

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
September 23, 2015
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. ANNUAL DIRECTOR'S EXPENSE REPORT FOR FISCAL YEAR 2015 (BENHAM) [5 minutes]
4. APPROVE A FINE OF \$1,000 FOR METER TAMPERING AT 10305 ELMADALE DRIVE IN SPRING VALLEY (CAREY) [5 minutes]
5. APPROVE A FINE OF \$22,000 TO SHARP CHULA VISTA FOR MULTIPLE VIOLATIONS OF THE DISTRICT'S CODE OF ORDINANCES (CAREY) [5 minutes]
6. APPROVE THE ISSUANCE OF A PURCHASE ORDER TO COX COMMUNICATIONS IN THE AMOUNT OF \$630,000 FOR FIVE (5) YEARS FOR TELECOMMUNICATION, FACILITY CONNECTIVITY, AND INTERNET SERVICES (KERR) [5 minutes]
7. FISCAL YEAR 2015 YEAR-END STRATEGIC PLAN REPORT (STEVEN) [5 minutes]
8. ADJOURNMENT

AGENDA ITEM 3



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 7, 2015
		PROJECT:	DIV. NO. All
SUBMITTED BY:	Wales Benham Senior Accountant		
APPROVED BY:	<input checked="" type="checkbox"/> Joseph R. Beachem, Chief Financial Officer <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Fiscal Year 2015 Board of Directors' Expenses		

GENERAL MANAGER'S RECOMMENDATION:

This is an informational item only.

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To present the Board of the Directors' expenses for Fiscal Year 2015.

ANALYSIS:

The California Government Code Section 53065.5 requires special districts, at least annually, to disclose any reimbursement paid by a district within the immediately preceding fiscal year. This Staff Report and attached documentation fulfills this requirement. (See Attachment B for the Summary and C-H for Details.)

FISCAL IMPACT:

None.

STRATEGIC GOAL:

Prudently manage District funds.

LEGAL IMPACT:

Compliance with state law.

Attachments: Attachment A Committee Action
 Attachment B Director's Expenses and per Diems
 Attachment C-I Director's Expenses Detail



ATTACHMENT A

SUBJECT/PROJECT:	Fiscal Year 2015 Board of Directors' Expenses
-------------------------	---

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 MEETING**

September 23, 2015

California Government Code Section 53065.5 and Otay Water District's Code of Ordinances Policy 8 require that staff present the Expenses and Per Diems for the Board of Directors on an Annual basis:

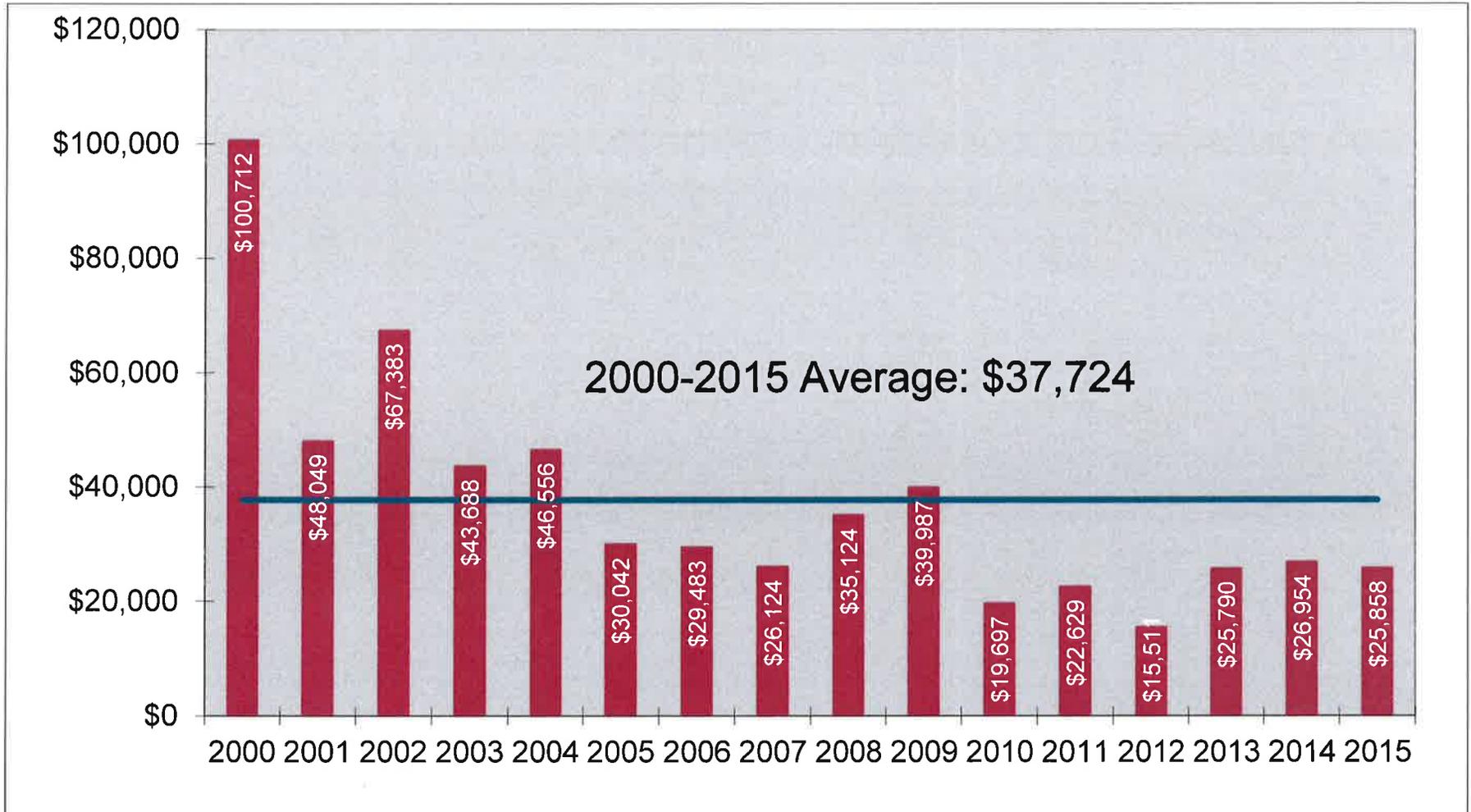
- Fiscal Year 2015.
- The expenses are shown by Board member and expense type.
- This presentation is in alphabetical order.
- This information is being presented to the Finance, Administration, and Communications Committee on September 23, 2015.

**OTAY WATER DISTRICT
BOARD EXPENSES
July 1, 2014 -June 30, 2015**

	<u>Croucher</u>	<u>Gonzalez</u>	<u>Lopez</u>	<u>Robak</u>	<u>Smith</u>	<u>Thompson</u>	<u>Total</u>
Business Meetings	\$ -	\$ -	\$ 39.00	\$ 35.00	\$ -	\$ 473.18	\$ 547.18
Director's Fees	2,100.00	1,000.00	6,800.00	1,800.00	1,900.00	6,000.00	19,600.00
Mileage Business	-	-	301.08	169.32	65.60	593.19	1,129.18
Mileage Commuting	-	-	426.00	99.92	247.32	516.25	1,289.49
Conferences and Seminars	-	-	395.00	600.00	395.00	-	1,390.00
Travel	-	-	819.88	486.06	596.22	-	1,902.16
Total	\$ 2,100.00	\$ 1,000.00	\$ 8,780.96	\$ 3,190.30	\$ 3,204.14	\$ 7,582.62	\$ 25,858.01

Meetings Attended	24	10	96	50	21	67	268
Meetings Paid	23	10	68	18	19	60	198

Board of Directors' Expenses and Per Diems Fiscal Years 2000-2015



**OTAY WATER DISTRICT
ADMINISTRATIVE EXPENSES - BOARD
July 1, 2014 - June 30, 2015**

	<u>Jul-14</u>	<u>Aug-14</u>	<u>Sep-14</u>	<u>Oct-14</u>	<u>Nov-14</u>	<u>Dec-14</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>May-15</u>	<u>Jun-15</u>	<u>Total</u>
	1	2	3	4	5	6	7	8	9	10	11	12	
GARY D. CROUCHER (DETAILED IN SECTION D):													
5214 Business Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5281 Director's Fees	100.00	200.00	200.00	200.00	100.00	200.00	300.00	200.00	100.00	100.00	300.00	100.00	2,100.00
5211 Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5211 Mileage - Commuting	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
5212 Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 100.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 300.00	\$ 200.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 2,100.00
DAVID GONZALEZ (DETAILED IN SECTION E):													
5214 Business Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5281 Director's Fees	200.00	200.00	300.00	200.00	100.00	-	-	-	-	-	-	-	1,000.00
5211 Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5211 Mileage - Commuting	-	-	-	-	-	-	-	-	-	-	-	-	-
5213 Seminars and Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
5212 Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 200.00	\$ 200.00	\$ 300.00	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
JOSE LOPEZ (DETAILED IN SECTION F):													
5214 Business Meetings	\$ -	\$ 39.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39.00
5281 Director's Fees	600.00	600.00	400.00	800.00	400.00	300.00	700.00	600.00	500.00	800.00	700.00	400.00	6,800.00
5211 Mileage - Business	-	38.64	8.96	72.80	16.80	-	9.20	6.90	-	66.13	74.75	6.90	301.08
5211 Mileage - Commuting	56.00	22.40	22.40	33.60	28.00	33.60	46.00	46.00	23.00	57.50	34.50	23.00	426.00
5213 Seminars and Conferences	-	-	-	-	-	-	-	-	395.00	-	-	-	395.00
5212 Travel	-	-	-	-	-	-	-	406.20	413.68	-	-	-	819.88
Total	\$ 656.00	\$ 700.04	\$ 431.36	\$ 906.40	\$ 444.80	\$ 333.60	\$ 755.20	\$ 1,059.10	\$ 1,331.68	\$ 923.63	\$ 809.25	\$ 429.90	\$ 8,780.96

**OTAY WATER DISTRICT
ADMINISTRATIVE EXPENSES - BOARD
July 1, 2014 -June 30, 2015**

		<u>Jul-14</u>	<u>Aug-14</u>	<u>Sep-14</u>	<u>Oct-14</u>	<u>Nov-14</u>	<u>Dec-14</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>May-15</u>	<u>Jun-15</u>	<u>Total</u>
MARK ROBAK (DETAILED IN SECTION G):														
5214	Business Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00
5281	Director's Fees	100.00	100.00	300.00	200.00	100.00	100.00	300.00	300.00	300.00	-	-	-	1,800.00
5211	Mileage - Business	3.36	3.36	84.00	-	3.36	3.36	13.80	24.73	33.35	-	-	-	169.32
5211	Mileage - Commuting	2.24	2.24	4.48	77.28	2.24	2.24	4.60	2.30	2.30	-	-	-	99.92
5213	Seminars and Conferences	-	-	600.00	-	-	-	-	-	-	-	-	-	600.00
5212	Travel	-	-	-	486.06	-	-	-	-	-	-	-	-	486.06
	Total	\$ 105.60	\$ 105.60	\$ 988.48	\$ 763.34	\$ 105.60	\$ 105.60	\$ 318.40	\$ 327.03	\$ 370.65	\$ -	\$ -	\$ -	\$ 3,190.30

TIM SMITH (DETAILED IN SECTION I)														
5214	Business Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5281	Director's Fees	-	-	-	-	-	300.00	200.00	200.00	300.00	400.00	300.00	200.00	1,900.00
5211	Mileage - Business	-	-	-	-	-	-	-	9.20	56.40	-	-	-	65.60
5211	Mileage - Commuting	-	-	-	-	-	40.32	27.60	27.60	27.60	55.20	41.40	27.60	247.32
5213	Seminars and Conferences	-	-	-	-	-	-	-	-	395.00	-	-	-	395.00
5212	Travel	-	-	-	-	-	-	-	-	596.22	-	-	-	596.22
	Total	\$ -	\$ 340.32	\$ 227.60	\$ 236.80	\$ 1,375.22	\$ 455.20	\$ 341.40	\$ 227.60	\$ 3,204.14				

MITCHELL THOMPSON (DETAILED IN SECTION H):														
5214	Business Meetings	\$ 13.00	\$ 290.36	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 13.00	\$ 118.82	\$ -	\$ 13.00	\$ -	\$ 473.18
5281	Director's Fees	600.00	200.00	200.00	600.00	200.00	300.00	900.00	700.00	500.00	600.00	600.00	600.00	6,000.00
5211	Mileage - Business	9.52	-	8.40	57.04	6.72	5.60	79.35	36.23	252.90	25.30	81.65	30.48	593.19
5211	Mileage - Commuting	58.24	29.12	29.12	43.68	14.56	43.68	59.80	44.85	14.95	74.75	44.85	58.65	516.25
5213	Seminars and Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	\$ 680.76	\$ 519.48	\$ 237.52	\$ 700.72	\$ 221.28	\$ 349.28	\$ 1,064.15	\$ 794.08	\$ 886.67	\$ 700.05	\$ 739.50	\$ 689.13	\$ 7,582.62

TOTALS:														
5214	Business Meetings	\$ 13.00	\$ 329.36	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 13.00	\$ 153.82	\$ -	\$ 13.00	\$ -	\$ 547.18
5281	Director's Fees	1,600.00	1,300.00	1,400.00	2,000.00	900.00	1,200.00	2,400.00	2,000.00	1,700.00	1,900.00	1,900.00	1,300.00	19,600.00
5211	Mileage - Business	12.88	42.00	101.36	129.84	26.88	8.96	102.35	77.06	342.65	91.43	156.40	37.38	1,129.18
5211	Mileage - Commuting	116.48	53.76	56.00	154.56	44.80	119.84	138.00	120.75	67.85	187.45	120.75	109.25	1,289.49
5213	Seminars and Conferences	-	-	600.00	-	-	-	-	-	790.00	-	-	-	1,390.00
5212	Travel	-	-	-	486.06	-	-	-	406.20	1,009.90	-	-	-	1,902.16
	Total	\$ 1,742.36	\$ 1,725.12	\$ 2,157.36	\$ 2,770.46	\$ 971.68	\$ 1,328.80	\$ 2,665.35	\$ 2,617.01	\$ 4,064.22	\$ 2,178.88	\$ 2,190.15	\$ 1,446.63	\$ 25,858.01

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: CROUCHER, GARY

ATTACHMENT D

Account Name	Date	Descriptions	SECTION D Amount
Director's Fee	7/2/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/6/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/14/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	9/3/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/15/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	10/1/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/13/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	11/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	12/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	12/19/2014	SPECIAL DISTRICT ADVISORY COMMITTEE MEETING	100.00
	1/7/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/20/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	1/27/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	2/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/17/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	3/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/1/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/6/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/19/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	5/21/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	6/3/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
Director's Fee Total			2,100.00
Grand Total			\$ 2,100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: GONZALEZ, DAVID

ATTACHMENT E

Account Name	Date	Descriptions	SECTION E Amount
Director's Fee	7/2/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	7/22/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	8/6/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/14/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	9/3/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/8/2014	CHULA VISTA OVERSIGHT BOARD COMMISSION - REDEVELOPMENT FUNDING DISTRIBUTIONS	100.00
	9/15/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	10/1/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/13/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	11/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
Director's Fee Total			1,000.00
Grand Total			\$ 1,000.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: LOPEZ, JOSE

ATTACHMENT F

Account Name	Date	Descriptions	SECTION F Amount
Director's Fee	7/15/2014	DESAL SUB-COMMITTEE MEETING	100.00
	7/16/2014	AD HOC EMPLOYEE NEGOTIATIONS COMMITTEE	100.00
	7/18/2014	COMMITTEE MEETING AGENDA BRIEFING	100.00
	7/22/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	7/28/2014	AD HOC EMPLOYEE NEGOTIATIONS COMMITTEE	100.00
	7/29/2014	AD HOC EMPLOYEE NEGOTIATIONS COMMITTEE	100.00
	8/1/2014	AGENDA BRIEFING WITH GENERAL MANAGER	100.00
	8/6/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/15/2014	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	8/18/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	8/21/2014	CSDA MONTHLY MEETING	100.00
	8/29/2014	AGENDA BRIEFING WITH GENERAL MANAGER	100.00
	9/3/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/10/2014	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	9/16/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	9/26/2014	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	10/1/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/6/2014	DESAL PRESENTATION WITH CITY OF SAN DIEGO - MAYOR FAULCONER	100.00
	10/9/2014	DESAL COMMITTEE MEETING	100.00
	10/10/2014	COMMITTEE MEETING AGENDA BRIEFING	100.00
	10/13/2014	PADRE DAM'S WATER PURIFICATION COMMEMORATION	100.00
	10/21/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	10/27/2014	MEXICO CONSUL GENERAL GOMEZ ARNAU DESAL PRESENTATION	100.00
	10/31/2014	BOARD AGENDA BRIEFING WITH GENERAL MANAGER AND GENERAL COUNSEL	100.00
	11/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/12/2014	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	11/18/2014	SD REGIONAL CHAMBER LEGISLATIVE	100.00
	11/21/2014	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	12/2/2014	DESALINATION PIPELINE PROJECT SCOPING MEETING	100.00
	12/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: LOPEZ, JOSE

ATTACHMENT F

Account Name	Date	Descriptions	SECTION F Amount
Director's Fee	12/8/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	1/3/2015	BOARD AGENDA BRIEFING MEETING	100.00
	1/7/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/8/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00
	1/9/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00
	1/21/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	1/27/2015	SPECIAL DISTRICT ADVISORY COMMITTEE MEETING	100.00
	1/30/2015	BOARD AGENDA BRIEFING MEETING	100.00
	2/2/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00
	2/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/11/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00
	2/13/2015	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	2/18/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	2/28/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/12/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	3/15/2015	WATEREUSE CONFERENCE	100.00
	3/16/2015	WATEREUSE CONFERENCE	100.00
	3/17/2015	WATEREUSE CONFERENCE	100.00
	4/1/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/3/2015	MEETING WITH MARK MUIR, GARY CROUCHER, AND MARK ROBAK	100.00
	4/8/2015	DESAL COMMITTEE MEETING	100.00
	4/10/2015	PURE WATER PROJECT PADRE DAM	100.00
	4/13/2015	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	4/14/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	4/21/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	4/29/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	5/1/2015	BOARD AGENDA BRIEFING MEETING	100.00
	5/6/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/15/2015	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	5/19/2015	AWWA DESALINATION WORKSHOP	100.00
	5/20/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: LOPEZ, JOSE

ATTACHMENT F

Account Name	Date	Descriptions	SECTION F Amount
Director's Fee	5/22/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00
	5/29/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	6/3/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	6/12/2015	COMMITTEE MEETINGS AGENDA BRIEFING	100.00
	6/18/2015	BOARD AGENDA BRIEFING MEETING	100.00
	6/24/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
Director's Fee Total			6,800.00
Mileage - Commu	7/18/2014	MEETING - JULY 15, 16, 22, 28 & 29, 2014	56.00
	8/31/2014	MEETING - AUGUST 6 & 18, 2014	22.40
	9/30/2014	MEETING - SEPTEMBER 3, 10, 16, & 26, 2014	22.40
	10/31/2014	MEETING - OCTOBER 1, 9, & 21, 2014	33.60
	11/30/2014	MEETING - NOVEMBER 5, 12, 18, & 21, 2014	28.00
	12/31/2014	MEETING - DECEMBER 2, 6, & 8, 2014	33.60
	1/31/2015	MEETING - JAN. 7, 8, 21, & 27, 2015	46.00
	2/28/2015	MEETING - FEB. 2, 4, 11, 13, 18, & 28, 2015	46.00
	3/31/2015	MEETING - MARCH 4 & 12, 2015	23.00
	4/30/2015	MEETING - APRIL 1, 8, 14, 21, & 29, 2015	57.50
	5/31/2015	MEETING - MAY 6, 19 & 20, 2015	34.50
	6/30/2015	MEETING - JUNE 3 & 24, 2015	23.00
Mileage - Commuting Total			426.00
Business meeting	8/21/2014	CSDA QUARTERLY MEETING - AUGUST 21, 2014	39.00
Mileage - Busines	8/31/2014	MEETING - AUGUST 1, 15, 21, & 29, 2014	38.64
	10/31/2014	MEETING - OCTOBER 6, 10, 13, 18, 27 & 31, 2014	72.80
	11/30/2014	MEETING - NOVEMBER 6, 2014	16.80
	1/31/2015	MEETING - JAN. 3, 9, & 30, 2015	9.20

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: LOPEZ, JOSE

ATTACHMENT F

Account Name	Date	Descriptions	SECTION F Amount
Mileage - Busines	2/28/2015	MEETING - FEB. 13 & 28, 2015	6.90
	4/30/2015	MEETING - APRIL 3, 10, & 13, 2015	66.13
	5/31/2015	MEETING - MAY 1, 15, 19, 22 & 29, 2015	74.75
	6/30/2015	MEETING - JUNE 12 & 18, 2015	6.90
Mileage - Business Total			301.08
Conferences and	3/31/2015	WATEREUSE ASSOCIATION MARCH 15-17-2015 CONFERENCE FEE	395.00
Travel	2/23/2015	SOUTHWEST AIRLINES	332.20
		ROUNDRIP AMTRAK TRAIN FARE TO LOS ANGELES	74.00
	3/31/2015	WATEREUSE ASSOCIATION MARCH 15-17-2015	413.68
Travel Total			819.88
Grand Total			\$ 8,780.96

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: ROBAK, MARK

ATTACHMENT G

			SECTION G
Account Name	Date	Descriptions	Amount
Director's Fee	7/2/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/6/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/3/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/29/2014	CSDA ANNUAL CONFERENCE	100.00
	9/30/2014	CSDA ANNUAL CONFERENCE	100.00
	10/1/2014	CSDA ANNUAL CONFERENCE	100.00
	10/2/2014	CSDA ANNUAL CONFERENCE	100.00
	11/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	12/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/7/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/14/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	1/27/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	2/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/5/2015	METRO JPA MONTHLY MEETING	100.00
	2/16/2015	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	3/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/5/2015	METRO JPA MONTHLY MEETING	100.00
	3/12/2015	WATER REVIEW WATER CONSERVATION FORUM	100.00
Director's Fee Total			1,800.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: ROBAK, MARK

ATTACHMENT G

Account Name	Date	Descriptions	SECTION G Amount
Mileage - Commuting	7/2/2014	MEETING - JULY 2, 2014	2.24
	8/6/2014	MEETING - AUGUST 6, 2014	2.24
	9/3/2014	MEETING - SEPTEMBER 3, 2014	2.24
	9/30/2014	MEETING - SEPTEMBER 30, 2014	2.24
	10/2/2014	MEETING - OCTOBER 2, 2014	77.28
	11/5/2014	MEETING - NOVEMBER 5, 2014	2.24
	12/5/2014	MEETING - DECEMBER 5, 2014	2.24
	1/31/2015	MEETING - JAN. 7 & 27, 2015	4.60
	2/28/2015	MEETING - FEB. 4, 2015	2.30
	3/4/2015	MEETING - MARCH 4, 2015	2.30
Mileage - Commuting Total			99.92
Business meetings	3/23/2015	EB H2OVERVIEW-WATER COUNCIL	35.00
Mileage - Business	7/2/2014	MEETING - JULY 31, 2014	3.36
	8/6/2014	MEETING - AUGUST 6, 2014	3.36
	9/3/2014	MEETING - SEPTEMBER 3, 2014	3.36
	9/30/2014	MEETING - SEPTEMBER 29, 2014	77.28
		MEETING - SEPTEMBER 30, 2014	3.36
	11/5/2014	MEETING - NOVEMBER 5, 2014	3.36
	12/5/2014	MEETING - DECEMBER 5, 2014	3.36
	1/31/2015	MEETING - JAN. 7, 14, & 27, 2015	13.80
	2/28/2015	MEETING - FEB. 4, 5, & 16, 2015	24.73
	3/31/2015	MEETING - MARCH 4,5, & 12, 2015	33.35
Mileage - Business Total			169.32
Conferences and Seminars	9/30/2014	CDSA ANNUAL CONFERENCE REGISTRATION FEE SEPT.29-OCT. 2, 2014	600.00
Travel	10/2/2014	CSDA ANNUAL CONFERENCE - SEPTEMBER 29 - OCTOBER 2, 2014	486.06
Grand Total			\$ 3,190.30

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: TIM SMITH

ATTACHMENT H

Account Name	Date	Descriptions	SECTION H Amount
Director's Fee	12/5/2014	REGULAR BOARD OF DIRECTORS MEETING	\$ 100.00
	12/9/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	12/18/2014	MEETING WITH OTAY WATER SENIOR STAFF	100.00
	1/20/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	1/27/2015	STRATEGIC PLAN WORKSHOP	100.00
	2/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/17/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	3/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/12/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	3/24/2015	CSDA SEMINAR GOVERNANCE FOUNDATIONS	100.00
	4/1/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/21/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	4/29/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	4/30/2015	PROJECT FIELD REVIEW	100.00
	5/6/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/19/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	5/21/2015	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	6/3/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	6/24/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
Director's Fee Total			1,900.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: TIM SMITH

ATTACHMENT H

Account Name	Date	Descriptions	SECTION H Amount
Mileage - Commuting	12/31/2014	MEETING - DECEMBER 5, 9, & 18, 2014	40.32
	1/31/2015	MEETING - JAN. 20 & 27, 2015	27.60
	2/28/2015	MEETING - FEB. 4 & 17, 2015	27.60
	3/31/2015	MEETING -MARCH 4 & 12, 2015	27.60
	4/30/2015	MEETING -APRIL 1, 21, 29 & 30	55.20
	5/31/2015	MEETING - MAY 6, 19 & 21, 2015	41.40
	6/30/2015	MEETING - JUNE 3 & 24, 2015	27.60
Mileage - Commuting Total			247.32
Mileage - Business	2/28/2015	MEETING -FEBRUARY 20, 2015	9.20
	3/23/2015	MEETING - MARCH 23, 2015	22.80
	3/24/2015	MEETING - MARCH 23, 2015	22.80
		DINNER - CSDA SEMINAR	10.80
Mileage - Business Total			65.60
Conferences and Seminars	3/31/2015	WATEREUSE ASSOCIATION MARCH 15-17-2015 CONFERENCE FEE	395.00
Travel	3/31/2015	WATEREUSE ASSOCIATION MARCH 15-17-2015 HILTON SACRAMENTO	413.68 182.54
Travel Total			596.22
Grand Total			\$ 3,204.14

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: THOMPSON, MITCHELL

ATTACHMENT I

Account Name	Date	Descriptions	SECTION I Amount
Director's Fee	7/2/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	7/14/2014	REDEVELOPMENT OVERSIGHT COMMITTEE MEETING	100.00
	7/15/2014	DESAL SUB-COMMITTEE MEETING	100.00
	7/16/2014	AD HOC EMPLOYEE NEGOTIATIONS COMMITTEE	100.00
	7/28/2014	AD HOC EMPLOYEE NEGOTIATIONS COMMITTEE	100.00
	7/29/2014	AD HOC EMPLOYEE NEGOTIATIONS COMMITTEE	100.00
	8/6/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	8/18/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	9/3/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	9/16/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	10/1/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	10/9/2014	DESAL COMMITTEE MEETING	100.00
	10/10/2014	SOUTH COUNTY ECONOMIC SUMMIT	100.00
	10/21/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	10/27/2014	OTAY PARTICIPATION IN DESAL PROJECT	100.00
	10/30/2014	SD COUNTY WATERSHED SUMMIT	100.00
	11/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	11/21/2014	BOARD AGENDA BRIEFING WITH GENERAL MANAGER	100.00
	12/5/2014	REGULAR BOARD OF DIRECTORS MEETING	100.00
	12/8/2014	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	12/9/2014	ENGINEERING AND OPERATIONS COMMITTEE MEETING	100.00
	1/3/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00
	1/7/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	1/8/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: THOMPSON, MITCHELL

ATTACHMENT I

Account Name	Date	Descriptions	SECTION I Amount
Director's Fee	1/9/2015	MEETING WITH BILL MCWETHY AND FRED GRAND	100.00
	1/14/2015	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	1/20/2015	SAN DIEGO COUNCIL OF WATER UTILITIES	100.00
	1/21/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	1/27/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	1/30/2015	AGENDA BRIEFING BOARD OF DIRECTORS MEETING	100.00
	2/2/2015	AD HOC SALT CREEK GOLF COURSE MEETING	100.00
	2/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	2/9/2015	REDEVELOPMENT OVERSIGHT COMMITTEE MEETING	100.00
	2/13/2015	AGENDA BRIEFING BOARD OF DIRECTORS MEETING	100.00
	2/16/2015	WATER CONSERVATION GARDEN COMMITTEE MEETING	100.00
	2/18/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	2/28/2015	PRE-AGENDA MEETING	100.00
	3/4/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	3/13/2015	MEETING WITH PRES. E ZAMUDIO - TO DISCUSS RECYCLED WATER ISSUES	100.00
	3/15/2015	WATEREUSE CONFERENCE	100.00
	3/16/2015	WATEREUSE CONFERENCE	100.00
	3/17/2015	WATEREUSE CONFERENCE	100.00
	4/1/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	4/8/2015	DESAL COMMITTEE MEETING	100.00
	4/10/2015	PADRE DAM'S WATER PURIFICATION COMMEMORATION	100.00
	4/14/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	4/29/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: THOMPSON, MITCHELL

ATTACHMENT I

Account Name	Date	Descriptions	SECTION I Amount
Director's Fee	4/30/2015	TOUR OF CONSTRUCTION PROJECTS	100.00
	5/6/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	5/19/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	5/20/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	5/21/2015	CSDA MONTHLY MEETING	100.00
	5/22/2015	MEETING WITH SALT CREEK TO DISCUSS LEASE	100.00
	5/29/2015	LEGISLATIVE ROUNDTABLE	100.00
	6/3/2015	REGULAR BOARD OF DIRECTORS MEETING	100.00
	6/12/2015	CONSERVATION GARDEN NATIVE HABITAT RIBBON CUTTING	100.00
	6/16/2015	FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE MEETING	100.00
	6/18/2015	REVIEW AGENDA BOARD MEETING	100.00
	6/24/2015	SPECIAL BOARD OF DIRECTORS MEETING	100.00
	6/26/2015	DESAL COMMITTEE MEETING	100.00
Director's Fee Total			6,000.00
Mileage - Commuting	7/31/2014	MEETING - JULY 2, 15, 16, & 29, 2014	58.24
	8/1/2014	MEETING - AUGUST 6 & 18, 2014	29.12
	9/30/2014	MEETING - SEPTEMBER 3 & 16, 2014	29.12
	10/31/2014	MEETING - OCTOBER 1, 9, & 21, 2014	43.68
	11/5/2014	MEETING - NOVEMBER 5, 2014	14.56
	12/9/2014	MEETING - DECEMBER 5, 8, & 9, 2014	43.68
	1/31/2015	MEETING - JAN. 7, 8, 21, & 27, 2015	59.80
	2/28/2015	MEETING - FEB. 2, 4, & 18, 2015	44.85

**OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015**

DIRECTOR'S NAME: THOMPSON, MITCHELL

ATTACHMENT I

Account Name	Date	Descriptions	SECTION I Amount
Mileage - Commuting	3/31/2015	MEETING - MARCH 4, 2015	14.95
	4/30/2015	MEETING - APRIL 1, 8, 10, 14, 29, & 30, 2015	74.75
	5/31/2015	MEETING - MAY 6, 20 & 22, 2015	44.85
	6/30/2015	MEETING - JUNE 3, 16, 24 & 26, 2015	58.65
Mileage - Commuting Total			516.25
Business meetings	7/11/2014	CHULA VISTA MAYOR'S FIRST FRIDAY BREAKFAST	13.00
	8/31/2014	CASA FAMILIAR 28TH ANNUAL ABRAZO AWARDS GALA - AUGUST 20, 2014	263.49
		POLITICS IN PARADISE - AUGUST 7, 2014	26.87
	1/20/2015	COUNCIL OF WATER UTILITIES	25.00
	2/16/2015	CHULA VISTA MAYOR'S FIRST FRIDAY BREAKFAST	13.00
	3/6/2015	CHULA VISTA MAYOR'S FIRST FRIDAY BREAKFAST	13.00
	3/17/2015	REGISTRATION FEE FOR FIRST FRIDAY MEETING	26.00
	3/24/2015	REIMBURSEMENT FOR PARKING	79.82
	5/6/2015	CHULA VISTA MAYOR'S FIRST FRIDAY BREAKFAST	13.00
Business meetings Total			473.18
Mileage - Business	7/31/2014	MEETING - JULY 11 & 14, 2014	9.52
	9/18/2014	MEETING - SEPTEMBER 18, 2014	8.40
	10/10/2014	PARKING SD CONVENTION CENTER - SOUTH COUNTY EVENT	10.00
	10/13/2014	MEETING - OCTOBER 10 & 30, 2014	47.04
	11/21/2014	MEETING - NOVEMBER 21, 2014	6.72
	12/9/2014	MEETING - DECEMBER 6, 2014	5.60
	1/31/2015	MEETING - JAN. 3, 9, 14, 20 & 30, 2015	79.35
	2/28/2015	MEETING - FEB. 6, 9, 13 & 16, 2015	36.23
	3/15/2015	DINNER - MARCH 15, 2015	26.67
		PAY - PERSON WHO ASSISTS WITH LUGGAGE	4.00
	3/17/2015	PARKING PERSHING SQUARE GARAGE	32.00
		LUNCH - MARCH 17, 2015	9.80
		TOLL HIGHWAY 73	7.35
	3/31/2015	MEETING - MARCH 13, 15, & 17, 2015	173.08
	4/30/2015	MEETING - APRIL 10, 2015	25.30
	5/31/2015	MEETING - MAY 1, 19, 21, 22 & 29, 2015	81.65
	6/30/2015	MEETING - JUNE 12, 18, & 24, 2015	30.48
Mileage - Business Total			593.19
Grand Total			\$ 7,582.62



A3000 · 1B3000 · 2101 · 320101 rec'd 7/2/14

EXHIBIT B

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

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 5/19/14 To: 7-2-14

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	5/19	SPECIAL Board	Budget Workshop	✓	
✓ 2	6/11/14	Board	REGULAR Board Meeting	✓	
✓ 3	6/17	EAO	EAO COMMITTEE Meeting	✓	
✓ 4	7/2	Board	REGULAR Board Meeting		
5					
6					
7					
8					
9					
10					
11					
12					0.0*
13					4.0*
14					100.00=
15					400.00*
16					0.0*
17					
18					

Per Items

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

Total Mileage Claimed: 5 miles

Gary Croucher
(Director's Signature)

7-24-14

GM Receipt: [Signature]

Date: 7/17/14

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

done

done



AB000-1B3000-2101-528101

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: Aug 6, 2014 To: Oct 1, 2014

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	8/6	Board	Reg Board Meeting		
✓ 2	8/14	Committee	PRE ELO Committee		
✓ 3	9/3	Board	Reg Board Meeting		
✓ 4	9/15	Committee	PRE ELO Committee		
✓ 5	10/1	Board	Reg Board Meeting		
6 x	9/27	Committee	YMCA Branding Event	0	0
7					
8					
9					
10					
11					
12				0.0*	
13				100.00x	
14				5.0=	
15				500.00*	
16					
17					
18					

Per diem

Total Meeting Per Diem: \$ 500 - no PER DIEM FOR YMCA EVENT.

Total Mileage Claimed: 0 miles

Signature: Gary Croucher (Director's Signature)

GM Receipt: [Signature]

Date: 10/1/14

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$

done 10/20/14



115000 - 115000 - 2101-523101 ✓ 200.00

EXHIBIT B

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

Pay To: Gary Croucher

Period Covered:

Employee Number: 7031

From: Oct 2, 2014 To: Nov 5, 2014

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	10/13	Committee	E&O Committee		
✓ 2	11/5	Board	Board Meeting		
3					
4					
5					
6					
7					
8					
9				0.0*	
10				2.0*	
11				100.00 =	
12				200.00*	
13				0.0*	
14					
15					
16					
17					
18					

Per diem

Total Meeting Per Diem: \$ 200.00
(\$100 per meeting)

Total Mileage Claimed: 0 miles

[Signature]

(Director's Signature)

NOV 17 2014

GM Receipt: [Signature]

Date: 11/5/14

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

11/12/14



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

Pay To: Gary Croacher

Period Covered:
From: 12/1/14 To: 1/7/15

Employee Number: 7011

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	12/5	Board	SPECIAL Board Meeting		
✓ 2	12/19	LAFCO	SPECIAL DISTRICTS Advisory Comm.		
✓ 3	1/7	Board	REGULAR Board Meeting		
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					—
18					

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

Total Mileage Claimed: 0 miles

Gary Croacher
(Director's Signature)

GM Receipt: [Signature]

Date: 1/8/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AB 000-1B3000-2401-528101

300.00

EXHIBIT B

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

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 1/15 To: 2/15

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	1/20	Comm. #2	E & O COMMITTEE		
✓ 2	1/27	BOARD	SPECIAL BOARD - SWOT		
✓ 3	2/4	BOARD	RESUME BOARD MEETING		
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Per diem

0.*
3.*
100.00=
300.00*
2.*

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

Total Mileage Claimed: 0 miles

Handwritten signature of Gary Croucher

(Director's Signature)

GM Receipt: [Handwritten signature]

Date: 2/4/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$

Handwritten note: 2-23-15

Handwritten checkmark



AB000 - 133000 - 2101 - 528101 200.00

EXHIBIT B

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

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: FEB 5, 2015 To: March 4, 2015

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	2/17	Committee	E+O Committee	⊖	
✓ 2	3/4	Board	Regular Board Meeting	⊖	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Per items

0.*
2.*
100.00=
200.00*
0.*

Total Meeting Per Diem: \$ 200
(\$100 per meeting)

Total Mileage Claimed: ⊖ miles

Handwritten Signature
(Director's Signature)
2/10
3-10-15

GM Receipt: *[Signature]*

Date: 3/5/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

✓



A3000-113000-2211-228101

EXHIBIT B

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

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: March 6, 2015 To: April 1, 2015

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	4-1-15	Board	REGULAR Board Meeting	✓	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Per items

0.*
0.*
1.*
100.*
100.00*

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

Total Mileage Claimed: 6 miles

[Signature]
(Director's Signature)

GM Receipt: [Signature]

Date: 4/9/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AB000.1B3000.2101 5281.01 40000 EXHIBIT B

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

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: May 1, 2015 To: June 3, 2015

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	5-6-15	Board	Regular Board Meeting		
✓ 2	5-19-15	SPECIAL	SPECIAL Board - Budget REVIEW		
✓ 3	5-21-15	COMMITTEE	E+O COMMITTEE Meeting		
✓ 4	6-3-15	Board	Regular Board Meeting		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Per diem

0.*
4.*
100.00=
400.00*
0.*

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

Total Mileage Claimed: 0 miles

Handwritten signature of Gary Croucher

(Director's Signature)

Handwritten notes: W/D 6-15-15, 6/16/15

GM Receipt: [Handwritten initials]

Date: 6/15/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$



AB000. 1B4000. 2101-748101
AB000. 1B4000. 2101. 521102

600.00
56.00
EXHIBIT B

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 07/01/14 To: 07/31/14

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	07/15	OWD	DeSalinization Committee Meeting	20	
✓ 2.	07/16	OWD	AdHoc Employee Negotiations	20	
✓ 3.	07/18	OWD	Committee Agenda briefing meeting		
✓ 4.	07/22	OWD	Finance, Administration & Communications mtg	20	
✓ 5.	07/28	OWD	AdHoc Employee Negotiations	20	
✓ 6.	07/28 29	OWD	Adhoc Employee Negotiations	20	
7.					
8.					
9.					
10.					
11.				0.*	
12.				6.*	
13.				100.00=	
14.				600.00*	
15.				0.*	
16.				20.00+	
17.				20.00+	
18.				20.00+	
				20.00+	
				20.00+	
				100.00*	
				100.00x	
				0.56=	
				56.00*	

*Per
Diem
Chans*

Mileage

005

Total Meeting Per Diem: \$600
(\$100 per meeting)

Total Mileage Claimed: 100 miles

(Director's Signature)

GM Receipt: *[Signature]*

Date: 8/5/14

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

14 AUG 7. 2014

Done



A13000-134000-2101-528101 600.00
A13000-134000-2101-521102 22.40

EXHIBIT B

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 08/01/14 To: 08/31/14

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	08/01	OWD	General Board Meeting Agenda Briefing GMI		8 ✓
✓ 2.	08/06	OWD	General Board Meeting	20	
✓ 3. x	08/07	JPA	Metro Commission Wastewater (No Charge)		
✓ 4.	08/15	OWD	Committee Meetings Agenda Briefing		8 ✓
✓ 5.	08/18	OWD	Finance, Administration & Communications mtg	20	
✓ 6. x	08/21	OWD	Meeting Gen Counsel & GM (No Charge)		56
✓ 7.	08/21	CSDA	CSDA Monthly meeting		45 ✓
✓ 8.	08/29	OWD	Board meeting agenda briefing GM & Counsel		8 ✓
9.					
10.					
11.					
12.				0*	
13.				6*x	
14.				100.00=	
15.				600.00*	
16.				0*	
17.				20.00+	
18.				20.00+	
				40.00*	
				40.00x	
				0.56=	
				22.40*	

Handwritten: 600.00

Handwritten: 002 Mileage

Total Meeting Per Diem: \$600
(\$100 per meeting)

Total Mileage Claimed: 165 miles

Handwritten Signature: Jose Lopez
(Director's Signature)

GM Receipt: *Handwritten Signature*

Date: 08/14

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

Handwritten: 10-20-14



719 400-1134000-401-528101
800-1134000-2101-521102

700 00
22.40
EXHIBIT B

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 09/01/14 To: 09/30/14

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	09/03	OWD	General Board Meeting	20	
✓ 2.	09/10	OWD	Committee Agenda Briefing w/GM		8
3.	09/11	JPA	Metro Commission Wastewater (No Charge)		
✓ 4.	09/16	OWD	Finance, Administration & Communications mtg	20	
5.	09/18	SCEDC	Annual Elected Officials Reception (No Charge)		
6.	09/24	OWD	Otay Employee Recognition Luncheon (No Charge)		
✓ 7.	09/26	OWD	Board Meeting Agenda Briefing GM & Counsel		8
8.					
9.					
10.					
11.					
12.				0*	
13.				4*x	
14.				100.00=	
15.				400.00*	
16.				0*	
17.				20.00+	
18.				20.00+	
				40.00*	
				40.00x	
				0.56=	
				22.40*	

Handwritten notes:
Per month
002

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

Total Mileage Claimed: \$56 miles

Signature of Jose Lopez
(Director's Signature)

GM Receipt: *[Signature]*

Date: 10/1/14

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

Handwritten: WAD 10-20-14



H5000-1B4000-2101-521102
A3000-1B4000-2101-521102

800.00
33.60

EXHIBIT B

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 10/01/14 To: 10/31/14

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	10/01	OWD	General Board Meeting	20	
✓ 2.	10/06	OWD	City of SD Mayor Faulconer (Desal Presentation)		24
✓ 3.	10/09	OWD	Desalination Committee meeting	20	
✓ 4.	10/10	OWD	Committee Agenda briefing		6
✓ 5.	10/13	OWD	Padre Dam's Water Purification Commemoration		36
6.	10/16	JPA	Metro Commission Wastewater (No Charge)		
7.	10/18	JPA	Water Con Garden's Enchanted Garden Event (NC)		24
✓ 8.	10/21	OWD	Finance, Admin, & Communications Committee Mtg	20	
9.	10/22	SAWD	Pud Pockington's Retirement (No Charge)		
✓ 10.	10/27	OWD	Mexico Consul Gernerall Gomez Arnau (Desal Project)		33
11.	10/27	OWD	Met ^{usana} Sandra Villegas & Dir. Thompson (No Charge)		
✓ 12.	10/31	OWD	Board Agenda Briefing (GM & Gen Counsel)		7
13.					
14.				0*	8*x
15.				100*00=	800*00*
16.				0*	20*00+
17.				20*00+	20*00+
18.				20*00+	60*00*
				60*00*	0*50=
					33*60*

Per diem
Mileage

0*
8*x
100*00=
800*00*
0*
20*00+
20*00+
20*00+
60*00*
60*00*
0*50=
33*60*

Total Meeting Per Diem: \$800
(\$100 per meeting)

Total Mileage Claimed: 190 miles

(Director's Signature)

GM Receipt:

Date: 11/13/2014

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

11/13/14
12/21



A3000 . B4000 . 2101 . 528101

400.00
EXHIBIT B

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

Pay To: Jose Lopez

Period Covered: 28.00

Employee Number: 7010

From: 11/01/14 To: 11/30/14

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	11/05	OWD	General Board Meeting	20	
2.	11/06	EDC	EDC- Otay Ranch Towne Center (No Charge)		
✓ 3.	11/12	OWD	Water Conservation Garden	24	
4.	11/14	SWC	Southwestern College Scholarship Lunch (No Charge)		
✓ 5.	11/18	SDRCL	San Diego Regional Chamber Legislative		30
✓ 6.	11/21	OWD	Committee Agenda Briefing	6	
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

0.*
4.*
100.00=
400.00*

0.*
20.*
24.*
6.*
50.*
50.*
0.56=
28.00*

Per Diem
Mileage
003

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

Total Mileage Claimed: 80 miles

(Director's Signature)

GM Receipt:

Date: 1/8/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

1-9-15
10/13



AB000 · 134000 · 2101 · 528101 300.00
 AM000 · 134000 · 2101 · 52116 = 3360
 EXHIBIT B

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 12/01/14 To: 12/31/14

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	12/02	OWD	Desalination Pipeline Project Scoping Meeting	20	
2.	12/04	JPA	Metro Commission (No Charge)		
✓ 3.	12/05	OWD	Special Board Meeting	20	
4.	12/06	CCV	City of Chula Vista Starlight Parade (No Charge)		
✓ 5.	12/08	OWD	Finance/Admin/Communications Committee Meeting	20	
6.	12/15	OWD	OWD Employee Holiday Event (No Charge)		
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

0.* 3.* 100.00 300.00* 0.* 20.* 20.* 20.* 60.* 60.* 0.56 = 33.60*

Per diem

Mileage 600

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

Total Mileage Claimed: 60 miles


 (Director's Signature)

GM Receipt: 

Date: 12/18/14

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

1-9-15
 11/13



A73000-1134000-2101-528101
A73000-1134000-2101-521102

100.00
46.00
EXHIBIT B

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 01/01/15 To: 01/31/15

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	01/03	OWD	Agenda Briefing Meeting		4
2.	01/03	OWD	Ad Hoc Salt Creek Golf Course Meeting (No Charge)		
✓ 3.	01/07	OWD	General Otay Board Meeting	20	
✓ 4.	01/08	OWD	Ad Hoc Salt Creek Golf Course Meeting	20	
✓ 5.	01/09	OWD	Ad Hoc Salt Creek Golf Course Meeting		6
✓ 6.	01/21	OWD	Finance/Admin/Communications Committee Meeting	20	
✓ 7.	01/27	OWD	Otay Special Board Meeting SWOT Workshop	20	
✓ 8.	01/30	OWD	Agenda Board Briefing Meeting		6
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

0.* 7.x 100.00= 700.00* 0.* 20.00+ 20.00+ 20.00+ 20.00+ 80.00* 80.00x 0.5750= 46.00*

Per Chemis Mark

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

Total Mileage Claimed: 96 miles

Jose Lopez
(Director's Signature)

GM Receipt: [Signature]

Date: 2/4/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

WD
2-23-15



AB000-1B4000-2101-528101
AB000-1B4000-2101-521102

60000
EXHIBIT B
4600

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

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 02/01/15 To: 02/28/15

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	02/02	OWD	Ad Hoc Salt Creek Golf Course Committee Meeting	20	
✓ 2.	02/04	OWD	General Board Meeting	20	
3.	02/05	JPA	Metro Commission Meeting (No Charge)		
4.	02/06	MSG	Mendez Strategy Group -Mayor Salas (No Charge)		
✓ 5.	02/11	OWD	Ad Hoc Salt Creek Golf Course Meeting	20	
✓ 6.	02/13	OWD	Committee Agenda Briefing Meeting		6
7.	02/18	OWD	Ad Hoc Salt Creek Golf Course Meeting (No Charge)		
✓ 8.	02/18	OWD	Finance/Admin/Communications Committee Meeting	20	
9.	02/20	CVCC	CV Chamber of Commerce Installation (No Charge)		
✓ 10.	02/28	OWD	Board Agenda Briefing		6
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

0**
 6*x
 100.00=
 600.00*
 0**
 20.00+
 20.00+
 20.00+
 20.00+
 80.00*
 80.00x
 0.5750=
 46.00*

per diem

Mileage

Total Meeting Per Diem: \$600
(\$100 per meeting)

Total Mileage Claimed: 92 miles

WJD
3-9-15
84/0

Jose Lopez
(Director's Signature)

GM Receipt: *[Signature]*

Date: 3/6/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

✓



AR3000. 1B4000. 2101. 528101 500.00
 AR3000. 1B4000. 2101. 521102 23.00
 EXHIBIT B

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

Pay To: Jose A. Lopez

Period Covered:

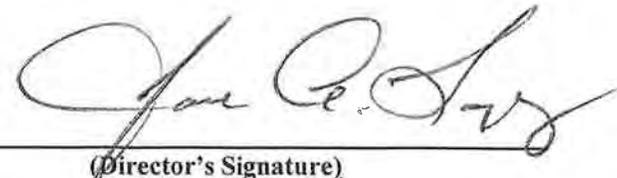
Employee Number: 7010

From: 03/01/15 To: 03/31/15

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	03/04	OWD	Regular Board Meeting	20	
2.	03/05	JPA	SD Wastewater Metro Commission (No Charge)		
✓ 3.	03/12	OWD	Eng & Ops Committee meeting	20	
✓ 4.	03/15	CONF	Water Reuse Conference		
✓ 5.	03/16	CONF	Water Reuse Conference		
✓ 6.	03/17	CONF	Water Reuse Conference		
7.					
8.					
9.					
10.					
11.				0*	
12.				5x	
13.				100.00=	
				500.00*	
				0*	
				20.00+	
				20.00+	
				40.00*	
				40.00x	
				0.5750=	
				23.00*	
15.					
16.					
17.					
18.					

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

Total Mileage Claimed: 40 miles


 (Director's Signature)

GM Receipt: 

Date: 5/11/19

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



AB000-1B1000-2101-521101
AB000-1B1000-2101-521102

57.50
EXHIBIT B

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

Pay To: Jose A. Lopez

Period Covered:

Employee Number: 7010

From: 04/01/15 To: 04/30/15

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	04/01	OWD	Regular Board Meeting	20	
2.	04/02	JPA	SD Wastewater Metro Commission (No Charge)		
✓ 3.	04/03	CWA	Mark Muir/G Croutcher/Gen Mgr		67
✓ 4.	04/08	OWD	DeSal Committee Meeting	20	
✓ 5.	04/10	PDD	Pure Water Project Padre Dam		42
✓ 6.	04/13	OWD	Committee Agenda Briefing Meeting		6
✓ 7.	04/14	OWD	Finance, Administration & Com. Committee mtg	20	
✓ 8.	04/21	OWD	Eng & Ops Committee meeting	20	
9.	04/29	JPA	SD Wastewater Metro Finance Comm. (No Charge)		
✓ 10.	04/29	OWD	Special Board Meeting -Drought	20	
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

0.* 8.* 100.00= 800.00* 0.* 20.00+ 20.00+ 20.00+ 20.00+ 20.00+ 100.00* 100.00x 0.5750= 57.50*

Per Chem's Mileage 005

Total Meeting Per Diem: \$800
(\$100 per meeting)

Total Mileage Claimed: 215 miles

Jose A. Lopez
(Director's Signature)

GM Receipt: [Signature]

Date: 5/16/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____





71000- AB000- 134000- 2101- 521102 34.50

EXHIBIT B

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

Pay To: Jose A. Lopez

Period Covered:

Employee Number: 7010

From: 05/01/15 To: 05/31/15

Table with columns: ITEM, DATE, MEETING, PURPOSE / ISSUES DISCUSSED, MILEAGE HOME to OWD, MILEAGE OTHER LOCATIONS. Rows 1-11 contain meeting details with checkmarks. Rows 14-18 contain handwritten calculations for Per Diem and Mileage.

Total Meeting Per Diem: \$800 700.-

Total Mileage Claimed: 190 miles

Director's Signature: Jose A. Lopez

GM Receipt: [Signature]

Date: 6-24-15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$

Handwritten note: w/d 6-24-15



AB 000 1B 4000 2101-521102

23.00

EXHIBIT B

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

Pay To: Jose A. Lopez

Period Covered:

Employee Number: 7010

From: 06/01/15 To: 06/30/15

Table with columns: ITEM, DATE, MEETING, PURPOSE / ISSUES DISCUSSED, MILEAGE HOME to OWD, MILEAGE OTHER LOCATIONS. Includes handwritten checkmarks and dates.

Handwritten calculations: 0.00, 4.00, 100.00, 400.00, 0.00, 20.00, 20.00, 40.00, 40.00, 0.5750, 23.00

Per Diem

Mileage 002

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

Total Mileage Claimed: 52 miles

Signature of Jose A. Lopez (Director's Signature)

GM Receipt: [Signature]

Date: 6-24-15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$

Handwritten note: 6/29/15



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

500.00

Pay To: Mark Robak

Period Covered:

Employee Number: 7014

From: 4-16-14

To: 9-15-14

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	5-2	East County Chamber of Commerce	First Friday Breakfast at Cuyamaca College - NO CHARGE	0	0
2	5-6	South County Economic Development Council	Monthly Board Meeting - NO CHARGE	0	0
3	5-7	Monthly Otay Board Meeting	General District Business	4	6
4	5-15	Mex-Port 2014	Yearly trade show promoting cross-border business opportunities - NO CHARGE	0	0
5	5-19	Special Otay Board Meeting	Budget Workshop	4 ✓	6
6	6-3	South County Economic Development Council	Monthly Board Meeting - NO CHARGE	0	0
7	6-4	Monthly Otay Board Meeting	General District Business	4 ✓	6
8	6-6	East County Chamber of Commerce	First Friday Breakfast at Noah Homes - NO CHARGE	0	0
9	7-2	Monthly Otay Board Meeting	General District Business	4 ✓	6
10	7-31	East County Chamber of Commerce	Marketing Lunch at Hooley's - NO CHARGE	0	0
11	8-6	Monthly Otay Board Meeting	General District Business	4 ✓	6
12	8-7	East County Chamber of Commerce-Politics in Paradise	Annual political forum at Water Conservation Garden- NO CHARGE	0	0
13	8-26	East County Chamber of Commerce	Government Affairs Committee - NO CHARGE	0	0
14	9-3	Monthly Otay Board Meeting	General District Business	4 ✓	6
15	9-5	East County Chamber of Commerce	First Friday Breakfast-Grossmont College - NO CHARGE	0	0
Total Meeting Per Diem: <u>\$600 500.-</u>				24	36

Total Meeting Per Diem: \$600 500.-
(\$100 per meeting)

Total Mileage Claimed: 60 miles

Mark Robak
(Director's Signature)

GM Approval: Jane Q. Lopez

Date: _____

14 SEP 22 AM 9:45

0 * 5 * X 0 * 4 + 4 + 4 + 4 + 4 +

100-00 = 500-00 * 20 * 20 * X 0-50 = 11-2 *

✓ Mark Robak Mark Robak

11.20

rec'd 9/15/14



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

Pay To: Mark Robak

Period Covered:

Employee Number: 7014

From: 9-16-14 To: 11-15-14

3217 Fair Oaks Lane, Spring Valley, CA 91978

Approved by Board of Directors

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1	9-29	CSDA Annual Conference - Palm Springs	Special District Training	0	138
2	9-30	CSDA Annual Conference - Palm Springs	Special District Training	4	6
3	10-1	CSDA Annual Conference - Palm Springs	Special District Training	0	0
4	10-2	CSDA Annual Conference - Palm Springs	Special District Training	138	0
5	10-15	Helix Water Board Meeting	Hear presentation on proposed Fallbrook / Rainbow Water District consolidation- NO CHARGE	0	0
6	10-18	San Miguel / Cal Fire Expo - RSD Towne Center	Annual community event - NO CHARGE	0	0
7	10-22	Water Conservation Garden	Enchanted Garden Gala Fundraiser - NO CHARGE	0	0
8	10-19	JamulFest	Annual community event- NO CHARGE	0	0
9	10-22	Bud Pocklington Retirement Party	Sweetwater Summit Campground - NO CHARGE	0	0
10	11-5	Monthly Otay Board Meeting	General District Business	4	6
11	11-14	Oak Grove Middle School	Groundbreaking for artificial turf field - NO CHARGE	0	0
12	11-15	Dixieline class on installing artificial turf	Discussion of artificial turf installation and available rebates - NO CHARGE	0	0
				140	150
* corrected mileage per S. Cruz on 12/1/14				142	144

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

Total Mileage Claimed: 286 miles

Mark Robak

(Director's Signature)

GM Approval: *[Signature]* _____

Date: 11/21/14

FOR OFFICE USE

*Per 0.00**
*5.00**
*100.00**
*500.00**
*0.00**
*0.00**
Mileage
4.00+
138.00+
4.00+
146.00*
146.00x
0.56=
81.76*

*INATION FEE FOR DIRECTOR ROBAK
CSDA 2014 ANNUAL CONF.*



Home Advocacy Professional Development Conferences Membership

Special Districts

NAV

AB000-185000-2101-521401-11-1111

Order Confirmation

California Special Districts Association
1112 I Street, Suite 200, Sacramento, CA 95814

Order Number 46720
Order Date 9/17/2014
Bill To Ms. Susan Cruz
Payment Method Visa *****4491
Name on Card Susan Cruz

Item	Quantity	Price	Total
2014 Annual Conference & Exhibitor Showcase - Mr. Mark Robak <i>When:</i> 9/29/2014 - 10/2/2014 <i>Where:</i> Renaissance Palm Springs Hotel 888 E. Tahquitz Canyon Way Palm Springs, CA 92262	1	600.00	600.00

Item Total 600.00

Transaction Grand Total 600.00

done

A confirmation is being sent to: scruz@otaywater.gov

Send another copy to:

California Special Districts Alliance



Special District Leadership Foundation

CSDA Office
1112 "I" Street, Suite 200



Courtyard by Marriott
Palm Springs

1300 E Tahquitz Canyon Wy
Palm Springs, Ca
T 760.322.6100

Mark/Mr Robak
217 Fair Oaks Ln
Spring Valley CA 91978-2342
Olai Water District

Room: 141
Room Type: GENR
Number of Guests: 1
Rate: \$139.00 Clerk: KLS

Arrive: 29Sep14	Time: 09:49PM	Depart: 02Oct14	Time: 08:29AM	Folio Number: 79310
Date	Description	Charges	Credits	

29Sep14	Room Charge	119.00		
29Sep14	City Tax	16.07		
29Sep14	Local Bid Fee	2.38		
29Sep14	Lcl TMD Assessment	1.19		
29Sep14	Calif/Local Tourism Fee	0.08		
30Sep14	Room Charge	159.00		
30Sep14	City Tax	21.47		
30Sep14	Local Bid Fee	3.18		
30Sep14	Lcl TMD Assessment	1.59		
30Sep14	Calif/Local Tourism Fee	0.08		
01Oct14	Room Charge	139.00		
01Oct14	City Tax	18.77		
01Oct14	Local Bid Fee	2.78		
01Oct14	Lcl TMD Assessment	1.39		
01Oct14	Calif/Local Tourism Fee	0.08		
02Oct14	Visa		486.06	

Card #: VXXXXXXXXXXXX4491XXXX
Amount: 486.06 Auth: 052492 Signature on File

Balance: 0.00

Rewards Account # XXXXX5076. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Marriott and A Woman's Nation join forces to increase appreciation for hotel housekeepers whose care and hard work often go unnoticed.

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.



113000-1135000 2101-521102
A3000-1B5000-2101-521102

30000
H-5H

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

Pay To: Mark Robak

Period Covered:

Employee Number: 7014

From: 11-16-14 To: 1-15-15

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	12-2	Desal Pipeline Crossing Project Open House	Public Open House to solicit comments - NO CHARGE	0	0
2	12-3	ACWA Conference San Diego	Semi-Annual Meeting - NO CHARGE	0	0
3	12-4	ACWA Conference San Diego	Semi-Annual Meeting - NO CHARGE	0	0
4	12-5	ACWA Conference San Diego	Semi-Annual Meeting - NO CHARGE	0	0
✓ 5	✓ 12-5	Monthly Otay Board Meeting	General District Business	4 ✓	6 ✓
6	12-13	Otay Holiday Party	Annual event - NO CHARGE	0	0
✓ 7	1-7	Monthly Otay Board Meeting	General District Business	4	6
✓ 8	1-14	Water Conservation Garden	Special Board Meeting (Attached)	0	12
				8	24

Per Chem's 0.0
3.0 x 100.00 = 300.00
0.0

Mileage 2014 4.0 x 0.56 = 2.24
0.0

Mileage 2015 4.0 x 0.5750 = 2.30
0.0

Mileage 002 2.24 + 2.30 + 4.54 = 9.08
Mark Robak

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

Total Mileage Claimed: 32 miles

Mark Robak
(Director's Signature)

Receipt
GM Approval: [Signature]

Date: 1/20/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



H13000 · 1B5000 · 2101 · 528101 700.00

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

Pay To: Mark Robak

Period Covered:

Employee Number: 7014

From: 1-16-16 To: 3-15-15

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	1-27	Special Otay Board Meeting	SWOT Analysis	4	6
2	1-27	Water Conservation Garden	Board Meeting (Attached) – NO CHARGE	0	0
3	2-4	Monthly Otay Board Meeting	General District Business	4	6
4	2-5	Metro JPA	Monthly Meeting (Attached)	0	25
5	2-16	Water Conservation Garden	Agency Financing Discussion (Attached)	0	12
6	3-4	Monthly Otay Board Meeting	General District Business	4	6
7	3-5	Metro JPA	Monthly Meeting (Attached)	0	25
8	3-12	H2Overview- Water Conservation Forum	Review document and panel discussion (Attached)	0	27
				0*	7*x
				0*	100.00 =
				4.00+	700.00*
				4.00+	
				4.00+	
				12.00*	
				12.00x	
				0.5750 =	
				6.90*	
				12	107

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

Total Mileage Claimed: 119 miles

Mark Robak
(Director's Signature)

GM Approval: *Jane Q. ...*

Date: 3-19-15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

3/20/15



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

Pay To: Mark Robak

Period Covered:

Employee Number: 7014

From: 3-16-16 To: 8-31-15

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	4-1	Monthly Otay Board Meeting	General District Business	4	6
2	4-18/19	MWD Trip	Hoover Dam and Colorado River facilities No Charge	0	38
3	4-22	Encina Wastewater Plant	Tour of facility - No Charge	0	0
4	4-27	Congressional Luncheon	Discussion of issues, including water No Charge	0	0
5	4-29	Special Otay Board Meeting	District's drought and water conservation efforts	4	6
6	5-6	Monthly Otay Board Meeting	General District Business	4	6
7	5-9	Water Conservation Garden	2 nd Annual Butterfly Festival - No Charge	0	0
8	5-19	AWWA Desalination Workshop	Desalination Issues and Technology Trends - No Charge	0	32
9	5-19	Special Otay Board Meeting	District's fiscal year 2015-2016 operating and capital budget	4	6
10	5-20	Lake Jennings	Tour of campground to give feedback on improvements - No Charge	0	0
11	6-12	Water Conservation Garden	Grand Opening of Native Habitat Garden No Charge	0	0
12	6-16	Finance, Administration & Communications Committee	General District Business	0	10
13	6-24	Special Otay Board Meeting	Discussion and tour of the Salt Creek Golf Course - No Charge	0	28
14	6-24	Monthly Otay Board Meeting	General District Business	4	6
15	6-24	Chaldean American Chamber of Commerce	Presentation of water issues by local water districts - No Charge	0	0
16	7-18	Otay Employee Picnic Santee Lakes	Annual summer picnic - No Charge	0	0
17	8-13	Monthly Otay Board Meeting	General District Business	4	6
18	8-20	Water Conservation Garden	SDEC Chamber of Commerce "Wine & Beer in the Garden" Event - No Charge	0	0
				24	144

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

Total Mileage Claimed: 168 miles

Mark Robak
(Director's Signature)

GM Approval: _____

W. Watts (ASK JOSE FOR APPROVAL TO PAY COSTS OF THE 90 ROLLS)

Date: 9/9/15

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____



OTAY WATER DISTRICT

BOARD OF DIRECTORS
EXPENSE CLAIM FORM

Pay To: Tim Smith

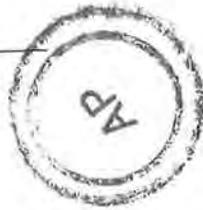
Period Covered:

Employee Number: 1845

From: 3/23/15 To: 3/24/15

ITEMIZED REIMBURSEMENT CLAIMED

1227 Pinchurst Rd
Chula Vista CA 91915 -



Date	Type of Reimbursement	Amount
✓ 3/23/15	CSDA Seminar - Mileage to Airport and return 40 mi x 0.57 =	\$22.80
✓ 3/24/15	CSDA Seminar - Dinner	\$10.80
✓ 3/24/15	CSDA Seminar - Mileage to/from Airport 40 mi x 0.57	\$22.80
3/23/15	Transportation - Airport to Hotel (Shuttle - share)	\$0.00
3/24/15	Transportation - Hotel to Airport (Taxi - share)	\$0.00
AB000-181000-2101-521102 11-1111-5211		

TOTAL Reimbursement Claimed: \$ 56.40

Director Signature:

Tim Smith

Date: 4/1/15

GM Receipt:

[Signature]

Date: 4/9/15

INSTRUCTIONS ON REVERSE

AB000-1B2000-2101-528101 600.00
 AB000-1B2000-2101-521102 44.85



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

Pay To: Mitchell Thompson

Period Covered:

Employee Number: 1807

From: 5/1/2015 To: 5/31/2015

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1	5/1/15	First Friday Breakfast	Community Event		6
✓ 2	5/6/15	Board Mtg*	Agenda	26	
3	5/19/15	Water Conserv Garden	Agenda		34
✓ 4	5/19/15	Special Bd Mtg Budget*	Agenda	26	
✓ 5	5/20/15	FA&C Committee*	Agenda	26	
✓ 6	5/22/15	Mtg Salt Creek *	Discuss Lease.		32
✓ 7	5/21/15	CSDA Meeting*	Agenda		35
✓ 8	5/29/15	Legislative roundtable*	Agenda		35

Total \$ *600

per Total Mileage Claimed: 78 miles

142

Mitchell Thompson

(Director's Signature)

GM Receipt: *Mitchell Thompson*

Date: 5/29/2015

FOR OFFICE USE: TOTAL

0.*
 6.*
 100.00
 600.00*
 0.*
 26.00+
 26.00+
 26.00+
 78.00*
 78.00x
 0.5750=
 44.85*

per
total
Mitchell

WD
6-15-15
h
6/16/15



760 Arroyo Ct
Chula Vista CA 91910

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

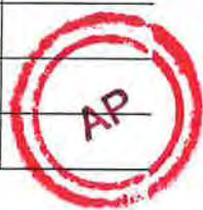
Pay To: Mitchell Thompson

Period Covered:

Employee Number: 1807

From: 6/1/2015 To: 6/30/2015

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	6/3/15	OWD Board Mtg*	Agenda	26	
✓ 2	6/12/15	Cons Garden Native Habitat Ribbon Cutting*	Represent OWD		34
✓ 3	6/16/15	FA&C Comm Mtg*	Agenda	26	
✓ 4	6/18/15	Pre-agenda Meeting*	Review Agenda		13
✓ 5	6/24/15	OWD Special Bd Mtg*	Agenda		6
6	6/24/15	OWD Reg Bd Mtg	Agenda	24	<u>53 miles</u>
✓ 7	6/26/15	Border Affairs Comm Mtg*	DeSal Project	26	
8					



53 * x
0.575 =
30 * 48 *
mda

Total \$600 *
(\$100 per meeting)

453

Total Mileage Claimed: 102 miles

(Director's Signature)

GM Receipt:

Date: 6/26/2015

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

INSTRUCTIONS ON REVERSE

AB 000 · 1B2000 · 2101 · 528101
 AB 000 · 1B2000 · 2101 · 521102

600.00
 58.24



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

Pay To: Mitchell Thompson

Period Covered: _____

Employee Number: 1807

From: 7/1/2014 To: 7/31/2014

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	7/2/14	OWD Board Mtg*	Agenda	26	
✓ 2	7/14/14	Redev Oversight Comm Mtg*	Agenda		10
✓ 3	7/15/14	DeSal Subcommittee*	Agenda	26	
✓ 4	7/16/14	AdHoc Neogiations Comm*	Agenda	26	
5	7/11/14	1st Friday Breakfast	Monthly Community Forum in Chula Vista		7
✓ 6	7/28/14	AdHoc Neogiations Comm*	Discuss Negotiations		
✓ 7	7/29/14	AdHoc Neogiations Comm*	Discuss Negotiations	26	
8					

0 * 6 * x 100 * 00 = 600 * 00 * 0 * 0 * 26 * + 26 * + 26 * + 26 * + 104 * * 104 * x 0 * 56 = 53 * 24 *

Per items *Mileage*

Total \$600 *
 (\$100 per meeting)

17

Total Mileage Claimed: 104 miles

Mitchell Thompson

(Director's Signature)

GM Receipt: *[Signature]*

Date: 7/30/2014

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

14 AUG 4 25 2:25

INSTRUCTIONS ON REVERSE

alone

Please print and bring this ticket with you.

Event

Casa Familiar 28th Annual ABRAZO Awards Gala



Date+Time

Location

Friday, August 22, 2014 from
5:00 PM to 9:00 PM (PDT)

Hilton San Diego Bayfront
1 Park Blvd
San Diego, CA 92101

Payment Status

Eventbrite
Completed

Order Info

Order #330505605. Ordered by Mitchell Thompson on August 20, 2014 4:00 PM



Type

Individual Tickets \$283.49

330505605417928245001



Please print and bring your tickets to the event entrance.



330505605417928245001

Done



Do you organize events?

Start selling in minutes with Eventbrite!
www.eventbrite.com

BROWN

Order confirmation

Your order is complete! Please review your order details. If any of the information is incorrect, you may correct it using the links below. Your order is refundable for a minimum of twelve hours from time of purchase or until sales end, whichever is first. The refund window may extend beyond that time at the discretion of the event producer.

A portion of our service fee goes back to your community. As such, we are always on the lookout for non-profits and charities to receive our donations. If you would like to suggest a group, please let us know!

If you have any questions about your order, please contact us at Support@BrownPaperTickets.com. As always, any feedback is appreciated!

Order status

Confirmation Number: **16825232**

Order Date: Jul 21, 2014 10:40 AM
Status: Available to Print

Event	Date	Price	Qty	Delivery
Politics in Paradise	Aug 07, 2014 5:00 PM	General Admission (\$25.00)	1	Print-At-Home

Billing information

Purchaser	Total paid	Card number	Card type	Expiration
Susan Cruz 2554 Sweetwater Springs Blvd. Spring Valley, CA 91978 United States	\$26.87	*****4491	Visa	05/31/2017

scruz@alaywater.gov
619-670-2280

[Re-send Email Receipt](#)
[Change Email Address](#)
[Cancel this Order](#)

Shompson
ck # 2041361 Done

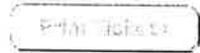
Order details

Ticket Number: 838412917
Event: Politics in Paradise
Event Date: August 07, 2014 5:00 PM - August 07, 2014 8:30 PM
Location: The Water Conservation Garden
12122 Cuyamaca College Dr, West
El Cajon, CA
United States
Admission Level: General Admission
Shipping Method:

Delivery

Print-at-Home

To print your tickets, simply click the button below.



Event Producer

Thank you for your purchase! Please contact Re-al Lewis at the East County EDC with any questions at 619-258-3670 or re-al.lewis@eastcountyledc.org

Contact us

Email
support@brownpapertickets.com
24/7 Customer Service

Ticket Buyers

[Track Your Order](#)
[Browse Events](#)
[Locations](#)

Join the mailing list

Sign up for our newsletter to receive special offers and more!

Your email address

Connect with us

- Friend us on Facebook
- Follow us on Twitter
- Watch us on YouTube

Event Producers

AB000-1132000-2101-528101
 AB000-1132000-2101-521102

600.00 ✓
 43.68 ✓
 commuting 47.00 ✓



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

Pay To: Mitchell Thompson

Period Covered: _____

Employee Number: 1807

From: 10/1/2014 To: 10/31/2014

Approved by Pres Lopez ✓
 Approved by Pres Lopez ✓

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1	10/1/14	OWD Board Mtg*	Agenda	26	
2	10/9/14	Desal Comm Mtg*	Agenda	26	
3	10/10/14	So County EDC*	So County Economic Summit		24
4	10/21/14	FA&C Comm Mtg*	Agenda	26	
5	10/27/14	Consul General Mexico	Otay Participation in Desal project Incl various agencies discussing		
6	10/30/14	SD Co Watershed Summit*	Water issues		60
7					
				0*	0*
				6*x	6*x
				100*00=	100*00=
				600*00*	600*00*
				0*	0*
				0*	0*
				26*00+	26*00+
				26*00+	26*00+
				26*00+	26*00+
				78*00*	78*00*
				78*00x	78*00x
				0*56=	0*56=
				43*68*	43*68*

OTAY
 Desal Chem
 Mileage

Total \$600 *
 (\$100 per meeting)

84

Total Mileage Claimed: 78 miles

Mitchell Thompson

(Director's Signature)

GM Receipt: *[Signature]*

Date: 10/30/2014

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

INSTRUCTIONS ON REVERSE

12-1-14



AB000 · 1B2000 · 2101 · 528101 900.00
 AB000 · 1B2000 · 2101 · 521102 59.80

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

Pay To: Mitchell Thompson

Period Covered:

Employee Number: 1807

From: 1/1/2015 To: 1/31/2015

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE	
				HOME to OWD OWD to HOME	OTHER LOCATIONS
✓ 1	1/3/15	AD Hoc Salt Creek Golf Course Subcommittee*	Discuss Salt Creek Lease ✓		12
✓ 2	1/7/15	OWD Board Mtg*	Agenda ✓	26	
✓ 3	1/8/15	AD Hoc Salt Creek Golf Course Subcommittee*	Agenda	26	
✓ 4	1/9/15	Meeting w/ Bill McWethy and Fred Grand *	Discuss Salt Creek Lease		12
✓ 5	1/14/15	Garden JPA Bd Mtg*	Agenda		34
✓ 6	1/21/15	FA&C Comm Mtg*	Agenda ✓	26	
✓ 7	1/27/15	OWD Spec Board Mtg*	Agenda	26	
✓ 8	1/20/15	SD Council of Water Agencies*	Agenda		67
✓ 9	1/30/15	Agenda briefing*	Review upcoming agenda ✓		13

Total \$900 *
 (\$100 per meeting)

138

Total Mileage Claimed: 104 miles

Mitchell Thompson

(Director's Signature)

GM Receipt: *[Signature]*

Date: 1/30/2015

FOR OFFICE USE: TOTAL

per meeting 0.*
 9.* x
 100.00 =
 900.00* ✓
per meeting 0.*
 26.00+
 26.00+
 26.00+
 26.00+
 104.00*
 104.00x
 0.5750 =
 59.80* ✓



AB000: 112000: 2101: 528101 600.00
AD000: 1B2000: 2101 521102 4485

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

Pay To: Mitchell Thompson

Period Covered: _____

Employee Number: 1807

From: 2/1/2015 To: 2/28/2015

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	2/4/15	Board Mtg*	Agenda ✓	26	
2	2/6/15	CV 1 st Friday Breakfast	Represent OWD ✗		7
✓ 3	2/9/15	Redev Oversight Committee*	Agenda ✓		10
✓ 4	2/2/15	AdHoc Salt Creek Comm*	Discuss owner proposed lease changes ✓	26	
✓ 5	2/18/13	FA&C Committee*	Agenda ✓	26	
✓ 6	2/13/15	Agenda Mtg*	Discuss the agenda and review water conservation garden ✓		12
✓ 7	2/16/15	Water Conservation JPA Mtg*	Agenda ✓		34

0.* 6.X 100.00= 600.00* 0.* 26.00+ 26.00+ 26.00+ 78.00* 78.00x 0.5750= 44.85* 0.*

Handwritten notes and calculations in the table rows.

Total \$600 *

(\$100 per

Total Mileage Claimed: 78 miles

63

Mitchell Thompson

(Director's Signature)

GM Receipt: [Signature] 3/6/15

Date: 2/18/2015

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: \$ _____

INSTRUCTIONS ON REVERSE

AGENDA ITEM 4



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 7, 2015
		PROJECT:	DIV. NO. All
SUBMITTED BY:	Andrea Carey, Customer Service Manager		
APPROVED BY:	<input checked="" type="checkbox"/> Joseph R. Beachem, Chief Financial Officer <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Impose a \$1,000 Fine for Meter Tampering		

GENERAL MANAGER'S RECOMMENDATION:

That the Board uphold staff's recommendation to impose a \$1,000 fine for meter tampering at 10305 Elmdale Drive in Spring Valley.

COMMITTEE ACTION:

See Attachment A.

PURPOSE:

To ensure the District continues to protect the water supply and applies violations consistent with the Code of Ordinances.

ANALYSIS:

On June 30, 2015, the meter at 10305 Elmdale was locked for non-payment. During a visit to check the locked meter on July 10th, staff discovered water was still passing through the locked meter and removed the meter. As part of the process of removing the meter, staff locks the curb stop and installs a locking device within the curb stop to prevent an illegal connection.

On July 30th, after hours Operations staff was called out to the property because water was spraying out of the meter box. Upon further inspection, staff discovered the curb stop was missing and a copper pipe had been installed between the house valve and the District valve.

These actions are a clear violation of Section 71A of the District's Code of Ordinances for "installing or benefiting from any unauthorized connection to any District system and Section 71D for "Vandalizing, tampering with, or threatening any portion of the District systems, services, facilities or property..."

This is the second violation at this property. On June 20, 2014, District staff discovered a copper pipe had been installed between the District valve and customer side after the meter had been pulled earlier in the month. At that time, the District fined the property owner, Mr. Frederick McClenny, \$600 for this unauthorized connection. Mr. McClenny did not appeal this fine.

For this incident, staff is recommending the owner be fined \$1,000. This charge will be put on his next water bill which then becomes an inseparable part of that bill. Applying the fine to the property owner, Mr. Frederick McClenny, is consistent with the Code of Ordinances, Section 72.01 which states "Each person receiving service, or that owns a property that receives service, agrees to pay the District any applicable fees and charges. Such persons are also responsible for all costs and damages in connection with any violation of this Code relating to their service."

In addition, the District has added \$3,322.81 for administrative costs related to the repair of the service lateral that was damaged when the curb stop was tampered with and installation of a new curb stop. These costs are as follows:

Description	Amount
Labor cost for repair	\$2,441.37
Equipment cost for repair	\$766.90
Material cost for 26.95 units of water loss	\$114.54
Total	\$3,322.81

FISCAL IMPACT:

Joe Beachem, Chief Financial Officer

None.

STRATEGIC GOAL:

Enforce the District's Code of Ordinances and protect the public water supply.

LEGAL IMPACT:

None.

Attachments:

- A) Committee Action
- B) Otay's Letter and Pictures
- C) Code of Ordinances Sections 71, 72 and 73
- D) McClenny Appeal Letter



ATTACHMENT A

SUBJECT/PROJECT:	Impose a \$1,000 Fine for Meter Tampering
-------------------------	---

COMMITTEE ACTION:

The Finance, Administration and Communications Committee recommends that the Board uphold staff's recommendation to impose a \$1,000 fine for meter tampering at 10305 Elmdale Drive in Spring Valley.

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.



Dedicated to Community Service

2554 SWEETWATER SPRINGS BOULEVARD, SPRING VALLEY, CALIFORNIA 91978-2004
TELEPHONE: 670-2222, AREA CODE 619 www.otaywater.gov

August 3, 2015

Mr. Fredrick McClenny
10305 Elmdale Drive
Spring Valley CA 91977-5402

**Re: NOTICE OF VIOLATION - Meter tampering involving meter serving 10305 Elmdale Drive,
Spring Valley, CA 91977, Account: 040-0056-08, APN 580-123-02-00**

Dear Mr. McClenny:

On July 30, 2015, the meter serving your home located at 10305 Elmdale Drive in Spring Valley, was locked for nonpayment, which is a violation of Section 71 B of our Code of Ordinances "refusing or failing to pay for services, in full, when bills are due." On July 10th, District staff discovered that water was still passing through the meter, and removed the meter. Then, on July 30th, District staff was called out to the property because water was spraying out of the meter box. Upon further inspection, staff discovered that the curb stop was missing and a copper pipe had been installed between our valve and yours, which we consider to be an attempt to violate Section 71 A of our Code "installing or benefiting from any unauthorized connection to any District system."

The findings noted above are in clear violation of Section 71 D of the District's Code of Ordinances that states "vandalizing, tampering with, or threatening any portion of the District systems, services, facilities or property, including but not limited to taking any action to prevent any meter or other equipment device from accurately performing its function." As noted in Section 72.01 A of the Code of Ordinances, it states "Each person receiving service or that owns a property that receives service, agrees to pay the District any applicable fees and charges. Such persons are also responsible for all costs and damages in connection with any violation of this Code relating to their service." We consider these violations to be a serious threat to the health and safety of our water system. In addition to a violation of Otay's Code of Ordinances, illegal connections may be prosecuted as a crime under Section 498 of the California Penal Code.

You are hereby notified that the District has assessed the damages listed below on your account. Payment of these charges, in addition to those already owed on the account, will be required in order to restore water service to your property.

Summary of Damages	Amount
Costs incurred by District in connection with illegal connection (including staff time and other related administrative costs)	\$3,208.27
Cost of replacement curb stop	\$114.54
Total Amount Due	\$3,322.81

This is the second violation at this property, in addition to the damages listed above, pursuant to Section 72.03C and 72.06 of the District's Code of ordinances, the District is hereby assessing a fine of \$1,000 against you for the illegal connection. You have ten (10) days to notify the District in writing if you intend to appeal the charge to the District's Board of Directors. If you do not notify the District in writing of your intent to appeal the charge, it will be included in a subsequent water bill and become due at the same time as the water bill.

You may contact me at 619-670-2712 with any questions concerning this notice.

Sincerely,



Andrea Carey
Customer Service Manager















STOP!
Water service interrupted by order of the
OTAY WATER DISTRICT
Cargas por rotura o por orden de la
OTAY WATER DISTRICT
Broken or missing lock \$25 maintenance
Broken Cap Lock \$150 maintenance
Broken Valve &/or Tick \$100 maintenance
This warning is a time zone. Contact your City Manager
PLEASE CALL 670-2255

SECTION 71. VIOLATIONS; PROHIBITED ACTIVITIES

In addition to the prohibited practices described in any other sections of this Code or by law, all persons and entities are specifically prohibited from doing, or aiding or abetting any person in, any of the following:

- A. Installing or benefiting from any unauthorized connection to any District system;
- B. Refusing or failing to pay for services, in full, when bills are due;
- C. Entering, improving, purchasing, trading, selling, borrowing, using or otherwise benefiting from any District property or service without authorization from the District or without following authorized procedure;
- D. Vandalizing, tampering with, or threatening any portion of the District systems, services, facilities or property, including but not limited to taking any action to prevent any meter or other equipment device from accurately performing its function;
- E. Failing or refusing to install, maintain in good repair and working condition, or test any portion of any facilities required by the District in connection with a service, including any safety or prevention device or any measuring device;
- F. Knowingly permitting leaks or other wastes of water or recycled water or leaks or spills of sewage or other discharge;
- G. Preventing District staff from accessing any facilities connected to a service, including but not limited to meters located on private property, or in any manner threatening or interfering with any District staff performing his or her duties;
- H. Using or allowing the use of service for more than one parcel through one meter (except for master meters approved by the General Manager under Section 24.01) or supplying, reselling, using or permitting the use of any service by any other parcel, except as permitted under Section 27.04 of this Code or in writing by the District;
- I. Using or permitting the use of any District service for property outside the boundaries of an improvement district or not subject to District taxes, without prior written consent of the District;
- J. Using or attempting to use or connect to any fire hydrant within the District without proper authorization as required by Section 24.04 of this Code; or
- K. Violating or refusing to comply with any condition of service under this Code or with any law or regulation applicable to the use of any such service; including violating any conditions of any permit required for service or to regulate waste, such as a waste discharge permit under Sections 26 or 52 of the Code, or failing or refusing to obtain, maintain or comply with any required permit.

SECTION 72 PENALTIES AND DAMAGES

72.01 GENERAL

A. User and Owner Responsibility. Each person receiving service, or that owns a property that receives service, agrees to pay the District any applicable fees and charges. Such persons are also responsible for all costs and damages in connection with any violation of this Code relating to their service.

B. District Not Liable. The District shall bear no liability for any cost, damage, claim or expense incurred by District or any responsible party or third party on behalf of the District arising from or related to any violation, including, but not limited to, costs, damages, claims or expenses arising from any corrective action of the District. Such corrective actions include, but are not limited to, the removal, confiscation, disposition or use of any device, equipment, improvement or material encroaching on any District property or used in connection with any other violation.

C. District Obligation to Collect Damages. Pursuant to Government Code Section 53069.6, the District shall take all practical and reasonable steps, including appropriate legal action, if necessary, to recover civil damages for the negligent, willful, or unlawful damaging or taking of property of the District.

D. Assessment of Damages. Actual damages resulting from any violation, including late payment or failure or refusal to pay for service and any interest thereon, may be assessed and collected as part of a customer's monthly bill to the extent allowed by law. The District will separately invoice any actual damages not assessed on a monthly bill, including any damages assessed against any responsible person who is not a customer.

E. Unpaid or Partially Paid Bills. Bills issued by the District are due in full as provided in such bills. Failure to timely pay bills in full may lead to a reduction, suspension, or termination of service, as provided in Section 72.02(B), below, in Section 34 of this Code, or pursuant to other provisions of this Code or applicable law. In addition, if bills remain unpaid, in full or in part, the District may lien the delinquent real property and may assess damages and penalties established by District or otherwise authorized by law.

72.02 VIOLATIONS AND GENERAL PENALTIES FOR VIOLATIONS

A. Notice of Violation. Notice and a reasonable period of time to correct a violation will be given prior to the termination, reduction or suspension of service or the imposition of any administrative fine. However, the District may, without notice, correct any condition or violation that endangers the health or safety or impairs any District service, facility or property or is otherwise determined by the District to require immediate action.

1. Investigative Procedures. If a possible violation is identified, observed or reported, the District will contact the allegedly responsible party to investigate. If the violation is in fact occurring, District staff will issue a notice of violation or otherwise inform the responsible party that corrective actions must be taken within a period of time deemed reasonable by the District, taking into consideration the nature of the violation and the potential damage that can arise if the violation continues.

2. Content of Notice of Violation. The notice will describe the violation, indicate the actions that must be taken, and indicate the date by which those actions must be taken. Unless immediate action is required, the notice will provide a reasonable time for the violation to be corrected. The notice will also specify the amount of any delinquency, actual damages or other amounts due the District, if any, and the telephone number of a representative of the District who can provide additional information.

3. No Notice Required; District Action. If the District determines that immediate or prompt correction of the violation is necessary to prevent waste or to maintain the integrity of the water supply, systems or facilities of the District, or for the immediate protection of the health, safety or welfare of persons or property, or for any other compelling reason, the District will take any action deemed necessary (including suspension, reduction or termination of service; locking or removal of meters; or repairs of any improvements) and a notice will be left at the affected parcel specifying any further corrective actions required. Any costs incurred by District and any applicable fines will be the responsibility of the responsible party.

4. Notice; Failure to Comply. The responsible party will be given an opportunity to correct the violation and to provide verbal, written and pictorial exculpatory evidence. If such evidence does not exonerate the responsible parties and if the violation(s) are not corrected to the satisfaction of the District within the time provided, the District may assess cost and penalties, administrative fines and may take any other action or pursue any other remedy available. Furthermore, if the violation concerns any service requirement or facility, or to prevent waste or protect the integrity of the system or the health and safety of the public, the District may suspend, reduce or terminate service to the extent permitted by law.

B. Service Termination, Suspension or Reduction; Removing or Locking Meters. Service may be reduced, suspended or terminated for failure to pay for service or in connection with a violation of this Code or applicable law. Termination, suspension or reduction of service will proceed as follows:

1. Notice Prior to Termination, Suspension or Reduction of Service. Except as provided in Paragraph A, above, or in other provisions of this Code or applicable law, not less than ten (10) days notice will be given prior to the date service is reduced, suspended or terminated; provided that, where service is terminated due to failure to comply with the terms of an amortization agreement, under Section 34 of this Code, only forty-eight (48) hours prior notice is required. The notice will be delivered to

the affected parcel and, if the owner of record does not reside in the affected parcel, a copy of the notice will be forwarded to the owner's address on record with the assessor's office via any available means, such as personal delivery, certified mail return receipt requested, email, fax or fed-ex.

2. Termination for failure to pay for service. The District may discontinue any or all service due to failure to pay the whole or any part of a bill issued by the District. In connection with termination of water service, the provisions of Section 60373 of the Government Code, or any other appropriate provision of law, or as set forth in Section 34 of this Code of Ordinance, will be followed. In connection with sewer, Section 71672 of the California Water Code or other applicable requirements will be followed.

C. Reconnection or Reinstatement of Service, Unlocking or Reinstalling Meters. If service is reduced, suspended or terminated for any reason, each of the following conditions applicable to the situation must be satisfied or arrangements satisfactory to the General Manager or a designee must be made *before* service is reinstated:

1. Outstanding amounts for service bills, including any service charges for benefits derived from the violation, must be paid;

2. All required deposits (including any security deposits), actual damages, fines, costs, charges and penalties must be paid;

3. Any amounts due for the removal, locking, servicing, repair or replacement of meters or other facilities required for service must be paid at the rates in effect at the time of reinstatement, as set forth on **Appendix A** to this Code or other schedule of fees then in effect;

4. All violations and related damages or conditions must have been corrected and/or repaired and evidence satisfactory to the District to that effect and demonstrating that it is safe to reinstate service, must have been provided to and approved by the District; and

5. If the service was originally in the name of a tenant, the District may require the owner of the parcel to request the service account under his or her name and responsibility.

D. Owner Responsibility for Account. In addition to owners' obligations under subsection (A) of section 72.01 and subsection (C)(5) of Section 72.02, above, and any other remedies provided by this Code or by applicable law, Owners may be required to deliver to the District a form of acknowledgement or authorization for service to a tenant. In addition, if (i) a tenant engages in any violation, (ii) if the District has reduced, suspended or terminated any service to a tenant three (3) times within any twenty-four (24) month period or (iii) the tenant has failed or refuses to comply with the terms of payment arrangements with the District four (4) times, the District reserves the right to demand that the property owner take responsibility for services to the tenant-

occupied parcel. The General Manager or a designee shall develop procedures to implement these requirements.

E. Right of Access to Customer's Premises; Interference. If any person refuses to consent to an investigation of a possible violation, or prevents or refuses to allow access to District staff or authorized representatives to any premises or facility during an investigation or in connection with any termination, reduction or suspension of service, the District may seek an injunction or a warrant, as provided in Section 71601 of the Water Code.

F. Other Remedies. In addition to the actions contemplated in this Section, the District may seek other remedies authorized or required by any applicable law, including imposing an administrative fine, pursuant to Section 72.06, or pursuing other available civil or criminal remedies.

72.03 CERTAIN SPECIFIC OPERATIONAL VIOLATIONS

A. Unauthorized Connections. The District shall bear no cost or liability for any unauthorized connection. In addition to other remedies, any unauthorized connection is subject to a Type II fine, pursuant to Section 72.06 depending upon the severity, duration and reoccurrence of the violation and any other factors the District may reasonably take into consideration.., Further, the District may demand that the unauthorized connection be immediately disconnected. In the alternative, if the customer refuses to take immediate action, or if immediate actions is necessary as set forth in Section 72.02(A)(3), above, the District may immediately disconnect, remove, confiscate, destroy or dispose of any parts installed or used for the unauthorized connection, all at the expense of the customer and any other responsible party. To the extent allowed by law, the District may also, immediately or as otherwise deemed advisable by the District, terminate service to any parcel and any person that allows, uses or benefits from such unauthorized connection.

B. Water waste. No customer shall knowingly permit leaks or other wastes of water, including, but not limited to, allowing runoff on any portion of his or her property, engaging in non-permitted uses of water, or failing to take corrective action after notice of any leaks or water waste is given. If the District determines that water waste is occurring, the District will:

1. Notify the customer that they are in violation of the District's Code of Ordinances.

2. Notwithstanding the foregoing, the District may, without prior notice, repair or replace any District controlled facilities at the cost of the person identified as the responsible party, if any.

3. If the water waste is due to a condition within the customer's property or facilities, the District may (i) require the customer to repair or replace the affected facilities, immediately or within a reasonable time, depending on the situation; or (ii) if necessary to prevent further waste, adjust, lock or remove the meter. If any repair

or replacement required is not completed in a timely manner, the District may perform the repair or replacement at the cost of the customer or may terminate service without further notice.

C. Meter Tampering. In addition to other remedies, tampering is subject to a Type II fine pursuant to Section 72.06 depending upon the severity, duration and reoccurrence of the violation and any other factors the District may reasonably take into consideration. Additionally, tampering may be prosecuted as a crime under Section 498 of the California Penal Code, as set forth in Section 73.01 of this Code.

D. Fire Service Violation. Fire service is subject to compliance with all provisions of this Code and the law concerning water service, and failure to comply with such provisions may result in the reduction, suspension, termination or disconnection of water service for fire protection, without any liability to District. Furthermore, illegal connections or other violations relating to fire service are subject to either a Type I or Type II fine, at the option of the District, and may be prosecuted as crimes.

E. Backflow prevention, screens and other safety devices. If service requirements include the installation, testing and maintenance of backflow prevention devices (Section 23.04 of this Code), screens or other safety operational items, in addition to, or in lieu of, other remedies provided herein, the District may apply any of the remedies under Section VI and VII of the District's Ordinance No. 386, as amended or renumbered. Furthermore, violations relating to backflow testing may be prosecuted as set forth in Section 73.01 of this Code. Violations of backflow requirements or knowingly filing a false statement or report required by a local health officer are subject to either a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

F. Violation Concerning Recycled Water Service. In addition to any fine, revocation, suspension or penalty imposed under Section 26 in connection with any violation of said Section, including permit suspension or revocation under Section 26.07.C, the District may (i) suspend or terminate water and or sewer service to the property, the owner and/or the operator; (ii) require payment by the owner for any damage to the District facilities, reimbursement to District of costs and expenses, or fines imposed on the District in connection with such violation; or (iii) prosecute the responsible party under any applicable provision of this Code, the Water Code or the Penal Code. Additionally, any violation concerning recycled water service is subject to either a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

G. Violation Concerning Sewer Service. In addition to any other remedy, fine or penalty provided by this Code or applicable law, failure to comply with any requirements of sewer service, including requirements for the preservation of public health, safety and welfare and including, but not limited to, the requirements established under Article II, Chapter 2, Sections 50 to 56.04 of this Code, as hereafter amended or as supplemented by other District Rules and Regulations for Sewer Service, the California Health and Safety Code, the California Code of Regulations, Titles 17 and 22, and Water

Agency Standards. Furthermore, may be prosecuted as set forth in Section 73.01 of this Code. Additionally, any violation concerning sewer service is subject to a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

H. Theft, Fraud, or Misappropriation. In addition to any other remedy, fine or penalty provided by this Code or applicable law, any violation involving theft, fraud or misappropriation of District water, services, or property is subject to a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

72.04 VIOLATIONS OF CONSERVATION OR OTHER WATER USE RESTRICTION PROVISIONS

The District has established and published conservation measures set forth in Section 39 of the Code. Commencing with declared Level 2 conditions, the District may assess water shortage rates and charges previously adopted. In addition, after notice of the declared water shortage level is given as required by law, any person who uses, causes to be used, or permits the use of water in violation of such requirements (other than a person who qualifies for an applicable exemption, if any) may be assessed damages, penalties and fines.

A. Additional provisions concerning use restriction violations. In addition to payment of actual damages, the following may apply to a violation of any water conservation or water use restriction measure:

1. A change on the account holder shall not cause the account to revert to pre-violation status unless the new account holder provides evidence that it is not related to the violator and had no responsibility for the prior account.

2. The District may reduce, suspend or terminate service to any parcel immediately and without further notice if the violation involves or results in water waste, as set for in Section 72.03(B), above.

3. Willful violations of mandatory conservation measures described in Section 39 of this Code may be enforced by terminating service to the property at which the violation occurs, as provided by Section 356 of the California Water Code.

B. Prosecution for violations of conservation measures. Pursuant to Section 377 and 71644 of the California Water Code, each violation of the District's Conservation Ordinance, set fort in Section 39 of this Code, may be prosecuted as a misdemeanor, punishable by imprisonment in the County jail for no more than thirty (30) days or by a fine, as set forth in subsection (C), below.

C. Assessment of fines for violations of conservation or water use restriction provisions. Any responsible party who fails to comply with any conservation or use restriction measure is subject to the assessment of an administrative Type I fine, added to account, pursuant to Section 72.06, below.

72.05 VIOLATIONS INVOLVING DISTRICT REAL PROPERTY

A. Removal, Disposition and Costs. The District has absolute discretion to determine the corrective action required in connection with any violation involving District real property, including requiring the owner of any unauthorized encroachment or improvement to remove it or taking action to remove it immediately and without notice. Any improvements or uses placed within or on any District property or right of way are subject to the following:

1. Costs and Damages. All costs and damages shall be the responsibility of the customer and any other responsible party. Furthermore, the District shall not be liable for costs to repair or replace any unauthorized encroachment or improvement, or any property, improvement or thing used in connection with, supported by or attached thereto.

2. Burden of proof. The burden shall be on the user to prove to the District's satisfaction, the authority, scope and extent of any right to access, improve or use the District's property. Only written evidence in the form of an agreement, deed, statute, recorded or official map or plat, governmental regulation or other right may be used to establish such claim of right.

B. Notice. In connection with any improvement or use that does not constitute a health hazard and does not interfere with the District's use of its property, the District will give written notice of up to sixty (60) days, at the discretion of the General Manager, to cease, terminate, eliminate or remove the offending improvement, structure or use. Any written notice will be given to the responsible party or posted at the property where the trespass or encroachment occurs. If the responsible party is not the owner of any real property affected by the violation, the District will also give notice to the owner of record at the address on record with the assessor's office via personal delivery, certified mail return receipt requested or via Fed-Ex.

C. Immediate action. In connection with any improvement that constitutes a health hazard or interferes with the District's use of any District property, the District will take any immediate action deemed necessary by the General Manager.

D. Fines. In addition to all other remedies provided under this Article or under applicable law, the District may impose a fine as provided in Section 72.06. Additionally, the District may impose a fine up to either the amount specified on any sign, or a Type I or Type II fine, at the option of the District, in connection with any trespass on District property in violation of a sign prohibiting trespassing, pursuant to Section 72.06, below.

E. Separate violation. A separate violation will accrue for each day after the deadline to cease, terminate, eliminate or remove the trespass or encroachment, as set forth in the notice.

72.06 ADMINISTRATIVE FINES

Any administrative fines established herein shall be in the nature of civil penalties and shall be additional and cumulative to any other fines, damages or any other charges established by the District and are also separate from and cumulative to any other civil or criminal penalty, fine or remedy. In connection with each violation, the District may assess a fine up to the amount specified in the schedule of fines for the type of fine being imposed.

Each day during which a violation is in effect constitutes a separate violation and violations are cumulative while the account is in the name of the original violator or any person that participated in or benefited from the violation. Except where the violation creates an immediate danger to health or safety, the person responsible for the continuing violation will be provided a reasonable period of time to correct or otherwise remedy the violation(s) prior to the imposition of administrative fines.

A. Assessment of Fines for Technical Violations of Other Code Provisions. Any person who engages in a violation of any provision of this Code is subject to the assessment of a separate administrative Type I Fine, unless subject to a more severe fine as set forth in this Code.

B. Assessment of Separate Fines.

Nothing in this code or the limits specified per violation shall prevent the imposition of separate fines for each separate violation committed during a single act. For example, in connection with a violation concerning sewer service that involves a trespass on any portion of the District's real property, separate fines may be assessed for the trespass, the damage to District personal property, the damage to District real property; the damage to the sewer system and the activity resulting on all the damages.

C. Types of Fines. The amount for each type of fine specified below may increase automatically to reflect any higher amount authorized by law or regulation. The District has determined to establish two types of fines based on the nature of the violation, as follows:

1. Type I Fine. Any violation that does not have the potential to endanger the health or safety of the public. The fine will not exceed the amount specified in the Section 36900(b) of the California Government Code or Appendix A for a first, second, third or each additional violation of that same ordinance or requirement within a twelve-month period.

2. Type II Fine. Any violation that has the potential to endanger the health or safety, including, but not limited to, unauthorized or illegal connections, meter tampering, water theft, , or knowingly filing a false statement or report required by a local health officer . The fine will not exceed the amount specified on Appendix A per each day the violation is identified or continues.

D. Collection of Fines. Any fines assessed by the District are payable directly to the District, are due upon issuance or as otherwise indicated on the notice or bill, and are delinquent 30 calendar days from the due date.

E. Notice of Administrative Fine; Content. Notice of an administrative fine pursuant to this section will contain the following information: (i) a brief description of the violation(s); (ii) the date and location of the violation(s); (iii) a brief description of corrective action(s) required, as appropriate; (iv) a statement explaining that each day the violation continues constitutes a new violation; (v) in the case of violations creating an immediate danger to health or safety, the amount of civil penalty assessed or, in all other cases, the amount of civil penalty to be assessed if the violation(s) are not corrected within the time provided by the notice; (vi) a statement of the procedure for payment and the consequences of failure to pay; (vii) contact information for the District employee that should be contacted to discuss the notice and provide evidence of compliance; and (viii) a brief statement describing the responsible party's right to request further review, pursuant to subsection (F), below.

F. Option for Board Review. Persons receiving a Notice of Administrative Fine may request Board review. The request for Board consideration must be in writing, must be received by the District Secretary within ten (10) calendar days from the date of the notice and must include contact information, an explanation of the basis for the request, and any supporting documentation said person(s) wish to provide to the Board for review and consideration. District staff will review the petitioner's request and will make a recommendation to the Board in light of its investigation. The District will provide notice of the date, time and place for Board consideration by electronic means, facsimile or first class mail sent to the return addressee indicated on the written request.

G. *Any fines assessed pursuant to the Notice of Administrative Fines must be timely paid notwithstanding the filing of a request for Board review.*

At the time of Board review, the petitioner may, address the Board and respond to the charges to show good cause why the fine should not be imposed; however, the customer is not entitled to a full judicial-type hearing with cross examination, sworn testimony, etc. In accordance with the provisions of Government Code Section 53069.4, the Board's determination shall be final and conclusive, and shall be deemed confirmed, if not appealed within 20 calendar days to the Superior Court of the County of San Diego.

SECTION 73 ADDITIONAL DISTRICT REMEDIES

Each day during which a violation commences or continues shall constitute a separate violation which may be so prosecuted. In addition to, or on lieu of any damages, fines or other remedies provided in any other section of this Code, at the District's sole and absolute discretion, the District may enforce any other remedies available to it in law or equity.

73.01 OTHER REMEDIES OF DISTRICT

A. Collection of Unpaid Bills on Tax Roll. Pursuant to the provisions of the Health and Safety Code, commencing with Section 5470, the District may cause delinquent charges for services to be collected on the tax roll in the same manner as its general taxes.

B. Costs of Suit. Any person who violates any provision of this Code of Ordinance shall be liable for costs of any civil suit required to enforce the District's rights, including but not limited to reasonable attorney's fees in accordance with Civil Code Section 1882.2. The provisions of Civil Code Section 1882 *et seq.* are incorporated herein by reference. This Article shall be interpreted so as to be consistent with Civil Code Sections 1882 *et seq.*

C. Reward. In accordance with Government Code Section 53069.5, the District may offer and pay a reward, in an amount determined by the District, for information leading to the determination of the identity of, and the apprehension of, any person whose willful misconduct results in injury or death to any person or who willfully damages or destroys any property of the District or any property of any other local agency or state or federal agency located within the boundaries of the District. The person who has willfully damaged or destroyed such property shall be liable for the amount of any reward paid pursuant to this section.

D. Parental liability for Acts of Minors. If a violation is due to the acts of a minor child, the minor and his or her parents or guardians, as applicable, shall be jointly and severally liable to the maximum extent allowed by law, including parental liability pursuant to Section 1714.1 of the California Code of Civil Procedure, as hereafter amended or renumbered.

E. Backflow testing; Prosecution. A person is guilty of a misdemeanor in connection with the violation of any provision of the California Code of Regulations concerning backflow testing, including non-compliance with any order to test, knowingly filing a false statement or report concerning any information required by the District or failure to use a person qualified to conduct the testing. Such misdemeanor is punishable by a fine of up to \$500 or by imprisonment not exceeding 30 days. Each day of a violation is a separate offense.

F. Sewer Service Violation; Prosecution. Pursuant to Section 71689.27 of the Water Code of the State of California, upon conviction of a violation of any ordinance or provision of this Code concerning the sewer system the person shall be punished by being imprisoned in the county jail.

G. Theft of Utility Services, Water or Waterworks; Prosecution. Pursuant to Sections 498, 624 and 625 of the Penal Code of the State of California, theft of District facilities or theft of water or other utility services, including theft through unauthorized connections, may be prosecuted as a crime.

H. Prosecution of Code Violations. The District may, at its option, prosecute or cause to be prosecuted any violation of this Code of Ordinance or any other Ordinance of the District as a misdemeanor, pursuant to Section 71600 of the California Water Code.

I. Receipt or Purchase of Stolen Property; Prosecution. Pursuant to Section 496a of the Penal Code of the State of California, purchase or receipt of stolen property belonging to the water system, may be prosecuted as a crime.

J. Junk Dealers and Recyclers; Remedies. To the extent provided by law, including the provisions of AB844, approved by the Governor and chaptered in September of 2008, the District will pursue remedies available through or against any junk dealer or recycler that purchases any District property without prior written authorization from District.

73.02 NOTICE TO DISTRICT CONCERNING VIOLATIONS

Any person noticing or discovering an unauthorized connection to the District's sewer, water or recycled water system from a parcel owned or occupied by such person must notify the District immediately. If the unauthorized connection affects a parcel owned by the person, he or she must remove the unauthorized connection immediately and must notify the District. If the person rents or leases the affected parcel, the person shall provide the District the name and contact information of the owner of the parcel.

73.03 SEVERABILITY

If any portion of any chapter, section, subsection, paragraph, sentence, clause, or phrase of this Article is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, independent and severable provision and such holding shall not affect the validity of the remaining portions hereof.

8-8-2015

Dear Andrea Corey

In regards to your notice involving the meter at 10305 E Indale dr. I am informing you and your board of directors that I am appealing the charges. I am sure that my payments for your service has not been perfect but it does get paid, and I am well aware of the outrageous cost of penebees. I have not been guilty of meter tampering and have no way of knowing how your pipes had broken inside my meter box at the time I was in Huntington beach working for Superior movers moving a house. I also would like to inform you that the parts that came off of your pipes were found a few feet from the box in the bushes they are still intact with the locks that were placed when the meter was removed.

Please call me at 619-634-6633 to let me know when is the best time to come in to bring you this part and discuss this matter.

Jul I. McCamy

AGENDA ITEM 5



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 7, 2015
		PROJECT:	DIV. NO. All
SUBMITTED BY:	Andrea Carey, Customer Service Manager		
APPROVED BY:	<input checked="" type="checkbox"/> Joseph R. Beachem, Chief Financial Officer <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Impose a \$22,000 Fine to Sharp Chula Vista for Multiple Violations of the District's Code of Ordinances		

GENERAL MANAGER'S RECOMMENDATION:

That the Board uphold staff's recommendation to impose a \$22,000 fine to Sharp Chula Vista for multiple violations of the District's Code of Ordinances.

COMMITTEE ACTION:

See Attachment A.

PURPOSE:

To ensure the District continues to protect the water supply and applies violations consistent with the Code of Ordinances.

ANALYSIS:

On July 28, 2015, District Inspector Larry Cannon visited a project currently under construction at Sharp Chula Vista. The project involves the installation of two new services, one for fire flow and the other for potable use. When Mr. Cannon entered the site, he witnessed subcontractor, Kyne Construction employees, taking water out of the number 1 test port on the fire line and filling up the

private side for a hydro test through the number 4 test port. As no meter was present at the property, the water being used was unmetered. Per the Construction Pre-Con sign-in sheet for the project, connection to the District's system or fire line without a meter is subject to a \$1,000 fine.

What also concerned Mr. Cannon was that no one from the site had requested that the two District valves that would feed water to these services be turned on. Water should not have been flowing from test port 1 with the valves in the off position. When Mr. Cannon walked over to the valves in the street, he found they were in the "open" position. The only time District staff has opened the valves at this site was on May 13, 2015 to do routine bacterial testing. The valves were immediately closed after the testing was complete. These valves only function to serve these two services (potable and fire) on the Sharp Chula Vista site and had no reason to be open until the project was near completion.

Section 71D of the District's Code of Ordinances (the "Code") states that "Vandalizing, tampering with, or threatening any portion of the District systems, services, facilities or property..." is prohibited. Furthermore, the Construction Pre-Con Sign-In Sheet (Attachment B) specifies that operation of District facilities is subject to a \$5,000 fine.

In addition to the above violations, Kyne Construction was moving water through unapproved backflow devices and also had created a submerged inlet when pulling water out of test port 1 which had the potential to cause cross-connection. Per Section 23.04 of the Code, "It is unlawful for any person, firm, or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time whatsoever, any cross-connection between plumbing pipes or water fixtures being served with water by the District water department and any other source of water supply;..." This is a Type II violation as it has the potential to endanger the health and safety of the public and is subject to a \$5,000 fine.

The above violations are exacerbated further in that each of these violations was committed on two separate water systems and, accordingly, the penalties are doubled. Per Section 72.06B of the Code, "Nothing in this code or the limits specified per violation shall prevent the imposition of separate fines for each separate violation committed during a single act."

The chart below shows the itemized fine amounts for each service.

Summary of Fine	Amount
Tampering with District Facilities (FSV-14-009)	\$ 5,000
Tampering with District Facilities (D0675-090196)	\$ 5,000
Water Theft (FS-14-009)	\$ 1,000
Water Theft (D0675-090196)	\$ 1,000
Backflow Violations (FS-14-009)	\$ 5,000
Backflow Violations (D0675-090196)	\$ 5,000
Total Fine	\$22,000

While this is the first fine assessed to Sharp Chula Vista, they have had past incidents which required staff to spend additional time on projects because changes were made without going through the proper approval process.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

The fiscal impact is limited to the amount of the fine assessed.

STRATEGIC GOAL:

Enforce the District’s Code of Ordinances and protect the public water supply.

LEGAL IMPACT:

None.

Attachments:

- A) Committee Action
- B) Construction Pre-Con Sign-In Sheet
- C) Otay’s Letter with Pictures
- D) Code of Ordinances Sections 23, 71, 72 and 73
- E) Sharp’s Appeal Letter with Pictures



ATTACHMENT A

SUBJECT/PROJECT:	Impose a \$22,000 Fine to Sharp Chula Vista for Multiple Violations of the District's Code of Ordinances
-------------------------	--

COMMITTEE ACTION:

That the Board approve the Finance, Administration, and Communications Committee recommendation to uphold staff's recommendation to impose a \$22,000 fine to Sharp Chula Vista for multiple violations of the District's Code of Ordinances.

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.



CONSTRUCTION PRE-CON SIGN IN SHEET

Project Name: SHARP CHULA VISTA MEDICAL CTR / SHARP CHULA VISTA LOOP RD WATER MAIN

Inspector: LARRY CANNON

Project No.: D0675-090196-0000

- o Contractor is required to possess and provide a copy of either a Class A or C-34 License for water projects or a Class A or C-42 license for sewer projects.
- o The Developer is required to provide two submittal copies of all parts and materials.
Note: like parts and materials within a project shall be from the same manufacturer unless otherwise approved.

Excavation

- o At the start of the project, the contractor is to pothole all tie-in locations.
- o Potable pipelines have a minimum of 42" of depth; recycled pipelines have a minimum depth of 54", while sewer has a minimum depth of 60".
- o Compaction requirement of backfill is 90% relative density. 25% of all compaction testing will be conducted by sand cone testing method.
- o Compaction of spring line and the pipe zone shall be done through mechanical compaction.

Pipe Installation

- o Use of deflection couplings are required for all vertical and horizontal bends. Deflection of pipe joints is not allowed.
- o It is advised to avoid the use of excessive lubricant when assembling ring tight or push-on pipe or fittings.
- o All fasteners installed below grade are to be coated in Non-Oxide grease. All fittings are to be wrapped in clear 8 mil plastic.
- o Number 14 tracer wire is required on all mainline runs. Wire is to be run into test ports as indicated on the plans.
- o All thrust block excavations must be inspected before and after placement of concrete. Any thrust block placed without inspection will be rejected and subject to removal.
- o 6" wide plastic ID tape placement is required between the pipe zone and the trench zone. Blue for potable water, purple for recycled.
- o Access is required to all valve casings. Valve cans are required to be adjusted to grade immediately after paving.
- o A pre tie-in walk through will be performed with Operations. All valves shall be accessible and AV's shall have downward facing bug screens installed before tie-in.
- o PVC pipe joints shall not be over inserted past the manufacturer's reference mark. If joints are found to be over inserted all joints within the project shall be exposed, inspected, and all over inserted joints shall be corrected.

Appurtenances

- o The use of silver solder is not allowed on copper services, only compression fittings are permissible.
- o Copper laterals on recycled lines are to be sleeved in 6 mil purple plastic.
- o All service saddles shall be torqued to manufacturer's specs. All saddles will be verified for torque by the inspector.
- o All recycled meter and B.O. boxes are to have integrally cast purple color.
- o Where multiple pressure zones exist, applicable pressure zones are to be painted on appurtenances.
- o A 15 min/250psi hydro-test will be performed on all ductile iron threaded spools.
- o Pressure regulators are required on all service laterals/backflows that exist in an area of pressure 150 psi or greater, or in the Otay Mesa Area of the District.



CONSTRUCTION PRE-CON SIGN IN SHEET

Project Name: SHARP CHULA VISTA MEDICAL CTR / SHARP CHULA VISTA LOOP RD WATER MAIN
Inspector: LARRY CANNON Project No.: D0675-090196-0000

Pipeline Testing

- o Pressure testing will not occur until there is a minimum of 2' of cover over the pipe to be tested.
- o All A.V's, B.O.'s, and valves will be in the open position for hydro-testing.
- o There is a five-day notice required before filling of the line to provide source sampling.
- o Pipe is to be tested at class of pipe + 50 psi. CML&C pipe is required to have a 48hr soak period before testing. Threaded ductile iron pipe is tested at 250psi for 15 min.
- o Contractor is required to test tracer wire in the presence of the inspector prior to any paving.
- o It is highly recommended that lines not be hydro statically tested in excess of 2500' lengths.

Chlorination, Flushing, & Bacti testing

- o Hydrostatic test water must be drained before beginning flushing.
- o It is highly recommended that the contractor flush prior to chlorination of the line.
- o It is highly recommended that lines not be chlorinated, flushed, or bacti tested in excess of 2500' lengths.
- o A chlorination submittal is required prior to dosing. 50-60 ppm dose is the maximum allowed. Chlorination is to be performed only Monday - Wednesday.
- o 3 cfs of flow is recommended for proper flushing. Dechlorination of flushed water is required.
- o Bacteria samples shall be performed Monday - Wednesday. Two consecutive samples will be pulled, 24hrs apart. Allow a total of 4 days for results.
- o If after two failed series of tests, the contractor is required to rechlorinate and flush.

Unauthorized Activities

- o Connection to the District's system or fire line without a meter is subject to a \$1000.00 fine.
- o Operation of District facilities is subject to a \$5000.00 fine.

All District Facilities shall be installed in conformance with the latest edition of the Water Agency Standards, all applicable codes, laws, rules, regulations, and the manufacturer's recommendations. Any facilities installed without the benefit of inspection shall be rejected and subject to removal.

The undersigned persons have received the Pre-Construction Memorandum and understand the District's requirements.

12-3-2014
Date

Dan Christian 888 258-413-7280
Developer Representative Phone #

Mark Wiley 12-3-2014
Contractor Representative Phone #

Drew Strickland 619-957-8675
Soils Technician Phone#

Mark Wiley 12-3-2014
Contractor's Competent Person Phone #

LETGHTON

(619) 820-4966



...Dedicated to Community Service

2554 SWEETWATER SPRINGS BOULEVARD, SPRING VALLEY, CALIFORNIA 91978-2004
TELEPHONE: 670-2222, AREA CODE 619 www.otaywater.gov

August 20, 2015

Sharp Chula Vista Medical Center
Attn: Matthew Teichner
751 Medical Center Ct
Chula Vista, CA 91911-6617

Re: NOTICE OF FINE ASSESSED- Tampering with District valve, water theft and backflow violations

Dear Mr. Teichner:

On July 28, 2015, Otay Water District ("District") Inspector Larry Cannon visited a project currently under construction at your site. When Mr. Cannon entered the site, he witnessed Kyne Construction employees taking water out of the number 1 test port on the fire service line and filling up the private side for a hydro test through the number 4 test port. Given that the contractor's actions related to two new services and that no one had asked the District for the valves to be opened, these actions alarmed Mr. Cannon. Upon further investigation, Mr. Cannon observed the following violations to the Otay Water District Code of Ordinances (the "Code"):

Violation 1: Tampering with District Facilities

As referenced above, Mr. Cannon was concerned to see the contractor using water because no one from the project had requested that the District water valves be opened for testing of the new facilities. When Mr. Cannon checked the valves, he found that both District valves in the street had been opened despite such actions requiring District approval and action. As noted in the Construction Pre-con Sign In Sheet attached hereto, operation of District facilities – which includes the unauthorized operation of District valves -- is subject to a \$5,000 fine.

Violation 2: Water Theft

Kyne Construction employees were using unmetered water to perform testing. As noted in the Construction Pre-con Sign In Sheet attached hereto, connection to the District's system or fire line without a meter is subject to a \$1,000 fine.

Violation 3: Backflow and Cross Connection Violations

Kyne Construction employees moved water through unapproved backflow devices and created an unprotected submerged inlet which had the potential to cause cross-connection. Per Section 23.04 of the Code, "It is unlawful for any person, firm or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time whatsoever, any cross-connection between plumbing pipes or water fixtures being served with water by the District water department and any other source of water supply..." This violation has the potential to endanger the health and safety of the public and is subject to a \$5,000 fine.

The above violations are exacerbated further in that each of these violations was committed on two separate water systems and, accordingly, the penalties are doubled. Per Section 72.06B of the Code, "Nothing in this code or the limits specified per violation shall prevent the imposition of separate fines for each separate violation committed during a single act."

Summary of Fine	Amount
Tampering with District Facilities (FSV-14-009)	\$ 5,000.00
Tampering with District Facilities (D0675-090196)	\$ 5,000.00
Water Theft (FS-14-009)	\$ 1,000.00
Water Theft (D0675-090196)	\$ 1,000.00
Backflow Violations (FS-14-009)	\$ 5,000.00
Backflow Violations (D0675-090196)	\$ 5,000.00
Total Fine:	\$22,000.00

Pursuant to Sections 72 and 73 of the Code, the District is hereby assessing a fine of \$22,000.00 for the violations described above. You have the right to appeal this fine to the Board of Directors. If you would like to take advantage of this, please call Susan Cruz at 619-670-2280 within ten (10) days to notify the District in writing of your intent to appeal this charge. Your appeal would then be placed on the next available Board of Directors agenda. If you choose not to appeal, your fine will be added to the active water bill for APN 641-010-28-00. Failure to pay by the due date on you bill will result in suspension of water service to your property. If these fines remain unpaid, the District will place a lien on the property for these and any other costs and damages.

If you have any questions concerning this notice, please do not hesitate to contact Field Services Manager, Brandon DiPietro at 619-670-2203.

Sincerely,

Andrea Carey
Customer Service Manager

Hydro pump connected to the #4 test port on the 8" RPDA.

2015-7-27 d0675-090196 Station# 10+62_8" WS and Station# 10+71_12" FS shown on sheet 5 on FSV-14-009. Contractor staff from Kyne Construction_Dan onsite.

Contractor removed hose from the #1 test port on the 8" RPDA, when I arrived.





Contractor blowing non-metered water out of the #4 test port. Location has not been certified or approved by district inspection.





Water due to contractor use.

HOSPITAL
ENTRANCE
250 FT
AHEAD

2015-7-27 d0675-090196 Station# 10+62_8" WS and Station# 10+71_12" FS shown on sheet 5 on FSV-14-009. Both gate valves in the street were fully open. These gate valves have not been released by the district inspection department for operation.









SECTION 23 NON-RESPONSIBILITY OF DISTRICT23.01 INTERRUPTIONS OF WATER SERVICE

District does not guarantee continuous delivery of water on demand. From time to time it may be necessary for the District to shut off the flow of water in any of its water systems. Except in emergencies, such stoppages will not be made without prior notice to the customers involved. District shall not assume any responsibility for loss or damages which may occur due to interruption of water service.

23.02 PRIVATELY-OWNED WATER LINES

The District assumes no responsibility for the delivery of water through privately-owned pipelines or systems, nor shall it assume any responsibility for damages resulting from the operation of any such system even though water may be received from a district water distribution system.

23.03 WATER PRESSURE REGULATION

- A. Customer Responsibility. The District shall assume no responsibility for water pressure regulation within a customer's service area. The customer shall be responsible for providing adequate safeguard measures for the customer's water system wherever pressure regulation is necessary.
- B. Requirement for Installation in New Construction. Customers making application for water service for new construction for residential, commercial or industrial use shall be required to install an appropriate pressure regulation device for such service.

23.04 CROSS-CONNECTIONS AND BACKFLOW DEVICESState Regulations for Cross-Connections

The California Department of Public Health has issued Regulations Relating to Cross-Connections (California Administrative Code, Title 17 - Public Health) for the purpose of safeguarding drinking water supplies by preventing backflow into public water systems.

It is unlawful for any person, firm, or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time whatsoever, any cross-connection between plumbing pipes or water fixtures being served with water by the District water department and any other source of water supply; or to main-

tain any sanitary fixtures or other appurtenances or fixtures which by reason of their construction may cause or allow backflow of water or other substances into the water supply system of the District and/or the service of water pipes or fixtures of any consumer of the District.

- A. Definitions: For a complete listing see California Administrative Code, Title 17, Public Health.
1. Air-Gap Separation (AG): The term "air-gap separation" means a physical break between a supply pipe and a receiving vessel. The air-gap shall be at least double the diameter of the supply pipe measured vertically above the top rim of the vessel, in no case less than one inch.
 2. Approved Backflow Prevention Device: The term "approved backflow prevention device" shall mean devices which have passed laboratory and field evaluation tests performed by a recognized testing organization which has demonstrated their competency to perform such test to the California Department of Health Services and the Otay Water District.
 3. AWWA Standard: The term "AWWA Standard" means an official standard developed and approved by the American Water Works Association (AWWA).
 4. Backflow: The term "backflow" shall mean a flow condition, caused by a differential in pressure that causes the flow of water or other liquids, gases, mixtures or substances into the distributing pipes of a potable supply of water from any source or sources other than an approved water supply source. Back-siphonage is one cause of backflow. Back pressure is the other cause.
 5. Cross-Connection: The term "cross-connection" as used in this Ordinance means any unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. Bypass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.
 6. Double Check Valve Assembly: The term "double check valve assembly" means an assembly of at least two independently acting check valves, including tightly closing shut-off valves, on each side of the check

valve assembly and test cocks available for testing the water tightness of each check valve.

7. Reduced Pressure Principle Backflow Prevention Device (RP): The term "reduced pressure principle backflow prevention device" means a device incorporating two or more check valves and an automatically operating differential relief valve located between the two check valves, a tightly closing shut-off valve on each side of the check valve assembly, and equipped with necessary test cocks for testing.
8. Reduced Pressure Detection Assembly (RPDA): Same as RP except as approved for fire services.
9. Service Connection: The term "service connection" refers to the point of connection of a user's piping to the Otay Water District facilities.

B. General Provisions

1. Unprotected cross-connections with the public water supply are prohibited.
2. Whenever backflow protection has been found necessary, the District will require the water user to install an approved backflow prevention device, by and at his/her expense, for continued services or before a new service will be granted.
3. Wherever backflow protection has been found necessary on a water supply line entering a water user's premises, then any and all water supply lines from the District's mains entering such premises, buildings, or structures shall be protected by an approved backflow prevention device. The type of device to be installed will be in accordance with the requirements of this Ordinance.

C. Where Protection is Required

1. Each service connection from the District water system for supplying water to premises having an auxiliary water supply shall be protected against backflow of water from the premises into the public water system.

2. Each service connection from the District water system for supplying water to any premises on which any substance is handled in such fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This includes commercial accounts, irrigation accounts, multi-family dwellings, multi-story buildings, complex piping, and locations where the handling of process waters and waters originating from the District water system may be subjected to deterioration in sanitary quality.

D. Type of Protection Required

1. The type of protection that shall be provided to prevent backflow into the approved water supply shall be commensurate to the degree of hazard that exists on the consumer's premises. The type of protective device that may be required (listed in an increasing level of protection) includes: Reduced Pressure Principle Backflow Prevention Device (RP), and an Air-gap separation (AG). The water user may choose a higher level of protection than that required by the District. The minimum types of backflow protection required to protect the approved water supply at the user's water connection to premises with varying degrees of hazard, are given in Table 1 of the California Administrative Code, Title 17, Public Health. Situations which are not covered in Table 1 shall be evaluated on a case-by-case basis and the appropriate backflow protection shall be determined by the District.

E. Approved Backflow Prevention Devices

1. Only backflow prevention devices which have been approved by the District shall be acceptable for installation by a water user connected to the District's potable water system.
2. The District will provide to any affected customer, upon their request, a list of approved backflow prevention devices.

F. Backflow Prevention Device Installation

1. Backflow prevention devices shall be installed in a manner prescribed in Section 7603, Title 17 of

the California Administrative Code. Location of the devices should be as close as practical to the user's connection. The District shall have the final authority in determining the required location of a backflow prevention device.

- a. Air-gap Separation (AG) - The air-gap separation shall be located on the user's side of and as close to the service connection as is practical. All piping from the service connection to the receiving tank shall be above grade and be entirely visible. No water use shall be provided from any point between the service connection and the air-gap separation. The water inlet piping shall terminate a distance of at least two (2) pipe diameters of the supply inlet, but in no case less than one inch above the overflow rim of the receiving tank.

- b. Reduced Pressure Principle Backflow Prevention Device (RP) - The approved reduced pressure principle backflow prevention device shall be installed on the user's side of the service connection at a distance consistent with the District's Standard Drawings and Specifications. The device shall be installed a minimum of twelve inches (12") but not more than eighteen inches (18") above grade measured from the bottom of the relief valve and with a minimum of twelve inches (12") side clearance. The device shall be installed so that it is readily accessible for maintenance and testing. Water supplied from any point between the service connection and the RP device shall be protected in a manner approved by the District. Additionally, materials and installation shall at all times conform to water agency standards which can be found at www.sdwas.com.

G. Backflow Prevention Device Testing and Maintenance

1. The owners of any premises on which, or on account of which backflow prevention devices are installed, shall have the devices tested by a person who has demonstrated their competency in

testing of these devices to the District and has been approved by the District. Backflow prevention devices must be tested at least annually and immediately after installation, relocation or repair. The District may require a more frequent testing schedule if it is determined to be necessary. No device shall be placed back in service unless it is functioning as required. A report in a form acceptable to the District shall be filed with the District each time a device is tested, relocated or repaired. These devices shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the water user.

2. Initial testing after installation and subsequent retesting shall at all times conform to water agency standards as outlined in www.sdwas.com.
3. The District will supply affected water users with a list of persons acceptable to the District to test backflow prevention devices. The District will notify affected customers by mail when annual testing of a device is needed and also supply users with the necessary forms which must be filled out each time a device is tested or repaired.
4. Existing double check valves and pressure vacuum breakers on median strip irrigation areas which function adequately may remain in place, however, as the District no longer recognizes such devices to be commensurate with the degree of potential hazard, failures of these devices will necessitate their replacement with a reduced pressure principal backflow prevention device (RP).

H. Backflow Prevention Device Removal

1. Written approval must be obtained from the District before a backflow prevention device is removed, relocated, repaired or replaced.
 - a. Removal: The use of a device may be discontinued and device removed from service upon presentation of sufficient

evidence to the District to verify that a hazard no longer exists or is not likely to be created in the future.

- b. Relocation: A device may be relocated following confirmation by the District that the relocation will continue to provide the required protection and satisfy installation requirements. A retest will be required following the relocation of the device.
- c. Repair: A device may be removed for repair, provided the water use is either discontinued until repair is completed and the device is returned to service, or the service connection is equipped with other backflow protection approved by the District. A retest will be required following the repair of the device.
- d. Replacement: A device may be removed and replaced provided the water use is discontinued until the replacement device is installed and tested. All replacement devices must be approved by the District and must be commensurate with the degree of hazard involved.

I. User Supervisor

- 1. At each premise where it is necessary, in the opinion of the District, a user supervisor shall be designated by and at the expense of the water user. This user supervisor shall be responsible for the monitoring of the backflow prevention devices and for avoidance of cross connections. In the event of contamination or pollution of the drinking water system due to a cross-connection on the premises, the District shall be promptly notified by the user supervisor so appropriate measures may be taken to overcome the contamination. The water user shall inform the District of the user supervisor's required information on an annual basis or whenever a change occurs.

J. Administrative Procedures

Water System Survey

1. The District shall review all requests for new services to determine if backflow protection is needed. Plans and specifications must be submitted to the District upon request for review of possible cross-connection hazards as a condition of service for new service connections. If it is determined that a backflow prevention device is necessary to protect the public water system, the required device must be installed before service will be activated.
2. The District may require an on premise inspection to evaluate cross-connection hazards. The District will transmit a written notice requesting an inspection appointment to each affected water user. Any customer who cannot or will not allow an on premise inspection of their piping system shall be required to install the backflow prevention device the District considers necessary.
3. The District may, at its discretion, require a reinspection for cross-connection hazards of any premise to which it serves water. The District will transmit a written notice requesting an inspection appointment to each affected water user. Any customer who cannot or will not allow an on premise inspection of their piping system shall be required to install the backflow prevention device the District considers necessary.

K. Customer Notification - Device Installation and/or Repair (Corrective Action)

1. The District will notify the water user of the survey findings, listing corrective action to be taken if required. A period of 30 days will be given to complete all corrective action required including installation of backflow prevention devices.
2. A second notice will be sent to each water user who does not take the required corrective action prescribed in the first notice within the 30 day period allowed. The second notice will give the water user a 14 day period to take the required corrective action and will

generate the assessment of a fee in accordance with Appendix A. If no action is taken within the 14 day period, the District may terminate water service to the affected water user until the required corrective actions are taken.

3. A third and final notice will be sent to each water user who fails to take the requisite corrective action detailed in the second notice within the 14 day period allowed. The third notice will indicate the date of service termination and will generate the assessment of a fee in accordance with Appendix A.
4. Only written verification from a certified and District-approved tester/installer received in the District office within the allotted time period will constitute compliance with the above requirements.

L. Customer Notification - Testing

1. The District will notify each affected water user when it is time for the backflow prevention device installed on their service connections to be tested. This written notice shall give the water user 30 days to have the device tested and supply the water user with the necessary form(s) to be completed and submitted to the District.
2. A second notice shall be sent to each water user who does not have their backflow prevention device tested as prescribed in the first notice within the 30 day period allowed. The second notice will give the water user a 14 day period to have their backflow prevention device tested and will generate the assessment of a fee in accordance with Appendix A of this Ordinance. If no action is taken within the 14 day period, the District may terminate water service to the affected water user until the subject device is tested.
3. A third and final notice will be sent to each water user who fails to have their backflow prevention device(s) tested as required in the second notice within the 14 day period allowed. The third notice will indicate the date of service termination and will generate the

assessment of a fee in accordance with Appendix A of this Ordinance.

4. Submittal of verification of testing by a District approved tester on the appropriate form(s) received in the District office within the allotted time period will constitute compliance with the above requirements.

M. Water Service Termination

A. General

When the District encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the District shall institute the procedure for discontinuing the District water service. A reconnection fee will be assessed in accordance with Appendix A.

B. Basis for Termination

Conditions or water uses that create a basis for water service termination shall include, but are not limited to the following items:

1. Refusal to install a required backflow prevention device;
2. Refusal to test a backflow prevention device;
3. Refusal to repair a faulty backflow prevention device;
4. Refusal to replace a faulty backflow prevention device;
5. Direct or indirect connection between the public water system and a sewer line;
6. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants;
7. Unprotected direct or indirect connection between the public water system and an auxiliary water system; and/or

8. Any situation which presents an immediate health hazard to the public water system.

Additional remedies for failure to comply with Cross-Connection requirements are referenced in Section 72 of the Code f Ordinances and may be prosecuted as set forth in Section 73.01 of this Code.

N. Water Service Termination Procedures

The District has absolute discretion to determine the corrective action required and referenced in Sections 72 and 73 of this Code.

1. For conditions 1, 2, 3, or 4, the District will terminate service to a customer's premise after 2 written notices have been sent specifying the corrective action needed and the time period in which it must be done. If no action is taken within the allowed time period water service may be terminated.
2. For conditions 4, 5, 6, 7, or 8, the District will take the following steps:
 - a. Make reasonable effort to advise the water user of intent to terminate water service;
 - b. Terminate water supply and lock service valve. The water service will remain inactive until correction of violations has been approved by the District.

O. Requirements for addition to or renewal on the Otay Water District list of approved backflow prevention device testers

- A. Each applicant desiring initial addition to or annual renewal on the District's List of Approved Backflow Prevention Device Testers shall submit a fee in accordance with Appendix A. Fees must be made in an acceptable form of payment to the District. Along with the fee, a current address and phone number must be furnished. Those applicants not meeting all qualifications specified herein will have current fees returned.
- B. Applicants shall hold a valid and current certification from the American Water Works

Association (AWWA) California Nevada Section, American Backflow Prevention Association (ABPA), American Society of Sanitary Engineering (ASSE), University of Southern California Test Procedures (current edition) or from a certification program recognized by the San Diego County Health Department. Evidence of said certification shall be furnished to the District at the time of application, at the time of renewal, and at any time the District requests verification. Certification alone does not constitute District approval.

- C. Each applicant shall furnish evidence to show the availability of the necessary tools and equipment to properly test and/or repair such devices. Test kits shall be recalibrated annually and evidence of this shall also be provided with both the initial application and subsequent renewals.
- D. The tester shall be solely responsible for the competency and accuracy of all tests and reports prepared and submitted to the District.

The list of approved testers will be furnished upon request to any District customer requiring such service.

The testers listed will remain listed for a period of one year at which time they are subject to application for renewal. At the beginning of each year a grace period not to exceed ninety (90) days will be allowed for this process. Failure to renew within the grace period will constitute removal from the list. The District reserves the authority to revoke, suspend, or remove any tester from the list of authorized testers for improper conduct, testing, repairs, and/or reporting.

FEES

- A. A second notice for required corrective action will result in a service fee, per backflow device as outlined in Appendix A.
- B. A third notice (termination of service notice) will result in a service fee per backflow

device followed by the assessment of a reconnection fee if such action is required as outlined in Appendix A.

- C. A reconnection fee per service is required for service to be resumed as outlined in Appendix A.
- D. Applicants for addition to the list of approved backflow prevention device testers in the Otay Water District will submit an initial filing fee and an annual renewal fee, as outlined in Appendix A.

23.05 WATER SERVICE FOR STEAM BOILERS

Customers using District water to supply steam boilers are required to provide adequate storage of water for boiler use for a minimum period of 12 hours.

23.06 ELECTRICAL GROUND CONNECTIONS

The connection of electrical ground wire to water pipes is prohibited. The District shall assume no responsibility for any loss or damage resulting from such a connection.

SECTION 71. VIOLATIONS; PROHIBITED ACTIVITIES

In addition to the prohibited practices described in any other sections of this Code or by law, all persons and entities are specifically prohibited from doing, or aiding or abetting any person in, any of the following:

- A. Installing or benefiting from any unauthorized connection to any District system;
- B. Refusing or failing to pay for services, in full, when bills are due;
- C. Entering, improving, purchasing, trading, selling, borrowing, using or otherwise benefiting from any District property or service without authorization from the District or without following authorized procedure;
- D. Vandalizing, tampering with, or threatening any portion of the District systems, services, facilities or property, including but not limited to taking any action to prevent any meter or other equipment device from accurately performing its function;
- E. Failing or refusing to install, maintain in good repair and working condition, or test any portion of any facilities required by the District in connection with a service, including any safety or prevention device or any measuring device;
- F. Knowingly permitting leaks or other wastes of water or recycled water or leaks or spills of sewage or other discharge;
- G. Preventing District staff from accessing any facilities connected to a service, including but not limited to meters located on private property, or in any manner threatening or interfering with any District staff performing his or her duties;
- H. Using or allowing the use of service for more than one parcel through one meter (except for master meters approved by the General Manager under Section 24.01) or supplying, reselling, using or permitting the use of any service by any other parcel, except as permitted under Section 27.04 of this Code or in writing by the District;
- I. Using or permitting the use of any District service for property outside the boundaries of an improvement district or not subject to District taxes, without prior written consent of the District;
- J. Using or attempting to use or connect to any fire hydrant within the District without proper authorization as required by Section 24.04 of this Code; or
- K. Violating or refusing to comply with any condition of service under this Code or with any law or regulation applicable to the use of any such service; including violating any conditions of any permit required for service or to regulate waste, such as a waste discharge permit under Sections 26 or 52 of the Code, or failing or refusing to obtain, maintain or comply with any required permit.

SECTION 72 PENALTIES AND DAMAGES

72.01 GENERAL

A. User and Owner Responsibility. Each person receiving service, or that owns a property that receives service, agrees to pay the District any applicable fees and charges. Such persons are also responsible for all costs and damages in connection with any violation of this Code relating to their service.

B. District Not Liable. The District shall bear no liability for any cost, damage, claim or expense incurred by District or any responsible party or third party on behalf of the District arising from or related to any violation, including, but not limited to, costs, damages, claims or expenses arising from any corrective action of the District. Such corrective actions include, but are not limited to, the removal, confiscation, disposition or use of any device, equipment, improvement or material encroaching on any District property or used in connection with any other violation.

C. District Obligation to Collect Damages. Pursuant to Government Code Section 53069.6, the District shall take all practical and reasonable steps, including appropriate legal action, if necessary, to recover civil damages for the negligent, willful, or unlawful damaging or taking of property of the District.

D. Assessment of Damages. Actual damages resulting from any violation, including late payment or failure or refusal to pay for service and any interest thereon, may be assessed and collected as part of a customer's monthly bill to the extent allowed by law. The District will separately invoice any actual damages not assessed on a monthly bill, including any damages assessed against any responsible person who is not a customer.

E. Unpaid or Partially Paid Bills. Bills issued by the District are due in full as provided in such bills. Failure to timely pay bills in full may lead to a reduction, suspension, or termination of service, as provided in Section 72.02(B), below, in Section 34 of this Code, or pursuant to other provisions of this Code or applicable law. In addition, if bills remain unpaid, in full or in part, the District may lien the delinquent real property and may assess damages and penalties established by District or otherwise authorized by law.

72.02 VIOLATIONS AND GENERAL PENALTIES FOR VIOLATIONS

A. Notice of Violation. Notice and a reasonable period of time to correct a violation will be given prior to the termination, reduction or suspension of service or the imposition of any administrative fine. However, the District may, without notice, correct any condition or violation that endangers the health or safety or impairs any District service, facility or property or is otherwise determined by the District to require immediate action.

1. Investigative Procedures. If a possible violation is identified, observed or reported, the District will contact the allegedly responsible party to investigate. If the violation is in fact occurring, District staff will issue a notice of violation or otherwise inform the responsible party that corrective actions must be taken within a period of time deemed reasonable by the District, taking into consideration the nature of the violation and the potential damage that can arise if the violation continues.

2. Content of Notice of Violation. The notice will describe the violation, indicate the actions that must be taken, and indicate the date by which those actions must be taken. Unless immediate action is required, the notice will provide a reasonable time for the violation to be corrected. The notice will also specify the amount of any delinquency, actual damages or other amounts due the District, if any, and the telephone number of a representative of the District who can provide additional information.

3. No Notice Required; District Action. If the District determines that immediate or prompt correction of the violation is necessary to prevent waste or to maintain the integrity of the water supply, systems or facilities of the District, or for the immediate protection of the health, safety or welfare of persons or property, or for any other compelling reason, the District will take any action deemed necessary (including suspension, reduction or termination of service; locking or removal of meters; or repairs of any improvements) and a notice will be left at the affected parcel specifying any further corrective actions required. Any costs incurred by District and any applicable fines will be the responsibility of the responsible party.

4. Notice; Failure to Comply. The responsible party will be given an opportunity to correct the violation and to provide verbal, written and pictorial exculpatory evidence. If such evidence does not exonerate the responsible parties and if the violation(s) are not corrected to the satisfaction of the District within the time provided, the District may assess cost and penalties, administrative fines and may take any other action or pursue any other remedy available. Furthermore, if the violation concerns any service requirement or facility, or to prevent waste or protect the integrity of the system or the health and safety of the public, the District may suspend, reduce or terminate service to the extent permitted by law.

B. Service Termination, Suspension or Reduction; Removing or Locking Meters. Service may be reduced, suspended or terminated for failure to pay for service or in connection with a violation of this Code or applicable law. Termination, suspension or reduction of service will proceed as follows:

1. Notice Prior to Termination, Suspension or Reduction of Service. Except as provided in Paragraph A, above, or in other provisions of this Code or applicable law, not less than ten (10) days notice will be given prior to the date service is reduced, suspended or terminated; provided that, where service is terminated due to failure to comply with the terms of an amortization agreement, under Section 34 of this Code, only forty-eight (48) hours prior notice is required. The notice will be delivered to

the affected parcel and, if the owner of record does not reside in the affected parcel, a copy of the notice will be forwarded to the owner's address on record with the assessor's office via any available means, such as personal delivery, certified mail return receipt requested, email, fax or fed-ex.

2. Termination for failure to pay for service. The District may discontinue any or all service due to failure to pay the whole or any part of a bill issued by the District. In connection with termination of water service, the provisions of Section 60373 of the Government Code, or any other appropriate provision of law, or as set forth in Section 34 of this Code of Ordinance, will be followed. In connection with sewer, Section 71672 of the California Water Code or other applicable requirements will be followed.

C. Reconnection or Reinstatement of Service, Unlocking or Reinstalling Meters. If service is reduced, suspended or terminated for any reason, each of the following conditions applicable to the situation must be satisfied or arrangements satisfactory to the General Manager or a designee must be made *before* service is reinstated:

1. Outstanding amounts for service bills, including any service charges for benefits derived from the violation, must be paid;

2. All required deposits (including any security deposits), actual damages, fines, costs, charges and penalties must be paid;

3. Any amounts due for the removal, locking, servicing, repair or replacement of meters or other facilities required for service must be paid at the rates in effect at the time of reinstatement, as set forth on **Appendix A** to this Code or other schedule of fees then in effect;

4. All violations and related damages or conditions must have been corrected and/or repaired and evidence satisfactory to the District to that effect and demonstrating that it is safe to reinstate service, must have been provided to and approved by the District; and

5. If the service was originally in the name of a tenant, the District may require the owner of the parcel to request the service account under his or her name and responsibility.

D. Owner Responsibility for Account. In addition to owners' obligations under subsection (A) of section 72.01 and subsection (C)(5) of Section 72.02, above, and any other remedies provided by this Code or by applicable law, Owners may be required to deliver to the District a form of acknowledgement or authorization for service to a tenant. In addition, if (i) a tenant engages in any violation, (ii) if the District has reduced, suspended or terminated any service to a tenant three (3) times within any twenty-four (24) month period or (iii) the tenant has failed or refuses to comply with the terms of payment arrangements with the District four (4) times, the District reserves the right to demand that the property owner take responsibility for services to the tenant-

occupied parcel. The General Manager or a designee shall develop procedures to implement these requirements.

E. Right of Access to Customer's Premises; Interference. If any person refuses to consent to an investigation of a possible violation, or prevents or refuses to allow access to District staff or authorized representatives to any premises or facility during an investigation or in connection with any termination, reduction or suspension of service, the District may seek an injunction or a warrant, as provided in Section 71601 of the Water Code.

F. Other Remedies. In addition to the actions contemplated in this Section, the District may seek other remedies authorized or required by any applicable law, including imposing an administrative fine, pursuant to Section 72.06, or pursuing other available civil or criminal remedies.

72.03 CERTAIN SPECIFIC OPERATIONAL VIOLATIONS

A. Unauthorized Connections. The District shall bear no cost or liability for any unauthorized connection. In addition to other remedies, any unauthorized connection is subject to a Type II fine, pursuant to Section 72.06 depending upon the severity, duration and reoccurrence of the violation and any other factors the District may reasonably take into consideration.., Further, the District may demand that the unauthorized connection be immediately disconnected. In the alternative, if the customer refuses to take immediate action, or if immediate actions is necessary as set forth in Section 72.02(A)(3), above, the District may immediately disconnect, remove, confiscate, destroy or dispose of any parts installed or used for the unauthorized connection, all at the expense of the customer and any other responsible party. To the extent allowed by law, the District may also, immediately or as otherwise deemed advisable by the District, terminate service to any parcel and any person that allows, uses or benefits from such unauthorized connection.

B. Water waste. No customer shall knowingly permit leaks or other wastes of water, including, but not limited to, allowing runoff on any portion of his or her property, engaging in non-permitted uses of water, or failing to take corrective action after notice of any leaks or water waste is given. If the District determines that water waste is occurring, the District will:

1. Notify the customer that they are in violation of the District's Code of Ordinances.

2. Notwithstanding the foregoing, the District may, without prior notice, repair or replace any District controlled facilities at the cost of the person identified as the responsible party, if any.

3. If the water waste is due to a condition within the customer's property or facilities, the District may (i) require the customer to repair or replace the affected facilities, immediately or within a reasonable time, depending on the situation; or (ii) if necessary to prevent further waste, adjust, lock or remove the meter. If any repair

or replacement required is not completed in a timely manner, the District may perform the repair or replacement at the cost of the customer or may terminate service without further notice.

C. Meter Tampering. In addition to other remedies, tampering is subject to a Type II fine pursuant to Section 72.06 depending upon the severity, duration and reoccurrence of the violation and any other factors the District may reasonably take into consideration. Additionally, tampering may be prosecuted as a crime under Section 498 of the California Penal Code, as set forth in Section 73.01 of this Code.

D. Fire Service Violation. Fire service is subject to compliance with all provisions of this Code and the law concerning water service, and failure to comply with such provisions may result in the reduction, suspension, termination or disconnection of water service for fire protection, without any liability to District. Furthermore, illegal connections or other violations relating to fire service are subject to either a Type I or Type II fine, at the option of the District, and may be prosecuted as crimes.

E. Backflow prevention, screens and other safety devices. If service requirements include the installation, testing and maintenance of backflow prevention devices (Section 23.04 of this Code), screens or other safety operational items, in addition to, or in lieu of, other remedies provided herein, the District may apply any of the remedies under Section VI and VII of the District's Ordinance No. 386, as amended or renumbered. Furthermore, violations relating to backflow testing may be prosecuted as set forth in Section 73.01 of this Code. Violations of backflow requirements or knowingly filing a false statement or report required by a local health officer are subject to either a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

F. Violation Concerning Recycled Water Service. In addition to any fine, revocation, suspension or penalty imposed under Section 26 in connection with any violation of said Section, including permit suspension or revocation under Section 26.07.C, the District may (i) suspend or terminate water and or sewer service to the property, the owner and/or the operator; (ii) require payment by the owner for any damage to the District facilities, reimbursement to District of costs and expenses, or fines imposed on the District in connection with such violation; or (iii) prosecute the responsible party under any applicable provision of this Code, the Water Code or the Penal Code. Additionally, any violation concerning recycled water service is subject to either a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

G. Violation Concerning Sewer Service. In addition to any other remedy, fine or penalty provided by this Code or applicable law, failure to comply with any requirements of sewer service, including requirements for the preservation of public health, safety and welfare and including, but not limited to, the requirements established under Article II, Chapter 2, Sections 50 to 56.04 of this Code, as hereafter amended or as supplemented by other District Rules and Regulations for Sewer Service, the California Health and Safety Code, the California Code of Regulations, Titles 17 and 22, and Water

Agency Standards. Furthermore, may be prosecuted as set forth in Section 73.01 of this Code. Additionally, any violation concerning sewer service is subject to a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

H. Theft, Fraud, or Misappropriation. In addition to any other remedy, fine or penalty provided by this Code or applicable law, any violation involving theft, fraud or misappropriation of District water, services, or property is subject to a Type I or Type II fine, at the option of the District, pursuant to Section 72.06, below.

72.04 VIOLATIONS OF CONSERVATION OR OTHER WATER USE RESTRICTION PROVISIONS

The District has established and published conservation measures set forth in Section 39 of the Code. Commencing with declared Level 2 conditions, the District may assess water shortage rates and charges previously adopted. In addition, after notice of the declared water shortage level is given as required by law, any person who uses, causes to be used, or permits the use of water in violation of such requirements (other than a person who qualifies for an applicable exemption, if any) may be assessed damages, penalties and fines.

A. Additional provisions concerning use restriction violations. In addition to payment of actual damages, the following may apply to a violation of any water conservation or water use restriction measure:

1. A change on the account holder shall not cause the account to revert to pre-violation status unless the new account holder provides evidence that it is not related to the violator and had no responsibility for the prior account.
2. The District may reduce, suspend or terminate service to any parcel immediately and without further notice if the violation involves or results in water waste, as set for in Section 72.03(B), above.
3. Willful violations of mandatory conservation measures described in Section 39 of this Code may be enforced by terminating service to the property at which the violation occurs, as provided by Section 356 of the California Water Code.

B. Prosecution for violations of conservation measures. Pursuant to Section 377 and 71644 of the California Water Code, each violation of the District's Conservation Ordinance, set fort in Section 39 of this Code, may be prosecuted as a misdemeanor, punishable by imprisonment in the County jail for no more than thirty (30) days or by a fine, as set forth in subsection (C), below.

C. Assessment of fines for violations of conservation or water use restriction provisions. Any responsible party who fails to comply with any conservation or use restriction measure is subject to the assessment of an administrative Type I fine, added to account, pursuant to Section 72.06, below.

72.05 VIOLATIONS INVOLVING DISTRICT REAL PROPERTY

A. Removal, Disposition and Costs. The District has absolute discretion to determine the corrective action required in connection with any violation involving District real property, including requiring the owner of any unauthorized encroachment or improvement to remove it or taking action to remove it immediately and without notice. Any improvements or uses placed within or on any District property or right of way are subject to the following:

1. Costs and Damages. All costs and damages shall be the responsibility of the customer and any other responsible party. Furthermore, the District shall not be liable for costs to repair or replace any unauthorized encroachment or improvement, or any property, improvement or thing used in connection with, supported by or attached thereto.

2. Burden of proof. The burden shall be on the user to prove to the District's satisfaction, the authority, scope and extent of any right to access, improve or use the District's property. Only written evidence in the form of an agreement, deed, statute, recorded or official map or plat, governmental regulation or other right may be used to establish such claim of right.

B. Notice. In connection with any improvement or use that does not constitute a health hazard and does not interfere with the District's use of its property, the District will give written notice of up to sixty (60) days, at the discretion of the General Manager, to cease, terminate, eliminate or remove the offending improvement, structure or use. Any written notice will be given to the responsible party or posted at the property where the trespass or encroachment occurs. If the responsible party is not the owner of any real property affected by the violation, the District will also give notice to the owner of record at the address on record with the assessor's office via personal delivery, certified mail return receipt requested or via Fed-Ex.

C. Immediate action. In connection with any improvement that constitutes a health hazard or interferes with the District's use of any District property, the District will take any immediate action deemed necessary by the General Manager.

D. Fines. In addition to all other remedies provided under this Article or under applicable law, the District may impose a fine as provided in Section 72.06. Additionally, the District may impose a fine up to either the amount specified on any sign, or a Type I or Type II fine, at the option of the District, in connection with any trespass on District property in violation of a sign prohibiting trespassing, pursuant to Section 72.06, below.

E. Separate violation. A separate violation will accrue for each day after the deadline to cease, terminate, eliminate or remove the trespass or encroachment, as set forth in the notice.

72.06 ADMINISTRATIVE FINES

Any administrative fines established herein shall be in the nature of civil penalties and shall be additional and cumulative to any other fines, damages or any other charges established by the District and are also separate from and cumulative to any other civil or criminal penalty, fine or remedy. In connection with each violation, the District may assess a fine up to the amount specified in the schedule of fines for the type of fine being imposed.

Each day during which a violation is in effect constitutes a separate violation and violations are cumulative while the account is in the name of the original violator or any person that participated in or benefited from the violation. Except where the violation creates an immediate danger to health or safety, the person responsible for the continuing violation will be provided a reasonable period of time to correct or otherwise remedy the violation(s) prior to the imposition of administrative fines.

A. Assessment of Fines for Technical Violations of Other Code Provisions. Any person who engages in a violation of any provision of this Code is subject to the assessment of a separate administrative Type I Fine, unless subject to a more severe fine as set forth in this Code.

B. Assessment of Separate Fines.

Nothing in this code or the limits specified per violation shall prevent the imposition of separate fines for each separate violation committed during a single act. For example, in connection with a violation concerning sewer service that involves a trespass on any portion of the District's real property, separate fines may be assessed for the trespass, the damage to District personal property, the damage to District real property; the damage to the sewer system and the activity resulting on all the damages.

C. Types of Fines. The amount for each type of fine specified below may increase automatically to reflect any higher amount authorized by law or regulation. The District has determined to establish two types of fines based on the nature of the violation, as follows:

1. Type I Fine. Any violation that does not have the potential to endanger the health or safety of the public. The fine will not exceed the amount specified in the Section 36900(b) of the California Government Code or Appendix A for a first, second, third or each additional violation of that same ordinance or requirement within a twelve-month period.

2. Type II Fine. Any violation that has the potential to endanger the health or safety, including, but not limited to, unauthorized or illegal connections, meter tampering, water theft, , or knowingly filing a false statement or report required by a local health officer . The fine will not exceed the amount specified on Appendix A per each day the violation is identified or continues.

D. Collection of Fines. Any fines assessed by the District are payable directly to the District, are due upon issuance or as otherwise indicated on the notice or bill, and are delinquent 30 calendar days from the due date.

E. Notice of Administrative Fine; Content. Notice of an administrative fine pursuant to this section will contain the following information: (i) a brief description of the violation(s); (ii) the date and location of the violation(s); (iii) a brief description of corrective action(s) required, as appropriate; (iv) a statement explaining that each day the violation continues constitutes a new violation; (v) in the case of violations creating an immediate danger to health or safety, the amount of civil penalty assessed or, in all other cases, the amount of civil penalty to be assessed if the violation(s) are not corrected within the time provided by the notice; (vi) a statement of the procedure for payment and the consequences of failure to pay; (vii) contact information for the District employee that should be contacted to discuss the notice and provide evidence of compliance; and (viii) a brief statement describing the responsible party's right to request further review, pursuant to subsection (F), below.

F. Option for Board Review. Persons receiving a Notice of Administrative Fine may request Board review. The request for Board consideration must be in writing, must be received by the District Secretary within ten (10) calendar days from the date of the notice and must include contact information, an explanation of the basis for the request, and any supporting documentation said person(s) wish to provide to the Board for review and consideration. District staff will review the petitioner's request and will make a recommendation to the Board in light of its investigation. The District will provide notice of the date, time and place for Board consideration by electronic means, facsimile or first class mail sent to the return addressee indicated on the written request.

G. Any fines assessed pursuant to the Notice of Administrative Fines must be timely paid notwithstanding the filing of a request for Board review.

At the time of Board review, the petitioner may, address the Board and respond to the charges to show good cause why the fine should not be imposed; however, the customer is not entitled to a full judicial-type hearing with cross examination, sworn testimony, etc. In accordance with the provisions of Government Code Section 53069.4, the Board's determination shall be final and conclusive, and shall be deemed confirmed, if not appealed within 20 calendar days to the Superior Court of the County of San Diego.

SECTION 73 ADDITIONAL DISTRICT REMEDIES

Each day during which a violation commences or continues shall constitute a separate violation which may be so prosecuted. In addition to, or on lieu of any damages, fines or other remedies provided in any other section of this Code, at the District's sole and absolute discretion, the District may enforce any other remedies available to it in law or equity.

73.01 OTHER REMEDIES OF DISTRICT

A. Collection of Unpaid Bills on Tax Roll. Pursuant to the provisions of the Health and Safety Code, commencing with Section 5470, the District may cause delinquent charges for services to be collected on the tax roll in the same manner as its general taxes.

B. Costs of Suit. Any person who violates any provision of this Code of Ordinance shall be liable for costs of any civil suit required to enforce the District's rights, including but not limited to reasonable attorney's fees in accordance with Civil Code Section 1882.2. The provisions of Civil Code Section 1882 *et seq.* are incorporated herein by reference. This Article shall be interpreted so as to be consistent with Civil Code Sections 1882 *et seq.*

C. Reward. In accordance with Government Code Section 53069.5, the District may offer and pay a reward, in an amount determined by the District, for information leading to the determination of the identity of, and the apprehension of, any person whose willful misconduct results in injury or death to any person or who willfully damages or destroys any property of the District or any property of any other local agency or state or federal agency located within the boundaries of the District. The person who has willfully damaged or destroyed such property shall be liable for the amount of any reward paid pursuant to this section.

D. Parental liability for Acts of Minors. If a violation is due to the acts of a minor child, the minor and his or her parents or guardians, as applicable, shall be jointly and severally liable to the maximum extent allowed by law, including parental liability pursuant to Section 1714.1 of the California Code of Civil Procedure, as hereafter amended or renumbered.

E. Backflow testing; Prosecution. A person is guilty of a misdemeanor in connection with the violation of any provision of the California Code of Regulations concerning backflow testing, including non-compliance with any order to test, knowingly filing a false statement or report concerning any information required by the District or failure to use a person qualified to conduct the testing. Such misdemeanor is punishable by a fine of up to \$500 or by imprisonment not exceeding 30 days. Each day of a violation is a separate offense.

F. Sewer Service Violation; Prosecution. Pursuant to Section 71689.27 of the Water Code of the State of California, upon conviction of a violation of any ordinance or provision of this Code concerning the sewer system the person shall be punished by being imprisoned in the county jail.

G. Theft of Utility Services, Water or Waterworks; Prosecution. Pursuant to Sections 498, 624 and 625 of the Penal Code of the State of California, theft of District facilities or theft of water or other utility services, including theft through unauthorized connections, may be prosecuted as a crime.

H. Prosecution of Code Violations. The District may, at its option, prosecute or cause to be prosecuted any violation of this Code of Ordinance or any other Ordinance of the District as a misdemeanor, pursuant to Section 71600 of the California Water Code.

I. Receipt or Purchase of Stolen Property; Prosecution. Pursuant to Section 496a of the Penal Code of the State of California, purchase or receipt of stolen property belonging to the water system, may be prosecuted as a crime.

J. Junk Dealers and Recyclers; Remedies. To the extent provided by law, including the provisions of AB844, approved by the Governor and chaptered in September of 2008, the District will pursue remedies available through or against any junk dealer or recycler that purchases any District property without prior written authorization from District.

73.02 NOTICE TO DISTRICT CONCERNING VIOLATIONS

Any person noticing or discovering an unauthorized connection to the District's sewer, water or recycled water system from a parcel owned or occupied by such person must notify the District immediately. If the unauthorized connection affects a parcel owned by the person, he or she must remove the unauthorized connection immediately and must notify the District. If the person rents or leases the affected parcel, the person shall provide the District the name and contact information of the owner of the parcel.

73.03 SEVERABILITY

If any portion of any chapter, section, subsection, paragraph, sentence, clause, or phrase of this Article is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, independent and severable provision and such holding shall not affect the validity of the remaining portions hereof.



Facilities Management & Development

August 31, 2015

**Re: Sharp Chula Vista Medical Center Letter of Appeal of:
Notice of Fine Assessed – Tampering with District Valve, Water Theft, and Backflow Violations.**

**To: Board of Directors C/O Susan Cruz
Otay Water District
2554 Sweetwater Springs Blvd.
Spring Valley, CA 91978-2004
(619) 670-2222 www.otaywater.gov**

Dear Sir or Madam,

Sharp Chula Vista Medical Center is currently working to complete a major campus improvement project that includes the construction of three new surface parking lots, a seven story parking structure, new loop road and utility loop connecting both sides of the campus. Part of the utility loop includes new Otay Water District utilities for domestic, irrigation and fire water services on the hospital campus. This utility work includes the installation of a new fire loop with backflow devices on either end, a new domestic water loop with a 4" meter and backflow device at each end, and a new 1-1/2" potable irrigation meter.

Last week the hospital received a letter indicating that Otay Water District had assessed \$22,000 worth of fines associated with testing that a contractor working for the hospital, Kyne Construction Inc., had performed on the new water utilities being installed. As Sharp Healthcare, and all of its entities, strive to be a model of regulatory compliance, we will not tolerate any violations of building codes or laws, by our contractors or our staff, on any of our construction projects. Having received this notice, hospital staff immediately interviewed the construction and inspection teams associated with this work to determine if the noted violations had indeed occurred as described in the district's notice. Based on our internal investigation we do not believe that the assertions of the district inspector are correct, and we would like to formally appeal the assessment of these fines on the hospital.

Our belief that these fines are not justly assessed is based on the following chronology of events:

Sharp Chula Vista Medical Center retained the services of the Design Builder Barnhart Reese Construction Co., who sub-contracted the work in question to Kyne Construction, Inc. Per Dan George, Kyne Construction's foreman for the work, the following chronology of events took place on July 28, 2015.

Dan George, the foreman for Kyne Construction, and his crew were pressure testing the newly installed fire line and domestic water line, on the loop road under construction at Sharp Chula Vista Medical Center. The testing of the water lines had been witnessed by Jim Thomson, Sharp's senior Inspector of Record, to satisfy testing requirements of the State of California for Hospital Utilities. Earlier in the morning the Kyne crew had filled both the domestic water line and the fire water line from the top of the jobsite at the metered backflows that had already been installed and approved by Otay Water District staff. After filling the piping in the loop they then bled the air at the newly installed air vac. and backflows at the bottom of the jobsite, near Medical Center Court. The foreman had just finished pressurizing the fire line and domestic water line at

Facilities Management & Development

the backflows, at the bottom of the jobsite, when Larry Cannon, the Otay Water District inspector, arrived on the jobsite.

Upon arrival the inspector asked Kyne's foreman what was happening. The foreman explained that he had been testing the looped fire line and domestic water line for the Hospital's inspector. The Otay Water District inspector appeared to get upset that test gauges were installed on the backflows and directed the foreman to bleed the pressure off of the the water lines immediately. The foreman requested the inspector's reason for this action and was told that he was stealing water. The foreman then explained to the district inspector that he had filled both water lines from the top of the jobsite where Otay Water District had previously approved and set new water meters weeks earlier.

The district inspector then stated that the foreman could not pressure test up against district valves. The foreman explained that he had the valves on the backflows closed off and that there were check valves in the backflows that would not let the water go back into the district lines. The foreman also explained that a couple of weeks earlier that he and this same inspector had tested these same backflows together, the same way, with the same gauges, and had also flushed water out of these backflows to complete their bac-t samples (plate count test). The inspector told the foreman that the pressure test that they completed was different and that the foreman needed to take the gauges off immediately. The foreman then bled the water pressure down to take the gauges off and the inspector went to his truck and retrieved his valve key. He opened up the valve cans and told the foreman that the valves in the street were in the open position and again, stated that the foreman was stealing water. The foreman again explained to the inspector that neither he, nor anyone else from Kyne Construction, had touched any of the valves in the street, that the water had been drawn from the approved meter on the other end of the loop road. The foreman noted that it was possible that district staff had not turned off the valves in the street the last time they had tested and flushed their new lines from the valves in the street to the new backflows.

Based on the chronology events witnessed by the entire construction crew on site the following facts are presented in regards to the violations and fines assessed:

In Regards to Violation 1: Tampering with District Facilities- No Kyne Construction employee, hospital employee or contractor touched the valves in the street, and no evidence or witness thereof has been presented to substantiate this.

In regards to Violation 2: Water theft- Metered water from the top of the looped system was used to fill and test the new water lines to meet state guidelines. An audit of the newly installed meters can substantiate that the hospital has been drawing water from these meters for this purpose. The water that the district inspector referred to in his statements was waste water generated from bleeding the air from the line while it was being filled from the backflows previously certified by the City using metered water from the other side of the loop.

In regards to Violation 3: Backflow and cross connection violations- Again, The backflows/lines in question were being charged through previously approved backflows and water meters, on the other side of the loop, which would eliminate the possibility of any cross connection occurring. In addition, the backflows that the test gauges were on had been pressure tested by the District Inspector and Kyne Construction's foreman together and bac-t samples were taken and passed by an independent lab.

Facilities Management & Development

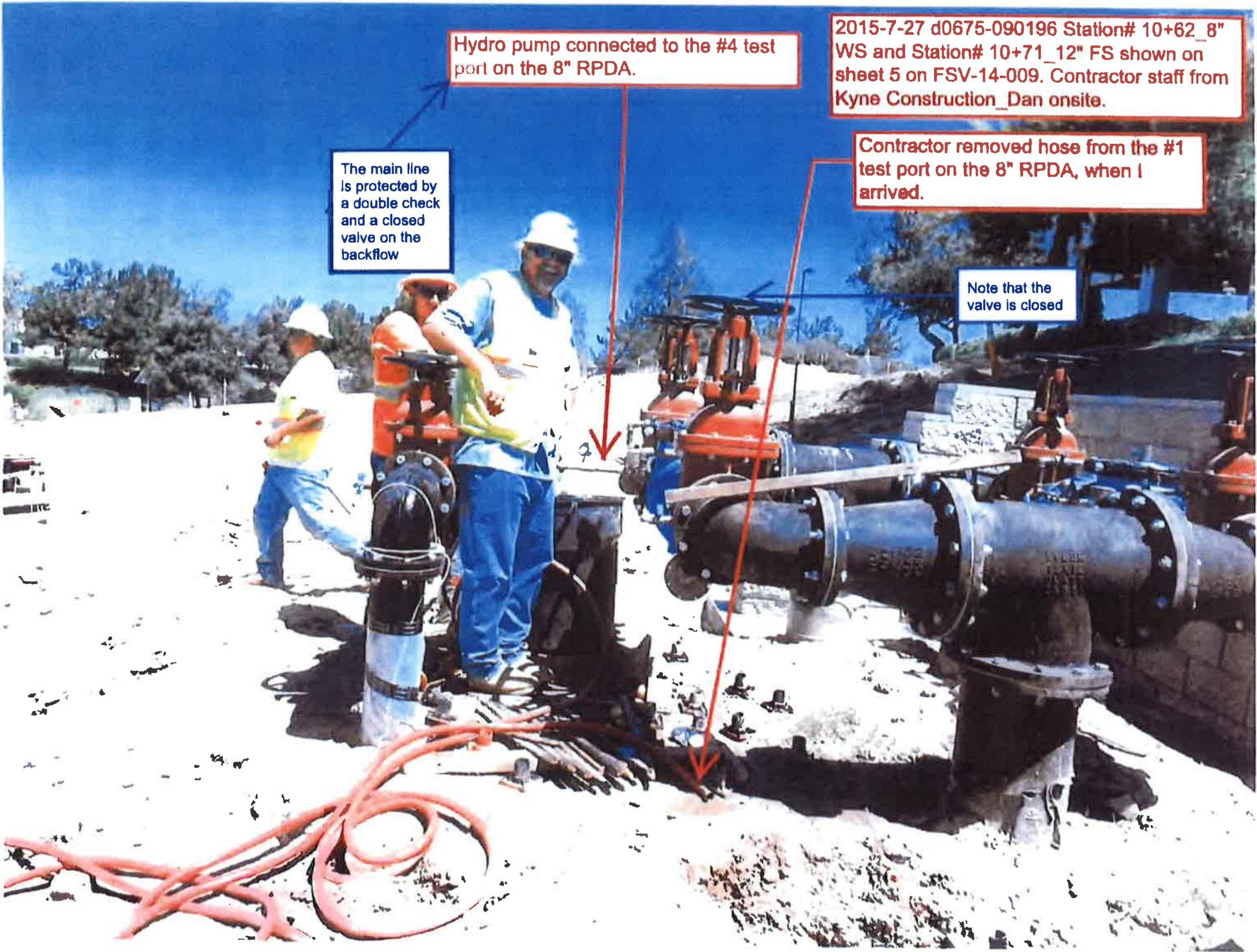
So in closing I hope that this will resolve any misunderstanding and that the district will properly consider our appeal, as regulatory compliance is our top priority and the hospital would never condone a knowing violation of any of the polices noted in the District's letter.

Respectfully,



Matthew Teichner
Senior Project Manager
Facilities Management and Development
Sharp Chula Vista Medical Center
Sharp HealthCare
858-334-8126 matthew.teichner@sharp.com

Attachments: Otay Water District inspector's photos with Blue Comment Responses.



Hydro pump connected to the #4 test port on the 8" RPDA.

2015-7-27 d0675-090196 Station# 10+62_8" WS and Station# 10+71_12" FS shown on sheet 5 on FSV-14-009. Contractor staff from Kyne Construction_Dan onsite.

The main line is protected by a double check and a closed valve on the backflow

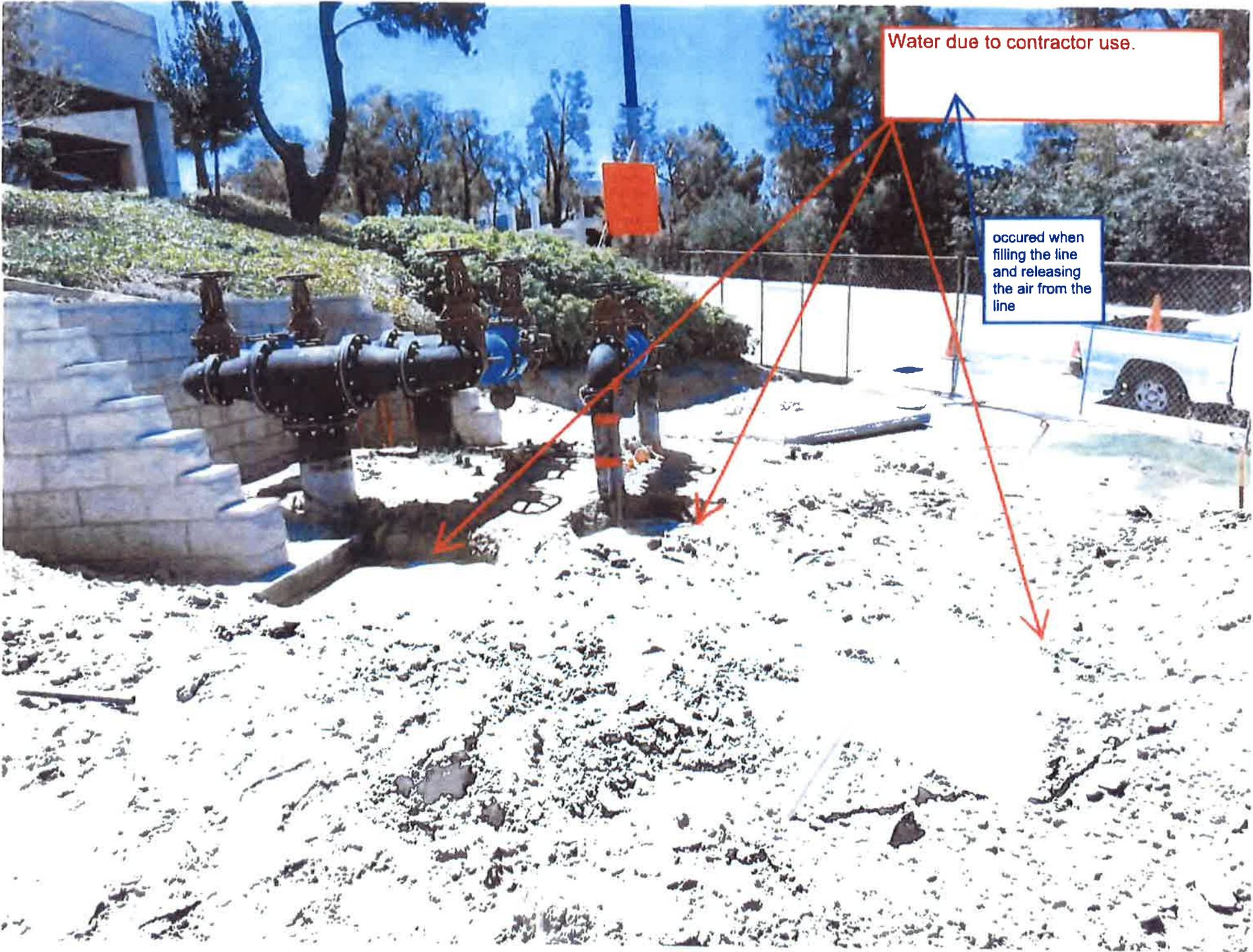
Contractor removed hose from the #1 test port on the 8" RPDA, when I arrived.

Note that the valve is closed



Water is being metered and fed from the upper supply

Contractor blowing non-metered water out of the #4 test port. Location has not been certified or approved by district inspection.



Water due to contractor use.

occured when filling the line and releasing the air from the line

circuits to District rural facilities, consolidation of service administration and potential cost savings.

Background:

The District's current telecommunication service carrier, AT&T, requires management of four (4) different service accounts, with payments to four (4) different processing centers. This combination places a significant amount of monthly administrative overhead on District staff. Additionally, over the past three (3) years, AT&T has assigned five (5) different account managers to the District, which has made it difficult to obtain consistent and reliable vendor support. AT&T's response to District requests are often delayed and requires extensive follow-up by staff.

Connectivity Service:

Currently, AT&T and other telecommunication service carriers, offer limited or no circuit connectivity to many of the District's rural facilities. It is the District's desire to extend physical network connectivity to the outlying rural facilities, which currently rely solely on wireless radio connectivity for SCADA and security services. With the growing radio frequency traffic in the District's rural footprint, connectivity, reliability, security, and performance issues continue to be a consistent concern. To remedy these issues, physical circuit connectivity offers the best solution. The existing wireless radio network will remain as a backup transmission system during the remainder of its useful life. Service consolidation to one (1) vendor will also be of great benefit as support needs will be directed to one (1) call center.

Requirements:

Staff conducted an analysis of current and future District telecommunication service needs. Requirements were also developed to include local, long-distance, E-911 (enhanced 911), Internet, field connectivity, and customer service support. Staff solicited quotes from three (3) vendors: Cox Communications, Cogent Communications, and AT&T. Of the quotes submitted, staff received one (1) qualified quote from Cox Communications that met all of the District's requirements. Cogent Communications did not meet the District's listed requirements as they required extensive time and financial resources to meet the District's needs. AT&T, although currently providing local and long-distance services for the District, was deemed unresponsive for the proposed network connectivity and E-911 requested services.

Selection Recommendation:

Based on the District's requirements, staff conducted a services analysis (Attachment B). The panel consisted of the Purchasing & Facilities Manager, Assistant Chief of Admin & IT Services, and IT Manager. The decision analysis was based on services offered,

consolidation of services with one vendor, and cost. Below is an informational table of the providers and the District's required services. Of the requested combined services, Cox Communications proved to be the best choice as they are able to readily provide all of the District's required services and are within budget. Cogent, one of the carrier broker providers, could potentially provide these services, however, the cost would amount to \$673,000 per year due to the unavailability of infrastructure in the requested areas. IT staff also reached out to AT&T, the District's current telecommunication provider, however, they were deemed unresponsive, as they did not respond to our service request.

Services Offered					
Providers	Local/Long Distance	E-911	Internet	Network/Facility Connectivity	Yearly Cost
AT&T	Yes	No	Yes	Unresponsive	\$125,000
Cox	Yes	Yes	Yes	Yes	\$126,000
Cogent	No	No	Yes	Yes	\$673,000

**In preparation for these services, staff also researched cooperative purchasing organizations within the state to include CalNet (California Network/Technology) and NASPO (National Association of State Procurement Officials); standard pricing for internet connectivity and activation ranged from \$375.00 to \$700.00 per month per site for services, which far exceeds what staff received from Cox proposed pricing.*

In the event of unsatisfactory service and/or any extended connectivity disruptions, the District will have the option to cancel services during the contract period. The District will continue to maintain the existing Firetide wireless network as a backup to the primary physical circuit connectivity network in the North part of our service footprint. Upon the end of its useful life, the Firetide Wireless network will not be upgraded nor replaced. Replacing wireless components in the North and installing new in the South and Central service footprint, would incur an approximate cost of \$400,000.00, plus an annual recurring support contract of \$40,000. Additionally, by combining these services, the District will also eliminate an external recurring contract of \$25,000, which currently supports the maintenance of the existing Firetide wireless network. The transition to physical circuit connectivity with Cox Communications will result in projected operational savings of \$725,000 throughout five (5) service years. The new services will also be managed by internal IT staff.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

O&M Totals:

As in previous years, monies for these services have been budgeted in the IT O&M budget, which are currently available for FY2016.

Contract service payment will be executed on a monthly schedule totaling \$126,000.00 per fiscal year, or \$630,000.00 over five (5) years. No increase in the overall IT O&M budget is expected.

Capital Totals:

The capital costs for the hardware devices (routers, switches, and firewalls) total \$45,000.00 and will be charged to CIP 2569, Metro Ethernet Implementation/District Facilities. This account has a FY2016 budget of \$100,000.00. After this expenditure, the CIP will have a remaining balance of \$55,000.00. The Project Manager has reviewed the budget and has determined that there is sufficient funding to complete CIP 2569.

STRATEGIC GOAL:

These items are in support of the District's required services and Strategic Plan, which specifically improve the overall operating costs and ensures business continuity.

LEGAL IMPACT:

None.

ATTACHMENTS:

Attachment A - Committee Action Report
Attachment B - Services Analysis



ATTACHMENT A

SUBJECT/PROJECT:	REPLACEMENT AND UPGRADE OF TELECOMMUNICATION SERVICES FOR FISCAL YEARS 2016-2020
-------------------------	---

COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on September 23, 2015. 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.



ATTACHMENT B

DISTRICT REQUIRED SERVICES													
		AT&T				COGENT COMMUNICATIONS				COX COMMUNICATIONS			
Otay Facility	Physical Address	L/LD	E-911	INT	N/FC	L/LD	E-911	INT	N/FC	L/LD	E-911	INT	N/FC
Administration Building	2554 Sweetwater Springs Blvd	Yes	No	Yes	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Treatment Plant	11901 Singer Lane	Yes	No	Yes	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
657-1 Reservoir	1156 Bernardino	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Pointe Hydro PS	10105 Pure Waters Court	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1004-2 PS	1306 Buena Vista Ave	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1004-2 Reservoir	1828 La Presa Avenue	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Summit Chlorine Station	444 Ruxton Avenue	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1100-1 Hydro PS	475 Coastal Hills Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
803-2 Reservoir	2568 Pence Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
978-1 PS	1612 Vista Grande Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1200 PS	2542 Pence Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1200-1 Reservoir	1697 Burriss Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Cottonwood Hydro PS	2508 Windriver Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes

Key: L/LD – Local/Long Distance | INT – Internet | N/FC – Network/Facility Connectivity | UR - Unresponsive

DISTRICT REQUIRED SERVICES

Otay Facility	Physical Address	AT&T				COGENT COMMUNICATIONS				COX COMMUNICATIONS			
		L/LD	E-911	INT	N/FC	L/LD	E-911	INT	N/FC	L/LD	E-911	INT	N/FC
711-1 PS	10391 Otay Lakes Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
624-1 Reservoir	10389 Otay Lakes Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1296-1 PS	3102 Vista Diego Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1296-1 Reservoir	13635 Bear Mt Way	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Vista Diego Hydro PS	3151 Vista Diego Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1485-1 Reservoir	15008 Lyons Valley Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1485-2 PS	14303 Lyons Valley Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1655-1 Hydro PS	14810 Presilla Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
458-1 Reservoir	651 Barrow Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
680-1 Recycled PS	1680 Maxwell Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Hidden Mountain Sewer LS	1256 Hidden Mountain Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
485-1 Reservoir	996 East H Street	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
624-3 Reservoir	1230 Eastlake Pkwy	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
711-1 Reservoir	1034 Park Meadows Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
980-1 PS	2406 Otay Lakes Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
624-2 Reservoir	2010 Gotham	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
944 Recycled PS	1390 S Greensview Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes

Key: L/LD – Local/Long Distance | INT – Internet | N/FC – Network/Facility Connectivity | UR – Unresponsive

DISTRICT REQUIRED SERVICES

		AT&T				COGENT COMMUNICATIONS				COX COMMUNICATIONS			
Otay Facility	Physical Address	L/LD	E-911	INT	N/FC	L/LD	E-911	INT	N/FC	L/LD	E-911	INT	N/FC
850-3 Reservoir	12887 Wieghorst Way	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
832-1 PS	12176 Campo Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
832-1 Reservoir	12118 Campo Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
850-2 PS	11880 Campo Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1090-1 Reservoir	12300 Millar Anita Lane	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
1090-1 PS	3029 Miller Ranch Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
978-2 Reservoir	1124 Vista Grande Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
30' Strip of Land	Alta Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
944-1 PS	13255 Campo Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Calavo PS	3700 Avocado Blvd	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Russell Square Sewer PS	5139 ½ Russell Sq.	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Steele Canyon PS	11977 Singer Lane	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Cottonwood Meadows Sewer LS	3550 Par Four Drive	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
850-2 Reservoir	2105 Ledge Ave	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
624-1 PS	1503 Wueste Road	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
711-3 Reservoir	520 Hunte Parkway	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes
980-1 Reservoir	360 Hunte Parkway	Yes	No	UR	UR	No	No	Yes	Yes	Yes	Yes	Yes	Yes

Key: L/LD – Local/Long Distance | INT – Internet | N/FC – Network/Facility Connectivity | UR - Unresponsive

AGENDA ITEM 7



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 7, 2015
		PROJECT:	DIV. NO.: ALL
SUBMITTED BY:	Geoff Stevens, Chief Information Officer		
APPROVED BY:	<input checked="" type="checkbox"/> German Alvarez, Assistant General Manager		
	<input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	FY15 YEAR-END REPORT FOR THE DISTRICT'S FY15-18 STRATEGIC PLAN		

GENERAL MANAGER'S RECOMMENDATION:

No recommendation. This is an informational item only.

COMMITTEE ACTION:

Please see "Attachment A".

PURPOSE:

To provide a final report on the District's FY15-18 Strategic Performance Plan for FY15.

ANALYSIS:

Phase One Completed and Successful

The District has completed the first year of the FY15-18 Strategic Plan. Overall, results for the plan are positive with both the strategic objectives and the performance measures exceeding their goals of 90% and 75%, respectively. In particular, the effort to temporarily concentrate on fewer objectives in FY15 to allow us to complete two large projects (work order and SCADA system replacement) was successful and allows us to increase our focus on more discrete levels of performance measurement using this new foundation. As requested by the Board last year, staff has added year-to-year trends for performance measures, which have appropriate data.

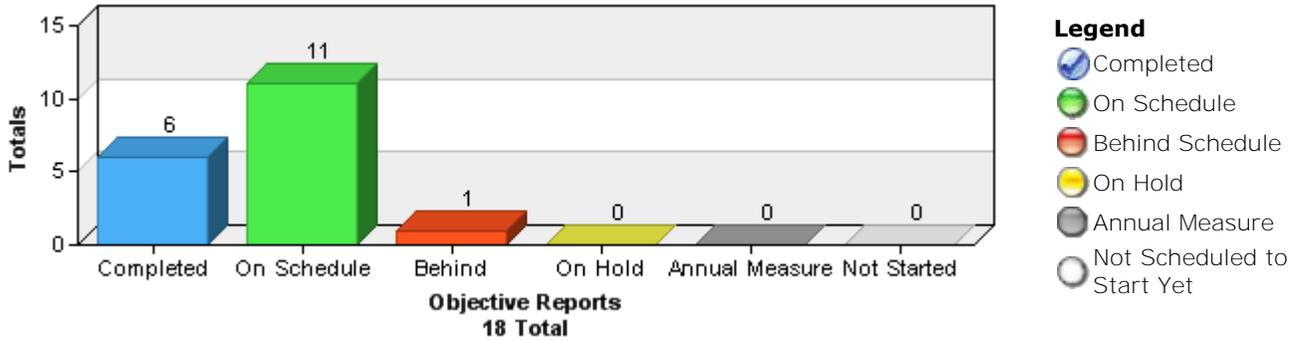
Strategic Plan Objectives - Impact of Phasing

Strategic Plan objectives are designed to ensure we are making the appropriate high-level changes necessary to move the District in the planned direction to meet new challenges and harness opportunities.

Objective results for FY15 are above target at 94% complete, ahead or on schedule. These results are an improvement from FY14 where we had an 82% average.

17/18 or 94% of Strategic Objectives Meet or Exceed Expectations

Objectives: All Departments



Almost all of the Strategic objectives in FY15 were on track. The only exception was item, 1.1.1.1, Enhancing Customer Communications Utilizing the Phone System, which was delayed because of a postponed phone system upgrade, which is now complete.

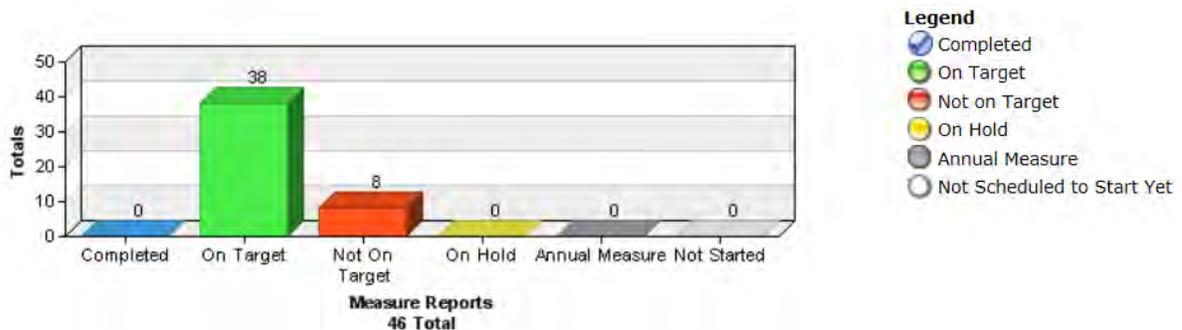
Performance Measures - Target 75%

Performance measures are designed to track the day-to-day performance of the District. These items measure the effectiveness and efficiency of daily operations. The overall goal is that at least 75% of these measures be rated "on target". FY15 Quarter 4 District results are well above target with 38 of 43 (88%) items achieving the desired level or better.

The performance measures are substantially unchanged in FY15 from the previous plan. However, in line with our FY16-18 plan, we intend to add or modify a few specific measures which document performance more accurately, specifically moving to capture and set targets for unit costing, like the actual cost to set a meter or replace a valve. We will strive, however, to keep many measures the same so that we can see the long term trends on important measures.

38/46 or 83% of Performance Measures Are On or Above Target

YTD Measures: All Departments



Items Not On Target

5.4.521	Tank Inspection and Cleaning
1.4.104	Health & Safety Severity Rate (QualServe)
5.2.503	Planned Recycled Water Maintenance Ratio in \$
5.3.519	Emergency Facility Testing
5.3.512	Water Distribution System Integrity (QualServe)
2.2.200	CIP Project Expenditures vs. Budget
5.3.513	Planned Water Service Disruption Rate (QualServe)
5.1.500	Unplanned Disruptions (QualServe)

QualServe Benchmarking Perspective

The District participates in a benchmarking program developed by AWWA. We utilize 16 measures designed by QualServe. Of the 16, we are on target for 12 of 16 or 75%. The four items not on target are: Unplanned Disruptions, Planned Water Service Disruption Rate, Water Distribution System Integrity, and Health & Safety Severity. This result is somewhat lower than our performance in 2014, in part because we planned more outages in FY15 and also experienced more pipe breaks during the first 2 quarters of FY15 than FY14 (94 vs 66).

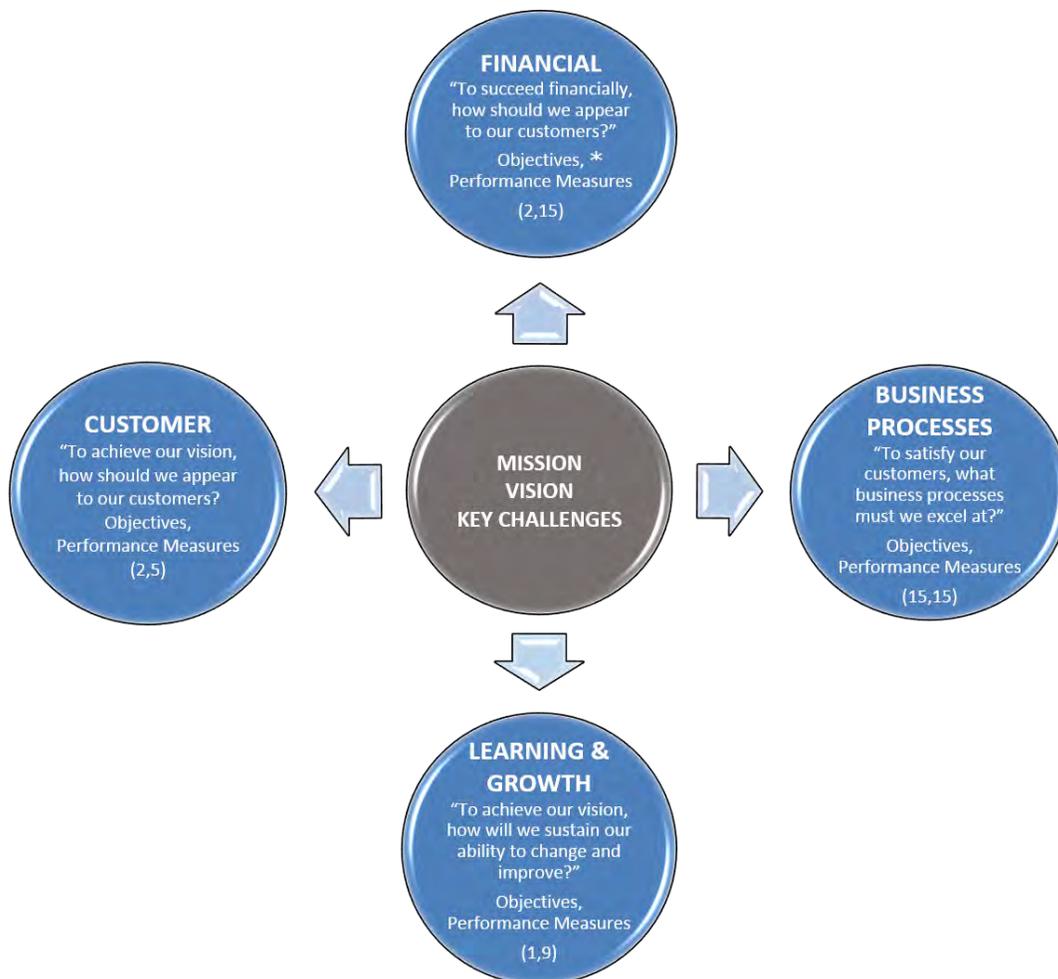
	Measure*	Target	Result	Target Met
Sewer Ops	Collection System Integrity (QualServe)	3.5	0	Yes
Sewer Ops	Direct Cost of Treatment per MGD (QualServe)	1050	785.11	Yes
Sewer Ops	O&M Cost per MG Processed of Wastewater (QualServe)	1925	1150.13	Yes
Sewer Ops	Sewer Overflow Rate (QualServe)	0	0	Yes
Sewer Ops	Planned Wastewater Maintenance Ratio in \$ (QualServe)	77.00	91.62	Yes
Customer Relations	Unplanned Disruptions (QualServe)	.7	2.0	No
Customer Relations	Technical Quality Complaint (QualServe)	9	3.69	Yes
Customer Relations	Billing Accuracy (QualServe)	99.8	99.81	Yes
Customer Relations	Planned Water Service Disruption Rate (QualServe)	2.5	3.45	No
Water Ops	Distribution System Loss (QualServe)	5%	2.5	Yes
Water Ops	Potable Water Compliance Rate (QualServe)	100%	100	Yes
Water Ops	O&M Cost per Account (QualServe)	512	511	Yes
Water Ops	Water Distribution System Integrity (QualServe)	16	17.13	No
Water Ops	Planned Potable Water Maintenance Ratio in \$ (QualServe)	66%	66	Yes
Business Ops	Debt Coverage Ratio (QualServe)	148.6	195	Yes
Org Dev	Health & Safety Severity Rate (QualServe)	30	60.8	No

*Items in red are below target

Annual Review of Composition of Balanced Scorecard Objectives and Measures

The Balanced Scorecard continues to be used as a core methodology for the District's Strategic Plan and is widely adopted by businesses internationally. The Scorecard itself was developed by Kaplan and Norton and published in 1992 in the Harvard Business Review. The model has evolved over time with minor modification. In brief, the Balanced Scorecard urges that goals and measures be developed in four basic areas, customer, finance, business process, and learning and growth. One addition to update the model was the inclusion of a "key challenge" to provide better focus across multiple areas and goals. We do have goals and measures in each category and our plan is heavily weighted in the area of business process improvement and to some extent finance. Also, our key challenge states that we are determined to measure and document our progress towards utilizing cost based metrics where possible. Given that many of our strategies call for business process change and improvement with a focus on reducing costs it makes sense that this area of the scorecard is most heavily populated.

Balanced Scorecard Model*



*Number in parenthesis equal to # of goals and measures in each category

Customer

Goals

Enhance Communications with Customers using our new phone system

Regularly produce and evaluate communications tools and explore the effective use of new media options including: electronic newsletters, auto-dialer services, video streaming, social networks, or web media to ensure the District's outreach efforts are cost-effectively reaching all stakeholders

Measures

Customer Satisfaction

Answer Rate

Customer Satisfaction with website
Unplanned Disruptions (QualServe)

Technical Quality Complaint (QualServe)

Financial

Goals

Improve financial planning and communication regarding the expenditure of District Funds

Implement an internal audit program for the District with the purpose of ensuring adequate controls are in place to safeguard the property of the District

Measures

CIP Project Expenditures vs. Budget

Construction Change Order Incidence (without allowances)

O&M Cost per Account (QualServe)

Billing Accuracy (QualServe)

Overtime Percentage

Sewer Rate Ranking

Water Rate Ranking

Debt Coverage Ratio (QualServe)
Reserve Level

Planned Potable Water Maintenance Ratio in \$ (QualServe)

Planned Recycled Water Maintenance Ratio in \$

Planned Wastewater Maintenance Ratio in \$ (QualServe)

Direct Cost of Treatment per MGD (QualServe)

O&M Cost per MG Processed of Wastewater (QualServe)

Leak Detection Program

Business Processes

Goals

Evaluate and enhance the District's water conservation programs and services

Re-negotiate the SBWRP recycled water supply agreement with City of San Diego

Evaluate and provide recommendations to the City of San Diego Pure Water Program

Update Water Facilities Master Plan

Evaluate options to efficiently manage and operate a sewer system in the Jamacha Basin with San Diego County Sanitation

Implement GIS centric data structures, tools, and mechanisms for asset management

Enhance security processes and planning

Improve and streamline meter related processes

Implement GIS-centric work order system

Evaluate opportunities to combine or transfer similar work functions

Replace SCADA software system

Improve the operating cost and efficiency of data center and network services

Streamline Finance business processes

Develop asset management criticality and condition assessment for District facilities

Implement wireless radio and data network for SCADA & Field operations

Measures

Mark-out Accuracy

Project Closeout Time

Distribution System Loss (QualServe)

Network Availability

Percent of PMs completed-Fleet Maintenance

Percentage of PMs completed-Reclamation Plant

Percentage of PMs completed-Pump/Electric Section

System Valve Exercising Program

Water Distribution System Integrity (QualServe)

Planned Water Service Disruption Rate (QualServe)

Potable Water Compliance Rate (QualServe)

Collection System Integrity (QualServe)

Recycled Water System Integrity

Emergency Facility Testing

Critical Valve Exercising

Learning & Growth

Goals

Finalize negotiations of a successor Memorandum of Understanding for represented employees and implement related compensation and benefits for unrepresented employees and implement updates to policies and MOU

Measures

Health & Safety Severity Rate (QualServe)

Employee Turnover Rate

Training Hours per Employee

Safety Training Program

Website Visits

Tank Inspection and Cleaning

Main Flushing and Fire Hydrant Maintenance

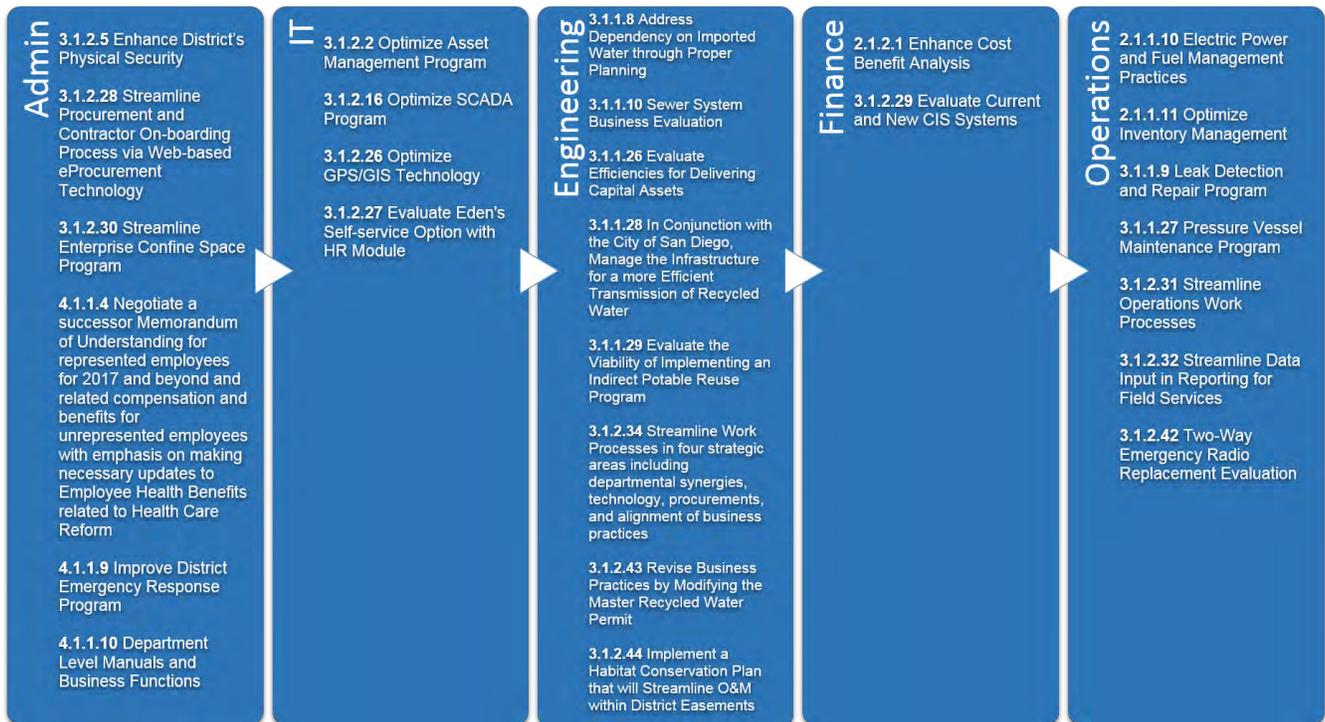
Annual Recycled Water Site Inspections

Recycled Water Shutdown Testing

Next Steps - FY16-18

The completion of Phase 1 of the FY15-18 Strategic Plan was a significant accomplishment but the value in having a phased approach is that the first steps prepare you for success in the latter phases. In this case, staff restricted the number of objectives in Phase 1 (reduced from 38 in FY14 to 20 in FY15) to specifically allow us to focus on these major projects. That being accomplished, the plan approved by the Board in May calls for the following new objectives to be added to the strategic commitments to be completed over the next **three** years. Keep in mind that these items are all budgeted and planned for and have been in the Board-approved plan since July 1 of this year. They are highlighted here to emphasize that there is a full commitment by staff to improve business processes and find efficiencies as well as finding ways to measure our progress.

Additional Phase II Strategic Objectives



Future Improvements in Measurement

Measurement of continuous improvement is essential to demonstrate the efficiency gains achieved by the District and is the **key challenge** in our plan. To that end, using updated information systems and enhanced or more precise measurement strategies will allow us to assemble baseline performance data during FY17. Once we are comfortable the data is useful and accurate, we will start to set performance targets in FY18. Our intent is to carefully measure District performance in areas such as cost-per-unit of work or overall asset management capabilities.

This work will require considerable management effort so that we are very clear that the targets we set will be useful in achieving our overall goals. The Board will receive an update on our progress in measurement as part of the FY17 update to the Strategic Plan that will be submitted as part of the FY17 Budget in May of next year.

Committee Reports - Slideshow

The Strategic Plan results are presented to both the Finance and Administrative Committee and the Engineering and Operations Committee with a specific focus on the most relevant information for each Committee.

Strategic Plan is available on the Board VPN

All of the Strategic Plan results and associated details are provided in a real time, interactive web-based application available to the Board on the Board VPN. The District Secretary can facilitate any password or access issues.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

Informational item only; no fiscal impact.

STRATEGIC GOAL:

Strategic Plan and Performance Measure reporting is a critical element in providing performance reporting to the Board and staff.

LEGAL IMPACT:

None.

ATTACHMENTS:

Attachment A - Committee Action Report
Attachment B - FY2015 Year-End Results



ATTACHMENT A

SUBJECT/PROJECT:	FY15 YEAR-END REPORT FOR THE DISTRICT'S FY15-18 STRATEGIC PLAN
-------------------------	--

COMMITTEE ACTION:

The Finance, Administration, and Communications Committee reviewed this item at a meeting held on September 23, 2015. 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.

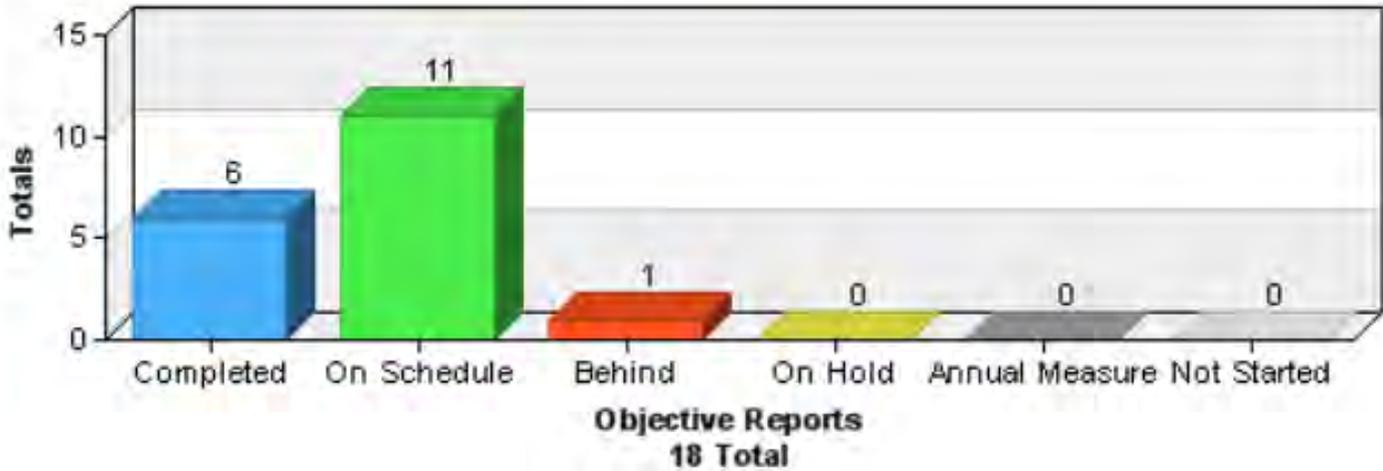
Strategic Plan

FY 2015 Year End Results



94% of Objectives Are on Schedule or Completed

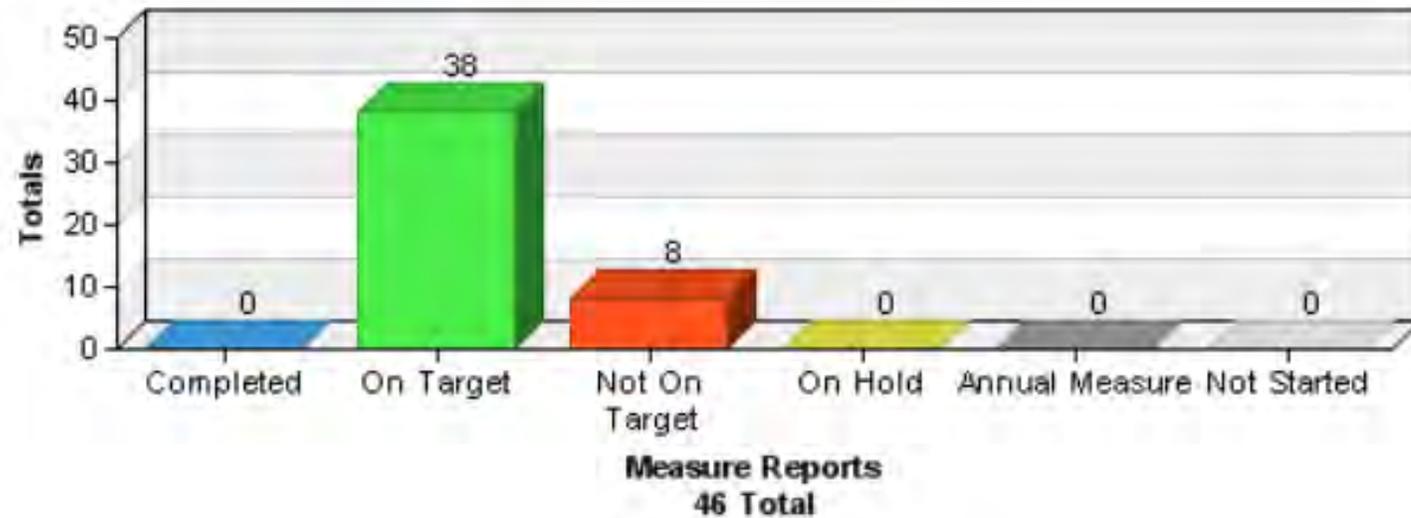
Objectives: All Departments



- Legend**
- Completed
 - On Schedule
 - Behind Schedule
 - On Hold
 - Annual Measure
 - Not Scheduled to Start Yet

83% of Performance Measures Meet Targets

YTD Measures: All Departments



Legend

- Completed
- On Target
- Not on Target
- On Hold
- Annual Measure
- Not Scheduled to Start Yet

Index

PERFORMANCE MEASURES

SLIDE#

1.1.100 Customer Satisfaction	7
1.3.104 Gallons Per Capita Per Day	8
1.4.104 Health & Safety Severity Rate	9
1.4.105 Employee Turnover Rate	10
1.4.106 Training Hours per Employee	11
1.4.107 Safety Training Program	12
2.2.200 CIP Project Expenditures vs. Budget	13
2.2.201 Construction Change Order Incidence (w/o allowances)	14
2.3.202 Mark-out Accuracy	15
2.3.203 Project Closeout Time	16
3.1.300 Answer Rate	17
3.2.301 O&M Cost per Account (QualServe)	18
3.2.302 Billing Accuracy (QualServe)	19
3.2.303 Overtime Percentage	20
3.2.304 Sewer Rate Ranking	21

PERFORMANCE MEASURES

SLIDE#

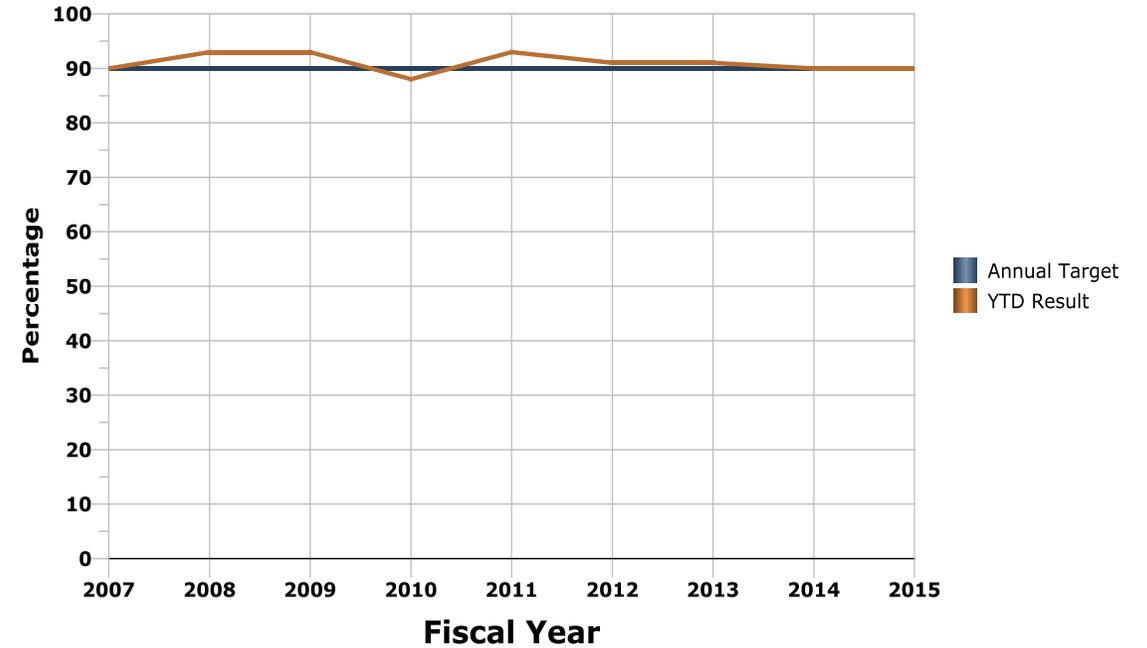
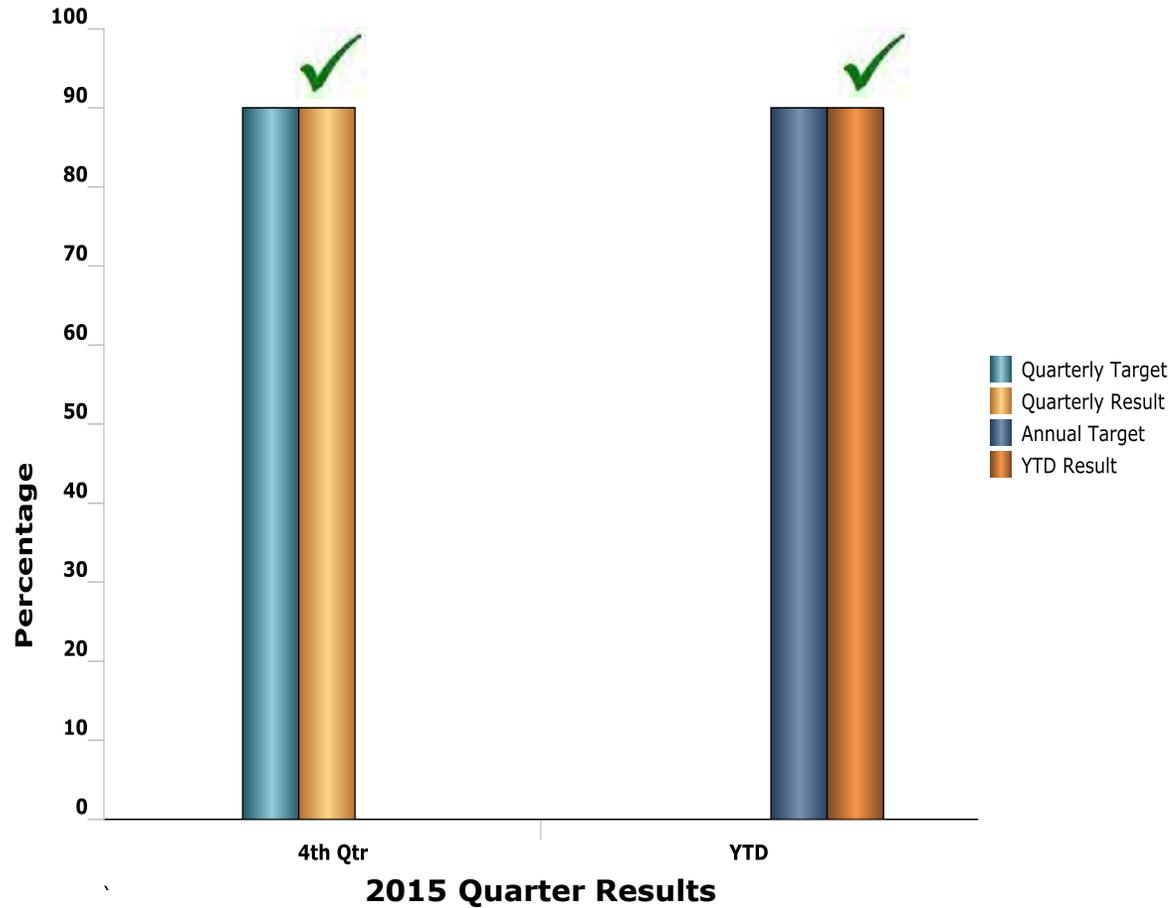
3.2.305 Water Rate Ranking	22
3.2.306 Debt Coverage Ratio (QualServe)	23
3.2.307 Reserve Level	24
3.3.308 Distribution System Loss (QualServe)	25
4.1.400 Customer Satisfaction with Website	26
4.3.401 Network Availability	27
4.4.402 Website Visits	28
5.1.500 Unplanned Disruptions (QualService)	29
5.1.501 Technical Quality Complaint (QualServe)	30
5.2.502 Planned Potable Water Maintenance Ratio in \$ (QualServe)	31
5.2.503 Planned Recycled Water Maintenance Ratio in \$	32
5.2.504 Planned Wastewater Maintenance Ratio in \$ (QualServe)	33
5.2.505 Direct Cost of Treatment per MGD (QualServe)	34
5.2.506 O&M Cost per MG Processed of Wastewater (QualServe)	35
5.2.520 Leak Detection Program	36

PERFORMANCE MEASURES

SLIDE#

5.3.507 Percent of PMs Completed – Fleet Maintenance	37
5.3.508 Percent of PMs Completed – Reclamation Plant	38
5.3.509 Percent of PMs Completed – Pump/Electric Section	39
5.3.511 System Valve Exercising Program	40
5.3.512 Water Distribution System Integrity (QualServe)	41
5.3.513 Planned Water Service Disruption Rate (QualServe)	42
5.3.514 Potable Water Compliance Rate (QualServe)	43
5.3.515 Collection System Integrity (QualServe)	44
5.3.517 Recycled Water System Integrity	45
5.3.518 Sewer Overflow Rate (QualServe)	46
5.3.519 Emergency Facility Testing	47
5.3.525 Critical Valve Exercising	48
5.4.521 Tank Inspection and Cleaning	49
5.4.522 Main Flushing and Fire Hydrant Maintenance	50
5.4.523 Annual Recycled Water Site Inspections	51
5.4.524 Recycle Water Shutdown Testing	52

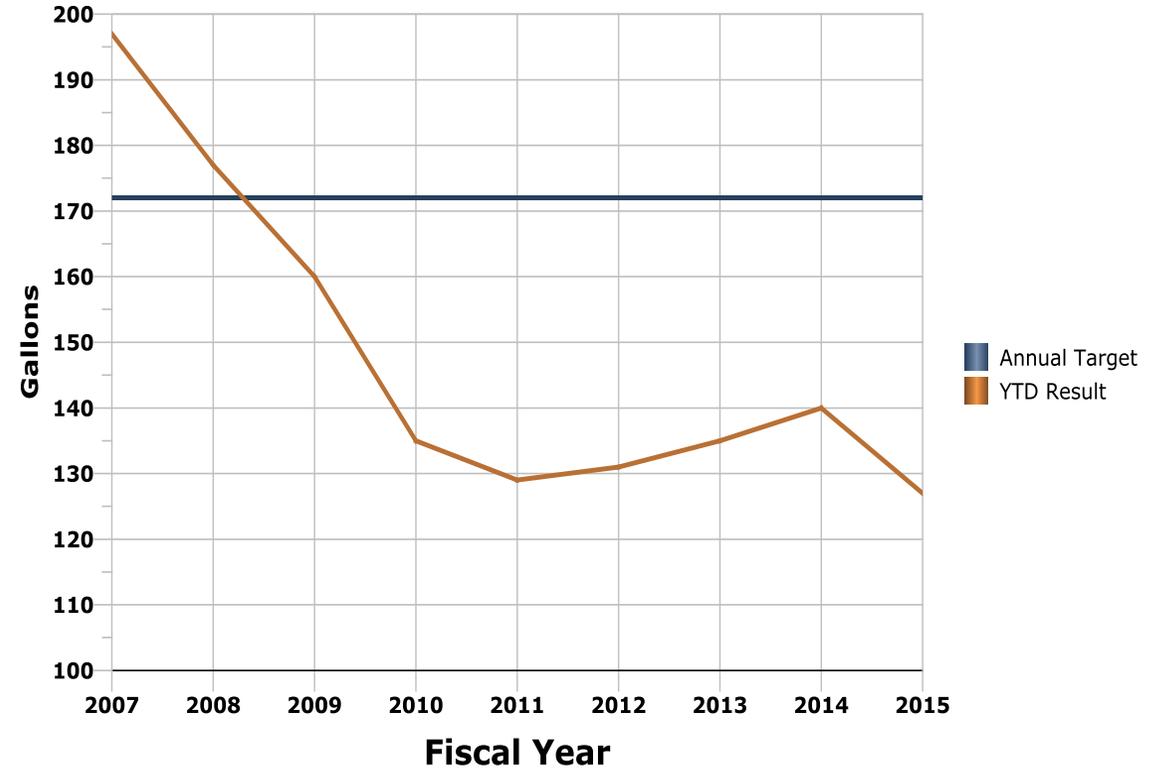
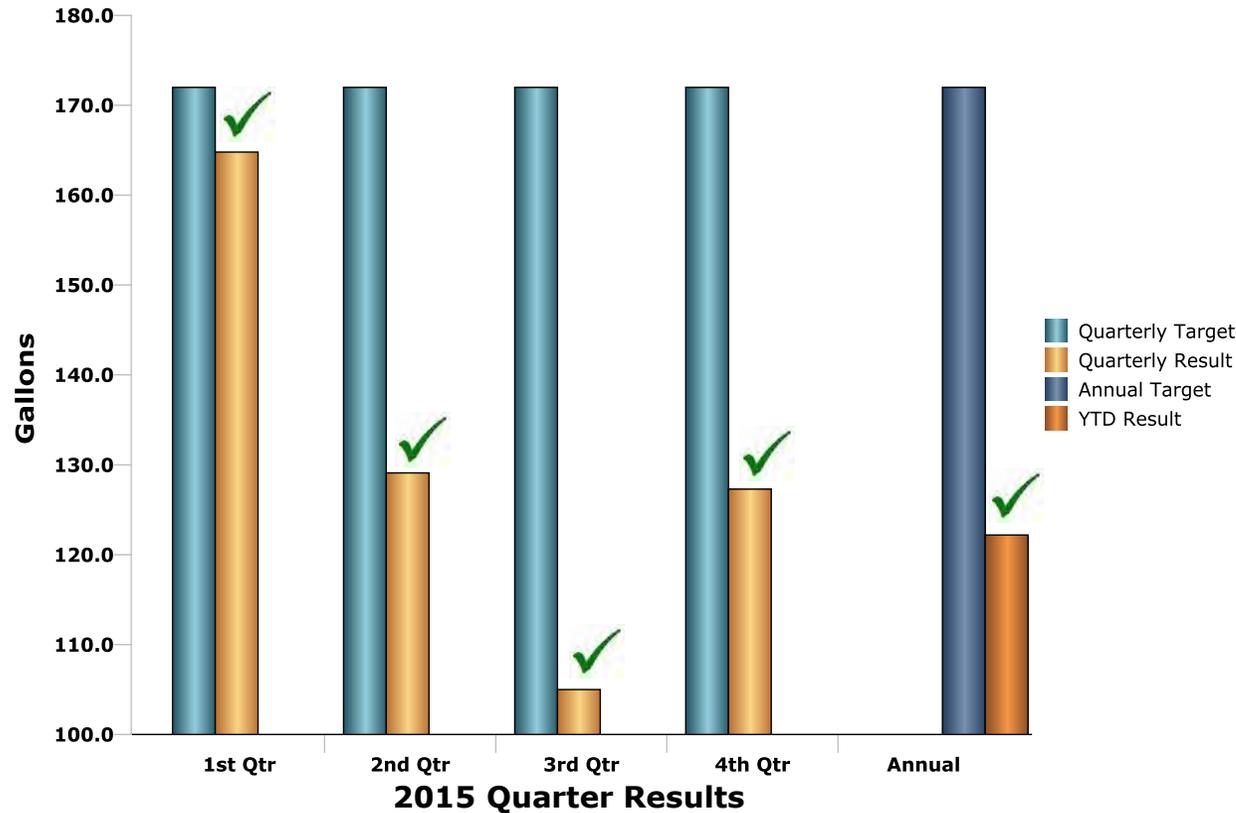
Customer Satisfaction 1.1.100



Measure 1.1.100, Customer Satisfaction, is an annual survey that is reported in the fourth quarter and represents the results for the given fiscal year.

(Qtr and YTD Measurement Method: %Positive/ %Surveyed)

Gallons Per Capita Per Day 1.3.104

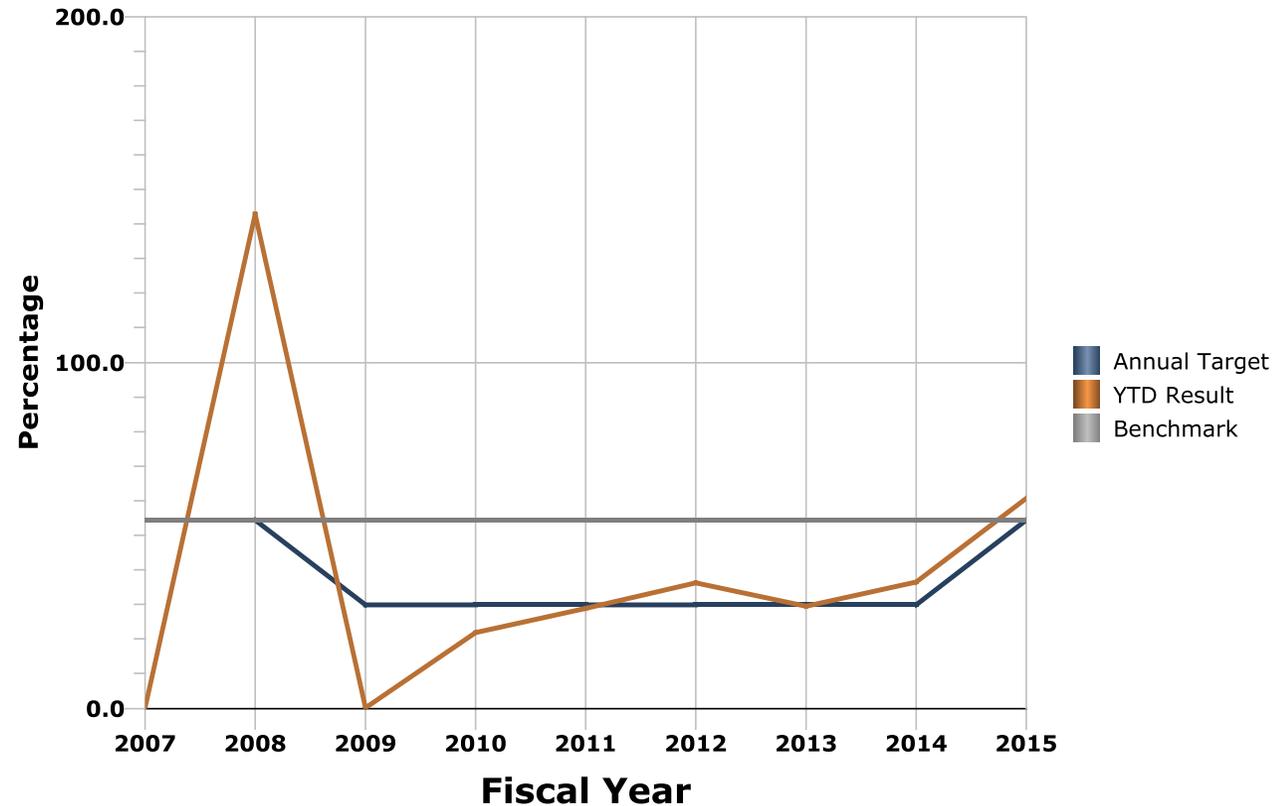
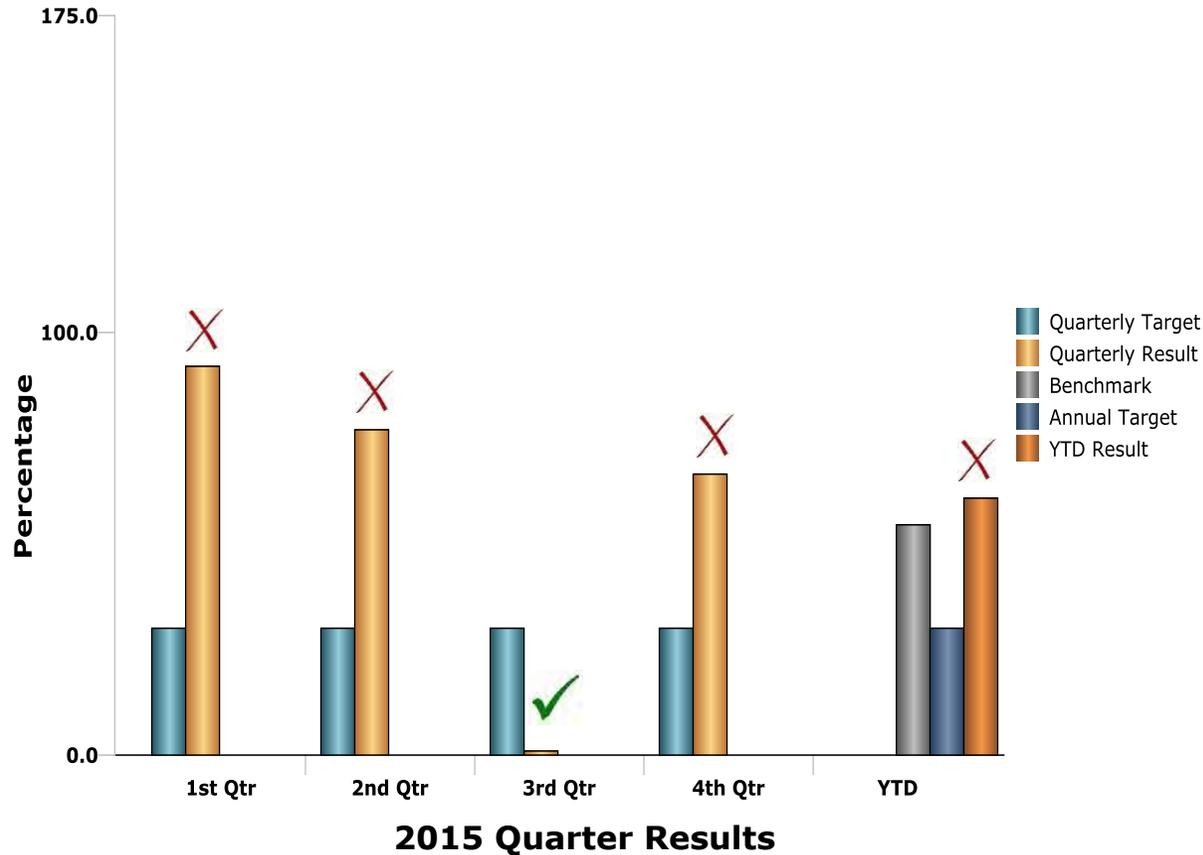


Measure 1.3.103, Gallons Per Capita Per Day, aims to be below 172 Gallons Per Day

(Qtr Measurement Method: Total potable water purchased/ Population (from SANDAG)/ # of days through the end of that quarter

YTD Measurement Method: Total annual potable water purchased/ Annual population (from SANDAG)/ # of days through the end of that quarter

Health & Safety Severity Rate (QualServe) 1.4.104

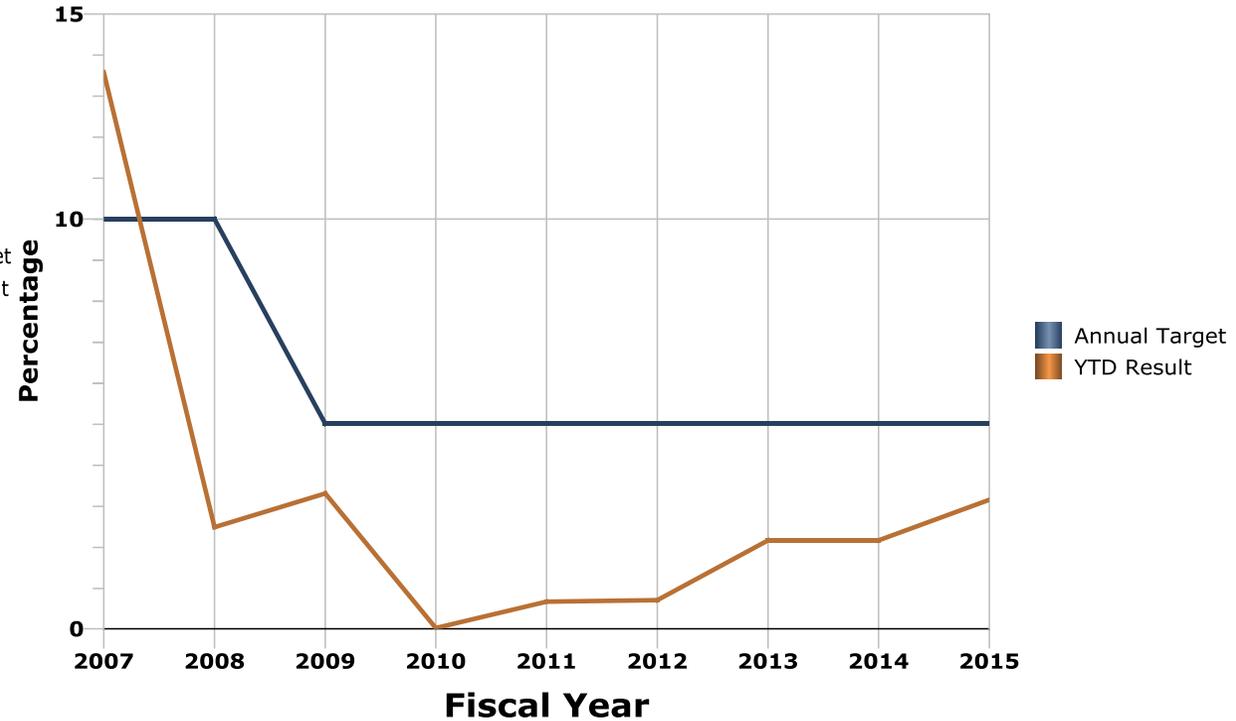
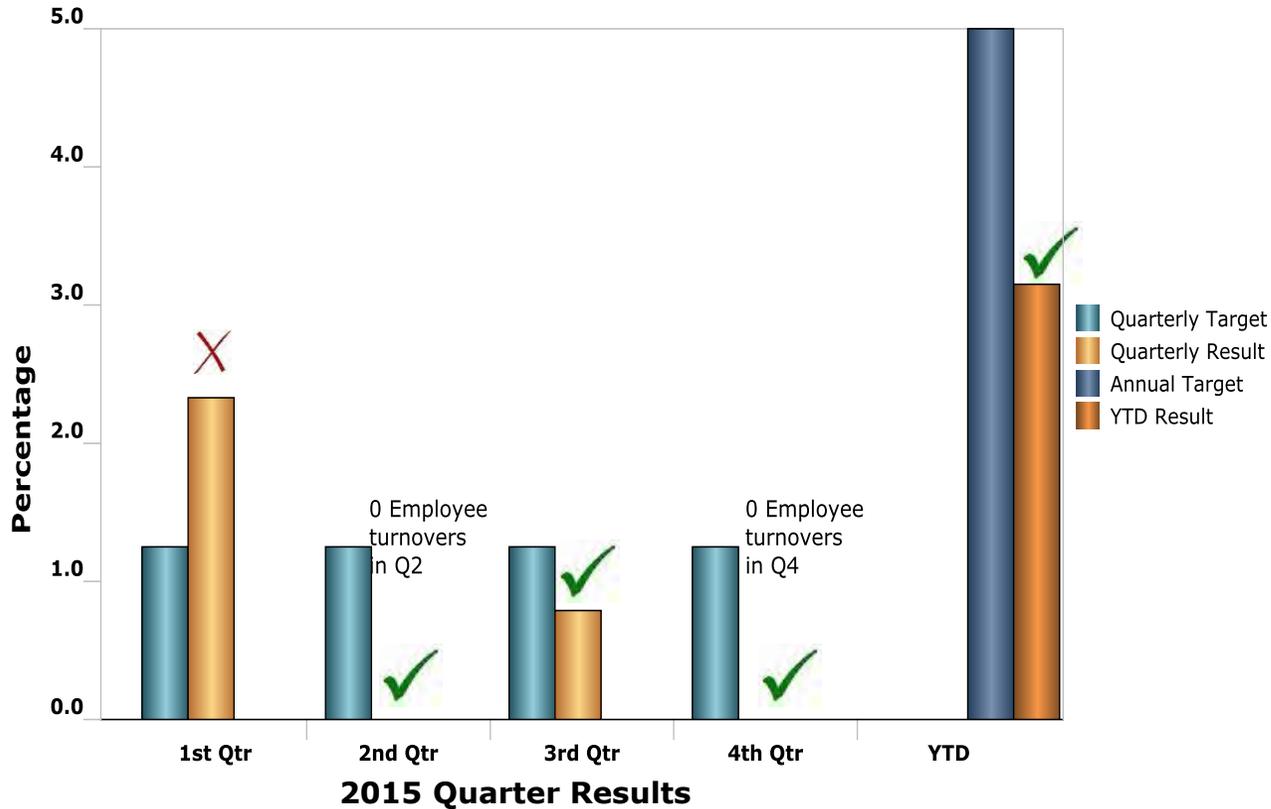


Measure 1.4.104, Health & Safety Severity Rate, aims to be below all set targets in order to have no more than 30% severity rate per quarter in a single year.

(Qtr Measurement Method: # of lost days/# of injuries resulting in lost time

YTD Measurement Method: # of lost days YTD/# of injuries resulting in lost time YTD)

Employee Turnover Rate 1.4.105

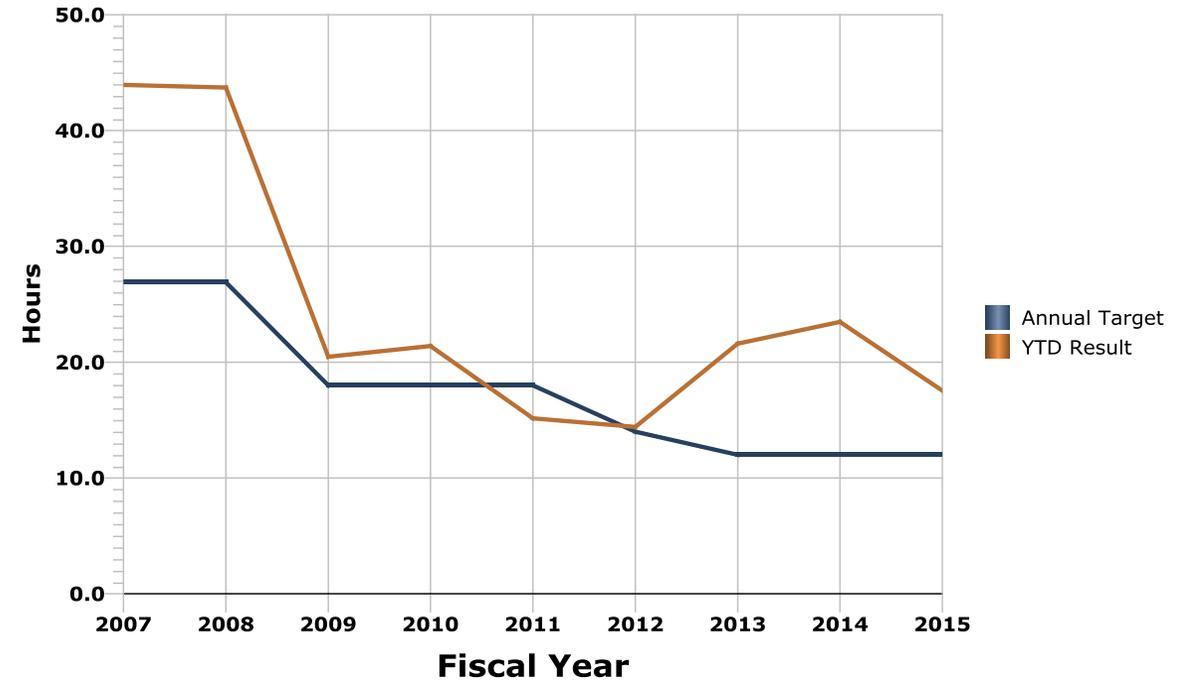
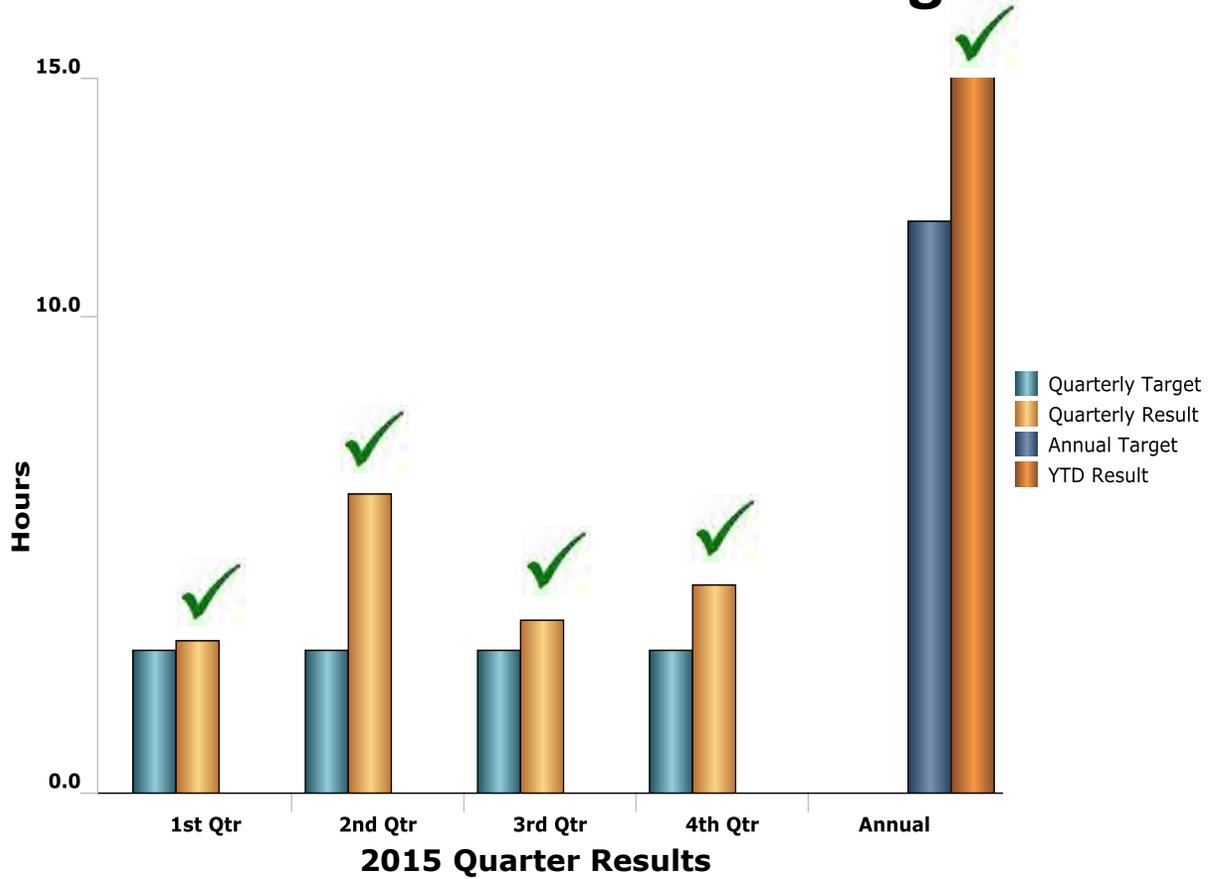


Measure 1.4.105, Turnover Rate, aims to be below all set targets in order to have less than 5% turnover in a single year.

(Qtr Measurement Method: # of voluntary terminations/ Average # of employees

YTD Measurement Method: YTD # of voluntary terminations/ Average # of employees)

Training Hours Per Employee 1.4.106

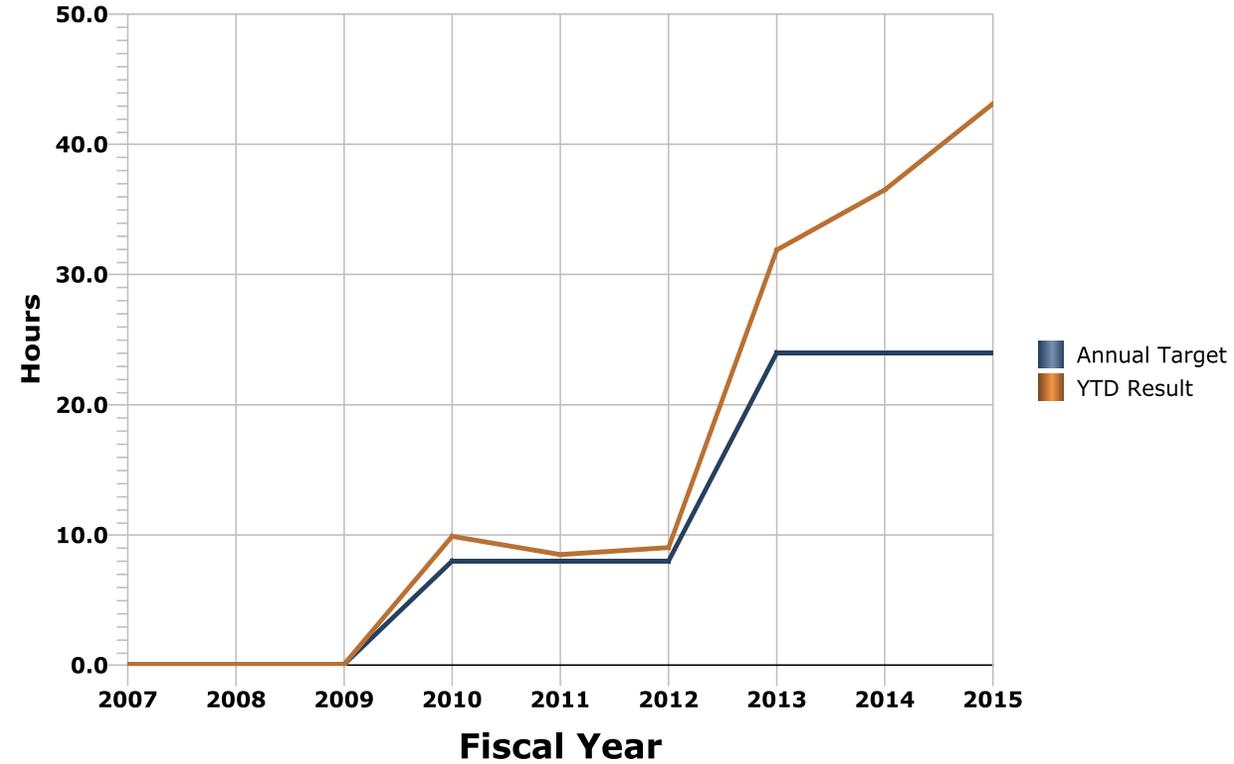
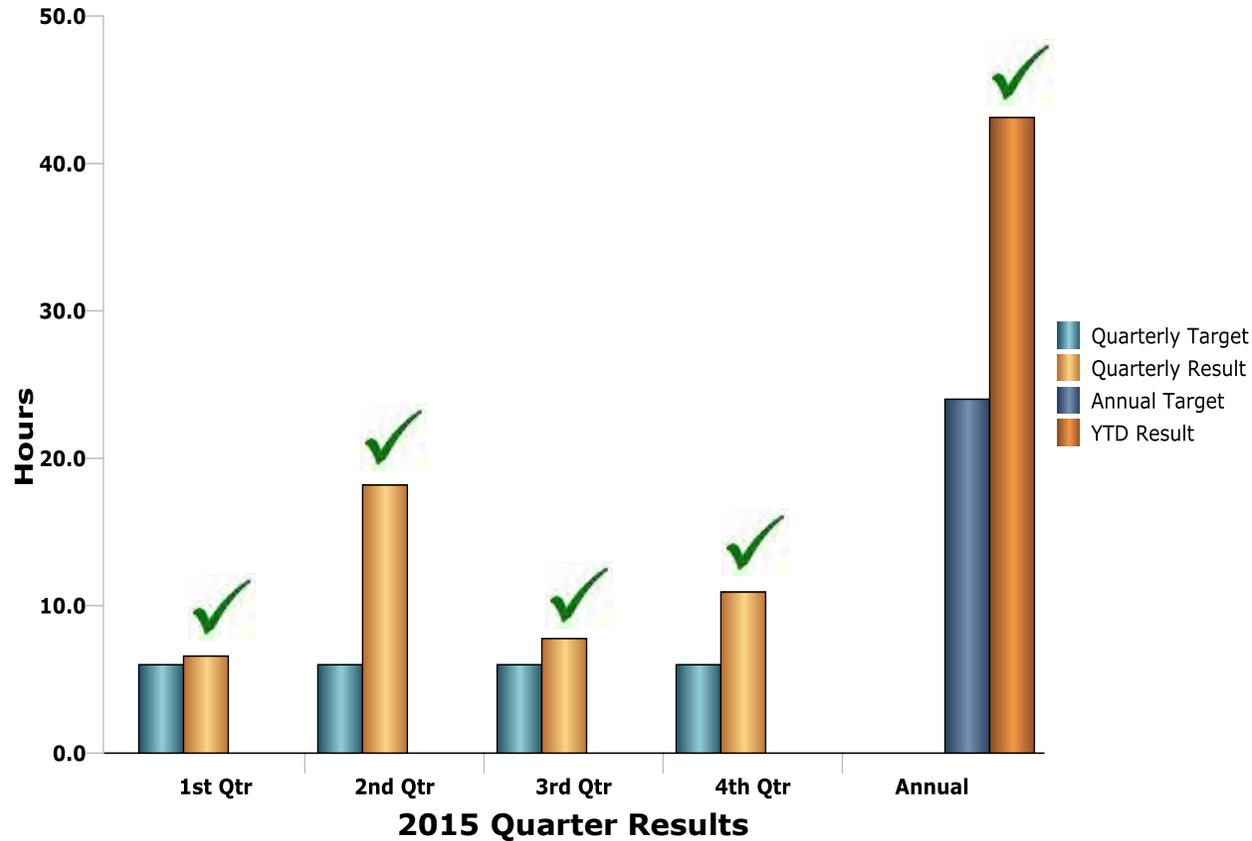


Measure 1.4.106, Training Hours per Employee, aims to be above all set targets in order to have more than 12 hours of general formal training per employee in a single year (excludes safety training).

(Qtr Measurement Method: Total qualified training hours for all employees/Average # of FTEs)

YTD Measurement Method: YTD Total qualified training hours for all employees/Average # of FTEs)

Safety Training Program 1.4.107

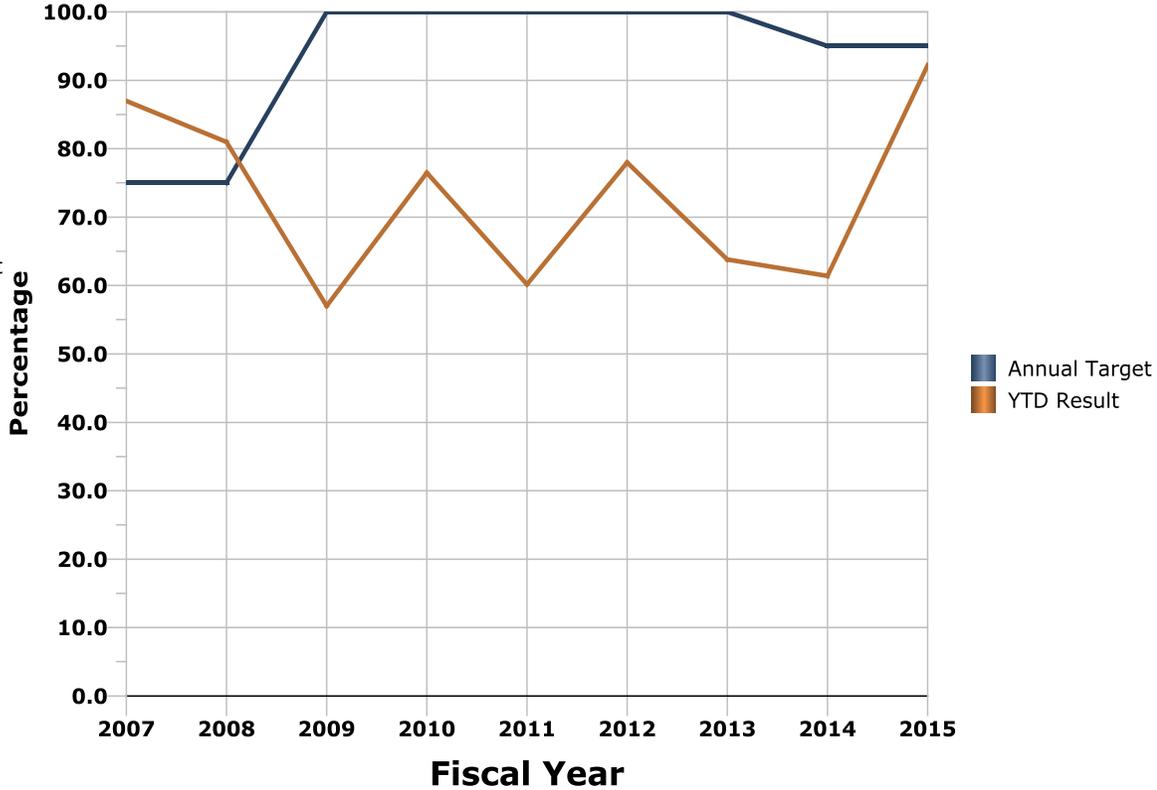
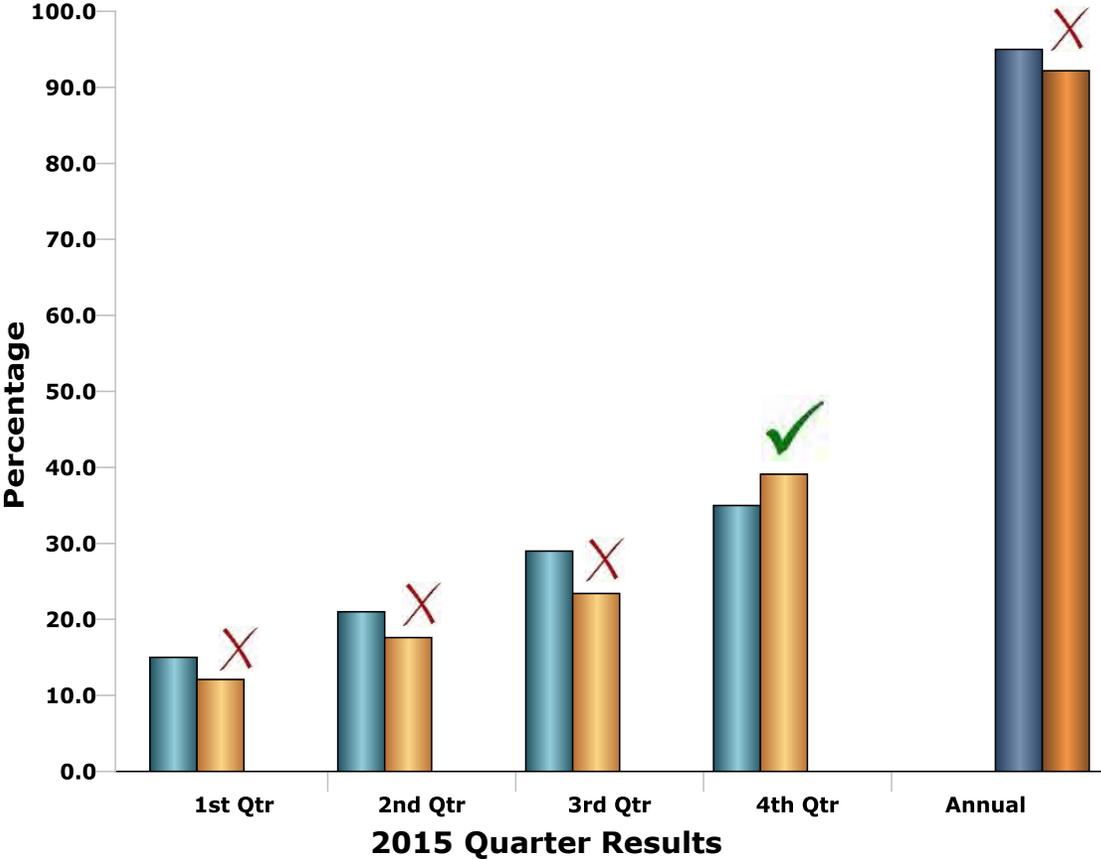


Measure 1.4.107, Safety Training Program, aims to be above all set targets in order to have more than 24 hours of training per employee in a single year.

(Qtr Measurement Method: # of safety training hours for the quarter/# of field employees)

YTD Measurement Method: YTD Total qualified safety training hours for field employees/Average # of field employees)

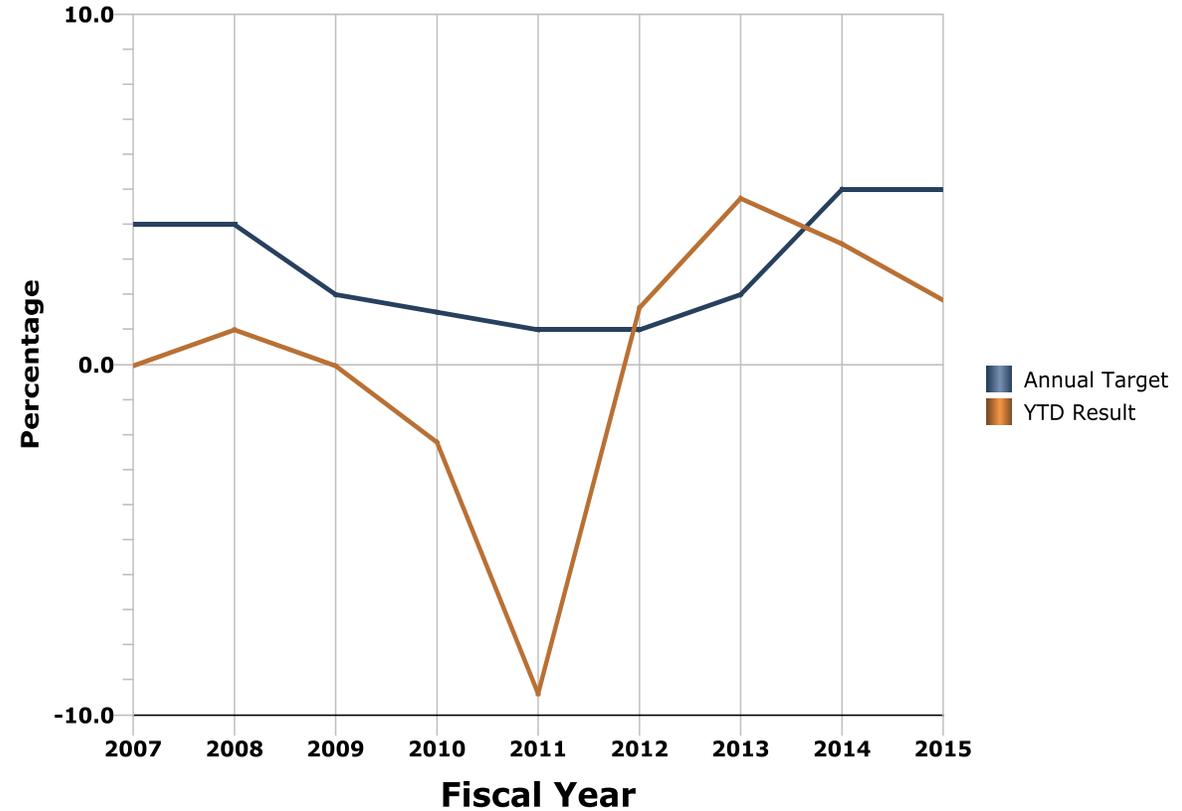
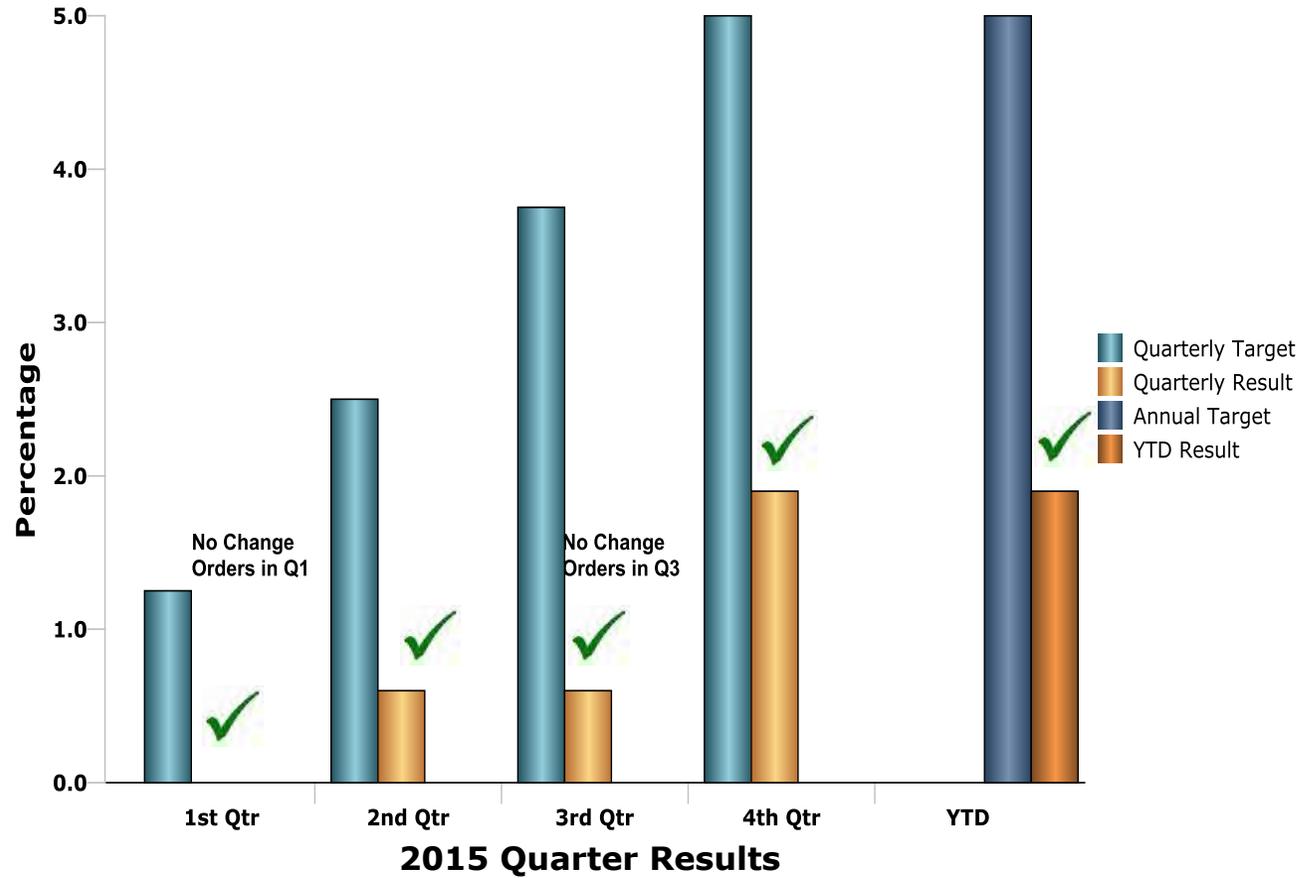
CIP Project Expenditure vs. Budget 2.2.200



Measure 2.2.200, CIP Project Expenditure vs. Budget, aims to be 95% of budget but is not to exceed 100%. Being significantly below target also gives the measure a “not on target” status.

(Qtr Measurement Method: Actual quarterly expenditures/ Annual budget
 YTD Measurement Method: YTD expenditures/ Annual budget)

Construction Change Order Incidence (w/o allowances) 2.2.201

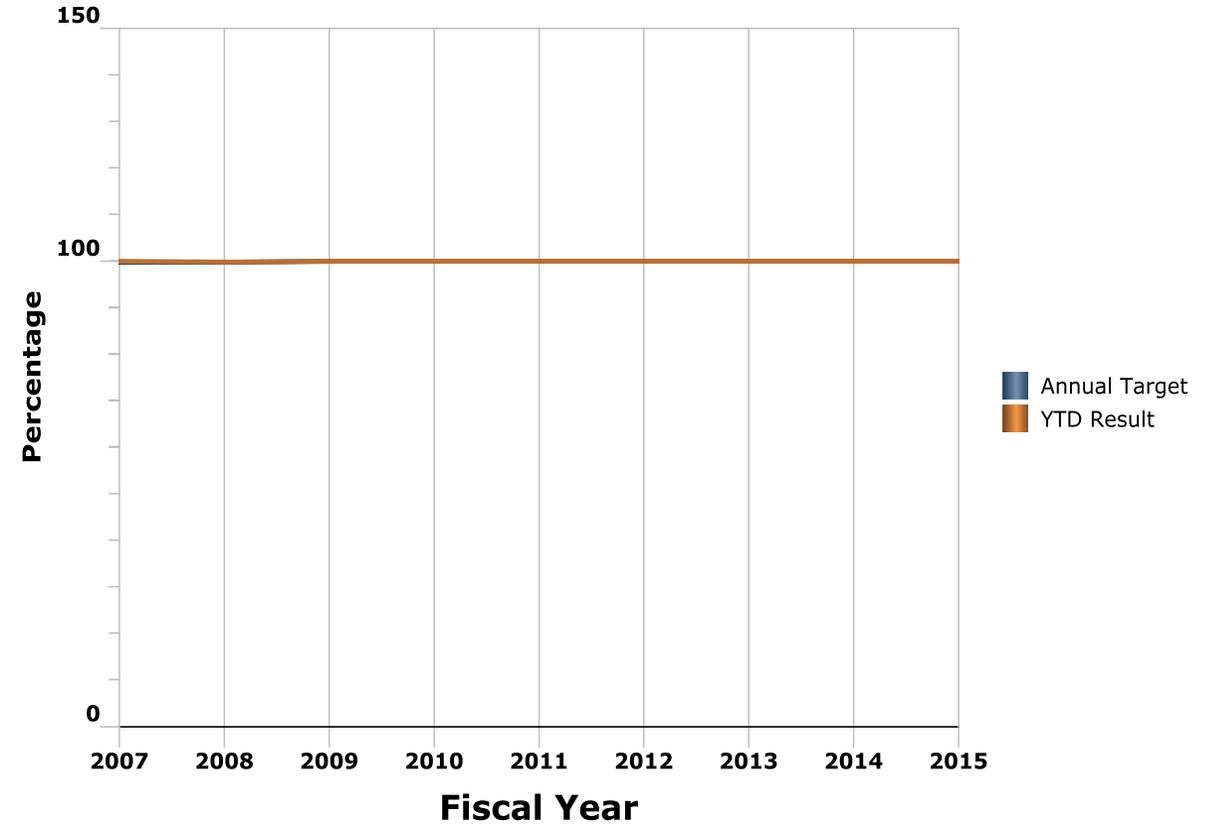
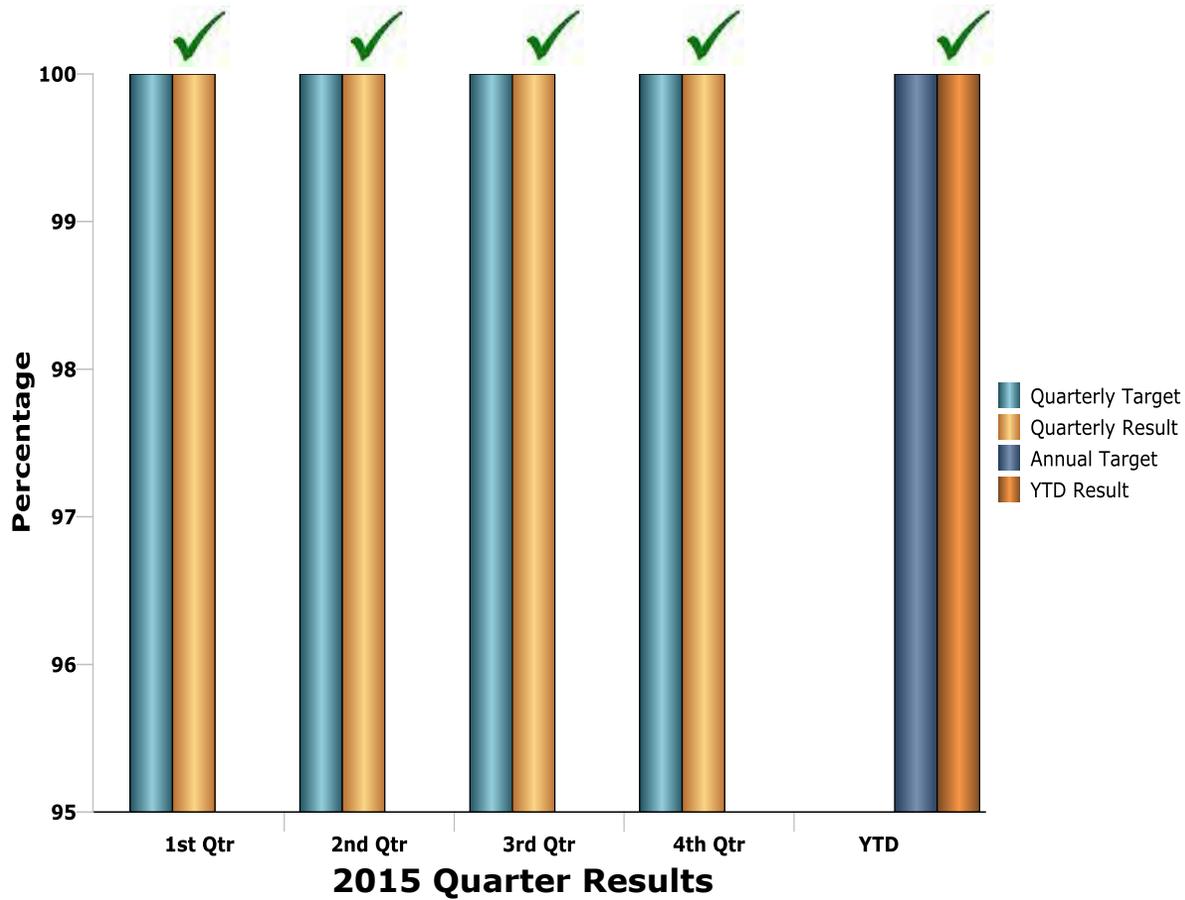


Measure 2.2.201, Construction Change Order Incidence, aims to be below all set targets in order to have no more than 5 % in one year.

(Qtr Measurement Method: Total cost of Change Orders (not including allowances)/ Total original construction contract amount (not including allowances))

YTD Measurement Method: YTD total cost of Change Orders (not including allowances)/ YTD total original construction contract amount (not including allowances))

Mark Out Accuracy 2.3.202

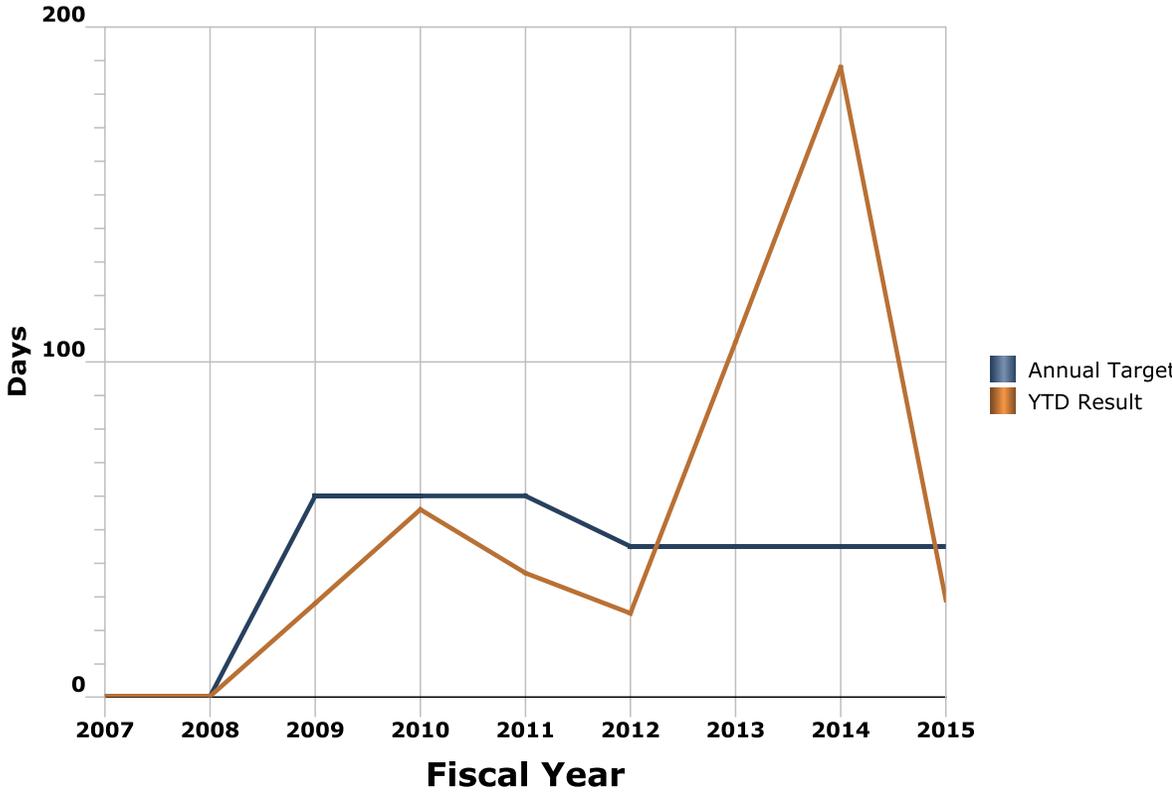
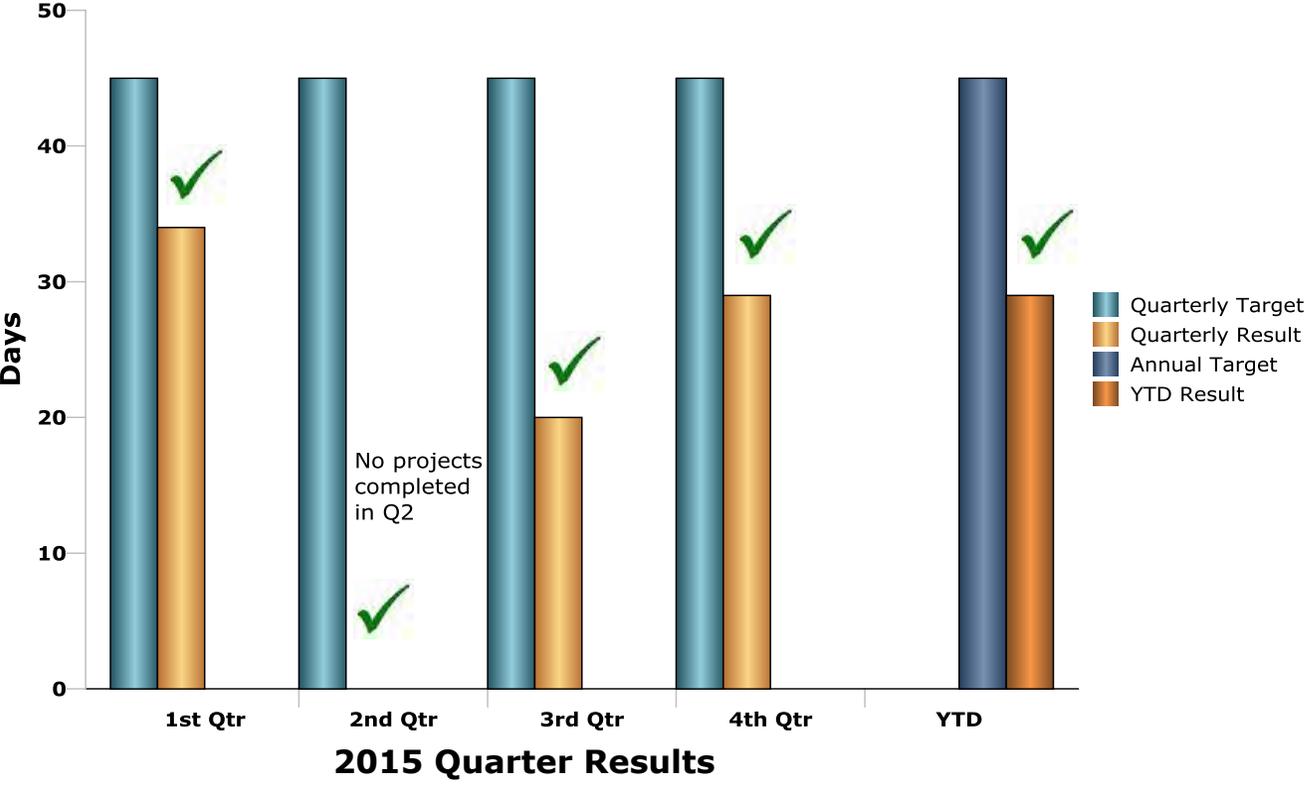


Measure 2.3.202, Mark Out Accuracy, aims to have no less than 100% mark out accuracy every quarter in a single year.

(Qtr Measurement Method: # of mark-outs performed without an at-fault hit, which is damage to a District facility that results from a missing or erroneous mark-out/Total # of mark-outs performed

YTD Measurement Method: YTD # of mark-outs performed without an at-fault hit, which is damage to a District facility that results from a missing or erroneous mark-out/YTD total # of mark-outs))

Project Closeout Time 2.3.203

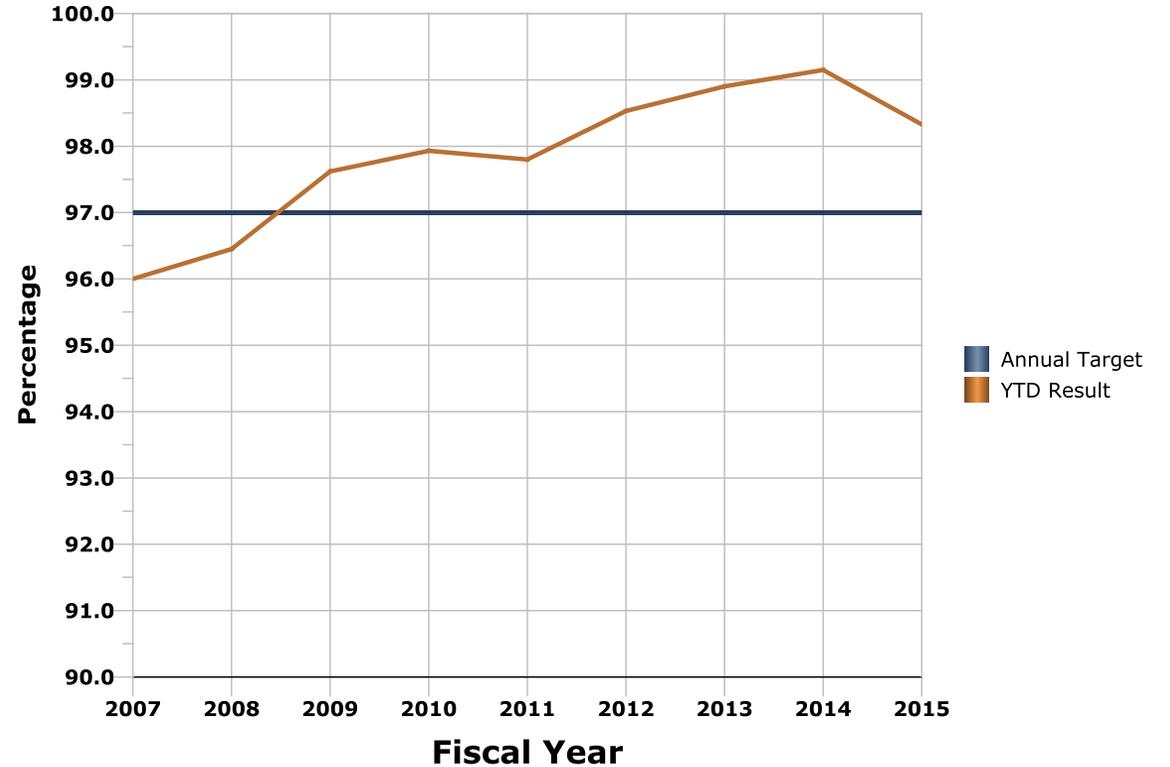
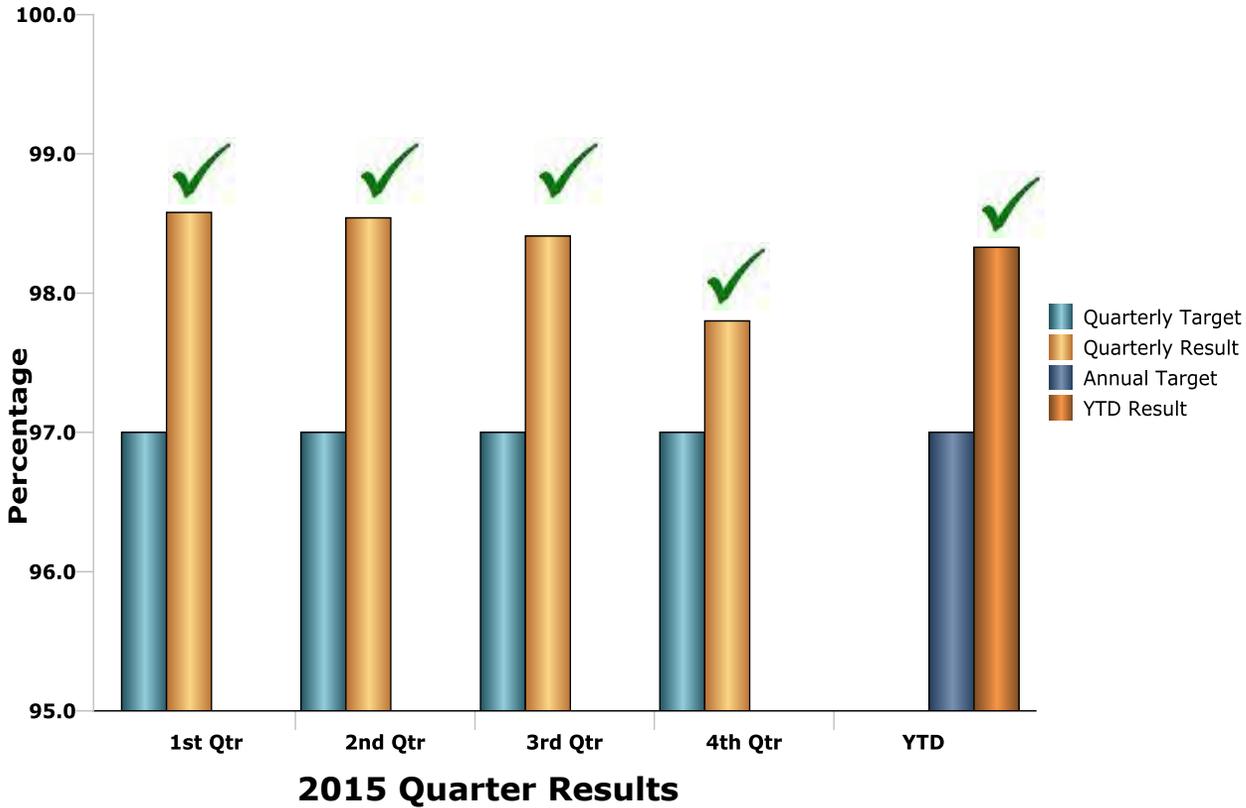


Measure 2.3.203, Project Closeout Time, aims to be below all set targets in order to have an average closeout time of no more than 45 days each quarter in a single year.

(Qtr Measurement Method: # of days between NOSC and NOC for all construction projects within the quarter/# of construction projects within the quarter)

YTD Measurement Method: YTD # of days between NOSC and NOC for all construction projects within the quarter/YTD # of construction projects within the quarter)

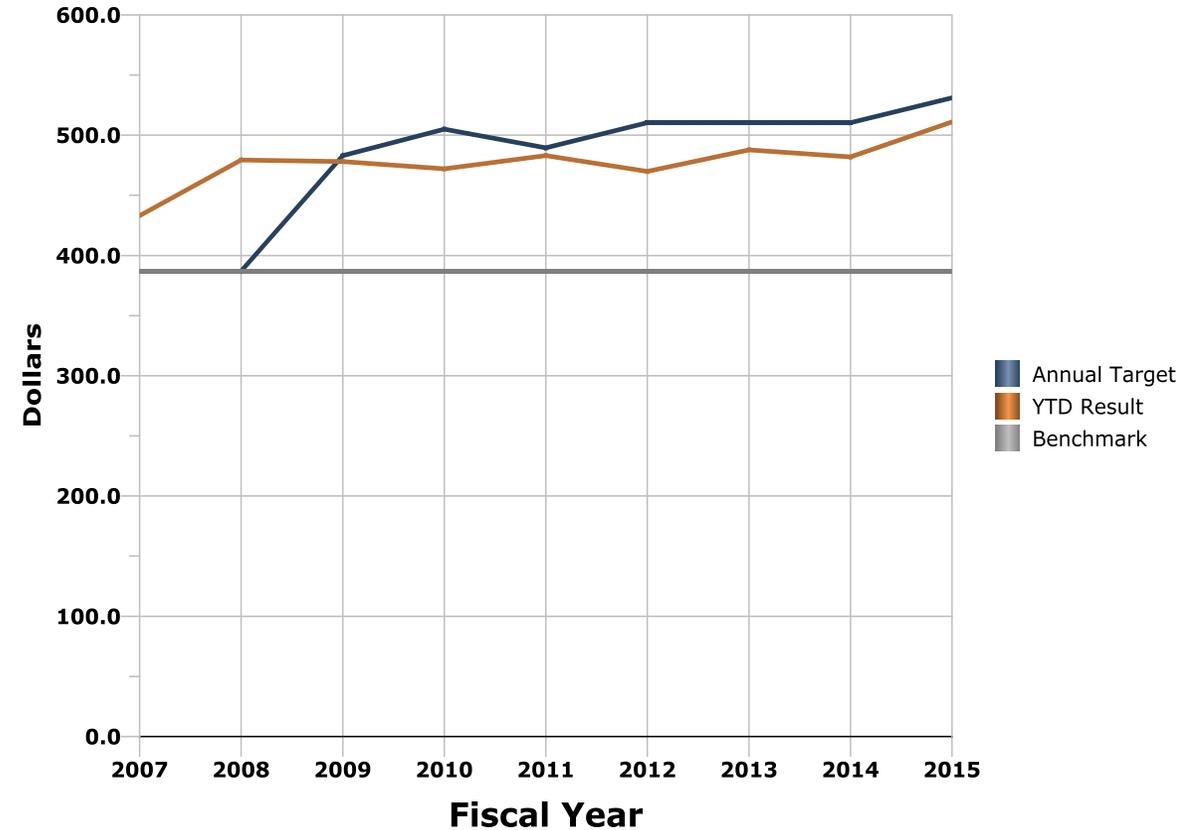
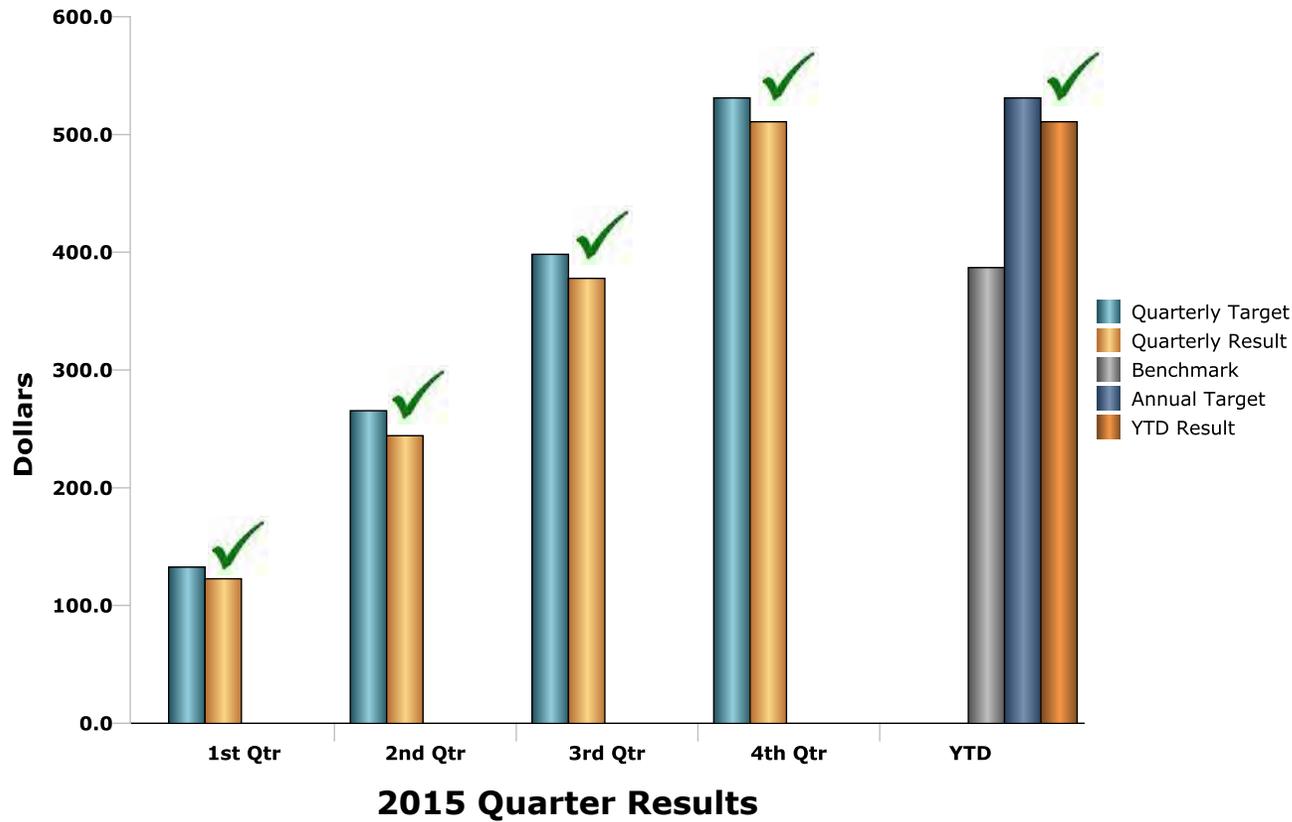
Answer Rate 3.1.300



Measure 3.1.300, Answer Rate, aims to be above all set targets in order to have an average answer rate no less than 97%.

(Qtr Measurement Method: # of all calls answered/ # of all calls received during a quarter
 YTD Measurement Method: YTD # of all calls answered/ YTD # of all calls received)

O&M Cost Per Account (QualServe) 3.2.301

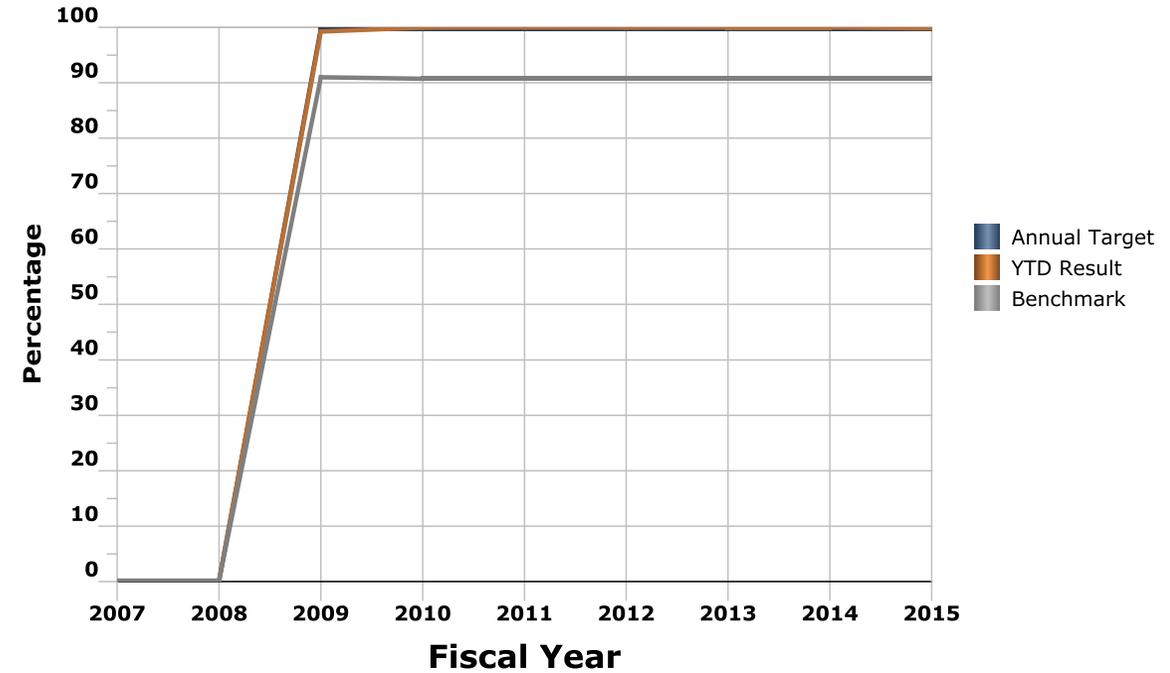
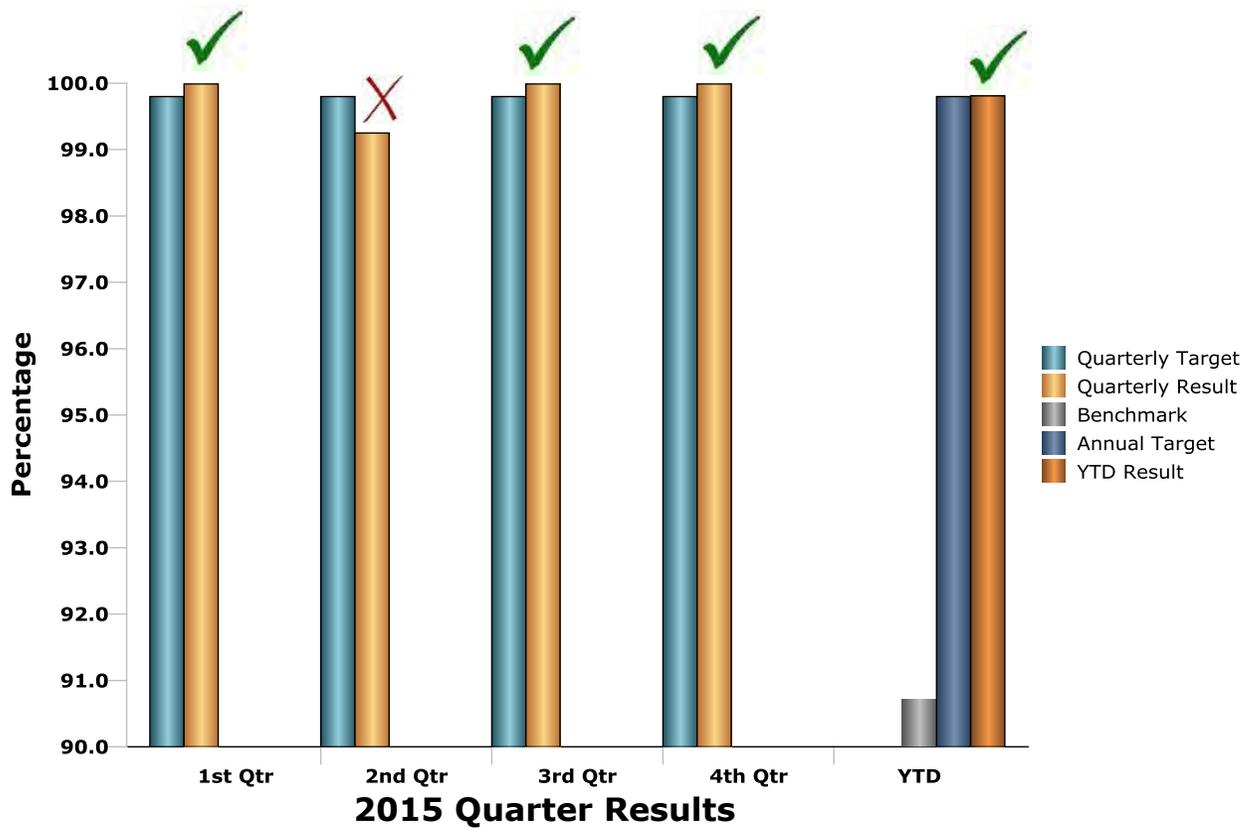


Measure 3.2.301, O&M Cost Per Account, aims to be below all set targets in order to keep O&M cost per account less than \$531.12 in a single year.

(Qtr Measurement Method: Total operations O&M costs/ # of accounts.

YTD Measurement Method: YTD total operations O&M costs/# of accounts)

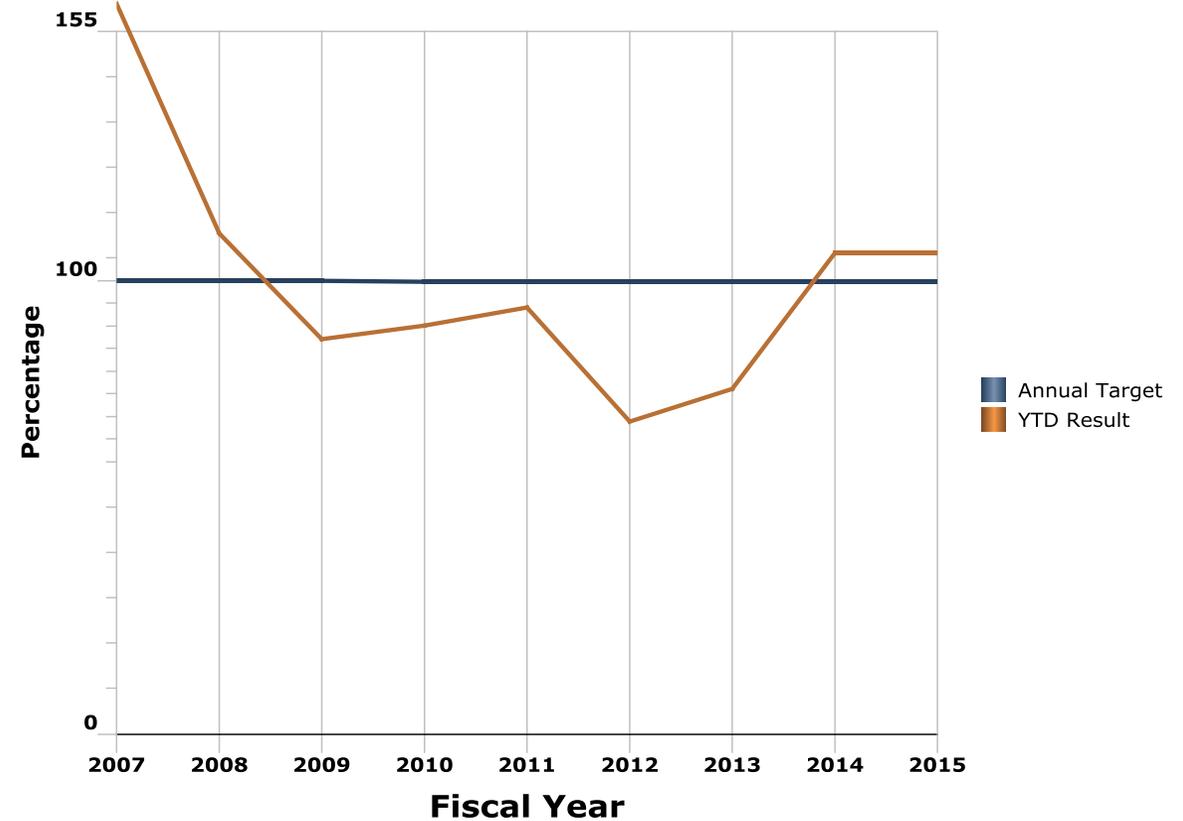
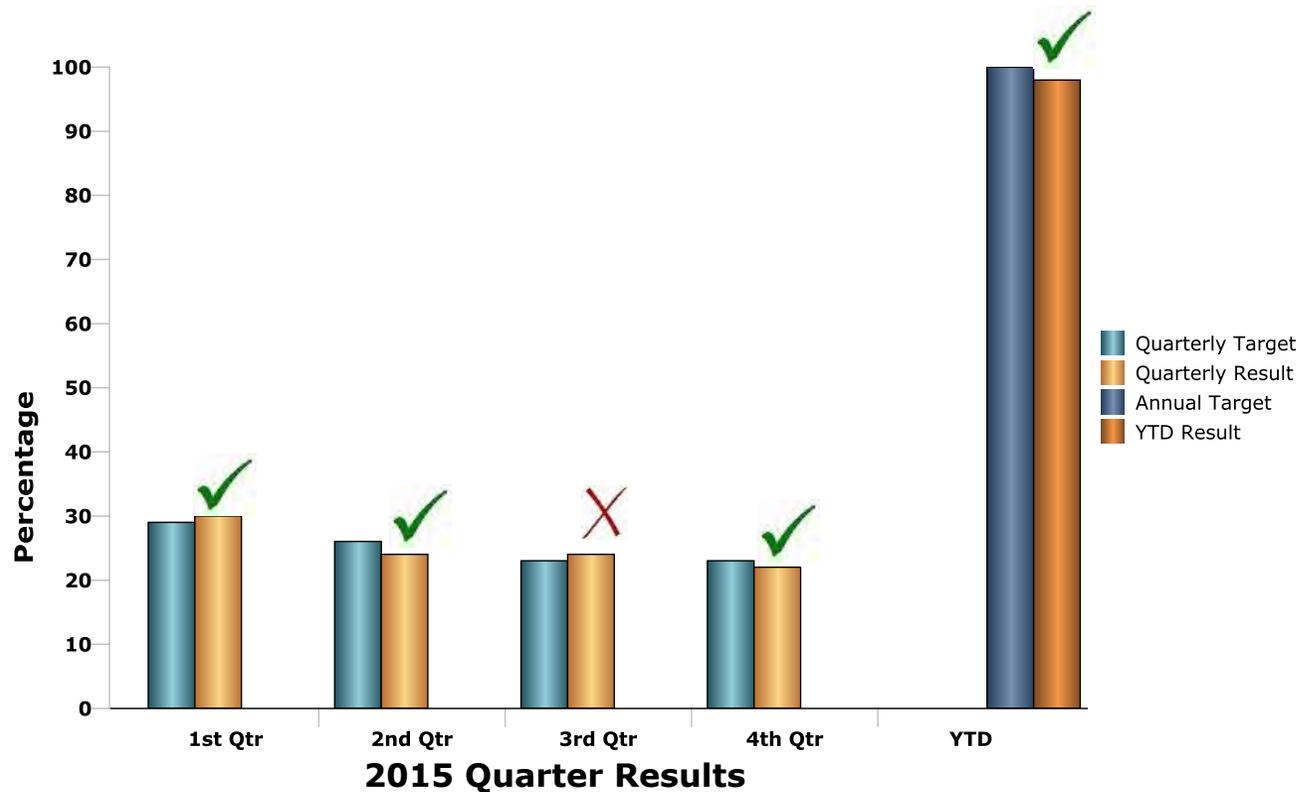
Billing Accuracy (QualServe) 3.2.302



Measure 3.2.302, Billing Accuracy, aims to be above all set targets in order to have no less than 99.8% billing accuracy per quarter in a single year.

(Qtr Measurement Method: # of correct bills during the reporting period/# of total bills during the reporting period
 YTD Measurement Method: YTD # of correct bills during the reporting period/YTD # of total bills during the reporting period)

Overtime Percentage 3.2.303



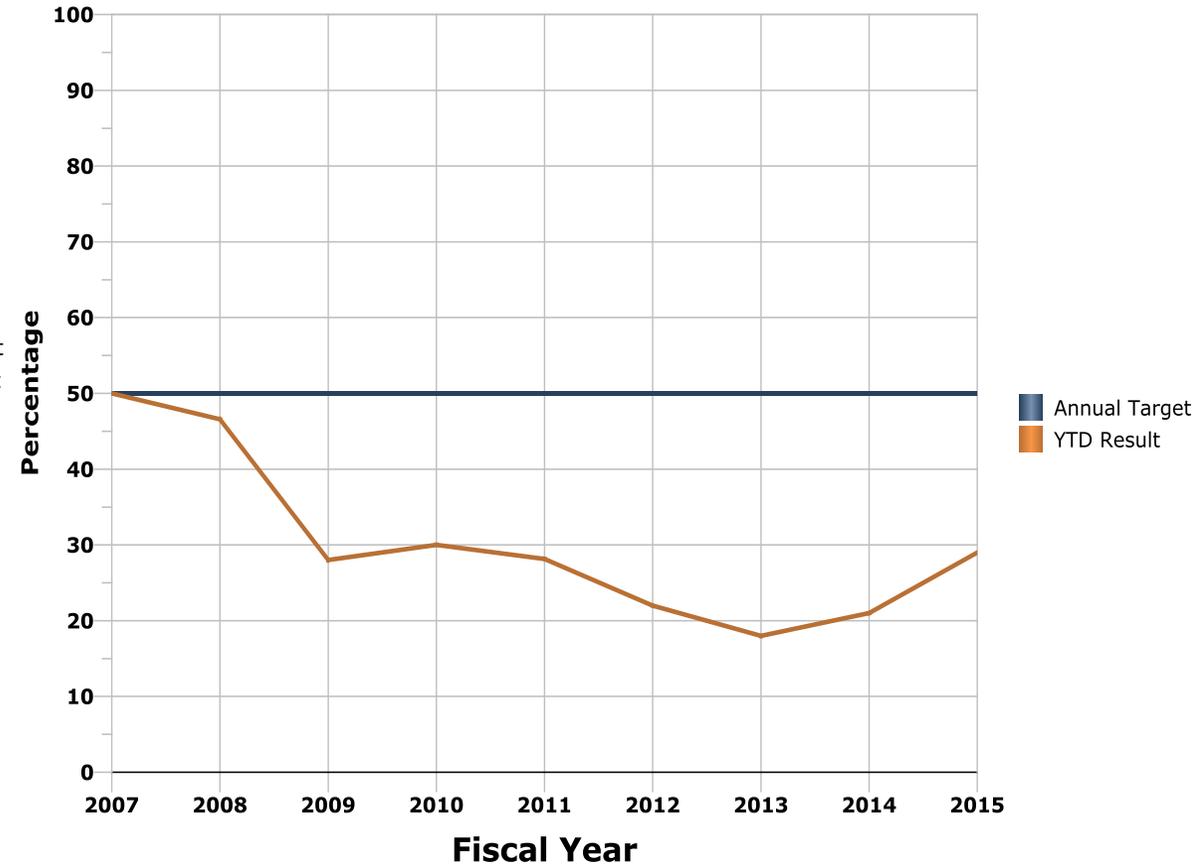
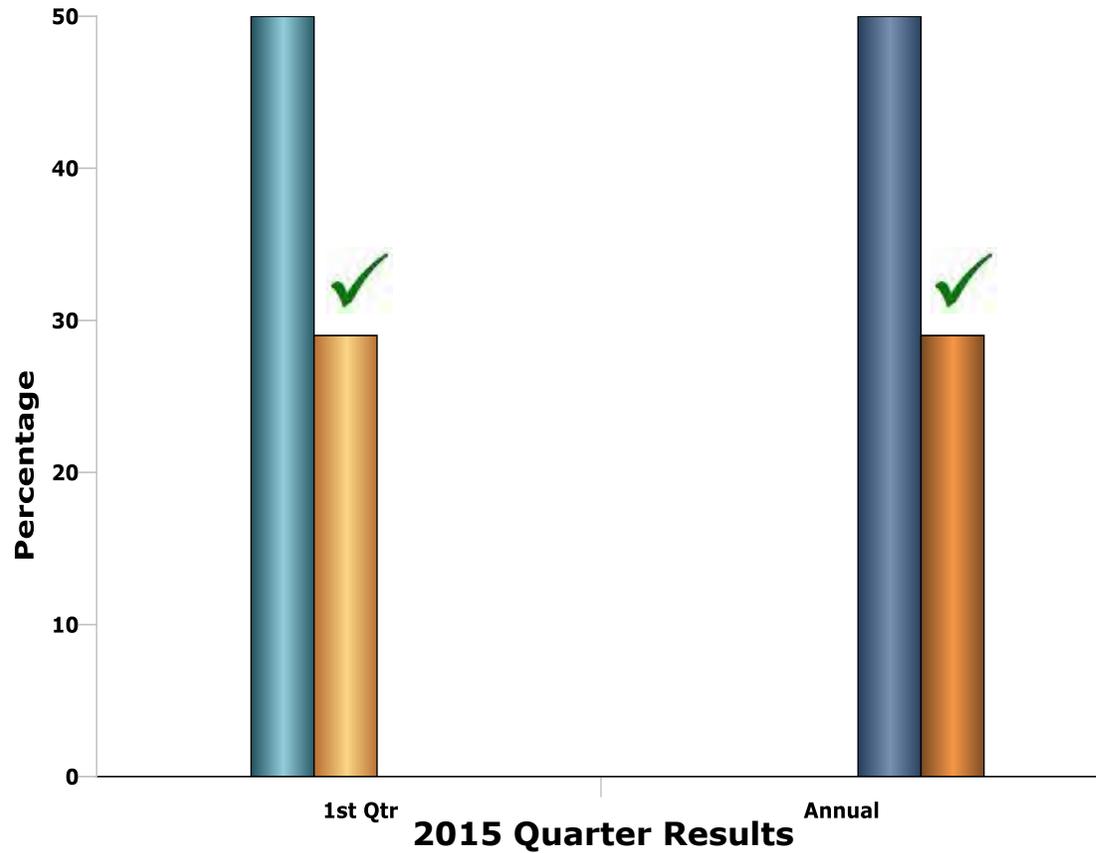
Measure 3.2.303, Overtime Percentage, aims to be between 23% and 27% per quarter. In total, less than 100% by the end of the year.

*Note: Q1 Results include an overage due to unbudgeted COLA. Because COLA was a mandated change, results will still be considered on track.

(Qtr Measurement Method: Actual overtime costs (including comp time)/ Budgeted overtime costs

YTD Measurement Method: YTD Actual overtime costs (including comp time)/ YTD Budgeted overtime costs)

Sewer Rate Ranking 3.2.304

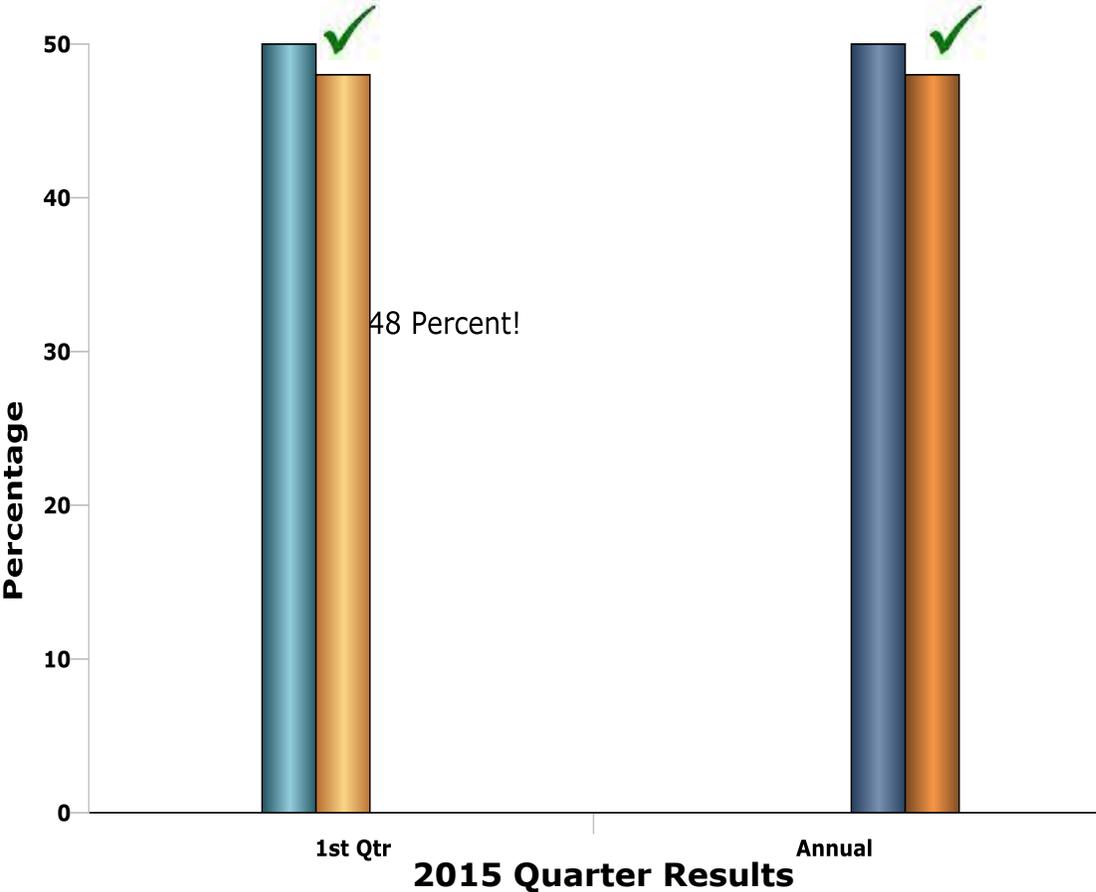


Measure 3.2.304, Sewer Rate Ranking, is reported annually in the first quarter and represents the results for the given fiscal year. The District's goal is to be in the top 50.

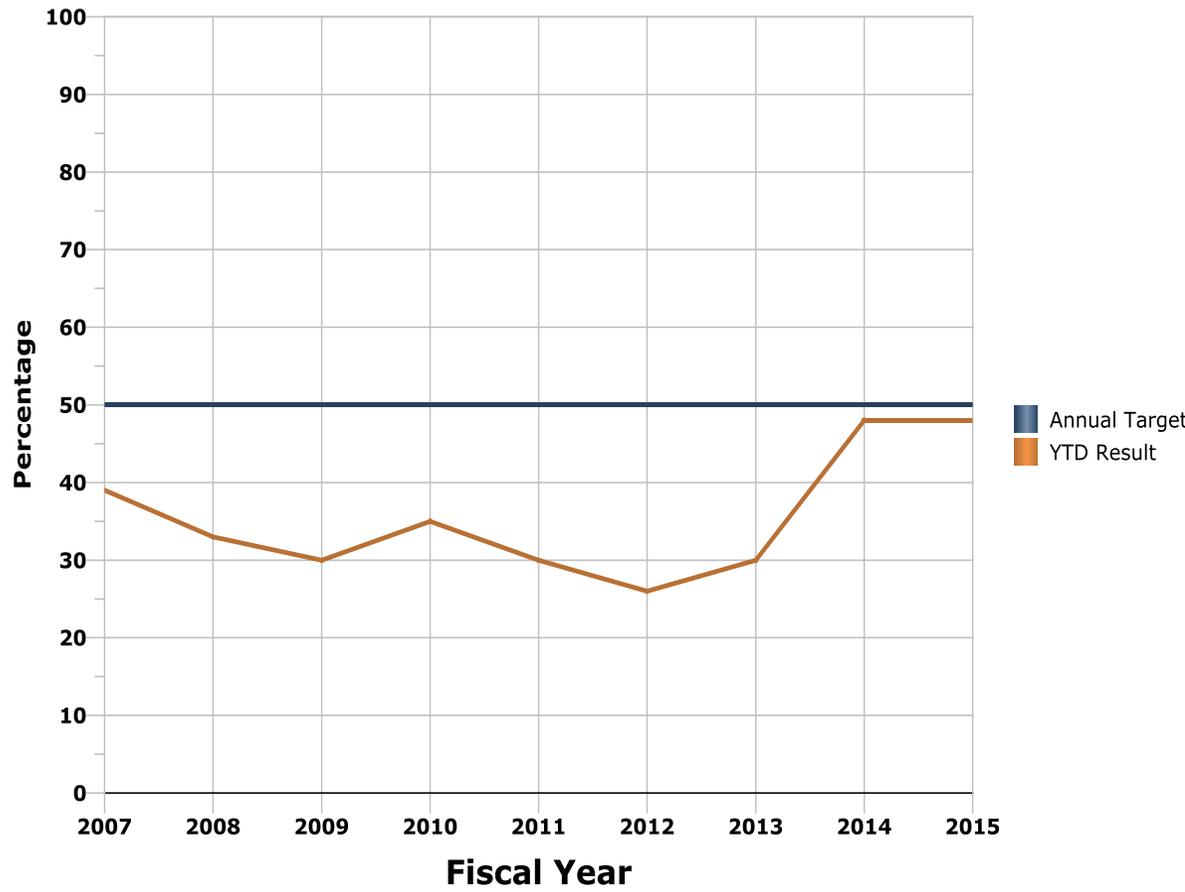
(Qtr Measurement Method: Otag ranking for the average bill for sewer/ # of agencies

YTD Measurement Method: Quarter result is YTD result. One result represents the entire FY)

Water Rate Ranking 3.2.305



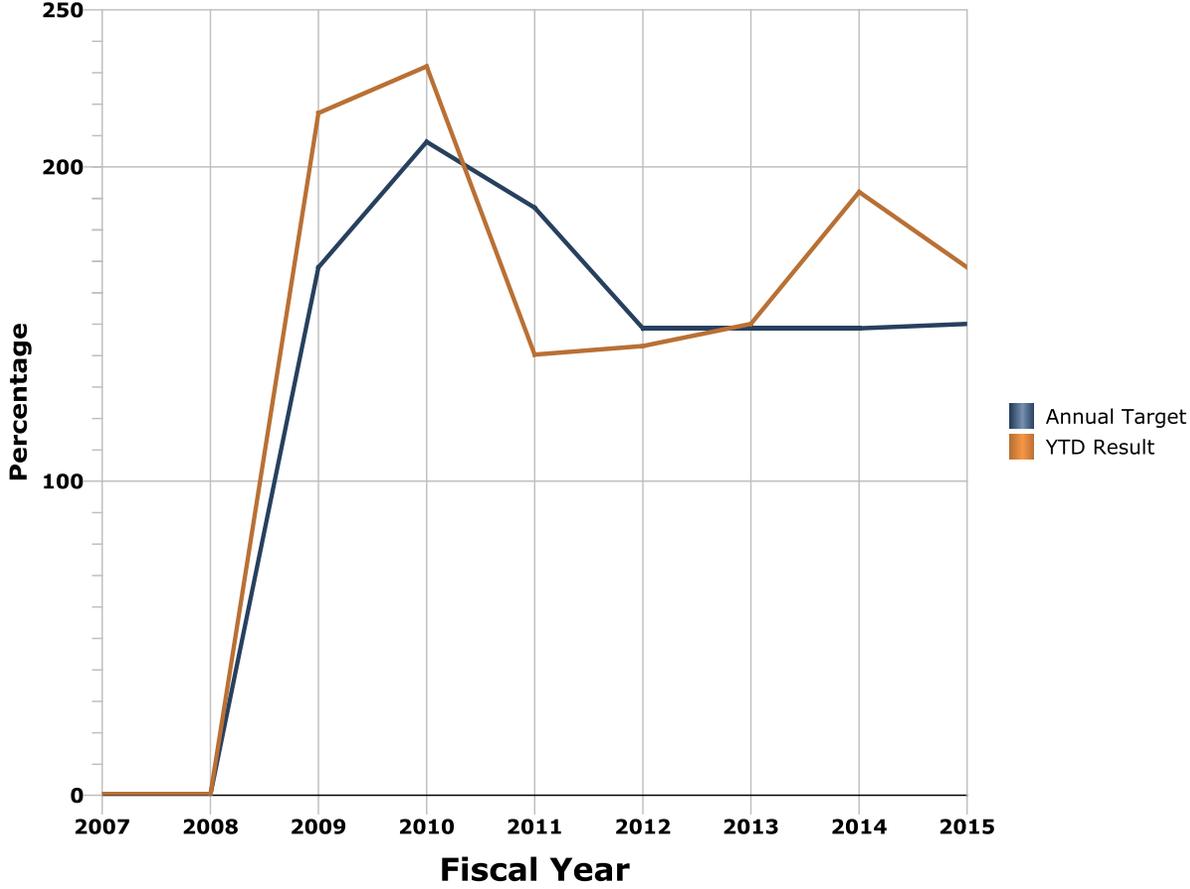
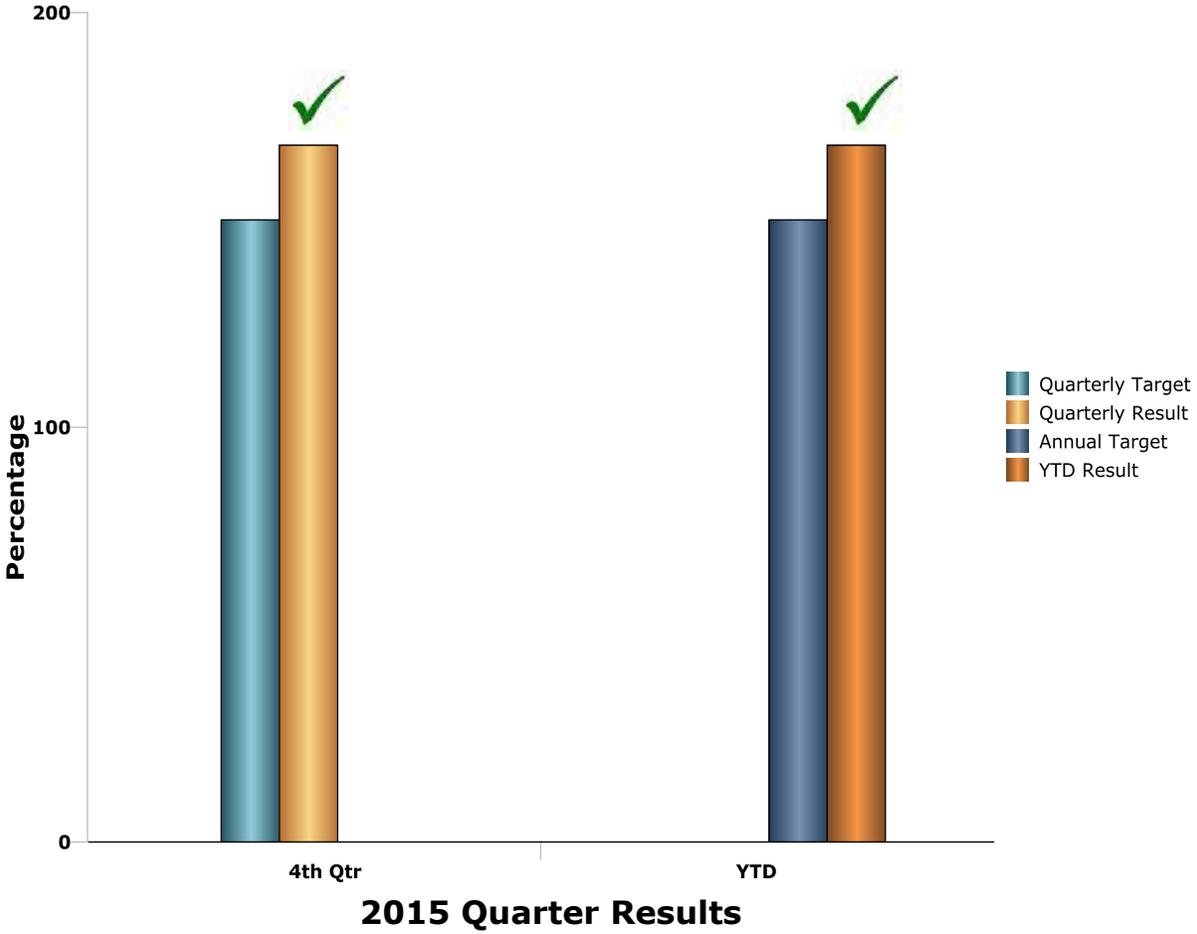
■ Quarterly Target
■ Quarterly Result
■ Annual Target
■ YTD Result



Measure 3.2.305, Water Rate Ranking, is reported annually in the first quarter and represents the results for the given fiscal year. The District’s goal is to be below the midpoint (bottom 50%) for neighboring Districts

(Qtr Measurement Method: Otoy ranking among CWA member agencies for average
 YTD Measurement Method: Quarter result is YTD result. One result represents the entire FY)

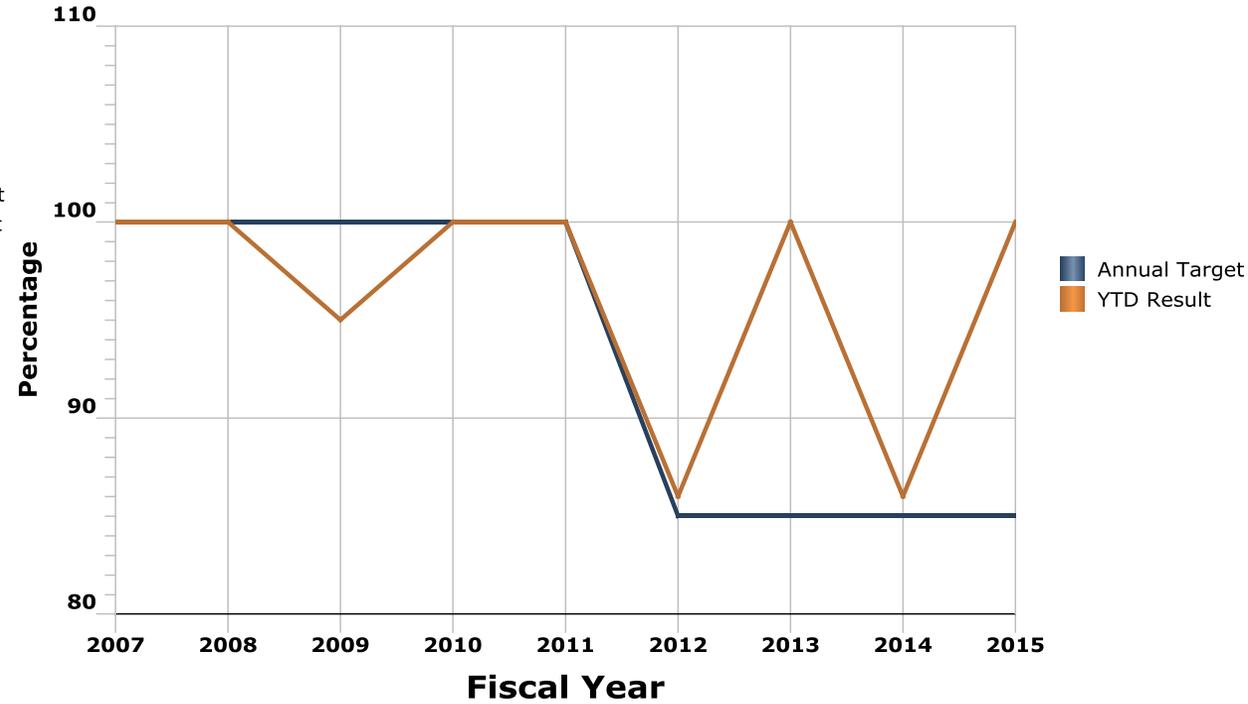
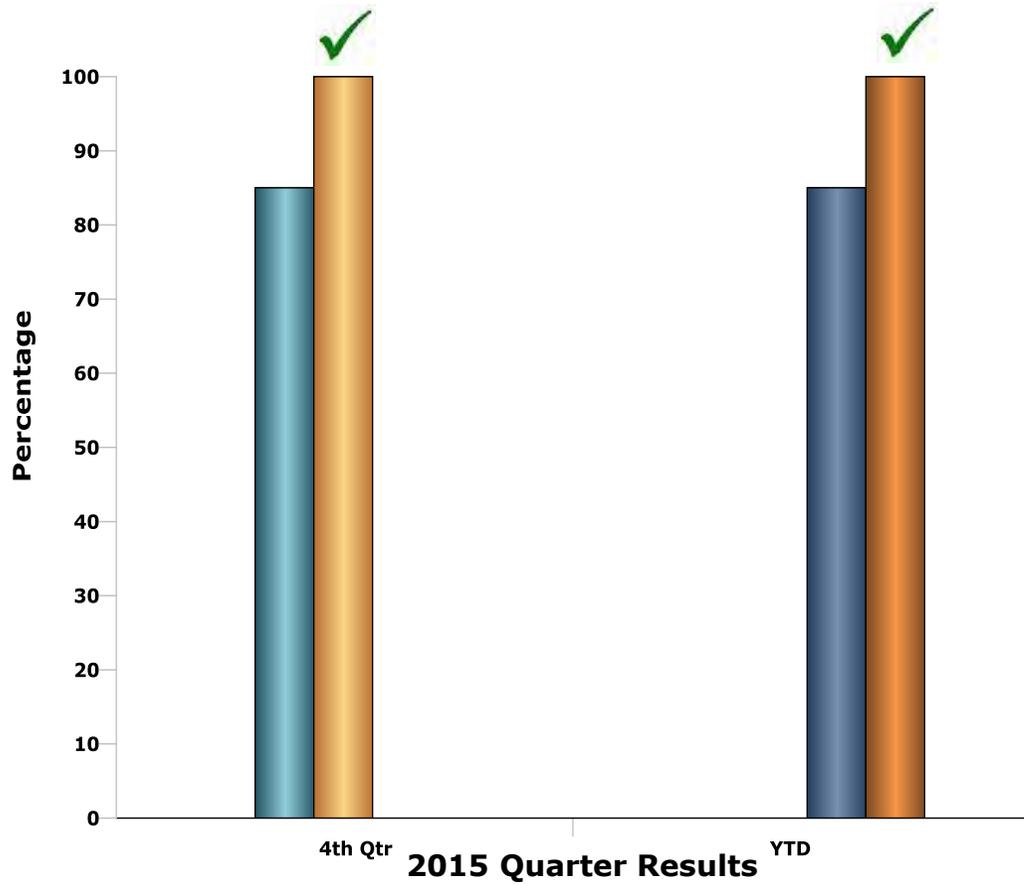
Debt Coverage Ratio (QualServe) 3.2.306



Measure 3.2.306, Debt Coverage Ratio, aims to be above all set targets in order to have sufficient debt coverage. It is measured annually at year end.

(Qtr and YTD Measurement Method: Qualified net operating revenues/ Debt service requirements)

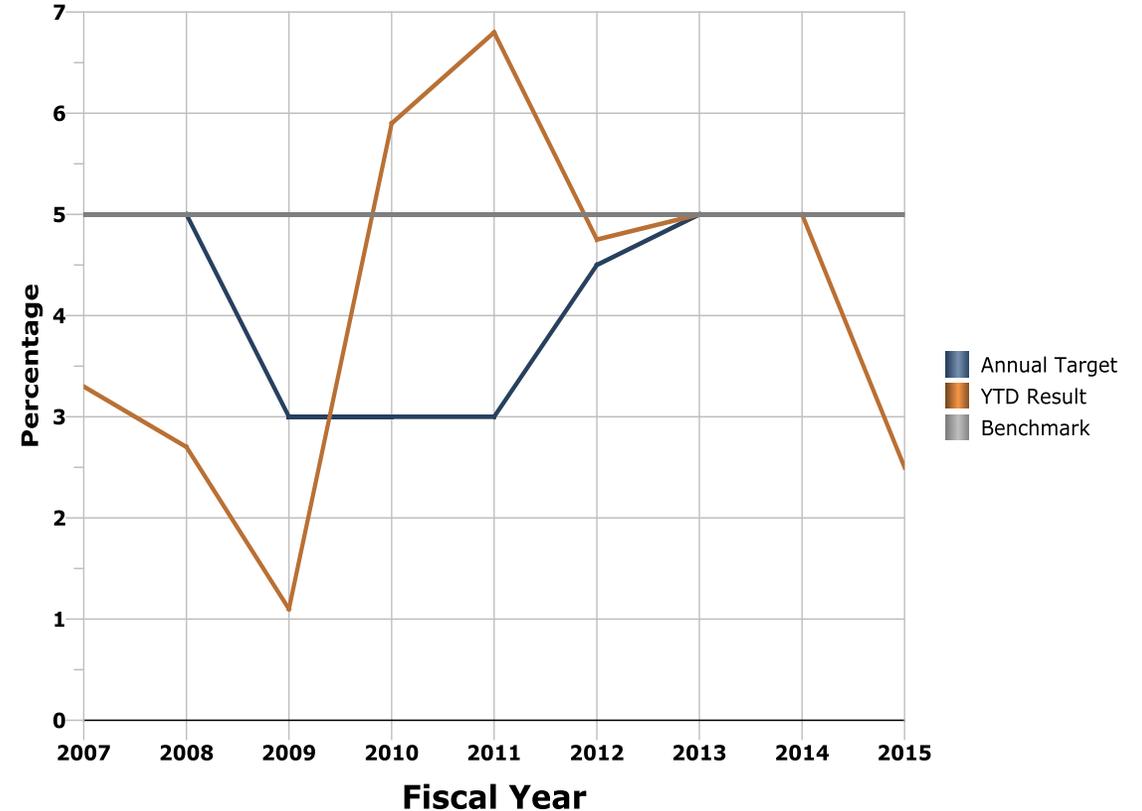
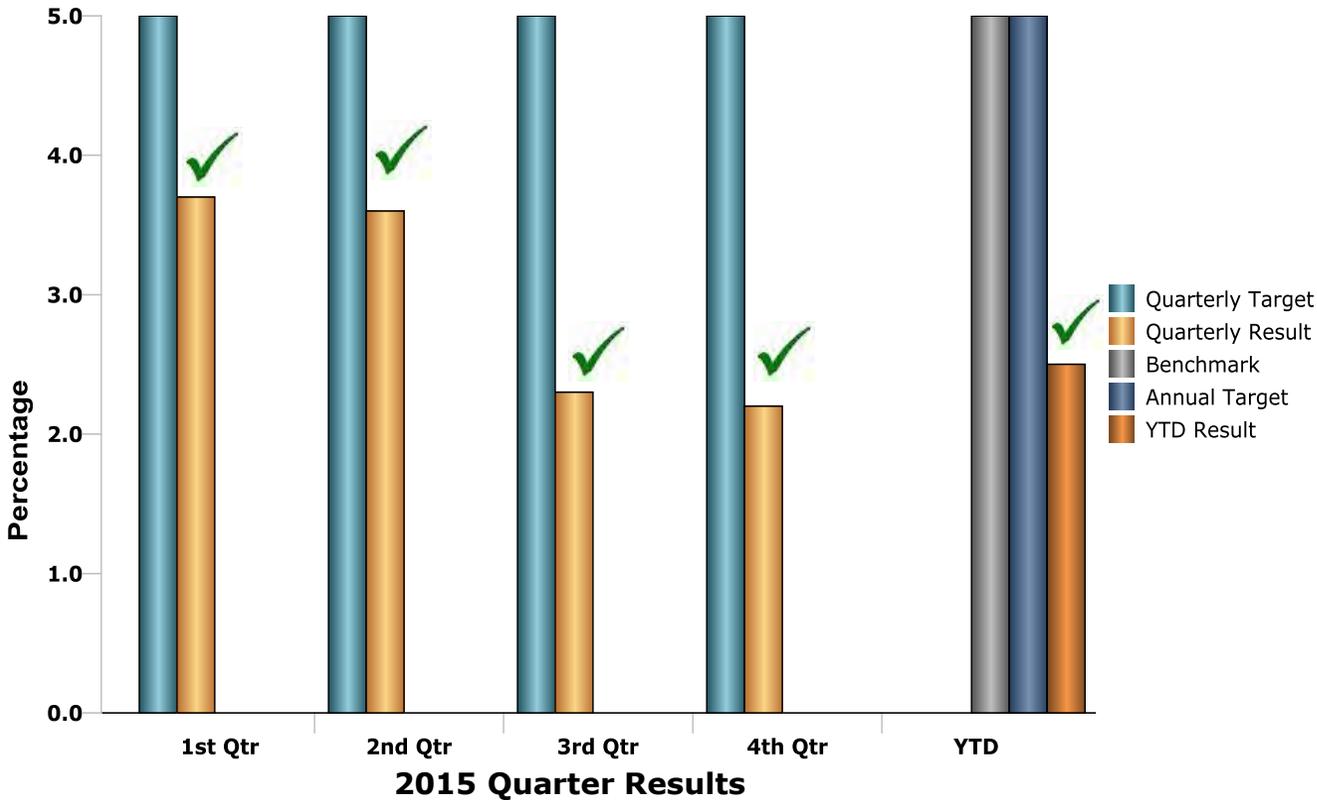
Reserve Level 3.2.307



Measure 3.2.307, Reserve Level, aims to be equal or exceed 85%. It is measured annually at year end.

(Qtr and YTD Measurement Method: # of reserve funds that meet or exceed fund target levels/ Total # of reserve funds (9))

Distribution System Loss (QualServe) 3.3.308



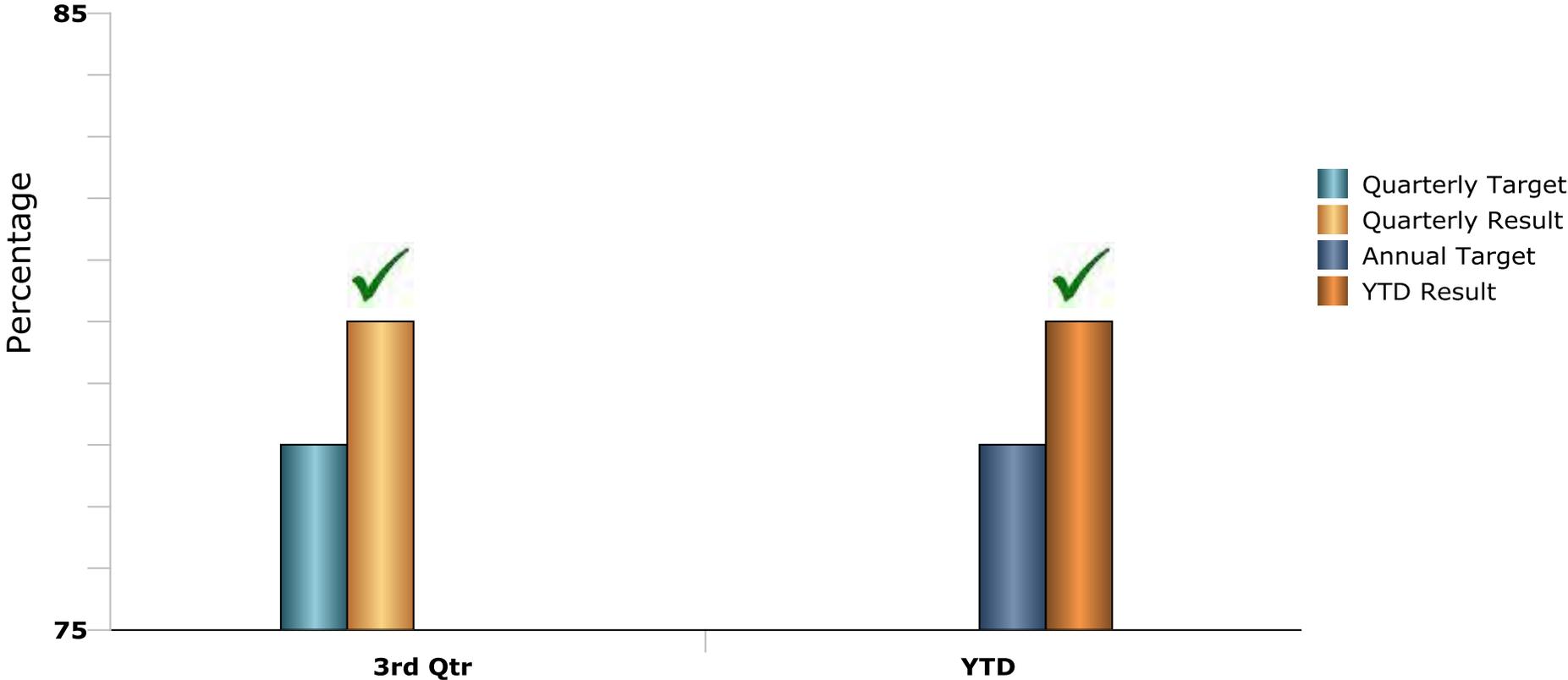
Measure 3.3.308, Distribution System Loss, aims to be below all set targets in order to ensure less than 5% of unaccounted water in a single year.

*The calculation is a year-to-date calculation, so Qtr Result = YTD Result.

(Qtr and YTD Measurement Method: $100 \left[\frac{\text{volume purchased} - (\text{volume sold} + \text{volume used})}{\text{volume purchased}} \right]$)

Customer Satisfaction with Otoy Website

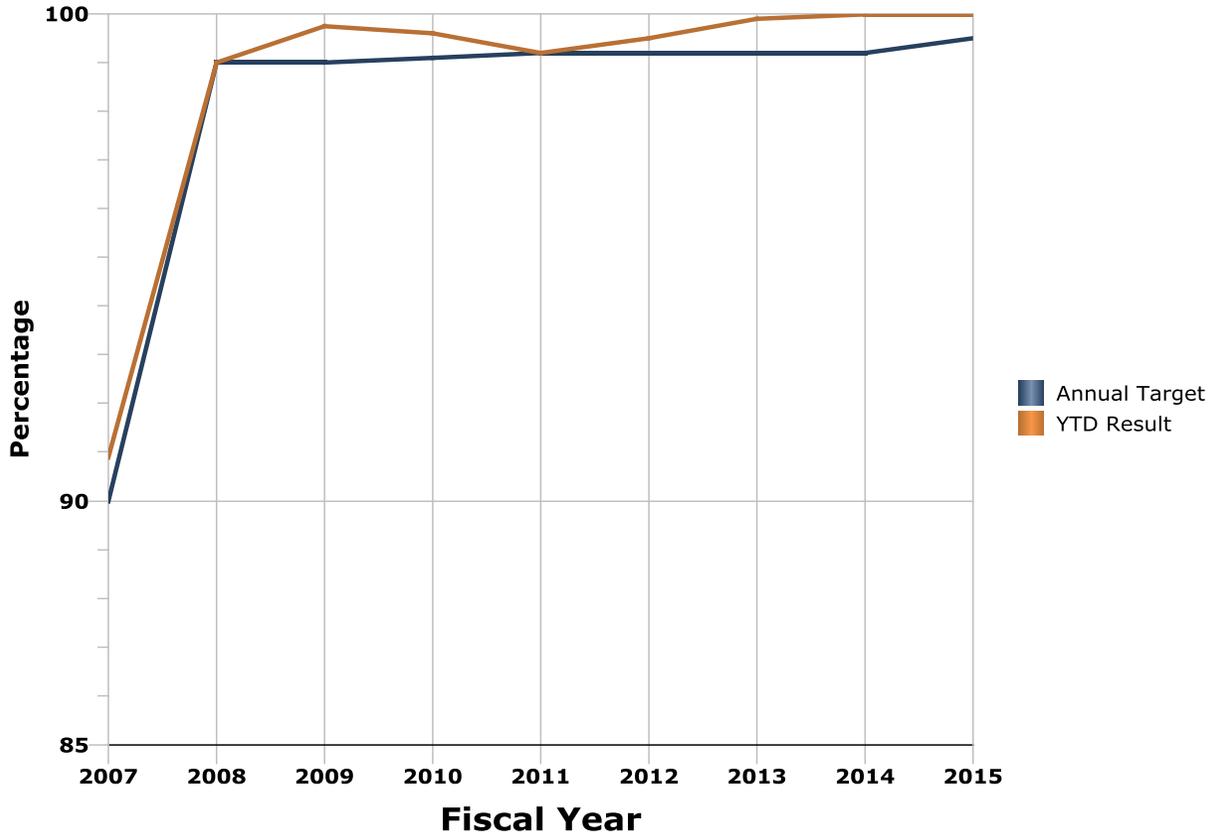
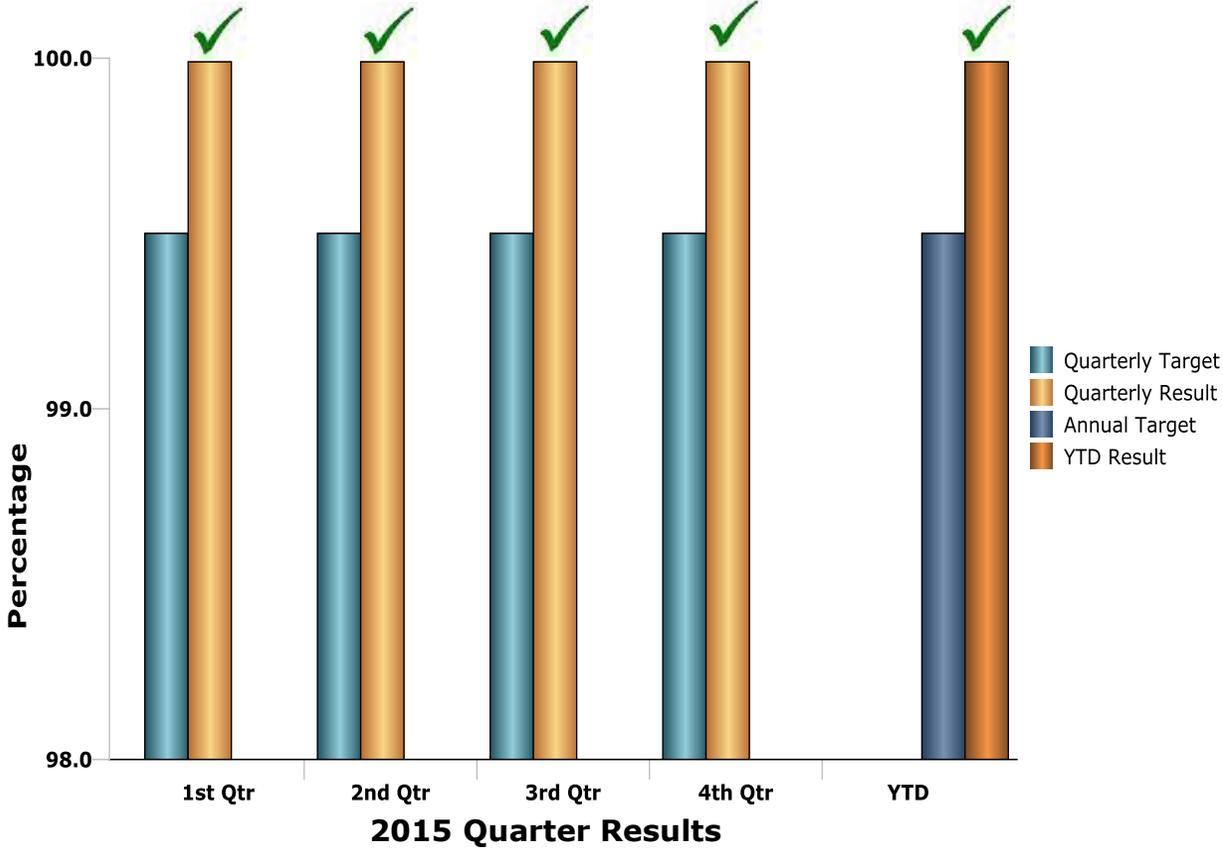
4.1.400



Measure 4.1.400, Customer Satisfaction with Otoy Website, is an annual survey reported in the third quarter and represents the results for the given fiscal year.

(Qtr and YTD Measurement Method: Annual Customer Opinion and Awareness Survey. Error of margin is 4%)

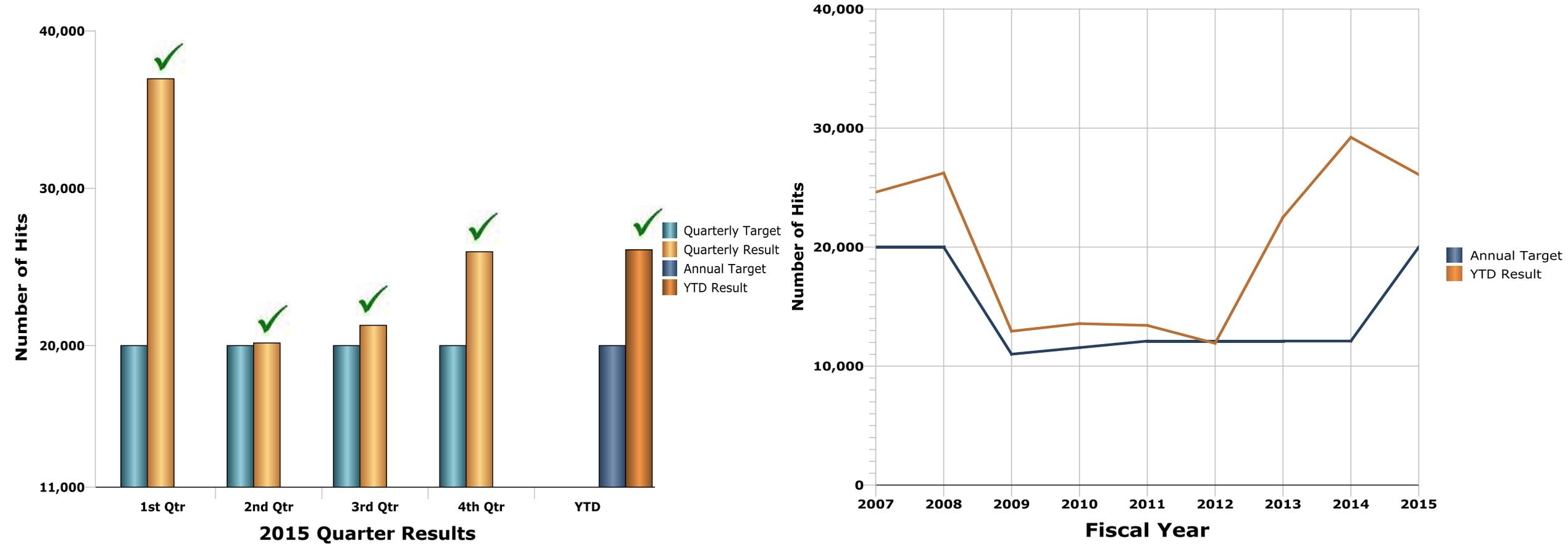
Network Availability 4.3.401



Measure 4.3.401, Network Availability, aims to be above all set targets in order to have an average of no less than 99.5% network availability per quarter in a single year.

(Qtr and YTD Measurement Method: Time availability of core applications during business hours/ Total time)

Website Hits 4.4.402

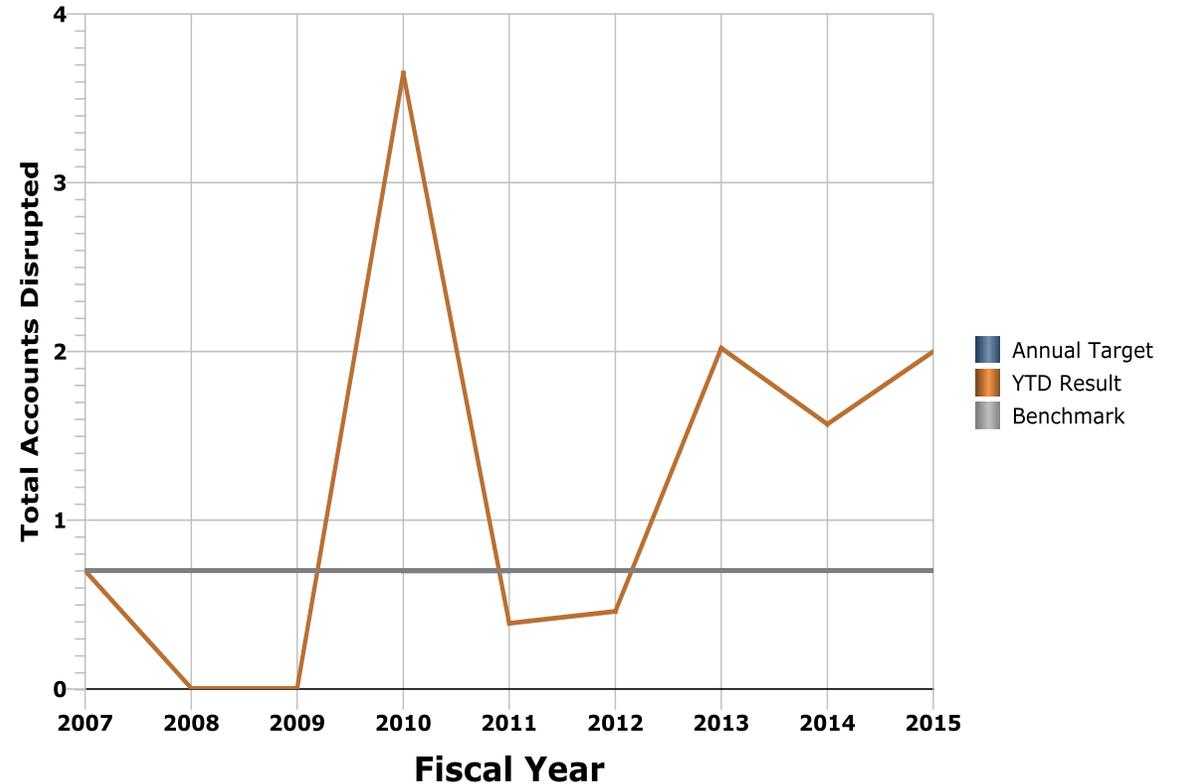
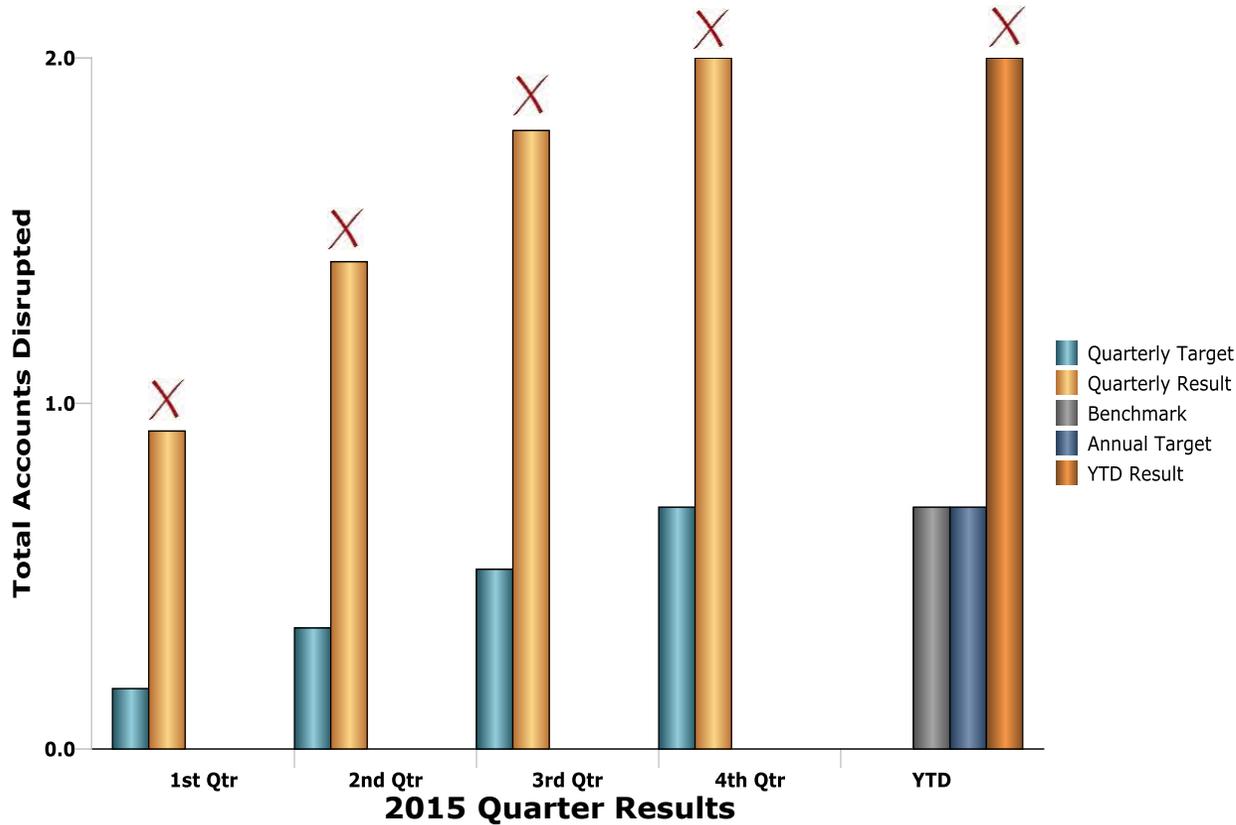


Measure 4.4.402, Website Hits, aims to be above all set targets in order to have an average of no less than 20,000 website hits per quarter in a single year.

(Qtr Measurement Method: $(M1+M2+M3)/3= Q1$, $(M4 + M5 + M6)/3 = Q2$, etc.

YTD Measurement Method: Cumulative total of quarterly targets/4)

Unplanned Disruptions (QualServe) 5.1.500

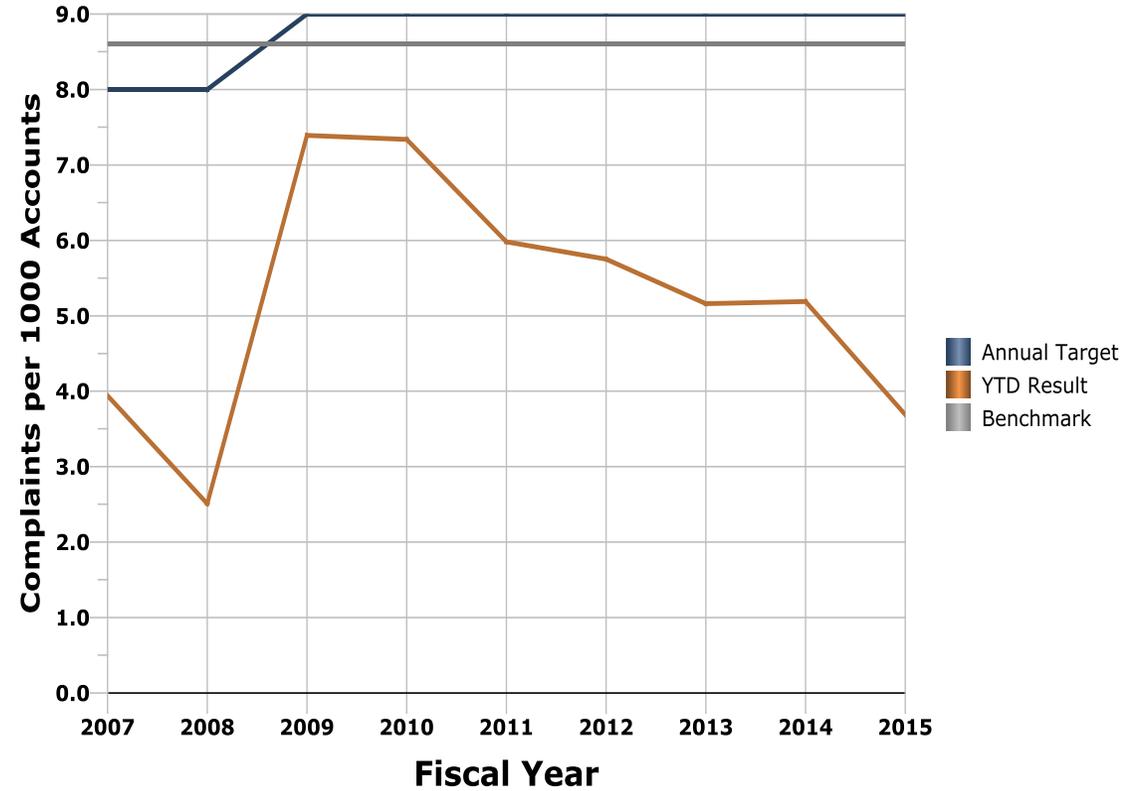
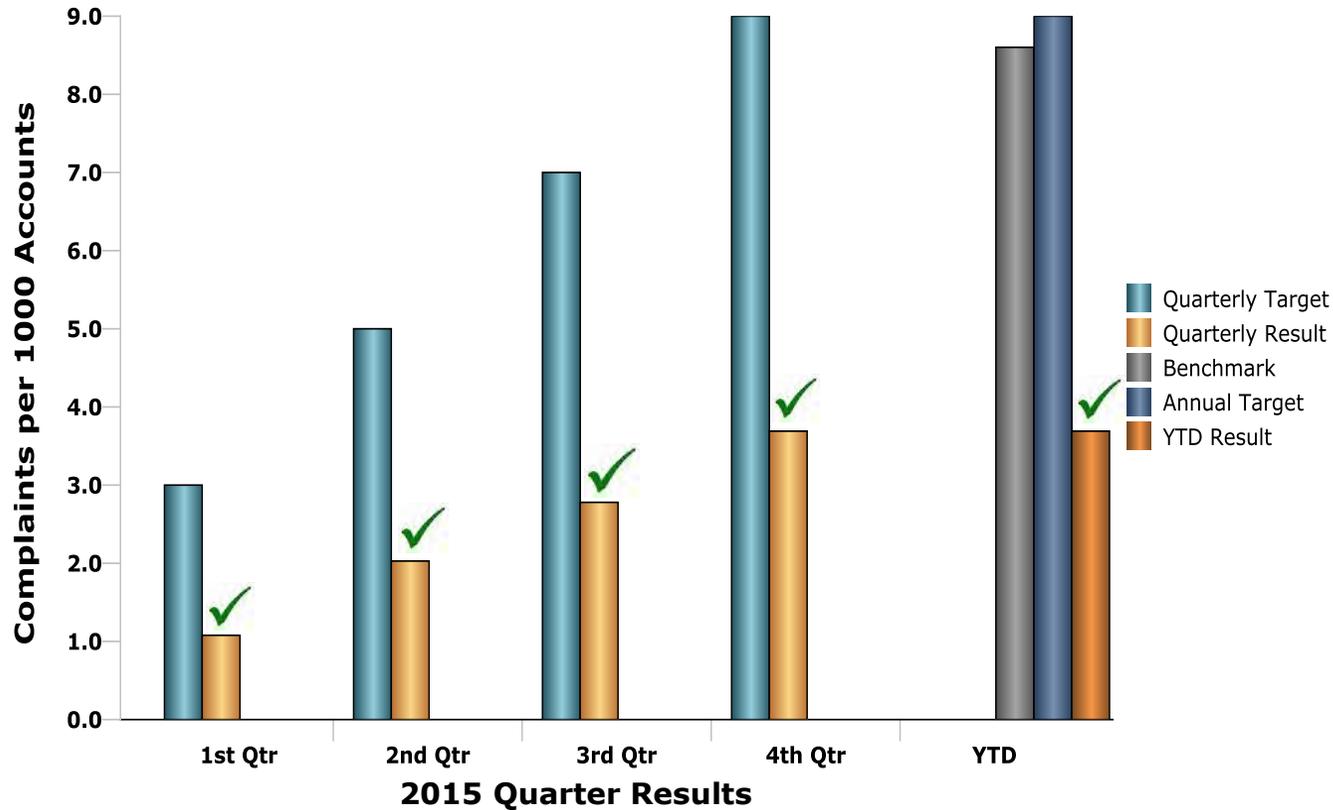


Measure 5.1.500, Unplanned Disruptions, aims to be below the QualServe target ratio of 0.7. Ratio is calculated by # disruptions x 1000/total accounts.

(Qtr Measurement Method: (# of customer accounts experiencing unplanned disruptions in one quarter x 1000)/# of active accounts

YTD Measurement Method: (# of disruptions per year x 1000)/# of active customers)

Technical Quality Complaint (QualServe) 5.1.501

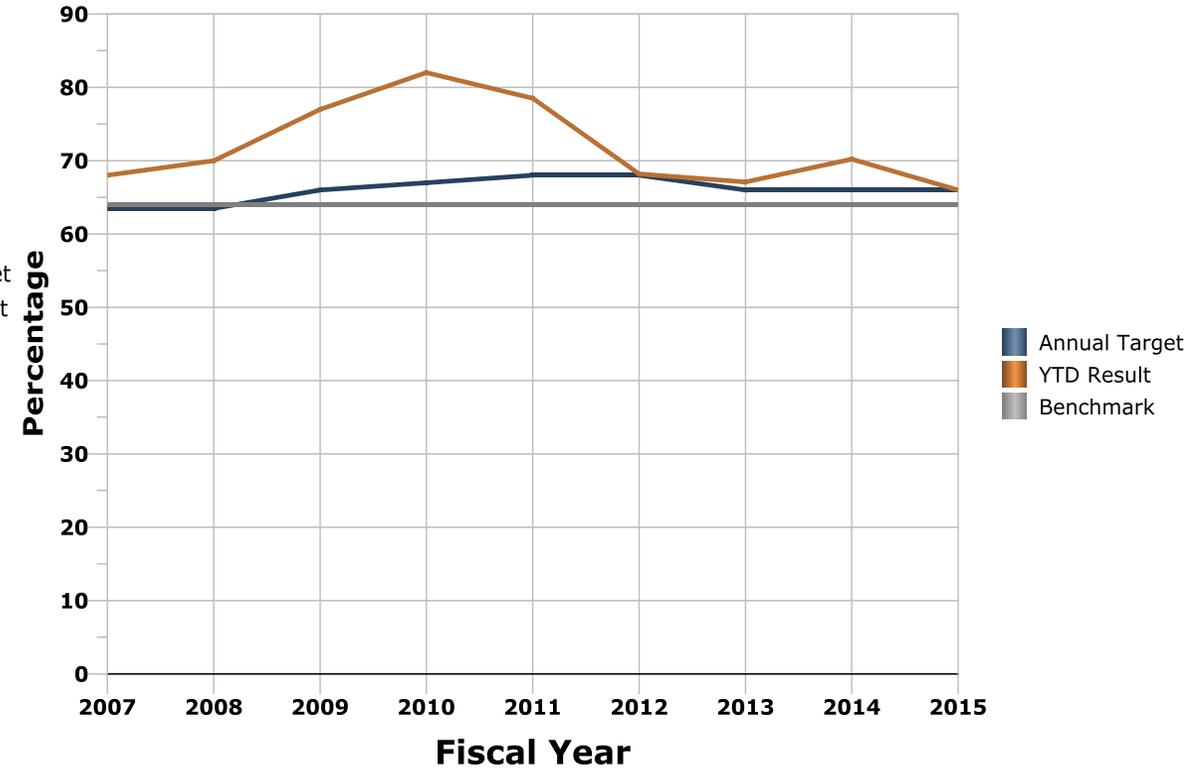
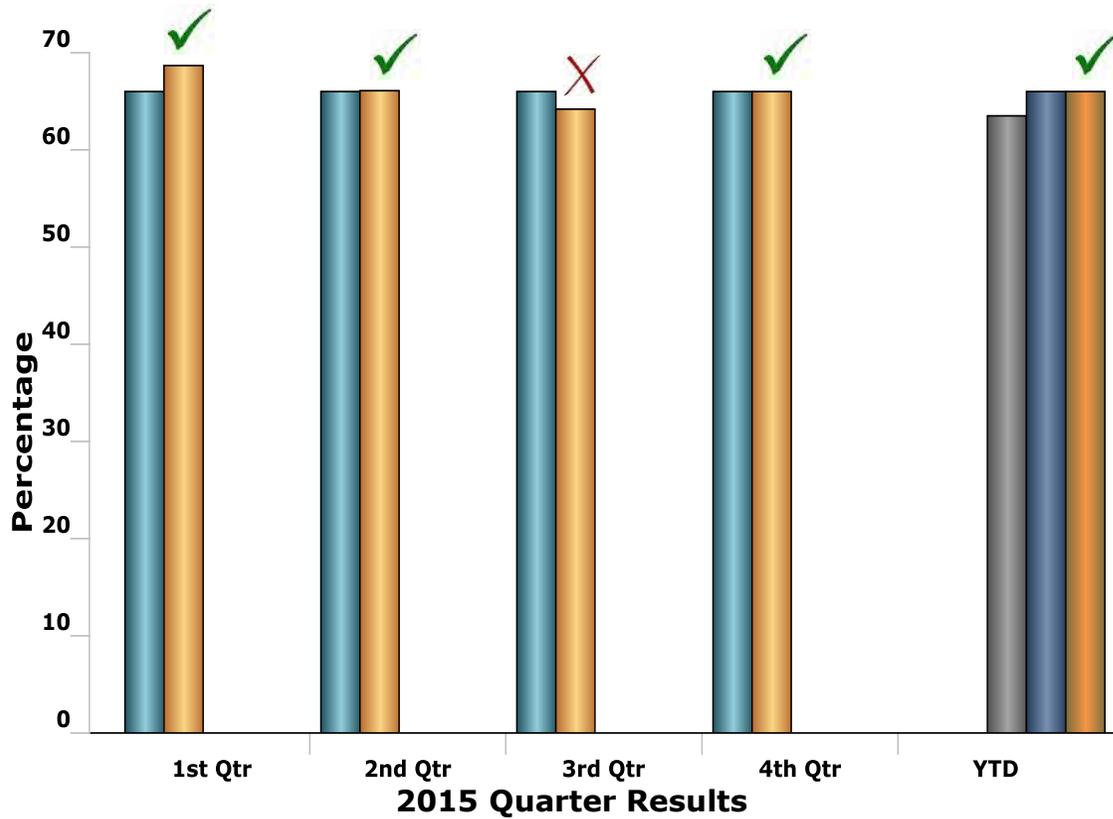


Measure 5.1.501, Technical Quality Complaint, aims to be below all set targets in order to have no more than 9 complaints per 1000 customer accounts in a single year.

(Qtr Measurement Method: $(1000 \times \# \text{ of technical quality complaints per quarter}) / \# \text{ of active customer accounts per reporting period}$.)

YTD Measurement Method: $(1000 \times \# \text{ of technical quality complaints per year}) / \# \text{ of connections}$.)

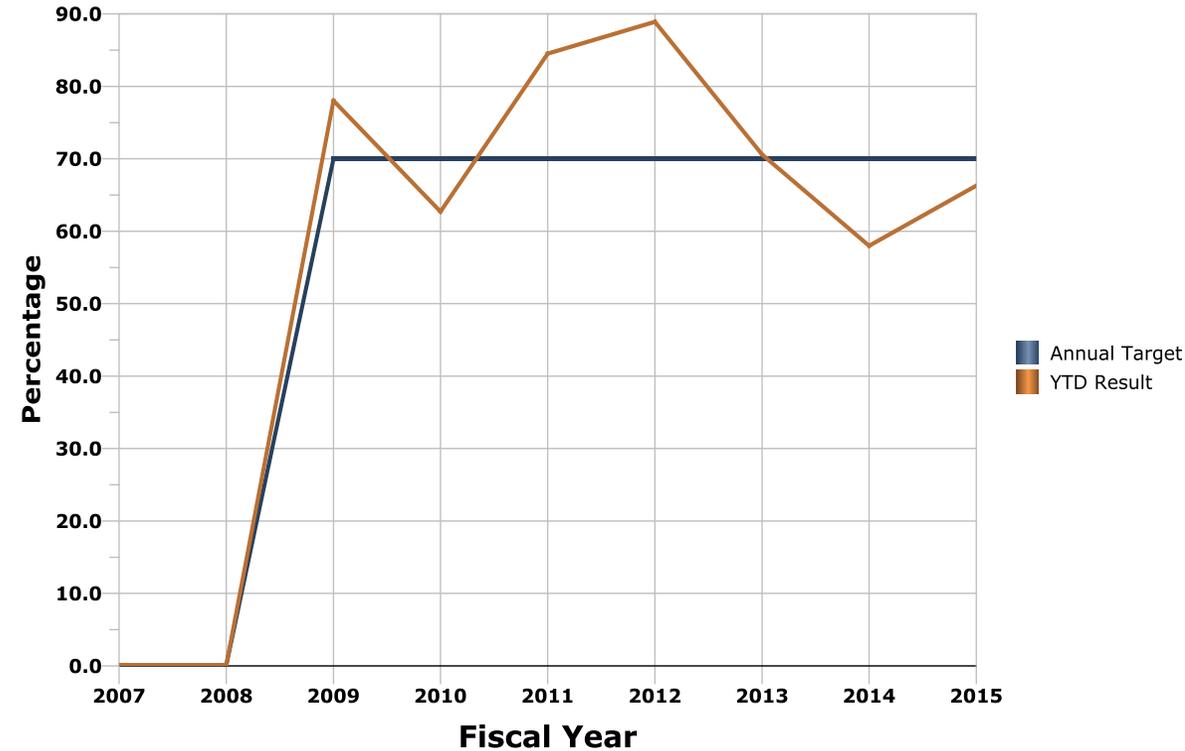
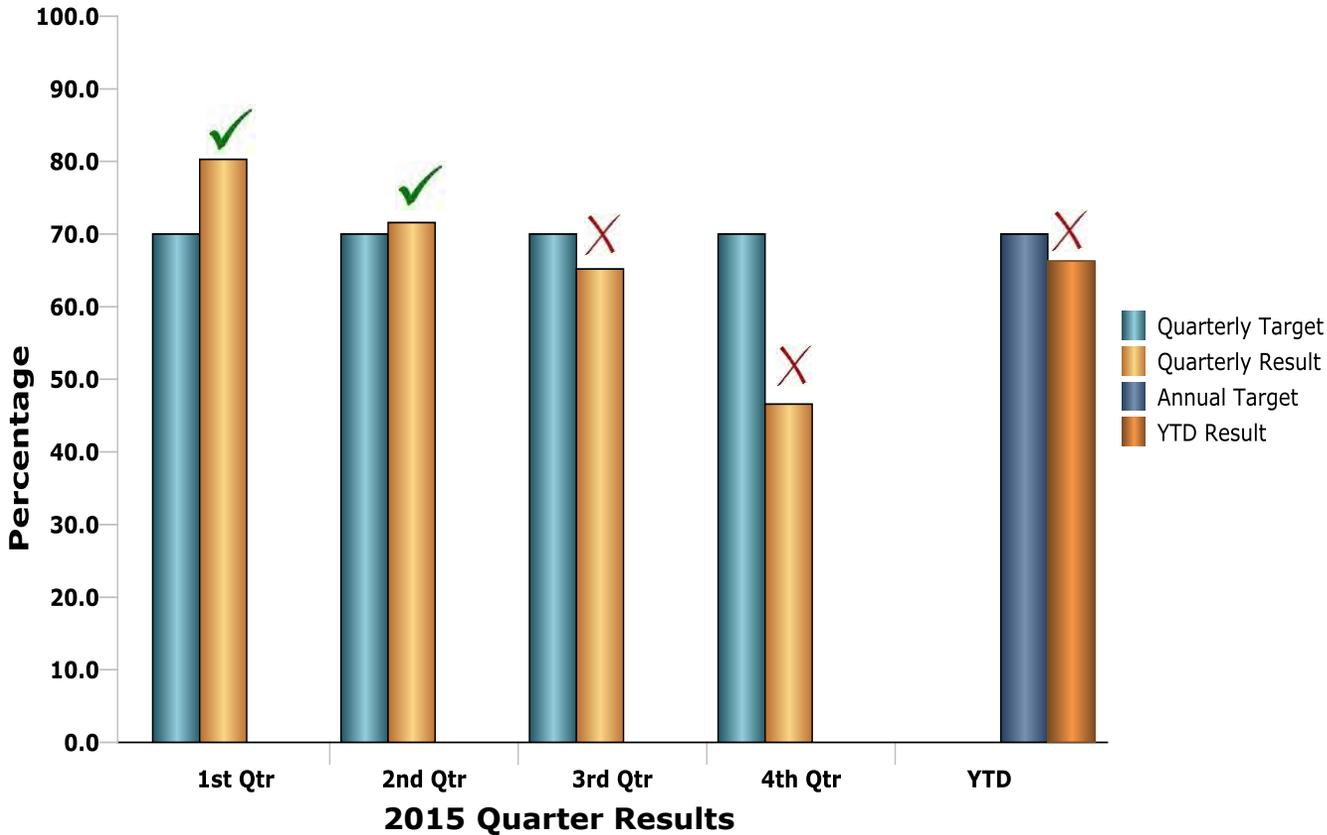
Planned Potable Water Maintenance Ratio in \$ (QualServe) 5.2.502



Measure 5.2.502, Planned Potable Water Maintenance Ratio in \$, aims to be above all set targets in order to have no less than 66% of all labor dollars spent on preventative maintenance per quarter in a single year. Note: Quarterly results are subject to change.

(Qtr Measurement Method: Total planned maintenance cost/ Total maintenance cost)

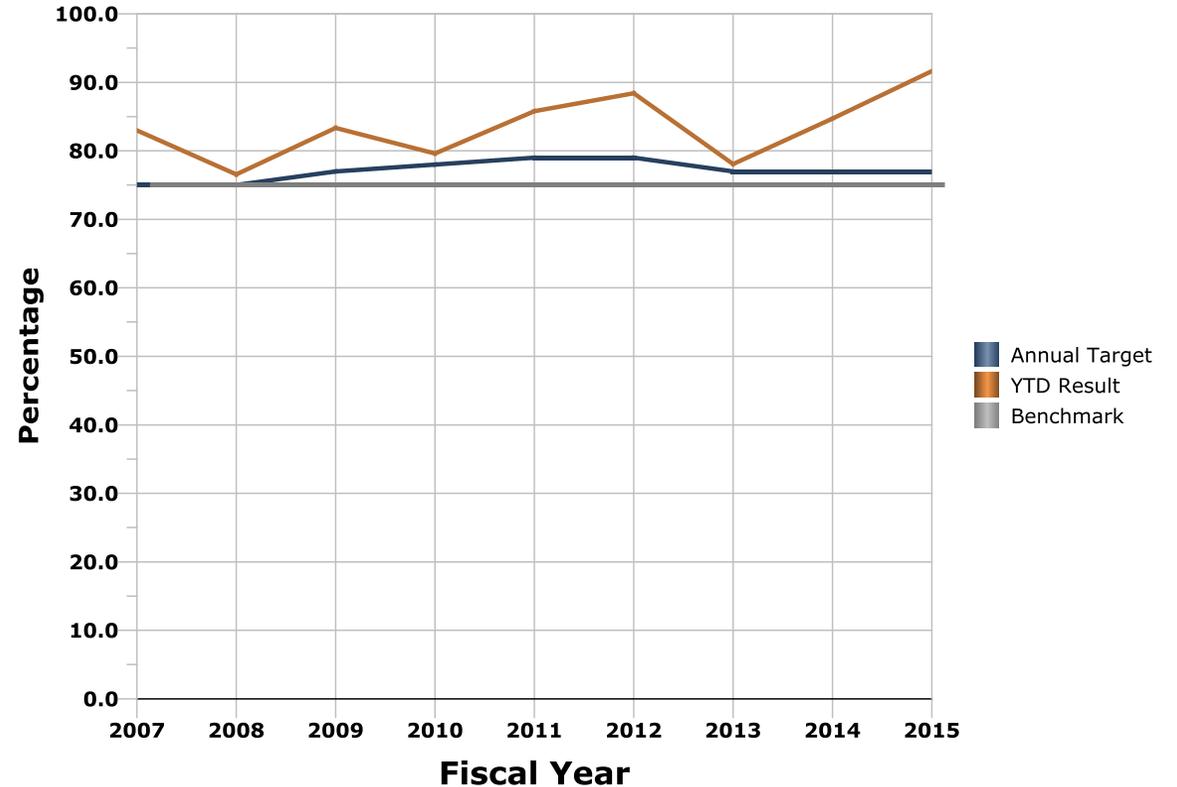
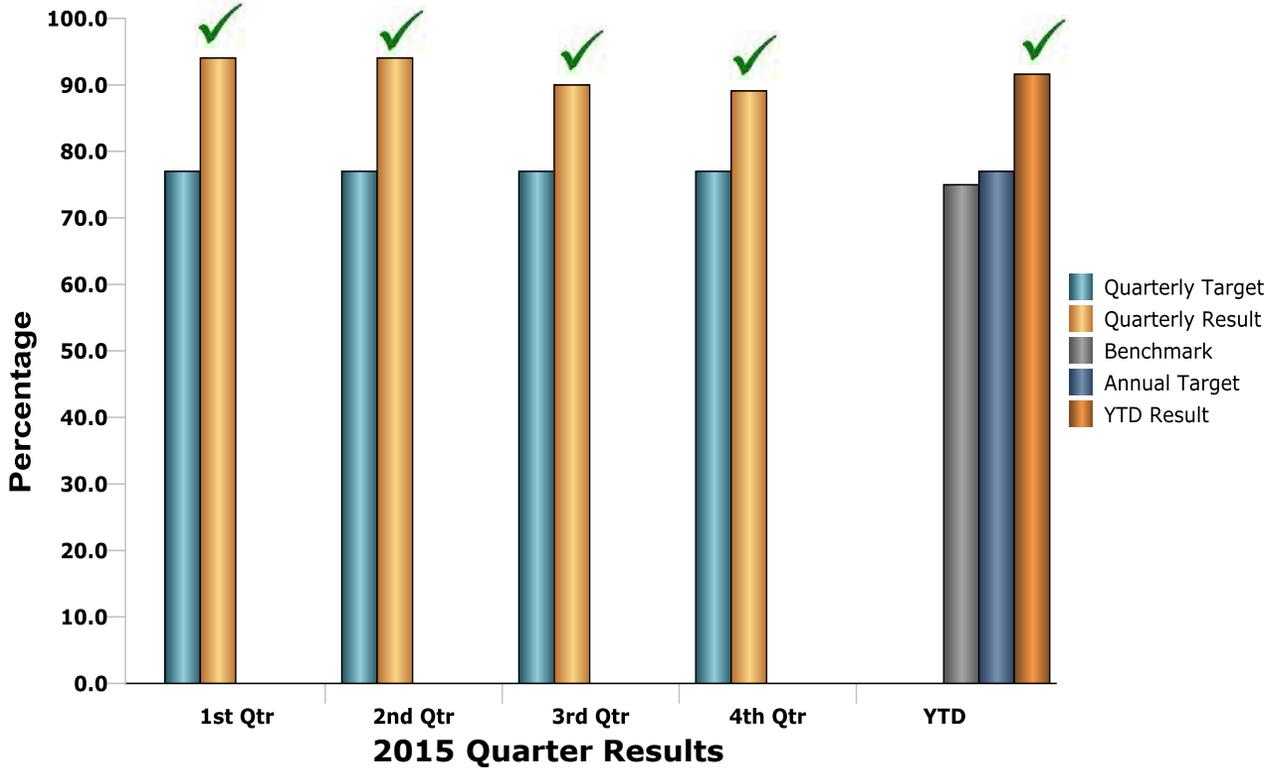
Planned Recycled Water Maintenance Ratio in \$ 5.2.503



Measure 5.2.503, Planned Recycled Water Maintenance Ratio in \$, aims to be above all set targets in order to have no less than 70% of all labor dollars spent on preventative maintenance per quarter in a single year. Note: Quarterly results are subject to change.

(Qtr Measurement Method: Total planned maintenance cost/ Total maintenance cost)

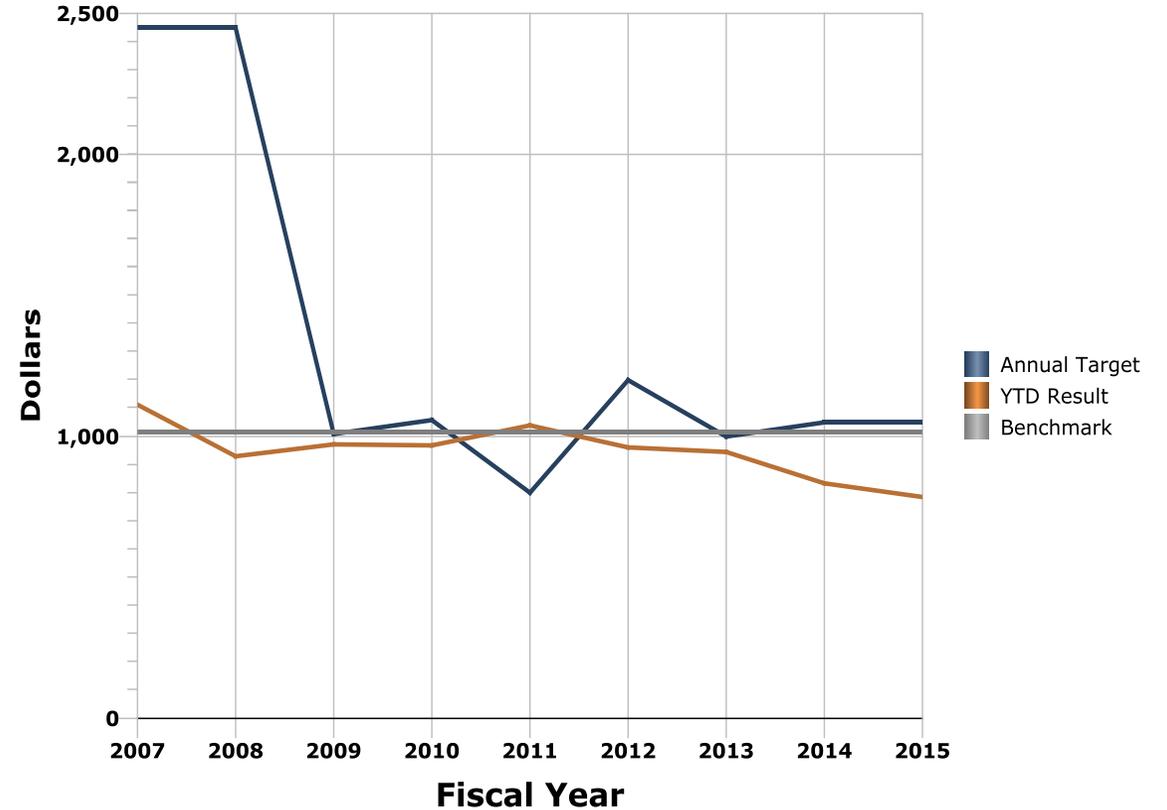
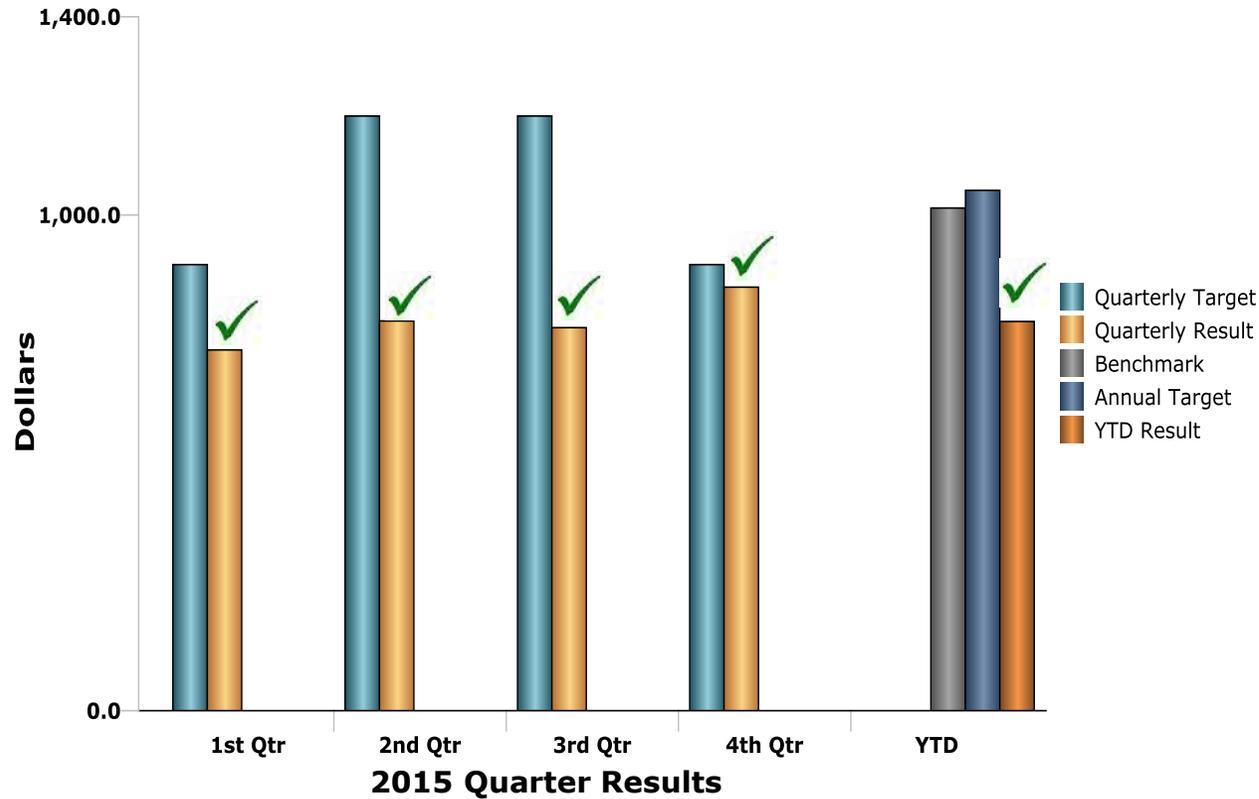
Planned Wastewater Maintenance Ratio in \$ (QualServe) 5.2.504



Measure 5.2.504, Planned Wastewater Maintenance Ratio in \$, aims to be above all set targets in order to have no less than 77% of all labor dollars spent on preventative maintenance per quarter in a single year. Note: Quarterly results are subject to change.

(Qtr Measurement Method: Total planned maintenance cost/ Total maintenance cost)

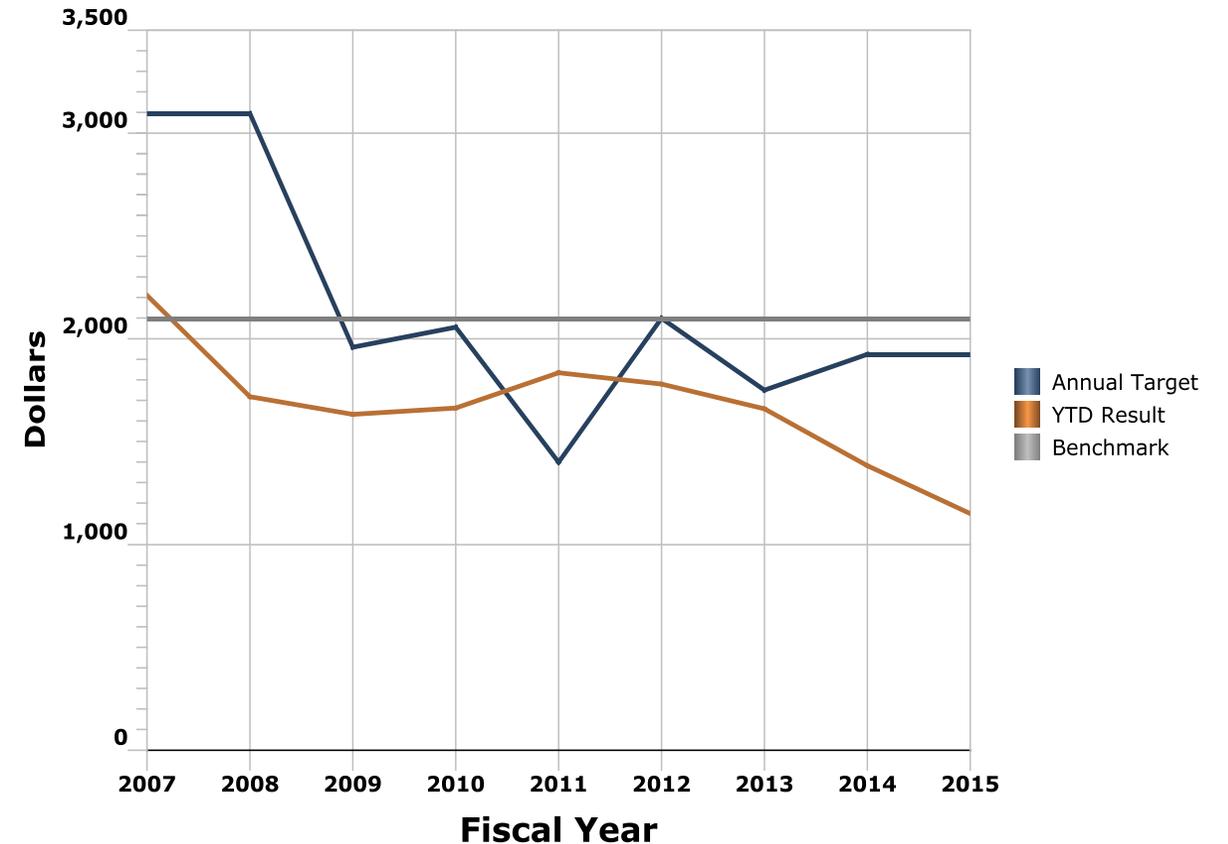
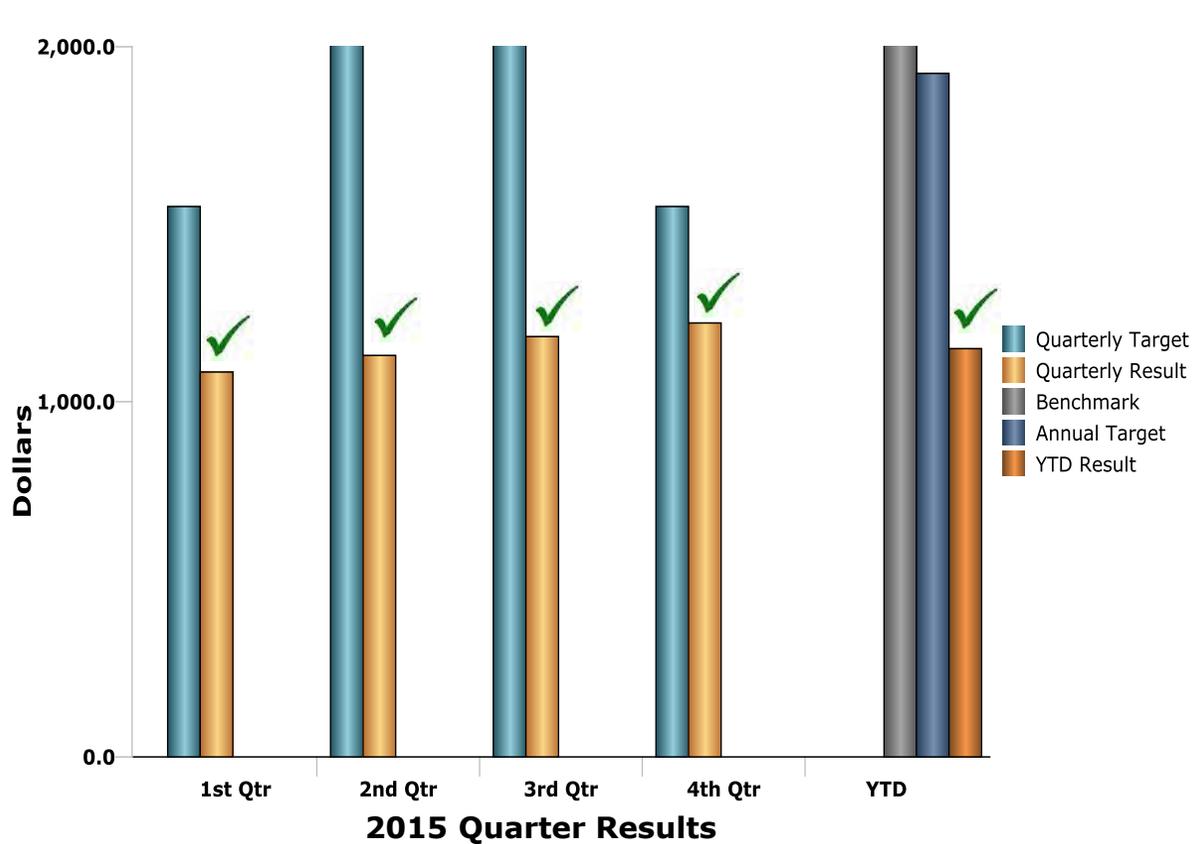
Direct Cost of Treatment per MGD (QualServe) 5.2.505



Measure 5.2.505, Direct Cost of Treatment per MGD, aims to be below all set targets in order to have no more than \$1050 per MG spent on wastewater treatment per quarter in a single year.

(Qtr Measurement Method: Total O&M costs directly attributable to sewer treatment / Total volume in MG for one quarter
 Total O&M Costs = (power cost)+(staff cost without overhead)+(chemical cost)+(equipment cost) / Million Gallons Processed)

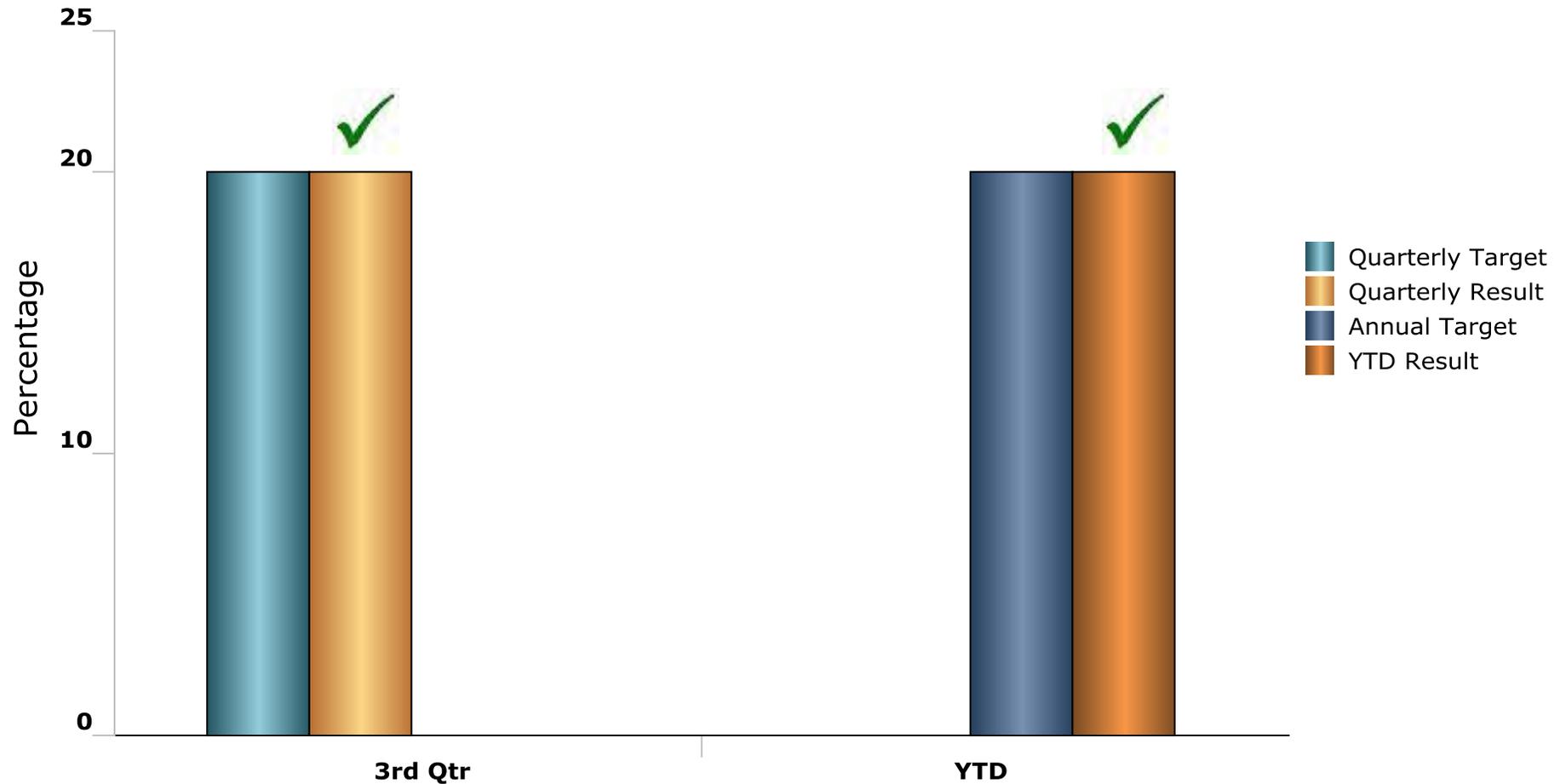
O & M Cost Per MGP of Wastewater (QualServe) 5.2.506



Measure 5.2.506, O & M Cost per MGP of Wastewater, aims to be below all set targets in order to have no more than \$1925 per MG spent on O&M for wastewater treatment per quarter in a single year.

(Qtr Measurement Method: Total O&M cost (less depreciation) / Volume in MG processed during the reporting period
 Total O&M Cost (less depreciation) = (power cost)+(staff cost)+(chemical cost)+(equipment cost) / MGP)

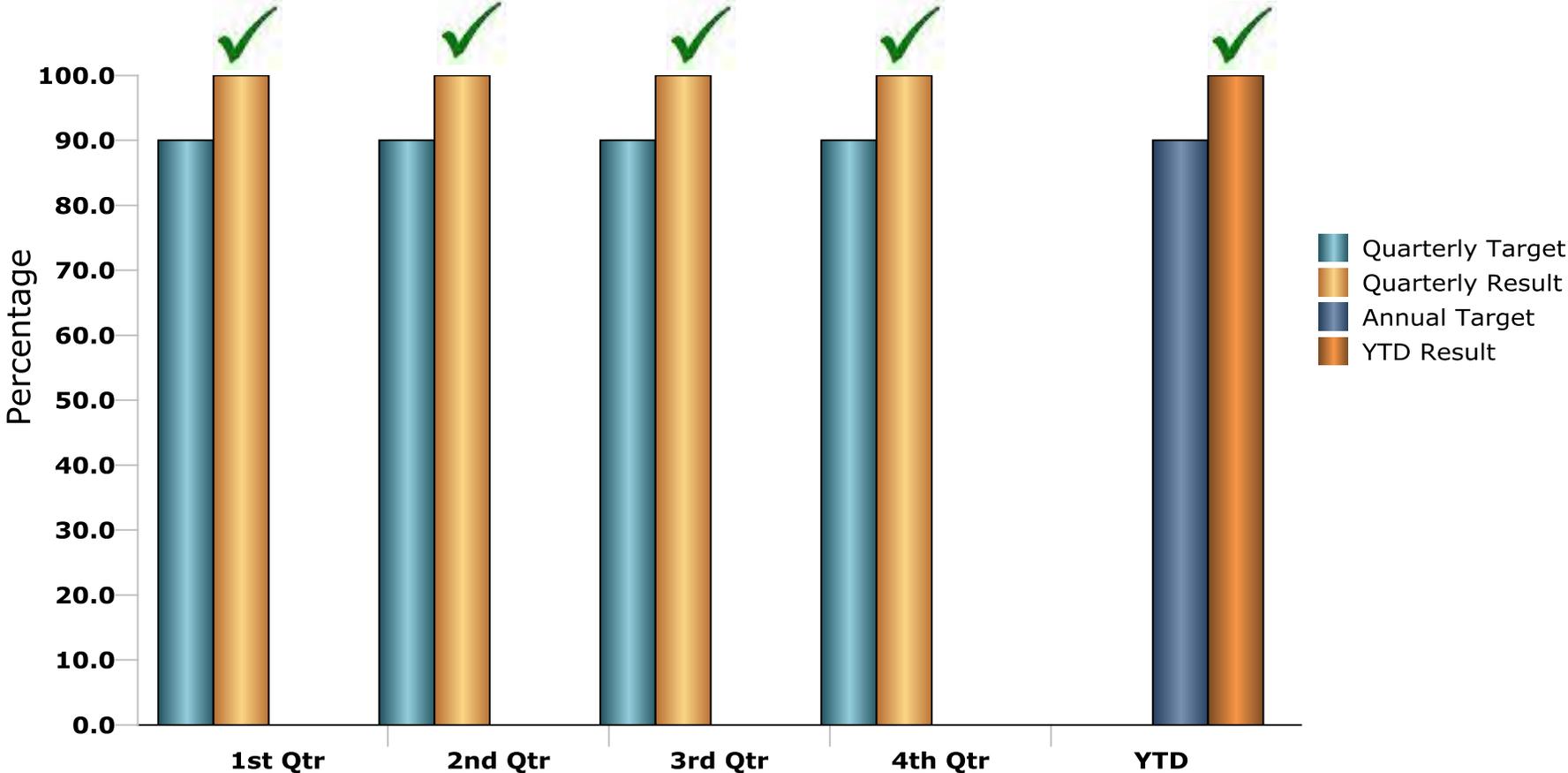
Leak Detection Program 5.2.520



Measure 5.2.520, Leak Detection Program, is an annual measure reported in the 3rd quarter and will be on target when 20% of the distribution system is surveyed for leaks per year.

(Qtr and YTD Measurement Method: % of potable distribution pipelines surveyed. The calculation is miles of pipe surveyed divided by total miles of pipe x 100)

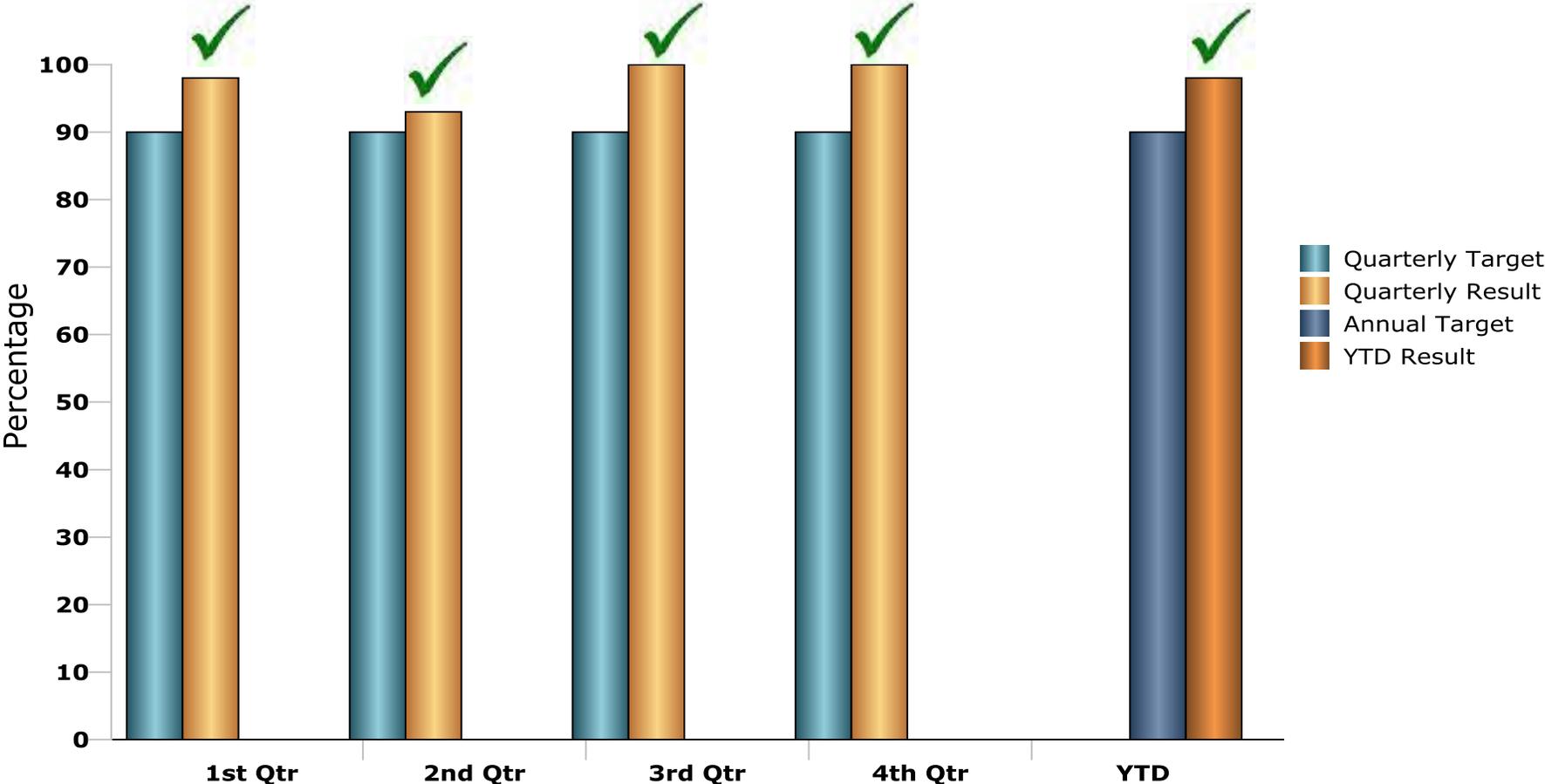
Percent of PMs Completed - Fleet Maintenance 5.3.507



Measure 5.3.507, % PMs Completed – Fleet Maintenance, aims to be above all set targets in order to have no less than 90% of the scheduled PMs completed per quarter in a single year.

(Qtr and YTD Measurement Method: # of PM's completed for the quarter/ # of PM's scheduled to be completed for the quarter)

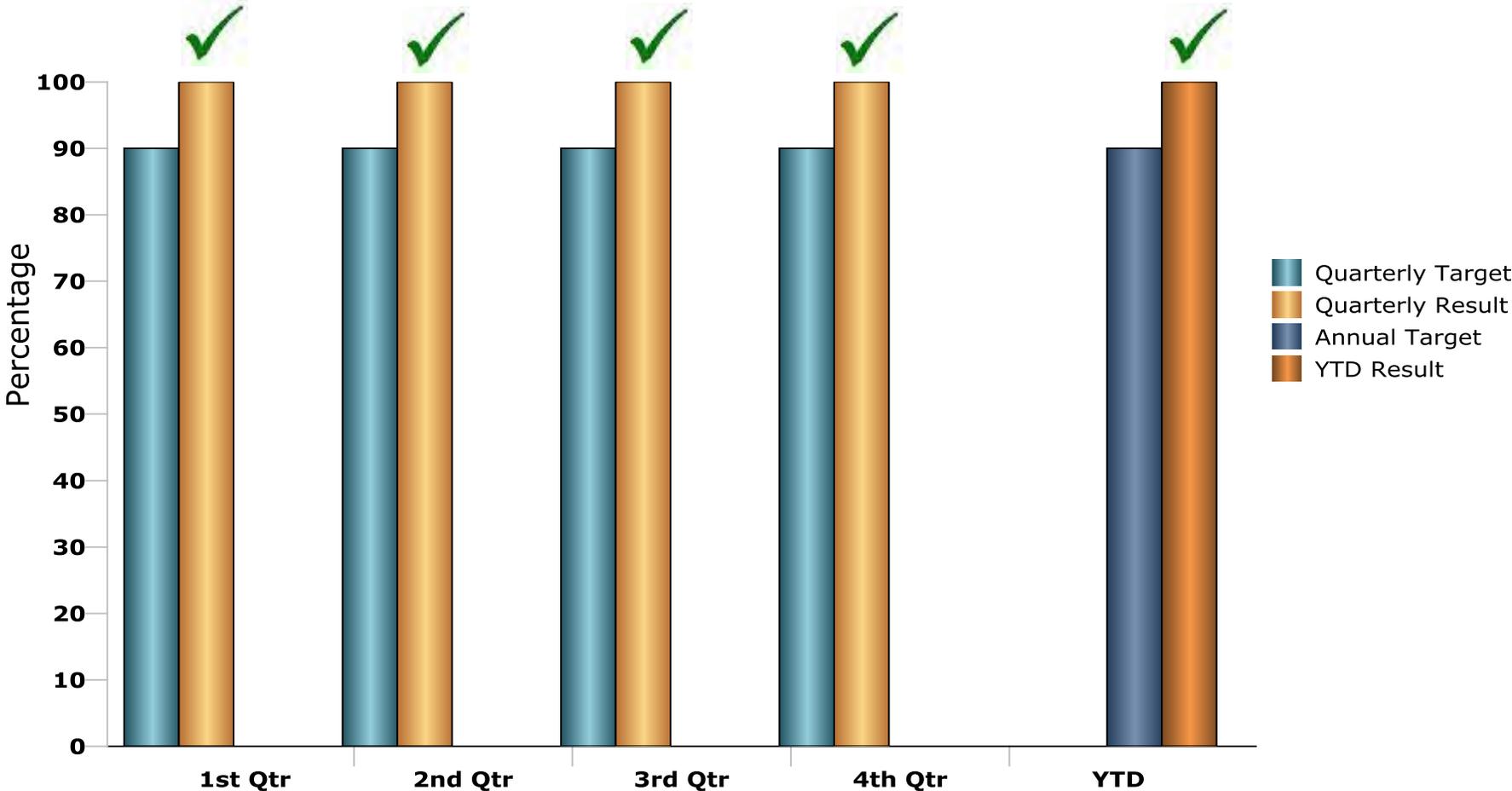
Percent of PMs Completed - Reclamation Plant 5.3.508



Measure 5.3.508, % PMs Completed – Reclamation Plant, aims to be above all set targets in order to have no less than 90% of the scheduled PMs completed per quarter in a single year.

(Qtr and YTD Measurement Method: # of PM's completed for the quarter/ # of PM's scheduled to be completed for the quarter)

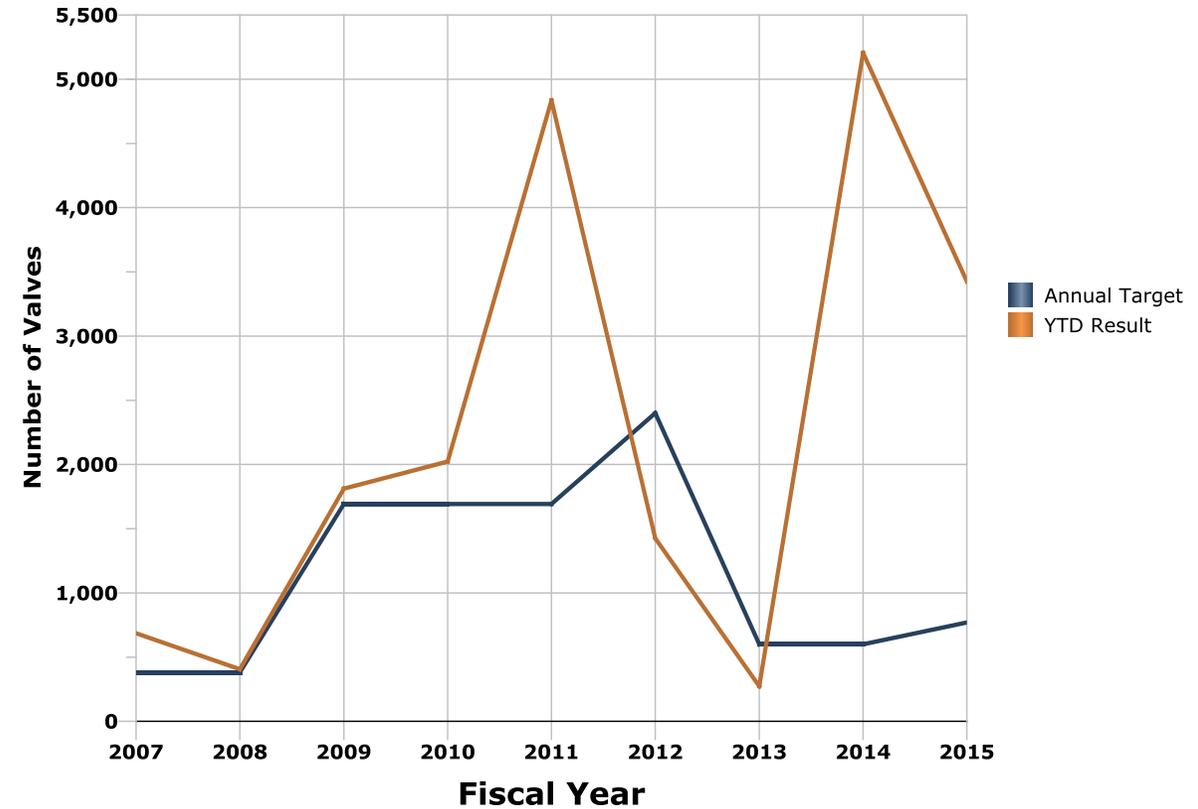
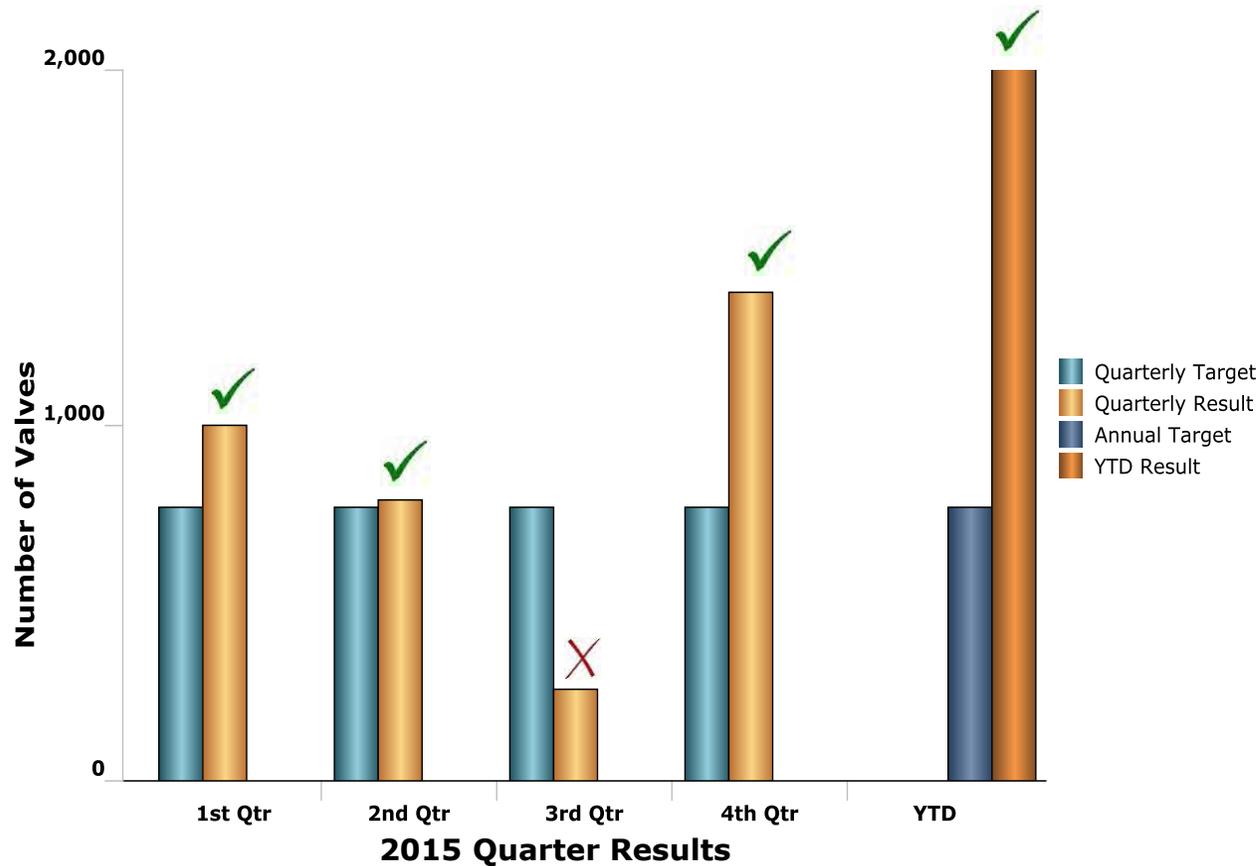
Percent of PMs Completed - Pump/Electric Section 5.3.509



Measure 5.3.509, % PMs Completed - Pump/Electric Section, aims to be above all set targets in order to have no less than 90% of the scheduled PMs completed per quarter in a single year.

(Qtr and YTD Measurement Method: # of PM's completed for the quarter / # of PM's scheduled to be completed for the quarter)

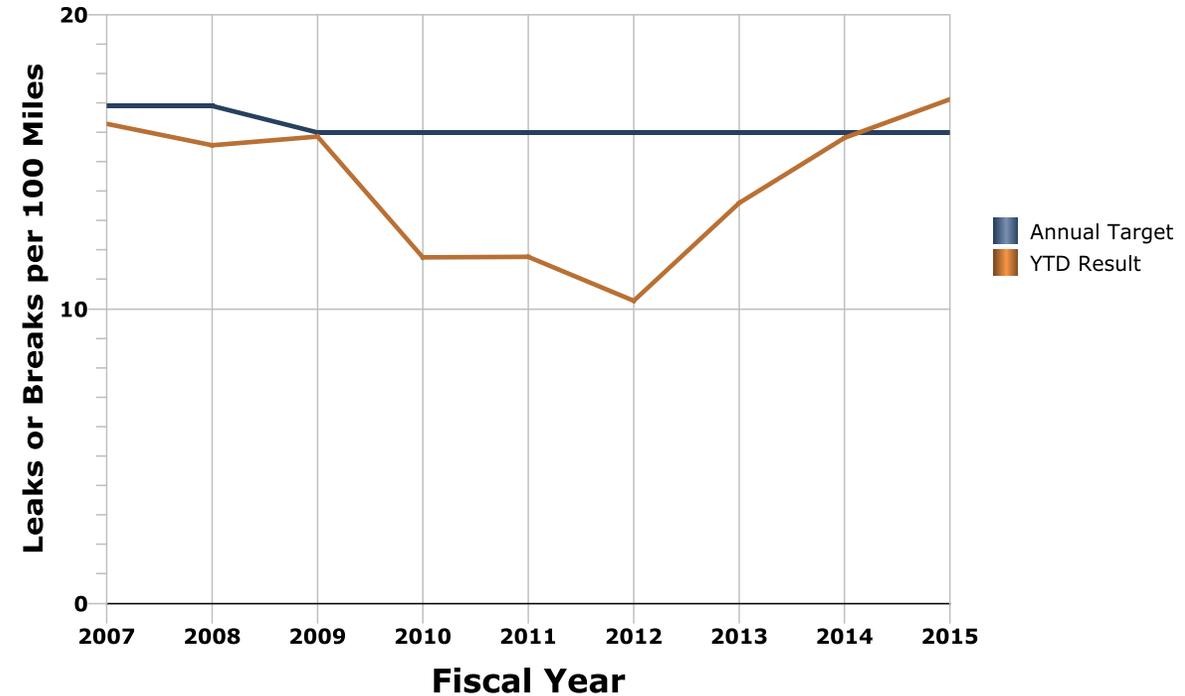
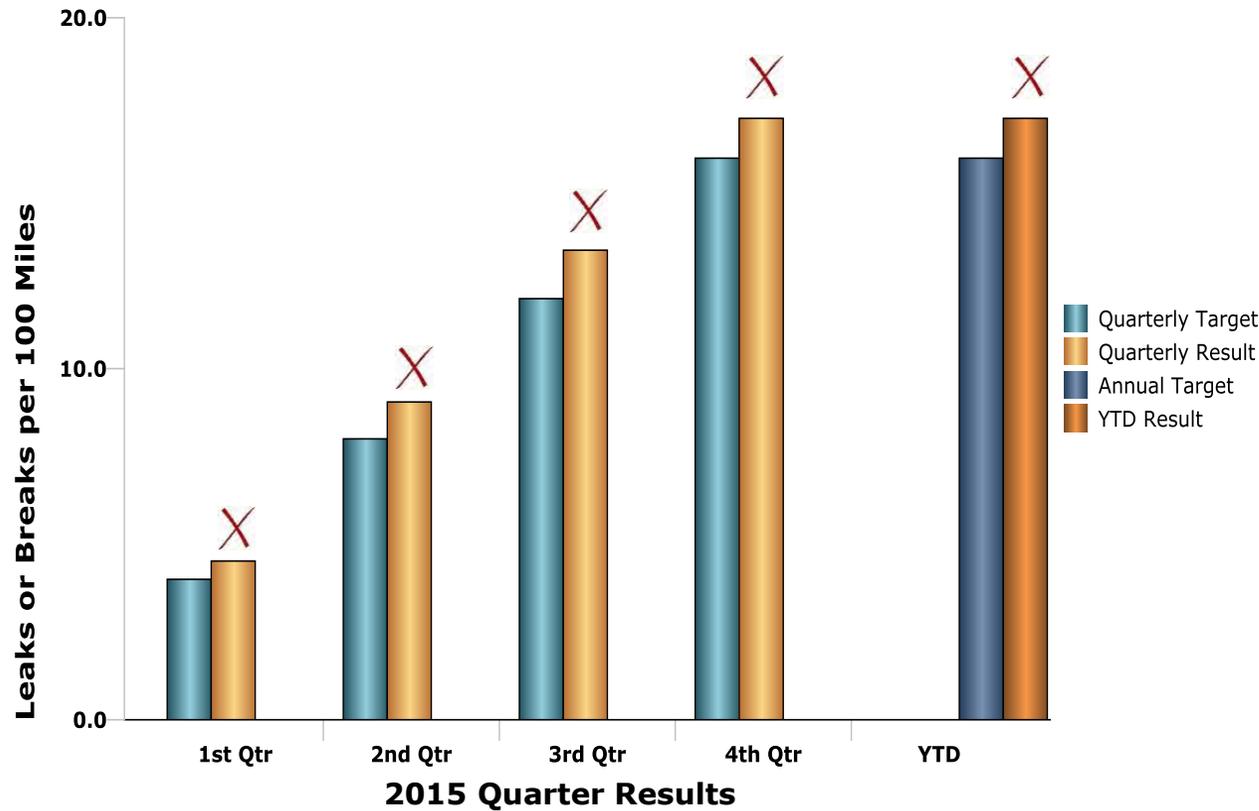
System Valve Exercising Program 5.3.511



Measure 5.3.511, Valve Exercising Program, aims to be above all set targets in order to have no less than 770 valves exercised each quarter in a single year.

(Qtr and YTD Measurement Method: Actual number of valves exercised per quarter / 770 valves per quarter)

Potable Water Distribution System Integrity (QualServe) 5.3.512

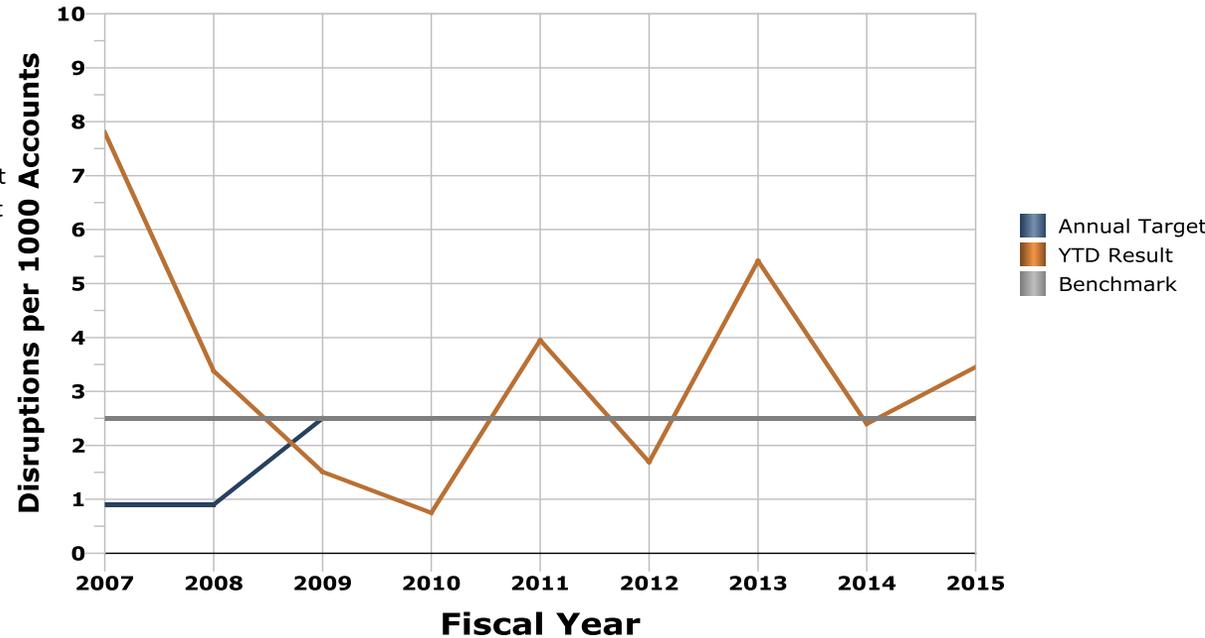
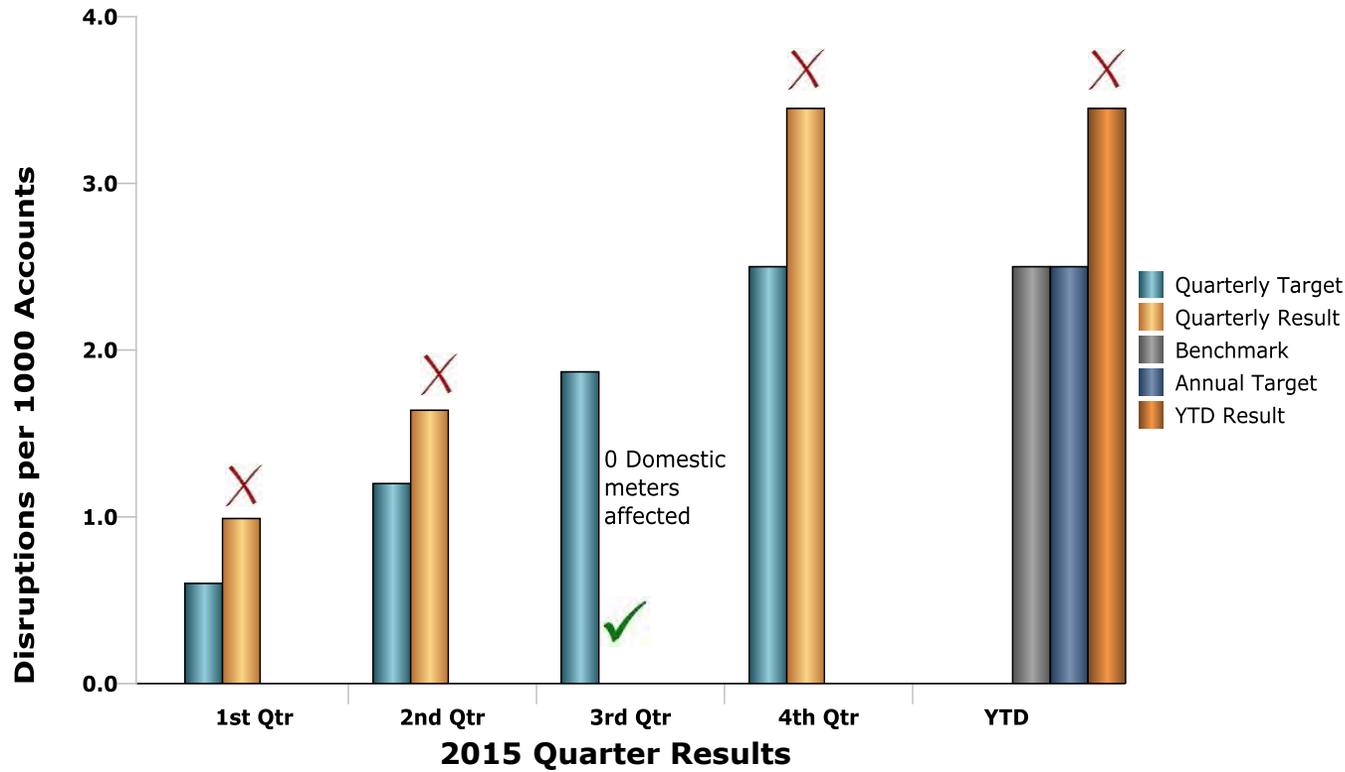


Measure 5.3.512, Water Distribution System Integrity, aims to be below all set targets in order to have no more than 16 leaks and breaks per 100 miles of distribution piping in a single year.

(Qtr Measurement Method: $[100 \text{ (annual total number of leaks + annual total number of breaks)}] / \text{total miles of distribution piping}$

Annual total distribution system integrity rate equal to 16)

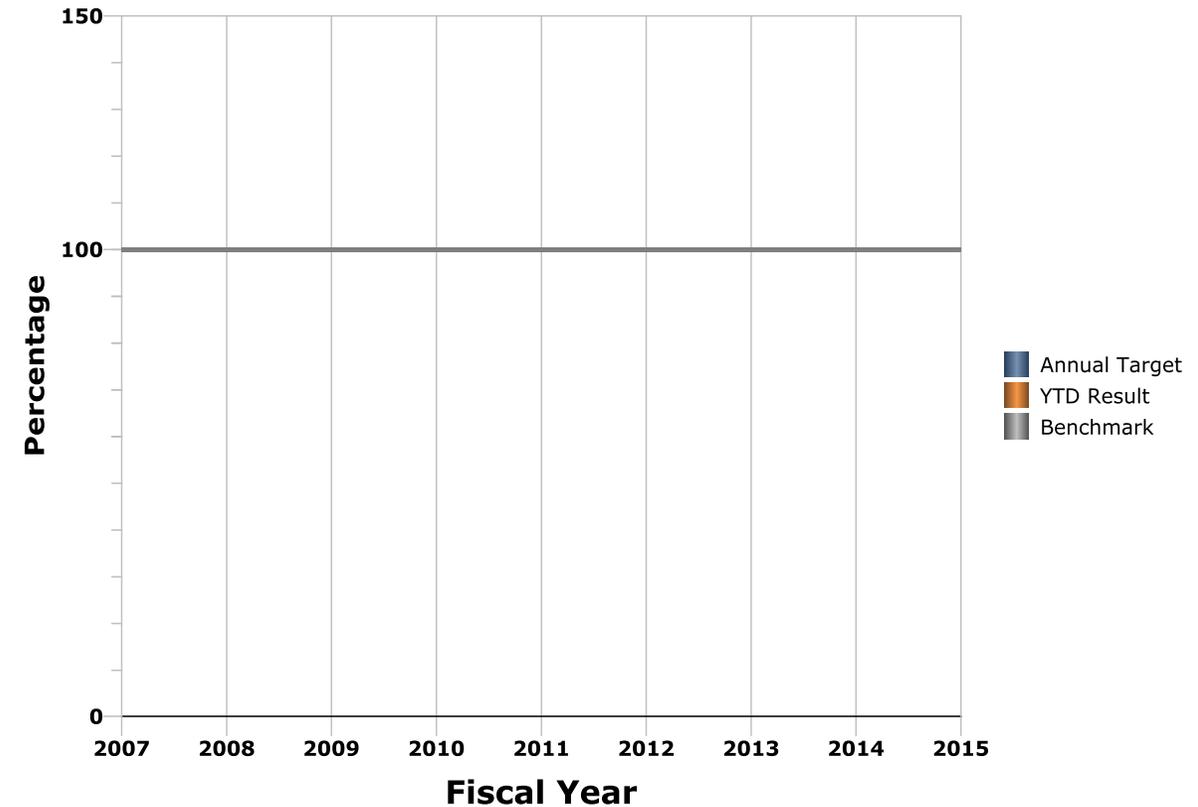
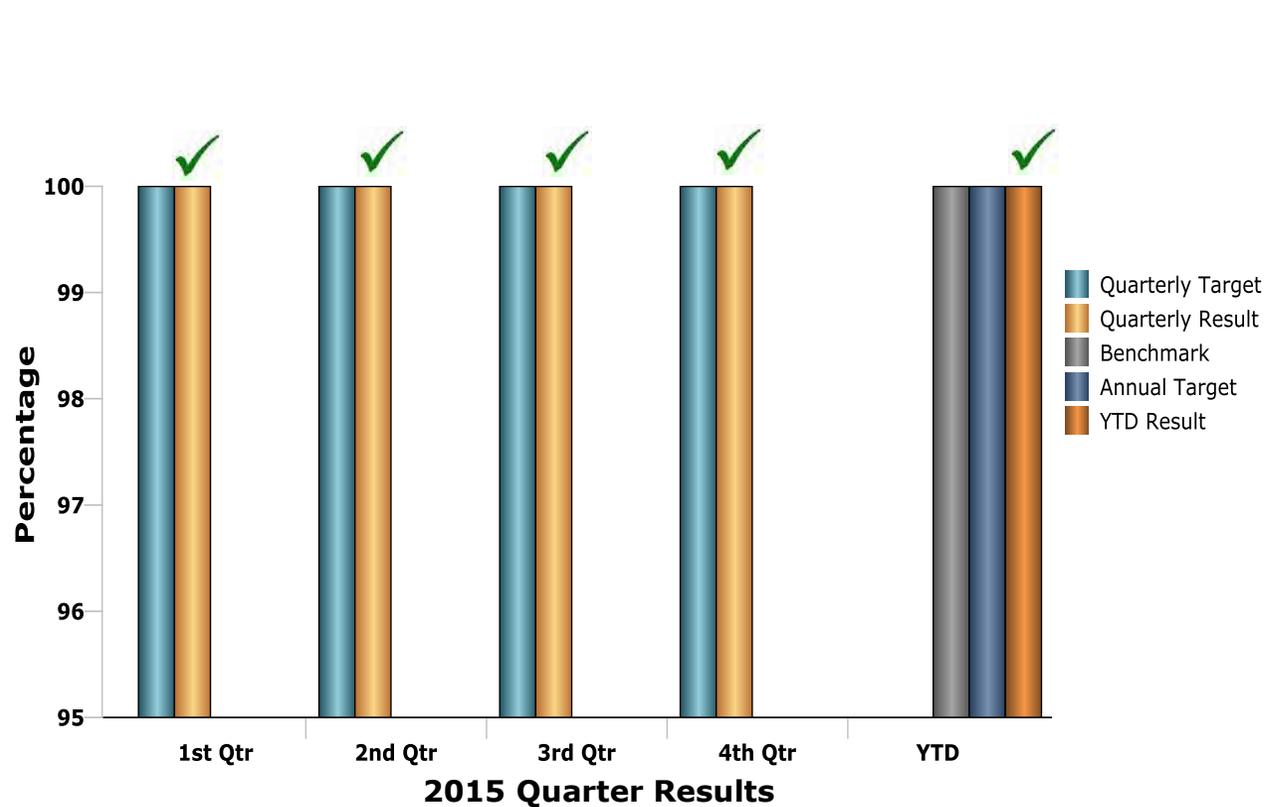
Planned Water Service Disruption Rate (QualServe) 5.3.513



Measure 5.3.513, Planned Water Service Disruption Rate, aims to be below all set targets in order to have no more than 2.5 planned outages per 1,000 accounts per quarter in a single year. Note: This measure is expressed as number of accounts affected per 1,000 accounts.

(Qtr Measurement Method: $(1000 \times \# \text{ of customer experiencing disruption}) / \# \text{ of active customer accounts per year}$)

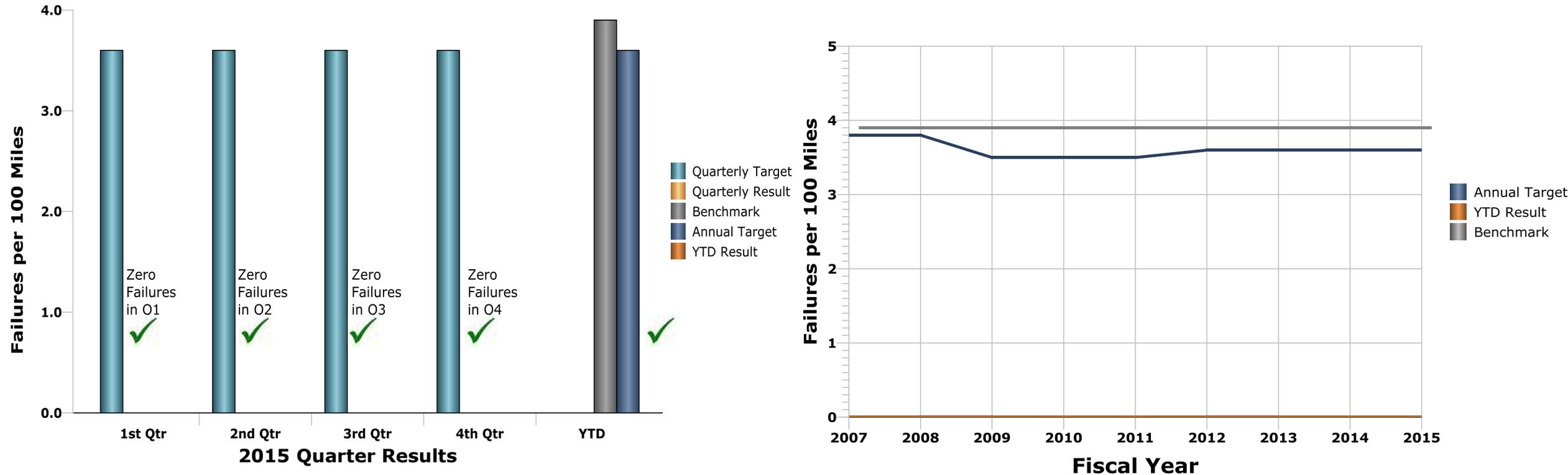
Potable Water Compliance Rate (QualServe) 5.3.514



Measure 5.3.514, Drinking Water Compliance Rate, aims to be no less than 100% every quarter in order to ensure the District meets all of the health related drinking water standards everyday for a single year.

(Qtr and YTD Measurement Method: $(100 \times \# \text{ of days the primary health regulations are met}) / \# \text{ of days in the quarter}$)

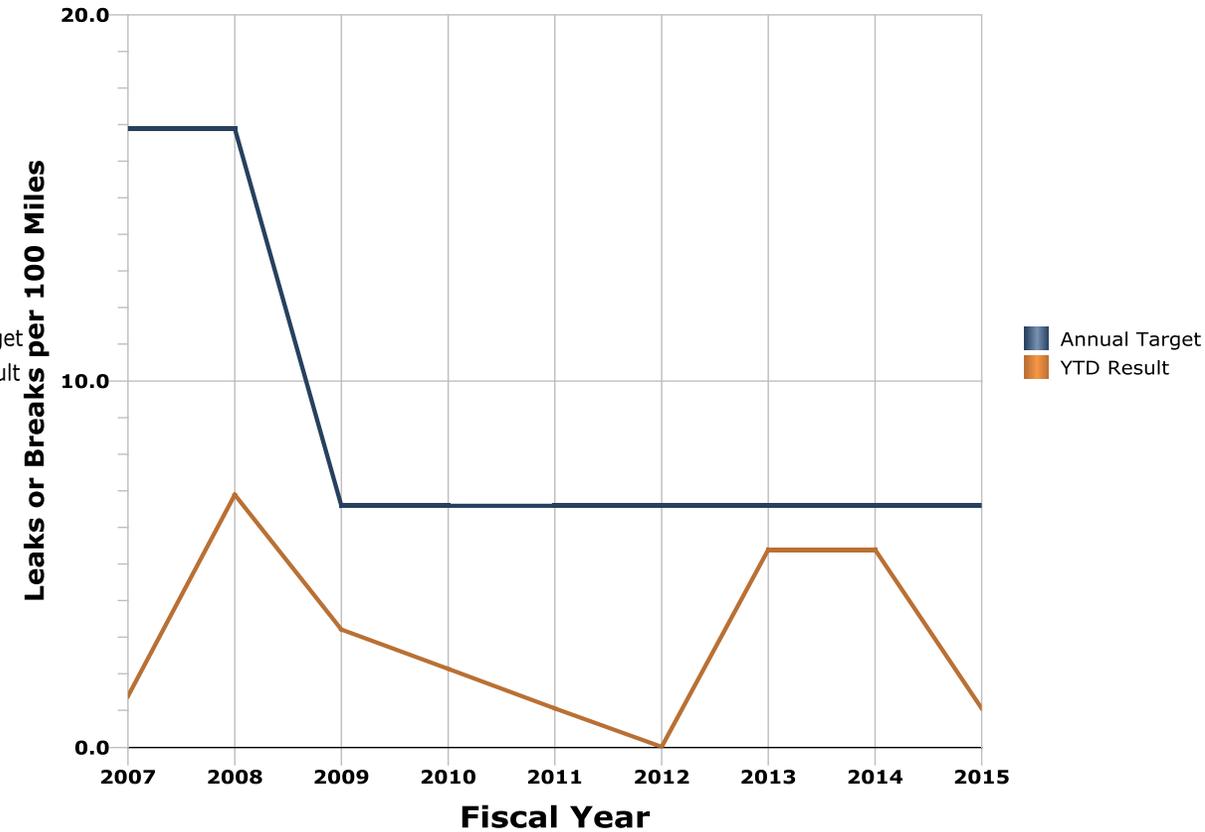
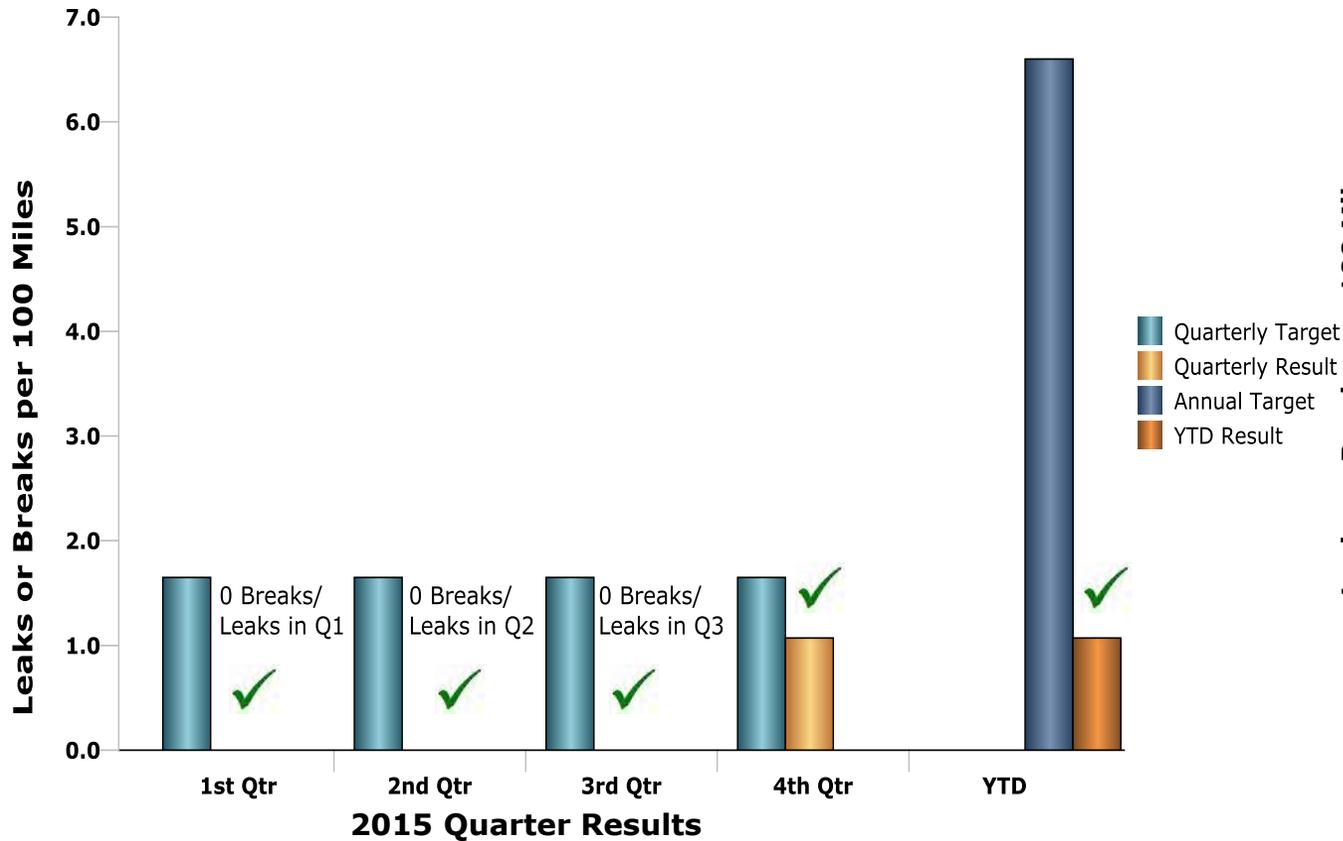
Collection System Integrity (QualServe) 5.3.515



Measure 5.3.515, Collection System Integrity, aims to be below all set targets in order to have no more than 3.5 wastewater collection system failures per 100 miles of collection system pipeline in a single year.

(Qtr and YTD Measurement Method: $(100 \times \text{total \# of collection system failures during the year}) / \text{total miles of collection system piping}$)

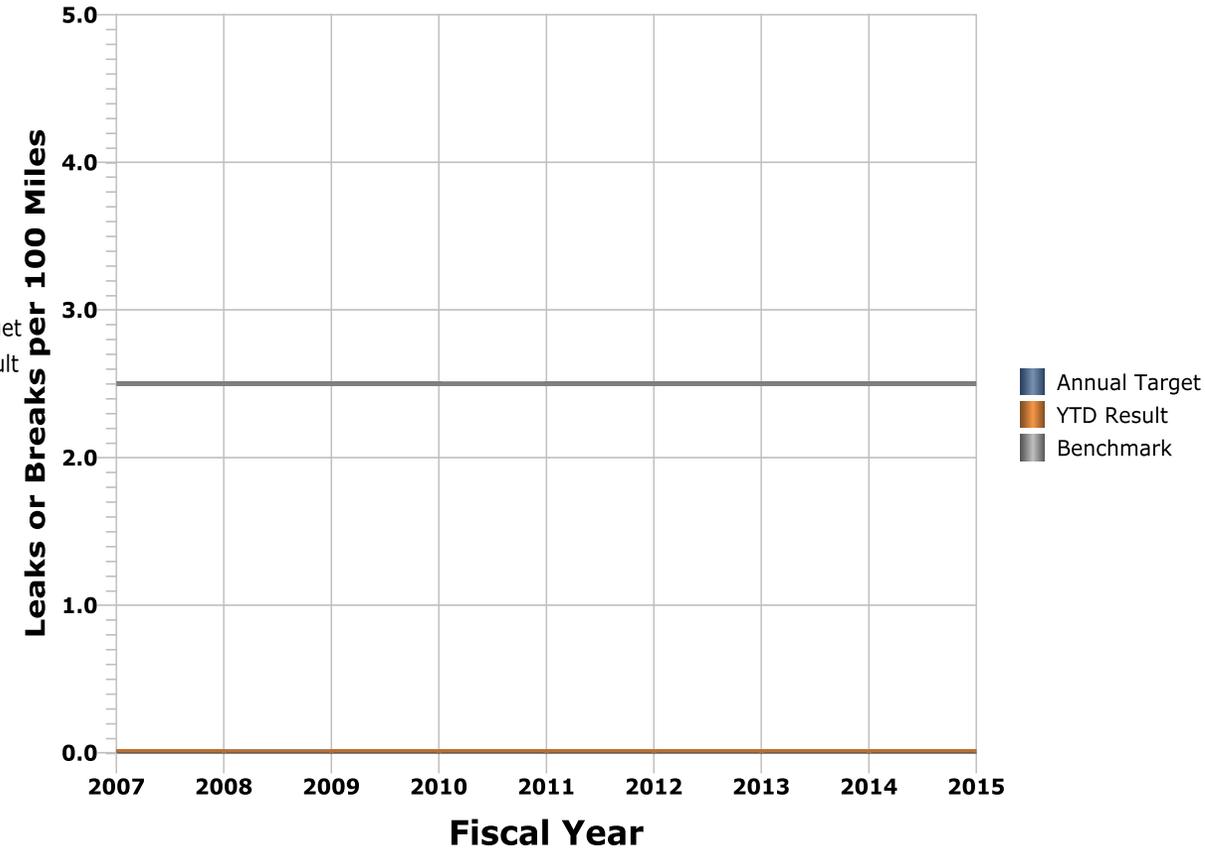
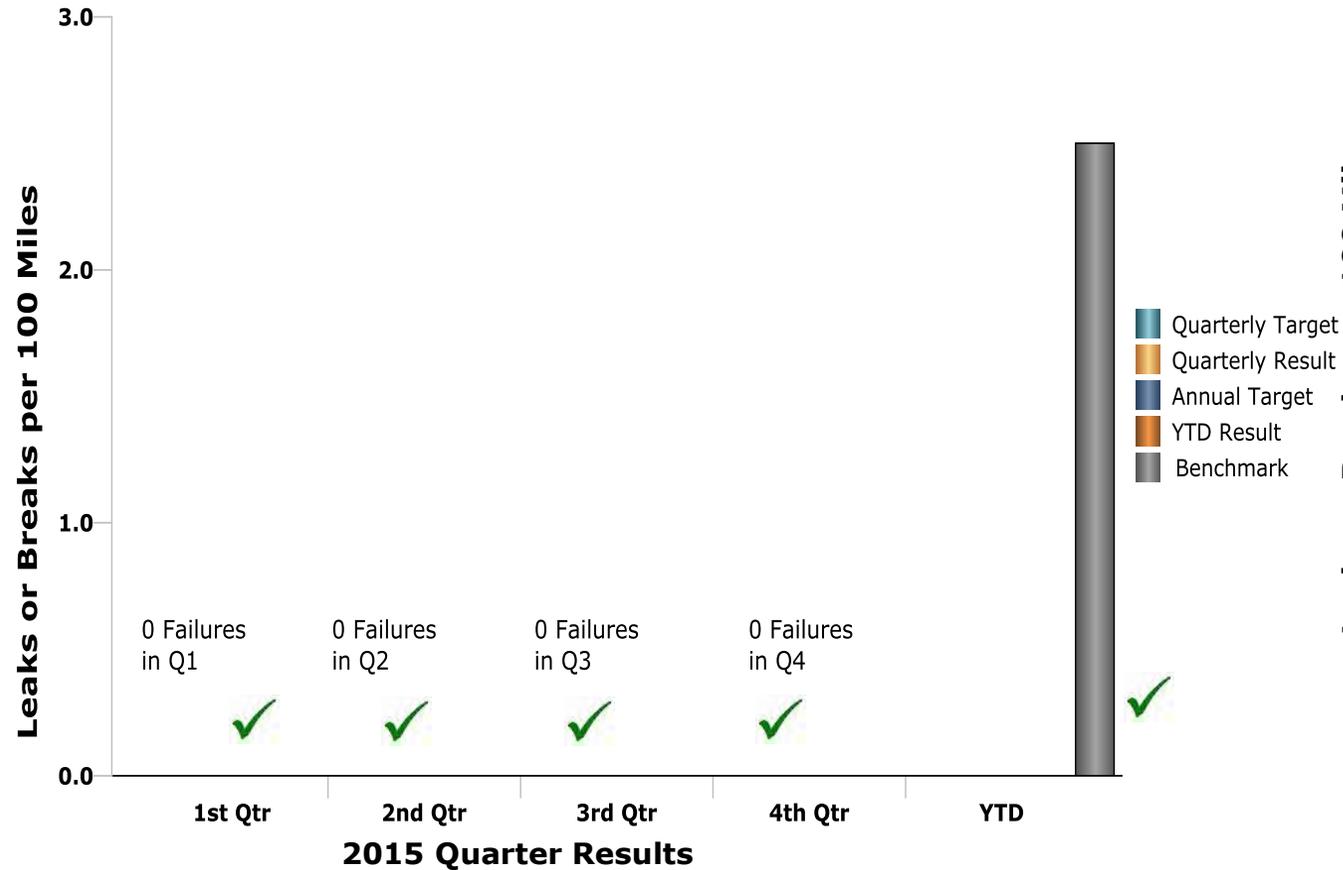
Recycled Water System Integrity 5.3.517



Measure 5.3.517, Recycled Water System Integrity, aims to be below all set targets in order to have no more than 6.6 leaks or breaks per 100 miles of recycled distribution system in a single year.

(Qtr and YTD Measurement Method: $(100 \times \text{\#of leaks or breaks}) / \text{\# of miles of distribution system}$)

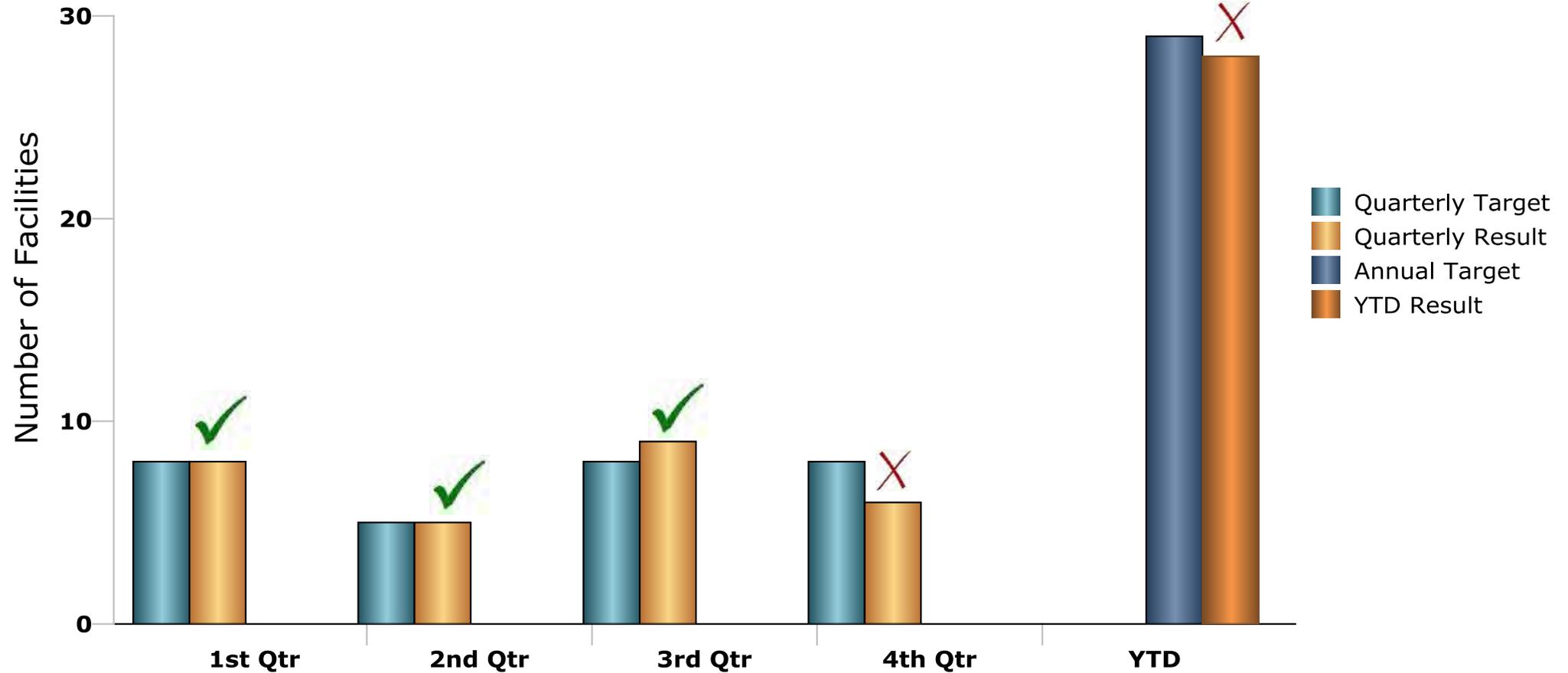
Sewer Overflow Rate (QualServe) 5.3.518



Measure 5.3.518, Sewer Overflow Rate, aims to have no overflows.

(Qtr and YTD Measurement Method: $(100 \times \text{total \# of sewer overflows during the reporting period}) / \text{total miles of pipe in the sewage collection system}$)

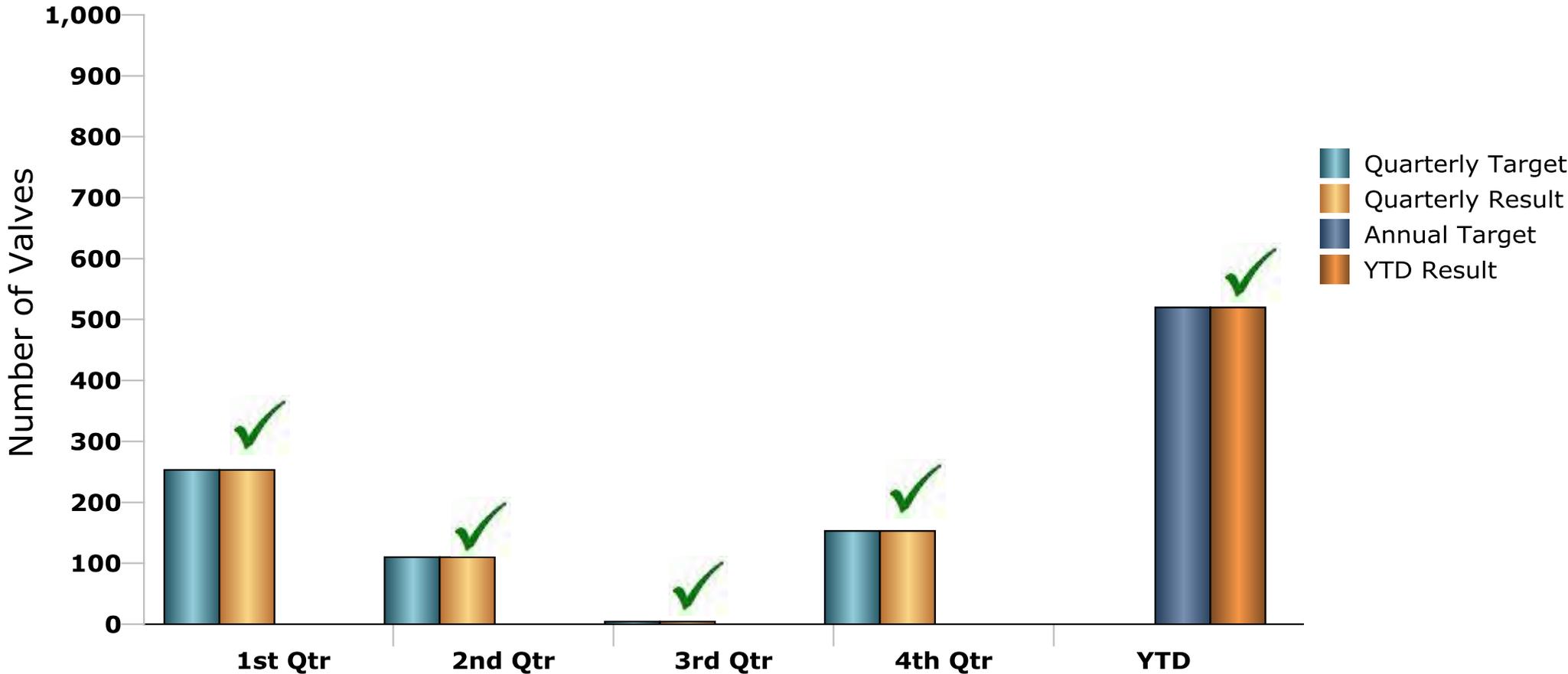
Emergency Facility Testing 5.3.519



Measure 5.3.519, Emergency Facility Testing, aims to meet all set targets in order to have to all District facilities tested per year.

(Qtr Measurement Method: Cumulative # of facilities tested)

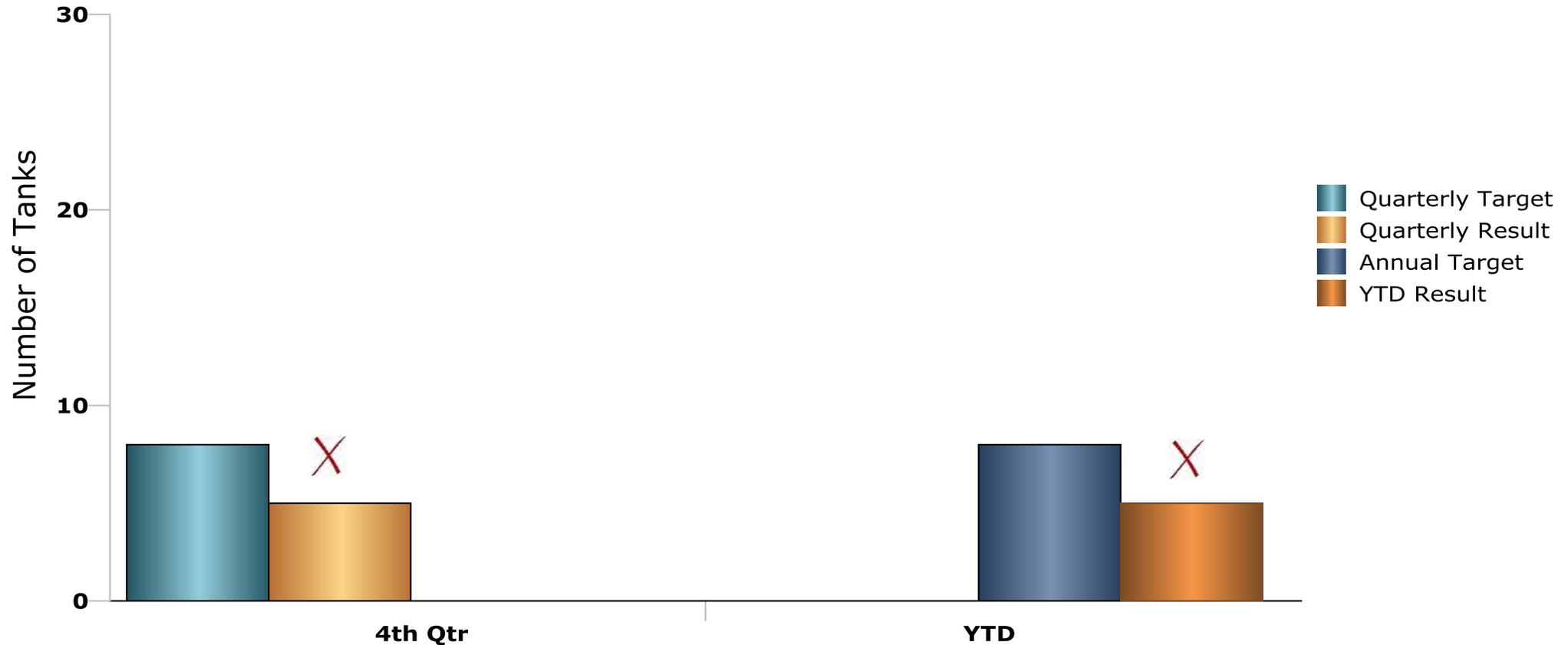
Critical Valve Exercising Program 5.3.525



Measure 5.3.525, Critical Valve Exercising Program, aims to be above all set targets in order to have no less than 520 critical valves exercised in a single year.

(Qtr and YTD Measurement Method: Cumulative number of critical valves exercise)

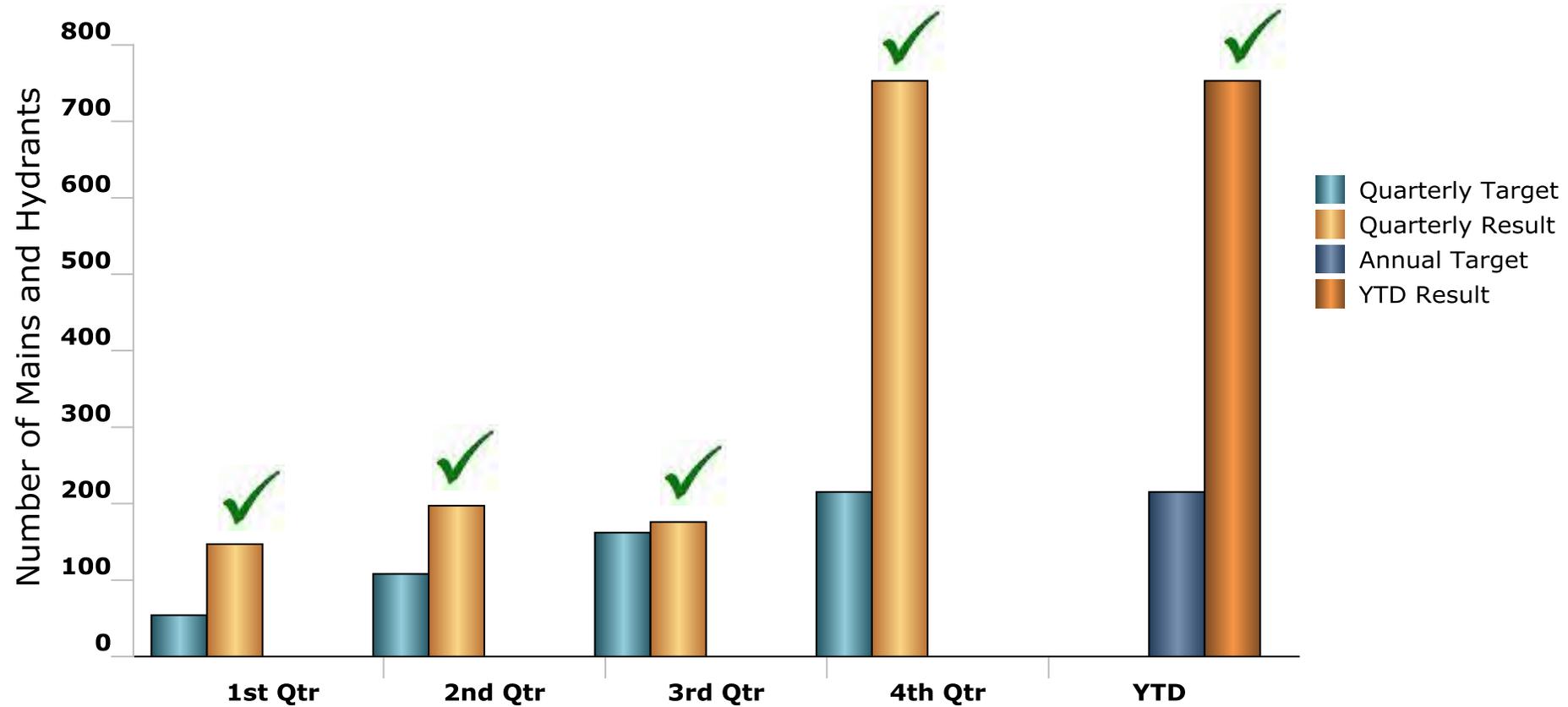
Tank Inspection and Cleaning 5.4.521



Measure 5.3.521, Tank Inspection and Cleaning, aims to meet set target in order to have eight tanks inspected and cleaned per year. Inspection and cleanings will happen during the 4th Quarter.

(Qtr and YTD Measurement Method: # of tanks cleaned and inspected annually)

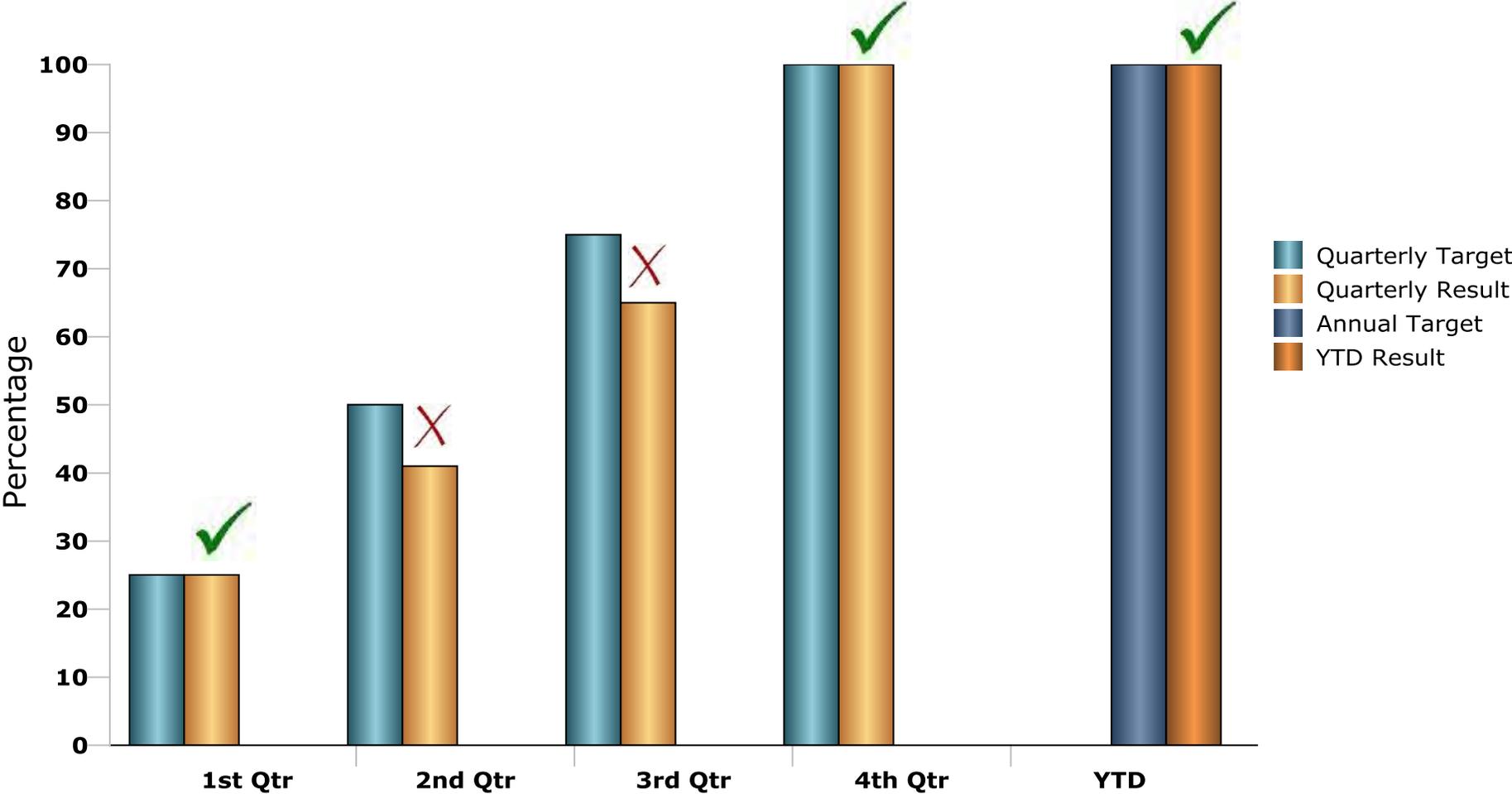
Main Flushing and Fire Hydrant Maintenance 5.4.522



Measure 5.3.522, Main Flushing and Fire Hydrant Maintenance, aims to be above all set targets in order to have no less than 215 mains flushed and fire hydrants maintained per quarter in a single year.

(Qtr Measurement Method: Cumulative number of mains flushed plus hydrants maintained
YTD Measurement Method: # of mains flushed and fire hydrants maintained per year. The target of 215 is comprised of 165 hydrants maintained and 50 mains flushed per quarter)

Annual Recycled Water Site Inspections 5.4.523

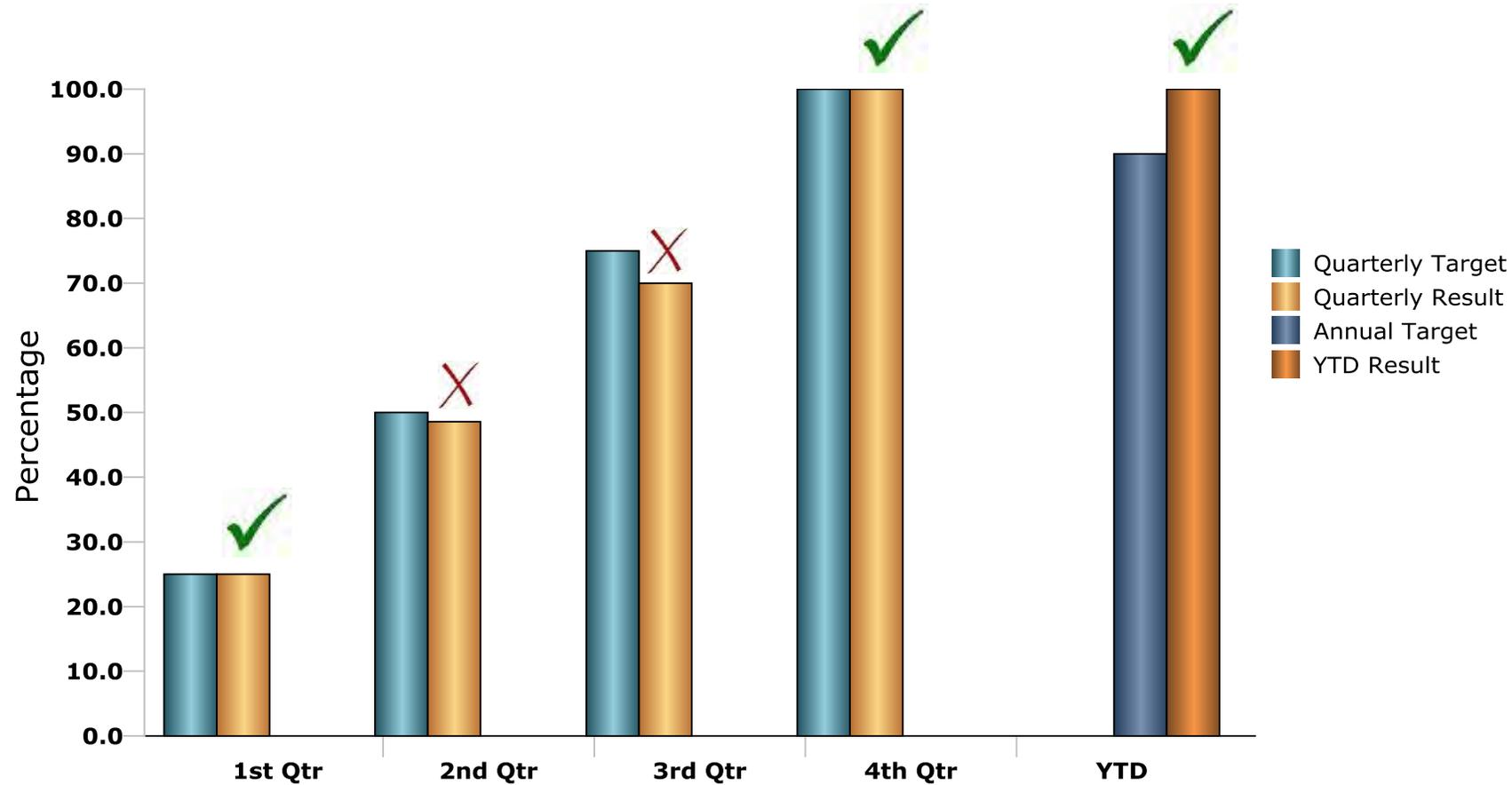


Measure 5.3.523, Annual Recycled Water Site Inspections, aims to be above all set targets in order to have 100% of recycled sites inspected per year.

(Qtr Measurement Method: Cumulative percentage of recycled sites inspected per quarter
YTD Measurement Method: Percentage of recycled sites inspected per year of those required by DEH)

Recycled Water Shutdown Testing

5.4.524



Measure 5.3.523, Recycled Water Shutdown Testing, aims to be above all set targets in order to have no less than 90% of recycled site shut down tests performed per year compared to those scheduled.

(Qtr Measurement Method: Cumulative % of recycled site shutdown tests performed per year

YTD Measurement Method: % of shutdown tests performed per year compared to those scheduled)