



**AGENDA**  
**ADJOURNED MEETING OF THE BOARD OF DIRECTORS**  
**WEDNESDAY, APRIL 15, 2020 - 9:00 AM**  
**1391 Engineer Street, Vista, CA 92081**  
**Phone: (760) 597-3100**

**COVID-19 RESPONSE PROCEDURES FOR MEETING**  
**NOTICE FOR PARTICIPATION**

In light of Governor Newsom's Executive Orders N-29-20 and N-33-20, and guidance from the County of San Diego, State of California, and Centers for Disease Control, please be advised that members of the public will not be able to attend this meeting in person. Executive Order N-33-20 requires persons "stay home or in their place of residence except as needed to maintain continuity of operations..." of critical infrastructure. As welcome as public attendance is at Vista Irrigation District Board of Directors meetings, it does not appear to fit this exception, and Vista Irrigation District encourages compliance with the Governor's Executive Order.

Members of the public may participate through Vista Irrigation District's teleconferencing line. The phone number and applicable pass code for such participation is as follows: Phone (877) 873-8018; Pass Code 474698#.

Vista Irrigation District's teleconferencing line capacity is limited and not all parties who wish to participate through this method may be able to do so. Phone participants are asked to place calls to this line at or before the scheduled start time of the meeting, so the District staff can organize order of speakers and assure the ability of all who wish to participate. Please also note phone or data charges from your carrier may apply to your use of this option.

To maintain orderliness in proceedings, phone participants will be asked to identify themselves, their address, and the item on the agenda they wish to address. Telephone participants are asked to limit background noise during telephonic participation (with muting features, if available) and to maintain proper decorum suitable to the conduct of public meetings at all times. Telephone participants may not speak until the appropriate time on the agenda and only when recognized by the Board President.

Members of the public may also address the Board of Directors by email; however, such email communication must be received at or before the time of the commencement of the meeting. The email address to use for such communications is as follows: [BoardSecretary@vidwater.org](mailto:BoardSecretary@vidwater.org).

Please also be advised that one or more members of the Vista Irrigation District Board of Directors or staff may participate in this meeting by teleconference or other digital means consistent with Executive Order N-29-20.

Vista Irrigation District appreciates your understanding as we all work through the unprecedented challenges posed by COVID-19. In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the Board meeting telephonically, please contact the Board Secretary during regular business hours at (760) 597-3128. Notification received 48 hours before the meeting will assist Vista Irrigation District in making reasonable accommodations.



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**1. CALL TO ORDER**

**2. ROLL CALL – DETERMINATION OF QUORUM**

**3. PLEDGE OF ALLEGIANCE**

**4. CONSIDER APPROVAL OF AGENDA**

In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. An emergency is defined as a work stoppage, a crippling disaster, or other activity that severely imperils public health, safety, or both. Also, items that arise after the posting of the Agenda may be added by a 2/3 vote of the Board. Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. The Board may take action on any item appearing on the agenda.

**5. ORAL COMMUNICATIONS**

Members of the public may address the Board on items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Board. Speakers are asked to limit their comments to five (5) minutes; the total time allowable for all public comment on items not appearing on the agenda at any one meeting may be limited. Comments on items listed on the agenda will be taken before or during discussion of the agenda item. Members of the public desiring to address the Board are asked to complete a speaker's slip available on the table near the entrance of the Boardroom and present it to the Board Secretary prior to the meeting.

**6. CONSENT CALENDAR**

Any member of the Board, staff or public may request that items from the Consent Calendar be removed for discussion. Items so removed shall be acted upon separately immediately following approval of items remaining on the Consent Calendar.

**A. Final annexation**

*Recommendation: Adopt Resolution No. 20-XX ordering the final annexation of the Catalina Avenue Reorganization to change Vista Irrigation District boundaries over a single-family parcel consisting of approximately 1.29 gross acres owned by Robert and Theresa Gualtieri, located at Catalina Avenue and Catalina Heights Way, Vista (CF 500-371; LN 2019-009; APN 178-040-45; LAFCO RO19-13 SA19-13; DIV NO 3).*

**B. Minutes of the Board of Directors meeting on April 1, 2020**

*Recommendation: Approval of draft minutes.*

**C. Ratification of check disbursements**

*Recommendation: Adopt a resolution ratifying checks numbered 64132 through 64209 in the amount of \$287,399.14 pursuant to the cash disbursement report detailing expenditures.*

**7. EMERGENCY PREPAREDNESS POLICY REVISIONS**

*Recommendation: Approve revisions to Vista Irrigation District Rules and Regulations Section 6.9, Emergency Preparedness Policy, to incorporate provisions related to the authority of the General Manager or designee to declare an emergency.*

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

*Informational report by staff and directors concerning the San Diego County Water Authority.*

**9. MEETINGS AND EVENTS**

- A. Reports on meetings and events attended by Directors*
- B. Schedule of upcoming meetings and events*

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

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

**11. COMMENTS BY DIRECTORS**

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

**12. COMMENTS BY GENERAL COUNSEL**

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

**13. COMMENTS BY GENERAL MANAGER**

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

**14. ADJOURNMENT**

- *The agenda package and materials related to an agenda item submitted after the packet's distribution to the Board, are available for public review outside the lobby of the District office during normal business hours.*
- *Agendas and minutes are available at [www.vidwater.org](http://www.vidwater.org).*
- *VID Board meetings are generally held on the first and third Wednesday of each month.*

**AFFIDAVIT OF POSTING**

I, Ranae Ogilvie, Assistant Board Secretary of the Vista Irrigation District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1391 Engineer Street, Vista, California at least 72 hours prior to the meeting, in accordance with Govt. Code Sec. 54954.2(a).

Date: April 9, 2020

  
\_\_\_\_\_  
Ranae Ogilvie, Assistant Board Secretary



**Agenda Item: 6**

**STAFF REPORT**

**Board Meeting Date:**

**April 15, 2020**

**Prepared By:**

**Ramae Ogilvie**

SUBJECT: CONSENT CALENDAR

- A. Final annexation
- B. Minutes of April 1, 2020
- C. Ratification of check disbursements



## STAFF REPORT

Agenda Item: 6.A

**Board Meeting Date:** April 15, 2020  
**Prepared By:** Matt Atteberry  
**Reviewed By:** Randy Whitmann  
**Approved By:** Brett Hodgkiss

SUBJECT: FINAL ANNEXATION

RECOMMENDATION: Adopt Resolution No. 20-XX ordering the final annexation of the Catalina Avenue Reorganization to change Vista Irrigation District boundaries over a single-family parcel consisting of approximately 1.29 gross acres owned by Robert and Theresa Gualtieri, located at Catalina Avenue and Catalina Heights Way, Vista (CF 500-371; LN 2019-009; APN 178-040-45; LAFCO RO19-13 SA19-13; DIV NO 3).

PRIOR BOARD ACTION: On September 4, 2019, the Board approved in concept the annexation of this project into Vista Irrigation District. On November 20, 2019, the Board adopted Resolution No. 19-35 setting the terms and conditions of annexation for the Catalina Avenue Reorganization.

FISCAL IMPACT: None.

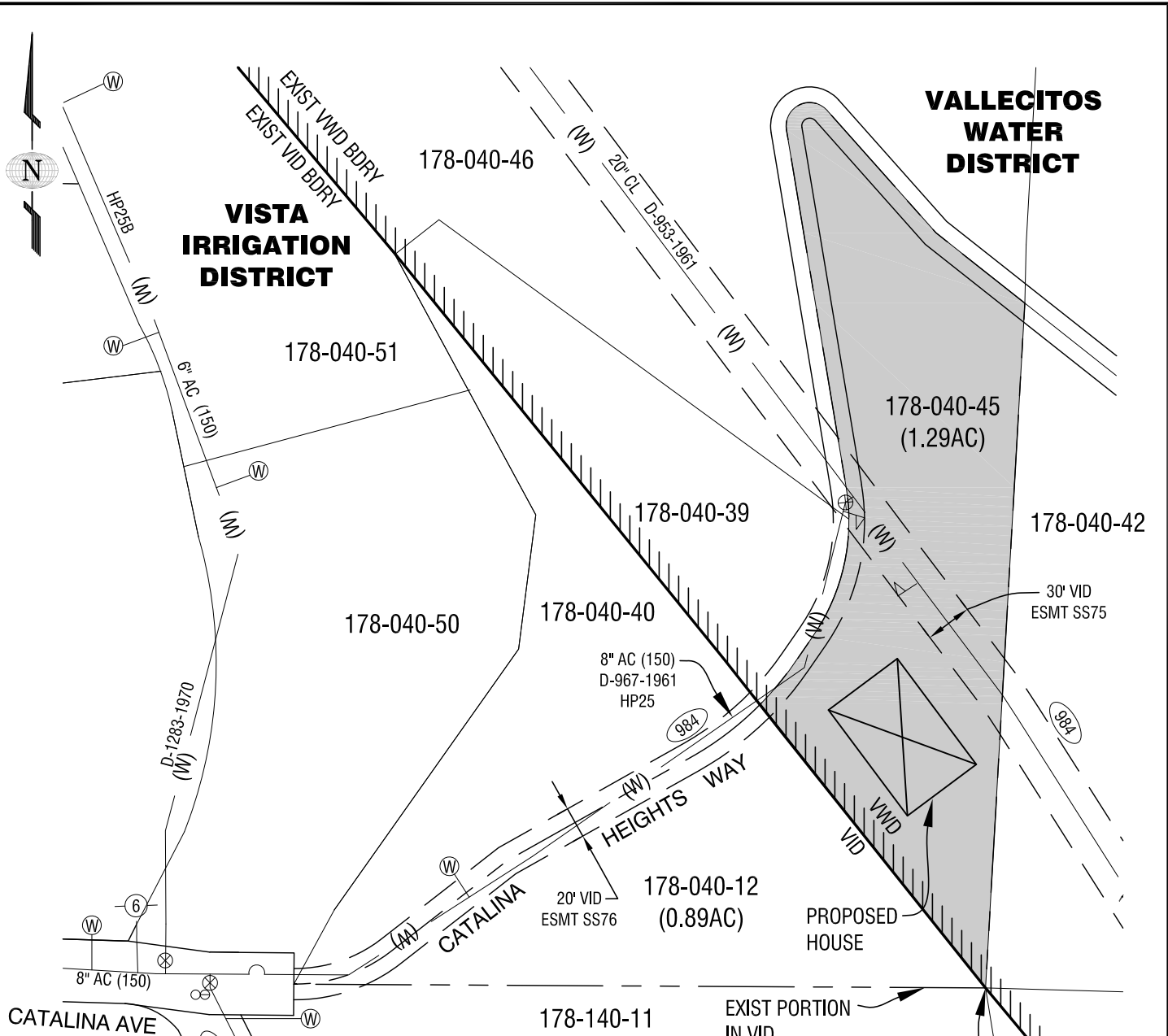
SUMMARY: The Catalina Avenue Reorganization involves a single-family residential lot consisting of two assessor parcel numbers (APNs 178-040-12; -45) at Catalina Avenue and Catalina Heights Way in Vista. The northern half of the property (APN 178-040-45) is approximately 1.29 acres and located within Vallecitos Water District (Vallecitos); the southern half of the property (APN 178-040-12) is located within Vista Irrigation District (District). Both agencies concurred that the northern portion should be annexed to the District for water service; the property is in an area where Vallecitos does not have any immediate facilities and the District has an existing 8-inch water main adjacent to the property.

DETAILED REPORT: The owners, Robert and Theresa Gualtieri, have fulfilled the District's conditions of final annexation for their parcel located at Catalina Avenue and Catalina Heights way in Vista.

On December 2, 2019, San Diego County Local Agency Formation Commission (LAFCO) adopted their resolution approving and ordering the Catalina Avenue Reorganization. On March 17, 2020, staff received LAFCO's Certificate of Completion and recorded documents for APN 178-040-45.



Adoption of this resolution will direct staff to change District boundaries in accordance with LAFCO's order.

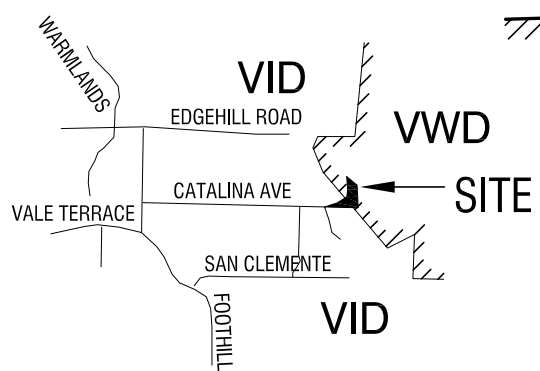
ATTACHMENTS: Map  
Resolution No.20-XX  
LAFCO Certificate of Completion



OWNER:  
 ROBERT & THERESA GUALTIERI  
 419 LADO DE LOMA DR  
 VISTA, CA 92083

**LEGEND**

-  PORTION TO BE ANNEXED TO VID
-  DISTRICT BOUNDARY
- SE CORNER OF NW<sub>4</sub> OF NE<sub>4</sub> OF SEC. 21 T11S R3W



**VICINITY MAP**  
 NO SCALE

<b>VISTA IRRIGATION DISTRICT</b>	
<b>CATALINA AVENUE REORGANIZATION</b>	
<b>FINAL ANNEXATION</b>	
APN 178-040-12 & -45	T.B.
SCALE:	L.N. 2019-009
APPD. BY MA	DATE 10/7/19
DRAWN BY: JB	DATE: 10/7/19
SHEET 1 OF 1	MAP:
<b>CF 500-371</b>	

RESOLUTION NO. 20-XX  
RESOLUTION AND ORDER FOR THE ANNEXATION OF  
CERTAIN LANDS TO VISTA IRRIGATION DISTRICT  
CATALINA AVENUE REORGANIZATION  
(APN 178-040-45, LN 2019-009, CF 500-371,  
LAFCO REF NOS. RO19-13, SA 19-13, DIV NO. 3)

WHEREAS, the owners of the property hereinafter described have initiated proceedings for annexation of a 1.29 acre parcel, which is currently a vacant single-family parcel, to Vista Irrigation District and detachment from Vallecitos Water District; and

WHEREAS, such reorganization was approved by the Local Agency Formation Commission (LAFCO) by its Resolution No. 2019-029, adopted December 2, 2019, and the Commission has designated this District as the conducting agency, and authorized this District to order said annexation without notice and hearing; and

WHEREAS, this Board by its Resolution No. 19-35 adopted November 20, 2019, set certain terms and conditions for annexation, which terms and conditions were approved by the Commission and have been satisfied and complied with.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Vista Irrigation District does hereby determine and order that:

1. The annexing territory will be benefited by the delivery of water by means of some of the works of the Vista Irrigation District or by means of practicable works connecting therewith. Water service shall be available following payment of all capacity and installation fees.
2. Property owners have paid annexation fees in the amount of \$8,530.77 ( $\$6,613/\text{ac} \times 1.29\text{ac} = \$8,530.77$  total) to Vista Irrigation District.
3. Property owners have paid all County, State, and District administrative and other related fees. Property owners have also paid to Vista Irrigation District the annexation administrative fees in the amount of \$2,234.
4. The boundaries of the territory as described in Exhibit A and shown on Map A are definite and certain.
5. The District is a registered-voter district.
6. By reason of the foregoing, the territory described in attached Exhibit A and shown on Map A is hereby ordered annexed to the Vista Irrigation District.

PASSED AND ADOPTED by the Board of Directors of Vista Irrigation District this 15<sup>th</sup> day of April 2020, by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Richard L. Vásquez, President

ATTEST:

\_\_\_\_\_  
Lisa Soto, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT

# EXHIBIT A

## CATALINA AVENUE REORGANIZATION LAFCO REFERENCE NO. R019-13 ANNEXATION TO VISTA IRRIGATION DISTRICT WITH CONCURRENT DETACHMENT FROM VALLECITOS WATER DISTRICT GEOGRAPHIC DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF VISTA, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

A PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 11 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO UNITED STATES SURVEY, APPROVED DECEMBER 14, 1885, BEING MORE PARTICULARLY DESCRIBED AS:

1. BEGINNING AT THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF SAID NORTHEAST QUARTER OF SAID SECTION 21 THENCE NORTH  $39^{\circ} 42' 15''$  WEST A DISTANCE OF 226.15 FEET TO A NON-TANGENT 200.00 FOOT RADIUS CURVE CONCAVE NORTHWESTERLY WHOSE RADIAL BEARS NORTH  $44^{\circ} 24' 15''$  WEST;
2. THENCE ALONG SAID CURVE NORTHERLY THROUGH A CENTRAL ANGLE OF  $11^{\circ} 04' 14''$ , A DISTANCE OF 38.64 FEET;
3. THENCE NORTH  $34^{\circ} 31' 31''$  EAST A DISTANCE OF 20.35 FEET TO THE BEGINNING OF A TANGENT 130.00 FOOT RADIUS CURVE, CONCAVE WESTERLY;
4. THENCE NORTHERLY ALONG AN ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF  $44^{\circ} 00' 01''$ , A DISTANCE OF 99.83 FEET;
5. THENCE TANGENT TO SAID CURVE, NORTH  $9^{\circ} 28' 30''$  WEST, A DISTANCE OF 232.20 FEET TO THE BEGINNING OF A TANGENT 15.00 FOOT RADIUS CURVE, CONCAVE SOUTHERLY;
6. THENCE NORTHERLY, EASTERLY AND SOUTHEASTERLY, ALONG AN ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF  $147^{\circ} 51' 30''$ , A DISTANCE OF 38.71 FEET;
7. THENCE, TANGENT TO SAID CURVE, SOUTH  $41^{\circ} 37' 00''$  EAST, A DISTANCE OF 104.87 FEET ;
8. THENCE SOUTH  $51^{\circ} 38' 30''$  EAST, A DISTANCE OF 72.61 FEET TO A POINT IN THE EAST LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER, DISTANT THEREON NORTH  $3^{\circ} 16' 38''$  EAST, 439.27 FEET FROM THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER;
9. THENCE, ALONG SAID EAST LINE, SOUTH  $3^{\circ} 16' 38''$  WEST, A DISTANCE OF 439.27 FEET TO SAID SOUTHEAST CORNER AND THE TRUE POINT OF BEGINNING.

CONTAINING AN AREA OF 54,336 SQUARE FEET (1.25 ACRES) MORE OR LESS.

APN 178-040-45

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

Approved by the Local Agency  
Commission of San Diego

DEC - 2 2015



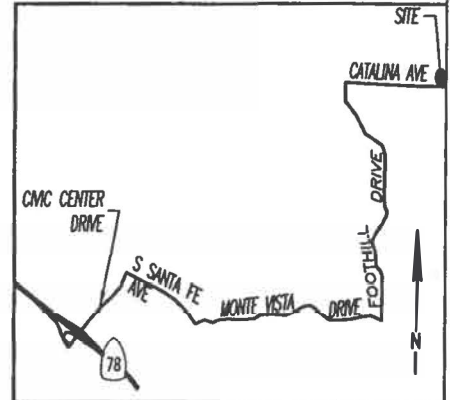


# MAP A

## CATALINA AVENUE REORGANIZATION - LAFCO REFERENCE NO. R019-13 ANNEXATION TO VISTA IRRIGATION DISTRICT WITH CONCURRENT DETACHMENT FROM VALLECITOS WATER DISTRICT

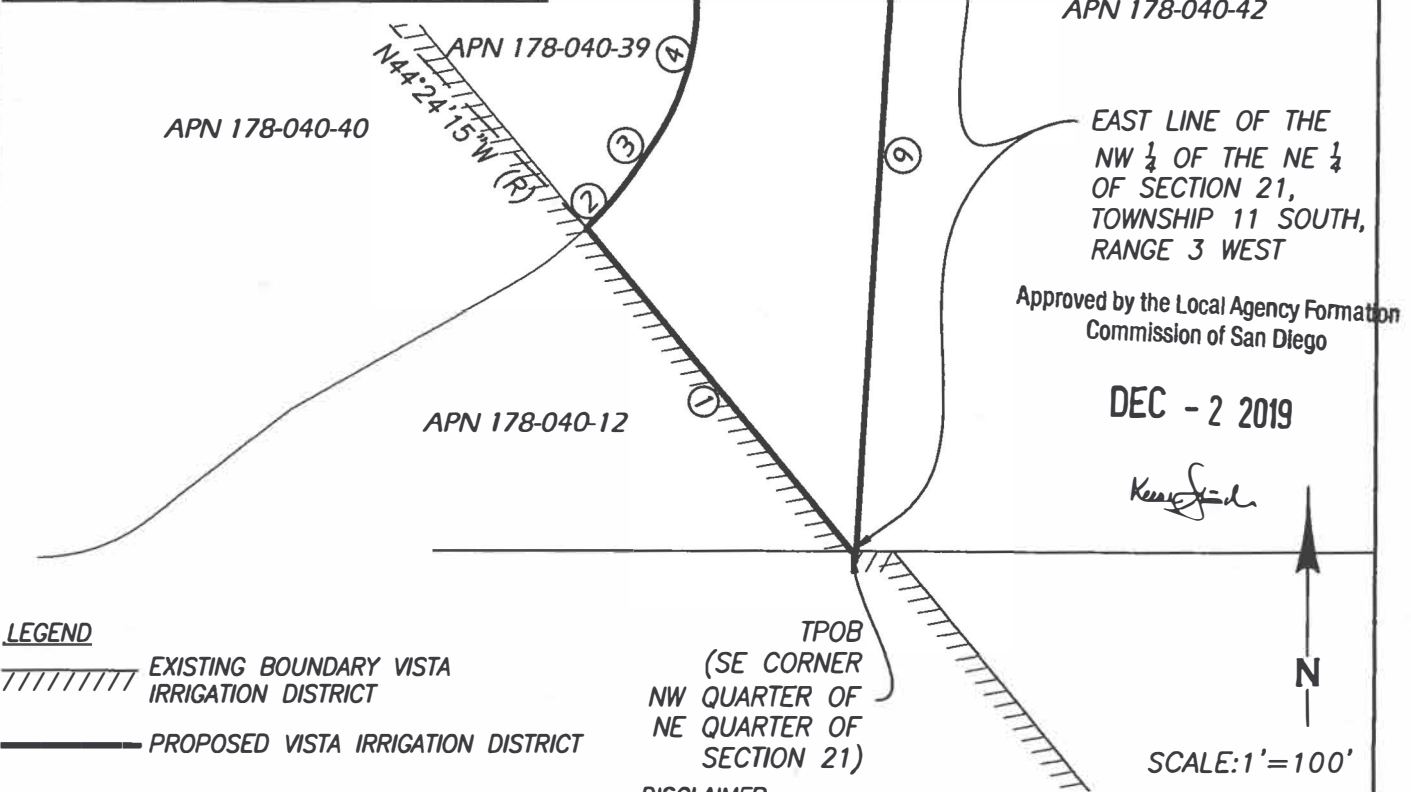
BEING A PORTION OF THE NORTHWEST QUARTER  
OF THE NORTHEAST QUARTER OF SECTION 21,  
TOWNSHIP 11 SOUTH, RANGE 3 WEST, S.B.&M IN  
THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA

COURSE TABLE			
#	Length	Direction/Delta	Radius
1	226.15'	N39° 42' 15"W	
2	38.64'	011° 04' 14"	200.00'
3	20.35'	N34° 31' 31"E	
4	99.83'	044° 00' 01"	130.00'
5	232.20'	N09° 28' 30"W	
6	38.71'	147° 51' 30"	15.00'
7	104.87'	S41° 37' 00"E	
8	72.61'	S51° 38' 30"E	
9	439.27'	S03° 16' 38"W	



### VICINITY MAP

THOMAS BROTHERS, PAGE 1088, D5  
NO SCALE



#### LEGEND

- EXISTING BOUNDARY VISTA IRRIGATION DISTRICT
- PROPOSED VISTA IRRIGATION DISTRICT

TPOB  
(SE CORNER  
NW QUARTER OF  
NE QUARTER OF  
SECTION 21)

*Kenny Smith*

DEC - 2 2019

SCALE: 1" = 100'

**CE** COFFEY ENGINEERING, INC.

9666 BUSINESSPARK AVENUE, SUITE 210, SAN DIEGO, CA 92131  
PH (858) 831-0111 FAX (858) 831-0179

**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF  
LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN  
THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE  
BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



Jan 27, 2020 03:17 PM

OFFICIAL RECORDS

Ernest J. Dronenburg, Jr.,

SAN DIEGO COUNTY RECORDER

FEES: \$0.00 (SB2 Atkins: \$0.00)

PAGES: 12

RECORDING REQUESTED BY:

San Diego County  
Local Agency Formation Commission (LAFCO)

AND WHEN RECORDED MAIL TO:

LAFCO  
9335 Hazard Way, Suite 200  
San Diego, California 92123  
MS: O216

THIS SPACE FOR RECORDER'S USE ONLY

**Certificate of Completion**

“Catalina Avenue Reorganization”

Concurrent Annexation to the Vista Irrigation District and  
Detachment from Vallecitos Water District and Associated Sphere Amendments  
LAFCO File No. RO19-13

(Please fill in document title(s) on above line(s))

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION

**SAN DIEGO COUNTY**  
**Local Agency Formation Commission**  
**9335 Hazard Way, Suite 200**  
**San Diego, CA 92123**  
**MS: O-216**

**CERTIFICATE OF COMPLETION**

"Catalina Avenue Reorganization" | Concurrent Annexation to the Vista Irrigation District and Detachment from the Vallecitos Water District and Associated Sphere Amendments  
| LAFCO File No. RO19-13

Pursuant to Government Code Sections 57200 and 57201, this Certificate is hereby issued.

The name of each city and/or district included in this reorganization, all located within San Diego County, and the type of jurisdictional change ordered for each district are as follows:

City/District	Type of Change of Organization
Vista Irrigation District	Annexation
Vallecitos Water District	Detachment

A certified copy of the resolution ordering this reorganization without an election is attached hereto and by reference incorporated herein.

A legal description and map of the boundaries of the above-cited reorganization are included in said resolution.

The terms and conditions, of the reorganization are included in said resolution and have been completed.

I hereby certify that I have examined the above-cited resolution for the reorganization and have found that document to be in compliance with the Commission's resolution approving said reorganization.

I further certify that a master tax exchange resolution governing the exchange of property tax revenues for this jurisdictional change has been submitted to this office.

  
Keene Simonds, Executive Officer

Date: January 24, 2020

**RESOLUTION NO. 2019-029**

**SAN DIEGO LOCAL AGENCY FORMATION COMMISSION**

**MAKING DETERMINATIONS, APPROVING, AND ORDERING  
A REORGANIZATION AND ASSOCIATED SPHERE OF INFLUENCE AMENDMENTS**

**“CATALINA AVENUE REORGANIZATION”  
CONCURRENT ANNEXATION TO THE VISTA IRRIGATION DISTRICT AND  
DETACHMENT FROM VALLECITOS WATER DISTRICT**

**LAFCO FILE NO. RO19-13**

**WHEREAS**, on July 29, 2019, landowners Robert and Thresa Gualtierri filed a petition to initiate proceedings and an application with the San Diego County Local Agency Formation Commission, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

**WHEREAS**, the application seeks approval for a reorganization of approximately 1.29 acres of unincorporated territory and includes the principal action to annex all of the affected territory to the Vista Irrigation District; and

**WHEREAS**, the reorganization application also seeks concurrent detachment of all of the affected territory from the Vallecitos Water District; and

**WHEREAS**, the affected territory as proposed comprises one undeveloped and unincorporated parcel identified by the County of San Diego Assessor’s Office as 178-040-45; and

**WHEREAS**, an applicable master property tax transfer agreement applies to the proposed reorganization dated December 14, 1982; and

**WHEREAS**, the Commission’s Executive Officer has reviewed the proposed reorganization and prepared a report with recommendations; and

**WHEREAS**, the Executive Officer's report and recommendations on the proposal have been presented to the Commission in the manner provided by law; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at a noticed public hearing on the proposal on December 2, 2019; and

**WHEREAS**, the Commission considered all the factors required by law under Government Code Sections 56668 and 56425 and adopted local policies and procedures.

**NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER** as follows:

1. The hearing was held on the date set therefore, and due notice of said hearing was given in the manner required by law.
2. At the hearing, the Commission called for, heard, and considered all interested parties and public comments and read and considered the Executive Officer's report.
3. The Commission serves as lead agency under the California Environmental Quality Act (CEQA) in considering two distinct "projects" associated with the reorganization proposal as detailed in the Executive Officer's report: (a) accommodating sphere of influence amendments and the (b) the reorganization itself. The Commission's findings follow.
  - a) The Commission finds the accommodating sphere of influence amendments to add the affected territory to Vista Irrigation District and concurrently remove from Vallecitos Water District is exempt from further review under the "general rule" provision provided under State CEQA Guidelines Section 15061(b)(3). This exemption appropriately applies given it can be seen with certainty spheres of influence are planning policies and any amendments do not make any changes to the environment or authorize any new uses or services.
  - b) The Commission finds the reorganization to annex the affected territory as described to the Vista Irrigation District and detach from Vallecitos Water District is exempt from further review under State CEQA Guidelines Section 15320. This exemption appropriately applies given the reorganization involves changes in the organization of local agencies and does not alter the geographic area in which a service (i.e., water) is not already authorized by a public agency. No new service powers are established by the reorganization.

4. The Commission APPROVES the following sphere of influence amendments subject to successful recordation of the associated reorganization and makes the statements required under Government Code Section 56425 and provided in "Exhibit A."
  - a) The sphere of influence for the Vista Irrigation District is amended to add the affected territory as shown in "Exhibit B" and includes Assessor Parcel Number 178-040-45.
  - b) The sphere of influence for the Vallecitos Water District is amended to remove the affected territory as shown in "Exhibit B" and includes Assessor Parcel Number 178-040-45.
5. The Commission APPROVES the re organization without modifications and subject to conditions as provided. Approval involves all of the follow:
  - a) Annexation of the affected territory to the Vista Irrigation District as shown in "Exhibit C-1" and described in "Exhibit C-2."
  - b) Detachment of the affected territory from the Vallecitos Water District is similarly shown in "Exhibit C-1" and described in "Exhibit C-2."
6. The Commission CONDITIONS all approvals on the following terms being satisfied by December 2, 2020 unless an extension is requested in writing and approved by the Executive Officer:
  - a) Completion of the 30-day reconsideration period provided under Government Code Section 56895.
  - b) Submittal to the Commission of final maps and geographic descriptions of the affected territory relative to the approved jurisdictional changes conforming to the requirements of the State Board of Equalization – Tax Services Division.
  - c) Submittal to the Commission of the following payments:
    - A check made payable to LAFCO in the amount of \$100.00 for the County of San Diego-Clerk Recorder to reimburse for filing two CEQA Notices of Exemption consistent with the findings in the resolution.
    - A check made payable to LAFCO in the amount of \$303.72 to reimburse for the public hearing notice publication.
    - A check made payable to the State Board of Equalization for processing fees in the amount of \$350.00.

7. The Commission assigns the proposal the following short-term designation:  

“Catalina Avenue Reorganization”
8. The affected territory as designated by the Commission is uninhabited as defined in Government Code Section 56046.
9. The Commission waives conducting authority proceedings under Government Code Section 56662.
10. The Vista Irrigation District is a registered-voter district.
11. The Vista Irrigation District utilizes the County of San Diego assessment roll.
12. The affected territory will be liable for any existing bonds, contracts, and/or obligations of the Vista Irrigation District as provided under Government Section 57328.
13. The effective date of the approval shall be the date of recordation but not before January 2, 2020 and only after all terms have been completed as attested by the Executive Officer.
14. As allowed under Government Code Section 56107, the Commission authorizes the Executive Officer to make non-substantive corrections to this resolution to address any technical defects, errors, irregularities, or omissions.
15. The Executive Officer is hereby authorized and directed to mail copies of this resolution as provided in Sections 56880-56882 of the Government Code.
16. The Executive Officer is further authorized and directed to prepare, execute, and record a Certificate of Completion, make the required filings with the County Assessor, County Auditor, and the State Board of Equalization as required by Section 57200, et seq., of the Government Code.

PASSED AND ADOPTED by the Commission on 2<sup>nd</sup> of December 2019 by the following vote:

AYES: Cox (voting), Jacob, Kersey, MacKenzie, Vanderlaan, Wells, and Willis  
NOES: None  
ABSENT: Cate, Desmond, McNamara, and Salas  
ABSTAIN: None

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**STATE OF CALIFORNIA |**  
**COUNTY OF SAN DIEGO**

I, KEENE SIMONDS, Executive Officer of the Local Agency Formation Commission of the County of San Diego, State of California, hereby certify that I have compared the foregoing copy with the original resolution adopted by said Commission at its regular meeting on December 2, 2019, which original resolution is not on file in my office; and that same contains a full, true, and correct transcript therefrom and of the whole thereof.

Witness my hand this 24<sup>th</sup> day of January 2020.

  
Keene Simonds, Executive Officer  
San Diego Local Agency Formation Commission

Approved by the Local Agency Formation  
Commission of San Diego

DEC - 2 2019





## EXHIBIT A

### SPHERE OF INFLUENCE DETERMINATIONS

**(1) The present and planned land uses, including agricultural and open-space lands.**

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The affected territory comprises an approximate 1.3 acre unincorporated and undeveloped parcel located outside the City of Vista. The subject parcel is one of two parcels that comprises a 2.2-acre legal lot, which is zoned for single-family residential uses by the County of San Diego. Development within the lot is limited to the subject parcel comprising the affected territory and it is reasonable to assume the maximum density/intensity under zoning therein is two single-family residential lots with two accessory dwelling units. The affected territory has not been cultivated for agricultural products and is not subject to the Williamson Act. The lands are also not considered prime agriculture under LAFCO law and do not contain open-space lands. These land uses are consistent with the proposal's purpose to establish public water services to the affected territory by Vista ID and supports accommodating sphere amendments to Vista ID (add) and Vallecitos WD (remove).

**(2) The present and probable need for public facilities and services in the area.**

---

There is a need for public water service to accommodate the planned residential use of the affected territory under the County of San Diego's adopted land use policies consistent with the surrounding and developing area. These needs align with the proposal's purpose to establish public water services to the affected territory by Vista ID and supports accommodating sphere amendments to Vista ID (add) and Vallecitos WD (remove).

**(3) The present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide.**

---

Vista ID has available infrastructure capacities to connect and accommodate estimated demands within the affected territory at its maximum uses without adversely impacting current ratepayers. Vallecitos WD does not have available infrastructure capacities to connect to the affected territory without significant expansion. These capacity considerations are consistent with the proposal's purpose to establish public water services to the affected territory by Vista ID and supports accommodating sphere amendments to Vista ID (add) and Vallecitos WD (remove).

Approved by the Local Agency Formation  
Commission of San Diego

DEC - 2 2019



**(4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.**

---

Vista ID has established explicit social and economic ties with incorporated and unincorporated lands surrounding the affected territory as the primary public water service provider. These existing ties are relevant to the proposal and extend to the affected territory given the connection to Vista ID's water system is needed to allow the land to efficiently develop as contemplated under the County of San Diego General Plan.

**(5) The present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.**

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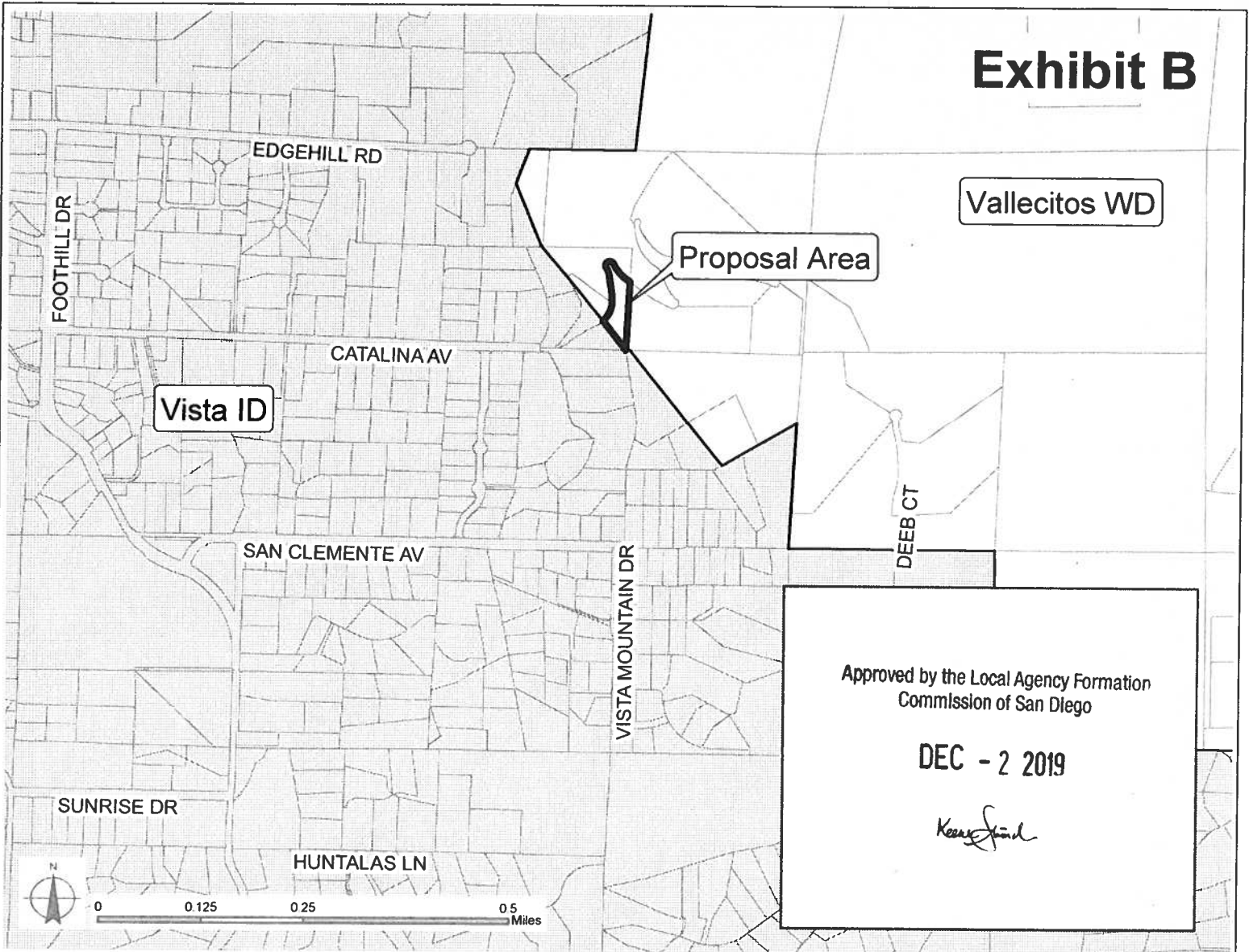
The affected territory is not in a census tract qualifying as a disadvantaged unincorporated community under State statute or LAFCO policy.

Approved by the Local Agency  
Commission of San Diego

DEC - 2 2015

*Kerry Stinch*

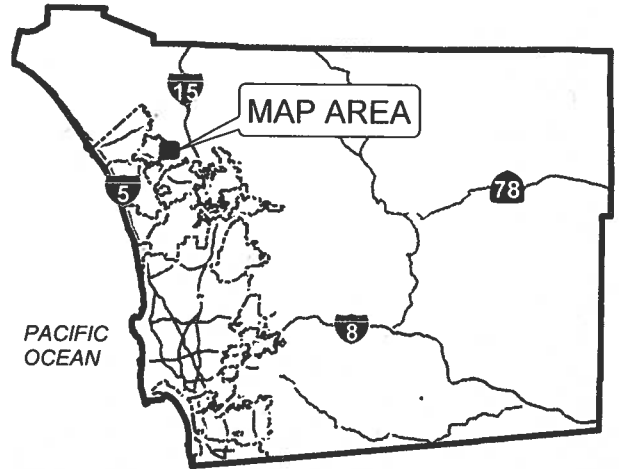
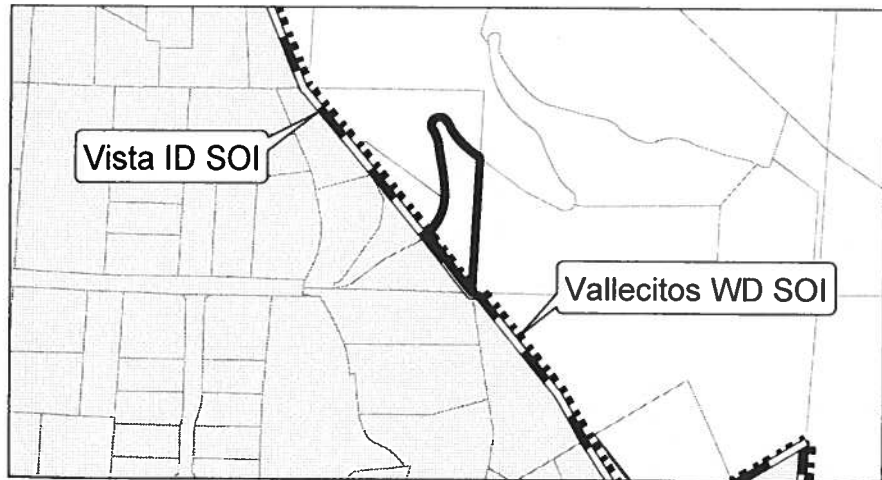
# Exhibit B



Approved by the Local Agency Formation  
Commission of San Diego

DEC - 2 2019

*Kearney Spauld*



RO19-13  
SA19-13

## PROPOSED "CATALINA AVENUE REORGANIZATION" ANNEXATION TO VISTA ID AND CONCURRENT DETACHMENT FROM VALLECITOS WD

SOI = Sphere of Influence

- Proposal Area
- Vista ID
- Vista ID SOI
- Vallecitos WD
- Vallecitos WD SOI



San Diego County  
Local Agency Formation Commission  
Regional Service Planning | Subdivision of the State of California

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G:\GIS\Vicinity\_Maps\legendamaps2019\19-13 Vista ID NEW Vicinity BW for recordation2.mxd

Created by Dieu Ngu -- 1/23/2020

**EXHIBIT C-1**

**CATALINA AVENUE REORGANIZATION  
LAFCO REFERENCE NO. R019-13  
ANNEXATION TO VISTA IRRIGATION DISTRICT WITH  
CONCURRENT DETACHMENT FROM VALLECITOS WATER DISTRICT  
GEOGRAPHIC DESCRIPTION**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF VISTA, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

A PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 11 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO UNITED STATES SURVEY, APPROVED DECEMBER 14, 1885, BEING MORE PARTICULARLY DESCRIBED AS:

1. BEGINNING AT THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF SAID NORTHEAST QUARTER OF SAID SECTION 21 THENCE NORTH 39° 42' 15" WEST A DISTANCE OF 226.15 FEET TO A NON-TANGENT 200.00 FOOT RADIUS CURVE CONCAVE NORTHWESTERLY WHOSE RADIAL BEARS NORTH 44° 24' 15" WEST;
2. THENCE ALONG SAID CURVE NORTHERLY THROUGH A CENTRAL ANGLE OF 11° 04' 14", A DISTANCE OF 38.64 FEET;
3. THENCE NORTH 34° 31' 31" EAST A DISTANCE OF 20.35 FEET TO THE BEGINNING OF A TANGENT 130.00 FOOT RADIUS CURVE, CONCAVE WESTERLY;
4. THENCE NORTHERLY ALONG AN ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 44° 00' 01", A DISTANCE OF 99.83 FEET;
5. THENCE TANGENT TO SAID CURVE, NORTH 9° 28' 30" WEST, A DISTANCE OF 232.20 FEET TO THE BEGINNING OF A TANGENT 15.00 FOOT RADIUS CURVE, CONCAVE SOUTHERLY;
6. THENCE NORTHERLY, EASTERLY AND SOUTHEASTERLY, ALONG AN ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 147° 51' 30", A DISTANCE OF 38.71 FEET;
7. THENCE, TANGENT TO SAID CURVE, SOUTH 41° 37' 00" EAST, A DISTANCE OF 104.87 FEET ;
8. THENCE SOUTH 51° 38' 30" EAST, A DISTANCE OF 72.61 FEET TO A POINT IN THE EAST LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER, DISTANT THEREON NORTH 3° 16' 38" EAST, 439.27 FEET FROM THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER;
9. THENCE, ALONG SAID EAST LINE, SOUTH 3° 16' 38" WEST, A DISTANCE OF 439.27 FEET TO SAID SOUTHEAST CORNER AND THE TRUE POINT OF BEGINNING.

CONTAINING AN AREA OF 54,336 SQUARE FEET (1.25 ACRES) MORE OR LESS.

APN 178-040-45

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

Approved by the Local Agency  
Commission of San Diego

DEC - 2 2015

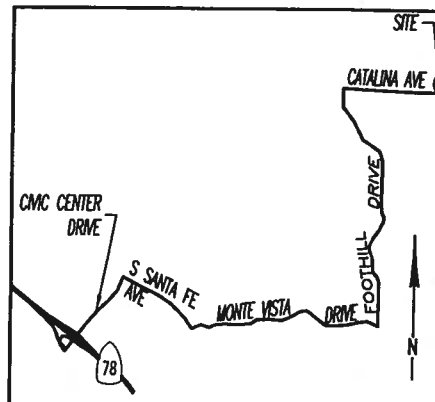


EXHIBIT C-2

**CATALINA AVENUE REORGANIZATION - LAFCO REFERENCE NO. R019-13**  
**ANNEXATION TO VISTA IRRIGATION DISTRICT WITH**  
**CONCURRENT DETACHMENT FROM VALLECITOS WATER DISTRICT**

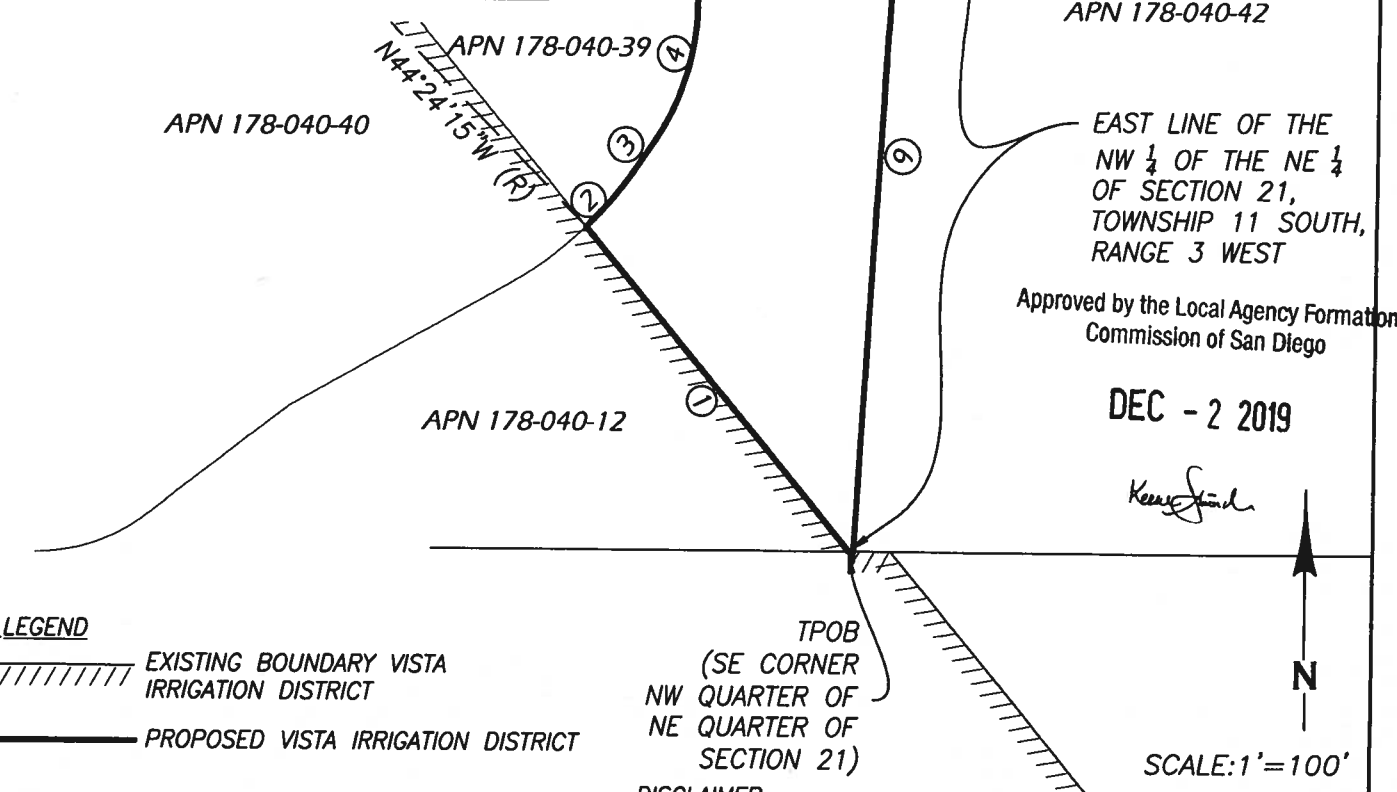
BEING A PORTION OF THE NORTHWEST QUARTER  
 OF THE NORTHEAST QUARTER OF SECTION 21,  
 TOWNSHIP 11 SOUTH, RANGE 3 WEST, S.B.&M IN  
 THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA

COURSE TABLE			
#	Length	Direction/Delta	Radius
1	226.15'	N39° 42' 15"W	
2	38.64'	011° 04' 14"	200.00'
3	20.35'	N34° 31' 31"E	
4	99.83'	044° 00' 01"	130.00'
5	232.20'	N09° 28' 30"W	
6	38.71'	147° 51' 30"	15.00'
7	104.87'	S41° 37' 00"E	
8	72.61'	S51° 38' 30"E	
9	439.27'	S03° 16' 38"W	



**VICINITY MAP**

THOMAS BROTHERS, PAGE 1088, D5  
 NO SCALE



**LEGEND**

- EXISTING BOUNDARY VISTA IRRIGATION DISTRICT
- PROPOSED VISTA IRRIGATION DISTRICT

TPOB  
 (SE CORNER  
 NW QUARTER OF  
 NE QUARTER OF  
 SECTION 21)

Approved by the Local Agency Formation  
 Commission of San Diego

DEC - 2 2019

*Kearney*

SCALE: 1"=100'

**CE COFFEY ENGINEERING, INC.**

9666 BUSINESSPARK AVENUE, SUITE 210, SAN DIEGO, CA 92131  
 PH (858)831- 0111 FAX (858)831- 0179

**DISCLAIMER:**  
 FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF  
 LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN  
 THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE  
 BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

**DRAFT MINUTES**

*Not part of the District's permanent record until approved by the Board of Directors.*

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

April 1, 2020

A Regular Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, April 1, 2020 at the offices of the District, 1391 Engineer Street, Vista, California.

**1. TO ORDER**

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

**2. ROLL CALL**

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

Directors absent: None.

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

Other attendees: Doug Gillingham of Gillingham Water was present by teleconference.

**3. PLEDGE OF ALLEGIANCE**

Director MacKenzie led the pledge of allegiance.

**4. APPROVAL OF AGENDA**

20-04-31	<i>Upon motion by Director Miller, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors approved the agenda as presented.</i>
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**5. ORAL COMMUNICATIONS**

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

**6. CONSENT CALENDAR**

Director of Engineering Randy Whitmann provided clarification regarding Item 6.A., "Acknowledgement of Easement, Encroachment Permit, Joint Use Agreement and Grant of Right of Way" stating that the planned installation of storm drain facilities within the District's easement included a mix of existing and proposed facilities. He stated that the District is asking the developer to obtain an

**DRAFT MINUTES**

*Not part of the District's permanent record until approved by the Board of Directors.*

encroachment permit from the District in order to work within the Vista Flume (Flume) easement and requesting a Joint Use Agreement with the City of Escondido to clearly define the District's prior rights. Mr. Whitmann stated that the storm drain improvements will take up about half of the District's easement, but another Flume segment could be built on the south side of the easement if needed. He clarified that the fees and construction costs of the storm drain improvements will be borne in full by the developer. Mr. Whitmann further noted that the District would be included in the review and approval process for relocating the 18-inch transmission main that will feed the Bennett service area in the Village 2 portion of the development.

20-04-32      *Upon motion by Director Miller, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors approved the Consent Calendar, including Resolution No. 20-10 approving disbursements.*

**A. Acknowledgement of easement, Encroachment Permit, Joint Use Agreement and Grant of Right of Way**

See staff report attached hereto. Staff recommended and the Board acknowledged existing easement via Tract Map, approved Encroachment Permit (131) and Joint Use Agreement and accepted Grant of Right of Way (L54) for a 380 dwelling unit residential subdivision consisting of approximately 109.3 gross acres owned by Lennar Homes of California, located in the northwest portion of the City of Escondido along Country Club Lane (LN 2018-010; APNs 224-210-53, 224-211-05, -12, -15, 224-230-36, -43, 224-430-04, 224-431-01, -02 -03, 224-490-05, -06 and 224-491-01).

**B. Minutes of the Board of Directors special meeting on March 11, 2020**

The minutes of March 11, 2020 were approved as presented.

**C. Minutes of Board of Directors meeting on March 18, 2020**

The minutes of March 18, 2020 were approved as presented.

**D. Resolution ratifying check disbursements**

**RESOLUTION NO. 20-10**

**BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 64009 through 64131 drawn on Union Bank totaling \$2,941,312.72.**

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

**PASSED AND ADOPTED unanimously by a roll call vote of the Board of Directors of Vista Irrigation District this 1<sup>st</sup> day of April 2020.**

\*\*\*\*\*

**DRAFT MINUTES**

*Not part of the District's permanent record until approved by the Board of Directors.*

**7. DIVISION REPORTS**

See staff report attached hereto.

Director of Water Resources Don Smith pointed out that the calculations in the Water Production Data section of the Division Reports are based on new bathymetry for Lake Henshaw. He stated that 302 acre feet of the apparent gain is due to the new bathymetry data prepared by BHA in 2019, and the rest of the gain is due to recent rainfall. Mr. Smith stated that, on a go forward basis, the District's water production calculations would be based on this new bathymetry data.

Mr. Smith commented on his meeting with Alexandra Stehl, Planning Chief with California State Parks (State Parks), in which staff and Ms. Stehl walked and discussed the historic alignment of the California Riding and Hiking Trail (CRHT). He stated that the main thing State Parks would want in a new agreement for the CRHT is a responsible party to operate and maintain the trail; the main thing the District would want is a responsive party to address any questions or concerns that the District may have regarding the portion of the trail that crosses District property. Mr. Smith added that the new agreement would also address the trail alignment, operation and maintenance issues and the District's right to terminate the agreement at any time. Director Sanchez suggested reaching out to other agencies that may have similar agreements with State Parks, indicating that it may be helpful to draw on their experience when it is time to draft the District's new agreement. Director MacKenzie suggested seeking a letter from State Parks affirming that it agrees with the District's action to prohibit public use and unauthorized maintenance of the CRHT on District property. Mr. Hodgkiss said that with regard to those performing unauthorized maintenance on the portion of the CRHT on District property, Ms. Stehl said that she would reach out to those individuals and request that maintenance activities cease. Director MacKenzie asked that Ms. Stehl copy the District with any correspondence in this regard.

Mr. Hodgkiss updated the Board regarding the District's COVID-19 pandemic response stating that in addition to the regular disinfecting and sanitizing of surfaces around the District headquarters, onsite staffing has been reduced to about half (50% are onsite and 50% are teleworking) to minimize exposure and maintain business continuity should a case of COVID-19 occur on the premises. Field employees who are teleworking are completing online training and continuing education courses as well as working on field mapping and other related tasks; office employees have access to their District desktops and files from their home and are able to continue to perform work as if they were onsite. Regular maintenance activities and meter reading would continue as scheduled. Mr. Hodgkiss advised that no work on main replacement projects would be performed during this health crisis, thus avoiding disruptions to water service.

**8. VISTA FLUME REPLACEMENT**

See staff report attached hereto.

Mr. Whitmann said that with the Vista Flume (Flume) approaching the end of its useful life, a Water Supply Planning Study (Study) was prepared and reviewed by the Board over the course of three workshops; the Study evaluated whether the Flume should be replaced or retired. The Study showed that replacement of the Flume would be the least costly option (\$120-130 million) and provide superior supply reliability and the opportunity for continued regional cooperation.

Mr. Whitmann recalled that at the conclusion of the final workshop, the Board reached consensus that replacement of the Flume would be the preferred alternative for the District. He noted that by taking action to select replacement of the Flume as its preferred alternative, the Board would be selecting the



**DRAFT MINUTES**

***Not part of the District's permanent record until approved by the Board of Directors.***

preferred alternative it wishes to evaluate with further studies; this decision would not commit the District to a specific project or funding level at this time. Studies that will follow include an alignment study, environmental documentation and financial planning.

General Counsel David Cosgrove provided clarification regarding the California Environmental Quality Act (CEQA) process going forward. At this point, the District's progress falls under Section §15262 of the CEQA Guidelines, which is a statutory exemption for planning and feasibility studies. Mr. Cosgrove also cited Section §15306 of the CEQA Guidelines, which provides a categorical exemption for information gathering. He stated that if the Board takes action to select Flume replacement as its preferred alternative (as represented in the recommendation), it represents an iteration of further planning studies to develop Flume replacement alternatives and financial feasibility going forward. These studies are all necessary to develop a project description that will be meaningful for full environmental analysis. Director MacKenzie suggested that it be clarified how far in the planning process the District intends to proceed before beginning the CEQA process. Mr. Whitmann responded that staff would be reviewing the timing of all planning components, including CEQA, when developing the scope of work for the alignment study.

20-04-33	<b><i>Upon motion by Director MacKenzie, seconded by Director Dorey and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors selected replacement of the Vista Flume as the preferred alternative project and authorized staff to initiate planning efforts which includes an alignment study, financial planning, and preparation of environmental documentation in an amount not to exceed \$3 million.</i></b>
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**9. MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY**

See staff report attached hereto.

Director Miller reported on the recent meeting of the San Diego County Water Authority (Water Authority) Board of Directors, which was held by teleconference with no committee meetings held that day. He reported that the Water Authority Board authorized repairs to a stress fracture on Pipeline 5 in the Moosa Canyon area; Director Miller said that there would be a shutdown to install bulkheads to allow the carbon fiber repair to be made, and another shutdown to remove bulkheads once the repair has been completed.

Director Miller reported the sad news that Water Authority Board Member from the City of Escondido John Masson passed away, and an appointment would be made to fill the vacancy. Director Miller reported on the potential detachment of Fallbrook Public Utilities District (Fallbrook) and Rainbow Municipal Water District (Rainbow) from the Water Authority, stating that the two agencies have submitted applications to the Local Agency Formation Commission.

**10. MEETINGS AND EVENTS**

See staff report attached hereto.

Director MacKenzie reported on her participation via teleconference in a meeting of the California Special District Association (CSDA) Finance Corporation in which financing for the McKinleyville Community Service District in the amount of \$1.8 million was approved. She reported on a second meeting

**DRAFT MINUTES**

***Not part of the District's permanent record until approved by the Board of Directors.***

of the CSDA Finance Corporation Board of Directors, which included a review of financial statements and a consultants' report that characterized the current financial climate as extremely volatile.

Director MacKenzie reported on her participation via teleconference in a meeting of the CSDA Board of Directors in which the board approved five new memberships and discussed membership dues and the COVID-19 pandemic. The CSDA Board also reviewed the financial reports and approved the appointment of two new CSDA Board members.

It was noted that the Spring ACWA Conference was rescheduled to July 28-31, 2020. Directors Sanchez and Dorey both advised that they may have potential scheduling conflicts with the new dates and would keep staff apprised of their availability as the dates get closer. In light of the rescheduling of the ACWA Conference, Director Sanchez asked if the Board meeting schedule for the month of May should be put back to the first and third Wednesdays of the month. President Vásquez responded that he discussed this question with the General Manager and was advised that at this time there does not appear to be a need for a second meeting in May 2020. However, if the need for a second meeting should arise, the May Board meeting schedule will be agendaized for discussion by the Board at its April 15, 2020 meeting.

Director MacKenzie requested to attend the Urban Water Institute Annual Water Conference in San Diego, August 19-21, 2020.

20-04-34	<i>Upon motion by Director Dorey, seconded by Director Miller and unanimously carried (5 ayes: Miller, Dorey, Sanchez, MacKenzie, and Vásquez), the Board of Directors authorized Director MacKenzie to attend the Urban Water Institute Annual Water Conference in San Diego, August 19-21, 2020.</i>
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**11. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES**

See staff report attached hereto.

Mr. Hodgkiss said that the District's Scholarship Contest and the 2019 Annual Report would be on an upcoming agenda after review by the Public Affairs Committee. He said that due to the COVID-19 pandemic there would not be scholarship or poster contest award presentations during a Board meeting this year. Mr. Hodgkiss said that the winning poster contest entries would be provided for the Board as an informational item on an upcoming agenda, and students would receive their awards by mail.

**12. COMMENTS BY DIRECTORS**

Director MacKenzie questioned whether it is clear that the three-part Water Supply Planning Study (Study) posted on the District's website has to do with replacing or retiring the Vista Flume. Mr. Hodgkiss responded that the article on the District's website as well as the press release both refer to the three-part Study as it relates to the Board considering replacement of the Vista Flume.

President Vásquez reported that he attended the Celebration of Life for Frank Mendenhall with Director of Water Resources Don Smith. He stated that he offered condolences to Mrs. Mendenhall on behalf of the District. President Vásquez commented that it was apparent to him by the large attendance and outpouring of love and support, that Mr. Mendenhall was a very beloved figure in his community. President Vásquez said that the District was fortunate to have Mr. Mendenhall and his wife Janice as the concessionaire for the Lake Henshaw Resort. He noted that it is his understanding that Janice will continue

**DRAFT MINUTES**

***Not part of the District's permanent record until approved by the Board of Directors.***

as the concessionaire, but there may be a change in ownership of the Mendenhall Cattle Company. Mr. Hodgkiss clarified that the Mendenhall Cattle Company has a license to graze cattle on a portion of the District's land (Warner Ranch); if the company is sold, the license may be transferred to the new owner. He said that the District hasn't been notified of any change of ownership to date. Mr. Hodgkiss added that the District would have the discretion to approve or deny such a transfer.

**13. COMMENTS BY GENERAL COUNSEL**

Mr. Cosgrove informed the Board about a proposed decision from the California Public Utilities Commission related to the California American Water Company (Cal-Am) acquisition of the water system of the City of Bellflower. The issue was whether the acquisition should be approved based on the cost to Cal-Am ratepayers. It was determined that all Cal-Am customers would be affected by the acquisition and would experience a ten percent increase in their water rates as a result; therefore, the acquisition would not be approved.

**14. COMMENTS BY GENERAL MANAGER**

Mr. Hodgkiss informed the Board that the District received a refund check from the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) in the amount of \$174,757.22 for the District's low loss ratio. Mr. Hodgkiss thanked Director of Operations and Field Services Frank Wolinski and Safety and Risk Manager Sherry Thorpe for their efforts on the main replacement program and other programs that were put in place to lower the District's loss ratios in all three of the ACWA JPIA programs: Liability, Property, and Workers Compensation.

Mr. Hodgkiss reported that after over 7.5 inches of rain in the month of March 2020, the water level at Lake Henshaw was at just over 7,000 acre feet, which equates to an increase of about 1,500 acre feet.

Mr. Hodgkiss advised the Board that Mr. Cosgrove was very helpful in preparing the "COVID-19 Response Procedures for Meeting" language used on the agenda to explain how the public could participate in the meeting (teleconference only) and that all Board members could participate via teleconference in accordance with Governor Newsom's recent Executive Orders related to the Brown Act. He thanked Mr. Cosgrove for his assistance.

**15. ADJOURNMENT**

There being no further business to come before the Board, at 10:17 a.m. President Vásquez adjourned the meeting to April 15, 2020 at 9:00 a.m.

\_\_\_\_\_  
Richard L. Vásquez, President

ATTEST:

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



# Cash Disbursement Report

Payment Dates 03/20/2020 - 4/2/2020

Payment Number	Payment Date	Vendor	Description	Amount
64132	03/26/2020	Refund Check	Customer Refund Check	2,538.79
64133-64135	03/26/2020	Refund Checks	Customer Refund Checks	504.59
64136	03/26/2020	Amazon Capital Services	SAE & Metric Allen Key Sets (2) - Truck 66	22.71
	03/26/2020		Fuel Pump - Truck 11	26.92
	03/26/2020		Conference Table	505.53
	03/26/2020		Air Hammer - Truck 30	40.04
	03/26/2020		Hex Key Sets (2) - Truck 30	56.54
64137	03/26/2020	BHA Inc	Monitoring/Surveying of Lake Henshaw Dam 02/2020	420.00
64138	03/26/2020	Big Drip Plumbing	Meter Tie-Back	2,300.00
64139	03/26/2020	Boot World Inc	Footwear Program	345.60
64140	03/26/2020	Cecilia's Safety Service Inc	Traffic Control - York Dr/Montgomery Dr	6,840.00
	03/26/2020		Traffic Control - Monte Vista Dr	1,425.00
	03/26/2020		Traffic Control - Bonair Rd	1,520.00
	03/26/2020		Traffic Control - York Dr/Montgomery Dr	1,520.00
	03/26/2020		Traffic Control - Huff St	570.00
64141	03/26/2020	Core & Main	4" Clow 250# FLGxFLG HF Epoxy Coated Gate Valve (2)	2,230.75
	03/26/2020		8" Clow 250# FLGxFLG HF Epoxy Coated Gate Valve (2)	4,466.44
	03/26/2020		6" Clow 250# FLGxFLG HF Epoxy Coated Gate Valve (1)	1,638.89
	03/26/2020		Tapping Sleeve (1)	860.60
	03/26/2020		PVC Pipe (200')	1,954.59
	03/26/2020		16" Flg Tee (Ductile Iron) (1)	947.19
	03/26/2020		18" x 1/16 NA Ring Gasket (2)	41.14
	03/26/2020		16" x 1/16 NA Ring Gasket (4)	47.63
	03/26/2020		16" Butterfly B&N Kit (2)	77.36
	03/26/2020		16" Standard B&N Kit (2)	77.94
	03/26/2020		18" Butterfly B&N Kit (2)	103.92
	03/26/2020		8 x 6 Flg Reducer (1)	123.39
	03/26/2020		18" x 8" Flg Reducer (1)	473.05
	03/26/2020		16" PVC C905 DR18 Pipe (20)	610.75
	03/26/2020		16" Flange Butterfly Valve (150psi) (1)	2,653.21
	03/26/2020		18" Flange Butterfly Valve (150psi) (1)	2,982.29
	03/26/2020		16" Fl x PO Adapter (Ductile Iron) (1)	1,428.90
64142	03/26/2020	Ferguson Waterworks	Cla-Val Maintenance Parts	4,183.38
	03/26/2020		5/8" x 2.5" Brass Bolts (50)	186.73
	03/26/2020		Ell .75" 90° PVC S x S Sch 40 (10)	2.17
	03/26/2020		Cap 1.25" Brass (2)	9.96

Payment Number	Payment Date	Vendor	Description	Amount
	03/26/2020		Cap .75" Brass (5)	10.28
	03/26/2020		Cap 1" Brass (5)	16.78
	03/26/2020		1 1/2" Copper Street x 1" Reducer (5)	23.71
	03/26/2020		Repair Coupling PVC 2" S x S Sch 40 (3)	34.94
	03/26/2020		Coupling 1" Copper (No Stop) (20)	42.87
	03/26/2020		2" Copper Street x 1" Reducer (5)	47.95
	03/26/2020		1" Gaskets / 1/8" Thick (200)	71.45
	03/26/2020		3/4" Gasket / 1/8" Thick (300)	87.68
64143	03/26/2020	Fleet Pride	Chain Binders (3)	138.41
64144	03/26/2020	Glennie's Office Products Inc	Office Supplies	1,596.48
64145	03/26/2020	HDR	Corrosion Service - Flume Siphons	7,515.30
	03/26/2020		Corrosion Services - "C" Main Evaluation	2,174.50
64146	03/26/2020	IDEXX Distribution Corporation	Lab Supplies - Colilert	4,053.01
	03/26/2020		Bac-T QC	248.03
64147	03/26/2020	InfoSend Inc	Data Processing /Mailing Service 02/2020	5,744.47
	03/26/2020		Storage & Support 02/2020	1,379.64
	03/26/2020		Data Processing/Mailing - Backflow Notifications	153.16
	03/26/2020		Backflow Notices Setup Fee	1,200.00
64148	03/26/2020	Kimball Midwest	O'Rings, Heat Shrink Tubing Assortment	239.33
64149	03/26/2020	Lightning Messenger Express	Messenger Service 03/13/20	52.50
64150	03/26/2020	North County Auto Parts	Filters (5)	45.31
	03/26/2020		Windshield Washer Fluid (6)	14.22
64151	03/26/2020	Nu Line Technologies	Warner Ranch Siphon 1B Liner Project 10/2019	73,753.25
64152	03/26/2020	One Source Distributors	Gas Detector Repair	95.96
64153	03/26/2020	O'Reilly Auto Parts	Universal Joints - Truck 28	49.08
64154	03/26/2020	Ramco Petroleum	Fuel 02/2020	1,061.75
64155	03/26/2020	Pacific Waterjet	Pechstein Beam Reinforcement Assembly	3,450.00
64156	03/26/2020	RC Auto & Smog	Replaced Valve Cover Gaskets & Smog Test - Truck 50	397.65
64157	03/26/2020	San Diego Gas & Electric	Electric 02/2020 - Cathodic Protection & T&D	237.17
	03/26/2020		Electric 02/2020 - Reservoirs	143.67
	03/26/2020		Electric 02/2020 - Pump Stations	9,466.03
	03/26/2020		Electric 02/2020 - Plants	113.99
64158	03/26/2020	Shred-it USA LLC	Shredding Service	132.18
64159	03/26/2020	Talley Inc	Freewave FGR2-PE-U Radios (3)	2,563.47
64160	03/26/2020	Midas Service Experts	Tires & Alignment (3)	409.60
64161	03/26/2020	TS Industrial Supply	Air Chipping Gun, Quick Coupler Chuck	115.83
	03/26/2020		Rivet Buster Bit (1)	30.85
	03/26/2020		Roller for Gate	43.73
	03/26/2020		Leather Gloves Small (12)	123.41
	03/26/2020		Small Hand Brush (2)	5.33
	03/26/2020		Sea Electrical Tape (30)	31.18

Payment Number	Payment Date	Vendor	Description	Amount
	03/26/2020		Striping Paint White #710 (24)	124.18
	03/26/2020		3M Earplug Uncorded (200)	30.31
	03/26/2020		Striping Paint Blue #750 (24)	124.18
	03/26/2020		Dupont Tyvek Overall 2XL (25)	162.38
	03/26/2020		Sea 2" Pipe Wrap Tape (24)	168.87
	03/26/2020		Striping Paint Black #770 (24)	124.18
	03/26/2020		Shovel Square Point (11)	264.94
	03/26/2020		Probe Soil 3/8"x4' SSP 400 SS (3)	205.40
	03/26/2020		Hammer 3lb Brass Sledge (2)	202.97
	03/26/2020		Towel Wypall X80 (10)	349.65
	03/26/2020		Igloo Water Cooler 3-5 gal Rack (2)	111.50
	03/26/2020		Stop/Slow 18" Hi Intensity (2)	106.09
	03/26/2020		Broom Utility Corn (6)	89.31
	03/26/2020		Blade Replacement VP-30 PVC (2)	58.46
	03/26/2020		Extension Cord 100' (2)	149.39
	03/26/2020		Asphalt Cutting Bits (2)	149.32
	03/26/2020		Gloves Disposable Latex 100 per box (5)	48.39
64162	03/26/2020	UniFirst Corporation	Uniform Service	329.53
64163	03/26/2020	VG Donuts & Bakery Inc	Board Meeting 03/18/20	33.64
64164	03/26/2020	Vulcan Materials Company and Affiliates	Cold Mix	1,973.60
64165	04/02/2020	Refund Check 64165	Customer Refund Check	2,473.67
64166	04/02/2020	Refund Check 64166	Customer Refund Check	104.52
64167-64168	04/02/2020	Refund Checks 64166-64167	Customer Refund Checks	114.50
64169	04/02/2020	Airgas USA LLC	Tig Welder Supplies	136.45
64170	04/02/2020	Amazon Capital Services	Laptop for SCADA Remote Server	1,168.56
	04/02/2020		Weed Whip String	65.46
	04/02/2020		Premoistened Lens Cleansing Tissues (3 boxes)	72.78
	04/02/2020		Perforated Metal Sheet	77.77
64171	04/02/2020	AT&T	Data Services	698.93
64172	04/02/2020	Basic pacific	Flexible Spending Service/Cobra 03/2020	308.00
64173	04/02/2020	Bennett-Bowen & Lighthouse Inc	Magnetic Base LED Worklamps (3)	297.68
64174	04/02/2020	Dixieline	Framing for Kitchen Cabinets - Dam House	52.15
	04/02/2020		Kitchen Cabinets - Dam House	5,067.44
64175	04/02/2020	California Department of Tax and Fee Administration	Mar '20 Use Tax Return	364.00
64176	04/02/2020	CDW Government Inc	VGA To HDMI Adapter (1)	43.13
	04/02/2020		OtterBox Defender Series iPad Case (1)	57.75
64177	04/02/2020	Coastal Chlorination & Backflow	Chlorination of New Main - Montgomery Dr	384.00
64178	04/02/2020	Core & Main	Ball Valve .75" FIP x FIP with handle PSI 300 (10)	518.53
	04/02/2020		Adapter 6" DI POxFL (2)	171.19
	04/02/2020		Reducer 6x4 DI FL (1)	55.26
	04/02/2020		Nipple 4x6 Brass (2)	132.87

Payment Number	Payment Date	Vendor	Description	Amount
	04/02/2020		Fire Hydrant LB400 Check Valve (6)	8,553.92
	04/02/2020		Fire Hydrant 6" Break Off Spool LB400 (4)	838.72
	04/02/2020		Fire Hydrant Wharf Head 4x2.5 (1)	578.06
	04/02/2020		Sleeve 8"x12" Galvanized Top Sections (50)	460.04
	04/02/2020		Ell 8" DI PO 22.5 Degree (3)	309.23
	04/02/2020		Fire Hydrant Rod 15"x.5" Break Off Stainless Steel (4)	259.80
	04/02/2020		Ell 6" DI FL 90 Degree (2)	210.63
	04/02/2020		Nut Bolt Gasket Kit 6"-8" (6" gasket) 3/4 x 3 1/4 (20)	205.68
	04/02/2020		Fire Hydrant Spool 6x12 DI (1)	88.78
	04/02/2020		Pipe 2" PVC Schedule 40 (20)	18.40
	04/02/2020		16" x 2" P.O. End Cap (Ductile Iron) (1)	256.56
64179	04/02/2020	Craneworks Southwest Inc	Pipe Fittings (2) - Truck 65	11.33
64180	04/02/2020	Diamond Environmental Services	Portable Restroom Service	114.70
	04/02/2020		Portable Restroom Service	84.39
64181	04/02/2020	DIRECTV	Direct TV Service	97.99
64182	04/02/2020	Ergostop Inc	Sit/Stand Base Kit	1,746.56
	04/02/2020		Sit/Stand Base Kit	1,746.56
	04/02/2020		Sit/Stand Base Kit	1,746.56
64183	04/02/2020	Ferguson Waterworks	Weld Coupling 2" Black (Thick Walled) (4)	34.21
	04/02/2020		1" Brass Clamps (39)	111.88
	04/02/2020		4" Pipe Restrainer W/T Bolts (4)	97.43
	04/02/2020		5/8" Brass Nuts (50)	64.95
	04/02/2020		Bushing Brass 1" x 0.75" (5)	12.99
	04/02/2020		6" Pipe Restrainer W/T Bolts (6)	172.12
	04/02/2020		Nipple 1.5" x 6" Black (2)	8.12
	04/02/2020		Adapter 3" PVC (Male) Sch 40 (2)	6.60
	04/02/2020		Nipple 1" x CL Brass (3)	6.33
	04/02/2020		Coupling 0.75" PVC S x S Sch 40 (10)	2.17
	04/02/2020		Sewer Repair Coupling 4" x 4" (SS No Hub Coupling) (5)	102.84
	04/02/2020		Nipple 1" x 2.5" Brass (3)	9.09
64184	04/02/2020	Glennie's Office Products Inc	Office Supplies	156.30
64185	04/02/2020	Grainger	Purple Primer (6)	78.00
64186	04/02/2020	Hach Company	Lab Supplies	1,635.89
	04/02/2020		CL17 Parts	1,126.40
	04/02/2020		Lab Reagent (2)	279.29
	04/02/2020		Turbidimeter Parts	600.11
64187	04/02/2020	Horton Knox Carter & Foote LLP	Legal Services 04/2020	12,000.00
64188	04/02/2020	InfoSend Inc	Due Date Notice Insert w/bills	274.29
64189	04/02/2020	Kimball Midwest	O-Rings (40)	71.01
64190	04/02/2020	Leon Perrault Trucking & Materials	Material & Transport Services 02/2020	17,971.25
64191	04/02/2020	Liebert Cassidy Whitmore	Legal Services 02/2020	76.00

Payment Number	Payment Date	Vendor	Description	Amount
	04/02/2020		Legal Services 02/2020	1,036.00
64192	04/02/2020	MRC, Smart Technology Solutions	Managed Print Services	529.34
64193	04/02/2020	Mutual of Omaha	LTD, STD, Life Insurance 04/2020	6,652.41
64194	04/02/2020	North County Auto Parts	Filters, Hose Clamps	49.77
64195	04/02/2020	North County Auto Parts	Air Filter - M3	25.40
	04/02/2020		Windshield Washer (3)	7.11
	04/02/2020		Wiper Blades (6)	25.66
	04/02/2020		Penetrating Oil (3)	33.09
	04/02/2020		Coolant Temperature Sensor - Truck 29	27.86
64196	04/02/2020	North County Industrial Park	Association Fees 04/2020	879.30
64197	04/02/2020	North County Rebuilders	Alternator - Truck 29	291.19
64198	04/02/2020	O'Reilly Auto Parts	Grease Gun	43.29
	04/02/2020		Battery - Truck 29	130.51
64199	04/02/2020	Pacific Pipeline Supply	Angle Stops (4)	421.22
64200	04/02/2020	Roto-Rooter	Plumbing Service 03/09/20	479.25
64201	04/02/2020	Rutan & Tucker LLP	Legal 02/2020	2,199.50
	04/02/2020		Legal 02/2020	390.00
	04/02/2020		Legal 02/2020	799.00
64202	04/02/2020	San Diego Gas & Electric	Electric 03/2020 - Henshaw Buildings & Grounds	797.87
	04/02/2020		Electric 03/2020 - Henshaw Wellfield	11,585.75
	04/02/2020		Electric 03/2020 - Dam House	71.44
	04/02/2020		Electric 03/2020 - Warner Ranch House	65.12
64203	04/02/2020	Southern Counties Lubricants, LLC	Fuel 03/01/20 - 03/15/20	6,221.17
64204	04/02/2020	Sunrise Materials Inc	Bricks 8 x2 x16 (240)	584.55
	04/02/2020		Gravel Bags (70)	284.16
	04/02/2020		Pallet Deposit (2)	43.30
	04/02/2020		Delivery	135.31
64205	04/02/2020	Tegriscap Inc	Landscape Service 03/2020	1,787.00
64206	04/02/2020	TS Industrial Supply	Mud Pump Fittings, Suction Hose	127.62
64207	04/02/2020	Tyler Technologies Inc	Maintenance 06/2020 - 05/2021	19,378.82
64208	04/02/2020	Verizon Wireless	Cell Phones 02/16/20 - 03/15/20	1,364.69
64209	04/02/2020	VWR International LLC	Lab Supplies	335.72
	04/02/2020		Lab Supplies	350.46
<b>Grand Total:</b>				<b>287,399.14</b>





**STAFF REPORT**

**Board Meeting Date: April 15, 2020**  
**Prepared By: Dave Cosgrove and Brett Hodgkiss**

**SUBJECT:** EMERGENCY PREPAREDNESS POLICY REVISIONS

**RECOMMENDATION:** Approve revisions to Vista Irrigation District Rules and Regulations Section 6.9, Emergency Preparedness Policy, to incorporate provisions related to the authority of the General Manager or designee to declare an emergency.

**PRIOR BOARD ACTION:** On September 16, 1996, the Board adopted an Emergency Preparedness Policy (Policy) via Resolution No. 96-40. The Policy was revised on September 8, 2006 to add National Incident Management System (NIMS) to the list of definitions included in Rules and Regulations Section 6.9.3.

**FISCAL IMPACT:** None.

**SUMMARY:** At the March 18, 2020 meeting, the Board received an informational report on the District's implementation of its Pandemic Response Plan as it related to the novel coronavirus (COVID-19) pandemic. At the conclusion of the informational report, General Counsel advised the Board that the Policy, as presented in Rules and Regulations 6.9, did not include provisions allowing the General Manager (or designee) to declare an emergency if a calamitous event were to occur. General Counsel explained that once an emergency has been declared the powers of an agency can be expanded and eligibility for emergency funding can be improved.

Given the seriousness of the COVID-19 pandemic, General Counsel and staff requested that the Board consider giving the General Manager (or designee) authority to declare an emergency, if needed, and to revise Rules and Regulations Section 6.9 and Emergency Response and Pandemic Response Plans to reflect said authority. The Board authorized the General Manager to declare an emergency, if needed, and directed General Counsel to draft an amendment to the District's Rules and Regulations to reflect said authority; General Counsel also recommended that said authority be reflected in the District's Emergency Response and Pandemic Response Plans when updated.

**DETAILED REPORT:** As previously noted, the Board adopted the Policy via Resolution No. 96-40 (attached); while the Policy language did not codify specific provisions related to the authority of the General Manager (or designee) to declare an emergency in the District's Rules and Regulations, operative provisions in the resolution body did provide that authority. More specifically, the resolution states that during an emergency that impacts the District's critical functions the Board authorizes the General Manager (after consultation with the Board President) to declare an emergency. Furthermore, the resolution says that the Board shall ratify the emergency declaration of the General Manager no later than 14 days following the declaration.

For clarity, General Counsel and staff recommend revising Rules and Regulations 6.9.4, Policy, to incorporate the existing, but uncodified, General Manager's authority to declare an emergency already provided for in the recitals of Resolution No. 96-40. Proposed revisions to Rules and Regulations Section 6.9.4 are attached for the Board consideration. Similar language will be included in future updates of the Emergency Response and Pandemic Response Plans.

**ATTACHMENTS:** Resolution No. 96-40  
Proposed revisions to Rules and Regulations Section 6.9.4

## RESOLUTION NO. 96-40

### ADOPTING AN EMERGENCY PREPAREDNESS POLICY

WHEREAS Vista Irrigation District's facilities, systems, and personnel have critical functions to perform in providing water service to the public under all conditions; and

WHEREAS there are various potential local and regional emergencies and disasters that could affect the ability of the District to provide service; and

WHEREAS the District is concerned for the health and safety of its employees and the citizens residing within the District's boundaries; and

WHEREAS the attached Emergency Response Policy provided the framework for development of necessary procedures and implementation measures; and

WHEREAS pursuant to adoption of this policy, procedures will be developed and maintained, including an emergency plan to guide District response to emergencies, and such plan will outline the emergency powers given to the General Manager and the Incident Commander; identify the type of Emergency Management Organization the District will follow, identify an ongoing training program, and state how each department will support the Emergency Response Program; and

WHEREAS the Emergency Response Policy acknowledges that there may be emergency situations which are beyond the capability of the services, personnel, equipment and facilities of the District, and may require combined forces of other political subdivisions to help respond; and

WHEREAS the California Emergency Services Act (Act) provides immunity from liability for actions taken by political subdivisions of the state, including the District, in responding to a declared emergency before state assistance is provided; and

WHEREAS the State Emergency Plan, which sets forth the protocol to be followed in implementing the Act, requires a local agency seeking mutual aid from the state during an emergency to first declare an emergency before state assistance is provided; and

WHEREAS in a catastrophic emergency, such as a significant earthquake, it may not be possible to contact a sufficient number of District Board members for a quorum to declare an emergency, thereby delaying the ability to obtain adequate resources for emergency response;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Vista Irrigation District hereby adopts the Emergency Response Policy to create and maintain an active emergency response program that includes an emergency plan that will be used as the basis for managing the District's critical functions during an emergency and protect the health and safety of District staff and of citizens residing within the District's boundaries; and the District will coordinate the emergency plan, functions and response with those responders from other public

and private organizations charged with emergency duties; and the General Manager is hereby authorized and directed to take such actions as deemed necessary to implement this policy.

BE IT FURTHER RESOLVED that during an unanticipated actual or threatened calamitous event, such as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failure, water supply contamination or other similar conditions which impact the District's critical functions, the Board authorizes the General Manger, or his/her successor, after consultation with the Board President, to declare a District emergency;

BE IT FURTHER RESOLVED that the General Manager, or his/her successor, is authorized after declaration of a District emergency, to request mutual aid from other governmental entities and enter into contracts and expend sums in accordance with the District's Purchasing Policy;


BE IT FURTHER RESOLVED that the Board of Directors shall meet to ratify the declaration of emergency by the General Manager as soon as possible after the declaration, but not later than 14 days following such declaration.

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

AYES: Directors Vásquez, Campo, MacKenzie and Burzell  
NOES: None  
ABSENT: : Director Williams  
ABSTAIN: None

  
\_\_\_\_\_  
Linden R. Burzell, President

ATTEST:

  
\_\_\_\_\_  
Carol J. Lucke, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT

## EMERGENCY PREPAREDNESS POLICY

Adoption Date:	September 18, 1996
Action:	Approved by Board of Directors, Resolution No. 96-40
Applicable Law/Code/Agency:	California Government Code

### 6.9.1 Purpose

The purpose of this policy is to recognize the need to preserve water quality and ensure water delivery to essential services during state and local emergencies.

### 6.9.2 Attachments.

None.

### 6.9.3 Definitions

#### A. Emergency

Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District services and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

#### B. Standardized Emergency Management System

The State Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm. To ensure reimbursement for claims filed after a disaster, all District emergency plans and procedures will follow the SEMS regulations, and coordinate with the District wide emergency plan.

#### C. National Incident Management System

The Federal Emergency Management Agency (FEMA), under the Department of Homeland Security, regulates the National Incident Management System (NIMS), which was created in 2003 by Homeland Security Directive 5 in response to congressional review of the terrorist attacks of 9/11. To ensure reimbursement for claims filed after a declared disaster, the District ERP will follow both SEMS and NIMS regulations.

#### 6.9.4 Policy

- A. It is the policy of the Vista Irrigation District to create and maintain an active Emergency Preparedness Program, including an Emergency Response Plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the Emergency Plan with responders from other public and private entities and organizations charged with emergency duties.
- B. The Board of Directors authorize the General Manager or designee, after consultation with the Board President, to make a declaration of emergency in the event an emergency, as defined in section 6.9.3, arises that would ordinarily be brought to the Board of Directors for action, but circumstances require prompt action for the protection of public health and safety or protection of property prior to the time a Board meeting can reasonably or practically be convened consistent with requirements for notice as required by law.
- C. The General Manager or designee is authorized after a declaration of a District emergency to request mutual aid from other governmental entities and to enter into contracts and expend sums in accordance with the Purchasing Policy.
- D. The Board of Directors shall meet to ratify the declaration of emergency by the General Manager or designee as soon as possible after the declaration, but no later than 14 days following such declaration.

#### 6.9.5 Responsibilities

- A. Board of Directors
  - 1. Authorize the General Manager or his/her designee to activate the District's Emergency Response Plan and to direct all emergency response activities.
  - 2. Maintain a supportive role to the emergency response organization during the activation of the District's plan.
- B. General Manager or Designee
  - 1. Maintain a supportive role to the emergency response organization during the activation of the District's plan.
  - 2. Serve as the Incident Manager during situations requiring activation of the Emergency Response Plan.
  - 3. Ensure that all employees comply with the requirements outlined by this policy.

C. Emergency Response Organization Members (Section and Function Leaders)

1. Assist in the development, implementation, and maintenance of the District's Emergency Response Plan.
2. Report to assigned work locations during emergency response operations.
3. Follow established procedures outlined in the Emergency Response Plan manual.
4. Actively participate in scheduled drills and/or exercises.
5. Purchase and maintain District supplies necessary to the continued operation of essential services during the emergency.
6. Ensure that all employees are trained in their responsibilities and assignments as outlined in the Emergency Response Plan.

D. Employees

1. Are encouraged to ensure their family's safety by preparing for emergencies before they occur. The District will provide disaster preparedness information and other resources to help employees in their planning efforts.
2. Are encouraged to secure their family's safety, before reporting to their assigned emergency work location.
3. Will report to assigned emergency work locations following mobilization guidelines or when requested by authorized emergency response personnel.
4. Attend and participate in emergency response training, drills, and/or exercises, as requested.

#### 6.9.6 Elements

The District's Emergency Response Plan shall contain:

- A. Authority and plan activation including levels of emergency.
- B. Emergency response organization.
- C. Mobilization and assignment location guidelines.
- D. Staffing charts and checklists for each section and function outlined in the emergency response organization.
- E. Emergency procedures for Henshaw Dam. (See current Henshaw Emergency Action Plan.)
- F. Multi-hazard emergency procedures.
- G. Mutual aid agreements.
- H. Multi-agency coordination, Emergency Response Plan update, exercise guidelines and training.

#### 6.9.7 Emergency Response Process

General Items.

- A. The District shall operate and maintain its dam and reservoirs in a safe and prudent manner. In the event of an emergency at Lake Henshaw that might jeopardize the integrity of the dam, District staff are authorized by the Board to take whatever steps may be necessary to protect life and property, including the controlled release of water from Lake Henshaw. (See Henshaw Emergency Action Plan.)
- B. Cooperative assistance among public agencies in time of major emergency or disaster is essential to maintain the highest level of service to the public. The District will, within its capabilities consistent with existing mutual aid agreements, assist other public agencies.
- C. General Manager or designee is authorized to expend District funds beyond normal operation limits as necessary to protect the health and safety of the public during activation of the District's Emergency Response Plan. The General Manager, at the end of the emergency response period, will provide the Board a full accounting of the funds expended during the emergency operation.

#### 6.9.8 Procedures

The District's Emergency Response Plan is incorporated into these Rules and Regulations by reference. The Emergency Response Plan contains the staffing and steps required to implement the Plan during a declared emergency.





## **STAFF REPORT**

**Agenda Item: 8**

**Board Meeting Date: April 15, 2020**  
**Prepared By: Brett Hodgkiss**

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

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



## **STAFF REPORT**

**Agenda Item: 9.A**

**Board Meeting Date:** April 15, 2020  
**Prepared By:** Lisa Soto  
**Approved By:** Brett Hodgkiss

SUBJECT: REPORTS ON MEETINGS AND EVENTS ATTENDED BY DIRECTORS

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



**STAFF REPORT**

**Agenda Item: 9.B**

**Board Meeting Date:** April 15, 2020  
**Prepared By:** Lisa Soto  
**Approved By:** Brett Hodgkiss

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

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

	<b>SCHEDULE OF UPCOMING MEETINGS AND EVENTS</b>	<b>ATTENDEES</b>
1 *	<b>Vista Chamber of Commerce Business Mixer</b> <i>May 13, 2020, 5:00 p.m. – 7:00 p.m.; Wildwood Crossing, 116 Civic Center Drive</i> <i>No RSVP required to attend</i>	
2 *	<b>Council of Water Utilities Meeting</b> <i>May 19, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/14/20</i>	
3	<b>Special Districts Legislative Days (CSDA)</b> <i>May 19-20, 2020; Webinar</i> <i>Registration deadline: 4/20/20</i>	MacKenzie (R)
4 *	<b>CSDA Quarterly Dinner Meeting</b> <i>May 21, 2020, 6:00-9:00 p.m.; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/14/20</i>	MacKenzie
5	<b>Bay Delta Tour Field Trip (Water Education Foundation)</b> <i>June 3-5, 2020; Begins and ends at Sacramento International Airport</i> <i>Reservation deadline: 4/21/20</i>	
6	<b>Third Annual Groundwater Sustainability Summit (GRA)</b> <i>June 10-11, 2020; Hilton Sacramento Arden West</i> <i>Registration deadline: 5/13/20</i>	
7 *	<b>Council of Water Utilities Meeting</b> <i>June 16, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 6/11/20</i>	
8 *	<b>Council of Water Utilities Meeting</b> <i>July 21, 2020; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 7/16/20</i>	
9	<b>ACWA Summer Conference</b> <i>July 28-31, 2020; Monterey</i> <i>Registration deadline: 7/10/2020</i>	MacKenzie (R, H) Vásquez (R, H, A) Dorey (R, H, A) Sanchez (R, H)
10 *	<b>Council of Water Utilities Meeting</b> <i>DARK IN AUGUST</i>	
11	<b>Urban Water Institute Annual Water Conference - CANCELLED</b> <i>Aug. 19-21, 2020; Hilton San Diego</i> <i>Registration deadline: TBD</i>	MacKenzie
12 *	<b>CSDA Quarterly Dinner Meeting</b> <i>Aug. 20, 2020, 6:00-9:00 p.m.; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 8/13/20</i>	
13	<b>CSDA Annual Conference</b> <i>Aug. 24-27, 2020; Palm Desert</i> <i>Registration deadline: 7/24/20</i>	MacKenzie Sanchez

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

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

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

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



**STAFF REPORT**

**Board Meeting Date: April 15, 2020**  
**Prepared By: Lisa Soto**

SUBJECT: ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

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

*Staff-generated list of tentative items for future agendas:*

- Fiscal Year 2021 Budget (following Fiscal Policy Committee review)
- San Luis Rey Watershed Council participation
- Warner Wellfield Assessment



## **STAFF REPORT**

**Agenda Item: 11**

**Board Meeting Date: April 15, 2020**  
**Prepared By: Lisa Soto**

SUBJECT: COMMENTS BY DIRECTORS

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



**Agenda Item: 12**

**STAFF REPORT**

**Board Meeting Date: April 15, 2020**  
**Prepared By: Brett Hodgkiss**

SUBJECT: COMMENTS BY GENERAL COUNSEL

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



## **STAFF REPORT**

**Agenda Item: 13**

**Board Meeting Date:**

**April 15, 2020**

**Prepared By:**

**Brett Hodgkiss**

SUBJECT: COMMENTS BY GENERAL MANAGER

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