NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT 1966 Olivenhain Road, Encinitas, CA 92024 Tel: (760) 753-6466 • Fax: (760) 753-5640 VIA TELECONFERENCE

Pursuant to AB3035, effective January 1, 2003, any person who requires a disability related modification or accommodation in order to participate in a public meeting shall make such a request in writing to Stephanie Kaufmann, Executive Secretary, for immediate consideration.

DATE: WEDNESDAY, JANUARY 19, 2022

TIME: 4:00 P.M.

PLACE: VIA TELECONFERENCE

Pursuant to the Legislation AB 361, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings electronically or by teleconference. This meeting will be a teleconference meeting.

To join this meeting via phone, please dial:

(669) 900-9128 or (346) 248-7799 Meeting ID: 848 4088 7539 and Password: 504837

<u>Public Participation/Comment</u>: Members of the public can participate in the meeting by emailing your comments on an agenda item to the Board Secretary at skaufmann@olivenhain.com or address the board directly in real-time under either of the public comment sections. If you do not receive a confirmation email that your comment has been received, please call (760) 632-4648 or address the board under either of the public comment sections to ensure that your comments are heard in real-time. The subject line of your email should clearly state the item number you are commenting on and should include your name and phone number. All comments will be emailed to the Board of Directors.

NOTE: ITEMS ON THE AGENDA MAY BE TAKEN OUT OF SEQUENTIAL ORDER
AS THEIR PRIORITY IS DETERMINED BY THE BOARD OF DIRECTORS

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. DETERMINATION OF A QUORUM
- 5. CONSIDER IMPLEMENTING ASSEMBLY BILL 361 THAT PROVIDES THE ABILITY TO MEET REMOTELY DUE TO THE GOVERNOR'S PROCLAIMED STATE OF EMERGENCY UNDER MODIFIED BROWN ACT REQUIREMENTS

- 6. ADOPTION OF AGENDA
- 7. PERSONAL APPEARANCES AND PUBLIC COMMENTS
- 8. PRESENTATION OF AWARDS AND HONORABLE MENTIONS

2021 OMWD Awards Program Winners

* Al Bates – Volunteer of the Year (Follow Up from November Meeting)

<u>Current Service Awards, Promotions and Honorable Mentions</u>

- * Lindsay Taylor Customer Service Representative I New Hire December
- * Robert Kreutzer Customer Service Representative I New Hire January
- * Larry Watt Board President 10 years January
- 9. CONSIDER APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2021 REGULAR BOARD OF DIRECTORS MEETING, MINUTES OF THE DECEMBER 15, 2021 ANNUAL BOARD OF DIRECTORS MEETING OF THE OMWD FINANCE CORPORATION, AND MINUTES OF THE DECEMBER 15, 2021 BOARD OF DIRECTORS MEETING OF THE OMWD FINANCING AUTHORITY (JOINT POWERS AUTHORITY)
- 10. CONSENT CALENDAR

NOTE: ANY ITEM MAY BE REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

C-a	CONSIDER ADOPTION OF A MOTION APPROVING THE PAYMENT OF LISTED WARRANTS FROM THE DISTRICT'S REVOLVING AND REGULAR ACCOUNTS; LISTED TRANSFERS OF FUNDS;
	REIMBURSEMENT OF EXPENSES TO BOARD MEMBERS AND STAFF
	The investigation of the cross to borne intermediation and on an
C-b	CONSIDER ADOPTION OF A MOTION APPROVING THE DISTRICT'S CONSOLIDATED STATEMENT
	OF NET POSITION, CONSOLIDATED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET
	POSITION, CONSOLIDATED STATEMENT OF CASH FLOWS, CONSOLIDATED ACTUAL VS BUDGET
	SUMMARY, AND CONSTRUCTION IN PROGRESS REPORT
C-c	CONSIDER A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE
	RECREATIONAL TRAILS PROGRAM FOR THE ELFIN FOREST RECREATIONAL RESERVE OVERFLOW
	PARKING LOT EXPANSION PROJECT
C-d	CONSIDER A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE LAND
	AND WATER CONSERVATION FUND
С-е	CONSIDER ACCEPTANCE OF THE BEACON FIRE DETECTOR CHECK INSTALL PROJECT (AP BEACON
	CARLSBAD, LP) INTO OMWD'S SYSTEM AND ORDER A NOTICE OF COMPLETION FILED
C-f	CONSIDER 2021 ANNUAL OBJECTIVES FINAL STATUS REPORT

- C-g CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CANYON HYDRO IN THE AMOUNT OF \$383,072 FOR THE DAVID C. MCCOLLOM WATER TREATMENT PLANT ENERGY RECOVERY TURBINE REHABILITATION PROJECT AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT
- 11. CONSIDER ADOPTION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT HONORING KIMBERLY A. THORNER FOR 25 YEARS OF DEDICATED SERVICE
- 12. CONSIDER A PRESENTATION ON THE SAN DIEGUITO VALLEY BRACKISH GROUND WATER DESALINATION PROJECT ECONOMIC FEASIBILITY CONSIDERATIONS (INFORMATIONAL REPORT)
- 13. CONSIDER SUMMARY OF FUNDING PURSUITS FOR ELFIN FOREST RECREATIONAL RESERVE OVERFLOW PARKING LOT EXPANSION PROJECT (INFORMATIONAL REPORT)
- 14. CONSIDER ADOPTION OF AN ORDINANCE AMENDING THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S ADMINISTRATIVE AND ETHICS CODE (ARTICLE 5 WORKING HOURS, EMPLOYEE BENEFITS)
- 15. CONSIDER CONTINUATION OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) FOR WORKERS' COMPENSATION INSURANCE
- 16. CONSIDER AWARD OF A CONTRACT WITH ORION CONSTRUCTION CORPORATION IN THE AMOUNT OF \$177,000 FOR THE CONSTRUCTION OF THE LONE JACK PRESSURE REDUCING STATION REPLACEMENT PROJECT AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF OMWD
- 17. CONSIDER INFORMATIONAL REPORT ON WATER SUPPLY CONDITIONS AND LONG-TERM WATER USE EFFICIENCY LEGISLATION
- 18. CONSIDER DRAFT ANNUAL OBJECTIVES AND INCENTIVE PAY FOR CALENDAR YEAR 2022
- 19. CONSIDER UPDATE ON THE COVID-19 EMERGENCY DECLARATION
- 20. PUBLIC HEARING TO CONSIDER ADJUSTMENTS TO OLIVENHAIN MUNICIPAL WATER DISTRICT'S DIRECTOR DIVISION BOUNDARIES (5:30 P.M.)
- 21. REVIEW OF GENERAL MANAGER'S DECLARATION OF THE CIRCO DIEGUENO COURT LEAK REPAIR PROJECT AS AN EMERGENCY PROJECT IN ACCORDANCE WITH CALIFORNIA PUBLIC CONTRACT CODE SECTION 1102, INCLUDING APPROVAL OF A TIME AND MATERIAL CONSTRUCTION CONTRACT WITH C.E. WILSON CORPORATION FOR AN AMOUNT NOT TO EXCEED \$150,000, APPROPRIATE \$215,000 TO THE PROJECT BUDGET FROM THE PIPELINE REPLACEMENT PROJECT BUDGET, AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT, AND CONSIDER ADOPTION OF A RESOLUTION MAKING CEQA FINDINGS AND ORDERING A NOTICE OF EXEMPTION BE FILED WITH THE SAN DIEGO COUNTY CLERK

22. INFORMATIONAL REPORTS

- A. PRESIDENT
- B. GENERAL MANAGER
- C. CONSULTING ENGINEER
- D. GENERAL COUNSEL
- E. SAN DIEGO COUNTY WATER AUTHORITY REPRESENTATIVE
- F. LEGISLATIVE
- G. TWELVE MONTH CALENDAR / OTHER MEETINGS / REPORTS BY BOARD MEMBERS PER AB 1234 / BOARD COMMENTS
- 23. CORRESPONDENCE
- 24. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS
- 25. FUTURE AGENDA ITEMS
- 26. CONSIDER PUBLIC COMMENTS
- 27. CLOSED SESSION
 - A) CONSIDER CLAIM HILLSIDE PATIO HOMES HOA [PURSUANT TO GOVERNMENT CODE SECTION 54956.9] Additional Facts: Claim received on August 17, 2020. Claim rejected on September 9, 2020.
 - B) CONSIDER LITIGATION LYNXT ENTERPRISES, LLC VS. PARS SORRENTO VALLEY SCIENCE PARK 1, LP [PURSUANT TO GOVERNMENT CODE SECTION 54956.9] Additional Facts: OMWD was served a complaint as a nominal defendant.
 - C) CONSIDER LITIGATION OLIVENHAIN MUNICIPAL WATER DISTRICT VS. GEOMAT TESTING LABORATORIES, INC., ET AL. [PURSUANT TO GOVERNMENT CODE SECTION 54956.9]
- 28. OPEN SESSION
- 29. ADJOURNMENT



Memo

To: Board of Directors

From: Stephanie Kaufmann, Executive Secretary

Via: Kimberly A. Thorner, General Manager

Subject: BOARD MEETING MINUTES

Draft minutes of the most recently held Board of Directors meeting will be provided separately. Following Board approval, the minutes will be posted on the District's website.



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Kimberly A. Thorner, General Manager

Subject: CONSIDER IMPLEMENTING ASSEMBLY BILL 361 THAT PROVIDES THE ABILITY

TO MEET REMOTELY DUE TO THE GOVERNOR'S PROCLAIMED STATE OF

EMERGENCY UNDER MODIFIED BROWN ACT REQUIREMENTS

Purpose

The purpose of this item is to consider implementing Assembly Bill (AB) 361 that would provide the ability for all Brown Act meetings (board and committee) to continue to meet remotely due to the Governor's proclaimed state of emergency under modified Brown Act requirements for the next 30 days.

Recommendation

With guidance from the General Counsel, staff recommends invoking AB 361 in order to continue with a virtual Brown Act meetings. It is recommended that board reassess the circumstances of the state of emergency at each subsequent board meeting to see if continuing under AB 361 is necessary, as the findings need to be reviewed every 30 days.

Alternative(s)

The board could opt to not implement AB 361 and resume in person Brown Act meetings for all board members, staff, and public. Not implementing AB 361 would result in the requirement to adhere to previous Brown Act provisions that include posting the agenda at the publicly accessible teleconference site and would require publicly providing the location of those teleconferencing.

Background

Beginning in March of 2020, Governor Newsom issued a series of Executive Orders in an effort to contain the spread of COVID-19. These Executive Orders (N-25-20, N-29-20, N-35-20) modified certain requirements of the Brown Act in order to continue with public meetings, public participation, and transparency safely during the pandemic.

While adhering to the Executive Orders, the district conducted its first public meeting virtually via Zoom video and teleconference in April of 2020. Since April of 2020, the district has conducted twenty virtual board meetings and over thirteen virtual standing committee meetings. The General Manager and staff have remained flexible and have successfully modified work flows to comply with the ever-changing emergency laws. OMWD has been dedicated to keeping staff and customers safe while keeping the water system safe and operational.

In June of 2021, the Governor rescinded the Brown Act modifications made in the previous Executive Orders that will be effective on September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361, which extends virtual meetings for all Brown Act meetings (board and committee meetings) with conditions. These significant conditions include the following:

- There must be a proclaimed state of emergency.
- There are measures to promote social distancing.
- Agendas do not need to be posted at all teleconference locations nor do locations need to be identified.
- The agenda must include the meeting link or dial-in, so that members of the public may access the meeting.
- Members of the public must be allowed to address the board in real-time during the meeting.
- Public comments are no longer required to be submitted in advance.

AB 361 also has special provisions for technical glitches. In the event the meeting is disrupted, or if a technical issue on the district's end disrupts public comment, the board cannot take any further action on the agenda until the technical issue is resolved.

Fiscal Impact

There is no cost associated with implementing AB 361.

Discussion

As previously mentioned, on June 11, 2021, the Governor issued Executive Order N-08-21, which rescinds the modifications made to the Brown Act, effective September 30, 2021. After that date, all meetings subject to the Brown Act must comply with standard teleconference requirements as they existed prior to the pandemic or must comply with the newly passed requirements of AB 361. To continue with the virtual meeting format that gives the ability to attend Brown Act meetings virtually, the board will need to implement AB 361 at this board meeting in order to continue to hold virtual meetings so long as long as there is a state of emergency.

The board must also implement every 30 days that 1) the board has reconsidered the circumstances of the state of emergency and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing.

Although subject to change, AB 361 provides the flexibility to meet virtually during a proclaimed emergency and will sunset on January 1, 2024. The General Manager and General Counsel are available to answer any questions the board may have.



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Rainy Selamat, Finance Manager

Via: Kimberly Thorner, General Manager

Subject: CONSIDER ADOPTION OF A MOTION APPROVING THE PAYMENT OF LISTED

WARRANTS FROM THE DISTRICT'S REVOLVING AND REGULAR ACCOUNTS; LISTED TRANSFERS OF FUNDS; REIMBURSEMENT OF EXPENSES TO BOARD

MEMBERS AND STAFF; AND MONTHLY INVESTMENT REPORT

The following monthly financial reports are enclosed for review and approval by the Board of Directors:

- December 2021 Summary of payment of listed warrants from the District's checking account and listed transfer of funds.
- December 2021 Monthly Summary of Reimbursement Expenses to Board Members and Staff.
- October 2021 Monthly Investment Report

Olivenhain Municipal Water District Proposed Motions for January 19, 2022 Board of Directors Meeting December 2021 Activities Consent Calendar Item # C-a

Proposed Motions:

l.	That the following wa	arrants and wir	re transfers be app	roved:			/			
	Regular Account	warrants	029989	to	030179	/		\$	1,640,856.29	/
		ACH Paymer	nts - The Pun Grou	р					4,500.00	
		ACH Paymer	nts - Wageworks						236.00	
		ACH Paymer	nts - Payroll						243,607.78	
		2016A Debt	Service						245,000.00	
		2015A Debt	Service						602,000.00	
		2021A Debt	Service						104,000.00	
		2021B Debt	Service						148,000.00	
		Wire - SDCW	/A - Monthly Purch	ased V	Vater Payn	nent			2,255,373.80	
		ACH Paymen	nts - ACWA JPIA						137,380.80	
		RAD 96-1 Pa	•						368,363.52	
		ACH Paymen	nts - Payroll						217,457.29	
								\$	5,966,775.48	-
<u>Major</u>	Category of Disbursem	<u>nents</u>								
	Total disbursements f	rom the Distric	ct's checking accou	ınt:						
	Following is a breakdo	own of this tota	al by major catego	ries:				\$	1,640,856.29	
	Category									
	Outside services				\$		1,104,782.74			
	Inventory and supplies	s			•		369,271.86			
	Utilities						87,702.14			
	Repairs and maintane	nce					30,661.11			
	Other						5,100.75			
	Refunds						11,641.43			
	Insurance						2,313.26			
	Permit Fees						29,383.00			
					-			/		
			Total		\$		1,640,856.29			

Rainy K. Selamat/Finance Manager

Olivenhain Municipal Water District Proposed Motions for January 19, 2022 Board of Directors Meeting December 2021 Activities

California Bank and Trust

Regular A	ccount
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warrants	029989 /	to	030179	\$	1,640,856.29
12/8/2021	ACH Payments - The Pun	Group			4,500.00
12/8/2021	ACH Payments - Wagewo	orks			236.00
12/9/2021	ACH Payments - Payroll				243,607.78
12/10/2021	2016A Debt Service				245,000.00
12/10/2021	2015A Debt Service				602,000.00
12/10/2021	2021A Debt Service				104,000.00
12/10/2021	2021B Debt Service				148,000.00
12/15/2021	Wire - SDCWA - Monthly	Purchased Wa	ter Payment		2,255,373.80
12/15/2021	ACH Payments - ACWA JF	PIA			137,380.80
12/21/2021	RAD 96-1 Payment				368,363.52
12/23/2021	ACH Payments - Payroll				217,457.29
				\$	5,966,775.48
				ب	3,300,773.40

Approved:

For Board Consideration and Approval

Number	Date	Name	Amount	Inv Reference	Multiple Invoices?
029989	12/1/2021	Applied Best Practices	603.00	2018 SEWER REVENUE BONDS	
029990	12/1/2021	Armorcast Products Co	23,720.27	4-1/2 Polymer Cover W/Mxu Hole - A6000484TDQ-H2S	Yes
029991	12/1/2021	AT & T	585.78	9391059578	Yes
029992	12/1/2021	Bavco Backflow Apparatus	221.79	SUPPLIES	
029993		Carollo Engineers	8,020.05	RW storage pond operations assessment	Yes
029994		CCL Contracting Inc.	450,433.00	Construction Services	Yes
029995		CDW Government Inc		EXCHANGE ONLINE MIGRATION	Yes
029996		County Of San Diego		NOE - LONE JACK PRS RPLCMNT	Yes
029997		DCL Enterprise Inc Dba		SUPPLIES	
029998 029999		Dexter Wilson Engineering Inc		Professional Services for OMWD SSMP audit	Yes
030000		Emily Huffman Escondido Metal Supply		REF:1090072_180740 SUPPLIES	
030001		Fallbrook Printing Corp		AMI PROJECT POSTCARDS	Yes
030007		Federal Express Corp	•	SHIPPING	Yes
030003		Ferguson Enterprises Inc. #1083		SUPPLIES	Yes
030004		Global Power Group Inc		4S WRF Generator Repairs	Yes
030005		Grangetto's Ag. Supply		SUPPLIES	Yes
030006		Integrity Municipal Systems		Grease filter for Mid-Point SPS Odor Scrubber	Yes
030007	12/1/2021	Konecranes Inc		Crane & Hoist Inspections at DCMWTP	Yes
030008	12/1/2021	Mary Dunning	65.61	REF:1088978_198350	
030009	12/1/2021	Nossaman LLP	39,490.03	LOBBYING SERVICES	Yes
030010	12/1/2021	O'Reilly Auto Enterprises LLC	58.59	SUPPLIES	
030011	12/1/2021	Pacific Pipeline Supply	76.09	WTP SUPPLIES	Yes
030012	12/1/2021	Polydyne Inc	7,438.72	WWTP CHEMICALS	
030013	12/1/2021	Radwell International, Inc.	4,641.85	WTP SUPPLIES	
030014	12/1/2021	Republic Services	1,294.45	4-4530-0333405	
030015	12/1/2021	San Diego County Recorder		EP 416 - 3312 DOVE HOLLOW RD	Yes
030016		San Diego Gas & Electric	• • • • • • • • • • • • • • • • • • • •	0065990140583	
030017		Southern Counties Lubricants, LLC.		UNLEADED & DIESEL FUEL	
030018		Steven L. Sherman DBA		Conservation landscape services-evaluation	Yes
030019		Tri Signal Integration Inc		WTP ALARM SERVICES	.,
030020 030021		TS Industrial Supply		VAC2 SUPPLIES	Yes
030021	12/1/2021	Univar Solutions Usa Inc	2,190.51	WTP CHEMICALS	
030022		Valley Construction Management		CONSTRUCTION MGMT SERVICES	Yes
030024		Volt Management Corp DBA		SDCWA INTERNS W/E 11/5/21	Yes
030025		West Coast Sand & Gravel		SCREENED FILL SAND	103
030026		Westamerica Communications, Inc.		BUSINESS CARDS	
030027	12/1/2021	Zenon Environmental Corporation		SUPPLIES	Yes
030028		Alfa Laval Inc.		WWTP SUPPLIES	
030029	12/8/2021	Allen Instruments & Supplies	198.26	SUPPLIES	Yes
030030	12/8/2021	American Messaging	61.57	L1-072035	
030031	12/8/2021	AT & T	22.91	9391056562	
030032	12/8/2021	California Association of Sanitation Agencie:	2,500.00	MEMBERSHIP DUES	
030033	12/8/2021	California State Disbursement Unit	123.23	ED100514-12/9/2021	
030034	12/8/2021	Carollo Engineers	258.00	RW storage pond operations assessment	Yes
030035		CDW Government Inc		SUPPLIES	Yes
030036		Core & Main LP		6" R.W. Fing X P.O. Gate Valve	Yes
030037	12/8/2021			Design Services	Yes
030038		DXP Enterprises, Inc.		WTP SUPPLIES	Yes
030039		Edco Waste & Recycling		25-4A 861816	Yes
030040 030041		Evoqua Water Technologies		WWTP PREVENT MAINT SERVICES	Yes
030041		Federal Express Corp Fedex Kinko'S National A/R		SHIPPING CHARGES PARKS	Yes
030042		Ferguson Enterprises Inc. #1083		SUPPLIES	
030044		Franchise Tax Board		For-4673174	
030044		Good & Roberts, LLC		REF:1086601_302975	
030045		GREENSLATE RANDY		Redund W590279	
030047		Haley Fessenden		REF.1085742_240580	
030048		Raymond Motas		COLLECTIONS CERT I EXP REIMB.	
030049		Naushad Zaveri		REF:1037157_155555	
030050	12/8/2021 N			REF:1054964_131960	
030051	12/8/2021 N	Ninyo & Moore	9,812.00	Geotechnical Services	Yes

Number	Date	Name	Amount	Inv Reference	Multiple Invoices?
030052	12/8/2021 O'Rei	lly Auto Enterprises LLC	67.90	FB73 SUPPLIES	Yes
030053	12/8/2021 Pacific	c Pipeline Supply	8,775.01	1243 C.I. Mar/Blow-Off Body	Yes
030054	12/8/2021 VOID		-	VOID	
030055	12/8/2021 Philip		116.27	REF:1020725_215005	
030056		ater Technologies	1,259.25	WTP SERVICES	
030057	12/8/2021 Reput			4-4530-0333405	
030058	12/8/2021 RSH C			REF:1087459_302260	
030059	12/8/2021 Safety			GAS MONITORING SERVICES	
030060		iego Gas & Electric		0092081023809	Yes
030061	12/8/2021 Steph			REF:1060619_107610	
030062 030063	12/8/2021 Teresa	•		REF:1036584_228960	
030064	12/8/2021 USA E	r Solutions Usa Inc		WWTP CHEMICALS	
030065				WWTP SUPPLIES	
030066	12/8/2021 Water	far Boonlo		SDCWA INTERNS W/E 11/12/21	
030067		merica Communications, Inc.		WTRPL 12/9/2021	V
030068	12/8/2021 Westa			Printing Services FY 2022 RM REFUND: DEBIT00000000554	Yes
030069		nar Retail Centers LLC		RM REFUND: DEBIT000000000553	
030070		nch Gasoline & Car Wash		WWTP GASOLINE/CAR WASH	
030070	12/15/2021 Ababa			SUPPLIES	Yes
030072	12/15/2021 Agua I			Mxu-520M Touch Coupler Dual	Yes
030073	12/15/2021 Armor			4-1/2 Polymer Cover W/Mxu Hole - A6000484TDQ-H2S	Yes
030074		ck Laboratories, Inc.		LAB SERVICES	162
030075		urner's Crane Service Inc		WWTP POND SERVICES	
030076	12/15/2021 Bob W			REF:1035245_208360	
030077	12/15/2021 CDW (SUPPLIES	
030078	12/15/2021 Chingy			REF:1087685_158735	
030079	12/15/2021 Cintas			WWTP FIRST AID SUPPLIES	
030080	12/15/2021 City Tr	•		11/21 RECYCLED METER SVC CHG	
030081	12/15/2021 Core 8			6" R.W. Fing X P.O. Gate Valve	Yes
030082	12/15/2021 Coroda	ata Shredding, Inc		PAPER DESTRUCTION SERVICES	
030083	12/15/2021 County			19090 VIA AMBIENTE	
030084	12/15/2021 County	of San Diego, RCS	171.00	11/21 RADIO SERVICES	
030085	12/15/2021 DLM E	ngineering Inc	13,154.20	ENGINEER CONSULTING SERVICES	Yes
030086	12/15/2021 Fallbro	ok Printing Corp	2,044.85	HOLIDAY CARD	Yes
030087	12/15/2021 Federa	l Express Corp	161.21	SHIPPING	
030088	12/15/2021 Fergus	on Enterprises Inc. #1083	4,999.87	6" Avk Break-Off Check Valve	Yes
030089	12/15/2021 First Ch	noice Technology	162.93	13001474	Yes
030090	12/15/2021 G. Bries	st Consulting, Inc.	5,537.76	Construction Management/Consulting Engineer Services	Yes
030091	12/15/2021 Hanson	n Aggregates Inc	2,379.18	SUPPLIES	Yes
030092	12/15/2021 Hasa		4,481.84	WWTP CHEMICALS	
030093	12/15/2021 Home	Depot/Gecf	7,076.26	11/21 SUPPLIES	
030094	12/15/2021 Investig	gative Science &	10,137.50	Tech analysis of airflow & air quality	Yes
030095		urveying Consultants, Inc.		LONE JACK PRS REPLACEMENT	Yes
030096	12/15/2021 McMas		262.02	PARKS SUPPLIES	
030097	12/15/2021 Morton			WTP CHEMICALS	
030098	12/15/2021 Napa A			SUPPLIES	
030099	12/15/2021 Nat'L S			D.O.T. DRUG TESTING	
030100	12/15/2021 NexusT			Monthly service fee	Yes
030101	12/15/2021 John W			1703 SIENNA CANYON	
030102	-	Auto Enterprises LLC		SHOP SUPPLIES	Yes
030103	12/15/2021 Pacific I		9,852.55		Yes
030104	12/15/2021 Parkhoi			PU104 SUPPLIES	Yes
030105	12/15/2021 Patriot			WWTP ROLLOFF BIN SERVICES	Yes
030106	12/15/2021 Christo			MISC TOOLS	Yes
030107	12/15/2021 Piperin			Construction Contract	Yes
30108	12/15/2021 PWLC I,		•	LANDSCAPE MAINTENANCE	Yes
030109		Santa Fe Community Svs		11/21 17.56 AC/FT RECYCLED WTR	
030110	12/15/2021 RCP Blo			SUPPLIES	
030111	12/15/2021 Rutan 8			SAN DIEGUITO GW PJT	Yes
)30112	12/15/2021 S D G &			40000078, 12/1/2021	
30113		go Building Maintenance		12/21 JANITORIAL SERVICES	ν.
30114	12/15/2021 San Die	go das & electric	2,761.58	0093555985416	Yes

Number	Date	Name	Amount	Inv Reference	Multiple Invoices?
030115	12/15/2021	San Diego Refrigeration	150.00	OMWD HQ ICE MACHINE SERVICE	
030116	12/15/2021	San Elijo Joint Powers Auth.	39,873.60	11/21 23.4 AC/FT RECYCLED WTR	
030117	12/15/2021	Santa Fe Irrigation Dist	2,459.89	008128-009	Yes
030118		Sloan Electric		Mitzubishi VFD's and Hardware	Yes
030119		Traffic Supply Inc	540.22	SUPPLIES	
030120		Tri Signal Integration Inc		WTP FIRE SERVICE	
030121		TS Industrial Supply		P121 SUPPLIES	Yes
030122		Underground Service Alert		DIG ALERT TICKETS	Yes
030123		UniFirst Aid Corp		FIRST AID SUPPLIES	
030124 030125		Verizon Connect NWF, Inc. West Coast Sand & Gravel		100000112726	
030125		West Yost & Associates, Inc		SCREENED FILL SAND	
030127		Westamerica Communications, Inc.		Inspections/as-needed services 4S area WATCHING WATER	Yes
030128		Western Hose & Gasket		SS Cam Fittings	Yes
030129		Whitson CM		11/21 WWTP SITE INSPECTIONS	Yes
030130		WPG Desert Rose LLC		REF:1082112_302940	Yes
030131	12/22/2021		1,301.12		163
030132	12/22/2021		*	WWTP BIOSOLIDS DISPOSAL SVCS	
030133	12/22/2021			9391059578	Yes
030134		Bee Rescue LLC		BEE RMVL SERVICES - UNIT G P/L	
030135	12/22/2021	California State Disbursement Unit		ED100514-12/23/2021	
030136	12/22/2021	CDW Government Inc	9,340.00	Senior Engineer - Per Hour	Yes
030137	12/22/2021	Cogsdale Corporation	46,579.99	2022 GP SOFTWARE SUPPORT SVC	
030138	12/22/2021	County Of San Diego	1,779.00	19090 VIA AMBIENTE ROAD	
030139	12/22/2021	DCL Enterprise Inc Dba	15.09	KEYS	
030140	12/22/2021	Dudek	612.50	Construction Support Services	Yes
030141	12/22/2021	DXP Enterprises, Inc.	5,136.96	SUPPLIES	Yes
030142	12/22/2021	EcosConnect LLC	21.00	11/21 REPORT SUBMISSION FEE	
030143	12/22/2021	Fallbrook Printing Corp	457.94	STORY BOARD	
030144	12/22/2021	Ferguson Enterprises Inc. #1083	2,521.35	WTP SUPPLIES	
030145	12/22/2021	Franchise Tax Board	536.12	For-4673174	
030146		Global Power Group Inc		WWTP PREVENT MAINT SVCS	Yes
030147	12/22/2021			1/21 DENTAL ADMIN FEES	
030148		Hanson Aggregates Inc		SUPPLIES	Yes
030149 030150		Stephen Lee Mowry DBA		294 N EL CAMINO REAL	.,
030150		Infrastructure Engineering Corporation Integrity Municipal Systems	·	BLDG D DESIGN SERVICES	Yes
030151		IWC Environmental Inc.		ODOR CNTL SCRUBBER SYS SVC Grinder rebuild for the 4S WRF headworks screening system	Yes Yes
030153		Morton Salt Inc		WTP CHEMICALS	162
030154	12/22/2021			MILEAGE REIMBURSEMENT	
030155		O'Reilly Auto Enterprises LLC		PU81 SUPPLIES	Yes
030156		Pacific Pipeline Supply		SUPPLIES	Yes
030157		aroth Inc., dba	•	760-489-9971	163
030158	12/22/2021 F	Palomar Health		EMPLOYEE SERVICES	
030159	12/22/2021 F	Patriot Environmental	610.00	WWTP ROLL OFF BIN SERVICES	
030160	12/22/2021 F	Peterson Structural Engineers, Inc.		Inspection and Analysis Servcies	Yes
030161	12/22/2021 F	PWLC I, INC	4,652.00	OMWD HQ PLANTS & INSTALLATION	Yes
030162	12/22/2021 F	Radwell International, Inc.	2,874.88	WTP SERVICES	Yes
030163	12/22/2021 F	Republic Services	1,243.41	4-4530-0333405	
030164	12/22/2021 F	Richard F. Yeager Jr. Dba	7,360.00	CATHODIC PROTECTION SUPPORT	Yes
030165	12/22/2021 F	Rutan & Tucker, LLP	720.00	SAN DIEGUITO GW PJT	Yes
030166	12/22/2021 9	ian Diego Gas & Electric	68,711.53	0098 0006 6914 3	Yes
030167	12/22/2021 5	outhern Counties Lubricants, LLC.	6,869.22	UNLEADED & DIESEL FUEL	
030168		tate Water Resources Control Board		WWTP ANNUAL PERMIT FEE	
030169		WRCB Accounting Office	•	16595 DOVE CANYON RD	
030170	12/22/2021 T			11/21 VEBA ADMIN FEES	
030171	12/22/2021 K			25 YEAR SERVICE AWARD	
030172		ransnet Investigative		PRE-EMPLOYMENT BACKGROUND	
030173	12/22/2021 U			WWTP SUPPLIES	
030174		'allecitos Water District		RECLAIMED WATER SALES	
030175		'alley Construction Management		CONSTRUCTION MGMT SERVICES	Yes
030176 030177		olt Management Corp DBA Valters Wholesale Electric Co		SDCWA INTERNS W/E 12/3/21 SUPPLIES	Yes

Number	Date	Name	Amount		Inv Reference	Multiple Invoices?
030178	12/22/2021 Water	for People	32.00	WTRPL 12/23/2021		
030179	12/22/2021 West (Coast Sand & Gravel	351.10	SCREENED FILL SAND		
			1,640,856.29	_		



Olivenhain Municipal Water District Monthly Directors Fee and Reimbursed Expenses for Directors and Staff December 2021

	Davis	Chaale#/	84I- O	T1 0		Total	
Name	Payment Date	Check#/ Credit Card	Meals & Lodging	Travel & Transport	Other	Reimbursed Expenses	Directors Fee *
<u>ivame</u>	Date	<u>creare cara</u>	LOUGHIE	<u>ITalisport</u>	<u>Other</u>	LADEII3C3	Directors ree
Director Bruce-Lance		.=	0.00	0.00	0.00	0.00	300.00
		=	0.00	0.00	0.00	0.00	300.00
Director Guerin			0.00	0.00	0.00	0.00	600.00
		-	0.00	0.00	0.00	0.00	600.00
		=					
Director Meyers	12/22/2021	30154	117.60	0.00	0.00	117.60	1,200.00
		_	117.60	0.00	0.00	117.60	1,200.00
Director Topolovac		-	0.00	0.00	0.00	0.00	300.00
		=	0.00	0.00	0.00	0.00	300.00
Director Watt			0.00	0.00	0.00	0.00	1,350.00
		=	0.00	0.00	0.00	0.00	1,350.00
		=					
General Manager Thorner	12/22/2021	30171	0.00	0.00	250.00	250.00 *	*
		_	0.00	0.00	250.00	250.00	
Human Resources Manager Joslin		_	0.00	0.00	0.00	0.00	
		=	0.00	0.00	0.00	0.00	
Engineering Manager Hubbard			0.00	0.00	0.00	0.00	
Engineering Manager Hubbaru		-	0.00	0.00	0.00	0.00	
		=			0.00		
Finance Manager Selamat			0.00	0.00	0.00	0.00	
		_	0.00	0.00	0.00	0.00	
		·-					
Operations Manager Fulks			0.00	0.00	0.00	0.00	
		_	0.00	0.00	0.00	0.00	
Assistant Conoral Managar Bandall			0.00	0.00	0.00	0.00	
Assistant General Manager Randall		_	0.00	0.00	0.00	0.00	
		=	0.00	0.00	0.00	0.00	
Customer Service Manager Carnegie			0.00	0.00	0.00	0.00	
		_	0.00	0.00	0.00	0.00	1
		=					

^{*}Board per diems for November & December 2021

Notes:

- (1) Reviewed and discussed with the Finance Committee (02/05/18).
- (2) Reimbursement of expenses are in compliance with Article 19 of the District's Administrative and Ethics Code.
- (3) Travel and other expenses charged to District's credit cards and paid by the District are recorded and maintained separately.

^{**25} Year Service Award

Olivenhain Municipal Water District MONTHLY CASH AND INVESTMENT SUMMARY As of October 31, 2021

Active Deposits					Book value
Checking Accounts Cash Restricted for Specific Us Petty Cash/Disaster Preparedn				\$	13,151,539 159,804 1,476
Total Active Deposits				\$	13,312,819
Deposits Not Covered by Inve	estment Policy				
Cash with Fiscal Agents					2,000,087
Investments	Face <u>Value</u>	Market <u>Value</u>	Current <u>Yield</u>		
LAIF	\$ 27,183,467	27,183,647	0.20%	\$	27,183,467
CAMP - US Bank	7,034,144	7,034,144	0.05%		7,034,144
Money Market Funds	161,558	161,558	0.02%		161,558
Municipal Bonds	1,000,000	1,150,240	4.35%		1,216,760
U.S. Treasury Securities	2,000,000	1,995,820	1.00%		2,021,162
U.S. Agency Securities	31,876,111	31,551,014	0.52%		31,872,931
Total Investments	\$ 69,255,280	\$ 69,076,422	0.42%	\$	69,490,022
Total - All Deposits/Investmer	nts			\$	84,802,928
Maturity Analysis of Investme	ents				
			<u>Percent</u>		<u>Balance</u>
Demand Deposits			49.5%	\$	34,379,169
Maturity within the next two mor			0.0%	*	-
Maturity within three months and	d one year		1.5%		1,036,684
Maturity beyond one year			49.0%		34,074,169
Total Investments			100.0%	\$	69,490,022

Other Required Disclosures:

Active Deposits

Accrued interest receivable as of 10/31/2021

Weighted Average Days to Maturity

42,020

682

The above investments are in accordance with the portfolio limitations in the Investment Policy approved by the Board in December 2020.

The District has sufficient funds on hand to meet the next 30 days' obligations.



Book Value

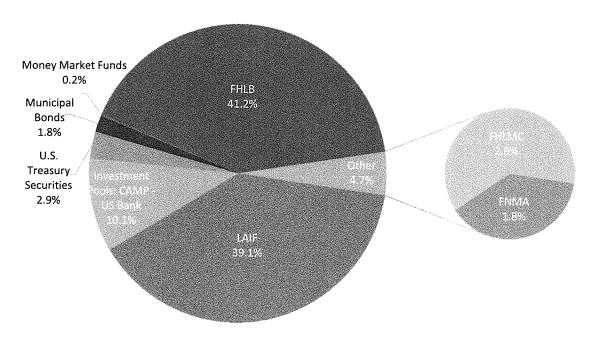


Olivenhain Municipal Water District PORTFOLIO LIMITATIONS ANALYSIS PER INVESTMENT POLICY October 31, 2021

		Book <u>Value</u>	<u>Percent</u>	Permitted <u>Percent</u>		In <u>Compliance?</u>
LAIF		\$ 27,183,467	39.1%	40.0%	(1)	Yes
Investmer	nt Pools: CAMP - US Bank	7,034,144	10.1%	30.0%		Yes
U.S. Treas	sury Securities	2,021,162	2.9%	100.0%	(2)	Yes
Municipal	Bonds	1,216,760	1.8%	30.0%		Yes
Money Ma	rket Funds	161,558	0.2%	20.0%	(3)	Yes
U.S. Agen	cy Securities	31,872,931	45.9%	50.0%		Yes
FHLB	Federal Home Loan Bank	28,623,111	41.2%	_		
FNMA	Fannie Mae	1,250,000	1.8%			
FHLMC	Freddie Mac	1,999,820	2.9%			
Total I	nvestments	\$ 69,490,022	100%	-dra		

Note:

TOTAL INVESTMENTS



^{*} Total may not add up to 100% due to rounding.

⁽¹⁾ New limit of 40% approved by the board in May 2020.

⁽²⁾ No limit.

⁽³⁾ May not exceed 5% in any money market fund.

Olivenhain Municipal Water District MONTHLY INVESTMENTS DETAIL October 31, 2021

ACTIVE DEPOSIT

Checking A/C California Bank and Trust for General Purpose California Bank and Trust for Specific Purpose

Petty Cash/Disaster Preparedness

Total - Active Deposits

Book Value 13,151,539 159,804 1,476 13,312,819

DEPOSITS NOT COVERED BY INVESTMENT FOLICY

Cash with Fiscal Agents:

Union Bank - RAD 96-1 Refunding Bond Union Bank - 2015A Refunding Bond

Union Bank - 2016A Refunding Bond Union Bank - 2018 Revenue Bond

240,290 601,865 750,365 244,216 163,351

Total Deposits Not Covered by Investment Policy

2,000,087

		RATI	NG		D	ATE		Weighted Average Days to		Stated	Current				
		Moody's	S&P	Purchase	Maturity	Next Call	Next S-U	Maturity	Call	Coupon	Yield	Market Value	Face Value		Book Value
MESTMENT	is .														
Invest. Pool	s: US Bank Calif. Asset Mg	mt Prgm (C	(AMP		Demand			1			0.05%	\$ 7.034.144	\$ 7,034,144	s	7.034.1
State Local A	Agency Investment Fund (L.	AIF)			Demand			1			0.20%	27,183,647	27.183.467		27.183.4
First America	an Government 31846V567				Demand			1			0.02%	161,558	161,558		161,5
U.S. Treasi	ury Notes/Bills														
	U.S.Treasury Notes	Aaa	_	03/09/21	02/28/26			1,582		1.50%	1.47%	1,021,600	1.000.000		1.036.6
	U.S.Treasury Notes	Aaa	_	03/09/21	09/30/24			1.066		0.50%	0.51%	974,220	1,000,000		984,4
															304,4
								84		1.00%	1.00%	\$ 1,995,820	\$ 2,000,000	\$	2,021,1
U.S. Agenc	y Securities														
	FHLMC Callable	Aaa	AA+	01/27/21	01/27/23	01/27/22		454	89	0.13%	0.13%	999,270	1,000,000		999,8
3130AJZJ1	FHLB Callable	Aaa	AA+	09/02/20	08/25/23	Anytime		664	1	0.32%	0.32%	1,150,029	1,151,111		1,151,1
3136G4P56	FNMA Callable	Aaa	AA+	08/26/20	02/26/24	08/26/22		849	300	0.40%	0.40%	1,247,138	1,250,000		1,250,0
3130ALHM9	FHLB Callable	Aaa	AA+	03/10/21	06/10/24	03/10/22		954	131	0.30%	0.30%	993,270	1,000,000		999,0
	FHLB Callable	Aaa	AA+	11/04/20	11/04/24	Anytime		1,101	1	0.43%	0.43%	1,984,360	2,000,000		2,000,0
	FHLMC Callable	Aaa	AA+	07/28/20	07/28/25	07/28/22		1,367	271	0.65%	0.66%	991,370	1,000,000		1,000,0
	FHLB Step-up Callable	Aaa	AA+	12/15/20	12/15/25	12/15/21	12/15/21	1,507	46	0.20%	0.20%	1,977,540	2,000,000		2,000,0
3130AKMD5	FHLB Callable	Aaa	AA+	01/26/21	01/26/26	01/26/22		1,549	88	0.50%	0.51%	980,280	1,000,000		999,5
3130AKU53	FHLB Callable	Aaa	AA+	01/28/21	01/28/26	01/28/22		1,551	90	0.52%	0.53%	980,880	1,000,000		1,000,0
3130AKN69	FHLB Callable	Aaa	AA+	01/28/21	01/28/26	01/28/22		1,551	90	0.50%	0.51%	980,740	1,000,000		1,000,0
3130AKVN3	FHLB Callable	Aaa	AA+	01/29/21	01/29/26	01/29/22		1,552	91	0.52%	0.53%	980,870	1,000,000		1,000.0
3130AKWK8		Aaa	AA+	02/12/21	02/12/26	11/12/21		1,566	13	0.51%	0.52%	979,990	1,000,000		1,000,0
3130AKX43	FHLB Step-up Callable	Aaa	AA+	02/24/21	02/24/26	11/24/21	11/24/21	1,578	25	0.30%	0.30%	1,971,220	2,000,000		2,000,0
3130AL7M0	FHLB Callable	Aaa	AA+	02/24/21	02/24/26	11/24/21		1,578	25	0.63%	0.64%	983,450	1,000,000		1,000,0
3130AKYR1	FHLB Callable	Aaa	AA+	02/25/21	02/25/26	02/25/22		1,579	118	0.55%	0.56%	981,540	1,000,000		1,000.0
3130AL6K5	FHLB Callable	Aaa	AA+	02/25/21	02/25/26	02/25/22		1,579	118	0.58%	0.59%	982,560	1,000,000		1,000,0
3130ALD76	FHLB Callable	Aaa	AA+	02/25/21	02/25/26	11/25/21		1,579	26	0.70%	0.71%	985,820	1,000,000		1,000.0
3130ALCW2	FHLB Callable	Aaa	AA+	02/25/21	02/25/26	02/25/22		1,579	118	0.63%	0.64%	984,070	1,000,000		998,5
3130AL6Q2	FHLB Callable	Aaa	AA+	02/26/21	02/26/24	Anytime		849	1	0.22%	0.22%	992,440	1,000,000		1,000,0
3130ALGJ7	FHLB Callable	Aaa	AA+	03/23/21	03/23/26	11/23/21		1,605	24	1.00%	1.01%	969,267	975,000		975.0
3130ALPQ1	FHLB Step-up Callable	Aaa	AA+	03/30/21	03/30/26	12/31/21	03/30/22	1,612	62	0.50%	0.50%	994,400	1,000,000		1,000,0
3130ALVC5	FHLB Step-up Callable	Aaa	AA+	04/14/21	04/14/26	01/14/22	04/14/22	1.627	76	0.60%	0.60%	993,930	1,000,000		1,000,0
3130AMMV1	FHLB Callable	Aaa	AA+	06/03/21	06/03/24	12/03/21		947	34	0.40%	0.40%	497,640	500,000		500.0
3130AMKE1	FHLB Callable	Aaa	AA+	05/27/21	02/27/25	11/27/21		1,216	28	0.66%	0.66%	994,610	1,000,000		1,000.0
3130ANGN4	FHLB Step-up Callable	Aaa	AA+	08/18/21	02/18/25	11/18/21	02/18/23	1,207	19	0.35%	0.35%	994,990	1,000,000		1,000,0
130ANSP6	FHLB Callable	Aaa	AA+	09/17/21	10/17/24	03/17/22		1,083	138	0.50%	0.50%	993,750	1,000,000		1,000,0
3130ANTP5	FHLB Callable	Aaa	AA+	09/16/21	09/16/24	03/16/22		1.052	137	0.50%	0.50%	993,970	1,000,000		1,000,0
3130APAY1	FHLB Callable	Aaa	AA+	10/21/21	10/21/26	01/21/22		1,817	83	1.10%	1.11%	993,290	1,000,000		1,000,0
3130APL78	FHLB Callable	Aaa	AA+	10/28/21	10/28/26	01/28/22		1,824	90	1.38%	1.38%	998,330	1,000,000		1,000,0
								1,348	2,463	0.51%	0.52%	\$ 31,551,014	\$ 31,876,111	<u> </u>	31,872,9
Municipal B	onds							• •	.,					-	,
82724RA7	TEXAS ST PUB FIN AUT	H Aaa	AAA	10/30/20	10/01/25			1,432		5.00%	4.35%	1,150,240	1,000,000		1,216,7
								1,432	-	5.00%	4.35%	\$ 1,150,240	\$ 1,000,000	\$	1,216,76
	Total Investments						,	682	-	0.42%	0.42%	\$ 69,076,422	\$ 69,255,280	5	69,490,0

Olivenhain Municipal Water District INVESTMENTS TRANSACTION October 31, 2021

EURGHASED

DATE				Stated	Current			
Purchase	Maturity	Call	Step-Up	Investment Description	Coupon	Yield	Face Value	Book Value
10/21/21 10/28/21	10/21/26 10/28/26	01/21/22 01/28/22		FHLB Callable FHLB Callable	1.100% 1.375%	1.107% 1.377%	1,000,000 1,000,000	1,000,000 1,000,000

MATURED / REDEEMED / CALLED

	DATE				Stated	Current		
Redemption	Maturity	Call	Step-Up	Investment Description	Coupon	Yield	Face Value	Book Value

Olivenhain Municipal Water District UNAUDITED CASH POSITION BY FUNDING SOURCES As of October 31, 2021

Water Funds (Pota	able & Recycled)	Balance
10050-100	Cash - Petty Cash Fund	\$ 1,476
10030-100	Cash - Capital and Equipment Fund	38,803,090
10010-100	Cash - Operating Fund	14,244,120
10060-100	Cash - Deposit Work for Other	37,468
10040-100	Cash - Rate Stabilization	10,500,078
14000-500	Restricted Cash - Capacity Fee Fund	5,113,938
Total Wate	r Funds (Potable & Recycled)	\$ 68,700,170
Wastewater Funds	<u>5</u>	
10010-110	Wastewater - Operating Fund	1,819,199
10030-110	Wastewater - Capital Replacement Fund	9,520,316
10040-110	Wastewater - Rate Stabilization Fund	2,603,353
Total Wast	ewater Funds	\$ 13,942,868
Non Fiscal Agent I	Debt Service Cash	
14020-570	Cash non-agent - RAD 96-1	148,603
	Cash non-agent - Bond 2015A	621
10070-581	Cash non-agent - Bond 2016A	10,580
Total Non F	Fiscal Agent Debt Service Cash	\$ 159,804
Debt Service Fund	<u>ls</u>	
	SRF Loan - Fiscal Agent	750,365
	Redemption fund - RAD 96-1	187,378
	Reserve fund - RAD 96-1	52,912
14100-561	Redemption fund - Bond 2015A	601,865
14100-581	Redemption fund - Bond 2016A	244,216
14100-512	Redemption fund - CB&T 2018	163,351
Total Debt	Service Funds	\$ 2,000,087
TOTAL FUND BAL	ANCES	\$ 84,802,928



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Rainy K. Selamat, Finance Manager

Via: Kimberly Thorner, General Manager

Subject: CONSIDER ADOPTION OF A MOTION APPROVING THE DISTRICT'S

CONSOLIDATED STATEMENT OF NET POSITION, CONSOLIDATED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION, CONSOLIDATED

STATEMENT OF CASH FLOWS, CONSOLIDATED ACTUAL VS BUDGET

SUMMARY, AND CONSTRUCTION IN PROGRESS REPORT

The following unaudited monthly financial reports are enclosed for review and approval by the Board of Directors:

- October 2021 Monthly Statement of Net Position Report.
- October 2021 Statement of Revenues, Expenses, and Changes in Net Position Report.
- October 2021 Consolidated Statement of Cash Flows.
- October 2021 Monthly Consolidated Actual VS Budget Summary and explanation of significant variance report.
- October 2021 Construction In Progress Report.

OLIVENHAIN MUNICIPAL WATER DISTRICT Statement of Net Position (Unaudited) All Funds 10/31/2021

Assets

Current assets:	
Unrestricted assets:	
Cash and cash equivalents	\$77,470,905
Accounts receivable - water and sewer, net	10,321,411
Interest Receivable	42,020
Taxes receivable	154,318
Other receivables	1,992,767
Inventories Prepaid expenses and deposits	1,408,569 1,547,336
Total unrestricted assets	
Total unlestricted assets	92,937,326
Restricted assets:	
Cash and cash equivalents	11,913,023
Assesments receivable	61,763
Grants receivable	234,885
Total restricted assets	12,209,672
Total current assets	105,146,998
Noncurrent assets:	
Capital assets, nondepreciable	43,152,326
Capital assets, depreciable/amortizable, net	336,776,965
Capital assets, net	379,929,291
Prepaid bond insurance	23,056
Other long-term receivables	36,895
Total noncurrent assets	379,989,242
Total assets	485,136,239
Deferred Outflows of Resources	
Deferred amount on refunding	(1,132,801)
Deferred amount from pension	(3,585,712)
Total deferred outflows of resources	(4,718,513)
Liabilities	
Current Liabilities	
Current Liabilities Liabilities payable from unrestricted assets:	5 742 071
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable	5,742,971 434,466
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll	434,466
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits	434,466 351,904
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress	434,466
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits	434,466 351,904 27,740
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A	434,466 351,904 27,740 771,000 245,740
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B	434,466 351,904 27,740 771,000 245,740 419,070
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A	434,466 351,904 27,740 771,000 245,740 419,070 530,000
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217
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Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable Total liabilities payable from restricted assets Interest payable Total liabilities payable from restricted assets Noncurrent liabilities Compensated absences	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable Total liabilities payable from restricted assets Total current liabilities Compensated absences Net pension liability	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable Total liabilities payable from restricted assets Total current liabilities Compensated absences Net pension liability Long-term debt, excluding current portion:	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets Interest payable Total liabilities Total current liabilities Noncurrent liabilities Compensated absences Net pension liability Long-term debt, excluding current portion: Wastewater Revenue Bonds 2021A	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050 973,447 14,608,845 4,796,400
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable Total liabilities payable from restricted assets Voncurrent liabilities Compensated absences Net pension liability Long-term debt, excluding current portion: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050 973,447 14,608,845 4,796,400 3,513,900
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets Interest payable Total liabilities Total current liabilities Noncurrent liabilities Compensated absences Net pension liability Long-term debt, excluding current portion: Wastewater Revenue Bonds 2021A	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050 973,447 14,608,845 4,796,400 3,513,900 13,753,912
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable Total liabilities payable from restricted assets Total current liabilities Noncurrent liabilities Compensated absences Net pension liability Long-term debt, excluding current portion: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050 973,447 14,608,845 4,796,400 3,513,900 13,753,912 13,856,002
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable Total liabilities payable from restricted assets Interest payable Total current liabilities Compensated absences Net pension liability Long-term debt, excluding current portion: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050 973,447 14,608,845 4,796,400 3,513,900 13,753,912
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable Total liabilities Compensated absences Net pension liability Long-term debt, excluding current portion: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050 973,447 14,608,845 4,796,400 3,513,900 13,753,912 13,856,002 4,594,691 11,162,925
Current Liabilities Liabilities payable from unrestricted assets: Accounts payable Accrued payroll Customer deposits Payable related to work in progress Compensated absences, current portion Current portion of long-term debt: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable Total liabilities payable from unrestricted assets Liabilities payable from restricted assets: Interest payable Total liabilities Compensated absences Net pension liability Long-term debt, excluding current portion: Wastewater Revenue Bonds 2021A Wastewater Refunding Revenue Bonds 2021B Water Revenue Refunding Bonds 2016A Water Revenue Refunding Bonds 2015A Special Assessment Debt with Government Commi Notes Payable	434,466 351,904 27,740 771,000 245,740 419,070 530,000 1,750,000 863,064 799,072 11,270,217 569,833 569,833 11,840,050 973,447 14,608,845 4,796,400 3,513,900 13,753,912 13,856,002 4,594,691

OLIVENHAIN MUNICIPAL WATER DISTRICT

Statement of Net Position (Unaudited)
All Funds

10/31/2021

Deferred Inflows of Resources

Deferred amounts on pension 425,243

Total deferred inflows of resources 425,243

Net Position

Investment in Capital Assets, net of related debt Restricted Net Position Unrestricted Net Position

Total Net Position

329,784,531 6,632,624 73,247,372 409,664,527

OLIVENHAIN MUNICIPAL WATER DISTRICT Statement of Revenues, Expenses and Changes in Net Position (Unaudited) All Funds For the Four Months Ending 10/31/2021

	2022
	2022
Operating Revenues:	
Water Sales	\$22,438,398
Sewer Charges	119,700
Other Water Operating revenues	703,044
Total Operating Revenues	23,261,143
rotal Operating Neverlacs	23,201,143
Operating Expenses	
Cost of Purchased Water Sold	11,572,062
Pumping and Water Treatment	1,198,674
Transmission and Distribution	1,345,993
Sewer Collection and Treatment	534,362
Elfin Forest Recreation Operations	138,896
Facilities Maintenance	347,886
Customer Service	663,850
General and Administrative	2,276,768
Depreciation and Amortization	3,630,280
Total Operating Expenses	21,708,771
Operating Income (Loss)	1,552,372
Nonoperating Revenues (Expenses)	
Investment income	78,467
Property taxes	163,273
Capacity charges	1,107,408
Benefit assessments	41,590
Other nonoperating revenues	390
Interest expense, net	(441,749)
Other nonoperating expenses	(91,425)
Total nonoperating revenues (expenses)	857,954
Income before capital contributions	2,410,326
Capital contributions	8,047
Change in net position	2,418,374
Net Position, Beginning of year	407,246,154
• • • •	
Net Position, End of year	409,664,527

OLIVENHAIN MUNICIPAL WATER DISTRICT CONSOLIDATED STATEMENT OF CASH FLOWS (UNAUDITED) AS OF October 31, 2021

CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts from water and sewer customers	\$ 23,560,297
Payments for water	(12,051,185)
Payments for services and supplies	(5,050,545)
Payments for employee wages, benefits and related costs	(4,537,127)
Net cash provided by operating activities	1,921,440
CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES:	
Property taxes and benefit assessments received	183,081
Net cash provided by noncapital and related financing activities	183,081
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Acquisition and construction of capital assets	(1,564,268)
Proceeds from Grants	154,435
Principal paid on long-term debt	(5,012,717)
Proceeds from debt issuance	8,975,110
Interest paid on long-term debt	(17,974)
Capacity charges received	1,107,409
Other capital financing receipts (expenses)	(31,572)
Net cash used by capital and related financing activities	3,610,423
CASH FLOWS FROM INVESTING ACTIVITIES:	
Investment income received	118,528
Net cash provided (used) by investing activities	118,528
Net increase (decrease) in cash and cash equivalents	5,833,472
Cash and cash equivalents, beginning of year	49,689,236
Cash and cash equivalents, end of period	\$ 55,522,708
FINANCIAL STATEMENT PRESENTATION:	
Cash and cash equivalents - current assets	45,872,634
Cash and cash equivalents - restricted assets	9,650,074
Total cash and cash equivalents	\$ 55,522,708

		Balance Includes Mkt Securities	Without Mkt Securities
Unrestricted cash	10/31/2021	77,470,905 /	45,872,634
Restricted cash Total cash and cash equivalents	10/31/2021	11,913,023	9,650,074

OLIVENHAIN MUNICIPAL WATER DISTRICT Consolidated Actual vs Budget Summary For the Four Months Ending 10/31/2021

	Approved Budget	Actual YTD	Budget YTD	Variance Amt	Variance %	Notes
Operating Revenues						
Commodity Water Sales	£44 465 000 00	£47 040 400 47	£40 207 200 00	(04.004.040.00)	/F 00/\	4
Water Fees and Services	\$41,465,000.00	\$17,343,183.17	\$18,367,200.00	(\$1,024,016.83)	(5.6%)	1
Sewer Revenue	17,917,000.00	5,798,259.50	5,973,680.00	(175,420.50)	(2.9%)	
Total Operating Revenues	5,435,000.00 64,817,000.00	119,700.49 23,261,143.16	136,000.00 24,476,880.00	(16,299.51) (1,215,736.84)	(12.0%) (5.0%)	2
Operating Expenses						
Purchased Water - Variable	22,350,000.00	8,845,972.10	9,158,320.00	312,347.90	3.4%	1
Purchased Water - Fixed	8,316,000.00	2,726,090.00	2,726,156.00	66.00	0.0%	
General Manager Dept	1,922,000.00	540,024.62	640,920.00	100,895.38	15.7%	3
Engineering Dept	2,196,000.00	611,845.26	732,280.00	120,434.74	16.4%	3
Finance Dept	1,556,000.00	469,863.30	518,600.00	48,736.70	9.4%	3
Customer Service Dept	2,628,800.00	728,178.63	877,144.00	148,965.37	17.0%	3
Human Resources Dept	713,600.00	233,758.67	238,000.00	4,241.33	1.8%	3
Water Operations and Maintenance Dept	10,995,000.00	3,071,563.27	3,666,956.00	595,392.73	16.2%	3
Parks Dept	442,300.00	150,655.96	147,744.00	(2,911.96)	(2.0%)	3
Sewer Operations and Maintenance Dept	2,774,000.00	822,539.82	925,012.00	102,472.18	11.1%	3
Recycled Water Operations Dept	1,222,500.00	323,657.44	407,920.00	84,262.56	20.7%	3
Paygo Transfers	1,222,000.00	020,007.44	707,020.00	04,202.00	20.7 70	
Water Operations	7,900,000.00	2,632,000.00	2,632,000.00		0.0%	
Recycled Operations	2,200,000.00	732,000.00	732,000.00		0.0%	
Capitalized Operations Expenditures	(1,530,470.00)	(179,378.22)	(510,760.00)	(331,381.78)	64.9%	4
Total Operating Expenses	63,685,730.00	21,708,770.85	22,892,292.00	1,183,521.15	5.2%	
Net Operating Income (Loss)	1,131,270.00	1,552,372.31	1,584,588.00	(32,215.69)		
Nonoperating Revenues						
Water Funds	5,875,000.00	212,674.74	327,400.00	(114,725.26)	(35.0%)	5
Debt Service Funds	1,049,000.00	41,653.78	70,080.00	(28,426.22)	(40.6%)	6
Sewer Funds	39,000.00	4,358.32	13,200.00	(8,841.68)	(67.0%)	
Recycled Water Funds	60,000.00	7,793.78	19,920.00	(12,126.22)	(60.9%)	
Total Nonoperating Revenue	7,023,000.00	266,480.62	430,600.00	(164,119.38)	(38.1%)	
Nonoperating Expense						
Capacity Fee Funds	30,000.00	10,748.69	9,920.00	(828.69)	(8.4%)	
Debt Service Funds	1,393,620.00	517.841.10	467.120.00	(50,721.10)	(10.9%)	7
Potable Water Funds	10,000.00	4,584.09	3,200.00	(1,384.09)	(43.3%)	<u> </u>
Total Nonoperating Expense	1,433,620.00	533,173.88	480,240.00	(52,933.88)	(11.0%)	
Town transfer and an arrange	1,100,020,00	000,170.00	400,240.00	(02,000.00)	(11.070)	
Inc before Cap Fees and Capital Contributions	6,720,650.00	1,285,679.05	1,534,948.00	(249,268.95)		
Capacity Fee Funds	745,000.00	1,124,647.05				8
Capital contributions	1,655,000.00	8,047.42				
Change in Net Position		2,418,373.52				

OLIVENHAIN MUNICIPAL WATER DISTRICT Actual vs Budget Variance For the Four Months Ending 10/31/2021

- 1. Water Sales revenue was lower than Budget YTD by approximately \$1.0 million resulting in an unfavorable variance of 5.6%. The negative variance is primarily due to decreased water consumption than budgeted from wet weather conditions in October, and adjustments for unbilled water estimates. Actual water consumption through the end of October is 245 acre feet less than budgeted resulting in a favorable variance of approximately \$300 thousand or 3.4% in purchased water variable expenses.
- Sewer Revenue was lower than Budget YTD for an unfavorable variance due to timing
 of receipts from the County. 4S Ranch and Rancho Cielo Sanitation Districts' sewer
 service fees are collected on the County's tax roll when customers pay their property tax
 to the County. Actual YTD sewer service revenue will be closer to the Budget YTD
 amount as the year progresses.
- 3. Actual departmental expenses varied from the Budget YTD amounts due to the timing of actual operating expenses. The Budget YTD amounts assume expenditures are incurred evenly throughout the year.
- 4. Actual Capitalized Operating Expenses were lower than the Budget YTD due to timing of capitalized labor spent on District projects, such as the Manchester Potable and Recycled Pipeline Replacement projects. The Budget YTD amount assumes expenditures are incurred evenly throughout the year.
- 5. Actual Non-operating Revenues Water Funds were less than Budget YTD for an unfavorable variance due to the timing of property tax revenues received from the County. Actual revenues are expected to align with Budget YTD as the year progresses.
- 6. Actual Non-operating Revenues Debt Service Funds were less than Budget YTD for an unfavorable variance due to the timing of benefit assessment funds received from the County. Actual revenues are expected to align with Budget YTD as the year progresses.
- 7. Actual Non-Operating Expenses Debt Service Funds were greater than Budget YTD for an unfavorable variance due to cost of issuance fees on the 2021A and 2021B sewer bonds issued in October.
- 8. Actual YTD Capacity Fee Funds were greater than Approved Budget due to timing of wastewater (sewer) capacity and annexation fees collected on the Avion development.

Construction Work In Progess Report as of 10/31/2021

Project Name	Budget	Appropriation to Date	Expenditures & Encumbrance	(Over) / Under
New and Remodeled Facilities	\$35,387	\$35,387	\$26.031	\$9,356
Replace El Camino Real PL	\$4,960,000	\$4,960,000	\$4,498,637	
Manchester Recyc PL Exten.	\$4,634,000	\$4,634,000	\$575,113	
San Dieguito Desalination	\$42,837,000	\$4,262,000	\$3,851,407	\$410.593
Manchester Potable Pipeline	\$4,198,000	\$4,198,000	\$2,996,324	\$1,201,676
Replace Neighborhood 1 SPS	\$4,832,000	\$2,534,000	\$554,433	
Replace Valves	\$9,121,000	\$1,044,000	\$354,435 \$442,685	
DCMWTP PH Control System	\$737,000	\$1,044,000 \$737,000		
Replace DCMWTP Membranes	\$8,336,000	\$737,000 \$725,000	\$128,242 \$632,772	
Fixed Base AMI	\$3,278,000			
Pipeline Replace. Assessment	\$5,278,000 \$590,000	\$627,000	\$82,618	\$544,382
Replace Pipelines	' '	\$590,000	\$587,707	\$2,293
Replace Headworks Manual Sys	\$8,019,950	\$541,000	\$2,239	\$538,761
•	\$3,160,000	\$503,000	\$349,040	\$153,960
Residuals Handling Bldg Canopy	\$482,000 \$3,454,000	\$482,000	\$73,555	\$408,445
PRS Replacements	\$3,451,000	\$453,000	****	\$453,000
Lone Jack PRS	\$340,000	\$340,000	\$113,329	\$226,671
DCMWTP Analyzer Replace.	\$727,000	\$305,000	\$255,184	\$49,816
Hydropower Turbine Refurb	\$600,000	\$300,000	\$185	\$299,815
Steel Mains Protection	\$3,120,000	\$270,000	\$12,134	\$257,866
Replace Potable Meters	\$4,042,000	\$270,000	\$56,710	\$213,290
Rehab Concrete Tanks	\$727,000	\$253,000	\$183,688	\$69,312
Pot & Recycled Master Plan	\$524,000	\$228,000	\$4,039	\$223,961
Stratford HOA Pipeline Repair	\$213,050	\$213,050	\$95,343	\$117,707
Network User Enhancements	\$200,000	\$200,000	\$122,842	\$77,158
Parking & Access Improvements	\$265,000	\$191,000	\$27,832	\$163,168
District-Wide PLC replacements	\$1,618,000	\$166,000	\$93	\$165,907
Rancho La Cima/Aliso Canyon PL	\$165,000	\$165,000	\$63,152	\$101,848
Replace WW Pumps/ Motors/Equip	\$1,799,000	\$156,000	\$68,481	\$87,519
DCMWTP 4th Stage Centrifuge	\$1,040,000	\$104,000	-	\$104,000
Replace Meter Anodes	\$1,496,000	\$100,000	\$5,923	\$94,077
RSFe Rd Unit A North PL	\$1,748,000	\$97,000	\$6,778	\$90,222
Retrofit Pot. Service to Recyc	\$1,267,000	\$97,000	\$13,133	\$83,867
Network Security	\$1,126,000	\$84,000	\$1,560	\$82,440
Replace Pot. Pumps and Motors	\$1,026,000	\$81,000	\$16,174	\$64,826
Village Park PRS	\$80,000	\$80,000	\$408	\$79,592
Gardendale PRS	\$80,000	\$80,000	\$408	\$79,592
Palms I and II Reservoirs	\$1,307,000	\$73,000	\$72,785	\$215
District-Wide Facility Securit	\$70,000	\$70,000	\$18,789	\$51,211
Rancho Cielo Manhole Lining	\$539,000	\$47,000	\$33,370	\$13,630
Vault Upgrades	\$105,000	\$46,825	-	\$46,825
Landscape HQ Courtyards	\$45,000	\$45,000	-	\$45,000
4S Physical Security Upgrades	\$35,000	\$35,000	-	\$35,000
4S System Manhole Lining	\$189,000	\$16,000	\$14,500	\$1,500
WRF Phone System Upgrade	\$16,000	\$16,000	-	\$16,000
Meter Replacement, Recycled	\$164,000	\$14,000	\$2,015	\$11,985
WW Master Plan	\$76,000	\$2,000		\$2,000
Chlorine Generation Cell		\$0	\$22,804	(\$22,804)
· · · · · · · · · · · · · · · · · · ·	Total: \$123,420,387	\$30,470,262	\$16,012,460	\$14,457,802

[#] Emergency project within GM approval limit



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Jeff Anderson, Park Supervisor

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER A RESOLUTION APPROVING THE APPLICATION FOR GRANT

FUNDS FROM THE RECREATIONAL TRAILS PROGRAM FOR THE ELFIN FOREST RECREATIONAL RESERVE OVERFLOW PARKING LOT EXPANSION PROJECT

Purpose

The purpose of this agenda item is to authorize staff to submit by resolution an application to the California Department of Parks and Recreation for funding from the Recreational Trails Program for the Elfin Forest Recreational Reserve Overflow Parking Lot Expansion Project.

Recommendation

Staff recommends approval of the resolution.

Alternative(s)

- The board may choose against adoption of the resolution; however, this alternative would preclude the achievement of grant funds tentatively projected at \$422,400.
- The board may direct staff as otherwise deemed appropriate.

Background

The Recreational Trails Program is a state-administered local assistance program of the U.S. Department of Transportation's Federal Highway Administration. The California Department of Parks and Recreation administers the program, and the RTP provides funds to the states to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized uses.

Elfin Forest Recreational Reserve has grown steadily in popularity over the past 20 years, and parking, especially on weekends, holidays, and mild weather months has exceeded the capacity of the primary staging area parking and overflow parking lots. Physical and biological constraints preclude expansion of the primary parking lot; therefore, staff has evaluated options for additional parking by expanding the current overflow parking lot.

Staff and consultants have conducted studies to determine the scope of a project expanding the overflow parking lot at EFRR, which is a project eligible for Recreational Trails Program funding. The proposed project includes a plan to grade and develop parking spaces for up to 65 vehicles.

Staff has sought outside funding since 2015 by which to construct the project. At the August 19, 2015 board meeting, the board approved Resolution 2015-18 authorizing staff to seek funds from the California Department of Parks and Recreation's Recreational Trails Program. Though competitive, the application was not selected for funding. Staff has since applied for grants through several other programs, but has not yet been successful in securing funding.

Most recently, at the October 14, 2020 board meeting, the board approved Resolution 2020-21 authorizing staff to seek funds from the County of San Diego through its Community Development Block Grant Program. The application was not selected for funding.

Fiscal Impact

There are no costs associated with adoption of this resolution.

The most recent cost estimate for this project was \$404,000 in October 2020. With recent construction cost increases, staff projects that the cost of the expansion of the overflow parking lot area and associated improvements may total up to \$480,000, inclusive of staff time and other reimbursable expenses per the terms of the

Recreational Trails Program guidelines. The program requires only a 12 percent local match. Therefore, if OMWD is successful in obtaining funding for this parking lot improvement at EFRR, up to \$422,400 in expenditures may be offset.

Discussion

In order to submit a complete application, a resolution authorized by the applicant's governing body must be included.

With the board's approval, staff seeks to submit an application for grant funding from the Recreational Trails Program prior to the March 1, 2022 deadline. By summer 2022, the California Department of Parks and Recreation expects to announce recommended projects, and by fall 2023, grant contracts are then issued.

Attachments:

• Recreational Trails Program Resolution

RESOLUTION NO. 2022-XX

RESOLUTION OF OLIVENHAIN MUNICIPAL WATER DISTRICT'S BOARD OF DIRECTORS APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE RECREATIONAL TRAILS PROGRAM

WHEREAS, the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail projects; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing project application under the program; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of application(s) before submission of said application(s) to the state; and

WHEREAS, the applicant will enter into a contract with the State of California to complete the project(s).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Olivenhain Municipal Water District that Olivenhain Municipal Water District is a public agency under the laws of the State of California; and

BE IT FURTHER RESOLVED that the Board of Directors of Olivenhain Municipal Water District approves the filing of an application for the Recreational Trails Program; and

BE IT FURTHER RESOLVED that the Board of Directors of Olivenhain Municipal Water District Certifies that the project is consistent with Olivenhain Municipal Water District's general plan or the equivalent planning document; and

BE IT FURTHER RESOLVED that the Board of Directors of Olivenhain Municipal Water District certifies that it has or will have available prior to commencement of any work on the project included in this application, sufficient funds to operate and maintain the project; and

BE IT FURTHER RESOLVED that the Board of Directors of Olivenhain Municipal Water District certifies that it has reviewed, understands, and agrees to the general provisions contained in the contract shown in the procedural guide; and

BE IT FURTHER RESOLVED that the Board of Directors of Olivenhain Municipal Water District appoints the General Manager as agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the project.

BE IT FURTHER RESOLVED that the Board of Directors of Olivenhain Municipal Water

RESOLUTION NO. 2022-xx continued

District agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED, ADOPTED AND APPROVED at a regular meeting of the Board of Directors of Olivenhain Municipal Water District held on January 19, 2022.

Lawrence A. Watt, President Board of Directors Olivenhain Municipal Water District

ATTEST:

Robert F. Topolovac, Secretary Board of Directors Olivenhain Municipal Water District



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Jeff Anderson, Park Supervisor

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER A RESOLUTION APPROVING THE APPLICATION FOR GRANT

FUNDS FROM THE LAND AND WATER CONSERVATION FUND

Purpose

The purpose of this agenda item is to authorize staff to submit by resolution an application to the California Department of Parks and Recreation for funding from the Land and Water Conservation Fund. Consider a resolution approving the application for grant funds from the Land and Water Conservation Fund for the Elfin Forest Recreational Reserve Overflow Parking Lot Expansion Project.

Recommendation

Staff recommends approval of the resolution.

Alternative(s)

- The board may choose against adoption of the resolution; however, this
 alternative would preclude the achievement of grant funds tentatively
 projected at approximately \$240,000.
- The board may direct staff as otherwise deemed appropriate.

Background

The Land and Water Conservation Fund is a state-administered National Park Service program that provides funding for the acquisition or development of land to create new outdoor recreation opportunities for the health and wellness of Californians. The California Department of Parks and Recreation administers the LWCF program for the National Park Service.

Elfin Forest Recreational Reserve has grown steadily in popularity over the past 20 years, and parking, especially on weekends, holidays, and mild weather months has exceeded the capacity of the primary staging area parking and overflow parking lots. Physical and biological constraints preclude expansion of the primary parking lot; therefore, staff has evaluated options for additional parking by expanding the current overflow parking lot.

Staff and consultants have conducted studies to determine the scope of a project expanding the overflow parking lot at EFRR, which is a project eligible for Land and Water Conservation Fund funding. The proposed project includes a plan to grade and develop parking spaces for up to 65 vehicles.

Staff has sought outside funding since 2015 by which to construct the project. At the August 19, 2015 board meeting, the board approved Resolution 2015-18 authorizing staff to seek funds from the California Department of Parks and Recreation's Recreational Trails Program. Though competitive, the application was not selected for funding. Staff has since applied for grants through several other programs, but has not yet been successful in securing funding.

Most recently, at the October 14, 2020 board meeting, the board approved Resolution 2020-21 authorizing staff to seek funds from the County of San Diego through its Community Development Block Grant Program. The application was not selected for funding.

OMWD has been the beneficiary of LWCF funds in the past. In 2005, OMWD received \$68,500 from LWCF for the Elfin Forest Recreational Reserve Interpretive Center Rehabilitation Project. Soon after receiving LWCF funding, OMWD partnered with the Escondido Creek Conservancy to build the Elfin Forest Interpretive Center Honoring Susan J. Varty. The Conservancy raised an additional \$565,000 to fund the construction of the Interpretive Center.

Fiscal Impact

There are no costs associated with adoption of this resolution.

The most recent cost estimate for this project was \$404,000 in October 2020. With recent construction cost increases, staff projects that the current cost of this project may total up to \$480,000, inclusive of staff time and other reimbursable expenses per the terms of the Land and Water Conservation Fund guidelines. The program requires a 50 percent local match. Therefore, if OMWD is successful in obtaining funding for this parking lot improvement at EFRR, up to \$240,000 in expenditures may be offset.

Discussion

In order to submit a complete application, a resolution authorized by the applicant's governing body must be included.

With the board's approval, staff seeks to submit an application for grant funding from LWCF prior to the February 1, 2022 deadline.

Attachments:

• Land and Water Conservation Fund Resolution

RESOLUTION NO. 2022-XX

RESOLUTION OF OLIVENHAIN MUNICIPAL WATER DISTRICT'S BOARD OF DIRECTORS APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE LAND AND WATER CONSERVATION FUND

WHEREAS, the Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing matching funds to the State of California and its political subdivisions for acquiring lands and developing facilities for public outdoor recreation purposes; and

WHEREAS, the California Department of Parks and Recreation is responsible for administration of the program in the state, setting up necessary rules and procedures governing applications by local agencies under the program; and

WHEREAS, Olivenhain Municipal Water District certifies by resolution the approval of the application and the availability of eligible matching funds prior to submission of the application to the state.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Olivenhain Municipal Water District hereby:

- 1. Approves the filing of an application for Land and Water Conservation Fund assistance for the proposed Elfin Forest Recreational Reserve Overflow Parking Lot Expansion Project;
- 2. Agrees to abide by Section 6(f)(3) of Public Law 88-578 which states "No property acquired or developed with assistance under this section shall, without the approval of the National Secretary of the Interior, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."
- 3. Certifies that said agency has matching funds from eligible source(s) and can finance 100 percent of the project, which up to half may be reimbursed; and
- 4. Appoints the General Manager as agent of Olivenhain Municipal Water District to conduct all negotiations and execute and submit all documents, including, but not limited to, applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned project.

PASSED, ADOPTED AND APPROVED at a regular meeting of the Board of Directors of Olivenhain Municipal Water District held on January 19, 2022.

Lawrence A. Watt, President
Board of Directors
Olivenhain Municipal Water District

ATTEST:

Robert F. Topolovac, Secretary Board of Directors Olivenhain Municipal Water District



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Cindy Pecile, Engineering & Right of Way Coordinator

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER ACCEPTANCE OF THE BEACON FIRE DETECTOR CHECK INSTALL

PROJECT (AP BEACON CARLSBAD, LP) INTO OMWD'S SYSTEM AND ORDER A

NOTICE OF COMPLETION FILED

Purpose

The purpose of this agenda item is to consider acceptance of the transfer of the potable water facilities constructed by AP Beacon Carlsbad, LP into OMWD's system and authorize the filing of a Notice of Completion with the San Diego County Recorder.

Recommendation

Staff recommends acceptance of the potable water facilities into OMWD's system.

Alternative(s)

None. The Beacon Fire Detector Check Install Project was required as part of an overall remodel project of Buildings 7720, 7740, and 7750 at The Beacon at La Costa Center.

Background

The Beacon Fire Detector Check Install Project is located in Director Division 5 (Meyers). The project involved the installation of three (3) fire detector checks to serve buildings 7720, 7740, and 7750 respectively at The Beacon Center at La Costa Center on El Camino Real. The building numbers listed are undergoing major remodeling which required installation of fire sprinkler systems per the local fire jurisdiction. The project consisted of the installation of three (3) 6-inch diameter fire detector checks and all related appurtenances.

OMWD entered into an agreement with AP Beacon Carlsbad, LP in May 2021 to construct the facilities and dedicate said facilities to OMWD. The facilities are now complete and have been built in accordance with OMWD's plans and specifications. The warranty period will terminate one (1) year following the acceptance of the facilities by OMWD's Board of Directors.

Fiscal Impact

There is no fiscal impact to accepting the facilities into OMWD's system. The new assets will be reported to Finance for capitalization.

Discussion

Staff is available to answer any questions.

Attachments: Notice of Completion; Location map

RECORDING REQUESTED BY & WHEN RECORDED RETURN TO:

Olivenhain Municipal Water District 1966 Olivenhain Road Encinitas, California, 92024-5699

(This space for recorder's use)

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the facilities for The Beacon Fire Detector Install Project, located at 7720, 7740, and 7750 El Camino Real, Carlsbad, CA 92009, in the City of Carlsbad, County of San Diego, State of California for which AP BEACON CARLSBAD, LP ("Developer") contracted with the OLIVENHAIN MUNICIPAL WATER DISTRICT ("Owner," in fee, of the facilities), headquartered at 1966 Olivenhain Road, Encinitas, CA 92024 and constructed by Underground Utilities, Inc., 9102 Harness Street, Suite B, Spring Valley, CA 91977, have been completed in accordance with the plans and specifications as of December 8, 2021. The facilities have been accepted by the Board of Directors of the OLIVENHAIN MUNICIPAL WATER DISTRICT on this 19th day of January, 2022.

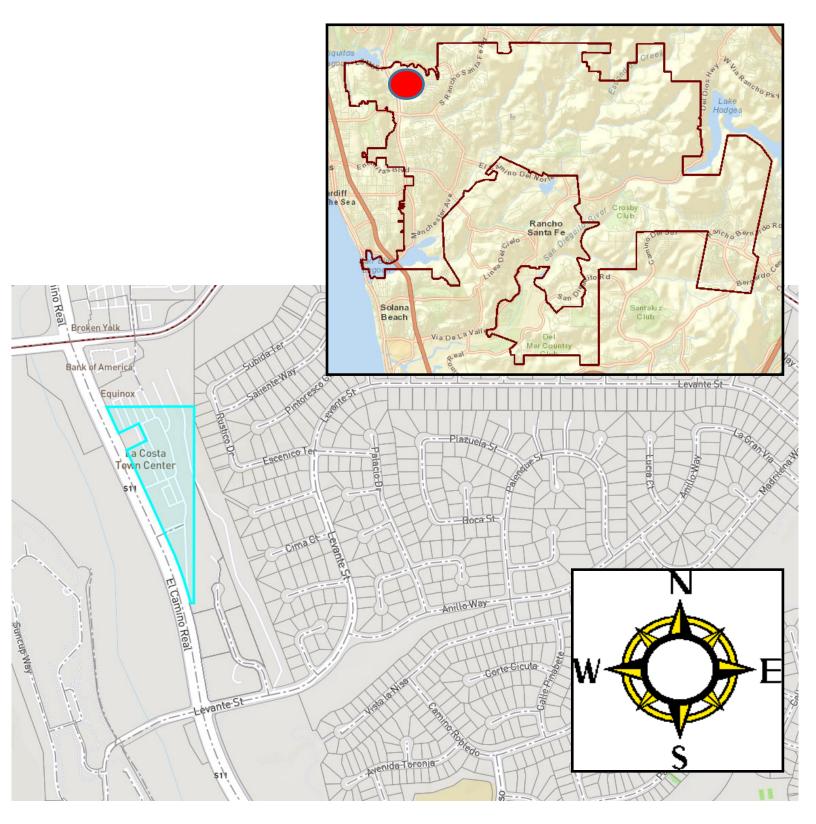
In witness whereof this Notice of Completion has been executed under authority from the Board of Directors of said OLIVENHAIN MUNICIPAL WATER DISTRICT by Kimberly A. Thorner, General Manager.

KIMBERLY A. THORNER, being first duly sworn, deposes and says that she is General Manager of the OLIVENHAIN MUNICIPAL WATER DISTRICT and is familiar with the facts stated in the foregoing Notice of Completion executed for and on behalf of said Agency, that she has read the foregoing Notice of Completion and knows the contents thereof and that the same are true.

OLIVENHAIN MUNICIPAL WATER DISTRICT

Date:	, 20	By:	
		Kimberly A. Thorner	
		General Manager	

District Project No. W590292 – The Beacon FDC Install Project



THE BEACON FIRE DETECTOR CHECK INSTALL PROJECT DISTRICT PROJECT NO. W590292



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Teresa L. Chase, Administrative Analyst

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER 2021 ANNUAL OBJECTIVES FINAL STATUS REPORT

Purpose

The purpose of this agenda item is to provide the Board of Directors with the final status report on the 2021 annual objectives and stretch objectives.

Recommendation

This is an informational item; no action is required.

Alternative(s)

Not applicable.

Background

The annual objectives for 2021 were approved at the February 10 board meeting. Status updates on 2021 annual objectives were presented to the board at the April 14, July 14, and October 13 board meetings.

Fiscal Impact

There are no costs associated with this item.

Discussion

This report is presented to the board to provide a final update on the 2021 annual objectives and stretch objectives that were to be completed by December 31, 2021.

At the October 13 board meeting, staff reported that Objective 61 might not be complete by year end. However, it was ultimately completed in calendar year 2021.

 Objective 61. Conduct informational workshop with board on Fallbrook and Rainbow LAFCO reorganization

OMWD's General Manager, who is on the LAFCO Committee regarding the Fallbrook/Rainbow reorganization, initially proposed to conduct a board workshop after the release of a report being conducted by a LAFCO consultant. However, as the consultant's report was still pending by late 2021, the GM conducted an informational briefing at the December 15 board meeting, and will update the board as progress continues.

As reported on October 13, the following stretch objectives remain incomplete for CY 2021:

- Complete two additional recycled water connections/conversions beyond
 Objective 11
 - While there are a number of sites in various stages of conversion, two additional conversions beyond Objective 11 were not completed.
- Work with volunteer groups on two additional trail maintenance events if COVID restrictions allow
 - COVID safety concerns prevented the scheduling of additional volunteer
- Resume progress towards new safety record by completing the year with no preventable lost-time injuries

While a lost-time injury occurred on March 8, preventing the completion of this stretch objective, no additional lost-time injuries have occurred since March 8.

The status of two objectives substantially changed from the PowerPoint presentation that was provided at the October 13 board meeting and is attached for reference. The following objectives encountered delays and could not be completed in CY 2021.

Objective 11. Complete a minimum of five new recycled water connections/conversions

While 85% of fieldwork is complete for five new conversions, The Lakes HOA, who is now leading the effort, has not yet gone out to bid for final punch list items and connection installation.

Objective 58. Commence construction of the Lone Jack Pressure Reducing Station Replacement Project

Additional survey work was required for the verification of easements with adjoining property owners. However, the objective is 95% complete, and the contract will be awarded in January.

Attachment: October 13, 2021 Annual Objectives PowerPoint Presentation

2021 Annual Objectives

October 13, 2021
Board of Directors Meeting



2021 Annual Objectives

 A total of 63 objectives and 16 stretch objectives were adopted for calendar year 2021

Objective

- 1. Complete Train 6 membrane replacement at David C. McCollom Water Treatment Plant and commence membrane replacement of one additional train depending on the priority needs of the trains
- 2. Commence construction of David C. McCollom Water Treatment Plant dedicated pH control system (chemical storage and feed systems equipment and controls)

Progress Toward Completion

1. 100% - Completed Train 6
 membrane replacement June 1;
 commended replacement of Train 2

 100% - Contract is out for public bid and will be awarded in November; construction will commence in December

Objective

- 3. Complete conversion to the use of 40% liquid ammonium sulfate at the Ammonia Feed Injection Facility to minimize costs and safety impacts
- 4. Commence Drone Inspection Pilot Program; report findings to Facilities Committee

Progress Toward Completion

3. 100% - Conversion, including tank installation, commissioning of new chemical feed and storage system, and SCADA integration, is complete

4. 100% - Drone Inspection Pilot
Program is complete; staff will
report findings to Facilities
Committee at the December
meeting

Objective

5. Enhance use of Enterprise Asset
Management system to achieve
better understanding of
maintenance management; report
findings to Facilities Committee

6. Perform an internal audit of asset redundancy and equipment reliability based on previous independent reports; report findings to Facilities Committee

- 5. 100% EAM and GIS are integrated to increase the accuracy of work order creation and tracking; staff will report findings to Facilities Committee at the December meeting
- 6. 100% Internal audit complete; staff will report findings to Facilities Committee at the December meeting

Objective

7. Outside of bird breeding season, complete maintenance of five impacted easements

Stretch

Complete maintenance of three additional impacted easements beyond Objective 7

Revise the existing developer agreement to better protect OMWD regarding shutdowns, facility standby, facility locating, and authorized work hours; achieve General Counsel and board approval of revisions

Progress Toward Completion

7. 100% - Staff completed maintenance of five impacted easements

100% - Staff completed maintenance of four additional impacted easements beyond Objective 7

100% - Agreement revisions were completed, accepted by General Counsel, and approved at the March 17 board meeting

Objective

8. Complete design and issue a request for proposals for the 4S Ranch Neighborhood 1 Sewer Pump Station Replacement Project

9. Complete construction of the 4S Ranch Water Reclamation Facility Clarifier Drive Replacement Project

Progress Toward Completion

8. 100% - Completed project design in September; issued RFP for construction in October

9. 100% - Construction is complete; Notice of Completion was accepted at the March 17 board meeting

Objective

10. Complete preliminary design of4S Ranch Water ReclamationFacility Headworks Screening

System

11. Complete a minimum of five new recycled water connections/conversions

Progress Toward Completion

10. 100% - Preliminary design is complete

11. 100% - One recycled water connection is complete; West Yost Associates contracted to provide additional inspection and conversion of five connections in The Lakes community by December 31

Objective

- 12. Commence implementation of inflow and infiltration study findings from the Rancho Cielo Collection System Study
- 13. Evaluate and implement new cross-connection software by which outside backflow testers will enter test results electronically

- 12. 100% Implementing manhole installations and relining based on study findings
- 13. 100% Implemented new crossconnection software

Objective

14. Evaluate and implement a Wet Weather Incentive Credit to incentivize the use of recycled water upon certain conditions as discussed with Regional Board

Progress Toward Completion

14. 100% - Wet Weather Incentive Program approved by board at the September 8 board meeting

Stretch

Complete two additional recycled water connections/conversions beyond Objective 11

0% - A number of sites are in various stages of conversion

Objective

- 15. Continue education program for elementary schools in partnership with the Escondido Creek Conservancy, Nature Collective, and San Diego Zoo as COVID restrictions allow
- 16. Participate in I Love a Clean San Diego Creek to Bay Cleanup event if COVID restrictions allow
- 17. Utilize volunteer groups such as San Diego Mountain Bike Association and EFRR trail patrol for two trail maintenance/repair projects as COVID restrictions allow

- 15. 100% Escondido Unified School
 District has resumed in-person
 field trips to EFRR; virtual field
 trips are now available if COVID
 forces an end to in-person field
 trips
- 16. 100% Participated in April 24 virtual Creek to Bay Cleanup
- 17. 100% Held volunteer cleanup day on September 18; hosting Ultrabuds running group volunteer trail trimming day on October 17

Objective

18. Host fifteenth annual photo contest if COVID restrictions allow

19. Complete Native American dwelling structure and interpretive display

- 18. 100% Launched fifteenth annual photo contest on September 6; contest concludes on December 31
- 19. 100% Structure is complete; interpretive signage is on track for installation in December

Objective

20. Monitor oak trees within EFRR for signs of Golden Spotted Oak Borer beetle damage, document findings, and report findings to EFRR Executive Committee

21. Host water conservation workshop at Elfin Forest Interpretive Center Honoring Susan J. Varty if COVID restrictions allow

- 20. 100% Oak tree monitoring complete; report was provided to EFRR Executive Committee on August 10
- 21. 100% COVID safety concerns prevented hosting an in-person event; a virtual water-wise, native plant workshop will be held on October 14

Objective

22. Develop and implement improved system for documenting trail maintenance to better identify future labor and budgetary demands

23. Report to board on the status of EFRR parking lot expansion efforts and the safety of ingress and egress at EFRR

- 22. 100% Implemented a trail maintenance documentation system; data collection is complete for 2021; staff will continue to use the system to better identify future labor and budgetary demands
- 23. 100% Report provided to the board at the September 8 board meeting

Objective Progress Toward Completion Stretch Cooperate with I Love a Clean San Diego on additional clean-up day if COVID restrictions allow Work with volunteer groups on two additional trail maintenance events if COVID restrictions allow Ow - COVID safety concerns prevented the scheduling of additional volunteer events in 2021

4. Pursuing alternative and renewable energy sources as a means of offsetting costs and energy charges, providing sustainability.

Objective

24. Continue partnerships with energy providers and third-party consultants to optimize energy costs

25. Collect energy intensity data to determine total energy required to treat and convey potable and recycled water

- 24. 100% Staff continues to partner with Utility Cost Management to optimize energy costs; awaiting SDG&E and UCM action items
- 25. 100% Data was collected and included in the Urban Water Management Plan 2020 Update approved by the board at the June board meeting

5. Providing a safe, healthful, and rewarding work environment which encourages communication as well as values employee participation and personal achievement.

Objective

26. Negotiate a new Memorandum of Understanding with the employee associations (Bargaining Unit Members Association & District Employees Association), including potential salary review and range adjustments with a focus on employee retention

27. Prepare the staffing analysis succession planning document; present to the Personnel Committee and full board

Progress Toward Completion

26. 100% - Negotiations commenced in July; proposed MOU to be presented at the November board meeting, which would take effect on January 1, 2022

27. 100% - Staffing analysis was presented to the Personnel Committee and approved at the May 19 board meeting

5. Providing a safe, healthful, and rewarding work environment which encourages communication as well as values employee participation and personal achievement.

Objective

28. Conduct training for managers and supervisors on emotional intelligence

- 29. Provide optional training for all staff on developing leadership skills
- 30. Create internal COVID task force to address employee COVID concerns with General Manager serving on task force

- 28. 100% Emotional intelligence training for managers and supervisors was completed on March 30
- 29. 100% Leadership training for all interested staff was completed on March 10
- 30. 100% Created task force; meetings are held bi-weekly

5. Providing a safe, healthful, and rewarding work environment which encourages communication as well as values employee participation and personal achievement.

Objective

Progress Toward Completion

Stretch

Resume progress towards new safety record by completing the year with no preventable lost-time injuries

80% - A lost-time injury occurred on March 8, which was judged as preventable by the Safety Committee; no additional lost-time injuries have occurred

6. Exceeding all federal, state, and local regulatory requirements for providing potable water, wastewater treatment, and recycled water.

Objective

Progress Toward Completion

- 31. Submit the Urban Water
 Management Plan 2020 Update to
 the Department of Water
 Resources
- 31. 100% UWMP was submitted to DWR prior to the July 1 deadline

32. Revise Water Supply Shortage Ordinance to meet new state requirements

- 32. 100% Water Supply Shortage
 Ordinance was revised and
 approved by the board at the June
 16 meeting
- 33. Create interdepartmental committee to provide greater oversight for storm water issues at headquarters and 4S Ranch Water Reclamation Facility; conduct two meetings
- 33. 100% Interdepartmental
 Committee was formed and meets
 regularly to address OMWD's Storm
 Water Pollution Prevention Plan
 issues

6. Exceeding all federal, state, and local regulatory requirements for providing potable water, wastewater treatment, and recycled water.

Objective

34. Conduct pre-qualification of contractors for the Valve Replacement Project; enhance experience of in-house staff by completing replacement of 25 valves

- 35. Identify and raise 10 fire hydrants to grade
- 36. Analyze costs and benefits of performing a leak detection survey on potable and recycled distribution systems

- 34. 100% Pre-qualified contractor awarded contract in August; project construction commenced in September; 25 valves replaced in City of Solana Beach
- 35. 100% Raised 10 fire hydrants to grade
- 36. 100% Staff evaluated costs and benefits data from neighboring water districts and a program recommendation will be presented to the Facilities Committee at the December meeting

6. Exceeding all federal, state, and local regulatory requirements for providing potable water, wastewater treatment, and recycled water.

Objective

Progress Toward Completion

Stretch

Complete replacement of 10 additional valves beyond Objective 34

Develop a transition plan for resuming disconnections for non-payment in compliance with Senate Bill 998 (2018) upon discontinuation of the statewide moratorium

100% - Replaced 13 additional valves in the cities of Encinitas and Carlsbad

100% - A transition plan was in place to resume disconnections for non-payment beginning in October; however, once Senate Bill 155 extended the prohibition to discontinue water service for nonpayment until December 31, 2021, staff modified the transition plan with the revised date

Objective

- 37. Complete Phase VI of the Advanced Metering Infrastructure implementation project
- 38. Transition to multiple billing cycles to improve responsiveness to customers and more promptly provide consumption data

- 37. 100% Phase VI is complete; tower gateway base stations were relocated; 2,466 AMI endpoints were installed
- 38. 100% At the November 17 board meeting, the board will consider changes to OMWD's Administrative and Ethics Code, which will allow for the transition to multiple billing cycles following the December 31 billing statement

Objective

39. Continue to pursue local, state, federal, and private grant funding to offset costs

Progress Toward Completion

39. 100% - Submitted successful applications for Title XVI funding for the North San Diego County Regional Recycled Water Program 2020 Project, and wellness program funding from ACWA Joint Powers Insurance Authority; submitted applications to the Hans Doe Charitable Trust grant program for funding for a California-friendly demonstration garden at district headquarters and to Senator Feinstein's office for community project funding for EFRR parking lot expansion efforts

Objective

40. Continue COVID outreach campaign to keep customers informed of OMWD's response

41. Resume holding public meetings in boardroom once COVID restrictions allow

- 40. 100% Outreach has included a COVID-specific webpage, phone message, newsletter articles, social media posts, lobby displays, and a video
- 41. 100% Hybrid board meetings are offered to provide the public the opportunity to participate via Zoom or in-person

Objective

Progress Toward Completion

Stretch

Achieve one or more new grant awards

100% - Awarded \$500,000 for AMI Conversion (Phases 7-8) from US Bureau of Reclamation's WaterSMART Water and Energy Efficiency grant program and \$1,700 in wellness program funding from ACWA Joint Powers Insurance Authority

Objective

42. Complete design and commence installation of a water use efficiency demonstration garden at OMWD headquarters

43. Conduct comprehensive review of OMWD's website and implement updates to improve transparency and user experience, including development of an "owner/developer projects" webpage

Progress Toward Completion

- 42. 100% Design is complete and installation is underway; mulching and dry river bed complete; installation of plants, signage, and irrigation anticipated in November, pending inspection/approval from the City of Carlsbad
- 43. 100% Completed comprehensive review by all departments and implemented website updates to improve transparency and user experience

Objective

44. Continue #whatisthatthing outreach campaign to improve customer awareness of water infrastructure

45. Conduct outreach to maximize customer awareness of the My Water Use portal and leak-detection devices

Progress Toward Completion

- 44. 100% Program was featured in May issue of American Water Works
 Association's Opflow magazine; outreach included social media posts, videos, and newsletter articles
- 45. 100% Outreach was conducted via postcards, high usage letters, webpage, videos, and continuous usage calls; information on leakdetection devices and US EPA's Fix a Leak Week posted on social media

Objective

Progress Toward Completion

46. Update bill statements to improve graph readability

47. Host headquarters open house event if COVID allows

48. Continue to develop messaging to protect customers' interests and to ensure customer awareness of State Water Resources Control Board water use efficiency regulations and new legislative requirements

- 46. 100% Staff is finalizing the revised graph with the software developer and is on track to update by the end of the calendar year
- 47. 100% COVID safety concerns have not allowed for an open house event; staff developed a virtual open-house video highlighting features of the headquarters used by customers
- 48. 100% Information on water use efficiency regulations was posted on social media; sent opposition letter on Assembly Bill 1434, which aimed to lower GPCD standards, and included an article in the June newsletter; AB 1434 has since become a two-year bill 29

Objective

49. Partner with local businesses, vendors, and community organizations on a public service announcement and/or workshop

Stretch

Produce five or more new videos to convey messages to customers

Progress Toward Completion

49. 100% - Ongoing; staff partnered with Solana Center, Santa Fe Irrigation District, San Dieguito Water District, and Carlsbad Municipal Water District on a month-long rain barrel education/distribution campaign and with Olivenhain Fire Safe Council on its May 22 event

100% - Released two #whatisthatthing campaign videos; videos on CIP projects, headquarters, and My Water Use portal; a collaborative effort with Vallecitos Water District will be released before the end of the calendar year

Objective

Progress Toward Completion

Stretch

Enroll minimum of 1,500 customers in My Water Use portal

100% - There were 2,245 registered users as of October 4

Win award from CSDA, ACWA, or other industry group

100% - 4S Ranch Water Reclamation Facility was honored as Plant of the Year by California Water Environment Association for both the San Diego Section and statewide competitions; 4S Ranch Water Reclamation Facility's UV System was named American Public Works Association San Diego & Imperial Counties Chapter's Project of the Year; Unit AA Emergency Repair received Honor Award from APWA San Diego & Imperial Counties Chapter

Objective

Progress Toward Completion

Stretch

Engage and influence SDCWA to review education programs to include focus on water infrastructure

100% - Staff engaged SDCWA, and a new workbook for regional school programs that includes a focus on water infrastructure was launched in September

9. Ensuring that financial plans, policies, and practices maintain the ability of OMWD to construct, operate, and maintain all approved facilities including replacement funds for future needs.

Objective

50. Conduct comprehensive review of purchasing guidelines in Article 6 to bring in line with industry standards

- 51. Streamline accounts payable by converting from manual checks to electronic fund transfers
- 52. Complete annual review of water rates and charges

Progress Toward Completion

- 50. 100% Board approved Article 6 updates at the September 8 board meeting
- 51. 100% Implementation underway; staff is on track to have EFT process in place for paying vendors by December 15
- 52. 100% Annual review is complete; 2021 water rates and charges approved at the March 17 board meeting

9. Ensuring that financial plans, policies, and practices maintain the ability of OMWD to construct, operate, and maintain all approved facilities including replacement funds for future needs.

Objective

53. Complete mid-term review of biannual budget and provide board with status update on two-year budget process

54. Complete sewer rate cost-ofservice study in preparation for sewer rate hearing in May 2021 and implementation of new rates on July 1, 2021

Progress Toward Completion

- 53. 100% Completed midterm budget review and obtained Finance Committee approval; staff provided an update on the two-year budget process at the June 16 board meeting
- 54. 100% Completed study; held sewer rate hearing on May 19; new rates approved by the board at the June 16 board meeting

9. Ensuring that financial plans, policies, and practices maintain the ability of OMWD to construct, operate, and maintain all approved facilities including replacement funds for future needs.

Objective

55. Submit the fiscal year 2021 Comprehensive Annual Financial Report to Government Finance Officers Association for its annual financial reporting excellence award

Progress Toward Completion

55. 100% - Staff will submit CAFR by December 22, following board action at the December 15 board meeting

Stretch

Keep operations and maintenance budget increase to 3% or less for fiscal year 2022 100% - Board approved staffrecommended 2.67% reduction to the FY 2022 budget in OMWD's operating departments budget at the June 16 board meeting 10. Planning and constructing the Master Plan of Facilities to meet the long-term water storage, treatment, transmission, and distribution needs of OMWD.

Objective

56. Complete construction of the El Camino Real Pipeline Replacement and Green Bike Lane Project

- 57. Substantially complete (≥75%) construction of the Manchester Avenue Potable Water Pipeline Replacement Project
- 58. Commence construction of the Lone Jack Pressure Reducing Station Replacement Project

Progress Toward Completion

- 56. 100% Notice of Completion for the project was presented to the board for authorization at the October 13 meeting
- 57. 100% Manchester Avenue Potable
 Water Pipeline Replacement is on
 track to be ≥75% complete by
 December
- 58. 100% Construction will commence in December after contract award in November

10. Planning and constructing the Master Plan of Facilities to meet the long-term water storage, treatment, transmission, and distribution needs of OMWD.

Objective

Progress Toward Completion

Stretch

Commence design of the Rancho Santa Fe Unit A North Pipeline Replacement Project based on the 2020 Condition Assessment Report 100% - Design will commence following board approval of a design PSA at the December board meeting 11. Establishing programs and policies to develop alternative water supplies to serve existing and future customers.

Objective

59. Conduct workshop with the board regarding San Dieguito Valley Brackish Groundwater Desalination Project pump test results and next steps

Progress Toward Completion

59. 100% - Held workshop at the April14 board meeting

12. Cultivating supportive and positive relationships with the federal, state, and local agencies which may impact OMWD's operations.

Objective

60. Conduct workshops with board to review OMWD's position on Delta Conveyance Project, Salton Sea issues, and updates on SDCWA's proposed Regional Conveyance System

61. Conduct informational workshop with board on Fallbrook and Rainbow LAFCO reorganization

Progress Toward Completion

60. 100% - Received SDCWA briefing at the August 18 board meeting; remaining board workshop will take place before the end of the calendar year

61. 25% - GM is on LAFCO Committee on the Fallbrook/Rainbow reorganization; analysis by LAFCO consultant is underway and report will be complete in December; a board workshop will be scheduled upon completion

12. Cultivating supportive and positive relationships with the federal, state, and local agencies which may impact OMWD's operations.

Objective

62. Engage and influence State Water Resources Control Board regulations and water use efficiency legislation utilizing OMWD's advocate in Sacramento

63. Participate with Department of Water Resources' workgroup on Standards, Methodologies, and Performance Measures and influence statewide policy

Stretch

Coordinate and participate in EFRR first responder scenario training with Rancho Santa Fe Fire Protection District

Progress Toward Completion

- 62. 100% Staff submitted comment letters and attended multiple workshops, effectively influencing water loss standards
- 63. 100% Staff attended all four virtual workshops, providing input that has been incorporated, including a variance for recycled water with high TDS, inclusion of irrigable, non-irrigated landscape, and a comparison between WUE targets and targets established by Senate Bill x7-7

100% - Held trail rescue scenario training with Rancho Santa Fe Fire Protection District on September 13



Tiger Team Report

Grants and Alternative Funding

- \$1,700-Awarded a 2021 Wellness Grant from ACWA JPIA for employee wellness program classes
- \$3,999—Pursuing funding for California-friendly Demonstration Garden at headquarters via the Hans Doe Charitable Trust grant program
- \$387,911—Pursuing community project funding from Senator Feinstein's office for EFRR parking lot expansion
- \$125,000—Pursuing California Water Arrearages
 Program funds from State Water Resources
 Control Board to avoid writing off customer debt
 during the COVID American Rescue Plan Act period
 (March 2020—June 2021)

Total Grants and Alternative Funding this Quarter: \$1,700 awarded \$641,910 pursued

Cost Savings

 \$2,000-Video Partnership with Vallecitos Water District

Total Cost Savings to OMWD this Quarter: \$2,000





OLIVENHAIN MUNICIPAL WATER DISTRICT
SCHEDULE OF OTHER BUSINESS (NON-WATER RELATED) REVENUES
FOR THE THREE MONTHS ENDED JUNE 30, 2021 (UNAUDITED)

	ACTUAL	THREE MONTH BUDGET	
REVENUES: CELL SITE LEASES + RENTAL	163,512	189,500	
MISCELLANEOUS INCOME ROGER MILLER HYDROELECTRIC REVENUES SELF-GENERATION INCENTIVE PROGRAM GRANT	2,699 29,522 -	20,000 1,250	
CB&T VISA CASH INCENTIVE* ESTIMATED DCMWTP ENERGY OFFSETS**	4,152 137,563	N/A N/A	
	337,449	210,750	
TOTAL REVENUE FOR THE THREE MONTHS ENDED JUNE 30, 2021	337,449		

Notes:

^{*}This amount is neither recorded nor budgeted until fully realized.

^{**} This is an unrealized revenue. This amount is calculated for internal reporting only.

Tiger Team Report



Summary

Total first quarter FY 2022 grant funding and cost savings, combined with fourth quarter FY 2021 alternative revenue:

\$341,149

Total grant funding under pursuit and potential alternative revenue sources:

\$641,910

Since Inception of the Program (2005)

Total grant funding and

cost savings to date: \$43,936,876

Total alternative revenue generated to date:

\$15,793,476



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Geoff Fulks, Operations Manager

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH

CANYON HYDRO IN THE AMOUNT OF \$383,072 FOR THE DAVID C. MCCOLLOM WATER TREATMENT PLANT ENERGY RECOVERY TURBINE REHABILITATION PROJECT AND AUTHORIZE THE GENERAL MANAGER TO

SIGN ON BEHALF OF THE DISTRICT

Purpose

The purpose of this agenda item is to consider approval of a Professional Services Agreement (PSA) with Canyon Hydro in the amount of \$383,072 for the David C. McCollom Water Treatment Plant (DCMWTP) Energy Recovery Turbine (ERT) project and authorize the General Manager to sign on behalf of the Olivenhain Municipal Water District (OMWD).

Recommendation

Staff recommends approval of a PSA and authorization for the General Manager to sign on behalf of OMWD.

Alternatives

The Board could reject the agreement and direct staff to issue a Request for Proposals on the project. The Board could direct staff as otherwise deemed appropriate.

Background

OMWD owns and operates the DCMWTP, located in Director Division 4 (Bruce-Lane), which provides the majority of treated drinking water to its customers. The DCMWTP was constructed in 2000 at an original capacity of 25 Million Gallons a Day (MGD). In 2006, improvements were constructed which increased the capacity to 34 MGD and added process improvements for water quality and energy efficiency. LT2 upgrades as required by the State, which included the installation of two new energy recovery turbine /generator sets that utilize incoming hydraulic head pressure to generate electrical energy for use at the plant, were completed in 2013. Designed, fabricated and installed by Canyon Hydro, these turbine and generator sets have been in place and operating without significant overhaul since 2013.

Inspections were conducted in late 2020 by Canyon Hydro and showed that the ERTs were in decent condition although wetted surfaces showed significant corrosion and should be reconditioned. Additionally, other internal parts such as the mechanical seals, turbine bearings, and bushings were showing signs of wear and should be replaced during the rehabilitation process for the turbines to continue operating at peak efficiency.

In July 2021, staff received alarms for vibration levels out of range on ERT #1. Staff investigated and confirmed the vibrations on the unit. Staff worked with an outside contractor to moderate the vibration using shims and were able to keep the unit operational during heavy demand. This will be the first unit to undergo rehabilitation this winter.

Fiscal Impact

Funds for this project were approved with the FY 21-22 Capital and Operating Budget.

Is this a Multi Fiscal Year Project? Yes

In which Fiscal Year did this project begin? FY 20-21

Total Project Budget: \$600,000

Current Fiscal Year Appropriation: \$300,000

Target Project Completion Date: 6/30/23

Expenditures and encumbrances as of January 4, 2022: \$5,485

Is this change order within the appropriation of this fiscal year? N/A

If this change order is outside of the appropriation, Source of Fund: N/A

Discussion

The Energy Recovery Turbines (ERTs) were designed, fabricated, and installed by Canyon Hydro in 2013 as part of the LT2 Improvement Project. As such they have unique equipment specific knowledge of the turbine and generator internal components and have first-hand experience with OMWD's turbines.

OMWD's Administrative and Ethics Code Section 6.1.B General:

"A Sole Source purchase is one where there is only one vendor capable of providing a good or service making it impossible to obtain competitive bids. A Single Source purchase is one where there are multiple sources of supply but the purchase should be made from a specific vendor for particular reasons. Few situations should arise that justify Sole or Single Source procurement, and such situations must be thoroughly analyzed before determining a non-competitive environment for a purchase exists. Sole or Single Source procurement may be conducted if:

(a) the purchase item is unique or obtainable only from that vendor based on availability; (b) replaces like-in kind equipment or facilitates effective maintenance, or avoids disruption to critical processes, such as water meters, pumps and motors and online analyzers; (c) when it is in the best interest of the District, avoids start-

up costs, avoids interruptions to District business or good business practices; or (d) an emergency is declared by General Manager in accordance with Section 3.2.1."

Staff is recommending that we execute a Sole Source agreement with Canyon Hydro that provides numerous benefits ((b) replaces like-in kind equipment or facilitates effective maintenance). This past and present knowledge allows them to eliminate the learning curve that would normally be seen during a project of this type by a fabricator not familiar with these turbines. Elimination of the learning curve translates to less downtime of the turbines, less engineering time on OMWD's part, less background information required to be passed to the contractor, and faster turnaround time overall on the project. It is estimated that the energy recovery turbines will require 75-90 days for removal, rehab, and reinstallation. Utilizing a contractor who is already familiar with the scope of the project, will minimize the downtime for the turbines and avoid additional energy costs at the WTP if the turbines are not available during high water demand periods when the majority of energy is recovered for plant use ((c) when it is in the best interest of the District, avoids start-up costs, avoids interruptions to District business or good business practices).

A direct sole source contract with Canyon Hydro will also expedite the project as they are already familiar with OMWD's policies and have worked extensively with WTP staff. This would allow the project to get started quickly and finish sooner. A tentative scope of work to be completed by Canyon Hydro is provided in Exhibit A of the PSA.

As an alternative to issuing a sole source contract directly with Canyon Hydro, OMWD could also publicly bid the project with a pre-negotiated amount for the work to be completed by Canyon Hydro. A general contractor would then be responsible for all of Canyon Hydro's work. This may prove problematic as the magnitude of the generator/turbine rehabilitation work is much greater than the other mechanical work and contractors may not want to take on the liability of being responsible for Canyon Hydro's work. This may also delay the project as Canyon Hydro and the general contractor would need to enter into a separate subcontractor agreement which would take additional time before the project could begin.

Staff recommends approving a PSA with Canyon Hydro for the DCMWTP Energy Recovery Turbine project. Staff is available for any questions.

Attachment(s):
Draft Professional Service Agreement

PROFESSIONAL SERVICES AGREEMENT [INSERT PROJECT NAME OR PROVIDED SERVICES] FOR THE OLIVENHAIN MUNICIPAL WATER DISTRICT

22AGRXXX PROJECT NUMBER

This Agreement is entered into by and between the Olivenhain Municipal Water District, a Municipal Water District organized and operating pursuant to Water Code Sections 71000 *et seq*. (hereinafter the District) and Canyon Hydro., a Washington corporation organized and operating in the State of California (hereinafter "CANYON HYDRO").

R-E-C-I-T-A-L-S

- 1. The District is a public agency organized and operating pursuant to Water Code Sections 71000 *et seq.*, which provides water, recycled water, and sewer service within certain areas of Northern San Diego County.
- 2. The District requires the services of a hydroelectric manufacture to provide refurbishment of the David C. McCollom Water Treatment Plant Energy Recovery Turbines with in the District boundaries.
- 3. CANYON HYDRO is a designer and manufacturer of hydroelectric systems operating in the State of California with expertise in hydroelectric turbines.
- 4. The District desires to retain CANYON HYDRO to provide refurbishment services of its energy recovery turbines.

C-O-V-E-N-A-N-T-S

1. <u>Services to Be Performed</u>. CANYON HYDRO agrees to perform refurbishment services for the David C. McCollom Water Treatment Plant Energy Recovery Turbine project. The services to be provided by CANYON HYDRO are more particularly described in the Scope and Cost Proposal attached hereto as Exhibit "A" and incorporated herein by reference. All

work performed by CANYON HYDRO shall be subject to review and approval by the District. The District shall have no obligation to approve any work found defective by the District, in its sole discretion.

- 2. <u>Correction of Defective Work.</u> CANYON HYDRO agrees to correct all labor or materials found defective by the District at its sole cost and expense. All work found defective by the District shall be corrected in the time specified by the District by written notice to CANYON HYDRO.
- 3. <u>Price for Work.</u> CANYON HYDRO agrees to perform all work described in Exhibit "A" for a total price not to exceed \$383,072. No increase in this price shall be allowed without the express written consent of the District. The District shall have no obligation to grant this consent and may deny consent to any price increase, in its sole discretion.
- 4. Payment for Work. CANYON HYDRO shall bill the District monthly for all labor and materials provided during the previous month. All billings shall include a complete description of all work completed during the previous month, including hours and costs of each person performing the work and shall also include a detailed description of progress to date on each task of work described in Exhibit "A". All bills shall be subject to review and approval by the District. Invoices approved by the District will be paid on a monthly basis thirty (30) days after the invoice has been approved by the District. The District shall have no obligation to pay for any work not expressly approved by the District. The District's approval shall not be unreasonably withheld. CANYON HYDRO shall provide the District with any additional information requested by the District from time to time to support any item contained on an invoice no later than seven (7) days after a written request for this information from the District.
- 5. <u>Extra Work</u>. The District may request additional work or services from CANYON HYDRO from time to time, as the District shall determine, in its sole discretion. CANYON HYDRO shall not commence any extra work without a written change order expressly approved by the District, in writing. Work performed by CANYON HYDRO without an approved change order signed by the District will not be paid for by the District. In the event the District determines that additional work is justified, the parties shall agree on the additional work to be performed and the price to be paid for this additional work prior to commencement of any additional work by

CANYON HYDRO. It is understood by the parties that CANYON HYDRO shall not be entitled to any payment for extra work unless the District determines that it desires extra work to be performed and a written change order has been executed by the parties. Attached as Exhibit "B" is the Request for Additional Work Form required by the District for all requests for additional work or task transfers.

- 6. Standard of Care. In performing all work and services required by this Agreement, CANYON HYDRO agrees to use the highest degree of skill and expertise ordinarily exercised, under similar circumstances, by a [INSERT CANYON HYDRO TYPE] with expertise in [EXPERTISE] and the other services described in the Scope and Cost Proposal attached as Exhibit "A". As a material term of this Agreement, CANYON HYDRO warrants and represents that it has secured all licenses required by federal or California law to perform all work and services required by this Agreement. CANYON HYDRO agrees to perform all work required by this Agreement at all times in strict accordance with all applicable federal, state, and local laws and regulations which apply to the labor or materials being provided.
- 7. Work Performance Standards. CANYON HYDRO agrees to perform all work and services required by this Agreement in a manner which complies with all federal and state health and safety standards and in a manner which avoids damage or injury to any real or personal property of any person or entity, including any real or personal property of the District. CANYON HYDRO agrees to perform the work at all times in a manner which avoids the creation of any trespass or private or public nuisance during conduct of the work.
- 8. <u>Liability for Work of Agents, Independent Contractors, and Subcontractors.</u>
 CANYON HYDRO shall be solely liable and responsible for all labor and materials provided by any director, officer, agent, employee, subcontractor, supplier, or independent contractor hired or retained by CANYON HYDRO to perform any work or to provide any materials or supplies. The District shall have no liability whatsoever for any work or services performed or any materials or supplies provided by CANYON HYDRO or its directors, officers, agents, employees, subcontractors, suppliers, or independent contractors.

- 9. <u>Time for Completion of Services</u>. As a material term of this Agreement, CANYON HYDRO agrees to complete all work and services required by this agreement by no later than June 30, 2023. The breach of this paragraph shall constitute a material breach of this Agreement.
- 10. <u>District Termination Right</u>. The District shall have the express right to terminate this Agreement at any time without cause by giving seven (7) consecutive days advance written notice to CANYON HYDRO. This Agreement shall be automatically terminated without further action of any party upon expiration of the seven (7) day period. Promptly upon receipt of any termination notice from the District, CANYON HYDRO shall cease all further work and services, except as otherwise expressly directed by the District in the written termination notice. In the event the District exercises its termination right, CANYON HYDRO shall be paid only for work and services performed and approved by the District to the date this Agreement terminates. The District shall have the express right to withhold any payment otherwise due CANYON HYDRO to correct any labor or materials determined to be defective by the District at the time of termination. All plans, maps, drawings, reports, designs, or other writings of any type or nature prepared by CANYON HYDRO as a result of this Agreement shall become and remain the sole property of the District. All such writings shall be provided to the District not later than seven (7) consecutive days after termination of this Agreement for any reason. All labor, supplies, work and materials provided by CANYON HYDRO in conjunction with this Agreement shall become and remain the sole property of the District.
- Hazardous and Toxic Waste. For purposes of this section, the term "hazardous or toxic waste" means any solid, liquid, or gaseous product classified as a hazardous or toxic waste under any federal, state, or local laws, rules, regulations, or ordinances, and all gas and oil products and by-products of every kind or nature. CANYON HYDRO shall be solely liable and responsible for the proper clean-up and removal of all hazardous or toxic waste used, handled, stored, or spilled by CANYON HYDRO or any director, officer, agent, employee, subcontractor, independent contractor or representative of CANYON HYDRO. CANYON HYDRO shall pay all fees, costs, expenses and fines necessary to clean-up or remediate any hazardous or toxic waste for which CANYON HYDRO is liable under this paragraph in strict accordance with all federal, state and local laws, rules and regulations at CANYON HYDRO's sole cost and expense. CANYON

HYDRO shall not be liable for any hazardous or toxic waste used, handled, stored or spilled by the District or its directors, officers, employees or contractors.

In the event any third party, including any regulatory agency, brings any claim or cause of action against the District to clean-up or remediate any hazardous or toxic waste for which CANYON HYDRO is liable under this section, CANYON HYDRO shall also indemnify and hold harmless the District and its directors, officers, agents, and employees from all claims, actions, losses, costs, fees, expenses, fines, and penalties, of whatever type or nature, including all costs of defense and attorneys fees, upon written demand for indemnity from the District.

- 12. <u>Independent Contractor</u>. As a material term of this Agreement, it is expressly agreed between the parties that CANYON HYDRO is performing all work and services for the District pursuant to this Agreement as an independent contractor and not as an agent or employee of the District. The parties further agree and acknowledge that the District expects CANYON HYDRO to make its own independent determination of the means and methods to perform all work required by this Agreement, and will not be directed as to any of these means or methods by the District.
- 13. <u>Conflicts of Interest Prohibited.</u> As a material term of this Agreement, CANYON HYDRO shall not in any way attempt to use its position to influence any decision of the District in which it knows, or has reason to know, its has a financial interest other than the compensation provided in this agreement. As a material term of this Agreement, CANYON HYDRO warrants and represents that it does not, to the best of its knowledge, have any economic interests which would conflict with any of its duties under this Agreement. CANYON HYDRO agrees not to secure any economic interest during the performance of this Agreement which conflicts with its duties to the District under this Agreement.
- 14. <u>Breach</u>. The breach of any term or provision of this Agreement by CANYON HYDRO shall constitute a material breach of this Agreement.
- 15. <u>District Remedies for Breach</u>. In the event CANYON HYDRO breaches any term, covenant, or condition of this Agreement or fails to perform any work or services required by this

Agreement, the District shall be entitled to elect all or any of the following remedies at the District's sole option:

- 15.1 <u>Unilateral Termination</u>. Unilaterally terminate this Agreement by written notice to CANYON HYDRO. Upon election of this remedy by the District, Paragraph 10 governing District Termination Right shall apply; or
- 15.2 <u>Specific Enforcement</u>. Enforce any provision of this Agreement by specific performance. If this remedy is elected by the District, CANYON HYDRO agrees that specific performance is appropriate and reasonable given the unique and special services being performed by CANYON HYDRO and expressly waives the right to contest the right of the District to seek specific performance in any subsequent action or proceeding between the parties; or
- 15.3 File suit against CANYON HYDRO for damages arising from breach of this Agreement. In the event the District elects this remedy, it shall be entitled to recover all damages authorized by law; and/or
- 15.4 The District shall be entitled to withhold such amounts as the District determines are appropriate, in its sole discretion, to complete the work or services required by this Agreement, or to correct any labor or materials resulting from CANYON HYDRO's negligence.

In the event the District is required to pay any sum or amount to complete any labor or materials services required by this Agreement, or to correct any labor or materials resulting from CANYON HYDRO's negligence, amounts paid by the District shall earn interest at the rate of one percent (1%) per month from the date of payment until the District is repaid in full.

- 16. <u>Insurance</u>. At all times during the term of this Agreement, CANYON HYDRO must maintain a commercial liability insurance policy, workers' compensation insurance, and professional liability insurance in strict accordance with all terms of this paragraph. The insurance required by this paragraph shall be provided as follows:
- 16.1 <u>Liability Insurance</u>. Following execution of this Agreement, and prior to commencement of any work, CANYON HYDRO shall provide the District with proof of liability insurance coverage with an insurance company licensed to do business in the State of California

and acceptable to the District, providing \$1,000,000 of coverage per occurrence and \$2,000,000 minimum aggregate. The liability insurance coverage shall include each of the following types of insurance:

A. General Liability:

- 1. Comprehensive Form
- 2. Premises-Operations
- 3. Explosion and Collapse Hazard
- 4. Underground Hazard
- 5. Projects/Completed Operations Hazard
- 6. Contractual Insurance
- 7. Broad form Property Damage, Including Completed Operations
- 8. Independent Contractors
- 9. Personal Liability

B. Auto Liability

- 1. Comprehensive Form
- 2. Owned
- 3. Hired

The policy shall include contractual coverage sufficiently broad to insure the matters set forth in the section entitled "Indemnity" in this Agreement. The deductible amount shall not exceed \$5,000.00. Also included in such insurance shall be a "cross-liability" or "severability of interest" clause.

- 16.2 <u>Workers' Compensation Insurance</u>. Following execution of this Agreement and prior to commencement of any work, CANYON HYDRO shall submit proof of insurance showing they have obtained, for the period of the agreement, full workers' compensation insurance coverage for no less than the statutory limits covering all persons whom CANYON HYDRO employs or may employ in carrying out the work under this agreement.
- 16.3 <u>Professional Liability Insurance</u>. Following execution of this Agreement, and prior to commencement of any work, CANYON HYDRO shall provide the District with proof of professional liability insurance with an insurance provider licensed to do business in the State of California, providing \$1,000,000 of coverage per occurrence and \$2,000,000 minimum aggregate. This insurance shall have a deductible not to exceed \$5,000.
- ACORD Certificate of Liability Insurance and Additional Insured Endorsements. All insurance required by Paragraph 16.1, 16.2, and 16.3 of this agreement shall be submitted on an ACORD Certificate of Liability Insurance. Insurers must be authorized to do business and have an agent for service of process in the State of California and have an 'A'

financial strength rating and a financial size rating of at least Class VI in accordance with the most current A.M. Best's Rating Guide. Additional Insured Endorsements must be provided for the Liability Insurance called out in Paragraph 16.1 with the Olivenhain Municipal Water District (District), the District's Engineer/Architect, the District's Representatives, CANYON HYDROs, and each of the District's Directors, Officers, Agents, and Employees named as additional insureds. The insurance must include a Waiver of Subrogation and must be Primary and non-Contributory. The additional insured endorsements must be provided on Form CG 20 10 10 01. The insurance certificate and endorsements shall be cancelable with notice delivered to the District in accordance with the policy provisions.

- 17. <u>Job Site Safety</u>. CANYON HYDRO shall be solely liable and responsible for complying with all federal, state and local laws, rules and regulations pertaining to job safety for all agents, employees, subcontractors, suppliers, and independent contractors retained by CANYON HYDRO to perform any work or services or to provide any materials required by this Agreement. However, CANYON HYDRO shall not be liable or responsible for overall job site safety or the job site safety for any workers or agents employed by any construction contractor performing any work for the District on any construction project.
- 18. <u>Indemnity</u>. As a material term of this Agreement, CANYON HYDRO agrees to hold harmless, indemnify, and defend the District and its directors, officers, employees, agents, and representatives from and against any and all demands, liability, claims, suits, actions, damages, costs, fees, expenses, fines, and penalties, of whatever type or nature, including, but not limited to, reasonable attorney fees, to the extent arising out of, pertaining to, or relating to the willful misconduct, recklessness, or negligence of CANYON HYDRO, including its directors, officers, employees, agents, subcontractors, sub-consultants, suppliers, independent contractors, or other persons and entities employed or utilized by CANYON HYDRO in the performance of this Agreement. In the event that any administrative proceeding, litigation or arbitration is instituted naming the District or any other indemnified parties as a defendant, the District and such other indemnified parties shall be entitled to appoint their own independent counsel to represent them, and CANYON HYDRO agrees to pay all reasonable attorneys fees, expert fees and costs, and litigation costs associated with this defense within thirty (30) days of any billing; provided

however, that the CANYON HYDRO 's obligation shall be limited as provided by Civil Code Section 2782.8 to the extent that the CANYON HYDRO establishes its proportionate percentage of fault by stipulation of all the parties to the proceeding or a final adjudicatory determination.

19. Miscellaneous Provisions.

- 19.1 <u>California Law Governs</u>. This Agreement shall by governed by California law.
- 19.2 <u>Jurisdiction and Venue</u>. In the event of any legal or equitable proceeding to enforce or interpret the terms and conditions of this Agreement, the parties agree that jurisdiction and venue shall lie only in the federal or state courts in or nearest to the North County Judicial District, County of San Diego, State of California.
- 19.3 <u>Modification</u>. This Agreement may not be altered in whole or in part except by a written modification approved by the Board of Directors of the District and executed by all the parties to this Agreement.
- 19.4 <u>Attorneys' Fees</u>. In the event any arbitration, action or proceeding is initiated to challenge, invalidate, enforce or interpret any of the terms of this Agreement, the prevailing party shall be entitled to all attorneys' fees, all expert fees and costs, and all litigation fees, costs, and expenses in addition to any other relief granted by law. This provision shall apply to the entire Agreement.
- 19.5 Entire Agreement. This Agreement, together with all exhibits attached hereto, contains all representations and the entire understanding between the parties with respect to the subject matter of this Agreement. Any prior correspondence, memoranda, or agreements, whether or not such correspondence, memoranda or agreements are in conflict with this Agreement, are intended to be replaced in total by this Agreement and its exhibits. CANYON HYDRO warrants and represents that no District representative has made any oral representations or oral agreements not contained in this Agreement. CANYON HYDRO further warrants and represents that CANYON HYDRO has not relied upon any oral statements or promises made by any District representative or agent in executing this Agreement. The parties mutually declare that

this Agreement and its exhibits constitute a final, complete and integrated agreement between the parties.

- 19.6 <u>Prohibition on Assignment</u>. CANYON HYDRO shall not be entitled to assign or transfer all or any portion of its rights or obligations in this Agreement without obtaining the express prior written consent of the District. The District shall have no obligation to give its consent to any assignment and may deny any requested assignment, in its sole discretion.
- 19.7 <u>Binding Effect</u>. This Agreement shall inure to the benefit of and be binding upon the parties and on their respective purchasers, successors, heirs and assigns.
- 19.8 <u>Unenforceable Provisions</u>. The terms, conditions, and covenants of this Agreement shall be construed whenever possible as consistent with all applicable laws and regulations. To the extent that any provision of this Agreement, as so interpreted, is held to violate any applicable law or regulation, the remaining provisions shall nevertheless be carried into full force and effect and remain enforceable.
- 19.9 <u>Representation of Capacity to Contract</u>. Each party to this Agreement represents and warrants that he or she has the authority to execute this Agreement on behalf of the entity represented by that individual. This representation is a material term of this Agreement.
- 19.10 Opportunity to be Represented by Independent Counsel. Each of the parties to this Agreement warrants and represents that it has been advised to consult independent counsel of its own choosing and has had a reasonable opportunity to do so prior to executing this Agreement.
- 19.11 <u>No Waiver</u>. The failure of either party to enforce any term, covenant or condition of this Agreement on the date it is to be performed shall not be construed as a waiver of that party's right to enforce this, or any other, term, covenant, or condition of this Agreement at any later date or as a waiver of any term, covenant, or condition of this Agreement. No waiver shall occur unless the waiver is expressly stated in writing and signed by the person for the party having the authority to expressly waive the benefit or provision, in writing. No oral waivers shall be effective against either party.

19.12 <u>No Joint Venture and No Third Party Beneficiaries</u>. Nothing in this Agreement is intended to create a joint venture, partnership or common enterprise relationship of any kind between the District and CANYON HYDRO. No third parties shall be construed as beneficiaries of any term, covenant or provision of this Agreement.

19.13 <u>Time of Essence</u>. The parties agree that time is of the essence as to all matters specified in this Agreement. The parties mutually declare that this is a material term of this Agreement.

19.14 <u>Notices</u>. All letters, statements, or notices required pursuant to this Agreement shall be deemed effective upon receipt when personally served, transmitted by facsimile machine, or sent certified mail, return receipt requested, to the following addresses or facsimile numbers:

To: "CANYON HYDRO"
FULL NAME
Attn:
ADDRESS
CITY, STATE, ZIP
Fax No. :(XXX) XXX-XXXX

To: "District"

Olivenhain Municipal Water District Attn: General Manager 1966 Olivenhain Road Encinitas, California 92024

	19.15	<u>Effective</u>	Date.	The	effective	date	of this	s Agreement	executed in
counterparts in	n Olive	nhain, Cali	fornia, v	within	the North	Coun	ty Judio	cial District, C	County of San
Diego, State o	f Califo	ornia, is					_, 2022.		
Dated:		_, 2022	Ola		in Munici public age		ater Dis	trict,	
				В	y: Kimber Genera	rly A.	Thorne		
Dated:		_, 2022		С	ANYON I	HYDR	RO		
			(В	y:				
				T	itle:				

EXHIBIT "A"



December 20, 2021

Mr. Evan DeWindt Olivenhain Municipal Water District Escondido, CA

Dear Evan,

Thank you for your continued interest in working with us on the hydroelectric power units at Olivenhain. It was a pleasure to meet you and your team at site and we are looking forward to assisting as you keep these generating properly well into the future.

As discussed, the units are in decent mechanical condition but should be stripped down and recoated. In that process, we think it is prudent to repair stay vane damage, replace the turbine bushings & seals, and recondition the generator.

The basic sequence proposed is shown on page 4. The generator recondition scope is listed on page 5.

Based on our conversations in December '20 and more recent conversations with George Briest in Dec '21, our proposal is based on the work occurring, one unit at a time, over two calendar years.

It is our understanding that a general contractor will be handling the removal and installation of the equipment; therefore, we have taken those costs out of our proposal. We have added provisions to provide a Canyon representative for 10 days (total) to supervise the installation of both units, and provide 4 days startup support, which would include a 2 hr training session to OMWD staff on basic O&M topics.

If the actual time onsite is greater than this, additional onsite days would be billed according to our Field Service Rates.

-Price for the two unit basic overhaul scope as described is \$383,072.00.

Normal Terms:

10% deposit with project award to allow purchase of replacement parts

35% before shipment of completed Unit #1

10% upon successful startup of Unit #1

35% before shipment of completed Unit #2

10% upon successful startup of Unit #2

The repair scope included covers damage noted during the visual inspection. This is specifically limited to:

- 1. weld repair and profiling of corroded stay vanes
- 2. replacement wicket gate bushings, seals, and locking devices (B-locs)
- 3. rebuild of mechanical seal
- 4. full recoating of turbine
- 5. pressure test of assembled turbine
- 6. assembly of generator to turbine

- 7. supervision of assembly
- 8. commissioning

If additional damage is found during the disassembly, it will be reported and the repairs quoted.

In addition to the basic overhaul, we feel we could reduce the internal and external corrosion by about 75% with a few practical changes. I've listed our recommendations below for your consideration.

- The current wicket gate B-locs are Fenner's standard steel finish and are heavily corroded. To increase the corrosion resistance against the chlorinated environment, B-Loc is recommending these be replaced with new units that are coated with thin, dense chrome. This would include both the body and the tensioning screws.
- It's apparent that all the threaded ports on the spiral case are beginning to rust internally.
 This is expected as it's not practical to get coating down into the actual threads. To
 combat this, we are suggesting replacing all the steel ports with stainless steel. We
 budgeted to just replace those on the spiral case, but could expand that to cover the inlet
 and outlet piping if desired.
- There are several spots around the turbine that are showing signs of corrosion between
 the mating faces of two components, primarily the cleanouts. These surfaces were
 originally coated with primer and have likely since been removed by the chlorine,
 exposing bare steel. To rectify this, we are proposing the following steps:
 - For each of the clean out covers, we suggest cutting off the steel cap and replacing it with stainless. The wet surface inboard of the o'ring would then be recoated with the Scotchkote. The stainless will prevent corrosion from forming outboard of the o'ring around the bolt holes.
 - On the steel cleanout bases, we would wrap the Scotchkote up onto the mating/sealing face. We can use Scotchkote on these faces since its application is similar to that of powder coating, which creates an impervious bond to the base metal. We don't advise using epoxy paint here; as there is risk that the water can tunnel under the coating, causing leaks.
 - For the removable draft tube, we would apply the Scotchkote to the upper and lower most faces, which are currently primer/bare. For the face that mates to the bottom plate, we would machine a small relief into the face, up to the o'ring diameter. This would allow us to add some coating to the portion outboard of the o'ring, without interfering with the alignment of the draft tube.
- It appears there is some corrosion starting internally between the head cover/bottom
 plate and the stay ring bore. This can be reduced by turning the major diameter,
 downstream of the oring, creating a relief for coating to be added. The machined
 relief will be deep enough to allow the coating to not make contact with the stay ring
 bore.



Replace the draft tube slip rings with ones made from stainless. This will remove two
additional surfaces that are subject to corrosion.

-Cost for the corrosion modification as described is \$48,000. This covers both units.

We have some flexibility with the schedule, but suggest our scope would take 2 months per unit.

I would be pleased to discuss this with you further. Please contact me with any questions.

Best regards,

Brett W. Bauer

Brett W. Banes

OLIVENHAIN OVERHAUL PLAN/SEQUENCE

Task	Responsibility
prepare building	OMWD
electrical disconnections unit #1	OMWD
remove hatch	OMWD
provide crane	OMWD
mobilize tools/crew	OMWD
unbolt unit #1 turbine/generator	OMWD
lift to trailer	OMWD
secure to trailer	СН
transport to Canyon	СН
coat embedded parts, as necessary	OMWD
overhaul generator	СН
overhaul turbine (replace bushings, recoat)	СН
overhaul mechanical seal	СН
reassembly unit #1	СН
ship to site	СН
lift to powerhouse	OMWD
install unit #1	OMWD
supervision of install	СН
electrical connections unit #1	OMWD
startup assistance	СН
electrical disconnections unit #2	OMWD
unbolt unit #2 turbine/generator	OMWD
lift to trailer	OMWD
secure to trailer	СН
transport to Canyon	СН
coat embedded parts, as necessary	OMWD
overhaul generator	СН
overhaul turbine (replace bushings, recoat)	СН
overhaul mechanical seal	СН
reassembly unit #2	СН
ship to site	СН
lift to powerhouse	OMWD
install unit #2	OMWD
supervision of install	СН
electrical connections unit #2	OMWD
startup assistance	СН
OMWD	Olivenhain Municipal Water District
СН	Canyon Hydro



Generator Recondition Scope

Disassemble inspect and perform incoming electrical testing Measure and record machine fits Clean and dry all parts stator/rotor Core loss test stator Check TIR for straightness AWA test stator winding Growl test rotor Dynamically balance Test and dip and bake the stator winding. Prepare and paint all parts stator and rotor for assemble Install new ball bearings (DE) Install new thrust bearing (ODE) Assemble and perform no load testing. Measure and record vibration reading on the test floor Paint and prepare for shipping Deliver back to Canyon

EXHIBIT "B"

Olivenhain Municipal Water District Request for Additional Work

(Includes Authorization to Perform Additional Services and Inter-Task Transfers)

Consultant name			Request #	
Project name			Date Required	
Project Task		Current Budget	Change	Revised Budget
				\$0.00
				\$0.00
				\$0.00
Total Contract C	hange Amount		\$0.00	\$0.00
	Original Businest Businest			
	Original Project Budget Prior requests approved			
	This request	\$0.00)	
	Revised Project Budget	Ψ0.00		
	I change(s), please attach supporti	ng documentation		
Signature of consulta	nt representative	e-mai	l	Date
Email the comp	leted form to tgarnica@olivenhai	in.com or mail to 1966 on the only below this line	Olivenhain Rd., Encini	tas, CA. 92024
Approved by				Date
D120115 Workorder number(s)	to charge		-	22AGRXXX OMWD Record No.
Originating D	Original to Gene	eral Manager Copies to Project Acct		



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

Subject: CONSIDER ADOPTION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF

THE OLIVENHAIN MUNICIPAL WATER DISTRICT HONORING KIMBERLY A.

THORNER FOR 25 YEARS OF DEDICATED SERVICE

Purpose

The purpose of this item is to consider the attached Resolution for presentation to General Manager Kimberly A. Thorner for her 25 years of service.

Recommendation

Staff recommends that the Board approve the attached Resolution.

Background

Traditionally and as part of the "Employee Service Recognition and Retirement Guidelines," District employees receive resolutions upon attaining 25 years of service and/or upon retiring with more than 20 years of service. Several Managers provided input and humor into this Resolution, in keeping with the General Manager's style.

Attachment: Resolution 2022-xx

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT HONORING KIMBERLY A. THORNER FOR 25 YEARS OF DEDICATED SERVICE

WHEREAS, the Olivenhain Municipal Water District is a public agency of the State of California, organized and existing in accordance with the Municipal Water District law of 1911, Section 71000 of the Water Code of the State of California; and

WHEREAS, KIMBERLY A. THORNER has served the Olivenhain Municipal Water District (District) for 25 years and has continued the legacy of pure excellence; and

WHEREAS, KIMBERLY A. THORNER has served in roles overseeing all aspects of the District since starting at OMWD and is the fourth General Manager of OMWD and the first woman in that role; and

WHEREAS, KIMBERLY A. THORNER was the Project Manager for the Olivenhain Water Storage Project and was the first lawyer in the history of OMWD to sign engineering plans for the Olivenhain Water Treatment Plant upon its completion; and

WHEREAS, KIMBERLY A. THORNER has negotiated every Memorandum of Understanding with the employees of the District on behalf of management since 1997; and

WHEREAS, KIMBERLY A. THORNER has embodied the spirit of healthy competition, much like her favorite team, the New England Patriots; and

WHEREAS, KIMBERLY A. THORNER's efforts have led to the stability and growth of OMWD over the years, with OMWD achieving a AAA bond rating, Best Places to Work Awards, Transparency and Leadership Awards, and maintaining excellent customer service with water rates among the lower half in the region; and

WHEREAS, KIMBERLY A. THORNER has demonstrated her desire to mock and tease engineers regarding their personality and behaviors at every public opportunity available; and

WHEREAS, KIMBERLY A. THORNER holds such titles including, Queen Lady of Water, El Jefe, Mom, and Boss of the Universe (which she says she wants to be when she grows up); and

WHEREAS, KIMBERLY A. THORNER has led the North County Water Reuse Coalition and always comes to the table with a collaborative approach to projects, employees, and customers...except when it comes to carpooling – she will ALWAYS drive; and

WHEREAS, KIMBERLY A. THORNER has represented OMWD over the years in leadership roles, giving back to the water community as the longest serving Chair of the San Diego Local Agency Formation Commission Advisory Committee, as an officer of WateReuse California, as a representative to the San Diego County Water Authority Board of Directors, as a representative for Region 10 to the Association of California Water Agencies Federal Affairs Committee, as a board member of the American Membrane Technology Association, as a Chair of the San Diego

RESOLUTION NO. 2022-01 continued

North Economic Development Council, and as a Committee Member with San Diego Chapter of Water for People; and

WHEREAS, KIMBERLY A. THORNER continues to make mother proud by having an eagle eye and possessing superhero-like editing skills; and

WHEREAS, KIMBERLY A. THORNER is one with the Force. And the Force is with her.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:

<u>Section 1</u>: The Board of Directors, on behalf of the ratepayers of the District and the employees, do hereby express their appreciation and honor KIMBERLY A. THORNER her 25 years of dedicated public service and commitment to serve the Olivenhain Municipal Water District.

PASSED, ADOPTED AND APPROVED at a regular meeting of the Board of Directors on the 19th day of January 2022.

Lawrence A. Watt, President Board of Directors Olivenhain Municipal Water District

ATTEST:

Robert F. Topolovac, Secretary
Board of Directors
Olivenhain Municipal Water District



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Joey Randall, Assistant General Manager

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER A PRESENTATION ON THE SAN DIEGUITO VALLEY BRACKISH

GROUNDWATER DESALINATION PROJECT ECONOMIC FEASIBILITY

CONSIDERATIONS (INFORMATIONAL ITEM)

Purpose

The purpose of this agenda item is to introduce the board to the economic feasibility considerations for the San Dieguito Valley Brackish Groundwater Desalination Project and gather board comments on certain factors and assumptions, before the economic analysis is completed.

Recommendation

This is an informational item to introduce the economic analysis. A complete presentation on the results of the economic analysis will be provided at the March 30, 2022 Special Board Meeting. At that time, the board will have another opportunity to provide comments and input on the project and the economic analysis.

Alternative(s)

The board can choose to postpone any discussion of the economic analysis until the March 30, 2022 Special Board Meeting. However, the economic analysis is somewhat

involved and staff believes the March workshop will be more productive if some of the key concepts are introduced early, providing the board the opportunity to comment and additional time for consideration.

Background

OMWD receives 100 percent of its potable water supply from the San Diego County Water Authority. The main sources are the San Joaquin – Sacramento Bay Delta, and the Colorado River. These sources are distant from OMWD and face regulatory, drought, and climate-change challenges. For these reasons, OMWD has been investigating opportunities to diversify its water supply portfolio, by developing supplies that are locally-controlled, reliable, and cost-competitive. Currently, the local potable supply opportunities include desalinated seawater and brackish groundwater desalination.

In 2008, the board directed staff to investigate brackish groundwater desalination opportunities, instead of purchasing potable water directly from the Carlsbad Seawater Desalination Plant. The direction at that time was to seek brackish desalination within OMWD's control at cost equal to or less than the cost of Carlsbad Desalinated water, which OMWD had been a partner in and could have elected to receive Carlsbad Desalination water as local supply.

A 2010 opportunities and constraints report identified brackish groundwater desalination opportunities in both the San Elijo and San Dieguito Groundwater basins.

OMWD received United States Bureau of Reclamation funding and in 2016 completed a feasibility report that concluded the San Elijo Basin was potentially feasible, pending additional hydrogeologic and environmental investigations.

OMWD was awarded State of California grant funding and in 2017 completed a feasibility study of the San Dieguito Basin. The study concluded that the project was technically feasible and that potable water could be produced at a cost that was less than desalinated seawater, and competitive with imported water.

OMWD was awarded additional State of California and Metropolitan Water District of Southern California grant funding and in 2020 completed a 12-month pump test in the San Dieguito Basin. The resultant 2021 Hydrogeologic Report confirmed the feasibility study results and identified the study identified minor impacts to the groundwater basin that can be mitigated at reasonable costs. The results were presented to the board in April 2020 and to the stakeholders and public a week later. At the April 2021 Board Meeting, staff identified several investigations that would be conducted in fiscal year

2022. Preliminary results from these investigations are now underway and will be presented to the board at its Special Meeting in March 2022 for review and discussion.

Doug Gillingham, of Gillingham Water Planning and Engineering, Inc, has prepared the economic analysis framework. There are two areas where Gillingham Water provides special expertise that is unique and particularly valuable to OMWD; economic analysis, and clear well-documented presentation to executive leadership, and board of directors, for decision support.

Gillingham Water has recently assisted several water agencies with economic analysis and decision support for important water infrastructure including:

- \$5B SDCWA Regional Conveyance System (OMWD Board Presentation August 19, 2020)
- \$130 \$150M Vista Flume Replacement for Vista Irrigation District
- \$100M+ Water Supply Alternatives for Sweetwater Authority

Gillingham Water has provided assistance to OMWD with several aspects of the groundwater studies for both the San Elijo and San Dieguito groundwater basins. Additionally, they prepared a feasibility study of the Mission Valley Brackish Groundwater Desalination Project for the City of San Diego and were the lead author for the San Diego Formation Groundwater Sustainability Plan.

Fiscal Impact

Funding for this work was included in fiscal year 2022 budget approved by the Board of Directors. Gillingham Water was selected for this work under administrative code section 6.9.C and their contract amount is \$48,200.

Discussion

The San Dieguito Valley Brackish Groundwater Desalination Project is OMWD's largest potential capital project, currently budgeted at \$42,000,000. This project supports OMWD's historical goal of obtaining 30 percent of its water supply from local sources.

The scope of the Economic Analysis Study includes:

- Review of project background information
- Review of typical OMWD financial planning assumptions
- Update of the 2017 construction cost estimate
- Construction of a spreadsheet model

- Development of planning scenarios and economic analysis
- Sensitivity testing of input variables
- Feasibility assessment
- Summary memorandum

The attached brief presentation includes:

- Project and study purpose
- Economic assessment approach
- No project point of comparison, continue with SDCWA supplies
- Evaluation Criteria
- The importance of SDCWA rate escalation assumptions

Doug Gillingham will deliver the attached presentation.

Attachments:

Presentation



San Dieguito Valley Brackish Groundwater Desalination Project

Feasibility Considerations and Board Input







Project Purpose / Study Purpose:

PROJECT PURPOSE:

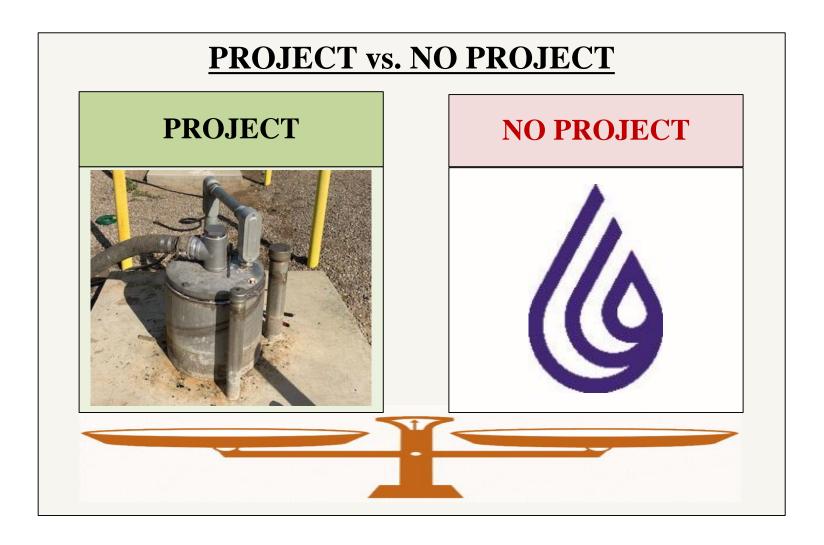
 Per Board direction, develop a new increment of local water supply from the San Dieguito groundwater basin to help meet the current and future needs of OMWD customers at a cost equal to or less than the cost of Poseidon desal water

STUDY PURPOSE:

- Assess economic and overall feasibility
- Provide clear and objective analysis sufficient to support a [confident] decision by the District on whether to proceed with the [\$42M] project

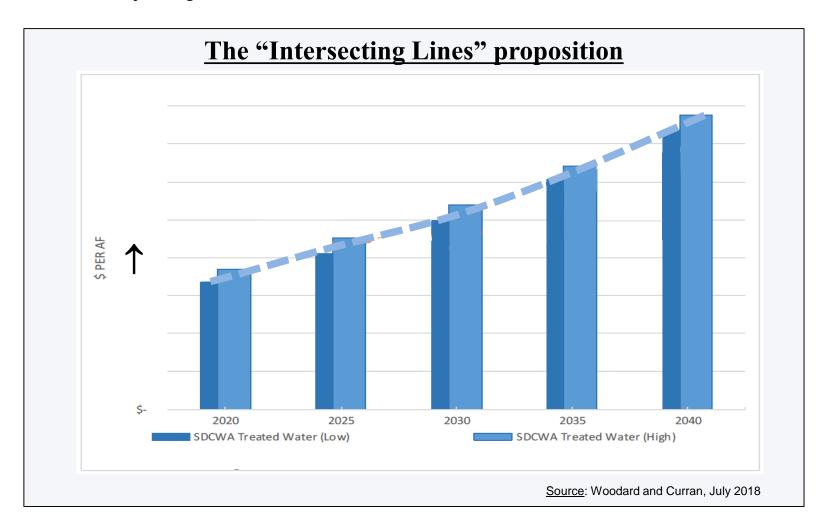


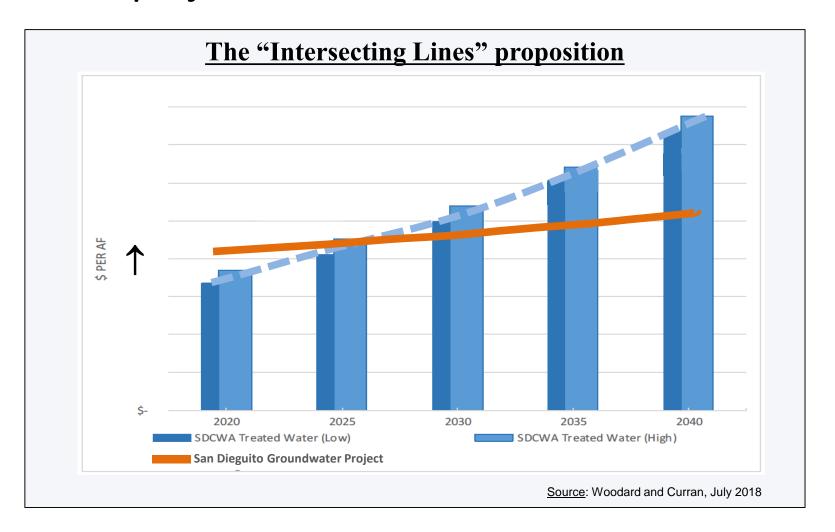
<u>Point of Comparison</u>: Weigh project costs and benefits against those of the <u>No Project alternative</u>

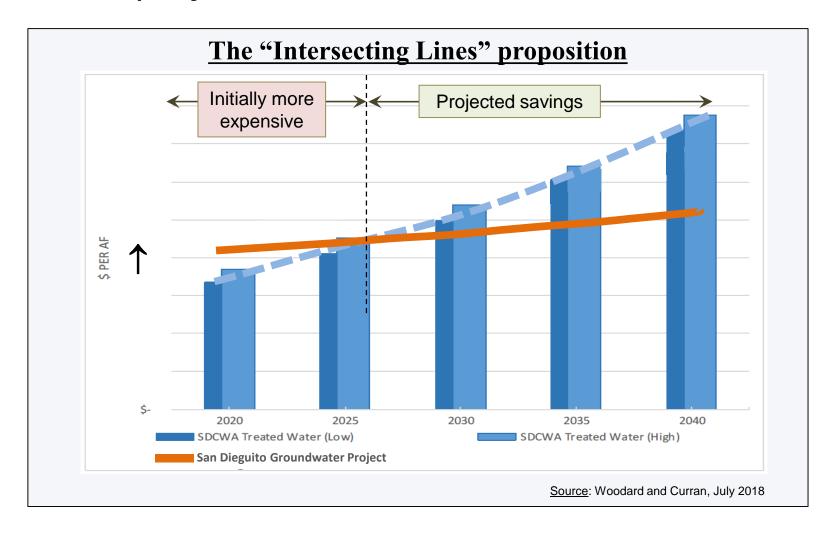


Evaluation Criteria: Consider both cost and non-cost factors

EVALUATION CRITERIA COST FACTORS NON-COST FACTORS (COSTS) (BENEFITS) Water Supply Economy Supply Reliability Ratepayer Economy Water Quality • Supply Diversification Environmental (other than SDCWA) Sustainability Local Control







SDCWA 10-YR. RATE FORECAST (from Draft LRFP, Aug. 2021)

"All-In" Rate Adjustments										
CY '23 CY '24 CY '25 CY '26 CY '27 CY '28 CY '29 CY '30 CY					CY '31	10 Yr CAGR				
2D - High	11.3%	9.7%	10.3%	7.5%	6.4%	5.2%	4.8%	4.4%	4.4%	7.07%
2D - Low	5.9%	3.7%	5.3%	4.5%	3.0%	3.5%	2.6%	2.7%	4.1%	3.91%

- SDCWA does not forecast beyond 10 years.
- Study will utilize sensitivity testing of alternative rate escalations.
- **Avoided Costs:** Study will account for possible future shift by SDCWA from variable to fixed rates.

QUESTIONS / INPUT

- Project and Study goals?
- Evaluation Criteria / assessment approach?
- Economic Feasibility / SDCWA rate escalation?
- Other?



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Jeff Anderson, Park Supervisor

John Carnegie, Customer Services Manager

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER SUMMARY OF FUNDING PURSUITS FOR ELFIN FOREST

RECREATIONAL RESERVE OVERFLOW PARKING LOT EXPANSION PROJECT

(INFORMATIONAL REPORT)

Purpose

The purpose of this agenda item is to provide the Board of Directors with information about funding pursuits for the Elfin Forest Recreational Reserve Overflow Parking Lot expansion project as requested by the board at its September 2021 meeting.

Recommendation

Staff does not recommend specific action beyond consideration of information presented in this informational report.

Alternative(s)

Not applicable; this informational report is being presented at the board's request.

Background

EFRR's usage has steadily risen since opening to the public in 1992. A dramatic spike in popularity was observed between 2005 and 2015. This increase in EFRR's visitor usage resulted in staff exploring options by which to expand parking capacity at EFRR. The 2014 EFRR Strategic Planning Committee also looked for solutions to EFRR's parking capacity issues. The committee explored alternatives such as an additional parking lot near the David C. McCollom Water Treatment Plant and shuttle services through the City of Escondido. These alternatives were ultimately abandoned for security and funding reasons.

In 2014 and 2015, staff worked with RECON for an environmental assessment of the existing parking areas, and engineering consultant Hoch Consulting to create a conceptual parking lot study. The assessment and study identified that OMWD has the ability to expand EFRR's Overflow Parking Lot from 15 to 65 spaces, which would offer significantly more parking capacity.

Given the estimated project cost in 2015 of approximately \$570,000, staff began applying for outside funding for this project. Since 2015, staff has applied to 12 different funding sources to pay for this project. Though the funding requests have in several cases advanced beyond the first stage of consideration, and some requests remain under consideration at present, OMWD's funding requests have, as yet, been unsuccessful. Feedback from grantors is included in the attached PowerPoint, but the bottom line is funding for recreational projects is very competitive. Projects that include land acquisition or new trail construction were often prioritized for funding over the Overflow Parking Lot Expansion Project. Additionally, while seeking outside funding, staff discovered that ingress/egress to the overflow parking lot traversed a 0.24-acre parcel that was owned by the County of San Diego, complicating grant applications in that OMWD did not own the entirety of the property it proposed to improve via the parking lot expansion project; OMWD completed acquisition of this parcel from the county in 2020.

Staff has repeatedly engaged grantor agencies, not only to refine the project and improve its competitiveness for grant funding, but to shape grant programs to increase the likelihood of funding for projects that improve access to recreational facilities. In a effort to make the project more competitive, staff reimagined the project in October 2020 and eliminated the paving component to lower the overall price of the project to \$404,000; however, the cost of this project is now approximately \$480K taking into consideration recent construction cost escalations. Although unsuccessful in achieving

grant funding to this point, staff will continue to seek outside funding for this project with the new lower project price.

Fiscal Impact

There is no direct fiscal impact to this informational report.

Discussion

Staff continues to seek funding for this project. A congressional earmark is under pursuit, and staff is currently applying for two California Parks and Recreation Grants for which the board considered resolutions earlier in board meeting. Staff has reimagined this project to reduce the overall cost in an effort to make it more appealing to grantors.

Attachments:

• Overflow Parking Lot Expansion Project PowerPoint



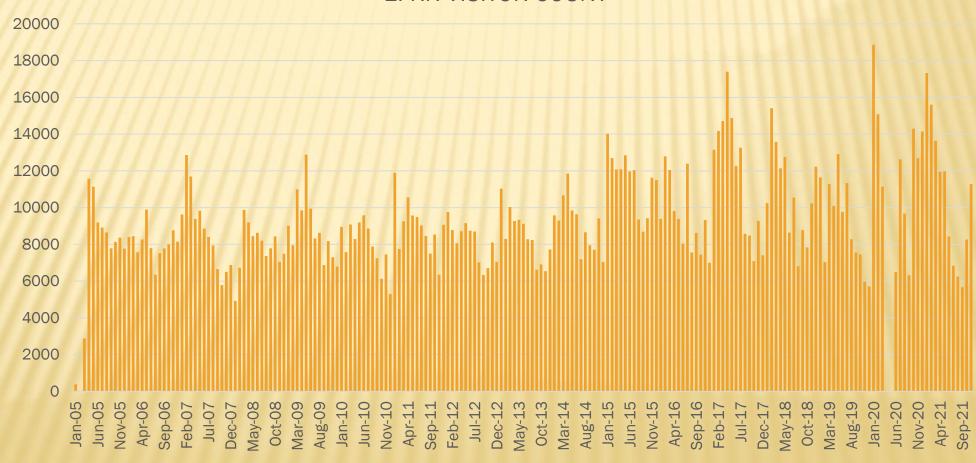


CONSIDER SUMMARY OF FUNDING PURSUITS FOR EFRR OVERFLOW PARKING LOT EXPANSION PROJECT JANUARY 19, 2022

EFRR VISITOR USAGE



EFRR VISITOR COUNT



PROJECT FUNDING BACKGROUND



DATE	GRANT NAME	GRANTOR NAME	Match Requirement	STATUS	NOTES
Sep-15	Recreational Trails Program	CA State Parks	12%	Not Selected for Funding	Extremely competitive; funding went to land acquisition and physical trail projects
Feb-19	Cultural, Community, and Natural Resources (Prop 68)	CA Natural Resources Agency	20%	Not Selected for Funding	Project advanced through multiple stages of selection process but less than 10% of submittals were selected for site visits
Mar-19	Recreational Trails Program	CA State Parks	12%	Ineligible	A small 0.24-acre portion of the overflow lot was owned by San Diego County. That land has since been purchased by OMWD.
Jun-19	Per Capita (Prop 68)	CA State Parks	0%	Ineligible	Ruled ineligible due to EFRR being located in an unincorporated area that is within an existing recreation and park jurisdiction (County Parks)
Aug-19	Park Land Dedication Ordinance (PLDO)	San Diego County Supervisor Desmond	TBD	Not Selected for Funding	In 2018, the type of park that PLDO money could be applied to was expanded to include passive recreations areas such as EFRR

PROJECT FUNDING BACKGROUND



DATE	GRANT NAME	GRANTOR NAME	Match Requirement	STATUS	NOTES
Oct-19	Recreational Trails and Greenways	CA Natural Resources Agency	20%	Not Selected for Funding	\$288 million in requests competing for \$27.7 million
Sep-20	Neighborhood Reinvestment Program	San Diego County	0%	Not Selected for Funding	Did not advance to second round of consideration
Nov-20	Community Development Block Grant Program	San Diego County Housing and Community Development Services	0%	Not Selected for Funding	Project in disadvantaged communities were prioritized for funding
Feb-21	Neighborhood Reinvestment Program	San Diego County Supervisor Lawson-Remer	TBD	Not Selected for Funding	Will be notified by Supervisor Lawson-Remer's office if more funding becomes available
Jun-21	Congressional Earmark	Dept of Housing and Urban Development	TBD	In Senate Committee	Included w Senator Feinstein's project summary and further supported by Senator Padilla

PROJECT FUNDING BACKGROUND



DATE	GRANT NAME	GRANTOR NAME	Match Requirement	STATUS	NOTES
Sep-21	San Diego County Board of Supervisors discretionary funding	San Diego County Supervisor Desmond	TBD	TBD	Submitting project to Supervisor Desmond for allocation of his discretionary funds
Dec-21	Bipartisan Infrastructure Law	Federal funding channeled locally through SDCWA	TBD	TBD	Included parking lot project in list of "shovel- ready" projects submitted to SDCWA
Jan-22 (pending)	Land & Water Conservation Fund	CA State Parks	50%	Application pending	
Feb-22 (pending)	Recreational Trails Program	CA State Parks	12%	Application pending	

QUESTIONS?







Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Jennifer Joslin, Human Resources Manager

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER ADOPTION OF AN ORDINANCE AMENDING THE OLIVENHAIN

MUNICIPAL WATER DISTRICT'S ADMINISTRATIVE AND ETHICS CODE (ARTICLE

5 – WORKING HOURS, EMPLOYEE BENEFITS)

Purpose

The purpose of this item is to update the District's Administrative and Ethics Code to reflect the changes approved with the new Memorandum of Understanding (MOU).

Recommendation

Staff recommends adoption of this Ordinance.

Alternatives

The Board could direct Staff as otherwise deemed appropriate; however, the Board previously approved the terms of the MOU at the December 15, 2021 Board meeting to be effective January 1, 2022.

Background

Staff provided the Board of Directors an update on the tentative agreement list in closed session at the November 17 Board meeting. The MOU was then discussed and approved by the Board in open session at the December 15, 2021 Board meeting.

Fiscal Impact

The fiscal impact of the terms of the MOU and corresponding Administrative and Ethics Code updates have been discussed and previously approved.

Discussion

Staff is available to answer any questions.

Attachments: Proposed Ordinance Exhibit A - Article 5

ORDINANCE NO. 4xx

AN ORDINANCE OF THE BOARD OF DIRECTORS OF OLIVENHAIN MUNICIPAL WATER DISTRICT AMENDING THE DISTRICT'S ADMINISTRATIVE AND ETHICS CODE (Article 5 – Working Hours, Employee Benefits)

BE IT ORDAINED by the Board of Directors of the Olivenhain Municipal Water District as follows:

<u>SECTION 1</u>: Article 5, Working Hours and Employee Benefits, Sections 5.1 through 5.52 of the District's Administrative and Ethics Code is hereby amended to read as shown in Exhibit A (attached).

PASSED, APPROVED AND ADOPTED at a regular meeting of Olivenhain Municipal Water District's Board of Directors held this 19th day of January 2022 by the following roll call vote:

AYES: NOES: ABSTAIN: ABSENT:	
ATTEST:	Lawrence A. Watt, President Board of Directors Olivenhain Municipal Water District
Robert F. Topolovac, Secretary Board of Directors Olivenhain Municipal Water District	

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OLIVENHAIN MUNICIPAL WATER DISTRICT

Title: WORKING HOURS – EMPLOYEE BENEFITS

5

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ARTICLE 5. WORKING HOURS, EMPLOYEE BENEFITS

Sec. 5.1. revised via Ordinance No. 411 / December 11, 2013

Sec. 5.1. Hours of Work – Administrative staffOffice. The regular effice—hours for administrative staff shall be 7:30 A.M. to 5:30 P.M. per the 9/80 hybrid schedule approved by the General Manager; however, the office shall be open to the public Monday through Friday from 8:00 A.M. to 5:00 P.M. The office shall remain open during the lunch period and during the rest periods. Individual employees may have their work schedule, lunch period schedule, and rest periods begin or end at different times upon approval of the General Manager or his/her designee. The work week shall end 4 hours into an employee's shift on the last day for those employees on a 9/80 schedule. Administrative staff shall be split on Fridays off for coverage purposes.

Sec. 5.2. revised via Ordinance No. 411 / December 11, 2013

Sec. 5.2. Hours of Work – Operations/Field staff. The regular work hours for the field staff and the Operations Department personnel shall be from 6:30 A.M. continuously to 4:00 P.M. per the 9/80 hybrid schedule. The work hours for plant positions on a 4/10 schedule shall be from 6:00 A.M. to 4:30 P.M. The work hours for non-plant positions on a 4/10 schedule shall be from 6:30 A.M. to 5 P.M. as outlined in the current MOU. Individual employees may have their work schedule, lunch period schedule, and rest periods begin or end at different times upon approval of the General Manager or his/her designee. The work week shall end 4 hours into an employee's shift on the last day for those employees on a 9/80 schedule. The work week shall end at midnight on Tuesday for plant employees on a 4/10 schedule. The work week shall end on midnight on Friday for non-plant employees on a 4/10 schedule. Operations/Field staff shall be split on Fridays off for coverage purposes.

- Sec. 5.3. revised via Ordinance No. 434 / December 9, 2015
- Sec. 5.3. revised via Ordinance No. 413 / February 12, 2014
- Sec. 5.3. revised via Ordinance No. 411 / December 11, 2013
- Sec. 5.3. revised via Ordinance No. 358 / October 5, 2011
- Sec. 5.3. revised via Ordinance No. 358 / February 13, 2008
- Sec. 5.3. revised via Ordinance No. 343 / January 12, 2007
- Sec. 5.3. revised via Ordinance No. 315 / January 26, 2005
- Sec. 5.3. revised via Ordinance No. 304 / June 25, 2003
- Sec. 5.3. revised via Ordinance No. 295 / July 24, 2002

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ARTICLE 5. WORKING HOURS, EMPLOYEE BENEFITS

Sec. 5.3. Overtime. All employees of the District shall be on call twenty-four (24) hours a day during the course of their employment and, upon instructions of the General Manager, shall work during any emergency affecting operations of the District as determined by District management. The determination as to what constitutes an emergency or other circumstance requiring an employee to work after normal hours shall be determined solely by the General

All employees are required to maintain and provide a working telephone number where they may be reached in the event of an emergency. This telephone number shall be listed in the District's personnel files and must be kept up to date.

Manager or his/her designee. All employees are expected to comply with all General Manager or designee decisions on working hours.

Overtime shall be defined as work performed before or after the regularly scheduled work day or work week. When an employee must work on the 7th consecutive day of his/her regularly scheduled work week or holidays as specified in §5.29 of the Admin Code, such hours shall be paid at double time in addition to any other pay. 30 minutes minimum must be worked on each of the preceding days to trigger the double time on the 7th consecutive day. Sick, vacation, and holidays, are considered working hours for purposes of calculating overtime and double time. Duty compensation rules are separate and remain unchanged as outlined in the current MOU. When an employee works more than 12 hours in a day, those hours worked in addition to the 12 hours shall be paid at the rate of double of an employee's pay per California State Law.

Per the Federal Labor Standards Act, overtime compensation will be paid on the regular pay day for the period in which such workweek ends. However, when the correct amount of overtime compensation cannot be determined until sometime after the regular pay period, any excess overtime compensation will be paid as soon after the regular pay period as is practicable.

Shift Differential Hourly Compensation. Effective January 1, 2008, District employees will be eligible for shift differential hourly compensation of .75 cents per hour in addition to their regular hourly pay rate when the regular work shift is moved to before or after the normal working hours.

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 Standby Duty. Duty rules apply to those positions designated to be on a Standby Duty assignment including; Primary Standby Duty, Secondary Standby Duty, Water Watch, Wastewater, Water Treatment, and Technicians.

All non-exempt positions in the following Operations and Customer Services (CS) department divisions: Construction, Systems Operations, Systems Maintenance, IT (Instrument Control Technicians only), Waste Water, Water Treatment, and CS-Meters Field Services Technicians require the ability to take duty working after hours, evenings, weekends and holidays. Each division creates a multiple week duty schedule in advance of the duty assignment. A duty roster is then created and maintained by the Construction Operations Supervisor. Duty meetings are held once a week, and at that meeting, a duty agenda is distributed including who is on call for that week. Duty is normally performed for seven straight days (Wednesday to Wednesday) except for Water Treatment Duty. If a duty assignment switch is needed, (after the duty list is finalized) it must be approved by the employee's direct supervisor. The requirement to work duty on a District observed holiday and flex Friday off will be rotated as equally as possible amongst all duty employees throughout the year. All qualified non-exempt staff in the six Operations divisions are required to work duty as all employees need to equally share duty responsibilities. Those on duty are required to wear District uniforms when working with the public.

Primary (#1 and #2) duty responsibilities are rotated every other day. Those on a primary duty rotation are required to check-in with customer service staff before they go home, to call in to After-Hours Dispatch to start their scheduled rotation day of duty, and to lock-up and secure Building J facilities at the end of each shift change. In the event a Primary or Secondary duty person gets a page or call from District staff or After-Hours Dispatch, they must acknowledge the page/call immediately. For Water Watch, Waste Water, and Water Treatment an "Alarm Response" is if a duty person gets a page and must acknowledge the alarm via telephone or must login via laptop computer immediately after the call or when the alarm is received.

Duty staff (Primary, Secondary and Technicians) will receive 1.01.5 times the hourly rate of pay OR a minimum stipend of \$21.4325.00 (increasing annually by SD CPI-U to a maximum of

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\$25) per day of duty, if the hourly rate is less than the minimum stipend. Double time will be paid on the 7th consecutive day. Other duty compensation will continue to be paid according to the Duty Compensation Chart attachment to the current MOU. All overtime and double time for duty pay is subject to supervisor verification. A further explanation of duty rules and procedures can be found in the employee handbook.

STAY AVAILABLE/RESPONSE TIME - Employees must be able to perform their essential job functions if and when called. Employees should refrain from activities or personal constraints which would effectively prevent the employee from responding to a call within one hour or to adequately and safely perform their job duties if called out. Employees should not engage in activities that hinder their ability to respond to duty calls immediately in a responsible manner within a one (1) hour response time, as generally defined within the radius map negotiated in the previous attached to the current MOU. Force majeure, including acts of god, illnesses, and unusual traffic, would be exceptions for exceeding the 1 hour response time.

STAY SOBER - No use of or possession of any alcohol or controlled or illegal substance while on duty.

USE OF VEHICLE - Employees are expected to keep the duty vehicle with them in order to respond in a timely manner. De minimus personal use is acceptable such as routine errands and family events, so long as the 1 hour response time is adhered to. Use of the District vehicle for personal financial gain is unacceptable. The duty vehicle shall not be used for any personal business that would be detrimental or unbecoming to the positive reputation and perception of OMWD, such as parking in front of bars, illicit businesses, gun stores or shows, liquor stores, gambling facilities or houses of ill repute.

2. <u>Call Back</u>. Call back is work required of an employee who, following completion of the employee's work day and departure from the employee's work site, is ordered to report back to duty to perform work determined necessary by the General Manager or designee. To qualify for this call back provision, an employee must leave the place from which the employee is called and actually report to a work site and/or the office. An employee who

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is called back, as defined above, shall receive a minimum of three hours time at the rate of time and one half of an employee's pay.

Overtime work in conjunction with a regular, scheduled workday, either beginning earlier or working past a normal scheduled workday, is not call back work.

- 3. Compensatory Time. In lieu of pay for overtime worked, compensatory time pay may be accumulated up to a one-time maximum of 160 hours per year. A voluntary cash out will be made available the last pay period in June. The last pay period in December of each year will be a mandatory pay out. Employees may not accumulate Graveyard Overtime or Graveyard Double Time into their Compensatory Time banks. The use of compensation time by employees is subject to the same rules, approvals, and notices as vacation time set forth in §5.31 of the Administrative and Ethics Code.
- 4. Reimbursement for Meals. Effective January 1, 201422 an employee who is scheduled to work overtime, including emergency call back overtime in excess of a normal work day, shall be reimbursed for the actual cost of his/her meal, not to exceed fifteen_eighteen_dollars (\$15.0018.00), provided such extended work day exceeds two hours of overtime on any single shift. Such overtime may be performed before or at the end of a work day and need not be limited to one meal per day.

Reimbursements will only be given for actual receipts for meals. The Supervisor will have the ability to extend the time period for a meal reimbursement to a reasonable amount of time after the job concludes for special circumstances and shall follow up with an email to the General Manager the next day. Exceptions to the above requirements may be granted by the General Manager at his/her sole discretion.

Sec. 5.4. revised via Ordinance No. 308 / January 28, 2004

Sec. 5.4. Workweek, Payroll Period and Pay Day. The work week shall consist of forty (40) hours in any 7 day period or the hybrid designated hours as approved by the General Manager as outlined in the current MOU. The payroll period shall be bi-weekly and shall contain two (2) work weeks. Payday shall be every other Thursday for check distribution for payment of wages up to and including the previous Friday, except

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on District holidays when the check distribution day direct deposit will be processed one day earlier.

Sec. 5.5. revised via Ordinance No. 434 / December 9, 2015 Sec. 5.5. revised via Ordinance No. 308 / January 28, 2004

- <u>Sec. 5.5.</u>

 <u>Automatic Payroll Deposit.</u> The District will offer payroll direct deposit to financial institutions designated by employees. Automatic payroll deposit shall be posted to <u>the</u> employees' designated financial institution. every other Thursday in payment of wages up to and including the previous Friday, except on bank holidays, when the deposit will be processed one day earlier.
- Sec. 5.6. Payroll Disruption. If the District experiences computer failure or if a natural disaster occurs (flood, fire, sabotage, etc.) which causes disruption of its the payroll systempaycheck distribution, the District may issue payroll advances equal to (90%) ninety percent of a normal net pay, or what the employee will be paid if amount earned is less than normal pay for the period. The District will use its best efforts to pay the balance at the earliest opportunity, but no later than two work weeks.
- <u>Sec. 5.7.</u> <u>Lost Pay Cehecks.</u> If an employee loses an issued paycheck, the District will replace the paycheck only after the employee signs a document declaring the loss of said paycheck. In the event the lost paycheck is recovered and deposited, the employee will reimburse the District for the amount of the lost paycheck within (24) twenty four hours or be subject to immediate termination.

Sec. 5.8. revised via Ordinance No. 401 / October 10, 2012 Sec. 5.8. revised via Ordinance No. 315 / January 26, 2005

- Sec. 5.8. Payroll Advances. The District will not make any payroll advances prior to the regular payday unless a personal emergency arises. In all instances, approval is required by the employee's supervisor and the General Manager. A paycheck that is issued will be equal to (90%) ninety percent of a normal net pay, or what the employee will be paid if the amount earned is less than normal pay for the period. The District will pay the balance on the next regular payday.
- <u>Sec. 5.9</u>. <u>Holiday</u>. If the regular payday falls on a District holiday, <u>direct</u> <u>deposits will be processed paychecks will normally be distributed</u> one workday prior to the holiday.

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Sec. 5.10. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.10. Terminated Employees. An employee who presents a notice of termination at least 72 hours in advance of termination will receive all earnings due, and any accrued vacation and allowable sick time, prior to the time of departure. An employee who does not present notice of termination at least 72 hours in advance of termination will receive earnings due and any accrued vacation and allowable sick time within 72 hours after termination. An employee terminated by the District shall be compensated as provided in Article 4, Section 6.

Sec. 5.11. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.11. was deleted by Ordinance No. 305 / October 22, 2003 - numbering was revised accordingly.

- Sec. 5.11. Employee Associations. The Employees Associations, known as Bargaining Unit Members Association (BUMA) and the Olivenhain Municipal District Employees Association (OMWDEA), may have an authorized agent of the Association visit work areas. He or she may have the right to be present at any meeting between a steward and the District and s/he may interview any employee privately, subject to the following rules:
 - A. The Agent will contact Management and secure approval before the interview;
 - B. Every effort will be made to not disrupt normal work hours;
 - C. Meetings will be restricted to matters of employer-employee relations:
 - D. The District shall allow for BUMA and OMWDEA meetings on District time during the negotiations period when pre-approved by department supervisor of the individual employees participating in the meetings and Human Resources to reserve the District conference room. Outside of the negotiations period, the meetings are to be held "off the clock" unless prior approval is granted by department supervisors of the individual employees first; then the Human Resources Manager.

Sec. 5.12. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.13. <u>became 5.12</u>. via Ordinance No. 305 / October 22, 2003

Sec. 5.13. revised via Ordinance No. 295 / July 24, 2002

<u>Sec. 5.12</u>. <u>Payroll Deductions and Association Dues</u>. In accordance with the rules and regulations of the Olivenhain Municipal Water District,

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approved by the Board of Directors, it is agreed that any Association dues and other deductions as may be properly requested and lawfully permitted shall be deducted by the District from the salary of each employee covered hereby who files with the District a written authorization requesting that such other deductions be made. Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder shall be made to the designated Associations by the District.

Sec. 5.13. revised via Ordinance No. 315 / January 26, 2005

- Sec. 5.13. Bulletin Boards. The District will furnish, for the exclusive use of the Associations, one 24 x 36 bulletin board space in an employee common area. The bulletin board shall be used only for the following subjects:
 - A. Information on Association elections and the results. Steward's reports and notices of interest.
 - B. Reports on Official business of the Associations, including reports of the committees or the Board of Directors.
 - C. Schedule of the Association meetings and news bulletins.
 - D. Association membership benefits, programs and promotions, constitution and by-laws, rules and regulations.
 - E. Other written material which first has been approved by the General Manager or his or her designee.
 - F. Bulletin board material other than those items enumerated in A) through D) above shall be subject to District approval.

Prior to posting, any material shall be initialed by an authorized representative of the Associations and Management.

In cases where the Associations represent more than one representation unit at a work location, the space described above will become the bulletin board space for all employee classifications represented by the Associations.

Sec. 5.14. revised via Ordinance No. 462 / January 16, 2019

Sec. 5.14. Temporary Assignment for Duties in a Higher Class (Out-of-Class Pay). By prior approval of the General Manager, temporary advancement of a qualified employee assigned to perform the duties in a job classification which is compensated at a pay rate higher than such employee's regular class may be granted.

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Upon such approval, the employee so assigned shall remain in his/her current class but shall be paid an additional 5% over and above their regular rate of pay. The assignment must be for at least 2 work weeks with the effective date of the additional pay beginning at the discretion of the General Manager. When the employee returns to his/her normal duties, his/her pay shall revert back to the pay scale existing prior to working out-of-class. The assignment is not to be used for normal vacations or short-term absences, but for a specific and necessary need of the District.

According to Government Code 20480, an out-of-class appointment must be tracked and reported to CalPERS only when a vacant position exists that is being recruited for. These appointments cannot exceed 960 hours within a fiscal year.

Sec. 5.15. revised via Ordinance No. 473 / January 15, 2020 Sec. 5.15 revised via Ordinance No. 463 / February 13, 2019 Sec. 5.15. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.15. Seniority. Seniority shall mean the status attained by length of service with the District. Seniority shall be determined from the day of an employee's official appointment to District service. A new employee shall have no seniority until the employee has completed six (6) months of employment. Upon the completion of six (6) months of employeent, the employee will acquire seniority from the date of hire. An employee, transferred or promoted, shall accrue no seniority in the new position until the completion of six (6) months in pay status in the new position. The employee's total seniority with the District will be credited.

Rehires will have their seniority and benefits "bridged" regardless of the separation time. Unless otherwise specified in the Administrative and Ethics Code, seniority and benefits shall be adjusted and accrued immediately. The rehire date shall be merged with the original hire date to assign an "adjusted benefits date" for the following: sick leave, vacation leave, floating holiday leave, 457 matching, service awards, and uniform allowance. The calculation will be added to the original hire date to assign the "adjusted benefits date".

An employee on an unpaid leave of absence in excess of 30 calendar days shall accrue no seniority until the employee returns to a paid status.

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Any disagreement over the application of any method of applying seniority utilized by any department will be subject to the grievance procedure.

Sec. 5.16 revised via Ordinance No. 320 / July 27, 2005 Sec. 5.16. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.16. Personnel Files. The District Human Resources Manager shall maintain a personnel file for each employee. Unauthorized access to personnel records is strictly prohibited. Within reasonable limitations, each employee has the right to inspect his or her own personnel file with a Human Resources representative present.

Sec. 5.17 revised via Ordinance No. 385 / February 9, 2011 Sec. 5.17. revised via Ordinance No. 382 / August 25, 2010 Sec. 5.17. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.17. Employee Parking. The General Manager shall designate certain areas of all District properties for employee parking of personal vehicles. District Employees shall only park their personal vehicles in these areas. Any employee who elects to park his or her vehicle in any of these designated areas shall bear all risk of any type of damage or loss to vehicle.

Sec. 5.18 revised via Ordinance No. 463 / February 13, 2019
Sec. 5.18. revised via Ordinance No. 411 / December 11, 2013
Sec. 5.18. revised via Ordinance No. 382 / August 25, 2010
Sec. 5.18. revised via Ordinance No. 362 / June25, 2008
Sec. 5.18. revised via Ordinance No. 320 / July 27, 2005
Sec. 5.18. revised via Ordinance No. 315 / January 26, 2005
Sec. 5.18. revised via Ordinance No. 446 / December 7, 2016

Sec. 5.18. Uniform and Dress Codes.

- A. Employees of the District are expected to dress in a professional manner while conducting District business. A dress and grooming code may be established by the General Manager for all employees.
- B. Identification is an important part of the employee's dress code. District employees are required to carry District employee identification at all times while on shift, which is

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particularly important when dealing with the public. If an employee misplaces his/her identification badge, the employee must immediately contact Human Resources for a replacement. Upon termination, employees must surrender their identification badges to the District.

C. The District will provide the following uniform allowance:

Effective January 1, 2014, \$142.11 per fiscal year for hourly non-supervisory employees in the following divisions (construction, systems, backflow, inspection, fleet maintenance, facilities, field services, and warehouse purchasing) are authorized a work pants allowance. The pant allowance will be increased yearly by San Diego CPI-U per the current MOU. The style and appearance of pants purchased by employees must be approved at the discretion of the General Manager.

Wastewater, Water Treatment, Electrical/Pumps and Motors, and Park employees shall be issued job specific uniforms that include pants and therefore do not receive a pant allowance.

The above allowance will be issued as a single <u>direct deposit</u> payroll check with appropriate tax withholdings on or about the first pay period in July of each year. Allowances for new employees will be issued as a single <u>direct deposit payroll check</u> with appropriate tax withholdings on or about the first pay period following the successful completion of six (6) month(s) of employment.

All non-supervisory employees in the following divisions (construction, electrical, pumps and motors, systems, backflow, inspection, fleet maintenance, facilities, field services, and warehouse purchasing) are also furnished work shirts and T-shirts, which are required to be worn during normal District working hours or when working on any District business. Employees may select work shirts from the approved styles/colors as selected by the Human Resources/Employee Association Team (HEART) Committee for the allotted 10 T-shirts per fiscal year. In lieu of T-shirts, employees may select 1 polo style shirt in exchange for 2 T-shirts, up to a maximum of 5 polo shirts. These employees may also select 1 jacket in lieu of 2 T-shirts annually.

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Three shirts per year are furnished for employees represented by the OMWD Employee Association Bargaining Unit (DEA). Employees may select shirts from the approved styles/colors as selected by the HEART Committee for the allotted 3 shirts per fiscal year. In lieu of T-shirts, DEA employees may select 1 jacket in exchange for 2 T-shirts annually. District issued shirts for DEA employees are not mandatory to be worn for DEA employees.

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Supervisory employees shall receive up to five (5) polo style shirts on a fiscal year basis. Shirts shall be of the approved styles/colors as selected by the HEART Committee. District issued shirts are not mandatory to be worn for supervisory employees.

These items will be replaced by the District when worn out. Styles/colors from previous years which have been phased out may continue to be worn until they are no longer serviceable and must then be replaced with the current approved styles/colors as selected by the HEART Committee. Employees are expected to turn in their old worn out work shirts or hats to the Purchasing/Warehouse Clerk when they are being replaced by the District. All shirt orders shall be placed with the Purchasing/Warehouse Clerk and any replacements needed shall be requested through the Purchasing/Warehouse Clerk.

Employees are expected to keep themselves and their uniforms neat and clean insofar as is practical. All expense of laundering or cleaning of uniforms is the responsibility of the employee except for Wastewater, Water Treatment, and Electrical/Pumps and Motors employees.

The selection of uniform style, color, and accessories are subject to the approval of the HEART Committee, who will select the two approved styles and colors on a fiscal year basis every 2 years. The HEART Committee will select styles for both male and female use for both styles of shirts selected on an annual basis. Short pants, to be provided by the employee, will be permitted for those jobs and at times considered appropriate by the General Manager.

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Sec. 5.19. revised via Ordinance No. 320 / July 27, 2005

- Sec. 5.19. Smoking Rules. Smoking and vaping of tobacco, or any other weed, plant, or other combustible matter, is a danger to health and a cause of material annoyance, inconvenience, discomfort and a health hazard to those who are present in confined places. In order to serve public and employee health, safety, and welfare, the declared purpose of these rules is to prohibit the smoking and vaping of tobacco or any other weed, plant, or other combustible material in confined places on District property or in District vehicles except in designated smoking areas.
 - Per Government Code §§7596-7597, smoking is prohibited in District buildings and vehicles, only permitted in designated areas at least 20-feet away.

Sec. 5.20 revised via Ordinance No. 463 / February 13, 2019 Section 5.20. revised via Ordinance No. 320 / July 27, 2005

- <u>Sec. 5.20</u>. <u>Employee Rules</u>. In order that the rights and safety of all employees and efficient operation of the District are protected, employee activities are governed by reasonable rules of conduct. The following acts are illustrative, and not exhaustive, of acts which are grounds for disciplinary action and/or termination of employment with the District for cause. Any of the following, alone or in combination, may result in discipline or termination of employment with the District for cause:
 - 1. Falsification of an employment application or physical examination questionnaire.
 - 2. Membership in any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force or violence or other unlawful means.
 - 3. Absence, or early departure from duty without informing your supervisor.
 - 4. Inefficient or careless performance of job duties.

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- 5. Theft or unauthorized possession of the property of fellow employees, the District, organizations servicing the District, or inhabitants or property owners of the District.
- 6. Disorderly, immoral or indecent conduct, while on duty or criminal conduct on or off duty.
- 7. Insubordination.
- 8. Malicious damage to District property or to property of any other person or entity while performing duties as an OMWD employee, while in OMWD attire or vehicle or representing the District.
- 9. Any attempt to intimidate, coerce, assault or threaten other employees or any other person or entity while performing duties as an OMWD employee, while in OMWD attire or vehicle, or representing the District.
- 10. Distributing any literature, except that which is specifically authorized by the General Manager, including the circulation of petitions, during hours of work.
- 11. Failure to observe any District, State or Federally prescribed safety rules and procedure while performing duties as an OMWD employee, while in District attire, or vehicle, or representing the District.
- 12. Transportation of unauthorized persons or materials in District vehicles.
- 13. Conviction of a felony.
- 14. Possession of, using or being under the influence of alcohol while on duty or while operating District vehicles.
- 15. Possession of, using or being under the influence of a controlled or illegal substance while on duty, or conviction by a Court of Law of any offense involving a controlled substance or any illegal drug.
- 16. Possession of or the firing of any arms or other dangerous weapons or unauthorized use of explosives on the District property at anytime.

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- 17. Failure to follow a lawful direction by a superior.
- 18. Being in an unsafe condition from prior indulgence of alcoholic beverages or any controlled or illegal substances, affecting the ability of the employee to perform any duties in an acceptable manner.
- 19. Fighting with any fellow employees (being an aggressor or aggravator).
- 20. Entering time on another employee's time card, or requesting another person to enter time on your time card.
- 21. Entering time In and Out at time other than those authorized.
- 22. Disclosing anything of a confidential nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
- 23. Violation of any Federal, State or local laws, while performing duties as a District employee, while in District attire, District vehicle or representing the District.
- 24. Failing to exercise proper custodial responsibility of District property.
- 25. Permitting another person to use keys, access badges and passwords to enter District property without proper authorization.
- 26. Willful or careless disregard of, or inattention to, working directions and instructions.
- 27. Failure to comply with all safety, fire and wastewater regulations of the District or any other Federal, State or Local Agency while performing duties as an OMWD employee, while in OMWD attire or vehicle, or representing the District.
- 28. Absence of two (2) or more consecutive working days without notifying the Supervisor or Manager.
- 29. Absence or tardiness and failure to inform the Supervisor or Manager prior to the time due to report to work by telephone or by other means that you are unable to report for work.

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- 30. Failure to notify your supervisors if you leave your job or premises during working hours.
- 31. Smoking in unauthorized areas.
- 32. Participating in or selling tickets or chances on pools or raffles or gambling on District premises, unless specifically authorized by the General Manager.
- 33. Performing any personal work on District time.
- 34. Excessive or unreasonable use of the District business phone for personal matters, other than de minimus use (unreasonable use is defined as duration of usage beyond usual break and lunch periods) unless expressly approved by the Supervisor.
- 35. Taking more than the specified time for meals or rest periods, unless expressly approved by the Supervisor.
- 36. Unauthorized attendance or participating in meetings or gatherings during working hours.
- 37. Discourteous conduct, abusive treatment or inappropriate language directed towards any customer, visitor, guest, employee or other person while performing duties as a District employee, while in District attire, or while in a District vehicle or representing the District.
- 38. Inability or negligence in the performance of any assigned duties.
- 39. Altering, falsifying or making a willful misstatement of any facts on any District record or chart, job or work record, employment application or any other District record, chart or report.
- 40. Misrepresenting reasons when applying for a leave of absence or for other time off work.
- 41. Failure, without justification, to return to work on time from authorized leave of absence or vacation.

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- 42. Failure to withdraw from, outside activities or to report interests which conflict with, detract from, or adversely affect the interest of the District.
- 43. Unkempt or unacceptable personal grooming which would be deemed unprofessional for the individual's specific position.
- 44. Sleeping on the job, intentional slowdown of work, intentional disruption of the work force, or loafing during working hours.
- 45. Failure to promptly report any illness or work-related injury to yourself or any fellow employee.
- 46. Conduct undermining authority or disruptive of District functions or detrimental to successful working relationships among employees.
- 47. Conduct prejudicial to the good reputation of the District.
- 48. Harassment or discrimination in any form is a serious offense and shall be dealt with accordingly. Any information concerning harassment or discrimination of any kind shall be reported to the Human Resources Manager or other District Staff member immediately.
- 49. Conduct causing injury to any person or damaging or destroying their property while performing duties as a District employee, while in District attire, while in a District vehicle or while representing the District.
- 50. Engaging in any conduct, which violates any Federal, State or Local laws governing discrimination. Any information concerning discrimination shall be reported to the Human Resources Manager or other District Staff member immediately.
- 51. Failure to return to work after exhaustion of any/all Family Medical Leave or California Family Rights pre-approved leaves of absence.
- 52. Falsely claiming or attempting to claim any compensation, benefits or disability provided by Federal, State or local laws or any District policies.

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53. Inappropriate personal use of the District's computer network system (see Section 5.28).

The General Manager has the discretion to determine that unacceptable conduct or behavior not listed above is grounds for disciplinary action or termination.

Disciplinary Actions:

- 1. OMWD is committed to administering disciplinary action in a fair and reasonable manner. The District does not follow a progressive disciplinary system. This means that an employee may be terminated without following any of the steps described below. Disciplinary actions include, but are not limited to, the following:
 - Α. Oral reprimand;
 - Written reprimand; В.
 - Suspension from duty with or without pay; C.
 - Reduction of pay; D.
 - E. Demotion;
 - Termination for cause. A person terminated for cause is F. not entitled to severance pay;
 - G. Termination without cause for any reason not prohibited by law;

The District has the right to choose any of the preceding steps without following the others after a disciplinary event.

- 2. Supervisors may issue oral or written reprimands. All other forms of disciplinary action are reserved for decision by the General Manager.
- 3. Disciplinary action normally is based upon, but not limited to, violations of the Employee Rules, Article 5, Section 5.20., of this Administrative Code.
- 4. Supervisors may resort to counseling and guidance of employees prior to resorting to disciplinary action. However, supervisors are not required to resort to counseling before resorting to disciplinary action, and the District retains the right to discipline and/or terminate employees at any time, for

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violations of the employment rules without resort to prior counseling or any other steps.

5. Employees may request representation by the Employees' Association Field Representative at meetings with a Supervisor(s) held where the primary purpose is to investigate facts to support disciplinary action. Employees that disagree with the disciplinary reprimand of their supervisor shall bring their disagreement to their immediate supervisor in writing within five working days from the presentation of the disciplinary action. The immediate supervisor shall respond in writing to the employee within five working days from receipt of written disagreement from the employee. If not resolved with his/her immediate supervisor, the employee shall notify the HR Manager, in writing, within five working days from the date of the written response of the supervisor that the employee desires an appeal meeting.

An appeal meeting shall be held between the affected employee, the employee's designated representative, their supervisor, the supervisor's superior, and the HR Manager. The HR Manager shall document the decision outcome at the appeal meeting. The documentation of the outcome of the meeting shall be provided to the employee within five working days from the appeal meeting.

An employee may appeal the decision outcome of the appeal meeting in writing within five working days to the General Manager for resolution. The decision of the General Manager is final except for appeals to the Board of Directors where an employee is terminated by the District as provided in Section 4.6 (I).

Any failure by the employee to meet the written notification deadlines within this section shall constitute a waiver of their rights to appeal the disciplinary action.

6. Suspension from duty with or without pay, reduction in pay or demotion imposed by written notice to the employee stating the reason(s) are subject to review under procedures for reconsideration by the General Manager. The General Manger's decision on reconsideration is final. No notice need be given for any termination without cause.

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7. Disciplinary termination is imposed by written notice to the employee stating the reason(s) and is subject to review under Termination Procedures.

Sec. 5.21. revised via Ordinance No. 463 / February 13, 2019

Sec. 5.21 revised via Ordinance No. 451 / July 19, 2017

Sec. 5.21. revised via Ordinance No. 422 / January 14, 2015

Sec. 5.21. revised via Ordinance No. 383 / September 8, 2010

Sec. 5.21. revised via Ordinance No. 375 / March 24, 2010

Sec. 5.21. revised via Ordinance No. 340 / December 13, 2006

Sec. 5.21. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.21. revised via Ordinance No. 315 / January 26, 2005

- Sec. 5.21. <u>Safety Committee</u>. The District shall have a Safety Committee which shall meet bimonthly on the fourth Wednesday last Thursday of the month. Additional meetings of the Safety Committee may be scheduled as necessary, provided all such additional meetings are properly noticed pursuant to Government Code §54954. The Human Resources Department shall maintain an agenda of safety items to be discussed, shall keep minutes of the action of the Committee, and shall comply with all other requirements for standing committees per Government Code §§54950-54963. The Committee shall be composed of the General Manager or their designee as Chairperson, HR Manager and the Safety/Risk Compliance Administrator as Co-Chairpersons, two Board Directors, one appointed representative by each Employee Association, and one Manager or Supervisor representative (to serve a minimum of a 2 year term) from each of the following departments: Finance, Engineering, Operations, Customer Services, and Supervisors from the satellite facilities of Water Reclamation, Water Treatment Plant, and the Park Operations. Any District employee may have items placed on the Committee agenda and may attend the meeting with the approval of the employee's supervisor.
- Sec. 5.22. Damage to Private Property. Any accident or damage, which may occur to private property through the action of a District employee, must be reported immediately to the employee's Supervisor.

Sec. 5.23. revised via Ordinance No. 305 / October 22, 2003

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- A. <u>Acceptance of Gifts</u>: Employees shall not accept any gifts of any nature from any contractors and/or vendor who is in the process of furnishing labor, services, supplies, or materials to the District pursuant to either oral or written agreement that is in violation of the District's Conflict of Interest Code.
- B. Token gifts of appreciation may be accepted by District Staff for the enjoyment of all employees.
- C. Employees shall not remove from any real property controlled by the District, without express authority, any salvage and/or surplus materials and no employee shall sell, trade, convey, barter, assign, transfer, or dispose of any personal property in any manner belonging to the District without the express consent of the General Manager.
- D. Any personal property deemed by the District to be salvaged and/or surplus property shall be disposed of by the District accordance with its duly adopted Ordinances or Resolutions pursuant to statutory law governing municipal water districts as provided by law.

Sec. 5.24. revised via Ordinance No. 393 / January 18, 2012

Sec. 5.24. revised via Ordinance No. 353 / September 26, 2007

Sec. 5.24. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.24. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.24. District Vehicles. District vehicles are to be used for authorized business only. It is advisable that certain employees be provided with the use of a District vehicle for transportation between the employee's residence and the District office. From time to time, the General Manager shall determine which employees should be assigned District vehicles to provide for improved emergency response and to facilitate attendance at after-hours meetings and functions related to District business. The General Manager shall also determine which employees should be allowed automobile allowances in lieu of providing use of a District vehicle. employees who are provided automobile allowances should refrain from use of District vehicles, as the automobile allowance is intended to substitute for District vehicle use for emergency response, meetings during and after hours, and other District business requiring vehicle transportation. Insurance, fuel, and maintenance are the

responsibility of the employees receiving the allowance. The type of

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vehicle must reasonably accommodate the business use intended and must be maintained in a safe and reliable condition.

Assignment of the vehicle is not for the specific benefit of the employee, but for the improved operational efficiency and effectiveness of the District. Employees shall not use District vehicles for personal purposes other than commuting and de_minimus personal use. Employees authorized to take District vehicles home are expected to keep them parked off the street for protection purposes. Unauthorized persons shall not ride in District vehicles.

The District has a Driving Standard Policy, established by the Safety Committee, which defines the expectations and requirements for successful operation of a District vehicle. This policy is found in the Disaster Preparedness and Job Safety Manual provided to all employees and updated on a regular basis. Employees who fail to adhere to these policies may be subject to disciplinary action or termination.

Personal Vehicle Used for District Business. In those cases where a District vehicle is not available for the use of the Directors or employees engaged in District business, a personal vehicle may be used with pre authorization from the employee's supervisor. Any personal vehicle driven for the purposes of conducting District business must have active automobile insurance coverage. All employees shall provide Human Resources with proof of personal automobile insurance coverage that meets the State of California's minimum requirements. This proof will be collected on a calendar year basis and maintained in the personnel file. If the employee has any changes of coverage during the year, the employee is responsible for providing Human Resources with the updated information. Reimbursement shall be made for such personal vehicle use at the IRS specified rate or schedule.

Sec. 5.25. revised via Ordinance No. 476 / June 17, 2020

Sec. 5.25. revised via Ordinance No. 413 / February 12, 2014

Sec. 5.25. revised via Ordinance No. 411 / December 11, 2013

Sec. 5.25. revised via Ordinance No. 457 / June 20, 2018

<u>Sec. 5.25</u>. <u>Driver's Licenses.</u> In order to operate a District vehicle, all employees must obtain and maintain a valid State of California Driver's License, which must be confirmed by the General Manager.

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The District will bear the cost of physical examinations required for a Class A License, when the need for such a license is required for District business. All physicals are subject to the approval of the General Manager.

The District will recognize employees obtaining and holding a Class A, Class B driver's license and/or special endorsement, where the District utilizes the services of those employees to operate District equipment. The District shall compensate each holder of these licenses in accordance with the yearly amount negotiated in the most recent MOU. This amount shall be distributed in the employee's biweekly paycheck with the total amount evenly divided—over 26 pay periods and will continue in that same calendar year as long as the employee retains a valid California commercial driver's license.

All future employees eligible for this program must receive advanced approval of the General Manager to qualify for this compensation and will only be authorized depending on the need of the District.

- <u>Sec. 5.26</u>. <u>District Tools and Equipment</u>. Employees are expected to exercise normal care and proper use of all District-owned vehicles, tools and equipment.
- Sec. 5.27. revised via Ordinance No. 411 / December 11, 2013
- Sec. 5.27. revised via Ordinance No. 320 / July 27, 2005
- Sec. 5.27. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.27.

- a) <u>Safety Equipment</u>. The District shall furnish all necessary or required tools and equipment to ensure a safe area in which to work. Unsafe practices and conditions must be immediately corrected. Supervisory personnel are charged with the responsibility to see that no unsafe practices or conditions exist, and that all State Laws in this regard are enforced; however, all employees are responsible for reporting any unsafe conditions or practices to District management. Any employee and/or supervisor who has knowledge of the condition, practice, or act of violating this provision will be subject to discipline or discharge.
- b) <u>Safety Footwear and Gear</u>. The District shall provide designated classifications protective clothing, tools and other equipment necessary for the safe performance of job functions and duties upon hire. All safety footwear worn must meet the ANSI Z41.1 or Z41.2 safety standards. <u>Effective January 1, 2014</u>—Tthe District

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shall pay an approved vendor up to \$200.00 per employee per fiscal year for one pair of approved safety boots including one pair of insoles, as <u>determined negotiated</u> in the <u>current MOU</u>. Replacements for boots damaged intentionally or by employee negligence will not be issued. The District reserves the right to determine the acceptability of any such footwear.

All designated classifications shall wear District provided safety footwear while on the job. The District shall replace worn out safety boots during the year if approved by management before purchase and within the spending limits.

Sec. 5.28. revised via Ordinance No. 422 / January 14, 2015

Sec. 5.28.

Computer Network System Policy. The District's "Computer Network System" (hereinafter CNS) is comprised of all computers, mobile communication devices, software, hardware, programs, files, network services and internet services which are provided by Olivenhain Municipal Water District for the business use of employees. However, the CNS remains the sole property of the District and may be inspected and/or monitored by the District at any time. The CNS permits employees to receive, send, and transfer e-mail messages and computer files both in-house and via the internet/world wide web. The CNS is an important asset of the District and has been installed at substantial expense to facilitate business communications. Although employees are able to use codes to restrict access to computer files and the network system, including e-mail messages, it must be remembered that the CNS is intended solely for business use. In keeping with this intention, the District maintains the right to monitor and inspect any and all messages, files, attachments, e-mails, or any other information created, sent, or received on the CNS. Because the District reserves the right to obtain access to all messages, files, attachments, e-mails or any other information created, sent or received on the CNS, employees should not assume that such messages or files are confidential or that access by the District or its designated representative will not occur. Employees do not have any privacy rights in any messages, e-mails, or other information sent or received on the **CNS.** The District maintains a more complete set of guidelines that address specific issues:

Acceptable Use Policy

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EAM Retention Policy
Email Retention Policy
Employee Exit Policy
IT Security Policy
Password Policy
Remote Access Policy
Third Party Agreement
Virtual Private Network Policy
Wireless Communication Policy
Wireless Hotspot Policy

Employees are made aware of these documents during orientation for newly hired employees and at annual intervals.

Inappropriate personal use of District CNS at any time is grounds for disciplinary action.

Sec. 5.29. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.29. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.30. became 5.29. via Ordinance No. 305 / October 22, 2003

Sec. 5.30. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.29. Holidays. The business office of the District shall remain open from 8:00 A.M. to 5:00 P.M. Monday through Friday, both days inclusive, for each week of the year, except upon the following ten days designated as Holidays:

New Years' Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day

Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

In the event that a Holiday falls on a Saturday, the previous Friday shall be considered a Holiday; in the event that a Holiday falls on a Sunday, the following Monday shall be considered a Holiday. The District Office shall be considered closed on the federally designated date for each of the above Holidays. If there is no Federal designation, the State of California designation shall apply. In the absence of either designation, the generally accepted celebration day will be observed.

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Subject to the approval of the General Manager, individual employees may be permitted to elect an alternate day for any of the above designated holidays. Such employees will then be expected to work on the holiday to be substituted at straight time pay.

Full-time employees who regularly work the designated hours in a work week shall be compensated for eight hours pay for each of the above designated holidays. Employees who normally work less than 40 hours in a regularly scheduled workweek shall be compensated on a pro-rated basis, based upon the number of hours an employee is scheduled to work in a regularly scheduled workweek.

Any employee on leave of absence without pay during a designated holiday date shall not receive compensation for said holiday.

Each employee shall be entitled to holiday time off and/or compensation for each designated District holiday. If a District designated holiday falls within an employee's normal work week and the employee is required to work, or if an employee is called back to work on a regularly scheduled holiday, the employee shall be compensated at a rate of double time, in addition to holiday pay.

To be eligible for holiday pay, an employee must work or be on an approved paid absence the working day preceding and the working day following a legal holiday on which the District Office is closed. The Supervisor shall report to the Finance Department any employee not deserving the holiday pay.

Sec.5.30. revised via Ordinance No. 473 / January 15, 2020

Sec. 5.30. revised via Ordinance No. 411 / December 11, 2013

Sec. 5.30. revised via Ordinance No. 413 / February 12, 2014

Sec. 5.30. revised via Ordinance No. 409 / July 24, 2013

Sec. 5.30. revised via Ordinance No. 399 / August 8, 2012

Sec. 5.30. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.30. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.31. became 5.30. via Ordinance No. 305 / October 22, 2003

Sec. 5.31. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.30. Floating Holiday Elective Hours Off (Floating Holiday Hours). In addition to the above Holidays, each employee shall be entitled to twenty-six floating holiday hours off with pay of his/her choice per 12-month period within the following limitations:

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- 1 Employee must obtain supervisory approval of his/her Floating holiday hours in writing at least 48 hours in advance of time off selected and, if applicable, adhere to the vacation request rules as specified in Administrative Code Sec. 5.31(f).
- 2. Floating holiday hours off that are not used by the last full pay period of the year that a paycheck is issued in December will be paid out to the employee. These hours will be paid on this pay period's regular pay date via direct deposit in a separate check. Floating holiday hours off will not be accrued to the next calendar year. The next years' floating holiday hours shall be fully accrued in the following pay period.
- 3. Employees are not eligible for floating holiday hours off until successful completion of 12 months of employment. Rehires with combined serve time of less than 12 months are not eligible for floating holiday hours off.
- 4. Part-time employees who work less than 30 hours in a regularly scheduled work week shall earn pro-rated floating holiday hours off with pay of his/her choice per 12-month period, based upon the number of hours an employee is scheduled to work in a regularly scheduled workweek.
- 5. Full-time employees that work between 30 and 39 hours in a regularly scheduled work week shall earn pro-rated floating holiday hours off with pay of his/her choice per 12 month period, based upon the number of hours an employee is scheduled to work in a regularly scheduled workweek.
- 6. Floating holiday hours off will be increased to recognize employees with longevity. The following hours are subject to the same conditions as provided above for all elective time off:

5 years of service = 4 additional hours once a year 10 years of service = 8 additional hours once a year 15 years of service = 12 additional hours once a year

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Sec. 5.31. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.31. revised via Ordinance No. 465 / June 19, 2019

Sec. 5.31.(f) revised via Ordinance No. 315 / January 26, 2005

Sec. 5.32. became 5.31. via Ordinance No. 305 / October 22, 2003

Sec. 5.32. (a) revised via Ordinance No. 295 / July 24, 2002

Sec. 5.31. revised via Ordinance No. 457 / June 20, 2018

- Vacation Leaves. At the discretion of the General Manager as to Sec. 5.31. setting the period of time to be taken for any vacation leave, all full-time employees will be granted such leave with pay under the following conditions:
 - (a) Employees accrue vacation time beginning with the date of hire and are eligible to use vacation time following 90 days of employment. Rehires must have 90 days of combined service time. Full-time employees that work between 30 and 39 hours in a regularly scheduled workweek shall accrue hours on a pro-rated basis, based upon the number of hours an employee is scheduled to work in a regularly scheduled workweek. Employees working less than 40 hours in a regularly scheduled workweek shall accrue hours based on a pro-rated basis, based upon the number of hours an employee is regularly scheduled to work in a regularly scheduled workweek.

Employees' vacation time accrues, depending on the number of years of combined service time, as follows:

Less than 5 years of service	= 96 hrs
More than 5 but less than 10 years of service	= 120 hrs
More than 10 but less than 15 years of service	= 144 hrs
More than 15 but less than 20 years of service	= 160 hrs
More than 20 years of service	= 176 hrs

Vacation time accumulation will be permitted, depending on (b) the number of years of combined service time, as follows:

Less than 5 years of service	= 192 hrs
5 or more but less than 15 years of service	= 288 hrs
15 or more but less than 20 years of service	= 320 hrs
20 or more years of service	= 352 hrs

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Accumulated vacation time in excess of the number of hours outlined above shall be paid in one of the following ways:

- Employees having accumulated vacation hours in excess of the maximum limits above must receive payment for 100% of their accumulated vacation hours in excess of the above limits at 100% of their current rate of pay.
- 2) Notwithstanding the above, employees having accumulated vacation hours in excess of 256 hours are eligible to receive payment for 100% of their accumulated vacation hours in excess of 256 hours at 100% of their current rate of pay.

Employees requesting payment for accumulated vacation hours as outlined above shall provide their request in writing, with the exact hours requested, to the Finance Officer in June of each year for reimbursement on or about the final pay period in June of each year.

- (c) The General Manager shall approve a schedule of vacations, and employees shall adhere to such schedule. No vacation may be taken without prior approval of the General Manager or his/her designee. The vacation of the General Manager shall be subject to the approval of the Board of Directors.
- (d) Pay for vacation leave shall be at the payroll rate currently paid the employee at the time the vacation is taken.
- (e) In computing the amount of vacation leave due an employee, holidays, vacation time, and sick leave shall be included as total service. The period of time to be granted to an employee for said leave shall be in addition to Saturdays, Sundays, and Holidays within or at the beginning or end of such leave.
- (f) Vacation time may be taken in blocks or increments of one (1) hour or more for hourly employees, and one (1) day or more for salaried employees with proper authorization and approval of Supervisor. The District expects employees to extend common courtesy to their co-workers and supervisors by giving as much advance notice as possible for vacation requests.

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- For vacation requests of less than 5 consecutive working days off, employees must give more than 48 hours advance notice in writing to their supervisor.
- For vacation requests between 5 consecutive working days off and 10 consecutive working days off, employees must give 3 weeks advance notice in writing to their supervisor.
- Any vacation requests for more than 10 consecutive working days off shall require employees to give 4 weeks advance notice in writing to their supervisor.

Exceptions to the above requirements may be granted by the General Manager at his/her sole discretion.

Sec. 5.31.1 revised via Ordinance No. 473 /January 15, 2020 Sec. 5.31.1 revised via Ordinance No. 467 / September 18, 2019

Sec. 5.31.1. Executive Time Off for Managers and Supervisors

Following 90 days of employment for new or rehired Managers and Supervisors and at the sole discretion of the General Manager, Executive Time Off may be granted up to 32 hours for Managers and up to 24 hours for Supervisors in a Calendar Year (CY). Hours will be prorated to the end of the CY based on hire date. Increments must be taken in full work days with supplements as required. Executive Time has no cash value; the hours cannot be carried over to the next CY.

Executive Time Off for General Manager

The General Manager shall be granted up to 80 hours of Executive Time Off with the same terms and requirements as Managers and Supervisors as set forth above.

Sec. 5.32 revised via Ordinance No. 473 / January 15, 2020

Sec. 5.32. revised via Ordinance No. 463 / February 13, 2019

Sec. 5.32. revised via Ordinance No. 435 / January 27, 2016

Sec. 5.32. revised via Ordinance No. 422 / January 14, 2015

Sec. 5.32. (b) revised via Ordinance No. 418 / June 18, 2014

Sec. 5.32. revised via Ordinance No. 413 / February 12, 2014

Sec. 5.32. revised via Ordinance No. 411 / December 11, 2013

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Sec. 5.32. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.32. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.33. became 5.32. via Ordinance No. 305 / October 22, 2003

Sec. 5.33. (a) revised via Ordinance No. 295 / July 24, 2002

Sec. 5.32. Sick Leave. Sick leave is defined as the necessary absence from work because of illness, serious disability, or absence authorized for medical or dental care, injury or exposure to contagious disease suffered by the employee, or a member of the employee's family as defined in California law. Labor Code Section 245.

Employees shall be entitled to sick leave with pay following 90 days of employment (rehires with 90 days of combined service time) under the following conditions:

- a. Each full-time employee who works a regularly scheduled 40-hour workweek shall be entitled to accrue 96 hours sick leave per one year of employment, which starts accruing with the hire date. Employees that work less than 40 hours per week for a regular schedule shall accrue hours on a pro-rated basis.
- b. Sick leave may be accumulated up to a maximum of 640 hours. Additional sick leave may be granted at the discretion of the Board of Directors and approval thereof. Employees may choose to use accumulated sick leave in excess of a predetermined number of hours as follows:

An optional sick leave buy-back program shall allow employees to buy accumulated sick leave hours at 100% of their current pay rate once per year. This buy-back will occur in the first full pay period in January and will be calculated by the accrued sick hours from this preceding pay period.

The optional sick leave buy-back program minimum, starting in January 2019, is 320 hours.

Employees who have accumulated more than 640 hours of sick leave will have 100% of their sick leave over 640 hours converted at the employee's then current rate of pay and contributed to his/her VEBA account during the normal January time period, which is the first payroll in January. If the

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employee does not have a VEBA account established, the employee will receive payment for any hours over 640 at his/her current rate of pay.

At retirement/separation, employees who have 240 hours to 416 hours of accumulated sick leave shall have 35% of those sick hours contributed to VEBA at the employee's then current rate of pay; AND that 100% of accumulated sick hours over 417 hours will be converted at the employee's then current rate of pay and contributed to VEBA. If the employee does not have a VEBA account established, the employee will receive payment for all accumulated sick hours at his/her current rate of pay.

- c. All requests to be paid sick leave shall be submitted in writing via a "Request for Time Off" Form. After using 48-hours of the current calendar year's sick leave, a request to be paid sick leave shall be accompanied by a doctor's certificate verifying the employee's/family member's (as defined in Sec. 5.32 Sick Leave) illness and the date thereof.
- d. Abuse of sick leave privileges shall be grounds for discipline or dismissal.
- e. In computing the amount of sick leave time due an employee, holidays, vacation time, and sick leave shall be included as total service. The period of time to be granted to an employee shall be in addition to Saturdays, Sundays, and holidays within or at the beginning or end of such leave.

Sec. 5.33. revised via Ordinance No. 422 / January 14, 2015 Sec. 5.33. revised via Ordinance No. 411 / December 11, 2013 Sec. 5.33. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.33. Jury Duty. Employees are eligible for jury duty leave with pay for up to four weeks per calendar year per court when required by any legally constituted court to appear for examination or jury service. No deduction will be made for the value of mileage allowances, meals or lodgings furnished by the court. Jury Duty will be paid in accordance with the actual number of hours served on jury duty, including travel time to/from the courthouse.

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The only document accepted as proof of attendance is the Jury Services Attendance Certification form that has been dated and time-stamped "in" and "out" by the courthouse. Hand written or other non-approved forms will not be accepted.

In the absence of proof of attendance, or in instances of jury duty beyond four weeks, an employee may use vacation or compensatory leave. In instances when a trial is scheduled for four weeks or less, when an employee is selected and the trial extends beyond four weeks, the employee may petition the General Manager via their supervisor, in writing, for additional jury duty leave beyond four weeks. The decision to grant additional jury duty leave is at the sole discretion of the General Manager and is final.

Within five (5) days of receiving a Jury Duty notice/summons, employees must provide a copy of the notice that specifies the dates that the employee will be serving as a juror to his/her Supervisor or Manager and Human Resources for retention in his/her personnel file.

Jury Duty is not considered time worked under the workers' compensation policy. Jury Duty is considered time worked for calculating overtime in an employee's day or workweek. The current overtime calculation policy will apply in determining these occurrences.

Employees may lose their alternative work schedule off day(s) while serving on jury duty; however, the employee will be paid for the actual time served on jury duty.

Supervisors and Managers are encouraged to minimize employees having to work seven (7) consecutive days in a workweek due to jury duty by changing employee's days off to correspond with jury duty as long as it does not incur overtime for the employee or other employees in the department. Because of being unable to predict the length of an employee's jury duty and OMWD's 24-hour operations, this may not always be possible.

Sec. 5.34. revised via Ordinance No. 320 / July 27, 2005 Sec. 5.34. revised via Ordinance No. 305 / October 22, 2003

<u>Sec. 5.34</u>. <u>Bereavement Leave</u>. At such time as there is a death in an employee's immediate family, the General Manager is authorized to

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grant up to a maximum of 4 days leave with pay, subject to employee's written request for such compensation. Written request shall contain the following information:

- Name of deceased
- Relationship to employee
- Date(s) of employee's <u>requested</u> <u>leave and</u> return to work

All Bereavement Leaves must have prior approval of the General Manager.

Employee is eligible for Bereavement Leave for abortion or miscarriage.

Immediate family is defined as: spouse, common law spouse, registered domestic partner, child, parent, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, or any other family member physically living in the employee's home.

Paid Bereavement leave of up to 4 days, if approved, is not to be charged against an employee's accrued time off.

Sec. 5.35 revised via Ordinance No. 473 / January 15, 2020

Sec. 5.35. revised via Ordinance No. 463 / February 13, 2019

Sec. 5.35.(H) revised via Ordinance No. 422 / January 14, 2015

Sec. 5.35.(H) revised via Ordinance No. 365 / August 13, 2008

Sec. 5.35. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.35. (5) revised via Ordinance No. 305 / October 22, 2003

Sec. 5.36. became 5.35. via Ordinance No. 305 / October 22, 2003

Sec. 5.36.(A.2) revised via Ordinance No. 302 / Dec. 18, 2002

Sec. 5.36. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.35. Leaves of Absence Without Pay. It is the District's policy to grant leaves of absence without pay to all eligible employees on a non-discriminatory basis. General Manager pre-approval is needed for employees requesting unpaid leaves of absence [excluding Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA),] and are eligible only after the employee has completed 90 days of service and exhausted all accumulated and unused sick leave, vacation leave, paid injury leave or unused compensation time. Exception to this General Manager pre-approval policy may occur if

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more than one (1) unpaid day is needed due to an unforeseen event. Employees on a pre-approved unpaid leave will be responsible to pay insurance coverage while out on leave (see section 5.35 A4.B)

Leaves of absence without pay pursuant to the FMLA, CFRA, compulsory, and military leaves of absence will be permitted as specified below:

A. Medical Leaves of Absence:

- (1) Grounds for Leave. The Family Medical Leave Act of 1993 (FMLA) and California Family Rights Act (CFRA) of 1993 entitle eligible employees that have worked for the District for at least 12 months and at least 1,250 hours in the last 12 months to take up to 12 weeks of unpaid job protected leave each year for the employee's own serious health condition; caring for a family member with a serious health condition; bonding with a newborn or adopted child; and certain military exigencies.
- (2) CFRA exclusively includes up to 12 weeks of unpaid, job protected leave each year for the serious health condition of a registered domestic partner as defined in California Family Code Section 297, and/or birth or adoption of a registered domestic partner's child.
- (3) The District has posted such notices as required explaining employee rights and procedures under the FMLA and CFRA. Employees granted this leave will receive reinstatement at the end of the leave in their current or an equivalent position, subject to all defenses allowed by law.
- (4) Pregnant employees that are disabled by pregnancy and pregnancy-related conditions are eligible for California pregnancy disability leave (PDL). A pregnant employee is entitled to up to four months of PDL depending on the period of actual disability. The District has posted such notice as required explaining employee rights. Employees granted this leave will receive reinstatement at the end of the leave in their current or an equivalent position, subject to all defenses allowed by law.

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- B. Insurance Coverage. The District will maintain the group health, vision, dental, long term disability (LTD), and life insurance coverage for an employee whenever such insurance was provided before the FMLA/CFRA leave was taken and on the same terms as if the employee had continued to work. (In no circumstances will group health insurance benefits be maintained by the District longer than 12 weeks of approved unpaid leave.) If an employee is on a non-FMLA/CFRA leave (unpaid leave of absence) the employee must use 60 hours per pay period of accrued leave to maintain District insurance benefits. All leave time, comp time, holiday pay, and overtime count towards hours worked in a pay period. Duty pay does not count towards hours worked. The cost the employee is responsible for is based on an hourly cost of benefits for the number of hours less than 60 in the pay period. The employee will reimburse the District for costs including: health, dental (COBRA and the administrative fee), vision, life, and LTD (both the employee and employer portion).
- C. Requests for Leave and Medical Certification. Employees requesting leave of absence shall submit a written request at least 30 days in advance, when foreseeable, to the General Manager. The request shall specify the date the leave will commence, the estimated duration of the leave, and the date on which it is expected that the employee will be able to return to work. Medical certification is required supporting the need for leave due to a serious health condition affecting the employee, child, immediate parent, spouse or registered domestic partner as defined in California Family Code Section 297. The employee shall provide the District with a physician's statement during the medical leave of absence updating the District on the status of the incapacity and the probable date of return to work.

An employee shall not directly or indirectly maintain outside business or employment or engage in any other outside business that conflicts, in any manner, with the interest of returning to the District's employment during the leave. In order to maintain the approved leave, an employee wishing to engage in part time employment or self-employment, while on leave, must have such employment approved in advance by the General Manager. Failure to comply with this notice

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requirement is grounds for, and may result in denial or deferral of the requested leave until the employee complies with this policy and may be grounds for disciplinary action or termination.

Failure to comply with these noticed periods is grounds for and may result in denial or deferral of the requested leave until the employee complies with the noticed policy.

The District requires certification from the health care provider as to the needs of the child, immediate parent, spouse or in the case of CFRA exclusively, the domestic partner's child, or registered domestic partner as defined in California Family Code Section 297, who has a serious health condition before allowing the employee a leave to care for the family member.

Eligible employees may take leave intermittently or on a reduced leave schedule under certain conditions. Intermittent or reduced leave is available for birth/adoption of a child and must be pre-approved in writing by the General Manager. Intermittent, recurring shorter leaves may be taken when medically necessary for treatments (such as chemotherapy), subject to advanced notification and medical certification for the intermittent or reduced leave.

There are certain exceptions to eligibility for family care leave and the District is legally permitted to deny a request for leave under certain conditions. Taking family care leave may impact certain benefits and seniority as identified in Article 5.

- D. <u>Physician's Statement Prior to Return</u>. An employee who has taken a leave of absence due to his or her own medical condition, will be required to provide a statement from a licensed physician in California who has treated the employee's condition, stating the employee is capable of performing all of his or her essential job duties without any risk of further injury, illness or death.
- E. <u>Term of Leave</u>. Leave without pay granted pursuant to this section may not exceed 180 consecutive calendar days or 12 weeks for FMLA, CFRA, or 4 months for PDL unless authorized by the Board for a longer period. The District shall use the rolling, 12 month calculation method when calculating leave

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entitlement. Leave may be terminated at any time by the employee's return to work.

- F. Sick, Vacation, Compensatory Time Use. An employee may use accrued sick, vacation, and compensatory time while on approved medical leave.
- G. Benefits and Service Time. Vacation and sick leave shall not accrue during leaves of absence without pay of 30 days or longer. An employee will not be credited with service during any unpaid, approved leave of absence of 30 days or longer, unless the approved unpaid leave being taken qualifies under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) or Pregnancy Disability Leave (PDL). The District shall continue payment of the employee's and employee's dependents group health insurance and group life policy during the approved unpaid medical leave of absence not to exceed 12 weeks.

Payments of health insurance and life insurance shall cease upon termination of the employee. The District will offer continuing health benefits according to COBRA Legislation Public Law 99-272 to employees, widows, ex-spouses, exregistered domestic partner as defined in California Family Code, Section 297, and other dependents, who would lose coverage as a result of an employee's death, divorce, or termination of employment.

- Н. Hardship Credits. An employee may receive leave credits by voluntary donation from fellow employees. To be eligible, the following conditions must apply:
 - The Hardship Credits must be approved by the General Manager (or his/her designee).
 - Be on an unpaid leave of absence approved by the General Manager.
 - Have exhausted all sick leave, vacation pay, and floating holidays.
 - Face financial hardship due to a prolonged illness or injury.
 - Face financial hardship due to the prolonged illness or injury of a spouse, child, or registered domestic partner as defined in California Family Code, Section 297.

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Employees may donate floating holiday(s), vacation pay, compensatory time, or sick leave in one (1) hour increments. Donated hours may not be taken from the donor employee's payroll records immediately, but will be withdrawn when the recipient's payroll requires hours. The order that donations are received will be used to determine the order that donations will be utilized. All donated time will have the hours converted into dollars at the donor employee's rate of pay. This dollar amount will then be converted into hours using the recipients' hourly rate.

When the employee's need for donated hours stops, per the determination of the General Manager, any donated hours waiting to be utilized will not be used and will be returned to the leave balance of the last donor.

I. Restoration of Employment and Benefits. When an employee is placed on an approved, unpaid leave of absence, an effort will be made to hold the employee's position open as designated by state and federal regulations. However, due to business needs, there will be times when positions cannot be held open and it is not possible to guarantee reinstatement to previous position. If an employee's former position is unavailable when the employee is ready to return to work from an approved unpaid leave, every effort will be made to place the employee in a comparable position for which the employee is qualified.

In addition, the District will attempt to reasonably accommodate employees who are released for partial or modified duty according to the Early Return to Work Policy.

An employee who does not accept the position offered will be considered to have voluntarily terminated employment, effective the day such refusal is made.

J. Military Leave.

According to the Uniformed Services Employment and Reemployment Act, (USERRA), the District will offer benefits and job protection for individuals returning to civilian employment after serving in the military. Uniformed services is defined to include Army, Navy, Air Force, Marine Corps, Coast Guard (and the Reserves for each of those branches), Army National

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Guard, Air National Guard, commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency.

Employees qualifying for military leave in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA) shall be restored to their former position when the employee returns from the military leave of absence. If the position has been abolished or terminated during the employee's absence, the employee will be reinstated to a position of similar seniority, status and pay if such position exists, or if no such position exists, the employee shall have the same rights and privileges that the employee would have had if s/he occupied the position when it ceased to exist and had not taken a military leave of absence.

According to AB392, an employee is eligible for leave under this statute if s/he is the spouse of a "qualified member" of the military (defined below) and works an average of 20 or more hours per week.

The employee's spouse must be a "qualified member" of the military, which means either:

- a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or
- 2. a member of the National Guard or reserves who has been deployed anywhere during a military conflict.

A "period of military conflict" means either a period of war declared by the US Congress, or a period of deployment for which a member of a reserve component of the military is ordered to active duty.

In addition, although this statute only expressly applies to spouses, because the California Family Code provides that registered domestic partners are entitled to the same rights and privileges under state law as spouses, this law applies equally to registered domestic partners.

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Employees may only take leave under the law when their spouse is on leave from military deployment. More specifically, employees are entitled to take leave when either an enlisted military spouse is on leave from a combat zone or a Reserve or National Guard spouse is on leave from an assignment anywhere after being activated during a military conflict.

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Employees shall notify the District of their intention to take leave under this statute within two (2) business days of receiving official notice that the employee's spouse will be on leave from military deployment. The District and statute requires the employee to provide written documentation certifying the spouse's temporary leave from active duty during the time the leave is requested.

The statute provides that military spousal leave cannot affect, or prevent an employee from taking leave that the employee is otherwise entitled to take. Thus the employee isn't required to use accrued vacation time or paid time off while on military spousal leave. In addition, employees are not forced to take military spousal leave concurrently with any other available statutory leave. There shall be no retaliation or adverse employment action against employees who request and/or take military spousal leave.

K. Compulsory Leave.

If in the opinion of the General Manager an employee is unable to perform the regular duties of their position or performance of those duties would create an immediate danger to the health or safety of the employee or others, the General Manager may require the employee to submit to an examination by a licensed physician designated by the General Manager. All costs of the medical examination shall be borne by the District and a copy of the medical examination shall be provided to the employee. If the report of the physician shows that the employee is unable to perform the duty described in their job description or performance of those duties would create an immediate danger to the health or safety of the employee or others, the General Manager may, subject to the approval of the Board of Directors, compel said employee to take sufficient leave of absence to correct the problem. Prior to taking final action, the General Manager

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shall provide the employee with an opportunity to submit an independent medical examination for consideration. The results of all medical examinations conducted in accordance with this section shall be treated as confidential to the extent required by applicable law.

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L. Miscellaneous Leaves

Various other leaves as mandated by law will be granted in accordance with State and Federal law. The Human Resources Department maintains leave details for employees.

Sec. 5.36 revised via Ordinance No. 463 / February 13, 2019

Sec. 5.36. Employee Assistance Program (EAP).

The District will provide each Board Director and Employee with access to an Employee Assistance Program, the cost of which shall not exceed an amount determined by the Board of Directors. The program will be provided at no premium cost to the employees.

- Sec. 5.37. revised via Ordinance No. 463 / February 13, 2019 Sec. 5.37. revised via Ordinance No. 411 / December 11, 2013 Sec. 5.37. revised via Ordinance No. 370 / February 11, 2009 Sec. 5.37. revised via Ordinance No. 320 / July 27, 2005 Sec. 5.37. revised via Ordinance No. 315 / January 26, 2005
- Sec. 5.37. Health and Life Insurance. The District will provide each Board Director and qualified employee with a health insurance policy, the cost of which shall not exceed an amount determined by the District. The District has the right to modify or cancel any insurance coverage except as required by COBRA or any signed MOU with District employees. Effective January 1, 2023, the District will offer a total of five medical insurance plans for active employees and Directors to choose from. The premium cost for the plans will be cost shared by both the District and the employees as outlined in the current MOU.
 - (1) Each full-time employee shall be eligible for a life insurance policy or group policy, as determined by the District, which will provide a specified amount of protection or coverage at no premium cost to the employee.
 - (2) A supplemental life insurance policy shall be available on a voluntary employee contribution basis for interested employees and their spouse or registered domestic partner as defined in California

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Family Code Section 297. All costs of the supplemental life insurance policy shall be paid by the employees desiring them. Employees may authorize payroll deductions for this purpose.

(3) The District provides a health plan to each full-time employee and their dependents and eligible former employees. No health benefits shall be allowed to eligible former employees beyond those expressly set forth in the plan as amended from time to time by the Board of Directors of the District. Retired Board Directors whose term of office commenced on or after January 1, 1995, must pay for their own medical benefits regardless of their years of service. No health benefits shall be allowed to eligible former Board Directors beyond those expressly set forth in the plan as amended from time to time by the Board of Directors of the District. The District will offer continuing health benefits according to COBRA Legislation Public Law 99-272 to widow, ex-spouses and other dependents who would lose coverage as a result of a worker's death, divorce, termination of employment, or Medicare eligibility. The extended coverage would last up to three years, except in the case of terminated employees, who would get only 18 months of continued coverage.

The 18 months of continuation coverage will be extended for an additional 11 months of coverage to a maximum of 29 months for all qualified beneficiaries, if the Social Security Administration determines a qualified beneficiary was disabled, according to Title 11 or XVI of the Social Security Act on the date of the qualifying event or at any_time during the first 60 days of continuation coverage.

Another extension of the 18 month continuation period can occur, if during the 18 months of continuation coverage a second event takes place, (divorce, legal separation, death) then the 18 months of continuation coverage will be extended to 36 months from the date of the original qualifying event date for the qualified beneficiary spouse and/or dependent child.

The District will require those insured under the rule to pay 102% of the current premium rate. The coverage will stop if payments are not made by participant, or if the individual becomes covered under Medicare or another health plan.

An employee shall not be entitled to any benefits effective the day following the day that the employment is terminated. Health and vision insurance coverage, depending on the contract, may be

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continued through the end of the month of the termination. Employment is terminated as of the last day the employee performs work or a service for the District. The day of termination is not extended through the period of accumulated vacation or sick leave the employee is entitled to as of the date of termination.

Sec. 5.38. Dental Insurance. The District shall provide each Board Director, full-time employee and their dependents with a dental insurance policy or group policy, as determined by the Board of Directors, which will provide a reasonable amount of protection or coverage at no cost to the employee or Board Director, as determined by the District, in its sole discretion. The District has the right to modify or delete dental insurance coverage except as required by COBRA or any signed MOU with District employees.

Sec. 5.39. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.39. Vision Care Plan. The District will provide each Board Director, full-time employee and their dependents with an eye care plan as determined by the Board of Directors. The plan will provide coverage at no premium cost to the employee or Board Director, as determined by the District, in its sole discretion. The District has the right to modify or delete vision care insurance coverage except as required by COBRA or any signed MOU with District employees.

Sec. 5.40. revised via Ordinance No. 320 / July 27, 2005 Sec. 5.40. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.40. Disability Insurance.

- A. All employees are required by state law to participate in the California State Disability Insurance Program (known as SDI). SDI provides benefits to workers who are unable to work due to non-work related illness, injury, or pregnancy. Although work connected disabilities are covered by workers compensation laws, SDI benefits may also be paid for work related illnesses or injuries under certain circumstances prescribed by law. The state sponsored insurance program requires that employees make direct application with the Employment Development Department for benefits determination.
- B. In addition to SDI, full-time employees shall participate in a longterm Group Disability Insurance Plan. The cost of such premiums

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shall be borne 50% by the District and 50% by the employee. The employees' share shall be administered as a payroll deduction.

C. All employees are required by state law to participate in the Paid Family Leave (PFL) <u>program</u>. Senate Bill 1661 extends disability compensation to individuals who take time off work to care for a seriously ill child, spouse, parent, registered domestic partner, or to bond with a new minor child. PFL is a component of the SDI program and, thus, those workers covered by SDI are also covered for this benefit. The state sponsored insurance program requires that employees make direct application with the local Employment Development Department for benefits determination.

<u>See. 5.41</u>. <u>Unemployment Insurance</u>. The District is self-insured with respect to the State Unemployment Insurance Program.

Sec. 5.42. revised via Ordinance No. 430 / August 19, 2015 Sec. 5.42. revised via Ordinance No. 420 / September 10, 2014 Sec. 5.42. revised via Ordinance No. 404 / January 16, 2013 Sec. 5.42. revised via Ordinance No. 399 / August 8, 2012

Sec. 5.42. revised via Ordinance No. 320 / July 27, 2005

Retirement Plan. In accordance with an agreement between the Sec. 5.42. District and the California Public Employees' Retirement System (CalPERS), all regular part-time or full-time employees upon first day of employment shall be enrolled as members of the System. For employees hired before 1/1/2013 and employees hired on or after 1/1/2013 who do not meet the Public Employees' Pension Reform Act of 2013 (PEPRA) definition of a new member, their retirement benefit formula will be: 2.5% at 55, the member contribution rate shall be 8%, and the District shall pay the total employer share of the required contributions (annually calculated by CalPERS). As mandated by PEPRA, for employees hired on or after 1/1/2013 and who meet the PEPRA definition of a new member, their retirement benefit formula will be: 2% at 62 and the total normal cost rate will be shared between the employee and the District. The total normal cost rate, including the employee and employer rate, will be annually calculated by CalPERS.

Per the PEPRA Government Code Section 7522.34, CalPERS is prohibited from calculating the retirement benefit for new members using the following types of compensation:

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- Uniform Allowance.
- 2. Any one time or ad-hoc payment or lump sum payment (such as commercial driver's license lump sum payment or goal incentive pay).

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3. Pay for work outside of normal working hours (for example shift differential pay).

Refer to California Government Code Section 7522.34 for a complete listing of the compensation items that cannot be reported and used for calculating retirement benefits for CalPERS members fitting the definition of a new member. This Code section does not apply to classic CalPERS members whose retirement benefits shall be defined in current contracts with CalPERS, any MOU, and/or this Administrative and Ethics Code.

Temporary part-time employees are not eligible for membership in the Public Employees' Retirement System unless they exceed 1,000 hours worked per fiscal year.

Sec. 5.43. revised via Ordinance No. 473 / January 15, 2020

Sec. 5.43. revised via Ordinance No. 463 / February 13, 2019

Sec. 5.43. revised via Ordinance No. 422 / January 14, 2015

Sec. 5.43. revised via Ordinance No. 411 / December 11, 2013

Sec. 5.43. revised via Ordinance No. 328 / March 10, 2006

Sec. 5.43. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.43. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.43. revised via Ordinance No. 310 / May 14, 2004

Sec. 5.43. Deferred Compensation Plans. The District has made available to all employees, on a voluntary basis, the opportunity to participate in two different 457 Deferred Compensation Plans. The 457 plans enable employees to defer a tax-exempt portion of their salary for retirement purposes. Refer to the actual plan documents for specific plan provisions.

Pursuant to Article 4.1 of the District's Administrative and Ethics Code, in determining the compensation of employees, the General Manager may also determine the benefits of all employees, individually or as a collective whole, including contributions to deferred compensation plans, subject to the approval of the Board of Directors in the Annual Budget and any required meet and confer process required under the law.

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The District shall contribute matching 457 deferred compensation for all employees based on employee longevity. The District match is a taxable benefit. The specifics of the qualifications and amounts are detailed in the current memorandum of understanding (MOU) with the bargaining units. Employees who do not contribute the matching amount to their 457 plan(s) during the calendar year are not eligible to receive District matching 457 deferred compensation contributions. Employees who contribute less than the maximum shall only receive an equal match of what they contributed to their 457 plan(s). On or about November 1st of each year, payroll personnel will perform an audit of employee deferred compensation contributions to verify participation. Any employee that has not contributed the funds for that year will be notified and given the opportunity to meet their commitment before the end of the calendar year. The funds can be directed by the employee into either of their 457 plan(s) in any amount. The matching contribution shall be deposited by the District in November for each calendar year. For new employees, the District will not provide longevity matching for the first 5 years of employment. Rehires must have 5 years of combined service time to be eligible. Commencing in calendar year 2022, the District 457 longevity matching contributions shall be as follows:

- 0 to 5 years no funding
- 5 to 10 years \$1,250 per employee per year
- 10 to 15 years \$1,750 per employee per year
- 15 to 20 years \$2,250 per employee per year
- 20 plus years \$2,750 per employee per year

In addition to the longevity match, each year the General Manager shall determine in his/her sole discretion an additional District deferred compensation matching contribution amount for Managers/Supervisors. The District retains the right to make any changes to this program at any time.

The annual Manager/Supervisor matching contributions by the District will be made based upon inclusion in the annual budget and the General Manager's approval, which can include successful annual review scores as determined by the General Manager, no disciplinary action stating removal from the program, and Manager/Supervisor participation in a deferred compensation plan.

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Eligible Managers/Supervisors must have contributed matching funds during the current calendar year.

If a Manager/Supervisor's 457 plan(s) have met the Internal Revenue Service (IRS) set maximum contribution limits (set each year), the District will issue the matching funds into a 401(a) account. The 401(a) accounts will be available to Managers/Supervisors only and only OMWD employer contributions can be deposited into 401(a) accounts.

Internal Revenue Code Section 125 Plan. Sec. 5.44. The District has established a flexible spending plan, meeting the requirements of the Internal Revenue Code (IRC) Section 125. Through voluntary participation in this program, the employee can withhold from his/her paycheck on a pre-tax basis, an amount equal to unreimbursed medical expenses and/or dependent care. The plan allows employees to receive reimbursement for unreimbursed medical, dental and health related expenses not covered by the District insurance and for the reimbursement of child/dependent care with pre-tax earnings, to the extent authorized by the IRC. The IRC does not allow refunds to employees for any unused funds at the end of each program year. The District has no obligation to fund any contributions to the Plan or expenses of the plan and may refuse any related expenses in any plan year in its sole discretion. Effective January 1, 2023 the District will provide a voluntary premium only plan option for pre-tax payroll deductions for employee paid health

Section 5.45. revised via Ordinance No. 320 / July 27, 2005

insurance premiums.

Sec. 5.45. Federal Social Security and Medicare. Federal Social Security (FICA) and Medicare coverage is required by law for every District employee. The District and the employee make contributions to Social Security and Medicare. The amount paid by the District employee is at the prevailing rate as prescribed by Federal Law.

Retirement benefits under Social Security are payable at any time after reaching age 62 on a reduced basis, or as full benefits based on the Social Security age schedule.

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Workers' Compensation Insurance. Sec. 5.46. The District is covered as required by California Law, by Workers' Compensation Insurance. All Board Directors and employees, without exception, are therefore afforded the protection and benefits provided by compensation insurance.

> Injury Leave Definition. Injury leave means a paid absence from duty as a result of a job-related injury. A job related injury shall mean an injury or death sustained by an employee arising out of and in the course of employment.

> The District will pay full compensation of salary lost due to on-the-job injuries up to 10 working days on claims approved by Workers' Compensation. Compensation by the District shall be the difference between that which is reimbursed by Workers' Compensation and the employee's regular salary. The amount paid by the District during the first three days of injury leave shall be deducted from the employee's accumulated sick time, except as otherwise stated below.

Eligibility for Injury Leave shall be as follows:

- A. Injury leave may be granted only during the period the employee is unable to perform his/her duties and is entitled to Workers' Compensation temporary benefits. No injury leave may be granted during the first three days after the employee leaves work as a result of the injury except in a case where the injury causes disability of more than fourteen days or necessitates hospitalization within the three day waiting period, in which case, injury leave may commence the first day the injured employee leaves work or is hospitalized as a result of the injury and shall not be deducted from employee's sick time.
- B. An employee shall not be entitled to injury leave under the following conditions:
 - Failure to use or wear prescribed safety or personal 1. protection equipment.
 - Failure to follow safety rules or regulations. 2.
 - 3. Where the employee's gross negligence or willful misconduct is proximate cause of injury.

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- C. Injury leave shall not be granted for aggravation, recurrences or sequences of a pre-existing non-service-connected disability or any condition existing prior to employment by the District; provided, however, that this subsection shall not disqualify an employee otherwise entitled to sick leave under other conditions and sections.
- D. Workers' Compensation leave shall run concurrently with Family and Medical Leave (FMLA) for those employees who meet the FMLA criteria and are eligible.
- E. Employees on Workers' Compensation leave may use their available vacation, sick and compensatory time off earned to supplement workers compensation disability benefits if they cannot return to work after ten (10) work days.
- F. The District recognizes the need to provide temporary transitional work to employees who are unable to perform regular job duties due to work related illness or injury as soon as the treating physician deems it medically feasible. This program is designed to define the District and employee responsibilities and to provide reasonable accommodation to persons with disabilities pursuant to the Americans with Disabilities Act.
- G. An Early Return to Work or Transitional Work Program offers the following elements and details can be found in the employee handbook and safety manual:
 - 1. An identification of modified or transitional work assignments which are available to injured employees;
 - 2. Advice to each injured employee and his or her physician regarding the operation of the Early Return to Work or Transitional Work Program;
 - 3. A medical determination by the injured employee's physician that the modified duties available to the injured employee are consistent with the injured employee's physical limitations as determined by the physician; and
 - 4. A written agreement by the injured employee to participate in the Early Return to Work or Transitional Work Program.

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- H. Transitional or modified work is limited and will be assigned to employees on a "first come, first serve" basis when work related medical restrictions allow eligibility for the job position available. This program is available to industrially injured employees for no longer than one hundred eighty (180) days after the date of the employee's injury.
- I. The Human Resources Department shall be responsible for supervising the implementation and management of the Early Return to Work or Transitional Work Program and follow up with employees regarding the results of their participation in either Program.

Sec. 5.47 (B) revised via Ordinance No. 362 / June 25, 2008 Sec. 5.47 (B) revised via Ordinance No. 320 / July 27, 2005 Sec. 5.47. (C) revised via Ordinance No. 305 / October 22, 2003

Sec. 5.47. Labor-Management Committee.

- A. The District agrees to establish a Human Resources/ Employee Association Team (HEART) Committee for the purpose of discussing work-related issues and issues relating to the Labor Agreement. The Committee shall have no authority to change, modify, alter or amend any Labor Agreement.
- B. The Committee shall be composed of the President of the Employees' Association(s) or their designee and two (2) employees covered by the Labor Agreement. In addition, the District shall appoint the General Manager or a designee and two (2) management employees.
- C. Meetings shall be held at times that are mutually acceptable to both parties. The party desiring to meet shall request the meeting at least fifteen (15) days prior and shall submit an agenda of items to be discussed.
- D. It is the intent of the parties to foster a cooperative atmosphere and harmonious working relations. Therefore, the parties agree to issue only joint statements, when necessary, on the results of the Committee meetings.

Sec. 5.48. revised via Ordinance No. 320 / July 27, 2005 Sec. 5.48. revised via Ordinance No. 315 / January 26, 2005

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Sec. 5.48. Tuition Reimbursement and Education Incentive Pay. The purpose of the reimbursement program is to provide financial assistance to those employees who voluntarily engage in educational pursuits beneficial to the District. Employee educational reimbursement is confined to expenses for voluntary, off-duty development which benefits both the employee and the District and which have been approved by District management in advance. Approval of tuition reimbursement shall be in the sole discretion of the General Manager or designee. Reimbursement shall not exceed \$2,000.00 for any employee in any fiscal year. Commencing July 1, 2022, reimbursement shall not exceed \$4,500.00 per fiscal year.

In addition, beginning July 1, 2022, the District shall allow one time Education Incentive Pay for certifications and degrees that are above employee's current job requirements but are related to future growth and development at the District. Details on this program are outlined in the current MOU.

Elements and procedures for participation <u>in these programs</u> can be found in the employee handbook provided to every employee or from the Human Resources Department.

Sec. 5.49. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.49. Tiger Team Award Programs. The District administers various employee recognition programs. They are designed to encourage and provide a measure of acknowledgement for employee creativity and improvements for time and money saving ideas. The Tiger Team Programs include Safety Recognition, Better Way, Excellence and other cost savings or alternative revenue generating ideas.

Sec. 5.50. revised via Ordinance No. 473 / January 15, 2020 Sec. 5.50. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.50. Employee/Employer Recreation Program. The District shall contribute -\$100 per employee and for each Director of the District annually for the use and enjoyment of all the employees and Board Directors in an organized recreation program approved by District management. Commencing in July 2022, the District annual contribution to the program shall increase annually by the San Diego CPI-U. The program shall have approved bylaws and rules for administration of the program.

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Sec. 5.51. revised via Ordinance No. 408 / June 12, 2013 Sec. 5.51. was added via Ordinance No. 401 / October 10, 2012

- <u>Sec. 5.51</u>. <u>Economic Hardship Cash Out</u>. Notwithstanding provisions of Sections 5.31 and 5.32, the following shall be permitted:
 - 1. Financial hardship requests to convert additional accrued sick or vacation leave to cash will be reviewed on a case by case basis and require the approval of the General Manager. Elective hours off "floating holiday hours" and compensatory time earned may not be used to convert to cash via a financial hardship request. Financial Hardship written requests shall be submitted to the Human Resources Department with appropriate justification and documentation.
 - 2. No more than one (1) approved hardship request will be allowed each calendar year per employee.
 - 3. Employees may be permitted to cash out accrued sick or vacation leave on an emergency basis at the discretion of the General Manager. Employees shall maintain a minimum bank of 100 hours of combined vacation and sick leave after the cash out is made. Elective hours off "floating holiday hours" and compensatory time earned may not be used to calculate the minimum bank hours. Emergency shall be defined as a sickness or death in an employee's immediate family, financial emergency or other unforeseen hardship. The General Manager shall be the sole arbiter of the approval of the request.
 - 4. If the General Manager has his/her own hardship request, it shall be brought to the Board Personnel Committee for consideration.

Sec. 5.52 revised via Ordinance No. 473 / January 15, 2020 Sec. 5.52. was added via Ordinance No. 418 / June 18, 2014

Sec. 5.52. Voluntary Employees' Beneficiary Association (VEBA). Effective July 1, 2014, an OMWD Medical Savings Trust together with the OMWD Medical Savings Plan will provide eligible employees, eligible former employees (separated after July 1, 2014) and their dependents and beneficiaries the opportunity to receive

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reimbursement for eligible medical expenses per IRS regulations; for further details see the VEBA Trust and Plan documents.

- 1. All money available in the VEBA accounts of each employee will be available for use both pre and post termination for family and qualified dependents medical expenses and insurance use. VEBA funds will be eligible to be transferred to qualified dependents and/or beneficiaries designated by the employee upon the employee's death. The VEBA accounts will be established in each employee's name and managed via a third party trustee.
- 2. Employees will be eligible to join VEBA after one year of service. The OMWD contribution for the 1 to 5 year of service timeframe shall be made at the one year anniversary of employment if the employee opts in to the VEBA. All employees may participate in the VEBA, including part-time employees as defined in §4.7 of the Administrative Code and shall have their VEBA District contribution pro-rated by hours worked pursuant to this same section. The pre-tax employee contribution percentages shall remain the same for part-time employees. Employees must opt in or out of VEBA after one year of service. All employees who are employed at the District and have one year of service credit or more must opt in or out at that time. Employees will have a 15 day election period to opt in or out of VEBA. Once an employee has a VEBA account established, he/she will then be allowed a onetime opportunity to stop participating in the VEBA plan and cannot rejoin at a later date.

Upon start date, rehires (returning employees who have combined service time of at least one year) will have a 15 day election period to opt in or out of the VEBA plan.

- 3. The VEBA shall be eligible to be used on all IRS allowable expenses, similar to those benefits offered under a Section 125 Flexible Spending Plan. For employees participating in the District 125 plan, flex account funds must be exhausted prior to VEBA reimbursement.
- 4. The District will pay each employee's administrative fees as negotiated in the current MOU. The District will cover the administrative fee for the VEBA during employment until separation for employees that separate with less than 15 years of (combined) service. For employees that separate with more than

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15 years of (combined) service, the District will reimburse the VEBA administrative fee for one year after separation. If the employee retires via CALPERS from OMWD, the District shall reimburse the administrative fee on a yearly basis for the VEBA until such time as the employee participates in Medicare. The employee must submit proof of annual fees paid in order to be reimbursed.

- 5. Annual Funding contribution by the District shall be contributed in November of each calendar year. The years of service to qualify for the District contribution shall be calculated as the years of service of each employee as of the preceding January. The <u>pre-tax</u> funding by the District shall be as follows:
 - Up to 1 year of service = no funding
 - More than 1, but less than 5 years of service = \$150200 per employee per year
 - More than 5, but less than 10 years of(combined) service =
 \$250 400 per employee per year
 - More than 10, but less than 15 years of (combined) service = \$375_600 per employee per year
 - More than 15, but less than 20 years of (combined) service = \$525-800 per employee per year
 - More than 20 years of (combined) service = \$\frac{700}{1,000} \text{ per employee per year
- 6. Annual Funding by the employee shall also change based on years of (combined) service in January of each year. The employee shall make their contribution <u>pre-tax</u> in bi-weekly increments through payroll deductions. Base wage shall mean the employees base hourly or salary rate without overtime, allowances, awards, or other compensation. The employee contribution amounts can be found in the current MOU.
- 7. The HEART Committee may annually negotiate the employee contribution amounts in December of each year. The limits are not required to be changed each year, but may be as a result of this annual process. These current employee contribution amounts can be found in the MOU.



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Jennifer Joslin, Human Resources Manager

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER CONTINUATION OF SPECIAL DISTRICT RISK MANAGEMENT

AUTHORITY (SDRMA) FOR WORKERS' COMPENSATION INSURANCE

Purpose

The purpose of this item is to provide a comprehensive review of the current workers' compensation insurance program through the Special District Risk Management Authority (SDRMA) and the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) worker's compensation program proposal received by the District at the request of the Safety Committee (Directors Meyers and Topolovac).

Recommendation

Staff recommends that the District continue the workers' compensation program with SDRMA.

Alternative(s)

Execute the initial three year commitment with ACWA JPIA for coverage through their workers' compensation program.

Background

At the June 23, 2021 Safety Committee Meeting, it was requested that a comprehensive comparison of workers' compensation programs across three to four providers be presented to the committee at the August 25, 2021 Safety Committee Meeting in order to develop a bid quotation framework. At the August meeting, the Safety/Risk Compliance Administrator provided an informational report comparing four workers' compensation program providers, SDRMA, California JPIA, ACWA JPIA, and The Zenith. The Safety Committee reviewed the four carriers' liability limits and value added services then moved to have the staff's quotation framework include ACWA JPIA and SDRMA (the current workers' compensation provider). Workers' compensation has historically been evaluated every few years. Since July 1, 1982 the District has received workers' compensation benefits through SDRMA. For 39 years the District has leveraged SDRMA's services for the management of workers' compensation claims, both indemnity and medical.

Fiscal Impact

In the process of comparing workers' compensation insurances carriers, understanding the methods in which insurance carriers determine the base premium employers pay will help establish a more comprehensive view of what value each carrier can provide. The cost of coverage for employers is determined by a specific formula and cost factors that the employer is expected to accept but has no control over. The primary formula used for determining the cost of workers' compensation coverage is straightforward. It basically works as follows: employers determine the annual payroll cost factor (total annual payroll cost divided by 100) multiplied by the occupational classification rate then multiplied by the experience modifier which estimates the premium.

Calculating the estimated payroll is accomplished by first determining the overall payroll and estimating possible future changes to the payroll for the following year. The payroll total, per \$100, is multiplied against classification rates of the employees. The classification of an employee determines the valuation of an employee type. A valuation of risk is determined for each category. An employer is then evaluated for which classifications apply to its workers.

Each classification will have a predetermined value provided by the workers' compensation Insurance Rating Bureau of California (WCIRB). The factor will be multiplied against every \$100 of payroll an employer reports to the insurance company during payroll reconciliation. The Classification Rate is determined by risk, which is the basis for valuation of an occupational classification rate.

The other factor mentioned above that impacts a premium is the experience modification. The experience modifier adjusts workers' compensation insurance premiums for a particular employer based on a comparison of past losses to what is calculated to be the average losses of other employers in that state in the same industry. Keeping injuries and claims at a minimum will help improve the District's experience modifier over time. Below is an itemized breakdown of the District's current annual premium with SDRMA.

Program Year 2021-22 (SDRMA)

Total Estimated Annual Contribution Based on Manual Rates	\$294,898.26
Contribution as Adjusted by the Experience Modification Factor of 92%	\$271,306.40
Less: *13% Credit Incentive Program Discount	-38,336.77
Estimated Annual Adjusted Contribution	\$232,969.63
Less: Longevity Distribution Credit	-63,242.00
Less: 5% Multi-Program Discount	0.00
Less: Member Plus Online RQ Bonus	-75.00
Net Estimated Annual Contribution	\$169,652.63

OMWD Historical Experience Modifier Rates

Year	Experience Modifier	Pool Average
2021-22	0.92	1.01
2020-21	1.09	1.03
2019-20	1.00	1.04
2018-19	1.05	1.01
2017-18	0.82	0.97
2016-17	0.70	1.02
2015-16	0.94	1.06
2014-15	0.91	1.14
2013-14	0.78	1.16
2012-13	0.77	1.08

ACWA JPIA recently issued a proposal for coverage through their workers' compensation program with considerations including the District's 10 year loss analysis, experience modification, and payroll reconciliation as shown below and attached.

Program Year 2021-22* (ACWA JPIA)

Total Estimated Annual Contribution	\$200,304
Less: 11% Economy of Size Discount (Payroll greater than \$7,000,000)	-22,033
Discounted Premium	\$178,271
Contribution as Adjusted by the Experience Modification Factor of 92%	\$164,009
Net Estimated Annual Contribution	\$164,009

* The quote is based on current 2021 rates; the 2022-23 rates will be adopted by ACWA JPIA in May/June 2022.

Discussion

In order to evaluate the true value of the premiums paid for workers' compensation programs, summaries demonstrating policy retention limits, deductibles, and other value added services available with SDRMA and ACWA JPIA have been included.

Special Districts Risk Management Authority (SDRMA)

For over 40 years, SDRMA has provided public agency members comprehensive coverage protection for workers' compensation, general liability, public official's errors and omissions, employment practices liability, auto, property, boiler and machinery, mobile equipment and crime and fidelity coverage. SDRMA provides valuable industry leading programs at no cost to members including; Vector Solutions™ online training and certification tracking, the Company Nurse telephone triage program, and Best Best & Krieger for Employment Law Legal Hotline. Coverage through SDRMA includes statutory workers' compensation limits, five million dollars for employer's liability, zero deductible, and maintains a self-insured retention that is periodically adjusted based on market conditions. Coverage is renewed annually.

Value added services

Training

SDRMA utilizes Vector Solutions, an enterprise risk management solution for public entities to deliver a web-based training and risk management platform to all members. This platform is used by approximately 2,500 public entities nationwide. It features an extensive library of courses and customizable training management services including flexible tools to monitor key compliance tasks, communication solutions for exchanging information, and risk identification and mitigation technologies. Vector Solutions is also utilized by staff to earn continuing education training units needed in order to renew their water industry certifications. SDRMA also provides training solutions for monthly

tailgate safety trainings for all staff through the use of a third party consultant that delivers monthly training materials for distribution to employees at no cost to members.

Cost Savings

SDRMA leverages the use of a Credit Incentive Program (CIP) designed to encourage members to take a proactive approach for loss prevention administration, training and safety/risk management in an effort to achieve the lowest contributions possible. Through the Credit Incentive Program, agencies can earn up to a 15% discount on their workers' compensation premium. For the 2021-2022 program year, the District received a 13% discount of \$38,336.77. For the 2022-2023 program year, the District could receive a discount up to \$44,235. See attachments for CIP details. The District also receives a significant longevity credit, \$63,242 for 2021-2022, for being a member for over 10 years.

Claims Administration

SDRMA employs a third party claims administer, Sedgwick Claims Management Services, to ensure full attention to claims is provided at no cost to the member.

<u>Association of California Water Agencies Joint Powers Insurance Authority</u> (ACWA JPIA)

The Association of California Water Agencies Joint Powers Insurance Authority, ACWA JPIA, is a partnership of water agencies dedicated to avoiding the high cost of commercial insurance. Formed in 1979, ACWA JPIA is not an insurance agency or carrier. It is a risk-sharing pool for property, liability, workers' compensation and employee benefits, which allows for more rate stability, broader coverage and expanded benefits and services than private insurance. ACWA JPIA provides comprehensive workers' compensation to keep employees and agency protected. They offer a self-administered program that covers bodily injury by accident or bodily injury by disease arising out of and in the course of employment.

Value added services

Training

ACWA JPIA also uses Vector Solutions (same as SDRMA), an enterprise risk management solution for public entities to deliver a web-based training and risk management platform to all members. This platform is used by approximately 2,500 public entities nationwide. It features an extensive library of courses and customizable training

management services including flexible tools to monitor key compliance tasks, communication solutions for exchanging information, and risk identification and mitigation technologies. ACWA JPIA also provides members access to an extensive video training library that helps risk managers assign training topics to employees to assist in reducing risk.

Cost Savings

ACWA JPIA provides multi program premium discounts to members enrolled in liability, property, and workers' compensation programs. Members enrolled in two programs receive a premium discounts of 2%, while member enrolled in three programs receive a premium discount of 5%. The District would have to change their liability and property carrier to ACWA JPIA to achieve the full discount (health insurance coverage does not qualify for the discount). ACWA JPIA does provide an economy of size discount, up to 12% based on payroll. The District would be eligible for an 11% premium discount of \$22,033 based on current payroll.

Claims Administration

ACWA JPIA employs a staff of experienced adjusters who handle only water agency claims, which ensures continuity in claims adjuster contact. ACWA JPIA assigns lower case load per adjuster to allow maximum attention to employers and injured workers.

In order to join ACWA JPIA, several conditions must be met. The conditions to join ACWA JPIA are as follows:

- 1. Participation requires an initial three year commitment;
- 2. Favorable risk assessment;
- 3. New applications require ACWA JPIA Executive Committee approval;
- 4. Board resolution to join ACWA JPIA workers' compensation program;
- 5. Application to State Dept. of Industrial Relations for a Certificate of Consent to Self-Insure.

On the next page is a comparison chart highlighting the services offered by the two carriers.

Workers' Compensation Comparison Chart

	SDRMA	ACWA JPIA
Employer Liability Limits	\$5,000,000	\$4,000,000
Deductibles	\$0.00	\$0.00
Value Added Services	 Training Solutions CIP program Safety Consult 5% longevity incentive Company Nurse program Seminars Legal Hotline 	 Training Solutions Safety Consult 2% - 5% multiple program incentive Seminars Occu-Med services Legal Consult
Claims Administrator	Third party administrator (Sedgwick Claims Management Services)	Staff managed
Net Estimated Cost	\$169,652	\$164,009

As shown in the examples above, many of the value added service are relatively equivalent across both workers' compensation providers including premium costs. However, by continuing the workers' compensation program with SDRMA, the District will retain the \$5,000,000 retention limit with an average cost difference of approximately \$5,000 for the additional \$1,000,000 in liability coverage. SDRMA has been the provider for the District's workers' compensation insurance for 39 years, during that time they have provided consistent, quality customer service. A switch to ACWA JPIA would also require an initial three year commitment to their program versus an annual renewal with SDRMA.

Attachments:
Workers' Compensation Program Invoice
CIP Incentive Program Criteria
CIP Tracker
ACWA JPIA Coverage Proposal

Workers' Compensation Program Invoice



\$169,652.63

Program Year 2021-22

Olivenhain Municipal Water District

1966 Olivenhain Road Encinitas, California 92024 Invoice Date: 05/18/2021
Invoice Number: 69996

Member Number: 5158

Class Code	Classification Description	Reported Payroll	Rate per \$100	Annual Contribution		
7520	Waterworks Operations	\$3,776,593	\$5.19	\$196,005.18		
7580	Sanitary or Sanitation Agency Operations	\$632,708	\$6.70	\$42,391.44		
8742-D	Paid Governing Body Members	\$45,000	\$0.63	\$283.50		
8810	Clerical/Office Employees	\$2,965,647	\$0.58	\$17,200.75		
9410	Non-Manual Labor; including Agency Managers and Recreation Person	\$854,526	\$1.90	\$16,235.99		
9420	Manual Labor; including Park and Landscape Maintenance Personnel	\$258,000	\$8.83	\$22,781.40		
** Indicate	es per capita rate class code					
Total Est	Total Estimated Annual Contribution Based on Manual Rates \$294,898.26					
Contribut	tion as Adjusted by the Experience Modification Factor of 92%			\$271,306.40		
Less: *13	3% Credit Incentive Program Discount			-38,336.77		
Estimate	d Annual Adjusted Contribution		_	\$232,969.63		
Less:	Longevity Distribution Credit			-63,242.00		
Less: 5% Multi-Program Discount						
Less: Member Plus Online RQ Bonus						
Net Estin	nated Annual Contribution		_	\$169,652.63		

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment. For invoice questions call the SDRMA Finance Department.



Total Contribution Amount Due by 30 Days



2021 - 22 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of workers' compensation coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Workers' Compensation Program contributions invoice. Participating members may choose among various options to complete during the CIP period (April 1- March 31) to reach the maximum points allowable within each track.

The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2022 will be applied to the 2022-23 Program Year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with (*Credit will be applied to both programs*). Points are currently awarded as follows:

LOSS PREVENTION TRACK (8 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

For each <u>full-day</u> attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (First attendee earns 2 points, second attendee earns 1 point).

3 Points maximum

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

For management staff or governing body member attending an approved Legal Seminar relating to Employment Practices or Human Resource issues (Each attendee earns 1 point).

2 Points maximum

Documentation Required – Course syllabus and certificate of completion.

For staff participation in SDRMA's online safety training program – Vector Solutions (formerly TargetSolutions) Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

3 points maximum

No Documentation Required - Will be confirmed by SDRMA.

Workers' Compensation Program



For a member agency utilizing the Company Nurse incident reporting toll-free number (877.518.6711) to report each workplace incident during the program year prior to filing a workers' compensation claim form (DWC1).

2 points maximum

No Documentation Required - Will be confirmed by SDRMA.

ADMINISTRATION TRACK (2 POINTS MAXIMUM)

For management staff accredited with the Certified Special District Manager (CSDM) designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each <u>full-session</u> attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA.

(Credit will be applied to both programs)

GOVERNANCE TRACK – GOVERNING BODY RELATED (2 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a "District of Distinction" by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each <u>full-session</u> attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA.

(Credit will be applied to both programs)

Workers' Compensation Program



CLAIMS TRACK (3 POINTS MAXIMUM)

For a participating member agency not having any "paid" and/or "filed" claims for one year as well as having an EMOD 1.0 or under.

1 point

No Documentation Required - Will be confirmed by SDRMA.

For a participating member agency not having any "paid" and/or "filed" claims for three years as well as having an EMOD 1.0 or under.

2 points

No Documentation Required - Will be confirmed by SDRMA.

The following bonus points are in addition to the 15 CIP point limit:

CLAIMS BONUS TRACK (3 POINTS MAXIMUM)

For a participating member agency not having any "paid" and/or "filed" claims for five years as well as having an EMOD 1.0 or under.

3 points

No Documentation Required - Will be confirmed by SDRMA.

CONTACT INFORMATION

For questions regarding the Credit Incentive Program, please contact us at memberplus@sdrma.org or 800.537.7790.

Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on Vector Solutions (formerly TargetSolutions) Program to view information about the Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources

Workers' Compensation Credit Incentive Program



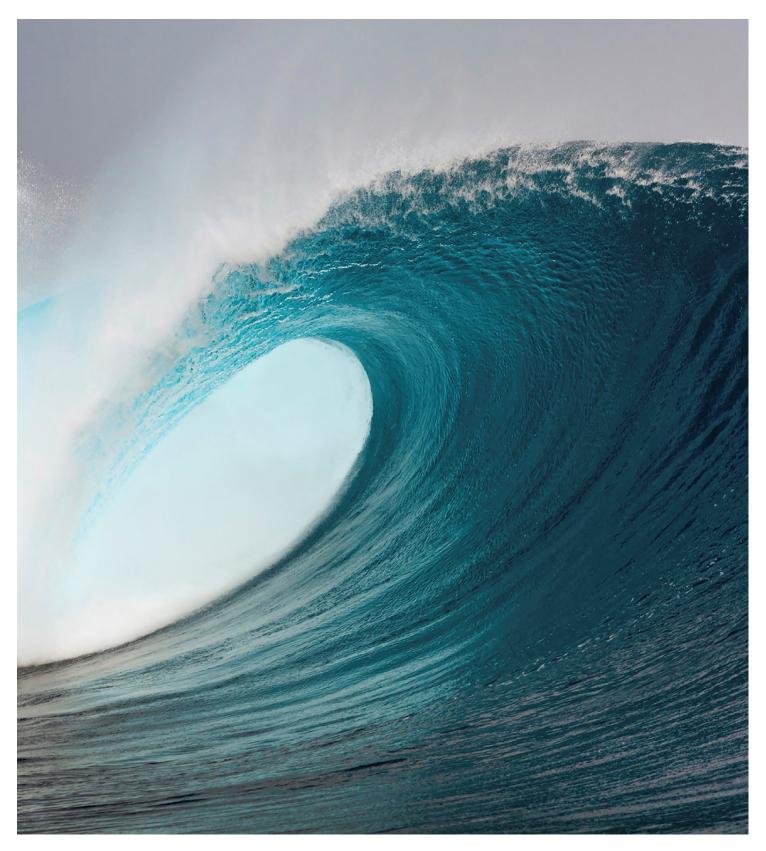
Olivenhain Municipal Water District

CIP Points Earned as of: 12/30/2021

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2021-22. The following earned credits have been documented and will be applied toward the annual renewal invoice for the 2022-23 program year:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$5,898
Staff Attendance at SDRMA Workshop	0	\$0	2	\$5,898
Additional Staff Attendance at SDRMA Workshop	0	\$0	1	\$2,949
Management Staff Attendance at CSDA Legal Seminar	0	\$0	1	\$2,949
Additional Management Staff Attendance at CSDA Legal Seminar	0	\$0	1	\$2,949
Vector Solutions Online Training Program	3	\$8,847	0	\$0
Utilization of Company Nurse	0	\$0	2	\$5,898
LOSS PREVENTION TRACK TOTALS - 8 POINTS MAXIMUM	3	\$8,847	5	\$14,745
Management Staff with CSDM accreditation by SDLF	0	\$0	2	\$5,898
Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$2,949
Additional Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$2,949
ADMINISTRATION TRACK TOTALS - 2 POINTS MAXIMUM	0	\$0	2	\$5,898
SDLF District of Distinction designation	0	\$0	2	\$5,898
Single Board Member Attendance at CSDA Training	1	\$2,949	0	\$0
Additional Board Member Attendance at CSDA Training	1	\$2,949	0	\$0
GOVERNANCE TRACK TOTALS - 2 POINTS MAXIMUM	2	\$5,898	0	\$0
No Claims during the year	0	\$0	1	\$2,949
No Claims for prior 3 years	0	\$0	2	\$5,898
CLAIMS TRACK TOTALS - 3 POINTS MAXIMUM	0	\$0	3	\$8,847
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	5	\$14,745	10	\$29,490
5 YEAR NO CLAIMS BONUS	0	\$0	3	\$8,847
TOTAL CREDIT INCENTIVE POINTS	5	\$14,745	13	\$38,337

^{*}For detailed information, please see the Workers' Compensation CIP criteria for the applicable Program Year. For questions, please contact us at memberplus@sdrma.org or 800.537.7790.



Coverage Proposal OLIVENHAIN MUNICIPAL WATER DISTRICT





ACWA JPIA's
Workers'
Compensation
protection provides
members with
premium rate
stability and
in-house claim
handling specific
for water agencies.

YOUR BEST WORKERS' COMPENSATION PROTECTION

ACWA JPIA provides comprehensive workers' compensation to keep your employees and agency protected. We offer a self-administered program that covers bodily injury by accident or bodily injury by disease arising out of and in the course of employment.

ADVANTAGES OF THE PROGRAM

PREMIUM RATE STABILITY

- · Rates set and adjusted by member's experience
- · Risk consultants manage risk requirements
- Same risk management requirements apply to all members
- Pooled program with potential for retrospective premium adjustments
- Multiple program premium discounts available
- · Reduction in loss exposures results in fewer claims keeping rates lower

IN-HOUSE CLAIMS HANDLING

- Experienced adjusters who handle only water agency claims
- · Continuity in claims adjuster contact
- · Lower case load per adjuster allows maximum attention to employer and injured worker
- Support of agency's return-to-work program
- · Legal counsel
- · Ten year-plus history of DWC Audit Unit rating program #1 with no errors found

PROGRAM ENHANCEMENTS

- Services provided (pre-employment physicals, clinic selection, job analysis and assistance with the interactive process)
- · DOT drug & alcohol sponsored consortium
- Free lending library with safety related materials
- Free to low cost training classes and materials specific to workers' compensation exposures

The State of California's Division of Workers' Compensation recent claims audit in 2014 ranked the JPIA number one. We are in full compliance with all mandatory notices and received no assessments or penalties for unpaid compensation. We are your trusted workers' compensation provider.

VALUE-ADDED SERVICES EXCLUSIVE TO MEMBERS

ACWA JPIA is proud to offer our members access to Occu-Med, a healthcare services and human resources consulting firm. Occu-Med's program significantly reduces worker injuries by identifying pre-existing medical conditions or physical limitations that may pre-dispose the applicant or employee to injury when performing essential job duties including;

- Employer-oriented medical services
- Placement medical evaluation and fitness-for-duty
- Return-to-work evaluation services to all Workers' Compensation member districts
- Bank of Job Analysis pertinent to water agencies



Workers' Compensation & Employers Liability Coverage Quotation

WORKERS' COMPENSATION

EMPLOYER'S LIABILITY

Bodily Injury by Accident	\$4,000,000
Bodily Injury by Disease - each employee	\$4,000,000
Bodily Injury by Disease - coverage limit	\$4,000,000

Class Code	Classification		Estimated Annual Payroll	Rate 7/1/2021	Estimated Annual Deposit
7520	Waterworks Operations		\$ 3,684,223	.0406	\$ 149,579
7580	Sanitation District		\$ 657,904	.0273	\$ 17,961
8810	Clerical		\$ 3,641,806	.0077	\$ 28,042
9182	Parks & Recreation		\$ 258,041	.0183	\$ 4,722
	Total		\$ 8,241,974		\$ 45,152
		Economy of Size Discount – 11%			\$ (22,033)
		Discounted Premium			\$ 178,271
		Experience Modification Factor			0.92
		Estimated 7/1/21-22 Deposit Premium			\$ 164,009

Deposit premium is payable on a quarterly reporting basis. No up-front deposit is required. Retrospective Allocation Point \$15,000 minimum.



Premium Summary

Programs	Es	Estimated Annual Premium	
Workers' Compensation Coverage	\$	164,009	
TOTAL ESTIMATED ANNUAL PREMIUM	\$	164,009	

CONDITIONS:

- 1. Participation requires an initial three-year commitment;
- 2. Favorable risk assessment;
- 3. New applications require ACWA JPIA Executive Committee approval;
- 4. Board resolution to join ACWA JPIA Workers' Compensation Program;
- 5. Application to State Dept. of Industrial Relations for a Certificate of Consent to Self-Insure.



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Steven Weddle, Engineering Services Supervisor

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER AWARD OF A CONTRACT WITH ORION CONSTRUCTION

CORPORATION IN THE AMOUNT OF \$177,000 FOR THE CONSTRUCTION OF THE LONE JACK PRESSURE REDUCING STATION REPLACEMENT PROJECT AND

AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF OMWD

Purpose

The purpose of this agenda item is to consider approval of a contract with Orion Construction Corporation (Orion) in the amount of \$177,000 for construction of the Lone Jack Pressure Reducing Station Replacement Project (Lone Jack PRS Replacement) and authorize the General Manager to sign on behalf of OMWD.

Recommendation

Staff recommends awarding a contract to Orion in the amount of \$177,000 for construction of the Lone Jack PRS Replacement Project.

Alternative(s)

The Board may choose to not award this contract to Orion, and instead could:

- Direct staff to re-bid the project
- Elect to delay the project until a future date; however, this is an important project to replace infrastructure near the end of its useful life.

Background

The Lone Jack Pressure Reducing Station (Lone Jack PRS) was installed in 1971 and is part of the potable water distribution system for the Lone Jack Road corridor. The Lone Jack PRS is currently located within an unpaved OMWD easement in Director Division 5 (Meyers) and is close to Director Division 3 (Guerin) boundaries as well. The Lone Jack PRS is nearing the end of its useful life and is in need of replacement. Originally conceptualized and packaged in 2013 as a pipeline replacement along Dusty Trail (within the private Copper Crest community) and a pressure reducing station (PRS) replacement project, the two (2) distinct items of work were separated into a pipeline replacement project scheduled for FY 2025 and the current PRS replacement project. Separating the two (2) projects allowed for better financial planning to replace the more critical PRS first and spreading the construction costs of the pipeline replacement out to future year's budget cycles. The Lone Jack PRS Replacement Project makes economical use of a salvaged PRS from the temporary connection to the Santa Luz North Affordable Housing project; used for a short timeframe while the City of San Diego was constructing the potable water system to serve that particular project.

The Lone Jack PRS Replacement Project specifically consists of the demolition and removal of the existing PRS and replacement with an above-ground premanufactured PRS, reconnection to the distribution system, and installation of a gate valve and manual air release, all occurring within an unpaved, previously disturbed easement.

Additionally, the Board adopted a Resolution at its December 15, 2021 meeting, making the California Environmental Quality Act (CEQA) findings for declaration of the demolition and removal of the existing PRS and replacement with an above-ground premanufactured PRS as an exempt project under California Public Resources Code 21084 and CEQA Guidelines Article 19, Sections 15301(b) and 15301(d), Class 1 existing facilities. Subsequently, a Notice of Exemption was filed with the County Clerk for posting per CEQA Guidelines Section 15062.

Notification letters were sent to adjacent property owners and tenants within 500 feet of the project in anticipation of the work.

Fiscal Impact

Funds for construction of the Lone Jack PRS Replacement Project are included in the FY 21/22 annual budget.

Is this a Multi Fiscal Year Project? Yes

In which FY did this capital project first appear in the CIP budget? 2013

Total Project Budget: \$340,000

Current Fiscal Year Appropriation: \$340,000

To-Date Approved Appropriations: \$340,000

Target Project Completion Date: May 2022

Expenditures and Encumbrances as of December 2021: \$123,395

Is this change order within the appropriation of this fiscal year? **N/A**

If this change order is outside of the appropriation, Source of Fund: N/A

Discussion

The Lone Jack PRS Replacement Project was bid on January 6, 2022. A total of three (3) bids were received:

Contractor	Total Amount of Bid Schedule
Piperin Corporation	\$ 224,000
Cora Constructors	\$ 233,000
Orion Construction Corporation	\$ 177,000

Pursuant to the contract documents, the basis of award is based on the total amount of the Bid Schedule items, listed at a lump sum price. The Total Amount of Bid Schedule price includes all labor, materials, removal, overhead, profit, insurance, and incidentals required to complete the work. The lowest responsive and responsible bid was received from Orion in the amount of \$177,000. No irregularities were found in Orion's bid and no protests have been received. The Engineer's Estimate for the project was \$183,000. Orion is local to San Diego County, based in Vista and have completed multiple recent local public works projects for the City of San Diego, Helix Water District, and the Department of the Navy.

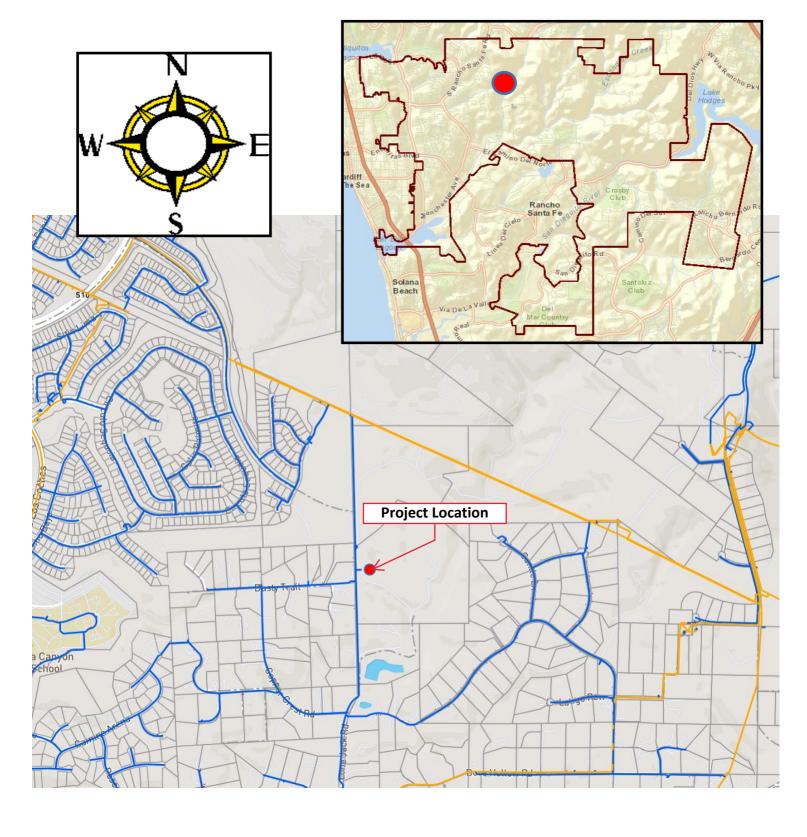
Staff is available to answer any questions.

Attachment(s):
Bid Results Tabulation;
Project Location Map



Bid Results Tabulation January 6, 2022 at 2:00 p.m.

Lone Jack Pressure Reducing Station Replacement Project (D120178)						
Contractor	Total Amount of Bid Schedule (Base Bid)	Bid Form Checklist (Y/N)	Acknowledged Addendum 1 (Y/N)	Acknowledged Addendum 2 (Y/N)	Bid Bond (Y/N)	
Piperin Corporation	\$ 224,000.00	Υ	Υ	Υ	Υ	
Cora Constructors	\$ 233,000.00	Υ	Υ	Υ	Υ	
Orion Construction Corporation	\$ 177,000.00	Y	Υ	Υ	Υ	



LONE JACK PRESSURE REDUCING STATION
REPLACEMENT PROJECT
DISTRICT PROJECT NO. D120178



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Joe Jansen, Administrative Analyst

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER INFORMATIONAL REPORT ON WATER SUPPLY CONDITIONS AND

LONG-TERM WATER USE EFFICIENCY LEGISLATION

Purpose

The purpose of this agenda item is to provide the board with an update on water supply conditions and the status of OMWD's customer notification and enforcement activities in addition to reports on the latest water use legislation affecting OMWD customers.

Recommendation

This is an informational item; no action is required.

Alternative(s)

Not applicable; informational item only.

Background

Since June 2015, staff presents at the board's request a quarterly report on statewide water supply conditions, recent and near-term events pertaining to drought, and/or a summary of activity taken by staff.

Fiscal Impact

There are no costs directly associated with this informational report.

Discussion

Staff will review the attached presentation with the board at the January 19 meeting and further discuss water supply related developments.

Attachments: PowerPoint presentation

WATER SUPPLY AND LONG-TERM WATER USE EFFICIENCY LEGISLATION

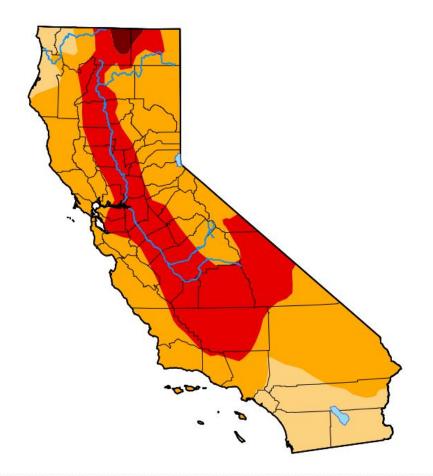
January 19, 2022



Water Supply Conditions



U.S. Drought Monitor California



December 28, 2021

(Released Thursday, Dec. 30, 2021) Valid 7 a.m. EST

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	100.00	86.28	32.93	0.84
Last Week 12-21-2021	0.00	100.00	100.00	92.44	79.44	23.11
3 Months Ago 09-28-2021	0.00	100.00	100.00	93.93	87.88	45.66
Start of Calendar Year 12-29-2020	0.00	100.00	95.17	74.34	33.75	1.19
Start of Water Year 09-28-2021	0.00	100.00	100.00	93.93	87.88	45.66
One Year Ago	0.00	100.00	95.17	74.34	33.75	1.19

Intensity:

None D2 Severe Drought
D0 Abnormally Dry D3 Extreme Drought
D1 Moderate Drought
D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions.
Local conditions may vary. For more information on the
Drought Monitor, go to https://droughtmonitor.unl.edu/About.aspx

Author:

Brad Pugh CPC/NOAA





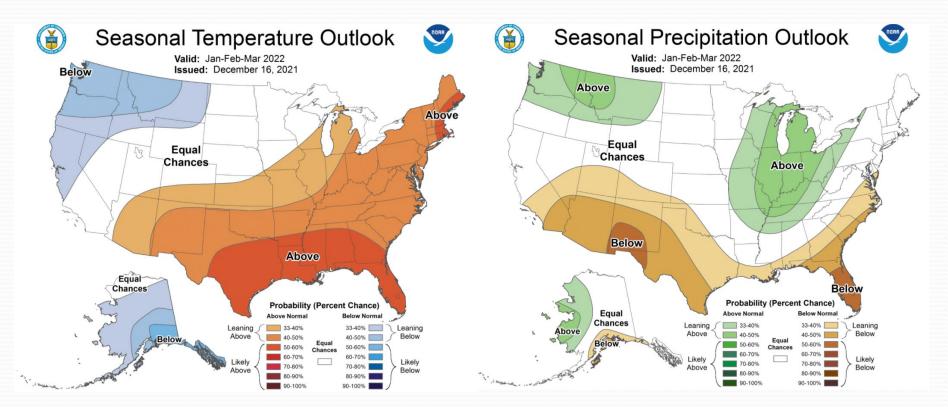




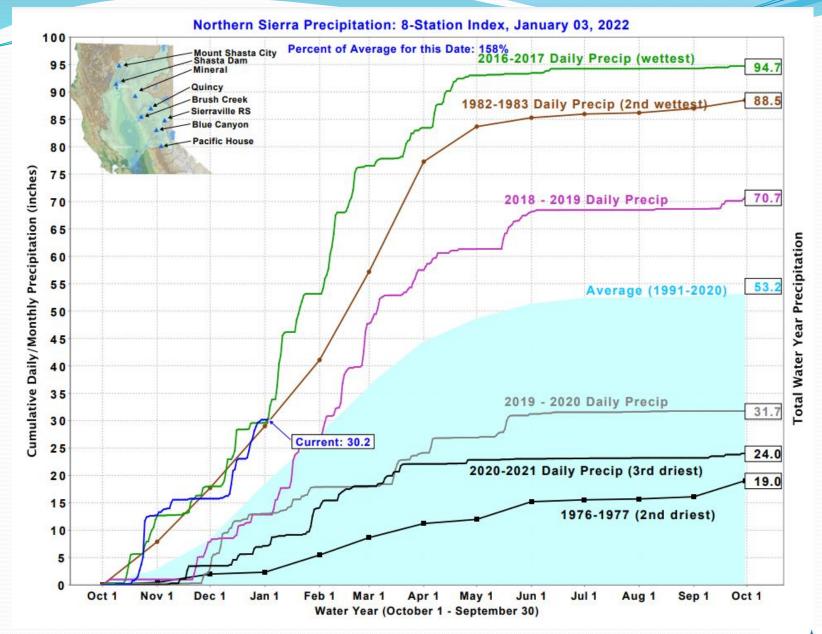
droughtmonitor.unl.edu



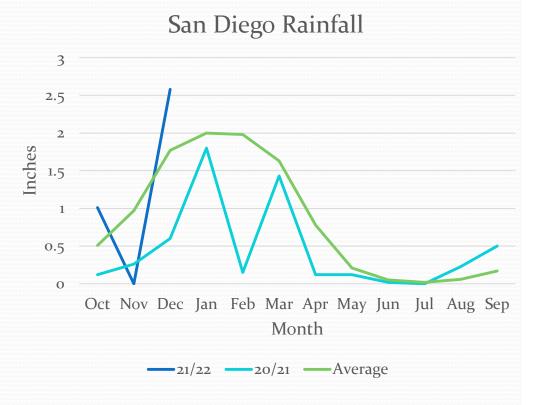
National Weather Service Outlook January 2022 – March 2022



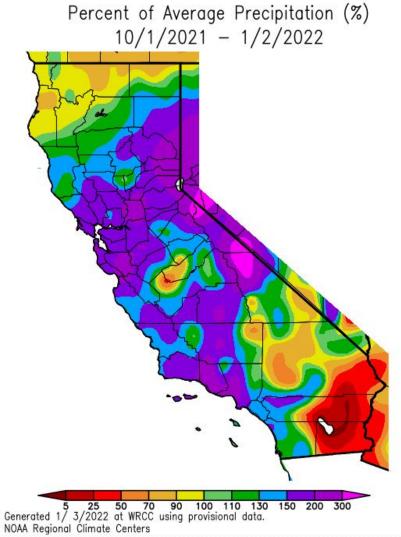






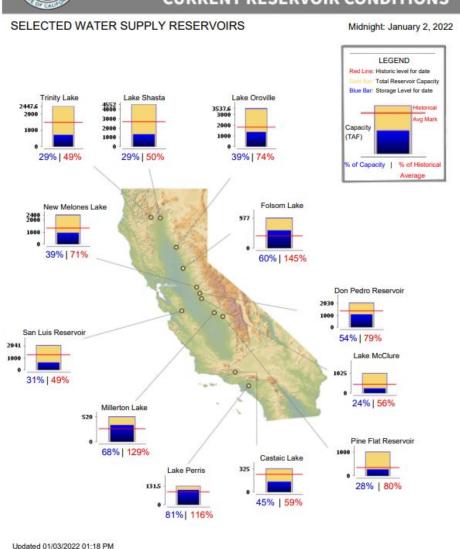


*2.58 inches of rain recorded in December

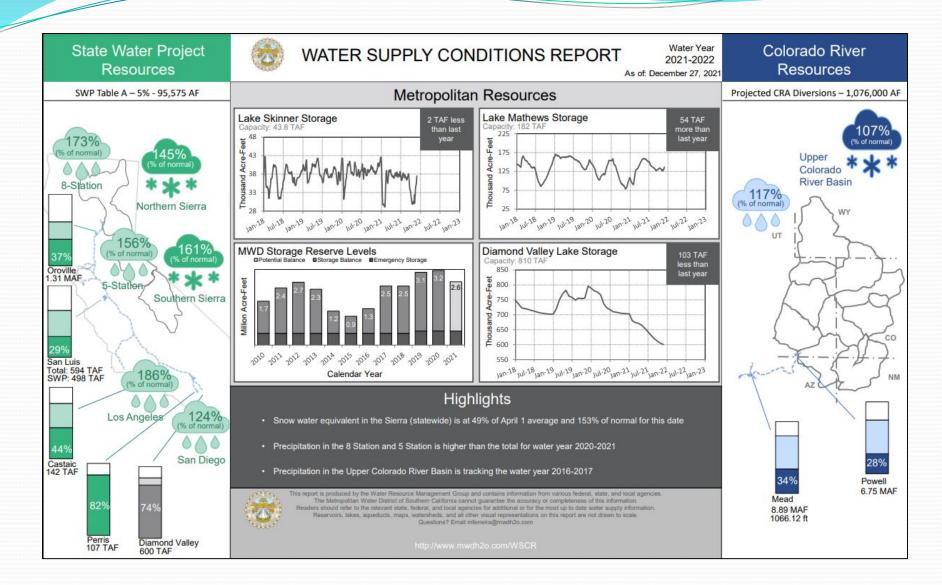




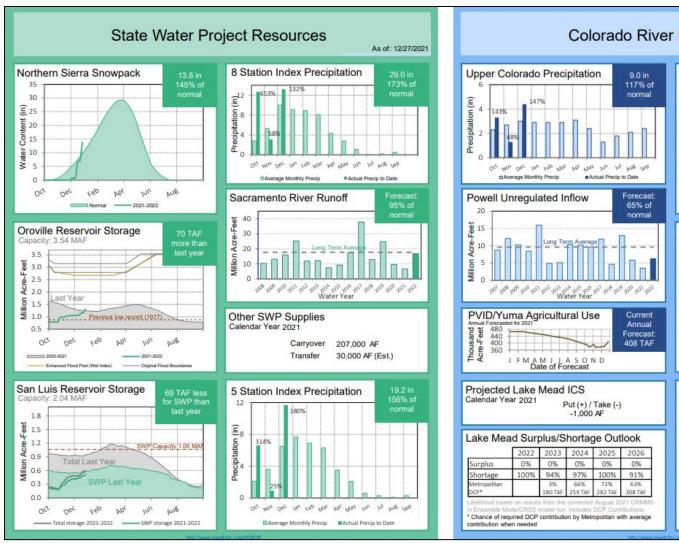


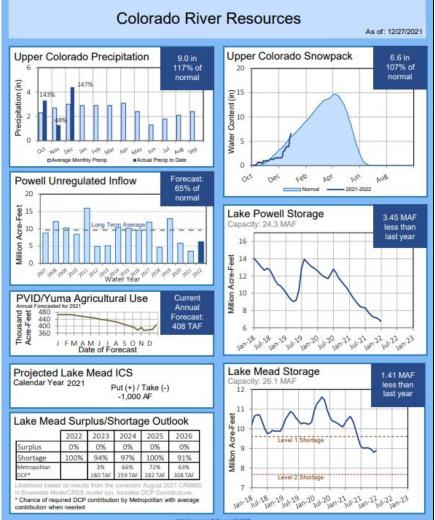














OMWD Activity



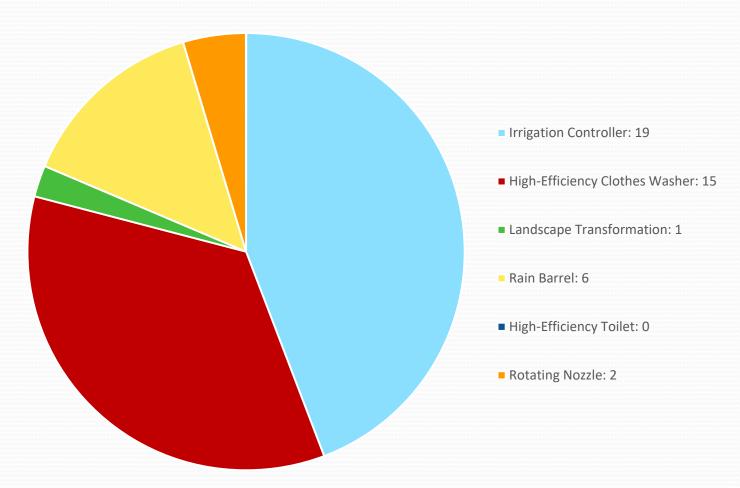
Restrictions Enforcement

	Reports	Actions	Fines
April '20	5	5	0
May '20	2	2	0
June '20	7	7	0
July '20	18	18	0
August '20	4	4	0
September '20	12	12	0
October '20	2	2	0
November '20	3	3	0
December '20	6	6	0
January '21	7	7	0
February '21	7	7	0
March '21	1	1	0
April '21	0	0	0
May '21	3	3	0
June '21	2	1	0
July '21	18	18	0
August '21	14	14	0
September '21	6	6	0
October '21	3	3	0
November '21	12	12	0
December '21	0	0	0
Totals	132	131	0



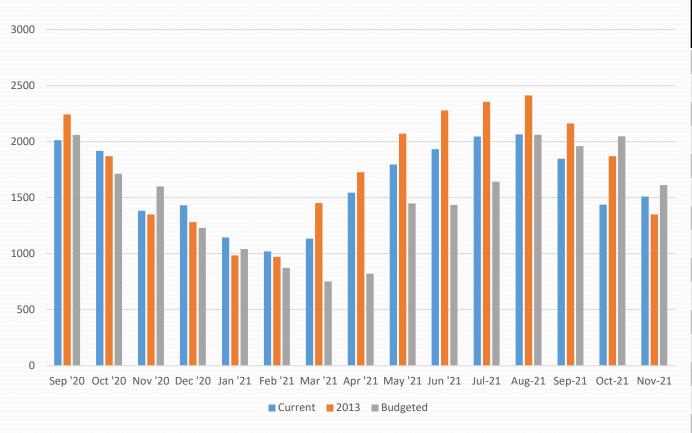


October - December Rebate Activity





No Conservation Requirement



Water Consumption Compared to 2013		
Aug-20	-11%	
Sep-20	-10%	
Oct-20	3%	
Nov-20	2%	
Dec-20	12%	
Jan-21	16%	
Feb-21	5%	
Mar-21	-22%	
Apr-21	-11%	
May-21	-13%	
Jun-21	-15%	
Jul- 21	-13%	
Aug- 21	-14%	
Sep- 21	-14%	
Oct- 21	-24%	
Nov- 21	12%	



Legislation & Regulations



Legislative and Regulatory Update

- AB 1668-SB 606 (2018 long-term water conservation targets)
 - DWR's deadline to provide standards recommendations to SWRCB has been pushed to 2022.
- Meetings attended:
 - DWR's Annual Water Supply and Demand Assessment Guidance Workshop
 - DWR's Standards, Methodologies and Performance Measures Stakeholder Meeting
 - DWR and WateReuse Urban Water Use Objective Variance for High TDS on Landscapes
 - SDCWA JPIC Meeting
- Comment letters submitted
 - Advanced Clean Fleets Rule



Legislative and Regulatory Update

Drought Updates

- Strictly voluntary requirements to date
 - OMWD remains at WSCP Level 1
- SWP Allocation- <u>o%</u>
- SWRCB proposed new regulations prohibiting water waste practices during a drought emergency- OMWD already in compliance.
 - Drought Conservation Emergency Regulation
 - Outdoor landscape irrigation resulting in visible runoff
 - Washing cars using a hose without a shut-off nozzle
 - Using potable water to clean hardscapes
 - Using potable water in non-recirculating ornamental fountains
 - Using potable water for street cleaning or construction purposes
 - Outdoor landscape irrigation within 48 hours of measurable rainfall



Recent Updates













Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Teresa L. Chase, Administrative Analyst

Via: Kimberly A. Thorner, General Manager

Subject: CONSIDER DRAFT ANNUAL OBJECTIVES AND INCENTIVE PAY FOR CALENDAR

YEAR 2022

Purpose

The purpose of this agenda item is to establish OMWD's annual objectives and incentive pay for calendar year 2022. A total of 73 annual objectives and 10 stretch objectives are proposed in the attached PowerPoint presentation for the board's consideration.

Recommendation

Staff recommends approval of the annual objectives for 2022 after the board has reviewed them and has provided any input it deems appropriate. Additionally, staff recommends establishing goal incentive pay at a level deemed appropriate by the board, based on the objectives adopted for the year.

Alternative(s)

The board may choose to modify, add, or delete any of the proposed CY 2022 objectives.

Background

Objectives, in strategic planning terminology, refer to specific, measurable statements of what will be accomplished to achieve goals. OMWD's board, managers, and supervisors annually draft a series of objectives to be completed over the course of the year in support of the twelve goals set forth in OMWD's Strategic Plan.

Regarding goal incentive pay, each year, the board establishes incentive pay to be awarded to managerial and supervisory personnel if the board determines at year-end that the annual objectives have been satisfactorily achieved.

The board has traditionally set the incentive at a fixed amount, most recently \$6,000 in 2021, of which the general manager may receive up to 100 percent at the board's discretion. At the general manager's discretion, the assistant general manager may receive up to 65 percent, department managers may receive up to 50 percent, and supervisors may receive up to 30 percent of the incentive value.

In 2018, the board indicated that it would like flexibility in awarding additional incentive pay should staff's performance warrant, so it requested stretch objectives under each of the twelve goals in 2019. At the January 16, 2019 meeting, and each year since, the board established a maximum of \$1,200 as an additional amount up to which the board could award based on staff's achievement of the adopted stretch objectives, for a total possible incentive pay of \$7,200 in a calendar year.

Fiscal Impact

There are no costs directly associated with the approval of the CY 2022 annual objectives.

The fiscal impact of the goal incentive pay is determined by the board. In 2021, the maximum incentive pay was calculated as shown below, plus PERS and payroll taxes.

\$7,200	General Manager (100 percent share); only \$4,680 is PERSable
\$4,680	Assistant General Manager (65 percent share)
\$18,000	Five department managers (up to \$3,600 each, 50 percent share)
\$21,600	Ten supervisors (up to \$2,160 each, 30 percent share)
\$51,480	Maximum Incentive Pay

Discussion

These 73 draft objectives and 10 stretch objectives were developed over several meetings with all managers and supervisors, and are the most ever presented to the board for consideration. Additionally, over the last several months, some board members proposed objectives for 2022, and these were incorporated into the attached draft.

The board may choose to modify the draft objectives at the January 19 board meeting. The final version of the 2022 objectives reflecting any such changes, if applicable, will be brought back for final approval on the February 16, 2022 consent calendar, and will then be included in the 2022 update to OMWD's Strategic Plan.

Staff will report on the status of each objective at the April, July, and October board meetings; these reports will also contain updates on OMWD's Tiger Team program cost-saving efforts. Following the review of the annual objectives status report in October, the board may choose to award goal incentive pay up to any amounts established today.

Attachment: 2022 Annual Objectives PowerPoint Presentation

2022 Annual Objectives

January 19, 2022
Board of Directors Meeting



2022 Annual Objectives

 A total of 73 objectives and 10 stretch objectives are proposed for calendar year 2022



1. Providing safe, reliable, high-quality drinking water to each customer in a costeffective manner.

Objective

- Complete Train 2 membrane replacement at David C. McCollom Water Treatment Plant and commence membrane replacement of one additional train depending on the priority needs of the trains
- 2. Complete a condition assessment and structural integrity analysis of the DCMWTP membrane basins and chemical feed rooms
- 3. Implement satellite leak detection program and present findings to Facilities Committee
- 4. Complete construction of the DCMWTP pH Control System Project
- Complete construction of the Manchester Avenue Potable Water Pipeline Replacement Project
- Complete construction of the Lone Jack Pressure Reducing Station Replacement Project
- 7. Complete preliminary design for the Unit A North Rancho Santa Fe Road Potable Water Pipeline Replacement or Rehabilitation Project
- 8. Outside of bird breeding season, complete maintenance of five impacted easements

1. Providing safe, reliable, high-quality drinking water to each customer in a costeffective manner.

Objective

Stretch:

Complete maintenance of three additional impacted easements beyond
 Objective 8

2. Providing wastewater collection and treatment services in an environmentally responsible manner, and producing and supplying high-quality recycled water to irrigation customers in support of regional water conservation efforts.

Objective

- 9. Complete preliminary design for the 4S Ranch Water Reclamation Facility Headworks Screening System Project
- 10. Complete the final design of the 4S WRF Pond Overflow Strainer Replacement Project
- 11. Make five new connections to the recycled water distribution system
- 12. Commence design of Extension 153 Flow Control Facility
- 13. Commence construction of the Manchester Avenue Recycled Water Pipeline Project
- 14. Commence construction of the 4S Ranch Neighborhood 1 Sewer Pump Station Replacement Project

Stretch:

Make two additional new connections to the recycled water distribution system beyond Objective 11 above

3. Operating Elfin Forest Recreational Reserve in the most cost-effective, safe, environmentally responsive, and service-oriented manner.

Objective

- 15. Continue education program for elementary schools in partnership with the Escondido Creek Conservancy as COVID restrictions allow, providing at least 1,000 students with in-person field trips to EFRR
- 16. Utilize volunteer groups such as San Diego Mountain Bike Association and EFRR trail patrol for two trail maintenance/repair projects as COVID restrictions allow
- 17. Participate in I Love a Clean San Diego Creek to Bay Cleanup event if COVID restrictions allow
- 18. Begin sixteenth annual photo contest if COVID restrictions allow
- 19. Conduct second round of oak tree monitoring for signs of Golden Spotted Oak Borer damage; report findings to EFRR Executive Committee with recommendations
- 20. Host water conservation workshop at Elfin Forest Interpretive Center Honoring Susan J. Varty if COVID restrictions allow
- 21. Investigate pedestrian safety along main driveway and report findings to EFRR Executive Committee with recommendations
- 22. Commemorate EFRR's 30th anniversary

3. Operating Elfin Forest Recreational Reserve in the most cost-effective, safe, environmentally responsive, and service-oriented manner.

Objective

- 23. Address maintenance demands on Ridgeline Maintenance Road by installing stabilized decomposed granite between Escondido Overlook and end of maintenance road
- 24. Replace fencing at Ridgetop Picnic Area and lower section of Cielo Trail

Stretch:

- Cooperate with I Love a Clean San Diego on additional clean-up day if COVID restrictions allow
- Work with volunteer groups on two additional trail maintenance events if COVID restrictions allow

4. Pursuing alternative and renewable energy sources as a means of offsetting costs and energy charges, providing sustainability.

Objective

- 25. Commence overhaul and rehabilitation of one DCMWTP energy recovery turbine to ensure continuous energy savings
- 26. Continue partnerships with energy providers and third-party consultants to optimize energy costs
- 27. Install power monitoring equipment at a recycled water pump station and collect data on SCADA to be used for future energy intensity recording
- 28. Investigate alternatives for photovoltaic system at Elfin Forest Interpretive Center Honoring Susan J. Varty to meet year-round power demands; submit project for consideration in fiscal year 2023 capital budget

Stretch:

 Install power monitoring equipment at one additional recycled water pump station 5. Providing a safe, healthful, and rewarding work environment which encourages communication as well as values employee participation and personal achievement.

Objective

- 29. Update Administrative and Ethics Code, Employee Handbook, and Compensation Policy to comply with new employee Memorandum of Understanding
- 30. Prepare staffing analysis succession planning document; present to Personnel Committee and full board
- 31. Add two less expensive ACWA HMO and PPO health insurance plans; make available to employees at open enrollment
- 32. Conduct employee morale survey in early October; meet with HEART Committee to review results and help determine the success of the 4/10 work schedule and remote work trial programs
- 33. Enhance employee health and wellness by providing quarterly wellness-related trainings and one wellness challenge
- 34. Conduct employee focus groups with General Manager
- 35. Develop and implement a network security training incentive program for employees
- 36. Complete installation of irrigation and plants in courtyards at headquarters

6. Exceeding all federal, state, and local regulatory requirements for providing potable water, wastewater treatment, and recycled water.

Objective

- 37. Complete and submit to the Department of Water Resources the first Annual Water Supply and Demand Assessment
- 38. Complete and submit to DWR the Annual Water Loss Audit using DWR's updated reporting criteria
- 39. Resume disconnections for non-payment in compliance with Senate Bill 998 (2018) upon discontinuation of the statewide moratorium
- 40. Enhance experience of in-house staff by completing replacement of 50 valves in support of the Valve Replacement Project
- 41. Complete self audit of the Sewer System Management Plan
- 42. Conduct Public Health Goal public hearing by June 2022 to complete the State Water Resources Control Board Division of Drinking Water's tri-annual requirement
- 43. File application with SWRCB to remove the industrial permit status for the 4S WRF for the purpose of securing a Storm Water Pollution Prevention Plan exemption

6. Exceeding all federal, state, and local regulatory requirements for providing potable water, wastewater treatment, and recycled water.

Objective

- 44. Based upon stormwater-related regulatory requirements, identify improvements to the headquarters site to enhance the site SWPPP, ensure regulatory compliance, and reduce potential violation exposure; present findings to Facilities Committee
- 45. Continue interdepartmental SWPPP committee to provide greater oversight for stormwater issues at headquarters and 4S WRF; conduct four quarterly meetings

Stretch:

Complete replacement of 10 additional valves beyond Objective 40

7. Minimizing all of OMWD's operational costs while maintaining a high level of customer service.

Objective

- 46. Continue to pursue local, state, federal, and private grant funding to offset costs
- 47. Upgrade to latest version of customer payment portal to facilitate autopay enrollment and eBilling for consolidated customers
- 48. Complete Phase 7 of the AMI Expansion Project

Stretch:

Achieve one or more new grant awards

8. Maintaining open communication and participation with the public through active conservation and educational programs as well as continually seeking customer input for informed decision-making.

Objective

- 49. Achieve District of Distinction and District Transparency Certificate of Excellence reaccreditation from Special District Leadership Foundation
- 50. Conduct comprehensive customer survey to measure customer satisfaction
- 51. Implement campaign to raise customer awareness of conservation-related resources and water use restrictions should they become mandated
- 52. Continue to develop messaging to protect customers' interests and to ensure customer awareness of SWRCB water use efficiency regulations and new legislative requirements
- 53. Partner with local businesses, vendors, and community organizations on a public service announcement and/or event
- 54. Complete redistricting process in advance of November 2022 general election
- 55. Complete installation of demonstration garden to model water-efficient landscaping for customers
- 56. Commemorate DCMWTP's 20th anniversary

8. Maintaining open communication and participation with the public through active conservation and educational programs as well as continually seeking customer input for informed decision-making.

Objective

Stretch:

Win award from CSDA, ACWA, or other industry group

9. Ensuring that financial plans, policies, and practices maintain the ability of OMWD to construct, operate, and maintain all approved facilities including replacement funds for future needs.

Objective

- 57. Complete fiscal year 2022 Annual Comprehensive Financial Report
- 58. Research and develop Pension Funding Policy; present to Finance Committee and full board
- 59. Complete Capital Assets Guidelines for GASB 87 implementation on leases
- 60. Complete the Fiscal Years 2022 and 2023 Biennial Operating and Capital Budget
- 61. Review and update water and sewer rates and charges
- 62. Update water capacity fees
- 63. Implement Rate Reimbursement Credit program
- 64. Expand Electronic Fund Transfer payment process to avoid fraudulent checks

Stretch:

Keep OMWD's planned revenue adjustment at 5% or below for fiscal year 2023

10. Planning and constructing the Master Plan of Facilities to meet the long-term water storage, treatment, transmission, and distribution needs of OMWD.

Objective

- 65. Commence planning documents for the Potable and Recycled Water Master Plan
- 66. Complete the Long-Term CIP Study and report findings to Facilities Committee
- 67. Create Pipeline Sampling Program for data collection and infrastructure assessment

11. Establishing programs and policies to develop alternative water supplies to serve existing and future customers.

Objective

68. Continue investigations to determine viability for the San Dieguito Valley Groundwater Project and present update to board at the March 30 special board meeting

Stretch:

 Continue working with DWR/SWRCB for a variance for the urban water use objective for recycled water with high TDS

12. Cultivating supportive and positive relationships with the federal, state, and local agencies which may impact OMWD's operations.

Objective

- 69. Coordinate with Registrar of Voters on the 2022 general election process for board members
- 70. Engage and influence SWRCB regulations and water use efficiency legislation utilizing OMWD's advocate in Sacramento
- 71. Revisit position on Delta Conveyance with board when the EIR is released in summer 2022
- 72. Revisit position on Regional Conveyance with board at the completion of Phase B
- 73. Work with SDCWA on development of its 2023 rates and five-year financial plan development



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Kimberly A. Thorner, General Manager

Subject: CONSIDER UPDATE ON THE COVID-19 EMERGENCY DECLARATION

Purpose

The purpose of this Board item is to provide an update on the COVID-19 Emergency Declaration. The General Manager declared an emergency on March 12, 2020 and the Board has received updates of this emergency declaration at all subsequent Board Meetings. The Board shall receive an update of the General Manager's emergency action at subsequent Board Meetings until we are no longer in the state of emergency.

Recommendation

This is an informational update pursuant to the Administrative and Ethics Code §3.2.1. No Board action is required. To date, twenty nine employees have gotten COVID-19 and there have been seventeen breakthrough cases but there has been no workplace outbreak.

Background

Pursuant OMWD's Administrative and Ethics Code §3.2.1, it is under my authority as the General Manager to declare an emergency if there is an unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services. COVID-19 poses an imminent danger to the health of OMWD employees and customers. After notifying the Board via email, I declared a state of emergency regarding COVID-19 on March 12, 2020 based on the threat of the spreading pandemic.

There have been a series of email communications with the Board, staff, teleconferences with other General Managers in the County, and multiple messages conveyed to customers ensuring that OMWD's water is safe. The chart below shows the ongoing efforts we are taking here at OMWD to help navigate and mitigate the COVID-19 emergency while remaining prepared and reliable to our customers and community.

CORONAVIRUS (COVID-19) ACTIONS

DATE	ACTION			
February 2020	OMWD began actively monitoring situation.			
March 5, 2020	Staff begins formulating outreach plan and design of OMWD's online COVID-19 Response Center.			
March 9, 2020	Staff participated in regional meeting regarding COVID-19 at the San Diego County Water Authority.			
March 11, 2020	OMWD's online COVID-19 Response Center published.			
	Social Media outreach regarding water safety during COVID-19.			
March 12, 2020	Emergency Declaration made by GM to ensure critical supplies, parts, and inventory are in stock or can be purchased more freely. OMWD implemented Pandemic Response Plan.			
	Staff advised not to report to work if they exhibit any signs or symptoms.			
	Travel to large conferences, group meetings, and trainings by OMWD employees suspended until further notice.			
	Public Tours of OMWD delayed until further notice. Events and workshops postponed.			
	Laptops and phones to be ordered in anticipation of telecommuting needs.			
	Elfin Forest Recreational Reserve's Interpretive Center closed until further notice.			
March 13, 2020	OMWD's lobby temporarily closed until further notice.			
	Disconnection moratorium for customers facing financial difficulty.			
March 16, 2020	Staff advised not to report to work if family/friends/people they have interacted with exhibited any symptoms.			
	Employees can work remotely or on alternate schedules, so long as essential services are not interrupted.			
	All non-vital construction, outside work, and outside meetings are cancelled.			
	Social distancing policies implemented within the District. (E.g. no sharing vehicles, no congregating, etc.)			

	OMWD Sick Time Bank established for employees to donate sick leave to those who do not have enough accrued sick time to meet their needs, thereby encouraging employees to call in sick if needed.
March 17, 2020	OMWD's Emergency Operations Center plans reviewed in order to prepare should it be activated.
	General Manager participates on region-wide water teleconference regarding status of all water agencies. All agencies commit to mutual aide, especially at the operator level. OMWD begins providing San Diego County Water Authority and San Diego County Office of Emergency Services with daily status updates via WEBEOC.
March 18, 2020	OMWD's regularly scheduled board meeting transitioned to teleconference format.
March 21, 2020	California Public Utilities Commission informed that OMWD has initiated a temporary disconnection moratorium.
March 22, 2020	OMWD's Elfin Forest Recreational Reserve closed until further notice.
March 23, 2020	OMWD participated in second teleconference meeting regarding wastewater mutual aid with SEJPA, LWWD, VWD, Oceanside, Carlsbad, and Encina.
	Finance Department creates account to track costs associated with COVID-19.
March 24, 2020	Schedules further modified to ensure as much social distancing as possible; operations divisions separated into alternating teams to allow for separation on a weekly basis. Teams not working are to stay home, safe and sober in the event of an emergency need. Remaining administrative employees authorized remote working capability with laptops.
March 25, 2020	Deployed additional laptops to enable additional employees to work from home.
	Filmed informational video about the safety of our water that will be released in the near future.
	Prepared a list of shovel ready projects to CWA.
March 26, 2020	Sent an informational mailer to all customers regarding the safety of their water supply.
	Secured adequate supply of N95 masks for employees.
March 27, 2020	Staff has contacted certified retired operators to determine their ability to provide support in the event our current staff was impacted.
March 30, 2020	Made and distributed hand sanitizer to be used as needed.
	OMWD participated in third teleconference meeting regarding wastewater mutual aid with SEJPA, LWWD, VWD, Oceanside, Carlsbad, and Encina.
March 31, 2020	Posted an informational video about the safety of our water on website and social media.

April 3, 2020	Secured Zoom meeting software license; Reviewed security protocols to ensure a safe and successful meeting.
April 6, 2020	Ordered cloth masks for each employee to take home and have while out in the community
	Provided one dust mask and gloves for employee significant others and family members who you are exposed to on a daily basis to wear while out in the community.
April 7, 2020	Participated in an EPA COVID-19 Webinar
	Provided employees with an Essential Worker letter in the event that they are stopped by law enforcement while on the clock.
April 15, 2020	Submitted a Request for Public Assistant (RPA) to FEMA within 30 days of our area being designated in the emergency declaration. OMWD anticipates submitting for costs that were incurred outside of normal business practices to respond to the emergency, including additional overtime paid due to the isolation of employees in shifts.
	Participated in an ACWA webinar: COVID-19 Response: Understanding the Financial Aspects.
	Distributed COVID care package supplies to Board Members with sanitizer, masks, and gloves.
April 16, 2020	Received 275 gallons of hand sanitizer to distribute to all OMWD facilities.
April 23, 2020	Participated in the ACWA Brown Act COVID Webinar.
April 28, 2020	Discussed transitioning efforts with Managers and Supervisors.
	Established guidelines for contractor work at the DCMWTP.
May 1, 2020	Presented on a Governments COVID 19 Town Hall Webinar hosted by The Pun Group.
May 4, 2020	OMWD participated in third teleconference meeting regarding wastewater mutual aid with SEJPA, LWWD, VWD, Oceanside, Carlsbad, and Encina.
May 5, 2020	Prepared list of OMWD shovel ready projects to MWD.
May 11, 2020	OMWD participated in fourth teleconference meeting regarding wastewater mutual aid with SEJPA, LWWD, VWD, Oceanside, Carlsbad, and Encina.
	Per the May 10 County Order for essential workers, all employees are to wear face coverings while in public. Thermometers for temperature checks have been ordered.
May 12, 2020	Secured software to enable front desk phone rollover capabilities.
May 14, 2020	Provided COVID-19 IgG Antibody Testing for employees and family members.
May 20, 2020	Executed a Resolution for California Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) Funding for expenditures incurred by the District as a result of the COVID-19 Pandemic.

May 26, 2020	Replaces the podium PC in the Boardroom that had Zoom issues.
June 1, 2020	Modified employee work schedules to stagger shifts and isolate, ended the shelving of employees.
	Created a Telecommuting Policy; currently under management review.
June 2, 2020	Hosted an Employee Forum via Zoom.
June 15, 2020	Reopened the Elfin Forest Recreational Reserve with the following restrictions: require that visitors have face coverings at all times and they must be worn when six feet of social distancing is not possible.
June 15, 2020	Slowly started to increase in office presence with fewer telecommuting shifts.
June 17, 2020	Revised the Annual Goals and Objectives to reflect the impacts of COVID-19.
June 19, 2020	Reminded employees that masks should be worn outside of offices in the halls and/or when in a meeting when unable to stay 6 feet apart.
June 22, 2020	Reopened the Lobby with the following restriction: visitors and receptionist to wear face masks.
June 26, 2020	Moved back to increased telecommuting and split shifts due to COVID surge.
June 30, 2020	Closed lobby due to non-compliance with the County Health Order requiring all visitors to wear facial coverings.
July 22, 2020	Implemented employee temperature and COVID-19 symptom certification portal, with mandatory/daily reporting.
July 29, 2020	Implemented emergency sick leave for employees through the end of the calendar year to cover the time off pursuant to the Families First Coronavirus Act (FFCRA). The emergency sick leave time will only be for COVID-19 quarantine related situations and separate from normal sick leave.
July 30, 2020	Review emergency telecommuting policy with managers for implementation in August.
August 1, 2020	Continued split schedules, remote site reporting, distancing, and telecommuting for all employees.
August 31, 2020	Started research on the August 8 Executive Order for payroll tax deferral and its applicability to OMWD.
September 1, 2020	Implemented Telecommuting Policy District wide.
	EOC books updated.
September 15, 2020	Switched to regional reporting to SDCWA to once per week versus daily.

September 22, 2020	Directed supervisors to continue split schedules, telecommuting, remote site reporting, and distancing through at least the end of November. Will revisit as needed.			
September 22, 2020	Updated all supervisors on new legislation regarding COVID outbreaks in the workplace and employee notification.			
October 28, 2020	Reminded all employees on the importance of resisting COVID fatigue.			
November 4, 2020	Requested Supervisors prepare plans in case San Diego gets second Purple Tier rating on 11/10/20.			
November 10, 2020	Implemented increased distancing/remote work, modifications to use of Wellness Center, switch to Zoom meetings if unable to distance, lobby remains closed, reinforced importance of mask wearing and daily self-reporting.			
November 19, 2020	Reminded employees to have the essential worker letter if out on OMWD business, duty calls, or leaks, etc., past the curfew.			
December 1, 2020	Began working with staff on plan for the reinstitution of late charges in 2021.			
December 1, 2020	Implemented further distancing work from home schedules due to purple tier.			
December 8, 2020	Prepared social media posts for OMWD's COVID preparedness and response.			
December 17, 2020	Signed on to a Vaccine Coalition letter to the California Community Vaccine Advisory Committee regarding prioritization of water sector essential critical infrastructure workers for COVID vaccination.			
December 21, 2020	Email to all employees about COVID reporting requirements.			
January 19, 2021	Ordered hands free door openers for bathrooms.			
January 25, 2021	Divided the District into 6 separate workplaces (pods) with physical barriers to separate pods, closed Wellness Center to those without a COVID vaccine, shut down the ice machine, modified warehouse access with new procedures, secured mass testing if needed, approved the purchase of new air filters for the HVAC system that are MERV 13 rated, and secured a contract for industrial cleaning services in case of an outbreak in a pod.			
February 1, 2021	Created a COVID Task Force with employee representatives from each pod that will meet bi-weekly.			
February 9, 2021	Held a COVID Task Force Meeting.			
February 22, 2021	Held a COVID Task Force Meeting.			
February 23, 2021	Addressed respirator N95 needs, porta potties deployed, and more sanitizer.			

March 2, 2021	Contacted the County of San Diego and determined vaccine eligibility for emergency operations center (EOC) employees, duty operators, and those on call to respond.
March 4, 2021	Distributed individual approval letters to employees as emergency service workers to schedule vaccine appointment.
March 8, 2021	Coordinated with SDCWA on CALFire vaccinations for OMWD employees.
March 22, 2021	Held a COVID Task Force Meeting.
March 23, 2021	Employees eligible to sign up for CALFire vaccinations.
March 30, 2021	Joined CSDA Coalition on COVID relief for Special Districts.
April 15, 2021	Held a COVID Task Force Meeting.
April 19, 2021	HR coordinated a COVID Wellness Challenge
April 29, 2021	Email to all employees about the path moving forward – removing the pod walls, vaccinated employee exposure requirements, targeted lobby reopening, self-certification form, and meeting requirements, and reminded employees that mask wearing and social distancing is still required at OMWD subject to OSHA requirements.
May 4, 2021	Held a COVID Task Force Meeting.
May 5, 2021	Removed the Pod walls.
May 10, 2021	Reopened the front lobby.
May 11, 2021	Email to all employees about continued mask wearing until OSHA guidelines are updated, self-certification on Target Safety, and schedules starting late May/early June.
June 9, 2021	CALOSHA voted unanimously to withdraw the revisions approved on June 3 that are currently at OAL for review but have not yet become effective. CALOSHA will review the new mask guidance and bring any recommended revisions to the board. All OMWD precautions will remain in effect until the CALOSHA meeting and decision.
June 9, 2021	Held a COVID Task Force Meeting.
June 15, 2021	Email to all employees on the updated CalOSHA ruling – fully vaccinated employees do not have to wear masks, provide proof or self-attest, social distancing rules no longer apply, and N-95 masks are available for any employee who wants one. These revised regulations will be in effect for 210 days, unless they revisit it earlier in the event of a surge in statewide cases.
June 22, 2021	Email to all employees that the wellness facility may now be used at 50% capacity. If not vaccinated, you can use the facility, but must be masked.

July 21, 2021	Held a COVID Task Force Meeting.			
July 23, 2021	Email to all employees with a reminder of the COVID guidelines – self certification on Target Safety, mask wearing if unvaccinated.			
July 27, 2021	Email to all employees regarding the CDC's new guidance asking employees who are vaccinated to use their own discretion on mask wearing indoors at this time, and not mandating employee vaccinations (or weekly testing) at this time.			
August 21, 2021	Re-instituted masks required indoors immediately unless you are in your office alone with door shut and asked that meetings be Zoom whenever possible.			
August 31, 2021	Held a COVID Task Force Meeting.			
September 15, 2021	Announced that the 2021 COVID-19 Supplemental Paid Sick Leave will end on September 30, 2021.			
September 16, 2021	Governor Newsom signed AB 361, which extends virtual meetings for all Brown Act meetings (Board and Committee) with conditions.			
September 10, 2021	Attended workshops on the SWRCB Arrearages Process and CSDA's Special District Relief Fund Program.			
September 30, 2021	Governor Newsom's Executive Order N-15-21 comes to an end.			
October 13, 2021	With the County showing a downward trend in a positive direction, mask wearing returned to optional indoors for vaccinated employees. The Board also implemented AB 361 in order to continue with virtual board and committee meetings for the next 30 days.			
November 17, 2021	The Board continued to implement AB 361 in order to continue with virtual board and committee meetings for the next 30 days.			
December 14, 2021	Email sent to all employees on the new California Department of Public Health and San Diego County mask mandates go into effect on December 15th requiring masks to be worn in all indoor public settings, irrespective of vaccine status, for the next four weeks (December 15, 2021 through January 15, 2022).			
January 3, 2022	With positive cases increasing, sent all employee email to keep up your safe practices and reporting.			
January 5, 2022	Email sent to all employees stating that for at least the month of January, any employee that develops COVID symptoms and gets a rapid test by a health professional, OMWD will reimburse employees for out of pocket cost up to \$200. This will shorten the time waiting in isolation for results and will assist OMWD in maintaining critical staffing levels			
January 6, 2022	Implemented separation work scheduling for the next two weeks based on the already declared emergency from 2020 and emergency telecommuting agreements on file with HR. Ordered a supply of home tests for employee			

	use. Tests are locked in an outdoor safe where an OMWD Manager or telehealth provider can witness exposed employees in real time.
January 10, 2022	Sent booster shot clarification email fto prepare for updated January 14 th CALOSHA regulations stating that employees are now deemed in the unvaccinated bucket (for exposure purposes) if you are eligible for a booster shot and have not received one.
January 14, 2022	CALOSHA adopted new regulations that go into effect on January 14, 2022 – face covering must pass light test, testing for all employees (regardless of vaccination status) due to "close contact" in the workplace will be on paid regular work time, not sick leave, home COVID-19 tests are now permissible, however the employer or an authorized telehealth provider must observe the testing in real time.

Fiscal Impact

Staff has reviewed all mission critical chemicals, supplies, parts, and inventory on hand and was instructed to order 120 days of mission critical supplies and chemicals to store here at OMWD. OMWD is using funds from Water and Wastewater Operating Reserves to pay for these expenditures, as water sales have been lower than projected through March 2020 due to weather conditions. Total expenditures in the categories of information technology, inventory, supplies, and customer service total \$324,077.86 as of the publishing of this memo. Of this amount, only \$126,190.67 represents special expenditures that would not have otherwise been incurred but for the COVID-19 pandemic. The remaining \$197,887.19 of expenditures represents parts, supplies, chemicals and materials that were ordered earlier than normal in order to have 5 to 6 months of supplies, materials, chemicals and parts on hand in case of lack of availability. The chart below reflects the COVID-19 expenditures incurred since March 12, 2020. OMWD submitted a Request for Public Assistant (RPA) to FEMA on September 18, 2020. OMWD has submitted for costs that were incurred outside of normal business practices to respond to the emergency, including additional overtime paid due to the isolation of employees in shifts. To date, OMWD's FEMA claim is still pending and we are awaiting direction as to what will be reimbursed. OMWD's FEMA representative indicated that the delay is due to the Presidential transition and that FEMA has been prioritizing vaccine projects.

On October 14th, 2021, OMWD submitted an application for the \$100 million Special District Relief Fund, available through the State of California, for the potential reimbursement of the district's unanticipated COVID-related costs incurred between March 2020 and June 2021. Costs totaling \$372,547 that are not anticipated to be reimbursed by FEMA were included in the application. These costs included: technology costs that allowed select staff to work remotely, customer outreach costs related to water safety and COVID, supplemental COVID sick leave provided to employees, and wages incurred for non-telecommuting employees that were required to stay home at the onset

of the pandemic to ensure social distancing. The district was successful in its application and was awarded \$43,561.00 in COVID-19 relief funding to reimburse OMWD for our extraordinary incurred costs for staffing and supplies related to the pandemic.

COVID-19 Expenditures Incurred Since March 12, 2020

15 laptops 15 laptops
15 laptops
15 laptops
Warehouse
supplies for the
next 5-6 months.
Janitorial supplies
for the next 5-6
months.

Hand sanitizer packets	397.33	Supplies	
·			
Propanol	515.23	Supplies	
Pacific Pipeline Supply- hydrants,			
gate valves, copper pipe, repair			Inventory restock
couplings, and various other			for the next 5-6
inventory items	100,714.07	Inventory	months.
		,	Inventory restock
			for the next 5-6
AquaMetric - meters	68,954.48	Inventory	months.
Hach - Laboratory supplies -	,	,	
reagents and other supplies (WTP)	4,738.00	Supplies	6 month supply
IDEXX - Laboratory supplies - BAC-	,		117
T bottles (WTP)	315.08	Supplies	120 day supply
Nalco - Water treatment			, , , , ,
chemicals - 7768 polymer barrels,			
four 55 gallon drums (WTP)	5,053.83	Supplies	
Sterling Water Technologies -	,		
Water treatment chemicals - ACH			
coagulant 2,000 gallons to top off			
tank (WTP)	8,759.40	Supplies	
Traffic cones to block off street	-		
parking (EFRR)	385.21	Supplies	
Custom COVID-19 park closure			
signs (EFRR)	221.10	Supplies	
COVID-19 Safety of Your Water			Quantity sent:
Postcard - printing and mailing	9,559.69	Customer Service	25,584 postcards
			Qty. 55 - 5 gallon
Hair Trigger LLC - Hand Sanitizer	15,015.63	Supplies	buckets
Masks, disinfectants, hand soap,			
DIY hand sanitizer supplies	1,921.24	Supplies	
Barricades (EFRR)	56.01	Supplies	
Hydrogen peroxide, propanol for			
DIY cleaners	922.48	Supplies	
Disposable gloves	556.19	Supplies	
N95 Masks	242.44	Supplies	
Masks for employees	1,293.50	Supplies	

Containers for hand sanitizer	53.17	Supplies	
		1.	
Propanol	412.19	Supplies	
·			
Disposable gloves	1,559.72	Supplies	
Reusable masks	118.01	Supplies	
Hydrogen peroxide for DIY			
cleaners	161.85	Supplies	
Disinfectants, hand sanitizer			
packets, reusable masks, spray			
bottles, disposable gloves	2,019.92	Supplies	
Fork/Spoon/knife dispensers	47.97	Supplies	
Hydrogen peroxide for DIY			
cleaners	107.90	Supplies	
Cleaning wipes	2,248.56	Supplies	
	4 707 06	6 1:	
Reusable masks	1,787.86	Supplies	
Thermometers, batteries for			
thermometers, bins to hold			
thermometers, bottles for hand sanitizer.	2 040 29	Supplies	
	2,940.38	Supplies	
Disinfecting wipes, hand sanitizer, cleaning supplies	1,694.39	Supplies	
Custom COVID-19 park signs	1,094.39	Supplies	
(EFRR)	738.24	Supplies	
(LI KK)	730.24	Заррнез	
Disinfecting wipes, alcohol wipes	467.61	Supplies	
Distincting wipes, diserier wipes	107.01	Supplies	
Washable Masks (Qty. 400)	1,869.61	Supplies	
Trasmasie maske (Qeyr 188)	2,003.01		
N95 masks (Qty. 1,000)	5,710.75	Supplies	
N95 masks (Qty. 130), spray	,		
bottles, utensil dispensers,			
thermometers, touchless soap			
dispensers, reusable masks (Qty.			
250), hand soap	6,959.25	Supplies	
Customer COVID-19 courtesy			
letters for past due accounts	1,546.51	Customer Service	

I - 11	1	1	I
Touchless items for Building D			
including: touchless soap			
dispensers, touchless paper towel			
dispensers, hands-free trash cans,	1,656.20	Supplies	
Wall-mounted forehead			
thermometer (touchless)	109.90	Supplies	
Disposable masks (Qty. 950)	292.82	Supplies	
Disposable masks (Qty. 1,000),			
alcohol wipes (24 packs)	672.32	Supplies	
Thermometers (5), Surface			
disinfectant spay (49), alcohol			
wipes (24 packs).	704.70		
Surface disinfectant, alcohol			
wipes, disposable face masks	628.42	Supplies	
Materials for temporary walls to			
divide Building D into pods.	658.29	Supplies	
NOT March a (Obs. 200) district actions	4 204 24	Constitution	
N95 Masks (Qty 300), disinfectant	1,384.34	Supplies	
Heating, Ventilation, and Air			
Conditioning (HVAC) Filters	3,868.00	Supplies	
Disposable masks (Qty. 1,500)	398.35	Supplies	
N95 masks (Qty. 80) and			
thermometers (Qty. 3)	177.76	Supplies	
Disposable masks (500), N95			
masks (240), alcohol wipes.	1002.20	Supplies	
Reusable masks (Qty. 100),			
Disposable masks (Qty. 1,060)	718.80	Supplies	
Disposable masks (Qty. 350)	188.44	Supplies	
D: 11 1 (0: 4050)	220.22		
Disposable masks (Qty. 1050)	329.28	Supplies	

Category	Total
Information Technology	40,990.12
Inventory	169,668.55
Supplies	102,312.99
Customer Service	11,106.20
Grand Total	324,077.86

OMWD will continue to take proactive measures to stay ahead of the curve while keeping customers supplied with safe and reliable drinking water. Monthly COVID-19 emergency updates will continue at each subsequent board meeting until further notice. The district will continue our objectives to protect the health and safety of employees and customers; and ensure the continuity of business operations.

OMWD is proud to not have had a workplace outbreak nor any workplace transmission of COVID due to the proactive measures since February of 2020.



Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: John Carnegie, Customer Services Manager

Via: Kimberly A. Thorner, General Manager

Subject: PUBLIC HEARING TO CONSIDER ADJUSTMENTS TO OLIVENHAIN MUNICIPAL

WATER DISTRICT'S DIRECTOR DIVISION BOUNDARIES (5:30 P.M.)

Purpose

The purpose of this agenda item is to receive input from the board and members of the public regarding adjustments to the boundaries of OMWD's director divisions, pursuant to California Elections Code Section 22001.

Recommendation

No board action is required beyond holding the public hearing and providing comment.

Alternative(s)

None, as the date and time for the public hearing were set by the board on November 17, 2021.

Background

California Elections Code Section 22000 requires special districts to adjust their division boundaries by resolution after each federal decennial census. Using that census as a basis, special districts are to adjust the boundaries of director divisions so that the divisions are, as far as practicable, equal in population. In adjusting the boundaries of the divisions, the board may give consideration to the following factors: "(1) topography, (2) geography, (3) cohesiveness, contiguity, integrity, and compactness of territory, and (4) communities of interest of the division." Section 22001 requires that at least one public hearing is conducted prior to the adoption of new boundaries.

OMWD's director division boundaries were last modified by the board in October 2011 via Resolution 2011-31, based on data from the 2010 census.

In 2017, the board requested an investigation into whether population changes throughout OMWD's service area warranted a mid-decade redistricting process. Redistricting Partners, a firm specializing in redistricting, advised OMWD that while changes in population had occurred and had disproportionate impact in some divisions, a mid-decade redistricting would still need to be based on 2010 census data, and would not allow for adjustments specifically to address or correct for the documented population changes since 2010. As a result, the Ad Hoc Population Study Review Committee—then consisting of Directors Watt and Varty—chose in September 2017 to defer adjustments to director division boundaries until the results of the 2020 census became available.

AB 849, the Fair And Inclusive Redistricting for Municipalities And Political Subdivisions (or "Fair Maps") Act was signed into law in 2019. The bill introduced several new requirements for local agency redistricting processes, but focused on cities and counties rather than on special districts. For example, cities and counties must now conduct certain outreach, maintain websites with publicly available information about draft maps, and hold at least four public hearings on the issue. The prescriptive measures introduced by the Fair Maps Act do not apply to special districts.

SB 594 was signed by Governor Newsom on September 27, 2021, and requires that the governing board of a district that has a regular election to elect members of its governing board on the same date as the 2022 statewide general election shall adopt adjusted division boundaries no later than April 17, 2022.

At its November 17, 2021 meeting, the board scheduled three public hearings by which to receive public input on the redistricting process. The hearings were scheduled for

December 15, 2021; January 19, 2022; and February 16, 2022. Though only one public hearing is required by law, the board chose to hold three public hearings for the purpose of transparency.

Redistricting Partners has been retained to guide OMWD through the 2022 redistricting process. At the December 15, 2021 hearing, Redistricting Partners obtained input from the board into communities that should grouped together for the purpose of creating new director divisions.

Fiscal Impact

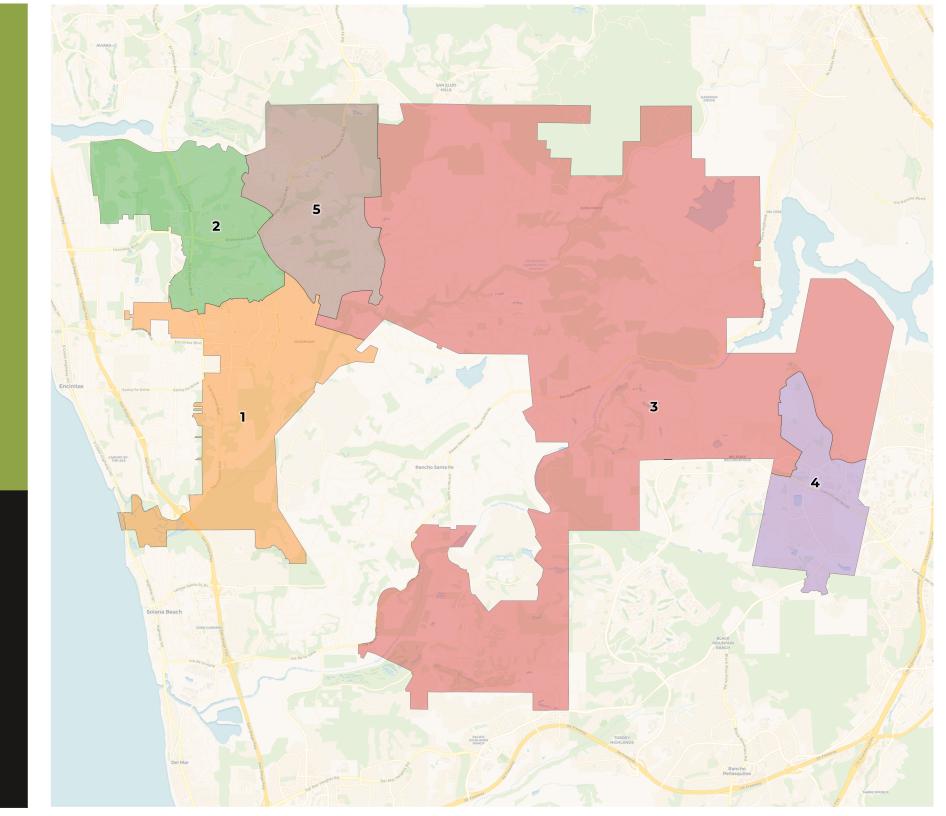
There is no fiscal impact associated with holding the public hearing.

Discussion

At the January 19 public hearing, Redistricting Partners will review the attached maps of potential director division boundaries, which incorporate input received at the December 15, 2021 hearing. Three different draft plans are included herein for discussion; Redistricting Partners will solicit input from the public and the board about each of the three plans. Based on the input received at this hearing, Redistricting Partners will develop a final map of new director division boundaries that will be presented at the February 16 public hearing.

Attachments:

- Maps of potential director division boundaries—Plan A, B, and C
- Link to Redistricting web page: https://www.olivenhain.com/voice-your-opinion-on-new-director-division-boundaries/





Draft Plan A

2020 Census

	1	2	3	4	5
Population	14,937	14,776	14,160	14,619	14,669
Deviation	305	144	-472	-13	37
Deviation %	2.1%	1.0%	-3.2%	-O.1%	0.3%
Other	12,122	12,466	10,036	5,828	12,037
Other %	81.2%	84.4%	70.9%	39.9%	82.1%
Latino	2,144	1,366	1,502	1,103	1,412
Latino %	14.4%	9.2%	10.6%	7.5%	9.6%
Asian	614	846	2,451	7,529	1,102
Asian %	4.1%	5.7%	17.3%	51.5%	7.5%
Black	57	98	171	159	118
Black %	0.4%	0.7%	1.2%	1.1%	0.8%
Citizon Voting	Ago Population (^\/∧D\			

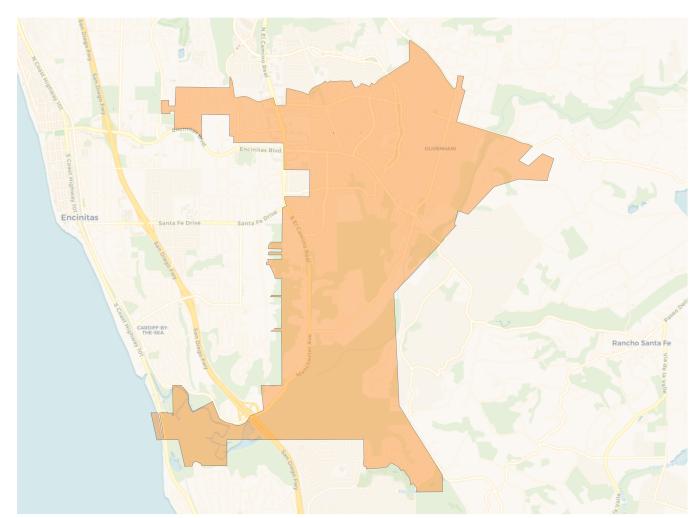
Citizen Voting Age Population (CVAP)

	1	2	3	4	5
Total CVAP	11,679	11,119	8,505	7,444	10,582
Other CVAP	9,751	9,722	6,444	3,543	8,987
Other CVAP %	83.5%	87.4%	75.8%	47.6%	84.9%
Latino CVAP	1,406	750	861	551	688
Latino CVAP %	12.0%	6.7%	10.1%	7.4%	6.5%
Asian CVAP	408	575	1,109	3,269	813
Asian CVAP %	3.5%	5.2%	13.0%	43.9%	7.7%
Black CVAP	114	72	91	81	94
Black CVAP %	1.0%	0.6%	1.1%	1.1%	0.9%



Draft Plan A

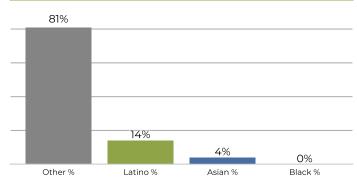
District 1

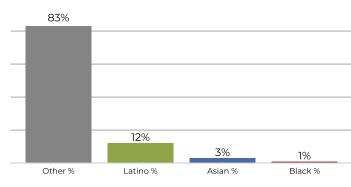


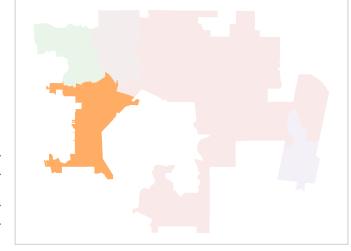
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,937	305	2.1%	12,122	81.2%	2,144	14.4%	614	4.1%	57	0.4%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
11,679	9,751	83.5%	1,406	12.0%	408	3.5%	114	1.0%

2020 Census



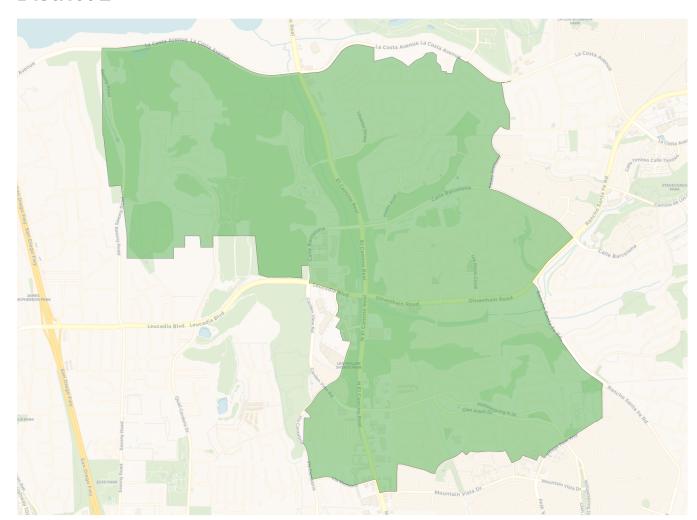






Draft Plan A

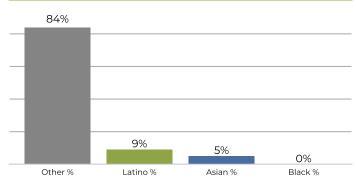
District 2

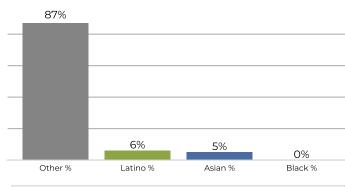


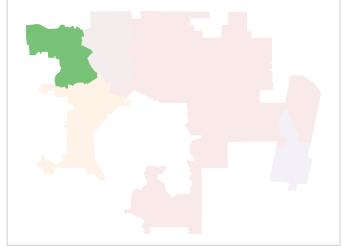
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,776	144	1.0%	12,466	84.4%	1,366	9.2%	846	5.7%	98	0.7%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
11,119	9,722	87.4%	750	6.7%	575	5.2%	72	0.6%

2020 Census



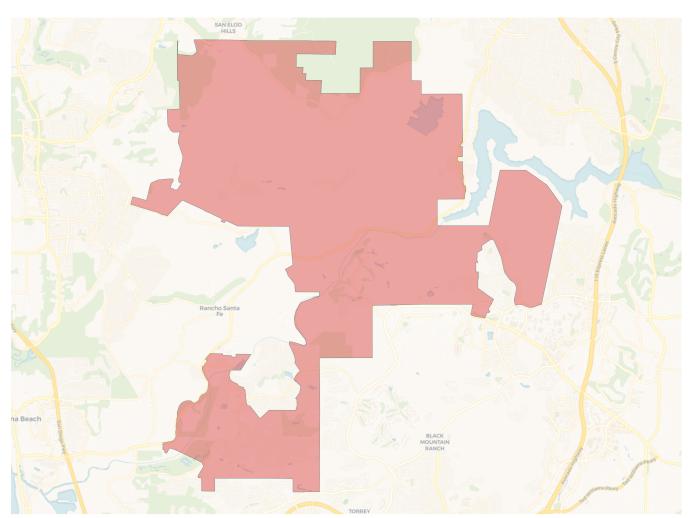






Draft Plan A

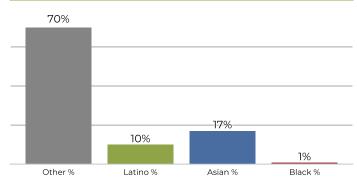
District 3

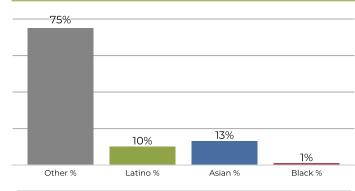


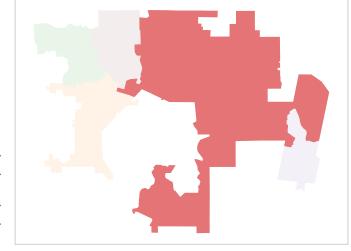
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,160	-472	-3.2%	10,036	70.9%	1,502	10.6%	2,451	17.3%	171	1.2%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
8,505	6,444	75.8%	861	10.1%	1,109	13.0%	91	1.1%

2020 Census



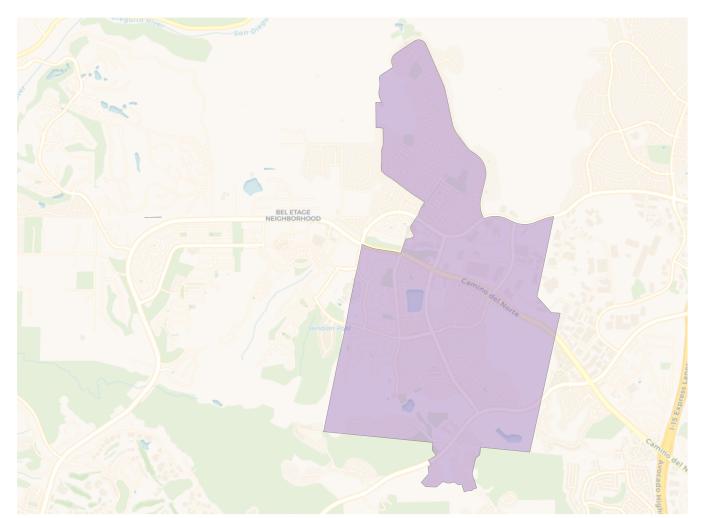






Draft Plan A

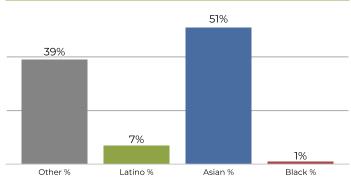
District 4

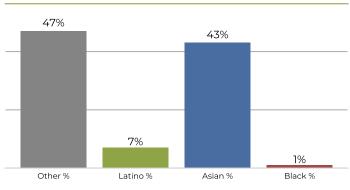


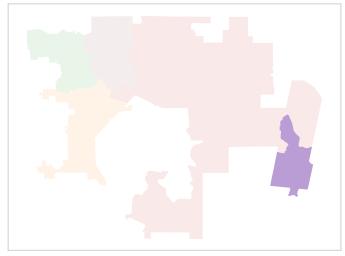
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,619	-13	-0.1%	5,828	39.9%	1,103	7.5%	7,529	51.5%	159	1.1%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
7,444	3,543	47.6%	551	7.4%	3,269	43.9%	81	1.1%

2020 Census









Draft Plan A

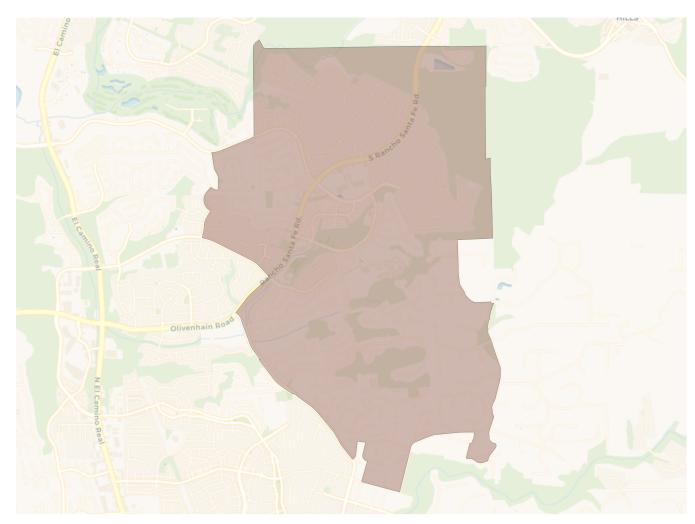
District 5

10,582

8,987

84.9%

688



opulation	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,669	37	0.3%	12,037	82.1%	1,412	9.6%	1,102	7.5%	118	0.8%
Total CVAF	P Other C	VAP Other C	VAP % L	atino CVAP	Latino CVAP	% Asian CV	'AP Asian	CVAP % Blad	ck CVAP B	lack CVAP %

6.5%

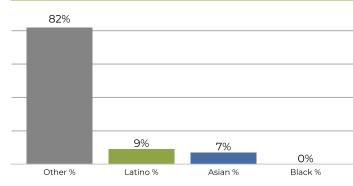
813

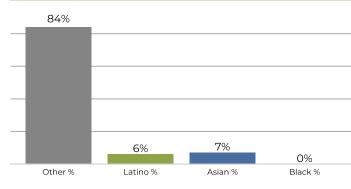
7.7%

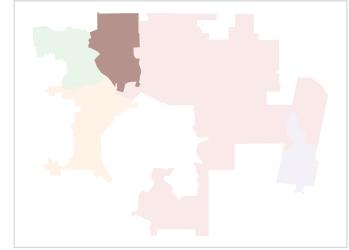
94

0.9%

2020 Census

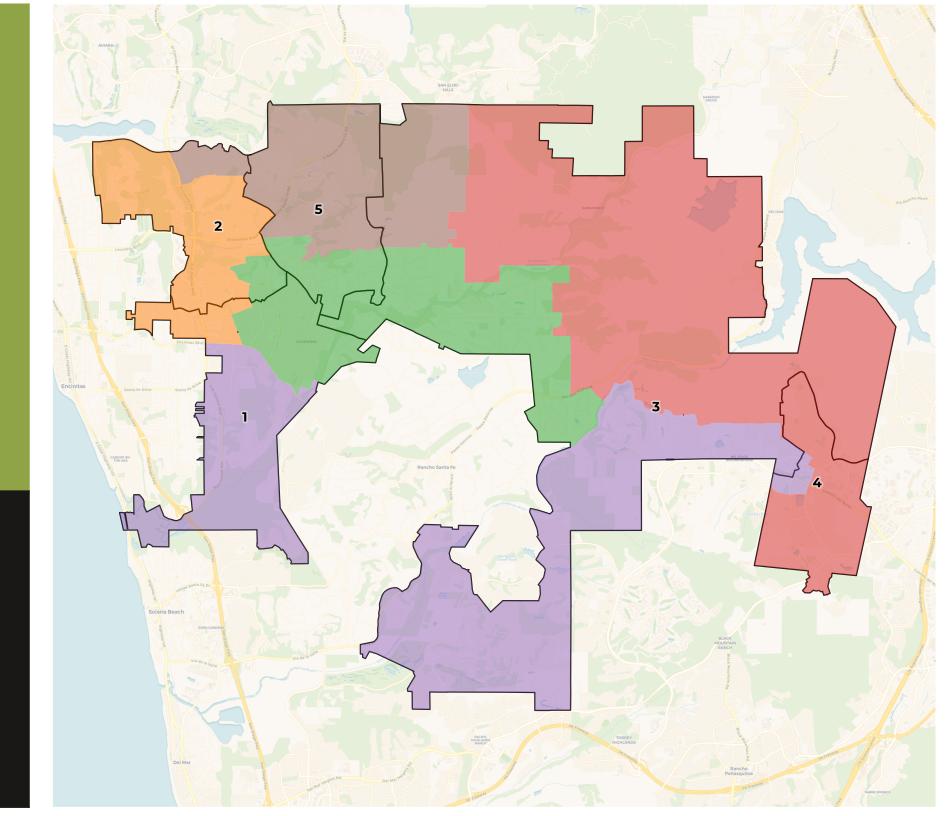






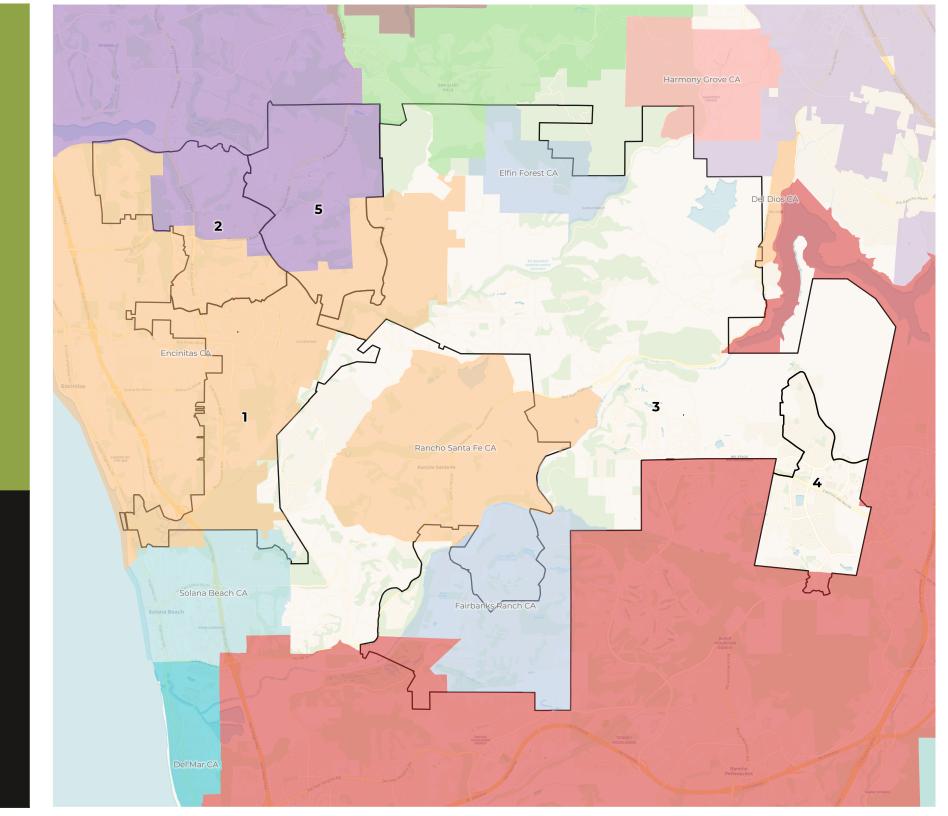
Olivenhain Water District

Map A with current lines

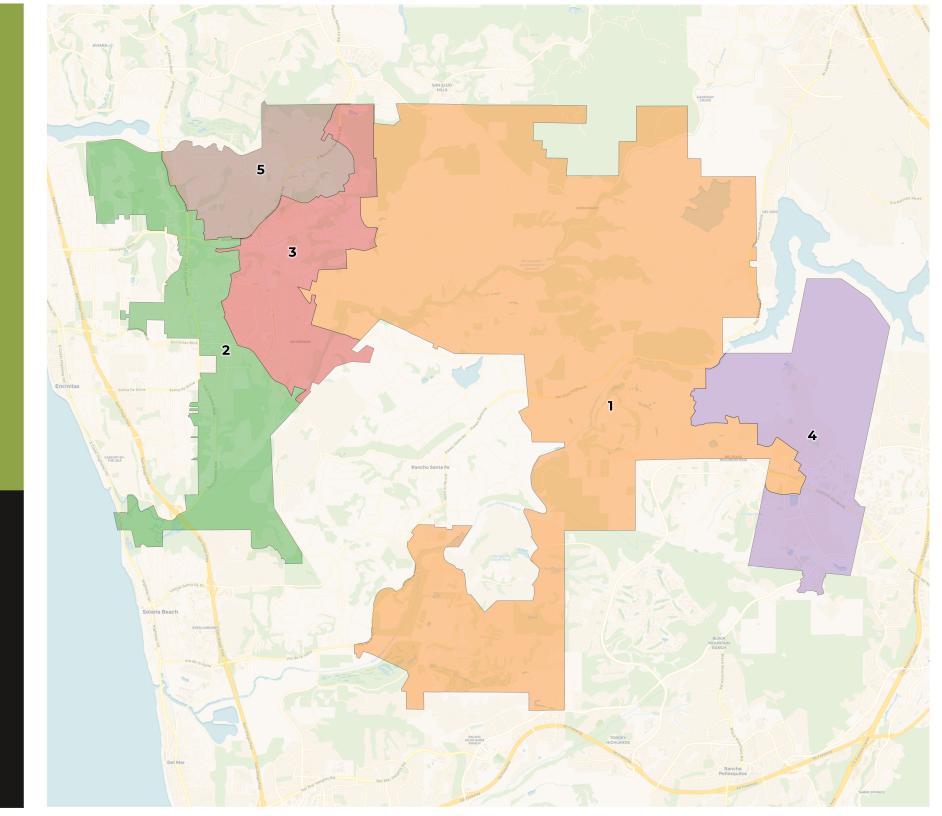


Olivenhain Water District





Draft Plan B





Draft Plan B

2020	Census
------	--------

	1	2	3	4	5
Population	14,797	14,186	14,237	14,870	15,071
Deviation	165	-446	-395	238	439
Deviation %	1.1%	-3.0%	-2.7%	1.6%	3.0%
Other	10,546	11,703	11,768	6,097	12,375
Other %	71.3%	82.5%	82.7%	41.0%	82.1%
Latino	1,505	1,652	1,640	1,151	1,579
Latino %	10.2%	11.6%	11.5%	7.7%	10.5%
Asian	2,584	758	732	7,447	1,021
Asian %	17.5%	5.3%	5.1%	50.1%	6.8%
Black	162	73	97	175	96
Black %	1.1%	0.5%	0.7%	1.2%	0.6%
Citizen Voting	Age Population (CVAP)			

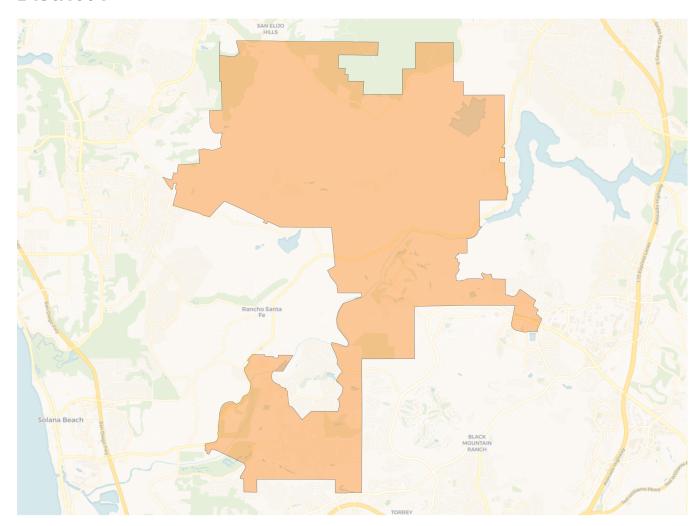
Citizen voting Age Population (CVAP)

	1	2	3	4	5
Total CVAP	9,017	11,619	10,692	7,530	10,471
Other CVAP	6,849	10,001	8,931	3,600	9,066
Other CVAP %	76.0%	86.1%	83.5%	47.8%	86.6%
Latino CVAP	861	923	1,075	583	814
Latino CVAP %	9.5%	7.9%	10.1%	7.7%	7.8%
Asian CVAP	1,205	567	592	3,250	560
Asian CVAP %	13.4%	4.9%	5.5%	43.2%	5.3%
Black CVAP	102	128	94	97	31
Black CVAP %	1.1%	1.1%	0.9%	1.3%	0.3%



Draft Plan B

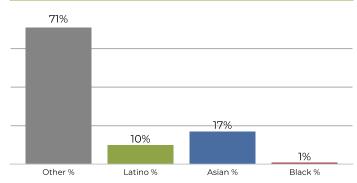
District 1

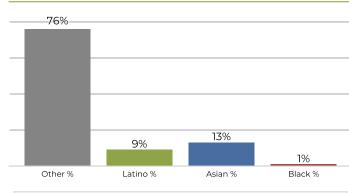


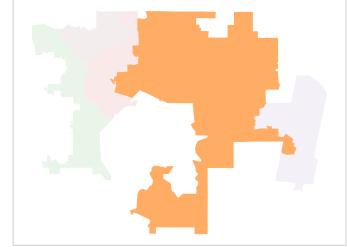
opulation	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,797	165	1.1%	10,546	71.3%	1,505	10.2%	2,584	17.5%	162	1.1%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
9,017	6,849	76.0%	861	9.5%	1,205	13.4%	102	1.1%

2020 Census



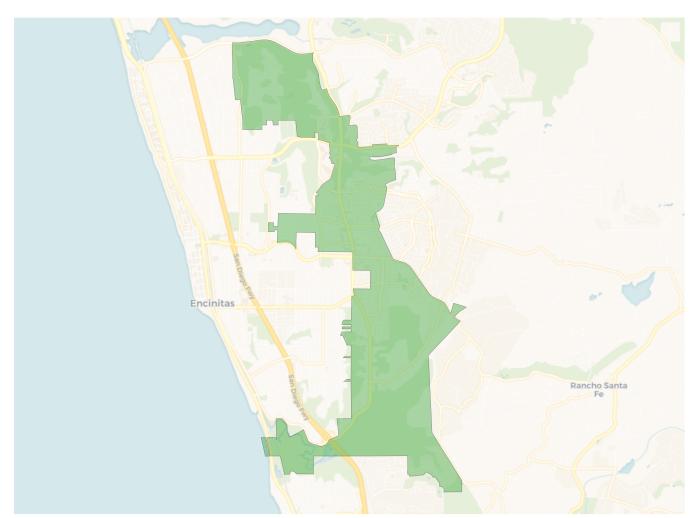






Draft Plan B

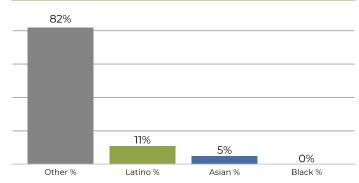
District 2

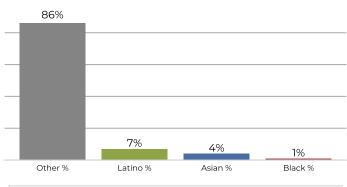


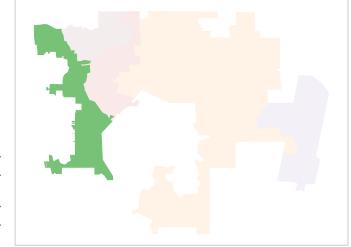
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,186	-446	-3.0%	11,703	82.5%	1,652	11.6%	758	5.3%	73	0.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
11,619	10,001	86.1%	923	7.9%	567	4.9%	128	1.1%

2020 Census



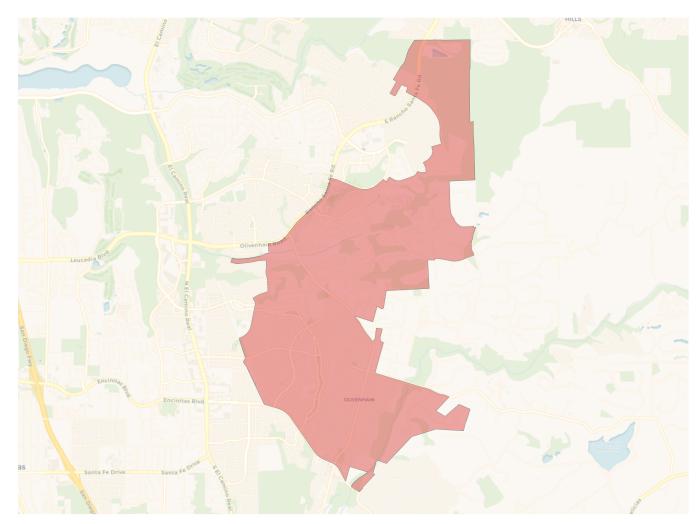






Draft Plan B

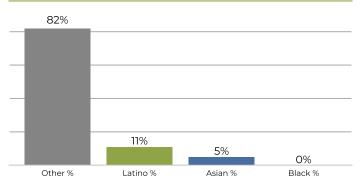
District 3

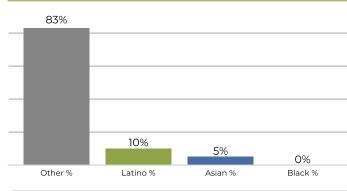


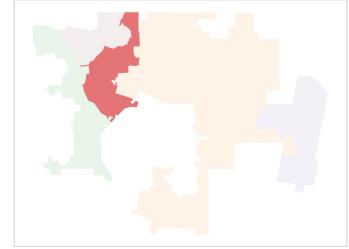
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,237	-395	-2.7%	11,768	82.7%	1,640	11.5%	732	5.1%	97	0.7%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
10,692	8,931	83.5%	1,075	10.1%	592	5.5%	94	0.9%

2020 Census





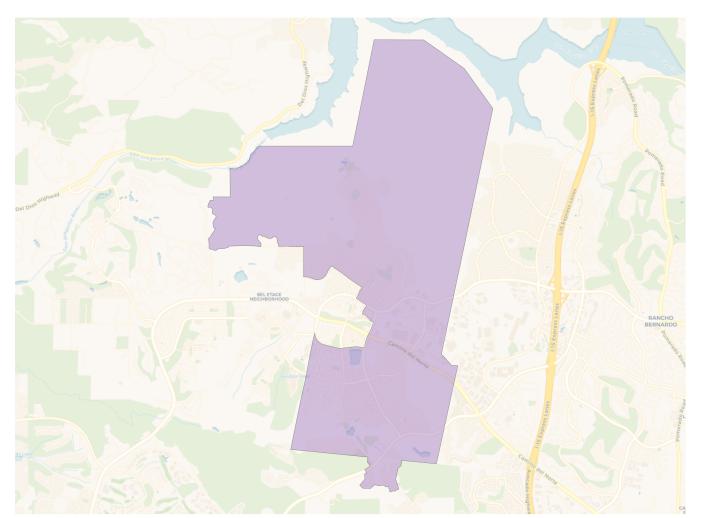




Olivenhain Municipal Water District

Draft Plan B

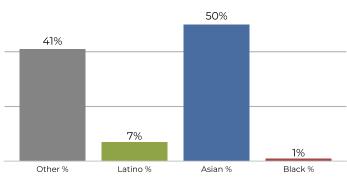
District 4

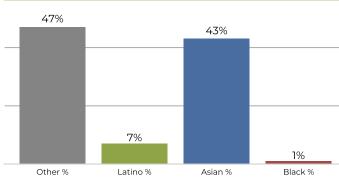


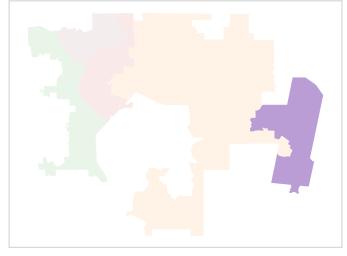
opulation	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,870	238	1.6%	6,097	41.0%	1,151	7.7%	7,447	50.1%	175	1.2%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
7,530	3,600	47.8%	583	7.7%	3,250	43.2%	97	1.3%

2020 Census





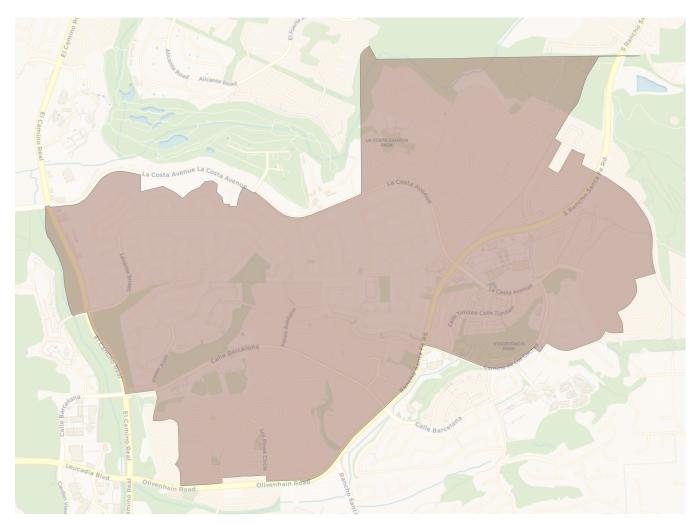




Olivenhain Municipal Water District

Draft Plan B

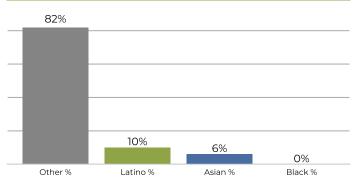
District 5

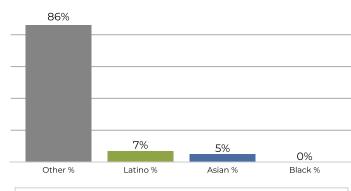


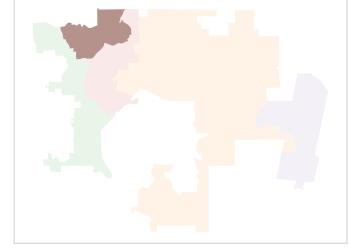
opulation	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
15,071	439	3.0%	12,375	82.1%	1,579	10.5%	1,021	6.8%	96	0.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
10,471	9,066	86.6%	814	7.8%	560	5.3%	31	0.3%

2020 Census

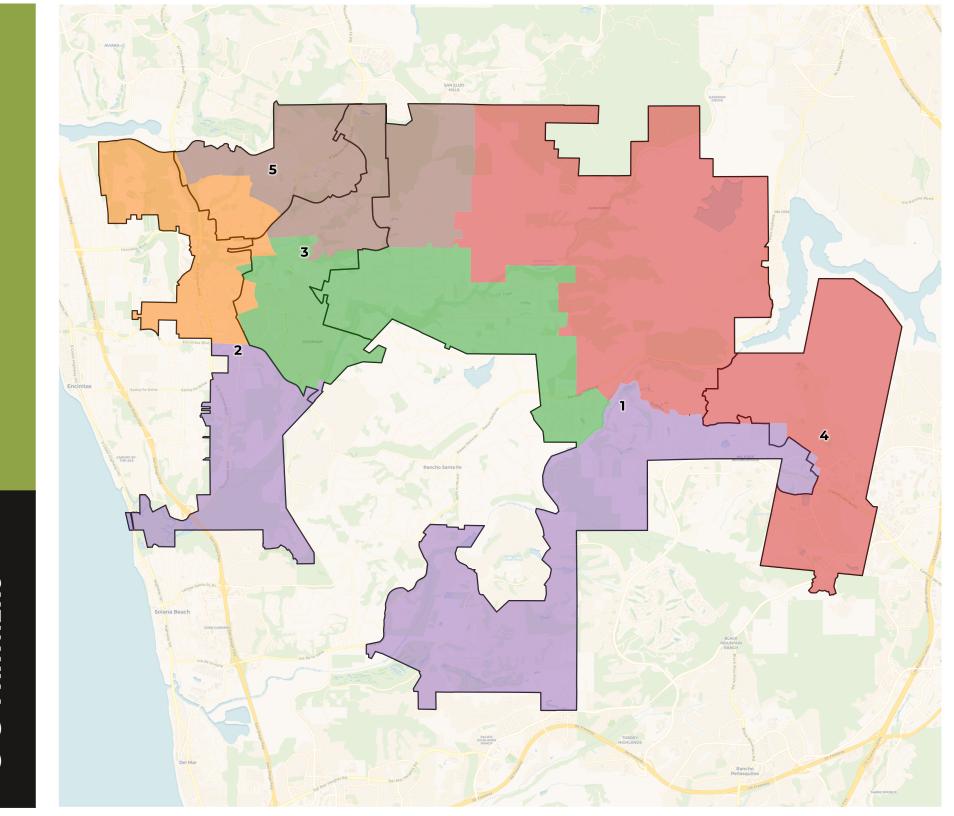


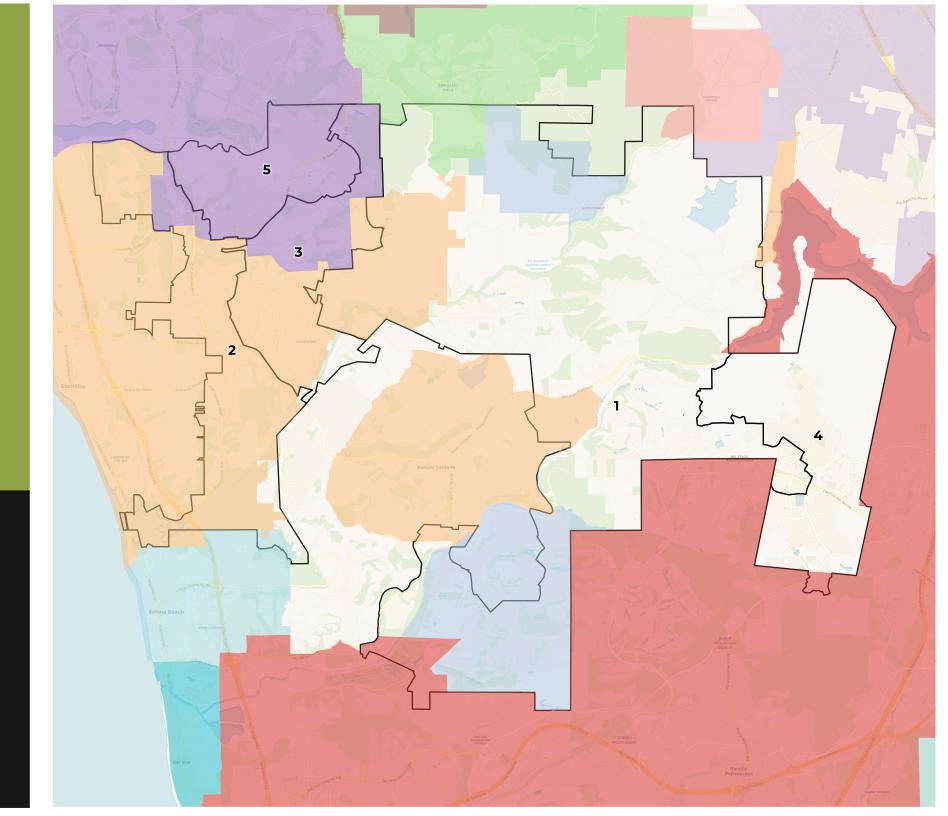




Olivenhain Water District

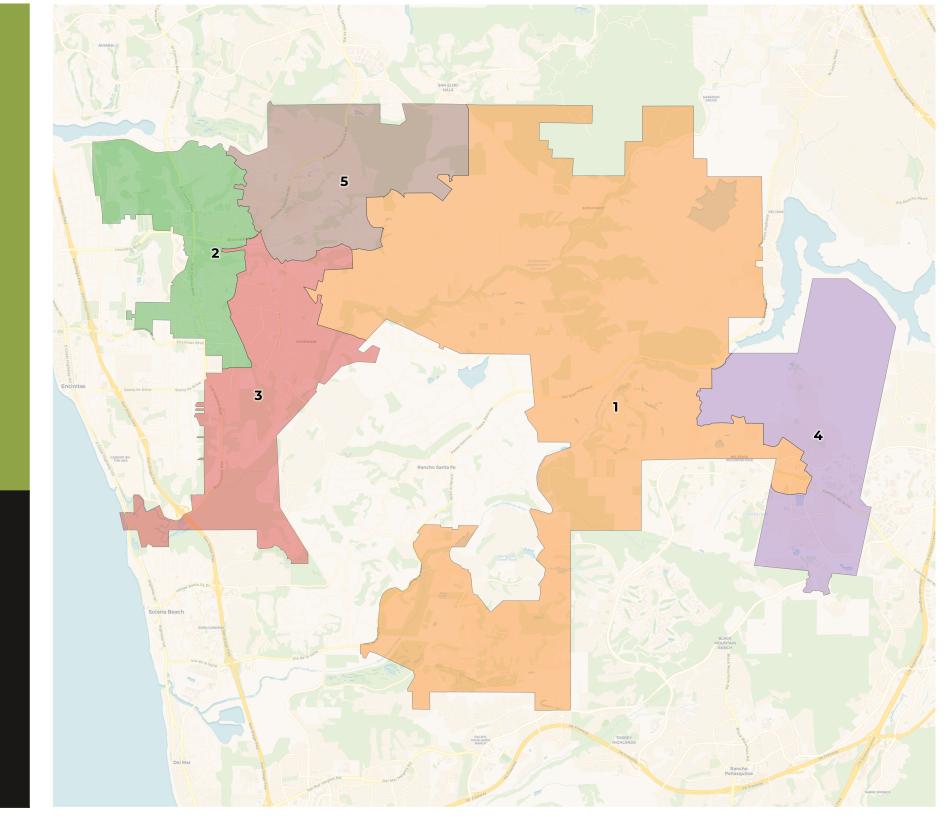
Map B with current lines





Olivenhain Municipal Water District

Draft Plan C





Olivenhain Municipal Water District

Draft Plan C

2020 Census

	1	2	3	4	5
Population	14,577	15,059	14,446	14,870	14,209
Deviation	-55	427	-186	238	-423
Deviation %	-0.4%	2.9%	-1.3%	1.6%	-2.9%
Other	10,483	12,347	12,091	6,097	11,471
Other %	71.9%	82.0%	83.7%	41.0%	80.7%
Latino	1,357	1,803	1,683	1,151	1,533
Latino %	9.3%	12.0%	11.7%	7.7%	10.8%
Asian	2,579	830	601	7,447	1,085
Asian %	17.7%	5.5%	4.2%	50.1%	7.6%
Black	158	79	71	175	120
Black %	1.1%	0.5%	0.5%	1.2%	0.8%

Citizen Voting Age Population (CVAP)

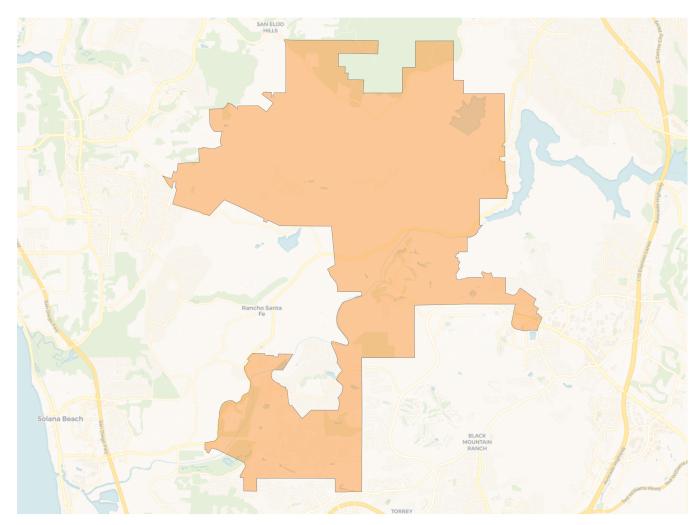
	1	2	3	4	5
Total CVAP	8,891	11,647	11,136	7,530	10,125
Other CVAP	6,801	9,948	9,482	3,600	8,616
Other CVAP %	76.5%	85.4%	85.1%	47.8%	85.1%
Latino CVAP	788	972	1,191	583	722
Latino CVAP %	8.9%	8.3%	10.7%	7.7%	7.1%
Asian CVAP	1,205	646	360	3,250	713
Asian CVAP %	13.6%	5.5%	3.2%	43.2%	7.0%
Black CVAP	97	81	103	97	74
Black CVAP %	1.1%	0.7%	0.9%	1.3%	0.7%



Olivenhain Municipal Water District

Draft Plan C

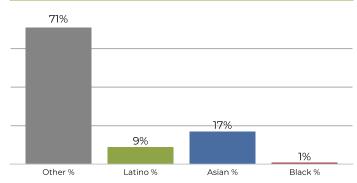
District 1

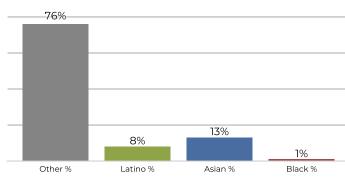


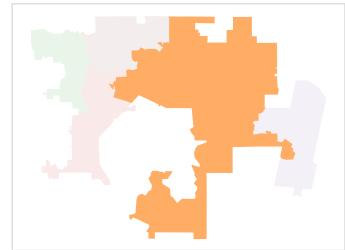
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,577	-55	-0.4%	10,483	71.9%	1,357	9.3%	2,579	17.7%	158	1.1%

Total CVAP	Other CVAP	Other CVAP $\%$	Latino CVAP	Latino CVAP $\%$	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
8,891	6,801	76.5%	788	8.9%	1,205	13.6%	97	1.1%

2020 Census





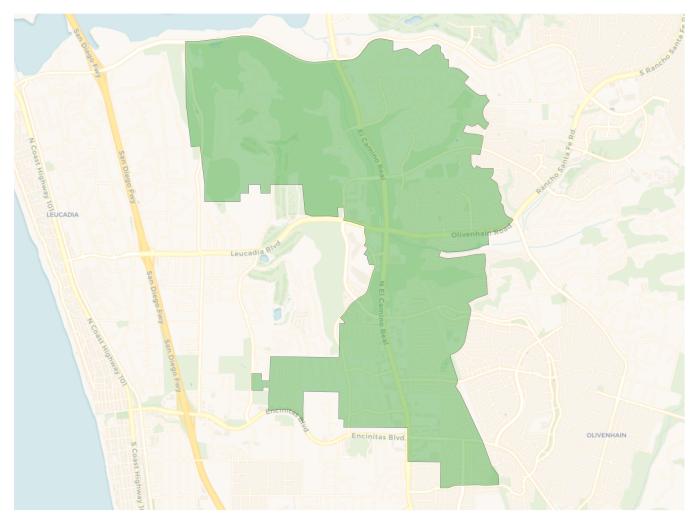




Olivenhain Municipal Water District

Draft Plan C

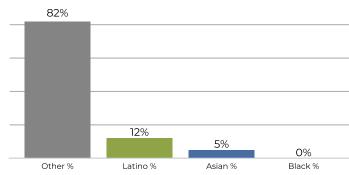
District 2

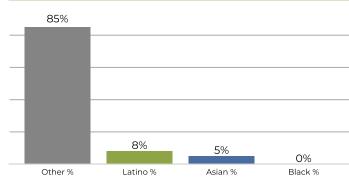


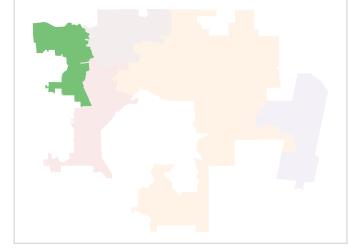
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
15,059	427	2.9%	12,347	82.0%	1,803	12.0%	830	5.5%	79	0.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
11,647	9,948	85.4%	972	8.3%	646	5.5%	81	0.7%

2020 Census





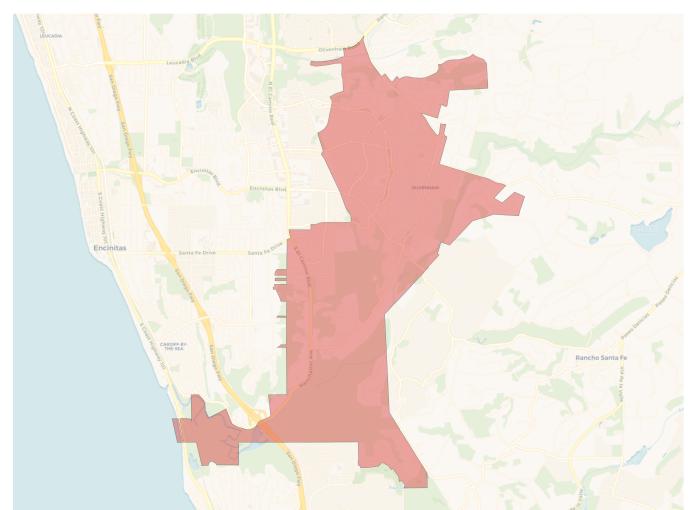




Olivenhain Municipal Water District

Draft Plan C

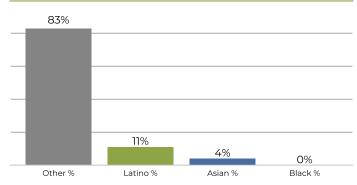
District 3

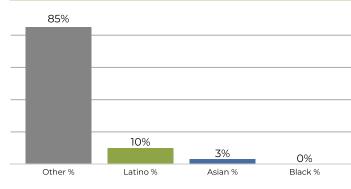


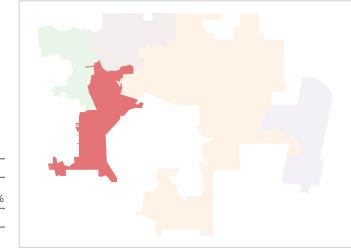
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,446	-186	-1.3%	12,091	83.7%	1,683	11.7%	601	4.2%	71	0.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
11,136	9,482	85.1%	1,191	10.7%	360	3.2%	103	0.9%

2020 Census





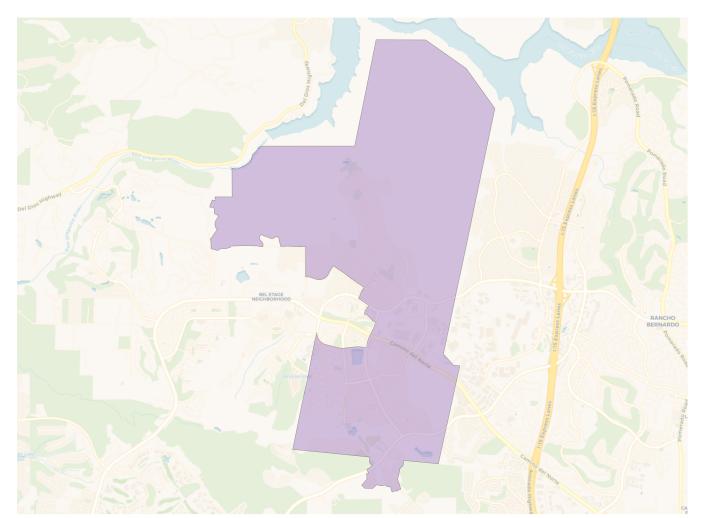




Olivenhain Municipal Water District

Draft Plan C

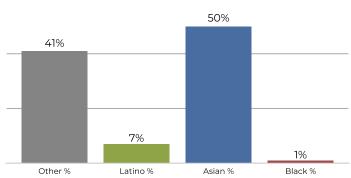
District 4

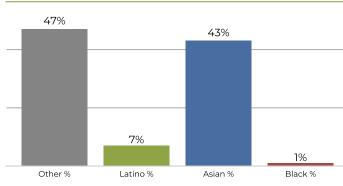


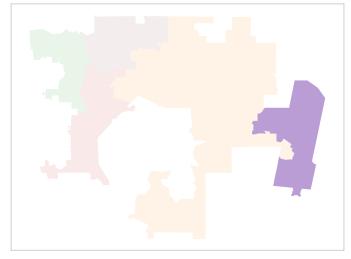
opulation	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,870	238	1.6%	6,097	41.0%	1,151	7.7%	7,447	50.1%	175	1.2%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
7,530	3,600	47.8%	583	7.7%	3,250	43.2%	97	1.3%

2020 Census





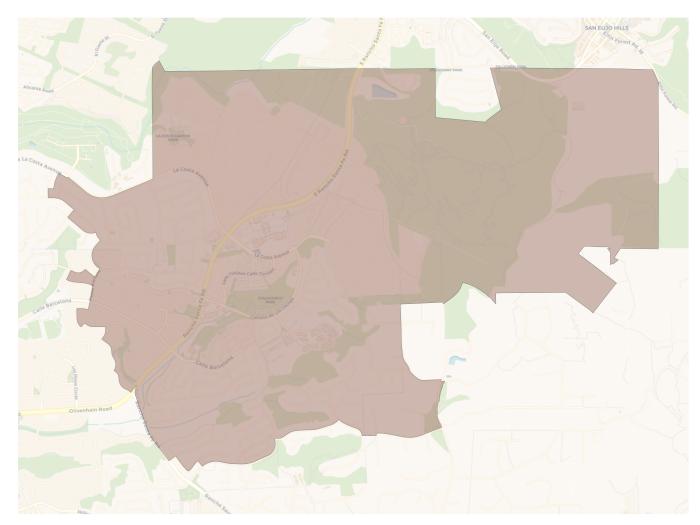




Olivenhain Municipal Water District

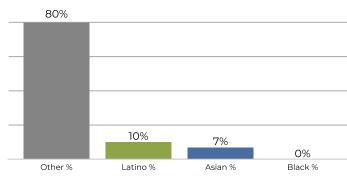
Draft Plan C

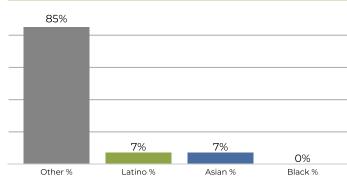
District 5

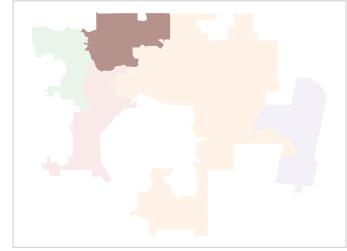


opulation	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
14,209	-423	-2.9%	11,471	80.7%	1,533	10.8%	1,085	7.6%	120	0.8%
Total CVA	Other C	VAP Other C	:VAP % La	tino CVAP La	atino CVAP	% Asian CVAF	Asian	CVAP % Blac	k CVAP BI	ack CVAP %

2020 Census

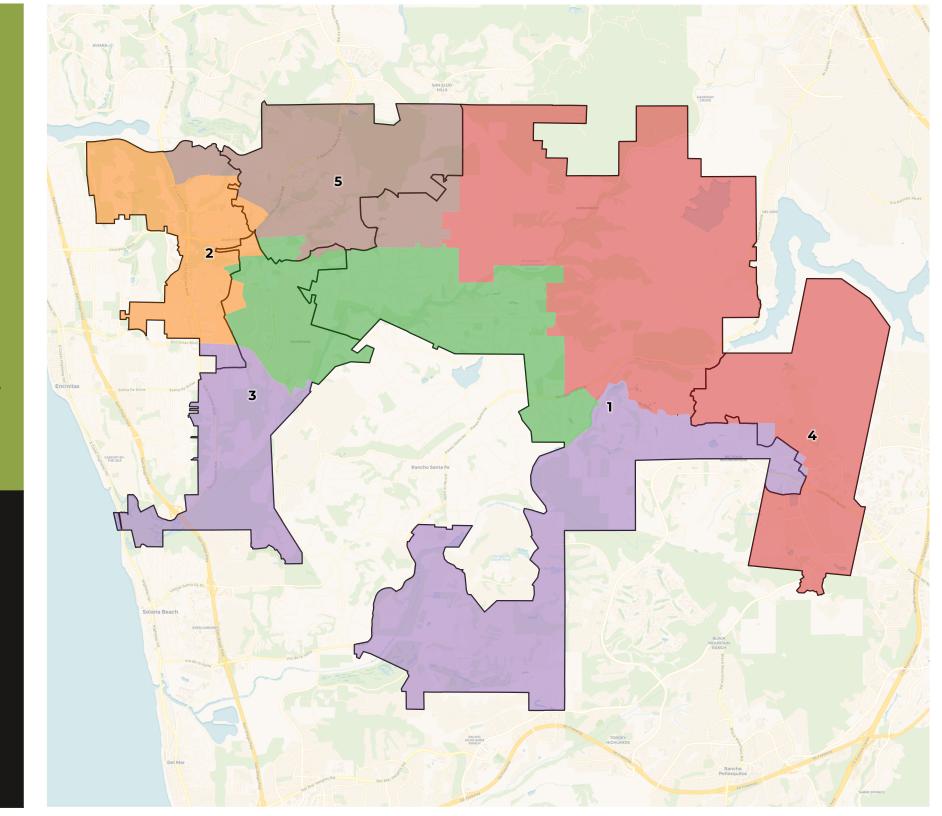


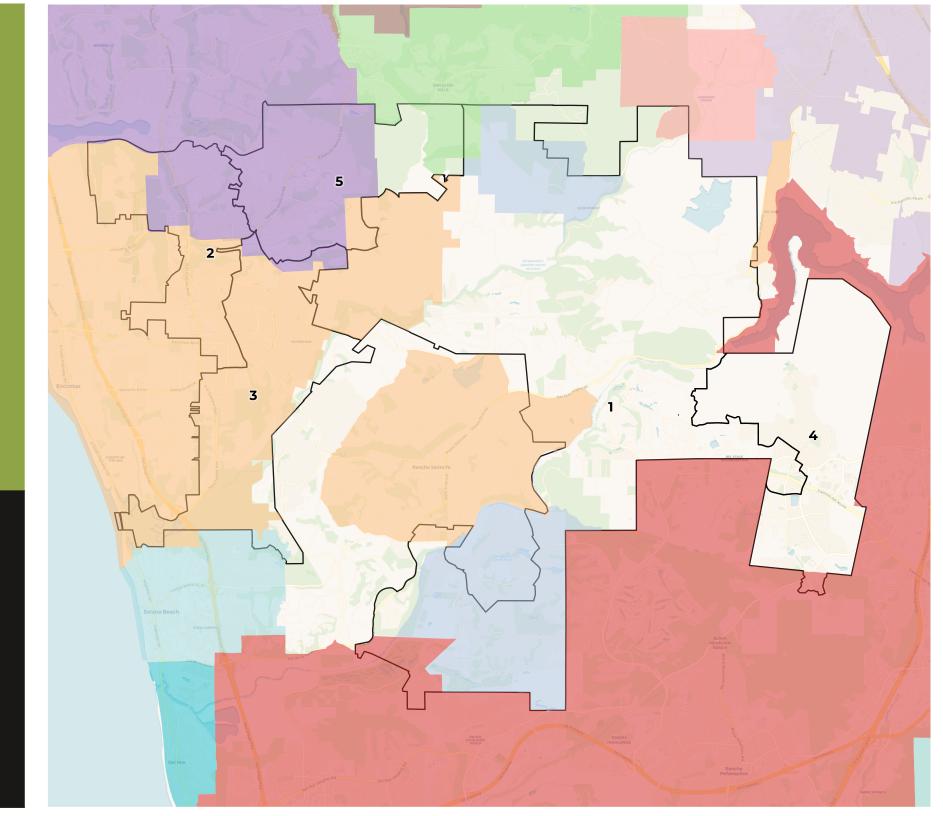




Olivenhain Municipal Water District

Draft Plan C with Current Lines Overlay







Memo

Date: January 19, 2022

To: Olivenhain Municipal Water District Board of Directors

From: Geoff Fulks, Operations Manager

Via: Kimberly A. Thorner, General Manager

Subject: REVIEW OF GENERAL MANAGER'S DECLARATION OF THE CIRCO DIEGUENO

COURT LEAK REPAIR PROJECT AS AN EMERGENCY PROJECT IN ACCORDANCE WITH CALIFORNIA PUBLIC CONTRACT CODE SECTION 1102, INCLUDING APPROVAL OF A TIME AND MATERIAL CONSTRUCTION CONTRACT WITH C.E. WILSON CORPORATION FOR AN AMOUNT NOT TO EXCEED \$150,000, APPROPRIATE \$215,000 TO THE PROJECT BUDGET FROM THE PIPELINE REPLACEMENT PROJECT BUDGET, AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT, AND CONSIDER ADOPTION OF A RESOLUTION MAKING CEQA FINDINGS AND ORDERING A NOTICE OF

EXEMPTION BE FILED WITH THE SAN DIEGO COUNTY CLERK

Purpose

The purpose of this agenda item is to provide an update on the declaration of the Circo Diegueno Court (Circo Diegueno) Leak Repair project as an Emergency Project in accordance with California Public Contract Code Section 1102.

Additionally, the purpose of this agenda item is to consider adoption of the proposed Resolution and California Environmental Quality Act (CEQA) findings and would authorize staff to file a Notice of Exemption (NOE) for the Circo Diegueno Court Leak Repair project with the San Diego County Clerk.

The General Manager declared an emergency on January 5, 2021. Pursuant to the Administrative and Ethics Code Section 3.2.1, the Board shall review the General

Manager's emergency action at the next Board meeting. Today's agenda item will review the emergency declaration by the General Manager.

Recommendation

Staff recommends the Board review and affirm the General Manager's emergency declaration.

Additionally, staff recommends adoption of the proposed Resolution which makes CEQA findings for declaration of the Circo Diegueno Court Leak Repair project as an Emergency Project exempt from CEQA under Public Resources Code Section 21080(b)(2), as well as a Statutorily Exempt project in accordance with CEQA Guidelines Section 15269(b) and (c), and Section 15282(k). Staff recommends approval to file a NOE for the project with the San Diego County Clerk for posting per CEQA Guideline Section 15062.

Alternative(s)

California Public Contract Code Section 1102 states, "Emergency, as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services." The failure to complete the Circa Diegueno Court Leak Repair project could cause public property damage, impacts to public health, impacts to the environment, and limit potable water and fire service to customers within a portion of OMWD thereby creating a loss of essential public services.

Although the proposed project qualifies as an Emergency Project under California Public Resources Code Section 21080(b)(2) and as Statutorily Exempt under CEQA Guidelines Section 15269(b) and (c) and Section 15282(k), the Board could:

- Adopt the NOE and direct staff to not file the NOE, which would increase the Statue of Limitation for filing protests against the project from 35 days to 180 days;
- Determine that CEQA is not required for this project and not adopt the Resolution

Background

Circo Diegueno Court is located in Director Division 1 (Topolovac) and contains a 12-inch pipeline constructed in 1983 within a 20-foot wide easement. This pipeline is an important asset in OMWD's potable water system to maintain high water quality and supply reliability in the area.

On Tuesday, January 4, 2022 while monitoring SCADA trends, staff discovered an overnight increase in water usage of about 1000 gallons per minute (gpm) in the south

western service area of Fairbanks Ranch area served by the Zorro reservoir. Staff checked meter trends in the area for abnormal usage and crews surveyed the area searching for any evidence of a leak surfacing. Staff then began isolating different areas and were successful in narrowing down the location of the leak to an area between the Palms and Zorro reservoirs. On Wednesday, January 5, 2022, staff discovered the location of the leak under a large driveway off Circo Diegueno Court. OMWD shut the leak down and was able to install temporary highline to keep customers in water.

The decorative concrete driveway and surrounding retaining wall at the location of the leak were illegal encroachments over OMWD's pipeline with no documented encroachment permit on file. Two pipeline easements have been granted over this property, No. 119 recorded July 11, 1977 and No. 663 recorded September 11, 1984. The leak occurred in the portion of pipeline within easement No. 119. In 1995, the property owners at the time, entered into an encroachment permit, No. 161, with OMWD for a combination masonry wall and wrought iron fence, an ornamental fountain pipeline, and a sprinkler/irrigation system and groundcover. These improvements were located over a portion of easement No. 663 and were not in the location of the leak. The encroachment over the leak and OMWD's pipeline are illegal and have never been authorized by OMWD. In 1999, a second encroachment permit was initiated for the property by the owners at the time, however, OMWD records indicate the encroachment permit was canceled due to inactivity. Staff will follow up with the current owners of the property to rectify the situation.

Fiscal Impact

The Pipeline Replacement (D120171) project has \$541,000 approved for fiscal year 21/22 capital budget. OMWD budgets an allotment of funds for unknown leak repairs in its annual operating budget. The proposed budget shall cover the 1) OMWD labor, 2) materials needed to repair the leak, and 3) any support services required by an outside contractor on a time and materials basis.

Is this a Multi Fiscal Year Project? No

In which FY did this capital project first appear in the CIP budget? 2022

Total Project Budget: \$215,000

Current Fiscal Year Appropriation: \$215,000

To Date Approved Appropriations: \$215,000

Target Project Completion Date: January 31, 2022

Expenditures and Encumbrances as of (January 5, 2022): **\$0**

Is this change order within the appropriation of this fiscal year? N/A

If this change order is outside of the appropriation, Source of Fund? N/A

Discussion

Upon discovery of the leak location, staff contacted two contractors (C.E. Wilson Corporation and Piperin Corporation) to assist with the repairs. C.E. Wilson was able to respond and began excavation and repairs of the pipeline on Thursday morning, January 6, 2022. C.E. Wilson and OMWD staff were forced to excavate through the concrete driveway and completed repairs on Friday January 7, 2022. Ninyo and Moore provided geotechnical services on the excavation backfill and compaction.

Pursuant to CEQA, staff has determined the Circo Diegueno Court Leak Repair project to be considered an Emergency Project under Public Resources Code 21080(b)(2) and Statutorily Exempt under CEQA guidelines Section 15269(b) and (c) for emergency projects, and Section 15282(k) for the maintenance, repair or restoration of an existing pipeline as long as the project does not exceed one mile in length.

Work for the project is now complete and this will be the final report on the emergency declaration to the Board. Staff anticipates bringing a Notice of Completion to the Board at the February 2022 meeting to close out the project.

Attachment(s): Site Photographs, Location Map, Project Budget Worksheet, CEQA Resolution and CEQA NOE Form

Unauthorized retaining wall and driveway over OMWD's pipeline



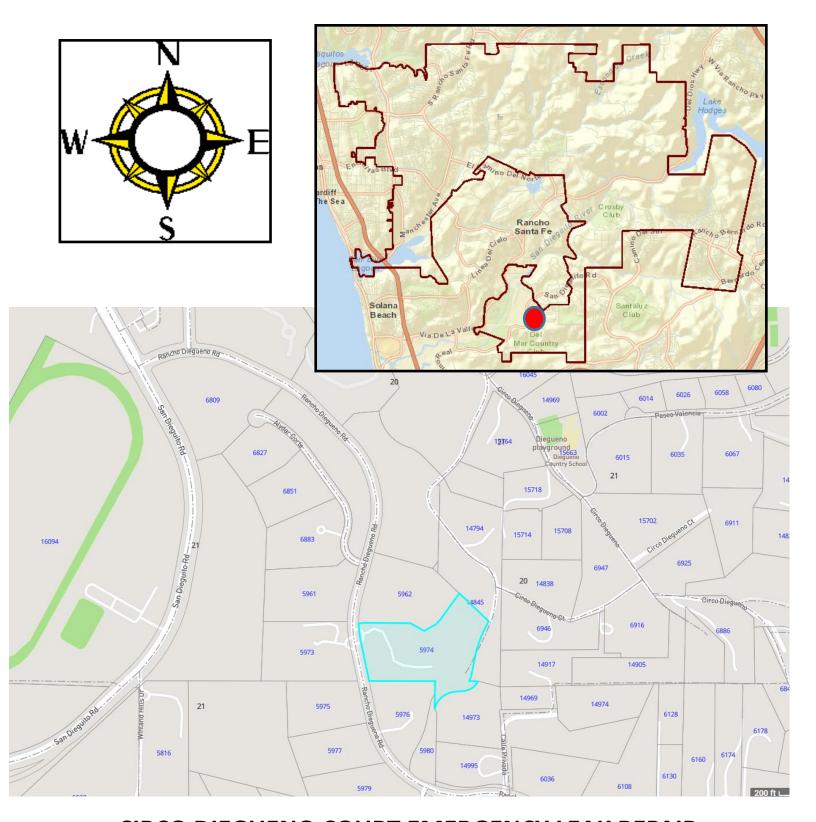
Excavation





Source of leak: nylon bushing that failed on a 2-inch blow off





CIRCO DIEGUENO COURT EMERGENCY LEAK REPAIR PROJECT

OMWD PROJECT NO. D120119

Notice of Exemption		
To: Office of Planning and Research 1400 Tenth Street, Room 121 Sacramento, CA 95814	From:	Olivenhain Municipal Water District 1966 Olivenhain Road Encinitas CA, 92024
County Clerk County of: San Diego 1600 Pacific Highway, Suite 260 San Diego, CA 92101		
Project Title: Circo Diegueno Court Leak Re	pair proj	<u>ect</u>
Project Location - Specific: Southern property Rancho Diegueno Rd, in Rancho Santa Fe, Cali Project Location - City: Rancho Santa Fe	fornia.	Assessor's Parcel No. 302-303-21-00, 5974 et Location County: San Diego
inch asbestos cement pipeline in an 20-foot wich Rancho Santa Fe Farms Dr. west to Rancho E water and fire service to residential custome Fairbanks Ranch that are served from the Zorro an unusual volume of water flowing through the and on January 5, 2022, a leak was found un District declared an emergency to make repair maintained to these existing customers.	de easem Diegueno ers and o Reservo ne Zorro nder an es to the	f Project: The District owns and operates a 12- tent crossing private parcels from the west end of Road which is vital to the provision of potable other customers in the western service area of oir. On January 4, 2022, SCADA trending showed reservoir that did not correlate to customer usage unauthorized driveway. On January 5, 2022 the pipeline in order for water and fire service to be
Name of Public Agency Approving Project: _	Olivenh	ain Municipal Water District
Name of Person or Agency Carrying Out Pro	oject: <u>O</u>	livenhain Municipal Water District
Exempt Status: (check one) Ministerial Declared Emergency Emergency Project Sec. PRC 21080(b)(Categorical Exemption. State type and s Statutory Exemptions. State code numb	section n	umber:
Reasons why project is exempt: The failure of service to customers in the western area of Fairball (1997).		eline will cause the loss of potable water and fire nch served by the Zorro Reservoir.
Lead Agency Contact Person: Geoff Fulks Area Code/I	Гelephon	ne/Extension: _(760) 753-6466
If filed by applicant: 1. Attach certified document of exemption fit 2. Has a Notice of Exemption been filed by t	_	e agency approving the project? Yes No
Signature: Date: _		Title: General Manager
Signed by Lead Agency Signed by Applicant	Date re	ceived for filing at OPR:

RESOLUTION NO. 2022 -

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT MAKING FINDINGS FOR THE CIRCO DIEGUENO COURT LEAK REPAIR PROJECT AND ORDERING A NOTICE OF EXEMPTION FILED WITH THE COUNTY CLERK, COUNTY OF SAN DIEGO

WHEREAS, the Olivenhain Municipal Water District is a water agency organized and operating pursuant to California Water Code Section 71000 et seq.; and

WHEREAS, the Olivenhain Municipal Water District owns and operates a 12-inch asbestos cement pipeline constructed in 1983 within a 20-foot wide easement granted to the District located off of Rancho Diegueno Road in the County of San Diego, State of California. The potable water distribution pipeline is located across a number of privately owned parcels between the westernmost end of Rancho Santa Fe Farms Road and Rancho Diegueno Road and provides high water quality and supply reliability to the residential communities and other customers in the western service area of Fairbanks Ranch from the Zorro Reservoir; and

WHEREAS, on January 4, 2022 while monitoring the Supervisory Control and Data Acquisition trends staff detected an increase in water being drawn from the Zorro Reservoir in volumes not correlated to customer water usage. Visual examination and system isolation on January 5, 2022 resulted in the discovery of a leaking blow-off under a large, unauthorized driveway, rendering the pipeline susceptible to immediate failure. Staff commenced to immediately remove the encumbering driveway and execute the repair of the below-grade blow-off assembly; and

WHEREAS, under the State of California Public Resources Code Sections 21080(b)(2) and California Environmental Quality Act (CEQA) Guidelines Article 18, Sections 15269(b) and (c), the Circo Diegueno Court Leak Repair (Circo Diegueno) project qualifies as an Emergency Project necessary to maintain service essential to public health and safety and the repair is necessary to prevent an emergency, which statutorily exempts the Circo Diegueno project from the provisions of CEQA; and

WHEREAS, CEQA Guidelines Article 18, Section 15282(k) additionally statutorily exempts the maintenance, repair, and restoration of an existing pipeline, as long as the project does not exceed one mile in length and does not involve any above-ground appurtenances; and

WHEREAS, pursuant to the CEQA Guidelines, the Olivenhain Municipal Water District Board of Directors has caused to be prepared a Notice of Exemption according to CEQA Guidelines Article 18, Section 15062; and

WHEREAS, having heard, considered, and reviewed information from interested persons who expressed their views to the Board of Directors, it is in the interest of the Olivenhain Municipal Water District and the people it serves to order a Notice of Exemption filed with the County Clerk, County of San Diego; and

NOW, THEREFORE, the Board of Directors of the Olivenhain Municipal Water District does hereby find, determine, resolve and order as follows:

<u>SECTION 1</u>: The foregoing facts are found and determined to be true and correct.

SECTION 2: In accordance with the California Environmental Quality Act Guidelines Section 15061, the Board of Directors finds and determines that the Circo Diegueno Court Leak Repair project is exempt from CEQA for the following reasons:

- 1) California Public Resources Code Section 21080(b)(2) allows for Emergency repairs to public service facilities necessary to maintain service.
- 2) CEQA Guidelines Article 18, Section 15269(b) statutorily exempts emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare.
- 3) CEQA Guidelines Article 18, Section 15269(c) statutorily exempts specific actions necessary to prevent or mitigate an emergency.
- 4) CEQA Guidelines Article 18, Section 15282(k) statutorily exempts the installation of new pipeline or maintenance, repair, restoration, removal, or demolition of an existing pipeline as long as the project does not exceed one mile in length and does not involve any above-ground appurtenances.

SECTION 3: The Board of Directors of the Olivenhain Municipal Water District hereby finds and determines that immediate action is required to repair a portion of the Circo Diegueno Court Pipeline which is vital to the provision of potable water and fire service to the residents and other customers in the western portion of Fairbanks Ranch. For this reason, the Board of Directors of the District finds that an emergency exists within the meaning of Public Resources Code Section 21080(b)(2) requiring the commencement of immediate emergency repair work to the Circo Diegueno Court Pipeline to ensure potable water and fire service is maintained to existing customers.

SECTION 4: The Board of Directors of the Olivenhain Municipal Water District hereby directs staff to promptly file a Notice of Exemption with the County Clerk of the County of San Diego stating that the project is exempt from the reporting requirements of CEQA in accordance with Public Resources Code Sections 21080(b)(2) and CEQA Guidelines Sections 15269(b) and (c), and 15282(k), and to immediately commence all work repair necessary to the Circo Diegueno Court Pipeline as quickly as possible..

PASSED, ADOPTED AND APPROVED at a regular meeting of the Board of Directors of the Olivenhain Municipal Water District held on Wednesday, January 19, 2022.

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Lawrence A. Watt, President
Board of Directors
Olivenhain Municipal Water District

ATTEST:

Robert F. Topolovac, Secretary Board of Directors Olivenhain Municipal Water District

Memo

To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

PRESIDENT

Any report will be oral at the time of the Board meeting.

Memo

В

To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

GENERAL MANAGER

Any written report will be attached; any oral report will be provided at the time of the Board Meeting.

January 19, 2022

Board of Directors Olivenhain Municipal Water District 1966 Olivenhain Road Encinitas, CA 92024

The following are brief highlights of the District's departmental operations for the month of **December 2021:**

Operations & Maintenance	Current Month	Last Month
DCMWTP Total Production	368.7 million gallons	622.7 million gallons
DCMWTP Average Daily Production	11.9 million gallons	20.8 million gallons
DCMWTP Peak Day Production	20.8 million gallons	25.9 million gallons
Source Water Blend (% State Project Water)	0	0
Total Deliveries to VWD	228.50 acre feet	398.49 acre feet
	74.46 million gallons	129.85 million gallons
4S and Rancho Cielo Sewer Systems Total Inflow	41.92 million gallons	40.93 million gallons
4S and Rancho Cielo Sewer Systems Average Daily Inflow	1,352,374 gallons	1,364,527 gallons
4S and Rancho Cielo Sewer Systems Peak Day Inflow	1,596,805 gallons	1,746,888 gallons
4S and Rancho Cielo Sewer Systems Low Day Inflow	1,261,506 gallons	901,654 gallons
4SWRF Average Daily Production	297,503 gallons	730,860 gallons
4SWRF Peak Day Production	685,176 gallons	929,731 gallons
4SWRF Total to Recycled Water Distribution System	9.23 million gallons	21.92 million gallons
4S Recycled Water Storage Pond Volume	110 acre feet	17 acre feet
Repaired Potable Water Main Leak(s)	0	0
Repaired Potable Water Service Lateral Assembly Leak(s)	2	4
Repaired Recycled Water Main Leak(s)	0	0
Repaired Recycled Water Service Lateral Leak(s)	0	0
Repaired Hit Fire Hydrant Lateral Assembly Leak(s)	0	1
Replaced Valve(s) Monthly Total	4	28
Replaced Valve(s) Calendar Year To Date	49	45
Recycled Water Use Site Inspections & Visits	17	20
Recycled Water Use Site Cross Connection Tests	4	7
Cross Connection Site Surveys	1	2
Backflow Inspections & Testing (New)	7	2
IT Help Requests	22	21
Customer Services	Current Month	Last Month
Customer Calls and Inquiries	957	910
Total Monthly Bills Issued	22,910	22,954
Service Orders	325	383
New Potable Meters	0	1
New Fire Meters	0	1
New Recycled Water Meters	0	0
AMI Troubleshooting Investigations	39	45

AMR Troubleshooting Investigations	41	33
Stopped/Underperforming Meters Replaced	52	57
Customer Services - Continued	Current Month	Last Month
MXUs Upgraded to AMI	1	1
Meter Accuracy Tests Performed	0	3
Water Use Evaluations	0	22
Water Use Violation Reports	0	12
Workshops, Events, and Tours	0	0
High-Efficiency Clothes Washer Rebates	7	2
Weather-Based Irrigation Controller Rebates	2	8
Hose Irrigation Controller Rebates	0	0
High-Efficiency Rotating Nozzle Rebates	0	1
High-Efficiency Toilet Rebates	0	0
Rain Barrel Rebates	1	0
Flow Monitor Device Rebates	0	3
Turf Removal Project Rebates	0	0
Social Media Posts	19	18
News Releases/Media Advisories	1	3
EFRR	Current Month	Last Month
Special Use/Event Permits	6	5
Parking Notices	65	71
Incident Reports	6	7
Vehicle Count	4,091	4,715
Trail Use Count	10,273	11,285
Days Closed Due to Rain/Red Flag/COVID-19	4	2
Days IC Open	14	19
Number of IC Visitors	245	268
Volunteer Trail Patrol Shifts	6	7
Volunteer Docent Hours	73	105
Total Number of Docents	63	63
Finance	Current Month	Last Month
Infosend Payments	9,972	9,926
OMWD Auto Debit Payments	2,472	2,486
CB&T Lockbox Payments	3,140	3,213
Over the Counter Payments	590	697
Check-free, Metavante and Chase	4,899	4,877
Paymentus (Credit Card) Payments	1,045	1,067
Finance Calls and walk-ins	53	61
Service Orders Processed	8	16
Service Orders Closed Out	3	1
Purchase Orders	16	11
Inventory Items Received	1,729	1,897
Invoices Processed	640	534
Payroll Direct Deposits Processed	232	230
Accounts Payable Checks	196	266

ENGINEERING DEPARTMENT

Engineering Manager Jason Hubbard Highlights for December 2021:

The one (1) year warranty for the New and Remodeled Operations and Administration Facilities project expired in December, however, the contractor continues to work on a few remaining items such as rain gutter leaks and HVAC control issues. Additionally, staff continues to address City of Carlsbad comments regarding final sign-off on the building permit. The Manchester Potable Waterline Replacement contractor continues to install pipeline and appurtenances, completing two (2) pipeline connections with the remaining work to be completed by early February. Staff released two (2) addenda for The Neighborhood 1 Sewer Pump Station Replacement project in response to various inquiries with bids due in January 2022. Staff held a pre-bid meeting for the Lone Jack Pressure Reducing Station Replacement project with bids due in January. Coordination with Caltrans and their contractor for work occurring at I-5 and Manchester Avenue was halted during the month of December due to material delays. The Manchester Avenue Recycled Water Pipeline project is nearing design completion with anticipated public release for bid in January. Preliminary design work continues on the Headworks Screening System Improvement project. Staff met with an outside consultant and Operations personnel to discuss an update and calibration of OMWD's potable water and recycled water hydraulic models. Staff presented their findings from the aerial drone pilot program data to the Facilities Committee. Staff continues to handle developer and other minor projects including fire hydrants, detector checks, water service laterals, etc., assist other departments with engineering related work, and manage OMWD's right-of-ways. Work continues for the upcoming sale of the Peay parcel.

HUMAN RESOURCES DEPARTMENT

Human Resources Manager Jennifer Joslin Highlights for December 2021:

Human Resources staff conducted the new hire orientation and safety training for the new Customer Service Representative I. Held interviews for the vacant Engineering Inspector I position and internal temporary out of class assignment for a Water Treatment Plant Operator II. Participated in the final meeting with the representatives from the employee association groups (BUMA and DEA) to execute the 2022 Memorandum of Understanding (MOU.) Hosted the outdoor annual Festivus holiday lunch event for all employees. Hosted a COVID task force meeting. Participated in performance management virtual training provided by the Society for Human Resource Management. Records staff attended ECS Imaging's Annual Laserfiche virtual training conference. Safety staff facilitated the annual Emergency Operations Center (EOC) tabletop exercise focusing on earthquake preparedness. Conducted an emergency evacuation fire drill at District headquarters. Conducted a comparison analysis of the current SDRMA workers' compensation program versus ACWA JPIA. Hosted the December Safety Committee meeting.

OPERATIONS & MAINTENANCE

Operations Manager Geoff Fulks Highlights for December 2021:

DCMWTP prepared for an upcoming 11 day plant shutdown to perform critical maintenance work for multiple processes and equipment. This shutdown will be the first since the beginning of the pandemic in 2020. 4S WRF and Backflow Cross Connection staff performed a mock spill response drill within the 4S Ranch Collection System. The drill was performed to reinforce and strengthen sewer spill response procedures. The drill was successful as several new procedures and new

training measures were identified. Cross Connection staff completed the annual testing and repair of all 2,686 active backflows and identified 143 additional well permits located within district boundaries. IT staff continued the deployment of Microsoft Office 365. ICT staff completed the 4S WRF recycled water pump station VFD replacements. Construction staff replaced four valves in Solana Beach completing the first portion of the FY 21/22 Valve Replacement Project and began undergrounding 500' of pipeline at the Surf Cup well site.

CUSTOMER SERVICES DEPARTMENT

Customer Services Manager John Carnegie Highlights for December 2021:

Published January issue of Watching Water newsletter; released "Manchester Recycled Water Pipeline Project" and "Welcome to OMWD" videos; partnered with Solana Center for Environmental Innovation, Santa Fe Irrigation District, San Dieguito Water District, and Carlsbad Municipal Water District to launch a rain barrel education/distribution campaign through January 31, 2022; mailed to approximately 2,000 Direct Payment Program customers notices informing them of billing cycle changes in January 2022; and sent to 911 email list members information on the litigation refund credit and 2022 billing cycle changes.

At EFRR, revised brochure, trail map, and website with new dog leash rules; hosted "Keepin' it Rural" 5K/10K race, and three field trips for Escondido Unified School District third graders; held new docent training, a virtual Smithsonian tour, and San Diego Audubon's annual Rancho Santa Fe Christmas bird count; and installed new signage for ewaa display.

FINANCE DEPARTMENT

Finance Manager Rainy Selamat Highlights for December 2021:

Obtained proposals for pension advisory services to develop a pension policy; reviewed the final audited financial statements with the auditors; staff finalized draft of OMWD's fiscal year 2021 Annual Comprehensive Financial Report (ACFR) for approval by the Board; completed annual reviews of District investment and reserve policies for presentation to the Finance Committee and approval by the Board; held 4th Quarter Finance Committee meeting to discuss audit results and investment policy; submitted OMWD's FY 2021 ACFR to GFOA for their annual award; staff worked on year-end house-keeping payroll tax items, such as: update payroll software to incorporate new payroll law, reconcile quarterly tax reports prior to issuing W2s and 1099s; OMWD received a COVID fiscal relief funding check from the State in the amount; attended EOC table top exercise; attended bimonthly safety committee meeting; and completed mid-year work performance reviews.

ASSISTANT GENERAL MANAGER:

The Assistant General Manager reports the following:

Attended the Association of California Water Agencies Fall Conference; participated in a Facilities Committee Meeting; engaged in a meeting with San Elijo Joint Powers Authority regarding the Wanket Tank; attended a Safety Committee Meeting; served on multiple interview panels; trained and developed new staff; dedicated time to personnel matters, employee recruitment, claims management, and reviewing public records requests.

GENERAL MANAGER:

The General Manager reports the following:

General Manager Thorner participated in the SDCWA Special Board Meeting, attended the ACWA Fall Conference, participated in the WateReuse California Board of Trustees Meeting, held Facilities and Safety Committee Meetings, met with the City Manager of Encinitas and the GM of SEJPA, chaired the SDLAFCO Special Districts Advisory Committee Meeting, dedicated significant time to reviewing records discoveries, personnel matters, handled COVID issues, and reviewing legal matters.

Memo

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To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

CONSULTING ENGINEER

Any report will be given orally at the meeting.



MEMORANDUM

To: Kimberly Thorner, Esq., Olivenhain MWD Board of Directors

From: Don MacFarlane, Consulting Engineer

Subject: Metropolitan Water District of Southern California (MWD)

Committee Meetings

Date: January 10, 2022

This is a report on the Water Planning and Stewardship Committee, and the Engineering and Operations Committee meetings, held on January 10, 2022. The report is based on the webcast, Board reports and memorandums. Note that Committee approvals may be changed by the full Board at their meeting on January 11, 2022.

<u>Delta Outflow</u> – During the month of December 2021, the flow averaged 17,000 cubic feet per second (cfs). Over a 24-hour period, 17,000 cfs is approximately equal to 33,800 acre-feet.

Finance and Insurance Committee – No Meeting

1. Water Deliveries –

	Actual Month	Prior Year
December Delivery TAF	100	116

Water Planning and Stewardship Committee –

1. Water Surplus Drought Management Notes

- a. To date, as a percentage of normal snowpack, the Northern Sierra is 131, the Central is 132, and the Southern/Mammoth is 138. In the Northern Sierra, a one-day record was set for snowfall of 190 inches, or almost 16 feet. At Mammoth, 10 feet fell in one day.
- b. The 8-Station Precipitation Index is at 31.5 inches, more than was received all of last year. The annual average is 53.2 inches.
- c. Lake Oroville has risen 100 feet but is still 117 TAF below the minimum level to meet regulatory and non-SWP requirements. Once this level is exceeded, a SWP allocation is possible. The DWR allocation studies lag hydrology by about a month and the next study is due at the end of January. The first large storm added 181 TAF, while the two most recent storms added 424 TAF.

MEMORANDUM

Metropolitan Water District of Southern California January 10, 2022 Committee Meetings Page 2 1/10/2022

- d. DWR will deliver water in 2022, either Human Health and Safety minimums, or an allocation. MWD's request for HHS water was 270 TAF and this would be delivered to the SWP-dependent areas of MWD. If this water is delivered, there will be associated water use restrictions.
- e. The Upper Colorado River Watershed snowpack is at 134 percent of normal but runoff is forecast at normal levels because of previous dry years.
- f. MWD ended 2021 with 2.54 MAF of dry weather storage. On a very preliminary basis, as much as 0.75 MAF could be taken from dry-year storage in 2022.
- 2. <u>Changes to the Recycled Water Retrofit Incentive Program</u> Staff reported that interest in this program had dropped off. Research indicated that retrofit costs had increased and that the incentive was insufficient. The Committee approved an increase of the incentive program from five to ten years. The program was also expanded to include retrofit projects that replace imported untreated water with recycled water.

Engineering and Operations Committee

- 1. Water Quality Laboratory Proposed Improvements Staff is proposing improvements to provide a seismically resilient, state-of-the-art laboratory, including new equipment, to meet requirements for the next 30 years. The improvements include an additional 30,000 square feet. A new building is estimated to cost \$119M while an existing building retrofit is estimated to cost \$86M. In February, staff will recommend to the Committee the approval of consulting contracts to prepare the preliminary design. Staff would report back to the Committee in nine months. The Committee requested consideration of phasing, and maintaining flexibility for future unknown requirements.
- 2. Percent State Water Project Water at Lake Skinner 0 percent.

CWA – San Diego County Water Authority DWR – Department of Water Resources

ICS – Intentionally Created Surplus IRP – Integrated Resources Plan

MWD – Metropolitan Water District of Southern California

MAF – Million acre-feet MGD – Million gallons per day

SWP – State Water Project SWRCB – State Water Resources Control Board PFAS – Polyfluoroalkyl Substances SDCWA – San Diego County Water Authority

TAF – Thousand acre-feet USBR – Bureau of Reclamation

WSDM – Water Surplus Drought Management

Memo

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To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

GENERAL COUNSEL

Any written report will be attached; any oral report will be provided at the time of the Board Meeting.

(a)

TO: Olivenhain Municipal Water District

FROM: Alfred Smith

DATE: January 19, 2022

RE: Attorney Report: Public Records Act

150152-0005

I. INTRODUCTION.

This attorney report provides an update on a recent Court of Appeal decision involving the Public Records Act. In *Getz v. County of El Dorado*, the Third District Court of Appeal held that a Public Records Act ("PRA") request that required a public agency to review over 42,500 emails from specified email addresses was not overly burdensome because the emails requested were easy to locate and not claimed to be privileged.

In the *Getz* case, the County of El Dorado received a PRA request to provide electronic copies of any and all emails between any County employee or official and anyone with four different email domains. The County did not provide the emails. The County argued it would be unduly burdensome to review over 42,500 emails that met the request criteria to determine if each email was relevant or subject to an exemption from disclosure. The County instead provided an index of the 42,500 emails including sender, recipient, subject line, and date sent.

The trial court ruled that the County was correct in refusing to produce tens of thousands of emails because the PRA request required the overly burdensome task of reviewing the records for responsiveness and potentially applicable exemptions from disclosure. The Court of Appeal reversed, finding that to establish a PRA request is "overly burdensome," an agency must assert more than the burden of having to review a large volume of records. Instead, the agency must (1) demonstrate with substantial evidence that the *gathering* of the records would be overly burdensome; or (2) demonstrate specific reasons why a particular exemption might apply to the records.

II. BACKGROUND.

Dean Getz is a member of the Serrano El Dorado Owners Association, the HOA at a community developed and managed by the Parker Development Company ("Parker"). Getz suspected that Parker mismanaged the development and expressed concerns about communications between Parker and the County. To that end, Getz initially requested "all development plans, proposals, reports and applicable

Memorandum January 19, 2022 Page 2

correspondence, including electronic/email records by and between the County and any other party pertaining to a planned development."

The County spent approximately 80 hours identifying and reviewing records responsive to Getz's request. Upon reviewing the records produced by the County, Getz believed not all records were provided and expanded the scope of the request to include all emails sent from January 2013 and August 1, 2018, between any email address from four domains associated with Parker and any County employee, regardless of their content.

In response to this request, the County prepared an index of over 40,000 potentially responsive emails for Getz. The County estimated it would take 40 to 50 business days to review all of the emails, and requested that Getz identify a narrower set of records in which he was interested. After some further discussion, Getz refused to narrow the request. The County accordingly refused to provide the records.

III. COURT'S ANALYSIS.

Getz filed suit against the County. The County prevailed at the trial court level. The lower court agreed that Getz's request was overbroad and imposed an undue burden on the County. Getz appealed the trial court decision, seeking disclosure of the 40,000 records collected by the County.

On appeal, the County argued that (1) some of the emails it gathered were likely not "public records" related to Getz's request; and (2) it would take an inordinate amount of time to review the records for potentially applicable exemptions under the PRA -- including emails exempt because of a common interest between the County and Parker in separate litigation unrelated to the Serrano El Dorado Owners Association.

The Court of Appeal rejected the County's arguments. The appellate court interpreted the definition of public records broadly to include all emails sent or received by County employees using their County email addresses. The Court of Appeal dismissed the County's claim that it would need to review the emails for unrelated or personal emails because of the absence of any evidence from the County that any of the emails fell in those categories.

The Court of Appeal further dismissed the County's "passing reference to various statutory exemptions from disclosure in the Public Records Act." The appellate court found the County did not provide sufficient evidence to demonstrate the County would actually need to review all the records for the applicability of such exemptions. For example, the Court found that the County failed to prove a sufficient basis for the County's claim that it would need to review all 40,000 records to determine if any were draft documents or contained exempt attorney-client communications.

In the absence of a more substantive showing of evidence from the County that it needed to closely review each of the 40,000 emails it found, the Court of Appeals found that the amount of work that would be necessary to review these records for potential exemptions did not constitute an undue burden on the County. Instead, the Court framed the "overly burdensome" inquiry solely in the context of the effort required to identify responsive records. The Court stated: "an agency cannot resist disclosure based on the burden stemming from actions needed to assuage an abstract fear of improvident disclosure, a fear that could be avoided by simply setting privileged documents apart." In support of this finding, the Court noted that the County was able to relatively quickly gather the 40,000 emails electronically with relevant search terms.

The dissenting opinion disagreed, asserting that the relevant inquiry was not whether the County could show the request called for exempt or privileged material, but how burdensome it would have been for the County to make that determination. The Court's majority opinion countered by stating: "the County cannot simply declare that it must always review every responsive email to determine if any, or part of any, contain exempt or privileged information. The volume of email correspondence in the modern era will always be an order of magnitude greater than those records formerly sought in a request under the Public Records Act."

IV. CONCLUSION.

Taking into account what it refers to as the nature of modern email correspondence, the appellate court's ruling in *Getz* takes a restrictive view of a local agency's ability to reject overly burdensome public records act requests. With the ability to electronically index, filter and find records with search terms, the *Getz* case requires an agency asserting an unduly burdensome objection to assert more than the volume of records required to be produced or searched.

To properly object under the ruling in *Getz*, an agency must demonstrate that (1) the request was not specific enough for the agency to identify the requested records; (2) there is a likelihood the agency will have to go through each email to check for applicable privileges or exemptions; (3) information exists in the records to establish a claim of privilege; (4) the records likely contain private information; or (5) there is substantial evidence to establish the records fall within another PRA disclosure exemption.

The *Getz* ruling encourages agencies to be proactive in identifying, labeling and separating privileged and non-privileged electronic communications so when voluminous public records requests are made, agencies can more easily and justifiably filter out privileged or exempt information.

Other key takeaways for local agencies under the Getz opinion include:

Memorandum January 19, 2022 Page 4

- Public agencies may still ask a requester to narrow the request. However, where a PRA request is not narrowed down by the requester, agencies must demonstrate with substantial evidence that the *gathering* of the records would be overly burdensome.
- Agencies asserting that a PRA request is overly burdensome because of the need to review records for applicable exemptions, must demonstrate specific reasons why a particular exemption might apply to the records.
- While agencies are not required by the PRA to create a "privilege log," agencies are encouraged to keep a record of the basis and rational for withholding the specific record. If challenged, that record will help support the "substantial evidence" standard set forth in the Getz case.

Finally, the dissenting opinion in *Getz* suggests that the Legislature revise the Public Records Act to address the burden imposed when email records are requested in volume because the existing statutes do not provide a clear pathway for local agencies.

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To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

SAN DIEGO COUNTY WATER AUTHORITY REPRESENTATIVE

Any report will be oral at the time of the Board meeting.

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To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

LEGISLATIVE REPORT

Any written report will be attached; any oral report will be provided at the time of the Board Meeting.



TO: Olivenhain Municipal Water District

FROM: Ashley Walker, Senior Policy Advisor, Nossaman LLP

Jennifer Capitolo, Jennifer M. Capitolo and Associates LLC

DATE: January 12, 2022

RE: December 2021 / January 2022 Public Policy Report

State Legislative Update:

Status of the Legislature: The Legislature reconvened on January 3, which marks the second year of the two-year session. Members have started to introduce new bills, and have until February 18th to do so. There are lots of moving political pieces within the Legislature, given the final redistricting maps. This movement will impact the Legislature's makeup and goals for the year. Additionally, with the rise of COVID cases across the State, Capitol hearing capacity will continue to be limited and Capitol staff will continue to have the option to work at home. Finally, as the Capitol building is undergoing renovations, Members, Staff and hearings will be housing in the new swing space located at 10th and O Street.

<u>FY 2022-23 State Budget:</u> On Monday, January 10, Governor Newsome released his proposed State Budget for 2022-23 – The California Blueprint. The proposal assumes a \$45.7 Billion surplus, and focuses on five overarching themes (quoted from his blueprint which can be found here):

- 1. Fighting COVID-19 with Science
- 2. Combating the Climate Crisis
- 3. Confronting Homelessness
- 4. Tackling the Cost of Living
- 5. Keeping our Streets Safe

Nossaman will provide additional details of the water related proposals to the District over the coming weeks as more details are available.

<u>Executive Orders and Actions Related to COVID-19:</u> This list is compiled from CalOES, California Health and Human Services, California Department of Public Health, and FEMA.

- December 30 Governor Newsom Issues Emergency Proclamation to Support Counties with Recovery from Winter Storms
- December 29 Governor Newsom signed an executive order that supports ongoing recovery efforts
 in counties severely impacted by wildfires by extending various prohibitions on price gouging. The
 order also allows state-level prohibitions in other counties, where recovery efforts are further along,
 to expire, allowing local officials to enact similar protections if deemed necessary.
- December 22 Governor Newsom Announces New Actions to Protect Californians from COVID-19;
 Education Leaders Reaffirm Commitment to Keeping Schools Open; and Governor Newsom Issues
 Executive Order to Support Schools Impacted by Wildfire
- December 16 Governor Newsom signed an executive order that extends the COVID safety requirements to protect workers in the COVID-19 Emergency Temporary Standards (ETS).

- December 15 masking requirement for all public indoor settings takes effect.
- December 1 The State of California and the San Francisco Department of Public Health confirmed a case of the Omicron variant in California.

Drought Update:

The State Water Board continues to report out once a month on water suppliers' progress toward achieving the voluntarily 15% water use reductions called for in the Governor's July 6 Executive Order. At the January State Water Board meeting, staff presented their update on the monthly water production and conservation data reported by urban retail water suppliers. The November 2020 to 2021 statewide savings was 6.8%, for a cumulative savings of 6%.

Water Quality Update:

<u>Drinking Water Infrastructure Funding Stakeholder Meeting</u>: The State Water Board is hosting a series of meetings to solicit public input on an implementation plan for the \$650 million in drinking water and \$650 million in wastewater infrastructure funds appropriated in the 2021/22 State Budget. The funding will be awarded as grants and must be committed to projects by June 2024. The State Water Board will hold a workshop to gather input from the public on January 20, 2022 at 9am. The implementation plan is expected to go before the State Water Board for consideration in early 2022.

Water Use Efficiency/Conservation Update:

Department Of Water Resources

The Department of Water Resources (DWR) and State Water Board continue to implement the comprehensive water conservation and drought planning legislation of 2018, AB 1668 (Friedman) and SB 606 (Hertzberg).

- Indoor Water Use Standard: On November 30 DWR and State Water Board released their final Indoor Residential Water Use Study and recommendations to the Legislature. The final report recommends reducing the indoor water use standard from 52.5 to 47 gallons per person per day (gpcd) in 2025, and further lowering it from 50 to 42 gpcd in 2030, as had been proposed in the draft report. The final report and the response to comments (Appendix K) are posted here: <u>Urban Water</u> Use Efficiency Standards and Water Use Objective (ca.gov). Water suppliers and associations identified many concerns with such lower indoor standards, which are not practically achievable in many areas without significant retrofits of the existing housing stock. Most of these comments were dismissed in the response to comments. The Legislature will now consider these recommendations in conjunction with the existing bill, AB 1434 (Friedman), which was amended in early January and proposes reducing indoor water use standard to 55 gallons per capita daily until 2025, then to 47 gallons gpcd to 2030, and finally to 42 gallons gpcd after 2030. The indoor standard is to be used on a per capita basis, along with the other standards that are to be adopted by the Water Board (including distribution system leak loss), to derive the overall water use reduction target (aka "objective") for each urban supplier. Water Board enforcement will be against the urban suppliers that don't hit the target (not individual water users).
- **DWR Water Efficiency Standards:** On November 16 DWR held a workshop to present its final draft recommendations for the Residential Outdoor Water Use Standard, and on November 17 held a workshop to present its final draft recommendations on the water use standard for Commercial, Industrial and Institutional (CII) outdoor landscape areas that are irrigated with dedicated irrigation meters (DIMs). Analysis was presented in support the previously proposed provisional irrigation efficiency standard of .80 until 2030, which is the same that in the current Model Water Efficient

Landscape Ordinance (MWELO) for new development. The recommendation proposes further reduction of the efficiency standard to .65 for all residential irrigation after 2030. Water suppliers continued to comment that these proposed standards unachievable in practice.

DWR now plans to finalize the urban water use standards and several variances and deliver them the State Water Board. The Water Board will begin formal rulemaking in the Spring of 2022, which is to include and environmental and economic impact analysis of the proposed standards and alternatives.

State Water Resources Control Board

<u>Water Loss Control Regulation</u>: On January 11, the State Water Board held a public workshop to present the details of the water loss control regulation. State Water Board staff presented the regulation, including recent changes made to the regulation. The Q&A was lengthy and demonstrated that there is still a lack of understanding of the proposal. Staff offered to continue the discussions with stakeholders.

Water Use Standards for Wastewater Management: On December 2 the State Water Board held a workshop to describe proposed methods for analyzing the impacts of reduced water use on wastewater management statewide in coming years as AB 1668 and SB 606 are implemented. Water Code 10609.21(c) requires a broad assessment of the scale of operations impacts due to reduced flow for which wastewater collection and treatment systems were not designed. Consultants working for the Water Board presented their technical approach and preliminary findings and solicited input from stakeholders. The studies are expected to identify impacts and estimate statewide costs associated with mitigating the unintended consequences of reduced water use. This work is to be completed in 2022 for consideration by the Water Board as part of the Water Use Standards rulemaking.

<u>Water Use Standards for Urban Trees and Parkland:</u> On December 3 the Water Board held a workshop to describe proposed methods for analyzing the impacts of reduced water use on urban trees and parklands, also required by Water Code 10609.21(c). Again, consultants presented their technical approach and preliminary findings and solicited input from stakeholders. The studies are also expected to be completed in 2022 and will identify impacts and estimate statewide costs associated with mitigating the effects of reduced water use.

Emergency Rulemaking: Prohibited Uses of Water: On November 30 State Water Board initiated emergency rulemaking to adopt emergency statewide water waste prohibitions, as authorized by the Governor's October 19, 2021 proclamation of a drought state of emergency. Written comments are due on December 23, 2021. On January 4, 2022, the State Water Board approved a resolution adopting emergency regulations to prohibit broad classes of water use as "waste" under Water Code Section 1058 and imposition of a \$500 fine on individual water users.

Other:

The California Natural Resources Agency, California Environmental Protection Agency, and California Department of Food and Agriculture release a new report this month detailing their progress on implementing the Water Resilience Portfolio over the last 18 months. The report summarizes work done on each of the 142 separate actions to build climate resilience in the face of more extreme cycles of wet and dry.



Olivenhain Legislative Report 2021-22 Report as of 1/12/2022

Oppose

AB 1434 (Friedman D) Urban water use objectives: indoor residential water use.

Last Amend: 1/6/2022

Status: 1/10/2022-Re-referred to Com. on APPR.

Location: 1/6/2022-A. APPR.

Summary: Current law requires the Department of Water Resources, in coordination with the State Water Resources Control Board, and including collaboration with and input from stakeholders, to conduct necessary studies and investigations and authorizes the department and the board to jointly recommend to the Legislature a standard for indoor residential water use. Current law establishes, beginning January 1, 2025, 52.5 gallons per capita daily and, beginning January 1, 2030, 50 gallons per capita daily, as the standards for indoor residential water use, unless the department and the board recommend more appropriate standards for indoor residential water use. This bill would establish, beginning January 1, 2025, the standard as 47 gallons per capita daily and, beginning January 1, 2030, 42 gallons per capita daily.

Position

Oppose

AB 19 (Santiago D) School districts: members of the governing board.

Last Amend: 1/3/2022

Status: 1/4/2022-Re-referred to Com. on INS.

Location: 9/10/2021-A. INS.

Summary: Would authorize the governing board of a school district to order the inclusion within the membership of the governing board of one or more nonvoting noncitizens who reside within the jurisdictional boundary of the school district and who are the parents or legal guardians of undocumented pupils who are enrolled in the school district.

Dooltie

Position

AB 522 (Fong R) Forestry: Forest Fire Prevention Exemption.

Status: 1/11/2022-From committee: Amend, and do pass as amended and re-refer

to Com. on APPR. (Ayes 9. Noes 0.) (January 10).

Location: 1/11/2022-A. APPR.

Calendar: 1/14/2022 #5 ASSEMBLY SECOND READING FILE -- ASSEMBLY BILLS **Summary:** The Z'berg-Nejedly Forest Practice Act of 1973 prohibits a person from conducting timber operations, as defined, unless a timber harvesting plan prepared by a registered professional forester has been submitted to the Department of Forestry and Fire Protection. The act authorizes the State Board of Forestry and Fire Protection to exempt from some or all of those provisions of the act a person

engaging in specified forest management activities, as prescribed, including the harvesting of trees for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, or ignition of tree crowns, as provided, known as the Forest Fire Prevention Exemption. This bill would extend the operation of the Forest Fire Prevention Exemption indefinitely. The bill would delete the requirement that the tree harvesting area not exceed 300 acres and the requirement that temporary road construction or reconstruction be limited to no more than 2 miles of road per ownership in a planning watershed per any 5-year period.

Position

AB 588 (Garcia, Eduardo D) California Safe Drinking Water Act: compliance.

Last Amend: 3/30/2021

Status: 4/5/2021-Re-referred to Com. on E.S. & T.M. (Set for hearing on

01/11/2022)

Location: 12/11/2021-A. E.S. & T.M.

Summary: The California Safe Drinking Water Act requires the State Water Resources Control Board to adopt primary drinking water standards for contaminants in drinking water. Current law requires the state board to consider specified criteria when it adopts a primary drinking water standard, including the technological and economic feasibility of compliance. This bill would require the state board to identify actions necessary to assist specified water systems to achieve compliance within any compliance period established.

Position

AB 821 (Cooper D) Sexually violent predators: placement outside county of domicile: notice and hearing.

Last Amend: 3/18/2021

Status: 1/11/2022-In committee: Set, second hearing. Hearing canceled at the

request of author.

Location: 12/21/2021-A. PUB. S.

Summary: Current law requires a sexually violent predator who is conditionally released to be placed in the county that was the person's county of domicile prior to the person's incarceration, unless extraordinary circumstances exist requiring placement outside the county, as specified. This bill would require advance notice, as specified, if a sexually violent predator is to be released to a county other than their county of domicile. The bill would require the local jurisdiction to give public notice of the intended release and allow for public comment, as specified. The bill would require the court to hold an evidentiary hearing to determine if extraordinary circumstances exist.

Position

AB 921 (McCarty D) Flood protection: City of West Sacramento flood risk reduction project.

Status: 1/10/2022-From inactive file. Ordered to third reading.

Location: 1/10/2022-A. THIRD READING

Calendar: 1/14/2022 #64 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS **Summary:** Unless a city or county within the Sacramento-San Joaquin Valley makes certain findings after the effective date of specified amendments to its general plan, the Planning and Zoning Law prohibits a city or county from entering into a development agreement for property located in a flood hazard zone; approving a discretionary permit, ministerial permit, or other discretionary entitlement for a project that is located within a flood hazard zone, as specified; or approving a tentative map, or a parcel map for which a tentative map was not required, for a

subdivision that is located within a flood hazard zone. This bill would require the City of West Sacramento, as defined, to achieve the urban level of flood protection by 2030.

Position

AB 1519 (Gallagher R) Forestry: fuels transportation program: biomass energy facility: grant program.

Last Amend: 3/11/2021

Status: 1/11/2022-From committee: Do pass and re-refer to Com. on APPR. (Ayes 4. Noes 5.) (January 10). Re-referred to Com. on APPR. In committee: Set, first hearing.

Failed passage.

Location: 1/11/2022-A. APPR.

Summary: Would require the Natural Resources Agency to develop and implement a fuels transportation program that provides competitive grants or other financial incentives for projects in eligible communities to offset the costs of transporting fuels to a biomass energy facility, as specified. The bill would authorize the agency to allocate moneys from the Greenhouse Gas Reduction Fund consistent with the purposes of the fund. The bill would exempt these provisions from the Administrative Procedure Act.

Position

ACA 1 (Aguiar-Curry D) Local government financing: affordable housing and public infrastructure: voter approval.

Status: 4/22/2021-Referred to Coms. on L. GOV. and APPR.

Location: 4/22/2021-A. L. GOV.

Summary: The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions. This measure would create an additional exception to the 1% limit that would authorize a city, county, city and county, or special district to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, as applicable, and the proposition includes specified accountability requirements.

Position

SB 45 (Portantino D) Short-lived climate pollutants: organic waste reduction goals: local jurisdiction assistance.

Last Amend: 1/3/2022

Status: 1/11/2022-Set for hearing January 18.

Location: 1/10/2022-S. APPR.

Calendar: 1/18/2022 10 a.m. - John L. Burton Hearing Room

(4203) SENATE APPROPRIATIONS, PORTANTINO, Chair

Summary: Current law requires the Department of Resources Recycling and Recovery, in consultation with the State Air Resources Board, to adopt regulations to achieve the organic waste reduction goals established by the state board for 2020 and 2025, as provided. Current law requires the department, no later than July 1, 2020, and in consultation with the state board, to analyze the progress that the waste sector, state government, and local governments have made in achieving these organic waste reduction goals. This bill would require the department, in consultation with the state board, to provide assistance to local jurisdictions, including, but not limited to, any funding appropriated by the Legislature in the annual Budget Act, for

purposes of assisting local agencies to comply with these provisions, including any regulations adopted by the department.

Position

SB 54 (Allen D) Plastic Pollution Producer Responsibility Act.

Last Amend: 2/25/2021

Status: 1/4/2022-Read second time. Ordered to third reading.

Location: 1/4/2022-S. THIRD READING

Calendar: 1/14/2022 #25 SENATE SENATE BILLS -THIRD READING FILE

Summary: Would establish the Plastic Pollution Producer Responsibility Act, which would prohibit producers of single-use, disposable packaging or single-use, disposable food service ware products from offering for sale, selling, distributing, or importing in or into the state such packaging or products that are manufactured on or after

January 1, 2032, unless they are recyclable or compostable.

Position

SB 230 (Portantino D) State Water Resources Control Board: Constituents of Emerging Concern in Drinking Water Program.

Last Amend: 1/3/2022

Status: 1/7/2022-Set for hearing January 18.

Location: 5/25/2021-S. APPR.

Calendar: 1/18/2022 10 a.m. - John L. Burton Hearing Room (4203) SENATE APPROPRIATIONS, PORTANTINO, Chair

Summary: Would require the State Water Resources Control Board to establish, maintain, and direct a dedicated program called the Constituents of Emerging Concern in Drinking Water Program for 5 years to assess the state of information and recommend areas for further study on, among other things, the occurrence of constituents of emerging concern (CEC) in drinking water sources and treated drinking water. The bill would require the state board to convene, by an unspecified date, the Science Advisory Panel for 3 years to review and provide recommendations to the state board on CECs for further action, among other duties.

Position

SB 260 (Wiener D) Climate Corporate Accountability Act.

Last Amend: 1/3/2022

Status: 1/3/2022-From committee with author's amendments. Read second time and

amended. Re-referred to Com. on APPR.

Location: 1/3/2022-S. APPR.

Summary: Would require the State Air Resources Board, on or before January 1, 2024, to develop and adopt regulations requiring United States-based partnerships, corporations, limited liability companies, and other business entities with total annual revenues in excess of \$1,000,000,000 and that do business in California, defined as "reporting entities," to publicly disclose to the Secretary of State, and verify, starting in 2025 on a date to be determined by the state board, and annually thereafter, their greenhouse gas emissions, categorized as scope 1, 2, and 3 emissions, as defined, from the prior calendar year, as provided. The bill would require reporting entities to disclose their greenhouse gas emissions in a manner that is easily understandable and accessible to residents of the state.

Position

SB 396 (Dahle R) Forestry: electrical transmission or distribution lines: clearances: notice and opportunity to be heard.

Last Amend: 9/3/2021

Status: 1/11/2022-From inactive file. Ordered to third reading.

Location: 1/11/2022-A. THIRD READING

Calendar: 1/14/2022 #68 ASSEMBLY THIRD READING FILE - SENATE BILLS **Summary:** Under current law, the Public Utilities Commission, which has regulatory authority over public utilities, including electrical corporations, has established additional vegetation management requirements. This bill would revise and recast those provisions related to electrical lines and abatement activities for a person who owns, controls, operates, or maintains an electrical transmission or distribution line, specifying that abatement activities covered by this law include felling, cutting, or trimming trees. The bill would explicitly require all these line clearance and tree pruning and abatement activities to comply with the commission's vegetation management rules, if applicable.

Position

SB 463 (Dahle R) Water: landowner or water right holder right to modify, repair, or replace jointly used conduits.

Last Amend: 1/10/2022

Status: 1/10/2022-From committee with author's amendments. Read second time

and amended. Re-referred to Com. on W., P., & W.

Location: 1/10/2022-A. W., P. & W.

Summary: Current law declares that the general welfare requires that the water resources of the state be put to beneficial use to the fullest extent of which they are capable, that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of water is to be exercised with a view to the reasonable and beneficial use of water in the interest of the people and for the public welfare. This bill would authorize a landowner, where a conduit is constructed across or buried beneath the lands of 2 or more landowners, and the conduit is not under the control or management of any public agency or authority, to modify, repair, or replace, as defined, the conduit on or beneath their land if the modification, repair, or replacement is made in a manner that does not impede the flow of the water to any other water right holder receiving a benefit of the conduit.

Position

G

To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

TWELVE MONTH CALENDAR/OTHER MEETINGS / REPORTS

Any report will be oral at the time of the Board meeting. Please refer to the TWELVE MONTH Calendar (attached) for meetings attended.

TWELVE MONTH CALENDAR OF EVENTS (AS OF 1/13/22)

Date(s)	Event	Time	Location	Member(s)	Additional Information (Speakers' Topic, Cohosts, etc.)
DECEMBER 2021					
16-Dec	Festivus			Meyers, Topolovac, Watt	
17-Dec	End of the Year Dinner		Lake House San Marcos	Bruce-Lane, Guerin, Meyers, Topolovac, Watt	
22-Dec	Safety Committee Meeting	2:30 PM	Zoom	Meyers, Topolovac	
22-Dec	Conference Call with the General Manager - Board Meeting Debrief		Call	Watt	
27-Dec	AB 1234 – Ethics Training Due		FPPC Website	Watt	
JANUARY 2022					
6-Jan	Conference Call with the General Manager - COVID Issues		Call	Watt	
8-Jan	Conference Call with the General Manager - AB 361 Issues		Call	Watt	
10-Jan	Conference Call with the General Manager - Board Meeting Prep		Call	Watt	
11-Jan	Conference Call with the General Manager		Call	Watt	

To: Olivenhain Municipal Water District Board of Directors

Subject: INFORMATIONAL REPORTS

CORRESPONDENCE

Any correspondence is attached.

To: Olivenhain Municipal Water District Board of Directors

Subject: AUTHORIZATION TO ATTEND UPCOMING MEETINGS /

CONFERENCES / SEMINARS

The Board may desire to attend a meeting that requires Board approval.

To:	Olivenhain Munici	pal Water	District Board	of Directors

Subject: FUTURE AGENDA ITEMS

The Board may have items to be considered at a Future Board meeting.

To:	Olivenhain Munici	pal Water	District Board	of Directors

Subject: CONSIDER PUBLIC COMMENTS

There may be public comments before the Board meeting is adjourned.

To: Olivenhain Municipal Water District Board of Directors

Subject: CLOSED SESSION

It may be necessary to go into Closed Session.

To: Olivenhain Municipal Water District Board of Directors

Subject: ADJOURNMENT

We are adjourned.

Modesto Irrigation District Wins 2021 Excellence in Communication Award

globenewswire.com/news-release/2021/12/01/2344620/0/en/Modesto-Irrigation-District-Wins-2021-Excellence-in-Communication-Award.html



PASADENA, Calif., Dec. 01, 2021 (GLOBE NEWSWIRE) -- The Association of California Water Agencies (ACWA) today presented its Huell Howser Excellence in Communication award to Modesto Irrigation District (MID) for its creative and innovative Until the Last Drop campaign which created awareness of the ongoing battle for water in MID's community.

MID utilized a multi-year, multi-faceted strategy that included a website, yard signs and hats, print and digital advertising, a series of television and radio ads and short videos for social media. The campaign culminated in the production of a feature-length documentary that breaks down complex water issues and includes interviews with more than two dozen scientists, elected leaders, appointed officials, water managers, farmers and more. The documentary concludes with a focus on the importance of voluntary agreements as the best path forward to provide vitality for fisheries and water supply reliability.

The award was presented during the 2021 ACWA Fall Conference & Exhibition in Pasadena on Dec. 1, where water professionals gathered both in person and virtually through Thursday for programs and panel discussions on California's critical water issues. MID was among five finalists for the award that honors exceptional communications and outreach programs developed and run by California water agencies.

"It's important that water agencies continue to educate and engage their customers on significant issues that affect their water supply, such as voluntary agreements," said ACWA President Steve LaMar. "The recognition and media coverage of MID's campaign showcases how creative communication can result in successful outreach and education with the public."

Other finalists for this year's award were:

- **Irvine Ranch Water District** for its Syphon Reservoir Improvement Project outreach campaign to achieve support for the project from customers, key stakeholders and community organizations.
- Olivenhain Municipal Water District for its #WhatIsThatThing campaign to impress
 the value of safe, reliable potable and recycled water on customers, legislators and
 stakeholders.

- Vallecitos Water District for its "Work We Do" videos that highlight the employees who provide the community with reliable drinking water and wastewater services.
- **Western Municipal Water District** for its Rate Adjustment Outreach Program to educate and build trust between the district and its customers, stakeholders and the community.

ACWA is a statewide association of public agencies whose more than 450 members are responsible for about 90% of the water delivered in California. For more information, visit www.acwa.com

Contact: Heather Engel, Director of Communications | (916) 441-4545 | C (760) 217-0627

Olivenhain Municipal Water District seeks input on new director division boundaries

EA encinitasadvocate.com/lifestyle/events/story/2021-12-12/olivenhain-municipal-water-district-seeks-input-on-new-director-division-boundaries

Dec. 12, 2021 2:10 PM PT December 12, 2021

Olivenhain Municipal Water District's Board of Directors is hosting a public hearing on Wednesday, Dec. 15 at 5:30 p.m. to gather public input on new director division boundaries.

The hearing is the first of three scheduled hearings at which OMWD will accept input about communities that should be grouped together for the purpose of electing representatives to OMWD's Board of Directors. Interested parties may visit www.olivenhain.com/redistricting for information on how to participate.

"The redistricting process gives our customers a voice in how they are represented," said OMWD Board Director Bob Topolovac. "We welcome and encourage public participation."

The process of revising director division boundaries is required by state law. It occurs every 10 years when new census data is made available so that director divisions remain equal in population. OMWD expects to adopt the new division boundaries in February 2022, which will take effect with the November 2022 general election.

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Work is winding down on the first of two pipeline replacement projects in Encinitas by Olivenhain Municipal Water District, Photo: Olivenhain Municipal Water District

Manchester Avenue Pipeline Replacement Project Underway in Encinitas

December 16, 2021

Work is progressing toward completion on the first of two pipeline replacement projects in Encinitas by Olivenhain Municipal Water District.

Replacement of an existing drinking water pipeline is wrapping up at Rancho Santa Fe Road and Encinitas Boulevard, with completion expected in early 2022. The original pipeline was installed in 1961 and was approaching the end of its lifespan. Proactively replacing aging water pipelines prevents leaks and avoids emergency shutdowns.

"Water main breaks can waste millions of gallons of treated water while requiring costly emergency repairs," said Bob Topolovac, Olivenhain Municipal Water District Board director. "That is why this project is critical in ensuring safe and reliable water delivery to our customers."



Pipelines being replaced include:

- Approximately 1,900 linear feet of 12-inch pipeline in Manchester Avenue from Colony Terrace north to Encinitas Boulevard
- Approximately 450 linear feet of 12-inch pipeline in Encinitas Boulevard west of Rancho Santa Fe Road
- Approximately 500 linear feet of 12-inch pipeline in Rancho Santa Fe Road north of Encinitas Boulevard
- Approximately 850 linear feet of eight-inch pipeline in South Rancho Santa Fe Road

To minimize the impact on the surrounding community, construction is taking place mainly at night, except in residential areas where work takes place during the day.

FACILITIES & OPERATIONS

Trout Season Opens at Lake Jennings November 18, 2021

Water Authority Completes Pipeline 3
Relining in Mission Trails Regional Park

Water Authority Kicks Off 2023 Water Facilities Master Plan Update November 2, 2021

Joint Project By Olivenhain MWD and City of Encinitas Reaches Final Phase October 20, 2021

Desal Plant Operations Continue; Protective Boom Installed at Lagoon October 7, 2021

WATER AUTHORITY TWITTER

San Diego County Water Authority Follow

Did you get any snow? Let us know!
Another round of mountain snow came ...

Ca 10 O 18 view on twitter

A new 16.3" (~41cm) of #snow over the last 24 hours, which brings our 7 day ...

Q 13 62 17 228 view on twitter

And a friendly reminder - what's been a nice December recovery is simply the ...

Q 13.4 10.24 view on twitter

WATER AUTHORITY FACEBOOK



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♦State, federal agencies announce \$200M investment in Lake Mead

♦ As Drought Worsens in Parts of South ...

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20 hours ann

♦ State, federal agencies announce \$200M investment in Lake Mead

♦ As Drought Worsens in Parts of South ... see more

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Celebrating the 6th anniversary of the Claude "Bud" Lewis Carlsbad Desalination

Learn more about the project and upcoming work in 2022 in this video



Recycled water pipeline helps reduce drinking water demand

In early 2022, the water district will begin its second project, installing 1.4 miles of six-inch recycled water pipeline under Manchester Avenue and S. El Camino Real. When completed, recycled water will be connected to the San Elijo Joint Powers Authority's Recycled Water Pipeline and North Plant. It will be part of the North San Diego Water Reuse Coalition's Regional Recycled Water Project.

Homeowner associations, schools, and businesses along the project alignment that are currently using potable water for landscape irrigation will be able to take advantage of this lower-cost, drought-resistant local source of water for irrigation. These new customers connecting to this pipeline will reduce the need for 10 million gallons of potable drinking water per year.



The Olivenhain Municipal Water District is coordinating its work with Caltrans to minimize traffic impacts to the Manchester Avenue Corridor. Photo: Olivenhain

Municipal Water District

Municipal Water District

Multiagency coordination on pipeline replacement

The pipeline will be installed along Manchester Avenue between Via Poco and Tennis Club Drive. Since Caltrans is working at I-5 and Via Poco, the water district is coordinating its work with Caltrans to minimize traffic impacts to the Manchester Avenue Corridor.

Construction is expected to take nine months. The project received approximately \$1.75 million in state and federal grant funding, reducing costs for its ratepayers.

Prior to construction in summer 2021, the Olivenhain Municipal Water District hosted a virtual neighborhood meeting. Staff provided project details and steps that will be taken to reduce impacts to the community and sought input from members of the public. Video of the meeting can be viewed here. (NOTE: some of the scheduling information has changed).

The project is expected to be completed in early 2023. Project updates can be found at www.olivenhain.com/projects. For questions or concerns, email projects@olivenhain.com or call 760-632-4235.

(Editor's note: The Olivenhain Municipal Water District is one of the San Diego County Water Authority's 24 member agencies that deliver water across the metropolitan San Diego region.)

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view on facebook - share

Encinitas, Carlsbad, Oceanside see more than an inch of rain

northcoastcurrent.com/encinitas/2021/12/encinitas-carlsbad-oceanside-see-more-than-an-inch-of-rain/

Encinitas, Carlsbad and other north coastal San Diego communities received a significant amount of rain from an atmospheric river-fed storm that swept through the region Tuesday, Dec. 13.

A smaller storm is predicted to bring spotty rain late Thursday into early Friday.

The Tuesday storm brought high winds and flooding throughout San Diego County from early morning through late afternoon. The county's mountains received some snow as well. Some rain records were also broken for the date.

Oceanside received nearly an inch and a half of rain, according to National Weather Service San Diego office figures. The community recorded 1.45 inches.

Carlsbad's two reporting stations reported more than an inch of rain, the Weather Service reported. The community's station recorded 1.28 inches, while the McClellan-Palomar Airport station recorded 1.24 inches.

Encinitas recorded 1.05 inches of rain.

Other North County rain results from Tuesday's storm:

Elfin Forest: 0.92 inches Escondido: 1.76 inches Fallbrook: 1.48 inches

Olivenhain/Rancho Santa Fe: 1.05 inches

San Marcos: 1.07 inches

Vista: 1.19 inches

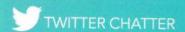
Even with the recent deluge, drought conditions remain for the state, authorities say.

The Olivenhain Municipal Water District remains at a self-imposed Level 1 drought advisory, the district announced in October.

"Customers are encouraged to take voluntary actions to reduce water waste, such as promptly fixing leaks, stopping runoff from inefficient irrigation, irrigating only during night and early morning hours, and avoiding washing down paved surfaces," the district stated in an Oct. 20 announcement.

"Now, more than ever, it's important to be mindful of how we are using our water," district board Secretary Bob Topolovac said in the announcement. "Actions like ensuring your sprinklers are properly aligned and raised high enough to water the plants, and not the sidewalk, go a long way in preventing waste and conserving water."

encinitas current, cardiff current



Yorba Linda Water District @YLWD

 Nov. 12 • The District, in partnership with the @OCWDWaterNews, is constructing the largest PFAS Water Treatment Plant in the nation at the YLWD Headquarters.#CapitalIm provementProject #Infrastructure #BoosterPump #YourWater #YorbaLinda

ACWA@ACWAWater • Nov. 9

• ACWA members, we want to highlight your agency's innovative programs, practices, tech and more! Our Innovation webpage is a space to share all the exceptional and groundbreaking work that our member agencies are doing. Get the details and submit here: https://acwa.com/innovation/

Olivenhain MWD @OMWD • Nov.

1 • CA's water supply reservoirs like Lake Oroville are hitting some of their lowest recorded levels. We are currently in Water Shortage Contingency Plan Level 1 & asking customers to voluntarily find ways to reduce water waste. We can help. Visit http://olivenhain.com/evaluation.

Turlock Irrigation District @
TurlockID • Nov. 11 • Thank you to
all those who have served and are
currently serving in our Armed Forces.
We're especially proud of the TID
employees who have served, both
those pictured here and the many
others. #veteransday

El Dorado Water Agency @
EDWaterAgency • Nov. 4 • Although
the Caldor Fire is fully contained,
the Agency's work is not done. We
are continuing to help with recovery
efforts, and to prevent flooding and
mudslides following rain.

Follow Us @ACWAWater

Water Agency Workers Embrace Holiday Giving

waternewsnetwork.com/water-agency-workers-embrace-holiday-giving/

Gayle Falkenthal December 21, 2021

The tradition of generous holiday support by the San Diego region's water and wastewater agencies flourished again in 2021. Employees pitched in to help a wide array of nonprofit community services.

This year, the Charitable Giving Committee and Employee Association of the San Diego County Water Authority joined forces to support The Arc of San Diego. The Arc of San Diego serves adults and children with disabilities, empowering them to achieve their goals and reach their maximum potential.

The Arc of San Diego put together an Amazon holiday wish list for some of its clients with various items and brief bios on the recipients.

"Our employees eagerly pitched in to play Santa for these deserving families," said John Kross, chair of the Water Authority's Charitable Giving Committee. "It was even more meaningful to us when we learned a little about our recipients from Arc of San Diego. It reminded us what these small acts of kindness mean in the lives of our neighbors during the holidays. Our Charitable Giving Committee and Employees Association have a long legacy of philanthropic support, and we are more dedicated to our efforts than ever since the pandemic made life challenging for so many people."

Bringing joy to kids and families in need

Sweetwater Authority employees have been active participants in the Salvation Army Angel Tree program for nearly two decades, providing toys to children in its service area. Every year, employees take a tag that contains information about the recipient (age, gender, toy request). The employee shops for the item and brings them back unwrapped to the office. The Salvation Army pickups and delivers the donated toys. This year, employees donated enough toys to help make Christmas bright for 20 South County families and kids.

Each holiday season, the Marine Corps partners with local nonprofits and businesses to collect toys for distribution to less fortunate children throughout the community. The Helix Water District employee volunteer program, "Helix Helps," collected toys from collection boxes at each of its facilities and donated both in-person and virtually from November 22 through December 16. Under the Helix Helps program, Helix employees, families, and friends volunteer their time to help support the communities the district serves year-round.

The Toys for Tots drive continues virtually. Individuals can shop for toys virtually or donate directly to the Toys for Tots campaign at toysfortotsbox.com

City of Escondido employees, including the water and wastewater divisions, put together "Souper Sacks," bags of non-perishable food, and fun surprises distributed through the city's senior program at the Park Avenue Community Center. This year's effort brought 292 Souper Sacks. In addition, nearly 300 items included gift cards, toys, blankets, pajamas, and clothing were donated for students and families at the Escondido Union School District by the city's "PJ Angels."

The City of Poway's Water and Wastewater Utilities employees collaborated with the Kiwanis Club "Holiday With A Hero" event to provide more than 100 Poway children with food, blankets, towels, first aid kits, shoes, and toys.



OMWD Engineering Supervisor Steve Weddle and Accountant Tammi Bowman are ready to load up donations from Olivenhain Municipal Water District employees. Photo:

Olivenhain Municipal Water District

Olivenhain Municipal Water District employees are playing Santa Claus for humans and canines alike in 2021. Donations were gathered for a single mom and her four children, two local seniors, and two veterans in its annual Adopt-A-Family effort. Employees also collected a box load of donations for <u>A New Life Rescue</u>, an organization finding homes for abused and neglected dogs in San Diego.

OMWD employees also collected donations in support of the international organization <u>Water For People</u>, a volunteer-based nonprofit working to support disadvantaged communities by providing sustainable, lasting solutions. This winter, OMWD employees raised over \$4,669 in

donations to help this cause.

(Editor's note: The Sweetwater Authority, Olivenhain Municipal Water District, Helix Water District, City of Poway, and City of Escondido, are five of the San Diego County Water Authority's 24 member agencies that deliver water across the metropolitan San Diego region.)

Training Preps North County Firefighters for Confined Space Rescues

waternewsnetwork.com/training-preps-north-county-firefighters-for-confined-space-rescues/

Gayle Falkenthal January 3, 2022

North San Diego County fire agencies teamed up with Olivenhain Municipal Water District in early December for confined space training drills. The drills prepare firefighting professionals to respond to emergencies in facilities such as water or wastewater treatment plants and are required to maintain their confined space certification.



Participants from North County fire agencies benefitted from the opportunity for team building during their recent training exercise hosted by the Olivenhain Municipal Water District. Photo: Olivenhain Municipal Water District

This year, training took place in one of OMWD's water transmission vaults. Firefighters were able to use the vaults to practice confined space entries and other rescue scenarios. Fire personnel worked with <u>OMWD</u> staff in a team effort, and both groups benefitted from the opportunity to understand each other's equipment and protocols.

Participating fire agencies include the Cities of Carlsbad, Del Mar, Encinitas, Oceanside, San Marcos, Solana Beach, North County, Vista, and the Rancho Santa Fe Fire Protection District.

Preparing for emergencies



As a result of training with OMWD, North County fire agencies can now respond more efficiently and confidently to similar facilities thanks to establishing working relationships in advance of emergencies.

Photo: Olivenhain Municipal Water District

Confined space permits are required by OSHA before making any kind of confined space entry or rescue. OMWD and other member water agencies use such permits. Bob Topolovac, OMWD board director, said, "The confined space training with the fire agencies helps everyone prepare for emergencies that could happen in similar facilities."

OMWD staff reviewed the conditions and possible actions within the vault space with fire crews. Participants discussed decision-making for confined space entry and conditions they might encounter, such as chemical exposure and electrical lock-out/tag-out requirements.

As a result of training, fire agencies can now respond more efficiently and confidently to similar facilities thanks to establishing working relationships in advance of emergencies. "We appreciate the collaboration with local fire agencies to ensure we're all prepared for potential

future emergencies. We look forward to supporting future training exercises," added Topolovac.

(Editor's note: The Olivenhain Municipal Water District is one of the San Diego County Water Authority's <u>24 member agencies</u> that deliver water across the metropolitan San Diego region.)