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. MEADOWLARK RECLAMATION FACILITY DEPARTMENT PRESENTATION
2. FATS, OIL & GREASE (FOG) PROGRAM PRESENTATION
3. RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR IMPLEMENTING THE CALIFORNIA PUBLIC RECORDS ACT
4. CONSIDERATION OF REVISED PURCHASE POLICY
5. BOARD MINUTES PRACTICE AND POLICY (including but not limited to retention of tapes, specificity of contents, and availability on District website)
6. RECLAIMED WATER SERVICE – FUTURE OPTIONS AND ALTERNATIVES
7. JOINT VALLECITOS/CITY OF SAN MARCOS MEETING

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

OTHER BUSINESS

8. DIRECTORS’ COMMENTS / FUTURE AGENDA ITEMS

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

CLOSED SESSION

9. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (ONE CASE)
   Urban Villages v. Vallecitos Water District
   San Diego Superior Court Case No. 37-2012-00102327

*****END OF CLOSED SESSION*****
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, June 6, 2013.

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

Present: Director Evans
Director Ferguson
Director Martin
Director Poltl
Director Hernandez

Staff Present: General Manager Lamb
Assistant General Manager Scaglione
Legal Counsel Scott
Administrative Services Manager Emmanuel
Finance Manager Fusco
Principal Engineer Gumpel
Capital Facilities Engineer Scholl
Risk Management Supervisor Janus
Water Operations Supervisor Pedrazzi
Wastewater Treatment Plant Operator McDougle
Senior Plant Operator Danko
FOG Program Technician Harrell
Executive Secretary Posvar

ORAL COMMUNICATIONS

None.

DISCUSSION/ACTION ITEMS

MEADOWLARK RECLAMATION FACILITY DEPARTMENT PRESENTATION

Senior Plant Operator Jim Danko introduced staff members Dawn McDougle, Treatment Plant Supervisor, Blake Bechtold, Plant Operator, and Kerr Norman, Plant Operator. He facilitated the presentation as follows:

- The plant was originally part of the San Marcos County Water District
- The plant was owned by the District but ran by the State Water Resources Control Board as an operators training facility until the early 1980’s
- The original inflow designed for the plant was 2 million gallons per day
- Customer at that time was Carlsbad Municipal Water District, as they still are now
- In 1996, the plant was re-rated to 2.25 million gallons per day
• Mahr Reservoir was also being developed in the early 1980’s and is currently still in use; the facility serves as a 54 million gallon storage reservoir for the reclaimed water
• An upgrade to the plant from 2.25 million gallons per day to 5 million gallons per day, with a peak of 8 million, began in 2005 and was completed in November, 2007
• During the upgrade, the RBC plant remained in operation
• Olivenhain Municipal Water District became a customer following the upgrade
• City of Carlsbad receives 3 million gallons per day and Olivenhain receives 1.5 million gallons per day
• Presented pictures of the three stages of filtration – primary, secondary and tertiary effluent
• Explained the plant process analyses
• Explained the plant rounds and duties
• Plant functions effectively and efficiently with the teamwork from the other departments – Collections, Mechanical/Electrical, Construction, Engineering, IT
• Continuous improvement on the treatment process to keep costs down and retain the high quality of water leaving the plant
• Ultimate goal is to protect the health of the public and the environment

General discussion took place. This presentation was for information only.

FATS, OIL & GREASE (FOG) PROGRAM PRESENTATION

Source Control Technician Corey Harrell presented the FOG Program as follows:

• Explained what FOG is composed of
• Explained why FOG is a problem
• Explained the importance of a FOG Control Program
• Approved Source Control Technician in 2009/10 budget
• Explained the benefits of a FOG Control Program
• Explained the resources used to develop the FOG Control Program
• Explained the elements of the FOG Control Program
• Discussed the proposed public outreach
• Explained the inspection program and facilities to be inspected
• Explained the initial FOG inspection
• Explained grease traps and interceptors including typical locations placed and sizes
• Presented a food service establishment flow diagram
• Presented the FOG Guidance Manual he developed
• Explained kitchen BMP’s
• Explained grease interceptor/trap maintenance
• Presented the inspection form he developed
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- Explained the record keeping for food service establishments
- Presented a list of recycling/rendering companies he developed for use by food service establishments
- Discussed how/who will pay for source control
- Discussed remaining elements for completing the establishment of the FOG Program

General discussion took place during and after the presentation. This presentation was for information only.

RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR IMPLEMENTING THE CALIFORNIA PUBLIC RECORDS ACT

General Manager Lamb stated that District staff has been addressing requests for public information pursuant to the California Public Records Act (CPRA) responsively and professionally, but without written policy guidance. The proposed resolution memorializes the policy and practices of the District in accommodating CPRA requests, provides guidance and limits promulgated in the Government Code, and assigns responsibilities in complying with the CPRA.

General discussion followed which included how much to charge for photo copies of documents, no cost for electronic transmission of documents, and timelines for responses. Review of the proposed resolution also took place.

Following general discussion, the consensus of the Board Committee was to recommend this item be presented to the full Board for consideration and approval.

CONSIDERATION OF REVISED PURCHASE POLICY

General Manager Lamb stated that Resolution No. 1292 established the then current policy for staff purchases of materials, supplies and equipment as well as capital facility funding, design and construction, and various contracts for services. As part of the implementation of the Computerized Maintenance Management System, the Financial Information System and the Customer Information System, it was known that changes would need to be made to the purchasing policy. He presented a draft revised version of the resolution of which the majority of the changes are due to redundant and conflicting language as well as processes that are no longer required or used. He stated that a copy of the final draft resolution was provided to the District’s auditors for their review to ensure the policy is within industry standards and action levels as well as ensuring adequate checks and balances of authority. Several minor items were noted and incorporated into the version presented for discussion today.

General discussion and review of the proposed revised resolution took place. Following the discussion and review, the consensus of the Board Committee was to recommend this item be presented to the full Board for consideration and approval.
BOARD MINUTES PRACTICE AND POLICY (including but not limited to retention of tapes, specificity of contents, and availability on District website)

General Manager Lamb stated that the District does not have a written policy with respect to minutes and explained the historical practice for completing minutes. Certain circumstances recently brought about some meeting minutes to include in-depth detail. This has prompted the discussion to develop guidelines for the completion of meeting minutes.

General discussion took place which included different views on action minutes, in-depth, verbatim and/or summary minutes including reasons for each type as well as the need or no need for in-depth minutes due to availability of the meetings’ audio recording which will be posted on the newly revised website once it’s completed.

Following the discussion, the consensus of the Board Committee was for a general summary of agenda items, including the final action, unless a Board member specifically requests during item discussion that their comments be noted as record in the minutes.

RECLAIMED WATER SERVICES – FUTURE OPTIONS AND ALTERNATIVES

General Manager Lamb stated that President Hernandez requested this topic be presented for discussion to consider whether or not the Board wants to get into the reclaimed water business. This topic was prompted by the future treatment plant expansion at Encina Wastewater Authority, parallel land outfall, and certain facilities. Should the Board decide to proceed with providing reclaimed water services, there is a four step process that would take place which was also explained.

General discussion took place on the elements of the process, potential costs associated with elements of the process and the potential need for construction of a reclaimed water treatment plant. During general discussion, it was suggested that this item be continued to the next Board Committee meeting.

The consensus of the Board Committee was to continue this item to the next Board Committee meeting.

JOINT VALLECITOS/CITY OF SAN MARCOS MEETING

General Manager Lamb stated that Board and City representatives met in February to discuss preliminary topics. He met with the City Manager to compile the possible agenda items that were discussed and provide them to the Board for discussion. The San Marcos Mayor requested that the meeting not be held until after July as there are numerous budget issues they are working on.
General discussion took place on the potential agenda topics and included direction on topics to be added and topics to be removed from the list. The meeting will be scheduled in either August or September. This item will be brought back to the Board Committee for agenda finalization.

DIRECTOR’S COMMENTS/FUTURE AGENDA ITEMS

None.

CLOSED SESSION

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a)
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (ONE CASE)
Urban Villages v. Vallecitos Water District
San Diego Superior Court Case No. 37-2012-00102327

The consensus of the Board Committee was to move into Closed Session pursuant to Government Code Section 54956.9(a).

REPORT AFTER CLOSED SESSION

The Board Committee reconvened to Open Session at the hour of 7:03 p.m. The Board Committee, in closed session, directed staff to take appropriate action.

ADJOURNMENT

There being no further business to discuss, President Hernandez adjourned the Board Committee meeting at the hour of 7:04 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, June 19, 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