



AGENDA

EXECUTIVE COMMITTEE MEETING Santa Fe Irrigation District

Wednesday, November 13, 2019

9:30 a.m.

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

CALL MEETING TO ORDER

ORAL COMMUNICATIONS

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

ACTION AND DISCUSSION ITEMS

1. Minutes from the October 9, 2019 Executive Committee Meeting (pages 2-3)
2. Review and Discuss Activities Related to the District Strategic Business Plan Update (page 4)
3. Review of Draft November 21, 2019 Board of Directors Regular Meeting Agenda (pages 5-7)
4. Review of Future Agenda Items (pages 8-9)

REPORTS

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

INFORMATION ITEMS –None

ADJOURN - Next Scheduled Executive Committee meeting: Wednesday, December 11, 2019 @ 2:00 p.m.

Assistance for the disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Board Secretary at (858) 756-2424 for assistance at least three (3) working days prior to the meeting so the necessary arrangements can be made.

**MINUTES
EXECUTIVE COMMITTEE MEETING
Santa Fe Irrigation District**

October 9, 2019
Santa Fe Irrigation District
5920 Linea del Cielo, Rancho Santa Fe, CA

CALL MEETING TO ORDER:

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

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

ORAL COMMUNICATIONS - None

ACTION AND DISCUSSION ITEMS:

1. MINUTES FROM THE JULY 10, 2019 EXECUTIVE COMMITTEE MEETING

The Committee approved the minutes as presented.

2. CONSIDER CASTING DISTRICT BALLOT FOR 2019 LAFCO SPECIAL DISTRICT REPRESENTATIVE TO THE SAN DIEGO COUNTY CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD

GM Lau presented the item and responded to questions from the Committee. After discussion, the Committee agreed with staff's recommendation for casting the District ballot and directed staff to move the item forward for full Board consideration at their regular October meeting as a Consent item.

3. CONSIDER A RESOLUTION DESIGNATING THE HAZARD MITIGATION GRANT PROGRAM AND PRE-DISASTER MITIGATION PROGRAM AGENT(S)

GM Lau presented the item and responded to questions from the Committee. After discussion, the Committee agreed with staff's recommendation for the grant signing agents and directed staff to move the item forward for full Board consideration at their regular October meeting. President Hogan requested the item be on the Action items to permit questions and comments from the Board on this "good news" story.

4. CONSIDER APPROVAL OF A LICENSE AGREEMENT FOR RIGHT OF ENTRY PERMIT FOR T-MOBILE ON JOINT FACILITIES PROPERTY, APN 267-161-05-00

GM Lau presented the item and responded to questions from the Committee. After discussion, the Committee agreed with staff's recommendation for approval and directed staff to move the item forward for full Board consideration at their regular October meeting as a Consent item.

5. REVIEW OF DRAFT OCTOBER 17, 2019 BOARD OF DIRECTORS REGULAR MEETING AGENDA

The Committee reviewed the agenda and moved one Closed Session item to prior to the related agenda item so the attorney conference will be before Board consideration of the item. There were no other revisions made to the draft agenda.

6. REVIEW OF FUTURE AGENDA ITEMS

The Committee reviewed the list of future agenda items and made no revisions.

REPORTS

7. GENERAL MANAGER'S REPORT - GM Lau reported on the following:

- In anticipation of windy, dry conditions in the region later in the week, the District was alerted to possible shut off by SDG&E, and he reported the Filtration Plant is ready in the event power is lost.
- He attended the Solana East Community Group community meeting on October 2nd and spoke on regional issues to the 80+ members in attendance.

8. COMMITTEE MEMBERS' COMMENTS - No comments

INFORMATION ITEMS –NONE

CLOSED SESSION - NONE

ADJOURN

President Hogan adjourned the meeting at 3:00 p.m.

Michael T. Hogan, President

DATE: November 13, 2019
TO: Executive Committee
FROM: General Manager
SUBJECT: Review and Discuss Activities Related to the District Strategic Business Plan Update

RECOMMENDATION:

Staff recommends that the Executive Committee:

1. Review the proposed activities and timeline for the District Strategic Plan update; and
2. Consider proposed dates for workshops; and
3. Discuss and take other actions as needed.

DISCUSSION:

The District's Strategic Business Plan (Plan) was last updated in 2012 and all of the identified goals and objectives have either been completed, are ongoing, or were deferred. Additionally, the environment surrounding the water industry has changed significantly since 2013. Staff has contracted with the Tamayo Group to assist with the development of the next Plan. Michele Tamayo, President of the Tamayo Group, has worked with the District in the past to develop a District Strategic Plan in 2008.

One of the initial tasks, following a scoping session with the District's Management Team, is conducting one-on-one interviews with each Director to solicit input for the new Plan. Based upon the schedule, it is anticipated these interviews would take place in January. Staff will work with each Director to schedule a time for this session. The scope will also include engagement of all staff to ensure organizational alignment.

Following the initial tasks, staff will work to schedule an initial Board workshop. Selecting a date that allows all five Directors to attend is vital, as the Board has previously indicated the significance of each Director's participation in the discussions which will pave the District's future path. Staff will canvass the Board for their availability through April, 2020 to tentatively schedule two workshops, 3-4 hours each. Staff anticipates Board adoption of the new plan by June, 2020.

FISCAL IMPACT:

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

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



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

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

**THURSDAY, NOVEMBER 21, 2019
8:30 a.m.**

ROLL CALL – CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE – Director King

ITEMS TO BE ADDED TO THE AGENDA

(Government Code Section 54954.2)

ORAL COMMUNICATIONS

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PRESENTATIONS AND AWARDS

1. Employee Recognition
 - a. Alfredo Graziano, 5 years of service to the District
 - b. Dan Groff, 5 years of service to the District

ACTION AGENDA

The following items on the Action Agenda call for discussion and action by the Board of Directors. All items are placed on the Agenda so that the Board may discuss and take action on the item if the Board is so inclined.

CONSENT ITEMS

The following listed items on the consent calendar are routine matters and there will be no discussion unless the Board of Directors removes an item. Items removed by the Board or public will be heard following approval of the remaining items on the Consent Calendar.

2. Approval of Minutes - October 17, 2019 Regular Board Meeting
3. Receive and File Monthly Finance Reports
 - a. Budget Performance
 - b. Disbursements
 - c. Monthly Investment Transaction Report

4. Authorize General Manager to Execute Purchase Contract for Filter Influent Valves and Actuators
5. Authorize General Manager to Execute Purchase Contract for Chemical Storage Tank Replacement
6. Authorize General Manager to Execute Amendment No. 1 to Agreement with Dexter Wilson Engineering for FY20 Engineering Services
7. Authorize General Manager to Execute Purchase Contract for Ford F-550 4-Yard Dump Truck

ACTION AND DISCUSSION ITEMS

8. Receive and File Final Cost of Service Study Report and Authorize Issuance of Proposition 218 notice
9. Review and Discuss District Strategic Business Plan Update
10. Consider Director Request to Prepare Letter of Clarification to City of Del Mar Regarding Proposed Project (Menshek)

DIRECTORS' COMMENTS

Director's comments are comments by Directors concerning District business, which may be of interest to the Board. They are placed on the Agenda to enable the individual Board members to convey information to the Board and the public. No action is to be taken on comments made by the Board members.

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

REPORTS

The following reports are placed on the Agenda to provide information to the Board and the public. There is no action called for on these items. The Board may engage in discussion of any report upon which specific subject matter is identified in the Agenda, but may not take any action other than to place the matter on a future Agenda.

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

INFORMATION ITEMS

CLOSED SESSION

At any time during the Regular Session, the Board may adjourn to Closed Session to consider litigation, or discuss with Legal Counsel matters within the Attorney/Client Privilege, subject to the appropriate disclosures. Discussion of litigation is within the Attorney/Client Privilege and may be held in Closed Session. (Pursuant to Government Code Section 54956.9)

18. Conference with Legal Counsel- Existing Litigation
Pursuant to Government Code Section 54956.9 (d)(1)
Rancho Santa Fe Association v Santa Fe Irrigation District
Case No. 37-2018-00064214-CU-MC-NC
19. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9 (d)(1)
Rancho Del Lago Homeowners’ Association v Santa Fe Irrigation District, San Dieguito Water District, County of San Diego, San Diego County Flood Control District
Case No. 37-2019-00047074-CU-OR-NC
20. Conference with Legal Counsel- Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
One (1) potential case
21. Conference with Legal Counsel- Anticipated Litigation
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9
One (1) potential case

ADJOURNMENT

Any writings or documents provided to a majority of the Board of Directors for any item on this agenda will be made available for public inspection in the District Office located at 5920 Linea del Cielo, Rancho Santa Fe, CA during normal business hours.

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Preliminary 2019-20 Regular and Special Meeting Agenda Items List

December 19, 2019

- Pledge: Hogan
- Acceptance of FY19 Financial Audit
- Reconciliation of Reserve Fund Balances
- Cast District Ballot for San Diego LAFCO Special Districts Advisory Committee
- Authorize General Manager to Execute Professional Services Agreement with Kleinfelder
- Authorize the General Manager to Execute Purchase Contract for Maintenance Vehicle
- Waive Full Reading and Adopt Resolution No. 19-___ Amending Administrative Code, Article ___ (as relates to implementation of SB998)
- Actions related to the Construction of the Automated Metering Program Phase 5 (Project J-2000) (pages 39-50)
 - Authorize the General Manager to Execute Construction Contract for the Automated Metering Program Phase 5 Project J-2000 with Aqua Metric; and
 - Adopt Resolution 19-___, Finding the Automated Metering Program Phase 5 Project Categorically Exempt under the California Environmental Quality Act and Approving the Project; and
 - Authorize the General Manager to Execute a Purchase Order with Armorcast Products Company for new meter box lids to accommodate the Automated Metering Program Phase 5 Project J-2000

January 16, 2020

- Pledge: Dunford
- Quarterly Treasurer's Report
- Quarterly Board Expenses Report
- Distribution of CAFR
- Annual District Investment Policy Review and Update
- Potential Water Rate Hearing
- Adopt Resolution No. 20-___ Setting Rates and Charges for the District

February 20, 2020

- Employee Recognition
- Consider Director Per Diem Resolution (Exec)
- Actions related to the Construction of the Mechanical Dewatering Project
- FY20 Mid-Year Budget Review

February, 2020 - Strategic Business Plan Workshop

March 19, 2020

- Employee Recognition
- Receive and File Actuarial Evaluation (AFC)

March, 2020 – Strategic Business Plan Workshop

April 17, 2020

- Employee Recognition
- Review Draft of FY21 Budget (A&F)
- Quarterly Treasurer's Report
- Quarterly Board Expenses Report

May 15, 2020

- Employee Recognition
- Recognition of Water Awareness Poster Contest Winners
- Review Final Draft of FY21 District Budget
- Waive Full Reading and Adopt Resolution Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act

Admin Code Revisions – Entire Code Overhaul