

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

WEDNESDAY
November 16, 2011
12:00 P.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. UPDATE ON DIRECTOR'S EXPENSES FOR THE 1ST QUARTER OF FISCAL YEAR 2012 (PRENDERGAST) [5 minutes]
4. APPROVE THE ISSUANCE OF A PURCHASE ORDER TO SAN DIEGO FREIGHTLINER IN THE AMOUNT OF \$107,216.36 FOR THE PURCHASE OF ONE (1) CLASS 7 DUMP TRUCK (ANDERSON) [5 minutes]
5. APPROVE THE ISSUANCE OF A PURCHASE ORDER TO TUTTLE CLICK TRUCK CENTER IN THE AMOUNT OF \$104,216.20 FOR THE PURCHASE OF ONE (1) CLASS 4 SERVICE LINE TRUCK (ANDERSON) [5 minutes]
6. ADOPT RESOLUTION NO. 4191 TO REVISE AND UPDATE BOARD OF DIRECTORS POLICY NO.s 48, ADA/FEHA DISABILITY POLICY, AND 50, ANTIFRAUD POLICY (WILLIAMSON) [5 minutes]
7. ADJOURNMENT

BOARD MEMBERS ATTENDING:

Gary Croucher, Chair
David Gonzalez

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.

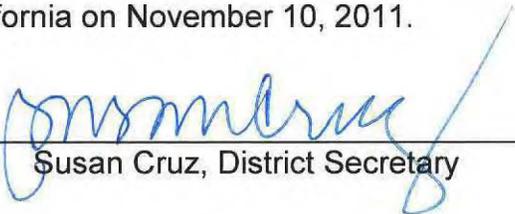
The Agenda, and any attachments containing written information, are available at the District's website at www.otaywater.gov. Written changes to any items to be considered at the open meeting, or to any attachments, will be posted on the District's website. Copies of the Agenda and all attachments are also available through the District Secretary by contacting her at (619) 670-2280.

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 November 10, 2011 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 November 10, 2011.

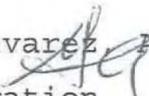


Susan Cruz, District Secretary



AGENDA ITEM 3

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	January 4, 2012
SUBMITTED BY:	Sean Prendergast,  Payroll/AP Supervisor	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Joseph R. Beachem , Chief Financial Officer		
APPROVED BY: (Asst. GM):	 German Alvarez, Assistant General Manager, Finance and Administration		
SUBJECT:	Director's Expenses for the 1st Quarter of Fiscal Year 2012		

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 1st quarter of Fiscal Year 2012.

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 1st Quarter of Fiscal Year 2012
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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, ADMINISTRATION, AND
COMMUNICATIONS COMMITTEE MEETING
NOVEMBER 16, 2011**

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

- Fiscal Year 2012, 1st 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, Administration, and Communications Committee on November 16, 2011.

Board of Directors' Expenses and Per-Diems
Fiscal Year 2012 Quarter 1 (Jul 2011- Sep 2011)

Director Bonilla	\$0.00
Director Croucher	\$300.00
Director Gonzalez	\$1,580.00
Director Lopez	\$1,560.95
Director Robak	\$359.42
Total	\$3,800.37

Director Bonilla

Fiscal Year 2012 Quarter 1

	Jul 2011	Aug 2011	Sep 2011
Business Meetings	0.00	0.00	0.00
Director's Fees	0.00	0.00	0.00
Mileage Business	0.00	0.00	0.00
Mileage Commuting	0.00	0.00	0.00
Seminars and Travel	0.00	00.00	0.00
Monthly Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Quarterly Total			<u>\$0.00</u>

Fiscal Year-to-Date 2011 (Jul 2011-Jun2012)	\$0.00
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Director Bonilla does not request per diem reimbursements

Meetings Attended			
Meetings Paid			

Director Croucher

Fiscal Year 2012 Quarter 1

	Jul 2011	Aug 2011	Sep 2011
Business Meetings	0.00	0.00	0.00
Director's Fees	300.00	0.00	0.00
Mileage Business	0.00	0.00	0.00
Seminars	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Monthly Totals	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>
Quarterly Total			<u>\$300.00</u>

Fiscal Year-to-Date 2011 (Jul 2011-Jun 2012)	\$300.00
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**Director Croucher serves on all
District Committees (6)**

Meetings Attended	5		
Meetings Paid	3		

Director Gonzalez

Fiscal Year 2012 Quarter 1

	Jul 2011	Aug 2011	Sep 2011
Business Meetings	0.00	0.00	0.00
Director's Fees	200.00	0.00	600.00
Mileage Business	0.00	0.00	0.00
Seminars	0.00	780.00	0.00
Travel	0.00	0.00	0.00
Monthly Totals	<u>200.00</u>	<u>780.00</u>	<u>600.00</u>
Quarterly Total			<u><u>\$1,580.00</u></u>

Fiscal Year-to-Date 2011 (Jul 2011-Jun2012)	\$1,580.00
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Meetings Attended	2		7
Meetings Paid	2		6

Director Lopez

Fiscal Year 2012 Quarter 1

	Jul 2011	Aug 2011	Sep 2011
Business Meetings	0.00	0.00	0.00
Director's Fees	400.00	300.00	700.00
Mileage Business	22.20	0.00	13.32
Mileage Commuting	33.30	33.30	58.83
Seminars and Travel	0.00	0.00	0.00
Monthly Totals	<u>455.50</u>	<u>333.30</u>	<u>772.15</u>
Quarterly Total			<u>\$1,560.95</u>

Fiscal Year-to-Date 2011 (Jul 2011-Jun 2012)	\$1,560.95
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Meetings Attended	5	4	11
Meetings Paid	4	3	7

Director Robak

Fiscal Year 2012 Quarter 1

	Jul 2011	Aug 2011	Sep 2011
Business Meetings	0.00	0.00	0.00
Director's Fees	100.00	0.00	200.00
Mileage Business	3.33	0.00	16.65
Mileage Commuting	2.22	0.00	2.22
Seminars and Travel	0.00	35.00	0.00
Monthly Totals	<u>105.55</u>	<u>35.00</u>	<u>218.87</u>
Quarterly Total			<u><u>\$359.42</u></u>

Fiscal Year-to-Date 2011 (Jul 2011-Jun2012)	\$359.42
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Meetings Attended	1		3
Meetings Paid	1		2

Board of Directors' Expenses and Per Diems
Fiscal Year 2012 to Date (Jul 2011- Sep 2012)

Director Bonilla	\$0.00
Director Croucher	\$300.00
Director Gonzalez	\$1,580.00
Director Lopez	\$1,560.95
Director Robak	\$359.42
Total	\$3,800.37

Board of Directors' Expenses and Per Diems
Fiscal Year 2012 **Projected** (Jul 2011-Jun 2012)

Director Bonilla	\$00.00
Director Croucher	\$1,200.00
Director Gonzalez	\$6,320.00
Director Lopez	\$6,243.00
Director Robak	\$1,437.00
Total	\$15,200.00

Based on three months of actuals

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2011 THROUGH SEPTEMBER 30, 2011**

DIRECTOR'S NAME: BONILLA, JAIME

ATTACHMENT D

Account Name	Date	Descriptions	SECTION D Amount
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**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2011 THROUGH SEPTEMBER 30, 2011**

DIRECTOR'S NAME: CROUCHER, GARY

ATTACHMENT E

Account Name	Date	Descriptions	SECTION E Amount
Director's Fee	7/5/2011	AD HOC COMMITTEE MEETING - HEALTH BENEFITS NEGOTIATIONS	\$ 100.00
	7/15/2011	REGULAR BOARD OF DIRECTORS MEETING	100.00
	7/19/2011	FINANCE COMMITTEE MEETING	100.00
Grand Total			<u>\$ 300.00</u>

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2011 THROUGH SEPTEMBER 30, 2011**

DIRECTOR'S NAME: GONZALEZ, DAVID

ATTACHMENT F

Account Name	Date	Descriptions	SECTION F Amount
Director's Fee	7/15/2011	REGULAR BOARD OF DIRECTORS MEETING	\$ 100.00
	7/19/2011	FINANCE COMMITTEE MEETING	100.00
	9/7/2011	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/8/2011	SPECIAL DISTRICT INSTITUTE	100.00
	9/9/2011	SPECIAL DISTRICT INSTITUTE	100.00
	9/10/2011	SPECIAL DISTRICT INSTITUTE	100.00
	9/19/2011	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	9/29/2011	METRO COMMISSION BRIEFING MEETING	100.00
Director's Fee Total			<hr/> 800.00
Registration Fee	9/10/2011	REGISTRATION FEE - SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE SEPTEMBER 8-10. 2011	<hr/> 780.00
Grand Total			<hr/> \$ 1,580.00 <hr/> <hr/>

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2011 THROUGH SEPTEMBER 30, 2011**

DIRECTOR'S NAME: LOPEZ, JOSE

ATTACHMENT G

Account Name	Date	Descriptions	SECTION G Amount
Mileage - Business	7/31/2011	MEETING - JULY 11, 2011	\$ 22.20
	9/30/2011	MEETING - SEPTEMBER 9 & 15, 2011	13.32
Mileage - Business Total			<hr/> 35.52
Mileage - Commuting	7/31/2011	MEETING - JULY 5, 12, & 15, 2011	33.30
	8/31/2011	MEETING - AUGUST 4, 10, & 18, 2011	33.30
	9/30/2011	MEETING - SEPTEMBER 7, 14, 19, 28, & 29,	58.83
Mileage - Commuting Total			<hr/> 125.43
Director's Fee	7/5/2011	AD HOC COMMITTEE MEETING - HEALTH BENEFITS NEGOTIATIONS	100.00
	7/11/2011	DESAL PLANT WITH ROSARITO MAYOR	100.00
	7/12/2011	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	7/15/2011	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/4/2011	AD HOC COMMITTEE MEETING - HEALTH BENEFITS NEGOTIATIONS	100.00
	8/10/2011	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/18/2011	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	9/7/2011	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/9/2011	MEETING WITH STAR NEWS EDITOR CARLOS DAVALOS	100.00
	9/14/2011	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	9/15/2011	MEETING WITH CHULA VISTA COUNCIL WOMAN PAT AGUILAR	100.00
	9/19/2011	FINANCE AND ADMINISTRATIVE COMMITTEE MEETING	100.00
	9/28/2011	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	9/29/2011	METRO COMMISSION BRIEFING MEETING	100.00
Director's Fee Total			<hr/> 1,400.00
Grand Total			<hr/> \$ 1,560.95 <hr/>

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2011 THROUGH SEPTEMBER 30, 2011**

DIRECTOR'S NAME: ROBAK, MARK

ATTACHMENT H

Account Name	Date	Descriptions	SECTION H Amount
Mileage - Business	7/15/2011	MEETING - JULY 15, 2011	\$ 3.33
	9/7/2011	MEETING - SEPTEMBER 2, & 7, 2011	16.65
Mileage - Business Total			19.98
Mileage - Commuting	7/15/2011	MEETING - JULY 15, 2011	2.22
	9/4/2011	MEETING - SEPTEMBER 4, 2011	2.22
Mileage - Commuting Total			4.44
Director's Fee	7/15/2011	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/2/2011	MEETING CHULA VISTA CHAMBER OF COMMERCE	100.00
	9/7/2011	REGULAR BOARD OF DIRECTORS MEETING	100.00
Director's Fee Total			300.00
Registration Fee	8/19/2011	REGISTRATION FEE - SAN DIEGO EAST CO. CHAMBER WORKSHOP	35.00
Grand Total			\$ 359.42

A3000-131000-401-028101

200.00



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

Pay To: David Gonzalez

Period Covered:

Employee Number: 1796

From: 7/1/11 To: 7/31/11

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	7/15		REG BOARD MEETING		
✓ 2.	7/19		FINANCE COMMITTEE MEETING		
3.					
4.					
5.					
6.					
7.					
8.					
9.				0.*	
10.				2.*	
11.				100.00 =	
12.				200.00*	
13.				0.*	
14.					
15.					
16.					
17.					
18.					

Per Diems

Total Meeting Per Diem: 2
(\$100 per meeting)

Total Mileage Claimed: 0 miles

(Director's Signature)

Date: 9/15/2011

GM Receipt: [Signature]

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

w
AD
10-7-11
10/11/11

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

Pay To: David Gonzalez

Period Covered:

Employee Number: 1796

From: 9/1/11 To: 9/30/11

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓1.	9/7/11	OWD	Board Meeting		
✓2.	9/8/11	Special District Institute	Finance Conference/Seminars		
✓3.	9/9/11	Special District Institute	Finance Conference/Seminars		
✓4.	9/10/11	Special District Institute	Finance Conference/Seminars		
✓5.	9/19/11	OWD	Finance Administration & Communications Committee		
6.	9/23/11	Hispanic Chamber	Hispanic Chamber Event		
✓7.	9/29/11	OWD	Metro Commission Briefing Meeting with Staff		
8.					
9.					
10.					0.*
11.					6.*
12.					100.00=
13.					600.00*
14.					0.*
15.					
16.					
17.					

Per Items

Total Meeting Per Diem: \$600.00
(\$100 per meeting)

Total Mileage Claimed: 0 miles



(Director's Signature)

10-2-11

GM Receipt: 

Date: 10/19/2011

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AB000 1B1000 2101 521301 11 1111
DIRECTOR GONZALEZ REGISTRATION FEE

SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE FOR FINANCE
REGISTRATION CONFIRMATION FINANCE SEMINAR
SEPTEMBER 8-9, 2011 - HYATT REGENCY MONTEREY HOTEL & SPA SEMINAR.

Mr. David Gonzalez Jr.
Director
Otay Water District
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978-7299

Date: 8-10-2011

Thank you for registering for the Special District Finance Seminar and/or Workshop(s) scheduled for September 8-10, 2011. Please be sure that we have your name, title and company listed correctly since this information will be printed on your badge and conference materials. If you plan to stay at the Hyatt Regency Monterey, Monterey, CA, at the special rate of \$159 single/double, please be sure to contact the Hotel directly at 888-421-1442 and reference the Special District Institute for special group rate. If they are unable to accommodate you, please call the Special District and Local Government Institute for other hotel information.

Registered For:	Amount
Seminar + Half Day Workshop Employee Compensation - \$770:	\$770.00
Certificate Fee - \$35:	\$35.00
Early Registration Discount - \$25:	-\$25.00
Total Amount Paid:	\$780.00
Thank you for your payment.	

Our cancellation and refund policy is as follows:

- Fee of \$50.00 if cancellations received in writing on or before August 17, 2011.
- No refund and/or credit for a future event will be granted if cancellation is received in writing on or after August 17, 2011; full payment is required.
- Substitutions may be made at any time.

If you have any questions, please call Deborah Schramm at 619-231-1744.



AB 000 1B4000. 2101. 52 81 01 400.00
 AB000 1B 4000 - 2101. 521102 EXHIBIT B
 33.30

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 7/1/11 To: 7/31/11

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	7/5/11	OWD	Ad Hoc Unrepresented Benefits Meeting	20	
✓ 2.	7/11/11	OWD	Desal Plant w/ Mayor of Rosarito		40
✓ 3.	7/12/11	OWD	Eng & Ops Committee Meeting	20	
4.	7/13/11	OWD	Employee's Recognition Luncheon (No Charge)		
✓ 5.	7/15/11	OWD	Otay Regular Board Meeting	20	
6.					
7.				0.*	
8.				4.*	
9.				100.00*	
10.				400.00*	
11.				0.*	
12.				0.*	
13.				0.*	
14.				20.+	
15.				20.+	
16.				20.+	
17.				60.*	
18.				60.*	

Per items

Mileage

0.555*
33.30*

Total Meeting Per Diem: \$400.00
 (\$100 per meeting)

Total Mileage Claimed: 100

4/5

Jose P. Lopez
 (Director's Signature)

GM Receipt: *Walt*

Date: 8/24/2011

11 AUG 25 PM 4:30 FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

8/24/11
AD
8.26.11



AB 000. 134000. 2101. 528101

rev'd 10/12/11

EXHIBIT B

300.02

OTAY WATER DISTRICT BOARD OF DIRECTORS

PER-DIEM AND MILEAGE CLAIM FORM
AB 000. 134000. 2101. 621102

33.30

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 08/01/11 To: 08/31/11

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	08/04	OWD	Ad Hoc Committee - Health Benefits Represented	20	
✓ 2.	08/10	OWD	Regular Board Meeting	20	
3.	08/13	OWD	Employee Picnic (NO CHARGE)		
✓ 4.	08/18	OWD	Operations & Engineering Committee	20	
5.					
6.					
7.				0.*	
8.					
9.				3.*	
10.				100.00 =	
				300.00*	
11.					
12.				0.*	
13.					
14.				0.*	
15.				20.00+	
16.				20.00+	
17.				20.00+	
18.				60.00*	
				60.00*	
				0.5550 =	
				33.30*	

Per Diem \$

Mileage

Total Meeting Per Diem: \$300
(\$100 per meeting)

Total Mileage Claimed: 60

Jose Lopez
(Director's Signature)

GM Receipt: [Signature]

Date: 10/12/2011

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

10.21.11



AB 000 - 1B 4000 - 2101 521102
AB 000 - 1B 4000 - 2101 521102

rec'd 10/12/11
5883 EXHIBIT B

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 09/01/11 To: 09/30/11

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	09/07	OWD	Regular Board meeting	20	
✓ 2.	09/09	Star News	Editor <u>Carlos Davalos</u>		12
✓ 3.	09/14	OWD	William Granger/Water Conservation Garden	26	
✓ 4.	09/15	OWD	CV Councilwomen Pat Aguilar		12
✓ 5.	09/19	OWD	Administration & Finance Committee	20	
6.	09/22	Dem Club	Health Benefit presentation (No Charge)		
7.	09/23	Hispanic	Chamber of Commerce Luncheon (No Charge)		
8.	09/24	YMCA	East County Fundraising (No Charge)		
✓ 9.	09/28	OWD	Operations & Engineering Committee	20	
✓ 10.	09/29	OWD	Metro Commission briefing meeting	20	
11.	<u>09/15</u>	<u>SOC</u>	<u>CV Chamber - Dr. Hirshman SOSU</u>		<u>(No charge)</u>
12.					
13.					
14.					
15.					
16.					
17.					
18.					

0.* 7.* 100-00= 700-00* 0.* 20-00+ 20-00+ 25-00+ 20-00+ 20-00+ 105-00* 105-00X 0-555J= 58-05*

Perkins *Morales*

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

Total Mileage Claimed: 130 miles

Jose A. Lopez
(Director's Signature)

GM Receipt: [Signature]

Date: 10/12/2011

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

17
OCT 20 11 PM

10/21-1

eccham@eastcountychamber.org
Thursday, June 16, 2011 1:32 PM
Susan Cruz
San Diego East County Chamber of Commerce: Politics in Paradise

Event Registration Submission Confirmation
Politics in Paradise

Your Event Registration request has been received.
[Add to Outlook](#)

Order Confirmation:
Order Number: e.895.598.2776
Order Amount: \$35.00
Event Name: Politics in Paradise
Registrant: Mark Robak (Otay Water District)
Payment Type: Credit Card

Important: This charge will appear as **Chamber Fee** on your Credit Card statement.

REGISTRATION FEE FOR ROBAK,
SAN DIEGO EAST CO. CHAMBER
WORKSHOP "POLITICS IN PARADISE"
1B5600, 000000, 2101, 521461, 11, 1111

Purchase Summary			
Fee Name	Description	Quantity	Total Amt
Politics in Paradise	Mark Robak	1	35.00
Total:			35.00 PAID

Politics in Paradise

Each summer your Chamber assembles a bipartisan panel of San Diego's elected representation from the Federal, State and County levels to update you on their priorities, interact and mingle with guests, as well as handle questions directly from you during the important legislative panel discussion. This informative and powerful evening provides San Diego residents incredible access to some of our region's most powerful political players, while set in a lush outdoor setting on a warm Summer evening. This year's event has an expanded panel and exciting new entertainment!

The Chamber is Pleased to Announce the Following Confirmed Speakers:

Congressman Bob Filner (D-CA-51st)
Congressman Duncan D. Hunter (R-CA-52nd)
Senator Joel Anderson (R-CA-36th)
Senator Juan Vargas (D-CA-40th)
Assemblyman Brian Jones (R-CA-77th)
San Diego County District Attorney Bonnie Dumanis

Date: August 19, 2011
Time: 06:00 PM - 09:00 PM
Location: The beautiful Water Conservation Garden at Cuyamaca College will again host the event.

The Garden
12122 Cuyamaca College Drive West
El Cajon, CA 92019

Contact: Jarryd Davis 619-440-6161
Email: jarrydd@eastcountychamber.org

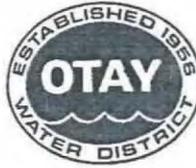
Date/Time Details: Friday August 19th, 2011
6 to 9pm

Fees/Admission: \$35 Early Bird Price **BEFORE** August 5th
\$45 Price **AFTER** August 5th

Admission includes heavy hors d'oeuvres and hosted beer and wine

[Click Here for More Information](#)
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AGENDA ITEM 4



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	January 4 th , 2012
SUBMITTED BY:	Frank Anderson, Utility Services Manager <i>F.A.</i>	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Pedro Porras, <i>F.A. FOR</i> Chief, Water Operations		
APPROVED BY: (Asst. GM):	Manny Magaña, Assistant General Manager, Engineering & Operations		
SUBJECT:	Approval to Purchase Class 7 Dump Truck		

GENERAL MANAGER'S RECOMMENDATION:

That the Board authorize the General Manager to issue a purchase order to San Diego Freightliner, 6006 Miramar Rd. San Diego, CA 91978 in the amount of \$107,216.36 for the purchase of one (1) Class 7 Dump Truck.

COMMITTEE ACTION: _____

See Attachment "A".

PURPOSE:

To provide bid results and obtain Board authorization to purchase a Class 7 Dump Truck identified within the FY12 Capital Purchase Budget.

ANALYSIS:

CIP P2366, APCD Engine Replacements and Retrofits, provides board authorized funding for the repair, retrofit or replacement of District assets in order to comply with APCD air standard requirements. Included in the approved FY 2012 budget for CIP P2366 is one (1) new class 7 dump truck. To date, the District has completed the retrofit or replacement of 5 Gen-set engines with some of the fleet engines also being modified with devices to scrub the diesel exhaust.

However, an existing District Class 7 Dump Truck still requires replacement due to its age and/or engine exhaust displacement. Based on system operation evaluations of work flow history by Construction/Maintenance supervision and management, it is recommended that the existing truck be replaced with one (1) new Class 7 Dump Truck and the older dump truck unit be declared surplus. This action would also save fuel, maintenance and repair costs.

It should be noted that the existing Ford dump truck being replaced is 15 years old. This replacement activity will also noticeably reduce the District's diesel emissions output.

In accordance with District policy, bids were solicited for the Class 7 Dump Truck meeting the District's standards. Two (2) bids were received. Montebello Kenworth was unable to provide a bid per our bid specifications within the prescribed time frame.

Dealer	Vehicle Bid	Bid Price
San Deigo Freightliner	Freightliner Dump Truck	\$107,216.36
Dion International Trucks, LLC	International Dump Truck	\$114,088.09
Montebello Kenworth	Kenworth Dump Truck	Non-Responsive

Prices received include all applicable fees and taxes and delivery.

FISCAL IMPACT:



The purchase of this vehicle will cost \$107,216.36 which will be charged against the APCD Engine Replacements and Retrofits CIP 2366. This replacement was budgeted at \$100,000. The additional \$7,216.36 will be offset by anticipated savings of other APCD purchases.

Additional FY12 costs include 3 Gen-Set purchases to be completed within this fiscal year that will provide the savings to offset the additional \$7,216.00. Previous savings of \$1,472.44 during the purchase of the Treatment Plant Pump Engine this fiscal year will also offset this cost. Total cost of all vehicles in this account will not exceed budgeted funding.

The total FY12 project budget for the CIP P2366 APCD Engine Replacements and Retrofits is \$295,000. Existing expenditures and current encumbrances for this CIP, including the vehicle purchased under this request if approved, are \$181,086.76

Based on the Utility Service Manager's evaluation, the CIP P2366 budget is sufficient to complete the budgeted purchase.

The Finance Department has determined that 100% of the funds are available in the replacement fund.

Expenditure Summary:

FY12 APCD Engine Replacement CIP 2366 Budget:		\$ 295,000.00
FY12 Expenditures and Encumbrances to Date: APCD compliance replacement parts for existing fleet.	\$73,870.40	
Proposed Vehicle Purchase:	\$107,216.36	
Total Expenditures and Encumbrances:		\$181,086.76
Projected Balance of APCD Engine Replacement FY12 CIP 2366 Budget:		\$113,913.24

STRATEGIC GOAL:

Implementation of the APCD engine compliance program per schedule.

LEGAL IMPACT: _____

None.



General Manager

Attachment "A", Committee Action



ATTACHMENT A

SUBJECT/PROJECT:	Approval to Purchase Class 7 Dump Truck
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee met on November 16th, 2011 and supported staffs' recommendation.

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.

Quality Assurance Approval Sheet

Subject: Approval to purchase class 7 dump truck.

Project No.: P2366

Document Description: Staff report for the January 4th, 2012 Board Meeting.

Author:  _____ Date: 11-9-11

Signature

FRANK ANDERSON
Printed Name

QA Reviewer:  _____ Date: 11-9-11

Signature

DOUG RAMO
Printed Name

Manager:  _____ Date: 11-9-11

Signature

FRANK ANDERSON
Printed Name

The above signatures attest that the attached document has been reviewed and to the best of their ability, the signers verify that it meets the District quality standard by clearly and concisely conveying the intended information; being grammatically correct and free of formatting and typographical errors; accurately presenting calculated values and numerical references; and being internally consistent, legible and uniform in its presentation style.

AGENDA ITEM 5



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	January 4 th , 2012
SUBMITTED BY:	Frank Anderson, Utility Services Manager <i>F.A.</i>	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Pedro Porras, <i>P.A. For</i> Chief, Water Operations		
APPROVED BY: (Asst. GM):	Manny Magaña, Assistant General Manager, Engineering & Operations		
SUBJECT:	Approval to Purchase Class 4 Service Line Truck		

GENERAL MANAGER'S RECOMMENDATION:

That the Board authorize the General Manager to issue a purchase order to Tuttle Click Truck Center, 38-43 Auto Center Dr., Irvine CA, 92618 in the amount of \$104,216.20 for the purchase of one (1) Class 4 Service Line Truck.

COMMITTEE ACTION: _____

See Attachment "A".

PURPOSE:

To obtain Board authorization to purchase a Class 4 Service Line Truck.

ANALYSIS:

CIP P2282, Vehicle Replacement CIP, provides board authorized funding for the replacement of District Vehicle Assets that have reached the end of their useful life. Included in the approved FY 2012 budget for CIP P2282 is one (1) new class 4 service line truck which will replace an existing class 4 service line truck that is scheduled for replacement due to its age and maintenance repair history.

Based on system operation evaluations of work flow history by Construction/Maintenance supervision and management, it is recommended that one (1) new Class 4 Service Line Truck be purchased and the older service line truck unit be declared surplus. This action will save fuel, maintenance and repair costs.

It should be noted that the existing line truck is 15 years old.

In accordance with District policy, bids were solicited for the Class 4 Service Line Truck. Three (3) bids were received. Prices received include all applicable fees and taxes and delivery.

Dealer	Vehicle Bid	Bid Price
Tuttle Click Truck Center	F-550 Class 4 Service Line Truck	\$104,216.20
Trans West Truck Center	F-550 Class 4 Service Line Truck	\$107,157.23
Miramar Truck Center	F-550 Class 4 Service Line Truck	\$113,167.40

FISCAL IMPACT:

Projected purchase budget for this vehicle was \$100,000. The purchase of this vehicle will cost \$104,216.20 which will be charged against the Vehicle Replacement CIP P2282. The additional \$4,216.20 cost for this vehicle will be offset by anticipated savings of other vehicle purchases. Four additional vehicles are scheduled for purchase this fiscal year of which two are near completion that provided \$14,620.90 in savings. The total cost of all vehicles in this account will not exceed budgeted funding.

The total FY12 project budget for the CIP P2282 Vehicle Replacement is \$395,000. Existing expenditures and current encumbrances for the CIP, including the vehicle purchased under this request if approved, are \$104,216.20.

Based on the Utility Service Manager's evaluation, the CIP 2282 budget is sufficient to complete the budgeted purchase.

The Finance Department has determined that 100% of the funds are available in the replacement fund.

Expenditure Summary:

FY12 Vehicle Replacement CIP 2282 Budget:		\$395,000.00
FY12 Expenditures and Encumbrances to Date: Vehicle Replacement of existing fleet.	\$0.00	
Proposed Vehicle Purchase:	\$104,216.20	
Total Expenditures and Encumbrances:		\$104,216.20
Projected Balance of Vehicle Replacement FY11 CIP 2282 Budget:		\$290,783.80

STRATEGIC GOAL:

Operate the system to meet demand 24/7.

LEGAL IMPACT: _____

None.



General Manager

Attachment "A", Committee Action



ATTACHMENT A

SUBJECT/PROJECT:	Approval to Purchase Class 4 Service Line Truck
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COMMITTEE ACTION:

The Finance, Administration and Communications Committee met on November 16, 2011 and supported staffs' recommendation.

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.

Quality Assurance Approval Sheet

Subject: Approval to purchase class 4 Service Line Truck vehicle.

Project No.: P2282

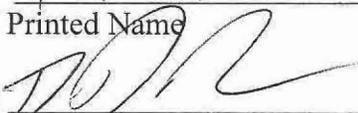
Document Description: Staff report for the January 4th, 2012 Board Meeting.

Author:  _____ Date: 11-9-11

Signature



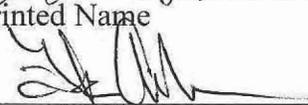
Printed Name

QA Reviewer:  _____ Date: 11-9-11

Signature



Printed Name

Manager:  _____ Date: 11-9-11

Signature



Printed Name

The above signatures attest that the attached document has been reviewed and to the best of their ability, the signers verify that it meets the District quality standard by clearly and concisely conveying the intended information; being grammatically correct and free of formatting and typographical errors; accurately presenting calculated values and numerical references; and being internally consistent, legible and uniform in its presentation style.



AGENDA ITEM 6

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	January 4, 2012
SUBMITTED BY:	Kelli Williamson <i>[Signature]</i> Human Resources Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Rom Sarno, Chief Administrative Services <i>[Signature]</i>		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager Finance and Administration <i>[Signature]</i>		
SUBJECT:	ADOPT RESOLUTION #4191 TO REVISE AND UPDATE DISTRICT BOARD POLICIES #48 AND #50		

GENERAL MANAGER'S RECOMMENDATION:

That the Board adopt Resolution #4191 to revise and update the following District Board Policies:

- ADA/FEHA Disability (Policy #48)
- AntiFraud Policy (Policy #50)

COMMITTEE ACTION: _____

Please see "Attachment A".

PURPOSE:

To request that the Board approve revisions and updates to the following two (2) District Board Policies: ADA/FEHA Disability Policy (#48) and AntiFraud Policy (#50).

ANALYSIS:

All departments are responsible for the periodic review of their respective policies and procedures. This review is necessary to ensure departments adhere to their policies and procedures, and to streamline business processes within the department.

After consultation with General Counsel, District staff is recommending minor revisions to the attached policies. These policies were also reviewed with the OWD Employees' Association as necessary. The Association supported the changes they reviewed. Revisions deemed appropriate at this time are shown in the

attached strike-through versions of the policies (Attachments B1 and B2).

Based on the above, it is requested that the Board of Directors adopt Resolution #4191 (Attachment B) in support of the proposed revisions and updates to District Board Policies #48 and #50.

FISCAL IMPACT:



None.

STRATEGIC GOAL:

Optimize the District's Operating Efficiency.

LEGAL IMPACT:

None.



Mark Watton
General Manager

Attachments: Attachment A - Committee Action Report
Attachment B - Resolution #4191
Attachment B1 - Revisions to Policy #48
Attachment B2 - Revisions to Policy #50



ATTACHMENT A

SUBJECT/PROJECT:	ADOPT RESOLUTION #4191 TO REVISE AND UPDATE DISTRICT BOARD POLICIES #48 AND #50
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COMMITTEE ACTION:

The Finance, Administration, and Communications Committee met on November 16, 2011, to review this item. The Committee supports presentation to the full Board for their consideration.

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.

RESOLUTION NO. 4191

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE OTAY WATER DISTRICT TO REVISE AND
UPDATE DISTRICT BOARD POLICIES #48 AND #50

WHEREAS, the Board of Directors of Otay Water District have established policies, procedures, ordinances, and resolutions for the efficient operation of the District; and

WHEREAS, it is the policy of the District to establish procedures to review policies, procedures, ordinances, and resolutions periodically to ensure they are current and relevant; and

WHEREAS, District staff has identified policy numbers 48 and 50, as requiring minor revisions as per the attached strike-through copies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Otay Water District amends policy numbers 48 and 50, in the form presented to the Board at this meeting.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Otay Water District at a regular meeting held this 4th of January, 2012.

President

ATTEST:

Secretary

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ADA/FEHA Disability Policy	48	05/03/06	02/03/10 01/04/12

PURPOSE

To provide policies to encourage a bias free environment for disabled employees or for disabled persons who seek employment with the Otay Water District (District).

STATEMENT OF POLICY

It is the policy of the District not to discriminate on the basis of disability for employment or the provision of services. It is the intent of the District to provide disabled employees a bias free work environment, including prompt and equitable resolution of complaints alleging discrimination on the basis of a disability. The District will provide reasonable accommodation in compliance with the Americans with Disabilities Act ("ADA") and the Fair Employment and Housing Act ("FEHA"), ~~including prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.~~

POLICYGeneral Provisions

The District has a commitment to ensure equal opportunities for disabled District employees. Every reasonable effort will be made to provide an accessible work environment. The District will not discriminate against disabled employees or applicants in its employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination).

Interactive Process

The District will engage in the interactive process, as defined by the ADA and the FEHA, to determine whether an applicant or employee is able to perform his/her essential functions. As part of the interactive process, the District may invite the employee or applicant and, if necessary, the employee or applicant's health care provider, to meet. The employee may choose to have a third party present for support as an observer. However, this person may not act as a representative or attempt to negotiate on behalf of the employee. During the interactive process the District will examine possible reasonable accommodations that would allow the employee or applicant to continue to perform the essential functions in his/her position or, if appropriate, be otherwise employed by the District.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ADA/FEHA Disability Policy	48	05/03/06	02/03/10 01/04/12

Complaints

Any District employee who believes that he/she has been discriminated against because of a physical or mental disability may file a discrimination complaint pursuant to the District's Policy 47, entitled "Policy Against Discrimination and Harassment and Complaint Procedure".

Any applicant who believes that he/she has been discriminated against because of a physical or mental disability may file a discrimination complaint by writing a formal letter to the District's Human Resources Manager.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ANTIFRAUD POLICY	50	10/03/07	01/04/12

PURPOSE

The purpose of this policy is to establish guidelines and assign responsibility for the development of controls and conducting of investigations to aid in the prevention, detection and reporting of fraud against the District.

SCOPE

The District has ~~a~~ zero tolerance for fraud and will investigate any fraud or suspected fraud without regard to the length of service, position / title, or relationship to the District of the suspected wrongdoer(s). Violation of this policy is an act of misconduct meriting dismissal without prior warning or disciplinary action in accordance with the District's Discipline Policy and Procedures. Further, ~~A~~an employee who directly observes or otherwise knows of fraudulent activity and fails to report it is in violation of this policy and may be subject to discipline as a result of this failure to act, up to and including termination of employment.

BACKGROUND

The Otay Water District's Pre-Employment Policies require a thorough background investigation which includes fingerprinting to ascertain a candidate's criminal history. The Employee Standards of Conduct requires all personnel to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This policy applies to all directors, officers, employees, volunteers, and agents of the ~~O~~ay ~~Water~~-District.

POLICY**1. Definition of Fraud:**

Fraud is defined as the intentional deception, false representation or concealment of a material fact, misappropriation of resources, or manipulation of data to the advantage or disadvantage of a person or entity. Fraud is not restricted to instances in which monetary or material benefits are received or denied, but may include intangible benefits such as status, power, ~~and~~ position, and avoiding discipline.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ANTIFRAUD POLICY	50	10/03/07	01/04/12

2. Actions Constituting Fraud:

Examples of fraud include, but are not limited to, the following:

- Forgery, falsification or alteration of documents or instruments such as, but not limited to, ~~timesheets, payroll records, travel and expense claims, checks, bank drafts, promissory notes, securities, invoices, purchase orders, receipts, other financial documents, contracts, vendor agreements, electronic files, etc.~~
- Misappropriation of funds, securities, supplies, inventory, or any other assets achieved through the use of deception or willful concealment.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of District activities.
- Bribery and corruption.
- Authorizing or accepting payments or payments in kind for goods or services not performed, or for hours not worked.
- Destruction, removal, theft or inappropriate use of records, furniture, fixtures, equipment, or any other assets achieved through the use of deception or willful concealment.
- Any violation of Federal, State, or local laws related to fraud or dishonest activities.
- Any similar or related irregularity or action.

3. Management Responsibilities:

The General Manager's Office is responsible for the prevention and detection of fraud, misappropriations, and other irregularities. District management shall identify the risks to which systems, operations and procedures are exposed, and develop, maintain and ensure compliance with an appropriate and effective internal control system to provide reasonable assurance for the prevention and detection of fraud. Each member of management shares in this responsibility and shall familiarize themselves with the risks and exposures inherent in their area of responsibility and be alert for any indication of irregularity.

4. Reporting Responsibilities:

Employees who know, or should reasonably suspect under the circumstances before them, that another employee is committing fraud, have a duty to report such knowledge or suspicion to District management, including the facts and/or observations upon

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ANTIFRAUD POLICY	50	10/03/07	<u>01/04/12</u>

which such knowledge is based. Failure to so report may result in disciplinary action, up to and including termination of employment. In most cases, an employee's immediate supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, they should speak with the Manager of Human Resources or anyone in management whom they feel is more appropriate, including District's Legal Counsel.

Employees must not attempt to personally conduct investigations/interviews/interrogations, or discuss any details of the suspected fraudulent act with unauthorized personnel.

5. Acting in Good Faith:

Anyone filing a complaint concerning suspected fraudulent activity is presumed to do so in good faith and have reasonable grounds for believing the information disclosed indicates improper or illegal activity. However, based on the totality of the circumstances, any allegations found to be unsubstantiated and made in bad faith or for malicious reasons, may constitute grounds for disciplinary action under the District's Discipline Policy and Procedures against the person filing the complaint.

6. No Retaliation:

No executive, manager, supervisor, or employee who in good faith reports suspected fraudulent activity shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against a person who has reported a violation in good faith is subject to disciplinary action under the District's Discipline Policy and Procedures.

7. Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Information pertaining to the investigation shall not be disclosed or discussed with anyone other than those who have a legitimate need to know for the proper discharge of their duties.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ANTIFRAUD POLICY	50	10/03/07	<u>01/04/12</u>

8. Investigation:

The General Manager, or designee, shall investigate all fraudulent or suspected fraudulent acts. Based on the severity of the allegations, an immediate decision will be made concerning coordinating the investigation with the appropriate law enforcement officials. District legal counsel may also be involved in the process, as deemed appropriate. The investigator(s) shall take immediate steps as needed to secure statements, physical assets including computers and any records thereon, and all other potentially evidential documents. Affected employees shall cooperate fully with investigators, including regulatory or law enforcement personnel.

Where an initial investigation reveals that there are reasonable grounds for suspicion and to facilitate the ongoing investigation, the suspected wrongdoer(s) may be suspended in accordance with District policies and procedures.

9. Reporting:

The investigator is responsible for keeping the General Manager informed of the status of all investigations and findings. Upon completion of the investigation the General Manager will then, as deemed appropriate, report the findings to the President of the District's Board of Directors. If an investigation substantiates that fraudulent or illegal activity has occurred, decisions to prosecute and/or refer the investigation results to the appropriate regulatory agencies for independent investigation will be made in conjunction with legal counsel.

10. Corrective Action:

The District will take the necessary steps, including legal action, to recover any losses arising from fraud or attempted fraud. This may include action against third parties involved in the fraud whose negligence contributed to the fraud. Management is responsible for taking the appropriate corrective action to ensure adequate controls exist to detect and prevent a recurrence of fraudulent activity.

11. Waste and Abuse:

Nothing in this policy shall preclude the District from investigating alleged or possible waste or abuse of District property, funds, or resources, regardless of whether the actions investigated constitute fraud or arise from an investigation of alleged or possible fraud. Nothing in this policy shall preclude

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ANTIFRAUD POLICY	50	10/03/07	<u>01/04/12</u>

the District from taking disciplinary action, where appropriate, for substantiated waste or abuse, regardless of whether the discovery of the waste or abuse arose from an investigation of alleged or possible fraud.