

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, NOVEMBER 20, 2024, AT 5:00 P.M.
AT THE DISTRICT OFFICE IN THE BOARD ROOM
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT BOYD-HODGSON

NOTICE TO THE PUBLIC

Meetings of the Board of Directors of the Vallecitos Water District will be held in the Board Room at the District Office located at 201 Vallecitos de Oro, San Marcos, California, on the date and time identified above.

BROADCAST OF THE MEETING. Members of the public may watch the meeting live via computer or smart device by going to the District’s website: www.vwd.org/meetings and clicking on the “Watch Live” icon; however, they will not be able to participate in the meeting remotely.

LISTEN TO THE MEETING. Members of the public may listen to the meeting live on their phone by dialing (888) 788-0099 (Toll Free) or (877) 853-5247 (Toll Free). When prompted, enter the meeting ID and Passcode displayed on the District’s website.

PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS TO THE AGENDA

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code upon a determination by a majority vote of the Vallecitos Board that an emergency situation exists, as defined in Section 54956.5, or upon a determination by a two-thirds vote of the Board present at the meeting, or, if less than two-thirds of the Board are present, a unanimous vote of Board members present, that there is a need to take immediate action and that the need for action came to the attention of the Vallecitos Water District subsequent to the agenda being posted.

ADOPT AGENDA FOR THE REGULAR MEETING OF NOVEMBER 20, 2024

PUBLIC COMMENT

Persons wishing to address a matter not on the Agenda may be heard at this time; however, no action will be taken until the matter is placed on a future agenda in accordance with Board policy. Public comments are limited to three minutes. A Request to Speak form is required to be submitted to the Senior Executive Assistant prior to the start of the meeting, if possible. Public comment should start by stating name, address, and topic. The Board is not permitted during this time to enter into a dialogue with the speaker.

PRESENTATIONS

Mitch Cochran, Awards Chair, Municipal Information Systems Association of California (MISAC), will present the District with the IT Achievement Award.

President Boyd-Hodgson will recognize Director Groset for his service to the Board.

CONSENT ITEMS

All matters listed under the Consent Calendar are expected to be routine and non-controversial, to be acted upon by the Board by one motion. There will be no separate discussion of these items, unless a Board member or member of the public requests that a particular item(s) be removed from the Consent Calendar, in which case it will be considered separately under Action Items.

1.1 APPROVAL OF MINUTES (pp. 6-12)

- A. PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE MEETING – NOVEMBER 4, 2024
- B. CLOSED SESSION BOARD MEETING – NOVEMBER 6, 2024
- C. REGULAR BOARD MEETING – NOVEMBER 6, 2024

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes.

1.2 WARRANT LIST THROUGH OCTOBER 16, 2024 - \$5,474,126.28 (pp.13-16)

Recommendation: Approve Warrant List.

1.3 FINANCIAL REPORTS (pp. 17-74)

- A. Financial Statement Staff Report
- B. Investment Report - October 31, 2024
- C. Legal Fees Summary - October 31, 2024
- D. Reserve Funds Activity - October 31, 2024
- E. Sewer Revenue and Expense Report - October 31, 2024
- F. Water Revenue and Expense Report - October 31, 2024
- G. VWD Reserve Report - October 31, 2024
- H. Per Capita Water Consumption Report - October 31, 2024
- I. Water Production and Sales Report – 2023/2024

- 1.4 PROJECT ACCEPTANCE FOR THE MAINTENANCE SERVICES DEPARTMENT - OFFICES PROJECT (pp 75-78)

Recommendation: Project acceptance and authorizing the General Manager to file a Notice of Completion (NOC) and release of retention funds to APR Construction following the 60-day notice period, provided no claims are filed, in conformance with the contract documents.

- 1.5 PROJECT ACCEPTANCE FOR THE UPDATE RESTROOMS TO ADA COMPLIANCE PROJECT (pp 79-81)

Recommendation: Project acceptance and authorizing the General Manager to file a Notice of Completion (NOC) and release of retention funds to EMH Construction following the 60-day notice period, provided no claims are filed, in conformance with the contract documents.

- 1.6 ACCEPTANCE OF UPDATED SEWER SYSTEM MANAGEMENT PLAN (pp 82-269)

Recommendation: Adopt and certify the District's updated Sewer System Management Plan.

*****END OF CONSENT CALENDAR*****

ACTION ITEM(S)

- 2.1 EMPLOYEE HANDBOOK REVISIONS (pp 270-377)

Recommendation: Board Approval of the revisions to the Vallecitos Water District Employee Handbook and adopt Resolution 1678.

- 2.2 AMENDMENT OF THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974 BIENNIAL REVIEW AND ADOPTION (pp 378-392)

Recommendation: Board Adoption of the amended Conflict of Interest Code and adopt Resolution 1679.

2.3 PREPAYMENT OF SDCWA FIXED CHARGES (pp 393-398)

Recommendation: Authorize the General Manager to execute the contract with the San Diego County Water Authority allowing the prepayment of \$7,550,104, for total fixed charges due during Calendar Year 2025, with payment occurring on or before January 3, 2025.

2.4 2025 WATER RATES UPDATE (pp 399-400)

Recommendation: Board adopt the proposed water rates with an effective date of January 1, 2025, for bills mailed out after January 31, 2025.

2.5 FLUORIDE IN DRINKING WATER (p 401)

Recommendation: For Board consideration.

*****END OF ACTION ITEMS*****

REPORTS

3.1 GENERAL MANAGER

3.2 DISTRICT LEGAL COUNSEL

3.3 SAN DIEGO COUNTY WATER AUTHORITY

3.4 ENCINA WASTEWATER AUTHORITY

- *Board of Directors Meeting*
- *Capital Improvement Committee*
- *Policy and Finance Committee*

3.5 STANDING COMMITTEES

3.6 DIRECTORS REPORTS ON MEETINGS/CONFERENCES/SEMINARS ATTENDED

*****END OF REPORTS*****

OTHER BUSINESS

4.1 None.

*******END OF OTHER BUSINESS*******

5.1 DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

*******END OF DIRECTORS COMMENTS/FUTURE AGENDA ITEMS*******

6.1 ADJOURNMENT


*******END OF AGENDA*******

If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the Executive Assistant at 760.744.0460 ext. 157 at least 48 hours prior to the meeting.

Audio and video recordings of all Board meetings are available to the public at the District website www.vwd.org

AFFIDAVIT OF POSTING

I, Jennifer Serna, Executive Assistant of the Vallecitos Water District, hereby certify that I caused the posting of this Agenda in the outside display case at the District office, 201 Vallecitos de Oro, San Marcos, California by 5:00 p.m., Friday, November 15, 2024.



Jennifer Serna

MINUTES OF A MEETING OF THE
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, NOVEMBER 4, 2024, AT 10:00 A.M.
AT THE DISTRICT OFFICE IN THE UPPER CONFERENCE ROOM
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

Director Boyd-Hodgson called the meeting to order at the hour of 10:00 a.m.

Present: Director Boyd-Hodgson
Director Groset
General Manager Gumpel
Public Information/Conservation Supervisor Robbins
Executive Assistant Serna

PUBLIC COMMENT

None.

ITEMS FOR DISCUSSION

VALLECITOS/SAN MARCOS FIRE DEPARTMENT JOINT LETTER

Public Information/Conservation Supervisor Robbins provided an update on the joint letter with the San Marcos Fire Department. The letter will be made available this week via social media and through a District press release. General discussion took place regarding the District newsletter and the amount of times it is sent out via electronic mail vs paper mail.

WATER ACADEMY

Public Information/Conservation Supervisor Robbins provided an update on the District's Annual Water Academy event. Overall, the feedback has been very positive from the public. Post Event Evaluation results will be shared with the Board in the future.

ANNUAL PERMANENT SPECIAL AGRICULTURAL WATER RATE CERTIFICATION

Public Information/Conservation Supervisor Robbins provided an update on the annual process. Materials have been sent out to all affected agricultural customers. District Customer Service Department has been made aware; in case they start to receive phone call inquiries.

PALOMAR INTERN PROGRAM

Public Information/Conservation Supervisor Robbins provided an update on the Palomar Intern Program and informed the Committee that they are looking into the paid internship program with SDEDC.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 10:25 a.m.

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, NOVEMBER 6, 2024, AT 4:00 PM, AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

President Boyd-Hodgson called the Special meeting to order at the hour of 4:02 p.m.

Present: President Boyd-Hodgson
Vice President Pennock
Director Elitharp
Director Hernandez

Absent: Director Groset arrived at 4:10pm

Staff Present: General Manager Gumpel
Legal Counsel Gilpin
Information Technology Analyst Todd
IT Consultant Lewis
Executive Assistant Serna

ADDITIONS TO THE AGENDA

None.

ADOPT AGENDA FOR THE CLOSED SESSION MEETING OF NOVEMBER 6, 2024

24-11-01 MOTION WAS MADE by Director Elitharp, seconded by Vice President Pennock, and carried unanimously, with Director Groset absent, to adopt the agenda for the Closed Session Meeting of November 6, 2024.

PUBLIC COMMENT

None.

CLOSED SESSION

- 1.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code § 54957(b)(1)): General Manager
- 1.2 CONFERENCE WITH LABOR NEGOTIATIONS (Government Code § 54957.6): Designated Representative: General Counsel Jim Gilpin; Unrepresented Employee: General Manager

REPORT AFTER CLOSED SESSION

There was no reportable action from the Closed Session Meeting.

ADJOURNMENT

There being no further business to discuss, President Boyd-Hodgson adjourned the Special Meeting of the Board of Directors at the hour of 4:59 p.m.

Tiffany Boyd-Hodgson, President
Board of Directors
Vallecitos Water District

ATTEST:

James Gumpel, Secretary
Board of Directors
Vallecitos Water District

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, NOVEMBER 6, 2024, AT 5:00 PM, AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

President Boyd-Hodgson called the Regular meeting to order at the hour of 5:00 p.m.

Present: President Boyd-Hodgson
Vice President Pennock
Director Elitharp
Director Groset
Director Hernandez

Staff Present: General Manager Gumpel
District Engineer Hubbard
Operations & Maintenance Manager Pedrazzi
Human Resources & Risk Manager Aviles
Development Services Senior Engineer Lopez
Capital Facilities Senior Engineer Morgan
Chief Financial Officer Owens
Public Information Officer Robbins
Chief Technology Officer Labarrere
Assistant Operations & Maintenance Manager Bennett
IT Consultant Lewis
Information Technology Analyst Todd
Legal Counsel Gilpin
Executive Assistant Serna

Chris Palmer, California Special Districts Association Senior Public Affairs Field Coordinator, led the pledge of allegiance.

ADDITIONS TO THE AGENDA

None.

ADOPT AGENDA FOR THE REGULAR MEETING OF NOVEMBER 6, 2024

24-11-02 MOTION WAS MADE by Vice President Pennock, seconded by President Boyd-Hodgson, and carried unanimously, to adopt the agenda for the Regular Board Meeting of November 6, 2024.

PUBLIC COMMENT

None.

PRESENTATIONS

General Manager Gumpel recognized new hires, staff achievements, and group/organization awards during the first quarter of Fiscal Year 2024-2025:

New Hires:

- Kyle Hernon, Meter Services Worker III
- Ricardo Orozco, Maintenance Worker
- Alejandra Santos, Part-time Engineering Services Assistant
- Jessica Hatch, Part-time Special Projects HR
- Jennifer Serna, Executive Assistant

Achievements:

- Joey Shore earned his Lab Analyst I certificate from the State Water Resources Control Board. He also received his Certificate in Water Technology from Palomar College.
- Emanuel Olivas received his Wastewater Treatment Operator-in-Training certification from State Water Resources Control Board.
- Jason Hubbard completed the year-long Leadership Essentials training with ACWA/JPIA.

Chris Palmer, CSDA Senior Public Affairs Field Coordinator, presented the District with the CSDA “District of Distinction – Silver Level” recertification for June 2024 through June 2027, an honor achieved by less than 5% of California Special Districts.

CONSENT CALENDAR

24-11-03 MOTION WAS MADE by Director Elitharp, seconded by Vice President Pennock, and carried unanimously, to approve the Consent Calendar as presented.

1.1 Approval of Minutes

- A. Regular Board Meeting – October 16, 2024
- B. Finance Committee Meeting – October 30, 2024

1.2 Warrant List through October 2, 2024 - \$5,296,515.27

ACTION ITEMS

2.1 FLUORIDE IN DRINKING WATER PRESENTATION AND DISCUSSION

Operations & Maintenance Manager Pedrazzi presented the Board with a PowerPoint presentation. Topics covered included History of Drinking Water Fluoridation, California Fluoride Regulations, Federal Fluoride Regulations,

Arguments Against Fluoridation, and Recent Federal Court Ruling. General discussion took place. Director Groset requested a future agenda item, Director Hernandez second, to discuss writing a letter to the San Diego County Water Authority in opposition to fluoride in drinking water. This item will be placed on a future Board agenda.

2.2 AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR THE 2025 URBAN WATER MANAGEMENT PLAN

District Engineer Hubbard and Development Services Senior Engineer Lopez presented the Board with a Staff Report detailing the background and fiscal impact of the required Urban Water Management Plan Report. Urban Water Management Plans (UWMP) support the District's long-term resource planning to ensure adequate water supply availability to meet existing and future water needs. UWMPs are prepared every five (5) years by urban water suppliers in accordance with the California Urban Water Management Planning Act. The District's 2025 UWMP is due to the California Department of Water Resources (DWR) by July 1, 2026.

24-11-04 MOTION WAS MADE by Director Hernandez, seconded by Director Elitharp, motion passed 4-1 with Director Boyd-Hodgson abstaining, to authorize the General Manager to execute a Professional Services Agreement with Rincon in the time and materials not to exceed fee of \$91,600 for planning, production, and reporting of the District's 2025 UWMP.

REPORTS

GENERAL MANAGER

General Manager Gumpel reported the following:

- This year's Water Academy went very well. He thanked the Staff for all of their hard work to make this highly anticipated annual event so successful.
- There are several large items that will be on the next meeting agenda.
- Announced that District Engineer Hubbard has been promoted to Assistant General Manager. This will officially go into effect on November 8, 2024, but there will be a transition period until his replacement is hired and trained.

DISTRICT LEGAL COUNSEL

Legal Counsel Gilpin provided an update on Levine Act requirements taking effect January 1, 2025, He also reminded Directors about the BBK Hosted dinner on December 4, 2024, during the ACWA Conference, and encouraged them to attend.

SAN DIEGO COUNTY WATER AUTHORITY

Director Elitharp provided an update on the October 24, 2024 SDCWA meeting.

ENCINA WASTEWATER AUTHORITY

Director Hernandez provided an update on the previous week's EWA meeting.

STANDING COMMITTEES

Director Elitharp reported on the Finance Committee Meeting on October 30, 2024. Items discussed included Annual Audit Results, Investment Update, and Water Rates.

President Boyd-Hodgson reported on the Public Awareness/Personnel/Public Policy Committee Meeting on November 4, 2024. Items discussed included the joint letter with the San Marcos Fire Department, the Water Academy, and Palomar Mountain Intern.

DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

None.

OTHER BUSINESS

None.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

Director Groset requested a future agenda item to discuss writing a letter in opposition to fluoride in drinking water. Director Hernandez seconded the request. This item will be placed on a future Board agenda.

ADJOURNMENT

There being no further business to discuss, President Boyd-Hodgson adjourned the Regular Meeting of the Board of Directors at the hour of 5:58 p.m.

Tiffany Boyd-Hodgson, President
Board of Directors
Vallecitos Water District
ATTEST:

James Gumpel, Secretary
Board of Directors
Vallecitos Water District

VALLECITOS WATER DISTRICT
WARRANTS LIST
November 20, 2024

11/13/2024 15:45

PAYEE	DESCRIPTION	CHECK#	AMOUNT
Garnishment	Payroll Garnishments	130452 through	130453 -
Void	VOID		130454 -
Garnishment	Payroll Garnishments	130455 through	130456 -
ACWA	2025 Membership Dues		130457 30,540.00
ACWA/Joint Powers Insurance	Medical Insurance - Dec		130458 244,984.49
Adam Schaefer	Closed Account Refund		130459 19.89
ADV Reline Service, Inc	Las Posas Waterline Rehabilitation Prj 20181-4		130460 279,075.80
Advanced Imaging Solutions, Inc.	Copier Lease - Oct		130461 3,464.07
Airgas USA LLC	Cylinder Rentals - 8		130462 1,318.38
All Purpose Safety Training Solutions	Crane Training - 30 Employees - Nov		130463 8,385.00
Aerotek	Temp Svcs - Lead Line Locator & Meter Dept - Oct		130464 7,917.45
American Backflow Specialties, Inc.	Backflow Testing Kit & Accessories - Meter Dept		130465 1,271.47
Arash Aminsaremi & Yasmin Yaktaei	Deposit Refund Prj 20241-735		130466 2,173.47
Backflow Solutions, Inc.	Backflow Testing - Qty 450 - Oct		130467 7,177.50
Best Best & Krieger	Legal Svcs - Sept		130468 18,265.12
CCI	Water Treatment - Sept & Oct		130469 440.00
Chase Coats	Closed Account Refund		130470 8.55
Chris Deering	Reimbursement - Prescription Safety Glasses		130471 275.00
Christian Wheeler Engineering	Las Posas Waterline Rehabilitation Prj 20181-4		130472 4,785.00
Consolidated Water Technologies, Inc.	Trioxyn		130473 69,480.54
Core Logic Information Solutions Inc	Real Quest Engineering Map Svcs - Oct		130474 100.00
County of San Diego	Facility Permit Fees - HQ		130475 3,134.00
DirecTV	Satellite Svcs -MRF & HQ - Nov		130476 225.98
Eagle Paving LLC	Closed Account Refund		130477 191.38
EDCO Waste & Recycling Serv	Trash Svc - MRF & HQ -Oct		130478 1,349.20
EJ USA Inc.	Manhole Covers - 4		130479 6,250.00
Electrical Sales Inc	Breaker - Montiel Motor #2		130480 766.07
Elissia Saavedra	Harris Conference 10-6-24		130481 180.40
Ferguson Enterprises, Inc	Wax Tape, Valve Restraints - 6, Couplings - 6		130482 2,334.94
G & R Auto & Truck Repair	Emission Testing - 6 Vehicles		130483 300.00
Gerald & Carol Joyce	Closed Account Refund		130484 930.49
Gregory George	Closed Account Refund		130485 89.15
Griswold Industries	Flow Control Facility - 16" Cla-Val Control Valve Prj 20241-23		130486 52,366.50
Hach Company	Sensor Cap Replacements - MRF - 3, & Water Quality Supplies - Water Ops Dept		130487 1,891.60
Hallmark Communities	Deposit Refund Prj 20231-732		130488 2,664.08
Harper & Associates Engineering	Engineering Svcs Coronado Hills Tank Prj 20211-5		130489 23,220.00
Isolved Benefit Solutions	Cobra Admin Fees - Oct		130490 44.40
Infosend Inc	Door Hangers, Processing, Postage, & Printing - Oct		130491 5,449.21
Irwin Painting & Finishing	Office Painting - Risk & Safety Office		130492 1,000.00
Ambius	Plant Maintenance - Nov		130493 359.00
Jack Henry & Associates	Remit Plus - Support Fee - Sept		130494 126.46
Jeffrey Colwell	Video Production Svcs - Oct Prj 20251-35		130495 463.75
Jennifer Kemp	Closed Account Refund		130496 39.61
Jie Zhao	Closed Account Refund		130497 81.18
Joy Calfee S	Closed Account Refund		130498 150.00
Jun Wang	Closed Account Refund		130499 107.77
KB Home California Inc	Closed Account Refund		130500 7,863.34
KB Home Coastal	Deposit Refund Prj 20211-693		130501 4,518.61
Knight Security & Fire Systems	Monitoring, Patrol, & Answering Svcs MRF & HQ - Nov		130502 823.35
Lloyd Pest Control	Pest Control Svcs - Oct		130503 1,020.00
Makelele Systems Landscape & Maintenance	Landscaping Svcs - MRF & HQ - Oct & Nov		130504 8,064.00
Matthew & Cecilia Strikwerda	Deposit Refund Prj 20221-722		130505 4,226.52
MBN Group Architects	Construction Support - Maintenance Svcs Offices Prj 20221-9		130506 4,480.00
Michael Baker International	Montiel Force Main Construction Support Prj 20241-2		130507 1,945.00
Nacho's Taco Shop	Lunch For Water Academy Tour Prj 20251-34		130508 2,119.50
National Community Renaissance	Deposit Refund Prj 20241-717		130509 4,544.74
National Safety Compliance, Inc	DOT Drug & Alcohol Testing		130510 1,115.27
San Marcos Deli & Catering	Pastries - Water Academy Tour Prj 20251-34		130511 247.35
Enterprise Automation	SCADA Remote Site Upgrade - Oct Prj 20251-2, & SCADA Sod. Hypochlorite Conv Prj 20171-2		130512 87,811.98
PICA Pipeline & Condition Analysis	San Elijo DIP Condition Assessment Prj 20201-10		130513 134,000.00
Pitney Bowes	Postage Meter Refill - Oct		130514 2,121.30
Global Safety Network	Background Check Svcs - Aug - Sept		130515 335.25
Adamson Police Products	Mini Lightbar Beacons & Traffic Sticks For New Trucks - 4 Veh 322 & 324		130516 1,231.33
Recon Environmental	Failsafe Pipeline Rehabilitation Prj 20211-3		130517 3,341.75
Richard Arballo	Reimbursement - SWRCB Cert Renewal		130518 105.00
Rick Post Welding	Main Break Welding Svcs - 8" Water Line		130519 787.50
Rusty Wallis Inc	Water Softening Svc - Mahr - Nov & Soft Water Tank Svc - Oct		130520 2,400.00
San Diego Backflow Testing, Inc.	Deposit Refund Prj 20231-692		130521 1,250.30
San Diego Gas & Electric	Power - Sept & Oct		130522 64,827.99

VALLECITOS WATER DISTRICT
WARRANTS LIST
November 20, 2024

11/13/2024 15:45

PAYEE	DESCRIPTION	CHECK#	AMOUNT
Scott Mummert	Closed Account Refund	130523	23.74
Shelley Deangelis	Closed Account Refund	130524	76.83
Sid Morel	Fire Flow Fee Refund Prj 2009-17	130525	190.00
Smart Sights Technologies, LLC	SCADA Win-911 Subscription License Contract 24-27 Prj 20201-4	130526	9,000.00
Standard Insurance Company	LIFE, LTD, & ADD Insurance - Nov	130527	6,762.94
Staples Advantage	Office Supplies - Oct	130528	2,271.30
Stericycle, Inc.	Shredding Svcs - Oct	130529	435.42
Susan Pierce	Closed Account Refund	130530	39.61
Tank Specialists of California	Fuel Island Inspection Svcs - Sept	130531	240.00
Signarama	Vinyl Banner Signs - School Career Fairs Prj 20251-36	130532	784.94
U.S. Bank	2015 Refunding Revenue Bonds & Certificate of Participation Payment Funds 24-25	130533	5,420.00
Uline Inc	Magnetic Glass White Boards - 3 - Maintenance Svcs Prj 20221-9, Shower/Eyewash Stations - 3	130534	4,373.98
Univar USA Inc	Sodium Hypo Liquechlor & Caustic Soda	130535	21,898.31
Universal Manufacturing Corp	SCADA Communication Towers & Tower Bases - Prj 20201-22	130536	3,410.00
Allied Universal	Weekly Deposit Svcs - Customer Svc - Sept	130537	139.86
Verizon Wireless	Cell Phone & Ipad Svc - Oct, New Equipment Prj 20251-3	130538	12,513.12
Vu Ngo	Closed Account Refund	130539	113.98
Wendy Sullivan	Closed Account Refund	130540	52.73
T.S. Industrial Supply	Brass Hose Adapter Swivels - 5, Fire Hoses For Water Quality Flushing - 12, Wrenches - 4	130541	3,605.51
Yongbin & Sunghee Im	Closed Account Refund	130542	81.13
AIS Specialty Products	Printing Svcs Lease - July - Oct	130543	1,523.53
ASAP Drain Guys & Plumbing	Public Bathroom Water Isolation Valve Replacement - Bldg A	130544	1,025.00
AT & T	Phone Svc - Oct	130545	5,350.99
Blue Ribbon Technologies	Employee Records Management Svcs - Nov	130546	499.00
Bonsall Petroleum Constr Inc	Troubleshooting Svcs - Fuel Pump	130547	211.51
Branding 365	Giveaway Items - Tumblers & Bandanas - 200 Prj 20251-34	130548	1,498.00
California Special Dist Assn.	Membership Fees - 2025	130549	9,785.00
Cintas Corporation No. 2	Eyewash Station Servicing - Oct	130550	320.01
Airwave Mechanical	Exhaust Fan Replacement - Women's Locker Room - MRF	130551	2,212.00
Conсор North America, Inc.	Sodium Hypochlorite Conversion Prj 20171-2	130552	15,264.75
Craneworks Southwest, Inc	Repairs - Veh 269 - Winch Cable & Wiring	130553	2,830.16
DLT Solutions LLC	Auto Cad Annual Subscription 24-25	130554	4,498.94
Doug's Filter Service	Wiping Rags	130555	301.70
Flag Mart	U.S. Flags - 5	130556	239.74
GEI Consultants	Land Outfall Replacement Program Prj 20211-2	130557	19,081.54
GMC Electrical, Inc.	Cathodic System Installation Richland Tank 1 Prj 20221-55	130558	1,645.27
Grainger Inc	Motion Sensor Bathroom Faucets - 4, Pipe Cutters, Canvas Bucket Bags & Supplies	130559	5,293.26
Hubbell Lenoir City, Inc.	Meter Boxes & Lids - 37	130560	8,024.64
Inland Kenworth	Brake Drums & Steering Bushings - Vactor 240	130561	1,439.61
John Dawson	Closed Account Refund	130562	689.03
Jorge Aceves	Reimbursement - CWEA Collections Cert	130563	239.00
KB Home Coastal	Closed Account Refund	130564	75.96
Jan-Pro of San Diego	Janitorial Svcs - MRF & HQ - Oct	130565	5,342.00
Ken Grody Ford	Cut & Program 7 Vehicle Keys Prj 20251-22 & 20251-25	130566	3,295.88
Kevin Crawford	November Retainer Fee	130567	3,000.00
Kleinfelder, Inc.	MRF Chlorine Tank Expansion Prj 20161-2	130568	17,713.96
MBN Group Architects	ADA Restroom Compliance Svcs Prj 20201-21	130569	14,046.80
Motion Industries Inc	Gas Shocks - 2 For Hat Lid - MRF Tank #1	130570	666.58
North County Auto Parts	Fleet Supplies - Oct	130571	1,921.67
NV5	Sanitary System Management Plan Svcs - Sept	130572	9,690.00
Ostari Inc	DUO Software Subscription - Nov	130573	71.00
Pacific Pipeline Supply	2" Polymer Pipe Tubing - 200 Ft. - Service Repair - Mission Hills HS & Pipe Supplies	130574	4,897.81
Paradigm Mechanical Corp	Troubleshooting - HVAC Hot Water Boiler - HQ	130575	707.96
Parkhouse Tire Inc	Fleet Tires - 6	130576	1,766.32
PSI Water Technologies	Salt Dust Bags - TORF Chlorine Generation	130577	649.10
Ramco	Concrete Recycling	130578	155.00
Richard W. Gittings	Hillside Development Svcs - Oct	130579	1,400.00
Rusty Wallis Inc	Carbon Tank Rental Svc - MRF - Nov	130580	240.00
Safety-Kleen Systems, Inc.	Parts Washer Rental	130581	532.86
Savant Solutions, Inc.	Palo Alto Firewall Annual Support & Maintenance 24-25	130582	47,304.00
Schmidt Fire Protection Co Inc	Fire System Repairs - HQ, Semi-Annual Maintenance Inspection of Aerosol Systems	130583	5,189.00
Syntech Systems, Inc.	Annual Support - Fuel Management System 24-25	130584	2,650.00
Traffic Safety Solutions LLC	Traffic Control Svcs - Multi-Lane Closure - SM Blvd & RSF Rd	130585	2,100.00
Traffic Supply Inc	Reflective Traffic Control Signs - 6 & Orange Cones w/Reflective Collars - 88	130586	2,500.20
Misco Water	Start Up Svcs - 2 Primary Pump Units - Prj 20231-24	130587	1,500.00
Underground Service Alert	State of CA Regulatory Fees & Underground Dig Alert Svcs - Oct	130588	831.21
Unifirst Corporation	Uniform Delivery	130589	1,511.62
Urban Water Institute	Membership Dues - 2025	130590	3,000.00
RDO Equipment Co.	Fleet Supplies - Veh 255	130591	75.51

VALLECITOS WATER DISTRICT
WARRANTS LIST
November 20, 2024

11/13/2024 15:45

PAYEE	DESCRIPTION	CHECK#	AMOUNT
Waxie Sanitary Supply	Janitorial Supplies	130592	508.63
Total Disbursements (136 Checks)			<u>1,409,326.13</u>
 WIRES			
San Diego County Water Authority	October Water Bill	Wire	2,958,844.63
Home Depot	Home Depot Payment-Statement Date 10/30/24	Wire	895.04
Public Employees Retirement System	Retirement Contribution - October 29, 2024 Payroll	Wire	90,389.96
Public Employees Retirement System	Retirement Contribution - November 12, 2024 Payroll	Wire	91,989.10
Total Wires			<u>3,142,118.73</u>
 PAYROLL			
Total Direct Deposits			Wire 285,762.27
Payroll & Garnishments	Payroll Garnishments	130452	1,229.52
VWD Employee Association	Payroll Garnishments	130453	516.00
IRS	Federal Payroll Tax Deposits	Wire	110,187.84
Employment Development Department	California Payroll Tax Deposits	Wire	25,559.31
Empower 457	Deferred Compensation Withheld	Wire	33,110.12
Total October 29, 2024 Payroll Disbursements			<u>456,365.06</u>
 Total direct deposits			
Total direct deposits			Wire 291,859.62
Payroll & Garnishments	Payroll Garnishments	130455	1,229.52
VWD Employee Association	Payroll Garnishments	130456	526.00
IRS	Federal payroll tax deposits	Wire	112,347.85
Employment Development Department	California payroll tax deposit	Wire	25,814.49
Empower 457	Deferred compensation withheld	Wire	34,538.88
Total November 12, 2024 Payroll Disbursements			<u>466,316.36</u>
Total Payroll Disbursements			<u>922,681.42</u>
TOTAL DISBURSEMENTS			<u><u>5,474,126.28</u></u>

**VALLECITOS WATER DISTRICT
DISBURSEMENTS SUMMARY
October 31, 2024**

11/6/2024 17:39

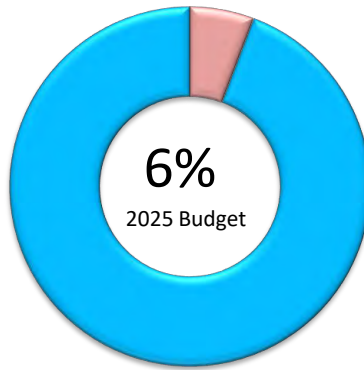
M:\Finance\Accounting\Common\1 Accounts Payable\[Warrant List.xlsx]Charts 10-31-24

Summary

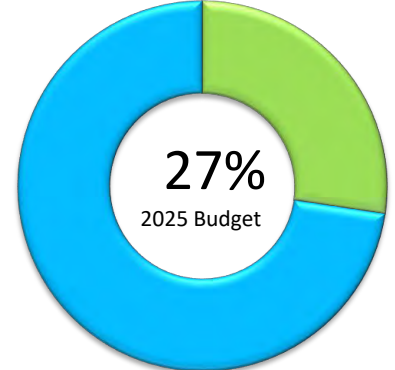
October Disbursements	\$	6,613,863 *
YTD Disbursements	\$	31,381,929 *
FY2025 Budget	\$	114,634,000

* Excludes Debt Service

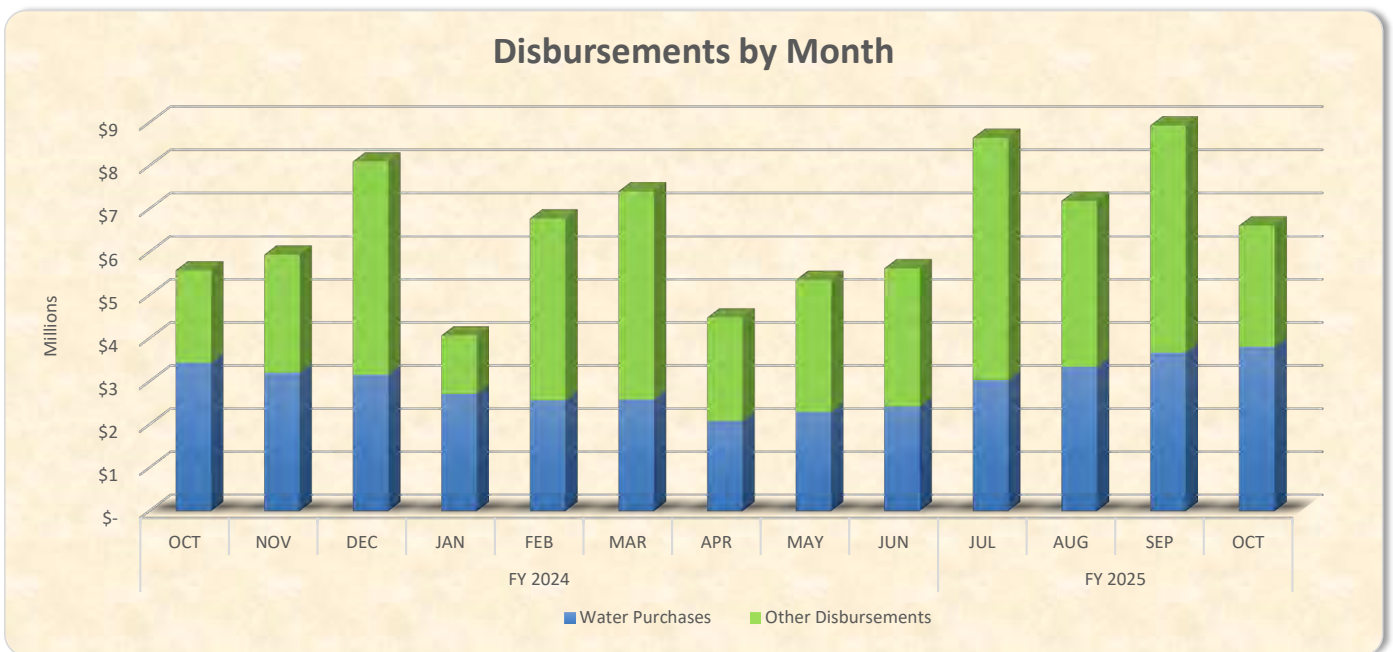
OCTOBER



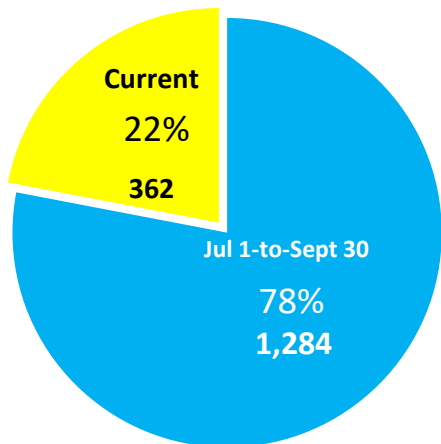
FYTD



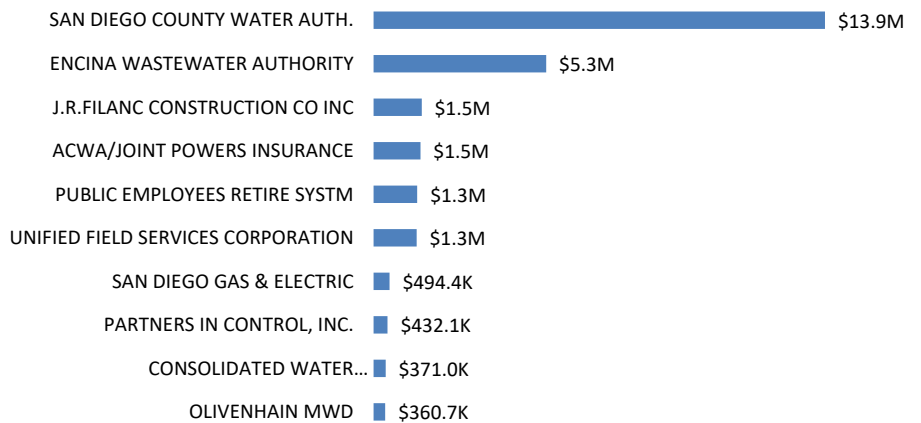
Disbursements by Month



Invoices Processed



Top 10 Vendors - FYTD



DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: MONTHLY FINANCIAL REPORTS

BACKGROUND:

The Monthly Revenue and Expense Reports and the Reserve Report for the four months ended October 31, 2024 are presented.

DISCUSSION:

The Monthly Revenue and Expense reports summarize revenues by service type and expenses by department over the 4-month period. Comparisons to prior year actual and current year budget amounts are also presented. Each statement contains footnotes regarding significant variances exceeding predetermined dollar and percentage amounts. Any excess of revenues over expenses are transferred to reserves and any excess of expenses above revenues are paid for out of reserves. It's important to note that amounts shown in the in the Revenue and Expense reports are unaudited and do not reflect actual transfers to/from reserves. Actual transfers will be posted upon completion of the fiscal year-end audit.

The Monthly Reserve Report presents the balances in each of the District's reserve funds. The report summarizes all sources and uses of reserves. Sources consist of operating transfers, capital facility fees, property taxes, dissolved RDA distributions, investment earnings and annexation fees. Uses are distributions for capital projects, debt service, PERS UAL Additional Discretionary Payments (ADP), and interest expense. Unaudited amounts for operating transfers are reflected in the reserve report using the most recent information available at the time of reporting. Actual transfers will be posted upon completion of the audit in November of the following fiscal year which may result in adjustments to the beginning reserve balances.

RECOMMENDATION:

For information only.

VALLECITOS WATER DISTRICT
INVESTMENT REPORT FOR OCTOBER 2024

Attached is a detailed list of investments for all District funds that are not needed to meet current obligations. In accordance with Government Code Section 53646, the information is presented to the Board on a monthly basis and includes a breakdown by fund, financial institution, settlement and maturity date, yield, and investment amount. In addition, the report indicates the various percentages of investments in each type of institution.

The process and the presentation of the information to the Board are in compliance with requirements outlined in the District Investment Policy adopted on an annual basis. In addition to the investment portfolio, there are sufficient funds in the Operating Account to meet District obligations for the next 30 days. Maturity dates on investments are structured to meet the future financial obligations of the District (i.e., bond payments and construction projections). In that regard, the District will be able to meet expenditure requirements for the next six months without a need to liquidate an investment earlier than scheduled maturity dates.

Investment activity for the month of October follows:

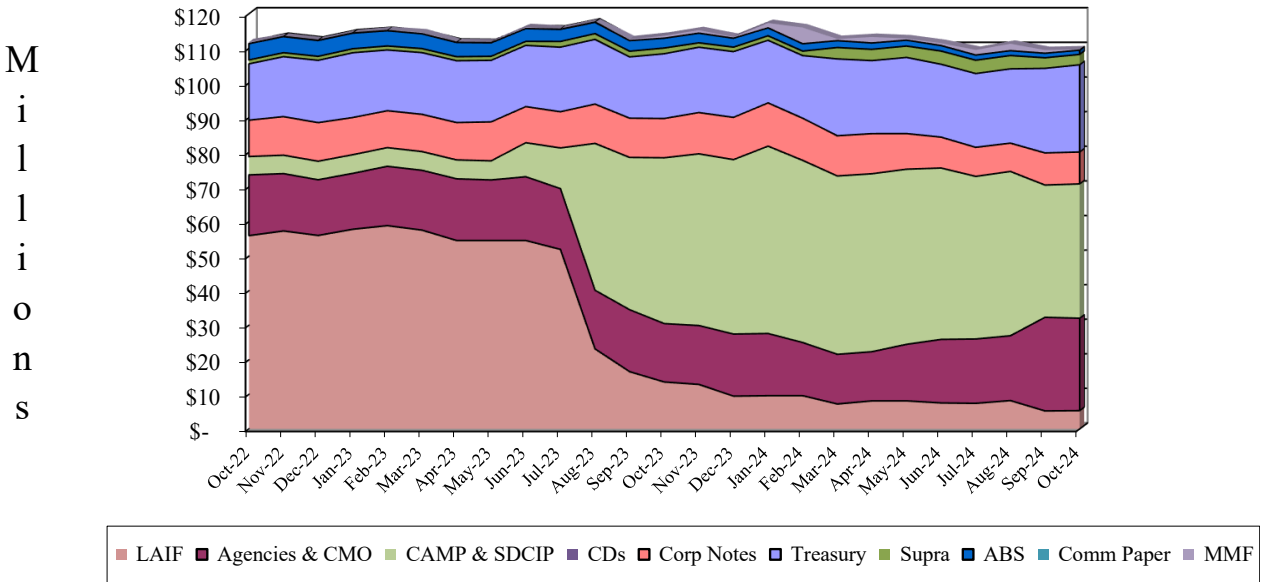
<u>Date</u>	<u>Activity</u>	<u>Investment</u>	<u>Amount</u>	<u>Maturity</u>	<u>Yield</u>
10/03/24	Deposit	CAMP	400,000	Open	5.03%
10/04/24	Deposit	CAMP	300,000	Open	5.03%
10/08/24	Deposit	CAMP	600,000	Open	5.03%
10/10/24	Withdrawal	CAMP	(3,100,000)	Open	5.03%
10/15/24	Interest	LAIF	89,464	Open	4.52%
10/16/24	Deposit	CAMP	300,000	Open	5.03%
10/18/24	Deposit	CAMP	900,000	Open	5.03%
10/22/24	Deposit	CAMP	400,000	Open	5.03%
10/29/24	Deposit	CAMP	600,000	Open	5.03%
10/31/24	Interest	CAMP	157,747	Open	5.03%
10/31/24	Purchase	US Treasury Note	1,927,969	06/30/29	4.11%
10/31/24	Matured	US Treasury Note	(1,000,000)	10/31/24	1.50%
10/15-10/25	Paid Down	Various	(88,811)	Various	Various
Change in investments during the month			<u>\$ 1,486,369</u>		

Weighted average annual yield for total Vallecitos investments	<u>Current</u> 4.280%
Weighted average days to maturity	515

The State Treasurer's Office provides fair market values of LAIF quarterly on their web site. The most recent valuation, which is used on this report, is as of September 30, 2024. The San Diego County Treasurer provides the fair values for the County investment pool. The most recent values and returns, which are used for this report, are for September 30, 2024. Fair values for federal agency obligations and corporate notes are provided by US Bank trust account reporting.

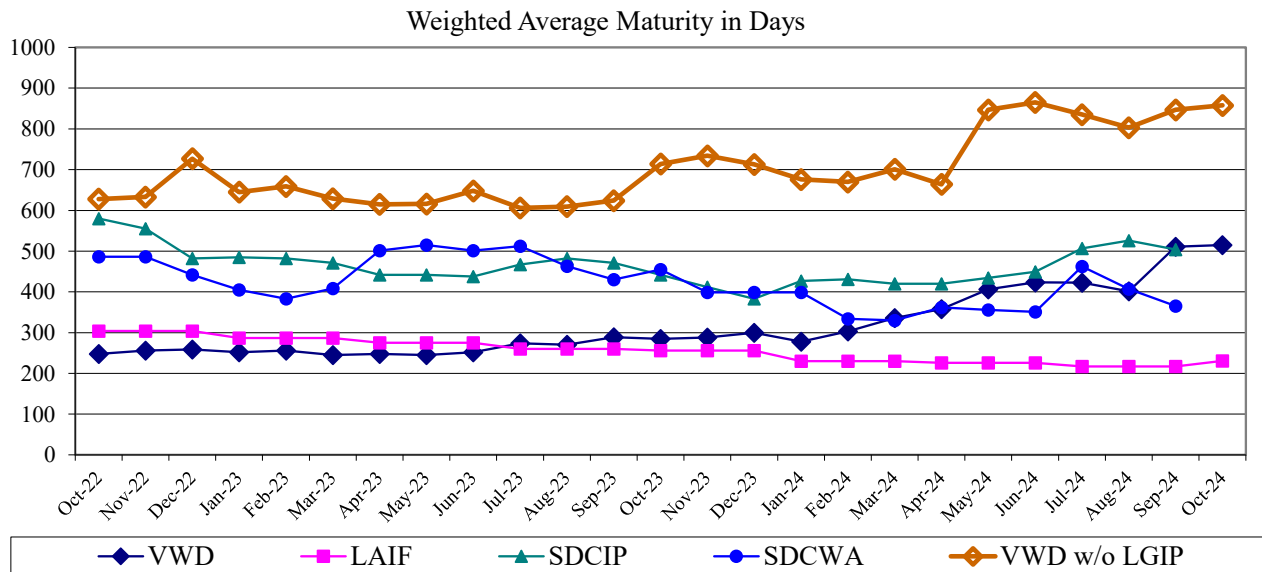
Safety

Criteria for selecting investments and the absolute order of priority are safety, liquidity and yield. To meet the objective of safety and avert credit risk, the District acquires only those investments permitted by the Board adopted investment policy and within the limits established by the policy. Credit risk is the risk that an issuer or other counter party to an investment will not fulfill its obligation. The District also limits risk by investing in a range of investments to ensure diversification as indicated in the graph below.



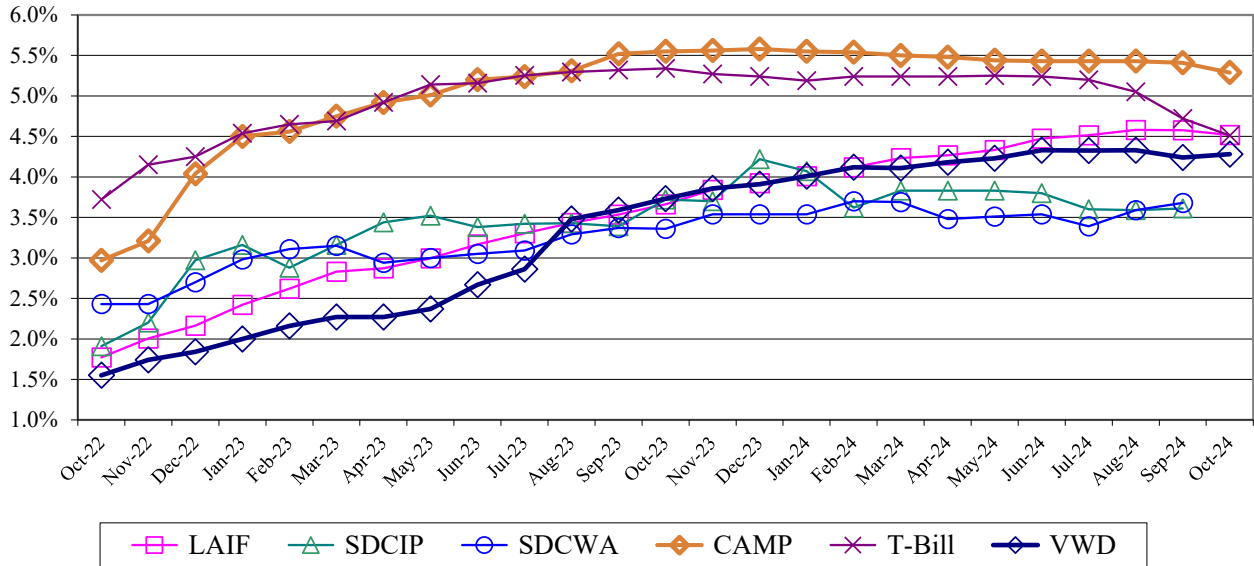
Liquidity

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The District averts interest rate risk by limiting terms of investments in accordance with the Investment Policy. Maturity in days is a measure of liquidity. The next graph compares the District’s liquidity to other managed portfolios. The District’s liquidity is graphed with and without LAIF & CAMP (LGIP). With LAIF and CAMP the District is in fact very liquid with \$43.2 million available the same or next day. But for comparative purposes LGIP are eliminated from the District’s portfolio and shown separately.



Yield

The next graph compares the District’s effective yield to LAIF, SDCIP, San Diego County Water Authority (SDCWA), CAMP, and the average 91-day Treasury bill rate.



Investment/Debt Management

On February 7, 2024 the District entered into a contract with Government Portfolio Advisors (GPA) to provide professional investment management and advisory services. GPA manages the District’s investments in accordance with the District’s policy of safety, liquidity, and yield and continues to maintain investments of varying types within limits allowed by the investment policy (100% in federal agency obligations, 100% in LAIF, 100% in other local government investment pools, 25% in FDIC-backed corporate notes, 25% in commercial paper, 20% in certificates of deposit). GPA's portfolio summary is attached.

Monthly Investment Report Vallecitos Water District

October 31, 2024

Total Aggregate Portfolio

Month End Commentary - October 2024

The month of October was a spooky one for financial markets all around with selling pressure presiding among both rate and risk markets. After several months of declines, yields surged in dramatic fashion led by the 5-year Treasury note which increased by 60 basis points to 4.16% while the 10-year note jumped by 50 basis points to finish the month at 4.28%. Stocks pulled back a touch with the S&P 500 index falling by 0.99%, hardly trimming the year-to-date return to a still impressive 19.62%.

Markets wasted no time getting things going in October with volatility rising early in the month on strong labor data leading investors to rethink just how fast and how far the Fed will continue to ease policy after they commenced their rate cutting campaign with an outsized 50 basis point rate cut in September. Adding to the mix, were uncertainties surrounding the election and how market participants would digest the hefty amount of issuance coming out of the US Treasury. The FOMC is set to meet on November 7th, just two days after the election where it is widely anticipated they will lower the benchmark rate by an additional 25 basis points to a median range target of 4.625%. Encouragingly, inflation has been continuing to decelerate while the labor market though slowing, remains healthy.

Economic data delivered some upside surprises lately, notably, consumption and labor. GDP grew by an annualized 2.8% in the Q3 advance estimate while personal consumption delivered an outsized 3.7% reading, beating expectations and jumping from 2.8% in Q2. Clearly, the consumer remains in good shape but one can only question how long it can be sustained. After the acceleration in job growth we witnessed in Q3, which ended the quarter with a now downwardly revised 223 thousand jobs in September, job growth fell well short of expectations in October adding only a meager 12 thousand workers to payrolls versus an expected 100 thousand in what was the smallest print in nearly four years. However, it should be noted that the October report came with some caveats. For one, the establishment survey which generates the nonfarm payrolls number, was highly distorted due to hurricanes Helene and Milton, rendering a significant part of the southeast without work for the month and two, the household survey which provides the unemployment rate, remained at a very low 4.1% cutting the credibility of the establishment survey. Fortunately, and without so much noise, inflation has remained on its downward trajectory allowing the Fed to keep focused on their full employment mandate. CPI registered an annualized 2.4% rate in October while the Fed favored PCE gauge ticked down to 2.1% nearly hitting their 2.0% target, and while prices excluding food and energy remain elevated, they too have been abating, albeit slowly.

With the FOMC continuing to ease monetary policy, we advise clients to manage portfolio durations neutral to long of their respective benchmarks and with the yield curve expected to steepen, maintain duration by tactically adding to the middle sectors of the duration profile. Credit spreads remain suppressed leading us to manage exposures on the lower end of the tactical band while being opportunistic when strong, creditworthy issuers come to market. For now, we have been favoring US Treasury and agency debt when it provides value and have added in highly rated commercial paper in portfolios whose policies allow.

Treasury Curve Total Returns Last 12 Months

Treasuries	Total Return
3 month bill	5.39%
1 year note	5.38%
2 year note	5.45%
3 year note	5.89%
5 year note	6.73%

Treasury Benchmark Total Returns In Month

Benchmark	Period Return	YTM	Duration (Years)
ICE BAML 90 Day Bill	0.38%	4.50%	0.24
ICE BAML 0-1 Year Treasury	0.28%	4.48%	0.49
ICE BAML 0-3 Year Treasury	-0.31%	4.28%	1.4
ICE BAML 0-5 Year Treasury	-0.78%	4.24%	2.12

Changes In The Treasury Market (Absolute Yield Levels)

Treasuries	10/31/2023	08/31/2024	09/30/2024	10/31/2024	1 Month Change	12 Month Change
3 month bill	5.46%	5.11%	4.62%	4.54%	-0.08%	-0.92%
6 month bill	5.57%	4.86%	4.40%	4.46%	0.05%	-1.11%
1 year note	5.45%	4.40%	4.00%	4.27%	0.27%	-1.18%
2 year note	5.09%	3.92%	3.64%	4.17%	0.53%	-0.92%
3 year note	4.93%	3.78%	3.55%	4.13%	0.58%	-0.79%
5 year note	4.85%	3.70%	3.56%	4.16%	0.60%	-0.70%
10 year note	4.93%	3.90%	3.78%	4.28%	0.50%	-0.65%

Compliance Report

Vallecitos Water District | Total Aggregate Portfolio



October 31, 2024

Category	Policy Limit	Actual Value*	Status
Policy Diversification Constraint			
US Treasury Obligations Maximum % of Holdings	100.000	22.891	Compliant
US Agency Obligations Issuer Concentration	30.000	11.256	Compliant
US Agency Obligations Maximum % of Holdings	100.000	22.377	Compliant
Supranationals - Issuer is IADB, IBRD, or IFC	5.000	0.000	Compliant
Supranationals Issuer Concentration	5.000	1.826	Compliant
Supranationals Maximum % of Holdings (NM only)	27.000	2.721	Compliant
Municipal Bonds Issuer Concentration	5.000	1.891	Compliant
Municipal Bonds Maximum % of Holdings	25.000	1.891	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum % of Holdings	20.000	1.118	Compliant
Corporate Notes Issuer Concentration	5.000	0.000	Compliant
Corporate Notes Maximum % of Holdings	27.000	8.353	Compliant
Corporate Notes must be Issued by US Corporation	0.000	0.000	Compliant
Commercial Paper Issued and Operating in the US	0.000	0.000	Compliant
Commercial Paper Issuer Concentration	5.000	0.000	Compliant
Commercial Paper Maximum % of Holdings	25.000	0.000	Compliant
Negotiable CDs Issuer Concentration	5.000	0.000	Compliant
Negotiable CDs Maximum % of Holdings	10.000	0.000	Compliant
Banker's Acceptance Issuer Concentration	5.000	0.000	Compliant
Banker's Acceptance Maximum % of Holdings	20.000	0.000	Compliant
Money Market Issuer Concentration	20.000	0.199	Compliant
Money Market Maximum % of Holdings	20.000	0.199	Compliant
LGIP Maximum % of Holdings	100.000	4.843	Compliant
Bank Time Deposits/Savings Accounts Issuer Concentration	100.000	0.199	Compliant
Bank Time Deposits/Savings Accounts Maximum % of Holdings	100.000	0.199	Compliant
Repurchase Agreements Issuer Concentration	10.000	0.000	Compliant
Repurchase Agreements Maximum % of Holdings	25.000	0.000	Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Compliance Report

Vallecitos Water District | Total Aggregate Portfolio



October 31, 2024

Category			
Policy Maturity Structure Constraint	Policy Limit	Actual %	Status
Maturity Constraints Under 5 years Minimum % of Total Portfolio	100.000	100.000	Compliant
Policy Maturity Constraint	Policy Limit	Actual Term	Status
US Treasury Maximum Maturity At Time of Purchase (years)	5.000	4.912	Compliant
US Agency Maximum Maturity At Time of Purchase (years)	5.000	5.000	Compliant
Supranationals Maximum Maturity At Time of Purchase (years)	5.000	4.962	Compliant
Municipals Maximum Maturity At Time of Purchase (years)	5.000	4.986	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum Maturity At Time of Purchase (years)	5.000	4.920	Compliant
Corporate Maximum Maturity At Time of Purchase (years)	5.000	4.956	Compliant
Commercial Paper Days to Final Maturity (days)	270.000	0.000	Compliant
Negotiable CDs Maximum Maturity At Time of Purchase (years)	5.000	0.000	Compliant
Banker's Acceptance Maximum Maturity At Time of Purchase (days)	180.000	0.000	Compliant
Repurchase Agreements Maximum Maturity At Time of Purchase (days)	365.000	0.000	Compliant
Policy Credit Constraint			Status
Supranationals Ratings AA-/Aa3/AA- or better (Rated by 1 NRSRO)			Compliant
Municipal Bonds Ratings Minimum A-/A3/A- (Rated by 1 NRSRO)			Compliant
Mortgages, CMOs and Asset Backed Securities Minimum Credit Rating AA/Aa3/AA (Rated by 1 NRSRO)			Compliant
Corporate Notes Ratings Minimum A-/A-/A3 (Rated by 1 NRSRO)			Compliant
Commercial Paper Ratings Minimum A1/P1/F1 (Rated by 1 NRSRO)			Compliant
Commercial Paper Minimum Long Term Rating A-/A3/A- (Rated by 1 NRSRO)			Compliant
Negotiable Certificates of Deposit Minimum Long Term Rating A-/A3/A- (Rated by 1 NRSRO)			Compliant
Banker's Acceptance Ratings Minimum A-/A3/A- (Rated by 1 NRSRO)			Compliant
Money Market Ratings Minimum AAA/Aaa/AAA (Rated by 1 NRSRO)			Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Summary Overview

Vallecitos Water District | Total Aggregate Portfolio

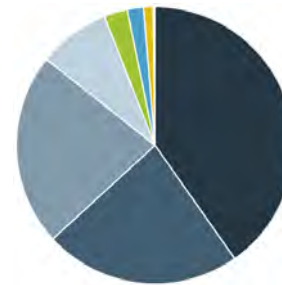


October 31, 2024

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	44,377,690.79
Investments	65,332,604.28
Book Yield	4.28%
Market Yield	4.64%
Effective Duration	1.27
Years to Maturity	1.41
Avg Credit Rating	AA+

Allocation by Asset Class



Pooled Funds	40.2%
US Treasury	22.9%
US Agency	22.5%
Corporate	8.4%
Supranational	2.7%
Municipals	1.9%
Asset Backed Securities	1.1%
Money Market Fund	0.2%
Cash	0.0%

Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
VWD-Investment Core	65,650,820.79	65,216,233.60	64,997,684.84	65,016,449.14	(199,784.46)	537,848.47	3.68%	2.13	2.12	ICE BofA 0-5 Year US Treasury Index
VWD-Liquidity	44,155,997.46	44,155,997.46	44,155,997.46	44,155,997.46	0.00	0.00	5.17%	0.01	0.09	ICE BofA US 1-Month Treasury Bill Index
Total	109,806,818.25	109,372,231.06	109,153,682.30	109,172,446.60	(199,784.46)	537,848.47	4.28%	1.27		

Portfolio Activity

Vallecitos Water District | Total Aggregate Portfolio



October 31, 2024

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Book Value	108,533,975.10	111,823,229.71
Maturities/Calls	(1,000,000.00)	(3,690,000.00)
Purchases	1,927,968.75	15,000,732.51
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(11,730.63)	(13,408,763.10)
Amortization/Accretion	10,829.32	49,895.14
Realized Gain (Loss)	0.00	0.00
Ending Book Value	109,372,231.06	109,372,231.06

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Market Value	109,030,600.08	111,188,311.71
Maturities/Calls	(1,000,000.00)	(3,690,000.00)
Purchases	1,927,968.75	15,000,732.51
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(11,730.63)	(13,408,763.10)
Amortization/Accretion	10,829.32	49,895.14
Change in Net Unrealized Gain (Loss)	(696,409.43)	435,133.55
Net Realized Gain (Loss)	0.00	0.00
Ending Market Value	109,172,446.60	109,172,446.60

Maturities/Calls	Market Value
Month to Date	(1,000,000.00)
Fiscal Year to Date	(3,690,000.00)

Purchases	Market Value
Month to Date	1,927,968.75
Fiscal Year to Date	15,000,732.51

Sales	Market Value
Month to Date	0.00
Fiscal Year to Date	0.00

Return Management-Income Detail

Vallecitos Water District | Total Aggregate Portfolio



October 31, 2024

Accrued Book Return

	Month to Date	Fiscal Year to Date (07/01/2024)
Amortization/Accretion	10,829.32	49,895.14
Interest Earned	434,636.90	1,535,476.34
Realized Gain (Loss)	0.00	0.00
Book Income	445,466.22	1,585,371.48
Average Portfolio Balance	108,677,917.74	111,503,157.18
Book Return for Period	0.41%	1.44%

Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



Fair Market Return

	Month to Date	Fiscal Year to Date (07/01/2024)
Market Value Change	(696,409.43)	435,133.55
Amortization/Accretion	10,829.32	49,895.14
Interest Earned	434,636.90	1,535,476.34
Fair Market Earned Income	(261,772.53)	1,970,609.88
Average Portfolio Balance	108,677,917.74	111,503,157.18
Fair Market Return for Period	(0.23%)	1.82%

Interest Income

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Accrued Interest	492,388.21	325,978.34
Coupons Paid	417,916.49	1,471,101.60
Purchased Accrued Interest	21,725.54	119,283.48
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	537,848.47	537,848.47
Interest Earned	434,636.90	1,535,476.34

Notation: Book and Fair Market Returns are not annualized

Security Type Distribution

Vallecitos Water District | Total Aggregate Portfolio

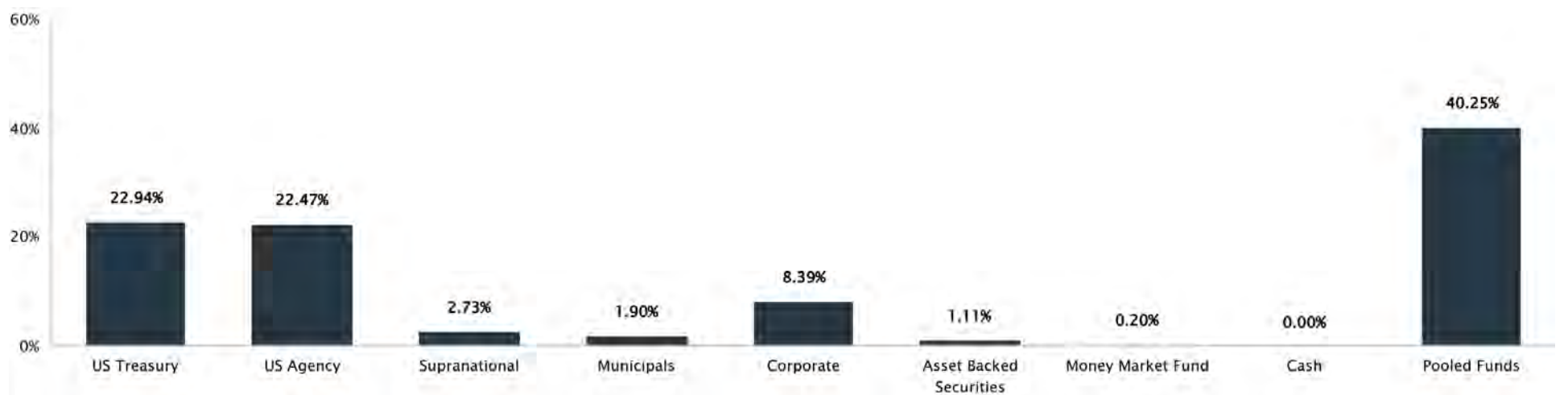


October 31, 2024

Security Type Distribution

Security Type	Par Amount	Book Yield	Market Value + Accrued	% of Market Value + Accrued
US Treasury	25,625,000.00	3.25%	25,172,885.74	22.94%
US Agency	24,433,942.12	4.00%	24,651,810.21	22.47%
Supranational	3,000,000.00	4.28%	2,998,623.89	2.73%
Municipals	2,000,000.00	3.78%	2,081,163.33	1.90%
Corporate	9,145,000.00	3.82%	9,206,130.76	8.39%
Asset Backed Securities	1,225,185.34	3.24%	1,221,990.34	1.11%
Money Market Fund	217,749.11	4.72%	217,749.11	0.20%
Cash	3,944.22	0.00%	3,944.22	0.00%
Pooled Funds	44,155,997.46	5.17%	44,155,997.46	40.25%
Total	109,806,818.25	4.28%	109,710,295.07	100.00%

Security Type Distribution



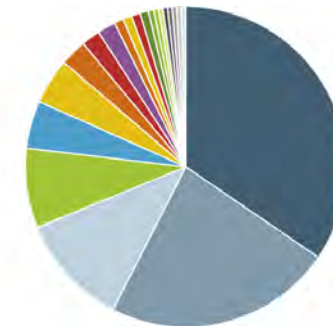
Risk Management-Credit/Issuer

Vallecitos Water District | Total Aggregate Portfolio

Credit Rating S&P/Moody's/Fitch

	Market Value + Accrued	%
S&P		
A	4,757,494.83	4.34
A+	3,276,413.44	2.99
A-	1,172,222.48	1.07
AA+	48,862,176.30	44.54
AA-	2,081,163.33	1.90
AAA	4,764,502.99	4.34
AAAm	217,749.11	0.20
NA	44,578,572.58	40.63
Moody's		
A1	4,486,252.28	4.09
A2	2,346,386.55	2.14
Aa1	514,367.75	0.47
Aa2	2,588,667.78	2.36
Aa3	1,351,619.74	1.23
Aaa	53,675,120.29	48.92
NA	44,747,880.69	40.79
Fitch		
A	1,841,476.55	1.68
A+	1,710,956.31	1.56
AA	2,595,531.08	2.37
AA+	47,858,422.21	43.62
AA-	2,927,184.94	2.67
AAA	3,202,425.41	2.92
NA	48,581,123.00	44.28
WR	993,175.56	0.91
Total	109,710,295.07	100.00

Issuer Concentration



- California Asset Management Program 34.6%
- United States 22.9%
- Federal Home Loan Banks 11.4%
- Farm Credit System 8.0%
- CALIFORNIA LAIF 4.8%
- Other 4.6%
- Federal Home Loan Mortgage Corporation 2.7%
- State of California 1.9%
- Inter-American Development Bank 1.8%
- Bank of America Corporation 0.9%
- International Bank for Reconstruction and Development 0.9%
- San Diego County Investment Pool 0.9%
- Deere & Company 0.8%
- Mastercard Incorporated 0.5%
- JPMorgan Chase & Co. 0.5%
- NextEra Energy, Inc. 0.5%
- Royal Bank of Canada 0.5%
- Northern Trust Corporation 0.5%
- Chubb Limited 0.5%
- Duke Energy Corporation 0.5%
- Target Corporation 0.5%

Risk Management-Maturity/Duration

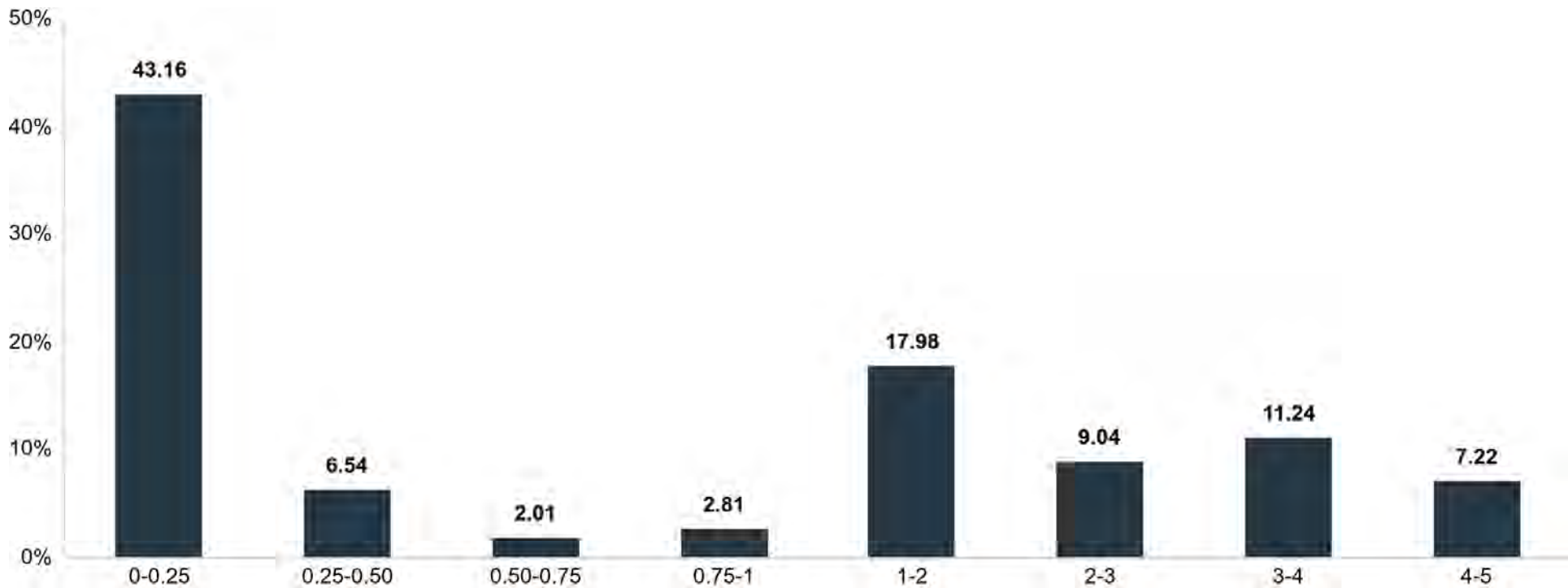
Vallecitos Water District | Total Aggregate Portfolio



October 31, 2024

1.27 Yrs	Effective Duration	1.41 Yrs	Years to Maturity	513	Days to Maturity
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Distribution by Effective Duration



Holdings by Maturity & Ratings



Vallecitos Water District | Total Aggregate Portfolio

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
CAL_LGIP	5,287,510.95	CALIFORNIA LAIF	4.575%	10/31/2024		5,287,510.95	0.00	5,287,510.95	4.58%	4.58%	4.82	0.01	0.01	NA NA NA
CAL_CAMP	37,907,486.51	California Asset Management Program	5.290%	10/31/2024		37,907,486.51	0.00	37,907,486.51	5.29%	5.29%	34.55	0.01	0.01	NA NA NA
31846V567	217,749.11	FIRST AMER:GVT OBLG Z	4.680%	10/31/2024		217,749.11	0.00	217,749.11	4.72%	4.72%	0.20	0.00	0.00	AAAm Aaa AAA
CCYUSD	3,944.22	Receivable	0.000%	10/31/2024		3,944.22	0.00	3,944.22	0.00%	0.00%	0.00	0.00	0.00	AAA Aaa AAA
SANDIEGO_POOL	961,000.00	San Diego County Investment Pool	3.590%	10/31/2024		961,000.00	0.00	961,000.00	3.59%	3.59%	0.88	0.01	0.01	NA NA NA
78015K7C2	500,000.00	ROYAL BANK OF CANADA	2.250%	11/01/2024		500,000.00	5,625.00	505,625.00	0.74%	0.00%	0.46	0.00	0.00	A A1 AA-
91282CDH1	1,000,000.00	UNITED STATES TREASURY	0.750%	11/15/2024		998,500.00	3,464.67	1,001,964.67	0.81%	4.42%	0.91	0.04	0.04	AA+ Aaa AA+
91282CDN8	500,000.00	UNITED STATES TREASURY	1.000%	12/15/2024		497,780.00	1,898.91	499,678.91	2.03%	4.61%	0.46	0.12	0.12	AA+ Aaa AA+
3133ENKS8	395,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.125%	01/06/2025		392,475.95	1,419.53	393,895.48	1.20%	4.68%	0.36	0.18	0.18	AA+ Aaa AA+
89236JT3	275,000.00	TOYOTA MOTOR CREDIT CORP	1.450%	01/13/2025		273,069.50	1,196.25	274,265.75	1.50%	4.97%	0.25	0.20	0.20	A+ A1 A+
3133ENPY0	750,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.750%	02/25/2025		742,927.50	2,406.25	745,333.75	1.76%	4.76%	0.68	0.32	0.31	AA+ Aaa AA+
912828ZC7	1,250,000.00	UNITED STATES TREASURY	1.125%	02/28/2025		1,236,075.00	2,408.49	1,238,483.49	1.59%	4.53%	1.13	0.33	0.33	AA+ Aaa AA+
57636QAN4	600,000.00	MASTERCARD INC	2.000%	03/03/2025	02/03/2025	594,750.00	1,933.33	596,683.33	1.04%	4.61%	0.54	0.34	0.33	A+ Aa3 NA
24422EWB1	215,000.00	JOHN DEERE CAPITAL CORP	2.125%	03/07/2025		213,108.00	685.31	213,793.31	2.14%	4.67%	0.19	0.35	0.34	A A1 A+

Holdings by Maturity & Ratings



Vallecitos Water District | Total Aggregate Portfolio

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
912828ZF0	1,000,000.00	UNITED STATES TREASURY	0.500%	03/31/2025		983,980.00	439.56	984,419.56	0.54%	4.43%	0.90	0.41	0.41	AA+ Aaa AA+
87612EBL9	500,000.00	TARGET CORP	2.250%	04/15/2025	03/15/2025	494,665.00	500.00	495,165.00	2.53%	4.64%	0.45	0.45	0.44	A A2 A
06406RBC0	475,000.00	BANK OF NEW YORK MELLON CORP	3.350%	04/25/2025	03/25/2025	471,950.50	265.21	472,215.71	3.35%	4.71%	0.43	0.48	0.47	A A1 AA-
912828ZL7	950,000.00	UNITED STATES TREASURY	0.375%	04/30/2025		931,161.50	9.84	931,171.34	0.66%	4.43%	0.85	0.50	0.49	AA+ Aaa AA+
02582JJT8	475,000.00	AMXCA 2022-2 A	3.390%	05/15/2025		471,622.75	715.67	472,338.42	3.40%	4.75%	0.43	0.54	0.52	AAA NA AAA
3137BKRJ1	493,574.87	FHMS K-047 A2	3.329%	05/25/2025		489,364.69	1,369.26	490,733.95	2.67%	4.68%	0.45	0.56	0.47	AA+ Aaa AAA
912828ZT0	1,000,000.00	UNITED STATES TREASURY	0.250%	05/31/2025		976,060.00	1,051.91	977,111.91	0.78%	4.46%	0.89	0.58	0.57	AA+ Aaa AA+
438516CB0	500,000.00	HONEYWELL INTERNATIONAL INC	1.350%	06/01/2025	05/01/2025	490,260.00	2,812.50	493,072.50	2.31%	4.77%	0.45	0.58	0.57	A A2 A
63743HFE7	160,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	3.450%	06/15/2025		158,750.40	2,085.33	160,835.73	3.46%	4.73%	0.15	0.62	0.60	A- A2 A
26442UAA2	500,000.00	DUKE ENERGY PROGRESS LLC	3.250%	08/15/2025	05/15/2025	495,110.00	3,430.56	498,540.56	3.21%	4.52%	0.45	0.79	0.76	A Aa3 WR
3135G05X7	500,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.375%	08/25/2025		484,105.00	343.75	484,448.75	1.06%	4.38%	0.44	0.82	0.80	AA+ Aaa AA+
3137BM7C4	485,572.30	FHMS K-051 A2	3.308%	09/25/2025		479,638.60	1,338.56	480,977.16	2.79%	4.62%	0.44	0.90	0.77	AA+ Aaa AAA
9128285C0	650,000.00	UNITED STATES TREASURY	3.000%	09/30/2025		642,258.50	1,714.29	643,972.79	2.90%	4.34%	0.59	0.91	0.89	AA+ Aaa AA+
9128285J5	975,000.00	UNITED STATES TREASURY	3.000%	10/31/2025		962,451.75	80.80	962,532.55	2.87%	4.33%	0.88	1.00	0.97	AA+ Aaa AA+

Holdings by Maturity & Ratings



Vallecitos Water District | Total Aggregate Portfolio

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
912828M56	1,000,000.00	UNITED STATES TREASURY	2.250%	11/15/2025		979,020.00	10,394.02	989,414.02	3.18%	4.33%	0.90	1.04	1.00	AA+ Aaa AA+
43815EAC8	32,892.94	HAROT 2021-3 A3	0.410%	11/18/2025		32,707.76	4.87	32,712.63	0.33%	4.69%	0.03	1.05	0.13	AAA NA AAA
3130ATUC9	1,000,000.00	FEDERAL HOME LOAN BANKS	4.500%	12/12/2025		1,002,440.00	17,375.00	1,019,815.00	4.25%	4.27%	0.93	1.11	1.06	AA+ Aaa AA+
9128285T3	1,000,000.00	UNITED STATES TREASURY	2.625%	12/31/2025		981,330.00	8,845.11	990,175.11	3.25%	4.28%	0.90	1.17	1.12	AA+ Aaa AA+
44934KAC8	7,293.59	HART 2021-B A3	0.380%	01/15/2026		7,279.57	1.23	7,280.80	0.60%	5.23%	0.01	1.21	0.04	AAA NA AAA
43815GAC3	40,710.22	HAROT 2021-4 A3	0.880%	01/21/2026		40,253.44	9.95	40,263.39	0.42%	4.73%	0.04	1.22	0.29	NA Aaa AAA
91282CJV4	2,000,000.00	UNITED STATES TREASURY	4.250%	01/31/2026		1,999,540.00	21,480.98	2,021,020.98	3.77%	4.26%	1.84	1.25	1.19	AA+ Aaa AA+
857477BR3	175,000.00	STATE STREET CORP	1.746%	02/06/2026	02/06/2025	173,335.75	721.44	174,057.19	1.75%	5.30%	0.16	1.27	0.26	A A1 AA-
47789QAC4	41,759.51	JDOT 2021-B A3	0.520%	03/16/2026		41,367.81	9.65	41,377.46	0.52%	4.42%	0.04	1.37	0.24	NA Aaa AAA
06051GKM0	500,000.00	BANK OF AMERICA CORP	3.384%	04/02/2026	04/02/2025	496,480.00	1,363.00	497,843.00	7.80%	5.08%	0.45	1.42	0.41	A- A1 AA-
89238JAC9	39,651.56	TAOT 2021-D A3	0.710%	04/15/2026		39,214.60	12.51	39,227.11	0.95%	4.84%	0.04	1.45	0.26	AAA NA AAA
00440EAV9	500,000.00	CHUBB INA HOLDINGS LLC	3.350%	05/03/2026	02/03/2026	491,345.00	8,281.94	499,626.94	5.18%	4.55%	0.46	1.50	1.25	A A2 A
3130AWFZ8	2,000,000.00	FEDERAL HOME LOAN BANKS	4.260%	06/26/2026		2,001,100.00	29,583.33	2,030,683.33	3.71%	4.22%	1.85	1.65	1.56	AA+ Aaa AA+
3133EPZY4	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	5.000%	07/30/2026		1,013,580.00	12,638.89	1,026,218.89	4.85%	4.18%	0.94	1.74	1.64	AA+ Aaa AA+

Holdings by Maturity & Ratings



Vallecitos Water District | Total Aggregate Portfolio

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
69371RS56	400,000.00	PACCAR FINANCIAL CORP	5.050%	08/10/2026		404,600.00	4,545.00	409,145.00	5.07%	4.37%	0.37	1.77	1.67	A+ A1 NA
3133EPSW6	1,045,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	08/14/2026		1,051,688.00	10,058.13	1,061,746.13	4.58%	4.12%	0.97	1.79	1.69	AA+ Aaa AA+
06428CAA2	500,000.00	BANK OF AMERICA NA	5.526%	08/18/2026	07/18/2026	508,765.00	5,602.75	514,367.75	3.96%	4.45%	0.47	1.80	1.61	A+ Aa1 AA
05602RAD3	77,809.12	BMWOT 2022-AA3	3.210%	08/25/2026		77,350.82	41.63	77,392.45	3.63%	4.52%	0.07	1.82	0.45	AAA Aaa NA
3133ERRW3	2,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875%	09/03/2026		1,989,400.00	12,486.11	2,001,886.11	3.78%	4.17%	1.82	1.84	1.75	AA+ Aaa AA+
3130AWTQ3	750,000.00	FEDERAL HOME LOAN BANKS	4.625%	09/11/2026		757,575.00	4,817.71	762,392.71	4.83%	4.05%	0.69	1.86	1.76	AA+ Aaa AA+
47787JAC2	82,973.98	JDOT 2022 A3	0.360%	09/15/2026		82,051.32	85.56	82,136.88	2.34%	4.94%	0.07	1.87	0.42	NA Aaa AAA
362554AC1	37,096.73	GMCAR 2021-4 A3	0.680%	09/16/2026		36,604.82	10.51	36,615.33	0.68%	4.42%	0.03	1.88	0.35	AAA Aaa NA
437076CV2	190,000.00	HOME DEPOT INC	4.950%	09/30/2026	08/30/2026	191,966.50	809.88	192,776.38	5.04%	4.36%	0.18	1.91	1.74	A A2 A
61690U7W4	250,000.00	MORGAN STANLEY BANK NA	5.882%	10/30/2026	09/30/2026	256,355.00	40.85	256,395.85	5.88%	4.49%	0.23	2.00	1.80	A+ Aa3 AA-
713448FW3	205,000.00	PEPSICO INC	5.125%	11/10/2026	10/10/2026	208,150.85	4,990.47	213,141.32	5.13%	4.29%	0.19	2.03	1.80	A+ A1 NA
380146AC4	40,794.42	GMCAR 2022-1 A3	1.260%	11/16/2026		40,302.85	21.42	40,324.26	1.24%	4.43%	0.04	2.04	0.38	AAA NA AAA
3130AXU63	2,500,000.00	FEDERAL HOME LOAN BANKS	4.625%	11/17/2026		2,524,800.00	52,673.61	2,577,473.61	4.58%	4.11%	2.35	2.05	1.90	AA+ Aaa AA+
91282CJP7	2,000,000.00	UNITED STATES TREASURY	4.375%	12/15/2026		2,008,820.00	33,230.87	2,042,050.87	4.50%	4.15%	1.86	2.12	1.98	AA+ Aaa AA+

Holdings by Maturity & Ratings



Vallecitos Water District | Total Aggregate Portfolio

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Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
24422EXF1	250,000.00	JOHN DEERE CAPITAL CORP	4.500%	01/08/2027		250,670.00	3,531.25	254,201.25	4.52%	4.37%	0.23	2.19	2.03	A A1 A+
3137BVZ82	500,000.00	FHMS K-063 A2	3.430%	01/25/2027		489,445.00	1,429.17	490,874.17	4.20%	4.41%	0.45	2.24	1.98	AA+ Aaa AAA
362585AC5	94,203.28	GMCAR 2022-2 A3	3.100%	02/16/2027		93,402.54	121.68	93,524.22	3.16%	4.67%	0.09	2.30	0.54	AAA Aaa NA
3130AVBC5	2,000,000.00	FEDERAL HOME LOAN BANKS	4.500%	03/12/2027		2,012,040.00	12,250.00	2,024,290.00	3.69%	4.23%	1.85	2.36	2.21	AA+ Aaa AA+
91282CEF4	1,000,000.00	UNITED STATES TREASURY	2.500%	03/31/2027		963,240.00	2,197.80	965,437.80	4.01%	4.11%	0.88	2.41	2.31	AA+ Aaa AA+
665859AW4	500,000.00	NORTHERN TRUST CORP	4.000%	05/10/2027	04/10/2027	495,410.00	9,500.00	504,910.00	4.58%	4.39%	0.46	2.52	2.30	A+ A2 A+
24422EXR5	450,000.00	JOHN DEERE CAPITAL CORP	4.900%	06/11/2027		455,211.00	8,575.00	463,786.00	5.06%	4.42%	0.42	2.61	2.39	A A1 A+
91282CEW7	700,000.00	UNITED STATES TREASURY	3.250%	06/30/2027		684,663.00	7,665.76	692,328.76	3.78%	4.12%	0.63	2.66	2.50	AA+ Aaa AA+
91282CFH9	600,000.00	UNITED STATES TREASURY	3.125%	08/31/2027		584,016.00	3,211.33	587,227.33	3.59%	4.13%	0.54	2.83	2.66	AA+ Aaa AA+
3137FBU79	994,794.95	FHMS K-069 A2	3.187%	09/25/2027		959,877.65	2,642.01	962,519.66	4.34%	4.48%	0.88	2.90	2.61	AAA Aaa AA+
3133EPH81	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	10/04/2027		1,008,580.00	3,375.00	1,011,955.00	4.41%	4.18%	0.92	2.93	2.71	AA+ Aaa AA+
46647PDW3	500,000.00	JPMORGAN CHASE & CO	6.070%	10/22/2027	10/22/2026	512,785.00	758.75	513,543.75	4.18%	4.70%	0.47	2.97	1.85	A- A1 AA-
9128283F5	1,000,000.00	UNITED STATES TREASURY	2.250%	11/15/2027		946,450.00	10,394.02	956,844.02	4.27%	4.14%	0.87	3.04	2.86	AA+ Aaa AA+
3130ATUS4	1,000,000.00	FEDERAL HOME LOAN BANKS	4.250%	12/10/2027		1,002,890.00	16,645.83	1,019,535.83	4.26%	4.15%	0.93	3.11	2.84	AA+ Aaa AA+

Holdings by Maturity & Ratings



Vallecitos Water District | Total Aggregate Portfolio

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Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
3137FETN0	520,000.00	FHMS K-073 A2	3.350%	01/25/2028		502,236.80	1,451.67	503,688.47	4.23%	4.49%	0.46	3.24	2.89	AA+ Aaa AAA
91282CBP5	2,000,000.00	UNITED STATES TREASURY	1.125%	02/29/2028		1,813,120.00	3,853.59	1,816,973.59	3.51%	4.16%	1.66	3.33	3.20	AA+ Aaa AA+
3133EPGW9	500,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875%	04/25/2028		494,855.00	322.92	495,177.92	3.77%	4.20%	0.45	3.48	3.22	AA+ Aaa AA+
74456QBU9	500,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO	3.700%	05/01/2028	02/01/2028	485,385.00	9,250.00	494,635.00	4.79%	4.61%	0.45	3.50	3.14	A A1 WR
341081GN1	500,000.00	FLORIDA POWER & LIGHT CO	4.400%	05/15/2028	03/15/2028	497,360.00	10,144.44	507,504.44	4.73%	4.56%	0.46	3.54	3.11	A+ Aa2 AA-
3130AVVX7	1,000,000.00	FEDERAL HOME LOAN BANKS	3.750%	06/09/2028		986,870.00	14,791.67	1,001,661.67	4.00%	4.14%	0.91	3.61	3.29	AA+ Aaa AA+
3130AWC24	1,000,000.00	FEDERAL HOME LOAN BANKS	4.000%	06/09/2028		993,380.00	15,777.78	1,009,157.78	4.49%	4.20%	0.92	3.61	3.27	AA+ Aaa AA+
438123AC5	175,000.00	HAROT 2023-4 A3	5.670%	06/21/2028		177,950.50	275.63	178,226.13	5.74%	4.66%	0.16	3.64	1.57	NA Aaa AAA
459058KT9	1,000,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	3.500%	07/12/2028		976,990.00	10,597.22	987,587.22	4.41%	4.18%	0.90	3.70	3.39	AAA Aaa NA
91282CHX2	1,000,000.00	UNITED STATES TREASURY	4.375%	08/31/2028		1,007,310.00	7,493.09	1,014,803.09	4.65%	4.17%	0.92	3.84	3.47	AA+ Aaa AA+
3130AWTR1	1,000,000.00	FEDERAL HOME LOAN BANKS	4.375%	09/08/2028		1,007,040.00	6,440.97	1,013,480.97	4.49%	4.17%	0.92	3.86	3.49	AA+ Aaa AA+
91282CJN2	2,000,000.00	UNITED STATES TREASURY	4.375%	11/30/2028		2,015,400.00	36,816.94	2,052,216.94	4.12%	4.17%	1.87	4.08	3.64	AA+ Aaa AA+
36268GAD7	80,000.00	GMCAR 2024-1 A3	4.850%	12/18/2028		80,409.60	161.67	80,571.27	4.91%	4.61%	0.07	4.13	1.80	NA Aaa AAA
4581X0EN4	2,000,000.00	INTER-AMERICAN DEVELOPMENT BANK	4.125%	02/15/2029		1,993,620.00	17,416.67	2,011,036.67	4.21%	4.21%	1.83	4.29	3.86	AAA Aaa NA

Holdings by Maturity & Ratings

Vallecitos Water District | Total Aggregate Portfolio



October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
91282CEE7	2,000,000.00	UNITED STATES TREASURY	2.375%	03/31/2029		1,856,560.00	4,175.82	1,860,735.82	4.38%	4.17%	1.70	4.41	4.11	AA+ Aaa AA+
3133ERDH1	2,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.750%	04/30/2029		2,043,600.00	263.89	2,043,863.89	4.55%	4.21%	1.86	4.50	4.02	AA+ Aaa AA+
91282CEV9	2,000,000.00	UNITED STATES TREASURY	3.250%	06/30/2029		1,922,420.00	21,902.17	1,944,322.17	4.11%	4.17%	1.77	4.66	4.22	AA+ Aaa AA+
13063EBP0	2,000,000.00	CALIFORNIA ST	5.125%	09/01/2029		2,064,080.00	17,083.33	2,081,163.33	3.78%	4.38%	1.90	4.84	4.23	AA- Aa2 AA
Total	109,806,818.25		4.141%			109,172,446.60	537,848.47	109,710,295.07	4.28%	4.64%	100.00	1.41	1.27	

Summary Overview

Vallecitos Water District | Investment Core

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	221,693.33
Investments	65,332,604.28
Book Yield	3.68%
Market Yield	4.28%
Effective Duration	2.13
Years to Maturity	2.35
Avg Credit Rating	AA+

Allocation by Asset Class



Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
VWD-Investment Core	65,650,820.79	65,216,233.60	64,997,684.84	65,016,449.14	(199,784.46)	537,848.47	3.68%	2.13	2.12	ICE BofA 0-5 Year US Treasury Index
Total	65,650,820.79	65,216,233.60	64,997,684.84	65,016,449.14	(199,784.46)	537,848.47	3.68%	2.13	2.12	

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Book Value	65,064,189.03	54,729,692.49
Maturities/Calls	(1,000,000.00)	(3,690,000.00)
Purchases	1,927,968.75	15,000,732.51
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(697,942.02)	(471,223.34)
Amortization/Accretion	10,829.32	49,895.14
Realized Gain (Loss)	0.00	0.00
Ending Book Value	65,216,233.60	65,216,233.60

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Market Value	65,560,814.01	54,094,774.49
Maturities/Calls	(1,000,000.00)	(3,690,000.00)
Purchases	1,927,968.75	15,000,732.51
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(697,942.02)	(471,223.34)
Amortization/Accretion	10,829.32	49,895.14
Change in Net Unrealized Gain (Loss)	(696,409.43)	435,133.55
Net Realized Gain (Loss)	0.00	0.00
Ending Market Value	65,016,449.14	65,016,449.14

Maturities/Calls	Market Value
Month to Date	(1,000,000.00)
Fiscal Year to Date	(3,690,000.00)

Purchases	Market Value
Month to Date	1,927,968.75
Fiscal Year to Date	15,000,732.51

Sales	Market Value
Month to Date	0.00
Fiscal Year to Date	0.00

Return Management-Income Detail

Vallecitos Water District | Investment Core



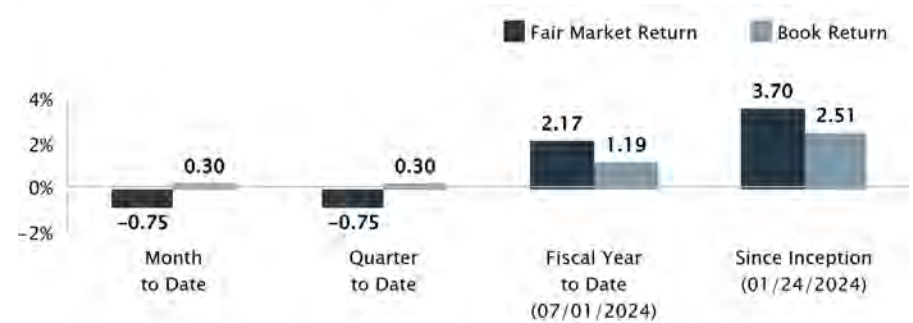
October 31, 2024

Accrued Book Return

	Month to Date	Fiscal Year to Date (07/01/2024)
Amortization/Accretion	10,829.32	49,895.14
Interest Earned	187,425.51	650,016.10
Realized Gain (Loss)	0.00	0.00
Book Income	198,254.83	699,911.24
Average Portfolio Balance	65,185,995.82	58,944,431.27
Book Return for Period	0.30%	1.19%

Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



Fair Market Return

	Month to Date	Fiscal Year to Date (07/01/2024)
Market Value Change	(707,238.75)	385,238.41
Amortization/Accretion	10,829.32	49,895.14
Interest Earned	187,425.51	650,016.10
Fair Market Earned Income	(508,983.92)	1,085,149.64
Average Portfolio Balance	65,185,995.82	58,944,431.27
Fair Market Return for Period	(0.75%)	2.17%

Interest Income

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Accrued Interest	492,388.21	325,978.34
Coupons Paid	170,705.10	585,641.36
Purchased Accrued Interest	21,725.54	119,283.48
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	537,848.47	537,848.47
Interest Earned	187,425.51	650,016.10

Notation: Book and Fair Market Returns are not annualized

Return Management-Performance

Vallecitos Water District | Investment Core



October 31, 2024

Performance Returns Net of Fees

Periodic for performance less than one year. Annualized for performance greater than one year.



Historical Returns

Period	Month to Date	Quarter to Date	Fiscal Year to Date (07/01/2024)	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception (01/24/2024)
Return (Net of Fees)	(0.758%)	(0.758%)	2.156%				3.657%
Return (Gross of Fees)	(0.754%)	(0.754%)	2.172%				3.695%
ICE BofA 0-5 Year US Treasury Index	(0.781%)	(0.781%)	2.184%				3.414%

Risk Management-Relative to Benchmark



October 31, 2024

Vallecitos Water District | Investment Core

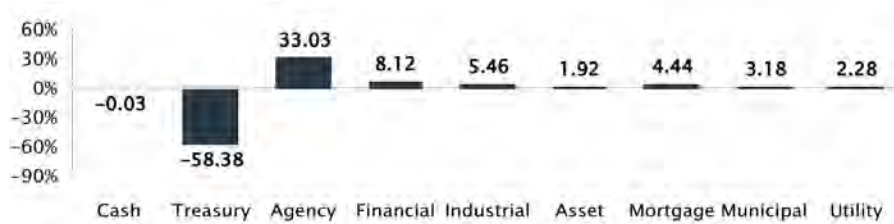
Benchmark Comparison Summary

Risk Metric	Portfolio	Benchmark	Difference
Effective Duration	2.13	2.12	0.01
Yield to Maturity	4.27	4.25	0.03
Years to Effective Maturity	2.33	2.27	0.06
Years to Final Maturity	2.35	2.27	0.09
Avg Credit Rating	AA+	AA+	---

Benchmark Comparison Summary



Benchmark vs. Portfolio Variance-Market Sector



Benchmark Comparison-Market Sector

Market Sector	Portfolio	Benchmark	Difference
Cash	0.00	0.03	(0.03)
Treasury	41.58	99.97	(58.38)
Agency	33.03	0.00	33.03
Financial	8.12	0.00	8.12
Industrial	5.46	0.00	5.46
Asset Backed	1.92	0.00	1.92
Mortgage Backed	4.44	0.00	4.44
Municipal	3.18	0.00	3.18
Utility	2.28	0.00	2.28

Risk Management-Maturity/Duration

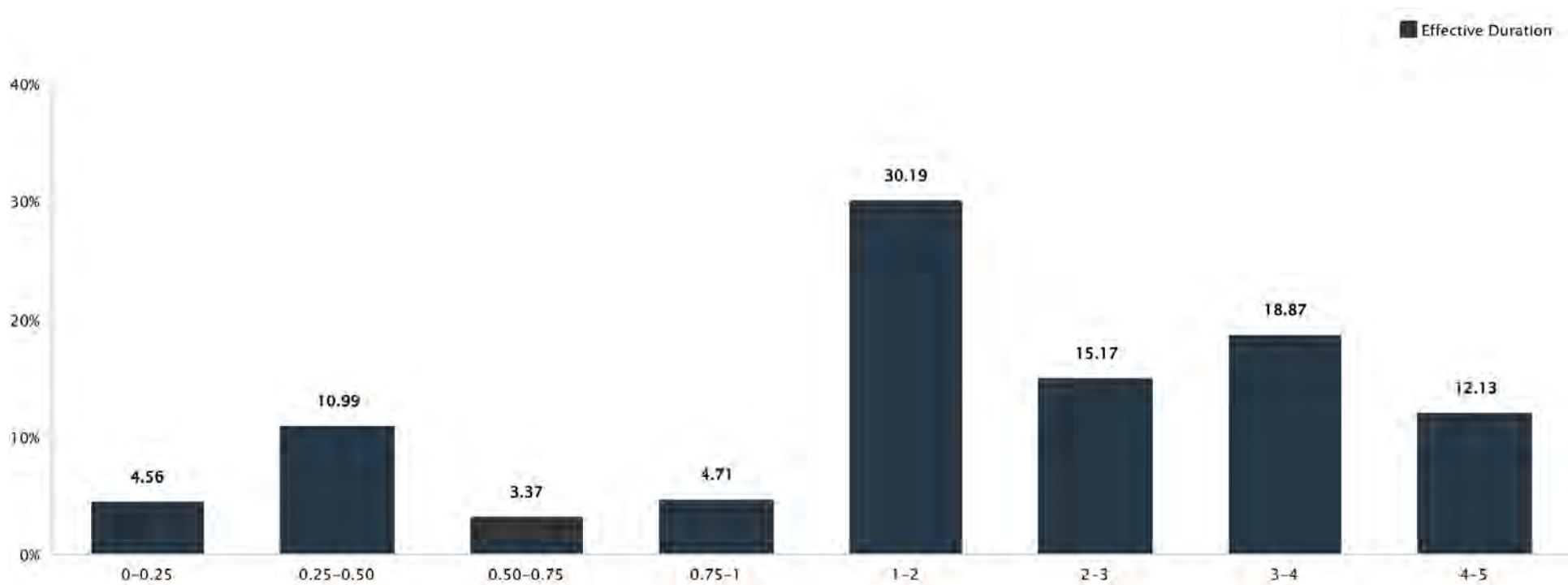
Vallecitos Water District | Investment Core



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2.13 Yrs	Effective Duration	2.35 Yrs	Years to Maturity	858	Days to Maturity
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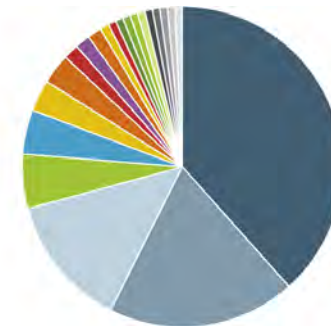
Distribution by Effective Duration



Credit Rating S&P/Moody's/Fitch

	Market Value + Accrued	%
S&P		
A	4,757,494.83	7.26
A+	3,276,413.44	5.00
A-	1,172,222.48	1.79
AA+	48,862,176.30	74.54
AA-	2,081,163.33	3.17
AAA	4,764,502.99	7.27
AAAm	217,749.11	0.33
NA	422,575.12	0.64
Moody's		
A1	4,486,252.28	6.84
A2	2,346,386.55	3.58
Aa1	514,367.75	0.78
Aa2	2,588,667.78	3.95
Aa3	1,351,619.74	2.06
Aaa	53,675,120.29	81.88
NA	591,883.23	0.90
Fitch		
A	1,841,476.55	2.81
A+	1,710,956.31	2.61
AA	2,595,531.08	3.96
AA+	47,858,422.21	73.01
AA-	2,927,184.94	4.47
AAA	3,202,425.41	4.89
NA	4,425,125.54	6.75
WR	993,175.56	1.52
Total	65,554,297.61	100.00

Issuer Concentration



- United States 38.4%
- Federal Home Loan Banks 19.0%
- Farm Credit System 13.4%
- Other 5.5%
- Federal Home Loan Mortgage Corporation 4.5%
- State of California 3.2%
- Inter-American Development Bank 3.1%
- Bank of America Corporation 1.5%
- International Bank for Reconstruction and Development 1.5%
- Deere & Company 1.4%
- Mastercard Incorporated 0.9%
- JPMorgan Chase & Co. 0.8%
- NextEra Energy, Inc. 0.8%
- Royal Bank of Canada 0.8%
- Northern Trust Corporation 0.8%
- Chubb Limited 0.8%
- Duke Energy Corporation 0.8%
- Target Corporation 0.8%
- Public Service Enterprise Group Incorporated 0.8%
- Honeywell International Inc. 0.8%
- Federal National Mortgage Association 0.7%

Holdings by Maturity & Ratings



Vallecitos Water District | Investment Core

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
31846V567	217,749.11	FIRST AMER:GVT OBLG Z	4.680%	10/31/2024		217,749.11	0.00	217,749.11	4.72%	4.72%	0.33	0.00	0.00	AAAm Aaa AAA
CCYUSD	3,944.22	Receivable	0.000%	10/31/2024		3,944.22	0.00	3,944.22	0.00%	0.00%	0.01	0.00	0.00	AAA Aaa AAA
78015K7C2	500,000.00	ROYAL BANK OF CANADA	2.250%	11/01/2024		500,000.00	5,625.00	505,625.00	0.74%	0.00%	0.77	0.00	0.00	A A1 AA-
91282CDH1	1,000,000.00	UNITED STATES TREASURY	0.750%	11/15/2024		998,500.00	3,464.67	1,001,964.67	0.81%	4.42%	1.53	0.04	0.04	AA+ Aaa AA+
91282CDN8	500,000.00	UNITED STATES TREASURY	1.000%	12/15/2024		497,780.00	1,898.91	499,678.91	2.03%	4.61%	0.76	0.12	0.12	AA+ Aaa AA+
3133ENKS8	395,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.125%	01/06/2025		392,475.95	1,419.53	393,895.48	1.20%	4.68%	0.60	0.18	0.18	AA+ Aaa AA+
89236TJT3	275,000.00	TOYOTA MOTOR CREDIT CORP	1.450%	01/13/2025		273,069.50	1,196.25	274,265.75	1.50%	4.97%	0.42	0.20	0.20	A+ A1 A+
3133ENPY0	750,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.750%	02/25/2025		742,927.50	2,406.25	745,333.75	1.76%	4.76%	1.14	0.32	0.31	AA+ Aaa AA+
912828ZC7	1,250,000.00	UNITED STATES TREASURY	1.125%	02/28/2025		1,236,075.00	2,408.49	1,238,483.49	1.59%	4.53%	1.89	0.33	0.33	AA+ Aaa AA+
57636QAN4	600,000.00	MASTERCARD INC	2.000%	03/03/2025	02/03/2025	594,750.00	1,933.33	596,683.33	1.04%	4.61%	0.91	0.34	0.33	A+ Aa3 NA
24422EWB1	215,000.00	JOHN DEERE CAPITAL CORP	2.125%	03/07/2025		213,108.00	685.31	213,793.31	2.14%	4.67%	0.33	0.35	0.34	A A1 A+
912828ZF0	1,000,000.00	UNITED STATES TREASURY	0.500%	03/31/2025		983,980.00	439.56	984,419.56	0.54%	4.43%	1.50	0.41	0.41	AA+ Aaa AA+
87612EBL9	500,000.00	TARGET CORP	2.250%	04/15/2025	03/15/2025	494,665.00	500.00	495,165.00	2.53%	4.64%	0.76	0.45	0.44	A A2 A
06406RBC0	475,000.00	BANK OF NEW YORK MELLON CORP	3.350%	04/25/2025	03/25/2025	471,950.50	265.21	472,215.71	3.35%	4.71%	0.72	0.48	0.47	A A1 AA-

Holdings by Maturity & Ratings



Vallecitos Water District | Investment Core

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
912828ZL7	950,000.00	UNITED STATES TREASURY	0.375%	04/30/2025		931,161.50	9.84	931,171.34	0.66%	4.43%	1.42	0.50	0.49	AA+ Aaa AA+
02582JJT8	475,000.00	AMXCA 2022-2 A	3.390%	05/15/2025		471,622.75	715.67	472,338.42	3.40%	4.75%	0.72	0.54	0.52	AAA NA AAA
3137BKRJ1	493,574.87	FHMS K-047 A2	3.329%	05/25/2025		489,364.69	1,369.26	490,733.95	2.67%	4.68%	0.75	0.56	0.47	AA+ Aaa AAA
912828ZT0	1,000,000.00	UNITED STATES TREASURY	0.250%	05/31/2025		976,060.00	1,051.91	977,111.91	0.78%	4.46%	1.49	0.58	0.57	AA+ Aaa AA+
438516CB0	500,000.00	HONEYWELL INTERNATIONAL INC	1.350%	06/01/2025	05/01/2025	490,260.00	2,812.50	493,072.50	2.31%	4.77%	0.75	0.58	0.57	A A2 A
63743HFE7	160,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	3.450%	06/15/2025		158,750.40	2,085.33	160,835.73	3.46%	4.73%	0.25	0.62	0.60	A- A2 A
26442UAA2	500,000.00	DUKE ENERGY PROGRESS LLC	3.250%	08/15/2025	05/15/2025	495,110.00	3,430.56	498,540.56	3.21%	4.52%	0.76	0.79	0.76	A Aa3 WR
3135G05X7	500,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.375%	08/25/2025		484,105.00	343.75	484,448.75	1.06%	4.38%	0.74	0.82	0.80	AA+ Aaa AA+
3137BM7C4	485,572.30	FHMS K-051 A2	3.308%	09/25/2025		479,638.60	1,338.56	480,977.16	2.79%	4.62%	0.73	0.90	0.77	AA+ Aaa AAA
9128285C0	650,000.00	UNITED STATES TREASURY	3.000%	09/30/2025		642,258.50	1,714.29	643,972.79	2.90%	4.34%	0.98	0.91	0.89	AA+ Aaa AA+
9128285J5	975,000.00	UNITED STATES TREASURY	3.000%	10/31/2025		962,451.75	80.80	962,532.55	2.87%	4.33%	1.47	1.00	0.97	AA+ Aaa AA+
912828M56	1,000,000.00	UNITED STATES TREASURY	2.250%	11/15/2025		979,020.00	10,394.02	989,414.02	3.18%	4.33%	1.51	1.04	1.00	AA+ Aaa AA+
43815EAC8	32,892.94	HAROT 2021-3 A3	0.410%	11/18/2025		32,707.76	4.87	32,712.63	0.33%	4.69%	0.05	1.05	0.13	AAA NA AAA
3130ATUC9	1,000,000.00	FEDERAL HOME LOAN BANKS	4.500%	12/12/2025		1,002,440.00	17,375.00	1,019,815.00	4.25%	4.27%	1.56	1.11	1.06	AA+ Aaa AA+

Holdings by Maturity & Ratings



Vallecitos Water District | Investment Core

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
9128285T3	1,000,000.00	UNITED STATES TREASURY	2.625%	12/31/2025		981,330.00	8,845.11	990,175.11	3.25%	4.28%	1.51	1.17	1.12	AA+ Aaa AA+
44934KAC8	7,293.59	HART 2021-B A3	0.380%	01/15/2026		7,279.57	1.23	7,280.80	0.60%	5.23%	0.01	1.21	0.04	AAA NA AAA
43815GAC3	40,710.22	HAROT 2021-4 A3	0.880%	01/21/2026		40,253.44	9.95	40,263.39	0.42%	4.73%	0.06	1.22	0.29	NA Aaa AAA
91282CJV4	2,000,000.00	UNITED STATES TREASURY	4.250%	01/31/2026		1,999,540.00	21,480.98	2,021,020.98	3.77%	4.26%	3.08	1.25	1.19	AA+ Aaa AA+
857477BR3	175,000.00	STATE STREET CORP	1.746%	02/06/2026	02/06/2025	173,335.75	721.44	174,057.19	1.75%	5.30%	0.27	1.27	0.26	A A1 AA-
47789QAC4	41,759.51	JDOT 2021-B A3	0.520%	03/16/2026		41,367.81	9.65	41,377.46	0.52%	4.42%	0.06	1.37	0.24	NA Aaa AAA
06051GKM0	500,000.00	BANK OF AMERICA CORP	3.384%	04/02/2026	04/02/2025	496,480.00	1,363.00	497,843.00	7.80%	5.08%	0.76	1.42	0.41	A- A1 AA-
89238JAC9	39,651.56	TAOT 2021-D A3	0.710%	04/15/2026		39,214.60	12.51	39,227.11	0.95%	4.84%	0.06	1.45	0.26	AAA NA AAA
00440EAV9	500,000.00	CHUBB INA HOLDINGS LLC	3.350%	05/03/2026	02/03/2026	491,345.00	8,281.94	499,626.94	5.18%	4.55%	0.76	1.50	1.25	A A2 A
3130AWFZ8	2,000,000.00	FEDERAL HOME LOAN BANKS	4.260%	06/26/2026		2,001,100.00	29,583.33	2,030,683.33	3.71%	4.22%	3.10	1.65	1.56	AA+ Aaa AA+
3133EPZY4	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	5.000%	07/30/2026		1,013,580.00	12,638.89	1,026,218.89	4.85%	4.18%	1.57	1.74	1.64	AA+ Aaa AA+
69371RS56	400,000.00	PACCAR FINANCIAL CORP	5.050%	08/10/2026		404,600.00	4,545.00	409,145.00	5.07%	4.37%	0.62	1.77	1.67	A+ A1 NA
3133EPSW6	1,045,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	08/14/2026		1,051,688.00	10,058.13	1,061,746.13	4.58%	4.12%	1.62	1.79	1.69	AA+ Aaa AA+
06428CAA2	500,000.00	BANK OF AMERICA NA	5.526%	08/18/2026	07/18/2026	508,765.00	5,602.75	514,367.75	3.96%	4.45%	0.78	1.80	1.61	A+ Aa1 AA

Holdings by Maturity & Ratings



Vallecitos Water District | Investment Core

October 31, 2024

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
05602RAD3	77,809.12	BMWOT 2022-AA A3	3.210%	08/25/2026		77,350.82	41.63	77,392.45	3.63%	4.52%	0.12	1.82	0.45	AAA Aaa NA
3133ERRW3	2,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875%	09/03/2026		1,989,400.00	12,486.11	2,001,886.11	3.78%	4.17%	3.05	1.84	1.75	AA+ Aaa AA+
3130AWTQ3	750,000.00	FEDERAL HOME LOAN BANKS	4.625%	09/11/2026		757,575.00	4,817.71	762,392.71	4.83%	4.05%	1.16	1.86	1.76	AA+ Aaa AA+
47787JAC2	82,973.98	JDOT 2022 A3	0.360%	09/15/2026		82,051.32	85.56	82,136.88	2.34%	4.94%	0.13	1.87	0.42	NA Aaa AAA
362554AC1	37,096.73	GMCAR 2021-4 A3	0.680%	09/16/2026		36,604.82	10.51	36,615.33	0.68%	4.42%	0.06	1.88	0.35	AAA Aaa NA
437076CV2	190,000.00	HOME DEPOT INC	4.950%	09/30/2026	08/30/2026	191,966.50	809.88	192,776.38	5.04%	4.36%	0.29	1.91	1.74	A A2 A
61690U7W4	250,000.00	MORGAN STANLEY BANK NA	5.882%	10/30/2026	09/30/2026	256,355.00	40.85	256,395.85	5.88%	4.49%	0.39	2.00	1.80	A+ Aa3 AA-
713448FW3	205,000.00	PEPSICO INC	5.125%	11/10/2026	10/10/2026	208,150.85	4,990.47	213,141.32	5.13%	4.29%	0.33	2.03	1.80	A+ A1 NA
380146AC4	40,794.42	GMCAR 2022-1 A3	1.260%	11/16/2026		40,302.85	21.42	40,324.26	1.24%	4.43%	0.06	2.04	0.38	AAA NA AAA
3130AXU63	2,500,000.00	FEDERAL HOME LOAN BANKS	4.625%	11/17/2026		2,524,800.00	52,673.61	2,577,473.61	4.58%	4.11%	3.93	2.05	1.90	AA+ Aaa AA+
91282CJP7	2,000,000.00	UNITED STATES TREASURY	4.375%	12/15/2026		2,008,820.00	33,230.87	2,042,050.87	4.50%	4.15%	3.12	2.12	1.98	AA+ Aaa AA+
24422EXF1	250,000.00	JOHN DEERE CAPITAL CORP	4.500%	01/08/2027		250,670.00	3,531.25	254,201.25	4.52%	4.37%	0.39	2.19	2.03	A A1 A+
3137BVZ82	500,000.00	FHMS K-063 A2	3.430%	01/25/2027		489,445.00	1,429.17	490,874.17	4.20%	4.41%	0.75	2.24	1.98	AA+ Aaa AAA
362585AC5	94,203.28	GMCAR 2022-2 A3	3.100%	02/16/2027		93,402.54	121.68	93,524.22	3.16%	4.67%	0.14	2.30	0.54	AAA Aaa NA

Holdings by Maturity & Ratings



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Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
3130AVBC5	2,000,000.00	FEDERAL HOME LOAN BANKS	4.500%	03/12/2027		2,012,040.00	12,250.00	2,024,290.00	3.69%	4.23%	3.09	2.36	2.21	AA+ Aaa AA+
91282CEF4	1,000,000.00	UNITED STATES TREASURY	2.500%	03/31/2027		963,240.00	2,197.80	965,437.80	4.01%	4.11%	1.47	2.41	2.31	AA+ Aaa AA+
665859AW4	500,000.00	NORTHERN TRUST CORP	4.000%	05/10/2027	04/10/2027	495,410.00	9,500.00	504,910.00	4.58%	4.39%	0.77	2.52	2.30	A+ A2 A+
24422EXR5	450,000.00	JOHN DEERE CAPITAL CORP	4.900%	06/11/2027		455,211.00	8,575.00	463,786.00	5.06%	4.42%	0.71	2.61	2.39	A A1 A+
91282CEW7	700,000.00	UNITED STATES TREASURY	3.250%	06/30/2027		684,663.00	7,665.76	692,328.76	3.78%	4.12%	1.06	2.66	2.50	AA+ Aaa AA+
91282CFH9	600,000.00	UNITED STATES TREASURY	3.125%	08/31/2027		584,016.00	3,211.33	587,227.33	3.59%	4.13%	0.90	2.83	2.66	AA+ Aaa AA+
3137FBU79	994,794.95	FHMS K-069 A2	3.187%	09/25/2027		959,877.65	2,642.01	962,519.66	4.34%	4.48%	1.47	2.90	2.61	AAA Aaa AA+
3133EPH81	1,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	10/04/2027		1,008,580.00	3,375.00	1,011,955.00	4.41%	4.18%	1.54	2.93	2.71	AA+ Aaa AA+
46647PDW3	500,000.00	JPMORGAN CHASE & CO	6.070%	10/22/2027	10/22/2026	512,785.00	758.75	513,543.75	4.18%	4.70%	0.78	2.97	1.85	A- A1 AA-
9128283F5	1,000,000.00	UNITED STATES TREASURY	2.250%	11/15/2027		946,450.00	10,394.02	956,844.02	4.27%	4.14%	1.46	3.04	2.86	AA+ Aaa AA+
3130ATUS4	1,000,000.00	FEDERAL HOME LOAN BANKS	4.250%	12/10/2027		1,002,890.00	16,645.83	1,019,535.83	4.26%	4.15%	1.56	3.11	2.84	AA+ Aaa AA+
3137FETN0	520,000.00	FHMS K-073 A2	3.350%	01/25/2028		502,236.80	1,451.67	503,688.47	4.23%	4.49%	0.77	3.24	2.89	AA+ Aaa AAA
91282CBP5	2,000,000.00	UNITED STATES TREASURY	1.125%	02/29/2028		1,813,120.00	3,853.59	1,816,973.59	3.51%	4.16%	2.77	3.33	3.20	AA+ Aaa AA+
3133EPGW9	500,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875%	04/25/2028		494,855.00	322.92	495,177.92	3.77%	4.20%	0.76	3.48	3.22	AA+ Aaa AA+

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74456QBU9	500,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO	3.700%	05/01/2028	02/01/2028	485,385.00	9,250.00	494,635.00	4.79%	4.61%	0.75	3.50	3.14	A A1 WR
341081GN1	500,000.00	FLORIDA POWER & LIGHT CO	4.400%	05/15/2028	03/15/2028	497,360.00	10,144.44	507,504.44	4.73%	4.56%	0.77	3.54	3.11	A+ Aa2 AA-
3130AVVX7	1,000,000.00	FEDERAL HOME LOAN BANKS	3.750%	06/09/2028		986,870.00	14,791.67	1,001,661.67	4.00%	4.14%	1.53	3.61	3.29	AA+ Aaa AA+
3130AWC24	1,000,000.00	FEDERAL HOME LOAN BANKS	4.000%	06/09/2028		993,380.00	15,777.78	1,009,157.78	4.49%	4.20%	1.54	3.61	3.27	AA+ Aaa AA+
438123AC5	175,000.00	HAROT 2023-4 A3	5.670%	06/21/2028		177,950.50	275.63	178,226.13	5.74%	4.66%	0.27	3.64	1.57	NA Aaa AAA
459058KT9	1,000,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	3.500%	07/12/2028		976,990.00	10,597.22	987,587.22	4.41%	4.18%	1.51	3.70	3.39	AAA Aaa NA
91282CHX2	1,000,000.00	UNITED STATES TREASURY	4.375%	08/31/2028		1,007,310.00	7,493.09	1,014,803.09	4.65%	4.17%	1.55	3.84	3.47	AA+ Aaa AA+
3130AWTR1	1,000,000.00	FEDERAL HOME LOAN BANKS	4.375%	09/08/2028		1,007,040.00	6,440.97	1,013,480.97	4.49%	4.17%	1.55	3.86	3.49	AA+ Aaa AA+
91282CJN2	2,000,000.00	UNITED STATES TREASURY	4.375%	11/30/2028		2,015,400.00	36,816.94	2,052,216.94	4.12%	4.17%	3.13	4.08	3.64	AA+ Aaa AA+
36268GAD7	80,000.00	GMCAR 2024-1 A3	4.850%	12/18/2028		80,409.60	161.67	80,571.27	4.91%	4.61%	0.12	4.13	1.80	NA Aaa AAA
4581X0EN4	2,000,000.00	INTER-AMERICAN DEVELOPMENT BANK	4.125%	02/15/2029		1,993,620.00	17,416.67	2,011,036.67	4.21%	4.21%	3.07	4.29	3.86	AAA Aaa NA
91282CEE7	2,000,000.00	UNITED STATES TREASURY	2.375%	03/31/2029		1,856,560.00	4,175.82	1,860,735.82	4.38%	4.17%	2.84	4.41	4.11	AA+ Aaa AA+
3133ERDH1	2,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.750%	04/30/2029		2,043,600.00	263.89	2,043,863.89	4.55%	4.21%	3.12	4.50	4.02	AA+ Aaa AA+
91282CEV9	2,000,000.00	UNITED STATES TREASURY	3.250%	06/30/2029		1,922,420.00	21,902.17	1,944,322.17	4.11%	4.17%	2.97	4.66	4.22	AA+ Aaa AA+

Holdings by Maturity & Ratings

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Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
13063EBP0	2,000,000.00	CALIFORNIA ST	5.125%	09/01/2029		2,064,080.00	17,083.33	2,081,163.33	3.78%	4.38%	3.17	4.84	4.23	AA-Aa2 AA
Total	65,650,820.79		3.450%			65,016,449.14	537,848.47	65,554,297.61	3.68%	4.28%	100.00	2.35	2.13	

Risk Management-Credit Changes

Vallecitos Water District | Investment Core



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Rating Changes in Period

Effective Date	Identifier	Description	Value	Agency	Old Value	New Value
Upgrade						
10/01/2024	00440EAV9	CHUBB INA HOLDINGS LLC	491,345.00	Moody's	A3	A2

Outlook

No activity

Holdings by Security Type

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Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
US Treasury												
11/30/2021	91282CDH1	1,000,000.00	United States	0.750%	11/15/2024		0.81%	4.42%	1,001,964.67	(1,476.20)	1.53	0.04
03/16/2022	91282CDN8	500,000.00	United States	1.000%	12/15/2024		2.03%	4.61%	499,678.91	(1,621.69)	0.76	0.12
02/10/2022	912828ZC7	1,250,000.00	United States	1.125%	02/28/2025		1.59%	4.53%	1,238,483.49	(12,071.68)	1.89	0.33
03/04/2021	912828ZF0	1,000,000.00	United States	0.500%	03/31/2025		0.54%	4.43%	984,419.56	(15,870.27)	1.50	0.41
04/13/2021	912828ZL7	950,000.00	United States	0.375%	04/30/2025		0.66%	4.43%	931,171.34	(17,526.98)	1.42	0.49
10/15/2021	912828ZT0	1,000,000.00	United States	0.250%	05/31/2025		0.78%	4.46%	977,111.91	(20,906.03)	1.49	0.57
05/02/2022	9128285C0	650,000.00	United States	3.000%	09/30/2025		2.90%	4.34%	643,972.79	(8,277.58)	0.98	0.89
06/03/2022	9128285J5	975,000.00	United States	3.000%	10/31/2025		2.87%	4.33%	962,532.55	(13,717.44)	1.47	0.97
07/11/2022	912828M56	1,000,000.00	United States	2.250%	11/15/2025		3.18%	4.33%	989,414.02	(11,905.77)	1.51	1.00
08/18/2022	9128285T3	1,000,000.00	United States	2.625%	12/31/2025		3.25%	4.28%	990,175.11	(11,840.42)	1.51	1.12
09/27/2024	91282CJV4	2,000,000.00	United States	4.250%	01/31/2026		3.77%	4.26%	2,021,020.98	(11,851.30)	3.08	1.19
03/18/2024	91282CJP7	2,000,000.00	United States	4.375%	12/15/2026		4.50%	4.15%	2,042,050.87	13,768.54	3.12	1.98
11/30/2022	91282CEF4	1,000,000.00	United States	2.500%	03/31/2027		4.01%	4.11%	965,437.80	(3,580.84)	1.47	2.31
12/20/2022	91282CEW7	700,000.00	United States	3.250%	06/30/2027		3.78%	4.12%	692,328.76	(6,384.95)	1.06	2.50
01/23/2023	91282CFH9	600,000.00	United States	3.125%	08/31/2027		3.59%	4.13%	587,227.33	(8,706.31)	0.90	2.66
07/27/2023	9128283F5	1,000,000.00	United States	2.250%	11/15/2027		4.27%	4.14%	956,844.02	2,013.61	1.46	2.86
09/16/2024	91282CBP5	2,000,000.00	United States	1.125%	02/29/2028		3.51%	4.16%	1,816,973.59	(38,813.92)	2.77	3.20
10/02/2023	91282CHX2	1,000,000.00	United States	4.375%	08/31/2028		4.65%	4.17%	1,014,803.09	16,783.62	1.55	3.47
03/08/2024	91282CJN2	2,000,000.00	United States	4.375%	11/30/2028		4.12%	4.17%	2,052,216.94	(3,529.49)	3.13	3.64
05/17/2024	91282CEE7	2,000,000.00	United States	2.375%	03/31/2029		4.38%	4.17%	1,860,735.82	14,326.39	2.84	4.11
10/31/2024	91282CEV9	2,000,000.00	United States	3.250%	06/30/2029		4.11%	4.17%	1,944,322.17	(5,591.05)	2.97	4.22
Total		25,625,000.00					3.25%	4.26%	25,172,885.74	(146,779.76)	38.40	2.10
US Agency												
01/11/2022	3133ENKS8	395,000.00	Farm Credit System	1.125%	01/06/2025		1.20%	4.68%	393,895.48	(2,470.24)	0.60	0.18
03/04/2022	3133ENPY0	750,000.00	Farm Credit System	1.750%	02/25/2025		1.76%	4.76%	745,333.75	(7,058.11)	1.14	0.31
05/24/2022	3137BKRJ1	500,000.00	Federal Home Loan Mortgage Corporation	3.329%	05/25/2025		2.67%	4.68%	490,733.95	(4,691.97)	0.75	0.47
12/21/2021	3135G05X7	500,000.00	Federal National Mortgage Association	0.375%	08/25/2025		1.06%	4.38%	484,448.75	(13,152.95)	0.74	0.80
05/19/2022	3137BM7C4	500,000.00	Federal Home Loan Mortgage Corporation	3.308%	09/25/2025		2.79%	4.62%	480,977.16	(6,889.92)	0.73	0.77
02/10/2023	3130ATUC9	1,000,000.00	Federal Home Loan Banks	4.500%	12/12/2025		4.25%	4.27%	1,019,815.00	(94.07)	1.56	1.06

Holdings by Security Type

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Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
09/27/2024	3130AWFZ8	2,000,000.00	Federal Home Loan Banks	4.260%	06/26/2026		3.71%	4.22%	2,030,683.33	(16,232.31)	3.10	1.56
11/10/2023	3133EPZY4	1,000,000.00	Farm Credit System	5.000%	07/30/2026		4.85%	4.18%	1,026,218.89	11,182.18	1.57	1.64
08/14/2023	3133EPSW6	1,045,000.00	Farm Credit System	4.500%	08/14/2026		4.58%	4.12%	1,061,746.13	8,116.93	1.62	1.69
09/06/2024	3133ERRW3	2,000,000.00	Farm Credit System	3.875%	09/03/2026		3.78%	4.17%	2,001,886.11	(14,042.68)	3.05	1.75
09/13/2023	3130AWTQ3	750,000.00	Federal Home Loan Banks	4.625%	09/11/2026		4.83%	4.05%	762,392.71	10,198.13	1.16	1.76
	3130AXU63	2,500,000.00	Federal Home Loan Banks	4.625%	11/17/2026		4.58%	4.11%	2,577,473.61	22,965.59	3.93	1.90
12/09/2022	3137BVZ82	500,000.00	Federal Home Loan Mortgage Corporation	3.430%	01/25/2027		4.20%	4.41%	490,874.17	(2,064.70)	0.75	1.98
09/06/2024	3130AVBC5	2,000,000.00	Federal Home Loan Banks	4.500%	03/12/2027		3.69%	4.23%	2,024,290.00	(24,127.63)	3.09	2.21
06/14/2023	3137FBU79	1,000,000.00	Federal Home Loan Mortgage Corporation	3.187%	09/25/2027		4.34%	4.48%	962,519.66	(3,639.78)	1.47	2.61
12/11/2023	3133EPH81	1,000,000.00	Farm Credit System	4.500%	10/04/2027		4.41%	4.18%	1,011,955.00	6,280.43	1.54	2.71
02/23/2023	3130ATUS4	1,000,000.00	Federal Home Loan Banks	4.250%	12/10/2027		4.26%	4.15%	1,019,535.83	3,207.52	1.56	2.84
05/30/2023	3137FETN0	520,000.00	Federal Home Loan Mortgage Corporation	3.350%	01/25/2028		4.23%	4.49%	503,688.47	(3,808.95)	0.77	2.89
04/28/2023	3133EPGW9	500,000.00	Farm Credit System	3.875%	04/25/2028		3.77%	4.20%	495,177.92	(6,793.88)	0.76	3.22
06/09/2023	3130AVVX7	1,000,000.00	Federal Home Loan Banks	3.750%	06/09/2028		4.00%	4.14%	1,001,661.67	(4,921.22)	1.53	3.29
07/10/2023	3130AWC24	1,000,000.00	Federal Home Loan Banks	4.000%	06/09/2028		4.49%	4.20%	1,009,157.78	9,164.67	1.54	3.27
09/08/2023	3130AWTR1	1,000,000.00	Federal Home Loan Banks	4.375%	09/08/2028		4.49%	4.17%	1,013,480.97	10,969.74	1.55	3.49
05/13/2024	3133ERDH1	2,000,000.00	Farm Credit System	4.750%	04/30/2029		4.55%	4.21%	2,043,863.89	27,872.47	3.12	4.02
Total		24,460,000.00					4.00%	4.25%	24,651,810.21	(30.77)	37.61	2.18
Supranational												
	459058KT9	1,000,000.00	International Bank for Reconstruction and Development	3.500%	07/12/2028		4.41%	4.18%	987,587.22	7,321.04	1.51	3.39
03/08/2024	4581X0EN4	2,000,000.00	Inter-American Development Bank	4.125%	02/15/2029		4.21%	4.21%	2,011,036.67	94.62	3.07	3.86
Total		3,000,000.00					4.28%	4.20%	2,998,623.89	7,415.66	4.57	3.71
Municipals												
09/06/2024	13063EBP0	2,000,000.00	State of California	5.125%	09/01/2029		3.78%	4.38%	2,081,163.33	(53,741.75)	3.17	4.23
Total		2,000,000.00					3.78%	4.38%	2,081,163.33	(53,741.75)	3.17	4.23
Corporate												
05/21/2021	78015K7C2	500,000.00	Royal Bank of Canada	2.250%	11/01/2024		0.74%	0.00%	505,625.00	0.00	0.77	0.00
01/13/2022	89236TJT3	275,000.00	Toyota Motor Corporation	1.450%	01/13/2025		1.50%	4.97%	274,265.75	(1,905.93)	0.42	0.20

Holdings by Security Type

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October 31, 2024

Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
11/01/2021	57636QAN4	600,000.00	Mastercard Incorporated	2.000%	03/03/2025	02/03/2025	1.04%	4.61%	596,683.33	(6,696.29)	0.91	0.33
03/07/2022	24422EWB1	215,000.00	Deere & Company	2.125%	03/07/2025		2.14%	4.67%	213,793.31	(1,881.36)	0.33	0.34
03/17/2022	87612EBL9	500,000.00	Target Corporation	2.250%	04/15/2025	03/15/2025	2.53%	4.64%	495,165.00	(4,738.27)	0.76	0.44
04/26/2022	06406RBC0	475,000.00	The Bank of New York Mellon Corporation	3.350%	04/25/2025	03/25/2025	3.35%	4.71%	472,215.71	(3,038.86)	0.72	0.47
03/11/2022	438516CB0	500,000.00	Honeywell International Inc.	1.350%	06/01/2025	05/01/2025	2.31%	4.77%	493,072.50	(7,063.43)	0.75	0.57
05/04/2022	63743HFE7	160,000.00	National Rural Utilities Cooperative Finance Corporation	3.450%	06/15/2025		3.46%	4.73%	160,835.73	(1,241.01)	0.25	0.60
04/20/2022	26442UAA2	500,000.00	Duke Energy Corporation	3.250%	08/15/2025	05/15/2025	3.21%	4.52%	498,540.56	(4,995.33)	0.76	0.76
02/07/2022	857477BR3	175,000.00	State Street Corporation	1.746%	02/06/2026	02/06/2025	1.75%	5.30%	174,057.19	(1,664.25)	0.27	0.26
11/30/2022	06051GKM0	500,000.00	Bank of America Corporation	3.384%	04/02/2026	04/02/2025	7.80%	5.08%	497,843.00	5,115.57	0.76	0.41
08/28/2023	00440EAV9	500,000.00	Chubb Limited	3.350%	05/03/2026	02/03/2026	5.18%	4.55%	499,626.94	4,058.82	0.76	1.25
08/10/2023	69371RS56	400,000.00	PACCAR Inc	5.050%	08/10/2026		5.07%	4.37%	409,145.00	4,718.17	0.62	1.67
09/27/2024	06428CAA2	500,000.00	Bank of America Corporation	5.526%	08/18/2026	07/18/2026	3.96%	4.45%	514,367.75	(4,036.94)	0.78	1.61
12/04/2023	437076CV2	190,000.00	The Home Depot, Inc.	4.950%	09/30/2026	08/30/2026	5.04%	4.36%	192,776.38	2,248.48	0.29	1.74
11/01/2023	61690U7W4	250,000.00	Morgan Stanley	5.882%	10/30/2026	09/30/2026	5.88%	4.49%	256,395.85	6,355.00	0.39	1.80
11/10/2023	713448FW3	205,000.00	PepsiCo, Inc.	5.125%	11/10/2026	10/10/2026	5.13%	4.29%	213,141.32	3,188.20	0.33	1.80
01/23/2024	24422EXF1	250,000.00	Deere & Company	4.500%	01/08/2027		4.52%	4.37%	254,201.25	778.99	0.39	2.03
11/30/2022	665859AW4	500,000.00	Northern Trust Corporation	4.000%	05/10/2027	04/10/2027	4.58%	4.39%	504,910.00	1,936.84	0.77	2.30
06/11/2024	24422EXR5	450,000.00	Deere & Company	4.900%	06/11/2027		5.06%	4.42%	463,786.00	6,944.16	0.71	2.39
09/27/2024	46647PDW3	500,000.00	JPMorgan Chase & Co.	6.070%	10/22/2027	10/22/2026	4.18%	4.70%	513,543.75	(4,857.38)	0.78	1.85
06/26/2023	74456QBU9	500,000.00	Public Service Enterprise Group Incorporated	3.700%	05/01/2028	02/01/2028	4.79%	4.61%	494,635.00	2,216.87	0.75	3.14
05/31/2023	341081GN1	500,000.00	NextEra Energy, Inc.	4.400%	05/15/2028	03/15/2028	4.73%	4.56%	507,504.44	2,495.47	0.77	3.11
Total		9,145,000.00					3.82%	4.36%	9,206,130.76	(2,062.50)	14.04	1.30
Asset Backed Securities												
05/24/2022	02582JJT8	475,000.00	American Express Company	3.390%	05/15/2025		3.40%	4.75%	472,338.42	(3,358.38)	0.72	0.52
08/25/2021	43815EAC8	340,000.00	Honda Motor Co., Ltd.	0.410%	11/18/2025		0.33%	4.69%	32,712.63	(185.06)	0.05	0.13
07/28/2021	44934KAC8	465,000.00	Hyundai Auto Receivables Trust 2021-B	0.380%	01/15/2026		0.60%	5.23%	7,280.80	(13.58)	0.01	0.04

Holdings by Security Type

Vallecitos Water District | Investment Core



October 31, 2024

Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
11/24/2021	43815GAC3	175,000.00	Honda Auto Receivables 2021 - 4 Owner Trust	0.880%	01/21/2026		0.42%	4.73%	40,263.39	(454.26)	0.06	0.29
07/21/2021	47789QAC4	220,000.00	John Deere Owner Trust 2021-B	0.520%	03/16/2026		0.52%	4.42%	41,377.46	(390.61)	0.06	0.24
11/15/2021	89238JAC9	160,000.00	Toyota Auto Receivables 2021-D Owner Trust	0.710%	04/15/2026		0.95%	4.84%	39,227.11	(436.68)	0.06	0.26
05/18/2022	05602RAD3	185,000.00	Bmw Vehicle Owner Trust 2022-A	3.210%	08/25/2026		3.63%	4.52%	77,392.45	(456.58)	0.12	0.45
03/16/2022	47787JAC2	215,000.00	John Deere Owner Trust 2022	0.360%	09/15/2026		2.34%	4.94%	82,136.88	(915.03)	0.13	0.42
10/21/2021	362554AC1	130,000.00	GM Financial Consumer Automobile Receivables Trust 2021-4	0.680%	09/16/2026		0.68%	4.42%	36,615.33	(491.55)	0.06	0.35
01/19/2022	380146AC4	115,000.00	GM Financial Consumer Automobile Receivables Trust 2022-1	1.260%	11/16/2026		1.24%	4.43%	40,324.26	(490.08)	0.06	0.38
04/13/2022	362585AC5	170,000.00	Gm Financial Consumer Automobile Receivables Trust 2022-2	3.100%	02/16/2027		3.16%	4.67%	93,524.22	(791.42)	0.14	0.54
11/08/2023	438123AC5	175,000.00	Honda Auto Receivables 2023-4 Owner Trust	5.670%	06/21/2028		5.74%	4.66%	178,226.13	2,974.78	0.27	1.57
01/17/2024	36268GAD7	80,000.00	Gm Financial Consumer Automobile Receivables Trust 2024-1	4.850%	12/18/2028		4.91%	4.61%	80,571.27	423.11	0.12	1.80
Total		2,905,000.00					3.24%	4.69%	1,221,990.34	(4,585.35)	1.86	0.70
Money Mar- ket Fund												
	31846V567	217,749.11	U.S. Bancorp	4.680%	10/31/2024		4.72%	4.72%	217,749.11	0.00	0.33	0.00
Total		217,749.11					4.72%	4.72%	217,749.11	0.00	0.33	0.00
Cash												
	CCYUSD	3,944.22	US Dollar	0.000%	10/31/2024		0.00%	0.00%	3,944.22	0.00	0.01	0.00
Total		3,944.22					0.00%	0.00%	3,944.22	0.00	0.01	0.00
Portfolio Total		67,356,693.33					3.68%	4.28%	65,554,297.61	(199,784.46)	100.00	2.13

Transactions

Vallecitos Water District | Investment Core



October 31, 2024

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
Buy										
31846V567	FIRST AMER:GVT OBLG;Z	10/19/2024	10/19/2024	0.00	1.00	231,666.11	231,666.11	0.00	231,666.11	Direct
91282CEV9	US TREASURY 3.250 06/30/29	10/29/2024	10/31/2024	0.00	96.40	2,000,000.00	1,927,968.75	21,725.54	1,949,694.29	NOMURA
Total				0.00		2,231,666.11	2,159,634.86	21,725.54	2,181,360.40	
Sell										
31846V567	FIRST AMER:GVT OBLG;Z	10/31/2024	10/31/2024	0.00	1.00	926,538.04	926,538.04	0.00	926,538.04	Direct
Total				0.00		926,538.04	926,538.04	0.00	926,538.04	
Maturity										
912828YM6	US TREASURY 1.500 10/31/24 MATD	10/31/2024	10/31/2024	0.00	100.00	1,000,000.00	1,000,000.00	0.00	1,000,000.00	
Total				0.00		1,000,000.00	1,000,000.00	0.00	1,000,000.00	
Coupon										
3137BKRJ1	FH-K047-A2	10/01/2024	10/01/2024	1,372.19		0.00	0.00	0.00	1,372.19	
3137BM7C4	FH-K051-A2	10/01/2024	10/01/2024	1,341.47		0.00	(0.00)	0.00	1,341.47	
3137BVZ82	FH-K063-A2	10/01/2024	10/01/2024	1,429.17		0.00	0.00	0.00	1,429.17	
3137FBU79	FH-K069-A2	10/01/2024	10/01/2024	2,646.51		0.00	0.00	0.00	2,646.51	
3137FETN0	FH-K073-A2	10/01/2024	10/01/2024	1,451.67		0.00	0.00	0.00	1,451.67	
06051GKM0	BOFAML 3.384 04/02/26 '25 MTN	10/02/2024	10/02/2024	8,460.00		0.00	0.00	0.00	8,460.00	
3133EPH81	FED FARM CR BNKS 4.500 10/04/27	10/04/2024	10/04/2024	22,500.00		0.00	0.00	0.00	22,500.00	
87612EBL9	TARGET 2.250 04/15/25 '25	10/15/2024	10/15/2024	5,625.00		0.00	0.00	0.00	5,625.00	
47789QAC4	JDOT-21B-A3	10/15/2024	10/15/2024	20.22		0.00	(0.00)	0.00	20.22	
44934KAC8	HART-21B-A3	10/15/2024	10/15/2024	8.07		0.00	(0.00)	0.00	8.07	
89238JAC9	TART-21D-A3	10/15/2024	10/15/2024	27.24		0.00	(0.00)	0.00	27.24	
47787JAC2	JDOT-2022-A3	10/15/2024	10/15/2024	177.20		0.00	0.00	0.00	177.20	
02582JJT8	AXCMT-222-A	10/15/2024	10/15/2024	1,341.88		0.00	0.01	0.00	1,341.88	
362554AC1	GMFCAR-214-A3	10/16/2024	10/16/2024	24.02		0.00	0.00	0.00	24.02	
380146AC4	GMFCAR-221-A3	10/16/2024	10/16/2024	48.23		0.00	(0.00)	0.00	48.23	
362585AC5	GMFCAR-222-A3	10/16/2024	10/16/2024	264.23		0.00	0.00	0.00	264.23	
36268GAD7	GMFCAR-241-A3	10/16/2024	10/16/2024	323.33		0.00	(0.00)	0.00	323.33	
43815EAC8	HONDO-213-A3	10/18/2024	10/18/2024	15.29		0.00	0.00	0.00	15.29	
43815GAC3	HONDO-214-A3	10/21/2024	10/21/2024	34.85		0.00	(0.00)	0.00	34.85	

Transactions



Vallecitos Water District | Investment Core

October 31, 2024

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
438123AC5	HONDO-234-A3	10/21/2024	10/21/2024	826.88		0.00	0.01	0.00	826.88	
46647PDW3	JP MORGAN 6.070 10/22/27 '26 FRN	10/22/2024	10/22/2024	15,175.00		0.00	0.00	0.00	15,175.00	
06406RBC0	BONY MELLON 3.350 04/25/25 '25 MTN	10/25/2024	10/25/2024	7,956.25		0.00	0.00	0.00	7,956.25	
05602RAD3	BMWOT-22A-A3	10/25/2024	10/25/2024	231.33		0.00	(0.00)	0.00	231.33	
3133EPGW9	FED FARM CR BNKS 3.875 04/25/28	10/25/2024	10/25/2024	9,687.50		0.00	0.00	0.00	9,687.50	
61690U7W4	MSBNA 5.882 10/30/26 '26	10/30/2024	10/30/2024	7,352.50		0.00	0.00	0.00	7,352.50	
3133ERDH1	FED FARM CR BNKS 4.750 04/30/29	10/30/2024	10/30/2024	47,500.00		0.00	0.00	0.00	47,500.00	
9128285J5	US TREASURY 3.000 10/31/25	10/31/2024	10/31/2024	14,625.00		0.00	0.00	0.00	14,625.00	
912828YM6	US TREASURY 1.500 10/31/24 MATD	10/31/2024	10/31/2024	7,500.00		0.00	0.00	0.00	7,500.00	
912828ZL7	US TREASURY 0.375 04/30/25	10/31/2024	10/31/2024	1,781.25		0.00	0.00	0.00	1,781.25	
Total				159,746.28		0.00	0.00	0.00	159,746.28	
Custody Fee										
CCYUSD	US DOLLAR	10/28/2024	10/28/2024	0.00		750.00	(750.00)	0.00	(750.00)	
Total				0.00		750.00	(750.00)	0.00	(750.00)	
Principal Paydown										
3137BKRJ1	FH-K047-A2	10/01/2024	10/01/2024	0.00		1,055.20	1,055.19	0.00	1,055.19	
3137BM7C4	FH-K051-A2	10/01/2024	10/01/2024	0.00		1,056.43	1,056.43	0.00	1,056.43	
3137FBU79	FH-K069-A2	10/01/2024	10/01/2024	0.00		1,694.52	1,694.52	0.00	1,694.52	
47788UAC6	JDOT-2021-A3	10/15/2024	10/15/2024	0.00		971.13	971.12	0.00	971.12	
47789QAC4	JDOT-21B-A3	10/15/2024	10/15/2024	0.00		4,904.20	4,904.20	0.00	4,904.20	
44934KAC8	HART-21B-A3	10/15/2024	10/15/2024	0.00		18,202.01	18,202.01	0.00	18,202.01	
89238JAC9	TART-21D-A3	10/15/2024	10/15/2024	0.00		6,393.86	6,393.86	0.00	6,393.86	
47787JAC2	JDOT-2022-A3	10/15/2024	10/15/2024	0.00		8,681.17	8,681.18	0.00	8,681.18	
362554AC1	GMFCAR-214-A3	10/16/2024	10/16/2024	0.00		5,289.70	5,289.70	0.00	5,289.70	
380146AC4	GMFCAR-221-A3	10/16/2024	10/16/2024	0.00		5,143.53	5,143.53	0.00	5,143.53	
362585AC5	GMFCAR-222-A3	10/16/2024	10/16/2024	0.00		8,078.20	8,078.20	0.00	8,078.20	
43815EAC8	HONDO-213-A3	10/18/2024	10/18/2024	0.00		11,857.14	11,857.14	0.00	11,857.14	
43815GAC3	HONDO-214-A3	10/21/2024	10/21/2024	0.00		6,814.21	6,814.21	0.00	6,814.21	

Transactions

Vallecitos Water District | Investment Core



October 31, 2024

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
05602RAD3	BMWOT-22A-A3	10/25/2024	10/25/2024	0.00		8,670.19	8,670.19	0.00	8,670.19	
Total				0.00		88,811.48	88,811.48	0.00	88,811.48	
Interest Income										
31846V567	FIRST AMER:GVT OBLG;Z	10/31/2024	10/31/2024	3,944.22		0.00	28.15	0.00	3,944.22	
Total				3,944.22		0.00	28.15	0.00	3,944.22	

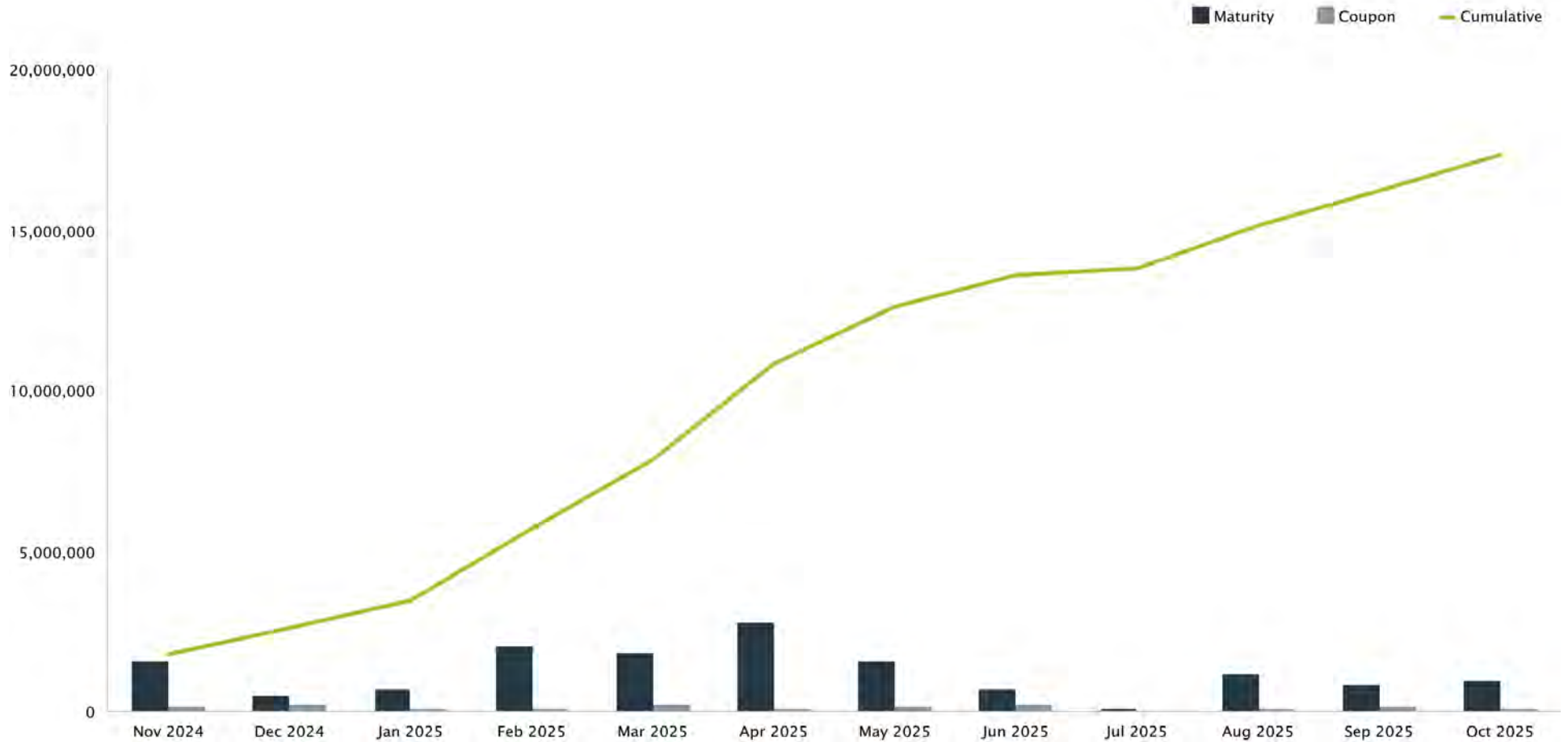
Cash Flow Forecasting

Vallecitos Water District | Investment Core



October 31, 2024

One Year Projection



Shock Analysis

Vallecitos Water District | Investment Core



October 31, 2024

Account	Market Value	Duration	+10 BP FMV Change	+25 BP FMV Change	+50 BP FMV Change	+100 BP FMV Change
VWD-Investment Core	65,016,449.14	2.126	(63,635.57)	(159,088.92)	(318,177.85)	(1,380,880.04)
Total	65,016,449.14	2.126	(63,635.57)	(159,088.92)	(318,177.85)	(1,380,880.04)

The changes in market values displayed represent approximations of principal changes given an instantaneous increase in interest rates. Changes in interest rates over longer periods would most likely mitigate the impact of an instantaneous change through the addition of the interest income received on the investments within the portfolio. Additional impacts to consider when estimating future principal changes also include, but are not limited to, changes in the shape of the yield curve, changes in credit spreads.

Summary Overview

Vallecitos Water District | Liquidity

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	44,155,997.46
Book Yield	5.17%
Market Yield	5.17%
Effective Duration	0.01
Years to Maturity	0.01
Avg Credit Rating	NA



■ Pooled Funds 100.0%

Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
VWD-Liquidity	44,155,997.46	44,155,997.46	44,155,997.46	44,155,997.46	0.00	0.00	5.17%	0.01	0.09	ICE BofA US 1-Month Treasury Bill Index
Total	44,155,997.46	44,155,997.46	44,155,997.46	44,155,997.46	0.00	0.00	5.17%	0.01	0.09	

Return Management-Income Detail

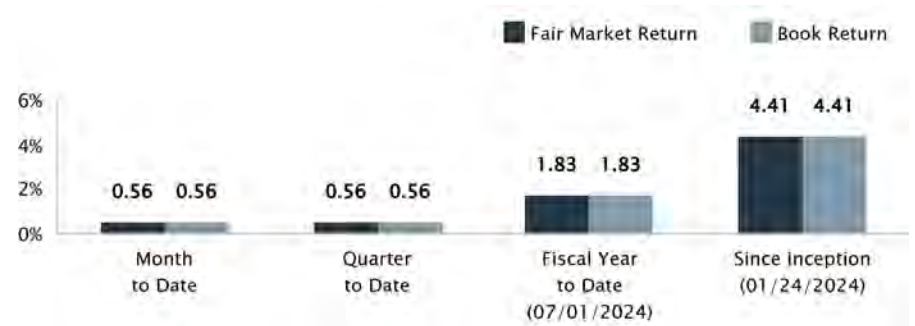
Vallecitos Water District | Liquidity

Accrued Book Return

	Month to Date	Fiscal Year to Date (07/01/2024)
Interest Earned	247,211.39	885,460.24
Book Income	247,211.39	885,460.24
Average Portfolio Balance	43,491,921.92	52,558,725.90
Book Return for Period	0.56%	1.83%

Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



Interest Income

	Month to Date	Fiscal Year to Date (07/01/2024)
Beginning Accrued Interest	0.00	0.00
Coupons Paid	247,211.39	885,460.24
Purchased Accrued Interest	0.00	0.00
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	0.00	0.00
Interest Earned	247,211.39	885,460.24

Notation: Book and Fair Market Returns are not annualized

Holdings by Security Type

Vallecitos Water District | Liquidity



October 31, 2024

Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
Pooled Funds												
	CAL_CAMP	37,907,486.51	California Asset Management Program	5.290%	10/31/2024		5.29%	5.29%	37,907,486.51	0.00	85.85	0.01
	CAL_LGIP	5,287,510.95	CALIFORNIA LAIF	4.575%	10/31/2024		4.58%	4.58%	5,287,510.95	0.00	11.97	0.01
	SANDIEGO_POOL	961,000.00	San Diego County Investment Pool	3.590%	10/31/2024		3.59%	3.59%	961,000.00	0.00	2.18	0.01
Total		44,155,997.46					5.17%	5.17%	44,155,997.46	0.00	100.00	0.01
Portfolio Total		44,155,997.46					5.17%	5.17%	44,155,997.46	0.00	100.00	0.01

Transactions

Vallecitos Water District | Liquidity



October 31, 2024

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
Buy										
CAL_LGIP	CALIFORNIA LAIF	10/31/2024	10/31/2024	0.00	1.00	89,464.18	89,464.18	0.00	89,464.18	Direct
CAL_CAMP	California Asset Management Program	10/31/2024	10/31/2024	0.00	1.00	557,747.21	557,747.21	0.00	557,747.21	Direct
SANDIEGO_POOL	San Diego County Investment Pool	10/31/2024	10/31/2024	0.00	1.00	39,000.00	39,000.00	0.00	39,000.00	Direct
Total				0.00		686,211.39	686,211.39	0.00	686,211.39	
Interest Income										
CAL_CAMP	California Asset Management Program	10/31/2024	10/31/2024	157,747.21		0.00	157,747.21	0.00	157,747.21	
CAL_LGIP	CALIFORNIA LAIF	10/31/2024	10/31/2024	89,464.18		0.00	89,464.18	0.00	89,464.18	
Total				247,211.39		0.00	247,211.39	0.00	247,211.39	

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

Trade Date versus Settlement Date: Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities: GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

Account Control: GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Custodial Bank Interface: Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

Market Price: Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

Performance Calculation: Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

Amortized Cost: The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

Callable Securities: Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

Duration: The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

Benchmark Duration: The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

Rating: Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends: On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

Cash and Cash Equivalents: GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

Account Settings: GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

Historical Numbers: Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

Financial Situation: In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

No Guarantee: The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.

**VALLECITOS WATER DISTRICT
SUMMARY OF LEGAL FEES**

Matter Description	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
General Counsel Services	\$ 6,988	\$ 6,572	\$ 11,334	\$ 15,670	\$ 4,550	\$ 12,455	\$ 8,426	\$ 4,814	\$ 5,924	\$ 24,663	\$ 5,648	\$ 10,908	\$ 9,836	\$ 127,785
Labor/Employment	841	377	812	1,392	580	-	638	1,346	2,422	478	478	-	3,558	12,922
Engineering - Construction/Contracting	3,076	2,897	3,953	1,467	2,957	6,198	2,040	4,039	4,984	7,531	6,807	562	2,103	48,611
Fees and Taxes	-	-	348	-	889	2,275	928	804	201	972	-	-	-	6,416
Environmental	2,925	163	-	-	-	-	-	-	-	-	-	-	-	3,088
Adv. Butler	1,334	358	3,505	1,166	2,665	4,048	3,320	3,153	2,141	310	101	-	-	22,099
Litigation	715	324	415	-	-	-	98	449	190	389	-	-	268	2,847
Regional Board	-	5,688	358	-	-	3,380	5,363	12,490	871	2,513	1,560	1,262	-	33,483
Regulatory/Planning/Water Rights	2,113	1,788	-	-	-	-	-	-	-	-	-	-	-	3,900
Real Property	906	-	98	-	-	-	-	8,392	-	1,166	2,213	257	2,500	15,531
Total	\$ 18,897	\$ 18,164	\$ 20,821	\$ 19,694	\$ 11,641	\$ 28,356	\$ 20,812	\$ 35,486	\$ 16,733	\$ 38,021	\$ 16,806	\$ 12,988	\$ 18,265	\$ 276,683

VALLECITOS WATER DISTRICT

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RESERVE ACTIVITY FOR THE FOUR MONTHS ENDED OCTOBER 31, 2024

	110 Water 120		210 Wastewater 220		Total
	Replacement	Capacity	Replacement	Capacity	
BEGINNING BALANCE ⁽¹⁾	\$ 43,449,029	\$ 3,249,859	\$ 64,491,851	\$ 5,883,870	\$ 117,074,609
REVENUES					
FY 24/25 Operating Transfers ⁽²⁾	2,389,995	-	2,404,711	-	4,794,706
Investment Earnings	476,312	91,893	744,425	161,740	1,474,370
Capital Facility Fees	-	257,938	-	215,053	472,991
Property Tax	104,374	-	84,137	-	188,511
Annexation Fees	-	-	6,416	-	6,416
TOTAL REVENUES	<u>2,970,681</u>	<u>349,831</u>	<u>3,239,689</u>	<u>376,793</u>	<u>6,936,994</u>
LESS DISTRIBUTIONS					
Carryover Projects					
Encina Wastewater Authority Five Year Plan	-	-	2,616,190	-	2,616,190
Coronado Hills Tank Exterior Refurbishment	1,427,073	-	-	-	1,427,073
City Of San Marcos Creek District Phase 1	371,844	-	258,400	-	630,244
Land Outfall Parallel Sewer Section A	-	-	78,096	247,305	325,401
Barham Drive Sewer Improvements Reimbursement	-	-	-	244,070	244,070
MRF - Conversion to Sodium Hypochlorite	-	-	241,692	-	241,692
SCADA Remote Site Upgrades	174,468	-	21,563	-	196,031
Chlorine Contact Tank Expansion	-	-	169,754	-	169,754
Montiel Forcemain And Gravity Sewer Improvements	-	-	78,661	81,872	160,533
Maintenance Services Department Offices	80,419	-	77,265	-	157,684
Land Outfall West Repair And Rehab	-	-	112,099	-	112,099
Richland 1 Tank Exterior Refurbishment	64,179	-	-	-	64,179
Ductile Iron Pipe Condition Assessment	62,865	-	-	-	62,865
Tres Amigos Water Line Replacement Phase 1	53,580	-	-	-	53,580
Fleet Electrification Project	25,500	-	24,500	-	50,000
Wireless Radio Network Upgrades	25,276	-	24,284	-	49,560
Montiel Lift Station And Forcemain Replacement	-	-	22,273	21,400	43,673
District-Wide Valve Replacement Program	41,858	-	-	-	41,858
16-Inch Emergency Bypass Pipeline Rehabilitation	-	-	33,292	-	33,292
District-Wide Valve Replacement Program	29,574	-	-	-	29,574
Las Posas Water Line Replacement	29,008	-	-	-	29,008
Storage Building & Shop	14,680	-	14,104	-	28,784
Twin Oaks Valley Rd Samp Study	-	-	-	27,891	27,891
LS Odor Control In Scada	12,059	-	11,586	-	23,645
Mrf: Neuros Blowers Master Control Panel	-	-	22,211	-	22,211
Hvac System For District Headquarters	9,307	-	8,942	-	18,249
PC / Laptop Refresh Plan	8,923	-	8,573	-	17,496
District-Wide SCADA Upgrade Project	6,334	-	6,086	-	12,420
Questhaven Lift Station: Repairs And Paint	-	-	11,028	-	11,028
MRF: Replace Reclaimed Distribution Pumps	-	-	8,548	-	8,548
Mrf Direct Potable Reuse	-	-	5,884	-	5,884
Upgrades To Surveillance Video Management System	2,159	-	2,074	-	4,233
Wulff Pressure Reducing Station	4,164	-	-	-	4,164
Palos Vista Pump Station - Motor Starter Upgrade	3,931	-	-	-	3,931
Lake San Marcos Lift Station - Generator	-	-	3,158	-	3,158
Incident Response Planning for SCADA	1,454	-	1,397	-	2,851
Rock Springs Valve Replacement	2,506	-	-	-	2,506
Primary Clarifier Sludge Pump Replacement	-	-	2,398	-	2,398
Meadowlark Failsafe Rehabilitation (Buena Reach)	-	-	(1,510,941)	-	(1,510,941)
All Other Capital Project Expenditures	5,741	-	3,502	-	9,243
Capital Budget - Vehicles/Mobile Equipment	239,634	-	283,924	-	523,558
Total Capital Project Expenditures	2,696,536	-	2,640,543	622,538	5,959,617
Debt Service	-	158,768	-	453,139	611,907
TOTAL DISTRIBUTIONS	<u>2,696,536</u>	<u>158,768</u>	<u>2,640,543</u>	<u>1,075,677</u>	<u>6,571,524</u>
ENDING BALANCE	\$ 43,723,174	\$ 3,440,922	\$ 65,090,997	\$ 5,184,986	\$ 117,440,079
Less: Operating Reserves	<u>7,256,700</u>	-	<u>8,559,100</u>	-	<u>15,815,800</u>
Replacement Reserves	\$ 36,466,474	\$ 3,440,922	\$ 56,531,897	\$ 5,184,986	\$ 101,624,279
Replacement Reserve Floor	\$ 15,585,900	-	\$ 31,314,200	-	\$ 46,900,100
Replacement Reserve Ceiling	\$ 57,765,100	-	\$ 95,377,300	-	\$ 153,142,400

Notes:

- (1) Beginning balances represent ending balances from the prior year which are adjusted to actual cash and investment balances after completion of the audit around November of the current year
- (2) Operating transfers from the unaudited revenue and expense reports are calculated using the most recent information available at the time of this report. Included for reporting purposes, actual transfer amounts will differ.

Vallecitos Water District
Sewer Revenue and Expense Report
For the Four Months Ended October 31, 2024

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	Current Year Actual	Prior Year Actual			Current Year Budget		
		Amount	Variance		Amount	Variance	
			\$	%		\$	%
Revenue							
Sewer service charges	\$6,469,974	\$6,405,140	\$ 64,834	1.0%	\$ 6,323,000	\$ 146,974	2.3%
Reclaimed water sales	1,239,382	1,066,553	172,829	16.2%	1,239,000	382	0.0%
Other revenue	100,296	19,856	80,440	405.1%	86,000	14,296	16.6%
Total Revenue	7,809,652	7,491,549	318,103	4.2%	7,648,000	161,652	2.1%
Expenses							
Collection & conveyance	963,855	769,920	193,935	25.2%	972,000	(8,145)	-0.8%
Lift stations	91,437	65,874	25,563	38.8%	100,000	(8,563)	-8.6%
Source control	63,882	57,562	6,320	11.0%	79,000	(15,118)	-19.1%
Effluent disposal	1,561,107	956,206	604,901	63.3%	1,466,000	95,107	6.5%
Meadowlark	1,141,398	912,085	229,313	25.1%	1,349,000	(207,602)	-15.4%
Customer Accounts	159,838	125,983	33,855	26.9%	193,000	(33,162)	-17.2%
Building & grounds	129,853	117,804	12,049	10.2%	164,000	(34,147)	-20.8%
Equipment & vehicles	68,292	68,620	(328)	-0.5%	104,000	(35,708)	-34.3%
Engineering	218,280	134,577	83,703	62.2%	337,000	(118,720)	-35.2%
Safety & compliance	43,421	38,715	4,706	12.2%	92,000	(48,579)	-52.8%
Information technology	375,225	380,125	(4,900)	-1.3%	359,000	16,225	4.5%
General & administrative	588,353	364,130	224,223	61.6%	573,000	15,353	2.7%
Total Expenses	5,404,941	3,991,601	1,413,340	35.4%	5,788,000	(383,059)	-6.6%
Net Operating Income	\$2,404,711	\$3,499,948	(1,095,237)	-31.3%	\$ 1,860,000	544,711	29.3%

Explanation of Significant Variances

Other revenue has a favorable prior year variance due to more grant funds received compared to the prior year.

Collection & conveyance has an unfavorable prior year variance due to anticipated increases in labor and chemical costs.

Effluent disposal has an unfavorable prior year variance as a result of budgeted increases in the District's portion of operating costs at Encina Wastewater Authority.

Meadowlark has an unfavorable prior year variance due to anticipated increases in chemical costs.

Customer accounts has an unfavorable prior year variance due to anticipated increases in labor costs.

Buildings & grounds has a favorable budget variance due to lower than anticipated materials and supplies costs to date and the timing of outside services being performed.

Equipment & vehicles has a favorable budget variance due to lower than anticipated labor and materials and supplies costs thus far.

Engineering has an unfavorable prior year variance due to anticipated increases in labor and outside services costs and a favorable budget variance due to lower labor and outside services costs thus far.

Safety & Compliance has a favorable budget variance due to lower than anticipated labor and outside services costs to date.

General & Administrative has an unfavorable prior year variance due to anticipated increases in labor costs.

Variances are considered significant if they exceed \$33333 and 20%.

Vallecitos Water District
Water Revenue and Expense Report
For the Four Months Ended October 31, 2024

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	Current Year Actual	Prior Year Actual			Current Year Budget		
		Amount	Variance		Amount	Variance	
			\$	%		\$	%
Revenue							
Water Sales	\$ 14,623,105	\$ 12,179,779	\$ 2,443,326	20.1%	\$ 13,538,000	\$ 1,085,105	8.0%
Ready-to-serve	5,460,564	5,175,367	285,197	5.5%	5,400,000	60,564	1.1%
Pumping cost recovery	248,687	111,552	137,135	122.9%	274,000	(25,313)	-9.2%
Late & lock charges	107,153	105,689	1,464	1.4%	116,000	(8,847)	-7.6%
Backflow fees	32,979	29,754	3,225	10.8%	30,000	2,979	9.9%
Other revenue	(16,122)	85,035	(101,157)	-119.0%	101,800	(117,922)	-115.8%
Total Revenue	20,456,366	17,687,176	2,769,190	15.7%	19,459,800	996,566	5.1%
Expenses							
Water costs	13,938,383	13,302,815	635,568	4.8%	14,957,000	(1,018,617)	-6.8%
Pumping costs	361,340	374,703	(13,363)	-3.6%	420,000	(58,660)	-14.0%
Water quality	34,532	32,886	1,646	5.0%	55,000	(20,468)	-37.2%
Water treatment	224,403	188,672	35,731	18.9%	224,000	403	0.2%
Tanks & reservoirs	138,795	98,267	40,528	41.2%	179,000	(40,205)	-22.5%
Trans & distribution	545,438	656,324	(110,886)	-16.9%	749,000	(203,562)	-27.2%
Services	21,683	5,385	16,298	302.7%	41,000	(19,317)	-47.1%
Meters	273,213	218,493	54,720	25.0%	313,000	(39,787)	-12.7%
Backflow prevention	20,175	18,469	1,706	9.2%	32,000	(11,825)	-37.0%
Customer accounts	225,018	173,428	51,590	29.7%	275,000	(49,982)	-18.2%
Building & grounds	185,712	173,015	12,697	7.3%	237,000	(51,288)	-21.6%
Equipment & vehicles	99,924	70,312	29,612	42.1%	119,000	(19,076)	-16.0%
Engineering	553,283	387,640	165,643	42.7%	641,000	(87,717)	-13.7%
Safety & compliance	53,570	49,409	4,161	8.4%	112,000	(58,430)	-52.2%
Information Technology	425,408	450,262	(24,854)	-5.5%	432,000	(6,592)	-1.5%
General & administrative	965,494	1,207,628	(242,134)	-20.1%	1,152,000	(186,506)	-16.2%
Total Expenses	18,066,371	17,407,708	658,663	3.8%	19,938,000	(1,871,629)	-9.4%
Net Operating Income	\$ 2,389,995	\$ 279,468	2,110,527	755.2%	\$ (478,200)	2,868,195	-599.8%

Explanation of Significant Variances

Water Sales has a favorable prior year variance due to rate increases and increases in demand.

Pumping cost recovery has a favorable prior year variance due to rate increases and increases in demand.

Other revenue has unfavorable prior year and budget variances as a result of voided reimbursements billed in the prior year.

Tanks & reservoirs has an unfavorable prior variance due to anticipated increases in labor and materials and supplies costs and a favorable budget variance as a result of lower than anticipated outside services being performed thus far.

Trans & distribution has a favorable budget variance due to lower labor, materials and supplies, and outside services costs than anticipated to date.

Meters has an unfavorable prior year variance due to anticipated increases in labor and materials and supplies costs thus far.

Customer accounts has an unfavorable prior year variance due to anticipated increases in labor costs.

Buildings & Grounds has a favorable budget variance due to lower than anticipated labor, materials and supplies, and outside services costs thus far.

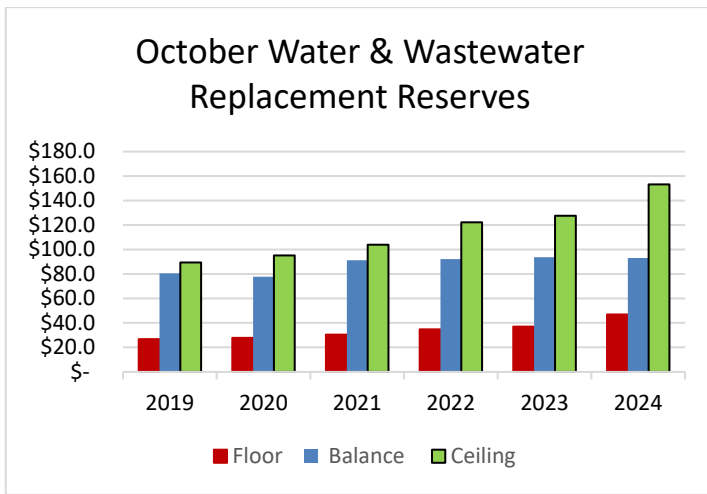
Engineering has an unfavorable prior year variance due to anticipated increases in labor costs.

Safety & Compliance has a favorable budget variance due to lower than anticipated outside services to date and lower labor costs.

General & Administrative has a favorable prior year variance due to lower than anticipated labor costs as a result of staff turnover.

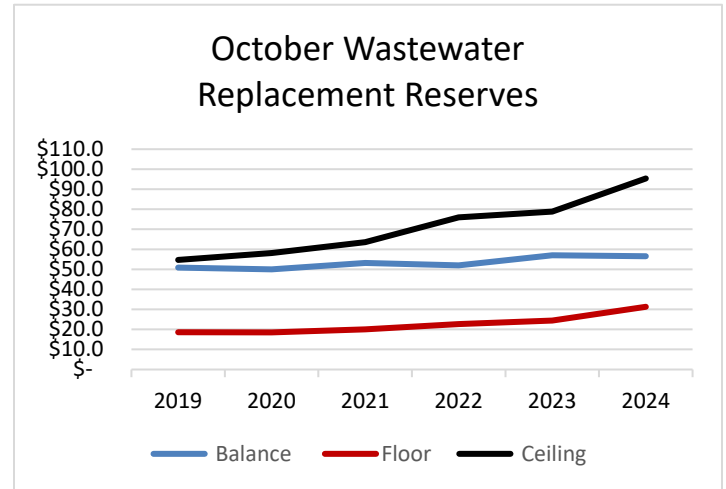
REPLACEMENT RESERVES

The District maintains two replacement reserves in cash equivalents and investments: One for the District’s water system and the other for the District’s wastewater system. The District’s reserve policy establishes a floor for replacement reserves after funding operating reserves as the sum of three years of projected system replacement costs, and a ceiling as the sum of ten years of projected system replacement costs for water or the sum of eight years of projected system replacement costs for sewer. As of October 31, 2024, the total water and wastewater replacement reserve balance was \$93.0 million, 0.76 percent lower than October 31, 2023.



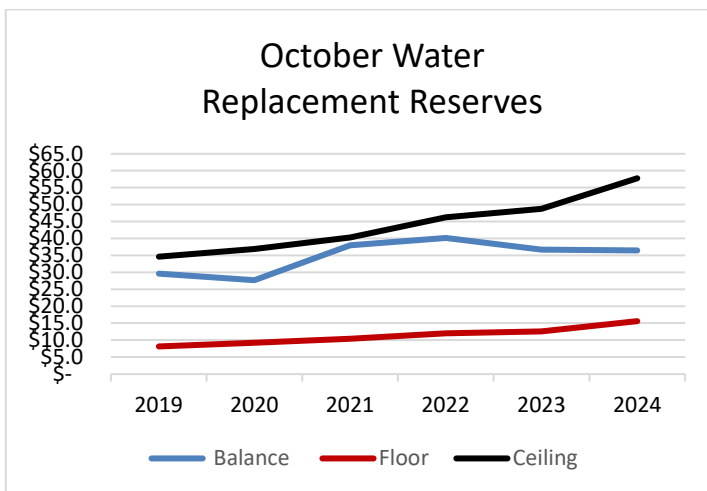
WASTEWATER REPLACEMENT RESERVE

As of October 31, 2024, the balance in the District’s wastewater replacement reserve totaled \$56.5 million, a decrease of 0.9 percent, or \$0.5 million, from the same month of the prior year. The month-end balance is within the approved floor and ceiling.



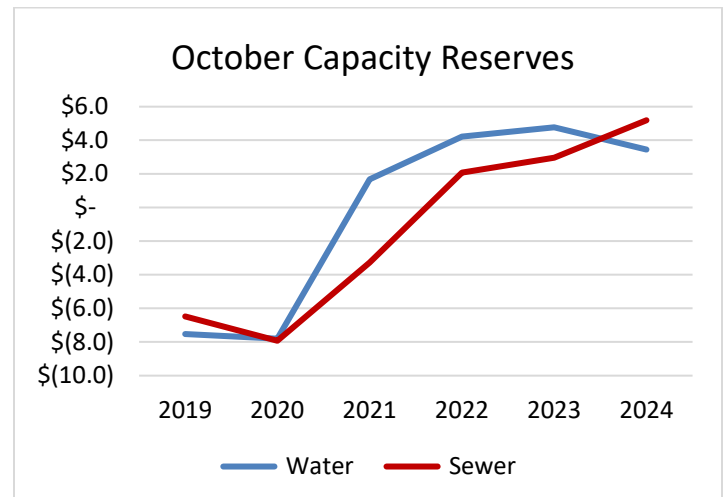
WATER REPLACEMENT RESERVE

As of October 31, 2024, the District’s water replacement reserve totaled \$36.5 million, a decrease of 0.6 percent, or \$0.2 million lower from the same month of the prior year. The month-end balance is within the floor and ceiling established by the reserve policy, leaving the District with sufficient reserves to meet infrastructure replacement needs.

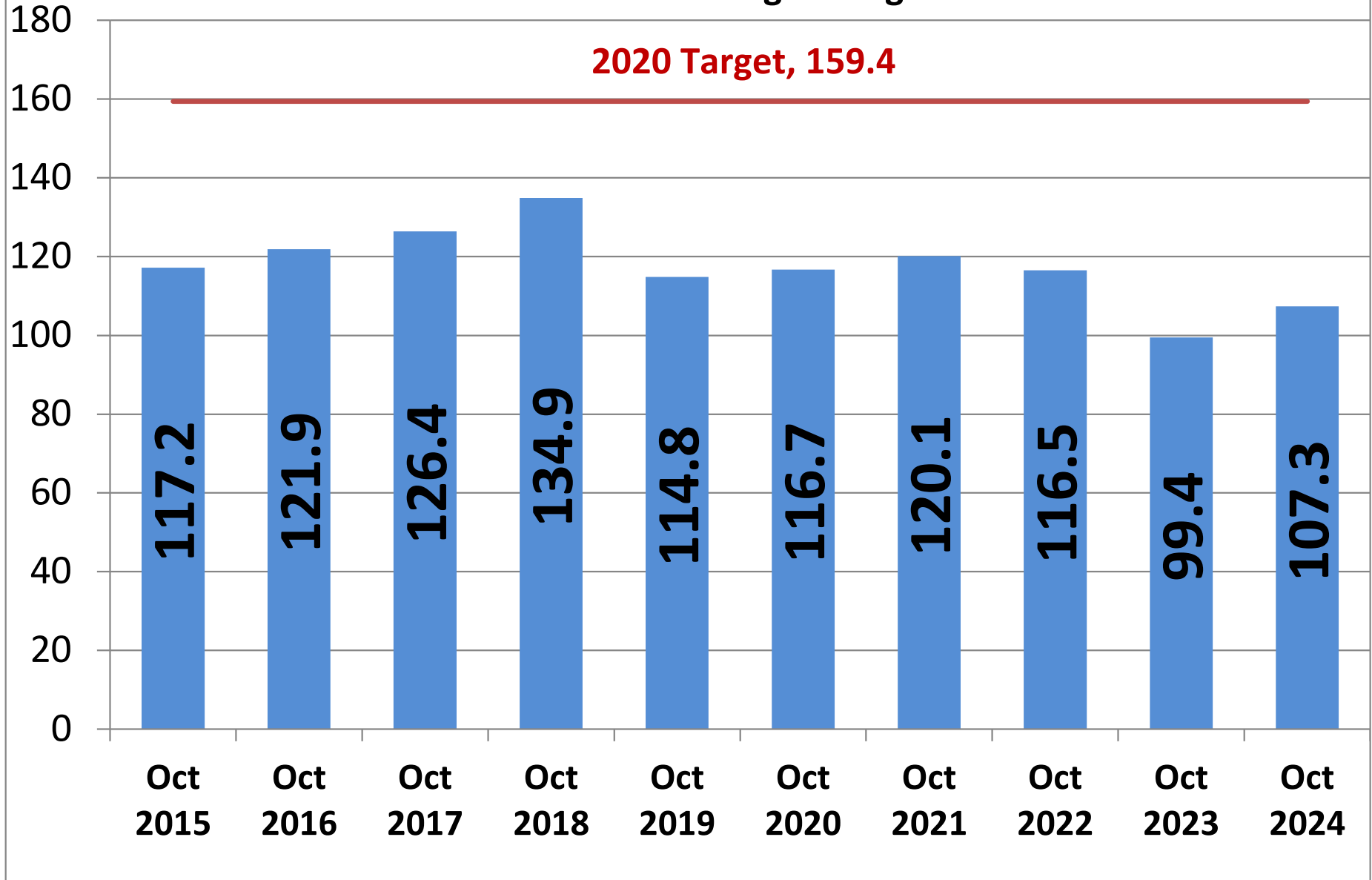


CAPACITY RESERVES

The District collects capital facility fees from new development and increased demands from existing customers, maintains the collected fees in separate funds (one for water and one for wastewater), and uses the funds exclusively to provide capacity to serve new development and fund future construction of facilities identified in the District’s Master Plan and capital budget. As of October 31, 2024, the water capacity fund had a balance of \$3.4 million and the sewer capacity fund had a balance of \$5.2 million. The District’s capital facility fees situation has improved as a result of the adoption of the new Master Plan and the corresponding capacity fee study.

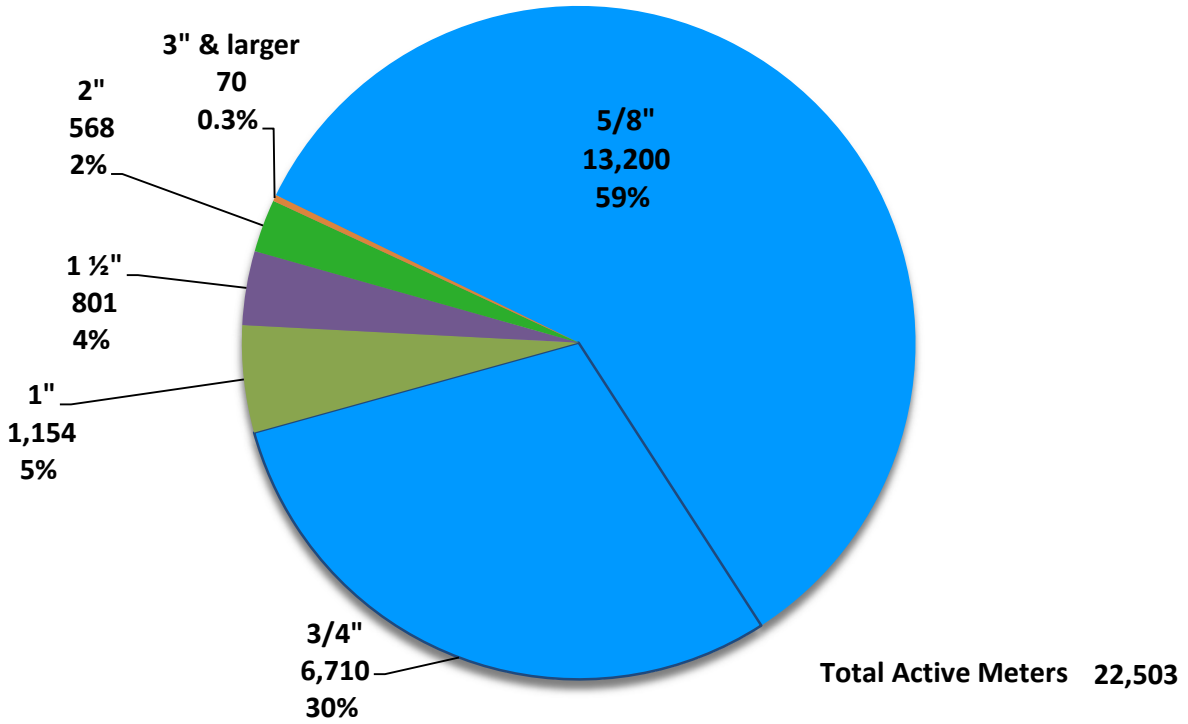


Gallons per Capita per Day 12-Month Rolling Average

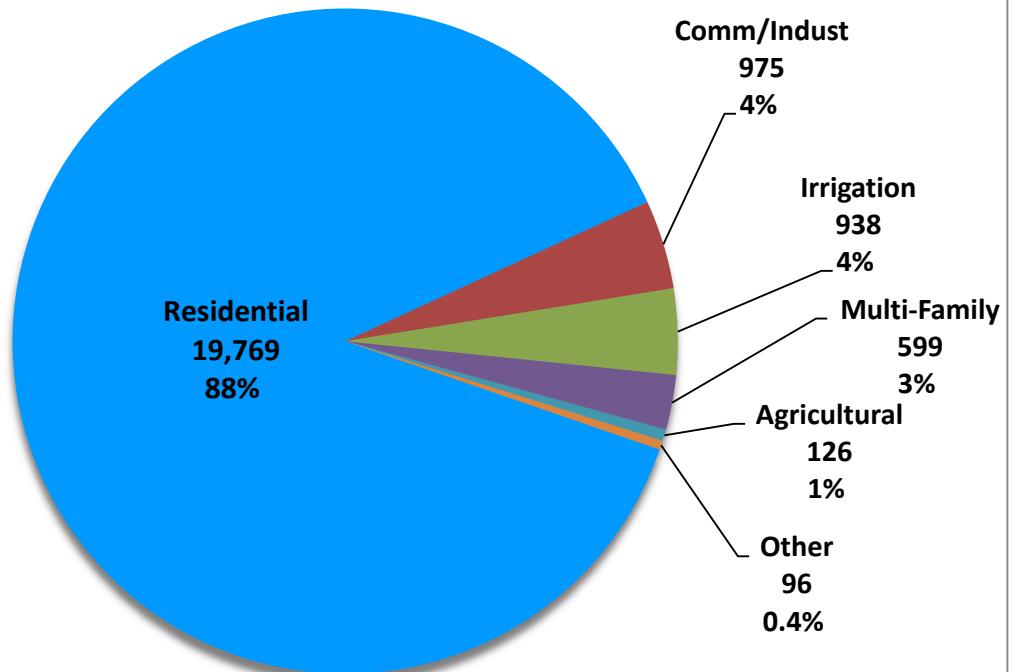


Vallecitos Water District
 Active Water Meters
 October 31, 2024

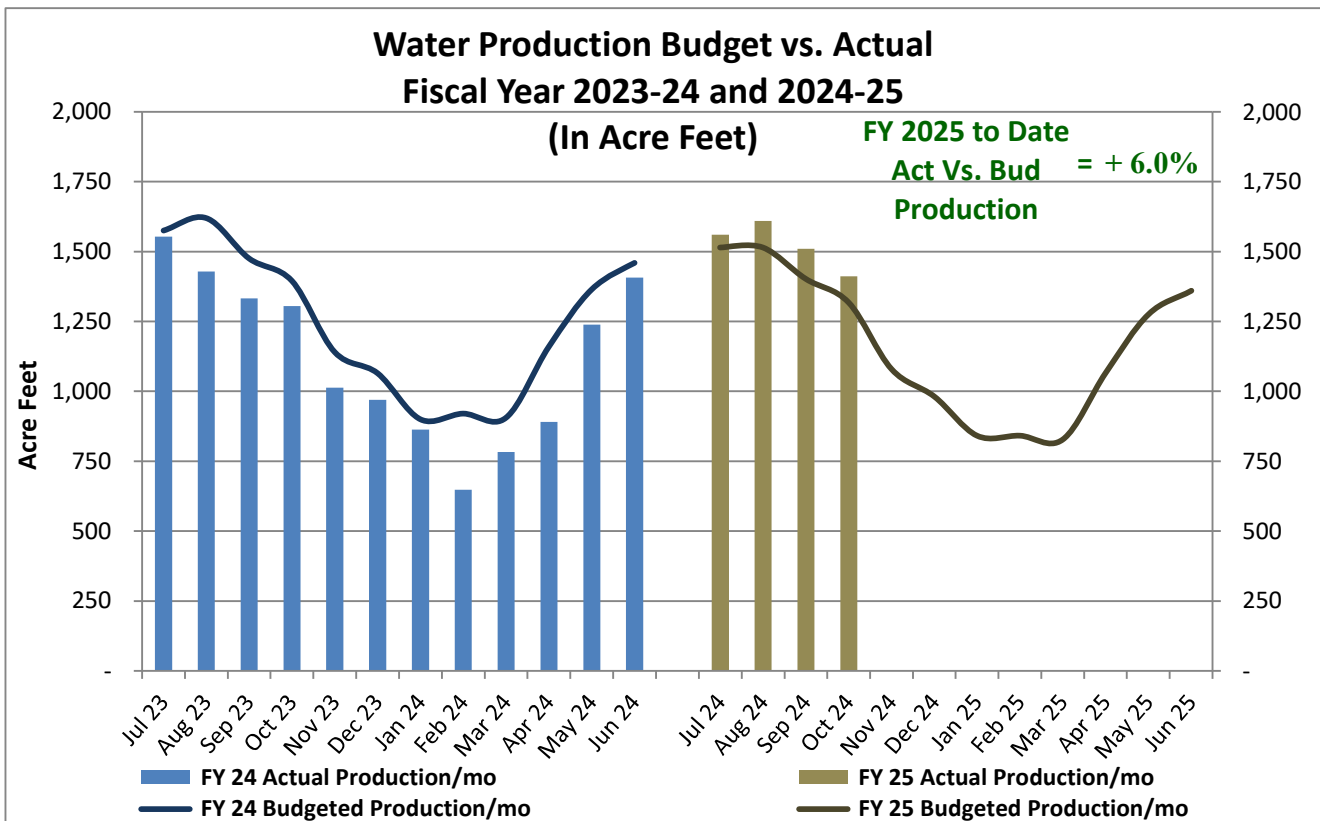
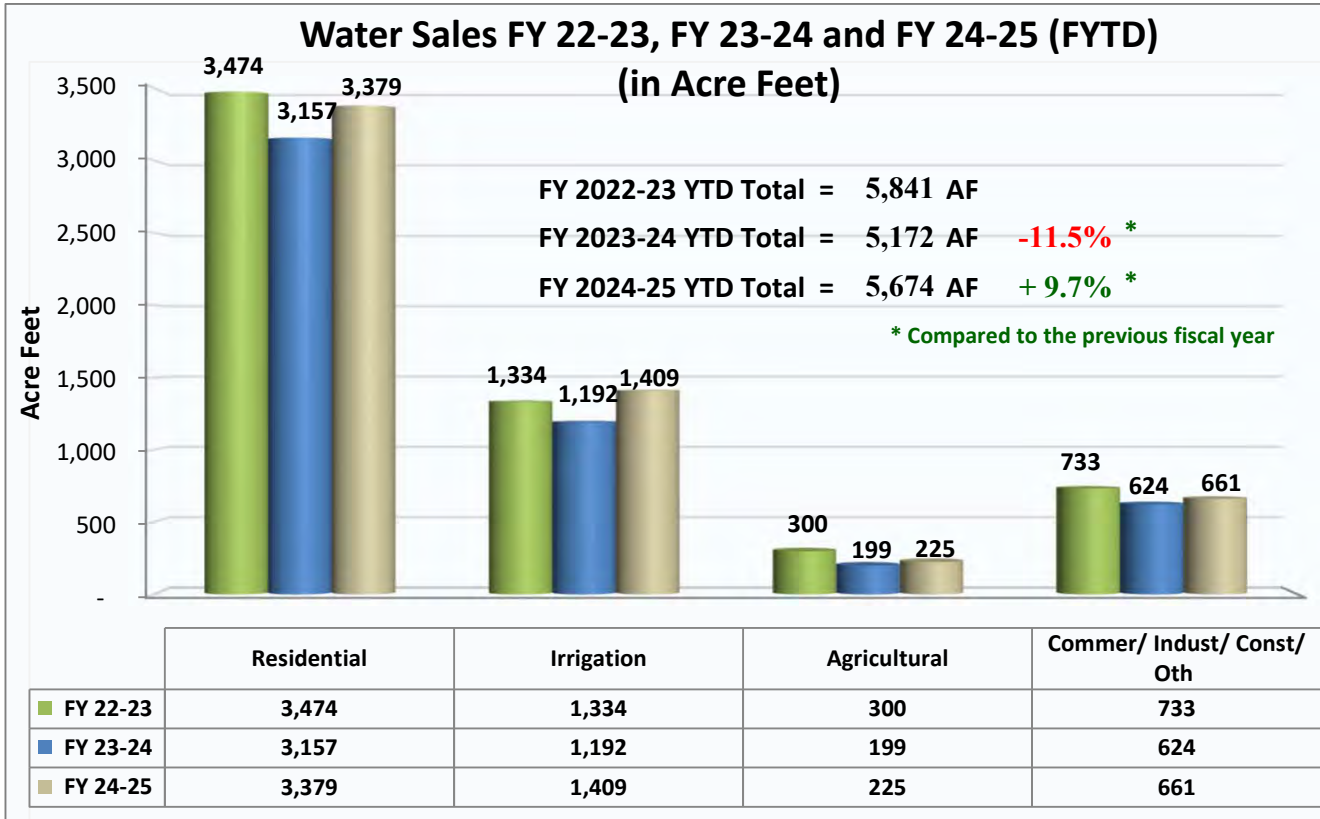
Active Meters by Size as of October 31, 2024



Active Meters by Type as of October 31, 2024



Vallejos Water District
 Water Production/Sales
 October 31, 2024



DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: PROJECT ACCEPTANCE FOR THE MAINTENANCE SERVICES DEPARTMENT - OFFICES PROJECT

BACKGROUND:

Formed in 2020, the Maintenance Services department is tasked with the continual maintenance of the District Headquarters, facilities landscaping, easements, vehicles, and offsite buildings. In addition, Maintenance Services is responsible for the warehouse which maintains emergency repair parts, maintenance inventory, and receives of all District materials such as office supplies, field equipment, fittings, pipes, and backfill.

The Maintenance Services department did not have an office space for the supervisor and a staff of six. This project converted an underutilized shop area in building C at the District headquarters into an office space for this group.

DISCUSSION:

In December 2021, the District entered a contract with MBM Group for the design, preparation of plans, technical specifications, and construction phases services. Design was completed in October 2022 and staff publicly advertised the project on December 2022. Staff received and opened 7 bids in January 2023 and determined APR Construction was the lowest responsive and responsible bidder. Construction began in early 2024.

APR Construction achieved substantial completion of the project on September 12, 2024. Staff prepared the contract documents and self-performed construction management and inspection for the project. As-needed consultant MBN Group prepared the design, plans, specifications and provided construction phase services.

FISCAL IMPACT:

The Project is identified in the District's FY 23/24 budget with a total budget amount of \$462,213. Funding for the project came from 51% Water Replacement and 49% Sewer Replacement funds. The fiscal impact is as follows:

Project Budget	\$	462,213
Construction	\$	286,381
Engineering Services	\$	80,545
Furniture	\$	26,898
Staff Labor/Overhead	\$	24,541
Total Expenses	\$	418,365
Surplus	\$	43,848

STRATEGIC PLAN / TACTICAL INITIATIVES:

The Maintenance Services Department Office project is identified in the District’s 2024 Strategic Plan, Focus Area 3, Workforce Excellence. Strategy 3.7, Employee Engagement identifies conducting interactive meetings with employees and management. Frequent interactive meetings foster a cohesive workgroup by ensuring communication, collaboration, align team members goals and expectations, and increase morale.

RECOMMENDATION:

Staff recommends project acceptance and authorizing the General Manager to file a Notice of Completion (NOC) and release of retention funds to APR Construction following the 60-day notice period, provided no claims are filed, in conformance with the contract documents.

ATTACHMENTS:

Aerial Exhibit





MAINTENANCE SERVICES DEPARTMENT OFFICES - PROJECT ACCEPTANCE



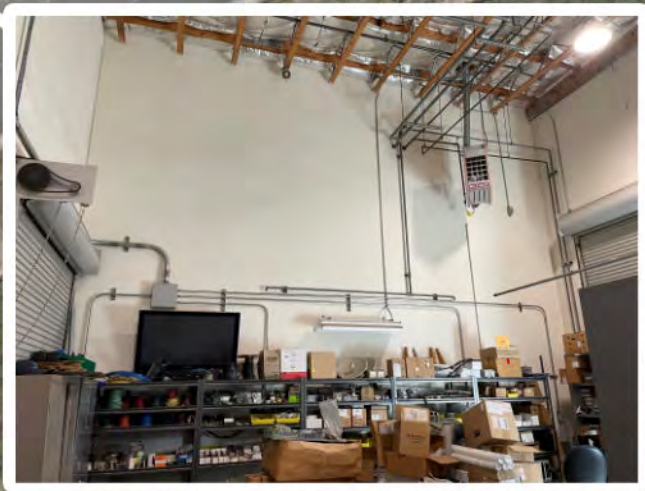
PARKING

BUILDING "C"

BUILDING "E"

BUILDING "B"

VWD ADMIN.
BUILDING "A"



DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: PROJECT ACCEPTANCE FOR THE UPDATE RESTROOMS TO ADA COMPLIANCE PROJECT

BACKGROUND:

The restrooms in the District lobby were originally installed with the construction of Building A in 1997 and were no longer compliant with current ADA standards. The lobby restrooms needed to be remodeled and brought up to current ADA standards. The restroom remodel work included a new wall, new tile and entrance, relocating plumbing, adjusting partition spacing and counter height, and installing new sinks.

In June 2019, the Board adopted the Vallecitos Water District FY 2019/2020 budget, which included the Update Restrooms to ADA Compliance project, CIP project # 2020100021. Due to the COVID-19 pandemic and project prioritization, the restroom upgrades were delayed.

DISCUSSION:

In October 2022, the District awarded as-needed consultant MBN Group Inc. (MBN) a task order for design, bid, and construction phase services. Design was completed in October 2023, and staff publicly advertised the project and held a pre-bid meeting in November 2023. In January 2024, staff received three bids and completed the evaluation of qualifications, references, bid forms, cost, and awarded the project to EMH Construction (EMH). Construction began in October 2024.

EMH Construction achieved substantial completion of the project on November 12, 2024. Staff prepared the contract documents and self-performed construction management and inspection for the project. As-needed consultant MBN Group prepared the design, plans, specifications and provided construction phase services.

FISCAL IMPACT:

The Project is identified in the District's FY 23/24 budget with a total budget amount of \$191,000. Funding for the project came from 51% Water Replacement and 49% Sewer Replacement funds. The fiscal impact is as follows:

Project Budget	191,000
EMH Construction	70,410
MBN Group	51,676
Staff labor & Overhead	8,700
<hr/> <hr/>	
Total	130,786
Budget Surplus	60,214

STRATEGIC PLAN / TACTICAL INITIATIVES:

The Update Restrooms to ADA Compliance project aligns with the District's 2024 Strategic Plan, Focus Area 1, Infrastructure Integrity. Upgrading to ADA compliance enhances the District's infrastructure by ensuring accessibility for all individuals. Additionally, it reduces the risk of potential litigation or fines and demonstrates a commitment to inclusivity and social responsibility.

RECOMMENDATION:

Staff recommends project acceptance and authorizing the General Manager to file a Notice of Completion (NOC) and release of retention funds to EMH Construction following the 60-day notice period, provided no claims are filed, in conformance with the contract documents.

ATTACHMENTS:

Aerial exhibit

PROJECT ACCEPTANCE FOR THE UPDATE OF RESTROOMS TO ADA COMPLIANCE PROJECT

PARKING

BUILDING "A"



DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: ACCEPTANCE OF UPDATED SEWER SYSTEM MANAGEMENT PLAN

BACKGROUND:

General Order 2022-0103-DWQ (2022 Order) serves as the new statewide waste discharge requirements regulating sanitary sewer systems. The 2022 Order is enforceable by the State Water Resources Control Board (SWRCB) and the Regional Water Quality Control Board (RWQCB). The District certified their continuation of existing regulatory coverage in the California Integrated Water Quality System (CIWQS) and received confirmation of regulatory coverage continuation on April 6, 2023. All California sewer agencies must comply with the 2022 Order by updating their Spill Emergency Response Plan (SERP) and Sewer System Management Plan (SSMP) prior to the deadlines issued by the SWRCB.

DISCUSSION:

The District's SERP was updated by staff, and training was conducted prior to the June 5, 2023, deadline in compliance with the 2022 Order. During a regular meeting on October 4th, 2023, the Board of Directors approved a task order for NV5 to perform a review, formatting, and other required updates to the District's SERP by April 2024 to be included with the required annual report to the state. This was accomplished and the updated SERP was submitted to the state prior to the regulatory deadline.

The task order also directed NV5 to work with staff to update the District's SSMP to comply with the revised General Order. The Plan required extensive updates to comply with the 2022 Order. District staff worked with NV5 to prepare a draft SSMP by August 2024 to allow for District review and coordination prior to the permit driven deadline of May 2025. The draft was submitted by NV5 to staff on time and revisions were made to compile the final draft for adoption. The previous SSMP was prepared prior to the adoption of the 2022 Order and updates were needed to bring the existing document into compliance with the revised order.

The District formed a review team to develop a final draft of the District's SSMP which included the General Manager, District Engineer, O&M Manager, Assistant O&M Manager, Wastewater Collection Systems Supervisor, and the Senior Compliance & Regulatory Specialist. The final draft of the District's Sewer System Management Plan is presented to the Board of Directors for their review and adoption per the requirements of the 2022 Order.

RECOMMENDATION:

Adopt and certify the District's updated Sewer System Management Plan.

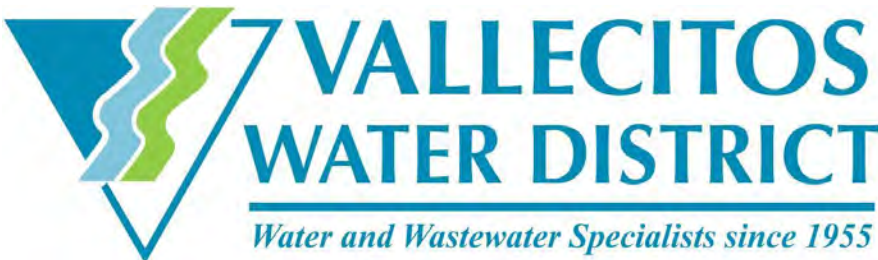
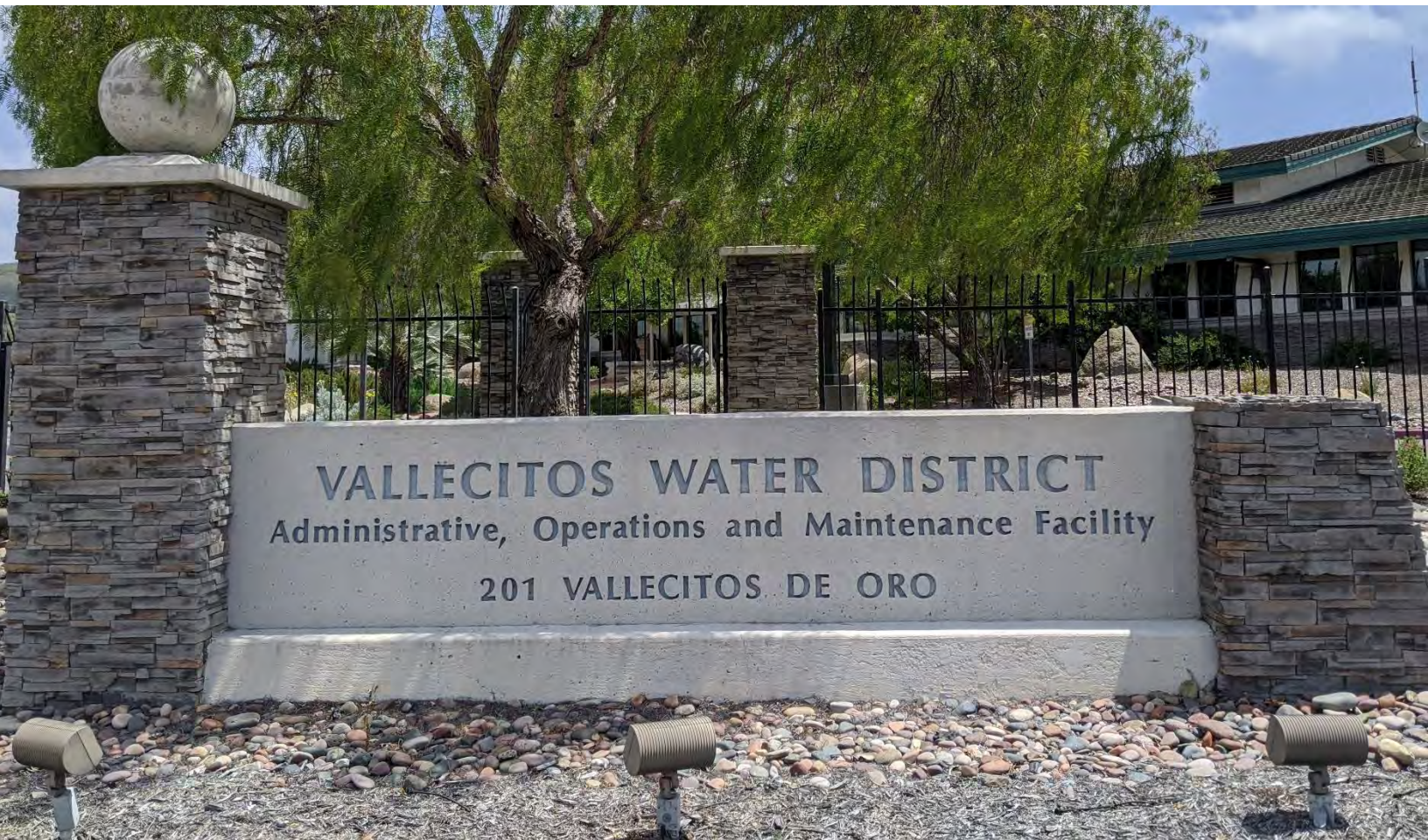
SEWER SYSTEM MANAGEMENT PLAN

IN COMPLIANCE WITH

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

WDID # 9SS010676

November 2024



201 Vallecitos De Oro
San Marcos, CA 92069

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Appendix F – FOG Standard Operating Procedures and FOG Enhanced Maintenance Areas

SSMP History and Revision Log

REPORT PREPARATION

This technical report, which is required under General Waste Discharge Requirements Order 2022-0103-DWQ adopted by the State Water Resources Control Board, was prepared for, and in cooperation with, Vallecitos Water District (VWD) by NV5, Inc. The report is based on information provided by the client that is believed to be reliable and was prepared in accordance with accepted engineering practices. No other warranty is implied or intended.

SSMP HISTORY AND REVISION LOG

District staff shall maintain this Sewer System Management Plan (SSMP) and amend or update it as necessary to comply with the requirements of the Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ (General Order). At a minimum, VWD shall update its Sewer System Management Plan every six (6) years, starting May 2025. System Audits are required every three (3) years starting in May 2024.

During the time period in between Plan updates, VWD shall document changes to its Sewer System Management Plan in the below revision log.

Version Date	Summary	Revisions by	Revision Description
2009	Original	VWD	Original SSMP under 2006 General Order
2014	5-year update	VWD	5-year update
2019	5-year update	VWD	5-year update and last version under 2006 General Order
2024	2022 General Order Update	VWD (with NV5)	Updated entire SSMP document for compliance with 2022 General Order

Overview

OVERVIEW

This document is the Sewer System Management Plan (SSMP) for the Vallecitos Water District (VWD) located in northwest San Diego County, California. This document describes the activities that VWD uses to manage its wastewater collection system effectively. VWD originally prepared an SSMP in 2009 and implemented the SSMP in compliance with the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003 (2006 General Order), a General Waste Discharge Requirement for all publicly owned sanitary sewer collection systems in California with more than one (1) mile of sewer pipe.

In 2022, the SWRCB adopted Order No. 2022-0103-DWQ (General Order) which supersedes the 2006 General Order. The General Order applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines that convey untreated wastewater to a publicly owned treatment facility and requires each agency to prepare an SSMP document. The General Order defines requirements for operating, maintaining, and managing wastewater collection systems. In May 2023, VWD continued permit coverage under the 2022 General Order.

This SSMP will contribute to the proper management of the collection system and assist VWD in minimizing the frequency and impacts of spills by providing guidance for appropriate maintenance, capacity management, and emergency response.

REGULATORY REQUIREMENTS

Effective management of a wastewater collection system as defined in the General Order includes:

1. Maintaining or improving the condition of the collection system infrastructure in order to provide reliable service into the future.
2. Cost-effectively minimizing inflow and infiltration (I&I) and providing adequate sewer capacity to accommodate design storm flows.
3. Minimizing the number and impact of sanitary sewer spills that occur.

In order to achieve the above goals each wastewater collection system agency is required to develop and implement an SSMP.

This SSMP is a regulatory document which is intended to comply with the requirements of the General Order. Each section begins by listing the specific minimum SSMP regulatory requirements. It should be noted that this SSMP should not be confused with the Sewer System Master Plan that has been developed for capacity evaluations and planning of future capital improvements.

The mandatory elements of this SSMP, as outlined in the General Order are specified below:

1. **SSMP GOAL AND INTRODUCTION:** VWD sewer collection system management goals, regulatory context, SSMP update schedule, and sewer system asset overview.
2. **ORGANIZATION:** VWD staffing responsible for implementing the SSMP. Organization of personnel, including the chain of command and communications.

Overview

3. **LEGAL AUTHORITY:** Legal authority for permitting flows into the system; inflow and infiltration control; sewer system access; enforcement of proper design, installation, and testing standards; cross-agency collaboration; and inspection requirements for new and rehabilitated sewers.
4. **OPERATION AND MAINTENANCE PROGRAM:** Operations and maintenance activities to maintain the wastewater collection system including sanitary sewer system map, preventive operation and maintenance activities, training, and equipment inventory.
5. **DESIGN AND PERFORMANCE PROVISIONS:** Current design criteria, construction standards and specifications including procedures and standards for inspection and testing of assets.
6. **SPILL EMERGENCY RESPONSE PLAN:** This plan is required to help ensure prompt detection and response to spills by providing clear response procedures.
7. **SEWER PIPE BLOCKAGE CONTROL PROGRAM:** This program is required where Fats, Oil, and Grease (FOG) and other pipe blocking substances pose capacity or spill risks. This element was previously called the FOG Program.
8. **SYSTEM EVALUATION AND CAPACITY ASSURANCE PROGRAM:** This element requires procedures for the routine evaluation and system condition assessment; capacity assessment and design criteria; prioritization of corrective actions; and a capital improvement plan.
9. **MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS:** This element requires an adaptive management section that addresses SSMP implementation effectiveness and the steps for necessary SSMP improvement.
10. **INTERNAL AUDITS:** The SSMP is required to include a description of internal audit procedures.
11. **COMMUNICATION PROGRAM:** This element requires procedures for VWD to communicate with the public and owner/operators regarding spills, closures, and construction activity.

In accordance with Section 5.5 of the General Order, the SSMP must be updated every six (6) years, and any significant updates to the SSMP must be approved by the VWD's Board of Directors. The 2024 update to the SSMP will be certified by the Board of Directors during a public Board meeting prior to 2024 year end.

Element 1 – SSMP Goal and Introduction

1.0 ELEMENT 1 – SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

Per Attachment D of the General Order, the goal of the SSMP is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee’s sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

Regulatory Requirements

The SSMP introduction section shall provide a general description of the local sewer system management program and discuss SSMP implementation and updates. Element 1 shall also include a schedule for SSMP audits and updates and a description of the service area and assets along with reference to the current sanitary sewer system map. The sewer system asset overview should include:

1. Location, including county;
2. Service area boundary;
3. Population and community served;
4. System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
5. Structures diverting stormwater to the sewer system;
6. Data management systems;
7. Sewer system ownership and operation responsibilities between enrollee and private entities;
8. Estimated number or percent of residential, commercial, and industrial service connections; and
9. Unique service boundary conditions and challenges.

1.1 GOALS

VWD has adopted the following Mission Statement that guides all facets of VWD’s administration and operation.

"The mission of Vallecitos Water District is to serve as water and wastewater specialists, providing exceptional and sustainable services."

One of the approaches to achieving VWD’s Mission Statement is the updating and implementation of this SSMP. The goals of VWD’s SSMP are:

1. To plan and schedule to properly manage, operate, and maintain all portions of VWD’s wastewater collection system.
2. To provide adequate capacity to convey the peak/wet weather wastewater flows.
3. To minimize the frequency, number, and volume of spill events, and to minimize or prevent the likelihood of spills to reach surface waters (Waters of the State).
4. To contain and mitigate the impacts that are associated with any sewer spill that may occur.
5. To meet all applicable regulatory notification and reporting requirements.

Element 1 – SSMP Goal and Introduction

1.2 SSMP UPDATE SCHEDULE

The SSMP update and audit schedule is provided in Appendix A. The updated schedules are VWD-specific based on the current General Order and were obtained from the SWRCB website online at: https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/

1.3 SEWER SYSTEM ASSET OVERVIEW

VWD owns and operates a wastewater collection system, located in northern San Diego County, California with service to portions of San Marcos, Carlsbad, Escondido, Vista, and unincorporated areas. VWD currently serves a population of nearly 100,000 sewer customers, with close to 21,000 sewer accounts, within its 45 square mile service boundary. Approximately 20,000 sewer accounts (95%) are residential and multi-family; approximately 700 accounts are commercial (3.5%); and the remainder are industrial, agricultural, and other account holders (1.5%). Approximately 3 million gallons per day (MGD) of sewage is sent to the Encina Wastewater Authority, and approximately 3.5 MGD is sent to the Meadowlark Water Reclamation Facility. The Meadowlark Water Reclamation Facility recycles up to 74 percent of the wastewater generated within VWD’s boundaries. The total length of VWD gravity sewer lines is approximately 264 miles (4-inch to 54-inch lines), and the total length of VWD siphon and force main lines is approximately 14 miles (4-inch to 54-inch lines). VWD operates 4 sewer lift stations. An overview map of the sewer collection system is provided in Appendix D and is also available online at: <https://www.vwd.org/departments/engineering/gis-mapping>. The VWD GIS/Mapping Department maintains the current sewer system data and mapping that is used for planning, operations, and maintenance and can be accessed remotely by VWD staff by mobile devices. A more detailed list of VWD facilities and assets is provided in Appendix D.

Element 2 – Organization

2.0 ELEMENT 2 – ORGANIZATION

The intent of this section of the SSMP is to identify VWD staff who are responsible for implementing this SSMP, responding to spill events, and meeting the spill reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

Regulatory Requirements

The SSMP must identify organizational staffing responsible and integral for implementing the local SSMP through an organization chart or similar narrative documentation that includes:

- 1) The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of the General Order;
- 2) The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific SSMP elements;
- 3) Organizational lines of authority; and
- 4) Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the state and Regional Water Boards and other agencies, as applicable.

2.1 ORGANIZATIONAL CHARTS

Appendix B contains organization charts that provide VWD staff positions responsible for SSMP implementation and chain of communication for spill reporting. The charts identify the Legally Responsible Official; provide the names, titles, and contact information for management, administrative, and maintenance positions responsible for implementing the SSMP; organizational lines of authority; and chain of communication for reporting spills.

2.2 STAFF RESPONSIBILITIES

Following are descriptions of key VWD positions responsible for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP.

General Manager

The General Manager is VWD's Legally Responsible Official (LRO) and is responsible for overall development and implementation of VWD's SSMP. In his absence, the General Manager has delegated this authority to the Operations and Maintenance Manager.

Operations and Maintenance Manager

In the absence of the General Manager, the Operations and Maintenance (O&M) Manager will assume the duties of the LRO and be responsible for reporting spills to the appropriate agencies. The O&M Manager plans, organizes and coordinates all work of the Operations and Maintenance staff, including the Wastewater Collection Systems, Mechanical/Electrical, Source Control Technician, Construction, Meadowlark Treatment Plant, Maintenance Services, and Water Operations departments. The O&M Manager reviews all spill reports for compliance and accuracy.

Element 2 – Organization

Wastewater Collection Systems Supervisor

The Wastewater Collection Systems Supervisor is responsible for the general operation, cleaning, inspection, repair, and maintenance of VWD's sanitary sewer collection system. The Wastewater Collection Systems Supervisor leads emergency response and investigates spills. They are also responsible for ensuring that spill emergency response and investigations are appropriately documented for reporting purposes.

Wastewater Collection Systems Staff

The Wastewater Collection Systems staff operate, clean, inspect, and maintain VWD's sanitary sewer collection system. The Wastewater Collection Systems staff are responsible for responding to service requests including spills. Spills are investigated and documented by field staff.

Mechanical/Electrical Staff

The Mechanical/Electrical staff inspect, repair, and conduct preventive maintenance for VWD's sanitary sewer lift stations. Staff is responsible for responding to service requests including spills at all lift stations.

Source Control Technician

The Source Control Technician supports VWD's Sewer Pipe Blockage Control Program (formerly known as the FOG Program). The Source Control Technician inspects and monitors commercial, institutional, and food service establishments for compliance with federal, state, and local environmental regulations related to the discharge of grease, oil, and other pipe blocking materials into VWD's wastewater collection system; ensures compliance with all requirements associated with pretreatment functions performed by Meadowlark Water Reclamation Facility and Encina Wastewater Authority; reviews plans and blueprints for new facilities and tenant improvements for compliance with wastewater, oil, grease, and chemical containment and discharge into the sanitary sewer system; and coordinates with building permit agencies to ensure necessary monitoring facilities, sampling stations, effluent meters, grease traps, and interceptors and other pretreatment equipment are included in new construction. As needed, the Source Control Technician assists Encina Wastewater Authority's Environmental Compliance Department with industrial waste and pretreatment issues originating in VWD's service area.

Service Request Response

The VWD office is open Monday through Thursday, 7:30 AM to 5:30 PM, and Friday 8 AM to 5:00 PM, excluding holidays. The telephone number is (760) 744-0460. During normal working hours, all service calls are referred directly to the Wastewater Collection Systems Supervisor or, in their absence, the designated Senior Wastewater Collection Systems Worker. All after-hour calls are routed to VWD's answering service which directly notifies VWD's Wastewater Collection Systems Duty Operator. The Duty Operator is provided with a District response truck and cell phone to facilitate timely response.

Element 3 – Legal Authority

3.0 ELEMENT 3 – LEGAL AUTHORITY

The intent of this section of the SSMP is to summarize the legal authority of VWD to regulate the design, construction, and operation of the wastewater collection system. Legal authority refers to powers granted to the wastewater collection system agency to provide services to the public, typically through sewer use ordinances, service agreements, and other mechanisms. Using this legal authority, the wastewater collection system agency can require system users to meet performance standards, maintain user-owned elements of the system, and pay penalties for non-compliance.

Regulatory Requirements

The SSMP must include copies of, or an electronic link to, the Enrollee’s current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- 1) Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- 2) Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- 3) Require that sewer system components and connections be properly designed and constructed;
- 4) Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- 5) Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- 6) Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.1 LEGAL AUTHORITY DOCUMENTATION

Appendix C provides copies of relevant VWD ordinances that are implemented and enforced to comply with the regulatory requirements listed above. Appendix C also provides a table showing the requirements listed above and how VWD ordinances meet these requirements.

Element 4 – O&M Program

4.0 ELEMENT 4 – OPERATIONS AND MAINTENANCE PROGRAM

VWD's Operation and Maintenance Program (O&M Program) addresses the SSMP regulatory requirements listed below. Appendix D of this SSMP describes the O&M Program and contains the Preventive Maintenance Program for Wastewater Collection Systems Maintenance and Lift Station Maintenance.

Regulatory Requirements

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system.

- 1) Updated Map of Sanitary Sewer System: An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing state and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.
- 2) Preventive Operation and Maintenance Activities: A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:
 - Inspection and maintenance activities;
 - Higher frequency inspections and maintenance of known problem areas, including areas with tree root problems;
 - Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

- 3) Training: In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:
 - The requirements of the General Order;
 - The Enrollee's Spill Emergency Response Plan procedures and practice drills;
 - Skilled estimation of spill volume for field operators; and
 - Electronic California Integrated Water Quality System (CIWQS) reporting procedures for staff submitting data.
- 4) Equipment Inventory: An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

Following is a discussion of each of the required O&M Program elements listed above.

4.1 SEWER SYSTEM MAP

VWD maintains up-to-date information and mapping of the sewer system, including all gravity line segments, size and material, manholes, pumping facilities, pressure pipes, valves, and other

Element 4 – O&M Program

appurtenances. This data is managed by the VWD GIS/Mapping Department and is accessed by VWD personnel through the VWD's intranet and the ARC GIS application. VWD does not maintain a public-facing detailed sewer system map; however, accommodations for state and Regional Water Board staff can be made when requested. See Appendix D for a copy of the VWD Sewer Boundary Map.

4.2 PREVENTIVE OPERATION AND MAINTENANCE PROGRAM

VWD has a preventive maintenance program (see Appendix D) that includes regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at enhanced maintenance areas. Also included is an inspection program utilizing CCTV. The preventive maintenance program includes the following elements:

- Sewer collection system facility and asset listing
- Pipeline cleaning schedule
- CCTV inspection schedule
- Inspection and testing schedules

4.3 TRAINING

Training for Wastewater Collection Systems staff is scheduled and tracked. VWD funds continuing education training to facilitate staff maintaining current California Water Environment Association (CWEA) certificates. Safety training includes Confined Space Entry and Rescue, Hazardous Materials Management, and First Aid and CPR. SSMP training includes VWD's Spill Emergency Response Plan (SERP) procedures and practice drills; skilled estimation of spill volume for field operations; General Order regulatory requirements and electronic CIWQS reporting procedures for staff submitting data. Training includes online, formal classroom, informal on-the-job, and hands-on training. All training records are kept at the VWD office.

4.4 EQUIPMENT INVENTORY

VWD utilizes an on-site warehouse where equipment and replacement part inventories are maintained, including the identification of critical replacement and spare parts.

Element 5–Design & Performance Provisions

5.0 ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to summarize VWD’s sewer system design, inspection, and construction requirements for constructing new sewer components, including the sewer pipelines, manholes, and pumping stations, or for rehabilitating or replacing existing manholes or pipelines.

Regulatory Requirements

The SSMP must include the following items as appropriate and applicable to the Enrollee’s system:

- 1) Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in Section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of the General Order, the procedures must include component-specific evaluation of the design criteria.
- 2) Procedures and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

5.1 DESIGN CRITERIA AND CONSTRUCTION STANDARDS AND SPECIFICATIONS

VWD maintains Standard Specifications for Construction of Water and Sewer Facilities that addresses this section of the General Order. The standards are located in the Engineering Department (and available online) and contain design parameters, standard drawings, an approved materials list, and specifications for construction, inspection, testing, and acceptance of District facilities. VWD’s Water, Wastewater and Reclamation Master Plan includes specific design criteria for wastewater collection facilities. The Standard Specifications were approved in 1990 and updated/revised in 2018.

The VWD Standard Drawings can be found at the VWD webpage:

<https://www.vwd.org/departments/engineering/inspection/standard-drawings>

The VWD Standard Specifications can be found at the VWD webpage:

<https://www.vwd.org/departments/engineering/inspection/standard-specifications>

5.2 PROCEDURES AND STANDARDS

Inspection and testing of newly constructed, newly installed, repaired, and rehabilitated sewer system components is conducted in accordance with VWD standard or project specific construction specifications.

Element 6–Spill Emergency Response Plan

6.0 ELEMENT 6 – SPILL EMERGENCY RESPONSE PLAN

The Spill Emergency Response Plan (SERP) is a required element of the General Order and provides specific steps and course of action for wastewater collection system personnel to follow in the event of a sewer spill.

Regulatory Requirements

The SSMP must include an up-to-date SERP to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The SERP must include procedures to:

- 1) Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- 2) Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the state;
- 3) Comply with the notification, monitoring and reporting requirements of the General Order, state law and regulations, and applicable Regional Water Board orders;
- 4) Ensure that appropriate staff and contractors implement the SERP and are appropriately trained;
- 5) Address emergency system operations, traffic control and other necessary response activities;
- 6) Contain a spill and prevent/minimize discharge to waters of the state or any drainage conveyance system;
- 7) Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the state;
- 8) Remove sewage from the drainage conveyance system;
- 9) Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- 10) Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- 11) Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior to, during, and after a spill event;
- 12) Conduct post-spill assessments of spill response activities;
- 13) Document and report spill events as required in the General Order; and
- 14) Annually, review and assess effectiveness of the SERP, and update the Plan as needed.

6.1 SPILL PREVENTION AND EMERGENCY RESPONSE PLAN

VWD has implemented a Sewer Overflow Response Plan (now Spill Emergency Response Plan) for many years that includes provisions for spill detection and response procedures, public advisory procedures, traffic control procedures, regulatory agency notification and emergency contact information. The response plan was updated to address new requirements and terminology within the General Order, and the current version of VWD’s SERP is included in Appendix E.

Element 7–Sewer Pipe Blockage Control Program

7.0 ELEMENT 7 – SEWER PIPE BLOCKAGE CONTROL PROGRAM

To comply with the requirements of the new General Order, the previous SSMP Element 7 – Fats, Oils & Grease (FOG) Control Program was updated to reference the new General Order requirements and terminology identified below.

Regulatory Requirements

The SSMP must include procedures for the evaluation of the Enrollee’s service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags, and debris. The procedures must include, at minimum:

- Public Education and Outreach Program: An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- Plan and Schedule for Disposal: A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- Legal Authority to Prohibit Discharges: The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Provisions: Provide requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping, and reporting requirements;
- Authority to Inspect: Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- FOG Locations and Cleaning Schedule: An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning schedule for each section; and
- Source Control Measures: Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

7.1 SEWER PIPE BLOCKAGE CONTROL PROGRAM

To comply with the 2006 General Order Element 7, VWD previously evaluated its service area and identified locations within the collection system that have FOG issues. VWD is required to implement, as needed, source control methods identified in the General Order to control FOG and other pipe blocking substances. VWD has implemented the following:

- Public Education and Outreach Program: VWD implements a public education and outreach program that promotes proper disposal of FOG. The program includes the following:
 - 1) Publishing periodic articles in our quarterly “Between the Pipes” newsletter to educate the public about proper grease disposal.
 - 2) Discussing the problems of grease in the sewers during public speaking events and other public outreach events.
 - 3) Placing advertisements regarding household grease in local publications.
 - 4) Distributing "Fat Trappers" at public outreach events.

Element 7–Sewer Pipe Blockage Control Program

- Plan and Schedule for Disposal: To address FOG, VWD implements a program that includes scheduled inspections of Food Service Establishments (FSEs) and cleaning of FOG “Enhanced Maintenance Areas.” VWD maintains a list of acceptable disposal vendors and facilities for use by FSEs.
- Legal Authority to Prohibit Discharges: On December 10, 2013, VWD adopted Ordinance No. 191. This ordinance establishes the legal authority to prevent discharge of FOG, and the authority to inspect grease producing facilities.
- Provisions: VWD provides requirements for the FOG Control Program and the following guidance to FSEs on the VWD website (<https://www.vwd.org/departments/fats-oils-and-grease-program>):
 - FOG Control Program Guidance Manual
 - BMP Employee Training Log
 - Waste Cooking Oil and FOG Disposal/Recycling Log
 - Grease Removal Device and Cooking Oil Recycling/Rendering List
 - FOG Control Ordinance
 - No Grease Poster
 - FOG Control Program Training Video
- Authority to Inspect: VWD Ordinance No. 191 (See Appendix C) provides the authority to inspect, along with the inspection criteria. In 2014, VWD began an inspection program for FSEs to determine compliance with the FOG Control Program. As described in Section 2 above, the Source Control Technician carries out inspections at the FSEs and coordinates with Encina Wastewater Authority on other pretreatment matters, as needed. Additionally, VWD has a contract agreement with Encina Wastewater Authority to provide as-needed source control monitoring, inspection, and enforcement through Industrial Waste Discharge permits.
- FOG Locations and Cleaning Schedule: Appendix F contains a list of the FOG enhanced maintenance areas, schedule, and standard operating procedures for maintenance and cleaning of those locations, including the use of biological media to control FOG issues.
- Source Control Measures: VWD implements source control measures as part of the overall FOG program and coordination, education, and outreach with the public, FSEs, and partner agencies. VWD staff will continue to evaluate the effectiveness of this program and make appropriate changes, if needed.

8.0 ELEMENT 8 – SYSTEM EVALUATION, CAPACITY ASSURANCE, AND CAPITAL IMPROVEMENTS

This section documents VWD’s planning efforts to address the General Order regulatory requirements associated with system evaluation, capacity assurance, and capital improvements listed below. VWD’s adopted [Master Plan](#) addresses many of the SSMP requirements identified below. The Master Plan is a separate document from this SSMP and is maintained by the Engineering Department. The sections following the regulatory requirements provides discussion on how the Master Plan addresses the requirements.

Regulatory Requirements

The SSMP must include procedures and activities for the following four items:

1. System Evaluation and Condition Assessment:
 - Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;
 - Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
 - Prioritize the condition assessment of system areas that:
 - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
 - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
 - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
 - Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
 - Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the state;
 - Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
 - Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.
2. Capacity Assessment and Design Criteria: The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:
 - Dry-weather peak flow conditions that cause or contribute to spill events;
 - The appropriate design storm(s) or wet weather event(s) that causes or contributes to spill events;
 - The capacity of key system components; and

Element 8–System Evaluation, Capacity Assurance, CIP

- Identification of the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
 - Capacity of flood-prone systems subject to increased inflow and infiltration, under normal local and regional storm conditions;
 - Capacity of systems subject to increased inflow and infiltration due to larger and/or higher-intensity storm events as a result of climate change;
 - Increases of erosive forces in canyons and streams near underground and above ground system components due to larger and/or higher-intensity storm events;
 - Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
 - Necessary redundancy in pumping and storage capacities.
3. Prioritization of Corrective Actions: The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.
4. Capital Improvement Plan: The capital improvement plan must include the following items:
- Project schedules including completion dates for all portions of the capital improvement program;
 - Internal and external project funding sources for each project; and
 - Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and interagency coordination with other impacted utility agencies.

8.1 SYSTEM EVALUATION AND CONDITION ASSESSMENT

VWD implements sewer system inspections on a scheduled basis with prioritization in areas with known capacity, blockage, potential structural issues, or other concerns. The system is inspected visually using CCTV, and pipe inspection records are maintained with the Operations and Maintenance Department. See Appendix D for the preventive maintenance program and schedule.

8.2 CAPACITY ASSESSMENT AND DESIGN CRITERIA

The Master Plan addresses and models normal and peak flows in each sewershed and pipeline. The calibration of the model was derived from flow monitoring during dry and wet weather periods. The model identifies segments of the system which require repair or replacement due to capacity restraints. As part of the Master Plan, these segments are identified in the list of Capital Improvement Projects. A schedule for the capital projects is included in the Master Plan and utilized in preparation of each Fiscal Year budget. A complete analysis of impacts to the existing and proposed sewer facilities are required for all new development projects within VWD. Project-specific improvements are then included as conditions of approval for the development and required before connection. This approach ensures that the collection system is continually evaluated for proper sizing and operation. Also, as

Element 8–System Evaluation, Capacity Assurance, CIP

described in Section 5, VWD uses their own standard specifications for design and construction. VWD will periodically evaluate the specifications to determine if additional design criteria are required.

8.3 PRIORITIZATION OF CORRECTIVE ACTION

VWD utilizes an Asset Management Program for its sewer facilities to prioritize corrective actions on a regular basis. The Asset Management Program prioritizes corrective actions in a Risk Matrix using “Likelihood of Failure” and “Consequences of Failure” evaluations, which include the severity of the consequences of potential spills.

8.4 CAPITAL IMPROVEMENT PLAN

Capital Improvement Projects are identified in the current VWD Master Plan and are budgeted and implemented as increasing demands require upgrades to current infrastructure. Capital Replacement Projects are scheduled when VWD Operations staff identify damaged or aging infrastructure that requires repair or replacement. The Capital Budget is typically planned to extend over a five-year cycle.

Element 9 – Monitoring, Measurement, Modifications

9.0 ELEMENT 9 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

This section summarizes how VWD monitors the performance of the sewer system, determines the effectiveness of the O&M program, and measures the effectiveness of VWD’s spill reduction program. Regulatory requirements from the General Order are followed by a description of VWD’s adaptive management approach to monitoring, measurement, and program modifications.

Regulatory Requirements

The SSMP must include an Adaptive Management section that addresses SSMP implementation effectiveness and the steps for necessary SSMP improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each SSMP Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating SSMP procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report. The Enrollee shall generate the graphs in CIWQS.

9.1 ADAPTIVE MANAGEMENT

VWD’s sewer management program is based on an Adaptive Management approach for continuous program improvement, which uses the evaluation of performance indicators to modify its program.

Effectiveness of the program is determined by evaluating the following performance indicators:

- Number of spills over the past 12 months, distinguishing between dry weather overflows and wet weather overflows.
- Volume distribution of spills (e.g., number of spills: <100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, >10,000 gallons).
- Volume of spills that were contained in relation to total volume of spills.

Element 9–Monitoring, Measurement, Modifications

- Spills by cause (e.g., roots, grease, debris, pipe failure, lift station failure, main capacity, other).
- Evaluation of identified enhanced maintenance areas, such as roots, structural deficiencies, FOG, to determine effectiveness of mitigation procedures.
- Annual maintenance production by activities compared to plan (e.g., quantity of sewers cleaned vs. planned).

The Operations and Maintenance Manager and the Wastewater Collection Systems Supervisor will periodically evaluate the above performance factors and make changes to the program as appropriate.

Element 10–Internal Audits

10.0 ELEMENT 10 – INTERNAL AUDITS

Audit programs are intended to provide controls for ensuring that all programs associated with the SSMP are being implemented and managed appropriately. Audit outcomes should provide information about challenges and successes in implementing the SSMP and identify any program or policy changes that may be needed to ensure effective implementation. Information collected as part of an audit should be used to plan program or procedure revisions necessary to improve program performance. Below are the General Order regulatory requirements associated with program audits, followed by a discussion of VWD’s audit program.

Regulatory Requirements

The SSMP shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with Section 5.4 (Sewer System Management Plan Audits) of the General Order. The SSMP audits are required a minimum of once every three years, and certified audit reports are required to be submitted online through the state CIWQS database. The Audit Schedule is included in Appendix A.

10.1 AUDIT PROGRAM

Beginning in January 2012, and every two years thereafter through 2023, the Wastewater Collection Systems Supervisor and Operations & Maintenance Manager audited the effectiveness of all elements of this SSMP. Starting in 2024, VWD will conduct an internal audit every three years. This audit shall focus on evaluating the effectiveness of the SSMP and compliance with the SSMP requirements identified in Attachment D of the SWRCB Order No WQ 2022-0103-DWQ, including identification of any deficiencies in the SSMP and steps to correct them.

The audit will be performed by the VWD’s Operations and Maintenance Manager, the Assistant Operations and Maintenance Manager, the Senior Compliance and Regulatory Specialist, the Wastewater Collection Systems Supervisor, and the Source Control Technician. A written report of the audit results, including corrective actions, recommendations, and a schedule to address identified deficiencies will be provided to VWD’s LRO for approval and authorization to implement the recommendations. *The audit report shall include a statement that the sewer system operator’s input on the audit findings has been considered.*

Element 11–Communications Program

11.0 ELEMENT 11 – COMMUNICATION PROGRAM

This section of the SSMP describes VWD’s communication program with the public and other agencies in compliance with the General Order requirements listed below:

Regulatory Requirements

The SSMP must include procedures for the Enrollee to communicate with:

- The public for:
 - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
 - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee’s system, including satellite systems, for:
 - System operation, maintenance, and capital improvement-related activities.

11.1 COMMUNICATION PROGRAM

VWD maintains a [website](http://www.vwd.org) (<http://www.vwd.org>) to inform the public about VWD activities. VWD’s website is an effective communication channel for providing alerts and news to the public. VWD’s SSMP is published on the VWD website. The six-year update to the SSMP will be certified by the Board of Directors during a public Board meeting that allows public input. VWD will also use the [website](#) to notify the public of important upcoming activities related to sewer system management.

The VWD SERP (Appendix E) provides agency contact information for owners/operators of systems that connect to or are adjacent to VWD’s system. As part of typical construction notification and utility coordination efforts, VWD regularly coordinates with adjacent system owners/operators (sewer, storm drain, water) on upcoming operation, maintenance, and capital improvement related activities that may impact their systems.

APPENDIX A – SSMP DEVELOPMENT PLAN AND SCHEDULE

Appendix A – Development Plan and Schedule

SSMP UPDATE AND AUDIT SCHEDULE

Per the State Water Resource Control Board Order No. WQ 2022-0103-DWQ, Statewide Waste Discharge Requirements General Order for Sanitary Sewer System (General Order), the Vallecitos Water District (VWD) is required to develop a Sewer System Management Plan (SSMP). The original 2009 SSMP and all previous SSMP 5-Year Updates were site-specific and included all mandatory elements as outlined in the original Order No. 2006-003-DWQ (2006 General Order). Table A-1 provides VWD's previous and current SSMP Audit and Plan update due dates.

Table A-1. SSMP Development Plan and Schedule

Sewer System Management Plan & Audit Required Due Dates
 Transition from General Order 2006-0003-DWQ to Reissued General Order

Sewer System Management Plan & Subsequent Update Due Dates								
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Meadowlark CS	9SSO10676	5/2/2009	5/2/2014	5/2/2019	5/2/2024	5/2/2029	5/2/2034	5/2/2039
Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Meadowlark CS	9SSO10676	5/2/2011	5/2/2013	5/2/2015	5/2/2017	5/2/2019	5/2/2021	5/2/2024

* Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six years after the required due date of the Enrollee's last Plan Update.

** Per Section 5.4 and Attachment E1, Section 3.10 of the General Order, the Audit Report is due within six months after the end of the required 3-year audit period.

Appendix A – Development Plan and Schedule

SSMP UPDATE HISTORY

The following sections provide more detailed information on the development, schedule, and updates for each of the SSMPs eleven elements. This table was developed with the original SSMP in 2009 and revised with each SSMP update.

ELEMENT I. GOAL AND INTRODUCTION

This element requires that VWD establish goals for the SSMP to properly manage, operate, and maintain all parts of the wastewater collection system in order to reduce and prevent spills, as well as to mitigate any spill that occurs. Refer to Section 1 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
Goals /	Nov 2, 2007	June 6, 2007	O&M Manager	Completed
Goals & Introduction		Revised July 2014 Reviewed July 2019		
	May 2025	November 2024		

ELEMENT II. ORGANIZATION

This element requires that VWD show its organizational structure and the individuals within the department who are responsible for elements within the SSMP. It also requires that an internal chain of communication is developed for reporting spills from receipt of complaint to report to regulatory agencies. Refer to Section 2 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
Organization	Nov 2, 2007	Aug 23, 2007	O&M Manager	Completed
		Revised July 2019		
	May 2025	November 2024		

Appendix A – Development Plan and Schedule

ELEMENT III. LEGAL AUTHORITY

This element requires VWD to show that it possesses the necessary legal authority to implement and enforce several requirements spelled out in the 2022 General Order. Refer to Section 3 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
Legal Authority	May 2, 2009	April 22, 2009	Risk Mgmt. Supervisor ¹ O&M Manager	Completed
		Revised July 2014 Reviewed July 2019		
	May 2025	November 2024		

¹ The Risk Management Supervisor position no longer exists but is listed to provide historical context.

ELEMENT IV. OPERATION AND MAINTENANCE PROGRAM

This element requires VWD to have an Operations and Maintenance (O&M) program that puts into practice the following components:

1. Mapping – Current mapping of sanitary sewer system.
2. Preventive Operation and Maintenance Activities – This includes a scheduling system and a data collection system for preventive operation and maintenance activities.
3. Training – Provide training on a regular basis for staff in sanitary sewer system operations and maintenance.
4. Equipment Inventory - Provide equipment and replacement part inventories, including identification of critical replacement parts.

Refer to Section 4 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
O&M Program	May 2009	May 2, 2009	Collections Dept O&M Manager	Completed
	August 2019	July 2019		
	May 2025	November 2024		

Appendix A – Development Plan and Schedule

ELEMENT V. DESIGN AND PERFORMANCE PROVISIONS

This element requires VWD to develop standards for the design, construction, inspection, testing and acceptance of new, rehabilitated, or repaired portions of the collection system. Refer to Section 5 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
Design and Performance Provisions	Aug 2, 2009	May 19, 2009 Revised July 2014 Revised August 2018	VWD Engineer	Completed
	May 2025	November 2024		

ELEMENT VI. SPILL EMERGENCY RESPONSE PLAN

This element requires VWD to develop a contingency plan and procedures for responding to a sanitary sewer overflow. For many years, VWD implemented a Sewer Overflow Response Plan (SORP) in compliance with the 2006 General Order. The SORP was updated to a Spill Emergency Response Plan (SERP) in compliance with the 2022 General Order. See Section 6 for more information on VWD's SERP compliance with the 2022 General Order and see Appendix E for the SERP document.

Task	Due Date	Date Complete	Assigned to	Comments
Overflow Emergency Response Plan / Spill Emergency Response Plan	May 2, 2009	May 2, 2009 Reviewed July 2014 Revised July 2019	Collections Dept O&M Manager	Completed
	June 2023	May 2023		

ELEMENT VII. SEWER PIPE BLOCKAGE CONTROL PROGRAM

This element was formerly called the Fats, Oils & Grease (FOG) Control Program. The name was revised with the 2022 General Order to include other pipe blocking substances such as rags and debris. Refer to Section 7 of this SSMP document for VWD compliance with this element and see Appendix F for the FOG Standard Operating Procedures.

Appendix A – Development Plan and Schedule

Task	Due Date	Date Complete	Assigned to	Comments
FOG Control Program / Sewer Pipe Blockage Control Program	May 2009	May 2009 Revised December 2013 Revised July 2019	Source Control Technician Risk Mgmt Supervisor ¹ O&M Manager	Completed
	May 2025	November 2024		

¹ The Risk Management Supervisor position no longer exists but is listed to provide historical context.

ELEMENT VIII. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

This element requires VWD to include provisions for:

- System Evaluation and Condition Assessment: scheduled inspections with prioritized inspections for vulnerable assets.
- Capacity Assessment and Design Criteria: hydraulic capacity analysis with consideration for factors identified in the General Order (inspection history, inflow and infiltration, climate change).
- Prioritization of Corrective Action: prioritization must consider severity of potential spills.
- Capital Improvement Plan: including schedule, funding, and joint coordination.

Refer to Section 8 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
System Evaluation and Capacity Assurance Plan / System Evaluation, Capacity Assurance and Capital Improvements	August 2, 2009	May 19, 2009 Revised July 2014 Revised May 2019	District Engineer Collection System Supervisor	Completed
	May 2025	November 2024	O&M Manager	

ELEMENT IX. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

This element requires VWD to include an Adaptive Management section within the SSMP that addresses SSMP implementation effectiveness and the steps necessary for Plan improvement. This includes: maintaining audit findings; monitoring implementation and measuring the effectiveness of each element; assessing the success of the preventive O&M activities; updating procedures and activities based on results of evaluations; and identifying and illustrating spill trends, frequency, and volumes. Refer to Section 9 of this SSMP document for VWD compliance with this element.

Appendix A – Development Plan and Schedule

Task	Due Date	Date Complete	Assigned to	Comments
Monitoring, Measurement, and Program Modification	August 2, 2009	July 13, 2009	Risk Mgmt. Supervisor ¹ O&M Manager	Completed
		Revised July 2014 Revised July 2019		
	May 2025	November 2024		

¹ The Risk Management Supervisor position no longer exists but is listed to provide historical context.

ELEMENT X. INTERNAL AUDITS

This element requires VWD to conduct periodic internal audits, appropriate to the size and performance of the system. The minimum SSMP audit period was updated from two (2) years to three (3) years in the 2022 General Order. Refer to Section 10 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
Internal Audits	2009 (Original SSMP)	July 2009	Risk Mgmt. Supervisor ¹ O&M Manager	Completed
	2011 (Audit)	July 2011		
	2013 (Audit)	July 2013		
	2014 (SSMP Update)	July 2014		
	2016 (Audit)	August 2016		
	2018 (Audit)	August 2018		
	2019 (SSMP Update)	July 2019		
	2021 (Audit)	August 2021		
	2024 (Audit)	November 2024		
	2025 (SSMP Update)	November 2024		

¹ The Risk Management Supervisor position no longer exists but is listed to provide historical context.

Appendix A – Development Plan and Schedule

ELEMENT XI. COMMUNICATION PROGRAM

This element requires VWD to include provisions to communicate with the public for spills and discharges resulting in public health concerns and the development and implementation of this SSMP. Further, this element requires that VWD include provisions for communication with owners and operators of systems that connect to VWD’s system. Refer to Section 11 of this SSMP document for VWD compliance with this element.

Task	Due Date	Date Complete	Assigned to	Comments
Communication Program	August 2, 2009	July 13, 2009. Revised July 2014 Revised July 2019	Public Info. Supervisor Source Control Technician	Completed
	May 2025	November 2024		

SSMP UPDATES

The General Order requires that VWD’s SSMP must be in a written form and be available to the state, the Regional Water Board, and the public upon request. The final SSMP must also be approved by VWD’s Board of Directors at a public meeting. Additionally, VWD’s authorized representative must complete the certification portion of the Online Database Questionnaire, printing and signing the form and submitting it to the State Water Resources Control Board. The Operations and Maintenance Manager is responsible for documenting the elements of the SSMP for management review and then approval by the Board of Directors. The following table summarizes the history of VWD’s SSMP updates.

Task	Due Date	Date Complete	Assigned to	Comments
Final SSMP	August 2, 2009	July 29, 2009	Reg. Affairs Specialist ¹	Completed
Five Year Update	August 6, 2014	July 2014	Risk Mgmt. Supervisor ¹	
Five Year Update	August 7, 2019	July 2019		
Six Year Update	May 2, 2025	November 2024	O&M Manager	

¹ The Regulatory Affairs Specialist and Risk Management Supervisor positions no longer exist but are listed to provide historical context.

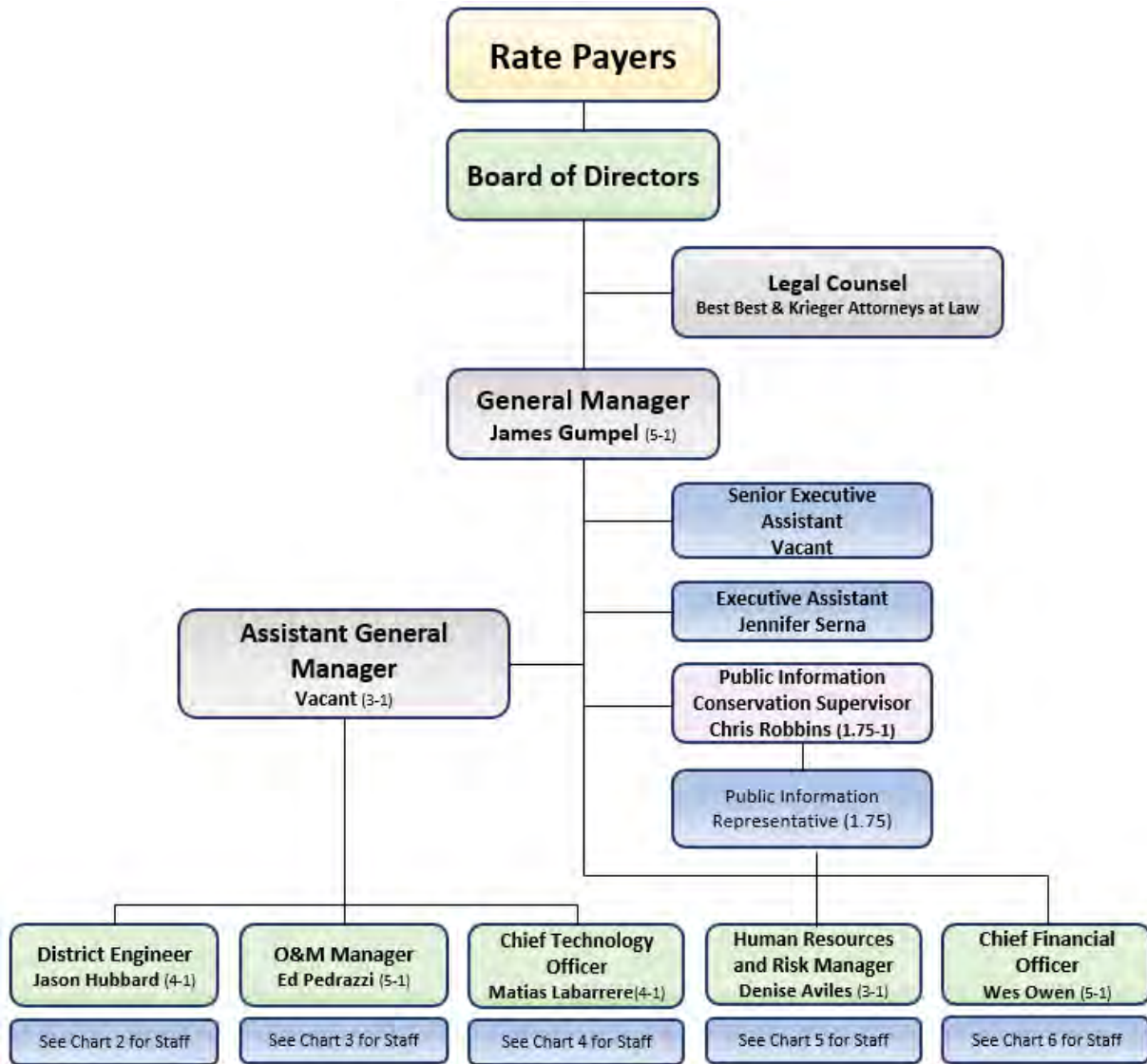
Appendix B – Organizational Structure

APPENDIX B – SSMP ORGANIZATIONAL STRUCTURE

Appendix B – Organizational Structure

VWD ORGANIZATIONAL STRUCTURE

Appendix B – Organizational Structure



To contact any person, call Monday through Friday, 7:30 AM to 5:30 PM, 760-744-0460. After hours or Weekends/Holidays call 760-744-0461.

Figure B-1. VWD Organizational Chart 1

Appendix B – Organizational Structure

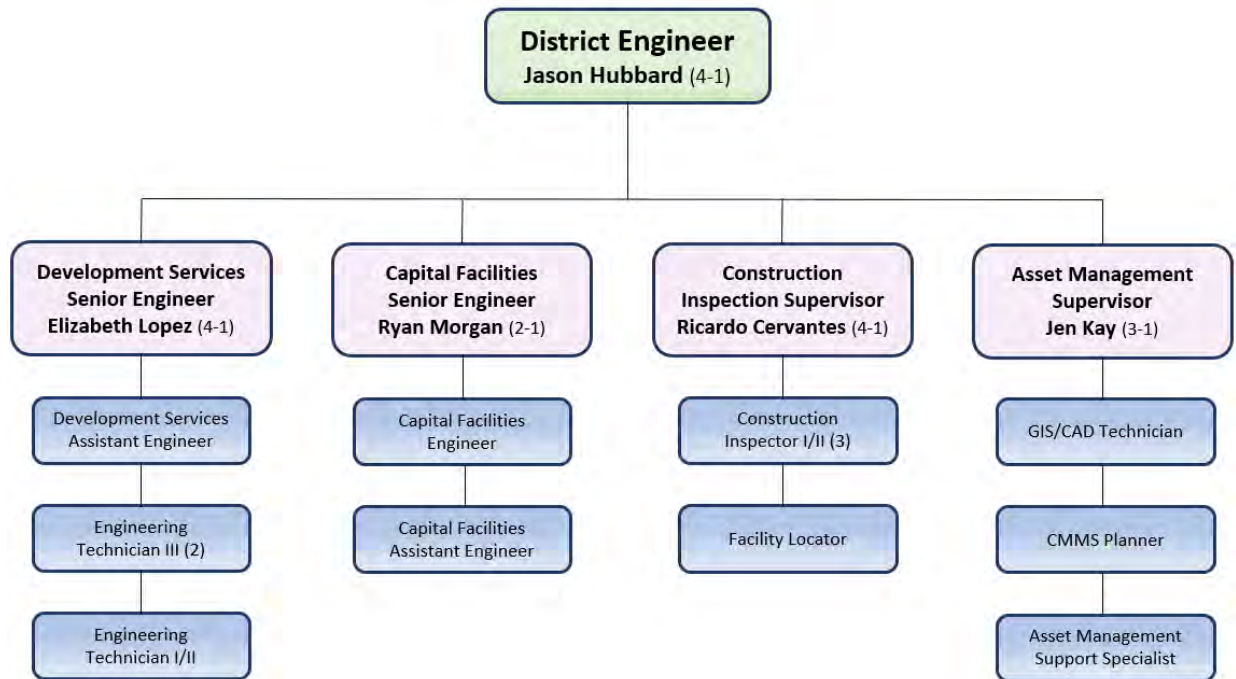


Figure B-2. VWD Organizational Chart 2

Appendix B – Organizational Structure

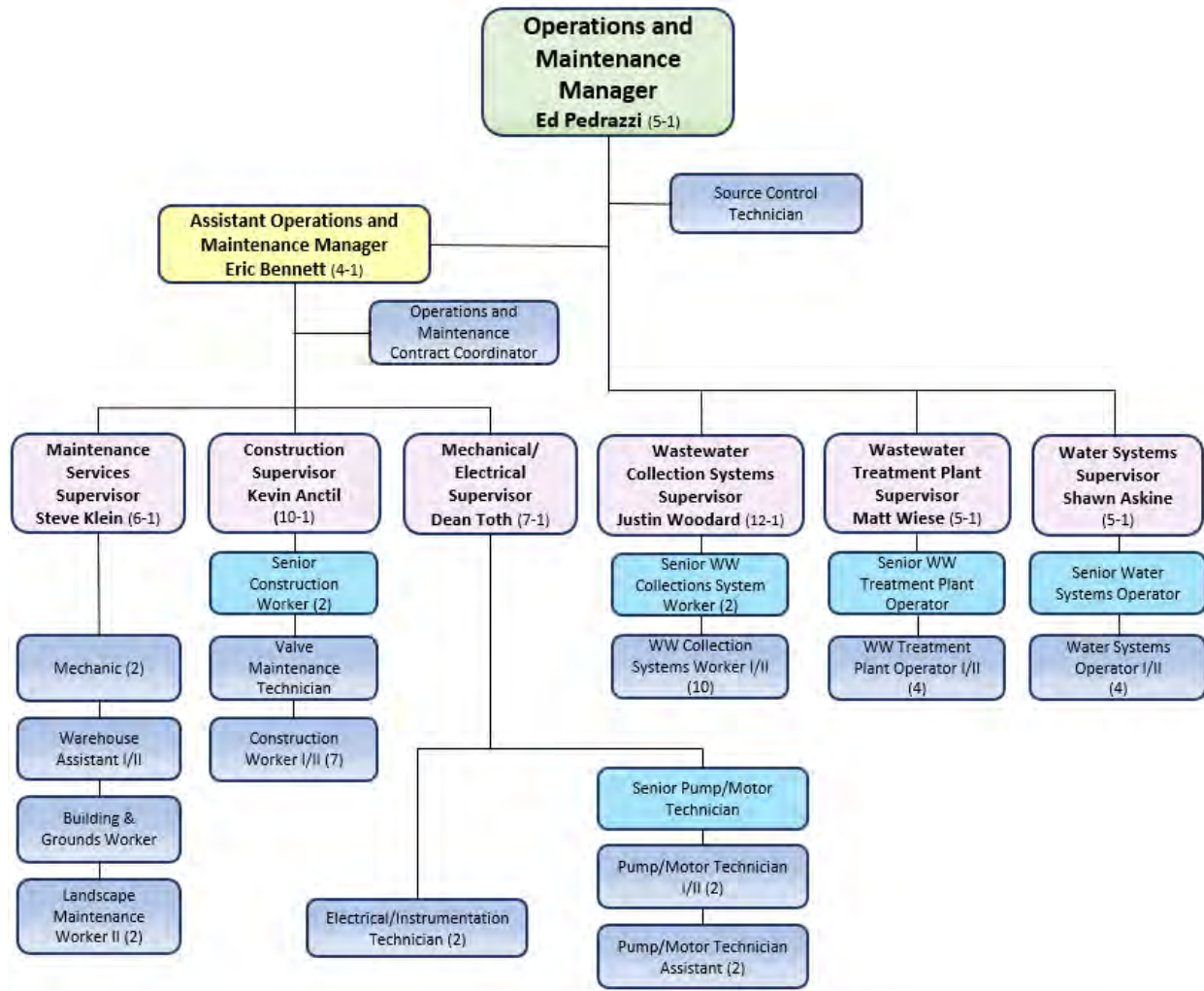


Figure B-3. VWD Organizational Chart 3

Appendix B – Organizational Structure

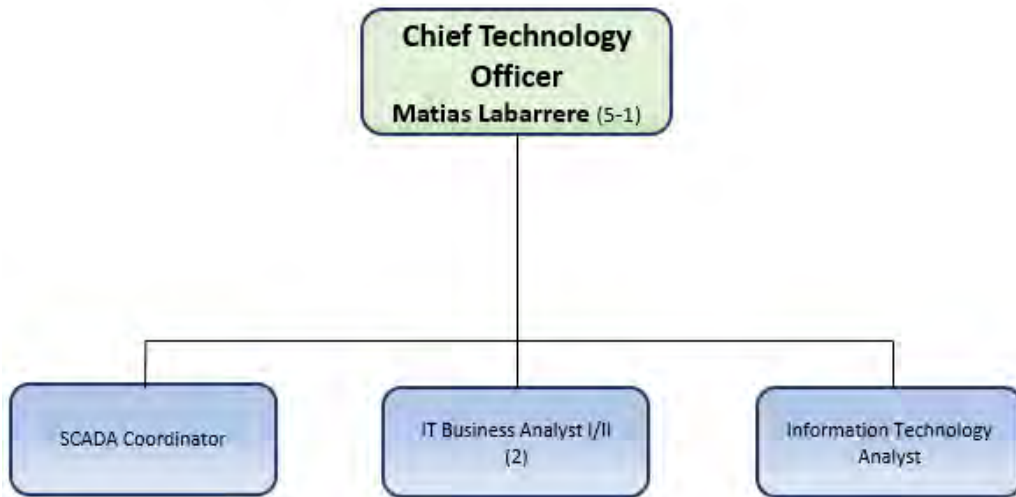


Figure B-4. VWD Organizational Chart 4

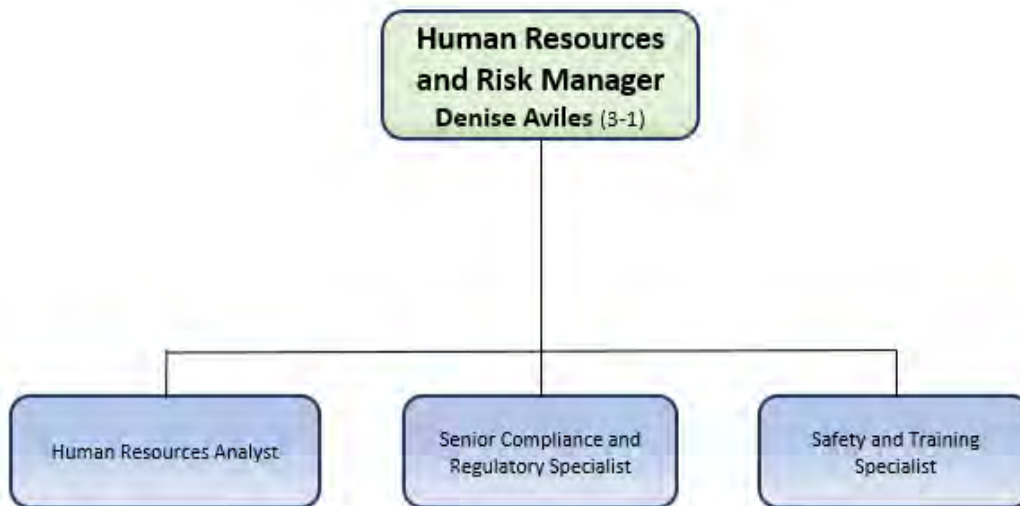


Figure B-5. VWD Organizational Chart 5

Appendix B – Organizational Structure



Figure B-6. VWD Organizational Chart 6

Appendix B – Organizational Structure

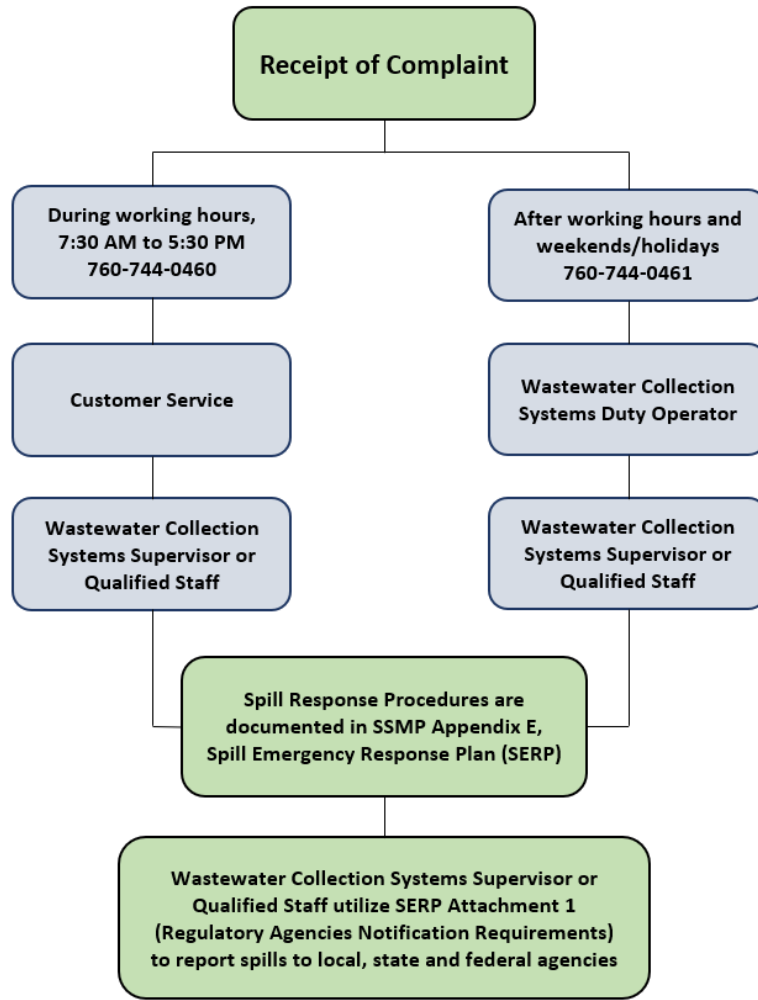


Figure B-7. WWD Spill Response and Reporting Chain of Command

See Appendix E, Spill Emergency Response Plan for spill category definitions, notification, monitoring, and reporting requirements, and spill reporting forms.

**VWD SSMP RESPONSIBILITIES
AND
CONTACT INFORMATION**

Appendix B – Organizational Structure

Table B-1. VWD SSMP Responsibilities

Element	Lead	Position(s) Assigned to:
I. Goal and Introduction	O&M	O&M Manager
		Assistant O&M Manager
II. Organization	O&M	O&M Manager
		Assistant O&M Manager
III. Legal Authority	O&M	O&M Manager
		Assistant O&M Manager
IV. Operation and Maintenance Program	O&M	O&M Manager
		Assistant O&M Manager
		Wastewater Collection Systems Supervisor
V. Design and Performance Provisions	District Engineer	Capital Facilities Senior Engineer
		Development Services Senior Engineer
		Construction Inspection Supervisor
VI. Spill Emergency Response Plan	O&M	O&M Manager
		Assistant O&M Manager
		Wastewater Collection Systems Supervisor
		Senior WW Collection Systems Workers
VII. Sewer Pipe Blockage Control Program	O&M	Source Control Technician
VIII. System Evaluation, Capacity Assurance and Capital Improvements	District Engineer	District Engineer
		Capital Facilities Senior Engineer
		Asset Management Supervisor
		O&M Manager
		Assistant O&M Manager
		Wastewater Collection Systems Supervisor
IX. Monitoring, Measurement, and Program Modifications	O&M	O&M Manager
		Assistant O&M Manager

Appendix B – Organizational Structure

Element	Lead	Position(s) Assigned to:
		Wastewater Collection Systems Supervisor
		District Engineer
X. Internal Audits	O&M	O&M Manager
		Assistant O&M Manager
		Wastewater Collection Systems Supervisor
		Source Control Technician
		Senior Compliance and Regulatory Specialist
XI. Communication Program	Public Information	Public Information Conservation Supervisor
		Public Information Representative

Appendix B – Organizational Structure

Table B-2. VWD SSMP Contact Information

Position	Staff	Phone	Email
Operations and Maintenance Manager	Ed Pedrazzi	(760) 744-0460 x 253	epedrazzi@vwd.org
Assistant Operations and Maintenance Manager	Eric Bennett	(760) 744-0460 x 238	ebennett@vwd.org
Wastewater Collection Systems Supervisor	Justin Woodard	(760) 744-0460 x 301	jwoodard@vwd.org
Source Control Technician	Corey Harrell	(760) 744-0460 x 322	charrell@vwd.org
Senior Compliance and Regulatory Specialist	Rebecca B'Smith	(760) 744-0460 x 147	rbsmith@vwd.org
District Engineer	Jason Hubbard	(760) 744-0460 x 221	jhubbard@vwd.org
Capital Facilities Senior Engineer	Ryan Morgan	(760) 744-0460 x 232	rmorgan@vwd.org
Development Services Senior Engineer	Elizabeth Lopez	(760) 744-0460 x 277	elopez@vwd.org
Asset Management Supervisor	Jen Kay	(760) 744-0460 x 149	jkay@vwd.org
Construction Inspection Supervisor	Ricardo Cervantes	(760) 744-0460 x 270	rcervantes@vwd.org
Senior WW Collection Systems Worker	Jeremy Scott	(760) 744-0460 x 328	jscott@vwd.org
Senior WW Collection Systems Worker	Jason Bakken	(760) 744-0460 x 278	jbakken@vwd.org
Public Information Conservation Supervisor	Chris Robbins	(760) 744-0460 x 314	crobbins@vwd.org
Public Information Representative	Lisa Urabe	(760) 744-0460 x 312	lurabe@vwd.org

AGENCY CONTACTS AND NOTIFICATION

See Appendix E, Spill Emergency Response Plan
for spill category definitions, notification, monitoring, and reporting requirements

Regulatory Agencies Notification Requirements

California Office of Emergency Services (Cal OES)

Phone: (800) 852-7550 Duty Operator Phone: (916) 845-8911 Fax: (916) 845-8911
Date and Time called: _____
Name of person contacted: _____
OES Control Number: _____
Comments: _____

Notification Requirements:

Within 2 (two) hours: All SPILLS that are greater than 1,000 gallons, **or** discharge to drainage channel and/or surface water, or discharge to a storm drainpipe.

San Diego County Department of Environmental Health and Quality

24/7 Phone: (858) 505-6657 Fax: (858) 695-3670
Date and Time called: _____
Name of person contacted: _____
Comments: _____

Notification Requirements:

The Dept. of Environmental Health is notified through the Cal OES Control Number. VWD also calls for verification.

California Regional Water Quality Control Board:

Region 9 – San Diego Regional Water Quality Control Board: San Diego County and portions of Orange and Riverside counties. RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

Joann Lim Phone: (619) 521-3362 e-mail: Joann.Lim@waterboards.ca.gov
Fisayo Osibodu Phone: (619)521-8036
Brandi Outwin-Beals Phone: (619) 521-5896 (Supervisor)
Front Desk Phone: (619) 519-1990
Date and Time called: _____
Name of person contacted: _____
Comments: _____

Notification Requirements:

The CRWQCB is notified through the Cal OES Control Number. VWD also calls for verification.

Department of Fish and Game (state):

Bill Paznokas Phone: (858) 467-4218 | Fax: (858) 467-4299
Date and Time called: _____
Name of person contacted: _____
D.F.G. Control Number: _____
Comments: _____

Notification Requirements:

IMMEDIATE: All SPILL's that are greater than 1,000 gallons, or discharge to drainage channel and/or surface water, or discharge to a storm drainpipe that was **not** fully captured and returned to the sewer system.

Fish & Wildlife Service (federal)

Carol Roberts Phone: (760) 431-9440 ext. 271 Email: carol_a_roberts@fws.gov
Spill Line (760) 607-9768
Date and Time called: _____
Name of person contacted: _____
US F&W Control Number: _____
Comments: _____

Notification Requirements:

IMMEDIATE: All SPILL's that are greater than 1,000 gallons, or discharge to drainage channel and/or surface water, or discharge to a storm drainpipe that was **not** fully captured and returned to the sewer system.

Storm Water Agency Notification Requirements

**Notify appropriate agency/person,
if any amount of a SPILL reaches storm drains in their jurisdiction.**

City of San Marcos:

Phone: (760) 744-1050 ext. 3217

Reed Thornberry

Cell: (760) 571-0436

FAX: (760) 752-7578

Date and Time called: _____

Name of person contacted: _____

Comments: _____

City of Carlsbad:

Storm Water Hot Line: (442) 339-2799

Tim Murphy

Cell: (442) 339-2799

FAX: (760) 602-8562

Date and Time called: _____

Name of person contacted: _____

Comments: _____

City of Escondido:

Phone: (760) 839-4074

Juan Magdaraog

Cell: (760) 215-1446

FAX: (760) 739-7040

Date and Time called: _____

Name of person contacted: _____

Comments: _____

County of San Diego Public Works Storm Water Division:

Art Castilleja

Phone: (760) 510-2389 (Station M) After Hours Phone: (858) 874-4040

FAX: (760) 510-2459

Date and Time called: _____

Name of person contacted: _____

Comments: _____

City of Vista:

Phone:

Call Hotline

Hotline: (760) 643-2804

FAX: (760) 639-6112

E-mail: waterquality@cityofvista.com

Date and Time called: _____

Name of person contacted: _____

Comments: _____

**APPENDIX C – LEGAL AUTHORITIES & VALLECITOS WATER
DISTRICT ORDINANCES**

Appendix C – Legal Authorities & VWD Ordinances

In accordance with the State Water Resources Control Board (SWRCB) and the San Diego Regional Water Quality Control Board (RWQCB), the collection system agency, in this case VWD, must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to implement and enforce several requirements spelled out in Order No. 2022-0103-DWQ (General Order). District Ordinances Nos. 65, 174 and 191 satisfy these requirements. Table C-1 summarizes the legal authorities given in District Ordinance Nos. 65, 174 and 191 with a comparison to the requirements of the General Order. The legal authority requirements of the General Order are:

- a. Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- b. Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- c. Require that sewer system components and connections be properly designed and constructed;
- d. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- e. Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- f. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

Appendix C – Legal Authorities & VWD Ordinances

Table C-1. SWRCB Requirements and VWD Ordinances Comparison

SWRCB Order No.	SWRCB Requirement	VWD Ordinance No.	VWD Ordinance Text
22-0103	<p>Section III. Legal Authority</p> <p>(a) Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;</p>	65	<p>Article V – Use of Public Sewer</p> <p>Section 1 – Discharge of Non-Sewage Water. No person shall discharge or cause to be discharged any stormwater, surface water, yard drainage, street drainage, groundwater, roof runoff, swimming pool drainage, subsurface drainage, uncontaminated cooling water or unpolluted industrial process waters to any sanitary sewer.</p> <p>Section 2 – Discharge of Sanitary Sewage. With the exception as provided herein, no person shall discharge or cause to be discharged anything other than, sanitary sewage to any public sewer.</p> <p>Section 3 – Discharge of Water Softener Brine Prohibited. The discharge of water softener brine wastes into District sewers is prohibited.</p> <p>Section 4 – Industrial Waste Option. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which in the judgment of the Manager may have a deleterious effect upon the sewage works, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Manager may:</p> <ol style="list-style-type: none"> a. Reject the wastes. <p>Or, if the Manager approves, an industrial waste discharge permit will:</p> <ol style="list-style-type: none"> b. Require pretreatment to an acceptable condition for discharge to the public sewers which shall be maintained continuously in effective operation by the owner at his expense. c. Require control by the District over the quantities and rates of discharge which shall be maintained continuously in effective operation by the owner at his expense. d. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provision of Section 8 of this Article.

Appendix C – Legal Authorities & VWD Ordinances

SWRCB Order No.	SWRCB Requirement	VWD Ordinance No.	VWD Ordinance Text
22-0103	<p>Section III. Legal Authority</p> <p>(a) Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;</p>	65	<p>Article VI – Industrial Waste Discharge Permit Section 8 – Prohibited Substances No person shall discharge or cause to be discharged into the sewage system any of the following described water or wastes: b. Solids or viscous substances in quantities, or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage facilities, such as, but not limited to, ashes, feather, cinders, sand, mud, straw, shavings, metal, glass, rags, tar, plastics, wood, unground garbage, whole blood, pauch, manure, hair and fleshing, entrails, and paper dishes, cups, milk containers, etc., either whole or ground. h. Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degree Fahrenheit.</p>
22-0103	<p>Section III. Legal Authority</p> <p>(b) Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;</p>	65	<p>Article IV – Building Sewers and Connections Section 4 – Building Sewer Installation e. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the District. All such connections shall be made gas tight and watertight. Any deviation from the prescribed procedures and materials must be approved by the Manager before installation. f. The applicant for sewer connection shall notify the Manager when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Manager or his representative. Article IX – Powers and Authority of Inspectors Section 1 – Access to Private Property The Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this ordinance.</p>

Appendix C – Legal Authorities & VWD Ordinances

SWRCB Order No.	SWRCB Requirement	VWD Ordinance No.	VWD Ordinance Text
			<p>Section 3 – Access to Easement The Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter all private property which the District holds an easement for the purpose of, but not limited to inspections, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement.</p> <p>Article XII Service Lateral Connection All service laterals will be installed by the District or under its direct supervision by a licensed contractor, in accordance with the current Rules and Regulations of the District.</p>
22-0103	<p>Section III. Legal Authority</p> <p>(c) Require that sewer system components and connections be properly designed and constructed;</p>	65	<p>Article IV – Building Sewers and Connections Section 4 – Building Sewer Installation</p> <p>e. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the District. All such connections shall be made gas tight and watertight. Any deviation from the prescribed procedures and materials must be approved by the Manager before installation.</p> <p>f. The applicant for sewer connection shall notify the Manager when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Manager or his representative.</p>
22-0103	<p>Section III. Legal Authority</p> <p>(d) Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;</p>	65	<p>Article IX – Powers and Authority of Inspectors Section 3 – Access to Easement</p> <p>The Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter all private property which the District holds an easement for the purpose of, but not limited to inspections, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement.</p>

Appendix C – Legal Authorities & VWD Ordinances

SWRCB Order No.	SWRCB Requirement	VWD Ordinance No.	VWD Ordinance Text
22-0103	<p>Section III. Legal Authority</p> <p>(e) Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures;</p>	65	<p>Article VII – Industrial Waste Enforcement Procedures Section 1 – Enforcement of Rules and Regulations</p> <p>The District shall enforce all applicable state, federal and local laws, and ordinances regarding discharge of industrial waste into the sewer system under District jurisdiction, or the joint sewer system.</p> <p>c. For violation or threatened violations which constitute an imminent danger to the health or welfare of persons, to the environment, or causes interference with the operation of the treatment plant, the District shall take immediate and effective measures to halt or eliminate the violations or threaten violations. The District legal counsel is authorized to take such immediate actions upon notification by the Manager or a dangerous discharge or threatened discharge.</p> <p>Section 3 – Revocation or Suspension of Permits and Disconnection of Facilities</p> <p>The District may revoke or suspend a permit issued to any person in the event of a violation by the permittee of any provision of any applicable state, federal or local law or ordinance or of any provision of these rules and regulation for fraud, misrepresentation of false statements contained in the application for permit. The District may disconnect from the sewer system any sewer connection, main line sewer, or other facility which constructed, connected, or used without a permit, or constructed, connected, or used contrary to any provisions of any applicable state, federal or local law or ordinance or contrary to any provisions of these rules regulations. When a premise has been disconnected, it shall not be reconnected until the violation for which it has been disconnected has ceased or been remedied and a reasonable charge for such disconnection and reconnection, has been paid, as established by the District.</p>

Appendix C – Legal Authorities & VWD Ordinances

SWRCB Order No.	SWRCB Requirement	VWD Ordinance No.	VWD Ordinance Text
22-0103	<p>Section III. Legal Authority</p> <p>(f) Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.</p>	65	<p>Article IX – Powers and Authority of Inspectors</p> <p>Section 1 – Access to Private Property The Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this ordinance.</p> <p>Section 3 – Access to Easement The Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter all private property which the District holds an easement for the purpose of, but not limited to inspections, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement.</p>
22-0103	<p>a) Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;</p>	174	<p>SECTION 1: The pretreatment ordinance establishing rules and regulations fro the direct and indirect discharges by users to the wastewater collection and treatment system operated by the Encina Wastewater Authority...is hereby adopted.</p>
	<p>(e) Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures;</p>	174	<p>SECTION 1: The pretreatment ordinance establishing rules and regulations fro the direct and indirect discharges by users to the wastewater collection and treatment system operated by the Encina Wastewater Authority...is hereby adopted.</p>

Appendix C – Legal Authorities & VWD Ordinances

SWRCB Order No.	SWRCB Requirement	VWD Ordinance No.	VWD Ordinance Text
22-0103	Section III. Legal Authority a) Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;	191	SECTION 2 – Discharge Prohibitions No person shall discharge, or cause to be discharged, any wastewater from a Food Service Establishment (FSE) directly or indirectly into the sewer system without complying with this section. No FSE shall discharge, or cause to be discharged into the sewer system, FOG that exceeds the concentration levels in accordance with the District’s Pretreatment Ordinance or that may accumulate, cause, or contribute to blockages in the public wastewater system or private sewer lateral which connects the FSE to the public wastewater system.
22-0103	Section III. Legal Authority (d) Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;	191	Section 10 – Monitoring and Reporting Conditions The District may require visual monitoring (video camera inspection), at the sole expense of FSEs, to observe the actual conditions of the sewer lateral and sewer lines downstream. Section 17 – Sewer System Overflows and Cleanup Costs All sewer laterals must be cleaned periodically by the property owner at a frequency that prevents blockages or SSOs from occurring.

VWD ORDINANCE NO. 65

ORDINANCE NO. 65 INDEX

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ORDINANCE NO. 65

AN ORDINANCE OF THE SAN MARCOS COUNTY WATER DISTRICT DEFINING AND ESTABLISHING THE POLICY AND THE RULES AND REGULATIONS OF THE DISTRICT RELATING TO THE OPERATIONS, MAINTENANCE AND THE USE OF THE FACILITIES FOR THE COLLECTION, TREATMENT AND DISPOSAL OF SEWAGE AND WASTE OF THE DISTRICT AND ITS INHABITANTS: AND THE CONDITIONS UPON WHICH THE DISTRICT WILL ACCEPT A CONNECTION AND THE USE THEREOF TO SAID FACILITIES, INCLUDING INDUSTRIAL WASTE

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE SAN MARCOS COUNTY WATER DISTRICT as follows:

Recitals

The San Marcos County Water District is organized under Division 12 of the Water Code of the State of California; and

The San Marcos County Water District has elected to acquire, construct and operate facilities for the collection, treatment and disposal of sewage and waste of the District and its inhabitants; and

The San Marcos County Water District desires to provide rules and regulations for the operation and use of said facilities and for the monthly sewer service charges; and

Division 12 of the Water Code, commencing with Section 31100 provides that sewer service charges may be collected with the water rates; and

The San Marcos County Water District has been the recipient of Grants in Aid for the enlargement of the Encina Water Pollution Control Facility; and

The San Marcos County Water District has agreed to abide by the Revenue Program Guidelines adopted by the State Water Resources Control Board on August 5, 1971 in accordance with Section 2142 of Clean Water Grant Program Regulations (California Administrative Code at Title 23, Chapter 3, Subchapter 7); and

Section 2142 of said regulations provide that industrial waste contributors shall pay according to their proportional use of waste water treatment facilities.

ARTICLE I

PURPOSE AND POLICY

The San Marcos County Water District will provide for the maximum public benefit from the use of the District's facilities. This shall be accomplished by regulating sewer use and wastewater discharges, by providing equitable distribution of District's costs, and by providing procedures that will allow the District to comply with the requirements placed upon the District by other regulatory agencies. The revenue derived from the application of this Ordinance shall be used to defray costs of

providing sewerage service by the District, including, but not limited to, administration, operation, monitoring, maintenance, financing, capital construction, replacement and recovery, and provisions for necessary reserves.

This Ordinance shall be interpreted in accordance with the definitions set forth in Article II. The provisions of the Ordinance shall apply to the direct or indirect discharge of all liquid wastes carried by, and to, facilities of the District.

To comply with Federal and State of California policies and to permit the District to meet applicable standards of treatment plant effluent quality, provisions are made in this Ordinance for the regulation of wastewater discharges. This Ordinance establishes quantity limitations on wastewater discharges which may adversely affect District sewerage systems treatment processes, or effluent quality. It is the intent of these limitations to improve the quality of wastewater received for treatment. This Ordinance also provides for the regulation of the degree of wastewater pre-treatment required, the issuance of permits for wastewater discharge and the establishment of penalties for violation of ordinance provisions.

ARTICLE II DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

A. "BOD" (denoting Biochemical Oxygen Demand) shall mean quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20° C, expressed in milligrams per liter by weight.

B. "Basic Agreement" shall mean that certain agreement entered into by and between the Vista Sanitation District and the City of Carlsbad entitled "Basic Agreement Between Vista Sanitation District and the City of Carlsbad for Acquisition and Construction of a Joint Sewer System:" dated July 13, 1961, (County Contract No. 1858-2129E) and any supplements or amendments thereto.

C. "Board" or "Board of Directors" shall mean the governing body of the San Marcos County Water District.

D. "Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet (5) outside the inner face of the building wall.

E. "Building Sewer" shall mean the extension from the building drain to the public sewer or other place of disposal.

F. "Combined Sewer" shall mean a sewer receiving both sur-

face runoff and sewage.

G. "District" shall mean the San Marcos County Water District.

H. "Dwelling Unit Equivalent" (D.U.E.) shall mean up to 250 gallons per day of effluent discharge.

I. "Garbage" shall mean solid wastes from the domestic and commercial preparation, cooking, and dispensing of food and from the handling, storage and sale of produce.

J. "Industrial Waste" shall mean solid, liquid or gaseous substances discharged or flowing from an industrial, manufacturing or commercial premise resulting from manufacturing, processing, treating, recovery or development, or natural or artificial resources of whatever nature.

K. "Industrial Waste Permit" shall be the written document allowing proper industrial waste disposal to the public sewer.

L. "Joint Sewer System" shall mean the sewer system constructed jointly by the Vista Sanitation District, City of Carlsbad, Buena Sanitation District, Leucadia County Water District, Encinitas Sanitary District and the San Marcos County Water District pursuant to that certain contract entitled "Basic Agreement Between Vista Sanitation District and City of Carlsbad for the Acquisition and Construction of a Joint Sewer System: (County Contract No. 1858-2129E) and all amendments and supplements thereto and as said sewer system is specifically delineated on that certain map entitled "Map of Joint Sewer System-City of Carlsbad, Vista Sanitation District and Buena Sanitation District, Leucadia County Water District, Encinitas Sanitary District and the San Marcos County Water District" on file in the office of the Clerk of the Board of Supervisors of the County of San Diego.

M. "Manager" shall mean the manager of the San Marcos County Water District, or his authorized deputy, agent or representative.

N. "Natural Outlet" shall mean any outlet into a water course, pond, ditch, lake, or other body of surface groundwater.

O. "Party" or "Party to the Basic Agreement" shall mean Vista Sanitation District, City of Carlsbad, Buena Sanitation District, Leucadia County Water District, Encinitas Sanitary, the San Marcos County Water District and all other persons permitted capacity rights as a result of supplements or amendments to the Basic Agreement.

P. "Person" shall mean any individual, firm, company, association, society, corporation or group.

Q. "Premise" shall mean any lot, piece or parcel of land building or establishment.

R. "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in moles per liter of solution.

S. "Properly Shredded Garbage" shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-quarter (1/4) inch in any dimension.

T. "Public Sewer" shall mean a sewer which is owned and/or controlled by the San Marcos County Water District.

U. "Sanitary Sewer" shall mean a sewer which carries sewage and to which storm surface and ground waters are not intentionally admitted.

V. "Service Lateral Connection" The privately owned physical pipeline beginning at the edge of the public right-of-way or District easement and terminating at the public sewer which carries the sewage.

W. "Sewage" shall mean a combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments.

X. "Sewer Capacity Right" The purchased ability to discharge a volume of sewage.

Y. "Sewer System" shall mean all facilities for collection, pumping, treating and disposing of sewage.

Z. "Sewage Treatment Plant" shall mean any arrangement of devices and structures used for treating sewage.

AA. "Sewer" shall mean a pipe or conduit for carrying sewage.

BB. "Shall" is mandatory; "May" is permissive.

CC. "Slug" shall mean any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

DD. "Standard Methods for the Examination of Water and Waste Water" shall mean the latest edition, prepared and published jointly by the American Public Health Association, Water Pollution Control Federation and American Water Works Association.

EE. "Storm Drain" (sometimes termed "storm sewer") shall mean a sewer which carries storm and surface waters and drainage, but excludes sewage and industrial wastes, other than unpolluted cooking water.

FF. "Superintendent of Reclamation" shall mean the superintendent of water reclamation of the San Marcos County Water District.

GG. "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.

ARTICLE III

USE OF PUBLIC SEWERS REQUIRED

Section 1. UNLAWFUL DEPOSITS ON PROPERTY. It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the District, or in any area under jurisdiction of said District, any human or animal excrement, garbage or other objectionable waste.

Section 2. UNLAWFUL DISCHARGES TO NATURAL OUTLETS. It shall be unlawful to discharge to any natural outlet within the District, or in any area under the jurisdiction of said District, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this ordinance.

ARTICLE IV

BUILDING SEWERS AND CONNECTIONS

Section 1. UNAUTHORIZED USE. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Manager and paying all applicable fees and charges.

Section 2. CONNECTION RULES AND REGULATIONS. The following rules and regulations for connection to the District's sewage collection system will apply:

a. Each application for the right to connect within the District's boundaries shall be made in writing and shall be in such form and shall contain such stipulations, terms and provisions as may be from time to time contained in a form provided by the District.

b. Application shall be made for a specific parcel of land and is not transferable to another parcel of land.

c. Applicant shall specify the proposed use of the property (project) and the number of dwelling unit equivalents required for that use. Said due are not transferable to another project.

d. Upon completion of a proper application and the payment in full for each dwelling unit equivalent requested, a permit to connect to the District's sewage collection system will be issued.

e. Physical connection to the District's sewage collection system shall be made in a manner, size and location as approved by the District Engineer in accordance with those regulations governing sewer lateral installation.

f. The District shall not maintain the sewer lateral between the street main and the property line; the property owner shall be responsible for said maintenance.

g. Except for sewer service provided within Improvement District "A", there shall be no requirement for a property line

cleanout. Within Improvement District "A", the District requires a property line cleanout.

Section 3. CLASSES OF SEWER PERMITS. There shall be two (2) classes of building sewer permits:

- a. For residential, sanitary sewage.
- b. For service to establishments producing sanitary and industrial wastes, said discharge requires an industrial waste discharge permit as herein provided.

Typical categories are as follows:

Category A: Industries which require pretreatment;

Category B: Industries which have some toxic discharges but do not require pretreatment;

Category C: Industries which have nontoxic discharges in addition to sanitary flow; and

Category D: Dry industries or industries with sanitary flow only.

All Category A, B, and C industries are included in the permit system, and requirements for necessary action are defined in the permit for each industry. In general, requirements are greatest for Category A industries and decreased successively for Categories B and C.

Industry permits are granted for a specified period of time and require adherence to certain conditions which are stated in the permit. All permits require that changes in an industry's location, waste strength, or flow as well as any accidental discharges of prohibited or controlled material shall be reported to the District as herein described.

The owner or his agent shall make application on special forms furnished by the District. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgement of the Manager. An application and inspection fee as determined by the District, for an industrial waste sewer permit shall be submitted together to the District at the time the application is filed.

Section 4. BUILDING SEWER INSTALLATION.

- a. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

- b. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Manager, to meet all requirements of this ordinance.

- c. Whenever practical, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravi-

ty flow to the public sewer, sewage carried by such building drain shall be lifted by a means approved by the District and County Health Department and discharged to the building sewer.

d. No person shall make connection of roof downspouts, exterior foundation drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

e. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the District. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the Manager before installation.

f. The applicant for sewer connection shall notify the Manager when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Manager or his representative.

ARTICLE V

USE OF PUBLIC SEWERS

Section 1. DISCHARGE OF NON-SEWAGE WATERS. No person shall discharge or cause to be discharged any stormwater, surface water, yard drainage, street drainage, groundwater, roof runoff, swimming pool drainage, subsurface drainage, uncontaminated cooling water or unpolluted industrial process waters to any sanitary sewer.

Section 2. DISCHARGE OF SANITARY SEWAGE. With the exception as provided herein, no person shall discharge or cause to be discharged anything other than, sanitary sewage to any public sewers.

Section 3. DISCHARGE OF WATER SOFTENER BRINE PROHIBITED. The discharge of water softener brine wastes into District sewers is prohibited.

Section 4. INDUSTRIAL WASTE OPTION. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters are other than sanitary sewage and which in the judgement of the Manager may have a deleterious effect upon the sewage works, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Manager may:

a. Reject the wastes.

Or if the Manager approves, an industrial waste discharge permit will:

b. Require pretreatment to an acceptable condition for discharge to the public sewers which shall be maintained continuously in effective operation by the owner at his expense.

c. Require control by the District over the quantities and

rates of discharge which shall be maintained continuously in effective operation by the owner at his expense.

d. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provision of Section 8 of this Article.

If the Manager permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Manager, and subject to the requirements of all applicable codes, ordinances, and laws pursuant to the permit.

Section 5. PERMIT REQUIRED. All existing industrial waste discharges are subject to review in accordance with the provisions of applicable state, federal and local law or ordinances and industrial waste discharge ordinances and these rules and regulations. A permit shall be required of any person currently discharging industrial waste into the sewer system or joint sewer system on the effective date of these rules and regulations.

Section 6. ENTRY UPON PREMISES; INSPECTION AND TESTING. The Manager, or the duly authorized employees and agents, shall be permitted to enter upon any premises served or to be served at any reasonable time for the purpose of:

(a) Inspection, observation, measurement, sampling and testing of the quantity, quality and characteristics of the waste water being discharged into the sewer system or the joint sewer system;

(b) Determining the condition, location, size or depth of any sewer connection;

(c) Gathering any information required for the effective enforcement of any applicable state, federal or local law or ordinance or any provision of these rules and regulations.

Section 7. CONTROL MANHOLE INSTALLATION. Any applicant or permittee may be required by the Manager to install a suitable control manhole together with such necessary meters and other appurtenances, in the building sewer to facilitate observation, sampling or measurement of wastes. Such manhole shall be constructed and placed in accordance with plans first approved by the Manager and shall be installed by the applicant or permittee at his own expense, and shall be maintained in a manner so as to be safe and accessible at all times.

In the event that no special manhole has been required or provided, the control manhole shall be considered to be the nearest downstream manhole in the public sewer from the point of which the building sewer is connected.

Section 8. MEASUREMENT; TEST; ANALYSES. All measurements, tests, sampling and analyses of the characteristics of waters and wastes to which reference is made in this ordinance shall be per-

formed in accordance with applicable test procedures approved by EPA at a laboratory certified for such testing by EPA or the State Department of Health Services, determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Waste-Water," published by the American Public Health Association, and shall be determined from samples taken at the control manhole. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property. (The particular analyses involved will determine whether a twenty-four (24) hour composite of all building sewers of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from 24-hour composites of all building sewers whereas pH's are determined from periodic grab samples.)

Section 9. SPECIAL AGREEMENT. No statement contained in this article shall be construed as preventing any special agreement or arrangement between the District and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the District for treatment, subject to payment therefore, by the person concerned.

ARTICLE VI

INDUSTRIAL WASTE DISCHARGE PERMITS

Section 1. DISCHARGE OF INDUSTRIAL WASTE: PERMIT REQUIRED. Industries discharging toxic wastes into the sewer system will be considered individually. No person shall connect to or otherwise discharge, or cause to be discharged into the sewer system of the District or into the joint sewer system, any industrial waste without a valid industrial waste discharge permit.

Section 2. PERMIT ISSUANCE. No permit shall be issued to any person to discharge industrial waste into the sewer system of the District or the joint sewer system, if such discharge will be a hazard or danger to the health or safety of any person or to the property of any person or if such discharge will result in a danger to the capacity, construction, use, or proper performance or utilization of the sewer system of the District or to the joint sewer system, or be otherwise detrimental or injurious to such systems or either of them, and unless the applicant has complied with all the provisions of all applicable state, federal and local laws or ordinances and with all the provisions of these rules and regulations. The issuance of a permit shall not be construed to be a permit for, or approval of, any violation of any provision of these rules and regulations or any applicable state, federal or local law or ordinance.

Section 3. PROCEDURE FOR PROCESSING APPLICATION. Procedure for processing of an application for an industrial waste discharge permit with the San Marcos County Water District shall be as follows:

(a) Applicant shall be required to deposit an amount of money, (per Article IV Section 3) to be determined by the District Manager, to cover the costs of evaluating the application. These costs shall include, but not be limited to, the collection of additional information, analysis, testing, or data necessary to adequately evaluate the use and discharge for which the permit is sought.

(b) Applicant for an industrial waste discharge permit makes a written application to the District.

(c) The District refers the application to the Superintendent of Reclamation for evaluation.

(d) Superintendent of Reclamation proceeds to evaluate the application.

(e) Superintendent of Reclamation will make an evaluation and present findings and recommendations in writing to the Manager regarding the proposed discharge.

(f) Based on the findings and recommendations prepared by the Superintendent of Reclamation, the Manager will either refuse to issue a permit or issue the industrial waste discharge permit to the applicant.

Section 4. APPLICATION. Each party shall be provided standardized application forms indicating thereon the information which the applicant for a permit shall be required to furnish. At his own expense, the applicant may be required to provide, in addition to the information required to be furnished on the printed application form, such additional information, analysis, or data as deemed necessary by the District or the Superintendent of Reclamation to evaluate the use and discharge for which a permit is sought.

(a) Industrial discharge permits valid for a period of up to three years will be issued by the District.

(b) Applications for permit issuance shall be submitted to the District by all appropriate industrial dischargers. Permit applications shall include the following information:

- (1) Name, address, and phone number of permit application;
- (2) Name of facility;
- (3) Location of discharger;
- (4) Average and peak discharge flows;
- (5) Description of the discharge;
- (6) Signature of applicant or responsible official; and
- (7) Any other information requested by the District.

(c) Application or information submitted to the District, claimed as confidential by the discharger. Any such claim must be asserted at the time of submission by stamping the words "confidential business information" on each page containing such information. If a claim is asserted, the District will treat the information as restricted in accordance with applicable Federal or State Statutes and/or Regulations. If no claim is made at the time of submission, the District may make the information available to the public.

(d) Where the industrial discharger becomes aware that relevant facts were omitted or incorrect information was submitted in the industrial discharge permit application, the facts or corrected information shall be promptly submitted to the District.

(e) The industrial discharger shall notify, in writing, the District within 10 days of the following:

- (1) Significant change in the nature of the wastewater.
- (2) Increase in flow beyond that specified in the industrial discharge permit.
- (3) Other circumstances which result in a material change in character, amount, or location of the discharge.
- (4) Any planned changes in the regulated facility or activity which may result in noncompliance with the requirements in this ordinance.

Section 5. SUPERINTENDENT OF RECLAMATION TO MAKE EVALUATION AND RECOMMENDATION. Prior to submitting a written recommendation regarding the issuance of a permit, the Superintendent of Reclamation shall consider the following factors:

(a) Whether the discharge of waste will cause damage to or be otherwise injurious or detrimental to the sewer system or the joint sewer system;

(b) Whether the discharge or waste will cause an unwarranted increase in the cost of operation and maintenance;

(c) Whether the discharge of waste will retard or inhibit the treatment of sewage;

(d) Whether the discharge of waste will be a detriment to the quality of the receiving water of the treated waste waters;

(e) Whether the wastes may be made acceptable by properly engineered pretreatment facilities;

(f) Whether the sewer system or joint sewer system can properly and safely process the proposed industrial waste discharge;

(g) The quantities of subject wastes in relation to flows and velocities in the sewers;

(h) Any other matters including but not limited to applicable Federal and State Statutes and Regulations, deemed material in arriving at a determination upon which to base a recommendation.

Section 6. PROVISIONS

(a) Industrial waste permits issued do not authorize the commission of any act causing injury to the property of another, nor protect the discharger from his liabilities under federal, state, or local laws or ordinances, nor guarantee the discharger a capacity right in the sewer system.

(b) A copy of the industrial waste discharge permit shall be maintained at the industry so as to be available at all times to personnel of the industry.

(c) The industrial waste discharge permit is valid only for a waste discharge volume stated in the application, and at a discharge rate not exceeding the stated maximum discharge rate.

(d) The discharger shall allow the District or an authorized representative upon presentation of credentials to:

1. Enter upon the discharger's premises where a regulated discharge is located or where records must be kept under the conditions of the industry's discharge permit;
2. Have access to a copy, at reasonable times, any records that must be kept under the conditions of the industry's discharge permits;
3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices or operations regulated or required under the industry's discharge permit, and
4. Sample or monitor at reasonable times, for the purposes of assuring compliance with this ordinance or any applicable federal pretreatment standards, any substances or parameters at any location.

(e) The industrial discharger must comply with all conditions of this Ordinance. Noncompliance with any condition of this Ordinance is grounds for (a) enforcement action, (b) discharge permit revision or revocation or (c) the denial of a discharge permit renewal application.

(f) The industrial discharger shall furnish to the District any information which may be requested to determine whether cause exists for modifying, revoking or reissuing a discharge permit. The discharger shall also furnish to the District copies of any records required to be kept by the discharge permit.

(g) In the event of any change in name, ownership, or control of the company, the discharger shall notify the District within 10 days of such change, and shall notify the succeeding owner or operator that immediate reapplication is mandatory as the existing permit is nontransferable.

(h) In the event the discharger is unable to comply with any of the conditions of the industrial waste discharge permit due to:

1. Breakdown of waste treatment equipment;

2. Accidents caused by human error or negligence; or
3. Other causes such as acts of nature;

The discharger shall notify the District, by telephone, as soon as he or his agents have knowledge of the incident, and confirm this notification in writing within 24 hours of the telephone notification. The written notification shall include pertinent information explaining reasons for the noncompliance, and shall indicate that steps were taken to correct the problem, and the dates thereof, and what steps are being taken to prevent the problem from recurring.

(i) All wastes which are prohibited from being discharged into public sewers, including but not limited to, chemical solutions, acids, caustic wastes, solvents, inflammables, oil and grease, screenings, sludges, and other solids removed from liquid wastes, etc., shall be held in impervious containers and disposed of at a legal point of disposal, and in accordance with the provisions of applicable Federal and State Statutes and Regulations. For the purpose of this requirement, a legal point of disposal is defined as one for which waste discharge requirements have been prescribed by a Regional Water Quality Control Board, and which is in full compliance therewith.

(j) Industrial dischargers identified as generators of toxic solid wastes shall be notified of applicable requirements promulgated under the Solid Waste Disposal Act, as amended, and the Resource Conservation and Recovery Act and shall be referred to the State of California Department of Health Services.

(k) Industrial dischargers shall comply with applicable toxic waste and pretreatment standards promulgated in accordance with the Federal Water Pollution Control Act, or amendments thereto. Within 180 days of the date such pretreatment standards are promulgated, industrial dischargers subject to the standards must submit a baseline monitoring report to the District and to the U. S. Environmental Protection Agency detailing, in accordance with applicable Federal and State Statutes and Regulations the industry's compliance status with the regulations. If the industry is in noncompliance, the report shall include a time schedule outlining how the industry will achieve compliance within the date established for the applicable pretreatment standards. Progress reports, monitoring and reports of compliance shall also, be submitted by the discharger at the specified times.

Section 7. PRETREATMENT PLANTS REQUIRED. In the event the District or the Superintendent of Reclamation determines that pretreatment is required to make the waste acceptable, the applicant shall be so notified and shall submit suitable engineering plans and specifications showing in detail the proposed pretreatment facilities and pretreatment operational procedure which

shall then be included within and become a part of the original application. A permit shall not be issued until such plans, specifications and operational procedure have been reviewed and approved by the Superintendent of Reclamation.

Where industrial waste pretreatment facilities are required, these facilities shall be continuously maintained in a satisfactory and effective manner by the permittee at his own expense. The permittee shall maintain complete records and a continuous log of all such pretreatment operations, and, upon demand, all such records and log shall be made available for inspection by the Manager or the designated representative at all reasonable times.

Section 8. PROHIBITED SUBSTANCES. No person shall discharge or cause to be discharged into the sewerage system any of the following described waters or wastes:

(a) Any gasoline, benzene, naphtha, cleaning solvents, mineral oils, lubricating oils, fuel oil, or other flammable or explosive liquid, solid or gas.

(b) Solids or viscous substances in quantities, or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage facilities, such as, but not limited to, ashes, feathers, cinders, sand, mud, straw, shavings, metal, glass, rags, tar, plastics, wood, unground garbage, whole blood, paunch, manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground.

(c) Any garbage that has not been properly shredded. Garbage ground in domestic and industrial grinders to a size of 1/4 inch or less is satisfactory. The installation and operation of any garbage grinder equipped with a motor of three-fourth (3/4) horsepower or greater shall be subject to the review and approval of the Manager.

(d) Wastes which contain or result in the production of toxic, corrosive, explosive and malodorous compounds and/or gases.

(e) Wastes which contain dissolved sulfides in excess of 0.1 mg/l, iron, pickling wastes, or concentrated plating solutions whether neutralized or not.

(f) Any waters or wastes containing a toxic or poisonous solids, liquid or gases in sufficient quantity whether singly or by interaction with other wastes, to injure or interfere with sewage treatment process, constitute a hazard to human, animal or fish life, or create a public nuisance or create any hazard in the receiving waters of the sewage treatment plants and the Pacific Ocean.

(g) Wastes containing substances which are not amenable to treatment or reduction by the treatment processes employed, or are amenable to treatment only to such a degree that: (1) the

resulting effluent cannot meet the waste discharge requirements of the Regional Water Quality Control Board or other agencies having jurisdiction over the quality and protection of the receiving waters or (2) the resulting sludge cannot meet limits for the chosen disposal method.

h. Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150°)F.

i. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentrations exceeding limits which may be established by the Manager as necessary, after treatment of the composite sewage, to meet the requirements of the State, Federal, or other public agencies or jurisdiction for such discharge to the receiving waters.

j. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits determined by the Manager in compliance with applicable State or Federal regulations.

Section 9. GUIDELINES FOR EVALUATION OF DISCHARGE. The following provisions and the values therein set forth shall not be regarded or construed as regulating or limiting the quantity or characteristics of any specific wastes which may be received into the sewerage system but shall serve as a guide in the use of the public sewerage system for the purpose of determining the acceptability of waste for admission into the sewerage system. In considering the following sewage characteristics, the dilution effect of the sewage at the point of discharge or any affected part of the system and whether or not unusual attention or expense would be required to handle such material in the sewerage system shall be taken into consideration.

(a) The admission into the public sanitary sewers of any water or waste having an average daily flow greater than one-fourth (1/4) percent of the average flow at the water pollution control facility shall be subject to review.

(b) Sea water and salt water brines shall be excluded. The salt content can render the waste water in the entire system unfit for reclamation and is also objectionable if the sludge produced at the treatment facility is used as fertilizer or if waste water re-use is practiced and/or contemplated.

(c) The temperature of liquid or vapor industrial waste discharged into the sewerage system shall be no greater than 150° F nor less than 32° F.

(d) Industrial wastes having a grease and oil concentration in excess of 100 mg/l. will be considered individually.

(e) The pH of industrial wastes shall average between 5.5 to

9.5 daily, and have no other corrosive property capable of causing damage or hazard to structures, equipment, treatment process and personnel of the District.

(f) Industries discharging toxic wastes into the sewerage system will be considered individually. For example, wastes which contain toxic metals, such as iron, chromium, copper, zinc, cyanids, hexavalent chromium, organic phosphorous type compounds, and similar objectionable or toxic substances would be considered as within this category. Wastes exerting an excessive chlorine requirement are not allowed. Limitations as to the discharge of water containing toxic substances shall take into account the total amount of such substances which can safely be received at the water pollution control facility or at the point of final disposal, whichever is effected.

(g) Industrial wastes containing radioactive compounds will be considered individually.

(h) Industrial wastes having suspended solids in excess of 450 ppm. will be considered individually.

(i) Industrial wastes will be considered individually which include:

- (1) Unusual concentrations of inert suspended solids (such as, but not limited to fullers earth, lime slurries, and lime residues) or of dissolved solids such as, but not limited to, sodium chloride and sodium sulfate, or;
- (2) Excessive discoloration (such as, but not limited to dye wastes and vegetable tanning solutions) or;
- (3) Unusual biochemical oxygen demand (BOD) or chemical oxygen demand (COD) or chlorine requirements in such quantities as to constitute a significant load at the sewage treatment plants or;
- (4) Unusual volume of Flow or concentration of wastes constituting "Slugs" as defined herein.

(j) The following list of toxic pollutants identified by EPA subject to modification from time to time shall not be exceeded by any discharger as established by district policy:

Acenaphthene	Chloroform
Acrolein	2-chlorophenol
Acrylonitrile	Chromium and compounds
Aldrin/Dieldrin	Copper and compounds
Antimony and compounds	Cyanides
Arsenic and compounds	DDT and metabolites
Asbestos	Dischlorobenzenes
Benzene	Dichlorobenzidine
Benzidine	Dichloroethylenes
Beryllium and compounds	2, 4-dichlorophenol
Cadium and compounds	Dichloropropane &
Carbon tetrachloride	Dichloropropene
Chlordane	2, 4-dimethylphenol
Chlorinated benzenes	Dinitrotoluene

Chlorinated ethanes	Diphenylhydrazine
Chloralkyl ethers	Endosulfan and metabolites
Chlorinated naphthalene	Endrin and Metabolites
Ethylbenzene	Phenol
Fluoranthene	Phthalate esters
Haloethers	Polychlorinated biphenyls (PCBs)
Halomethane	Polynuclear aromatic Hydrocarbons
Heptachlor and metabolites	Selenium and compounds
Hexachlorobutadiene	Silver and compounds
Hexachlorocyclopentadiene	2, 3, 7, 8 - tetrachloro- dibenzo-p-dioxin (TCDD)
Hexachlorocyclohexane	Tetrachloroethylene
Isophorone	Thallium and compounds
Lead and compounds	Toluene
Mercury and compounds	Toxophene
Naphthalene	Trichloroethylene
Nickel and compounds	Vinyl chloride
Nitrobenzene	Zinc and compounds
Nitrophenols	
Nitrosamines	
Pentachlorophenol	

Section 10. SELF MONITORING & REPORTING

(a) All categories A, B and C dischargers shall be subject to self-monitoring and reporting requirements.

(b) Self monitoring and reporting requirements for each applicable discharger shall be determined by the District and included in the industry's discharge permit. The nature of the sampling and frequency of analysis and reporting shall be based on the size and nature of the discharge.

(c) All sampling and analysis of wastewater shall be in accordance with Article V. Section 8.

(d) Self-monitoring programs shall, at the minimum, consist of the following for categories A & B:

1. Monthly sampling and reporting for all toxic constituents known to be in the discharge and for which this Ordinance specifies effluent limitations.

2. Monthly reporting of total water usage, average and peak discharge flow rates during the specified reporting period.

3. Monthly reporting of pH excursions beyond the established range with time durations of each incident.

4. Quarterly reporting of total suspended solids.

5. Quarterly reporting of total dissolved solids.

6. Any other sampling or reporting information so required by the District.

7. Self-monitoring reports shall be signed by a duly authorized representative responsible for the overall operation of the facility from which the discharge originates. Each report shall contain the following declaration:

"I declare under penalty of perjury that the foregoing is true and correct."

DATE _____
SIGNATURE _____
TITLE _____

8. Records shall be maintained by industrial dischargers subject to self-monitoring requirements for a minimum of three years for:

- a. The date, exact place, method and time of sampling and the names of the person or persons taking the samples;
- b. The dates the analyses were performed;
- c. Who performed the analyses and the analytical techniques used; and
- d. The results of said analyses.

Section 11. GENERAL INDUSTRIAL CLASSIFICATIONS. As an aid in generally classifying operations involving discharge of industrial waste, the general classifications listed below shall be used.

GENERAL INDUSTRIAL CLASSIFICATION

01 Aircraft	25 Laundry (commercial & Indust)
02 Animal Kennel & Hospital	26 Laundry (Self-service)
03 Auto Wash & Steam Racks	27 Meat & Poultry Processing
04 Automotive Mfg., Cleaning & Repair	28 Metal Fabrication
05 Bakery and Candy Mfg.	29 Metal Finishing & Plating
06 Beverage (Bottling & Mfg.)	30 Mining
07 Blueprinting and Engraving	31 Office & Service (commercial)
08 Cafe (Frozen Milk & Sandwich Stands)	32 Oil Well
10 Ceramic	33 Petroleum Products
11 Chemical Mfg.	34 Plastic & Wax Mfg.
12 Citrus Products	35 Radioactive Processes
13 Cosmetic & Soap Mfg	36 Rest Home
14 Dairy Products	37 Restaurants and Catering
15 Dry Cleaning	38 Retail Store or Market
16 Electrical Parts Mfg.	39 Rubber Manufacturing
17 Fermentation	40 Rug Laundry
18 Film & Litho Processing	41 Service Stations (Indicate: Wash racks, Automotive Service Garage, Trailer holding tank discharge)
19 Foundry	42 Shopping Center
20 Furniture & Paper Products	43 Swimming Pools
21 Grinding (Glass, Marble Metal, etc.)	44 Tanneries and Rendering
22 Grocery Supermarket	45 Textile and Dying
23 Hotel, Motel, Trailer Ct.	46 Transportation
24 Institutions (Hospitals, Dental Labs., Hotels, Schools, etc.; Government Agencies, Churches)	47 Water Softening Regeneration Service
	48 Wholesale Produce

100 Miscellaneous Classifications

Inclusive or exclusion of a particular industrial classification in the listing is not to be construed as acceptance or rejection of the proposed discharge.

ARTICLE VII
INDUSTRIAL WASTE ENFORCEMENT PROCEDURE

Section 1. ENFORCEMENT OF RULES AND REGULATIONS. The District shall enforce all applicable state, federal and local laws and ordinances regarding discharge of industrial waste into the sewer system under District jurisdiction, or the joint sewer system.

(a) Compliance inspections of discharge permit holders shall be regularly conducted by the District staff. Reasonable efforts shall be made to perform the inspections and conduct random sampling of discharges bimonthly for industries subject to existing federal categorical pretreatment standards and semiannually for all other industries subject to self-monitoring programs. Random sampling by the District staff shall be performed for wastewater constituents for which the industry must sample and analyze as part of a self-monitoring program. Samples shall be analyzed at a laboratory certified for such analyses.

(b) The District staff shall investigate instances of non-compliance with requirements of this Ordinance or federal pretreatment standards as indicated by inspections, random sampling, self-monitoring reports or other surveillance. Investigations shall be conducted with sufficient care to produce evidence admissible in enforcement proceedings or judicial actions.

(c) For violations or threatened violations which constitute an imminent danger to the health or welfare of persons, to the environment, or causes interference with the operation of the treatment plant, the District shall take immediate and effective measures to halt or eliminate the violations or threatened violations. The District legal counsel is authorized to take such immediate actions upon notification by the Manager of a dangerous discharge or threatened discharge.

Section 2. PERMIT: VALIDITY. Any industrial waste discharge permit herein issued shall be valid for a period of 3 years at which time the permit will be reviewed and modified as necessary or until revoked as provided for herein, by the District.

Section 3. REVOCATION OR SUSPENSION OF PERMITS AND DISCONNECTION OF FACILITIES. The District may revoke or suspend a permit issued to any person in the event of a violation by the permittee of any provision of any applicable state, federal or local law or ordinance or of any provision of these rules and regulations for fraud, misrepresentation or false statements contained in the application for permit. The District may disconnect from the sewer system any sewer connection, main line sewer, or other facility which is constructed, connected, or used without a permit, or constructed, connected or used contrary to any of the provisions of any applicable state, federal or local law or or-

dinance or contrary to any provisions of these rules and regulations. When a premise has been disconnected, it shall not be reconnected until the violation for which it has disconnected has ceased or been remedied and a reasonable charge for such disconnection and reconnection, has been paid, as established by the District.

a. If, after the granting of a permit, it shall develop, by reason of increased flow, change in the nature of industrial processes, or for any cause whatsoever that the industrial waste discharged by a permittee conflicts with any provisions of these rules and regulations or any applicable state, federal or local law or ordinance, the District may revoke or suspend the permit, or may require a re-evaluation of the permit, or may impose further conditions with respect thereto directed toward the elimination of such conflict. Any permittee shall immediately report to the District any significant increase in flow or in the nature of the discharge and failure to do so shall be grounds for suspension or revocation of the permit.

b. Any person violating any provision of these rules and regulations shall be liable for all damage to the sewer system or joint sewer system incurred as a result of such violation and for any increase in the cost of maintenance or repair resulting from such violation.

Section 4. NOTICE. The District shall give not less than five days' notice of intention to disconnect the premise or to suspend or revoke a perrmit, stating the reasons therefor, and may grant a reasonable time for elimination of the violation; provided, however, that if the District determines that the danger is imminent, and such action is necessary for the immediate protection of the health, safety or welfare of persons or property, or for the protections of the sewer system or the joint sewer system, any premise may be disconnected and service terminated concurrently with the giving of such notice. Notice shall be given to the occupant of the premise, if any, and to the record owner of the property as shown upon the last equalized assessment roll of the property as shown upon the last equalized assessment roll of the County of San Diego by United States mail, certified, return receipt requested, postage prepaid, or by posting such notice on the premise.

ARTICLE VIII

PROTECTION FROM DAMAGE

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the sewage works.

ARTICLE IX

POWERS AND AUTHORITY OF INSPECTORS

Section 1. ACCESS TO PRIVATE PROPERTY. The Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this ordinance. The Manager or his representatives shall have authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper, or other industries having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities or waste treatment.

Section 2. SAFETY OBSERVANCE. While performing the necessary work on private properties referred to in Article VII, Section 1, above, the Manager or duly authorized employees of the District shall observe all safety rules applicable to the premises established by the company

Section 3. ACCESS TO EASEMENT. The Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter all private properties through which the District holds a easement for the purpose of, but not limited to inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within said easement.

ARTICLE X

SEWER CAPACITY RIGHT FEES

Section 1. CAPACITY FEE OPTION. The following methods shall be used in determining sewer capacity right fees. Said fees shall become owing, due and payable at the time application is made to connect a premise to the sewer system. District, at its sole option, may apply either of the following methods of determining capacity fees:

a. "Dwelling Unit Equivalents" (DUE) is defined as a single family residence with a design waste flow of up to 250 gallons per day. The fee shall be based on the number of "Dwelling Unit Equivalents" (DUE) as determined by the District.

b. Actual water and waste discharge into the District sewer system. Commercial, industrial, institutional, governmental and other non-residential developments are deemed to have a waste discharge equal to the water delivered through their water meter.

Section 2. SEWER CAPACITY RIGHT FEES:

a. A schedule of fees shall be established for dwelling unit equivalents, as defined by Article X section 1a

herein which may be modified from time to time by the Board of Directors.

b. A fee shall be established for each gallon of industrial waste, as defined by Article X Section 1b which may be modified from time to time by the Board of Directors.

All waste discharges for which the District elects not to apply the dwelling unit equivalent schedule, the capacity right fee shall be based on the average amount of water discharged into the sewer system daily. Average amount of water (discharged into the sewage system daily) shall be defined as the mathematical equivalent determined by dividing the normal billing period usage by the actual number of days in that period. Said billing period shall be approximately 30 days which may be changed from time to time by the Board of Directors.

All water entering the property through the water meter is assumed to reach the sewer unless the discharger presents evidence to the contrary, which is satisfactory to the District. The District Manager with Board approval, may adjust the charges in those cases where a significant percentage of water entering the property does not enter the sewer system. In no case shall the manager adjust the capacity right fee so that the resulting fee is less than the charge for one (1) D.U.E. The capacity right fee shall be reviewed no less than annually during the third week of October each year and may be reviewed monthly for conformance.

If the computed average day discharge exceeds the purchased capacity for any single billing cycle, the purchase of additional industrial waste capacity is mandatory. The Manager, however may monitor the discharge one or more additional billing periods to quantify peak usage.

Section 3. ADDITIONAL SEWER CAPACITY RIGHT FEES. In those instances where additional DUE's connections or sewerage flows are added to an existing sewer connection, application shall be made to the District and capacity right fees purchased prior to discharge and obtainment of any building permits in accordance with the foregoing.

Section 4. FACILITY PROVISIONS OF FEES. Said fee is a primary source of funds for the development of additional capacity and will be established at a level which will defray the costs of providing additional sewage treatment and/or reclamation facilities, major trunk and transmission pipelines and facilities for

pumping when such facilities are needed.

Section 5. NON-REFUNDABLE. To assure availability of funds for proper planning and to meet obligations incurred by the District to develop capacity in a timely manner, ALL FEES COLLECTED AS PAYMENT FOR THE RIGHT TO CONNECT ARE NON-REFUNDABLE.

Section 6. USE OF REVENUE. Revenues derived from fees or charges imposed herein shall be used for the acquisition, construction, reconstruction, maintenance and operation of sanitation or sewerage facilities, to repay principal and interest on bonds issued for the construction or reconstruction of such sanitation or sewerage facilities and to repay federal or state loans or advances made to entities for the construction or reconstruction of sanitation or sewerage facilities; provided, however, that such revenue shall not be used for the acquisition or construction of new local street sewers or service lateral connections as distinguished from main trunk, interceptor, and outfall sewers.

ARTICLE XI

MONTHLY SERVICE CHARGE

Section 1. ESTABLISH CHARGE. Sewer Service charges as established by the Board will be added to the customer's monthly water bill, or billed separately if customer does not receive water service from San Marcos County Water District. All water and sewer charges will become due and collected as one item or sewer only as a single item. In the event of failure to pay the whole or any part thereof, the District may discontinue any and all service for which such bill is rendered.

Section 2. TIME OF PAYMENT. All bills are due upon presentation. Bills become delinquent if not paid on or before twenty (20) days after presentation. If bills are not paid within twenty (20) days after presentation, service may be discontinued without further notice. The failure of the District to send or any such person to receive notice shall not affect the District's power hereunder. A customer's sewer service may be discontinued if sewer service furnished at a previous location is not paid within the time herein fixed for the payment of bills. If a customer receives sewer service at more than one location and the bill for a service at any one location is not paid within the time provided for payment, sewer service at all locations may be discontinued.

Section 3. NON-PAYMENT; RECONNECTION. A reconnection charge will be collected prior to re-establishing sewer service which has been terminated because of non-payment of monthly sewer service charges. However, when both water and sewer service has been so terminated there will be only one reconnection charge.

In the event it becomes necessary for the District to physically disconnect the customers sewer connection from the District's sewer system to enforce a "discontinuance for non-payment", the customer will be required to pay all costs incurred by the District before sewer service will be reestablished.

ARTICLE XII

SERVICE LATERAL CONNECTION

All service laterals will be installed by the District or under its direct supervision by a licensed contractor, in accordance with the current Rules and Regulations of the District.

Laterals will be installed upon receipt of written application and upon deposit of the fee as established by the Board of Directors.

ARTICLE XIII

EXTENSION OF DISTRICT SEWER LINES

The extension of sewer facilities at the initiative of an owner will be in accordance with the current Rules and Regulations of the District, including the District's Standard Plans and Specifications for construction of water and sewer which may be amended from time to time. Normally, parcels shall abut the public sewer for service, however, application maybe made for a offsite service lateral connection where the District determines a public sewer extension is not to the District's advantage.

ARTICLE XIV

PENALTIES

Section 1. VIOLATION. Any person violating any provisions of this ordinance (except Articles VIII and XI), shall be served by the District with written notice stating the nature of the violation. The offender shall, within the period of time stated in such notice, permanently cease all violations. Continuance of violations shall be sufficient cause for discontinuance of service.

Section 2. VIOLATION A MISDEMEANOR; PENALTY. Violation of any provision, or the failure to comply with any of the requirements of this Ordinance or of any rule or regulation adopted as herein provided excepting Articles VIII and XI shall constitute a misdemeanor. Any person convicted of such violation or such failure shall be punishable by a fine of not more than \$500.00 or by imprisonment in the County Jail for a period of not more than six months, or by both such fine and imprisonment.

Section 3. CRIMINAL AND CIVIL LIABILITY; PENALTY. In addition to Section 2, Federal or State Statutes and/or Regulations provide for other criminal and civil liability and penalties.

ARTICLE XV
PROVISIONS

Section 1. In the event that any portion or provision of this ordinance is declared by any court to be invalid or in contravention with any law, such invalidity or contravention shall not effect the remaining portion and provisions of this ordinance.


Section 2. Ordinance Numbers 42 and 42A, 47, 47-5, 47-6, 54, 55, 64, Resolution Numbers 360 and 594 and any other actions in conflict herewith are, hereby repealed.

Section 3. This Ordinance is designed and is to be interpreted, as consistent with Federal and State Statutes and Regulations applicable to public sewerage systems.

Section 4. This Ordinance shall become effective on the 7th day of March 1983 and notice and adoptions and availability of this Ordinance shall be published one time in a newspaper published and circulated within the District.

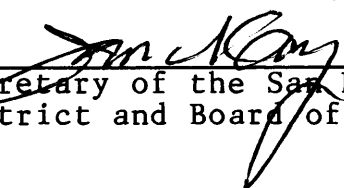
THIS ORDINANCE PASSED, APPROVED AND ADOPTED this 7th day of March, 1983, by the following roll call vote.

- AYES: Newport, Ferguson Mahr
- NOES: Mason, Holm
- ABSTAIN: None
- ABSENT: None



 President of the Board of Directors
 of the San Marcos County Water District

ATTEST:



 Secretary of the San Marcos County Water
 District and Board of Directors thereof

VWD ORDINANCE NO. 174

ORDINANCE NO. 174

**ORDINANCE OF THE VALLECITOS WATER DISTRICT
ADOPTING THE AMENDED RULES AND REGULATIONS
GOVERNING DISCHARGES TO THE ENCINA WATER
POLLUTION CONTROL FACILITY AND RELATED FACILITIES
AND REPEALING ORDINANCE NO. 116**

WHEREAS, the Encina Wastewater Authority ("Authority") has adopted uniform requirements for direct and indirect contributors into the wastewater collection and treatment system operated by the Authority; and

WHEREAS, the current pretreatment ordinance of the Authority was amended on February 22, 2012, to comply with all applicable state and federal laws; and

WHEREAS, the Vallecitos Water District ("District"), as a member of the Authority, has been requested to adopt the amended ordinance, which modifies local limits and permit conditions and makes other changes to the Authority's pretreatment program; and

WHEREAS, pursuant to Water Code section 31105, a display advertisement of at least one-quarter page generally describing the content of this ordinance and where copies could be obtained by the public was published in a newspaper of general circulation in the county of San Diego and copies of the full text of this ordinance were available to the public at the offices of the District not less than five (5) days prior to the date upon which it was adopted; and

WHEREAS, approval of this ordinance requires a two-thirds (2/3) vote of the Board of the District.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE VALLECITOS WATER DISTRICT AS FOLLOWS:

SECTION 1: The pretreatment ordinance establishing rules and regulations for the direct and indirect discharges by users to the wastewater collection and treatment system operated by the Encina Wastewater Authority, attached hereto as Exhibit "A" and incorporated herein by reference as if set forth in full, is hereby adopted.

SECTION 2: The Board of Directors concurs with the determination by General Counsel of the Vallecitos Water District that it is not feasible to prepare a fair and adequate summary of all of the terms and conditions of the ordinance and, pursuant to Water Code section 31105, hereby orders the Secretary of the District to publish a display advertisement of at least one-quarter (1/4) page in a newspaper of general circulation within the County of San Diego indicating the general nature of the ordinance including the information set forth in Exhibit "B" hereto, as well as the names of those directors voting for and against this ordinance, within fifteen (15) days of its adoption.

SECTION 3: Ordinance No. 116 and all other Ordinances or Amendments in Conflict with this Ordinance are hereby repealed and all Articles or Sections of Ordinances with matching authority are subordinated to this Ordinance.

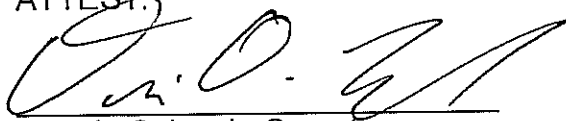
SECTION 4: This ordinance shall be effective March 14, 2012 or upon the approval of the Authority's pretreatment ordinance by the Regional Water Quality Control Board.

PASSED, APPROVED, AND ADOPTED by two-thirds (2/3) vote of the Board of Directors of the Vallecitos Water District at a regular meeting held this 7th day of March 2012, by the following roll call vote:

AYES: FERGUSON, POLTL, SHELL, GENTRY
NOES:
ABSTAIN:
ABSENT: HERNANDEZ


Darrell Gentry, President
Board of Directors
Vallecitos Water District

ATTEST:


Dennis O. Lamb, Secretary
Board of Directors
Vallecitos Water District

VWD ORDINANCE NO. 191

**ORDINANCE NO. 191
AN ORDINANCE OF THE VALLECITOS WATER DISTRICT
ESTABLISHING RULES AND REGULATIONS FOR
CONTROL OF FATS, OILS AND GREASE**

WHEREAS the Board of Directors wishes to establish rules and regulations for the control of fats, oils, and grease (FOG) from food service establishments (FSEs) and the recovery of reasonable costs associated with compliance;

WHEREAS the program intends to: provide for the beneficial use of the District's wastewater collection, conveyance and treatment system; prevent blockages of wastewater systems and the accidental discharge of wastewater to storm drain systems or the environment; ensure the cost of maintaining a FOG program is equitably distributed among users; and establish grease disposal requirements to promote public health and safety.

WHEREAS the District is required to have a FOG control program in accordance with the 2006-0003-DWQ Statewide General Discharge Requirements for Sanitary Sewer System issued by the State Water Resources Control Board;

WHEREAS the District General Manager, or his designee, shall be authorized to enforce all provisions of this Ordinance;

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

SECTION 1: PURPOSE AND SCOPE

It is the purpose and intent of this ordinance to establish regulations for the disposal of FOG and other insoluble waste discharges from FSEs within the District's service area.

For purposes of this ordinance, FSEs shall include establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption and use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing. Examples of FSEs include, but are not limited to, full service restaurants, fast food establishments, delicatessens, cafeterias (including church and school facilities where commercial equipment is installed and the frequency of use indicates more than occasional use), meat distributors, butchering, food processing facilities, grocery stores with food preparation and/or service areas, bakeries, caterers, and/or similar types of operations.

SECTION 2: DISCHARGE PROHIBITIONS

No person shall discharge, or cause to be discharged, any wastewater from a FSE directly or indirectly into the sewer system without complying with this section.

No FSE shall discharge, or cause to be discharged into the sewer system, FOG that exceeds the concentration levels in accordance with the District's Pretreatment Ordinance or that may accumulate, cause or contribute to blockages in the public wastewater system or private sewer lateral which connects the FSE to the public wastewater system.

The following prohibitions shall apply to all FSEs:

- Installation of food grinders in the plumbing system of new construction of any FSEs that generate FOG is prohibited. Existing food grinders must be removed from existing food service establishments that generate FOG, as determined by the District, within ninety (90) days of written notice to remove.
- Introduction of any additives into any FSE wastewater system for the purpose of emulsifying FOG is prohibited.
- Disposal of waste cooking oils into drainage pipes. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
- Discharge of wastewater from dishwashers to any grease removal device (GRD). GRD shall mean any gravity grease interceptor, hydromechanical grease interceptor or other approved device, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect FOG and solid waste prior to it being discharged into the sewer system.
- Discharge of wastewater with temperatures in excess of 140°F to any GRD.
- The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited, unless prior written approval from the General Manager is obtained.
- Discharge of wastes from toilets, urinals, wash basins, and other fixtures containing fecal materials to sewer lines intended for GRD service, or vice versa.
- Discharge into the sewer system of any waste which has FOG as well as solid waste removed from a GRD. Waste from a GRD shall be waste hauled periodically as part of the operation and maintenance requirements. A licensed waste hauler or an approved recycling facility shall be used to dispose of FOG, including waste cooking oils.
- Operation of a GRD with FOG and solids accumulation exceeding twenty-five percent (25%) of the design hydraulic depth.

SECTION 3: FOG PRETREATMENT REQUIREMENTS

All FSEs are required to install, operate and maintain an approved type and adequately sized GRD necessary to maintain compliance with the objectives of this section.

The GRD must be capable of separating and removing FOG contained in wastewater discharges from any FSEs prior to discharge to the sewer system consistent with the requirements of this section.

Property owners of commercial properties or their official designee(s) shall be responsible for the installation and maintenance of the GRD serving multiple FSEs that are located on a single parcel.

SECTION 4: NEW CONSTRUCTION

All new construction, remodeling or change in operations shall require the installation of an approved gravity GRD. If the City/County Building Department determines that it is impossible or impracticable to install or operate a gravity GRD for the subject facility under the provisions of this section, properly-sized hydromechanical GRD can be installed in-lieu of a gravity GRD.

SECTION 5: NOTIFICATION OF PLANNED CHANGES

All FSEs shall notify the District in writing at least sixty (60) days in advance of any change of ownership, facility expansion/remodeling, or process modifications that may result in new or substantially increased FOG discharges or a change in the nature of discharges. The notification shall include the extent of the proposed expansion/remodeling and all information requested by the District for evaluation of the effect of such expansion on the FOG discharge to the sewer system.

SECTION 6: GRD INSTALLATION REQUIREMENTS

GRDs for FSEs sizing and installation shall conform to the current edition of the California Plumbing Code and shall be constructed in accordance with the design approved by the City/County Building Department. GRDs shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning, and removal of accumulated grease and solids.

SECTION 7: GRD MAINTENANCE REQUIREMENTS

GRDs shall be maintained in an efficient manner consistent with the maintenance frequency approved by the District allowing periodic removal of the full content which includes wastewater, accumulated FOG, floating materials, sludge and solids. This is to ensure that the minimum hydraulic retention time and required available volume is maintained to effectively intercept and prevent FOG from being discharged to the sewer system. No FOG that has accumulated in a GRD shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.

Section 7.1: Minimum Cleaning Frequency. Gravity GRDs shall be fully pumped out and cleaned at a minimum of once every three (3) months or at a frequency such that the combined FOG and solids accumulation does not exceed twenty-five percent (25%) of the total designed hydraulic depth of the GRD.

Hydromechanical GRDs shall be fully pumped out and cleaned at a minimum of once a month or at a frequency such that the combined FOG and solids accumulation does not exceed twenty-five percent (25%) of the total designed hydraulic depth of the GRD.

The maintenance frequency may be adjusted by the District when sufficient data has been collected to establish a revised frequency based on actual operating conditions and generation of FOG from the FSE. The maintenance frequency may be increased or decreased.

The owner/operator of a FSE may submit a request to the District requesting a change in the maintenance frequency. The FSE has the responsibility to submit data and information necessary to demonstrate that the requested change in frequency reflects actual operating conditions based on the average FOG accumulation over time and meets the requirements described in this section.

If the GRD, at any time, contains FOG and solids accumulation that does not meet the requirements described in this section, the FSE shall be required to have the GRD serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed.

SECTION 8: MONITORING FACILITIES REQUIREMENTS

The District may require FSEs to construct and maintain in proper operating condition, at the establishment's sole expense, flow monitoring, constituent monitoring and/or sampling facilities. The location of the monitoring or metering facilities shall be at the sole discretion of the District. FSEs may be required to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of the GRD and compliance with this section.

FSEs shall not increase the use of water, or in any other manner attempt to dilute a discharge, as a partial or complete substitute for treatment to achieve compliance with this section.

SECTION 9: BEST MANAGEMENT PRACTICES

All FSEs shall establish and implement Best Management Practices (BMPs) to minimize the discharge of FOG to the sewer system and shall include, at a minimum, the following BMPs:

- Drain screens shall be installed on all sanitary sewer drainage pipes in food preparation and kitchen areas.
- Kitchen Best Management Practices and No Grease signage shall be posted conspicuously in the food preparation and dishwashing areas at all times.
- All waste cooking oil shall be collected and stored properly in recycling receptacles such as drums and barrels. Recycling receptacles shall be maintained properly to ensure that they do not leak. Licensed waste haulers and/or approved recycling facilities must be used to dispose of the waste cooking oil.
- All food waste shall be disposed of directly into the trash or garbage, and not in sinks or toilets.
- All wastewater flowing into a GRD shall not exceed a temperature of 140° F.
- Kitchen exhaust filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the exhaust filter shall be disposed of properly.

Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the District. Employees of the FSE shall be trained once every six (6) months and all new-hires must be trained within two (2) weeks of employment on the following subjects:

- How to "dry wipe/scrape" pots, pans, dishware and work areas to remove food waste, fats, oils and grease prior to dishwashing.
- How to properly dispose of food waste and solids prior to disposal in trash bins or containers to prevent leaking and odors.
- The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
- How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

SECTION 10: MONITORING AND REPORTING CONDITIONS

The District may require periodic reporting of FSEs' implementation of Best Management Practices.

The District may require visual monitoring (video camera inspection), at the sole expense of FSEs, to observe the actual conditions of the sewer lateral and sewer lines downstream.

The District may require written reports from a certified laboratory for self-monitoring of wastewater constituents and FOG characteristics of FSEs needed for determining compliance with this section. Failure by FSEs to perform any required monitoring, or to submit monitoring reports required by the District, constitutes a violation of this section and shall be cause for the District to initiate all necessary tasks and analyses to determine the wastewater constituents and FOG characteristics for compliance with any conditions and requirements specified in this section. FSEs shall be responsible for any and all expenses of the District in undertaking such monitoring analyses and preparation of reports.

Other reports may be required such as compliance schedule progress reports, FOG control monitoring reports, and any other reports deemed reasonably appropriate by the District to ensure compliance with this section.

SECTION 11: RECORD KEEPING REQUIREMENTS

FSEs shall keep all manifests, receipts and invoices of all cleaning, maintenance of the GRD, disposal carrier and disposal site location for no less than three (3) years. FSEs shall, upon request, make the manifests, receipts and invoices available to the District. These records may include:

- A logbook of GRD cleaning and maintenance practices.
- A record of BMPs being implemented including employee training.
- Copies of records and manifests of waste hauling interceptor contents and/or waste cooking oil disposal.
- Records of sampling data and sludge height monitoring for FOG and solids accumulation in the GRD.
- Any other information deemed appropriate by the District to ensure compliance with this section.

SECTION 12: INSPECTION AND SAMPLING CONDITIONS

District may inspect or order the inspection and sample the wastewater discharges of FSEs subject to this section to ascertain whether the intent of the FOG program is being met and the FSEs are complying with conditions of this Ordinance.

FSEs shall allow District access to the premises during normal business hours for purposes of inspecting GRDs, BMPs and record keeping requirements.

District shall have the right to place or order the placement on FSEs' property or other locations, as determined by District, such devices as are necessary to conduct sampling or metering operations. Where FSEs have security measures in force, FSEs

shall make necessary arrangements for representatives of District to be permitted to enter without delay for the purpose of performing their specific responsibilities.

SECTION 13: RIGHT OF ENTRY

Persons or occupants of premises where wastewater is created or discharged shall allow District reasonable access to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling during all times the discharger's facility is open, operating, or any other reasonable time. No person shall interfere with, delay, resist or refuse entrance to District personnel attempting to inspect any facility involved directly or indirectly with a discharge of wastewater to District's sewer system. In the event of an emergency involving actual or imminent sanitary sewer overflow (SSO), District may access adjoining businesses or properties that share a sewer system with FSEs in order to prevent or remediate an actual or imminent SSO.

SECTION 14: INSPECTION/ADMINISTRATION FEES

All account holders associated with FSEs shall pay a monthly fee of Twenty-One Dollars (\$21). The fee shall be adjusted automatically on January 1 of each year by the increase in the San Diego All-Urban Consumer Price Index.

A re-inspection fee of One Hundred Dollars (\$100) may be collected for additional inspections required to determine whether specified corrected actions for noted violations of this ordinance have been implemented and if additional improvements are required.

SECTION 15: NUISANCE DECLARATION

Sewer system overflows may cause threat and injury to public health, safety, and welfare of life and property and are hereby declared public nuisances. Discharge of wastewater in any manner in violation of this ordinance is hereby declared a public nuisance and shall be corrected or abated as directed by District.

SECTION 16: NOTIFICATION OF SPILL

In the event any FSE is unable to comply with any provision of this section as a result of a breakdown of equipment, accidents, or human error or the FSE has reasonable opportunity to know that the discharge will exceed the discharge provisions of this ordinance or has the potential to result in sewer blockages or SSOs, the discharger shall immediately notify District by telephone.

Such notification shall not relieve FSEs of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to District or any other damage or loss to person or property; nor shall such notification relieve FSEs of any fees or other liability which may be imposed by this section or other applicable law.

SECTION 17: SEWER SYSTEM OVERFLOWS AND CLEANUP COSTS

FSEs found to have contributed to a sewer blockage, SSO, or any sewer system interferences resulting from the discharge of wastewater or waste containing FOG, may be ordered to install and maintain GRDs and may be subject to a plan to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages, SSOs or any other sewer system interferences.

If District must act to contain and/or clean up a SSO caused by blockage of a private or public sewer system, because of an unauthorized discharge of FOG, District's costs for such abatement will be borne by the property owner or operator of the FSE, and said costs will become due and payable upon District's request for reimbursement.

FSEs that experience two (2) or more SSOs within a one (1) year period, or three (3) within a five (5) year period, may be required by the District to install FOG pretreatment units if the FSEs do not have one, or upgrade to a larger unit, to prevent future SSOs. FSEs may also be required to inspect and/or repair their private lateral on a frequency approved by District.

All sewer laterals must be cleaned periodically by the property owner at a frequency that prevents blockages or SSOs from occurring.

SECTION 18: ENFORCEMENT, PURPOSE AND SCOPE

The Board of Directors finds that in order for District to comply with the laws, regulations, and rules imposed upon it by regulatory agencies, and to ensure that District's sewer facilities are protected and are able to operate with the highest degree of efficiency, and to protect the public health and environment, specific enforcement provisions must be adopted to govern the discharges to District's system by FSEs.

To ensure that all interested parties are afforded due process of law and that violations are resolved as soon as possible, the general policy of District is that:

- Any determination relating to a notice of violation and Compliance Schedule Agreement (CSA) will be made by the District, with a right of appeal by FSEs to the General Manager pursuant to the procedures set forth in Section 25.
- FSEs may request District's Board of Directors to hear an appeal of the General Manager's decision pursuant to Section 26. Such request may be granted or denied by the Board of Directors.

SECTION 19: COMPLIANCE SCHEDULE AGREEMENT

Upon determination that a FSE is in noncompliance with the terms and conditions specified in any provision of this ordinance, or needs to construct and/or acquire and install GRDs, District may require FSEs to enter into a Compliance Schedule Agreement (CSA).

The issuance of a CSA may contain terms and conditions including but not limited to requirements for installation of GRDs and facilities, submittal of drawings or reports, audit of waste hauling records, BMPs and waste minimization practices, payment of fees, or other provisions to ensure compliance with this ordinance.

District shall not enter into a CSA until such time as all amounts owed to District, including user fees, noncompliance sampling fees or other amounts due are paid in full, or an agreement for deferred payment secured by collateral or a third party, is approved by the District.

If compliance is not achieved in accordance with the terms and conditions of a CSA during its term, the General Manager may terminate FSEs' sewer service.

All costs for physical termination shall be paid by the owner or operator of FSEs as well as all costs for reinstating service.

FSEs determined to be in noncompliance with the terms and conditions specified in any provision of this ordinance shall pay a noncompliance fee. The purpose of the noncompliance fee is to compensate District for costs of additional inspection and follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, and administrative processing incurred as a result of the noncompliance, and shall be in addition to and not in lieu of any penalties as may be assessed pursuant to Sections 22, 23 and 24. Noncompliance fees shall be in the amount adopted by ordinance or resolution of District's Board of Directors.

**SECTION 20: DAMAGE TO FACILITIES OR INTERRUPTION OF
NORMAL OPERATIONS**

Any person who discharges any waste which causes or contributes to any sewer blockage, SSO, obstruction, interference, damage, or any other impairment to District's sewer facilities or to the operation of those facilities shall be liable for all costs required to clean or repair the facilities together with expenses incurred by District to resume normal operations. A Board-adopted overhead charge shall be added to the costs and charges to reimburse District for miscellaneous overhead, including administrative personnel and record keeping. The total amount shall be payable within forty-five (45) days of invoicing by District.

Any person who discharges a waste which causes or contributes to District's violation of discharge requirements established by any regulatory agency incurring additional expenses or suffering losses or damage to the facilities, shall be liable for any costs or expenses incurred by the District, including regulatory fines, penalties, and assessments made by other agencies or a court.

SECTION 21: EMERGENCY SUSPENSION ORDER

District may, by order of the General Manager, suspend sewer service when the General Manager determines that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or

substantial endangerment to the health and welfare of persons, or to the environment, or may cause SSOs, sewer blockages, interference to District's sewer facilities, or may cause District to violate any state or federal law or regulation. Any discharger notified of and subject to an Emergency Suspension Order shall immediately stop the discharge of all wastewater containing FOG to the sewer system.

As soon as reasonably practicable following the issuance of an Emergency Suspension Order, but in no event more than five (5) business days following the issuance of such order, the General Manager shall hold a hearing to provide the FSE the opportunity to present information in opposition to the issuance of the Emergency Suspension Order. Such hearing shall not stay the effect of the Emergency Suspension Order. The hearing shall be conducted in accordance with procedures established by the General Manager and approved by District's General Counsel. The General Manager shall issue a written decision and order within two (2) business days following the hearing, which decision shall be sent by certified mail to the FSE or its legal counsel/representative at the FSE's business address. The decision of the General Manager following the hearing shall be final and not appealable to District's Board, but may be subject to judicial review pursuant to Section 29.

SECTION 22: CIVIL PENALTIES

All users of District's system and facilities are subject to enforcement actions administratively or judicially by District, U.S. Environmental Protection Agency, and State of California Regional Water Quality Control Board. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C.A. § 1251, et seq.); (2) California Porter-Cologne Water Quality Control Act (California Water Code, § 13000, et seq.); (3) California Hazardous Waste Control Law (California Health & Safety Code §§ 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C.A § 6901, et seq.); and (5) California Government Code, §§ 54739-54740.

In the event District is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits, and said violation can be established by District as caused by the discharge of any user of District's system in violation of any provision of this ordinance, then District shall be entitled to recover from the user all costs and expenses, including but not limited to the full amount of said fines or penalties to which it has been subjected.

Pursuant to the authority of California Government Code Sections 54739-54740, any person who violates any provision of this ordinance, any permit condition, prohibition or effluent limit, or any suspension or revocation order shall be liable civilly for a sum not to exceed \$25,000 per violation for each day in which such violation occurs. Pursuant to the authority of the Clean Water Act (33 U.S.C. § 1251, et seq.), any person who violates any provision of this ordinance, or any permit condition, prohibition, or effluent limit shall be liable civilly for a sum not to exceed \$25,000 per violation for each day in which such violation occurs. District's General Counsel, upon request of the General Manager, shall petition the Superior Court to impose, assess,

and recover such penalties, or such other penalties as District may impose, assess, and recover pursuant to federal and/or state legislative authorization.

SECTION 23: ADMINISTRATIVE CIVIL PENALTIES

(1) Pursuant to the authority of California Government Code Sections 54740.5 and 54740.6, District may issue an administrative complaint to any person who violates:

- (a) any provision of this ordinance;
- (b) any permit condition, prohibition, or effluent limit; or
- (c) any suspension or revocation order.

(2) The administrative complaint shall be served by personal delivery or certified mail on the person and shall inform the person that a hearing will be conducted, and shall specify a hearing date within sixty (60) days following service. The administrative complaint will allege the act or failure to act that constitutes the violation of District's regulations, the provisions of law authorizing civil liability to be imposed, and the proposed civil penalty. The matter shall be heard by the General Manager or his/her designee. The person to whom an administrative complaint has been issued may waive the right to a hearing, in which case a hearing will not be conducted.

(3) At the hearing, the person shall have an opportunity to respond to the allegations set forth in the administrative complaint by presenting written or oral evidence. The hearing shall be conducted in accordance with the procedures established by the General Manager and approved by the District's General Counsel.

(4) If the General Manager designated a hearing officer, after the conclusion of the hearing, the hearing officer shall submit a written report to the General Manager setting forth a brief statement of the facts found to be true, a determination of the issues presented, conclusions, and a recommendation.

(5) Upon receipt of the written report by the hearing officer, or conclusion of the hearing if the General Manager conducted the hearing, the General Manager shall make a determination and if grounds exist for assessment of a civil penalty against the person, shall issue a decision and order in writing within thirty (30) calendar days after the conclusion of the hearing.

(6) If it is found after the hearing or appeal, that the person has violated reporting or discharge requirements, the General Manager or Board of Directors may assess a civil penalty against that person. In determining the amount of the civil penalty, the General Manager or Board of Directors may take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the economic benefit derived through any non-compliance, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any, attempted or taken by the person involved.

(7) Civil penalties may be assessed as follows:

(a) In an amount which shall not exceed Two Thousand Dollars (\$2,000) for each day for failing or refusing to furnish required reports;

(b) In an amount which shall not exceed Three Thousand Dollars (\$3,000) for each day for failing or refusing to timely comply with any compliance schedules established by the District;

(c) In an amount which shall not exceed Five Thousand Dollars (\$5,000) per violation for each day of discharge in violation of any waste discharge limit, permit condition, or requirement issued, reissued, or adopted by the District;

(d) In any amount which does not exceed Ten Dollars (\$10) per gallon for discharges in violation of any suspension, revocation, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the District.

(8) An order assessing administrative civil penalties issued by the General Manager shall be final in all respects on the thirty-first (31st) day after it is served on the person unless an appeal and request for hearing is filed with the Board of Directors pursuant to Section 26 no later than the thirtieth (30th) day following such mailing. An order assessing administrative civil penalties issued by the Board of Directors shall be final upon issuance.

(9) Copies of the administrative order shall be served on the party served with the administrative complaint, either by personal service or by registered mail to the person at the business or residence address, and upon other persons who appeared at the hearing and requested a copy of the order.

(10) Any person aggrieved by a final order issued by the Board of Directors, after granting review of the order of the General Manager, may obtain review of the order of the Board of Directors pursuant to Government Code Section 54740.6, by filing in the superior court a petition for writ of mandate within thirty (30) days following the service of a copy of the decision or order issued by the Board of Directors.

(11) Payment of any order setting administrative civil penalties shall be made within thirty (30) days of the date the order becomes final. The amount of any administrative civil penalties imposed shall constitute a debt to District.

(12) No administrative civil penalties shall be recoverable for any violation for which District has recovered civil penalties through a judicial proceeding filed pursuant to Government Code Section 54740.

SECTION 24: CRIMINAL PENALTIES

Any person who violates any provision of this Ordinance is guilty of a misdemeanor, which upon conviction is punishable by a fine not to exceed One Thousand Dollars (\$1,000), or imprisonment for not more than six (6) months, or both. Each violation and each day in which a violation occurs may constitute a new and separate violation of this ordinance and shall be subject to the penalties contained herein.

SECTION 25: APPEALS TO GENERAL MANAGER

FSEs affected by any decision, action or determination made by District or notice of violation given during an inspection, may file with the General Manager a written request for an appeal hearing. The request must be received by District within fifteen (15) days of mailing of notice of the decision, action, or determination of the General Manager to the appellant. The request for hearing shall set forth in detail all facts supporting the appellant's request.

The General Manager shall, within fifteen (15) days of receiving the request for appeal, designate a department head or other person to hear the appeal and provide written notice to the appellant of the hearing date, time and place. The hearing date shall not be more than thirty (30) days from the mailing of such notice by certified mail to the appellant unless a later date is agreed to by the appellant. If the hearing is not held within said time due to actions or inactions of the appellant, then the staff decision shall be deemed final.

At the hearing, the appellant shall have the opportunity to present information supporting its position concerning the General Manager's decision, action or determination. The hearing shall be conducted in accordance with procedures established by the General Manager and approved by District's General Counsel.

After conclusion of the hearing, the department head (or other designee) shall submit a written report to the General Manager setting forth a brief statement of facts found to be true, a determination of the issues presented, conclusions, and a recommendation whether to uphold, modify or reverse the original decision, action or determination. Upon receipt of the written report, the General Manager shall make a determination and shall issue the decision and order within thirty (30) calendar days of the hearing by the designee. The written decision and order of the General Manager shall be sent by certified mail to the appellant or its legal counsel/representative at the appellant's business address.

The order of the General Manager shall be final in all respects on the sixteenth (16th) day after it is mailed to the appellant unless a request for hearing is filed with the Board of Directors pursuant to Section 26, no later than 5:00 p.m. on the fifteenth (15th) day following such mailing.

SECTION 26: APPEALS TO THE BOARD OF DIRECTORS

FSEs adversely affected by a decision, action, or determination made by the General Manager may, prior to the date that the General Manager's order becomes final, file a written request for hearing before the Board of Directors accompanied by an appeal fee in the amount established by a separate resolution of District's Board of Directors. The request for hearing shall set forth in detail all the issues in dispute for which the appellant seeks determination and all facts supporting appellant's request. No later than sixty (60) days after receipt of the request for hearing, the Board of Directors shall either set the matter for a hearing, or deny the request for a hearing. A hearing shall be held by the Board of Directors within sixty-five (65) days from the date

of determination granting a hearing, unless a later date is agreed to by the appellant and the Board of Directors. If the matter is not heard within the required time, due to actions or inactions of the appellant, the General Manager's order shall be deemed final.

The appeal fee shall be refunded if the Board of Directors denies a hearing or reverses or modifies, in favor of the appellant, the order of the General Manager. The fee shall not be refunded if the Board of Directors denies the appeal.

After the hearing, the Board of Directors shall make a determination whether to uphold, modify, or reverse the decision, action, or determination made by the General Manager. The decision of the Board of Directors shall be set forth in writing within sixty-five (65) days after the close of the hearing and shall contain a finding of the facts found to be true, the determination of issues presented, and the conclusions. The written decision and order of the Board of Directors shall be sent by certified mail to the appellant or its legal counsel/representative at the appellant's business address.

The order of the Board of Directors shall be final upon its adoption. In the event the Board of Directors fails to reverse or modify the General Manager's order, it shall be deemed affirmed.

SECTION 27: PAYMENT OF CHARGES

Except as otherwise provided, all fees, charges and penalties established by this ordinance are due and payable upon receipt of notice thereof. All such amounts are delinquent if unpaid twenty (20) days after date of invoice. Any charge that becomes delinquent shall have added to it a penalty in accordance with the following: (1) twenty-one (21) days after date of invoice, a basic penalty of ten percent (10%) of the base invoice amount, not to exceed a maximum of Seventy-Eight Dollars (\$78); and (2) a ten-dollar (\$10) charge per letter of notification regarding payment delinquency or continued noncompliance with this Ordinance.

Penalties charged under this section shall not accrue to those invoices successfully appealed, provided the District receives written notification of said appeal prior to the payment due date.

Payment of disputed charges is still required by the due date during District review of any appeal submitted by FSEs.

SECTION 28: COLLECTION OF DELINQUENT ACCOUNTS

Collection of delinquent accounts shall be in accordance with District's policy resolution establishing procedures for collection of delinquent obligations owed to District, as amended from time to time by the Board of Directors. Any such action for collection may include an application for an injunction to prevent repeated and recurring violations of this ordinance.

SECTION 29: JUDICIAL REVIEW

Pursuant to Section 1094.6 of the California Code of Civil Procedure, District hereby enacts this part to limit the time within which an action can be brought, for review of such decisions by means of administrative mandamus, to ninety (90) days following final decisions in adjudicatory administrative hearings.

Section 29.1: Definitions. As used in this section, the following terms and words shall have the following meanings:

(1) "Decision" shall mean and include adjudicatory administrative decisions that are made after hearing.

(2) "Complete record" shall mean and include the transcript, if any exists, of the proceedings, all pleadings, all notices and orders, any proposed decision by District's officers, agents, or employees, the final decision, all admitted exhibits, all rejected exhibits in the possession of District or its officers, agents or employees, all written evidence, and any other papers in the case.

Section 29.2: Time Limit for Judicial Review. Judicial review of any decision of District or its officer or agent may be made pursuant to Section 1094.5 of the Code of Civil Procedure only if the petition for writ of mandate is filed not later than the ninetieth (90th) day following the date on which the decision becomes final. If there is no provision for reconsideration in the procedures governing the proceedings or if the date is not otherwise specified, the decision is final on the date it is made. If there is provision for reconsideration, the decision is final upon the expiration of the period during which such reconsideration can be sought; provided that if reconsideration is sought pursuant to such provision the decision is final for the purposes of this section on the date that reconsideration is rejected.

The complete record of the proceedings shall be prepared by District's officer or agent who made the decision and shall be delivered to the petitioner within ninety (90) days after filing the written request. District may recover from the petitioner the actual costs for transcribing or otherwise preparing the record.

If the petitioner files a request for the record within ten (10) days after the date the decision becomes final, the time within which a petition, pursuant to Section 1094.5 of the Code of Civil Procedure, may be filed shall be extended to not later than the thirtieth (30th) day following the date on which the record is either personally delivered or mailed to the petitioner or the petitioner's attorney of record, if appropriate.

In making a final decision, District shall provide notice to the party that Section 1094.6 of the Code of Civil Procedure governs the time within which judicial review must be sought.


Notwithstanding the foregoing in this section, and pursuant to Government Code Section 54740.6, judicial review of an order of the Board of Directors imposing administrative civil penalties pursuant to this ordinance may be made only if the petition for writ of mandate is filed not later than the thirtieth (30th) day following the day on which the order of the Board of Directors becomes final.

SECTION 30: SEVERABILITY

If any section, subsection, subdivision, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or otherwise invalid, such invalidity shall not affect the validity of this entire ordinance or any of the remaining portions hereof. The Board of Directors hereby declares that it would have passed this ordinance, and each section, subsection, subdivision, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sees, clauses or phrases be declared unconstitutional or otherwise invalid.


PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Vallecitos Water District at a regular meeting this 10th day of December, 2013, by the following roll call vote:

- AYES: EVANS, HERNANDEZ, POLTL, MARTIN
- NOES:
- ABSENT:
- ABSTAIN:



 Hal Martin, President
 Board of Directors
 Vallecitos Water District

ATTEST:



 Dennis O. Lamb, Secretary
 Board of Directors
 Vallecitos Water District

APPENDIX D – PREVENTIVE MAINTENANCE PROGRAM

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1.0 GENERAL DESCRIPTION – EXISTING SEWER COLLECTION FACILITIES

The District maintains a variety of gravity sewer collection and conveyance facilities that range in size from 4-inch to 54-inch, and pressurized force main/siphons that range in size from 4-inch to 54-inch. The age of the facilities ranges from 1958 through the date of this document. Figure 1 provides an overview of the service area.

1.1 GRAVITY COLLECTION FACILITIES

<u>Length (Lineal Feet)</u>	<u>Size</u>
130	4-inch
26,345	6-inch
1,166,087	8-inch
27,194	10-inch
39,505	12-inch
43,782	15-inch
13,761	16-inch
16,045	18-inch
541	20-inch
8,977	21-inch
14,933	24-inch
1,736	27-inch
14,192	30-inch
11,399	36-inch
3,223	39-inch
7,652	42-inch
445	54-inch

1.2 FORCE MAIN OR SIPHON FACILITIES

<u>Length (Lineal Feet)</u>	<u>Size</u>
1,956	4-inch (Siphon)
6,597	6-inch (Force Main)
3,897	8-inch (Force Main)
0	10-inch (Force Main)
7,696	12-inch (Force Main)
9,167	16-inch (Force Main)
5,222	18-inch (Force Main)
127	30-inch (Force Main)
139	6-inch (Siphon)
395	8-inch (Siphon)
102	10-inch (Siphon)
15,947	12-inch (Siphon)
5,565	16-inch (Siphon)
0	18-inch (Siphon)
533	20-inch (Siphon)
16,282	24-inch (Siphon)
1,293	30-inch (Siphon)
257	54-inch (Siphon)

Appendix D – SSMP Preventive Maintenance Program

1.3 MANHOLES, CLEANOUTS AND APPURTENANCES

72,094	Manholes
562	Cleanouts

1.4 SEWER LIFT STATIONS

Lift Station No. 1, San Marcos Boulevard
Montiel Lift Station, Montiel Road
Lake San Marcos Lift Station, Via Entrada Del Lago
Lift Station No. 3, Questhaven Road

1.5 WASTEWATER TREATMENT AND DISPOSAL FACILITIES

Meadowlark Water Reclamation Facility (MRF)
Encina Water Pollution Control Facility

1.6 SEWER MONITORING AND METERING MANHOLES

20 Real Time Monitoring Sewer Flow Meters

1.7 ODOR CONTROL SCRUBBERS

18 Odor Control Scrubbers

2.0 CLEANING AND CLOSED CIRCUIT TELEVISION (CCTV) EQUIPMENT

2.1 CLEANING EQUIPMENT

Vactor Cleaning Truck No. 240
Vactor Cleaning Truck No. 285
Vactor Cleaning Truck No. 293

2.2 CCTV EQUIPMENT

CCTV Camera No. 252

2.3 SERVICE TRUCKS

Collections Service Truck No. 291

2.4 RODDING/JETTING EQUIPMENT

Jetter Trailer Unit No. 133
Any tow vehicle available with proper weight rating.

Appendix D – SSMP Preventive Maintenance Program

3.0 PIPELINE CLEANING SCHEDULE

Vallecitos Water District has implemented a Computerized Maintenance Management System (CMMS) and is populating the system with all assets in the collection system. Work orders are generated manually for the work outlined in this maintenance program.

3.1 PIPELINE CLEANING GOALS

3.1.1 Less than 18-inch Diameter Pipelines

The goal of the Wastewater Collections Department is to clean all sewers with sizes 6-inch through 12-inch on a 15-month rotating schedule; and to clean all sewers with sizes 15-inch through 18-inch on a 3-year rotating schedule.

Schedule

Pipeline cleaning is scheduled Monday through Friday.

3.1.2 Greater than 18-inch Diameter Pipelines

The goal of the Wastewater Collections Department is to clean all sewers with sizes greater than 18-inch based upon a quarterly visual inspection of the manholes on the pipelines.

1. Schedule

The cleaning schedule will be based upon pipeline specific requirements and quarterly observations of the main.

2. Quantity

Line sizes greater than 18-inches will be scheduled for cleaning based on the quarterly manhole inspection results. The need for cleaning of these lines is less, due to the high flow rate and velocity through the larger lines. Once a quarter (weather permitting) a crew will perform a visual inspection by opening the manholes and looking at the flow determining if cleaning is needed. Quarterly inspections will be performed in the months of March, June, September, and December.

Cleaning of sewer force mains greater than 18-inches diameter will be done as a CIP project, or on an as needed basis by VWD staff.

3.2 GENERAL PROCESS/RECORD KEEPING

The above cleaning schedules are based upon required access to the pipe, safe weather conditions, and operational equipment.

Traffic control should be scheduled with the supervisor and/or senior staff in the Wastewater Collections Department in accordance with the road locations and complexity of cleaning the mains.

At the end of each day, the operator for each combination vehicle will make the entries for the total feet, size of line cleaned, and gallons of water used in an electronic logbook (eLogger). The crew will

Appendix D – SSMP Preventive Maintenance Program

top off the water and fuel tanks (the combination vehicles need to be topped off daily with water and fuel in case they are needed after normal operational hours), clean the water filter, and blow off the pump ports each Friday or as necessary. On the last day in the afternoon of the drivers' rotation on the combination vehicle, both crew members will wash the combination vehicle inside and out, fill fuel and water tanks.

3.3 ENHANCED MAINTENANCE LIST

Quarterly cleaning of the Enhanced Maintenance Areas is completed by first developing the Enhanced Maintenance List. The Enhanced Maintenance List is used to perform cleaning in the months of March, June, September, and December by any available combination vehicle crew. The current list of Enhanced Maintenance Areas is included in Appendix F.

3.4 MEADOWLARK RECLAMATION FACILITY

Upon request, a combination vehicle will go to the MRF and perform any cleaning required. Scheduling will be adjusted as needed.

3.5 JETTER TRAILER UNIT

The jetter trailer is to be used on easements and special projects as needed.

At the end of each day, the operator will make the entries in the jetter trailer (Vehicle #133) electronic logbook (eLogger) and will top off the fuel tank on the truck and trailer (if they need fuel). The operator will ensure that the debris cans in the back of the towing vehicle are emptied.

Appendix D – SSMP Preventive Maintenance Program

4.0 CCTV SCHEDULE

The objective of the CCTV cleaning schedule is to survey 180,000 linear feet of gravity sewer line per calendar year. The CCTV unit work and schedule is based on the priorities given in Sections 4.1 through 4.4. Video inspection of lines 18-inches in diameter and up may be done as CIP projects and/or on an as-needed basis with the use of specialty contractors. The protocol for the CCTV van requires a crew of two (Operator and Assistant). The crew will inspect as follows.

4.1 NEW CONSTRUCTION, YEAR END FINALS & OTHER VIDEO INSPECTION REQUESTS

CCTV priority work will include new installations, year-end warranty inspections, customer complaints, and repair inspections, respectively. Additionally, CCTV work may be scheduled as needed. Inflow and Infiltration (I&I) work will be scheduled in the absence of work required per this section.

4.2 INFLOW AND INFILTRATION (I&I)

The inspection of 6-inch through 15-inch sewer mains will be scheduled and based upon sewer basins identified by the engineering department and basins, from high to low infiltration, and trends from the remote sewer flow meters. CCTV inspection of the system is started in area 1 of 16 areas that will be inspected. Also, priority inspection will be based on the age and location of the pipe.

4.3 SMOKE TESTING

Smoke testing operations will be scheduled three (3) times annually and will be performed in areas from high to low infiltration determined from the results of the trends from the sewer flow meters placed throughout the District. Upon completion of the smoke testing, the results will be analyzed, and areas determined to have significant problems will be considered a priority for CCTV review.

4.4 GENERAL PROCESS/RECORD KEEPING

The operator of the CCTV unit will be responsible for all data input, operate the camera in the sewer mains, and ensure details from the inspection are uploaded to a cloud server. The camera assistant will assist the camera operator by ensuring proper setup of the camera in the sewer main.

Throughout the day the operator will make the entries into an electronic logbook (eLogger), top off the water and fuel tanks, if needed, and complete the CCTV unit log. The operator and/or assistant will ensure that there are enough supplies to perform the next days' work: towels, gloves, disinfectant in the sprayer, etc. CMMS generates quarterly maintenance and inspection work orders to remain proactive with this process.

One crew member is dedicated to the CCTV van. This ensures proper coding of the NASSCO terminology. The other crew member rotates on a monthly basis. It is the responsibility of both members to make sure all data and video inspections are properly moved from the CCTV van to the cloud server.

Appendix D – SSMP Preventive Maintenance Program

5.0 COLLECTION SYSTEM ROUNDS

5.1 MONDAY THROUGH FRIDAY

1. The SCADA checklist will be filled out electronically and stored in the District database.
2. Check tank levels and dosage rates on chemical equipment, electronically record deliveries at LS-1, Poinsettia, Montiel, Lake San Marcos Lift Station and Questhaven (LS-3) Lift Station.
3. When scheduled, electronically record chemical delivery information.
4. Once the stations and flow meters are checked, the rounds personnel will perform a visual inspection on the Discovery 4-inch siphons, up and downstream, and check the Citibank manhole to make sure that flow is in the invert. Electronically record inspection results in the collection database.
5. Upon completion of spot checks, a sulfide sample shall be collected and documented in the collection database. The sulfide samples are collected from the facility/manhole combinations listed below.

<u>Facility</u>	<u>Manhole Number</u>
LS-1	1189
El Camino Real	0136
Vent #4	0148
Palomar Airport Road	0175

5.2 SATURDAY, SUNDAY, AND HOLIDAYS

The SCADA checklist will be filled out using the SCADA Collection Laptop. All documentation will be recorded into an electronic logbook (eLogger).

5.3 WEEKLY

- The designated manholes listed on the “FOG Application Manhole List” will be treated for grease buildup using microorganism treatment. The list of application locations is included in Appendix F.
- On Fridays, a crew will be scheduled to clean the LS-1 wet well.

5.4 QUARTERLY

This operation must be scheduled with Meadowlark Reclamation Facility. One 16-inch valve at LS-1 (front), and the two 42-inch gate valves at LS-1 will be exercised. The valves will be fully closed or opened and returned to normal operating condition. A count of the turns closed and open will be recorded into the CMMS work order for monthly valve exercising.

6.0 MECHANICAL/ELECTRICAL SEWER STATION ROUNDS

6.1 LIFT STATION NO. 1 – MONDAY, WEDNESDAY & FRIDAY

1. Check Wastewater Collections SCADA computer for any active alarms and unusual flow trends at lift stations. Check your atmospheric monitoring equipment before entering the dry well. Notify appropriate staff that you will be entering the dry well to perform maintenance checks. Notify appropriate staff when you complete the station maintenance checks and have exited the dry well. Note: Do not enter the wet well unless a confined space entry crew is onsite.
2. Open 8" bypass valve and flush the grit monthly.
3. Take reads from ETM's (Elapsed Time Meters) for all pumps and calculate the total hours for each pump.
4. Fill out the emergency standby generator APCD log and record the same information in the rounds book.
5. Record the station flow meter read and calculate total amount pumped to MRF.
6. Blow off all pumps and ensure they are not air locked.
7. Check the operational status of equipment including the pumps, grinders, sump pump, wet well level indicator and ventilation units.
8. Clean filter screens on pumps and wash down the dry well as needed. This will be performed on Monday, Wednesday, and Friday.
9. Check the eyewash/emergency shower(s) operation weekly and sign off inspection sheet.
10. Check fuel, coolant, and oil levels on the standby generator.
11. Exercise emergency standby generator monthly.

6.2 LAKE SAN MARCOS LIFT STATION – MONDAY, WEDNESDAY & FRIDAY

1. Check Wastewater Collections SCADA computer for any active alarms and unusual flow trends at lift stations. Check your atmospheric monitoring equipment before entering the dry well. Notify appropriate staff that you will be entering the dry well to perform maintenance checks. Notify appropriate staff when you complete the station maintenance checks and have exited the dry well. Note: Do not enter the wet well unless a confined space entry crew is onsite.
2. Take reads from ETM's (Elapsed Time Meters) for all pumps and calculate the total hours for each pump.
3. Record the station flow meter read and calculate total amount pumped to MRF.
4. Fill out the emergency standby generator APCD log and record the same information in the rounds book.
5. Blow off all pumps and ensure they are not air locked.
6. Check the operational status of equipment including the pumps, grinders, sump pump, wet well level indicators/controllers and ventilation units.
7. Check the surge tank bladder air pressure gauge and make sure it is in normal operating range.
8. Blow off all gauges monthly and bottom drains in the dry well.
9. Clean filter screens on pumps and wash down the dry well as needed. This will be performed on Monday, Wednesday, and Friday.

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10. Check the eyewash/emergency shower(s) operation weekly and sign off inspection sheet.
11. Check fuel, coolant, and oil levels on the standby generator.
12. Exercise emergency standby generator monthly.

6.3 LIFT STATION NO. 3 (QUESTHAVEN) – MONDAY, WEDNESDAY & FRIDAY

1. Check Wastewater Collections SCADA computer for any active alarms and unusual flow trends at lift stations. Check your atmospheric monitoring equipment before entering the dry well. Notify appropriate staff that you will be entering the dry well. Notify appropriate staff when you complete the station maintenance checks and have exited the dry well. Note: Do not enter the wet well unless a confined space entry crew is onsite.
2. Take reads from ETM's (Elapsed Time Meters) for all pumps and calculate the total hours for each pump.
3. Record the station flow meter read and calculate total amount pumped to MRF.
4. Fill out the emergency standby generator APCD log and record the same information in the rounds book.
5. Blow off all pumps and ensure they are not air locked.
6. Check the operational status of equipment including the pumps, grinders, sump pump, wet well level indicators/controllers and ventilation units.
7. Check level in the surge tank and make sure it is in normal operating range.
8. Blow off all gauges and bottom drains in dry well monthly.
9. Clean filter screens on pumps and wash down dry well as needed. This will be performed on Monday, Wednesday, and Friday.
10. Check the eyewash/emergency shower(s) operation weekly and sign off inspection sheet.
11. Blow off the surge tank air compressor and the bubbler air compressor tanks.
12. Check fuel, coolant, and oil levels on the standby generator.
13. Exercise emergency standby generator monthly.

6.4 MONTIEL LIFT STATION – MONDAY, WEDNESDAY & FRIDAY

1. Check Wastewater Collections SCADA computer for any active alarms and unusual flow trends at lift stations. Notify appropriate staff that you will be entering the dry well to perform maintenance checks. Notify appropriate staff when maintenance checks are completed, and you have exited the dry well. Note: Do not enter the wet well unless a confined space entry crew is onsite.
2. Before entering the drywell, make sure the exhaust fan is on and working properly. Always check the quality of the air with a portable atmospheric monitoring device and keep the monitor with you when inside the drywell.
3. Take reads from ETM's (Elapsed Time Meters) for all pumps and calculate the total hours for each pump.
4. Check overall operation of the station, pumps, sump pump and wet well bubbler level control system, and wash down dry-well.
5. Exercise portable emergency standby generator monthly.

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7.0 REMOTE METERING MANHOLES

The District maintains 20 sewer flow meters at various manholes. The meters provide continuous flow data that is monitored to ensure proper operation of the collection system. Alarm setpoints are established for each manhole to determine average, low, and high flows. Low and high flow alarms may indicate problems in the collection system with either blockages or inflow and infiltration.

7.1 QUARTERLY INSPECTION

The flow monitoring manholes are inspected on a quarterly basis and/or as needed.

7.2 ANNUAL CALIBRATIONS

The flow monitoring manholes are calibrated annually by District staff or selected contractors.

Appendix D – SSMP Preventive Maintenance Program

8.0 ODOR CONTROL SCRUBBERS

The District maintains 18 odor control scrubbers throughout the collection system. The scrubbers operate on gravity flow, filtering air through an activated carbon media.

8.1 TESTING

Every month, a grab sample of carbon will be collected from the scrubber locations listed below and will be delivered to Meadowlark Reclamation Facility lab for pH testing.

<u>Facility</u>	<u>Manhole / Site</u>	<u>G.I.S. Coordinates</u>
Vent #1	MH 8696	33.116383 N -117.269875 W
Vent #2	MH 8384	33.116368 N -117.272280 W
Vent #3	MH 8383	33.116380 N -117.274920 W
RSF Diversion Structure	MH 551	33.121692 N -117.219273 W
LS-3, Questhaven LS	MH 7270	33.095982 N -117.183120 W
Lake San Marcos LS	Inside Station	33.122540 N -117.208554 W
Discovery Upper	MH 4890	33.122577 N -117.179226 W
Discovery Lower	MH 4891	33.124981 N -117.178732 W
RSF at Via Cancion	MH 5866	33.118653 N -117.223423 W
MRF	Outside of Plant	33.103312 N -117.227334 W
Solids Line North	SLN 41605	33.118261 N -117.233843 W
Solids Line South	SLN 41205	33.114418 N -117.231350 W
Fairfield Inn	MH 31473	33.139756 N -117.164645 W
Laurels	MH 900	33.131465 N -117.219210 W
San Elijo Rd	MH 8290	33.106115 N -117.174669 W
Applebee's	MH 6362	33.136746 N -117.175895 W
Panera	MH 6356	33.136863 N -117.176416 W
Chick-Fil-A	MH 6355	33.136930 N -117.176716 W

8.2 REPLACEMENT/DISPOSAL

Once carbon is determined to no longer be effective, the carbon is replaced and disposed of in accordance with the applicable regulations.

FIGURE 1 – VWD SEWER BOUNDARY MAP

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Figure 1. VWD Sewer Boundary Map

APPENDIX E – SPILL EMERGENCY RESPONSE PLAN

SPILL EMERGENCY RESPONSE PLAN

IN COMPLIANCE WITH
STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

WDID # 9SS010676

May 2023

Last Revised: March 2024



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SERP REVIEWS AND UPDATES

District staff shall maintain this Spill Emergency Response Plan (SERP) and amend or update it as necessary to include new facilities or changes in the operation or maintenance of the sewer system that may materially affect the potential for spills. At a minimum, the plan will be reviewed annually including contact information verification and updates. The annual review will also ensure all provisions of the plan are being met and implemented. District staff shall review and amend this SERP to reflect information gathered as a result of experience managing a spill(s). SERP deficiencies and updates will be addressed and modified accordingly. The plan performance will be routinely evaluated, reviewed, and updated.

Version	Date	Notes
V1.0	May 2023	Initial submittal for General Order deadline
V1.1	June 2023	Updated contact information
V1.2	December 2023	Reformatted document and added introductory sections
V1.3	March 2024	Included General Order Attachment E1 as SERP Attachment 2. Moved training program to Attachment 3.

Appendix E – Spill Emergency Response Plan

1.0 OVERVIEW

This Spill Emergency Response Plan (SERP) establishes the procedures for District staff to respond to, contain, correct, and clean up sanitary sewer spills, and it is intended to minimize the effects of spills on the environment while protecting the public’s health and safety. This section provides an overview of applicable regulations, plan purpose, and spill definitions.

1.1 REGULATORY REQUIREMENTS

1.1.1 Waste Discharge Requirements

On December 6, 2022, the State Water Resources Control Board adopted the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. WQ 2022-0103-DWQ (General Order) and supersedes the previous Order No. 2006-0003. The General Order is applicable to all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to publicly owned treatment facilities in the state of California. Specifically, the General Order requires that the District update monitoring, record keeping, reporting, and public notification requirements for spills, including online reporting requirements through the State’s California Integrated Water Quality System (CIWQS) website.

Per the General Order, all Enrollees must develop an up-to-date Spill Emergency Response Plan (SERP) to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The SERP must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

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- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

Vallecitos Water District has incorporated all requirements of the General Order regarding the Spill Emergency Response Plan into this document.

1.1.2 California Water Code

Section 13271 of the California Water Code, Title 23 of the California Code of Regulations, prohibits the discharge of sewage and hazardous material into the waters of the State and requires the proper notification of authorized agencies in the event of a spill. Entities which do not properly follow the requirements of this section may be found guilty of a misdemeanor and punished by fine, imprisonment, or both.

1.1.2.1 Notification, Monitoring, Reporting and Recordkeeping Requirements

The Notification Requirements (SERP Section 2) and Spill-specific Monitoring Requirements (SERP Section 3) in this plan are pursuant to Water Code section 13267 and section 13383 and are an enforceable component of the General Order. For the purpose of the General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1.1.3 Federal Clean Water Act

In 1972, Congress enacted the Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA). The CWA prohibits the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to enforce compliance with the CWA via specific permits, such as National Pollutant Discharge Elimination System (NPDES) permits, as well as court action such as administrative orders and consent decrees.

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1.2 PURPOSE AND GOALS

The Vallecitos Water District (District) recognizes the importance of protecting the health and safety of the public as well as the environment by preventing sewer flows from reaching surface waters and waters of the United States. The District also understands the necessity of implementing procedures to minimize the impact of a spill if one were to occur and complying with the requirements of state regulations. The primary goal in establishing an official SERP is to ensure that District staff responds appropriately and efficiently to all known spills immediately. The objectives of the SERP are to:

- Satisfy regulatory and discharge permit conditions;
- Notify appropriate regulatory agencies and other affected entities;
- Protect public health and safety, and the environment;
- Minimize the effects of spills;
- Protect private and public property;
- Protect District personnel; and
- Protect all District-owned assets.

This SERP is intended to supplement and be consistent with existing emergency plans and standard operating procedures currently implemented by the District. The overall plan will facilitate coordination and mobilization of necessary facilities and personnel in an organized and efficient manner when responding to a spill.

1.3 SPILL CATEGORIES

Individual spill notification, monitoring, and reporting must be in accordance with the following spill categories:

Category 1 Spill

A Category 1 spill is a spill of **any volume** of sewage from or caused by a sanitary sewer system regulated under the General Order that results in a discharge to:

- A **surface water**, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when the sewage is **not fully captured** and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility. A spill from District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

The Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of the General Order. See Attachment 1 for spill investigation, notification, and reporting forms, and Attachment 2 for General Order Attachment E1.

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Category 2 Spill

A Category 2 spill is a spill of **1,000 gallons or greater**, from or caused by a sanitary sewer system regulated under the General Order that **does not discharge to a surface water**.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

Category 3 Spill

A Category 3 spill is a spill of equal to or **greater than 50 gallons and less than 1,000 gallons**, from or caused by a sanitary sewer system regulated under the General Order that **does not discharge to a surface water**.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4 Spill

A Category 4 spill is a spill of **less than 50 gallons**, from or caused by a sanitary sewer system regulated under the General Order that **does not discharge to a surface water**.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

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2.0 NOTIFICATION REQUIREMENTS

2.1 NOTIFICATION OF SPILLS OF 1,000 GALLONS OR GREATER TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the District shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as **possible but no later than two (2) hours after**:

- The District has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.
- The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from a District-owned and/or operated laterals, to a water of the State.

2.2 SPILL NOTIFICATION INFORMATION

The District shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
 - Brief narrative of the spill event, and
 - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the District was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/or potential impact to beneficial uses.

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2.3 NOTIFICATION OF SPILL REPORT UPDATES

Following the initial notification to the California Office of Emergency Services and until such time that the District certifies the spill report in the online CIWQS Sanitary Sewer System Database, the District shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

See Attachment 1 for spill investigation and notification forms.

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3.0 SPILL SPECIFIC MONITORING REQUIREMENTS

3.1 SPILL LOCATION AND SPREAD

The District shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. See Attachment 1 for spill investigation and notification forms. The District shall document the critical spill locations, including:

- Photography and GPS coordinates for:
 - The system location where spill originated.
 - For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
 - Drainage conveyance system entry locations,
 - The location(s) of discharge into surface waters, as applicable,
 - Extent of spill spread, and
 - The location(s) of clean up.

3.2 SPILL VOLUME ESTIMATION

To assess the approximate spill magnitude and spread, the District shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The District shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

3.3 RECEIVING WATER MONITORING

3.3.1 Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the District shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
 - Waterbody bank erosion,
 - Floating matter,
 - Water surface sheen (potentially from oil and grease),
 - Discoloration of receiving water, and
 - Impact to the receiving water.

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3.3.2 Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the District shall conduct the following water quality sampling no later than 18 hours after the District’s knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
 - The DCS-001 location as described in section 3.3.4 (Receiving Water Sampling Locations) of this plan, if sewage discharges to a surface water via a drainage conveyance system; and/or
 - Each of the three receiving water sampling locations in section 3.3.4 (Receiving Water Sampling Locations) of this plan;
 - If the receiving water has no flow during the duration of the spill, the District must report “No Sampling Due To No Flow” for its receiving water sampling locations.

The District shall analyze the collected receiving water samples for the following constituents per section 3.3.3 (Water Quality Analysis Specifications) of this plan:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
 - Total Coliform Bacteria
 - Fecal Coliform Bacteria
 - E-coli
 - Enterococcus

Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The District shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

3.3.3 Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of the General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant

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criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176[a]). The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

3.3.4 Receiving Water Sampling Locations

The District shall collect receiving water samples at the following locations.

Table 3-1. Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Table 3-2. Receiving Surface Water Sampling (RSW)¹

Sampling Location	Sampling Location Description
RSW-001: Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

¹ The District must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

3.4 SAFETY AND ACCESS EXCEPTIONS

If the District encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in the General Order, the District shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

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4.0 SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This section provides a summary of notification, monitoring and reporting requirements, by spill category, and for District-owned and/or operated laterals as required in Attachment E1 and included in Attachment E2 of the General Order.

*Table 4-1: Spill Category 1
Spills to Surface Waters*

Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	<p>Conduct spill-specific monitoring;</p> <p>Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.</p>	<p>Section 2 of Attachment E1</p>
Reporting	<p>Submit Draft Spill Report within three (3) business days of the District's knowledge of the spill;</p> <p>Submit Certified Spill Report within 15 calendar days of the spill end date;</p> <p>Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and</p> <p>Submit Amended Spill Report within 90 calendar days after the spill end date.</p>	<p>Section 3.1 of Attachment E1</p>

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Table 4-2: Spill Category 2
Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the District's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	Conduct spill-specific monitoring	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Submit Draft Spill Report within three (3) business days of the District's knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; and • Submit Amended Spill Report within 90 calendar days after the spill end date. 	Section 3.2 of Attachment E1

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Table 4-3: Spill Category 3
*Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons
 That Do Not Discharge to Surface Waters*

Spill Requirement	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. 	Section 3.3 and 3.5 of Attachment E1

Table 4-4: Spill Category 4
Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirement	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. 	Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1

Appendix E – Spill Emergency Response Plan

Table 4-5: District Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the Enrollee’s knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p> <p><i>Not applicable to a spill of less than 1,000 gallons.</i></p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	Conduct visual monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill. 	Sections 3.6, 3.7 and 4.4 of Attachment E1

Appendix E – Spill Emergency Response Plan

5.0 DISTRICT SPILL EMERGENCY RESPONSE PROCEDURES

In the event of a sewer spill, Vallecitos Water District has developed a District-specific Spill Emergency Response Plan for sewer spill emergencies. The response plan includes "During Normal Working Hours Response Procedures" and "After Normal Working Hours Response Procedures." The time at which a sewer spill emergency occurs is the determining factor regarding which set of procedures will be followed. If the emergency occurs during normal working hours, Monday through Thursday between 7:30 a.m. to 5:30 p.m. and Fridays between 8:00 a.m. to 5:00 p.m., staff will implement the "During Normal Working Hours Response Procedures". Otherwise, staff will implement "After Normal Working Hours Response Procedures". **All spill response procedures shall follow the requirements set forth in the above sections to comply with General Order 2022-0103-DWQ.**

"During Normal Working Hours Response Procedures" – These procedures require any trained Vallecitos Water District staff, and/or supervisor, senior personnel to respond to emergency calls. Upon confirmation of the sewer spill, the qualified staff member will assess the situation, notify the supervisor or senior personnel, and call for additional personnel and/or appropriate equipment to respond to the scene. If the reported sewer spill is confirmed to be the responsibility of, and is within Vallecitos Water District service area, the Operations and Maintenance Manager will be notified. Vallecitos Water District maintains the following equipment, vehicles, and supplies: Combination high pressure jetter/vacuum combination truck(s), a high pressure jetter truck, trailer mounted jetter unit, spill response trailer, CCTV inspection unit, confined space entry vehicle, spill containment supplies consisting of pipe plugs of various sizes, and miscellaneous pipes and pipe repair kits.

"After Normal Working Hours Response Procedures" - When a reported sewer spill call is received, the Duty Standby person will respond within 30 minutes to the reported area. A trained Duty Standby person is required to respond for a seven-day period. This person is assigned on a rotating basis to perform Wastewater Collection System standby duties which includes spill response. Upon confirmation of a sewer spill, the Duty Standby person will assess the situation, notify the supervisor or senior personnel, and call in all needed resources the duty person feels necessary to the spill scene. If the reported sewer spill is confirmed to be the responsibility of, and is within the Vallecitos Water District service area, the Operations and Maintenance Manager will be notified. If excess resources have been requested and not necessary, the extra resources will be released.

See Attachment 3 for information regarding the District's Spill Emergency Response Plan Training Program.

Appendix E – Spill Emergency Response Plan

5.1 DURING NORMAL WORKING HOURS RESPONSE PROCEDURES

These procedures pertain to sewer spill emergencies occurring Monday through Thursday between 6:30 a.m. and 4:00 p.m. and Friday's 6:30 a.m. to 3:00 p.m.

THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED WHEN RESPONDING TO ALL SEWER SPILL EMERGENCIES:

- I. Emergency call received by Customer Service Personnel or other Vallecitos staff.
- II. Customer Service/Staff notifies appropriate qualified staff member, supervisor, or senior personnel.
- III. Supervisor, senior personnel, and/or any qualified staff member will begin to coordinate additional equipment, personnel and/or any appropriate additional agencies upon confirmation of the sewer spill.
- IV. The first qualified staff member on-scene evaluates the situation, communicates with appropriate supervisor or senior personnel, and begins the Wastewater Collections System Spill Investigation Report.

During evaluation, the first person(s) on-scene has multiple duties:

1. Evaluation of the situation to determine what personnel and/or equipment is needed.
 2. Estimate spill flow rate in gallons per minute (gpm) per training guidelines included in the District's "Sanitary Sewer Spill Emergency Response Training Program" (Attachment 3).
 3. Commence preliminary steps to mitigate the spill.
 4. Contain or divert spill back into the sewer system.
- V. Initiate plan of action.
 1. Call for additional personnel and equipment as required.
 2. Block storm drain inlets in the affected area.
 3. Determine initial placement of additional equipment and personnel.
 4. Call local authority (Sheriff non-emergency number) for additional traffic and/or crowd control.
 5. Direct the proper equipment and personnel to affected area.
 6. Supervisor, senior personnel, and/or any qualified staff member will make the appropriate notifications within the regulated time limitations to local and state agencies based on the spill classification per Attachment E1, Section 1 of General Order 2022-0103-DWQ.
 - VI. Determine the cause of the spill.
 1. Correct the cause of the spill (blockage and/or line failure, pump station failure).
 2. CCTV affected sewer main.
 - VII. Clean up spill site.

Clean up includes multiple steps consisting of:

 1. Thorough wash down of the affected area.
 2. Collection of wash down water used.
 3. Removal of debris from the spill.
 4. Final determination of sewer spill amount.

Appendix E – Spill Emergency Response Plan

VIII. Spill Investigation Field Report.

Written field report must contain a minimum of the following information: Estimated sewer spill rate & amount, location discharge & direction of flow, start & stop time of spill, equipment & personnel used in response, regulatory agencies that require notification, person notifying regulatory agencies, and a detailed description of all corrective action taken.

IX. Sampling the Spill Site

All spills to waters of the state (ocean, bay, river, dry or flowing creek or stream, drinking water reservoir, or to areas with potential public contact [near homes, schools, parks]) will be sampled in accordance with Attachment E1, Section 2 of General Order 2022-0103-DWQ. All sample sites shall be identified on a sample map.

X. Reporting & Posting Procedures

Refer to Attachment E1, Section 3 of General Order 2022-0103-DWQ for reporting requirements. If required by regulatory agencies, begin posting contamination signs in areas as directed.

Appendix E – Spill Emergency Response Plan

5.2 AFTER NORMAL WORKING HOURS OR HOLIDAY RESPONSE PROCEDURES

These procedures pertain to sewer spill emergencies occurring Monday through Thursday between 4:00 p.m. and 6:30 a.m., Friday at 3:00 p.m. through Monday at 6:30 a.m., and holidays.

THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED WHEN RESPONDING TO ALL SEWER SPILL EMERGENCIES:

- I. Emergency call received by agency after hours answering service.
- II. Qualified staff member (Duty Standby personnel) is notified.
The qualified staff member receives information on sewer spill emergency (time, location, and caller).
- III. Duty Standby person responds to location in a maximum of 30 minutes or less.
- IV. The first qualified staff member on-scene evaluates the situation, communicates with appropriate supervisor or senior personnel, and begins the Wastewater Collections System Spill Investigation Report.
During evaluation, the first person(s) on-scene has multiple duties:
 1. Evaluation of the situation to determine what personnel and/or equipment is needed.
 2. Estimate spill flow rate in gallons per minute (gpm) per training guidelines included in the District's "Sanitary Sewer Spill Emergency Response Training Program" (Attachment 3).
 3. Commence preliminary steps to mitigate the spill.
 4. Contain or divert spill back into the sewer system.
- V. Initiate plan of action.
 1. Call for additional personnel and equipment as required.
 2. Block storm drain inlets in the affected area.
 3. Determine initial placement of additional equipment and personnel.
 4. Call local authority (Sheriff non-emergency number) for additional traffic and/or crowd control.
 5. Direct the proper equipment and personnel to affected area.
 6. Supervisor, senior personnel, and/or any qualified staff member will make the appropriate notifications within the regulated time limitations to local and state agencies based on the spill classification per Attachment E1, Section 1 of General Order 2022-0103-DWQ.
- VI. Determine the cause of spill.
 1. Correct the cause of the spill (blockage and/or line failure, pump station failure).
 2. CCTV affected sewer main.
- VII. Clean-up spill site.
Clean-up includes multiple steps consisting of:
 1. Thorough wash down of the affected area.
 2. Collection of wash down water used.
 3. Removal of debris from the spill.
 4. Final determination of sewer spill amount.

Appendix E – Spill Emergency Response Plan

VIII. Spill Investigation Field Report.

Written field report must contain a minimum of the following information: Estimated sewer spill rate & amount, location discharge & direction of flow, start & stop time of spill, equipment & personnel used in response, regulatory agencies that require notification, person notifying regulatory agencies, and a detailed description of all corrective action taken.

IX. Sampling the Spill Site

All spills to waters of the state (ocean, bay, river, dry or flowing creek or stream, drinking water reservoir, or to areas with potential public contact [near homes, schools, parks]) will be sampled in accordance with Attachment E1, Section 2 of General Order 2022-0103-DWQ. All sample sites shall be identified on a map.

X. Reporting & Posting Procedures

Refer to Attachment E1, Section 3 of General Order 2022-0103-DWQ for reporting requirements.

If required by regulatory agencies, begin posting contamination signs in areas as directed.

ATTACHMENT 1 - FORMS

Wastewater Collections System Spill Investigation Report

This is an internal draft report of findings and actions taken at the site on the dates indicated.

This document is not for distribution unless released by the O&M Manager.

Time Report 1st Received: _____ Date: _____

CIWQS SPILL Number: _____ OES Control Number: _____

VWD Work Order # : _____

Latitude: _____ Longitude: _____

1st Report Received From: _____

Address: _____

Address of spill (if different from above): _____

VWD Map Page: _____ Quadrant: _____

Manhole(s): _____

1st Person on site: _____ Time: _____

Confirmed VWD Sewer Spill: Yes No Private lateral

If No, what agency was the spill reported to? _____

Date: _____ Time: _____ Contact: _____

Did the spill reach a storm drain inlet? Yes No

Did the spill reach Surface Waters? Yes No

Primary Receiving Waters: _____

Secondary Receiving Waters: _____

Estimated Spill Rate: _____ gpm

Total time spill occurred at this rate: _____ min.

Total Spill Amount: _____ Gallons

Amount Recovered: _____ Gallons

Wash down water used: _____ Gallons

Wash down water recovered: _____ Gallons

Spill stopped at (Date & Time): _____

Blockage cleared at if different than above (Date & Time): _____

Cause of Spill:

Roots

Blockage

Rocks

Infiltration

Grease

Flood Damage

Debris

Construction

Lift Station Failure

Line Break

Power Failure

Vandalism

M/H Failure

Other

Description of spill response activities:

Regulatory Agencies Notification Requirements

California Office of Emergency Services (Cal OES)

Phone: (800) 852-7550 Duty Operator Phone: (916) 845-8911 Fax: (916) 845-8910

Date and Time called: _____

Name of person contacted: _____

OES Control Number: _____

Comments: _____

Notification Requirements:

Within 2 (two) hours: All SPILLS that are greater than 1,000 gallons, or discharge to drainage channel and/or surface water, or discharge to a storm drainpipe.

San Diego County Department of Environmental Health, Land and Water Quality Division Beach and Bay Monitoring Program:

After hours/Weekend/Holiday Phone: (858) 505-6657

Keith Kezer Phone: (585) 495-5752

Dominique Edwards Phone: (858) 495-5579 Fax: (858) 694-3670 (24/7)

Date and Time called: _____

Name of person contacted: _____

Comments: _____

Notification Requirements:

The Environmental Health is notified through the Cal OES Control Number. VWD also calls for verification.

California Regional Water Quality Control Board:

Region 9 – San Diego Regional Water Quality Control Board: San Diego County and portions of Orange and Riverside counties. RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

Joann Lim Phone: (619) 521-3362 e-mail: Joann.Lim@waterboards.ca.gov

Dot Quach Phone: (619)521-5899

Brandi Outwin-Beals Phone: (619) 521-5896 (Supervisor)

Front Desk Phone: (619) 519-1990

Date and Time called: _____

Name of person contacted: _____

Comments: _____

Notification Requirements:

The CRWQCB is notified through the Cal OES Control Number. VWD also calls for verification.

Department of Fish and Game (state):

Bill Paznokas Phone: (858) 467-4218 | Fax: (858) 467-4299

Date and Time called: _____

Name of person contacted: _____

D.F.G. Control Number: _____

Comments: _____

Notification Requirements:

IMMEDIATE: All SPILL's that are greater than 1,000 gallons, or discharge to drainage channel and/or surface water, or discharge to a storm drainpipe that was **not** fully captured and returned to the sewer system.

Fish & Wildlife Service (federal)

Carol Roberts Phone: (760) 431-9440 ext. 271 Email: carol_a_roberts@fws.gov

Spill Line (760) 607-9768

Date and Time called: _____

Name of person contacted: _____

US F&W Control Number: _____

Comments: _____

Notification Requirements:

IMMEDIATE: All SPILL's that are greater than 1,000 gallons, or discharge to drainage channel and/or surface water, or discharge to a storm drainpipe that was **not** fully captured and returned to the sewer system.

Storm Water Agency Notification Requirements

**Notify appropriate agency/person,
if any amount of a SPILL reaches storm drains in their jurisdiction.**

City of San Marcos:

Phone: (760) 744-1050 ext. 3217

Reed Thornberry

Cell: (760) 571-0436

FAX: (760) 752-7578

Date and Time called: _____

Name of person contacted: _____

Comments: _____

City of Carlsbad:

Storm Water Hot Line: (442) 339-2799

Tim Murphy

Cell: (442) 339-2799

FAX: (760) 602-8562

Date and Time called: _____

Name of person contacted: _____

Comments: _____

City of Escondido:

Phone: (760) 839-4074

Juan Magdaraog

Cell: (760) 215-1446

FAX: (760) 739-7040

Date and Time called: _____

Name of person contacted: _____

Comments: _____

County of San Diego Public Works Storm Water Division:

Pat Whitlock

Phone: (760) 510-2389 (Station M) After Hours Phone: (858) 874-4040

FAX: (760) 510-2459

Date and Time called: _____

Name of person contacted: _____

Comments: _____

City of Vista:

Phone:

Jon Nottage

Hotline: (760) 643-2804

FAX: (760) 639-6112

E-mail: waterquality@cityofvista.com

Date and Time called: _____

Name of person contacted: _____

Comments: _____

Is there any private property damage associated with this spill?
If yes, take pictures of all damage. Yes No

Business Name: _____

Property owners/ Representative name: _____

Phone Number: _____

Address: _____

Description of Damage: _____

Property owners name: _____

Phone Number: _____

Address: _____

Description of Damage: _____

Property owners name: _____

Phone Number: _____

Address: _____

Description of Damage: _____

Property owners name: _____

Phone Number: _____

Address: _____

Description of Damage: _____

Property owners name: _____

Phone Number: _____

Address: _____

Description of Damage: _____

Date: W/O #: Project #:

EQUIPMENT REQUESTED

Equipment Number	Arrival Time	Departure Time	Notes

ATTACHMENT 2 – GENERAL ORDER ATTACHMENT E1

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to \$10,000 a day per violation pursuant to Water Code section 13385; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
 - Brief narrative of the spill event, and
 - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
 - The system location where spill originated.
For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
 - Drainage conveyance system entry locations,
 - The location(s) of discharge into surface waters, as applicable,
 - Extent of spill spread, and
 - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
 - Waterbody bank erosion,
 - Floating matter,
 - Water surface sheen (potentially from oil and grease),

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- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
 - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
 - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
 - Total Coliform Bacteria
 - Fecal Coliform Bacteria
 - *E-coli*
 - Enterococcus

Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)¹

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

¹ The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online [CIWQS Sanitary Sewer System Database](https://ciwqs.waterboards.ca.gov) (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee’s knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

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5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
 - o If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
 - o Description of the drainage conveyance system transporting the spill;
 - o Photographs of the drainage conveyance system entry location(s);
 - o Estimated spill volume fully recovered from the drainage conveyance system;
 - o Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - o The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - o The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

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4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
 - o Observed impacts on aquatic life,
 - o Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
 - o Responsible entity for closing/restricting use of water body, and
 - o Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
 - o Complete and detailed explanation of how and when the spill was discovered;

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- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
 - Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
 - Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
 - Detailed description of the spill cause(s);
 - Description of the pipe material, and estimated age of the pipe material, at the failure location;
 - Description of the impact of the spill;
 - Copy of original field crew records used to document the spill; and
 - Historical maintenance records for the failure location.
2. Enrollee's response to the spill:
- Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
 - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
 - Final corrective action(s) completed and a schedule for planned corrective actions, including:
 - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
 - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
 - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
- Description of all water quality sampling activities conducted;
 - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
 - Laboratory results, including laboratory reports;
 - Detailed location map illustrating all water quality sampling points; and
 - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;

8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
 - o Description of the drainage conveyance system transporting the spill;
 - o Photographs of the drainage conveyance system entry location(s);
 - o Estimated spill volume fully recovered from the drainage conveyance system;
 - o Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online [CIWQS Sanitary Sewer System Database](https://ciwqs.waterboards.ca.gov) (<https://ciwqs.waterboards.ca.gov>). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
 - o If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
 - o Description of the drainage conveyance system transporting the spill;
 - o Photographs of the drainage conveyance system entry locations(s);
 - o Estimated spill volume fully recovered from the drainage conveyance system; and

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- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.
- 10. Estimated total spill volume recovered;
- 11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
- 12. Spill end date and time;
- 13. Description of how the spill volume estimations were calculated, including, at minimum:
 - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
- 14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
- 15. System failure location (for example, main, pump station, etc.);
- 16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
- 17. Description of the impact of the spill;
- 18. Whether or not the spill was associated with a storm event;
- 19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
- 20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
 - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
 - Adjusted schedule/method of preventive maintenance,
 - Planned rehabilitation or replacement of sanitary sewer asset,
 - Inspected, repaired asset(s), or replaced defective asset(s),
 - Capital improvements,
 - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
 - Description of spill response activities,

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- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;
The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.
- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. Monthly Certification of “No-Spills” or “Category 4 Spills” and/or “Non-Category 1 Lateral Spills”

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

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the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify “no-spills” for the subsequent calendar month.

If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify “no-spills” for that calendar month.

If the Enrollee has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. **Electronic Sanitary Sewer System Service Area Boundary Map**

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. **Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)**

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order**, for each calendar year (January 1 through December 31).

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

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- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
 - Entry level (less than two years of experience),
 - Journey level (greater than two years of experience),
 - Supervisory level, and
 - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
 - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
 - Miles of system gravity and force mains,
 - Number of upper and lower service laterals connected to system,
 - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
 - Portion of laterals that is Enrollee's responsibility,
 - Average age the major components of system infrastructure,
 - Number and age of pump stations, and
 - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

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- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period.**

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

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This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
 - Date, time, and method of notification,

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- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;
- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
 - Description of drainage conveyance system location,
 - Estimated spill volume fully recovered within the drainage conveyance system, and
 - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

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- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
 - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
 - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT 3 - TRAINING PROGRAM

Appendix E – Spill Emergency Response Plan

TRAINING PROGRAM

Wastewater Collection Systems Department

Sewer Spill Emergency Response Training Program

Introduction

This training program addresses the requirements in the State Water Resources Control Board General Order 2022-0103-DWQ for Wastewater Collections Agencies – Sewer System Management Plan (SSMP) Attachment D – Section 4.3 Training:

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- **The requirements of this General Order (2022-0103-DWQ);**
- **The District’s Spill Emergency Response Plan procedures and practice drills;**
- **Skilled estimation of spill volume for field operators; and**
- **Electronic CIWQS reporting procedures for staff submitting data.**
 - *(Training for this is covered separately from this program)*

The Vallecitos Water District (District) shall provide training for staff and contractors on a regular basis, including initial and periodic training to ensure continuing competency. The training program should include the following:

- A review of the District’s SSMP and Spill Emergency Response Plan (SERP), including both classroom and field training efforts to ensure understanding of existing standard operating procedures. Staff should be told where the SSMP and SERP are kept, so that they can be accessed at any time. The District’s current, state-approved copy of the SSMP can be found on the District’s website www.vwd.org and on the server here: M:\Public\Shared\SSMP.
- Training on Sewer System Operations and Maintenance, which can include in-house training as well as using training from an outside vendor. All training activities should be documented.
- The District should consider discussing emergency response at regular contractor meetings.
- The District should include requirements for emergency response and training in the District’s standard specifications for all public works projects and service contracts working on or near sewer facilities.

Appendix E – Spill Emergency Response Plan

Training and Education

- a) An ongoing training program addresses the skills necessary to perform proper operations and maintenance, to provide timely and effective emergency response, to incorporate recognized safety practices, and to ensure periodic SSMP review and training.
- b) Training is specific to the range of job duties for each employee classification or type of employee. Training can take many forms, including special classes or seminars, certification programs, such as through the California Water Environment Association (CWEA), on-the-job training such as field exercises, staff meetings, tailgate discussions, and informal training through mentoring from experienced personnel with those new to collection system operations.
- c) CWEA’s education and training programs provide a mechanism for employee education as well as establishing the technical competence at each level of certification. In addition, CWEA offers a program for registering the continuing education activities of employees, which is part of the process for maintaining certification.
- d) When using contractors, training and proof of training should be a requirement in the contract.
- e) Training on the District’s combination trucks, and other collection systems equipment should be conducted and documented for all staff upon hire and at periodic intervals. All staff involved in the SERP shall have completed the required training in traffic & crowd control procedures, as well as on the equipment used during the spill response training, prior to the hands-on training event.

Appendix E – Spill Emergency Response Plan

Responding to a Spill

Figure 1 illustrates an overview of steps for responding to a sewer spill (Formerly known as an SSO).

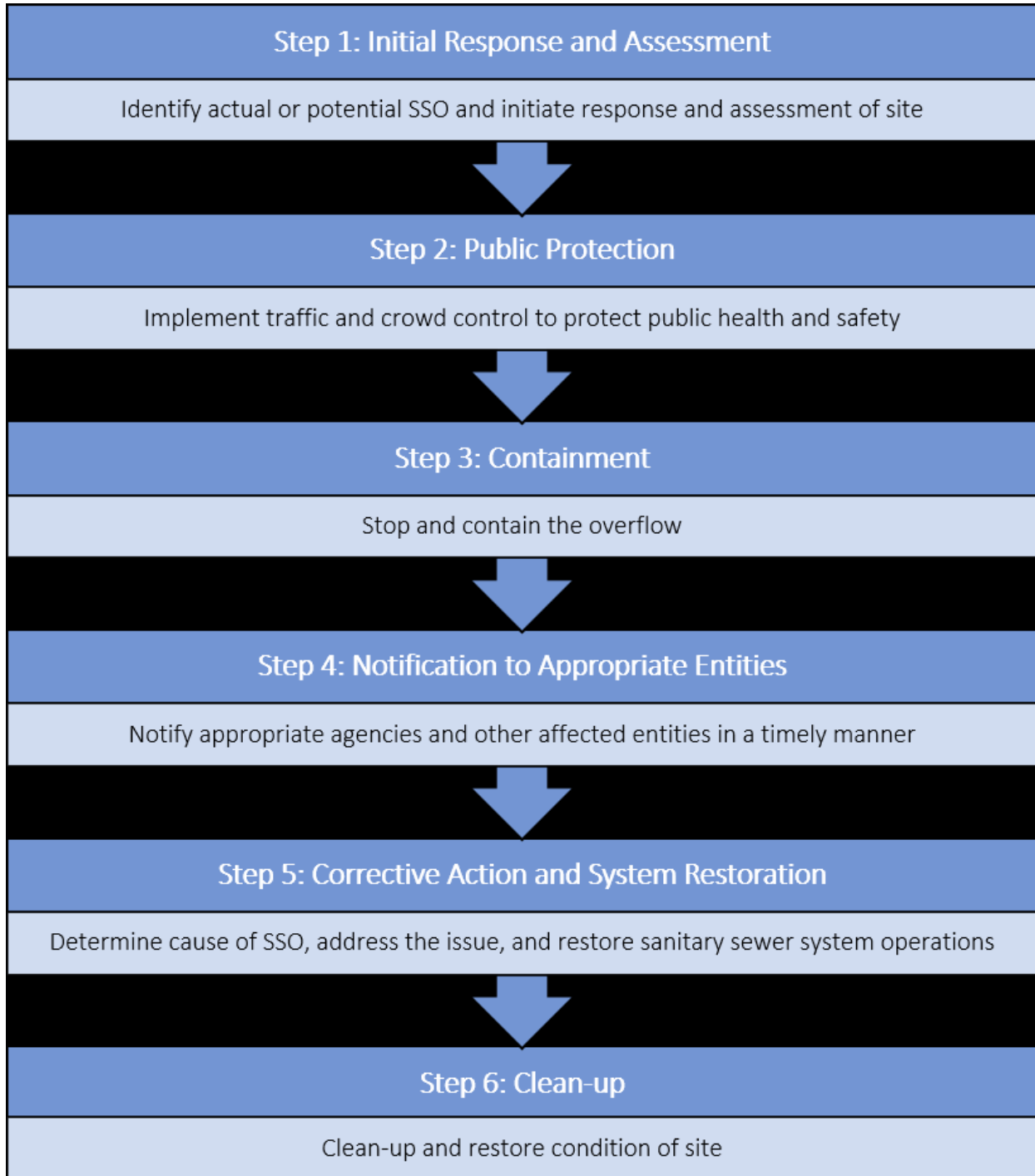


Figure 1: Steps for Responding to a Spill

Appendix E – Spill Emergency Response Plan

In-house Training of the SERP

The District has constructed a Spill Emergency Response Training Center, located within the District's Operations & Maintenance yard. The facility consists of a self-contained sewer manhole with a water supply that feeds into the bottom of the structure to allow for simulated sewer overflows. The water supply has a backflow prevention device and a water meter that reads in gallons per minute. This meter allows for the emergency response team to train at various overflow rates and learn how to respond accordingly. It also trains the response personnel on proper estimation of spill overflow rates in the field during an actual spill event. Pictures and videos of multiple flow rates are saved on the District iPads and phones for staff to compare with rates in the field for overflow estimation rates. Pictures and videos of actual spill overflows can also be compared later with metered flows at the training center to confirm the accuracy of field estimations.



Figure 2: The District's Spill Emergency Response Training Center

The hands-on training conducted at the District's training center shall incorporate the emergency response procedures outlined in the District's SSMP Appendix E-2.

Appendix E – Spill Emergency Response Plan

Training Procedures for the Spill Emergency Response Training Center

The following steps should be used for initial and refresher SERP training:

1. The Wastewater Collection Systems Supervisor shall review the District’s SSMP, SERP, the training procedures, and the safety requirements with the department staff before the hands- on training begins.
2. All Vallecitos employees should be notified of the date and time of the training to avoid any potential issues with vehicles parking near the training center on the day of the training.
3. Staff shall prepare the training center by placing dechlorination tablets within the training center manhole prior to filling it with water.
4. Staff shall fill the training center manhole with water and allow a desired amount of flow to leave the manhole to simulate an active spill.



Figure 3: Simulated Sewer Spill Flow

5. Water Operations staff shall take samples of the water leaving the manhole to make sure no chlorine/chloramine residual is present in the water in case it reaches the storm drain system. Additional dechlorination tablets may be required if a residual is detected. Staff shall record this data per NPDES regulations.
6. The Wastewater Collection Systems Supervisor, or one of the department employees, shall initiate the training by reporting that there is an active spill at the training center and alert the response team.

Appendix E – Spill Emergency Response Plan

7. Combination Truck Response Team #1 shall respond to the curb and gutter downstream of the simulated spill. The team shall set up a barrier to contain and stop the flow of water from continuing towards the storm drain. The truck's vacuum will be used to remove the water from the gutter while the other response team clears the blockage.



Figure 4: Combination Truck Response Team #1 at Downstream Curb & Gutter

Appendix E – Spill Emergency Response Plan

8. Combination Truck Response Team #2 shall respond to the manhole located between the warehouse and the training center to simulate clearing the sewer line blockage from a downstream manhole.



Figure 5: Combination Truck Response Team #2 at Downstream Manhole

9. Staff shall record all necessary data for filing a spill report including the start time of the spill, the estimated flow rates of the spill, amount of the spill recovered and the amount that entered the storm drain system. The information should be recorded on a copy of the District’s “Spill Investigation Report” located in Attachment 1 of the SERP and Appendix E of the SSMP.
10. Staff shall simulate calling the appropriate regulatory agencies as they are required to do during an actual spill event.
11. At the discretion of the department supervisor, the blockage shall be determined to have been cleared from the sewer line and the end time of the spill recorded.
12. Staff shall use the CCTV camera to simulate inspecting the sewer line to confirm the blockage has been cleared and determine a possible cause.
13. The teams shall then proceed with cleanup procedures of the spill area to simulate removal of all wastewater and debris. The amount of wash water used shall also be documented.

Appendix E – Spill Emergency Response Plan

14. When all cleanup procedures have been completed, the teams shall use the District’s spill response trailer to simulate a “pump around” while emptying the water from the training manhole and discharging it to the downstream manhole.



Figure 6: Simulated Pump Around & Draining of the Training Center Manhole

15. After the training has ended, all equipment used during the training shall be cleaned and fueled in preparation for an actual spill event. The Spill Investigation Report shall be completed as it would be after an actual spill.
16. All attendees of the training shall sign and date an attendance sheet to document the training.
17. A department meeting shall be held after each training to review the procedures followed during the training and determine if any changes should be made to the program.

This training should be conducted annually and whenever new employees are introduced to the Wastewater Collections department. This training program should be reviewed and updated as needed with each audit of the District’s SSMP and SERP.

**APPENDIX F – FOG STANDARD OPERATING PROCEDURES AND
FOG ENHANCED MAINTENANCE AREAS**

1.0 COLLECTION SYSTEM ENHANCED MAINTENANCE AREAS

Collection System Enhanced Maintenance Areas are identified to assist with the elimination and reduction of grease buildup in the wastewater collection system, sewer lift stations, and treatment facilities. A microbial product is added to designated manholes (see Table F-1) to assist with dissolving sewer grease buildup.

The product is an industrial-strength blend of selected bacteria strains designed to synergistically metabolize or consume sewer grease. The product begins to work the moment it enters the system. It tackles the components that make up grease: proteins, fats, and carbohydrates. Natural, existing bacteria strains consume grease only when their preferred food sources have been eliminated. The product in-use goes straight to their preferred food: grease.

1.1 GENERAL PROCESS/RECORD KEEPING

On a weekly basis, the designated manholes listed on Table F-1 of this Appendix will be treated for grease buildup using the microorganism treatment. When using the Table F-1 Manhole List the following steps will be followed:

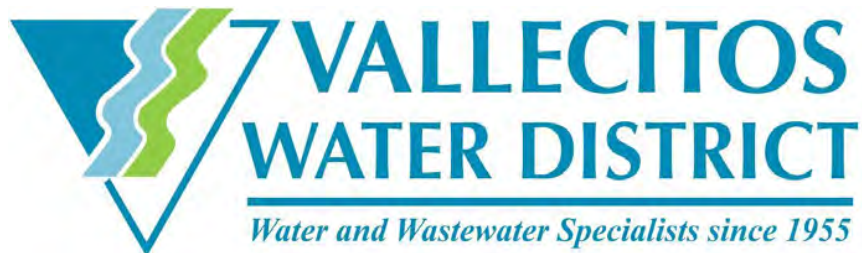
1. The microorganisms will be dropped into a specific manhole(s).
2. Once the bags of microorganisms have been applied, the downstream manholes will be inspected for progress of application and/or checking for surcharging due to a partial blockage caused from grease buildup in the sewer main.
3. The manholes that are downstream from the application manhole are inspected on the same day as the application of the bags. This process is repeated weekly.
4. Once the microorganisms have been applied and the inspections are completed, the application date, personnel who did the application, condition of downstream manholes, along with any other comments that might pertain to the application process will be entered into eLogger.

2.0 FSE INSPECTION AND EDUCATION

The Source Control Technician inspects each Food Service Establishment (FSE) in accordance with Ordinance No. 191 more than once annually. The District's FOG Guidance Manual for FSEs is available on the District's website: www.vwd.org. The FOG Guidance Manual includes inspection criteria and frequency.

Appendix F – FOG SOPs & EMAs

Treatment Manhole (MH No.)	Street Name	Number of bags added at location	Checked Manhole (MH No.)	Comments
03456	Borden/Mulberry	2 Bags	03034	
02702	Lindsley Park	2 Bags	02700	
02586	Lindsley Park	2 Bags	02701	
02570	Via Los Arcos	2 Bags	02564	
01699	Montiel	2 Bags	Wetwell	
01739	Montiel/Kaylyn	2 Bags	Wetwell	
01753	Montiel/Via Flora	2 Bags	01697	
C/O 1079	Center Dr/Freddies	2 Bags	01701	
01752	Center Dr	2 Bags	01702	
01705	Center Dr/ Costco	2 Bags	01706	
Check 02546	Diamond Way	0 Bags	02546	
Check 04797	Spaghetti Factory	0 Bags	04797	
02087	Richmar/Liberty	2 Bags	02076, 04682	
04687	Fitzpatrick	2 Bags	02094	
45961	Pico/Alley	2 Bags	45957	
02177	Richmar	2 Bags	02179	
02054	Westlake Dr	2 Bags	14604	
14602	Autumn Dr	2 Bags	14604	
06353	Grand Ave	2 Bags	06352	
01202	San Marcos Blvd	2 Bags	01250	
Check 01905	Linda Vista	0 Bags	01905	
08505	Las Posas/Sprouts	2 Bags	01941	
02807	Pawnee	2 Bags	01972	
01966	Grand/RSF	2 Bags	02784	
04890	Discovery Siphons	2 Bags Each	04891	
04950	Lake House/Amalfi	2 Bags	00449, Wetwell	



DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: REVISED EMPLOYEE HANDBOOK

BACKGROUND:

The Employee Handbook (handbook) was last revised in 2016, with additional minor updates in 2018. Since then, there have been law changes and a new Memoranda of Understanding (MOU) with the Employee’s Association (EA) adopted on May 22, 2023. The handbook is required to be updated and presented to the Board for consideration and approval within 60 working days from the date of approved MOU. Unfortunately, the COVID pandemic, staffing changes with HR Manager, and changes in Association leadership created a delay in moving this item forward. However, communication with the Association leadership has been ongoing throughout timing and process.

Matters that directly and significantly affect and primarily involve the wages, hours, and other terms and conditions of employment are subject to meet and confer as required by the Meyers-Milias-Brown Act, unless preempted by federal or state law. The District retains, solely and exclusively, the prerogative to change, modify, or rescind District ordinances, resolutions, rules, and regulations.

DISCUSSION:

The proposed revisions to the handbook provide for the following: compliance with changes in applicable federal and state laws; updated sections to reflect the MOUs; clearer explanation of existing policies and procedures; and appropriate clerical revisions. In addition, the handbook is reorganized, and language changed to ease employee understanding. The policies were rewritten to reflect a more consistent format and simplified language. The Employee Handbook was presented to the Public Awareness, Personnel, and Policy (P3) Committee on September 9, 2024, and the Supplemental Policies were presented to the Committee on October 7, 2024, as an informational item.

The EA leadership was kept engaged in the process and new drafts prior to presenting the items at the P3 Committee. This was accomplished through regular meeting to present changes and new language, as well as follow-up meeting with EA leadership and/or EA outside representative. All comments from the EA have been incorporated into the new handbook.

A copy of the revised handbook is attached, along with a document listing all changes. The draft handbook has been reviewed by General Counsel and their recommendations have been incorporated.

FISCAL IMPACT:

None

STRATEGIC PLAN / TACTICAL INITIATIVES:

The revision of the Employee Handbook is outlined in the District’s 2024 Strategic Plan under Focus Area 3, Workforce Excellence. Specifically, it supports Strategy 3.1 –

Employee Engagement, 3.2 – Employee Recruitment and Retention, and 3.3 – Employee Training and Development by providing guidance that fosters employee growth, engagement, and retention. The Employee Handbook revision is aligned with specific strategies of the Workforce Excellence focus areas, while also emphasizing its role in supporting employee development.

RECOMMENDATION:

Staff recommends Board approval of the revised Employee Handbook.

ATTACHMENT(S):

Resolution Employee Handbook
Executive Summary of Employee Handbook Changes
Employee Handbook including Supplemental Policies

2024 Employee Handbook Updates

- **Organizational Responsibilities – page 1**
 - Updated list of Management positions

- **Introduction to Employment – pages 2-4**
 - Added Open Door Policy
 - Removed full list of protected classes from Equal Employment Opportunity, will be included in Discrimination Policy
 - Added Lactation Accommodation
 - Removed Immigration Reform and Control Act, which is federal law, not policy
 - Updated language in California Driver’s License/Record to reflect voluntary DMV Pull Notice Enrollment for non-mandatory drivers

- **On the Job – pages 5-7**
 - Removed Conflict of Interest and combined with Gifts
 - Added vapes to Smoking prohibition
 - Updated language in Internet & Electronic Communications to include cybersecurity and notice that non-exempt employees are not expected to check District email and/or receive overtime for this purpose unless approved
 - Added language in Vehicle Use to cover Manager stipend and specify they are not eligible for mileage

- **Code of Conduct – pages 8-13**
 - Added vapes to smoking prohibition and clarified call outs should be 30 minutes prior to start of shift
 - Added language in Discrimination & Harassment about illegal retaliation and changed section title to Anti-Discrimination/Harassment/Retaliation
 - Added language prohibiting use or possession of weapons to Workplace Violence
 - Updated Alcohol & Drug Free policy to incorporate new laws regarding marijuana use
 - Combined Ethics and Fraud and renamed to Ethics and Anti-Fraud

- **General Working Conditions – pages 14-17**
 - Added language about Association meeting with new hires to Orientation and Training
 - Added language that position changes during intro period may extend intro period end date to Introductory Period
 - Added deadline for employee comments to Performance Appraisals
 - Updated Work Schedules and Attendance to incorporate flex and modified schedules, and update office hours
 - Edited Pay Periods/Payday to be more concise
 - Added language about exempt employees having to report leave to Time Sheets
 - Reworded Employment Reference Checks to include financial verification of employment

- **Compensation and Classification – pages 18-22**
 - Updated Salary Schedule section to include 2023 longevity changes
 - COLA was reworded to make easier to read
 - Added requirement to Lateral Changes that a 'close out' review from old position is required
 - Call out minimums added to Overtime
 - Added language about volunteering for duty to Stand-by Duty, and that the flat rate is adjusted annually for COLA

- **Employee Benefits – pages 23-28**
 - Added Flex Spending Account section
 - Updated leave & wage replacement sections to comply with new CA laws
 - Removed explanation of CalPERS benefit calculations, which is defined by regulation
 - Changed Employee Fitness Center to Employee Wellness Program
 - Removed language from Employee Recognition section and referred to policy

- **Paid Time Off and Leaves of Absences – pages 29-35**
 - Added language about higher starting accruals for public employees
 - Added charts for the 3 accrual levels
 - Created new section on Vacation Sell Back and Cash Out, which was in Vacation Leave
 - Removed language defining current float hours and referred to current MOU
 - Removed limit on Sick Leave hours for family
 - Updated language on maximums to incorporate 2019 MOU changes

- **Employer-Employee Relations – pages 36-40**
 - Updated previous EERR with new, expanded language. Per MMBA, District can make changes without meet and confer.
 - Added District Rights section to EERR

Supplemental Policies

- **Added 4 new supplemental policies** – Personal Protective Equipment, Diversity/Equity/Inclusion, Fraud, and Telecommute
- **Discrimination Policy** – Expanded to include harassment and retaliation.
- **Fraud Policy** – Changed from an ordinance to a policy.
- **IT Policy** – Added information regarding AI.
- **Travel Policy** – Streamlined process and simplified language.
- **Tuition Reimbursement Policy** – Changed grades to C or 70%.
- **Employee Recognition Program** to include increased service award amounts, previously approved by Board in June 2024.
- **Family Medical Leave Policy** – Changed 12-month period for purposes of FMLA and CFRA to be a 12-month ‘look back’ period.

Vallecitos Water District

Employee Handbook

Revised
November 2024

INTRODUCTION

Welcome! As an employee of Vallecitos Water District, you are an important member of our team. We hope that you will find your position here rewarding, challenging, and productive.

This Employee Handbook is intended to provide you with a general understanding of the District's human resources policies, benefits, and rules. It is intended to familiarize you with important information about the District as well as information regarding your own responsibilities. It is important that you read, understand, and follow the provisions of the Handbook. Although the Employee Handbook describes important policies, practices, and benefits, it is not intended to constitute a legal document which could create any expressed or implied contractual obligations. You will be notified in writing of any amendments and additions to these policies and procedures. Keep this handbook, additions and revisions on file for your reference. It is your responsibility to keep your Employee Handbook updated.

This Handbook cannot anticipate every situation or answer every question about employment. Additionally, circumstances will require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the District reserves the right to modify, supplement, or rescind any provision of this Handbook from time to time, as it deems necessary. The Employee Handbook does not establish any rights or duties on the part of either the District or the employee.

The District is constantly striving to improve its operations, the services that it provides its customers and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of your supervisor, department manager, or the General Manager. Additionally, if you have any questions, you should contact your supervisor. By working together, the District believes that it will share with its employees a sincere pride in the workplace and the services that they are here to provide.

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MISSION STATEMENT

The mission of Vallecitos Water District is to serve as water & wastewater specialists, providing exceptional and sustainable services.

The District will continue to provide reliable and sustainable services by:

- Proactively, innovatively, and continuously improving the quality and efficiency of our operations and service;
- Supporting and retaining highly trained staff that is knowledgeable, engaged, team oriented and responsive to the community and other agencies;
- Providing support for the good of the region to remain a respected and active industry partner, and;
- Providing continuous outreach and education to our customers on issues and topics that impact the services we provide and our role as water and wastewater specialists.

BOARD POLICY

The Board has established a set of employment guidelines and benefits and only upon formal action can it make changes. Rules and Regulations are considered essential to the orderly conduct of the District's business. Observance and understanding of these rules will enable harmonious work with a true cooperative spirit in maintaining safe and dependable service to the District's customers. The policies and procedures contained herein supersede any and all previously issued policies, procedures, rules, or instructions related to human resources management at Vallecitos Water District.

ORGANIZATIONAL RESPONSIBILITIES

The Vallecitos Water District Board of Directors is the governing body of the District.

The Board appoints the General Manager, an executive position with overall responsibility for District operations. The duties of the General Manager include the full charge and control of the maintenance, operation, and construction of the water and wastewater systems of the District; full power and authority to employ and discharge all employees at-will, prescribe the duties of employees, and fix and alter the compensation of employees subject to approval by the Board.

The Management positions of the District are defined as follows: General Manager, Assistant General Manager, Chief Financial Officer, Human Resources and Risk Manager, District Engineer, and Operations and Maintenance Manager. The duties and powers of the employees in these positions are of a nature that such employees are classified as engaged in the duties related to management.

SECTION I - INTRODUCTION TO EMPLOYMENT

A. OPEN DOOR POLICY

The District promotes an atmosphere in which employees can talk freely with management. Employees are encouraged to openly discuss any concerns with their department manager. In addition, Human Resources and the General Manager are available for consultation and guidance. When practical, problems should be addressed at the lowest level in the organization.

B. AT-WILL EMPLOYMENT

Employment by the District is at-will and has no specified term or tenure. Employment is at the mutual consent of the employee and the District and can be terminated at will, at any time, by the employee or the District. This means that any employee has the right to terminate the employment relationship at any time, either with or without cause or advance notice, and the District preserves the very same right. No one in the District has the legal ability or authority to alter the at-will nature of the employment relationship. See the Recruitment and Selection Policy for further information.

C. EQUAL EMPLOYMENT OPPORTUNITY

Federal, state, and local laws make it unlawful to discriminate against, or to harass employees and applicants for employment on the basis of any protected classification. The District will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination. Refer to the Diversity, Equity, and Inclusion Policy or the Discrimination/Harassment/Retaliation Prevention Policy for more information.

D. REASONABLE ACCOMMODATION

The District provides employment-related reasonable accommodations to qualified individuals with disabilities in order to perform essential job functions. An employee who desires a reasonable accommodation should make a request in writing to the Human Resources Department. The request must identify the job-related functions at issue and the desired accommodation(s). The District may require additional information, such as reasonable documentation of the existence of a disability, the work restrictions and the requested accommodation. The District will arrange for a discussion with the employee to fully discuss all feasible potential reasonable accommodations. The District determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodations to provide. The District will not provide accommodations that would pose an undue hardship upon District finances or operations, or that would endanger the health or safety of the employee or others. The District will inform the employee of its decision in writing. See also the Family and Medical Leave and Medical Leave without Pay sections.

E. LACTATION ACCOMODATION

Employees may use their meal and/or rest periods for the purpose of expressing breast milk. If required, a reasonable amount of additional time will be provided, upon request. Such additional time will be unpaid.

A private place to express breast milk, other than a bathroom, will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity. Access to a sink with running water and a refrigerator for storing breast milk will be provided in close proximity to an employee's work area. If a refrigerator cannot be provided, the District may provide another cooling device suitable for storing milk, such as a cooler. To request the above, please contact Human Resources. The District will respond accordingly, generally within two business days.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and Human Resources or the California Labor Commissioner.

F. NEPOTISM

Relatives, spouses, and domestic partners of employees may be employed by the District; however, they may not be employed within the same work area or department to avoid the potential for, or appearance of, preferential treatment. If an employee becomes related to a current employee or involved in a domestic partnership with another employee after employed, the District reserves the right to address these issues on a case-by-case basis. Under no circumstances will an employee be allowed in a position of authority or influence over a relative, spouse, or domestic partner. At the discretion of the General Manager, an employee may be reassigned if feasible.

G. CALIFORNIA DRIVER'S LICENSE/RECORD

For jobs which require driving, employees are responsible for maintaining a valid California driver's license and their driving history must be acceptable to the District's Automobile Liability Insurance Carrier. All employees who drive on District business are enrolled in the California Department of Motor Vehicles Pull Notice Program unless a non-mandatory driver waives enrollment. If a non-mandatory driver waives enrollment in the Pull Notice Program, driving in any vehicle for any District business is prohibited and the employee must carpool or use public transportation. For employees enrolled in the Pull Notice Program, the District receives and reviews employee driving records annually and when activity triggers a new report. If information is found which would limit or restrict the ability to drive, the employee must take action to meet the requirements to perform

the job. Employees who are required to maintain a license as a condition of employment must immediately report action taken that affects their driving privileges.

H. OATH OF OFFICE AND DISASTER SERVICE WORKERS

As a condition of employment, all public employees, except those exempted by law, are required to take an oath or affirmation to uphold the Constitution of the State and the United States of America against all enemies foreign and domestic in accordance with California Constitution Article 20, Section 3. New employees who refuse to take the oath or affirmation cannot be employed by the District and will be terminated from employment. Public employees may be declared to be disaster service workers.

I. POLITICAL ACTIVITY

The political activity of employees is restricted in accordance with State Government Code, Chapter 9.5, Sections 3201 through 3209. Employees can participate in off-duty political campaigns; however, employees should not campaign for potential District Board members. Further, an employee that successfully campaigns for a Vallecitos Water District Board seat must terminate employment with the District. Employees may not use their positions to try to influence others. Employees may not directly or indirectly solicit political funds or contributions from the Board members or other employees during work hours. Employees may not participate in political activities of any kind while in uniform, on District premises, or during working hours.

SECTION II – ON THE JOB

A. PUBLIC RELATIONS

Employees will not make news release comments about the District unless specifically directed by the General Manager. Normally, individuals seeking information about the District should be referred to the Public Information/Conservation Supervisor or the General Manager.

B. GIFTS

Employees will not seek or accept anything of material value from those doing or attempting to do business with the District including vendors, consultants, contractors, developers, lessees, applicants, and grantees. The material value is determined by the Fair Political Practices Commission's Gift and Honoraria limits each year. Refer to the District's Fraud Policy for more information.

A Statement of Economic Interests, also known as the Form 700, may be required for some employees pursuant to current State, County, and local legal statutes, or attorney recommendation.

C. SMOKING

Smoking, including the use of e-cigarettes, vapes, and chewing tobacco is prohibited in District vehicles and all enclosed workplaces including, but not limited to, offices, control rooms, laboratories, shops, storage rooms, vaults, equipment rooms, restrooms, board room, conference rooms, lobby, lunch/break rooms, kitchens, and hallways.

D. IDENTIFICATION CARDS

Employees must possess their District issued identification card while on District premises. Employees working in the field and wearing a District-issued uniform with identifying logo are not required to wear their identification card, however, they must always carry it with them. If an identification card is lost or damaged, the employee should contact human resources for a replacement immediately. All visitors must check in and wear a visitor's identification card while on District property.

E. BUSINESS DRESS AND UNIFORMS

Employees who are not provided uniforms are expected to dress in a manner consistent with good business practices and appropriate to the work setting. All clothing must be neat, clean and in good repair. The following are examples of inappropriate dress during normal working hours: mini-skirts, halter/tube/crop type tops, athletic clothing, sheer clothing, thongs/flip flops, torn, cut or frayed clothing, and clothing with obscene messages or artwork. Jeans are acceptable for "casual Friday" and at other times when appropriate for the work setting/assignment ('field work', cleaning office areas, etc.)

Employees provided uniforms by the District must wear them. The District, under a uniform rental agreement, will pay for uniform cleaning, except for such personnel as may be designated by management. Management is responsible for determining the number of weekly changes necessary. Employees are liable for any loss or damage to uniforms and coveralls caused by negligence or misuse, and such loss or damage will be recovered through a payroll deduction.

F. DISTRICT PROPERTY

All property belonging to the District is public property for the benefit of ratepayers, and any unauthorized sale or other wrongful disposal is in violation of the law. Employees will not remove any property under the control of the District and salvage and/or surplus equipment or materials without the express consent of the General Manager. This prohibition does not apply to items considered to be trash and/or junk which have been properly disposed in any trash or dump site.

G. INTERNET AND ELECTRONIC COMMUNICATIONS

The District's Information Technology Policy addresses the District's legal responsibilities and concerns regarding the proper use of the internet and all electronic communications equipment and systems. Cybersecurity training is required of all employees and network accounts may be disabled if employees do not complete any required training. Employees may use the District's electronic communications system for limited personal use. No employee should have any expectation of privacy with respect to information transmitted, received, or stored in any of the District's electronic communications systems or equipment. Any unlawful, unethical, or inappropriate use is strictly prohibited. Employees who misuse the District's systems may be subject to discipline, up to and including termination. Non-exempt employees are not expected to check District emails outside of their work schedule and as such, are not authorized to work overtime for this purpose unless specifically directed by a supervisor or manager.

H. VEHICLE USE

District vehicles are available for use by employees engaged in District business. Personal vehicles should only be used for District business when District vehicles are not available. Employees required to use personal vehicles will be reimbursed at the current IRS rate per mile, plus tolls, parking, etc. Managers receive a monthly vehicle stipend and may not claim mileage for travel. Arrangements for use of District vehicles during or outside of normal business hours may be made only upon prior approval of the General Manager or designee. Except for vehicles assigned to employees on a 24-hour basis or by prior approval of the General Manager, vehicles must be locked and parked in the designated District parking area at night and on weekends.

Certain employees are provided with 24-hour use of a District vehicle for transportation between the employee's residence and the District office or work sites. 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 will not use District vehicles for personal purposes other than commuting to and from work and for incidental personal use such as a stop between work and home. Employees will not transport non-employees or family members without prior approval of their supervisor. A District-furnished vehicle for commuting is a taxable benefit according to the Internal Revenue Service (IRS).

No employees will drive a motor vehicle using a cellular telephone unless that telephone is used hands-free listening and talking and is used in that manner, in accordance with California law. If no hands-free option is available, employees must pull off to the side of the road to a safe area and stop to place or receive a call. Under no circumstances may a driver initiate, review, or answer a text message while driving a vehicle on District business. Additionally, the use of electronic devices for reading, composing, sending emails, or entering data while driving is prohibited. The inappropriate use of a cellular phone violates State law and the District's Vehicle Use policy. Violators are subject to both enforcement action of the law and disciplinary action by the District. Refer to the Alcohol, Marijuana, and Drug Free Workplace policy for additional prohibitions related to vehicle use.

I. DISTRICT-OWNED CELL PHONES

The District provides District-owned cell phones to employees who are inspectors, duty personnel, and other staff as assigned. Inspectors should use District cell phones assigned to them during the course of the business day and leave the cell phones on District premises before leaving work. Duty personnel should take possession of the District cell phone during the span of the assigned duty only. The District also provides HazMat and Emergency personnel "On-Demand" phones that are maintained on District premises. Refer to the Board ordinance for additional information.

SECTION III – CODE OF CONDUCT

A. STANDARDS OF CONDUCT

In order to protect the rights and safety of all employees and to ensure the efficient operations of the District, employee activities are governed by reasonable standards of conduct. The following acts are illustrative, not exhaustive, of acts which are grounds for disciplinary action and/or termination of employment with the District. All employees are “at will”; the employment relationship may be terminated at any time by the District or the employee with or without cause.

1. Poor job performance.
2. Discourteous conduct or abusive or vulgar language directed toward any employee, customer, visitor, guest, or member of the public. Any action indicating a disrespect or disregard for the District, its vendors, suppliers, or clients.
3. Excessive absenteeism, tardiness, or failure to inform the immediate supervisor at least 30 minutes prior to scheduled reporting time.
4. Failure to get permission for leaving early or coming in late.
5. Disrespectful behavior toward a manager or supervisor or insubordination which may include refusal to carry out a directive.
6. Misuse of the District’s monies.
7. Failure to acquire or maintain current certifications or licenses required by position.
8. Release of confidential information or information of a personal nature about an employee or customer unless the specific work duties require the giving or exchanging of such information.
9. Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications, or medical information.
10. Possessing or bringing firearms, weapons, open containers of alcohol, illegal drugs or chemicals on or to District property.
11. Unauthorized possession or removal of property, records, keys, or other materials.
12. Smoking, including the use of e-cigarettes, vapes, and chewing tobacco in restricted areas.
13. Destroying or willfully damaging the District’s or another employee’s property.

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14. Noncompliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
15. Sexual harassment or other unlawful harassment of an employee, customer, vendor, or member of the public.
16. Giving false or misleading information during the application or selection process.
17. Failure to report involvement in an accident or giving false information in accident or insurance reports.
18. Unauthorized opening of, or tampering with, locks in desks, doors, and cabinets or unauthorized use of or duplication of keys.
19. Reporting to work under the influence of illegal drugs or alcohol or drinking alcoholic beverages or using illegal drugs on the job.
20. Threatening or intimidating behavior towards employees or members of the public per the District's Workplace Violence Policy.
21. Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture, or confiscation by any court of law or by the California Division of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
22. Misrepresenting reasons when requesting a leave of absence or time off work.
23. Unacceptable personal grooming, hygiene or inappropriate dress.
24. Conduct undermining authority or disruptive of District functions or detrimental to close working relationships among employees.
25. Conduct that could adversely affect the good reputation of the District.
26. Violation of District policies or federal, state, or local laws.
27. Soliciting, collecting funds, and/or circulating literature of any nature on District property during working hours without the approval of the General Manager.
28. Taking more than the specified time allowed for meals or rest periods.
29. Failure to disclose outside work activities that may result in a conflict of interest with work performed as a District employee.
30. Misuse of electronic systems (email, internet, fax) per the District's policy.

31. Working overtime without prior authorization.

B. ANTI-DISCRIMINATION/HARASSMENT/RETALIATION

The District is committed to providing a work environment that is free of discrimination, harassment, and retaliation. In keeping with this commitment, the District strictly prohibits discrimination and harassment of any employee or individual and provides required training to management and all employees. The District's Anti-Discrimination/Harassment and Retaliation Policy provides a complaint process. The District will take all reasonable steps to prevent harassment, discrimination, and retaliation. All employees should report harassment promptly. No employee will be disciplined or retaliated against for reporting harassment. Supervisors observing harassment must take immediate action to stop the behavior and report the incident to Human Resources. Employees who violate this policy may be subject to disciplinary action up to and including termination. Refer to the District's Anti-Discrimination/Harassment/Retaliation Policy for more information.

C. WORKPLACE VIOLENCE

As part of the District's commitment to provide a safe place for employees to work and to safeguard the public, acts or threats of physical violence will not be tolerated, including intimidation, harassment, and/or coercion which involve or affect the District, or which occur on District property. The prohibition against threats or acts of violence applies to everyone involved in District operations, including employees, contract workers, and anyone on District property. Employees are responsible for reporting acts of a threatening or violent nature directed at themselves or others to their supervisor, manager, and/or Human Resources. To ensure the District maintains a safe workplace and free of violence for all employees, the District prohibits the possession or use of any weapons on District property. Employees who violate this policy may be subject to disciplinary action up to and including termination and/or legal action. Refer to the District's Workplace Violence Policy for additional information.

D. ANTI-BULLYING

It is the policy of the District that all employees should be able to work in an environment free of bullying. Workplace bullying, including cyber-bullying, is unacceptable and will not be tolerated. Workplace bullying is behavior that harms, intimidates, offends, degrades, or humiliates a co-worker, possibly in front of other employees, customers, vendors, or members of the public. Examples of bullying include, but are not limited to, profane or disrespectful language; hostile and rude behavior and speech directed at a co-worker; derogatory or sarcastic remarks and comments about a co-worker's appearance or job performance, angry outbursts or yelling; purposeful harm to work product; name calling; throwing anything at or toward a co-worker; comments that undermine a co-worker's trust and confidence; and retaliation against any person who has reported disruptive behavior. Cyber-bullying is the use of cell phones, instant messaging, email, chat rooms, or social networking sites to harass, threaten, or intimidate a coworker. Bullying is not an isolated incident of inappropriate behavior or a supervisor holding an employee accountable for performance. Bullying is distinguished from unlawful harassment in that it is not illegal or

directed at someone's membership in a protected classification. All employees are encouraged to report workplace bullying. Any reports will be treated seriously; managers and supervisors must take reasonable measures to prevent workplace bullying and respond promptly. Employees who violate this policy may be subject to disciplinary action up to and including termination.

E. ALCOHOL/DRUG FREE WORKPLACE

The District has a vital interest in maintaining a safe, healthful, and efficient work environment. Being under the influence of a drug or alcohol while on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, being under the influence of or possession of an illegal drug (including marijuana) in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthful, and efficient operations.

The District has an obligation to its officers, employees and members of the public to take reasonable steps to provide an alcohol and drug free workplace and to provide services to the public in a safe manner. Reporting for work or working under the influence of alcohol or drugs and the use, possession, transfer, purchase, or sale, or attempted use, possession, transfer, purchase, or sale of alcohol or drugs in any manner during work hours, including rest breaks and meal periods, or while on District premises, are strictly prohibited and constitute cause for disciplinary action up to and including termination. This includes marijuana.

The following behavior violates District policy and will be grounds for discipline up to and including discharge:

- Distribution, sale, purchase, possession, or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance, while on the job (including marijuana);
- Driving any vehicle while performing District business under the influence of illegal or controlled substances or alcohol;
- Use of, impairment by, or being under the influence of alcohol while on the job;
- An employee's failure to notify the District of any criminal conviction on a charge of illegal sale or possession of any controlled substance;
- Use of or being under the influence of marijuana on District premises or while performing District business or during working hours, even if obtained through a legal prescription.

Employees will be required to submit to a drug and alcohol test if reasonable suspicion exists that an employee is under the influence of (impaired by) drugs and/or alcohol. Only tests that can indicate impairment based on the presence of THC will be used to test for marijuana.

Any employee who tests positive as the result of such a drug and/or alcohol test will be subject to discipline up to and including discharge. This includes any employee who tests positive for marijuana, even if the employee was prescribed the marijuana for medical purposes.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform his/her job, or might affect the safety or well-being of others, must receive clearance from his/her physician before performing any work. If the employee cannot safely perform their job duties, the District may consider reassignment or other reasonable accommodation, upon request of the employee.

F. SAFETY

To achieve the goal of a safe and healthful work environment, the District has adopted an Injury and Illness Prevention Program (IIPP). The District furnishes a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees. The District provides safe working areas, equipment, tools, and other work devices. All District personal protective equipment (PPE) required for specific positions will be issued to appropriate employees. Proper maintenance of the PPE is the responsibility of the employee. Safety rules and regulations are fully contained in the District Safety Manual. Employees who fail to comply with rules and practices related to safety and health maybe subject to disciplinary action up to and including termination. Employees are prohibited from engaging in conduct that creates a safety or health hazard while on duty.

G. FITNESS-FOR-DUTY

If management has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty evaluation may be requested requiring the employee to be examined by a treating personal physician, or specialist selected by the District. Results of the evaluation will be maintained confidentially, separate from the employee's personnel record. Employees who fail to attend a Fitness-for Duty evaluation may be subject to disciplinary action up to and including termination, for insubordination.

H. ETHICS/ANTI-FRAUD

The District is committed to protecting its assets against the risk of loss or misuse, and employees must, at all times, operate in an ethical manner. The District expects employees to conduct themselves in a business-like manner and to perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees should exercise caution when working with District contractors or vendors and respect the confidentiality of information acquired in the course of their work.

Fraud is a form of unethical behavior and includes, but is not limited to, claims for unauthorized expenses, forgery, falsification or alteration of District documents or records, misappropriation of District assets, inappropriate use of District resources, theft

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of equipment or goods, knowingly authorizing or receiving payment for goods not received or services not performed, computer-related activity, misrepresentation of information on documents, seeking or accepting anything of material value from those doing business with the District.

An employee who observes, knows of, or suspects fraudulent or unethical activity must immediately report the incident to the proper management official (supervisor, manager, General Manager, President of the Board, or District's Legal Counsel). Refer to the Board resolution for more information on the District's Fraud Policy.

SECTION IV - GENERAL WORKING CONDITIONS

A. ORIENTATION AND TRAINING

New employees are given an Employee Handbook to familiarize themselves with the rules and regulations of the District for employment. New employees will meet with the representatives from the Employee Association and other departments for orientation. The employee's supervisor will discuss formal and informal practices to further inform the employee. The District will provide required training.

B. INTRODUCTORY PERIOD

The first year of employment with the District is the introductory period. During the introductory period, an employee may be released without cause and without right of appeal, grievance, or hearing. Approximately six (6) months after employment, an introductory performance appraisal will be conducted by the supervisor. At the end of the one-year introductory period, the supervisor will conduct a final introductory performance appraisal. If the introductory employee has been satisfactorily performing the job functions and meets all other conditions of continued employment, the supervisor will recommend the employee be granted status as a regular employee. If the introductory employee's performance fails to meet the standards of the District, employment may be terminated. The Termination Procedures in Section XII do not apply to introductory employees who have not been granted regular status. Position changes during the introductory period may affect the length of the introductory period and/or step increase dates.

C. PERFORMANCE APPRAISALS

Performance appraisals are an important developmental tool for both the District and the employees. Employees will receive periodic written appraisals about their job performance. After the employee's introductory period, reviews will be conducted annually on the anniversary of the hire date, unless otherwise indicated.

The appraisal is conducted by the employee's immediate supervisor. The employee is requested to sign the appraisal form indicating that the employee has read the appraisal; signing the form does not indicate agreement of the contents. If an employee refuses to sign the appraisal, the supervisor will note the refusal on the form. The employee may make written comments on the form and/or attach them to the appraisal for inclusion in the personnel file; comments should be submitted no later than 2 weeks after the appraisal is presented. A copy of the appraisal is given to the employee and the original placed in the personnel file. An employee who fails to meet job expectations may be placed on a performance improvement plan. Failure to improve performance may result in disciplinary action, up to and including termination.

D. WORK SCHEDULES AND ATTENDANCE

Employees who work full-time are assigned to a definite work schedule of at least 30 hours per week. Employees who are not able to report to work at the scheduled time must notify their supervisor at least 30 minutes prior to the beginning of the workday. Excessive absenteeism or tardiness, taking more than the specified time allowed for meals or rest periods, and failing to get permission to leave early or come in late, may be grounds for discipline. Work schedules are established to accommodate the public and be consistent with the needs of the District.

The majority of staff work a 9/80 schedule, which provides for 9 work hours Monday – Thursday, and 8 work hours on alternate Fridays. Some employees or departments, with the approval of the General Manager, may be permitted to change their schedules. Modified schedules are temporary in nature and are in response to an employee request; modified schedules usually involve shifting start/end times or reducing hours. Modified schedules may affect benefit eligibility and leave accruals for paid time off. Flexible schedules are usually a department-wide request and need to be consistent on a weekly basis but can be a permanent change. However, both types may be revoked based on the needs of the District.

Except as approved above, Administrative Building staff work 7:30 a.m. – 5:30 p.m. Monday – Thursday, and 7:30 a.m. – 4:30 p.m. on alternate Fridays. Employees who work in the Administration Building may receive a one (1) hour lunch period and two (2) 15-minute break periods as designated by the supervisor and based on the employee's work schedule. These periods are staggered to provide continuous service to the public. Lunch periods may occasionally be modified with supervisor approval. See the Telecommute Policy for more information on rules regarding remote work.

Operations and Maintenance employees work Monday through Thursday from 6:30 a.m. to 4:00 p.m. and Fridays from 6:30 a.m. to 3:00 p.m. A 30-minute lunch period and two (2) 15-minute break periods are designated by the supervisor. Employees may be required to work overtime in case of an emergency and work duty shifts as necessary.

E. PAY PERIODS/PAYDAY

Employees are paid on a bi-weekly basis. A pay period consists of 80 working hours over the course of two work weeks as defined below. The regular work week covers a seven (7) day period that begins exactly four (4) hours after the start of shift on Friday and ends exactly four (4) hours after the start of shift on the following Friday. Exempt employees are paid one twenty-sixth (1/26) of their annual salary each payday for time worked and non-exempt employees are paid their hourly rate multiplied by the number of hours worked, including approved leave, duty pay, or overtime, for the pay period. Paydays are normally no later than three (3) business days following the end of a pay period. Employees are strongly encouraged to enroll in direct deposit.

F. TIME SHEETS

Nonexempt employees must complete biweekly timesheets which may include overtime and are reviewed and approved by the supervisor.

Exempt employees who are salaried will need to complete a bi-weekly time sheet. Exempt employees will need to report any paid time off for any full days of absence or partial days of absence in excess of 4 hours.

G. EMPLOYEE INFORMATION CHANGES

Employees should inform Human Resources as soon as possible of any changes to resident or mailing address, telephone number, emergency contact, and dependent and marital status.

H. ACCESS TO PERSONNEL RECORDS

Employee files are confidential with access limited to the employee and other District employees only if they have a "need to know" such as, Human Resources staff in the course of their normal business; management considering an employee for promotion or transfer; and others only as specifically authorized by the General Manager. Non-employees may not, except with specific authorization, have access to the files. Generally, such access will be granted only upon advice of counsel. Employees may inspect their own personnel file by completing a request form and viewing the file in the presence of Human Resources staff.

I. PRIVACY OF PROTECTED HEALTH INFORMATION

As required by the Health Insurance Portability and Accountability Act (HIPAA), designated staff with access to certain medical information, including plan selection, receive specific training on health information confidentiality. In addition, medical information is required to be maintained in secure locations and accessible only to employees trained in HIPAA. If a breach occurs or is suspected, all employees must be notified. Refer to the Notice of Privacy Practices of Protected Health Information for additional information.

J. VERIFICATIONS OF EMPLOYMENT

All inquiries regarding a current or former District employee must be referred to Human Resources and no information should be released over the telephone. In response to a request for information regarding a current or former employee, Human Resources will verify only an employee's name, dates of employment, and job title, unless the employee authorizes the District to release such information in writing or the District is required by law to furnish information. The District does not comment on performance. Personal references may be provided by other staff if they are not made on behalf of the District.

K. DEFENSE OF PUBLIC EMPLOYEES

In accordance with applicable state law, upon request of an employee or former employee, the District will defend the employee from and against any and all claims, actions, or causes of action or proceedings in which the employee is named and which allege actions on the part of the employee, or failures to act, within the course and scope of their employment.

SECTION V - COMPENSATION AND CLASSIFICATION

A. JOB DESCRIPTIONS

A job (or class) description is a generalized, but not specifically detailed, description of work performed by one or more employees. Job descriptions are in writing and contain the definition or purpose of a job, essential functions, qualifications, physical demands and working conditions. Not every task an employee is expected to perform is included in a job description. Job descriptions are used for numerous purposes such as recruiting, performance evaluations, and salary surveys. Job descriptions are established for all authorized positions. The Board may increase or decrease the number of positions through the annual budget process.

B. SALARY SCHEDULE

All job classifications except General Manager have established pay ranges comprised of steps beginning with entry level through experience/longevity levels. The classification/pay schedule and salary range/step schedule are publicly approved by the Board of Directors and posted.

The entry level is step A, experience steps B through G, and longevity steps G2 through I. Each experience step represents a five percent (5%) salary increase. Each longevity step represents an approximate one percent (1%) salary increase. The District's compensation plan is a 'balanced plan', which is a blend between external market data and internal alignment. When reviewing internal alignment, the District uses the whole job method of job evaluation. Periodic compensation studies will be conducted to maintain market competitiveness for similar classifications in comparable organizations.

New employees are hired at the entry level step A unless the General Manager adjusts the entry step based on their experience and qualifications. The General Manager must receive Board approval to start a new employee above step C. Increases will primarily reflect experience increases; however, they may also include longevity, merit, and cost-of-living increases.

C. COST-OF-LIVING SALARY ADJUSTMENT (COLA)

COLA is based on the percent change in the San Diego Consumer Price Index for All Urban Consumers (CPI-U) for the second half of the preceding calendar year, subject to the caps and terms of the current MOU. The COLA increase salary ranges and salaries except for those that have been y-rated. Employees with y-rated salaries receive the COLA as a lump sum amount. Refer to the MOU for the negotiated COLA amounts and additional information.

D. EXPERIENCE/LONGEVITY INCREASE

Employees are eligible to receive an experience increase of five percent (5%) each year until they reach step G. Experience increases are not automatic and depend on satisfactory performance as documented by the employee's annual performance appraisal. Unless otherwise stated by applicable leave laws, employees who are on an unpaid leave of absence or unprotected leave may not be eligible for an experience step. Employees are eligible to receive a longevity increase of approximately 1% each year through steps G2 - I.

E. MERIT INCREASE

A merit increase is an advance from one step to a higher step within the existing salary range (excluding longevity Steps) and is not a result of an experience step given as part of the annual performance appraisal process. A merit increase can only be granted by the General Manager for an employee's outstanding or exemplary work performance as documented and recommended by the supervisor and department manager. A merit increase does not change the employee's annual review date. Merit increases above 5% require Board authorization.

F. PROMOTION

A promotion is an appointment to a classification with a higher rate of pay. The promoted employee may be assigned to any step within the pay range depending on experience and other qualifications provided it does not result in a loss of pay. A promotion changes the employee's annual review date to the effective date of the promotion including any future step increases.

G. UPGRADE

An upgrade is a change in classification from entry level to journey level within the same job series (ex. I to II). An employee is eligible for an upgrade upon meeting the minimum qualifications for the journey level and recommended by the supervisor for advancement after assessment of the employee's skills and abilities. An upgrade changes the employee's annual review date to the effective date of the upgrade including any future step increases.

H. OUT-OF-CLASS PAY

An employee who is temporarily directed in writing by the General Manager to serve in a higher classification will be compensated accordingly. To qualify for out-of-class pay, the employee must be assuming substantially the full range of duties and responsibilities of the higher-level position. Out-of-class pay is not authorized during the temporary absence of a supervisor, manager, etc. An out-of-class appointment for a vacant position is limited to 960 hours/fiscal year per California Public Employees' Retirement System (CalPERS) regulations.

I. LATERAL TRANSFER

A lateral transfer is an appointment to a different classification with the same pay range. A lateral transfer does not change the employee's annual review date and step increase date. The employee's salary remains the same. The prior supervisor will complete a "close out" performance evaluation.

J. DEMOTION

There are two types of demotion, voluntary and involuntary. A voluntary demotion is a transfer to a class with a lower salary range and may result in a decrease in pay. Voluntary demotions usually occur when an employee has a desire to perform a different type of work. An involuntary demotion occurs as the result of a disciplinary action and may result in a loss of pay. A demotion changes the employee's annual review date to the effective date of the demotion including any future step increases.

K. RECLASSIFICATION

A reclassification is a change in job classification due to significant changes in the job duties and responsibilities of a position. The position changes should take into consideration the needs of the District and the best use of available resources. Supervisors should consult with Human Resources before making any significant changes to an employee's position. Requests for reclassification are submitted to Human Resources for review.

A position may be reclassified to an existing classification with a higher or lower pay range or to a new classification, as approved by the Board. When the position is reclassified to a class with a higher pay range, the employee will move to the minimum pay for the new pay range or receive a 5% pay increase, whichever is most beneficial to the employee. When a position is reclassified to a classification with a lower pay range, the employee's pay will be placed at the step nearest to the employee's current pay that does not result in a pay increase. If the employee's current pay exceeds the pay range of the new classification, the employee's pay may be y-rated. A reclassification changes the employee's annual performance review date to the effective date of the reclassification including any future step increases.

L. OVERTIME

The District is subject to the requirements of the Fair Labor Standards Act (FLSA), a Federal law, requiring paid overtime or comp time for all hours worked in excess of the work week (40 hours in a 7-day period, defined in section Pay Periods/Pay Day). All California Special Districts, including this District, are exempt from State wage laws requiring daily overtime, double time and holiday pay. The District provides overtime above and beyond the FLSA's requirements as an additional benefit for non-exempt employees. Exempt employees are not eligible for overtime pay or comp time. Non-exempt employees must get prior approval from their supervisor before working overtime.

All overtime must be reported on an employee's timesheet, even if the employee did not have prior approval.

Overtime is paid at the rate of one and one-half times the regular hourly rate (time and a half) or two times the regular hourly rate (double time) as specified below. For purposes of calculating overtime, paid time off is considered hours worked within an employee's regular workday or workweek. Paid time off includes compensatory time off, holidays, sick leave, vacation, and recovery time. Including paid time off as hours worked for computing overtime is an additional benefit provided to employees by the District and not required by law.

Overtime is defined as time worked in response to a request by the supervisor in excess of the employee's regular work shift, workweek, or any hours worked on a scheduled day off including District observed holidays (Holidays). Nonexempt employees receive time and a half for overtime hours worked on days other than Sundays and Holidays. Overtime worked on Sundays and Holidays (the District observed holiday, not the actual holiday) is paid as double time unless part of a regular or modified work shift.

Overtime for call outs/call backs is paid for the duration of the emergency or until the employee is released or starts the regular shift, whichever is sooner, with a minimum call back/call out pay of two (2) hours. The 2-hour minimum does not apply to SCADA response at home or phone calls that do not require an employee to leave their residence. Actual travel time from/to residence is included as overtime, up to 30 minutes each way, which is included in the 2-hour minimum.

Employees may be reimbursed for meals due to overtime work. A reimbursement of up to \$20.00 per employee is considered a reasonable amount for meal breaks every four (4) hours. Overtime periods not meeting the full four (4) hour criteria or meals purchased after the overtime work is completed are not eligible for reimbursement.

M. COMPENSATORY TIME OFF

Employees may elect to receive Compensatory Time Off (CTO) in lieu of payment of overtime. CTO must be approved by the supervisor and accounted for on the bi-weekly time sheet showing the overtime worked that an employee wants to have credited as CTO. CTO accrues at one and one-half times the overtime worked or two (2) times for work on Sundays and Holidays, up to a maximum accrual of 80 hours. Employees who work overtime and have 80 hours of accrued CTO are paid overtime at the regular rate of overtime pay until the CTO time is taken and the accrual drops below 80 hours. Requests to take time off as CTO should be approved in advance by the supervisor. Employees cannot request payment of the value of CTO hours accrued. Any CTO remaining is paid out when an employee separates from employment with the District.

N. STAND-BY DUTY

Operations and Maintenance employees except management, lead workers, and administrative staff, are subject to stand-by duty. Lead workers may volunteer for stand-by duty subject to supervisor approval and based on the needs of the department. Employees on stand-by duty are compensated accordingly for providing emergency service on a twenty-four (24) hour basis and assigned a vehicle and/or equipment to use on any call-back assignments while on duty. Employees on stand-by duty must be available at all times of the day and night to receive calls. Employees assigned to stand-by duty receive an amount established by the Board, which provides a daily flat rate per duty day. The flat rate is adjusted annually by COLA at the same percentage as regular employee salary rates.

Stand-by duty is assigned to an employee for a one (1) week period. Employees will have at least one (1) week off stand-by duty before being reassigned. Assigned stand-by duty may not be exchanged or traded with another employee without prior approval from the supervisor. In such cases of personal emergency or illness when prior approval is not practical, the duty employee will inform the supervisor as soon as possible.

O. RECOVERY/RECUPERATION TIME

Recovery or recuperation time is required for Class A and B drivers per the California DMV Code. For safety reasons, all employees of the District are eligible for paid recovery/recuperation time if subject to overtime work as indicated below. Recovery time does not apply to employees assigned to stand-by duty or if there is a scheduled change of regular work hours or shift for scheduled repairs. If, due to unforeseen circumstances other than an emergency as defined under the Emergency Response Plan (i.e. EOC is activated), recovery time may be provided as follows:

An employee whose regular scheduled workday ends no later than 5:30 p.m. and is required to work continuously from the beginning of their shift until after 9:00 p.m. or is called back to work and works past 12:00 midnight, may be provided up to ten (10) recovery hours off from the time of release from work before reporting for duty. An employee called back to work after 12:00 midnight may be provided up to eight (8) recovery hours off from the time of release from work before reporting for duty. If the recovery hours fall into the regularly scheduled workday, the employee will be paid, at regular hourly rates, for those overlap hours normally worked and report for work at the end of the recovery period to complete the regularly scheduled workday. With permission of the supervisor, the employee may use vacation, floating holiday, or compensatory time off to make up the regular workday hours. If the recovery time extends past the end of the regular workday, no additional payments for recovery hours will be made.

P. CELLULAR TELEPHONE ALLOWANCE

Management staff are provided a cellular telephone allowance as authorized by District resolution. All other employees are eligible for the allowance on a case-by-case

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determination by the manager of the employee's department depending on the nature of the work the employee performs, and the need to maintain contact with the employee during work hours and non-work hours is best accomplished by using a cell phone. Employees meeting the following criteria will generally be considered eligible: Facilities and critical systems employees subject to after-hours call out; emergency responders (Incident System command staff and general staff, primary and first alternates only); and employees who spend a considerable amount of time out of the office on District business. Refer to the Board resolution for additional information.

SECTION VI - EMPLOYEE BENEFITS

A. ELIGIBILITY

Group insurance for medical, dental, and vision is provided to benefit eligible employees including introductory and regular employees working full time (scheduled to work at least 30 hours per week). Coverage begins on the first of the month following the date of employment unless otherwise indicated. Eligible family members may be enrolled; proof of relationship documents (i.e. birth or marriage certificates) must be provided upon initial enrollment. Employees must notify Human Resources within 30 days of a “life change” in order to make changes to benefits outside of the open enrollment period. Life changes include but are not limited to birth or adoption of child, marriage, divorce, or death. Contact Human Resources for more information on eligibility and benefits.

B. MEDICAL INSURANCE

Eligible employees are required to enroll in one of the District’s available group medical insurance plans and may elect to enroll eligible family members. Coverage for family members will continue until they are eligible for coverage under any other health care plan or are no longer eligible for coverage under the District’s medical plans. The District may continue to provide access to other medical plans if the minimum participation required for each plan is met. If the minimum participation is not met, the District may no longer provide the plan and is not obligated to provide a replacement.

Base medical contributions are provided by the District to eligible employees as specified in the MOU. The base medical contribution is the monthly maximum the District will pay on behalf of the employee. The employee is responsible for any costs above the base medical contribution. The District’s plan is in accordance with the Internal Revenue Code allowing pre-tax contributions through a payroll salary reduction (deduction). The deductions for medical contributions are taken once a month from an employee’s paycheck. When an employee is on a leave of absence without pay, the employee is responsible for making monthly premium payments to the District for their share of the contributions.

C. RETIREE MEDICAL INSURANCE

Regular full-time employees hired before July 1, 2013, with five (5) continuous years of employment with the District who are at least 50 years of age at time of retirement from the District, their spouses, and dependent children are eligible for retiree health insurance, known as other post-employment benefits (OPEB). Base medical premiums apply to the OPEB benefit for the retiree and spouse and are paid until such time as the retiree or spouse receives or becomes eligible for other coverage, or are eligible for Medicare, but not beyond the age of 65. A dependent child’s coverage is fully paid by the retiree. OPEB benefits for years of service five through ten are prorated on a yearly basis; refer to the MOU for additional information. Retirees are responsible for any costs

above the OPEB premium payment. Failure to pay additional premiums may result in termination of OPEB medical benefits provided by the District.

D. DENTAL AND VISION INSURANCE

Coverage is provided at District cost for full time employees, active Board members, and their eligible family members. The District's benefit administrator requires all employees and eligible family members to enroll.

E. FLEXIBLE SPENDING ACCOUNTS

Employees may voluntarily participate in Flexible Spending Accounts (FSAs) for reimbursement of qualified medical and dependent care expenses. Employee contributions are pre-tax and made through payroll deduction. Employees may elect contributions upon hire, or during the designated open-enrollment period for the next calendar year. It is important to note that FSAs are "use-it-or-lose-it" plans when determining how much to contribute. Information on FSAs may be received from Human Resources.

F. WORKERS' COMPENSATION

Employees who are injured while working must report the injury immediately to their supervisor. Reporting promptly helps avoid problems and delays in receiving benefits, including medical care. The District carries Workers' Compensation Insurance coverage as required by law to protect employees who are injured on the job. This insurance authorizes and pays for medical care that is reasonably required to cure or relieve the effects of the injury in addition to partial payment for loss of earnings that result from work related injuries and illnesses. Workers' Compensation payments represent 2/3 of an employee's pay subject to statutory minimum and maximum amounts. Employees may use sick leave or other accumulated leave benefits to supplement the disability payments. The District's Return to Work Program (RTW) is mandatory for employees who are partially disabled from a work-related injury or illness and provides temporary modified work assignments and duties, when reasonable. Refer to the complete policy for more information.

G. STATE DISABILITY INSURANCE

The District participates in the California State Disability Insurance (SDI) Program. SDI is a partial wage-replacement insurance plan that includes two programs: Disability Insurance and Paid Family Leave (PFL). SDI is available when an employee is unable to work due to a non-work-related illness or injury, or due to pregnancy or childbirth. Paid Family Leave provides partial wage replacement when an employee takes time off from work to care for a seriously ill family member, as defined by the law, participating in an event related to a family member's military deployment or to bond with a new child or a child in connection with adoption or foster care placement. Eligibility for SDI benefits begins after a seven (7) day waiting period. PFL has no waiting period. Employees may

integrate SDI and PFL benefits with available paid leave to receive up to 100% of normal gross wages. Employees receiving SDI/PFL benefits should inform Human Resources and Payroll to ensure proper leave integration and avoid overpayment.

H. LONG-TERM DISABILITY INSURANCE

Long-term disability (LTD) insurance is provided at District cost for full time employees. LTD provides for approximately two-thirds (2/3) of salary if an employee is unable to work due to disability. Eligibility for benefits begins after a thirty (30) day waiting period. Benefits may be offset by State Disability Insurance and Workers' Compensation Insurance.

I. LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Coverage is provided at District cost for full time employees and active Board members. Refer to life insurance summary sheet for details.

J. FEDERAL SOCIAL SECURITY AND MEDICARE

The Federal Insurance Contribution Act (FICA) is a tax paid by the District and employees for Social Security and Medicare. Social Security is the governmental fund that provides income to retirees, disability, etc. Medicare provides medical insurance coverage to persons over age 65. Employees are responsible for all employee related contributions to FICA.

K. CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT

Eligible employees will be enrolled in the California Public Employees Retirement System (CalPERS) for retirement benefits. CalPERS retirement is a defined benefit plan that provides a lifetime benefit determined by a set formula. The District has two retirement formulas due to law changes from the Public Employees' Pension Reform Act (PEPRA). The 3% at age 60 formula applies to current employees or new employees who are considered "classic members". Classic members are employees with prior service in CalPERS or with established reciprocity, as defined by PEPRA. The 2% at age 62 formula applies to new employees hired on or after January 1, 2013, who are considered "new members" under PEPRA. The District and employees make required contributions to CalPERS depending on the retirement formula. The employee contribution is a percentage of pay that is paid before income taxes. Refer to the MOU for more information.

Detailed information regarding the CalPERS retirement plan is available online at www.calpers.ca.gov.

L. DEFERRED COMPENSATION

Employees may voluntarily participate in a qualified Deferred Compensation Plan. Employee contributions are made through payroll deduction. The amount contributed is considered “tax deferred” and is subtracted from taxable income for income tax withholding calculation and year-end reporting. Regular employees may receive a matching contribution from the District up to a maximum, as specified in the MOU. Rules and regulations for total annual contribution amounts, withdrawal, taxation, etc. are set by the Internal Revenue Service. Information on the deferred compensation plan may be obtained from Finance.

M. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is provided at District cost for all employees and their family members (includes anyone living in the same household). EAP is a confidential program that provides short-term professional consultations and referral to other resources for assistance with personal problems including marital/relationship, family, alcohol/drug, emotional/stress, legal, medical, or financial. Contact Human Resources for more information on the program. Employees do not need to go through Human Resources to use this benefit.

N. MEETINGS, SEMINARS, AND CONFERENCES

Employees may attend conferences, meetings, seminars, trainings and other functions for the purpose of furthering the interests of the District. Costs for travel and associated expenses will be paid or reimbursed by the District according to the Travel Policy. Employees must obtain departmental approval for attendance. Travel/registration arrangements will be made by the District and should be scheduled as far in advance as possible. All travel should be prudently planned at the most reasonable cost.

O. TUITION REIMBURSEMENT PROGRAM

The District encourages and financially assists employees with their educational advancement. Regular full-time employees are eligible to apply for reimbursement and are expected to remain employed by the District for a minimum period. Refer to the complete policy for more information on the criteria and procedures for reimbursement.

P. CERTIFICATION RENEWALS AND EXAMS

For positions that require specific certifications, the District will reimburse employees for certification renewals and exams upon successful passing of the exam. The District will also reimburse employees for the cost of required Continuing Education Requirements (CEUs) upon successful completion and passing of the course(s). CEUs must be accepted by the applicable agency that issues the certification in order to receive reimbursement by the District. For positions that do not require certifications, the District may reimburse employees for the cost of certification renewals, certification exams, and

associated CEU costs for certifications if management determines that it would be beneficial to the District. All employees must obtain approval before registering or taking any CEU courses and certification exams or applying for certification renewals. If prior approval is not obtained, reimbursement will not be made by the District.

Q. MEMBERSHIPS

Employees may participate in professional, technical, and business-related associations and organizations. The General Manager may approve payment of the membership depending on applicability to the employee's position and the functions of the District.

R. COMPUTER PURCHASE PROGRAM

Board members and regular full-time employees who have completed their introductory period are eligible for a loan from the District to purchase a computer or upgrade their computer system up to the loan limit. The computer must be compatible with District equipment and software. Loans are due and payable upon termination of employment for any reason. Refer to the detailed program materials or contact Information Technology (IT) for additional information.

S. EMPLOYEE WELLNESS PROGRAM

The District is committed to providing employees with wellness services, information and events that focus on their physical, mental and social well-being. The District offers various methods of presenting wellness information such as lunch/learn speaker seminars, monthly wellness newsletters, organized walks, and healthy food events to improve employee health, morale and motivation. Two wellness rooms, including one with weights and exercise equipment, are provided for the benefit of all employees. Use of the wellness rooms are restricted to employees due to the District's liability. Employees may use the wellness rooms before work, during lunch & breaks, and after work. It is recommended that employees use the wellness rooms when other employees are present and during the hours of 5:00 am to 7:00 pm Monday through Friday in the event of an emergency. Employees should check with their personal physician prior to starting an exercise routine.

T. EMPLOYEE RECOGNITION

The District's Employee Recognition Program recognizes employees in a variety of ways for their personal and team contributions in support of the District's Mission and Vision. The program is designed to create a culture of employee recognition; improve the working environment and employee morale; motivate employees to be successful; and acknowledge achievements. Refer to the Employee Recognition Program for more information.

U. JOB SHADOW PROGRAM

The District's Job Shadow Program facilitates communication between departments, promotes teamwork, and may assist employees with changing careers or advancement. The program is designed to broaden perspective and knowledge of the District by allowing employees to 'shadow' employees for a limited period in other positions and/or departments. The program is voluntary, and employee's pay remains unchanged during participation. Employees who have completed their introductory period may request to participate in the District's Job Shadow Program. Supervisor approval is required and requires coordination with the supervisor of the requested position/department. Participation in the program and the requested position/department is at the discretion of the District.

V. SAFETY FOOTWEAR AND EYEWEAR

Employees who are required to wear safety footwear on the job may request a voucher or reimbursement. Employees must have prior approval from their supervisor and the Safety department. Employees who require corrective prescription glasses and work in an environment or location where eye and face hazards are present may receive a voucher or reimbursement for safety prescription eyewear. See the Personal Protective Equipment Policy for further information.

SECTION VII - PAID TIME OFF AND LEAVES OF ABSENCE

A. VACATION LEAVE

The District provides paid vacation leave and encourages employees to take vacation each year. Requests for vacation leave should be made in advance and require supervisor approval with due consideration being given to the desires of the employee and operational needs of the department. Vacation cannot be taken before it is earned; however, employees may request to use vacation hours that will accrue during the pay period when they will be on vacation.

Vacation leave accrues from the first day of employment according to the chart below:

Full time employees assigned to a definite schedule of 80 hours per pay period accrue vacation leave as shown below. At the discretion of the General Manager, new employees with prior tenure at public agencies may begin accrual at a higher annual rate, not to exceed the accrual rate at the employee’s prior public employer up to a maximum of 120 hours annually. Full time employees assigned to work a defined schedule of less than 80 hours per pay period (including an approved temporary reduced schedule or an approved leave of absence) accrue vacation leave on a prorated basis.

Employees Hired With 80 Hours Starting Accrual

Completed Fiscal Years	Annual Accrual Hours	Hours Per Pay Period
0 – 2	80	3.077
3 – 4	96	3.692
5 – 10	120	4.615
11 – 15	160	6.154
16+	176	6.769

Employees Hired With 96 Hours Starting Accrual

Completed Fiscal Years	Annual Accrual Hours	Hours Per Pay Period
0 – 2	96	3.692
3 – 8	120	4.615
9 – 13	160	6.154
14+	176	6.796

Employees Hired With 120 Hours Starting Accrual

Completed Fiscal Years	Annual Accrual Hours	Hours Per Pay Period
0 – 5	120	4.615
6 – 10	160	6.154
11+	176	6.769

The maximum accrual of vacation leave is two times (2x) the employee’s annual accrual rate or 240 hours, whichever is greater. When an employee has reached the maximum, no further vacation hours are accrued until the employee takes enough time off to reduce

the accrued vacation hours below the maximum. In the event of separation from employment with the District, employees receive payment for unused vacation leave.

B. VACATION SELL BACK AND CASH OUT

The District allows vacation sell back twice a year in June and December as follows in compliance with IRS regulations. Employees may request to sell back up to 80 hours of accrued vacation leave each calendar year provided: (1) a minimum of one week's vacation (40-hours) was used in the 12-month period prior to the cash out, or if otherwise approved at the General Manager's discretion, and (2) the election is made on a timely basis. Elections will be considered timely if they are made to Payroll by the last working day of the month for the designated cash out (June election for December cash out and December election for June cash out). The amount cashed out will be limited to the leave accrued and unused during the half of the year from which the vacation will be cashed out (January through June, or July through December), as of the date of payment. Elections do not carry-forward and must be made semi-annually. The vacation leave elected to be cashed out will be included in the last paycheck of the designated cash out.

In addition to the above elections to cash out, employees may be permitted to cash out additional accrued vacation leave based upon "unforeseeable emergency" in accordance with IRS restrictions. Unforeseeable emergency means a financial emergency caused by an extraordinary and unforeseeable event beyond the employee's control that will result in a severe financial hardship if a cash payment is not made, as determined in accordance with IRS and Treasury regulations. For example, an unforeseeable emergency may be medical expenses resulting from an illness or accident, funeral expenses, rebuilding a home following damage not covered by insurance, and imminent foreclosure or eviction from primary residence. If an employee experiences an event believed to be an unforeseeable emergency, an unforeseeable emergency vacation cash-out request form may be submitted with supporting documentation (e.g. bills, receipts, financial documents, etc.) to Human Resources. The General Manager will review the employee's form, supporting documentation, and based on all of the facts and circumstances, determine whether an unforeseeable emergency exists within ten (10) business days from the date the form is submitted. The General Manager's decision will be final. The amount of vacation time that can be cashed out is limited to the amount the General Manager determines is necessary to resolve the unforeseeable emergency. cash out of accrued vacation. To request a vacation cash out due to unforeseeable emergency, the employee must have used at least one week's vacation in the previous year. Only one request for vacation cash out due to unforeseeable emergency can be made per year.

C. HOLIDAYS

The District provides employees with paid time off for the holidays listed below and defined number of hours for floating holidays per fiscal year determined by the MOU. If a holiday falls on Saturday or Sunday, the preceding Friday or following Monday is

observed. When the observed holiday falls on an employee's regular workday off, an alternate day off may be taken within the same pay period (unless the employee is assigned to a definite schedule of less than 80 hours per pay period). Floating holiday hours may be taken in increments of less than a full day; floating holiday hours not taken by the end of the fiscal year are forfeited and do not carry-over to the next fiscal year.

Full time employees assigned to a definite schedule of 80 hours per pay period receive holiday pay of eight (8) or nine (9) hours on the observed holiday or their alternate day off. Full time employees assigned to work a defined schedule of less than 80 hours per pay period (including an approved temporary reduced schedule or approved leave of absence) and part time employees receive holiday pay and floating holiday hours on a prorated basis, not to exceed the number of hours in their regular scheduled work day that falls on an observed holiday.

Holidays observed by the District are as follows:

- New Year's Day, January 1
- President's Day, third Monday in February
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, fourth Thursday in November
- Day after Thanksgiving, Friday after Thanksgiving Day
- Christmas, December 25

Refer to the MOU for any additional negotiated holidays (observed or floating).

D. SICK LEAVE

Paid sick leave is provided by the District to all employees and may be used for the employee's actual sickness, disability, or medical appointment; if a victim of domestic violence, sexual assault, or stalking; or to attend to the illness of a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, or parent of the employee's spouse or registered domestic partner.

Full time employees assigned to a definite schedule of 80 hours per pay period accrue sick leave at the rate of eight (8) hours for each calendar month of service. Full time employees assigned to work a defined schedule of less than 80 hours per pay period (including an approved temporary reduced schedule or an approved leave of absence), part time employees, and temporary District employees accrue sick leave on a prorated basis.

The maximum accrual of sick leave is 1040 hours except for those employees who have a higher cap due to their sick leave balance as of June 30, 2019, as provided for in the MOU. Once an employee reaches the sick leave cap, additional sick leave will

automatically be cashed out at a ratio of one hour of pay for every two hours of sick leave time, based on the employee's hourly rate at the time of cash out.

The number of sick leave days credited is not intended to establish a guideline for acceptable attendance. Examples of sick leave abuse include but are not limited to: failure to notify supervisor within established time limits, frequent absences on Friday and/or Monday, maintaining low or zero sick leave balances, frequent absences prior to or following a holiday, or any pattern of absences that can be identified by a review of sick leave usage. Employees suspected of sick leave abuse may be required to provide a doctor's note. Misrepresenting reasons when requesting leave may be grounds for discipline.

If an employee separates from employment with less than five years of service, the District will pay twenty-five percent (25%) of the employee's accrued sick leave. If an employee separates from employment with more than five years of service, the District will pay fifty percent (50%) of the employee's accrued sick leave. Upon retirement from the District, the employee may cash out sick leave as indicated and/or convert sick leave to service credit per the CalPERS contract.

E. BEREAVEMENT LEAVE

Full-time employees are eligible to take up to five (5) working days in the event of the death of a member of the employees' immediate family. For the purposes of this benefit, immediate family includes employee's spouse, child, registered domestic partner, stepchild, foster child, parent, stepparent, legal guardian, foster parent, grandparent, grandchild, sibling, stepbrother, stepsister, and parents-in-law. The District will provide paid leave for five (5) working days per year and beyond those five days, an employee may use sick leave, compensatory time off, or vacation time for bereavement leave.

F. SCHOOL ACTIVITY LEAVE

Eligible employees may take up to 40 hours each school year (not to exceed one workday in any calendar month) to participate in the school activities of a child, for school emergencies, or to find, enroll, or re-enroll a child in school or with a childcare provider. Eligible employees include parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one to twelve. Employees must use accrued vacation or compensatory time off. If accrued leave is not available, leave without pay may be used with the General Manager's approval. Employees planning to take time off for school activities must give reasonable notice to their supervisor. If both parents are employed by the District, the first employee to request the leave will receive the time off. The other parent will receive the time off only if the leave is approved by the supervisor. Employees may be required to provide documentation from the school.

G. TIME OFF TO VOTE

Employees who are registered voters may request time off to vote in an official state-sanctioned election if the employee does not have enough time outside of his or her regular work hours to vote. Given the District's work schedules, employees should have time before or after work to vote. If an employee's work schedule prevents them from being able to vote during the polling hours, the employee may, without loss of pay, take up to two hours of time off to vote. The time off for voting will be only at the beginning or end of the regular work shift, whichever allows for more free time to vote and least time off work. The employee requesting time off to vote will give the supervisor at least two days' notice.

H. JURY DUTY OR WITNESS LEAVE

Employees will receive full pay for jury duty or witness leave, provided their jury duty or witness pay is turned over to the District. The District may request that employees apply to the Court for a postponement of jury duty if their absence would be detrimental to the District. Employees must notify their supervisor immediately when a jury duty notice or subpoena is received. Employees will continue to receive their regular District paycheck for the duration of such service but must maintain the timecard provided by the Court and any pay received must be turned over to the District. If employees are excused for any part of a day, they must contact their supervisor. With supervisor approval, employees may take the rest of the day off work using paid leave.

I. MILITARY LEAVE

Employees who participate in military service or military reserve organizations are eligible for benefits under state or federal laws or regulations applicable to public agencies. If an employee is involuntarily called to active duty, in addition to legal requirements, the District will supplement military pay up to the difference between military pay and the employee's regular gross biweekly pay without overtime for up to one year. The District will also continue health, dental, and vision insurance for the employee and dependents; continue life and long-term disability insurance for the employee; pay equivalent retirement contributions; and continue retirement service credit and leave accruals for up to one year. If the involuntary active duty extends past one year, the Board will review the extension of pay and benefits on a case-by-case basis.

J. LEAVE FOR VICTIMS OF VIOLENT CRIMES, DOMESTIC ABUSE, OR STALKING

Employees may take protective time off to 1) appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding; 2) seek medical or psychological assistance; or 3) participate in safety planning to protect against further assaults. Victim is any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or delinquent act, and includes the spouse, parent, child, sibling, or guardian of the person. Employees using this leave may use any leave accrual. Employees taking this leave

must give reasonable notice, or in cases of unscheduled or emergency circumstances, provide written proof of the absence within a reasonable time afterward.

K. FAMILY AND MEDICAL LEAVE

State and federal family and medical leave laws provide up to 12 work weeks of unpaid family/medical leave within a designated 12-month period for certain medical and family issues. Federal law also provides up to 26 work weeks of unpaid leave for qualifying care of a servicemember. Refer to the Family and Medical Leave Policy for more information.

L. PREGNANCY DISABILITY LEAVE (PDL)

Pregnancy disability leave is a state law that provides a maximum of four months (17 1/3 weeks) of leave for any period of actual disability related to childbirth or pregnancy including severe morning sickness and for prenatal care. Duration of the PDL is determined by the duration of the actual disability, as supported by a medical certification. Refer to the Family and Medical Leave Policy for more information.

M. LEAVE WITHOUT PAY

Leave without pay for other than medical reasons may be granted by the General Manager for a period not to exceed 20 workdays, or by the Board in excess of 20 workdays. All leave accruals except for sick leave must be exhausted prior to requesting leave without pay.

N. MEDICAL LEAVE WITHOUT PAY

An employee requiring leave due to a disability resulting from illness or other medical condition, including pregnancy, miscarriage, and childbirth, who is not otherwise eligible for Family and Medical Leave, Worker's Compensation, Pregnancy Disability Leave or other protected leave, may request medical leave without pay as a reasonable accommodation (Refer to the Reasonable Accommodation Policy for additional information). The request should be made in writing and submitted to Human Resources. The District will approve medical leaves without pay when it would be a reasonable accommodation. All accrued benefits including sick leave, vacation, comp time, and holidays must be exhausted before medical leave without pay will be considered.

Medical leave without pay is a maximum four-month period which can be used after sick leave and vacation have expired to preserve regular job status. Health insurance will be paid by the District as if employee remained actively working during unpaid medical leave, one (1) month for every year of service to a maximum of four (4) monthly premium payments. Thereafter, the employee is responsible for making premium payments to the District. Leave entitlements and service credit do not accrue during medical leave or any other time when salary is not being received. Regular employment status may be extended during a period of temporary total disability resulting from an accepted industrial accident workers' compensation claim.

If unable to return to work at the end of medical leave without pay, the employee will be considered on inactive status until no longer disabled. The District will evaluate requests for continued unpaid leave as a request for reasonable accommodation. Continuation of medical coverage will be made available through COBRA. The District will make every effort to re-employ persons who have been on inactive status. Re-employment to a suitable vacant position for which the employee qualifies will depend upon the physical ability to perform the essential function of the job, provided management recommends re-employment. Employees rehired after a disability may use previous service for earning vacation.

SECTION VIII - EMPLOYER-EMPLOYEE RELATIONS POLICY

A. STATEMENT OF PURPOSE

This Employer-Employee Relations Policy (“EERP”) implements the Meyers-Milias-Brown Act (“MMBA”) (Government Code section 3500, *et seq.*) by providing orderly procedures for the administration of employer-employee relations between the District and its employee organizations.

Employees have the right to form, join or participate (as well as the right to refuse to participate) in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including, but not limited to, wages, hours and other terms and conditions of employment. Employees have the right to represent themselves individually in their employment with the District regarding discipline, grievances, or terminations, and may do so upon filing a written statement with the District Secretary. Employees will not be discriminated against, interfered with, intimidated, restrained, or coerced (by either the District or any employee organization) because they join and participate in the activities of an employee organization, because they refuse to join and participate in the activities of an employee organization, or because they represent themselves individually in their employment relations with the District.

The purpose of this EERP is to provide procedures for meeting and conferring in good faith with Exclusively Recognized Employee Organizations regarding matters within the scope of representation, which includes all matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment. The scope of representation, however, shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or established by the District. The District shall retain any and all legal or inherent exclusive rights regarding matters of legislative or managerial policy, including but not limited to: determine the mission of its departments and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; maintain the efficiency of District operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

B. DEFINITIONS

As used in this EERP, the following terms shall have the meanings indicated:

1. “Appropriate unit” means a unit of employee classes or positions, established pursuant to the MMBA.

2. "District" means the Vallecitos Water District, and, where appropriate herein, refers to the District Board of Directors or any duly authorized District representative as herein defined.
3. "Confidential Employee" means an employee who, in the course of his or her duties, has access to confidential information relating to the District's administration of employer-employee relations.
4. "Consult/Consultation in Good Faith" means to communicate orally or in writing with all effected recognized employee organizations for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of the meet and confer process, does not involve an exchange of proposals and counterproposals in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to this EERP's impasse procedures, starting with Section "S" of this EERP (INITIATION OF IMPASSE PROCEDURES).
5. "Employee Relations Officer" means the District General Manager, or his/her duly authorized representative, designated by the Board of Directors to meet and confer with employee organization representatives and with employees who have filed a statement for individual representation.
6. "Exclusively Recognized Employee Organization" means an employee organization which has been formally acknowledged by the District as the sole employee organization representing the employees in an appropriate representation unit pursuant to the MMBA, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees. Such recognition status may only be challenged by another employee organization as set forth in the MMBA.
7. "Impasse" means that the representatives of the District and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith on a matter within the scope of representation where their differences remain so substantial and/or prolonged that further meeting and conferring would be futile.
8. "Management Employee" means an employee having responsibility for formulating, administering or managing the implementation of District policies and programs.
9. "Supervisory Employee" means any employee having authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the

foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

10. Terms not defined herein shall have the meanings as set forth in the MMBA.

C. REASONABLE TIME OFF TO MEET AND CONFER

The Association may select no more than two (2) employee members of the Association to attend scheduled meetings with the Employee Relations Officer on subjects within the scope of representation during regular work hours without loss of compensation. Where circumstances warrant, the General Manager may approve the attendance at such meetings of additional employee representatives without loss of compensation. Association Officers, committee members, and volunteers for Association events must record that time on their timecards using labor code EA. Employees should give their supervisors as much notice as possible in order to plan their work day.

D. APPROPRIATE UNIT

Notwithstanding the provisions of the MMBA for determination of appropriate units, managerial, supervisory and confidential responsibilities, as defined in Section "B" of this EERP (DEFINITIONS), are determining factors in establishing appropriate units hereunder, and therefore the District reserves the right to designate such managerial, supervisory and confidential employees to only be included in a unit that consists solely of managerial, supervisory and confidential employees. Managerial, supervisory and confidential employees may not represent any employee organization which represents other employees.

E. ADMINISTRATIVE RULES AND PROCEDURES

The Employee Relations Officer is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this EERP after consultation with affected employee organizations.

F. INITIATION OF IMPASSE PROCEDURES

If the meet and confer process has reached impasse as defined in Section "B" of this EERP (DEFINITIONS), either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

1. To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding or other matter within the scope of representation as required by law; and
2. If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

G. IMPASSE PROCEDURES

Impasse procedures are as follows:

1. If the parties agree to submit the dispute to mediation, and agree on the selection of a
2. mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
3. Otherwise, the parties will utilize any other impasse procedures provided in accordance with the MMBA.
4. After any applicable impasse procedures pursuant to the MMBA have been exhausted, the District Board may hold a public hearing regarding the impasse and take such action regarding the impasse as it in its discretion deems appropriate for the public interest, including implementation of the District's last, best and final offer. Any legislative action by the District Board on the impasse shall be final and binding.

H. COSTS OF IMPASSE PROCEDURES

The cost for the services of a mediator and other mutually incurred costs of any impasse procedures, shall be borne equally by the District and Exclusively Recognized Employee Organization. The cost for other separately incurred services or costs shall be borne separately by each party.

I. CONSTRUCTION

This Resolution shall be administered and construed as follows:

1. Nothing in this EERP shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body or other representative of the District, the rights, powers and authority granted by federal or state law.
2. This EERP shall be interpreted so as to carry out its purpose as set forth in Section "A" of this EERP (STATEMENT OF PURPOSE).

J. SEVERABILITY

If any provision of this EERP, or the application of such provision to any persons or circumstances, shall be held invalid, the remainder of this EERP, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

K. ADOPTION OF EERP

The District Board will adopt this EERP after the meet and confer with the District and the existing employee organizations consultation in good faith with existing employee organizations, serving as the exclusive representative of District employees within an appropriately defined bargaining unit.

SECTION IX - DISTRICT RIGHTS

The District retains, solely and exclusively, the prerogative to change, modify, or rescind District ordinances, resolutions, rules, and regulations.

A. SPECIFIC DISTRICT RIGHTS RESERVED

The sole and exclusive rights of management which are not abridged by resolution or ordinance will include, but not be limited to, the following:

1. The right to determine the existence or nonexistence of facts which are the basis for a management decision.
2. The right to determine the nature, manner, and extent of services to be provided to the public and the methods of financing and types of equipment to be used.
3. The right to establish, continue, discontinue, or modify policies, practices, or procedures.
4. The right to determine, and to re-determine from time to time, the number, location, relocation, and types of its operations; the methods, processes, and materials to be employed, including the right to introduce new or improved methods or facilities; to discontinue processes or operations; or to determine the number of hours per day or week operations will be carried on and the schedules of or work thereof.
5. The right to select, determine, and schedule the number and types of employees required.
6. The right to assign work to such employees in accordance with requirements determined by management.
7. The right to establish and change work schedules and assignments.
8. The right to transfer, reclassify, promote, or demote employees; to lay off, terminate, or otherwise relieve employees from duty; and to determine the facts of lack of work.
9. The right to make and enforce safety and work rules for the maintenance of discipline.
10. The right to determine the exempt or nonexempt status of employees within regulatory requirements.

11. The District will reserve all other prerogatives and responsibilities normally inherent in management, provided the same are not contrary to any ordinance or law in force and effect.

SECTION X - DISCIPLINE

Nothing in this policy changes the at-will nature of employees' employment with the District. Employee discipline is intended to be corrective in nature with the objective of obtaining compliance with rules, orders, procedures, standards of conduct, and competent job performance.

A. TYPES OF DISCIPLINE

Disciplinary procedures may include, but are not limited to, oral reprimand, written reprimand, suspension from duty without pay up to a maximum period of two weeks, reduction of pay, demotion, or termination. Supervisors may issue oral or written reprimands. All other forms of disciplinary actions are reserved for decision by the General Manager or designee.

Disciplinary action is normally based upon, but not limited to, violations of District policies and the Standards of Conduct. In some situations, Supervisors may utilize counseling and guidance of employees, including referral to the Employees Assistance Program, prior to resorting to disciplinary action.

Oral reprimands and written reprimands are subject to review under grievance procedures. Suspension from duty without pay, reduction in pay, and demotion imposed by written notice to the employee stating the reason(s) are subject to review under procedures for reconsideration by the General Manager see the Termination Procedure. The General Manager's decision on reconsideration is final. Termination for cause is subject to review under the Termination Procedures.

B. CORRECTIVE ACTIONS

It is not always necessary that the corrective action process commence with an oral reprimand or include every step. The above options are not to be seen as a process in which one step always follows another. Some actions, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, the intent and action of the individual, and the environment in which the offense took place. Management has the right to use any or none of the corrective steps, in its sole discretion.

SECTION XI - GRIEVANCE PROCEDURES

The formal grievance procedure provides employees with a means by which a complaint, decision, or problem is formally reviewed, and an answer or decision is given at progressively higher management levels. The formal grievance procedure is designed to supplement, not replace, routine methods of responding and settling employee problems. No supervisor will discourage employees from the use of the formal grievance procedure.

All regular employees may use the formal grievance procedure. The employee may choose a representative to assist in presenting the grievance.

The grievance must be in writing and should include:

- A statement of the District's policy, rules, or practices involved.
- A statement of the facts and events involved in the matter.
- An explanation of how the employee has been adversely affected.
- A statement of the corrective action requested and the reason the action is appropriate.

When warranted by unusual circumstances (illness, extended absences, etc.), the General Manager may extend the time limits indicated in the steps below.

Step 1

The employee will present the written grievance to the immediate supervisor within five (5) workdays of the day on which the grievance arises or becomes known to the employee. The supervisor will respond in writing within seven (7) workdays and include the employee the reason for the decision.

In this step, the supervisor will give the employee a full opportunity to explain the grievance and review all aspects of it. The supervisor will make all efforts to give a prompt answer; however, if more information is necessary or if the grievance involves a matter beyond the supervisor's authority, the supervisor will ensure that the problem is brought to the attention of the person with the responsibility to make such a decision. The supervisor will ensure the employee is aware of the right to proceed to Step 2.

Step 2

If the employee is not satisfied with the supervisor's reply in Step 1 and chooses to proceed to Step 2, the employee must present the written grievance to the Department Head within five (5) workdays of receipt of the response. The Department Head will respond in writing within seven (7) workdays.

Step 3

If the employee is not satisfied with the departmental reply in Step 2 and chooses to proceed to Step 3, the employee must present the written grievance to the General Manager or Acting

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General Manager within five (5) workdays. The General Manager will review the previous decisions and respond in writing within ten (10) workdays. The decision of the General Manager is final.

SECTION XII - TERMINATION PROCEDURES

The availability of and the access to the termination procedure does not alter the at-will employment status of District employees. Except in an emergency, the following procedure will be followed:

A. WRITTEN NOTICE AND SEVERANCE PAY

The employee will be provided a written notice with the effective date of termination and the application review provisions. The reasons for the termination may be stated in the termination notice provided that the reason(s) have been documented in the disciplinary termination filed in the employee's personnel file.

Except for disciplinary termination, regular employees, at the discretion of the General Manager, may be provided severance pay as follows: Up to two weeks of severance pay for two through five years of service; and, up to one month of severance pay for over five years of service. Acceptance of severance pay is a waiver of the right to request reconsideration of the termination and requires a signed waiver and release.

B. EMPLOYEE'S REQUEST FOR RECONSIDERATION

An employee, other than an introductory employee, may request that the General Manager reconsider the decision to terminate the employee for cause (disciplinary termination). The request for reconsideration must be submitted in writing within fourteen (14) days after the notice of termination has been mailed to the employee or personally delivered to the employee. In the event the request is not received within this period, the opportunity to request reconsideration will be waived.

A request for reconsideration must be in writing and must contain the following:

- The reason that reconsideration is requested.
- A summary of the factual information supporting the reasons for the request including written statements of other people and any documents to be considered.

The General Manager will determine if a hearing is appropriate and notify the employee, see Closed Session Hearing Section.

C. CLOSED SESSION HEARING

The General Manager will conduct the hearing in closed session, unless determined otherwise. The employee will be entitled to have representation to assist in the presentation of the request for reconsideration. The General Manager may designate a person to present the District's position with respect to the termination. The employee has the burden of proving that the initial decision to terminate the employee should be reversed and the employee should be retained by the District.

The hearing will be conducted in an informal manner; the General Manager will make the appropriate rulings with respect to procedure and the admission of evidence or information for consideration. The District and the employee will have the right to produce evidence and witnesses and to cross-examine witnesses. The hearing may be recorded and transcribed. The District will pay for the initial costs incurred for Court Reporter's services and the preparation of the record. If the employee desires a copy of the transcript, the employee must pay for that copy. The General Manager will notify the employee of the decision in writing. The time limit for judicial review of the final decision of the General Manager pursuant to the Code of Civil Procedure #1094.6 and District Judicial Review runs from the date the notice is deposited in the mail.

D. WAIVER OF RECONSIDERATION

A failure to request reconsideration in the manner set forth above, acceptance of severance pay (in the case of a non-disciplinary termination), or failure of the employee to appear at the time and place of the hearing will be deemed a waiver by the employee of reconsideration by the General Manager and acceptance of the termination.

E. PETITION TO THE DISTRICT BOARD OF DIRECTORS

An employee has thirty (30) days from the postmarked date of the General Manager's decision to petition the District Board of Directors for review of the General Manager's decision. In the event the Board of Directors determines that a review is appropriate, the examination will be based on the record of the General Manager's action.

In the event the Board of Directors denies the petition or determines after review to sustain the General Manager's decision, the time limit for judicial review of the Board's decision pursuant to Code of Civil Procedure #1094.6 and District Judicial Review runs from the date the notice is deposited in the mail. The Board will notify the employee in writing of the Board's decision.

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SUPPLEMENT # 1
RECRUITMENT AND SELECTION POLICY

Introduction

The District is an equal employment opportunity employer committed to hiring qualified applicants that can fulfill the District's mission of providing highly exceptional and sustainable services to the public. This policy provides an impartial, standardized process for recruitment and selection. Current employees are encouraged to apply for positions for which they are qualified. Recruitments are conducted by Human Resources unless the District contracts with a firm to assist with a particular position.

Policy

Vacant positions or newly created positions will be publicized by posting job announcements on the District's website and other methods necessary to recruit a sufficient pool of qualified candidates. Job announcements include the job title, compensation range, filing deadline, description of essential functions, required knowledge, skills, and abilities, ideal candidate description, physical demands, work environment, and minimum qualifications. Upon request, reasonable accommodation, in accordance with the Americans with Disabilities Act (ADA) and other relevant laws, will be extended to all applicants throughout the examination process.

All applicants must submit a completed District employment application; resumes are not accepted in lieu of an application. Employment applications are only accepted when there is an announced and posted vacancy. Applications must be received by the deadline posted in the job announcement. The District will reject any application which indicate on its face that the applicant does not possess the minimum qualifications required for the position, failed to provide or misrepresented any factual information required, or does not have a legal right to work in the United States. All applications are reviewed, and all candidates notified of their status.

The examination process is job related for the specific vacancy to fairly measure the relative capabilities of a candidate to perform the essential functions of the position. Objective selection criteria may include, but are not limited to: minimum qualifications, employment application, oral interviews, written exams, and performance tests, or any combination of these criteria. Background investigations are conducted and may include verification of employment history, education, and other required credentials; supervisor reference checks; motor vehicle record; and credit history (if applicable).

After the position specific examination process is complete, a conditional offer of employment may be extended to the selected candidate(s). The conditional offer is contingent upon a criminal conviction check and medical exam, which may include a drug screen. The medical exam is based on the physical requirements of the position and is scheduled after all other testing and assessments are completed.

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Criminal convictions are not an absolute bar from employment. In the event the District decides an offer will be rescinded following an individualized assessment of a conviction and the position, all required notifications and response timelines will be followed per California state law.

SUPPLEMENT # 2
DIVERSITY, EQUITY AND INCLUSION POLICY

Introduction

The District is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Management believes that the collective sum of the individual differences, life experiences, knowledge, self-expression, and unique capabilities that employees invest in their work represents a significant part of not only the District's culture, but our reputation and achievements. Diversity, Equity, and Inclusion is an ongoing goal, and the District is committed to adjust initiatives in response to employee concerns as quickly as possible through a transparent process of analysis followed by appropriate action.

Policy

All employees of Vallecitos Water District have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions both on or off the work site, and at all other District-sponsored and participative events. This includes following the District's Discrimination/Harassment/Retaliation Prevention Policy. All employees are also required to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

Diversity and anti-harassment practices apply in many aspects of District policy, including, but not limited to, recruitment and selection; compensation and benefits; professional development and training; promotions; social and recreation events. The District has implemented practices to ensure that the District is attracting and retaining a diverse group of applicants and employees, as well as improving a sense of inclusion in the daily workplace. Examples include:

- Budget for equipment needs in the event of a disability accommodation;
- Plan employee events with employee differences in mind – disabilities, cultural food restrictions, etc.;
- Periodic employee engagement surveys; exit interviews;
- Comprehensive Discrimination/Harassment/Retaliation Prevention Policy, including complaint procedures; timely disciplinary action when complaints are found to be validated.

In addition to the above, Human Resources takes measures to eliminate both explicit and implicit bias in the hiring process. These actions include:

- Human Resources staff regularly attends training on bias and diversity.
- Periodic assessments of demographics in comparison to local labor market
- Removal of non-inclusive language from job descriptions and announcements.
- Ensures consideration of reasonable accommodation requests for any step of the hiring process.

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- Widespread recruitment advertising, focused advertising to demographics with lower District representation
- Applications reviewed for the experience, knowledge, skills, and abilities stated in the job description and ideal candidate descriptions.
- Blind Screening - Personally Identifiable Information (PII) is redacted prior to Subject Matter Experts' review applications and/or resumes. Supervisors do not receive unredacted applications and/or resumes until after candidates are selected for an interview. This includes:
 - Names, Home Address, Gender
 - Schools Attended and Graduation Dates
 - Languages Spoken, unless relevant to the position
 - Affiliations to Groups, Clubs, or Organizations that could indicate PII
 - Links to personal profiles on job search sites, such as LinkedIn
 - Any other information Human Resources staff considers necessary for a fair and impartial review
- Utilization of outside panelists for interviews
- Criminal history is not asked about or considered until a conditional offer has been made, in accordance with applicable law. A criminal conviction is not an automatic bar to employment, and many factors will be considered prior withdrawing an offer.
- Medical information obtained during a pre-employment physical is not given to the District but reviewed by a 3rd party. Work restrictions will be considered and will not eliminate a candidate unless there are no reasonable accommodation that will allow the candidate to perform the essential functions.

Our commitment to diversity, equity, and inclusion is integral to our mission and values. We believe that fostering a diverse, equitable, and inclusive environment enhances our ability to innovate, collaborate and succeed.

SUPPLEMENT # 3

DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY

Introduction

The District is committed to providing a work environment that is free of discrimination, harassment, and retaliation. This policy establishes a complaint procedure by which the District will investigate and resolve complaints of discrimination, harassment, and retaliation by and against covered individuals. The District encourages all covered individuals to report any conduct that they believe violates this policy as soon as possible.

Policy

The District prohibits discrimination against all employees based on any protected classification. The District prohibits all forms of harassment of any employee volunteer, unpaid intern, or independent contractors, based on any protected classification and sexual harassment. The District will take all reasonable steps to prevent discrimination and harassment in the workplace. No employee will be disciplined or retaliated against for complaining, or supporting the complaint of another, regarding harassment or discrimination.

All employees of the District are subject to this policy and are expected to read, understand, and fully comply with its provisions. Employees who violate this policy may be subject to discipline, up to and including termination.

Definitions

Adverse Action: may include, but is not limited to, disciplinary action, counseling, shunning or avoiding an individual, making real or implied threats, or spreading rumors or bullying.

Discrimination: adverse treatment based on an actual or perceived protected classification, or because the individual associates with a person that is or is perceived to be a member of a protected classification

Harassment: unsolicited and unwelcome behavior based on an actual or perceived protected classification. Harassment can be written, verbal, physical, or visual, explicit or implied.

Harassment includes, but is not limited to, the following:

- **Verbal Harassment**: epithets, derogatory or vulgar comments or slurs; discriminatory jokes; sexually oriented comments; unwanted sexual advances or invitations;
- **Physical Harassment**: hitting, pushing, or assault; unwanted touching; impeding or blocking movement; other aggressive physical contact or threats, or any physical interference with normal work;
- **Visual Harassment**: derogatory posters, cartoons, drawings, photographs, or paraphernalia.

Protected Activity: making a request for a disability accommodation; making a request for an accommodation for religious beliefs; making a report or complaint of violations of policy; opposing policy violations; participating in an investigation; and any other activity protected by law.

Protected Classification: ancestry • age (40 and above) • color • disability (physical, developmental, mental health/psychiatric, HIV and AIDS) • genetic information • gender expression • gender identity • marital status • medical condition (genetic characteristics, cancer, or a record or history of cancer) • military or veteran status • national origin (includes language restrictions and possession of a driver's license issued to undocumented immigrants) • race (includes hair texture and hairstyles) • religion/creed (includes religious dress and grooming practices) • reproductive health decision-making • sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) • sexual orientation.

Retaliation: adverse action against an employee because of the employee's protected activity.

Sexual Harassment: Sexual harassment is any unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature when:

- Such conduct is offensive to a reasonable person. The conduct does not need to be motivated by sexual desire or directed at the person who makes the complaint; and
- Submission to such conduct is explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for decisions affecting that individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Required Training

All employees receive discrimination, harassment, and respect in the workplace training as required by law and periodically as needed. Managers and supervisors are required to receive 2 hours of anti-harassment training every two years as required by law. In addition, new managers and supervisors are required to receive anti-harassment training within 6 months of appointment. All new employees receive anti-harassment training during orientation and every 2 years thereafter.

Reporting Harassment, Discrimination, or Retaliation

If you believe that you or another individual has been harassed, discriminated, or retaliated against, you should promptly report the matter to Human Resources. Reports can also be made to the Assistant General Manager or the General Manager. Employees should use the Discrimination/Harassment/Retaliation Complaint form, and include details of the incident, names of individuals involved, and the names of any witnesses.

Supervisors observing such harassment shall take immediate action to stop such behavior and report the incident immediately to the General Manager.

Complaint Process

All complaints of discrimination, harassment and harassment will be promptly investigated. The investigation will be prompt, thorough and impartial. The investigation will include an interview of the complainant, interviews of other witnesses, and an interview of the accused employee. The District will attempt to maintain confidentiality to the extent practicable but cannot guarantee absolute confidentiality due to the need to investigate and the potential for disciplinary action. The complainant will be kept informed on the progress of the investigation and notified of the closure of the investigation.

If a complaint is determined to be valid, appropriate remedial or disciplinary action will be taken, which may include termination of employment of any individual who is found to have violated this prohibition against unlawful harassment, discrimination, or retaliation. Appropriate action will also be taken to deter any future actions.

SUPPLEMENT # 4
FRAUD PREVENTION POLICY

Introduction

The Vallecitos Water District (District) is committed to professional and ethical practices which protect its assets against the risk of loss or misuse. The District will promptly investigate any possibility of fraudulent or related dishonest activities and, when appropriate, pursue legal remedies available under the law. This policy defines fraud and provides examples of acts that are considered to be fraudulent; describes the steps to be taken when fraud or other related dishonest activities are suspected; and provides procedures to follow in accounting for missing funds, restitution and recoveries.

Policy

The District fully investigates any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the District of any party who might be the subject of such an investigation, or become involved in such investigation.

Each District department manager and supervisor is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud. Managers and supervisors should be familiar with the types of fraud that might occur within their area of responsibility and be on alert for any indications of such conduct.

For claims of fraud not involving the General Manager, the General Manager may appoint an Internal Research Group and have primary responsibility for investigation of the activity covered by this policy. For claims of fraud involving the General Manager, the President of the Board may appoint an Internal Research Group and have primary responsibility for investigation of the activity covered by this policy. The District's General Counsel shall advise the General Manager or the President of the Board on all such investigations.

The District will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender or other appropriate sources. All violations of this policy are subject to appropriate corrective, disciplinary, and/or legal action, up to and including termination.

DEFINITIONS

Fraud – Fraud includes but is not limited to:

- a. Claim for reimbursement of expenses that are not job-related or authorized by the District policies.
- b. Misrepresentation, forgery, falsification, or unauthorized alteration of documents or records, (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
- c. Misappropriation or theft of District assets (including but not limited to funds, securities, supplies, furniture, equipment, tools, etc.).

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- d. Inappropriate use of District resources (including but not limited to labor, time, and materials).
- e. Improprieties in the handling or reporting of money transactions.
- f. Knowingly authorizing or receiving payment for goods not received or services not performed.
- g. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.
- h. Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, developers, lessees, applicants, and grantees. Materiality is determined by the Fair Political Practices Commission's Gift and Honoraria limits each year.
- i. Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation, or any apparent violation of any such Federal or state law, rule or regulation.

Employee – any individual or group of individuals who receive compensation, either full- or part-time, including the Board of Directors, from the District. The term also includes any volunteer who provides services to, or trains with, the District through an official arrangement with the District or a District organization.

Management – any manager, supervisor, or other designated individual who manages or supervises District's resources or assets.

Internal Research Group – If the claim of fraud involves anyone other than the District's General Manager, an Internal Research Group shall consist of the General Manager, the District's Legal Counsel and any other persons appointed to the Internal Research Group by the General Manager.

If the claim of fraud involves the District's General Manager, the Internal Research Group shall consist of the President of the Board of Directors of the District, the District's Legal Counsel and those persons appointed to the Internal Research Group by the President of the Board. Nothing contained in this policy shall be construed as requiring the General Manager or the President of the Board to appoint other persons to the Internal Research Group.

Individuals appointed to the Internal Research Group by the General Manager or the President of the Board other than the District's Legal Counsel shall serve at the pleasure of the General Manager or the President of the Board.

External Auditor – External Auditor refers to independent audit professionals who perform annual audits of the District's financial statements and are contracted by the District's Board of Directors.

Management Responsibilities

When fraudulent activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor or the District's General Manager. If the activity involves the General Manager it shall be reported to the President of the Board or the District's Legal Counsel.

Investigations will be conducted by individuals trained to do so, as assigned by the General Manager or the President of the Board. Management cannot conduct individual investigations into fraudulent activity, including but not limited to: interviews, interrogations, making accusations, informing involved employees of the investigation, or discussing anything related to the investigation with anyone outside of Internal Research Team; However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.

Management must support the District's responsibilities and cooperate fully with other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders. This includes providing full and unrestricted access to all necessary records and personnel in accordance with the investigation. All District assets, including furniture, desks, and computers, are open to inspection at any time. There is no assumption of privacy.

Violations of the whistle-blower protection will result in discipline up to and including termination.

Employee Responsibilities

An employee who observes, or knows of, a suspected fraudulent incident or practice must report the incident to Human Resources. If the employee believes Human Resources may be involved in the inappropriate activity, or is otherwise uncomfortable reporting to Human Resources, they must make the report directly to the General Manager. If the activity involves the General Manager, the employee must report to the President of the Board or District's Legal Counsel.

The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Internal Research Group, the District's Legal Counsel, or law enforcement personnel.

Employees will be granted whistle-blower protection when acting in accordance with this policy so long as the employee has not engaged in activity that violates this policy. When informed of a suspected fraud, neither the District nor any person acting on behalf of the District shall:

- a. Dismiss or threaten to dismiss the reporting employee.
- b. Discipline, suspend, or threaten to discipline or suspend the reporting Employee
- c. Impose any penalty upon the reporting employee

- d. Intimidate or coerce the employee

Board of Directors Responsibilities

If a Board Member has reason to suspect that a fraud has occurred, he or she shall immediately contact Legal Counsel, the General Manager or, if the activity involves the General Manager, the President of the Board. The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the President of the Board, General Manager and the District's Legal Counsel.

The alleged fraud or audit investigation shall not be discussed with the media by any person other than the General Manager or the President of the Board after consultation with the District's Legal Counsel and an Internal Research Group, if a Group is appointed.

Internal Research Group Responsibilities

Upon assignment by the General Manager or the President of the Board, the Internal Research Group will promptly investigate the fraud.

In all circumstances where there appears to be reasonable grounds for suspecting that a criminal fraud has taken place, the Internal Research Group, in consultation with the District General Manager or the President of the Board and Legal Counsel, will contact the San Diego County Sheriff's office.

The Internal Research Group shall be available and receptive to receiving relevant, confidential information to the extent allowed by law after consultation with the District's Legal Counsel.

If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Research Group will proceed as follows:

- a. Discuss the findings with management and the Department Supervisor.
- b. Advise management, if the case involves District staff members, to meet with the Human Resources & Risk Manager (or his/her designated representative) to determine if disciplinary actions should be taken.
- c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the District's financial statements.
- d. Coordinate with the District's Human Resources & Risk Manager regarding notification to insurers and filing of insurance claims.
- e. Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:

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- 1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - 2) Preventing the individual suspected of committing the fraud from having access to the records.
- f. In consultation with the District Legal Counsel and the San Diego County Sheriff's Department, the Internal Research Group may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- g. If the Internal Research Group is contacted by the media regarding an alleged fraud or audit investigation, the Internal Research Group will refer the media to the General Manager or President of the Board if the activity involves the General Manager.
- h. At the conclusion of the investigation, the Internal Research Group will document the results in a confidential memorandum report to the General Manager or the President of the Board for action. If the report concludes that the allegations are founded and the District's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the San Diego County Sheriff's office.
- i. The Internal Research Group will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
- j. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Internal Research Group to that department.

SUPPLEMENT # 5
INFORMATION TECHNOLOGY POLICY

Introduction

This policy was established to ensure all employees utilize the District's computers, mobile devices, internet, software, artificial intelligence programs, and electronic communication systems, (hereafter collectively referred to as 'information technology systems') in a legal, ethical, and appropriate manner. The overriding goal of this policy is to secure and protect the integrity of data that resides within the District's technology infrastructure and prevent this data from being accessed and deliberately or inadvertently stored, transferred, or carried on an unsecured computer, mobile device or over an unsecured network. For more information, please contact the Information Technology (IT) department or refer to the Information Technology Handbook.

Definitions

Devices: Desktop, home, or personal computers (PCs), laptops, notebooks, tablets/iPad's, cellular phones, used to access District resources, and any mobile device capable of storing District data and connecting to an unmanaged network.

Electronic Communication: All forms of the District's electronic communication systems and equipment used currently or in the future, including computers, e-mail, connections to the internet and other networks, voice mail, facsimiles, and telephones.

User: Anyone who uses the district's information technology systems.

Policy

All devices connected to a District-managed or unmanaged network, used to backup, store, or otherwise accessing District data of any type, must comply with this policy. This includes devices outside of the District's direct control, such as personal mobile devices. Prior to initial use on the District network or related infrastructure, all devices must be registered with the District's Information Technology (IT) Department.

All employees of the District are subject to this policy and expected to read, understand, and comply fully with its provisions. Personal use is allowed but must be kept to a minimum. Any unlawful, unethical, or inappropriate use of the district's information technology systems is strictly prohibited and may be grounds for discipline.

Limited Personal Use

Personal use is any use that is not job-related, including checking personal websites, responding to e-mails, or streaming music. Access to the internet through the District's network is a privilege and carries responsibilities reflecting responsible and ethical use. Employees may use the district's information technology system for personal use, provided personal use is limited and kept to a minimum. Personal use cannot interfere with the user's productivity or work performance, or with any other employee's productivity or work performance. Actions cannot be illegal, unethical, inappropriate, or in violation of any District policies. In addition, personal use cannot adversely affect the efficient operation of the electronic communication systems, and the IT Department has full discretion to limit a user's activities if it impacts District operations.

No Expectation of Privacy

No user should have any expectation of privacy with respect to information transmitted, received, or stored in any information technology system or equipment owned, leased, or operated in whole or in part by, or on behalf of, the district. The District has a right to monitor all aspects of their computer systems and equipment usage. Monitoring may occur at any time, without notice, and without the user's permission. All information technology systems and the data therein may be produced for public records requests or in response to litigation. Any employee who uses the District's information technology system is consenting to monitoring and searches by the District.

Information Technology Acquisition

All departments and employees must consult with IT before using, purchasing, developing, or contracting for any information technology services, goods, consulting, or support. This includes, but is not limited to, software for installation; cloud-based programs, (free or paid); AI programs; and hiring outside technology services or vendors. The IT department is solely responsible for reviewing and researching information technology requests, analyzing options, and collaborating with departments to define the solution that best meets the needs of the District.

Hardware/Software

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed and approved at the sole discretion of the District. Non-approved use of mobile devices to backup, store, and otherwise access any District-related data is prohibited. Modifications of any kind to District-owned and installed hardware or software, or installation of mobile applications, without the express approval of the District, are prohibited. This includes, but is not limited to, any reconfiguration of the mobile device. The District will support approved hardware and software but is not accountable for conflicts or problems caused using unsanctioned media, hardware, or software.

Access Control and Inspection

The District reserves the sole discretion to allow, refuse, or limit by physical and non-physical means, the ability to connect any devices to a District network or infrastructure. The District can and may establish audit trails of use without notice. Such trails will be used to track the attachment of an external device to a PC, and the resulting reports used for investigation of possible breaches or misuse. Access and/or connection to District networks may be monitored to record dates, times, duration of access, etc., to identify unusual usage patterns or other suspicious activity. This is done to identify accounts/computers/mobile devices that may have been compromised by external parties. In all cases, data protection remains the District's highest priority. Access to, and use of, District SCADA computers is strictly forbidden without prior District authorization. The District reserves the right, through policy enforcement and any other means necessary, to limit the ability to transfer data to and from specific resources on the District network.

Security

The District will manage security, network, application, and data access centrally using suitable technology. Any attempt to contravene or bypass said security will be deemed an intrusion attempt and access will be terminated. All devices and software for network and data access shall use secure data management. This includes the secure physical control of devices containing District data. In the event of a lost or stolen device, the device will be remotely wiped of all data and locked to prevent access. The District may also remove data no longer deemed appropriate at its sole discretion.

Passwords and other confidential data, as determined by the IT Department, are not to be stored unencrypted on mobile devices. All devices must be protected by a password, and all data stored on the device must be encrypted. Anti-virus software on any additional machines, such as a home PC, which access District data, must be up to date and is the sole responsibility of the user. All connections to the District network through an unmanaged network (i.e. the Internet) will be inspected by the District. Devices representing any threat to the District network or data will not be allowed to connect. Laptops, PCs, or iPads may only access the District network and data using a Secure Socket Layer (SSL) Virtual Private Network (VPN) connection.

Social Media

All employees have an obligation to the District to ensure that any public communication, including social media communications, does not negatively impact the District, its partners, customers, suppliers, etc. Only a select group of employees are authorized to publicly speak on behalf of the District. Employees are responsible for communications on professional or personal social networks and can be sued by co-workers, competitors, customers, and any individual that views a social media post as defamatory, proprietary, harassing, or libelous. All policies that regulate off-duty conduct apply to social media activity.

User Responsibilities

- Use reasonable physical security measures with all mobile devices.
- Password-protect all devices; do not leave passwords unsecured or share them.
- Install up-to-date anti-virus and anti-malware software on any non-District devices used to connect to the district's network.
- Get permission from the Information Technology department before modifying any District software or installing outside applications.
- Immediately report any unauthorized data access, data loss, and/or disclosure of District resources, databases, networks, etc.
- Immediately report any lost or stolen devices.
- Permanently erase all District-related email, data and files from devices when no longer needed and/or after required retention period.
- Be aware of the possibility of emails being used for litigation or public records.
- Delete messages received that were intended for others and inform the sender.
- Keep personal use to a minimum.
- See full list of prohibited activities including, but not limited to, purchasing, contracting, or developing any information technology goods, services, support, or consulting, streaming, chain letters/emails, and gambling.

Prohibited Activities

The following activities are illustrative of acts that are grounds for disciplinary action:

1. Accessing, transmitting, downloading, printing, or storing information with sexually explicit, pornographic, or obscene content.
2. Downloading or transmitting fraudulent, threatening, intimidating, inflammatory, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
3. Using the District's information technology systems in any manner that violates the District's discrimination or harassment policies or commitment to equal employment opportunity.
4. Using the District's information technology systems for a purpose that is found to constitute, in the District's sole and absolute discretion, a commercial use that is not for the direct benefit of the District.
5. Using the District's information technology systems in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization.
6. Using, purchasing, developing, or contracting for any information technology services, goods, consulting, or support without IT approval.
7. Transmitting, displaying, storing, or inviting receipt of messages or information which involves election campaigning, requests for charitable or political contributions, advocating one's personal religious beliefs, or any other activity which would constitute solicitation in the workplace.
8. Initiating or sustaining chain letters.
9. Speaking publicly on behalf of the District unless otherwise authorized, including social media posts, emails, responses to media requests, etc.

10. Direct and indirect use of the Internet and District electronic equipment participation in any gambling or wagering activities of any kind.
11. Posting the District logo on any employee's personal website or web page without prior written consent.
12. Using District email accounts for personal reasons, including but not limited to, social media, file-sharing (Dropbox, Box, et al) accounts, and personal electronic subscriptions or accounts, is strictly prohibited.
13. Installing personal software applications, including programs and screensavers, to any District computer without the prior authorization of District management.
14. Copying, transmitting, storing, displaying, or distributing information containing confidential, proprietary, or sensitive information for non-District purposes. This includes, but is not limited to, engineering, security & safety, human resources, or legal issues.
15. Reading, recording, copying, or listening to messages or information delivered to another employee's e-mail or voicemail without authorization.
16. Sending messages with content that conflicts with any District policies, rules, or other applicable laws.
17. Any use that would be offensive to a reasonable person.

Responsible Use of Artificial Intelligence (AI)

This IT policy outlines guidelines for the proper and responsible use of Artificial Intelligence (AI) within our organization. The objective is to ensure that AI applications are employed ethically, transparently, and in compliance with all applicable laws and regulations.

Compliance with Laws and Regulations

All AI initiatives must comply with local, national, and international laws and regulations. District use of AI must not violate any legal requirements, including but not limited to data protection, privacy, intellectual property, and anti-discrimination laws, including:

- California Automated Decision-Making Accountability Act of 2018
- California Consumer Privacy Act (CCPA)
- California Civil Code 1798.83
- California Fair Employment and Housing Act

Verification of AI-generated Results

Before any AI-generated results are made available for public consumption, they must undergo a thorough verification process. Staff with expertise in the relevant domain and, when necessary, legal counsel, must review and validate the accuracy, fairness, and ethical considerations of the AI-generated outcomes. Users are responsible for any material created with AI support.

Continuous Monitoring and Evaluation

Regular monitoring and evaluation of AI applications are essential to identify and address any emerging issues. This includes ongoing assessments of performance, accuracy, and the impact on users. Continuous improvement processes should be implemented to refine AI systems over time.

Data Security

Adequate measures must be in place to secure the collection, storage, and processing of data. Access controls, encryption, and regular security audits should be implemented to safeguard against unauthorized access or data breaches. Information entered Generative AI systems could be subject to a Public Records Act (PRA) request, may be viewable and usable by the company, and may be leaked unencrypted in a data breach. Do not submit any information to a Generative AI platform that should not be available to the public (such as confidential or personally identifiable information).

Review and Updates

This AI policy will be subject to periodic reviews to ensure its continued relevance and effectiveness. Updates will be made as needed to align with changes in technology, laws, or organizational priorities.

Compliance Review:

Violations of these policies may lead to revocation of system privileges and/or disciplinary action, up to and including termination from employment. The Chief Technology Officer will investigate potential violations of this policy and submit a report to the employee's supervisor and Human Resources.

SUPPLEMENT # 6
WORKPLACE VIOLENCE POLICY

Introduction

As part of the District's commitment to provide a safe place for employees to work, and to safeguard the public, a Workplace Violence Policy was established. The intent of this policy is to provide guidance and consistent procedures for reducing the risk of workplace violence; provide clear guidance to employees/managers/supervisors regarding the appropriate handling of threats or acts of violence; increase awareness throughout the organization for the need to safeguard employees and the public by providing a safe working environment; establish zero tolerance for acts or threats of physical violence; and establish a plan to respond to acts of threats of physical violence.

Policy

It is the District's policy not to tolerate acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the District, or which occur on District property. The prohibition against threats or acts of violence applies to all persons involved in District operations including, but not limited to, District employees, temporary employees, contract workers, and anyone else on District property. Violations of this policy, by any individual, will result in disciplinary and/or legal action as appropriate. All employees of the District are subject to this policy and are expected to read, understand, and comply fully with its provisions.

Employee Responsibilities

All employees are responsible for behaving in a respectful and professional manner toward their coworkers and others with whom they may come in contact.

Employees are responsible for reporting acts of a threatening or violent nature, directed at them or others, to their manager or supervisor. *It is imperative that employees inform the District of threats or acts of violence, as the District cannot do anything to remedy the situation if it does not know it exists.*

Definitions

Workplace: Any location where District employees perform District work, or any facility/location owned or leased by the District.

Workplace Violence: Any intentional conduct which is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for their personal safety, or the safety of family, friends, or property, such that employment conditions are altered and become hostile, abusive or intimidating for one or more District employee or others on District property.

Examples of workplace violence include, but are not limited to, the following:

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- Threats or acts of physical violence occurring on District property, regardless of the relationship between the District and the parties involved in the incident;
- Threats or acts of physical violence occurring off District property involving someone who is acting in the capacity of a representative of the District;
- Threats or acts of physical violence occurring off District property involving an employee of the District, if the threats or acts affect the business or public interests of the District;
- Threats or acts of physical violence resulting in the conviction of an employee, under any criminal code provision relating to acts of physical violence or threats which adversely affect the legitimate business or public interests of the District.

Specific examples include, but are not limited to, the following:

- Threatening physical or aggressive contact toward another individual or his/her family, friends, associates, or property;
- The intentional destruction or threat of destruction of District property;
- Harassing or threatening phone calls, text messages, e-mails, or notes;
- Surveillance, stalking, or veiled threats of physical harm, or similar intimidation.

Enforcement

Any person who engages in a violent act or threatens a violent act in the workplace may be removed from the premises as quickly as safety permits and may be required, at the District's discretion, to remain out of the workplace pending the outcome of an investigation into the incident. When threats are made or acts of violence are committed by a District employee, the District will determine what actions are appropriate, which may include evaluation by a threat assessment specialist, medical evaluation, and/or disciplinary action.

If violence or the threat of violence is imminent, all employees should exercise sound judgment and contact 9-1-1- immediately if it safe. Under this policy, decisions may need to be made to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing District policy or procedure should be interpreted in a manner that prevents implementation of such a decision.

The District has adopted a detailed Workplace Violence Prevention Plan which contains additional details and is available to employees from the Safety Department.

SUPPLEMENT # 7
TELECOMMUTE POLICY

Introduction

The District's Telecommuting Policy allows certain non-exempt employees, subject to the approval of their supervisor/manager and the General Manager, to telework from an approved alternative worksite for some or all of their daily regularly scheduled work hours while continuing to perform their job duties in an effective and timely manner.

Telecommuting is a privilege that is granted to eligible employees in job classifications that are primarily performed at a computer workstation and do not require hands-on work on infrastructure or in the field. Due to the services provided by the District to the public, some work groups or departments may not be able to participate. All employees are expected to work onsite for most of the workweek. Exempt employees may be authorized to telecommute at the discretion of the General Manager and are not subject to the same work schedule limitations below. Requests to telecommute due to a disability, will be considered by the District under the standards applied under the law, separate and apart from this policy.

The General Manager, or designee, will be responsible for monitoring and evaluating the effectiveness of the District's telecommuting program. Upon assessment, the entire program may be discontinued or modified.

Policy

This policy covers telecommuting requested by a District employee for their own benefit and provided by the District, subject to certain conditions and requirements. All existing duties, expectations, obligations, responsibilities, and conditions of employment remain unchanged. Telecommuting employees are required to abide by all District and departmental policies and procedures, rules, and regulations. Telecommuting employees' existing supervisory relationships, lines of authority and supervisory practices remain in effect. Telecommuting employees' salary and benefits remain unchanged during the telecommuting arrangement. The violation of any provision of this policy or the misuse of District time, resources or property may preclude the employee from telecommuting and/or result in disciplinary action, up to and including termination of employment.

Telecommuting schedules may be regular (fixed and recurring from pay period to pay period) and/or intermittent/occasional. Regular telecommuting schedules are limited to no more than 2 days per week on a 5-day work week and no more than 1 day per week on a 4-day work week. Regular telecommuting is not allowed on Mondays or Fridays or on the day before or after a paid holiday. Occasional telecommuting is limited to no more than 4 times per year (once per quarter), subject to the same restrictions above (allowed on Tuesdays, Wednesdays, or Thursdays of non-holiday weeks). Examples of occasional telecommuting include special project work requiring a period of uninterrupted time or to provide convenience and maximize work time on days where offsite meetings or personal appointments make travel to the regular District worksite impractical.

Eligibility Criteria

The General Manager, and/or their designee, possesses the discretionary authority to determine the job classifications, positions, and employees who are eligible to telework under this policy using criteria including, but not limited to, the following:

The District

- The operational needs of the District and employee's department;
- The disruption of or potential for disruption to the District's functions;
- The capacity to monitor and measure work performance at the alternate worksite;
- Other considerations deemed necessary and appropriate by the District, including legal implications of telecommuting.

Classification/Position

- The degree to which the job functions require face-to-face interaction with other District employees, contractors, and members of the public;
- The portability of the work, including the ability to remotely access tools, equipment, and materials necessary to perform their job functions;
- The supervisory responsibilities (if applicable);
- The risk factors associated with performing the job duties from a location other than the normal workplace at a District worksite.

Employee

- The ability to perform their job duties from an alternative worksite without diminishing the quantity or quality of the work performed;
- The job performance, as determined, in part, by the most recent performance evaluation;
- The availability of or ability to create a functional, reliable, healthy, safe, and secure alternate worksite;
- The need for supervision;
- The ability to work independently, manage time, organize and prioritize work, exercise good judgment, use leave appropriately, history of safe cybersecurity practices, and reliability and responsibility in completing work assignments.

Employees in their introductory period of employment or on a performance improvement plan are not eligible for telecommuting.

Procedures

VOLUNTARY REQUESTS

Telecommuting requests will be considered on a case-by-case basis consistent with the criteria above and other factors relevant to the employee's request.

To make a request for a telecommuting arrangement, employees must submit a telecommuting request to their supervisor or manager. In consultation with the General Manager, and/or their

designee, the employee's supervisor or manager will make a final determination regarding the employee's request to telework. The District's final decision whether to approve or terminate a telecommuting agreement is final and binding. The District reserves the right to approve or deny an employee's request to telecommute based on the above criteria, or subsequently developed criteria. The District may limit the number of telecommuting employees that reduce onsite staffing levels or require employees to rotate telecommuting assignments.

An employee who has requested and been granted the opportunity to telework, must complete a voluntary telecommuting agreement. Telecommute arrangements are subject to all terms and conditions of both the agreement and this policy. The agreement shall provide the mutual understanding of the employee, the employee's supervisor or manager, and the General Manager, or their designee, concerning the telecommuting arrangement. In the event a manager/supervisor requires a change in an employee's telecommute day, then the manager/supervisor may give another day within the pay period for the employee to telecommute.

The District reserves the right to end a telecommuting agreement at any time at the sole discretion of the General Manager or his designee.

MANDATORY TELECOMMUTING DURING EXIGENT CIRCUMSTANCES

Where an exigent circumstance exists, the District may direct any or all of its employees to remain at their homes and perform work as part of an adopted short-term telecommuting arrangement for such employees to provide for the continuity of essential District services. Exigent circumstances exist when there is an imminent threat of extreme peril to health, life, property, and resources. These circumstances may include, but are not limited to, war, public health emergencies, power failures, natural and man-made disasters, and other states of emergency. Where such an exigency exists and necessitates the adoption and implementation of a short-term mandatory telecommuting arrangement for District employees, the General Manager is expressly authorized to suspend some or all provisions of this policy and adopt and implement alternative provisions necessary to provide for the continuity of essential services. Employees will be notified when telecommuting is mandatory.

Responsibilities

Telecommuting Employees:

Telecommuting employees must adhere to the provisions set forth in this Policy and any other applicable policy including, but not limited to the following:

1. Telecommuting employees must meet the same standards of performance and professionalism expected of all District employees in terms of job responsibilities, work product, timeliness of assignments, and coordination with other employees and contact with members of the public.
2. Telecommuting employees must be physically located at their approved alternate worksite while they are working and accessible during the established telecommuting work schedule. Telecommuting employees must be available in all the following forms of

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communication including telephone, video conference, email, text, and/or network access to their supervisor/manager and other District employees while telecommuting. Telecommuting employees must check District voice mail and/or forward their Mitel desk phone number for District-related business (messages and emails on a consistent basis, as if working at their District worksite). All periods of an employee's unavailability lasting longer than 15 minutes must be approved in advance and reported on the timecard as non-work time.

3. Telecommuting employees must notify their supervisor or manager promptly when unable to perform work assignments because of equipment failure or any other unforeseen circumstances. At the supervisor or manager's discretion the employee will either return to the office or take vacation, float, or comp time for the remainder of the workday.
4. Telecommuting employees may only access the District's network via virtual desktop software, unless authorized to use VPN.
5. Telecommuting employees must have access to an alternate worksite that is quiet and free of distractions, functional, with reliable and secure power, internet and/or wireless access, healthy, safe, and secure.
6. Telecommuting employees must ensure that all official District documents are retained and maintained according to normal operating procedure.
7. Telecommuting employees must ensure dependent care or other personal responsibilities will not interfere with work responsibilities.

Supervisors & Managers

1. Set expectations for telecommuting employees.
2. Keep telecommuting employees up to date on any changes or announcements that may affect the work or the employee.
3. At their discretion, allow telecommuting employees to participate in meetings virtually on their assigned telecommuting days.
4. Track the work progress of telecommuting employees.
5. Communicate with telecommuting employees using a variety of methods.
6. Schedule regular one-on-one check-ins and be available by phone or email to the same extent as when both parties are in the office.
7. Monitor compliance of the Telecommuting Agreement and modify, as necessary.

WORK SCHEDULE, OVERTIME, LEAVE, BENEFITS

The telecommuting employee's work hours, including applicable meal and rest breaks, will be the same as their regular work hours. Non-exempt employees are required to record all hours worked at the alternate worksite and all time off (including paid leave if applicable) on their timesheet; employees must indicate on their timesheet what days/hours were telecommute. Non-exempt employees must get prior approval to work overtime.

Employees are expected to continue to abide by District policies and procedures for requests of sick, vacation and other leaves of absences. If an employee becomes ill while working under the Agreement, they must notify their supervisor or manager immediately and record on their timesheet any hours not worked due to illness and/or incapacitation.

Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Telecommuting employees must report any such work-related injuries to their supervisor or manager immediately. The District will not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the alternate worksite.

EQUIPMENT, INFORMATION SECURITY, CONFIDENTIALITY

Telecommuting employees will either receive approval to use personal computer equipment or will be provided with District-issued equipment at the discretion of the General Manager or their designee. If the District provided any equipment, telecommuting employees agree to follow the District's Policy for the use of such equipment. Telecommuting employees must report to their supervisor any loss, damage, or unauthorized access to District-owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.

The District will not be responsible for telecommuting costs, including, but not limited to: transportation associated with regular employment including commuting to District offices or other locations as required for their job, unless authorized by the Travel Policy; the employee's use of their home or place of residence, personal computer: utilities, internet, data, network costs cellular or landline telephone costs; home maintenance, workspace furniture, or any other incidental costs, unless expressly provided for in the Telecommuting Agreement. Telecommuting is permitted for the benefit of the employee and at their request. Ergonomic equipment needs will be assessed on a case-by-case basis and may be required by the District. In the event ergonomic equipment is cost-prohibitive, telecommute may be cancelled for that employee. Individual tax implications related to the telecommuting space shall be the responsibility of the employee. The District is not responsible for an employee's claim of tax deductions for operation of a telecommute office used to perform District work.

Telecommuting employees must take reasonable precautions to ensure their devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the District's network and must close or secure all connections when not conducting work for the District. Telecommuting employees must maintain adequate firewall and security protection on all such devices used to conduct District work from the alternate worksite. The District will not provide technical support for personal equipment. Telecommuting employees will exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and

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adhere to the District's records retention policies, especially as it pertains to the California Public Records Act.

Telecommuting employees must safeguard all sensitive and confidential information, both on paper and in electronic form, relating to District work they access from the alternate worksite or transport from their District worksite to the alternate worksite.

SUPPLEMENT # 8
HEALTH INFORMATION PRIVACY NOTICE

Vallecitos Water District
201 Vallecitos de Oro, San Marcos, CA 92069
760-744-0460

Denise Aviles
Human Resources and Risk Manager
Privacy Officer
760-744-0460
daviles@vwd.org

Your Information. Your Rights. Our Responsibilities.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Your Rights

You have the right to:

- Get a copy of your health and claims records
- Correct your health and claims records
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

➤ **See page 2** for more information on these rights and how to exercise them

Your Choices

You have some choices in the way that we use and share information as we:

- Answer coverage questions from your family and friends
- Provide disaster relief
- Market our services and sell your information

➤ **See page 3** for more information on these choices and how to exercise them

Our Uses and Disclosures

We may use and share your information as we:

- Help manage the health care treatment you receive
- Run our organization
- Pay for your health services
- Administer your health plan
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests and work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

➤ **See pages 3 and 4** for more information on these uses and disclosures

Your Rights

When it comes to your health information, you have certain rights.

This section explains your rights and some of our responsibilities to help you.

Get a copy of your records

- You can ask to see or get a copy of your information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your records

- You can ask us to correct your records if you think they are incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will consider all reasonable requests, and must say “yes” if you tell us you would be in danger if we do not.

Ask us to limit what we use or share

- You can ask us **not** to use or share certain information for payment or our operations.
- We are not required to agree to your request, and we may say “no” if it would affect your care.

Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health plan information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share.

If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in payment for your care
- Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we *never* share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Other uses and disclosures not described in this notice

Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Help manage the health care treatment you receive

- We can use your health information and share it with professionals who are treating you.

***Example:** A doctor sends us information about your diagnosis and treatment plan so we can arrange additional services.*

Run our organization

- We can use and disclose your information to run our organization and contact you when necessary.
- **We are not allowed to use genetic information to decide whether we will give you coverage and the price of that coverage.** This does not apply to long term care plans.

***Example:** We use health information about you to develop better services for you.*

Pay for your health services

- We can use and disclose your health information as we pay for your health services.

***Example:** We share information about you with your dental plan to coordinate payment for your dental work.*

Administer your plan

- We may disclose your health information to your health plan sponsor for plan administration.

***Example:** Your company contracts with us to provide a health plan, and we provide your company with certain statistics to explain the premiums we charge.*

How else can we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
 - Preventing disease
 - Helping with product recalls
 - Reporting adverse reactions to medications
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing a serious threat to anyone’s health or safety

Do research

- We can use or share your information for health research.

Comply with the law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

Respond to organ and tissue donation requests and work with a medical examiner or funeral director

- We can share health information about you with organ procurement organizations.
- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers’ compensation, law enforcement, and other government requests

- We can use or share health information about you:
 - For workers’ compensation claims
 - For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

State notice of privacy practices

As stated in our Health Insurance Portability and Accountability Act (HIPAA) notice, we must follow state laws that are stricter than the Federal HIPAA privacy law.

Our Responsibilities

- ~~We are required by law to maintain the privacy and security of your protected health information.~~
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, on our web site, and we will mail a copy to you.

Effective date of notice: 01/01/2015

This Notice of Privacy Practices applies to the following organization. For information regarding claims contact:

**Vallecitos Water District
Human Resources Department
201 Vallecitos de Oro
San Marcos, CA 92069
760-744-0460**

SUPPLEMENT #9
RETURN TO WORK PROGRAM

Introduction

The Vallecitos Water District recognizes its employees are a critical part of its operation, and the Return-To-Work Program (RTWP) is intended to provide temporary modified work assignments and duties, when reasonable, for employees who are partially disabled due to work-related illness or injuries.

Policy

The District will use reasonable efforts to return ill or injured employees back to work, provided this will not cause any harm to the employee, others, or District property. The RTWP provides a reasonable period for the return to full time employment and will not exceed 60 working days without approval from the General Manager. Only employees who suffer a work-related illness or injury are eligible to participate in the RTWP, and the program is **mandatory** for those employees. If an employee does not report to work (modified or regular work) when medically released, or when leave has expired, the employee may not be eligible for Temporary Total Disability (TTD) payments.

The District will comply with all applicable laws related to crediting work hours toward CalPERS service credit. Leave accruals, including any observed holidays, are prorated based on the number of hours the District directly pays an employee (including paid leave time). Compensation will be paid at the employee's normal compensation pay rate instead of the lesser temporary disability indemnity payment. The District will cooperate in scheduling time off for medical appointments. ACWA/JPIA will reimburse employees for mileage while attending doctor and physical therapy appointments in their personal vehicle. The Safety Department will coordinate the RTWP, including reviewing and updating the program to meet the needs of the District and its employees.

Works Assignment(s) and Duties

The District will consider temporary or modified assignments and duties, provided productive work benefitting the District exists. The priority will be to return the employee to the same position, if possible, based on the medical restrictions prescribed by the attending physician. The District maintains the right to assign employees in the RTWP modified duties that will not exceed their restrictions and capabilities.

All duties and assignments will be determined by the Safety Department, in conjunction with supervisor the employee will be reporting while performing temporary modified work assignments. All assignments must be approved by Human Resources before starting. The employee's work duties may be changed and frequently modified to reflect increased work capacity of the participating employee, as directed by the treating physician. In no case shall employees in the RTWP work overtime. When an employee is assigned to their same department, the employee will perform modified duties during the regular scheduled days/hours. If assigned to another department, work hours will be assigned based on the schedule and needs of the department. If a productive modified duty assignment is no longer available, the employee will revert to TTD until released to full duty or declared Permanent & Stationary (Maximum Medical Improvement-MMI).

Employee Responsibilities

- Comply with all medical restrictions imposed by the treating physician.
- Work within the physical limitations set by the physician at all times and perform only those temporary duties assigned. Immediately advise the Safety Department and/or supervisor of any difficulties performing assigned tasks.
- Attend all scheduled doctor appointments and participate in follow-up rehabilitation treatment as necessary. Sick leave may be used for all time off associated with doctor appointments, physical therapy and other items associated with the injury or illness.
- Get supervisor approval in advance of missing work for a medical appointment, making every effort to schedule medical appointments at the beginning, end, or outside of the employee's work schedule to minimize disruption.
- Have all time off approved by the supervisor of the assigned department and notify the Safety Department.
- Employees will keep the Safety Department and supervisor informed of any changes or modifications to work restrictions made by the treating physician. An employee may not leave the program unless specifically coordinated with the Safety Department and released to full duty by the treating physician.

Procedure

Medical Release with Restrictions:

- If the physician releases the employee with restrictions, the employee will contact the Human Resources Department immediately. The supervisor, Human Resources, and Safety Department will discuss with the employee the restrictions and impacts upon the employee's usual duties and essential functions.
- The Safety Department will coordinate with the supervisor to determine whether the employee's duties or assignment can be modified to meet the restrictions. If modified work duties and/or assignments can be accommodated, a *Transitional Duty/Assignment Form* will be completed and signed by the employee, supervisor, Safety Department, and Human Resources and Risk Manager.
- Upon approval, an employee whose medical restrictions can be accommodated by modified duty or work assignment will begin participating immediately in the RTWP. California requires a three-day waiting period before temporary disability or temporary partial disability benefits commence (unless hospitalized); therefore, the employee may choose to use available sick leave in lieu of reporting to the RTW Program during those first three days.
- The employee is required to report to the Safety Department at the beginning of the first day of RTWP participation. The Safety Department will provide the employee with an introduction and overview of the program. RTWP assignments and duties are temporary and may change daily depending on the needs of the District.

Medical Release to Full Duty: If the physician releases the employee to full duty with no restrictions, the employee must report this to Human Resources immediately. A signed physician's release from the primary treating physician indicating a release to full duty must be submitted to the Safety Department for review and approved by the Human Resources and Risk Manager **before** the employee returns to full duty.

SUPPLEMENT # 10
TRAVEL POLICY

Introduction

Employees may attend conferences, meetings, seminars, training, and other functions for the purpose of furthering the interests of the District. Cost for travel and associated expenses for these events will be paid or reimbursed by the District under this policy.

Policy

All travel should be prudently planned, ensuring the best interests of the public are served at the most reasonable cost. Expenses should be ordinary and necessary to conduct District business as determined jointly by the supervisor and employee. Employees are expected to abide by this policy and exercise the same economy as a practical person when traveling, bearing in mind that public funds are in use. The General Manager has the right to refuse charges or reimbursements that are not considered reasonable; in that instance, employees may be required to re-pay those charges.

Costs incurred for accommodation upgrades, non-business-related change fees, travel companions, pleasure tours, unrelated social events or side trips, and extended travel days are examples of expenses that are not allowed. Any additional costs associated with changes for personal or non-District business shall be the responsibility of the employee, including direct expenses like hotel and additional transportation costs. Employees will not be paid work hours for personal or non-District business. If travel or registration expenses are incurred by the District and not used, the attendee may be required to reimburse the District unless the reason was due to personal illness, or events that prevented a good faith effort to attend. These events could include transportation delays or cancellations, meeting cancellations or date changes, or a sudden event within the District that requires the employee's presence.

Registration

Registration fees should take advantage of early registration discounts and be paid beforehand when possible.

Transportation

Mode and route of transportation to events should be selected based on economy and practicality, as jointly determined by the supervisor and employee. Travel should occur during regular work hours/days when reasonable. In all cases, if an attendee prefers one means of transportation over another for any reason, reimbursement or advance payment will be made for the lower cost option and the attendee is responsible for paying the difference in cost. Air transportation must be coach or economy class, utilizing promotional, corporate, or other discounts. Train transportation may be used when reasonable. Mileage for travel to an airport or train station may be reimbursable. A rental car may be used if local transportation by shuttle, bus, or taxi is not reasonably available. Multiple attendees shall share the use of rental cars, taxis, and shuttles when practical. Rental car insurance is not necessary and will not be reimbursed. Parking fees necessary to travel, such as airport, hotels, or event parking, are reimbursable.

The District will reimburse for approved mileage according to the IRS established rate. All mileage will be calculated based on the roundtrip distance between the District office and the event if travel commences from the District. If travel commences from the employee's home, resulting in less mileage traveled to the event, the employee is responsible for adjusting the claimed mileage to reflect the lesser amount. District Managers receiving a vehicle allowance may not claim mileage. When multiple staff are attending and driving to the same event, a District vehicle will be utilized if available, and gasoline costs incurred will be reimbursed.

Lodging

Lodging will be paid by the District, for single occupancy, economy/standard rooms, at the group or government rate established for the conference. Employees should first attempt to stay in the lodging designated for the conference. If unavailable, employees should then search for rooms in any overflow accommodations recommended by the conference. If those rooms are also booked, the employee and supervisor will assess nearby, reasonably priced alternatives. Lodging & transportation for an overnight stay prior to the beginning or after the end of the function may be paid by the District if the function starts too early or ends too late to permit reasonable travel, as determined by the supervisor. The cost for all nonessential items charged to the lodging bill, such as telephone calls, movies, valet or laundry service, beverages, and snacks (unless consumed as a regular meal), etc., are not eligible for reimbursement. The costs of basic travel amenities, such as shampoo, toothpaste, etc., are not eligible for reimbursement.

Meals

Meal expenses for employees on overnight travel will follow the IRS regulations relating to meal reimbursements for government employees. If meals are provided at/by the conference during regular conference hours, and an employee chooses not to eat it, the District will not pay for the alternative meal. Alcoholic beverages are not eligible for reimbursement. The District will pay or reimburse reasonable costs for meals, as determined by the supervisor, including tips.

Work Hours

Travel is considered a pre-planned schedule change. In the event an employee's travel time, as arranged within the parameters above, is outside normal business hours, including on weekends or holidays, the employee is not eligible for regular or overtime pay unless required by the Fair Labor Standards Act (FLSA). Time spent at the conference or event, not including social hours or events (which employees are not required to attend), is considered work time, up to the maximum equal to the employee's normal workday. Employees are not required to spend more hours than their normal workday at an event or conference, and must receive prior approval from their supervisor to incur "overtime" at any such event.

Single Day/Non-Overnight Travel & Training

Parking and mileage to single day events may be reimbursed per the policy above. Meals are not reimbursed. Time spent traveling to and from a training is considered work time less the normal commuting time for the employee, and will be paid in accordance with the FLSA.

Travel Away from Home/Overnight Travel & Training

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it is during the employee's normal workday. The time is hours worked on regular working days during normal working hours and also during corresponding hours on nonworking days. Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not hours worked. Additionally, time spent traveling to an airport, bus or train station is considered a commute and not hours worked. Driving time is not hours worked when it is outside normal work hours and the employee has the option to take public transportation, unless the employee is required to drive other employees. Work hours will be paid in accordance with the FLSA.

Board Directors

Per Ordinance, the rules and intentions outlined in this policy also apply to Board Directors. All Board registration and travel will be approved and organized through the General Manager's office. Reimbursements will be made following procedures determined by the General Manager's office and Finance, meeting all required auditing requirements.

Procedures

Employees must obtain supervisor approval before registering or requesting budgeted travel/conference arrangements. Manager approval is required for non-budgeted events.

Travel purchases will be paid for with the department manager's CalCard per the CalCard policy. Designated card users will work with the employee to schedule travel arrangements. Non-overnight travel arrangements for employees will be coordinated with the respective department staff. Attendees may, at the time of making travel arrangements, request a travel expense advance, not to exceed three hundred (\$300) dollars to cover incidental travel costs not prepaid by the District. The attendee is responsible for reimbursing the District if the advance exceeds the total eligible expenses.

All charges or reimbursements related to travel must be accompanied by an itemized receipt. Expenses will be entered into the computerized maintenance management program (CMMS) for either reimbursement to the employee or District payment to a CalCard. Entries into CMMS must provide as much information and supporting documentation as possible, and must be submitted at the end of the trip.

SUPPLEMENT #11
TUITION REIMBURSEMENT PROGRAM

Introduction

The District encourages and financially assists employees with their education advancement to improve their job knowledge, skills, and capacities on their present job; to prepare for advancement within District employment; and to assist the District in achieving maximum use of human resources in attaining departmental goals through employee development. This program falls under IRC Section 127 “Educational Assistance Programs” which excludes reimbursements from an employee’s taxable income. This policy does not cover expenses for seminars, conferences, conventions, workshops, short courses, institutes, or other training programs.

Policy

Employees are eligible for the program once they have successfully completed twelve (12) months of employment in a regular, full-time position. The District will reimburse eligible employees for courses that are related to the employee’s work, District work the employee may reasonably perform in the future, or required for employee’s job/District work related degree or certificate. Courses must be taken on the employee’s own time at accredited colleges or universities, or approved trade or correspondence schools.

Pre-approval before enrolling in a class is required.; Employees who do not get pre-approval may not be reimbursed. Audited, repeat, or incomplete courses will not be reimbursed. A minimum final grade of “C” or 70% is required. In the case of Pass/Fail classes, the employee’s final status must be Pass. Any Veterans’ education benefits must be used first. Reimbursement is a maximum of twenty-five hundred (\$2,500) dollars per employee each fiscal year. Employees must notify their supervisor of their intent to utilize the program so departments can budget based on estimated demand. Tuition, registration fees, textbook costs, and laboratory fees are reimbursable. Expenses for parking, travel, meals, and other incidentals are not reimbursable.

Employees are expected to remain employed by the District for a minimum of one year after receiving reimbursement up to \$2,500, and two years for cumulative reimbursements that exceed \$2,500. Unless leaving because of a potential or actual layoff, employees who separate from the District prior to completing the minimum service must make payment arrangements for the full reimbursement due at separation.

Procedure

Prior to beginning a class, the employee should submit a completed Tuition Reimbursement Approval form for each class to Human Resources. For classes where a District need or impact is unclear, (Ex: non-job-related electives), Human Resources will contact the employee to discuss the need for the class and their education plan. Human Resources and the employee’s department will determine course eligibility. After the course is completed, the employee must enter their Tuition Reimbursement Request into the computerized maintenance management system (CMMS). All receipts, the Tuition Reimbursement Approval form, and proof of grade must be attached before reimbursement will be approved.

SUPPLEMENT #12
COMPUTER PURCHASE PROGRAM

Introduction

The goal of the Computer Purchase Program is to elevate the technology skills of employees by encouraging the purchase and use of computer equipment which enhances the employees' knowledge and/or job skills, enabling them to do their jobs better or prepare them for advancement within the District.

Policy

Board members and regular full-time employees who have completed their introductory period are eligible for a loan under the program. The loan can be used for an initial equipment purchase and/or to finance upgrades to their computer system through this program up to the loan limits. The computer must be compatible with District equipment and software. Equipment purchased through the loan program is limited to the employee's own use and that of household members.

A maximum of \$2,000 will be loaned at 6% simple interest for systems determined to be compatible with current VWD systems. Loan payments will be made through payroll deduction on a biweekly basis. The loan payment will be \$53.00 per pay period (\$50.00, including 6% interest) for a maximum of 40 pay periods. Only one loan is permitted per participant until the loan is repaid. Loans may be paid early without prepayment penalties. Loans are due and payable in full upon separation from District employment for any reason.

A check will be made payable to the vendor or vendors of the hardware, software, or other equipment, up to the maximum loan amount. The employee may also purchase the equipment and submit receipts for reimbursement; however, the equipment must be approved by the Information Technology (IT) Department. Approval is not guaranteed.

A written loan agreement between the District and participant is required. The loan agreement will outline the responsibilities of the participant, terms of agreement, payroll deduction arrangements, and other conditions of the program. The agreement must be signed and dated before submission of application. The participant agrees to hold the District and its employees free and harmless from any and all damages or injuries resulting from the use of items purchase through this program. The District does not assume any liability for damage or theft of equipment. District staff will not set-up or "troubleshoot" personal computer equipment.

Procedure

Relevant paperwork, obtained through the IT Department, must be completed and turned in prior to purchase or reimbursement. Employees requesting reimbursement must complete and sign the promissory Note/Authorization for Payroll Deduction.

SUPPLEMENT #13
EMPLOYEE RECOGNITION PROGRAM

Introduction

The District’s Employee Recognition Program recognizes employees in a variety of ways for their professional, personal and team contributions in the promotion of efficiency, initiative, and morale in support of the District’s Mission and Vision. The program is designed to create a culture of employee recognition; improve the working environment and employee morale; motivate employees to be successful; and acknowledge achievements. This program is separate from other District policies including merit increases and reimbursement for certification renewals and exams.

Policy

The Board of Directors sponsors an annual Employee Recognition Luncheon to present service awards and give each employee a gift as a token of appreciation. Employees who receive certifications and other individual achievements may be recognized at a regular Board meeting. Other forms of recognition are at the discretion of the District. The total cost of recognition awards per year will not exceed \$8,000 (excluding service awards). All employees are eligible to receive recognition awards unless otherwise indicated. An employee, supervisor, or manager cannot nominate a spouse, domestic partner, significant other, or family member who are also employed by the District.

Lump sum bonuses and gift cards are taxed and treated as taxable compensation as required by IRS regulations. All other awards provided for herein are considered de minimis fringe benefits and are non-taxable. None of the awards set forth herein are reportable to CalPERS and will not be included in calculating an employee’s CalPERS pension benefits.

Service Awards

Certificates presented by the Board with gift cards for every 5 years of service, as follows:

Years	Service Award
5	\$200
10	\$300
15	\$350
20	\$550
25	\$800
30	\$1,000
35	\$1,000
40	\$1,000

Individual and Team Recognition

Awards may be given to individuals or teams for various accomplishments including going above and beyond normal job duties, or significant group projects. That feedback/nomination can be submitted to Human Resources by other employees or the public. Employees will receive a Certificate of Appreciation.

Managers and supervisors can also give awards of appreciation at their discretion which can include gift cards, drinks/food items, or other nominal gifts up to \$20.00 per employee per month.

Achievement Awards

Lump sum monetary bonuses of \$100 - \$500 may be awarded by the General Manager (GM) for significant personal accomplishments, or state or local awards from external organizations (ex. Certificates beyond minimum qualifications, Employee or Supervisor of the Year). The nominating manager or supervisor will submit the request to Human Resources who will then coordinate with the General Manager's office. Once approved, Human Resources will then submit the pay change form to payroll to grant the lump sum monetary award. An employee may receive one individual achievement award per year. The GM has the sole discretion to determine if award criteria is met and the amount of the bonus up to the \$500 maximum.

Procedures

Written nominations may be submitted via email to the employee's supervisor and Human Resources. All gift card awards must be reported to payroll by supervisors or managers. Managers and supervisors submitting for reimbursement for awards must follow the Purchase Requisition process and use the appropriate work order. Lump sum bonuses will be processed through standard payroll procedures.

SUPPLEMENT #14
PERSONAL PROTECTIVE EQUIPMENT POLICY

Introduction

The District is dedicated to the safety of employees and the public. All District personal protective equipment (PPE) required for specific positions will be issued to appropriate employees. Proper maintenance of the PPE is the responsibility of the employee. Safety rules and regulations are fully contained in the District Safety Manual and Injury & Illness Prevention Plan (IIPP). Noncompliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard may result in discipline up to and including termination.

Policy

Prescription Safety Glasses

Employees who require corrective prescription glasses and work in an environment or location where eye and face hazards are present may receive a voucher or reimbursement for safety prescription eyewear up to a maximum of \$275 every 2 years. Employees must receive prior approval from the Safety department and have a current prescription from a licensed eye care practitioner, obtained within the last 12 months. Frames and lenses must meet the requirements of ANSI Z87.1; must be equipped with side shields that are permanently mounted; lenses must be polycarbonate; and lenses must be clear or transition. Non-polycarbonate lenses may be worn only when covered by goggles or a face shield.

The District will replace prescription safety eyewear that is damaged or lost due to an unpreventable accident during work, or if there has been a significant change in vision. The District will not replace prescription safety eyewear if the damage or loss was due to negligence. It is the employee's responsibility to properly care and maintain glasses.

Safety Footwear

Once in a 12-month period, employees who are required to wear safety footwear on the job may request a voucher or reimbursement of up to \$250 in a single purchase as follows:

One pair of safety boots; one pair of safety shoes; one package of socks; one water resistant spray; one mink oil; and one set of laces and inserts for each new pair of footwear. Employees cannot purchase two pairs of the same type (boot vs shoe) in their annual purchase.

In the event safety footwear is damaged or no longer provides adequate protection, an employee may be eligible for replacement footwear within the 12-month period, up to \$250 in a single purchase, as follows:

One pair of boots or shoes; one package of socks; and one set of inserts for the new footwear. The replacement footwear must be the same as the damaged footwear in need of replacing (boot vs shoe), and the inserts must be for the replacement footwear.

All footwear purchases under this policy must be purchased at a vendor previously approved by Safety; some exceptions may be made in limited circumstances.

The District will evaluate the need for other personal protective equipment when needed, and in compliance with state and Federal law.

Procedures

For footwear, employees must have a completed Annual or Replacement Footwear Voucher from the Safety department prior to purchase. To be approved for replacement purchases, the employee must bring the actual damaged footwear to their supervisor for inspection. With the supervisor's approval, a Replacement Boot Voucher must be submitted to the Safety department. After purchase, a copy of the voucher and receipt must be turned back in to the Safety department and Purchasing. Employees approved to use another vendor must submit a Purchase Request for that vendor, or themselves in the case of reimbursement.

For prescription safety glasses, employees must request a voucher from the Safety department. The voucher and receipt must be entered into the CMMS for a reimbursement to the employee.

SUPPLEMENT #15
FAMILY AND MEDICAL LEAVE POLICY

Introduction

The District provides job-protected family and medical leave for eligible employees in accordance with the Federal Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave Law (PDL). If any provision of applicable law conflicts with this policy, the law will control.

Policy

Under the FMLA/CFRA twelve weeks of unpaid job-protected leave is permitted in a 12-month period for qualifying medical and family issues. For purposes of calculating the 12-month period, the District uses a rolling 12-month period measured backward from the date an employee uses FMLA/CFRA leave, also known as a “look back” period. Leave may be taken all at once or intermittently when medically necessary or for birth, placement, or adoption of child. Employees may use sick leave (except for bonding time), vacation, floating holidays, or compensatory time, or take the leave unpaid. Human Resources will provide information on paid leave benefits provided by the State and/or the District.

Definitions

“Serious health condition” includes an injury, illness, impairment or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care; any period of incapacity: (a) requiring absence of more than three (3) calendar days from work, (b) requiring continuing treatment by a healthcare provider for a chronic or temporary serious health condition or (c) pregnancy-related disability.

“Child” is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner (CFRA only), or a person to whom the employee stands in loco parentis (under the FMLA a child 18 or older must be incapable of self-care due to mental or physical disability)

“Parent” is a biological, foster, or adoptive parent, a parent-in-law (CFRA only), a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in loco parentis to the employee as a child.

“Bonding time” is taken for a newborn, foster, or adoptive child within the first 12 months of birth or placement. Except for twice a year, bonding time is a minimum of 2 weeks.

Types of Leave

FMLA and CFRA provide up to 12 weeks of leave for the following reasons:

1. the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. the care of the employee's spouse, child, or parent with a "serious health condition";
3. (CFRA ONLY) the care of the employee's parent-in-law, grandparent, grandchild, sibling, registered domestic partner or designated person with a "serious health condition";
4. the "serious health condition" of the employee (for CFRA this does not include pregnancy, childbirth or related medical conditions which are covered by PDL);
5. (FMLA ONLY) the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, with a serious injury or illness (which may be taken for up to a total of 26 workweeks of leave during a single 12-month period in a single year looking forward); or
6. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Eligibility

To be eligible under FMLA/CFRA, employees must be employed for at least 12 months, and worked at least 1,250 hours during the 12 months preceding the start of leave. In most circumstances, leave under federal and state law will run at the same time. FMLA/CFRA will run concurrent with Worker's Compensation leave.

FMLA will run concurrently with PDL. In addition to time off under FMLA and PDL, an employee may be eligible for up to 12 weeks of bonding time under CFRA.

Employee Responsibilities

Requests for protected medical leave must be made 30 days in advance, unless the need for leave is sudden or unforeseen, in which case the request should be made as soon as is practicable. A medical certification form must be completed by the treating healthcare provider before leave will be allowed under the law; the form must state that the condition is a serious health condition as defined by the law, detail the amount of leave needed, estimated

appointments, and/or any work restrictions. The District reserves the right to not require a medical certification form if the District has been provided with other sufficient information to make a determination (i.e. worker's compensation injury). If the District has reason to doubt the validity of a certification, it has the right to request a second opinion from a different healthcare provider. If those medical opinions differ, the District may require a third provider opinion, approved jointly but paid for by the District. The opinion of the third healthcare provider will be binding. A return-to-work note is required before the employee will be permitted to work from their own serious health condition.

While on approved leave, the employee is responsible for paying their share of medical premiums, supplemental life insurance, computer loans, or any other amounts owed to the District. It is the employee's responsibility to apply for monetary benefits, such as disability insurance. Employees taking intermittent leave should make reasonable efforts to schedule appointments at a time that is least disruptive to District operations. Employees must notify Human Resources of any change in their status. Employees who misuse or abuse protected family leave may be disciplined up to and including termination.

District Responsibilities

The District must respond to leave requests within 5 business days. During leave, the District will maintain health insurance at the same level and under the same conditions as when employee was active. Upon termination of leave, and if the employee can return to work, the District will reinstate the employee to the same or equivalent position held before leave commenced (the same position for PDL). Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA/PDL period.

Questions and/or Complaints about FMLA/CFRA Leave

The FMLA/CFRA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA/CFRA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA/CFRA or involvement in any proceeding under or relating to FMLA/CFRA. If employees believe their FMLA/CFRA rights have been violated or have questions regarding FMLA/CFRA leave, they should contact Human Resources immediately. Any FMLA/CFRA complaints will be investigated, and prompt and appropriate remedial action will be taken to address and/or remedy any FMLA/CFRA violation.

Leave Associated with Pregnancy/Childbirth

Medical conditions associated with pregnancy, miscarriage or childbirth will be treated like any medical or temporary disability under the District's policies. Under the California Fair Employment and Housing Act (FEHA), if an employee is disabled by pregnancy, childbirth or related medical conditions, the employee is eligible to take a Pregnancy Disability Leave (PDL) of up to four months (17½ weeks). This time generally runs concurrently with FMLA but does not run concurrently with CFRA. Time off needed for prenatal or postnatal care, severe morning sickness, doctor-ordered bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, childbirth, recovery from childbirth, post-partum depression and loss are all covered. Under the federal Family Medical Leave Act and California Family

Rights Act, employees returning from PDL may also be eligible to request additional leave time.

Under the Pregnant Worker's Fairness Act and FEHA, if an employee is affected by pregnancy or related medical condition, the employee is also eligible for a reasonable accommodation and/or a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this reasonable accommodation and/or transfer is medically advisable. Additional unpaid leave may also be a reasonable accommodation.

Employees with pregnancy-related leaves are allowed and encouraged, but not required, to use any accrued and available paid time off. Employees' health benefits will be continued during a Pregnancy Disability Leave under California law.

RESOLUTION NO. 1678

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLECITOS WATER DISTRICT ESTABLISHING RULES, REGULATIONS AND PROCEDURES, AND OTHER CONDITIONS OF EMPLOYMENT FOR EMPLOYEES OF THE DISTRICT, REPEALING RESOLUTIONS NO. 1499, 1621, 1482, 1677, AND 1544

WHEREAS, the Board of Directors of the Vallecitos Water District (District) desires to establish Rules, Regulations and Procedures and other Conditions of Employment for Employees of the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vallecitos Water District as follows:

1. EMPLOYEE HANDBOOK. The Board of Directors does hereby adopt the rules, regulations and procedures, and other conditions of employment for employees of the District provided in the Employee Handbook attached hereto as Exhibit "A" and incorporated herein by reference.
2. FORMAL REPEAL OF CERTAIN RESOLUTIONS. The Board of Directors hereby formally repeals Resolution numbers 1499, 1621, 1482, 1677, AND 1544 as these are out-of-date and inconsistent with the terms of the new Employee Handbook.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Vallecitos Water District at a regular meeting held on the 20th day of November 2024 by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Tiffany Boyd-Hodgson, President
Board of Directors
Vallecitos Water District

ATTEST:

James Gumpel, Secretary
Board of Directors
Vallecitos Water District

DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: AMENDMENT OF THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974 BIENNIAL REVIEW AND ADOPTION

BACKGROUND:

The Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”), requires all public agencies to adopt and maintain a conflict-of-interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal assets designating positions and establishing disclosure categories.

Pursuant to Section 87306 of the Act, the District must amend its Code when necessitated by changed circumstances including the creation of new positions that must be designated, revises disclosure categories, revises the titles of existing positions and delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

DISCUSSION:

None.

FISCAL IMPACT:

None.

STRATEGIC PLAN/TACTICAL INITIATIVES:

Maintaining the Conflict-of-Interest Code falls within the established organizational values of integrity, which is the honest and ethical policies, communication, and actions without bias.

RECOMMENDATION:

Staff recommends the Board adopt the amended Conflict of Interest Code and adopt Resolution 1679, Resolution Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974.

ATTACHMENT(S):

Redlined version of the proposed amended Code, Legislative Version of Proposed Amended Conflict of Interest Code

**CONFLICT OF INTEREST CODE
OF THE
VALLECITOS WATER DISTRICT**

CONFLICT OF INTEREST CODE OF THE VALLECITOS WATER DISTRICT (Amended November 20, 2024)

1. Standard Code of FPPC

The Political Reform Act of 1974 (Gov. Code, § 81000, et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation 2 Cal. Code of Regs, Section 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference as a district's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

2. Adoption of Standard Code of FPPC

Therefore, the terms of 2 Cal. Code of Regs. Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation (attached) and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Vallecitos Water District (the “District”)**. This code shall take effect when approved by the San Diego County Board of Supervisors and shall thereupon supersede all prior codes adopted by the Vallecitos Water District.

3. Filing of Statements of Economic Interests

All officials and designated positions required to submit a statement of economic interests shall file their statements with the General Manager as the District's Filing Officer. The Filing Officer shall make and retain a copy of all statements filed by the General Manager and Members of the Board of Directors, and forward the originals of such statements to the Clerk of the Board of Supervisors. The Filing Officer shall retain the original statements of all other officials and designated positions and will make this Code and all retained statements available for public inspection and reproduction during regular business hours (Gov. Code § 81008).

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
VALLECITOS WATER DISTRICT
(Amended November 20, 2024)

PART “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments as defined by 2 Cal. Code of Regs. §18700.3(b), are NOT subject to the District’s Conflict of Interest Code but must file disclosure statements under Government Code section 87200 et seq.[Regs., §18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

- Members of the Board of Directors
- General Manager
- Assistant General Manager
- Treasurer/Director of Administrative Services
- Financial Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Human Resources and Risk Manager	5, 6
Asset Management Supervisor	5
Assistant Operations and Maintenance Manager	4
Capital Facilities Assistant Engineer	5
Capital Facilities Engineer	2, 3, 5
Capital Facilities Senior Engineer	2, 3, 5
Chief Financial Officer	1, 2
Chief Technology Officer	5
Computerized Maintenance Management System Planner (CMMS Planner)	5
Construction Inspection Supervisor	2, 3, 5
Construction Inspector II	2, 3, 5
Construction Supervisor	2, 3, 5
Development Services Senior Engineer	2, 3, 5
District Engineer	2, 3, 5
Engineering Technician III	2, 3, 5
Finance Supervisor	5
General Counsel	1, 2
Human Resource Analyst	5
Maintenance Services Supervisor	5
Mechanical/Electrical Supervisor	5

Operations & Maintenance Contract Coordinator	4
Operations & Maintenance Manager	4
Principal Financial Analyst	5
Public Information Conservation Supervisor	5
Senior Purchasing Specialist	4
Wastewater Collection Systems Supervisor	5
Wastewater Treatment Plant Supervisor	5
Water System Supervisor	5

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.³ “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All Investments and business positions in, and sources of income from business entities, including gifts, loans and travel payments, that provide services, products, supplies, materials, machinery, vehicles or equipment of the type purchased or leased by the District.

Category 5: All investments and business positions in, and sources of income from business entities, including gifts, loans and travel payments, that provide services, products, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the agency in the past 2 years, or have a claim pending before the District.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

**CONFLICT OF INTEREST CODE
OF THE
VALLECITOS WATER DISTRICT**

CONFLICT OF INTEREST CODE OF THE VALLECITOS WATER DISTRICT (Amended November 20, 2024)

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2. Adoption of Standard Code of FPPC

Therefore, the terms of 2 Cal. Code of Regs. Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation (attached) and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Vallecitos Water District (the “District”)**. This code shall take effect when approved by the San Diego County Board of Supervisors and shall thereupon supersede all prior codes adopted by the Vallecitos Water District.

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All officials and designated positions required to submit a statement of economic interests shall file their statements with the General Manager as the District's Filing Officer. The Filing Officer shall make and retain a copy of all statements filed by the General Manager and Members of the Board of Directors, and forward the originals of such statements to the Clerk of the Board of Supervisors. The Filing Officer shall retain the original statements of all other officials and designated positions and will make this Code and all retained statements available for public inspection and reproduction during regular business hours (Gov. Code § 81008).

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PART “A”

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DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Asset Management Supervisor	5
Assistant Operations and Maintenance Manager	4
Capital Facilities Assistant Engineer	5
Capital Facilities Engineer	2, 3, 5
Capital Facilities Senior Engineer	2, 3, 5
Chief Financial Officer	1, 2
Chief Technology Officer	5
Computerized Maintenance Management System Planner (CMMS Planner)	5
Construction Inspection Supervisor	2, 3, 5
Construction Inspector II	2, 3, 5
Construction Supervisor	2, 3, 5
Development Services Senior Engineer	2, 3, 5
District Engineer	2, 3, 5
Engineering Technician III	2, 3, 5
Finance Supervisor	5
General Counsel	1, 2
Human Resource Analyst	5
Human Resources and Risk Manager	5, 6
Maintenance Services Supervisor	5
Mechanical/Electrical Supervisor	5

Operations & Maintenance Contract Coordinator	4
Operations & Maintenance Manager	4
Principal Financial Analyst	5
Public Information Conservation Supervisor	5
Senior Purchasing Specialist	4
Wastewater Collection Systems Supervisor	5
Wastewater Treatment Plant Supervisor	5
Water System Supervisor	5

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.³ “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in, and sources of income from business entities, including gifts, loans and travel payments, that provide services, products, supplies, materials, machinery, vehicles or equipment of the type purchased or leased by the District.

Category 5: All investments and business positions in, and sources of income from business entities, including gifts, loans and travel payments, that provide services, products, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the agency in the past 2 years, or have a claim pending before the District.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

RESOLUTION NO. 1679

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VALLECITOS WATER DISTRICT ADOPTING AN
AMENDED CONFLICT OF INTEREST CODE PURSUANT
TO THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Vallecitos Water District (the “District”) and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the “Code”) which was adopted on September 21, 2022, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on November 20, 2024, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vallecitos Water District, that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Assistant and available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Vallecitos Water District at a regular meeting held on the 20th day of November 2024, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Tiffany Boyd-Hodgson, President
Board of Directors
Vallecitos Water District

ATTEST:

James Gumpel, Secretary
Board of Directors
Vallecitos Water District

DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: PREPAYMENT OF SDCWA FIXED CHARGES FOR CALENDAR YEAR 2025

BACKGROUND:

On June 27, 2024, the San Diego County Water Authority (Water Authority) authorized their General Manager “to implement the Water Authority’s one-time prepayment of future fixed charges pilot program.” The prepayment option allows member agencies to prepay 12 months of fixed charges for calendar year 2025 by January 3, 2025, in exchange for a 4% discount of such charges.

DISCUSSION:

Vallecitos’ fixed charges payable to the Water Authority include charges for:

- Customer Service
- Storage
- Supply Reliability
- Capacity Reservation
- Readiness-to-Serve
- Infrastructure Access Charges
- Transportation (new for CY 2025)

The full annual cost of the above fixed charges amounts to \$7,864,692 for **calendar** year 2025. Staff has analyzed the net impact on District reserves of prepaying the full calendar year with the 4% discount (\$7,550,104 upfront with an initial savings of \$314,588) versus paying in 12 equal monthly payments of \$655,391, while earning interest by not prepaying.

The net savings amount is dependent on what the District would earn by investing that upfront money versus paying the discounted amount in advance. Below is a table that shows a range of savings based on the rate of return the District could achieve with interest rates ranging from 4.0% to 4.75% (each 0.25% changes the savings amount by approximately \$12,000)

POTENTIAL SAVINGS FOR UPFRONT PAYMENT OF SDCWA FIXED CHARGES

Districts Internal Rate of Return:	@ 4.75%	@4.5 %	@ 4.0%
Present Value cost if paid monthly:	\$ 7,635,795	\$ 7,647,620	\$ 7,671,337
Present Value cost if paid upfront:	\$ 7,550,104	\$ 7,550,104	\$ 7,550,104
Net Savings to the District:	\$ 85,691	\$ 97,516	\$ 121,233

FISCAL IMPACT:

Prepaying the fixed charges (\$7,550,104) at a 4% discount to the Water Authority will save the District between \$85,000 and \$121,000 for Calendar Year 2025 depending on the internal rate of interest the District could earn during the calendar year. Please note that this is a one-time savings.

STRATEGIC PLAN/TACTICAL INITIATIVES:

Saving District resources incorporates Strategy 4.1 – Fiscal Management of the District's Strategic Plan. Finding ways to save on costs, especially the cost of imported water, helps to minimize future rate increases.

RECOMMENDATION:

Staff recommends that the Board authorize the General Manager to execute the contract with the San Diego Water Authority allowing the prepayment of \$7,550,104 for total fixed charges due during Calendar Year 2025, with payment occurring on or before January 3, 2025

ATTACHMENTS:

Agreement for Pre-Payment of Member Agency's Fixed Charges

AGREEMENT FOR PRE-PAYMENT OF MEMBER AGENCY'S FIXED CHARGES

This Agreement for Pre-Payment of Member Agency's Fixed Charges ("Agreement") is made between the San Diego County Water Authority ("Authority") and Vallecitos Water District ("Member Agency"). Authority and Member Agency may be referred to herein individually as "Party" or collectively as the "Parties."

RECITALS

A. The Authority is providing a one-time incentive for Member Agencies to pre-pay their full annual fixed charges (Customer Service, Storage, Transportation [fixed portion only], Supply Reliability, Infrastructure Access, Metropolitan Water District (MWD) Readiness-to-Serve, and MWD Capacity Charges) (collectively, the "Total Fixed Charges").

B. In consideration for pre-payment of the Total Fixed Charges, the Water Authority will agree to apply a percentage discount to the Total Fixed Charges.

C. A 4 percent discount will be applied for pre-payments timely received for Calendar Year 2025. The 4 percent discount is based on projected investment returns on pre-payment amounts from the time of receipt through the expiration of the pre-payment period.

D. The amount of Total Fixed Charges is an estimation only and subject to change via future Authority Board action(s). If during the pre-payment period, the Total Fixed Charges are increased, the Member Agency agrees to pay the differential on monthly invoices. No discount will be applied for such increases. If Total Fixed Charges are reduced during the pre-payment period, the monthly differential will be provided to Member Agency as a credit and applied to future Member Agency invoices.

E. The Member Agency will continue to be billed monthly with the pre-payment amounts shown as a credit against the Member Agency's Total Fixed Charges only. The Member Agency will continue to be billed monthly for the volumetric rates of Water Supply, Treatment, and Transportation, and will be expected to pay by the scheduled due date. The pre-payment amounts will not be applied to the volumetric rates.

F. To be eligible for the 4 percent discount for Calendar Year 2025, the Member Agency must sign and return this Agreement to the Authority before 5:00 P.M. (PST) on December 17, 2024, and deliver the full pre-payment to the Authority before 5:00 P.M. (PST) on January 3, 2025.

OBLIGATORY PROVISIONS

1. Total Fixed Charges. The Member Agency's Total Fixed Charges (as defined herein) amount for the period of January 1, 2025 through December 31, 2025 is \$7,864,692.00.

2. Discount. In consideration for pre-payment of the Total Fixed Charges, the Water Authority agrees to apply a discount of 4% or \$314,588.00 to the Member Agency's Total Fixed Charges.

3. Pre-payment. After application of the discount, the Member Agency agrees to pay a total amount of \$7,550,104.00 as a pre-payment of its Total Fixed Charges ("Pre-payment") by 5:00 p.m. (PST) on January 3, 2025 ("Due Date").

4. Failure to Comply with Pre-payment Requirements. If the Member Agency fails to timely make the full Pre-payment by the Due Date, the Member Agency acknowledges and agrees that the Authority will not apply the percentage discount identified in Section 2. Any funds received by the Authority pursuant to this Agreement that do not comply with the terms of this Agreement will be used as a credit against the Member Agency's Total Fixed Charges.

5. Rate Reconciliation. If the Authority Board increases the Total Fixed Charges before or during Member Agency's Pre-payment period, the Authority will bill such increased amounts on future monthly invoices and Member Agency agrees to pay those increased amounts. If the Authority Board decreases the Total Fixed Charges amount during Member Agency's Pre-payment period, the Authority will credit such amounts on future monthly invoices.

6. Return-on-Investment Reconciliation. If either Party believes there is a material deviation between the discount applied to the Total Fixed Charges and the return on investment received on the Pre-payment amount, that Party may request a return-on-investment reconciliation. Such request may be submitted no earlier than 6 months after the pre-payment period expiration date. After receipt of such notice, the parties agree to meet and confer to attempt to resolve any discrepancies between the discount applied and the return on investment received. If such meet and confer process does not resolve the dispute, the Parties agree to proceed with the dispute resolution procedures identified in Section 9.

7. Covenant Not to Sue. The Member Agency shall not commence or institute any legal actions, including litigation or any other legal proceedings of any kind whatsoever, in law or equity, or assert any claim, demand, action or cause of action against the Authority concerning this Agreement.

8. Cooperation in Defense. If any legal actions, including litigation or any other legal proceedings of any kind whatsoever, related to this Agreement are commenced or instituted by a third-party against a party or parties to this Agreement, the parties agree to cooperate in the defense of such legal action.

9. Dispute Resolution. If a dispute arises out of, or relates to this Agreement, and the dispute cannot be settled by means of informal meet-and-confer, the Parties agree to first try to settle the dispute using non-binding mediation. The costs and expenses of such non-binding mediation shall be paid by the Party incurring the costs or expenses, except for the cost of the mediator which shall be paid equally by the Parties.

If the parties are unable to resolve the dispute by means of non-binding mediation, either party may commence binding arbitration in accordance with the provisions of mutually acceptable arbitration rules/procedures. The parties shall attempt to jointly agree on an arbitrator and arbitration rules/procedures for the dispute. If the parties cannot agree on an

arbitrator and arbitration rules/procedures, each party shall select a representative. The representatives shall then jointly choose a neutral arbitrator and arbitration rules/procedures.

10. Notices. Any notice or instrument required to be given or delivered by law or this Agreement shall be effective upon receipt thereof and shall be made by personal delivery, mail, or electronic mail as follows:

San Diego County Water Authority
4677 Overland Avenue
San Diego, CA 92123-1233

Attn: Lisa Marie Harris, C.F.O.

Vallecitos Water District
201 Vallecitos De Oro
San Marcos, CA 92069

Attn:

11. Severability. In the event that any one or more phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder.

12. No Waiver. No party may rely on the words or conduct of any other party as being a waiver of any right, power or remedy arising under or in connection with this Agreement unless the other party expressly grants a waiver of the right, power or remedy. Any waiver must be in writing, signed by the party granting the waiver and is only effective to the extent set out in that waiver.

13. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a written agreement signed by each of the parties hereto.

14. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which together shall constitute one and the same Agreement.

15. Termination. This Agreement becomes effective upon the Effective Date and will remain effective until 12 months after the Pre-payment period expiration date, unless otherwise terminated.

IN WITNESS WHEREOF, the parties have executed this contract on the following date.

DATED: _____, 20__ (“Effective Date”)

San Diego County Water Authority

Member Agency:

By: _____

By: _____

Approved as to form:
San Diego County Water Authority

By: _____

DATE: NOVEMBER 20, 2024
TO: BOARD OF DIRECTORS
SUBJECT: 2025 WATER RATES UPDATE

BACKGROUND:

In 2022, the District retained Raftelis to prepare a Cost-of-Service Study (COSS) and update water rates by incorporating revenue requirements from the District’s budget. Raftelis completed their analysis and prepared a 5-year Water Cost of Service Rate Study which included pass-through increases. The analysis was conducted in accordance with state law, industry standards, and the State Water Resource Control Board (SWRCB) Revenue Program Guidelines

On September 22, 2022, a Public Hearing was held accordance with Proposition 218 (Prop 218) requirements. The Board approved water rate changes based on recommendations from the COSS to be effective on October 1, 2022, as well as the framework for additional increases to be effective January 1 of 2023, 2024, 2025 and 2026. The framework included pass-through increases from the San Diego County Water Authority (SDCWA) for the five-year period with an annual cap of 6.5% as well as increases in District’s portion of fixed and commodity charges adjusted annually, based on the budget.

On October 30, 2024, staff presented to the draft recommended rates for CY 2025 which include pass-through increases from the SDCWA. On November 20, 2024, the Board will be presented with rates for 2025 to be effective January 1, 2025.

DISCUSSION:

SDCWAs increases for CY 2024 (including Desal water and transfer agreements with Olivenhain MWD) are as follows:

- Fixed charge increase: 29.9 %
- Commodity increase: 8.7 %
- Overall Net increase: 12.2 % (Limited to 6.5% as approved by the Board)

The above pass-through rates result in an increase of \$6.80 (6.5%) for the average Single-Family Residence (SFR) with a 5/8” meter using 13 units of water per month as detailed in the table below. The actual increase would have been \$13.36 per month (12.8%) if not for the 6.5% pass-through limit on SDCWA pass-through increases set by the Board.

Avg SFR 5/8" meter; 13 units/month			
	<u>VWD</u>	<u>SDCWA</u>	<u>TOTAL</u>
Current H ₂ O Rates (2024)	\$ 23.99	\$ 80.70	\$ 104.69
Proposed H ₂ O Rates (2025)	25.50	85.99	\$ 111.49
\$ Increase			\$ 6.80
% Increase			6.5%

Commodity Rates: The current and proposed commodity rates for CY 2025 are as follows:

2024 WATER COMMODITY RATES			
	Tier 1	Tier 2	Tier 3
Current Rates	\$ 4.35	\$ 5.55	\$ 9.43

2025 WATER COMMODITY RATES			
	Tier 1	Tier 2	Tier 3
SDCWA Pass-Through	\$ 5.36	\$ 5.36	\$ 5.36
VWD Internal Costs	0.12	0.81	4.58
Discretionary Offsets	(0.77)	(0.24)	0.00
Proposed Rates	\$ 4.71	\$ 5.93	\$ 9.94

Ready-to-Serve (RTS) Rates: The current and proposed commodity rates for CY 2025 are as follows:

WVD and SDCWA Ready-to-Serve (RTS) Rates - Fixed Charges

2024 RTS RATES	5/8"	3/4"	1"	1 1/2"	2"	3"	4"	6"	10"	⁽¹⁾ Multi-Dwelling	⁽²⁾ Fire - line
Current RTS Rates	\$39.74	\$39.74	\$58.00	\$149.17	\$240.39	\$368.04	\$550.42	\$1,097.57	\$2,556.65	\$10.81	\$8.70

2025 RTS RATES	5/8"	3/4"	1"	1 1/2"	2"	3"	4"	6"	10"	⁽¹⁾ Multi-Dwelling	⁽²⁾ Fire - line
SDCWA (Pass-through)	\$11.76	\$11.76	\$17.66	\$47.04	\$76.46	\$117.60	\$176.40	\$352.80	\$823.20		
SDCWA (IAC Pass-through)	4.55	4.55	6.84	18.20	29.59	45.50	68.25	136.50	318.50		
VWD Meter and Billing	25.41	25.41	36.42	91.45	146.49	223.53	333.60	663.80	1,544.35		
Proposed RTS Rates	\$41.72	\$41.72	\$60.92	\$156.69	\$252.54	\$386.63	\$578.25	\$1,153.10	\$2,686.05	\$11.24	\$9.04

⁽¹⁾ Charge for each Additional Dwelling Unit

⁽²⁾ Charge per Diameter Inch

FISCAL IMPACT:

A delay in implementing new rates would affect District reserves by an average of \$251,000 per month, in addition to the \$3.1M the District is currently subsidizing through reserves.

STRATEGIC PLAN/TACTICAL INITIATIVES:

Adjusting water rates falls within Strategy 4.3 – Customer Rates and Charges under the District’s Strategic Plan. Setting rates that recover the Districts revenue requirements is imperative for prudent financial planning. This supports the operation and maintenance of the District to ensure reliable service and sustainability.

RECOMMENDATION:

Staff recommends that the Board adopt the proposed water rates with an effective date of January 1, 2025, for bills mailed out after January 31, 2025

ATTACHMENTS:

None

DATE: November 6, 2024
TO: BOARD OF DIRECTORS
SUBJECT: Discussion on Fluoride in Drinking Water

BACKGROUND:

At the November 6, 2024, Board Meeting, Director Groset requested a future agenda item to discuss providing a recommendation to the Districts San Diego County Water Authority representative regarding removing fluoride in drinking water. The agenda item addition was seconded by Director Hernandez. Recent litigation results have directed the EPA to conduct further studies regarding fluoridation. Currently adding fluoride to the drinking water supply remains a Federal and State requirement for agencies which have over 10,000 connections.

DISCUSSION:

NA

FISCAL IMPACT:

NA

STRATEGIC PLAN / TACTICAL INITIATIVES

NA

RECOMMENDATION:

For Board consideration.

ATTACHMENT(S):