CALL TO ORDER – PRESIDENT EVANS

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 FEBRUARY 18, 2015

INTRODUCTION

Human Resources Technician Bridget Anderson will introduce new employee, Terry Moritz, Systems Collection Worker I.

PRESENTATION

President Evans will present Kevin Anctil, Equipment Operator, with his Certificate for Water Distribution Operator Grade IV from the State Water Resources Control Board.

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 - FEBRUARY 4, 2015

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes
1.2 WARRANT LIST THROUGH FEBRUARY 18, 2015 – $1,185,384.72

Recommendation: Approve Warrant List

1.3 FINANCIAL REPORTS

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

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

ACTION ITEMS

2.1 DROUGHT UPDATE

Recommendation: For Information Only

2.2 APPROVAL OF TEMPORARY OFF-SITE WATER SERVICE AGREEMENT FOR BLOCK C PARKING STRUCTURE, MAP NO. 15997, LOT 4 (BLOCK C, LLC)

The project is located within the North City East-Unit 1 section of the University District, east of Twin Oaks Valley Road and north of Barham Drive between Campus Way and Redel Road.

Recommendation: Approve Temporary Off-Site Service Agreement

2.3 SURPLUS PERSONAL PROPERTY LISTING

Resolution No. 1312 authorizes staff to accumulate and dispose of surplus property items through a publicly noticed sale.

Recommendation: Approve item to be made available for disposal through a public auction

2.4 EMERGENCY PREPAREDNESS

Written emergency procedures are a key element in emergency preparedness.

Recommendation: For information only

2.5 COMMUNICATION AND OUTREACH PROGRAM UPDATE

Recommendation: For information only
2.6 ELECTION TO FILL FIVE EXECUTIVE COMMITTEE MEMBER POSITIONS OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA)

The ACWA/JPIA Executive Committee will hold an election during the JPIA’s Board of Directors’ meeting on May 4, 2015.

Recommendation: Request Board direction

2.7 RESOLUTION CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA)

The District has received two requests for resolutions concurring in nomination to the Executive Committee of the ACWA/JPIA.

Recommendation: Request Board direction

2.8 ORDINANCE NO. 190, PER DIEM REVIEW

Ordinance No. 190 identifies the meetings that may be attended by the Board that are eligible for per diem payments as well as the current per diem rate.

Recommendation: Request Board direction

*****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 Urban Water Institute Spring Conference scheduled March 4 - 6 conflicts with the regularly scheduled Board of Directors meeting on March 4.

Recommendation: Request Board direction

4.2 MEETINGS

CASA 2015 Public Policy Forum
April 27-28 – Sheraton Grand Hotel, Sacramento

*****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, February 13, 2015.

Diane Posvar
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY FEBRUARY 18, 2015, AT 4:00 PM AT THE DISTRICT OFFICE,
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

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

Director Martin led the pledge of allegiance.

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

Staff Present: General Manager Lamb
Assistant General Manager Scaglione
Legal Counsel Scott
Director of Engineering & Operations Gerdes
Administrative Services Manager Emmanuel
Finance Manager Fusco
Public Information/Conservation Supervisor Robbins
Risk Management Supervisor Janus
Human Resources Technician Anderson
Executive Secretary Posvar
Administrative Secretary Johnson

ADOPT AGENDA FOR THE REGULAR MEETING OF FEBRUARY 18, 2015

15-02-14 MOTION WAS MADE by Director Hernandez, seconded by Director Sannella, and carried unanimously, to adopt the agenda for the Regular Board Meeting of February 18, 2015.

INTRODUCTION

Human Resources Technician Bridget Anderson introduced new employee, Terry Moritz, Systems Collection Worker I.

PRESENTATION

President Evans presented Kevin Anctil, Equipment Operator, with his Certificate for Water Distribution Operator Grade IV from the State Water Resources Control Board.

ORAL COMMUNICATIONS

None.
CONSENT CALENDAR

15-02-15  MOTION WAS MADE by Director Sannella, seconded by Director Hernandez, and carried unanimously, to approve the Consent Calendar as presented.

1.1 Approval of Minutes

A. Regular Board Meeting – February 4, 2015

1.2 Warrant List through February 18, 2015 - $1,185,384.72

1.3 Financial Reports

A. Water Meter Count – January 31, 2015
B. Water Production/Sales Report – 2014/2015
E. Reserve Funds Activity – January 31, 2015

ACTION ITEMS

DROUGHT UPDATE

Assistant General Manager Scaglione stated that Metropolitan Water District’s Board of Directors will be meeting in April and will at that time decide on their allocation to be effective July 1, 2015. If the District receives less than 20% of an allocation, the District would remain at Level 2 drought alert. In addition, per ordinance, drought rates would automatically take effect. If the reduction is more than 20%, the District would go to Level 3. He then provided a drought update, noting the following:

- January 2015 production decreased 37% from January 2014 and 4.8% from January 2013.
- Twelve-month average Gallons-per-Capita-per-Day (GPCD) as of January 2015 remains below the 2013 average GPCD by 9.4 gallons, or 6.5%.
- Monthly consumption, based on a 12-month rolling average, per base meter is declining, but still exceeding the 2013 average by 0.12 units (90 gallons), or 0.83%.
- The number of drought-related phone calls has decreased.
- Conservation measures have reduced water sales revenues.

General discussion took place.

This item was presented for information only.
APPROVAL OF TEMPORARY OFF-SITE WATER SERVICE AGREEMENT FOR BLOCK C PARKING STRUCTURE, MAP NO. 15997, LOT 4 (BLOCK C, LLC)

Director of Engineering & Operations Gerdes stated Block C, LLC has submitted a request for a Temporary Off-Site Water Service Agreement for a proposed parking structure to be located on Lot 4 of Map No. 15997 within the North City East – Unit 1 section of the University District. Due to the location of the adjacent Lot 3, Lot 4 has no direct frontage on any existing or proposed public water mains and requires water for irrigation and fire service. The developer has requested installation of an irrigation meter on the 12-inch water main within the Paseo (pedestrian pathway) on the south side of Lot 3 and installation of a fire service on the 12-inch water main in Campus Way. He further stated that the parking structure on Lot 4 meets the criteria of Ordinance No. 118, which states that a temporary off-site service may be approved for those properties that do not abut, traverse or are adjacent to existing pipelines, but future pipeline extensions to serve and benefit the property may occur.

He noted that if a public water main is constructed as part of future development to the north or east along the frontage of Lot 4, the property owner will be required to relocate the water service and meter to the new main; if no mains are ever constructed there, a permanent off-site service agreement will be presented to the Board for approval.

Staff recommended the Board approve the Temporary Off-Site Water Service Agreement for the Block C parking structure.

15-02-16 MOTION WAS MADE by Director Elitharp, seconded by Director Hernandez, and carried unanimously, to approve the agreement.

SURPLUS PERSONAL PROPERTY LISTING

Finance Manager Fusco stated that Resolution No. 1312 authorizes staff to accumulate and dispose of surplus property items through a publicly noticed sale. The policy states that items with an estimated value of greater than $1,000 will be approved by the Board.

He further stated that in this instance, the item is a generator valued at approximately $12,000 and has served its full useful life.

Staff recommended the Board declare the generator surplus property to be made available for disposal through a public auction.

General discussion took place.

15-02-17 MOTION WAS MADE by Director Sannella, seconded by Director Hernandez, and carried unanimously, to approve the generator be made available for disposal.
EMERGENCY PREPAREDNESS

Risk Management Supervisor Janus provided a presentation summarizing the District’s emergency preparedness procedures. The presentation included the following:

- Emergency Management Organizations the District coordinates with on the local, County, State and Federal level
- Response Protocols
- Emergency Operations Center (EOC)
- Emergency Power/Fuel Supplies
- Communication (District)
- Communication (County Wide Systems)
- Emergency Response Action Plans
- Hazardous Materials Business Plan
- Collections Department – Sewer Overflow Response Plan
- Meadowlark Water Reclamation Facility – Overflow Reporting
- Water Operations (Emergency Disinfection Plan/Emergency Notification Plan)
- Construction – Water Main Break Procedures
- Finance – Emergency Cash Distribution Policy
- Engineering – Safety Assessment Program (SAP) Evaluator
- Public Information – Notification using “VoiceShot”
- District Training

General discussion took place.

This item was presented for information only.

COMMUNICATION AND OUTREACH PROGRAM UPDATE

Public Information/Conservation Supervisor Robbins stated that on October 16, 2014, the Board selected Katz & Associates (K&A) to develop an updated outreach and communication program that furthers the Board’s Strategic Plan. At the January 19, 2015 Board meeting, the Board approved a draft customer survey to be conducted by Rea and Parker Research (R&P). R&P is currently conducting the survey and is approximately halfway through the 30 day schedule to complete the survey.

He further stated that we anticipate Tina Malott of K&A will distribute, analyze and report the survey findings to the Board at the March 18 Board meeting. He briefly discussed the timeline of deliverables for the next several tasks that K&A will be performing.

This item was presented for information only.

ELECTION TO FILL FIVE EXECUTIVE COMMITTEE MEMBER POSITIONS OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA)
General Manager Lamb stated that the ACWA/JPIA Executive Committee will hold an election during the JPIA’s Board of Directors meeting on May 4, 2015 to fill five of its member positions. He clarified that candidates for the election must be an appointed Chair or Board member and cannot be an alternate. He further stated that if Director Martin, as the District’s representative, wishes to serve on the ACWA/JPIA Executive Committee, he must submit a nominating resolution of the Board, and must also receive and submit concurring in nomination resolutions from three other JPIA members.

General discussion took place and Director Martin stated that there are very capable individuals who are very interested in the positions and he declined to run for a position on the ACWA/JPIA Executive Committee at this time.

No action was required.

RESOLUTION CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA)

General Manager Lamb stated that the District has received two requests for resolutions concurring in nomination to the Executive Committee of the ACWA/JPIA. A resolution in support of the nomination is required for each candidate.

Vista Irrigation District has requested this Board adopt a resolution concurring in their nomination of Paul E. Dorey.

15-02-18 MOTION WAS MADE by Director Martin, seconded by Director Hernandez, and carried unanimously, to adopt the resolution.

Resolution No. 1463 – the roll call vote was as follows:

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

Yuima Municipal Water District has requested this Board adopt a resolution concurring in their nomination of W.D. “Bill” Knutson.

15-02-19 MOTION WAS MADE by Director Hernandez, seconded by Director Martin, and carried unanimously, to adopt the resolution.

Resolution No. 1464 – the roll call vote was as follows:

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

ORDINANCE NO. 190, PER DIEM REVIEW

General Manager Lamb stated that Ordinance No. 190 identifies the meetings that may be attended by the Board that are eligible for per diem payments as well as the current per diem rate. The payment of the per diem is limited by law to ten meetings per month and no more than one within a 24-hour period.

He further stated that this topic was previously brought to the Board Committee in February 2013 and was also discussed at a Board Strategic Planning workshop. The current per diem rate of $150.00 per meeting was established by Ordinance No. 124, adopted in May 1999. Government Code Section 20201 stipulates allowable increases in per diem rates. In addition, increases must comply with specific public notice requirements, requires public notice in a local newspaper, a public hearing, and has a 60 day period after the adoption of any increases before they may take effect. He briefly discussed data regarding historic Cost of Living Adjustment (COLA) allowances provided in the MOU for staff and allowable per diem increases, by law, for catch-up purposes, that was provided to the Board as well as the most recent (February 2015) survey data on per diem rates paid by other San Diego water agencies. He further clarified that the allowable catch-up provision is a one-time occurrence.

General discussion took place.

Following general discussion, Legal Counsel Scott recommended the Board direct staff to bring back Ordinance No. 190 for the Board’s consideration as the statute requires public notification and that a public hearing be held. He also stated that in his opinion, the addition of an automatic COLA escalator is not consistent with the intent of the statute. He advised the Board to set their rate, and if they want to increase the rate at a later date, go through the entire process at that time.

15-02-20 MOTION WAS MADE by Director Hernandez, seconded by Director Martin, and carried 4-1, to increase the per diem rate to $200.00 per meeting with a COLA escalation clause that the Board could review annually.

Legal Counsel Scott clarified the motion, stating that the Board is voting on considering increasing the per diem and directing staff to bring Ordinance No. 190 back at the next Board meeting. The increase will not be effective immediately. He also advised that the annual COLA cannot be more than 5%.

The roll call vote was as follows:

AYES: Elitharp, Hernandez, Martin, Sannella
NOES: Evans
ABSTAIN:
ABSENT:
REPORTS

GENERAL MANAGER

General Manager Lamb thanked the Board for the great feedback they provided at the Board Workshop meeting on February 11. He then reported on the following:

- At the Member Agencies Management Meeting last month, the members reached a consensus on desalination and a new fixed service charge, and how to allocate those costs. They are now working on the allocation of treatment costs and hope to have this completed by March or April to be included in the budget.
- The San Diego County Water Authority will be reviewing the contract for the desalinated water purchase on February 26.
- Three of the eight seats for the Chamber of Commerce State of the City Address are still available if the Board wishes to invite anyone.
- New safety and security measures have recently been implemented including the installation of touch pads on the elevator and on the new door in the hallway near the lobby. Once the wiring has been completed, the key fobs will be operational and the Board will be given a code for use with the touch pads. The doors to the Board room will also be locked unless there is a meeting or other public event taking place. Security upgrades in the Customer Service area are underway as well, including full glass at the counter and a security entrance.
- In the last 10 days, 2,124 phone calls were received by Customer Service. Of those calls,
  - 1,100 were answered directly by staff
  - More than 900 were auto answered with the option to press 1 to transfer the call to staff
  - 75 were wrong numbers or hang ups
  - 41 selected the option to leave a message

General Manager Lamb briefly discussed the Equinox study that was forwarded to the Board. The study indicates that water usage in the region has increased and has decreased in the District.

DISTRICT LEGAL COUNSEL

Legal Counsel Scott stated that more and more cities and other Special Districts are mandating that their elected officials attend SB 1825 sexual harassment training. Technically the training is required for employers with over 50 employees and is mandated for managers and supervisors. He distributed information about several upcoming webcasts and encouraged the Board to consider them.
SAN DIEGO COUNTY WATER AUTHORITY

Director Evans stated the next Board meeting will be held on February 26.

ENCINA WASTEWATER AUTHORITY

Director Hernandez reported on his attendance to the February 18 Capital Improvement Committee meeting at which meeting dates for 2015 were established. Work on the modernization plan continues and is approximately 98% completed. The Fats, Oil and Grease (FOG) receiving program will be operating commercially in March.

Director Elitharp reported on his attendance to the Policy and Finance Committee meeting on February 10 at which meeting dates for 2015 were established and a presentation regarding regional water reliability was provided. A closed session was held regarding labor negotiations as their labor contract expires on June 30.

DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

Director Sannella reported on his attendance to the Council of Water Utilities meeting on February 17.

Director Martin reported on his attendance to the ACWA Region 10 Board meeting on February 10.

OTHER BUSINESS

General Manager Lamb stated that the Urban Water Institute Spring Conference scheduled March 4 – 6 conflicts with the regularly scheduled Board of Directors meeting on March 4 and that a quorum would not be met for the meeting. The consensus of the Board was to reschedule the Board meeting to March 3.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

Director Sannella requested the San Diego North Economic Development Council’s (SDNEDC) events and monthly meetings be added to the Board’s travel calendar. He stated that the SDNEDC will be holding an economic summit on March 10 and he would like the Board to consider purchasing a table at that event. This topic will be placed on the agenda for the March 3 Board meeting for further discussion.

Director Sannella commented that the SDNEDC is including a three-part series of articles about the District in their email blast, The Pulse of North County. The first part of the series was sent out at 4:00 p.m. today. He also commented on the recent increased activity on the District’s Facebook and Twitter accounts.
CLOSED SESSION

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

ADJOURNMENT

There being no further business to discuss, President Evans adjourned the Regular Meeting of the Board of Directors at the hour of 6:08 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Tuesday, March 3, 2015, at 4:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

Betty D. Evans, President
Board of Directors
Vallecitos Water District

ATTEST:

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