



AGENDA

EXECUTIVE COMMITTEE MEETING Santa Fe Irrigation District

Wednesday, May 9, 2018
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 March 7, 2018 Executive Committee Meeting (pages 3-4)
2. Review and Discuss April 25, 2018 Board of Directors Special Meeting Planning Workshop (pages 5-6)
3. Consider Amendments to the District Administrative Code Related to the Automated Meter Infrastructure (AMI) (pages 7-22)
4. Review of Draft May 17, 2018 Board of Directors Meeting Agenda (pages 23-25)
5. Review of Future Regular and Special Board Meeting Agenda Items (pages 26-27)

REPORTS

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

INFORMATION ITEMS - None

CLOSED SESSION

8. Conference with Legal Counsel - Conference with Labor Negotiators
Pursuant to Government Code section 54957.6
Agency designated representative: General Manager
Represented Employees: Santa Fe Irrigation District Employee Association

ADJOURN - *Next Scheduled Executive Committee meeting: Wednesday, June 13, 2018 @ 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**

March 7, 2018
Santa Fe Irrigation District
5920 Linea del Cielo, Rancho Santa Fe, CA

CALL MEETING TO ORDER:

President Hogan called the meeting to order at 2:00 p.m.

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

ORAL COMMUNICATIONS - None

ACTION AND DISCUSSION ITEMS:

1. MINUTES FROM THE FEBRUARY 7, 2018 EXECUTIVE COMMITTEE MEETING

The Committee approved the minutes as presented.

2. REVIEW AND DISCUSS MARCH 1, 2018 BOARD OF DIRECTORS SPECIAL MEETING – PLANNING WORKSHOP

The Committee reviewed and discussed the item and an extensive discussion ensued. After review of the District Mission and Vision Statements, the Committee directed staff to return the statements to the full Board to affirm at their regular March meeting.

The Committee also reviewed and discussed the proposed Strategic Issues. After discussion, the Committee made a few revisions and asked GM Bardin to present the draft Strategic Issues to the full Board for discussion at their regular March meeting.

3. CONSIDER SUPPORT OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES’ “NO WATER TAX” INITIATIVE

The Committee discussed the item and asked questions related to the exact nature of the Initiative, the legality of use of public funds, and if the San Diego County Water Authority was contributing. After discussion, the Committee concurred with staff’s recommendation to contribute \$5,000 to the initiative, and directed staff to move the item forward for full Board consideration at their regular March meeting.

4. CONSIDER ESTABLISHING A POLICY FOR PUBLIC COMMENT AT BOARD WORKSHOPS ON COST OF SERVICE STUDY AND WATER RATES

The Committee reviewed and discussed the item. After discussion and Committee revision, the Committee directed staff to move the item forward for full Board consideration at their regular March meeting.

5. REVIEW OF DRAFT MARCH 15, 2018 BOARD OF DIRECTORS MEETING AGENDA

The Committee reviewed the agenda and no revisions were made.

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

The Committee reviewed the item and no revisions were made.

REPORTS

7. GENERAL MANAGER'S REPORT – GM Bardin reported on the following:

- The upcoming Centennial events for the San Dieguito Reservoir and Lake Hodges, and the Pump Station dedication
- The Cost of Service Study consultant interview process
- The upcoming LAFCO Countywide Oversight Board Election

8. COMMITTEE MEMBERS' COMMENTS – Non

INFORMATION ITEMS - None

CLOSED SESSION

9. CONFERENCE WITH LEGAL COUNSEL - CONFERENCE WITH LABOR NEGOTIATORS
PURSUANT TO GOVERNMENT CODE SECTION 54957.6
AGENCY DESIGNATED REPRESENTATIVE: GENERAL MANAGER
REPRESENTED EMPLOYEES: SANTA FE IRRIGATION DISTRICT
EMPLOYEE ASSOCIATION

Item 9 was not considered.

ADJOURN

President Hogan adjourned the meeting at 4:00 p.m.

Michael T. Hogan, President

DATE: May 9, 2018

TO: Executive Committee

FROM: General Manager

SUBJECT: Review and Discuss April 25, 2018 Board of Directors Special Meeting – Planning Workshop

RECOMMENDATION:

It is the staff recommendation that the Executive Committee:

1. Review and discuss the April 25, 2018 Special Meeting on Cost of Service Study/Rates Workshop; and
2. Take other actions as appropriate.

DISCUSSION:

This item has been agendaized to provide the opportunity for this Committee to debrief on the overall workshop and to address upcoming workshop topics. The Board of Directors held a Special Meeting on April 25, 2018 and received a briefing by the Consultant, Carollo Engineering, on the upcoming cost of service study and rate development process.

Attachment A presents the upcoming Board of Directors' Special Meetings for the Committee's consideration and reference.

FISCAL IMPACT:

There is no fiscal impact resulting from the review of this item.

Attachment A: Board of Directors Special Meeting Schedule

Prepared by: Michael J. Bardin, General Manager

SPECIAL BOARD MEETING SCHEDULE REVISED 04/19/18

DATE	TIME	TOPIC
Thursday, March 1, 2018	8:30 a.m. – Noon	<ul style="list-style-type: none"> • Review Draft 2018 Strategic Business Plan • Review District Mission and Vision Statements • Update Strategic Goals
Thursday, March 29, 2018	8:30 a.m. – Noon	<ul style="list-style-type: none"> • Strategic Financial Planning w/Consultant <ul style="list-style-type: none"> ○ Reserve Funds Policy ○ CIP Funding Strategies ○ Long-term Financial Obligations
Wednesday, April 25, 2018	8:30 a.m. – Noon	<ul style="list-style-type: none"> • Water Rates w/Consultant <ul style="list-style-type: none"> ○ Rate Setting Objectives/Goals ○ COSS Overview/Legal/Procedural ○ Alt. Water Structure Development ○ Rate Setting Policies (Pass Through, Demand Reduction)
Tuesday, May 29, 2018	8:30 a.m. – Noon	<ul style="list-style-type: none"> • Regulatory Issues <ul style="list-style-type: none"> ○ Long Term Water Use Efficiency Standards ○ Operational • Budget Workshop
Wednesday, June 27, 2018	8:30 a.m. – Noon	<p>TENTATIVE</p> <ul style="list-style-type: none"> • Review Draft Cost of Service Study • Review Alt. rate structure designs
Thursday, August 30, 2018	8:30 a.m. – Noon	<p>TENTATIVE</p> <ul style="list-style-type: none"> • Review Draft Cost of Service Study • Review Draft alt. rate structure customer impacts
Wednesday, September 26, 2018	8:30 a.m. – Noon	<p>TENTATIVE</p> <ul style="list-style-type: none"> • Review Draft Cost of Service Study
Wednesday, October 24, 2018	8:30 a.m. – Noon	<ul style="list-style-type: none"> • TBD

DATE: May 9, 2018

TO: Executive Committee

FROM: General Manager

SUBJECT: Consider Amendments to the District Administrative Code Related to the Automated Meter Infrastructure (AMI)

RECOMMENDATION:

It is the Staff recommendation that the Executive Committee:

1. Consider amending the District Administrative Code – Articles 14 Meters, as presented; and
2. Discuss and take other action as appropriate.

DISCUSSION:

With the installation of the first three phases of the Automated Metering Infrastructure (AMI), the District has successfully deployed over 2,600 smart meters and is using AMI technology to now read these meters. The AMI metering program includes functionality that will provide consumer access (Customer Portal) to online account water usage/metering data. Staff is preparing to launch the Customer Portal and this agenda item is related to administrative actions required for the launch to occur. The required action is an amendment of the Administrative Code, updating of Article 14 – Meters to add language specific to the new AMI metering program.

A redlined version of the Administrative Code, Article 14 – Meters, showing proposed revisions is included as Attachment A for your review. The recommended language is required to address the District's as well as customer's use of AMI and associated tools such as the Customer Portal, and define the responsibilities of the customer and the limits of liability of the District. The proposed AMI language makes clear that the customer continues to be solely responsible for the management of water use beyond the District's meter. In addition, the proposed language will enable the General Manager to allow a customer to opt-out of AMI meter reading technology if they so choose.

Terms and Conditions for the use for the use of the Customer Portal have also been developed that reflect the recommended amendments to the Administrative Code. A copy of the terms and conditions is included as Attachment B.

Regarding an AMI Opt-Out provision, the recommended amendments also grant the General Manager, in his sole discretion, the authority to allow a customer to opt out of using AMI technology. It is intended that the opt-out option would be revenue-neutral. Therefore, to

recover all costs to the District, the customer would be assessed a fee for the cost of manually gathering the required meter data. The District's current shut-off charge is based on the average cost for District Staff to travel to a meter site to read and shut-off/turn-on the meter. Since this activity would be similar to the work required to manually read an individual meter under an opt-out situation, the amendment states that the requesting customer's account would be assessed on each bi-monthly bill statement, a fee equal to the District's established shut-off charge. This charge is currently \$40.00.

FISCAL IMPACT:

There is no direct fiscal impact resulting from the review of this item.

Attachment A: Administrative Code: Article 14 – Meters (REDLINED)

Attachment B: AMI Customer Portal Terms and Conditions

Attachment C: Automated Metering Infrastructure Summary Report

Prepared by: William Hunter, Engineering Manager

Approved by: Michael J. Bardin, General Manager

ARTICLE 14. - METERS

SEC. 14.1 LOCATION

All property served by a single meter must be under one ownership. Condominiums and mobile home parks are considered to be one owner. Santa Fe Irrigation District (the District reserves the right to regulate the size, character and location of each meter and service. Water meters shall be located on county property, in the county rights-of-way or in District easements.

SEC. 14.2 METER SIZE

The maximum size of meters allowed will comply with the following criteria.

Sec. 14.2.1 Single residential and agricultural

A single-family house may not be served from a two-inch (2") or larger meter. A separate small meter must serve the residence. This applies to all installations after October 1975.

Where the static pressure at the elevation of the house site is 74 psi or less, normally one meter size larger may be approved by the Manager based on adequate design calculations showing need. In a pressure area of 74 psi or less a 1-1/2" meter would be allowed if needed on a 2.0 to 5.99 acre parcel without a house. An additional 3/4" meter would be allowed for a house.

As property is divided, the District, at its expense, will replace an over-sized meter at the same location with a smaller meter to comply with this meter sizing.

Existing 2" meters serving single-family residence will be replaced with smaller meters when the 2" meter is to be repaired and if the quantity of flow through the smaller meter is adequate.

<u>Acreage Size</u>	<u>Maximum Meter Size</u>
Up to .99	3/4"
1.0 to 1.99	1"
2.0 to 5.99 with or without house	1-1/2"
6.0 to 8.99 without house	1-1/2"
6.0 to 8.99 with house	1-1/2" and 3/4"
9.0 to 15.0 without house	2"
9.0 to 15.0 with house	2" and 3/4"

Greater acreage: Maximum of 50 gpm for first two acres plus: 12 gpm for each additional acre. The design flows will be based on AWWA maximum rated meter capacities.

Sec. 14.2.2 Residential Meter Sizing for Less Than One Acre

Where a plumber states that a 3/4" meter size is inadequate, the plumber must submit a list with numbers and types of fixture units within the house.

If the total fixture units of a house without counting fixture units for hose bibs exceeds 35, a one-inch (1") meter will be allowed.

Includes combined hot and cold-water demand from uniform plumbing code.

<u>Fixture Units</u>	<u>Number of Fixtures Private Use</u>
Bar sink	1
Bathtub (with or without shower over)	2
Hose bib or sill cock (standard type)	3
Kitchen sink	2
Laundry tub or clothes washer (each pair of faucets)	2
Lavatory	1
Lavatory (Dental)	1
Lawn sprinklers (standard type, each head)	1
Shower (each head)	2
Sink bar	0
Sink or dishwasher	2
Water closet (flush tank)	3
Water closet (flushometer valve)	6

Multiple residential dwellings will be sized according to the Uniform Plumbing Code. No additional allowances will be made for irrigation. Irrigation must be scheduled at time to not interfere with domestic use.

SEC. 14.3 METER CAPACITY FEE.

A capacity fee, based upon the meter size, will be charged each applicant for service in addition to the cost of installing the meter. The fee will be established from time to time by the Board of Directors. The fee shall be paid when applying for a meter.

If water service is in existence and will be changed at the time the property is being divided, credit for a capacity fee will be given based upon the size of the meter being removed. The credit will be given to reduce any additional capacity fees for meters being added to the same property at the time of subdivision of land or upon a request to increase the size of an existing meter. No cash rebate will be made for removal of a meter or reduction in meter size, and credits may not be transferred from one property to another. No credit will be given to owners subsequent to the owners who removed the meter or to the same owner at a later date.

The capacity fee for meters larger than two inches (2") will be computed as follows:

For service applications requiring meter sizes greater than two inches, the "capacity fee" shall be the same dollars per gpm as the dollars per gpm of the capacity fee of the 3/4 inch meter. Charges for installation of the service line and meter will be made.

Sec. 14.3.1 Sewage Pump Station

Sewage pump stations owned by the sewer district, which have no landscaping, but use water for washing through a hand-held hose will not be charged a capacity fee for a 3/4 inch meter. Charges for installation of the service line and meter will be incurred.

Sec. 14.3.2 Schools and State Agencies

Capacity Charges for School and State Agencies. The imposition of the district's capacity charges on any school district, county office of education, community college district, the

California State University, the University of California, or any state agency (as defined in Government Code Section 54999.1(g)) shall be subject to the provisions of section 54999.3(b) of the Government Code. Payment by any such agency of the district's applicable capacity charge shall be deemed agreement with the district regarding the charge. If any such agency refuses to pay the applicable capacity charge, the agency and district shall enter into negotiations regarding the charge. No water meter shall be supplied until agreement has been reached regarding the capacity charge and the agreed upon capacity charge has been paid.

Sec. 14.3.3 Meter Capacity Fee Collected for the San Diego County Water Authority

The District shall collect a meter capacity fee imposed by the San Diego County Water Authority (the Authority) by Ordinance 90-2 to take effect on meters purchased on or after October 1, 1990. The size of the meter shall be determined by the District. The District's rules for the collection of the fee, increasing meter size, decreasing meter size, moving meter, fire service meters and temporary meters remain in effect.

The fee will be established by the Authority as amended from time to time.

Any person or organization objecting to the capacity fee charge imposed by the Authority must file a complaint in writing at 4677 Overland Ave., San Diego, CA 92123 before payment of the charge or within 10 days after payment. The District shall not provide water service until the Authority capacity fee has been paid. The District shall transmit to the Authority the fees collected by the 19th day of January, April, July and October. Interest earned on Authority funds will be retained by the District.

SEC. 14.4 METER INSTALLATION CHARGES

Meter installation charges shall be established by the Board.

Fees and charges for the following services performed by the District which include the cost of permits or services by other cities and agencies shall be passed through to the customer and increased automatically when the cost of permits and services from other agencies and cities are imposed and/or increased.

- a) Water service installation;
- b) Fire line service installation;
- c) Fire hydrant installation;
- d) Commercial fire line wet taps of 4" or larger.

SEC. 14.5 CHANGE IN METER LOCATION

A meter may be moved at the request of a customer from one location to another on the property served by it upon payment of the costs thereof by the customer.

SEC. 14.6 CHANGE OF METER SIZE

Sec. 14.6.1 Larger Meter

Should a customer need a larger meter, customer shall pay for the new service assembly and

meter, pay the additional capacity fee and pay for abandoning the smaller service.

Sec. 14.6.2 Smaller Meter – Same Location

Should a customer desire a smaller meter installed at the same location in exchange for a larger one, customer shall pay for the smaller meter, less a credit for the larger being returned.

Sec. 14.6.3 Smaller Meter – New Location

Should a customer desire a smaller meter at another location on the same parcel, the customer shall pay the cost of installing a new service line and meter, and the cost of removing the old service line - less a credit for the larger meter being returned.

Sec. 14.6.4 Exchange to Comply with Size Limitations

When a smaller meter is being substituted for a larger meter to enforce compliance with the District meter size limitations, the meter exchange will be at no cost to the customer. Whenever property is being subdivided, meters will be changed to comply with the meter size limitations.

SEC. 14.7 TESTING METERS

Any customer may demand his meter be tested for accuracy. If upon testing it shall be found that the meter registers within a range from 87% to 102% of accuracy at the intermediate test flow specified by the AWWA, the cost for testing shall be paid by the customer. If the meter so tested shall be found to register outside of said range, another meter shall be installed by the District at no cost to the customer and the previous nine billings shall be adjusted and a refund given on the next billing credited. If the error is in favor of the District, the previous two billings to the customer shall be adjusted and the customer shall be billed for the difference.

SEC. 14.8 ~~ESTIMATED READINGS~~ READING OF METERS

Sec. 14.8.1 Method Used

The method used to read each meter shall be determined by the District in its sole discretion. Such methods may include, but not be limited to, manual reading, use of automated meter readers (AMIs), or use of other technologies. The General Manager may, in his or her sole discretion, allow a customer to opt out of specific meter reading technology. To recover all costs to the District associated with accommodating the request, the requesting customer's account will be assessed on each bi-monthly bill statement an opt-out fee equal to the same dollar amount assigned to the District's established shut off charge.

Sec. 14.8.2 Estimated Readings

Should any meter in service fail to register during any month billing period, or should the District be unable to read the meter for reasons beyond the control of the District, the amount of water used shall be estimated by the District and the customer shall be billed for the estimated amount.

Sec. 14.8.3 Automated Meter Readers and Customer Tools

Data collected from the AMI system may be used by the District in any lawful manner and is intended for the sole benefit of the District. Nonetheless, the use of AMIs at customers' properties may allow the District to offer incidental tools to help customers monitor water use and detect

potential leaks. As further described below, the District may offer an online water use portal or similar tools to its customers whose properties have AMIs (“Customer Tools”).

The District’s online water use portal is intended to allow customers to conveniently monitor their water use online. Subject to availability, customers are encouraged to regularly review water use using the online water use portal, as District staff does not routinely or regularly monitor AMI data for abnormalities or variations in water usage. Using the online water use portal, customers may also be able to set up notifications when the AMI system detects continuous water use exceeding a specified period of time.

Participation in the use of Customer Tools is voluntary, and subject to the terms and conditions described below, in addition to any terms and conditions on the District’s website or related to a particular Customer Tool.

As a condition of using Customer Tools, customers understand and agree to the following:

1. The District makes no representations or warranties, express or implied, as to the accuracy, operation, or availability of the Customer Tools. Customer Tools may be unavailable or inaccurate due to technical issues, including, but not limited to, Internet connectivity outages, phone/text message/e-mail delivery issues, AMI system reporting errors, and AMI system signal interruptions.
2. Customer Tools are intended to provide helpful monitoring and notification tools. The customer shall remain responsible for monitoring water use, maintaining water lines beyond the meter, determining the cause of any continuous flow, and repairing any leak. The District assumes no responsibility or liability for contacting or notifying customers or any third party of any abnormalities or variations in a customer's water usage which may indicate a water leak at his or her property. Customers remain responsible for all water use at their property and for the payment of fees for all water used, including water used before and after receiving any notification of continuous flow. The customer shall rely solely upon his or her own judgment with regard to any information supplied by the District in connection with the Customer Tools.
3. The District neither undertakes nor assumes any responsibility for or duty to the customer or any third party for the operation, maintenance, review, or inspection of water lines or facilities beyond the District’s meter, or to inform the customer or any third party of any leaks or damage resulting from the operation and maintenance of such lines or facilities, or for any service, equipment or material furnished for such lines or facilities. Customers and all third parties shall rely upon their own judgment regarding such matters, and any review, inspection, supervision, exercise of judgment or information supplied to customers or to any third party by the District in connection with the data collected from the District's AMI's is for the benefit of the District.
4. Customers are solely responsible for water leakage costs or other damages related thereto regardless of whether the District has collected data from an AMI that there has been an increase in the amount of water used for a property or there is continuous flow present on the property.

SEC. 14.9 LOCATION IN RELATION TO TREES AND SHRUBS

A new meter or service pipeline will not be placed closer than five (5) feet to a tree or shrub with drip line/root zone in excess of five (5) foot radius. Trees or shrubs being planted near an existing meter or service pipeline, that will have a drip line/root zone of five (5) foot or more radius, shall not be planted closer than five (5) foot. Clear access to and around the meter shall be maintained by the property owner. If not maintained, the District will provide the customer 48 hours notice prior to District Staff clearing the area.

SEC. 14.10 RESIDENTIAL FIRE SPRINKLER METERS

Sec. 14.10.1

A separate meter will be installed of the proper size approved by the fire agency to supply water for residential automatic fire sprinklers. The fire sprinkler meter must be installed 18” to the right of the potable meter, when facing the property.

Sec. 14.10.2

No District or County Water Authority capacity fee will be charged for installing a new fire meter.

Sec. 14.10.3

This meter must be used exclusively for automatic fire sprinklers. If usage appears at the time of billing, contact customer and/or fire agency to determine if a fire occurred or testing was performed. If neither, notify customer in writing, return receipt that all domestic and irrigation use must be discontinued or service will be discontinued to fire meter. Send copy of letter to fire department. Discontinue service if use continues at first billing following 60 days after written notice first given to customer. Notify customer in writing; return receipt, when meter is turned off. Send copy of letter to fire department.

SEC. 14.11 WATER CONSERVATION METER CONDITIONS

Regulations pertaining to meter installation, size, consumption limitations, and the delivery of water can be found in various Articles of the Code.

SEC. 14.12 BASE METER FEE

A Base Meter Fee will be assessed to cover a portion of the District’s fixed operating costs. The Fee is charged bi-monthly to the customer regardless of the amount of water used. The amount of the fee will be set periodically by the Board of Directors. Any customer who has two water meters serving the same lot has the option of temporarily disconnecting service to one of the meters. The meter that has been temporarily disconnected will not be charged the Base Meter Fee. The terms for temporarily disconnecting one water meter are as follows:

- Two water meters must be serving the same lot.
- One meter will remain in service.
- No Base Meter Fee will be charged on the disconnected meter.

- The first time water service is disconnected there is no charge. There is also no charge for the first re-connection.
- Each time thereafter, a charge will be assessed for every time the service is disconnected and another charge for each time water service is subsequently reconnected.

SEC. 14.13 EXHIBITS

Capacity Charges

Miscellaneous Fees and Charges

Water Rates

TERMS OF USE

This page states the “Terms of Use” under which You may use sfidwater.org/ (hereinafter referred to as the “Web Portal”) to review your water usage as measured by the electronic meter which is attached to your residence, business, or other property. By using the Web Portal, You are indicating your agreement to these Terms of Use; if You do not accept the Terms of Use, do not use the Web Portal. The Santa Fe Irrigation District (“District”) may revise these Terms of Use at any time by updating this posting. The terms “You” and “User” as used herein refer to all individuals and/or entities accessing the Web Portal for any reason.

1. Eligibility.

By visiting the Web Portal or accepting these Terms of Use, You represent and warrant to the District that You are a utility customer of the District or an authorized representative of a utility customer of the District and you have the right, authority and capacity to agree to and abide by these Terms of Use. You also represent and warrant to the District that You will use the Web Portal only to review meter data in a manner consistent with any and all applicable laws and regulations and subject to the District’s Administrative Code.

2. Use of District Content.

The District authorizes You to view and access the content available on or from the Web Portal solely for your personal use. The contents of the Web Portal, whether partial or otherwise such as text, graphics, images, logos, button icons, software and other District content, including content licensed to the District by third parties (collectively, “District Content”), are protected under both United States and foreign copyright, trademark and other laws. All District Content is the property of the District or its content licensors. The compilation (meaning the collection, arrangement and assembly) of all content on the Web Portal is the exclusive property of the District or its content licensors and is protected by U.S. and international copyright laws. Unauthorized use of the District Content may violate copyright, trademark, and other laws. You must retain all copyright, trademark, servicemark and other proprietary notices contained in the original District Content on any copy You make of the District Content. You may not sell or modify the District Content or reproduce, display, publicly perform, distribute, or otherwise use the District Content in any way for any public or commercial purpose. The use of the District Content on any other website or in a networked computer environment for any purpose is prohibited. You shall not copy or adapt the HTML code that the District creates to generate any District Content or the pages making up any Web Portal which is also protected by the District’s copyright or the copyright of the District’s licensors. Users may not use the Web Portal in order to transmit, distribute, store or destroy material, including, without limitation, District Content, (i) in violation of any applicable law or regulation, or (ii) in a manner that will infringe the copyright, trademark, trade secret or other intellectual property rights of others or violate the privacy, publicity or other personal rights of others.

3. Specific Prohibited Uses.

The District specifically prohibits any other use of the Web Portal, and You agree not to do any of the following: (a) use the meter data for any purpose other than to monitor your water

use; (b) copy, modify, delete or revise any data posted to the Web Portal; (c) take any action that imposes an unreasonable or disproportionately large load on the Web Portal infrastructure; (d) use or attempt to use any software, tool, agent or other device or mechanism (including without limitation browsers, spiders, robots, avatars or intelligent agents) to utilize the Web Portal for any purpose other than its intended use; or (e) attempt to decipher, decompile, disassemble or reverse engineer any of the software comprising or in any way making up a part of the Web Portal.

4. Registration Information.

When You register with the Web Portal, You will be asked to provide the District with certain information, including information necessary to identify yourself as a utility customer of the District or as an authorized representative thereof (your “Information”). The District will not disclose any of your identifying information to a third party without your prior consent, except to the extent necessary or appropriate to comply with applicable laws or in legal proceedings where such information is relevant.

5. The District’s Liability.

The Web Portal and the District Content may contain inaccuracies or typographical errors. The District makes no representations about the accuracy, reliability, completeness, or timeliness of the Web Portal or District Content. The use of the Web Portal and the District Content is at your own risk. Changes are periodically made to the Web Portal and may be made at any time.

The District cannot guarantee and does not promise any specific results from use of the Web Portal. No advice or information, whether oral or written, obtained by You from District or through or from the Web Portal shall create any warranty not expressly stated herein.

The District assumes no responsibility or liability for contacting or notifying You or any third party of any abnormalities or variations in your water usage which may indicate a water leak or similar issue. You remain responsible for all water use at your property and for the payment of fees for all water used, regardless of whether there has been a leak or other excess water usage. You will rely solely on your own judgment with regard to any information supplied by the Web Portal.

The District neither undertakes nor assumes any responsibility for or duty to You or any third party for the operation, maintenance, review, or inspection of water lines or facilities beyond the District’s meter, or to inform You or any third party of any leaks or damage resulting from the operation and maintenance of such lines or facilities, or for any service, equipment or material furnished for such lines or facilities. You shall rely upon your own judgment regarding such matters, and any review, inspection, supervision, exercise of judgment or information supplied to You by the District in connection with the Web Portal is for the benefit of the District.

6. Disclaimer of Warranty.

THE DISTRICT DOES NOT WARRANT THAT THE WEB PORTAL WILL

OPERATE ERROR-FREE OR THAT THE WEB PORTAL AND ITS SERVERS ARE FREE OF COMPUTER VIRUSES OR OTHER HARMFUL MECHANISMS. IF YOUR USE OF THE WEB PORTAL OR THE DISTRICT CONTENT RESULTS IN THE NEED FOR SERVICING OR REPLACING EQUIPMENT OR DATA, THE DISTRICT IS NOT RESPONSIBLE FOR THOSE COSTS. THE WEB PORTAL AND DISTRICT CONTENT ARE PROVIDED ON AN "AS IS" BASIS WITHOUT ANY WARRANTIES OF ANY KIND. THE DISTRICT, TO THE FULLEST EXTENT PERMITTED BY LAW, DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE AND NON-INFRINGEMENT. THE DISTRICT MAKES NO WARRANTIES ABOUT THE ACCURACY, RELIABILITY, COMPLETENESS, OR TIMELINESS OF THE DISTRICT CONTENT, SERVICES, SOFTWARE, TEXT, GRAPHICS, AND LINKS.

7. Disclaimer of Consequential Damages.

IN NO EVENT SHALL THE DISTRICT, ITS SUPPLIERS, OR ANY THIRD PARTIES MENTIONED ON THE WEB PORTAL BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, INCIDENTAL AND CONSEQUENTIAL DAMAGES, LOST PROFITS, OR DAMAGES RESULTING FROM LOST DATA OR BUSINESS INTERRUPTION) RESULTING FROM THE USE OR INABILITY TO USE THE WEB PORTAL AND THE DISTRICT CONTENT, WHETHER BASED ON WARRANTY, CONTRACT, TORT, OR ANY OTHER LEGAL THEORY, AND WHETHER OR NOT THE DISTRICT IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8. Limitation of Liability.

THE DISTRICT'S MAXIMUM LIABILITY ARISING OUT OF OR IN CONNECTION WITH THE WEB PORTAL OR YOUR USE OF THE DISTRICT CONTENT, REGARDLESS OF THE CAUSE OF ACTION (WHETHER IN CONTRACT, TORT, BREACH OF WARRANTY OR OTHERWISE), SHALL NOT EXCEED \$100.

9. Links to Other Sites.

The Web Portal may contain links to third party websites. These links are provided solely as a convenience to You and not as an endorsement by the District of the contents on such third-party websites. The District is not responsible for the content of linked third-party sites and does not make any representations regarding the content or accuracy of materials on such third party websites. If You decide to access linked third-party websites, You do so at your own risk.

10. No Resale or Unauthorized Commercial Use.

You agree not to resell or assign your rights or obligations under these Terms of Use. You also agree not to make any unauthorized commercial use of the Web Portal.

11. Indemnity.

You agree to defend, indemnify, and hold harmless the District, its affiliates, and their

respective officers, directors, employees and agents, from and against any claims, actions or demands, including without limitation reasonable legal and accounting fees, alleging or resulting from (i) your use of the Web Portal and any District Content, or (ii) your breach of the terms of these Terms of Use. The District will provide notice to You promptly of any such claim, suit, or proceeding.

12. General.

The District makes no claims that the District Content may be lawfully viewed or accessed from your location. If You access the Web Portal from outside of California, You do so at your own risk and are responsible for compliance with the laws of your jurisdiction. These Terms of Use are governed exclusively by the laws of the State of California without regard to its choice of law rules (or those of any other state or nation) and regardless of which state's law would govern, if at all, otherwise. By using the Web Portal, you consent to the exclusive jurisdiction of the state or federal courts sitting in the County of San Diego, California, for any claims arising under these Terms of Use. If any provision of these Terms of Use is found to be invalid by any court having competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions of these Terms of Use, which shall remain in full force and effect. No waiver of any term of these Terms of Use shall be deemed a further or continuing waiver of such term or any other term. No changes to these Terms of Use shall be made except by a revised posting on this page.

13. Term and Termination.

These Terms of Use will remain in full force and effect while You are a User of the Web Portal at any level. The District reserves the right, at its sole discretion, to pursue all of its legal remedies upon any breach by You of these Terms of Use.

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Attachment C

Automated Metering Infrastructure (AMI) Summary Report

BACKGROUND

The Santa Fe Irrigation District (SFID) is currently in the process of implementing a five year, six phase, program to replace the existing manual read meters with automated meter reading equipment. Under the manual meter reading approach, an SFID meter reader drives to each meter site once every two months to collect customer water usage information for billing purposes.

Automated Metering Infrastructure (AMI) is a method of using communication technology to read meters remotely without having to access meters located in meter boxes in the ground. The existing manual meter is replaced with an automated meter that can not only measure the usage (similar to the existing manual meter), but can also record and transmit the data using basic radio transmitting equipment mounted along with the new meter in the meter box. Radio antennae sites must be strategically located to collect and transmit the signals gathered from the meters. AMI enables the collection of hourly meter reads for use by SFID and its customers. The reads are limited to hourly since the meter and transmitters are battery operated and more frequent reads could significantly reduce the projected 20 year operating life of the equipment.

A fixed based AMI approach provides several advantages to the manual metering approach, including:

- Bi-monthly meter read data can be collected automatically for billing purposes.
 - Eliminating the time required to drive to each meter location for meter reading.
 - Reducing health and safety risks to SFID staff associated with traffic, aggressive animals, and other factors.

- Increasing the number of customer water usage data points from 6 per year to 8,760 per year (from once every two months to hourly readings).
 - Facilitates collaborative billing dispute discussions
 - Enables customers to better manage their water usage.
 - Supports district water resource management and conservation activities

PROJECT STATUS

To date, the first three phases of SFID's AMI program have been completed and the following objectives have been accomplished (in chronological order):

1. Approximately one third (2,600) of SFID's manual read meters have been replaced with automated meters and radio transmitters. Three antennae sites and appurtenant equipment have been installed to collect and transmit radio signals from the meters.

2. O&M and Administrative Staff have been trained on the use of “analytical” software required manage and analyze metering data.
3. AMI analytical software has been integrated with SFID’s financial software to enable the use of automated reads for the bi-monthly billing process. This included parallel manual and automated meter reading during billing cycles to confirm reliability.
4. SFID’s O&M and Administrative Staff have been trained on the use of automated metering “customer portal” software.
5. Staff conducted several mock simulations of the AMI analytical and customer portal software to gain detailed familiarity of the software.
6. Staff has developed customized customer portal set-up and use instructions to improve ease of use by SFID customers.
7. Staff has developed Draft Terms and Conditions that customer’s would need to agree to prior to using the AMI customer portal.

OPT OUT PROGRAM

AMI transmitters operate in compliance with Federal Communication Commission standards and have been thoroughly tested for safety and reliability. Although there is no apparent technical or scientific basis for the need for an opt-out program, there is a trend in the industry to provide an opt-out option as part of an AMI program. Based on discussions with other agencies, it is not unusual that regardless of the amount of information provided, a small number of customers may continue to have strong concerns regarding any type of RF emission, and will may be opposed to AMI. In order to address this fact, agencies have either adopted an opt-out program or are considering adoption of an opt-out program.

Wireless technology is ubiquitous. For example, cell phones, wireless internet routers, baby monitors, and garage door openers all use radio frequencies to operate. AMI transmitters result in much smaller levels of RF exposure than many existing commercial household electronic devices, particularly cell phones and microwave ovens. RF emissions from AMI are well below the limits established for safe use by the general public.

Unlike electric utility smart meters, which are typically installed on an exterior wall of the dwelling unit, AMI transmitters are generally located some distance from the home and beneath ground level. Another important distinction is that electric utility smart meters are always on, but AMI transmission occur only intermittently, with a total daily transmission duration of less than a few seconds a day.

During the implementation of the first three phases of SFID’s AMI program very few customers expressed concerns regarding the use of AMI. Their concerns primarily focused on potential health impacts associated with radio frequency (RF) exposure. Allowing a customer to refuse the conversion to AMI adversely affects the benefits that SFID and the customer will

derive from the conversion. Specifically, SFID would not realize the avoided manual meter read costs, as well as the more comprehensive data associated with obtaining reads via AMI. The customer would also be willingly refusing a tool by which they will ultimately be able to more actively monitor and manage the water use at their property.

DRAFT



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

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

**THURSDAY, MAY 17, 2018
8:30 a.m.**

ROLL CALL – CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE – Director Menshek

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:
 - a. Introduction of New Employee - _____ Administrative Services Manager
2. Presentation of Special District Leadership Foundation District Transparency Certificate of Excellence – Chris Palmer, California Special Districts Association

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.

3. Approval of Minutes:
 - a. April 19, 2018 Regular Board Meeting (pages 4-9)
 - b. April 25, 2018 Special Board Meeting (pages 10-11)
4. Receive and File Monthly Finance Reports (pages 12-24)

- a. Budget Performance
 - b. Disbursements
 - c. Monthly Investment Transaction Report
5. Authorize the General Manager to Execute Purchase Contracts for Vehicles
 6. Adopt Resolution No. 18-__ Approving Amendments to District Administrative Code, Article 14, Meters
 7. Authorize the General Manager to Execute Amendment No. 5 to the Professional Service Agreement with the Kleinfelder Group for Joint Facilities Improvements
 8. Notice of Completion for the Automated Metering Program Phase 3 Project J-1801

ACTION AND DISCUSSION ITEMS

9. Review Final Draft FY19 District Budget (pages 109-116)
10. Consider Approval of Supplemental Lake Hodges Local Water Agreement
11. 2018 Legislative Update (pages 119-122)
12. Adopt Resolution No. 18-0__, Expressing Appreciation and Commending Jeanne L. Deaver for Outstanding Service to the Santa Fe Irrigation District

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.

13. Directors' Comments (verbal)
14. Directors' Reports on Conferences, Activities, and Events (verbal 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.

15. Operations Reports (pages 136-139)
 - a. R.E. Badger Filtration Plant Report
 - b. Water Resources Report
16. San Diego County Water Authority Board Meeting Report – President Hogan (pages 140-141)
17. Committee Reports (page 142)
 - a. Executive Committee
 - b. Administrative and Finance Committee
 - c. Water Resources Committee

d. Joint Facilities Advisory Committee

18. General Manager's Report (verbal)

19. General Counsel's Comments (verbal)

INFORMATION ITEMS

20. (page 143)

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)

21. Conference with Legal Counsel - Conference with Labor Negotiators

Pursuant to Government Code section 54957.6

Agency designated representative: General Manager

Represented Employees: Santa Fe Irrigation District Employee Association

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.

Assistance for the disabled: If you are disabled in any way and need accommodation to participate in the Board 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.

Preliminary 2018 Regular and Special Meeting Agenda Items List

Tuesday, May 29, 2018 Special Board Meeting

- Pledge: Director Menshek
- Regulatory Issues
 - Long Term Water Use Efficiency Standards
 - Operational
- COSS Workshop

June 21, 2018

- Pledge: Vice President Dunford
- Recognition of Water Awareness Poster Contest Winners
- Public Hearing – consider FY 2019 Budget
- Adopt FY 2019 Budget
- Adopt CEQA Guidelines
- Traffic Control Services Contract
- Adopt Resolution No. 18-___, Amending the District Administrative Code, Article 27, Backflow Prevention

Wednesday, June 27, 2018 Special Board Meeting

- Pledge: Director Petree
- Review Draft Cost of Service Study
- Review Draft Alternative Rate Structure Designs

July 19, 2018

- Pledge: Director King
- Employee Recognition- Bill Hunter, 10 years
- Quarterly Treasurer's Report
- Establish FY 2019 Appropriations Limit
- Receive and File Annual Report of Reimbursements and Compensation Paid to Directors and Other Expenses
- Set Fixed Charge Special Assessment
- Annual Review of Records Retention Schedule

August 16, 2018

- Pledge: President Hogan
- Employee Recognition – Jessica Parks, 10 years

Thursday, August 30, 2018 Special Board Meeting

- Pledge: Director Menshek
- Review Draft Cost of Service Study
- Review Draft Alternative Rate Structure Customer Impacts

September 20, 2018

- Pledge: Vice President Dunford
- Waive Full Reading and Adopt Resolution No. 18-____, Approving the Amended Appendix of the District's Conflict of Interest Code
- Consider Approval of 2018 MOU
 - CSDA and LAFCO Elections
- Review and Discussion of the 2019 Water Rate Proposal
- Schedule Public Hearing for November for Water Rates

Wednesday, September 26, 2018 Special Board Meeting

- Pledge: Director Petree

Wednesday, October 24, 2018 Special Board Meeting

- Pledge: Director King