AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, SEPTEMBER 17, 2014, AT 4:00 P.M.
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT MARTIN

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ADOPT AGENDA FOR THE REGULAR MEETING OF SEPTEMBER 17, 2014

INTRODUCTION

Human Resources Technician Bridget Anderson will introduce new employee, Mike Arthur, Financial Analyst.

PRESENTATIONS

President Martin will acknowledge Safety Award winner Eric Garcia, System Collection Worker III, recognizing his commitment to safety.

Hues Metal Finishing received the 2013 Gold Award from Encina Wastewater Authority for Environmental Excellence.

Hollandia Dairy received the 2013 Gold Award from Encina Wastewater Authority for Environmental Excellence.

Hughes Circuits received the 2013 Gold Award from Encina Wastewater Authority for Environmental Excellence.

ORAL COMMUNICATIONS

Persons wishing to address a matter not on the Agenda may be heard at this time; however, no action will be taken until the matter is placed on a future agenda in accordance with Board policy.

NOTICE TO THE PUBLIC

All matters listed under the Consent Calendar will be voted upon by one motion. There will be no separate discussion of these items, unless a Board member or member of the public requests that a particular item(s) be removed from the Consent Calendar, in which case it will be considered separately under Action Items.
CONSENT CALENDAR

1.1 APPROVAL OF MINUTES

A. REGULAR BOARD MEETING - September 3, 2014

*Approved minutes become a permanent public record of the District.*

**Recommendation:** Approve Minutes

1.2 WARRANT LIST THROUGH SEPTEMBER 17, 2014 – $1,037,025.19

**Recommendation:** Approve Warrant List

1.3 FINANCIAL REPORTS

A. WATER METER COUNT – AUGUST 31, 2014
B. WATER PRODUCTION/SALES REPORT – 2014/2015
C. WATER REVENUE AND EXPENSE REPORT – AUGUST 31, 2014
D. SEWER REVENUE AND EXPENSE REPORT – AUGUST 31, 2014
E. RESERVE FUNDS ACTIVITY – AUGUST 31, 2014
F. INVESTMENT REPORT – AUGUST 31, 2014

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

ACTION ITEMS

2.1 DROUGHT UPDATE

*For information only.*

**Recommendation:** No action required

2.2 DESIGNATION OF APPLICANT’S AGENT RESOLUTION

Two programs have been established to assist public agencies with costs incurred due to the Cocos Fire.

**Recommendation:** Adopt resolution

2.3 PUBLIC OUTREACH AND COMMUNICATION PLAN

*An open Request for Proposal was released and sent to firms the District worked with or contacted in the past and also posted as an open RFP on the District’s website.*

**Recommendation:**
1) Schedule a Special Meeting for interviews
2) Determine consultants to be interviewed

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

3.1 GENERAL MANAGER

3.2 DISTRICT LEGAL COUNSEL

3.3 SAN DIEGO COUNTY WATER AUTHORITY

3.4 ENCINA WASTEWATER AUTHORITY
   - Capital Improvement Committee
   - Policy and Finance Committee

3.5 DIRECTORS REPORTS ON MEETINGS/CONFERENCES/SEMINARS ATTENDED

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

OTHER BUSINESS

4.1 POSSIBLE CHANGE IN REGULAR BOARD OF DIRECTORS MEETING DATE

The CSDA Annual Conference scheduled September 29 – October 2 conflicts with the regularly scheduled Board of Directors meeting on October 1.

Recommendation: Request Board direction

4.2 MEETINGS

WEF Northern California Tour
October 22 - 24 – Begins and ends in Sacramento, CA

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

5.1 DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

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

CLOSED SESSION

6.1 CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (ONE CASE)
Citizens Development Corporation, v. County of San Diego, et al.
United States District Court, for the Southern District of California
Case No. 12CV0334 IEG RBB

*****END OF CLOSED SESSION*****
7.1 ADJOURNMENT

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

If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the Executive Secretary at 760.744.0460 ext. 264 at least 48 hours prior to the meeting.

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

AFFIDAVIT OF POSTING

I, Diane Posvar, Executive Secretary of the Vallecitos Water District, hereby certify that I caused the posting of this Agenda in the outside display case at the District office, 201 Vallecitos de Oro, San Marcos, California by 3:00 p.m., Friday, September 12, 2014.

Diane Posvar
President Martin called the Regular meeting to order at the hour of 4:00 p.m.

System Collection Worker III Eric Garcia led the pledge of allegiance.

Present: Director Evans
Director Hernandez
Director Poltl
Director Sannella (4:05 p.m.)
Director Martin

Staff Present: General Manager Lamb
Assistant General Manager Scaglione
Legal Counsel Scott
Administrative Services Manager Emmanuel
Finance Manager Fusco
District Engineer Gumpel
Operations & Maintenance Manager Pedrazzi
Public Information/Conservation Supervisor Urabe
Risk Management Supervisor Janus
Public Information Representative Yerman
Human Resources Technician Anderson
Executive Secretary Posvar
Administrative Secretary Johnson

ADOPT AGENDA FOR THE REGULAR MEETING OF SEPTEMBER 17, 2014

14-09-07 MOTION WAS MADE by Director Evans, seconded by Director Poltl and carried unanimously, to adopt the agenda for the Regular Board Meeting of September 17, 2014.

INTRODUCTIONS


PRESENTATIONS

President Martin presented Eric Garcia, System Collection Worker III, with an Employee Safety Award and commended him for his commitment to safety.

President Martin presented Hollandia Dairy and Hughes Circuits with their Gold Award for Environmental Excellence. Representatives from Hues Metal Finishing were unable to attend.
Minutes of the Vallecitos Water District Regular Meeting  
September 17, 2014  

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

14-09-08  MOTION WAS MADE by Director Evans, seconded by Director Hernandez, and carried unanimously, to approve the Consent Calendar as presented.

1.1 Approval of Minutes
   A. Regular Board Meeting – September 3, 2014

1.2 Warrant List through September 17, 2014 - $1,037,025.19

1.3 Financial Reports
   A. Water Meter Count – August 31, 2014
   B. Water Production/Sales Report – 2014/2015
   C. Water Revenue and Expense Report – August 31, 2014
   D. Sewer Revenue and Expense Report – August 31, 2014
   E. Reserve Funds Activity – August 31, 2014
   F. Investment Report – August 31, 2014

Director Sannella requested clarification on the warrant list with respect to items listed as “Closed Account Refund,” to which staff responded.

The roll call vote was as follows:

AYES: Evans, Hernandez, Poltl, Sannella, Martin
NOES: 
ABSTAIN: 
ABSENT:

ACTION ITEMS

DROUGHT UPDATE

Assistant General Manager Scaglione provided an update on the drought. The data collected to date is primarily July usage before the District declared the Level 2 Drought Alert condition on August 6, 2014. August 2014 water production dropped 9.1% from last August in this first full month since the issuance of State Water Resources Control Board (SWRCB) emergency regulations.

Assistant General Manager Scaglione stated that even though last month’s production dropped 9.1% from the same month last year, year-to-date production through August
2014 exceeds production for the same time period in 2013. He further stated that beginning on October 15, 2014, the District is required to report water consumption on a Gallons-per-Capita-per-Day (GPCD) basis. General Manager Lamb cautioned that there are variances that can skew the GPCD data such as property lot sizes and population.

Assistant General Manager Scaglione reviewed the number of customer phone calls made to Customer Service and Conservation staff related to drought. Of the 153 calls received, 77 of the calls were reporting water waste. In addition to the phone calls, customers were also submitting reports of water waste through the District's website.

General discussion took place.

This item was presented for information only.

DESIGNATION OF APPLICANT'S AGENT RESOLUTION

General Manager Lamb stated that there are two programs established to assist public agencies with costs incurred due to the Cocos Fire. The programs are the Fire Management Assistance Grant (FMAG), which is a federal funded program, and the state funded program, the California Disaster Assistance Act (CDAA).

Both programs are managed by the California Emergency Management Agency (Cal EMA). In order to file for these programs the District must appoint agent representatives authorized to execute and file application for public assistance on behalf of the District for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and/or CDAA.

Staff recommended the Board designate the General Manager and Assistant General Manager as the District's FMAG and CDAA agents for a period of three years and adopt the form/resolution provided by Cal EMA.

14-09-09 MOTION WAS MADE by Director Sannella, seconded by Director Evans, and carried unanimously, to adopt the resolution.

Resolution No. 1455 - The roll call vote was as follows:

AYES: Evans, Hernandez, Poltl, Sannella, Martin
NOES:
ABSTAIN:
ABSENT:

PUBLIC OUTREACH AND COMMUNICATION PLAN

General Manager Lamb stated that staff has reviewed the four proposals received for the Public Outreach and Communication Plan. Although the Request for Proposal (RFP) noted that up to three companies could be selected for interviews with the Board,
there was a very clear delineation with two of the four proposals.

Proposals were reviewed for responsiveness to the detailed provisions of the RFP, including but not limited to: understanding of the scope of work; project approach; detailed scope of services; project team experience; qualifications; references and proposed fee. Based on the criteria combined with recognition that a final negotiated scope will determine actual deliverables, product time frame and costs, Katz & Associates, Inc. and NV5 are considered responsive to the RFP.

Staff recommended the Board interview the top two firms, Katz & Associates, Inc. and NV5, and consider holding a special Board meeting to conduct the interviews.

General discussion took place.

The consensus of the Board was to interview Katz & Associates, Inc. and NV5 and make a selection during a special Board meeting to be scheduled.

REPORTS

GENERAL MANAGER

General Manager Lamb stated that the Water Bond is moving forward and receiving a great deal of support.

General Manager Lamb referenced the agenda for the Special Joint San Marcos City Council and Vallecitos Water District Board of Directors Meeting scheduled for Monday, September 22. The meeting will begin at 6:00 p.m. at the San Marcos Civic Center.

DISTRICT LEGAL COUNSEL

Legal Counsel Scott reported that the California Association of Sanitation Agencies (CASA) Board of Directors approved CASA’s participation as an amicus curiae in the City of San Jose v. Smith public records case. That case is pending before the California Supreme Court and involves the public’s right to inspect public official's private emails and text messages. Mr. Scott pointed out that it was the consensus of the CASA Attorney Committee that the Supreme Court will likely rule in favor of the Plaintiff’s right to review the information. CASA will also be working with the League of Cities to develop the brief.

SAN DIEGO COUNTY WATER AUTHORITY

Director Evans stated that the Napa earthquake opened underground aquifers. There is water in the area that is entering the rivers.
Director Evans stated that a tour of the desalination plant is scheduled for September 30, and suggested the San Marcos City Council could be made aware of it during the joint meeting with the District on September 22.

ENCINA WASTEWATER AUTHORITY

Director Hernandez reported on his attendance to the Capital Improvement Committee meeting today at which discussion took place concerning the bathymetric survey of the outfall pipe. The survey includes locating the pipe and capturing data as to its vertical and horizontal placement. Every six years the pipe will be resurveyed to determine any movement of the pipe. Other topics of discussion included upgrading the Supervisory Control and Data Acquisition (SCADA) system and safety system improvements.

Director Poltl stated that he was not able to attend the Policy and Finance Committee meeting.

DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

Directors Evans, Hernandez and Martin reported on their attendance at the Council of Water Utilities meeting held on September 16 at which the San Diego Regional Chamber of Commerce provided a presentation, “The Chamber Re-Launched and What It Means for Water.”

Director Sannella reported on his attendance to the CASA Annual Conference in August at which a comprehensive overview of the California Water Bond was provided. He commented on a presentation given by the Assistant General Manager of the Orange County Sanitation District regarding the challenges that agency has had in regard to communication with their customers and also successes they have had with their outreach program.

President Martin reported on his attendance in August at the CASA Annual Conference and the Urban Water Institute Conference.

President Martin commended staff for a presentation made to the Chamber of Commerce and Business Builders Network at a breakfast meeting. OTHER BUSINESS

POSSIBLE CHANGE IN REGULAR BOARD OF DIRECTORS MEETING DATE

General Manager Lamb stated that the CSDA Annual Conference scheduled September 29 – October 2 conflicts with the regularly scheduled Board of Directors meeting on October 1 and that a quorum would not be met for the Board meeting.

The consensus of the Board was to cancel the October 1 Board meeting.
DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

Director Hernandez requested the topic of smart meters be placed on a future agenda for discussion.

Director Martin announced that the Chamber of Commerce Mixer will be hosted by the District on November 20.

CLOSED SESSION

The closed session was not needed and did not take place.

ADJOURNMENT

There being no further business to discuss, President Martin adjourned the Regular Meeting of the Board of Directors at the hour of 5:04 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, October 15, 2014, at 4:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

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

ATTEST:

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