



**REVISED AGENDA
MEETING OF THE FISCAL POLICY COMMITTEE
MONDAY, SEPTEMBER 26, 2022 – 10:00 A.M.
1391 Engineer Street, Vista, CA 92081**

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

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021-2022) (“AB 361”), which incorporated some aspects of the teleconferencing rules applied by Executive Order 08-21 to local agencies during the COVID-19 pandemic into California law. AB 361 allows local agencies to conduct virtual meetings without any public participation component during a state of emergency. As of the date of this notice, there exists a state of emergency in California caused by COVID-19; however, unless a subsequent agenda or public notice provides otherwise, the Vista Irrigation District intends to conduct its meetings in a hybrid fashion, allowing for individuals to participate in public meetings in-person, observing California Department of Public Health (“CDPH”) COVID-19 related guidance, or if they prefer, via teleconferencing.

Members of the public may also participate through Vista Irrigation District's teleconferencing line; the telephone 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. Telephone 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 telephone or data charges from your carrier may apply to your use of this option.

To maintain orderliness in proceedings, telephone 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 address the Vista Irrigation District Board of Directors directly and in real time during the public comment period regardless of whether they are participating in person or over the telephone.

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.

Please be advised that one or more members of the Vista Irrigation District Board of Directors or staff may participate in this meeting by teleconference consistent with AB 361.

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

3. CONSIDER APPROVAL OF AGENDA

In the case of an emergency, items may be added to the Agenda by a majority vote of the Committee. 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 unanimous vote of the Committee.

4. ORAL COMMUNICATIONS

Members of the public may address the Committee on items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Committee. 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 Committee 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.

5. DISTRICT FEES AND CHARGES OTHER THAN WATER RATES

Recommendation: Review the proposed revisions to the District's fees and charges and recommend that the Board of Directors conduct a public hearing for the purpose of receiving comments on revisions to the District's Rules and Regulations relative to fees and charges other than water rates.

6. FISCAL YEAR 2023 BUDGET AND EXPENSES RELATED HARMFUL ALGAL BLOOMS MITIGATION AND MANGEMENT

Recommendation: Discuss Fiscal Year 2023 Budget and estimated expenses related to Harmful Algal Bloom Mitigation and Management.

7. COMMENTS BY COMMITTEE MEMBERS

This item is placed on the agenda to enable individual Committee members to convey information not requiring discussion or action.

8. COMMENTS BY GENERAL MANAGER

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

9. ADJOURNMENT

*NOTE: ITEMS ON THE AGENDA MAY BE TAKEN OUT OF SEQUENTIAL ORDER AS
THEIR PRIORITY IS DETERMINED BY THE COMMITTEE*

- *The agenda package and materials related to an agenda item submitted after the packet's distribution to the Committee are available for public review in the lobby of the District office during normal business hours.*
 - *Agendas and minutes are available at www.vidwater.org.*
 - *VID Committee meetings are held on an as needed basis.*

AFFIDAVIT OF POSTING

I, Lisa R. Soto, Board Secretary of the Vista Irrigation District, hereby certify that I posted a copy of the foregoing agenda outside 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: September 22, 2022



Lisa R. Soto, Board Secretary



**FISCAL POLICY COMMITTEE
STAFF REPORT**

Agenda Item: 5

Meeting Date: September 26, 2022
Prepared By: Shallako Goodrick
Reviewed By: Marlene Kelleher
Approved By: Brett Hodgkiss

SUBJECT: DISTRICT FEES AND CHARGES OTHER THAN WATER RATES

RECOMMENDATION: Review the proposed revisions to the District's fees and charges and recommend that the Board of Directors conduct a public hearing for the purpose of receiving comments on revisions to the District's Rules and Regulations relative to fees and charges other than water rates.

PRIOR BOARD ACTION:

11/3/21 Conducted a public hearing. There were no public comments, written or oral, presented. Adopted Resolution No. 21-41 revising Rules and Regulations of the District relative to fees and charges other than water rates.

FISCAL IMPACT: The revenue produced by these fees and charges is designed to recover the costs associated with the services provided by the District. Adoption of the new miscellaneous fees and charges will increase revenue to the District of approximately \$105,000 if the number and type of transactions remained similar to those in the past.

SUMMARY: Every year, the District performs a nexus study to ensure that its fees and charges accurately reflect the actual costs of providing services and only those costs. As a result, the District's fees and charges need revision to properly account for changes in the cost of labor, parts/materials, and outside services for the coming year. The fee summary schedule attached is a comprehensive list of fees and charges other than water rates. The proposed modifications to the fee summary result from changes in labor costs, parts/material costs, and costs of outside services.

The District's fees and charges are being presented to the Fiscal Policy Committee for review and comment prior to consideration by the full Board. After the Committee's review and recommendation, the Board will conduct a public hearing to receive comments prior to considering adoption of the revised fees and charges. The fees would become effective January 1, 2023.

DETAILED REPORT: Staff has performed detailed costs studies on all fees and charges. The proposed changes are necessary due to inflationary factors. The proposed fees are calculated using current costs for labor, parts/materials and outside services; a majority of the changes in this fee study are related to increases in labor costs and/or parts/materials costs. Staff will present the changes of individual fees at the Fiscal Policy Committee meeting. The proposed fees reflect the estimated cost of providing services in calendar year 2023.

It is recommended that the separate annexation and detachment administration fees (conducting agency and non-conducting agency, which are the same amount) be combined into a single annexation administration fee and a single detachment administration fee as the distinction between conducting and non-conducting agency no longer exists. The San Diego Local Agency Formation Commission no longer designates a conducting agency.

ATTACHMENTS:

- Fee Analysis Executive Summary
- Proposed Fee Summary



Fees and Charges other than Water Rates

Vista Irrigation District (District) has over 100 different fees and charges that are collected for the provision of services. Every year, the District performs a nexus study and fee analysis to ensure that its fees and charges accurately reflect the actual costs of providing services and only those costs. As a result, the District's fees and charges need to be increased or decreased to properly account for changes in the cost of labor, materials, and outside services for the coming year. Below are brief description of the most common components used in the calculation of fees and charges and explanations as to why fees and charges are increasing by service category (e.g. Construction, Engineering, Customer Service and Water Conservation). Attached is a Proposed Fee Summary that shows each of the fees and charges, the amount of increase or decrease and a brief note of factors contributing to the increase or decrease in a fee or charge. The data and detailed fee calculations are available to the public for public review at the District office.

Fee Components

The calculation of individual fees and charges is based on identified cost centers, such as labor, parts and materials and contract services. Labor costs are fully burdened to include taxes, benefits, equipment and assets, support staff and supervision, computers and other related overhead costs. Actual costs are used for all parts, materials and outside services; these costs are based on contract pricing, inventory values, last order cost or a request for quote from a vendor. Fees and charges can increase or decrease depending on changes to these cost centers as well as labor hours associated with providing a service.

Parts and Materials - inventory part costs are taken directly from the District's inventory system at Fiscal Year-end and based on the average actual cost of an item. Non-inventory part costs are based on the last purchase of an item or a quote from a vendor. The District procures parts and materials via a competitive bidding process to ensure it gets the items at the lowest price.

Material Burden - this cost represents the burden on material costs for the labor to obtain, store and distribute the materials. The material burden rate is calculated every five years and is based on the labor costs to operate and stock the warehouse. The material burden percentage is currently 25%.

Service Burden - this cost represents the burden on outside service contracts costs for labor to negotiate, prepare, execute and administer an agreement through completion. The service burden is calculated every five years. The District procures outside services via a competitive bidding process to ensure it gets the items at the lowest price. The services burden is currently at 8%.

Outside Services – the District contracts with third-party parties to provide certain services, such as paving and traffic control. The cost associated with said services is included in various construction related fees and pricing set forth in the contract. Costs can change annually due to new contracts being negotiated or pricing being adjusted for inflation (as specified in the contract terms).

Labor Rate – the labor rate is equal to the average non-management employee’s salary plus burden, including taxes, benefits, equipment and assets, support staff and supervision, liability insurance, computers, supplies and other related overhead costs. The labor rate is calculated annually based on actual costs, capturing negotiated salary increases capped at 4% (generally based on the U.S. Department of Labor’s Consumer Price Index – All Urban Consumers – San Diego, California) as well as changes in benefit and other burden related costs. The fully burdened labor rate, which incorporated adjustments to salary, benefit and other burden related costs, increased by 5.22%.

Labor Time – the District completes a full time and motion study for all fee and charges every other year. In years that the time and motion study is not undertaken, the time component of labor costs remains constant, unless adjustments are necessary due to changes in process. When a time and motion study is performed, the time estimates to complete tasks associated with a fee or charge are reviewed and adjusted, if necessary, to ensure they reflect the average actual time to complete said task.

Fee Increase Summary

Construction Fees

Construction fees are comprised of labor, parts/materials and outside services costs. Labor cost increases are explained in the Fee Components section. Part costs have increased significantly due to supply chain challenges and market conditions. Examples of the most significant increases during the prior year are shown in the table below.

Key Inventory Items: Year-Over-Year Increase 20% and over		
Class Code	Description	Percentage Increase
Adapter	Adapter 2" Copper x MIP	20%
Angle Ball	Angle Ball Meter Valve .75" Flare w/Swivel Mtr Nut & Lockwing	28%
Bolt Kit	Nut Bolt Gasket Kit 6"-8" (6" gasket) 3/4 x 3 1/4	25%
Bushing	Bushing 2x1.5 Brass	21%
Ell	Ell 6" DI FL 90 Degree	62%
Fire Hydrant	Fire Hydrant LB400 Check Valve	20%
Fire Hydrant	Fire Hydrant 6x4x2.5	25%
Flange	Flange 6" SOW 6-hole	33%
Gate Valve	Gate Valve 6" FL R/W	27%
Lid	Lid 8" Slotted Valve (VID)	40%
Meter	Meter 3/4" x 1" electronic read	23%
Meter Box	DFW Meter Box Small DFW1324CH4-12	20%
Pipe	Pipe 8" PVC DR-14 C900	73%
Pipe	Pipe 6" PVC DR-14 C900	91%
Pipe	Pipe 4" PVC DR-14 C900	124%
Pipe	Pipe 10" PVC DR-14 C900	143%
Tee	Tee 8" DI Flange	41%
Tubing	Tubing 1" Copper Soft 60'	55%
Tubing	Tubing 2" Copper Soft 20'	72%

Engineering Fees

Most Engineering fees are comprised of labor cost, the exceptions being Annexation, Detachment and Capacity Fees. Labor cost increases are explained in the Fee Components section.

Customer Service Fees

Customer Service Fees are mainly comprised of labor costs, which are explained in the Fee Components section. The Return Check fee also includes bank fees, and the Damaged Curb Stop fees include parts.

Water Conservation Fees

Water Conservation Fees are mainly comprised of labor costs, which are explained in the Fee Components section.

Vista Irrigation District

PROPOSED FEE SUMMARY

Effective: January 1, 2023

	Current Fee	Proposed Fee	\$ Change	% Change	Comments
Construction Fees:					
5/8" Meter Full Install	\$ 6,234	6,670	\$ 436	7.0%	Parts, paving and labor costs increased
5/8" Meter Hook On	655	683	28	4.3%	Parts and labor costs increased
5/8" Service Outlet *	5,579	5,987	408	7.3%	Parts, paving and labor costs increased
3/4" Meter Full Install	6,243	6,693	450	7.2%	Parts, paving and labor costs increased
3/4" Meter Hook On	664	706	42	6.3%	Parts and labor costs increased
3/4" Service Outlet *	5,579	5,987	408	7.3%	Parts, paving and labor costs increased
1" Meter Full Install	6,396	6,840	444	6.9%	Parts, paving and labor costs increased
1" Meter Hook On	817	853	36	4.4%	Parts and labor costs increased
1" Service Outlet *	5,579	5,987	408	7.3%	Parts, paving and labor costs increased
1 1/2" Meter Full Install	8,409	9,194	785	9.3%	Parts, paving and labor costs increased
1 1/2" Meter Hook On	1,901	1,966	65	3.4%	Parts and labor costs increased
1 1/2" Service Outlet *	6,508	7,228	720	11.1%	Parts, paving and labor costs increased
2" Meter Full Install	8,260	9,084	824	10.0%	Parts, paving and labor costs increased
2" Meter Hook On	1,752	1,856	104	5.9%	Parts and labor costs increased
2" Service Outlet *	6,508	7,228	720	11.1%	Parts, paving and labor costs increased
Fire Hydrant Full Install *	18,800	21,182	2,382	12.7%	Parts, paving and labor costs increased
Fire Hydrant Upgrade *	7,015	8,303	1,288	18.4%	Parts and labor costs increased
4" Fire Service Connection *	12,780	13,686	906	7.1%	Parts, paving and labor costs increased
6" Fire Service Connection *	13,280	14,475	1,195	9.0%	Parts, paving and labor costs increased
8" Fire Service Connection *	14,567	15,863	1,296	8.9%	Parts, paving and labor costs increased
10" Fire Service Connection *	16,103	18,080	1,977	12.3%	Parts, paving and labor costs increased
Air Vent, Blow Off, and Gate Valve for Fire Service	4,403	4,651	248	5.6%	Parts and labor costs increased
Commercial Irrigation Service Conversion Fee	2,072	2,266	194	9.4%	Parts and labor costs increased
Backflow Device Set-up	268	282	14	5.2%	Labor cost increased
Reset Pressure Valve	212	223	11	5.2%	Labor cost increased
1" Construction Meter Deposit With Backflow Device	1,104	1,426	322	29.2%	Parts and labor costs increased
Refundable Amount	634	887	253	39.9%	Refund amount increases as part costs increase
1" Construction Meter Deposit With Spanner and Backflow Device	1,124	1,449	325	28.9%	Parts and labor costs increased
Refundable Amount	650	906	256	39.4%	Refund amount increases as part costs increase
3" Construction Meter Deposit With Backflow Device	4,012	4,803	791	19.7%	Parts and labor costs increased
Refundable Amount	2,729	3,359	630	23.1%	Refund amount increases as part costs increase
Unauthorized Taking of District Water	2,769	2,889	120	4.3%	Water Rate and labor costs increased
Relocate Construction Meter	179	188	9	5.0%	Labor cost increased
Unauthorized Construction Meter and Backflow Device Move Penalty	355	374	19	5.4%	Labor cost increased
Subdivision Construction Meter Deposit	8,830	9,070	240	2.7%	Parts and labor costs increased
Refundable Amount	6,773	6,946	173	2.6%	Refund amount decreases as part costs decrease
Meter Service Lateral Termination	2,080	2,165	85	4.1%	Parts and labor costs increased
Temporary Offsite Service *	7,863	8,313	450	5.7%	Parts, paving and labor costs increased
Plus: Per Foot Frontage Charge	71	76	5	7.0%	Parts, paving and labor costs increased

These fees supersede any previously adopted fees.

Vista Irrigation District PROPOSED FEE SUMMARY Effective: January 1, 2023

	Current Fee	Proposed Fee	\$ Change	% Change	Comments
Temporary Service Agreement Conversion *	8,773	9,270	497	5.7%	Parts, paving and labor costs increased
Plus: Per Foot Frontage Charge	71	76	5	7.0%	Parts, paving and labor costs increased
Temporary Service Agreement Conversion Excluding Tieback and Permit *	7,153	7,650	497	6.9%	Parts, paving and labor costs increased
Plus: Per Foot Frontage Charge	71	76	5	7.0%	Parts, paving and labor costs increased
Cancellation of Meter Application	272	288	16	5.9%	Labor cost increased
Meter Downsize from ¾"	558	588	30	5.4%	Labor cost increased
Meter Downsize from 1"	558	588	30	5.4%	Labor cost increased
Meter Downsize from 1½"	994	1,037	43	4.3%	Labor cost increased
Meter Downsize from 2"	1,262	1,318	56	4.4%	Labor cost increased

* *The cost of permit associated with this fee will be determined at the time of application. The cost of permit is dependent upon its jurisdiction.*

Vista Irrigation District

PROPOSED FEE SUMMARY

Effective: January 1, 2023

	Current Fee	Proposed Fee	\$ Change	% Change	Comments	
Engineering Fees:						
Hydraulic Analysis with Schematic Layout	\$ 1,140	1,199	\$ 59	5.2%	Labor cost increased	
Statement of Cost	503	530	27	5.4%	Labor cost increased	
Update Statement of Cost	224	236	12	5.4%	Labor cost increased	
Specifications Book Cost	72	76	4	5.6%	Labor cost increased	
Plan Check (per Sheet)	517	544	27	5.2%	Labor cost increased	
As-Built Deposit (per Sheet)	497	522	25	5.0%	Labor cost increased	
Refundable Amount (per Sheet)	497	522	25	5.0%	Labor cost increased	
Construction Summary	1,873	1,970	97	5.2%	Labor cost increased	
Water Availability Letter	314	330	16	5.1%	Labor cost increased	
Water Availability Letter Update	146	154	8	5.5%	Labor cost increased	
Private Ownership Agreement	875	919	44	5.0%	Labor cost increased	
Grant of Right of Way (to Public)	779	819	40	5.1%	Labor cost increased	
Quitclaim/Cancellation of Recorded Documents	910	957	47	5.2%	Labor cost increased	
Encroachment Permit	808	849	41	5.1%	Labor cost increased	
Joint Use Agreement	868	909	41	4.7%	Labor cost increased	
Exchange Meter Agreement	436	459	23	5.3%	Labor cost increased	
Fire Flow Analysis (Only)	246	259	13	5.3%	Labor cost increased	
Annexation Fee (per Acre)	7,275	7,557	282	3.9%	Net asset value adjusted for inflation	
Annexation/Administration	2,425	2,552	127	5.2%	Labor cost increased	
Annexation/Administration - VID Not Conducting Agency					Eliminate Separate Fee	
Annexation/Administration - VID Conducting Agency					Eliminate Separate Fee	
Annexation/Administration - VID Conducting Reorganization					Eliminate Separate Fee	
Detachment Fee (per Acre)	-	-	-		No charge	
Detachment/Administration	2,425	2,552	127	5.2%	Labor cost increased	
Detachment/Administration - VID Conducting Agency					Eliminate Separate Fee	
Detachment/Administration - VID Not Conducting Agency					Eliminate Separate Fee	
5/8" Capacity Fee	5,542	5,142	5,295	153	3.0%	Inflation on value of net assets
3/4" Capacity Fee	17,026	7,713	7,943	230	3.0%	Labor cost increased
1" Capacity Fee	2,889	12,855	13,238	383	3.0%	Inflation on value of net assets
1 1/2" Capacity Fee	1,315	25,709	26,476	767	3.0%	Labor cost increased
2" Capacity Fee	889	41,135	42,361	1,226	3.0%	Inflation on value of net assets
3" Capacity Fee	55	82,270	84,723	2,453	3.0%	Labor cost increased
4" Capacity Fee	23	128,546	132,379	3,833	3.0%	Inflation on value of net assets
6" Capacity Fee	13	257,093	264,758	7,665	3.0%	Labor cost increased
8" Capacity Fee	3	411,349	423,614	12,265	3.0%	Inflation on value of net assets
10" Capacity Fee	1	591,314	608,944	17,630	3.0%	Labor cost increased
12" Capacity Fee	0	1,105,500	1,138,461	32,961	3.0%	Inflation on value of net assets
Meter Service Lateral Inspection	748	787	39	5.2%	Labor cost increased	
RPDA Inspection	614	646	32	5.2%	Labor cost increased	

These fees supersede any previously adopted fees.

**Vista Irrigation District
PROPOSED FEE SUMMARY
Effective: January 1, 2023**

	Current Fee	Proposed Fee	\$ Change	% Change	Comments
RPDA and Lateral Inspection Without Shutdown	1,418	1,492	74	5.2%	Labor cost increased
RPDA and Lateral Inspection With Shutdown	2,356	2,479	123	5.2%	Labor cost increased
Fire Hydrant Inspection	1,005	1,058	53	5.3%	Labor cost increased
Fire Hydrant and Lateral Inspection without Shutdown	1,809	1,904	95	5.3%	Labor cost increased
Fire Hydrant and Lateral Inspection with Shutdown	2,211	2,327	116	5.2%	Labor cost increased

Vista Irrigation District PROPOSED FEE SUMMARY Effective: January 1, 2023

	Current Fee	Proposed Fee	\$ Change	% Change	Comments
Customer Service Fees:					
Late Penalty	\$ 15	16	\$ 1	6.7%	Labor cost increased
Delinquent Door Hanger	71	75	4	5.6%	Labor cost increased
Delinquent Lock	161	168	7	4.3%	Labor cost increased
Delinquent Lock Hardship *	50	50	-	0.0%	Labor cost increased
After Hours Lock or Unlock	176	186	10	5.7%	Labor cost increased
After Hours Unlock Hardship *	150	150	-	0.0%	Labor cost increased
Broken Lock	176	186	10	5.7%	Labor cost increased
Pulled Meter	176	186	10	5.7%	Labor cost increased
Tax Roll	94	99	5	5.3%	Labor cost increased
Returned Check	38	40	2	5.3%	Labor cost increased
Voluntary Lock or Unlock	67	71	4	6.0%	Labor cost increased
Meter Bench Test	447	470	23	5.1%	Labor cost increased
½" Damaged Curb Stop	862	927	65	7.5%	Parts and labor costs increased
¾" Damaged Curb Stop	862	927	65	7.5%	Labor cost increased
1" Damaged Curb Stop	912	954	42	4.6%	Labor cost increased
Water Conservation Fees:					
Second Water Citation within 12 Months	\$ 235	248	\$ 13	5.5%	Labor cost increased
Third Water Citation within 12 Months	471	495	24	5.1%	Labor cost increased
Four or More Water Citations within 12 Months	707	743	36	5.1%	Labor cost increased
1" and Smaller Flow Restrictor Installation & Removal	313	328	15	4.8%	Labor cost increased
1½" and 2" Flow Restrictor Installation & Removal	591	620	29	4.9%	Labor cost increased

* Hardship: 200% below the Federal Poverty Line



Agenda Item: 6

**FISCAL POLICY COMMITTEE
STAFF REPORT**

Meeting Date:
Prepared By:

September 26, 2022
Brett Hodgkiss

SUBJECT: FISCAL YEAR 2023 BUDGET AND EXPENSES RELATED HARMFUL ALGAL BLOOMS MITIGATION AND MANGEMENT

RECOMMENDATION: Discuss Fiscal Year 2023 Budget and estimated expenses related to Harmful Algal Bloom Mitigation and Management.