

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

October 1, 2025

A Regular Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, October 1, 2025 at the offices of the District, 1391 Engineer Street, Vista, California.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Directors present: Nuñez, MacKenzie and Sanchez.

Directors absent: Miller and Kuchinsky

Staff present: Brett Hodgkiss, General Manager; Ramae Ogilvie, Secretary of the Board; Lesley Dobalian, Director of Water Resources; Randy Whitmann, Director of Engineering; Frank Wolinski, Director of Operations and Field Services; Shallako Goodrick, Director of Administration; and Elizabeth Xaverius, Administrative Assistant. General Counsel Elizabeth Mitchell of Burke, Williams & Sorensen was also present.

Other attendees: None.

**3. PLEDGE OF ALLEGIANCE**

President Sanchez led the Pledge of Allegiance.

**4. APPROVAL OF AGENDA**

25-10-110	<i>Upon motion by Director MacKenzie, seconded by Director Nuñez and unanimously carried (3 ayes: Nuñez, MacKenzie, and Sanchez; 2 absent: Miller and Kuchinsky), 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**

25-10-111	<i>Upon motion by Director MacKenzie, seconded by Director Nuñez and unanimously carried (3 ayes: Nuñez, MacKenzie, and Sanchez; 2 absent: Miller and Kuchinsky), the Board of Directors approved the Consent Calendar, including Resolution No. 2025-29 approving disbursements.</i>
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A. Minutes of Board of Directors meeting on September 17, 2025

The minutes of September 17, 2025 were approved as presented.

B. Resolution ratifying check disbursements

**RESOLUTION NO. 2025-29**

**BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 78195 through 78303 drawn on US Bank totaling \$712,471.51.**

**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 1st day of October 2025.**

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**7. DIVISION REPORTS**

See staff report attached hereto.

Director of Engineering Randy Whitmann clarified that the City of Vista paid for the fire hydrant at Foothill and Oak to be relocated.

Director of Operations and Field Services Frank Wolinski stated that solar production returned to normal production levels in August following lower than normal production in July due to system issues.

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

See staff report attached hereto.

President Sanchez noted that the Board was provided with a Summary of the San Diego County Water Authority's (Water Authority) September 25, 2025 formal meeting of the Board of Directors.

**9. MEETINGS AND EVENTS**

See staff report attached hereto.

Director MacKenzie reported that she and Director Miller attended a Settlement Implementation Parties (SIP) meeting on September 29, 2025 where Director of Water Resources Lesley Dobalian provided an update on harmful algal blooms at Lake Henshaw. She noted that the next SIP meeting is scheduled for January 2026.

Director Nuñez said that he is looking forward to attending the Water Authority's Citizens Water Academy on October 15, 16 and 18, 2025 and informed the Board that he will be attending Vista's Annual Mayor's Prayer Breakfast on October 2, 2025.

President Sanchez said that he will be attending a California Special Districts Association Professional Development Committee meeting on October 2, 2025.

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

See staff report attached hereto.

No changes or additions were presented.

**11. COMMENTS BY DIRECTORS**

In response to an inquiry by Director Nuñez, Mr. Hodgkiss provided an update on customer inquiries and feedback received by Customer Service staff related to the proposed adjustments to water rates and charges.

President Sanchez commented on the recent Federal Government shutdown and questioned if and how the District might be impacted. Mr. Hodgkiss stated that it is possible that the renewal of a license and lease with the United States Department of Navy could be delayed.

Director MacKenzie commented that the California Air Resources Board adopted an Advanced Clean Fleet resolution that extends the current 50% Zero Emission Vehicles purchase requirements to 2030.

President Sanchez stated that the Association of California Water Agencies (ACWA) announced the results of its Board Officers and Region Elections for the 2026-27 Term as follows: Board Officers: Ernesto Avila as President and Carol Lee Gonzales-Brady as Vice President; and Region 10: George Murdoch as Chair, Dana Frieauf as Vice Chair, and Alexandra Berenter, Marice DePasquale, Scott Maloni, Jose Martinez and Deborah Neev as Board Members. He said that Director Nuñez was unfortunately not elected to the Region 10 Board this time around. Director Nuñez thanked the Board for their support. It was noted that the ACWA Committee appointments would be announced in the future.

**12. COMMENTS BY GENERAL COUNSEL**

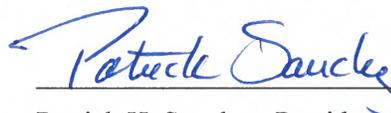
No comments were presented.

**13. COMMENTS BY GENERAL MANAGER**

No comments were presented.

**14. ADJOURNMENT**

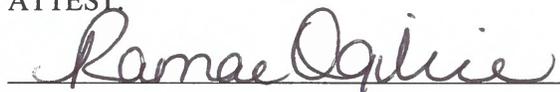
There being no further business to come before the Board, at 9:22 a.m. President Sanchez adjourned the meeting to October 15, 2025 at 9:00 a.m.



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Patrick H. Sanchez, President

ATTEST:



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Ranae Ogilvie, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT



	09/10/2025		Traffic Control - Nevada Ave	1,140.00
	09/10/2025		Traffic Control - Robinhood Lane	2,968.75
78212	09/10/2025	Citi Cards	Warehouse & Kitchen Supplies	1,499.90
	09/10/2025		Backup Phone System	27.56
	09/10/2025		E Fax	15.50
	09/10/2025		Microsoft Azure	747.68
78213	09/10/2025	City Of Escondido	Escondido Canal-Reconciliation FY25	10,397.12
78214	09/10/2025	City of Oceanside	Weese Treatment - July 2025	2,322.84
78215	09/10/2025	CleanCapital HC4 Borrower LLC	Solar Energy 08/2025	8,210.88
78216	09/10/2025	Complete Office of California, Inc	Calculator	169.03
78217	09/10/2025	Diamond Environmental Services	Portable Restroom Service	455.83
78218	09/10/2025	Electrical Sales Inc	Electrical Meter Equipment	10,456.26
	09/10/2025		DC Wire	55.12
	09/10/2025		SK-8 Split BLT Conn # 8	617.03
	09/10/2025		E Res Fob Parts	295.43
	09/10/2025		Conduit Bender	135.80
78219	09/10/2025	FedEx	Shipping of Legal Documents	61.67
78220	09/10/2025	Ferguson Waterworks	Adapter 6" DI POxFL (6)	1,334.07
	09/10/2025		Tee 6" DI Flange	399.66
	09/10/2025		Nut Bolt Gasket Kit 6"-8"(6"gasket)3/4x3 1/4 (48)	748.22
	09/10/2025		Flange 6" SOW 8-hole (16)	536.92
	09/10/2025		Ell 8" DI PO 22.5 Degree	266.73
	09/10/2025		Flange 6" SOW 6-hole (6)	318.26
	09/10/2025		Ell 8" DI POxFL 22.5 Degree	347.05
	09/10/2025		Reducer 8x6 DI PO	239.02
	09/10/2025		Ell 6" DI POxFL 45 Degree (2)	569.40
	09/10/2025		Coupling 6" Macro (18)	8,495.46
	09/10/2025		Coupling 8" Macro (13)	6,951.82
	09/10/2025		Coupling 4" Macro	357.23
	09/10/2025		Coupling 10" Macro 2 Bolt (2)	1,476.53
78221	09/10/2025	G & R Auto & Truck Repair	Diagnostics - Truck #28	190.00
78222	09/10/2025	D-Tek Enterprises, Inc	Live Bee Removal - Mason	110.00
	09/10/2025		Live Bee Removal - Riviera	110.00
	09/10/2025		Live Bee Removal - Avocado	110.00
78223	09/10/2025	Home Depot Credit Services	Tools For Crew Truck	484.96
	09/10/2025		Screw Driver Set For Truck#85	31.86
	09/10/2025		7/8" Hole Saw For Hot Pads	73.60
	09/10/2025		Casters For Water Service Display	56.51
	09/10/2025		Paint For Water Service Display	14.03
	09/10/2025		Plywood To Plug Storm Drain	61.04
	09/10/2025		Replacement Skylights for Base (2)	437.94
	09/10/2025		Materials For Maintenance	76.19
	09/10/2025		Parts to Add New Outlet in Parking	17.56
	09/10/2025		Aluminum Angle	69.72
	09/10/2025		Rebar for Daley Bench Road	32.26
	09/10/2025		Conduit	107.50
	09/10/2025		Toilet Waterline For Weir House	8.52
	09/10/2025		Garage Door Opener For Road House	418.69
	09/10/2025		Tools	63.74
	09/10/2025		Toggle Bolt Mounting Hardware	34.64
	09/10/2025		Torch Mapp Gas	75.75
	09/10/2025		CX28 Antenna Parts	42.35

	09/10/2025		Misc Maintenance Items	71.74
	09/10/2025		Concrete Rapid Set 60lb bag (50)	790.05
	09/10/2025		Concrete 60lb bag (168)	954.40
78224	09/10/2025	Inland Kenworth (US) Inc	Emission Parts - Truck #28	664.86
	09/10/2025		DEF Pumps assembly for Truck #28	1,610.64
78225	09/10/2025	JCG Technologies, Inc	JCG Tech Liberty Mtg Recorder Renew 9/1/25-8/31/26	475.00
78226	09/10/2025	Lawnmowers Plus Inc	Replacement Chains For Chainsaws (3)	88.05
	09/10/2025		Sharpen Chainsaw Blades	67.84
78227	09/10/2025	LinguaLinx Language Solutions, Inc	Translation of 218 Notice	734.81
78228	09/10/2025	Mallory Safety and Supply, LLC	Boots 9 Knee-high Steel Toe	22.73
78229	09/10/2025	McMaster-Carr Supply Company	Stainless Hardware	37.96
	09/10/2025		Hot Tap Machine Bits	38.77
	09/10/2025		New Hole Saw Bits	161.42
78230	09/10/2025	North County Auto Parts	Shop Chemicals & Wiper Blades	114.92
78231	09/10/2025	O'Reilly Auto Parts	Spark Plugs & Fuel Treatment - Truck #79	73.40
	09/10/2025		Air Freshners	122.02
	09/10/2025		Cabin Air Filters - Trucks #76 & #60	43.11
	09/10/2025		Gaskets & Seals - Truck #79	53.46
78232	09/10/2025	Pacific Pipeline Supply	Sleeve 10"x12" Galvanized Top Sections (60)	909.30
	09/10/2025		Lid 10" Slotted Valve (VID)	2,066.50
78233	09/10/2025	Pacific Safety Center	Respirator Safety Training	1,495.00
78234	09/10/2025	Parkhouse Tire Inc	Installed Front Tires on Henshaw L-7 (2)	757.27
78235	09/10/2025	Paychex of New York LLC	Onboarding/Recruiting/Flex Service 09/2025	812.50
78236	09/10/2025	Quadient Finance USA, Inc	Postage Meter Refill	2,500.00
78237	09/10/2025		Postage Machine Lease 09/19/25 - 09/18/26	2,034.28
78238	09/10/2025	Red Wing Shoe Store	Footwear Program	246.52
78239	09/10/2025	San Diego Friction Products	Socket for Truck #75	36.21
	09/10/2025		E-Track for Beds on New Trucks (6)	255.12
	09/10/2025		"Smart" Back up Alarms (2)	398.06
78240	09/10/2025	San Diego Gas & Electric	Electric 08/2025 - Henshaw Power Buildings & Grounds & Wellfield	20,861.19
78241	09/10/2025	Southern Counties Lubricants, LLC	Fuel 08/16/25 - 08/31/2025	7,146.04
78242	09/10/2025	Shred-it	2025 Annual Document Purge	651.49
	09/10/2025		2025 Annual Document Purge	236.70
78243	09/10/2025	Sunbelt Rentals	12" Chipper Rental	1,236.46
78244	09/10/2025	The UPS Store 0971	Shipping 08/2025 - HAB's Samples	1,590.45
78245	09/10/2025	Tifco Industries	Hardware	65.55
78246	09/10/2025	Bend Genetics, LLC	Lab Analysis - HAB's Samples	3,950.00
	09/10/2025		Lab Analysis - Wells/Ditches - Nutrients - HAB's	1,255.00
78247	09/10/2025	Umpqua Bank	Annual Calibration - Backflow Gauge	89.00
	09/10/2025		Notary Training Test	913.80
	09/10/2025		Lowe's Gift Card - Landscape Contest Winner	250.00
	09/10/2025		BC Water Jobs	900.00
	09/10/2025		Ergonomic Chair (2) Deposit	744.20
	09/10/2025		CSDA Conferance - J Mackenzie	295.06
	09/10/2025		Colorado River Water Confernce - M Miller	168.94
	09/10/2025		CSDA Conference - P Sanchez	747.96
	09/10/2025		ACWA Fall Conference 2025 - P Kuchinsky	999.00
	09/10/2025		ACWA Fall Conference 2025 - J MacKenzie	999.00
	09/10/2025		CRWUA Conference 2025 - M Miller	600.00
	09/10/2025		CSDA Quarterly Dinner - J Mackenzie	80.00
	09/10/2025		ACWA Fall Conference 2025 - M Miller	999.00
	09/10/2025		ACWA Fall Conference 2025 - P Sanchez	999.00

	09/10/2025		CRWUA Conference 2025 - P Sanchez	600.00
	09/10/2025		CRWUA Conference 2025 - J Mackenzie	600.00
	09/10/2025		CSDA Quarterly Dinner - F Nunez	80.00
	09/10/2025		CSDA Quarterly Dinner - B Hodgkiss	80.00
78248	09/10/2025	UniFirst Corporation	Uniform Service	257.44
78249	09/10/2025	Vulcan Materials Company and Affiliates	Cold Mix	2,885.12
78250	09/10/2025	TS Industrial Supply	Tape 3" Caution (6)	74.69
	09/10/2025		Shovel Spade (2)	85.24
	09/10/2025		Lifter SS 36" Meter Lid (2)	101.95
	09/10/2025		Igloo Water Cooler 3 gal	53.37
	09/10/2025		Shovel 4" Trench (5)	170.52
	09/10/2025		Blade 14" Diamond Concrete (4)	954.81
	09/10/2025		Lifter SS 24" Meter Lid	47.09
	09/10/2025		Igloo Water Cooler 5 gal (3)	180.31
	09/10/2025		Probe Soil 3/8"x4' SSP 400 SS (3)	277.15
	09/10/2025		Towel Scrub in a Bucket (11)	304.83
	09/10/2025		Gloves Thickster Nitrile LG 100 per box (12)	337.74
	09/10/2025		Digging Bar Light Duty (2)	430.40
	09/10/2025		Gloves Thickster Nitrile XL 100 per box (25)	711.96
	09/10/2025		Towel Wypall X80 (12)	756.54
	09/10/2025		Poly Sprayer 1 gallon (2)	173.11
	09/10/2025		Curb Stop Key .75-1" CS310 (2)	126.80
	09/10/2025		2" Pipe wrap Tape- TYT-VT2100413P (36)	331.34
	09/10/2025		Striping Paint White #710-AER-710 (36)	324.36
	09/10/2025		Wire brush -RAD-64000436 (7)	32.48
	09/10/2025		Ribbon Blue -HAR-VST-2 (12)	27.00
	09/10/2025		Twine Twisted Nylon (Pink) CON-135032 (4)	14.29
	09/10/2025		Hand Brush - MAG-68-P	6.86
	09/10/2025		Tape 3" Caution - 3A-BC1002 (4)	50.20
	09/10/2025		Wire Brush Plastic Handles -RAD-64000450 (20)	53.23
	09/10/2025		Marking Paint Orange #222-AER-222 (12)	91.58
	09/10/2025		Duct Tape # 398- SEA-398-Duct Tape (7)	121.09
	09/10/2025		Marking Paint Blue #703 -AER 254 (24)	146.53
	09/10/2025		Striping Paint Blue # 750 -AER-750 (24)	216.24
	09/10/2025		Counter Brush - 8' # 8- MAG-54-X (3)	39.92
	09/10/2025		Bailing wire --TCI-38530 (5)	49.99
	09/10/2025		1 11/16" Wrench & Socket ( Maint.)	355.59
78251	09/17/2025	Refund Check 78251	Customer Refund	161.48
78252	09/17/2025	Refund Check 78252	Customer Refund	449.83
78253	09/17/2025	Air Pollution Control District	Emergency Generator Permit Renewal 09/25-09/26	723.00
78254	09/17/2025	Airgas USA LLC	Lenses For Welding Helmet	37.49
78255	09/17/2025	Amazon Capital Services	Sign for WCRH fire hydrant	14.54
	09/17/2025		Grease for Fire Hydrant O-Rings	47.52
	09/17/2025		Seat covers & floor mats for F250s (2 each)	447.02
	09/17/2025		Square E - Track Brackets - New F250's	37.88
	09/17/2025		Fly Traps	71.42
	09/17/2025		Assorted E-Track Brackets - F250's	167.65
	09/17/2025		Warehouse Non-Inventory	268.94
	09/17/2025		1/2" Drive Universal For Crew Trucks	130.49
	09/17/2025		E-Track Brackets - New F250's (2)	60.60
	09/17/2025		Floor Mats - New Trucks (2)	338.22
78256	09/17/2025	Atlassian Pty Ltd	Jira Service Annual Renewal	2,400.00

78257	09/17/2025	Boot World Inc	Footwear Program	164.84
78258	09/17/2025	Cecilia's Safety Service Inc	Traffic Control - Robinhood Lane	3,063.75
	09/17/2025		Traffic Control - Via Pedro	2,850.00
	09/17/2025		Traffic Control - Linda Vista Dr.	1,520.00
78259	09/17/2025	Century Communities of California, LLC	Refund Inspection Deposit I-3098	14,613.62
78260	09/17/2025	Core & Main	2" Compression Couplings (3)	405.95
	09/17/2025		Sewer Repair Couplings (4)	428.03
	09/17/2025		8" End Cap	236.13
	09/17/2025		8" Deflection Couplings (6)	891.79
	09/17/2025		8" C900 Pipe (200')	5,172.00
	09/17/2025		Return 6" End Cap	(123.32)
78261	09/17/2025	CoreLogic Solutions Inc	RealQuest Online Service 08/2025	318.27
78262	09/17/2025	CWEA	Membership Renewal - C Weatherwax	251.00
78263	09/17/2025	Diamond Environmental Services	Portable Restroom Service	131.51
	09/17/2025		Portable Restroom Service	82.12
78264	09/17/2025	EDCO Waste & Recycling Services Inc	Trash Service	471.56
78265	09/17/2025	FedEx	Return Wrong Parts For #C-5 Chipper	65.57
78266	09/17/2025	Ferguson Waterworks	Tubing 1" Copper Soft 60' (200)	2,585.01
	09/17/2025		Tubing 1" Copper Soft 60' (600)	7,819.98
78267	09/17/2025	Frank & Son Paving, Inc	Paving/Patch	40,150.60
78268	09/17/2025	Grainger	Tire Tool & Repair Kit	238.83
78269	09/17/2025	D-Tek Enterprises, Inc	Live Bee Removal - Ash	110.00
	09/17/2025		Live Bee Removal - North Santa Fe	110.00
78270	09/17/2025	Hi-Line Inc	Misc. Shop Supplies	928.90
78271	09/17/2025	IDEXX Distribution Corporation	Colilert Comparator	43.95
78272	09/17/2025	InfoSend Inc	Data Processing / Mailing Service 09/2025	16,294.36
	09/17/2025		eCCR eBill Inserts	51.83
	09/17/2025		Support & Storage 08/2025	1,879.09
78273	09/17/2025	Jo MacKenzie	Travel Expenses Reimbursement - J MacKenzie	114.80
	09/17/2025		CSDA Annual Conference Expenses Reimbursement	1,207.80
78274	09/17/2025	K&M Pest Control	Monthly Pest Control	200.00
78275	09/17/2025	Ken Grody Ford Carlsbad	Door Check - Truck #10	17.12
	09/17/2025		Door Latch Cable & Panel Retainer Pins - Truck #10	154.83
78276	09/17/2025	Kronick Moskovitz Tiedemann & Girard	Legal 07/2025 - Special Counsel	6,678.26
78277	09/17/2025	Leon Perrault Trucking & Materials	Trucking & Material 08/2025	1,950.00
	09/17/2025		Trucking & Material 08/2025	2,748.75
	09/17/2025		Trucking & Material 08/2025	29,686.50
78278	09/17/2025	Lightning Messenger Express	Messenger Service 08/16/25 - 08/31/25	96.00
78279	09/17/2025	Moody's	Dump Fees (2)	600.00
	09/17/2025		Dump Fees (4)	1,200.00
78280	09/17/2025	Toyota of Escondido	Transmission Fluid & Pump - Truck #46	156.20
78281	09/17/2025	NAPA Auto Parts	Filter - Truck #71	17.71
	09/17/2025		Filters - Trucks #10,#8,#47,#69	23.60
	09/17/2025		Front Brake Pads - Truck #10	105.26
	09/17/2025		Solvent Tank Part & Solvent	315.53
78282	09/17/2025	North County Auto Parts	XL Gloves (2)	35.81
	09/17/2025		XL Gloves (8)	142.89
	09/17/2025		Fuel Filter Kit - Truck#85	140.01
	09/17/2025		Transmission Fluid & Pump - Truck #74	271.21
	09/17/2025		Brake Fluid	42.83
	09/17/2025		Spark Plugs - Truck #10	16.97
	09/17/2025		Oil Additive	78.85

78283	09/17/2025	O'Reilly Auto Parts	Fuel Injector - Truck #79	89.30
	09/17/2025		License Plate Frame	24.89
78284	09/17/2025	Pacific Pipeline Supply	PLUG 1.25" BRASS (2)	12.99
	09/17/2025		Tee 6" DI Flange	411.67
	09/17/2025		Ell 6" DI POxFL 45 Degree (2)	586.71
	09/17/2025		Gate Valve 6" FL R/W (2)	2,074.07
	09/17/2025		Fire Hydrant LB400 Check Valve (8)	16,454.00
	09/17/2025		Adapter 6" DI POxFL (7)	1,602.64
	09/17/2025		Gate Valve 6" FL R/W	1,037.04
78285	09/17/2025	Pacific Safety Center	Annual Membership Fee	320.00
	09/17/2025		New Hire Safety Training	275.00
78286	09/17/2025	Patrick Sanchez	Travel Expenses Reimbursement - P Sanchez	573.84
78287	09/17/2025	Pool & Electrical Products Inc	Chlorine For Inventory	24.72
78288	09/17/2025	Raftelis	Water Rate Study 08/2025	22,040.95
78289	09/17/2025	Raymond West Intralogistics Solutions	Replaced Hydraulic Hose on Lift - #F-3	424.84
78290	09/17/2025	Right-of-Way Engineering Services, Inc	Robinhood Main Line Replacement - (T.O 26-03)	6,400.00
78291	09/17/2025	San Diego Friction Products	Switches - Truck #75	86.96
78292	09/17/2025	Sonia Hollingsworth	Reimbursement Claim	245.00
78293	09/17/2025	Southern Counties Lubricants, LLC	Fuel 09/01/2025 - 09/15/2025	7,693.43
78294	09/17/2025	Spok, Inc	Pagers	51.43
78295	09/17/2025	Stillwater Sciences	Lake Henshaw OxyPilot Study 06/30/25 - 08/03/25	8,631.00
78296	09/17/2025	Sunrise Materials Inc	Gravel Bags full 3/4 (300)	1,217.81
	09/17/2025		Block 8x2x16 (Caps Grey 240 Per Pallet)	896.31
	09/17/2025		Pallet Deposit (4)	160.21
78297	09/17/2025	The Hiller Companies, LLC	FY2026 Annual/Quarterly Fire Alarm Testing	1,980.00
78298	09/17/2025	Midas Service Experts	Alignment on - Truck #39	89.99
78299	09/17/2025	TLR & Son Hydraulics Inc (see vendor 56604)	Resealed Hydraulic Valve - #VE-2	677.97
78300	09/17/2025	Underground Service Alert of Southern California	Safe Excavation Board Fees	161.38
78300	09/17/2025		New DigAlert Tickets 08/2025	538.00
78301	09/17/2025	UniFirst Corporation	Uniform Service	255.47
	09/17/2025		Uniform Service	257.54
78302	09/17/2025	WCT Products, Inc	Lead Cables For Leak Detection Equipemnt	278.03
	09/17/2025		Leak Detection Equipment	4,644.88
78303	09/17/2025	TS Industrial Supply	Clamps (6)	26.57
	09/17/2025		Mounting Racks - F250's (2)	110.87
	09/17/2025		4,000 PSI Pressure Washer - Henshaw	1,496.06
	09/17/2025		Vise - Truck #13	230.23
	09/17/2025		Hole Saw	652.43
	09/17/2025		Return	(546.29)
<b>Grand Total:</b>				<b>712,471.51</b>



**STAFF REPORT**

**Agenda Item: 7**

**Board Meeting Date:** October 1, 2025  
**Prepared By:** Randy Whitmann, Frank Wolinski, Shallako Goodrick and Lesley Dobalian  
**Approved By:** Brett Hodgkiss

SUBJECT: DIVISION REPORTS

RECOMMENDATION: Note and file informational report.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: None.

SUMMARY: Previous month's and anticipated activities are reported by each division.

**ENGINEERING DIVISION**

*October*

- The District has replaced approximately 11.01 miles of Nipponite pipe since 2002 with 4.91 miles remaining as shown below. Replacement of 1.11 miles of Nipponite pipe is currently in design and 0.77 miles is in construction.

**Miles of Nipponite Remaining**

Diameter	Risk			Total
	High	Medium	Low	
4-inch	0.00	0.33	0.00	<b>0.33</b>
6-inch	0.00	0.10	0.19	<b>0.29</b>
8-inch	0.40	1.01	1.03	<b>2.44</b>
<b>Sub-total</b>	<b>0.40</b>	<b>1.44</b>	<b>1.22</b>	<b>3.06</b>
10-inch	0.28	0.14	0.53	<b>0.95</b>
12-inch	0.00	0.00	0.90	<b>0.90</b>
<b>Total</b>	<b>0.68</b>	<b>1.58</b>	<b>2.65</b>	<b>4.91</b>

- The District's mainline replacement totals for Fiscal Years 2026 and 2025 are as follows:

Pipeline Material	Fiscal Year 2026	Fiscal Year 2025
	Jul – Sept 2025	Jul – Sept 2024
	(feet)	(feet)
Steel	2,785	1,943
PVC	0	0
Non-Nipponite AC	737	335
Nipponite	0	0
<b>Total (feet)</b>	<b>3,522</b>	<b>2,278</b>
<b>Total (miles)</b>	<b>0.67</b>	<b>0.43</b>

- Deodar Reservoir Rehabilitation – Pacific Hydrotech continued with project closeout. (Notice to Proceed – March 2024, estimated completion – fall 2025).
- Pechstein and Pechstein II Reservoir Planning and Design Project – Dudek continued with site master planning.
- Projects along Flume
  - The Villages – 380 dwelling unit residential subdivision along Country Club Lane, between Nutmeg Street and Pamela Lane in Escondido. Project is under construction; storm drain work along the Jones Siphon and the relocation of an 18-inch transmission main that feeds the Bennett service area have been completed.
  - Nutmeg Homes – 137 dwelling unit residential subdivision along Nutmeg Street between Centre City Parkway and Interstate 15 in Escondido. Project is near complete with the design phase and requires District review and approval of grading, street and utility improvement plans along Nutmeg Street. The project will place additional fill along Nutmeg Street and over approximately 400 feet of the Caldwell Siphon section of the Flume. The District has approved agreements to allow the additional fill, quitclaim the portion of the District’s Flume easement over the property, and participate in the project’s Community Facilities District. Grading plans have been signed and staff is currently working with the developer to finalize their improvement plans.

***November***

- Mainline Replacement Projects in design (current projects): Cassou Rd., Edwin Ln.\* and Sunny Vista Ln.; Oro Avo Dr.\* and Shale Rock Rd.; Alta Vista Dr. and Vale Terrace Dr.; Lado De Loma Dr.\*, Eddie Dr., Rancho Vista Rd. and Bandini Pl.; Hardell Ln.\*; Indiana Ave.\* and Broadway; Catalina Ave.\*; Colavo Dr.\*; Richland Rd.\*; McGavran Dr. (Total length = 4.91 miles).
- Mainline Replacement Projects in planning (future projects): Estrelita Dr. and Victory Dr.; Oak Dr.\* and Plumosa Ave.; Via Christina; Nevada Ave., N. Citrus Ave., Lemon Ave. and Hillside Terrace; Palomar Pl. and Queens Wy.; Nordahl Rd.; Buena Creek Rd.\*; West AB Line – Esplendido Ave. to Bella Vista Dr.; East AB Line – Esplendido Ave. to Las Posas Rd.; Crescent Dr.; Descanso Ave.; Camino Culebra\*; San Clemente Ave.\*; E. Vista Wy.\* (Total length = 6.74 miles).
- Deodar Reservoir Rehabilitation – Pacific Hydrotech to continue with project closeout.
- Pechstein and Pechstein II Reservoir Planning and Design Project – Dudek to continue with site master planning.

\*Nipponite pipe

**OPERATIONS & FIELD SERVICES DIVISION**

***September***

- Water Quality Calls/Incidents for September – received two taste and odor calls. The taste and odor calls were investigated and attributed elevated MIB (2-methylisoborneol) levels in Lake Skinner.
- Inspected and tested 22 new backflow devices that were integrated into the District’s cross-connection control program.
- Completed the update of the District’s Emergency Response Plan as required by the America’s Water Infrastructure Act.
- Relocated fire hydrant at Foothill and Oak (roundabout) for the City of Vista.
- Continued weed abatement at various facilities and the Flume.
- Coordinated the installation of the new access control, burglar and fire alarm systems at District headquarters.
- Continued mainline replacement of steel and Nipponite AC pipe on Robinhood Road – install approximately 7,200’ of various sizes of PVC pipe, 26 services and 3 hydrant laterals (approximately 30% complete; full project completion is anticipated in spring 2026).

### Operations and Field Services Metrics

	Fiscal Year 2026	Fiscal Year 2025
	Jul – Sept 2025	Jul – Sept 2024
<b>Leaks</b>		
Service	12	13
Mainline	3	9
<b>Fire Hydrants</b>		
Repairs	6	8
Proactive upgrades	23	16
<b>System Valves</b>		
Replacements	7	4
New installations	1	3
<b>Water Quality</b>		
Discolored water	4	3
Taste and odor	5	22

### Electrical Energy Use at VID Headquarters August 2025

Description	Current Month Production	Average of Last 12 Months	Total, Fiscal Year to Date
	(kWh)	(kWh)	(kWh)
Solar Production (\$0.20 per kWh)	40,210	17,264	52,140
Power purchased from Direct Energy (\$0.05 per kWh)	15,186	26,670	50,794
<b>TOTAL ELECTRICAL ENERGY USE</b>	<b>55,396</b>	<b>43,934</b>	<b>102,934</b>

**October**

- Continue mainline replacement of steel and Nipponite AC pipe on Robinhood Road – install approximately 7,200’ of various sizes of PVC pipe, 26 services and 3 hydrant laterals.
- Shutdown Flume to inspect roof sections on Borden bench.
- Continue installation of new access control, fire and burglar systems.

### ADMINISTRATION DIVISION

**September**

- Cost of Service/Water Rate Study: presented information on the water rate study and proposed water rates and charges at the Vista Chamber Government Affairs meeting on September 4, 2025, issued press releases regarding the community information sessions on the water rate study and proposed water rates and charges held on September 13, 2025 from 10:30 am to noon and September 18, 2025 from 5:30 pm to 7 pm and posted a recorded version of the community information session presentation on the Water Rate Study webpage.
- Continued recruitments for Human Resource Manager, Meter Repair Technician, Equipment Operator and Water Resources Assistant positions.
- Began recruitment for Senior Customer Service Representative position.
- Coordinated confined space entrant and attendant training for field personnel.

	Fiscal Year 2026	Fiscal Year 2025
Public Relations	Jul – Sept 2025	Jul – Sept 2024
Press Releases	5	3
Outreach/District Events	3	0

**October**

- Continue recruitments for Human Resource Manager, Meter Repair Technician, Equipment Operator, Senior Customer Service Representative and Water Resources Assistant positions.
- Coordinate the annual Employee Health and Wellness Fair.
- Coordinate sexual harassment prevention training and education for all personnel and the Board of Directors.
- Coordinate Hazardous Materials Business Plan and Spill Prevention Control training for field personnel.

**WATER RESOURCES DIVISION  
VID Water Production  
August 2025**

Description	Current Month Production		Average Production Last 12 Months		Total, Fiscal Year to Date
	(mgd)	(af)	(mgd)	(af)	(af)
<b>VID's EVWTP Water Production</b>					
Local Water	0.59	55.70	4.04	376.61	751.50
SDCWA Raw Water	13.63	1,296.90	7.68	719.55	2,198.30
<b>Subtotal (EVWTP Water Production)</b>	<b>14.22</b>	<b>1,352.60</b>	<b>11.72</b>	<b>1,096.16</b>	<b>2,949.80</b>
Oceanside Contract Water	0.99	94.10	1.12	99.24	106.20
SDCWA Treated Water	3.03	92.60	3.04	282.98	381.10
<b>TOTAL WATER PRODUCTION</b>	<b>18.24</b>	<b>1,735.20</b>	<b>15.88</b>	<b>1,478.38</b>	<b>3,437.10</b>

Lake Henshaw and Warner Ranch Wellfield statistics are summarized as follows:

**Lake Henshaw**

Storage as of September 23, 2025: 3,320 af (6% of 51,832 af capacity)  
 Current releases: 0 cfs  
 Change in storage for month of August: 1,491 af (loss)  
 Total releases for month of August: 1,307 af  
 Fiscal year-to-date rain total: 0.63 inches (September 23, 2025)  
 Percent of average yearly rain: 67.5% (30-year average: 22.91 inches)  
 Percent of average year-to-date rain: 2.8% (30-year average through Sept.: 0.93 in.)

**Warner Ranch Wellfield**

Number of wells running in August: 11  
 Total production for month of August: 457.5 af  
 Average depth to water table (September): 45 ft (see attached historical water table chart)

## ***September***

- Harmful Algal Blooms (HABs)
  - Conducted sampling at Lake Henshaw on September 2, September 8, and September 15, 2025. Samples were “non-detect” for microcystin and anatoxin-a concentrations. Sampling was also conducted on September 22, 2025; results are pending as of the writing of this report.
  - Treated Lake Henshaw with peroxide-based algaecide on September 2 through September 3, and on September 15 through September 16, 2025.
  - Attended a U.S. Environmental Protection Agency webinar on Predicting Harmful Algal Blooms and Toxins in Lakes of the Conterminous United States.
- Met with the Stillwater Sciences, Brown and Caldwell, and the proposed SDOX equipment providers to discuss engineering design challenges for the Lake Henshaw Oxygenation Pilot Study (Pilot Study).
- Installed electrical conduits to and concrete pad around the replacement well at Lake Henshaw Resort (well estimated to be operational in fall 2025).

## ***October***

- HABs
  - Monitor and adaptively manage Lake Henshaw based on weather and lake conditions.
  - Evaluate engineering design options, including impacts to the proposed schedule for the Pilot Study.

## **ATTACHMENTS:**

- Lake Henshaw Resort, Inc., Activity Reports – July 2025
- VID’s Warner Wellfield – Water Table Depth vs. Monthly Wellfield Production
- Fiscal Year 2026 Budget and Expenses related to HABs

## **ACHIEVEMENTS – FISCAL YEAR 2026**

- Updated the District’s Emergency Response Plan (September).
- Completed installing Association of California Water Agencies Joint Powers Insurance Authority grant-funded backup cameras (19) on large trucks (August).
- Completed installing approximately 250 lineal feet of geogrid mesh system to protect the Flume road to Daley Bench (August).
- Received Association of California Water Agencies Joint Powers Insurance Authority Wellness Grant (July).
- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 18th year (July).

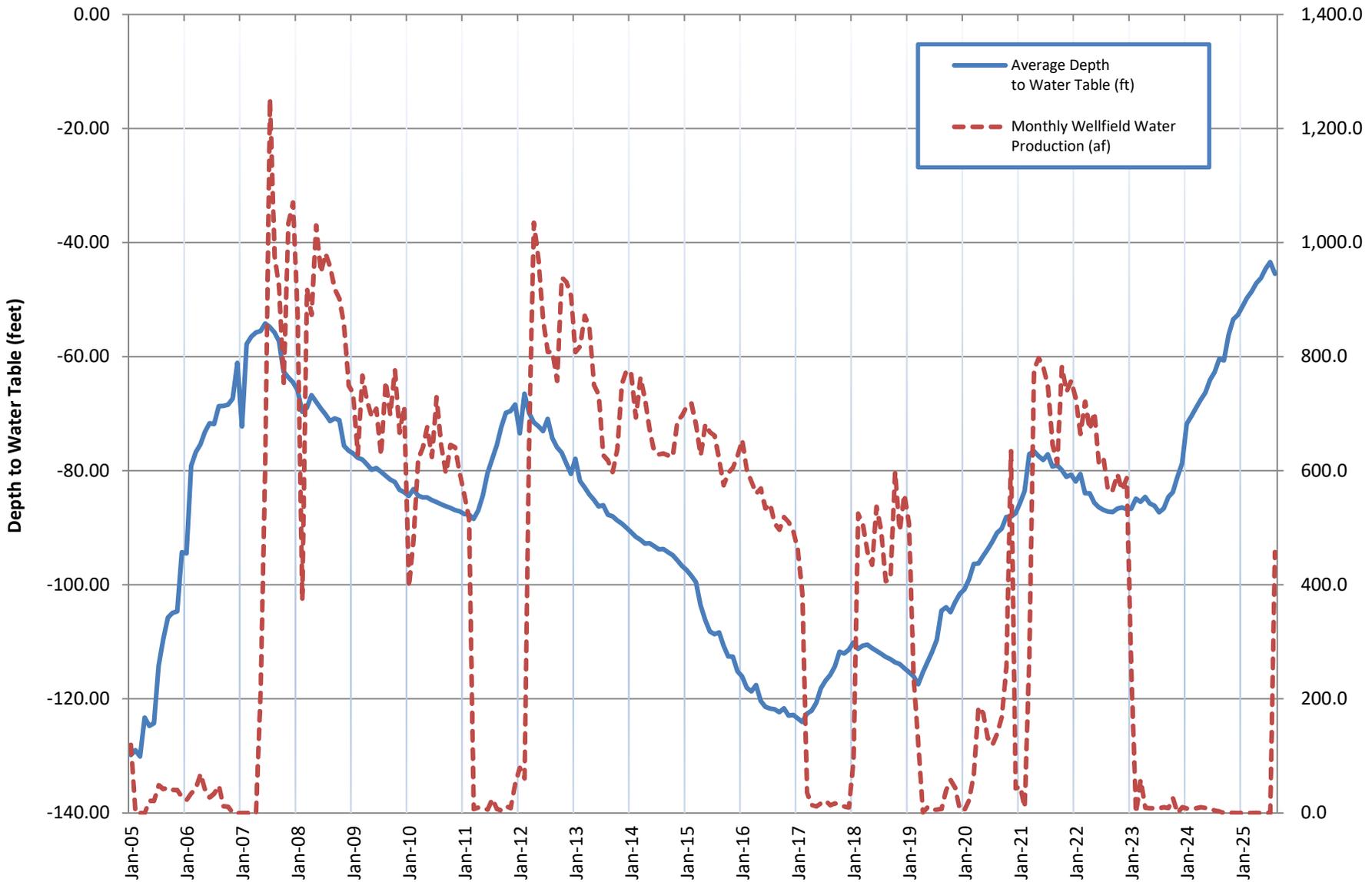


**LAKE HENSHAW RESORT, INC.  
ACTIVITY REPORT  
AS OF JULY 31, 2025**

	2024 Jul	2024 Aug	2024 Sep	2024 Oct	2024 Nov	2024 Dec	2025 Jan	2025 Feb	2025 Mar	2025 Apr	2025 May	2025 Jun	2025 Jul	12 MO AVG
Fishing Permits	651	776	838	783	525	300	226	252	384	642	754	804	989	606
Boat Launches	57	25	17	22	11	14	5	16	17	48	85	145	174	48
Boat Wash	0	0	0	0	0	0	0	13	14	27	47	73	74	21
Motor Boats (full day rental)	36	37	39	36	24	8	6	14	13	23	42	31	25	25
Motor Boats (half day rental)	7	2	6	3	2	1	1	7	2	1	5	5	7	4
Campground/Head Count	937	735	970	339	296	57	74	47	42	330	2,134	392	1,613	586
Campground/Cars, Trucks, etc.	414	301	371	168	113	24	25	19	43	135	1,196	136	579	259
Campground/Recreational Vehicles	3	1	0	0	0	0	1	0	0	0	0	0	0	0
Mobile Home/Spaces	71	72	73	73	73	73	73	73	72	74	76	77	77	74
M.H.P. (Residents/Head Count)	101	102	105	105	105	105	104	105	103	106	108	110	110	106
Storage	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Cabins	163	85	101	130	118	105	81	82	169	212	168	126	177	130
Hunters	0	0	0	0	0	47	24	0	0	0	0	0	0	6

# VID's Warner Wellfield

## Water Table Depth vs. Monthly Wellfield Production



**FY 2026 Budget and Expenses related to HABs**

as of 9/23/2025

<b>Description</b>		<b>Amount</b>
<b>Water Quality Testing Services &amp; Supplies</b>		
Cyanotoxin/Cyanobacteria Testing - Bend Genetics	\$	36,225
Other Lab Testing	\$	-
Sample bottles, misc. supplies & equipment	\$	444
Shipping	\$	2,936
Subtotal, approx. total expenses	\$	39,605
VID Portion of approximate expenses	\$	19,803
VID FY 2026 Budget	\$	96,250
Percent of VID Budget		21%
<b>Water Treatment Services &amp; Supplies</b>		
Copper algaecide purchase and application	\$	-
Peroxide algaecide purchase and application	\$	592,887
Lanthanum-modified clay purchase and application	\$	-
Permit fees	\$	-
Subtotal, approx. total expenses	\$	592,887
VID Portion of approximate expenses	\$	296,444
VID FY 2026 Budget	\$	805,800
Percent of VID Budget		37%
<b>HABs Consultants</b>		
Subtotal, approx. total expenses	\$	7,802
VID Portion of approximate expenses	\$	3,901.13
VID FY 2026 Budget	\$	30,000
Percent of VID Budget		13%
<b>Oxygenation Pilot Study</b>		
Power	\$	-
Fixed and operational costs	\$	-
Subtotal, approx. total expenses	\$	-
VID Portion of approximate expenses	\$	-
VID FY 2026 Budget	\$	1,019,075
Percent of VID Budget		0.0%
<b>Total VID Expenses, FY 2026 to date</b>	<b>\$</b>	<b>320,147</b>
VID FY 2026 Budget	\$	1,951,125
Percent of VID Budget		16%



**Agenda Item: 8**

**STAFF REPORT**

**Board Meeting Date: October 1, 2025**  
**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.



**SUMMARY OF FORMAL BOARD OF DIRECTORS' MEETING  
SEPTEMBER 25, 2025**

1. Contracts with Structural Preservation Systems, LLC and Insituform Technologies, LLC dba Fibrwrap Construction for on-call carbon fiber reinforced polymer repair services.  
The Board awarded contracts, with such non-material modifications as approved by the General Manager or General Counsel, to Structural Preservation Systems, LLC in the amount of \$5,000,000; and Insituform Technologies, LLC dba Fibrwrap Construction in the amount of \$5,000,000 to provide on-call carbon fiber reinforced polymer (CFRP) repair services, for a period of three years, with the option to extend up to two additional years, and authorized the General Manager, or designee, to execute the contracts.
2. Amendment with TWH Associates LLC for San Vicente Energy Storage Facility technical support professional services.  
The Board accepted the original contract and Amendments 1 through 5 executed under staff authority, and approved Amendment 6, with such non-material modifications as approved by the General Manager or General Counsel, to the professional services contract with TWH Associates LLC for San Vicente Energy Storage Facility technical professional services for a period of 48 months in the amount of \$200,000, increasing the contract amount from \$141,300 to \$341,300, and authorized the General Manager, or designee, to execute the amendment.
3. Construction contract with BrightView Landscape Development, Inc. for the San Luis Rey Wetland Habitat Restoration project.  
The Board awarded a construction contract to BrightView Landscape Development, Inc. in the amount of \$12,613,975 for the San Luis Rey Wetland Habitat Restoration project; and increased the project's lifetime budget in the amount of \$5,854,706.
4. Professional Services Contract with Webers Water Conservation, Inc. for implementation of the Direct Install Program.  
The Board awarded a professional services contract, with such non-material modifications as approved by the General Manager or General Counsel, with Webers Water Conservation, Inc., for a not-to-exceed amount of \$470,000, with a termination date of December 31, 2026, with the option to extend the contract for up to three additional years, and authorized the General Manager, or designee, to execute the contract.
5. Monthly Treasurer's Report on Investments and Cash Flow.  
The Board noted and filed the monthly Treasurer's Report
6. Ordinance making amendments to Chapters 2.05, 4.04, and 4.08 of the Administrative Code.  
The Board adopted Ordinance No. 2025-04, an ordinance of the Board of Directors of the San Diego County Water Authority making amendments to chapters 2.05, 4.04, and 4.08 of the Administrative Code.
7. The Board approved the minutes of the Formal Board of Directors' meeting of July 24, 2025.



**Agenda Item: 9.A**

**STAFF REPORT**

**Board Meeting Date: October 1, 2025**  
**Prepared By: Ranae Ogilvie**

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: October 1, 2025**  
**Prepared By: Ramae Ogilvie**  
**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 Business Mixer</b> <i>October 8, 2025; 5:00 p.m. – 7:00 p.m.; Burtech Family Vineyard, Vista</i> <i>Registration deadline: none</i>	Nuñez ◊
2	<b>San Diego County Water Authority Citizens Water Academy</b> <i>October 15, 16 and 18, 2025; San Diego County Water Authority</i> <i>Application deadline: Closed</i>	Nuñez ◊
3 *	<b>Vista Chamber Government Affairs</b> <i>November 6, 2025; 12:00 p.m. – 1:30 p.m.; The Film Hub, Vista</i> <i>Registration deadline: none</i>	Kuchinsky ◊ Nuñez ◊
4	<b>ACWA Regions 8, 9, &amp; 10 2025 Event – Registration Open</b> <i>November 13-14, 2025; Irvine Marriott, Irvine, CA</i> <i>Registration deadline: 11/7/2025; Cancellation deadline: TBD</i>	Kuchinsky (R)
5	<b>Special District Leadership Academy (CSDA) – Registration Open</b> <i>November 16-19, 2025; Embassy Suites Monterey; Seaside, CA</i> <i>Early Registration deadline: 10/16/2025; Cancellation deadline: 11/13/2025</i>	
6 *	<b>CSDA Quarterly Dinner Meeting</b> <i>November 20, 2025; 6:00 p.m. – 9:00 p.m.; The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Registration Deadline: TBD</i>	
7	<b>ACWA 2025 Fall Conference</b> <i>December 2-4, 2025; San Diego, CA</i> <i>Registration and Cancellation deadline: 11/17/2025 4:30 pm</i>	MacKenzie (R, H) Sanchez (R, H) Kuchinsky (R) Miller (R, H)
8 *	<b>Vista Chamber Government Affairs</b> <i>December 4, 2025; 12:00 p.m. – 1:30 p.m.; The Film Hub, Vista</i> <i>Registration deadline: none</i>	Kuchinsky ◊ Nuñez ◊
9	<b>Colorado River Water Users Association Conference - Registration Open</b> <i>December 16-18, 2025; Caesars Palace, Las Vegas, NV</i> <i>Registration deadline: TBD; Hotel reservations close: 11/14/2025</i>	MacKenzie (R, H) Sanchez (R, H) Miller (R, H)
10	<b>ACWA 2026 Legislative Symposium</b> <i>February 11, 2026; Sacramento, CA</i> <i>Registration deadline: TBD</i>	
11	<b>Urban Water Institute 2026 Spring Conference</b> <i>February 25-27, 2026; Indian Wells, CA</i> <i>Registration deadline: TBD</i>	
12	<b>2026 Special District Legislative Days</b> <i>April 7-8, 2026; Sacramento, CA</i> <i>Registration deadline: TBD</i>	
13	<b>ACWA 2026 Spring Conference</b> <i>May 5-7, 2026; Sacramento, CA</i> <i>Registration deadline: TBD</i>	

	<b>SCHEDULE OF UPCOMING MEETINGS AND EVENTS</b>	<b>ATTENDEES</b>
<b>14</b>	<b>Urban Water Institute 2026 Annual Conference</b> <i>August 19-21, 2026; San Diego, CA (tentative)</i> <i>Registration deadline: TBD</i>	
<b>15</b>	<b>CSDA 2026 Annual Conference</b> <i>August 24-27 2026; Indian Wells, CA</i> <i>Registration deadline: TBD</i>	
<b>16</b>	<b>ACWA 2026 Fall Conference</b> <i>December 1-3, 2026; Anaheim, CA</i> <i>Registration deadline: TBD</i>	
<b>17</b>	<b>Colorado River Water Users Association Conference</b> <i>December 9-11, 2026; Caesars Palace, Las Vegas, NV</i> <i>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; **◇**=Attendee to Self-Register



**STAFF REPORT**

**Board Meeting Date: October 1, 2025**  
**Prepared By: Brett Hodgkiss**

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:*

- District fees and charges other than water rates (October)
- 2025 Triennial Public Health Goal Report (October)
- 2026 Board Calendar (October)
- Exhaustion of administrative remedies - written objections to proposed water rates and charges (November)
- Proposed water rates and charges (November)
- Concession Management Agreement – Lake Henshaw Recreation Area
- Strategic Plan review
- Automated Meter Reading
- Recognition of 100<sup>th</sup> Anniversary of water being delivered to Vista



**STAFF REPORT**

**Agenda Item: 11**

**Board Meeting Date: October 1, 2025**  
**Prepared By: Ranae Ogilvie**

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: October 1, 2025**  
**Prepared By: Brett Hodgkiss**

SUBJECT: COMMENTS BY GENERAL COUNSEL

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



**Agenda Item: 13**

**STAFF REPORT**

**Board Meeting Date: October 1, 2025**  
**Prepared By: Brett Hodgkiss**

SUBJECT: COMMENTS BY GENERAL MANAGER

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