

**SANTIAGO AQUEDUCT COMMISSION  
QUARTERLY MEETING**

March 18, 2021

*Due to COVID-19, this meeting will be conducted as a teleconference pursuant to the provisions of the Governor’s Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act. Members of the public may not attend this meeting in person.*

Participation by members of the Santiago Aqueduct Commission will be from remote locations. Public access and participation will only be available telephonically/electronically.

To virtually attend the meeting and to be able to view any presentations or additional materials provided at the meeting, please join online via Webex using the link and information below:

Via Web: <https://irwd.webex.com/irwd/j.php?MTID=md8e1394fcdcbcf63d42f1bce018053639>

Meeting Number (Access Code): 187 790 5211

Meeting Password: wnGpAN6Mf77

After joining the meeting, in order to ensure all persons can participate and observe the meeting, please select the “Call in” option and use a telephone to access the audio for the meeting by using the call-in information and attendee identification number provided. If you do not have access to a computer, dial (510) 338-9438 (followed by the # sign). To join the meeting, enter the Meeting Number (Access Code) above.

*As courtesy to the other participants, please mute your phone when you are not speaking.*

**PLEASE NOTE:** Participants joining the meeting will be placed into the Webex lobby when the Commission enters closed session. Participants who remain in the “lobby” will automatically be returned to the open session of the Board once the closed session has concluded. Participants who join the meeting while the Commission is in closed session will receive a notice that the meeting has been locked. They will be able to join the meeting once the closed session is over.

**CALL TO ORDER**      8:30 a.m.

**ROLL CALL**

**ATTENDANCE:** Commissioners

TCWD – Don Chadd	_____	SMWD – Donald Bunts	_____
ETWD – Kay Havens	_____	MWDOC – Charles Busslinger	_____
MNWD – Sherry Wanninger	_____	IRWD – John Withers	_____

Staff

Paul Cook	_____	Cheryl Clary	_____
Kevin Burton	_____	Malcolm Cortez	_____
Eileen Lin	_____	Diane Squyres	_____

Legal Counsel:

Allison Burns, SYC&R      \_\_\_\_\_

**PUBLIC COMMENT NOTICE**

If you wish to address the Board of Directors on any item, please submit a request to speak via the “chat” feature available when joining the meeting virtually. Remarks are limited to three minutes per speaker on each subject. You may also submit a public comment in advance of the meeting by emailing comments@irwd.com before 3:00 p.m. on Wednesday, March 17, 2021.

**ALL VOTES SHALL BE TAKEN BY A ROLL CALL VOTE.**

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**COMMUNICATIONS**

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1. Pledge of Allegiance
2. Public Comments
3. Determine the need to discuss and/or take action on item(s) introduced that came to the attention of the Commission subsequent to the agenda being posted.

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**ACTION ITEMS – Receive and file.**

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4. ELECTION OF OFFICERS – COOK  
  
Recommendation: That an election be conducted of the Chairman and Vice Chairman of the Santiago Aqueduct Commission.
5. MINUTES OF REGULAR COMMISSION MEETING, DECEMBER 17, 2020  
  
Recommendation: That the minutes of the December 17, 2020 meeting of the Santiago Aqueduct Commission of be approved as presented.
6. 2020-21 FINANCIAL REPORT
  - a. Ratify Disbursement Resolution No. 703 dated January 2021.
  - b. Ratify Disbursement Resolution No. 704 dated February 2021.
  - c. Receive and file Financial Statement dated February 28, 2021.
7. BAKER PIPELINE EXPOSURE THROUGH SANTIAGO CREEK PROJECT UPDATE – MCGEHEE / MORI / BURTON  
  
Recommendation: Receive and file.

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**ACTION ITEMS - Continued**

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8. PROPOSED FISCAL YEARS 2021-2022 AND 2022-2023 OPERATIONS, MAINTENANCE AND CAPITAL PROJECT BUDGET – CRAIG / TOBAR / LIN / CLARY

Recommendation: That the Commission review and approve the proposed Fiscal Years 2021-22 and 2022-23 Operations, Maintenance and Capital Project budget as presented.

9. APPOINTMENT OF ACWA-JPIA ALTERNATE DIRECTOR – COOK

Recommendation: That the Commission appoint an Alternate Director to represent the Santiago Aqueduct Commission on the Board of Directors of the ACWA-JPIA.

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**REPORTS**

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10. GENERAL MANAGER’S REPORT – COOK

11. ENGINEER’S REPORT – BURTON

12. MWDOC’S REPORT

13. ATTORNEY’S REPORT

14. COMMISSIONER’S COMMUNICATION

Commissioners may discuss meetings, communications, correspondence, or other items of general interest relating to matters within the Commission’s jurisdiction. There will be no voting or formal action taken.

15. ADJOURNMENT

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Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Santiago Aqueduct Commission in connection with a matter subject to discussion or consideration at an open meeting of the Commission will be available electronically via the Webex meeting noted. Upon request, the District will provide for written agenda materials in appropriate alternative formats, and reasonable disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments at public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, or alternative format requested at least two days before the meeting. Requests should be emailed to comments@irwd.com. Requests made by mail must be received at least two days before the meeting. Requests will be processed swiftly, granted whenever possible and any doubts will be resolved in favor of accessibility.

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**MINUTES OF THE QUARTERLY REGULAR MEETING  
OF THE SANTIAGO AQUEDUCT COMMISSION**

**December 17, 2020**

The quarterly meeting of the Santiago Aqueduct Commission (“SAC”) was duly noticed and was held at 8:00 a.m. on December 17, 2020 by WebEx virtual attendance. Acting Chairman WITHERS called the meeting to order at 8:05 a.m. ALLISON BURNS recorded the Minutes of the meeting.

**COMMISSIONERS PRESENT**

JOHN WITHERS, Irvine Ranch Water District (“IRWD”); DON CHADD, Trabuco Canyon Water District (“TCWD”); DON BUNTS, Santa Margarita Water District (“SMWD”); MATT COLLINGS, Moulton Niguel Water District (“MNWD”); CHARLES BUSSLINGER, Municipal Water District of Orange County (“MWDOC”); and KATHRYN FRESHLEY, El Toro Water District, (“ETWD”).

Also present were: PAUL COOK, General Manager, IRWD; CHERYL CLARY, Treasurer, IRWD; KEVIN BURTON, Engineer, IRWD; SAUNDRA JACOBS, SMWD; CHARLES T. GIBSON, SMWD; ALLISON BURNS, General Counsel/Secretary; DIANE SQUYRES, Administrative Secretary, IRWD; JESSICA CRAIG, IRWD; MALCOLM CORTEZ, Assistant Engineer, IRWD; EILEEN LIN, Assistant Treasurer, IRWD; MIKE GASKINS, ETWD; JAVIER TOBAR, IRWD; JEFF SMYTH, East Orange County Water District (“EOCWD”); and DENNIS CAFFERTY, ETWD.

**COMMUNICATIONS**

1. **Pledge of Allegiance** – the Commission dispensed with the Pledge of Allegiance.
2. **Public Comments** - No public comments.
3. **Determine the need to discuss and/or take action on item(s) introduced that came to the attention of the Commission subsequent to the agenda being posted** - No items added.

**CONSENT ITEMS – Receive and file**

4. MINUTES OF COMMISSION MEETING – SEPTEMBER 17, 2020.
5. MINUTES OF SPECIAL COMMISSION MEETING- SEPTEMBER 17, 2020
6. 2019-20 FINANCIAL REPORT.
  - a. Ratify Disbursement Resolution No. 700 dated June 2020.
  - b. Ratify Disbursement Resolution No. 701 dated November 2020.
  - c. Ratify Disbursement Resolution No. 702 dated November 2020.
  - e. Receive and file Financial Statement dated November 30, 2020.

7. FISCAL YEAR 2019-20 FINANCIAL REPORT-CRAIG/TOBAR/CLARY

Recommendation: Receive and file

WITHERS- Moved to approve the Consent Calendar items 4, 5, 6 and 7; seconded by BUNTS and approved 5-0-0-1 (CHADD absent).

**ACTION ITEMS**

8. ADOPTION OF AUTHORITY BANKING RESOLUTION AND CERTIFICATE OF INCUMBENCY AND DEPOSIT ACCOUNT DOCUMENTATION SIGNATURE CARD-CLARY

**Recommendation:** That the members of the Santiago Aqueduct Commission authorize the General Manager, Engineer and Treasurer of the Commission as Designated Account Signers on the Commission's Bank of America Deposit Account and Treasury Management Services Banking Resolution and Certificate of Incumbency, and Deposit Account Documentation Signature Card.

CLARY reported that she is currently the only authorized signer on the bank account and, therefore, staff requests additional authorized signers: General Manager (with authority to open accounts and other management services) and Engineer (with authority to sign checks).

WITHERS moved the item as presented, seconded by BUNTS and approved 5-0-0-1 (CHADD absent).

**REPORTS**

9. GENERAL MANAGER'S REPORT-COOK.

COOK– IRWD will be realigning its Board membership based on the election outcome. Election of Officers will be on the first meeting in 2021. Diane Squyres will be asking all members for new times for these meetings to avoid conflicts with SOCWA. Happy Holidays!

10. ENGINEER'S REPORT-BURTON.

BURTON – Reported that the area has suffered two fires since the last SAC meeting. Silverado fire: staff drove the pipeline alignment and determined that SAC lost Edison service to at least two cathodic protection rectifiers. Two locations were completely burned. One rectifier was completely gone. Staff observed substantial damage to one more and possibly a third. Staff cannot perform a full assessment until Edison gets the power back on. SAC does have an insurance policy and a claim has been made. The deductible is \$1,000. Staff will keep the Commission updated.

Pipeline relocation in Santiago Creek was authorized at the last meeting. CEQA is completed. Permits from Fish and Game and Army corps are underway. Geotechnical work is complete, and a report has been produced. Design of the realignment is well underway. Staff expects permits and commencement of construction in late Spring/early Summer 2021.

Staff is looking at doing an assessment of the pipeline (which is 60 years old) in Reach 1U. This would involve digging a hole on each side of the creek, walking the pipe under the creek, running cameras 2,000 feet downstream, and pulling a section of the pipe out to do an assessment of how the pipe is holding up. This is one of the older pieces of pipe in the SAC system and it should give an idea of the status of the pipeline in general. Scope of work and fee will be presented at the next meeting so that this work can be done during the realignment construction.

COOK – Who is responsible for the proposed major relocation in the Santiago Hills Development?

BURTON – Irvine Company will be responsible for the relocation when their development proceeds in the coming years.

11. MWDOC’S REPORT.

BUSSLINGER – MWDOC is proceeding with the AMP shutdown from April 3, 2021 through May 9, 2021 to repair a section of concrete cylinder pipe that has experienced deterioration. South Coast and Santa Margarita are working on their own projects.

Director CHADD arrived after having resolved technical difficulties.

12. ATTORNEY’S REPORT.

BURNS – Happy Holidays!

13. COMMISSIONERS’ COMMUNICATIONS

WITHER – None.

FRESHLEY – Wishing all a good holiday season.

COLLINGS – None.

BUSSLINGER – Nothing.

BUNTS – Happy holidays and healthy new year!

CHADD - Nothing.

**OTHER BUSINESS**

14. ADJOURNMENT.

WITHERS adjourned the meeting at 8:22 a.m.

Respectfully submitted,

Allison E. Burns, Secretary

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SANTIAGO AQUEDUCT COMMISSION  
DISBURSEMENT RESOLUTION NO. 703

January 2021

RESOLVED by Santiago Aqueduct Commission that items shown below be approved for payment and charges to the Contracting Agencies and to holders of capacity rights in the Santiago Aqueduct Commission in accordance with the policy with respect to standby charges, water surcharges and operation and maintenance costs adopted by this Commission on April 10, 1963: That the Contracting Public Agencies and other holders of capacity rights in said Santiago Aqueduct be called upon to pay this Commission for their respective shares of such items, and payments, such items and the distribution thereof are as follows:

OPERATIONS AND MAINTENANCE

1	AT&T Charges for Nov 20	173.84
2	Michael Baker	8,429.00
3	Southern California Edsion Charges for Nov - Dec 2020	403.29
4	DavisFarr LLP	5,000.00
5	Stradling Yocca Carlson & Rauth	1,742.00
6	TOTAL DISBURSEMENT RESOLUTION NO. 703	<u>\$ 15,748.13</u>

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SANTIAGO AQUEDUCT COMMISSION  
DISBURSEMENT RESOLUTION NO. 704

February 2021

RESOLVED by Santiago Aqueduct Commission that items shown below be approved for payment and charges to the Contracting Agencies and to holders of capacity rights in the Santiago Aqueduct Commission in accordance with the policy with respect to standby charges, water surcharges and operation and maintenance costs adopted by this Commission on April 10, 1963: That the Contracting Public Agencies and other holders of capacity rights in said Santiago Aqueduct be called upon to pay this Commission for their respective shares of such items, and payments, such items and the distribution thereof are as follows:

OPERATIONS AND MAINTENANCE		
1	AT&T Charges for Dec	175.14
2	Southern California Edison Charges for Jan 21	150.51
3	Irvine Ranch Water District Baker Pipeline Operation (Oct - Dec 2020) Baker Pipeline Maintenance (Oct - Dec 2020)	3,750.55 8,526.85
4	TOTAL DISBURSEMENT RESOLUTION NO. 704	<u>\$ 12,603.05</u>

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**Santiago Aqueduct Commission**  
Statement of Net Position  
For the Period Ended February 28, 2021

**ASSETS**

Current assets:

Cash and investments (1)	\$ 384,769
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Receivables:

Accounts receivable	6,779
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Interest receivable	371
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Total receivables	<u>7,149</u>
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Total current assets	<u>391,918</u>
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Noncurrent assets:

Capital assets, net of depreciation	44,220
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Construction in progress	<u>67,346</u>
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Total noncurrent assets, net	<u>111,566</u>
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<b>TOTAL ASSETS</b>	<u><u>503,484</u></u>
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**LIABILITIES**

Current liabilities:

Account payable	<u>67,346</u>
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<b>TOTAL LIABILITIES</b>	<u><u>67,346</u></u>
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**NET POSITION**

Investment in capital assets	111,566
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Unrestricted	324,572
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<b>TOTAL NET POSITION</b>	<u><u>\$ 436,138</u></u>
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(1) On March 21, 2019 the Commission adopted a resolution authorizing the use of existing cash to pay member fees for FY 2020-2021.

## Santiago Aqueduct Commission

### Statement of Revenues, Expenses and Changes in Net Position

For the Period Ended February 28, 2021

#### OPERATING REVENUES

Water surcharge	\$ 25,348
Member charges (1)	-
Other Income	176
Total operating revenues	<u>25,524</u>

#### OPERATING EXPENSES

Contract labor	2,173
Equipment usage	120
Utilities	1,475
Landscape	4,920
Cathodic protection monitoring and maintenance	6,270
Cathodic protection upgrade expense	8,429
Telemetry alarm	1,045
General and administrative:	
Audit	5,000
Insurance	4,888
Legal	1,966
Administration management	11,100
Other	593
Depreciation	1,501
Total operating expenses	<u>49,480</u>
Operating income (loss)	<u>(23,956)</u>

#### NONOPERATING REVENUES (EXPENSES)

Interest income	1,048
Increase (decrease) in fair value of investments	(741)
Total nonoperating revenues	<u>307</u>
Increase (decrease) in net position	(23,649)

#### NET POSITION AT BEGINNING OF YEAR

459,787

#### NET POSITION AT END OF FEBRUARY

\$ 436,138

(1) On March 21, 2019 the Commission adopted a resolution authorizing the use of existing cash to pay member fees for FY 2020-2021. Therefore, member charges for the period ended February 28, 2021 is \$0.

March 18, 2021

Prepared by: J. McGehee/R. Mori

Submitted by: K. Burton

Approved by: Paul A. Cook



## SANTIAGO AQUEDUCT COMMISSION

### BAKER PIPELINE EXPOSURE THROUGH SANTIAGO CREEK PROJECT UPDATE

#### SUMMARY:

A section of the Baker Pipeline is exposed through Santiago Creek in Irvine Regional Park. Staff is continuing with the design and permitting coordination for the relocation of the pipeline, as approved by the Santiago Aqueduct Commission at its meeting on September 17, 2020. At the Commission meeting, staff will provide an overall project update.

#### BACKGROUND:

During a site visit within the Irvine Regional Park for an unrelated project, DMc Engineering contacted IRWD about a partially exposed large diameter pipeline within Santiago Creek at the approximate locations shown on Exhibit "A". IRWD staff subsequently confirmed that the exposed pipe is a portion of Reach 1U of the 54-inch diameter Baker Pipeline, located just downstream of Santiago Lateral Turnout OC-33.

The Baker Pipeline was constructed in 1961 and initially was designed with approximately six feet of cover across Santiago Creek. Since that time, the creek has widened by approximately 50 feet and scoured more than seven feet, which has resulted in the exposure of approximately 35 linear feet of the upper portion of the pipeline. To address the existing pipeline exposure and to minimize the potential for future exposure of additional portions of the pipeline, staff is proceeding with lowering the Baker Pipeline by approximately 10 feet along its current alignment for approximately 350 feet across the width of Santiago Creek.

#### Project Update:

Significant progress on the project has been made since the Commission authorized the design in September 2020. The geotechnical investigations required to support the design phase are complete, and the investigations confirmed that no special design or construction techniques are required to be incorporated into the project. The investigations did confirm that the depth to groundwater is approximately four feet below ground surface, which will require the implementation of a groundwater dewatering system during construction.

The design of the pipeline is also complete, and permit applications and construction plans have been submitted to the jurisdictional agencies including Army Corps of Engineers, Regional Water Quality Control Board, and the California Department of Fish & Wildlife. Staff also submitted permit applications and construction plans to County of Orange Public Works and OC Parks, which is necessary to obtain an encroachment permit for construction. Staff conducted coordination meetings with the County and Fish & Wildlife, both of whom are progressing their reviews of the submitted permit applications. Staff continues to follow up with the Army Corps

and Regional Board, and anticipates receiving initial feedback from both agencies in the coming weeks. After the jurisdictional agency reviews are completed and the associated permit conditions identified, staff will update the contract documents with any necessary requirements and then advertise the project for construction bids.

Schedule:

The project is being completed in accordance with the following schedule milestones, which are based on the anticipation that all permits will be finalized and received by May 2021:

- All permits finalized and received May 2021
- Bid opening and construction award June 2021
- Construction Notice to Proceed July 2021
- Contractor mobilization August 2021
- Construction complete October 2021

As part of the design process, staff contacted large diameter steel pipe fabricators to discuss current fabrication and delivery timelines. The pipe fabricators indicated that the lead time for 54-inch diameter pipe is extremely volatile due to issues caused by COVID-19 and is currently ranging anywhere between one month and four months after approval of the pipe fabrication submittal drawings.

If the permitting approvals are delayed beyond the currently anticipated completion date or if the pipeline lead times continue to exceed more than two months, staff may defer the bid advertisement until after winter 2021 rainy season. Staff will continue to monitor both these issues and make final determinations regarding the bid advertisement schedule when the jurisdictional agency permits are finalized.

Budget Update:

At the September 17, 2020 Commission meeting, staff presented a budget estimate of \$842,000 as the total estimated capital cost for the project. With the design now complete, the budget estimate has been updated to a total of \$987,319. A summary of the updated budget is provided as Exhibit "B". The major items that have contributed to the updated project cost include the following.

- West Yost Associates design variance for additional permitting coordination with Orange County Public Works in the amount of \$6,262;
- Pipeline inspection and testing during construction, which will be performed by V&A Engineering in the amount of \$23,553. This evaluation will result in a condition assessment of the Baker Pipeline and provide an estimated remaining useful life before replacement or rehabilitation should be considered;
- Approximately \$25,000 in additional construction costs after further refining the design; and



- Approximately \$80,000 in G&A for IRWD staff time supporting the design and construction phases of the project.

FISCAL IMPACTS:

The total estimated budget required for the project is \$987,318. The capital costs estimated at \$145,813 through June 30, 2021 will be paid from existing cash reserves. It is expected that each member agency will set aside funding for the remaining \$841,505 estimated project cost which will be paid from cash calls to the member agencies during the fiscal year ending June 30, 2022. The projected contribution for each agency is listed in the Commission package “Exhibit “A-3” of the Operation, Maintenance and Capital Project Budget.

ENVIRONMENTAL COMPLIANCE:

This project is exempt from the California Environmental Quality Act (CEQA) and in conformance with California Code of Regulation, Title 14, Chapter 3, Section 15282 in that the installation of new pipeline or maintenance, repair restoration, removal, or demolition of an existing pipeline as set forth in Section 21080.21 of the Public Resources Code, as long as the project does not exceed one mile in length. This project is also exempt per Section 15301(b) which provides exclusion for minor alteration of public facilities. A Notice of Exemption for the project was filed with the County of Orange in November 2020.

RECOMMENDATION:

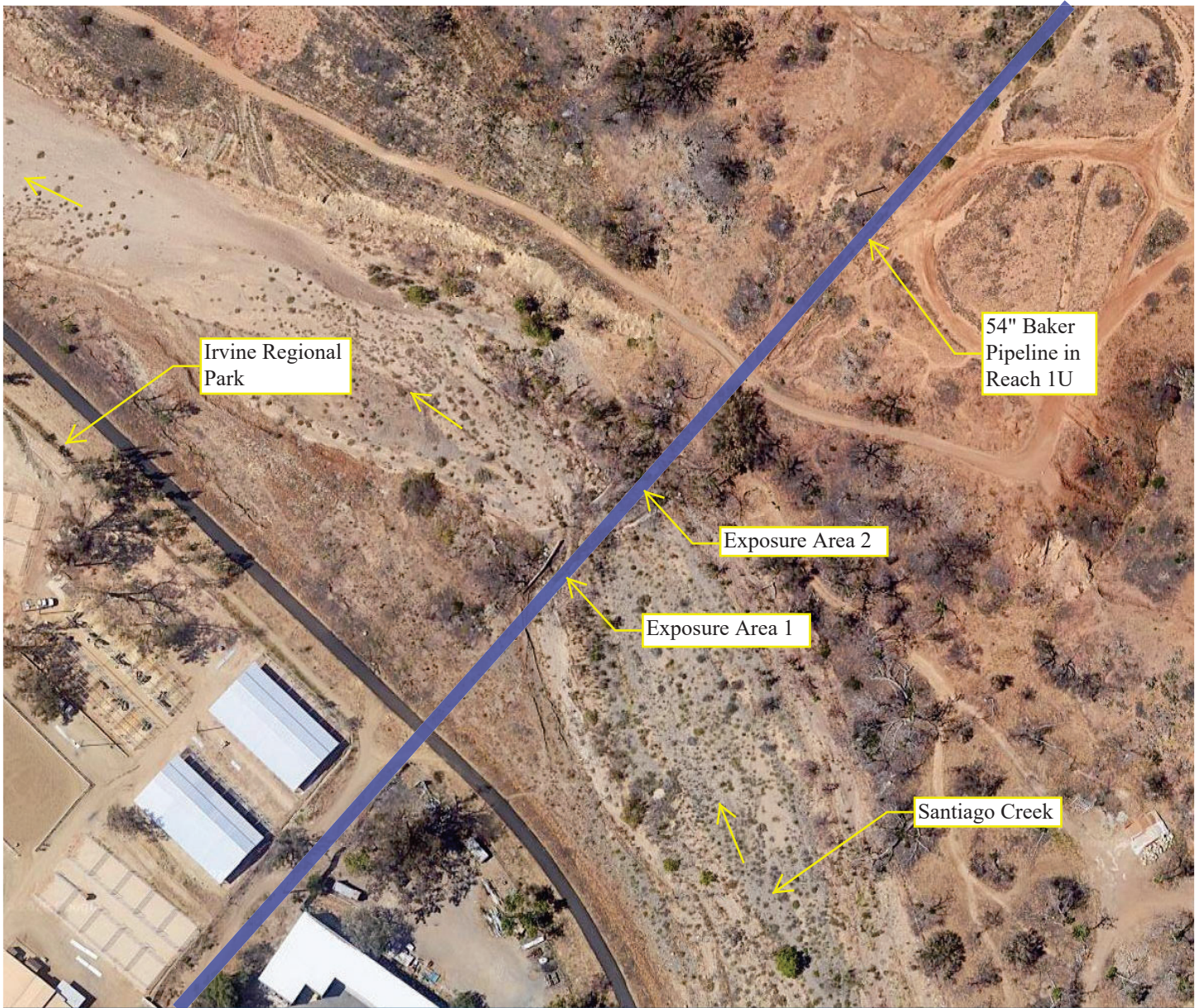
Receive and file.

LIST OF EXHIBITS:

Exhibit “A” – Location Map  
Exhibit “B” – Project Budget Update

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Exhibit "A"  
Location Map



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EXHIBIT "B"

**SAC Capital Budget for  
Baker Pipeline Relocation Project**

**FY 2020-2021 <sup>1</sup>**

DMc Engineering	\$	17,969
West Yost	\$	46,990
NMG Geotechnical	\$	19,764
Harmsworth & Associates	\$	50,000
IRWD staff time	\$	11,090
Total FY 2020-2021		\$ 145,813

**FY 2021-2022**

IRWD staff time (design)	\$	10,000
IRWD staff time G&A (150%) <sup>2</sup>	\$	31,635
West Yost Variance	\$	6,262
Bidding	\$	5,000
Construction	\$	507,000
Construction Support		
West Yost	\$	30,000
V&A Pipe Inspection	\$	23,553
NMG Geotechnical	\$	20,000
Surveying	\$	5,000
H&A Permitting	\$	10,000
Engineering (IRWD)	\$	15,000
Inspection (IRWD)	\$	15,000
Mitigation/restoration	\$	50,000
Contingency (10%)	\$	68,055
IRWD staff time G&A (150%)	\$	45,000

**Total FY 2021-2022 \$ 841,505**


**Total Project Cost \$ 987,319**

<sup>1</sup> Capital project budget approved by the Board on 9/17/2020

<sup>2</sup> G&A includes 150% of \$11,090 of IRWD staff time expended under previously approved FY 2020-2021 budget

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March 18, 2021  
Prepared by: J. Craig / J. Tobar / E. Lin  
Submitted by: C. Clary  
Approved by: Paul A. Cook 

## SANTIAGO AQUEDUCT COMMISSION

### PROPOSED FISCAL YEARS 2021-22 AND 2022-23 OPERATIONS, MAINTENANCE AND CAPITAL PROJECT BUDGET

#### SUMMARY:

This year staff proposes that the Santiago Aqueduct Commission continue with a two-year budget cycle, which is consistent with the budget cycles several cities and water districts have adopted.

#### BACKGROUND:

##### *Operations Budget:*

The Operations budget includes the labor and administrative costs associated with operating, monitoring and reading the meters for water deliveries of the Baker Pipeline. It is funded by a surcharge on each acre-foot (AF) of water delivered. The surcharge per AF for each year is shown in Exhibit “A”, page A-3.

Staff recommends a decrease from the current FY 2020-21 surcharge of \$1.12 per AF to \$0.97 per AF in FY 2021-22 and then to \$0.99 per AF in FY 2022-23. The proposed decrease from FY 2020-21 results primarily from anticipated lower contract labor expenses. The decrease is partially offset by an increase in administrative costs. The surcharge increases slightly to \$0.99 per AF in FY 2022-23 primarily due a Cost-of-Living Adjustment for contract labor. Expected deliveries of water to member agencies of 31,435 AF remain consistent for each of the two fiscal years.

In accordance with past practice, depreciation is excluded from the FY 2021-22 and FY 2022-23 budgets based on the Commission’s approach to financing future capital expenditures on a pay-as-you-go basis. Each member agency sets aside funding for future capital projects, which will be funded by cash calls to the member agencies on an as-needed basis.

##### *Maintenance Budget:*

The Maintenance budget includes the cost of maintaining the pipeline and the administrative costs associated with both maintenance of the pipeline and administration of the Commission. As shown in Exhibit “A”, pages A-1 and A-2, the proposed budget for FY 2021-22 and FY 2022-23 reflects a decrease of \$5,100 and \$1,525, respectively. The decrease in FY 2021-22 is due primarily to reduced required cathodic protection system monitoring activities. The decrease in FY 2022-23 is due primarily to reduced follow-up activity required for cathodic protection system maintenance.

*Capital Project Budget:*

The capital project budget includes planning, design, permitting, and construction of the Baker Pipeline Relocation Project. As shown in Exhibit “A”, pages A-1 and A-2, the proposed budget for FY 2021-22 and FY 2022-23 reflects an increase of \$695,692 and a decrease of \$841,505, respectively. The increase in FY2021-22 is due primarily to starting and completion of the project from July to December 2021. The decrease in FY 2022-23 is due primarily to the project completion in December 2021. Funding for the project is discussed in the Baker Pipeline Relocation through Santiago Creek Project Update.

The proposed FY 2021-22 and FY 2022-23 Operations, Maintenance, and Capital Project budget is provided as Exhibit “A”. The assumptions used to prepare the budget are included as Exhibit “B”.

FISCAL IMPACTS:

Fiscal impacts to the participating agencies are shown in Exhibit “A”, page A-3.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as define in the California Environmental Quality Act Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

That the Commission review and approve the proposed Fiscal Years 2021-22 and 2022-23 Operations, Maintenance and Capital Project budget as presented.

LIST OF EXHIBITS:

Exhibit “A” – Proposed FY 2021-22 and FY 2022-23 Operations, Maintenance, and Capital  
Project Budget

Exhibit “B” – Proposed Budget Assumptions



**EXHIBIT "A-1"**  
**SANTIAGO AQUEDUCT COMMISSION**  
**Baker Pipeline**  
**Proposed Budget 2021-22**

	FY 2019-20 Actual			FY 2020-21 Actual (as of February 28, 2021)				Approved FY 2020-21 Budget				Proposed FY 2021-22 Budget				Increase/(Decrease)					
	Oper.	Maint.	Total	Oper.	Maint.	Capital Proj.	Total	Oper.	Maint.	Capital Proj.	Total	Oper.	Maint.	Capital Proj.	Total	Oper.	Maint.	Capital Proj.	Total	%	
<b>Contract Labor and Equipment</b>																					
1	Contract Labor	\$ 4,139	\$ 2,650	\$ 6,789	\$ 1,771	\$ 402	\$ 2,173	\$ 8,500	\$ 5,600		\$ 14,100	\$ 4,200	\$ 5,600		\$ 9,800	\$ (4,300)	\$ -		\$ (4,300)	-30.5%	
2	Equipment Usage	222		222	120		120	650	350		1,000	400	350		750	(250)	-		(250)	-25.0%	
3	Administration/Management	10,800	10,800	21,600	5,550	5,550	11,100	11,100	11,100		22,200	15,300	15,300		30,600	4,200	4,200		8,400	37.8%	
<b>Outside Services</b>																					
4	Telemetry Alarm System/Underground Alert	2,083		2,083	1,045		1,045	2,100			2,100	2,100		2,100					-	0.0%	
5	Depreciation (2)	3,004		3,004	1,501		1,501	3,500			3,500			-	(3,500)				(3,500)	-100.0%	
6	Utilities		2,237	2,237		1,475	1,475		3,700		3,700		3,000	3,000			(700)		(700)	-18.9%	
7	Cathodic Protection Sys Maintenance/Upgrade		2,100	2,100		6,270	6,270		5,000		5,000		5,000	5,000			-		-	0.0%	
8	Cathodic Protection Sys Monitoring		36,169	36,169		8,429	8,429		31,000		31,000		26,000	26,000			(5,000)		(5,000)	-16.1%	
9	Maintenance - Landscape		7,650	7,650		4,920	4,920		10,000		10,000		7,200	7,200			(2,800)		(2,800)	-28.0%	
10	SAC Baker Pipeline Relocation Project					\$ 67,346	67,346			\$ 145,813 (1)	145,813			\$ 841,505	841,505			\$ 695,692	695,692	477.1%	
<b>Administration</b>																					
11	General Liability Insurance	3,574	3,574	7,148	2,444	2,444	4,888	3,650	3,650		7,300	3,500	3,500		7,000	(150)	(150)		(300)	-4.1%	
12	Legal	1,408	1,408	2,816	983	983	1,966	2,000	2,000		4,000	2,000	2,000		4,000				-	0.0%	
13	Bank Charges	344	344	688	297	296	593	400	400		800	500	500		1,000	100	100		200	25.0%	
14	Audit	2,550	2,550	5,100	2,500	2,500	5,000	2,500	2,500		5,000	2,500	2,500		5,000				-	0.0%	
15	Property Taxes			-			-	750	750		1,500			-	-	(750)	(750)		(1,500)	-100.0%	
16	<b>Total</b>	<u>\$ 28,123</u>	<u>\$ 69,482</u>	<u>\$ 97,606</u>	<u>\$ 16,211</u>	<u>\$ 33,269</u>	<u>\$ 67,346</u>	<u>\$ 116,826</u>	<u>\$ 35,150</u>	<u>\$ 76,050</u>	<u>\$ 145,813</u>	<u>\$ 257,013</u>	<u>\$ 30,500</u>	<u>\$ 70,950</u>	<u>\$ 841,505</u>	<u>\$ 942,955</u>	<u>\$ (4,650)</u>	<u>\$ (5,100)</u>	<u>\$ 695,692</u>	<u>\$ 685,942</u>	266.9%

**Notes:**

(1) The capital project preliminary budget was reviewed with the Board on 9/17/2020.

(2) No depreciation will be charged for all fixed assets including the Pipeline Relocation Project in the current or future budgets based on the prior Board's discussion of financing future capital expenditures on a pay-as-you-go basis.

**EXHIBIT "A-2"**  
**SANTIAGO AQUEDUCT COMMISSION**  
**Baker Pipeline**  
**Proposed Budget 2022-23**

	FY 2019-20 Actual			FY 2020-21 Actual (as of February 28, 2021)				Proposed FY 2021-22 Budget				Proposed FY 2022-23 Budget			Increase/(Decrease)					
	Oper.	Maint.	Total	Oper.	Maint.	Capital Proj.	Total	Oper.	Maint.	Capital Proj.	Total	Oper.	Maint.	Total	Oper.	Maint.	Capital Proj.	Total	%	
<b>Contract Labor and Equipment</b>																				
1	\$ 4,139	\$ 2,650	\$ 6,789	\$ 1,771	\$ 402		\$ 2,173	\$ 4,200	\$ 5,600		\$ 9,800	\$ 4,400	\$ 5,800	\$ 10,200	\$ 200	\$ 200		\$ 400	4.1%	
2	222		222	120			120	400	350		750	400	350	750				-	0.0%	
3	10,800	10,800	21,600	5,550	5,550		11,100	15,300	15,300		30,600	15,400	15,400	30,800	100	100		200	0.7%	
<b>Outside Services</b>																				
4	2,083		2,083	1,045			1,045	2,100			2,100	2,100		2,100	-			-	0.0%	
5	3,004		3,004	1,501			1,501				-			-				-	0.0%	
6		2,237	2,237		1,475		1,475		3,000		3,000		3,000	3,000				-	0.0%	
7		2,100	2,100		6,270		6,270		5,000		5,000		3,000	3,000		(2,000)		(2,000)	-40.0%	
8		36,169	36,169		8,429		8,429		26,000		26,000		26,000	26,000				-	0.0%	
9		7,650	7,650		4,920		4,920		7,200		7,200		7,200	7,200				-	0.0%	
10						\$ 67,346	67,346		\$ 841,505		841,505						\$ (841,505)	(841,505)	-100.0%	
<b>Adminstration</b>																				
11	3,574	3,574	7,148	2,444	2,444		4,888	3,500	3,500		7,000	3,625	3,625	7,250	125	125		250	3.6%	
12	1,408	1,408	2,816	983	983		1,966	2,000	2,000		4,000	2,000	2,000	4,000				-	0.0%	
13	344	344	688	297	296		593	500	500		1,000	550	550	1,100	50	50		100	10.0%	
14	2,550	2,550	5,100	2,500	2,500		5,000	2,500	2,500		5,000	2,500	2,500	5,000				-	0.0%	
15			-				-				-			-				-		
16	<b>Total</b>	<b>\$ 28,123</b>	<b>\$ 69,482</b>	<b>\$ 97,606</b>	<b>\$ 16,211</b>	<b>\$ 33,269</b>	<b>\$ 67,346</b>	<b>\$ 116,826</b>	<b>\$ 30,500</b>	<b>\$ 70,950</b>	<b>\$ 841,505</b>	<b>\$ 942,955</b>	<b>\$ 30,975</b>	<b>\$ 69,425</b>	<b>\$ 100,400</b>	<b>\$ 475</b>	<b>\$ (1,525)</b>	<b>\$ (841,505)</b>	<b>\$ (842,555)</b>	<b>-89.4%</b>

**Note:**

(1) No depreciation will be charged for all fixed assets including the Pipeline Relocation Project in the current or future budgets based on the prior Board's discussion of financing future capital expenditures on a pay-as-you-go basis.

**EXHIBIT "A-3"**  
**SANTIAGO AQUEDUCT COMMISSION**  
**Baker Pipeline**  
**Proposed 2021-22 and 2022-23 Surcharge and Allocation**

	Proposed FY 2021-22 Budget				Proposed FY 2022-23 Budget		
	Operating	Maintenance	Capital Project	Total	Operating	Maintenance	Total
1 Contract Labor	\$ 4,200	\$ 5,600		\$ 9,800	\$ 4,400	\$ 5,800	\$ 10,200
2 Equipment Usage	400	350		750	400	350	750
3 Administration/Management	15,300	15,300		30,600	15,400	15,400	30,800
4 Telemetry Alarm System	2,100			2,100	2,100		2,100
5 Depreciation				-			-
6 Utilities		3,000		3,000		3,000	3,000
7 Cathodic Prot Sys Maintenance		5,000		5,000		3,000	3,000
8 Cathodic Prot Sys Monitoring		26,000		26,000		26,000	26,000
9 Maintenance-Landscape		7,200		7,200		7,200	7,200
10 SAC Baker Pipeline Relocation Project			\$ 841,505	841,505			-
11 General Liability Insurance	3,500	3,500		7,000	3,625	3,625	7,250
12 Legal	2,000	2,000		4,000	2,000	2,000	4,000
13 Bank Charges	500	500		1,000	550	550	1,100
14 Audit	2,500	2,500		5,000	2,500	2,500	5,000
15 Property Taxes				-			-
<b>16 Total</b>	<b>\$ 30,500</b>	<b>\$ 70,950</b>	<b>\$ 841,505</b>	<b>\$ 942,955</b>	<b>\$ 30,975</b>	<b>\$ 69,425</b>	<b>\$ 100,400</b>

**Proposed FY 2021-22 and  
FY 2022-23**

<u>Member Agencies</u>	<u>Proposed Acre Feet</u>	<u>Capacity per Linear Foot</u>	<u>Reach 1U % (1)</u>						
			\$	\$	\$	\$			
17 East Orange County Wtr District		2.58%		\$ 1,831	\$ 80,195	\$ 82,026			
18 Irvine Ranch Wtr Dist (NonBaker and Baker Project)	7,407	30.68%	\$ 7,185	21,767	427,400	456,352	\$ 7,299	\$ 1,791	\$ 28,599
19 Santa Margarita Wtr Dist (Baker Project)	8,454	22.28%	8,203	15,808	112,341	136,352	8,330	15,468	23,798
20 Trabuco Canyon Wtr Dist (NonBaker and Baker Project)	3,778	13.71%	3,666	9,727	68,583	81,976	3,723	9,518	13,241
21 El Toro Wtr Dist (Baker Project)	3,342	8.54%	3,243	6,059	42,496	51,798	3,293	5,929	9,222
22 Moulton Niguel Wtr Dist (Baker Project)	8,454	22.21%	8,203	15,758	110,490	134,451	8,330	15,419	23,749
<b>23 Total</b>	<b>31,435</b>	<b>100.00%</b>	<b>\$ 30,500</b>	<b>\$ 70,950</b>	<b>\$ 841,505</b>	<b>\$ 942,955</b>	<b>\$ 30,975</b>	<b>\$ 69,425</b>	<b>\$ 100,400</b>

<b>24 Proposed Surcharge per Acre Foot</b>	<b>\$ 0.97</b>	<b>\$ 0.99</b>
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**Note:**

**(1) SAC Baker Pipeline Relocation Project - Reach 1U Percentage**

25 East Orange County Water District	9.53%	\$ 80,195
26 Irvine Ranch Water District	50.79%	427,400
27 Santa Margarita Water District	13.35%	112,341
28 Trabuco Canyon Water District	8.15%	68,583
29 El Toro Water District	5.05%	42,496
30 Moulton Niguel Water District	13.13%	110,490
<b>31 Total</b>	<b>100.00%</b>	<b>\$ 841,505</b>

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EXHIBIT "B"  
SANTIAGO AQUEDUCT COMMISSION  
PROPOSED BUDGET FY 2021-22  
OPERATIONS & MAINTENANCE ASSUMPTIONS

CONTRACT LABOR AND EQUIPMENT

OPERATIONS

1. Annual Meter Reading Expense

Contract Labor

2 hours per month required

Assume 10% contingency (rereads, access issues, etc)

24 hours per year required

Meter reader at \$29.55 per hour rate

24 hours X \$29.65 per hour = \$709 direct cost

Add 150% overhead per agreement or \$1,064

Total direct and overhead labor expense: \$1,773

Equipment Usage

24 hours X \$19.19 per hour (Medium Duty Vehicle) = \$461

However, staff does not always charge usage amount use - \$200

Total Annual Meter Reading Expense: \$1,973

2. System Operations

Contract Labor

2 hours per month or 24 hours per year required – System review/  
changes/reports and respond to system problems in the field

24 hours X \$40.08 per hour = \$962 per year direct cost

Add 150% overhead per agreement or \$1,443

Total direct and overhead labor expense: \$2,405

Equipment Usage

24 hours X \$19.19 per hour (Medium Duty Vehicle) = \$461

However, staff does not always charge usage amount use - \$200

Total Annual System Operations Expense: \$2,605

TOTAL OPERATIONS EXPENSE

CONTRACT LABOR: \$4,178 – Rounded \$4,200

EQUIPMENT USAGE: \$400

MAINTENANCE

1. Meter Maintenance

Contract Labor

3 hours per month or 36 hours per year required – Test and calibrate all active SAC Meters

36 hours X \$34.68 per hour = \$1,248 direct cost

Add 150% overhead per agreement or \$1,872

Total direct and overhead expense: \$3,120

Equipment Usage

36 hours X \$19.19 per hour (Medium Duty Vehicle) = \$691

However, staff does not always charge usage amount use - \$250

Total Annual Meter Maintenance Expense: \$3,370

2. Air Vac Valve / Valve Maintenance

Contract Labor

15 hours per year required – Locate, exercise all SAC valves – includes structures maintenance

15 hours X \$34.68 per hour = \$520 direct cost

Add 150% overhead per agreement or \$780

Total direct and overhead expense: \$1,300

Equipment Usage

15 hours X \$19.19 per hour (Medium Duty Vehicle) = \$288

However, staff does not always charge usage amount use - \$50

Total Annual Valve Maintenance Expense: \$1,350

3. Maintenance and Repairs Contingency

Contract Labor

14 hours X \$34.68 per hour = \$486 direct cost

Add 150% overhead per agreement or \$728

Total direct and overhead expense: \$1,214

Equipment Usage

14 hours X \$19.19 per hour (Medium Duty Vehicle) = \$269

However, staff does not always charge usage amount use - \$50

Total Annual Maintenance and Repairs Contingency: \$1,264

TOTAL MAINTENANCE EXPENSE

CONTRACT LABOR: \$5,634 – Rounded \$5,600

EQUIPMENT USAGE: \$350

## ADMINISTRATION/MANAGEMENT

Administration and management of the SAC Commission activities includes a number of responsibilities. Among the responsibilities are: Preparation of all Commission agendas, scheduling of meetings, management of SAC contracts (Liability insurance, engineering fees, consultant management, legal counsel), accounting and treasury functions, and communications with outside entities. This includes staff time for preparation of audited financial statements and coordination of the annual audit with the auditors.

This is a fixed fee, 1/12<sup>th</sup> to be paid quarterly. The annual budgeted fixed fee shall be \$30,600.

## OUTSIDE SERVICES

From time to time, the Commission will require outside services such as engineering assistance, audit services, contract repair beyond the scope as defined under maintenance, or capital improvements to the SAC system. These are brought to the Commission on a case by case basis or included in the annual budget.

Outside Services are included in the proposed 2021-22 budget as follows:

### Operations

1. Telemetry Alarm System/Underground Alert - \$2,100

### Maintenance

1. Utilities – Electrical power for cathodic protection stations - \$3,000
2. Cathodic Protection System Maintenance – \$5,000
3. Cathodic Protection System Monitoring – Provide corrosion services for the monitoring of the cathodic protection system for the Baker Pipeline: total budget \$26,000
4. Maintenance - Landscape \$7,200

## ADMINISTRATION

The proposed administration includes the following:

1. General Liability Insurance - \$7,000
2. Legal – Attendance and preparation of minutes for Commission meetings. Budget assumes 3 meetings of the Commission - \$4,000
3. Bank Charges - \$1,000
4. Audit – Annual audit fee by independent CPA - \$5,000

SANTIAGO AQUEDUCT COMMISSION  
PROPOSED BUDGET FY 2022-23  
OPERATIONS & MAINTENANCE ASSUMPTIONS

CONTRACT LABOR AND EQUIPMENT

OPERATIONS

1. Annual Meter Reading Expense

Contract Labor

2 hours per month required

Assume 10% contingency (rereads, access issues, etc)

24 hours per year required

Meter reader at \$29.84 per hour rate

24 hours X \$29.84 per hour = \$716 direct cost

Add 150% overhead per agreement or \$1,074

Total direct and overhead labor expense: \$1,790

Equipment Usage

24 hours X \$19.19 per hour (Medium Duty Vehicle) = \$461

However, staff does not always charge usage amount use - \$200

Total Annual Meter Reading Expense: \$1,990

2. System Operations

Contract Labor

2 hours per month or 24 hours per year required – System review/  
changes/reports and respond to system problems in the field

24 hours X \$40.48 per hour = \$972 direct cost

Add 150% overhead per agreement or \$1,457

Total direct and overhead labor expense: \$2,429

Equipment Usage

24 hours X \$19.19 per hour (Medium Duty Vehicle) = \$461

However, staff does not always charge usage amount use - \$200

Total Annual System Operations Expense: \$2,629

TOTAL OPERATIONS EXPENSE

CONTRACT LABOR: \$4,419 – Rounded \$4,400

EQUIPMENT USAGE: \$400



MAINTENANCE

1. Meter Maintenance

Contract Labor

3 hours per month or 36 hours per year required – Test and calibrate all active SAC Meters

36 hours X \$35.02 per hour = \$1,262 direct cost

Add 150% overhead per agreement or \$1,893

Total direct and overhead expense: \$3,155

Equipment Usage

36 hours X \$19.19 per hour (Medium Duty Vehicle) = \$691

However, staff does not always charge usage amount use - \$250

Total Annual Meter Maintenance Expense: \$3,405

2. Air Vac Valve / Valve Maintenance

Contract Labor

15 hours per year required – Locate, exercise all SAC valves – includes structures maintenance

15 hours X \$35.02 per hour = \$525 direct cost

Add 150% overhead per agreement or \$788

Total direct and overhead expense: \$1,313

Equipment Usage

15 hours X \$19.19 per hour (Medium Duty Vehicle) = \$288

However, staff does not always charge usage amount use - \$50

Total Annual Valve Maintenance Expense: \$1,363

3. Maintenance and Repairs Contingency

Contract Labor

15 hours X \$35.02 per hour = \$525 direct cost

Add 150% overhead per agreement or \$788

Total direct and overhead expense: \$1,313

Equipment Usage

14 hours X \$19.19 per hour (Medium Duty Vehicle) = \$267

However, staff does not always charge usage amount use - \$50

Total Annual Maintenance and Repairs Contingency: \$1,275

TOTAL MAINTENANCE EXPENSE

CONTRACT LABOR: \$5,781 – Rounded \$5,800

EQUIPMENT USAGE: \$ 350

## ADMINISTRATION/MANAGEMENT

Administration and management of the SAC Commission activities includes a number of responsibilities. Among the responsibilities are: Preparation of all Commission agendas, scheduling of meetings, management of SAC contracts (Liability insurance, engineering fees, consultant management, legal counsel), accounting and treasury functions, and communications with outside entities. This includes staff time for preparation of audited financial statements and coordination of the annual audit with the auditors.

This is a fixed fee, 1/12<sup>th</sup> to be paid quarterly. The annual budgeted fixed fee shall be \$30,800.

## OUTSIDE SERVICES

From time to time, the Commission will require outside services such as engineering assistance, audit services, contract repair beyond the scope as defined under maintenance, or capital improvements to the SAC system. These are brought to the Commission on a case by case basis or included in the annual budget.

Outside Services are included in the proposed 2022-23 budget as follows:

### Operations

1. Telemetry Alarm System/Underground Alert - \$2,100

### Maintenance

1. Utilities – Electrical power for cathodic protection stations - \$3,000
2. Cathodic Protection System Maintenance – \$3,000
3. Cathodic Protection System Monitoring – Provide corrosion services for the monitoring of the cathodic protection system for the Baker Pipeline: total budget \$26,000
4. Maintenance - Landscape \$7,200

## ADMINISTRATION

The proposed administration includes the following:

1. General Liability Insurance - \$7,250
2. Legal – Attendance and preparation of minutes for Commission meetings. Budget assumes 3 meetings of the Commission - \$4,000
3. Bank Charges - \$1,100
4. Audit – Annual audit fee by independent CPA - \$5,000

March 18, 2021  
Prepared and  
submitted by: D. Squyres  
Approved by: Paul A. Cook



## SANTIAGO AQUEDUCT COMMISSION

### APPOINTMENT OF ACWA-JPIA ALTERNATE DIRECTOR

#### SUMMARY:

As described in Exhibit “A”, Article 7 of the Joint Powers Agreement creating the ACWA-JPIA provides for each Member Agency to appoint a Director and at least one Alternate Director to represent the Member Agency on the Board of Directors of the ACWA-JPIA. The appointed Director must be a member of the Member Agency’s governing board, while the Alternate Director(s) may be an officer or employee of the Member Agency. The Santiago Aqueduct Commission’s current Director appointee to the ACWA-JPIA Board is Don Chadd, and the Alternate Director position is vacant.

To fill the vacant Alternate Director position, staff recommends the Commission appoint an Alternate Director to represent the Santiago Aqueduct Commission.

#### FISCAL IMPACTS:

Provision for attendance at ACWA-JPIA Board meetings has not been provided for in the approved budget for 2020-21.

#### RECOMMENDATION:

That the Commission appoint an Alternate Director to represent the Santiago Aqueduct Commission on the Board of Directors of the ACWA-JPIA.

#### LIST OF EXHIBITS:

Exhibit “A” – ACWA-JPIA Board of Directors – Member/Alternate Form

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**EXHIBIT "A"**

JPIA Board of Directors - Member/Alternate

An excerpt from the JPIA Agreement:

"Article 7 - Board of Directors"

(a) The Authority shall be governed by the Board of Directors which is hereby established and which shall be composed of one representative from each Member, who shall be a Member director selected by the governing board of that Member. Each Member, in addition to appointing its member of the Board, shall appoint at least one alternate who shall be an officer, member of the governing board or employee of that Member. The alternate appointed by a Member shall have the authority to attend and participate in any meeting of the Board when the regular member of whom he or she is an alternate is absent from said meeting.

(b) Each member or alternate of the Board shall serve until a successor is appointed. Each member or alternate shall serve at the pleasure of the Member by which he or she has been appointed.

(c) Each Board member representing a District or his or her alternate shall have one vote. Board members representing Allied Entities and their alternates shall not have any vote.

(d) The unexcused absence of a member and alternate of the Board from two consecutive meetings of the Board shall be cause for the appointment of a new director and/or alternate by the governing body of the Member affected.

Member Agency: \_\_\_\_\_

JPIA Director Representative: \_\_\_\_\_

Preferred Mailing

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

JPIA Alternate Representative: \_\_\_\_\_

Preferred Mailing

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date