

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, AUGUST 21, 2019, AT 5:00 P.M.
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT MARTIN

PLEDGE OF ALLEGIANCE

ROLL CALL

In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. An emergency is defined as a work stoppage; a crippling disaster; or other activity which severely imperils public health, safety, or both. Also, items which arise after the posting of the Agenda may be added by a two-thirds vote of the Board of Directors.

ADOPT AGENDA FOR THE REGULAR MEETING OF AUGUST 21, 2019

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 Executive Secretary 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.

NOTICE TO THE PUBLIC

All matters listed under the Consent Calendar will be voted upon 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.

PRESENTATION

Chris Robbins, Public Information/Conservation Supervisor, will present a series of videos developed by the San Elijo Joint Powers Authority and customized for the Vallecitos Water District.

CONSENT CALENDAR

1.1 APPROVAL OF MINUTES (pp. 5-6)

A. CLOSED SESSION BOARD MEETING – AUGUST 7, 2019

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes

- 1.2 WARRANT LIST THROUGH AUGUST 21, 2019 – \$1,147,729.21 (pp. 7-10)

Recommendation: Approve Warrant List

- 1.3 FINANCIAL REPORTS (pp. 11-31)

- A. WATER METER COUNT – JULY 31, 2019
- B. WATER PRODUCTION/SALES REPORT – 2019/2020
- C. PER CAPITA WATER CONSUMPTION – JULY 31, 2019
- D. WATER REVENUE AND EXPENSE REPORT – JULY 31, 2019
- E. SEWER REVENUE AND EXPENSE REPORT – JULY 31, 2019
- F. RESERVE FUNDS ACTIVITY – JUNE 30, 2019 (REVISED)
- G. RESERVE FUNDS ACTIVITY – JULY 31, 2019
- H. INVESTMENT REPORT – JULY 31, 2019

- 1.4 SEWER SYSTEM MANAGEMENT PLAN (SSMP) UPDATE (pp. 32-149)

The District currently operates the sewer collection and conveyance system in accordance with the General Waste Discharge Requirement.

Recommendation: Adopt Updated Sewer System Management Plan

- 1.5 AUTHORIZATION TO EXECUTE A PURCHASE AGREEMENT FOR MICROSOFT ENTERPRISE LICENSING (pp. 150)

The District's Microsoft Enterprise Agreement expires on September 30, 2019.

Recommendation: Authorize General Manager to 1) execute a purchase agreement with CDW-G Inc. for the Microsoft Enterprise Agreement renewal; 2) execute a renewal of the enterprise licensing agreement with Microsoft

- 1.6 FINAL ACCEPTANCE OF WATER IMPROVEMENTS FOR RANCHO CORONADO MU-4 SITE SUNSTONE DRIVE – APN(S) 222-170-36, 222-170-37, & 222-190-17 (BROOKFIELD HOMES – RANCHO CORONADO, LLC) (pp. 151-153)

Brookfield Homes – Rancho Coronado LLC, owner of the project, has completed installation of water facilities for their residential subdivision.

Recommendation: Accept project improvements and approve the filing of a Notice of Completion for Rancho Coronado MU-4 Site Sunstone Drive

- 1.7 REQUEST FOR WATER AND SEWER ANNEXATION FOR CERTAIN PROPERTY DESIGNATED AS "JOHN DE MARIA WATER AND SEWER ANNEXATION" APN 219-062-27 INTO VALLECITOS WATER AND SEWER IMPROVEMENT DISTRICT "A" (pp. 154-157)

John De Maria, property owner, is requesting annexation into the District's water and sewer service area.

Recommendation: Staff recommends approval of the water and sewer annexation of APN 219-062-27 into the Water Service Boundary and Sewer Improvement District with conditions.

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

ACTION ITEMS

- 2.1 THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) COMMITTEE APPOINTMENT NOMINATIONS FOR THE 2020-2021 TERM (pp. 158-162)

ACWA is requesting committee nominations from ACWA members for the 2020-2021 term.

Recommendation: Request Board direction

- 2.2 ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 10 ELECTION FOR THE 2020-2021 TERM (pp. 163-164)

The Association of California Water Agencies Region 10 has distributed a ballot which includes the Region 10 Nominating Committee's recommended slate as well as individual candidates running for the Region 10 Board.

Recommendation: Request Board direction

- 2.3 CALL FOR NOMINATIONS TO THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) SPECIAL DISTRICTS ADVISORY COMMITTEE (pp. 165-168)

Nominations are being solicited for eight special district members to serve on the LAFCO Special Districts Advisory Committee.

Recommendation: Request Board direction

- 2.4 ORDINANCE NO. 210, BUSINESS OF THE BOARD (PP. 169-178)

Add the Southern California Water Coalition to the list of approved memberships.

Recommendation: Approve Ordinance

*******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
 - *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 MEETINGS

*******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 Secretary at 760.744.0460 ext. 264 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, Diane Posvar, Executive Secretary 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., Thursday, August 15, 2019.

Diane Posvar

MINUTES OF A CLOSED SESSION MEETING
OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, AUGUST 7, 2019, AT 4:00 PM AT THE DISTRICT OFFICE,
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

President Martin called the Closed Session meeting to order at the hour of 4:00 p.m.

Director Sannella led the pledge of allegiance.

Present: Director Elitharp
Director Evans
Director Hernandez
Director Sannella
Director Martin

Staff Present: General Manager Pruim
Legal Counsel Gilpin
Principal Engineer Gumpel
Accounting Supervisor Owen
Executive Secretary Posvar

Others Present: Lutfi Kharuf, Associate, Best Best & Krieger

ADOPT AGENDA FOR THE CLOSED SESSION MEETING OF AUGUST 7, 2019

19-08-01 MOTION WAS MADE by Director Hernandez, seconded by Director Sannella, and carried unanimously, to adopt the agenda for the Closed Session Meeting of August 7, 2019.

PUBLIC COMMENT

None.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
One (1) potential case.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One (1) potential case.

19-08-02 MOTION WAS MADE by Director Hernandez, seconded by Director Sannella, and carried unanimously, to move into Closed Session pursuant to Government Code Section 54956.9.

During Closed Session, the Board agreed to continue discussion of anticipated litigation until after today's regular Board meeting.

The Closed Session meeting was stayed until the completion of the open session.

The Closed Session meeting reconvened at 7:14 p.m.

REPORT AFTER CLOSED SESSION

The Board reconvened to Open Session at 7:40 p.m. There was no reportable action from the Closed Session Meeting.

ADJOURNMENT

There being no further business to discuss, President Martin adjourned the Closed Session Meeting of the Board of Directors at the hour of 7:41 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, August 21, 2019 at 5:00 p.m. at the District office, 201 21Vallecitos de Oro, San Marcos, California.

Hal J. Martin, President
Board of Directors
Vallecitos Water District

ATTEST:

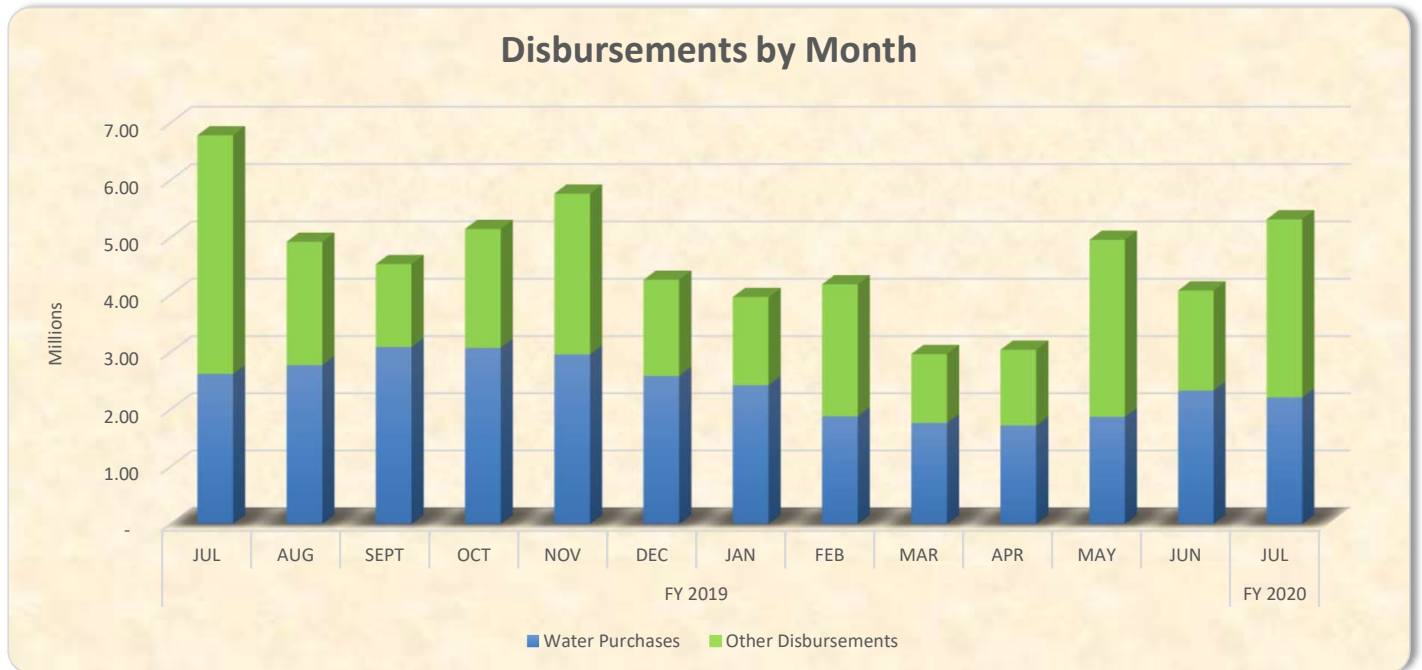
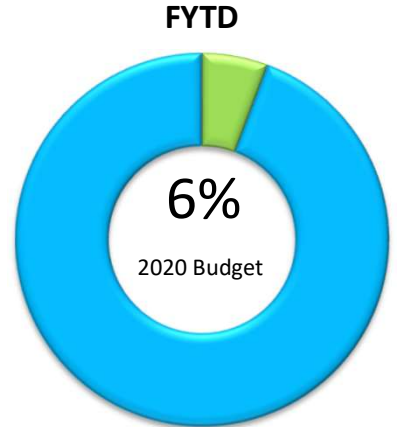
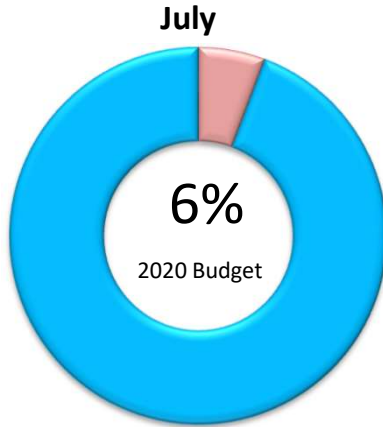
Glenn Pruiam, Secretary
Board of Directors
Vallecitos Water District

**VALLECITOS WATER DISTRICT
DISBURSEMENTS SUMMARY
July 31, 2019**

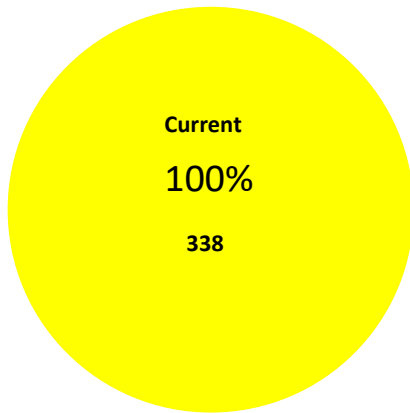
Summary

■ July Disbursements	\$ 5,317,935 *
■ YTD Disbursements	\$ 5,317,935 *
■ FY2020 Budget	\$ 92,718,000

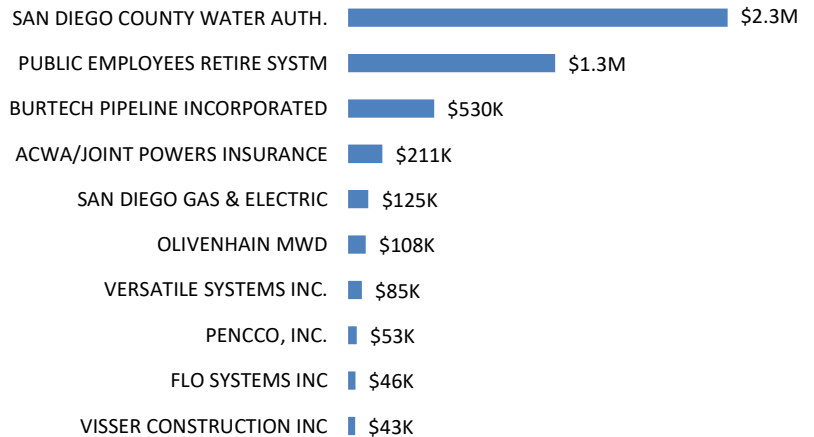
* Excludes Debt Service



Invoices Processed



Top 10 Vendors - FYTD



VALLECITOS WATER DISTRICT
WARRANTS LIST
8/21/2019

PAYEE	DESCRIPTION	CHECK#	AMOUNT
CHECKS			
ACWA/Joint Powers Insurance	Worker's Compensation Quarter Ending 6-30-19	116956	40,516.09
ACWA/Joint Powers Insurance	Silica Exposure Testing	116957	5,000.00
Alexandra Ghilarducci	Closed Account Refund	116958	71.43
All Star Signs, Inc	Name Plate Signs - 7	116959	98.05
Andrea & John Beggs	Closed Account Refund	116960	287.78
Anjelica Ulloa	Closed Account Refund	116961	88.30
Blue Cross of California	Employee Assistance Program FY 19-20	116962	30,310.92
AT&T	SCADA Phone Svc - Jul	116963	341.81
AT&T	Phone Svc - Jun	116964	21.15
Barbara A Teasley	Closed Account Refund	116965	202.04
Bentley Systems Inc	Water/Sewer GEMS Subscription FY 19-20	116966	15,672.00
Boot Barn	Safety Boots	116967	388.08
Brizo, Inc.	Security Access - IT Storage Room	116968	1,916.37
Brookfield Residential	Closed Account Refund	116969	58.00
Cameron Hogge	Closed Account Refund	116970	42.30
Cameron McNeer	Closed Account Refund	116971	76.03
Carmen Juerinoni-Montoya	Closed Account Refund	116972	150.00
Catalina Hayden	Closed Account Refund	116973	49.13
Christian Wheeler Engineering	Geotechnical Svcs - Jun	116974	2,050.00
County of San Diego	Facility Permit - 3896 El Paso Alto	116975	100.00
Craig Elitharp	COWU Meeting 7-16-19, Southern California Water Coalition 7-17-19	116976	50.65
CWEA	Mechanical Cert Renewal - D Toth	116977	94.00
CWEA	Membership Renewal - I Murguia	116978	188.00
Dawn & Ken Tompson	Closed Account Refund	116979	57.22
Deanna B Lengua	Closed Account Refund	116980	89.48
Elizabeth & David Licosati	Closed Account Refund	116981	64.35
Fleet Pride	Fleet Supplies	116982	251.19
G & R Auto & Truck Repair Inc	Vactor Veh 240 - Air Leak Repair	116983	1,050.78
Gabriel Mauricio or James Owen	Closed Account Refund	116984	82.16
Gabriela Gonzales	Closed Account Refund	116985	41.69
Gina Edgar	Closed Account Refund	116986	135.11
Halston Rowe	Closed Account Refund	116987	17.99
James R Hernandez	Southern California Water Coalition 7-19-19, ACWA Meeting 7-30-19	116988	64.61
Imperial Sprinkler Supply	Hardware Supplies	116989	339.59
Infosend Inc	Processing, Postage, Door Hangers, Printing - Jul	116990	7,342.20
International Public	Membership Renewal - B Anderson	116991	109.00
Jackson & Calli Joseth	Closed Account Refund	116992	54.08
JCI Jones Chemicals Inc	Chlorine	116993	4,086.42
Kaman Industrial Technologies	Shipping Fees	116994	4,175.59
Lloyd Klein	Closed Account Refund	116995	54.91
LNN Custom Apparel	Paisley Bandanas w/logo - Conservation Dept Prj 20201-40	116996	1,117.59
Lusardi Construction	Closed Account Refund	116997	706.71
Magnum Property Investments LLC	Closed Account Refund	116998	45.08
Hal Martin	Southern California Water Coalition 7-19-19, COWU Meeting 7-29-19	116999	42.65
Michael & Wendy Feroli	Closed Account Refund	117000	32.92
Municipal Information Technology Association	Membership Renewal - M Labarrere	117001	130.00
Mitchell Test & Safety Inc.	Power Pad Analyzer - Provides Power Quality Analysis	117002	5,113.01
Nora Dewey	Closed Account Refund	117003	48.78
Ostari Inc	Cylance Protect Antivirus Renewal FY 19-20	117004	1,589.50
Patricia & Bryon Brown	Closed Account Refund	117005	63.53
Patricia Troche	Closed Account Refund	117006	87.01
Penco, Inc.	Sulfend RT	117007	30,463.94
Peter Dinardo	Closed Account Refund	117008	113.37
Pitney Bowes	Mail System Lease May - Aug	117009	601.80
Progressive Business Publications	Supervisors Legal Update Newsletter Renewal	117010	284.40
Public Agency Risk Mngrs Assoc	Membership Renewal FY 19-20 - Risk & Safety Dept	117011	150.00
Recycled Aggregate Materials Co Inc	Concrete Recycling	117012	125.00
Rancho Tesoro	Closed Account Refund	117013	103.81
Rita & Blaine Marsa	Closed Account Refund	117014	54.69
Robert & Malia Koons	Closed Account Refund	117015	10.60

VALLECITOS WATER DISTRICT
WARRANTS LIST
8/21/2019

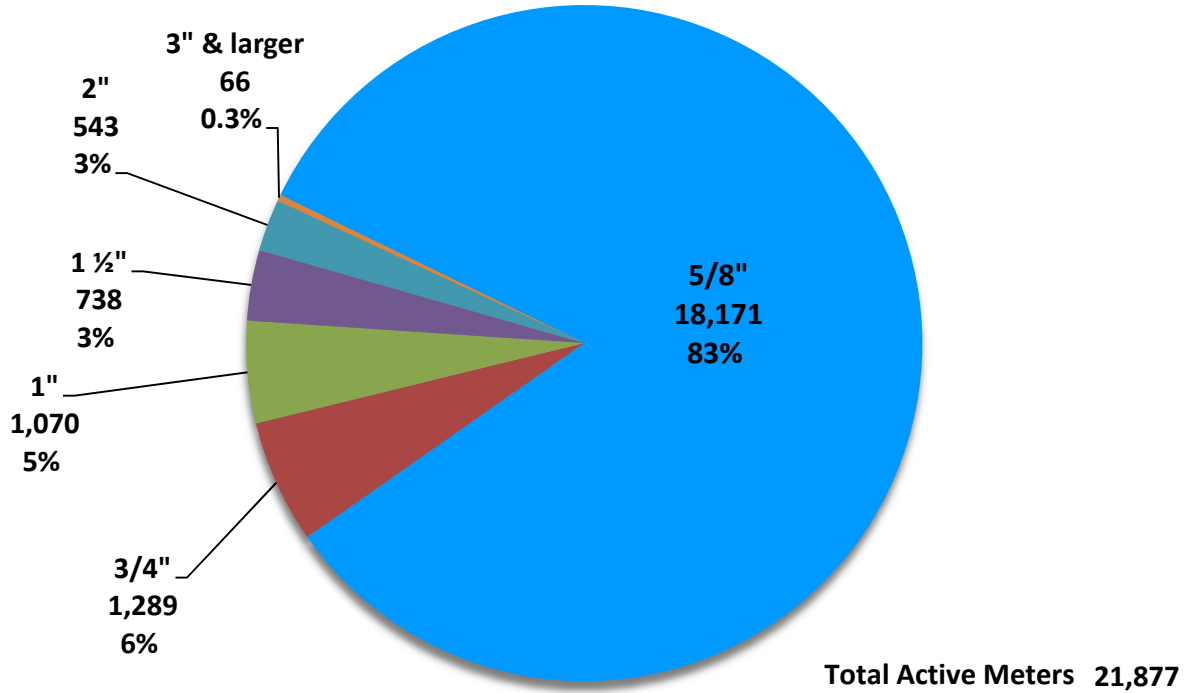
PAYEE	DESCRIPTION	CHECK#	AMOUNT
Rusty Wallis Inc	Soft Water Svc - Jul	117016	220.00
SDG&E	Power - Jun	117017	233.76
Schmidt Fire Protection	Deposit Refund Prj 20191-594	117018	1,407.58
Shaw Equipment Rentals Inc	Closed Account Refund	117019	1,100.00
Shred-It US JV LLC	Shredding Svcs - Jul	117020	187.43
Smart & Final	Office Supplies Jul	117021	112.90
Southern Counties Lubricants, LLC	Oil, Diesel Fuel	117022	931.47
State Water Resources Control	Drinking Water Distribution Cert Renewal - R Crawford	117023	170.00
Steel-Toe-Shoes.com	Safety Boots	117024	142.22
Suzanne & Norberto Perez	Closed Account Refund	117025	21.88
The Jane Ellison Family LP	Closed Account Refund	117026	96.99
Total Resource Mgt Inc	Maximo Rules Manager Annual Customer Support 19-20, MAP Integration Phase II	117027	36,726.00
Trussell Technologies Inc	Biological Selector Improvements - MRF Prj 20191-2	117028	35,482.50
Union Bank	COP Admin Fees FY 19-20	117029	2,605.00
Univar USA Inc	Sodium Hypo Liquichlor, Sodium Bisulfite	117030	3,220.07
UPS	Shipping Svcs - Jul	117031	55.48
USA Blue Book	Water Analysis Device, Handheld Water Quality Instrument	117032	8,250.84
Verizon Wireless	Phone Svc - Jun	117033	375.20
West Coast Safety Supply, Inc.	Hi Line Adapter & Supplies	117034	620.86
West Consultants, Inc.	Southlake Dam Inundation Study	117035	689.00
Tri-City Emergency Medical Group	Medical Svcs - Jun	117036	165.00
Ababa Bolt Inc	Hardware Supplies	117037	116.80
Allie's Party Rental	San Marcos Street Fair Prj 20201-40	117038	298.84
CCI	Water Treatment - Jul	117039	220.00
County of San Diego	LAFCO Fees FY 19-20	117040	37,582.11
Doug's Filter Service Inc	Cleaning Supplies	117041	129.30
Electrical Sales Inc	Turbidity Meter Enclosures 6, Hardware Supplies	117042	1,268.67
Ferguson Enterprises, Inc	Air Vac Enclosures 4, Valve Parts Prj 20161-4, Zinc Anodes 25	117043	13,285.46
Gallade Chemical Inc.	Muriatic Acid	117044	265.57
GMC Electrical, Inc.	Annual Tank Inspections - 15	117045	4,500.00
Grainger Inc	Portable Generator Veh 208, Flash Protection Clothing, Hardware Supplies	117046	7,042.53
Haaker Equipment Co.	Hydraulic Relief Valve - Veh 213	117047	654.70
Hach Company	Water Quality Supplies, Annual Meter Calibrations & Service - NTU Meters	117048	3,621.14
Hall Land Company, Inc.	Deposit Refund Prj 20161-70	117049	301.45
Harper & Associates Inc	School House Tank Rehab Prj 20181-03	117050	795.00
Harrington Industrial	Hardware Supplies	117051	336.65
Hydro Products Corp.	Vactor Sanitation System - Collections Dept	117052	7,145.00
Inductive Automation LLC	District-wide SCADA Upgrade Prj 20201-04, SCADA Total Care Contract FY 19-20	117053	41,946.90
Inland Kenworth US Inc	Construction Crew Truck With Service Bed Prj 20191-20	117054	184,689.56
Interstate Batteries	Batteries Veh 203 & 244	117055	290.66
Ken Grody Ford	Fleet Supplies Veh 209	117056	318.12
Mallory Safety & Supply, LLC	Safety Umbrella & Stand - Meter Dept, Disposable Gloves, Safety Supplies	117057	3,130.01
Matt Chlor Inc	Chlorine Regulator - MRF	117058	477.55
Olivenhain MWD	RMC Grant Administration Costs	117059	861.65
Pacific Pipeline Supply	Saddles 2, Sample Point Cans 2, Supplies Influent Pump Upgrade - MRF	117060	2,195.37
Recycled Aggregate Materials Co Inc	Concrete Recycling	117061	170.00
Reed Electric Co	Meter Refurbish - Solids Pump - MRF	117062	3,970.70
Spatial Wave Inc	Field Mapplet Update	117063	600.00
Test America Laboratories Inc	Water Sampling	117064	940.00
Thyssen Krupp Elevator	Elevator Maintenance Aug - Oct	117065	1,026.89
Unifirst Corporation	Uniform Delivery	117066	1,536.62
Visser Construction Inc	Svc - Blue Wave Door Hinges Trimmed	117067	1,103.00
Vortex Industries Inc	Preventative Maintenance Doors at 3896 El Paso Alto	117068	1,460.41
Walters Wholesale Electric	Materials - Float in Headworks Building To Activate SCADA System - MRF	117069	770.89
Waxie Sanitary Supply	Cleaning Supplies	117070	645.50
West Coast Industrial Coatings Inc. (WCIC)	School House Tank Refurbishment Prj 20181-3	117071	110,891.25
Woodard & Curran Inc	Groundwater Study Prj 20191-572	117072	3,554.87
Garnishments	Payroll Garnishments	117073 through 117075	-
Total Disbursements (117 Checks)			687,630.24

VALLECITOS WATER DISTRICT
WARRANTS LIST
8/21/2019

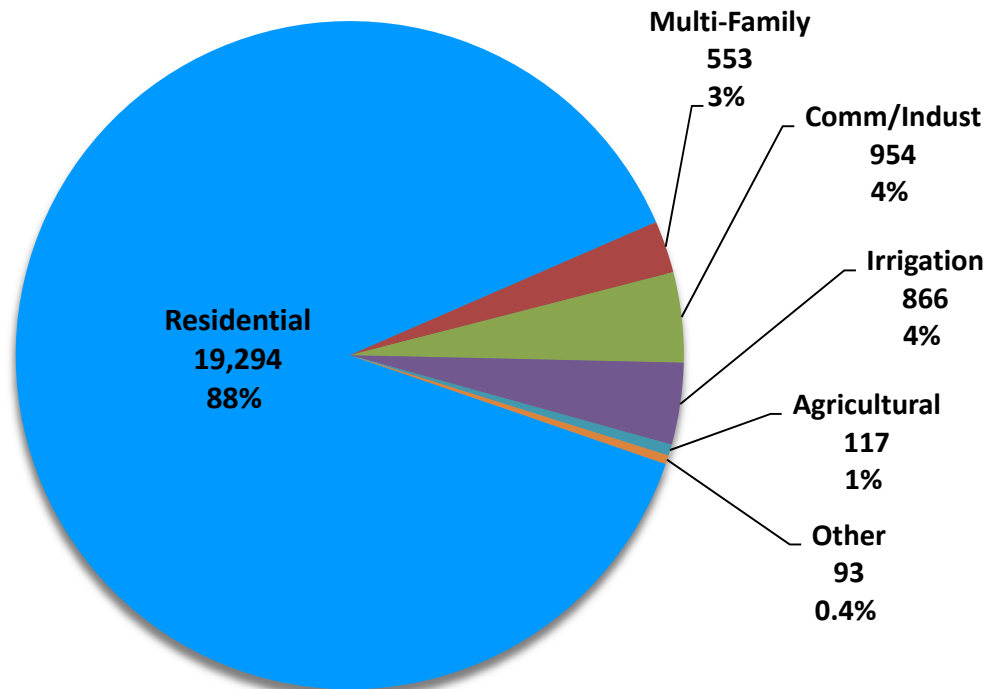
PAYEE	DESCRIPTION	CHECK#	AMOUNT
WIRES			
Public Employees Retirement System	Retirement Contribution - August 14, 2019 Payroll	Wire	<u>74,660.01</u>
Total Wires			<u>74,660.01</u>
PAYROLL			
Total direct deposits		Wire	238,083.28
VWD Employee Association		117073	564.00
Payroll & Garnishments	117074 through	117075	1,058.76
IRS	Federal payroll tax deposits	Wire	94,645.28
Employment Development Department	California payroll tax deposit	Wire	17,932.34
CalPERS	Deferred compensation withheld	Wire	24,578.37
VOYA	Deferred compensation withheld	Wire	<u>8,576.93</u>
Total August 14, 2019 Payroll Disbursements			<u>385,438.96</u>
TOTAL DISBURSEMENTS			<u>1,147,729.21</u>

Vallecitos Water District
 Active Water Meters
 July 31, 2019

Active Meters by Size as of July 31, 2019

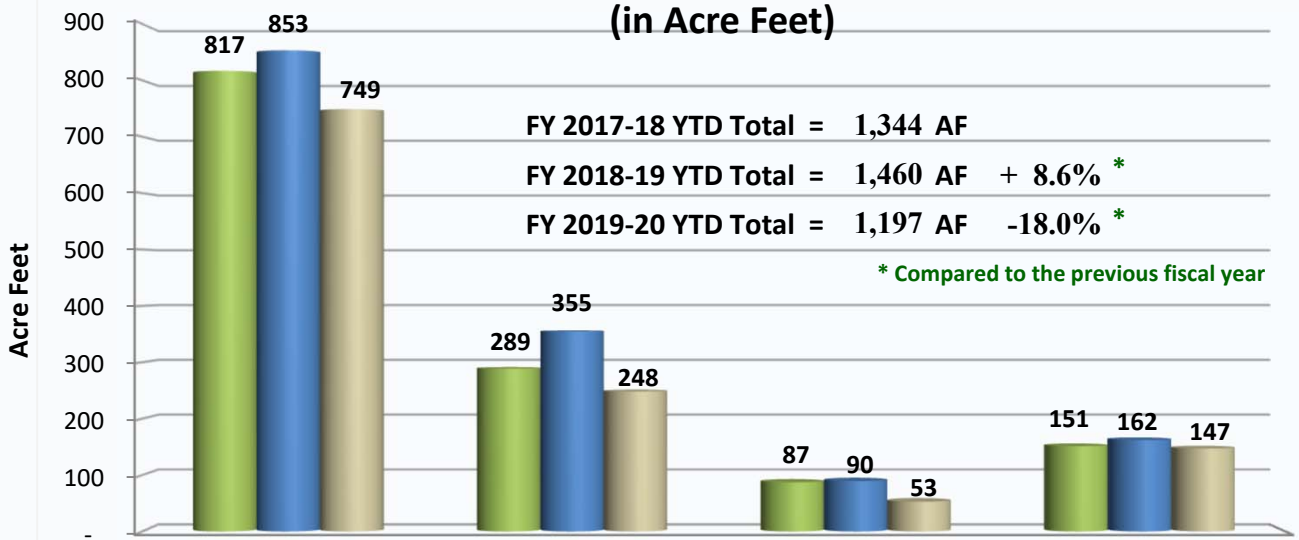


Active Meters by Type as of July 31, 2019



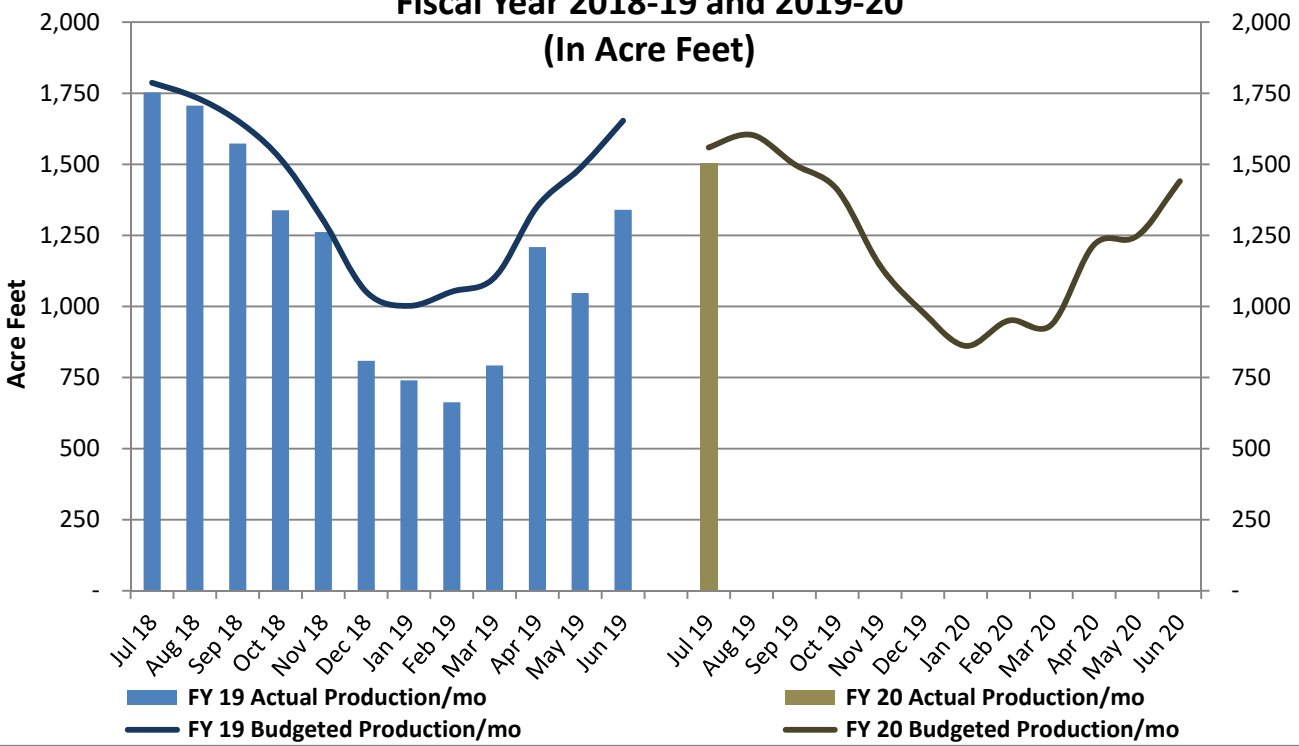
Vallejos Water District
 Water Production/Sales
 July 31, 2019

Water Sales FY 17-18, FY 18-19 and FY 19-20 (FYTD)
(in Acre Feet)

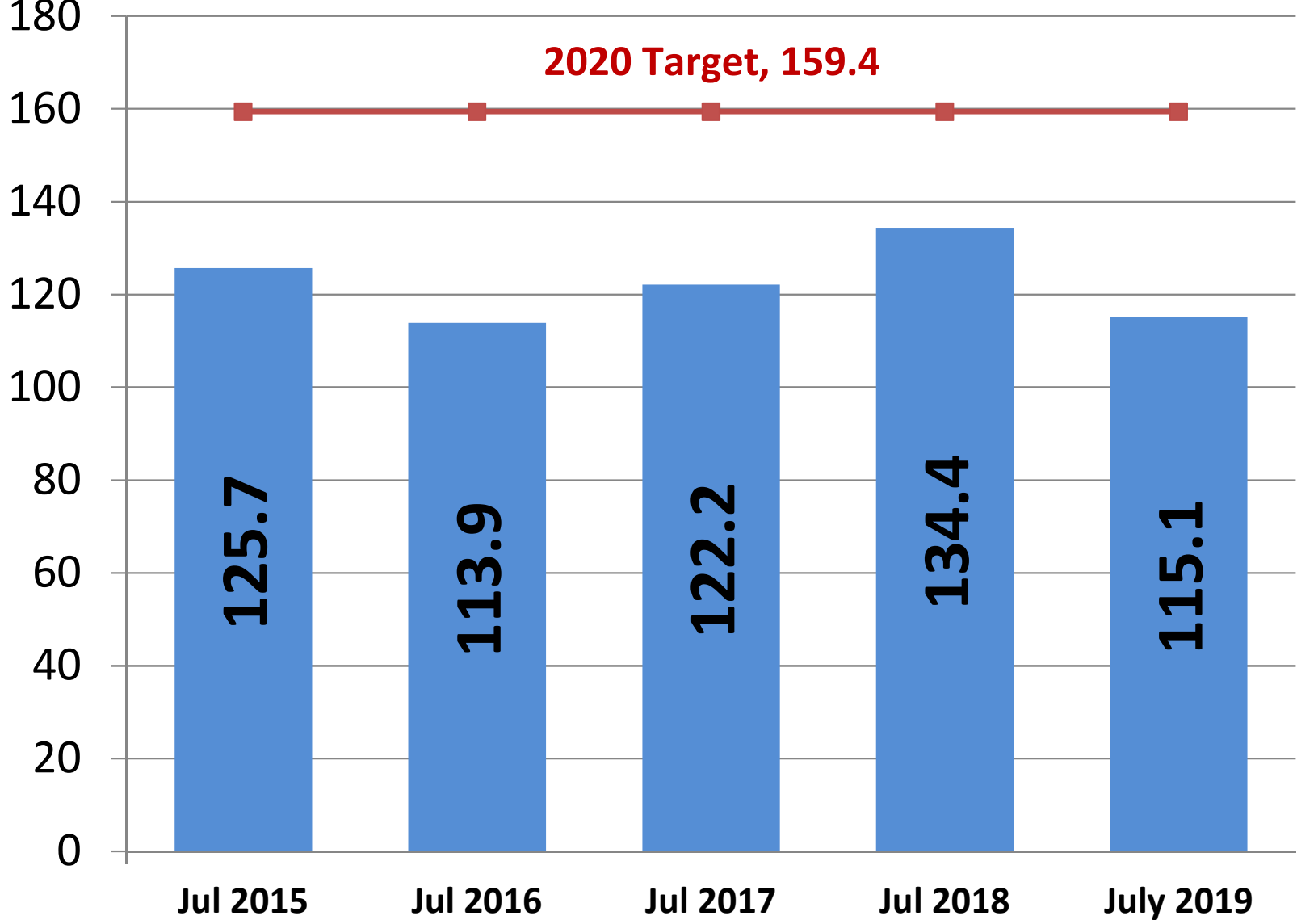


	Residential	Irrigation	Agricultural	Commer/ Indust/ Construct/ Other
FY 2017-18	817	289	87	151
FY 2018-19	853	355	90	162
FY 2019-20	749	248	53	147

Water Production Budget vs. Actual
Fiscal Year 2018-19 and 2019-20
(In Acre Feet)



Gallons per Capita per Day 12-Month Rolling Average



DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: MONTHLY FINANCIAL REPORTS

BACKGROUND:

The Monthly Revenue and Expense Reports and the Reserve Report for the month ended July 31, 2019 are presented.

DISCUSSION:

The Monthly Revenue and Expense reports summarize revenues by service type and expenses by department over the 1-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 reflected in the Reserve Report. Any excess of expenses above revenues are paid for out of reserves in the current fiscal year.

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 and debt service.

RECOMMENDATION:

For information only.

Vallecitos Water District
Water Revenue and Expense Report
For the One Month Ended July 31, 2019

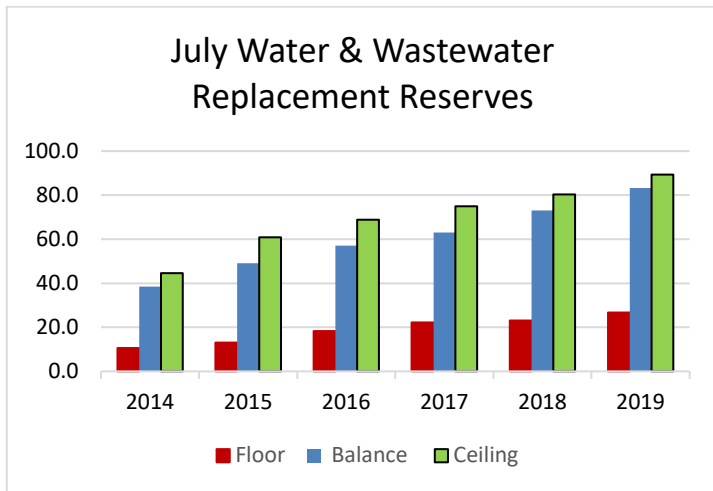
	Current	Prior Year Actual			Current Year Budget		
	Year	Amount	Variance		Amount	Variance	
	Actual		\$	%		\$	%
Revenue							
Water Sales	\$ 2,516,547	\$2,447,767	\$ 68,780	2.8%	\$3,266,000	\$(749,453)	-22.9%
Ready-to-serve	1,193,266	1,146,672	46,594	4.1%	1,152,000	41,266	3.6%
Pumping charges	33,850	29,014	4,836	16.7%	36,000	(2,150)	-6.0%
Late & lock charges	26,637	38,112	(11,475)	-30.1%	37,000	(10,363)	-28.0%
Backflow fees		7,677	(7,677)	-100.0%	8,000	(8,000)	-100.0%
Other revenue	11,600	14,107	(2,507)	-17.8%	10,500	1,100	10.5%
Total Revenue	3,789,691	3,683,349	106,342	2.9%	4,509,500	(719,809)	-16.0%
Expenses							
Water costs	2,896,621	3,078,903	(182,282)	-5.9%	3,157,000	(260,379)	-8.2%
Pumping cost recovery	70,114	59,360	10,754	18.1%	93,000	(22,886)	-24.6%
Water quality	6,542	6,521	21	0.3%	17,000	(10,458)	-61.5%
Water treatment	52,864	27,811	25,053	90.1%	39,000	13,864	35.5%
Tanks & reservoirs	28,312	15,163	13,149	86.7%	39,000	(10,688)	-27.4%
Trans & distribution	110,496	82,907	27,589	33.3%	153,000	(42,504)	-27.8%
Services	3,688	3,694	(6)	-0.2%	7,000	(3,312)	-47.3%
Meters	62,944	42,478	20,466	48.2%	65,000	(2,056)	-3.2%
Backflow prevention	1,896	2,227	(331)	-14.9%	6,000	(4,104)	-68.4%
Customer accounts	49,834	43,380	6,454	14.9%	55,000	(5,166)	-9.4%
Building & grounds	35,390	23,832	11,558	48.5%	32,000	3,390	10.6%
Equipment & vehicles	16,000	6,096	9,904	162.5%	28,000	(12,000)	-42.9%
Engineering	147,283	108,685	38,598	35.5%	135,000	12,283	9.1%
Safety & compliance	17,699	16,847	852	5.1%	20,000	(2,301)	-11.5%
Information Technology	84,578	49,793	34,785	69.9%	88,000	(3,422)	-3.9%
General & administrative	289,644	140,566	149,078	106.1%	250,000	39,644	15.9%
Total Expenses	3,873,905	3,708,263	165,642	4.5%	4,184,000	(310,095)	-7.4%
Net Operating Income	\$ (84,214)	\$ (24,914)	(59,300)	238.0%	\$ 325,500	(409,714)	-125.9%

Vallecitos Water District
Sewer Revenue and Expense Report
For the One Month Ended July 31, 2019

	Current	Prior Year Actual			Current Year Budget		
	Year	Amount	Variance		Amount	Variance	
	Actual		\$	%		\$	%
Revenue							
Sewer service charges	\$ 1,541,642	\$1,481,206	\$ 60,436	4.1%	\$1,451,000	\$ 90,642	6.2%
Reclaimed water sales	205,500	164,500	41,000	24.9%	205,000	500	0.2%
Other revenue	5,839	642,722	(636,883)	-99.1%	5,000	839	16.8%
Total Revenue	<u>1,753,153</u>	<u>2,288,428</u>	<u>(535,275)</u>	<u>-23.4%</u>	<u>1,661,000</u>	<u>92,153</u>	<u>5.5%</u>
Expenses							
Collection & conveyance	142,532	87,257	55,275	63.3%	199,000	(56,468)	-28.4%
Lift stations	14,493	13,819	674	4.9%	30,000	(15,507)	-51.7%
Source Control	14,648	11,827	2,821	23.9%	17,000	(2,352)	-13.8%
Effluent disposal	292,917	231,417	61,500	26.6%	295,000	(2,083)	-0.7%
Meadowlark	226,203	177,467	48,736	27.5%	297,000	(70,797)	-23.8%
Customer Accounts	25,670	23,847	1,823	7.6%	42,000	(16,330)	-38.9%
Building & grounds	18,496	13,725	4,771	34.8%	22,000	(3,504)	-15.9%
Equipment & vehicles	12,384	8,928	3,456	38.7%	21,000	(8,616)	-41.0%
Engineering	53,104	38,842	14,262	36.7%	59,000	(5,896)	-10.0%
Safety & compliance	9,525	10,499	(974)	-9.3%	15,000	(5,475)	-36.5%
Information technology	62,425	31,875	30,550	95.8%	71,000	(8,575)	-12.1%
General & administrative	78,830	73,810	5,020	6.8%	120,000	(41,170)	-34.3%
Total Expenses	<u>951,227</u>	<u>723,396</u>	<u>227,831</u>	<u>31.5%</u>	<u>1,188,000</u>	<u>(236,773)</u>	<u>-19.9%</u>
Net Operating Income	<u>\$ 801,926</u>	<u>\$1,565,032</u>	<u>(763,106)</u>	<u>-48.8%</u>	<u>\$ 473,000</u>	<u>328,926</u>	<u>69.5%</u>

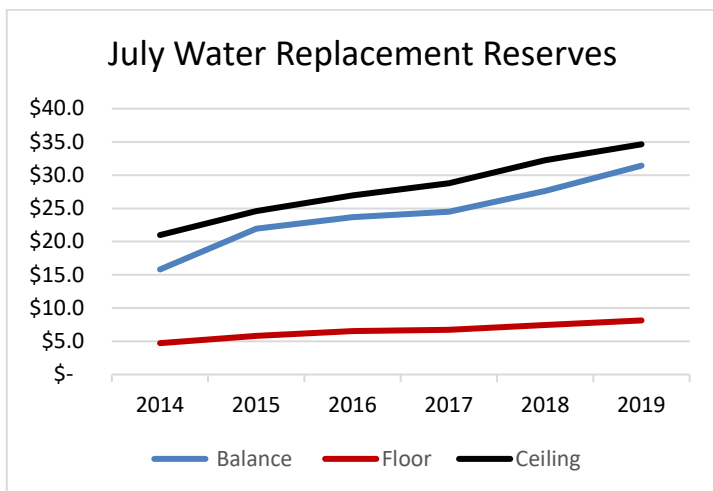
REPLACEMENT RESERVES

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 of the sum of the next three years of projected system replacement costs, and a ceiling of the sum of the next ten years of system replacement costs. As of July 31, 2019, the total water and wastewater replacement reserve balance was \$83.3 million, 14 percent greater than July 31, 2018.



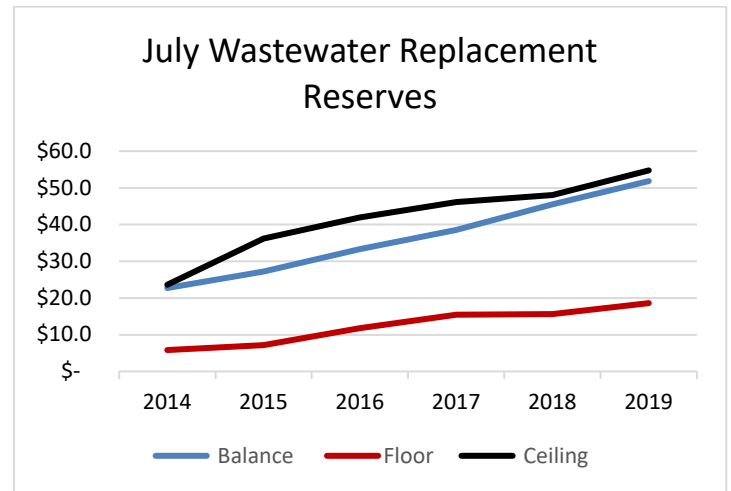
WATER REPLACEMENT RESERVE

As of July 31, 2019, the District’s water replacement reserve totaled \$31.4 million, an increase of 14 percent, or \$3.8 million, 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.



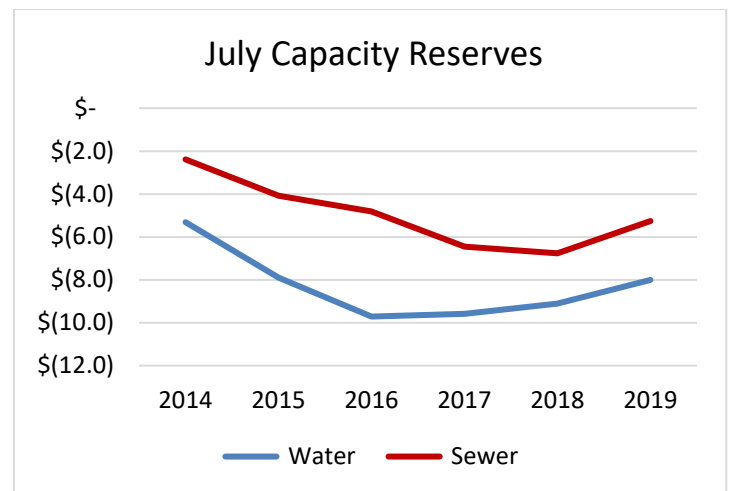
WASTEWATER REPLACEMENT RESERVE

As of July 31, 2019, the balance in the District’s wastewater replacement reserve totaled \$51.8 million, an increase of 14 percent, or \$6.4 million, from the same month of the prior year. The month-end balance is within the approved floor and ceiling.



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 July 31, 2019, the water capacity fund had a deficit of \$8.0 million and the sewer capacity fund had a deficit of \$5.3 million. The District’s capital facility fees situation is expected to improve with the adoption of the new Master Plan and the corresponding capacity fee study.



VALLECITOS WATER DISTRICT

RESERVE ACTIVITY FOR THE MONTH OF JUNE 2019 (Revised)

	110 Water		210 Wastewater		220	Total
	Replacement	Capacity	Replacement	Capacity		
BEGINNING BALANCE	\$ 32,797,105	\$ (9,161,412)	\$ 51,677,556	\$ (6,820,836)		\$ 68,492,413
REVENUES						
FY 18/19 Operating Transfers	3,807,366		9,370,711			13,178,077
Capital Facility Fees	-	3,197,364	-	5,666,284		8,863,648
RDA pass-through	1,348,031	-	1,348,031	-		2,696,062
Property Tax	1,260,075	-	997,318	-		2,257,393
Investment Earnings	850,421	-	804,991	-		1,655,413
TOTAL REVENUES	<u>7,265,893</u>	<u>3,197,364</u>	<u>12,521,051</u>	<u>5,666,284</u>		<u>28,650,593</u>
LESS DISTRIBUTIONS						
Capital Projects						
Encina Wastewater Authority Five Year Plan	-	-	2,680,031	440,075		3,120,106
Rock Springs Sewer Replacement	-	-	840,361	1,027,108		1,867,469
Expansion of the Men's Locker Room in Building B	253,672	-	243,725	-		497,397
Stargaze Court Water Line Replacement	488,339	-	-	-		488,339
Solar Panel Inverter Replacement	137,551	-	132,155	-		269,706
Audiovisual Upgrade	132,402	-	127,210	-		259,612
District Wide Valve Replacement	175,967	-	-	-		175,967
Laurels Sewer Lining	-	-	146,257	-		146,257
Palos Vista Pump Station Generator	114,368	-	-	-		114,368
Water & Sewer Master Plan	-	55,072	-	55,071		110,143
Schoolhouse Tank Refurbishment	96,265	-	-	-		96,265
South Lake - Facility Upgrades	86,808	-	-	-		86,808
Fulton Road And Nctd Sewer Line Rehabilitation	-	-	85,309	-		85,309
MRF - Influent Pumps & Motors	-	-	81,418	-		81,418
Mountain Belle Tank Chlorine System	68,736	-	-	-		68,736
South Vista Pressure Reducing Station Upgrade	62,298	-	-	-		62,298
Ultrasonic Algae Control System	-	-	59,718	-		59,718
Sewer Bypass Repair	-	-	59,352	-		59,352
Montiel Gravity Outfall	-	-	23,904	29,216		53,120
City of San Marcos Joint Projects	30,430	-	19,456	-		49,886
Asset Management Replacement Schedule	23,388	-	22,473	-		45,861
Encina Land Parallel Outfall	-	-	-	36,053		36,053
Sewer Rehabilitation And Repairs	-	-	33,628	-		33,628
Palos Vista Pump Station Motor Replacement	30,715	-	-	-		30,715
Replace Roofs On Equipment Storages	14,881	-	14,298	-		29,179
Vulnerability assessment improvements	-	16,970	-	11,313		28,283
Admin Emergency Generator - Auto Transfer Switch	12,830	-	12,830	-		25,660
North Vista Pressure Reducing Station Upgrade	25,564	-	-	-		25,564
San Marcos interceptor sewer	-	-	7,792	17,344		25,136
Building A Kitchens	12,579	-	12,086	-		24,665
North Twin Oaks Tank 1 Refurb	22,478	-	-	-		22,478
MRF Biological Selector Improvements	-	-	22,312	-		22,312
All other capital projects	112,801	-	16,008	-		128,809
Capital Budget - Vehicles/Mobile Equipmnt	419,781	-	134,290	-		554,071
Debt Service	-	2,137,155	-	2,607,227		4,744,382
Fund PERS UAL	100,000	-	734,000	-		834,000
Interest Expense	-	159,902	-	112,473		272,375
TOTAL DISTRIBUTIONS	<u>2,421,854</u>	<u>2,369,099</u>	<u>5,508,613</u>	<u>4,335,880</u>		<u>14,635,445</u>
ENDING BALANCE	\$ 37,641,145	\$ (8,333,147)	\$ 58,689,994	\$ (5,490,432)		\$ 82,507,561
Less: Operating Reserves	5,748,700	-	6,468,600	-		12,217,300
Less: Rate Stabilization	-	-	4,139,494	-		4,139,494
Replacement Reserves/Restricted Funds	<u>\$ 31,892,445</u>	<u>\$ (8,333,147)</u>	<u>\$ 48,081,900</u>	<u>\$ (5,490,432)</u>		<u>\$ 66,150,766</u>
Replacement reserve floor	<u>\$ 7,428,200</u>		<u>\$ 15,665,900</u>			
Replacement reserve ceiling	<u>\$ 32,224,700</u>		<u>\$ 48,081,900</u>			

VALLECITOS WATER DISTRICT

RESERVE ACTIVITY FOR THE MONTH OF JULY 2019

	110 Water	120	210 Wastewater	220	
	<u>Replacement</u>	<u>Capacity</u>	<u>Replacement</u>	<u>Capacity</u>	<u>Total</u>
BEGINNING BALANCE	\$ 37,641,145	\$ (8,333,147)	\$ 58,689,994	\$ (5,490,432)	\$ 82,507,561
REVENUES					
Capital Facility Fees	-	333,759	-	654,052	987,811
FY 19/20 Operating Transfers	(84,214)		801,926		717,712
Investment Earnings	87,107	-	25,222	-	112,330
RDA pass-through	18,500	-	18,500	-	37,000
Property Tax	18,605	-	15,245	-	33,850
TOTAL REVENUES	<u>39,998</u>	<u>333,759</u>	<u>860,893</u>	<u>654,052</u>	<u>1,888,702</u>
LESS DISTRIBUTIONS					
Capital Projects					
Rock Springs Sewer Replacement	-	-	257,919	315,234	573,153
Montiel Lift Station And Forcemain Replacement	-	-	196,026	80,067	276,093
OSHA Compliant Ladder Systems	87,404	-	-	-	87,404
Schoolhouse Tank Refurbishment	47,794	-	-	-	47,794
MRF - Influent Pumps & Motors	-	-	47,308	-	47,308
MRF Biological Selector Improvements	-	-	36,168	-	36,168
Building A Kitchens	13,706	-	13,169	-	26,875
Door Access System Expansion	11,079	-	10,645	-	21,724
San Marcos interceptor sewer	-	-	6,306	14,036	20,342
District Wide Valve Replacement	13,948	-	-	-	13,948
Asset Management Replacement Schedule	5,301	-	5,093	-	10,394
Sewer Bypass Repair	-	-	8,718	-	8,718
District-Wide SCADA Upgrade Project	3,775	-	3,627	-	7,402
Lawrence Welk Court Water Line Replacement	2,653	-	-	-	2,653
Cal State San Marcos Meter Upgrade	2,103	-	-	-	2,103
North Twin Oaks Tank 1 Refurb	955	-	-	-	955
Mountain Belle Tank Chorine System	665	-	-	-	665
Expansion of the Men's Locker Room in Building B	317	-	304	-	621
Sewer Rehabilitation And Repairs	-	-	327	-	327
Encina Land Parallel Outfall	-	-	-	286	286
Audiovisual Upgrade	137	-	132	-	269
MRF - Tertiary Influent Chamber Repairs	-	-	242	-	242
Palos Vista Pump Station Generator	166	-	-	-	166
Capital Budget - Vehicles/Mobile Equipmnt	95,092	-	91,560	-	186,652
Interest Expense	-	9,526	-	6,262	15,789
TOTAL DISTRIBUTIONS	<u>285,095</u>	<u>9,526</u>	<u>677,544</u>	<u>415,885</u>	<u>1,388,051</u>
ENDING BALANCE	\$ 37,396,048	\$ (8,008,914)	\$ 58,873,344	\$ (5,252,266)	\$ 83,008,212
Less: Operating Reserves	<u>5,970,100</u>	<u>-</u>	<u>7,024,900</u>	<u>-</u>	<u>12,995,000</u>
Replacement Reserves/Restricted Funds	<u>\$ 31,425,948</u>	<u>\$ (8,008,914)</u>	<u>\$ 51,848,444</u>	<u>\$ (5,252,266)</u>	<u>\$ 70,013,212</u>
Replacement reserve floor	<u>\$ 8,136,700</u>		<u>\$ 18,603,400</u>		
Replacement reserve ceiling	<u>\$ 34,640,500</u>		<u>\$ 54,762,600</u>		

VALLECITOS WATER DISTRICT
INVESTMENT REPORT FOR JULY 2019

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 July follows:

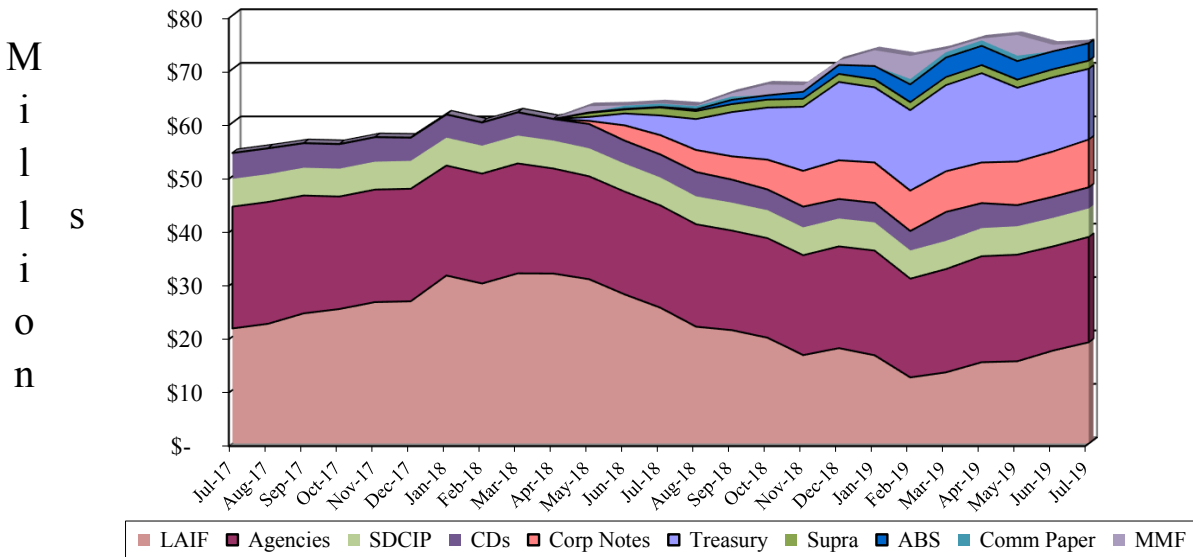
<u>Date</u>	<u>Activity</u>	<u>Investment</u>	<u>Amount</u>	<u>Maturity</u>	<u>Yield</u>
07/03/19	Deposit	LAIF	1,500,000	Open	2.38%
07/05/19	Deposit	LAIF	900,000	Open	2.38%
07/08/19	Deposit	LAIF	650,000	Open	2.38%
07/12/19	Matured	FFCBS BDS	(500,000)	07/12/19	1.80%
07/15/19	Interest	Interest Earnings	104,948	Open	2.38%
07/15/19	Sold	TOAT 2017-B	(28,928)	07/15/21	1.76%
07/15/19	Sold	JDOT 2017-B	(23,274)	10/15/21	1.82%
07/15/19	Sold	JDOT 2018-B	(20,262)	04/15/21	2.83%
07/16/19	Withdrawal	LAIF	(1,500,000)	Open	2.38%
07/18/19	Sold	HAROT 2017-3	(23,626)	09/20/21	1.79%
07/24/19	Purchased	US Bank NA CIN	489,581	01/23/23	2.85%
07/25/19	Withdrawal	LAIF	(100,000)	Open	2.38%
07/31/19	Matured	US Treasury	(600,000)	07/31/19	1.63%
07/31/19	Purchased	Federal Farm CR BKS	760,425	02/23/24	2.23%
Change in investments during the month			<u>\$ 1,608,864</u>		

	<u>Current</u>
Weighted average annual yield for total Vallecitos investments	2.390%
Weighted average days to maturity	431

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 June 30, 2019. 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 June 30, 2019. Fair values for federal agency obligations and corporate notes are provided by Union Bank trust account reporting

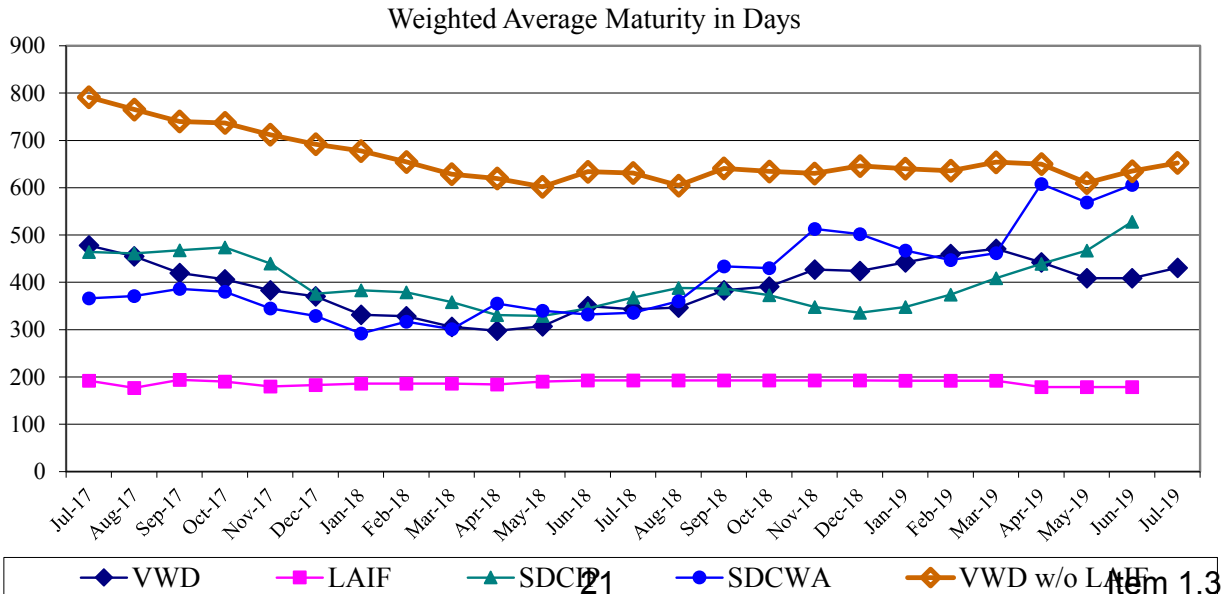
Safety

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.



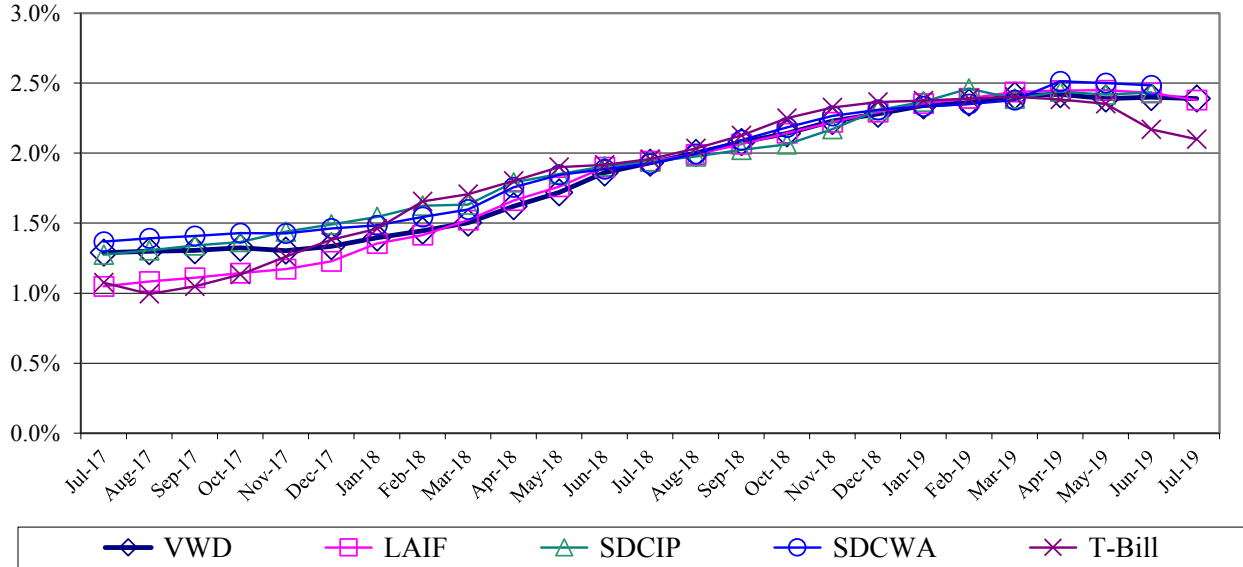
Liquidity

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. With LAIF the District is in fact very liquid with \$18.9 million available the same day. But for comparative purposes LAIF is 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), and the average 91-day Treasury bill rate.



Investment/Debt Management

On March 7, 2018 the District entered into a contract with Chandler Asset Management to provide professional investment management and advisory services. Chandler 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). Chandler’s portfolio summary is attached.



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.18
Average Coupon	2.19%
Average Purchase YTM	2.39%
Average Market YTM	2.18%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.34 yrs
Average Life	1.22 yrs

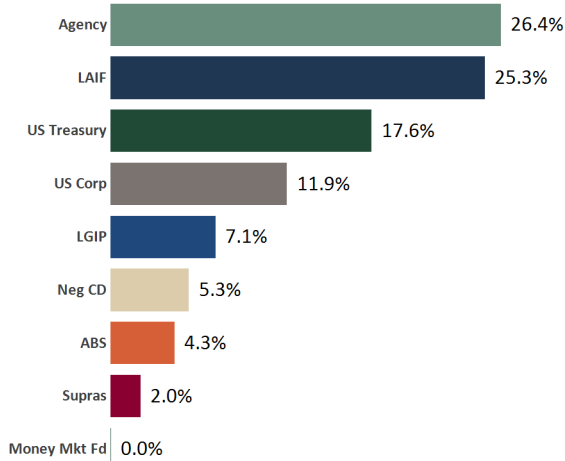
ACCOUNT SUMMARY

	Beg. Values as of 6/30/19	End Values as of 7/31/19
Market Value	74,537,666	74,845,145
Accrued Interest	322,625	280,362
Total Market Value	74,860,291	75,125,506
Income Earned	154,840	145,825
Cont/WD		
Par	74,303,393	74,689,654
Book Value	74,020,321	74,439,659
Cost Value	73,897,723	74,309,702

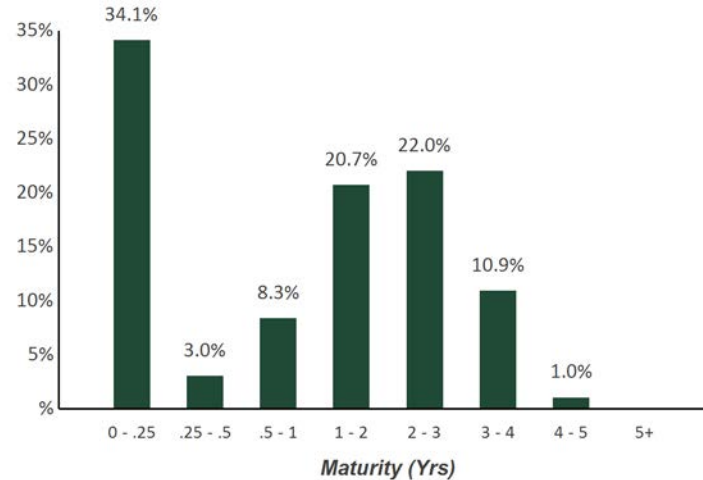
TOP ISSUERS

Local Agency Investment Fund	25.3%
Government of United States	17.6%
County of San Diego Pooled Inve	7.1%
Federal National Mortgage Assoc	7.0%
Federal Home Loan Bank	6.8%
Federal Farm Credit Bank	6.6%
Federal Home Loan Mortgage Corp	6.0%
Honda ABS	1.4%
Total	77.8%

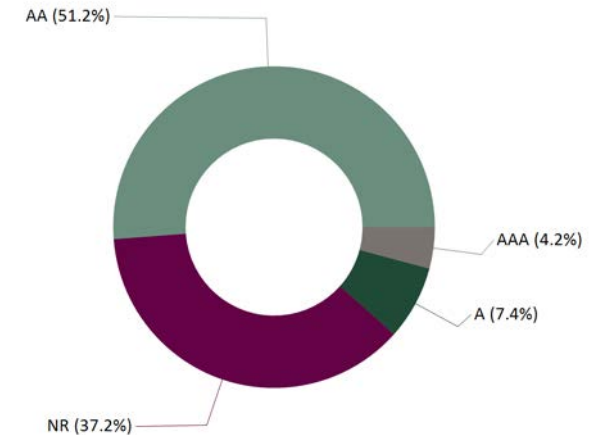
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



Vallecitos Water District Consolidated Account

Account #10594

Holdings Report

As of July 31, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
47788EAB4	John Deere Owner Trust 2018-B A2 2.83% Due 4/15/2021	211,874.35	01/29/2019 2.95%	211,692.27 211,770.06	100.13 2.43%	212,156.75 266.49	0.28% 386.69	Aaa / NR AAA	1.71 0.32
89190BAD0	Toyota Auto Receivables Owner 2017-B A3 1.76% Due 7/15/2021	335,687.12	09/26/2018 2.78%	331,766.41 332,945.31	99.74 2.30%	334,809.63 262.58	0.45% 1,864.32	Aaa / AAA NR	1.96 0.49
43814PAC4	Honda Auto Receivables Owner T 17-3 A3 1.79% Due 9/20/2021	313,541.59	12/11/2018 2.73%	309,475.34 310,403.51	99.68 2.33%	312,552.36 202.67	0.42% 2,148.85	NR / AAA AAA	2.14 0.60
43814WAB1	HAROT 2019-1 A2 2.75% Due 9/20/2021	455,000.00	02/19/2019 2.77%	454,970.70 454,975.55	100.35 2.34%	456,602.97 451.84	0.61% 1,627.42	NR / AAA AAA	2.14 0.83
47788BAD6	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	381,987.96	11/14/2018 3.14%	376,720.70 377,997.91	99.73 2.33%	380,968.96 308.99	0.51% 2,971.05	Aaa / NR AAA	2.21 0.53
89239AAB9	Toyota Auto Receivables 2019-A A2A 2.83% Due 10/15/2021	375,000.00	02/05/2019 2.85%	374,965.95 374,971.85	100.39 2.29%	376,450.88 471.67	0.50% 1,479.03	Aaa / AAA NR	2.21 0.69
47789JAB2	John Deere Owner Trust 2019-A A2 2.85% Due 12/15/2021	360,000.00	03/05/2019 2.87%	359,983.58 359,985.88	100.41 2.41%	361,477.44 456.00	0.48% 1,491.56	Aaa / NR AAA	2.38 0.90
43814UAG4	Honda Auto Receivables 2018-2 A3 3.01% Due 5/18/2022	105,000.00	05/22/2018 3.03%	104,997.71 104,998.39	100.99 2.24%	106,034.99 114.13	0.14% 1,036.60	NR / AAA AAA	2.80 1.25
43815HAC1	Honda Auto Receivables Owner 2018-3 A3 2.95% Due 8/22/2022	205,000.00	08/21/2018 2.98%	204,971.87 204,978.40	100.98 2.24%	207,011.66 167.99	0.28% 2,033.26	Aaa / NR AAA	3.06 1.35
65478WAE5	Nissan Auto Receivables Owner 2016-C A4 1.38% Due 1/17/2023	500,000.00	01/24/2019 2.95%	489,531.25 491,485.56	99.22 2.31%	496,093.50 306.67	0.66% 4,607.94	Aaa / NR AAA	3.47 0.85
Total ABS		3,243,091.02	2.89%	3,219,075.78 3,224,512.42	2.33%	3,244,159.14 3,009.03	4.32% 19,646.72	Aaa / AAA AAA	2.42 0.75

AGENCY									
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	500,000.00	09/25/2015 1.32%	498,665.00 499,943.62	99.84 2.18%	499,208.00 2,065.97	0.67% (735.62)	Aaa / AA+ AAA	0.17 0.17
3130A9UP4	FHLB Callable Note Cont 4/28/2017 1.19% Due 10/28/2019	500,000.00	10/28/2016 1.19%	500,000.00 500,000.00	99.77 2.14%	498,852.00 1,537.08	0.67% (1,148.00)	Aaa / AA+ NR	0.24 0.24
3134G9V95	FHLMC Callable Note Qtrly 2/22/2017 2% Due 11/22/2019	750,000.00	08/22/2016 2.00%	750,000.00 750,000.00	99.99 2.13%	749,894.25 6,614.58	1.01% (105.75)	Aaa / AA+ AAA	0.31 0.06

Vallecitos Water District Consolidated Account

Account #10594

Holdings Report

As of July 31, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3136G3VH5	FNMA Callable Note Qtrly 12/30/2016 1.35% Due 12/30/2019	500,000.00	06/30/2016 1.35%	500,000.00 500,000.00	99.66 2.18%	498,286.50 581.25	0.66% (1,713.50)	Aaa / AA+ AAA	0.42 0.41
3135G0Q63	FNMA Callable Note Qtrly 3/30/2017 1.3% Due 3/30/2020	500,000.00	10/19/2016 1.30%	500,000.00 500,000.00	99.43 2.17%	497,131.50 2,184.72	0.66% (2,868.50)	Aaa / AA+ AAA	0.67 0.66
3130ABAY2	FHLB Callable Note Cont 7/28/2017 1.67% Due 4/28/2020	750,000.00	04/28/2017 1.67%	750,000.00 750,000.00	99.68 2.10%	747,627.75 3,235.63	1.00% (2,372.25)	Aaa / AA+ NR	0.75 0.53
3136G3NZ4	FNMA Callable Note Qtrly 11/29/2016 1.5% Due 5/29/2020	750,000.00	05/27/2016 1.50%	750,000.00 750,000.00	99.51 2.10%	746,328.00 1,937.50	1.00% (3,672.00)	Aaa / AA+ AAA	0.83 0.82
3130A8M67	FHLB Callable Note Cont 7/13/2017 1.2% Due 7/13/2020	500,000.00	11/22/2016 1.60%	492,970.00 498,164.48	99.19 2.06%	495,955.50 300.00	0.66% (2,208.98)	Aaa / AA+ NR	0.95 0.94
3135G0N66	FNMA Callable Note Qtrly 2/24/2017 1.4% Due 8/24/2020	1,000,000.00	08/24/2016 1.40%	1,000,000.00 1,000,000.00	99.33 2.04%	993,270.00 6,105.56	1.33% (6,730.00)	Aaa / AA+ AAA	1.07 1.04
3133EGC94	FFCB Callable Note Cont 2/2/2017 1.38% Due 11/2/2020	500,000.00	11/04/2016 1.40%	499,600.00 499,874.16	98.90 2.27%	494,513.50 1,705.83	0.66% (5,360.66)	Aaa / AA+ AAA	1.26 1.05
3133EGR49	FFCB Callable Note Cont 12/7/2017 1.77% Due 12/7/2020	250,000.00	12/07/2016 1.83%	249,437.50 249,809.80	99.71 1.99%	249,263.25 663.75	0.33% (546.55)	Aaa / AA+ AAA	1.36 1.32
3134GBTA0	FHLMC Callable Note Qtrly 9/22/2017 2.1% Due 12/22/2020	750,000.00	06/27/2017 2.10%	750,000.00 750,000.00	100.03 1.88%	750,192.75 1,704.17	1.00% 192.75	Aaa / AA+ AAA	1.40 0.14
3136G4GA5	FNMA Callable Note Qtrly 4/28/2017 1.4% Due 1/28/2021	500,000.00	10/28/2016 1.40%	500,000.00 500,000.00	98.75 2.26%	493,758.00 58.33	0.66% (6,242.00)	Aaa / AA+ AAA	1.50 1.29
3133EFC54	FFCB Callable Note Cont 2/17/2017 1.62% Due 2/17/2021	150,000.00	11/18/2016 1.67%	149,667.00 149,878.56	99.44 1.99%	149,166.30 1,107.00	0.20% (712.26)	Aaa / AA+ AAA	1.55 1.51
3134G8LH0	FHLMC Callable Note Qtrly 8/26/2016 2% Due 2/26/2021	514,000.00	02/26/2016 2.00%	514,000.00 514,000.00	99.99 2.02%	513,961.96 4,418.97	0.69% (38.04)	Aaa / AA+ AAA	1.58 0.07
3130A7ES0	FHLB Callable Note Qtrly 6/22/2016 2% Due 3/22/2021	275,000.00	04/06/2017 2.11%	274,381.25 274,743.69	99.95 2.06%	274,875.70 1,968.92	0.37% 132.01	Aaa / AA+ NR	1.64 0.63
3133EFZ91	FFCB Callable Note Cont 4/12/2017 1.62% Due 4/12/2021	750,000.00	04/12/2016 1.62%	749,925.00 749,974.53	99.40 1.98%	745,512.00 3,678.75	1.00% (4,462.53)	Aaa / AA+ AAA	1.70 1.66
3133EHHM8	FFCB Callable Note Cont 8/3/2017 1.99% Due 5/3/2021	750,000.00	05/03/2017 1.99%	750,000.00 750,000.00	100.00 1.99%	750,000.00 3,648.33	1.00% 0.00	Aaa / AA+ AAA	1.76 1.71
3136G3A70	FNMA Callable Note Qtrly 1/27/2017 1.5% Due 7/27/2021	500,000.00	07/27/2016 1.50%	500,000.00 500,000.00	98.59 2.23%	492,959.00 83.33	0.66% (7,041.00)	Aaa / AA+ AAA	1.99 1.94

Vallecitos Water District Consolidated Account

Account #10594

Holdings Report

As of July 31, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3134G95L7	FHLMC Callable Note Qrtly 11/25/2016 1.6% Due 8/25/2021	1,000,000.00	08/25/2016 1.60%	1,000,000.00 1,000,000.00	99.12 2.04%	991,174.00 6,933.33	1.33% (8,826.00)	Aaa / AA+ AAA	2.07 2.01
3130A9F89	FHLB Callable Note Qtrly 12/30/2016 1.625% Due 9/30/2021	1,000,000.00	09/30/2016 1.63%	1,000,000.00 1,000,000.00	99.18 2.01%	991,826.00 5,461.81	1.33% (8,174.00)	Aaa / AA+ NR	2.17 2.11
3136G4GF4	FNMA Callable Note Qtrly 4/28/2017 1.55% Due 10/28/2021	1,000,000.00	10/31/2016 1.55%	1,000,000.00 1,000,000.00	99.11 1.96%	991,102.00 4,004.17	1.32% (8,898.00)	Aaa / AA+ AAA	2.25 2.18
3134GAYX6	FHLMC Callable Note Qtrly 5/26/2017 1.875% Due 11/26/2021	1,000,000.00	11/30/2016 1.88%	1,000,000.00 1,000,000.00	99.63 2.04%	996,283.00 3,385.42	1.33% (3,717.00)	Aaa / AA+ AAA	2.33 2.25
3133EJ3B3	FFCB Note 2.8% Due 12/17/2021	1,000,000.00	12/26/2018 2.70%	1,002,780.00 1,002,224.51	101.92 1.97%	1,019,185.00 3,422.22	1.36% 16,960.49	Aaa / AA+ AAA	2.38 2.29
3135G0U92	FNMA Note 2.625% Due 1/11/2022	500,000.00	03/05/2019 2.60%	500,350.00 500,300.29	101.58 1.96%	507,910.50 729.17	0.68% 7,610.21	Aaa / AA+ AAA	2.45 2.36
3133EKBV7	FFCB Note 2.55% Due 3/1/2022	750,000.00	02/27/2019 2.55%	750,075.00 750,064.53	101.49 1.96%	761,148.00 7,968.75	1.02% 11,083.47	Aaa / AA+ AAA	2.59 2.47
313378WG2	FHLB Note 2.5% Due 3/11/2022	500,000.00	04/08/2019 2.36%	501,945.00 501,737.19	101.40 1.95%	506,995.00 4,861.11	0.68% 5,257.81	Aaa / AA+ NR	2.61 2.50
313383WD9	FHLB Note 3.125% Due 9/9/2022	500,000.00	01/30/2019 2.68%	507,580.00 506,532.50	103.65 1.91%	518,229.00 6,163.19	0.70% 11,696.50	Aaa / AA+ AAA	3.11 2.92
3130AFE78	FHLB Note 3% Due 12/9/2022	1,000,000.00	01/25/2019 2.71%	1,010,700.00 1,009,297.09	103.58 1.89%	1,035,790.00 4,333.33	1.38% 26,492.91	Aaa / AA+ AAA	3.36 3.18
3133EKMx1	FFCB Note 2.23% Due 2/23/2024	750,000.00	07/30/2019 1.91%	760,425.00 760,418.75	101.34 1.92%	760,059.00 3,159.17	1.02% (359.75)	Aaa / AA+ AAA	4.57 4.30
Total Agency		19,689,000.00	1.86%	19,712,500.75 19,716,963.70	2.03%	19,720,457.46 94,021.34	26.38% 3,493.76	Aaa / AA+ AAA	1.82 1.62
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	18,953,680.65	Various 2.37%	18,953,680.65 18,953,680.65	1.00 2.37%	18,953,680.65 39,134.44	25.28% 0.00	NR / NR NR	0.00 0.00
Total LAIF		18,953,680.65	2.37%	18,953,680.65 18,953,680.65	2.37%	18,953,680.65 39,134.44	25.28% 0.00	NR / NR NR	0.00 0.00

Vallecitos Water District Consolidated Account

Account #10594

Holdings Report

As of July 31, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LOCAL GOV INVESTMENT POOL									
90SDCP\$00	County of San Diego Pooled Investment Pool	5,331,000.00	Various 2.39%	5,331,000.00 5,331,000.00	1.00 2.39%	5,331,000.00 0.00	7.10% 0.00	NR / NR AAA	0.00 0.00
Total Local Gov Investment Pool		5,331,000.00	2.39%	5,331,000.00	2.39%	5,331,000.00 0.00	7.10% 0.00	NR / NR AAA	0.00 0.00
MONEY MARKET FUND FI									
261908206	Dreyfus Treasury Money Market Fund	24,881.98	07/31/2019 1.91%	24,881.98 24,881.98	1.00 1.91%	24,881.98 0.00	0.03% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		24,881.98	1.91%	24,881.98	1.91%	24,881.98 0.00	0.03% 0.00	Aaa / AAA NR	0.00 0.00
NEGOTIABLE CD									
06740KJJ7	Barclays Bank Delaware Negotiable CD 1.9% Due 9/16/2019	245,000.00	09/16/2015 1.90%	245,000.00 245,000.00	100.00 1.88%	245,002.21 1,759.97	0.33% 2.21	NR / NR NR	0.13 0.13
06417G5R5	Bank of Nova Scotia Yankee CD 2.61% Due 12/17/2019	1,000,000.00	03/25/2019 2.61%	999,994.51 999,997.15	100.00 2.61%	999,997.15 9,352.50	1.34% 0.00	P-1 / A-1 F-1+	0.38 0.38
06370RVP1	Bank of Montreal Chicago Yankee CD 2.69% Due 3/5/2020	1,000,000.00	03/06/2019 2.69%	1,000,000.00 1,000,000.00	100.00 2.69%	1,000,000.00 11,058.89	1.35% 0.00	P-1 / A-1 F-1+	0.60 0.59
49306SXX7	Key Bank Negotiable CD 1.7% Due 3/9/2020	245,000.00	03/08/2017 1.70%	245,000.00 245,000.00	99.83 1.98%	244,586.93 1,666.00	0.33% (413.07)	NR / NR NR	0.61 0.60
40434AZ44	HSBC Bank USA NA Callable Neg. CD S/A 7/8/2018 1.4% Due 7/8/2020	245,000.00	09/16/2016 1.45%	244,510.00 244,879.53	99.42 2.02%	243,589.54 225.53	0.32% (1,289.99)	NR / NR NR	0.94 0.93
254672L89	Discover Bank Negotiable CD 1.5% Due 10/26/2020	245,000.00	10/26/2016 1.50%	245,000.00 245,000.00	99.09 2.25%	242,767.81 976.64	0.32% (2,232.19)	NR / NR NR	1.24 1.22
66476QBW7	Northern Nevada Bank Callable Neg CD Qtrly 6/29/18 1.85% Due 12/29/2020	245,000.00	06/29/2017 1.85%	245,000.00 245,000.00	99.76 2.02%	244,415.19 37.25	0.33% (584.81)	NR / NR NR	1.42 1.40
94986TXN2	Wells Fargo Callable NCD Qtrly 9/4/18 2.3% Due 3/4/2021	243,000.00	03/04/2016 2.29%	243,000.00 243,000.00	100.05 1.74%	243,126.85 2,289.19	0.33% 126.85	NR / NR NR	1.59 0.10



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
NEGOTIABLE CD									
20033AQU3	Comenity Capital Bank Negotiable CD 1.65% Due 6/30/2021	245,000.00	06/30/2016 1.65%	245,000.00 245,000.00	99.13 2.11%	242,875.12 22.15	0.32% (2,124.88)	NR / NR NR	1.92 1.89
48126XAH8	JP Morgan Chase Bank NA Callable Neg. CD Qtrly 8/16/17 1.65% Due 8/16/2021	245,000.00	08/16/2016 1.65%	245,000.00 245,000.00	98.78 2.26%	242,018.11 852.80	0.32% (2,981.89)	NR / NR NR	2.05 2.00
Total Negotiable CD		3,958,000.00	2.20%	3,957,504.51 3,957,876.68	2.35%	3,948,378.91 28,240.92	5.29% (9,497.77)	Aaa / AA AAA	0.86 0.75
SUPRANATIONAL									
4581X0CD8	Inter-American Dev Bank Note 2.125% Due 11/9/2020	750,000.00	05/22/2018 2.81%	737,865.00 743,716.77	100.04 2.09%	750,287.25 3,630.21	1.00% 6,570.48	Aaa / AAA AAA	1.28 1.24
459058GH0	Intl. Bank Recon & Development Note 2.75% Due 7/23/2021	750,000.00	07/24/2018 2.86%	747,607.50 748,419.59	101.60 1.92%	761,969.25 458.33	1.01% 13,549.66	Aaa / AAA NR	1.98 1.92
Total Supranational		1,500,000.00	2.84%	1,485,472.50 1,492,136.36	2.01%	1,512,256.50 4,088.54	2.02% 20,120.14	Aaa / AAA AAA	1.63 1.58
US CORPORATE									
40428HPV8	HSBC USA Inc Note 2.75% Due 8/7/2020	250,000.00	10/10/2018 3.26%	247,772.50 248,753.94	100.39 2.36%	250,975.50 3,322.92	0.34% 2,221.56	A2 / A AA-	1.02 0.98
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	500,000.00	09/27/2018 3.21%	490,920.00 494,532.98	100.04 2.26%	500,180.50 2,811.11	0.67% 5,647.52	A3 / A A	1.26 1.15
459200JF9	IBM Corp Note 2.25% Due 2/19/2021	500,000.00	06/26/2018 3.07%	489,640.00 493,914.71	99.94 2.29%	499,696.00 5,062.50	0.67% 5,781.29	A2 / A NR	1.56 1.50
69371RN93	Paccar Financial Corp Note 2.8% Due 3/1/2021	300,000.00	07/23/2018 3.12%	297,585.00 298,530.66	100.78 2.29%	302,342.70 3,500.00	0.41% 3,812.04	A1 / A+ NR	1.59 1.53
06406FAA1	Bank of NY Mellon Corp Callable Note Cont 03/15/2021 2.5% Due 4/15/2021	500,000.00	08/24/2018 3.05%	493,125.00 495,543.05	100.37 2.26%	501,850.50 3,680.56	0.67% 6,307.45	A1 / A AA-	1.71 1.57
369550BE7	General Dynamics Corp Note 3% Due 5/11/2021	350,000.00	06/28/2018 3.08%	349,247.50 349,533.55	101.55 2.11%	355,416.60 2,333.33	0.48% 5,883.05	A2 / A+ NR	1.78 1.72
857477AV5	State Street Bank Note 1.95% Due 5/19/2021	500,000.00	10/12/2018 3.30%	483,360.00 488,443.47	99.50 2.23%	497,510.50 1,950.00	0.66% 9,067.03	A1 / A AA-	1.80 1.75



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
808513AW5	Charles Schwab Corp Callable Note Cont 4/21/2021 3.25% Due 5/21/2021	320,000.00	Various 3.09%	321,372.10 320,817.26	101.81 2.17%	325,779.20 2,022.23	0.44% 4,961.94	A2 / A A	1.81 1.66
931142EJ8	Wal-Mart Stores Note 3.125% Due 6/23/2021	290,000.00	06/20/2018 3.13%	289,985.50 289,990.81	102.01 2.04%	295,828.13 956.60	0.40% 5,837.32	Aa2 / AA AA	1.90 1.83
02665WBG5	American Honda Finance Note 1.7% Due 9/9/2021	500,000.00	07/20/2018 3.19%	478,045.00 485,209.67	98.68 2.35%	493,381.50 3,352.78	0.66% 8,171.83	A2 / A NR	2.11 2.04
89233P5F9	Toyota Motor Credit Corp Note 3.4% Due 9/15/2021	500,000.00	05/31/2018 3.03%	505,785.00 503,744.09	102.45 2.21%	512,248.00 6,422.22	0.69% 8,503.91	Aa3 / AA- A+	2.13 2.02
24422ETL3	John Deere Capital Corp Note 2.65% Due 1/6/2022	500,000.00	Various 3.29%	489,627.50 492,686.54	101.00 2.23%	504,992.50 920.14	0.67% 12,305.96	A2 / A A	2.44 2.34
74005PBA1	Praxair Callable Note Cont 11/15/2021 2.45% Due 2/15/2022	300,000.00	06/27/2018 3.15%	292,848.00 294,993.06	100.82 2.08%	302,469.30 3,389.17	0.41% 7,476.24	A2 / A NR	2.55 2.19
037833CQ1	Apple Inc Callable Note Cont 4/11/22 2.3% Due 5/11/2022	500,000.00	10/30/2018 3.30%	483,395.00 486,917.27	100.53 2.09%	502,652.50 2,555.56	0.67% 15,735.23	Aa1 / AA+ NR	2.78 2.59
68389XBB0	Oracle Corp Callable Note Cont 3/15/2022 2.5% Due 5/15/2022	500,000.00	Various 3.28%	486,304.00 489,900.12	100.60 2.26%	502,995.00 2,638.89	0.67% 13,094.88	A1 / A+ A	2.79 2.52
084664BT7	Berkshire Hathaway Note 3% Due 5/15/2022	500,000.00	12/11/2018 3.31%	495,015.00 495,936.97	102.40 2.11%	511,981.00 3,166.67	0.69% 16,044.03	Aa2 / AA A+	2.79 2.65
09247XAJ0	Blackrock Inc Note 3.375% Due 6/1/2022	500,000.00	11/28/2018 3.36%	500,215.00 500,173.98	103.42 2.12%	517,109.50 2,812.50	0.69% 16,935.52	Aa3 / AA- NR	2.84 2.69
90331HNL3	US Bank NA Callable Note Cont 12/23/22 2.85% Due 1/23/2023	480,000.00	07/22/2019 2.24%	489,580.80 489,519.38	101.80 2.29%	488,649.60 304.00	0.65% (869.78)	A1 / AA- AA-	3.48 3.22
69353RFL7	PNC Bank Callable Note Cont 5/9/2023 3.5% Due 6/8/2023	500,000.00	06/11/2019 2.44%	519,580.00 518,907.19	104.17 2.34%	520,846.00 2,576.39	0.70% 1,938.81	A2 / A NR	3.86 3.52
931142EK5	Wal-Mart Stores Callable Note Cont 5/26/2023 3.4% Due 6/26/2023	500,000.00	05/21/2019 2.65%	514,115.00 513,440.10	104.55 2.15%	522,726.00 1,652.78	0.70% 9,285.90	Aa2 / AA AA	3.91 3.57
Total US Corporate		8,790,000.00	3.07%	8,717,517.90 8,751,488.80	2.22%	8,909,630.53 55,430.35	11.93% 158,141.73	A1 / A+ A+	2.39 2.23



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
9128283S7	US Treasury Note 2% Due 1/31/2020	750,000.00	08/24/2018 2.57%	744,082.03 747,925.31	99.91 2.19%	749,296.50 40.76	1.00% 1,371.19	Aaa / AA+ AAA	0.50 0.49
9128283Y4	US Treasury Note 2.25% Due 2/29/2020	750,000.00	06/25/2018 2.51%	746,835.94 748,905.74	100.04 2.18%	750,293.25 7,061.82	1.01% 1,387.51	Aaa / AA+ AAA	0.58 0.57
912828XH8	US Treasury Note 1.625% Due 6/30/2020	750,000.00	05/31/2018 2.43%	737,753.91 744,625.24	99.58 2.09%	746,865.00 1,059.78	1.00% 2,239.76	Aaa / AA+ AAA	0.92 0.90
912828L65	US Treasury Note 1.375% Due 9/30/2020	750,000.00	06/27/2018 2.53%	731,044.92 740,212.29	99.25 2.03%	744,345.75 3,465.68	1.00% 4,133.46	Aaa / AA+ AAA	1.17 1.14
912828WC0	US Treasury Note 1.75% Due 10/31/2020	750,000.00	07/20/2018 2.64%	735,292.97 741,912.02	99.66 2.02%	747,480.75 3,316.92	1.00% 5,568.73	Aaa / AA+ AAA	1.25 1.22
912828A42	US Treasury Note 2% Due 11/30/2020	750,000.00	11/28/2018 2.85%	737,695.31 741,813.68	99.99 2.01%	749,941.50 2,540.98	1.00% 8,127.82	Aaa / AA+ AAA	1.34 1.31
912828N89	US Treasury Note 1.375% Due 1/31/2021	750,000.00	10/30/2018 2.86%	725,859.38 733,896.48	99.11 1.98%	743,349.75 28.02	0.99% 9,453.27	Aaa / AA+ AAA	1.51 1.48
912828U81	US Treasury Note 2% Due 12/31/2021	750,000.00	11/08/2018 3.05%	726,650.39 732,040.33	100.30 1.87%	752,285.25 1,304.35	1.00% 20,244.92	Aaa / AA+ AAA	2.42 2.34
912828W55	US Treasury Note 1.875% Due 2/28/2022	1,000,000.00	01/30/2019 2.56%	979,921.88 983,172.96	100.01 1.87%	1,000,078.00 7,846.47	1.34% 16,905.04	Aaa / AA+ AAA	2.58 2.49
912828W89	US Treasury Note 1.875% Due 3/31/2022	750,000.00	09/27/2018 2.92%	724,013.67 730,246.33	100.07 1.85%	750,498.00 4,725.92	1.01% 20,251.67	Aaa / AA+ AAA	2.67 2.57
912828XR6	US Treasury Note 1.75% Due 5/31/2022	750,000.00	09/24/2018 2.93%	719,208.98 726,311.08	99.68 1.87%	747,597.75 2,223.36	1.00% 21,286.67	Aaa / AA+ AAA	2.84 2.74
912828XW5	US Treasury Note 1.75% Due 6/30/2022	350,000.00	09/07/2018 2.80%	336,792.97 339,883.17	99.73 1.85%	349,056.75 532.61	0.47% 9,173.58	Aaa / AA+ AAA	2.92 2.83
9128282P4	US Treasury Note 1.875% Due 7/31/2022	1,000,000.00	12/28/2018 2.53%	977,617.19 981,262.10	100.05 1.86%	1,000,508.00 50.95	1.33% 19,245.90	Aaa / AA+ AAA	3.00 2.90
912828L24	US Treasury Note 1.875% Due 8/31/2022	750,000.00	09/20/2018 2.94%	720,439.45 726,885.29	100.06 1.86%	750,439.50 5,884.85	1.01% 23,554.21	Aaa / AA+ AAA	3.09 2.96
9128282W9	US Treasury Note 1.875% Due 9/30/2022	1,000,000.00	03/19/2019 2.43%	981,406.25 983,337.69	100.09 1.84%	1,000,938.00 6,301.23	1.34% 17,600.31	Aaa / AA+ AAA	3.17 3.04
9128284D9	US Treasury Note 2.5% Due 3/31/2023	1,000,000.00	02/21/2019 2.51%	999,414.06 999,476.64	102.28 1.85%	1,022,812.00 8,401.64	1.37% 23,335.36	Aaa / AA+ AAA	3.67 3.47



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828R69	US Treasury Note 1.625% Due 5/31/2023	600,000.00	04/11/2019 2.30%	584,039.06 585,212.35	99.15 1.85%	594,913.80 1,651.64	0.79% 9,701.45	Aaa / AA+ AAA	3.84 3.69
Total US Treasury		13,200,000.00	2.66%	12,908,068.36 12,987,118.70	1.94%	13,200,699.55 56,436.98	17.65% 213,580.85	Aaa / AA+ AAA	2.24 2.16
TOTAL PORTFOLIO		74,689,653.65	2.39%	74,309,702.43 74,439,659.29	2.18%	74,845,144.72 280,361.60	100.00% 405,485.43	Aa1 / AA+ AAA	1.34 1.18
TOTAL MARKET VALUE PLUS ACCRUED						75,125,506.32			

DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: SEWER SYSTEM MANAGEMENT PLAN (SSMP) FIVE-YEAR UPDATE

BACKGROUND:

The District currently operates the sewer collection and conveyance system in accordance with General Waste Discharge Requirement (WDR) Order No. 2006-0003 DWQ adopted by the State Water Resources Control Board on May 2, 2006.

An important component of the WDR is a Sewer System Management Plan (SSMP). The intent of the SSMP is to ensure that key parts of the WDR are acknowledged. There are 11 key elements noted in the SSMP that must be met by the District. The Board most recently adopted the District's SSMP on August 6, 2014.

DISCUSSION:

The SSMP must be reviewed and updated every five (5) years. There were no significant program changes since the last update approved by the Board on August 6th, 2014. The five (5) year update must be approved by the Board at a public meeting.

VWD staff also completed required audits of the SSMP in 2016 and 2018, which showed the District meeting the goals of the SSMP.

FISCAL IMPACT:

None.

The District's SSMP complies with all components of the WDR and the adopted 2019/2020 budget supports all required activities of the District.

RECOMMENDATION:

Adopt the updated SSMP.

Sewer System Management Plan

Vallecitos Water District

**201 Vallecitos de Oro
San Marcos, CA 92069**

August 21, 2019

Sewer System Management Plan (SSMP)

Table of Contents

Overview.....	3
Requirements	3
Element I: Goals	3
Element II: Organization.....	4
Element III: Legal Authority	5
Element IV: Operations and Maintenance Program	6
Element V: Design and Performance.....	7
Element VI: Overflow Emergency Response Plan.....	7
Element VII: Fats, Oils & Grease (FOG) Control Program	7
Element VIII. System Evaluation and Capacity Assurance Plan	8
Section IX. Monitoring Measurements and Plan Modification	9
Element X. SSMP Program Audit	10
Element XI. Communication Program	10

Appendix A: SSMP Development Plan and Schedule

Appendix B: SSMP Organizational Structure

Appendix C: Vallecitos Water District Ordinance No. 65 and 191

Appendix D: Standard Operating Procedure for Collection System and Lift Station Maintenance

Appendix E: Sewer Overflow Response Plan (SSORP)

Appendix F: FOG Standard Operating Procedures and FOG Enhancement Maintenance Areas

Overview

After several years of public discussion and planning, on May 2, 2006 the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, a General Waste Discharge Requirement (WDR) for all publicly owned sanitary sewer collection systems in California with more than one (1) mile of sewer pipe. The goal of the WDR is to reduce the number of sanitary sewer overflows (SSO) through proper and efficient management, operation, and maintenance of a sanitary sewer system, while taking into consideration risk management and cost benefit analysis. In order to achieve this goal, one of the key components of Order No. 2006-0003 requires each publicly owned sanitary sewer collection system to develop a Sewer System Management Plan (SSMP).

Requirements

Order No. 2006-0003 requires the Vallecitos Water District (District) to develop a SSMP with eleven mandatory elements as well as a SSMP Development Plan and Schedule.

The mandatory elements of the SSMP are specified below. The District will document all of the below elements in this SSMP.

- I. **Goals**
- II. **Organization Structure**
- III. **Legal Authority**
- IV. **Operation and Maintenance Program**
- V. **Design and Performance**
- VI. **Overflow Emergency Response Program**
- VII. **Fats, Oils and Grease (FOG) Control Program**
- VIII. **System Evaluation and Capacity Assurance Plan**
- IX. **Monitoring, Measurement, and Program Modifications**
- X. **SSMP Program Audits**
- XI. **Communication Program**

In accordance with Section D, 14 of the SWRCB Order No. 2006-0003, the final SSMP must be approved by the District's Board of Directors at a public meeting. It also must be updated every five (5) years, and must include any significant program changes. Any significant updates to the SSMP must be approved by the District's Board of Directors.

The District's original SSMP was adopted by the Board of Directors on August 5, 2009. A five-year update to the original SSMP was adopted on August 6, 2014. The 2019 five-year update to the SSMP will be certified by the Board of Directors during a public Board meeting.

Element I: Goals

The District has adopted the following Mission Statement that guides all facets of the District'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 the District's Mission Statement is the development and implementation of this SSMP. The goals of the District's SSMP are:

- To properly manage, operate, and maintain all portions of the District's wastewater collection system.
- To provide adequate capacity to convey the peak/wet weather wastewater flows.
- To minimize the frequency of, or eliminate SSO's.
- To mitigate the impacts that are associated with any SSO that may occur.
- To meet all applicable regulatory notification and reporting requirements.

Element II: Organization

Appendix B. of this document contains two organizational charts which clearly demonstrate lines of authority, employee names, and titles for departments within the organization that are responsible for SSMP development, SSMP implementation and SSO notification.

Narratives of key positions responsible for the SSMP are as follows:

General Manager – The General Manager is the District's Legally Responsible Official (LRO) and is responsible for overall development and implementation of the District'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 Manager will assume the duties of the LRO and be responsible for reporting SSO's to the appropriate agencies. This person plans, organizes and coordinates all work of the Operations and Maintenance staff, including the Wastewater Collection Systems, Mechanical/Electrical, Construction, Meadowlark Treatment Plant, and Water Operations departments. He reviews all SSO reports for compliance and accuracy.

Wastewater Collection Systems Supervisor – The Wastewater Collection Systems Supervisor is responsible for the general operation, cleaning, inspection, repair and maintenance of the District's sanitary sewer collection system. The Wastewater Collection Systems Supervisor leads emergency response and investigates SSO's. He is also responsible for ensuring that SSO emergency response and investigations are appropriately documented for reporting purposes. In the absence of the General Manager and the Operations and Maintenance Manager, the Wastewater Collection Systems Supervisor assumes the duties of the LRO.

Wastewater Collection Systems Staff – The Wastewater Collection Systems staff operate, clean, inspect and maintain the District’s sanitary sewer collection system. The Wastewater Collection Systems staff is responsible for responding to service requests including SSOs. SSOs are investigated and documented by field staff.

Mechanical/Electrical Maintenance Staff – The Mechanical/Electrical Maintenance staff inspects, repairs, and provides preventative maintenance for the District’s sanitary sewer lift stations. Staff is responsible for responding to service requests including SSOs at all lift stations.

Source Control Technician – The Source Control Technician supports the District’s Fats, Oils, and Grease (FOG) pretreatment inspection program (see Ordinance 191 in Appendix C). The Source Control Technician inspects and monitors commercial, institutional, and food service establishments for compliance with federal, state, and local environmental regulations related to discharge of grease, oil, and other materials into the District’s wastewater collection system; ensures compliance with all requirements associated with pretreatment functions performed by Meadowlark 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 agency 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 the District;

Service Request Response – The District 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 his absence, the Senior Wastewater Collection Systems Worker that he designates. All after-hour calls are routed to the District’s answering service who then directly notifies the District’s Wastewater Collection Systems Duty Operator, who is provided with a District response truck and cell phone to facilitate timely response.

Element III: Legal Authority

Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003 requires the District to have the legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of lateral owned or maintained by the Public Agency;

- Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
- Enforce any violation of its sewer ordinances.

District Ordinance No. 65 and 191 (Appendix C) contain and address the mandatory SSMP provisions and provides the necessary authority to comply with the referenced section. Appendix C provides a table showing the requirements listed above and how Ordinances No. 65 and 191 meet these requirements.

Element IV: Operations and Maintenance Program

The District's Operations and Maintenance Program (O&M Program) addresses those mandatory SSMP provisions outlined in *Section D, 13 (iv) Operation and Maintenance Program of SWRCB Order No. 2006-0003*. Appendix D of this SSMP describes the O & M Program and contains the Preventative Maintenance Program for Wastewater Collection Systems Maintenance and Lift Station Maintenance.

The District's O&M Program encompass the following components:

- An up-to-date map of the sanitary sewer system, showing all gravity line segments, size and material and manholes, pumping facilities, pressure pipes, valves and other appurtenances. This information is managed and accessed by District personnel through the District's intranet and the ARC GIS application.
- A preventative maintenance program 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 Closed Circuit Television (CCTV).
- A short-term and long-term rehabilitation and replacement program. Short-term programs are generally identified in the O&M annual budget and long-term projects are identified in the District's 5-year Master Plan.
- Training for Wastewater Collection Systems staff is scheduled and tracked. The District funds continuing education training to facilitate staff maintaining current CWEA certificates.
- The District utilizes an on-site warehouse where equipment and replacement part inventories are maintained.

In addition to the O&M Program for Wastewater Collection System Operations and Lift Station Maintenance, the District has implemented a Source Control Program. The Source Control Program consists of at least the following elements and is implemented in accordance with Ordinance 191 (see Appendix C):

- Inspection of Food Service Establishments (FSEs) for the prohibitions included in Ordinance 191, Section 2 and the inspection and sampling criteria in ordinance 191, Section 12.
- Installation and Maintenance of FOG Pretreatment Grease Removal Devices (GRDs) in accordance with Sections 3 through 7 of Ordinance 191.
- Education of FSEs regarding Best Management Practices (BMPs) included in Ordinance 191, Section 9.

Details regarding the elements of the Source Control Program are found in Appendix C, Ordinance 191 and Appendix F, FOG Control Program and Enhanced Maintenance Areas for the Wastewater Collection System.

Element V: Design and Performance

The District maintains Standard Specifications for Construction of Water and Sewer Facilities that addresses this section of the SWRCB Order No. 2006-0003. The standards are located in the Engineering Department and contain design parameters, standard drawings, an approved materials list, and specifications for construction, inspection, testing, and acceptance of District facilities. The District'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.

Element VI: Overflow Emergency Response Plan

The District has implemented a Sewer Overflow Response Plan (SORP) for many years that includes all provisions of *Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003*. The SORP includes detection and response procedures, public advisory procedures, traffic control procedures, regulatory agency notification and emergency contact information. Appendix E contains the most recent version of the District's SORP.

Element VII: Fats, Oils & Grease (FOG) Control Program

Section D, 13 (vii) FOG of SWRCB Order No. 2006-0003 requires the District to evaluate its service area to determine if a FOG program is needed. The District is required to implement, as needed, source control methods identified in SWRCB Order No. 2006-0003. The District implemented the following:

- The District has identified locations within the collection system that have FOG issues. To address the FOG issues, the District implemented a program that includes scheduled cleaning of FOG "Enhanced Maintenance Areas," and the use of biological media to control FOG issues. Appendix F contains a list of the FOG

enhanced maintenance areas and Standard Operating Procedures for maintenance and cleaning of those locations.

- The District implemented a public education outreach program that promotes proper disposal of FOG. The program includes the following:
 1. Periodic articles in our quarterly “Between the Pipes” newsletter to educate the public about proper grease disposal.
 2. Discuss the problems of grease in the sewers during public speaking events and other public outreach events.
 3. Place ads regarding household grease in local publications.
 4. Purchase "Fat Trappers" and distribute at public outreach events.
- On December 10, 2013, the District adopted Ordinance No 191. This ordinance establishes the legal authority to prevent discharge of FOG and the authority to inspect grease producing facilities.
- In 2014, the District began an inspection program for FSEs to determine compliance with the FOG Control Program. As described in Element II above, the Source Control Technician carries out inspections at the FSEs and coordinates with Encina Wastewater Authority on other Pretreatment matters, as needed.
- A summary of the inspection criteria included in Ordinance 191 (see Appendix C) are described in Element IV above.
- A contract agreement with Encina Wastewater Authority to provide as needed source control monitoring, inspection and enforcement through Industrial Waste Discharge permits.

District staff will continue to evaluate the effectiveness of this program and if needed make appropriate changes.

Element VIII. System Evaluation and Capacity Assurance Plan

The District’s adopted 2018 Master Plan addresses the SSMP provisions outlined in *Section D, 13 (VIII) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003*. The 2018 Master Plan is a separate document from this SSMP and is maintained by the Engineering Department. The 2018 Master Plan methodology that addresses the requirements of this section are:

- **Capacity Evaluation** – The Master Plan addresses and models normal and peak flows in each sewer shed and pipeline. The calibration of the model was derived from flow monitoring during dry and wet weather periods.

- **Identification of Capacity Needs** – 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.
- **Project Schedule** – a schedule for the capital projects is included in the Master Plan and utilized in preparation of each Fiscal Year budget.
- **New Development** – A complete analysis of impacts to the existing and proposed sewer facilities are required for all new development projects within the District. 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.

Section IX. Monitoring Measurements and Plan Modification

The District's sewer management program is based on the continuous improvement approach, 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 SSO's over the past 12 months, distinguishing between dry weather overflows and wet weather overflows
- Volume distribution of SSO's (e.g. number of SSO's < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons)
- Volume of SSO's that were contained in relation to total volume of SSO's
- SSO's 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, or fats, oil, and grease (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 X. SSMP Program Audit

The District will conduct an internal audit every two years (even numbered years) to determine the effectiveness of the SSMP elements and programs. This audit shall focus on evaluating the effectiveness of the SSMP and compliance with the SSMP requirements identified in *Subsection D. 13 of the SWRCB Order No. 2006-0003*, including identification of any deficiencies in the SSMP and steps to correct them.

The audit will be performed by the District's Operations and Maintenance Manager, the Risk Management Supervisor, the Wastewater Collection Systems Supervisor, and the Source Control Technician. A written report of the audit results, including corrective actions and recommendations will be provided to the District's LRO for approval and authorization to implement the recommendations.

Element XI. Communication Program

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

Appendix A
Sewer System Management Plan
SSMP Development Plan and
Schedule

Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

August 21, 2019

SSMP DEVELOPMENT PLAN AND SCHEDULE

Per the State Water Resource Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer System (Order No. 06-03), the Vallecitos Water District (District) is required to develop a Sewer System Management Plan (SSMP). The original 2009 SSMP and all SSMP 5-Year Updates must be site specific and include all mandatory elements as outlined in Order No. 06-03. The following contains the District’s development plan and schedule to complete the SSMP by the mandated deadlines per the eleven required elements. The Board approval of this document is required per Order No. 06-03.

ELEMENT I. GOALS

This element requires that the District establish goals for the SSMP to properly manage, operate, and maintain all parts of the wastewater collection system in order to reduce and prevent Sanitary Sewer Overflows (SSOs), as well as to mitigate any SSOs that occurs. The District’s mission statement satisfies this element.

Task	Due Date	Date Complete	Assigned to	Comments
Goals	Nov 2, 2007	Jun 6, 2007 Revised July 2014 Reviewed July 2019	O&M Manager	Completed

ELEMENT II. ORGANIZATION

This element requires that the District 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 SSOs from receipt of complaint to report to regulatory agencies.

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

ELEMENT III. LEGAL AUTHORITY

This element requires the District to show that it possesses the necessary legal authority to implement and enforce several requirements spelled out in Order No. 06-03. A comparison of the District’s Ordinance No. 65 and No. 191 to the requirements of Order No. 06-03 satisfies this element. A review was conducted by the Risk Management Supervisor and it was determined that Ordinance No. 65 and No. 191 meet the minimum requirements of Order No. 06-03.

Task	Due Date	Date Complete	Assigned to	Comments
Legal Authority	May 2, 2009	April 22, 2009 Revised July 2014 Reviewed July 2019	Risk Mgmt. Sup.	Completed

ELEMENT IV. OPERATION AND MAINTENANCE PROGRAM

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

- 1) Mapping – Current mapping of sewage system.
- 2) Preventative Maintenance Program – A written description of the preventative maintenance program.
- 3) Rehabilitation and Replacement Program – This includes short- and long-term plans as well as an inspection program.
- 4) Staff Training – Provide training on a regular basis for staff in sanitary sewer system and operations, maintenance.
- 5) Equipment & Parts Inventory - Provide equipment and replacement part inventories, including identification of critical replacement parts.

The District is currently performing all the above components, which are outlined in Appendix to this SSMP.

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

ELEMENT V. DESIGN AND PERFORMANCE

This element requires the District to develop standards for the design, construction, inspection, testing and acceptance of new, rehabilitated, or repaired portions of the collection system. The District maintains Standard Specification for Construction of Water and Sewer Facilities. The Engineering Department is responsible for the standards. The standards were approved in 1990 and updated/revised in 2008. The Board of Directors adopted the 2018 Standard Specification for Construction of Water and Sewer Facilities in August 2018 (District’s Standard Specifications). The District’s Standard Specifications will be cited when discussing specific requirements of this element of the SSMP.

Task	Due Date	Date Complete	Assigned to	Comments
Design and Performance	Aug 2, 2009	May 19, 2009 Revised July 2014 Revised August 2018	District Engineer	Completed

ELEMENT VI. OVERFLOW EMERGENCY RESPONSE PLAN

This element requires the District to develop a contingency plan and procedures for responding to a sanitary sewer overflow. For many years, the District has implemented a Sewer Overflow Response Plan (SORP) that includes all the requirements of this element. The SORP includes detection and response procedures, public advisory procedures, regulatory agency notification and emergency contact information. The SORP has been reviewed, updated and will be used to satisfy this component of the SSMP.

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

ELEMENT VII. FATS, OILS & GREASE (FOG) CONTROL PROGRAM

This element requires development of a FOG Control Program. One component of this element is to determine the nature and the extent of the FOG problem within the collection system and select components of a FOG Control Program that would address the identified problems/problem areas. The District has identified locations within the collection system that have FOG issues. To address the FOG issues the District has implemented a program that includes scheduled cleaning of FOG trouble spots and the use of a biological media to control FOG issues (see Appendix F).

Another component of this element is the implementation of a FOG inspection and education program. The District implemented a public education outreach program that promotes proper disposal of FOG. On December 10, 2013, the District adopted Ordinance No 191 (see Appendix C). This ordinance establishes the legal authority to prevent discharge of FOG and the authority to inspect grease producing facilities. The Source Control Technician inspects Food Service Establishments (FSEs) in accordance with Ordinance 191 at least once annually. The District’s FOG Guidance Manual for FSEs is available on our website and includes inspection criteria and frequency.

Task	Due Date	Date Complete	Assigned to	Comments
FOG Control Program	May 2009	May 2009 Revised December 2013 Revised July 2019	Source Control Technician / Risk Mgmt Supervisor	Completed

ELEMENT VIII. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This element requires the District to prepare and implement a Capital Improvement Plan (CIP) that includes a capacity evaluation of the collection system, identification of capacity needs and a project schedule. The Board of Directors adopted the 2018 Master Plan on May 1, 2019. The District’s adopted 2018 Master Plan contains all programs and activities of the element. Regarding

Sewer System Management Plan (SSMP)
 Appendix A: SSMP Development Plan and Schedule

capacity evaluation, the Master Plan addresses and models normal and peak flows in each sewer shed and pipeline. The 2018 Master Plan will be cited when discussing specific requirements of this element of the SSMP. Annually the Board of Directors approves the CIP budget, which allows District staff to implement the Master Plan.

Task	Due Date	Date Complete	Assigned to	Comments
System Evaluation and Capacity Assurance Plan	August 2, 2009	May 19, 2009 Revised July 2014 Revised May 2019	District Engineer/ Collection System Sup. / O&M Mgr.	Completed

ELEMENT IX. MONITORING MEASUREMENTS AND PLAN MODIFICATION

This element requires the District to identify and track key performance indicators to measure the progress of the SSMP implementation and performance of the agency’s collection system. The District’s sewer management program is based on the continuous improvement approach, which uses the evaluation of performance indicators to modify its program. The O&M Manager reviews monthly reports from the Collections Department regarding performance indicators and prepares reports quarterly for District Management and the Board of Directors.

Task	Due Date	Date Complete	Assigned to	Comments
Monitoring, Measurement, and Plan Modification	August 2, 2009	July 13, 2009 Revised July 2014 Revised July 2019	Risk Mgmt. Sup. / O&M Manager	Completed

ELEMENT X. SSMP PROGRAM AUDIT

This element requires the District to conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. The purpose of the SSMP Audit is to evaluate the effectiveness of Vallecitos Water District’s SSMP and to identify whether updates are needed. Documentation of SSMP audits are kept on file at the District, and an indication is made in the California Integrated Water Quality System (CIWQS) database that the audit was completed.

The Risk Management Supervisor, O&M Manager, Wastewater Collection Systems Supervisor, and Source Control Technician conduct SSMP Audits every 2 years for the District. The audit team consults with District Engineers while performing the audits. The Audit Team uses a checklist that was developed from information obtained from the State Water Resources Control Board website, and the SSMP Annual Audit Report form developed by Bay Area Clean Water Agencies (BACWA). The District completed its 2018 SSMP Audit on August 23, 2018.

Task	Due Date	Date Complete	Assigned to	Comments
Monitoring, Measurement, and Plan Modification	August 2, 2009	July 13, 2009 Revised July 2014 Revised July 2019	Risk Mgmt. Sup. & O&M Manager	Completed

ELEMENT XI. COMMUNICATION PROGRAM

This element requires the District to communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The SSMP is available on the [District Website](#). The Public Information Supervisor in coordination with the Source Control Technician develops the appropriate notifications to go on the District’s website and/or other media outlets throughout the year. When the current proposed 5-Year Update is approved by the Board of Directors, the website will be updated.

Task	Due Date	Date Complete	Assigned to	Comments
Communication Program	August 2, 2009	July 13, 2009. Revised July 2014 Revised July 2019	Public Info. Sup./ Source Control Tech.	Completed

FINAL SSMP and SSMP 5-Year Updates

According to Order No. 06-03, the District’s SSMP and the 5-Year Updates 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 the District’s Board of Directors at a public meeting. Additionally, the District’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 Risk Management Supervisor is responsible for documenting the elements of the SSMP for management review and then approval by the Board of Directors.

Task	Due Date	Date Complete	Assigned to	Comments
Final SSMP	August 2, 2009	July 29, 2009	Reg. Affairs Spec.	Completed
Five Year Update	August 6, 2014	July 2014	Risk Mgmt. Sup.	Completed
Five Year Update	August 7, 2019	July 2019	Risk Mgmt. Sup.	Completed

Appendix B

Sewer System Management Plan

SSMP Organizational Structure

Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

August 21, 2019

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: _____
O.E.S. Control Number: _____
Comments: _____

Notification Requirements:

Within 2 (two) hours: All SSO's 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 San Diego County Department of Environmental Health is notified through the Cal OES Control Number. VWD also calls for verification.

California Regional Water Quality Control Board:

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 San Diego Regional Water Quality Control Board (RWQCB) 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 SSO'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 and Wildlife Service (federal):

Carol Roberts Phone: (760) 431-9440 ext. 271 Email: corol_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 SSO'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.

ORDER NO. WQ 2013-0058 EXEC - ATTACHMENT A
STATE WATER RESOURCES CONTROL BOARD
EXCERPT

Category 1: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:

- a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
- b. Reach a MS4 (storm drain system) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the storm drain system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2: Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from the District's sanitary sewer failure or flow condition that does not reach a surface water, a drainage channel, or the storm drain system unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharge (PLSD): Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately-owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Notification Requirements:

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include: estimated volume discharged (gallons); if ongoing – estimate discharge rate (gpm); SSO incident description including: name of the system, on-site contact, address/cross streets, date and time enrollee became aware of the spill; containment status, if surface waters are impacted, etc.
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impacts(s).
 - a. Draft CIWQS reports for Category 1 and 2 spills shall be submitted within three (3) business days of the District becoming aware of the SSO.
 - b. Final CIWQS Reports for Category 1 and 2 spills shall be submitted within 15 calendar days of the end date of the SSO.
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately-owned sewer lateral or from other private sewer asset(s) of the enrollee becomes aware of the PLSD.

Storm Water Agency Notification Requirements

Notify appropriate agency/person - if any amount of an SSO reaches storm drains in their jurisdiction.

City of San Marcos:

Phone: (760) 744-1050 ext. 3218

Date and Time called: _____

Name of person contacted: _____

Comments: _____

Reed Thornberry

Cell: (619) 876-3764

FAX: (760) 752-7578

City of Carlsbad:

Storm Water Hot Line: (760) 602-2799

Date and Time called: _____

Name of person contacted: _____

Comments: _____

24-Hour Duty

Cell: (760) 802-8103

FAX: (760) 602-8562

City of Escondido:

Phone: (760) 802-0776

Date and Time called: _____

Name of person contacted: _____

Comments: _____

Hugo Villalobos

Administration: (760) 839-4668 FAX: (760) 739-7040

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: (760) 726-1340 ext. 1373

E-mail: waterquality@cityofvista.com

Date and Time called: _____

Name of person contacted: _____

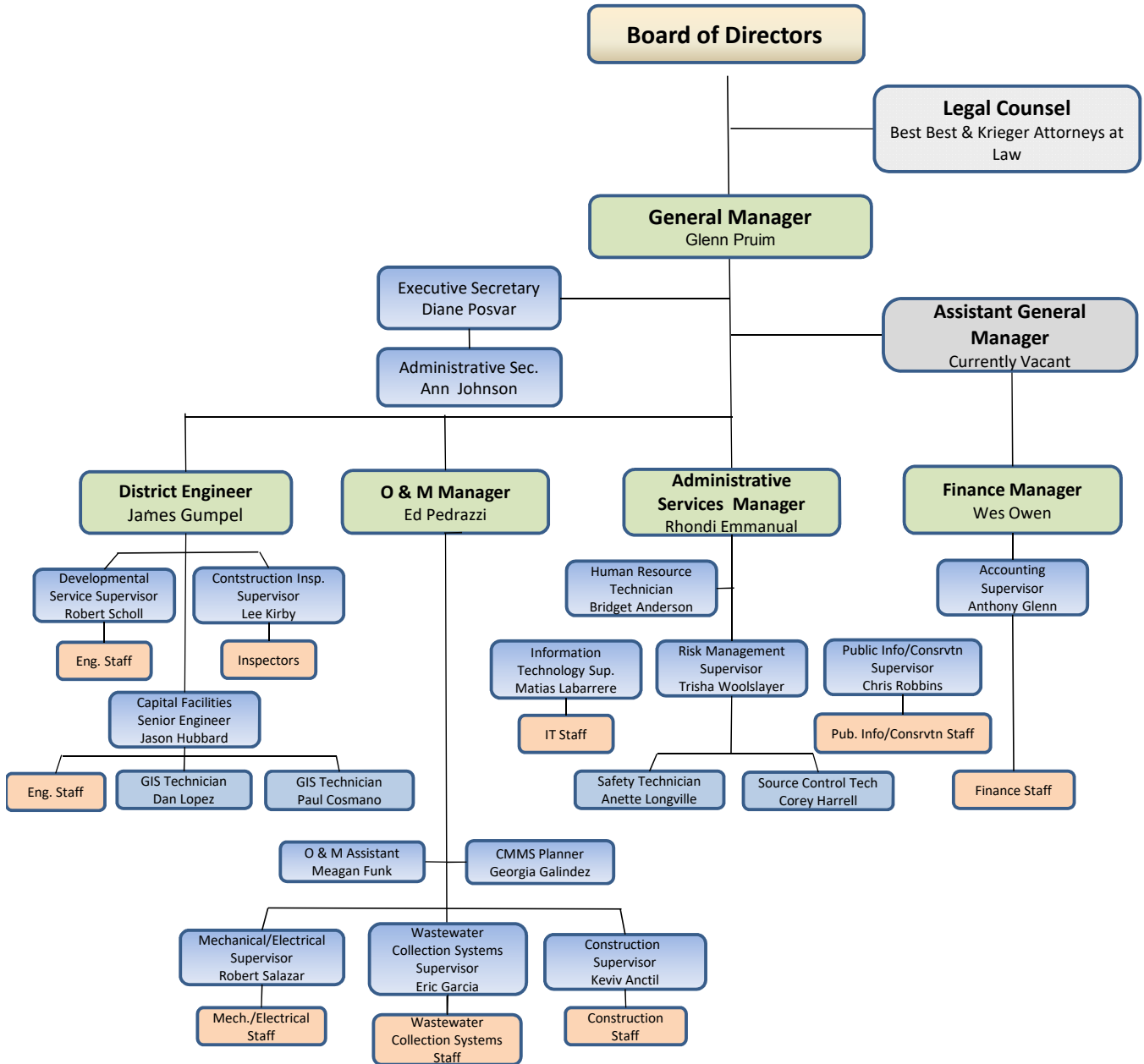
Comments: _____

Cheryl Filar (Department Manager)

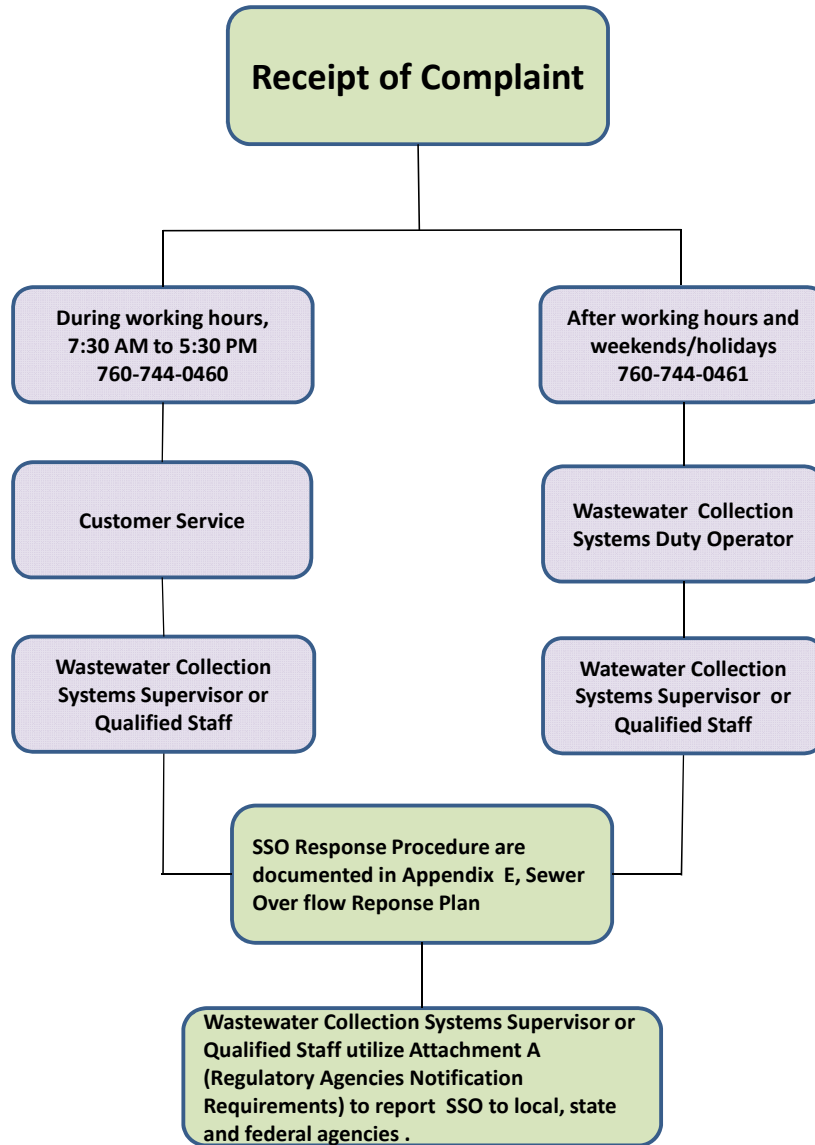
Hotline: (760) 726-1340 ext. 1686 FAX: (760) 639-6112

Personnel Responsible for VWD SSMP Development and Implementation

To contact any person call Monday through Friday, 6:30 AM to 4:00 PM, 760-744-0460. After hours or Weekends/Holidays call 760-744-0461



SSO Response and Reporting



Appendix B: Regulatory Agencies Notification Requirements

Sewer System Management Plan Appendix C - Legal Authorities & Vallecitos Water District Ordinances

Vallecitos Water District

**201 Vallecitos de Oro
San Marcos, CA 92069**

August 2019

SSMP APPENDIX C – Legal Authority and 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 the District, 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. 2006-0003-DWQ and revised or updated in Order No. 2013-0058-EXEC. District Ordinances No. 65 and 191 satisfy these requirements. Below is a summary of the legal authorities given in District Ordinance Nos. 65 and 191 with a comparison to the requirements of the two SWRCB/ RWQCB Orders.

Table 1 – SWRCB Requirements and District Ordinances Comparison			
SWRCB/ RWQCB Order No.	SWRCB/ RWQCB Requirement	District Ordinance No.	District Ordinance Text
06-03	<p>Section III. Legal Authority</p> <p>(a) Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);</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 discharge 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 discharge 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> <p>a. Reject the wastes.</p> <p>Or, if the Manager approves, an industrial waste discharge permit will:</p>

Table 1 – SWRCB Requirements and District Ordinances Comparison			
SWRCB/ RWQCB Order No.	SWRCB/ RWQCB Requirement	District Ordinance No.	District Ordinance Text
			<p>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.</p> <p>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.</p> <p>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.</p>
06-03	<p>Section III. Legal Authority</p> <p>(b) Require that sewers and connections be properly designed and constructed;</p>	65	<p>Article IV – Building Sewers and Connections</p> <p>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 water tight. 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>
06-03	<p>Section III. Legal Authority</p> <p>(c) Ensure access for maintenance, inspection, or repairs for portions of</p>	65	<p>Article IX – Powers and Authority of Inspectors</p> <p>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</p>

Table 1 – SWRCB Requirements and District Ordinances Comparison			
SWRCB/ RWQCB Order No.	SWRCB/ RWQCB Requirement	District Ordinance No.	District Ordinance Text
	lateral owned or maintained by the Public Agency;		maintenance of any portion of the sewage works lying within said easement
06-03	<p>Section III. Legal Authority</p> <p>(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and</p>	65	<p>Article V – Use of Public Sewer Section 4 – Industrial Waste Option</p> <p>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> <p>a. Reject the wastes.</p> <p>Or, if the Manager approves, an industrial waste discharge permit will:</p> <p>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.</p> <p>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.</p> <p>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.</p>
06-03	<p>Section III. Legal Authority</p> <p>(d) Limit the discharge of fats, oils, and grease and</p>	65	<p>Article VI – Industrial Waste Discharge Permit Section 8 – Prohibited Substances</p> <p>No person shall discharge or cause to be discharged into the sewage system any of the following described water or wastes:</p>

Table 1 – SWRCB Requirements and District Ordinances Comparison			
SWRCB/ RWQCB Order No.	SWRCB/ RWQCB Requirement	District Ordinance No.	District Ordinance Text
	other debris that may cause blockages, and		<p>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, entrails, and paper dishes, cups, milk containers, etc., either whole or ground.</p> <p>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>
06-03	<p>Section III. Legal Authority</p> <p>(e) Enforce any violation of its sewer ordinances.</p>	65	<p>Article VII – Industrial Waste Enforcement Procedures</p> <p>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</p>

Table 1 – SWRCB Requirements and District Ordinances Comparison			
SWRCB/ RWQCB Order No.	SWRCB/ RWQCB Requirement	District Ordinance No.	District Ordinance Text
			<p>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>
06-03	<p>Section III. Legal Authority</p> <p>(c) Ensure access for maintenance, inspection, or repairs for portions of lateral owned or maintained by the Public Agency;</p>	191	<p>Section 10 – Monitoring and Reporting Conditions</p> <p>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.</p> <p>Section 17 – Sewer System Overflows and Cleanup Costs</p> <p>All sewer laterals must be cleaned periodically by the property owner at a frequency that prevents blockages or SSOs from occurring.</p>

Table 1 – SWRCB Requirements and District Ordinances Comparison			
SWRCB/ RWQCB Order No.	SWRCB/ RWQCB Requirement	District Ordinance No.	District Ordinance Text
			<u>See Ordinance 191, Section 17</u> – Sewer System Overflows and Cleanup Costs
06-03	Section III. Legal Authority (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and	191	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.

Table Notes:

- i. 2006-0003-DWQ applies 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 a publicly owned treatment facility in the State of California...”
- ii. 2013-0058-EXEC (13-58), Attachment A provides that, “...This Monitoring and Reporting Program establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ...”

Ordinance 65

Insert 25 page ordinance 65 here
Pages 5-31 of final PDF

Ordinance 191
Adopted December 10, 2013
Fats, Oils, and Grease

Insert FOG Ordinance No. 65
Insert 16 Pages from PDF file



PREAMBLE

ARTICLE I PURPOSE AND POLICY..... Page 1

ARTICLE II DEFINITIONS..... Page 2

ARTICLE III USE OF PUBLIC SEWERS REQUIRED..... Page 5

 Section 1 Unlawful Deposits on Property..... Page 5

 Section 2 Unlawful Discharges to Natural Outlets..... Page 5

ARTICLE IV BUILDING SEWERS AND CONNECTIONS..... Page 5

 Section 1 Unauthorized Use..... Page 5

 Section 2 Connection Rules and Regulations..... Page 5

 Section 3 Classes of Sewer Permits..... Page 6

 Section 4 Building Sewer Installation..... Page 6

ARTICLE V USE OF PUBLIC SEWERS..... Page 7

 Section 1 Discharge of Non-Sewage Waters..... Page 7

 Section 2 Discharge of Sanitary Sewage..... Page 7

 Section 3 Discharge of Water Softener Brine Prohibited..... Page 7

 Section 4 Industrial Waste Option..... Page 7

 Section 5 Permit Required..... Page 8

 Section 6 Entry Upon Premises; Inspection and Testing..... Page 8

 Section 7 Control Manhole Installation..... Page 8

 Section 8 Measurement, Test, Analysis..... Page 8

 Section 9 Special Agreement..... Page 9

ARTICLE VI INDUSTRIAL WASTE DISCHARGE PERMITS..... Page 9

 Section 1 Discharge of Industrial Waste; Permit Required.... Page 9

 Section 2 Permit Issuance..... Page 9

 Section 3 Procedure for Processing Application..... Page 10

 Section 4 Application..... Page 10

 Section 5 Superintendent of Reclamation Evaluation
& Recommendation..... page 11

 Section 6 Provisions..... Page 12

 Section 7 Pretreatment Plants Required..... Page 13

 Section 8 Prohibited Substances..... Page 14

 Section 9 Guidelines for Evaluation of Discharge..... Page 15

 Section 10 Self Monitoring and Reporting..... Page 17

 Section 11 General Industrial Classifications..... Page 18

ARTICLE VII INDUSTRIAL WASTE ENFORCEMENT PROCEDURE..... Page 19

 Section 1 Enforcement of Rules and Regulations..... Page 19

 Section 2 Permit; Validity..... Page 19

 Section 3 Revocation/Suspension of Permits & Discontinuance
of facilities..... Page 19

 Section 4 Notice..... Page 20

ARTICLE VIII PROTECTION FROM DAMAGE..... Page 20

ARTICLE IX POWERS AND AUTHORITY OF INSPECTORS..... Page 21

 Section 1 Access to Private Property..... Page 21

 Section 2 Safety Observance..... Page 21

 Section 3 Access to Easement..... Page 21

ARTICLE X SEWER CAPACITY RIGHT FEES..... Page 21

 Section 1 Capacity Fee Option..... Page 21

 Section 2 Sewer Capacity Right Fees..... Page 21

 Section 3 Additional Sewer Capacity Right Fees..... Page 22

 Section 4 Facility Provision of Fees..... Page 22

 Section 5 Non Refundable..... Page 23

 Section 6 Use of Revenue..... Page 23

ARTICLE XI MONTHLY SERVICE CHARGE..... Page 23

 Section 1 Establish Charge..... Page 23

 Section 2 Time of Payment..... Page 23

 Section 3 Non Payment; Reconnection..... Page 23

ARTICLE XII SERVICE LATERAL CONNECTION..... Page 24

ARTICLE XIII EXTENSION OF DISTRICT SEWER LINES..... Page 24

ARTICLE XIV PENALTIES..... Page 24

 Section 1 Violation..... Page 24

 Section 2 Violation a Misdemeanor; Penalty..... Page 24

 Section 3 Criminal and Civil Liability; Penalty..... Page 24

ARTICLE XV PROVISIONS..... Page 25

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 and 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.

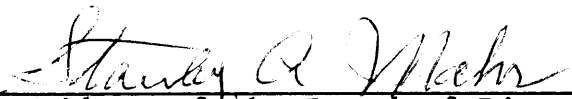
Section 2. Ordinance Numbers 42 and 42A, 47, 47-5, 47-6, 54, 55, 64, Resolution Numbers 360 and 594 and any other actions in conflict herewith are, hereby repealed.

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.

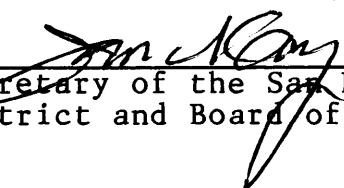
THIS ORDINANCE PASSED, APPROVED AND ADOPTED this 7th day of March, 1983, by the following roll call vote.

- 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

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
Sewer System Management Plan
Preventative Maintenance Program

Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

August 21, 2019

Table of Contents

1 General Description - Existing Sewer Collection facilities 1

1.1 Gravity Collection Facilities 1

1.2 Force Main or Siphon Facilities 1

1.3 Manholes, Cleanouts and Appurtenances 2

1.4 Sewer Lift Stations 2

1.5 Wastewater Treatment and Disposal Facilities 2

1.6 Sewer Monitoring and Metering Manholes 2

1.7 Odor Control Structure Scrubbers 2

2 Cleaning and Closed-Circuit Television (CCTV) Equipment 3

2.1 Cleaning Equipment 3

2.2 CCTV Equipment 3

2.3 Service Trucks 3

2.4 Rodding/Jetting Equipment 3

3 Pipeline Cleaning Schedule 4

3.1 Pipeline Cleaning Goal < 18-inch Diameter Pipelines 4

3.2 Pipeline Cleaning Goal > 18-inch Diameter Pipelines 4

3.3 General Process/Record Keeping 4

3.4 Enhanced Maintenance List 5

3.5 Meadowlark Reclamation Facility 5

3.6 Jetter Trailer Unit 5

4 Section 4 CCTV Schedule 6

4.1 New Construction, Year End Finals & Other Video Inspection Requests 6

4.2 Inflow and Infiltration (I & I) 6

4.3 Smoke Testing 6

4.4 General Process/Record Keeping 6

5 Collection System Rounds 7

5.1 Monday through Friday 7

5.2 Saturday, Sunday and Holidays 7

5.3 Weekly 7

5.4 Monthly 7

6 Mechanical/Electrical Sewer Lift Station Rounds 9

6.1 Lift Station No. 1 - Monday, Wednesday, and Friday: 9

Appendix D - SSMP Preventative Maintenance Program

6.2 Lake San Marcos Lift Station - Monday, Wednesday & Friday:..... 9

6.3 Lift Station No. 3 (Questhaven) - Monday, Wednesday & Friday: 10

6.4 Montiel Lift Station - Monday, Wednesday & Friday:..... 10

7 Remote Metering Manholes..... 12

7.1 Quarterly Inspection..... 12

7.2 Annual Calibrations..... 12

8 Odor Control Structure Scrubbers 13

8.1 Testing..... 13

8.2 Replacement/Disposal..... 13

Appendix D - SSMP Preventative Maintenance Program

1 General Description - Existing Sewer Collection facilities

The District maintains a variety of gravity sewer collection and conveyance facilities that range in size from 6-inch to 54-inch in size, and pressurized force main/siphons that range in size from 4-inch to 24-inch. The age of the facilities ranges from 1958 through the date of this document.

1.1 Gravity Collection Facilities

645	lineal feet	4-inch
25,925	lineal feet	6-inch
1,148,716	lineal feet	8-inch
23,922	lineal feet	10-inch
37,390	lineal feet	12-inch
4,1649	lineal feet	15-inch
13,094	lineal feet	16-inch
23,275	lineal feet	18-inch
469	lineal feet	20-inch
16,574	lineal feet	21-inch
15,038	lineal feet	24-inch
1,734	lineal feet	27-inch
14,260	lineal feet	30-inch
11,401	lineal feet	36-inch
3,223	lineal feet	39-inch
4,023	lineal feet	42-inch

1.2 Force Main or Siphon Facilities

1956	lineal feet	4-inch (Siphon)
12,490	lineal feet	6-inch (Force Main)
11,593	lineal feet	8-inch (Force Main)
106	lineal feet	10-inch (Force Main)
7,686	lineal feet	12-inch (Force Main)
7,732	lineal feet	16-inch (Force Main)
1538	lineal feet	18-inch (Force Main)
127	lineal feet	30-inch (Force Main)
181	lineal feet	6-inch (Siphon)
395	lineal feet	8-inch (Siphon)
118	lineal feet	10-inch (Siphon)
15,925	lineal feet	12-inch (Siphon)
6,421	lineal feet	16-inch (Siphon)
3,632	lineal feet	18-inch (Siphon)
533	lineal feet	20-inch (Siphon)
18,524	lineal feet	24-inch (Siphon)
2,463	lineal feet	30-inch (Siphon)
735	lineal feet	54-inch (Siphon)

Appendix D - SSMP Preventative Maintenance Program

1.3 Manholes, Cleanouts and Appurtenances

6,929 Manholes
572 Cleanouts

1.4 Sewer Lift Stations

No. 1 Lift Station, 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⁾

1.6 Sewer Monitoring and Metering Manholes

20 Real Time Monitoring Sewer Flow meters

1.7 Odor Control Structure Scrubbers

20 Odor Control Structure Scrubbers

Appendix D - SSMP Preventative Maintenance Program

2 Cleaning and Closed-Circuit Television (CCTV) Equipment

2.1 Cleaning Equipment

Vactor Cleaning Truck No. 213
Vactor Cleaning Truck No. 183
Vactor Cleaning Truck No. 240

2.2 CCTV Equipment

CCTV Camera No. 252

2.3 Service Trucks

Collections Service Truck. No. 221

2.4 Rodding/Jetting Equipment

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

Appendix D - SSMP Preventative Maintenance Program

3 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 Goal < 18-inch Diameter Pipelines

The goal of the Operations and Maintenance 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.

3.2 Pipeline Cleaning Goal > 18-inch Diameter Pipelines

The goal of the Operations and Maintenance 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.

3.3 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.

Appendix D - SSMP Preventative Maintenance Program

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 (E-Logger). The crew will 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.

3.4 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.

3.5 Meadowlark Reclamation Facility

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

3.6 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 Log Book (E-logger) 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 Preventative Maintenance Program

4 Section 4 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 force 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 up loaded 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 log book (E-Logger), 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 Preventative Maintenance Program

5 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
Laurels Housing Development	0899
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 Log Book (E-Logger).

5.3 Weekly

- Time permitting and/or as needed, the LS-3 wet well needs to be flushed once or twice a week to help reduce the odors venting through the carbon structure.
- The designated manholes listed on the “F.O.G. Application Manhole List” will be treated for grease build up 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 Monthly

During the first week of the new month or as time permits, LS-1 will be shut down to exercise six valves. This operation must be scheduled with Meadowlark Reclamation

Appendix D - SSMP Preventative Maintenance Program

Facility. Four 16-inch valves at Lift Station No.1 (front), Broken Rock Road, Brighton Glen, and off Carrillo Ranch; 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.

Appendix D - SSMP Preventative Maintenance Program

6 Mechanical/Electrical Sewer Lift Station Rounds

6.1 Lift Station No. 1 - Monday, Wednesday, and 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" by-pass valve and flush the grit monthly.
- 3) Take reads from ETM's (Elapsed Time Meter) 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 all pumps and wash down the dry well. This will be performed on Monday, Wednesday and Friday.
- 9) Check the eyewash/emergency shower(s) operation monthly 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 Meter) 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.

Appendix D - SSMP Preventative Maintenance Program

- 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 all pumps and wash down the dry well. This will be performed on Monday, Wednesday and Friday.
- 10) Check the eyewash/emergency shower(s) operation monthly 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 Meter) 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 all pumps and wash down dry well. This will be performed on Monday, Wednesday and Friday.
- 10) Check the eyewash/emergency shower(s) operation monthly 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:

Appendix D - SSMP Preventative Maintenance Program

- 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 Meter) 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 emergency standby generator monthly.

Appendix D - SSMP Preventative Maintenance Program

7 Remote Metering Manholes

The District maintains 20 remote metered manhole reads. The manholes provide continuous flow data that is monitored to ensure proper operation of the collections 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 monitoring manholes are inspected on a quarterly basis and/or as needed

7.2 Annual Calibrations

The monitoring manholes are calibrated annually by District staff or selected contractors.

Appendix D - SSMP Preventative Maintenance Program

8 Odor Control Structure Scrubbers

The District maintains 20 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
Vent #4	MH 8400	33.117653 N -117.278914 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
Craven Rd	MH 38722	33.131248 N -117.180164 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.

Appendix E -1
Sewer System Management Plan
Wastewater Collection System Spill
Investigation Report

(Internal Use)

Prepared By:
Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

August 21, 2019

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 and the Legally Responsible Official (LRO).

Wastewater Collections System Spill Investigation Report			
Response Date:		Time of First Report of Spill:	
1 st Report Received From (name – first & last):			
1 st Report Received From (telephone number):			
First Person On-Site (name):			
First Person On-Site (telephone number):			
Time First Person On-Site:			
Cal OES Tracking No.			
CIWQS SSO No.:			
VWD Work Order No.:			
Latitude:		Longitude:	
Site Address:			
SPILL Address (if different than response site):			
VWD Map Page No.		Quadrant:	
Manhole Nos.:			
Confirmed VWD Sewer Spill:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, what agency was the SSO Reported to:			
Date Reported to Another Agency:		Time Reported to Another Agency:	
Another Agency Contact Name:			
Other Agency Contact Telephone No:			
Did the SSO reach a storm drain inlet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Did the SSO reach surface water:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Primary Receiving Water:			
Secondary Receiving Water:			
Estimated Overflow Rate (gpm):			
Total Time of SSO at Rate listed above (min):			
Amount Recovered (gal):			
Wash Down Water Used (gal):			
Wash Down Water Recovered (gal):			

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Wastewater Collections System Spill Investigation Report							
Response Date:				Time of First Report of Spill:			
Date Overflow Stopped:							
Time Overflow Stopped:							
Date Blockage Cleared (if different from SSO stop date):							
Time Blockage Cleared (if different from SSO stop time):							
Cause of Overflow							
<input type="checkbox"/>	Roots	<input type="checkbox"/>	Blockage	<input type="checkbox"/>	Rocks	<input type="checkbox"/>	Infiltration
<input type="checkbox"/>	Grease	<input type="checkbox"/>	Flood Damage	<input type="checkbox"/>	Debris	<input type="checkbox"/>	Construction
<input type="checkbox"/>	Lift Station Failure	<input type="checkbox"/>	Line Break	<input type="checkbox"/>	Power Failure	<input type="checkbox"/>	Vandalism
<input type="checkbox"/>	Manhole Failure	Other (please describe)					

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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: _____
 O.E.S. Control Number: _____
 Comments: _____

Notification Requirements - Within 2 (two) hours: All SSO's 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 San Diego County Department of Environmental Health is notified through the Cal OES Control Number. VWD also calls for verification.

California Regional Water Quality Control Board:

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 San Diego Regional Water Quality Control Board (RWQCB) is notified through the Cal OES Control Number. VWD also calls for verification.

Department of Fish and Game (state):

Bill Ponoka's 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 SSO'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 and 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 SSO'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.

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ORDER NO. WQ 2013-0058 EXEC - ATTACHMENT A - EXCERPT
STATE WATER RESOURCES CONTROL BOARD

Category 1: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:

- a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
- b. Reach a MS4 (storm drain system) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the storm drain system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2: Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from the District's sanitary sewer failure or flow condition that does not reach a surface water, a drainage channel, or the storm drain system unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharge (PLSD): Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately-owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Notification Requirements:

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include: estimated volume discharged (gallons); if ongoing – estimate discharge rate (gpm); SSO incident description including: name of the system, on-site contact, address/ cross streets, date and time enrollee became aware of the spill; containment status, if surface waters are impacted, etc.
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impacts(s).
 - a. Draft CIWQS reports for Category 1 and 2 spills shall be submitted within three (3) business days of the District becoming aware of the SSO.
 - b. Final CIWQS Reports for Category 1 and 2 spills shall be submitted within 15 calendar days of the end date of the SSO.
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately-owned sewer lateral or from other private sewer asset(s) of the enrollee becomes aware of the PLSD.

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Storm Water Agency Notification Requirements

Notify appropriate agency/person - if any amount of an SSO reaches storm drains in their jurisdiction.

City of San Marcos: **Reed Thornberry**
 Phone: (760) 744-1050 ext. 3218 Cell: (619) 876-3764 FAX: (760) 752-7578
 Date and Time called: _____
 Name of person contacted: _____
 Comments: _____

City of Carlsbad: **24-HR Duty Phone**
 Storm Water Hot Line: (760) 602-2799 Cell: (760) 802-8103 FAX: (760) 602-8562
 Date and Time called: _____
 Name of person contacted: _____
 Comments: _____

City of Escondido: **Hugo Villalobos**
 Phone: (760) 802-0776 Administration: (760) 839-4668 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: **Cheryl Filar (Department Manager)**
 Phone: (760) 726-1340 ext. 1373 Hotline: (760) 726-1340 ext. 1686 FAX: (760) 639-6112
 E-mail: waterquality@cityofvista.com
 Date and Time called: _____
 Name of person contacted: _____
 Comments: _____

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Sanitary Sewer Overflow (SSO) Property Damage Report	
Has there been any private property damage associated with this SSO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, TAKE PICTURES OF ALL DAMAGE AND FILL OUT THE INFORMATION BELOW	
Business Name (if applicable):	
Property Owner Name: (or Owner Representative)	
Contact Phone:	
Address (incl City):	
Description of Damage:	
Business Name (if applicable):	
Property Owner Name: (or Owner Representative)	
Contact Phone:	
Address:	
Description of Damage:	

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Sanitary Sewer Overflow (SSO) Property Damage Report	
Has there been any private property damage associated with this SSO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, TAKE PICTURES OF ALL DAMAGE AND FILL OUT THE INFORMATION BELOW	
Business Name (if applicable):	
Property Owner Name: (or Owner Representative)	
Contact Phone:	
Address:	
Description of Damage:	
Business Name (if applicable):	
Property Owner Name: (or Owner Representative)	
Contact Phone:	
Address:	
Description of Damage:	

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Equipment Requested to Respond to SSO			
Date:		Work Order No.:	Project No.:
Equipment No.	Arrival Time	Departure Time	Notes

Appendix E-2
Sewer System Management Plan
Sanitary Sewer Overflow Report (SSORP)

Prepared By:
Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

August 21, 2019

OVERVIEW

In the event of a sewer overflow, Vallecitos Water District (VWD) has this formalized response plan for Sanitary Sewer Overflow (SSO) emergencies. The response plan includes "During Normal Working Hours Response Procedures" and "After Normal Working Hours Response Procedures." The time at which a sewer overflow 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 6:30 a.m. to 4:00 p.m. and Fridays between 6:30 a.m. to 3:00 p.m. staff will implement the "During Normal Working Hours Response Procedures." Otherwise, staff will implement "After Normal Working Hours Response Procedures."

During Normal Working Hours Procedures require any trained VWD staff, and supervisor/senior personnel to respond to emergency calls. Upon confirmation of the SSO, the qualified staff member will assess the situation, notify the supervisor or senior personnel and call in additional personnel and/or appropriate equipment to the scene. If the reported SSO is confirmed to be the responsibility of and is within VWD service area, the Operations and Maintenance Manager will be notified. VWD maintains the following equipment, vehicles, and supplies: Combination high pressure jetter/combo truck(s), trailer mounted jetter unit, spill response trailer, closed-circuit television (CCTV) inspection unit, confined space entry vehicle, overflow containment supplies consisting of pipe plugs of various sizes, and miscellaneous pipe and pipe repair kits.

When a reported SSO call is received after normal working hours, the Duty Stand-by Personnel will respond within 30 minutes to the reported area. A trained Duty Stand-by Person is required to respond for a seven-day period. This person is assigned on a rotating basis to perform Collection System standby duties which include SSO response. Upon confirmation of the SSO, the Duty Person will assess the situation, notify the supervisor or senior personnel and call in all needed resources the necessary to the scene. If the SSO is confirmed to be the responsibility of and is within VWD 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.

DURING NORMAL WORKING HOURS RESPONSE PROCEDURES

These procedures pertain to sewer overflow 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 OVERFLOW EMERGENCIES:

- I. Emergency call received by Customer Service staff.
- II. Customer Service 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 agency(ies) upon confirmation of the sewer overflow.
- IV. The first qualified staff member on scene evaluates situation, communicates with appropriate supervisor or senior personnel, and begins the Draft Spill Investigation Report (see SSMP Appendix E-1).

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. Commence preliminary steps to mitigate the overflow.
 3. Contain or divert overflow 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.
 - VI. Determine the cause of the overflow.
 1. Correct the cause of the overflow (blockage and/or line failure,

pump station failure).

2. CCTV affected sewer main.

VII. Clean up overflow 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 overflow amount.

VIII. Complete Spill Investigation Report (See SSMP Appendix E-1).

Written report must contain the following information: Sewer overflow amount, location, time, equipment, personnel, Regulatory Agencies that require notification, and a detailed description of corrective action taken.

IX. Conduct Sampling the Spill Site.

All spills to waters of the state (ocean, bay, river, dry or flowing creek or stream, drinking water reservoir. Unmitigated spills to areas **with** potential public contact (near homes, schools, parks) will be sampled upstream of the spill site, at the spill site, and downstream of the spill site, sites identified on sample map.

X. Complete Reporting Procedure.

- Refer to VWD Regulatory/Storm Water SSO Notification (See SSMP Appendix E-1).
- If required by Regulatory Agencies, begin posting.

AFTER NORMAL WORKING HOURS OR HOLIDAY RESPONSE PROCEDURES

These procedures pertain to sewer overflow emergencies occurring Monday through Thursday between 4:00 p.m. and 6:30 a.m. and Friday 3:00 p.m. through Monday 6:30 a.m.

THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED WHEN RESPONDING TO ALL SEWER OVERFLOW 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 overflow emergencies (time, location, and caller).
- III. Duty Standby Person responds to location in a maximum of 30 minutes or less.
- IV. Standby person evaluates situation, communicates with appropriate supervisor or senior personnel, and begins the Spill Investigation Report. During evaluation the standby person has multiple duties:
 1. Evaluate the situation, determine what additional resources are needed to remedy the problem, and informs the Department Supervisor of the emergency.
 2. Commence preliminary steps to mitigate the overflow.
 3. Contain or divert overflow 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.

VI. Determine the cause of overflow.

1. Correct the cause of the overflow (blockage and/or line failure, pump station failure).
2. CCTV affected sewer main.

VII. Clean-up overflow 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 overflow amount.

VIII. Complete Spill Investigation Report (See SSMP Appendix E-1).

Written report must contain the following information: Sewer overflow amount, location, time, equipment, personnel, Regulatory Agencies that require notification, and a detailed description of corrective action taken.

XI. Conduct Sampling the Spill Site.

All spills to waters of the state (ocean, bay, river, dry or flowing creek or stream, drinking water reservoir. Unmitigated spills to areas **with** potential public contact (near homes, schools, parks) will be sampled upstream of the spill site, at the spill site, and downstream of the spill site, sites identified on sample map.

XII. Complete Reporting Procedure.

- Refer to VWD Regulatory/Storm Water SSO Notification (See SSMP Appendix E-1).
- If required by Regulatory Agencies, begin posting.

Appendix F

Sewer System Management Plan

FOG Standard Operating Procedures and

FOG Enhancement Maintenance Areas

Prepared By:
Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

August 2019

Fats, Oils and Grease (FOG) Standard Operating Procedure

1.0 COLLECTION SYSTEM ENHANCED MAINTENANCE AREAS

Collection System Enhanced Maintenance areas are identified to assist with the elimination and reduction of grease build up in the wastewater collection system, sewer lift stations and treatment facilities. A microbial product is added to designated manholes (see Table 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.

Section 1 General Process/Record Keeping

On a weekly basis, the designated manholes listed on Table 1 of this Appendix will be treated for grease build up using the microorganism treatment. When using the Table 1 Manhole List the following steps will be followed:

- 1.1 The microorganisms will be dropped into a specific manhole(s).
- 1.2 Once the bags of microorganisms have been applied, the down stream 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.
- 1.3 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.
- 1.4 Once the microorganisms have been applied and the inspections are completed, the application date, personnel who did the application, condition of down stream manholes, along with any other comments that might pertain to the application process will be entered into E-Logger.
- 1.5 Table 2 is included in the 5-Year Update of the Sanitary Sewer Maintenance Program (SSMP) document to reflect changes that have occurred over the life of the SSMP and microorganism application areas.

Insert Excel Tables 1 & 2 (5 pages)

2.0 FSE Inspection and Education

The Source Control Technician inspects each Food Service Establishments (FSEs) in accordance with Ordinance 191 more than once annually. The District's FOG Guidance Manual for FSEs is available on our website. The FOG Guidance includes inspection criteria and frequency.

Table 1 - CURRENT FOG ENHANCED MAINTENANCE AREAS

Application MH (Map Page, Quadrant, MH No.)	Street Name	No of bags* added at location	Date Treated	Treated By	Check Down Stream MH (Map Page, Quatrant & MH No.)	MH Inspected (Yes or No)	Comments: (write down any irregularities)
S-6E/Q-19 MH 3456	Borden Road	1 Bag			---		
S-6G/Q-15 MH 3757	Bennett & Fulton Rd	---			---		
S-5G/Q-9 MH 2586	Lindsley Park Drive	2 Bags			---		
S-5G/Q-9 MH 2703	Lindsley Park Drive	---			---		
S-5G/Q-9 MH 2676	Reese Road	1 Bag			---		
S-4G/Q-9 MH 1699	Montiel Road	4 Bags			---		
S-4G/Q-17 MH 1746	Kaylyn Way	4 Bags			---		
S-4G/Q-3 Clean out	Parking lot of Burger King	2 Bags			---		
S-4G/Q-3 MH 1701	Center Drive	---			S-4G/Q-10, 3, 11, 2 MH 1694, 1702, 1703, and 1704		
S-5G/Q-1 Clean out	Green belt off of Woods Drive	Check Downstream			S-5G/Q-11 MH 2747, 2610		

Table 1 - CURRENT FOG ENHANCED MAINTENANCE AREAS

Application MH (Map Page, Quadrant, MH No.)	Street Name	No of bags* added at location	Date Treated	Treated By	Check Down Stream MH (Map Page, Quatrant & MH No.)	MH Inspected (Yes or No)	Comments: (write down any irregularities)
S-5F/Q-10 MH 4737	Richland Road	---			S-5F/Q-14 MH 2546 (MH up stream of invert)		
S-5E/Q-14 MH 4797	Off South Twin Oaks by Spaghetti Factory	1 Bag			S-5E/Q-14 MH 2221		
S-5D/Q-5 MH 2087	Richmar Drive	1 Bag			S-5D/Q-5 MH 2078		
S-5D/Q-5 MH 2084	Liberty Drive	1 Bag			S-5D/Q-6 MH 2083, 2076		
S-5D/Q-6 MH 4682	Liberty Drive	2 Bags			S-5E/Q-1 MH 2094		
S-5D/Q-6 MH 4685	Marcos Street	2 Bags			S-5E/Q-12 MH 2342		
S-5D/Q-6 MH 4687	Apartments Parking Lot	2 Bags			S-5E/Q-12 MH 2343, 2093		
S-5D/Q-7 MH 2066	Autumn Dr	2 Bags			S-5D/Q-7 MH 2063, 2047, 2051		
S 5E/Q12 MH 8782	Tiger Way	2 Bags			S-5D/Q-7 MH 2056		
S-5D/Q-7 MH 4782	Westlake Apartments	1 Bag			S-5D/Q-7 MH 4781, 2054		

Table 1 - CURRENT FOG ENHANCED MAINTENANCE AREAS

Application MH (Map Page, Quadrant, MH No.)	Street Name	No of bags* added at location	Date Treated	Treated By	Check Down Stream MH (Map Page, Quatrant & MH No.)	MH Inspected (Yes or No)	Comments: (write down any irregularities)
S-3C/Q-3 MH 4890	Discovery Lake Easement Road	2 Bags in each 4-inch line			MH 4891 at the end of the siphon		
S-4D/Q-4 MH 2030	Grand Ave	2 Bags			S-5D/Q-22 MH 6352		
S-4D/Q-1 MH 1472	San Marcos Blvd	2 Bags			S-4C/Q-6 MH 1202		
S-5D/Q-24 MH 1994	Boardwalk	1 Bag			S-4D/Q-1 MH 1389 and S-4D/Q-6 MH 1993		
S-5C/Q-19 MH 1922	Via Vera Cruz	1 Bag			S-5C/Q-19 MH 2001,1922		
S-5C/Q-20 MH 1904	Linda Vista Drive	---			S-5C/Q-20 MH 1905		
S-5C/Q-19 MH 4777	Linda Vista Drive	---			S-5C/Q-20 MH 1903		
S-3C/Q-1 MH 758	La Harba Drive	---			Check Wet Well LSMLS		
S-3C/Q-1 MH 4950	Quails Inn Alley	---			Check Wet Well LSMLS		
S-3AD/Q-11 MH 229	Off Paseo Del Norte, parking lot of Motel	---			S-3D/Q-14 First MH in Encina Yard		

Table 1 - CURRENT FOG ENHANCED MAINTENANCE AREAS

Application MH (Map Page, Quadrant, MH No.)	Street Name	No of bags* added at location	Date Treated	Treated By	Check Down Stream MH (Map Page, Quatrant & MH No.)	MH Inspected (Yes or No)	Comments: <i>(write down any irregularities)</i>
S-5C/Q-2 MH 1960	Decora Circle	---			S-5C/Q-2 MH 1961		
S-5C/Q-3 MH 1966	Grand Ave	2 Bags			S-6C/Q-22 MH 2784		
S-6C/Q-21 MH 2807	Pawnee Street	---			S-5C/Q-4 MH 1972, 1970		
S-6C/Q-16 Clean out	Jack in the Box / AA	---			S-6C/Q-16 MH 2802, 2868		
S-5G/Q-3	Rock Springs Road	---			S-5G/Q-9 MH 2653, 2635 (Check MH's for possible grease. Do no treat.)		
S5G/Q13MH2570	Via Los Arcos	2 Bags			S5G/Q13 MH 2564, 2723		

Table 1 - Notes

Yellow highlight indicates traffic control assistance may be required.

* = bags refers to bags of microorganisms

Blue highlight indicates: check downstream manholes, no bags needed.

DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: AUTHORIZATION TO EXECUTE A PURCHASE AGREEMENT FOR MICROSOFT ENTERPRISE LICENSING

BACKGROUND:

The District’s Microsoft Enterprise Agreement (EA) expires on September 30, 2019. Microsoft works with Value Added Resellers (VAR) to facilitate the preparation of the agreement, submit licensing related changes to Microsoft on our behalf, manage the contract, and service our account. In addition, the EA provides version upgrades, consolidates software purchases at a reduced cost, and streamlines license management and invoicing. The District’s current VAR is PCM-G. Annual payments are made to Microsoft via PCM-G for support of licensing needs for all desktops, servers, applications, databases, and cloud services. As part of the renewal process, staff is recommending the District change the VAR from PCM-G to CDW-G due to unresponsiveness of the current vendor. Moving the Microsoft Enterprise Agreement to CDW-G will further consolidate and streamline purchasing, renewals, license management, and invoicing for Microsoft products.

DISCUSSION:

With Board approval, the three-year commitment and purchase will be made under the County of Riverside Microsoft Enterprise Agreement which allows affiliate government agencies to choose a qualified vendor from a list to gain access to contract pricing at the highest discount level for government agencies. Using the Riverside master agreement process for all Microsoft licensing will save the District approximately \$13,000 per year compared to retail cloud services licensing.

Beginning in FY 2019-2020, ongoing annual EA licensing costs will average \$75,000. Years 2 and 3 of the agreement include backup storage and additional licenses and services that must be procured due to Supervisory Control and Data Acquisition (SCADA) related infrastructure upgrades.

Microsoft Enterprise Agreement	Year 1 Costs	Year 2 Costs	Year 3 Costs
Base	\$ 75,078	\$ 75,078	\$ 75,078
Additional Licensing	-	\$ 27,302	\$ 22,339
Estimated Total	\$ 75,078	\$102,380	\$97,417

FISCAL IMPACT:

The estimated total of the three-year cost is \$274,875. Year 1 costs were included in the Information Technology Division budget for FY 2019-20. Costs for years 2 and 3 will be included in FY 2020-21 and 2021-22 Operating budgets.

RECOMMENDATION:

Authorize the General Manager to 1) execute a purchase agreement with CDW-G, Inc. for the Microsoft Enterprise Agreement (EA) renewal; and 2) execute a renewal of the enterprise licensing agreement with Microsoft.

DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: FINAL ACCEPTANCE OF WATER IMPROVEMENTS
FOR RANCHO CORONADO MU-4 SITE SUNSTONE DRIVE
APN(S) 222-170-36, 222-170-37 & 222-190-17
(BROOKFIELD HOMES – RANCHO CORONADO, LLC)

BACKGROUND:

Brookfield Homes – Rancho Coronado LLC, owner of the project, has completed the installation of water facilities for their residential subdivision located on the west side of Twin Oaks Valley Road and north of South Lake.

DISCUSSION:

Water and/or sewer facilities for private land development projects are constructed by a developer. When completed to the satisfaction of the District, those facilities are accepted by the Board of Directors and become District property.

The project constructed approximately 789 feet of 8-inch diameter PVC water main and 555 feet of 10-inch diameter PVC water main.

Upon final acceptance of the project, the water facilities establish the infrastructure along Sunstone Drive for specific phases throughout the site that will be available to serve 221 multi-family residential units.

The owner has provided the District with the required security to guarantee repairs due to failure of materials or workmanship for a period of one year. All current fees and charges have been paid to date.

Along with the water mains, assorted appurtenances were installed such as water meters, fire hydrants and gate valves.

The owner has paid a total of \$99,843.00 in water capital facility fees for irrigation meters along Sunstone Drive to serve street irrigation and the South Lake Parking Lot.

FISCAL IMPACT:

None. Future water revenues will offset costs of service.

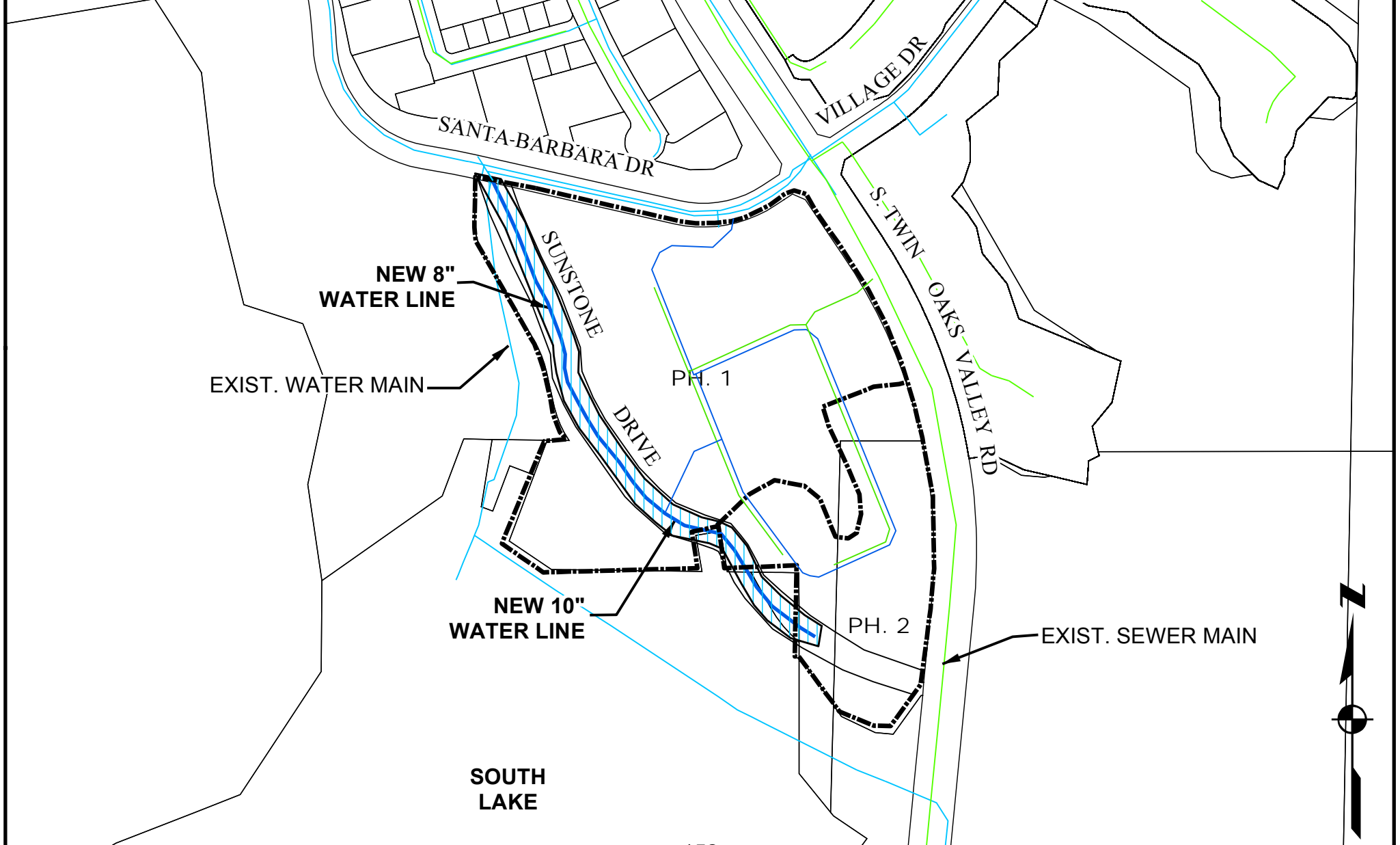
RECOMMENDATION:

Accept the project improvements and approve the filing of a Notice of Completion for Rancho Coronado MU-4 Site Sunstone Drive.

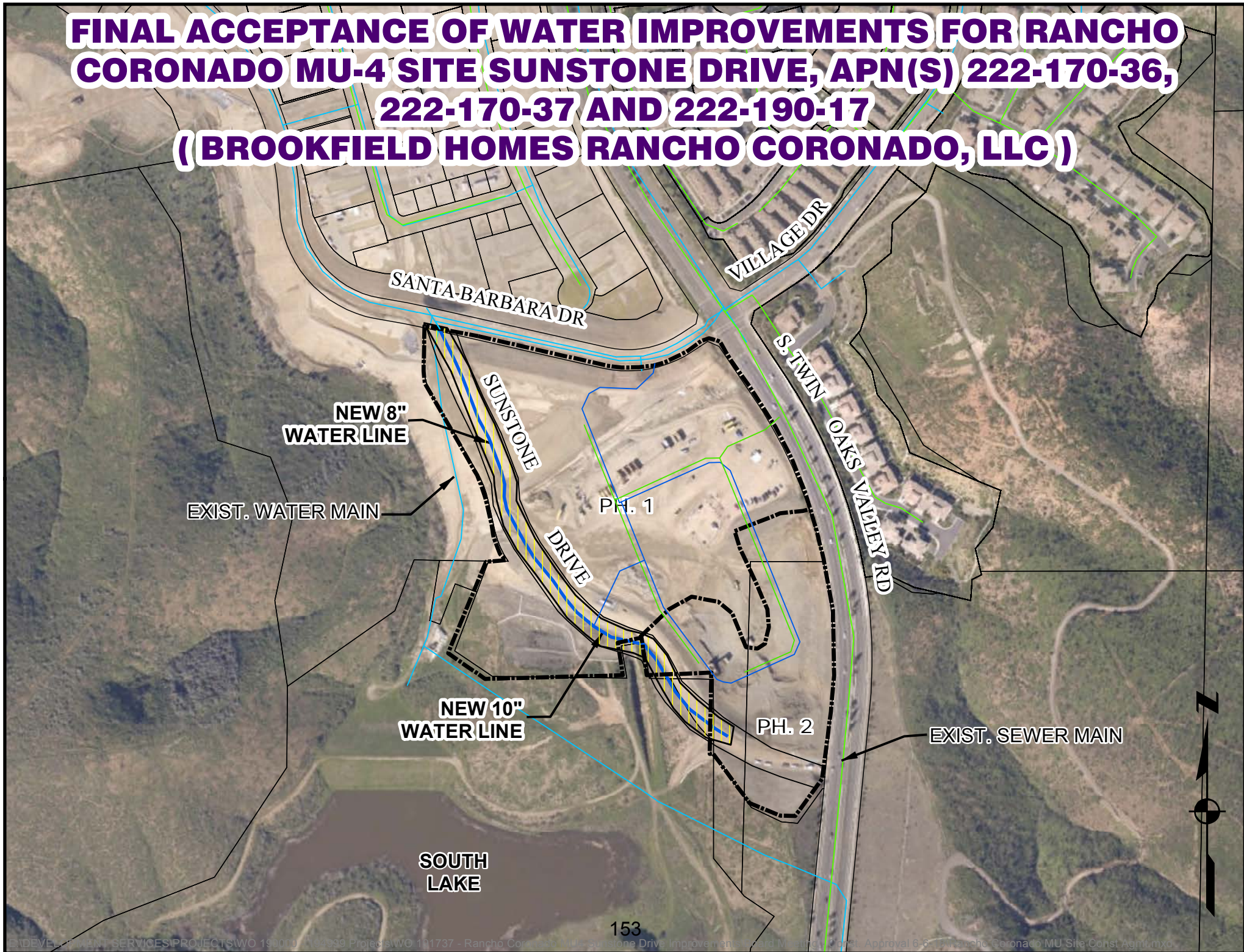
ATTACHMENTS:

2 Map Exhibits – 1 Plat Map & 1 Aerial

**FINAL ACCEPTANCE OF WATER IMPROVEMENTS FOR RANCHO
CORONADO MU-4 SITE SUNSTONE DRIVE, APN(S) 222-170-36,
222-170-37 AND 222-190-17
(BROOKFIELD HOMES RANCHO CORONADO, LLC)**



**FINAL ACCEPTANCE OF WATER IMPROVEMENTS FOR RANCHO
CORONADO MU-4 SITE SUNSTONE DRIVE, APN(S) 222-170-36,
222-170-37 AND 222-190-17
(BROOKFIELD HOMES RANCHO CORONADO, LLC)**



DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: REQUEST FOR WATER AND SEWER ANNEXATION FOR CERTAIN PROPERTY DESIGNATED AS “JOHN DE MARIA WATER AND SEWER ANNEXATION” APN 219-062-27 INTO VALLECITOS WATER AND SEWER IMPROVEMENT DISTRICT “A”

BACKGROUND:

John De Maria, property owner, is requesting annexation into the District’s water and sewer service area. The property is 0.6 acres and is located at 671 Las Flores Drive, north of Linda Vista Drive in San Marcos. The property is currently outside of the District’s Sphere of Influence and water and sewer service boundaries.

The property is currently served water by Vista Irrigation District and is utilizing a septic system. The property owner wishes to connect to the District’s sewer system. Per Ordinance 200, properties to be annexed into the sewer service boundary must be within the District water boundary. Therefore, the property must be annexed into both the District’s water and sewer service boundaries.

DISCUSSION:

The District currently has an 8-inch sewer main located approximately 220 feet to the north of the property on Linda Vista Drive at the intersection with Perdido Place. The property owner plans to extend the sewer main approximately 220 feet from the existing sewer main in Las Flores Drive, up to and across the frontage of the subject parcel.

Prior to connection to the District sewer facilities, the owner must complete the annexation process, including payment of annexation fees which are currently \$4,714.00 per acre for water and \$8,831.00 per acre for sewer. The District does not have water facilities in the area to serve the property, therefore the property owner plans to continue being served water by Vista Irrigation District and will not be required to detach from Vista Irrigation District.

Board approval for the construction agreement and payment of all engineering fees, bonds and inspection deposits will be required prior to any construction of facilities to this parcel.

FISCAL IMPACT:

Payment of \$2,828.40 in water annexation fees and \$5,298.60 in sewer annexation fees will be collected in accordance with Ordinance 200. All other fees will cover actual costs and have no fiscal impact. Wastewater capital facility fees (currently \$9,963.00) will be due prior to the issuance of the final building inspection and/or utility release per Resolution 1441.

All fees quoted are based on current rates. Fees must be paid at the rate in effect at the time of payment.

RECOMMENDATION:

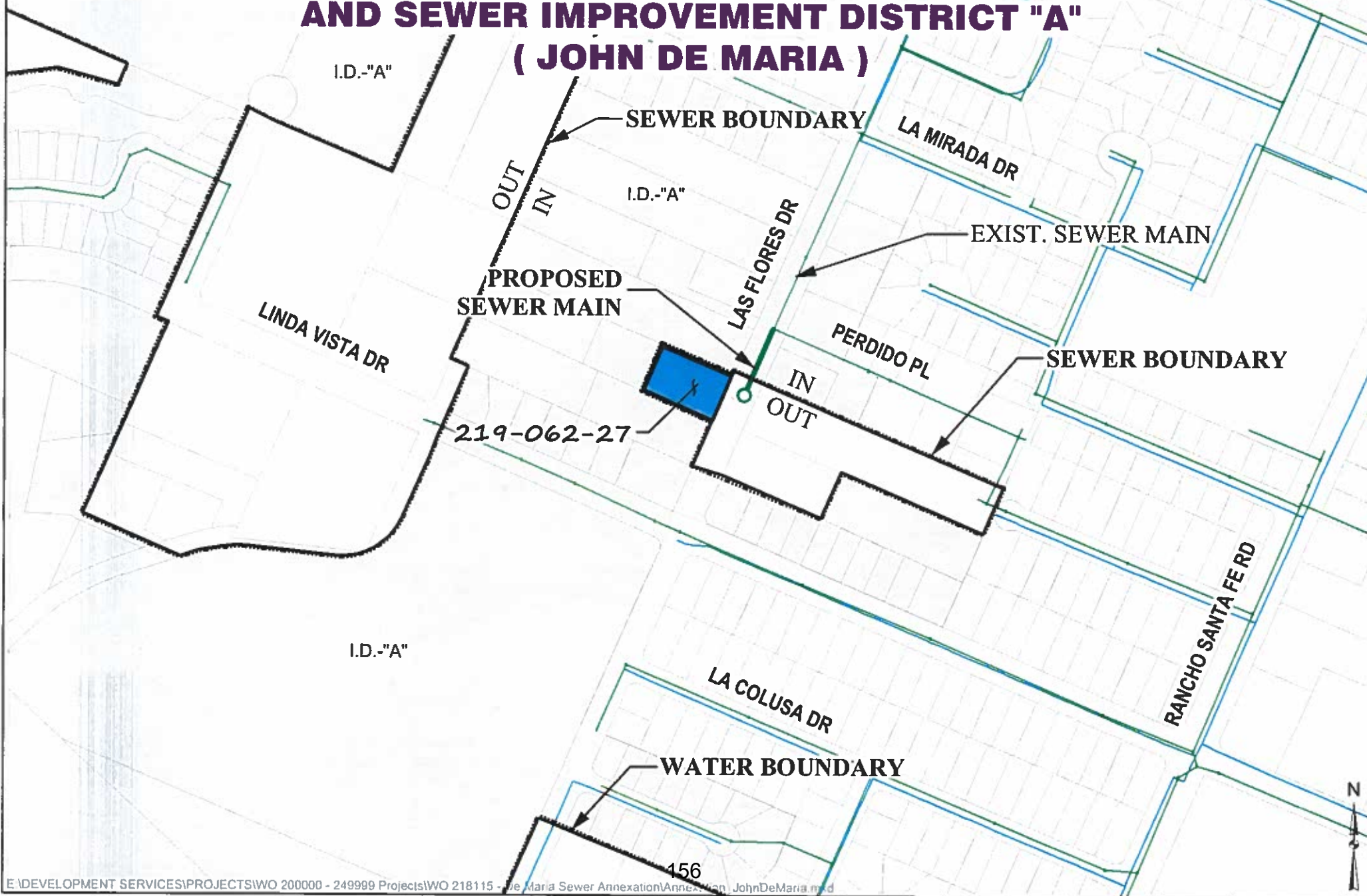
Staff recommends approval of the water and sewer annexation of APN 219-062-27 into the Water Service Boundary and Sewer Improvement District with the following conditions:

1. Payment of sewer annexation fee of \$8,831.00 per acre (0.6 acres) = \$5,298.60.
2. Payment of water annexation fee of \$4,714.00 per acre (0.6 acres) = \$2,828.40.
3. Payment of State Board of Equalization fee of \$300.00
4. Payment of Administration Deposit of \$1,000.00 (already paid).
5. Submittal of a copy of title report initiated or updated within the last six months showing ownership.
6. Submittal of a geographic description of the property including a plat map on electronic media.
7. Completion of the annexation within 2 years of Board Approval. If annexation is not completed within the 2 years of Board Approval, a new request for annexation may be required.

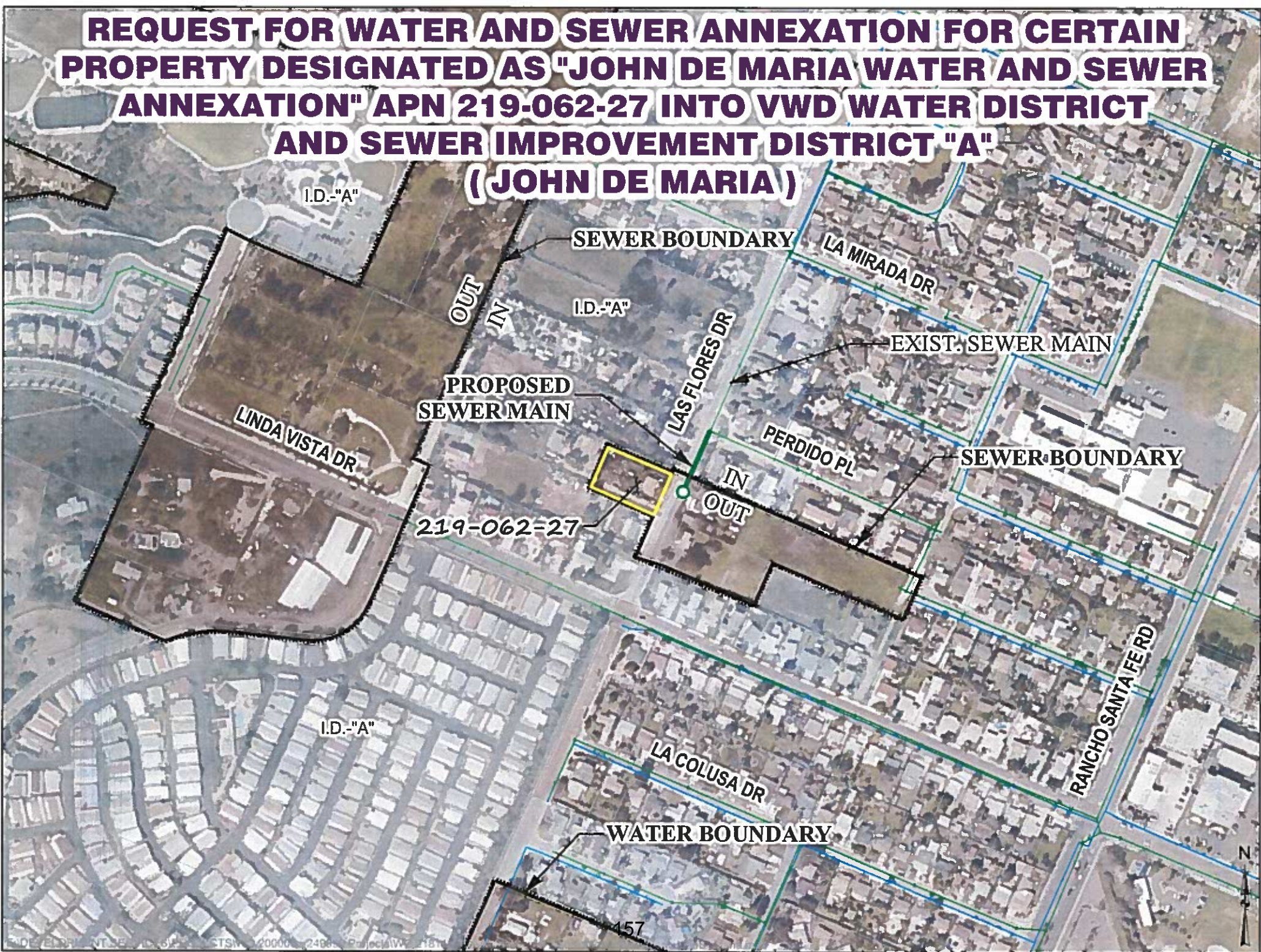
ATTACHMENTS:

2 Map Exhibits – 1 Plat Map & 1 Aerial

**REQUEST FOR WATER AND SEWER ANNEXATION FOR CERTAIN
PROPERTY DESIGNATED AS "JOHN DE MARIA WATER AND SEWER
ANNEXATION" APN 219-062-27 INTO VWD WATER DISTRICT
AND SEWER IMPROVEMENT DISTRICT "A"
(JOHN DE MARIA)**



**REQUEST FOR WATER AND SEWER ANNEXATION FOR CERTAIN
PROPERTY DESIGNATED AS "JOHN DE MARIA WATER AND SEWER
ANNEXATION" APN 219-062-27 INTO VWD WATER DISTRICT
AND SEWER IMPROVEMENT DISTRICT "A"
(JOHN DE MARIA)**



DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)
COMMITTEE APPOINTMENT NOMINATIONS FOR THE 2020-2021
TERM

DISCUSSION:

ACWA is requesting committee nominations from ACWA members for the 2020-2021 term. Committees are an integral part of ACWA's activities, therefore, committees need active, involved individuals able to expend the time and provide their expertise if appointed. An important part of helping committees function as effectively as possible is attendance.

Currently, Director Elitharp serves on the Energy Committee, Director Hernandez serves on the Groundwater Committee, and Director Martin serves on the Membership Committee. A list and description of ACWA's committees is attached for reference.

The District is responsible for all costs associated with the participation of its representatives on Committees. All correspondence and forms regarding committee appointments must be submitted to ACWA no later than September 30, 2019 to be eligible for consideration.

RECOMMENDATION:

Request Board direction.



MEMORANDUM

July 24, 2019

TO: ACWA 2018-2019 TERM COMMITTEE MEMBERS

FROM: Brent Hastey, ACWA PRESIDENT

SUBJECT: ACWA COMMITTEE APPOINTMENT CONSIDERATIONS FOR THE 2020-2021 TERM

PLEASE RESPOND BY SEPTEMBER 30, 2019

Thank you for your involvement with ACWA. As you know, Committees are an integral part of ACWA's activities and policy development. With the end of the current Committee term fast approaching, it is time again to request 2020-2021 Committee nominations from ACWA members. All Committees will be reconstituted following the election of new officers (ACWA's President / Vice-President) at the 2019 ACWA Fall Conference.

In submitting names for consideration, please do so with the understanding that Committees need active, involved individuals able to expend the time and provide their expertise, if appointed. Please keep in mind that the district is responsible for all costs associated with the participation of its representatives on Committees.

The following information is available at [ACWA's website](#) or by clicking on each link.

- [ACWA Policy Committee Composition](#)
- [ACWA Committee Consideration Form](#)
- [ACWA Committee Consideration Process Timeline](#)

If you would like to reference current Committee members serving on an ACWA Committee please click [here](#).

All correspondence and forms regarding Committee appointments must be submitted to the ACWA office no later than September 30, 2019 to be eligible for consideration. Committee appointments will be made by the incoming ACWA President in December. Please contact Interim Business Services Specialist, Petra Rice, at petrar@acwa.com or (916) 441-4545, if you have any questions concerning the Committee appointment process.

We appreciate your timely attention to this matter.

Thank you,

A handwritten signature in cursive script that reads "Brent Hastey". The signature is written in dark ink and is positioned to the left of the typed name.

Brent Hastey, ACWA President

ACWA COMMITTEE COMPOSITION

COMMITTEE

LIAISON

Agriculture Committee – Standing/Unlimited

Meetings: 2-3 times a year

The Agriculture Committee makes recommendations to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. This newly-formed committee is currently being assembled.

Adam Borchard

Regulatory Advocate

adam@acwa.com

Business Development Committee – Standing/Unlimited

Meetings: 2 times a year

The Business Development Committee develops and recommends to the Board of Directors programs and activities to be provided or administered by the association that generate non-dues revenue and provide a service or benefit to association members.

Paula Currie

Director of Business

Development & Events

paulac@acwa.com

Communications Committee – Standing/Limited (40 maximum)

Meetings: 4 times a year

The Communications Committee develops and recommends to the Board of Directors and ACWA staff regarding communications and public affairs programs. The committee promotes sound public information and education programs and practices among member agencies. It prepares and distributes materials for use by member agencies in their local outreach efforts. It also provides input and guidance to ACWA's Communications Department.

Heather Engel

Director of

Communications

heathere@acwa.com

Energy Committee – Standing/Unlimited

Meetings: 2 times a year

The Energy Committee recommends policies and program to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee as appropriate.

Chelsea Haines

Regulatory Advocate II

chelseah@acwa.com

Federal Affairs Committee – Standing/Limited (5 Per Region)

Meetings: 2 times a year

The Federal Affairs Committee coordinates with other ACWA committees regarding input on federal issues before both Congress and the federal administrative branches.

David Reynolds

Director of Federal

Affairs

direyns@sso.org

Finance Committee – Standing/Limited (2 Per Region – 1 Region Chair or Vice Chair; 1 with financial experience)

Meetings: 4-5 times a year

The Finance Committee makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and auditor selection, dues formula and schedule, and other financial matters.

Fili Gonzales

Director of Finance &

Business Services

filig@acwa.com

Groundwater Committee – Standing/Unlimited

Meetings: 4 times a year

The Groundwater Committee makes recommendations to the Board of Directors on groundwater policy issues. The committee also monitors state and federal regulations and legislation affecting the quality and management of groundwater, conducts studies and gathers data on groundwater issues, develops policies regarding groundwater management and coordinates with other committees on groundwater issues.

Dave Bolland

Director of State

Regulatory Relations

daveb@acwa.com

Legal Affairs Committee – Standing/Limited (45 Maximum)

Meetings: 2-3 times a year

The Legal Affairs Committee acts on requests for assistance on legal matters of significance to ACWA member agencies. It also reviews proposed ACWA bylaw revisions and works with staff to produce publications to assist member agencies in complying with state and federal laws. The committee files amicus curiae filing on important cases, comments on proposed regulations and guidelines of state agencies such as the Fair Political Practices Commission and monitors and engages in water rights waters of interest to member agencies.

**The committee shall be composed of between 34 and 44 attorneys, each of whom shall be, or act as, counsel for a member of the Association.*

Kris Anderson
Legislative Advocate I
krisa@acwa.com

Local Government Committee – Standing/Limited (3 Per Region)

Meetings: 4 times a year

The Local Government Committee makes recommendations to the Board of Directors and the State Legislative Committee on local government matters affecting water agencies, including planning issues, local government organization, and finance. The committee also gathers and disseminates information on the value of special districts, and shares information promoting excellence in local government service delivery.

Adam Quiñonez
Director of State Legislative Relations
adamq@acwa.com

Membership Committee – Standing/unlimited

Meetings: 2 times a year

The Membership Committee makes recommendations to the Board of Directors regarding membership policies, eligibility and applications for membership. The committee assists staff in developing membership recruitment and retention programs and reviews and makes recommendations to the Finance Committee regarding an equitable dues structure.

Tiffany Giammona
Director of Member Outreach & Engagement
tiffanyg@acwa.com

State Legislative Committee – Standing/Limited (4 Per Region)

Meetings: 10-12 times a year

The State Legislative Committee reviews relevant introduced and amended legislation, and develop positions and provide recommendations to the Board of Directors on ballot measures and other major statewide policy issues. The committee also works with staff amendments to bills and provides director for staff on legislative matters.

Adam Quiñonez
Director of State Legislative Relations
adamq@acwa.com

Water Management Committee – Standing/Limited (4 Per Region)

Meetings: 4 times a year

The Water Management Committee makes recommendations to the Board of Directors on policy and programs related to water management. The committee reviews and recommendation positions on legislation and regulations as requested by other committees. The committee also assists in gathering and disseminating information regarding agricultural and urban water management, water conservation and water use efficiency, development and use of water resources, wastewater treatment and water recycling and reuse.

Dave Bolland
Director of State Regulatory Relations
daveb@acwa.com

Water Quality Committee – Standing/Unlimited

Meetings: 4 times a year

The Water Quality Committee makes recommendations to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee on policy and program regarding water quality issues. The committee promotes cost-effective state and federal water quality regulations and provides a forum for members to work together to develop and present unified comments on water quality regulations. The committee also develops and recommends positions and testimony on water quality regulatory issues.

Adam Borchard
Regulatory Advocate
adamab@acwa.com

DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: ACWA REGION 10 ELECTION FOR THE 2020-2021 TERM

DISCUSSION:

ACWA Region 10 has distributed a ballot which includes the Region 10 Nominating Committee's recommended slate as well as individual candidates running for the Region 10 Board.

The District is entitled to cast only one vote – either the slate as recommended by the Region 10 Nominating Committee or cast its vote for an individual Region 10 chair, vice chair and three to five Board members.

FISCAL IMPACT:

Dependent on number of meetings attended.

RECOMMENDATION:

Request Board direction.

ATTACHMENTS:

ACWA Region 10 Board Ballot

OFFICIAL

REGION 10 Board Ballot

2020-2021
TERM

CLEAR FORM



Please return completed ballot by September 30, 2019

E-mail: regionelections@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 10 Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Region 10 Rules & Regulations:

The chair and vice chair shall be from different counties. The 2020-2021 Term shall consist of a Chair and 2 Board Members from San Diego County and a Vice Chair and 3 Board Members from Orange County. At least one of the chair or vice chair positions must be an elected/appointed director from a member agency.

1

Nominating Committee's Recommended Slate

I concur with the Region 10 Nominating Committee's recommended slate below.

CHAIR: DeAna Verbeke, Board Member, Helix Water District (San Diego County)

VICE CHAIR: Cathy Green, Director, Orange County Water District (Orange County)

BOARD MEMBERS:

- **Jim Atkinson**, Director, Mesa Water District (Orange County)
- **Betty Evans**, Director/Vice President, Vallecitos Water District (San Diego County)
- **Charles T. Gibson**, Board Member, Santa Margarita Water District (Orange County)
- **Shauna Lorange**, Department Director, City of San Diego Public Utilities (San Diego County)
- **George Murdoch**, Director, East Orange County Water District (Orange County)

OR

Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

I do not concur with the Region 10 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- Shauna Lorange**, Dept. Director, City of San Diego Public Utilities (San Diego County)
- DeAna Verbeke**, Board Member, Helix Water District (San Diego County)

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- Cathy Green**, Director, Orange County Water District (Orange County)

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- Jim Atkinson**, Director, Mesa Water District (Orange County)
- Betty Evans**, Director/Vice President, Vallecitos Water District (San Diego County)
- Charles T. Gibson**, Board Member, Santa Margarita Water District (Orange County)
- Cathy Green**, Director, Orange County Water District (Orange County)
- Hayden Hamilton**, Director, Rainbow Municipal Water District (San Diego County)
- Shauna Lorange**, Dept. Director, City of San Diego Public Utilities (San Diego County)
- Mark Monin**, Vice President, El Toro Water District (Orange County)
- George Murdoch**, Director, East Orange County Water District (Orange County)
- Peer Swan**, Board Director, Irvine Ranch Water District (Orange County)
- Richard L. Vasquez**, Vice President, Board of Directors, Division 2, Vista Irrigation District (San Diego County)
- DeAna Verbeke**, Board Member, Helix Water District (San Diego County)

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: CALL FOR NOMINATIONS TO THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) SPECIAL DISTRICTS ADVISORY COMMITTEE

BACKGROUND:

A call to nominations pursuant to Government Code Section 56332(1) are being solicited for eight special district members to serve on the LAFCO Special Districts Advisory Committee.

DISCUSSION:

The advisory committee consists of 16 members that serve four-year terms. Candidates' eligibility for nomination to LAFCO's advisory committee may be either a district elected or appointed officer and a staff member and the number of candidates representing the same agency shall be limited to one. The term of the new advisory committee member expires October 2023.

Nominations and a limited two-page resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO no later than 5:00 p.m. on Monday, September 23, 2019. Nominations received after this deadline will be invalid.

Nominations and resumes may be submitted by mail, courier, or hand delivered to the San Diego Officer at 9335 Hazard Way, Suite 200, San Diego or via email to tamaron.luckett@sdcounty.ca.gov if necessary to meet the submission deadline. However, the original form must be submitted.

Following received nominations and resumes, it is anticipated a candidates' forum will be held in conjunction with the CSDA Quarterly Dinner. Confirmations will be provided under separate/future cover.

RECOMMENDATION:

Request Board direction.



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

August 12, 2019

TO: Independent Special Districts in San Diego County

FROM: Tameron Luckett, Executive Assistant

SUBJECT: Call for Nominations | San Diego Local Agency Formation Commission Special Districts Advisory Committee

This notice serves as a call to nominations pursuant to Government Code Section 56332(1) to solicit eight special districts members to serve on the Special Districts Advisory Committee.

The advisory committee consists of 16 members that serve four-year terms. Candidates' eligibility for nomination to LAFCO's advisory committee: (1) may be either a district elected or appointed officer and a staff member; and (2) the number of candidates representing the same agency shall be limited to one. The new term of the advisory committee member expires October 2023. The eight incumbent's terms expire as follows:

Term expire	Incumbent	District
October 2019	Jack Bebee	Fallbrook Public Utility District
October 2019	Fred Cox	Rancho Santa Fe Fire Protection District
October 2019	Tom Kennedy	Rainbow Municipal Water District
October 2019	Tom Pocklington	Bonita-Sunnyside Fire Protection District
October 2019	Mark Robak	Otay Water District
October 2019	Greg Thomas	Rincon del Diablo Municipal Water District
October 2019	Robert Thomas	Pomerado Cemetery District
October 2019	Kimberly Thorner	Olivenhain Municipal Water District

State law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is nomination form (**Attachment A**).

Administration
Keene Simonds, Executive Officer
County Operations Center
9335 Hazard Way, Suite 200
San Diego, California 92123
T 858.614.7755 F 858.614.7766
www.sdlafo.org

Jim Desmond
County of San Diego

Dianne Jacob, Vice Chair
County of San Diego

Greg Cox, Alternate
County of San Diego

Mary Casillas Salas
City of Chula Vista

Bill Wells
City of El Cajon

Serge Dedina, Alternate
City of Imperial Beach

Mark Kersey
City of San Diego

Chris Cate, Alternate
City of San Diego

Jo MacKenzie, Chair
Vista Irrigation

Barry Willis
Alpine Fire Protection

Erin Lump, Alternate
Rincon del Diablo MWD

Andy Vanderlaan
General Public

Harry Mathis, Alternate
General Public

- Nominations and a limited **two-page** resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO **no later than 5:00 p.m. on Monday, September 23, 2019**. Nominations received after this deadline will be invalid.
- Nominations and resumes may be submitted by mail, courier, hand delivered to the San Diego Officer at 9335 Hazard Way, Suite 200, San Diego, CA 92123 or via email to tamaron.luckett@sdcounty.ca.gov, if necessary to meet the submission deadline, but the original form must be submitted.

After nominations and resumes are received it is anticipated a candidates' forum will be held in conjunction with the California Special Districts Association Quarterly Dinner with confirmation being provided under separate/future cover. Should you have any questions, please contact me at (858) 614-7755.

Respectfully,

Tamaron Lockett
Executive Assistant

Attachment:

a) Nomination Form

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS ADVISORY COMMITTEE**

The _____ is pleased to nominate _____ as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a special district advisory committee member.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is either a district elected or appointed officer and a staff member.

(Signature)

(Print Name)

(Date)

(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

DATE: AUGUST 21, 2019
TO: BOARD OF DIRECTORS
SUBJECT: ORDINANCE NO. 210, BUSINESS OF THE BOARD

BACKGROUND:

Ordinance No. 210 authorizes District memberships determined by the Board of Directors.

DISCUSSION:

At the August 7, 2019 Board meeting, it was requested that the Southern California Water Coalition (SCWC) be added to the District's list of approved memberships. Membership with the SCWC would include per diem and expense reimbursement.

FISCAL IMPACT:

Membership levels are \$25,000 for Founding Member, \$15,000 for Executive Member; \$10,000 for Premier Member, \$5,000 for Patron Member, \$2,500 for Advisory Member, and \$1,000 for Basic Membership.

RECOMMENDATION:

Request Board direction.



Annual Investment Structure

FOUNDING MEMBER: \$25,000

- All benefits of Basic Membership
- Prominent logo placement and sponsorship recognition at all SCWC events and workshops
- Two tables of 10 guests at the Annual Meeting & Dinner
- Primary Annual Meeting & Dinner recognition (verbal recognition, prominent logo placement, brief speaking role)
- Social and digital sponsorship recognition for Annual Meeting & Dinner
- Complimentary invitations to all Quarterly Meetings with sponsorship recognition
- Complimentary invitations to all SCWC special events, workshops and programs
- Participation in all policy task forces
- Invitations to exclusive VIP receptions/events/policy briefings
- Four guest columns in the weekly E-Newsletter at the member's discretion
- Prominent logo placement on SCWC website
- Promotional displays/booths at the Annual Meeting & Dinner and Quarterly Meetings

EXECUTIVE MEMBER: \$15,000

- All benefits of Basic Membership
- Two tables of 10 guests at the Annual Meeting & Dinner
- Annual Meeting & Dinner recognition (verbal recognition, prominent logo placement)
- Social and digital sponsorship recognition for Annual Meeting & Dinner
- Table of 10 guests for each Quarterly Meeting
- Ten seats at all SCWC special events, workshops and programs
- Participation in all policy task forces
- Invitations to exclusive VIP receptions/events/policy briefings
- Three guest columns in the weekly E-Newsletter at the member's discretion
- Prominent logo placement on SCWC website
- Promotional displays/booths at the Annual Meeting & Dinner and Quarterly Meetings





Annual Investment Structure

PREMIER MEMBER: \$10,000

- All benefits of Basic Membership
- Two tables of 10 guests at the Annual Meeting & Dinner
- Annual Meeting & Dinner recognition (verbal recognition, prominent logo placement)
- Social and digital sponsorship recognition for Annual Meeting & Dinner
- Five seats at each Quarterly Meeting
- Five seats at all SCWC special events, workshops and programs
- Participation in select policy task forces
- Invitations to exclusive VIP receptions/events/policy briefings
- Two guest columns in the weekly E-Newsletter at the member's discretion
- Prominent logo placement on SCWC website
- Promotional displays/booths at the Annual Meeting & Dinner and Quarterly Meetings

PATRON MEMBER: \$5,000

- All benefits of Basic Membership
- One table of 10 guests at the Annual Meeting & Dinner
- Annual Meeting & Dinner recognition (verbal recognition, prominent logo placement)
- Social and digital sponsorship recognition for Annual Meeting & Dinner
- Two seats at each Quarterly Meeting
- Two seats at all SCWC special events, workshops and programs
- Participation in select policy task forces
- Invitations to exclusive VIP receptions/events/policy briefings
- One guest column in the weekly E-newsletter at the member's discretion

ADVISORY MEMBER: \$2,500

- All benefits of Basic Membership
- Five seats at the Annual Meeting & Dinner
- Annual Meeting & Dinner recognition (verbal recognition)
- Social and digital sponsorship recognition for Annual Meeting & Dinner
- Two seats at each Quarterly Meeting
- Participation in select policy task forces
- Invitations to exclusive VIP receptions/events/policy briefings





Annual Investment Structure

BASIC MEMBERSHIP: Financial Levels Outlined Below

- Discounted membership tickets to Annual Meeting & Dinner, Quarterly Meetings, special events, workshops and programs
 - Network with water industry leaders, key decision makers and elected officials
 - Participation in select policy task forces
 - Receive all SCWC public educational materials & policy briefings/analyses
 - Access to SCWC legislation tracker
 - Subscription to SCWC e-newsletter & breaking news/policy alerts
 - Receive timely communications on important issues and headlines
-
- Counties \$10,000*
 - Business \$1,000
 - Cities \$1,000
 - Water Agencies \$1,000
 - Agriculture \$1,000
 - Nonprofit \$1,000
 - General Public/Individuals \$500
 - Board Member Emeritus \$500
 - *As a Board Member Emeritus, long standing members are given the opportunity to remain engaged with SCWC. Attendance at board meetings is included and encouraged, however Emeritus Board Members do not have voting rights.*

*Receive all "Premier Member" benefits

To join SCWC now, visit us online at www.socalwater.org or contact Julie Ackman at (714) 335-7500 or jackman@socalwater.org.



ORDINANCE NO. 210

**ORDINANCE OF THE VALLECITOS WATER DISTRICT
ESTABLISHING THE GENERAL PROVISIONS FOR
CONDUCTING THE BUSINESS OF THE BOARD AND
AMENDING ORDINANCE NO. 210**

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

SECTION 1: BOARD OF DIRECTORS

Section 1.1: Regular Meetings - Time and Place

Regular Meetings of the Board of Directors of the Vallecitos Water District shall be held with notice on the first and third Wednesday of each month, at the hour of 5:00 p.m. at the location of the principal place of business of the District, namely, 201 Vallecitos de Oro, San Marcos, California. Notification, including the location, shall be made in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), as amended. Closed Sessions will be scheduled before the start of the meeting.

Section 1.2: Adjourned Meetings

A majority vote by the Board of Directors may terminate and adjourn a Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause written notice of adjournment in accordance with the Ralph M. Brown Act, as amended.

Section 1.3: Special Meetings

A. Special non-emergency Board meetings may be called by the Board President or a majority of the Board. Written notification shall be made and posted at least 24 hours in accordance with the Ralph M. Brown Act, as amended.

B. Special emergency Board Meetings may be held with notice in the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. An emergency situation means a crippling disaster which impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

Section 1.4: Rules for Conducting Meetings

Except as otherwise provided by law, or ordinance adopted by the Board, "Roberts Rules of Order, Revised," are hereby adopted as the rules of practice and procedure governing the conduct of the business and procedure before the Board. The Board President shall preside at all meetings and shall have a vote on all matters before the Board. In the absence of the President, the Vice President shall preside, and in the absence of both, the presiding officer shall be elected by a majority vote of the members of the Board.

Section 1.5: Agenda

The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular, adjourned, and special meeting. Any Director may request any item to be placed on the agenda.

Section 1.6: Minutes of Meetings

A. The minutes of the Meetings of the Board shall be recorded and kept by the Secretary in a book maintained for that purpose for each calendar year. Unless otherwise expressly directed by the Board at the time of adoption, all ordinances and resolutions adopted by the Board may be referred to in the minutes of the meetings of the Board by number and title, but the same shall be recorded in full in separate books kept for that purpose for each calendar year.

B. The Board President or other person who may preside at the meeting, or the Secretary, shall authenticate the minutes, ordinances and resolutions after these have been transcribed into the appropriate books, and when so authenticated, these shall constitute the official minutes, ordinances and resolutions of the Board.

C. The Minute Book, the Ordinance Book and the Resolution Book shall be kept at the office of the Secretary at the principal place of business of the District.

Section 1.7: District Seal

The seal, an impression of which is herewith affixed to this document, bearing the words "Vallecitos Water District, Organized March 24, 1955," is adopted as the official seal of this District.

Section 1.8: Standing Advisory Committees

A. The District shall have the following standing advisory committees, each of whose function is to advise the Board of Directors and General Manager with respect to the subjects under its jurisdiction: Engineering/Equipment, Finance/Investment, Public Awareness/Personnel/Policy, and Legal/Legislative Affairs. Other standing committees may be established by the Board President. The precise and/or additional duties and responsibilities of each standing committee shall be as specified by the President from time to time. Each standing committee shall have two (2) members appointed by the President from the members of the Board; however, in no event shall the same two (2) members be permitted to serve together on more than one (1) standing committee without the unanimous approval of the Board. The President shall appoint a committee chairman from the two (2) members of the Board serving on each committee; however, no member shall be permitted to chair more than one (1) standing committee without the unanimous approval of the Board.

B. Ad Hoc advisory committees for special purposes not falling within the assigned function of an existing standing committee may be created and appointments made thereto from the members of the Board, not to exceed two (2) such members on any one ad hoc committee, from time to time by the President. Ad hoc committees may include members of the public and said appointment shall be made by the Board.

C. All committee members shall serve at the pleasure of the Board President. The General Manager shall be an ex-officio non-voting member of each committee. Each committee shall meet at such times, places, and frequency as may be directed by its chairman, by the President, or by the Board in accordance with the Ralph M. Brown Act, as amended. Each committee shall cause to be prepared and filed promptly with the Board current minutes of all of its meetings.

Section 1.9: Board Reorganization

A. Following a District election, on the first Tuesday after the first Monday in November in each even numbered year, the Board shall reorganize at the first meeting after the election is certified by the Registrar of Voters and appoint or reappoint its officers pursuant to the County Water District Act in conformance with the Uniform District Election Law, Elections Code, §23500 et. seq.

B. In addition to the minimum reorganization requirement, Board policy determines that the Board will reorganize annually to provide that each elected Director will have the opportunity to hold the office of President once during their first term. The President serves at the pleasure of the Board.

C. Each elected Director, who desires, shall have an opportunity to hold a position on the Encina Wastewater Authority and San Diego County Water Authority Boards at least once during their four-year term.

Section 1.10: Adoption of Ordinances and Resolutions

Except as otherwise provided by law, ordinances and resolutions of the District shall be adopted, amended, and repealed (in whole or in part) by the Board only in the following manner:

A. Ordinances shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by an ordinance adopted by the Board. The Board may adopt the ordinance (in whole or in part) as originally proposed or as modified by the Board.

B. Formal resolutions, that is, resolutions which are numbered and titled documents separate from the minutes of the meetings of the Board and required to be kept in the Resolution Book shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by a formal resolution or an ordinance adopted by the Board, only at a duly held meeting of the Board. The number and title of formal resolutions may but are not required to be, set forth in the agenda for the meeting.

C. At the time of presentation to the Board of the proposed ordinance or the proposed formal resolution, as the case may be, the reading in full thereof shall be deemed waived unless otherwise requested by any member of the Board. Ordinances and formal resolutions adopted by the Board shall contain the signed approval and attestation of the then Presiding Officer and Secretary, respectively, of the District.

D. Minute resolutions, as distinguished from formal resolutions, shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by a minute resolution or a formal resolution or an ordinance adopted by the Board, only at a duly held meeting of the Board.

SECTION 2: DISTRICT MEMBERSHIPS, PER DIEM COMPENSATION, REIMBURSEMENTS, ETHICS TRAINING AND ELIGIBILITY FOR EMPLOYEE BENEFITS

Section 2.1: Authorized District Memberships

The Board has determined it to be in the best interests of the District, and its constituents, to maintain memberships in affiliated national, state, and local organizations which have applicability to the functions of the District. The District shall hold membership in the following organizations:

American Water Works Association (AWWA)
 Association of California Water Agencies (ACWA)
 California Association of Sanitation Agencies (CASA)
 California Special Districts Association (CSDA)
 California Water Environment Association
 Council of Water Utilities
 North County Water Group
 *San Marcos Chamber of Commerce
 Southern California Alliance of Publicly Owned Treatment Works (SCAP)
Southern California Water Coalition
 Urban Water Institute
 Water Education Foundation (WEF)
 Water Environment Federation
 WaterReuse

In addition to the above listed organizations, the Board may remove existing memberships or approve additional memberships and authorize attendance at meetings, events, or conferences by motion from time to time. The General Manager may approve District membership of, and employee participation in, professional, technical, and business related associations and organizations.

Section 2.2: Per Diem Compensation

Each Director shall receive compensation of \$200 per diem for attending meetings of the Board or for each day's service as a member of the Board, not to exceed compensation for one meeting in any 24-hour period or ten meetings per month. The Board may consider an annual increase in the per diem equivalent to the San Diego Consumer Price Index (CPI-U), up to a maximum of 5 percent, following the operative date of the last adjustment. Public notice shall be provided annually in accordance with Water Code Section 20203 if an increase is to be considered. Any increase adopted by this Section shall become effective 60 days from the date of approval. Compensable meetings which are pre-designated and considered occasions that constitute performance of official duties include the following:

* San Marcos Chamber of Commerce events are not eligible for per diem reimbursement unless approved by the Board

A. Regular, Adjourned, and Special meetings of the Board, including pre-meetings with the Board Chair.

B. Committee Meetings, limited to the two Directors serving on the committee, other meetings, such as District sponsored special functions, open houses, and community out-reach functions, including pre-meetings with the appropriate representative(s).

C. Meetings of other public agencies of which the District is a member or sub-member agency such as the Encina Wastewater Authority, San Diego County Water Authority, the Metropolitan Water District of Southern California, and Local Agency Formation Commission (LAFCO), including pre-meetings with the appropriate representative(s).

D. Conferences, meetings, and other functions in which the District is a member of as listed in Section 2.1 above, and which have a significant and meaningful link to the purposes, policies, and interests of the District.

E. Meetings which provide educational training including ethics training in accordance with Government Code Section 53232.1.

F. Other meetings or conferences which the Board approves as an agenda item at a regular meeting that serves a benefit to the District and constitute the performance of official duties.

Any amounts paid as a per diem compensation by other organizations shall be deducted from the \$200 District per diem.

Board members shall report on meetings or conferences attended at a regularly scheduled Board meeting after the event, which may include a written report that can be distributed to all Board members electronically.

Section 2.3: Reimbursement of Expenses and Reporting

Each Director shall be entitled to payment and/or reimbursement for actual and necessary expenses incurred in the performance of official duties including expenses incurred relating to travel, meals, lodging, and other actual and necessary expenses incurred for attendance at meetings and conferences of organizations listed in Section 2.1 or approved in accordance with Section 2.2F. Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor. Requests for Reimbursement must be submitted on a District approved Expense Form and shall include receipts documenting each expense in accordance with District Resolution 1365.

Director expenses and per diems shall be reported on a cumulative quarterly basis, (attaching a summary of per diems and expenses from District appointed positions to other agencies).

Section 2.4: Ethics training

In accordance with Government Code Section 53234, Board members and any designated employees shall have at least (2) hours of ethics training every two (2) years. Certificates of completion of ethics training shall be maintained for at least five (5) years.

Section 2.5: Eligibility for Employee Benefits

Members of the Board shall be eligible for all benefits, allowable by law, the same as full time, regular employees.

ALL OTHER ORDINANCES OR AMENDMENTS IN CONFLICT HEREWITH ARE HEREBY REPEALED.

This Ordinance shall become effective upon adoption, and a summary shall be published one time in a newspaper of general circulation within the District.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Vallecitos Water District at a regular meeting held this 21st ~~6th~~ day of August ~~March~~, 2019, by the following roll call vote:

- AYES: ~~ELITHARP, EVANS, HERNANDEZ, SANNELLA, MARTIN~~
- NOES:
- ABSTAIN:
- ABSENT:

Hal J. Martin, President
 Board of Directors
 Vallecitos Water District

ATTEST:

Glenn Pruij, Secretary
 Board of Directors
 Vallecitos Water District