYMENT OF DISTRICT PERSONNEL	12	8/21/91	<del>7/2/03</del> 10/2/13

PURPOSE

To establish procedures for the employment or termination of executive, staff and other personnel.

BACKGROUND

Section 71340 of the California Water Code provides that the Board of Directors of Municipal Water Districts shall appoint the following personnel, who are designated as officers of the District: Secretary, Treasurer, Attorney, General Manager and Auditor. In addition, the Board may appoint a Deputy Secretary and a Deputy Treasurer. Each of such officers is to serve at the pleasure of the Board. Section 71341 of the California Water Code provides that the Board may appoint such additional assistants and employees~~7~~ as it deems necessary to operate the District. The essence of these provisions ~~are~~is set forth in Section 1.02 of the District Ordinances.

Section 71362 of the California Water Code provides that, subject to the approval of the Board of Directors, the General Manager shall have the authority to employ and discharge all employees and assistants, other than those referred to in Section 71340, at pleasure, and to prescribe their duties and fix their compensation. These provisions are set forth in Section 2.01 of the District Ordinances. All employment at the District is thus "at-will," pursuant to Section 71362, and both employees and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause.

POLICY

In accordance with the above provisions, the District shall employ or terminate employment or termination of employment of District personnel ~~shall be made~~ as follows:

1. The employment or termination of personnel for the District position of General Manager, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer, Attorney, Controller or Auditor, or the assistant or deputy to any of such positions, shall be made only by action of the Board of Directors.
2. The General Manager shall employ or terminate employment or termination of personnel for the District position of ~~Assistant~~General Manager ~~shall be made by the General Manager~~ provided that, prior to taking final action thereon, the General Manager shall notify the Board of Directors of his/her intention to ~~make such~~so employment or termination.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
EMPLOYMENT OR TERMINATION OF EMPLOYMENT OF DISTRICT PERSONNEL	12	8/21/91	<del>7/2/03</del> <u>10/2/13</u>

3. The General Manager shall employ or terminate~~employment or termination of~~ personnel for all other District positions ~~shall be made by the General Manager.~~

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	<a href="#">09/02/09</a> <a href="#">10/2/13</a>

### PURPOSE

It is the purpose of this policy to provide guidelines for the recruitment and selection of regular, student intern, temporary and/or contract employees.

### POLICY

It is the policy of the Otay Water District (“District”) to recruit and select the best qualified Applicants on the basis of job-related standards of experience, education, training, ability, and merit; to encourage members of the communities which we serve to apply for employment opportunities with the District; to encourage District employees to apply for positions for which they believe they qualify, to assure that qualified internal Applicants are given fair and adequate consideration; and to advance regular District employees when it is determined that they are the best qualified.

### EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer. All employees and Applicants shall receive equal consideration and treatment. The District shall recruit, hire, and promote the best qualified individuals without regard to race, color, religion, sex ([including gender, pregnancy, childbirth, or related medical condition](#)), national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, or membership in any other “protected class” recognized by California or Federal law ~~or regulation~~.

### AUTHORITY OF THE GENERAL MANAGER [AND EMPLOYMENT AT WILL](#)

Section 2.01, of the ~~Otay Water~~ District’s Code of Ordinance provides that, pursuant to [Sections §71362 and §71363 of the California Water Code](#), the General Manager has the authority to manage and operate the affairs of the District. This authority includes the employment, discharging and fixing of compensation for all employees and assistants, except those referred to in [California Water Code Section §71340, at pleasure](#), and to prescribe their duties and promulgate specific rules and regulations for such employees and assistants. [All employment at the District is thus “at-will,” pursuant to Section 71362, and both employees and the District have a right to terminate employment at any time, with or without advance notice, and with or without cause.](#)

The General Manager’s authority also includes making ~~Appointments~~ [appointments](#) of temporary or contract employees needed to perform District work resulting from such matters as interim vacancies, peak workload, and special projects so long as he/she operates within Board-approved budgeted appropriation levels. Contract or Temporary Appointments are not subject to amount limits for agreements, contracts, or other documents as defined in [Section §2.01\(CE\) of the District’s Code of Ordinance](#), or to formal competition, selection and advertisement requirements identified herein.

### DEFINITIONS

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	<a href="#">09/02/09</a> <a href="#">10/2/13</a>

- A. Applicant: A person applying for a position, including a District employee who seeks Appointment to a different position.
- B. Appointment: The employment of a person in a position, whether on a regular or temporary basis.
- C. Closed/Promotional Recruitment: A recruitment open only to qualified regular District employees, or open only to qualified regular District employees in a particular classification, unit or division.
- D. Conviction: Any sentence, suspended sentence, probation or other resolution followed by a verdict, plea (including a no contest plea) or other finding of guilt. [The term "Conviction," -as used herein, shall not include any conviction that has been otherwise exempted by law.](#)
- E. Eligible List: A list of qualified Applicants who remain eligible for consideration for a position.
- F. Employment Announcement: A formal notice by the District of an employment opportunity.
- G. Open/Competitive Recruitment: A recruitment open to all interested qualified Applicants.
- H. Promulgation: The date Human Resources certifies the list of eligible Applicants for consideration.
- I. Qualified Applicant: An Applicant who has passed all elements of the selection process, would be at least 18 years old at the time of Appointment and remains eligible for Appointment.
- J. Recruitment and Selection Plan: A planned process to establish an adequate pool of qualified Applicants which shall consist of an open/competitive or a Closed/Promotional Recruitment.
- K. Regular Appointment: An Appointment to a regular authorized position with benefits.
- L. Regular Vacancy: A vacancy in an authorized position.
- M. [Student Intern: An employee who is currently enrolled at or near full-time status as a student in an accredited community college, college, or university in an undergraduate or graduate program in good academic standing.](#)
- N. Temporary Appointment: An Appointment made for a specific duration, generally not to exceed one year. Temporary Appointments may be exempt from the formal Recruitment and Selection Plan.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	<a href="#">09/02/09</a> <a href="#">10/2/13</a>

RECRUITMENT AND SELECTION [PLAN PROCESS](#)

All Regular Vacancies shall be filled through an Open/Competitive Recruitment and Selection Plan unless otherwise approved by the General Manager. This is consistent with best practice and expected to maximize community participation, competition, diversity, and the number of highly qualified Applicants available for consideration for employment. However, the General Manager may authorize a Closed/Promotional Recruitment and Selection Plan given the requirements of the position and the quality of the internal Applicant pool.

All Applicants for regular positions shall submit to the same Recruitment and Selection Plan for that position. The General Manager may approve revising the Recruitment and Selection Plan in order to better meet the needs of the District.

A. Notice of Employment Opportunities

Human Resources shall post employment opportunities for Regular Vacancies consistent with the approved Recruitment and Selection Plan.

The Employment Announcement shall include the following:

1. Classification Title
2. Salary Rate and/or Range
3. Essential Functions
4. [Minimum Required Qualifications](#)
5. [Selection/Examination Plan Skills Exam](#)
6. Application Filing Instructions
7. Equal Employment Opportunity Employer Statement

B. Disqualification of Applicants

Applicants may be disqualified at any time during the process for any of the following reasons:

1. The Applicant is found to lack any of the minimum job requirements established for the position.
2. The Applicant has made a false statement of material fact in the application or has committed fraud or deception in the selection process or in securing eligibility for Appointment.
3. The Applicant has a history of less than satisfactory employment.
4. The Applicant uses or attempts to use any personal or political influence to further eligibility.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	<del>09/02/09</del> 10/2/13

5. The Applicant has without authorization directly or indirectly obtained information regarding examinations.
6. The Applicant fails to submit his or her application ~~correctly~~ in compliance with articulated guidelines or within the prescribed time limits.
7. The Applicant has taken part in the compilation, administration, or correction of the examinations for the position for which he/she is an Applicant.
8. Any other reason deemed by the General Manager to protect the best interests of the District.

C. Examination Content

The Recruitment and Selection Plan shall be job-related in order to determine the ability of Applicants to perform the duties of the job classification. The plan may provide for one or more of the following types of examinations:

1. Review of Employment Application and/or Required Supplementary Material(s);
2. Written Examination;
3. Physical Agility and/or Performance Skill Examination; or
4. Oral Interview.

D. Eligible Lists

Eligible Lists may be maintained to fill current and future vacancies. The Eligible List ~~may~~ will be valid for up to twelve (12) months from Date of Promulgation. Human Resources may pull Applicants from any Eligible List in lieu of posting a position or to augment the Applicant pool for other similar classifications with related skills and abilities.

E. Conditions of Appointment

Once an Applicant is determined to be the best qualified, but prior to Appointment, the Applicant shall meet and agree to the terms and conditions of employment specified for a particular position. Failure of such pre-employment examinations may cause the Applicant to be disqualified for employment. Conditions of employment may include, but are not limited to the following:

1. Physical Fitness/Medical Examination;
2. Drug/Alcohol Screening;
3. Verification of lawful work status under Immigration rules; and
4. Verification of employment, education, certificates, licenses, driving, and criminal history including fingerprinting.

F. Evaluation of Criminal Conviction Information

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	<a href="#">09/02/09</a> <a href="#">10/2/13</a>

Upon receipt of the [C](#)riminal Conviction information, the District shall determine if the information shall disqualify the Applicant. There shall be an automatic disqualification for employment for any of the following:

- a. Any felony Conviction;
- b. Any misdemeanor Conviction within one year preceding the date of application for any offense(s) considered to be crimes of moral turpitude by any court of the state, and/or crimes involving, firearms, explosives, violence, dishonesty and/or requiring registration under Penal Code §290; [or](#)
- c. [Intentionally failing to disclose a prior Conviction of any type, unless said Conviction has been otherwise exempted by law.](#)

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
EMPLOYMENT OR TERMINATION OF EMPLOYMENT OF DISTRICT PERSONNEL	12	8/21/91	10/2/13

PURPOSE

To establish procedures for the employment or termination of executive, staff and other personnel.

BACKGROUND

Section 71340 of the California Water Code provides that the Board of Directors of Municipal Water Districts shall appoint the following personnel, who are designated as officers of the District: Secretary, Treasurer, Attorney, General Manager and Auditor. In addition, the Board may appoint a Deputy Secretary and a Deputy Treasurer. Each of such officers is to serve at the pleasure of the Board. Section 71341 of the California Water Code provides that the Board may appoint such additional assistants and employees as it deems necessary to operate the District. The essence of these provisions is set forth in Section 1.02 of the District Ordinances.

Section 71362 of the California Water Code provides that, subject to the approval of the Board of Directors, the General Manager shall have the authority to employ and discharge all employees and assistants, other than those referred to in Section 71340, at pleasure, and to prescribe their duties and fix their compensation. These provisions are set forth in Section 2.01 of the District Ordinances. All employment at the District is thus "at-will," pursuant to Section 71362, and both employees and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause.

POLICY

In accordance with the above provisions, the District shall employ or terminate District personnel as follows:

1. The employment or termination of personnel for the District position of General Manager, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer, Attorney, Controller or Auditor, or the assistant or deputy to any of such positions, shall be made only by action of the Board of Directors.
2. The General Manager shall employ or terminate personnel for the District position of Assistant General Manager provided that, prior to taking final action thereon, the General Manager shall notify the Board of Directors of his/her intention to so employ or terminate.
3. The General Manager shall employ or terminate personnel for all other District positions.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	10/2/13

PURPOSE

It is the purpose of this policy to provide guidelines for the recruitment and selection of regular, student intern, temporary and/or contract employees.

POLICY

It is the policy of the Otay Water District (“District”) to recruit and select the best qualified Applicants on the basis of job-related standards of experience, education, training, ability, and merit; to encourage members of the communities which we serve to apply for employment opportunities with the District; to encourage District employees to apply for positions for which they believe they qualify, to assure that qualified internal Applicants are given fair and adequate consideration; and to advance regular District employees when it is determined that they are the best qualified.

EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer. All employees and Applicants shall receive equal consideration and treatment. The District shall recruit, hire, and promote the best qualified individuals without regard to race, color, religion, sex (including gender, pregnancy, childbirth, or related medical condition), national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, or membership in any other “protected class” recognized by California or Federal law.

AUTHORITY OF THE GENERAL MANAGER AND EMPLOYMENT AT WILL

Section 2.01 of the District’s Code of Ordinance provides that, pursuant to Sections 71362 and 71363 of the California Water Code, the General Manager has the authority to manage and operate the affairs of the District. This authority includes the employment, discharging and fixing of compensation for all employees and assistants, except those referred to in California Water Code Section 71340, at pleasure, and to prescribe their duties and promulgate specific rules and regulations for such employees and assistants. All employment at the District is thus “at-will,” pursuant to Section 71362, and both employees and the District have a right to terminate employment at any time, with or without advance notice, and with or without cause.

The General Manager’s authority also includes making appointments of temporary or contract employees needed to perform District work resulting from such matters as interim vacancies, peak workload, and special projects so long as he/she operates within Board-approved budgeted appropriation levels. Contract or Temporary Appointments are not subject to amount limits for agreements, contracts, or other documents as defined in Section 2.01(E) of the District’s Code of Ordinance, or to formal competition, selection and advertisement requirements identified herein.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	10/2/13

**DEFINITIONS**

- A. Applicant: A person applying for a position, including a District employee who seeks Appointment to a different position.
- B. Appointment: The employment of a person in a position, whether on a regular or temporary basis.
- C. Closed/Promotional Recruitment: A recruitment open only to qualified regular District employees, or open only to qualified regular District employees in a particular classification, unit or division.
- D. Conviction: Any sentence, suspended sentence, probation or other resolution followed by a verdict, plea (including a no contest plea) or other finding of guilt. The term "Conviction," as used herein, shall not include any conviction that has been otherwise exempted by law.
- E. Eligible List: A list of qualified Applicants who remain eligible for consideration for a position.
- F. Employment Announcement: A formal notice by the District of an employment opportunity.
- G. Open/Competitive Recruitment: A recruitment open to all interested qualified Applicants.
- H. Promulgation: The date Human Resources certifies the list of eligible Applicants for consideration.
- I. Qualified Applicant: An Applicant who has passed all elements of the selection process, would be at least 18 years old at the time of Appointment and remains eligible for Appointment.
- J. Recruitment and Selection Plan: A planned process to establish an adequate pool of qualified Applicants which shall consist of an open/competitive or a Closed/Promotional Recruitment.
- K. Regular Appointment: An Appointment to a regular authorized position with benefits.
- L. Regular Vacancy: A vacancy in an authorized position.
- M. Student Intern: An employee who is currently enrolled at or near full-time status as a student in an accredited community college, college, or university in an undergraduate or graduate program in good academic standing.
- N. Temporary Appointment: An Appointment made for a specific duration, generally not to exceed one year. Temporary Appointments may be exempt from the formal Recruitment and Selection Plan.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	10/2/13

RECRUITMENT AND SELECTION PLAN

All Regular Vacancies shall be filled through an Open/Competitive Recruitment and Selection Plan unless otherwise approved by the General Manager. This is consistent with best practice and expected to maximize community participation, competition, diversity, and the number of highly qualified Applicants available for consideration for employment. However, the General Manager may authorize a Closed/Promotional Recruitment and Selection Plan given the requirements of the position and the quality of the internal Applicant pool.

All Applicants for regular positions shall submit to the same Recruitment and Selection Plan for that position. The General Manager may approve revising the Recruitment and Selection Plan in order to better meet the needs of the District.

A. Notice of Employment Opportunities

Human Resources shall post-employment opportunities for Regular Vacancies consistent with the approved Recruitment and Selection Plan.

The Employment Announcement shall include the following:

1. Classification Title
2. Salary Rate and/or Range
3. Essential Functions
4. Required Qualifications
5. Skills Exam
6. Application Filing Instructions
7. Equal Employment Opportunity Employer Statement

B. Disqualification of Applicants

Applicants may be disqualified at any time during the process for any of the following reasons:

1. The Applicant is found to lack any of the minimum job requirements established for the position.
2. The Applicant has made a false statement of material fact in the application or has committed fraud or deception in the selection process or in securing eligibility for Appointment.
3. The Applicant has a history of less than satisfactory employment.
4. The Applicant uses or attempts to use any personal or political influence to further eligibility.
5. The Applicant has without authorization directly or indirectly obtained information regarding examinations.
6. The Applicant fails to submit his or her application in compliance with articulated guidelines or within the prescribed time limits.

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	10/2/13

7. The Applicant has taken part in the compilation, administration, or correction of the examinations for the position for which he/she is an Applicant.
8. Any other reason deemed by the General Manager to protect the best interests of the District.

**C. Examination Content**

The Recruitment and Selection Plan shall be job-related in order to determine the ability of Applicants to perform the duties of the job classification. The plan may provide for one or more of the following types of examinations:

1. Review of Employment Application and/or Required Supplementary Material(s);
2. Written Examination;
3. Physical Agility and/or Performance Skill Examination; or
4. Oral Interview.

**D. Eligible Lists**

Eligible Lists may be maintained to fill current and future vacancies. The Eligible List will be valid for up to twelve (12) months from Date of Promulgation. Human Resources may pull Applicants from any Eligible List in lieu of posting a position or to augment the Applicant pool for other similar classifications with related skills and abilities.

**E. Conditions of Appointment**

Once an Applicant is determined to be the best qualified, but prior to Appointment, the Applicant shall meet and agree to the terms and conditions of employment specified for a particular position. Failure of such pre-employment examinations may cause the Applicant to be disqualified for employment. Conditions of employment may include, but are not limited to the following:

1. Physical Fitness/Medical Examination;
2. Drug/Alcohol Screening;
3. Verification of lawful work status under Immigration rules; and
4. Verification of employment, education, certificates, licenses, driving, and criminal history including fingerprinting.

**F. Evaluation of Criminal Conviction Information**

Upon receipt of the Criminal Conviction information, the District shall determine if the information shall disqualify the Applicant. There shall be an automatic disqualification for employment for any of the following:

- a. Any felony Conviction;

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECRUITMENT, SELECTION, AND EMPLOYMENT POLICY	24	11/04/98	10/2/13

- b. Any misdemeanor Conviction within one year preceding the date of application for any offense(s) considered to be crimes of moral turpitude by any court of the state, and/or crimes involving, firearms, explosives, violence, dishonesty and/or requiring registration under Penal Code §290; or
- c. Intentionally failing to disclose a prior Conviction of any type, unless said Conviction has been otherwise exempted by law.

# Agenda Item 7f



## STAFF REPORT

TYPE MEETING:	Regular Board Meeting	MEETING DATE:	October 2, 2013
SUBMITTED BY:	Marissa Dychitan, Senior Accountant	PROJECT:	DIV.NO. All
APPROVED BY: (Chief)	<input checked="" type="checkbox"/> Kevin K. Koeppen, Finance Manager <input checked="" type="checkbox"/> Joseph R. Beachem, Chief Financial Officer <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Adjust the Wheeling Rate for the Delivery of Treaty Waters to Mexico to \$64.14 for Calendar Year 2014		

### **GENERAL MANAGER'S RECOMMENDATION:**

That the Board authorize the General Manager to adjust the wheeling rate for the delivery of Treaty Waters to Mexico to \$64.14 for Calendar Year 2014.

### **COMMITTEE ACTION:**

See Attachment A.

### **BACKGROUND:**

The calculation of the wheeling rate for temporary emergency water deliveries to Mexico is performed on an annual basis. Any changes to the rate shall be approved by the District's Board of Directors. This is the fourth consecutive adjustment under the current contract.

Under terms and conditions of the current contract, which was originally executed in 2003 and subsequently extended via amendment No. 1 in 2008, the District's pricing for energy and Operations and Maintenance (O&M) costs attributable to water delivered to Mexico is due no later than 45 days prior to the start of each calendar year (CY) and will remain constant for the calendar year. To meet this required timing and adjust the rate effective January 1, 2014, the Board's approval of the new rate is due to the United States Commissioner no later than November 16, 2013.

The District's contract to deliver water to Mexico is currently in effect through November 9, 2013. On September 5, 2013 the District received a request from CWA for notification as to the District's

willingness to consider extending the contract of emergency water delivery to Mexico. Staff is drafting a response to CWA's inquiry regarding the District's willingness to consider extending the contract. Staff is anticipating that a second amendment extending the existing contract will be forthcoming and is submitting this recommendation of adjustment to the wheeling rate in accordance with the current terms and conditions.

Deliveries of water to Mexico are based on a purchase schedule provided by Mexico to the United States Commissioner on a calendar year basis, and each year's deliveries are priced based on the most current calculation of prior fiscal years' costs. On October 9, 2012, staff presented the results of their review and the Board approved a rate for CY 2013 of \$58.14 per acre-foot. The \$6.00 (10.3%) year-over-year increase is primarily due to increasing SDG&E costs, which account for \$5.74 or 95% of the total rate increase. The increase in SDG&E costs is a result of four 2.5% rate increases that SDG&E intends to charge the District during Fiscal 2014. The remaining \$.26 increase is due to minor increases in operational and maintenance costs.

**ANALYSIS:**

Water is pumped to the Mexico connection from the District's 870-1 Pump Station, which also pumps water to the District's 870-1 Reservoir in the Otay Mesa area. There are a total of 4 energy bills (SDG&E) attributable to the pump station and these bills are used in the calculations for the energy portion of the rate the District charges Mexico. The water volumes pumped to both Mexico and the reservoir are added together, and the energy costs for Mexico are allocated based on the respective percentage of the total water volume. Similarly, maintenance costs for the District's distribution infrastructure from CWA to the Mexico border connection are computed based on Mexico's percentage of the total water volume pumped through that portion of the District's infrastructure. The energy costs are then added to the maintenance and repair costs and expressed as an overall rate per acre-foot.

Based on the methodology described above, staff has recalculated the "unit payment due OWD for delivery charges and other expenses (\$/acre-foot)" to be used by the San Diego County Water Authority (CWA) on their monthly billing invoices to Mexico for water deliveries. Effective January 1, 2014, the proposed rate is \$64.14 per acre-foot.

**FISCAL IMPACT:**  Joe Beachem, Chief Financial Officer

This adjustment maintains the District in a projected cost neutral position.

**STRATEGIC OUTLOOK:**

Strengthen the long-term financial plan.

**LEGAL IMPACT:** \_\_\_\_\_

None.

---

**General Manager**

Attachments:

A) Committee Action Form



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	Adjust the Wheeling Rate for the Delivery of Treaty Waters to Mexico to \$64.14 for Calendar Year 2013
-------------------------	--

### **COMMITTEE ACTION:**

The Finance, Administration and Communications Committee reviewed this item at a meeting held on September 17, 2013 and the following comments were made:

- Staff is requesting that the Board approve the adjustment of the wheeling rate for the delivery of Treaty Waters to Mexico to \$64.14 per AF for calendar year 2014.
- This is an annual process and is the fourth consecutive year that an adjustment has been presented to the Board.
- Staff is requesting that the AF rate be adjusted from \$58.14 to \$64.14. The \$6 increase is primarily due to increases in SDG&E costs. The District has budgeted for four 2.5% increases from SDG&E within the next year.
- The current contract will expire on November 9, 2013 and CWA has requested that the District provide notification that it is willing to consider extending the contract.
- Staff is putting forth this rate adjustment anticipating that an agreement will be reached extending the existing contract.
- In response to an inquiry from the committee, staff indicated that it took approximately eight (8) hours to calculate the new wheeling rate. The task required data gathering, communicating with operations and other departmental staff and drafting the staff report.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board as a consent item.

# Agenda Item 8a



## STAFF REPORT

TYPE MEETING:	Regular Board Meeting	MEETING DATE:	October 2, 2013
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO.
APPROVED BY:	<input checked="" type="checkbox"/> Susan Cruz, District Secretary <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Board of Directors 2013 Calendar of Meetings		

### **GENERAL MANAGER'S RECOMMENDATION:**

At the request of the Board, the attached Board of Director's meeting calendar for 2013 is being presented for discussion.

### **PURPOSE:**

This staff report is being presented to provide the Board the opportunity to review the 2013 Board of Director's meeting calendars and amend the schedule as needed.

### **COMMITTEE ACTION:**

N/A

### **ANALYSIS:**

The Board requested that this item be presented at each meeting so they may have an opportunity to review the Board meeting calendar schedule and amend it as needed.

### **STRATEGIC GOAL:**

N/A

### **FISCAL IMPACT:**

None.

### **LEGAL IMPACT:**

None.

Attachments: Calendar of Meetings for 2013

**Board of Directors, Workshops  
and Committee Meetings  
2013**

**Regular Board Meetings:**

January 8, 2013  
February 6, 2013  
March 6, 2013  
April 3, 2013  
May 1, 2013  
June 5, 2013  
July 3, 2013  
August 7, 2013  
September 4, 2013  
October 2, 2013  
**November 6, 2013**  
December 4, 2013

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

January 16, 2013  
February 20, 2013  
March 20, 2013  
April 17, 2013  
May 15, 2013  
June 19, 2013  
July 17, 2013  
August 21, 2013  
September 18, 2013  
**October 16, 2013**  
November 20, 2013

**SPECIAL BOARD MEETINGS:**

**BOARD WORKSHOPS:**

# Agenda Item 9a



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 2, 2013
		PROJECT:	Various DIV.NO. ALL
SUBMITTED BY:	Geoffrey Stevens, Chief Information Officer		
APPROVED BY:	<input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	INFORMATIONAL ITEM - FY 2013 YEAR-END STRATEGIC PLAN AND PERFORMANCE MEASURES REPORT		

### **GENERAL MANAGER'S RECOMMENDATION:**

No recommendation. This is an informational item only.

### **COMMITTEE ACTION:**

See "Attachment A".

### **PURPOSE:**

To provide a fiscal year-end report on the District's Strategic Performance Plan for FY 2013.

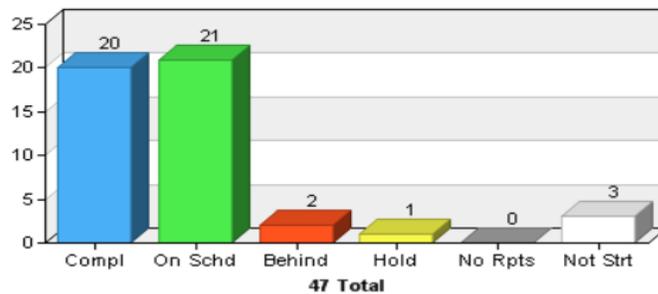
### **ANALYSIS:**

The District has completed the second year of the three year Strategic Plan for Fiscal Years 2012-2014. Overall, results for both the Strategic Objectives and the Performance Measures exceeded the targets of 90% and 75% respectively.

## Strategic Plan Objectives

Strategic Plan Objectives are designed to ensure staff is making the appropriate high-level changes necessary to move the agency in the planned direction to meet new challenges and opportunities. Objective results were on target at 95% complete, ahead or on schedule. These results are slightly higher than the previous year. Two (2) items are behind but being addressed. Four (4) items are excluded from the statistic because they are either "on hold" or did not begin until FY 14.

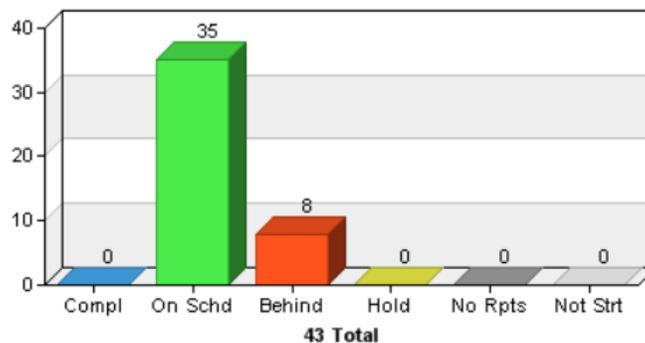
### **95% of Strategic Plan Objectives (41 of 43) Completed or On Schedule**



## Performance Measures

Performance measures are designed to track the day-to-day performance of the District. These items measure the effectiveness and efficiency of the daily operations and, where possible, staff utilizes the AWWA QualServe Benchmarks as the basis for comparison. The overall goal is that at least 75% of these measures be rated "on target". Year-end FY 2013 District results also exceed the goal with 35 of 43 (81%) items achieving the desired level or better.

### **81% of Performance Measures (35 of 43) On or Above Target**



**Next Steps**

Staff is beginning to prepare the FY 15-17 Strategic Plan to be presented with the FY 15 Budget early next year. Every three (3) years the District is committed to taking a more in-depth look at the strategic issues we face and revising the major elements of the plan, including a review of the mission, vision, and goals. To accomplish this, staff will review current research on the industry and industry trends, as well as meet with staff to review the plan and obtain their comments and suggestions.

**Committee Reports - Slideshow**

The Strategic Plan results are presented to both the Finance, Administration, and Communications Committee and the Engineering, Operations, and Water Resources Committee with a specific focus on the most relevant information for each Committee.

**Strategic Plan Available to Board from the Internet**

All of the strategic plan results and associated details are provided in a real time, interactive web-based application available to the Board through a VPN connection available from the District Secretary.

**FISCAL IMPACT:**             Joe Beachem, Chief Financial Officer

Informational item only, no fiscal impact.

**STRATEGIC GOAL:**

Strategic Plan and Performance Measures reporting is a critical element in providing performance reporting to the Board and staff.

**LEGAL IMPACT:**

N/A.

Attachments:                    Attachment A - Committee Action Report  
Attachment B - PowerPoint Presentation



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	INFORMATIONAL ITEM - FY 2013 YEAR-END STRATEGIC PLAN AND PERFORMANCE MEASURES REPORT
-------------------------	--

### COMMITTEE ACTION:

The Finance, Administration and Communications Committee and the Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on September 17, 2013 and September 23, 2013, respectively, and the following comments were made:

- Staff presented the Fiscal Year 2013 Year-end Strategic Plan and Performance Measures Report.
- It was indicated that the District is now in the tenth (10) year of the Strategic Plan process. The Strategic Performance Plan is built in three (3) year increments and the District is currently in year 2013 of the 2012 to 2014 Strategic Performance Plan.
- The plan is broken down into two (2) parts:
  - Reporting on Strategic Objectives
    - Objectives are projects/tasks that are necessary in order to be ready for the future
  - Reporting on Performance Measures
    - Specific measures of daily performance of critical activities (assuring that the District is being run well)
- Staff indicated that 41 of 43 objectives in the FY 2013 Strategic Plan is complete or 95% complete. The District's target is 90%.
- It was indicated that two items are behind schedule, but are back on track:
  - Data collection related to the District's Asset Management Program
  - Replacing the current SCADA system with a new system
- One item has been placed on hold related to the renegotiating of the South Bay Water Reclamation Plant recycle water supply with the city of San Diego. This is out of the District's control.

- Three (3) items have not yet been started as they are scheduled to begin in FY 2014:
  - Develop Water and Sewer Capacity Fees for Expansion
  - Negotiate a successor Memorandum of Understanding for represented employees
  - Evaluate the pay-for-performance program to ensure the District is rewarding employees for innovations and business process review
  
- The balanced scorecard has four (4) components and is basically looking at the District's Strategic objectives from the following perspectives:
  - Customer
  - Finance
  - Business Process
  - Learning and Growth

The idea is designed to ensure broad focus, not just in the financial area, where many Strategic Plans initially place their focus, but to focus across the above four (4) areas.

- Staff reviewed in detail the status of each balance scorecard component; Customer, Finance, Business Process, and Learning and Growth (see attached copy of presentation).
  
- Staff also reviewed in detail (see attached copy of presentation) the results of the performance measures. The performance measures indicate the success of the District's day-to-day operations. Thirty-five (35) of the 43 (or 81%) of the performance measures are complete, ahead or on target. The target was 75%.
  
- It was noted that the performance measure for, "Total Customer Water Saved," is behind target as this is a program that is waning. The water savings is based on the number of water saving devices that are installed. As most homes have already implemented water saving devices, fewer of the devices are being installed and, thus, the District's performance is below target. This measure will be reevaluated in FY 2014.
  
- Staff stated that the performance measure for, "Construction Change Order Incidence (without allowances)" is below target because it has been a struggle to figure out the difference between a change order and change in scope.

- The "CIP Project Expenditure vs. Budget" performance measure is below target due to delays with large projects that are out of the District's control. As projects are delayed, expenditures are affected and results in underspent monies and the inability to reconcile with the District's budget.
- The performance measure for, "Project Closeout Time," was slightly below target. This measure is related to how quickly a project is closed out and is based on a closeout time of no more than 45 days per quarter in a single year. It was noted that this measure may be revised to look at percentages for plan, design, and build separately instead of looking at the performance as a whole.
- Staff indicated that the performance measure for, "Website Hits," is much higher than target as staff now includes the number of customers visiting the District's billing site in the measurement. The customer billing site is receiving up to 30,000 hits per month and is the reason the measure is much higher than the set target.
- The "Unplanned Disruptions (Qualserve)" measure was below target for three (3) quarters and by the fourth quarter was within the target. However, the overall measure was below target. The target is to have no more than .7 disruptions per 1000 accounts in a single year. It was noted that the District receives a notification from QualServe even with a minimal amount of disruptions (17 customer disruption per quarter). Staff plans to meet with Qualserve to discuss this standard.
- It was discussed with regard to the performance measures for the "Valve Maintenance Program" and the "Valve Exercising Program" that the target was to have no less than 2400 valves exercised in a single year. This original goal required that every District valve be exercised annually. It was found that, as a goal, it was not cost effective to try and exercise every valve as it requires a lot of personnel to do so. The goal was recently changed to exercise those valves that are most critical to systems operations (mains, transmission mains, etc.) on an annual basis. All other valves will be exercised once every four (4) to five (5) years. It was noted that if a valve is not exercised for a long time, it will sometimes stick and the valve will not close. Thus, the reason for the valve exercise program.

It was further discussed that in previous years, the District did meet the target of exercising every District valve every year. The main concern was to assure that all the system valves worked properly and that they were all documented in the District's

Asset Management System. This part of the program has been completed.

Because of staffing reductions, the employees who were assigned to the valve program were reassigned to more critical work. The AWWA standard is to exercise the most critical valves once a year. Staff then refined the program to exercise yearly only those valves that are critical to systems operations and all others every four (4) to five (5) years.

- Staff did consider outsourcing, however, an individual does need to have knowledge of water systems to exercise valves as it is not simply opening and closing the valves. There is a technique to open/close valves to assure the lines are not "hammered."
- It was indicated that the next steps in the Strategic Planning process is to reevaluate current goals and strategies for the FY 2015 to 2017 plan. In the new plan, staff will be focusing on "Strategy Maps" which is to more carefully tie together our objectives with strategies and goals. For example, how the objectives impact goals if it is decided to complete only 50% of a certain objective. This is a best practice and the next evolution in the District's Strategic Planning program.
- The FY 2015 - 2017 Strategic Plan is expected to be completed and finalized by March 2015, in line with the budget process, and adopted with the FY 2015 budget.
- In response to a question by the Committee, staff stated that the Strategic Plan helps stimulate discussion in areas that need improvement and has also helped improve trending and reaching benchmarks. Staff noted that the District has been consistent with using its Strategic Plan style for 10 years and seems to be working.
- The Committee requested that a Board Workshop be held so that staff can provide an update of the District's Strategic Plan and its progress for the past 10 years.

Following the discussion, the committee supported staffs' recommendation and presentation to the full board as an informational item.



# Otay Water District Strategic Performance Plan

**FY 2013 Year-End Report**



# Introduction

- We are in the tenth year of strategic plan.
- Overall plan is A three year plan FY 2012-2014.
- Report to board twice per year .
- This report is for year end 2013.
  - A - Plan reports on strategic objectives .
    - Those projects / tasks necessary to position Otay for change.
    - Summary level report on balance scorecard.
  - B - Plan reports on performance measures.
    - Specific measures of daily performance of critical activities (QualServe based when applicable).

# A. Strategic Plan Objectives

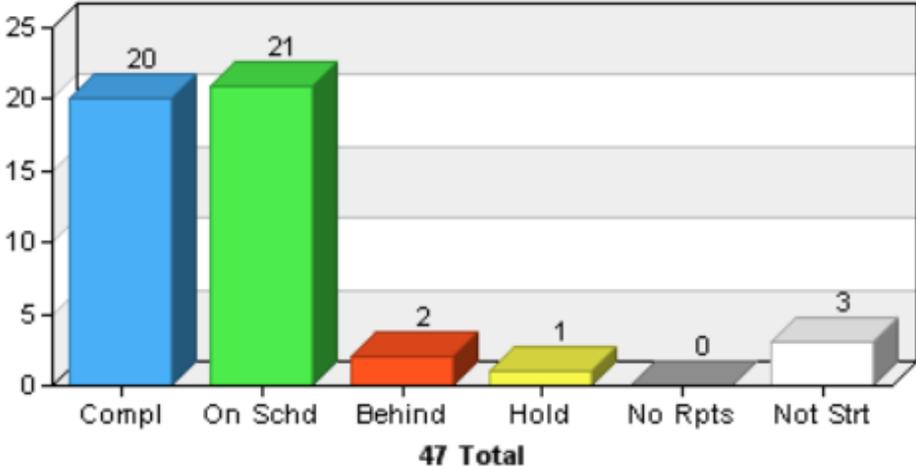


- Overall Results
- Breakdown By “Balanced Scorecard”
- Designed to Ensure Broad Focus to Strategic Plan
- Align Goals / Objectives with Four Key Dimensions
  - Customer
  - Finance
  - Business Process
  - Learning and Growth

# Results for FY2013 Year End

## Strategic Objectives

41 of 43 objectives complete, ahead or on target (95%)  
Target is 90%



# Balanced Scorecard Perspective

- Industry Best Practice (Kaplan and Norton HBS)
- Designed to Ensure Broad Focus to Strategic Plan
- Align Goals / Objectives with Four Key Dimensions



# Customer

- Deliver high quality services to meet customer needs, and increase confidence of the customer in the value the District provides.
  - Maximize our Customer Satisfaction by expanding and improving communications
    - Enhance communications with customers using our new phone system
    - Regularly produce and evaluate communications tools and explore the effective use of new media options including: electronic newsletters, auto-dialer services, video stream
    - Continue promoting the Water Conservation Garden as a venue for new homeowners, developers, businesses and existing homeowners
    - Increase customers employing on-line bill payment
    - Increase conservation related communications by expanding web-based information

# Financial

- Provide enhanced value by directing and managing the financial issues that are critical to the District.
  - Improve Financial Information and Billing Systems
    - Strengthen the long-term financial plan
    - Develop Water and Sewer Capacity Fees for Expansion
    - Re-negotiate the South Bay Water Reclamation Plant (SBWRP) Recycled Water Supply with the City of San Diego
    - Evaluate the feasibility of replacing the existing customer information system or migrating to the new version of the Eden software
    - Streamline requisition and purchasing procedures
    - Improve financial planning and communication regarding the expenditure of District funds

# Business Process

- Improve business functionality by constantly improving the efficiency and effectiveness of important processes.
  - Actively Manage Water Supply and Demand
    - Prepare and implement a Wastewater Management Plan
    - Implement the recommendations within the Integrated Water Resources Plan (IRP) to acquire alternative and/or additional potable and recycled water supplies and resource reliability
    - Continue working with the City of Chula Vista (City) for the possible development of a MBR Plant and for a potential agreement with the City for recycled water supplies from the MBR Plant
    - Work with the District's largest potable water customers to convert landscape and interior water use to recycled water where fiscally feasible and safe
    - Ensure best practices are followed in meeting the 20 by 2020 conservation targets including reclassification of industrial and commercial customers
    - Educate and work with local agencies and others to influence developers, builders, and to incorporate practical water efficient practices in new construction

# Business Process (*Continued*)

- Identify and implement improvements to the following business processes
  - Strengthen CIP planning, budgeting, and cost tracking processes
  - Implement a water loss management program
  - Streamline Accounts Payable business processes
  - Develop complete Asset Management Program
  - Enhance security processes and planning
  - Update the District's National Incident Management System (NIMS) Emergency Management
  - Update the District-wide Records Management program
  - Improve and streamline meter related processes
  - Implement GIS-centric work order system
  - Streamline Inventory procedures
  - Complete valve exercising program business processes
  - Evaluate opportunities to combine or transfer similar work functions

# Business Process (*Continued*)

- Develop and implement large meter vault retrofit programs
- Develop large and small meter test bench strategy
- Replace SCADA software system
- Improve the operating cost and efficiency of data center and network services
- Streamline Finance business processes
- Develop data collection and condition assessment for collection system facilities
- Develop data collection and condition assessment for potable system facilities
- Develop gen-set load bank testing
- Streamline Customer Service business processes
- Implement the recommendation for improving response to extended power outages
- Implement wireless radio and data network for field operators

# Learning and Growth

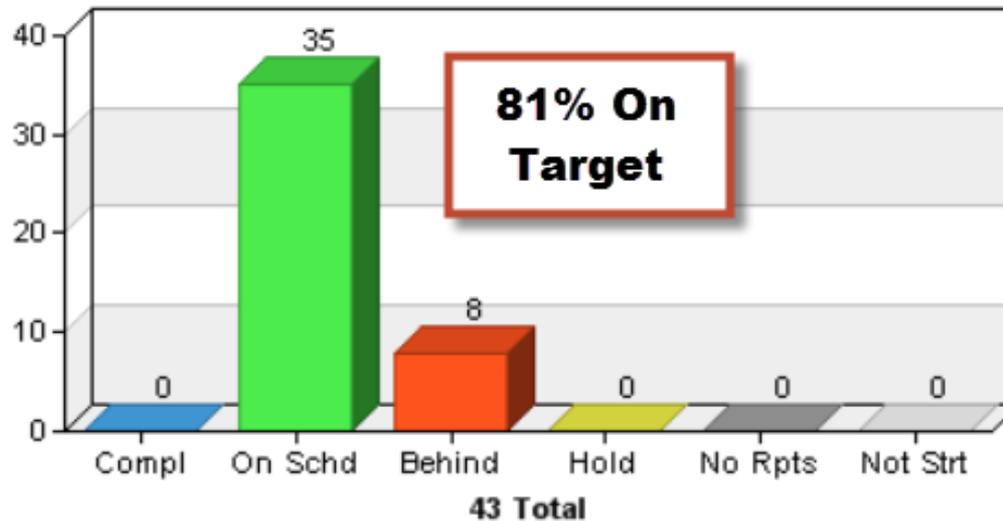
- Provide the leadership, tools, and management commitment to become a more results oriented culture.
  - Results-Oriented Workforce
    - Identify management initiatives for represented/unrepresented employees in preparation for negotiations that will provide more efficiencies and more flexibility
    - Evaluate polices and procedures as appropriate to streamline processes and ensure the District remains competitive
    - Review classification plan with the goal of providing greater flexibility
    - Negotiate a successor Memorandum of Understanding for represented employees for 2014 and beyond, and related compensations and benefits for unrepresented employees
    - Senior Management Team to develop summary of expectations for management team to manage change in the future
    - Update performance evaluation categories/program to ensure a results-oriented workforce and update and provide training if needed
    - Evaluate pay-for-performance program to ensure the District is rewarding employees for innovations and business process review

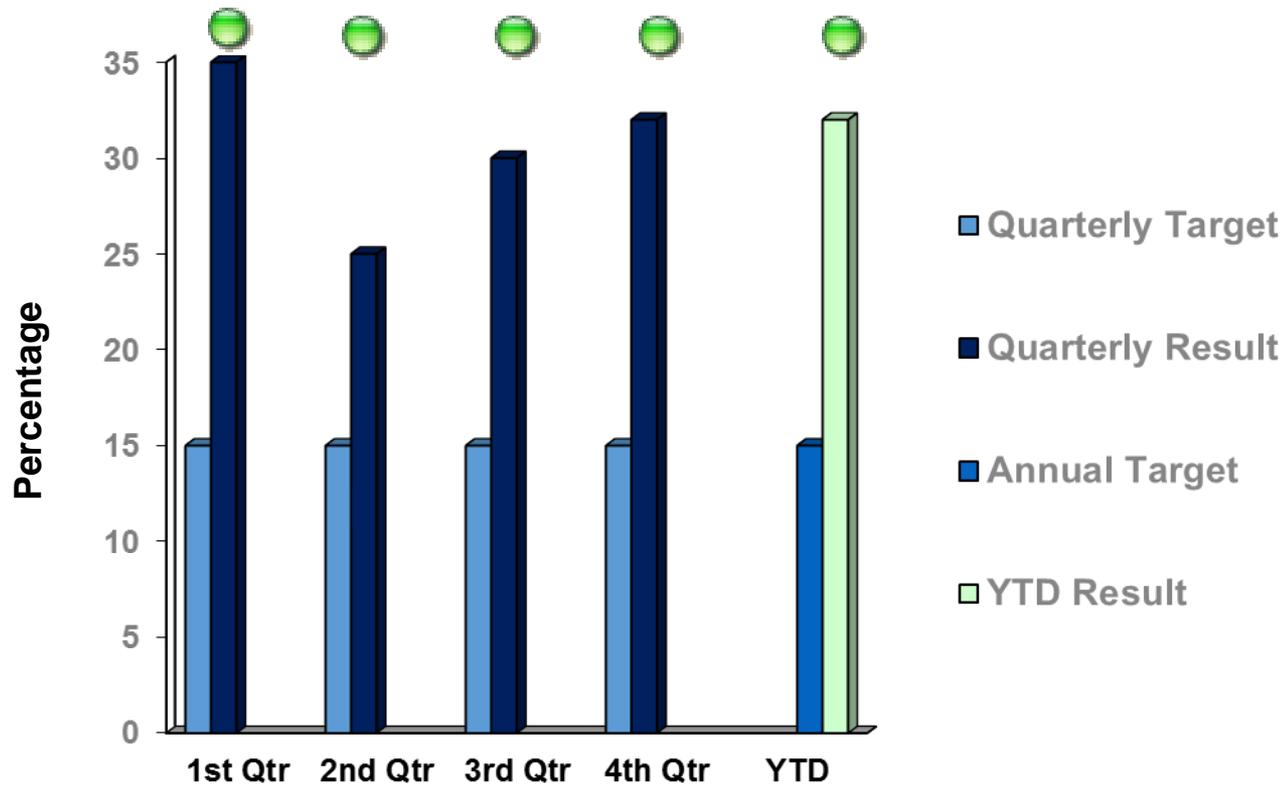


# Results for FY2013 Year End

## Performance Measures

35 of 43 performance measures complete, ahead or on target (81%) by year end. Target is 75%

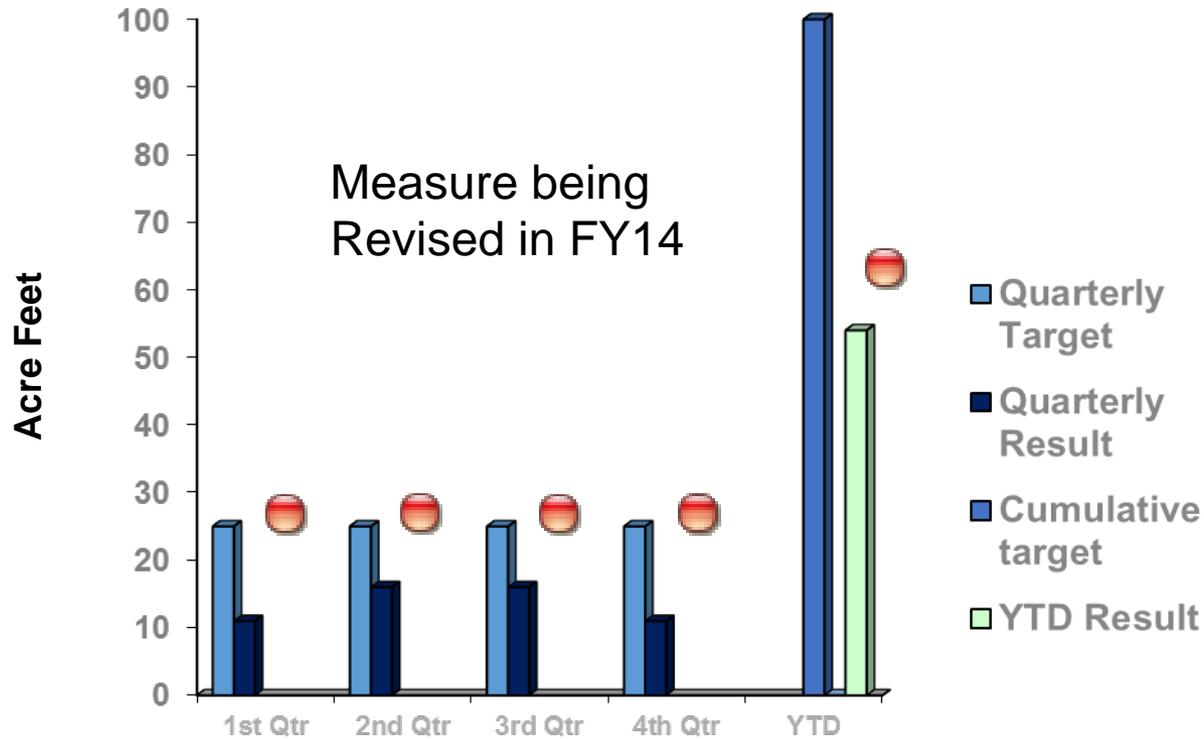




*Measure 1.2.101, Blanket Order Activity, aims to be above all set targets in order to have no less than 15% of material purchases acquired via blanket POs per quarter in a single year.*

# Total Customer Water Saved

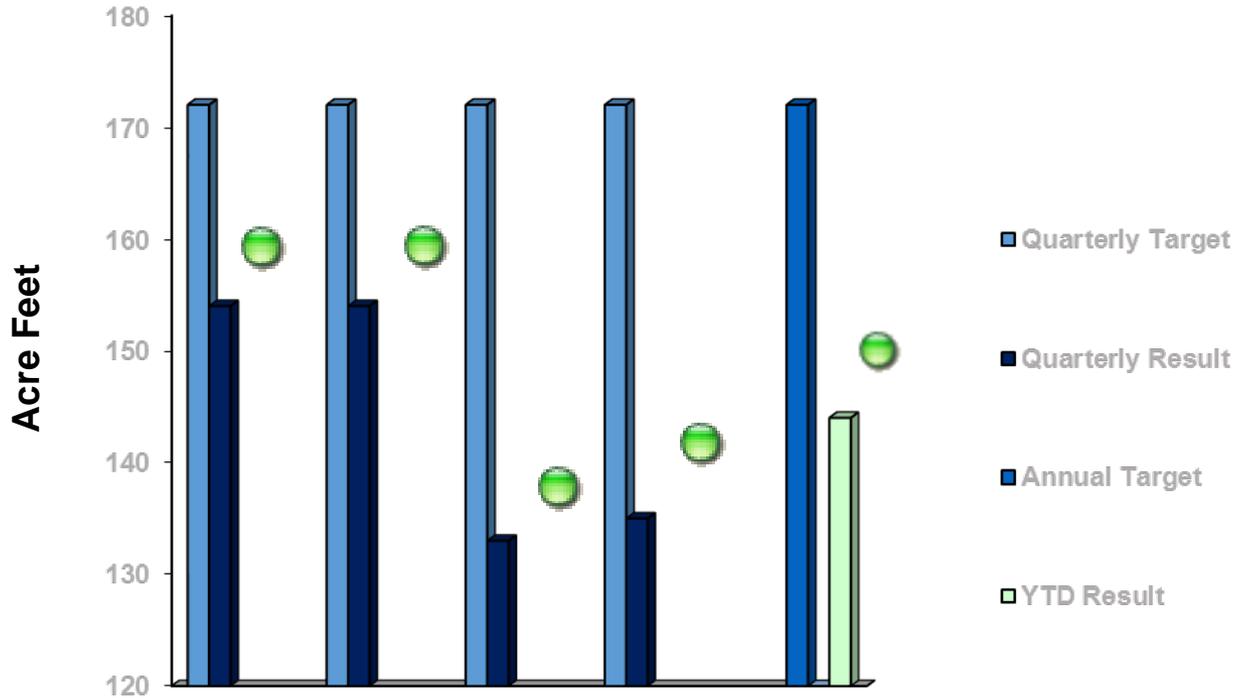
1.3.102



Measure 1.3.102, Total Water Saved, aims to be above all set targets in order to save more than 100 acre feet of water in a single year.

# Gallons Per Capita per Day

1.3.103

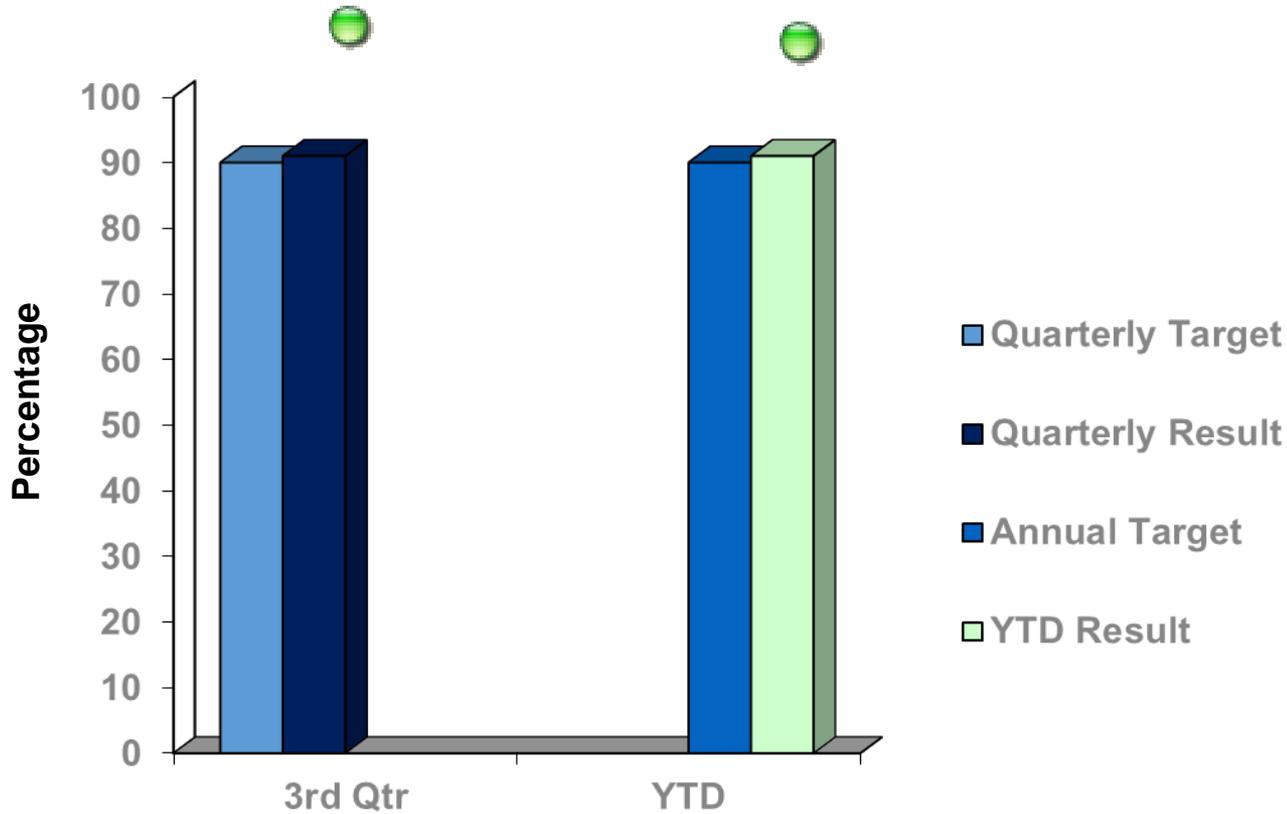


Measure 1.3.103, Otoy Water Use, aims to be below 172 Gallons Per Day

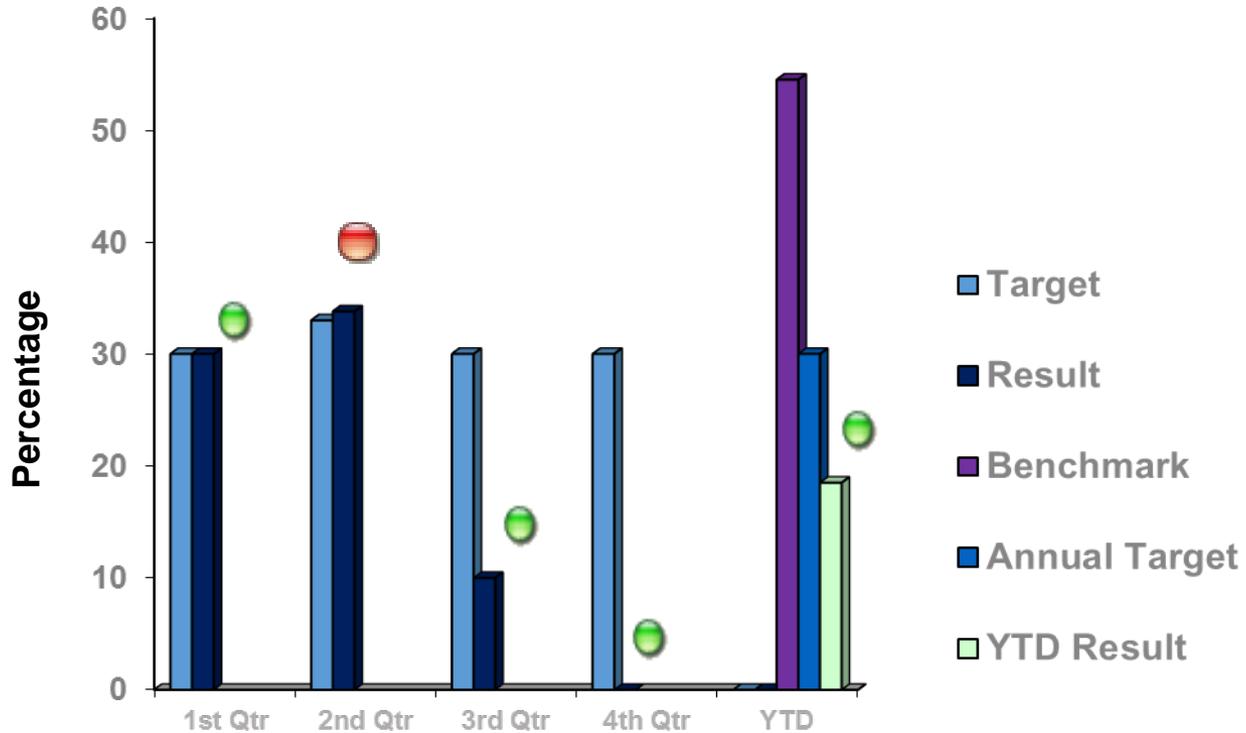
# Customer Satisfaction

Measured Once per Fiscal Year

1.1.100



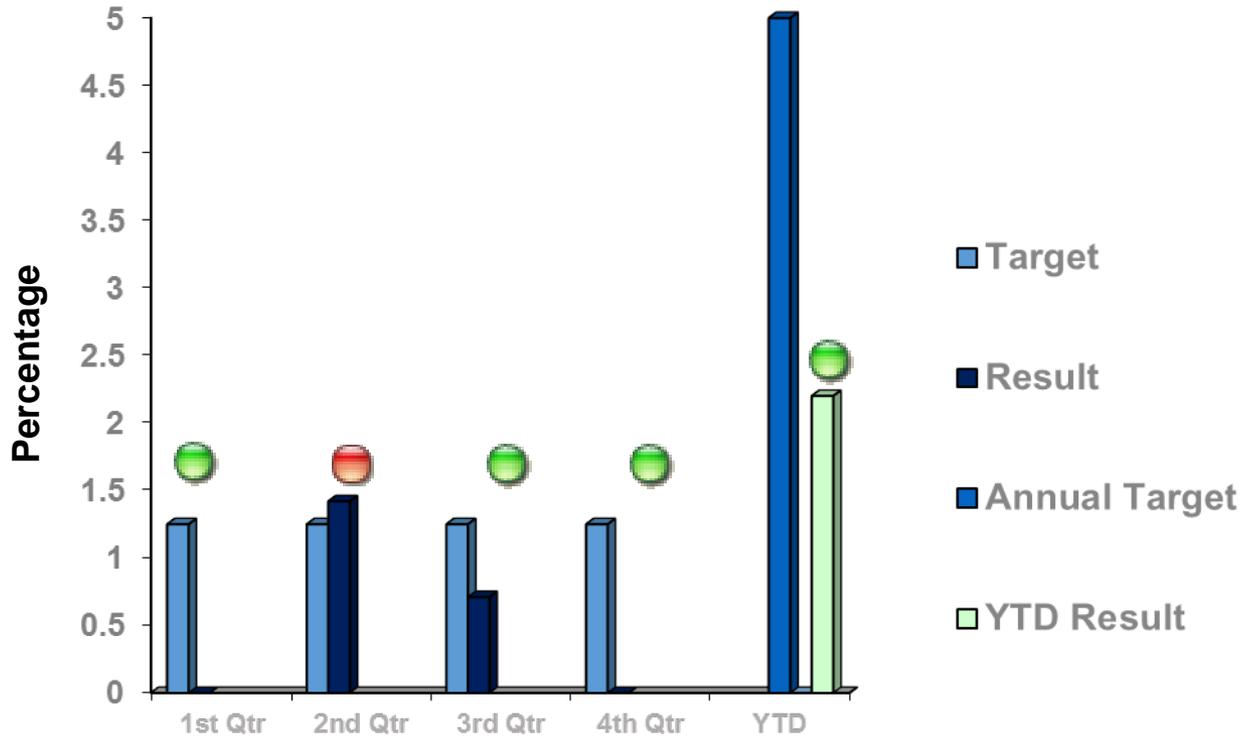
*Measure 1.1.100, Customer Satisfaction, is a once yearly survey that is reported on annually in the third quarter and represents the results for the given fiscal year.*



Measure 1.4.104, H & S Severity Rate, aims to be below all set targets in order to have no more than 30% severity rate per quarter in a single year.

# Employee Turnover Rate

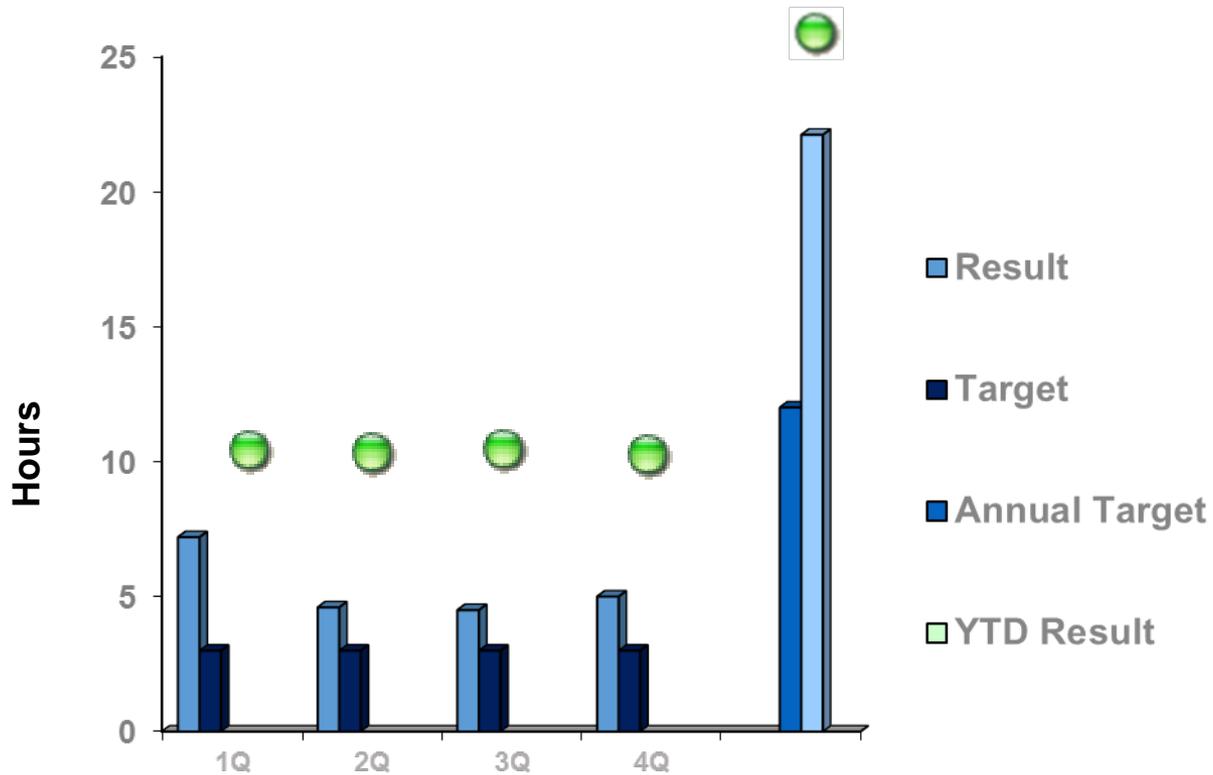
1.4.105



Measure 1.4.105, Turnover Rate, aims to be below all set targets in order to have less than 5% turnover in a single year.

# Training Hours per Employee

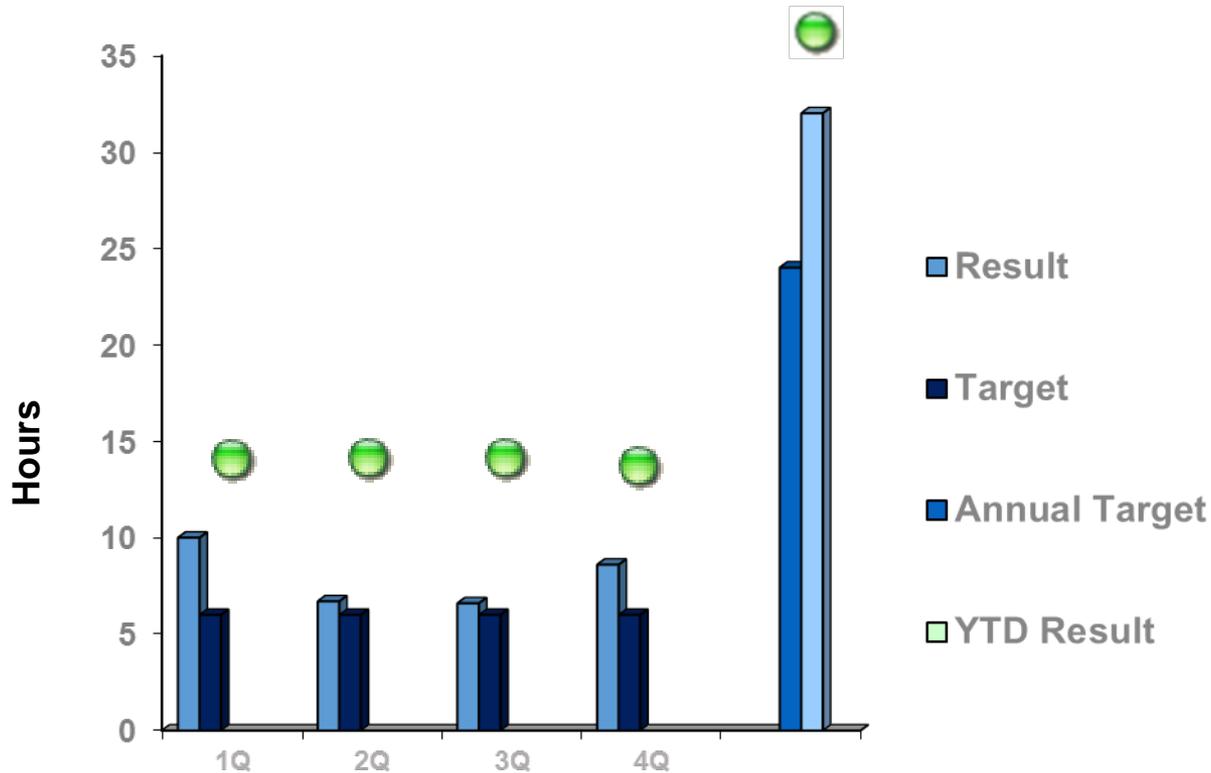
1.4.106



*Measure 1.4.106, Training Hours per Employee, aims to be above all set targets in order to have more than 12 hours of training per employee in a single year.*

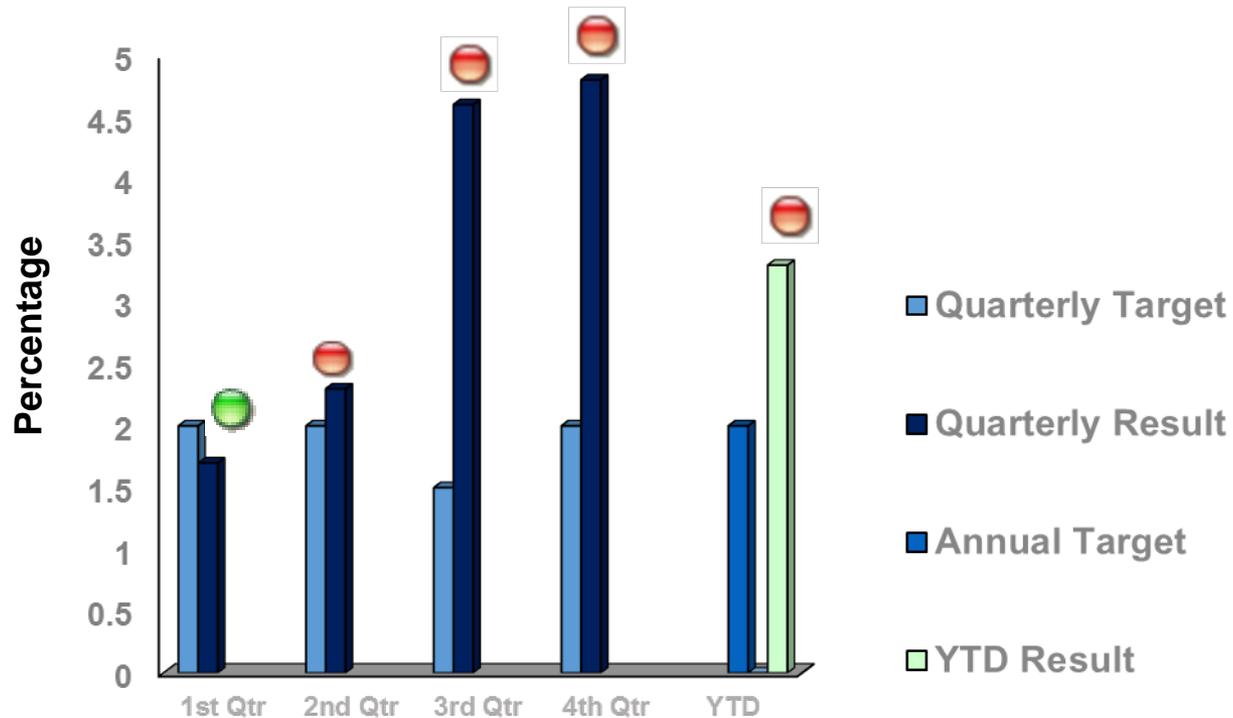
# Safety Training Hours per Employee

1.4.107



Measure 1.4.106, Training Hours per Employee, aims to be above all set targets in order to have more than 12 hours of training per employee in a single year.

## Construction Change Order Incidence (without allowances) 2.2.201

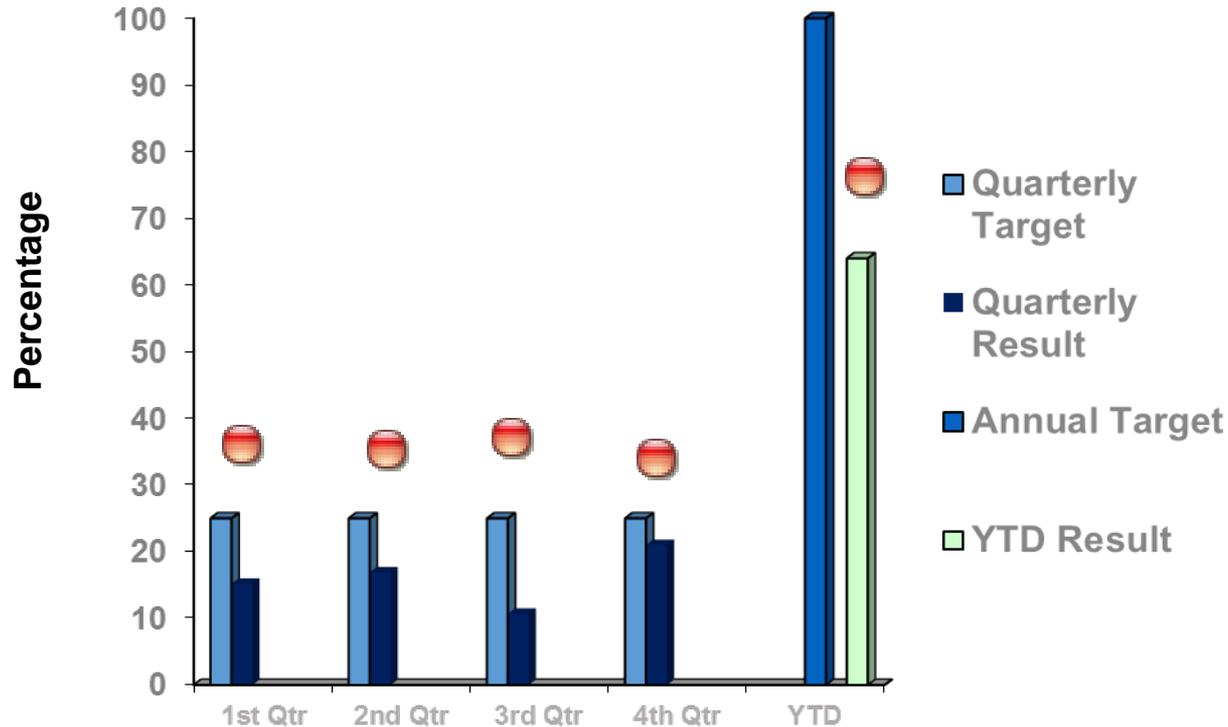


*Measure 2.2.201, Construction Change Order Incidence, aims to be below all set targets in order to have no more than 2 % in one year*

*% rate of change orders in a single year.*

# CIP Project Expenditure vs. Budget

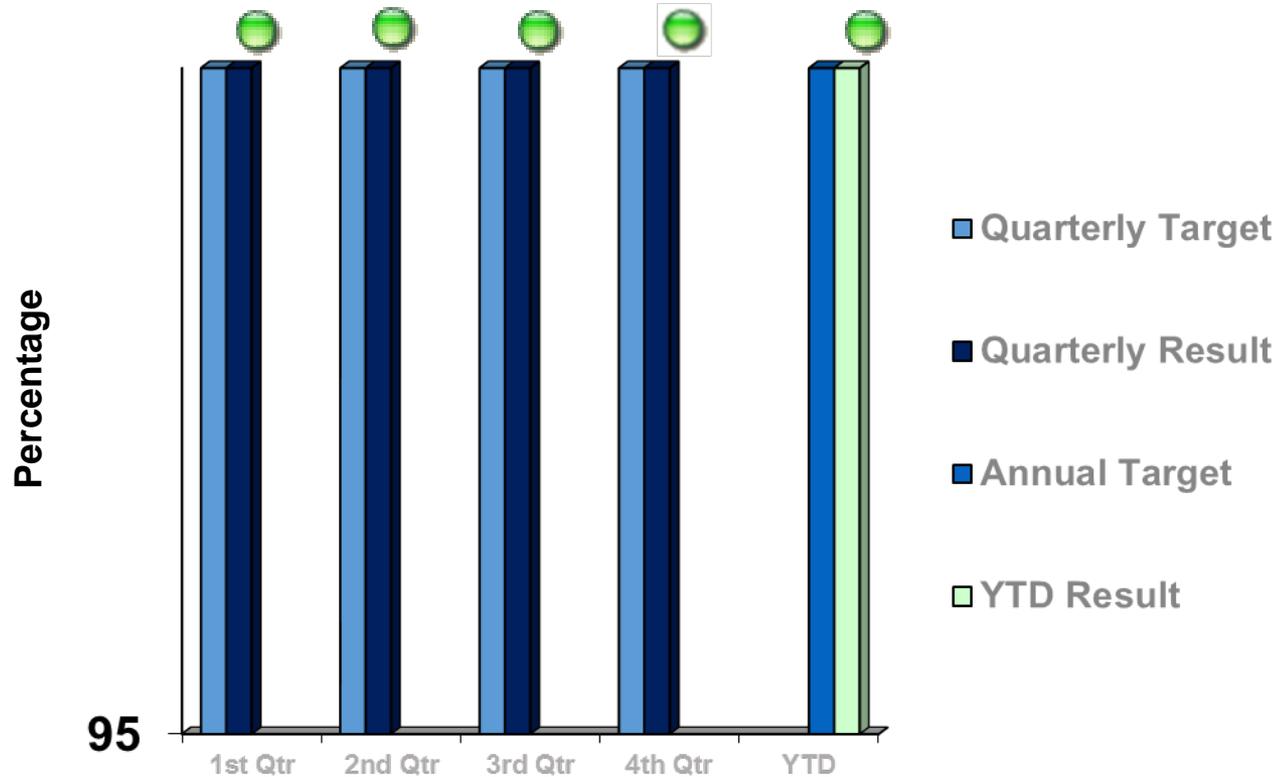
2.2.200



Measure 2.2.200, CIP Project Expenditure vs. Budget, aims to be below all set targets in order to keep expenditures below 100% of the budgeted amount for a single year. Note: Annual result aims to be between 95-100% but is not to exceed 100%. Being significantly below target also gives the measure a “not on target” status.

# Mark Out Accuracy

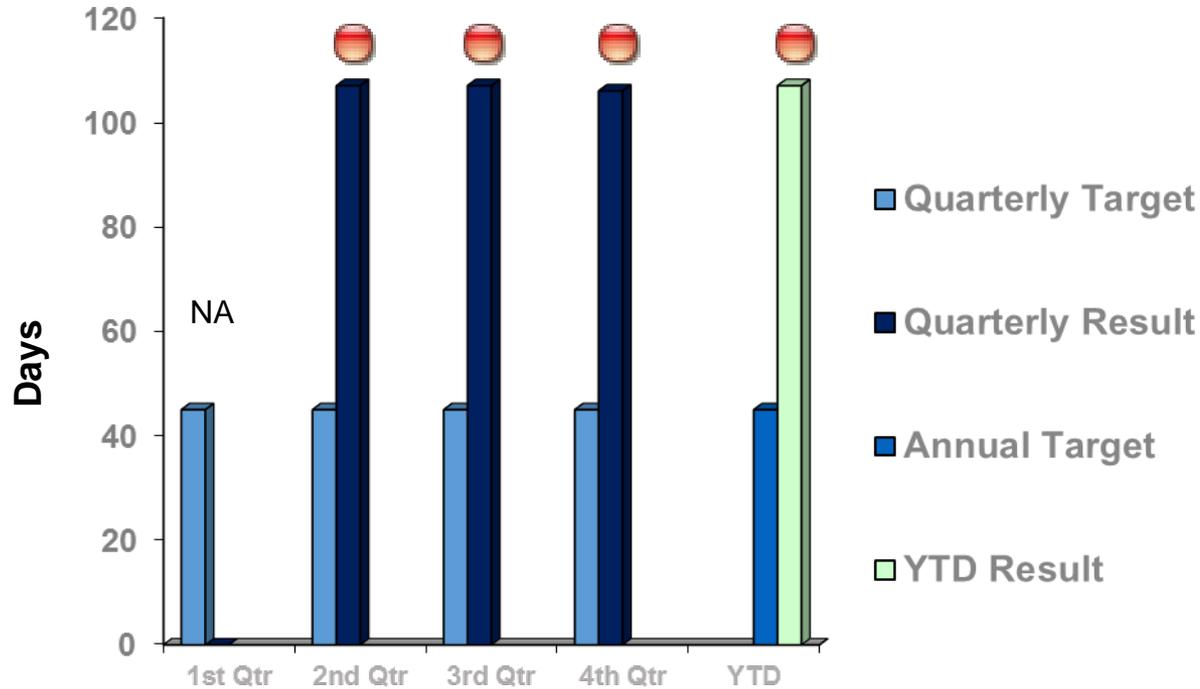
2.3.202



Measure 2.3.202, Mark Out Accuracy, aims to have no less than 100% mark out accuracy every quarter in a single year.

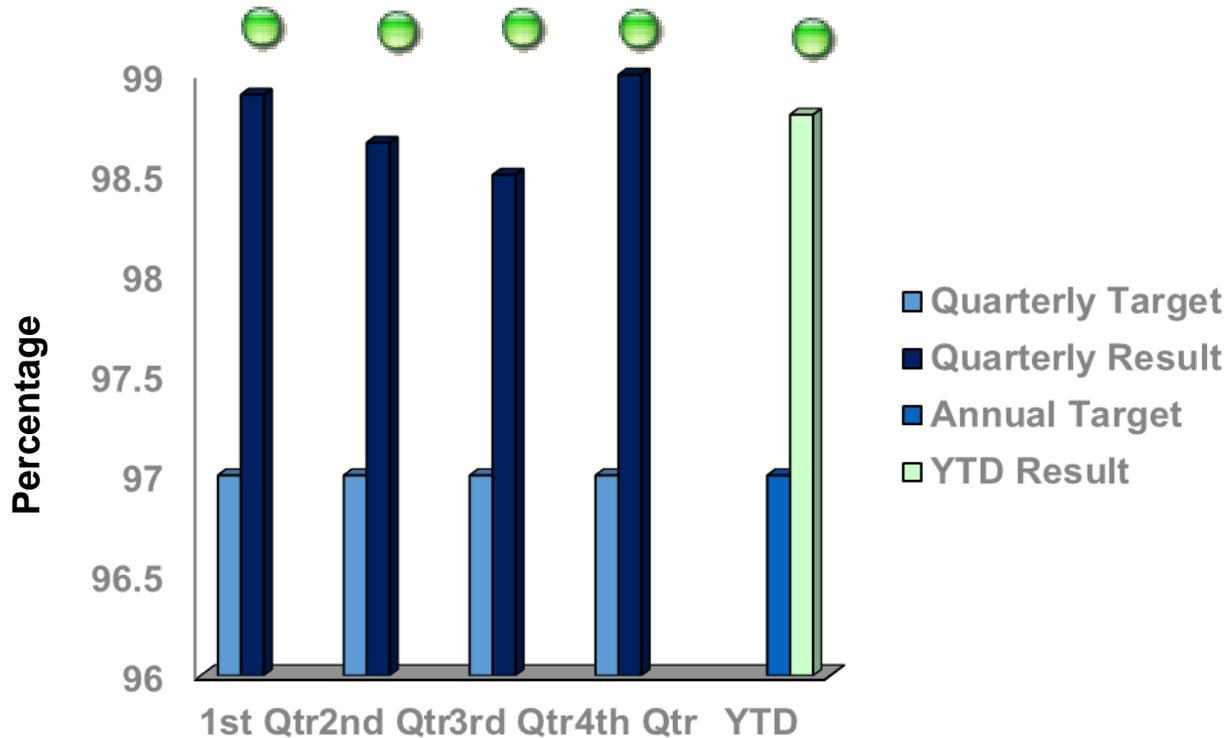
# Project Closeout Time

2.3.203



Measure 2.3.203, Project Closeout Time, aims to be below all set targets in order to have an average closeout time of no more than 45 days per quarter in a single year.

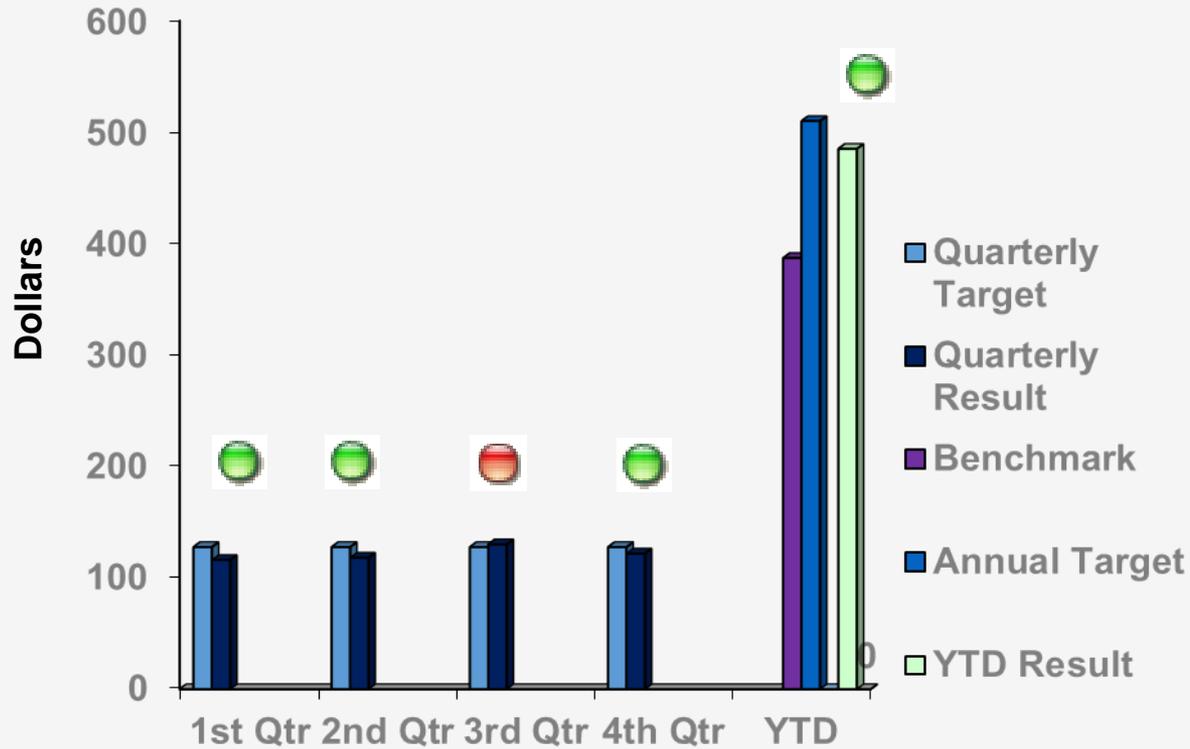
Note: No projects closed out in the 1st, quarter 2013 .



Measure 3.1.300, Answer Rate, aims to be above all set targets in order to have an average answer rate of no less than 97% .

# O & M Cost per Account (QualServe)

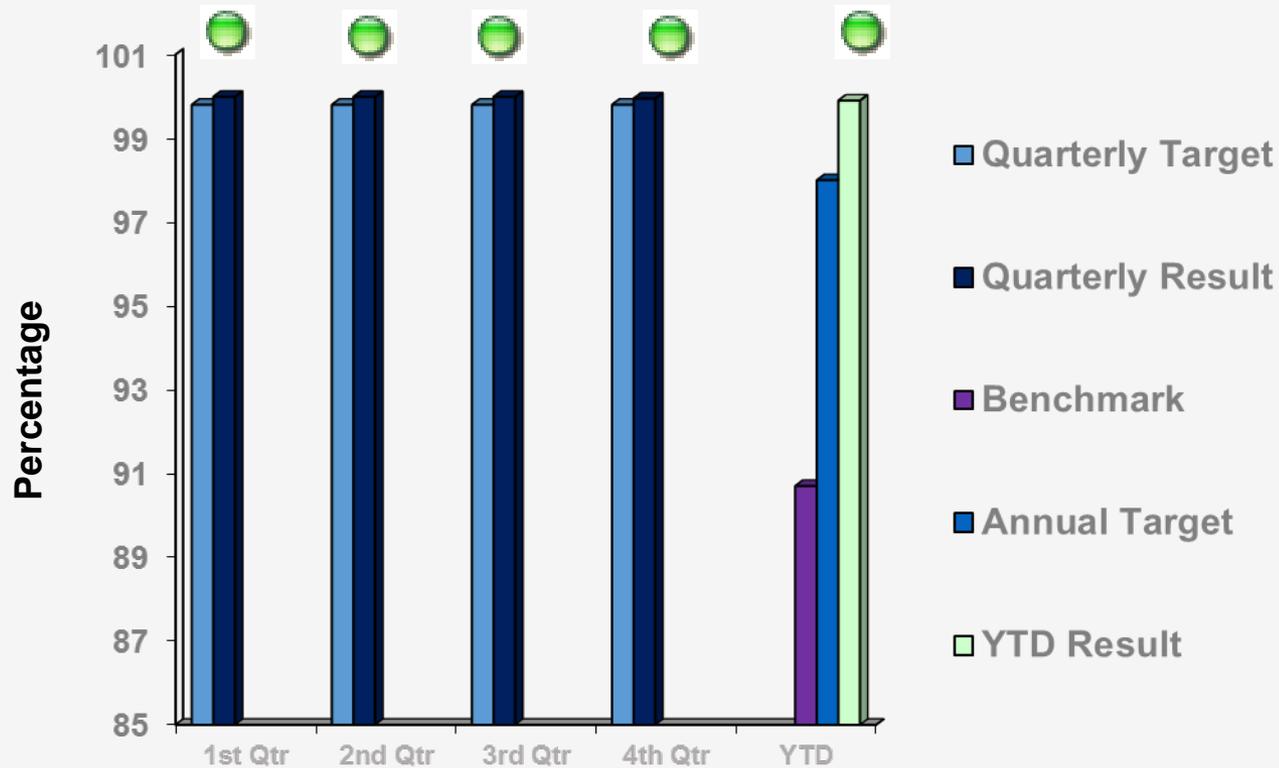
3.2.301



Measure 3.2.301, O & M Cost per Account, aims to be below all set targets in order to keep O & M cost per account less than \$510.40 in a single year.

# Billing Accuracy (QualServe)

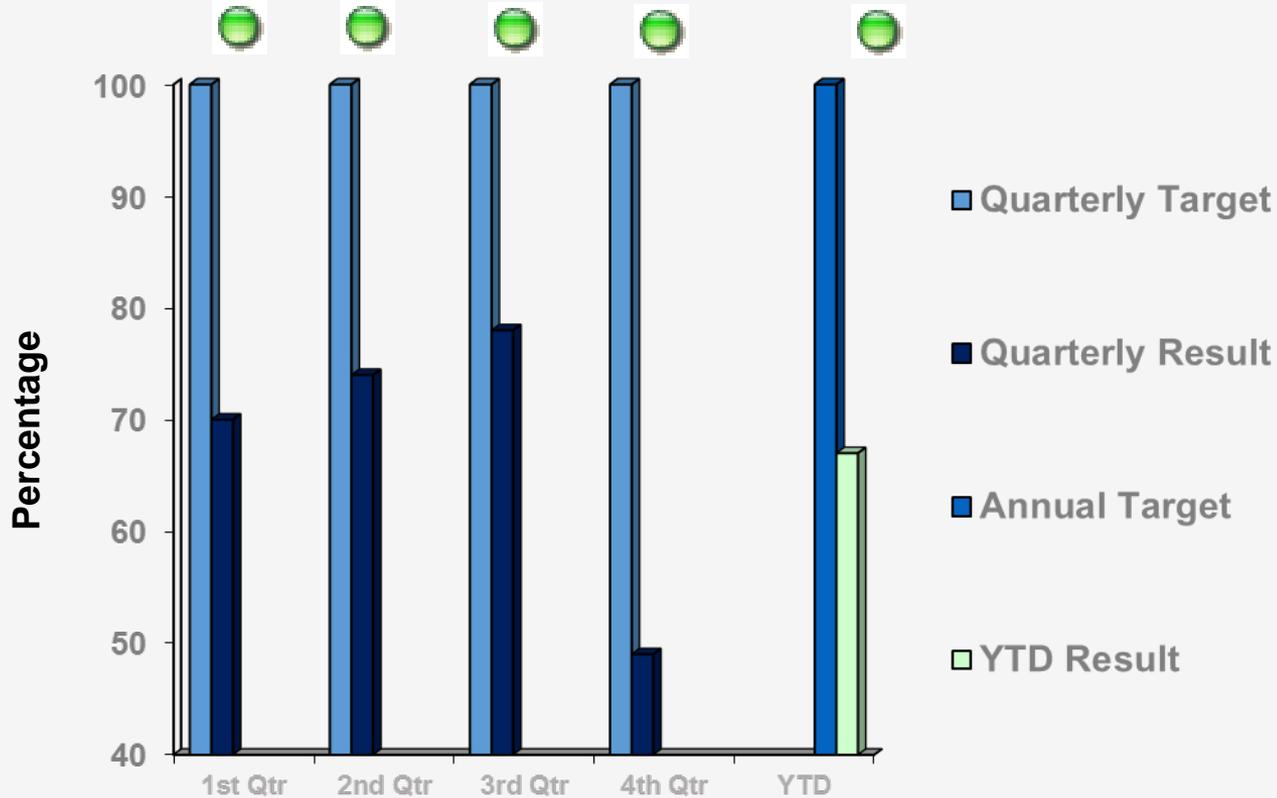
3.2.302



Measure 3.2.302, Billing Accuracy, aims to be above all set targets in order to have no less than 99.8% billing accuracy per quarter in a single year.

# Overtime Percentage

3.2.303

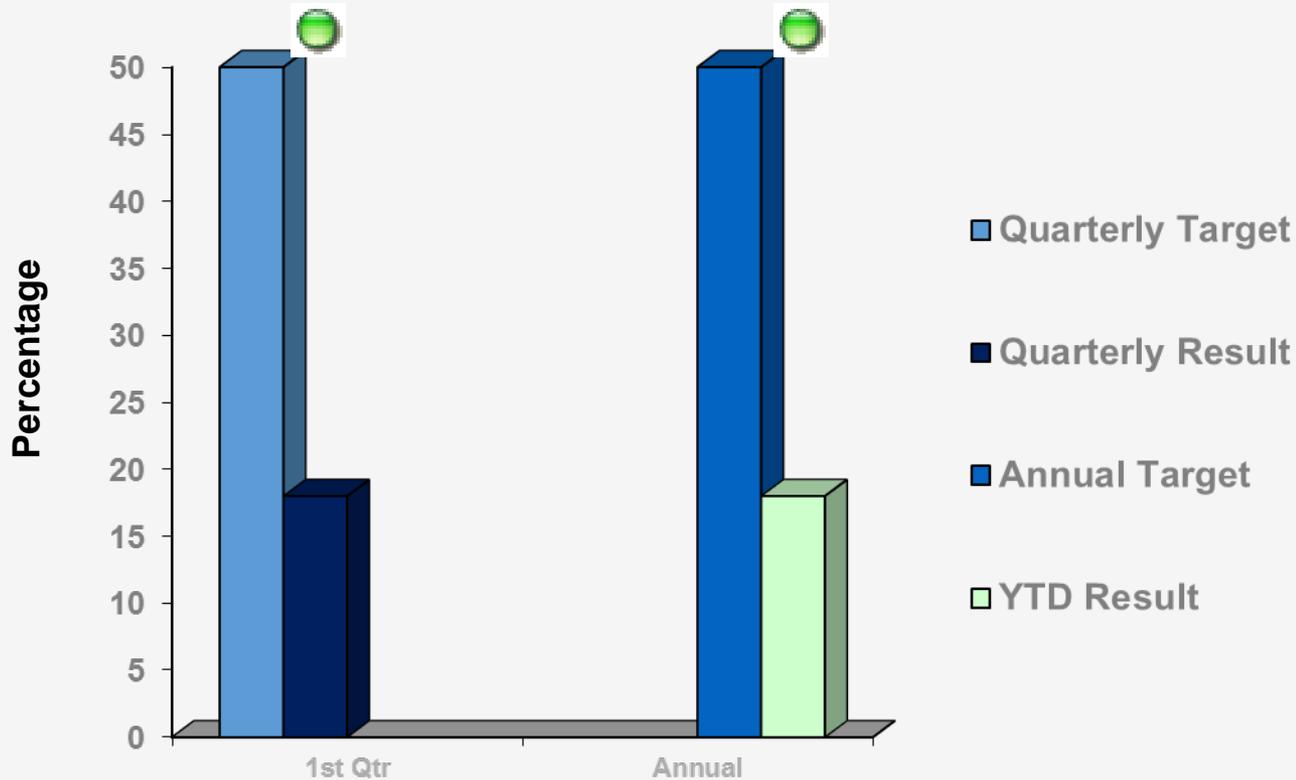


Measure 3.2.302, Billing Accuracy, aims to be above all set targets in order to have no less than 99.8% billing accuracy per quarter in a single year.

# Sewer Rate Ranking

Measured Once per Fiscal Year

3.2.304

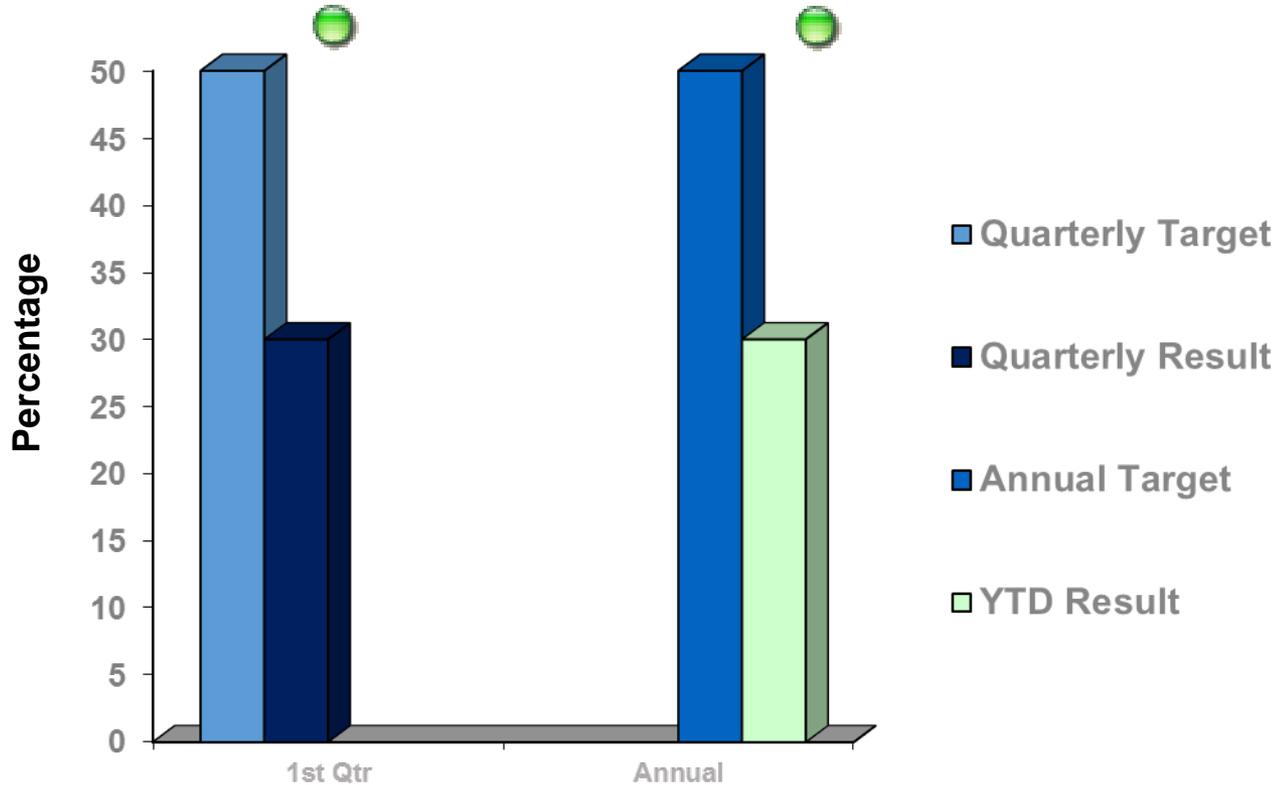


*Measure 3.2.304, Sewer Rate Ranking, is a once yearly survey that is reported on annually in the first quarter and represents the results for the given fiscal year. The District's goal was to be in the top 50.*

# Water Rate Ranking

Measured Once per Fiscal Year

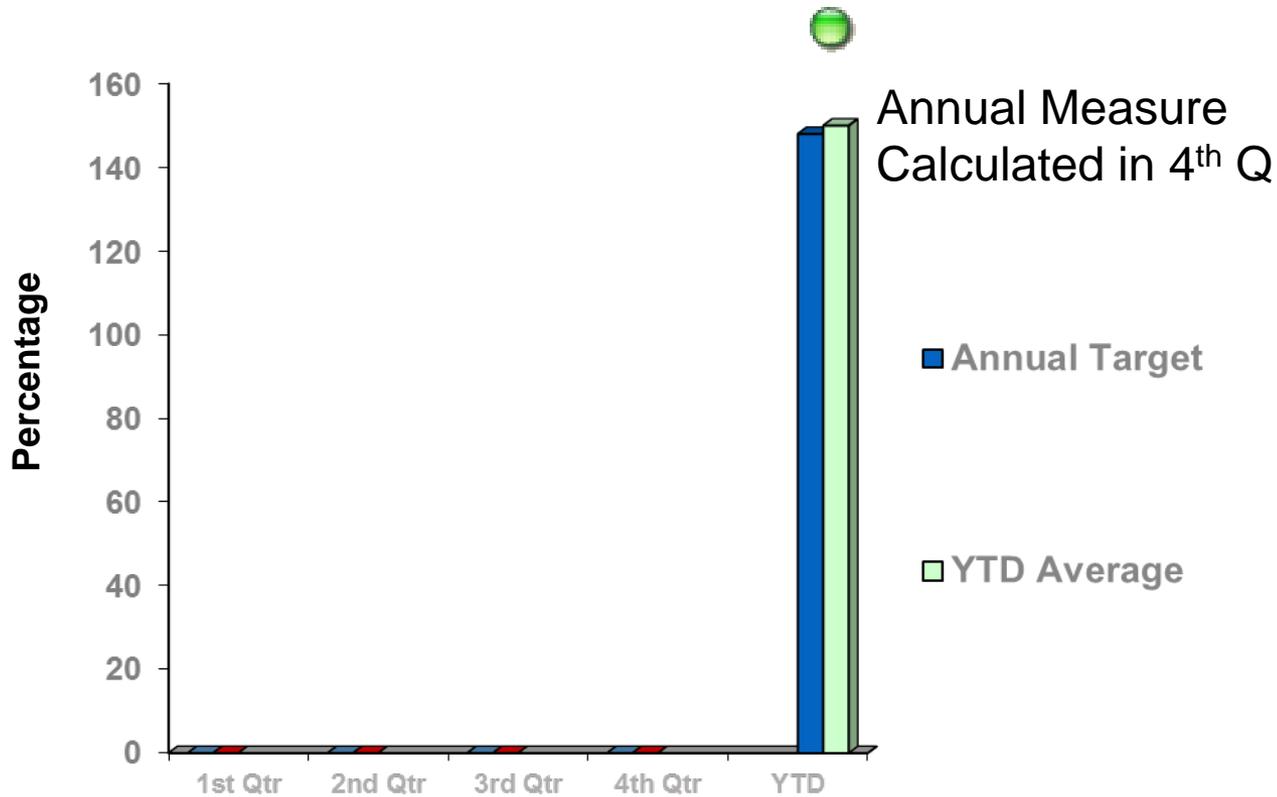
3.2.305



Measure 3.2.305, Water Rate Ranking, is a once yearly survey that is reported on annually in the first quarter and represents the results for the given fiscal year. The District's goal was to be in the top 50.

# Debt Coverage Ratio (QualServe) – YTD

3.2.306

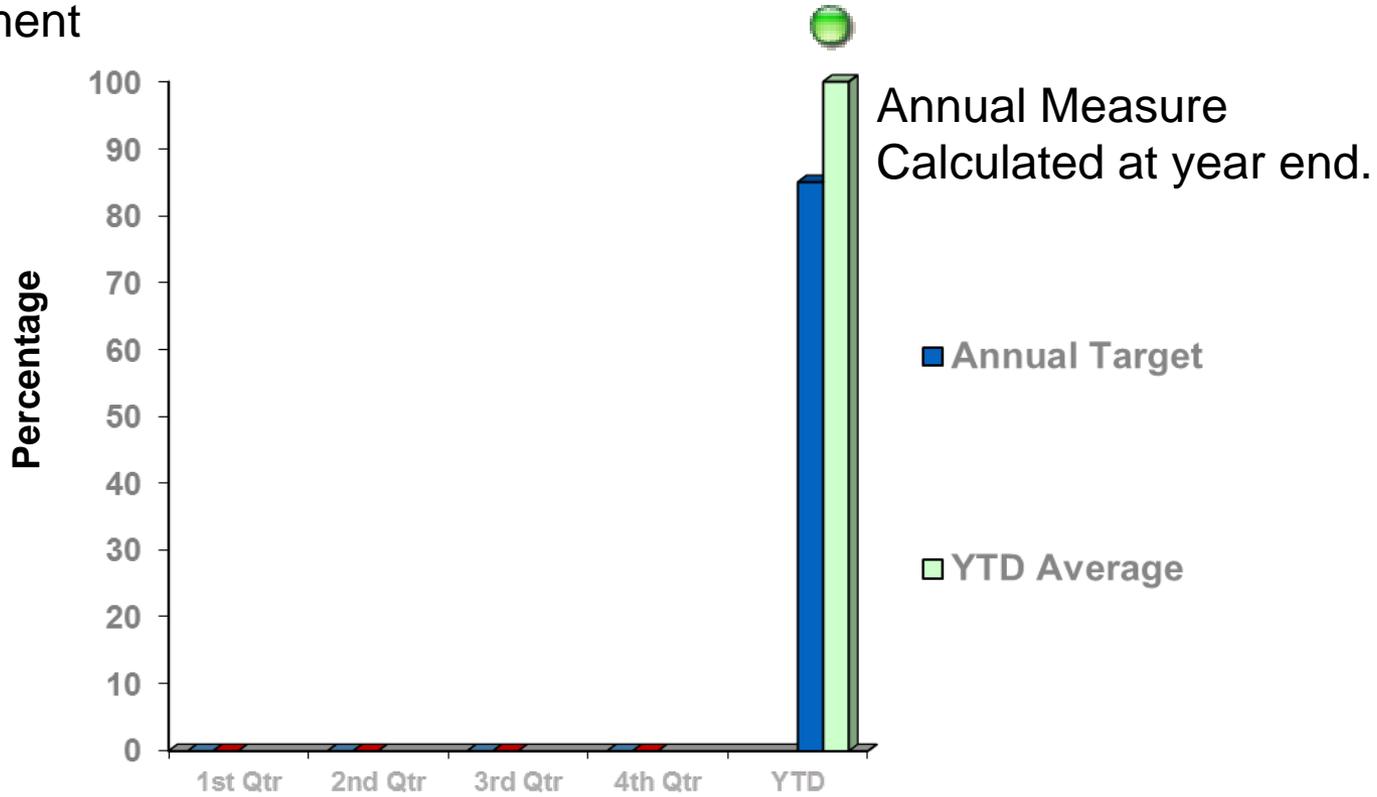


Measure 3.2.306, Debt Coverage Ration aims to be greater than 148%. It is measured annually.

# Reserve Level

3.2.307

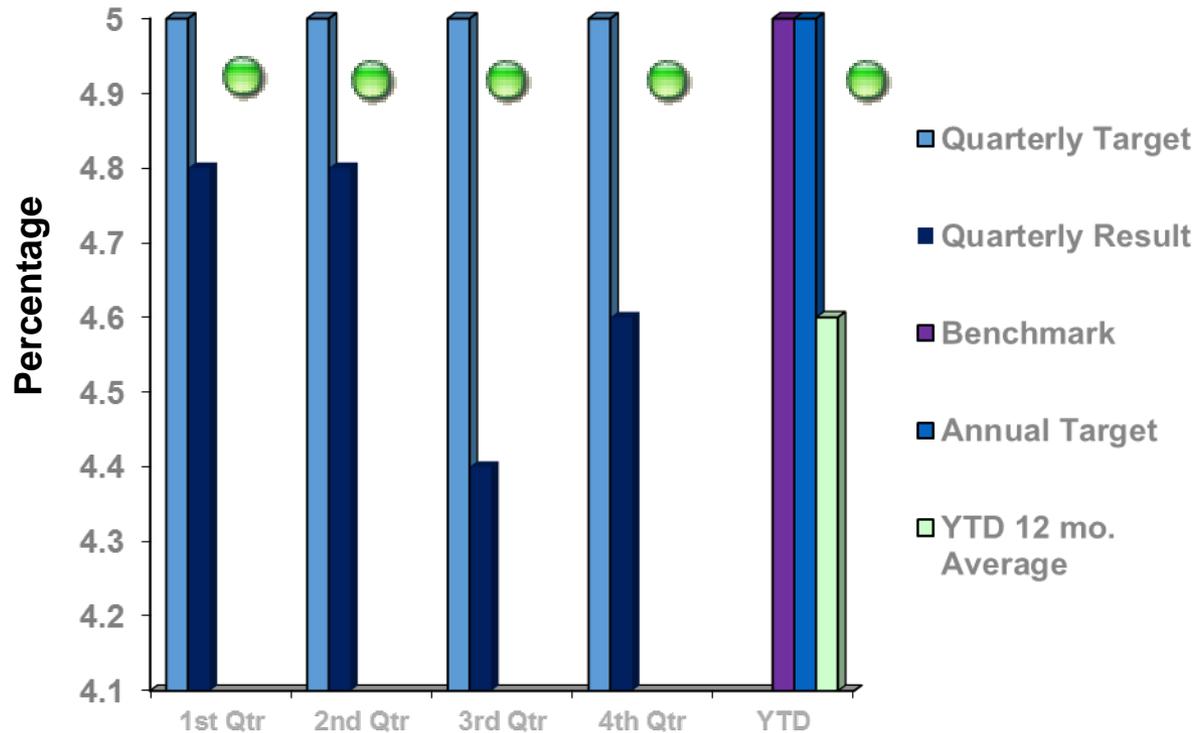
In Development



*Measure 3.2.307, Reserve Level, aims to be no less than 85%. It is measured annually.*

# Distribution System Loss (QualServe)

3.3.308



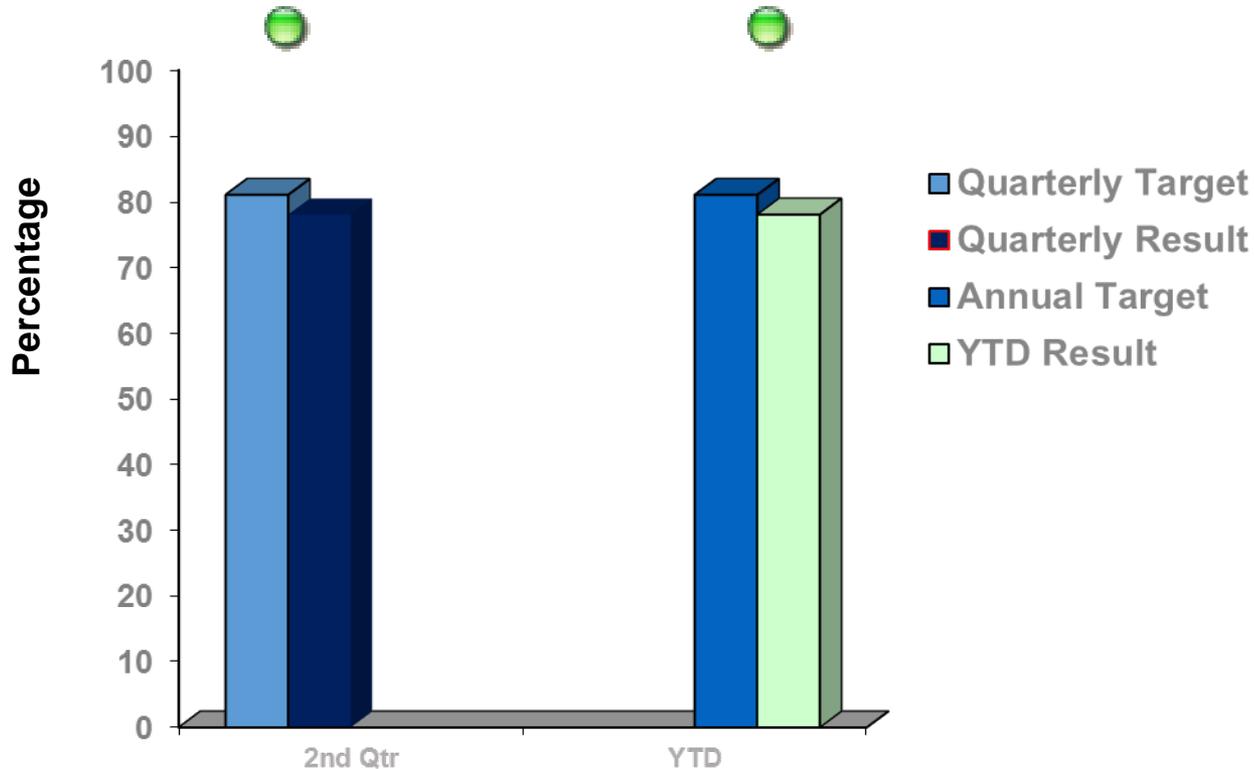
Measure 3.3.308, Distribution System Loss, aims to be below all set targets in order to ensure less than 5% of unaccounted water in a single year.

\*The calculation is a year-to-date calculation, so Qtr Result = YTD Result.

# Customer Satisfaction with Website

4.1.400

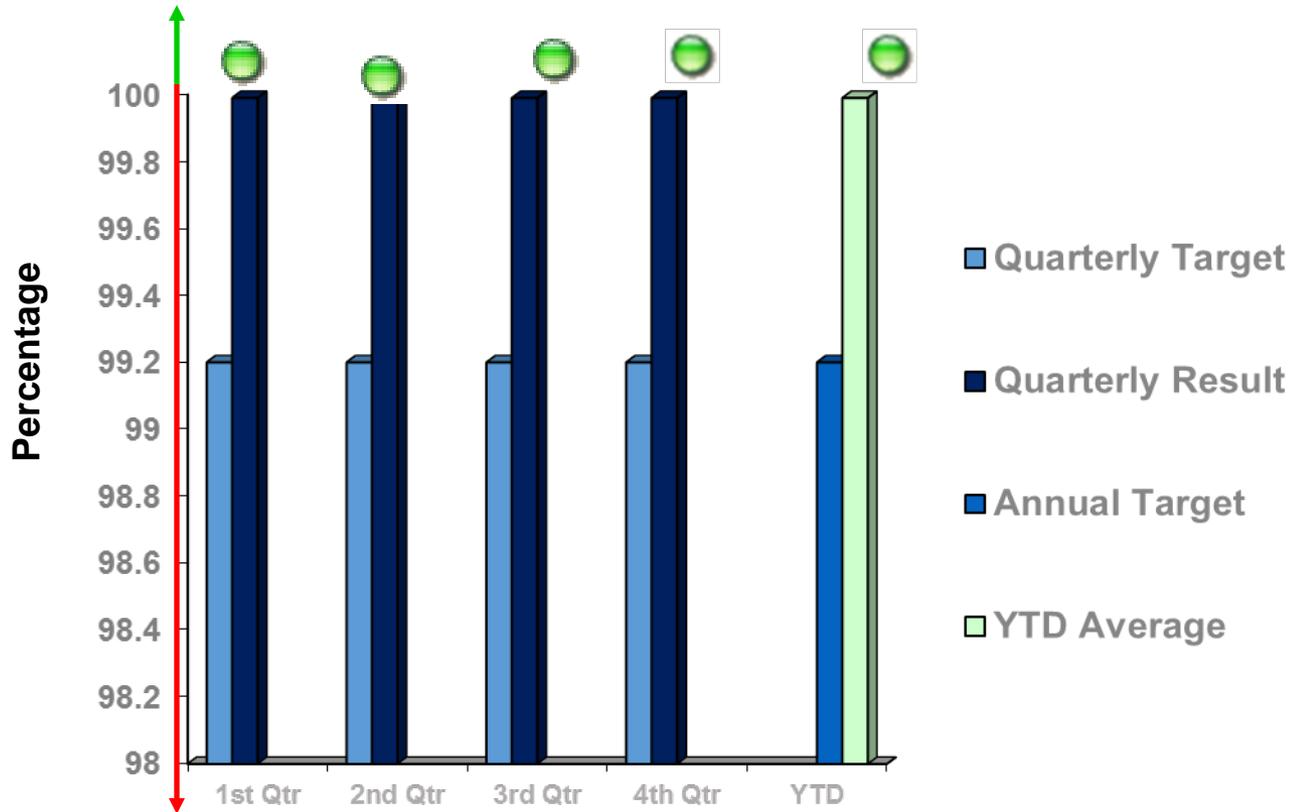
Measured Once per Fiscal Year



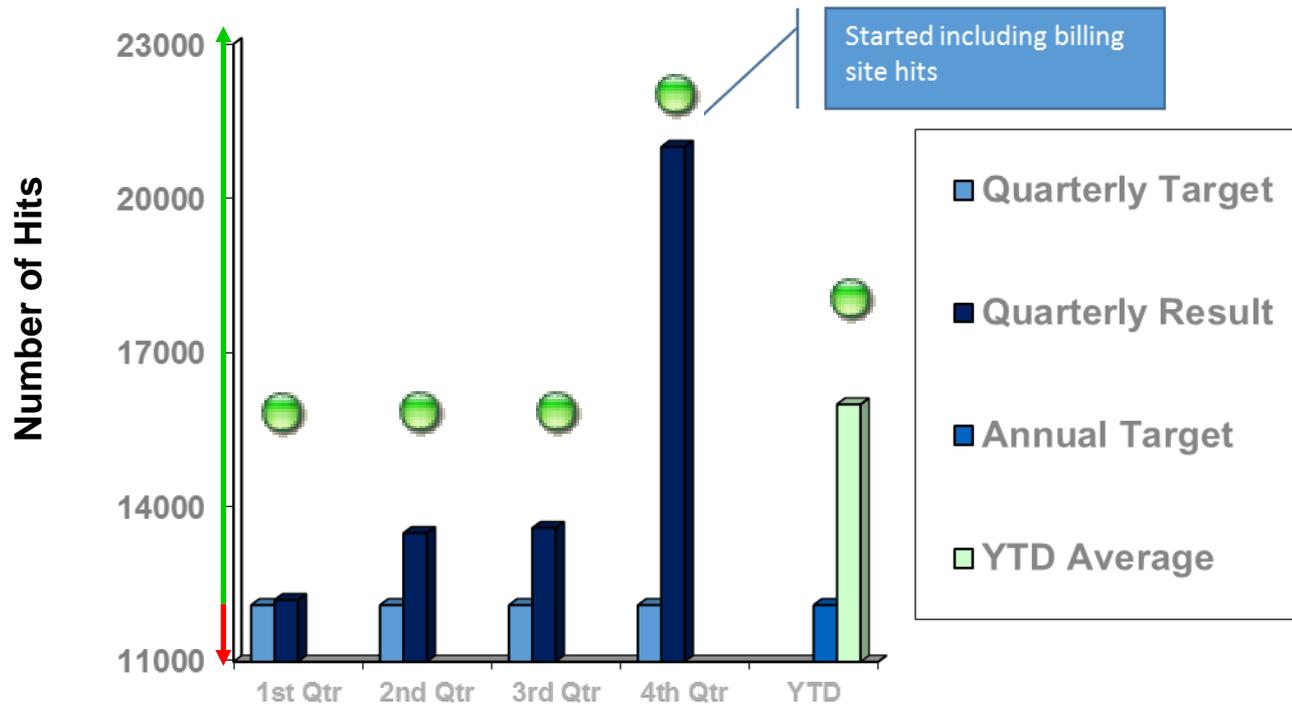
Measure 4.1.400, Customer Satisfaction with Website, is a once yearly survey that is reported on annually in the second quarter and represents the results for the given fiscal year.

# Network Availability

4.3.401



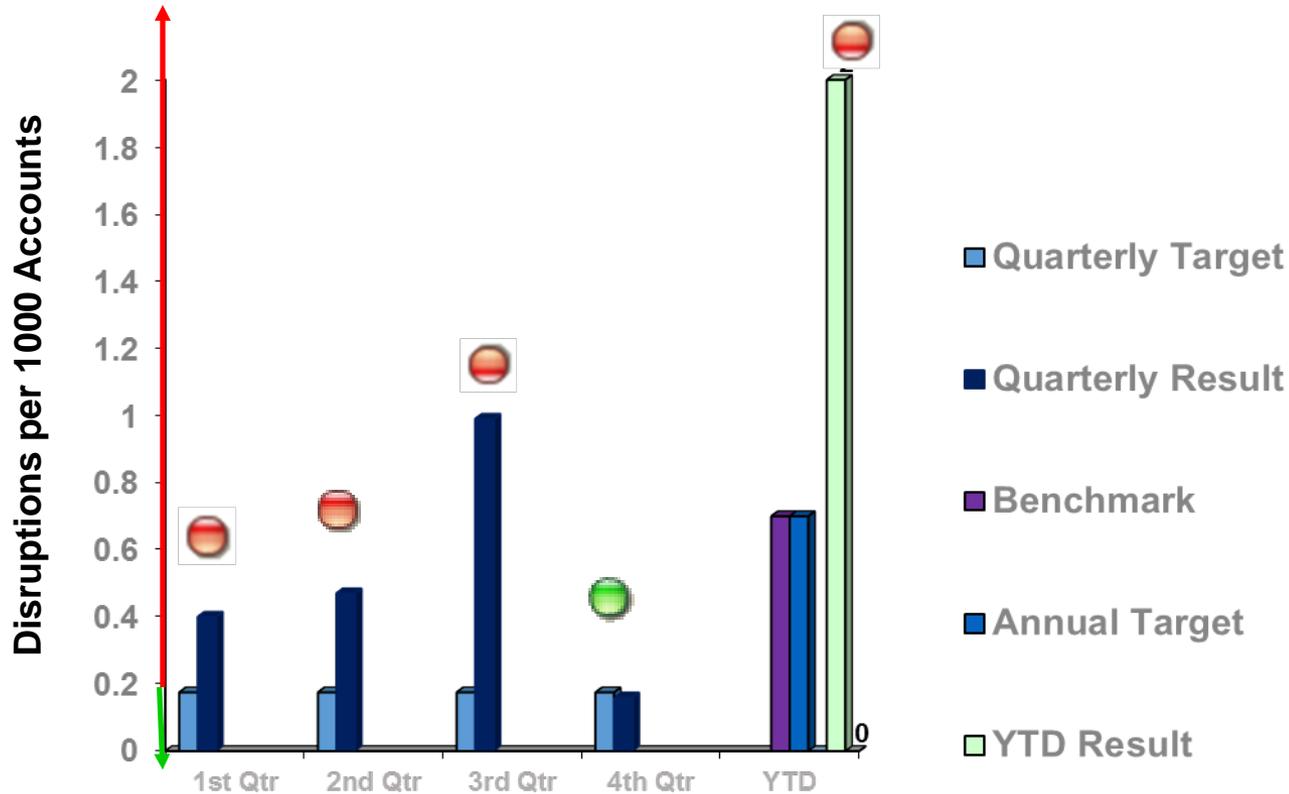
*Measure 4.3.401, Network Availability, aims to be above all set targets in order to have an average of no less than 99.2% network availability per quarter in a single year.*



Measure 4.4.402, Website Hits, aims to be above all set targets in order to have an average of no less than 12,100 website hits per quarter in a single year.

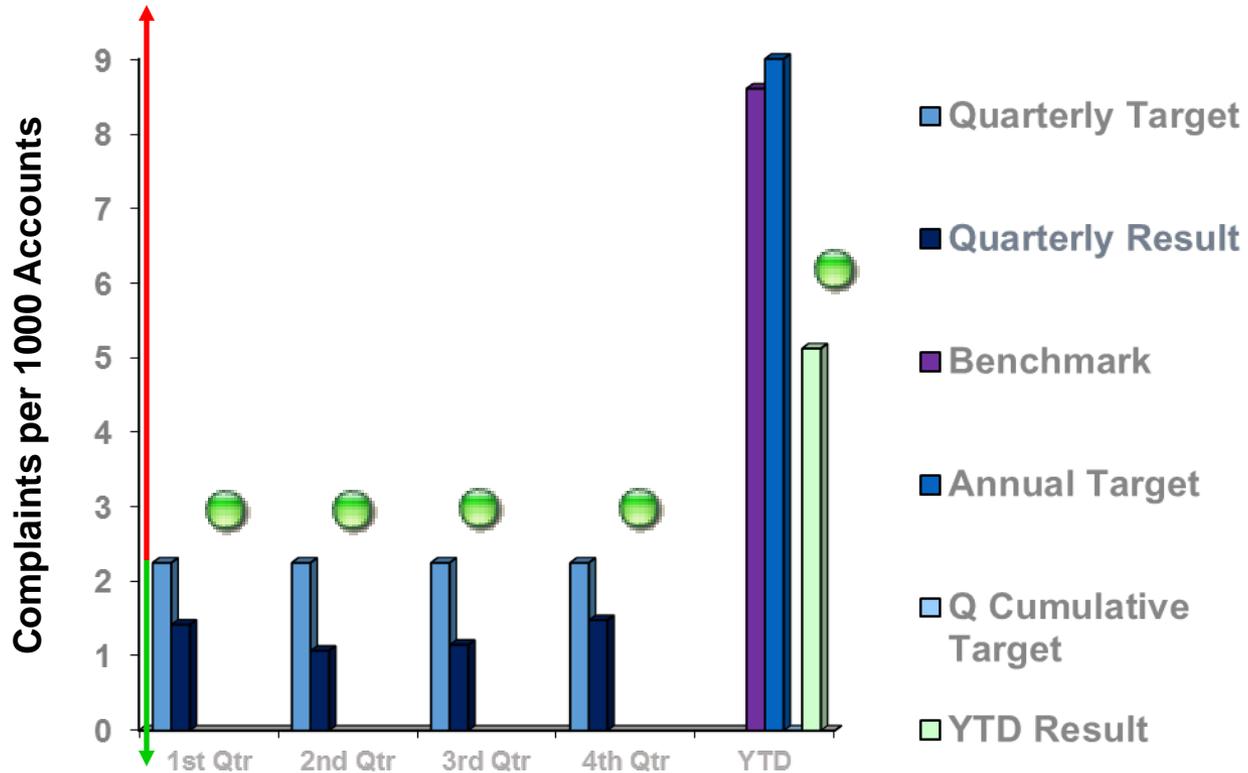
# Unplanned Disruptions (QualServe)

5.1.500



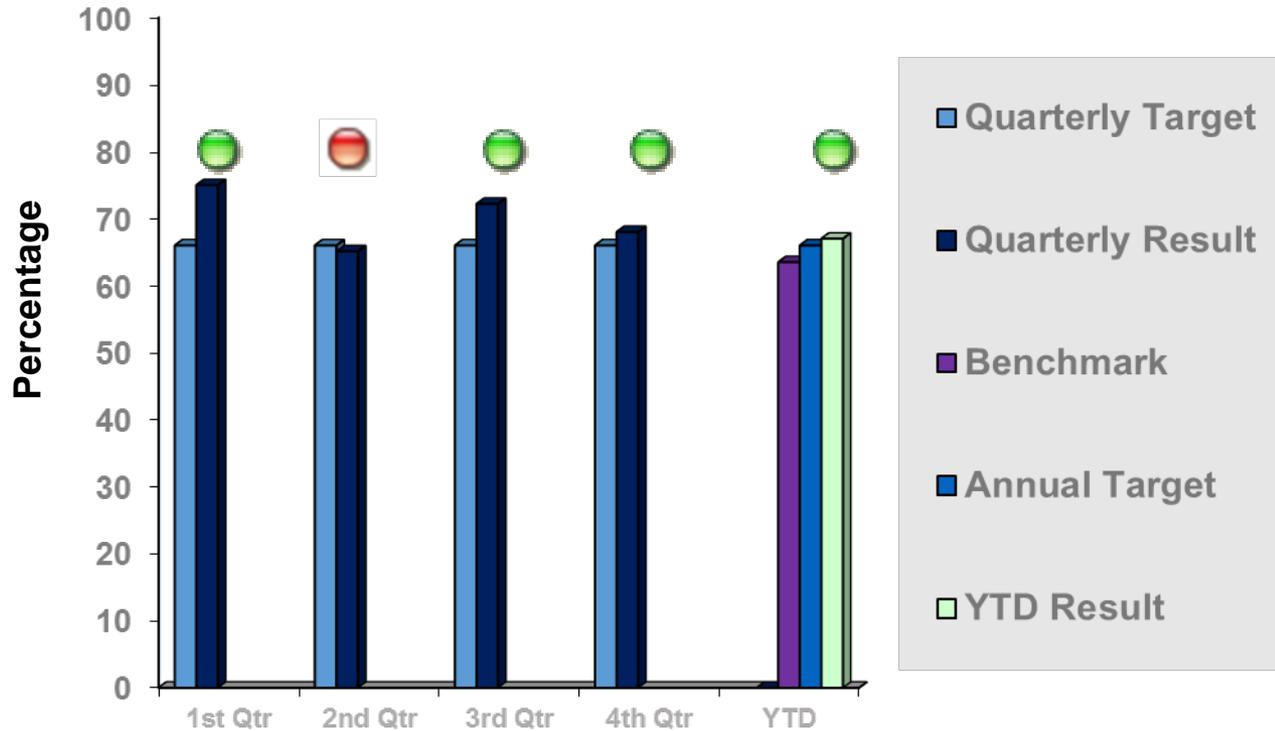
Measure 5.1.500, Unplanned Disruptions, aims to be below all set targets in order to have no more than .7 disruptions per 1000 accounts in a single year.

Note: Target is expressed as number of disruptions per 1000 accounts



Measure 5.1.501, Technical Quality Complaint, aims to be below all set targets in order to have no more than 9 complaints per 1000 customer accounts in a single year.

# Planned Potable Water Maintenance Ratio in \$ (QualServe) 5.2.502



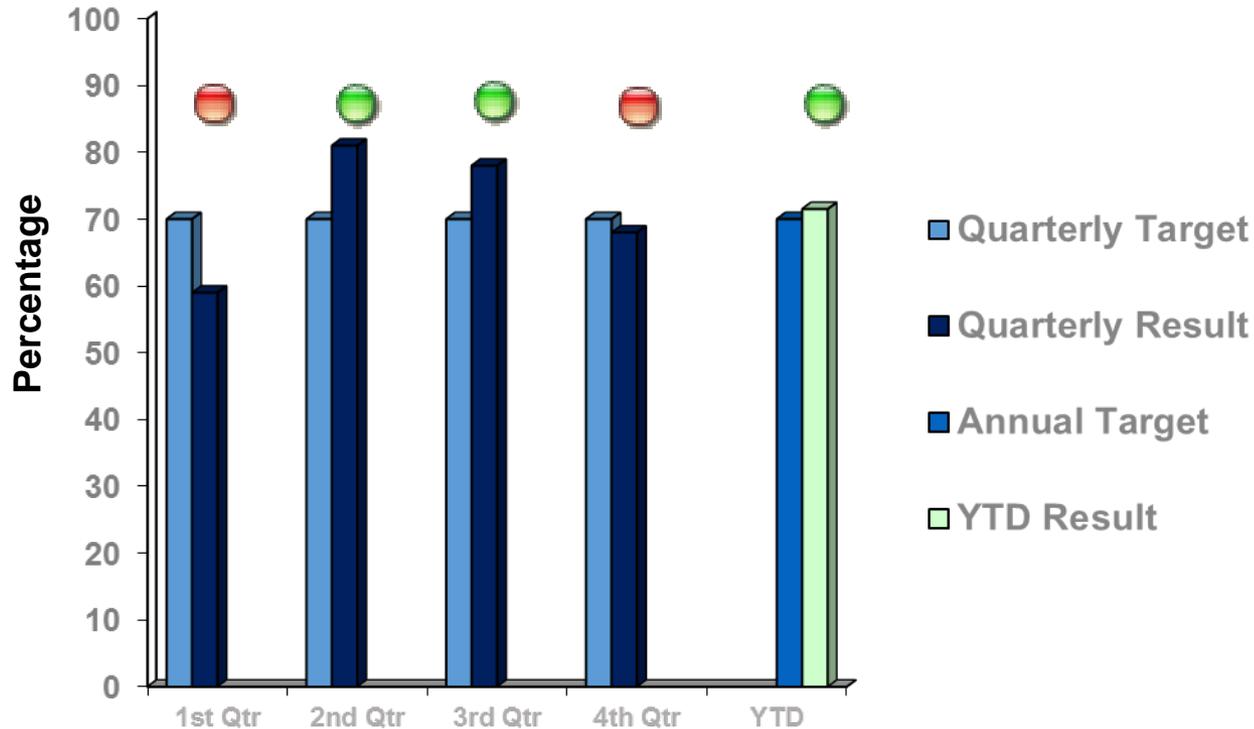
Measure 5.2.502, Planned Drinking Water Maintenance Ratio in \$, aims to be above all set targets in order to have no less than 66

% of all labor dollars spent on preventative maintenance per quarter in a single year.

Note: Quarterly results are subject to change.

# Planned Recycled Water Maintenance Ratio in \$

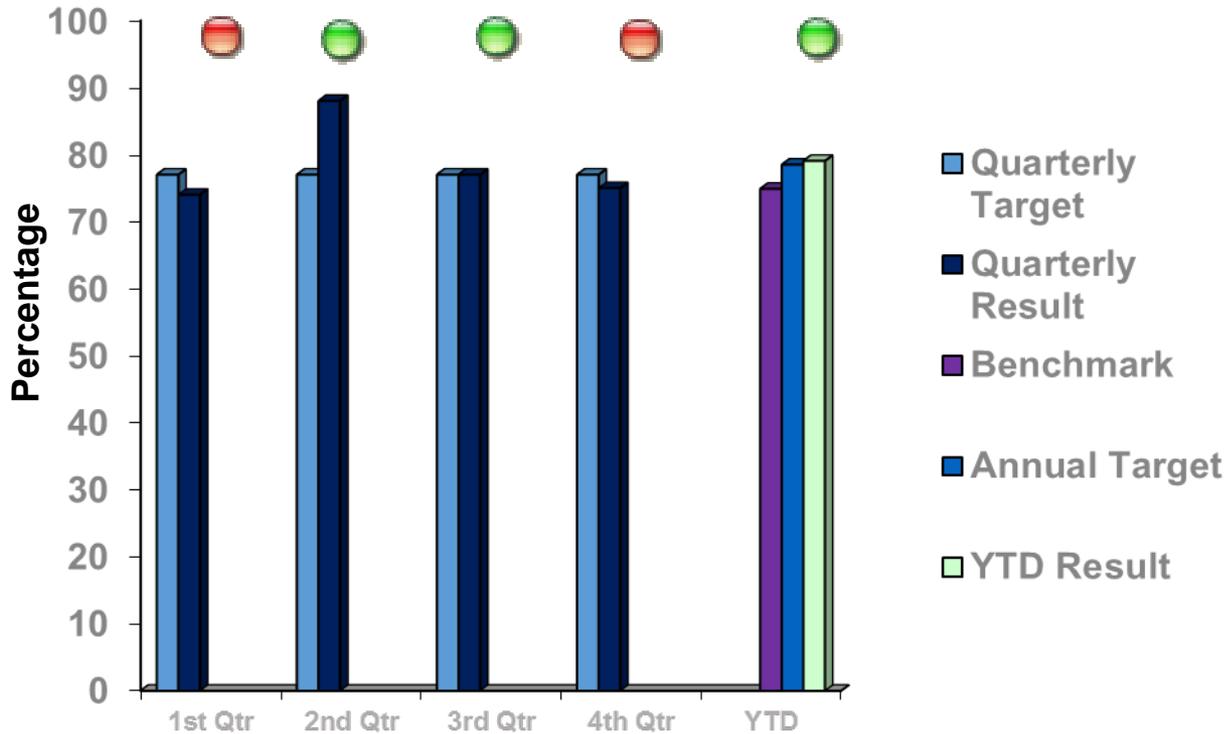
5.2.503



Measure 5.2.503, Planned Recycled Water Maintenance Ratio in \$, aims to be above all set targets in order to have no less than 70% of all labor dollars spent on preventative maintenance per quarter in a single year.

Note: Quarterly results are subject to change.

# Planned Wastewater Maintenance Ratio in \$ (QualServe) 5.2.504

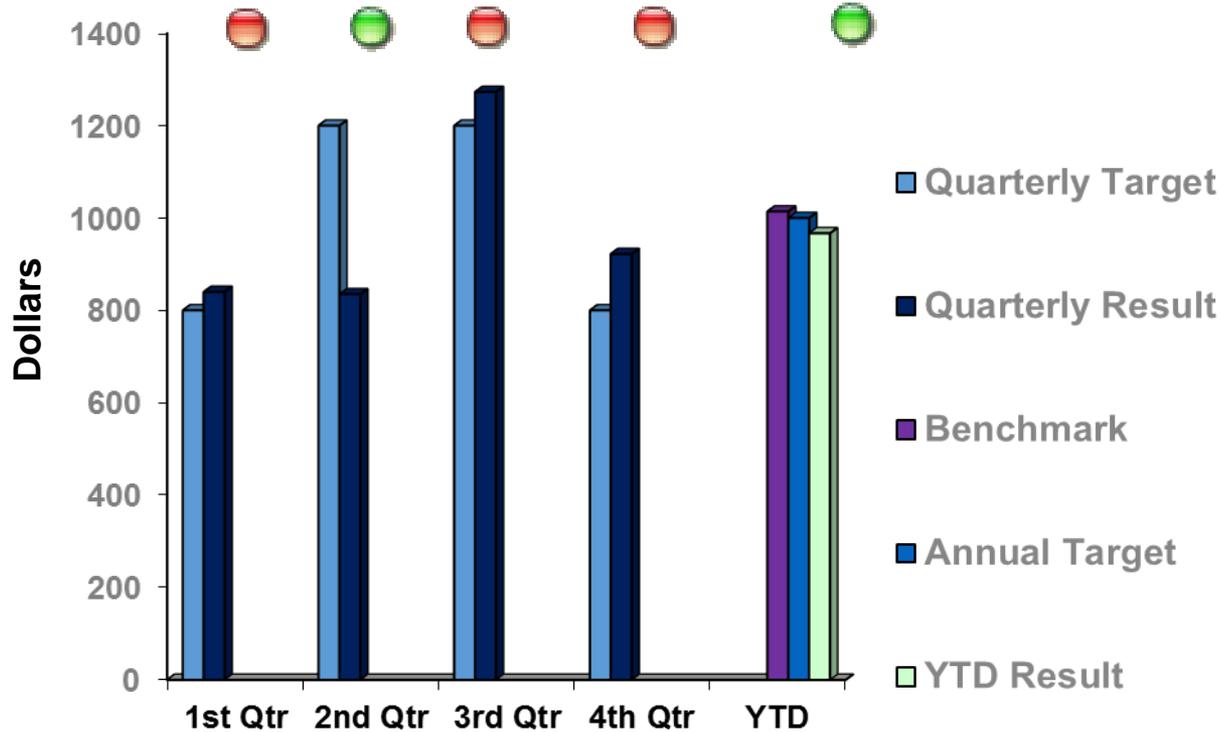


Measure 5.2.504, Planned Wastewater Maintenance Ratio in \$, aims to be above all set targets in order to have no less than 66% of all labor dollars spent on preventative maintenance per quarter in a single year.

Note: Quarterly results are subject to change.

# Direct Cost of Treatment per MGD (QualServe)

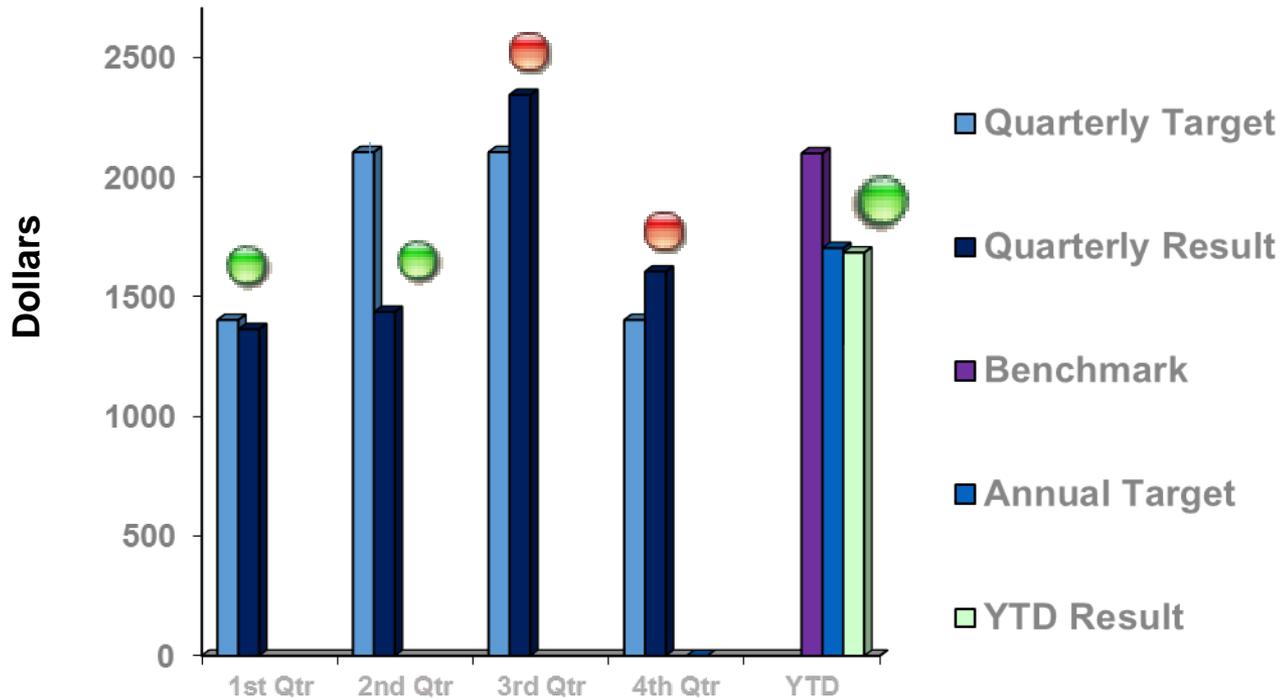
5.2.505



Measure 5.2.505, Direct Cost of Treatment per MGD, aims to be below all set targets in order to have no more than \$1000 per MG spent on wastewater treatment per quarter in a single year.

# O & M Cost per MGP - Wastewater (QualServe)

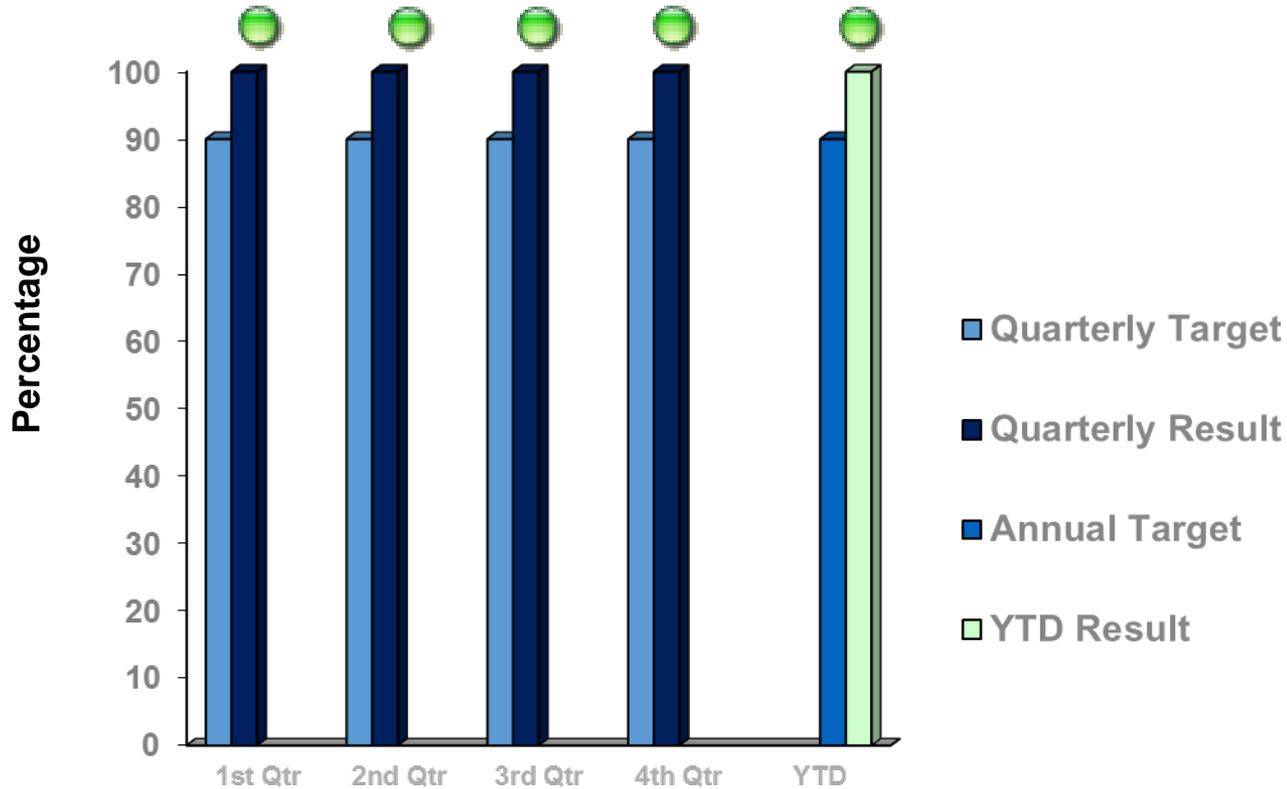
5.2.506



Measure 5.2.506, O & M Cost per MGP - wastewater, aims to be below all set targets in order to have no more than \$1750 per MG spent on O & M for wastewater treatment per quarter in a single year.

# % PMs Completed – Fleet Shop

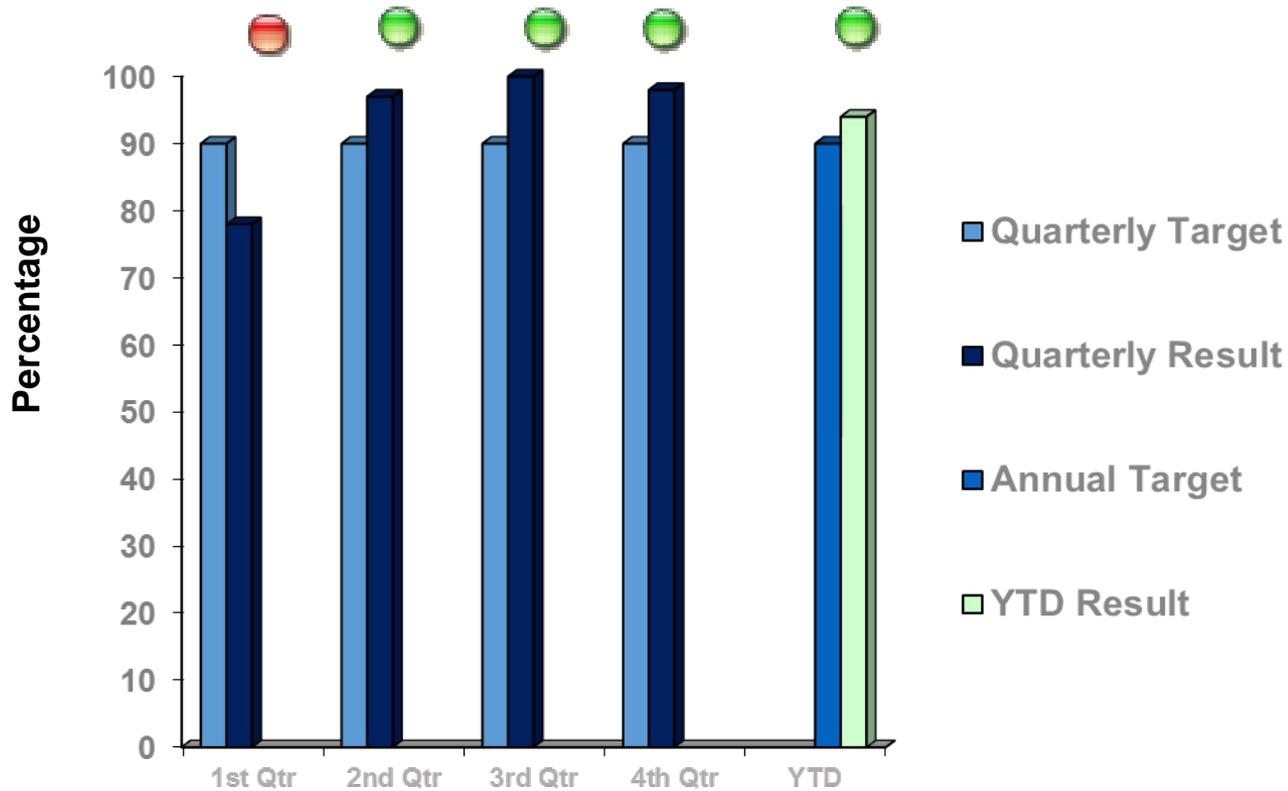
5.3.507



Measure 5.3.507, % PMs Completed – Fleet Shop, aims to be above all set targets in order to have no less than 90% of the scheduled PMs completed per quarter in a single year.

# % PMs Completed – Reclamation Plant

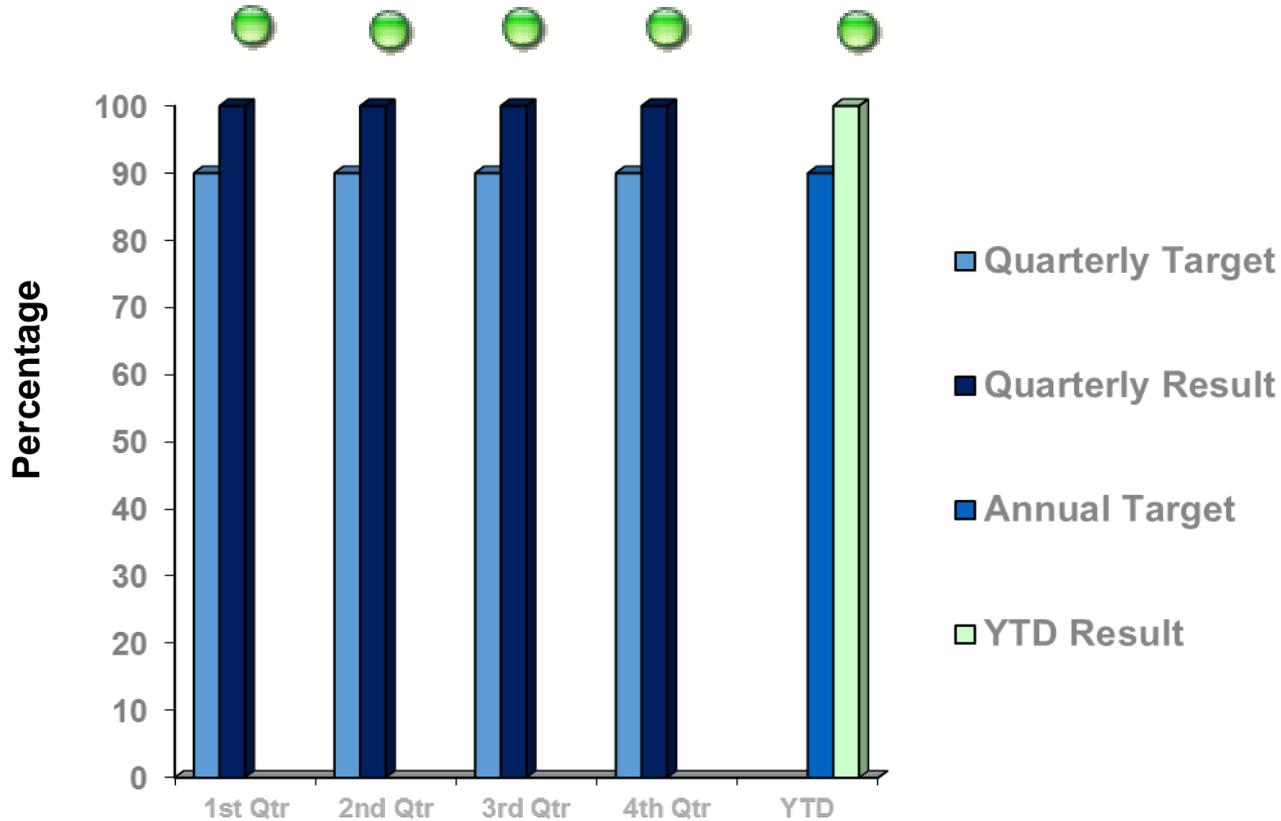
5.3.508



*Measure 5.3.508, % PMs Completed – Reclamation Plant, aims to be above all set targets in order to have no less than 90% of the scheduled PMs completed per quarter in a single year.*

# % PMs Completed – Pump and Electric

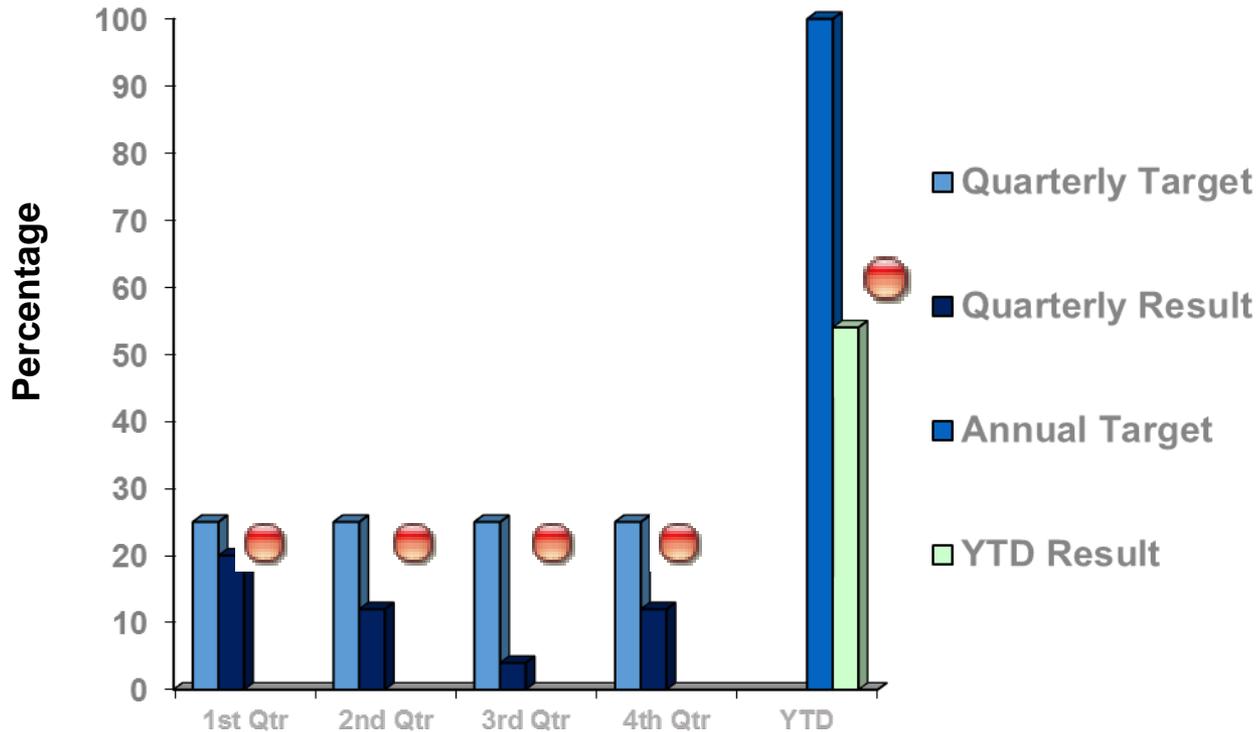
5.3.509



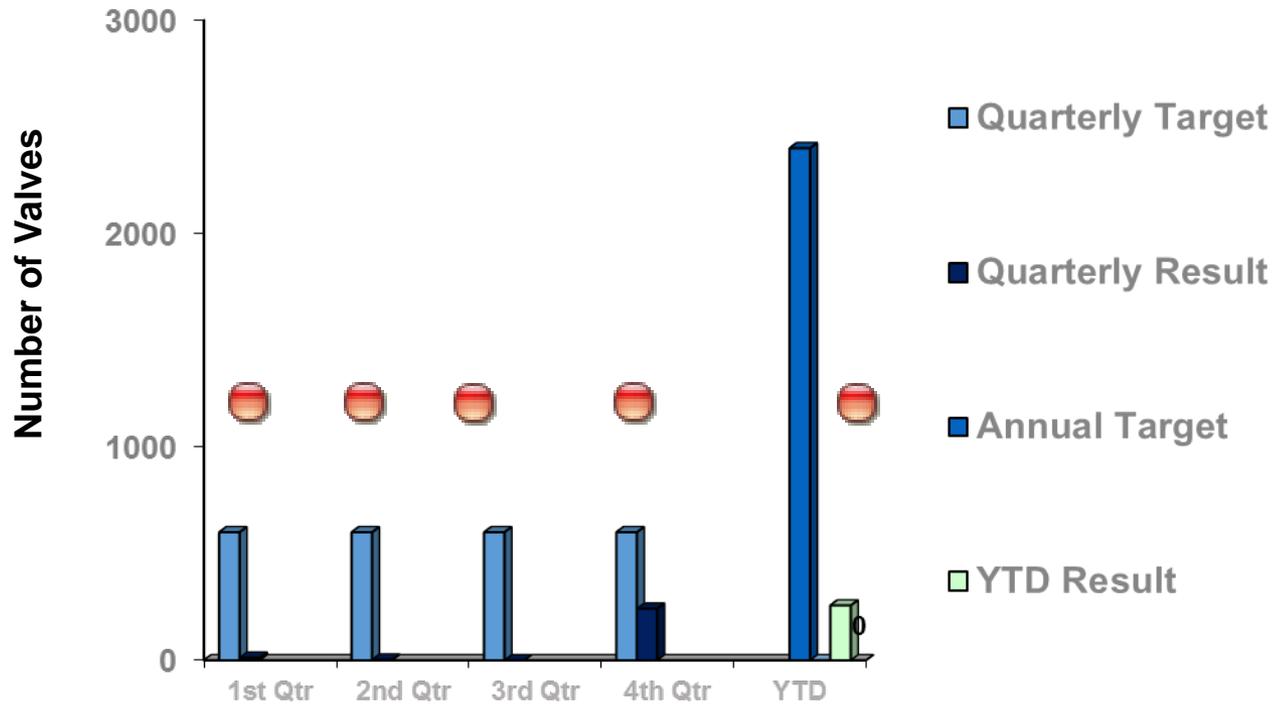
Measure 5.3.508, % PMs Completed – Reclamation Plant, aims to be above all set targets in order to have no less than 90% of the scheduled PMs completed per quarter in a single year.

# % PMs Completed – Valve Maintenance Program

5.3.510



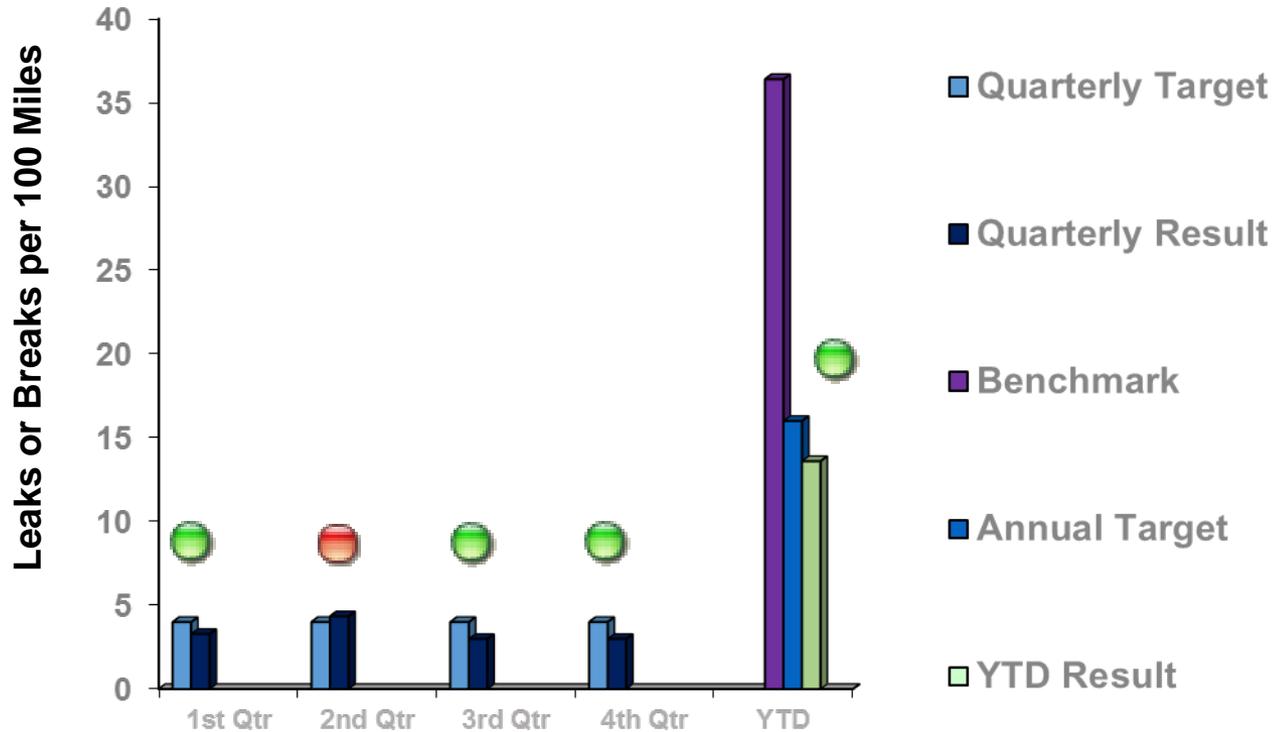
Measure 5.3.510, % PMs Completed – Valve Maintenance Program, aims to be above all set targets in order to have no less than 90% of the scheduled PMs completed per quarter in a single year.



Measure 5.3.511, Valve Exercising Program, aims to be above all set targets in order to have no less than 2400 valves exercised in a single year.

# Water Distribution System (Potable) Integrity (QualServe)

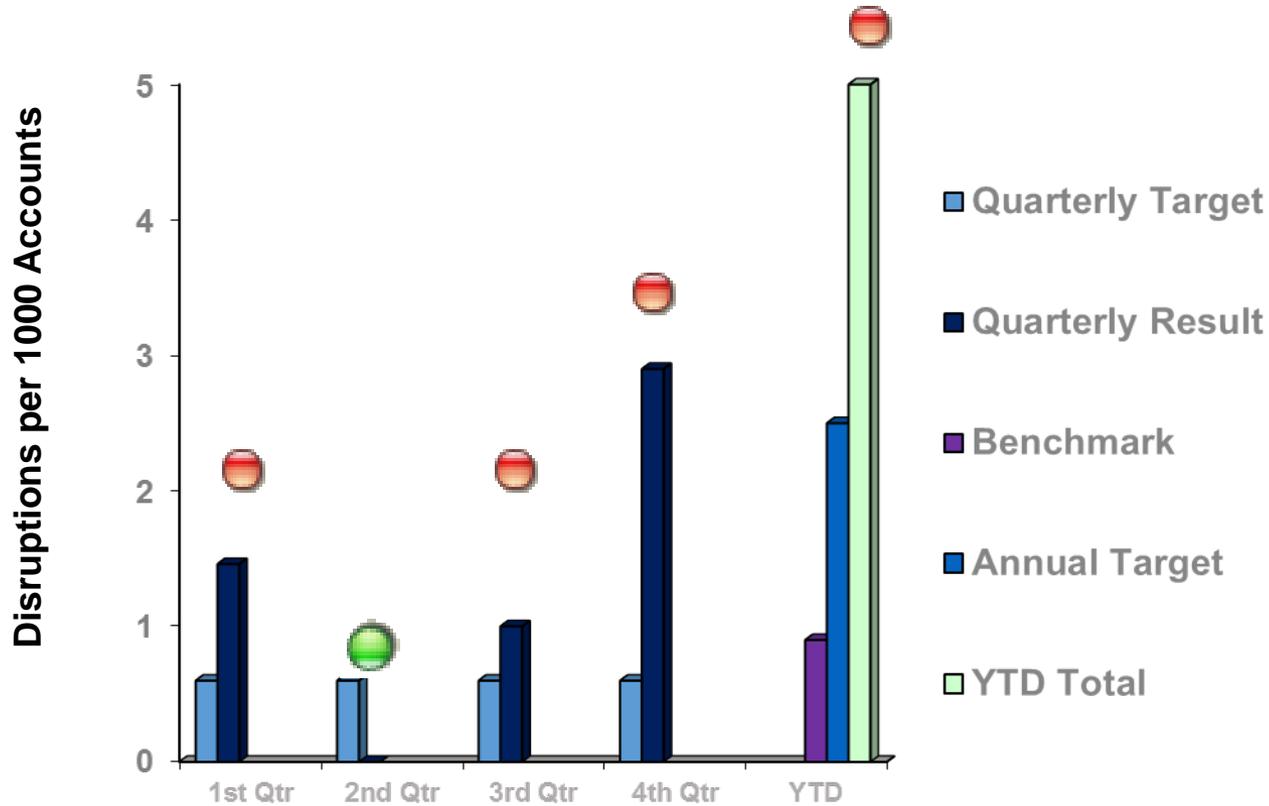
## 5.3.512



*Measure 5.3.512, Water Distribution System Integrity, aims to be below all set targets in order to have no more than 16 leaks and breaks per 100 miles of distribution piping in a single year.*

# Planned Water Service Disruption Rate (QualServe)

5.3.513

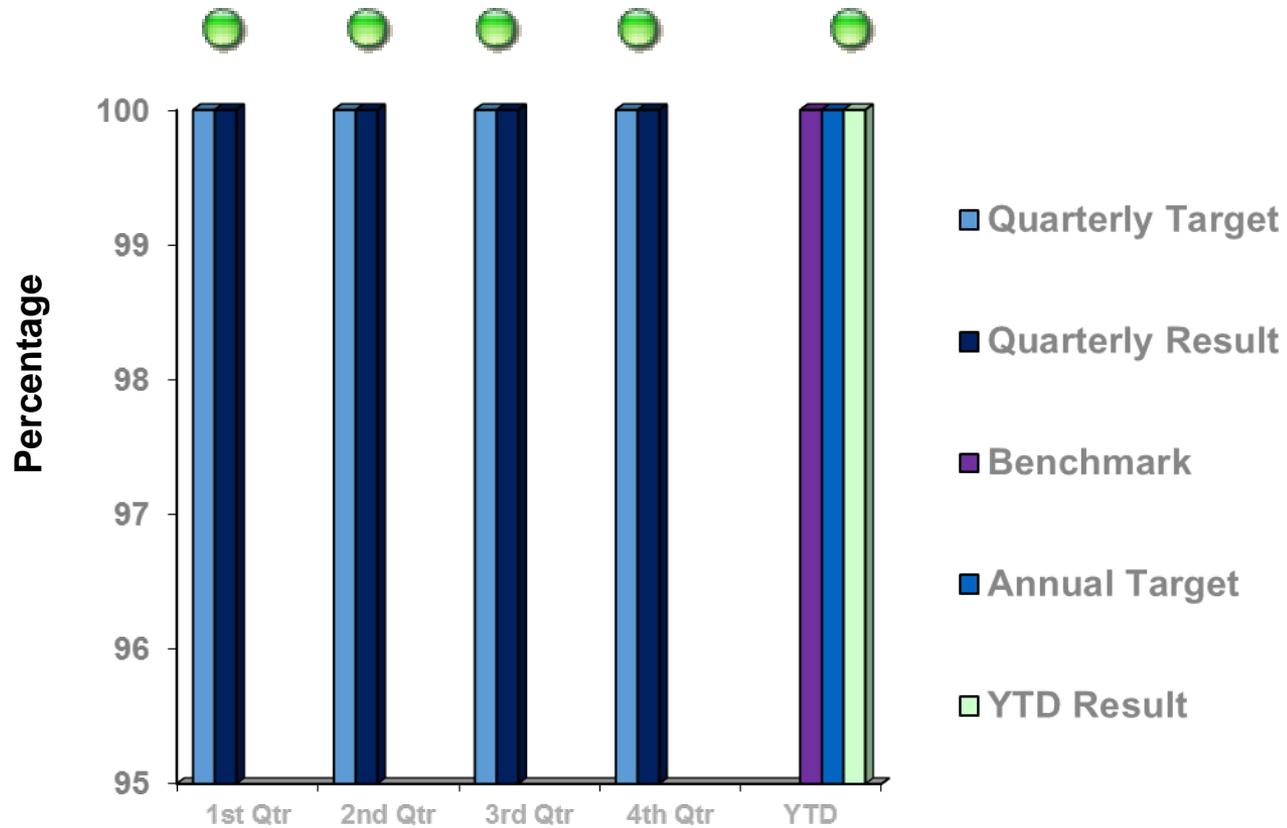


Measure 5.3.513, Planned Water Service Disruption Rate, aims to be below all set targets in order to have no more than 2.5 planned outages per 1000 accounts per quarter in a single year.

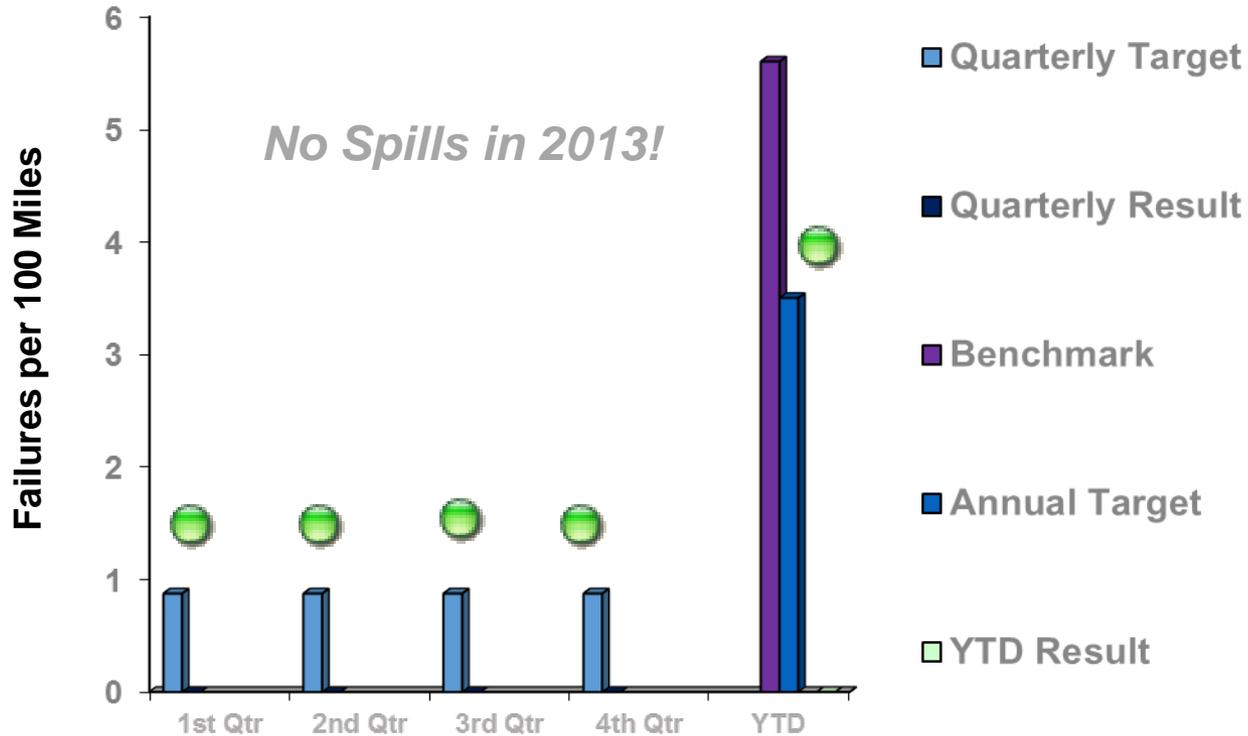
Note: This measure is expressed as number of accounts affected per 1000 accounts

# Potable Water Compliance Rate (QualServe)

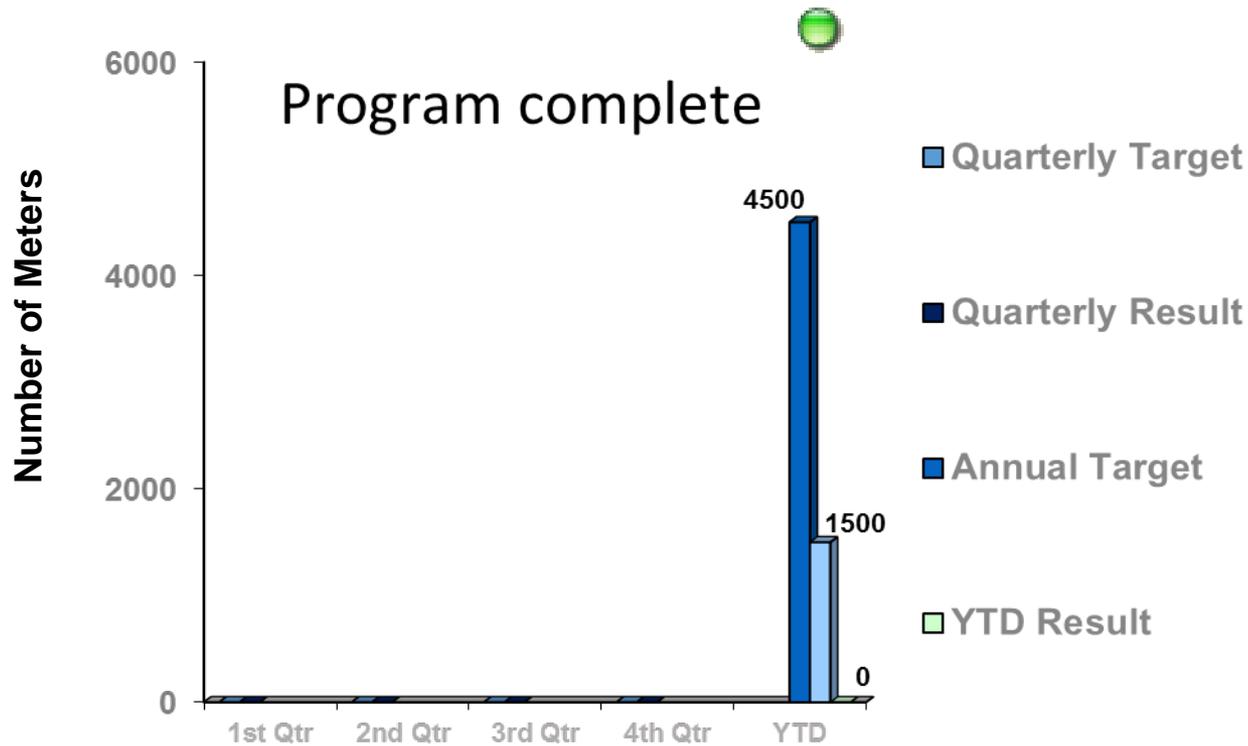
5.3.514



*Measure 5.3.514, Drinking Water Compliance Rate, aims to be no less than 100% every quarter in order to ensure the District meets all of the health related drinking water standards everyday for a single year.*



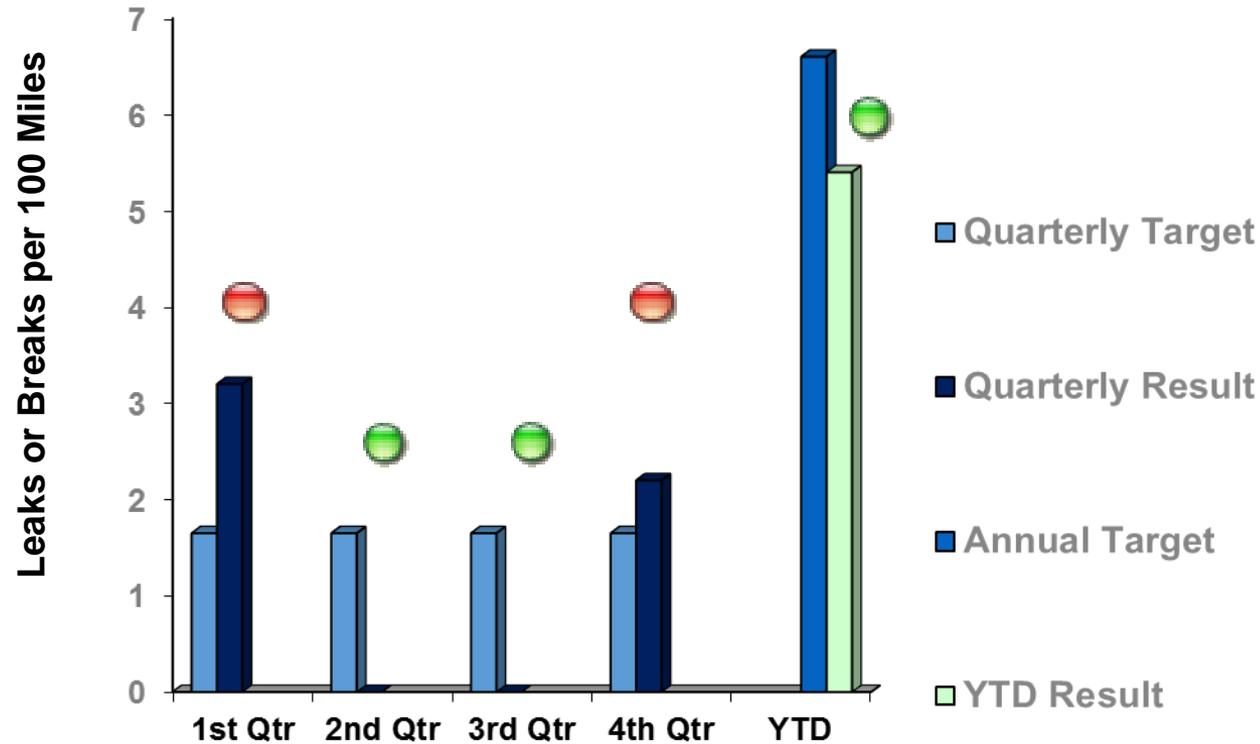
Measure 5.3.515, Collection System Integrity, aims to be below all set targets in order to have no more than 3.5 wastewater collection system failures per 100 miles of collection system pipeline in a single year.



Measure 5.3.516, Replace Manual Read Meters with Automated Meters, aims to be above all set targets in order to have no less than 4500 meters replaced in a single year.

# Recycled Water System Integrity

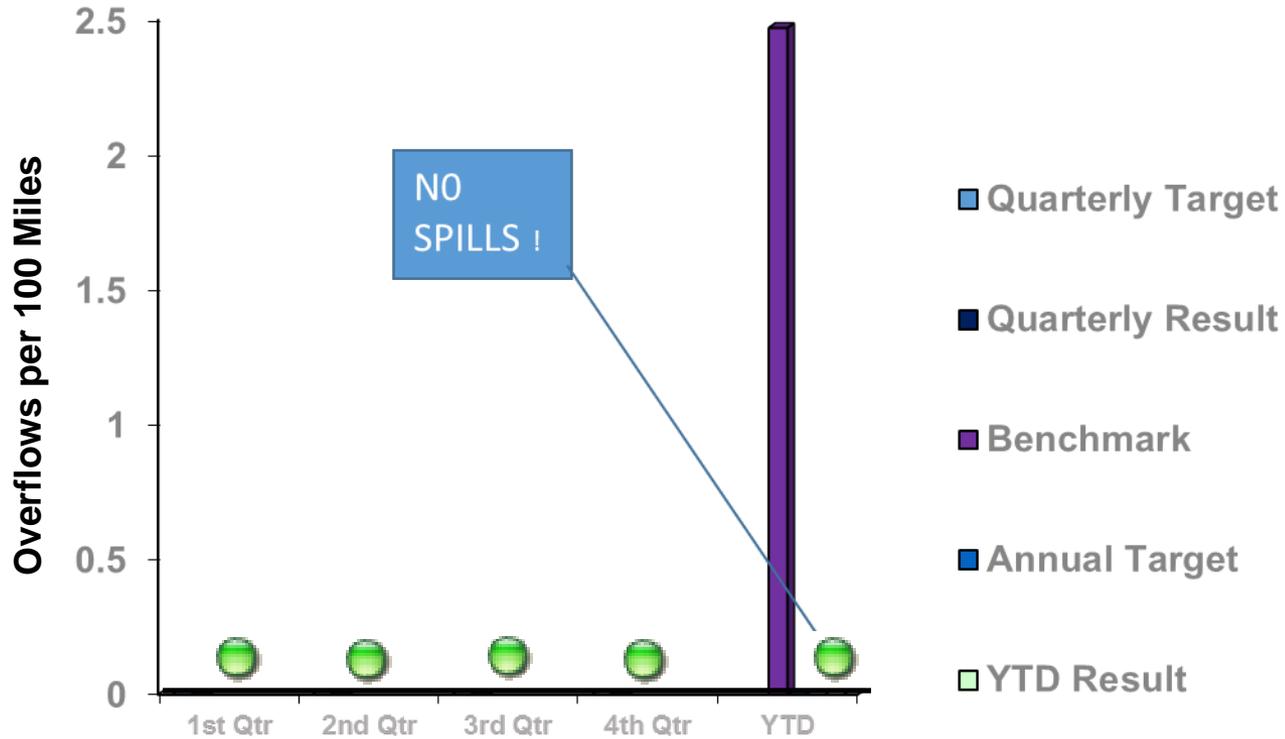
5.3.517



Measure 5.3.517, Recycled Water System Integrity, aims to be below all set targets in order to have no more than 6.6 leaks or breaks per 100 miles of recycled distribution system in a single year.

# Sewer Overflow Rate (QualServe)

5.3.518



Measure 5.3.518, Sewer Overflow Rate, aims to have no overflows in a single year.

# Next Steps FY2015 – 2017 Plan

- Reevaluation of Current Goals and Strategies
- Evaluation of Alternatives
- Evolution of Strategy Maps
- Begin in October 2014
- Finalize By March 2015
- Board Adoption with FY15 Budget

# Questions and Comments



# Agenda Item 10



## STAFF REPORT

TYPE		MEETING			
MEETING:	Regular Board	DATE:	October 2, 2013		
SUBMITTED	Mark Watton	W.O./G.F.	N/A	DIV.	N/A
BY:	General Manager	NO:	NO.		
APPROVED BY:	<input checked="" type="checkbox"/> Mark Watton, General Manager				
SUBJECT:	General Manager's Report				

### ADMINISTRATIVE SERVICES:

#### Purchasing, Facilities, and Water Conservation:

- Purchase Orders - There were 43 purchase orders processed in September 2013 for a total of \$348,974.10.
- Water Conservation Garden - The construction of the Dorcas Utter Butterfly Pavilion is underway with the grand opening scheduled for Spring 2014. Dorcas Utter was an environmental steward highly respected and well known throughout the San Diego region for her commitment to natural history and outdoor education organizations. Even after losing her eyesight, she continued to volunteer as a docent at the WCG. Upon her passing, her family donated funds for the construction of the Butterfly Pavilion.
- Outreach Events - District staff and volunteers participated in two community events: Chula Vista's Bay Fest (September 21) and the Wild West Bonitafest (September 28).
- Upcoming Events:
  - o Home Depot at Eastlake Parkway's Water Smart Plant Fair, Saturday, October 26, 2013
  - o Water Conservation Garden's Fall Plantstravaganza, Saturday, November 2, 2013

#### Human Resources:

- Employee Picnic - The Employee Picnic was held on September 7 at Santee Lakes. Board members, employees, and retirees enjoyed the festivities, which included games, an astro jump, splash zone, delicious food and great company.

- Employee Recognition Luncheon - The District's Recognition Luncheon and BBQ was held on Wednesday, September 25 at the Operations Center. Employees who received awards include:
  - **Outstanding Performance Award (Individual)**:
    - Leticia Ramirez
    - Susan Atkins
    - Jolene Fielding
    - Michael Christensen
  - **Outstanding Performance Award (Team)**:
    - Diane Ander, Jenny Diaz, Jolene Fielding, and Joanne Vaclavek
    - Eugenio Andreu, Raisa Arias, Mariana Burgueno-Gomez, Dianne Guiriba, Dana Gutierrez, Kris Holden, Connie Manjarrez, Leticia Ramirez, Cloma Wilson
    - Rita Bell and Bob Kennedy
    - Bernardo Separa and Don Bienvenue
    - Leonel Torres and Dongxing Ma
    - Doug Rahders, Gabe Silva, Steven Farr, Omar Sanchez
- Benefits - HR worked with our Benefit Consultant to prepare for Open Enrollment, which will be held during the month of October.
- Recruitments - HR is in the process of recruiting for Water Systems Operator I/II/III.
- New Hires - There was one new hire in the month of September: Equipment Mechanic II.

**INFORMATION TECHNOLOGY AND STRATEGIC PLANNING:**

- Major Project RFP Responses - The work order replacement project implementing CityWorks software, and the SCADA replacement project, both received RFP responses on the due date at the end of August. CityWorks received three competitive bids and SCADA received eight. Project teams for both projects will be evaluating the bids and making a recommendation to bring to the Board no later than January 2014.
- Wireless Infrastructure Upgrades - The District's wireless vendor, Day Wireless, completed an assessment of issues affecting the northern section of our field wireless systems. Following the analysis of required upgrades, Day Wireless will implement the most appropriate solutions including tuning and repositioning of radios and improvements to wiring and power supplies.

- Software Upgrades - Staff completed a minor upgrade to our Eden financial and billing software (version 5.8.1.8. was installed). Staff tries to limit upgrades to once per year for this product.
- Documentation and Reporting Improvements - GIS staff is adding new ArcGIS Online functionality as part of the migration to more cloud-based GIS services. Specifically, staff created new maps available on ArcGIS Online to support data accuracy efforts for the Special Assessments process. In a similar vein, GIS also has replaced overly large and difficult to process files stored in a TIFF format with more conventional and economical PDF files for storing critical District documents in GIS.

#### **FINANCE:**

- Capacity and Annexation Fee Study - Staff has been working to develop the scope of services for a water and sewer capacity and annexation fee study. An RFP will be sent to a list of qualified consultants in early October and work should begin in November.
- FY2013 Audit and CAFR - Finance staff is working to finalize the FY 2013 financial audit and has begun preparing the related FY 2013 Comprehensive Annual Financial Report (CAFR). The results of the FY 2013 financial audit are scheduled to be presented to the District's Board of Directors at the November Board meeting. The FY 2013 CAFR will be submitted to the GFOA in December for the awards program.
- Financial Reporting:
  - o For the two months ended August 31, 2013, there are total revenues of \$16,860,705 and total expenses of \$16,071,629. The revenues exceeded expenses by \$789,076.
  - o The market value shown in the Portfolio Summary and in the Investment Portfolio Details as of August 31, 2013 total \$78,421,652.12 with an average yield to maturity of 0.370%. The total earnings year-to-date are \$51,281.67.

#### **ENGINEERING AND WATER OPERATIONS:**

##### **Engineering:**

- **Otay Ranch Village 13 Preserve and Resort Community Village 13:** An application for a proposed General Plan Amendment, Specific Plan, Rezone, two Vesting Tentative Maps, and a Vesting Site plan has been submitted to the County of San Diego on approximately 1,900 acres, which would allow a total of 1,738 single family dwelling units, 200 multi-family units, a 14-acre Multiple Use Area with 20,000 square feet of commercial use. A 200-room resort hotel complex is also planned containing a conference

center and 20,000 square feet of commercial and restaurant space. A fire station, a Sheriff's sub-station, a 10-acre school site, 9 parks on 30-acres, approximately 140 acres of irrigated open space, and 1,078 acres of biological open space preservation is included with the project. A Water Supply Assessment and Verification report was approved by the Board on February 4, 2009.

- **North District - South District Interconnection System:** This project consists of installing approximately 5.2 miles of 30-inch diameter pipe from H Street in Chula Vista to Paradise Valley Road in Spring Valley. District staff is working with Sweetwater Authority staff to develop technical concepts to share corridors with future Sweetwater Authority pipelines. District staff is also working with Caltrans regarding pump station parcels identified in the Draft Environmental Impact Report (EIR). (P2511)
- **30-Inch, 980 Zone, Hunte Parkway - Proctor Valley/Use Area:** This project consists of the installation of approximately 2,240 linear-feet of 30-inch steel pipe and appurtenances on Hunte Parkway at Proctor Valley Road, at the entrance to the Salt Creek Golf Course, in the City of Chula Vista. The contract has been accepted and the Notice of Completion was filed with the County of San Diego on July 8, 2013. Sepulveda submitted additional change requests for items including extended overhead and traffic control delays on the project. Staff has evaluated these requests and has provided entitlement decisions indicating "no merit" on these requests based on the information submitted and reminded the Contractor of the contractual requirements regarding claims and disputed work. The project is within budget and construction is completed. (P2514)
- **944-1R Recycled Water Pump Station Upgrades and System Enhancement:** This project consists of the installation of a new pump, reconfiguration of the suction header piping, upgrades to the instrumentation, SCADA system, and equipment at the 944-1R pump station. The project also includes the installation of three (3) Pressure Reducing Stations (PRS) on Olympic Parkway, Eastlake Parkway, and Otay Lakes Road. Sepulveda submitted an additional change request for extended overhead on the project. Staff has evaluated this request and has provided an entitlement decision indicating "no merit" based on the information submitted and reminded the Contractor of the contractual requirements regarding claims and disputed work. The project is within budget and is anticipated to be completed in October 2013. (R2091)
- **803-3 & 832-2 Reservoirs Interior/Exterior Coatings and Upgrades:** This project consists of removing and replacing the interior and exterior coatings of the 803-3 Reservoir 2.0 MG and the 832-2

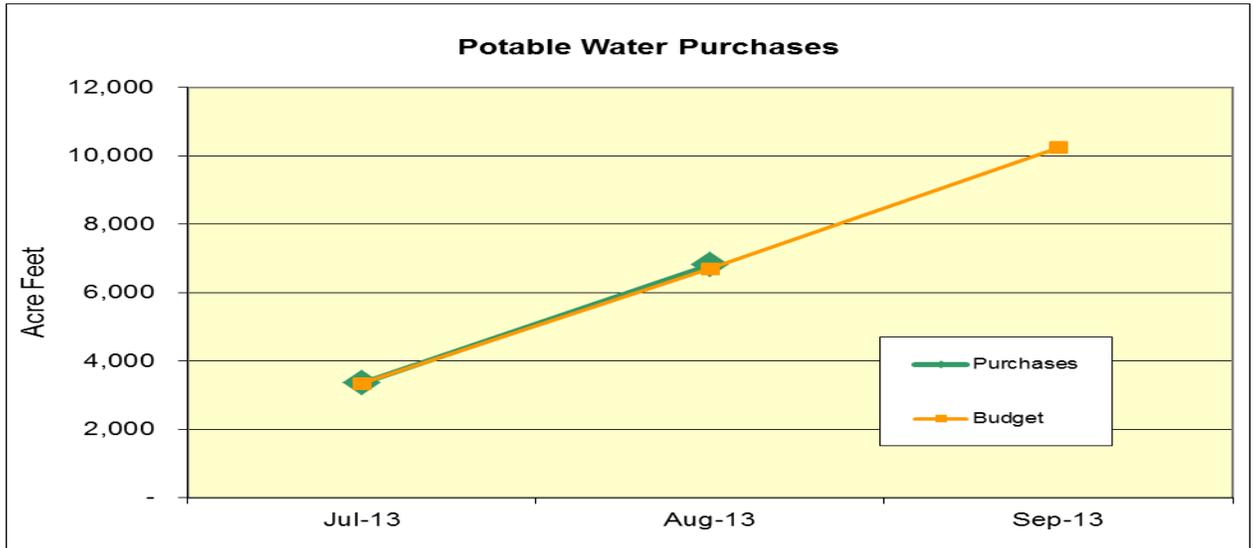
Reservoir 2.0 MG, along with providing structural upgrades to ensure the tanks comply with both State and Federal OSHA standards as well as American Water Works Association and County Health Department standards. The Contractor, Advanced Industrial Services (AIS), has completed all work on the project and awaiting passing tests. The project is within budget. (P2518 & P2519)

- **East Palomar Street Utility Relocation:** This project is in coordination with Caltrans' I-805 south improvements. Caltrans demolished the East Palomar Street overpass on the I-805, and will construct a new bridge with a Direct Access Ramp (DAR) for carpool vehicles. The existing 10-inch pipeline in the bridge has been removed and will be replaced with a new 12-inch pipeline. Other work includes relocation of a fire hydrant and lowering 50-feet of the 12-inch pipeline near Ocala Ct. The Orange Avenue 12-inch pipeline will serve as a replacement during the construction and local residents will not see any interruption of service. Caltrans expects the bridge construction to be completed in the summer of 2015. This project is within budget, and three (3) agreements for cost sharing were approved at the June 2013 Board meeting. (P2507)
- For the month of August 2013, the District sold 9 meters (12 EDUs) generating \$108,985 in revenue. Projection for this period was 17.5 meters (29.5 EDUs) with a budgeted revenue of \$266,447. Total revenue for Fiscal Year 2014 through August 2013 is \$338,212 against the annual budget of \$532,895.
- The following table summarizes Engineering's project purchases issued during the period of August 8, 2013 through September 10, 2013 that were within staff signatory authority:

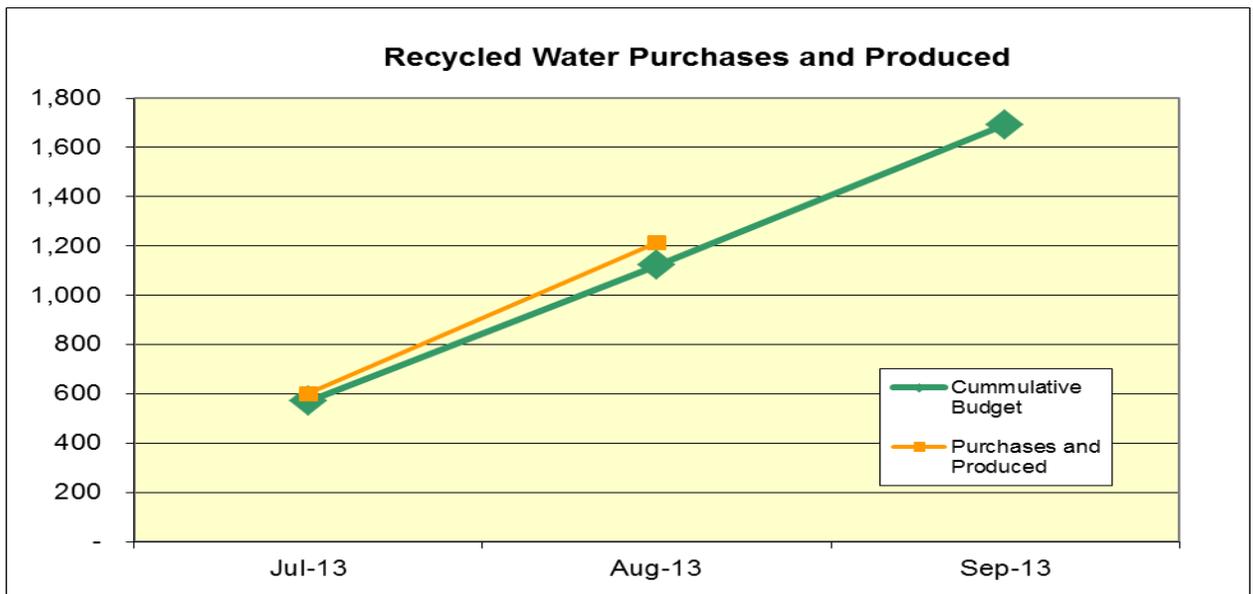
<b>Date</b>	<b>Action</b>	<b>Amount</b>	<b>Contractor/ Consultant</b>	<b>Project</b>
8/8/13	Check Request	\$3,125.00	City of Chula Vista	East Orange Ave Bridge Crossing (P2513)
8/22/13	Check Request	\$2,566.97	Mayer Reprographics	624-2 and 458-2 Reservoirs Exterior/Interior Coating and Upgrades Project (P2493/P2535)
9/9/13	Check Request	\$1,571.87	Mayer Reprographics	927-1 Reservoir Cover Replacement (R2108)

**Water Operations:**

- Total number of potable water meters is 49,108.
- The August potable water purchases were 3,455.5 acre-feet which is 3.1% above the budget of 3,350.8 acre-feet. The cumulative purchases through August is 6,802.4 acre-feet which is 1.7% above the cumulative budget of 6,691.8 acre-feet.



- The August recycled water purchases and production was 612.9 acre-feet which is 11.0% above the budget of 552.1 acre-feet. The cumulative production and purchases through August is 1,213.6 acre-feet which is 8.2% above the cumulative budget of 1,121.6 acre-feet.



- Recycled water consumption for the month of August is as follows:
  - Total consumption was 576.6 acre-feet or 187,826,540 gallons and the average daily consumption was 6,058,921 gallons per day.
  - Total recycled water consumption as of August for FY 2014 is 1108.5 acre-feet.
  - Total number of recycled water meters is 712.
- Wastewater flows for the month of August were as follows:
  - Total basin flow, gallons per day: 1,686,303.
  - Spring Valley Sanitation District Flow to Metro, gallons per day: 558,703.
  - Total Otay flow, gallons per day: 1,127,600.
  - Flow Processed at the Ralph W. Chapman Water Recycling Facility, gallons per day: 1,163,487, from which 35,886 gallons per day were processed from Spring Valley Sanitation District.
  - Flow to Metro from Otay Water District, gallons per day: 0.
- By the end of August there were 6,083 wastewater EDUs.

OTAY WATER DISTRICT  
**COMPARATIVE BUDGET SUMMARY**  
 FOR TWO MONTHS ENDED AUGUST 31, 2013

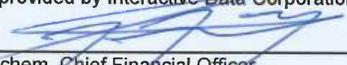
	Annual Budget	YTD Actual	YTD Budget	YTD Variance	Var %
<b>REVENUES:</b>					
Water Sales	\$ 42,668,400	\$ 9,605,123	\$ 9,511,900	\$ 93,223	1.0%
Energy Charges	1,958,100	398,626	393,000	5,626	1.4%
System Charges	11,184,200	1,847,796	1,843,600	4,196	0.2%
MWD & CWA Fixed Charges	10,399,700	1,580,374	1,578,200	2,174	0.1%
Penalties	823,100	151,462	157,700	(6,238)	(4.0%)
Total Water Sales	<u>67,033,500</u>	<u>13,583,381</u>	<u>13,484,400</u>	<u>98,981</u>	<u>0.7%</u>
Recycled Water Sales	8,340,100	2,058,284	2,044,300	13,984	0.7%
Sewer Charges	2,701,600	454,908	443,700	11,208	2.5%
Meter Fees	81,600	12,444	13,600	(1,156)	(8.5%)
Capacity Fee Revenues	1,291,200	164,806	215,200	(50,394)	(23.4%)
Betterment Fees for Maintenance	776,700	130,775	129,500	1,275	1.0%
Non-Operating Revenues	1,846,000	312,009	314,500	(2,491)	(0.8%)
Tax Revenues	3,597,100	73,298	77,300	(4,002)	(5.2%)
Interest	69,100	10,000	11,500	(1,500)	(13.0%)
Transfer from OPEB	149,800	25,000	25,000	-	0.0%
General Fund Draw Down	61,600	10,300	10,300	-	0.0%
Transfer from General Fund	152,800	25,500	25,500	-	0.0%
Total Revenues	<u>\$ 86,101,100</u>	<u>\$ 16,860,705</u>	<u>\$ 16,794,800</u>	<u>\$ 65,905</u>	<u>0.4%</u>
<b>EXPENSES:</b>					
Potable Water Purchases	\$ 33,028,900	\$ 7,233,297	\$ 7,153,400	\$ (79,897)	(1.1%)
Recycled Water Purchases	1,599,500	420,373	408,300	(12,073)	(3.0%)
CWA-Infrastructure Access Charge	1,856,100	306,642	306,600	(42)	(0.0%)
CWA-Customer Service Charge	1,753,600	287,296	287,200	(96)	(0.0%)
CWA-Emergency Storage Charge	4,515,500	724,844	724,800	(44)	(0.0%)
MWD-Capacity Res Charge	531,000	77,440	77,400	(40)	(0.1%)
MWD-Readiness to Serve Charge	1,740,500	290,085	290,200	115	0.0%
Subtotal Water Purchases	<u>45,025,100</u>	<u>9,339,977</u>	<u>9,247,900</u>	<u>(92,077)</u>	<u>(1.0%)</u>
Power Charges	2,693,300	482,158	494,500	12,342	2.5%
Payroll & Related Costs	18,675,400	3,210,322	3,231,300	20,978	0.6%
Material & Maintenance	3,532,900	599,311	618,517	19,206	3.1%
Administrative Expenses	4,702,600	541,452	614,162	72,710	11.8%
Legal Fees	380,000	49,709	63,333	13,625	21.5%
Expansion Reserve	3,428,000	571,300	571,300	-	0.0%
Betterment Reserve	125,000	20,800	20,800	-	0.0%
Replacement Reserve	4,230,000	705,000	705,000	-	0.0%
Sewer General Fund	152,800	25,500	25,500	-	0.0%
OPEB Trust	1,242,900	207,200	207,200	-	0.0%
Potable General Fund	1,913,100	318,900	318,900	-	0.0%
Total Expenses	<u>\$ 86,101,100</u>	<u>\$ 16,071,629</u>	<u>\$ 16,118,412</u>	<u>\$ 46,783</u>	<u>0.3%</u>
<b>EXCESS REVENUES(EXPENSE)</b>	<u>\$ -</u>	<u>\$ 789,076</u>	<u>\$ 676,388</u>	<u>\$ 112,688</u>	

**OTAY  
Portfolio Management  
Portfolio Summary  
August 31, 2013**

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM 360 Equiv.</b>	<b>YTM 365 Equiv.</b>
Federal Agency Issues- Callable	46,735,000.00	46,626,690.95	46,734,900.04	60.58	913	700	0.398	0.404
Certificates of Deposit - Bank	81,326.80	81,326.80	81,326.80	0.11	731	143	0.280	0.284
Local Agency Investment Fund (LAIF)	14,123,508.29	14,127,366.93	14,123,508.29	18.31	1	1	0.267	0.271
San Diego County Pool	16,202,228.07	16,103,000.00	16,202,228.07	21.00	1	1	0.401	0.407
<b>Investments</b>	<b>77,142,063.16</b>	<b>76,938,384.68</b>	<b>77,141,963.20</b>	<b>100.00%</b>	<b>554</b>	<b>425</b>	<b>0.375</b>	<b>0.380</b>
<b>Cash</b>								
Passbook/Checking (not included in yield calculations)	1,483,267.44	1,483,267.44	1,483,267.44		1	1	0.217	0.220
<b>Total Cash and Investments</b>	<b>78,625,330.60</b>	<b>78,421,652.12</b>	<b>78,625,230.64</b>		<b>554</b>	<b>425</b>	<b>0.375</b>	<b>0.380</b>

<b>Total Earnings</b>	<b>August 31 Month Ending</b>	<b>Fiscal Year To Date</b>
Current Year	25,846.69	51,281.67
<b>Average Daily Balance</b>	<b>83,084,007.11</b>	<b>83,285,233.99</b>
<b>Effective Rate of Return</b>	<b>0.37%</b>	<b>0.36%</b>

I hereby certify that the investments contained in this report are made in accordance with the District Investment Policy Number 27 adopted by the Board of Directors on July 3, 2013. The market value information provided by Interactive Data Corporation. The investments provide sufficient liquidity to meet the cash flow requirements of the District for the next six months of expenditures.

  
Joseph Beachem, Chief Financial Officer

9-19-13

Reporting period 08/01/2013-08/31/2013

Run Date: 09/19/2013 - 09:44

Portfolio OTAY  
AP  
PM (PRF\_PM1) 7.3.0  
Report Ver. 7.3.3b

**OTAY WATER DISTRICT  
INVESTMENT PORTFOLIO REVIEW  
August 31, 2013**

**INVESTMENT OVERVIEW & MARKET STATUS:**

The federal funds rate has remained constant now for over 4 years. On December 16, 2008, at the Federal Reserve Board's regular scheduled meeting, the federal funds rate was lowered from 1.00% to "a target range of between Zero and 0.25%" in response to the nation's ongoing financial crisis, as well as banking industry pressure to ease credit and stimulate the economy. This marked the ninth reduction in a row since September 18, 2007, when the rate was 5.25%. There have been no further changes made to the federal funds rate at the Federal Reserve Board's subsequent regular scheduled meetings, the most recent of which was held on September 18, 2013. They went on to say: "*The Committee decided to keep the target range for the federal funds rate at 0 to 1/4 percent and currently anticipates that this exceptionally low range for the federal funds rate will be appropriate at least as long as the unemployment rate remains above 6-1/2 percent, inflation between one and two years ahead is projected to be no more than a half percentage point above the Committee's 2 percent longer-run goal, and longer-term inflation expectations continue to be well anchored.*"

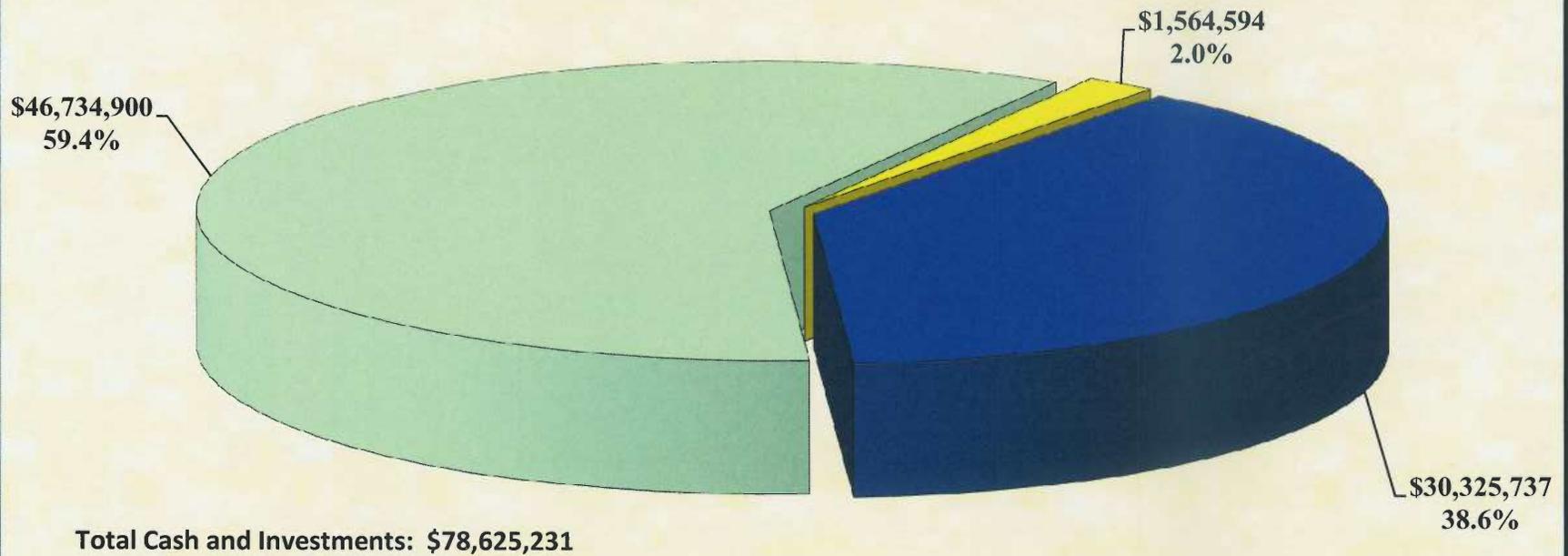
Despite the large drop in available interest rates, the District's overall effective rate of return at August 31, 2013 was 0.37%, which was a basis point above the previous month. At the same time the LAIF return on deposits has declined over the last several months, reaching an average effective yield of 0.271% for the month of August 2013. Based on our success at maintaining a competitive rate of return on our portfolio during this extended period of interest rate declines, no changes in investment strategy regarding returns on investment are being considered at this time. This desired portfolio mix is important in mitigating any liquidity risk from unforeseen changes in LAIF or County Pool policy.

In accordance with the District's Investment Policy, all District funds continue to be managed based on the objectives, in priority order, of safety, liquidity, and return on investment.

**PORTFOLIO COMPLIANCE: August 31, 2013**

<u>Investment</u>	<u>State Limit</u>	<u>Otay Limit</u>	<u>Otay Actual</u>
8.01: Treasury Securities	100%	100%	0
8.02: Local Agency Investment Fund (Operations)	\$50 Million	\$50 Million	\$10.0 Million
8.02: Local Agency Investment Fund (Bonds)	100%	100%	5.19%
8.03: Federal Agency Issues	100%	100%	59.44%
8.04: Certificates of Deposit	30%	15%	0.10%
8.05: Short-Term Commercial Notes	25%	10%	0
8.06: Medium-Term Commercial Debt	30%	10%	0
8.07: Money Market Mutual Funds	20%	10%	0
8.08: San Diego County Pool	100%	100%	20.61%
12.0: Maximum Single Financial Institution	100%	50%	1.89%

## Otay Water District Investment Portfolio: 8/31/2013



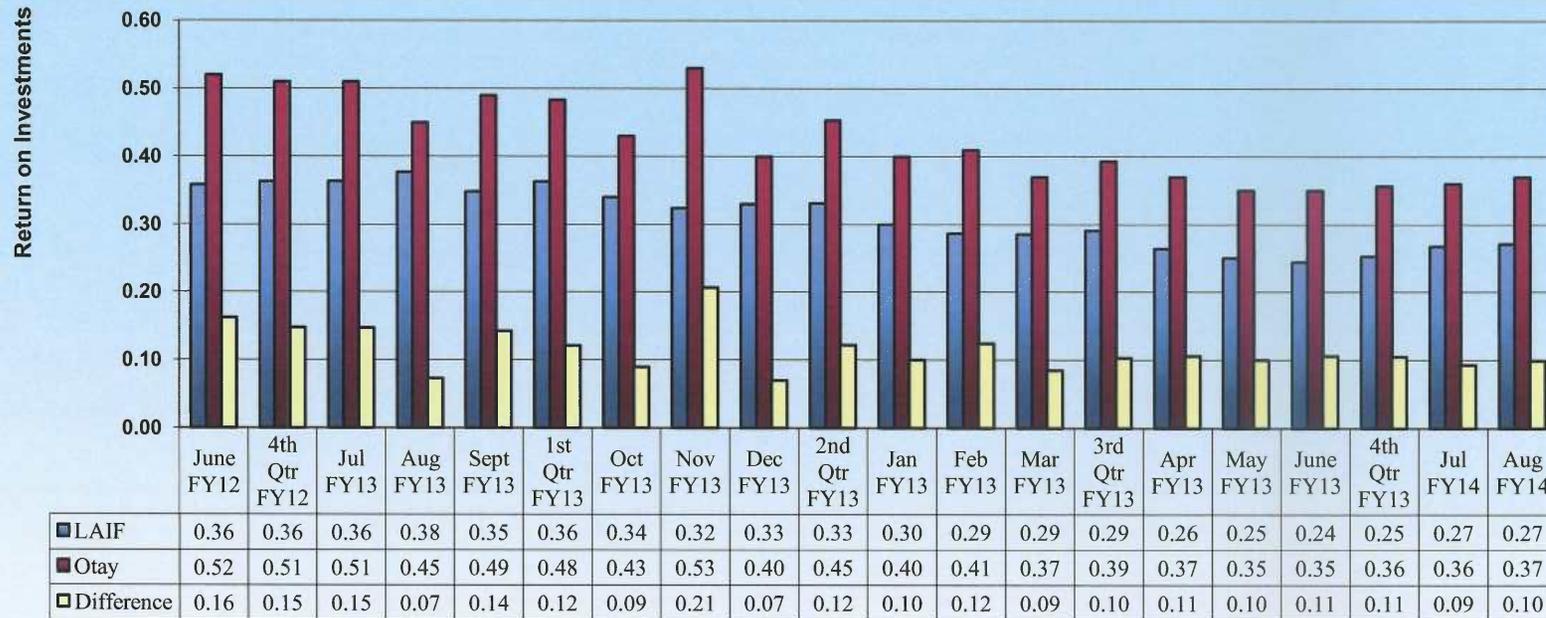
■ Banks (Passbook/Checking/CD)

■ Pools (LAIF & County)

■ Agencies & Corporate Notes

## Performance Measure FY-14 Return on Investment

Target: Meet or Exceed 100% of LAIF



Month



**OTAY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**August 31, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 360	Days to Maturity	Maturity Date
<b>Federal Agency Issues- Callable</b>												
31315PWT2	2267	Federal Agricultural Mortgage		04/25/2013	2,000,000.00	1,990,680.00	2,000,000.00	0.400		0.395	876	01/25/2016
3135G0SQ7	2257	Fannie Mae		12/24/2012	3,000,000.00	2,997,360.00	3,000,000.00	0.400	AA	0.395	661	06/24/2015
3135GOXR9	2269	Fannie Mae		06/06/2013	2,000,000.00	1,978,540.00	2,000,000.00	0.550	AA	0.542	1,101	09/06/2016
3133EAU30	2253	Federal Farm Credit Bank		10/26/2012	3,000,000.00	2,999,430.00	2,999,349.88	0.320	AA	0.336	557	03/12/2015
3133EC2L7	2255	Federal Farm Credit Bank		11/13/2012	3,000,000.00	2,994,120.00	3,000,000.00	0.440	AA	0.434	803	11/13/2015
3133EC6F6	2258	Federal Farm Credit Bank		12/05/2012	3,000,000.00	2,997,630.00	3,000,000.00	0.350	AA	0.345	638	06/01/2015
3133EC7H1	2260	Federal Farm Credit Bank		12/17/2012	3,000,000.00	2,994,060.00	3,000,000.00	0.340		0.335	715	08/17/2015
3133ECA61	2261	Federal Farm Credit Bank		12/18/2012	3,000,000.00	2,995,320.00	2,999,460.83	0.320		0.325	655	06/18/2015
3133762C8	2254	Federal Home Loan Bank		11/09/2012	3,000,000.00	3,002,070.00	3,001,089.33	0.375	AA	0.220	87	11/27/2013
313381UR4	2262	Federal Home Loan Bank		01/30/2013	3,000,000.00	2,996,160.00	3,000,000.00	0.375	AA	0.370	697	07/30/2015
3133822N2	2263	Federal Home Loan Bank		02/20/2013	3,000,000.00	2,998,470.00	3,000,000.00	0.350		0.345	537	02/20/2015
313382R39	2265	Federal Home Loan Bank		04/22/2013	2,705,000.00	2,698,967.85	2,705,000.00	0.375	AA	0.370	781	10/22/2015
313382R39	2266	Federal Home Loan Bank		04/22/2013	1,030,000.00	1,027,703.10	1,030,000.00	0.375	AA	0.370	781	10/22/2015
313382YY3	2268	Federal Home Loan Bank		05/22/2013	2,000,000.00	1,986,660.00	2,000,000.00	0.350	AA	0.345	904	02/22/2016
313383EE7	2270	Federal Home Loan Bank		06/19/2013	2,000,000.00	1,976,080.00	2,000,000.00	0.500	AA	0.493	1,114	09/19/2016
3134G3Y61	2256	Federal Home Loan Mortgage		12/10/2012	3,000,000.00	3,001,470.00	3,000,000.00	0.375	AA	0.370	465	12/10/2014
3134G32R0	2259	Federal Home Loan Mortgage		12/24/2012	3,000,000.00	2,993,370.00	3,000,000.00	0.400	AA	0.395	753	09/24/2015
3134G4C48	2271	Federal Home Loan Mortgage		07/22/2013	2,000,000.00	1,998,600.00	2,000,000.00	1.050		1.036	1,055	07/22/2016
<b>Subtotal and Average</b>			<b>46,735,041.51</b>		<b>46,735,000.00</b>	<b>46,626,690.95</b>	<b>46,734,900.04</b>			<b>0.398</b>	<b>700</b>	
<b>Certificates of Deposit - Bank</b>												
2050003183-5	2229	California Bank & Trust		01/22/2012	81,326.80	81,326.80	81,326.80	0.280		0.280	143	01/22/2014
<b>Subtotal and Average</b>			<b>81,326.80</b>		<b>81,326.80</b>	<b>81,326.80</b>	<b>81,326.80</b>			<b>0.280</b>	<b>143</b>	
<b>Local Agency Investment Fund (LAIF)</b>												
LAIF	9001	STATE OF CALIFORNIA		07/01/2004	10,040,060.47	10,042,803.48	10,040,060.47	0.271		0.267	1	
LAIF BABS 2010	9012	STATE OF CALIFORNIA		04/21/2010	4,083,447.82	4,084,563.45	4,083,447.82	0.271		0.267	1	
<b>Subtotal and Average</b>			<b>13,365,443.77</b>		<b>14,123,508.29</b>	<b>14,127,366.93</b>	<b>14,123,508.29</b>			<b>0.267</b>	<b>1</b>	
<b>San Diego County Pool</b>												
SD COUNTY POOL	9007	San Diego County		07/01/2004	16,202,228.07	16,103,000.00	16,202,228.07	0.407		0.401	1	
<b>Subtotal and Average</b>			<b>18,782,873.23</b>		<b>16,202,228.07</b>	<b>16,103,000.00</b>	<b>16,202,228.07</b>			<b>0.401</b>	<b>1</b>	

**OTAY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**August 31, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 360	Days to Maturity
		Total and Average	83,084,007.11		77,142,063.16	76,938,384.68	77,141,963.20			0.375	425

**OTAY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**August 31, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 360	Days to Maturity
<b>Union Bank</b>											
UNION MONEY	9002	STATE OF CALIFORNIA		07/01/2004	10,010.08	10,010.08	10,010.08	0.010		0.010	1
PETTY CASH	9003	STATE OF CALIFORNIA		07/01/2004	2,950.00	2,950.00	2,950.00			0.000	1
UNION OPERATING	9004	STATE OF CALIFORNIA		07/01/2004	1,306,149.39	1,306,149.39	1,306,149.39	0.250		0.247	1
PAYROLL	9005	STATE OF CALIFORNIA		07/01/2004	27,392.60	27,392.60	27,392.60			0.000	1
RESERVE-10 COPS	9010	STATE OF CALIFORNIA		04/20/2010	689.29	689.29	689.29	0.010		0.010	1
RESERVE-10 BABS	9011	STATE OF CALIFORNIA		04/20/2010	2,421.41	2,421.41	2,421.41	0.010		0.010	1
UBNA-2010 BOND	9013	STATE OF CALIFORNIA		04/20/2010	99,496.36	99,496.36	99,496.36			0.000	1
UBNA-FLEX ACCT	9014	STATE OF CALIFORNIA		01/01/2011	34,158.31	34,158.31	34,158.31			0.000	1
		<b>Average Balance</b>	<b>0.00</b>								<b>1</b>
<b>Total Cash and Investments</b>			<b>83,084,007.11</b>		<b>78,625,330.60</b>	<b>78,421,652.12</b>	<b>78,625,230.64</b>			<b>0.375</b>	<b>425</b>

**OTAY**  
**Portfolio Management**  
**Interest Earnings Summary**  
**August 31, 2013**

	August 31 Month Ending	Fiscal Year To Date
<b>CD/Coupon/Discount Investments:</b>		
Interest Collected	12,100.00	17,725.00
Plus Accrued Interest at End of Period	42,898.05	42,898.05
Less Accrued Interest at Beginning of Period	( 38,948.78)	( 29,749.47)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	16,049.27	30,873.58
Adjusted by Premiums and Discounts	-302.43	-604.86
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	15,746.84	30,268.72
<b>Pass Through Securities:</b>		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 0.00)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
<b>Cash/Checking Accounts:</b>		
Interest Collected	465.50	24,302.71
Plus Accrued Interest at End of Period	20,570.79	20,570.79
Less Accrued Interest at Beginning of Period	( 10,936.44)	( 23,860.55)
Interest Earned during Period	10,099.85	21,012.95
<b>Total Interest Earned during Period</b>	<b>26,149.12</b>	<b>51,886.53</b>
<b>Total Adjustments from Premiums and Discounts</b>	<b>-302.43</b>	<b>-604.86</b>
<b>Total Capital Gains or Losses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Earnings during Period</b>	<b>25,846.69</b>	<b>51,281.67</b>

**OTAY  
Activity Report  
Sorted By Issuer  
August 1, 2013 - August 31, 2013**

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
<b>Issuer: STATE OF CALIFORNIA</b>									
<b>Union Bank</b>									
UNION MONEY	9002	STATE OF CALIFORNIA			0.010		5,014,833.91	5,014,825.57	
UNION OPERATING PAYROLL	9004	STATE OF CALIFORNIA			0.250		1,484,128.05	1,185,911.72	
	9005	STATE OF CALIFORNIA					0.00	331,929.01	
UBNA-FLEX ACCT	9014	STATE OF CALIFORNIA					0.00	9,817.19	
		<b>Subtotal and Balance</b>		<b>1,526,788.97</b>			<b>6,498,961.96</b>	<b>6,542,483.49</b>	<b>1,483,267.44</b>
<b>Local Agency Investment Fund (LAIF)</b>									
LAIF	9001	STATE OF CALIFORNIA			0.271		4,600,000.00	3,500,000.00	
		<b>Subtotal and Balance</b>		<b>13,023,508.29</b>			<b>4,600,000.00</b>	<b>3,500,000.00</b>	<b>14,123,508.29</b>
		<b>Issuer Subtotal</b>	<b>19.850%</b>	<b>14,550,297.26</b>			<b>11,098,961.96</b>	<b>10,042,483.49</b>	<b>15,606,775.73</b>
<b>Issuer: California Bank &amp; Trust</b>									
<b>Certificates of Deposit - Bank</b>									
		<b>Subtotal and Balance</b>		<b>81,326.80</b>					<b>81,326.80</b>
		<b>Issuer Subtotal</b>	<b>0.103%</b>	<b>81,326.80</b>			<b>0.00</b>	<b>0.00</b>	<b>81,326.80</b>
<b>Issuer: Federal Agricultural Mortgage</b>									
<b>Federal Agency Issues- Callable</b>									
		<b>Subtotal and Balance</b>		<b>2,000,000.00</b>					<b>2,000,000.00</b>
		<b>Issuer Subtotal</b>	<b>2.544%</b>	<b>2,000,000.00</b>			<b>0.00</b>	<b>0.00</b>	<b>2,000,000.00</b>
<b>Issuer: Fannie Mae</b>									
<b>Federal Agency Issues- Callable</b>									
		<b>Subtotal and Balance</b>		<b>5,000,000.00</b>					<b>5,000,000.00</b>
		<b>Issuer Subtotal</b>	<b>6.359%</b>	<b>5,000,000.00</b>			<b>0.00</b>	<b>0.00</b>	<b>5,000,000.00</b>

OTAY  
Activity Report  
August 1, 2013 - August 31, 2013

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
<b>Issuer: Federal Farm Credit Bank</b>									
<b>Federal Agency Issues- Callable</b>									
				15,000,000.00					15,000,000.00
			19.078%	15,000,000.00			0.00	0.00	15,000,000.00
<b>Issuer: Federal Home Loan Bank</b>									
<b>Federal Agency Issues- Callable</b>									
				16,735,000.00					16,735,000.00
			21.284%	16,735,000.00			0.00	0.00	16,735,000.00
<b>Issuer: Federal Home Loan Mortgage</b>									
<b>Federal Agency Issues- Callable</b>									
				8,000,000.00					8,000,000.00
			10.175%	8,000,000.00			0.00	0.00	8,000,000.00
<b>Issuer: San Diego County</b>									
<b>San Diego County Pool</b>									
SD COUNTY POOL	9007	San Diego County			0.407		0.00	4,000,000.00	
				20,202,228.07			0.00	4,000,000.00	16,202,228.07
			20.607%	20,202,228.07			0.00	4,000,000.00	16,202,228.07
		<b>Total</b>	<b>100.000%</b>	<b>81,568,852.13</b>			<b>11,098,961.96</b>	<b>14,042,483.49</b>	<b>78,625,330.60</b>

**OTAY**  
**GASB 31 Compliance Detail**  
**Sorted by Fund - Fund**  
**August 1, 2013 - August 31, 2013**

CUSIP	Investment #	Fund	Investment Class	Maturity Date	Beginning Invested Value	Purchase of Principal	Addition to Principal	Redemption of Principal	Adjustment in Value		Ending Invested Value
									Amortization Adjustment	Change in Market Value	
<b>Fund: Treasury Fund</b>											
LAIF	9001	99	Fair Value		8,942,502.96	0.00	4,600,000.00	3,500,000.00	0.00	300.53	10,042,803.48
UNION MONEY	9002	99	Amortized		10,001.74	0.00	5,014,833.91	5,014,825.57	0.00	0.00	10,010.08
PETTY CASH	9003	99	Amortized		2,950.00	0.00	0.00	0.00	0.00	0.00	2,950.00
UNION OPERATING	9004	99	Amortized		1,007,933.06	0.00	1,484,128.05	1,185,911.72	0.00	0.00	1,306,149.39
PAYROLL	9005	99	Amortized		359,321.61	0.00	0.00	331,929.01	0.00	0.00	27,392.60
SD COUNTY POOL	9007	99	Fair Value		20,102,000.00	0.00	0.00	4,000,000.00	0.00	1,000.00	16,103,000.00
RESERVE-10 COPS	9010	99	Amortized		689.29	0.00	0.00	0.00	0.00	0.00	689.29
RESERVE-10 BABS	9011	99	Amortized		2,421.41	0.00	0.00	0.00	0.00	0.00	2,421.41
LAIF BABS 2010	9012	99	Fair Value		4,084,563.45	0.00	0.00	0.00	0.00	0.00	4,084,563.45
UBNA-2010 BOND	9013	99	Amortized		99,496.36	0.00	0.00	0.00	0.00	0.00	99,496.36
UBNA-FLEX ACCT	9014	99	Amortized		43,975.50	0.00	0.00	9,817.19	0.00	0.00	34,158.31
2050003183-5	2229	99	Amortized	01/22/2014	81,326.80	0.00	0.00	0.00	0.00	0.00	81,326.80
3133EAU30	2253	99	Fair Value	03/12/2015	3,000,090.00	0.00	0.00	0.00	0.00	-660.00	2,999,430.00
3133762C8	2254	99	Fair Value	11/27/2013	3,002,760.00	0.00	0.00	0.00	0.00	-690.00	3,002,070.00
3133EC2L7	2255	99	Fair Value	11/13/2015	2,997,120.00	0.00	0.00	0.00	0.00	-3,000.00	2,994,120.00
3134G3Y61	2256	99	Fair Value	12/10/2014	3,001,770.00	0.00	0.00	0.00	0.00	-300.00	3,001,470.00
3135G0SQ7	2257	99	Fair Value	06/24/2015	2,999,430.00	0.00	0.00	0.00	0.00	-2,070.00	2,997,360.00
3133EC6F6	2258	99	Fair Value	06/01/2015	3,000,540.00	0.00	0.00	0.00	0.00	-2,910.00	2,997,630.00
3134G32R0	2259	99	Fair Value	09/24/2015	2,995,260.00	0.00	0.00	0.00	0.00	-1,890.00	2,993,370.00
3133EC7H1	2260	99	Fair Value	08/17/2015	2,996,670.00	0.00	0.00	0.00	0.00	-2,610.00	2,994,060.00
3133ECA61	2261	99	Fair Value	06/18/2015	2,997,900.00	0.00	0.00	0.00	0.00	-2,580.00	2,995,320.00
313381UR4	2262	99	Fair Value	07/30/2015	2,998,200.00	0.00	0.00	0.00	0.00	-2,040.00	2,996,160.00
3133822N2	2263	99	Fair Value	02/20/2015	2,999,640.00	0.00	0.00	0.00	0.00	-1,170.00	2,998,470.00
313382R39	2265	99	Fair Value	10/22/2015	2,700,996.60	0.00	0.00	0.00	0.00	-2,028.75	2,698,967.85
313382R39	2266	99	Fair Value	10/22/2015	1,028,475.60	0.00	0.00	0.00	0.00	-772.50	1,027,703.10
31315PWT2	2267	99	Fair Value	01/25/2016	1,993,240.00	0.00	0.00	0.00	0.00	-2,560.00	1,990,680.00
313382YY3	2268	99	Fair Value	02/22/2016	1,989,200.00	0.00	0.00	0.00	0.00	-2,540.00	1,986,660.00
3135GOXR9	2269	99	Fair Value	09/06/2016	1,984,800.00	0.00	0.00	0.00	0.00	-6,260.00	1,978,540.00
313383EE7	2270	99	Fair Value	09/19/2016	1,983,240.00	0.00	0.00	0.00	0.00	-7,160.00	1,976,080.00
3134G4C48	2271	99	Fair Value	07/22/2016	2,002,640.00	0.00	0.00	0.00	0.00	-4,040.00	1,998,600.00
			<b>Subtotal</b>		<b>81,409,154.38</b>	<b>0.00</b>	<b>11,098,961.96</b>	<b>14,042,483.49</b>	<b>0.00</b>	<b>-43,980.72</b>	<b>78,421,652.12</b>

Portfolio OTAY  
AC

OTAY  
 GASB 31 Compliance Detail  
 Sorted by Fund - Fund

CUSIP	Investment #	Fund	Investment Class	Maturity Date	Beginning Invested Value	Purchase of Principal	Addition to Principal	Redemption of Principal	Adjustment in Value		Ending Invested Value
									Amortization Adjustment	Change in Market Value	
				Total	81,409,154.38	0.00	11,098,961.96	14,042,483.49	0.00	-43,980.72	78,421,652.12

**OTAY**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**August 1, 2013 - August 31, 2013**  
**Yield on Beginning Book Value**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Treasury Fund</b>												
LAIF	9001	99	LA1	10,040,060.47	8,940,060.47	10,040,060.47		0.271	0.281	2,136.38	0.00	2,136.38
UNION MONEY	9002	99	PA1	10,010.08	10,001.74	10,010.08		0.010	1.173	9.96	0.00	9.96
UNION OPERATING	9004	99	PA1	1,306,149.39	1,007,933.06	1,306,149.39		0.250	0.609	520.92	0.00	520.92
SD COUNTY POOL	9007	99	LA3	16,202,228.07	20,202,228.07	16,202,228.07		0.407	0.378	6,492.70	0.00	6,492.70
RESERVE-10 COPS	9010	99	PA1	689.29	689.29	689.29		0.010	0.017	0.01	0.00	0.01
RESERVE-10 BABS	9011	99	PA1	2,421.41	2,421.41	2,421.41		0.010	0.010	0.02	0.00	0.02
LAIF BABS 2010	9012	99	LA1	4,083,447.82	4,083,447.82	4,083,447.82		0.271	0.271	939.86	0.00	939.86
2050003183-5	2229	99	BCD	81,326.80	81,326.80	81,326.80	01/22/2014	0.280	0.284	19.60	0.00	19.60
3133EAU30	2253	99	MC1	3,000,000.00	2,999,297.31	2,999,349.88	03/12/2015	0.320	0.335	800.00	52.57	852.57
3133762C8	2254	99	MC1	3,000,000.00	3,001,469.33	3,001,089.33	11/27/2013	0.375	0.219	937.50	-380.00	557.50
3133EC2L7	2255	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	11/13/2015	0.440	0.432	1,100.00	0.00	1,100.00
3134G3Y61	2256	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	12/10/2014	0.375	0.368	937.50	0.00	937.50
3135G0SQ7	2257	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	06/24/2015	0.400	0.392	1,000.00	0.00	1,000.00
3133EC6F6	2258	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	06/01/2015	0.350	0.343	875.00	0.00	875.00
3134G32R0	2259	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	09/24/2015	0.400	0.392	1,000.00	0.00	1,000.00
3133EC7H1	2260	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	08/17/2015	0.340	0.334	850.00	0.00	850.00
3133ECA61	2261	99	MC1	3,000,000.00	2,999,435.83	2,999,460.83	06/18/2015	0.320	0.324	800.00	25.00	825.00
313381UR4	2262	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	07/30/2015	0.375	0.368	937.50	0.00	937.50
3133822N2	2263	99	MC1	3,000,000.00	3,000,000.00	3,000,000.00	02/20/2015	0.350	0.343	875.00	0.00	875.00
313382R39	2265	99	MC1	2,705,000.00	2,705,000.00	2,705,000.00	10/22/2015	0.375	0.368	845.31	0.00	845.31
313382R39	2266	99	MC1	1,030,000.00	1,030,000.00	1,030,000.00	10/22/2015	0.375	0.368	321.87	0.00	321.87
31315PWT2	2267	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	01/25/2016	0.400	0.392	666.67	0.00	666.67
313382YY3	2268	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	02/22/2016	0.350	0.343	583.33	0.00	583.33
3135GOXR9	2269	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	09/06/2016	0.550	0.540	916.66	0.00	916.66
313383EE7	2270	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	09/19/2016	0.500	0.491	833.33	0.00	833.33
3134G4C48	2271	99	MC1	2,000,000.00	2,000,000.00	2,000,000.00	07/22/2016	1.050	1.030	1,750.00	0.00	1,750.00
<b>Subtotal</b>				<b>78,461,333.33</b>	<b>81,063,311.13</b>	<b>78,461,233.37</b>		<b>0.375</b>		<b>26,149.12</b>	<b>-302.43</b>	<b>25,846.69</b>
<b>Total</b>				<b>78,461,333.33</b>	<b>81,063,311.13</b>	<b>78,461,233.37</b>		<b>0.375</b>		<b>26,149.12</b>	<b>-302.43</b>	<b>25,846.69</b>

Portfolio OTAY

AC

**OTAY**  
**Duration Report**  
**Sorted by Investment Type - Investment Type**  
**Through 08/31/2013**

Security ID	Investment #	Fund	Issuer	Investment Class	Book Value	Par Value	Market Value	Current Rate	YTM 360	Current Yield	Maturity/ Call Date	Modified Duration
3134G32R0	2259	99	Federal Home Loan Mortgage	Fair	3,000,000.00	3,000,000.00	2,993,370.00	.4000000	0.395	0.508	09/24/2015	2.050
3134G4C48	2271	99	Federal Home Loan Mortgage	Fair	2,000,000.00	2,000,000.00	1,998,600.00	1.050000	1.036	1.075	07/22/2016	2.837
3134G3Y61	2256	99	Federal Home Loan Mortgage	Fair	3,000,000.00	3,000,000.00	3,001,470.00	.3750000	0.370	0.277	12/10/2014	1.270
313382R39	2265	99	Federal Home Loan Bank	Fair	2,705,000.00	2,705,000.00	2,698,967.85	.3750000	0.370	0.480	10/22/2015	2.127
313381UR4	2262	99	Federal Home Loan Bank	Fair	3,000,000.00	3,000,000.00	2,996,160.00	.3750000	0.370	0.442	07/30/2015	1.904
3133822N2	2263	99	Federal Home Loan Bank	Fair	3,000,000.00	3,000,000.00	2,998,470.00	.3500000	0.345	0.385	02/20/2015	1.463
313382R39	2266	99	Federal Home Loan Bank	Fair	1,030,000.00	1,030,000.00	1,027,703.10	.3750000	0.370	0.480	10/22/2015	2.127
3133762C8	2254	99	Federal Home Loan Bank	Fair	3,001,089.33	3,000,000.00	3,002,070.00	.3750000	0.220	0.237	11/27/2013	0.238
313382YY3	2268	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	1,986,660.00	.3500000	0.345	0.622	02/22/2016	2.458
313383EE7	2270	99	Federal Home Loan Bank	Fair	2,000,000.00	2,000,000.00	1,976,080.00	.5000000	0.493	0.898	09/19/2016	3.013
3133ECA61	2261	99	Federal Farm Credit Bank	Fair	2,999,460.83	3,000,000.00	2,995,320.00	.3200000	0.325	0.407	06/18/2015	1.788
3133EC6F6	2258	99	Federal Farm Credit Bank	Fair	3,000,000.00	3,000,000.00	2,997,630.00	.3500000	0.345	0.395	06/01/2015	1.741
3133EAU30	2253	99	Federal Farm Credit Bank	Fair	2,999,349.88	3,000,000.00	2,999,430.00	.3200000	0.336	0.332	03/12/2015	1.522
3133EC7H1	2260	99	Federal Farm Credit Bank	Fair	3,000,000.00	3,000,000.00	2,994,060.00	.3400000	0.335	0.737	08/17/2015	1.949
3133EC2L7	2255	99	Federal Farm Credit Bank	Fair	3,000,000.00	3,000,000.00	2,994,120.00	.4400000	0.434	0.530	11/13/2015	2.183
3135GOXR9	2269	99	Fannie Mae	Fair	2,000,000.00	2,000,000.00	1,978,540.00	.5500000	0.542	0.912	09/06/2016	2.975
3135G0SQ7	2257	99	Fannie Mae	Fair	3,000,000.00	3,000,000.00	2,997,360.00	.4000000	0.395	0.449	06/24/2015	1.803
31315PWT2	2267	99	Federal Agricultural Mortgage	Fair	2,000,000.00	2,000,000.00	1,990,680.00	.4000000	0.395	0.596	01/25/2016	2.380
2050003183-5	2229	99	California Bank & Trust	Amort	81,326.80	81,326.80	81,326.80	.2800000	0.280	0.280	01/22/2014	0.390
LAIF BABS 2010	9012	99	STATE OF CALIFORNIA	Fair	4,083,447.82	4,083,447.82	4,084,563.45	.2710000	0.267	0.271		0.000
LAIF COPS07	9009	99	STATE OF CALIFORNIA	Fair	0.00	0.00	0.00	.0000001	0.000	0.000		0.000
LAIF	9001	99	STATE OF CALIFORNIA	Fair	10,040,060.47	10,040,060.47	10,042,803.48	.2710000	0.267	0.271		0.000
SD COUNTY	9007	99	San Diego County	Fair	16,202,228.07	16,202,228.07	16,103,000.00	.4070000	0.401	0.407		0.000
<b>Report Total</b>					<b>77,141,963.20</b>	<b>77,142,063.16</b>	<b>76,938,384.68</b>			<b>0.447</b>		<b>1.153</b>



### STAFF REPORT

TYPE MEETING: Regular Board	MEETING DATE: October 2, 2013
SUBMITTED BY: Kevin Koeppen, Finance <i>AK</i> Manager, Treasury & Acct	W.O./G.F. NO: DIV. NO.
APPROVED BY: Joseph Beachem, Chief Financial Officer (Chief)	
APPROVED BY: German Alvarez, Assistant General Manager (Asst. GM)	
SUBJECT: Accounts Payable Demand List	

**PURPOSE:**

Attached is the list of demands for the Board's information.

**FISCAL IMPACT:**

SUMMARY FOR PERIOD 8/22/2013 - 9/18/2013	NET DEMANDS
CHECKS (2037982 - 2038295)	\$ 1,373,708.01
VOID CHECKS (1)	(\$ 274.23)
TOTAL CHECKS	\$ 1,373,433.78
WIRE TO:	
CITY TREASURER - METROPOLITAN SEWERAGE SYSTEM (QUARTERLY)	\$ 255,431.00
DELTA DENTAL OF CALIFORNIA - DENTAL & COBRA CLAIMS (AUG 2013)	\$ 18,110.00
OTAY WATER DISTRICT - BI-WEEKLY PAYROLL DEDUCTION	\$ 693.00
OTAY WATER DISTRICT - BI-WEEKLY PAYROLL DEDUCTION	\$ 707.00
SAN DIEGO COUNTY WATER AUTH - WATER DELIVERIES & CHARGES (JULY 2013)	\$ 4,176,405.58
UNION BANK - BI-WEEKLY PAYROLL TAXES	\$ 146,648.82
UNION BANK - BI-WEEKLY PAYROLL TAXES - FICA: Payment	\$ 136,562.32
UNION BANK NA - COPS 2004 (SEMI-ANNUAL)	\$ 724,822.52
UNION BANK NA - COPS 2007 (SEMI-ANNUAL)	\$ 1,740,884.13
UNION BANK NA - COPS 2010 (SEMI-ANNUAL)	\$ 1,899,887.67
UNION BANK NA - COPS 96 (ANNUAL)	\$ 500,775.47
UNION BANK NA - ID 27 SERIES 2009 BONDS (SEMI-ANNUAL)	\$ 649,231.25
<b>TOTAL CASH DISBURSEMENTS</b>	<b>\$ 11,623,592.54</b>

**RECOMMENDED ACTION:**

That the Board receive the attached list of demands.

Jb/Attachment

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
2038196	09/18/13	08488	ABLEFORCE INC	3917	08/20/13	PROGRAMMING SERVICES (7/31/13-8/6/13)	687.50	687.50
2038197	09/18/13	12174	AECOM TECHNICAL SERVICES INC	9	08/19/13	DISINFECTION SYSTEM (ENDING 8/2/13)	70,804.44	70,804.44
2038198	09/18/13	11462	AEGIS ENGINEERING MGMT INC	1044	08/20/13	PLAN CHECKING (6/29/13-7/26/13)	3,190.74	3,190.74
2038043	09/04/13	11462	AEGIS ENGINEERING MGMT INC	1132	09/03/13	DEVELOPER PLANCHECKS (6/29/13-7/26/13)	8,013.04	8,013.04
2038044	09/04/13	07732	AIRGAS SPECIALTY PRODUCTS INC	131300804	08/14/13	AQUA AMMONIA	3,009.31	
				131300805	08/14/13	AQUA AMMONIA	2,006.21	
				131300803	08/14/13	AQUA AMMONIA	1,630.37	6,645.89
2038199	09/18/13	13753	AIRGAS USA LLC	9912290887	08/31/13	BREATHING AIR	41.75	41.75
2037982	08/28/13	13753	AIRGAS USA LLC	9911556958	07/31/13	BREATHING AIR	41.75	41.75
2038200	09/18/13	14811	ALARMS UNLIMITED INC	153527	08/21/13	SECURITY UPGRADES	777.26	
				153519	08/21/13	SECURITY UPGRADES	299.00	1,076.26
2038045	09/04/13	14256	ALLIANT INSURANCE SERVICES INC	67131	06/04/13	CONSULTING SERVICES (QUARTERLY)	6,750.00	6,750.00
2038105	09/11/13	02362	ALLIED WASTE SERVICES # 509	0509005290844	08/25/13	TRASH SERVICES (SEPT 2013)	67.49	67.49
2038046	09/04/13	02362	ALLIED WASTE SERVICES # 509	0509005289183	08/25/13	TRASH SERVICES (SEPT 2013)	530.33	530.33
2038106	09/11/13	15096	ALMA & ROBERT PEREZ	4982709200	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2037983	08/28/13	15052	ALMA OROZCO	UB202336020	08/26/13	CUSTOMER REFUND	155.23	155.23
2038107	09/11/13	15100	ALMA PALAFOX	5144422900	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038201	09/18/13	12911	ALTA LAND SURVEYING INC	29	08/30/13	SURVEY SERVICES (ENDING 8/30/13)	25,067.50	25,067.50
2038047	09/04/13	14462	ALYSON CONSULTING	CM201312	08/08/13	INSPECTION FY13-15 (FOR SR94 - 8/8/13)	1,650.00	1,650.00
2038108	09/11/13	06166	AMERICAN MESSAGING	L1109570NI	09/01/13	PAGER SERVICES (AUG 2013)	205.11	205.11
2038048	09/04/13	00002	ANSWER INC	8763	08/22/13	ANSWERING SERVICES (MONTHLY)	1,100.00	1,100.00
2038049	09/04/13	08967	ANTHEM BLUE CROSS EAP	41161	08/23/13	EMPLOYEE ASSISTANCE PROG (SEPT 2013)	316.66	316.66
2038109	09/11/13	15095	ANTONIO & MELISSA PISCITELLO	5144431200	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038202	09/18/13	02829	APPLIED TECHNOLOGY GROUP INC	INV0000002228	08/26/13	INET RADIO REPAIR/EXCHANGE	520.32	520.32
2038203	09/18/13	13311	ASHLEY NEWTON	UB173197	09/10/13	CUSTOMER REFUND	23.20	23.20
2038050	09/04/13	05758	AT&T	61942256050813	08/20/13	ACCESS TRANSPORT SVCS (8/20/13-9/19/13)	70.94	70.94

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check Total</u>
2038051	09/04/13	05758	AT&T	61969851400813	08/24/13	LONG DISTANCE (MONTHLY)	37.00	37.00
2037984	08/28/13	05758	AT&T	61967053090813	08/15/13	LONG DISTANCE (MONTHLY)	37.00	37.00
2038110	09/11/13	05758	AT&T	082164572808251	08/25/13	ACCESS TRANSPORT SVCS (8/25/13-9/24/13))	2,267.47	2,267.47
2037985	08/28/13	15054	AUTUMN HILLS HOA	WOD0884	08/22/13	W/O REFUND D0884-090135	1,309.84	1,309.84
2038111	09/11/13	14916	BARBARA HOWARD	5144431400	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038052	09/04/13	06285	BARTEL ASSOCIATES LLC	13437	08/05/13	ACTUARIAL SERVICES (JULY 2013)	7,000.00	7,000.00
2038204	09/18/13	05831	BEARCOM WIRELESS WORLDWIDE	4229260	08/26/13	RADIO REPAIRS	325.00	325.00
2038205	09/18/13	04806	BJ'S RENTALS	493263	08/19/13	CONCRETE	145.80	145.80
2038112	09/11/13	15125	BLANCA BELTRAN	Ref002430279	09/11/13	UB Refund Cst #0000193865	21.46	21.46
2037986	08/28/13	15058	BLANCA LOPEZ GARCIA	Ref002430005	08/27/13	UB Refund Cst #0000040243	72.97	72.97
2038113	09/11/13	15093	BONNIE L WHITE REVOCABLE 2008	5144430400	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038114	09/11/13	15094	BOSWORTH FAMILY TRUST	5144430700	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038115	09/11/13	15092	BRADCO INTERNATIONAL LTD	5144410300	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038116	09/11/13	15087	BRADFORD M & TERRI S KLEMSTINE	5144100600	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038117	09/11/13	15115	BRADY FAMILY TRUST	5144430300	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038206	09/18/13	10970	BRENNTAG PACIFIC INC	BPI340936	08/30/13	SODIUM HYPOCHLORITE	2,874.30	
				BPI338352	08/22/13	SODIUM HYPOCHLORITE	2,840.52	
				BPI338854	08/26/13	SODIUM HYPOCHLORITE	2,606.17	
				BPI336404	08/19/13	SODIUM HYPOCHLORITE	2,193.06	
				BPI337850	08/22/13	SODIUM HYPOCHLORITE	1,680.77	
				BPI340935	08/30/13	SODIUM HYPOCHLORITE	1,621.91	
				BPI338855	08/26/13	SODIUM HYPOCHLORITE	1,491.11	
				BPI336403	08/19/13	SODIUM HYPOCHLORITE	1,037.67	
				BPI341307	08/26/13	SODIUM HYPOCHLORITE	866.55	
				BPI336402	08/19/13	SODIUM HYPOCHLORITE	827.30	
				BPI338590	08/26/13	SODIUM HYPOCHLORITE	755.37	18,794.73
2038053	09/04/13	10970	BRENNTAG PACIFIC INC	BPI335939	08/16/13	SODIUM HYPOCHLORITE	3,447.64	
				BPI331859	08/05/13	SODIUM HYPOCHLORITE	2,086.24	
				BPI334075	08/12/13	SODIUM HYPOCHLORITE	1,642.62	
				BPI333654	08/09/13	SODIUM HYPOCHLORITE	1,607.74	

**CHECK REGISTER**

**Otay Water District**

Date Range: 8/22/2013 - 9/18/2013

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check Total</u>
				BPI331860	08/05/13	SODIUM HYPOCHLORITE	1,019.14	
				BPI334076	08/12/13	SODIUM HYPOCHLORITE	979.91	
				BPI331636	08/05/13	SODIUM HYPOCHLORITE	876.36	
				BPI335452	08/15/13	SODIUM HYPOCHLORITE	860.00	
				BPI334074	08/12/13	SODIUM HYPOCHLORITE	767.35	13,287.00
2038118	09/11/13	15122	BRIAN BANKO	Ref002430276	09/11/13	UB Refund Cst #0000156203	46.15	46.15
2038119	09/11/13	03450	BUELNA, ARMANDO	090913	09/09/13	EMPLOYEE PROGRAM (9/7/13)	180.00	180.00
2038207	09/18/13	11048	CABLE PIPE & LEAK DETECTION	468676	08/19/13	LEAK DETECTION SERVICES	270.00	270.00
2037987	08/28/13	01060	CALIFORNIA SOCIETY OF	082613OB	08/26/13	APPLICATION FEES - OPERATING BUDGET	150.00	150.00
2037988	08/28/13	01060	CALIFORNIA SOCIETY OF	082613CB	08/26/13	APPLICATION FEES - CAPITAL BUDGET	150.00	150.00
2038054	09/04/13	01004	CALOLYMPIC SAFETY	319024	08/05/13	AMMONIA CAL-GAS	336.28	336.28
2038120	09/11/13	04071	CAPITOL WEBWORKS LLC	25719	07/31/13	ELECTRONIC FILING FEE (QUARTERLY)	45.00	45.00
2038121	09/11/13	15098	CARLOS I HERNANDEZ	5144420400	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038208	09/18/13	02758	CARMEL BUSINESS SYSTEMS INC	7702	08/23/13	RECORDS DISPOSAL SERVICES (8/20/13)	38.50	38.50
2037989	08/28/13	00848	CASS CONSTRUCTION INC	T130700001	07/31/13	16-INCH MAIN REPAIR	24,547.24	24,547.24
2037990	08/28/13	15068	CATHERINE LOPEZ	Ref002430017	08/27/13	UB Refund Cst #0000185698	181.73	181.73
2037991	08/28/13	09801	CENTERBEAM INC	150779		CREDIT MEMO	-59.58	
				18018	04/29/13	NETWORK MAINTENANCE	1,881.25	
				18418	06/28/13	NETWORK MAINTENANCE	1,225.00	3,046.67
2037992	08/28/13	15065	CHRISTINA POEPEL	Ref002430013	08/27/13	UB Refund Cst #0000144498	29.43	29.43
2037993	08/28/13	15070	CHRISTOPHER HOWELL	Ref002430019	08/27/13	UB Refund Cst #0000193703	40.77	40.77
2038122	09/11/13	07830	CHRISTOPHER KLEMPAY	UB035099958	09/06/13	CUSTOMER REFUND	23.05	23.05
2038209	09/18/13	08895	CITY OF LA MESA	16078A	09/12/13	FINGERPRINTING SERVICES (4/1/13-8/31/13)	40.00	40.00
2038055	09/04/13	04119	CLARKSON LAB & SUPPLY INC	68886	08/16/13	LABORATORY ANALYSIS	460.00	460.00
2038210	09/18/13	04119	CLARKSON LAB & SUPPLY INC	69207	09/01/13	BACTERIOLOGICAL TESTING SVCS	681.00	
				69205	09/01/13	BACTERIOLOGICAL TESTING SVCS	660.00	
				69206	09/01/13	BACTERIOLOGICAL TESTING SVCS	660.00	
				69208	09/01/13	BACTERIOLOGICAL TESTING SVCS	660.00	
				69101	08/29/13	LABORATORY ANALYSIS	460.00	

**CHECK REGISTER**

**Otay Water District**

Date Range: 8/22/2013 - 9/18/2013

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check Total</u>
				69203	09/01/13	BACTERIOLOGICAL TESTING SVCS	141.00	
				69204	09/01/13	BACTERIOLOGICAL TESTING SVCS	141.00	3,403.00
2037994	08/28/13	15076	COLFIN AI-CA4	Ref002430025	08/27/13	UB Refund Cst #0000196957	230.22	230.22
2038056	09/04/13	08160	COMPLETE OFFICE	15149480	07/11/13	TONER	1,485.54	
				15240210	08/12/13	TONER	1,082.12	
				15241750	08/16/13	OFFICE SUPPLIES	453.38	
				15241380	08/12/13	OFFICE SUPPLIES	69.29	3,090.33
2038211	09/18/13	12334	CORODATA MEDIA STORAGE INC	DS1259392	08/31/13	TAPE STORAGE (AUG 2013)	405.18	405.18
2038212	09/18/13	02612	COUNCIL OF WATER UTILITIES	091113	09/11/13	MEETING REGISTRATION	50.00	
				091613	09/16/13	MEETING REGISTRATION (9/17/13)	25.00	75.00
2038213	09/18/13	00184	COUNTY OF SAN DIEGO	DEH140014D11	08/28/13	SHUT DOWN TEST (7/25/13)	213.00	
				DEH140020D11	08/28/13	SHUT DOWN TEST (7/26/13)	142.00	
				DEH140018D11	08/28/13	SHUT DOWN TEST (7/29/13)	142.00	
				DEH140012D11	08/28/13	SHUT DOWN TEST (7/29/13)	142.00	
				DEH140007D11	08/28/13	SHUT DOWN TEST (7/23/13)	142.00	
				DEH140013D11	08/28/13	SHUT DOWN TEST (7/29/13)	71.00	852.00
2038214	09/18/13	00184	COUNTY OF SAN DIEGO	DEH140037D11	09/13/13	SHUT DOWN TEST (8/15/13)	142.00	142.00
2038057	09/04/13	02122	COUNTY OF SAN DIEGO	2013062705714	06/27/13	PERMIT FEES # 05714 (SEPT 2013-2014)	529.00	529.00
2038123	09/11/13	03086	COUNTY OF SAN DIEGO	LC1329	07/01/13	LAFCO COSTS (FY 2013-2014)	46,473.00	46,473.00
2038124	09/11/13	02756	COX COMMUNICATIONS SAN DIEGO	27170813	08/30/13	INTERNET SERVICES (8/29/13-9/28/13)	1,500.00	
				28810813	08/30/13	INTERNET SERVICES (8/29/13-9/28/13)	1,500.00	3,000.00
2038125	09/11/13	15131	CRISTINA VALENZUELA	Ref002430285	09/11/13	UB Refund Cst #0000199340	55.89	55.89
2037995	08/28/13	15066	CYNTHIA SANTOS	Ref002430014	08/27/13	UB Refund Cst #0000174360	15.44	15.44
2038126	09/11/13	15085	DAGOBERTO SANCHEZ &	5141512700	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038127	09/11/13	15129	DAVE INLAY	Ref002430283	09/11/13	UB Refund Cst #0000198623	82.87	82.87
2038215	09/18/13	14362	DAY WIRELESS SYSTEMS {20}	63965	08/31/13	FIRETIDE NORTH SEGMENT OPTIMIZATION	1,840.00	1,840.00
2037996	08/28/13	13320	DENNIS DILLON	Ref002430015	08/27/13	UB Refund Cst #0000181775	41.47	41.47
2038128	09/11/13	12695	DENNY HIRZEL	UB625532502	09/06/13	CUSTOMER REFUND	61.75	61.75
2038216	09/18/13	03744	DEPARTMENT OF JUSTICE	990751	09/05/13	FINGERPRINTING SERVICES (AUG 2013)	98.00	98.00

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
2038129	09/11/13	13010	DEVON TANGAS	UB007022462	09/06/13	CUSTOMER REFUND	15.22	15.22
2038058	09/04/13	03417	DIRECTV	21165478588	08/19/13	SATELLITE TV (8/18/13-9/17/13)	6.00	6.00
2038217	09/18/13	03417	DIRECTV	21282547645	09/05/13	SATELLITE TV (9/4/13-10/3/13)	18.00	18.00
2038218	09/18/13	06523	DURAN, PATRICIA	090513	09/05/13	TUITION REIMBURSEMENT	1,197.00	1,197.00
2038130	09/11/13	02447	EDCO DISPOSAL CORPORATION	1554580813	08/31/13	RECYCLING SERVICES (AUG 2013)	95.00	95.00
2038131	09/11/13	15088	EDWARD R ISAACS	5144101500	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038219	09/18/13	14323	EDWARDS, JEFFREY	091213	09/12/13	SAFETY BOOTS	150.00	150.00
2038059	09/04/13	14323	EDWARDS, JEFFREY	083013	08/30/13	TUITION REIMBURSEMENT	530.00	530.00
2038132	09/11/13	15099	EDWIN METCALF	5144422400	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038133	09/11/13	08023	EMPLOYEE BENEFIT SPECIALISTS	0061665IN	07/31/13	EMPLOYEE BENEFITS (JULY 2013)	687.50	687.50
2038220	09/18/13	08023	EMPLOYEE BENEFIT SPECIALISTS	0061761IN	08/31/13	EMPLOYEE BENEFITS (AUG 2013)	687.50	687.50
2038221	09/18/13	00331	EMPLOYMENT DEVELOPMENT DEPT	925023840913	09/10/13	UNEMPLOYMENT INSURANCE (4/1/13-6/30/13)	14,913.00	14,913.00
2038222	09/18/13	03227	ENVIROMATRIX ANALYTICAL INC	3080873	08/26/13	RECYCLED WATER ANALYSIS (8/10/13-8/16/13)	1,020.00	
				3080756	08/20/13	RECYCLED WATER ANALYSIS (8/2/13-8/9/13)	1,015.00	2,035.00
2038060	09/04/13	03227	ENVIROMATRIX ANALYTICAL INC	3080537	08/12/13	RECYCLED WATER ANALYSIS (7/26/13-8/1/13)	755.00	
				3080393	08/05/13	RECYCLED WATER ANALYSIS (7/23/13-7/25/13)	135.00	890.00
2038134	09/11/13	15118	ESPERANZA MARTORELL	Ref002430272	09/11/13	UB Refund Cst #0000003997	12.66	12.66
2038061	09/04/13	14320	EUROFINS EATON ANALYTICAL INC	L0131703	08/07/13	OUTSIDE LAB SERVICES (7/9/13)	255.00	255.00
2038223	09/18/13	14320	EUROFINS EATON ANALYTICAL INC	L0134575	08/29/13	OUTSIDE LAB SERVICES (8/12/13)	750.00	
				L0134640	08/30/13	OUTSIDE LAB SERVICES (8/6/13)	215.00	
				L0133483	08/21/13	OUTSIDE LAB SERVICES (8/6/13)	40.00	1,005.00
2038062	09/04/13	00645	FEDEX	237885297	08/23/13	MAIL SERVICES (8/19/13)	5.84	5.84
2038224	09/18/13	00645	FEDEX	238611016	08/30/13	MAIL SERVICES (8/21/13)	5.84	
				239301554	09/06/13	MAIL SERVICES (8/30/13)	5.84	11.68
2038063	09/04/13	03546	FERGUSON WATERWORKS # 1083	0439455	08/12/13	24" BUTTERFLY VALVE	10,971.43	
				0431800	08/12/13	16' BUTTERFLY VALVE	5,332.15	
				0446798	08/16/13	INVENTORY	2,434.21	
				0446558	08/16/13	INVENTORY	844.56	19,582.35

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
2038135	09/11/13	03546	FERGUSON WATERWORKS # 1083	04388801	07/12/13	INVENTORY	153.09	153.09
2038225	09/18/13	03546	FERGUSON WATERWORKS # 1083	0446796	08/23/13	INVENTORY	3,138.39	
				0447902	08/27/13	INVENTORY	1,960.20	
				04467981	08/27/13	INVENTORY	1,717.20	6,815.79
2038226	09/18/13	12187	FIRST AMERICAN DATA TREE LLC	9003400813	08/31/13	ONLINE DOCUMENTS (8/1/13-8/31/13)	105.57	105.57
2038064	09/04/13	04066	FIRST CHOICE SERVICES - SD	005133	08/06/13	FILTER EXCHANGE	431.57	
				004918	08/09/13	COFFEE SUPPLIES	212.40	
				005269	08/12/13	COFFEE SUPPLIES	17.40	661.37
2038227	09/18/13	04066	FIRST CHOICE SERVICES - SD	005559	08/23/13	COFFEE SUPPLIES	280.14	280.14
2038065	09/04/13	11962	FLEETWASH INC	x160937	08/09/13	FLEET VEHICLE WASHING	387.63	
				x162874	08/16/13	FLEET VEHICLE WASHING	59.13	446.76
2037997	08/28/13	11962	FLEETWASH INC	x157193	07/26/13	FLEET VEHICLE WASHING	352.59	352.59
2038228	09/18/13	11962	FLEETWASH INC	x166112	08/23/13	FLEET VEHICLE WASHING	54.75	
				x168884	08/30/13	FLEET VEHICLE WASHING	39.42	94.17
2038066	09/04/13	13044	FLOMAX PRODUCTS INC	0018322	08/08/13	ACTUATORS	2,527.48	2,527.48
2038229	09/18/13	03703	FORCE FLOW	25026	08/29/13	SOFTWARE UPGRADE	397.40	397.40
2037998	08/28/13	01612	FRANCHISE TAX BOARD	Ben2429991	08/29/13	BI-WEEKLY PAYROLL DEDUCTION	90.00	90.00
2038136	09/11/13	01612	FRANCHISE TAX BOARD	Ben2430215	09/12/13	BI-WEEKLY PAYROLL DEDUCTION	90.00	90.00
2037999	08/28/13	02344	FRANCHISE TAX BOARD	Ben2429997	08/29/13	BI-WEEKLY PAYROLL DEDUCTION	81.00	81.00
2038137	09/11/13	02344	FRANCHISE TAX BOARD	Ben2430221	09/12/13	BI-WEEKLY PAYROLL DEDUCTION	81.00	81.00
2038067	09/04/13	03094	FULLCOURT PRESS	25848	07/19/13	2013 PROP 218 NOTICES	5,267.59	5,267.59
2038138	09/11/13	15110	GARDENSWARTZ FAMILY TRUST	5021931200	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.60	30.60
2038000	08/28/13	00131	GOVERNMENT FIN OFFICERS ASSN	082613	08/26/13	APPLICATION FEE	425.00	425.00
2038230	09/18/13	14948	GPS INSIGHT LLC	76348	07/18/13	GPS HARDWARE	155.01	155.01
2038231	09/18/13	00101	GRAINGER INC	9225632075	08/22/13	WAREHOUSE SUPPLIES	735.00	
				9225632067	08/22/13	WAREHOUSE SUPPLIES	96.42	831.42
2038068	09/04/13	00101	GRAINGER INC	9218774975	08/15/13	COMBO-LOCKS	470.45	470.45
2038139	09/11/13	15090	GRAY FAMILY REVOCABLE TRUST 11	5144103100	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00

**CHECK REGISTER**

**Otay Water District**

Date Range: 8/22/2013 - 9/18/2013

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check Total</u>
2038232	09/18/13	12907	GREENRIDGE LANDSCAPE INC	11192	08/27/13	LANDSCAPING SERVICES (AUG 2013)	8,650.00	
				11154	08/26/13	SOD VALHALLA HYDRO STATION	1,143.00	9,793.00
2038069	09/04/13	00174	HACH COMPANY	8431773	08/12/13	APA 6000 MODULE REPAIR	1,216.39	
				8431772	08/12/13	APA 6000 MODULE REPAIR	1,181.00	
				8433855	08/12/13	SAMPLER CONTROLLER REPAIRS	630.71	
				8431771	08/12/13	DEPOT LABOR CHARGE	228.00	3,256.10
2038140	09/11/13	00174	HACH COMPANY	8411554	07/30/13	ANALYZER/SENSOR MAINTENANCE	9,677.00	
				8398669	07/22/13	HACH ANALYZERS	3,234.81	12,911.81
2038141	09/11/13	15116	HARNISCH FAMILY TRUST	5141513800	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038001	08/28/13	02795	HARTFORD INSURANCE CO, THE	Ben2429977	08/29/13	MONTHLY CONTRIBUTION TO LTD	5,161.59	5,161.59
2038002	08/28/13	04472	HECTOR I MARES-COSSIO	101	08/20/13	BI-NATIONAL CONSULTANT SERVICES (JULY 2013)	3,600.00	3,600.00
2038003	08/28/13	00062	HELIX WATER DISTRICT	178540010813	08/12/13	WATER PURCHASE (6/6/13-8/7/13)	51.26	
				174639860813	08/12/13	WATER PURCHASE (6/6/13-8/7/13)	40.10	91.36
2038233	09/18/13	00713	HEWLETT-PACKARD COMPANY	53253213	09/01/13	GIS SERVER	28,165.67	28,165.67
2038070	09/04/13	12335	HP ENTERPRISE SERVICES LLC	U3099903	08/15/13	IVR PAYMENT SERVICES (JULY 2013)	2,063.40	2,063.40
2038234	09/18/13	08969	INFOSEND INC	70977	07/31/13	BILL PRINTING SERVICES (JULY 2013)	14,361.97	
				71883	08/30/13	BILL PRINTING SERVICES (AUG 2013)	13,044.88	27,406.85
2038071	09/04/13	02372	INTERIOR PLANT SERVICE INC	2674	08/15/13	PLANT SERVICES (MONTHLY)	205.00	205.00
2038235	09/18/13	13899	INTERMEDIA.NET INC	2013082779	09/01/13	EMAIL SERVICES (8/2/13-9/2/13)	3,738.85	3,738.85
2038004	08/28/13	15077	IQ REALTY & LENDING	Ref002430026	08/27/13	UB Refund Cst #0000199035	78.47	78.47
2038005	08/28/13	15071	JAMES MOIR	Ref002430020	08/27/13	UB Refund Cst #0000194231	16.30	16.30
2038006	08/28/13	15060	JAMUL VISTA ESTATES	Ref002430007	08/27/13	UB Refund Cst #0000058962	16.41	16.41
2038142	09/11/13	12699	JANEANN GOLDSMITH-OLMSTED	UB625120229	09/06/13	CUSTOMER REFUND	81.90	81.90
2038236	09/18/13	03077	JANI-KING OF CALIFORNIA INC	SDO08130165	08/01/13	JANITORIAL SERVICES (AUG 2013)	1,135.50	1,135.50
2038072	09/04/13	10563	JCI JONES CHEMICALS INC	591997		CREDIT MEMO	-4,000.00	
				591923	08/14/13	CHLORINE	4,684.65	684.65
2038143	09/11/13	15119	JEFFREY RICHARDSON	Ref002430273	09/11/13	UB Refund Cst #0000049409	123.71	123.71
2038073	09/04/13	02269	JENAL ENGINEERING CORP	9647	08/05/13	FUEL ISLAND REPAIRS	10,871.00	

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
				9648	08/05/13	FUEL ISLAND REPAIRS	4,820.00	15,691.00
2038144	09/11/13	15113	JERRY & LINDA TODD FAMILY	5144420900	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038007	08/28/13	15074	JESSICA MEZA	Ref002430023	08/27/13	UB Refund Cst #0000196786	14.81	14.81
2038145	09/11/13	15107	JIM BARRETT	5144102500	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	20.00	20.00
2038146	09/11/13	14328	JIM JORDAN	5141513900	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038008	08/28/13	15063	JOHN GREGORY	Ref002430011	08/27/13	UB Refund Cst #0000140213	56.21	56.21
2038147	09/11/13	12598	JOHN HAMMERSLA	UB004002107	09/06/13	CUSTOMER REFUND	44.92	44.92
2038237	09/18/13	03172	JONES & STOKES ASSOCIATES INC	0095936	08/20/13	ENVIRONMENTAL CONSULTING (7/1/13-7/26/13)	5,075.89	
				0095938	08/20/13	ENVIRONMENTAL CONSULTING (7/1/13-7/26/13)	752.00	
				0095937	08/20/13	ENVIRONMENTAL CONSULTING (7/1/13-7/26/13)	630.00	
				0095947	08/20/13	ENVIRONMENTAL CONSULTING (7/1/13-7/26/13)	288.00	6,745.89
2038009	08/28/13	15053	JOSEFINA WIECHERS	UB623303062	08/27/13	CUSTOMER REFUND	424.71	424.71
2038148	09/11/13	15089	JOSEPH & KATHERINE V RANDAZZO	5144102200	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038149	09/11/13	15120	JUAN MORALES	Ref002430274	09/11/13	UB Refund Cst #0000074373	193.04	193.04
2038010	08/28/13	15061	JUAN MORENO	Ref002430008	08/27/13	UB Refund Cst #0000071144	21.81	21.81
2038238	09/18/13	00056	KAMAN INDUSTRIAL TECHNOLOGIES	O647875	08/19/13	DRUM SCREEN BEARINGS	526.47	526.47
2038074	09/04/13	12639	KAPISH NORTH AMERICA LLC	3037	08/08/13	ANNUAL MAINTENANCE	2,124.95	2,124.95
2038150	09/11/13	15114	KELLY T & HEIDI A BORUSZEWSKI	5144421000	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038239	09/18/13	10089	KENNEDY, ROBERT	091713	09/17/13	TRAVEL REIMBURSEMENT	194.99	194.99
2038240	09/18/13	05840	KIRK PAVING INC	5431	08/23/13	AS NEEDED PAVING SERVICES FY14	14,137.85	
				5430	08/21/13	AS NEEDED PAVING SERVICES FY14	6,514.50	20,652.35
2038075	09/04/13	05840	KIRK PAVING INC	5419	08/16/13	AS NEEDED PAVING SERVICES FY14	21,538.80	
				5420	08/16/13	AS NEEDED PAVING SERVICES FY14	2,648.00	24,186.80
2038151	09/11/13	15134	KIRK PAVING INC	Ref002430288	09/11/13	UB Refund Cst #0000204188	1,956.63	1,956.63
2038241	09/18/13	04996	KNOX ATTORNEY SERVICE INC	4011519	08/31/13	DELIVERY SERVICES (8/2/13-8/16/13)	193.50	193.50
2038242	09/18/13	12276	KONECRANES INC	SDG00820836	08/20/13	HOIST INSPECTION	500.00	500.00
2038243	09/18/13	14036	KRATOS / HBE	SM43476	08/27/13	SECURITY SYSTEM MAINTENANCE	1,188.64	

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check Total</u>
				SM43342	08/14/13	ALARM MONITORING (AUG 2013)	55.00	
				SM43343	08/14/13	ALARM MONITORING (AUG 2013)	55.00	
				SM43344	08/14/13	ALARM MONITORING (AUG 2013)	40.00	1,338.64
2038244	09/18/13	13699	KYLE BRANDON	UB177622	09/10/13	CUSTOMER REFUND	31.50	31.50
2038152	09/11/13	15130	LAURA SANCHEZ	Ref002430284	09/11/13	UB Refund Cst #0000199037	30.36	30.36
2038245	09/18/13	12843	LAWTON GROUP, THE	50608	09/13/13	INTERNSHIP AGREEMENT (9/2/13-9/8/13)	270.00	270.00
2038153	09/11/13	12843	LAWTON GROUP, THE	50575	09/06/13	INTERNSHIP AGREEMENT (8/26/13-9/1/13)	270.00	
				50537	08/30/13	INTERNSHIP AGREEMENT (8/19/13-8/25/13)	270.00	540.00
2038246	09/18/13	11506	LAWYERS TITLE COMPANY	UB74502	09/13/13	CUSTOMER REFUND	218.14	218.14
2038247	09/18/13	09511	LAYFIELD ENVIRONMENTAL SYSTEMS	E04741	08/27/13	927-1 RESERVOIR COVER	500.00	500.00
2038154	09/11/13	15101	LEANN THOMPSON	4982709300	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00
2038011	08/28/13	15072	LEE POLK	Ref002430021	08/27/13	UB Refund Cst #0000195230	75.00	75.00
2038248	09/18/13	13228	LEN AND ASSOCIATES	UB69251	09/10/13	CUSTOMER REFUND	478.17	478.17
2038076	09/04/13	15051	LEWIS NORMAN BOOTH JR	082213	08/22/13	EMPLOYEE PROGRAM	500.00	500.00
2038012	08/28/13	06263	LINTNER, JERRY	062630813	08/20/13	SAFETY BOOTS	130.79	130.79
2038155	09/11/13	03019	LOPEZ, JOSE	70100813	08/31/13	MILEAGE REIMBURSEMENT (AUG 2013)	88.14	88.14
2038156	09/11/13	15097	LORRAINE F MAIO	5144102900	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038249	09/18/13	01054	LYNN'S LOCKSMITH SERVICE	282764	08/27/13	RE-KEY PUMP STATIONS	480.00	480.00
2038250	09/18/13	14085	M BEATRIZ LOMBROZO	UB147812	09/10/13	CUSTOMER REFUND	23.48	23.48
2038157	09/11/13	15109	MANGANO FAMILY TRUST	5021911700	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038251	09/18/13	06155	MANJARREZ, CONNIE	091313	09/13/13	COMPUTER LOAN	1,839.99	1,839.99
2038158	09/11/13	15126	MARIA SANCHEZ	Ref002430280	09/11/13	UB Refund Cst #0000197589	116.92	116.92
2038013	08/28/13	15057	MARSCHON AVALONNE	Ref002430004	08/27/13	UB Refund Cst #0000026357	16.97	16.97
2038252	09/18/13	02902	MARSTON & MARSTON INC	20139	09/05/13	COMMUNITY OUTREACH (AUG 2013)	5,000.00	5,000.00
2038159	09/11/13	15124	MARY WILSON	Ref002430278	09/11/13	UB Refund Cst #0000182019	30.73	30.73
2038253	09/18/13	05329	MASTER METER INC	112347	08/23/13	INVENTORY	12,138.75	12,138.75

**CHECK REGISTER**

**Otay Water District**

Date Range: 8/22/2013 - 9/18/2013

Check #	Date	Vendor	Vendor Name	Invoice	Inv. Date	Description	Amount	Check Total
2038014	08/28/13	15067	MATTHEW CRANDALL	Ref002430016	08/27/13	UB Refund Cst #0000183628	19.39	19.39
2038254	09/18/13	02882	MAYER REPROGRAPHICS INC	0081825IN	09/06/13	REPROGRAPHICS SERVICES	37.80	37.80
2038077	09/04/13	02882	MAYER REPROGRAPHICS INC	0081153IN	08/05/13	REPROGRAPHICS SERVICES	2,566.97	2,793.77
				0081431IN	08/16/13	REPROGRAPHICS SERVICES	226.80	
2038160	09/11/13	02882	MAYER REPROGRAPHICS INC	0081631IN	08/27/13	REPROGRAPHICS SERVICES	1,571.87	1,817.57
				0081581IN	08/26/13	REPROGRAPHICS SERVICES	245.70	
2038078	09/04/13	06302	MCCROMETER INC	422335RI	08/12/13	CONVERTER	1,487.44	1,487.44
2038255	09/18/13	01183	MCMMASTER-CARR SUPPLY CO	58145903	08/22/13	A-TANK SPRAYHEADS PARTS	140.64	140.64
2038256	09/18/13	11992	MCMILLIN REALTY	UB184926	09/10/13	CUSTOMER REFUND	77.98	77.98
2038257	09/18/13	13888	MCMILLIN REALTY	UB185024	09/10/13	CUSTOMER REFUND	20.96	20.96
2038161	09/11/13	03745	MEDEROS, CHARLES	090913	09/09/13	SAFETY BOOTS	91.78	91.78
2038258	09/18/13	01824	MERKEL & ASSOCIATES INC	13081901	08/19/13	ENVIRONMENTAL SERVICES (7/1/13-7/31/13)	4,529.77	4,529.77
2038015	08/28/13	00805	METRO JPA	179	08/05/13	ANNUAL MEMBERSHIP RENEWAL (2013-14)	1,485.00	1,485.00
2038162	09/11/13	15121	MICHAEL GUZZI	Ref002430275	09/11/13	UB Refund Cst #0000147856	163.68	163.68
2038079	09/04/13	00237	MISSION JANITORIAL & ABRASIVE	37367200	08/07/13	JANITORIAL SUPPLIES	1,159.59	1,159.59
2038259	09/18/13	15136	MISSION UNIFORM SERVICE	340246791	09/02/13	UNIFORM SERVICES	301.35	2,028.25
				340245740	08/26/13	UNIFORM SERVICES	300.62	
				340242628	08/05/13	UNIFORM SERVICES	298.43	
				340244709	08/19/13	UNIFORM SERVICES	298.42	
				340243667	08/12/13	UNIFORM SERVICES	296.82	
				340246790	09/02/13	UNIFORM SERVICES	101.47	
				340244708	08/19/13	UNIFORM SERVICES	95.73	
				340243666	08/12/13	UNIFORM SERVICES	95.73	
				340245739	08/26/13	UNIFORM SERVICES	84.25	
				340242630	08/05/13	UNIFORM SERVICES	82.50	
				S340245707	08/26/13	UNIFORM SERVICES	72.93	
2038163	09/11/13	03523	NATIONAL DEFERRED COMPENSATIO	Ben2430211	09/12/13	BI-WEEKLY DEFERRED COMP PLAN	7,253.73	7,253.73
2038016	08/28/13	03523	NATIONAL DEFERRED COMPENSATIO	Ben2429987	08/29/13	BI-WEEKLY DEFERRED COMP PLAN	7,253.73	7,253.73
2038260	09/18/13	00745	NEWARK	24139451	08/26/13	RING TERMINAL LUGS	131.81	131.81

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
2038080	09/04/13	00745	NEWARK	24005438	07/23/13	LEVEL SWITCH	492.62	492.62
2038081	09/04/13	15028	NICOLE LIU	Ref002429746	08/12/13	UB Refund Cst #0000123963	274.23	274.23
2038164	09/11/13	15128	NORTH ISLAND CREDIT UNION	Ref002430282	09/11/13	UB Refund Cst #0000198299	32.21	32.21
2038261	09/18/13	00510	OFFICE DEPOT INC	672649698001	08/28/13	OFFICE SUPPLIES	291.99	
				672009768001	08/23/13	OFFICE SUPPLIES	290.49	
				672005334001	08/23/13	OFFICE SUPPLIES	66.03	
				672005798001	08/26/13	OFFICE SUPPLIES	41.89	690.40
2038082	09/04/13	00510	OFFICE DEPOT INC	668066011001	07/22/13	OFFICE SUPPLIES	146.85	
				668502805001	07/25/13	INKJET CARTRIDGES	107.86	
				668066299001	07/24/13	OFFICE SUPPLIES	38.87	293.58
2038262	09/18/13	03149	ON SITE LASER LLC	47876	08/23/13	PRINTER SERVICES	322.80	322.80
2038083	09/04/13	09984	PADRE DAM'S SANTEE LAKES	083013	09/04/13	EMPLOYEE PROGRAM	275.00	275.00
2038263	09/18/13	05497	PAYPAL INC	26222733	08/31/13	PHONE PAYMENT SVCS (AUG 2013)	54.10	54.10
2038084	09/04/13	05497	PAYPAL INC	25575695	07/31/13	PHONE PAYMENT SVCS (JULY 2013)	54.10	54.10
2038017	08/28/13	00137	PETTY CASH CUSTODIAN	001370813	08/27/13	PETTY CASH	506.16	506.16
2038264	09/18/13	00137	PETTY CASH CUSTODIAN	091713	09/17/13	PETTY CASH	830.29	830.29
2038165	09/11/13	15081	PINOMAKI DESIGN	4250	08/16/13	GRAPHIC DESIGN SERVICE	20.00	20.00
2038265	09/18/13	00053	PITNEY BOWES INC	434703	09/03/13	EQUIPMENT RENTAL (10/1/13-12/31/13)	207.36	207.36
2038266	09/18/13	10929	PORTABLE POWER SYSTEMS INC	161640	08/22/13	UPS BATTERIES	307.22	307.22
2038085	09/04/13	01151	PRES-TECH MANUFACTURER'S	7432	08/08/13	PIPE AND CABLE LOCATOR	4,998.00	4,998.00
2038267	09/18/13	13059	PRIORITY BUILDING SERVICES	36147	08/01/13	JANITORIAL SERVICES (AUG 2013)	3,664.00	3,664.00
2038018	08/28/13	06641	PRUDENTIAL OVERALL SUPPLY	30357436	08/01/13	UNIFORMS, TOWELS & MATS	540.26	
				30355936	07/25/13	UNIFORMS, TOWELS & MATS	370.67	
				30355935	07/25/13	UNIFORMS, TOWELS & MATS	213.12	
				30357435	08/01/13	UNIFORMS, TOWELS & MATS	213.12	
				30351362	07/04/13	UNIFORMS, TOWELS & MATS	213.12	
				30357437	08/01/13	UNIFORMS, TOWELS & MATS	182.50	
				30356824	07/30/13	UNIFORMS, TOWELS & MATS	114.12	
				30355938	07/25/13	UNIFORMS, TOWELS & MATS	60.92	
				30357438	08/01/13	UNIFORMS, TOWELS & MATS	60.92	

**CHECK REGISTER**

**Otay Water District**

Date Range: 8/22/2013 - 9/18/2013

Check #	Date	Vendor	Vendor Name	Invoice	Inv. Date	Description	Amount	Check Total
				30355313	07/23/13	UNIFORMS, TOWELS & MATS	46.13	
				30356823	07/30/13	UNIFORMS, TOWELS & MATS	46.13	2,061.01
2038086	09/04/13	06641	PRUDENTIAL OVERALL SUPPLY	30358319	08/06/13	UNIFORMS, TOWELS & MATS	114.12	
				30358318	08/06/13	UNIFORMS, TOWELS & MATS	46.13	160.25
2038087	09/04/13	15083	PUBLIC AGENCY SAFETY MGMT ASSN	083013	09/04/13	MEMBERSHIP DUES	75.00	
				083013a	09/04/13	PASMA ANNUAL CONFERENCE	75.00	150.00
2038088	09/04/13	00078	PUBLIC EMPLOYEES RET SYSTEM	Ben2429981	08/29/13	BI-WEEKLY PERS CONTRIBUTION	159,108.92	159,108.92
2038268	09/18/13	00078	PUBLIC EMPLOYEES RET SYSTEM	Ben2430205	09/12/13	BI-WEEKLY PERS CONTRIBUTION	161,440.77	161,440.77
2038166	09/11/13	10294	QWIKPRINTS	132461637	09/10/13	FINGERPRINTING SERVICES (8/14/13)	20.00	20.00
2038089	09/04/13	01342	R J SAFETY SUPPLY CO INC	31566501	08/07/13	SAFETY SUPPLIES	84.25	84.25
2038019	08/28/13	15079	REMARKET INVESTMENTS LP	Ref002430028	08/27/13	UB Refund Cst #0000202882	12.28	12.28
2038167	09/11/13	15117	RENEE & ALFONSO VILLA	5141515200	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	20.00	20.00
2038168	09/11/13	13053	RICHARD CAIN	5144103600	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00
2038020	08/28/13	15064	RICHARD RHOADS	Ref002430012	08/27/13	UB Refund Cst #0000141330	34.31	34.31
2038090	09/04/13	00521	RICK POST WELDING &	9534	08/12/13	PIPE REPAIR	2,235.00	
				9527	08/05/13	WELDING & WET TAPPING	1,417.50	
				9520	07/22/13	WELDING SERVICES	1,127.00	4,779.50
2038269	09/18/13	15137	ROBERT AND MELODY HURT	091613	09/16/13	CLAIM SETTLEMENT	1,800.00	1,800.00
2038169	09/11/13	15091	ROBERT E MARSHALL &	5144105600	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038170	09/11/13	15111	ROBERT K RICE	5010421100	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	
				5010421000	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	60.00
2038021	08/28/13	15055	ROBYN GALLANT	Ref002430002	08/27/13	UB Refund Cst #0000002025	102.31	102.31
2038171	09/11/13	15055	ROBYN GALLANT	5144100300	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038270	09/18/13	12228	ROCKWELL ENGINEERING &	13591	08/26/13	ROTATING ASSEMBLY	7,859.36	7,859.36
2038091	09/04/13	06412	ROMERO, TANYA	083013	08/30/13	TUITION REIMBURSEMENT	205.00	205.00
2038271	09/18/13	06412	ROMERO, TANYA	091213	09/12/13	TUITION REIMBURSEMENT	672.65	672.65
2038172	09/11/13	15104	RONALD W SPICER	5144423200	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
2038173	09/11/13	15127	ROSE LEYVA	Ref002430281	09/11/13	UB Refund Cst #0000197981	50.44	50.44
2038022	08/28/13	07208	RUTH DONAHUE	Ref002430010	08/27/13	UB Refund Cst #0000090554	36.06	36.06
2038092	09/04/13	09148	S & J SUPPLY COMPANY INC	S100027488001	08/13/13	INVENTORY	5,651.21	5,651.21
2038272	09/18/13	05130	SAFARI MICRO INC	234503	08/22/13	HEADSET	298.39	298.39
2038093	09/04/13	05130	SAFARI MICRO INC	233967	08/14/13	MEDIA STORAGE	3,787.56	
				232998	07/17/13	HEADSET	578.78	4,366.34
2038273	09/18/13	00003	SAN DIEGO COUNTY WATER AUTH	0000000845	08/27/13	SOCAL WATERSMART (JULY 2013)	1,771.26	1,771.26
2038023	08/28/13	00247	SAN DIEGO DAILY TRANSCRIPT	384974	07/31/13	BID ADVERTISEMENT	86.90	86.90
2038174	09/11/13	00247	SAN DIEGO DAILY TRANSCRIPT	385552	08/02/13	BID ADVERTISEMENT	63.65	63.65
2038274	09/18/13	00247	SAN DIEGO DAILY TRANSCRIPT	392118	09/09/13	BID ADVERTISEMENT	111.70	
				389561	08/26/13	BID ADVERTISEMENT	76.05	187.75
2038094	09/04/13	00121	SAN DIEGO GAS & ELECTRIC	082813	08/28/13	UTILITY EXPENSES (MONTHLY)	60,986.12	
				082613	08/26/13	UTILITY EXPENSES (MONTHLY)	50,689.76	
				082013	08/20/13	UTILITY EXPENSES (MONTHLY)	41,728.08	
				082313	08/23/13	UTILITY EXPENSES (MONTHLY)	144.88	153,548.84
2038275	09/18/13	00121	SAN DIEGO GAS & ELECTRIC	090513	09/05/13	UTILITY EXPENSES (MONTHLY)	78,242.66	78,242.66
2038276	09/18/13	07676	SAN MIGUEL FIRE PROTECTION	SMG23828	09/12/13	ANNUAL BUSINESS INSPECTION	394.00	394.00
2038175	09/11/13	13216	SANDRA DRYDEN	UB035038819	09/06/13	CUSTOMER REFUND	266.61	266.61
2038176	09/11/13	15086	SAVAGE, DEANDRE	091013	09/10/13	SAFETY BOOTS	150.00	150.00
2038277	09/18/13	12333	SCHINDLER ELEVATOR CORPORATIO	8103519105	08/01/13	ELEVATOR MAINTENANCE (AUG 2013)	416.00	416.00
2038024	08/28/13	12421	SCS ENGINEERS	0216459	07/31/13	RISK MGMT CONSULTING SVCS (JULY 2013)	5,400.00	5,400.00
2038025	08/28/13	15000	SEGURA, ADOLFO	17460713a	08/14/13	TRAVEL EXPENSES (7/16/13-7/17/13)	143.33	143.33
2038177	09/11/13	15108	SEJER O SEJERSEN TRUST	5144420500	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00
2038278	09/18/13	14785	SEW-EURODRIVE INC	899467	08/26/13	SCREEN GEARDRIVE	700.75	700.75
2038095	09/04/13	15048	SIEMENS WATER TECHNOLOGIES LLC	901348956	08/07/13	DEIONIZED WATER TANKS	124.80	124.80
2038279	09/18/13	13327	SILVA-SILVA INTERNATIONAL	1309	09/10/13	PROJECT CONSULTANT (AUG 2013)	4,000.00	4,000.00
2038280	09/18/13	12281	SIR SPEEDY PRINTING	5066	08/29/13	SIR SPEEDY PRINTING	38.72	38.72

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
2038096	09/04/13	12281	SIR SPEEDY PRINTING	5010	08/07/13	CARD SHELLS	244.57	283.29
				5012	08/09/13	BUSINESS CARDS	38.72	
2038097	09/04/13	03592	SOFTCHOICE CORPORATION	3446206	08/13/13	PROTECTION RENEWAL	4,257.50	7,044.22
				3443782	08/09/13	BACKUP SERVER	2,786.72	
2038281	09/18/13	11618	SOUTH COAST COPY SYSTEMS	AR134667	08/28/13	COPIER MAINTENANCE (SEPT 2013)	1,682.59	1,682.59
2038098	09/04/13	11618	SOUTH COAST COPY SYSTEMS	AR133979	08/15/13	COLOR COPY MACHINE	11,943.72	11,943.72
2038099	09/04/13	03103	SOUTHCOAST HEATING &	292424	08/16/13	AC MAINTENANCE (8/8/13)	156.25	156.25
2038282	09/18/13	03103	SOUTHCOAST HEATING &	C51753	08/14/13	AC MAINTENANCE (AUG 2013)	1,068.00	1,273.00
				C51754	08/14/13	AC MAINTENANCE (AUG 2013)	205.00	
2038178	09/11/13	03760	SPANKY'S PORTABLE SERVICES INC	960038	08/15/13	PORTABLE TOILET RENTAL (8/15/13-9/11/13)	98.17	98.17
2038100	09/04/13	03760	SPANKY'S PORTABLE SERVICES INC	957354	08/08/13	PORTABLE TOILET RENTAL (7/26/13-8/22/13)	79.98	159.96
				959224	08/07/13	PORTABLE TOILET RENTAL (8/7/13-9/3/13)	79.98	
2038283	09/18/13	03760	SPANKY'S PORTABLE SERVICES INC	960701	08/23/13	PORTABLE TOILET RENTAL (8/23/13-9/19/13)	79.98	319.92
				960703	08/23/13	PORTABLE TOILET RENTAL (8/23/13-9/19/13)	79.98	
				960702	08/23/13	PORTABLE TOILET RENTAL (8/23/13-9/19/13)	79.98	
				960817	08/26/13	PORTABLE TOILET RENTAL (8/24/13-9/20/13)	79.98	
2038284	09/18/13	03516	SPECIAL DISTRICT RISK	44952	08/27/13	WORKERS' COMPENSATION (10/1/13-12/31/13)	35,100.43	35,100.43
2038285	09/18/13	03516	SPECIAL DISTRICT RISK	PD131400548200(	09/13/13	PROPERTY LIABILITY DEDUCTIBLE	500.00	500.00
2038286	09/18/13	02354	STANDARD ELECTRONICS	18862	08/12/13	MONTHLY MONITORING (AUG 2013)	1,352.50	1,352.50
2038026	08/28/13	06281	STATE DISBURSEMENT UNIT	Ben2429995	08/29/13	BI-WEEKLY PAYROLL DEDUCTION	919.03	919.03
2038179	09/11/13	06281	STATE DISBURSEMENT UNIT	Ben2430219	09/12/13	BI-WEEKLY PAYROLL DEDUCTION	919.03	919.03
2038027	08/28/13	06299	STATE DISBURSEMENT UNIT	Ben2429985	08/29/13	BI-WEEKLY PAYROLL DEDUCTION	237.69	237.69
2038180	09/11/13	06299	STATE DISBURSEMENT UNIT	Ben2430209	09/12/13	BI-WEEKLY PAYROLL DEDUCTION	237.69	237.69
2038028	08/28/13	06303	STATE DISBURSEMENT UNIT	Ben2429993	08/29/13	BI-WEEKLY PAYROLL DEDUCTION	831.23	831.23
2038181	09/11/13	06303	STATE DISBURSEMENT UNIT	Ben2430217	09/12/13	BI-WEEKLY PAYROLL DEDUCTION	831.23	831.23
2038029	08/28/13	08533	STATE DISBURSEMENT UNIT	Ben2429999	08/29/13	BI-WEEKLY PAYROLL DEDUCTION	258.00	258.00
2038182	09/11/13	08533	STATE DISBURSEMENT UNIT	Ben2430223	09/12/13	BI-WEEKLY PAYROLL DEDUCTION	258.00	258.00
2038030	08/28/13	15056	STEPHANIE OSBRINK	Ref002430003	08/27/13	UB Refund Cst #0000017924	85.29	85.29

**CHECK REGISTER**

**Otay Water District**

Date Range: 8/22/2013 - 9/18/2013

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check Total</u>
2038287	09/18/13	13775	STEPHEN R CLARK	UB182552	09/10/13	CUSTOMER REFUND	52.89	52.89
2038288	09/18/13	12809	STUTZ ARTIANO SHINOFF	92797	08/26/13	LEGAL SERVICES (JULY 2013)	23,648.25	23,648.25
2038031	08/28/13	15075	SUNRISE MANAGEMENT	Ref002430024	08/27/13	UB Refund Cst #0000196897	1,001.09	1,001.09
2038183	09/11/13	15105	TERESA VOSS	5144423200	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00
2038184	09/11/13	15102	TERRILL L LANE	5144101900	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00
2038185	09/11/13	15132	THE EQUITY COMPANY	Ref002430286	09/11/13	UB Refund Cst #0000203588	34.93	34.93
2038186	09/11/13	15103	THOMAS PLACHEK	5144103500	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00
2038101	09/04/13	14177	THOMPSON, MITCHELL	18070813	08/28/13	MILEAGE REIMBURSEMENT (AUG 2013)	12.43	12.43
2038032	08/28/13	15080	TIERRA REALTY GROUP INC	Ref002430029	08/27/13	UB Refund Cst #0000203415	19.62	19.62
2038289	09/18/13	13361	TINA GUEST	UB169843	09/10/13	CUSTOMER REFUND	17.48	17.48
2038033	08/28/13	15062	TOMMIE CRAWFORD	Ref002430009	08/27/13	UB Refund Cst #0000073012	94.07	94.07
2038102	09/04/13	14181	UNITED RENTALS (NORTH AMERICA)	112776778001	07/23/13	CONCRETE	178.20	
				113183462001	08/07/13	CONCRETE	139.32	317.52
2038034	08/28/13	07662	UNITEDHEALTHCARE SPECIALTY	132400000058	09/01/13	AD&D & SUPP LIFE INS (SEPT 2013)	5,635.23	5,635.23
2038035	08/28/13	07674	US BANK	O0000000035	08/23/13	CAL CARD EXPENSES	18,519.21	18,519.21
2038187	09/11/13	07674	US BANK	SC0813	08/22/13	CAL CARD EXPENSES (MONTHLY)	2,839.15	
				E000041	09/10/13	CAL CARD EXPENSES (MONTHLY)	380.75	
				MW0813	08/22/13	CAL CARD EXPENSES (MONTHLY)	197.70	
				E000040	08/22/13	CAL CARD EXPENSES (MONTHLY)	60.00	3,477.60
2038290	09/18/13	07674	US BANK	A000047	08/22/13	CAL-CARD EXPENSES (MONTHLY)	10,062.11	10,062.11
2038103	09/04/13	06829	US SECURITY ASSOCIATES INC	232300	07/31/13	SECURITY SERVICES (JULY 2013)	131.70	
				195792	06/30/13	SECURITY SERVICES (JUNE 2013)	110.00	241.70
2038291	09/18/13	06829	US SECURITY ASSOCIATES INC	268885	08/31/13	SECURITY SERVICES (AUG 2013)	110.00	110.00
2038292	09/18/13	11606	USA BLUE BOOK	137158	08/28/13	SAMPLER REFRIGERATOR	4,837.70	4,837.70
2038293	09/18/13	13048	V & A CONSULTING ENGINEERS	14206R	07/31/13	CORROSION SERVICES (6/29/13-7/31/13)	23,399.00	
				14258	08/31/13	CORROSION SERVICES (8/1/13-8/31/13)	1,525.50	24,924.50
2038036	08/28/13	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2429979	08/29/13	BI-WEEKLY DEFERRED COMP PLAN	12,108.50	12,108.50

**CHECK REGISTER**

**Otay Water District**

**Date Range: 8/22/2013 - 9/18/2013**

<b>Check #</b>	<b>Date</b>	<b>Vendor</b>	<b>Vendor Name</b>	<b>Invoice</b>	<b>Inv. Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Total</b>
2038188	09/11/13	01095	VANTAGEPOINT TRANSFER AGENTS	Ben2430203	09/12/13	BI-WEEKLY DEFERRED COMP PLAN	11,225.47	11,225.47
2038037	08/28/13	06414	VANTAGEPOINT TRANSFER AGENTS	Ben2429989	08/29/13	BI-WEEKLY 401A PLAN	1,714.40	1,714.40
2038189	09/11/13	06414	VANTAGEPOINT TRANSFER AGENTS	Ben2430213	09/12/13	BI-WEEKLY 401A PLAN	1,714.40	1,714.40
2038104	09/04/13	03329	VERIZON WIRELESS	9710270460	08/21/13	VERIZON SERVICES (7/22/13-8/21/13)	5,957.45	5,957.45
2038038	08/28/13	15073	VERONICA LOYA	Ref002430022	08/27/13	UB Refund Cst #0000196493	34.81	34.81
2038039	08/28/13	15059	W KROTZER	Ref002430006	08/27/13	UB Refund Cst #0000051671	100.00	100.00
2038190	09/11/13	14879	WATER CONSERVATION GARDEN	1106	08/12/13	GARDEN COSTS (1ST QTR FY13-14)	24,961.75	24,961.75
2038191	09/11/13	03781	WATTON, MARK	090313	09/03/13	MILEAGE REIMBURSEMENT (AUG 2013)	178.54	178.54
2038040	08/28/13	01343	WE GOT YA PEST CONTROL	83412	07/03/13	BEE REMOVAL SERVICES	575.00	
				83509	07/17/13	BEE REMOVAL SERVICES	115.00	
				83293	07/08/13	BEE REMOVAL SERVICES	115.00	
				83986	07/31/13	BEE REMOVAL SERVICES	115.00	
				83717	07/25/13	BEE REMOVAL SERVICES	115.00	
				83514	07/15/13	BEE REMOVAL SERVICES	115.00	
				83961	08/02/13	BEE REMOVAL SERVICES	115.00	1,265.00
2038294	09/18/13	01343	WE GOT YA PEST CONTROL	84470	08/15/13	PEST CONTROL	115.00	115.00
2038192	09/11/13	15133	WEST-TECH CONTRACTING INC	Ref002430287	09/11/13	UB Refund Cst #0000204135	199.84	199.84
2038193	09/11/13	15106	WILBERT WATKINS	5144431900	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	10.00	10.00
2038194	09/11/13	15112	WILLS FAMILY 2002 TRUST	5144420600	09/05/13	WATER ASSESSMENTS ADJ 2009-2012	30.00	30.00
2038041	08/28/13	15078	WILSON DIANA	Ref002430027	08/27/13	UB Refund Cst #0000199206	29.18	29.18
2038295	09/18/13	15135	YANEZ, ABRAHAM	091213	09/12/13	SAFETY BOOTS	117.71	117.71
2038042	08/28/13	15069	YOLANDA MEJIA	Ref002430018	08/27/13	UB Refund Cst #0000193147	33.81	33.81
2038195	09/11/13	15123	YULY & ERWIN MEJIA	Ref002430277	09/11/13	UB Refund Cst #0000174063	15.50	15.50
<b>Amount Pd Total:</b>							<b>1,373,708.01</b>	
<b>Check Grand Total:</b>							<b>1,373,708.01</b>	