



AGENDA

EXECUTIVE COMMITTEE MEETING Santa Fe Irrigation District

Thursday, March 9, 2017
9:00 A.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 February 8, 2017 Executive Committee Meeting (pages 3-4)
2. Discussion of Scheduling and Planning for Board of Directors' Workshops (page 5)
3. Discussion Regarding Declaring an End to the Water Shortage Response Level 1 Condition Within the Santa Fe Irrigation District (page 6)
4. Review of Draft March 16, 2017 Board of Directors Meeting Agenda (pages 7-9)
5. Review of Future Regular and Special Board Meeting Agenda Items (pages 10-11)

REPORTS

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

INFORMATION ITEMS - None

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)

8. Conference with Legal Counsel – Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Title: General Manager

9. Conference with Legal Counsel - Conference with Labor Negotiators
Pursuant to Government Code section 54957.6
Agency designated representatives: President Hogan and Vice President Daddi
Unrepresented Employee: General Manager

ADJOURN - Next Executive Committee meeting: Wednesday, April 12, 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**

February 8, 2017
Santa Fe Irrigation District
5920 Linea del Cielo, Rancho Santa Fe, CA

CALL MEETING TO ORDER:

President Hogan called the meeting to order at 2:15 p.m.

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

ORAL COMMUNICATIONS - None

ACTION AND DISCUSSION ITEMS:

1. MINUTES FROM THE JANUARY 11, 2017 EXECUTIVE COMMITTEE MEETING

The Committee approved the minutes as submitted.

2. REVIEW OF DRAFT FEBRUARY 16, 2017 BOARD OF DIRECTORS MEETING AGENDA

The agenda was reviewed and discussed. GM Bardin introduced three additional items for the Board agenda:

- Ratify Award of Emergency Contract for Asphalt Repair on San Elijo Road
- Authorize General Manager to Execute a Local Water Sales Agreement
- Discussion of Executive Order B-37-16 – “Making Water Conservation a Way of Life” and Related State Water Resources Control Board Actions

Following discussion, the Committee agreed to add the items and reordered the Action items on the agenda.

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

The future list was reviewed and discussed and no changes made.

4. ANNUAL REVIEW OF DIRECTOR COMPENSATION

The Committee reviewed and discussed the item, recommended no changes to compensation, and directed staff to move the item forward for full Board consideration at their regular February meeting.

5. JOINT POWERS INSURANCE AUTHORITY 2017 EXECUTIVE COMMITTEE ELECTION NOTICE

The Committee reviewed and discussed the item, agreed with staff's recommendations, and directed staff to move the item forward for full Board consideration at the regular February meeting as a Consent item.

6. REVIEW AND DISCUSS PLANNING FOR BOARD OF DIRECTORS' WORKSHOPS

The item was reviewed and discussed. After extensive discussion, the Committee recommended the first Workshop focus on the proposed State water use efficiency standards and directed staff to move the item forward for full Board consideration at the regular February meeting

7. REVIEW AND DISCUSS FEDERAL AND STATE LOBBYING AND ADVOCACY SERVICES

The item was reviewed and discussed. The Committee deferred action at this time and suggested this topic be considered by the full Board at a future Board workshop.

REPORTS

8. GENERAL MANAGER'S REPORT – GM Bardin reported that ACWA Executive Director, Tim Quinn, will meet with him and President Hogan on February 21, 2017.

9. COMMITTEE MEMBERS' COMMENTS – No comments

INFORMATION ITEMS - NONE

CLOSED SESSION

10. Conference With Labor Negotiators
Pursuant To Government Code Section 54957.6
Agency Designated Representatives: President Hogan And Vice President Daddi
Unrepresented Employee: General Manager

President Hogan adjourned into Closed Session at 3:30 p.m.

President Hogan reconvened into Open Session at 3:38 p.m. and reported no reportable actions were taken in Closed Session.

ADJOURN

President Hogan adjourned the meeting at 3:39 p.m.

Michael T. Hogan, President

Next Executive Committee meeting: Thursday, March 9, 2017 @ 9:00 a.m.

DATE: March 9, 2017
TO: Executive Committee
FROM: General Manager
SUBJECT: **Discussion of Scheduling and Planning for Board of Directors' Workshops**

RECOMMENDATION:

It is the Staff recommendation that the Executive Committee:

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

DISCUSSION:

Staff has identified prospective dates for an initial Board of Directors' workshop and is working to finalize the selection of a workshop facilitator. The earliest dates for an initial workshop that are practical for District Board members are:

- Monday, March 27th
- Thursday, March 30th
- Friday, March 31st

With regard to a facilitator, staff evaluated several prospective facilitators and consulted with President Hogan after identifying those who would be able to meet our schedule for a late March meeting. As a result of this effort, staff proposes to retain Mr. Ken Weinberg of Ken Weinberg Water Resources Consultants LLC. Mr. Weinberg (Weinberg) is well known in the San Diego region and throughout the state as a very knowledgeable water industry veteran and for his abilities to facilitate complicated discussions and meetings. In addition, Mr. Weinberg is available to work with the District's schedule.

At the time this memo was prepared, staff had not received a final proposal from Weinberg. It is anticipated staff will have a proposal for this Committee to review at the meeting.

FISCAL IMPACT:

No direct impact associated with review of this agenda item. Costs associated with the use of a facilitator will be discussed at the Committee meeting.

Prepared by: Michael J. Bardin, General Manager

DATE: March 9, 2017

TO: Executive Committee

FROM: General Manager

SUBJECT: Discussion Regarding Declaring an End to the Water Shortage Response Level 1 Condition Within the Santa Fe Irrigation District

RECOMMENDATION:

It is the Staff recommendation that the Executive Committee:

1. Discuss declaring an end to the Water Shortage Response Level 1 Condition within the Santa Fe Irrigation District; and
2. Take other action as appropriate.

DISCUSSION:

The District currently remains in Water Shortage Response Level 1 Condition, which calls for voluntary conservation measures by District residents and business. The State Water Resources Control Board (SWRCB) extended the Statewide Emergency Drought Declaration in February through April 2017 at a minimum. The District was able to self-certify to the State that it had three years of adequate supplies and the emergency conservation mandate for the District was adjusted to 0%. However, we are still required to report monthly to the SWRCB and the District's Commercial Agricultural Water Exemption Program (CAWEP) remains in effect.

The District's Water Shortage Response Policies and Procedures (WSRPP) states that the established regulations are to be implemented during times of declared water shortages, or declared water shortage emergencies. A Water Shortage Response Level 1 condition may apply when the San Diego County Water Authority notifies its member agencies that due to water shortage or other water supply reductions, there is a reasonable probability there will be water supply shortages and that a consumer demand reduction of up to 10 percent is required in order to ensure that sufficient water supplies will be available to meet anticipated demands.

With no identified supply shortage and a 0% conservation mandate under the SWRCB emergency regulations, it is appropriate at this time to consider declaring an end to the Level 1 Condition. This action is likely to be considered by other water agencies in the County. In February, the Vallecitos Water District in San Marcos acted to declare an end to their Level 1 Condition and the San Dieguito Water District Board of Directors will be considering a similar action at their March meeting.

Staff is requesting feedback from the Executive Committee on this matter and whether this item should be agendized for Board consideration in March.

FISCAL IMPACT:

There is no direct fiscal impact associated with this recommended action.

Prepared by: Michael J. Bardin, General Manager



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

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

**THURSDAY, MARCH 16, 2017
8:30 a.m.**

ROLL CALL – CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE – Director Petree

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. San Diego County Water Authority Presentation – Maureen Stapleton, General Manager

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 – February 16, 2017 Regular Board Meeting (pages 4-8)
3. Receive and File Monthly Finance Reports (pages 9-23)
 - a. Budget Performance
 - b. Disbursements
 - c. Monthly Investment Transaction Report

ACTION AND DISCUSSION ITEMS

4. Notice of Completion for Electrical Distribution and Substation Improvements Project (J-1351)
5. Notice of Completion for the Chlorine Dioxide Generation and PACL Feed Improvements Project (J-1350)
6. Update on Water Supply Conditions and Drought Response Activities (pages _--_)
7. Review and Discuss Planning and Scheduling of Board of Directors' Workshops (pages 61-63)
8. Adopt Resolution No. 17-__, Amending District Administrative Code, Article 12
9. Consider Amending Employment Agreement between Santa Fe Irrigation District and General Manager Michael J. Bardin, as Amended, Regarding Compensation

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.

10. Directors' Comments (oral)
11. 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.

12. Operations Reports (pages 64-67)
 - a. R.E. Badger Filtration Plant Report
 - b. Water Resources Report
13. San Diego County Water Authority Board Meeting Report – President Hogan (page 68)
14. Committee Reports (page 69)
 - a. Executive Committee
 - b. Administrative and Finance Committee
 - c. Water Resources Committee
15. General Manager's Report (oral)
16. General Counsel's Comments (oral)

INFORMATION ITEMS - None

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)

17. Conference with Legal Counsel- Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
Two potential cases
18. Conference with Legal Counsel – Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Title: General Manager
19. Conference with Labor Negotiators
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: President Hogan and Vice President Daddi
Unrepresented Employee: General Manager

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

April 20, 2017

- Pledge: Director King
- Employee Recognition – Tommy Booker, 20 years; Eric Christiansen, 20 years
- JPIA Refund Check presentation – Andy Sells
- Review Draft of FY 2018 Budget
- Quarterly Treasurer’s Investment Report
- Quarterly Board Expenses Report
- Quarterly Security Report
- Administrative Code Amendments/Update
- Notice of Completion for the San Dieguito Pump Station Replacement Project (J-600)
- Schedule a Public Hearing to Consider the Adoption of FY 2018 District Budget

May 18, 2017

- Pledge: President Hogan
- Employee Recognition
- Recognition of Water Awareness Poster Contest Winners
- Review Final Draft of FY 2018 District Budget

June 15, 2017

- Pledge: Vice President Daddi
- 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
- Miscellaneous Fees and Charges

July 20, 2017

- Pledge: Director Dunford
- 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
- Authorize the General Manager to Execute an Agreement with CalTrans for Replacement of District Pipeline Along Interstate 5
- Set Fixed Charge Special Assessment

- Annual Review of Records Retention Schedule

August 17, 2017

- Pledge: Director Petree
- Employee Recognition
- Schedule Public Hearing to Consider Water Rate Increase

September 21, 2017

- Pledge: Director King
- Employee Recognition
- CSDA and LAFCO Elections
- ACWA Elections (odd years)

October 19, 2017

- Pledge: President Hogan
- Employee Recognition Danny Burns, 10 years; Lamont Foster – 10 years
- Quarterly Treasurer’s Report
- Quarterly Board Expenses Report
- Public Hearing - Water Rate increase
- Quarterly Security Update

Board Workshop Items:

- Response to State Water Use Efficiency Standards
- Business Plan Update
- General Manager Performance Objectives
- AMI project Update and Demonstration of AMI Customer Portal

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