

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OAKDALE IRRIGATION DISTRICT  
1205 EAST F STREET, OAKDALE, CA 95361  
TUESDAY, JULY 19, 2022 – 9:00 A.M.  
AGENDA**

**NOTICE: CORONAVIRUS (COVID-19)**

A complete copy of the Agenda packet will be available on the Oakdale Irrigation District website ([www.oakdaleirrigation.com](http://www.oakdaleirrigation.com)) on Thursday, July 14, 2022 by 5:00 p.m. All writings that are public records and relate to an agenda item which are distributed to a majority of the Board of Directors less than 24-hours prior to the meeting noticed above, will be made available on the Oakdale Irrigation District website ([www.oakdaleirrigation.com](http://www.oakdaleirrigation.com)).

**INFORMATION FOR REGULAR MEETING DURING SHELTER IN PLACE ORDER**

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 and AB 361 a local legislative body is afforded the flexibility in how it conducts its business with regard to holding public meetings. The Oakdale Irrigation District Board of Directors (OID Directors) will adhere to and abide by the provisions of the Governor's Executive Order related to the Brown Act and the utilization of technology to facilitate public participation as outlined in AB 361.

The Oakdale Irrigation District (OID) is strongly committed to taking the necessary precautions to ensure the safety of, and promote best practices for, the public, our customers, and our employees. Please see information below regarding attendance at OID Board meetings while social distancing measures are imposed.

- **In-Person attendance of the meeting** is limited due to social distancing rules under state and local orders. The public is invited to attend in-person or participate by teleconference. To attend in-person, prior seating arrangements must be made with Nichole Fiez at (209) 840-5507 or [nfiez@oakdaleirrigation.com](mailto:nfiez@oakdaleirrigation.com)

**To join the meeting via teleconference**, click [HERE](#) or go to [www.oakdaleirrigation.com](http://www.oakdaleirrigation.com) and select "View Meetings Online".

**To participate in the meeting via telephone**, dial in at 1 (669) 900-9128, Access Code: 358-572-1867 #, the message will ask for a participant ID, just press # again. If you experience technical difficulties, please contact our IT Systems Administrator Michael Ballinger at (209) 896-6887.

- Public comments may be submitted in advance via email to [nfiez@oakdaleirrigation.com](mailto:nfiez@oakdaleirrigation.com) no later than 4:30 p.m. on the day before the meeting.
- If you wish to make public comments during the live teleconference, you may alert the Board President at the time public comments are called for. Pursuant to Government Code section 54954.3(b)(1), Public Comment, public comment on an Agenda Item is limited to five (5) minutes.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADDITIONS OR DELETION OF AGENDA ITEMS**

**ACTION TO TAKE VARIOUS ITEMS OUT OF SEQUENCE**

**PUBLIC COMMENTS – ITEM 1**

1. The Board of Directors welcomes participation in its meetings. This time is provided for the public to address the Directors of the District on matters of concern that fall within the jurisdiction of the Board that are not on the agenda.

Because matters being discussed are not on the agenda there should be no expectation of discussion or comment by the Board except to properly refer the matter for review or action as appropriate. Matters concerning District operations or responsibilities can be addressed prior to Board meetings by contacting District Management or Directors. In this manner, your concerns can be addressed expeditiously.

The Oakdale Irrigation District Board pledges to be respectful, truthful, knowledgeable, productive and unified in conducting the people's business. The Board believes in conducting its business using respectful and civil dialogue and would request that the public conduct itself in a similar fashion in their presentations. Disrespectful and threatening behavior will not be tolerated.

It is not required, but speakers may provide their name and address.

Public Comments will be limited to five minutes per speaker.

**HEARING CALENDAR - ITEM 2**

2. **Public Hearing and Possible Action to Approve Resolution Adopting an Amended Groundwater Sustainability Plan for the Eastern San Joaquin Groundwater Subbasin and Authorizing Submission to the Department of Water Resources**

**CONSENT CALENDAR - ITEMS 3 – 9**

3. Approve the **Board of Directors' Minutes of the Meeting of June 7, 2022**
4. Approve **Oakdale Irrigation District's Statement of Obligations**
5. Approve **OID Improvement Districts' Statement of Obligations**

6. Approve the **Treasurer's Report and Financial Statements for the Five Months Ending May 31, 2022**
7. Adopt the **Resolution with San Joaquin County for Placement of Delinquent Fixed Charges on the 2022/2023 Tax Rolls**
8. Approve **Rejection of Claim Submitted by Vesna and Ferid Kahrman**
9. Approve the **Abandonment and Quitclaim of a Portion of the Santa Fe Pipeline (APNS: 062-020-008/010/018)**

#### **ACTION CALENDAR – ITEMS 10 - 11**

10. Review and take possible action to **Adopt Resolution and the Records Retention Schedules**
11. Review and take possible action to **Approve Resolution Finding the South Main Canal Improvements – Segment 3 Rehabilitation Project Categorically Exempt Under the California Environmental Quality Act (CEQA)**

#### **COMMUNICATIONS – ITEM 12**

12. **Oral Reports and Comments**
  - A. **Directors' Comments/Suggestions**
    - Order of Presentation – President's Choice
  - B. **Committee Reports**
    - Misc. Policies Update – Ad Hoc – July 6, 2022
  - C. **General Manager's Report on Status of OID Activities**
  - D. **Water Counsel Report**

#### **CLOSED SESSION - ITEM 13**

13. Closed Session to discuss the following:
  - A. **Government Code §54956.8(3) – Conference with Real Property Negotiator**
    - Negotiating Parties: OID, SSJID, USBR, Mi-Wuks
    - Property: Water
    - Agency Negotiators: General Manager and Water Counsel
    - Under Negotiations: Price and Terms
  - B. **Government Code §54956.9(b) – Exposure to Litigation: 1 case**

C. **Government Code §54957(b)(1) – Public Employee Performance Evaluation**

Title: Chief Financial Officer

**OTHER ACTION – ITEM 14**

14. Adjournment:

- A. The next Regular Board Meeting of the **Oakdale Irrigation District Board of Directors** is scheduled for **Tuesday, August 2, 2022 at 9:00 a.m.** via teleconference. Details can be obtained by calling (209) 847-0341.
- B. The next Joint Board Meeting of the **South San Joaquin and Oakdale Irrigation Districts** serving the **Tri-Dam Projects** and **Tri-Dam Authority** and other joint business matters is scheduled for **Thursday, July 21, 2022 at 9:00 a.m.** in the board room of the Oakdale Irrigation District, 1205 East F Street, Oakdale, CA.

*Writings distributed to Board Members in connection with the open session items on this agenda are available for public inspection in the office of the Board Secretary. Any person who has a question concerning any of the agenda items may call the Executive Assistant at (209) 840-5507.*

*ADA Compliance Statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at (209) 840-5507. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*



# **PUBLIC COMMENT**

**SPECIAL BOARD  
MEETING OF JULY  
19, 2022**



# **PUBLIC HEARING**

**SPECIAL BOARD  
MEETING OF JULY  
19, 2022**

# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 2  
APN: N/A

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**SUBJECT: PUBLIC HEARING AND POSSIBLE ACTION TO APPROVE RESOLUTION ADOPTING AN AMENDED GROUNDWATER SUSTAINABILITY PLAN FOR THE EASTERN SAN JOAQUIN GROUNDWATER SUBBASIN AND AUTHORIZING SUBMISSION TO THE DEPARTMENT OF WATER RESOURCES**

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**RECOMMENDED ACTION:** Approve

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## **BACKGROUND AND DISCUSSION:**

The Eastern San Joaquin Groundwater Authority (ESJ GWA) is comprised of 15 Groundwater Sustainability Agencies (GSA) in the Eastern San Joaquin Groundwater Subbasin. As required under SGMA, in January 2020 the ESJ GWA submitted the subbasin groundwater sustainability plan (GSP) to DWR for review.

November 2021 the ESJ GWA received formal notification from DWR that the GSP was deemed incomplete. Two potential deficiencies which could prevent DWR approval and several potential corrective actions were identified by DWR, with direction that the ESJ GWA address/correct the deficiencies and submit an amended GSP by July 27, 2022. The deficiencies are listed below:

1. Potential Deficiency 1: The GSP lacks sufficient justification for determining that undesirable results for chronic lowering of groundwater levels, subsidence, and depletion of interconnected surface waters can only occur in consecutive non-dry water year types. The GSP also lacks sufficient explanation for its minimum thresholds and undesirable results for chronic lowering of groundwater levels.
2. Potential Deficiency 2: The GSP does not provide enough information to support the use of the chronic lowering of groundwater level sustainable management criteria and representative monitoring network as a proxy for land subsidence.

ESJ GWA, with technical support from consultant Woodard & Curran, generated several technical memorandums which describe proposed remedies for the deficiencies. Information in those memorandums was used to revise the GSP language as necessary, and the memorandums are included as attachments in the amended GSP. The ESJ GWA corrections to the deficiencies are listed below:

1. Deficiency 1 Solution: The non-dry water-year type requirement was removed from the undesirable result (UR) definition for chronic lowering of groundwater levels. The original GSP contained an exception that the UR only occurred when 25% of the subbasin monitoring wells dropped below their minimum thresholds (MT) in two consecutive non-dry years, with the rationale that the subbasin would be heavily dependent on groundwater during dry years and therefore groundwater level rebound would be minimal. The MTs for chronic lowering of groundwater were then incorporated as proxies for subsidence and depletion of interconnected surface waters sustainable criteria. In development of the amended GSP, that non-dry year

exception was removed from the UR definition. Additional groundwater modeling was completed by Woodard & Curran which indicates that with the incorporation of proposed in-lieu use and recharge projects, the subbasin will still achieve sustainable groundwater level conditions by 2040 as originally proposed.

The ESJ GWA also provided clarification pertaining to how potential impacts to shallow domestic wells and drinking water were considered with respect to setting MTs, and how additional data collection and collaboration with other agencies will occur for the water quality sustainability indicator.

2. Deficiency 2 Solution: The ESJ GWA identified critical infrastructure that could be negatively impacted due to land subsidence. The ESJ GWA will also incorporate InSAR and CGPS data, along with AEM data once it's available, into the land subsidence monitoring. Groundwater level MTs will continue to be used as a proxy, with the possibility of correlating water level changes to rates of subsidence in the future with further data collection.

The final draft of the amended GSP is now complete and was accepted by the ESJ GWA on July 13, 2022. The amended GSP now needs to be adopted by each GSA in the subbasin prior to submittal to DWR on before the July 27, 2022 deadline. Notice of OID's July 19<sup>th</sup> public hearing was published in the Oakdale Leader on June 29<sup>th</sup> and July 6<sup>th</sup> pursuant to Section 6066 of the Government Code. Pending any unforeseen comments at or before this July 19<sup>th</sup> public hearing, staff recommends that by resolution the OID Board of Directors adopt the amended GSP for the Eastern San Joaquin Groundwater Subbasin.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

- **Resolution Adopting the Amended Groundwater Sustainability Plan for the Eastern San Joaquin Groundwater Subbasin and Authorizing Submission to the Department of Water Resources**

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE**

**Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)**



**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2022-NIL**

**RESOLUTION ADOPTING AN AMENDED GROUNDWATER SUSTAINABILITY PLAN FOR  
THE EASTERN SAN JOAQUIN GROUNDWATER SUBBASIN AND AUTHORIZING  
SUBMISSION TO THE DEPARTMENT OF WATER RESOURCES**

**A. WHEREAS**, the Oakdale Irrigation District Groundwater Sustainability Agency (GSA) is one of 15 GSA which comprise the Eastern San Joaquin Groundwater Authority (ESJ GWA) within the Eastern San Joaquin Groundwater Subbasin; and

**B. WHEREAS**, in January 2020 the Eastern San Joaquin Groundwater Authority (ESJ GWA) submitted a groundwater sustainability plan (GSP) for the Eastern San Joaquin Subbasin to the Department of Water Resources (DWR);

**C. WHEREAS**, in November 2021 DWR provided notification to the ESJ GWA that the GSP was considered incomplete and two potential deficiencies which could preclude DWR approval were identified; and

**D. WHEREAS**, the ESJ GWA is required to correct the potential deficiencies and submit a revised or otherwise amended GSP by July 27, 2022; and

**E. WHEREAS**, the ESJ GWA has addressed the deficiencies through the development of supporting technical memorandums which have been reviewed by the subbasin GSAs; and

**F. WHEREAS**, the information in the memorandums has been used to revise language in the GSP where necessary and those memorandums will be attached to the amended GSP as supporting documents; and

**G. WHEREAS**, the OID GSA has the authority to draft, adopt, and implement a GSP (Wat. Code, § 10725 *et seq.*);

**H. WHEREAS**, on April 15, 2022 the ESJ GWA released the Notice of Intent to Adopt the Amended GSP to cities and counties in the plan area pursuant to Water Code section 10728.4;

**I. WHEREAS**, the final staff version of the amended GSP for the Eastern San Joaquin Subbasin was presented by reference to the Board of Directors on July 19, 2022;

**J. WHEREAS**, the Oakdale Irrigation District understands its staff and consultant team may finalize the amended GSP by making non-substantive revisions to the final amended Eastern San Joaquin Subbasin GSP presented on July 19, 2022;

**K. WHEREAS**, the final amended Eastern San Joaquin Subbasin GSP will be incorporated in its entirety by reference hereto this resolution.

**NOW, THEREFORE**, BE IT RESOLVED that the Board of Directors of the Oakdale Irrigation District finds as follows:

1. Oakdale Irrigation District hereby approves and adopts the final staff version of the amended Eastern San Joaquin Subbasin GSP.
2. Oakdale Irrigation District authorizes the Eastern San Joaquin Subbasin Plan Manager and consultants to take such actions as may be reasonably necessary to:
  - a. finalize the staff version of the Eastern San Joaquin Subbasin GSP, barring any substantive changes to the document;
  - b. submit the final amended Eastern San Joaquin Subbasin GSP to DWR by July 27, 2022; or
  - c. implement the purpose of this Resolution.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and duly submitted to the Board for its consideration, the above-titled Resolution was adopted this 19<sup>th</sup> day of July, 2022.

#### **OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, President  
Board of Directors

\_\_\_\_\_  
Scot A. Moody  
General Manager/Secretary



# **AGENDA ITEMS CONSENT CALENDAR**

**SPECIAL BOARD  
MEETING OF JULY  
19, 2022**

# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 3  
APN: N/A

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**SUBJECT:** APPROVE THE BOARD OF DIRECTORS' MINUTES OF THE MEETING OF JUNE 7, 2022

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**RECOMMENDED ACTION:** Approve the Board of Directors' Minutes of the Meeting of June 7, 2022

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**ATTACHMENTS:**

- Draft Minutes of the Board of Directors' Meeting of June 7, 2022

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**Board Motion:**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

## **MINUTES**

Oakdale, California  
June 7, 2022

The Board of Directors of the Oakdale Irrigation District invited all to recite the Pledge of Allegiance and then met in Session at the hour of 9:01 a.m. Upon roll call, there were present:

Directors: Tom Orvis, President  
Brad DeBoer, Vice President  
Herman Doornenbal  
Linda Santos  
Ed Tobias

Staff Present: Scot A. Moody, General Manager/Secretary  
Sharon Cisneros, Chief Financial Officer  
Eric Thorburn, Water Operations Manager/District Engineer

Also Present: Fred Silva, General Counsel  
Tim O'Laughlin, Water Counsel (via zoom)

At the hour of 9:04 a.m. Director Santos arrived and the Board welcomed public comment.

### **PUBLIC COMMENT** **ITEM NO. 1**

There was no public comment.

There being no further Public Comment; Public Comment closed at 9:04 a.m. and the Board Meeting continued.

### **CONSENT ITEMS** **ITEM NOS. 2 – 8**

2. Approve the Board of Directors' Minutes of the Special Meeting of May 16, 2022
3. Approve Oakdale Irrigation District's Statement of Obligations
4. Approve OID Improvement Districts' Statement of Obligations
5. Approve the Treasurer's Report and Financial Statements for the Four Months Ending April 30, 2022
6. Approve Rejection of Claim Submitted by Kristy Fullard
7. Approve Board Attendance to the 2022 CSDA Annual Conference August 22 to August 25, 2022 in Palm Desert, California
8. Approve Developer Agreement for Replacement of Marrs Pipeline (APN: 062-020-010 – LGI Homes-California, LLC)

A motion was made by Director Santos, and seconded by Director Tobias to approve the Consent Calendar as submitted.

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

**ACTION CALENDAR**  
**ITEM NOS. 9 - 13**

**ITEM NO 9**

**Review and Take Possible Action on the Appointment of Secretary to the Board of Oakdale Irrigation District**

A motion was made by Director Doornenbal, and seconded by Director Santos, to approve appointment of Scot A. Moody as secretary to the Board of Oakdale Irrigation District:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

**ITEM NO 10**

**Review and Take Possible Action to Adopt A Resolution for Designation of Bank Account Signatories**

A motion was made by Director Santos, and seconded by Director DeBoer, to approve adoption of resolution for designation of bank account signatories:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

**ITEM NO. 11**

**Review and Take Possible Action to Cancel the July 5, 2022 Board Meeting and Hold A Special Board Meeting on July 19, 2022 at 9:00 A.M.**

A motion was made by Director Santos, and seconded by Director Doornenbal, to cancel the July 5, 2022 Board meeting and hold a special Board meeting on July 19, 2022 at 9:00 a.m.:

Director Tobias	Yes
Director Doornenbal	Yes

Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

#### **ITEM NO. 12**

##### **Review and Take Possible Action to Proceed with Solicitation of Bids for Construction of The Segment 3 Rehabilitation Project**

A motion was made by Director Doornenbal, and seconded by Director Tobias, to proceed with solicitation of bids for construction of the Segment 3 Rehabilitation Project:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

#### **ITEM NO. 13**

##### **Review and Take Possible Action to Direct Staff to Solicit Interest in a 10-Year Out-Of-District Water Sale Program**

A motion was made by Director Santos, and seconded by Director Tobias, to direct staff to solicit interest in a 10-year Out-of-District Water Sale Program:

Director Tobias	Yes
Director Doornenbal	Yes
Director Orvis	Yes
Director Santos	Yes
Director DeBoer	Yes

The motion passed by a 5-0 vote.

#### **COMMUNICATIONS** **ITEM NO.14**

##### **A. SUMMARY OF DIRECTORS COMMENTS**

###### **Director Doornenbal**

No comment

###### **Director Santos**

Director Santos welcomed Scot Moody, General Manager to Oakdale Irrigation District. She thanked Sharon Cisneros, Chief Financial Officer for stepping in to assist when needed and Eric Thorburn for working diligently with the projects that are ongoing. Santos expressed she is excited about the potential 10-year out-of-district program since she has been a supporter of the program from the beginning. She expanded that she is happy to see that Oakdale Irrigation District is going to be a

leader to show other Districts and the State how to reduce and be environmentally friendly in regards to water resources.

**Director Tobias**

Director Tobias welcomed Scot Moody, General Manager. He thanked Eric Thorburn, Water Operations Manager/District Engineer and Sharon Cisneros, Chief Financial Officer for a great job. Tobias stated the agenda item to solicit interest in a 10-year out-of-district program will require communication and cooperation amongst landowners, but believes it can be done and encourages the program.

**Director DeBoer**

Director DeBoer welcomed Scot Moody, General Manager and stated he looks forward to working with him. DeBoer expressed that he anticipates the modernization of the District, and the District must keep up infrastructure to prevent failure. He expanded that the District will need to keep in mind the finances, which will require the District to be diligent. DeBoer ended by stating he is excited about the upcoming projects and hopes constituents watch and see what is going on, such as the 10-year out-of-district and the canyon tunnel.

**Director Orvis**

Director Orvis welcomed Scot Moody, General Manager and applauded item 13 to solicit interest in the 10-year out-of-district program. He cautioned the Board and reminded them that the District has other items that need to be worked on, long term, items from the State. Orvis stated that this program is not the same contract as in the past, and requires a significant commitment. He reminded everyone that the Sustainable Groundwater Management Act is still prevalent, and that it is about groundwater not surface water. Director Orvis closed by emphasizing that the District is headed in the right direction.

**B. COMMITTEE REPORTS**

There were no committee reports.

**C. GENERAL MANAGERS REPORT**

General Manager, Scot A. Moody, discussed the information that was provided in the Board Packet.

**D. WATER COUNSEL REPORT**

There was no Water Counsel report.

At 10:06 a.m., President Orvis read the items to be discussed in Closed Session and opened for Public Comment on these items.

There was no public comment.

At the hour of 10:07 a.m. Public Comment closed, the Board took a recess and reconvened to Closed Session at 10:17 a.m.



**CLOSED SESSION**  
**ITEM NO. 15**

**A. Government Code §54956.8 – Conference Real Property Negotiator**

Negotiating Parties:	State of California, Non-District East Lands
Property:	Water
Agency Negotiators:	General Manager and Water Counsel
Under Negotiations:	Terms

At the hour of 10:39 a.m. the Board reconvened to Open Session.

**OTHER ACTION**  
**ITEM NO. 16**

At the hour of 10:40 a.m. the meeting was adjourned. The next Special Board Meeting of the **Oakdale Irrigation District Board of Directors** is scheduled for **Tuesday, July 19, 2022 at 9:00 a.m.** Details can be obtained by calling (209) 847-0341.

The next Joint Board Meeting of the South San Joaquin and Oakdale Irrigation Districts serving the Tri-Dam Projects and Tri-Dam Authority and other joint business matters is scheduled for **Thursday, June 16, 2022 at 9:00 a.m.** in the board room of the South San Joaquin Irrigation District, 11011 East Highway 120, Manteca, CA.

Attest:

\_\_\_\_\_  
Thomas D. Orvis, President  
Board of Directors

\_\_\_\_\_  
Scot A. Moody  
General Manager/Secretary

# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 4  
APN: N/A

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**SUBJECT: APPROVE OAKDALE IRRIGATION DISTRICT'S STATEMENT OF OBLIGATIONS**

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**RECOMMENDED ACTION:** Approve Statement of Obligations

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## ***TOP TEN OBLIGATIONS***

<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
CalPERS	Annual Unfunded Liability Contribution	\$ 444,535.00
IRS	Payroll Taxes	180,864.08
CalPERS	Retirement Contribution	114,813.76
Kaiser	Healthcare Insurance July and August	107,355.65
Sutter Health Plus	Healthcare Insurance – July and August	93,220.60
Steve Harkrader Trucking	Hauling Dirt Services	86,163.75
OID Improvement Districts	Reimbursements – May and June	81,621.42
Hunt and Sons, Inc	Fuel	68,084.12
PG&E	Electricity – May	53,145.88
Alligare LLC	Magnacide	45,209.39
		1,275,013.65
	Other Obligations:	574,976.96
	Total Obligations:	\$ 1,849,990.61

**FISCAL IMPACT:** \$1,849,990.61

## **ATTACHMENTS:**

- Statement of Obligations – Check Register

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## **Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

## **VOTE:**

**Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)**

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT**

**STATEMENT  
OF  
OBLIGATIONS**

**July 19, 2022**

Accounts Payable  
Check Register - July 19, 2022



Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Check No	Check Date	Vendor Name	Amount	Description
6/2/2022	31384	Aarons Heating & Air Inc.	\$ 12,000.00	Mini Split Installation
6/6/2022	60620222	Visa	2,962.22	Employee Function, CalCPA Renewal and 2022 PAPA Membership
6/7/2022	607221	Internal Revenue Service	963.01	Payroll Taxes
6/7/2022	607222	Employment Development Department	31.19	Payroll Taxes
6/10/2022	610221	Internal Revenue Service	57,974.35	Payroll Taxes
6/10/2022	610222	ICMA Retirement	3,984.81	Retirement Contribution
6/10/2022	610223	VOYA Retirement	9,318.95	Retirement Contribution
6/10/2022	610224	Employment Development Department	10,979.06	Payroll Taxes
6/10/2022	610225	California Public Employees' Retirement System	37,331.53	Retirement Contribution
6/13/2022	31385	ABS Presort, Inc.	531.04	Envelopes
6/13/2022	31386	Ace Hardware	1,437.06	Conduit, Junction and Entrance Box, Paint and Locking Door Kits
6/13/2022	31387	ACR Systems Inc.	141.17	Cable
6/13/2022	31388	ACWA-JPIA	10,092.25	Dental and Vision Insurance - July
6/13/2022	31389	ACWA - Joint Powers Insurance Authority	900.00	Excess Crime July 2022 - June 2023
6/13/2022	31390	Airgas USA, LLC	83.58	Cylinder Rental
6/13/2022	31391	Alligare LLC	45,209.39	Magnacide
6/13/2022	31392	App Agency Inc., c/o Louis Chavez	30.00	Website Hosting - oidwaterresources.org - May
6/13/2022	31393	Backflow Apparatus & Valve Co.	189.80	Check Valve
6/13/2022	31394	Bumgardner Biological Consulting, Inc.	3,573.57	WR# 010 - On Call Services
6/13/2022	31395	California State Disbursement Unit	425.53	Levy
6/13/2022	31396	Casey Records Management	96.00	Shredding - May
6/13/2022	31397	Central Valley Ag Grinding, Inc.	1,176.00	Green Waste
6/13/2022	31398	Central Irrigation Inc.	7,413.71	PVC, Elbows, Couplers and End Caps
6/13/2022	31399	Ceres Pipe & Metal	5,097.09	Pipe
6/13/2022	31400	City of Oakdale Utilities	755.94	Water Usage 04/12/22 - 05/12/22
6/13/2022	31401	Coffee Break Service, Inc.	165.00	Coffee Services
6/13/2022	31402	Comcast	454.80	Analog Lines, TV and Internet - May
6/13/2022	31403	Condor Earth Technologies, Inc.	596.75	WR# 029 - OID Ongoing CalARP Support and Tunnel 8 CM & QA Services
6/13/2022	31404	Conlin Supply Co., Inc.	4,532.72	Steel Posts, Gate and Barb Wire
6/13/2022	31405	CoreLogic Solutions, LLC	291.75	Real Quest - May
6/13/2022	31406	Cummins Sales and Service	770.00	Insite Software Subscription
6/13/2022	31407	Damrell, Nelson, Schrimp, Pallios, Pacher & Silva	19,796.38	Legal Matters
6/13/2022	31408	Far West Laboratories, Inc.	437.50	Bac-T Tests
6/13/2022	31409	Fastenal Company	1,110.58	Rubber Straps, Gloves, Clamps, Handles and Batteries
6/13/2022	31410	Fedak & Brown LLP	2,859.00	2021 Financial Statement Audit Services
6/13/2022	31411	Franchise Tax Board	417.78	Levy
6/13/2022	31412	GAR Bennett, LLC	15,821.31	Pipe
6/13/2022	31413	George Reed, Inc.	130.45	Crushed 3/4"
6/13/2022	31414	Gilton Solid Waste Management, Inc.	425.39	Refuse Charges - May
6/13/2022	31415	Giuliani & Kull, Inc.	2,805.00	WR# 101 - On-Call Surveying Services
6/13/2022	31416	Gladwell Governmental Services, Inc.	3,600.00	Record Retention Policy Schedule Update
6/13/2022	31417	Grainger	51.05	Pressure Switch
6/13/2022	31418	Gravatt, Morgan	100.00	2022 FFA Project Donation
6/13/2022	31419	Grover Landscape Services, Inc.	567.10	Monthly Landscaping - May
6/13/2022	31420	Haidlen Ford	2,803.68	Air Conditioner Evap, Lamp and Track Assembly, Starter and Seat Belts
6/13/2022	31421	Hilmar Lumber, Inc.	14,352.73	Pipe and Elbows
6/13/2022	31422	Hunt & Sons, Inc.	22,993.43	Fuel
6/13/2022	31423	Interstate Truck Center	1,215.85	Vehicle #22 Emissions Repair
6/13/2022	31424	Isernhagen, Emma	100.00	2022 FFA Project Donation
6/13/2022	31425	Isernhagen, Luke	100.00	2022 FFA Project Donation
6/13/2022	31426	Kaiser Foundation Health Plan, Inc.	53,336.04	Healthcare Insurance - July
6/13/2022	31427	Ludlow, Rhys	100.00	2022 FFA Project Donation
6/13/2022	31428	Mission Uniform Service	895.61	Uniform Services

Accounts Payable  
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Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Check No	Check Date	Vendor Name	Amount	Description
6/13/2022	31429	Modesto Irrigation District	5,569.06	Shotcrete Services
6/13/2022	31430	Moore Quality Galvanizing L.P.	1,058.14	Galvanized Trash Rack
6/13/2022	31431	Morrill Industries, Inc.	2,586.11	Flanges and Starters
6/13/2022	31432	NorCal Kenworth	548.48	Oil and Fuel Filters
6/13/2022	31433	North Coast Laboratories Ltd.	805.00	Aquatic Pesticide Water Samples
6/13/2022	31434	Oakdale Automotive Repair & Tire	45.00	Alignment Check
6/13/2022	31435	Oakdale Auto Parts	766.67	Hoses, Hose Fittings and Refrigerant
6/13/2022	31436	Oakdale Leader	228.90	Community Awareness - Flag Day and 2022 2nd Assessment Reminder
6/13/2022	31437	ODP Business Solutions LLC	108.82	Office Supplies
6/13/2022	31438	OID Improvement Districts	14,557.61	May 2022 Reimbursement
6/13/2022	31439	Ontel Security Services, Inc.	275.00	Security Monitoring - May
6/13/2022	31440	Pacific Project Heroes	500.00	2022 Pacific Project Heroes Event
6/13/2022	31441	Pakmail	187.32	Shipping
6/13/2022	31442	Paris Kincaid & Wasiewski, LLP	2,200.00	Legal Matters
6/13/2022	31443	P & L Concrete Products, Inc.	493.19	Concrete
6/13/2022	31444	Portola Systems, Inc.	791.64	Adobe Acrobat and Photoshop Renewal June 2022 - May 2023
6/13/2022	31445	Provost & Pritchard Consulting Group, Inc.	232.50	WR# 033 - District Boundary and District Map Update
6/13/2022	31446	Ray Morgan Company	433.51	Copier Usage 02/22/22 - 05/23/22
6/13/2022	31447	Rubicon, Inc.	12,927.50	SCADAConnect - Krohne Flowmeter Integration and Modbus ID
6/13/2022	31448	Samba Holdings, Inc.	201.56	Fleet Watch - May
6/13/2022	31449	Silva, Colton J.	100.00	2022 FFA Project Donation
6/13/2022	31450	South San Joaquin Irrigation District	3,929.52	Canyon Tunnel WR# 1902 - April
6/13/2022	31451	Springbrook Holding Company, LLC	146.00	Civic Pay - May
6/13/2022	31452	Stanislaus County Farm Bureau	1,000.00	2022 Farm Bureau Family Night Out
6/13/2022	31453	Steve Harkrader Trucking	31,768.75	Hauling Dirt Services
6/13/2022	31454	Streamline	400.00	Member Web Services - May
6/13/2022	31455	Sutter Health Plus	46,610.30	Healthcare Insurance - July
6/13/2022	31456	Swier, Paige	100.00	2022 FFA Project Donation
6/13/2022	31457	Swier, Teagan	100.00	2022 FFA Project Donation
6/13/2022	31458	Terry, Cassidy	100.00	2022 FFA Project Donation
6/13/2022	31459	Tim O'Laughlin A Professional Law Corporation	13,275.00	Legal Matters- May
6/13/2022	31460	TP Express	2,550.00	Regular Portable and Single Towable Restrooms - June
6/13/2022	31461	Tri-West Tractor Incorporated	586.89	O-Rings and Washers
6/13/2022	31462	United Rentals Northwest, Inc.	4,242.18	Generator and Chipper Rental
6/13/2022	31463	Verizon Wireless	2,924.80	Cell Phone and Ipad and Cimis Station Charges - May
6/13/2022	31464	Verizon	1,512.90	Vehicle Tracking Services - May
6/13/2022	31465	White Cap Construction Supply	1,394.39	Dobies, Rods, Swellstop and Lathes
6/13/2022	313221	Internal Revenue Service	450.93	Payroll Taxes
6/13/2022	613222	Employment Development Department	67.80	Payroll Taxes
6/20/2022	6202022	Oak Valley Community Bank	16,000.00	ID 52 Loan Payment
6/24/2022	624221	Internal Revenue Service	60,465.71	Payroll Taxes
6/24/2022	624222	ICMA Retirement	3,990.52	Retirement Contribution
6/24/2022	624223	Employment Development Department	11,607.91	Payroll Taxes
6/24/2022	624224	California Public Employees' Retirement System	38,797.71	Retirement Contribution
6/24/2022	624225	VOYA Retirement	9,240.72	Retirement Contribution
6/28/2022	31466	ABS Presort, Inc.	2,446.27	June 2022 Volumetric Statements
6/28/2022	31467	Ace Hardware	463.70	Caulking, Wall Texture, Conduit and Paint
6/28/2022	31468	Airgas USA, LLC	277.84	Connector Cables, Oxygen and Nitrogen
6/28/2022	31469	Amazon	5,283.69	Converting Desks, Batteries, Terminal Block Kit and Aquatic Pest Control
6/28/2022	31470	Brown, Kate	100.00	FFA Project Donation
6/28/2022	31471	California State Disbursement Unit	425.53	Levy
6/28/2022	31472	Central Valley Pump, Inc.	641.65	Pump
6/28/2022	31473	Central Irrigation Inc.	7,786.08	Concrete Boxes, Floors, Extensions and Elbows

Accounts Payable  
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Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

Check No	Check Date	Vendor Name	Amount	Description
6/28/2022	31474	Chicago Title Co.	6.75	Refund: 6118 Smith Rd Oakdale
6/28/2022	31475	City of Oakdale	20.00	OID and ID 41 Backflow Prevention Certification
6/28/2022	31476	Comcast Business	393.91	Office Phone Charges - May
6/28/2022	31477	Conlin Supply Co., Inc.	197.23	Rail Gate
6/28/2022	31478	Davids Engineering, Inc.	747.75	WR# 011 - On-Call Support
6/28/2022	31479	Denair Lumber Company, Inc.	88.09	Browntone
6/28/2022	31480	Ellis Self Storage, Inc.	96.00	Storage - July
6/28/2022	31481	Fresno Valves & Castings, Inc.	2,544.44	Slide and Line Gate
6/28/2022	31482	GE MDS, LLC	1,546.78	MDS Orbit Master Repair
6/28/2022	31483	George Reed, Inc.	320.06	Crushed 3/4"
6/28/2022	31484	Gilton Resource Recovery Transfer Facility, Inc.	2,032.44	Concrete and Solid Waste
6/28/2022	31485	Gilton Solid Waste Management, Inc.	579.92	Refuse Charges - May
6/28/2022	31486	Grainger	131.29	Flange and Magnetic Mount Shoe
6/28/2022	31487	Green Rubber-Kennedy Ag	533.53	Camlock Fittings and Adapters
6/28/2022	31488	Haidlen Ford	1,122.62	Arm Assy. Front Suspension, Brake Pads and TPMS Senors
6/28/2022	31489	Hilmar Lumber, Inc.	852.86	Tee, Coupler and reducer
6/28/2022	31490	Hunt & Sons, Inc.	26,653.36	Fuel
6/28/2022	31491	Interstate Truck Center	79.65	Filter
6/28/2022	31492	Jorgensen Company	1,807.59	Gas Detector Repair
6/28/2022	31493	KD Anderson & Associates, Inc.	5,000.00	Traffic Engineering Consultant Service For Greger Street
6/28/2022	31494	Lee, Bowen	100.00	FFA Project Donation
6/28/2022	31495	Lincoln National Life Insurance Company	865.26	Life Insurance - June and July
6/28/2022	31496	McCrometer, Inc.	1,035.23	Flowmeter Repair
6/28/2022	31497	McDonald-Serpa, Hayli	100.00	FFA Project Donation
6/28/2022	31498	McMaster-Carr	123.98	U-Bolts
6/28/2022	31499	Mission Uniform Service	916.63	Uniform Services
6/28/2022	31500	Modesto Irrigation District	923.77	Electricity - June
6/28/2022	31501	Motor Parts Distributors, Inc.	505.44	Oil
6/28/2022	31502	NorCal Kenworth	32.30	Filters
6/28/2022	31503	Oakdale Auto Parts	357.31	Fittings, Sleeves and Hoses
6/28/2022	31504	Oakdale Leader	198.90	2nd Assessment Reminder
6/28/2022	31505	Occu-Med, Ltd.	360.00	Pre-Employment Medical Exams
6/28/2022	31506	ODP Business Solutions LLC	746.13	Office Supplies
6/28/2022	31507	Operating Engineers Union Local No. 3	3,216.00	Union Dues - PPE: 06/18/22
6/28/2022	31508	P G & E	53,145.88	Electricity - May
6/28/2022	31509	P&D Ventures Inc.	2,314.00	Janitorial Services - July
6/28/2022	31510	P & L Concrete Products, Inc.	931.93	Concrete
6/28/2022	31511	Portola Systems, Inc.	7,538.00	Nimble and Server Warranty August 2022 - December 2023
6/28/2022	31512	Questyme USA	1,897.37	APC Smart-UPS
6/28/2022	31513	Ray Morgan Company	382.42	Copier Usage 05/24/22 - 06/23/22
6/28/2022	31514	Redwood Health Services	3,816.16	125 Cafeteria Plan and Cobra Fees - July
6/28/2022	31515	Richison, Jaalah	100.00	FFA Project Donation
6/28/2022	31516	Rigg, Keith and Caroline	10.00	Grant Of Easement APN: 229-060-24
6/28/2022	31517	Rubicon, Inc.	3,239.55	Wire Rope Drums, Gear Box and Gear Box Motor
6/28/2022	31518	Steve Harkrader Trucking	45,108.75	Hauling Dirt Services
6/28/2022	31519	Sutter EAP	425.00	2022 2nd Quarter Service
6/28/2022	31520	Sutter Gould Medical Foundation	157.00	Pre-Employment Medical Exams
6/28/2022	31521	Trent, Raylee	100.00	FFA Project Donation
6/28/2022	31522	Daub, Aaron	100.00	Refund Check 005343-000, 10400 Foxborough Drive
6/28/2022	31523	First American Title Company	21.47	Refund Check 004936-000, 10023 Foxborough Drive
6/28/2022	31524	United Rentals Northwest, Inc.	2,890.74	Chipper Rental
6/28/2022	31525	USA BlueBook	504.83	Insulated Probes
6/28/2022	31526	Wienhoff Drug Testing, Inc.	560.00	Pre-Employment and Random Drug Testing

Accounts Payable  
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Check No	Check Date	Vendor Name	Amount	Description
6/28/2022	31527	Wille Electric Supply Co., Inc.	153.81	Insecticide
6/30/2022	31528	Central Valley Pump, Inc.	35,613.20	WR# 011 - Paulsell #2 Deep Well Repair
7/5/2022	705221	Internal Revenue Service	963.01	Payroll Taxes
7/5/2022	705222	Employment Development Department	31.19	Payroll Taxes
7/8/2022	708221	Internal Revenue Service	60,047.07	Payroll Taxes
7/8/2022	708222	ICMA Retirement	3,916.49	Retirement Contribution
7/8/2022	708223	Employment Development Department	11,479.24	Payroll Taxes
7/8/2022	708224	California Public Employees' Retirement System	38,684.52	Retirement Contribution
7/8/2022	708225	VOYA Retirement	9,215.63	Retirement Contribution
7/11/2022	31529	Ace Hardware	518.34	Electrical Cord, Plug Adapter, Paint, Hoses and Valves
7/11/2022	31530	ACWA-JPIA	10,469.87	Dental and Vision Insurance - August
7/11/2022	31531	ACWA - Joint Powers Insurance Authority	35,541.94	Property Insurance July 2022 - June 2023
7/11/2022	31532	Airgas USA, LLC	610.13	Nitrogen, Acetylene and Welding Helmet
7/11/2022	31533	Airola, Charley	100.00	FFA Project Donation
7/11/2022	31534	Airola, Leon	100.00	FFA Project Donation
7/11/2022	31535	All Rigging Company	1,025.91	Binder Chain and Load Binder
7/11/2022	31536	App Agency Inc., c/o Louis Chavez	30.00	Website Hosting - oidwaterresources.org - June
7/11/2022	31537	Ardurra Group, Inc.	4,515.00	Surveying
7/11/2022	31538	Battery Systems	797.55	Batteries
7/11/2022	31539	Bianchi, Troy	100.00	FFA Project Donation
7/11/2022	31540	Bianchi, Tyler	100.00	FFA Project Donation
7/11/2022	31541	Bluegrass Data Analytics, LLC	202.50	Database Development Services
7/11/2022	31542	Brown, Trevin	100.00	FFA Project Donation
7/11/2022	31543	California State Disbursement Unit	425.53	Levy
7/11/2022	31544	Casey Records Management	96.00	Shredding - June
7/11/2022	31545	Central Sanitary Supply	156.30	Soap and Tissue Paper
7/11/2022	31546	Central Valley Ag Grinding, Inc.	1,214.00	Green Waste - June
7/11/2022	31547	Central Irrigation Modesto, LLC	1,411.95	711
7/11/2022	31548	Ceres Pipe & Metal	820.05	Pipe
7/11/2022	31549	City of Oakdale Utilites	6,623.13	Water Usage 05/04/22 - 06/09/22
7/11/2022	31550	Comcast	449.50	Analog Lines, TV and Internet - June
7/11/2022	31551	Condor Earth Technologies, Inc.	708.75	WR# 029 - OID Ongoing CalARP Support Services
7/11/2022	31552	Conlin Supply Co., Inc.	431.33	Flat Caps
7/11/2022	31553	Damrell, Nelson, Schrimp, Pallios, Pacher & Silva	10,983.00	Legal Matters - June
7/11/2022	31554	Denair Lumber Company, Inc.	37.17	Browntone
7/11/2022	31555	Edgar, Morgan	100.00	FFA Project Donation
7/11/2022	31556	Far West Laboratories, Inc.	437.50	Bac-T Tests
7/11/2022	31557	Fastenal Company	872.62	Waders, Spray Paint, Strapping Rolls and Struts
7/11/2022	31558	Fragie, Will	73.06	Steel Toe Boot Reimbursement
7/11/2022	31559	Fresno Valves & Castings, Inc.	2,402.30	Slide and Line Gate
7/11/2022	31560	GAR Bennett, LLC	6,403.18	Reducers, Elbows, Tees and Caps
7/11/2022	31561	Garcia, Kyla	100.00	FFA Project Donation
7/11/2022	31562	George Reed, Inc.	263.25	HMA 3/8
7/11/2022	31563	George W. Lowry, Inc.	4,386.48	Mobilgrease and Oil
7/11/2022	31564	Gilton Solid Waste Management, Inc.	425.39	Refuse Charges - June
7/11/2022	31565	Governmentjobs.com, Inc	6,025.06	Insight and Governmentjobs.com Subscriptions June 2022 - May 2023
7/11/2022	31566	Grainger	551.93	Hard Hat, Cables and Cylinders
7/11/2022	31567	Grover Landscape Services, Inc.	567.10	Landscaping - June
7/11/2022	31568	Haidlen Ford	1,293.80	Compressor, Switches, Track Seat, Brake Rotor and Air Elements
7/11/2022	31569	Hibdon, Aubrie	100.00	FFA Project Donation
7/11/2022	31570	Hughson Farm Supply	1,289.97	Elastrostart Kit, Chain, Bars and Pole Pruners
7/11/2022	31571	Hunt & Sons, Inc.	18,437.33	Fuel
7/11/2022	31572	Joseph, Kylee	100.00	FFA Project Donation



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Oakdale Irrigation District  
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Oakdale, CA 95361

Check No	Check Date	Vendor Name	Amount	Description
7/11/2022	31573	Kaiser Foundation Health Plan, Inc.	54,019.61	Healthcare Insurance - August
7/11/2022	31574	Lopez, Roberto	100.00	FFA Project Donation
7/11/2022	31575	Lopez, Enrique	100.00	FFA Project Donation
7/11/2022	31576	Lourenco, Laila	100.00	FFA Project Donation
7/11/2022	31577	Ludlow, Maryn	100.00	FFA Project Donation
7/11/2022	31578	McCrometer, Inc.	329.05	Cable
7/11/2022	31579	Mission Uniform Service	994.70	Uniform Services
7/11/2022	31580	Morrill Industries, Inc.	1,146.53	Adapter, Gaskets and Couplers
7/11/2022	31581	Oakdale Automotive Repair & Tire	3,440.29	Tires, Tire Mounting and Disposal
7/11/2022	31582	Oakdale Auto Parts	133.47	Cup, Cone and V-Belts
7/11/2022	31583	Oakdale Leader	979.64	Community Awareness - 4th of July, Public and Bid Notices
7/11/2022	31584	ODP Business Solutions LLC	348.90	Office Supplies
7/11/2022	31585	OID Improvement Districts	67,063.81	June 2022 Reimbursement
7/11/2022	31586	Ontel Security Services, Inc.	275.00	Security Monitoring - June
7/11/2022	31587	Osmundson, Amanda	100.00	FFA Project Donation
7/11/2022	31588	P & L Concrete Products, Inc.	729.10	Concrete
7/11/2022	31589	Provost & Pritchard Consulting Group, Inc.	10,989.16	OID South Main Canal Segment 3
7/11/2022	31590	Quadiant Finance USA, Inc.	1,000.00	Postage 06/30/22
7/11/2022	31591	Quikrete - Sacramento	1,704.54	Redi-Mix
7/11/2022	31592	Raggio, Marissa	100.00	FFA Project Donation
7/11/2022	31593	Rapid7 LLC	7,997.06	InsightIDR and VM Subscription July 2022 - June 2023
7/11/2022	31594	Rubicon, Inc.	1,108.79	Field and Loom Term Boards and Drive Shaft
7/11/2022	31595	Samba Holdings, Inc.	201.56	Fleet Watch - June
7/11/2022	31596	Sanders, Jenna	100.00	FFA Project Donation
7/11/2022	31597	Sanders, Jessica	100.00	FFA Project Donation
7/11/2022	31598	South San Joaquin Irrigation District	4,609.21	WR# 1086 Q1 2022 and WR# 1902 Canyon Tunnel Project
7/11/2022	31599	Sphar, Rowdy	100.00	FFA Project Donation
7/11/2022	31600	Springbrook Holding Company, LLC	139.00	Civic Pay - June
7/11/2022	31601	Stanislaus County Clerk Recorder	57.00	CEQA Notice of Exemption Filing Fee
7/11/2022	31602	Steve Harkrader Trucking	9,286.25	Hauling Dirt Services
7/11/2022	31603	Streamline	400.00	Member Web Services - July
7/11/2022	31604	Sutter Gould Medical Foundation	145.00	Pre-Employment Medical Exams
7/11/2022	31605	Sutter Health Plus	46,610.30	Healthcare Insurance - August
7/11/2022	31606	Tim O'Laughlin A Professional Law Corporation	14,265.00	Legal Matter - June
7/11/2022	31607	TP Express	2,475.00	Regular and Single Towable Portable Restrooms - July
7/11/2022	31608	Tri-West Tractor Incorporated	2,048.32	Tube and Belt Kit, Pump and Gaskets
7/11/2022	31609	Sparks, Cameron and Lindsay	78.62	Refund Check 005315-000, 10814 Goldsborough Circle
7/11/2022	31610	United Rentals Northwest, Inc.	1,351.44	Generator Rental
7/11/2022	31611	UPL NA Inc.	23,305.06	Cascade
7/11/2022	31612	Van Laar, Claire	100.00	FFA Project Donation
7/11/2022	31613	Verizon Wireless	3,034.53	Cell Phone and Ipad Charges - June
7/11/2022	31614	Verizon	1,512.90	Vehicle Tracking Services - June
7/11/2022	31615	Whip Around, Inc.	6,767.42	Vehicle Maintenance Software Renewal July 2022 - June 2023
7/11/2022	31616	Worley, Grace	100.00	FFA Project Donation
7/11/2022	71222	CalPERS	444,535.00	Annual Unfunded Liability Contribution July 2022 - June 2023
			<u>\$ 1,849,990.61</u>	



OAKDALE IRRIGATION DISTRICT  
STATEMENT OF OBLIGATIONS  
July 19, 2022

THE FOREGOING CLAIMS, NUMBERED 31284 THROUGH 31616, 60620222, 607221  
THROUGH 607222, 610221 THROUGH 610225, 313221, 613222, 6202022, 624221  
THROUGH 624225, 705221 THROUGH 705222, 708221 THROUGH 708225, 71222.  
INCLUSIVE ARE APPLIED TO THE GENERAL FUND OF OAKDALE IRRIGATION  
DISTRICT AND ARE OBLIGATIONS AUTHORIZED THERETO.

# BOARD AGENDA REPORT

Date: July 19 2022  
Item Number: 5  
APN: N/A

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**SUBJECT: APPROVE OID IMPROVEMENT DISTRICTS' STATEMENT OF OBLIGATIONS**

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**RECOMMENDED ACTION:** Approve OID Improvement Districts' Statement of Obligations

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<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
Oakdale Irrigation District	May O & M Expenses	\$ 31,327.04

Total Obligations: \$ 31,327.04

**FISCAL IMPACT:** \$31,327.04

**ATTACHMENTS:**

- Statement of Obligations – Accounts Payable

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT  
IMPROVEMENT DISTRICT ACCOUNT**

0147

DATE: 7/19/2022		TO: Oakdale Irrigation District			
MAINTENANCE PAYABLE					
I.D. #	May O & M Expense	I.D. #	May O & M Expense		
1	\$15.65	31	\$15.65		Note: Included Misc. Recon. Items
2	15.65	36	15.65		
8	15.65	38			
13	15.65	41	6,286.93		
19	162.46	45	2,755.98		
20	15.65	46	6,203.54	I.D. #	Construction In Progress
21	15.65	48	15.65		
22	1,441.87	51	5,482.67		
26	15.65	52		48	8,675.44
29	161.65				
SUB-TOTAL	\$1,875.53	SUB-TOTAL	\$20,776.07	SUB-TOTAL	\$8,675.44
				VOUCHER CHARGES	
				Maintenance & Operations \$22,651.60	
				Capital Projects \$8,675.44	
				Transfers \$0.00	
				TOTAL AMOUNT \$31,327.04	

**OAKDALE IRRIGATION DISTRICT  
IMPROVEMENT DISTRICTS  
STATEMENT OF OBLIGATIONS  
FOR JANUARY 1, 2022 - JUNE 23, 2022**

<b>CHECK NO.</b>	<b>PAYABLE TO:</b>		<b>AMOUNT</b>	<b>DATE</b>
0142	OAKDALE IRRIGATION DISTRICT	\$	11,117.66	02/22/2022
0143	OAKDALE IRRIGATION DISTRICT		6,577.03	03/04/2022
0144	OAKDALE IRRIGATION DISTRICT		9,622.05	03/24/2022
0145	OAKDALE IRRIGATION DISTRICT		28,470.27	04/26/2022
0146	OAKDALE IRRIGATION DISTRICT		20,644.97	05/24/2022
0147	OAKDALE IRRIGATION DISTRICT		31,327.04	06/23/2022

THE FOREGOING CLAIM NUMBERED 0147 WERE APPLIED TO  
GENERAL FUNDS OF THE OAKDALE IRRIGATION'S IMPROVEMENT  
DISTRICTS AND ARE AUTHORIZED THERETO.

# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 6  
APN: N/A

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**SUBJECT: APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENTS FOR THE FIVE MONTHS ENDING MAY 31, 2022**

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**RECOMMENDED ACTION:** Approve the Treasurer's Report and Financial Statements for the Five Months Ending May 31, 2022

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## BACKGROUND AND/OR HISTORY:

The Treasurer's report provides the total Treasury and Improvement District Funds as of May 31, 2022. The month ended with \$51.9 million in designated reserves, \$1.5 million in restricted cash and \$18.0 million in operating cash.

The Financial Statements demonstrate the income and expenditures for the District for the five months ending May 31, 2022.

As of the financial statement date, the District realized 50.3% of the budgeted revenues, and actual expenditures (including capital projects and purchases) utilized 36.9% of the budgeted expenditures. Additional information is provided within the attached reports.

**FISCAL IMPACT:** None

## ATTACHMENTS:

- Treasurer's Report
- Monthly Financial Report (*unaudited*)

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## Board Motion:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

## VOTE

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

Action(s) to be taken:

# OAKDALE IRRIGATION DISTRICT



## TREASURER'S REPORT FOR THE PERIOD ENDING MAY 31, 2022

TREASURER'S REPORT TO THE BOARD OF DIRECTORS  
OAKDALE IRRIGATION DISTRICT  
STATEMENT OF FUNDS  
FOR THE PERIOD ENDING MAY 31, 2022

PERIOD ENDING	5/31/2022	RATE	4/30/2022	NET CHANGE
<b><u>OAKDALE IRRIGATION DISTRICT FUNDS</u></b>				
LAIF	\$172,403.20	0.684%	\$172,403.20	\$0.00
OAK VALLEY COMMUNITY BANK CHECKING	1,393,174.77		1,440,243.19	(47,068.42)
OVCB BUSINESS PLUS SAVINGS	681,348.70	0.500%	693,062.10	(11,713.40)
UNION BANK OF CALIFORNIA	67,621,391.61	1.640%	67,678,316.54	(56,924.93)
<i>TOTAL TREASURY FUNDS</i>	69,868,318.28		69,984,025.03	(115,706.75)
<b><u>IMPROVEMENT DISTRICT FUNDS</u></b>				
IMPROVEMENT DISTRICT'S FUNDS	1,542,905.55		1,559,471.37	(16,565.82)
<i>TOTAL IMPROVEMENT DISTRICT FUNDS</i>	1,542,905.55		1,559,471.37	(16,565.82)
<b><u>TOTAL TREASURY AND IMPROVEMENT DISTRICT FUNDS</u></b>	<b><u>\$71,411,223.83</u></b>		<b><u>\$71,543,496.40</u></b>	<b><u>(\$132,272.57)</u></b>

**OAKDALE IRRIGATION DISTRICT**  
**FOR THE PERIOD ENDING MAY 31, 2022**

DISTRICT CASH AND CASH EQUIVALENTS		5/31/2022	5/31/2021	NET CHANGE
Beginning Balance: 5/1/2022		\$69,984,025.03		
Receipts / Earnings / Transfers		1,662,063.88		
Expenditures / Transfers		(1,777,770.63)		
<b>TOTAL DISTRICT TREASURY FUNDS ON HAND:</b>	<b>5/31/2022</b>	<b>\$69,868,318.28</b>	<b>\$73,600,561.11</b>	<b>(\$3,732,242.83)</b>

**GENERAL FUND**

Beginning Balance: 5/1/2022 \$18,129,933.71

**RECEIPTS / EARNINGS**

Net Investment Income (56,438.80)

Collection Receipts 1,718,502.68

Total Receipts: 1,662,063.88

**EXPENDITURES**

Accounts Payable 1,329,893.28

Payroll 447,877.35

Total Expenditures: (1,777,770.63)

<b>BALANCE ON HAND:</b>	<b>5/31/2022</b>	<b>\$18,014,226.96</b>	<b>\$16,050,330.24</b>	<b>\$1,963,896.72</b>
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**DESIGNATED FUNDS:**

**MAIN CANAL & TUNNEL REPLACEMENT/IMPROVEMENT PROJECT RESERVE**

Beginning Balance: 5/1/2022 \$0.00

Transfer from General Fund 0.00

Transfer Funds to General Fund 0.00

<b>BALANCE ON HAND:</b>	<b>5/31/2022</b>	<b>\$0.00</b>	<b>\$986,948.22</b>	<b>(\$986,948.22)</b>
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**JOINT CANYON TUNNEL PROJECT RESERVE**

Beginning Balance: 5/1/2022 12,529,880.53

Transfer from General Fund 0.00

Transfer Funds to General Fund 0.00

<b>BALANCE ON HAND:</b>		<b>\$12,529,880.53</b>	<b>\$12,868,576.53</b>	<b>(\$338,696.00)</b>
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**CAPITAL REPLACEMENT / IMPROVEMENT RESERVE**

Beginning Balance: 5/1/2022 \$5,911,438.88

Transfer from General Fund 0.00

Transfer to General Fund 0.00

<b>BALANCE ON HAND:</b>	<b>5/31/2022</b>	<b>\$5,911,438.88</b>	<b>\$8,316,230.53</b>	<b>(\$2,404,791.65)</b>
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**DEBT SERVICE RESERVE - maximum \$21,145,000**

Beginning Balance: 5/1/2022 16,000,000.00

Transfer from General Fund 0.00

Transfer Funds to General Fund 0.00

<b>BALANCE ON HAND:</b>		<b>\$16,000,000.00</b>	<b>\$16,000,000.00</b>	<b>\$0.00</b>
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**OAKDALE IRRIGATION DISTRICT**  
**FOR THE PERIOD ENDING MAY 31, 2022**

DISTRICT CASH AND CASH EQUIVALENTS	5/31/2022	5/31/2021	NET CHANGE
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**OPERATING FACILITY PROJECT RESERVE**

Beginning Balance: 5/1/2022	4,783,896.01		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	0.00		
<b>BALANCE ON HAND:</b>	<b>\$4,783,896.01</b>	<b>\$5,248,750.70</b>	<b>(\$464,854.69)</b>

**MUNICIPAL CONSERVATION PROJECT RESERVE**

Beginning Balance: 5/1/2022	198,873.49		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	0.00		
<b>BALANCE ON HAND:</b>	<b>\$198,873.49</b>	<b>\$200,000.00</b>	<b>(\$1,126.51)</b>

**RATE STABILIZATION AND OPERATIONS DESIGNATED RESERVE**

Beginning Balance: 5/1/2022	\$7,007,937.96		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	0.00		
<b>BALANCE ON HAND:</b>	<b>\$7,007,937.96</b>	<b>\$8,238,000.00</b>	<b>(\$1,230,062.04)</b>

**RURAL WATER SYSTEM CAPITAL REPLACEMENT / IMPROVEMENT RESERVE**

Beginning Balance: 5/1/2022	\$1,085,724.05		
Transfer from General Fund	0.00		
Transfer to General Fund	0.00		
<b>BALANCE ON HAND: 5/31/2022</b>	<b>\$1,085,724.05</b>	<b>\$1,072,337.96</b>	<b>\$13,386.09</b>

**VEHICLE AND EQUIPMENT REPLACEMENT RESERVE**

Beginning Balance: 5/1/2022	\$187,137.19		
Transfer from General Fund	0.00		
Transfer Funds to General Fund	0.00		
<b>BALANCE ON HAND: 5/31/2022</b>	<b>\$187,137.19</b>	<b>\$561,967.02</b>	<b>(\$374,829.83)</b>

**BUILDING AND FACILITIES IMPROVEMENT PROJECT RESERVE**

Beginning Balance: 5/1/2022	\$3,075,000.00		
Transfer from General Fund	0.00		
Transfer to General Fund	0.00		
<b>BALANCE ON HAND: 5/31/2022</b>	<b>\$3,075,000.00</b>	<b>\$3,075,000.00</b>	<b>\$0.00</b>

**EMPLOYEE COMPENSATION ABSENCES RESERVE**

Beginning Balance: 5/1/2022	\$1,074,203.21		
Transfer from General Fund	0.00		
Transfer to General Fund	0.00		
<b>BALANCE ON HAND: 5/31/2022</b>	<b>\$1,074,203.21</b>	<b>\$982,419.91</b>	<b>\$91,783.30</b>

OAKDALE IRRIGATION DISTRICT  
FOR THE PERIOD ENDING MAY 31, 2022

DISTRICT CASH AND CASH EQUIVALENTS	5/31/2022	5/31/2021	NET CHANGE
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RESTRICTED FUNDS

IMPROVEMENT DISTRICT'S FUNDS

Beginning Balance: 5/1/2022	\$1,559,471.37		
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Receipts	4,092.15		
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Expenditures	(20,657.97)		
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<b>BALANCE ON HAND:</b>	<b>5/31/2022</b>	<b>\$1,542,905.55</b>	<b>\$1,489,841.10</b>	<b>\$53,064.45</b>
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FILED: July 14, 2022

STATE OF CALIFORNIA / COUNTY OF STANISLAUS



445 S. FIGUEROA STREET, SECOND FLOOR  
LOS ANGELES, CA 90071

----- manifest line -----

OAKDALE IRRIGATION DISTRICT

1205 EAST 'F' STREET  
OAKDALE, CA 95361



Account Statement

Statement Period

May 1, 2022 through May 31, 2022

Account Number

Account Name

OAKDALE IRRIGATION DISTRICT

Relationship Manager

Investment Manager

Online Access

Contents

- Overview of Total Account Value
  - Principal Portfolio Summary
  - Unrealized Gain/Loss Summary
  - Cash Transactions Summary
  - Asset Detail
  - Bond Maturity Summary
  - Transaction Detail

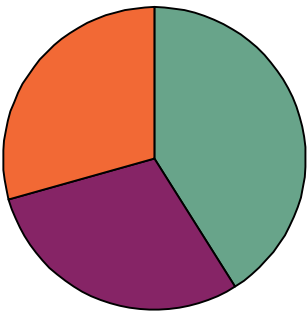
Overview of Total Account Value

Closing Value on 12/31/2021	\$67,125,429.31
Opening Value on 05/01/2022	\$66,923,016.24
Closing Value on 05/31/2022	\$66,908,007.23
Net Change For Period	(\$15,009.01)

Overview of Account by Investment Category

Your Current Portfolio Mix

The primary goal of the Liquidity Management objective is to seek a dependable income stream bearing little or no market risk over the long-term. The major portion of the assets will be cash related. Fixed income securities can be utilized to provide a stable income stream. No Equity securities should be utilized.



% of Total Account	Market Value	Description
41.02%	27,445,277.92	Cash & Cash Equivalents
29.61%	19,813,148.00	Government Obligations
29.37%	19,649,581.31	Corporate Obligations
100.00%	\$66,908,007.23	Total Account Value





■ **Account Number**

■ **Account Name**  
OAKDALE IRRIGATION DIST

## Account Statement

■ **Statement Period**

May 1, 2022 through May 31, 2022

## Principal Portfolio Summary

■ <b>Description</b>	<b>Market Value</b>	<b>Percentage of Portfolio</b>	<b>Current Yield</b>
Cash & Cash Equivalents	27,445,277.92	41.02%	0.74%
Government Obligations	19,813,148.00	29.61%	1.97%
Corporate Obligations	19,649,581.31	29.37%	2.55%
<b>Total Principal Portfolio</b>	<b>\$66,908,007.23</b>	<b>100.00%</b>	<b>1.64%</b>

## Unrealized Gain/Loss Summary

■ <b>Description</b>	<b>Cost Basis</b>	<b>Market Value</b>	<b>Gain/Loss</b>
Cash & Cash Equivalents	27,442,986.99	27,445,277.92	2,290.93
Government Obligations	19,779,952.40	19,813,148.00	33,195.60
Corporate Obligations	20,398,452.22	19,649,581.31	(748,870.91)
<b>Total Gain/Loss</b>	<b>\$67,621,391.61</b>	<b>\$66,908,007.23</b>	<b>(\$713,384.38)</b>

## Cash Transactions Summary

■	<b>Principal Cash</b>
<b>Receipts</b>	
Dividend	3,677.30
Interest	21,013.75
Sales	24,842,502.27
Maturities/Redemptions	4,995,830.00
<b>Total Receipts</b>	<b>\$29,863,023.32</b>

## Cash Transactions Summary (continued)

■	<b>Principal Cash</b>
<b>Disbursements</b>	
Accrued Interest Paid	(81,615.98)
Purchases	(29,781,407.34)
<b>Total Disbursements</b>	<b>(\$29,863,023.32)</b>
<b>Total Net Transactions</b>	<b>\$0.00</b>



Account Number

Account Name

OAKDALE IRRIGATION DIST

## Account Statement

Statement Period

May 1, 2022 through May 31, 2022

## Asset Detail - Principal Portfolio

### Cash & Cash Equivalents

Asset Name	Asset Identifier	Shares/ Units Held	Cost Basis	Market Value	Price/ Date Priced	Percentage of Portfolio	Current Yield	Estimated Annual Income
<b>Money Market Funds</b>								
FIDELITY INSTL CASH PORTFOLIOS U S GOVT PORTFOLIO CL-I #57 ***CASH MANAGEMENT SWEEP*** 316175108	31617510S	10,796,928.5200	10,796,928.52	10,796,928.52	1.0000 05/31/2022	16.14%	0.62%	66,758.49
<b>Disc Comm'l Paper/Bnkr Acctpt</b>								
KOCH INDUSTRIES INC DISC COML PAPER DTD 03/07/22 06/03/22	50000EF33	275,000.0000	274,554.73	274,989.00	99.9960 05/31/2022	0.41%	0.67%	1,846.86
STANDARD CHARTERED BANK DISC COML PAPER DTD 6/8/2021 6/7/2022	85324UF73	920,000.0000	918,556.11	919,880.40	99.9870 05/31/2022	1.37%	0.51%	4,663.89
TOYOTA MOTOR CREDIT CO DISC COML PAPER DTD 10/10/2021 7/7/2022	89233HG73	1,750,000.0000	1,746,850.49	1,748,075.00	99.8900 05/31/2022	2.61%	0.31%	5,474.15
SIEMENS CAPITAL CO LLC DISC COML PAPER DTD 4/14/22 7/11/22	82619UGB4	1,900,000.0000	1,896,626.97	1,897,682.00	99.8780 05/31/2022	2.84%	0.78%	14,833.20
THE COCA COLA COMPANY DISC COML PAPER DTD 08/06/21 08/01/22	19121BH10	3,000,000.0000	2,992,275.00	2,992,530.00	99.7510 05/31/2022	4.48%	1.05%	31,329.17
LLOYDS BK CORPORATE MKTS PLC DISC COML PAPER DTD 11/8/2021 8/5/2022	53948BH51	3,000,000.0000	2,994,082.50	2,992,050.00	99.7350 05/31/2022	4.47%	0.27%	8,212.50





■ **Account Number**

■ **Account Name**  
OAKDALE IRRIGATION DIST

## Account Statement

■ **Statement Period**

May 1, 2022 through May 31, 2022

### Asset Detail - Principal Portfolio (continued)

■ **Cash & Cash Equivalents**

<i>Asset Name</i>	<i>Asset Identifier</i>	<i>Shares/ Units Held</i>	<i>Cost Basis</i>	<i>Market Value</i>	<i>Price/ Date Priced</i>	<i>Percentage of Portfolio</i>	<i>Current Yield</i>	<i>Estimated Annual Income</i>
<b>Disc Comm'l Paper/Bnker Accept</b>								
ROYAL BANK OF CANADA DISC COML PAPER DTD 8/10/2021 8/9/2022	78015DH94	1,000,000.0000	997,931.11	997,180.00	99.7180 05/31/2022	1.49%	0.28%	2,828.26
AMAZON COM INC DISC COML PAPER DTD 02/01/22 09/13/22	02314QJD2	2,850,000.0000	2,836,522.67	2,836,263.00	99.5180 05/31/2022	4.24%	1.14%	32,363.33
CREDIT AGRICOLE CIB DISC COML PAPER DTD 03/23/22 09/20/22	22533UJL8	2,000,000.0000	1,988,658.89	1,989,700.00	99.4850 05/31/2022	2.97%	1.76%	35,080.55
<b>Total Cash &amp; Cash Equivalents</b>			<b>\$27,442,986.99</b>	<b>\$27,445,277.92</b>		<b>41.02%</b>	<b>0.74%</b>	<b>\$203,390.40</b>

■ **Government Obligations**

<i>Asset Name</i>	<i>Asset Identifier</i>	<i>Shares/ Units Held</i>	<i>Cost Basis</i>	<i>Market Value</i>	<i>Price/ Date Priced</i>	<i>Percentage of Portfolio</i>	<i>Current Yield</i>	<i>Estimated Annual Income</i>
<b>Federal Govt Agency</b>								
FANNIE MAE 0.25% 5/22/2023	3135G04Q3	5,000,000.0000	4,903,350.00	4,908,500.00	98.1700 05/31/2022	7.34%	0.25%	12,500.00
FEDERAL HOME LOAN BANKS 2.1250% 2/28/2024	3130ARHG9	5,000,000.0000	4,963,280.00	4,975,000.00	99.5000 05/31/2022	7.44%	2.14%	106,250.00
FEDERAL FARM CR BKS CONS BD 2.6250% 5/16/2024	3133ENWP1	5,000,000.0000	4,993,595.00	5,002,600.00	100.0520 05/31/2022	7.47%	2.62%	131,250.00



Account Number

Account Name  
OAKDALE IRRIGATION DIST

## Account Statement

### Statement Period

May 1, 2022 through May 31, 2022

## Asset Detail - Principal Portfolio (continued)

### Government Obligations

Asset Name	Asset Identifier	Shares/ Units Held	Cost Basis	Market Value	Price/ Date Priced	Percentage of Portfolio	Current Yield	Estimated Annual Income
Federal Govt Agency								
FEDERAL HOME LOAN BANKS 2.8750% 6/14/2024	3130A1XJ2	4,900,000.0000	4,919,727.40	4,927,048.00	100.5520 05/31/2022	7.36%	2.86%	140,875.00
Total Government Obligations			\$19,779,952.40	\$19,813,148.00		29.61%	1.97%	\$390,875.00

### Corporate Obligations

Asset Name	Asset Identifier	Shares/ Units Held	Cost Basis	Market Value	Price/ Date Priced	Percentage of Portfolio	Current Yield	Estimated Annual Income
Corporate Bonds								
BANK AMER CORP 3.3000% 1/11/2023	06051GEU9	3,150,000.0000	3,336,921.00	3,171,577.50	100.6850 05/31/2022	4.75%	3.28%	103,950.00
JPMORGAN CHASE & CO SR NOTES DTD 01/25/2013 3.20% 01/25/2023	46625HJH4	1,833,000.0000	1,937,187.72	1,846,875.81	100.7570 05/31/2022	2.76%	3.18%	58,656.00
SCHWAB CHARLES CORP NEW 2.6500% 1/25/2023	808513AT2	3,100,000.0000	3,145,384.00	3,105,735.00	100.1850 05/31/2022	4.64%	2.65%	82,150.00
BANK NEW YORK MELLON CORP 2.9500% 1/29/2023	06406RAE7	2,750,000.0000	2,917,337.50	2,760,972.50	100.3990 05/31/2022	4.13%	2.94%	81,125.00
BERKSHIRE HATHAWAY INC DTD 02/11/2013 3.00% 02/11/2023	084670BJ6	1,475,000.0000	1,573,456.25	1,480,988.50	100.4060 05/31/2022	2.21%	2.99%	44,250.00
HOME DEPOT INC 2.7000% 4/1/2023	437076AZ5	1,950,000.0000	1,961,407.50	1,956,337.50	100.3250 05/31/2022	2.92%	2.69%	52,650.00





Account Number

Account Name  
OAKDALE IRRIGATION DIST

## Account Statement

### Statement Period

May 1, 2022 through May 31, 2022

## Asset Detail - Principal Portfolio (continued)

### Corporate Obligations

Asset Name	Asset Identifier	Shares/ Units Held	Cost Basis	Market Value	Price/ Date Priced	Percentage of Portfolio	Current Yield	Estimated Annual Income
Corporate Bonds								
APPLE INC 5/11/2023	037833DV9	2,825,000.0000	2,857,572.25	2,787,258.00	98.6640 05/31/2022	4.17%	0.76%	21,187.50
TOYOTA MTR CR CORP FR 0.5000% 8/14/2023	89236THF5	1,250,000.0000	1,251,250.00	1,219,062.50	97.5250 05/31/2022	1.82%	0.51%	6,250.00
JPMORGAN CHASE & CO 3.8750% 2/1/2024	46625HJT8	1,300,000.0000	1,417,936.00	1,320,774.00	101.5980 05/31/2022	1.97%	3.81%	50,375.00
Total Corporate Obligations			\$20,398,452.22	\$19,649,581.31		29.37%	2.55%	\$500,593.50
Total Principal Portfolio			\$67,621,391.61	\$66,908,007.23		100.00%	1.64%	\$1,094,858.90
Total Account Values			\$67,621,391.61	\$66,908,007.23		100.00%	1.64%	\$1,094,858.90





Account Number

Account Name

OAKDALE IRRIGATION DIST

## Account Statement

Statement Period

May 1, 2022 through May 31, 2022

## Bond Maturity Summary

	Face Value	Par Value	Cost Basis	Market Value	Percentage of Bond Market Value
2022		16,695,000.000	16,646,058.47	16,648,349.40	29.67%
2023		23,333,000.000	23,883,866.22	23,237,307.31	41.41%
2024		16,200,000.000	16,294,538.40	16,225,422.00	28.92%
2025					
2026					
2027					
2028					
2029					
2030					
2031					
Ten-to-Fourteen Years					
Fifteen-to-Nineteen Years					
Twenty Years and Over					
Total	\$0.00	56,228,000.000	\$56,824,463.09	\$56,111,078.71	100.00%

## Transaction Detail

Date	Activity	Description	Asset Identifier	Principal Cash	Cost Basis
Beginning Balance				\$0.00	\$67,678,316.54
05/02/22	Purchases	PURCHASED 3,677.3 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/02/22	31617510S	(3,677.30)	3,677.30
05/02/22	Dividend	CASH RECEIPT OF DIVIDEND EARNED ON FIDELITY GOVT MMKT INST CL-I #57 DIVIDEND FROM 4/1/22 TO 4/30/22	31617510S	3,677.30	
05/03/22	Sales	SOLD 2,992,275 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/03/22	31617510S	2,992,275.00	(2,992,275.00)





Account Number

Account Name

OAKDALE IRRIGATION DIST

## Account Statement

Statement Period

May 1, 2022 through May 31, 2022

### Transaction Detail (continued)

Date	Activity	Description	Asset Identifier	Principal Cash	Cost Basis
05/03/22	Maturities/Redemptions	MATURED 3,000,000 PAR VALUE OF COOPERATIVE CENTRALE DC/P 5/03/22 TRADE DATE 05/03/22 3,000,000 PAR VALUE AT 100 %	21687BE31	2,997,270.00	(2,997,270.00)
05/03/22	Interest	CASH RECEIPT OF INTEREST EARNED ON COOPERATIVE CENTRALE DC/P 5/03/22 0/\$1 PV ON 3,000,000 PAR VALUE DUE 5/3/2022 3,000,000 PAR VALUE AT 100 %	21687BE31	2,730.00	
05/03/22	Purchases	PURCHASED 3,000,000 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/03/22	31617510S	(3,000,000.00)	3,000,000.00
05/03/22	Purchases	PURCHASED 3,000,000 PAR VALUE OF COCA COLA CO DC/P 8/01/22 TRADE DATE 05/03/22 PURCHASED THROUGH GOLDMAN SACHS (NY) 3,000,000 PAR VALUE AT 99.7425 %	19121BH10	(2,992,275.00)	2,992,275.00
05/11/22	Interest	CASH RECEIPT OF INTEREST EARNED ON APPLE INC 0.750% 5/11/23 0.00375/\$1 PV ON 2,825,000 PAR VALUE DUE 5/11/2022	037833DV9	10,593.75	
05/11/22	Purchases	PURCHASED 10,593.75 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/11/22	31617510S	(10,593.75)	10,593.75
05/12/22	Purchases	PURCHASED 5,000,000 PAR VALUE OF FANNIE MAE 0.250% 5/22/23 TRADE DATE 05/11/22 PURCHASED THROUGH RBS SECURITIES INC. 5,000,000 PAR VALUE AT 98.067 %	3135G0403	(4,903,350.00)	4,903,350.00
05/12/22	Accrued Interest Paid	PAID ACCRUED INTEREST ON PURCHASE OF FANNIE MAE 0.250% 5/22/23	3135G0403	(5,902.78)	



Account Number

Account Name

OAKDALE IRRIGATION DIST

## Account Statement

Statement Period

May 1, 2022 through May 31, 2022

### Transaction Detail (continued)

Date	Activity	Description	Asset Identifier	Principal Cash	Cost Basis
05/12/22	Sales	SOLD 4,909,252.78 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/12/22	31617510S	4,909,252.78	(4,909,252.78)
05/16/22	Purchases	PURCHASED 5,000,000 PAR VALUE OF FEDERAL FARM CR BKS 2.625% 5/16/24 TRADE DATE 05/11/22 PURCHASED THROUGH WACHOVIA CAPITAL MARKETS, LLC. 5,000,000 PAR VALUE AT 99.8719 %	3133ENWP1	(4,993,595.00)	4,993,595.00
05/16/22	Purchases	PURCHASED 4,900,000 PAR VALUE OF FEDERAL HOME LOAN BA 2.875% 6/14/24 TRADE DATE 05/13/22 PURCHASED THROUGH WACHOVIA CAPITAL MARKETS, LLC. 4,900,000 PAR VALUE AT 100.4026 %	3130A1XJ2	(4,919,727.40)	4,919,727.40
05/16/22	Accrued Interest Paid	PAID ACCRUED INTEREST ON PURCHASE OF FEDERAL HOME LOAN BA 2.875% 6/14/24	3130A1XJ2	(59,480.56)	
05/16/22	Sales	SOLD 9,972,802.96 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/16/22	31617510S	9,972,802.96	(9,972,802.96)
05/20/22	Purchases	PURCHASED 5,000,000 PAR VALUE OF FEDERAL HOME LOAN BA 2.125% 2/28/24 TRADE DATE 05/19/22 PURCHASED THROUGH WACHOVIA CAPITAL MARKETS, LLC. 5,000,000 PAR VALUE AT 99.2656 %	3130ARHG9	(4,963,280.00)	4,963,280.00
05/20/22	Accrued Interest Paid	PAID ACCRUED INTEREST ON PURCHASE OF FEDERAL HOME LOAN BA 2.125% 2/28/24	3130ARHG9	(16,232.64)	
05/20/22	Sales	SOLD 4,979,512.64 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/20/22	31617510S	4,979,512.64	(4,979,512.64)



■ **Account Number**■ **Account Name**

OAKDALE IRRIGATION DIST

**Account Statement**■ **Statement Period**

May 1, 2022 through May 31, 2022

**Transaction Detail** (continued)

<b>Date</b>	<b>Activity</b>	<b>Description</b>	<b>Asset Identifier</b>	<b>Principal Cash</b>	<b>Cost Basis</b>
05/23/22	Interest	CASH RECEIPT OF INTEREST EARNED ON FANNIE MAE 0.250% 5/22/23 0.00125/\$1 PV ON 5,000,000 PAR VALUE DUE 5/22/2022	3135604Q3	6,250.00	
05/23/22	Purchases	PURCHASED 6,250 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/23/22	31617510S	(6,250.00)	6,250.00
05/25/22	Sales	SOLD 1,988,658.89 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/25/22	31617510S	1,988,658.89	(1,988,658.89)
05/25/22	Maturities/Redemptions	MATURED 2,000,000 PAR VALUE OF CATERPILLAR FIN SVCS CORP 5/25/22 TRADE DATE 05/25/22 2,000,000 PAR VALUE AT 100 %	14912EER4	1,998,560.00	(1,998,560.00)
05/25/22	Interest	CASH RECEIPT OF INTEREST EARNED ON CATERPILLAR FIN SVCS CORP 5/25/22 0/\$1 PV ON 2,000,000 PAR VALUE DUE 5/25/2022 2,000,000 PAR VALUE AT 100 %	14912EER4	1,440.00	
05/25/22	Purchases	PURCHASED 2,000,000 UNITS OF FIDELITY GOVT MMKT INST CL-I #57 TRADE DATE 05/25/22	31617510S	(2,000,000.00)	2,000,000.00
05/25/22	Purchases	PURCHASED 2,000,000 PAR VALUE OF CREDIT AGRICOLE CIB DC/P 9/20/22 TRADE DATE 05/25/22 PURCHASED THROUGH WACHOVIA CAPITAL MARKETS, LLC. 2,000,000 PAR VALUE AT 99.4329445 %	22533UJL8	(1,988,658.89)	1,988,658.89
<b>Net Activity</b>				<b>\$0.00</b>	<b>(\$56,924.93)</b>
<b>Ending Balance</b>				<b>\$0.00</b>	<b>\$67,621,391.61</b>

# OAKDALE IRRIGATION DISTRICT



## MONTHLY FINANCIAL STATEMENTS

May 31, 2022

*FOR INTERNAL REPORTING PURPOSES ONLY*

# OAKDALE IRRIGATION DISTRICT



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**Oakdale Irrigation District**  
**Statement of Net Position**  
**For the Month Ending May 31, 2022 and 2021**



	2022	2021	Change
<b>ASSETS</b>			
<b>Current assets:</b>			
Cash and cash equivalents	\$ 2,247,677	\$ 3,778,786	\$ (1,531,109)
Restricted Cash and cash equivalents	1,542,906	1,489,841	53,064
Investments	67,621,392	69,822,525	(2,201,133)
Receivables			
Accrued Interest	122,219	130,841	(8,622)
Annexation fees	609,061	883,074	(274,013)
Agricultural water fees	286,199	(85,542)	371,741
Property Taxes Receivable	-	-	-
Due from other governmental agencies	2,057	1,498	559
Miscellaneous	98,736	1,926	96,810
Domestic water fees	12,779	11,627	1,151
Inventory of materials and supplies	813,654	699,665	113,989
Prepaid expenses	130,959	13,070	117,889
Due from Improvement Districts	21,469	(2,550)	24,019
<b>Total current assets</b>	<b>73,509,106</b>	<b>76,744,762</b>	<b>(3,235,656)</b>
<b>Noncurrent assets:</b>			
Accounts receivable - delinquencies	1,589	3,675	(2,085)
Due from other governmental agencies	297,277	297,277	-
Annexation fees receivable	11,665,972	12,668,534	(1,002,563)
Investments in Tri-Dam Project	42,526,117	42,526,117	-
Capital assets:			
Not being depreciated	8,788,262	7,357,293	1,430,969
Being depreciated, net	103,769,819	102,674,771	1,095,048
<b>Total noncurrent assets</b>	<b>167,049,036</b>	<b>165,527,667</b>	<b>1,521,370</b>
<b>Total assets</b>	<b>240,558,142</b>	<b>242,272,429</b>	<b>(1,714,286)</b>
<b>Deferred outflows of resources</b>			
Pensions	760,863	799,404	(38,541)
Bonds	2,784,350	2,948,136	(163,785)
<b>Total deferred outflows of resources</b>	<b>3,545,213</b>	<b>3,747,540</b>	<b>(202,326)</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>244,103,355</b>	<b>246,019,968</b>	<b>(1,916,612)</b>
<b>LIABILITIES</b>			
<b>Current liabilities:</b>			
Payable from nonrestricted assets			
Accounts payable	105,149	390,769	(285,620)
Accrued salaries, wages and related benefits	979,868	998,442	(18,575)
Unearned revenue	-	359,305	(359,305)
Deposits payable	30,531	32,945	(2,415)
Due to Improvement Districts	14,558	15,479	(921)
Claims payable	50,000	25,001	24,999
Interest expense payable	-	-	-
Long-term liabilities, due within one-year	889,854	873,337	16,517
<b>Total current liabilities</b>	<b>2,069,959</b>	<b>2,695,279</b>	<b>(625,320)</b>
<b>Noncurrent liabilities:</b>			
Long-term liabilities, due in more than one-year, net	24,208,817	25,316,626	(1,107,809)
Pensions	2,320,868	5,090,115	(2,769,247)
<b>Total noncurrent liabilities</b>	<b>26,529,685</b>	<b>30,406,741</b>	<b>(3,877,056)</b>
<b>TOTAL LIABILITIES</b>	<b>28,599,644</b>	<b>33,102,021</b>	<b>(4,502,376)</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pensions	2,025,996	36,305	1,989,691
<b>Total deferred inflows of resources</b>	<b>2,025,996</b>	<b>36,305</b>	<b>1,989,691</b>
<b>Net Position</b>			
Net investment in capital assets	89,208,529	86,932,310	2,276,219
Restricted	1,542,906	1,489,841	53,064
Unrestricted	122,726,280	124,459,491	(1,733,210)
<b>TOTAL NET POSITION</b>	<b>\$ 213,477,715</b>	<b>\$ 212,881,642</b>	<b>\$ 596,073</b>

FOR INTERNAL REPORTING PURPOSES ONLY

**Oakdale Irrigation District**  
**Statement of Revenues, Expenses, and Changes in net position**  
**For the Month Ended May 31, 2022**



	Current Month	YTD Actual	2022 Budget	Budget Remaining	% of 2022 Budget Remaining
<b>Operating revenues:</b>					
Agricultural water deliver charges (base rate)	\$ -	\$ 2,194,034	\$ 2,171,900	\$ (22,134)	-1%
Water sales	369,426	616,267	2,120,000	1,503,733	71%
Domestic water delivery fee	24,316	81,954	235,000	153,046	65%
Improvement District Fees	46	46	47,450	47,403.76	100%
Other water related revenues	1,786	51,459	65,000	13,541	21%
<b>Total operating revenues</b>	<b>395,575</b>	<b>2,943,760</b>	<b>4,639,350</b>	<b>1,695,590</b>	<b>37%</b>
<b>Operating expenses:</b>					
Operation and maintenance	510,908	2,363,827	6,304,470	3,940,643	63%
Water operations	382,888	1,471,779	3,919,640	2,447,861	62%
General and administrative	446,092	1,599,432	3,620,875	2,021,443	56%
Depreciation / amortization	275,000	1,462,837	3,490,000	2,027,163	58%
<b>Total operating expenses</b>	<b>1,614,888</b>	<b>6,897,874</b>	<b>17,334,985</b>	<b>10,437,111</b>	<b>60%</b>
<b>Operating Income (loss)</b>	<b>(1,219,314)</b>	<b>(3,954,114)</b>	<b>(12,695,635)</b>	<b>(8,741,521)</b>	<b>69%</b>
<b>Nonoperating revenues (expenses):</b>					
County property tax appropriations	1,244,369	1,427,226	3,900,000	2,472,774	63%
Net Investment income (loss)	(60,605)	267,510	725,000	457,490	63%
Gain (loss) sale of assets	-	98,727	-	(98,727)	0%
Debt service interest	-	-	(1,036,000)	(1,036,000)	100%
Tri-Dam Project distributions	-	4,000,000	7,000,000	3,000,000.00	43%
Tri-Dam Power Authority distributions	-	400,000	2,100,000	1,700,000.00	81%
Other non-operating revenue	-	5,000	12,000	7,000	58%
<b>Total non-operating rev. (exp.)</b>	<b>1,183,763</b>	<b>6,198,462</b>	<b>12,701,000</b>	<b>6,502,538</b>	<b>51%</b>
Capital contributions	(35,550)	2,244,348	5,365	(2,238,983)	-41733%
<b>Change in net position</b>	<b>\$ (35,550)</b>	<b>\$ 2,244,348</b>	<b>\$ 5,365</b>	<b>\$ (2,238,983)</b>	<b>-41733%</b>
<b>Capital expenditures &amp; debt obligations</b>	<b>\$ 145,888</b>	<b>\$ 2,507,068</b>	<b>\$ 8,225,100</b>	<b>\$ 5,718,032</b>	<b>70%</b>



**Oakdale Irrigation District**  
**Revenues**  
**For the Month Ended May 31, 2022**



	Current Month	YTD Actual	2022 Budget	Budget Remaining	% of 2022 Budget Remaining
<b>Operating revenues</b>					
Agricultural water service fees					
Tier 1	\$ -	\$ 1,943,141	\$ 1,921,000	\$ (22,141)	-1%
Tier 2	-	250,893	250,900	7	0%
Water sales					
Tier 1	176	455	705,000	704,545	100%
Tier 2	-	-	815,000	815,000	100%
Local out-of-district	300	1,500	600,000	598,500	100%
Out-of-district	368,950	614,313	-	(614,313)	0%
Domestic water sales	24,316	81,954	235,000	153,046	65%
Improvement District Admin Fees	46	46	47,450	47,404	100%
Miscellaneous revenues					
Service Charges & Penalties	1,786	51,459	65,000	13,541	21%
<b>Total Operating Revenue</b>	<b>395,575</b>	<b>2,943,760</b>	<b>4,639,350</b>	<b>1,695,590</b>	<b>37%</b>
<b>Non-operating revenues</b>					
County property tax appropriations	1,244,369	1,427,226	3,900,000	2,472,774	63%
District Rental Properties	-	5,000	12,000	7,000	58%
Domestic Annexation Revenue	-	-	-	-	0%
Investment earnings					
Investment earnings (Loss)	(60,023)	362,411	325,000	(37,411)	-12%
Other Interest income	-	-	400,000	400,000	100%
Gain (loss) sale of assets	-	98,727	-	(98,727)	0%
Change in investment Tri-Dam Project	-	4,000,000	7,000,000	3,000,000	43%
Change in investment Tri-Dam Authority	-	400,000	2,100,000	1,700,000	81%
<b>Total Nonoperating Revenues</b>	<b>1,184,347</b>	<b>6,293,363</b>	<b>13,737,000</b>	<b>7,443,637</b>	<b>54%</b>
Capital Contributions	-	-	-	-	0%
<b>Total Revenues</b>	<b>\$ 1,579,921</b>	<b>\$ 9,237,123</b>	<b>\$ 18,376,350</b>	<b>\$ 9,139,227</b>	<b>50%</b>

**Oakdale Irrigation District**  
**Operating Expenses Summary**  
**For the Month Ended May 31, 2022**



	Current Month	YTD Actual	2022 Budget	Budget Remaining	% of 2022 Budget Remaining
<b>Operating expenses</b>					
<b>Maintenance</b>					
SSJID Main Supply Diversion Works	\$ -	\$ -	\$ 30,000	\$ 30,000	100%
North Main Canal Maintenance	31,756	272,570	357,410	84,840	24%
South Main Canal Maintenance	37,541	162,128	413,210	251,082	61%
Irrigation Water Lateral Maint-North Side	201,080	805,137	2,153,360	1,348,223	63%
Irrigation Water Lateral Maint - South Side	95,243	474,846	1,529,990	1,055,144	69%
Pumping Plant Operations and Maintenance	40,150	148,470	472,550	324,080	69%
Drainage System Maintenance	44,389	155,020	359,260	204,240	57%
Building and Grounds Maintenance	20,520	120,655	321,670	201,015	62%
Vehicle and Equipment Maintenance	40,228	225,002	667,020	442,018	66%
<b>Total Maintenance</b>	<b>510,908</b>	<b>2,363,827</b>	<b>6,304,470</b>	<b>3,940,643</b>	<b>63%</b>
<b>Water Operations</b>					
Domestic Water System Maintenance	33,104	142,637	433,450	290,813	67%
Irrigation Water Operations - North Division	174,080	677,564	1,728,260	1,050,696	61%
Irrigation Water Operations - South Division	171,360	634,974	1,713,370	1,078,396	63%
Drainage Water Operations	11	5,425	19,600	14,175	72%
Water Measurement Management	4,333	11,178	24,960	13,782	55%
<b>Total Water Operations</b>	<b>382,888</b>	<b>1,471,779</b>	<b>3,919,640</b>	<b>2,447,861</b>	<b>62%</b>
<b>General and Administrative</b>					
General and Administrative	446,092	1,599,432	3,620,875	2,021,443	56%
Depreciation and Amortization	275,000	1,462,837	3,490,000	2,027,163	58%
<b>Total General, Administrative and Depreciation</b>	<b>721,092</b>	<b>3,062,268</b>	<b>7,110,875</b>	<b>4,048,607</b>	<b>57%</b>
<b>Total Operating expenses</b>	<b>1,614,888</b>	<b>6,897,874</b>	<b>17,334,985</b>	<b>10,437,111</b>	<b>60%</b>
<b>Non-operating expenses</b>					
Interest and investment expenses	582	94,901	1,036,000	941,099	91%
<b>Total non-operating expenses</b>	<b>582</b>	<b>94,901</b>	<b>1,036,000</b>	<b>941,099</b>	<b>91%</b>
<b>Total Expenses</b>	<b>\$ 1,615,471</b>	<b>\$ 6,992,775</b>	<b>\$ 18,370,985</b>	<b>\$ 11,378,210</b>	<b>62%</b>

**Oakdale Irrigation District**  
**Capital and Debt Expenditures**  
**For the Month Ended May 31, 2022**



GL ACCOUNT NO.	GL DESCRIPTION	PROJECT DESCRIPTION	2022 YTD ACTUAL	2022 BUDGET
00-000-15200-00	Capital Work	Capital construction projects (Water Resources Plan)		
		Canal and Lateral Rehabilitation	\$ 165,411	\$ 409,000
		Domestic Water Projects	-	125,000
		Flow Control and Measurement Structures	109,696	936,000
		Irrigation Service Turnout Replacement	71,351	929,000
		Main Canals and Tunnels Improvement Projects	(35,240)	113,800
		Outflow Management Projects	-	-
		Pipeline Replacement	676,107	996,000
		Reclamation Projects	70,255	-
		Subtotal for Water Resources Plan Improvements	1,057,581	3,508,800
		Tunnel 8 Rehabilitation Project	1,160,317	1,500,000
		Ag Pump Replacements	85,090	82,500
		Asset Management Program Implementation	400	-
		Operating Headquarters Design	70,551	500,000
		Canyon Tunnel-Joint with SSJID (1.15M x 28%)	18,718	325,000
		Joint Main Canal Stabilization project (800k x 28%)	-	350,000
		South Main Canal - Tunnel 9 downstream design	-	60,000
		South Main Canal - Segment 3 Project	34,265	-
		North Main Canal Seepage Mitigation Project-90% Design	-	64,800
			2,426,923	6,391,100
00-000-15183-00	Miscellaneous Construction Equipment			
		12" Chipper	-	100,000
		Submersible 3" Electric Pump with Control Panel	9,197	-
		Priority Valves for Masticators (Power Diverter)	-	50,000
			9,197	150,000
00-000-15184-00	Autos/Pickups/Trucks/ Trailers			
		1/2 Ton Pickup 2WD (DSO)		35,000
		1/2 Ton Pickup 4WD (DSO)		40,000
		3/4 Ton Pickup 4WD (C&M) - 2		100,000
		Dump truck, 3-axle (diesel) 2021 Truck #21 CF from 2021		200,000
		Water Truck 3 axle 2021 replace #26	-	250,000
00-000-15185-00	Shop/Whse/Yard		-	625,000
		Fuel Island Upgrade	-	45,000
			-	45,000
00-000-15187-00	Office and Engineering Equipment			
		Computer upgrades and replacements		15,000
		Computer Server Storage expansion		9,000
		Engineering GPS Unit (Purchase or Lease)		45,000
		Ransomware Recovery Hardware	58,948	65,000
			58,948	134,000
00-000-15189-00	Office Building, Yard & Carport			
		Air Conditioners for Admin Building Offices	12,000	-
			12,000	-
		TOTAL CAPITAL PROJECTS AND PURCHASES EXPENDITURES	2,507,068	7,345,100
00-000-22320-00	Current portion - COP Debt			880,000
		TOTAL CAPITAL AND DEBT EXPENDITURES	\$ 2,507,068	\$ 8,225,100

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FOR INTERNAL REPORTING PURPOSES ONLY

# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 7  
APN: N/A

---

**SUBJECT: ADOPT THE RESOLUTION WITH SAN JOAQUIN COUNTY FOR PLACEMENT OF DELINQUENT FIXED CHARGES ON THE 2022/2023 TAX ROLLS**

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**RECOMMENDED ACTION:** Adopt Resolution with San Joaquin County for Placement of Delinquent Fixed Charges on the 2022/2023 Tax Rolls

---

**BACKGROUND AND/OR HISTORY:**

California Water Code Section 22284 provides that delinquent charges levied under Water Code section 22280, *et seq.*, may be collected by one or more of the procedures specified in Water Code section 25806, including the placement of delinquent water charges and other related charges on the County Tax Roll in which the real property is situated.

Section 25806(2)(b) states that where the County assumes the responsibility of collection pursuant to Chapter 7 (commencing with Section 26500), the amount of the unpaid charges may be added to, and become part of, the annual assessment levied upon the real property upon which the water for which the charges are unpaid was used and upon the real property subject to the charges for any other district services and shall constitute a lien on that real property upon recordation of the order confirming the assessment in the office of the county recorder of the county in which the real property is situated.

San Joaquin County requires a certified copy of the Board approved resolution ordering the levy and collection of charges to be submitted annually with the delinquencies to be placed on the tax rolls.

Stanislaus County does not require an annual resolution. The delinquent accounts sent to Stanislaus County have been attached here for information only. A new resolution will be needed for the County fiscal year starting July 1, 2026.

**FISCAL IMPACT: None**

**ATTACHMENTS:**

- Resolution – San Joaquin County
  - List of delinquent accounts to be sent to the San Joaquin County
  - List of delinquent accounts to be sent to the Stanislaus County
- 

**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE**

**Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)**

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2022-NIL**

**ORDERING THE COLLECTION OF DELINQUENT WATER CHARGES AND  
OTHER RELATED CHARGES (SAN JOAQUIN COUNTY)**

**WHEREAS**, the Oakdale Irrigation District (hereinafter "District") on November 1, 1909 was formed into an irrigation district pursuant to Irrigation District Law, Division 11 of the California Water Code (commencing with Section 20500).

**WHEREAS**, the District has by previous resolutions or other proceedings declared its intent to levy and collect charges for the purpose of meeting the expenses of the District under the provisions of the State of California Water Code ("Water Code"), Section 25800 et seq. and 26500, et seq.

**WHEREAS**, the charges against the real property are not levied with regard to property values but for the costs associated with the operation and maintenance of the District's irrigation facilities recovered through water delivery service charges and other related charges as provided for by Section 22280(2)(b) of the Water Code.

**WHEREAS**, the District has determined and certifies that the charges are either exempt from or in compliance with all the provisions of Proposition 218, which was passed by the voters in November 1996. The District has further determined that charges are in compliance with all laws pertaining to the levy of such charges.

**NOW THEREFORE BE IT RESOLVED**, that the District so orders the levy and collection of such direct assessments within the Oakdale Irrigation District boundaries for the 2022 fiscal year, and in each subsequent calendar year in which the charges may validly be levied; that a certified copy of this resolution and attached documentation shall be delivered to the Auditor-Controller of the County of San Joaquin for placement of such charges on the 2022/2023 County Tax Roll, and in each subsequent fiscal year in which the charges may validly be levied.

Upon motion of Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and duly submitted to the Board for its consideration, the above-titled Resolution was unanimously adopted this 19<sup>th</sup> day of July 2022.

**OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, President  
Board of Directors

\_\_\_\_\_  
Scot A. Moody  
Secretary/General Manager

OAKDALE IRRIGATION DISTRICT  
LIST OF DELINQUENT ACCOUNTS TO BE SENT TO THE COUNTIES  
SAN JOAQUIN COUNTY

Parcel	Acct No	Open Amount
20719002	3894	355.72
20728015	3100	169.33
20728031	2041	240.20
20729062	3688	335.08
20730016	829	335.08
20730018	885	346.52
20733020	147	175.60
20734003	2946	37.87
20734004	3396	64.25
22906024	3817	724.25
22908078	1528	199.72
22913014	3296	177.92
22913054	605	89.79
22915010	3366	146.65
22924002	87	166.53
		3,564.51

**OAKDALE IRRIGATION DISTRICT**  
**LIST OF DELINQUENT ACCOUNTS TO BE SENT TO THE COUNTIES**  
**STANISLAUS COUNTY**

<b>Parcel</b>	<b>Acct No</b>	<b>Open Amount</b>
002-001-059	663	348.60
002-003-014	564	227.61
002-005-024	526	149.93
002-011-019	191	180.30
002-013-006	3524	223.35
002-013-037	1740	162.92
002-014-045	3270	37.87
002-015-054	3740	338.79
002-016-026	783	72.30
002-016-030	3574	72.89
002-028-064	1656	209.24
002-028-067	2461	195.78
002-029-036	942	110.17
002-034-081	3475	128.24
002-051-008	1196	35.91
002-057-005	575	80.06
002-057-011	3482	72.30
002-057-012	1181	37.87
006-002-012	2887	168.90
006-002-074	435	166.85
006-003-005	3524	51.17
006-004-010	488	26.20
006-004-044	2011	418.89
006-004-058	3850	84.74
006-004-067	3337	84.74
006-004-068	3156	72.30
006-006-036	2297	49.98
006-006-043	997	229.71
006-008-037	1786	139.30
006-008-038	1803	89.98
006-009-052	2158	287.96
006-012-013	933	72.30
006-080-083	3785	53.80
006-085-012	3681	37.87
006-088-008	3288	46.24
006-090-007	3262	127.48
006-090-008	2374	127.14
006-096-020	3624	169.33
010-003-054	3702	120.41
010-003-069	3844	56.43

<b>Parcel</b>	<b>Acct No</b>	<b>Open Amount</b>
010-009-036	464	42.53
010-014-017	314	101.75
010-017-065	2310	118.19
010-018-051	1575	163.68
010-021-033	3836	96.30
010-021-036	2173	72.30
010-022-012	3509	677.95
010-022-013	3509	711.60
010-025-055	3759	1,213.30
010-025-063	2501	565.70
010-025-070	3131	511.00
010-025-079	2635	909.95
010-028-005	2345	74.94
010-029-005	343	790.47
010-030-001	3866	372.50
010-030-032	739	737.90
010-030-034	3665	557.30
010-033-013	1027	43.50
010-033-017	3206	37.87
010-033-019	1093	101.57
010-034-019	2499	1,284.65
010-034-021	3378	882.48
010-034-039	2474	493.05
010-034-048	2711	1,394.34
010-034-050	2613	510.91
010-034-072	2507	845.92
010-034-082	2554	439.48
010-034-089	2627	506.94
010-034-090	2622	403.77
010-039-041	1767	101.16
010-048-037	3924	61.87
010-058-013	3599	347.30
010-062-008	739	52.16
010-065-005	3896	49.04
010-067-001	2666	456.50
010-067-002	2621	25.90
010-074-013	3803	152.82
014-001-024	63	76.60
014-001-030	2769	29.27
014-003-022	3944	163.90

**OAKDALE IRRIGATION DISTRICT**  
**LIST OF DELINQUENT ACCOUNTS TO BE SENT TO THE COUNTIES**  
**STANISLAUS COUNTY**

<b>Parcel</b>	<b>Acct No</b>	<b>Open Amount</b>
014-016-015	3753	101.88
014-016-025	1238	334.07
015-014-029	120	351.57
062-003-010	740	72.30
062-004-016	543	72.30
062-004-021	1685	109.27
062-006-004	3390	3,724.62
062-006-006	536	189.70
062-008-004	937	72.30
062-009-012	3843	99.65
062-009-023	1958	72.30
062-009-027	2071	72.30
062-010-032	3668	174.86
062-011-008	815	73.17
062-012-035	3651	35.37
062-012-040	3748	34.42
062-014-006	739	333.65
062-015-013	852	65.89
062-015-023	1797	54.79
062-016-006	765	86.64
062-016-015	3837	57.81
062-017-038	3647	37.87
062-018-003	1252	72.30
062-018-010	3559	92.09
062-019-002	2343	85.76
062-019-010	3572	39.61
062-019-018	1893	72.30
062-019-029	3662	41.00
062-019-045	3425	37.87
062-023-002	1340	72.30
062-024-006	3243	72.30
062-025-016	179	61.64
062-025-017	3413	120.95
062-025-020	1434	89.24
062-025-024	1349	50.88
062-027-002	2311	92.82
062-027-005	3227	106.28
062-027-011	3207	85.76
062-028-006	3683	37.87
062-029-004	806	290.11

<b>Parcel</b>	<b>Acct No</b>	<b>Open Amount</b>
062-029-011	2403	182.91
062-030-005	3525	38.60
062-030-011	495	177.90
063-012-006	3086	73.31
063-012-010	3714	72.30
063-012-040	2026	100.56
063-012-047	2026	72.30
063-014-001	3064	792.50
063-014-010	3789	792.50
063-014-026	3707	792.50
063-014-029	3623	792.50
063-029-040	1220	666.84
063-051-028	2637	792.50
064-014-012	3882	496.62
064-014-029	3126	978.22
064-015-016	3661	32.30
064-017-018	2178	771.69
064-018-004	3653	131.33
064-018-006	2568	131.33
064-018-013	3812	263.68
064-018-022	3804	405.63
064-018-023	2541	600.15
064-018-038	3483	474.33
064-018-042	3828	419.35
064-018-050	3811	758.46
064-019-006	1069	37.87
064-019-007	3863	37.87
064-019-016	3841	96.30
064-019-018	152	72.30
064-019-021	827	72.30
064-020-003	2374	72.30
064-021-010	3900	35.64
064-026-043	65	72.30
064-027-015	2972	75.43
064-027-021	411	52.95
064-029-005	1090	72.30
064-029-017	231	828.26
064-034-004	2597	815.15
064-034-019	2686	83.38
064-061-009	564	236.40



**OAKDALE IRRIGATION DISTRICT**  
**LIST OF DELINQUENT ACCOUNTS TO BE SENT TO THE COUNTIES**  
**STANISLAUS COUNTY**

<b>Parcel</b>	<b>Acct No</b>	<b>Open Amount</b>
075-019-027	2282	72.70
075-021-007	3579	112.34
075-021-008	3840	136.67
075-021-011	581	72.30
075-023-017	3945	68.86
075-023-020	2748	35.91
075-024-011	196	482.03
075-024-012	2985	150.04
075-024-013	196	205.19
075-024-014	196	484.79
132-049-027	798	72.30
132-049-029	1895	72.30
132-049-037	24	41.00
		<hr/> 44,769.51

# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 8  
APN: n/a

---

**SUBJECT: APPROVE REJECTION OF CLAIM SUBMITTED BY VESNA AND FERID KAHRIMAN**

---

**RECOMMENDED ACTION:** Reject the claim and forward to ACWA JPIA for further action

---

## **BACKGROUND AND/OR HISTORY:**

This claim is associated with damage to a private pipeline that occurred on July 1, 2021. The claim form submitted by claimant is attached for your reference.

Staff recommends rejecting the claim and forwarding it to ACWA JPIA for resolution.

A rejection by the Board is not a statement that it disagrees with the claim nor is it an admission of fault.

**FISCAL IMPACT:** Unknown

## **ATTACHMENTS:**

- Claim Form

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## **Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

## **VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**



# Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

Received  
JUN 29 2022

NAME OF DISTRICT: **OAKDALE IRRIGATION DISTRICT**

**1** Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth.  
Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking **medical damages**, we **MUST** have both your Social Security Number and your date of birth.

Name: **VESNA AND FERID KAHREMAN**

Phone Number: **(650) 483. 4091**

Address(es): **7612 Crawford Rd**

Social Security No.:

**Oakdale, CA 95361**

Date of Birth:

E-mail:

**2** List name, address, and phone number of any witnesses.

Name: **JERRY MARQUIS**

Address: **332 West F Street, Suite B Oakdale, CA 95361**

Phone Number: **(209) 845-0399**

**3** List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.

Date: **07/01/2021** Time: **around 7 AM** Place:

Tell What Happened (give complete information): **On July 1st 2021 around 7AM, OID sent water to our closed lines that caused our pipelines to broke. Delivery point on that day and time was 7401 Crane Road which did not opened as scheduled at 7am. Instead water went down to our property and caused significant damage. On that day time no one was scheduled to receive water on our line.**

**NOTE: Attach any photographs you may have regarding this claim.**

**4** Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.

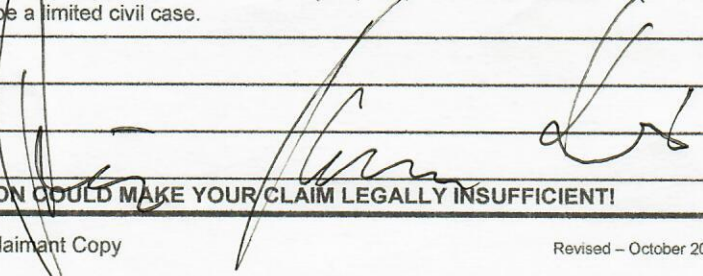
**As a result of this damage, several pipes/pipelines were damaged as well as land and roadings, vegetation, grass, fence, bridges around the pipes landscape and all surrounding around the pipeline on our property. We got financial, emotional and physical damages to the property.**

**5** Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.

**To our best knowledge OID and OID employee's who operates and closes OID gates**

**6** The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

**\$4500**

Date: **6/29/2022** Time: **11:00 AM** Signature: 

**ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!**



# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 9  
APNs: 062-020-008/010/018

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**SUBJECT: APPROVE THE ABANDONMENT AND QUITCLAIM OF A PORTION OF THE SANTA FE PIPELINE (APNS: 062-020-008/010/018)**

---

**RECOMMENDED ACTION:** Approve

---

**BACKGROUND AND/OR HISTORY:**

The Oakdale Irrigation District (OID) received a request to abandon and quitclaim a portion of the Santa Fe on APN: 062-020-010, as the landowner is completing a housing development on the property. The Santa Fe Pipeline crosses the southeast corner of APN: 062-020-010 and almost immediately heads south across the railroad tracks and Patterson Road. The portion of the Santa Fe that continued west across APNs: 062-020-008/010/018 has been plugged for many years and was recently completely disconnected during replacement of an upstream section of the pipeline. Staff has reviewed and determined that the parcels noted above have not received OID water for many years, and are located outside the OID boundary within the limits of the City of Riverbank. Staff sent letters to the landowners of APNs: 062-020-008/018 noting that if no comment was received from them within 30 days, OID would move forward with abandonment of the pipeline. No response was received from those landowners. There is no current or future need to convey irrigation or drainage onto or through the parcels noted above, the facility is operationally unnecessary and quitclaim of its secondary right-of-way will not be detrimental to the operations of OID. As such, OID staff recommends that the Board of Directors (Board) formally abandon and quitclaim a portion of the Santa Fe Pipeline within the parcels noted above by Resolution and Quitclaim Deed (attached).

**FISCAL IMPACT:** Staff time for document preparation.

**ATTACHMENTS:**

- Abandonment Resolution
- Quitclaim Deeds (3)
- Quitclaim Resolution

---

**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2022-NIL**

**ABANDONMENT OF A PORTION OF A DISTRICT FACILITY**

**SANTA FE PIPELINE**

**APNs: 062-020-008/010/018**

**WHEREAS**, the Oakdale Irrigation District facility known as the Santa Fe Pipeline is located within the City of Riverbank in southeast quarter of the northwest quarter of Section 30, Township 2 South, Range 10 East, Mount Diablo Base and Meridian in Stanislaus County; and

**WHEREAS**, the City of Riverbank was detached from the Oakdale Irrigation District boundary and the Santa Fe Pipeline has not been in use on the parcels noted above for several decades; and

**WHEREAS**, the Santa Fe Pipeline within the parcels noted above has been reviewed by the Water Operations Department and has been determined to be operationally unnecessary west from the point where the Santa Fe Pipeline changes direction south towards Patterson Road; and the abandonment of said facility will not be detrimental to the irrigation operations of the Oakdale Irrigation District.

**NOW, THEREFORE BE IT RESOLVED**, that we find the abandonment of a portion of the Santa Fe Pipeline within the parcels noted above, and as shown on the attached Project Site Map attached hereto as "Exhibit A", is appropriate and be adopted.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and duly submitted to the Board for its consideration, the above-titled resolution was adopted this nineteenth day of July, 2022.

Yes:

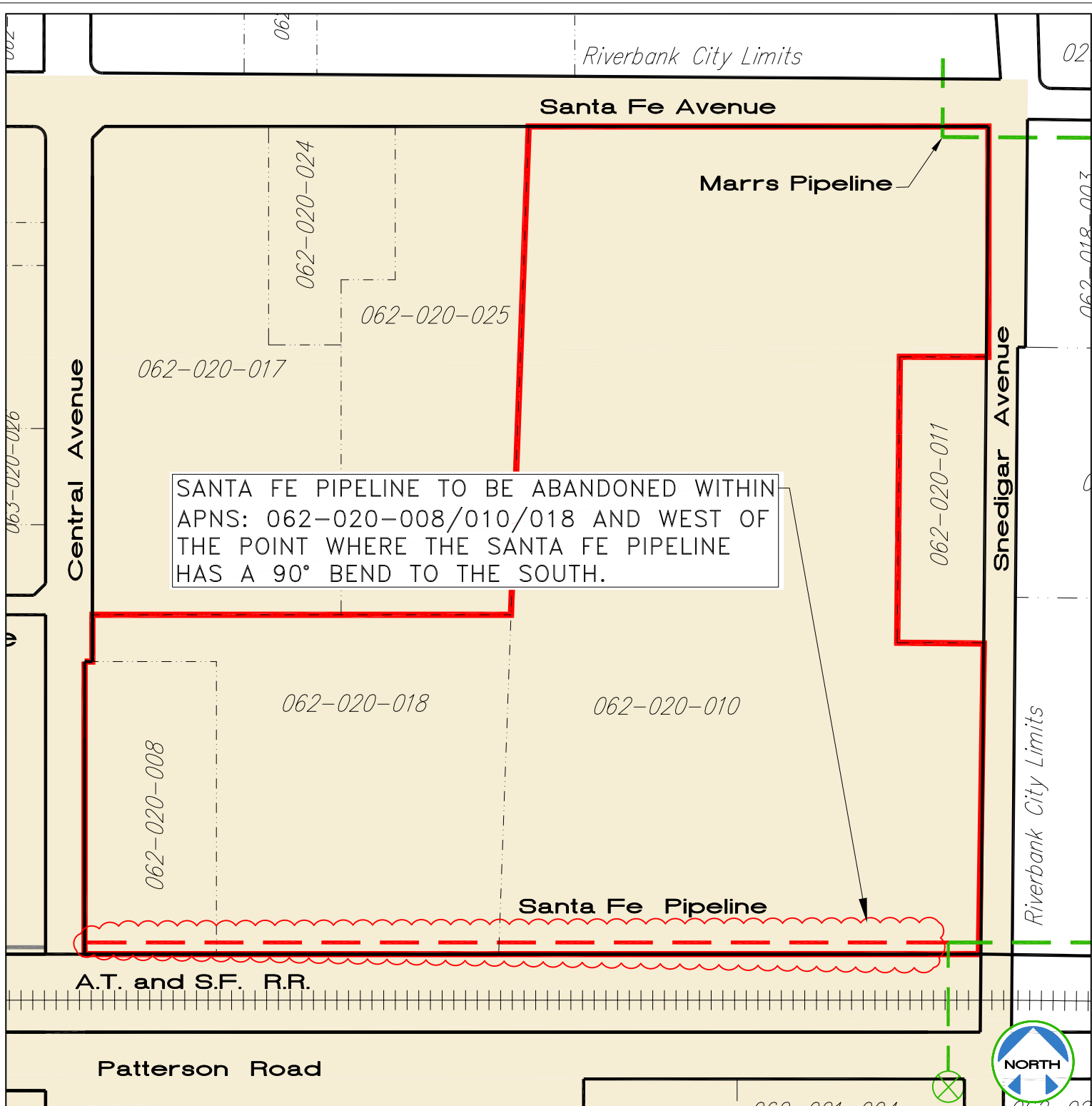
No:

Absent:

**OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, Board President

\_\_\_\_\_  
Scot A. Moody, Secretary



SANTA FE PIPELINE TO BE ABANDONED WITHIN APNS: 062-020-008/010/018 AND WEST OF THE POINT WHERE THE SANTA FE PIPELINE HAS A 90° BEND TO THE SOUTH.



**OAKDALE IRRIGATION DISTRICT**

1205 EAST F STREET  
OAKDALE CALIFORNIA 95361

**PARCEL SITE MAP**  
**ABANDONMENT OF A PORTION OF A DISTRICT FACILITY**  
**SANTA FE PIPELINE**

APNs: 062-020-008/010/018

DATE: JUNE 27, 2022  
DRAWN BY: ECS  
CHECKED BY: ECT

**EXHIBIT "A"**

NOT TO SCALE  
SHEET 2 of 2

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:



**OAKDALE IRRIGATION DISTRICT**  
1205 East F Street  
Oakdale, CA 95361

MAIL TAX STATEMENTS TO:

Michael and Erin Webster  
6418 Central Avenue  
Riverbank, CA 95367

APN: 062-020-008

Revenue and Tax Code 11911  
Documentary Transfer \$0.00  
[ ] computed on full value of property conveyed, or  
[ ] computed on full value less liens & encumbrances  
remaining hereon at time of sale.  
  
\_\_\_\_\_  
Signature of declarant or agent determining tax-firm  
name.

---

**QUITCLAIM DEED**

FOR A CONSIDERATION, receipt of which is hereby acknowledged,

**OAKDALE IRRIGATION DISTRICT**, an irrigation district organized and existing under the laws of the State of California, does hereby remise, release and forever quitclaim to the property owner of record, the Michael Ernest and Erin Kristin Webster Family Living Trust, any interest in the secondary easement for the Santa Fe Pipeline. The parcel noted above is as shown on the Project Site Map attached hereto as Exhibit "B".

Approved by Board Action on July 19, 2022 as shown in the Resolution attached hereto as Exhibit "A".

**OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scot A. Moody, Secretary

\_\_\_\_\_  
Date

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:



**OAKDALE IRRIGATION DISTRICT**  
1205 East F Street  
Oakdale, CA 95361

MAIL TAX STATEMENTS TO:

Keith Sprague  
LGI Homes - California, LLC.  
2251 Douglas Blvd., Suite 110  
Roseville, CA 95661

Revenue and Tax Code 11911  
Documentary Transfer \$0.00  
[ ] computed on full value of property conveyed, or  
[ ] computed on full value less liens & encumbrances  
remaining hereon at time of sale.

\_\_\_\_\_  
Signature of declarant or agent determining tax-firm  
name.

APN: 062-020-010

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**QUITCLAIM DEED**

FOR A CONSIDERATION, receipt of which is hereby acknowledged,

**OAKDALE IRRIGATION DISTRICT**, an irrigation district organized and existing under the laws of the State of California, does hereby remise, release and forever quitclaim to the property owner of record, LGI Homes – California, LLC, any interest in the secondary easement for the Santa Fe Pipeline west of the point where the Santa Fe Pipeline changes direction south towards Patterson Road. The parcel noted above is as shown on the Project Site Map attached hereto as Exhibit “B”.

Approved by Board Action on July 19, 2022 as shown in the Resolution attached hereto as Exhibit “A”.

**OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scot A. Moody, Secretary

\_\_\_\_\_  
Date



RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:



**OAKDALE IRRIGATION DISTRICT**  
1205 East F Street  
Oakdale, CA 95361

MAIL TAX STATEMENTS TO:

Hector and Gloria Garcia  
6472 Central Avenue  
Riverbank, CA 95367

APN: 062-020-018

Revenue and Tax Code 11911  
Documentary Transfer \$0.00  
[ ] computed on full value of property conveyed, or  
[ ] computed on full value less liens & encumbrances  
remaining hereon at time of sale.  
  
\_\_\_\_\_  
Signature of declarant or agent determining tax-firm  
name.

---

**QUITCLAIM DEED**

FOR A CONSIDERATION, receipt of which is hereby acknowledged,

**OAKDALE IRRIGATION DISTRICT**, an irrigation district organized and existing under the laws of the State of California, does hereby remise, release and forever quitclaim to the property owner of record, the 2004 Hector E. Garcia and Gloria E. Garcia Revocable Trust, any interest in the secondary easement for the Santa Fe Pipeline. The parcel noted above is as shown on the Project Site Map attached hereto as Exhibit "B".

Approved by Board Action on July 19, 2022 as shown in the Resolution attached hereto as Exhibit "A".

**OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scot A. Moody, Secretary

\_\_\_\_\_  
Date

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2022-NIL**

**AUTHORIZING QUITCLAIM DEED TO  
MICHAEL ERNEST AND ERIN KRISTIN WEBSTER FAMILY LIVING TRUST, THE  
2004 HECTOR E. GARCIA AND GLORIA E. GARCIA REVOCABLE TRUST, AND  
LGI HOMES - CALIFORNIA, LLC.**

**APNS: 062-020-008/010/018**

**WHEREAS**, a portion of the Oakdale Irrigation District facility known as the Santa Fe Pipeline is located within the City of Riverbank and on the parcels noted above; and

**WHEREAS**, land within the City of Riverbank has been detached from the Oakdale Irrigation District and is not eligible to receive irrigation water; and

**WHEREAS**, that portion of the Santa Fe Pipeline has been reviewed by the District Engineering Department and Water Operations Department and determined to be operationally unnecessary; and

**WHEREAS**, Oakdale Irrigation District has no plan to expand existing irrigation or drainage facilities within the City of Riverbank, including on the parcels noted above, and quitclaim of any interest in the secondary easement for the Santa Fe Pipeline will not impact the operations of the Oakdale Irrigation District.

**NOW THEREFORE BE IT RESOLVED**, that any interest in the secondary easement on the parcels noted above for the Santa Fe Pipeline west of the point where the pipeline changes direction to the south be quitclaimed to the titled owners of said parcels, and that said Quitclaim in its entirety is incorporated by reference and attached to this Resolution.

Upon Motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and duly submitted to the Board for its consideration, the above-titled Resolution was unanimously adopted this nineteenth day of July, 2022.

**OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, President

\_\_\_\_\_  
Scot A. Moody, Secretary



# **AGENDA ITEMS ACTION CALENDAR**

**SPECIAL BOARD  
MEETING OF JULY  
19, 2022**

# BOARD AGENDA REPORT

Date:	July 19, 2022
Item Number:	10
APN:	N/A

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**SUBJECT: REVIEW AND TAKE POSSIBLE ACTION TO ADOPT RESOLUTION AND THE RECORDS RETENTION SCHEDULES**

---

**RECOMMENDED ACTION:** Approve the Resolution adopting the Records Retention Policy and Records Retention Schedules

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## **BACKGROUND AND/OR HISTORY:**

As part of the District's records management program, we have updated the Records Retention Schedules for each department based on legislative requirements and Department preferences. The adoption of these retention schedules will result in efficiency gains and cost savings.

Oakdale Irrigation District (OID) contracted with Gladwell Governmental Services, Inc. an expert in special District records, to develop a comprehensive records retention schedule for the District. This program was necessary to ensure retention periods reflected changes in law, to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology.

The destruction of disposition of the categories of records contained in the records retention schedule will not adversely affect any interest of the District or the public.

## **Discussion**

The development of the records retention schedules is driven by many factors, including:

- Changes in law, pertaining to special District records
- OID production and management of permanent records
- Escalating records storage expenses
- Technology advancements

The retention schedules for OID were written interactively with all departments participating. The Chief Financial Officer with the Department Manager, supervisors and other staff of the departments in charge of the records have reviewed and approved the Retention Schedules for their department. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of OID's records. By identifying which unit is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, OID will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head

and with the consent in writing of the Department Head and General Manager, which is provided in Section 3 of the resolution.

It is also standard business practice for California local governments to authorize updates to the schedule without further action of the Board of Directors; this is provided in Section 4 of the resolution.

Staff met with the Ad Hoc Policy Committee to review the revised policy and schedules on July 6, 2022. No changes to the proposed schedules and policy were requested by the committee members.

**FISCAL IMPACT: none**

**ATTACHMENTS:** Resolution 2022-NIL  
Record Retention Policy and Schedules  
Redline Record Retention Policy

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE**

**Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)**

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2022-NIL**

**A RESOLUTION ADOPTING AN UPDATED RECORDS RETENTION AND  
DESTRUCTION POLICY AND RECORDS RETENTION SCHEDULES AUTHORIZING  
DESTRUCTION OF CERTAIN AGENCY RECORDS  
AND RESCINDING RESOLUTION 2018-12**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Oakdale Irrigation District; and

**WHEREAS**, Section 60200 of the Government Code of the State of California provides that the legislative body of a Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the Agency; and

**WHEREAS**, Section 60201 of the Government Code of the State of California provides that Agency records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the Agency or public may be destroyed; and

**WHEREAS**, the Agency has a policy to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category and that policy needs updating;

**WHEREAS**, the Agency previously adopted Resolution 2018-12 and that policy needs updating to comply with current regulations

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OAKDALE IRRIGATION DISTRICT DOES RESOLVE AS FOLLOWS:**

**Section 1.** Resolution 2018-12 is hereby rescinded.

**Section 2.** The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule attached within Exhibit A will not adversely affect any interest of the Agency or the public.

**Section 3.** The records of the Oakdale Irrigation District, as set forth in the Records Retention Schedule within Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with Agency policies and procedures, and with the approval of the Department Head and General Manager.

**Section 4.** With the consent of the Department Head and General Manager, updates are hereby authorized to be made to the Records Retention Schedule without further action of the Board of Directors.

**Section 5.** The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 6.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Oakdale Irrigation District on July 19, 2022, by the following vote:

**AYES:** Board Members-

**NOES:** Board Members-

**ABSTAIN:** Board Members-

**ABSENT:** Board Members-

**I HEREBY CERTIFY** that the foregoing Resolution No. xx was duly and regularly adopted at a special meeting of the Board of Directors of the Oakdale Irrigation District on July 19, 2022.

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Thomas D. Orvis, President  
Board of Directors

**Attest**

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Scot A. Moody  
General Manager/Secretary



# OAKDALE IRRIGATION DISTRICT

## Miscellaneous Policies and Procedures

<i>Title</i> 3 – ADMINISTRATION	<i>Chapter</i> 1	<i>Section</i> 3.104 Records Retention and Destruction Policy
Adopted: February 6, 2018 Resolution 2018-12	Revised: 7/19/2022 Resolution 2022-XX	Page 1 of 1

### **PURPOSE**

Records retention is the process of ensuring that organizations maintain and store their records in a safe and secure manner for the purposes of archival, data retrieval, reporting, record-keeping, and billing. Records retention has two main purposes: legal documentation and disaster recovery. To do this efficiently and thoroughly, a records management program must apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all District records, regardless of the media or form of the record.

### **SCOPE**

This policy applies to all records of Oakdale Irrigation District(District).

### **POLICY**

The District's Records Retention Schedules, attached as Exhibit A, are a separate policy document adopted by the Board of Directors. It is regularly updated, and employees should ensure they are using the current version when applying the policy to records in their custody.

The attached retention schedules provide the guidance for the maintenance, retention, preservation and disposal of all District records.

All records scheduled to be destroyed will be listed on a Records Destruction Form with both the Department Manager and the General Manager approving the records for destruction. Once approved, the originals will be kept in accordance with the Records Retention Schedules by the District Treasurer. The District Treasurer is responsible for keeping the Records Retention Schedule updated with current requirements.

A separate procedure document has been created to provide guidance to staff on adhering to the Records Retention Schedules.



## RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
<b>ADMINISTRATION</b>								
Admin.	ADM-001	Accident / Incident / Damage Reports (that don't result in a claim)	2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§60201, 54960.1(c)(1)
Admin.	ADM-003	Agenda Packets - District Board of Directors, Subcommittees of the Board (Includes Agenda Staff Reports, etc.)	P	Yes: Before Meeting Date	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Admin.	ADM-004	District Formation, Redistricting, Rules and Regulations, Corporate Records	P		Mag, OD, Ppr	S / M / I	No	Part of the Agenda Packet, which is maintained permanently; GC §60201
Admin.	ADM-005	Educational PowerPoint Presentations, Programs and Other Presentations	When No Longer Required		Mag, Ppr			GC §60201
Admin.	ADM-006	Historical Records (Board of Directors Related or District-wide Historical Records / Chronological History of Board Members)	P		Mag, OD, Ppr	S	Yes: After QC & OD	General Manager determines Historical Significance; GC §60201
Admin.	ADM-007	Legislation / Lobbying: Letters Supporting or Opposing, Comment Letters	Minimum 2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-008	Newsletters	2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-009	Newspaper Clippings - HISTORICALLY SIGNIFICANT	P		Mag, Ppr			Department preference; Non-records
Admin.	ADM-010	Newspaper Clippings - NOT Historically Significant	When No Longer Required		Mag, Ppr			Non-records

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Admin.	ADM-011	Photos & Videos (Event-related)	When No Longer Required		Mag, Ppr			Drafts; final photos may become part of a final document; GC §60201
Admin.	ADM-012	Press Releases and Statements	2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-013	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Ppr			GC §60201
Admin.	ADM-014	Public Records Requests	2 years		Mag, Ppr			GC §60201
Admin.	ADM-015	Special Projects / Subject Files / Issue Files / Fact Sheets	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
<b>DISTRICT SECRETARY</b>								
District Secretary	ADM-016	Elections - GENERAL, <b>WORKING</b> or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	4 years		Mag, Ppr			Used for a model for the next election, GC §60201
District Secretary	ADM-017	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
District Secretary	ADM-018	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	7 years		Mag, OD, Ppr	S	Yes: After 2 years	District maintains original statements; GC §81009(e)(g)

Exhibit A

## RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
District Secretary	ADM-019	FPPC 700 Series Forms (Statement of Economic Interests): Filed pursuant to Government Code 87200 <b>PUBLIC OFFICIALS</b> who manage Public Investments (elected & not elected. Includes District Board Members, General Manager, Assistant General Manager, Treasury Manager, Treasurer & Assistant Treasurer)	7 years		OD, Ppr	S	Yes: After 2 years	Department preference; District maintains copies only are required for 4 years, GC §81009(f)(g)
District Secretary	ADM-020	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e)
District Secretary	ADM-021	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
District Secretary	ADM-022	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009(e); FPPC Regulation 18734(c)
District Secretary	ADM-023	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5; GC §60201; GC §81009(e)
District Secretary	ADM-024	Minutes: District Board of Directors and Subcommittees of the Board	P	Yes (all)	Mag, OD, Ppr	S	No	GC §60201(d)(3)
District Secretary	ADM-025	Ordinances	P	Yes (all)	Mag, OD, Ppr	S	No	GC §60201 et. seq.
District Secretary	ADM-026	Recordings ( <b>Audio &amp; Video</b> ) District Board meetings	1 year		Tape (Mag), OD			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)
District Secretary	ADM-027	Resolutions	P	Yes (all)	Mag, OD, Ppr	S	No	GC §60201 et. seq.

Exhibit A

## RECORDS RETENTION SCHEDULE: CONSTRUCTION &amp; MAINTENANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CONSTRUCTION &amp; MAINTENANCE</b>								
Construction & Maint.	C&M-001	Construction Management Project Management: Project Administration, Complaints (project-related), Field Inspection Reports / Inspection Diaries, Inspections, Photos, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Construction & Maint.	C&M-002	Gate Inspections	P		Mag, Ppr			Department preference; GC §60201
Construction & Maint.	C&M-003	Permits - Restrictive Material Permit, etc.	Superseded + 2 years		Mag, Ppr			Department preference; GC §60201
Construction & Maint.	C&M-004	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §60201
Construction & Maint.	C&M-005	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Construction & Maint.	C&M-006	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§340 et seq., 342, GC §§945.6, GC §60201

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>DISTRICT-WIDE (Used by All Departments)</b>								
Lead Dept.	DW-001	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, , Insurance Certificates, Logs, RFP, etc.)	Completion + 10 years	Yes: Before Completion	Mag, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201
Lead Dept.	DW-002	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Copies of Invoices, Logs, RFP, etc.)	<b>Completion + 10 years</b> or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.; 2 CFR 200.334; 7 CFR 3016.42; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§60201, 8546.7
Lead Dept.	DW-003	Committees <b>Internal - Attended by employees:</b> All Records (Agendas, Notes, Minutes) <i>Excludes CEQA related - see other schedules.</i>	When No Longer Required		Mag, Ppr			Content not substantive, no minimum retention required in law; GC §60201
	DW-004	Committees, Boards, Commissions: <b>External Organizations (Other Agencies)</b>	When No Longer Required		Mag, Ppr			Non-records

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Lead Division	DW-005	Confined Space Entries	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60200
	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §60200
Dept. that Authors Document or Receives the District's Original Document	DW-007	Correspondence - <b>ROUTINE</b> (Content relates in a substantive way to the conduct of the public's business)  (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC §60201

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Dept. that Authors Document or Receives the District's Original Document	DW-008	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. Records where <b>either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference</b> are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-009	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the Attorney to determine if a record is considered a draft. GC §§60201, 6252, 6254(a)
Human Resources	DW-010	Personnel Files (Department-level copes)	Send to Human Resources Upon Separation or Transfer		Mag, Ppr			Copies - ensure compliance with policies and procedures; GC §60200 et seq.

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Lead Dept.	DW-011	Personnel <b>Supervisor's Files</b>	Shred Upon Separation or Transfer of Employee		Mag, Ppr			Preliminary drafts; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §60201 et seq.
Lead Dept.	DW-012	Presentations / PowerPoint Slides	When No Longer Required		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-013	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>YOUR Department</b>	Minimum Superseded + 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §60201
	DW-014	Reference Materials: Policies, Procedures, Brochures, Manuals, Flyers, Newsletters, etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (AWWA, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	DW-015	Reports and Studies ( <b>Historically significant</b> - authored by the District)	P		Mag, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-016	Reports and Studies (other than Historically significant reports - authored by the District)	10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §60201
Lead Dept.	DW-017	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.



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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Lead Dept.	DW-018	Training - ALL <b>COURSE</b> RECORDS  (Attendance Rosters / Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment Prevention & Safety Training, Tailgates)	7 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)

## RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<b>ENGINEERING</b>								
Engineering	ENG-001	APN File: Proof of Land Ownership (Deeds of Current Owner), Correspondence, Easements, Encroachments, Facilities, Incident Reports, Plans, etc,	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-002	Correspondence and Staff Notes regarding Environmental Determinations (Where Field Engineering is the Lead): Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), Categorical Exemptions, etc.) / CEQA / NEPA	Minimum Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the District's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201
Engineering	ENG-003	Development - Comment Letters / "No Comment"	P		Mag, Ppr			Department preference; GC §60201
Engineering	ENG-004	Development - Comment Letters / Conditions for Development (In response to a Planning Application from an outside agency)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-005	Engineering Project Files / <b>ENGINEERING CIP</b> (Capital Improvement Project) Files - <b>Administration File:</b>  Project Administration, Advertising, Labor Compliance, Meeting Minutes, Notice of Award / Notice to Proceed, Pre-construction meetings, Performance Bonds/Surety, Preliminary Notices, Punch lists, Real Estate Appraisals, RFIs / Q&A, Stop Work Notices, Temporary Permits, etc.	Minimum Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

## RECORDS RETENTION SCHEDULE: ENGINEERING

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Engineering	ENG-006	Engineering Project Files / <b>ENGINEERING CIP</b> (Capital Improvement Project) Files <b>Permanent File - Large Format Drawings</b>  Design Drawings (finals), Record Drawings ("As Builts") includes Water Speed Modifications	P	Yes	Mag, OD, Ppr	S	Based Upon Disaster Response Value	For Disaster Recovery Purposes; GC §60201 et seq.
Engineering	ENG-007	Engineering Project Files / <b>ENGINEERING CIP</b> (Capital Improvement Project) Files - <b>Permanent File:</b>  Specifications, Addenda, Bid or Proposal (accepted), CEQA / Environmental Documents, Cost of Construction / Engineers Estimates, Notice of Completion / Close-Out / Acceptance, Deeds, Drillers Logs, Easements, Materials Testing Reports, Permanent Encroachment Permits, Regulatory Agency Approvals, Right of Way, Shop Drawings, Soils Reports, Structural Calculations, Surveys, Photographs (underground), Project Calculations, Rights-of-Ways, Submittals, Materials Submittals, SAMPs, SWPPP, Technical Memos, Variances, etc.	P	Yes: Until Completed	Mag, OD, Ppr	S	No	For disaster preparedness purposes; GC §60201 et seq.
Engineering	ENG-008	Engineering Studies and Reports / Corrosion Studies and Reports / Odor Studies, etc.	P		Mag, OD, Ppr	S / I	No	District Preference; GC §60201
Engineering	ENG-009	Facilities Folders: Reservoir or Tank Drain, Inspection and Maintenance	Minimum Life of Reservoir or Tank		Mag			Department preference; GC §60201
Engineering	ENG-010	Groundwater Studies & Reports	P	Yes	Mag, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.

Exhibit A

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-011	Irrigated Lands Regulatory Reports	Minimum 3 years		Mag, Ppr			Department preference (consistent with NPDES regulations, even though the District does not have an NPDES permit); GC § 60201
Engineering	ENG-012	Long-Term Planning, Master Plans, Water Infrastructure Plans, Reports, Studies, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§26202, 60201
Engineering	ENG-013	Models, Calculations, Projections	Minimum When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-014	Monitoring Well Logs (Includes destroyed or abandoned wells)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-015	Permits - NPDES Discharge Permit, etc.	Minimum Superseded + 5 years		Mag, Ppr			Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Engineering	ENG-016	Project Studies, Plans, Reports, Feasibility Studies	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-017	Property Acquisitions / Property Dispositions / Deeds, Easements, Right-of-Ways	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Engineering	ENG-018	State Reports - Water (State Water Resources Control Board, etc.)	Minimum 5 years		Mag, Ppr	S / I		Department Preference; GC §60201
Engineering	ENG-019	Water Quality Monitoring Plan	Minimum Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
<b>FINANCE - CONTRACTING</b>								
Finance / Contracting	FIN-001	<p>Agreements &amp; Contracts - <b>INFRASTRUCTURE, Architectural, Construction, Engineering, etc.</b></p> <p>Agreement or Contract, Amendments, Scope of Work, RFP, Bid or Proposal (accepted), Change Orders, Fee &amp; Deposit Reimbursements, Liens, Lien Releases</p> <p>Examples of Infrastructure: Architects, Pipelines, Buildings, Tanks, Wells, etc.</p>	P	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
Finance / Contracting	FIN-002	<p>Agreements &amp; Contracts - <b>MOUs (Memorandum of Understanding)</b></p>	P	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
Finance / Contracting	FIN-003	<p>Agreements &amp; Contracts - <b>NON INFRASTRUCTURE - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.</b></p> <p>Agreement or Contract, Amendments, Scope of Work, RFP, Bid or Proposal (accepted), Change Orders, Fee &amp; Deposit Reimbursements, Liens, Lien Releases</p> <p>Examples of Non-Infrastructure: Consultants, Painting, Maintenance, Franchise Agreements, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC	Department Preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
<b>FINANCE - GENERAL ACCOUNTING</b>								
Finance / Accounting	FIN-004	Financial System <b>Database</b> (Springbrook)	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-005	1099's, 1096's, Including 1099's for rebates	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-006	Accounts Payable or Payroll Checks (cashed - maintained by the Bank)	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounting	FIN-007	Accounts Payable Source Records (includes Invoices, Credit Cards, Travel Expense Reimbursements, etc.)	Minimum 7 years	Yes: Until Paid	Mag, OD, Ppr	S/I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-008	Accounts Receivable Source Records including Adjustments, Billings, Cash Receipts  Damage to District Property, Leases, etc.  See Customer Service for Utility Billing	7 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-009	Audit Work Papers (Finals)	7 years		Mag, Ppr			Department Preference; GC §60201
Finance / Accounting	FIN-010	Audited Financial Statements / ACFR - Annual Comprehensive Financial Reports with Audit Management Letters / Audit Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; GC §60201 et seq.
Finance / Accounting	FIN-011	Audits - Operational (Internal Audits)	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-012	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-013	Bonds / Debt / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper / Certificates of Participation for CFDs	Fully Defeased or Matured + 10 years	Yes: Until Maturity	Mag, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §§43900 et seq., 60201
Finance / Accounting	FIN-014	Budget Adjustments	7 years		Mag, Ppr			Department preference; GC §60200
Finance / Accounting	FIN-015	Budgets: Adopted	P	Yes: Current Fiscal Year	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60200
Finance / Accounting	FIN-016	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Drafts; GC §60200
Finance / Accounting	FIN-017	Collection Agency Assignments / Write Offs	7 years		Mag, Ppr			Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Finance / Accounting	FIN-018	Developer Deposit Retention	Close + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance / Accounting	FIN-019	Financial Reports from Financial Database: General Ledger, Ledgers, Journal Reports, Reconciliation Reports, Registers, Trial Balance	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Accounting	FIN-020	Fixed Asset Records-Depreciation Schedule	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-021	Fixed Asset Retirements - Auction / Disposal / Sales / Surplused	7 years		Mag, Ppr			Department preference; GC §60201, CCP §337
Finance / Accounting	FIN-022	Inventory - Small Tools & Equipment / Stores Inventory	7 years		Mag, Ppr			Department Preference; GC §60200
Finance / Accounting	FIN-023	Investments / LAIF (Including Arbitrage)	7 years		Mag, Ppr			Department Preference; GC §60201
Finance / Accounting	FIN-024	Journal Entries / Journal Vouchers (includes authorizations and backup)	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-025	Petty Cash Reconciliation	7 years		Mag, Ppr			District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-026	Purchase Orders (attached to Invoices)	7 years		Mag, Ppr			District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-027	Rate Studies (Internally-produced)	10 years		Mag, Ppr			Department preference; GC §60201
Finance / Accounting	FIN-028	Returned Payments (NSF, etc.)	7 years	Yes: Until Paid	Mag, OD, Ppr	S/I	Yes: After QC & OD	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Accounting	FIN-029	State Controller's Report / Special Districts Financial Transactions Report	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Accounting	FIN-030	Tax Returns (Fuel, Sales Tax)	7 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Accounting	FIN-031	Vehicle Titles ("Pink Slips")	Upon Sale		Ppr			Department Preference; GC §60201



## RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-032	W-9s	Vendor Inactive + 3 years		Mag, OD, Ppr	S	Yes: After QC & OD	Meets IRS auditing standards; GC §60201
Clerk of the Board	FIN-033	Warrant Registers / Check Registers (Including Payables and Receiving Transaction Journals)	Copies - When No Longer Required		Mag, Ppr			Copies (maintained with Agenda Packets); GC §60200
<b>FINANCE - CUSTOMER ACCOUNTING</b>								
Finance / Customer Accounting	FIN-034	Customer Information System / Irrigation Billing <b>Database / Domestic Billing</b>	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / Customer Accounting	FIN-035	Adjustments to Customer accounts	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Engineering	FIN-036	APN File: Proof of Land Ownership - Deeds / Easements of Current Owner	P		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Finance / Customer Accounting	FIN-037	Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Customer Accounting	FIN-038	Applications for Service / New Connections - Agricultural and Domestic Accounts	Close of Account + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Finance / Customer Accounting	FIN-039	Bankruptcies - All, whether or not a Claim / Lien is filed	10 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Finance / Customer Accounting	FIN-040	Billing / Utility Billing - Documentation for Adjustments, Billings, Cash, Closed Accounts, Collections, Credit Memos, Deposits, Payments, Rebates	7 years	Yes: Until Paid	Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Customer Accounting	FIN-041	Billing Reports / Ledgers / Registers	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Customer Accounting	FIN-042	Collection Agency Assignments / NSF Checks / Write Offs	7 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Finance / Customer Accounting	FIN-043	Customer Correspondence (letters from and to customers)	2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	GC §60201
Finance / Customer Accounting	FIN-044	Daily Deposit Checks (We scan for the Bank)	Follow Bank Instructions		Mag, OD, Ppr	S/ I	Yes: After QC & OD	These are the bank's financial instruments (not District records).
Finance / Customer Accounting	FIN-045	Liens / Certificate of Lien / Releases	Fully Paid or Forgiven + 5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Finance / Customer Accounting	FIN-046	Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation	2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented in the Customer Record in database GC §60201; H&S §116908
Finance / Customer Accounting	FIN-047	Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Finance / Customer Accounting	FIN-048	Payment Stubs (mailed) / Remittance Advice Utility Receipts (when payment is made at the counter)	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Finance / Customer Accounting	FIN-049	Policy on Discontinuation of Residential Accounting for Nonpayment	When Superseded; Minimum 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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Finance / Customer Accounting	FIN-050	Prop. 218 Fees & Charges: Ballots and/or protest letters , Master Mailing List, Undeliverable Mail	Final Action + 2 years		Ppr			GC §53753(e)(2); GC §60201
Finance / Customer Accounting	FIN-051	Report of Annual Discontinuations of Residential Accounts	Minimum 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
Finance / Customer Accounting	FIN-052	Reports - Customer Service Aging Reports, etc.	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Customer Accounting	FIN-053	Shut-off Notices, Undeliverable Mail	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Preliminary drafts; GC §60201
Finance / Customer Accounting	FIN-054	Temporary Construction Meters – M&I (Municipal & Industrial) Purposes, Solar, etc.	Completion + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	GC §60201
<b>FINANCE - DISTRICT TREASURER</b>								
Finance / District Treasurer	FIN-055	Records Destruction Authorization Forms / Certificates of Records Destruction / Authorization to Destroy Paper to Rely on the Image as the Original	P		Mag, OD, Ppr	S	Yes: After QC & OD	GC §60201 et. seq.
Finance / District Treasurer	FIN-056	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, OD, Ppr	S	Yes: After QC & OD	GC §60201 et. seq.
Finance / District Treasurer	FIN-057	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	1 year		Mag, Ppr			GC §60201
<b>FINANCE - PAYROLL</b>								

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Payroll	FIN-058	DE-6, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-059	Deferred Compensation Quarterly Reports	7 years		Mag, Ppr			Department preference; GC §60201
Human Resources	FIN-060	Employee Payroll File / Deductions	Copies - When No Longer Required		Mag, Ppr			Originals are retained in the Human Resource file GC §60200
Finance / Payroll	FIN-061	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion or Separation of Employee + 7 years		Mag, Ppr			Department preference; GC §60201 et seq.
Finance / Payroll	FIN-062	Local Government Compensation Report	7 years		Mag, Ppr			District Preference; GC §60201
Finance / Payroll	FIN-063	Payroll Checks (copies)	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	GC §60201(d)(12)
Finance / Payroll	FIN-064	Payroll Reports (Check Register, Check Proof, Deductions, Tax Reports)	7 years		Mag, Ppr			Drafts / Preliminary documents ( the database is the original); GC §60201
Finance / Payroll	FIN-065	Timesheets	7 years		Mag, Ppr			Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Finance / Payroll	FIN-066	W-2's	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Payroll	FIN-067	W-4's	Superseded or Separation + 4 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1 GC §60201
<b>FINANCE - RISK MANAGEMENT</b>								
Finance / Risk Management	FIN-068	Claims Against the District / Liability Claims	Resolution + 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §§ 911.2, 60201
Finance / Risk Management	FIN-069	Litigation / Lawsuits	Resolution + 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §§ 911.2, 60201
Finance / Risk Management	FIN-070	Subpoenas or Summons	1 year		Mag, Ppr			Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	Affirmative Action Complaints / Harassment Claims - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	Final Disposition + 3 years		Mag, Ppr			Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 60201
Human Resources	HR-002	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc)	Plan Termination + 6 years	Yes: Before Expiration	Mag, OD, Ppr	S	Yes: After QC & OD	Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Human Resources	HR-003	CalPERS Actuarial Reports	10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-004	COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k), GC §60201
Human Resources	HR-005	DMV Pull Notices	When Superseded or Separation + 1 year		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-007	Employee Investigations & Complaints	Separation + 6 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040.7(7)(C), GC §§12946, 12960, 60201
Lead Dept.	HR-008	Employee Training Database (TargetSolutions / Vector Solutions)	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-009	Ethics Training Certificates for Board Members	5 years		Mag, Ppr			GC §§53235.2(b), 53237.2(b)
Human Resources	HR-010	Grievances	Separation + 6 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040.7(7)(C), GC §§12946,12960, 60201
Human Resources	HR-011	Human Resources Database (Springbrook)	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §60201 et seq.
Human Resources	HR-012	I-9s	Separation + 6 years	Yes: Until Separation	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946,12960, 60201
Human Resources	HR-013	Job Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-014	Job Descriptions / Classifications	Superseded + 3 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-015	Labor Relations / Negotiations (Notes)	10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-016	Legal Opinions (Employment Related)	10 years		Mag, Ppr			Department preference; GC §§12946,12960, 60201
Human Resources	HR-017	OSHA Log 300, 300 A, 301, 301A, etc.	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.; LC §6429c

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Personnel Files - <b>General File / Training / DOT Driver Background / DMV</b>  (Includes Application, 1095 & 1094 forms, Awards, Backgrounds, Disciplinary Actions, Certifications, documentation of internal and external training certification and designations, Commendations, Ethics & Harassment Prevention Training Certificates, Evaluations, Licenses, Personnel Action Forms, Policy acknowledgements, Disaster Service Workers Oaths, etc. - Excludes Medical Records)	Separation + 7 years	Yes: Until Separation	Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference to correspond with Payroll files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(1); GC §§12946,12960, 60201; 29 USC 1113; GC §3105; GC §§53235.2(b), 53237.2(b)
Human Resources	HR-019	Personnel Files - <b>Medical File</b>  (Includes pre-employment physicals, Hearing tests, Pulmonary tests, Respirator Fit Tests, Class B medicals, Backgrounds, Leaves of Absence, etc.)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), 29 USC 1113; GC §§12946,12960, 60201
Human Resources	HR-020	Personnel Rules & Regulations, including employee handbook	Superseded + 3 years		Mag, Ppr			Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946,12960, 60201
Human Resources	HR-021	Recruitment Files: Applications for Employment or Resumes: <b>Solicited:</b> Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Ppr			State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; ; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c) GC §§12946,12960, 60201
Human Resources	HR-022	Unemployment Claims (Payroll Files)	Separation + 7 years		Mag, Ppr			Department preference; GC §§12946,12960, 60201



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-023	Verification of Employment	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-024	Workers Compensation Files <b>ALL</b> (includes any exposure records)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.

## RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>INFORMATION TECHNOLOGY</b>								
Information Technology	IT-001	Backups / Computer Backups / Disaster Recovery Backups	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq.
Information Technology	IT-002	Geographic Information System (GIS) / Asset Management System (ESRI & Cityworks)	Indefinite	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Technology	IT-004	Software Licenses, Warrantees, Installation Media	When No Longer Required		Mag.			Department preference; GC §60201 et seq.
Information Technology	IT-005	Unalterable Media / WORM / DVD-r / CD-r / Blue Ray-R or other <b>unalterable media</b> that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..
Information Technology	IT-006	Videos / Security Videos - <b>Public Areas / Operations</b>	When No Longer Required		Mag, Ppr			Department preference; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: PESTICIDE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
<b>PESTICIDE</b>								
Pesticide	PEST-001	Bill of Lading	5 years		Mag, OD, Ppr	S	Yes - After QC & OD	Department preference; 49 CFR 375.505(d); GC §60201
Pesticide	PEST-002	Notice of Intent to Apply Pesticide or Herbicide	2 years		Mag, Ppr			Department preference; GC § 60201
Pesticide	PEST-003	Pesticide Annual Report	2 years		Mag, Ppr			Department preference; GC § 60201
Pesticide	PEST-004	Pesticide Daily Logs	2 years		Mag, Ppr			Department preference; GC § 60201
Pesticide	PEST-005	Pesticide or Herbicide Applications / Use / Testing	2 years		Mag, Ppr			Department Preference (agricultural pesticide records are required for 2 years); 3 CCR 6623GC §60201

## RECORDS RETENTION SCHEDULE: SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>SAFETY</b>								
Safety	SAF-001	Confined Space Entries / Hot Work Permits / Lockout-Blockout / Lockout-Tagout / Energy Control Procedures (ECP) / Electrical Plans / Excavation, Trenching, Shoring, Excavation Safety Plans, etc.	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Safety	SAF-002	Emergency Action Plans & Audits - CalARP (California Accidental Release Prevention) / Emergency Response Plan / Hazardous Material Business Plans / Hazard Mitigation Plan / Risk Management Program (RMPs) / Risk & Resiliency Assessment / Process Safety Managements (PSMs) - Facilities with chemicals (Chlorine, ammonia, etc.)	Superseded + 3 years		Mag, Ppr			Department Preference (CalARP training and audits should be done every 3 years); GC §60201
Safety	SAF-003	Emergency Exercises / Drills / After Action Reports - CalARP (California Accidental Release Prevention)	3 years		Mag, Ppr			Department Preference (CalARP training and audits should be done every 3 years); GC §60201
Safety	SAF-004	Emergency Exercises / Drills / After Action Reports - Other Than CalARP	1 year		Mag, Ppr			Department Preference; GC §60201
Human Resources	SAF-005	Employee Certifications - Pulmonary Function Tests, Respiratory Fit Tests, Medical Clearances	Transfer to Human Resources		Mag, Ppr			HR includes with the employee medical file; GC §60201 et seq.
Human Resources	SAF-006	Employee Exposure Records (asbestos, silica, etc.)	Transfer to Human Resources		Mag, OD, Ppr	S	Yes: After QC & OD	HR includes with the employee medical file; GC §60201 et seq.
Lead Dept.	SAF-007	Employee Training Database (Target, ACWA JPIA)	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §60201 et seq.
Safety	SAF-008	Noise Exposure Measurements: Areas / Facilities / Equipment (jackhammers, etc)	P		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference (only 2 years is required); 8 CCR 5100(d)(1); GC §60201 et seq.
Safety	SAF-009	OSHA Inspections & Citations, Forms, loss analysis reports, safety reports, actuarial studies	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.; LC §6429c
Safety	SAF-010	Safety Committee / Safety Steering Committee	5 years		Mag, Ppr			Department preference; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: SAFETY**

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Safety	SAF-011	Safety Data Sheets (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Yes: After 3 months	Mag, OD, Ppr	S	Yes: After QC & OD	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B); GC §60201 et seq.
Safety	SAF-012	Safety Investigations	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.; LC §6429c
Safety	SAF-013	Site Inspection Forms / Self Inspections / Job Site Inspections / Facility Inspections	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Safety	SAF-014	Underground Service Alerts (USAs) Dig Alerts	5 years		Mag, Ppr			Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(d), 60201

**RECORDS RETENTION SCHEDULE: WAREHOUSE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>WAREHOUSE</b>								
Warehouse	WHSE-001	Equipment Daily Calibration and Testing (Gas Detectors, etc.)	1 year	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-002	Inventory Database Software Module	Indefinite	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-003	Inventory Physical Count Sheets	2 years	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-004	Operations & Maintenance Manuals (O&M Manuals) for Equipment, Pumps, etc.	Life of Facility or Equipment	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-005	Sign-in and Sign-out Sheets / Check-in, Check out	1 year	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.

# RECORDS RETENTION SCHEDULE: WATER OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
<b>AGRICULTURAL WATER</b>								
Water Ops / Agricultural Water	OPS-001	Diversion Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Ops / Agricultural Water	OPS-002	Rotation Sheets, Delivery Records Prior to STORM Software	2 years		Mag, Ppr			Department preference; GC §60201
Water Ops / Lead Division	OPS-003	SCADA <b>Database</b> (Supervisory Control and Data Acquisition)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §60201
Water Ops / Lead Division	OPS-004	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	No	Department preference; GC §60201
Water Ops / Agricultural Water	OPS-005	STORM Software (includes Agriculture Rotation Sheets, Delivery Records)	Indefinite		Mag			Data is interrelated; GC §60201
<b>WATER UTILITIES / DOMESTIC WATER</b>								
Water Utilities / Domestic Water	OPS-006	Backflow Test Results / Backflow Assembly Test Reports / Cross Connection Testing	3 years		Mag, Ppr			Department preference; 17 CCR 7605(f); GC §60201
Water Utilities / Domestic Water	OPS-007	Chains of Custody / Water Sampling - <b>NPDES / Pesticide Testing / Stormwater Quality</b>	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES Monitoring records are required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201
Water Utilities / Domestic Water	OPS-008	Chains of Custody / Water Sampling (Potable Water): <b>Bacteriological &amp; Organics, Turbidity, Phyto Plankton</b>	12 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (5 years is required); 40 CFR 141.33(a); 22 CCR §64470

# RECORDS RETENTION SCHEDULE: WATER OPERATIONS

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Water Utilities / Domestic Water	OPS-009	Chains of Custody / Water Sampling (Potable Water): <b>Chemical, Disinfection By-Products, Trihalomethanes</b>	12 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §64470
Water Utilities / Domestic Water	OPS-010	Chains of Custody / Water Sampling (Potable Water): <b>Lead &amp; Copper</b>	12 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Water Utilities / Domestic Water	OPS-011	Corrective Actions - Potable Water (As a Result of a Violation) Including Copies of Tier 1, Tier 2, and Tier 3 Public Notices for Domestic Public Water System)	Close + 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(b)(2); 22 CCR 64470(b)(2)
Water Utilities / Domestic Water	OPS-012	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 66470(a); GC §60201
Water Utilities / Domestic Water	OPS-013	Generator Operation Logs / Run Logs / Run-Time Logs - <b>Pumps, Distribution System</b>	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions, GC §60201
Water Utilities / Domestic Water	OPS-014	Sanitary Surveys - Inspections by Division of Drinking Water	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 22 CCR §64470; 40 CFR 141.33(c)
Water Ops / Lead Division	OPS-015	SCADA <b>Database</b> (Supervisory Control and Data Acquisition)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §60201
Water Ops / Lead Division	OPS-016	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	No	Department preference; GC §60201



**RECORDS RETENTION SCHEDULE: WATER OPERATIONS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Water Utilities / Domestic Water	OPS-017	Water Conservation Reports to SWRCB (Annual and 5-year update)	10 years		Mag, Ppr			Department preference; GC §60201
Water Utilities / Domestic Water	OPS-018	Water Meter Testing Records	Until Meter Abandoned or Removed		Mag, Ppr			Department preference; GC §60201
Water Utilities / Domestic Water	OPS-019	Water Production Reports (to SWRCB & DWR)	P		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Water Utilities / Domestic Water	OPS-020	Well Depth to Water Levels	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Utilities / Domestic Water	OPS-021	Well History / Construction / Destruction / Abandonment, Drilling Logs, Draw Down Tests, etc.	P	Yes	Mag, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.

Date: \_\_\_\_\_

Department: \_\_\_\_\_

### Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

Records Description	From (Start Date)	To (End Date)	ECMS (OnBase) or Box # (Paper)	Retention #	Retention Period
<i>Correspondence (sample)</i>	<i>1999</i>	<i>2016</i>	<i>D-FIN-07</i>	<i>DW-11</i>	<i>Min. 2 yrs</i>

Check one option for destruction:

☐ Shredding is Required (Records contain private information) OR

☐ Recycle (Records do NOT contain private information)

Employee Preparing Records: \_\_\_\_\_ Date: \_\_\_\_\_

#### DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

\_\_\_\_\_  
Department Head / Division Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

Return this form to the originating department following approval (they coordinate the shredder arrangements)

-----  
(Complete after destruction has been performed, if done by employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

**I HEREBY CERTIFY** that the items listed above have been destroyed in accordance with District policies and procedures:

\_\_\_\_\_  
Employee Performing Destruction

\_\_\_\_\_  
Date

Return this form after completed to Finance / District Treasurer (Office of Record)



# OAKDALE IRRIGATION DISTRICT

## Miscellaneous Policies and Procedures

*Title*  
3 – ADMINISTRATION

*Chapter*  
1

*Section*  
3.104 Records Retention and  
Destruction Policy

Adopted: February 6, 2018  
Resolution 2018-12

Revised: 7/19/2022  
Resolution 2022-XX

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### PURPOSE

Records retention is the process of ensuring that organizations maintain and store their records in a safe and secure manner for the ~~One of the purposes~~ of archival, data retrieval, reporting, record-keeping, and ~~billing for records management is to ensure that information is available when it is needed.~~ Records retention has two main purposes: legal documentation and disaster recovery. To do this efficiently and thoroughly, a records management program must apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all District records, regardless of the media of form of the record.

~~be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.~~

### SCOPE

This policy applies to all ~~physical records in the course of the Oakdale Irrigation District's (District) operations, including both original documents and reproductions. The policy is to establish procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of the District's records to reflect the requirements of the law. Government Code Section 60201 provides that district records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the district or public may be destroyed.~~

### POLICY AND PROCEDURE

The District's Records Retention Schedules are a separate policy document adopted by the Board of Directors. It is regularly updated, and employees should ensure they are using the current version when applying the policy to records in their custody, and Destruction Schedule is attached and the procedures outlined below:

The attached retention schedules provide the guidance for the maintenance, retention, preservation and disposal of all District records.



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All records scheduled to be destroyed will be listed on a Records Destruction Form with both the Department Manager and the General Manager approving the records for destruction. Once approved, the originals will be kept in accordance with the Records Retention Schedules by the District Treasurer.

A separate procedure document has been created to provide guidance to staff on adhering to the Records Retention Schedules.

### Records Management Tasks

- ~~1. Schedule once a year, as determined by the Department Heads, a transfer of records to inactive storage.~~
- ~~2. Develop a sound retention schedule.~~
- ~~3. Designate one area of records storage.~~
- ~~4. Audit the transfer of records to make sure that records are moved.~~

### Long Term Objectives

- ~~1. Improve information retrieval.~~
- ~~2. Destroy promptly those duplicate records and working papers that are no longer needed for administrative, legal, historical, or research purposes.~~
- ~~3. Protect records essential to continuity of government in case of disaster.~~

### Elements of Control

- ~~1. Installation of records control procedures within each department.~~
- ~~2. The District's Treasurer or designated staff shall be responsible to coordinate the records control program of all offices.~~
- ~~3. Provision for the evaluation of records. An index to make immediate location of documents possible.~~

### Retention and Destruction

~~Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or~~



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~~document, the original or a permanent photographic record of which is in the files of any officer or department of the district. Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that district records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the district or public may be destroyed.~~

~~The following is a summary of the District's disposition of records. This information is also summarized in the attached Retention Schedule:~~

~~1. Accounting Records~~

~~All accounting records should be retained indefinitely in their original form until the District Treasurer gives authorization for destruction.~~

~~a. Any accounting record, except the journals, ledgers, and registers which are more than five years old may be authorized for destruction provided that:~~

~~i. There is no continuing need for said record, i.e. long term transactions, special projects, pending litigations, etc. and;~~

~~ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;~~

~~iii. Said unit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.~~

~~b. Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has terminated in all respects.~~

~~c. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.~~

~~d. The following may be destroyed at any time:~~

~~i. Duplicates.~~



# OAKDALE IRRIGATION DISTRICT

## Miscellaneous Policies and Procedures

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- ~~ii. Rough drafts, notes or working papers.~~
- ~~iii. Cards, listings, nonpermanent indexes, other papers used for controlling work or transitory files.~~

### ~~2. Payroll~~

- ~~a. Any payroll record, except the payroll check registers and payroll reports (check proofs, deduction registers, and general ledger distribution) which are more than five years old may be authorized for destruction provided that:
  - ~~i. There is no continuing need for said record, i.e. long term transactions, special projects, pending litigations, etc. and;~~
  - ~~ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;~~
  - ~~iii. Said unit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.~~~~
- ~~b. Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has terminated in all respects.~~
- ~~c. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.~~
- ~~d. The following may be destroyed at any time:
  - ~~i. Duplicates.~~
  - ~~ii. Rough drafts, notes or working papers.~~
  - ~~iii. Cards, listings, nonpermanent indexes, other papers used for controlling work or transitory files.~~~~

### ~~3. Personnel Records~~



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- ~~a. All personnel records should be retained 30 years (29 CFR 516.1 et seq.). Originals may be authorized for destruction after five (5) years retention, provided said records have been scanned as provided for in Government Code Section 60203. Payroll and personnel records include but are not limited to, the following:~~
- ~~i. Retirement information.~~
  - ~~ii. Personnel Files (with or without retirement and with safety / toxic chemical exposure).~~
  - ~~iii. Safety and toxic chemical exposure records.~~
  - ~~iv. Medical File / Safety File~~
  - ~~v. Settlements.~~
  - ~~vi. Earnings and deduction registers.~~
  - ~~vii. Workers' Compensation Claims.~~
- ~~b. Any source document detailed in a summary may be authorized for destruction five (5) years from the end of the fiscal period to which it applies, including, but not limited to:~~
- ~~i. Injury frequency charts~~
  - ~~ii. Time cards, vacation/sick leave/personal leave requests.~~
  - ~~iii. Job postings.~~
  - ~~iv. Employee accrual reports and schedules.~~
  - ~~v. DMV Driver Non-violation record information.~~
- ~~c. Any source document detailed in a summary may be authorized for destruction five (5) years after termination of employee, including, but not limited to:~~
- ~~i. Employment Eligibility Verifications (I-9 Form).~~
  - ~~ii. Applications for Employment (solicited / not hired)~~
  - ~~iii. Applications for Employment (unsolicited / no open position).~~
  - ~~iv. Medical histories.~~
- ~~d. Any source document detailed in a summary may be authorized for destruction ten after (10) years, including, but not limited to:~~



# OAKDALE IRRIGATION DISTRICT

## Miscellaneous Policies and Procedures

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- ~~i. DMV Driver Pull Notice information (after terminating of employee).~~
- ~~ii. Personnel files (after termination of employee).~~

#### ~~4. Water Records~~

~~All water records may upon authorization be destroyed after seven (7) years, except for Rotation Sheets which may be destroyed after ten (10) years; however, these records may be destroyed after three (3) years when said records are scanned as provided for in Government Code Section 60203.~~

#### ~~5. Minutes / Resolutions / Ordinances~~

~~Minutes of the meetings of the Board of Directors, Resolutions and Ordinances shall be retained indefinitely in their original form~~

#### ~~6. Construction Records~~

~~Construction records, such as bids, correspondence, change orders etc., should not be kept in excess of seven (7) years unless they pertain to a project which includes a guarantee of grant and in the event they should be kept for the life of the guarantee or grant plus seven (7) years. As-built plans for any public facility or works should be retained as long as said facility is in existence.~~

#### ~~7. Contracts~~

~~Contracts should be retained for seven (7) years after life of the contract.~~



# BOARD AGENDA REPORT

Date: July 19, 2022  
Item Number: 11  
APNs: 011-013-001/042

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**SUBJECT: REVIEW AND TAKE POSSIBLE ACTION TO APPROVE RESOLUTION FINDING THE SOUTH MAIN CANAL IMPROVEMENTS - SEGMENT 3 REHABILITATION PROJECT CATEGORICALLY EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

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**RECOMMENDED ACTION:** Approve

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**BACKGROUND AND/OR HISTORY:**

In light of a canal and tunnel hazards assessment completed in 2016, OID has made several substantial investments in the repair of the upper South Main Canal and tunnel system. The next step is the rehabilitation of the South Main Canal Tunnel Segment 3 portion in order to retain the canal's integrity. That section of canal has been patched as necessary in the past, however a complete rehabilitation of the canal is needed at this time to repair the extensive leaks. The Project site includes a 1,485 linear-foot section of the South Main Canal upstream (north) of the Willms Siphon and a 325 linear-foot section of the canal downstream (south) of the siphon. The proposed Project will include installation of temporary water diversion measures in the canal; de-watering the canal as necessary; scaling loose rock on the canal sidewalls; placement of new shotcrete canal lining; removing debris from the canal; and placement of a new cast-in-place concrete canal floor.

This Project is categorically exempt from CEQA pursuant to Section 15302 Class 2 (c) - replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity. The Project consists of the repair of existing public facilities used for the conveyance of irrigation surface water. There will be no change in operation or expansion of existing conveyance facilities as a result of the Project.

Staff recommends approving the resolution as attached finding the above Project Categorical Exempt from CEQA. The Project is located in Stanislaus County and therefore the Notice of Exemption would be filed at the Stanislaus County Clerk's Office. Staff will be available to answer any questions that the Board may have.

**FISCAL IMPACT:** \$57 Stanislaus County Clerk filing fee

**ATTACHMENTS:**

- Resolution
- Notice of Exemption

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**Board Motion:**

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_

**VOTE:**

Orvis (Yes/No) Doornenbal (Yes/No) Santos (Yes/No) DeBoer (Yes/No) Tobias (Yes/No)

**Action(s) to be taken:**

**OAKDALE IRRIGATION DISTRICT  
RESOLUTION NO. 2022-NIL**

**FINDING THE SOUTH MAIN CANAL IMPROVEMENTS – SEGMENT 3  
PROJECT OF THE OAKDALE IRRIGATION DISTRICT  
CATEGORICALLY EXEMPT FROM CEQA**

**WHEREAS**, the Oakdale Irrigation District (District) is a local public agency and political subdivision of the State of California acting as its own Lead Agency under the California Environmental Quality Act (CEQA), and

**WHEREAS**, the District proposes the South Main Canal Improvements – Segment 3 Project (Project) located approximately 1.5 miles downstream of the South Main Canal crossing under Willms Road in the County of Stanislaus, and

**WHEREAS**, the Project proposes to complete long-term canal repairs as necessary, for the benefit of the District and downstream irrigation customers on the South Main Canal, and

**WHEREAS**, the Board of Directors has determined that the proposed Project is Categorically Exempt from the requirements of CEQA pursuant to Section 15302 Class 2 (c), replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity, of the CEQA Guidelines.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors of the Oakdale Irrigation District hereby adopts the Resolution finding the South Main Canal Improvements – Segment 3 Project Categorically Exempt from CEQA.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and duly submitted to the Board for its consideration the above titled resolution was adopted this 19<sup>th</sup> day of July 2022.

**OAKDALE IRRIGATION DISTRICT**

\_\_\_\_\_  
Thomas D. Orvis, President

\_\_\_\_\_  
Scot A. Moody, Secretary



SPACE ABOVE RESERVED FOR CLERK'S/OPR USE

**From:**

Oakdale Irrigation District  
1205 East F Street  
Oakdale, CA 95361

**Project Applicant and Lead Agency Contact Person:**

Scot A. Moody, General Manager  
Oakdale Irrigation District  
Telephone (209) 847-0341  
Email: smood@oakdaleirrigation.com

**To:**

☒ County Clerk  
County of Stanislaus  
1021 "I" Street, Suite 101  
Modesto, CA 95354-0847

California Environmental Quality Act (CEQA)

**NOTICE OF EXEMPTION**

**Title:** South Main Canal Improvements - Segment 3

**Project Location:** The Oakdale Irrigation District South Main Canal near the Willms Siphon, approximately 1.5 miles downstream (generally south) of the South Main Canal crossing on Willms Road, in eastern Stanislaus County

**Project Description:**

A section of the Oakdale Irrigation District (OID or District) South Main Canal near its so-called Willms Siphon has surpassed 100 years in age and has developed extensive leaks over time. Although the canal has been periodically patched in the past, rehabilitation of that portion of the South Main Canal is needed to retain its integrity. The rehabilitated portions of the canal consist of approximately 1,485 feet upstream (north) and 325 feet downstream (south) of the Willms Siphon on the South Main. The project site is approximately 7,100 feet south and 950 feet east of the intersection of Willms Road and Hwy 108/120, in eastern Stanislaus County.

The proposed Project will include installation of temporary water diversion measures in the canal; de-watering the canal as necessary; scaling loose rock on the canal walls; placement of new shotcrete canal lining; removing debris from the canal; placement of new cast-in-place concrete canal floor; and installation of two permanent canal access ramps. The construction will take place between November 1, 2022 and March 1, 2023 when the canal is dewatered, and all construction will occur within the existing OID 100-foot right-of-way for the facility.

Neither the capacity nor service area of the South Main Canal will be increased as a result of the Project. The two proposed construction laydown sites will be located on graded, graveled areas adjacent to the canal. The potential staging area, if needed by the contractor, is located on privately owned, graveled property that has been used as a staging area for other canal projects.

**Project Purpose:**

The purpose of the Project is to restore this section of the South Main Canal to good condition for continued long term operations.

**Project Proponents:** Oakdale Irrigation District

**Project Beneficiaries:** Oakdale Irrigation District

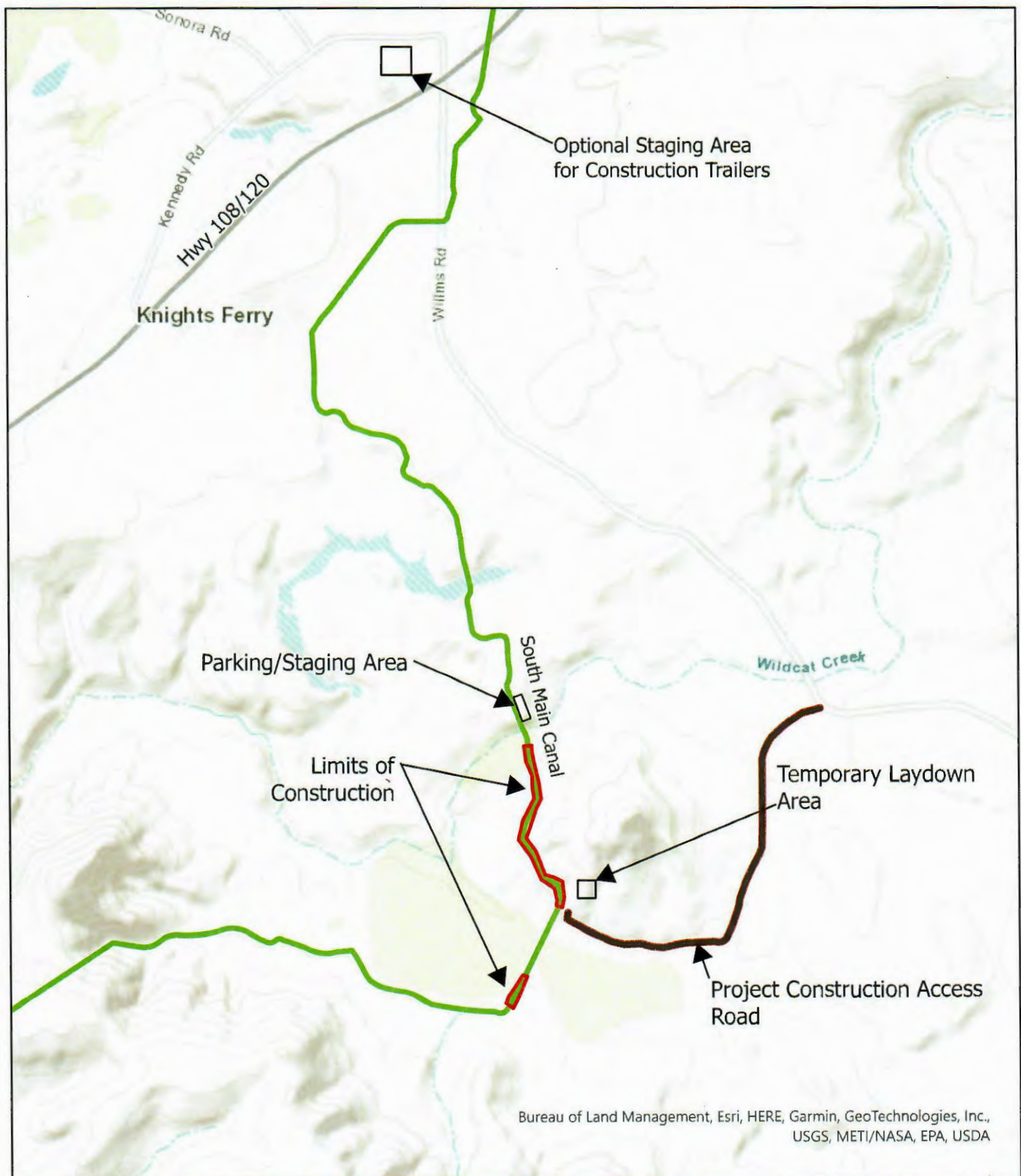
**Name of Public Agency Approving Project:** Oakdale Irrigation District

**Exempt Status:** ☒ Categorical Exemption (14 Cal. Code of Regulations, Sec. 15302 Class 2 (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity).

**Reasons Why Project is Exempt:** The Project consists of the rehabilitation of existing public facilities used for the conveyance of irrigation surface water. There will be no change in operation or expansion of existing conveyance facilities as a result of the Project.

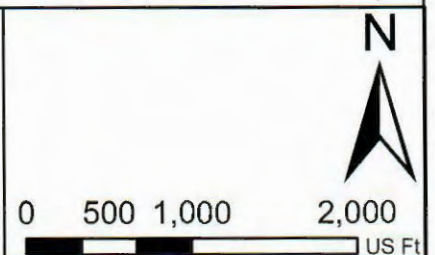
Dated: \_\_\_\_\_

\_\_\_\_\_  
Scot A. Moody, General Manager  
OAKDALE IRRIGATION DISTRICT



DRAWN BY: ECS  
CHECKED BY: ECT  
DATE: 7/5/22  
SHEET: 1 OF 1

OAKDALE IRRIGATION DISTRICT  
PROJECT SITE MAP  
SOUTH MAIN CANAL -  
SEGMENT 3 PROJECT





# **COMMUNICATIONS**

**SPECIAL BOARD  
MEETING OF JULY  
19, 2022**



# Oakdale Irrigation District Memorandum

**To:** Scot Moody, General Manager

**From:** Sharon Cisneros, Chief Financial Officer

**cc:** Eric Thorburn, Water Operations Manager/District Engineer  
Joe Kosakiewicz, Construction and Maintenance Manager

**Date:** July 9, 2022

**Re:** Budget Calendar for FY2023

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Attached you will find the calendar for the Budget process for the 2023 Fiscal Year.

The adoption is scheduled for November 1st to allow for continuance to the last meeting of 2022, if needed.

Please contact me with any questions or concerns.

## ***Oakdale Irrigation District FY2023 Budget Calendar***

<b>Date</b>	<b>Topic</b>	<b>Responsibility</b>
August 15th	Capital purchase, project worksheets, manpower worksheets, expense worksheets will be provided to Managers.	Finance Staff/CFO
August 29th	All worksheets to be returned to CFO.	Department Managers
September 12th	Preliminary Budget provided to General Manager for review.	General Manager/CFO
September 20th	Finance Committee Review	Finance Committee/General Manager/CFO
October 4th	Board Review and Discussion	Board of Directors/ General Manager/CFO
November 1st	Proposed Budget Adoption	Board of Directors/ General Manager/CFO
December 13th	Available if Budget not adopted on 11/17/20	Board of Directors/ General Manager/CFO





# **CLOSED SESSION ITEMS**

**SPECIAL BOARD  
MEETING OF JULY  
19, 2022**