

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, JULY 20, 2016, AT 5:00 P.M.
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT SANNELLA

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 JULY 20, 2016

PRESENTATIONS

President Sannella will present **Jorge Aceves**, Wastewater Collection Systems Worker I, with his Certification of Competence in Collection System Maintenance Grade 2 from the California Water Environment Association.

Chris Carlisle, Senior Construction Worker and Russell Kubota, Landscape Maintenance Worker II, will facilitate the Construction Department presentation.

PUBLIC COMMENT

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. Public comments are limited to three minutes. A Request to Speak form is required to be submitted to the Executive Secretary prior to the start of the meeting, if possible. Public comment should start by stating name, address and topic. The Board is not permitted during this time to enter into a dialogue with the speaker.

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. BOARD WORKSHOP MEETING – June 6, 2016
- B. REGULAR BOARD MEETING – July 6, 2016

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes

1.2 WARRANT LIST THROUGH JULY 20, 2016 – \$3,843,455.82

Recommendation: Approve Warrant List

1.3 FINANCIAL REPORTS

- A. WATER METER COUNT – JUNE 30, 2016
- B. WATER PRODUCTION/SALES REPORT – 2015/2016
- C. QUARTERLY FINANCIAL REPORT – JUNE 30, 2016
- D. WATER REVENUE AND EXPENSE REPORT – JUNE 30, 2016
- E. SEWER REVENUE AND EXPENSE REPORT – JUNE 30, 2016
- F. RESERVE FUNDS ACTIVITY – JUNE 30, 2016

1.4 OPERATIONS & MAINTENANCE METRICS QUARTERLY REPORT – JUNE 30, 2016

*****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, 2016 TO JUNE 30, 2017

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 DROUGHT UPDATE

Recommendation: For information only

3.2 COST OF SERVICE STUDY REPORT AND PROPOSED RATES FOR 2016 THROUGH DECEMBER 2019

The District engaged Black & Veatch to perform a Cost of Service Study for water and wastewater charges.

Recommendation: **1) Accept the Water and Wastewater Cost of Service & Rate Design Analysis report and 2) set Public Hearing for September 21, 2016**

3.3 ORDINANCE AUTHORIZING ADMINISTRATIVE CHARGES TO RECOVER INDIRECT COSTS FOR FISCAL YEAR 2016-17

The proposed ordinance maintains the District's desire to recover all of the administrative expenses incurred in connection with providing direct services.

Recommendation: **Adopt Ordinance repealing Ordinance No. 192**

3.4 REQUEST FOR ANNEXATION OF CERTAIN PROPERTY DESIGNATED AS "SAN MARCOS HIGHLANDS," APNS: 182-110-02 & 03; 182-111-01; 184-240-14, 15, 32 & 33; AND 184-241-05, 06, 07 & 08) INTO THE VALLECITOS WATER DISTRICT AND THE SEWER IMPROVEMENT DISTRICT (VISTA SAN MARCOS, LTD)

The proposed residential development is located on approximately 288.53 acres of unimproved land located at the northern end of Las Posas Road.

Recommendation: **Request Board Direction**

3.5 ACCEPTANCE OF KNOLL ROAD SEWERLINE REPLACEMENT PROJECT

Construction has been completed.

Recommendation: **1) Increase the budget by \$1,325, 2) accept the project, 3) authorize the filing of a Notice of Completion and release of retention funds to the contractor following the 60-notice period, provided no claims are filed**

3.6 CONTRACT AMENDMENT #1 TO BLACK & VEATCH FOR COMPLETION OF THE 2014 WATER, WASTEWATER, AND RECYCLED WATER MASTER PLAN

Proposed Contract Amendment #1 includes compensation for tasks that were either not included in the original scope of work or took substantially more time than was originally anticipated in the scope of work.

Recommendation: **Approve Contract Amendment #1**

3.7 REVISED EMPLOYEE HANDBOOK

The Employee Handbook was last revised March 17, 2010.

Recommendation: Approve revised Employee Handbook

3.8 ORDINANCE NO. 197, BUSINESS OF THE BOARD

Ordinance authorizes District memberships determined by the Board of Directors.

Recommendation: Request Board direction

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

REPORTS

4.1 INTERIM GENERAL MANAGER

4.2 DISTRICT LEGAL COUNSEL

4.3 SAN DIEGO COUNTY WATER AUTHORITY

4.4 ENCINA WASTEWATER AUTHORITY

- *Capital Improvement Committee*
- *Policy and Finance Committee*

4.5 DIRECTORS REPORTS ON MEETINGS/CONFERENCES/SEMINARS
ATTENDED

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

OTHER BUSINESS

5.1 MEETINGS

CSDA Annual Conference

October 10-13, 2016 – Sheraton Hotel, San Diego

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

6.1 DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

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

CLOSED SESSION

- 7.1 PERSONNEL MATTERS PURSUANT TO GOVERNMENT CODE SECTION 54957(b) – TO CONSIDER APPOINTMENT OR EMPLOYMENT OF A PUBLIC EMPLOYEE
- 7.2 CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95 LIABILITY CLAIM – CLAIMANT:
USAA / Glen Perlman
- 7.3 CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
TITLE: GENERAL COUNSEL

*******END OF CLOSED SESSION*******

- 8.1 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 4:00 p.m., Friday, July 15, 2016.

Diane Posvar