



## AGENDA

### EXECUTIVE COMMITTEE MEETING Santa Fe Irrigation District

Wednesday, September 8, 2021  
2:00 p.m.

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

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**Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor's Executive Orders, meetings of the Board and Board Committees will be conducted via Zoom Meeting (webinar/teleconference) and there will be no physical location from which members of the public may participate. Instead, the public may listen to the meeting proceedings and provide public comment and comments on specific agenda items by following these instructions:**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85971053578?pwd=cZxVzVPT1pxV0ZoeWpwUzNXZ1g5dz09>

Passcode: 157491

Or One tap mobile :

US: +16699009128,,85971053578#,,,,\*157491# or  
+12532158782,,85971053578#,,,,\*157491#

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US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656  
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(Toll Free)

Webinar ID: 859 7105 3578

Passcode: 157491

International numbers available: <https://us02web.zoom.us/u/knlvS625A>

**Instructions for Making Public Comment:** Members of the public who wish to address the Board of Directors under public comment or on specific agenda items may do so in one of the following ways:

- You can send written comments to the Board Secretary for receipt **no later than 7:30 am on September 8, 2021** to be read during the appropriate portion of the meeting. Written comments must be limited to 300 words/ have a reading limit of 3 minutes for each comment and emailed to kjohnson@sfdwater.org, mailed to the attention of Kim Johnson, Board Secretary, SFID, P. O. Box 409, Rancho Santa Fe, CA 92067, or physically deposited in the District's payment drop box located in the public parking lot at the District's Administrative Office at or mail to 5920 Linea del Cielo, Rancho Santa Fe, California 92067.
- On Zoom via phone, you can also raise your hand by pressing \*9 when to notify the moderator that you wish to speak during the current item.

These public comment procedures supersede the District's standard public comment policies and procedures to the contrary.

### **ACTION AND DISCUSSION ITEMS**

1. Minutes from the August 9, 2021 Executive Committee Meeting (pages 3-4)
2. Review and Discuss General Counsel Evaluation Process (page 5)
3. Review and Discuss Revising Executive Committee meeting times (page 6)
4. Review and Discuss August 19, 2021 Board Meeting Broadcast (pages 7-8)
5. Review of Draft September 16, 2021 Board of Directors Regular Meeting Agenda (pages 9-11)
6. Review of Future Agenda Items (pages 12-14)

### **REPORTS**

7. General Manager's Report (verbal)
  - Potential Impacts of Extension of Governor's Executive Order
8. Committee Members' Comments (verbal)

**ADJOURN - *Next Scheduled Executive Committee meeting: Wednesday, October 13, 2021 @ 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**

August 9, 2021  
Santa Fe Irrigation District  
5920 Linea del Cielo, Rancho Santa Fe, CA

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**CALL MEETING TO ORDER:**

President Hogan called the meeting to order at 8:40 a.m.

**PRESENT:** President Hogan, Vice President Creede, General Manager Lau, and Executive Assistant Johnson were present.

**ORAL COMMUNICATIONS**

Board Secretary Johnson read comments from Marlene King into the record. Ms. King expressed concern with proposed language in Administrative Code Article 4 and the nature by which public comment received would be captured in the minutes.

**ACTION AND DISCUSSION ITEMS:**

1. MINUTES FROM THE JULY 7, 2021 EXECUTIVE COMMITTEE MEETING

The Committee approved the minutes as presented.

2. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH RAUCH COMMUNICATIONS CONSULTANTS, INC., FOR STRATEGIC PLAN DEVELOPMENT

GM Lau presented the item and responded to questions from the Committee.

After discussion, the Committee concurred with staff's recommendation for approval and directed staff to move the item forward for full Board consideration at their regular August meeting as a Consent item.

3. CONSIDER A RESOLUTION ADOPTING AMENDMENTS TO THE DISTRICT ADMINISTRATIVE CODE, ARTICLES 4 AND 5 (PAGES 6-33) (***CONTINUED FROM JULY 7, 2021***)

GM Lau presented the item and noted that the additional information requested by the Committee in July had been included in the agenda materials.

After a lengthy discussion and amendments, the Committee directed staff to return the item to the Executive Committee for review at a future meeting prior to Board consideration.

4. REVIEW OF DRAFT AUGUST 19, 2021 BOARD OF DIRECTORS REGULAR MEETING AGENDA

The Committee reviewed the agenda and moved Item 5 to Action items, and requested additional details be included in the memos on the Rauch Contract Amendment and Strategic Business Plan adoption. The Committee also discussed how items are determined to be Consent items.

5. REVIEW OF FUTURE AGENDA ITEMS

The Committee reviewed the future agenda items list and requested an item to discuss General Counsel evaluation be added to the September Board agenda as a Closed Session item. No other revisions were made.

**REPORTS**

6. GENERAL MANAGER’S REPORT – GM Lau reported on the following:

- State Water Use Efficiency Standards propose a provision to gain up to 10% in credits if the District is part of a potable reuse project, referencing the East County project and while the project will generate 30% new supply, only 10% credit is being offered.
- The District Employee Recognition Picnic is set for August 28<sup>th</sup> and that all Directors are invited.

7. COMMITTEE MEMBERS’ COMMENTS

President Hogan commented on the San Diego County Water Authority “Influence Foundational” planning documents, specifically noting environmental goals, and how they might be useful for SFID.

**ADJOURN**

President Hogan adjourned the meeting at 10:45 p.m.

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Michael T. Hogan, President

DATE: September 8, 2021  
TO: Executive Committee  
FROM: General Manager  
**SUBJECT: Review and Discuss General Counsel Performance Evaluation Timeline**

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**RECOMMENDATION:**

It is the Staff recommendation that the Executive Committee:

1. Review and discuss the timeline and process for completion of General Counsel's performance evaluation; and
2. Take other action as appropriate.

**DISCUSSION:**

Best, Best & Krieger (BBK) has provided general counsel services to Santa Fe Irrigation District and its Board of Directors for decades, the current agreement dated October 1, 2007. BBK provides updated rates, effective October 1st annually, which are shared with the Executive Committee. While their contract stipulates that General Counsel may be reviewed annually in Closed Session (Gov Code Section 54957), there are no files that indicate where this has previously been done.

Other agencies' process for General Counsel (GC) evaluation is initiated by GC preparing a memo with accomplishments noted for the Board prior to the agendaized review and then have their full review the following meeting in Closed Session with the compensation portion discussed in Open Session.

To date, the Board has not completed an evaluation process for GC (BBK). At the request of the Executive Committee, staff recommends the Committee discuss a process timeline for GC review.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with the review of this matter.

Prepared by: Kim Johnson, Executive Assistant  
Approved by: Albert C. Lau, P. E., General Manager

DATE: September 8, 2021  
TO: Executive Committee  
FROM: General Manager  
**SUBJECT: Review and Discuss Revising Executive Committee Meeting Time**

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**RECOMMENDATION:**

It is the Staff recommendation that the Executive Committee:

1. Review and discuss revising the Executive Committee meeting times; and
2. Take other action as appropriate.

**DISCUSSION:**

Prior to 2015, the Executive Committee meetings were held at 9:30 a.m. President Hogan was then named a San Diego delegate to the Metropolitan Water District Board of Directors, which required revision of the meeting time to 2 p.m.

This item has been agendaized for this Committee's review and discussion as a result of President Hogan no longer serving as a delegate to MWD, effective October 1, 2021.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with the consideration of this item.

Prepared by: Kim Johnson, Executive Assistant  
Approved by: Albert C. Lau, P. E., General Manager

DATE: September 8, 2021  
TO: Executive Committee  
FROM: General Manager  
**SUBJECT: Review and Discuss August 19, 2021 Board Meeting Broadcast**

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**RECOMMENDATION:**

It is the Staff recommendation that the Executive Committee:

1. Review and discuss the audio broadcast of the August 19, 2021 Board of Directors' meeting;  
and
2. Take other action as appropriate.

**DISCUSSION:**

The August 19, 2021 Board of Directors' meeting was audio broadcast only via YouTube.

YouTube tracking provided that there were seven "unique" listeners; one staff member listened to the entire broadcast, and two others periodically checked the quality of the audio.

Feedback received from a listener on line shared and noted that "it was not usable," adding they could hear brief snippets, but nothing that would allow someone listening online to follow the meeting content.

Staff identified the issues which directly affected the quality of the In-room audio, the Meeting's official laptop recording, and the YouTube feed (below). All three of these sources share the same audio feed and they each exhibited the similar issues throughout the meeting.

It was noted that there was little to no degradation of audio during staff presentations.

Possible causes of the frequent inaudible stretches:

1. Speakers forgetting to turn on their microphones
2. Speakers turning away from microphones

**Possible solutions:**

1. Keep microphones on at all times
  - a. Benefits
    - i. Mic always on
  - b. Drawbacks

- i. Running out of batteries. There were 2 bars of batteries left on all of the microphones at the end of last meeting
  - ii. Mics are always on and might catch un-intended side-bar discussions
  - iii. Will not improve audio when Speakers are not facing the microphones
- 2. Get Lavalier (Lapel) microphone attachments
  - a. Benefits:
    - i. Consistent audio quality
    - ii. Mic always on
  - b. Drawbacks
    - i. Battery not lasting for entire meeting
    - ii. Mics are always on and might catch un-intended side-bar discussions
    - iii. Battery pack maybe be dropped if directors get up from table with the battery pack on table

The Lavalier (Lapel) microphones are about \$65 on Amazon and will take 2-3 weeks to arrive.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with the review of this item. However, there may be nominal costs to upgrade the audio system to improve the audio broadcast of the Board meeting to be determined later.

Prepared by: Kim Johnson, Executive Assistant  
Approved by: Albert C. Lau, P. E., General Manager





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

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

**THURSDAY, SEPTEMBER 16, 2021  
8:30 a.m.**

**Instructions for Listening to the Meeting:**

Please click the link below to listen to the meeting:

<https://bit.ly/SFIDLIVE>

**Instructions for Members of the Public Who Wish to Address the Board of Directors:**

Individuals may address the Board of Directors during Oral Communications (for items not appearing on the posted agenda which are within the subject matter jurisdiction of the District) and regarding items listed on the posted agenda during the deliberation of the agenda item, as follows:

**Making Public Comment for Those Not Attending In-Person:**

Members of the public who wish to address the Board of Directors under Oral Communications or on specific agenda items ***who are not in attendance at the meeting*** may do so as instructed below:

You may send **written comments** to the Board Secretary for receipt ***no later than 7:30 am on September 16, 2021*** to be read during the appropriate portion of the meeting. Written comments must be limited to 300 words/ have a reading limit of 3 minutes for each comment and emailed to [kjohnson@sfidwater.org](mailto:kjohnson@sfidwater.org), mailed to the attention of Kim Johnson, Board Secretary, SFID, P. O. Box 409, Rancho Santa Fe, CA 92067, or physically deposited in the District's payment drop box located in the public parking lot at the District's Administrative Office at 5920 Linea del Cielo, Rancho Santa Fe, California 92067.

If you wish to make verbal comments telephonically, please provide the agenda item number(s) you wish to speak to and the telephone number where you may be reached to the Board Secretary receipt ***no later than 7:30 am on September 16, 2021***. You will be called at the introduction of the item where you may make verbal comments telephonically with a limit of 3 minutes. Your request to make verbal comments telephonically must be received in one of the following ways of receipt no later than 7:30 a.m. on August 19, 2021: emailed to [kjohnson@sfidwater.org](mailto:kjohnson@sfidwater.org), mailed to the attention of Kim Johnson, Board Secretary, SFID, P. O. Box 409, Rancho Santa Fe, CA 92067, or physically deposited in the District's payment drop box located in the public parking lot at the District's Administrative Office at 5920 Linea del Cielo, Rancho Santa Fe, California 92067.

**Instructions for Making Public Comment for Those Attending In-Person:**

Members of the public desiring to address the Board of Directors in-person for either items appearing on the posted agenda or during Oral Communications (for items not appearing on the posted agenda which are within the subject matter jurisdiction of the District) 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. Speakers are asked to state their name, address, and topic, and to observe a time limit of three (3) minutes each.

**ROLL CALL - CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE – Director Friehauf**

**ITEMS TO BE ADDED TO THE AGENDA**

*(Government Code Section 54954.2)*

**ORAL COMMUNICATIONS ON ITEMS NOT APPEARING ON THE AGENDA**

*Opportunity for members of the public to address the Board of Directors on items not appearing on the posted agenda, pursuant to Government Code Section 54954.3.*

**PRESENTATIONS AND AWARDS**

**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.*

1. Approval of Minutes – August 19, 2021
2. Receive and File Monthly Finance Reports (pages 19-34)
  - a. Budget Graphs
  - b. Disbursements
  - c. Monthly Investment Transaction Report
3. Waive Full Reading and Adopt Resolution No. 21-\_\_, Amending the District’s Administrative Code, Article 17 (pages 35-50)
4. Cast District Vote for ACWA 2022-2023, Region 10 Officers and Board Members Election

**ACTION AND DISCUSSION ITEMS**

5. Adoption of District Master Plan and 10-year CIP Update
6. Adoption of Pension Funding Policy

7. Review and Discuss Pension Contribution Scenarios\
8. Consider Declaring a Water Shortage Level 1 Condition Within the Santa Fe Irrigation District
9. Adoption of Legislative Advocacy Policy
10. Legislative Update (verbal)

### **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.*

11. Directors' Comments (verbal)
12. Directors' Reports on Conferences, Activities, and Events (verbal)

### **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.*

13. Operations Reports (pages 116-119)
  - a. R.E. Badger Filtration Plant Report
  - b. Water Resources Report
14. San Diego County Water Authority Board Meeting Report –President Hogan (pages 120-121)
15. Committee Reports (page 122)
16. General Manager's Report (verbal)
17. General Counsel's Comments (verbal)

### **INFORMATION ITEMS**

#### **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)*

18. Public Employee Performance Evaluation  
Pursuant To Government Code Section 54957  
Title: General Counsel

## **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 on the District's website at [www.sfidwater.org](http://www.sfidwater.org)

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DRAFT

## Preliminary 2021 Regular and Special Meeting Agenda Items List

### **October 21, 2021**

- Quarterly Treasurer's Report
- Quarterly Board Expenses Report
- Pension funding policy / funding options (may be November)
- Appropriation changes to reflect 10-year CIP
- Consider Executing Purchase Contract for replacement Unit 16 of Construction Stake bed truck
- Adopt Resolution No. 21-\_\_ Adopting Amendments to Articles 4 and 5 of the District Administrative Code
- Quarterly Security Update (Closed Session) – AFC in October

### **November 18, 2021**

- SDCWA Refund – continued from August
- Miscellaneous, capacity, and annexation fees
- Authorize the General Manager to Execute Professional Services Agreement for Cost of Service Study
- Authorize the General Manager to Execute Construction Contract for the Cielo Pump Station Valves Replacement Project
- Consider Executing Purchase Contract for replacement Unit 17 Crew Truck (maybe October)
- Authorize the General Manager to Execute a Professional Services Agreement for the Condition Assessment of the 30" Force Main and 15" Drain Pipeline
- Out of District Service Agreements
- Lake Management Analyzer Replacement

### **December 16, 2021**

- Employee Recognition – Chris Bozir, 15 years
- Acceptance of FY 2021 Financial Audit
  - Reconciliation of Reserve Fund Balances
- Compressor Building Roof Replacement

### **January 20, 2022**

- Employee Recognition – Jeff Nightingale, 15 years
- Quarterly Treasurer's Report
- Quarterly Board Expenses Report
- Annual District Investment Policy Review and Update

### **February 17, 2022**

- Consider Director Per Diem Resolution (Exec)
- Mid-year budget review & five-year outlook
- Approval of quitclaims and other potential developer agreements
- THM Analyzer Replacement – February WRC

**March 17, 2022**

- Receive and File Actuarial Evaluation (even years)

**Bullpen:**

- Alternative Energy
- Census and Potential for Reapportionment by April, 2022
- LAFCO Municipal Service Review
- Programmatic CEQA Adoption for Master Plan
- MOU Negotiation Timeline
- 2022- Cost of Service Study
  - Ad Hoc COSS Committee