



September 23, 2025  
Regular Meeting of Water Conservation Garden Authority  
3:30 p.m.  
Water Conservation Garden Multipurpose Room  
12122 Cuyamaca College Drive West  
El Cajon, California 92019

**OPEN MEETING**

1. Call meeting to order and roll call.
2. Pledge of Allegiance.
3. Approve agenda (additions and/or deletions).

**PUBLIC COMMENTS**

4. Public comment.

**ACTION ITEMS**

5. The board approve the July 22, 2025, regular board meeting minutes.
6. The board approve the addition of a part-time Visitor Services and Membership Coordinator position.
7. The board approve the Director of Operations Employment Agreement between The Water Conservation Garden Authority and Lauren Magnuson.
8. The board authorize the Director of Garden Operations to obtain an insurance policy with Miller Insurance Services Limited for Sexual Molestation and Emergency Response Liability.
9. The board adopt Resolution 25-06 approving the Water Conservation Garden Authority Youth Protection Policy.

**INFORMATIONAL ITEMS**

10. The board receive an update on Garden operations and finances from Director of Garden Operations Lauren Magnuson.
11. The board receive a letter of intent to withdraw from the Water Conservation Garden Authority from Sweetwater Authority received on July 28, 2025.

**DISCUSSION ITEMS**

12. Director comments.
13. President comments.
14. Acting administrator comments.
15. Legal counsel comments.

**CLOSED SESSION**

16. **CONFERENCE WITH LABOR NEGOTIATORS**  
Pursuant to Government Code § 54957.6  
JPA Designated Representative: Board Secretary  
Unrepresented Employee: Director of Garden Operations

**ADJOURN CLOSED SESSION**

**ADJOURNMENT**

17. Adjourn regular board meeting.

# Item 5



THE WATER CONSERVATION GARDEN AUTHORITY  
FOUNDED 1992

**Regular Meeting of the Water Conservation Garden Authority  
Tuesday, July 22, 2025, 3:30 p.m.  
Water Conservation Garden Multipurpose Room  
12122 Cuyamaca College Drive West, El Cajon, California 92019**

## **OPEN MEETING**

### **1. Call meeting to order and roll call.**

- a. The meeting was called to order at 3:41 p.m. by Director Hedberg, who chaired the meeting.
- b. Voting members present:
  - i. Kathleen Coates-Hedberg, President, Helix Water District
  - ii. Jose Lopez, Vice President, Otay Water District
  - iii. Lynn Neault, Secretary, Grossmont-Cuyamaca Community College District
  - iv. Ditas Yamane, Alternate, Sweetwater Authority
- c. Guests, presenters and staff members present:
  - i. Dan McMillan, Alternate, Helix Water District
  - ii. Delfina Gonzalez, Alternate, Otay Water District
  - iii. Lauren Magnuson, Water Conservation Garden
  - iv. Steve Zolezzi, Garden Volunteer Coordinator
  - v. Jennifer Bryant, Helix Water District
  - vi. Jessica Mackey, Helix Water District
  - vii. Tim Townsley, Water Conservation Garden
  - viii. Yaily Gonzalez, Water Conservation Garden

### **2. Pledge of Allegiance.**

- a. The Pledge of Allegiance was recited.

### **3. Approve agenda (additions and/or deletions).**

- a. **Motion:** Director Lopez moved to approve the agenda, and Director Yamane seconded the motion. The motion passed unanimously.

## **PUBLIC COMMENTS**

### **4. Public comments.**

- a. There were no public comments.

## **ACTION ITEMS**

### **5. The board approve the June 17, 2025, special board meeting minutes.**

- a. **Motion:** Director Lopez moved to approve the agenda, and Director Neault seconded the motion. The motion passed unanimously.

**6. The board approve the July 8, 2025, special board meeting minutes.**

- a. **Motion:** Director Lopez moved to approve the agenda, and Director Neault seconded the motion. The motion passed unanimously.

**INFORMATIONAL ITEMS**

**7. The board receive an update on Garden operations and finances from Director of Garden Operations Lauren Magnuson.**

- a. Ms. Magnuson gave an update on Garden operations, including event rentals, upcoming Garden events and June admission numbers. Director Neault noted GCCCD plans to start charging for parking. Ms. Magnuson thanked Rosalie Dosik, a 20-year Garden volunteer, on her generous donation. Community Programs Coordinator Yaily Gonzalez gave a brief description on the upcoming District Water Wave-In Day on July 26. Acting Administrator Brian Olney confirmed he would speak with the Garden and GCCCD legal counsel regarding proper insurance for the Garden. Kristen Kajero noted schools are gearing up for reserving school buses for field trips but will hold off on booking until insurance issues are resolved. Treasurer Jennifer Bryant reviewed the Garden's treasurer's report.

**DISCUSSION ITEMS**

**8. The board review and discuss the Updated Draft Guidance Plan to set direction for sustaining garden operations.**

- a. Acting Administrator Brian Olney gave an introduction on the Garden action plan and confirmed he would clarify the growth revenue on the plan. The board discussed how to properly promote various trade schools within the JPA's district areas.

**9. Director comments.**

- a. Director Lopez reported that the Garden admission tickets he received resulted in folks becoming members. Director Yamane encouraged Ms. Magnuson to reach out to Sweetwater Authority's public affairs department for additional outreach efforts. Director Gonzalez thanked the volunteers for their time and efforts for the Garden.

**10. President comments.**

- a. Director Hedberg reported that Padre Dam Municipal Water District Director Suzanne Till was interested in potentially becoming a WCGA member.

**11. Acting administrator comments.**

- a. Acting Administrator Brian Olney reported he would be sending the board an evaluation for Ms. Magnuson.

**12. Legal counsel comments.**

- a. There were no additional comments.

**13. Adjourn regular board meeting.**

- a. The meeting adjourned at 5:20 p.m.

**Next meeting Tuesday, August 26, 2025, 3:30 p.m. at the Water Conservation Garden Multipurpose Room.**

# Item 6



THE WATER CONSERVATION GARDEN AUTHORITY  
FOUNDED 1992

## BOARD REPORT

**TO:** Board of Directors

**FROM:** Brian M. Olney, Interim Administrator

**INITIATED BY:** Lauren Magnuson, Director of Garden Operations

**DATE:** September 23, 2025

**SUBJECT:** Approval of Non-budgeted Part-Time Visitor Services and Membership Coordinator position.

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### **Recommendation:**

The board approve the addition of a part-time Visitor Services and Membership Coordinator position.

### **Background:**

Currently, oversight and operation of the gift shop, admissions and membership are shared between multiple full-time and part-time staff members. Increased use and activity at the Garden have required more oversight and engagement in these areas of operation and have reduced the capacity for existing staff to focus on other important operational areas including work with member agencies, outreach to increase revenue opportunities, development of action planning initiatives, exhibit and facility maintenance, and event rental and Garden marketing initiatives.

The addition of a part-time Visitor Services and Membership Coordinator will provide specific oversight and coordination of the gift shop, admissions, and membership functional areas including point of sale membership software, front end scheduling and visitor experience. The position will also work with the volunteer staff to ensure effective volunteer coordination for membership and admission services.

Funding for this position was not included in the fiscal year 2025-26 budget approved by the board; however, recent fundraising and donation receipts have already exceeded the budgeted estimates and exceed the amount required to fund this new position. The position has a pay rate of \$24 per hour and annual cost of \$31,669.00. For fiscal year 2025-26, the annual cost will be reduced accordingly to account for the actual time worked once the hiring process is completed.

Staff recommend the board approve the addition of a part-time Visitor Services and Membership Coordinator position to support ongoing garden operations.

# Item 7



THE WATER CONSERVATION GARDEN AUTHORITY  
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## BOARD REPORT

**TO:** Board of Directors

**FROM:** Brian M. Olney, Interim Administrator

**INITIATED BY:** Brian M. Olney, Interim Administrator

**DATE:** September 23, 2025

**SUBJECT:** Director of Garden Operations Employment Agreement

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### **Recommendation:**

The board approve the Director of Garden Operations Employment Agreement between the Water Conservation Garden Authority and Director of Garden Operations Lauren Magnuson.

### **Background:**

Lauren Magnuson was appointed by the board to the role of Director of Garden Operations in September 2024. Lauren has demonstrated strong performance and remained active in this role during this past year with many accomplishments supporting Garden operations.

Lauren has demonstrated financial and operational leadership through budget development, volunteer organization, and receipt of donations. Lauren has increased community engagement through events, memberships, programs and social media. Strategic Planning was developed through a Guidance Plan and Action Plan that are actively being implemented. Garden operations have remained active in coordination with a seasoned volunteer team and demonstrated by the excellent condition and visual beauty of the Garden.

The board and Lauren are negotiating a new Employment Agreement. At the time of publication of this report for the board agenda package, salary negotiation was still underway but will be updated upon conclusion of the negotiations.

Attachment:

1. Employment Agreement between the Water Conservation Garden Authority and Lauren Magnuson

# Item 7 Attachment 1



THE WATER CONSERVATION GARDEN AUTHORITY  
FOUNDED 1992

Lauren Magnuson  
8810 Jefferson Avenue  
La Mesa, CA 91941  
September 23, 2025

Dear Lauren,

## Offer and Position

We are very pleased to renew an offer of employment to you for the position of Director of Garden Operations of the Water Conservation Garden Authority, a California Joint Powers Authority (the "**Company**"). We appreciate your efforts in managing the garden operations this past year and look forward to the ongoing success of the Garden.

## Duties

In your capacity as Director of Garden Operations, you will perform duties and responsibilities that are commensurate with your position and such other duties as may be assigned to you from time to time. The Director of Garden Operations manages the daily operation of the Garden, guides strategic planning, develops and manages the annual budget, sets professional standards, administers the maintenance of the Garden's physical assets, supervises staff and volunteers, acts as an active public ambassador and plays a key role in fundraising and advancement of the Garden. You will report directly to the Board of Directors of the Water Conservation Garden Authority (the "**Board**"). You agree to devote your full business time, attention and best efforts to the performance of your duties and to the furtherance of the Water Conservation Garden Authority's interests. Notwithstanding the foregoing, nothing in this letter shall preclude you from devoting reasonable periods of time to charitable and community activities, provided that none of these activities interferes with the performance of your duties hereunder or creates a conflict of interest.

## Period

This offer extends your employment as Director of Garden Operations for an additional year, and the offer will remain until the next annual review by the Board at which time this offer may be amended as agreed upon mutually by you and the Board..

## Base Salary

In consideration of your services, you will be paid a base salary of **\$xx,xxx** per year, subject to review annually payable bimonthly in accordance with the standard payroll practices of the Water Conservation Garden Authority and subject to all withholdings and deductions as required by law.

## Benefits and Perquisites

You will be eligible to participate in the employee benefit plans and programs generally available to the Water Conservation Garden Authority employees as outlined in the employee handbook. You will be entitled to paid vacation in accordance with the Water Conservation

Garden Authority policies. The Water Conservation Garden Authority reserves the right to amend, modify or terminate any of its benefit plans or programs at any time and for any reason.

Withholding

All forms of compensation paid to you as an employee of the Water Conservation Garden Authority shall be less all applicable withholdings.

At-will Employment

Your employment with the Water Conservation Grden Authority will be for no specific period of time. Rather, **your employment will be at-will, meaning that you or the Water Conservation Garden Authority may terminate the employment relationship at any time, with or without cause, and with or without notice and for any reason or no particular reason.** Although your compensation and benefits may change from time to time, the at-will nature of your employment may only be changed by an express written agreement signed by an authorized officer of the Water Conservation Garden Authority board of directors.

Governing Law

This offer letter shall be governed by the laws of California without regard to conflict of law principles.

Representations

By accepting this offer, you represent that you are able to accept this job and carry out the work that it would involve.

Kathleen Hedberg

Board President, Water Conservation Garden Authority

Signed ..... Date .....

Acceptance of Offer

I have read and understood, and I accept all the terms of the offer of employment as set forth in the foregoing letter. I have not relied on any agreements or representations, express or implied, that are not set forth expressly in the foregoing letter, and this letter supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to the subject matter of this letter.

Lauren Magnuson

Signed ..... Date .....

# Item 8



THE WATER CONSERVATION GARDEN AUTHORITY  
FOUNDED 1992

## BOARD REPORT

**TO:** Board of Directors

**FROM:** Brian M. Olney, Interim Administrator

**INITIATED BY:** Lauren Magnuson, Director of Garden Operations

**DATE:** August 26, 2025

**SUBJECT:** Authorization to obtain Sexual Molestation, Misconduct, and Emergency Response Liability Insurance

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### **Recommendation:**

The board authorize the Director of Garden Operations to obtain Sexual Molestation Misconduct, and Emergency Response Liability insurance (hereinafter “M&M Insurance”) with Miller Insurance Services Limited for an amount not to exceed \$13,597.50.

### **Background:**

The Water Conservation Garden ("Garden") is governed by the Board of Directors of the Water Conservation Garden Authority (“Authority”) and provides educational opportunities on low water use gardening and other sustainable practices to the public. Public participation includes visitors under the age of eighteen accompanied by a parent or guardian, and in the past has included school groups that are supervised by their teachers and/or other school personnel while touring the Garden.

Recently passed California legislation, specifically AB 452 and AB 558, expanded potential liability to institutions that provide care, supervision, or oversight of minors by eliminating or significantly expanding the statute of limitations for past claims of childhood sexual assault and molestation, with a particular focus on persons and institutions, such as schools, that have a higher duty of care with regard to the supervision and care of minors. This legislation has caused many legal and financial issues with institutions, particularly educational

institutions, that provide care, supervision, or oversight of minors with regard to new claims resulting from the expansion and revision of the statute of limitations.

While the Garden does not directly provide care, supervision, or oversight of minors as part of its business operation, minors are often present at the Garden accompanied by their parents or guardians—individually or as part of a school group. The fact that the Garden does not directly provide care, supervision, or oversight of minors reduces the risk of liability for the Authority, but it does not prevent claims being made against staff or volunteers working or volunteering at the Garden.

The Garden utilizes land from the Grossmont-Cuyamaca Community College District (GCCCD) to operate and maintain the Garden through a License Agreement. Section 5 of the License Agreement requires the Authority to obtain General Liability, Auto, Property Insurance and Workers Compensation insurance (and to name GCCCD as an additional insured), but it does not require the Authority to obtain M&M Insurance; however, the License Agreement was executed prior to the passage of AB 452 and 558, and liability risks today are potentially different and greater than when the License Agreement between GCCCD and the Authority was last amended. GCCCD has requested that the Garden attempt to obtain M&M Insurance as an added liability protection for both the Garden and GCCCD. It has been the practice of the Authority to work collaboratively with the GCCCD for the mutual benefit of all Authority agencies.

Staff have been working with the Garden's insurance broker for almost a year to obtain a quote for the Insurance, reflected in the quote attached hereto. Obtaining coverage has been a very difficult process. The Authority's insurance broker submitted multiple requests to the Authority's existing general liability insurer as well as made requests to other insurers providing this coverage in California only to receive no interest, rejection, or denial of coverage, in part because the Authority is not the type of entity that typically seeks out the type of coverage reflected in M&M Insurance. Recently, our insurance broker tried a new approach by submitting requests to carriers on the surplus line market. Our broker received one response from this new approach from Miller Insurance Services Limited. The surplus line entity marketing the Authority's solicitation provided feedback that the Miller Insurance Services Limited quote was the only response expected based on their read from providers in the surplus line market. Surplus line insurance is a common way of obtaining hard to purchase or high-risk insurance. Surplus line carriers are not registered with the California Insurance Commission and do not retain the same financial safeguards as state registered insurers. For example, a surplus line carrier is not subject to premium amounts agreed to by the Insurance Commission and can set premiums on their assessed exposure to risk. Additionally, unregistered entities are not subject to the same financial responsibilities for payouts in the event of bankruptcy as those registered with the Insurance Commission. Even with these distinctions from California registered insurers, surplus line insurers do provide many policies throughout California for hard to obtain or higher risk policy coverage.

The quote received from Miller Insurance Services Limited is written on Lloyds of London paper and the agency carries an A+ insurance rating. The policy coverage provides \$1,000,000 coverage for all claims of wrongful acts against one claimant and \$1,000,000 for all claims of

wrongful acts against all claimants. The annual premium is \$12,500 plus surplus line taxes and fees resulting in total annual premium of \$13,597.50. The policy maintains a \$15,000 retention cost per Claimant payable by the Garden.

Should the board decide to authorize procurement of M&M Insurance coverage for the Garden and its staff/volunteers per the quote in Attachment 1, staff recommendation is for the Director of Garden Operations to procure coverage through Miller Insurance Service Limited for an amount not to exceed \$13,597.50 for one year of coverage.

Attachment:

1. Miller Insurance Services Limited Quote

# Item 8 Attachment 1



August 28, 2025

Drew Hardin  
Advanced Brokers Insurance Services  
325 Carlsbad Village Dr G2  
Carlsbad, CA 92008

Insured:

Water Conservation Garden Authority  
El Cajon, CA 92019

*\*Please confirm name and address for accuracy  
and alert us of any discrepancies*

Dear Drew Hardin,

Thank you for your recent submission on the captioned insured. In accordance with your request for a premium indication, and based on the information on file, I am pleased to offer the following from Miller Insurance Services Limited on Lloyds of London paper.

## PREMIUM BREAKDOWN

Premium:	\$12,500.00*
Surplus Lines Tax:	\$375.00
Stamping Office Fee:	\$22.50
Policy Fee	\$700.00
Total:	\$13,597.50
Commission to you:	10%

\*NOTE: This pricing breakdown is for informational purposes only and the indicated premium is based off of information submitted or previously on file. Please carefully review prior to presenting to the insured. The premium listed on the attached carrier quote supersedes this premium breakdown. The premiums may also be subject to state specific surcharges and all taxes and fees are subject to change.

\*Please note that a completed state affidavit, due diligence form, and/or disclosure form is required prior to binding\*

*By submitting a bind order, you confirm that:*

*(a) you have authority to submit the bind order on behalf of the insured;*

*(b) you have authority to submit the bind order on behalf of your agency;*

*(c) your agency accepts full and complete responsibility for the collection and payment of all premiums and other monies, fees and taxes, surplus lines taxes and stamping fees, if applicable, and agrees to make full payment of such sums to Apogee Insurance Group; and*

*(d) any failure by your agency to fully collect sums due from the insured will not relieve your agency of its obligation to pay Apogee Insurance Group and Apogee Insurance Group shall have the right to collect from your agency any sums due on the bound policy.*

If you have questions or would like copies of specific coverage forms or endorsements, please contact me.

Thank you for your business.

## **NOTICE:**

- 1. THE INSURANCE POLICY THAT YOU ARE APPLYING TO PURCHASE IS BEING ISSUED BY AN INSURER THAT IS NOT LICENSED BY THE STATE OF CALIFORNIA. THESE COMPANIES ARE CALLED "NONADMITTED" OR "SURPLUS LINE" INSURERS.**
- 2. THE INSURER IS NOT SUBJECT TO THE FINANCIAL SOLVENCY REGULATION AND ENFORCEMENT THAT APPLY TO CALIFORNIA LICENSED INSURERS.**
- 3. THE INSURER DOES NOT PARTICIPATE IN ANY OF THE INSURANCE GUARANTEE FUNDS CREATED BY CALIFORNIA LAW. THEREFORE, THESE FUNDS WILL NOT PAY YOUR CLAIMS OR PROTECT YOUR ASSETS IF THE INSURER BECOMES INSOLVENT AND IS UNABLE TO MAKE PAYMENTS AS PROMISED.**
- 4. THE INSURER SHOULD BE LICENSED EITHER AS A FOREIGN INSURER IN ANOTHER STATE IN THE UNITED STATES OR AS A NON-UNITED STATES (ALIEN) INSURER. YOU SHOULD ASK QUESTIONS OF YOUR INSURANCE AGENT, BROKER, OR "SURPLUS LINE" BROKER OR CONTACT THE CALIFORNIA DEPARTMENT OF INSURANCE AT THE FOLLOWING TOLL-FREE TELEPHONE NUMBER: 1-800-927-4357 OR INTERNET WEB SITE [WWW.INSURANCE.CA.GOV](http://WWW.INSURANCE.CA.GOV). ASK WHETHER OR NOT THE INSURER IS LICENSED AS A FOREIGN OR NON-UNITED STATES (ALIEN) INSURER AND FOR ADDITIONAL INFORMATION ABOUT THE INSURER. YOU MAY ALSO CONTACT THE NAIC'S INTERNET WEB SITE AT [WWW.NAIC.ORG](http://WWW.NAIC.ORG).**
- 5. FOREIGN INSURERS SHOULD BE LICENSED BY A STATE IN THE UNITED STATES AND YOU MAY CONTACT THAT STATE'S DEPARTMENT OF INSURANCE TO OBTAIN MORE INFORMATION ABOUT THAT INSURER.**
- 6. FOR NON-UNITED STATES (ALIEN) INSURERS, THE INSURER SHOULD BE LICENSED BY A COUNTRY OUTSIDE OF THE UNITED STATES AND SHOULD BE ON THE NAIC'S INTERNATIONAL INSURERS DEPARTMENT (IID) LISTING OF APPROVED NONADMITTED NON-UNITED STATES INSURERS. ASK YOUR AGENT, BROKER, OR "SURPLUS LINE" BROKER TO OBTAIN MORE**

**INFORMATION ABOUT THAT INSURER.**

**7. CALIFORNIA MAINTAINS A LIST OF APPROVED SURPLUS LINE INSURERS. ASK YOUR AGENT OR BROKER IF THE INSURER IS ON THAT LIST, OR VIEW THAT LIST AT THE INTERNET WEB SITE OF THE CALIFORNIA DEPARTMENT OF INSURANCE: WWW.INSURANCE.CA.GOV.**

**8. IF YOU, AS THE APPLICANT, REQUIRED THAT THE INSURANCE POLICY YOU HAVE PURCHASED BE BOUND IMMEDIATELY, EITHER BECAUSE EXISTING COVERAGE WAS GOING TO LAPSE WITHIN TWO BUSINESS DAYS OR BECAUSE YOU WERE REQUIRED TO HAVE COVERAGE WITHIN TWO BUSINESS DAYS, AND YOU DID NOT RECEIVE THIS DISCLOSURE FORM AND A REQUEST FOR YOUR SIGNATURE UNTIL AFTER COVERAGE BECAME EFFECTIVE, YOU HAVE THE RIGHT TO CANCEL THIS POLICY WITHIN FIVE DAYS OF RECEIVING THIS DISCLOSURE. IF YOU CANCEL COVERAGE, THE PREMIUM WILL BE PRORATED AND ANY BROKER'S FEE CHARGED FOR THIS INSURANCE WILL BE RETURNED TO YOU.**

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

**Insured:** \_\_\_\_\_

The Surplus Line Association of California  
**DILIGENT SEARCH REPORT(SL-2FORM)**

A completed Diligent Search Report (SL-2 form) is required for all new business, renewal or extension endorsement extending the policy period past 90 days in the aggregate in a 12-month period. The two exceptions for performing a diligent search are if the coverage is on the current Export List or if the insured qualifies as the NRRA definition of an exempt commercial purchaser/commercial insured.

SL-2 Form (PDF Online): <https://www.slacal.com/brokers/broker-filing-forms/sl2-form1>

**Please complete the form and click “Generate SL-2” at the bottom of the page, then provide a wet or acceptable electronic signature before sending back to our office.**

**SIGNATURE:** The Surplus Line Association of California (SLA) will accept a wet signature or a digital and electronic signature from the California Secretary of State's Approved List of Digital Signature Certification Authorities.

**NO TYPED SIGNATURES ARE ACCEPTABLE WITHOUT A VERIFIED E-RECEIPT.  
IF USING ADOBE, IT MUST BE A CERTIFIED E-SIGNATURE.**

Please refer to the following link for information on approved signatures:

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certifications-authorities>

**IMPORTANT:** Persons who are licensed only as an agent are authorized to offer risks only to admitted insurers for which they are appointed agents (California Insurance Code Section 1704). Agents are not authorized to offer a risk to admitted insurers for which they are not appointed agents. A search which is limited to only those companies that have appointed the agent may not necessarily constitute a diligent search of the admitted market.

**SECTION 1:** Please provide the full name, as it is written on the individual's California license, of the individual who performed or supervised the diligent search. If the search was performed under the individual's license number, enter the individual's California license number in Section (A) or if the individual was authorized as an endorsee under an organizational license, enter the name of the organization and its California license number if Section (B).

**SECTION 3:** Please provide a complete response to Section (A), and if applicable to Section (B). Note: The Insurance Commissioner or his designee may require the surplus lines broker to conduct additional searches among admitted insurers for similar placements in the future. (California Insurance Code Section 1763[b]) An incomplete response will be tagged and may unnecessarily result in a request for a further search to be conducted.

- **SECTION 3(A):** To avoid misidentification among insurers with similar names, please provide the complete name of the admitted insurer as listed in the California Department of Insurance (CDI) Official Publication of Admitted Companies and the insurance company's National Association of Insurance Commissioners (NAIC) number. Please include Insurer contact name and telephone number or email address, or if a website based quoting platform was used, enter the website name. Please refer to the California Department of Insurance Official Publication of Admitted Companies.  
[https://interactive.web.insurance.ca.gov/apex\\_extprd/f?p=144:1](https://interactive.web.insurance.ca.gov/apex_extprd/f?p=144:1)
- **SECTION 3(B):** The detailed explanation in Section 3(B) must include a description of the steps the broker took to determine whether three insurers write the type of insurance or risk and the reasoning for determination. A conclusory statement is insufficient.

All current SLACAL bulletins can be found on their website at <https://learningcenter.slacal.com/resources/bulletins>



ATTENTION PRODUCER



**Apogee Insurance Group has partnered with Imperial PFS®, the largest premium finance company in North America.**

**Simply request a premium finance agreement from an Account Manager at Apogee.**

When an insured finances their Apogee Insurance Group policy with IPFS®, they receive\*:

- Competitive interest rate
- 15% down payment
- 10 installments

\*Agency bill accounts only. Standard coverages only - MEP may not exceed 25%

Imperial PFS® is a trade name affiliated with IPFS Corporation® (IPFS®), a premium finance company. Loans remain subject to acceptance by IPFS in its sole discretion; issuance of a quote does not constitute an offer to lend. Terms subject to policy provisions and underwriting requirements.

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**Client Quote Sheet**  
**Quote Reference B0621PWATE017925**

<b>Assured:</b>	Water Conservation Garden Authority	<b>State:</b>	USCA
<b>Services / Occupation:</b>	Water Conservation & Sustainability		
<b>Date of Application:</b>	25 August 2025		
<b>Period:</b>	To be Agreed		
	<b>Limit of Liability</b>	<b>Retention</b>	<b>Premium (plus taxes as applicable)</b>
	USD 1,000,000 for all Claims for Wrongful Acts against one Victim  USD 1,000,000 for all Claims for Wrongful Acts against all Victims	USD 15,000 any one Victim	USD 12,500.00 <b>Plus Surplus Lines Tax</b>
<b>Emergency Response Extension</b>	USD 75,000 for all Emergency Response Costs resulting from all Circumstances. Limit included within policy overall aggregate.		
	Quotation(s) open for 15 days from date of the covering e-mail		
<b>Fee:</b>	<b>Please note that if the indicated Premium is USD10,000 or less, Miller will charge you an administration fee of USD250 in addition to the brokerage payable to us by insurers, details of which are available upon request.</b>		
<b>Form:</b>	Miller Sexual Molestation and Emergency Response		
<b>Notices:</b>	LMA9030 California Surplus Lines Notice 2		
<b>Endorsements:</b>	I. Cyber and Data Protection Law Endorsement II. Miller Emergency Response Endorsement III. Amended Definition of Wrongful Act (Third Party) in respect of private events/venue rentals		
<b>Optional Extension Period:</b>	12 months at 100% of the total premium for this Certificate		
<b>Retroactive Date:</b>	Inception Date		
<b>Subjectivities:</b>	I. Name, Address and Surplus Lines License number of broker filing the Surplus Lines taxes - New Jersey risks will also require the New Jersey Transaction number II. No Claim or Circumstances declaration on Miller standard format or resigned and re-dated application (if application is over 30 days old at time of binding) <b>To be satisfactorily complied with &amp; agreed by underwriters PRIOR TO BINDING</b>		
<b>Choice of Law:</b>	New York		
<b>Jurisdiction:</b>	Worldwide		
<b>Notice of Claim Nominee:</b>	Field Pros Direct, LLC d/b/a FPD Solutions 107 Technology Pkwy, Suite 206 Peachtree Corners		

	GA 30092 USA  Tel: 877-302-0203 Email: FNOL@fpdsolutions.com FNOL@fpdsolutions.com		
	Insurer or Syndicate	Line	Reference
<b>Offered Line: (off Miller limited binder)</b>	ARG2121	50.0000 %	V31316JA125X
	MOS1609	27.5000 %	MPL1335425A0
	HAM4000	9.0000 %	YK194L25D000
	CSL1084	9.0000 %	91700B25AV
	AUW0609	4.5000 %	USGIVUK25ABX

This quotation is subject to receipt, review and written underwriting approval prior to inception of the subjectivities outlined herein. Furthermore, this quotation is strictly conditional upon no material change in the risk occurring between the date of quotation and the inception date of the proposed risk. Any such material change shall include but not be limited to any claim (or notice of circumstance that may be reasonably expected to give rise to a claim) under any insurance of which the certificate being proposed by this quotation is a renewal, a replacement or where it is excess of an insurance being notified of such claim or circumstance. In the event of such change in risk, Underwriter(s) may, at their sole discretion, modify or withdraw this quote, whether or not this quote has already been accepted by the proposed Insured.

The quoted policy has been prepared for you following an approach only to the lead underwriter, being the first underwriter listed above, which was responsible for setting terms and conditions for all other following subscribing markets.

This insurance has been quoted under a Miller limited binder arrangement entered into between Miller and specified Underwriters. Whilst we act as your agent for the purposes of providing broking services, under this arrangement, Miller will also act as agent of the Underwriters in respect of certain activities they have delegated to us.

Should you ask us to place a quoted policy on your behalf, we will be remunerated as set out below. If you instruct us to place your policy, we will assume that you agree to these remuneration arrangements. Upon your request, we will be happy to provide you further details.

Under the Miller limited binder arrangement to which your policy will be placed, Miller is entitled to earn profit commission, which is paid by Underwriters, which is a share of the net profit that Underwriters generate from the facility. In general terms, the net profit is calculated by taking gross premium paid under this arrangement to Underwriters and subtracting their outgoing costs including commission paid to others, claims paid, claims reserved, and other administrative costs. Where a net profit is not achieved, there will be no profit commission payable to Miller under this arrangement.

**Disclosures and matters to note:**

The following disclosures apply to this quotation and will apply, also, to any successive quotation supplied to you in connection with this particular risk unless the nature and basis of and the approach to marketing your risk changes significantly.

Please note that no Insurance cover is in force until you confirm acceptance of this quote in writing and only then once we have confirmed to you in writing that cover has been bound by the Underwriter(s).

You/your client owe a duty to disclose to your (re)insurer(s) particular information relating to the risk. The extent of your/your client's duty of disclosure will vary depending upon the law that applies to your insurance policy and the nature of your policy (e.g. non-consumer/consumer insured). Failure to satisfy the duty of disclosure could result in the denial of a claim or avoidance of the insurance policy. This duty is set out in detail in Clause 11 and Schedule B of our standard client terms of business agreement.

It is very important that you familiarise yourself with all the terms of any insurance contract that you purchase. In particular, you must treat all warranties seriously and comply strictly with them. Failure to do so may entitle the insurer to decline a claim under the policy.

A subjectivity in your insurance contract may lead to the contract being invalidated or coverage prejudiced if the subjectivity remains outstanding. It is very important that you promptly satisfy any subjectivity so that it can be removed.

*Miller*

**CALIFORNIA SURPLUS LINES NOTICE 2**

This insurance is issued pursuant to the California Insurance Code, Sections 1760 through 1780, and is placed in an insurer or insurers not holding a Certificate of Authority from or regulated by the California Insurance Commissioner.

**LMA9030**

**01 September 2013**

SPECIMEN

**MILLER SEXUAL MOLESTATION  
AND  
EMERGENCY RESPONSE LIABILITY CERTIFICATE**

**Notice: This Certificate is a Claims made and reported Certificate.**

Subject to its terms, it applies only to any Claim first made against the Insured during the Certificate Period or Optional Extension Period (if applicable) and reported in writing to the Underwriters pursuant to the terms of this Certificate. Amounts incurred as Defense Costs shall reduce and may exhaust the Limit of Liability and are subject to the Retention. The Underwriters have no obligation to pay Defense Costs or any settlements or judgments once the Limit of Liability is exhausted.

Please read this Certificate carefully and discuss the coverage hereunder with your insurance agent or broker.

In consideration of the payment of the premium, in reliance on all statements made in the **Application**, and subject to all of the provisions of this certificate, Underwriters and the **Named Insured**, on behalf of all **Insureds**, agree as follows:

**I. SEXUAL MOLESTATION LIABILITY INSURING CLAUSE**

Underwriters shall pay on behalf of the **Insureds** all **Loss** resulting from any **Claim** for a **Wrongful Act** first made against any **Insured** and reported to underwriters during the **Certificate Period** or **Optional Extension Period**, if applicable, and reported in writing to the Underwriters in accordance with Clause IX.A.

**II. EMERGENCY RESPONSE EXTENSION**

Underwriters will also pay with prior consent (such consent not to be unreasonably withheld) on behalf of the **Insured Organization** any **Emergency Response Costs** resulting from any **Circumstance** which the **Insureds** first become aware of during the **Certificate Period**, provided that, as a condition precedent to their right to payment under this Extension:

- A. such **Circumstance** is reported to Underwriters in accordance with Clause IX.B. but in no event later than forty-eight (48) hours after an **Executive Officer** becomes aware of such **Circumstance**; and
- B. the **Insured Organization** enters into a formal written agreement with the **Emergency Response Service Provider** within twenty-four (24) hours of Underwriters appointing such **Emergency Response Service Provider**.

The sub-limit amount shown at Item 3.c. in the Declarations is the most Underwriters will pay for all **Emergency Response Costs** resulting from the combined total of all **Circumstances** reported during the **Certificate Period**. Such sub-limit amount shall be part of, and not in addition to, the amount shown at Item 3.b. in the Declarations. No retention shall apply to the coverage afforded under this Extension.

**III. DEFINITIONS**

The following terms whenever used in this Certificate in boldface type shall have the meanings indicated.

- A. "**Act of Terrorism**" means an act, including but not limited to the use of force or violence and/or the threat thereof, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organization(s) or government(s), committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public, or any section of the public, in fear.
- B. "**Application**" means all applications, including all attachments and other materials submitted therewith or incorporated therein, and any other documents or information submitted in connection with the underwriting of this Certificate, including any endorsement or other part thereof, or any other sexual misconduct and molestation liability policies issued by the Underwriters of which this Certificate is a renewal, replacement or which it succeeds in time.
- C. "**Change of Control**" means:

1. the acquisition by any person or entity of more than 50% of the outstanding securities or equity interest of the **Named Insured** representing the present right to vote for the election of directors or **Managers**; or
  2. the merger of the **Named Insured** into another entity such that the **Named Insured** is not the surviving entity.
- D. “**Circumstance**” means a **Wrongful Act** or a knowledge by an Insured that an actual **Wrongful Act** may have been committed that could reasonably be expected to give rise to a **Claim** against an Insured.
- E. “**Certificate Period**” means the period from the effective date and hour of this Certificate to the Certificate expiration date and hour as set forth in Item 2. of the Declarations, or its earlier termination, if any. The term “**Certificate Period**” shall not include any **Optional Extension Period**.
- F. “**Claim**” means:
1. a written demand or request for monetary damages against any of the **Insureds**; or
  2. a civil or administrative proceeding initiated against any of the **Insureds**.
- However, **Claim** does not include any criminal, investigative or regulatory proceeding.
- G. “**Defense Costs**” means reasonable and necessary fees and expenses, including legal fees and expenses, to which Underwriters consent in advance (such consent not to be unreasonably withheld) and which are incurred by or on behalf of one or more of the **Insureds** in defending, settling, appealing or investigating any **Claim** and the cost of appeal, supersedeas, attachment or similar bonds (provided, however, that Underwriters shall have no obligation to apply for or furnish any bond for appeal, supersedeas, attachment or any similar purpose), but shall not include:
1. salaries, regular or overtime wages, fees or benefit expenses (except expenses of **Employees** where required to attend a court hearing or trial, subject to a cap of USD 250 travel per day and an aggregate of USD 5,000 for each **Claim** regardless of the number of **Employees**) or the **Insured Organization’s** overhead expenses; or
  2. any **Emergency Response Costs**.
- H. “**Emergency Response Costs**” means any reasonable and necessary costs charged by an **Emergency Response Service Provider** on behalf of the **Insured Organization**, to which Underwriters consent in advance (such consent not to be unreasonably withheld), in providing **Emergency Response Services**.
- I. “**Emergency Response Service Provider**” means any service provider who is appointed by Underwriters.
- J. “**Emergency Response Services**” means any one or more of the following services that an **Emergency Response Service Provider** provides to the **Insured Organization** which are necessary to mitigate harm to the **Insured Organization’s** reputation or potential covered damages, judgments or settlements by the Certificate resulting from a **Circumstance**:
1. crisis communications services;
  2. crisis management services;
  3. forensic and investigatory services;
  4. legal services;
  5. government relations services;
  6. victim support service;

7. hotline services; or
  8. any other services approved in advance by the Underwriters.
- K. **"Employee"** means all persons whose labor or service is currently or has formerly been engaged by and directed by the **Insured Organization**. This includes employees, volunteers, part time, seasonal, leased and temporary employees as well as any individual employed in a supervisory or managerial position and **Independent Contractors**. Substitute teachers, student teachers, coaches, counsellors and clergy are also **Employees** while performing activities on the **Insured Organization's** behalf that the **Insured Organization** has authorized and/or sponsored. **Employee** does not include employees who commit an actual or alleged **Wrongful Act** while leased to another employer.
- L. **"Employment Related Practise"** means any actual or alleged act or loss arising directly or indirectly, express or implied, from one or more of the following:
1. Wrongful dismissal, discharge or termination of employment;
  2. Harassment;
  3. Discrimination and statutory violations relating to age, gender, race, color, national origin, religion, sexual orientation, pregnancy or disability;
  4. Employment related retaliation
  5. Employment related defamation or invasion of privacy;
  6. Wrongful discipline
  7. Failure to promote or grant tenure or other deprivation of a career opportunity; or
  8. Failure to provide or endorse adequate or consistent employment policies and procedures
- M. **"Executive Officer"** means any member of the management committee, chairperson, chief executive officer, chief operating officer, president, **Manager**, chief financial officer, risk manager, human resources staff or an individual acting in a similar capacity with the **Insured Organization**.
- N. **"Independent Contractor"** means any natural person who performs labor or service for the **Insured Organization** pursuant to a written contract or agreement, where such labor or service is under the exclusive direction of the **Insured Organization**. The status of an individual as an **Independent Contractor** shall be determined as of the date of an alleged **Wrongful Act**.
- O. **"Insured Organization"** means the **Named Insured** and its Subsidiaries, including any such organization as a debtor in possession within the meaning of the United States Bankruptcy Code or similar legal status under foreign law.
- P. **"Insured Person"** means any person who was, now is, or shall be an **Employee** or duly elected or appointed directors, officers, trustees or **Managers** of the **Insured Organization** including all persons outside the United States serving in a functionally equivalent role for the **Insured Organization** including their estates, heirs, legal representatives or assigns in the event of their death, incapacity or bankruptcy.
- Q. **"Insureds"** means the **Insured Persons** and the **Insured Organization**.
- R. **"Interrelated Wrongful Acts"** means any and all **Wrongful Acts** against any one **Victim**, regardless of the number of individuals participating in acts of **Sexual Misconduct and Molestation** and the number of claims, which have as a common nexus any fact, circumstance, situation, event, transaction, cause or series of causally or logically connected facts, circumstances, situations, events, transactions or causes.

In the event of **Interrelated Wrongful Acts**, the date of the **Wrongful Act** is deemed to be the date of the earliest **Wrongful Act**.

- S. **“Loss”** means:
1. compensatory damages, judgments (including pre-judgment and post-judgment interest awarded against an Insured on that part of any judgment paid by Underwriters), settlements, statutory attorney fees and **Defense Costs**, and
  2. with respect to Clause II., **Emergency Response Costs**,
- However, **Loss** shall not include any of the following:
- a. civil or criminal fines or penalties, sanctions, or other matters that may be deemed uninsurable according to the law under which this Certificate is construed;
  - b. the multiple portion of multiplied damages, punitive or exemplary damages; or
  - c. any amounts incurred in defense of any **Claim** for which any other insurer has a duty to defend.
- T. **“Manager”** means all persons who were, now are, or shall be managers, managing members, members of the board of managers, managing partners, general partners of a limited partnership (including the board of directors of any such general partner that is a corporation) or equivalent executives of any **Insured Organization**.
- U. **“Named Insured”** means the entity designated in Item 1 of the Declarations.
- V. **“Optional Extension Period”** means the period described in Clause XII. of this Certificate.
- W. **“Sexual Misconduct and Molestation”** means any actual or alleged sexual abuse, sexual molestation, sexual mistreatment or sexual maltreatment, including, but not limited to, any sexual involvement, sexual conduct or sexual contact, regardless of consent.
- X. **“Subsidiary”** means:
1. any entity, where more than 50% of the outstanding voting securities representing the present right to vote for the election of such entity’s directors are owned by the **Named Insured** directly or indirectly;
  2. any limited liability corporation where the right to elect or otherwise appoint or designate more than 50% of such limited liability corporation’s **Managers** is owned or controlled by the **Named Insured** directly or indirectly; or
  3. any joint venture, which is a corporate entity, where the **Named Insured** has managerial control, or where the right to elect or otherwise appoint more than 50% of such entity’s directors, trustees or other equivalent executive is owned or controlled by the **Named Insured** directly or indirectly
- if such entity or corporation was so owned or controlled as of or prior to the inception date of this Certificate.
- Y. **“Victim”** means any individual who alleges that they are the object of an act of **Sexual Misconduct and Molestation**.
- Z. **“Wrongful Act”** means:
1. any act of **Sexual Misconduct and Molestation**; or
  2. negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of **Sexual Misconduct and Molestation**
- by any of the Insured whilst performing duties in relation to the **Insured Organization’s** business against any one **Victim**.

#### IV. EXCLUSIONS

The Underwriters shall not be liable to make any payment for **Loss** in connection with or resulting from:

- A. any **Claim** brought by, on behalf of, or at the direction of any Insured;
- B. any **Claim** or **Circumstance** based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving any **Employment Related Practise**, policy, act or omission, even if an act of **Sexual Misconduct and Molestation** is involved;
- C. any **Claim** against any of the **Insured Persons** who personally committed, participated in, or assisted in any act of **Sexual Misconduct and Molestation**; provided, however, that this exclusion shall not apply to any **Defense Costs** incurred by such **Insured Person** until such time as:
  - 1. such **Insured Person** is judicially determined to have committed, participated in or assisted in such act of **Sexual Misconduct and Molestation**; or
  - 2. such **Insured Person** admits in any context to having committed, participated in or assisted in such act of **Sexual Misconduct and Molestation**;
- D. any **Claim** or **Circumstance** if, prior to the date of the **Wrongful Act** giving rise to such **Claim** or **Circumstance**, any of the **Insureds** were aware of any allegation or complaint of any act of **Sexual Misconduct and Molestation** being made against the same **Insured Person** as accused in such **Claim** or **Circumstance**;
- E. any **Claim** or **Circumstance** based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving:
  - 1. any demand, suit, or other proceeding pending, or order, decree or judgment entered, against any Insured on or prior to the Pending or Prior Litigation Date set forth in Item 9 of the Declarations, or any **Wrongful Act**, fact, circumstance or situation underlying or alleged therein;
  - 2. any **Wrongful Act** or any fact, circumstance, transaction or situation which has been the subject of any notice of a **Claim** or **Circumstance** given prior to the **Certificate Period** under any other certificate or policy; or
  - 3. any other **Wrongful Act** whenever occurring, which, together with a **Wrongful Act** which has been the subject of such notice in 2 above, would constitute **Interrelated Wrongful Acts**;
- F. any **Claim** or **Circumstance** against any of the **Insured Persons** of any **Subsidiary** or such **Subsidiary** based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving:
  - 1. any actual or alleged **Wrongful Act** occurring prior to the date such entity became a **Subsidiary** or subsequent to the date such entity ceased to be a **Subsidiary**; or
  - 2. any actual or alleged **Wrongful Act** occurring while such entity was a **Subsidiary** which, together with a **Wrongful Act** occurring prior to the date such entity became a **Subsidiary**, would constitute **Interrelated Wrongful Acts**; or
- G. any **Claim** or **Circumstance** based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving:
  - 1. any **Wrongful Act** actually or allegedly first committed prior to the Retroactive Date set forth in Item 8 of the Declarations, or
  - 2. any **Interrelated Wrongful Acts** committed on or subsequent to the Retroactive Date set forth in Item 8 of the Declarations where the earliest **Wrongful Act** was committed prior to the Retroactive Date
- H. 1. injury, sickness, disease, death or destruction:

- a. with respect to which an Insured under the Certificate is also an insured under a nuclear energy liability policy issued by Nuclear Energy Liability Insurance Association, Mutual Atomic Energy Liability Underwriters or Nuclear Insurance Association of Canada, or would be an insured under any such policy but for its termination upon exhaustion of its limit of liability; or
  - b. resulting from the hazardous properties of nuclear material and with respect to which (1) any person or organization is required to maintain financial protection pursuant to the Atomic Energy Act of 1954, or any law amendatory thereof, or (2) the Insured is, or had this certificate not been issued would be, entitled to indemnity from the United States of America, or any agency thereof, under any agreement entered into by the United States of America, or any agency thereof, with any person or organization.
2. Under any Medical Payments Coverage, or under any Supplementary Payments Provision relating to immediate medical or surgical relief, to expenses incurred with respect to bodily injury, sickness, disease or death resulting from the hazardous properties of nuclear material and arising out of the operation of a nuclear facility by any person or organization.
  3. Under any Liability Coverage, to injury, sickness, disease, death or destruction resulting from the hazardous properties of nuclear material, if
    - a. the nuclear material (1) is at any nuclear facility owned by, or operated by or on behalf of, an insured or (2) has been discharged or dispersed therefrom;
    - b. the nuclear material is contained in spent fuel or waste at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of an insured; or
    - c. the injury, sickness, disease, death or destruction arises out of the furnishing by an insured of services, materials, parts or equipment in connection with the planning, construction, maintenance, operation or use of any nuclear facility, but if such facility is located within the United States of America, its territories or possessions or Canada, this exclusion (c) applies only to injury to or destruction of property at such nuclear facility.
  4. As used in this exclusion:

"hazardous properties" include radioactive, toxic or explosive properties; "nuclear material" means source material, special nuclear material or by-product material; "source material", "special nuclear material", and "by-product material" have the meanings given them in the Atomic Energy Act 1954 or in any law amendatory thereof; "spent fuel" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a nuclear reactor; "waste" means any waste material (1) containing by-product material and (2) resulting from the operation by any person or organization of any nuclear facility included within the definition of nuclear facility under paragraph (a) or (b) thereof; "nuclear facility" means:

- a. any nuclear reactor,
- b. any equipment or device designed or used for (1) separating the isotopes of uranium or plutonium, (2) processing or utilizing spent fuel, or (3) handling, processing or packaging waste,
- c. any equipment or device used for the processing, fabricating or alloying of special nuclear material if at any time the total amount of such material in the custody of the Insured at the premises where such equipment or device is located consists of or contains more than 25 grams of plutonium or uranium 233 or any combination thereof, or more than 250 grams of uranium 235,
- d. any structure, basin, excavation, premises or place prepared or used for the storage or disposal of waste,

and includes the site on which any of the foregoing is located, all operations conducted on such site and all premises used for such operations; "nuclear reactor" means any apparatus designed or used to sustain nuclear fission in a self-supporting chain reaction or to contain a critical mass

of fissionable material. With respect to injury to or destruction of property, the word "injury" or "destruction" includes all forms of radioactive contamination of property.

- I. in relation to liability arising outside the U.S.A., its Territories or Possessions, Puerto Rico or the Canal Zone, this Certificate does not cover any liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel.
- J. directly or indirectly caused by, resulting from or in connection with:
  - 1. any of the following regardless of any other cause or event contributing concurrently or in any other sequence to the loss;
    - a. war, invasion, acts of foreign enemies, hostilities or warlike operations (whether war is declared or not), civil war, rebellion, revolution, insurrection, civil commotion assuming the proportions of or amounting to an uprising, military or usurped power; or
    - b. any **Act of Terrorism**.
  - 2. any action taken in controlling, preventing, suppressing or in any way relating to a. or b. above.

If the Underwriters allege that by reason of this exclusion, any **Loss** is not covered by this Insurance, the burden of proving the contrary shall be upon the Insured.

In the event any portion of this exclusion is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

## V. LIMITS OF LIABILITY

### A. Limit(s) of Liability

The amount shown at Item 3.a. in the Declarations is the most Underwriters will pay for **Loss** resulting from all **Claims** first made and reported during the **Certificate Period** for **Wrongful Acts** against any one **Victim**, regardless of the number of acts of **Sexual Misconduct and Molestation** against any one **Victim**, the number of individuals participating in acts of **Sexual Misconduct and Molestation** against any one **Victim** and the number of **Claims**.

The amount shown at Item 3.b. in the Declarations is the most Underwriters will pay for the combined total of all **Claims** first made and reported during the **Certificate Period** for **Loss** that results from all **Wrongful Acts** against all **Victims**.

The sub-limit amount shown at Item 3.c. in the Declarations is the most Underwriters will pay for all **Emergency Response Costs** resulting from the combined total of all **Circumstances** reported during the **Certificate Period**. Such sub-limit amount shall be part of, and not in addition to, the amount shown at Item 3.b. in the Declarations.

- B. The payment of **Defense Costs** by Underwriters reduces and may totally exhaust the Limit of Liability.
- C. More than one **Claim** involving the same **Wrongful Act** or **Interrelated Wrongful Acts** shall be deemed to constitute a single **Claim** and shall be deemed to have been made at the earliest of the following times:
  - 1. the time at which the earliest **Claim** involving the same **Wrongful Act** or **Interrelated Wrongful Acts** is first made; or
  - 2. the time at which the **Claim** involving the same **Wrongful Act** or **Interrelated Wrongful Acts** shall be deemed to have been made pursuant to Clause IX.B.
- D. If the aggregate Limit of Liability is exhausted, Underwriters' obligations under this Certificate shall be completely fulfilled and extinguished.

## VI. RETENTION

Underwriters shall be liable for only that part of **Loss** arising from a **Claim** for a **Wrongful Act** against any one **Victim** which is excess of the Retention set forth in Item 4 of the Declarations, and such Retention shall be borne by the **Insureds** uninsured and at their own risk. Any payments made to satisfy the retention or deductible under another policy or certificate of insurance shall not satisfy or apply towards the Retention, or any portion thereof, under this Certificate.

If a **Claim** is reported to Underwriters within forty-eight (48) hours of when it was first made, the Retention will be reduced by 10 percent (10%).

## VII. SETTLEMENT AND DEFENSE

- A. Underwriters shall have the right and duty to defend any **Claim**, including the right to select defense counsel, even if any of the allegations are groundless, false or fraudulent; provided, however, that Underwriters shall not be obligated to defend or to continue to defend any **Claim** after the Limit of Liability set forth in Item 3 of the Declarations has been exhausted.
- B. The **Insureds** shall cooperate with Underwriters and, upon Underwriters' request, assist in the investigation, settlement and defense of **Claims** and in enforcing rights of contribution or indemnity against any person or entity which may be liable to the **Insureds**, shall attend hearings and trials and assist in securing and giving evidence and obtaining the attendance of witnesses.
- C. The **Insureds** shall not settle any **Claim**, incur any **Defense Costs** or **Emergency Response Costs**, admit or assume any liability, stipulate to any judgment or otherwise assume any contractual obligation without Underwriters' prior written consent, which shall not be unreasonably withheld. Underwriters shall not be liable for any settlement, **Defense Costs**, **Emergency Response Costs**, assumed obligation, admission or stipulated judgment to which it has not consented or for which the **Insureds** are not legally obligated as a result of a **Claim** for a **Wrongful Act**.
- D. Underwriters may, with the consent of the **Insureds**, settle or compromise any **Claim** as they deem expedient. If the **Insureds** withhold consent to a settlement or compromise acceptable to the claimant and Underwriters, then Underwriters' liability for such **Claim** shall not exceed:
  1. the amount for which the **Claim** could have settled or compromised and the **Defense Costs** incurred as of the date such settlement or compromise was proposed to the **Insureds**.
  2. 10% of any **Loss** incurred after the date such settlement or compromise was proposed to the **Insureds**, with the remaining 90% of such **Loss** to be borne by the **Insureds** at their own risk and uninsured or the applicable limit of liability whichever is less.

## VIII. ADJUSTMENT

This Certificate is issued and the premium computed on the basis of the information submitted to Underwriters as part of the **Application**. In the event the **Named Insured**, after the inception date of this Certificate:

- A. merges with another entity such that the **Named Insured** is the surviving entity, or
- B. acquires assets of another entity or acquires a **Subsidiary** whose employees exceed 15% of the total number of employees of the **Insured Organization** at the time of acquisition,

coverage shall be afforded for a period of sixty (60) days for any **Loss** in any way involving the assets acquired or the assets, liabilities, directors, officers or employees of the entity acquired or merged with, or such **Subsidiary**, provided all employees of the entity acquired or merged with or such **Subsidiary** have successfully completed both a criminal background and abuse registry check prior to the time of such merger or acquisition. Coverage beyond such sixty (60) day period shall only be available if written notice of such transaction or event is given to Underwriters by the **Named Insured**; the **Named Insured** provides Underwriters with such information in connection therewith as Underwriters may deem necessary; the **Insureds** accept any special terms, conditions, exclusions or additional premium charge as may be required by Underwriters; and Underwriters, at their sole discretion, agree to provide such coverage.

## IX. NOTIFICATION

- A. If during the **Certificate Period** the **Insureds** become aware of a **Claim**, the **Insureds** shall as a condition precedent to Insurers' liability under this Certificate give notice to Insurers as soon as practicable but in any event no later than thirty (30) days after the date the Insured first becomes aware, or prior to the end of the Policy Period, whichever is the sooner. It is agreed that the **Insureds** shall only be deemed to be first aware of any **Claim** when such **Claim** has been reported to an **Executive Officer**.
- B. If during the **Certificate Period**, the **Insureds** first become aware of a **Circumstance** and if the **Insureds** during the **Certificate Period**, give written notice to Underwriters of:
1. the **Circumstance**;
  2. the consequences which have resulted or may result from such **Circumstance**; and
  3. details of how the **Insureds** first became aware of such **Circumstance**,
- then any **Claim** made subsequently arising out of such **Circumstance** shall be deemed for the purposes of this Certificate to have been a **Claim** made at the time such notice was first given.
- Underwriters shall have no obligation to cover any amounts, including any legal fees or expenses, incurred prior to the time such **Circumstance** results in a **Claim**, other than any **Emergency Response Costs**.
- C. Notice to Underwriters provided for in Clause IX.A. and B. shall be given to the firm shown in Item 7 of the Declarations. All notices must be made in writing and shall be deemed to be received and effective upon actual receipt thereof by the addressee.

## X. GENERAL CONDITIONS

- A. Representations.

By acceptance of this Certificate, the **Insureds** agree:

1. that the statements in the **Application** are their representations, and that this Certificate is issued in reliance upon the truth of such representations; and
2. that in the event that the **Application** contains misrepresentations made with the actual intent to deceive, or contains misrepresentations which materially affect either the acceptance of the risk or the hazard assumed by Underwriters under this Certificate, this Certificate shall not afford any coverage with respect to:
  - i. those **Insureds** who made or had knowledge of such misrepresentations; and
  - ii. all **Insureds** if the individual(s) who executed the **Application** made or had knowledge of such misrepresentations.

Except as provided for in paragraph 2.ii above, no knowledge possessed by any Insured shall be imputed to any other Insured.

None of the foregoing provisions in Clause X.A. shall in any other way limit or void Underwriters' rights to rescind this Certificate.

- B. Run Off

1. In the event any entity ceases to be a **Subsidiary** as defined herein after the inception date of this Certificate, or of any certificate issued by Underwriters of which this Certificate is a renewal or replacement, this Certificate, subject to its terms including without limitation Exclusion G. above, shall continue to apply to any of the **Insured Persons** who were covered under this Certificate or the aforesaid certificate of which this is a renewal or replacement, because of their service with such entity and to such **Subsidiary**.

2. In the event of a **Change of Control** after the inception date of this Certificate or of any certificate issued by Underwriters of which this Certificate is a renewal or replacement, this Certificate, subject to its terms, shall continue to apply to the **Insureds** but only with respect to any **Wrongful Act** committed or allegedly committed prior to the **Change of Control**.

C. Cancellation/Nonrenewal

1. By acceptance of this Certificate, the **Insureds** hereby confer the exclusive power and authority to cancel this Certificate on their behalf to the **Named Insured**. Such entity may cancel this Certificate surrender thereof to Underwriters, or by mailing to Underwriters written notice stating when thereafter such cancellation shall be effective. The mailing of such notice shall be sufficient notice and the effective date of cancellation stated in the notice shall become the end of the **Certificate Period**. Delivery of such written notice shall be equivalent to mailing.
2. Underwriters may cancel this Certificate only for non-payment of premium by mailing to the **Named Insured** written notice stating when, not less than twenty (20) days thereafter, such cancellation shall be effective. The mailing of such notice shall be sufficient notice and the effective date of cancellation stated in the notice shall become the end of the **Certificate Period**. Delivery of such written notice by Underwriters shall be equivalent to mailing.
3. If this Certificate is cancelled pursuant to 1. hereinabove, Underwriters shall retain the customary short rate proportion of the premium hereon calculated in accordance with the Short Rate Cancellation Table set forth in Clause XXIV of this Certificate except however, in the event any **Claims** and/or **Circumstances** have been reported to Underwriters, the premium shall be deemed fully earned. If this Certificate is cancelled pursuant to 2 hereinabove, Underwriters shall retain the pro rata proportion of the premium hereon. Payment or tender of any unearned premium by Underwriters shall not be a condition precedent to the effectiveness of cancellation.
4. Underwriters may non-renew this Certificate by mailing to the **Named Insured** written notice of non-renewal not less than sixty (60) days before the end of the **Certificate Period**. The mailing of such notice shall be sufficient notice. Delivery of such written notice by Underwriters shall be equivalent to mailing.

XI. OTHER INSURANCE

This Certificate shall apply in excess of any other existing valid and collectible insurance, including any self-insured retention or deductible portion thereof, whether such other insurance is stated to be primary, contributory, excess, contingent or otherwise, including coverage provided to an Insured as "additional insured" coverage, unless such other insurance is written only as specific excess insurance over the Limits of Liability of this Certificate.

XII. OPTIONAL EXTENSION PERIOD

- A. If this Certificate is cancelled by the **Named Insured** or if Underwriters non-renew this Certificate, then the **Named Insured** shall have the right, upon payment of an additional premium calculated at that percentage shown in Item 6.a. of the Declarations of the total annual premium for this Certificate, to an extension of the coverage granted by this Certificate with respect to any **Claim** first made during the period of time set forth in Item 6.b. of the Declarations after the end of the **Certificate Period**, but only with respect to any **Wrongful Act** committed before the effective date of cancellation or nonrenewal. In no event will this extension of coverage apply to any **Emergency Response Costs**.
- B. As a condition precedent to the right to purchase the **Optional Extension Period**, the total premium for this Certificate must have been paid. The right to purchase the **Optional Extension Period** shall terminate unless written notice together with full payment of the premium for the **Optional Extension Period** is given to Underwriters within thirty (30) days after the effective date of cancellation or nonrenewal. If such notice and premium payment is not so given to Underwriters, there shall be no right to purchase the **Optional Extension Period**.
- C. In the event of the purchase of the **Optional Extension Period**, the entire premium for the **Optional Extension Period** shall be deemed earned at its commencement.

- D. The exercise of the **Optional Extension Period** shall not in any way increase the Limit of Liability of Underwriters.
- E. The offer of renewal terms, conditions or premiums different from those in effect prior to renewal shall not constitute a refusal to renew for purposes of this Clause XII.
- F. All notices and premium payments made under this section shall be directed to Underwriters through the entity named in Item 12. of the Declarations

### XIII. ASSISTANCE, COOPERATION AND SUBROGATION

The **Insureds** agree to provide Underwriters with such information, assistance and cooperation as Underwriters or their counsel may reasonably request, and they further agree that they shall not take any action which in any way increases Underwriters' exposure under this Certificate.

In the event of any payment under this Certificate, Underwriters shall be subrogated to the **Insureds'** rights of recovery against any person or entity. The **Insureds** shall execute all papers required and shall do everything that may be necessary to secure and preserve such rights including the execution of such documents as are necessary to enable Underwriters effectively to bring suit in their name, and shall provide all other assistance and cooperation which Underwriters may reasonably require.

### XIV. ACTION AGAINST UNDERWRITERS

No action shall lie against Underwriters unless, as a condition precedent thereto, the **Insureds** shall have fully complied with all of the terms of this Certificate, and the amount of the **Insureds'** obligation to pay shall have been fully and finally determined either by judgment against them or by written agreement between them, the claimant and Underwriters. Nothing contained herein shall give any person or organization any right to join Underwriters as a party to any **Claim** against the **Insureds** to determine their liability, nor shall Underwriters be impleaded by the **Insureds** or their legal representative in any **Claim**.

### XV. ENTIRE AGREEMENT

By acceptance of this Certificate, the **Insureds** agree that this Certificate embodies all agreements existing between them and Underwriters or any of their agents relating to this insurance. Notice to any agent or knowledge possessed by any agent or other person acting on behalf of Underwriters shall not constitute a waiver or a change in any part of this Certificate or estop Underwriters from asserting any right under the terms of this Certificate, nor shall the terms be waived or changed except by written endorsement or rider issued by Underwriters to form a part of this Certificate.

### XVI. TERRITORY

This Certificate shall apply to **Claims** made against the **Insureds** anywhere in the world.

### XVII. VALUATION AND CURRENCY

All premiums, limits, Retentions, **Loss** and other amounts under this Certificate are expressed and payable in the currency of the United States. If judgment is rendered, settlement is denominated or another element of **Loss** under this Certificate is stated in a currency other than United States dollars, payment under this Certificate shall be made in United States dollars at the rate of exchange published in the Wall Street Journal on the date the judgment becomes final or payment of the settlement or other element of **Loss** is due.

### XVIII. BANKRUPTCY

Bankruptcy or insolvency of the **Insureds** shall not relieve Underwriters of their obligations nor deprive Underwriters of their rights or defenses under this Certificate.

### XIX. AUTHORIZATION

By acceptance of this Certificate, the **Named Insured** agrees to act on behalf of the **Insureds** with respect to the giving and receiving of any notice provided for in this Certificate, the payment of premiums and the receipt of any return premiums that may become due under this Certificate, and the agreement to and acceptance of endorsements, and the **Insureds** agree that the **Named Insured** shall act on their behalf.

**XX. HEADINGS**

The descriptions in the headings and subheadings of this Certificate are solely for convenience, and form no part of the terms and conditions of coverage.

**XXI. SANCTION AND LIMITATION EXCLUSION CLAUSE (LMA 3100A)**

No (re)insurer shall be deemed to provide cover and no (re)insurer shall be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose that (re)insurer to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

**XXII. SERVICE OF SUIT**

It is agreed that in the event Underwriters fail to pay any amount claimed to be due hereunder, Underwriters, at the request of the **Insureds**, will submit to the jurisdiction of a Court of competent jurisdiction within the United States. Nothing in this Condition constitutes or should be understood to constitute a waiver of Underwriters rights to commence an action in any Court of competent jurisdiction in the United States, to remove an action to a United States District Court, or to seek a transfer of a case to another Court as permitted by the laws of the United States or of any State in the United States. It is further agreed that service of process in such suit may be made upon the individual or entity shown under Item 10 of the Declarations and that in any suit instituted against Underwriters upon this Certificate, Underwriters will abide by the final decision of such Court or of any Appellate Court in the event of an appeal.

The individual or entity shown under Item 10 of the Declarations is authorized and directed to accept service of process on Underwriters' behalf in any such suit and/or upon the request of the **Insureds** to give a written undertaking to the **Insureds** that they will enter a general appearance upon Underwriters' behalf in the event such a suit shall be instituted.

Further, pursuant to any statute of any state, territory or district of the United States which makes provision therefor, Underwriters hereby designate the Superintendent, Commissioner or Director of Insurance or other officer specified for that purpose in the statute, or his successor or successors in office, as their true and lawful attorney upon whom may be served any lawful process in any action, suit or proceeding instituted by or on behalf of the **Insureds** or any beneficiary hereunder arising out of this Certificate, and hereby designate the individual or entity shown under Item 10 of the Declarations as the person to whom the said officer is authorized to mail such process or a true copy thereof.

**XXIII. CHOICE OF LAW**

Any dispute involving this Certificate shall be resolved by applying the law of the state designated in Item 11 of the Declarations.

**XXIV. SHORT RATE CANCELLATION TABLE**

Notwithstanding anything to the contrary contained herein and in consideration of the premium for which this Insurance is written it is agreed that in the event of cancellation thereof by the Insured the Earned Premium shall be computed as follows:

A. For insurances written for one year:

Days Insurance in Force	Percent of One Year Premium	Days Insurance in Force	Percent of One Year Premium
1 - 54	25	192 - 196	63
55 - 58	26	197 - 200	64
59 - 62 (2 months)	27	201 - 205	65
63 - 65	28	206 - 209	66
66 - 69	29	210 - 214 (7 months).	67
70 - 73	30	215 - 218	68
74 - 76	31	219 - 223	69
77 - 80	32	224 - 228	70

81 - 83	.....	33	229 - 232	.....	71
84 - 87	.....	34	233 - 237	.....	72
88 - 91	(3 months)	35	238 - 241	.....	73
92 - 94	.....	36	242 - 246	(8 months)	74
95 - 98	.....	37	247 - 250	.....	75
99 - 102	.....	38	251 - 255	.....	76
103 - 105	.....	39	256 - 260	.....	77
106 - 109	.....	40	261 - 264	.....	78
110 - 113	.....	41	265 - 269	.....	79
114 - 116	.....	42	270 - 273	(9 months)	80
117 - 120	.....	43	274 - 278	.....	81
121 - 124	(4 months)	44	279 - 282	.....	82
125 - 127	.....	45	283 - 287	.....	83
128 - 131	.....	46	288 - 291	.....	84
132 - 135	.....	47	292 - 296	.....	85
136 - 138	.....	48	297 - 301	.....	86
139 - 142	.....	49	302 - 305	(10 months)	87
143 - 146	.....	50	306 - 310	.....	88
147 - 149	.....	51	311 - 314	.....	89
150 - 153	(5 months)	52	315 - 319	.....	90
154 - 156	.....	53	320 - 323	.....	91
157 - 160	.....	54	324 - 328	.....	92
161 - 164	.....	55	329 - 332	.....	93
165 - 167	.....	56	333 - 337	(11 months)	94
168 - 171	.....	57	338 - 342	.....	95
172 - 175	.....	58	343 - 346	.....	96
176 - 178	.....	59	347 - 351	.....	97
179 - 182	(6 months)	60	352 - 355	.....	98
183 - 187	.....	61	356 - 360	.....	99
188 - 191	.....	62	361 - 365	(12 months)	100

B. For Insurances written for more or less than one year:

1. If insurance has been in force for 12 months or less, apply the standard short rate table for annual insurances to the full annual premium determined as for an insurance written for a term of one year.
2. If insurance has been in force for more than 12 months:
  - a. Determine full annual premium as for an insurance written for a term of one year.
  - b. Deduct such premium from the full insurance premium, and on the remainder calculate the pro rata Earned Premium on the basis of the ratio of the length of time beyond one year the insurance has been in force to the length of time beyond one year for which the insurance was originally written.
  - c. Add premium produced in accordance with items (a) and (b) to obtain Earned Premium during full period insurance has been in force.

Furthermore and notwithstanding the foregoing, the Underwriters shall retain the total premium for this Certificate, such total premium to be deemed earned upon inception of the Certificate if any **Claim** and/or **Circumstance** is reported to the Underwriters under this Certificate on or before such date of cancellation.

SML2311

## ENDORSEMENTS

### I. CYBER AND DATA PROTECTION LAW ENDORSEMENT

1. This endorsement takes priority over any other provision in this contract.
2. Save as expressly provided in this endorsement, or by other restrictions in this contract specifically relating to the use of, or inability to use, a Computer System, no cover otherwise provided under this contract shall be restricted solely due to the use of, or inability to use, a Computer System.
3. This contract excludes any loss, damage, liability, claim, costs, expense, fines, penalties, mitigation costs or any other amount directly caused by, directly resulting from or directly arising out of:
  - a. a **Cyber Act**; or
  - b. any partial or total unavailability or failure of any **Computer System**;

provided the **Computer System** is owned or controlled by the **Insured** or any other party acting on behalf of the **Insured** in either case; or

  - c. the receipt or transmission of malware, malicious code or similar by the **Insured** or any other party acting on behalf of the **Insured**.

Clause 3.a. of this Exclusion shall not apply in respect of any actual or alleged liability **Wrongful Act** arising out of a **Cyber Act**.

4. This contract excludes any loss, damage, liability, claim, costs, expense, fines, penalties, mitigation costs or any other amount directly or indirectly caused by, directly or indirectly resulting from or directly or indirectly arising out of any failure or interruption of service provided:
  - a. to the **Insured** or any other party acting on behalf of the **Insured** by an internet service provider, telecommunications provider or cloud provider but not including the hosting of hardware and software owned by the **Insured**;
  - b. by any utility provider, but only where such failure or interruption of service impacts a **Computer System** owned or controlled by the **Insured** or any other party acting on behalf of the **Insured**.
5. This contract excludes any loss, damage, liability, claim, costs, expense, fines, penalties, mitigation costs or any other amount for actual or alleged breach of **Data Protection Law** by the **Insured** or any other party acting on behalf of the **Insured**.
6. Any cover for costs of reconstituting or recovering lost, inaccessible or damaged documents owned or controlled by the **Insured** or any other party acting on behalf of the **Insured** in this contract shall not apply to **Data**.

For the purposes of this endorsement the following definitions apply:

**Computer System** means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility.

**Cyber Act** means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof, involving access to, processing of, use of or operation of any **Computer System**.

**Data** means information, facts, concepts, code or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted or stored by a **Computer System**.

**Data Protection Law** means any applicable data protection and privacy legislation or regulations in any country, province, state, territory or jurisdiction which govern the use, confidentiality, integrity, security and protection of personal data or any guidance or codes of practice relating to personal data issued by any data protection regulator or authority from time to time (all as amended, updated or re-enacted from time to time).

IUA 04-017 27.11.2020 (Amended)  
MILLERPIUS0076

## II. **MILLER EMERGENCY RESPONSE ENDORSEMENT**

This Endorsement offers a safeguard program for **Insureds** which offers both prevention and response services for crisis situations.

### **Prevention Services**

Miller has partnered with the national law firm of Hinshaw & Culbertson LLP to provide each **Insured** with access to a 24/7 telephone hotline. This hotline will be able to assist and provide advice regarding risk management and prevention questions from Insureds

877 760 8560.

This is available without any additional cost.

### **Response Services**

If an incident does occur, Miller has a team of experts that are ready to support **Insureds** throughout the process. Hinshaw & Culbertson will be ready to assist in any crisis situation without a sub-limit for these services. The expert panel can offer the following services:

- Victim support and government relations
- Crisis management and crisis communication
- Legal services
- Forensic investigatory support

MILLERPIUS0092

## III. **AMENDED DEFINITION OF WRONGFUL ACT (THIRD PARTY) IN RESPECT OF PRIVATE EVENTS/VENUE RENTALS**

All other terms and conditions of this Certificate remain unchanged

# Item 9



THE WATER CONSERVATION GARDEN AUTHORITY  
FOUNDED 1992

## BOARD REPORT

**TO:** Board of Directors

**FROM:** Brian M. Olney, Interim Administrator

**INITIATED BY:** Lauren Magnuson, Director of Garden Operations

**DATE:** September 23, 2025

**SUBJECT:** Youth Protection Policy

---

### **Recommendation:**

The board adopt Resolution 25-06 approving the Water Conservation Garden Authority Youth Protection Policy.

### **Background:**

The Water Conservation Garden Authority maintains an approved manual containing policies directing the operation of the Garden. Staff updates and adds additional policies as necessary to address new issues or regulations. Sexual molestation has become a significant issue for facilities that provide care, supervision, or oversight of minors due to recently passed legislation in California. Operations at the Garden do not include care, supervision or oversight of minors, however, minors are present at the Garden facility, and the best practice is having staff and volunteers trained in the proper procedures for interacting with minors and understanding acceptable behavior while performing their respective duties at the Garden.

A requirement for obtaining and maintaining sexual molestation insurance coverage is to have an approved policy in place that addresses key areas such as employee and volunteer responsibilities, hiring practices including background checks, proper interactions, reporting procedures, and contact information for reporting. Staff have developed a Youth Protection Policy addressing these key areas that is in alignment with requirements for obtaining insurance coverage.

Staff recommend the board adopt Resolution 25-06 approving the Youth Protection Policy.

Attachments:

1. Resolution 25-06
2. Youth Protection Policy

# Item 9 Attachment 1

**RESOLUTION 25-06  
OF THE WATER CONSERVATION GARDEN AUTHORITY  
ADOPTING THE WATER CONSERVATION GARDEN YOUTH PROTECTION POLICY  
EFFECTIVE SEPTEMBER 24, 2025**

**WHEREAS** the Water Conservation Garden Authority from time to time adopts policies pertaining to many different subjects involving relations with employees, training and internal controls; and

**WHEREAS** it is desirable for more orderly and efficient administration that the policies adopted by the board of directors be made as easily identifiable and accessible as practical for use by the public, personnel involved and other interested persons.

**NOW, THEREFORE, BE IT RESOLVED**, that the Water Conservation Garden Authority Youth Protection Policy be approved as noted.

**PASSED, ADOPTED AND APPROVED** this 23<sup>rd</sup> day of September 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
Lynn Neault, (Acting) President

**ATTEST:**

\_\_\_\_\_  
Secretary

# Item 9 Attachment 2



THE WATER CONSERVATION GARDEN AUTHORITY  
FOUNDED 1992

## Youth Protection Policy

### Introduction:

The Water Conservation Garden Authority operates a garden (“Garden”) to educate and promote water conservation and sustainability practices for the public. The Garden provides visual demonstration of landscaping, maintains exhibits and educational materials associated with conservation and sustainability, provides public educational tours and classes on numerous conservation and sustainability topics and offers the facility as a rental venue for public use.

The Water Conservation Garden Authority does not offer programs involving care, supervision or oversight of youth visitors to the garden. It is still important for staff and volunteers to have a basic understanding of the characteristics of sexual abusers and their behaviors and maintain general cognizance over proper and safe operation of the Garden.

Staff and volunteers are required to report any policy violations to the Director of Garden Operations. Staff and volunteers are required to complete the Sexual Abuse Awareness Training associated with this Youth Protection Policy and acknowledge training by signing the acknowledgement and agreement form attached to this policy.

### Purpose:

To ensure the safety and well-being of all youth visiting the Garden and protect the Water Conservation Garden Authority, staff, and volunteers from unwarranted and unfounded allegations of abuse.

### Scope:

This policy applies to all staff, volunteers and interns at the Garden.

### Definitions:

- **Abuse:** Any action that intentionally harms or injures youth, including physical, emotional, and sexual abuse.
- **Youth:** Any individual under the age of 18.

### Policy Statements:

1. The Water Conservation Garden Authority has a zero-tolerance policy for any form of abuse. It is the responsibility of every staff member and volunteer to act in the best interest of youth visiting the Garden.
2. All staff, volunteers, and interns must undergo Live-Scan fingerprint criminal background checks through the Department of Justice.

3. All Garden staff, volunteers, and interns must complete training on this policy, the identification and reporting of child abuse and neglect and Code Adam training.
4. Any suspected abuse must be reported immediately to the Director of Garden Operations.
5. Any report of inappropriate behavior or suspicion of abuse will be taken seriously and will be reported to the police, child protective services or other appropriate agencies.
6. Violations of this policy are grounds for dismissal and/or disciplinary action.
7. This policy is intended to implement procedures to minimize the risk of abuse during Garden operations.

**Responsibilities:**

- **Staff/Volunteers/Interns:** Must adhere to this policy, complete training on this policy and report any concerns.
- **Director of Garden Operations:** Must ensure policy is implemented effectively and manage any reports of abuse.

**Policy:**

- All staff, volunteers, and interns must be 18 years of age or older.
- All youth visiting the Garden must be accompanied by a parent or legal guardian over the age of 18.
- Tour groups, school groups or Garden event rentals that include youth participants must have a signed waiver of liability , release and hold harmless of the Garden and Grossmont-Cuyamaca Community College District on file that identifies the parents, guardian or teachers responsible for youth while onsite and agreeing that the Garden/GCCCD are not responsible for the supervision of youth visiting the Garden.
- Garden staff, volunteers, and interns will not provide any form of programming that involves youth supervision, care or responsibility. All programs are offered as a function of education to visitors to the garden.
- Garden staff, volunteers, and interns may not be alone with a single unrelated child without another adult staff member, volunteer, intern, teacher, parent or guardian present or observing.
- Garden staff, volunteers, and interns may not have one-on-one meetings with youth visitors behind closed doors.
- Garden staff, volunteers, and interns are prohibited from being under the influence of alcohol or illegal drugs while at the Garden and are prohibited from providing alcohol, illicit drugs, or tobacco products to youth.
- Garden staff, volunteers and interns may not have any physical contact with youth visitors to the Garden. Touching, hugging, hand holding, and inappropriate display of affection are prohibited. Physical contact may be allowed during response to a medical emergency or evacuation of the Garden facility for the safety of all visitors.
- Garden staff, volunteers, and interns are prohibited from socializing with unrelated youth visitors of the Garden outside of the Garden.
- Garden staff, volunteers, and interns will not use abusive, harassing, or discriminatory language; or tease, bully or discipline youth visitors of the Garden.

- Garden staff, volunteers and interns are prohibited from engaging in any sexually oriented conversation with youth visiting the Garden including inappropriate or explicit information about their own personal relationships, dating, or sexual activities. This includes communication via cellular phones, text messaging, email, instant messaging or other forms of electronic communication.
- Garden staff, volunteers, and interns are prohibited from possessing any sexually oriented materials (magazines, cards, videos, etc.) while on Garden property.
- No computer at the garden is to be used by staff, volunteers, or interns to engage in chat room discussions or to view or visit pornographic or sexually inappropriate websites.
- Staff, volunteers, and interns will not use abusive language, tease, bully or discipline youth visitors of the Garden.
- Any staff, volunteer, or intern that is accused of abuse will immediately be put on leave pending results of an investigation.
- The Director of Garden Operations will consult with legal counsel in the investigation of any abuse.

**Reporting Procedure:**

Garden staff, volunteers, and interns should report any questionable circumstance, observation, act, or situation that is a violation of this policy. The reporter(s) should be sensitive to the need for confidentiality in reporting information.

Reports on violation of this policy or abuse information should be directed to the Director of Garden Operations. The Director of Garden Operations will report this information to the local authorities.

If a victim or non-staff member, volunteer or intern wants to report abuse, they should be directed to the Director of Garden Operations to make the report.

All reports of abuse will be submitted to the following agencies through the contact information below:

- San Diego County Child Welfare Services – 24 hrs (858)-560-2191
- California Child Welfare Services – 24 hrs 1-800-344-6000
- San Diego County Sheriff’s Office
  - Emergency – 9-1-1
  - Non-Emergency – (858)-868-3200

Report information will be collected on the reporting form attached to this policy.

**Review:**

This policy will be reviewed annually and updated as necessary to ensure its effectiveness.

**Youth Protection Policy reporting Form**

**Reporting Party Information:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Involved Parties:**

Victim Name(s): \_\_\_\_\_ Sex: M/F Approximate Age: \_\_\_\_\_

Parrent/Guardian Name: \_\_\_\_\_ Sex M/F Approximate Age: \_\_\_\_\_

Contact information if known: \_\_\_\_\_

Suspect Name: \_\_\_\_\_ Sex M/F Approximate Age: \_\_\_\_\_

**Description of events:**

(Fill in details, what was observed? What was said by victim or Suspect? Etc.)

**Report Notification:**

Agency reported to: \_\_\_\_\_

Name of person at agency taking report: \_\_\_\_\_

Name of person making report to agency: \_\_\_\_\_

Item 10  
 Water Conservation Garden  
 Treasurer's Report  
 August 31, 2025

	Balance August 31, 2025
<b>Cash and Bank Deposits</b>	
Operating Account - Neighborhood Bank	\$ 208,256.61
Money Market - Neighborhood Bank	607,875.34
Checking Account - US Bank	-
Petty Cash	400.00
Total Cash and Bank Balance	816,531.95
Deposits in Transit	
Outstanding Checks	(7,695.70)
<b>Total Cash and Bank Deposits</b>	<b>808,836.25</b>
<b>Reconciled to ledger as of August 31, 2025</b>	<b>\$ 808,836.25</b>

**Water Conservation Garden  
Summary of Agency Contributions  
August 31, 2025**

	Year-To-Date			
	Actual	Budget	Variance B/(W)	%
<b>Agency Contributions</b>				
City of San Diego	\$ -	\$ -	\$ -	100%
Helix Water District	141,370	141,370	-	0%
Otay Water District	-	141,370	(141,370)	-100%
SD County Water Authority	-	-	-	100%
Sweetwater Authority	48,000	48,000	-	0%
<b>TOTAL AGENCY CONTRIBUTIONS</b>	<b>\$ 189,370</b>	<b>\$ 330,740</b>	<b>\$ (141,370)</b>	<b>-43%</b>

**Water Conservation Garden  
Budget Summary  
August 31, 2025**

	Current Month				Year-To-Date				Annual Budget		
	Actual	Budget	Variance B/(W)	%	Actual	Budget	Variance B/(W)	%	Budget	Remaining Balance	% Used
<b>REVENUE</b>											
Admissions	\$ 2,438	\$ 2,000	\$ 438	22%	\$ 6,129	\$ 4,000	\$ 2,129	53%	\$ 24,000	\$ 17,871	26%
Donations	116,916	500	116,416	23,283%	230,081	1,000	229,081	22,908%	30,500	(199,581)	754%
Events/Rentals	2,200	2,000	200	10%	9,500	4,000	5,500	138%	29,000	19,500	33%
Gift Shop Sales	1,845	800	1,045	131%	3,654	1,700	1,954	115%	10,600	6,946	34%
Education	310	1,000	(690)	-69%	461	2,000	(1,539)	-77%	24,000	23,539	2%
Memberships	4,707	4,500	207	5%	10,867	9,000	1,867	21%	50,000	39,133	22%
Grants/Contracts	-	-	-		-	-	-	100%	26,000	26,000	0%
Interest Income	1,654	700	954	136%	2,632	1,400	1,232	88%	20,400	17,768	13%
<b>TOTAL REVENUE</b>	<b>\$ 130,070</b>	<b>\$ 11,500</b>	<b>\$ 118,570</b>	<b>1,031%</b>	<b>\$ 263,324</b>	<b>\$ 23,100</b>	<b>\$ 240,224</b>	<b>1,040%</b>	<b>\$ 214,500</b>	<b>\$ (48,824)</b>	<b>123%</b>
<b>EXPENSE</b>											
<b>Payroll Expenses</b>											
Wages	\$ 24,546	\$ 23,575	\$ (971)	-4%	\$ 47,887	\$ 47,149	\$ (738)	-2%	\$ 284,198	\$ 236,311	17%
Taxes	1,945	3,305	1,360	41%	3,856	6,610	2,754	42%	39,754	35,898	10%
Other Payroll Expense	-	300	300	100%	1,713	730	(983)	-135%	4,120	2,407	42%
<b>Subtotal</b>	<b>\$ 26,491</b>	<b>\$ 27,180</b>	<b>\$ 689</b>	<b>3%</b>	<b>\$ 53,456</b>	<b>\$ 54,489</b>	<b>\$ 1,033</b>	<b>2%</b>	<b>\$ 328,072</b>	<b>\$ 274,616</b>	<b>16%</b>
<b>Operations Expenses</b>											
Garden Expenses	\$ 1,659	\$ 1,800	\$ 141	8%	\$ 5,043	\$ 33,200	\$ 28,157	85%	\$ 50,350	\$ 45,307	10%
Building Expenses	838	447	(391)	-87%	1,524	944	(580)	-61%	5,520	3,996	28%
Utilities	6,566	8,045	1,479	18%	12,099	16,290	4,191	26%	74,040	61,941	16%
Vehicle & Equipment Expenses	3,780	430	(3,350)	-779%	4,108	1,200	(2,908)	-242%	5,500	1,392	75%
<b>Subtotal</b>	<b>\$ 12,843</b>	<b>\$ 10,722</b>	<b>\$ (2,121)</b>	<b>-20%</b>	<b>\$ 22,774</b>	<b>\$ 51,634</b>	<b>\$ 28,860</b>	<b>56%</b>	<b>\$ 135,410</b>	<b>\$ 112,636</b>	<b>17%</b>
<b>Administrative Expenses</b>											
Applications & Software	\$ 195	\$ 467	\$ 272	58%	\$ 390	\$ 935	\$ 545	58%	\$ 6,533	\$ 6,143	6%
Insurance	1,920	1,900	(20)	-1%	1,920	5,004	3,084	62%	34,870	32,950	6%
Office Expenses	3,008	1,785	(1,223)	-69%	5,275	3,570	(1,705)	-48%	21,420	16,145	25%
Professional Fees	6,835	10,180	3,345	33%	16,415	19,900	3,485	18%	146,180	129,765	11%
Other Administrative Expenses	1,865	3,000	1,135	38%	2,534	6,650	4,116	62%	14,315	11,781	18%
Contingency for Unknowns	-	300	300	100%	-	600	600	100%	3,600	3,600	0%
<b>Subtotal</b>	<b>\$ 13,823</b>	<b>\$ 17,632</b>	<b>\$ 3,809</b>	<b>22%</b>	<b>\$ 26,534</b>	<b>\$ 36,659</b>	<b>\$ 10,125</b>	<b>28%</b>	<b>\$ 226,918</b>	<b>\$ 200,384</b>	<b>12%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 53,157</b>	<b>\$ 55,534</b>	<b>\$ 2,377</b>	<b>4%</b>	<b>\$ 102,764</b>	<b>\$ 142,782</b>	<b>\$ 40,018</b>	<b>28%</b>	<b>\$ 690,400</b>	<b>\$ 587,636</b>	<b>15%</b>
<b>NET REVENUE</b>	<b>\$ 76,913</b>	<b>\$ (44,034)</b>	<b>\$ 116,193</b>	<b>-264%</b>	<b>\$ 160,560</b>	<b>\$ (119,682)</b>	<b>\$ 200,206</b>	<b>-167%</b>	<b>\$ (475,900)</b>	<b>\$ (636,460)</b>	<b>-34%</b>
<b>NET REVENUE EXCL.</b>	<b>\$ (41,657)</b>	<b>\$ (45,234)</b>	<b>\$ 3,577</b>	<b>-8%</b>	<b>(72,153)</b>	<b>\$ (122,082)</b>	<b>\$ 49,929</b>	<b>-41%</b>	<b>\$ (526,800)</b>	<b>(454,647)</b>	<b>86%</b>

**Water Conservation Garden**  
**Summary of Receipts and Disbursements**  
**August 31, 2025**

	<b>Year-To-Date</b>
	<b>Actual</b>
<b>Beginning fund balance, June 30, 2024</b>	<b>\$ 454,609</b>
<b>Operating activities</b>	
Admissions	6,129
Donations	230,081
Events/Education	9,961
Gift Shop Sales	3,654
Memberships	10,867
Change in accruals	5,298
Payments to suppliers and vendors	(49,309)
Payments for payroll	(53,456)
Deposits (net)	(1,000)
Net cash provided / (used) by operating activities	162,225
<b>Capital and financing activities</b>	
Agency Contributions Received	189,370
Net cash provided / (used) for capital and financing activities	189,370
<b>Investing activities</b>	
Interest Income	2,632
Net cash provided / (used) for investing activities	2,632
<b>Ending fund balance, August 31, 2025</b>	<b>\$ 808,836</b>

# Check Detail Report

## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
Neighborhood NB - 7943 OP						
1211						
07/01/2025	Check	6089	Cube 10 LLC	CHECK 10004 CHECK CHECK	Reconciled	-
						1,000.00
07/01/2025	Check	6089	Cube 10 LLC	Partial Balance Due for Invoice 1313		1,000.00
1212						
07/01/2025	Check	6090	Dell Awards		Reconciled	-23.71
07/01/2025	Check	6090	Dell Awards	Invoice 226860 Name Badges		23.71
1233						
07/02/2025	Check	10011	Cube 10 LLC	CHECK 10011 CHECK CHECK	Reconciled	-
						5,000.00
07/02/2025	Check	10011	Cube 10 LLC	CHECK 10011 CHECK CHECK		5,000.00
1234						
07/02/2025	Expense		Markel Insurance Company	MARKEL WATERCONSERVATION GARD AC ACH WITHDRAWAL MARKEL WATERCONSERVATION GARD ACH DEBIT MARKEL	Reconciled	-
						1,713.00
07/02/2025	Expense		Markel Insurance Company	MARKEL WATERCONSERVATION GARD AC ACH WITHDRAWAL MARKEL WATERCONSERVATION GARD ACH DEBIT MARKEL		1,713.00
1263						
07/02/2025	Expense		Ultatel	PURCHASE 07-01 ULTATEL LLC HERND POINT OF SALE DEBIT PURCHASE 07-01 ULTATEL LLC HERNDON, VA MCI 1391	Reconciled	-103.71
07/02/2025	Expense		Ultatel	PURCHASE 07-01 ULTATEL LLC HERND POINT OF SALE DEBIT PURCHASE 07-01 ULTATEL LLC HERNDON, VA MCI 1391		103.71
1308						
07/02/2025	Expense		Smart and Final	PURCHASE 07-01 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-01 SMART AND FINAL LA MESA, CA MAP 1391	Reconciled	-36.18
07/02/2025	Expense		Smart and Final	PURCHASE 07-01 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-01 SMART AND FINAL LA MESA, CA MAP 1391		36.18
1314						
07/02/2025	Expense		Dixieline Hardware	PURCHASE 07-01 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-01 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-19.50
07/02/2025	Expense		Dixieline Hardware	PURCHASE 07-01 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-01 PB/DIXIELINE #15 LA MESA, CA MAP 1391		19.50
1235						
07/03/2025	Expense		FireSpring	FIRESPRING THE WATER CONSERVAT.. ACH WITHDRAWAL FIRESPRING THE WATER CONSERVAT... ACH DEBIT FIRESPRING MXXXXXXXXX0799	Reconciled	-195.00
07/03/2025	Expense		FireSpring	FIRESPRING THE WATER CONSERVAT.. ACH WITHDRAWAL FIRESPRING THE WATER CONSERVAT... ACH DEBIT FIRESPRING MXXXXXXXXX0799		195.00

# Check Detail Report

## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1320						
07/03/2025	Expense		Vista Print	PURCHASE 07-02 VISTAPRINT 866207 POINT OF SALE DEBIT PURCHASE 07-02 VISTAPRINT XXXXXX4955, MA MCI 1391	Reconciled	-108.11
07/03/2025	Expense		Vista Print	PURCHASE 07-02 VISTAPRINT 866207 POINT OF SALE DEBIT PURCHASE 07-02 VISTAPRINT XXXXXX4955, MA MCI 1391	Uncleared	108.11

# Check Detail Report

## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1236						
07/07/2025	Expense		Volgistics	PURCHASE 07-07 WWW.VOLGISTICS.CO POINT OF SALE DEBIT PURCHASE 07-07 WWW.VOLGISTICS.COM BYRON CENTER , MI MCI 1391	Reconciled	-50.00
07/07/2025	Expense		Volgistics	PURCHASE 07-07 WWW.VOLGISTICS.CO POINT OF SALE DEBIT PURCHASE 07-07 WWW.VOLGISTICS.COM BYRON CENTER , MI MCI 1391		50.00
1309						
07/07/2025	Expense		Smart and Final	PURCHASE 07-03 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-03 SMART AND FINAL LA MESA, CA MAP 1391	Reconciled	-92.85
07/07/2025	Expense		Smart and Final	PURCHASE 07-03 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-03 SMART AND FINAL LA MESA, CA MAP 1391		92.85
1257						
07/08/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO NXXXXXXXXX812579	Reconciled	-364.23
07/08/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO NXXXXXXXXX812579		364.23
1258						
07/08/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO	Reconciled	-263.91
07/08/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO		263.91
1310						
07/08/2025	Expense		Smart and Final	PURCHASE 07-08 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-08 SMART AND FINAL LA MESA, CA MAP 1391	Reconciled	-22.71
07/08/2025	Expense		Smart and Final	PURCHASE 07-08 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-08 SMART AND FINAL LA MESA, CA MAP 1391		22.71
1311						
07/08/2025	Expense		Albertsons	PURCHASE 07-08 ALBERTSONS #278 E POINT OF SALE DEBIT-PIN USED PURCHASE 07-08 ALBERTSONS #278 EL CAJON, CA MAP 1391	Reconciled	-5.99
07/08/2025	Expense		Albertsons	PURCHASE 07-08 ALBERTSONS #278 E POINT OF SALE DEBIT-PIN USED PURCHASE 07-08 ALBERTSONS #278 EL CAJON, CA MAP 1391		5.99
1315						
07/08/2025	Expense		Dixieline Hardware	PURCHASE 07-08 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-08 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-41.69
07/08/2025	Expense		Dixieline Hardware	PURCHASE 07-08 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-08 PB/DIXIELINE #15 LA MESA, CA MAP 1391		41.69
1242						
07/09/2025	Check	6095	San Diego	INVOICE # 10385	Reconciled	-385.00

# Check Detail Report

## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
07/09/2025	Check	6095	Museum Council San Diego Museum Council	Membership Dues Fiscal Year 2025-2026		385.00
1259						
07/09/2025	Expense		GoDaddy	POS PYMT 07-09 DNH*GODADDY.COM T POINT OF SALE DEBIT POS PYMT 07-09 DNH*GODADDY.COM TEMPE, AZ PUL 1391	Reconciled	-46.38
07/09/2025	Expense		GoDaddy	POS PYMT 07-09 DNH*GODADDY.COM T POINT OF SALE DEBIT POS PYMT 07-09 DNH*GODADDY.COM TEMPE, AZ PUL 1391		46.38
1268						
07/09/2025	Expense		Advanced Office	ACCOUNT SERVICIN The Water Conse ACH WITHDRAWAL ACCOUNT SERVICIN The Water Conservation ACH DEBIT WEB PYMNT XXXXXX0657	Reconciled	-328.11
07/09/2025	Expense		Advanced Office	ACCOUNT SERVICIN The Water Conse ACH WITHDRAWAL ACCOUNT SERVICIN The Water Conservation ACH DEBIT WEB PYMNT XXXXXX0657		328.11

# Check Detail Report

## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1312						
07/10/2025	Expense		Albertsons	PURCHASE 07-08 ALBERTSONS #2783 POINT OF SALE DEBIT PURCHASE 07-08 ALBERTSONS #2783 EL CAJON, CA MCI 1391	Reconciled	-94.98
07/10/2025	Expense		Albertsons	PURCHASE 07-08 ALBERTSONS #2783 POINT OF SALE DEBIT PURCHASE 07-08 ALBERTSONS #2783 EL CAJON, CA MCI 1391		94.98
1261						
07/11/2025	Expense		Otay Water District	OTAYWATERDISTRIC GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRIC GARDEN ACH DEBIT WEBPAYMENT	Reconciled	-228.97
07/11/2025	Expense		Otay Water District	OTAYWATERDISTRIC GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRIC GARDEN ACH DEBIT WEBPAYMENT		228.97
1262						
07/11/2025	Expense		Otay Water District	OTAYWATERDISTRIC GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRIC GARDEN ACH DEBIT WEBPAYMENT	Reconciled	-
07/11/2025	Expense		Otay Water District	OTAYWATERDISTRIC GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRIC GARDEN ACH DEBIT WEBPAYMENT		1,510.52
1316						
07/14/2025	Expense		Dixieline Hardware	PURCHASE 07-12 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-12 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-40.91
07/14/2025	Expense		Dixieline Hardware	PURCHASE 07-12 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-12 PB/DIXIELINE #15 LA MESA, CA MAP 1391		40.91
1246						
07/15/2025	Payroll Check	DD	Lauren Magnuson	Pay Period: 06/30/2025-07/14/2025	Reconciled	-
07/15/2025	Payroll Check	DD	Lauren Magnuson	Direct Deposit	Uncleared	2,875.87
1248						
07/15/2025	Payroll Check	DD	Tim Townsley	Pay Period: 06/30/2025-07/14/2025	Reconciled	-
07/15/2025	Payroll Check	DD	Tim Townsley	Direct Deposit	Uncleared	2,466.03
1250						
07/15/2025	Payroll Check	DD	Juan Jimenez	Pay Period: 06/30/2025-07/14/2025	Reconciled	-540.64
07/15/2025	Payroll Check	DD	Juan Jimenez	Direct Deposit	Uncleared	-540.64
1251						
07/15/2025	Payroll Check	DD	Yaily I Gonzalez	Pay Period: 06/30/2025-07/14/2025	Reconciled	-
07/15/2025	Payroll Check	DD	Yaily I	Direct Deposit	Uncleared	1,797.74

**Check Detail Report**  
**Water Conservation Garden Authority**  
 July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
			Gonzalez			1,797.74
1252						
07/15/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 06/30/2025-07/14/2025	Reconciled	-74.38
07/15/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-74.38
1253						
07/15/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 06/30/2025-07/14/2025	Reconciled	-669.44
07/15/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-669.44

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## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1255						
07/15/2025	Payroll Check	DD	N'Dea N. Wilson	Pay Period: 06/30/2025-07/14/2025	Reconciled	-637.30
07/15/2025	Payroll Check	DD	N'Dea N. Wilson	Direct Deposit	Uncleared	-637.30
1256						
07/15/2025	Tax Payment		QuickBooks Payroll	Tax Payment	Reconciled	-
						3,275.73
07/15/2025	Tax Payment		QuickBooks Payroll	Federal Taxes (941/943/944)	Uncleared	-
						2,799.54
07/15/2025	Tax Payment		QuickBooks Payroll	CA PIT / SDI	Uncleared	-452.11
07/15/2025	Tax Payment		QuickBooks Payroll	CA SUI / ETT	Uncleared	-24.08
1267						
07/16/2025	Expense		Markel Insurance Company	CINTASCORPORATIO THE WATER CONSERVATION ACH WITHDRAWAL CINTASCORPORATIO THE WATER CONSERVATION ACH DEBIT 110EC64E16 XXXXXX0613	Reconciled	-645.38
07/16/2025	Expense		Markel Insurance Company	CINTASCORPORATIO THE WATER CONSERVATION ACH WITHDRAWAL CINTASCORPORATIO THE WATER CONSERVATION ACH DEBIT 110EC64E16 XXXXXX0613		645.38
1266						
07/17/2025	Expense		Corporate Technologies	CORPORATE TECHNO The Water Conserve ACH WITHDRAWAL CORPORATE TECHNO The Water Conservation ACH DEBIT Connect 500283287	Reconciled	-255.00
07/17/2025	Expense		Corporate Technologies	CORPORATE TECHNO The Water Conserve ACH WITHDRAWAL CORPORATE TECHNO The Water Conservation ACH DEBIT Connect 500283287		255.00
1277						
07/17/2025	Expense		Staples	PURCHASE 07-17 NWS STAPLES 1307 POINT OF SALE DEBIT-PIN USED PURCHASE 07-17 NWS STAPLES 1307 000 EL CAJON, CA PUL 1391	Reconciled	-32.31
07/17/2025	Expense		Staples	PURCHASE 07-17 NWS STAPLES 1307 POINT OF SALE DEBIT-PIN USED PURCHASE 07-17 NWS STAPLES 1307 000 EL CAJON, CA PUL 1391		32.31
1313						
07/17/2025	Expense		Smart and Final	PURCHASE 07-17 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-17 SMART AND FINAL LA MESA, CA MAP 1391	Reconciled	-31.13
07/17/2025	Expense		Smart and Final	PURCHASE 07-17 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-17 SMART AND FINAL LA MESA, CA MAP 1391		31.13
1322						
07/17/2025	Expense		Dixieline Hardware	PURCHASE 07-17 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-17 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-37.78
07/17/2025	Expense		Dixieline Hardware	PURCHASE 07-17 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-17 PB/DIXIELINE #15 LA MESA, CA MAP 1391		37.78

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## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1328						
07/17/2025	Expense		WalMart	PURCHASE 07-16 Walmart.com Bento POINT OF SALE DEBIT PURCHASE 07-16 Walmart.com Bentonville, AR PUL 1391	Reconciled	-48.80
07/17/2025	Expense		WalMart	PURCHASE 07-16 Walmart.com Bento POINT OF SALE DEBIT PURCHASE 07-16 Walmart.com Bentonville, AR PUL 1391		48.80
1269						
07/18/2025	Check	6096	Dell Awards		Reconciled	-11.85
07/18/2025	Check	6096	Dell Awards	Invoice 226979 Name Badges		11.85
07/18/2025	Check	6096	Dell Awards	Tim Townsley		

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## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1270						
07/18/2025	Check	6097	Helix Water Dist		Reconciled	-32.00
07/18/2025	Check	6097	Helix Water Dist	Livescan for 5 Garden Volunteers Invoice 4642		32.00
1275						
07/18/2025	Expense		San Diego Gas & Electric	SD GAS & ELEC WATER CONSERVA ACH WITHDRAWAL SD GAS & ELEC WATER CONSERVATION GAR ACH DEBIT PAID SDGER	Reconciled	-
07/18/2025	Expense		San Diego Gas & Electric	SD GAS & ELEC WATER CONSERVA ACH WITHDRAWAL SD GAS & ELEC WATER CONSERVATION GAR ACH DEBIT PAID SDGER		1,920.41
1272						
07/21/2025	Check	6098	Lauren Magnuson		Reconciled	-200.00
07/21/2025	Check	6098	Lauren Magnuson	Wave in Day Back Gate	Uncleared	200.00
1323						
07/21/2025	Expense		Dixieline Hardware	PURCHASE 07-19 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 07-19 CNS PB/DIXIELINE #1000 LA MESA, CA PUL 1391	Reconciled	-109.03
07/21/2025	Expense		Dixieline Hardware	PURCHASE 07-19 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 07-19 CNS PB/DIXIELINE #1000 LA MESA, CA PUL 1391		109.03
1276						
07/23/2025	Expense		Cox Business	COX COMM SAN Neighborhood ACH DE ACH WITHDRAWAL COX COMM SAN Neighborhood ACH DEBIT PURCHASE	Reconciled	-325.38
07/23/2025	Expense		Cox Business	COX COMM SAN Neighborhood ACH DE ACH WITHDRAWAL COX COMM SAN Neighborhood ACH DEBIT PURCHASE		325.38
1278						
07/23/2025	Expense		Ultatel	PURCHASE 07-22 ULTATEL LLC HERND POINT OF SALE DEBIT PURCHASE 07-22 ULTATEL LLC HERNDON, VA MCI 1391	Reconciled	-98.10
07/23/2025	Expense		Ultatel	PURCHASE 07-22 ULTATEL LLC HERND POINT OF SALE DEBIT PURCHASE 07-22 ULTATEL LLC HERNDON, VA MCI 1391		98.10
1283						
07/23/2025	Check		Yvonne Miles	CHECK 6054 CHECK CHECK	Reconciled	-122.07
07/23/2025	Check		Yvonne Miles	CHECK 6054 CHECK CHECK		122.07
1324						
07/23/2025	Expense		Dixieline Hardware	PURCHASE 07-23 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 07-23 CNS PB/DIXIELINE #1000 LA MESA, CA PUL 1391	Reconciled	-183.68
07/23/2025	Expense		Dixieline Hardware	PURCHASE 07-23 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 07-23 CNS PB/DIXIELINE #1000 LA MESA, CA PUL 1391		183.68
1326						

# Check Detail Report

## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
07/23/2025	Expense		Amazon	PURCHASE 07-22 AMAZON MKTPL*6I1X POINT OF SALE DEBIT PURCHASE 07-22 AMAZON MKTPL*6I1X06PR3 Amzn.com/bill, WA MCI 1391	Reconciled	-210.19
07/23/2025	Expense		Amazon	PURCHASE 07-22 AMAZON MKTPL*6I1X POINT OF SALE DEBIT PURCHASE 07-22 AMAZON MKTPL*6I1X06PR3 Amzn.com/bill, WA MCI 1391		210.19
1327						
07/23/2025	Expense			PURCHASE 07-22 IN *SAN DIEGO PON POINT OF SALE DEBIT PURCHASE 07-22 IN *SAN DIEGO POND AND POWAY, CA MCI 1391	Reconciled	-
07/23/2025	Expense			PURCHASE 07-22 IN *SAN DIEGO PON POINT OF SALE DEBIT PURCHASE 07-22 IN *SAN DIEGO POND AND POWAY, CA MCI 1391		1,153.99
						1,153.99

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## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1317						
07/24/2025	Expense		Dixieline Hardware	PURCHASE 07-24 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-24 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-27.01
07/24/2025	Expense		Dixieline Hardware	PURCHASE 07-24 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 07-24 PB/DIXIELINE #15 LA MESA, CA MAP 1391		27.01
1325						
07/24/2025	Expense		Amazon	PURCHASE 07-23 Amazon.com*X649G2 POINT OF SALE DEBIT PURCHASE 07-23 Amazon.com*X649G2PG3 Amzn.com/bill, WA MCI 1391	Reconciled	-161.61
07/24/2025	Expense		Amazon	PURCHASE 07-23 Amazon.com*X649G2 POINT OF SALE DEBIT PURCHASE 07-23 Amazon.com*X649G2PG3 Amzn.com/bill, WA MCI 1391		161.61
1284						
07/25/2025	Expense			PURCHASE 07-23 SUPPORTPDFFILLER. POINT OF SALE DEBIT PURCHASE 07-23 SUPPORTPDFFILLER.COM BROOKLINE, MA MCI 1391	Reconciled	-1.25
07/25/2025	Expense			PURCHASE 07-23 SUPPORTPDFFILLER. POINT OF SALE DEBIT PURCHASE 07-23 SUPPORTPDFFILLER.COM BROOKLINE, MA MCI 1391		1.25
1319						
07/25/2025	Expense		Smart and Final	PURCHASE 07-24 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-24 SMART AND FINAL LA MESA, CA MAP 1391	Reconciled	-129.71
07/25/2025	Expense		Smart and Final	PURCHASE 07-24 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 07-24 SMART AND FINAL LA MESA, CA MAP 1391		129.71
1329						
07/25/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391	Reconciled	-102.60
07/25/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391		102.60
1282						
07/28/2025	Check	6100	Christine White		Reconciled	-
07/28/2025	Check	6100	Christine White	Deposit Refund Celebration of Life 6/8/25	Uncleared	-
						1,000.00
						-
						1,000.00
1305						
07/28/2025	Expense		Constant Contact	CONSTANTCONTACT Lauren Magnuson ACH WITHDRAWAL CONSTANTCONTACT Lauren Magnuson ACH DEBIT XXXXXX5506	Reconciled	-285.00
07/28/2025	Expense		Constant Contact	CONSTANTCONTACT Lauren Magnuson ACH WITHDRAWAL CONSTANTCONTACT Lauren Magnuson ACH DEBIT XXXXXX5506		285.00
1318						
07/28/2025	Expense		Little	PURCHASE 07-26 LITTLE CAESAR'S 1 POINT OF SALE DEBIT PURCHASE 07-26 LITTLE CAESAR'S	Reconciled	-37.90

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## Water Conservation Garden Authority

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
07/28/2025	Expense		Caesars Little Caesars	1473 0 EL CAJON, CA MCI 1391 PURCHASE 07-26 LITTLE CAESAR'S 1 POINT OF SALE DEBIT PURCHASE 07-26 LITTLE CAESAR'S 1473 0 EL CAJON, CA MCI 1391		37.90
1330						
07/28/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO VALHALLA N POINT OF SALE DEBIT PURCHASE 07-25 RANCHO VALHALLA NURSER EL CAJON, CA MCI 1391	Reconciled	-192.56
07/28/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO VALHALLA N POINT OF SALE DEBIT PURCHASE 07-25 RANCHO VALHALLA NURSER EL CAJON, CA MCI 1391		192.56
1332						
07/28/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391	Reconciled	-21.53
07/28/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391		21.53

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1333						
07/28/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391	Reconciled	-86.19
07/28/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391		86.19
1334						
07/28/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391	Reconciled	-524.73
07/28/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391		524.73
1335						
07/28/2025	Expense			PURCHASE 07-25 NNT HUNTER'S NURS POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 NNT HUNTER'S NURSER002 LEMON GROVE, CA PUL 1391	Reconciled	-155.64
07/28/2025	Expense			PURCHASE 07-25 NNT HUNTER'S NURS POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 NNT HUNTER'S NURSER002 LEMON GROVE, CA PUL 1391		155.64
1298						
07/29/2025	Tax Payment		CA EDD	Tax Payment for Period: 01/01/2025-03/31/2025 Q1 2025 CA UI unable to pay/file	Uncleared	-
						1,175.92
07/29/2025	Tax Payment		CA EDD	CA SUI / ETT	Uncleared	-
						1,175.92
1299						
07/29/2025	Check	6103	Employment Development Department		Reconciled	-73.67
07/29/2025	Check	6103	Employment Development Department	Account 212-0307-0		73.67
1306						
07/29/2025	Expense		Intuit	PURCHASE 07-28 INTUIT *QBooks On POINT OF SALE DEBIT PURCHASE 07-28 INTUIT *QBooks Online CL.INTUIT.COM, CA MCI 1391	Reconciled	-263.00
07/29/2025	Expense		Intuit	PURCHASE 07-28 INTUIT *QBooks On POINT OF SALE DEBIT PURCHASE 07-28 INTUIT *QBooks Online CL.INTUIT.COM, CA MCI 1391		263.00
1287						
07/30/2025	Payroll Check	DD	Tim Townsley	Pay Period: 07/15/2025-07/29/2025	Reconciled	-
						2,466.04
07/30/2025	Payroll Check	DD	Tim Townsley	Direct Deposit	Uncleared	-
						2,466.04
1291						

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**Water Conservation Garden Authority**  
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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
07/30/2025	Payroll Check	DD	Lauren Magnuson	Pay Period: 07/15/2025-07/29/2025	Reconciled	-
						2,875.88
07/30/2025	Payroll Check	DD	Lauren Magnuson	Direct Deposit	Uncleared	-
						2,875.88
1292						
07/30/2025	Payroll Check	DD	N'Dea N. Wilson	Pay Period: 07/15/2025-07/29/2025	Reconciled	-713.03
07/30/2025	Payroll Check	DD	N'Dea N. Wilson	Direct Deposit	Uncleared	-713.03
1293						
07/30/2025	Payroll Check	DD	Yaily I Gonzalez	Pay Period: 07/15/2025-07/29/2025	Reconciled	-
						1,942.85
07/30/2025	Payroll Check	DD	Yaily I Gonzalez	Direct Deposit	Uncleared	-
						1,942.85

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## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1295						
07/30/2025	Payroll Check	DD	Juan Jimenez	Pay Period: 07/15/2025-07/29/2025	Reconciled	-652.22
07/30/2025	Payroll Check	DD	Juan Jimenez	Direct Deposit	Uncleared	-652.22
1296						
07/30/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 07/15/2025-07/29/2025	Reconciled	-75.34
07/30/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-75.34
1297						
07/30/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 07/15/2025-07/29/2025	Reconciled	-678.05
07/30/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-678.05
1300						
07/30/2025	Tax Payment		QuickBooks Payroll	Tax Payment	Reconciled	-
						3,437.83
07/30/2025	Tax Payment		QuickBooks Payroll	Federal Taxes (941/943/944)	Uncleared	-
						2,924.11
07/30/2025	Tax Payment		QuickBooks Payroll	CA PIT / SDI	Uncleared	-486.14
07/30/2025	Tax Payment		QuickBooks Payroll	CA SUI / ETT	Uncleared	-27.59
07/30/2025	Tax Payment		QuickBooks Payroll	Excess Tax Balance Adjustment	Uncleared	0.01
1331						
07/30/2025	Expense		Valhalla Nursery	PURCHASE 07-29 RANCHO VALHALLA N POINT OF SALE DEBIT PURCHASE 07-29 RANCHO VALHALLA NURSER EL CAJON, CA MCI 1391	Reconciled	-91.88
07/30/2025	Expense		Valhalla Nursery	PURCHASE 07-29 RANCHO VALHALLA N POINT OF SALE DEBIT PURCHASE 07-29 RANCHO VALHALLA NURSER EL CAJON, CA MCI 1391		91.88
1336						
07/30/2025	Expense		Cuyamaca College Nursery	PURCHASE 07-29 SP CUYAMACA COLLE POINT OF SALE DEBIT PURCHASE 07-29 SP CUYAMACA COLLEGE EL CAJON, CA MCI 1391	Reconciled	-18.08
07/30/2025	Expense		Cuyamaca College Nursery	PURCHASE 07-29 SP CUYAMACA COLLE POINT OF SALE DEBIT PURCHASE 07-29 SP CUYAMACA COLLEGE EL CAJON, CA MCI 1391		18.08
1281						
07/31/2025	Check	6101	Rutan & Tucker	Account No.038652 - 0001	Reconciled	-
						2,820.00
07/31/2025	Check	6101	Rutan & Tucker	Professional Services Invoice #1035215		2,820.00
1301						
07/31/2025	Check	6104	Pamela M Badger		Reconciled	-440.00

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**Water Conservation Garden Authority**  
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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
07/31/2025 1302	Check	6104	Pamela M Badger	July Wellness Classes		440.00
07/31/2025	Check	6105	Amelia Knesevich	Reimbursement	Reconciled	-160.00
07/31/2025	Check	6105	Amelia Knesevich	Classes Taught in July 2025		160.00

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## Water Conservation Garden Authority

July 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1303						
07/31/2025	Check	6106	Lisa McKenna		Reconciled	-160.00
07/31/2025	Check	6106	Lisa McKenna	Classes taught in July 2025		160.00
1307						
07/31/2025	Expense		San Diego Gas & Electric	CA DEPT TAX FEE WATER CONSERVATI ACH WITHDRAWAL CA DEPT TAX FEE WATER CONSERVATION GAR ACH DEBIT CDTFA EPMT 21816636	Reconciled	-718.00
07/31/2025	Expense		San Diego Gas & Electric	CA DEPT TAX FEE WATER CONSERVATI ACH WITHDRAWAL CA DEPT TAX FEE WATER CONSERVATION GAR ACH DEBIT CDTFA EPMT 21816636		718.00
1321						
07/31/2025	Expense		Dixieline Hardware	PURCHASE 07-30 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 07-30 CNS PB/DIXIELINE #1001 LA MESA, CA PUL 1391	Reconciled	-163.13
07/31/2025	Expense		Dixieline Hardware	PURCHASE 07-30 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 07-30 CNS PB/DIXIELINE #1001 LA MESA, CA PUL 1391		163.13
1337						
07/31/2025	Expense		San Diego Rock Supply	PURCHASE 07-31 SAN DIEGO ROCK S POINT OF SALE DEBIT-PIN USED PURCHASE 07-31 SAN DIEGO ROCK S EL CAJON, CA PUL 1391	Reconciled	-541.98
07/31/2025	Expense		San Diego Rock Supply	PURCHASE 07-31 SAN DIEGO ROCK S POINT OF SALE DEBIT-PIN USED PURCHASE 07-31 SAN DIEGO ROCK S EL CAJON, CA PUL 1391		541.98

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## Water Conservation Garden Authority

August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
Neighborhood NB - 7943 OP						
1280						
08/01/2025	Check	6102	Cube 10 LLC	CHECK 10004 CHECK CHECK	Reconciled	-
						1,000.00
08/01/2025	Check	6102	Cube 10 LLC	Partial Balance Due for Invoice 1314		1,000.00
1351						
08/01/2025	Expense			PURCHASE 07-31 CA SECRETARY OF S POINT OF SALE DEBIT PURCHASE 07-31 CA SECRETARY OF STATE SACRAMENTO, CA MCI 1391	Reconciled	-35.00
08/01/2025	Expense			PURCHASE 07-31 CA SECRETARY OF S POINT OF SALE DEBIT PURCHASE 07-31 CA SECRETARY OF STATE SACRAMENTO, CA MCI 1391		35.00
1342						
08/04/2025	Check	6107	Dell Awards		Reconciled	-438.84
08/04/2025	Check	6107	Dell Awards	Perpetual Engravings (Invoice 227096		24.00
08/04/2025	Check	6107	Dell Awards	2024 - Frank Kalinoski		
08/04/2025	Check	6107	Dell Awards	2025 - Mary Jane Bailey		
08/04/2025	Check	6107	Dell Awards	RSD Kiwanis Plaque Invoice 227149		188.56
08/04/2025	Check	6107	Dell Awards	Water Bottles for Staff Gifts Invoice 227150		226.28
1344						
08/04/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391	Reconciled	-373.68
08/04/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391		373.68
1345						
08/04/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391	Reconciled	-105.84
08/04/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391		105.84
1346						
08/04/2025	Check	10012	Cube 10 LLC	CHECK 10012 CHECK CHECK	Reconciled	-
						5,000.00
08/04/2025	Check	10012	Cube 10 LLC	CHECK 10012 CHECK CHECK		5,000.00
1386						
08/04/2025	Expense		Dixieline Hardware	PURCHASE 08-02 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 08-02 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-18.45
08/04/2025	Expense		Dixieline Hardware	PURCHASE 08-02 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 08-02 PB/DIXIELINE #15 LA MESA, CA MAP 1391		18.45

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1400						
08/04/2025	Expense		Amazon	PURCHASE 08-02 AMAZON MKTPL*V10E POINT OF SALE DEBIT PURCHASE 08-02 AMAZON MKTPL*V10EW2013 Amzn.com/bill, WA MCI 1391	Reconciled	-33.93
08/04/2025	Expense		Amazon	PURCHASE 08-02 AMAZON MKTPL*V10E POINT OF SALE DEBIT PURCHASE 08-02 AMAZON MKTPL*V10EW2013 Amzn.com/bill, WA MCI 1391		33.93

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1401						
08/04/2025	Expense		Amazon	PURCHASE 07-31 AMAZON.COM*YR4899 POINT OF SALE DEBIT PURCHASE 07-31 AMAZON.COM*YR4899RP3 SEATTLE, WA PUL 1391	Reconciled	-22.06
08/04/2025	Expense		Amazon	PURCHASE 07-31 AMAZON.COM*YR4899 POINT OF SALE DEBIT PURCHASE 07-31 AMAZON.COM*YR4899RP3 SEATTLE, WA PUL 1391		22.06
1350						
08/05/2025	Expense		FireSpring	FIRESRING THE WATER CONSERVAT.. ACH WITHDRAWAL FIRESRING THE WATER CONSERVAT... ACH DEBIT FIRESRING MXXXXXXXXX4332	Reconciled	-195.00
08/05/2025	Expense		FireSpring	FIRESRING THE WATER CONSERVAT.. ACH WITHDRAWAL FIRESRING THE WATER CONSERVAT... ACH DEBIT FIRESRING MXXXXXXXXX4332		195.00
1402						
08/05/2025	Expense		Smart and Final	PURCHASE 08-05 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 08-05 SMART AND FINAL LA MESA, CA MAP 1391	Reconciled	-9.99
08/05/2025	Expense		Smart and Final	PURCHASE 08-05 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 08-05 SMART AND FINAL LA MESA, CA MAP 1391		9.99
1354						
08/06/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO NXXXXXXXXX823893	Reconciled	-91.00
08/06/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO NXXXXXXXXX823893		91.00
1355						
08/06/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO	Reconciled	-263.91
08/06/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO		263.91
1387						
08/06/2025	Expense	WF	Dixieline Hardware	PURCHASE 08-06 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 08-06 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-70.15
08/06/2025	Expense	WF	Dixieline Hardware	PURCHASE 08-06 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 08-06 PB/DIXIELINE #15 LA MESA, CA MAP 1391		70.15
1356						
08/07/2025	Expense		San Diego Gas & Electric	EMPLOYMENT DEVEL THE WATER CONSE ACH WITHDRAWAL EMPLOYMENT DEVEL THE WATER CONSERVATION ACH DEBIT EDD EFTPMT 616856288	Reconciled	-
08/07/2025	Expense		San Diego Gas & Electric	EMPLOYMENT DEVEL THE WATER CONSE ACH WITHDRAWAL EMPLOYMENT DEVEL THE WATER CONSERVATION ACH DEBIT EDD EFTPMT 616856288		1,453.73
1357						
08/07/2025	Expense		Volgistics	PURCHASE 08-07 WWW.VOLGISTICS.CO POINT OF SALE DEBIT PURCHASE 08-07 WWW.VOLGISTICS.COM BYRON CENTER , MI MCI 1391	Reconciled	-50.00
08/07/2025	Expense		Volgistics	PURCHASE 08-07 WWW.VOLGISTICS.CO POINT OF SALE DEBIT PURCHASE 08-07		50.00

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
				WWW.VOLGISTICS.COM BYRON CENTER , MI MCI 1391		
1358						
08/07/2025	Expense			PURCHASE 08-06 SAN DIEGO NATURAL POINT OF SALE DEBIT PURCHASE 08-06 SAN DIEGO NATURAL HIST SAN DIEGO, CA MCI 1391	Reconciled	-115.00
08/07/2025	Expense			PURCHASE 08-06 SAN DIEGO NATURAL POINT OF SALE DEBIT PURCHASE 08-06 SAN DIEGO NATURAL HIST SAN DIEGO, CA MCI 1391		115.00
1359						
08/08/2025	Expense		Corporate Technologies	CORPORATE TECHNO The Water Conse ACH WITHDRAWAL CORPORATE TECHNO The Water Conservation ACH DEBIT Connect 500480609	Reconciled	-495.00
08/08/2025	Expense		Corporate Technologies	CORPORATE TECHNO The Water Conse ACH WITHDRAWAL CORPORATE TECHNO The Water Conservation ACH DEBIT Connect 500480609		495.00

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1403						
08/08/2025	Expense		Amazon	PURCHASE 08-08 AMAZON MKTPL*ZI9S POINT OF SALE DEBIT PURCHASE 08-08 AMAZON MKTPL*ZI9SS4043 Amzn.com/bill, WA MCI 1391	Reconciled	-186.81
08/08/2025	Expense		Amazon	PURCHASE 08-08 AMAZON MKTPL*ZI9S POINT OF SALE DEBIT PURCHASE 08-08 AMAZON MKTPL*ZI9SS4043 Amzn.com/bill, WA MCI 1391		186.81
1404						
08/08/2025	Expense		Albertsons	PURCHASE 08-08 ALBERTSONS #278 E POINT OF SALE DEBIT-PIN USED PURCHASE 08-08 ALBERTSONS #278 EL CAJON, CA MAP 1391	Reconciled	-24.06
08/08/2025	Expense		Albertsons	PURCHASE 08-08 ALBERTSONS #278 E POINT OF SALE DEBIT-PIN USED PURCHASE 08-08 ALBERTSONS #278 EL CAJON, CA MAP 1391		24.06
1384						
08/11/2025	Expense		Advanced Office	ACCOUNT SERVICIN The Water Conse ACH WITHDRAWAL ACCOUNT SERVICIN The Water Conservation ACH DEBIT WEB PYMNT XXXXXX4087	Reconciled	-302.84
08/11/2025	Expense		Advanced Office	ACCOUNT SERVICIN The Water Conse ACH WITHDRAWAL ACCOUNT SERVICIN The Water Conservation ACH DEBIT WEB PYMNT XXXXXX4087		302.84
1385						
08/11/2025	Expense	WF	Valhalla Nursery	PURCHASE 08-09 RANCHO VALHALLA N POINT OF SALE DEBIT PURCHASE 08-09 RANCHO VALHALLA NURSER EL CAJON, CA MCI 1391	Reconciled	-58.65
08/11/2025	Expense	WF	Valhalla Nursery	PURCHASE 08-09 RANCHO VALHALLA N POINT OF SALE DEBIT PURCHASE 08-09 RANCHO VALHALLA NURSER EL CAJON, CA MCI 1391		58.65
1388						
08/11/2025	Expense	VK	Dixieline Hardware	PURCHASE 08-09 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 08-09 PB/DIXIELINE #15 LA MESA, CA MAP 1391	Reconciled	-40.71
08/11/2025	Expense	VK	Dixieline Hardware	PURCHASE 08-09 PB/DIXIELINE #15 POINT OF SALE DEBIT-PIN USED PURCHASE 08-09 PB/DIXIELINE #15 LA MESA, CA MAP 1391		40.71
1405						
08/11/2025	Expense		Amazon	PURCHASE 08-10 AMAZON MKTPL*586I POINT OF SALE DEBIT PURCHASE 08-10 AMAZON MKTPL*586IN7KG3 Amzn.com/bill, WA MCI 1391	Reconciled	-33.98
08/11/2025	Expense		Amazon	PURCHASE 08-10 AMAZON MKTPL*586I POINT OF SALE DEBIT PURCHASE 08-10 AMAZON MKTPL*586IN7KG3 Amzn.com/bill, WA MCI 1391		33.98
1406						
08/11/2025	Expense		Wayfair	PURCHASE 08-07 WF *WAYFAIR431700 POINT OF SALE DEBIT PURCHASE 08-07 WF *WAYFAIRXXXXXX9137 Boston, MA PUL 1391	Reconciled	-242.70
08/11/2025	Expense		Wayfair	PURCHASE 08-07 WF *WAYFAIR431700 POINT OF SALE DEBIT PURCHASE 08-07 WF *WAYFAIRXXXXXX9137 Boston, MA PUL 1391		242.70
1377						
08/12/2025	Expense		Otay Water	OTAYWATERDISTRIC GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRIC GARDEN ACH	Reconciled	-

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
			District	DEBIT WEBPAYMENT		2,142.73
08/12/2025	Expense		Otay Water District	OTAYWATERDISTRIC GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRIC GARDEN ACH DEBIT WEBPAYMENT		2,142.73
1378						
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 *S POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 *SVC EL CAJON, CA MCI 1391	Reconciled	-4.77
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 *S POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 *SVC EL CAJON, CA MCI 1391		4.77
1379						
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 EL POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 EL CAJON, CA MCI 1391	Reconciled	-227.00
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 EL POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 EL CAJON, CA MCI 1391		227.00

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## Water Conservation Garden Authority

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TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1380						
08/12/2025	Expense		Otay Water District	OTAYWATERDISTRICT GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRICT GARDEN ACH DEBIT WEBPAYMENT	Reconciled	-215.87
08/12/2025	Expense		Otay Water District	OTAYWATERDISTRICT GARDEN ACH DEBI ACH WITHDRAWAL OTAYWATERDISTRICT GARDEN ACH DEBIT WEBPAYMENT		215.87
1381						
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 EL POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 EL CAJON, CA MCI 1391	Reconciled	-255.00
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 EL POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 EL CAJON, CA MCI 1391		255.00
1382						
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 *S POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 *SVC EL CAJON, CA MCI 1391	Reconciled	-5.36
08/12/2025	Expense		DMV	PURCHASE 08-11 FD *CA DMV 669 *S POINT OF SALE DEBIT PURCHASE 08-11 FD *CA DMV 669 *SVC EL CAJON, CA MCI 1391		5.36
1383						
08/12/2025	Expense		Progressive	PURCHASE 08-11 PROGRESSIVE INS 8 POINT OF SALE DEBIT PURCHASE 08-11 PROGRESSIVE INS 855-758-0945 , OH MCI 1391	Reconciled	-
08/12/2025	Expense		Progressive	PURCHASE 08-11 PROGRESSIVE INS 8 POINT OF SALE DEBIT PURCHASE 08-11 PROGRESSIVE INS 855-758-0945 , OH MCI 1391		2,130.76
1407						
08/12/2025	Expense		Smart and Final	PURCHASE 08-12 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 08-12 SMART AND FINAL LA MESA, CA MAP 1391	Reconciled	-17.98
08/12/2025	Expense		Smart and Final	PURCHASE 08-12 SMART AND FINAL L POINT OF SALE DEBIT-PIN USED PURCHASE 08-12 SMART AND FINAL LA MESA, CA MAP 1391		17.98
1373						
08/14/2025	Check	6108	Chamber Concierge LLC		Reconciled	-540.00
08/14/2025	Check	6108	Chamber Concierge LLC	Invoice 2838 East County Chamber Silver Sponsor		540.00
1374						
08/14/2025	Check	6109	Lauren Magnuson		Reconciled	-74.68
08/14/2025	Check	6109	Lauren Magnuson	Mileage Reimbursements		74.68
1375						
08/14/2025	Check	6110	T. Townsley		Reconciled	-86.80

# Check Detail Report

## Water Conservation Garden Authority

August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
08/14/2025 1396	Check	6110	T. Townsley	Reimbursement for Garden Supplies		86.80
08/14/2025	Expense		Cintas Corp.	CINTASCORPORATIO THE WATER CONSERVATION ACH DEBIT 110EC64E16 XXXXXX4819	Reconciled	-519.12
08/14/2025 1408	Expense		Cintas Corp.	CINTASCORPORATIO THE WATER CONSERVATION ACH DEBIT 110EC64E16 XXXXXX4819		519.12
08/14/2025	Expense			PURCHASE 08-14 O'REILLY 2675 SPR POINT OF SALE DEBIT-PIN USED PURCHASE 08-14 O'REILLY 2675 SPRING VALLEY, CA PUL 1391	Reconciled	-438.39
08/14/2025	Expense			PURCHASE 08-14 O'REILLY 2675 SPR POINT OF SALE DEBIT-PIN USED PURCHASE 08-14 O'REILLY 2675 SPRING VALLEY, CA PUL 1391		438.39

**Check Detail Report**  
**Water Conservation Garden Authority**  
August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1409						
08/14/2025	Expense		Staples	PURCHASE 08-14 NWS STAPLES 1307 POINT OF SALE DEBIT-PIN USED PURCHASE 08-14 NWS STAPLES 1307 002 EL CAJON, CA PUL 1391	Reconciled	-6.45
08/14/2025	Expense		Staples	PURCHASE 08-14 NWS STAPLES 1307 POINT OF SALE DEBIT-PIN USED PURCHASE 08-14 NWS STAPLES 1307 002 EL CAJON, CA PUL 1391		6.45
1362						
08/15/2025	Payroll Check	DD	Tim Townsley	Pay Period: 07/30/2025-08/14/2025	Reconciled	-
						2,466.04
08/15/2025	Payroll Check	DD	Tim Townsley	Direct Deposit	Uncleared	-
						2,466.04
1365						
08/15/2025	Payroll Check	DD	Lauren Magnuson	Pay Period: 07/30/2025-08/14/2025	Reconciled	-
						2,875.87
08/15/2025	Payroll Check	DD	Lauren Magnuson	Direct Deposit	Uncleared	-
						2,875.87
1368						
08/15/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 07/30/2025-08/14/2025	Reconciled	-78.86
08/15/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-78.86
1369						
08/15/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 07/30/2025-08/14/2025	Reconciled	-709.77
08/15/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-709.77
1370						
08/15/2025	Payroll Check	DD	Yaily I Gonzalez	Pay Period: 07/30/2025-08/14/2025	Reconciled	-
						1,933.77
08/15/2025	Payroll Check	DD	Yaily I Gonzalez	Direct Deposit	Uncleared	-
						1,933.77
1371						
08/15/2025	Payroll Check	DD	Juan Jimenez	Pay Period: 07/30/2025-08/14/2025	Reconciled	-815.53
08/15/2025	Payroll Check	DD	Juan Jimenez	Direct Deposit	Uncleared	-815.53
1372						
08/15/2025	Payroll Check	DD	N'Dea N. Wilson	Pay Period: 07/30/2025-08/14/2025	Reconciled	-957.84
08/15/2025	Payroll Check	DD	N'Dea N.	Direct Deposit	Uncleared	-957.84

Check Detail Report  
 Water Conservation Garden Authority  
 August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
			Wilson			
1376						
08/15/2025	Tax Payment		QuickBooks Payroll	Tax Payment	Reconciled	-
						3,610.96
08/15/2025	Tax Payment		QuickBooks Payroll	Federal Taxes (941/943/944)	Uncleared	-
						3,068.39
08/15/2025	Tax Payment		QuickBooks Payroll	CA PIT / SDI	Uncleared	-504.45
08/15/2025	Tax Payment		QuickBooks Payroll	CA SUI / ETT	Uncleared	-38.12

# Check Detail Report

## Water Conservation Garden Authority

August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1398						
08/15/2025	Expense			PURCHASE 08-13 PARKWAY CAFE EL C POINT OF SALE DEBIT PURCHASE 08-13 PARKWAY CAFE EL CAJON, CA MCI 1391	Reconciled	-80.80
08/15/2025	Expense			PURCHASE 08-13 PARKWAY CAFE EL C POINT OF SALE DEBIT PURCHASE 08-13 PARKWAY CAFE EL CAJON, CA MCI 1391		80.80
1399						
08/15/2025	Expense			PURCHASE 08-13 PARKWAY BOWL EL C POINT OF SALE DEBIT PURCHASE 08-13 PARKWAY BOWL EL CAJON, CA MCI 1391	Reconciled	-66.50
08/15/2025	Expense			PURCHASE 08-13 PARKWAY BOWL EL C POINT OF SALE DEBIT PURCHASE 08-13 PARKWAY BOWL EL CAJON, CA MCI 1391		66.50
1389						
08/18/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391	Reconciled	-467.64
08/18/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391		467.64
1394						
08/19/2025	Expense		California Fair Plan Association	CALIFORNIA FAIR CA FAIR PLAN ACH ACH WITHDRAWAL CALIFORNIA FAIR CA FAIR PLAN ACH DEBIT debitpmt	Reconciled	-717.48
08/19/2025	Expense		California Fair Plan Association	CALIFORNIA FAIR CA FAIR PLAN ACH ACH WITHDRAWAL CALIFORNIA FAIR CA FAIR PLAN ACH DEBIT debitpmt		717.48
1395						
08/19/2025	Expense		San Diego Gas & Electric	SD GAS & ELEC WATER CONSERVA ACH WITHDRAWAL SD GAS & ELEC WATER CONSERVATION GAR ACH DEBIT PAID SDGER	Reconciled	-
08/19/2025	Expense		San Diego Gas & Electric	SD GAS & ELEC WATER CONSERVA ACH WITHDRAWAL SD GAS & ELEC WATER CONSERVATION GAR ACH DEBIT PAID SDGER		2,072.67
1397						
08/19/2025	Expense		Corporate Technologies	CORPORATE TECHNO The Water Conse ACH WITHDRAWAL CORPORATE TECHNO The Water Conservation ACH DEBIT Connect 500576053	Reconciled	-420.00
08/19/2025	Expense		Corporate Technologies	CORPORATE TECHNO The Water Conse ACH WITHDRAWAL CORPORATE TECHNO The Water Conservation ACH DEBIT Connect 500576053		420.00
1410						
08/19/2025	Expense		Vista Print	PURCHASE 08-19 VISTAPRINT 866207 POINT OF SALE DEBIT PURCHASE 08-19 VISTAPRINT XXXXXX4955, MA MCI 1391	Reconciled	-189.60
08/19/2025	Expense		Vista Print	PURCHASE 08-19 VISTAPRINT 866207 POINT OF SALE DEBIT PURCHASE 08-19 VISTAPRINT XXXXXX4955, MA MCI 1391		189.60
1411						
08/19/2025	Expense		Vista Print	PURCHASE 08-19 VISTAPRINT 866207 POINT OF SALE DEBIT PURCHASE 08-19 VISTAPRINT	Reconciled	-189.60

# Check Detail Report

## Water Conservation Garden Authority

August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
08/19/2025	Expense		Vista Print	XXXXXX4955, MA MCI 1391 PURCHASE 08-19 VISTAPRINT 866207 POINT OF SALE DEBIT PURCHASE 08-19 VISTAPRINT XXXXXX4955, MA MCI 1391		189.60
1390						
08/20/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391	Reconciled	-21.94
08/20/2025	Expense		Home Depot	PURCHASE 07-24 HOMEDEPOT.COM 800 POINT OF SALE DEBIT PURCHASE 07-24 HOMEDEPOT.COM 800-430-3376 , GA MCI 1391		21.94
1414						
08/21/2025	Expense		Staples	PURCHASE 08-20 Staples Inc FRAMI POINT OF SALE DEBIT PURCHASE 08-20 Staples Inc FRAMINGHAM, MA MCI 1391	Reconciled	-78.52
08/21/2025	Expense		Staples	PURCHASE 08-20 Staples Inc FRAMI POINT OF SALE DEBIT PURCHASE 08-20 Staples Inc FRAMINGHAM, MA MCI 1391		78.52

# Check Detail Report

## Water Conservation Garden Authority

August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1417						
08/21/2025	Expense		Dixieline Hardware	PURCHASE 08-21 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 08-21 CNS PB/DIXIELINE #1000 LA MESA, CA PUL 1391	Reconciled	-99.02
08/21/2025	Expense		Dixieline Hardware	PURCHASE 08-21 CNS PB/DIXIELINE POINT OF SALE DEBIT-PIN USED PURCHASE 08-21 CNS PB/DIXIELINE #1000 LA MESA, CA PUL 1391		99.02
1413						
08/22/2025	Expense		AutoZone	PURCHASE 08-21 AUTO CARE SERVICE POINT OF SALE DEBIT PURCHASE 08-21 AUTO CARE SERVICE CENT SPRING VALLEY, CA MCI 1391	Reconciled	-72.00
08/22/2025	Expense		AutoZone	PURCHASE 08-21 AUTO CARE SERVICE POINT OF SALE DEBIT PURCHASE 08-21 AUTO CARE SERVICE CENT SPRING VALLEY, CA MCI 1391		72.00
1415						
08/22/2025	Expense		Costco	PURCHASE 08-21 COSTCO WHSE #04 L POINT OF SALE DEBIT-PIN USED PURCHASE 08-21 COSTCO WHSE #04 LA MESA, CA MAP 1391	Reconciled	-102.60
08/22/2025	Expense		Costco	PURCHASE 08-21 COSTCO WHSE #04 L POINT OF SALE DEBIT-PIN USED PURCHASE 08-21 COSTCO WHSE #04 LA MESA, CA MAP 1391		102.60
1391						
08/24/2025	Check	6111	Lauren Magnuson		Uncleared	-86.50
08/24/2025	Check	6111	Lauren Magnuson	Mileage Reimbursements		86.50
1392						
08/24/2025	Check	6112	Helix Water Dist		Uncleared	-93.00
08/24/2025	Check	6112	Helix Water Dist	Livescan for 3 Garden Volunteers Invoice 4702		93.00
1393						
08/24/2025	Check	6113	Pacific Rim Mechanical		Uncleared	-350.45
08/24/2025	Check	6113	Pacific Rim Mechanical	Plumbing		350.45
1418						
08/25/2025	Expense		Cox Business	COX COMM SAN Neighborhood ACH DE ACH WITHDRAWAL COX COMM SAN Neighborhood ACH DEBIT PURCHASE	Reconciled	-229.00
08/25/2025	Expense		Cox Business	COX COMM SAN Neighborhood ACH DE ACH WITHDRAWAL COX COMM SAN Neighborhood ACH DEBIT PURCHASE		229.00
1419						
08/25/2025	Expense		Ultatel	PURCHASE 08-22 ULTATEL LLC HERND POINT OF SALE DEBIT PURCHASE 08-22 ULTATEL LLC HERNDON, VA MCI 1391	Reconciled	-96.92
08/25/2025	Expense		Ultatel	PURCHASE 08-22 ULTATEL LLC HERND POINT OF SALE DEBIT PURCHASE 08-22 ULTATEL LLC		96.92

**Check Detail Report**  
**Water Conservation Garden Authority**  
 August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
			HERNDON, VA MCI 1391		
1420					
08/25/2025	Expense		TMNASERVICES WATER CONVERSATION ACH WITHDRAWAL TMNASERVICES WATER CONVERSATION GAR ACH DEBIT TMNASPHLY	Reconciled	-
08/25/2025	Expense		TMNASERVICES WATER CONVERSATION ACH WITHDRAWAL TMNASERVICES WATER CONVERSATION GAR ACH DEBIT TMNASPHLY		1,202.94
1422					
08/25/2025	Expense		PURCHASE 08-22 SUPPORTPDFFILLER. POINT OF SALE DEBIT PURCHASE 08-22 SUPPORTPDFFILLER.COM BROOKLINE, MA MCI 1391	Reconciled	-96.00
08/25/2025	Expense		PURCHASE 08-22 SUPPORTPDFFILLER. POINT OF SALE DEBIT PURCHASE 08-22 SUPPORTPDFFILLER.COM BROOKLINE, MA MCI 1391		96.00

# Check Detail Report

## Water Conservation Garden Authority

August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1423						
08/25/2025	Expense			PURCHASE 08-23 ARCO 246231 SPRIN POINT OF SALE DEBIT-PIN USED PURCHASE 08-23 ARCO 246231 SPRING VALLEY, CA MAP 1391	Reconciled	-57.59
08/25/2025	Expense			PURCHASE 08-23 ARCO 246231 SPRIN POINT OF SALE DEBIT-PIN USED PURCHASE 08-23 ARCO 246231 SPRING VALLEY, CA MAP 1391		57.59
1424						
08/25/2025	Expense			PURCHASE 08-22 BESTWAY CLEANERS POINT OF SALE DEBIT PURCHASE 08-22 BESTWAY CLEANERS II LA MESA, CA MCI 1391	Reconciled	-351.00
08/25/2025	Expense			PURCHASE 08-22 BESTWAY CLEANERS POINT OF SALE DEBIT PURCHASE 08-22 BESTWAY CLEANERS II LA MESA, CA MCI 1391		351.00
1425						
08/26/2025	Expense		Circle K	PURCHASE 08-26 CIRCLE K 09475 EL POINT OF SALE DEBIT-PIN USED PURCHASE 08-26 CIRCLE K 09475 EL CAJON, CA MAP 1391	Reconciled	-124.79
08/26/2025	Expense		Circle K	PURCHASE 08-26 CIRCLE K 09475 EL POINT OF SALE DEBIT-PIN USED PURCHASE 08-26 CIRCLE K 09475 EL CAJON, CA MAP 1391		124.79
1445						
08/27/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391	Reconciled	-226.80
08/27/2025	Expense		Valhalla Nursery	PURCHASE 07-25 RANCHO SAN DIEGO POINT OF SALE DEBIT-PIN USED PURCHASE 07-25 RANCHO SAN DIEGO EL CAJON, CA PUL 1391		226.80
1447						
08/27/2025	Expense		Constant Contact	CONSTANTCONTACT Lauren Magnuson ACH WITHDRAWAL CONSTANTCONTACT Lauren Magnuson ACH DEBIT XXXXXX5506	Reconciled	-285.00
08/27/2025	Expense		Constant Contact	CONSTANTCONTACT Lauren Magnuson ACH WITHDRAWAL CONSTANTCONTACT Lauren Magnuson ACH DEBIT XXXXXX5506		285.00
1440						
08/28/2025	Check	6114	Rutan & Tucker	Account No.038652 - 0001	Uncleared	-120.00
08/28/2025	Check	6114	Rutan & Tucker	Professional Services Invoice #106855		120.00
1441						
08/28/2025	Check	6115	Pamela M Badger		Uncleared	-400.00
08/28/2025	Check	6115	Pamela M Badger	August Wellness Classes		400.00
1442						
08/28/2025	Check	6116	Amelia	Reimbursement	Uncleared	-160.00

Check Detail Report  
 Water Conservation Garden Authority  
 August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
08/28/2025	Check	6116	Amelia Knesevich	Classes Taught in August 2025		160.00
1443						
08/28/2025	Check	6117	Lisa McKenna		Uncleared	-120.00
08/28/2025	Check	6117	Lisa McKenna	Classes taught in August 2025		120.00
1444						
08/28/2025	Check	6118	Mary Murphy		Uncleared	-129.29
08/28/2025	Check	6118	Mary Murphy	Reimbursement for Plant Materials		129.29

**Check Detail Report**  
**Water Conservation Garden Authority**  
 August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1429						
08/29/2025	Payroll Check	DD	Lauren Magnuson	Pay Period: 08/15/2025-08/29/2025	Reconciled	-
						2,875.87
08/29/2025	Payroll Check	DD	Lauren Magnuson	Direct Deposit	Uncleared	-
						2,875.87
1432						
08/29/2025	Payroll Check	DD	Tim Townsley	Pay Period: 08/15/2025-08/29/2025	Reconciled	-
						2,466.03
08/29/2025	Payroll Check	DD	Tim Townsley	Direct Deposit	Uncleared	-
						2,466.03
1433						
08/29/2025	Payroll Check	DD	Juan Jimenez	Pay Period: 08/15/2025-08/29/2025	Reconciled	-831.66
08/29/2025	Payroll Check	DD	Juan Jimenez	Direct Deposit	Uncleared	-831.66
1435						
08/29/2025	Payroll Check	DD	Yaily I Gonzalez	Pay Period: 08/15/2025-08/29/2025	Reconciled	-
						1,933.77
08/29/2025	Payroll Check	DD	Yaily I Gonzalez	Direct Deposit	Uncleared	-
						1,933.77
1437						
08/29/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 08/15/2025-08/29/2025	Reconciled	-69.83
08/29/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-69.83
1438						
08/29/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 08/15/2025-08/29/2025	Reconciled	-628.47
08/29/2025	Payroll Check	DD	Amelia Knezevich	Direct Deposit	Uncleared	-628.47
1439						
08/29/2025	Payroll Check	DD	N'Dea N. Wilson	Pay Period: 08/15/2025-08/29/2025	Reconciled	-740.47
08/29/2025	Payroll Check	DD	N'Dea N. Wilson	Direct Deposit	Uncleared	-740.47
1446						
08/29/2025	Tax Payment		QuickBooks Payroll	Tax Payment	Reconciled	-
						3,496.34
08/29/2025	Tax Payment		QuickBooks	Federal Taxes (941/943/944)	Uncleared	-

# Check Detail Report

## Water Conservation Garden Authority

August 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
			Payroll			2,975.66
08/29/2025	Tax Payment		QuickBooks Payroll	CA PIT / SDI	Uncleared	-491.91
08/29/2025	Tax Payment		QuickBooks Payroll	CA SUI / ETT	Uncleared	-28.77
1449						
08/29/2025	Expense		Intuit	PURCHASE 08-28 INTUIT *QBooks Pa POINT OF SALE DEBIT PURCHASE 08-28 INTUIT *QBooks Payroll CL.INTUIT.COM, CA MCI 1391	Reconciled	-254.00
08/29/2025	Expense		Intuit	PURCHASE 08-28 INTUIT *QBooks Pa POINT OF SALE DEBIT PURCHASE 08-28 INTUIT *QBooks Payroll CL.INTUIT.COM, CA MCI 1391		254.00

# Item 11



THE WATER CONSERVATION GARDEN AUTHORITY  
FOUNDED 1992

## BOARD REPORT

**TO:** Board of Directors

**FROM:** Brian M. Olney, Interim Administrator

**INITIATED BY:** Lauren Magnuson, Director of Garden Operations

**DATE:** September 23, 2025

**SUBJECT:** Notices of Intent to Withdraw from the Water Conservation Garden Authority

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### **Recommendation:**

The board receive a letter of intent to withdraw from the Water Conservation Garden Authority received from Sweetwater Authority on July 1, 2025.

### **Background:**

Per the Memorandum of Understanding Regarding the Amended and Restated Joint Powers Agreement Creating the Water Conservation Garden Authority and Continuation of Funding and Operation for the Water Conservation Garden entered into on June 30, 2025, by the current members, member agencies may issue a letter of intent to withdraw from the Water Conservation Garden Authority by submitting a letter after December 31, 2025; however, no letter submitted prior to December 31, 2025, will be challenged and the effective withdrawal date will be effective twelve months from the date the letter was submitted.

A member agency may rescind its notice of intent to withdraw prior to June 30 of the following fiscal year and remain as an active member of the Water Conservation Garden Authority. Failure to rescind a notice of intent to withdraw will result in the member

agency terminating its membership and waiving and releasing any and all rights to or interest in any asset owned, operated or controlled by the Water Conservation Garden Authority effective on July 1 of the next fiscal year.

Sweetwater Authority submitted the attached letter of intent to withdraw on July 28, 2025, and it was received by the Director of Garden Operations. Sweetwater Authority is in good standing and has made its fiscal year 2025-26 annual contribution in the amount of \$48,000.

Attachment:

1. Sweetwater Authority Notice of Intent to Withdraw

# Item 11 Attachment 1

## SWEETWATER AUTHORITY

505 GARRETT AVENUE  
CHULA VISTA, CALIFORNIA 91910  
(619) 420-1413  
FAX (619) 425-7469  
www.sweetwater.org



### GOVERNING BOARD

MANNY DELGADO, CHAIR  
DITAS YAMANE, VICE CHAIR  
STEVE CASTANEDA  
ELIZABETH COX  
HECTOR MARTINEZ  
PAULINA MARTINEZ-PEREZ  
RON MORRISON

CARLOS QUINTERO  
GENERAL MANAGER

ROBERTO YANO  
ASSISTANT GENERAL MANAGER

July 28, 2025

Ms. Lauren Magnuson  
The Water Conservation Garden  
12122 Cuyamaca College Drive West  
El Cajon, CA 92019

Dear Ms. Magnuson,

This letter constitutes the Sweetwater Authority intent to withdraw from the Water Conservation Garden JPA effective July 1, 2026 and further acknowledges that as part of this withdrawal, the Authority also provides a waiver and a release of any and all rights to or interests in any asset owned, operated, or controlled by the Water Conservation JPA.

Please feel free to contact me at [cquintero@sweetwater.org](mailto:cquintero@sweetwater.org) or 619-409-6701 if you have any questions.

Sincerely,

*Carlos Quintero*

Carlos Quintero  
General Manager  
Sweetwater Authority

Cc: Brian Olney, Helix Water District

