AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, JULY 17, 2013, AT 4:00 P.M.
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT HERNANDEZ

PLEDGE OF ALLEGIANCE – DIRECTOR MARTIN

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 JULY 17, 2013

INTRODUCTION

Human Resources Technician Anderson will introduce new employee – Lauren Rogers, Administrative Secretary.

PRESENTATION

President Hernandez will present System Collection Worker 2, Craig Durban with his Certificate of Competence from the California Water Environment Association for Collection System Maintenance Grade III.

President Hernandez will present System Collection Worker 2, Ian Norton with his Certificate of Competence from the California Water Environment Association for Collection System Maintenance Grade III.

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 – JULY 3, 2013
B. COMMITTEE MEETING OF THE WHOLE SPECIAL BOARD MEETING – JULY 8, 2013

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes

1.2 WARRANT LIST THROUGH JULY 17, 2013 – $956,299.82

Recommendation: Approve Warrant List

1.3 FINANCE REPORTS

A. WATER METER COUNT – JUNE 30, 2013
B. WATER PRODUCTION/SALES REPORT – 2012/2013
C. WATER REVENUE AND EXPENSE REPORT – JUNE 30, 2013
D. SEWER REVENUE AND EXPENSE REPORT – JUNE 30, 2013
E. RESERVE FUNDS ACTIVITY – JUNE 30, 2013

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

PUBLIC HEARING

2.1 PUBLIC HEARING TO ADOPT A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLECITOS WATER DISTRICT APPROVING THE SEWER SERVICE FEES TO BE COLLECTED ON THE TAX ROLL FOR IMPROVEMENT DISTRICT “A” FOR THE FISCAL YEAR JULY 1, 2013 TO JUNE 30, 2014

The State Health Code requires the District to specify on an annual basis the method it will use to collect sewer service fees.

Recommendation: 1) Hold Public Hearing 2) Adopt Resolution

ACTION ITEMS

3.1 SET PUBLIC HEARING FOR REPORT ON DISTRICT WATER QUALITY RELATIVE TO PUBLIC HEALTH GOALS

The law requires that a public hearing be held for the purpose of accepting and responding to public comment on the report.
Recommendation: Set Public Hearing for Regular Board Meeting on August 7, 2013

3.2 CONTRACT AMENDMENT #1 TO INFRASTRUCTURE ENGINEERING CORPORATION FOR THE ROCK SPRINGS SEWER PROJECT

During the time period from October 2010 to December 2012, the project was placed on hold, and was restarted in January 2013. A scope amendment has been requested for restarting the project.

Recommendation: Approve Amendment #1 to the Engineering Services Agreement in the amount of $45,640

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

REPORTS

4.1 GENERAL MANAGER
4.2 DISTRICT LEGAL COUNSEL
4.3 SAN DIEGO COUNTY WATER AUTHORITY
4.4 ENCINA WASTEWATER AUTHORITY
4.5 DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

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

OTHER BUSINESS

5.1 MEETINGS

WEF Northern California Tour
October 16 – 18, 2013 – Begins/Ends at Sacramento Airport, CA

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

6.1 DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

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

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.

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, July 12, 2013.

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

Director Martin led the pledge of allegiance.

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

Staff Present: General Manager Lamb
Assistant General Manager Scaglione
Legal Counsel Scott
Director of Engineering & Operations Gerdes
Administrative Services Manager Emmanuel
Finance Manager Fusco
Principal Engineer Gumpel
Capital Facilities Engineer Scholl
Water Operations Supervisor Pedrazzi
Risk Management Supervisor Janus
IT Supervisor Fisher
Public Information/Conservation Supervisor Urabe
Public Information Representative Webb
Executive Secretary Posvar
Administrative Secretary Rogers

ADOPT AGENDA FOR THE REGULAR MEETING OF JULY 17, 2013

13-07-05 MOTION WAS MADE by Director Ferguson, seconded by Director Martin, and carried unanimously, to adopt the agenda for the Regular Board Meeting of July 17, 2013.

INTRODUCTION

Human Resources Technician Anderson introduced new employee Lauren Rogers, Administrative Secretary.

PRESENTATIONS

President Hernandez presented Craig Durban, System Collection Worker 2, with his Certificate of Competence from the California Water Environment Association for Collection System Maintenance Grade III.
President Hernandez presented Ian Norton, System Collection Worker 2, with his Certificate of Competence from the California Water Environment Association for Collection System Maintenance Grade III.
ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

13-07-06  MOTION WAS MADE by Director Poltl, seconded by Director Evans, and carried unanimously, to approve the Consent Calendar as presented.

1.1  A. Regular Board Meeting – July 3, 2013
    B. Committee Meeting of the Whole Special Board Meeting – July 8, 2013

1.2  Warrant List Through June 19, 2013 - $3,561,596.45

1.3  Financial Reports
    A. Water Meter Count – June 30, 2013
    B. Water Production/Sales Report – 2012/2013
    D. Sewer Revenue And Expense Report – June 30, 2013
    E. Reserve Funds Activity – June 30, 2013

Director Martin requested clarification on Item 1.2 with respect to Diversified Waterscapes and City of San Marcos Franchise Fee, to which staff responded.

PUBLIC HEARING

PUBLIC HEARING TO ADOPT A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLECITOS WATER DISTRICT APPROVING THE SEWER SERVICE FEES TO BE COLLECTED ON THE TAX ROLL FOR IMPROVEMENT DISTRICT “A” FOR THE FISCAL YEAR JULY 1, 2013, TO JUNE 30, 2014

President Hernandez opened the hearing as duly noted and posted. The hearing was opened at 4:10 pm.

General Manager Lamb stated that the District elects to have the sewer service fees from sewer only customers collected on the tax roll. State Health Code requires the District to specify on an annual basis the method it will use to collect sewer service fees.

Staff recommended the Board approve the resolution authorizing the sewer service fees to be collected on the tax roll.

There being no persons wishing to address the Board, President Hernandez closed the hearing at 4:13 pm.
13-07-07 MOTION WAS MADE by Director Ferguson, seconded by Director Evans, and carried unanimously, to adopt the resolution authorizing sewer service fees to be collected on the tax roll.

Resolution No. 1425 - The roll call vote was as follows:

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

ACTION ITEMS

SET PUBLIC HEARING FOR REPORT ON DISTRICT WATER QUALITY RELATIVE TO PUBLIC HEALTH GOALS

Water Systems Supervisor Pedrazzi stated that California Health and Safety Code §116470 requires water utilities with more than 10,000 service connections prepare a special report by July 1, 2013, if their water quality constituents have exceeded any Public Health Goals (PHG’s). PHG’s are non-enforceable goals established by the Cal-EPA’s Office of Environmental Health Hazard Assessment (OEHHA). The law also requires that where OEHHA has not adopted a PHG for a constituent, the water suppliers are to use the Maximum Contaminant Level Goals (MCLG’s) adopted by USEPA. Only constituents which have a California primary drinking water standard and for which a PHG or MCLG has been established need to be addressed.

The law requires that a Public Hearing be held for the purpose of accepting and responding to public comment on the Report. The law requires that the Report be made available to the public at least 15 days prior to the acceptance of the Report. The Report will be available at the District office for public review.

Staff recommended the Board set the Public Hearing for August 7.

General discussion took place.

13-07-08 MOTION WAS MADE by Director Ferguson, seconded by Director Martin, and carried unanimously, to set the Public Hearing for August 7.

CONTRACT AMENDMENT #1 TO INFRASTRUCTURE ENGINEERING CORPORATION FOR THE ROCK SPRINGS SEWER PROJECT

Capital Facilities Engineer Scholl stated that the District maintains an existing 8-inch gravity sewer pipeline that conveys wastewater from the intersection of Rock Springs Road and Bennett Avenue west through a greenbelt area to an existing 12-inch pipeline in Rock Springs Road at Lancer Park Avenue. Due to its location near a drainage channel, ongoing capacity issues, and inflow and infiltration problems, this sewer is
currently budgeted for replacement and upsizing.

On July 12, 2010, the Board of Directors approved an engineering services contract with Infrastructure Engineering Corporation (IEC) for design and environmental services in the amount of $176,700. Preliminary design work commenced on the project shortly afterwards, including developing a preliminary alignment for the new, upsized pipeline, commencing a wetland delineation for the greenbelt drainage area, and commencing air quality, biological and noise studies.

Work on this project slowed significantly as other capital projects took priority. These included the completion of the District’s 2010 Urban Water Management Plan, the District’s 2008 Water, Wastewater and Recycled Water Master Plan, the District’s Odor Control Study, and other more-pressing wastewater projects. During the time period from October 2010 to December 2012, the project was placed on hold, and was restarted in January 2013.

Since restarting the project, IEC has continued work on revising the new sewer pipeline alignment and continuing environmental studies. However, IEC has incurred additional costs due to out-of-scope tasks and coordination needed to restart the project. Staff requested that IEC submit a scope amendment for restarting the project.

IEC submitted the proposed Contract Amendment #1 on June 13, 2013 that includes new and additional scope of work tasks. The total requested contract amendment is $45,640. With this contract amendment, IEC’s engineering services contract total would be $222,340.

Staff recommended approval of Amendment #1 to the Engineering Services Agreement with IEC in the amount of $45,640.

General discussion took place.

13-07-09 MOTION WAS MADE by Director Ferguson, seconded by Director Martin, and carried unanimously, to approve amendment #1 to the Engineering Services Agreement.

REPORTS

GENERAL MANAGER

General Manager Lamb stated that Director Evans had asked a question at the last Board meeting with respect to the Board’s role in an emergency. The California Constitution, Article 20.3, as well as the Government Code, identifies all public employees as a first responder or an emergency worker. Per the Constitution, all public employees have an obligation and duty to actually respond in an emergency. He briefly described the role of employees in an emergency as well as drought allocations as outlined in Ordinance No. 162 (drought policy). Board members are responsible for
declaring a drought level response for the District in the event the District reaches Drought Level 2, which is considered a water shortage. Ordinance No. 90 authorizes the General Manager to define an emergency, with the provision that the General Manager immediately contact the Board President who then can convene an emergency meeting of the Board within 24 hours.

Public Information/Conservation Supervisor Urabe showed a brief video which will serve as the introduction at the beginning of each videotaped Board/Board Committee meeting. She also stated that video recording of the Board/Board Committee meetings will go live at the August 7 Board meeting. The videos will be aired on the San Marcos T.V. channel on the Monday following the Board meetings. Staff is also working with the City of San Marcos to get other videos aired on the San Marcos station, such as the Downstream video, as well as others.

General Manager Lamb stated that at the request of the SDCWA General Manager, he will be addressing the SDCWA Board at their July 25 highlighting the Vallecitos Water District.

DISTRICT COUNSEL

Legal Counsel Scott reported on AB 155 which relates to the audio or video taping of public meetings and would have required public agencies to keep the records for two years instead of the current thirty day limitation. Legal Counsel Scott indicated that the bill has turned into a two year bill and may come back next year.

Legal Counsel Scott also reported on the recent Union Tribune article relating to the North County Transit District considering a policy on allowing staff members to delete emails and draft agreements and notes after sixty days.

SAN DIEGO COUNTY WATER AUTHORITY

Director Evans stated that she attended the Water Planning Committee meeting last week. Emphasis was made on the need for water self-sufficiency. Southern California is leading in its ability to take care of itself.

ENCINA WASTEWATER AUTHORITY

Director Poltl reported on the July 9 Policy and Finance Committee meeting at which topics included resolution of appropriating funds for FY 2014 Operating and Capital program budget, EWA FY 2013 Annual Audit, final FY 2013 Tactical Plan Achievement Report, as well as the FY 2014 draft Tactical Plan.

President Hernandez reported on the July 17 Capital Improvement Committee meeting at which topics included the 2040 Master Plan, facility carbon replacement, completion of the natural gas line replacement, as well as specifics included in the FY 2014 draft Tactical Plan.
DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

President Hernandez reported on his attendance to the July 16 Council of Water Utilities Meeting at which Rita Sudman, Executive Director for the Water Education Foundation, was the guest speaker.

OTHER BUSINESS

None.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

None.

ADJOURNMENT

There being no further business to discuss, President Hernandez adjourned the Regular Meeting of the Board of Directors at the hour of 5:07 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, August 7, 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