CALL TO ORDER – PRESIDENT HERNANDEZ

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.

DISCUSSION/ACTION ITEMS

1. ENGINEERING AND INSPECTION DEPARTMENT PRESENTATION
2. CIP QUARTERLY UPDATE PRESENTATION
3. JOINT VALLECITOS AND CITY OF SAN MARCOS MEETING
4. 2013/14 PROPOSED BUDGET PRESENTATION

*****END OF DISCUSSION/ACTION ITEMS*****

OTHER BUSINESS

5. DIRECTORS’ COMMENTS / FUTURE AGENDA ITEMS

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

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.

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 4:00 p.m., Thursday, May 2, 2013.

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

Present: Director Ferguson  
Director Poltl  
Director Hernandez  

Absent: Director Evans  
Director Martin  

Staff Present: General Manger Lamb  
Assistant General Manager Scaglione  
Legal Counsel Scott  
Director of Engineering and Operations Gerdes  
Administrative Services Manager Emmanuel  
Finance Manager Fusco  
Principal Engineer Gumpel  
Water Operations Supervisor Pedrazzi  

ORAL COMMUNICATIONS

None.

DISCUSSION/ACTION ITEMS

President Hernandez requested that agenda item 3, Joint Vallecitos and City of San Marcos Meeting be continued to a future Committee meeting due to two Board members being absent.

The consensus was to continue the item to a future Board Committee meeting.

ENGINEERING AND INSPECTION DEPARTMENT PRESENTATION

Principal Engineer Gumpel stated that the Engineering Department consists of three separate groups – Inspections, Capital Facilities and Development Services. He then introduced staff members Rob Scholl, Eileen Koonce and Lee Kirby to facilitate the presentation as follows:

Rob Scholl, Capital Facilities:

- Introduced staff persons James Gumpel, Principal Engineer; Robert Scholl, Capital Facilities Engineer; Carlos Fimbres, Capital Facilities Coordinator; Dan Lopez, GIS Technician; and, Paul Cosmano, GIS Technician
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- Administer the planning, design and construction of Capital Improvement Projects (CIP) identified in the District’s 2008 Master Plan
- Total CIP budget - $138.3 million
- District 2008 Master Plan
- Twin Oaks Reservoir #2 construction
- Geographical Information Systems – manages the District’s system maps
- Administer the planning, design, and construction of capital replacement/asset management projects
- Water and sewer modeling and analysis
- Fire flow modeling for development projects
- Water and Sewer Studies for development projects
- Integrated water resource planning
- Urban water management planning
- Odor control studies and analysis
- District water and sewer system modeling
- District fire flow model

Eileen Koonce, Development Services:

- Introduced staff persons Eileen Koonce, Engineering Technician III; Larry Gastar, Engineering Technician III; Ingrid Stichter, Engineering Technician II; Cindy Lowry, Engineering Services Assistant
- Review developer’s improvement plans to verify the proposed facilities are the proper size and installed to the District’s standards
- Prepare and process easement documents, encroachments permits, offsite agreements and annexations
- Coordinate with the following departments: Inspection, Locator, Capital Facilities, Meter, and Operations and Maintenance
- Prepare projects for Board Committee review
- Prepare projects for Board approval
- After Board approval the project is turned over to inspection
- Upon completion of construction, Inspection turns the file over to Development Services for final acceptance
- Other miscellaneous duties include inquiries at the counter and on the phone related to water pressure at certain location; cost for water meter or sewer service; water and sewer facilities available to property; annexation process and related costs; As Built plans; fire flow analysis; Availability letters, Will Serve letters (required by City/County for building permits); construction meters/One Day permits
- Maintain Engineering Records – easement files; District As-Built plans; scan and archive all Capital and Development project files; reimbursement agreement files; temporary offsite and Exchange Agreement files; Assessment District information
Lee Kirby, Inspection

- Introduced staff persons Lee Kirby, Inspection Supervisor; Mike Simmons, Construction Inspector II; Mark Atkins, Construction Inspector II; John Childs, Construction Inspector II; and Alan Mast, Facility Locator
- Reviewed the inspection process for Developmental, VWD Capital and city projects
- Presented pictures of various projects
- Reviewed the Locator’s responsibilities

This presentation was for information only.

CIP QUARTERLY UPDATE PRESENTATION

Principal Engineer Gumpel presented the CIP Quarterly Update as follows:

Richland Tank No. 1 Refurbishment – 1.3 million gallon tank; this project will provide new coatings and update the tank to current OSHA standards; project is currently out to bid with bid opening scheduled for May 8, 2013; contract start date to be announced.

Rock Springs Sewer Replacement – replacement of approximately 3,000 LF of 8” VCP sewer main and 19 manholes with 12” and 15” PVC sewer main; this project will eliminate an existing surcharging condition in the District’s collection system between Woods Drive and Hannigans Way within the greenbelt area south of Rock Springs Road; at 60% design and moving forward with the environmental process; appraisal commenced for required easements.

Linda Vista East Sewer – replacement of approximately 3,600 LF of 8” VCP sewer main with new 15” PVC sewer main; this will eliminate an existing surcharging condition and also accommodate planned development; at 100% design; CalTrans Encroachment Permit obtained; in process of obtaining easement relocation with Bixby Land Company; trying to get project out to bid by end of this fiscal year.

San Marcos Sewer Interceptor Phase 1 - consists of replacing 21” sewer interceptor with approximately 9,000 LF of 36” and 42” diameter sewer pipe; project was bid for $4.5 million; met the contractor last week; looking at June start date for the project; District sent letters to the City and property owners notifying of early June start date; other portion of this project is the Army Corps permit for invasive species removal.

San Marcos Interceptor Phase 1A – Phase 1A is the portion between Grand Avenue and Via Vera Cruz which consisting of approximately 3,000 LF from the overall project; all construction has been completed; job had seven change orders – the last being the largest for $164,208.20 and included additional costs for paving, excess dirt removal, extension of pipe west of Via Vera Cruz, additional by-pass pumping and additional
straw wattle for erosion control; total for change orders amounted to $201,184.24 and equated to 7.38% which is under the 7.5% threshold.

**Lift Station 1 Pump Improvements** – project is in design phase; will increase the capacity of Lift Station 1 from about 2,000 gallons per minute (gpm) to 3,100 gpm through the installation of a new pump; majority of project will be paid for by NSDRRWG Prop. 84 grant #2; plan is to have this built prior to next summer.

**12” Failsafe Replacement at Redwing Street** – pipeline to be replaced and raised to a shallower depth; approximately 405 feet of the 12” Failsafe will be replaced; this project is in-house design and is at almost 100% design; VWD staff performed all potholing; about $20,000 in on the project and includes construction work for the potholing; project will go out to bid by June.

**MRF Solids Force Main Replacement** – project involves the replacement of approximately 5,700 feet of existing 6” DIP force main with a new HDPE or welded PVC pipe; preliminary design report draft has been submitted; currently finalizing new pipeline alignment; about 20% in on the design.

**Meadowlark Reclamation Facility Primary Clarifier Recoating** – recoating of Meadowlark Reclamation Facility primary clarifier effluent channel and roughing filter inlet basin; all work has been done and the project is completed; one change order for $1,800; will have a second change order for the negative $6,500.

**San Elijo Hills Pump Station** – new pump station will transport at least 2.750 acre-feet of potable water each year from the Olivenhain Municipal Water District’s system to VWD’s 877 pressure zone; environmental process has been started; have preliminary design and sizing of pumps; just received all information from IEC (consultant) and staff is beginning the review; staff will perform biological site assessments to verify if endangered species are present; are 4% into the project.

Principal Engineer Gumpel reviewed the summary stating there are 18 projects in total; $33 million in overall budget amount (not fiscal year); there is approximately $8.6 million in contract amounts; have projected approximately $4.3 million to be built out by the end of this fiscal year and are at $3.8 currently; 13 change orders for a total of $170,000; some jobs came in under the initial contract; slightly less than 2% change order rate for the jobs.

**Design Contracts** - $2.3 million in design contracts; at $1.4 million currently built out; have been doing all the construction management in-house; $358,000 primaries of new contract awarded by the Board recently; other construction management, mainly in surveying, that comprises $14,000 that has been paid to date.
Geotechnical and Environmental Miscellaneous – approximately $250,000 of $368,000 total is invasive species removal. The remainder is for small support such as in-house jobs - small replacement jobs; some surveying and geotechnical work still needed.

All totals $11.9 million encumbered; actual spent to date is approximately $12.5 million.

Principal Engineer Gumpel also reviewed the CIP Tracking Chart – actual vs. projected.

General discussion took place during the presentation.

2013/14 PROPOSED BUDGET PRESENTATION

Finance Manager Fusco presented the 2013/14 proposed budget as follows:

- Budget summary and comparison to prior year budget
- Revenue and rate objectives and projections
- Operating budget and comparisons by Division
- Distribution trend of expenses by treatment, benefits, salaries, water and others
- Salaries and benefits
- Capital budget summary and comparison
- Growth vs. replacement capital projects and new capital budget requests
- Capital budget timeline
- Reserve budget and projection including operating transfers for water and sewer
- Next steps and Prop. 218 timelines

General discussion took place during the presentation.

DIRECTOR'S COMMENTS/FUTURE AGENDA ITEMS

President Hernandez stated that at the last Board meeting an update was provided on televising meetings and rate increases.

General Manager Lamb stated that an answer was obtained. The additional cost will affect approximately 4% of cable customers. An update will be provided at the next Board meeting.

ADJOURNMENT

There being no further business to discuss, President Hernandez adjourned the Board Committee meeting at the hour of 5:23 p.m.
A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, May 15, 2013, at 4:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

James Hernandez, President
Board of Directors
Vallecitos Water District

ATTEST:

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