

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, NOVEMBER 3, 2021, AT 5:00 P.M.
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT SANNELLA

NOTICE TO THE PUBLIC

IN PERSON BOARD MEETING. Until further notice, meetings of the Board of Directors of the Vallecitos Water District will be held in the Board Room at the District Offices located at 201 Vallecitos de Oro, San Marcos, California, on the date and time identified above.

MASKS WILL BE REQUIRED IN THE BOARD ROOM. Pursuant to Governor Newsom’s Executive Order N-29-20 dated March 17, 2020, and Executive Order N-33-20 dated March 19, 2020, issued with respect to the COVID-19 pandemic, all persons attending the meeting in person will be required to maintain social distancing and wear a facial covering at all times while in the Board Room.

BROADCAST OF THE MEETING. Members of the public may watch the meeting live via computer or smart device by going to the District’s website: <https://www.vwd.org/departments/board-of-directors/meetings-minutes> and clicking on the “Watch Live” icon; however, they will not be able to participate in the meeting remotely.

LISTEN TO THE MEETING. Members of the public may listen to the meeting live on their phone by dialing (888) 788-0099 (Toll Free) or (877) 853-5247 (Toll Free). When prompted, enter the meeting ID and Passcode displayed on the District’s website.

PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS TO THE AGENDA

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code upon a determination by a majority vote of the Vallecitos Board that an emergency situation exists, as defined in Section 54956.5, or upon a determination by a two-thirds vote of the Board present at the meeting, or, if less than two-thirds of the Board are present, a unanimous vote of Board members present, that there is a need to take immediate action and that the need for action came to the attention of the Vallecitos Water District subsequent to the agenda being posted.

ADOPT AGENDA FOR THE REGULAR MEETING OF NOVEMBER 3, 2021

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.

PRESENTATION

A video highlighting the Employee Service Awards recognized at the October 20, 2021, Board meeting will be presented.

CONSENT CALENDAR

All matters listed under the Consent Calendar are expected to be routine and non-controversial, to be acted upon by the Board 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. 6-19)

- A. ENGINEERING/EQUIPMENT COMMITTEE MEETING – OCTOBER 11, 2021
- B. CLOSED SESSION BOARD MEETING – OCTOBER 20, 2021
- C. REGULAR BOARD MEETING – OCTOBER 20, 2021

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes

1.2 WARRANT LIST THROUGH NOVEMBER 3, 2021 - \$6,439,643.36 (pp. 20-22)

Recommendation: Approve Warrant List

1.3 APPROVAL OF ADDITIONAL AS-NEEDED ENGINEERING PROFESSIONAL SERVICES AGREEMENT (pp. 23)

The District routinely requires engineering, design, and construction management services for its budgeted capital projects and other unforeseen small projects.

Recommendation: Authorize the General Manager to Enter Into an As-Needed Consultant Professional Services Agreement with Kelsey Structural

- 1.4 FINAL ACCEPTANCE OF WATER AND SEWER IMPROVEMENTS FOR EL DORADO APARTMENTS (EL DORADO II, LP.) (pp. 24-26)

The installation of water and sewer facilities has been completed.

Recommendation: 1) Accept Project Improvements; and 2) Approve the Filing of a Notice of Completion

- 1.5 FINAL ACCEPTANCE OF SEWER IMPROVEMENTS FOR PICO AVENUE, NORTH COUNTY TRANSIT DISTRICT CROSSING PHASE 2 (EL DORADO II, LP.) (pp. 27-30)

The installation of off-site sewer improvements has been completed.

Recommendation: 1) Accept Project Improvements; and 2) Approve the Filing of a Notice of Completion

- 1.6 FINAL ACCEPTANCE OF SEWER IMPROVEMENTS FOR PICO AVENUE PHASE 1 (EL DORADO II, LP.) (pp. 31-34)

The installation of off-site sewer improvements has been completed.

Recommendation: 1) Accept Project Improvements; and 2) Approve the Filing of a Notice of Completion

- 1.7 REQUEST FOR WATER AND SEWER ANNEXATION INTO THE WATER AND SEWER IMPROVEMENT DISTRICT (PARKS) (pp. 35-38)

The property address is 1224 Oasis Drive, Escondido, located north of Via Salerno and west of Montiel Road.

Recommendation: Approve Annexation with Conditions

- 1.8 APPROVAL OF TEMPORARY OFF-SITE WATER SERVICE AGREEMENT FOR ZAYAT RESIDENCE (PURE OLIVE OIL LLC) (pp. 39-41)

The property owner has requested approval of a Temporary Off-Site Water Service Agreement to provide water service for a single-family residence.

Recommendation: Approve Temporary Off-Site Water Service Agreement

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

ACTION ITEM(S)

2.1 STRATEGIC PLAN 2022 (pp. 42-52)

The District is currently guided by Strategic Plan 2012 which needs to be updated.

Recommendation: Request Board Direction

*******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

- Board of Directors Meeting
- 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

AFFIDAVIT OF POSTING

I, Ann Johnson, Administrative 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, October 29, 2021.

Ann Johnson

MINUTES OF A MEETING OF THE
ENGINEERING/EQUIPMENT COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, OCTOBER 11, 2021 AT 3:00P.M.
VIA TELECONFERENCE

Director Elitharp called the meeting to order at the hour of 3:00 p.m.

Present: Director Elitharp
Director Hernandez
Assistant General Manager Gumpel
Asset Management Supervisor Bowman
Capital Facilities Senior Engineer Morgan
Capital Facilities Engineer Santos
Development Services Senior Engineer Lopez
Engineering Services Assistant Fretwell

Others Present: Ari Elden, Hoch Consulting

ITEM(S) FOR DISCUSSION

DEVELOPMENT CONSTRUCTION AGREEMENT REVIEW

Assistant General Manager Gumpel began with an update on the Development Construction Agreement changes that were recommended by the District's legal counsel, Best, Best & Krieger.

Development Services Senior Engineer Lopez stated the following changes: 1) Formatting and numbering has been adjusted. For example, Section 24 is now Section 21; and 2) The length of time that a developer is responsible for liability after the District accepts the work has been clarified. Current language now includes, "to the fullest extent permitted by California law." This change provides clarification that the developer's liability timeframe is not in perpetuity.

Assistant General Manager Gumpel also mentioned that Section 16 (previously Section 19) regarding prevailing wages was changed. Since the agreement was originally created, labor codes and requirements have altered; therefore, the California Labor Codes and requirements were updated.

The Committee was supportive of changes to the Development Construction Agreement.

TESLA BATTERY STORAGE SYSTEM UPDATE

Asset Management Supervisor Bowman stated that the Tesla Battery Storage System is coming to completion after working with the California Public Utilities Commission (CPUC). The CPUC's Self Generation Incentive Program is funded by electric utility

ratepayers; therefore, the batteries, installation, and maintenance were no cost to the District or the ratepayers. The purpose is to provide self-generation and resiliency during Public Safety Power Shutoff events. The District applied for the grant in December 2020, and successfully reserved the funds from San Diego Gas & Electric based on eligibility.

Asset Management Supervisor Bowman further explained how the District will implement the battery energy storage systems (BESS) with the assistance of Tesla. Tesla evaluated eight locations and determined that six are viable locations to implement the battery systems. Five locations will receive the power pack, while one location, Meadowlark Reclamation Facility, will receive the mega pack. The BESS will work in conjunction with the photo-voltaic systems and the generators that are currently installed.

Selected sites for the Tesla battery energy storage systems are:

- Twin Oaks Reservoir/North Twin Oaks Pump Station
 - 2,784 kWh battery size
 - \$1,605,325 battery value
- Palos Vista Pump Station
 - 1,044 kWh battery size
 - \$689,394 battery value
- Vallecitos Water District Administration Building
 - 1,392 kWh battery size
 - \$866,796 battery value
- Meadowlark Reclamation Facility
 - 3,712 kWh battery size
 - \$2,085,796 battery value
- Double Peak Pump Station
 - 928 kWh battery size
 - \$629,334 battery value
- San Elijo Pump Station
 - 1,392 kWh battery size
 - \$866,796 battery value

The total value of the batteries being donated to the District is over \$6.7 million. These systems are estimated to save the District \$1,615,836 over the first 10 years. Tesla will perform the maintenance during the 10-year contract. After ten years, the District has several options which include recycling the batteries, selling them, contracting with Tesla for an extended maintenance agreement, or assuming maintenance responsibilities for the remainder of the 20 year useful life.

System designs are submitted by Tesla for District review, and the electrical plans are reviewed by electrical engineering firm, Moraes, Pham & Associates. Installations at the first sites will begin on October 18, 2021.

General discussion took place regarding operations of these battery packs.

LAND OUTFALL WEST CONDITION ASSESSMENT UPDATE

Asset Management Supervisor Bowman stated the existing 34,000-foot-long Land Outfall West sewer pipeline was installed in 1986 and connects the District's Lift Station No. 1 to the Encina Water Pollution Control Facility. The condition assessment project will evaluate approximately 3.3 miles of the Land Outfall West pipeline which is owned by Vallecitos Water District, the City of Carlsbad, and Buena Sanitation District. The pipeline is comprised mostly of vitrified clay pipe with some metallic pipe and HOBAS pipe. There are three inverted siphons. The results of the condition assessment will be evaluated to determine which segments require cleaning, rehabilitation, and/or replacement.

Following a competitive bidding process, the three pipeline owners selected Hoch Consulting. The preparation and planning for this project included four months of coordination with multiple agencies, public outreach, site visits and permit acquisition including environmental access and ROW permits. The project field work was performed June 7-24, with all work completed overnight due to low flow conditions.

Ari Elden from Hoch Consulting highlighted unique aspects of the project as well as some of the challenges that they faced. All the field work was conducted safely and completely at night minimizing interruptions to the public. Mr. Elden noted there was a tremendous amount of flow and velocity for an expected low flow period of the day. Gravity pipelines were assessed using CCTV, and the siphons were evaluated with profiling sonar. The inverted siphons were the most challenging part of the project to inspect and accurately assess since a submersible submarine had to be controlled to collect the high-quality data. Overall, pipelines and manholes were found to be in good condition given their age, materials of construction, and 35 years of service.

There were some notable findings from Hoch Consulting. First, the most downstream portion of the Land Outfall West pipeline has liner failure and surface damage on the reinforced concrete pipe. Second, numerous cracks and fractures were seen that require attention. A portion of the clay has longitudinal fractures spanning from pipe to pipe. Third, over 1,200 ft³ of debris rests in 455 linear feet of Siphon No. 3, which is located under the I-5 freeway.

Asset Management Supervisor Bowman reviewed the following recommendations of Hoch Consulting:

- Structural repair and renewal
- Pipeline and siphon cleaning
- Monitor cracks, structural spot repair/renewal fractures
- Monitor roots, spot repair infiltration

The District will assess and review the findings, then prioritize recommendations with the pipeline co-owners to determine the District's maintenance activities to be performed. Once agreed upon with the other owner, a bid package for advertisement for structural repair/renewal and siphon cleaning will be budgeted and prepared.

MEADOWLARK RECLAMATION FACILITY ODOR SCRUBBER NO. 1
REPLACEMENT UPDATE

Capital Facilities Engineer Santos provided an update on the replacement of Odor Scrubber No. 1 at Meadowlark Reclamation Facility. The 10-year-old odor scrubber was becoming more difficult to pass the current Air Pollution Control District standards. Therefore, the District is replacing the carbon-based media odor scrubber with a new biological selector odor scrubber which will require less maintenance. The project budget is \$250,000, and construction began September 27, 2021. The anticipated project acceptance is November 3, 2021, with a projected surplus of \$30,000.

SAGE CANYON TANK REFURBISHMENT UPDATE

Capital Facilities Engineer Santos stated the Sage Canyon Tank in San Elijo Hills is scheduled to be refurbished. The 3.7 MG tank was originally built in 2001. It requires a full sandblast, interior and exterior recoating, and structural rafters replacement due to corrosion. The design was completed in September. The project is anticipated to be advertised in October of this year. The project budget is \$1,155,000.

PALOS VISTA PUMP STATION SOFT STARTER REPLACEMENT PROJECT
UPDATE

Capital Facilities Engineer Santos stated the Palos Vista Pump Station will have a new soft starter installed to replace the 25-year-old motor starter. New soft starters will be installed to upgrade the pump station. This pump station provides water to the Emerald Heights area off El Norte Pkwy. The project is currently advertised for electrical contractors, and a pre-bid meeting is scheduled on October 19, 2021. The bid opening is scheduled for November 4, with the contract award to follow on November 17. The project is budgeted for \$517,000.

CORONADO HILLS PRESSURE RELIEF VALVE

Assistant General Manager Gumpel stated the Coronado Hills area has experienced significant main breaks over the last several years. He presented a map of the area indicating water pressure ranges and flags marking where main breaks have occurred in the past 15 years. The main breaks correlated with the high-pressure zones.

Assistant General Manager Gumpel further stated the District will need to install one or two pressure reducing valves (PRV) to address the danger of another main break caused by high pressure. These valves are not currently budgeted for, so the Board may see a special request this fiscal year or during the 2022-2023 fiscal year budget process. Each PRV is valued at over \$150,000 and requires regular maintenance; however, the project would pay for itself if it prevented two to three main breaks.

Assistant General Manager Gumpel further stated staff is also analyzing the soil corrosivity at main break sites and overlaying the data into GIS. This information will be used for decision making processes within the Asset Management Department.

Staff is not requesting any action currently but wanted to keep the Committee informed.

OTHER BUSINESS

Director Hernandez mentioned that Board of Directors meetings may duplicate what is determined at Engineering/Equipment Committee meetings and if a Committee of the Whole may be prudent. Director Elitharp mentioned that the Board would need to discuss the issue further before making any changes.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 4:14 p.m.

MINUTES OF A CLOSED SESSION MEETING
OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, OCTOBER 20, 2021, AT 4:00 PM, VIA TELECONFERENCE

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

Present: Director Boyd-Hodgson
Director Elitharp
Director Hernandez
Director Pennock
Director Sannella

Staff Present: General Manager Pruim
Legal Counsel Gilpin
Administrative Secretary Johnson

ADOPT AGENDA FOR THE CLOSED SESSION MEETING OF OCTOBER 20, 2021

21-10-08 MOTION WAS MADE by Director Hernandez, seconded by Director Boyd-Hodgson, and carried unanimously, to adopt the agenda for the Closed Session Meeting of October 20, 2021.

PUBLIC COMMENT

None.

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Per Government Code Section 54957 – Title: General Counsel

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Per Government Code Section 54957 – Title: General Manager

21-10-09 MOTION WAS MADE by Director Elitharp, seconded by Director Hernandez, and carried unanimously, to move into Closed Session pursuant to Government Code Section 54957.

REPORT AFTER CLOSED SESSION

The Board reconvened to Open Session at 4:26 p.m. There was no reportable action from the Closed Session Meeting.

ADJOURNMENT

There being no further business to discuss, President Sannella adjourned the Closed Session Meeting of the Board of Directors at the hour of 4:27 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, October 20, 2021, at 5:00 p.m. via teleconference.

Michael A. Sannella, President
Board of Directors
Vallecitos Water District

ATTEST:

Glenn Pruij, Secretary
Board of Directors
Vallecitos Water District

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, OCTOBER 20, 2021, AT 5:00 PM, VIA TELECONFERENCE

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

Present: Director Boyd-Hodgson
Director Elitharp
Director Hernandez
Director Pennock
Director Sannella

Staff Present: General Manager Pruim
Assistant General Manager Gumpel
Legal Counsel Gilpin
Administrative Services Manager Emmanuel
Finance Manager Owen
Capital Facilities Senior Engineer Morgan
Development Services Senior Engineer Lopez
Asset Management Supervisor Bowman
Public Information/Conservation Supervisor Robbins
Principal Financial Analyst Arthur
Systems Administrator Drummond
Administrative Secretary Johnson

Director Hernandez led the pledge of allegiance.

ADOPT AGENDA FOR THE REGULAR MEETING OF OCTOBER 20, 2021

21-10-10 MOTION WAS MADE by Director Hernandez, seconded by Director Boyd-Hodgson, and carried unanimously, to adopt the agenda for the Regular Board Meeting of October 20, 2021.

PUBLIC COMMENT

None.

PRESENTATION

The Board acknowledged the following Employee Service Awards:

Jesse Halbig, Wastewater Collection System Worker II, 5 Years
Glenn Pruim, General Manager, 5 Years
Raul Rodarte, Wastewater Collection System Worker II, 5 Years
Steven Saavedra, Pump & Motor Technician II, 10 Years
Sally Sheets, Accounting Technician, 10 Years
Johnathan Todd, Information Technology Technician, 10 Years
Arturo Alvarez, Meter Service Worker II, 15 Years
David Elpin, Mechanic, 15 Years

Georgia Galindez, CMMS Planner, 15 Years
Toby Luna, Water System Operator II, 15 Years
Diane Posvar, Executive Secretary, 15 Years
Russell Kubota, Landscape Maintenance Worker II, 20 Years
Juli Neal, Customer Service Representative II, 20 Years
Ann Lopez, Engineering Technician II, 30 Years

CONSENT CALENDAR

21-10-11 MOTION WAS MADE by Director Hernandez, seconded by President Sannella, and carried unanimously, to approve the Consent Calendar as presented.

1.1 Approval of Minutes

- A. Public Awareness/Personnel/Policy Committee Meeting – October 4, 2021
- B. Legal/Legislative Committee Meeting – October 5, 2021
- C. Closed Session Board Meeting – October 6, 2021
- D. Regular Board Meeting – October 6, 2021

1.2 Warrant List through October 20, 2021 - \$1,612,451.46

1.3 Financial Reports

- A. Water Meter Count – September 30, 2021
- B. Water Production/Sales Report – 2021/2022
- C. Quarterly Financial Report – September 30, 2021
- D. Per Capita Water Consumption – September 30, 2021
- E. Water Revenue and Expense Report – September 30, 2021
- F. Sewer Revenue and Expense Report – September 30, 2021
- G. Reserve Funds Activity – September 30, 2021
- H. Investment Report – September 30, 2021
- I. Legal Fees Summary – September 30, 2021

1.4 Operations & Maintenance Metrics Quarterly Report – September 30, 2021

1.5 Fall 2021 Between the Pipes – Vallecitos Water District Quarterly Newsletter

1.6 Award of Construction Contract for the Painting of District Facilities

1.7 Request for Water and Sewer Annexation Into the Water and Sewer Improvement District (Gray)

1.8 Approval of Temporary Off-Site Water Service Agreement for Matthes Residence (Tina M. Matthes)

1.9 Approval of Construction Agreement for Nordahl Road Subdivision (Sahar Naeemi)

1.10 Approval of Construction Agreement for San Marcos Highlands Phase 4 Improvements (KB Homes Coastal, Inc.)

ACTION ITEM(S)

URBAN RETAIL WATER SUPPLIERS: WATER LOSS MANAGEMENT

General Manager Pruim stated all water districts are required to submit an annual water loss report to the State Water Resources Control Board (SWRCB).

Public Information/Conservation Supervisor Robbins facilitated a presentation, Annual Water Loss Submittal, as follows:

- Senate Bill 555 by Senator Lois Wolk (passed in 2015)
- Water Loss Control Collaborative
- Water Loss Technical Assistance Program (TAP)
- Water Loss TAP Vallecitos Team
- Water Loss Terminology
- Validated Audit Results
- Recommendations for Improvement
- Annual Process and Standards

Public Information/Conservation Supervisor Robbins stated the District's water loss report for 2020 has been submitted to the SWRCB.

General discussion took place during which the Board requested staff provide historical data on the District's water loss. The District's water loss has been fairly steady over the past four years.

This item was presented for information only.

WATER SUPPLY CONDITIONS UPDATE

Public Information/Conservation Supervisor Robbins facilitated a presentation, Update on Water Supply Conditions, as follows:

- Governor Issues Proclamation Extending Drought Statewide
- Northern Sierra 8-Station Precipitation Index
- Snowpack Water Content
- California Reservoir Storage
- Colorado River Shortage Declared
- Colorado River Status
- Three-Month Temperature Outlook

- Three-Month Precipitation Outlook
- New Ordinance and Video

General discussion took place.

Gayle Martin, member of the public, stated her concerns about the District's reserves and urged the Board to use reserves to offset water rate increases.

This item was presented for information only.

DISCUSSION REGARDING THE RETURN TO IN-PERSON PUBLIC MEETINGS

General Manager Pruim stated recent legislative bills have passed that allow agencies to continue to conduct public meetings remotely under certain conditions. If the Board desires to continue videoconferencing meetings, the Board will be required to make certain findings every 30 days. Three emails encouraging the return to in-person meetings have been received from the public.

General Manager Pruim recommended that if the Board wishes to return to in-person meetings, all Board members must be present in the Board room as it would be technologically difficult to conduct a "hybrid" meeting where some attended virtually. General Manager Pruim indicated he, as well the Board members, would be in the Board room and that staff would attend remotely via Zoom. Employees are currently prohibited from congregating with or without masks. Masks would be required for unvaccinated members of the public (self-attestation), and masks would be recommended for everyone regardless of their vaccination status. It would be difficult to provide social distancing for the Board if they sit at the dais.

General Manager Pruim requested Board direction on 1) does the Board wish to return to in-person meetings beginning on November 3, 2021, or a later date; and 2) if the meeting were held in person, would there be a Zoom component for the public to either watch or participate? If the Board wishes to continue teleconferencing meetings, the Board will have to make findings at this meeting and every 30 days thereafter.

Legal Counsel Gilpin stated in order to continue conducting meetings via teleconferencing during a proclaimed State of Emergency, an agency must find by majority vote that either:

- State or local officials have imposed or recommended measures to promote social distancing; or
- As a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

General discussion took place regarding the pros and cons of returning to in-person meetings or continuing with teleconferencing, a hybrid meeting format, and public health recommendations.

The general consensus of the Board was to conduct the November 3, 2021, Board meeting in-person. To the extent that it is possible, the Zoom platform will be offered to the public to observe and possibly provide comment remotely. Board members, staff, and the public will be required to wear masks regardless of vaccination status.

Trisha Woolsey, the District's Risk Management Supervisor, speaking as a member of the public, stated her concerns regarding the return to in-person public meetings.

Further general discussion took place.

Director Boyd-Hodgson experienced technical difficulties during the roll call vote.

21-10-12 MOTION WAS MADE by Director Hernandez, seconded by President Sannella, and carried 3 – 1, with Directors Elitharp, Hernandez and Sannella voting yes, Director Pennock voting no, and Director Boyd-Hodgson absent, to return to in-person public meetings beginning at the November 3, 2021, Board meeting and including Board Committee meetings. Facial coverings will be mandatory for all attendees subject to American Disabilities Act rules.

ASSOCIATION OF CALIFORNIA WATER AGENCIES ELECTION OF OFFICERS

General Manager Pruim stated the Association of California Water Agencies (ACWA) has announced a slate of candidates for ACWA President and Vice President for the 2022-2023 term. An election will be conducted during the General Membership meeting at their Fall Conference on December 1, 2021. The Nominating Committee recommends current Vice President Pamela Tobin for ACWA President and current Region 10 Vice Chair Cathy Green for ACWA Vice President.

General Manager Pruim further stated the Board must designate who will cast the Board's vote in the election. Additionally, if a Director desires to be nominated to oppose either of the recommended candidates, a resolution of support for their candidacy must be submitted to ACWA by Wednesday, November 24, 2021, to facilitate a floor nomination at the General Membership meeting.

General discussion took place. No Directors expressed a desire to run for either position. The consensus of the Board was to have Director Hernandez cast the District's vote while attending the ACWA Fall Conference.

REPORTS

GENERAL MANAGER

General Manager Pruim reported the following:

- In observance of the Imagine A Day Without Water event on October 21, the District will be releasing a video staff created featuring San Marcos Mayor Rebecca Jones.

The City of San Marcos has agreed to share the video on their website and social media platforms which should increase viewership.

- Staff is continuing to work with the state regarding the utility bill payment arrearages program which will help customers with unpaid water bill balances accumulated between March 2020, and June 2021. The District has completed the required survey. Formal applications are due on December 6. The state will begin making payments on November 1. More funds are available than there were requests. Staff anticipates the District will receive approximately \$300,000 to assist customers with overdue bills. The state will open the program up to unpaid sewer bills in January.

DISTRICT LEGAL COUNSEL

Legal Counsel Gilpin commented on the Governor's drought proclamation which added eight counties including San Diego County.

Legal Counsel Gilpin briefly discussed the differences between standing committees and ad hoc committees (temporary advisory committees) and Brown Act requirements of those types of committees.

SAN DIEGO COUNTY WATER AUTHORITY

Director Elitharp stated the next SDCWA Board meeting is scheduled for October 28.

ENCINA WASTEWATER AUTHORITY

Director Hernandez reported on his attendance to the Capital Improvement Committee meeting this morning at which the Committee discussed the connection of the second grit screen of four and the demolition of the last two grit screens in addition to projects related to the co-generation building and the HVAC upgrade to the administration building.

President Sannella stated the Policy and Finance Committee met last week at which the Committee received a report regarding comps and reimbursements for the previous fiscal year.

STANDING COMMITTEES

Director Elitharp stated the Engineering/Equipment Committee met on October 11. The Committee completed a review of the development construction agreement and received updates on several items including the Tesla battery storage system, Land Outfall West condition assessment, and Sage Canyon Tank refurbishment.

Director Boyd-Hodgson announced the Palomar College internship agreement with the District has been finalized. The internship program will start next spring.

Director Hernandez inquired about what progress the Public Awareness/Personnel/Policy Committee is making on the scholarship program. General Manager Pruim stated staff will be providing information at the next Committee meeting.

DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

None.

OTHER BUSINESS

None.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

None.

ADJOURNMENT

There being no further business to discuss, President Sannella adjourned the Regular Meeting of the Board of Directors at the hour of 6:36 p.m.

A Regular Meeting of the Vallecitos Board of Directors has been scheduled for Wednesday, November 3, 2021, at 5:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

Michael A. Sannella, President
Board of Directors
Vallecitos Water District

ATTEST:

Glenn Pruim, Secretary
Board of Directors
Vallecitos Water District

VALLECITOS WATER DISTRICT
WARRANTS LIST
November 3, 2021

PAYEE	DESCRIPTION	CHECK#	AMOUNT
CHECKS			
Garnishments	Payroll Garnishments	122744 through 122746	-
Environmental Resource Associates	MRF Coliform Sample	122747	149.77
Matphil Technologies, Inc.	Equipment Calibration	122748	48.00
ACWA/Joint Powers Insurance	Property Insurance Renewal 21-22	122749	171,827.00
ACWA/Joint Powers Insurance	Workers Compensation Quarter Ending 09-30-21	122750	27,118.24
Adobe Lock & Safe	Lock Installation MRF & B Building	122751	418.26
Advanced Imaging Solutions, Inc.	Copier Lease - Oct	122752	4,902.64
Air Pollution Control District	Permits - High Point PS	122753	332.00
Airgas USA LLC	Oxygen Tanks	122754	908.02
Clinton James Funk	HVAC Quarterly Maintenance	122755	8,201.54
AIS Specialty Products, Inc.	Copier Lease - Apr - July	122756	64.31
Aloha Printing	Envelopes - Stock	122757	1,772.24
Ambius	Plant Maintenance - Oct	122758	279.00
Americo Builders	Deposit Refund Prj 20091-17	122759	190.00
Anthony & Terri Lee Canales	Closed Account Refund	122760	42.63
Applied Best Practices	Professional Svcs - Aug	122761	3,315.10
Richard Arballo	CWEA Cert. Renewal	122762	105.00
AT&T	Phone Svc - Sep	122763	3,013.55
Jason Bakken	Safety Glasses Reimbursement	122764	275.00
Best Best & Krieger	Legal Svcs - July & Aug	122765	34,157.79
Bill Howe Plumbing	MRF Service Call	122766	139.00
Biotechnical Services Inc	Lab Thermometers Certification	122767	290.00
Bonsall Petroleum Constr Inc	Overfill Prevention Inspection	122768	300.00
C & C Development Co	Deposit Refund Prj 20201-811	122769	2,463.22
California West Communities	Deposit Refund Prj 20211-629	122770	4,227.34
Carbon Activated Corp.	Carbon Coal Base	122771	4,722.46
Carkel San Marcos, LLC	Deposit Refund Prj 20211-659	122772	1,345.56
Caylee Philips	Closed Account Refund	122773	87.08
Century Link/Level 3	Deposit Refund Prj 20201-861	122774	296.43
Cintas Corporation No. 2	Fire Extinguisher Svcs	122775	80.07
Jeffrey Colwell	Video Production Svcs Prj 20221-49	122776	376.25
Commercial Mobile Systems	Covid 19 Trailer Rental - MRF	122777	511.81
Core Logic Information Solutions Inc	Real Quest Engineering Map Svcs - Sept	122778	218.55
Corodata Media Storage Inc	Backup Storage Tapes - July & Sept	122779	336.96
Cues	GNET Software Support 21-22	122780	2,850.00
Doane & Hartwig Water Systems Inc	Generator Quarterly Svc	122781	1,234.25
Davis Farr LLP	Auditing Svcs Fiscal Year 2021	122782	12,000.00
Deans Certified Welding Inc	Welding Svc - 8" Pipe	122783	1,640.00
Deer Springs Fire Protection District	Property Taxes 21-22	122784	533.10
State of California	Elevator Inspection & Permit Fees	122785	225.00
Desert Pumps & Parts	MRF - Repair Parts for Primary Solids	122786	7,659.85
Detection Instruments Corp	Hydrogen Sulfide Meters	122787	10,340.23
DirecTV Inc	Satellite Svc - Oct	122788	123.24
Doug's Filter Service Inc	Hardware Supplies	122789	210.11
EDCO	Trash Svc - Sept	122790	367.19
Electrical Sales Inc	SCADA Upgrade Prj 20201-04	122791	1,347.02
Eplus Technology, Inc	Palo Alto Firewall Annual Support & Maintenance 21-22	122792	31,435.60
Escondido Metal Supply	Gate Repair	122793	977.70
ESRI Inc	GIS Software Maintenance	122794	25,000.00
Fleetpride	Fleet Supplies	122795	61.08
Foothill Tropicals	Deposit Refund Prj 20201-776	122796	159.63
Gallade Chemical Inc.	Sodium Hypochlorite	122797	285.11
George & Krogh Welding Inc	Floor Plates	122798	282.75
Gregory Dowd	Deposit Refund Prj 20201-809	122799	406.79
Hach Company	Annual Preventive Maintenance & Calibration 21-22	122800	9,202.57
Hall Land Company, Inc.	Deposit Refund Prj 20211-633	122801	827.00
Harris	GEMS Upgrade Prj 20221-26	122802	10,775.00
Hermilinda R. Mercado	Closed Account Refund	122803	20.00
Ines Vargas	Closed Account Refund	122804	94.61
Infrastructure Engr Corp	Sewer Emergency Repair Prj 20211-03	122805	31,066.25
Interstate Batteries	Batteries	122806	402.25

VALLECITOS WATER DISTRICT
WARRANTS LIST
November 3, 2021

PAYEE	DESCRIPTION	CHECK#	AMOUNT
Jan-Pro of San Diego	Disinfecting & Cleaning Svcs HQ & MRF	122807	10,966.00
Jim Pennock	SDLA Conference 9-21-21	122808	505.07
Joe Solvatory	Closed Account Refund	122809	125.29
Joes Paving Co Inc	Asphalt Svcs	122810	12,213.43
Jone K. & Jeffrey R. Brooks	Closed Account Refund	122811	10.31
Kaman Industrial Technologies	Hardware Supplies	122812	1,622.13
Ken Grody Ford	Fleet Supplies	122813	147.48
Knowbe4, Inc.	Security Training Subscription 21-22	122814	1,583.55
Lee Klauber	Closed Account Refund	122815	92.12
Leonard Ciarmoli	Deposit Refund Prj 20201-779	122816	1,596.32
Lloyd Pest Control	Pest Control Svcs - Oct	122817	284.00
Louise Calsbeck	Closed Account Refund	122818	103.43
Marselino Sanchez	SWRCB Exam Reimbursement	122819	200.00
Matheson Tri-Gas Inc	Cylinder Rental	122820	191.36
MC Painting	Water Ops Control Room Upgrade Prj 20201-19	122821	12,185.00
Mission Resource Conservation District	Water Use Evals Prj 20221-52	122822	75.00
Moraes/Pham & Associates	Energy Management Study Prj 20221-06	122823	6,800.00
Morgan Picks Two LLC	Closed Account Refund	122824	79.50
Morton Salt, Inc.	Industrial Salt	122825	4,394.56
NEOGOV	Application Tracking Software Prj 20221-30	122826	15,170.00
No-Des, Inc.	Lake San Marcos Flushing Svcs	122827	77,676.66
O.G. Supply Inc	Meter Gaskets	122828	116.00
Olivenhain MWD	Treated Water - Sept	122829	69,025.80
Opendoor Labs, Inc	Closed Account Refund	122830	61.90
Patriot Portable Restroom Inc	Portable Restroom Rental	122831	268.40
Pitney Bowes	Mail System Lease Aug - Nov	122832	601.80
Ferguson Enterprises, Inc	Dichlorination Tablets	122833	1,573.92
Polydyne Inc	Clarifloc	122834	17,674.59
R & B Automation Inc	MRF - Valve Actuator Prj 20211-16	122835	49,061.78
Raising Cane's Restaurants, LLC	Deposit Refund Prj 20201-848	122836	8,506.21
Ray White Cement	Concrete Steps - Building A	122837	4,975.00
Rupes Hydraulics	Hardware Supplies	122838	366.51
Steven Saavedra	CWEA Membership Renewal	122839	288.00
San Diego Gas & Electric	Power - Sept	122840	46,583.74
Sandra & Ernesto Leyva	Closed Account Refund	122841	95.87
Shea Homes	Deposit Refund Prj 20201-749	122842	2,962.35
SHI International Corp.	Video Equipment & Training	122843	8,733.36
Six To Six Equipment Rentals	Boomlift Rental Prj 20201-04	122844	550.00
Southern Counties Lubricants, LLC	Oil	122845	242.33
SS Mechanical Construction Corp.	Drain Installation Prj 20221-15	122846	6,444.00
SSA Solar of CA 5, LLC	District Wide Solar	122847	8,521.66
State Board of Equalization	Murai Sewer Annexation Fees	122848	1,500.00
State Water Resources Control	CWEA Cert. Renewal - D. McDougle	122849	150.00
Steel Toe Shoes	Safety Boots - J. Scott & J. Mendoza	122850	278.24
T.S. Industrial Supply	Fire Hose & Copper Freeze Kit	122851	4,022.82
Talley Communications	Hardware Supplies	122852	122.38
Tiffany Boyd-Hodgson	SDLA Conference 9-26-21	122853	327.40
TK Elevator Corporation	Elevator Maintenance	122854	1,095.36
Traffic Supply Inc	Hardware Supplies	122855	1,011.92
Lisa Urabe	Waterwise Landscape Prj 20221-52	122856	52.94
Valley CM Inc	San Marcos Interceptor Prj 71004	122857	21,624.09
Vector Resources, Inc.	Video Surveillance Upgrade Prj 20201-26	122858	4,686.83
Verizon	Deposit Refund Prj 20201-845	122859	2,489.99
Verizon Wireless	Cell Phone Svc - Sept	122860	2,379.44
Vista Irrigation District	Water Loss Audit Valuation	122861	882.00
Warmington Residential	Closed Account Refund	122862	491.34
Erik Warner	Safety Boots Reimbursement	122863	113.86
Xylem Water Solutions USA, Inc.	Suction Pump - South Lake	122864	2,851.50
Accurate Security Pros, Inc.	Backgate Repairs	122865	301.25
All County Fire Protection	Deposit Refund Prj 20201-854	122866	1,444.79
Altman Specialty Plants Inc	Waterwise Landscape Prj 20221-52	122867	605.12
Aqua-Metric Sales Co	3/4" Meters - 16	122868	4,317.29
Boot Barn	Safety Boots - M. Lee	122869	286.36

VALLECITOS WATER DISTRICT
WARRANTS LIST
November 3, 2021

PAYEE	DESCRIPTION	CHECK#	AMOUNT
City of Carlsbad	Quarterly Sewer Svc	122870	7,084.80
CDW Government Inc	Microsoft Enterprise Agreement 21-22	122871	75,456.24
Consolidated Electrical Distributors, Inc.	LED Lights	122872	1,263.37
Christian Differding or Carolina Portales	Closed Account Refund	122873	7.66
County of San Diego	Recording Fees - Sept	122874	156.76
Grainger Inc	Wrenches, Flash Lights, Batteries, Water Pump, Rags	122875	6,305.06
Harper and Associates Inc	Sage Canyon Prj 20201-06	122876	2,145.00
Hoch Consulting, Apc	Land Outfall Prj 20201-09	122877	77,580.22
Integrity Municipal Services LLC	Odor Scrubber Replacement Prj 20211-09	122878	120,733.88
John Joubran	Deposit Refund Prj 20191-498	122879	3,012.48
Lanikai Partners I, LP	Deposit Refund Prj 20211-634	122880	1,544.87
Mallory Safety And Supply, LLC	Safety Supplies	122881	2,801.30
NV5, Inc.	Buena Reach Failsafe Rehab - Prj 202011-03	122882	2,465.00
Olivenhain MWD	Collaboration Video Prj 20221-49	122883	2,000.00
One Source Distributors LLC	SCADA Analog Cards	122884	4,128.56
Pacific Pipeline Supply	Brass Nipples, Valves, Tape, Gaskets, Flanges	122885	4,620.10
Penco, Inc.	Calcium Nitrate	122886	5,174.11
Randall Walton	Deposit Refund Prj 20211-713	122887	1,363.68
Randy Kindig	Closed Account Refund	122888	396.26
SEH 12, LLC	Deposit Refund Prj 20191-596	122889	1,092.11
John N. Gavares	Strategic Planning Consulting Services	122890	13,084.00
Thomas Dang	Deposit Refund Prj 20171-296	122891	939.68
Totten Tubes, Inc.	Water Quality Stainless Steel Tubing	122892	377.13
Trussell Technologies Inc	MRF Aeration Basins Prj 20191-02	122893	400.00
Unifirst Corporation	Uniform Delivery	122894	852.65
Unitis, Inc.	Rapid Set Concrete	122895	1,080.19
Total Disbursements (149 Checks)			<u>1,181,815.61</u>
WIRES			
San Diego County Water Authority	September Water Bill	Wire	2,919,293.40
Encina Wastewater Authority	Quarterly Billing	Wire	1,861,097.01
Public Employees Retirement System	Retirement Contribution - October 19, 2021 Payroll	Wire	79,135.02
Total Wires			<u>4,859,525.43</u>
PAYROLL			
Total direct deposits		Wire	253,768.71
VWD Employee Association		122744	578.00
Payroll & Garnishments	122745 through	122746	1,091.52
IRS	Federal payroll tax deposits	Wire	97,465.71
Employment Development Department	California payroll tax deposit	Wire	20,216.69
CalPERS	Deferred compensation withheld	Wire	18,011.73
VOYA	Deferred compensation withheld	Wire	7,169.96
Total October 19, 2021 Payroll Disbursements			<u>398,302.32</u>
TOTAL DISBURSEMENTS			<u><u>6,439,643.36</u></u>

DATE: NOVEMBER 3, 2021
TO: BOARD OF DIRECTORS
SUBJECT: APPROVAL OF ADDITIONAL AS-NEEDED ENGINEERING PROFESSIONAL SERVICES AGREEMENT

BACKGROUND:

Vallecitos Water District (District) routinely requires engineering, design, and construction management services for its budgeted capital projects and other unforeseen small projects. The level of effort and associated costs of these services does not require the formal engineering RFP selection process.

DISCUSSION:

Based on experience, it is often in the best interest of the District to negotiate standard fees for these types of services. Staff negotiates reduced rates on a bi-annual basis with selected engineering/design/specialty firms which have submitted resumes, provided statements of qualifications and/or proposals, and have successfully completed projects for the District. Staff and Counsel have reviewed the engineering services agreements and find them consistent with similar, past agreements.

Staff has selected Kelsey Structural (KS) for as-needed structural engineering professional services. KS engaged in an as-needed contract with the District in 2018 (which expired in 2020), thus the firm is familiar to the District and has experience with District's projects and standards. KS specializes in structural engineering services and the District intends to utilize Kelsey Structural on upcoming requests for professional services as part of its Capital Improvement Program.

FISCAL IMPACT:

There are no direct costs associated with the staff recommendation to enter into an as-needed consultant services agreement. Fees associated with specific work under these as-needed contracts will be directly reimbursed through developer deposits or charged to specific capital projects. Kelsey Structural has submitted a statement of qualifications for professional services on a time and material basis. As-needed agreements are utilized for contracts in accordance with the District's purchasing policy.

RECOMMENDATION:

Authorize the General Manager to enter into an as-needed consultant professional services agreement with Kelsey Structural.

ATTACHMENT: N/A

DATE: NOVEMBER 3, 2021
TO: BOARD OF DIRECTORS
SUBJECT: FINAL ACCEPTANCE OF WATER AND SEWER IMPROVEMENTS FOR EL DORADO APARTMENTS (EL DORADO II, LP.)

BACKGROUND:

El Dorado II, LP., owner of the project, has completed the installation of water and sewer facilities for the multi-family development located on Richmar Avenue, between Pico Avenue and Fitzpatrick Road.

DISCUSSION:

Water and/or sewer facilities for private land development projects are constructed by a developer. When completed to the satisfaction of the District, those facilities are accepted by the Board of Directors and become District property.

The project constructed approximately 544 feet of 8-inch diameter water main, 896 feet of 10-inch diameter sewer main, and 145 feet of 12-inch diameter sewer main.

Upon final acceptance of the project, water and sewer service will be available to the 84 multi-family dwelling units, a community park, and 2,150 square foot commercial space.

The owner has provided the District with the required security to guarantee repairs due to failure of materials or workmanship for a period of one year. All current fees and charges have been paid to date.

Along with the water and sewer mains, assorted appurtenances were installed such as water meters, fire hydrants, gate valves, sewer laterals, and manholes.

The owner has paid a total of \$293,597.00 in water capital facility fees and a total of \$665,601.00 in wastewater capital facility fees for the release of the domestic building and irrigation meters.

FISCAL IMPACT:

None. Future water and sewer revenues will offset costs of service.

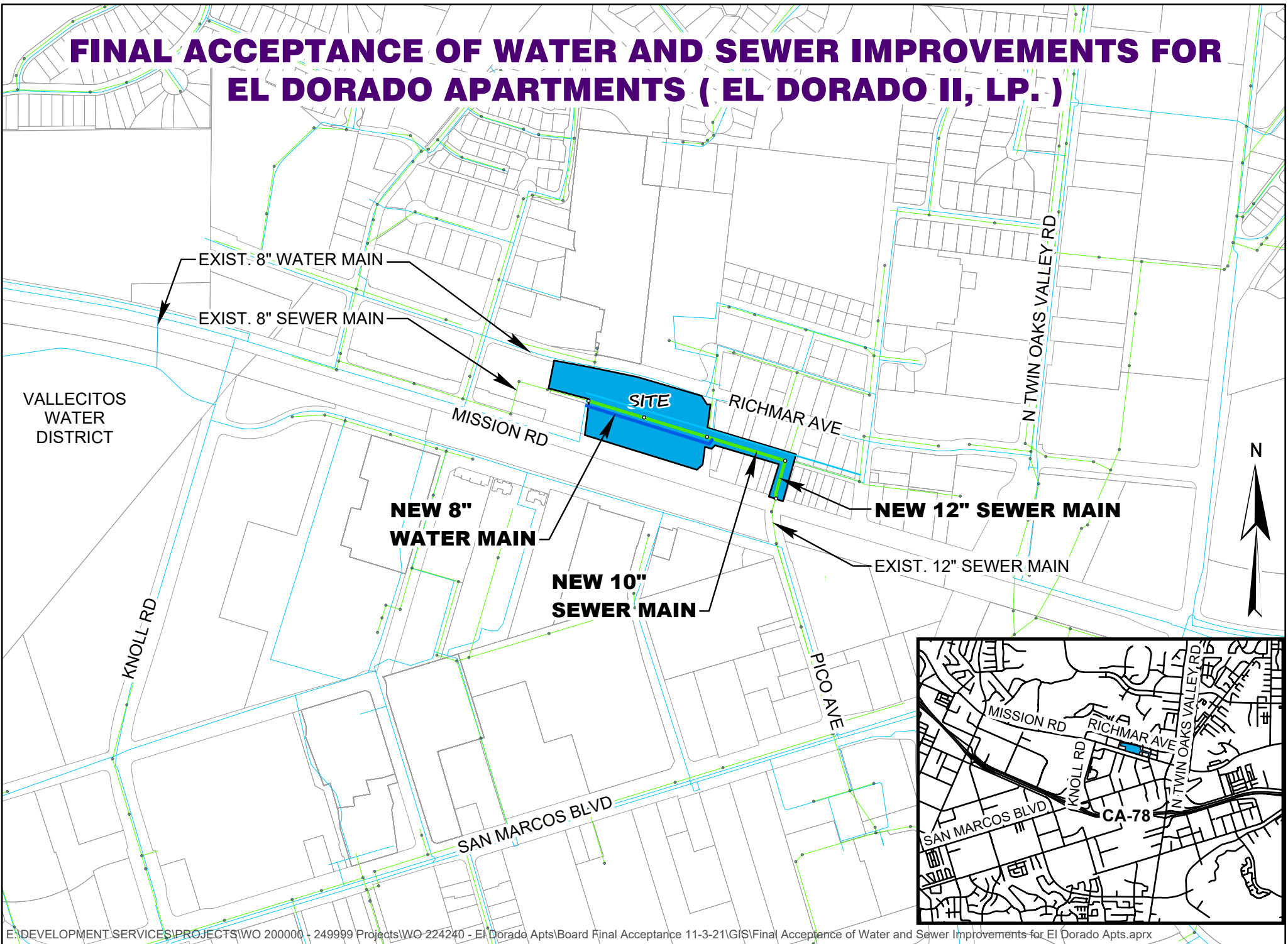
RECOMMENDATION:

Accept the project improvements and approve the filing of a Notice of Completion for El Dorado Apartments.

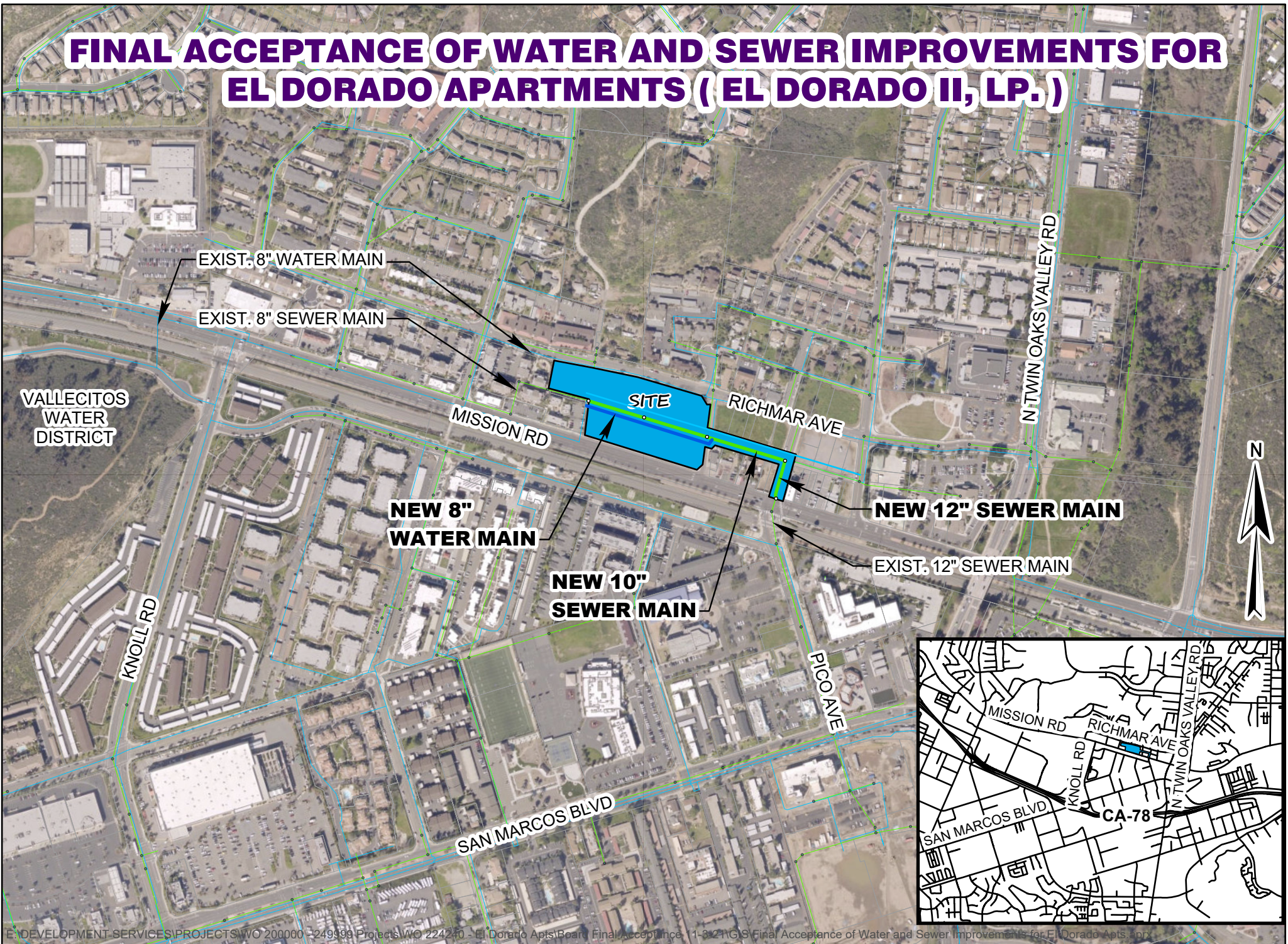
ATTACHMENTS:

2 Map Exhibits – 1 Plat Map & 1 Aerial

FINAL ACCEPTANCE OF WATER AND SEWER IMPROVEMENTS FOR EL DORADO APARTMENTS (EL DORADO II, LP.)



FINAL ACCEPTANCE OF WATER AND SEWER IMPROVEMENTS FOR EL DORADO APARTMENTS (EL DORADO II, LP.)



DATE: NOVEMBER 3, 2021
TO: BOARD OF DIRECTORS
SUBJECT: FINAL ACCEPTANCE OF SEWER IMPROVEMENTS FOR PICO AVENUE, NORTH COUNTY TRANSIT DISTRICT CROSSING PHASE 2 (EL DORADO II, LP.)

BACKGROUND:

El Dorado II, LP., owner of the project, has completed the installation of the offsite sewer improvements for the multi-family development located on Richmar Avenue between Pico Avenue and Fitzpatrick Road. The project limits are located on Pico Avenue, south of Mission Road at the North County Transit District railway crossing.

DISCUSSION:

Water and/or sewer facilities for private land development projects are constructed by a developer. When completed to the satisfaction of the District, those facilities are accepted by the Board of Directors and become District property.

The project was broken-out into two phases due to permit timing for the North County Transit District. The total limits of the project are on Pico Avenue from San Marcos Boulevard to Alley Road. This second phase of the project was approved by the Board for construction on June 3, 2020. Approximately 165 feet of 12-inch diameter sewer main has been constructed.

The first phase of the project was approved by the Board for construction on May 6, 2020, and includes the installation of approximately 902 feet of 12-inch diameter PVC sewer main on either side of the North County Transit District crossing.

Upon final acceptance of this project, sewer service will be available to multiple communities in the area: El Dorado Apartments, Richmar Station, Fitzpatrick, Alora, Villa Serena, a community park and a commercial space.

The owner has provided the District with the required security to guarantee repairs due to failure of materials or workmanship for a period of one year. All current fees and charges have been paid to date.

Along with the sewer mains, assorted appurtenances were installed such as sewer manholes and sewer laterals. All wastewater capital facility fees will be paid under the different development communities.

FISCAL IMPACT:

None. Future sewer revenues will offset costs of service.

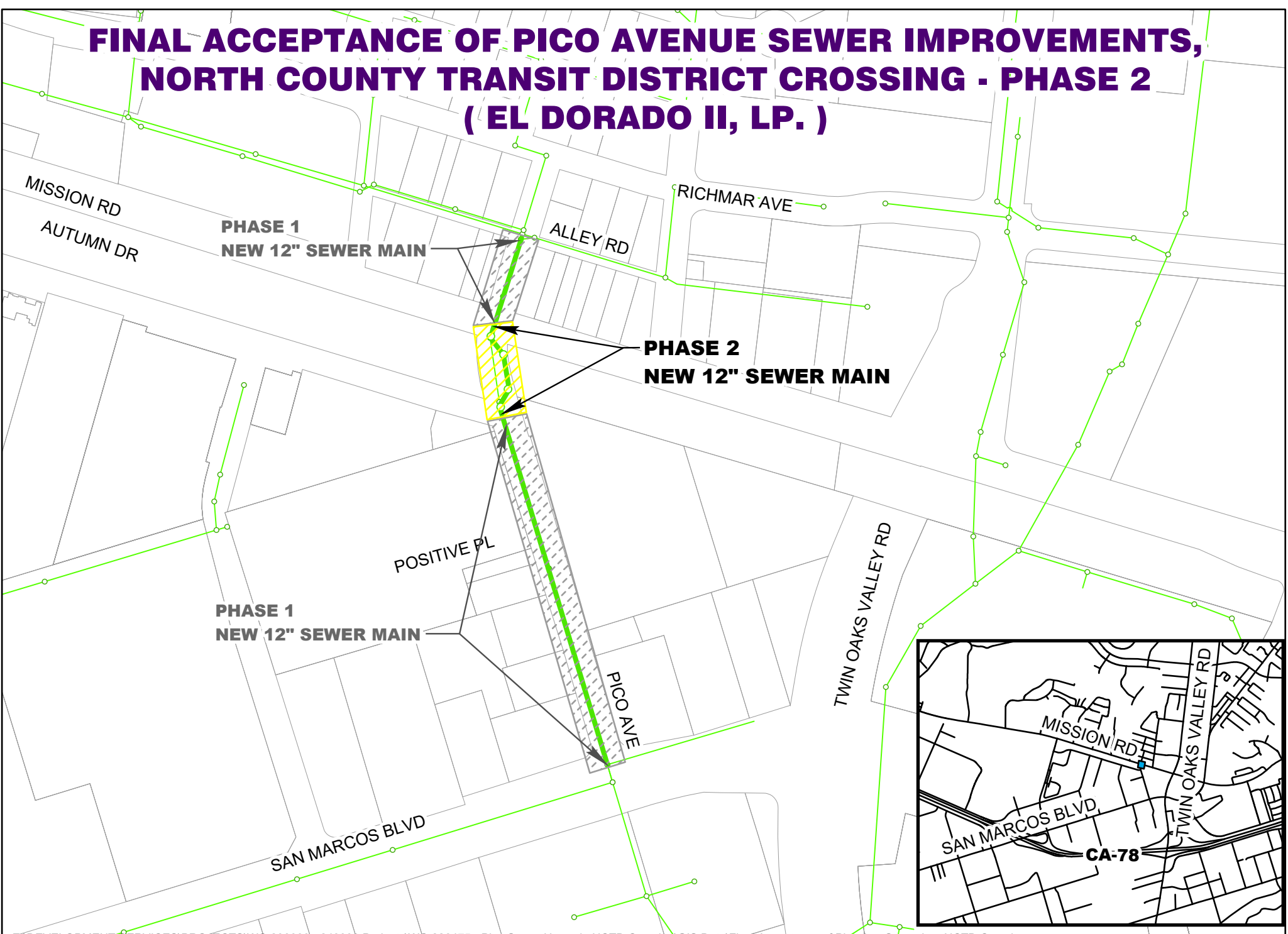
RECOMMENDATION:

Accept the project improvements and approve the filing of a Notice of Completion for Pico Avenue Sewer Improvements at the North County Transit District Crossing.

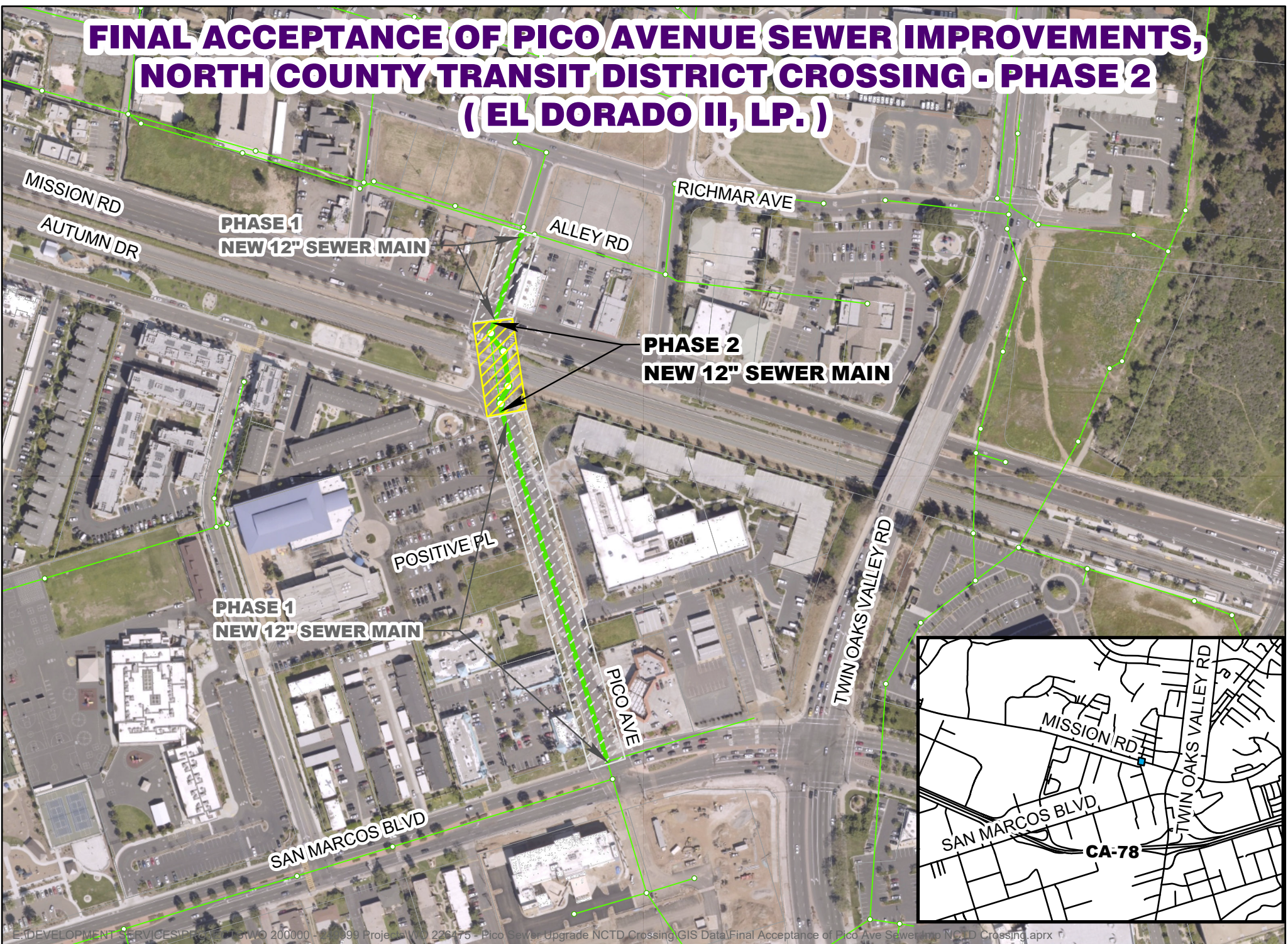
ATTACHMENTS:

2 Map Exhibits – 1 Plat Map & 1 Aerial

FINAL ACCEPTANCE OF PICO AVENUE SEWER IMPROVEMENTS, NORTH COUNTY TRANSIT DISTRICT CROSSING - PHASE 2 (EL DORADO II, LP.)



FINAL ACCEPTANCE OF PICO AVENUE SEWER IMPROVEMENTS, NORTH COUNTY TRANSIT DISTRICT CROSSING - PHASE 2 (EL DORADO II, LP.)



E:\DEVELOPMENT SERVICES\PROJECTS\NCTD\200000 - 00099 Projects\W\226475 - Pico Sewer Upgrade NCTD Crossing\GIS Data\Final Acceptance of Pico Ave Sewer Imp NCTD Crossing.aprx

DATE: NOVEMBER 3, 2021
TO: BOARD OF DIRECTORS
SUBJECT: FINAL ACCEPTANCE OF SEWER IMPROVEMENTS FOR PICO AVENUE PHASE 1 (EL DORADO II, LP.)

BACKGROUND:

El Dorado II, LP., owner of the project, has completed the installation of the offsite sewer improvements for the multi-family development, El Dorado Apartments located on Richmar Avenue between Pico Avenue and Fitzpatrick Road. The project limits are located on Pico Avenue, north of San Marcos Boulevard to Mission Road.

DISCUSSION:

Water and/or sewer facilities for private land development projects are constructed by a developer. When completed to the satisfaction of the District, those facilities are accepted by the Board of Directors and become District property.

The project was broken out into two phases due to permit timing for the North County Transit District. The total limits of the project are on Pico Avenue from San Marcos Boulevard to Alley Road. This first phase of this project was approved by the Board for construction on May 6, 2020. Approximately 870 feet of 12-inch diameter sewer main has been constructed between San Marcos Boulevard and Mission Avenue.

The second phase of the project was approved by the Board for construction on June 3, 2020, and includes the installation of approximately 140 feet of 12-inch diameter PVC sewer main at the North County Transit District crossing on Mission Avenue and Pico Avenue.

Upon final acceptance of this project, sewer service will be available to multiple communities in the area: El Dorado Apartments, Richmar Station, Fitzpatrick, Alora, Villa Serena, a community park and a commercial space.

The owner has provided the District with the required security to guarantee repairs due to failure of materials or workmanship for a period of one year. All current fees and charges have been paid to date.

Along with the sewer mains, assorted appurtenances were installed such as sewer laterals and manholes. All wastewater capital facility fees will be paid under the different development communities.

FISCAL IMPACT:

None. Future sewer revenues will offset costs of service.

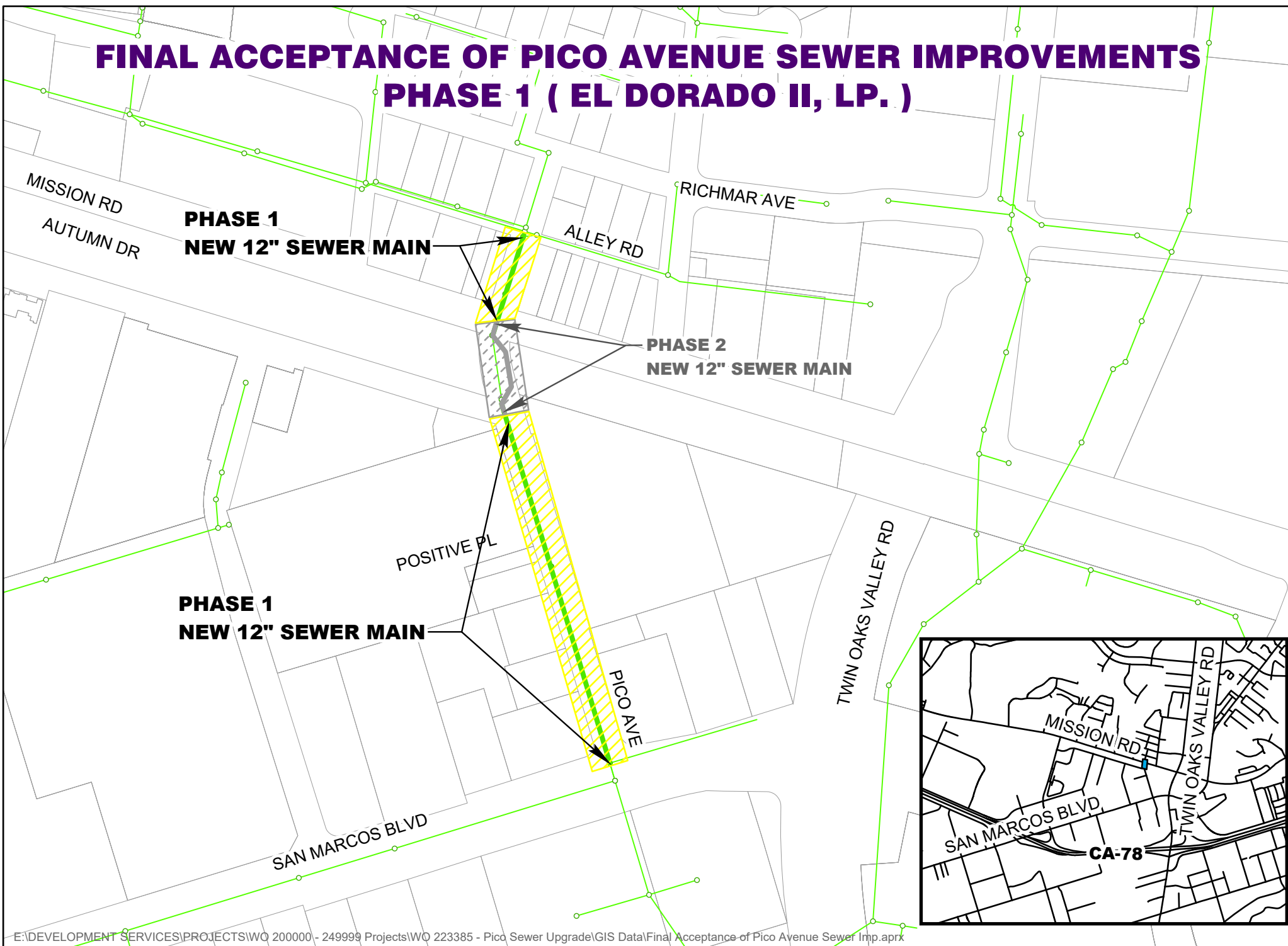
RECOMMENDATION:

Accept the project improvements and approve the filing of a Notice of Completion for Pico Avenue Sewer Improvements.

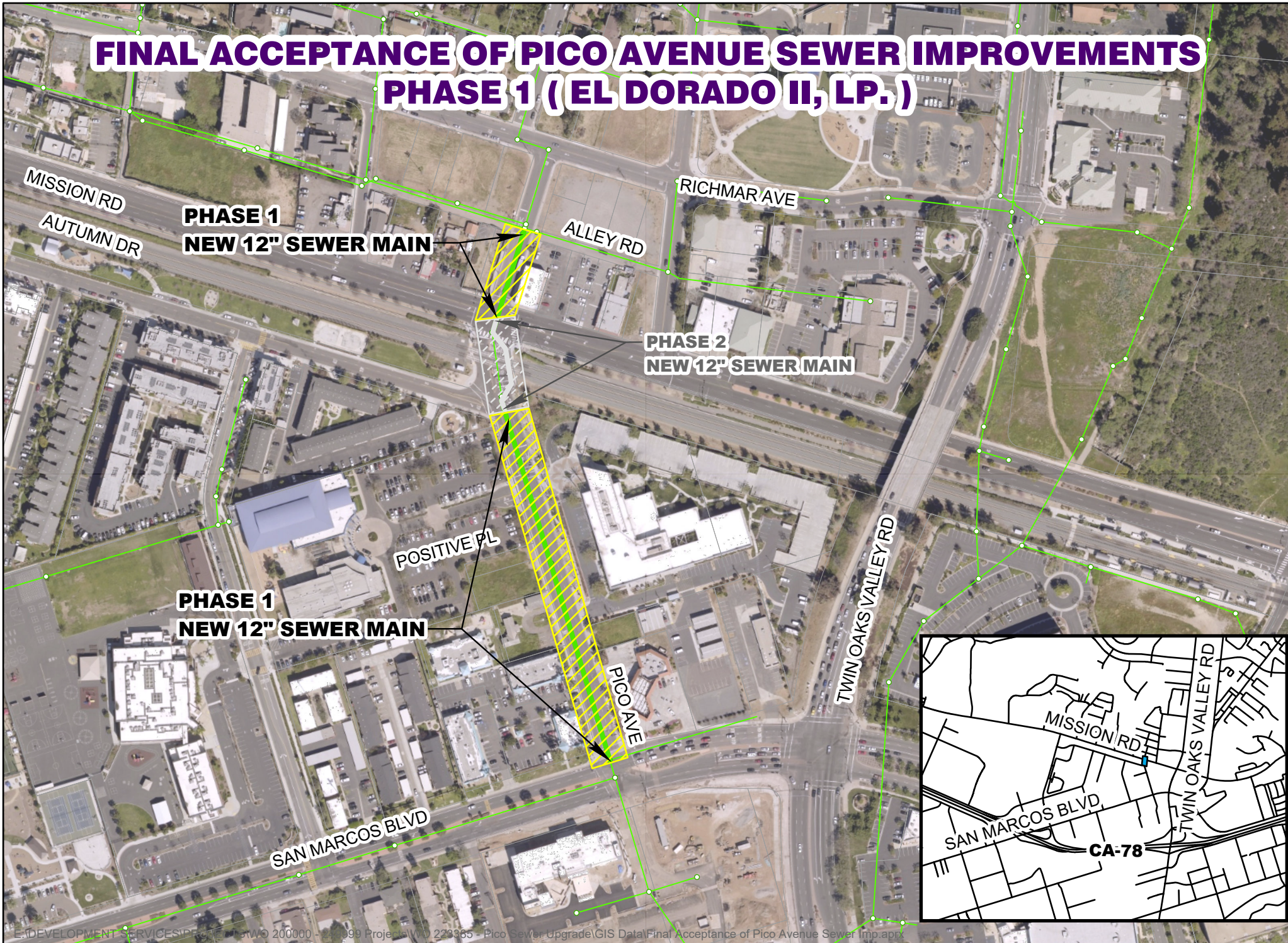
ATTACHMENTS:

2 Map Exhibits – 1 Plat Map & 1 Aerial

FINAL ACCEPTANCE OF PICO AVENUE SEWER IMPROVEMENTS PHASE 1 (EL DORADO II, LP.)



FINAL ACCEPTANCE OF PICO AVENUE SEWER IMPROVEMENTS PHASE 1 (EL DORADO II, LP.)



DATE: NOVEMBER 3, 2021
TO: BOARD OF DIRECTORS
SUBJECT: REQUEST FOR WATER AND SEWER ANNEXATION INTO THE WATER AND SEWER IMPROVEMENT DISTRICT (PARKS)

BACKGROUND:

Robert and Lorri Parks, owner of the property, APN 228-170-72, are requesting annexation into the District's water and sewer service area. The property address is 1224 Oasis Drive, Escondido, located north of Via Salerno and west of Montiel Road. The 1.11-acre property is currently within the Vista Irrigation District (VID) service boundary and is receiving water service from them; however, they are not within the Vallecitos Water District sewer service boundary.

The property is currently on a septic system. They currently obtain water from VID and will remain on VID water with an exchange agreement. Once the annexation is complete, the Parks desire to connect to a proposed Vallecitos 8" DIP sewer main extension that is currently in plan check for the Oasis Drive project located on a neighboring parcel to the south. Once constructed, this proposed sewer main will front the Park's parcel.

DISCUSSION:

District sewer facilities are currently in plan check to be constructed by the owners of a neighboring parcel 228-543-18, approximately 220 feet to the south of the Park's property. Prior to connection to the District's sewer facilities, the owner must complete the annexation process, including payment of water and sewer annexation fees, which are currently \$4,952.00 per acre for water and \$10,256.00 per acre for sewer.

Payment of wastewater capital facility fees and payment of all current fees and charges will also be required prior to connection to sewer. Mr. and Mrs. Parks are responsible for the installation of the sewer connection to their property, which shall be made by a licensed underground contractor, and inspected and approved by the District.

FISCAL IMPACT:

Water annexation fees of \$5,496.72 (\$4,952.00 per acre x 1.11 acres) and sewer annexation fees of \$11,384.16 (\$10,256.00 per acre x 1.11 acres) for a total of \$16,880.88 will be collected in accordance with Ordinance No. 200.

RECOMMENDATION:

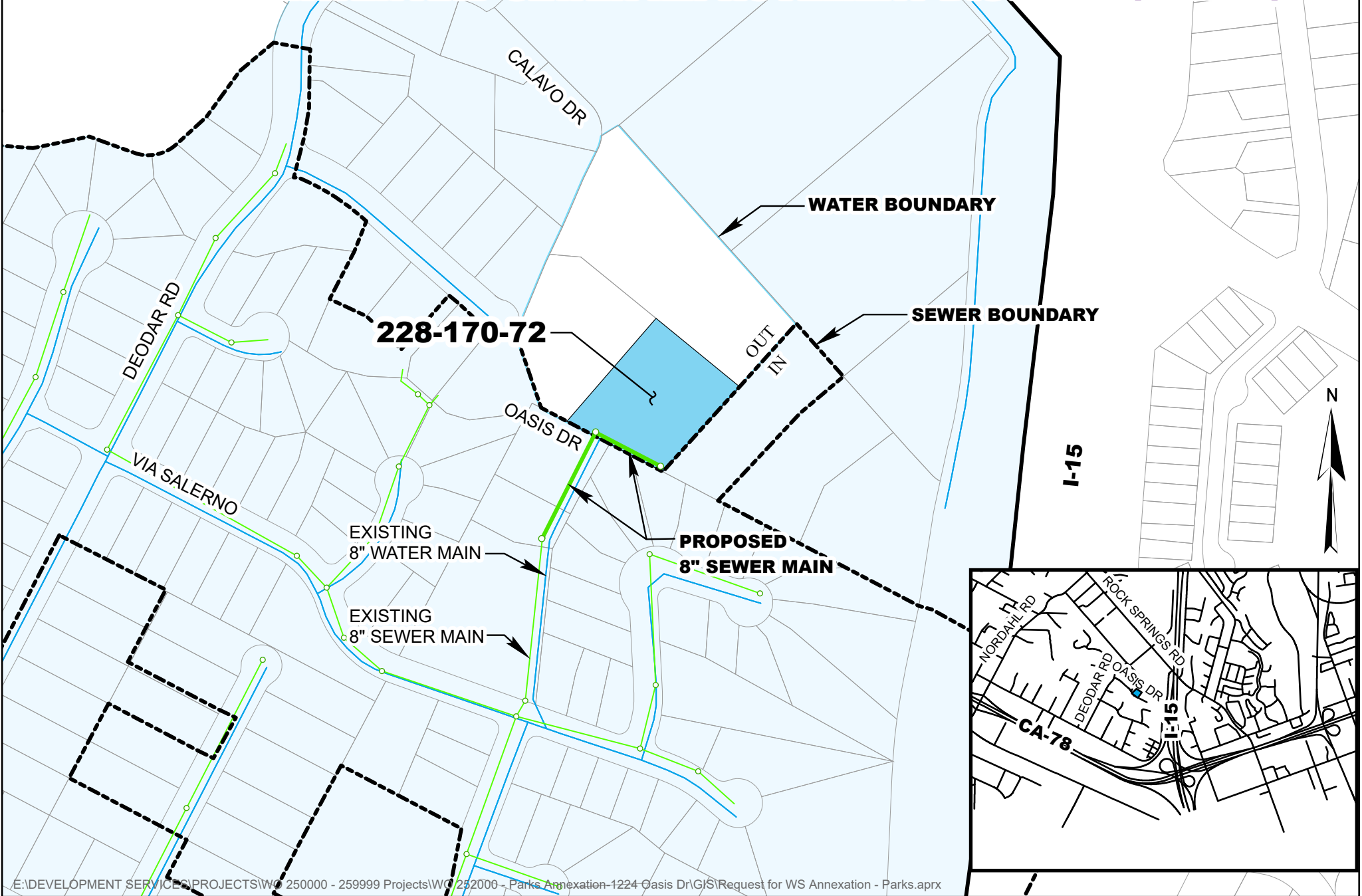
Staff recommends approval of the annexation of APN 228-170-72 into the Water and Sewer Improvement District for water and sewer service with the following conditions:

1. Payment of sewer annexation fee of \$11,384.16
2. Payment of water annexation fee of \$5,496.72
3. Payment of State Board of Equalization fee of \$350.00

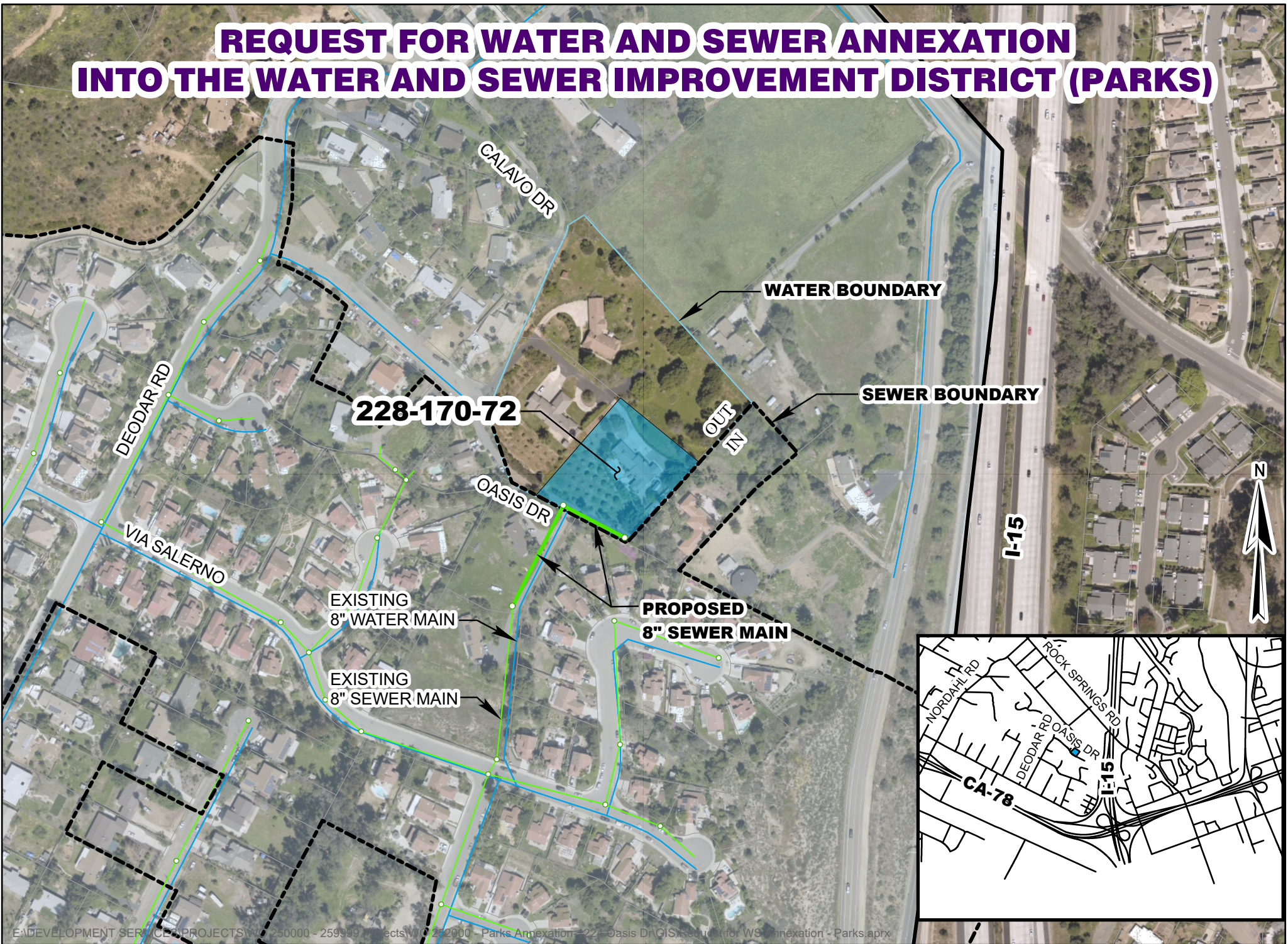
4. Submittal of a copy of title report (initiated or updated within the last six months) showing ownership.
5. Submittal of a geographic description* of the property including a plat map and a disc or flash drive.
6. Completion of the annexation within 180 days of Board approval. If annexation is not completed within the 180 days of Board approval, a new request for annexation may be required.

**A geographic description is a State Board of Equalization requirement for annexations and is used to establish geodetic position and is not intended to establish property ownership. Visit the State Board of Equalization website at www.boe.ca.gov for complete details.*

REQUEST FOR WATER AND SEWER ANNEXATION INTO THE WATER AND SEWER IMPROVEMENT DISTRICT (PARKS)



REQUEST FOR WATER AND SEWER ANNEXATION INTO THE WATER AND SEWER IMPROVEMENT DISTRICT (PARKS)



DATE: NOVEMBER 3, 2021
TO: BOARD OF DIRECTORS
SUBJECT: APPROVAL OF TEMPORARY OFF-SITE WATER SERVICE AGREEMENT FOR ZAYAT RESIDENCE (PURE OLIVE OIL LLC)

BACKGROUND:

Kamel Zayat (Pure Olive Oil LLC), owner of the property APN 220-300-28, has requested approval of a Temporary Off-Site Water Service Agreement to provide water service for a single-family residence on the above-referenced property. The 4.36-acre subject property is located within the District's water service boundary. An existing 6-inch asbestos clay pipe (ACP) water main in La Moree Road is located north of the property approximately 630 feet away.

DISCUSSION:

The owners plan to build a residential home and connect a private water service to the District's 6-inch ACP water main in La Moree Road. Per District Ordinance No. 118, the District's policy is to require a Temporary Off-Site Water Service Agreement for properties that do not abut, traverse, or are adjacent to existing pipelines.

There are currently no plans to construct any public water mains at this time which could serve this property along its frontage; however, future development plans in the area may change that determination. If a public water main extension is ever constructed which can serve this property, the Temporary Off-Site Water Agreement requires the owners to relocate the private water service and connect to the new public water main at that time.

FISCAL IMPACT:

Payment of \$7,935.00 in water capital facility fees will be collected in accordance with District Ordinance No. 118.

RECOMMENDATION:

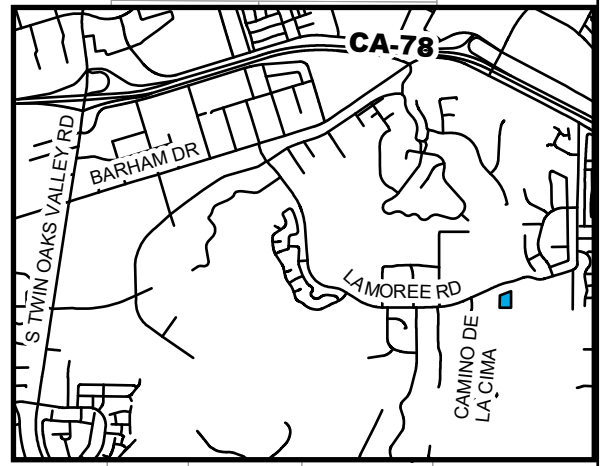
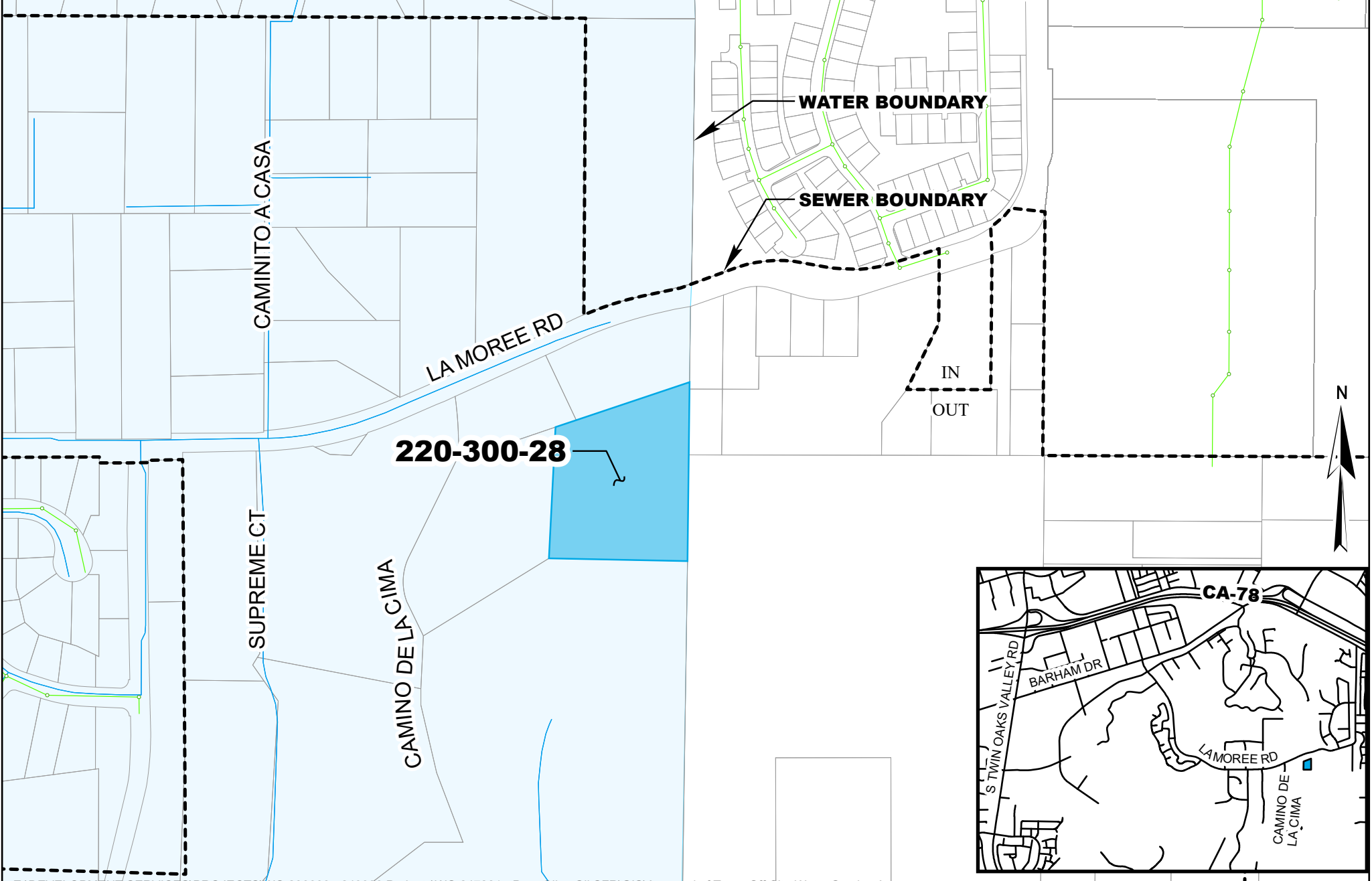
Approve Temporary Off-Site Agreement per District Ordinance No. 118

1. Execution of a Temporary Off-Site Water Service Agreement which will be recorded against the property.
2. Provide evidence of a private easement for the location of a private water service line to the property.
3. Payment of \$500 Administration fee and County recording fees.

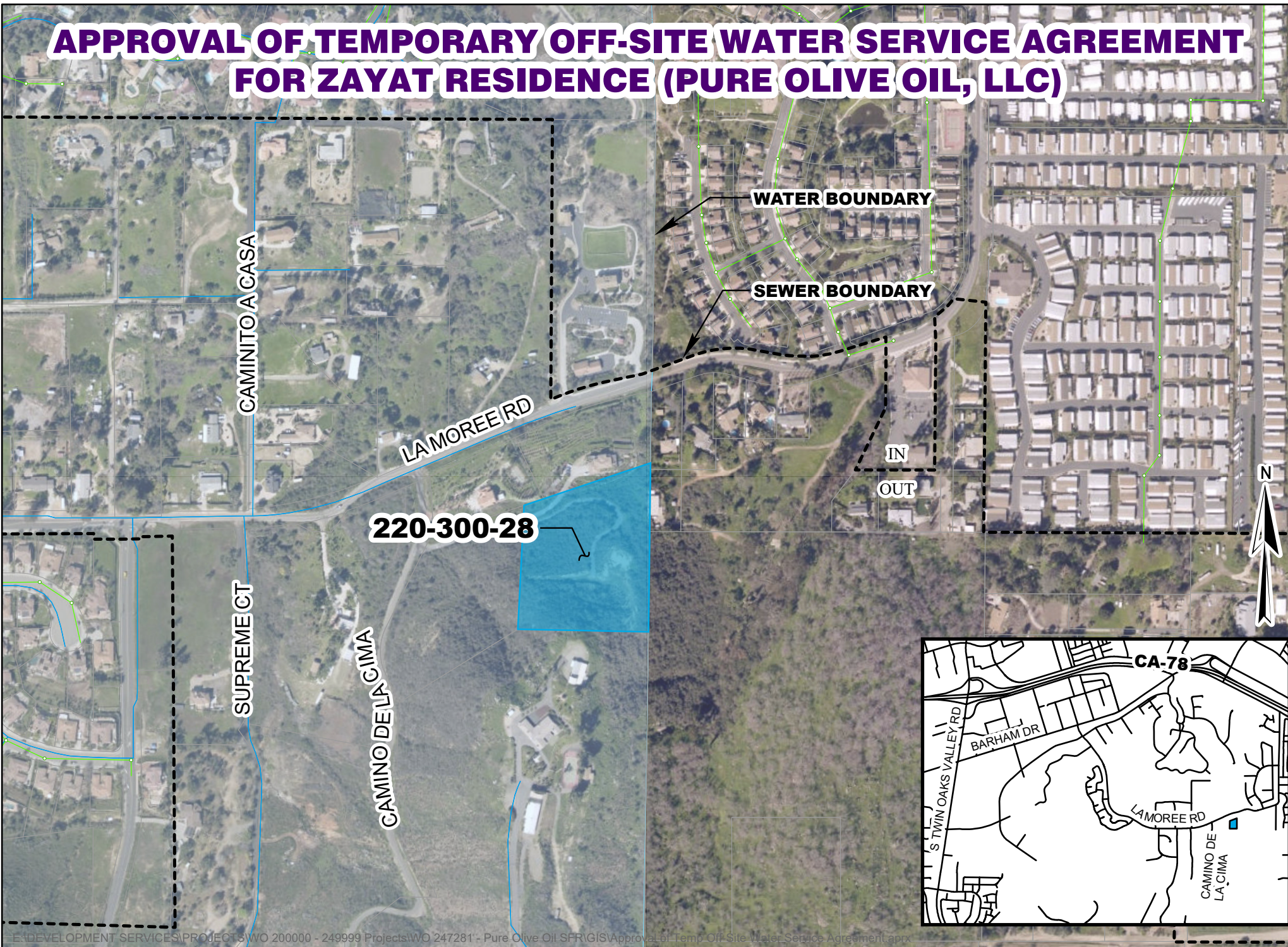
ATTACHMENTS:

2 Map Exhibits – 1 Plat Map & 1 Aerial

APPROVAL OF TEMPORARY OFF-SITE WATER SERVICE AGREEMENT FOR ZAYAT RESIDENCE (PURE OLIVE OIL, LLC)



APPROVAL OF TEMPORARY OFF-SITE WATER SERVICE AGREEMENT FOR ZAYAT RESIDENCE (PURE OLIVE OIL, LLC)



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DATE: NOVEMBER 3, 2021
TO: BOARD OF DIRECTORS
SUBJECT: STRATEGIC PLAN 2022

BACKGROUND:

The Vallecitos Water District (VWD) is currently guided by Strategic Plan 2012. Strategic Plan 2012 was developed as a joint effort between staff and the Board of Directors. Only one of the current Directors was on the Board at that time.

The Strategic Plan 2012 consists of six Strategic Focus Areas (SFAs) as follows:

1. Infrastructure Integrity
2. Internal Communication
3. Continuous Improvement/Workforce Development
4. Fiscal Responsibility
5. Public Education and Outreach
6. Resource Exploration

In addition to the SFAs, Strategic Plan 2012 included a number of strategies and objectives intended to support the six SFAs.

With two new Board members joining the Board of Directors in late 2020 and the last Strategic Plan being from 2012, it was apparent the District needed an updated Strategic Plan. The District issued a Request for Proposals (RFP) in August 2021. Three companies provided proposals that were evaluated by staff. The Gavares Group (TGG) was the highest rated proposer with John Gavares being the facilitator.

TGG conducted interviews with the individual Board members to determine potential priority areas of focus for the planning sessions, and with key management staff to obtain more detailed information on the various functions of the District. After interviews were completed, Strategic Plan Workshops were held at San Marcos City Hall on October 7 and 13, 2021. All Board members attended as did the General Counsel, the General Manager and Vallecitos' Management Team.

DISCUSSION:

Attached is the draft Strategic Plan 2022 as a result of information captured by TGG and staff from the two public workshops with the Board of Directors. Strategic Plan 2022 includes a slightly modified Mission Statement replacing "exceptional services" with "reliable services" as discussed at the workshop. The six Organizational Values remain unchanged and the majority of the Board and staff identified Integrity and Respect as the top two values.

Strategic Plan 2022 retains three of the SFAs from 2012 with slight modifications. One SFA, Internal Communications, was removed and embedded under a broader SFA, Workforce Excellence. Other key changes include SFAs 2 and 3 being retitled and reorganized to separate Organizational strategies from Workforce strategies. Also, SFA 6 was retitled from Resource Exploration to Environmental Stewardship and includes new

strategies for Renewable Resources and National Environment Protection. Other new strategies include Operations and Maintenance for SFA 1 and Employee Engagement and Employee Recruitment and Retention for the retitled SFA 3.

The new SFAs for Strategic Plan 2022 developed at the Board workshops include:

1. Infrastructure Integrity
2. Organizational Improvement/Efficiency
3. Workforce Excellence
4. Fiscal Responsibility
5. Public Information and Outreach
6. Environmental Stewardship

Following the Board workshops, staff drafted a new Vision statement that incorporates the “One Water” concept, and consolidated a few strategies:

SFA 3 – Future Workforce Planning combined with Employee Recruitment and Retention
SFA 4 – Budgets and Long-Range Projections combined with Fiscal Management
SFA 4 – Revenue Enhancements combined with Customer Rates and Charges

In addition, Strategies 5.1, 6.3, and 6.4 had slight wording changes.

After the Board approves Strategic Plan 2022, management and staff will develop the Tactical Plan which will include SMART (Specific, Measurable, Attainable, Relevant, and Time bound) performance objectives to achieve the strategies in support of the SFAs. Strategic Plan 2022 would begin on January 1, 2022 and span the next five and a half fiscal years.

FISCAL IMPACT:

There is no specific fiscal impact to approving Strategic Plan 2022. Costs to implement the performance objectives from the Tactical Plan will be included in future budgets or brought to the Board individually for approval.

RECOMMENDATION:

This item is presented for Board review and consideration. If no changes are needed, the staff recommends the Board adopt Strategic Plan 2022.

ATTACHMENT:

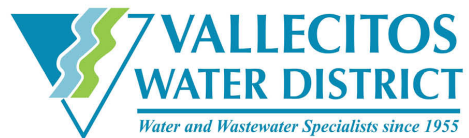
Vallecitos Water District’s Strategic Plan 2022



Integrity Professionalism

Trust Loyalty Respect Responsibility

2022 Strategic Plan



This Strategic Plan is the core document that will guide the District’s efforts to positively adapt to change, and further clarify the future from the perspective of Board and management. The plan establishes a vision and direction for the District, with goals and objectives over the next five to seven years. It identifies areas of critical concern that must be addressed for the District to remain successful and provides management and staff with common goals to achieve our mission.



Mission Statement

The water and wastewater specialists – providing reliable and sustainable services.

Vision of the Future

To be a best-in-class utility of the “One Water” resource.

Organizational Values

Integrity

Honest and ethical policies, communication, and actions without bias.

Loyalty

Dedicated to the Public, the District, and its employees.

Respect

Appreciate differences in background, opinion, and approach, and acknowledge with high regard.

Responsibility

Demonstrate prudent use of all public and environmental resources.

Trust

Our actions and words inspire fairness and support.

Professionalism

Conduct interactions in a courteous and respectful manner and be responsible for personal actions and decisions.

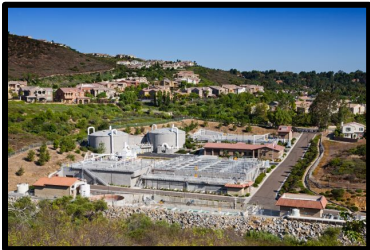
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STRATEGIC FOCUS AREA 1 – INFRASTRUCTURE INTEGRITY

Focus: Ensure reliable facilities and infrastructure.



Strategy 1.1 – Operations and Maintenance

The life of District assets can be extended by performing preventative and predictive maintenance, repairing, and replacing equipment as needed, to ensure that our customers continue to receive a high level of service that includes a safe and reliable water supply, dependable sewer collection services, and cutting-edge wastewater treatment that meets or exceeds all regulatory requirements.

Strategy 1.2 – Asset Management and Replacement

Infrastructure includes the traditional utility assets (pipelines, pump stations, treatment plants, etc.) as well as supporting facilities, such as District buildings and Information Technology systems. Leveraging the historical maintenance and performance history of our facilities with mapping, condition assessment, and analytical tools will allow the District to manage its infrastructure more efficiently. The development and prioritization of an asset replacement schedule is crucial to minimize the financial burden of prematurely replacing infrastructure that still possess useful life and reduce the frequency of unplanned and costly breaks and repairs.

Strategy 1.3 – Facility Planning

The Water, Wastewater and Recycled Water Master Plan is the fundamental growth-related planning document of the District, which identifies current and future Capital Facility needs and the required funding to meet those needs. The Master Plan will be updated based on need due to land use changes and/or regulatory requirements and will include projections on water, wastewater, recycled water demands, facilities required to meet those demands, as well as long term buildout capital facilities and demands.

STRATEGIC FOCUS AREA 2 – ORGANIZATIONAL IMPROVEMENT/EFFICIENCY

Focus: Increase organizational effectiveness and customer service excellence.



Strategy 2.1 – Technology

Technology is critical to our ability to keep our systems secure and prepare for disasters. Staying current with technology is a never-ending challenge that must be balanced by our needs and wants through a cost benefit analysis. Using reliable, tested products with ongoing support helps to ensure the systems will continue to meet our needs in the future.

Strategy 2.2 – Continuous Improvement

Efficiency and improvement require evaluation, willingness to review and consider change and the ability to manage our work processes more effectively. By reviewing our processes on a regular basis to determine what works well or needs to change, we can revisit the capabilities of technology to get the most benefit and increase efficiency. Rather than “reinvent the wheel,” collaboration with other agencies can result in organizational improvements in a cost effective and more efficient manner. We will also refer to industry standards and best practices established by professional associations.

Strategy 2.3 – Performance Measurement

To measure our overall performance, data is processed and interpreted to provide meaningful information, or metrics. Metrics focus on key areas, track performance, and identify trends. When possible, metrics compare to industry standards and best practices using benchmarks. Regular reports are provided to management and the Board. Employee performance evaluations contain Specific, Measurable, Attainable, Relevant, and Time-based (S.M.A.R.T.) goals.

STRATEGIC FOCUS AREA 3 - WORKFORCE EXCELLENCE

Focus: Attract and retain a well-trained, diverse, and inclusive workforce.



Strategy 3.1 – Employee Engagement

Employee engagement is the emotional commitment an employee has to an organization and is closely linked to employee satisfaction, morale, and retention. Employees are more engaged when there is effective two-way communication with management, teamwork, and personal responsibility. Communication is vital in keeping employees informed and maintaining morale. Culture is instrumental and people come first as we work together to achieve common goals in support of the mission.

Strategy 3.2 – Employee Recruitment and Retention

The District will need to find new ways to entice applicants and be the employer of choice in the water and wastewater industry. Partnerships with local schools and military bases may help with internships and the hiring of veterans. Internal career paths and opportunities for advancement are equally important for employee retention. Continuing to provide competitive salaries and enhance benefits including supporting a better work/life balance such as by offering flexible schedules and opportunities for telecommuting is critical for recruitment and retention of highly qualified employees. Staffing plans may be developed to forecast future needs of departments.

Strategy 3.3 – Employee Training and Development

Keeping staff trained and up to date is critical to maintain a skilled and efficient workforce. Employee development includes responsibility, realistic goals, timely feedback, growth opportunities, and recognition. Supervisors play a vital role in employee development and also need to receive ongoing training for soft skills and leadership. A variety of methods can be used in support of knowledge management to pass on knowledge of the District and utilize experience obtained in the water and wastewater treatment industry.

STRATEGIC FOCUS AREA 4 - FISCAL RESPONSIBILITY

Focus: Ensure fiscal health and fair utility rates.



Strategy 4.1 – Fiscal Management

Now, more than ever, it is critical to be aware of economic decisions and how they impact rate payers. The District must weather periods of expansion and growth as well as economic recession through prudent and financially sustainable practice and policy. An emphasis on fiscal responsibility must be promoted throughout the District. Fiscal management affects nearly every aspect of the District's operations and helps to minimize future rate increases.

Strategy 4.2 – Operating and Capital Facility Reserve Funding

Reserve funds ensure continuing operations, fund unanticipated, unforeseeable, and planned repair or replacement of water and wastewater system facilities, equipment and infrastructure and avoid the cost of debt issuance and ongoing interest expense. Capital facility fees pay for capital improvements exclusively to accommodate future demands and support asset planning by ensuring "growth pays for growth." Replacement funding must be developed in a fair and equitable manner to ensure appropriate funding sources and levels.

Strategy 4.3 – Customer Rates and Charges

Consider water and sewer rates that support the operation and maintenance of the District and adequately fund replacement and upgrades required to ensure reliable service and sustainability. Maintain reasonable, affordable rates and control costs through sound financial planning. Consider alternative revenue sources, grant funding, and other ways to enhance revenues and recover costs that would otherwise increase the revenue requirement for setting rates.

STRATEGIC FOCUS AREA 5 – PUBLIC INFORMATION AND OUTREACH

Focus: Actively engage our customer base to promote Vallecitos Water District.



Strategy 5.1 – Customer Outreach

To ensure contact with our customer base the District must use all possible ways of outreach including newsletters, tours, social media, local events, website, and the speaker's bureau. Outreach efforts increase awareness of the value we provide and an understanding of how we provide it.

Strategy 5.2 – School Outreach

Educating children on water, wastewater and our industry is critical because they are the future. To reinforce the need to conserve water, it is important to reach younger water users at an early age and create a life-long behavior. The greatest source of this audience is the school system and the creation of a cooperative program with the local school districts incorporating established standards adopted by the California State Board of Education.

Strategy 5.3 - Water Use Efficiency

Changing public opinion towards outdoor water use (which accounts for 50 to 80% of residential consumption) will save significant volumes of water. Reducing water use is mandated but is also the right thing to do as drought conditions continue and will have a detrimental effect on future generations.

Strategy 5.4 - Public/Private Partnerships

Partnerships between local governmental agencies and private sector organizations can provide a cost effective, business friendly and sustainable resource. When cost-effective and feasible, identify and evaluate mutually beneficial opportunities for collaboration with private or public agencies. These partnerships may also help with filling jobs in water and wastewater industry.

STRATEGIC FOCUS AREA 6 – ENVIRONMENTAL STEWARDSHIP

Focus: Contribute to resource sustainability and environmental stewardship.



Strategy 6.1 – Water Resources

Water availability is one of the largest threats to the District and its rate payers. The District will need to evaluate water supply options taking into consideration reliability, quantity, quality and price. Restrictions and cost of traditional water supply sources as well as regulatory changes have made water reuse a viable alternative.

Strategy 6.2 – Water Supply Management

The Urban Water Management Plan includes consideration of local and statewide issues as well as programs and goals of the San Diego County Water Authority and any legislation adopted by the State. Drought and other water shortage issues highlight the need to manage water loss from a variety of sources in water distribution systems. The District can increase water supplies and recover revenue by identifying the scale and cost of these losses. The Water Loss Audit Reporting Program provides guidance to identify and eliminate water loss.

Strategy 6.3 – Renewable Resources

District operations have the potential to consume considerable quantities of non-renewable resources. Improving the operating efficiency of District assets and expanding the use of photovoltaic energy and battery storage systems will reduce the reliance on traditional resources. The use and lifecycle management of other materials, such as single use plastics, have damaging impacts on the environment. Exploring alternative materials and evaluating District purchasing policies can reduce the impacts of District operations.

Strategy 6.4 – Natural Environment Protection

District operations have the potential to impact the surrounding natural environment. Enhanced District operations will result in better protection of the natural environment. Coordination with surrounding land use agencies can promote better watershed management and result in new building standards that are more environmentally friendly.