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

Please click the link below to join the webinar:

https://us02web.zoom.us/j/81980931725?pwd=S25CZGVVYlRFdDI4OUxKTGZzVFdUUT09
Passcode: 709255

Or iPhone one-tap:

US: +16699009128,,81980931725#,,,,,,0#,709255# or
+13462487799,,81980931725#,,,,,,0#,709255#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 819 8093 1725
Passcode: 709255
**Instructions for Making Public Comment:** Members of the public who wish to address the Board of Directors under public comment or on specific agenda items may do so in one of the following ways:

- You can send written comments to the Board Secretary for receipt **no later than 7:30 am on August 6, 2020** to be read during the appropriate portion of the meeting. Written comments must be limited to 300 words/ have a reading limit of 3 minutes for each comment and emailed to kjohnson@sfidwater.org, mailed to the attention of Kim Johnson, Board Secretary, SFID, P. O. Box 409, Rancho Santa Fe, CA 92067, or physically deposited in the District’s payment drop box located in the public parking lot at the District’s Administrative Office at or mail to 5920 Linea del Cielo, Rancho Santa Fe, California 92067.

- On Zoom via phone, you can also raise your hand by pressing *9 when to notify the moderator that you wish to speak during the current item.

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

**CALL MEETING TO ORDER**

**ORAL COMMUNICATIONS**

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

**ACTION AND DISCUSSION ITEMS**

1. Approval of June 4, 2020 Meeting Minutes (pages 4-7)
2. Monthly Board Reports Related to Water Distribution and Production (pages 8-14)
3. Consider Executing a Purchase Contract for CASE 590SN Backhoe Loader (pages 15-19)
4. Consider a Resolution Adopting Amendments to District Administrative Code Article 18, Annexations and Detachments, Water Service Outside District, and Article 24, Easements, Encroachments, and Other Permits (pages 20-34)
5. Lake Hodges Status Update (verbal)

**REPORTS**

6. FY21 Capital Improvement Projects Status Report (verbal)
7. Engineering Services Manager’s Report (verbal)
8. Distribution System Manager’s Report (verbal)

9. Water Treatment Plant Manager’s Report (verbal)

10. General Manager’s Report (verbal)

11. Committee Members’ Comments (verbal)

INFORMATION ITEMS - None

ADJOURN

Next Scheduled Water Resources Committee meeting: Thursday, September 3, 2020 at 9:00 a.m.
Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor’s Executive Orders, meetings of the Board and Board Committees will be conducted via Zoom Meeting (webinar/teleconference) and there will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on specific agenda items by following the posted instructions, including how to submit written comments for inclusion, instructions for viewing or listening to the meeting, and how to participate via Zoom. Additionally, these public comment procedures supersede the District’s standard public comment policies and procedures to the contrary.

PRESENT: Chairman Andy Menshek, Director Marlene King, General Manager Albert C. Lau, Executive Assistant Kim Johnson, Engineering Services Manager Rania Amen, Associate Civil Engineer Marissa Potter, Water Treatment Plant Manager Tim Bailey, Distribution System Manager Chris Bozir and Public Communications Officer Teresa Penunuri were present.

Chairman Menshek called the meeting to order at 9:00 a.m.

ORAL COMMUNICATIONS - None

ACTION AND DISCUSSION ITEMS:

1. APPROVAL OF MAY 7, 2020 MEETING MINUTES

The Committee approved the minutes as presented.

2. CONSIDER ACTIONS RELATED TO AND FOR THE CLEARWELL SEISMIC AND WASHWATER TANK SEISMIC IMPROVEMENTS PROJECTS (PROJECTS J-1750/1751)

GM Lau introduced the item and ESM Amen and ACE Potter presented the item and responded to questions from the Committee.

After discussion, the Committee supported staff’s recommendation for approval of all actions and agreed that the item be forwarded to the Board at the regular June meeting for their consideration as an Action item.
3. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT TO WOODARD AND CURRAN FOR THE DEVELOPMENT OF THE 2020 URBAN WATER MANAGEMENT PLAN FOR SANTA FE IRRIGATION DISTRICT

ESM Amen presented the item and responded to questions from the Committee.

After discussion, the Committee supported staff’s recommendation for approval and directed staff to move the item forward for full Board consideration at their regular June meeting as a Consent item.

4. CONSIDER A RESOLUTION ADOPTING AMENDMENTS TO THE DISTRICT ADMINISTRATIVE CODE ARTICLE 24 EASEMENTS, ENCROACHMENTS, AND OTHER PERMITS, AND ARTICLE 27 BACK FLOW PREVENTION

ESM Amen presented the item and responded to questions from the Committee.

The Committee expressed their appreciation of the additional clarification provided by staff for items of concern in Article 27 expressed by the Board at their May 21, 2020 meeting.

However, the Committee expressed concern over several sections in Article 24 and did not feel the District’s interests were adequately protected. The Committee requested staff to add stronger language to reinforce the District position on easements and requested that the Board, rather than the General Manager, have the final authority on items in Article 24.3.3.

After discussion, the Committee directed staff to move Article 27 forward for full Board consideration at their regular June meeting as a Consent item, and to return Article 24 to the Committee at a future meeting after issues identified have been addressed.

5. CONSIDER ADOPTION OF AMENDED LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

ESM Amen presented the item and responded to questions from the Committee. After a brief discussion, the Committee concurred with staff’s recommendation for Board approval and directed staff to move the item forward for full Board action at their regular June meeting as a Consent item.

6. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE A SERVICES AGREEMENT FOR TRAFFIC CONTROL SERVICES

GM Lau introduced the item and DSM Bozir responded to questions from the Committee.

Director King asked if the developers who are reimbursing the District for direct costs related to traffic control for their projects are also paying administrative costs. GM Lau responded that the developer pays fees to cover all direct and indirect costs related to District services.
After discussion, the Committee supported staff’s recommendation for approval and directed staff to move the item forward for full Board consideration at the regular June meeting as a Consent item.

7. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE PURCHASE CONTRACTS FOR BULK CHEMICALS FOR THE R. E. BADGER FILTRATION PLANT

GM Lau introduced the item and WTPM Bailey responded to questions from the Committee.

After discussion, the Committee supported staff’s recommendation for approval and directed staff to move the item forward for full Board consideration at the regular June meeting as a Consent item.

8. CONSIDER CANCELING JULY, 2020 MEETING

Chairman Menshek reported there would not be a quorum for the July meeting, therefore, the meeting cannot be held. After a brief discussion, the Committee canceled the July meeting.

9. LAKE HODGES STATUS UPDATE

ESM Amen reported on the current status of Lake Hodges, noting the lake level has stabilized at between 293’-294’. She and GM Lau responded to questions from the Committee.

REPORTS

10. FY20 CAPITAL IMPROVEMENT PROJECTS STATUS REPORT

ESM Amen provided an update on projects status and responded to questions from the Committee.

11. ENGINEERING SERVICES MANAGER’S REPORT – No additional report

12. DISTRIBUTION SYSTEM MANAGER’S REPORT

DSM Bozir reported that automated meter installation has been completed in four of the 10 routes in Phase 5 and it is anticipated that all customers in this phase will have automated meters installed by the end of July.

13. WATER TREATMENT PLANT MANAGER’S REPORT

WTPM Bailey reported the Plant is running well and the Plant is currently treating 51% local water. He commented that on June 2, 2020, the plant spiked to 30 million gallons treated, well above the average of 17 million gallons per day for this time of year.
14. GENERAL MANAGER’S REPORT

GM Lau commented on the civil unrest currently affecting the country and reported Helix Water District had suffered damage resulting from disturbances and that staff does not anticipate this type of activities in the District service area. However, noted that procedures are in place to protect District staff and assets.

GM Lau also introduced Teresa Penunuri, the District’s new Public Communications Officer, noting she had served as the Public Affairs Supervisor at the San Diego County Water Authority and has extensive experience in this role. The Committee welcomed Ms. Penunuri.

15. COMMITTEE MEMBERS’ COMMENTS

Director King offered praise and appreciation to ACE Potter for her onsite meetings with bidders for the Seismic projects and noting her five year anniversary was reported during the May Board meeting; however, the Board did not have the opportunity to comment. She thanked her for her dedication.

Director Menshek commented on the troubling times being experienced resulting from COVID-19, including the economic impacts, and the danger of unsubstantiated rumors through these times of civil unrest. He offered that citizens should always verify information prior to reacting during these conditions.

INFORMATION ITEMS – None

ADJOURN

Chairman Menshek adjourned the meeting at 10:34 a.m.

__________________________________
Andy Menshek, Chairman
DATE: August 6, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Monthly Board Reports Related to Water Distribution and Production

RECOMMENDATION:

It is the Staff recommendation that the Water Resources Committee:

1. Review and discuss the current monthly Water Resources Report; and

2. Consider revising to quarterly updates to the Board and include information on the development of water use efficiency and water loss standards, and updates on various workgroups managed by the Department of Resources and State Water Resources Control Board; and

3. Take other action as appropriate.

DISCUSSION:

The Water Conservation Act of 2009 required all water suppliers to increase their water use efficiency as a response to a severe drought. The district was required to reduce water use by 20% by 2020 and provide regular reporting to ensure those standards were met. The 20% reduction was met in 2015, but reporting was required through June 2020 and the Board received reports on water use and reduction as part of the monthly Water Resources and Conservation Report.

Table A: Total Potable Water Use Cumulative FY 2020

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>20 x 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 07</td>
<td>1,859</td>
<td>3,634</td>
<td>5,153</td>
<td>6,415</td>
<td>7,420</td>
<td>8,171</td>
<td>9,059</td>
<td>9,570</td>
<td>10,624</td>
<td>11,698</td>
<td>13,110</td>
<td>14,665</td>
<td>13,110</td>
</tr>
<tr>
<td>FY 18</td>
<td>1,167</td>
<td>2,279</td>
<td>3,294</td>
<td>4,299</td>
<td>5,084</td>
<td>5,874</td>
<td>6,440</td>
<td>7,086</td>
<td>7,579</td>
<td>8,441</td>
<td>9,413</td>
<td>10,481</td>
<td>10,481</td>
</tr>
<tr>
<td>FY 19</td>
<td>1,229</td>
<td>2,486</td>
<td>3,577</td>
<td>4,411</td>
<td>5,184</td>
<td>5,533</td>
<td>5,895</td>
<td>6,156</td>
<td>6,519</td>
<td>7,284</td>
<td>8,003</td>
<td>8,926</td>
<td>8,926</td>
</tr>
<tr>
<td>20 x 2020</td>
<td>11,486</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
<td>14,861</td>
</tr>
<tr>
<td>FY 20</td>
<td>1,140</td>
<td>2,314</td>
<td>3,389</td>
<td>4,371</td>
<td>5,043</td>
<td>5,715</td>
<td>6,029</td>
<td>6,560</td>
<td>6,960</td>
<td>7,377</td>
<td>8,313</td>
<td>9,357</td>
<td>9,357</td>
</tr>
</tbody>
</table>
The passage of AB 1668 and SB 606 in 2018 provided a long-term framework to make water conservation a way of life and established a pathway for the implementation and oversight of new water use efficiency standards, which must be adopted by 2022. These mandates do not fall on homeowners or businesses, but instead on urban water suppliers with potential fines and informational orders issued by the state starting in 2024 if standards are not met.

Staff is engaged in the development of the standards and reporting criteria through the San Diego County Water Authority to ensure the standards are thoughtful, achievable and that reporting does not create an undue burden on staff. The board will continue to receive reports on water production. When new criteria and reporting standards are established, staff will return to the board with recommendations for reporting to the board and outreach plans for the community at large.

**FISCAL IMPACT:**

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

Attachment A: Current Water Resources Report
Attachment B: Water Production Report

Prepared by: Teresa Penunuri, Public Communications Officer
Approved by: Albert C. Lau, P.E., General Manager
**Ongoing discussions with the SDCWA and City of San Diego on the final allocation and local water in Lake Hodges**
## FY 2020 Total Deliveries to SFID and SDWD

<table>
<thead>
<tr>
<th></th>
<th>AF</th>
<th>AF</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of San Diego</td>
<td>0</td>
<td>1,957.43</td>
</tr>
<tr>
<td>San Diego County Water Authority</td>
<td>20,606</td>
<td>8,874.95</td>
</tr>
</tbody>
</table>

**14,781.4 AF**

### Local Water
- 40.51% 5,988.3 AF

### CWA Raw
- 56.32% 8,325.0 AF

### CWA Treated
- 3.17% 468.1 AF

## FY 2020 Total Deliveries to SFID

- SFID Local 37.73% 3,433.2 AF
- SFID CWA Raw 53.02% 5,408.1 AF
- SFID CWA Treated 2.83% 257.6 AF

## FY 2020 Total Deliveries to SDWD

- SDWD Local 37.3% 2,555.10 AF
- SDWD CWA Raw 51.33% 2,916.9 AF
- SDWD CWA Treated 3.70% 210.5 AF
Treated Water Quality:
SFID had no water quality complaints during June 2020. SDWD received one water quality complaint related to plumbing gasket in the garage faucet. All treated water supplied to SFID and SDWD customers, during June 2020, complied with state and federal drinking water standards.

Submitted By: Elijah Standing Warrior, Chief Plant Operator
Reviewed By: Timothy Bailey, Treatment Plant Manager
Approved By: Al Lau, P.E., General Manager
Figure 1 is a cumulative FY 2020 source water detail in acre feet. Fiscal year to date, Imported Raw Water accounts for 56% of the District’s total water supply. Local Water accounts for 36% of the District’s total water supply, Imported Treated accounts for 3%, and Recycled Water accounts for the remaining 5%.

Figure 2 provides a monthly detail of FY 2020 source water in acre feet. The total District water deliveries for the month of June 2020 were 1043 Acre Feet (AF). The District’s residential gallons-per-capita-per-day (r-gpcd) for the month was 479.7.
Staff has been monitoring the potable water demands of the District and comparing them to previous years, including the District’s goal of 11,486 AF by the year 2020 (20 x 2020 goal). The 20 x 2020 Water Conservation Plan sets forth a statewide road map to maximize the state’s urban water efficiency and conservation opportunities to achieve a 20 percent reduction in per capita urban water use statewide by 2020. Figure 3 below illustrates the District’s potable water demands for fiscal years 2007, 2018, 2019 and 2020.

- Fiscal Year 2007: Highest Potable Water Demands Recorded by SFID
- Fiscal Year 2018: Potable Water Demands Two Years Ago
- Fiscal Year 2019: Previous Fiscal Year Potable Water Demands
- Fiscal Year 2020: Current Fiscal Year Potable Water Demands
DATE: August 6, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Consider Executing Purchase Contract for CASE 590SN Backhoe Loader

RECOMMENDATION:

It is the Staff recommendation that the Water Resources Committee:

1. Recommend the Board of Directors authorize the General Manager to execute a not-to-exceed $149,305.40 purchase order with Sonsray Machinery for one (1) CASE 590SN Backhoe Loader equipped with hydraulic hammer; and

2. Discuss and take other action as appropriate.

BACKGROUND:

Each fiscal year, the Capital Acquisition Program (CAP) includes funding for the ongoing, regular replacement of older rolling stock in the District’s fleet of vehicles, trucks, and utility/construction equipment. The FY21 District CAP includes $150,000 in funding for the replacement the District’s 1999 CASE 570 LXT Skip Loader, which has exceeded its useful life, with a new CASE 590SN Backhoe Loader equipped with hydraulic hammer. This equipment also replaces the District’s 1998 Bobcat Skid Steer Loader with hydraulic hammer attachment. The skid steer loader and hydraulic hammer are currently out of service due to major hydraulic failure and have exceeded their useful life. The cost to repair are beyond current equipment value. Consolidating the aged skip loader, skid steer loader and hydraulic hammer as one piece of equipment will improve operational efficiency and lower future maintenance and repair costs. This equipment is a key part of the District’s construction and maintenance work. Key functions include loading and moving of spoils, backfill material, asphalt, and trench plates. Additionally, the equipment is used for excavation, asphalt and concrete removal/demolition. The District is proposing to purchase the equipment through Sourcewell, formally National Joint Powers Alliance, which is a public agency serving various government, education, and non-profit agencies across the country with competitively solicited cooperative contracts for a number of different goods. This option enables the District to reduce procurement time and costs, allow for the most competitive prices based on economies of scale, and comply with California Government Code. Staff recommends procuring the equipment through Sourcewell, and its local authorized vendor – Sonsray Machinery, as other common procurement vehicles, such as the California Multiple Award Schedule, do not allow procurement of heavy equipment, such as the excavator.
The acquisition cost for the CASE 590SN Backhoe Loader through Sonsray Machinery is $149,305.40, a savings of $694.60 from the CAP budget.

The following summarizes staff’s requested equipment and requested authorization:

<table>
<thead>
<tr>
<th>Supplier / Order</th>
<th>FY21 CAP Budget</th>
<th>Cost / Authorization</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonsray Mechanical / CASE 590SN Backhoe equipped with hydraulic hammer</td>
<td>$150,000.00</td>
<td>$149,305.40</td>
<td>($694.60)</td>
</tr>
</tbody>
</table>
FISCAL IMPACT:

The FY21 CAP includes $150,000 for the purchase of the backhoe loader with hydraulic breaker, with a total acquisition cost for (1) CASE 590SN equipped for $149,305.40, a savings of $694.60 from budget. The replaced 1999 CASE 570 LXT Skip loader and 1998 BOBCAT Skid Steer Loader, will be disposed of via auction with TNT Auction Inc. located in Ramona, CA & proceeds will be deposited with the District.

Attachment A: Sonsray Mechanical cost proposal

Prepared by: Chris Bozir, Distribution System Manager
Reviewed by: Seth M. Gates, Administrative Services Manager
Approved by: Albert C. Lau, P.E., General Manager
ATTACHMENT "A"

Water Resources Committee
August 6, 2020

Ship To: El Cajon Store
1475 Pioneer Way
El Cajon CA 92020
El Cajon
June 29, 2020
SANTA003
dstewart ii-0058
8587562424
Purchase Order:

Invoice To: SANTA FE IRRIGATION DISTRICT
P.O. BOX 409
RANCHO SANTA FE CA 920670409

Attention:

EQUIPMENT QUOTE/SALES ORDER

CASE 590SN
Serial #: TBD
Stock #: 15193693
$138,560.00

NEW CASE 590SN FINAL TIER 4
STOCK# 15193693
SER # TBD
SOURCE WELL CONTRACT # 32119
LIST PRICE $186,277.00 SOURCE WELL DISCOUNT 37%
- $68,923.00
= $117,354.00
PDI $1,950.00
FRIEGHT $3,267.00
DELIVERY $550.00
FUEL/DEF $595.00
HYDRAULIC HAMMER $12,477.00

24" BUCKET $1,574.00
ROTATING BEACON $365.00
TOOL BOX $333.00

********************************************************************************

CA8/AIR (2) DOOR
POWERSHIFT TRANSMISSION
EXTANDAHOE
PILOT CONTROLS W/ POWER LIFT
HYDRAULIC COUPLER
1-WAY 2-WAY AUX. HYDRAULICS
FILP OVER STABILIZER PADS
RIDE CONTROL
COMFORT STEERING
PRO SWING
4 IN 1 LOADER BUCKET
14X17.5 AND 21X24 TIRES
PREMIUM AIR RIDE SEAT
BATTERY DISCONNECT/JUMP START

NOTICE TO PURCHASER

Caution. Do not sign this contract before you thoroughly read both pages 1 and 2 of it or if it contains blank spaces, even if otherwise advised.
You are entitled to an exact and completely filled in copy of this Sales Order when you sign it. Keep it to protect your legal rights.
Store Manager signature required for final acceptance of Sales Order.

THIS AGREEMENT IS SUBJECT TO THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE. CUSTOMER HAS HAD THE OPPORTUNITY TO READ THE TERMS OF THIS AGREEMENT PRIOR TO SIGNING.

Purchaser's Signature ___________________________ Sales Consultant ___________________________ Date ____________
Print Name ___________________________ Date ____________ Accepted By ___________________________ Date ____________
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quoted Price</td>
<td>$138,560.00</td>
</tr>
<tr>
<td>Sales Tax 7.75%</td>
<td>$10,738.40</td>
</tr>
<tr>
<td>CA Tire Tax</td>
<td>$7.00</td>
</tr>
<tr>
<td>Cash Due or Finance Amount</td>
<td>$149,305.40</td>
</tr>
</tbody>
</table>
CONSIDER EXECUTING PURCHASE CONTRACT FOR CASE 590SN BACKHOE LOADER EQUIPPED WITH HYDRAULIC HAMMER

Water Resources Committee
August 6, 2020
1999 Case 570LXT Skip Loader

Key functions include loading and moving

- Spoils
- Backfill
- Asphalt & Concrete
- Trench plates

- Experiencing increased down time & repair costs
- Subject to stricter air pollution regulations
1998 Bobcat Skid Steer

Key functions

• Light duty loader & excavator
• Hydraulic Hammer
• Equipment has exceeded useful life/high operating hrs.
• This equipment has been out of service for approximately 3 months, costly repairs and maintenance are needed that exceed its value
• Rental services have been used to compensate during down time, becomes costly overtime
Recommendation to purchase (1) Case 590SN Backhoe Loader equipped with hydraulic hammer

Consolidation of the current skip loader & skid steer
- Lower long term maintenance costs
- Improve efficiency
- Provides more functionality with backhoe feature for trenching excavation
- Meets air quality regulations
- Enhanced safety for operators
DATE: August 6, 2020

TO: Water Resources Committee

FROM: General Manager

SUBJECT: Consider a Resolution Adopting Amendments to the District Administrative Code Article 18 Annexations and Detachments, Water Service Outside District, and Article 24 Easements, Encroachments, and Other Permits

RECOMMENDATION:

It is the Staff recommendation that the Water Resources Committee:

1. Review proposed revisions to Article 18 Annexations and Detachments, Water Service Outside District, and Article 24, Easements, Encroachments, and Other Permits; and

2. Recommend the Board of Directors adopt a Resolution amending the District’s Administrative Code; and

2. Discuss and take other action as appropriate.

DISCUSSION:

Provided as Attachment B for your review are proposed revisions to Article 18, Annexations and Detachments, Water Service Outside District, and Article 24, Easements, Encroachments, and Other Permits of the District Administrative Code in redline format. Article 24 was previously considered by the Committee and comments received at the June meeting were addressed in the recent revision. The proposed changes include:

1- Article 18, Annexations and Detachments, Water Service Outside District – Updating language to be consistent with current practice, adding a section for criteria for detachment and the Local Agency Formation Commission (LAFCO)'s approval process. Additional language was also included to ensure all District costs associated with annexation or detachment requests are recovered in conjunction with the Board approval. Additional changes to ensure consistency with the Cortese-Knox-Hertzberg Local Government Reorganization Act. This proposed revision was reviewed by LAFCO.

2- Article 24, Easements, Encroachments, and Other Permits - Updating language to be consistent with current practice, proposing that defined and undefined easements are subject to the same quitclaim process and requiring the property owner to pay the assessed value of the easement in addition to District’s processing fees. Also, language
is added to formalize District’s policy regarding unpermitted encroachments on district easements.

These proposed revisions have all been reviewed by General Counsel.

All updates to the Administrative Code must be adopted by resolution. A draft resolution is included as Attachment A.

**FISCAL IMPACT:**

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

Attachment A: Draft Resolution Adopting Amendments to the District Administrative Code – Articles 18 and 24

Attachment B: Redlined Versions of Articles 18 and 24

Prepared by: Rania Amen, Engineering Services Manager
Approved by: Albert C. Lau, P.E., General Manager
RESOLUTION NO 20-__

RESOLUTION OF THE BOARD OF DIRECTORS
OF SANTA FE IRRIGATION DISTRICT
ADOPTING AMENDMENTS TO THE DISTRICT
ADMINISTRATIVE CODE – ARTICLES 18 AND 24

WHEREAS, the Santa Fe Irrigation District (“District”) is an irrigation district organized and existing pursuant to the Irrigation District Law, commencing with Section 20500 of the California Water Code; and

WHEREAS, pursuant to Water Code section 22075, the District may do any act necessary to furnish sufficient water in the District for any beneficial use; and

WHEREAS, to facilitate the District’s ability to furnish sufficient water for beneficial use, the District has, from time to time, adopted rules and regulations regarding the operation and administration of the District; and

WHEREAS, the District has compiled the rules and regulations in an Administrative Code; and

WHEREAS, the District has revised the Administrative Code on numerous occasions; and

WHEREAS, the District has reviewed and desires to revise certain Articles of the Administrative Code, as indicated in Exhibit “A”, attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Fe Irrigation District as follows:

1. The matters set forth in the recitals to this Resolution are true and correct statements.

2. The amendment of the Administrative Code is not subject to the California Environmental Quality Act.

3. The Santa Fe Irrigation District Administrative Code, Articles 18 and 24 are amended as set forth in Exhibit “A”, attached hereto and incorporated herein.

4. This Resolution shall take effect immediately.

PASSED, ADOPTED, AND APPROVED at a regular meeting of the Board of Directors of the Santa Fe Irrigation District held on the 20th day of August 2020 by the following vote, to wit:
ARTICLE 18. - ANNEXATIONS AND DETACHMENTS, WATER SERVICE OUTSIDE DISTRICT

SEC. 18.1 PROCEDURE
The Santa Fe Irrigation District (the District) is subject to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Cal. Gov. Code § 56000 et seq.) (the “Act”). All annexations and detachments of territory to and from the District or contracted water service to properties or parcel(s) outside of the District shall be processed in accordance with that Act.

SEC. 18.2 TERMS AND CONDITIONS
Prior to the annexation or detachment of any territory to or from the District, or contracted water service to properties or parcel(s) outside of the District, the Board shall fix and determine such terms and conditions, including payment of fees, costs and other charges, as it may deem appropriate. Properties or parcel(s) outside of the District's boundaries will be required to request annexation into the District or request service as otherwise authorized under the Act. Government Code Section 56133 generally prohibits a special district from extending services outside of its boundary and/or sphere of influence without the Local Agency Formation Commission (LAFCO)'s approval. This is also applicable to detachment of any territory from the District. Upon annexation or detachment request from the property owner, the District will require a deposit for the District to perform a feasibility study. All annexation and detachment requests will require the Board of Directors' conceptual approval. If the request is approved by the Board of Directors, the owner will be required to go through LAFCO's approval process prior to the District providing water service to the property. LAFCO and/or the District will require the owner to pay for their costs of reviewing and processing the request. “Agency-to-Agency Service Exchange” agreements or “Out-of-Service Area” type of agreements in lieu of annexation or detachment may be considered by the Board of Directors on a case-by-case basis and shall be processed as required under the Act.

SEC. 18.3 EASEMENTS OF RIGHTS OF WAY
When notified by the county or future city of vacation of a street or highway, the staff shall reply that an easement is required if a pipeline exists or has been planned to be installed in the street to be vacated.

SEC. 18.3 CRITERIA FOR DETACHMENT
A detachment from the District may be initiated by a Resolution of Application of the Board or another agency, or by a petition from registered voters or owners of land submitted to LAFCO. All detachments from the District will be reviewed and considered by the Board of Directors, subject to the following minimum conditions:

a) The owner shall initiate a detachment process in accordance with the Act to detach the
subject parcels within the District’s boundaries.

b) The owner shall prepare a detailed analysis to determine how the detachment of the subject parcels would impact the District. Potential impacts to the District may include, but are not limited to, loss of property taxes, loss of future water services revenues, and stranded assets. Analysis will include the square footage of lot being detached from the District and why the detachment is being proposed.

c) The owner shall pay a deposit to the District to initiate the review of the detailed analysis (section 18.3.b) along with other parcel(s) maps and information, and make a recommendation to the Board of Directors.

d) The potential impacts will be evaluated by the District in making a decision on whether the subject parcels should be detached from the District.

SEC. 18.5–4 CRITERIA FOR ANNEXATION
An annexation to the District may be initiated by a Resolution of Application of the Board or another agency, or by a petition from registered voters or owners of land submitted to LAFCO. All annexations to the District will be considered by the Board, subject to the following minimum conditions:

a) When not detrimental to the District.

b) When sufficient water supply is available.

c) When the property cannot be served by the agency in which it exists and a request has been received from that agency requesting that the property be annexed to the District.

d) All facilities necessary to deliver water to the property will be paid for by the owner of the annexing property.

e) An annexation fee will be charged at the time of initiating annexation as established by the Board. The fee will be based on the acreage to be annexed, divided by the total acreage of the District, times and multiplied by the total assets of the District without considering the value of the assets donated by the private developer. The total assets will be obtained from the latest annual audit.

f) After annexation, the property owner will pay all fees, charges, rates, and taxes that any other property within the District would pay.

g) A determination must be made as to the amount of assessed value that will be transferred to the District from the water agency in which the property exists.

h) If permitted under the Act, temporary water supply may be furnished until the annexation process is complete.
SEC. 18.5 PROCEDURES AND REQUIREMENTS FOR ALL ANNEXATIONS AND DETACHMENTS.

i) Prior to submission of a petition from registered voters or owners of land to LAFCO or a request for the District to initiate annexation or detachment proceedings, the property owner shall provide to the District's staff, all plat maps, legal description(s) and any other documents that the District's staff deems pertinent or necessary in connection with the proposed annexation or detachment.

j) All annexations or detachments shall be subject to the condition that the deposit for District required above shall be paid at the time the request for consideration is made.

k) In any resolution or other submission to LAFCO on behalf of the District, the District shall include such terms and conditions as the Board may deem appropriate in its sole discretion. Terms and conditions shall include, but not be limited to, the following:

   a. Payment of appropriate annexation or detachment fees and charges required under this Code;

   b. In the case of annexation to the District, all water distribution and storage facilities required for the delivery of water to the annexed land, including necessary easements or rights of way, shall be provided by the proponent without cost to the District, and the District shall be under no obligation to provide any improvements or service if the facilities are not completed and accepted;

   c. All annexations shall be subject to the condition that the land affected by the annexation shall be subject the payment of the annexation fee provided for above;

   d. All annexations shall be subject to the condition that the annexed land shall be subject to the applicable ordinances, resolutions and other rules and regulations of the District in effect, amended or adopted on and after the date of final Board approval;

l) The District will not defend any action contesting an annexation or detachment, and shall leave such defense to the owner of the land affected by the annexation or detachment. The District may take appropriate actions to effectuate this section, including, but not limited to, rescinding a Resolution of Application or requiring the property owner to execute a written agreement concerning defense and indemnification of the District.

m) For annexations or detachments initiated by a Resolution of Application by the Board, an annexation or detachment shall terminate on the first to occur of: (a) the date of delivery to the District of a property owner’s written notice requesting termination; or (b) a Board action terminating the annexation or detachment when the Board
determines, in its sole discretion, that good cause exists for such termination, or the approval period identified in the conditions of annexation or detachment has expired.

n) For annexation or detachment proceedings initiated by petition from registered voters or owners of land or a resolution of another agency, the District’s Board of Directors may adopt a resolution requesting termination of the proceedings as provided in the Act.

f) With regard to annexations or detachments initiated by petition from registered voters or owners of land or a resolution of another agency, the District reserves all rights and remedies available to the District under the Act and other applicable laws which may include, but not limited to, the right to adopt a resolution requesting termination of the proceedings, and the right to submit proposed conditions to LAFCO which are consistent with this Article or are otherwise in the interest of the District.

SEC. 18.6 CRITERIA FOR FURNISHING WATER OUTSIDE THE DISTRICT
All requests for surplus water considered by the Board are subject to the following conditions:

a) Temporary surplus water will be furnished if development of a permanent water supply has been completed, such as annexation to the District, the construction of a water line by another agency, a commitment by another water agency to construct the necessary facilities at such time that we can no longer furnish surplus water, or a contract with another water agency for a permanent supply by the District.

b) Surplus water may be furnished to a property that does not have a permanent water supply as in Section 18.5.1 only if no permanent improvements whose continued use is dependent upon the continued existence of a water supply.

SEC. 18.7 CRITERIA FOR CONTRACTING FOR PERMANENT WATER SERVICE TO PROPERTIES OUTSIDE THE DISTRICT
All requests for permanent water service to property located outside of the boundaries of the District shall be referred to the Board of Directors for approval and shall be consistent with the Act. Such methods may include a “Agency to Agency Service Exchange” agreement or “Out-of-Service Area” agreement approved by the Board. The following minimum conditions shall apply:

a) A contract fee identical to the annexation fee would be charged.

b) All facilities necessary to deliver water to the property will be paid by the owner of the property under contract.

c) After contract, the property owner will pay all fees and charges as a property within the District.
d) A **surplus water rate** which is higher **water rate** than the water rate charged district customers will be **assessed and charged** to offset not receiving an annual assessment fee.

e) **Final approval may also be required from the San Diego County Water Authority and/or LAFCO. In addition, if the property is located within the boundaries of another water agency, the property owner must obtain approval from that agency to be served by the District.**
ARTICLE 24. EASEMENTS, ENCROACHMENTS, AND OTHER PERMITS

SEC. 24.1 ACCEPTING EASEMENTS
The General Manager of the Santa Fe Irrigation District (the District) is authorized to accept on behalf of the District, any deed or grant conveying any interest in or easement upon real property to the District for public purposes. He is authorized to consent to the recording of any such deed or grant. (Government Code Section 27281).

The General Manager is also authorized to accept easements on behalf of the District dedicated on a final subdivision map. (Government Code Section 66440). When so accepted, the following certificate will be included on the final map:

“Santa Fe Irrigation District, an irrigation District of the State of California, pursuant to a duly adopted resolution of its Board of Directors, hereby accepts the interest in real property shown and designated on this map as being offered for dedication to Santa Fe Irrigation District for the public purposes set forth in the offer to dedicate, and the grantee consents to the recording thereof.

Dated: _______________  SANTA FE IRRIGATION DISTRICT
By:______________________________
General Manager’s Name and Signature
Secretary of the Board of Directors

If the General Manager determines that it is not in the interest of the District to accept a deed or grant, or to execute a certificate on a final map, he shall not accept the deed or grant, or execute the certificate unless instructed to do so otherwise by the Board of Directors.

Sec. 24.1.1 Easements of Rights of Way
When notified by the county or the city of vacation of a street or highway, the staff shall reply that an easement is required if a pipeline exists or has been planned to be installed in the street to be vacated. On the contrary, the District shall reserve its prior rights if a pipeline or facility exists in real property that is identified as needed to build, reconstruct and maintain roads and highways.

SEC. 24.2 RELEASE OF EASEMENTS

Sec. 24.2.1 Policy
The District will consider undefined easements for relinquishment, on a case-by-case basis with no value assessed. The District will also relinquish defined easements on a case-by-case basis when in conformance with this policy and in the best interest of the District. A resolution of the Board of Directors is required to release an easement.
Sec. 24.2.2 Procedure

Sec. 24.2.2.1 Definitions

a) An undefined easement is generally considered a blanket easement, which covers the entire parcel.

b) A defined easement is a right-of-way with a given length and width across a defined portion of a parcel.

Sec. 24.2.2.2 General

a) A person applying for the quitclaim of a District easement must submit proof of property ownership and the existence of the District easement, an appraisal made by a qualified appraiser, the legal description of the property, plus the recording date (date, book and page number of the easement to be released). The applicant must also pay a processing fee, currently $500.00 based on the District’s current Schedule of Fees and Charges, to cover staff time and administrative processing of the request. The person applying for the quitclaim must submit proof of property ownership and existence of the District easement, an appraisal made by a qualified appraiser, the legal description of the property, plus the recording date (date, book and page number of the easement to be released). The following must then be determined by the Board of Directors:

1. Future need of the easement by the District for potable or recycled water.

2. Quitclaim of the easement will not require the District to purchase an alternative easement for a new facility or pipeline.

3. There is no other property that is dependent on the easement proposed for quitclaim for water service now or in the future.

4. Land value of the easement appraised by a qualified appraiser. The person requesting the quitclaim will pay the appraisal cost; however, the District will determine a list of three qualified appraisers from which the owner may select one.

5. Whether the District or its predecessors purchased the easement and, if so, at what was the cost.

b) No value will be assessed to an easement to be quitclaimed if it meets the following criteria:

1. The subject easement was acquired at no cost; and

2. There is not a current or projected need for the easement for potable or recycled water; or
53. There is not a requirement to purchase an alternative easement for a new facility or line pipeline; or

64. There is no other property that is dependent on the easement proposed for quitclaim for water service now or in the future.

If approved, the property owner shall pay the assessed value to the District prior to execution and recordation of the quitclaim document. The Board of Directors may waive the requirement to pay the assessed value if there is a valid public purpose consistent with applicable law.

c) If it is a defined easement and it was purchased by the District or its predecessors the value of the easement would normally be determined by one or more of the following methods:

1. Equivalent land sales in the area multiplied by a factor of encumbrance. Generally, an encumbrance factor of fifty (50) percent is used due to the limiting factors of land use placed in the easement document. The wording of the easement would determine the encumbrance factor.

2. If the District or its predecessors purchase the easement, the actual cost is escalated to present day cost.

3. An appraisal made by a qualified appraiser. The person requesting the quitclaim will pay the appraisal cost; however, the District will determine a list of three qualified appraisers from which the owner may select one.

Where a water pipeline is known to exist in the easement being released, add this note to a note shall be included in the quitclaim indicating that a pipeline is being abandoned in place. Show The note shall include the size if known or shown “unknown size” if not known.

The above described real property being quitclaimed includes “AC pipe and one fire hydrant lateral” [description of facilities] buried below the surface of the ground, which are being left in place in an “as-is” condition. Owner of Record acknowledges that the Santa Fe Irrigation District is conveying all rights, title and interest to the easement, right-of-way, and abandoned pipeline to the Owner of Record in an “as-is” condition. Owner of Record acknowledges that the portion of the pipeline not removed by the Owner shall be cut and plugged in accordance with the San Diego Water Agencies’ Standards. Owner of Record further acknowledges that the Santa Fe Irrigation District does not warranty the condition of the abandoned pipeline nor guarantee its fitness for any purpose. Owner of Record agrees to defend, indemnify, protect and hold harmless the Santa Fe Irrigation District, each member of its board of directors, agents, officers and employees from and against any and all claims asserted or liability established for damages or injuries to any person or property including bodily injury to Owner of
Record’s employees arising out of or in any manner directly or indirectly connected with Owner of Record’s use of the quitclaimed easement, right-of-way, and abandoned pipeline, however caused, except for the sole negligence, willful misconduct or active negligence of the Santa Fe Irrigation District.

The owner of record shall acknowledge conditions by formal acceptance/ signature.

**SEC. 24.3 ENCROACHMENTS ON DISTRICT EASEMENTS**

**a)** Any existing encroachment that inhibits the District’s use of its easement, as determined upon evaluation by the District, shall be removed at the expense of the property owner.

**b)** When an encroachment on a District easement or real property is discovered or work undertaken without a valid District “Consent and Agreement Regarding Use of Easement” document or similar document (encroachment agreement), the General Manager may take any or all of the following actions:

1. Give appropriate notice that in the opinion of the District, the current improvement or work constitutes or may constitute an encroachment and order the work or improvements to be stopped or removed until an encroachment agreement is executed or a determination is made that the work does not constitute an encroachment; and

2. Require the property owner or other person encroaching on the District easement or real property to apply for an encroachment agreement, including the payment of District processing and inspection fees for the encroachment agreement, in addition to any time and materials costs incurred by the District related to inspection of the encroachment before filing of the application. If an encroachment agreement is not applied for within 15 business days after the notice is given, the General Manager may give notice that the District’s real property or easement and any associated facilities, pump stations, pipelines or other appurtenances must be restored to its original condition at the sole cost of the person encroaching upon the property or easement. Should restoration not begin promptly, legal action may be commenced to protect the District’s interests; and

3. If the General Manager determines that reasonable restoration of the site to its lawful condition is infeasible, the General Manager may agree to allow the property owner or other person encroaching on the District easement or real property to mitigate the unauthorized encroachment. Mitigation may include the relocation of the District’s pipeline/facility within the public right of way, purchase or exchange by the encroacher of like kind real property of similar or greater quality and quantity. Mitigation shall be at the sole cost of the encroacher.

4. Take any or all other actions available under applicable law relating to unauthorized encroachments.
When an encroachment on a District easement is requested, the District will evaluate the potential impact including, but not limited to, the following factors:

1. **a)** Size and depth of the District's water and/or sewer pipeline(s) within the easement.

2. **b)** Water pipeline pressure.

3. **c)** Number of customers served by the pipeline or facility.

4. **d)** Cost of immediate removal of an encroachment versus the District's need for access.

5. **e)** Potential for interference with existing or future facilities and District's access for maintenance, operation, or replacement.

Any existing encroachment that inhibits the District's use of its easement, as determined upon evaluation by the District, shall be removed at the expense of the property owner. If an encroachment upon the District's easement is to be permitted at the sole discretion of the District or the General Manager, the property owner shall enter into a District standard "Consent and Agreement Regarding Use of Easement" document agreement with the District, which contains such safeguards as deemed necessary and appropriate to protect the District's access to its facilities within the easement. The agreement shall be recorded against the owner's property.

A processing fee of $500.00-based on the District’s current Schedule of Fees and Charges must be paid to the District to cover staff and administrative processing of the encroachment request. The owner must submit proof of property ownership and existence of the District easement, the legal description of the property, plus the recording date (date, book and page number) of easement at issue.

**SEC.24.4 GRANTING AN EASEMENT ON DISTRICT PROPERTY**

The request for an easement to construct a facility or gain an ingress/egress access easement on District owned property will be considered and reviewed on a case-by-case basis. Requests should be made to the District Engineering Department. Proposed projects will be evaluated by the District on a time and materials basis. A deposit is required to initiate the review of plans and discussion with the developer/ requester. A final decision will be at the sole discretion of the Board of Directors. If the requested easement is to be granted, the requester shall pay to the District the assessed land value of the easement appraised by a qualified appraiser. The easement document
shall provides all safeguards as deemed necessary by the District and appropriate to protect the District's ability to use its property and maintain its facilities within the property.

SEC. 24.4 OTHER PERMITS AND LICENSES

Sec. 24.45.1 Communication Site License Agreements
The District may, shall, from time to time, at its sole discretion, consider requests from communication providers to enter into communication site license agreement. All requests shall be accompanied by a deposit to be determined at the sole discretion of the General Manager. If a communications site license is to be entered into, it shall be a District standard "Communications Site License Agreement" document with the District which provides all safeguards as deemed necessary and appropriate to protect the District's ability to use its property.

Sec. 24.45.2 Other Licenses and Permits
The District may, at its sole discretion, consider other licenses, leases or permit requests. All requests shall be accompanied by a deposit to be determined by the General Manager.
MECHANICAL DEWATERING IMPROVEMENTS
PROJECT – J-1752

ITEM 6

Water Resources Committee
August 6, 2020
Construction Update – Mechanical Dewatering Improvements Project J-1752

- Total Project Cost: $9,500,729
- Notice to Proceed: June 15, 2020
- Contractor: James W Fowler Corp.: $7,814,987.50
- Construction Duration: 24 months
Completed Construction Activities

- Excavation of the Existing 54-in
- Concrete Encase a Portion of 54-in

Location Map of the Project Site and the Existing Transmission Pipe
During Grading and Excavation

Pre-Construction Meeting with the Contractor, CDM, KF and District
54” pipe Excavation

Concrete Placement
Concrete Finishing