

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, MARCH 2, 2022, AT 5:00 P.M.
MEETING VIA TELECONFERENCE

CALL TO ORDER – PRESIDENT ELITHARP

NOTICE TO THE PUBLIC

Pursuant to Section 54953 of the California Government Code, in the interest of public health and safety during the proclaimed State of Emergency and due to the fact that State or local officials have imposed or recommended measures to promote social distancing, the Board of Directors of the Vallecitos Water District will be meeting by teleconferencing. 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 or offer in-person public comment.

Means By Which Members of the Public May Access the Teleconferenced Meeting –

Members of the public may access the teleconferenced meeting via computer, smart device, or by dialing in (audio only). If you would like to join the meeting via computer or smart device, go to the District’s website: <https://www.vwd.org/departments/board-of-directors/meetings-minutes> and click on the “Watch Live” icon. If you would like to listen to the meeting live on your phone, dial (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.

Means By Which Members of the Public May Offer Public Comment During the Teleconferenced Meeting –

Members of the public are **not** required to submit public comments in advance of the meeting and will be given an opportunity to address the Board of Directors and offer comments in real time. Written public comments or questions may be submitted at least 90 minutes before the Meeting to the following email address: PublicComment@vwd.org.

Members of the public attending the meeting via the Zoom videoconferencing platform can express their desire to offer public comment or provide input on an agenda item at the appropriate time by utilizing the “Raise Hand” function. Persons who have dialed into the meeting and would like to make a comment can enter *9 on their phone and will be identified by their phone number when it is their turn to speak. Additional instructions for online participation will be posted on the District’s website: www.vwd.org/meetings.

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 MARCH 2, 2022

PUBLIC COMMENT

Persons wishing to address a matter not on the Agenda may be heard at this time by utilizing the “Raise Hand” feature of the Zoom videoconferencing platform. Public comment should start by stating name, address and topic. No action or discussion may be undertaken on any item not appearing on the Agenda, except that the Board or staff may briefly respond to statements made or questions posed during public comment. Public comments are limited to three minutes. Public comment on items appearing on the Agenda should be raised at the time the item is discussed.

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. 5-16)

- A. PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE MEETING – FEBRUARY 7, 2022
- B. FINANCE/INVESTMENT COMMITTEE MEETING – FEBRUARY 15, 2022
- C. REGULAR BOARD MEETING – FEBRUARY 16, 2022

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes

1.2 WARRANT LIST THROUGH MARCH 2, 2022 - \$3,312,550.80 (pp. 17-18)

Recommendation: Approve Warrant List

1.3 GENERAL COUNSEL SERVICES AGREEMENT EXTENSION (pp. 19-37)

On July 21, 2021, the Board authorized a one-year extension of the Legal Services Agreement with Best Best & Krieger.

Recommendation: Authorize the General Manager to Extend the Legal Services Agreement with Best Best & Krieger for One Additional Year

1.4 JOB CLASSIFICATION RETITLES AND PAY ADJUSTMENTS FOR EXECUTIVE SECRETARY AND ADMINISTRATIVE SECRETARY (pp. 38-41)

Job classification retitles and revisions to the District’s Salary Schedule require Board approval.

Recommendation: Adopt Resolution Adopting District Pay Schedule

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

ACTION ITEM(S)

2.1 DISCUSSION REGARDING IN-PERSON PUBLIC MEETINGS (pp. 42-43)

On January 12, 2022, the Board elected to return Board and Committee meetings to a virtual format due to the surge in COVID cases.

Recommendation: Request Board Direction

2.2 FISCAL YEAR 21/22 TACTICAL PLAN INITIATIVES (pp. 44-58)

Tactical Plan 2022 covers the remainder of Fiscal Year 21/22.

Recommendation: Adopt Tactical Plan 2022

2.3 RECOMMENDATIONS FROM THE PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE REGARDING ORDINANCE NO. 216 (pp. 59-65)

The Public Awareness/Personnel/Policy Committee has several recommendations for revisions to Ordinance No. 216.

Recommendation: Request Board Direction

2.4 CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEAT B (pp. 66-71)

The CSDA Elections and Bylaws Committee is seeking nominations for Seat B for the 2023 – 2025 term.

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 QUARTERLY BOARD EXPENSES (pp. 72-74)

Recommendation: For Information Only

*****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, February 25, 2022.

Ann Johnson

MINUTES OF A MEETING OF THE
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, FEBRUARY 7, 2022 AT 10:00 A.M.
VIA TELECONFERENCE

Director Boyd-Hodgson called the meeting to order at the hour of 10:00 a.m.

Present: Director Boyd-Hodgson
Director Pennock
General Manager Pruim
Public Information/Conservation Supervisor Robbins
Administrative Secretary Johnson

PUBLIC COMMENT

None.

ITEMS FOR DISCUSSION

PERSONNEL

None.

PUBLIC AWARENESS

(NEW BUSINESS) “YEAR IN REVIEW” TRANSITION FROM CY TO FY

Public Information/Conservation Supervisor Robbins provided background information on the Year In Review report that his department has produced since 2015 on a calendar year basis. The report has included information on what happened in a particular year including Capital Improvement Projects. As the report has run its course over the years, he suggested changing the annual report for next year to cover strategic plan tactical initiatives that are accomplished on a fiscal year basis.

General discussion took place regarding what type of information the report could include and how it would be disseminated. Public Information/Conservation Supervisor Robbins stated there is not a lot of demand for the Year in Review report. Approximately 50 copies are printed, and it's posted on the District's website and on social media. Staff created a video synthesizing the Year In Review last year. Another video could be created for this year. A video may get a bigger audience than a published report.

The Committee was agreeable with changing the Year In Review to a fiscal year basis. Director Boyd-Hodgson suggested producing a one-page fact sheet of accomplishments during the calendar year to be posted on the website. Staff will present the video to the Committee when it's created.

(OLD BUSINESS) UPDATE ON VWD SCHOLARSHIP PROGRAM

No further discussion on this item was necessary as the scholarship program was approved at the February 2, 2022, Board meeting.

(OLD BUSINESS) UPDATE ON BILL DEAN PROGRAM

General Manager Pruim stated Mr. Dean is finalizing the program and will be running it by teachers who have expressed interest to get their feedback. He is on track for the program to run during the current school year when the schools cover their water unit in April.

POLICY

(OLD BUSINESS) ORDINANCES/RESOLUTIONS/POLICIES RECOMMENDED FOR REVIEW:

- ORDINANCE NO. 216 (BUSINESS OF THE BOARD)**
- RESERVE POLICY**
- TEMPORARY OFF-SITE AGREEMENTS**
- WATER/SEWER LEASE CAPACITY**
- BACKFLOW DEVICE UPGRADES**
- BOARD ORIENTATION HANDBOOK**
- REIMBURSEMENT AGREEMENT POLICY**

General Manager Pruim stated the Committee reviewed Ordinance No. 216 with focus on the Board President/Vice President rotation at its last meeting, and that the Board has since requested a review of the entire ordinance. Much of the ordinance does not need revising. He facilitated a review of the sections of the ordinance that could be problematic and asked the Committee for their recommended revisions. The Committee reviewed the following areas and made recommendations:

Section 1.5: Agenda – Clarify that a second is needed when requesting an item be placed on an agenda. How should a dissenting vote be handled?

Section 1.8B: Standing Advisory Committees – Provide criteria for forming an Ad Hoc advisory committee and clarify the appointment process for members of the public.

Section 1.8C: Standing Advisory Committees – Discussion took place on whether the Board should vote to approve minutes of committee meetings and the timeliness of having committees approve their own minutes. This item will be presented to the Board for their recommendation.

Section 1.9B: Board Reorganization – Keep existing verbiage and add that the President shall appoint the Vice President.

Section 1.9C: Board Reorganization – Remove this section.

Section 1.10C: Adoption of Ordinances and Resolutions – No changes recommended.

Section 2.1: Authorized District Memberships – No changes recommended.

Section 2.2: Per Diem Compensation – No changes recommended.

Section 2.3: Reimbursement of Expenses and Reporting – Discussion took place regarding the existing language, “Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor,” and how late registrations affect the cost of conference registration fees, lodging, airfare, car rentals, etc. Leave as is for now. The travel guidelines are addressed in the Employee Handbook and will be reviewed at some point. Any changes at that time may affect this section of the ordinance.

Section 2.5: Eligibility for Employee Benefits – No changes recommended.

General Manager Pruiam will summarize the Committee’s recommended changes to be placed on a future Board agenda.

Staff will determine the next ordinances/resolutions for the Committee to review and will provide an overview of the issues and recommended changes.

(OLD BUSINESS) UPDATE ON SINGLE-USE PLASTICS RESOLUTION

Public Information/Conservation Supervisor Robbins stated that he informed the warehouse and purchasing staff of the implementation of Resolution No. 1604 prohibiting the use of single-use plastic food service ware. Existing supplies will be used up.

Discussion took place about going beyond the plastics prohibition and how it relates to the Strategic Plan.

NEXT MEETING DATE – MARCH 7, 2022

The next Committee meeting is scheduled for 10:00 a.m. on Monday, March 7, 2022.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 11:58 a.m.

MINUTES OF A MEETING OF THE
FINANCE/INVESTMENT COMMITTEE
OF THE VALLECITOS WATER DISTRICT
TUESDAY, FEBRUARY 15, 2022 AT 1:00 P.M.
VIA TELECONFERENCE

Director Elitharp called the meeting to order at the hour of 1:00 p.m. The meeting was held via teleconference.

Present: Director Boyd-Hodgson
 Director Elitharp
 General Manager Pruim
 Assistant General Manager Gumpel
 Finance Manager Owen
 Accounting Supervisor Rathsam
 Information Technology Supervisor Labarrere
 Principal Financial Analyst Arthur
 Administrative Secretary Johnson

PUBLIC COMMENT

None.

ITEM(S) FOR DISCUSSION

FISCAL YEAR 2023 BUDGET PREPARATION

Finance Manager Owen facilitated the kickoff of the budget process for Fiscal Year (FY) 2022/2023 with a presentation that included:

- Budget to Actual – Water
- Budget to Actual – Sewer
- Budget Calendar

Water operating expenses for FY 2020/2021 were 6.61% under budget (\$846,147) in part due to COVID, difficulties procuring supplies and materials, and contractor issues. Sewer operating expenses for FY 2020/2021 were 1.18% under budget (\$84,218) with the greatest variances in the areas of Customer Accounts and Engineering.

Finance Manager Owen presented a tentative budget calendar subject to the Committee's availability as follows:

- March 21 (Committee Meeting)
- April 11 (Committee Meeting)
- May 5 (Board Workshop/Special Board Meeting)
- May 18 (Board Workshop/Regular Board Meeting)
- June 1 (Regular Board Meeting – approval of recommended budget for adoption)

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FUNDING STATUS

Finance Manager Owen provided background information on the District's California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL) policy. The policy, approved on June 13, 2019, provides for discretionary payments to be made over three years in addition to the required payments to achieve 100% funding.

Finance Manager Owen facilitated a presentation on the CalPERS UAL Funding Policy as follows:

- Estimated CalPERS Returns
- Amortization Bases
- Actual CalPERS Returns
- Next Steps

Finance Manager Owen stated that CalPERS' rate of return for 2021 was 21.30% which will result in an estimated \$11.2 million gain for the District. This means with all else equal the District's UAL could be super funded by \$1.4 million at the end of 2021; however, when CalPERS achieves a high rate of return, per their Funding Risk Mitigation policy, they lower the discount rate. For Fiscal Year 2021 the discount rate was lowered to 6.8% from 7%, and as a result, the District's UAL balance will be increased by an estimated \$2.5 million to \$1.1 million. The District's UAL is currently estimated to be over 99% funded. Staff does not believe the budgeted \$2.6 million payment needs to be made to CalPERS this fiscal year, and will review this again when the new actuarial reports are released. By essentially paying off the UAL, the District saved approximately \$17 million in interest.

OTHER POST EMPLOYMENT BENEFITS FUNDING STATUS

General Manager Pruiem stated Other Post Employment Benefits (OPEB) refers to retiree health insurance only and no other benefits. The District's OPEB became a closed system in July 2013. Employees hired after July 2013 are not eligible for the benefit. The District pays the cost of retiree health insurance until the retiree is eligible for Medicare or has health coverage elsewhere. To be eligible for OPEB, the employee must be vested in the program (10 years) and retire from the District.

Principal Financial Analyst Arthur provided an OPEB funding status update which included:

- Background
- Definitions
- Total OPEB Liability – January 2022
- Fiduciary Net Position (OPEB Funding)
- Net OPEB Liability
- Other Items

Principal Financial Analyst Arthur stated the OPEB trust balance is approximately 119% super funded, with about \$1.1 million in excess funding. Finance Manager Owen noted that deposits made in 2018 fully funded the trust and no other deposits have been made since then. Funds are now being withdrawn to pay for the retiree health insurance costs. The funds cannot be used for any other purpose.

General discussion took place regarding Public Employees' Pension Reform Act (PEPRA) employees' and "classic" CalPERS employees' retirement benefits. The UAL for PEPRA employees is \$137,000 as of June 30, 2020.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 1:51 p.m.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, FEBRUARY 16, 2022, AT 5:00 PM, VIA TELECONFERENCE

President Elitharp 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
Operations & Maintenance Manager Pedrazzi
Information Technology Supervisor Labarrere
Public Information/Conservation Supervisor Robbins
Principal Financial Analyst Arthur
Information Technology Technician Todd
Administrative Secretary Johnson

Director Sannella led the pledge of allegiance.

ADDITIONS TO THE AGENDA

None.

ADOPT AGENDA FOR THE REGULAR MEETING OF FEBRUARY 16, 2022

22-02-06 MOTION WAS MADE by Director Hernandez, seconded by Director Sannella, and carried unanimously, to adopt the agenda for the Regular Board Meeting of February 16, 2022.

PUBLIC COMMENT

Gayle Martin, member of the public, expressed her concerns about the over accumulation in water replacement reserves. She asked if the District had responded to the December 20, 2021, letter she and others signed, and if so, that a copy be forwarded to her. General Manager Pruim provided a brief response.

CONSENT CALENDAR

22-02-07 MOTION WAS MADE by Director Pennock, seconded by Director Boyd-Hodgson, and carried unanimously, to approve the Consent Calendar as presented.

1.1 Approval of Minutes

- A. Engineering/Equipment Committee Meeting – January 25, 2022
- B. Regular Board Meeting – February 2, 2022

1.2 Warrant List through February 16, 2022 - \$678,329.30

1.3 Financial Reports

- A. Water Meter Count – January 31, 2022
- B. Water Production/Sales Report – 2021/2022
- C. Per Capita Water Consumption – January 31, 2022
- D. Water Revenue and Expense Report – January 31, 2022
- E. Sewer Revenue and Expense Report – January 31, 2022
- F. Reserve Funds Activity – January 31, 2022
- G. Investment Report – January 31, 2022
- H. Legal Fees Summary – January 31, 2022

1.4 Winter 2022 Between the Pipes – Vallecitos Water District Quarterly Newsletter

1.5 Position Reclassification of Information Technology Supervisor to Chief Technology Officer

PUBLIC HEARING

VOTING DIVISIONS REDISTRICTING PUBLIC HEARING

President Elitharp opened the hearing as duly noticed and posted to receive public comment regarding voting divisions redistricting. The hearing opened at 5:07 p.m.

General Manager Pruim stated that upon the release of census data, special districts are required to conduct a redistricting to ensure there is proper representation and equal population in the District's geographical divisions.

Assistant General Manager Gumpel provided a presentation as follows:

- Districting
- Redistricting Process
- Process Schedule
- Division Boundary Changes Pre-2010 to 2012
- Division Population and Director Changes 2016 to 2020
- Redistricting Overview
- Division Boundary Changes – Option 1
- Division Boundary Changes – Option 2
- Public Hearing – Second Hearing Scheduled for March 16

General discussion took place during which the Board requested the division maps be more detailed to show all street names. An interactive map showing existing division boundaries is available on the District's website.

Gayle Martin, member of the public, stated she also would like the maps to show all street names, and that she did not receive a mailer or see an advertisement or press release announcing the public hearing.

General Manager Pruim stated no written public comments were received. There being no additional persons wishing to address the Board, President Elitharp closed the hearing at 5:26 p.m.

Further general discussion took place.

ACTION ITEM(S)

WATER SUPPLY CONDITIONS UPDATE

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

- Vallecitos Currently in a Level 1 – Drought Watch
- Northern Sierra 8-Station Precipitation Index
- Snowpack Water Content
- California Reservoir Storage
- Colorado River Status
- Three-Month Temperature Outlook
- Three-Month Precipitation Outlook
- Water Sales Figures – January

General discussion took place.

This item was presented for information only.

ACWA/JPIA REFUND CHECK

General Manager Pruim presented background information on the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) program through which the District contracts its property, liability, and worker's compensation insurance. At the end of each calendar year, ACWA/JPIA reviews individual member agency's insurance accounts within a pool of approximately 400 member agencies to determine if an agency is eligible for a refund when there are favorable years and the claims are less than the actuary projected. The total refund amount for 2021 is \$4.265 million, all due to the worker's compensation program. The District's share is \$126,945, attributable to staff's commitment to safety.

General Manager Pruim reviewed the District's refund history, having received refunds every year in the past four years, and what was done with the refunds. Including this year's refund, the total amount refunded over the past five years is \$682,938. He proposed refunding this year's refund to the employees in two ways:

- 1) One-time lump sum of \$750 to each employee; and
- 2) One-time lump sum of an additional \$750 to each fully-vaccinated employee.

Any remaining funds would be put into reserves. He requested Board direction regarding the approach and amount of refund for employees.

General discussion took place regarding the need to look at other insurance providers to see if better rates could be obtained and to give the refund to the employees.

22-02-08 MOTION WAS MADE by Director Hernandez, seconded by Director Pennock, and failed 3-2, with Directors Boyd-Hodgson, Sannella and Elitharp voting no, to provide each employee a \$1,000 lump sum with the remaining funds going into reserves.

22-02-09 MOTION WAS MADE by Director Sannella, seconded by Director Boyd-Hodgson, and carried 3-2, with Directors Pennock and Hernandez voting no, to approve staff's recommendation as presented and change the amount from \$750 to \$500 in each category with the remaining funds to go towards administrative costs related to providing the refunds to employees and then to reserves.

VALLECITOS WATER DISTRICT'S REPRESENTATIVE TO THE SAN DIEGO COUNTY WATER AUTHORITY BOARD

General Manager Pruim stated President Elitharp is currently the District's representative on the San Diego County Water Authority (SDCWA) Board of Directors, filling the position for the remainder of former Director Betty Evans' term as the District's representative. The term will expire on March 13, 2022. SDCWA has requested the District make the necessary arrangements for appointment of its representative upon the expiration of the current term. The appointment would be for six years from March 14, 2022, through March 13, 2028. Upon receiving direction from the Board, staff will inform SDCWA of the District's appointment.

General discussion took place. President Elitharp stated he would be honored to continue representing the District and its rate payers on the SDCWA Board of Directors, and feels he has much to contribute.

22-02-10 MOTION WAS MADE by Director Sannella, seconded by Director Hernandez, and carried unanimously, to appoint President Elitharp to continue as the District's representative to the SDCWA Board of Directors.

REPORTS

GENERAL MANAGER

General Manager Pruim expressed his appreciation of the District crew's hard work during the past weekend during which six significant events occurred, including a ragging issue at the Montiel Lift Station and an electrical problem at the Meadowlark Reclamation Facility. There were also water main breaks during the weekend at Golf Glenn Drive, Fairview Drive, Weatherwood Court, and Jason Lane.

DISTRICT LEGAL COUNSEL

Legal Counsel Gilpin stated he will be providing copies of Best Best & Krieger's 2022 Government Policy & Public Integrity Pocket Guides for distribution to the Board and staff.

SAN DIEGO COUNTY WATER AUTHORITY

Director Elitharp stated the next SDCWA Board meeting is scheduled for February 24.

ENCINA WASTEWATER AUTHORITY

Director Hernandez reported on his attendance to the Capital Improvement Committee meeting this morning. The Committee reviewed capital improvement projects and received an update on the tactical plan.

President Sannella reported the Policy and Finance Committee met last week. The Committee received an update on their pension liability.

STANDING COMMITTEES

Director Boyd-Hodgson stated the Public Awareness/Personnel/Policy Committee met on February 7. Discussion included changes to the Year In Review and review of Ordinance No. 216.

Director Elitharp stated the Finance/Investment Committee met on February 15. Discussion included Fiscal Year 2022/2023 budget preparation, and the funding status of the California Public Employees' Retirement System and the District's Other Post Employment Benefits.

DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

Director Sannella reported on his attendance to the virtual Cal Desal Conference on February 9-10.

Director Hernandez reported on his attendance to the virtual Cal Desal Conference and the first day of the virtual Urban Water Institute Conference today.

Director Boyd-Hodgson reported on her attendance to her first ACWA Energy Committee meeting today.

OTHER BUSINESS

None.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

None.

Gayle Martin, member of the public, thanked Public Information/Conservation Supervisor Robbins and Principal Financial Analyst Arthur for assisting her with additional information to help her understand her home water usage.

ADJOURNMENT

There being no further business to discuss, President Elitharp adjourned the Regular Meeting of the Board of Directors at the hour of 6:35 p.m.

A Regular Meeting of the Vallecitos Board of Directors has been scheduled for Wednesday, March 2, 2022, at 5:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

Craig Elitharp, President
Board of Directors
Vallecitos Water District

ATTEST:

Glenn Prui, Secretary
Board of Directors
Vallecitos Water District

VALLECITOS WATER DISTRICT
WARRANTS LIST
March 2, 2022

PAYEE	DESCRIPTION	CHECK#	AMOUNT
CHECKS			
Garnishments	Payroll Garnishments	123560 through	-
ACWA/Joint Powers Insurance	Medical Insurance - Mar	123563	224,187.40
ADI	Hardware Supplies - Jan	123564	188.68
Advanced Imaging Solutions, Inc.	Copier Lease - Feb	123565	2,451.32
Ambius	Plant Maintenance - Dec	123566	279.00
American Water Works Association	Water Quality Cert Renewal - R Arballo	123567	75.00
APGN Inc.	Service To Aeration Blowers - MRF	123568	7,905.00
Armorcast Products Co	Warehouse Meter Box & Lid Stock Inventory - Qty 512	123569	39,313.48
AT&T	Phone Svc - Jan	123570	9,182.43
Backflow Solutions, Inc.	Backflow Testing Jan - Qty 121	123571	1,808.95
Baker Electric Inc	MRF Lighting Upgrade Prj 20201-24	123572	10,034.89
Jason Bakken	Meal Reimbursement - Overtime Montiel Lift Station	123573	75.09
Black & Veatch Corporation	Chlorine Tank Expansion MRF Prj 20161-2	123574	2,234.00
Boncor Water Systems	Soft & Drinking Water Svc - Feb	123575	1,199.00
California Surveying & Drafting Supply Inc	Handheld Devices For Programming Meters & Radios - 4	123576	7,165.38
Jeffrey Colwell	Video Programming Svcs Prj 20221-49	123577	288.75
Complete Paperless Solutions	Laserfiche Software Support Renewal 21-22	123578	20,050.00
Core Logic Information Solutions Inc	Engineering Map Svcs - Jan	123579	225.10
Corodata Media Storage Inc	Backup Storage Tapes - Jan	123580	184.78
County of San Diego	Exemption Filing Fee - Emergency Manhole Repair Prj 20211-727	123581	50.00
CWEA	Cert Renewal - J Halbig	123582	91.00
CWEA	Cert Renewal - A Fretwell	123583	91.00
Diamond Environmental Services	Pumping Svcs - Montiel Lift Well Cleaning	123584	1,259.60
Doug's Filter Service Inc	Wiping Rags	123585	271.53
Eleven Western Builders	Deposit Refund Prj 20211-728	123586	128.15
Federal Express Corp.	Shipping Svcs - Jan	123587	179.35
Heike Klima	Reimbursement Agreement - Walnut Hills Dr. Sewer	123588	2,202.25
James R Hernandez	ACWA Conference 11-30-21	123589	685.32
Home Depot Credit Services	Hardware Supplies - Jan	123590	1,244.81
Infosend Inc	Postage, Printing, & Processing - Oct & Nov	123591	8,761.44
Infinisource Inc.	Administrative Svcs HR 22-23	123592	1,992.91
Janel Olsen	GFOA Membership & CPFO Candidate Program	123593	846.75
JCI Jones Chemicals Inc	Chlorine	123594	3,582.57
Ken Grody Ford	Fleet Supplies Veh 203, 205, 248, & 276	123595	643.10
Knight Security & Fire Systems	Answering, Patrol, & Monitoring Svcs - Feb	123596	656.69
Lloyd E. & Kelly L. Nelson	Reimbursement Agreement - Walnut Hills Dr. Sewer	123597	2,205.25
Lloyd Pest Control	Pest Control Svcs - Feb	123598	273.00
Matheson Tri-Gas Inc	Cylinder Rental	123599	73.97
Michael Baker International, Inc.	Montiel Lift Station Prj 20201-2	123600	37,197.50
Lydon Minitier	Reimbursement - SWRCB Cert Renewal	123601	80.00
Morton Salt, Inc.	Industrial Salt	123602	4,233.24
N. Craig & M. Diana Eng Elitharp	Reimbursement Agreement - Walnut Hills Dr. Sewer	123603	2,202.25
Nathan Koons	Deposit Refund Prj 20221-695	123604	500.95
North County Auto Parts	Fleet Supplies - Jan	123605	1,281.42
NV5, Inc.	Tres Amigos Waterline Prj 20201-3	123606	10,576.13
Occu Med Ltd	Medical Svcs - Jan	123607	198.51
Ostari Inc	IT Support - Feb	123608	62.51
The Pape' Group, Inc.	Forklift Inspection	123609	525.55
Patriot Portable Restroom Inc	Portable Rest Room Rental - Jan	123610	268.40
Penceco, Inc.	Calcium Nitrate	123611	4,129.00
Prava Construction Service Inc.	Deposit Refund Prj 20191-570	123612	379.24
Raul Rodarte	Reimbursement - CWEA Cert Renewal	123613	91.00
Red Hawk Services Inc	Reinforced Security of District Property Fence	123614	40,998.00
Rincon Del Diablo MWD	Calendars 200 & Forms 50 Prj 20221-50	123615	416.46
Robert D. & Maria G. Frost	Reimbursement Agreement - Walnut Hills Dr. Sewer	123616	2,202.25
Steven Saavedra	Ops Crew Meal Reimbursement	123617	32.01
SDG&E	Power - Jan	123618	34,403.67
San Marcos Woods Homeowners Association	Rock Springs HOA Reimbursement - Rock Springs Sewer	123619	4,365.08
Schmidt Fire Protection Co Inc	Quarterly Sprinkler Inspection	123620	335.00
Sergio Torres-Villegas	Deposit Refund Prj 20211-680	123621	805.16
SSA Solar of CA 5, LLC	District Solar Project Svcs - Jan	123622	17,014.72
State Water Resources Control	Drinking Water Operator Cert Renewal - T Luna	123623	60.00
Stericycle, Inc.	Shredding Svcs Sept - Jan	123624	1,450.92
Stone Brewing	Deposit Refund Prj 20211-742	123625	1,019.02
Teldata	Cabling Supplies	123626	479.01
Terese M. Richardson Living Trust	Reimbursement Agreement - Walnut Hills Dr. Sewer	123627	2,202.25
Terra Verde Energy LLC	District Solar Prj 20201-14	123628	1,024.50
Total Resource Mgt Inc	Maximo Support - Jan	123629	462.51
TTLC Calwest, LLC	Deposit Refund Prj 20211-707	123630	251.74
Union Bank FKA 1st Bank Card	Meetings & Travel - Jan	123631	454.33
Union Bank FKA 1st Bank Card	Meetings & Travel - Jan	123632	542.08
Union Bank FKA 1st Bank Card	Meetings & Travel - Jan	123633	2,197.89

VALLECITOS WATER DISTRICT
WARRANTS LIST
March 2, 2022

PAYEE	DESCRIPTION	CHECK#	AMOUNT
Unitis, Inc.	Water Softening Salt	123634	678.27
Verizon Wireless	Cell Phone Svc - Jan	123635	2,369.42
Vesta Housing Solutions LLC	Covid Trailer Rental Prj 20211-850	123636	511.82
VWR International	Lab Supplies - MRF	123637	577.40
Walters Wholesale Electric	Material For South Lake Camera Job Prj 20201-4, Valve Wires MRF Prj 20211-16	123638	2,262.72
Warmington Residential	Deposit Refund Prj 20191-630	123639	115.33
Weck Analytical Environmental Services, Inc.	Water Sampling	123640	1,218.00
Work Partners Occupational Health Specialists	Medical Svcs - Dec	123641	2,019.00
Ababa Bolt Inc	Hardware Supplies	123642	61.97
Adobe Lock & Safe	Door Repairs - Bldg B	123643	217.80
Aqua-Metric Sales Co	Warehouse MXU Stock 162, 3" Meter	123644	30,850.72
Bonsall Petroleum Constr Inc	Svc Call - Fuel Island	123645	120.00
Consolidated Electrical Distributors, Inc.	District Lighting LED Lamps - 160	123646	1,465.40
Christian Wheeler Engineering	Tesla Project 20221-6	123647	594.00
Computer Protection Technology Inc	Service Agreement - Maintain UPS In Central Operations 22-23	123648	2,343.00
Diversified Waterscapes Inc	Standby Parts Replacement - MRF	123649	2,307.45
DLT Solutions LLC	AutoCAD Software Additional Licenses - 2	123650	2,612.58
Electrical Sales Inc	Board Room Wall Sconce LED Lamps - 20	123651	521.52
Ferguson Enterprises, Inc	Repair Couplings 4, Air Release Valves 9, Warehouse Inventory Supplies	123652	5,209.64
Gallade Chemical Inc.	Sodium Hypochlorite	123653	81.46
Grainger Inc	Hardware Supplies - Jan	123654	87.39
Hach Company	Odor Scrubber 2 Parts - MRF, Thermometer, Lab Supplies	123655	2,378.49
Harris	GEMS HRMS/FMS Year-End Release Installation	123656	1,600.00
Idexx Distribution Corp.	Sample Vessels & Reagents - Water Quality	123657	3,170.31
Mallory Safety & Supply, LLC	Safety Gloves & Bomber Jackets	123658	437.25
Mission Resource Conservation District	Water Use Evaluations - 2 Prj 20221-51	123659	22.51
Olivenhain MWD	Treated Water - Jan	123660	38,293.00
One Source Distributors LLC	PLC Batteries - 11	123661	1,600.15
Rusty Wallis Inc	Annual Service Soft Water System - MRF, Water Softening Svc MRF - Feb	123662	2,981.40
SHI International Corp.	Dell Laptops - 5	123663	12,870.95
Southern Counties Lubricants, LLC	Unleaded & Diesel Fuel	123664	21,438.78
T.S. Industrial Supply	Hardware Supplies - Jan	123665	28.21
Thomas S Strathairn	Advertising Svcs - Lake San Marcos Directory Prj 20221-48	123666	450.00
Unifirst Corporation	Uniform Delivery	123667	4,371.41
Univar USA Inc	Sodium Bisulfite	123668	2,208.88
Valley CM Inc	Discovery Street Inspection Prj 20191-541	123669	3,770.00
R F Yeager Engineering LLC	Cathodic Protection Inspection & Testing North Twin Oaks Tank Prj 20221-716	123670	3,050.00
Total Disbursements (108 Checks)			<u>679,425.47</u>
WIRES			
San Diego County Water Authority	January Water Bill	Wire	2,144,445.00
Public Employees Retirement System	Retirement Contribution - February 22, 2022 Payroll	Wire	76,206.46
Total Wires			<u>2,220,651.46</u>
PAYROLL			
Total direct deposits			Wire 252,013.72
VWD Employee Association		123560	566.00
Payroll & Garnishments		123562	1,091.52
IRS	Federal payroll tax deposits	Wire	100,753.40
Employment Development Department	California payroll tax deposit	Wire	19,876.26
CalPERS	Deferred compensation withheld	Wire	29,759.23
VOYA	Deferred compensation withheld	Wire	8,413.74
Total February 22, 2022 Payroll Disbursements			<u>412,473.87</u>
TOTAL DISBURSEMENTS			<u><u>3,312,550.80</u></u>

DATE: MARCH 2, 2022
TO: BOARD OF DIRECTORS
SUBJECT: GENERAL COUNSEL SERVICES AGREEMENT EXTENSION

BACKGROUND:

In September of 2017, the District solicited proposals from law firms interested in providing General Counsel services to the District. The Board interviewed four firms: Best Best & Krieger LLP (BB&K), Nossaman LLP, Procopio; and Scott & Jackson, and ultimately selected BB&K to replace Scott & Jackson as General Counsel for the District.

On March 21, 2018, the Board of Directors awarded a 3-year contract to BB&K (“Legal Services Agreement”). The Legal Services Agreement commenced on March 21, 2018, and continued until March 1, 2021. Under the terms of the Legal Services Agreement, the Board may extend the term of the agreement for two additional one-year periods if it is satisfied with the services and value provided by BB&K.

Since selected, BB&K has provided legal services to the District. Jim Gilpin serves as General Counsel, with Nicholaus Norvell acting as the Assistant General Counsel. Over the last 4 years, BB&K has been providing legal services as General Counsel to the Board and in the special counsel areas including Labor & Employment, Environmental, Public Contracting, Proposition 218, Water Quality, and Litigation. The team representing the District includes Arlene Prater and Alison Alpert (Labor and Employment); Lindsay Puckett (Environmental/CEQA); Rebecca Chaparro (Public Contracting); Whitney Blackhurst (Litigation), Lutfi Kharuf (Prop 218); and Andre Monette (Water Quality). Most recently, Ana Schwab has been assisting the District with federal funding opportunities.

The main tasks completed by BB&K include but are not limited to attending Board meetings, providing legal updates, reviewing contracts and insurance, dealing with labor and employment issues, providing assistance in the areas of Brown Act compliance, responding to Public Records Requests, reviewing ethics and conflict of interest issue; reviewing & ensuring compliance with environmental regulations including CEQA; assisting with real property acquisition; assisting with Proposition 281 compliance in connections with rates & assessments, and representing the District in connection with litigation and other regulatory issues.

BB&K provides a letter to the General Manager with its monthly billings which includes a summary of work completed during each billing period. BB&K legal services have totaled \$929,950 over the first 3 plus years of the contract. The following are the annual totals for fees incurred by the District:

- April 2018 - March 2019 - \$172,844
- April 2019 - March 2020 - \$260,831
- April 2020 - March 2021 - \$281,888
- April 2021 – January 2022 - \$215,528

The following is a breakdown of the fees incurred for the various areas of work being provided:

Matters	2018-2019	2019-2020	2020-2021	2021-YTD	Total
BOARD & GENERAL COUNSEL	\$95,015	\$98,587	\$89,781	\$92,965	\$376,348
ENVIRONMENTAL/CEQA	\$0	\$13,439	\$4,657	\$0	\$18,096
REAL PROPERTY	\$0	\$0	\$2,759	\$1,678	\$4,437
CONSTRUCTION/CONTRACTING	\$36,366	\$33,419	\$82,452	\$26,460	\$178,697
LABOR/EMPLOYMENT	\$20,243	\$25,389	\$13,729	\$13,907	\$73,268
EMPLOYEE INVESTIGATIONS	\$2,320	\$39,815	\$0	\$0	\$42,135
PROP 218 - FEES AND TAXES	\$7,896	\$25,833	\$1,679	\$1,750	\$37,158
RENEWABLE ENERGY	\$0	\$6,839	\$1,336	\$1,645	\$9,820
PROPERTY ACQUISITION	\$0	\$0	\$3,010		\$3,010
WATER QUALITY - REGIONAL BOARD	\$0	\$0	\$3,131	\$31,682	\$34,813
LITIGATION	\$0	\$0	\$5,780		\$5,780
adv. BOYD	\$8,902	\$0	\$0	\$0	\$8,902
adv. BUTLER	\$2,102	\$14,688	\$14,641	\$13,548	\$44,979
adv. SDCWA	\$0	\$0	\$20,337	\$554	\$20,891
DRISCOLL PROP 218 LITIGATION		\$2,823	\$38,597	\$21,432	\$62,852
CERTIFICATES OF PARTICIPATION				\$8,764	\$8,764
TOTAL FEES	\$172,844	\$260,831	\$281,888	\$215,528	\$929,950
COSTS	\$1,127	\$17,934	\$126,062*	\$15,855	\$34,916

*The majority of this cost related to litigation expert services.

DISCUSSION:

Under the terms of the Legal Services Agreement, the Board may extend the term of the agreement for two additional one-year periods if it is satisfied with the services and value provided by BB&K. At its regular meeting on July 21, 2021, the Board authorized the General Manager to extend the contract with BB&K for general counsel legal services through March 31, 2022. This extension served as the first of the two additional one-year extensions authorized in the original agreement.

The Board has evaluated BB&K's performance in 2019, 2020 and 2021. The Directors and key staff completed evaluations and expressed general satisfaction with BB&K's services and value. Most comments were favorable, but some comments indicated there was room for improvement. The main areas for improvement were timeliness and contract preparation. Staff has worked with BB&K to resolve those issues.

The item before the Board is the consideration of executing the second, and final, one-year extension of BB&K's Legal Services Agreement. During the most recent BB&K performance evaluation, the Board was informed staff would need time to conduct the process necessary to procure alternative legal services if the Board did not intend to execute the second one-year extension. The Board did not direct staff to initiate the process to conduct a competitive selection for legal services.

FISCAL IMPACT:

Staff anticipates that legal services will cost between \$200,000-\$250,000 in the final year of the BB&K Legal Services Agreement. Funds for these costs will be included in the District's operating budget.

RECOMMENDATION:

Authorize the General Manager to extend the contract with Best Best & Krieger for general counsel legal services for one year through March 31, 2023.

ATTACHMENT(S):

Agreement for General Counsel Legal Services Between Vallecitos Water District and Best Best & Krieger LLP.

**AGREEMENT FOR GENERAL COUNSEL LEGAL SERVICES
BETWEEN
VALLECITOS WATER DISTRICT
AND
BEST BEST & KRIEGER LLP**

THIS AGREEMENT is made and entered into as of the 21st day of March, 2018, by and between the Vallecitos Water District, organized and existing under California Water Code § 30000 et seq. (“District”) and Best Best & Krieger LLP, a limited liability partnership engaged in the practice of law (“BB&K”). The District and BB&K are sometimes referred to in this Agreement individually as a “Party” and collectively as the “Parties.”

RECITALS

- A. The District and BB&K desire to enter into this Agreement for the purpose of setting forth the new terms and conditions upon which BB&K will provide General Legal Counsel Services to the District.

NOW, THEREFORE, in consideration of the terms and conditions set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties set forth their mutual covenants and understandings as follows:

AGREEMENT

1. **Term.** The term of this Agreement shall commence on March 21, 2018 and shall continue in full force and effect until March 1, 2021, unless otherwise terminated in accordance with Section 14 of this Agreement. The District may extend the term of this Agreement for two additional one-year periods, subject to the termination provisions of Section 14.
2. **Designated General Counsel.** James B. Gilpin shall be designated as General Counsel and shall be responsible for the performance of all Services under this Agreement, including the supervision of Services performed by other members of BB&K. Nicholaus Norvell shall be the Assistant General Counsel. No change in these assignments shall be made without the consent of the District.
3. **Services.** BB&K shall serve as General Counsel and shall perform legal services (“Services”) as may be required from time to time by the District as set forth by this Agreement, unless otherwise agreed to by the District and BB&K.
 - a. **Basic General Counsel Services.**

As part of the Services to be performed hereunder, BB&K shall be responsible for the following Basic General Counsel Services at the rates set out in Section 4 of this Agreement:

- i. Advice to the Board of Directors and District management staff on matters of law including, but not limited to, the Brown Act, Government Code, Public Records Act, Public Contract Code, Water Code, conflict of interest issues, the Political Reform Act, and parliamentary procedures.
- ii. Seek advice from regulatory agencies such as the Fair Political Practices Commission as requested by the Board or management staff.
- iii. Attend all regular, adjourned and special Board meetings unless excused by the President or the General Manager. Regular Board Meetings are held at 5:00 pm on the First and Third Wednesday of each month unless the meeting is cancelled for the lack of business or Board quorum, or if the Wednesday is a recognized holiday of the District, then the meeting is rescheduled. Regular Board Meeting dates can be amended by the Board of Directors, from time to time, in accordance with applicable law.
- iv. Attend other meetings as requested by the Board of Directors, General Manager, or other designee.
- v. Provide regular updates on items of specific legal concern of the District as well as on current general topics of interest, including but not limited to federal, state and local water and environmental policy developments, DWR, SWP, MWD, Bay-Delta, Colorado River Basin, SDCWA-MWD Litigation, QSA-IID Water Transfer, Seawater Desalination, IPR, Brackish Groundwater Desalination, as well as regulatory issues involving the SWRCB, RWQCB, CDPH and other topics which might be of interest or importance to the District Board and staff.
- vi. Advice to the Board of Directors and District management staff on commencement or defense of litigation to protect the District's interests and litigation of such issues as directed.
- vii. Prepare and/or review ordinances, resolutions, board packets as well as contracts, joint powers agreements, memoranda of understanding and other agreements and contracts entered into by the District as requested by the General Manager.
- viii. Provide written updates on new State and Federal regulations legislation and judicial decisions or other activities impacting or having the potential to impact the District and suggest actions to affect the outcome of those activities or once implemented, changes needed in District policies, procedures and operations to ensure compliance.

- ix. Research and interpret laws, court decisions and other authorities in order to prepare legal opinions to advise the Board and staff on legal matters pertaining to District interests.
- x. Promptly return all calls, emails and texts from the Board of Directors and District staff.

b. **Special Counsel Services.**

Notwithstanding the above listing of Basic General Counsel Services, as part of the Services to be performed hereunder, BB&K shall be responsible for the following Special Counsel Services at the rates set out in Section 4 of this Agreement:

- i. **Environmental Matters:** Provide legal assistance and consultation to General Manager or designee as requested on matters of environmental compliance, including CEQA, NEPA, ESA, etc. as they pertain to actions being contemplated by the District; and provide assistance on legal issues related to toxic substances (e.g., CERCLA, RCRA).
- ii. **Real Property Matters:** Provide legal assistance and consultation to General Manager or designee as requested on matters of property acquisition and disposal, eminent domain, property rights and property management, trespass, encroachment, lessee obligations, easements, and inholder access.
- iii. **Construction and Other Contracts/Disputes:** Review construction and other contracts and agreements, bid specifications, and purchasing documents for the purposes of legal and policy compliance, appropriate risk avoidance and transfer, and manufacturer's defect protection. Provide advice on non-routine contract negotiation matters (including non-BB&K model agreements).
- iv. **Labor Relations and Employment Matters:** Consult with the General Manager or designee on personnel, labor relations, retirement, forced staff reductions, litigation, worker's compensation, and other matters concerning District business as requested.
- v. **Water Quality, Water Rights and Water Supply Planning Matters:** Provide legal assistance regarding compliance with regulatory issues under state and federal water quality statutes and regulations; provide legal assistance regarding water rights and water supply planning issues, at the direction of the General Manager.

- vi. **Fees and Taxes, Including Propositions 218 and 26:** Provide legal services related to revenue matters associated with the adoption, imposition, levy, collection and defense of fees and taxes. Provide consultation and prepare required legal notices at the direction of the General Manager. Review and comment on cost of service studies.
 - vii. **Renewable Energy Matters:** Provide legal assistance and consultation on a range of energy related matters including the review of power purchase agreements, net metering agreements, and energy rate setting proceedings before the CPUC.
 - viii. **IT Access/Privacy Policy Matters:** Providing assistance regarding IT agreements, access, privacy and use policy development and implementation.
 - ix. **Telecommunications Lease, License Agreements, and Related Matters:** Provide assistance in developing cell site lease agreements with communications providers and assistance in responding to FCC rule making.
 - x. **Litigation and Formal Administrative Hearing Matters/ Enforcement of District Ordinances and/or Regulations:** In addition to litigation and administrative hearing representation on matters listed above in this Section 3 (b), BB&K shall represent the District in all litigation and formal administrative matters; enforce District ordinances and regulations through administrative and judicial actions as requested by the General Manager; provide legal assistance in pursuing civil remedies related to customer bankruptcy, foreclosures, property liens, tax liens and collections as well as criminal and civil procedures regarding utility theft; and provide assistance in processing Tort Liability claims by third parties against the District.
 - xi. Other matters mutually agreed upon by BB&K and the General Manager.
- c. **Miscellaneous Services.**

BB&K will provide the following additional services at the request of the District.

- i. **Public Policy and Ethics Program:** The District may participate in the BBK Public Policy and Ethics Program, which is more fully described in Exhibit “A” attached hereto and by this reference incorporated herein. The District chooses to participate in the Public Policy and Ethics Program pursuant to the terms set out in Section 4 below and Exhibit “A” and billed as set out in Section 4 below.
- ii. **CEQA Project (Project 5 Program):** The District may participate in BB&K’s optional CEQA Project (“Project 5 Program”). The Project 5 Program provides participants with memoranda summarizing new changes in case law under the California Environmental Quality Act (“CEQA”), an annually updated set of CEQA notices and forms to aid participants in meeting CEQA’s requirements, an annually updated set of Local CEQA Guidelines and a draft Resolution for adopting Local CEQA Guidelines, memoranda summarizing pending and recently passed CEQA legislation, and other CEQA resources and materials. Memoranda, forms, and guidelines are provided to participating agencies via the CEQA Guidelines Client Portal, a secure website providing an on-demand and continually updating library of CEQA resources. The District’s share of the cost of the Project 5 Program will be based on hourly rates for Basic General Counsel Services as established in Section 4 below.
- iii. **Public Finance Legal Services:** BB&K will provide bond counsel, special counsel or disclosure counsel services at the request of the District. Such bond counsel and special counsel services include the preparation of all legislative approvals and legal documentation relating to the appropriate sale and delivery of the bonds, notes or other obligations. BB&K will also prepare such closing certificates and legal opinions necessary for the delivery of the bonds. As disclosure counsel, we will prepare the disclosure documents for the District and conduct the necessary due diligence related to the transaction. Our fees will be determined based upon the type of financing and the expected involvement of the attorneys involved and will be subject to the mutual agreement of the District and BB&K. We will provide the District with a detailed description of our services and our fees and reimbursable costs upon the District’s request. Notwithstanding the foregoing, in those cases where the fees are reimbursable by a third party, at BB&K’s option BB&K may, with the District’s concurrence, proceed on an hourly basis based on our then current BB&K third party reimbursable rates including with respect to services rendered for the formation of, or annexation to, an assessment district or a community facilities district (of either the District or other local public agency), as well as the negotiation and preparation of

funding agreements and joint financing agreements. Legal services related to the District's compliance with its continuing disclosure covenants and provide such necessary advice on the District's compliance shall be billed as Special Counsel Services as set out in Section 4, below.

4. **Compensation.** BB&K shall render and bill for Basic General Counsel Services, Special Counsel Services, Third Party Reimbursable Legal Services and other miscellaneous services at the following rates, in accordance with the BB&K Billing Policies attached hereto as Exhibit "B" and incorporated herein by reference.

a. **Rates for Basic General Counsel Services.**

The District shall pay for Basic General Counsel Services at the following rates:

Partners/Of Counsel	\$260 per hour
Associate Attorneys	\$235 per hour
Paralegals	\$145 per hour

b. **Rates for Special Counsel Services.**

The District shall pay for Third Party Reimbursable Legal Services at the following rates:

Partners/Of Counsel	\$290 per hour
Associate Attorneys	\$260 per hour
Paralegals	\$160 per hour

c. **Rates for Third Party Reimbursable Legal Services.**

Third Party Reimbursable Legal Services shall include legal services provided to the District for which the District receives reimbursement from a developer or other third party.

Partners/Of Counsel	\$300 per hour
Associate Attorneys	\$280 per hour
Paralegals	\$190 per hour

d. **Annual Adjustments; Other Mutual Adjustments.**

On January 1, 2019 and every year thereafter during the term of this Agreement, the rates specified in Sections 4(a), 4(b), and 4(c) above, shall be subject to an increase equal to the percentage change in the Consumer Price Index (All Urban Consumers Index, San Diego County), for the prior calendar year (e.g., Calendar Year, 2016 on July 1, 2018). Adjustments for the Public Policy and Ethics program are as established in Exhibit "A." In addition to the automatic rate adjustments, either BB&K or the District may initiate consideration of a rate increase at any time; provided, however, that such an additional rate increase shall not occur without the express written consent of the District. Such adjustments shall become effective on July 1st of the year increased.

5. **Cost Reimbursement.** Reimbursement of costs advanced by BB&K on behalf of the District will be billed in addition to the rates set out in Section 4, above. Authorized reimbursable expenses shall include, but are not limited to automobile mileage expenses at the rate allowed by the Internal Revenue Service for travel outside San Diego County, actual expenses incurred while away on District business, long distance telephone, photocopy charges currently set at \$0.17/ page, and any costs of producing or reproducing photographs, documents, and other items necessary for legal representation. Travel costs will be billed from portal to portal. Additionally, computerized research time (e.g. Lexis or Westlaw), research services performed by BB&K's library staff on behalf of the District, extraordinary mail or delivery costs (e.g. courier, overnight and express delivery), court fees and similar costs relating to the Services, are generally chargeable to a District. However, no separate charge shall be made by BB&K for secretarial or other administrative charges. The rates specified in Section 4, above, include all routine word processing, secretarial and office costs associated with the provision of legal services, including facsimile transmittals and voicemails.
6. **Billing.** BB&K shall submit monthly to the District a detailed statement based upon task billing by department, task, or other matters requested by the District, of account for Services. The District shall review BB&K's monthly statements and pay BB&K for Services rendered and costs incurred, as provided for in this Agreement, on a monthly basis.
7. **Annual Reviews.** The District and BB&K agree that a review of performance and the compensation amounts referenced in this Agreement should occur at least annually.
8. **Time of Performance.** The Services of BB&K shall be performed expeditiously in the time frames and as directed by the District.
9. **Assistance.** The District agrees to provide all information and documents necessary for the attorneys at BB&K to perform their obligations under this Agreement.

10. **Independent Contractor.** BB&K shall perform all legal services required under this Agreement as an independent contractor of the District and shall remain, at all times as to the District, a wholly independent contractor with only such obligations as are required under this Agreement. Neither the District, nor any of its employees, shall have any control over the manner, mode or means by which BB&K, its agents or employees, render the legal services required under this Agreement, except as otherwise set forth. The District shall have no voice in the selection, discharge, supervision or control of BB&K's employees, representatives or agents, or in fixing their number, compensation, or hours of service.

11. **Insurance.** BB&K shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by BB&K, its agents, representatives, employees or subcontractors, pursuant to BB&K's proposal or any subsequent contract entered into with the District. Insurance shall be of the type, in the amounts, and subject to the provisions described below.

- Commercial General Liability coverage with a limit of not less than \$2,000,000 per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.
- Professional Liability, and Errors and Omissions Insurance with a limit not less than two million dollars (\$2,000,000) per occurrence, and five million dollars (\$5,000,000) in aggregate.

All insurance coverage shall be provided by insurers authorized by the California Insurance Commissioner to transact insurance business in California and with a rating of "A" or better in the Best's Key Rating Guide.

a. **Evidence of Coverage.**

- i. Prior to commencement of work under any contract, or within 14 days notification of award of the contract, whichever is shorter, BB&K shall file certificates of insurance and original endorsements evidencing coverage in compliance with this contract and in a form acceptable to the District.
- ii. During the term of this agreement, BB&K shall maintain current valid proof of insurance coverage with District at all times. Proof of renewals shall be filed prior to expiration of any required coverage.
- iii. In the event BB&K does not maintain current, valid evidence of insurance on file with District, District may, at its option, withhold

payment of any moneys owed to BB&K, or which it subsequently owes to BB&K, until proper proof is filed.

b. **Additional Insureds.**

All coverage noted, except for Workers' Compensation and professional liability, shall name the District and its respective officers, employees, agents and volunteers as additional insureds.

c. **General Insurance Provisions.**

Each policy of liability insurance, except workers' compensation insurance and professional liability insurance, shall contain the following endorsement provisions as provided in District's standard endorsement forms:

- i. The District and its respective officers, employees, agents, and volunteers are additional insureds ("Above-Named Additional Insureds") under the policy in relation to those activities described generally above with regard to operations performed by or on behalf of BB&K ("Named Insured"). The Above-Named Additional Insureds have no liability for the payment of any premiums or assessments under the policy.
- ii. The insurance coverage afforded the Above-Named Additional Insureds under the policy shall be primary insurance, and no other insurance maintained by the Above-Named Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
- iii. The noted coverage, except Workers' Compensation and professional liability, shall contain a Severability of Interests (Cross Liability) clause that stipulates that it is agreed that the insurance afforded by the Policy shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the company's liability.
- iv. The insurance afforded by the policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in, or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Above-Named Additional Insureds.
- v. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal

except after written notice to District, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereof. In the event of BB&K's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this noticing requirement.

- vi. BB&K hereby waives all rights of subrogation and contribution against the Above Named Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of the Named Insured's negligence with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Above-Named Additional Insureds and does not apply to the Above-Named Insured's sole negligence or willful misconduct.

12. **Attorney-Client Privilege.** Confidential communication between the District and BB&K shall be covered by the attorney-client privilege. As used in this article, "confidential communication" means information transmitted between the District and BB&K in the course of the relationship covered by this Agreement and in confidence by a means which, so far as the District is aware, discloses the information to no third persons other than those who are present to further the interests of the District in the consultation or those to whom disclosure is reasonably necessary for the transmission of the information or the accomplishment of the purpose for which BB&K is consulted, and includes any legal opinion formed and advice given by BB&K in the course of this relationship.
13. **Indemnification.** BB&K shall indemnify, hold harmless and defend the District, the Board of Directors, its officers, employees, and agents, from any and all liability or financial loss including legal expenses and costs of expert witnesses and consultants, resulting from any suits, claims, losses or actions brought by any person or persons, by reasons of injury resulting from the negligent actions or omissions of BB&K, including its officers, agents, employees, or any person employed by BB&K, in the performance of this Agreement. BB&K agrees that BB&K's covenant under this Section 13 shall survive the termination of this Agreement.
14. **Termination of Agreement and Legal Services.** This Agreement and the Services rendered under it may be terminated at any time upon thirty (30) days prior written notice from either party, with or without cause. In the event of such termination, BB&K shall be paid for all Services authorized by the District and performed up through and including the effective date of termination. BB&K shall also be reimbursed for all costs associated with transitioning any files or other data or documents to a new law firm or returning them to the District.

15. **Entire Agreement.** This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.
16. **Governing Law.** This Agreement shall be governed by the laws of the State of California. Venue shall be in San Diego County.
17. **Amendment; Modification.** No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both parties.
18. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
19. **Invalidity; Severability.** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
20. **Counterparts.** This Agreement may be signed in counterparts, each of which shall constitute an original.
21. **Delivery of Notices.** All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

District: Vallecitos Water District
Attention: Glenn Pruum General Manager

BB&K: Best Best & Krieger LLP
Attention: James Gilpin

Such notices shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.


IN WITNESS WHEREOF, the District and BB&K have executed this Agreement for General Counsel Legal Services as of the date first written above.

VALLECITOS WATER DISTRICT

By: 

Glenn Prum
General Manager

BEST BEST & KRIEGER LLP

By: 

James B. Gilpin
Partner

EXHIBIT “A”
PUBLIC POLICY AND ETHICS PROGRAM

By providing our Public Policy and Ethics Program updates to a large pool of participants, BB&K is able to divide the overall cost of the products among all participants and charge only a fraction of the total costs to the individual client agencies.

For the District, BB&K would charge an annual fee on July 1 of each year for all of the services provided under the Program. As of July 1, 2017, annual costs for the fiscal year are \$4,600. The annual fee covers the following services under the Program:

- Written legal advice concerning matters that affect local government such as new legislation, regulations, court decisions and Attorney General opinions. This service includes monitoring significant developments that may affect the agencies, legal research, and drafting memoranda for those developments.
- Annual updates on the Brown Act, the Public Records Act, the Political Reform Act, and other conflict of interest laws.
- In addition, clients who participate in the Program are offered the following legal services at a discounted rate in addition of the annual fee:
 - Customized, on-site training regarding Statements of Economic Interests (Form 700s). Statements of Economic Interests are building blocks for transparency and good governance. Our Form 700 training covers the different types of reportable interests, avoiding over-disclosure, completing a Form 700, and amending a filed statement. This training is for officials and employee positions listed in the District’s Conflict of Interest Code. As of July 1, 2017, the usual cost is \$2,500, but is billed to Program participants for \$800, plus costs.
 - BB&K-hosted presentations related to the Political Reform Act and the client’s role as: (1) the Filing Officer and/or Filing Official receiving and filing Statements of Economic Interests (Form 700s); and (2) the creators and enforcers of the Agency’s Conflicts of Interest Code. As of July 1, 2017, the usual cost is \$125 per attendee, but is billed to Program participants for \$75 per attendee.
 - Customized, on-site training certifying attendees for compliance with State “general ethics principles and ethics laws” required under AB 1234. As of July 1, 2017, the usual cost is \$2,000 for six attendees, but is billed to Program participants for \$1,200 for six attendees and \$75 for each additional attendee.

As new and existing laws develop and become more complex, public scrutiny intensifies, and expectations for the role of legal counsel change. Our legal updates are critical, and

in some cases, required for our local government clients.

EXHIBIT "B"

BEST BEST & KRIEGER LLP'S BILLING POLICIES

BB&K BILLING POLICIES

Our century of experience has shown that the attorney-client relationship works best when there is mutual understanding about fees, expenses, billing and payment terms. Therefore, this statement is intended to explain our billing policies and procedures. Clients are encouraged to discuss with us any questions they have about these policies and procedures. Clients may direct specific questions about a bill to the attorney with whom the client works or to Judy Ismael of our Accounting Department. Any specific billing arrangements different from those set forth below will be confirmed in a separate written agreement between the client and the firm.

Fees for Professional Services

Unless a flat fee is set forth in our engagement agreement with a client, our fees for the legal work we will undertake will be based in substantial part on time spent by personnel in our office on that client's behalf. In special circumstances which will be discussed with the client and agreed upon in writing, fees will be based upon the novelty or difficulty of the matter, or the time or other special limitations imposed by the client.

Hourly rates are set to reflect the skill and experience of the attorney or other legal personnel rendering services on the client's behalf. Time is accrued on an actual basis (in increments of one-tenth of an hour) for all work. Our attorneys are currently billed at rates from \$225 to \$750 per hour, and our administrative assistants, research assistants, paralegals and law clerks are billed at rates from \$140 to \$290 per hour. These hourly rates are reviewed annually to accommodate rising firm costs and to reflect changes in attorney status as lawyers attain new levels of legal experience. Any increases resulting from such reviews will be instituted automatically and will apply to each affected client, after advance notice.

Fees For Other Services, Costs and Expenses

We attempt to serve all our clients with the most effective support systems available. Therefore, in addition to fees for professional legal services, we also charge separately for some other services and expenses to the extent of their use by individual clients. These charges include but are not limited to, mileage at the current IRS approved rate per mile, extraordinary telephone and document delivery charges, copying charges, computerized research, court filing fees and other court-related expenditures including court reporter and transcription fees. No separate charge is made for secretarial or word processing services; those costs are included within the above hourly rates.

We may need to advance costs and incur expenses on your behalf on an ongoing basis. These items are separate and apart from attorneys' fees and, as they are out-of-pocket charges, we need to have sufficient funds on hand from you to pay them when due. We will advise the client from time to time when we expect items of significant cost to be incurred, and it is

required that the client send us advances to cover those costs before they are due.

Monthly Invoices and Payment

Best Best & Krieger LLP provides our clients with monthly invoices for legal services performed and expenses incurred. Invoices are due and payable upon receipt.

Each monthly invoice reflects both professional and other fees for services rendered through the end of the prior month, as well as expenses incurred on the client's behalf that have been processed by the end of the prior month. Processing of some expenses is delayed until the next month and billed thereafter.

Our fees are not contingent upon any aspect of the matter and are due upon receipt. All billings are due and payable within 30 days of presentation unless the full amount is covered by the balance of an advance held in our trust account. If a bill is not paid within 30 days, a late charge of one percent per month on the unpaid invoice shall be added to the balance owed, commencing with the next statement and continuing until paid.

It is our policy to treat every question about a bill promptly and fairly. It is also our policy that if a client does not pay an invoice within 60 days of mailing, we assume the client is, for whatever reason, refusing to pay. We will then advise the client by letter that the client may pay the invoice within 14 days or the firm will take appropriate steps to withdraw as attorney of record. If the delay is caused by a problem in the invoice, we must rely upon the client to raise that with us during the 14-day period. This same policy applies to fee arrangements which require the client to replenish fee deposits or make deposits for anticipated costs.

From time to time clients have questions about the format of the bill or description of work performed. If you have any such questions, please ask them when you receive the bill so we may address them on a current basis.

Changes in Fee Arrangements and Budgets

It may be necessary under certain circumstances for a client to increase the size of required advances for fees after the commencement of our engagement and depending upon the scope of the work. For example, prior to a protracted trial or hearing, the firm may require a further advance payment to the firm's trust account sufficient to cover expected fees. Any such changes in fee arrangements will be discussed with the client and mutually agreed in writing.

Because of the uncertainties involved, any estimates of anticipated fees that we provide at the request of a client for budgeting purposes, or otherwise, can only be an approximation of potential fees.

BEST BEST & KRIEGER LLP

EXHIBIT B-2

February 28, 2018

78464.0002030618024.1

DATE: MARCH 2, 2022
TO: BOARD OF DIRECTORS
SUBJECT: JOB CLASSIFICATION RETITLES AND PAY ADJUSTMENTS FOR EXECUTIVE SECRETARY AND ADMINISTRATIVE SECRETARY

BACKGROUND:

Job classification retitles and revisions to the District’s Salary Schedule require Board approval.

DISCUSSION:

The position retitle for Executive Secretary is requested in preparation for a recruitment to fill the upcoming vacancy due to the incumbent’s announced retirement. As stated on the current job description, the Executive Secretary “provides varied and confidential secretarial and administrative support” to the General Manager and the Board of Directors and supervises the Administrative Secretary. Similarly, the Administrative Secretary classification provides “confidential secretarial and administrative support” and is the backup to the Executive Secretary. Retitling these job classifications to Executive Assistants will match industry norms and more accurately reflect the duties being performed by employees in these positions. The Executive Secretary job classification is recommended for retitling to Senior Executive Assistant and the Administrative Secretary job classification is recommended for retitling to Executive Assistant.

In addition to the retitles, the job descriptions for both classifications will be updated to include changes in essential job functions. The Executive Secretary will no longer be a supervisor, and instead will serve as a lead worker to assist with coordinating and reviewing the work of the Administrative Secretary. The Administrative Secretary’s job description will include changes in duties that have evolved over the years to more closely match those of the Executive Secretary.

Currently there is a 20% pay differential between the annual pay ranges of the Executive Secretary and the Administrative Secretary. As a result of the above changes in responsibilities, staff recommends lowering the pay range for Executive Secretary by 5% and raising the pay range for Administrative Secretary by 5%, reducing the pay differential to 10%. Increasing the pay range for Administrative Secretary will result in a 5% raise for the incumbent; however, this may not happen until next Fiscal Year because she will continue to receive temporary assignment to higher duty pay while she fills in for and assists with training the new Executive Secretary.

FISCAL IMPACT:

A savings of approximately \$2,000 for salaries and benefits annually.

RECOMMENDATIONS:

1) Approve retitles of job classifications of Executive Secretary to Senior Executive Assistant and of Administrative Secretary to Executive Assistant; and 2) Adopt the resolution to approve the annual pay schedule with the retitles and pay adjustments detailed above.

ATTACHMENTS:

Resolution Adopting District Pay Schedule with Exhibit “A”, Vallecitos Water District Personnel Classification and Annual Pay Schedule

RESOLUTION NO.

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
ADOPTING THE ANNUAL PAY SCHEDULE WITH THE
JOB CLASSIFICATION RETITLES AND PAY ADJUSTMENTS FOR
EXECUTIVE SECRETARY AND ADMINISTRATIVE SECRETARY**

WHEREAS, to comply with CalPERS regulations, the Board is required to publicly approve a District pay schedule, and the District Pay Schedule has been amended;

WHEREAS, the Board of Directors approved authorized positions and position changes in the budget for Fiscal Year 2021/22;

WHEREAS, the Board of Directors desires to approve the job classification retitles and pay adjustments for Executive Secretary to Senior Executive Assistant and Administrative Secretary to Executive Assistant; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vallecitos Water District as follows:

DISTRICT PAY SCHEDULE. The Board of Directors does hereby approve and adopt the Vallecitos Water District Personnel Classification and Annual Pay Schedule, attached hereto as Exhibit "A".

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Vallecitos Water District at a regular meeting held on the 2nd day of March, 2022 by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Elitharp, President
Board of Directors
Vallecitos Water District

ATTEST:

Glenn Pruum, Secretary
Board of Directors
Vallecitos Water District

VALLECITOS WATER DISTRICT PERSONNEL CLASSIFICATION Hourly PAY SCHEDULE

has been duly approved and adopted by Vallecitos Water District Board in accordance with requirements of applicable public meeting laws.

Effective 3/2/2022 Exhibit "A"

POSITION/TITLE	EXPERIENCE STEPS							LONGEVITY	
	A	B	C	D	E	F	G	H	I
Accounting Supervisor	97,852	102,744	107,881	113,275	118,939	124,886	131,130	137,687	144,571
Accounting Technician	60,073	63,076	66,230	69,541	73,018	76,670	80,502	84,528	88,754
Administrative Services Manager	148,141	155,548	163,326	171,492	180,067	189,070	198,523	208,450	218,872
Applications Specialist I	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545	116,073
Applications Specialist II	93,192	97,852	102,744	107,881	113,275	118,939	124,886	131,130	137,687
Asset Management Supervisor	100,268	105,281	110,545	116,073	121,877	127,970	134,368	141,087	148,141
Assistant General Manager	171,492	180,067	189,070	198,523	208,450	218,872	229,815	241,306	253,372
Building and Grounds Worker	41,663	43,747	45,934	48,231	50,643	53,174	55,833	58,624	61,555
Capital Facilities Assistant Engineer	76,670	80,502	84,528	88,754	93,192	97,852	102,744	107,881	113,275
Capital Facilities Engineer	95,493	100,268	105,281	110,545	116,073	121,877	127,970	134,368	141,087
Capital Facilities Senior Engineer	110,545	116,073	121,877	127,970	134,368	141,087	148,141	155,548	163,326
Cashier / Receptionist	48,231	50,643	53,174	55,833	58,624	61,555	64,633	67,865	71,259
Chief Technology Officer	121,877	127,970	134,368	141,087	148,141	155,548	163,326	171,492	180,067
CMMS Planner	71,259	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281
Construction Inspection Supervisor	84,528	88,754	93,192	97,852	102,744	107,881	113,275	118,939	124,886
Construction Inspector I	63,076	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192
Construction Inspector II	73,018	76,670	80,502	84,528	88,754	93,192	97,852	102,744	107,881
Construction Supervisor	84,528	88,754	93,192	97,852	102,744	107,881	113,275	118,939	124,886
Construction Worker I	49,422	51,893	54,487	57,212	60,073	63,076	66,230	69,541	73,018
Construction Worker II	57,212	60,073	63,076	66,230	69,541	73,018	76,670	80,502	84,528
Customer Service Representative I	47,068	49,422	51,893	54,487	57,212	60,073	63,076	66,230	69,541
Customer Service Representative II	53,174	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563
Customer Service Representative III	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563	82,491
Customer Service Supervisor	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545	116,073
Development Services Coordinator	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545	116,073
Development Services Senior Engineer	110,545	116,073	121,877	127,970	134,368	141,087	148,141	155,548	163,326
District Engineer	151,800	159,390	167,360	175,728	184,514	193,740	203,426	213,598	224,278
Electrical/Instrumentation Technician	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545
Engineering Services Assistant	63,076	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192
Engineering Technician I	57,212	60,073	63,076	66,230	69,541	73,018	76,670	80,502	84,528
Engineering Technician II	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192	97,852
Engineering Technician III	76,670	80,502	84,528	88,754	93,192	97,852	102,744	107,881	113,275
Executive Assistant	71,259	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281
Facility Locator	63,076	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192
Finance Assistant	53,174	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563
Finance Manager	265,744	265,744	265,744	265,744	265,744	265,744	265,744	265,744	265,744
General Manager	265,744	265,744	265,744	265,744	265,744	265,744	265,744	265,744	265,744
GIS/CADD Technician	64,633	67,865	71,259	74,821	78,563	82,491	86,616	90,946	95,493
Human Resources Analyst	73,018	76,670	80,502	84,528	88,754	93,192	97,852	102,744	107,881
Information Technology Technician	71,259	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281
Landscape Maintenance Worker I	48,231	50,643	53,174	55,833	58,624	61,555	64,633	67,865	71,259
Landscape Maintenance Worker II	53,174	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563
Maintenance Services Supervisor	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545	116,073
Mechanic	61,555	64,633	67,865	71,259	74,821	78,563	82,491	86,616	90,946
Mechanical / Electrical Supervisor	86,616	90,946	95,493	100,268	105,281	110,545	116,073	121,877	127,970
Meter Service Supervisor	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545	116,073
Meter Service Worker I	47,068	49,422	51,893	54,487	57,212	60,073	63,076	66,230	69,541
Meter Service Worker II	54,487	57,212	60,073	63,076	66,230	69,541	73,018	76,670	80,502
Operations and Maintenance Contract Coordinator	53,174	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563
Operations and Maintenance Manager	148,141	155,548	163,326	171,492	180,067	189,070	198,523	208,450	218,872

VALLECITOS WATER DISTRICT PERSONNEL CLASSIFICATION Hourly PAY SCHEDULE
has been duly approved and adopted by Vallecitos Water District Board in accordance with requirements of applicable public meeting laws.
Effective 3/2/2022

POSITION/TITLE	EXPERIENCE STEPS							LONGEVITY	
	A	B	C	D	E	F	G	H	I
Principal Financial Analyst	93,192	97,852	102,744	107,881	113,275	118,939	124,886	131,130	137,687
Public Information Representative	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545
Public Information/Conservation Supervisor	88,754	93,192	97,852	102,744	107,881	113,275	118,939	124,886	131,130
Pump and Motor Technician Assistant	53,174	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563
Pump and Motor Technician I	61,555	64,633	67,865	71,259	74,821	78,563	82,491	86,616	90,946
Pump and Motor Technician II	71,259	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281
Risk Management Supervisor	97,852	102,744	107,881	113,275	118,939	124,886	131,130	137,687	144,571
Safety Technician	67,865	71,259	74,821	78,563	82,491	86,616	90,946	95,493	100,268
Senior Accountant	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545
Senior Construction Worker	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192	97,852
Senior Customer Service Representative	60,073	63,076	66,230	69,541	73,018	76,670	80,502	84,528	88,754
Senior Executive Assistant	78,563	82,491	86,616	90,946	95,493	100,268	105,281	110,545	116,073
Senior Pump and Motor Technician	76,670	80,502	84,528	88,754	93,192	97,852	102,744	107,881	113,275
Senior Purchasing Specialist	71,259	74,821	78,563	82,491	86,616	90,946	95,493	100,268	105,281
Senior Wastewater Collections Systems Worker	63,076	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192
Senior Wastewater Treatment Plant Operator	76,670	80,502	84,528	88,754	93,192	97,852	102,744	107,881	113,275
Senior Water Systems Operator	73,018	76,670	80,502	84,528	88,754	93,192	97,852	102,744	107,881
Source Control Technician	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192	97,852
Systems Administrator	84,528	88,754	93,192	97,852	102,744	107,881	113,275	118,939	124,886
Valve Maintenance Technician	63,076	66,230	69,541	73,018	76,670	80,502	84,528	88,754	93,192
Warehouse Assistant I	48,231	50,643	53,174	55,833	58,624	61,555	64,633	67,865	71,259
Warehouse Assistant II	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563	82,491
Wastewater Collection Systems Supervisor	84,528	88,754	93,192	97,852	102,744	107,881	113,275	118,939	124,886
Wastewater Collection Systems Worker I	48,231	50,643	53,174	55,833	58,624	61,555	64,633	67,865	71,259
Wastewater Collection Systems Worker II	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563	82,491
Wastewater Treatment Plant Operator I	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563	82,491
Wastewater Treatment Plant Operator II	64,633	67,865	71,259	74,821	78,563	82,491	86,616	90,946	95,493
Wastewater Treatment Plant Supervisor	90,946	95,493	100,268	105,281	110,545	116,073	121,877	127,970	134,368
Water Systems Operator I	55,833	58,624	61,555	64,633	67,865	71,259	74,821	78,563	82,491
Water Systems Operator II	64,633	67,865	71,259	74,821	78,563	82,491	86,616	90,946	95,493
Water Systems Supervisor	90,946	95,493	100,268	105,281	110,545	116,073	121,877	127,970	134,368

DATE: MARCH 2, 2022
TO: BOARD OF DIRECTORS
SUBJECT: DISCUSSION REGARDING IN-PERSON PUBLIC MEETINGS

BACKGROUND:

From March 18, 2020, to October 20, 2021, Vallecitos conducted all public meetings, including Board and Committee meetings, via the Zoom videoconferencing platform as permitted by Executive Orders issued by Governor Newsom due to the COVID-19 pandemic. Teleconferencing allowed Vallecitos to continue to conduct business and the public to monitor the actions of its governing body. Through the use of Zoom, the public could see and hear the Board conducting meetings and had the opportunity to provide comments.

The portions of the Executive Orders related to Teleconference Meetings expired on September 30, 2021, and were replaced by Assembly Bill (AB) 361, which went into effect on October 1, 2021. At the Board meeting held on October 20, 2021, the Board elected not to take action to continue virtual meetings, which reverted public meetings to in-person.

At its meeting on January 12, 2022, the Board elected to return Board and Committee meetings to a virtual format, due to the surge in COVID cases. That action was based on the Board's finding that a state of emergency exists that directly impacts the ability to meet in public. To continue with virtual meetings, the Board needs to take an action every 30 days. At the Board meeting held on February 2, 2022, the Board made the findings required to continue to conduct its meetings virtually. This item provides the Board with an opportunity to discuss returning to virtual meetings.

DISCUSSION:

COVID case rates have fallen significantly in recent weeks. However, the case rate count is still significantly higher than the target level established by the County of San Diego. The State of California recently changed the indoor masking requirements, allowing fully vaccinated people to not wear masks indoors. The Center for Disease Control (CDC) and the California Department of Public Health (CDPH) still recommend everyone wear masks indoors in high transmission areas. San Diego County is still considered a high transmission area based on local case rates. At the District, the rules were changed recently to allow fully vaccinated employees to not wear masks while at work. The workplace is still broken into zones, and employees are not permitted to move from zone to zone. This requirement would prohibit most employees from attending in-person Board meetings in the Boardroom.

AB 361 allows public agencies to conduct their meetings via videoconferencing if there is a proclaimed State of Emergency and other conditions exist. To conduct meetings via teleconferencing during a proclaimed State of Emergency, an agency must find by majority vote that the Board has reconsidered the circumstances of the state of emergency and either of the following circumstances exist: (i) The state of emergency continues to directly

impact the ability of the members to meet safely in person; or (ii) State or local officials continue to impose or recommend measures to promote social distancing. In order to continue with virtual meetings, the Board must take action as described above, and every 30 days after the first Teleconference Meeting, if the Board wishes to continue with Teleconference Meetings provided the above conditions exist.

If the Board decides to return to in-person meetings, no action is required by the Board. By not making the findings noted above, the Board would be required to return to in-person Board and Committee meetings starting March 4. The current rules require all unvaccinated persons attending in-person public meetings to wear facial coverings.

FISCAL IMPACT:

None.

RECOMMENDATION:

Provide staff with direction regarding the return to in-person meetings. If the Board wishes to continue to conduct its meetings via videoconferencing, as allowed by AB 361, then the majority of the Board would need to make the finding that meeting in person would present imminent risks to the health or safety of attendees.

DATE: MARCH 2, 2022
TO: BOARD OF DIRECTORS
SUBJECT: FISCAL YEAR 21/22 TACTICAL PLAN INITIATIVES

BACKGROUND:

At its meeting on December 15, 2021, the Board adopted Strategic Plan 2022. The plan lays out the District's strategic direction for the next five to six years. Development of the plan was facilitated by a strategic planning facilitator, The Gavares Group, and consisted of interviews with the Directors and key staff, along with a two-day workshop. The strategic direction was broken into six Strategic Focus Areas (SFAs). Each SFA also contained a number of Supporting Strategies (SSs), which more clearly defined the objectives of each of the SFAs. Listed below are the SFAs and SSs contained within Strategic Plan 2022:

1. Infrastructure Integrity
 - Operations and Maintenance
 - Asset Management and Replacement
 - Facility Planning
2. Organizational Improvement/Efficiency
 - Technology
 - Continuous Improvement
 - Performance Measurement
3. Workforce Excellence
 - Employee Engagement
 - Employee Recruitment and Retention
 - Employee Training and Development
4. Fiscal Responsibility
 - Fiscal Management
 - Operating and Capital Facility Reserve Funding
 - Customer Rates and Charges
5. Public Information and Outreach
 - Customer Outreach
 - School Outreach
 - Water Use Efficiency
 - Public/Private Partnerships
6. Environmental Stewardship
 - Water Resources
 - Water Supply Management
 - Renewable Resources
 - Natural Environment Protection

DISCUSSION:

The Strategic Focus Areas, along with the Supporting Strategies, provide the vision of where the Board wants the organization to go. In order to attain the vision, an implementation plan needs to be developed, describing how the SFAs and SSs will be accomplished. The implementation plan needs to include a series of SMART (Specific, Measurable, Attainable, Relevant, and Time bound) performance objectives to achieve the strategies in support of the SFAs.

Staff have been working on developing a Tactical Plan that will contain those objectives. The development effort for the Tactical Plan looked ahead more than five years, but the Board will only be asked to approve a Tactical Plan on an annual basis, which will coincide with the fiscal years. The Tactical Plan being presented to the Board (Tactical Plan 2022) covers the remainder of Fiscal Year 21/22, which ends on June 30, 2022. The Tactical Plan Initiatives contained in the Tactical Plan will move the District towards its objectives. The Initiatives selected recognize the organizational limitations of staffing, remaining time in Fiscal Year 21/22, budget and workload.

During each fiscal year Tactical Plan cycle, the Board will receive updates on the status of the Initiatives contained in the Tactical Plan. Near the end of any fiscal year, staff will be developing a Tactical Plan for the subsequent fiscal year. The Board will be asked to approve a Tactical Plan for each fiscal year. Staff will be addressing resource issues associated with the Tactical Plan Initiatives in each fiscal year budget.

FISCAL IMPACT:

There is no specific fiscal impact to approving Tactical Plan 2022. The Tactical Plan Initiatives contained in Tactical Plan 2022 are expected to be able to be completed within current budget and resource allocations.

RECOMMENDATION:

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

ATTACHMENT:

Vallecitos Water District's Strategic Plan 2022
Tactical Plan 2022



Plan
for the Future

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.

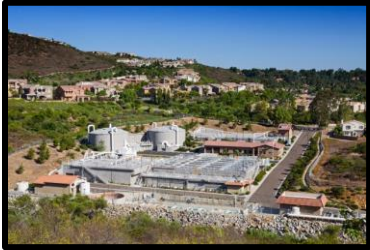
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STRATEGIC FOCUS AREA 1 – INFRASTRUCTURE INTEGRITY

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

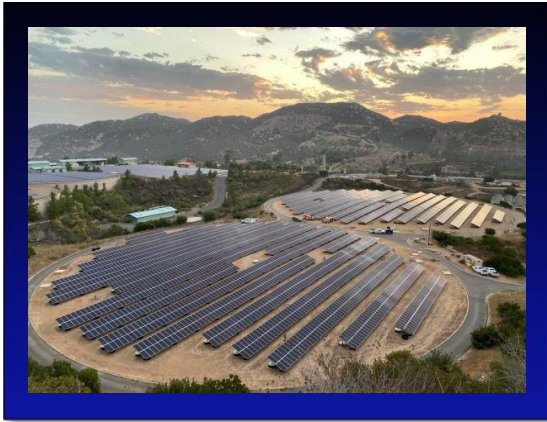
Changing public opinion towards outdoor water use (which accounts for 50 to 80% of residential consumption) will save significant volumes of water. Reducing water use is mandated but is also the right thing to do as drought conditions continue and will have a detrimental effect on future generations.

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 and climate change are some 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, climate change 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.

TACTICAL PLAN 2022

STRATEGIC FOCUS AREA NO. 1: INFRASTRUCTURE INTEGRITY		
SUPPORTING STRATEGY	TACTICAL PLAN INITIATIVE	DEPARTMENT
Operations and Maintenance	Analysis and Report of NO-DES waterline flushing system	Operations & Maintenance
Operations and Maintenance	Develop and Implement Sanitary Sewer Overflow (SSO) Emergency Response Training Program	Operations & Maintenance
Operations and Maintenance	Construction and Acceptance of MRF Bio-Selector/Aeration Basins Improvements	Engineering/Capital Facilities
Operations and Maintenance	Finalize Agreement and Advertise Bid for Meadowlark Failsafe Replacement (Buena Reach)	Engineering/Capital Facilities
Operations and Maintenance	Award Construction Contract for Sage Canyon Tank Refurbishment	Engineering/Capital Facilities
Operations and Maintenance	Award Construction Contract for Emergency Bypass Rehabilitation Project	Engineering/Capital Facilities
Asset Management and Replacement	Develop annual report on pump & motor efficiencies	Operations & Maintenance
Asset Management and Replacement	Issue RFP and Select Consultant for Asset Management Plan (Renewal/Replacement)	Engineering/ Asset Management
Facility Planning	Advertise Bid for Montiel List Station and Forcemain Replacement Project	Engineering/Capital Facilities
Facility Planning	Advertise RFP for Land Outfall Parallel Sewer Siphon (& Gravity) Section A Replace	Engineering/Capital Facilities

STRATEGIC FOCUS AREA NO. 2: ORGANIZATIONAL IMPROVEMENT/EFFICIENCY		
SUPPORTING STRATEGY	TACTICAL PLAN INITIATIVE	DEPARTMENT
Technology	Select Integrator Consultant for SCADA Upgrade Project	Assistant General Manager/ Information Technology
Technology	Install Software Upgrades for all 3 ERP Systems (Maintenance, Billing, Finance/HR)	Assistant General Manager/ Information Technology
Technology	Complete Department of Homeland Security Upgrades for Critical Infrastructure Hardware	Assistant General Manager/ Information Technology
Continuous Improvement	Finalize and Reporting of Maximo plan check process	Engineering/ Development Services
Performance Measurement	Update Board reports on Annual Change Order percentage less than 5%	Engineering/Capital Facilities

TACTICAL PLAN 2022

STRATEGIC FOCUS AREA NO. 3: WORKFORCE EXCELLENCE		
SUPPORTING STRATEGY	TACTICAL PLAN INITIATIVE	DEPARTMENT
Employee Engagement	Conduct "Stay Interviews" of Key Staff	Administrative Services/ Human Resources
Employee Recruitment and Retention	Research Work Schedule Policies to Increase Flexibility	Administrative Services/ Human Resources
Employee Recruitment and Retention	Develop policy to incentivize employees providing Early Retirement Notice	Administrative Services/ Human Resources
Employee Training and Development	Obtain SDLF's District of Distinction Platinum Level - GM to attend SDLF Study Group	General Manager
Employee Training and Development	Conduct annual Soft Skills Training for all employees	Administrative Services/ Human Resources
Employee Training and Development	Conduct Ethics Training for all employees	Administrative Services/ Risk & Safety

STRATEGIC FOCUS AREA NO. 4: FISCAL RESPONSIBILITY		
SUPPORTING STRATEGY	TACTICAL PLAN INITIATIVE	DEPARTMENT
Fiscal Management	Develop desalinated water delivery tracking system	Operations & Maintenance
Fiscal Management	Update Developer Bonding process	Engineering/ Development Services
Fiscal Management	Evaluate Water/Sewer Capacity Issue - present issue to Policy Committee	Engineering/ Development Services
Fiscal Management	Review and update fixed asset listing in GEMS	Finance
Fiscal Management	Implement new customer web interface for billing and payments	Finance/Customer Service
Fiscal Management	Complete transition of financial reports from Skyview to report manager	Finance
Customer Rates and Charges	Develop new water rate model and implement annual process for updating	Finance
Customer Rates and Charges	Minimize controllable budgeted cost increases	Finance

TACTICAL PLAN 2022

STRATEGIC FOCUS AREA NO. 5: PUBLIC INFORMATION AND OUTREACH		
SUPPORTING STRATEGY	TACTICAL PLAN INITIATIVE	DEPARTMENT
Customer Outreach	Inform Customers on "Where does our water come from"	Administrative Services/ Public Information
School Outreach	Develop an intern program for Palomar College students	Administrative Services/ Public Information
Water Use Efficiency	Develop monthly videos in partnership with EPA Watersense	Administrative Services/ Public Information
Public/Private Partnerships	Partner with the City of San Marcos on hydration stations in parks	Administrative Services/ Public Information

STRATEGIC FOCUS AREA NO. 6: ENVIRONMENTAL STEWARDSHIP		
SUPPORTING STRATEGY	TACTICAL PLAN INITIATIVE	DEPARTMENT
Water Resources	MRF Direct Potable Reuse Feasibility Evaluation - Advertise RFP	Engineering/ Development Services
Water Supply Management	Prepare Water Loss Validation	Engineering/ Development Services
Renewable Resources	Develop a Plastics Policy	Administrative Services/ Public Information
Renewable Resources	Create Master Plan for Fleet Replacement to comply with new CARB regulations	Operations & Maintenance

DATE: MARCH 2, 2022
TO: BOARD OF DIRECTORS
**SUBJECT: RECOMMENDATIONS FROM THE PUBLIC AWARENESS/PERSONNEL/
POLICY COMMITTEE REGARDING ORDINANCE NO. 216**

BACKGROUND:

The Vallecitos Water District Board of Directors requested that the Public Awareness/Personnel/Policy (P3) Committee review Ordinance No. 216 (Establishing the General Provisions for Conducting the Business of the Board). At their February 7, 2022, meeting the P3 Committee reviewed Ordinance No. 216 in its entirety.

DISCUSSION:

Upon their review of all sections of Ordinance No. 216, the P3 Committee made the following recommendations for the Board's consideration:

Section 1.9B: Board Reorganization – Keep existing language and add that the President shall appoint the Vice President.

Section 1.9C: Board Reorganization – Remove this section.

Section 2.3: Reimbursement of Expenses and Reporting – Discussion took place regarding the existing language, “Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor,” and how late registrations affect the cost of conference registration fees, lodging, airfare, car rentals, etc. The Committee recommends leaving as is for now. The travel guidelines are addressed in the Employee Handbook and will be reviewed at some point. Any changes at that time may affect this section of the ordinance.

The P3 Committee recommended further Board level discussion of the following sections:

Section 1.5: Agenda – Clarify whether a second is needed when requesting an item be placed on an agenda.

Section 1.8B: Standing Advisory Committees – Provide criteria for forming an Ad Hoc advisory committee and clarify the appointment process for members of the public.

Section 1.8C: Standing Advisory Committees – Shall the Board vote to approve minutes of committee meetings or shall committees approve their own minutes?

FISCAL IMPACT:

There are no fiscal impacts associated with this item.

RECOMMENDATION:

Staff recommends that the Board discuss and provide direction to staff.

ATTACHMENT:

Ordinance No. 216

ORDINANCE NO. 216

**ORDINANCE OF THE VALLECITOS WATER DISTRICT
ESTABLISHING THE GENERAL PROVISIONS FOR
CONDUCTING THE BUSINESS OF THE BOARD AND
REPEALING ORDINANCE NO. 212**

BE IT ORDAINED by the Board of Directors of the VALLECITOS Water District as follows:

SECTION 1: BOARD OF DIRECTORS

Section 1.1: Regular Meetings - Time and Place

Regular Meetings of the Board of Directors of the Vallecitos Water District shall be held with notice on the first and third Wednesday of each month, at the hour of 5:00 p.m. at the location of the principal place of business of the District, namely, 201 Vallecitos de Oro, San Marcos, California. Notification, including the location, shall be made in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), as amended. Closed Sessions will be scheduled before the start of the meeting.

Section 1.2: Adjourned Meetings

A majority vote by the Board of Directors may terminate and adjourn a Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause written notice of adjournment in accordance with the Ralph M. Brown Act, as amended.

Section 1.3: Special Meetings

A. Special non-emergency Board meetings may be called by the Board President or a majority of the Board. Written notification shall be made and posted at least 24 hours in accordance with the Ralph M. Brown Act, as amended.

B. Special emergency Board Meetings may be held with notice in the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. An emergency situation means a crippling disaster which impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

Section 1.4: Rules for Conducting Meetings

Except as otherwise provided by law, or ordinance adopted by the Board, "Roberts Rules of Order, Revised," are hereby adopted as the rules of practice and procedure governing the conduct of the business and procedure before the Board. The Board President shall preside at all meetings and shall have a vote on all matters before the Board. In the absence of the President, the Vice President shall preside, and in the absence of both, the presiding officer shall be elected by a majority vote of the members of the Board.

Section 1.5: Agenda

The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular, adjourned, and special meeting. Any Director may request any item to be placed on the agenda.

Section 1.6: Minutes of Meetings

A. The minutes of the Meetings of the Board shall be recorded and kept by the Secretary in a book maintained for that purpose for each calendar year. Unless otherwise expressly directed by the Board at the time of adoption, all ordinances and resolutions adopted by the Board may be referred to in the minutes of the meetings of the Board by number and title, but the same shall be recorded in full in separate books kept for that purpose for each calendar year.

B. The Board President or other person who may preside at the meeting, or the Secretary, shall authenticate the minutes, ordinances and resolutions after these have been transcribed into the appropriate books, and when so authenticated, these shall constitute the official minutes, ordinances and resolutions of the Board.

C. The Minute Book, the Ordinance Book and the Resolution Book shall be kept at the office of the Secretary at the principal place of business of the District.

Section 1.7: District Seal

The seal, an impression of which is herewith affixed to this document, bearing the words "Vallecitos Water District, Organized March 24, 1955," is adopted as the official seal of this District.

Section 1.8: Standing Advisory Committees

A. The District shall have the following standing advisory committees, each of whose function is to advise the Board of Directors and General Manager with respect to the subjects under its jurisdiction: Engineering/Equipment, Finance/Investment, Public Awareness/Personnel/Policy, and Legal/Legislative Affairs. Other standing committees may be established by the Board President. The precise and/or additional duties and responsibilities of each standing committee shall be as specified by the President from time to time. Each standing committee shall have two (2) members appointed by the President from the members of the Board; however, in no event shall the same two (2) members be permitted to serve together on more than one (1) standing committee without the unanimous approval of the Board. The President shall appoint a committee chairman from the two (2) members of the Board serving on each committee; however, no member shall be permitted to chair more than one (1) standing committee without the unanimous approval of the Board.

B. Ad Hoc advisory committees for special purposes not falling within the assigned function of an existing standing committee may be created and appointments made thereto from the members of the Board, not to exceed two (2) such members on any one ad hoc committee, from time to time by the President. Ad hoc committees may include members of the public and said appointment shall be made by the Board.

C. All committee members shall serve at the pleasure of the Board President. The General Manager shall be an ex-officio non-voting member of each committee. Each committee shall meet at such times, places, and frequency as may be directed by its chairman, by the President, or by the Board in accordance with the Ralph M. Brown Act, as amended. Each committee shall cause to be prepared and filed promptly with the Board current minutes of all of its meetings.

Section 1.9: Board Reorganization

A. Following a District election, on the first Tuesday after the first Monday in November in each even numbered year, the Board shall reorganize at the first meeting after the election is certified by the Registrar of Voters and appoint or reappoint its officers pursuant to the County Water District Act in conformance with the Uniform District Election Law, Elections Code, §23500 et. seq.

B. In addition to the minimum reorganization requirement, Board policy determines that the Board will reorganize annually to provide that each elected Director will have the opportunity to hold the office of President once during their first term. The President serves at the pleasure of the Board.

C. Each elected Director, who desires, shall have an opportunity to hold a position on the Encina Wastewater Authority and San Diego County Water Authority Boards at least once during their four-year term.

Section 1.10: Adoption of Ordinances and Resolutions

Except as otherwise provided by law, ordinances and resolutions of the District shall be adopted, amended, and repealed (in whole or in part) by the Board only in the following manner:

A. Ordinances shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by an ordinance adopted by the Board. The Board may adopt the ordinance (in whole or in part) as originally proposed or as modified by the Board.

B. Formal resolutions, that is, resolutions which are numbered and titled documents separate from the minutes of the meetings of the Board and required to be kept in the Resolution Book shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by a formal resolution or an ordinance adopted by the Board, only at a duly held meeting of the Board. The number and title of formal resolutions may but are not required to be, set forth in the agenda for the meeting.

C. At the time of presentation to the Board of the proposed ordinance or the proposed formal resolution, as the case may be, the reading in full thereof shall be deemed waived unless otherwise requested by any member of the Board. Ordinances and formal resolutions adopted by the Board shall contain the signed approval and attestation of the then Presiding Officer and Secretary, respectively, of the District.

D. Minute resolutions, as distinguished from formal resolutions, shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by a minute

resolution or a formal resolution or an ordinance adopted by the Board, only at a duly held meeting of the Board.

SECTION 2: DISTRICT MEMBERSHIPS, PER DIEM COMPENSATION, REIMBURSEMENTS, ETHICS TRAINING AND ELIGIBILITY FOR EMPLOYEE BENEFITS

Section 2.1: Authorized District Memberships

The Board has determined it to be in the best interests of the District, and its constituents, to maintain memberships in affiliated national, state, and local organizations which have applicability to the functions of the District. The District shall hold membership in the following organizations:

American Water Works Association (AWWA)
 Association of California Water Agencies (ACWA)
 CalDesal
 California Association of Sanitation Agencies (CASA)
 California Special Districts Association (CSDA)
 California Water Environment Association
 Council of Water Utilities
 North County Water Group
 *San Marcos Chamber of Commerce
 Southern California Alliance of Publicly Owned Treatment Works (SCAP)
 Southern California Water Coalition
 Urban Water Institute
 Water Education Foundation (WEF)
 Water Environment Federation
 WaterReuse

* The only San Marcos Chamber of Commerce event that is eligible for per diem reimbursement is the State of the City address unless approved by the Board

In addition to the above listed organizations, the Board may remove existing memberships or approve additional memberships and authorize attendance at meetings, events, or conferences by motion from time to time. The General Manager may approve District membership of, and employee participation in, professional, technical, and business related associations and organizations.

Section 2.2: Per Diem Compensation

Each Director shall receive compensation of \$200 per diem for attending meetings of the Board or for each day's service as a member of the Board, not to exceed compensation for one meeting in any 24-hour period or ten meetings per month. The Board may consider an annual increase in the per diem equivalent to the San Diego Consumer Price Index (CPI-U), up to a maximum of 5 percent, following the operative date of the last adjustment. Public notice shall be provided annually in accordance with Water Code Section 20203 if an increase is to be considered. Any increase adopted by this Section shall become effective 60 days from the date of approval. Compensable meetings which are pre-designated and considered occasions that constitute performance of official duties include the following:

A. Regular, Adjourned, and Special meetings of the Board, including pre-meetings with the Board Chair.

B. Committee Meetings, limited to the two Directors serving on the committee, other meetings, such as District sponsored special functions, open houses, and community out-reach functions, including pre-meetings with the appropriate representative(s).

C. Meetings of other public agencies of which the District is a member or sub-member agency such as the Encina Wastewater Authority, San Diego County Water Authority, the Metropolitan Water District of Southern California, and Local Agency Formation Commission (LAFCO), including pre-meetings with the appropriate representative(s).

D. Conferences, meetings, and other functions in which the District is a member of as listed in Section 2.1 above, and which have a significant and meaningful link to the purposes, policies, and interests of the District.

E. Meetings which provide educational training including ethics training in accordance with Government Code Section 53232.1.

F. Other meetings or conferences which the Board approves as an agenda item at a regular meeting that serves a benefit to the District and constitute the performance of official duties.

Any amounts paid as a per diem compensation by other organizations shall be deducted from the \$200 District per diem.

Board members shall report on meetings or conferences attended at a regularly scheduled Board meeting after the event, which may include a written report that can be distributed to all Board members electronically.

Section 2.3: Reimbursement of Expenses and Reporting

Each Director shall be entitled to payment and/or reimbursement for actual and necessary expenses incurred in the performance of official duties including expenses incurred relating to travel, meals, lodging, and other actual and necessary expenses incurred for attendance at meetings and conferences of organizations listed in Section 2.1 or approved in accordance with Section 2.2F. Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor. Requests for Reimbursement must be submitted on a District approved Expense Form and shall include receipts documenting each expense in accordance with District Resolution 1365.

Director expenses and per diems shall be reported on a cumulative quarterly basis, (attaching a summary of per diems and expenses from District appointed positions to other agencies).

Section 2.4: Ethics training

In accordance with Government Code Section 53234, Board members and any designated employees shall have at least (2) hours of ethics training every two (2) years. Certificates of completion of ethics training shall be maintained for at least five (5) years.

Section 2.5: Eligibility for Employee Benefits


Members of the Board shall be eligible for all benefits, allowable by law, the same as full time, regular employees.

ALL OTHER ORDINANCES OR AMENDMENTS IN CONFLICT HEREWITH ARE HEREBY REPEALED.

This Ordinance shall become effective upon adoption, and a summary shall be published one time in a newspaper of general circulation within the District.


PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Vallecitos Water District at a regular meeting held this 26st day of February 2020, by the following roll call vote:

AYES: ELITHARP, HERNANDEZ, MARTIN, SANNELLA, EVANS
NOES:
ABSTAIN:
ABSENT:



Betty D. Evans President
Board of Directors
Vallecitos Water District

ATTEST:



Glenn Prui
General Manager
Vallecitos Water District

DATE: MARCH 2, 2022
TO: BOARD OF DIRECTORS
SUBJECT: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEAT B

BACKGROUND:

The CSDA Elections and Bylaws Committee is seeking independent special district Board members or General Managers from the southern network who are interested in leading the direction of the CSDA for the 2023-2025 term, Seat B.

DISCUSSION:

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered three-year terms. Candidates must be affiliated with an independent special district that is a CSDA member in good standing and located within the geographic network they seek to represent.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to the CSDA's member services, legislative advocacy, education, and resources. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitments and expectations include: attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento; participate on a least one committee, meets 3-5 times per year at the CSDA office in Sacramento; attend, at a minimum, the following CSDA annual events: Special District Legislative Days and the CSDA Annual Conference; complete all four modules of CSDA's Special District Leadership Academy within two years of being elected; and complete Annual Chief Executive Officer Evaluation.

Any regular member in good standing is eligible to nominate one person, a Board member or managerial employee, for election to the CSDA Board of Directors. A resolution or minute action and Candidate Information Sheet must accompany the Nomination Form. The deadline for receiving nominations is March 31, 2022. Based on the nominations received, CSDA will develop a list of eligible candidates.

CSDA will begin electronic voting on June 2, 2022. All votes must be received through the system no later than 5:00 p.m. July 8, 2022. All selected Board members will be introduced at the Annual Conference in Palm Desert in August 2022.

Don Bartz, General Manager of Phelan Pinon Hills Community Services District is the southern network Seat B incumbent and is running for re-election.

RECOMMENDATION:

Request Board direction.

ATTACHMENTS:

Board Commitments & Responsibilities
CSDA Board Candidate Information Sheet
Board of Directors Nomination Form



Policy 2.16: Board Commitments & Responsibilities

Overview:

The Board of Directors is responsible for ensuring the Association's long-term financial stability and integrity. Directors ensure the Association fulfills its mission to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. In order to foster the Association's continued viability and growth, effective member engagement and sufficient revenue are essential. Accordingly, Directors pledge to be active participants and promote the Association and its services.

Core Commitments:

1. Support the approved CSDA mission statement, vision statement, and Board beliefs.
2. Advocate for the Association and its members.
3. Serve as a part of a unified governing body.
4. Govern within Board policies, standards and ethics.
5. Dedicate the time and energy necessary to be effective.
6. Represent and make policy decisions based on the impact to the entire special districts community.
7. Respect the individual views of Directors, then collectively support Board decisions.
8. Communicate as a cohesive Board of Directors with a common vision and voice.
9. Operate with the highest standards of integrity and trust.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



Duties & Responsibilities:

General Participation

1. Regularly attend Board meetings – a Board member may be dismissed after three unexcused absences.
2. Actively participate in decision-making by being familiar with issues and prepared to address all agenda items.
3. Participate in setting CSDA policy, budget approval and establishing the direction for the Association through the Strategic Plan.
4. Actively participate as a member of at least one and no more than two CSDA committees – Board Officers may participate in more than two committees as required in the CSDA Bylaws and Board Policy Manual.
5. Attend the Association's annual conference and legislative days and participate in other meetings/events.

Governance & Training

1. Complete all four modules of CSDA's Special District Leadership Academy (SDLA) within 2 years of being elected/appointed to the CSDA Board of Directors prior to the expiration of a CSDA Board Member's full-term of office. If not completed by the end of the full-term, the CSDA Board Member shall be ineligible to run for re-election on the CSDA Board of Directors unless they are registered to attend the next available SDLA event.
2. Attend Board member orientation training provided by CSDA.
3. Provide CSDA electronic certificates for posting on the CSDA website indicating current and successful completion of AB1234 (Ethics Training), AB1825 (Harassment Prevention Training), and graduation from the CSDA Special District Leadership Academy (SDLA).

Association Programs

1. Actively understand and encourage participation in CSDA partner programs (SDRMA, CSDA Finance Corporation, SDLF) as well as other CSDA endorsed services within your district, chapter, Network service area and statewide.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



CEO Performance Evaluation

1. Complete and submit the annual Chief Executive Officer (CEO) performance evaluation form by the designated due date. A written request to be excused from submitting the CEO evaluation form may be submitted to the CSDA President for consideration. The CSDA President shall determine if the request is approved or denied using Board Policy: 2.17-Excused Absences as guidance. If the CEO evaluation is not completed by a CSDA Board Member that has not been excused, that individual shall be ineligible to run for re-election on the CSDA Board of Directors upon completion of their term.

Advocacy, Recruitment & Retention

1. Encourage timely responses from your district and service area to CSDA legislative calls to action and other grassroots efforts. Play an active grassroots role within your service area and participate in grassroots campaigns coordinated by CSDA.
2. Advocate for CSDA with an emphasis on building relationships and furthering the understanding/awareness of special districts and the Association within your service area, chapter and statewide.
3. Promote CSDA membership and engagement opportunities in ways appropriate within your service area (i.e. sponsorships, advertisers, exhibitors, speakers, professional development opportunities, services, programs, etc.).

Finance

1. Read and understand CSDA financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2022 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

March 31, 2022 at 5:00 p.m.

VALLECITOS WATER DISTRICT
Board of Directors Per Diem and Expenses (1)
Paid October 1st, 2021 through December 31st, 2021

Director Meeting/Seminar	Per Diem		Benefits	Meeting			Meals	Reimb from Other Agencies	Total
	#	Payments		Registration	Travel	Lodging			
BOYD-HODGSON, Tiffany									
Paid by VWD:									
VWD Meetings	14	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00
ACWA	-	-	-	385.00	-	-	-	-	385.00
City of San Marcos GPAC	2	400.00	-	-	-	-	-	-	400.00
CSDA - CA Special Districts Assoc	1	200.00	-	-	124.11	1,227.40	87.46	-	1,638.97
P3 Committee	3	600.00	-	-	-	-	-	-	600.00
SDLA	4	800.00	-	-	68.89	-	46.94	-	915.83
Group Insurance	-	-	10.50	-	-	-	-	-	10.50
	<u>24</u>	<u>\$ 4,800.00</u>	<u>\$ 10.50</u>	<u>\$ 385.00</u>	<u>\$ 193.00</u>	<u>\$ 1,227.40</u>	<u>\$ 134.40</u>	<u>\$ -</u>	<u>\$ 6,750.30</u>
ELITHARP, CRAIG									
Paid by VWD:									
VWD Meetings	22	\$ 4,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400.00
ACWA	2	400.00	-	-	-	-	-	-	400.00
CASA	4	800.00	-	595.00	427.09	444.36	29.84	-	2,296.29
Group Insurance	-	-	272.10	-	-	-	-	-	272.10
Paid by VWD - SDCWA pmt differential	5	250.00	-	-	-	-	-	-	250.00
Paid by SDCWA **	7	1,050.00	-	-	-	-	-	-	1,050.00
	<u>40</u>	<u>\$ 6,900.00</u>	<u>\$ 272.10</u>	<u>\$ 595.00</u>	<u>\$ 427.09</u>	<u>\$ 444.36</u>	<u>\$ 29.84</u>	<u>\$ -</u>	<u>\$ 8,668.39</u>
HERNANDEZ, James									
Paid by VWD:									
VWD Meetings	19	\$ 3,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00
ACWA	3	600.00	-	725.00	-	-	-	-	1,325.00
CSDA - CA Special Districts Assoc	3	600.00	-	30.00	-	666.82	-	-	1,296.82
UWI - Urban Water Institute	2	400.00	-	-	-	-	-	-	400.00
Group Insurance	-	-	4,803.51	-	-	-	-	-	4,803.51
Paid by EWA - Encina JPA	10	2,214.10	-	-	-	-	-	-	2,214.10
	<u>37</u>	<u>\$ 7,614.10</u>	<u>\$ 4,803.51</u>	<u>\$ 755.00</u>	<u>\$ -</u>	<u>\$ 666.82</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,839.43</u>
PENNOCK, James									
Paid by VWD:									
VWD Meetings	14	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00
ACWA	1	200.00	-	385.00	-	-	-	-	585.00
CSDA - CA Special Districts Assoc	7	1,400.00	-	30.00	43.12	1,227.40	72.16	-	2,772.68
P3 Committee	3	600.00	-	-	-	-	-	-	600.00
SDLA	-	-	-	-	431.59	-	73.48	-	505.07
Group Insurance	-	-	6,278.43	-	-	-	-	-	6,278.43
	<u>25</u>	<u>\$ 5,000.00</u>	<u>\$ 6,278.43</u>	<u>\$ 415.00</u>	<u>\$ 474.71</u>	<u>\$ 1,227.40</u>	<u>\$ 145.64</u>	<u>\$ -</u>	<u>\$ 13,541.18</u>
SANNELLA, Mike									
Paid by VWD:									
VWD Meetings	24	\$ 4,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00
CSDA - CA Special Districts Assoc	1	200.00	-	30.00	32.93	-	-	-	262.93
Group Insurance	-	-	6,278.43	-	-	-	-	-	6,278.43
Paid by EWA - Encina JPA	7	1,549.87	-	-	-	-	-	-	1,549.87
	<u>32</u>	<u>\$ 6,549.87</u>	<u>\$ 6,278.43</u>	<u>\$ 30.00</u>	<u>\$ 32.93</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,891.23</u>
TOTALS ⁽¹⁾	158	\$ 30,863.97	\$ 17,642.97	\$ 2,180.00	\$ 1,127.73	\$ 3,565.98	\$ 309.88	\$ -	\$ 55,690.53

(1) Includes both expenses paid directly by the Agencies and reimbursements of expenses paid by Board members.
Presented in accordance with ordinance number 216, effective 02/26/2020. (Board per Diem, \$200/meeting)

* As of 3rd Qtr 2021- EWA meetings are \$221.41 each - VWD payment differential no longer applies

** SDCWA only required to publish report for Boardmember payments once per year. Fiscal Year End, June 30th

VWD Director's Compensation for Oct-Dec 2021
Payments from SDCWA (San Diego County Water Authority)

<u>Director</u>	<u>Check</u>	<u>Chk Date</u>	<u>Per Diem Payments</u>	<u>Mileage</u>	<u>Travel/Other</u>	<u>Total</u>
CRAIG ELITHARP	213940	10/7/2021	\$450.00	\$0.00	\$0.00	\$450.00
CRAIG ELITHARP	214494	11/4/2021	\$150.00	\$0.00	\$0.00	\$150.00
CRAIG ELITHARP	214994	12/2/2021	\$300.00	\$0.00	\$0.00	\$300.00
CRAIG ELITHARP	215487	12/30/2021	\$150.00	\$0.00	\$0.00	\$150.00
Total			\$1,050.00	\$0.00	\$0.00	\$1,050.00

**VWD Director's Compensation for Oct-Dec 2021
Payments from EWA (Encina Wastewater Authority)**

<u>NAME</u>	<u>EWA DATE</u>	<u>CHECK NO</u>	<u>INVOICE NET</u>	<u>DESCRIPTION</u>
MICHAEL A. SANNELLA	10/20/2021	6074	\$221.41	PFC BOARD MEETING 10/21
MICHAEL A. SANNELLA	11/03/2021	6129	221.41	BOD MEETING 10/27/2021
MICHAEL A. SANNELLA	11/16/2021	6185	221.41	PFC BOARD MEETING 11/9/21
MICHAEL A. SANNELLA	11/30/2021	6247	221.41	BOD MEETING 11/17/2021
MICHAEL A. SANNELLA	12/14/2021	6308	221.41	PFC BOARD MEETING 12/7/21
MICHAEL A. SANNELLA	12/14/2021	6308	221.41	GM INTERVIEWS 12/8/2021
MICHAEL A. SANNELLA	12/28/2021	6367	221.41	EWA BOARD MEETING 12/15/21
		Meetings Only	\$1,549.87	
JIM HERNANDEZ	11/03/21	190687	\$221.41	AD HOC COMMITTEE MEETING 10/19
JIM HERNANDEZ	11/03/21	190687	221.41	CIC MEETING 10/20/21
JIM HERNANDEZ	11/03/21	190687	221.41	BOD MEETING 10/27/2021
JIM HERNANDEZ	11/16/21	190722	221.41	AD HOC COMMITTEE MEETING 11/04
JIM HERNANDEZ	11/16/21	190722	221.41	AD HOC COMMITTEE MEETING 11/05
JIM HERNANDEZ	11/16/21	190722	221.41	CIC BOARD MEETING 11/10/21
JIM HERNANDEZ	11/30/21	190761	221.41	BOD MEETING 11/17/2021
JIM HERNANDEZ	12/14/21	190801	221.41	CIC BOARD MEETING 12/08/21
JIM HERNANDEZ	12/14/21	190801	221.41	GM INTERVIEWS 12/8/2021
JIM HERNANDEZ	12/28/21	190847	221.41	EWA BOARD MEETING 12/15/21
		Meetings Only	\$2,214.10	
			\$3,763.97	