

OTAY WATER DISTRICT
FINANCE, ADMINISTRATION AND COMMUNICATIONS
COMMITTEE MEETING
and
SPECIAL MEETING OF THE BOARD OF DIRECTORS

2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CALIFORNIA
BOARDROOM
TUESDAY
May 22, 2007
11:30 A.M.

This is a District Committee meeting. This meeting is being posted as a special meeting in order to comply with the Brown Act (Government Code Section §54954.2) in the event that a quorum of the Board is present. Items will be deliberated, however, no formal board actions will be taken at this meeting. The committee makes recommendations to the full board for its consideration and formal action.

AGENDA

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

DISCUSSION ITEMS

3. 3RD QUARTER DIRECTORS EXPENSES UPDATE FOR FISCAL YEAR 2007 (PRENDERGAST) [5 minutes]
4. INFORMATIONAL REPORT ON INVESTMENT STRATEGY AS IT PERTAINS TO CERTIFICATES OF DEPOSITS (CUDLIP) [10 minutes]
5. APPROVE THE ISSUANCE OF NINE (9) PURCHASE ORDERS TO VARIOUS VENDORS FOR THE PROVISION OF EQUIPMENT AND SOFTWARE MAINTENANCE SUPPORT; GIS SOFTWARE LICENSES AND SOFTWARE INTEGRATION SERVICES; COMPUTER HARDWARE, A TAPE LIBRARY AND STORAGE AREA NETWORK DEVICE; NETWORK MONITORING AND SUPPORT SERVICES; TELEPHONE, CELL PHONE AND INTERNET SERVICES; BILL PRINTING SERVICES; NETWORK DESIGN AND IMPLEMENTATION SERVICES; AND RECORDS SCANNING AND STORAGE SERVICES; TOTALING APPROXIMATELY \$594,000 FUNDED THROUGH THE PROPOSED FISCAL YEAR 2008 OPERATIONS BUDGET AND \$324,000 FROM THE PROPOSED CAPITAL BUDGET (STEVENS) [10 minutes]

6. CONSIDERATION TO NOMINATE A DISTRICT REPRESENTATIVE FOR AN ALTERNATE SPECIAL DISTRICT MEMBER ON THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION (LAFCO) AND A LAFCO SPECIAL DISTRICTS ADVISORY COMMITTEE MEMBER (WATTON) [5 minutes]
7. DISCUSSION OF 2007 CONSUMER CONFIDENCE REPORT (BUELNA) [10 minutes]
8. ADJOURNMENT

BOARD MEMBERS ATTENDING:

Mark Robak, Chair
Larry Breitfelder

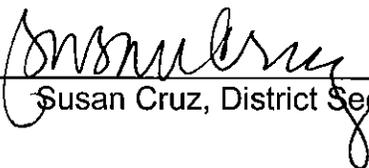
All items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the District Secretary at 670-2280 at least 24 hours prior to the meeting.

Certification of Posting

I certify that on May 17, 2007 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Otay Water District, said time being at least 24 hours in advance of the meeting of the Board of Directors (Government Code Section §54954.2).

Executed at Spring Valley, California on May 17, 2007.



Susan Cruz, District Secretary



AGENDA ITEM 3

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 6, 2007
SUBMITTED BY:	Sean Prendergast, 	W.O./G.F. NO:	DIV. NO. All
	Payroll/AP Supervisor		
APPROVED BY:	Joseph R. Beachem, Chief Financial Officer		
(Chief)			
APPROVED BY:	German Alvarez, Assistant General Manager		
(Asst. GM):			
SUBJECT:	Director's Expenses for the 3rd Quarter of Fiscal Year 2007		

GENERAL MANAGER'S RECOMMENDATION:

This is an informational item only.

COMMITTEE ACTION: _____

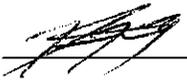
Please see Attachment A.

PURPOSE:

To inform the Board of the Director's expenses for the 3rd quarter of Fiscal Year 2007.

ANALYSIS:

The Director's expense information is being presented in order to comply with State law. (See Attachment B for Summary and C-H for Details.)

FISCAL IMPACT: 

None.

STRATEGIC GOAL:

Prudently manage District funds.

LEGAL IMPACT: _____

Compliance with State law.



General Manager

Attachments:

- A) Committee Action Form
- B) Director's Expenses and per Diems
- C-H) Director's Expenses Detail



ATTACHMENT A

SUBJECT/PROJECT:	Director's Expenses for the 3rd Quarter of Fiscal Year 2007
-------------------------	---

COMMITTEE ACTION:

This is an informational item only.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full board.

**BOARD OF DIRECTORS'
EXPENSES AND PER-DIEMS**

FINANCE AND ADMINISTRATION COMMITTEE MEETING

MAY 22, 2007

Policy 8 requires that staff present the Expenses and Per-Diems for the Board of Directors on a Quarterly basis:

- Fiscal Year 2007, 3rd Quarter
- The expenses are shown in detail by Board member, month and expense type.
- This presentation is in alphabetical order.
- This information was presented to the Finance and Administration Committee on May 22, 2007

Board of Directors' Expenses and Per-Diems
Fiscal Year 2007 Quarter 3 (Jan 07- Mar 07)

• Director Bonilla	0.00
• Director Breitfelder	\$2,601.86
• Director Croucher	\$1,200.00
• Director Lopez	\$1,763.40
• Director Robak	<u>\$2,651.69</u>
• Total	\$8,216.95

Director Bonilla

Fiscal Year 2007 Quarter 3

	<u>Jan 07</u>	<u>Feb 07</u>	<u>Mar 07</u>	Qtr3
• Mileage Business				
• Mileage Commute				
• Conference				
• Travel				
• Director's Fees	_____	_____	_____	
•				
• Monthly Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
• Meetings Attended	Director Bonilla does not request			
• Meetings Paid	Per-Diem reimbursements.			
• Quarterly Total				
• Fiscal Year-to-Date 2007 (Jul06-Mar07)				

Director Breitfelder

Fiscal Year 2007 Quarter 3

	<u>Jan 07</u>	<u>Feb 07</u>	<u>Mar 07</u>	Qtr3
• Mileage Business	40.74		79.54	
• Mileage Commute	29.10		29.10	
• Business Meetings			167.00	
• Seminars & Travel		915.78	540.60	
• Director's Fees	<u>300.00</u>	<u>0.00</u>	<u>500.00</u>	
• Monthly Totals	<u>369.84</u>	<u>915.78</u>	<u>1,316.24</u>	
• Meetings Attended	5		12	
• Meetings Paid	3		5	
• Quarterly Total				2,601.86
• Fiscal Year-to-Date 2007 (Jul06-Mar07)				5,313.57

Director Croucher

Fiscal Year 2007 Quarter 3

	<u>Jan 07</u>	<u>Feb 07</u>	<u>Mar 07</u>	Qtr3
• Mileage Business				
• Mileage Commute				
• Director's Fees	500.00	300.00	400.00	
• Seminars				
• Business Meeting				
• Monthly Totals	<u>500.00</u>	<u>300.00</u>	<u>400.00</u>	
•				
• Meetings Attended	5	3	7	
• Meetings Paid	6	3	4	
• Quarterly Total				1,200.00
• Fiscal Year-to-Date 2007 (Jul06-Mar07)				2,800.00

Director Lopez

Fiscal Year 2007 Quarter 3

	<u>Jan 07</u>	<u>Feb 07</u>	<u>Mar 07</u>	Qtr3
• Mileage Business	29.10	9.70		
• Mileage Commute	20.37			
• Travel			447.23	
• Director's Fees	500.00	400.00		
• Conference	<u> </u>	<u>325.00</u>	<u>32.00</u>	
• Monthly Totals	<u>549.47</u>	<u>734.70</u>	<u>479.23</u>	
• Meetings Attended	6	4		
• Meetings Paid	5	4		
• Quarterly Total				1,763.40
• Fiscal Year-to-Date 2007 (Jul06-Mar07)				4,070.15

Director Robak

Fiscal Year 2007 Quarter 3

	<u>Jan 07</u>	<u>Feb 07</u>	<u>Mar 07</u>	Qtr3
• Mileage Business	66.45	57.72	45.59	
• Mileage Commute	3.88	1.94	3.88	
• Travel			447.23	
• Director's Fees	500.00	500.00	700.00	
• Conference		325.00		
• Monthly Totals	<u>570.33</u>	<u>884.66</u>	<u>1,196.70</u>	
• Meetings Attended	7	8	9	
• Meetings Paid	5	5	7	
Quarterly Total				2,651.69
• Fiscal Year-to-Date 2007 (Jul06-Mar07)				6,786.16

Board of Directors' Expenses and Per Diems
Fiscal Year 2007 to Date (Jul 06- Mar 07)

• Director Bonilla	0.00
• Director Breitfelder	\$5,313.57
• Director Croucher	\$2,800.00
• Director Lopez	\$4,070.15
• Director Robak	<u>\$6,786.16</u>
• Total	\$18,969.87

Board of Directors' Expenses and Per Diems
Fiscal Year 2007 to Date (Jul 06- Jun 07) **Projected**

• Director Bonilla	0.00
• Director Breitfelder	\$7,085.00
• Director Croucher	\$3,734.00
• Director Lopez	\$5,427.00
• Director Robak	<u>\$9,048.00</u>
• Total	\$25,294.00

OTAY WATER DISTRICT
ADMINISTRATIVE EXPENSES - BOARD
July 1, 2006 - March 31, 2007

	Jul-06 1	Aug-06 2	Sep-06 3	Oct-06 4	Nov-06 5	Dec-06 6	Jan-07 7	Feb-07 8	Mar-07 9	Apr-07 10	May-07 11	Jun-07 12	Total
JAIME BONILLA (DETAILED IN SECTION D):													
5211 Mileage - Commuting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5211 Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5212 Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
5214 Business meetings	-	-	-	-	-	-	-	-	-	-	-	-	-
5114 Director's fees	-	-	-	-	-	-	-	-	-	-	-	-	-
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -								
LARRY BREITFELDER (DETAILED IN SECTION E):													
5211 Mileage - Commuting	\$ 26.70	\$ 13.35	\$ 26.70	\$ -	\$ -	\$ 40.05	\$ 29.10	\$ -	\$ 29.10	\$ -	\$ -	\$ -	\$ 165.00
5211 Mileage - Business	55.18	13.35	37.38	-	-	-	40.74	-	79.54	-	-	-	226.19
5212 Travel	-	-	-	-	-	-	-	645.78	540.60	-	-	-	1,186.38
5214 Business meetings	60.00	32.00	20.00	-	132.00	-	-	-	167.00	-	-	-	411.00
5114 Director's fees	400.00	200.00	400.00	400.00	400.00	400.00	300.00	-	500.00	-	-	-	3,000.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	55.00	-	-	-	-	270.00	-	-	-	-	325.00
Total	\$ 541.88	\$ 258.70	\$ 539.08	\$ 400.00	\$ 532.00	\$ 440.05	\$ 369.84	\$ 915.78	\$ 1,316.24	\$ -	\$ -	\$ -	\$ 5,313.57
GARY D. CROUCHER (DETAILED IN SECTION F):													
5211 Mileage - Commuting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5211 Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5212 Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
5214 Business meetings	-	-	-	-	-	-	-	-	-	-	-	-	-
5114 Director's fees	100.00	300.00	400.00	300.00	300.00	200.00	500.00	300.00	400.00	-	-	-	2,800.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 100.00	\$ 300.00	\$ 400.00	\$ 300.00	\$ 300.00	\$ 200.00	\$ 500.00	\$ 300.00	\$ 400.00	\$ -	\$ -	\$ -	\$ 2,800.00
JOSE LOPEZ (DETAILED IN SECTION G):													
5211 Mileage - Commuting	\$ 13.35	\$ 26.70	\$ 40.05	\$ 36.05	\$ 17.80	\$ 17.80	\$ 20.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172.12
5211 Mileage - Business	-	-	-	-	-	-	29.10	9.70	-	-	-	-	38.80
5212 Travel	-	-	-	-	-	-	-	-	447.23	-	-	-	447.23
5214 Business meetings	-	-	-	-	-	-	-	-	32.00	-	-	-	32.00
5281 Director's fees	200.00	300.00	400.00	500.00	300.00	400.00	500.00	400.00	-	-	-	-	3,000.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	55.00	-	-	-	-	325.00	-	-	-	-	380.00
Total	\$ 213.35	\$ 326.70	\$ 495.05	\$ 536.05	\$ 317.80	\$ 417.80	\$ 549.47	\$ 734.70	\$ 479.23	\$ -	\$ -	\$ -	\$ 4,070.15
MARK ROBAK (DETAILED IN SECTION H):													
5211 Mileage - Commuting	\$ 1.78	\$ 5.34	\$ 5.34	\$ 3.56	\$ 5.34	\$ 1.78	\$ 3.88	\$ 1.94	\$ 3.88	\$ -	\$ -	\$ -	\$ 32.84
5211 Mileage - Business	46.28	44.06	31.15	47.62	45.39	49.84	66.45	57.72	45.59	-	-	-	434.09
5212 Travel	-	-	-	-	-	-	-	-	447.23	-	-	-	447.23
5214 Business meetings	40.00	-	-	20.00	32.00	-	-	-	-	-	-	-	92.00
5114 Director's fees	600.00	700.00	500.00	600.00	700.00	600.00	500.00	500.00	700.00	-	-	-	5,400.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	55.00	-	-	-	-	325.00	-	-	-	-	380.00
Total	\$ 688.06	\$ 749.40	\$ 591.49	\$ 671.18	\$ 782.73	\$ 651.62	\$ 570.33	\$ 884.66	\$ 1,196.70	\$ -	\$ -	\$ -	\$ 6,786.16
TOTALS:													
5211 Mileage - Commuting	\$ 41.83	\$ 45.39	\$ 72.09	\$ 39.61	\$ 23.14	\$ 59.63	\$ 53.35	\$ 1.94	\$ 32.98	\$ -	\$ -	\$ -	\$ 369.96
5211 Mileage - Business	101.46	57.41	68.53	47.62	45.39	49.84	136.29	67.42	125.13	-	-	-	699.08
5212 Travel	-	-	-	-	-	-	-	645.78	1,435.06	-	-	-	2,080.84
5214 Business meetings	100.00	32.00	20.00	20.00	164.00	-	-	-	199.00	-	-	-	535.00
5114 Director's fees	1,300.00	1,500.00	1,700.00	1,800.00	1,700.00	1,600.00	1,800.00	1,200.00	1,600.00	-	-	-	14,200.00
5241 Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and conferences	-	-	165.00	-	-	-	-	920.00	-	-	-	-	1,085.00
Total	\$ 1,543.29	\$ 1,634.80	\$ 2,025.62	\$ 1,907.22	\$ 1,932.53	\$ 1,709.47	\$ 1,989.64	\$ 2,835.14	\$ 3,392.17	\$ -	\$ -	\$ -	\$ 18,969.87

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007**

**ATTACHMENT D
SECTION D**

NAME OF DIRECTOR: JAIME BONILLA

ACCOUNT NAME	DATE	DESCRIPTION	AMOUNT
---------------------	-------------	--------------------	---------------

Total			
--------------	--	--	--

Grand Total			
--------------------	--	--	--

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT E
SECTION E**

DIRECTORS NAME: BREITFELDER, LARRY

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5211 Mileage - Business			
	<u>7/31/06</u>	MEETING - JULY 18 & 25, 2006	\$ 55.18
	<u>8/30/06</u>	MEETING - AUGUST 2, 2006	13.35
	<u>9/30/06</u>	MEETING - SEPTEMBER 19, 2006	37.38
	<u>1/31/07</u>	MEETING - JANUARY 3, & 24, 2007	29.10
	<u>3/31/07</u>	MEETING - MARCH 1, 20 & 26, 2007	79.54
5211 Mileage - Business Total			214.55
5211 Mileage - Commuting			
	<u>7/31/06</u>	MEETING - JULY 5 & 21, 2006	26.70
	<u>8/30/06</u>	MEETING - AUGUST 17, 2006	13.35
	<u>9/30/06</u>	MEETING - SEPTEMBER 6 & 25, 2006	26.70
	<u>12/31/06</u>	MEETING - DECEMBER 4, 6 & 27, 2006	40.05
	<u>1/31/07</u>	MEETING - JANUARY 16, 2007	40.74
	<u>3/31/07</u>	MEETING - MARCH 7 & 21, 2007	29.10
5211 Mileage - Commuting Total			176.64
5212 Travel			
	<u>2/28/07</u>	HOTEL ACCOMODATIONS ACWA 2007 CONFERENCE	645.78
	<u>3/31/2007</u>	AIRFARE ACWA 2007 CONFERENCE IN WASHINGTON	540.60
5212 Travel Total			1,186.38
5213 Conferences and Seminars			
	<u>9/29/06</u>	2006 WATER CONSERVATION SUMMIT	55.00
	<u>2/14/07</u>	ACWA 2007 CONFERENCE IN WASHINGTON 2/14/07	270.00
5213 Conferences and Seminars Total			325.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT E
SECTION E**

DIRECTORS NAME: BREITFELDER, LARRY

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5214 Business Meetings			
	<u>7/18/06</u>	COUNCIL OF WATER UTILITIES BREAKFAST MEETING	20.00
	<u>7/20/06</u>	WATER AGENCIES ASSOCIATION OF SD QUARTERLY MEETING	40.00
	<u>8/17/06</u>	CSDA QUARTERLY DINNER MEETING	32.00
	<u>9/19/06</u>	COUNCIL OF WATER UTILITIES BREAKFAST MEETING	20.00
	<u>11/16/06</u>	COUNCIL OF WATER UTILITIES BREAKFAST MEETING CSDA QUARTERLY DINNER MEETING	20.00 32.00
	<u>11/21/06</u>	COUNCIL OF WATER UTILITIES BREAKFAST MEETING WATER AGENCIES ASSOCIATION OF SD QUARTERLY MEETING	40.00 40.00
	<u>1/16/07</u>	COUNCIL OF WATER UTILITIES - JANUARY 16, 2007	20.00
	<u>2/14/07</u>	ACWA 2007 CONFERENCE IN WASHINGTON 2/14/06	90.00
	<u>3/20/07</u>	CSDA QUARTERLY DINNER MEETING COUNCIL OF WATER UTILITIES - MARCH 20, 2007	32.00 25.00
5214 Business Meetings Total			411.00
5281 Director's Fees			
	<u>7/5/06</u>	REGULAR BOARD MEETING	100.00
	<u>7/18/06</u>	COUNCIL OF WATER UTILITIES	100.00
	<u>7/21/06</u>	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	<u>7/25/06</u>	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	<u>8/2/06</u>	REGULAR BOARD MEETING	100.00
	<u>8/7/06</u>	CSDA QUARTERLY DINNER MEETING	100.00
	<u>9/6/06</u>	REGULAR BOARD MEETING	100.00
	<u>9/19/06</u>	COUNCIL OF WATER UTILITIES	100.00
	<u>9/25/06</u>	OTAY WORKSHOP	100.00
	<u>9/29/06</u>	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	<u>10/4/06</u>	REGULAR BOARD MEETING	100.00
	<u>10/17/06</u>	COUNCIL OF WATER UTILITIES	100.00
	<u>10/18/06</u>	COMMUNICATIONS COMMITTEE MEETING	100.00
	<u>10/19/06</u>	WATER CONSERVATION GARDEN AD-HOC BUDGET COMMITTEE	100.00
	<u>11/1/06</u>	REGULAR BOARD MEETING	100.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT E
SECTION E**

DIRECTORS NAME: BREITFELDER, LARRY

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
	11/16/06		
		CSDA QUARTERLY DINNER MEETING	100.00
	11/21/06		
		COUNCIL OF WATER UTILITIES	100.00
	11/27/06		
		ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	12/4/06		
		COMMUNICATIONS COMMITTEE MEETING	100.00
	12/6/06		
		REGULAR BOARD MEETING	100.00
	12/19/06		
		COUNCIL OF WATER UTILITIES	100.00
	12/27/06		
		FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	1/3/07		
		REGULAR BOARD MEETING	100.00
	1/16/07		
		COUNCIL OF WATER UTILITIES	100.00
	1/24/07		
		FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	3/1/07		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	3/7/07		
		REGULAR BOARD MEETING	100.00
	3/20/07		
		COUNCIL OF WATER UTILITIES	100.00
	3/21/07		
		FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	3/26/07		
		WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
5281	Director's Fees Total		3,000.00
Grand Total			\$ 5,313.57

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT F
SECTION F**

DIRECTORS NAME:	CROUCHER, GARY
------------------------	-----------------------

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5281 Director's Fees			
	7/5/2006	REGULAR BOARD MEETING	\$ 100.00
	8/2/2006	REGULAR BOARD MEETING	100.00
	8/7/2006	SPECIAL BOARD MEETING	100.00
	8/23/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	9/6/2006	REGULAR BOARD MEETING	100.00
	9/22/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	9/25/2006	ANNUAL BOARD RETREAT	100.00
	9/26/2006	AD HOC COMMITTEE - REVIEW POLICY 8	100.00
	10/4/2006	REGULAR BOARD MEETING	100.00
	10/6/2006	AD HOC COMMITTEE - EMPLOYEE NEGOTIATIONS	100.00
	10/18/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	11/1/2006	REGULAR BOARD MEETING	100.00
	11/15/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	11/29/2006	WATER RESOURCES & SECURITY COMMITTEE	100.00
	12/18/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	12/20/2006	AD HOC COMMITTEE - EMPLOYEE NEGOTIATIONS	100.00
	1/3/2007	REGULAR BOARD MEETING	100.00
	1/11/2007	CSDA QUARTERLY DINNER MEETING	100.00
	1/17/2007	AD HOC EMPLOYEE NEGOTIATIONS COMMITTEE	100.00
	1/29/2007	AGENDA BRIEFING WITH GM	100.00
	1/30/2007	ELECTED OFFICIALS BRIEFING	100.00
	2/12/2007	REGULAR BOARD MEETING	100.00
	2/14/2007	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	2/21/2007	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	3/7/2007	REGULAR BOARD MEETING	100.00
	3/19/2007	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	3/21/2007	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	3/27/2007	RECYCLED WATER AD HOC COMMITTEE	100.00
5281 Director's Fees Total			2,800.00
Grand Total			\$ 2,800.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT G
SECTION G**

DIRECTORS NAME:	LOPEZ, JOSE
------------------------	--------------------

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5211 Mileage - Business			
	1/31/2007	MEETING - JANUARY 19, 2007	\$ 20.37
5211 Mileage - Business Total			20.37
5211 Mileage - Commuting			
	7/31/2006	MEETING - JULY 5 & 31, 2006	13.35
	8/31/2006	MEETING - AUGUST 2, 7 & 21, 2006	26.70
	9/30/2006	MEETING - SEPTEMBER 6, 20, 22 & 25, 2006	40.05
	10/31/2006	MEETING - OCTOBER 4, 6, 18, 20 & 25, 2006	36.05
	11/30/2006	MEETING - NOVEMBER 1 & 20, 2006	17.80
	12/31/2006	MEETING - DECEMBER 6 & 19, 2006	17.80
	1/31/2007	MEETING - JANUARY 3, 17, & 18, 2007	29.10
	2/28/2007	MEETING - FEBRUARY 7, 12, 21 & 26, 2007	9.70
5211 Mileage - Commuting Total			190.55
5212 Travel			
	3/6/2007	HOTEL ACCOMODATIONS-WATERREUSE CONFERENCE 3/4-6/07	447.23
5212 Travel Total			447.23
5213 Conferences and Seminars			
	9/29/2006	2006 WATER CONSERVATION SUMMIT	55.00
	2/14/2007	REGISTRATION FEE - WATERREUSE CONFERENCE 3/4-6/07	325.00
5213 Conferences and Seminars Total			380.00
5214 Business Meetings			
	2/12/2007	MEETING - CALIFORNIA SPECIAL DISTRICT	32.00
5214 Business Meetings Total			32.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT G
SECTION G**

DIRECTORS NAME:	LOPEZ, JOSE
------------------------	--------------------

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5281 Director's Fees			
	7/5/2006	REGULAR BOARD MEETING	100.00
	7/31/2006	JOINT AGENCY MEETING	100.00
	8/2/2006	REGULAR BOARD MEETING	100.00
	8/7/2006	SPECIAL BOARD MEETING	100.00
	8/21/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	9/6/2006	REGULAR BOARD MEETING	100.00
	9/20/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	9/22/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	9/25/2006	OTAY WORKSHOP	100.00
	10/4/2006	REGULAR BOARD MEETING	100.00
	10/6/2006	AD HOC COMMITTEE - EMPLOYEE NEGOTIATIONS	100.00
	10/18/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	10/20/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	10/25/2006	AGENDA BRIEFING WITH GENERAL MANAGER	100.00
	11/1/2006	REGULAR BOARD MEETING	100.00
	11/15/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	11/20/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	12/6/2006	REGULAR BOARD MEETING	100.00
	12/18/2006	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	12/19/2006	STATE MANDATED ETHICS TRAINING	100.00
	12/20/2006	AD HOC NEGOTIATION COMMITTEE	100.00
	1/3/2007	REGULAR BOARD MEETING	100.00
	1/17/2007	AD HOC EMPLOYEE NEGOTIATION COMMITTEE	100.00
	1/18/2007	DEPOSITION PREP WITH DISTRICT GENERAL COUNSEL	100.00
	1/19/2007	DEPOSITION WITH DISTRICT GENERAL COUNSEL	100.00
	1/23/2007	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	2/7/2007	REGULAR BOARD MEETING	100.00
	2/12/2007	INTERAGENCY WATER TASK FORCE	100.00
	2/21/2007	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	2/26/2007	AGENDA BRIEFING WITH GENERAL MANAGER	100.00
5281 Director's Fees Total			3,000.00
Grand Total			4,070.15

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT H
SECTION H**

DIRECTORS NAME: ROBAK, MARK

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5211 Mileage - Business			
	<u>7/31/2006</u>	MEETING - JULY 5, 6, 12, 17, 19, 21, & 28, 2006	\$ 46.28
	<u>9/30/2006</u>	MEETING - AUGUST 2, 3, 7, 8, 9, 16, 21 & 31, 2006	44.06
		MEETING - SEPTEMBER 6, 13, 20, 25 & 29, 2006	31.15
	<u>10/31/2006</u>	MEETING - OCTOBER 4, 11, 17, 18, 19, & 20 2006	47.62
	<u>11/30/2006</u>	MEETING - NOVEMBER 1, 2, 3, 8, 16, 20 & 29, 2006	45.39
	<u>12/31/2006</u>	MEETING - DEC. 4, 6, 13, 14, 19 & 21, 2006	49.84
	<u>1/31/2007</u>	MEETING - JANUARY 3, 10, 11, 24, 26, 30 & 31, 2007	66.45
	<u>2/28/2007</u>	MEETING - FEBRUARY 2, 4, 7, 8, 16 & 21, 2007	57.72
	<u>3/31/2007</u>	MEETING - MARCH 1, 2, 5, 6, 7, 14 & 21, 2007	45.59
5211 Mileage - Business Total			434.09
5211 Mileage - Commuting			
	<u>7/31/2006</u>	MEETING - JULY 5, 2006	1.78
	<u>8/31/2006</u>	MEETING - AUGUST 2, 7 & 21, 2006	5.34
	<u>9/30/2006</u>	MEETING - SEPTEMBER 6, 20 & 29 2006	5.34
	<u>10/31/2006</u>	MEETING - OCTOBER 4, & 20 2006	3.56
	<u>11/30/2006</u>	MEETING - NOVEMBER 1, 20 & 29, 2006	5.34
	<u>12/31/2006</u>	MEETING - DEC. 4, 2006	1.78
	<u>1/31/2007</u>	MEETING - JANUARY 3 & 30, 2007	3.88
	<u>2/28/2007</u>	MEETING - FEBRUARY 7, 2007	1.94
	<u>3/31/2007</u>	MEETING - MARCH 7 & 21, 2007	3.88

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT H
SECTION H**

DIRECTORS NAME: ROBAK, MARK

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5211 Mileage - Commuting Total			32.84
5212 Travel			
	3/6/2007	HOTEL ACCOMODATIONS - WATERREUSE CONFERENCE 3/4-6/07	447.23
5212 Travel Total			447.23
5213 Conferences and Seminars			
	9/29/2006	2006 WATER CONSERVATION SUMMIT	55.00
	2/14/2007	REGISTRATION FEE FOR WATERREUSE CONFERENCE 3/4-6/07	325.00
5213 Conferences and Seminars Total			380.00
5214 Business Meetings			
	7/20/2006	WATER AGENCIES ASSOCIATION OF SD QUARTERLY MEETING	40.00
	10/17/2006	COUNCIL OF WATER UTILITIES BREAKFAST MEETING	20.00
	11/16/2006	CSDA QUARTERLY DINNER MEETING	32.00
5214 Business Meetings Total			92.00
5281 Director's Fees			
	7/5/2006	REGULAR BOARD MEETING	100.00
	7/6/2006	METRO COMMISSION	100.00
	7/12/2006	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	7/17/2006	CUYAMACA COLLEGE WATER-WISE AA DEGREE PROGRAM	100.00
	7/19/2006	SWEETWATER AUTHORITY OPERATIONS COMMITTEE	100.00
	7/21/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	8/2/2006	REGULAR BOARD MEETING	100.00
	8/3/2006	METRO COMMISSION	100.00
	8/7/2006	INTEGRATED RESOURCE PLANNING WORKSHOP	100.00
	8/8/2006	COMMUNICATIONS COMMITTEE MEETING	100.00
	8/9/2006	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	8/21/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	8/31/2006	METRO COMMISSION	100.00
	9/6/2006	REGULAR BOARD MEETING	100.00
	9/13/2006	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	9/20/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	9/25/2006	ANNUAL BOARD RETREAT	100.00
	9/29/2006	AD HOC COMMITTEE - REVIEW POLICY 8	100.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT H
SECTION H**

DIRECTORS NAME: ROBAK, MARK

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5281 Director's Fee	10/4/2006	REGULAR BOARD MEETING	100.00
	10/11/2006	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	10/17/2006	COUNCIL OF WATER UTILITIES	100.00
	10/18/2006	COMMUNICATIONS COMMITTEE MEETING	100.00
	10/19/2006	WATER CONSERVATION GARDEN AD-HOC BUDGET COMMITTEE	100.00
	10/20/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	11/1/2006	REGULAR BOARD MEETING	100.00
	11/2/2006	METRO COMMISSION	100.00
	11/3/2006	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	11/8/2006	WATER CONSERVATION GARDEN EXECUTIVE COMMITTEE	100.00
	11/16/2006	CSDA QUARTERLY DINNER MEETING	100.00
	11/20/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	11/29/2006	WATER RESOURCES & SECURITY COMMITTEE	100.00
	12/4/2006	COMMUNICATIONS COMMITTEE MEETING	100.00
	12/6/2006	REGULAR BOARD MEETING	100.00
	12/13/2006	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	12/14/2006	METRO COMMISSION	100.00
	12/19/2006	STATE MANDATED ETHICS TRAINING	100.00
	12/21/2006	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	1/3/2007	REGULAR BOARD MEETING	100.00
	1/10/2007	WATER CONSERVATION GARDEN EXECUTIVE COMMITTEE	100.00
	1/11/2007	METRO COMMISSION	100.00
	1/24/2007	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	1/30/2007	ELECTED OFFICIALS BRIEFING	100.00
	2/2/2007	MWD BAY-DELTA INSPECTION TOUR	100.00
	2/3/2007	MWD BAY-DELTA INSPECTION TOUR	100.00
	2/7/2007	REGULAR BOARD MEETING	100.00
	2/8/2007	METRO COMMISSION	100.00
	2/21/2007	FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
	3/1/2007	METRO COMMISSION	100.00
	3/2/2007	AD-HOC SALT CREEK COMMITTEE	100.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2006 THROUGH MARCH 31, 2007

**ATTACHMENT H
SECTION H**

DIRECTORS NAME: ROBAK, MARK

ACCOUNT NAME	DATE	DESCRIPTIONS	AMOUNT
5281 Director's Fee	3/5/2007		
		WATERREUSE ANNUAL CONFERENCE - PALM SPRINGS 3/4-3/6/07	100.00
	3/6/2007		
		WATERREUSE ANNUAL CONFERENCE - PALM SPRINGS 3/4-3/6/07	100.00
	3/7/2007		
		REGULAR BOARD MEETING	100.00
	3/14/2007		
		WATER CONSERVATION GARDEN EXECUTIVE COMMITTEE	100.00
	3/21/2007		
		FINANCE & ADMINISTRATION COMMITTEE MEETING	100.00
5281 Director's Fees Total			5,400.00
Grand Total			\$ 6,786.16



AB000 - 1B1000 - 2101-528101

300.00
EXHIBIT B

AB000 - 1B1000 - 2101-521102

29.10

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay to: Larry Breitfelder

Period Covered:
From Jan 1 to Jan 31, 2007

Employee Number: 7013

Date	Meeting Name	Purpose / Issues Discussed	Mileage	
			Home to OWD OWD to Home	Other Locations
✓ 1-3-07	B o D	OWD Board Mtg.	30	
1-5	FF	City of CV First Friday Breakfast		
✓ 1-16	CWU	Council of Water Utilities		84
✓ 1-24	Fin Comm.	OWD Fin & Admin Comm.	30	
1-26	CV Ch Inst	CV Chamber of Commerce Installation Dinner		

0.*

TOTAL MEETING PER DIEM: \$ 300.00
(\$145 per meeting)

TOTAL MILEAGE CLAIMED: 144 miles

[Signature]
(Director's Sig)

Per Diem

3.*
100.00=
200.00*

0.*

Mileage

30.+
30.+
60.*

Receipt
GM Approval Date: [Signature] 3/8/07
07 MAR 16 AM 10:42

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT = \$ _____

60.*
0.4850=
29.1*

INSTRUCTIONS ON REVERSE

TD 3/8/07



**OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM**

Pay To: Larry Breitfelder

Period Covered:

Employee Number: _____

From: 3-1 To: 3-30-07

ITEM	DATE	MEETING	PURPOSE / ISSUES	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓*	3-1	(Conservation Action Comm) CAC subcomm	<u>DISCUSSED</u>		
✓*	7	owd BoD		30	40
	11	SBFAA			
	13	Sweetwater CP6			
	20	FACE			
✓*	20	Council of Water Utilities			84
✓*	21	OWD Fin Comm.		30	
	27	CV Chamber EDC			
	27	Mtg w/ SD Councilman Hueso			
	28	CV Chamber EDC Comm.			
	28	CV Chamber Public Pol Comm.			
✓*	26	CAC (Conservation Action Comm)			40

Total Meeting Per Diem: \$ 500.00
(\$100 per meeting)

Total Mileage Claimed: 224 miles

Larry Breitfelder
(Director's Signature)

GM Receipt: Walt

Date: 5/4/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AB000-133000-2101-528101 500.00
EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 01/01/07 To: 01/31/07

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
	01/02	Director	Meeting with Director Robak		
✓ 1	01/03	Board	Regular Board of Directors Meeting		
✓ 2	01/11	CSDA	CSDA Directors meeting		
✓ 3	01/17	Committee	Negotiations Ad Hoc Committee		
	01/23	Staff	Presentation for S & P review		
	01/24	Staff	Presentation for Fitch review		
4	01/26	Chamber	Annual East County Chamber Officers Installation		
✓ 5	01/29	Staff	Board Meeting Agenda Review with Staff		
✓ 6	01/30	Board	Annual Breakfast and Briefing Meeting w/ staff of elected officers.		0.00*
					0.00*
					5.00*
					100.00=
					500.00* ✓
					0.00*

Per Diem
AD

500.00 - *bc*
~~500.00~~

Total Meeting Per Diem: _____
(\$100 per meeting)

Total Mileage Claimed: 0 miles

07 FEB 28 AM 11:46

Gary Croucher

(Director's Signature)

GM Approval: *[Signature]*

Date: 2/21/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

500.00
2/21/07



AB 000-1B3000-2101-528101

400.00

EXHIBIT B

OTAY WATER DISTRICT BOARD OF DIRECTORS PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 03/01/07 To: 03/31/07

Table with 6 columns: ITEM, DATE, MEETING, PURPOSE / ISSUES DISCUSSED, MILEAGE HOME to OWD OWD to HOME, MILEAGE OTHER LOCATIONS. Contains 8 rows of meeting data.

Per Diem

0.*
4.*
100.*
400.00
0.*

Total Meeting Per Diem: \$400 (\$100 per meeting)

Total Mileage Claimed: 0 miles

07 APR 12 AM 11:14

Director's Signature

GM Approval: [Signature]

Date: 4/10/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$

Handwritten notes and signatures at bottom right.



AB3000-104000-2101 528101 500.00
 AB3000-104000-2101 521102 29.10

OTAY WATER DISTRICT
 BOARD OF DIRECTORS
 PER-DIEM AND MILEAGE CLAIM FORM

EXHIBIT B

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: JAN 1 To: JAN 31

ITE M	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1.	1/9	OWD	Board meeting	20	
2.	1/17	OWD	AD HOC Negotiations	20	
3.	1/18	OWD	COURT PREP / ATTORNEY	20	
4.	1/19	COUNSEL	DEPOSITION / ATTORNEY		42
5.	1/23	OWD	Eng + Ops Committee	0	
6.					
7.	1/31	SOCCLUB	Otay Employee Rec - no charge		
8.					
9.					
10.					
11.				0*	
12.				5*	
13.				100.00 =	
14.				500.00*	
15.				0*	
16.				20*	
17.				20*	
18.				20*	
				60*	
				60.00 =	
				29.1*	

Total Items 29
Total Mileage 60

Total Meeting Per Diem: \$ _____
(\$100 per meeting)

Total Mileage Claimed: _____ miles

[Signature]
 (Director's Signature)

GM Receipt: *[Signature]* 3/15/07

Date:

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$

07 MAR 20 12:08

[Handwritten notes]



AB000-1B5000-2101-528101
AB000-1B5000-2101-521102

500.00
3.88

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Mark Robak

Period Covered:

Employee Number: 70140107

From: 1-1-07 To: 1-31-07

3217 Fair Oaks Lane, Spring Valley, CA 91978

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	1-3	Otay Board Meeting	General District Business	4	7
✓ 2	1-10	Water Conservation Garden	Monthly Meeting / General Business (See Exhibit A - Agenda)	0	14
✓ 3	1-11	Metro Commission	Monthly Meeting / General Business (See Exhibit B - Agenda)	0	22
✓ 4	1-24	Finance & Administration Committee	Monthly meeting involving finance & administration issues	0	14
5	1-26	San Diego East County Chamber of Commerce Installation Dinner	Installation of officers and recognition of awards - NO CHARGE	0	43
✓ 6	1-30	Otay Breakfast & Briefing with staff of elected officials	Annual meeting briefing people on Otay operations and answer questions	4	7
7	1-31	Otay Employee Recognition luncheon	Recognition of employees for service and achievement - NO CHARGE	0	30
				8	137

0.* 5.* 100.00= 500.00* 0.* 4.* 4.* 3.* 8.* 0.4850= 5.88*

Per Diem
A
Mileage
B

Total Meeting Per Diem: \$500
(\$100 per meeting)

Total Mileage Claimed: 145 miles

Mark Robak
(Director's Signature)

GM Approval: *Wats*

Date: 2/23/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

3/5/07
31-07



AB000-1B5000-2101-528101 700.00
AB000-1B5000-2101-521102 1.94

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Mark Robak

Period Covered:

Employee Number: 70140307

From: 3-1-07 To: 3-31-07

3217 Fair Oaks Lane, Spring Valley, CA 91978

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	3-1	Metro Commission	Monthly Meeting / General Business (See Exhibit A - Agenda)	0	22
✓ 2	3-2	Ad-Hoc Salt Creek Committee	Meeting to discuss negotiation points	0	29
3	3-4	Water ReUse Annual Conference - Palm Springs	Water Reuse ideas & strategies - No Charge	0	
✓ 4	3-5	Water ReUse Annual Conference - Palm Springs	Water Reuse ideas & strategies - (See Exhibit B - Agenda)	0	
✓ 5	3-6	Water ReUse Annual Conference - Palm Springs	Water Reuse ideas & strategies	0	
✓ 6	3-7	Monthly Otay Board Meeting	General District Business	4	
✓ 7	3-14	Water Conservation Garden	Monthly Meeting / General Business (See Exhibit C - Agenda)	0	
8	3-15	Valhalla H.S. Artificial Turf Groundbreaking	Presentation of check from Otay and tour of Garden with Dept of Reclamation - No Charge	0	
✓ 9	3-21	Finance & Administration Committee	Monthly meeting involving finance & administration issues	4	
				8	94

Per Diems
0 *
7 *
100 =
700 * 00 *
0 *
Mileage
0 *
4 *
0 * 4850 =
- 1 * 94 *

Total Meeting Per Diem: \$700
(\$100 per meeting)

Total Mileage Claimed: 102 miles

Mark Robak
(Director's Signature)

Received Date: *MWR*
GM Approval: _____

Date: 4/24/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

4/26-07

07 APR 24 PM 2:46

AGENDA ITEM 4



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 6, 2007
SUBMITTED BY:	James Cudlip, Finance Manager	W.O./G.F. NO:	DIV. NO. A11
APPROVED BY:	Joseph R. Beachem, Chief Financial Officer		
(Chief)			
APPROVED BY:	German Alvarez, Assistant General Manager		
(Asst. GM):			
SUBJECT:	Consideration of Investment in Certificates of Deposit (CDs)		

GENERAL MANAGER'S RECOMMENDATION:

This is an informational item only.

COMMITTEE ACTION: _____

See Attachment A.

PURPOSE:

To inform the Board of a memorandum forwarded by Neighborhood National Bank suggesting a change in the District's investment strategies as a result of a new law effective January 1, 2007, allowing for insured investments, in excess of \$100,000, in Certificates of Deposit (CDs). (Attachment B).

ANALYSIS:

Staff has reviewed the details of the new law and has considered the information outlined in the attached memorandum dated March 29, 2007 (Attachment B). Although the law would allow a change in the District investment strategy, we were unable to identify any financial or programmatic benefits to doing so. At best, the District would incur added administration for the same or a reduced return on investment, and therefore, we do not recommend a change at this time.

Although, investments in CDs have been authorized by the District Investment Policy, paragraph 8.04, up to 15 percent of the District's portfolio, historically, this has not been a preferred choice due to three main reasons: 1) the low maximum

insured investment amount (\$100,000), 2) low returns and limitations on early withdrawals, and 3) the availability of other investments that better meet the District's objectives of safety, liquidity, and return on investment. Although the new law now eliminates the issue of limits on insured amounts, the other reasons are still applicable.

Overall Lower Return on Investments

A review of currently offered CD rates, in a wide range of maturities (30 days to 5 years), determined that only one or two terms would be equal to, but not exceed, what the District could earn with an investment in government agency bonds, the District's preferred investment choice. Thus, there is no financial advantage for the District to invest in CD's at this time.

Added Administration

If the District were to begin investing in CD's of this type we would need to develop a comprehensive investment program to include: 1) reviewing rates on a continuing basis; 2) choosing which financial institution(s) to invest with; 3) setting up new accounts and authorizations; 4) determining how much to invest with each institution; and 5) tracking, reconciling, and recording the financial activity on an ongoing basis in accordance with Generally Accepted Accounting Principles (GAAP).

Limits on Liquidity

While this investment is fully insured by the FDIC, in the rare event that the District needed to redeem a CD prior to the fixed term of its maturity, the typical penalty for early withdrawal would range from 6 to 12 months of the simple interest that would have been earned over the full life of the CD.

Recommendation

Based on the above analysis, staff has determined that while this is an authorized investment type, it is not an option staff would recommend due to the added administrative costs and lack of financial advantage.

FISCAL IMPACT:



None.

STRATEGIC GOAL:

The District ensures its continued financial health through long-term financial planning and debt planning.

LEGAL IMPACT: _____

None.



General Manager

Attachments:

- A) Committee Action Form
- B) Neighborhood National Bank memo, 03-29-07



ATTACHMENT A

SUBJECT/PROJECT:	Consideration of Investment in Certificates of Deposit (CDs)
-------------------------	--

COMMITTEE ACTION:

This is an informational item only.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full board.

2- PAGE MEMORANDUM

To:	Larry Braiffelder, Board Director, Otay Water District
From:	Colin Rice, Vice-President, Four Square public affairs
Date:	March 29, 2007
Re:	Neighborhood National Bank deposits

Goal: To ensure that a portion of Otay Water District's public funds are held in secure certificates of deposit with a local bank, which meet or surpass the District's performance standards and provide a dynamic benefit to the community.

Proposal:

My colleagues and I would appreciate the opportunity to work with you, the District's CFO and fiscal staff to tell you about an exciting new law that took effect on January 1, 2007. The law allows local agency deposits into small-to-medium-sized community banks of over \$100,000 to:

- 1) **Receive maximum security through full FDIC insurance, while earning a competitive rate of return.**

AND

- 2) **Create local lending opportunities for community investment, affordable housing, etc.**

Here's how:

Deposits of up to \$100,000 per local agency, per bank are covered by FDIC insurance. Until January 1, 2007, if a local agency made a deposit of over \$100,000, the bank had to pledge collateral to secure the deposit. ***This collateralization requirement was a barrier to most small community banks/credit unions accepting deposits of local agency funds,*** which are generally in amounts much greater than the \$100,000 FDIC or NCUA limit.

A deposit placement service, such as Promontory Interfinancial's Certificate of Deposit Account Registry Service (CDARS), takes a bank customer's large deposit and breaks it into amounts of less than \$100,000. These amounts are then placed in CDs at other banks/credit unions within its network, ensuring FDIC protection on the customer's full deposit. ***The other banks/credit unions simultaneously send an equal amount of funds back to the original bank, enabling it to have the full amount of the original deposit for lending or other purposes.*** The process is largely invisible to the customer (although the customer must approve participation in the placement service).

While current law requires local agencies to deposit funds in a bank located in California, the funds do not necessarily get deposited in a local bank. Through the use of deposit placement services, local agencies can deposit their funds in small community banks/credit unions that would otherwise be unable to accept large deposits. By giving local agencies the option to deposit funds in a local bank, this new law could help spur ***more local investment and local lending.***

The placement of public funds via a deposit placement service, like CDARS, is currently authorized in 33 states, with authorization pending in four more. As of January 1, 2007 local agency funds could be invested in multiple certificates of deposit (CDs) using a deposit placement service!

Summary: Local taxpayer money held in reserves by Otay Water District can now remain available for local reinvestment for community projects, while receiving a competitive rate of return and *full* FDIC insurance!

Going Forward:

I would like to work with you, the District's CFO and fiscal staff to guide a portion of the Otay Water District to a local bank, namely Neighborhood National Bank, to help ensure that the District's locally-generated dollars remain local.

We are proud to partner with Neighborhood National Bank. Neighborhood National Bank opened its doors to the public in September 1997, following several years of effort by the founders, who perceived a need for a bank to provide services to the underserved communities of San Diego, National City and Chula Vista.

The Bank is nationally chartered and is the only Community Development financial Institution (CDFI) certified bank in Southern California. As such, Neighborhood National Bank is a full-service community-oriented institution that serves as a catalyst for economic development. It focuses on lending to small business and for-profit and non-profit groups. The bank is proud that its customer base is racially and ethnically diverse.

I believe this is a tremendous opportunity to:

- 1) Benefit the South Bay community,
- 2) Exercise fiscal prudence,
- 3) Create a long-lasting, sustainable, positive relationship.

On behalf of Neighborhood National Bank, my colleagues and myself, thank you for your time and consideration.



AGENDA ITEM 5

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 6 2007
SUBMITTED BY:	Geoffrey Stevens, Chief Information Officer	W.O./G.F. NO:	DIV. NO. ALL
APPROVED BY: (Chief)	German Alvarez, Assistant General Manager, Administration and Finance		
APPROVED BY: (Asst. GM):			
SUBJECT:	IT and Customer Billing O&M and Capital Expenses for FY08		

GENERAL MANAGER'S RECOMMENDATION:

That the Board issue the following purchase orders to cover budgeted expenses for Fiscal Year 2008 to:

- Eden Systems in the amount of \$105,000 to cover the costs of a software maintenance agreement and annual support.
- DCSE in the amount of \$70,000 to cover GIS software licenses and software integration services.
- DataProse in the amount of \$130,000 for bill print services.
- AT&T in the amount of \$115,000 for telephone and internet services under the CALNET contract.
- Verizon Wireless in the amount of \$72,000 for cell phone and wireless air time.
- Softchoice in the amount \$165,000 to purchase computer hardware for a tape library and storage area network device.
- Network Insight for \$90,000 for 7x24 remote network monitoring services and support of a blanket purchase order (100 hours of labor) for miscellaneous network maintenance services.
- Logicalis in the amount of \$75,000 for implementation services to install and configure new data center hardware and 100 hours of labor for network design, implementation and migration.
- Carmel Business Systems in the amount of \$100,000 for records scanning and records storage.

COMMITTEE ACTION: _____

See attachment A.

PURPOSE:

To authorize the purchase of equipment and services from the operating budget necessary to support the daily operations of the District's information and customer billing systems and to purchase data center hardware, scanning, and implementation services from the Districts' capital budget for authorized projects scheduled to occur during Fiscal Year 2008.

ANALYSIS:

In conjunction with the proposed Fiscal Year 2008 District budget the IT Department presents to the Board specific technology related expenses that require Board approval because they exceed the General Manager's authorized approval limit of \$50,000 for a specific contract. These contracts and purchases are required to either operate the District's technology environment or to make planned technology related infrastructure improvements. Each item requiring the District to issue a purchase order or contract for greater than \$50,000 is described in detail in the following section. This report is assembled in parallel with the FY2008 Budget. All of the items in this staff report are specifically itemized in the FY08 Budget as well. In this manner we hope to both streamline the approval process for necessary operational expenses and hardware upgrades and to provide the Board a more detailed view of expenses related to the Districts' information systems.

All purchasing guidelines have been met for the specific items in this report. Certain items like software license and vendor support are sole source contracts as only the specific vendor can support their own product. Certain items are also purchased utilizing state authorized competitive contracts, for example internet and phone services are purchased under the state CALNET contract, which guarantees competitive pricing. For the specific capital items, including hardware upgrades and scanning services, these items were competitively bid. In each case we selected the lowest bid but have high confidence in the quality of service from the recommended firms. Approval of these items at this time allows us to finalize contracts and have them in place on July 1, the beginning of the new fiscal year. We have attempted, wherever possible to synchronize our contract renewal dates with the District's fiscal year and budget approval process.

The following are detailed descriptions of the specific requests:

Summary Table

<u>Item</u>	<u>Amount</u>	<u>Purchasing Process</u>	<u>Funding Source</u>
Eden Software Licenses	\$105,000	Required Vendor	IT O&M Budget
DCSE Software Licenses	\$70,000	Required Vendor	IT O&M Budget
DataProse	\$130,000	Renewed in 2006	Fin O&M Budget
AT&T Annual Fees	\$90,000	CALNET	IT O&M Budget
Verizon Wireless Annual Fees	\$72,000	Preffered Provider	IT O&M Budget
Network Insight - Annual Support	\$90,000	Competitive Bid	IT O&M Budget
Carmel Business Systems	\$12,000	Competitive Bid	IT O&M Budget
Logicalis	\$25,000	Competitive Bid	IT O&M Budget
total O&M	\$594,000		
Softchoice	\$165,000	WSCA State Contract	IT Capital CIP 2353
Logicalis	\$50,000	Competitive Bid	IT Capital CIP 2353
AT&T BackUp T3	\$25,000	CALNET	IT Capital CIP 2353
Carmel Business Systems	\$88,000	Competitive Bid	IT Capital CIP2461
total Capital	\$328,000		
Grand Total	\$922,000		

Note: Funding is itemized in the FY08 Otay Budget

Explanation of Costs

Software Maintenance Contracts

Eden Systems - \$105,000. The software maintenance licenses for the Utility Billing, Financial, Human Resources and Permitting systems are provided by the integrated Eden Systems product, which is wholly owned by Tyler Technologies. The core license and support costs include both the license and enhanced support agreements. This year we added a special assessments module and a contract management module. These additions to our software capabilities are already covered under our "site license" for Eden and consequently did not increase our support costs. This item is a sole source contract as only the product vendor is authorized to provide maintenance support.

DCSE - \$70,000. DCSE provides software licenses for the Mapplet.net and Field Mapplet.net GIS viewers. This product allows us to display GIS information both on our network and in a mobile environment (40 tablet PC's). The platform is very flexible and is being expanded to support additional work processes which utilize GIS information like automated USA Mark out, in-field redlining, and documentation of SCADA infrastructure. This is a sole source contract as DCSE is the licensed vendor. In addition DCSE provides customized integration services allowing us to integrate GIS data with our work order system from GBA.

DataProse - \$130,000. DataProse provides bill printing and inserting services for approximately 600,000 bills per year. This service is tightly integrated with our Eden billing system. After four years of no price increases and quality customer service, staff recommends a continuation of the existing bill print services. This contract was competitively bid in December 2002. It was reviewed by the Board in March 2006 when it was renewed through June 2007. Because we are currently engaged in specific billing modifications we request a renewal (with a price guarantee of current pricing) through June 2008. We will bring this contract back to the Board prior to renewal for FY 2009.

Communications Costs

AT&T - \$115,000. The District purchases land line and internet services from AT&T under a state CALNET contract at very competitive rates. Purchases under this agreement conform to our purchasing policy guidelines. The telephone services support the District's local and long distance telephone expenses, Internet T-1 access, and coverage for copper based SCADA telephone connections. We are also adding enhanced capacity for disaster recovery and reliability. This will increase internet through-put from 1.5MBS to near 20.0 MBS. We are consistently experiencing performance delays due to constraint of bandwidth capacity.

Verizon Wireless - \$72,000. The District purchases high-speed wireless communications services from Verizon. Specifically, Verizon has the most reliable high-speed internet connections (EVDO) used in our mobile platform and Blackberry phone and internet services. This is a sole source contract because of the desire to utilize the Verizon wireless network. The quality of data connection from the Verizon service is superior in our area to both Nextel and Sprint. Because of the roll-out of the field mobile computing initiative, we recommend renewing the contract with Verizon. We field tested several other services (Sprint and Nextel) and found Verizon's high-speed coverage was superior to others and their pricing was competitive (within 5%).

Data Center Services and Upgrades

Softchoice - \$165,000. As part of the IT Infrastructure improvement upgrades we migrated to a high reliability and high performance data center over the last two years. Two pieces of hardware upgrades that were scheduled for FY2008 include an upgraded Storage Area Network (SAN) and an upgraded Tape Library. These devices capture and back-up data on the network and allow that data to be accessed by multiple servers avoiding buying storage for each individual server. The total cost for this hardware is \$165,000. We utilized the State of California WSCAII - A63309-CA - competitive pricing contract. In addition, we obtained additional quotes to verify the Cal Contract pricing, and in every case found it to be the least expensive bid.

Logicalis - \$75,000. To install the Storage Area Network (SAN) and the Tape Library requires high level implementation and hardware integration skills. It is estimated we will utilize \$75,000 of implementation services to properly install, test, and implement these two hardware upgrades. This expenditure includes design and implementation of Phase II for our Disaster Recovery Co-location (COLO) and 100 hours of technical consulting.

Network Insight - \$90,000. Network monitoring services are a significant component of data center services. Otay purchases 7x24 network monitoring services that remotely monitor our data center and network. This service avoids having to staff a second shift as the data center requirements for operations are 7x24 with billing process in particularly running at night, on weekends, as well as during the regular workweek. The cost of the monitoring service is \$75,000. To provide network support we also purchase 100 hours of technical consulting services for \$15,000 to assist with difficult network problems and provide emergency back-up services. These services were competitively bid in FY2007. This contract was competitively bid and we selected the low cost provider.

Records Management

Carmel Business Systems - \$100,000 we are initiating a records management initiative that will convert existing Otay paper records to an electronic format. We anticipate converting approximately 1.2 million pages at a cost of \$88,000. This is a Capital expense. We also contract for \$12,000 of annual records management and storage services from the same vendor. This is an O&M expense. These costs are fixed price and include all labor, hardware, and software costs for the scanning.

FISCAL IMPACT:

The items referenced above, \$594,000 in O&M funds and \$324,000 in Capital funding are included in the recommended FY2008 Operating and Capital Budgets.

STRATEGIC GOAL:

These items are in support of the District's Strategic Plan, specifically the strategy of Business Efficiency.

LEGAL IMPACT:

NA

None.

General Manager



ATTACHMENT A

SUBJECT/PROJECT:	IT and Customer Billing O&M and Capital Expenses for FY08
-------------------------	---

COMMITTEE ACTION:

This item was presented to the Finance/Administration Committee on May 22, 2007 and the committee supported presentation to the full board.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full board.



AGENDA ITEM 6

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	June 6, 2007
SUBMITTED BY:	Mark Watton, General Manager	W.O./G.F. NO:	DIV. NO.
SUBJECT:	Consideration to Nominate a Board Representative to San Diego Local Agency Formation Commission (LAFCO)		

GENERAL MANAGER'S RECOMMENDATION:

That the Board of Directors consider nominating a District Representative for an Alternate Special District Member on the San Diego Local Agency Formation Commission (LAFCO) and a LAFCO Special Districts Advisory Committee member.

PURPOSE:

To bring to the Board of Directors attention that LAFCO is requesting nominations to fill an Alternate Special District Member seat and nine positions on their Special Districts Advisory Committee (please see Attachment A).

COMMITTEE ACTION:

Please see Attachment A.

ANALYSIS:

The terms of an Alternate District Member seat and eight positions on the Special District Advisory Committee are expiring in 2007. LAFCO commissioners and Advisory Committee members serve four-year terms and LAFCO is soliciting nominations for representatives to serve the next four-year terms (through May and October 2011 respectively). A ninth seat on the Advisory Committee is also subject to election due to a vacancy caused by the retirement of a former committee member, Mr. Harry Ehrlich. The term of this position will expire in October 2008.

The Board may nominate a board member representative for the Alternate Special District Member seat. LAFCO rules indicate that nominees must be a District officer, but cannot be a member of the legislative body of a city or county. Advisory Committee nominees may be either a District officer or staff member, but

may not be a member on LAFCO and the number of candidates and members of the Advisory Committee representing the same agency shall be limited to one.

The deadline for submitting nominations is June 15, 2007. Voting instructions and ballots will be mailed by LAFCO on August 23, 2007.

FISCAL IMPACT: _____

None.

LEGAL IMPACT: _____

None.



General Manager



ATTACHMENT A

SUBJECT/PROJECT:	Consideration to Nominate a Board Representative to San Diego Local Agency Formation Commission (LAFCO)
-------------------------	---

COMMITTEE ACTION:

This items is scheduled to be reviewed by the Finance, Administration and Communications Committee on Tuesday, May 22, 2007. This attachment will be updated with notes from the committee discussion.

cc: Board



1600 Pacific Highway • Room 452 • San Diego, CA 92101
(619) 531-5400 • FAX (619) 557-4190

San Diego Local Agency Formation Commission

Website: www.sdlafco.org

Chairman

Andrew L. Vanderlaan
Public Member

April 27, 2007

APR 30 2007

Vice Chairman

Bill Horn
County Board of
Supervisors

TO: Independent Special Districts in San Diego County

FROM: Executive Officer
Administrative Assistant

Members

Toni Atkins
Councilmember
City of San Diego

SUBJECT: Call for Nominations to the Local Agency Formation Commission and the Special Districts Advisory Committee

Dianne Jacob
County Board of
Supervisors

Nominations are being solicited for one alternate district member on the Local Agency Formation Commission (LAFCO), and nine positions on LAFCO's Special Districts Advisory Committee. **The deadline for receipt of all nominations is June 15, 2007.**

Andrew J. Menshek
Padre Dam
Municipal Water District

Ron Morrison
Mayor
City of National City

LAFCO commissioners serve four-year terms. The term of the incumbent LAFCO alternate district member, John Ingalls, will expire in May 2007; however, he can continue to serve until conclusion of the election/installation proceedings. Mr. Ingalls has indicated that he will seek reelection to the alternate LAFCO position. The new term of the alternate district member position will expire in May 2011. LAFCO regular and alternate district members must be special district officers who reside within San Diego County, but may not be members of the legislative body of a city or county.

Bud Pocklington
South Bay Irrigation District

Betty Rexford
Councilmember
City of Poway

Alternate Members

Mark Lewis
Mayor
City of El Cajon

The advisory committee consists of 16 members elected to four-year terms. Eight positions will expire in 2007. The terms of the committee members elected in 2007 to fill four-year terms will expire in October 2011. Due to a vacancy caused by the retirement of former committee member Harry Ehrlich, there will be an additional position subject to election with a term expiring in October 2008. Accordingly, the ninth highest vote-getter will serve the unexpired portion of the position vacated by Mr. Ehrlich. It is not known at this time whether incumbent advisory committee members whose terms will expire in 2007 will seek reelection. Please note the following nomination restrictions: (1) members of LAFCO's advisory committee may be either a district officer or staff member, but may not be a member on LAFCO; (2) the number of candidates and members of the advisory committee representing the same agency shall be limited to one. A list of incumbents is attached (**Attachment 1**).

Greg Cox
County Board of
Supervisors

John S. Ingalls
Santa Fe
Irrigation District

Harry Mathis
Public Member

Kevin Faulconer
City of San Diego
Representative

Executive Officer

Michael D. Ott

Counsel

William D. Smith

After LAFCO and Special Districts Advisory Committee nominations are received by June 15, 2007, it is anticipated that a candidates forum will be held in August 2007, in conjunction with the California Special Districts Association (CSDA) Quarterly Dinner.

All districts are encouraged to submit nominations. **Please use the attached nomination/resume form (Attachment 2), and be sure that the form specifies whether the nomination is for the LAFCO alternate district member or a Special Districts Advisory Committee member. Only the one-page nomination/resume form will be distributed with the official voting ballot.** The nomination form should be signed by, or with authority of, the district presiding officer. Facsimile (FAX) copies of nominations are permitted, if necessary, to meet the submission deadline, but original replacement must be furnished as soon as possible thereafter. Again, **the deadline for receipt of nominations is June 15, 2007.** Please send nominations to:

Executive Officer
Local Agency Formation Commission
1600 Pacific Highway, Room 452
San Diego, CA 92101

All nominations received by the deadline will be reviewed by a nominating committee. The nominating committee's report and copies of all nomination forms submitted will be included with the ballots and voting instructions. These materials will be mailed on August 23, 2007.

As required by the Rules, please acknowledge receipt of this letter calling for nominations by completion and return of the form attached (Attachment 3).

Please call Tita Jacque Mandapat if you have any questions regarding this letter.



MICHAEL D. OTT
Executive Officer



TITA JACQUE MANDAPAT
Administrative Assistant

MDO:tjm

Attachments (3)

- No. 1: List of Incumbents
- No. 2: Nominations/Resume Form
- No. 3: Acknowledgement of Receipt Form

**2007 LAFCO & SPECIAL DISTRICTS ADVISORY COMMITTEE
CALL FOR NOMINATIONS
LIST OF INCUMBENTS**

Incumbent LAFCO Special District Member (Alternate) Term Expires

John Ingalls Santa Fe Irrigation District	May 7, 2007 *
--	---------------

* *The term of the alternate member expires on May 7, 2007, but the incumbent may continue to serve until conclusion of the election proceedings.*

Incumbent Special District Advisory Committee Members Term Expires

(Vacant – position vacated by Barbara Barber)	October 19, 2007
Daniel Goldberg (Fallbrook Healthcare District)	October 19, 2007
Trish Hannan (Vallecitos Water District)	October 19, 2007
Judy Hanson (Leucadia CWD)	October 19, 2007
Dr. Hanno E. G. Ix (Rincon del Diablo Municipal Water District)	October 19, 2007
(Vacant – position vacated by Darrell Jobes)	October 19, 2007
John Pastore (Rancho Santa Fe CSD)	October 19, 2007
Tom Pocklington (Bonita-Sunnyside FPD)	October 19, 2007
James Alkire (Southbay Irrigation District)	October 17, 2008
Gary Arant (Valley Center MWD)	October 17, 2008
(Vacant – position vacated by Harry Ehrlich)	October 17, 2008
Ron Fuller (Alpine FPD)	October 17, 2008
Keith Lewinger (Fallbrook Public Utility District)	October 17, 2008
Jo MacKenzie (Vista Irrigation District)	October 17, 2008
Augie Scalzitti (Padre Dam Municipal Water District)	October 17, 2008
Dennis Shepard (North County Cemetery District)	October 17, 2008

**2007 SPECIAL DISTRICTS
NOMINATION/RESUME**

Date Received by LAFCO _____

NOMINATED BY: _____
District

NAME OF NOMINEE: _____
Address: _____
Phone: _____

NOMINATED FOR: LAFCO () ADVISORY COMMITTEE ()

DISTRICT EXPERIENCE:

LAFCO EXPERIENCE:

ADDITIONAL INFORMATION:

(Authorized Signature)



AGENDA ITEM 7

COMMITTEE REPORT

TYPE MEETING:	Finance, Administration and Communications Committee	MEETING DATE:	5/17/07
SUBMITTED BY:	Armando Buelna <i>AB</i> Communications Officer	W.O./G.F. NO:	DIV. NO. All
APPROVED BY:			
SUBJECT:	2007 Consumer Confidence Report		

GENERAL MANAGER'S RECOMMENDATION:

That the Finance, Administration and Communications Committee provide direction on preparations for the 2007 Otay Water District Consumer Confidence Report (CCR).

PURPOSE:

To solicit direction of the Finance, Administration and Communications Committee on the 2007 Consumer Confidence Report.

BACKGROUND:

At its March 2006 meeting, the Communications Committee recommended that staff change the format of the annual Consumer Confidence Report. The 2004 and 2005 reports were designed as a single-page (25.5"x11"), three-color tri-fold. This had a yield of six total pages, with two needed for the water quality tables. Instead, the committee asked that the 2006 report consist of two 17"x11" pages, yielding a total of eight pages, two of which would be reserved for water tables. The committee also asked that staff make better use of color and graphics.

The committee requested these changes in an effort to create a more visually appealing document that would attract more customers to read the important water quality information contained therein. It was also as a result of the 2005 Customer Satisfaction and Awareness Survey that indicated only 38 percent of customers read the 2005 report, while 62 percent reported they had not. Open-ended comments from the survey also indicated that customers desired more clarity, visuals, and more useful information.

Staff made the changes as requested by the committee adding more color, graphics, and additional information. As a follow up to the 2005 survey, in 2006 customers were again if they had read the CCR. Despite the changes, readership of the CCR remained at 38 percent, with 62 percent indicating that they still had not read the report.

Moving from a single sheet tri-fold to two 17"x11" pages increased paper requirements and adding additional colors, photos and graphics all contributed to slightly higher printing and design costs. Since each was folded to become an 8½"x 5½" envelope, postage was not affected.

Printing estimates for the 2007 CCR range are as follows:

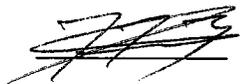
Single-page (25½"x11") tri-fold	- \$8,500
Two page (17"x11") booklet	- \$9,700

Each individual document would be 80lb. gloss white, full color, unstapled, folded to become the size of an 8½"x 5½" envelope. Postage is estimated to be \$6,550, or approximately .135 per document.

Because of the district's growing customer base, each year the number of CCRs printed and mailed increases. Based on the current customer count, we will order and mail approximately 48,500 documents.

Fluoridation of water is also set to begin in October 2007. As with the 2006 report, staff will include information on fluoridation of water.

FISCAL IMPACT:



Printing of the 2007 Consumer Confidence Reports is included in the Purchasing Division's centralized printing account (GL 5234). Postage and graphic design costs will come from General Manager's postage account (GL 5233) and Outside Services account (5261). Budgeted funds are sufficient to cover either of the two options.

STRATEGIC GOAL:

Enhance customer satisfaction.

Staff made the changes as requested by the committee adding more color, graphics, and additional information. As a follow up to the 2005 survey, in 2006 customers were again if they had read the CCR. Despite the changes, readership of the CCR remained at 38 percent, with 62 percent indicating that they still had not read the report.

Moving from a single sheet tri-fold to two 17"x11" pages increased paper requirements and adding additional colors, photos and graphics all contributed to slightly higher printing and design costs. Since each was folded to become an 8½"x 5½" envelope, postage was not affected.

Printing estimates for the 2007 CCR range are as follows:

Single-page (25½"x11") tri-fold	- \$8,500
Two page (17"x11") booklet	- \$9,700

Each individual document would be 80lb. gloss white, full color, unstapled, folded to become the size of an 8½"x 5½" envelope. Postage is estimated to be \$6,550, or approximately .135 per document.

Because of the district's growing customer base, each year the number of CCRs printed and mailed increases. Based on the current customer count, we will order and mail approximately 48,500 documents.

Fluoridation of water is also set to begin in October 2007. As with the 2006 report, staff will include information on fluoridation of water.

FISCAL IMPACT: _____

Printing and Postage for the 2007 Consumer Confidence Reports are included in the Purchasing Division's (2231) centralize printing and postage accounts (GL 5234 and 5233). Graphic design for the CCR is included in the General Manager's 526101 account. Budgeted funding is sufficient to cover either of the two options.

STRATEGIC GOAL:

Enhance customer satisfaction.

LEGAL IMPACT: _____

None.



General Manager

Attached

Attachment A - Water Quality Tables

Attachment B - Text of material to be included in the report.

Attachment A

Otay Water District 2006 Water Quality Report

Parameter	Units	State or Federal MCL [MRDL]	PHG (MCLG) [MRDLG]	State DLR	Range Average	Major Sources in Drinking Water		
						Skinner Plant	Helix Plant	Otay Plant
Percent State					Range	41-59	41-59	41-59
Project Water	%	NA	NA	NA	Average	51	51	51
PRIMARY STANDARDS--Mandatory Health-Related Standards								
CLARITY								
Combined Filter	NTU	0.3			Highest	0.11	0.11	<0.3
Effluent Turbidity	%	95 (a)	NA	NA	% < 0.3	100%	100%	100% Soil runoff
MICROBIOLOGICAL								
Total Coliform								
Bacteria	%	5.0 (b)	(0)	NA	Otay Distribution System=0.1%			Naturally present in the environment
Fecal Coliform and <i>E. coli</i>	(c)	(c)	(0)	NA	Otay Distribution System=0.0%			Human and animal fecal waste

Otay Water District 2006 Water Quality Report

Parameter	Units	State or Federal MCL [MRDL]	PHG (MCLG) [MRDLG]	State DLR	Range			Major Sources in Drinking Water	
					Average	Skinner Plant	Helix Plant		Otay Plant
INORGANIC CHEMICALS									
Aluminum (f)	ppb	1000	600	50	Range	ND	110-190	ND	Residue from water treatment process; natural deposits; erosion
					Average	ND	143	ND	
Fluoride (naturally-occurring)	ppm	2.0	1	0.1	Range	0.16-0.23	0.19-0.23	0.18-0.29	Erosion of natural deposits; water additives for tooth health
					Average	0.20	0.21	0.24	
Nitrate (as N) (g)	ppm	10	10	0.4	Range	ND-0.45	ND-0.32	ND-2.21	Runoff and leaching from fertilizer use; sewage; natural erosion
					Average	ND	ND	ND	

Otay Water District 2006 Water Quality Report

Parameter	Units	State or Federal MCL [MRDL]	PHG (MCLG) [MRDLG]	State DLR	Range Average			Major Sources in Drinking Water	
					Skinner Plant	Helix Plant	Otay Plant		
RADIOLOGICALS (h)									
Gross Alpha Particle Activity	pCi/L	15	(0)	3.0	Range	ND	1.5-3.2	ND	Erosion of natural deposits
					Average	ND	2.4	ND	
Gross Beta Particle Activity	pCi/L	50	(0)	4.0	Range	ND	ND-5.9	ND	Decay of natural and man-made deposits
					Average	ND	ND	ND	
Uranium	pCi/L	20	0.43	1.0	Range	1.5	ND-2.2	ND-2.54	Erosion of natural deposits
					Average	1.5	ND	ND	
DISINFECTION BY-PRODUCTS, DISINFECTANT RESIDUALS, AND DISINFECTION BY-PRODUCTS PRECURSORS (i)									
Total Trihalomethanes (TTHM) (j)	ppb	80	NA	0.5	Otay Distribution System: 40-65			By-product of drinking water chlorination	
					Highest RAA=56				
Haloacetic Acids (five) (HAA5) (j,k)	ppb	60	NA	1	Otay Distribution System: 16-35			By-product of drinking water chlorination	
					Highest RAA=23				
Total Chlorine Residual	ppm	[4.0]	[4.0]	NA	Otay Distribution System: 0.3-5.3			Drinking water disinfectant added for treatment	
					Highest RAA=2.6				
Bromate (l)	ppb	10	(0)	5.0	Range	NA	ND	NA	By-product of drinking water ozonation
					Highest RAA	NA	ND	NA	
DBP Precursors Control (TOC) (j)	ppm	TT	NA	0.30	Range	TT	2.1-2.9	1.1-6.6	Various natural and man-made sources
					Average	TT	2.4	3.8	
PRIMARY STANDARDS -- LEAD AND COPPER RULE -- SAMPLED AT THE TAP IN 2005									
Copper	ppm	NL=1.3	0.17	0.05	0 sites above NL out of 54 sampled			Internal corrosion of household pipes; erosion of natural deposits	
					90th percentile=0.33				
Lead	ppb	NL=15	2	5	0 sites above NL out of 54 sampled			Internal corrosion of household pipes; erosion of natural deposits	
					90th percentile=2.9				
SECONDARY STANDARDS--Aesthetic Standards									
Aluminum (f)	ppb	200	600	50	Range	ND	110-190	ND	Residue from water treatment process; natural deposits erosion
					Average	ND	143	ND	
Chloride	ppm	500	NA	NA	Range	68-95	64-88	73-105	Runoff/leaching from natural deposits; seawater influence
					Average	78	77	89	
Color	Units	15	NA	NA	Range	1-2	1-2.5	ND-4	Naturally occurring organic materials
					Average	2	1	1.2	
Corrosivity (m) (as Saturation Index)	SI	non-corrosive	NA	NA	Range	0.17-0.45	NA	0.34-0.88	Elemental balance in water; affected by temperature, other factors
					Average	0.28	NA	0.60	
Odor Threshold (n)	TON	3	NA	1	Range	2	NA	ND-2	Naturally-occurring organic materials
					Average	2	NA	ND	

Otay Water District 2006 Water Quality Report

Parameter	Units	State or Federal MCL [MRDL]	PHG (MCLG) [MRDLG]	State DLR	Range	Average	Skinner Plant	Helix Plant	Otay Plant	Major Sources in Drinking Water
Specific Conductance	µS/cm	1600	NA	NA	Range	Average	650-880 748	658-710 684	712-972 816	Substances that form ions in water; seawater influence
Sulfate	ppm	500	NA	0.5	Range	Average	118-184 154	140-170 153	96-141 120	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (TDS)	ppm	1000	NA	NA	Range	Average	381-518 438	430 430	361-485 443	Runoff/leaching from natural deposits; seawater influence
UNREGULATED CHEMICALS REQUIRING MONITORING										
Boron	ppb	NA	NL = 1000	100	Range	Average	100-160 140	120-140 145	ND-147 ND	Runoff/leaching from natural deposits; industrial wastes
Chromium VI (o)	ppb	NA	NA	1	Range	Average	0.04-0.12 0.08	ND ND	ND ND	Industrial waste discharge
ADDITIONAL PARAMETERS										
FEDERAL REGULATED CONTAMINANTS WITH NO MCLs (q)										
List 1 - Assessment Monitoring										
Perchlorate	ppb	NA	NA	4	Range	Average	ND-4.6 ND	ND ND	ND ND	Industrial waste discharge

Otay Water District 2006 Water Quality Report

Parameter	Units	State or Federal MCL [MRDL]	PHG (MCLG) [MRDLG]	State DLR	Range Average	Skinner Plant	Helix Plant	Otay Plant	Major Sources in Drinking Water
OTHER PARAMETERS									
Alkalinity	ppm	NA	NA	NA	Range	80-100	88-122	81-136	
					Average	88	100	107	
Calcium	ppm	NA	NA	NA	Range	40-55	43-95	40-50	
					Average	47	58	46	
Chlorate (r)	ppb	NA	NL =800	20	Range	25-41	NA	NA	By-product of drinking water chlorination; industrial processes
					Average	52-104	NA	NA	
Hardness	ppm	NA	NA	NA	Range	174-234	186-200	169-226	
					Average	200	191	198	
Magnesium	ppm	NA	NA	NA	Range	18-23.5	19	17-25	
					Average	20	19	20	
pH	pH Units	NA	NA	NA	Range	8.1-8.2	7.5-7.9	8.1-8.6	
					Average	8.1	7.6	8.4	
Potassium	ppm	NA	NA	NA	Range	3.5-4.3	3.6-4.0	3.1-4.5	
					Average	3.7	3.7	3.8	
Sodium	ppm	NA	NA	NA	Range	62-88	61-68	64-83	
					Average	72	65	75	
Total Organic Carbon (TOC) (t)	ppm	TT	NA	0.30	Range	2.0-3.1	2.1-2.9	1.1-6.6	Various natural and man-made sources
					Average	2.4	2.4	3.8	

Your Consumer Confident Report

The Otay Water District is pleased to provide you with your annual consumer confidence report. This brochure is a snapshot of last year's water quality. Included are details about where your water comes from, what it contains, and how it compares to State Standards.

The information included in this water quality report represents only a small fraction of what we do to ensure high quality drinking water. Using state certified laboratories, we routinely scrutinize the water supply for an entire range of elements that have the potential to degrade the quality of your water.

As in years past, your tap water met all EPA and State drinking water health standards. The Otay Water District vigilantly safeguards its water supplies and once again we are proud to report that our system has never violated a maximum contaminant level or any other water quality standard.

Sources

The Otay Water District imports an average of 97 percent of its water. This imported water is provided by the San Diego County Water Authority, which purchase water from the Metropolitan Water District of Southern California. Imported water is a blend of Colorado River water and State Water Project water. The Otay Water District also purchases treated water from the City of San Diego and the Helix Water District.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.¹

Safety

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (USEPA) and the State Department of Health Services (Department) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. Department regulations also establish limits for contaminants in bottled water that must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791) or online at <http://www.epa.gov/safewater/hfacts.html>.

1. Underlined text is required to be included in Consumer Confidence Reports by the California Department of Health Services. Text not underlined is optional.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Security

In this era of domestic security concerns, drinking water professionals are working vigilantly to safeguard our water supplies. The following includes information on steps taken by water systems and suppliers around the nation in coordination with federal, state, and local agencies.

- The 2002 Public Health and Bioterrorism Preparedness and Response Act required water utilities evaluate system wide vulnerabilities and develop emergency response protocols.
- Billions of dollars have been spent nationwide by water suppliers to address security needs, including improved fencing, lock systems, lights, alarms and other related measures.
- Drinking water professionals are continually undergoing training on such issues as vulnerability assessments and emergency response planning.
- Security protocols have been put in place to ensure that sensitive information shared between water utilities and federal agencies does not fall into the wrong hands.

While much has been done to safeguard your water supply, we are continually working to evaluate, monitor, and reevaluate potential threats as well as the need for greater physical protection and new technology to aid in these efforts. These measures help to ensure your drinking water remains safe.

Public Participation

The Otay Water District encourages public participation from the customers we serve. The board of directors generally meets on the first Wednesday of each month at 3:30 at district headquarters, 2554 Sweetwater Springs Blvd., Spring Valley. We encourage the public to attend these meetings. For directions, agendas, or for further information, call (619) 670-2222 or visit our website at www.otaywater.gov.

Otay Water District Board of Directors

Gary Croucher, President, Division 3
Jose Lopez, Vice President, Division 4
Jaime Bonilla, Treasurer, Division 2
Larry Breitfelder, Director, Division 1
Mark Robak, Director, Division 5

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.

Radioactive contaminants, that can be naturally-occurring or be the result of oil and gas production and mining activities.

For More Information

The Otay Water District appreciates your comments and active participation. If you have questions about the information contained in this report, our testing process, please contact Gary Stalker, System Operations Manager, at (619) 670-2228 or visit our Web site at www.otaywater.gov. You can also find helpful information by contacting the following agencies:

State of California Department of Health Services
Division of Drinking Water and Environmental Management
1350 Front Street, Room 2050
San Diego, CA 92115
www.dhs.ca.gov/ps/ddwem/

United States Environmental Protection Agency
Office of Water (4101 M)
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Safe Drinking Water Hotline: (800) 426-4791
http://www.epa.gov/safewater/hfacts.html

Otay Water District
2254 Sweetwater Springs Blvd.
Spring Valley, CA 91978-2096

619-670-2222

E-mail: opinion_form@otaywater.gov

Web site: www.otaywater.gov

Contact Information

General Information	(619) 670-2222
Emergencies (24-Hour)	(619) 670-2207
Water Quality Lab	(619) 670-2294
Customer Service	(619) 670-2777
Automated Information	(619) 670-2700
Engineering	(619) 670-2282
Development Services	(619) 670-2241
Public Information Office	(619) 670-2256
Water Conservation	(619) 670-2291
24-Hour Job Line	(619) 670-2700x2
Speakers Bureau	(619) 670-2256

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

Mahalaga ang impormasyong ito. Mangyaring ipasalin ito.

Chi tiết này thật quan trọng. Xin nhờ người dịch cho quý vị.

It's Easy to Conserve!

San Diego County has a semi-arid climate that receives only about 10 inches of rainfall per year. This does not provide enough water to meet local needs and the region must import as much as 90 percent of its water from the Colorado River and Northern California. To maintain our quality of life and ensure adequate water supplies now and for future generations, San Diego county residents are encouraged to make a conscious effort to use our limited supply of water as efficiently as possible.

The Otay Water District offers a number of programs to save water both indoors and outdoors. For useful ways to conserve water around the house visit our Web site at www.otaywater.gov and click on any of the other useful links.

Fluoridation

Drinking water supplies for up to 18 million southern California residents will be fluoridated beginning in late 2007. The Otay Water District purchases drinking water from the San Diego County Water Authority that has been treated by the Metropolitan Water District of Southern California (Metropolitan). Metropolitan is a consortium of southern California cities and water

districts that provides drinking water to residents in Los Angeles, Orange, San Diego, Riverside, San Bernardino and Ventura counties. Metropolitan provides approximately half of all treated water consumed in San Diego County.

In 2003, the board of directors of Metropolitan adopted a policy of converting its water treatment processes to add fluoride, a tooth cavity fighting agent. This was in response to the California Fluoridation Act of 1995 that required all water systems with more than 10,000 service connections or customers to fluoridate their water.

The Otay Water District also purchases "raw" water from the San Diego County Water Authority which is treated by the Helix Water District (Helix) at the R.M. Levy Water Treatment Plant. Helix has also converted its treatment process to add fluoride and will begin delivering fluoridated water concurrently with Metropolitan.

The Otay Water District neither advocates nor opposes fluoridation. As a community water district regulated by state law, the Otay Water District had no part in the fluoridation decision. It is our policy, however, to keep our customers fully informed on issues affecting your water.

The Otay Water District encourages customer concerned about fluoridation or who are already taking fluoride supplements to talk to their medical or dental professional.

Metropolitan Water District of Southern California – www.mwdh20.org

The American Dental Association –
www.ada.org/public/topics/fluoride/news.asp

Center for Disease Control and Prevention -
www.cdc.gov/mmwr/preview/mmwrhtml/rr5014a1.htm

Definitions:

- **Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.
- **Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
- **Public Health Goal (PHG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
- **Maximum Residual Disinfectant Level (MRDL):** The level of a disinfectant added for water treatment that may not be exceeded at the consumer's tap.

- **Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a disinfectant added for water treatment below which there is no known or expected risk to health. MRDLGs are set by the U.S. Environmental Protection Agency.
- **Primary Drinking Water Standard (PDWS):** MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.
- **Treatment Technique:** A required process intended to reduce the level of a contaminant in drinking water.
- **Regulatory Action Level:** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.
- **Variances and Exemptions:** Department permission to exceed an MCL or not comply with a treatment technique under certain conditions.
- **Turbidity** is a measure of the cloudiness of the water. We monitor it because it is a good indicator of water quality. High turbidity can hinder the effectiveness of disinfectants.

Attachment C

**CCR Estimate
Customers**

48,500

Type	Page Dimension	Printing per document	Print Total	Postage Estimate*	Postage Total	Handling Costs**	Total
One-Page (Tri-fold)	25.5x11	0.175	\$ 8,487.50	0.135	\$ 6,547.50	\$ 2,750.00	\$ 17,785.00
Two-Page (Booklet)	17x11	0.199	\$ 9,651.50	0.135	\$ 6,547.50	\$ 2,750.00	\$ 18,949.00

* Based on vendor assigning walk sequences.

** Sorting, printing, affixing labels, walk sequences, and data processing.