

**PURSUANT TO EXECUTIVE ORDER N-25-20 ISSUED BY GOVERNOR NEWSOM,  
ONE OR MORE BOARD MEMBERS MAY PARTICIPATE IN THE MEETING  
VIA TELECONFERENCE**

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE VALLECITOS WATER DISTRICT  
WEDNESDAY, SEPTEMBER 2, 2020, AT 5:00 P.M.  
VIA TELECONFERENCE

**NOTICE TO THE PUBLIC**

Due to the evolving situation with the COVID-19 Novel Coronavirus and Executive Order N-35-20, so long as state or local public health officials have imposed or recommended social distancing measures Vallecitos Water District will hold future meetings via teleconferencing and allow members of the public to observe and address the meeting telephonically or otherwise electronically. During this period of time, Vallecitos Water District will not be making any physical location available for members of the public to observe the meeting and offer public comment. The public is encouraged to watch and participate in the meeting from the safety of their homes. The meeting can be viewed on the agenda page located on the main page of the District's website. Public comments or questions can be submitted to the following email address: [PublicComment@vwd.org](mailto:PublicComment@vwd.org). All written comments that are received at least 90 minutes before the meeting will be provided to the Board, and a record of the receipt of comment will be noted during the meeting. Members of the public viewing the meeting via the Zoom videoconferencing platform can express their desire to provide input at the appropriate time by utilizing the "Raise Hand" function. Additional instructions for online participation will be posted on the District's website. [www.vwd.org/meetings](http://www.vwd.org/meetings)

CALL TO ORDER – PRESIDENT EVANS

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 SEPTEMBER 2, 2020

**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. Alternatively, persons wishing to address the Board at this time may utilize the "Raise Hand" feature of the Zoom videoconferencing platform. 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.

CONSENT CALENDAR

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.

1.1 APPROVAL OF MINUTES (pp. 4-15)

- A. ENGINEERING/EQUIPMENT COMMITTEE MEETING – AUGUST 17, 2020
- B. CLOSED SESSION BOARD MEETING – AUGUST 19, 2020
- C. REGULAR BOARD MEETING – AUGUST 19, 2020

*Approved minutes become a permanent public record of the District.*

**Recommendation: Approve Minutes**

1.2 WARRANT LIST THROUGH SEPTEMBER 2, 2020 - \$4,250,022.76 (pp. 16-17)

**Recommendation: Approve Warrant List**

1.3 POSITION RECLASSIFICATION OF DEVELOPMENT SERVICES COORDINATOR TO ENGINEERING TECHNICIAN III (pp. 18)

*The reclassification from Development Services Coordinator to Engineering Technician III will allow the District to utilize the position more effectively.*

**Recommendation: Approve the Reclassified Position**

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

ACTION ITEM(S)

2.1 FY 2019/2020 YEAR END CAPITAL IMPROVEMENT PROGRAM SUMMARY (pp. 19-20)

*The summary provides a general overview of all projects in construction over Fiscal Year 2019/2020.*

**Recommendation: For information only**

2.2 HIGH POINT PIPE ASSESSMENT (pp. 21-23)

*Condition assessment of the pipelines was necessary to determine if existing mains could be accepted by the District and brought into service.*

**Recommendation: 1) Full replacement of all 12-inch ductile iron pipe within the development; and 2) Inspection of remaining unexamined 8-inch ductile iron pipe within the development to confirm condition**

**\*\*\*\*\*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 STANDING COMMITTEES
- 3.6 DIRECTORS REPORTS ON MEETINGS/CONFERENCES/SEMINARS ATTENDED

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

OTHER BUSINESS

- 4.1 MEETINGS

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

- 5.1 DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

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

- 6.1 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](http://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 5:00 p.m., Friday, August 28, 2020.

\_\_\_\_\_  
Diane Posvar

MINUTES OF A MEETING OF THE  
ENGINEERING/EQUIPMENT COMMITTEE  
OF THE VALLECITOS WATER DISTRICT  
MONDAY, AUGUST 17, 2020 AT 3:00 P.M.  
VIA TELECONFERENCE

Director Hernandez called the meeting to order at the hour of 3:02 p.m.

Present: Director Hernandez  
Director Elitharp  
General Manager Pruiam  
District Engineer Gumpel  
Capital Facilities Senior Engineer Morgan  
Development Services Senior Engineer Scholl  
Capital Facilities Engineer Santos  
Asset Management Supervisor Bowman  
Administrative Secretary Johnson

ITEM(S) FOR DISCUSSION

CAPITAL FACILITIES QUARTERLY UPDATE

Capital Facilities Senior Engineer Morgan briefly demonstrated where information pertaining to fourth quarter Capital Improvement Program (CIP) projects can be found on the District's website and the type of information that is available.

Capital Facilities Engineer Santos and Capital Facilities Senior Engineer Morgan provided a presentation on Capital Projects – 2019/2020 Fourth Quarter Update and 2019/2020 End of the Year Report as follows:

- 2019/2020 Project Summary
- Projected vs. Actual
- Change Order Total vs. Industry Standard
- Actual District Change Order Cost Based on Ordinance No. 146
- 2019/2020 Construction Photos
  - Lawrence Welk Waterline Replacement
  - 2019 Sewer Lining and Rehabilitation
  - North Twin Oaks Tank No. 1 Tank Refurbishment
  - District Wide Solar

Capital Facilities Engineer Santos stated that during Fiscal Year 2019/2020 the Board awarded \$4.1 million in construction contracts of which \$4,084,621 has been paid to date. The District has maintained a 5% change order average over the past 14 years, well below the industry average of 15%, resulting in relative savings of \$7,587,613.

Staff will provide the presentation to the Board at a Regular Board meeting in September.

### DEVELOPMENT SERVICES UPDATE

Development Services Senior Engineer Scholl reviewed development projects currently in construction, plan check, and planning. The eight projects in construction will have a total of 179 water Equivalent Dwelling Units (EDUs) worth approximately \$1.4 million and 288 sewer EDUs worth approximately \$3.7 million. The projects currently in plan check total approximately 500 water EDUs and more than 650 sewer EDUs worth approximately \$4.1 million and \$8.7 million respectively. There are 24 projects in various stages of planning, some of which may never be completed.

General discussion took place regarding major road improvements being constructed in conjunction with the Discovery Village South project.

### SEPTAGE HAULER SITING STUDY UPDATE

Development Services Senior Engineer Scholl stated the District's consultant, Woodard & Curran, has finalized their septage hauler siting study. The study calculates a break-even charge of 17.9 cents per gallon based on the cost to recoup estimated capital, operations, and maintenance costs which would not be competitive as the study concluded that the market bearing rate for North County is approximately 13 cents per gallon.

Development Services Senior Engineer Scholl further stated staff has had further discussions with Sedron Technologies, a company that would like to site a solids handling system at the District's Mahr Reservoir. Sedron's process may not require discharge into the District's sewer but would produce recycled water which could go into Mahr reservoir. The remaining waste could be used as fertilizer or landfilled. Staff will be meeting virtually with the Regional Water Quality Control Board on August 25 to begin discussions about the concept and what permitting would be required.

District Engineer Gumpel noted that if waste is not discharged into the District's sewer, the District may not be bound to stay within Encina Wastewater Authority's service area for receiving septage. The big question is whether it will be acceptable to convert waste into recycled water that would go directly into Mahr Reservoir. There also could be challenges from the City of Carlsbad and the community in locating the facility.

General discussion took place about Sedron's process and the fact that they have an existing facility starting in the State of Washington which may have regulations much different than California.

### TESLA BATTERY UPATE

District Engineer Gumpel stated staff is considering a program through the State of California which allows Tesla to design the hardware, provide free commercial battery packs and switch gearing, and perform all of the necessary work to qualified district facilities. The battery packs are used to run systems during peak hours (4:00 p.m. to 9:00 p.m. for the District). Potential savings during summer peak hours could add up to 30% or more during those months.

District Engineer Gumpel reviewed a map of potential Tesla power pack locations. To qualify, a District facility would have to be in a high fire zone with weaker electrical infrastructure. Facilities not meeting those requirements could still qualify if they experience an average of two power outages per year and are located in a disadvantaged community area. The District's facilities along the urban corridor of Highway 78 do not qualify for the program; however, facilities to the north and south such as the Coogan Pump Station and Meadowlark Reclamation Facility may qualify not because of outages but because of being located in the higher fire zone with weaker SDG&E infrastructure. Staff has provided information on potentially qualifying District facilities to a Tesla commercial battery representative.

Staff will provide the Committee with additional information as more details are known.

### OTHER BUSINESS

Director Hernandez inquired about the outcome of the solar study regarding the possibility of installing solar at Coronado Hills to decrease electric costs. District Engineer Gumpel stated that the Coronado Hills site does not have any electricity draw but will receive lower cost benefits as part of the solar at Twin Oaks Reservoir.

### PUBLIC COMMENT

None.

### ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 3:57 p.m.

MINUTES OF A CLOSED SESSION MEETING  
OF THE BOARD OF DIRECTORS  
OF THE VALLECITOS WATER DISTRICT  
WEDNESDAY, AUGUST 19, 2020, AT 4:00 PM, VIA TELECONFERENCE

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

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

Staff Present: General Manager Pruum  
Legal Counsel Gilpin  
Executive Secretary Posvar

ADOPT AGENDA FOR THE CLOSED SESSION MEETING OF AUGUST 19, 2020

20-08-03 MOTION WAS MADE by Director Hernandez, seconded by Director Elitharp, and carried unanimously, to adopt the agenda for the Closed Session Meeting of August 19, 2020.

PUBLIC COMMENT

None.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) subdivision (d) of Section 54956.9 – One potential case.

20-08-04 MOTION WAS MADE by President Evans, seconded by Director Martin, and carried unanimously, to move into Closed Session pursuant to Government Code Section 54956.9.

REPORT AFTER CLOSED SESSION

The Board reconvened to Open Session at 4:27 p.m. There was no reportable action from the Closed Session Meeting.

ADJOURNMENT

There being no further business to discuss, President Evans adjourned the Closed Session Meeting of the Board of Directors at the hour of 4:28 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, August 19, 2020 at 5:00 p.m. via teleconference.

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

ATTEST:

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Glenn Pruijm, Secretary  
Board of Directors  
Vallecitos Water District



MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE VALLECITOS WATER DISTRICT  
WEDNESDAY, AUGUST 19, 2020, AT 5:00 PM, VIA TELECONFERENCE

President Evans called the Regular meeting to order at the hour of 5:00 p.m.

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

Staff Present: General Manager Pruim  
Legal Counsel Gilpin  
District Engineer Gumpel  
Finance Manager Owen  
Operations & Maintenance Manager Pedrazzi  
Development Services Senior Engineer Scholl  
Asset Management Supervisor Bowman  
Customer Service Supervisor Saavedra  
Public Information/Conservation Supervisor Robbins  
Wastewater Treatment Plant Supervisor McDougale  
Principal Financial Analyst Arthur  
Executive Secretary Posvar

Others Present: Dan Denham, Deputy General Manager, San Diego County Water Authority (CWA)  
Kevin Davis, Black & Veatch  
Pierce Rossum, Rate & Debt Manager, CWA  
Kelly Rodgers, Colorado River Program Director, CWA  
Don MacFarlane, DLM Engineering, Inc.  
Doug Gillingham, Gillingham Water

ADOPT AGENDA FOR THE REGULAR MEETING OF AUGUST 19, 2020

President Evans requested the agenda be modified to address Action Item 2.1 after Items 2.2 and 2.3.

20-08-05 MOTION WAS MADE by Director Sannella, seconded by Director Hernandez, and carried unanimously, to adopt the agenda for the Regular Board Meeting of August 19, 2020 as amended.

PUBLIC COMMENT

None.

PRESENTATION

Public Information/Conservation Supervisor Chris Robbins and Wastewater Treatment Plant Supervisor Dawn McDougale accepted the H.R. LaBounty Safety Award on behalf of their team recognizing their commitment to safety in the workplace. Wastewater Treatment Plant Supervisor Dawn McDougale, Senior Wastewater Treatment Plant Operator Matt Wiese, Wastewater Treatment Plant Operators II Chris Deering, Ivan Murguia, Arturo Sanchez and Marc Smith, Safety Technician Anette Longville, and Public Information Officer Alicia Yerman were recognized for their roles in organizing and conducting Confined Space Rescue Training which was coordinated with local fire agencies in November 2019.

CONSENT CALENDAR

20-08-06 MOTION WAS MADE by Director Martin, seconded by Director Sannella, and carried unanimously, to approve the Consent Calendar as presented.

1.1 Approval of Minutes

- A. Closed Session Board Meeting – July 15, 2020
- B. Regular Board Meeting – July 15, 2020
- C. Engineering/Equipment Committee Meeting – July 21, 2020
- D. Finance/Investment Committee Meeting – July 27, 2020
- E. Closed Session Board Meeting – August 6, 2020

1.2 Warrant List through August 19, 2020 - \$8,427,600.34

1.3 Financial Reports

- A. Water Meter Count – July 31, 2020
- B. Water Production/Sales Report – 2020/2021
- C. Per Capita Water Consumption – July 31, 2020
- D. Water Revenue and Expense Report – July 31, 2020
- E. Sewer Revenue and Expense Report – July 31, 2020
- F. Reserve Funds Activity – July 31, 2020
- G. Investment Report – July 31, 2020
- H. Legal Fees Summary – July 31, 2020

1.4 Adoption of Resolution Recognizing the Annexation Into the Vallecitos Water District of Certain Property Designated as the “Lindauer Annexation,” APN 182-101-01, and Ordering the Annexation Into Sewer Improvement District 5 (Lindauer Family Trust 08-18-06)

1.5 Request for Annexation of Certain Property Designated as the “Papp-Lundblade Annexation,” APN 182-101-43 & 44 Into the Vallecitos Water District and Sewer Improvement District 5 (Szilard Papp & Jeff Lundblade)

- 1.6 Request for Annexation of Certain Property Designated as the “Nordahl Road Subdivision,” APN 226-290-01 Into the Vallecitos Water District and Sewer Improvement Districts 5, 6 & A (Samandari/Naeemi)
- 1.7 Position Reclassification of Purchasing/Warehouse Assistant to Maintenance Services Supervisor
- 1.8 Proposed Revisions to Resolution No.1529 – “Establishing Purchasing Policies and Procedures for the District”

### ACTION ITEMS

#### BUENA CROSS TIE WITH LAND OUTFALL MANHOLE EMERGENCY REPAIR

District Engineer Gumpel provided background information on the repair that took place during the spring/summer of this year and facilitated a presentation on the Land Outfall Manhole Emergency Repair as follows:

- Land Outfall Sewer Pipeline
- Background and Activities
- Location
- Emergency Manhole Repair Video
- Summary of Costs

District Engineer Gumpel stated that Cass Construction was hired to perform the emergency repair as staff were unable to perform the repair primarily due to the depth and equipment required. The cost of the repair totaled \$90,344.24. The City of Carlsbad and Buena Sanitation District will reimburse Vallecitos 23.98% and 17.99% respectively totaling \$37,917.48 in accordance with the shared capacity and cost agreement with those agencies.

Staff recommended the Board approve payment to Cass Construction in the amount of \$81,713.24 for emergency repair of the manhole.

20-08-07 MOTION WAS MADE by Director Sannella, seconded by Director Hernandez, and carried unanimously, to approve payment to Cass Construction in the amount of \$81,713.24.

#### COVID FINANCIAL REPORTING PRESENTATION

General Manager Pruiam stated that in preparing the FY 2020/2021 budget, there were concerns regarding the financial impact COVID-19 may have on the District. In response to those concerns, staff committed to providing the Board with monthly financial tracking metrics to determine the accuracy and appropriateness of planning during the budget process.

Finance Manager Owen and Principal Financial Analyst Arthur facilitated a presentation, COVID-19 Financial Plan Update, with actual versus budget data as of July 31, 2020 which included:

- Water Sales/Production
- Water Sales Composition
- Water Sales Comparison
- Water Sales/Production
- Billing Timelines in Days
- Delinquency Charges (Fees)
- Fee Waivers Due to COVID-19
- Number of Accounts Delinquent
- Delinquency Charges – Year-To-Date
- Accounts Not Locked Due to COVID-19 (July)
- Lock Charges – Year-To-Date
- Bad Debt Expense – Year-To-Date

General discussion took place. General Manager Pruim stated that for now all of the financial data is comfortably within the established budget. The Board directed staff to continue to provide this information monthly.

#### SAN DIEGO COUNTY WATER AUTHORITY REGIONAL CONVEYANCE SYSTEM FEASIBILITY STUDY REVIEW

General Manager Pruim stated the San Diego County Water Authority (CWA) has proposed a project to transport Colorado River water to the CWA's service area. The Regional Conveyance System (RCS) project would provide an alternative way for the CWA to receive its Colorado River water supplies. The CWA recently began a study comprised of two phases to determine the feasibility, financial cost, and economic impacts of building such a facility. The CWA's biannual budget includes funding for both phases of the study with the understanding that there would be an "off ramp" at the conclusion of Phase A. Phase A is nearly complete. The CWA Board of Directors will be considering whether to proceed with Phase B or terminate the project at their August 27 Board meeting.

General Manager Pruim provided a broad overview of the reasons for the multi-billion dollar RCS project that could serve San Diego County residents and impact rate payers for the next 100 years. He discussed the water supply and rationale for the project from his perspective.

CWA Deputy General Manager Dan Denham, Kevin Davis of Black & Veatch, and CWA Rate & Debt Manager Pierce Rossum facilitated a presentation on the Regional Conveyance System Study Update as follows:

- Overview
- Why Study Regional Conveyance?

- Why Study It Now?
- Comparison to Inflation
- Current Two-Phase Study
- Three Routes Studied in Phase A
- Phase A Objectives
- Key Takeaways from Phase A
- Purpose – Start High and Refine
- Economic Analysis Approach
- Cost Comparison of Key Options
- RCS Baseline Analysis Illustrates Significant Opportunity
- Phase B – Focus on Partnerships, Economics

General discussion took place.

General Manager Pruim stated that due to the scope and magnitude of the proposed RCS project, 18 general managers of the 24 CWA member agencies joined together to hire consultants Don MacFarlane of DLM Engineering, Inc. and Doug Gillingham of Gillingham Water to perform an independent analysis of the CWA RCS study.

Mr. MacFarlane and Mr. Gillingham facilitated a presentation, Regional Colorado River Conveyance Feasibility Study – Report of the MAM Independent Consultant, as follows:

- Independent Consultant Review – Scope
- Engineering and Cost Review
- B & V and HPG Provide Reasonable Cost Guidance
- Economic Analysis Review
- Draft Study Key Economic Findings
- Negotiated Exchange
- Conclusions
- Recommendation

General discussion took place.

General Manager Pruim stated his concerns about the RCS project, provided his recommendations, and asked for direction from the Board.

President Evans solicited input from the Board on their views of the RCS project and whether the CWA should proceed to Phase B of the study. The consensus of the Board was that as the CWA and independent consultants have differing opinions, the Board would like General Manager Pruim to draft a letter to the CWA Board requesting they delay their vote concerning proceeding to Phase B of the RCS study and to vote no if a delay is not possible.

20-08-08      MOTION WAS MADE by Director Sannella, seconded by Director Martin, and carried unanimously, to direct General Manager Pruim to draft a letter to the CWA Board opposing moving forward with Phase B of the RCS study if the

CWA is going to make that decision at their August 27 meeting, and if the CWA is willing to delay the decision to allow more analysis and consideration, Vallecitos would support that.

## REPORTS

### GENERAL MANAGER

None.

### DISTRICT LEGAL COUNSEL

Legal Counsel Gilpin briefly discussed two types of conflicts of interest, one that falls under the Political Reform Act and another referred to as a 1090 conflict of interest, the latter which can have significant consequences relating to District contracts. He encouraged Board members to contact him whenever they think they might have a conflict of interest pertaining to a contract or agreement. He has been educating the districts he serves to clear up confusion on this complicated subject.

### SAN DIEGO COUNTY WATER AUTHORITY

President Evans stated the Board will meet on Thursday, August 27.

### ENCINA WASTEWATER AUTHORITY

Director Hernandez reported that the Capital Improvement Committee met this morning at which discussion continued regarding primary capital improvements. The co-generation building project is approximately 50% complete.

Director Martin stated the Policy and Finance Committee will meet on August 26.

### STANDING COMMITTEES

Director Hernandez stated the Engineering/Equipment Committee met on August 17. Items discussed included the septage hauler siting study, the District wide solar project, the Capital Improvement Program Year End Report, and a Development Services update.

It was decided that the Finance/Investment Committee will meet on August 24.

### DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

Directors Hernandez and Martin reported on their participation in the virtual California Association of Sanitation Agencies (CASA) Annual Conference August 12-13.

Director Elitharp stated he participated in several virtual events: August 22 – CWEA webinar regarding COVID-19, Overcoming Operations & Maintenance Challenges; August 27 – ACWA/JPIA Board meeting; July 29-30 – ACWA Summer Conference; August 11 – ACWA Water Quality Committee meeting; and August 12-13 – CASA Annual Conference.

OTHER BUSINESS

None.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

None.

ADJOURNMENT

There being no further business to discuss, President Evans adjourned the Regular Meeting of the Board of Directors at the hour of 8:03 p.m.

A Regular Meeting of the Vallecitos Board of Directors has been scheduled for Wednesday, September 2, 2020, at 5:00 p.m. via teleconference.

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

ATTEST:

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Glenn Pruim, Secretary  
Board of Directors  
Vallecitos Water District

VALLECITOS WATER DISTRICT  
WARRANTS LIST  
September 2, 2020

PAYEE	DESCRIPTION	CHECK#	AMOUNT
<b>CHECKS</b>			
Garnishments	Payroll Garnishments	119704 through 119706	-
Action Mail	Post Card List Prj 20211-39	119707	519.21
Airgas USA LLC	Cylinder Rentals - 2	119708	531.03
Ambius	Plant Maintenance - Aug	119709	263.00
Aqua-Metric Sales Co	Meters 104	119710	25,937.84
Richard Arballo	SWRCB Cert Renewal	119711	60.00
AT&T	Internet Svc - Aug	119712	89.50
AT&T	SCADA Phone Svc - Aug	119713	446.14
AT&T	Phone Svc - July	119714	2,856.82
Audax, Inc	Card Reader Removal & Replacement - Middle Employee Gate	119715	356.97
Bombardier Mass Transit Corporation	Annual Railway Safety Training - 32 Employees	119716	5,185.92
Boncor Water Systems	Drinking Water Svc - Aug	119717	47.00
Bonsall Petroleum Constr Inc	Testing - Fuel Island	119718	1,000.00
Boot Barn	Safety Boots	119719	448.84
Boot World Inc	Safety Boots	119720	150.00
Calolympic Safety	Safety Harness, Safety Gloves, Gas Monitor Sensor, Calibration Tests 2	119721	4,413.57
Core Logic Information Solutions Inc	Real Quest Svc Engineering Map Svcs - June	119722	212.18
County of San Diego	Recording Fees - July	119723	1.92
Craneworks Southwest, Inc	Fleet Supplies	119724	237.11
CUES	GNET Software Support 20-21	119725	2,850.00
CWEA	Membership Renewal - E Pedrazzi	119726	192.00
Dell Computers	Webcams For Supervisors - 20	119727	1,154.81
DirecTV Inc	Satellite Svc - Aug	119728	123.24
Ed Howard	Deposit Refund Prj 20201-819	119729	124.30
EDCO Waste & Recycling Serv	Trash Svc - July	119730	895.10
Electrical Sales Inc	Cables, Hardware Supplies	119731	756.38
Emcor Service	HVAC Preventative Maintenance	119732	3,654.00
Fisher Scientific LLC	Lab Supplies	119733	553.26
Haaker Equipment Co.	Vactor Ramjet Rodder Prj 20201-29	119734	276,243.30
Hach Company	Portable Turbidimeter	119735	2,092.34
Harper & Associates Inc	North Twin Oaks Tank Refurbishment Prj 20191-3	119736	17,387.50
Hawthorne Machinery Co.	Fuel Pump Replacement	119737	1,525.79
Idexx Distribution Corp.	Sample Vessels & Reagent - Water Quality	119738	3,754.35
Infosend Inc	Support Fee - June, Postage & Printing - Aug	119739	4,409.00
James Nicholas Vent Jr.	Hazwoper Refresher Training Via Zoom 6-16-20 & 6-17-20	119740	1,980.00
James Weise	Deposit Refund Prj 20201-818	119741	130.52
Johnson Matthey Inc	Emergency Backup Generator Monitoring Svc - MRF	119742	1,976.00
JCI Jones Chemicals Inc	Chlorine	119743	2,043.21
Jostle Corporation	Jostle Subscription 20-21	119744	9,248.40
JWC Environmental Inc.	MRF Grinder Pump Prj 20201-601	119745	448.67
Ken Grody Ford	Hardware Supplies	119746	198.12
Knight Security & Fire Systems	Answering, Monitoring, & Patrol Svc - Aug	119747	656.69
Knowbe4, Inc.	Security Awareness Training Subscription 20-21	119748	1,583.55
Laser Cut Concrete Cutting Inc	Drilling Svcs - SCADA Signals OPS	119749	280.00
Lawnmowers Plus Inc	Hardware Supplies	119750	209.96
Left Coast Window Cleaning	Disinfecting Svcs HQ; Cleaning & Disinfecting Svcs - MRF	119751	2,270.00
Liebert Cassidy Whitmore	Employee Relations Consortium Membership HR 20-21	119752	3,350.00
Lloyd Pest Control	Pest Control Svcs - Aug	119753	120.00
Matheson Tri-Gas Inc	Cylinder Rental	119754	64.67
Matt Chlor Inc	Chlorine Gas Regulators Prj 20211-35	119755	26,987.56
Mission Resource Conservation District	Water Use Evaluations 15 Prj 20211-42	119756	717.50
North County Auto Parts	Fleet Supplies	119757	1,049.71
Olivenhain MWD	Treated Water - July	119758	83,535.40
Pacific Pipeline Supply	Couplings - 17	119759	5,062.45
Patriot Portable Restroom Inc	Portable Restroom Rental - July	119760	256.61
Petty Cash Custodian	Petty Cash Replenishment	119761	619.59
Plumbers Depot Inc	CCTV Annual Service & Repairs	119762	7,598.21
Recycled Aggregate Materials Co Inc	Concrete Recycling	119763	200.00
Raymond Allyn Business Supplies	Office Furniture	119764	581.80



VALLECITOS WATER DISTRICT  
WARRANTS LIST  
September 2, 2020

PAYEE	DESCRIPTION	CHECK#	AMOUNT
Rely Environmental	Fuel Island Maintenance	119765	199.50
Rusty Wallis Inc	Soft Water Service - Aug	119766	220.00
SDG&E	Power - July	119767	63,079.45
Robert Scholl	Engineering License Renewal	119768	115.00
Southern Counties Lubricants, LLC	Unleaded & Diesel Fuel	119769	23,616.42
State Water Resources Control	Water Distribution Cert - J Shore	119770	105.00
Sunbelt Rentals Inc	Concrete & Concrete Mixer Rental	119771	262.95
Suzanne & Norberto Perez	Closed Account Refund	119772	21.88
T.S. Industrial Supply	Hardware Supplies	119773	52.00
Teledyne Isco Inc	Hardware Supplies	119774	267.22
Terra Verde Energy LLC	District Wide Solar Prj 20201-4	119775	3,131.50
Union-Tribune Publishing Co.	Advertising Svcs - July	119776	447.60
Univar USA Inc	Sodium Bisulfite	119777	2,473.94
UPS	Shipping Svcs - July	119778	36.61
Verizon Wireless	Cell Phone Svc - July	119779	2,777.16
Versatile Systems Inc.	Self Retracting Lifeline - For Tank Climbing Systems	119780	2,788.96
Viasat Inc	Internet Svcs - Sept	119781	100.76
Walters Wholesale Electric	Hardware Supplies	119782	519.28
Adobe Lock & Safe	Lock Installation & Repairs - MRF	119783	962.58
Air Pollution Control District	Emissions Fee - 201 Vallecitos De Oro	119784	907.00
Armorcast Products Co	Polymer Lid Inventory for Meter Boxes	119785	14,029.06
Capital Industrial Coatings, LLC	North Twin Oaks Tank Refurbishment Prj 20191-3	119786	139,469.50
Doug's Filter Service Inc	Wiping Rags & Towels	119787	659.43
G & R Auto & Truck Repair Inc	Repairs Veh 225 - Engine & Brake Switch	119788	734.92
Grainger Inc	Hydraulic Punch Driver Set, Air Compressor, Replacement Tools Veh 226	119789	8,229.14
Grangetto's Farm Garden Supply	Landscaping Chemicals	119790	810.71
Land Surveying Consultants Inc	Dam Monitoring - Mahr	119791	2,500.00
One Source Distributors LLC	Safety Equipment - MRF	119792	1,152.12
Progressive Business Publications	AP Newsletter Subscription 20-21	119793	330.00
SHI International Corp.	Back Up Data Maintenance & Support - 3 Years	119794	1,287.48
Steel-Toe-Boots.com	Safety Boots	119795	116.36
Unifirst Corporation	Uniform Delivery	119796	2,536.41
Valley CM Inc	San Marcos Interceptor Prj 71004	119797	20,178.00
B.E. Wallace Products Corp	Headworks Crane Rebuild Supplies - MRF	119798	2,725.45
Waxie Sanitary Supply	Disinfecting & Cleaning Supplies	119799	1,287.66
Total Disbursements (93 Checks)			<u>807,772.09</u>
<b>WIRES</b>			
San Diego County Water Authority	July Water Bill	Wire	2,970,561.00
Public Employees Retirement System	Retirement Contribution - August 25, 2020 Payroll	Wire	80,388.18
Total Wires			<u>3,050,949.18</u>
<b>PAYROLL</b>			
Total direct deposits		Wire	244,108.77
VWD Employee Association		119704	572.00
Payroll & Garnishments	119705 through	119706	1,217.58
IRS	Federal payroll tax deposits	Wire	97,914.04
Employment Development Department	California payroll tax deposit	Wire	19,108.25
CalPERS	Deferred compensation withheld	Wire	20,841.52
VOYA	Deferred compensation withheld	Wire	7,539.33
Total August 25, 2020 Payroll Disbursements			<u>391,301.49</u>
<b>TOTAL DISBURSEMENTS</b>			<u><u>4,250,022.76</u></u>

**DATE: SEPTEMBER 2, 2020**  
**TO: BOARD OF DIRECTORS**  
**SUBJECT: POSITION RECLASSIFICATION OF DEVELOPMENT SERVICES  
COORDINATOR TO ENGINEERING TECHNICIAN III**

**BACKGROUND:**

The District's Employee Handbook, Section V – Compensation and Classification, provides for reclassification of positions due to significant changes in the job duties and responsibilities, taking into consideration the needs of the District and the best use of available resources. Position reclassifications require Board approval.

**DISCUSSION:**

This position reclassification is requested in preparation for a recruitment to fill the position due to the incumbent's pending retirement. Currently, Development Services has two Engineering Technician I/II positions, one Engineering Technician III, the Development Services Coordinator, and a supervisor. The Development Services Coordinator performs responsible technical and administrative engineering support work related to District and development projects, including planning and environmental compliance; provides project coordination and contract administration; and acts as the lead worker over Engineering Technicians in the absence of the supervisor. The Engineering Technician III performs complex technical engineering work in plan checking, design, and related engineering support.

The reclassification from Development Services Coordinator to Engineering Technician III will allow the District to utilize the position more effectively by having two positions to focus on plan checking. A lead worker is not needed due to the size of the department and availability of the supervisor. In addition, the Engineering Technician III job title is more in line with industry norms, which will help attract qualified candidates during the recruitment process.

The District has received and accepted the retirement notice from the incumbent in the Development Services Coordinator position. This request would allow the recruitment process to begin for Engineering Technician III and the position reclassification to be effective when the incumbent retires, and the Development Services Coordinator position is vacant. If an internal candidate is selected, the promotion will be delayed until the incumbent retires. If an external candidate is selected, the position will be temporarily dual filled for 30 days (or less) to allow for training before the incumbent retires. Due to the current workload of Development Services, training would be difficult if it occurred after the incumbent is retired. The position reclassification will not increase the number of budgeted full-time equivalents for the District.

**FISCAL IMPACT:**

The reclassified position will result in an approximate cost savings of \$14,000 in salary and benefits for the Fiscal Year 2020/21 budget.

**RECOMMENDATIONS:**

Approve the reclassification of the Development Services Coordinator position to Engineering Technician III, to be effective November 28, 2020, when the position becomes vacant.

**ATTACHMENTS:**

None.

**DATE: SEPTEMBER 2, 2020**  
**TO: BOARD OF DIRECTORS**  
**SUBJECT: FY 2019/2020 YEAR END CAPITAL IMPROVEMENT PROGRAM SUMMARY**

**BACKGROUND:**

Per District Ordinance No.146, staff shall present the CIP year end update to the Board of Directors. This update includes a general overview of all projects in construction over Fiscal Year 2019/2020 including all associated costs. Project metrics such as total contract value, change order percentage, amounts paid to date, and total design contracts value throughout the fiscal year are tabulated, summarized, and presented to the Board.

**DISCUSSION:**

During FY 2019/2020, the following metrics were realized:

- Contract Total: \$4,138,192.50
- Paid to Date: \$4,084,621.84
- Change Orders: 6.62% (49 total)  
 \*1.75% (47 Total)  
 \*Removing 2 District-Initiated Change Orders
- Design Contracts: \$1,317,937.19
- FY 2019/2020 Completed Project Metrics are provided in the following table:

No.	Project	FY Complete	Contract Amount	CO Amt	CO %	Contract & CO Total	Const. Budget at Award	Actual Budget Surplus
1	2019 Sewer Lining and Rehab	19/20	\$631,472.00	-\$22,185.00	-3.5%	\$609,287.00	\$888,619.00	\$279,332.00
2	Sewer Bypass Repair	19/20	\$36,005.50	\$41,570.32	115.5%	\$77,575.82	\$160,800.00	\$83,224.18
3	Palos Vista Pump Station	19/20	\$180,321.00	\$2,530.00	1.4%	\$182,851.00	\$230,883.00	\$48,032.00
4	Lawrence Welk Ct Water Replacement	19/20	\$144,975.00	\$1,798.28	1.2%	\$146,773.28	\$247,473.00	\$100,699.72
5	Schoolhouse Tank Refurbishment	19/20	\$782,000.00	\$182,686.50	23.4%	\$964,686.50	\$740,956.00	-\$223,730.50
6	Rock Springs Sewer Replacement	19/20	\$2,163,994.00	\$62,598.28	2.9%	\$2,226,592.28	\$2,625,408.00	\$398,815.72
		Total =	\$3,938,767.50	\$268,998.38	6.8%	\$4,207,765.88	\$4,894,139.00	\$686,373.12

- The year-end update summary table located on the following page includes metrics from completed and ongoing FY 2019/2020 projects.

**FISCAL IMPACT:**

The referenced costs were funded from the corresponding, previously approved Capital Improvement Program projects.

**RECOMMENDATION:**

Receive and file report.

GL#		CONTRACT TOTALS	
Budget Amount		\$30,222,453.00	
Contract Amount		\$4,138,192.50	
Number of Projects		21	21
Month	Projected Monthly	Actual Monthly	
Previous Year(s)	\$2,186,005.50	\$2,074,856.32	
Jul-19	\$351,592.34	\$233,023.75	
Aug-19	\$191,700.00	\$250,206.86	
Sep-19	\$267,851.00	\$171,943.74	
Oct-19	\$80,000.00	\$75,409.05	
Nov-19	\$0.00	\$72,065.10	
Dec-19	\$247,726.25	\$235,191.41	
Jan-20	\$17,195.50	\$158,241.74	
Feb-20	\$0.00	\$12,253.91	
Mar-20	\$250,000.00	\$207,090.36	
Apr-20	\$325,000.00	\$377,380.95	
May-20	\$78,822.65	\$112,548.90	
Jun-20	\$125,000.00	\$104,409.75	
FY INVOICE		\$4,120,893.24	\$4,084,621.84
Change Order	Total #	49	
	Amount	\$273,998.38	
	% C.O.	6.62%	
New Contract Amount		\$4,412,190.88	

CUMULATIVE CONTRACT TOTALS	
Projected Cumulative	Actual Cumulative
\$2,186,005.50	\$2,074,856.32
\$2,537,597.84	\$2,307,880.07
\$2,729,297.84	\$2,558,086.93
\$2,997,148.84	\$2,730,030.67
\$3,077,148.84	\$2,805,439.72
\$3,077,148.84	\$2,877,504.82
\$3,324,875.09	\$3,112,696.23
\$3,342,070.59	\$3,270,937.97
\$3,342,070.59	\$3,283,191.88
\$3,592,070.59	\$3,490,282.24
\$3,917,070.59	\$3,867,663.19
\$3,995,893.24	\$3,980,212.09
\$4,120,893.24	\$4,084,621.84

Design/Con Support	Design/Con Support
Contract Amt	\$1,801,599.95
Paid to Date	\$1,317,937.19
% Paid	73.15%
CM/Inspection	CM/Inspection
Contract Amt	\$416,592.00
Paid to Date	\$51,312.49
% Paid	12.32%
Geo/Env/ROW/Misc	Geo/Env/Misc
Contract Amt	\$165,499.00
Paid to Date	\$160,433.70
% Paid	96.94%
VWD Furnished Matl	VWD Furnished Matl
Amount	\$7,557.88
Agency Reimbursement	Agency Reimbursement
Amount	\$333,037.75

Change Order	Total #	47
	Amount	\$72,293.38
	% C.O.	1.75%
New Contract Amount		\$4,210,485.88

**DATE: SEPTEMBER 2, 2020**  
**TO: BOARD OF DIRECTORS**  
**SUBJECT: HIGH POINT PIPE ASSESSMENT**

**BACKGROUND:**

The *High Point Country Manor* development was initiated in the mid-2000's. In 2007, the developer constructed water and sewer facilities to serve the project; approximately 4,200 linear feet of 8-inch and 5,100 linear feet of 12-inch ductile iron pipe was installed for the water service. This installation was nearly ready for acceptance by VWD however, prior to completing the final items, the developer abandoned the project and the facilities were never accepted by VWD.

On September 10, 2008, the District informed the State Court Receiver that "The District has not accepted the construction projects, which may be subjected to testing and start up procedures once the development project resumes. The District accepts no liability for any of the facilities and is only minimally maintaining the system to hopefully help the developer avoid costly repairs, replacement and reconstruction. In addition, the District will require warranty extensions on all labor, equipment and materials. Prior to resumption of the project, the developer will be required to certify and agree to those conditions."

No further activities occurred on this development during this time as the development project and facilities went dormant.

**DISCUSSION:**

In 2016, the current owner of the development, True Life Communities, began the process of developing the High Point area. Correspondence with the developer detailed the status of the facilities in the High Point development and the District began working with the developer on conditions for acceptance of these 13-year dormant water and sewer facilities. Condition assessment of the pipelines was necessary to determine if the existing mains could be accepted by the District and brought into service.

In a letter dated June 28, 2017, and subsequent correspondence dated November 27, 2017, the District stated that the condition of the potable water facilities within the High Point development are of concern since they had been sitting idle and unused. True Life Communities was informed that if it desires to continue the process to achieve facility acceptance from the District, then a formal condition assessment of the infrastructure by a qualified and independent third-party engineering firm specializing in potable water condition evaluation will be required. In addition to the condition assessment, a maintenance program needs to be developed and implemented by True Life Communities up until the time of acceptance by the District.

On April 3, 2019, the developer and the District reached agreement on the condition assessment of the existing ductile iron pipe. Infrastructure Engineering Corporation (IEC) was engaged by the District to manage the condition assessment on behalf of the developer. The Pipeline Inspection and Condition Analysis Corporation (PICA) inspection technology was selected for the internal pipe assessment, augmented by external pipe evaluation. PICA's SeeSnake Remote Field Technology (RFT) tool is an advanced condition assessment tool for the inspection of ferrous pipelines. The SeeSnake tool is designed to find localized areas of wall loss and provide the depth and length of individual wall loss defects. These parameters are critical in predicting the burst pressure of pipes,

aiding in the prevention of leaks and catastrophic burst failures. Physical excavations to verify the findings of the PICA tool and to evaluate pipe conditions externally were conducted by RFYeager Corrosion Engineers.

### Condition Assessment Inspection Results

#### **12-Inch Ductile Iron – Woodland Heights Glen**

The PICA SeeSnake was deployed to inspect from the Woodland Heights Glen/Hampton intersection to the Palos Vista Reservoir. Approximately 2,059 linear feet out of a total of 5,100 linear feet was inspected. The pipeline was potholed in two locations where dry utilities cross to assess the potential for damage to the polyethylene encasement and external pipe condition.

Per the IEC report, the minimum allowable remaining wall thickness, using a 200 psi working pressure, for this existing ductile iron pipe would be 70%. Of the 34 pitting locations identified in the 12-inch diameter Woodland Heights Glen pipe, 30 were found to have less than 70% remaining wall. The two potholing excavations, and subsequent examination by the corrosion engineer, validated the findings of the PICA tool, observing significant corrosion on the external side of the pipe.

The 12-inch ductile iron pipe showed significant deterioration.

#### **8-inch Ductile Iron – Kensington Glen**

The PICA SeeSnake was deployed to inspect from the Kensington Glen/Hampton Glen intersection to the southeast end of Kensington Glen. Approximately 706 linear feet out of a total of 4,200 linear feet was inspected. The pipeline was potholed in three locations where dry utilities cross to assess the potential for damage to the polyethylene encasement which was examined by RFYeager Corrosion Engineers.

Of the three pitting locations found in the 8-inch diameter Kensington Glen pipe, one was found to be at 70% of remaining wall; the others had greater than 70% remaining wall and were generally above 90% RWT. External examination of the pipe by the corrosion engineer found minimal deterioration.

The 8-inch ductile iron pipe was determined to be in 'like new' condition in all but the one location noted above where pitting was shown to be 70%.

**RECOMMENDATION:**

Staff recommends the full replacement of all 12-inch ductile iron pipe within the development utilizing the same trench and re-using existing bedding and appurtenances.

Staff recommends inspection of the remaining unexamined 8-inch ductile pipe within the development to determine the condition of that pipe. Upon review of the assessment results, staff will make recommendations to the Board regarding what actions, if any, would be required prior to accepting the 8-inch pipes.

Discussions with the developer are on-going regarding the facilities.

The *Technical Memorandum - Summary of Highpoint Pipeline Condition Assessment Report* is available on the Vallecitos Water District website at  
Departments > Engineering > Development Services Proposed Project Information  
<http://www.vwd.org/departments/engineering/development-services-proposed-project-information-copy>