



AGENDA

EXECUTIVE COMMITTEE MEETING Santa Fe Irrigation District

Wednesday, January 11, 2017
2:00 P.M.

Held at Santa Fe Irrigation District
5920 Linea del Cielo, Rancho Santa Fe, California 92067

CALL MEETING TO ORDER

ORAL COMMUNICATIONS

Opportunity for members of the public to address the Committee (Government Code Section 54954.3) Individuals may address the Committee regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Committee, at any time. Comments and inquiries pertaining to items listed on the agenda will be received during the deliberation of the agenda item. Speakers are asked to state their name, address, and topic, and to observe a time limit of three (3) minutes each. Members of the public desiring to address the Committee are asked to complete a speaker's card, available at the table near the entrance and present it to the Board Secretary prior to the start of the meeting.

ACTION AND DISCUSSION ITEMS

1. Minutes from the December 7, 2016 Executive Committee Meeting (pages 2-3)
2. Review of Draft January 19, 2017 Board of Directors Meeting Agenda (pages 4-6)
3. Review of Future Regular and Special Board Meeting Agenda Items (pages 7-8)
4. 2017 Board of Director Appointments (pages 9-10)
5. Board of Directors' Workshops Planning and Scheduling (page 11)

REPORTS

6. General Manager's Report (oral)
7. Committee Members' Comments (oral)

INFORMATION ITEMS - None

ADJOURN - Next Executive Committee meeting: Wednesday, February 8, 2017 @ 2:00 p.m.

Assistance for the disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Board Secretary at (858) 756-2424 for assistance at least three (3) working days prior to the meeting so the necessary arrangements can be made.

**MINUTES
EXECUTIVE COMMITTEE MEETING
Santa Fe Irrigation District**

December 7, 2016
Santa Fe Irrigation District
5920 Linea del Cielo, Rancho Santa Fe, CA

CALL MEETING TO ORDER:

President Hogan called the meeting to order at 2:10 p.m.

PRESENT: President Hogan, Vice President Daddi, General Manager Bardin, and Administrative Services Manager Deaver were present.

ORAL COMMUNICATIONS - None

ACTION AND DISCUSSION ITEMS:

1. MINUTES FROM THE NOVEMBER 3, 2016 EXECUTIVE COMMITTEE MEETING

Approved as submitted.

2. REVIEW OF DRAFT DECEMBER 15, 2016 BOARD OF DIRECTORS MEETING AGENDA

General Manager Bardin pulled Item #8 from the agenda and moved the item to the future list for consideration on the January, 2017 Board agenda.

3. REVIEW OF FUTURE REGULAR AND SPECIAL BOARD MEETING AGENDA ITEMS

Reviewed and discussed. Item #8 from the December 15, 2016 Board agenda was added to the January Board agenda list.

4. CONSIDER A RESOLUTION ADOPTING THE 2017 SALARY SCHEDULE

Reviewed and discussed. The committee concurred with staff's recommendation for approval and directed staff to move the item forward for Board consideration at their regular December meeting as a Consent item.

5. CONSIDER A RESOLUTION APPROVING THE ADOPTION OF FLEXIBLE SPENDING ACCOUNTS FOR MEDICAL AND DEPENDENT CARE EXPENSES THROUGH THE TASC CAFETERIA PLAN

Reviewed and discussed. Administrative Services Manager Deaver answered questions from the Committee about the third party administrator selection process. After discussion, the committee concurred with staff's recommendation for approval and directed staff to

move the item forward for Board consideration at their regular December meeting as a Consent item.

REPORTS

6. GENERAL MANAGER'S REPORT - None
7. COMMITTEE MEMBERS' COMMENTS - None

INFORMATION ITEMS - None

ADJOURN

President Hogan adjourned the meeting at 3:50 p.m.

Michael T. Hogan, President

Next Executive Committee meeting: Wednesday, January 11, 2016 @ 2:00 p.m.



**SANTA FE IRRIGATION DISTRICT
BOARD OF DIRECTORS MEETING**

Santa Fe Irrigation District
5920 Linea del Cielo, Rancho Santa Fe, California 92067

**THURSDAY, JANUARY 19, 2017
8:30 a.m.**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS TO BE ADDED TO THE AGENDA

(Government Code Section 54954.2)

ORAL COMMUNICATIONS

Opportunity for members of the public to address the Board (Government Code Section 54954.3) Individuals may address the Board regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Board, at any time. Comments and inquiries pertaining to items listed on the agenda will be received during the deliberation of the agenda item. Speakers are asked to state their name, address, and topic, and to observe a time limit of three (3) minutes each. Members of the public desiring to address the Board are asked to complete a speaker's card, available at the table near the entrance and present it to the Board Secretary prior to the start of the meeting.

PRESENTATIONS AND AWARDS

1. Employee Recognition - Jeff Nightingale
 - a. 2017 Employee of the Year; and
 - b. 10- Year Anniversary with the District

ACTION AGENDA

The following items on the Action Agenda call for discussion and action by the Board of Directors. All items are placed on the Agenda so that the Board may discuss and take action on the item if the Board is so inclined.

CONSENT ITEMS

The following listed items on the consent calendar are routine matters and there will be no discussion unless the Board of Directors removes an item. Items removed by the Board or public will be heard following approval of the remaining items on the Consent Calendar.

2. Approval of Minutes – December 15, 2016 Regular Board Meeting (pages 4-9)
3. Receive and File Monthly Finance Reports (pages 10-28)
 - a. Budget Performance
 - b. Disbursements
 - c. Monthly Investment Transaction Report

4. Waive Full Reading and Adopt Resolution No, 17-01, Expressing Appreciation to Greg Gruzdowich for His Public Service on the Board of Directors of the Santa Fe Irrigation District for four years from December 7, 2012 to December 8, 2016
5. Waive Full Reading and Adopt Resolution No. 17-02, Expressing Appreciation to Alan Smerican for His Public Service on the Board of Directors of the Santa Fe Irrigation District for four years from December 7, 2012 to December 8, 2016
6. Quarterly Treasurer's Investment Report (pages 31-57)
7. Quarterly Board Expenses Report (page 58)
8. Notice of Completion for the Group 3 Pressure Reducing Station Replacement (J-1501)
9. Authorize General Manager to Award Bid for the Clarifier Rehabilitation Project at the R. E. Badger Water Filtration Plant.
10. Authorize the General Manager to Purchase AMI Compatible Meter Box Lids for Phase 2 of the Automated Metering Project (Project J-1600/1700)
11. Consider Approval of a Resolution Quitclaiming the District's Rights to an Easement on Assessor Parcel Number 298-111-41
12. Consider T-Mobile Access License Agreement Amendment No. 1 Adding Verizon Wireless Tenant Provisions

ACTION AND DISCUSSION ITEMS

13. 2017 Board of Directors' Appointments (pages ____)
14. Annual District Investment Policy Review and Update (pages 151-161)
15. Authorize the General Manager to Execute a Lake Hodges Water Sales Agreement with San Diego County Water Authority
16. Overview of Executive Order B-37-16; *Making Water Conservation a Way of Life*

DIRECTORS' COMMENTS

Director's comments are comments by Directors concerning District business, which may be of interest to the Board. They are placed on the Agenda to enable the individual Board members to convey information to the Board and the public. No action is to be taken on comments made by the Board members.

17. Directors' Comments (oral)
18. Directors' Reports on Conferences, Activities, and Events (oral reports)

REPORTS

The following reports are placed on the Agenda to provide information to the Board and the public. There is no action called for on these items. The Board may engage in discussion of any report upon which specific subject matter is identified in the Agenda, but may not take any action other than to place the matter on a future Agenda.

19. Operations Reports (pages 163-167)
 - a. R.E. Badger Filtration Plant Report
 - b. Water Resources Report
20. San Diego County Water Authority Board Meeting Report – President Hogan (oral)
21. Committee Reports (page 168)
 - a. Executive Committee
 - b. Administration and Finance Committee
 - c. Water Resources Committee
22. General Manager’s Report (oral)
23. General Counsel’s Comments (oral)

INFORMATION ITEMS

24. Letter to the State Water Resources Control Board, Comments on "Making Conservation a California Way of Life" November 2016 Public Review Draft, dated December 19, 2016
25. Copy of California Senator Joel Anderson’s (78Th District) Comments on "Making Conservation a California Way of Life" November 2016 Public Review Draft, dated December 19, 2016

CLOSED SESSION

At any time during the Regular Session, the Board may adjourn to Closed Session to consider litigation, or discuss with Legal Counsel matters within the Attorney/Client Privilege, subject to the appropriate disclosures. Discussion of litigation is within the Attorney/Client Privilege and may be held in Closed Session. (Pursuant to Government Code Section 54956.9)

ADJOURNMENT

Any writings or documents provided to a majority of the Board of Directors for any item on this agenda will be made available for public inspection in the District Office located at 5920 Linea del Cielo, Rancho Santa Fe, CA during normal business hours.

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Preliminary 2017 Regular Agenda Items List

February 16, 2017

- Consider Director Per Diem Resolution (Exec)
- Notice of Completion for the Chlorine Dioxide Generation and PACL Feed Improvements Project (J-1350)
- Notice of Completion for the San Dieguito Pump Station Replacement (J-600)
- Mid-Year Budget Review
- Consider GM Goals
- AMI project Update and Demonstration of AMI Customer Portal

March 16, 2017

- Consider Business Plan Update/Development timeline
- Board Planning Workshop (Tentative)
- Notice of Completion for Electrical Distribution and Substation Improvements (J-1351)
- Administrative Code Amendments/Update
- Authorize the General Manager to Execute an Agreement with CalTrans for Replacement of District Pipeline Along Interstate 5

April 20, 2017

- Employee Recognition – Tommy Booker, 20 years; Eric Christiansen, 20 years
- Review Draft of FY 2018 Budget (A&F)
- Quarterly Treasurer’s Investment Report
- Notice of Completion for Group 3 PRS and Pipelines
- Quarterly Board Expenses Report
- Quarterly Security Report
- Schedule a Public Hearing to Consider the Adoption of FY 2018 District Budget

May 18, 2017

- Employee Recognition
- Recognition of Water Awareness Poster Contest Winners
- Review Final Draft of FY 2018 District Budget
- Discussion of 2017 MOU (Closed Session)

June 15, 2017

- Employee Recognition – Damian Garcia, 20 years
- Public Hearing – consider FY 2018 Budget
- Adopt FY 2018 Budget
- Adopt CEQA Guidelines
- Traffic Control Services Contract
- Administrative Code Amendments/Update
- GM Mid-Year Report on Goals

July 20, 2017

- Employee Recognition
- Quarterly Treasurer's Investment Report
- Distribution of Fiscal Year 2018 District Budget
- Establish FY 2018 Appropriations Limit
- Receive and File Annual Report of Reimbursements and Compensation Paid to Directors and Other Expenses
- Quarterly Security Update
- Set Fixed Charge Special Assessment
- Annual Review of Records Retention Schedule

Parking Lot Items:

- Modifications to Inter-Connect Agreements with the City of San Diego
- Identification of Data Markers for Customer Utility Database

Administrative Code Revisions

- Article 13 – Billing Procedures
- Article 14 – Meters
- Article 18 – Annexations and Detachments, Water Service Outside District
- Article 20 – Procurement
- Article 23 – Extension of District Lines
- Article 24 – Easements, Encroachments, and Other Permits
- Article 25 – Interruption of Service
- Article 26 – Fire Hydrants
- Article 27 – Backflow Prevention
- Article 28 – Public Works Construction Contracts

DATE: January 11, 2017
TO: Executive Committee
FROM: General Manager
SUBJECT: 2017 Board of Directors' Appointments

RECOMMENDATION:

It is the Staff recommendation that the Executive Committee:

1. Review and discuss the Board President's 2017 Board of Directors' appointments; and
2. Take other action as appropriate.

DISCUSSION:

In accordance with Article 4, Section 4.2.1 of the District Administrative Code, at the first Board meeting in January following an election year, the Board shall determine which committees shall be active and the President shall appoint two members of the Board to serve on each committee. All committee appointments are for a two year period. The four established standing committees of the Board of Directors include the Executive Committee, Administration and Finance Committee, Water Resources Committee, and Joint Facilities Advisory Committee. The Board has been functioning with this current committee structure for nine years. At this time, there is no identified need that requires the establishment of any new standing committees.

President Hogan has solicited input from all Board members regarding their individual preferences for serving on Board committees, which are summarized in the attached table. In the past, President Hogan's committee appointments were distributed under separate cover to each Director prior to the Board meeting. Upon distribution to the Board, the committee appointments will also be available for public review.

FISCAL IMPACT:

Sufficient funds are included in the current budget for Board member expenses related to the current committee structure and meeting schedule.

Attachment: Committee Summary Table

Prepared by: Kim Johnson, Executive Assistant
Approved by: Michael J. Bardin, General Manager

ATTACHMENT

DIRECTOR COMMITTEE PARTICIPATION PREFERENCES

| <i>DIRECTOR</i> | <i>AFC</i> | <i>JFAC</i> | <i>WRC</i> | <i>WFFA</i> | <i>JPIA</i> | <i>EC</i> |
|------------------------|-------------------|--------------------|-------------------|--------------------|--------------------|------------------|
| Daddi | | 2 | 1 | 3 | | X |
| Dunford | 3 | 1 | 1 | 3 | | - |
| King | 1 | 2 | 2 | 2 | 1 | - |
| Petree | 2 | 3 | 1 | | | - |
| Hogan | | | | | | X |

DATE: January 11, 2017

TO: Executive Committee

FROM: General Manager

SUBJECT: Board of Directors' Workshops Planning and Scheduling

RECOMMENDATION:

It is the Staff recommendation that the Executive Committee:

1. Review and discuss planning for Board of Directors' Workshops; and
2. Take other action as appropriate.

DISCUSSION:

The District's current Strategic Business Plan (SBP) was prepared with a planning horizon of December 2016. As reported previously, the majority of the management objectives included in the SBP have been achieved and completed. At this time, it is appropriate to consider revisiting the planning and direction-setting process with the Board of Directors. With the recent addition of two new members to the Board of Directors and the current challenges facing the District, the timing for such an effort could not be better.

In the past, the Executive Committee (EC) has worked with the General Manager to develop a schedule and topics for Board planning workshops. I propose we consider this approach again in order to initiate the strategic planning process.

FISCAL IMPACT:

There is no direct fiscal impact associated with this item.

Prepared by: Kim Johnson, Executive Assistant

Approved by: Michael J. Bardin, General Manager