

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

March 21, 2018

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, March 21, 2018, at the offices of the District, 1391 Engineer Street, Vista, California.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Directors present: Miller, Vásquez, Dorey, Sanchez, and MacKenzie.

Directors absent: None.

Staff present: Eldon Boone, General Manager; Lisa Soto, Secretary of the Board; Brett Hodgkiss, Assistant General Manager; Don Smith, Director of Water Resources; Randy Whitmann, Director of Engineering; Alisa Nichols, Management Analyst; Jennifer Brust, Customer Service Manager; and Marian Schmidt, Administrative Assistant. Back-up General Counsel Jeremy Jungreis was also present.

Other attendees: None.

**3. PLEDGE OF ALLEGIANCE**

President Dorey led the pledge of allegiance.

**4. APPROVAL OF AGENDA**

18-03-29 *Upon motion by Director Vásquez, seconded by Director Miller and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Sanchez, and MacKenzie), the Board of Directors approved the agenda as presented.*

**5. PUBLIC COMMENT TIME**

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

**6. CONSENT CALENDAR**

18-03-30 *Upon motion by Director MacKenzie, seconded by Director Vásquez and unanimously carried (5 ayes: Miller, Vásquez, Dorey, Sanchez, and MacKenzie), the Board of Directors approved the Consent Calendar, including Resolution No. 18-09 approving disbursements.*

A. Identity Theft Prevention Program

See staff report attached hereto. The Board received an update on the District's Identity Theft Prevention Program.

B. Minutes of Board of Directors meeting on March 7, 2018

The minutes of March 7, 2018 were approved as presented.

C. Resolution ratifying check disbursements

**RESOLUTION NO. 18-09**

**BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 58328 through 58448 drawn on Union Bank totaling \$211,037.13.**

**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 21<sup>st</sup> day of March 2018.**

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Jennifer Brust left the meeting at this time.

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

See staff report attached hereto.

Director Miller reported that he attended a meeting of the San Diego County Water Authority (Water Authority) Energy Storage Task Force where procedures related to dealing with the Federal Energy Regulation Commission (FERC) were discussed. He reported on informal discussions amongst Water Authority members regarding the water tax proposed by the State Water Control Board. He noted that many of the water agencies are opposed to the new tax; additionally, a recent survey commissioned by the Association of California Water Agencies showed that 73 percent of those polled somewhat or strongly oppose a tax on water. Director Miller advised that the April Water Authority Board meeting was rescheduled from April 26 to April 12.

General Manager Eldon Boone reported on a news article that ran in the Voice of San Diego entitled, "San Diego's Water Authority has reignited the century old water dispute with local tribes". Mr. Boone noted that no one from the District was quoted in the article.

Don Smith left the meeting at this time.

**8. MEETINGS AND EVENTS**

See staff report attached hereto.

Director Vásquez and President Dorey reported on their attendance at the meeting of the Council of Water Utilities (COWU) the previous day. Retired District employee Don Jones, who is now the

Project Coordinator for the Center for Water Studies at Cuyamaca College, presented “Training the Next Generation of Water Industry Professionals”. It was noted in the presentation that there are about 400 vacancies for skilled jobs in the water industry each year in San Diego County, and not enough skilled candidates to fill the positions. Director Vásquez said that Mr. Jones made a very good presentation regarding the programs available at the local colleges to train people for careers in the water industry and that strides are being made to continue, to improve and to expand these programs. Director Vásquez invited his fellow Board members to attend an upcoming Association of California Water Agencies (ACWA) Region 10 event titled “Water Workforce Development”; Tom Scaglione, Assistant General Manager at Vallecitos Water District (VWD), will be presenting information about the Water Management and Leadership Program at California State University San Marcos, and Mr. Jones will be talking about training the next generation of water professionals and training opportunities available to individuals interested in careers in water and wastewater.

Director MacKenzie reported on her attendance at the Association of California Water Agencies (ACWA) Legislative Symposium, the California Special Districts Association (CSDA) Legislative Roundup webinar, and the California Local Agencies Formation Commission (CALAFCO) Legislative Committee meeting, all the previous week. At the ACWA Legislative Symposium, Senator William W. Monning joined a panel that included Debby Cherney, Deputy General Manager, Eastern Municipal Water District, Ed Manning, Partner, KP Public Affairs, and Dave Puglia, Executive Vice President, Western Growers to discuss Senate Bill 623 (Monning), a bill to advance the proposed tax on drinking water. Funding from the tax is intended provide assistance for people who do not have access to safe drinking water. The Board discussed the measure which aims to fill gaps in safe drinking water funding.

Director MacKenzie reported on her participation in the CSDA Legislative Roundup webinar, which included discussion of a CSDA sponsored bill (Senate Bill 929) that would require all special districts to have a website by 2020. Director MacKenzie also reported on her attendance at a meeting of the CALAFCO Legislative Committee meeting where there was a discussion regarding Assembly Bill 2050 (Caballero) which would authorize the creation of small system water authorities with the power to absorb, improve and operate noncompliant public water systems.

President Dorey reported on his participation on the Vista Historical Society Hall of Fame Nominating Committee. The Committee made five nominations of six people (one couple) to the Vista Hall of Fame, including Ray Betraun, former Vista Irrigation District Board member. Also nominated were Brooks Cavanaugh, former City Planner; George and Francine Tushak, George was a realtor and both were active members in Vista’s Jewish Community; Ken Gammie founding member of the Moonlight Stage Productions and teacher for the Vista Unified School District for 37 years; and Eleanor Hutchins, Director of the Woman’s Club of Vista. President Dorey stated that the Vista Historical Society Board of Directors will consider approval of the nominations and that the induction ceremony will take place at a luncheon in May.

## **9. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES**

See staff report attached hereto.

Mr. Boone said that not all of the upcoming agenda items listed in the staff report will be on the next meeting agenda; furthermore, he stated that April’s agendas will be quite full. Assistant General Manager Brett Hodgkiss provided clarification regarding the item “Warner Ranch annexations” which involved annexing District-owned properties into the District’s jurisdictional boundaries. Mr. Boone stated that the scholarship contest and the 2017 Annual Report were considered by the Public Affairs Committee the previous day and that the Committee’s recommendations on items will be on the next agenda for the Board’s consideration and approval.

**10. COMMENTS BY DIRECTORS**

President Dorey commented that with most of the State's reservoirs full or nearly full, he believes there may be renewed interest in the proposed raising of the Shasta Dam.

**11. COMMENTS BY GENERAL COUNSEL**

None were presented.

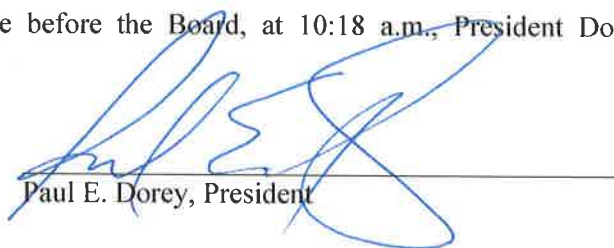
**12. COMMENTS BY GENERAL MANAGER**

Mr. Boone pointed out thank you notes that were shared with the Board at the dais; the notes thanked District employees for their generous gifts of food and presents over the December holidays. Mr. Boone noted that the donations were made to military families through the Spirit of Sharing. Mr. Boone complimented the District employees for their generosity. Mr. Boone noted that the next charitable collection will be a food drive in May in support of the North County Food Bank.

Mr. Boone updated the Board regarding the Request for Proposals (RFP) for the San Pasqual Undergrounding Project. He said that was a project walk-through with prospective design consultants was conducted and that proposals are due on April 12. Staff plans to present the design proposals to the Board in May. Director MacKenzie asked that the Board to be provided with a list of firms that were sent RFPs, list of firms that responded, and list of firms that were being considered for the project. Mr. Boone said that staff would be happy to provide the Board with this information.

**13. ADJOURNMENT**

There being no further business to come before the Board, at 10:18 a.m., President Dorey adjourned the meeting.



Paul E. Dorey, President

ATTEST:



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



## STAFF REPORT

Agenda Item: 6.A

<b>Board Meeting Date:</b>	<b>March 21, 2018</b>
<b>Prepared By:</b>	<b>Jenny Brust</b>
<b>Reviewed By:</b>	<b>Brett Hodgkiss</b>
<b>Approved By:</b>	<b>Eldon Boone</b>

**SUBJECT:** IDENTITY THEFT PREVENTION PROGRAM

**RECOMMENDATION:** Receive update on the District's Identity Theft Prevention Program (no changes proposed).

**PRIOR BOARD ACTION:** The Board adopted Resolution No. 09-20 adopting an Identity Theft Prevention Program on March 18, 2009.

**FISCAL IMPACT:** None.

**SUMMARY:** In response to and in compliance with requirements of the Fair and Accurate Credit Transaction Act of 2003, the District adopted an Identity Theft Prevention Program (Program) on March 18, 2009. The Program is to be used as an aid to detect patterns, practices and specific forms of activity that could signal possible identity theft. More specifically, the Program defines "red flags," implements procedures for identifying "red flags," and discusses appropriate action to be taken should "red flags" be detected. It also includes provisions for reporting on and updating the Program.

**DETAILED REPORT:** Per Part V, Paragraph D of the Identity Theft Prevention Program, the District is to provide an annual report to the Board of Directors that details the District's compliance with the Federal Trade Commission's Red Flag Rules. This report addresses the following:

- Effectiveness of the policies and procedures of the District in addressing the risk of identity theft in connection with the opening of new accounts and with respect to the management of existing accounts
- Service provider arrangements
- Significant incidents involving identity theft and management's response
- Recommendations for material changes to the Program

The District is complying with the guidelines set forth in its Program. The District's procedures for opening new accounts and managing existing accounts have not changed. Staff continues to follow best business practices related to the prevention of identity theft, such as keeping computer screens from being viewed by unauthorized personnel and shredding confidential documents that are no longer needed.

The District has contracted with third party service providers, InfoSend and Official Payments Corporation, for electronic bill presentment and payment services and credit card payment processing services, respectively. Pursuant to the Federal Trade Commission's Red Flag Rules, InfoSend and Official Payments Corporation have adopted and implemented Identity Theft Prevention Programs. The District retains copies of InfoSend's and Official Payment Corporation's statements of compliance under the Federal Trade Commission's Red Flag Rules on file.

The District continues to keep all confidential information secured and maintains business best practices that aid in the prevention of identity theft. There have been no incidents of identity theft in the last year. After a thorough review, no changes are recommended to the existing Program.

**ATTACHMENT:** Vista Irrigation District Identity Theft Prevention Program



## **Identity Theft Prevention Program**

This program is in response to and in compliance with the  
Fair and Accurate Credit Transaction Act (FACTA) of 2003  
and  
The final rules and guidelines for the FACTA issued by the Federal Trade  
Commission and federal bank regulatory agencies in November 2007

Adopted March 18, 2009 – Resolution No. 09-20

Program Last Reviewed and Updated: March 18, 2009

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## **Introduction**

On November 9, 2007, the Federal Trade Commission (FTC) and several other Federal agencies published the Identity Theft Red Flag Rule (FR 72:217:63717). All utilities that provide water/wastewater service on credit, i.e., send a bill for past service, are required to develop a program to comply with this rule by May 1, 2009.

The Identity Theft Red Flag Rule requires any creditor to develop a program to detect, prevent, and mitigate identity theft. Utility companies are specifically mentioned in the definition of a creditor, so this Rule clearly applies to water and wastewater utilities.

A Red Flag is "a pattern, practice, or specific activity that indicates the possible existence of identity theft." Identity Theft is "a fraud committed or attempted using the identifying information of another person without authority."

### **Part I. Assessment of Existing Business Practices**

Part I of the Identity Theft Prevention Program is used to identify areas of potential risk within the District's standard customer service business practices. The District has selected specific business processes associated with offering or maintaining accounts, or engaging in other activities, which could raise "red flags" indicating the potential for identity theft. It should be noted that the business practices listed below are typical for most utilities that operate as retailers of drinking water:

- The District provides personnel with the ability to request and review a Customer's personal identifying information when engaging in any of the following activities:
  - Open new accounts;
  - Access existing accounts;
  - Modify existing accounts;
  - Close existing accounts;
  - Processing accounts for bad debt collections.
- The District provides Customers with the ability to do the following action independent of District personnel (either through an automated phone system or online via a third party service provider), and a Customer's personal identifying information is required to complete any of these activities:
  - Make a payment on an account.



## Part II. Identification of Red Flags

Part II of the Identity Theft Prevention Program assists the District in identifying Red Flags that may arise during routine handling of new and/or existing accounts.

The District has identified the following events as potential Red Flag sources or categories that might indicate an instance of identity theft.

Event
Documents provided for identification appear to have been altered or forged.
Photograph, physical description and/or other information on the identification is not consistent with the appearance of the person presenting the identification.
Information provided is associated with known fraudulent activity.
Information provided is of a type commonly associated with fraudulent activity (fictitious address and/or phone number is invalid).
The District is notified that it has opened or maintains an account for a person engaged in identity theft.

## Part III. Detection of Red Flags

Part III of the Identity Theft Prevention Program addresses the process of detecting Red Flags as related to possible identity theft during the District's routine handling of new and/or existing accounts via telephone, email, or in person. The following is a list of detection methods that the District uses to prevent identity theft by verifying the identity of the Customer:

- When working with Customers in person or via telephone, require Customers to provide the following types of information:
  - Name;
  - Address;
  - Phone number (Home, Work, Alternate); and
  - Same information for a second person on the account (Related ID – spouse, partner, other responsible party).
- When fielding a request to access and/or modify an existing account (such as a change of billing address), verify identity of Customer by requesting specific pieces of personal identifying information such as name and address.

## Part IV. Prevention and Mitigation

Part IV of the Identity Theft Prevention Program details response actions for District personnel if the personnel have observed a Red Flag associated with a new or existing utility account. Examples of specific actions that will be taken in response to specific Red Flags are set forth below:

Event	Action
Documents provided for identification appear to have been altered or forged.	<ul style="list-style-type: none"> <li>- Request other forms of identification.</li> <li>- If still an issue, report the incident to the Supervisor.</li> </ul>
Photograph, physical description and/or other information on the identification is not consistent with the appearance of the person presenting the identification.	<ul style="list-style-type: none"> <li>- Request other forms of identification.</li> <li>- If still an issue, report the incident to the Supervisor.</li> </ul>
Information provided is associated with known fraudulent activity	<ul style="list-style-type: none"> <li>- Report the incident to the Supervisor.</li> </ul>
Information provided is of a type commonly associated with fraudulent activity (fictitious address and/or phone number is invalid).	<ul style="list-style-type: none"> <li>- Request other forms of identification.</li> <li>- If still an issue, report the incident to the Supervisor.</li> </ul>
The District is notified that it has opened or maintains an account for a person engaged in identity theft.	<ul style="list-style-type: none"> <li>- Contact the Supervisor.</li> </ul>

The following is a list of other potential actions to be taken by the District during Red Flag events:

- The District will not open a new account (after review of the presented identifying information and discussion with department supervisor).
- For an existing account, the District may contact the Customer by telephone, U.S. Mail and/or electronic mail and, upon verification of personal identification information on file with the District, present the following alternative courses of action for selection by the Customer:
  - Continue to monitor the account for evidence of identity theft and contact the Customer to discuss possible actions.
  - Close an existing account.
- For all instances of confirmed identity theft, the District will notify local law enforcement and will provide them with all the relevant details associated with the identity theft event.

## **Part V. Program Administration**

Program administration is an important part of the Identity Theft Prevention Program. This section details the training requirements, annual program review, approval and adoption process and annual reporting requirements that are associated with this Program.

### **A. Staff Training**

Any employee with the ability to open a new account, or access/manage/close an existing account will receive training on identifying and detecting Red Flags. They will also be trained in the appropriate response actions in the event that an instance of identity theft is suspected. Key management personnel in appropriate departments will also receive training on the contents of this Program. As necessary, employees will be re-trained annually if the Program is updated to include new methods of identifying and detecting Red Flags, or if new response actions are implemented.

### **B. Program Review and Update**

The District will review and update the Program annually to reflect changes in risks to Customers from identity theft based on factors such as:

- Experiences of the District with identity theft.
- Changes in methods of identity theft.
- Changes in methods to detect, prevent, and mitigate identity theft.
- Changes in the types of accounts that the District offers or maintains.
- Changes in the business arrangements of the District and service provider arrangements.

### **C. Program Approval and Adoption**

This Program, and subsequent modifications, requires review and approval by the District's General Manager and the Board of Directors.

### **D. Annual Reporting**

The District will provide an annual report to the Board of Directors that details the District's compliance with the Federal Trade Commission's Red Flags Rule. The report will address matters related to the Program and address several topic areas including:

- Effectiveness of the policies and procedures of the District in addressing the risk of identity theft in connection with the opening of new accounts and with respect to the management of existing accounts;
- Service provider arrangements;
- Significant incidents involving identity theft and management's response;
- Recommendations for material changes to the Program.

## E. Service Provider Oversight

Whenever the District engages a service provider to perform an activity in connection with one or more of the Customer accounts, the District will verify that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To accomplish this, the District will require the service provider by contract to have policies and procedures to detect relevant Red Flags that may arise in the performance of the service provider's activities, and either report the Red Flags to the District, or to take appropriate steps to prevent or mitigate identity theft.

## **Part VI. Additional Security Information**

Although the District is not required by the Federal Trade Commission to implement the following business practices, they are provided as guidelines to assist in the prevention of identity theft.

1. Keep computer screens, printed documents, and faxes from being viewed by unauthorized personnel. Use the screensaver locking feature to secure computer screens, and store all documents in a secure area. Immediately shred any documents that are no longer needed for the use intended.
2. Never share your computer while it is under a personal login.
3. Limit access to all forms of Customer information to employees who have a business reason to see it. For example, give employees who respond to Customer inquiries access to Customer files, but only to the extent they need it to do their jobs.
4. Employees with authorization to Customer information should follow these basic steps to maintain the security, confidentiality, and integrity of Customer information, including:
  - a. Locking rooms and file cabinets where records are kept;
  - b. Encrypting sensitive Customer information when it is transmitted electronically via public networks;
  - d. Reporting suspicious attempts to obtain Customer information to designated personnel.
5. Regularly remind effected employees of the legal requirement to keep Customer information secure and confidential. This may include posting reminders about their responsibility for security in areas where customer information is processed and stored.



# Cash Disbursement Report

Payment Dates 02/22/2018 - 03/07/2018

Payment Number	Payment Date	Vendor	Description	Amount
58328-58329	02/28/2018	Refund Checks 58328-58329	Customer Refunds	247.34
58330	02/28/2018	Airgas USA LLC	First Aid Kit Supplies	64.49
	02/28/2018		Welding Supplies	189.56
58331	02/28/2018	Escondido Metal Supply	Steel Tube for Fabrication of Fencing Rail	108.47
58332	02/28/2018	Allied Electronics Inc	Relays - SCADA	217.29
	02/28/2018		Relay Bases - SCADA	130.06
58333	02/28/2018	Servpro of North Vista/San Marcos	Emergency Water Damage Drying Service - Crescent Dr	7,557.78
58334	02/28/2018	AT&T	CALNET3 1/13/18-2/12/18 -Teleconference	4.30
58335	02/28/2018	Basic pacific	Flexible Spending Service/Cobra 02/2018	243.60
58336	02/28/2018	California Chamber of Commerce	Labor Law Supplies	400.85
58337	02/28/2018	California Department of Justice	Background Check - New Employee	49.00
58338	02/28/2018	Cal-Mesa Steel Supply Inc	Supplies for Flume Bridge	1,781.92
58339	02/28/2018	Cecilia's Safety Service Inc	Traffic Control - Calle Crucero	1,020.00
	02/28/2018		Traffic Control - Terracina Way	552.50
	02/28/2018		Traffic Control - Riviera Dr	1,275.00
	02/28/2018		Traffic Control - Edgehill Dr	637.50
	02/28/2018		Traffic Control - Breeze Hill Rd	1,275.00
58340	02/28/2018	Certified Laboratories	Cla-Vac Cleaning Supplies	522.03
58341	02/28/2018	Coast Equipment Rentals	Mini Excavator Rental	2,880.00
58342	02/28/2018	Coastal Chlorination & Backflow	Chlorination - San Luis Rey	384.00
58343	02/28/2018	County of San Diego	Haz Mat Fee/Permit 03/31/2018 - 03/31/2019	1,419.00
58344	02/28/2018	Craneworks Southwest Inc	Rewire Crane, Inspection/Certification - Truck 65	2,600.38
58345	02/28/2018	Todd Groundwater, Inc.	Warner Basin Groundwater Assessment 01/2018	6,977.50
58346	02/28/2018	Diesel Pollution Solutions Inc	Diesel Particulate Filter Cleaning	474.87
58347	02/28/2018	DIRECTV	Direct TV Service	104.55
58348	02/28/2018	Sjoberg Training Services	Training for Henshaw Employees	4,800.00
58349	02/28/2018	EDCO Waste & Recycling Services Inc	Trash/Recycle 02/2018	212.05
58350	02/28/2018	El Camino Rental	Concrete	162.38
58351	02/28/2018	Electrical Sales Inc	Electrical Supplies	298.13
	02/28/2018		Electrical Pedestal & Base	2,056.90
	02/28/2018		Electrical Supplies, Pipe Fittings	386.02
	02/28/2018		Conduit Compression Connectors	75.71
58352	02/28/2018	Employment Development Department	SUI Period Ending 12/31/17	514.78
58353	02/28/2018	Endicott Comm., Inc - CV	Answering Service	188.40

Payment Number	Payment Date	Vendor	Description	Amount
58354	02/28/2018	ESRI Inc	ArcGIS Annual Maintenance Renewal	13,000.00
	02/28/2018		Floating Desktop Basic Use License for ArcGIS	3,500.00
58355	02/28/2018	Ferguson Waterworks	Angle Valve	3,082.96
58356	02/28/2018	Fountain Car Wash	Wash Tokens (600)	540.00
58357	02/28/2018	Glennie's Office Products Inc	Office Supplies	14.16
	02/28/2018		Office Supplies	124.30
58358	02/28/2018	Grainger	Under Sink Water Heaters (2)	466.01
58359	02/28/2018	Hach Company	Portable Turbidimeters (2)	2,710.56
58360	02/28/2018	HUB Construction Specialties	Concrete Sonatube Form	14.82
58361	02/28/2018	IDEXX Distribution Corporation	Colilert QC	214.02
58362	02/28/2018	InfoSend Inc	Data Processing/Mailing Service	1,581.29
	02/28/2018		Support & Storage 01/2018	1,249.26
58363	02/28/2018	Iron Mountain Records Management	Offsite Data Storage 01/2018	301.54
58364	02/28/2018	Ken Grody Ford Carlsbad	Water Pump & Thermostat	361.74
	02/28/2018		Shift Cable Assembly - Truck 30	67.74
58365	02/28/2018	Lightning Messenger Express	Messenger Service 02/02/18	52.50
58366	02/28/2018	Moodys	Dump Fees (2)	400.00
	02/28/2018		Dump Fees (4)	800.00
	02/28/2018		Dump Fees (5)	1,000.00
	02/28/2018		Dump Fees (5)	1,000.00
58367	02/28/2018	Mutual of Omaha	LTD, STD, Life Insurance 03/2018	7,215.56
58368	02/28/2018	North County Auto Parts	Motor Oil	206.80
	02/28/2018		Motor Oil	103.40
	02/28/2018		Brake Cleaner, Oil Filters	65.54
	02/28/2018		Oil, Filter	86.31
	02/28/2018		Registration Holders	18.60
58369	02/28/2018	North County Industrial Park	Association Fees 03/2018 - 1391 Engineer	879.30
58370	02/28/2018	North County Industrial Park	Association Fees 03/2018 - Pipeline	256.40
58371	02/28/2018	R & B Automation	Seismic Valve Actuator	9,181.77
58372	02/28/2018	Rutan & Tucker LLP	Legal 01/2018	3,357.95
	02/28/2018		Legal 01/2018	1,198.50
	02/28/2018		Legal 01/2018	739.50
	02/28/2018		Legal 01/2018	28.00
	02/28/2018		Legal 01/2018	84.00
58373	02/28/2018	San Diego Gas & Electric	Electric 02/2018 - Henshaw Building & Grounds	704.80
	02/28/2018		Electric 02/2018 - Henshaw Well Field	19,392.59
	02/28/2018		Electric 01/2018 - Cathodic Protection & T&D	203.32
	02/28/2018		Electric 01/2018 - Reservoirs	105.92
	02/28/2018		Electric 01/2018 - Pump Stations	6,854.17

Payment Number	Payment Date	Vendor	Description	Amount
	02/28/2018		Electric 01/2018 - Plants	99.24
58374	02/28/2018	Sloan Electric Company	Remote Programmer - Well 8A	119.08
58375	02/28/2018	Southern California Water Committee	Membership Dues	1,000.00
58376	02/28/2018	Southern Counties Lubricants, LLC	Fuel 02/01/18 - 02/15/18	5,543.74
58377	02/28/2018	Spok, Inc	Pagers 02/2018	29.08
58378	02/28/2018	Sunrise Materials Inc	Straw Waddles	251.14
58379	02/28/2018	Midas Service Experts	Tire - Truck 32	116.26
58380	02/28/2018	TS Industrial Supply	Safety Vest	62.09
58381	02/28/2018	Verizon Wireless	Air Cards 01/13/18- 02/12/18	76.02
	02/28/2018		Cell Phones 01/16/18-02/15/18	1,270.16
58382	02/28/2018	VG Donuts & Bakery Inc	Board Meeting 02/21/18	28.66
58383	02/28/2018	Vista Firestone Brake & Smog	Tires (2) - Car #9	205.87
58384	02/28/2018	Vulcan Materials Company and Affiliates	Cold Mix	2,189.75
58385	02/28/2018	Xerox Corporation	Monthly Meter Usage 01/2017	40.60
58386-58392	03/07/2018	Refund Checks 58386-58392	Customer Refunds	1,088.77
58393	03/07/2018	Refund Check 58393	Customer Refund	486.09
58394	03/07/2018	ABABA Bolt	Hardware for Flume Bridge	126.15
	03/07/2018		Hardware for Flume Bridge	307.45
58395	03/07/2018	Airgas USA LLC	Supplies to Build Bridge on Tunnel Bench	168.97
	03/07/2018		Mig Wire	56.70
58396	03/07/2018	Escondido Metal Supply	Aluminum Bars (15)	34.48
	03/07/2018		Steel Angle	22.45
58397	03/07/2018	Allied Electronics Inc	Relays, Fuses, Filters - SCADA	422.30
58398	03/07/2018	AT&T	20 Mbps Internet Service	1,076.10
58399	03/07/2018	AT&T	CALNET3 01/13/18 - 02/12/18 - Phones	1,013.13
58400	03/07/2018	Auto Specialist Warehouse	Front Pads/Rotors	223.02
58401	03/07/2018	Bearcom	Bluetooth Speakers (2)	213.30
58402	03/07/2018	Boot World Inc	Footwear Program	155.12
58403	03/07/2018	Cal-Mesa Steel Supply Inc	Angle Iron Steel	140.08
58404	03/07/2018	Cecilia's Safety Service Inc	Traffic Control - San Luis Rey/Monterey Ln	2,900.00
	03/07/2018		Traffic Control - Bella Vista Dr	1,105.00
58405	03/07/2018	City of Oceanside	Weese Treatment 01/2018	28,718.55
58406	03/07/2018	Coast Equipment Rentals	Concrete	552.08
58407	03/07/2018	Diamond Environmental Services	Portable Restroom Service	84.49
	03/07/2018		Portable Restroom Service	103.93
	03/07/2018		Portable/Stationary Restroom Service	282.69
58408	03/07/2018	Electrical Sales Inc	Electrical Fuses	95.89
	03/07/2018		Mechanical Lugs (25)	69.71
58409	03/07/2018	Farwest Corrosion Control Company	Cathodic Protection Enclosures	657.05

Payment Number	Payment Date	Vendor	Description	Amount
	03/07/2018		Cable	556.73
58410	03/07/2018	Fastenal Company	Cartridges for Face Masks	349.43
58411	03/07/2018	Ferguson Waterworks	Pipe Lube	233.82
	03/07/2018		Visqueen Black 20'x100'x.006 (8)	684.14
	03/07/2018		Visqueen 8 mil 3'x100' (25)	622.44
58412	03/07/2018	Coast Fitness Repair Shop	Maintenance of Fitness Areas and Equipment	200.00
58413	03/07/2018	Glowzone North County	Team Building Event 07/10/2018	700.00
58414	03/07/2018	Glennie's Office Products Inc	Office Supplies	7.39
58415	03/07/2018	Grainger	Pipe Insulation	58.41
	03/07/2018		Waterproof Document Boxes (2)	66.83
	03/07/2018		Pipe Insulation	37.72
	03/07/2018		Lubricant	36.40
	03/07/2018		Digital Clamp Meter	665.75
	03/07/2018		Pipe Insulation	(37.72)
	03/07/2018		Pipe Insulation	(58.41)
58416	03/07/2018	HUB Construction Specialties	Supplies for Tunnel Bridge Construction	1,013.93
	03/07/2018		Tamper Foot Pad - Truck 11	439.57
58417	03/07/2018	IDEXX Distribution Corporation	Colilert Reagent	2,075.19
58418	03/07/2018	Jackson & Blanc	HVAC Chiller Repair	1,124.37
	03/07/2018		Diagnose/Repair HVAC Hot Water Actuators	460.00
58419	03/07/2018	Joe's Paving	Patch Paving	3,407.93
	03/07/2018		Patch Paving	538.65
	03/07/2018		Patch Paving	7,148.03
58420	03/07/2018	Kimball Midwest	Shop Supplies	119.55
	03/07/2018		Parts to Replenish Hose Repair Kits	372.16
58421	03/07/2018	Lawnmowers Plus Inc	Echo Blower	286.46
	03/07/2018		Fuel Supply Repair Kit for Hedge Trimmer	17.66
58422	03/07/2018	Lightning Messenger Express	Messenger Service 02/16/18	35.00
58423	03/07/2018	Major League Pest/Gemini Pest Control	Bee Removals (4)	190.00
58424	03/07/2018	Mission Resource Conservation District	Home Water Use Evaluation	187.50
58425	03/07/2018	Moodys	Dump Fees (2)	400.00
58426	03/07/2018	NAPA Auto Parts	Trailer Light Cord Adapter	16.77
58427	03/07/2018	North County Auto Parts	Shop Supplies, Filters	102.60
	03/07/2018		Air Filter	(44.21)
58428	03/07/2018	O'Reilly Auto Parts	Pressurized Sprayers, Cleaner	88.72
	03/07/2018		Brake Cleaner	29.22
	03/07/2018		Cleaning Supplies	35.68
	03/07/2018		Impact Driver	64.94
	03/07/2018		Spark Arrestor	13.30



Payment Number	Payment Date	Vendor	Description	Amount
58429	03/07/2018	Pacific Pipeline Supply	Bolt Nut Sets, Gaskets	2,589.61
	03/07/2018		Service Saddle 4x2 Brass AC (2)	205.67
	03/07/2018		Service Saddle 4x1 Brass AC (6)	500.12
	03/07/2018		Service Saddle 4x2 Brass AC (4)	411.35
	03/07/2018		Companion Flange	26.44
58430	03/07/2018	Benetrac	Employee Benefits Tracking 03/2018	400.00
58431	03/07/2018	R.S. Hughes	Vest Lime Hi-Viz LG (20)	123.19
	03/07/2018		Vest Lime Hi-Viz XL (25)	153.98
	03/07/2018		Vest Lime Hi-Viz MED (20)	123.19
	03/07/2018		Hat Hard Full Brim with Rat HG (25)	278.75
58432	03/07/2018	Ramona Disposal Service	Trash Service 02/2018	161.10
58433	03/07/2018	RDO Exch #80-5800	Gopher Bait	149.54
58434	03/07/2018	Red Wing Shoe Store	Footwear Program	157.89
58435	03/07/2018	S & J Supply Company Inc	Cover 8" Valve Cast Iron Water	2,305.73
	03/07/2018		Adapter 10" Cast Iron POxFL (3)	339.92
	03/07/2018		Adapter 4" Cast Iron POxFL (4)	168.87
	03/07/2018		Adapter 6" Cast Iron POxFL (10)	663.90
	03/07/2018		Adapter 12" Cast Iron POxFL (6)	1,069.52
	03/07/2018		Adapter 8" Cast Iron POxFL (15)	1,347.71
58436	03/07/2018	Volvo Construction Equipment & Services	Volvo Ignition Keys (3)	98.85
	03/07/2018		Hammer w/Breaker Rental	1,082.50
58437	03/07/2018	San Diego Friction Products	Cargo Strap Edge Guards (10)	17.10
58438	03/07/2018	San Diego Gas & Electric	Electric 02/2018 - Warner Ranch House	29.85
58439	03/07/2018	Sherry Thorpe	Tuition Reimbursement	584.65
	03/07/2018		Reimburse for New Hire Lunch (4)	55.96
58440	03/07/2018	Shred-it USA LLC	Document Destruction	109.59
58441	03/07/2018	SiteOne Landscape Supply, LLC	PVC Pipe	125.09
58442	03/07/2018	Southern Counties Lubricants, LLC	Fuel	83.00
58443	03/07/2018	Sunrise Materials Inc	Cement Accelerator	46.55
	03/07/2018		Silt Fence	134.23
	03/07/2018		Rock	56.29
58444	03/07/2018	Midas Service Experts	Tires (4) - Truck 34	792.19
	03/07/2018		Tires (2) - Truck 69	416.51
58445	03/07/2018	TS Industrial Supply	Paint Brushes, Teflon & Electrical Tape	374.93
	03/07/2018		Pull Cable	238.69
	03/07/2018		Primer	129.78
	03/07/2018		Cutter Head	244.65
	03/07/2018		Air Hammer Chisels	32.15
	03/07/2018		Welder Ground Clamp - Truck 65	76.96

Payment Number	Payment Date	Vendor	Description	Amount
	03/07/2018		Black Striping Paint	225.54
58446	03/07/2018	Verizon Wireless	SCADA Remote Access	325.96
58447	03/07/2018	Vista Paint Corporation	Safety Yellow Paint	206.37
58448	03/07/2018	Weseloh Chevrolet	Seat Adjuster Handle - Truck 57	17.43
<b>Grand Total:</b>				<b>211,037.13</b>



**Agenda Item: 7**

**STAFF REPORT**

**Board Meeting Date: March 21, 2018**  
**Prepared By: Eldon Boone**

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: 8.A**

**Board Meeting Date: March 21, 2018**  
**Prepared By: Lisa Soto**  
**Approved By: Eldon Boone**

**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: 8.B**

**Board Meeting Date:** March 21, 2018  
**Prepared By:** Marian Schmidt  
**Approved By:** Eldon Boone

**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>
<b>1</b>	<b>Lower Colorado River Tour</b> (Water Education Foundation) <i>Apr. 11-13, 2018 – Ontario International Airport</i> <i>Reservation deadline: 3/27/18</i>	
<b>2</b>	<b>Special District Leadership Academy</b> (CSDA) <i>Apr. 15-18, 2018 – Embassy Suites Monterey Bay – Seaside</i> <i>Registration deadline: 4/3/18</i>	
<b>3 *</b>	<b>Council of Water Utilities Meeting</b> <i>Apr. 17, 2018 – 7:15 a.m., Location TBD</i> <i>Reservation deadline: 4/12/18</i>	Dorey Vásquez
<b>4</b>	<b>ACWA Spring Conference</b> <i>May 8-11, 2018 – Convention Center, Hyatt Regency, Sheraton Grand, Sacramento</i> <i>Registration deadline: 4/20/18</i>	Dorey (A,H,R) MacKenzie (R) Vásquez (A,H) Miller (A,H,R) Sanchez (A,H,R)
<b>5 *</b>	<b>Council of Water Utilities Meeting</b> <i>May 15, 2018 – 7:15 a.m., Location TBD</i> <i>Reservation deadline: 5/10/18</i>	
<b>6</b>	<b>Bay-Delta Tour</b> (Water Education Foundation) <i>May 16-18, 2018 – Sacramento International Airport</i> <i>Reservation deadline: 5/2/18</i>	
<b>7 *</b>	<b>CSDA Quarterly Dinner Meeting</b> <i>May 17, 2018 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 5/10/18</i>	Dorey MacKenzie Vásquez
<b>8</b>	<b>Special District Legislative Days</b> (CSDA) <i>May 22-23, 2018 – Sacramento</i> <i>Registration deadline: 5/10/18</i>	MacKenzie
<b>9</b>	<b>Prop. 26, Prop. 218, and Rate Setting</b> (CSDA) <i>May 30, 2018 – Santa Margarita Water District, Las Flores</i> <i>Registration deadline: 5/24/18</i>	
<b>10 *</b>	<b>Council of Water Utilities Meeting</b> <i>June 19, 2018 – 7:15 a.m., Location TBD</i> <i>Reservation deadline: 6/14/18</i>	
<b>11</b>	<b>Headwaters Tour</b> (Water Education Foundation) <i>June 28-29, 2018 – Rancho Cordova (GEI Consultants)</i> <i>Reservation deadline: 6/14/18</i>	
<b>12</b>	<b>Special District Leadership Academy</b> (CSDA) <i>July 8-11, 2018 – Embassy Suites Napa Valley, Napa</i> <i>Registration deadline: 6/8/18</i>	
<b>13 *</b>	<b>Council of Water Utilities Meeting</b> <i>July 17, 2018 – 7:15 a.m., Location TBD</i> <i>Reservation deadline: 7/12/18</i>	

	<b>SCHEDULE OF UPCOMING MEETINGS AND EVENTS</b>	<b>ATTENDEES</b>
14 *	<b>CSDA Quarterly Dinner Meeting</b> <i>Aug. 16, 2018 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 8/9/18</i>	
15 *	<b>Council of Water Utilities Meeting</b> <i>Aug. 21, 2018 – 7:15 a.m., Location TBD</i> <i>Reservation deadline: 8/16/18</i>	
16	<b>Urban Water Institute’s Annual Water Conference</b> <i>Aug. 22-24, 2018 – Hilton San Diego Resort</i> <i>Registration deadline: 8/8/18</i>	
17 *	<b>Council of Water Utilities Meeting</b> <i>Sept. 18, 2018 – 7:15 a.m., Location TBD</i> <i>Reservation deadline: 9/13/18</i>	
18	<b>Governance Foundations – Module 1</b> (CSDA Special District Leadership Academy) <i>Sept. 24, 2018 – Renaissance Indian Wells Resort</i> <i>Registration deadline: 9/13/18</i>	
19	<b>CSDA Annual Conference</b> <i>Sept. 24-27, 2018 – Renaissance Resort -Palm Springs</i> <i>Registration deadline: TBD</i>	
20	<b>First Annual Western Groundwater Congress (GRA)</b> <i>Sept. 25-27, 2018 – Double Tree by Hilton, Sacramento</i> <i>Registration deadline: TBD</i>	
21	<b>Northern California Tour</b> (Water Education Foundation) <i>Oct. 10-12, 2018 – Sacramento International Airport</i> <i>Reservation deadline: 9/26/18</i>	
22 *	<b>Council of Water Utilities Meeting</b> <i>Oct. 16, 2018 – 7:15 a.m., Location TBD</i> <i>Reservation deadline: 10/11/18</i>	
23	<b>Legislative Round-Up Webinar</b> (CSDA) <i>Nov. 1, 2018 – 10:00 a.m. – 12:00 p.m.</i> <i>Registration deadline: 10/25/18</i>	
24	<b>San Joaquin River Restoration Tour</b> (Water Education Foundation) <i>Nov. 7-8, 2018 – Fresno</i> <i>Reservation deadline: 10/24/18</i>	
25	<b>AB 1234 Ethics Compliance Training Webinar</b> (CSDA) <i>Nov. 13, 2018 – 10:00 a.m. -12:00 p.m.</i> <i>Registration deadline: 10/25/18</i>	
26 *	<b>CSDA Quarterly Dinner Meeting</b> <i>Nov. 15, 2018 – 6:00-9:00 p.m. – The Butcher Shop Steakhouse, Kearny Mesa</i> <i>Reservation deadline: 11/8/18</i>	
27	<b>ACWA Fall Conference</b> <i>Nov. 27-30, 2018 – San Diego</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:

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



**Agenda Item: 9**

**STAFF REPORT**

**Board Meeting Date: March 21, 2018**  
**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:*

- General Counsel fees
- Water Master Plan
- Pipeline Drive property
- Headquarters painting proposals
- Water bill message
- Warner Ranch annexations



**Agenda Item: 10**

**STAFF REPORT**

**Board Meeting Date: March 21, 2018**  
**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: 11**

**STAFF REPORT**

**Board Meeting Date: March 21, 2018**  
**Prepared By: Eldon Boone**

SUBJECT: COMMENTS BY GENERAL COUNSEL

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



**Agenda Item: 12**

**STAFF REPORT**

**Board Meeting Date: March 21, 2018**  
**Prepared By: Eldon Boone**

SUBJECT: COMMENTS BY GENERAL MANAGER

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