

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE VALLECITOS WATER DISTRICT  
WEDNESDAY, JULY 20, 2022, AT 5:00 PM, AT THE DISTRICT OFFICE  
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

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 Norvell  
Administrative Services Manager Emmanuel  
District Engineer Hubbard  
Chief Financial Officer Owen  
Capital Facilities Senior Engineer Morgan  
Development Services Senior Engineer Lopez  
Asset Management Supervisor Bennett  
Public Information/Conservation Supervisor Robbins  
Principal Financial Analyst Arthur  
Engineering Technician III Stichter  
Information Technology Analyst Todd  
Executive Assistant Johnson

Ivan Ramirez Carrillo and Leilani Rodriguez led the pledge of allegiance.

ADDITIONS TO THE AGENDA

None.

ADOPT AGENDA FOR THE REGULAR MEETING OF JULY 20, 2022

22-07-01 MOTION WAS MADE by Director Boyd-Hodgson, seconded by Director Pennock, and carried unanimously, to adopt the agenda for the Regular Board Meeting of July 20, 2022.

PUBLIC COMMENT

None.

## PRESENTATIONS

Public Information/Conservation Supervisor Robbins presented certificates and gift bags to students Ivan Ramirez Carrillo (second place) and Leilani Rodriguez (first place), two of the top three entrants in the Poster Contest selected to represent Vallecitos Water District in the North County Water Agencies' 2023 calendar. Rose Tucker (third place) was unable to attend the presentation.

Soma Bhadra of the California Water Environment Association presented the State-wide "Community Engagement and Outreach Best Use of Social Media" award to the District.

## CONSENT CALENDAR

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

### 1.1 Approval of Minutes

- A. Special Board Meeting – May 19, 2022
- B. Closed Session Board Meeting – June 1, 2022
- C. Regular Board Meeting – June 1, 2022
- D. Public Awareness/Personnel/Policy Committee Meeting – June 6, 2022
- E. Regular Board Meeting – June 15, 2022
- F. Public Awareness/Personnel/Policy Committee Meeting – July 11, 2022

### 1.2 Warrant List through July 20, 2022 - \$9,433,745.84

### 1.3 Financial Reports

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

### 1.4 Operations & Maintenance Metrics Quarterly Report – June 30, 2022

- 1.5 Resolution Adopting the Annual Pay Schedule with the Cost-of-Living Salary Adjustment for Fiscal Year 2022/23
- 1.6 Ordinance Establishing Administrative Charges to Recover Indirect Costs for Fiscal Year 2022/23
- 1.7 Approval of Construction Agreement for Panera Bread (Manna Development Group, LLC)
- 1.8 Approval of As-Needed Engineering Services Agreements for Fiscal Years 2022/23 and 2023/24
- 1.9 Set Public Hearing for Report on District Water Quality Relative to Public Health Goals

### PUBLIC HEARING

#### PUBLIC HEARING TO ADOPT A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLECITOS WATER DISTRICT APPROVING THE SEWER SERVICE FEES TO BE COLLECTED ON THE TAX ROLL FOR IMPROVEMENT DISTRICT "A" FOR THE FISCAL YEAR JULY 1, 2022, TO JUNE 30, 2023.

President Elitharp opened the hearing as duly noticed and posted to consider the collection of sewer service fees on the tax roll. The hearing opened at 5:11 p.m.

Principal Financial Analyst Arthur stated that on June 15, 2022, the Board adopted Resolution No. 1617 electing to collect the sewer service fees on the tax roll for Improvement District "A" for the Fiscal Year July 1, 2022, to June 30, 2023. The purpose of the hearing was to receive public input regarding the method of collecting the sewer service fees for sewer only customers on the tax roll and the adoption of a resolution approving the collection of the fees.

Staff recommended the Board adopt the resolution authorizing the sewer service fees for Improvement District "A" to be collected on the tax roll for the Fiscal Year July 1, 2022, to June 30, 2023.

General Manager Pruim stated no written public comments were received. There being no persons wishing to address the Board, President Elitharp closed the hearing at 5:15 p.m.

22-07-03 MOTION WAS MADE by Director Hernandez, seconded by Director Boyd-Hodgson, and carried unanimously, to adopt the resolution.

Resolution No. 1619 - The roll call vote was as follows:

AYES: Boyd-Hodgson, Elitharp, Hernandez, Pennock, Sannella  
NOES:  
ABSTAIN:  
ABSENT:

ACTION ITEM(S)

SCHOLARSHIP CONTEST RECOMMENDATION

Public Information/Conservation Supervisor Robbins provided details regarding the District's scholarship program approved by the Board on February 2, 2022. The scholarship budget was set at \$6,000 annually with a maximum of six scholarships offered.

The Public Awareness, Personnel and Policy Committee (P3) reviewed the 13 scholarship applications that were received and recommended five recipients.

General discussion took place regarding criteria used in selecting the recipients and awarding either five scholarships at \$1,000 each or \$1,200 each to use the entire \$6,000 scholarship budget.

22-07-04 MOTION WAS MADE by Director Hernandez, seconded by Director Boyd-Hodgson, and carried unanimously, to award \$1,200 to each of the five recommended scholarship recipients.

WATER SUPPLY CONDITIONS UPDATE

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

- Vallecitos Currently in a Level 2 – Drought Alert
- Since 2019, California Has Missed a Whole Year of Rain
- Northern Sierra 8-Station Precipitation Index
- Snowpack Water Content
- California Reservoir Storage
- Colorado River Status
- Three-Month Temperature Outlook

General discussion took place.

This item was presented for information only.

RESOLUTION OF THE BOARD OF DIRECTORS IN SUPPORT OF THE MONTH OF JUNE AS PRIDE MONTH IN THE VALLECITOS WATER DISTRICT ANNUALLY

Public Information/Conservation Supervisor Robbins stated June is the nationwide month to recognize the Lesbian, Gay, Bisexual, Transgender and Queer/Questioning, and Plus (LGBTQ+) community. The District recently implemented enhanced efforts to support diversity and inclusion in its recruitment and hiring efforts. The proposed resolution, which was presented to the P3 Committee on July 11, 2022, would further cement the District's commitment as an equal opportunity employer. The P3 Committee recommended the resolution be presented to the Board for consideration.

Staff recommended the Board adopt the resolution supporting June as Pride Month on an annual basis.

General discussion took place.

22-07-05 MOTION WAS MADE by Director Boyd-Hodgson, seconded by Director Sannella, and carried unanimously, to adopt the resolution.

Resolution No. 1620 - The roll call vote was as follows:

AYES: Boyd-Hodgson, Hernandez, Pennock, Sannella, Elitharp  
NOES:  
ABSTAIN:  
ABSENT:

PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 FOR THE MEADOWLARK WATER RECLAMATION FACILITY SODIUM HYPOCHLORITE CONVERSION PROJECT

Capital Facilities Senior Engineer Morgan reviewed details of the project included in the staff report and the reason for the amendment to the Professional Services Agreement with Murraysmith. The project will remove the existing acute hazard of using chlorine gas as a disinfectant at the Meadowlark Water Reclamation Facility (MRF) and will also reduce regulatory requirements and operations and maintenance staff time at MRF.

Staff recommended the Board authorize the General Manager to execute Amendment No. 1 under the current Professional Services Agreement with Murraysmith in the amount of \$74,102 for proof-of-concept testing for the MRF Conversion to Sodium Hypochlorite Project.

General discussion took place.

22-07-06 MOTION WAS MADE by Director Sannella, seconded by Director Boyd-Hodgson, and carried unanimously, to approve staff's recommendation.

PROJECT ACCEPTANCE FOR THE MEADOWLARK WATER RECLAMATION FACILITY  
BIOLOGICAL SELECTOR IMPROVEMENT PROJECT

Capital Facilities Senior Engineer Morgan reviewed background information regarding the project included in the staff report. The existing membrane panels in the aeration basins at the Meadowlark Water Reclamation Facility had exceeded their useful life and replacement parts were difficult to obtain, requiring new ceramic disc diffusers and a new design. The project was determined to be substantially complete in May 2022.

Staff recommended the Board accept the project and authorize the General Manager to file a Notice of Completion and release of retention funds to the contractor following the 60-day notice period, provided no claims are filed, in conformance with the contract documents.

22-07-07 MOTION WAS MADE by Director Sannella, seconded by Director Hernandez, and carried unanimously, to approve staff's recommendation.

EMPLOYEE ASSOCIATION REQUEST REGARDING COST-OF-LIVING SALARY  
ADJUSTMENT

General Manager Pruiim stated the Memorandum of Understanding (MOU) between the District and the Vallecitos Water District Employees Association (Association) contains a provision for an annual Cost-of-Living Salary Adjustment (COLA). The current MOU specifies the COLA shall not exceed 3% in years 2 through 4 of the agreement.

General Manager Pruiim further stated that in recent months, inflation rates have been well above the historic range, and have exceeded 8% for several months. Association representatives met with him to discuss the impacts of high inflation on its members and asked if the District would consider removing the 3% cap on the COLA. Several options were discussed. One option is to use monies that were brought in because of the efforts of the employees and monies earmarked for employee benefits. One source of funds is the remaining \$54,445 from the ACWA/JPIA refund of \$126,945 received during the Fiscal Year (FY) 2021/2022 due to the District's low insurance claims history. \$72,500 of that amount was given to employees as a one-time \$500 bonus to recognize their efforts and a one-time \$500 bonus to employees who became fully vaccinated against COVID. Another source of funds is from the District's budgeted deferred compensation match to employees participating in that program in the amount of \$218,000, of which \$49,570.54 is unspent as of the end of FY 2021/2022. Between those two funding sources, which were always intended to benefit employees or came about as a result of their excellent work practices, there is a balance of \$104,015.54 from FY 2021/2022.

General Manager Pruim asked the Board to consider giving each employee, excluding himself, a one-time lump-sum inflation-relief bonus of \$1,000. The bonus would be taxable income and would have no impact on each employee's salary for retirement purposes.

General discussion took place.

Association President Ingrid Stichter commented on the Association's discussions with General Manager Pruim regarding ideas to relieve financial hardship on the employees due to high inflation other than modifying the current cap on the COLA. She expressed the Association's gratitude for anything the Board can do to help.

22-07-08 MOTION WAS MADE by President Elitharp, seconded by Director Sannella, and carried unanimously, to provide each employee with a one-time lump-sum inflation-relief bonus of \$1,000.

#### DISCUSSION REGARDING IN-PERSON PUBLIC MEETINGS

General Manager Pruim stated that with COVID cases increasing locally, the District may have to return to conducting its public meetings virtually. He discussed the conditions under which Assembly Bill 361 allows a public agency to conduct their meetings via teleconferencing during a proclaimed state of emergency. If by majority vote, a governing body makes one or more finding(s) in order to conduct public meetings virtually, they must make a finding every 30 days to continue with virtual meetings. The findings are:

- The state of emergency continues to directly impact the ability of the members to meet safely in person; or
- State or local officials continue to impose or recommend measures to promote social distancing.

General discussion took place regarding authorizing General Manager Pruim to make the determination on holding a meeting in-person, virtually, or in a hybrid virtual setting based on current conditions. The Board granted General Manager Pruim that authority. In addition, it was decided that if a meeting is conducted in a hybrid virtual manner, the public would not be allowed to attend the meeting in person due to safety concerns.

#### SAN MARCOS CHAMBER OF COMMERCE – MEET YOUR ELECTED OFFICIALS BUSINESS MIXER PER DIEM/EXPENSE REIMBURSEMENT APPROVAL

General Manager Pruim stated the San Marcos Chamber of Commerce Meet Your Elected Officials Business Mixer scheduled on July 28 is not considered compensable under District Ordinance No. 216; therefore, approval for per diem and expense reimbursement is required.

General discussion took place.

22-07-09 MOTION WAS MADE by Director Hernandez, seconded by President Elitharp, and carried 4 – 1, with Director Pennock voting no, to approve per diem and expense reimbursement for attendance to the event.

Director Hernandez left the meeting at 6:28 p.m.

## REPORTS

### GENERAL MANAGER

None.

### DISTRICT LEGAL COUNSEL

Legal Counsel Norvell stated that his firm is tracking several bills that would amend the Brown Act to update teleconferencing provisions.

### SAN DIEGO COUNTY WATER AUTHORITY

Director Elitharp stated the SDCWA Board held its regular meeting on June 23, at which the SDCWA's rates and charges for calendar year 2023 were adopted. The next Board meeting is scheduled on July 28.

### ENCINA WASTEWATER AUTHORITY

Director Sannella stated the Policy and Finance Committee met on July 12, at which the Committee received an update on the appropriation of funds for the upcoming fiscal year for the operating and capital program budgets.

### STANDING COMMITTEES

Director Boyd-Hodgson stated the Public Awareness/Personnel/Policy Committee selected the scholarship recipients at their July 11 meeting.

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

Director Sannella reported on his attendance to the Council of Water Utilities meeting on July 19.

Director Boyd-Hodgson stated she recently participated in a podcast on the Sustainable Urban Network regarding water and environmental justice.



OTHER BUSINESS

None.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

General Manager Pruim stated the Cost of Service Study for water and water rates will be placed on the August 3 Board agenda.

Director Pennock stated he will be attending the City of San Marcos General Plan Advisory Committee meeting on July 21.

ADJOURNMENT

There being no further business to discuss, President Elitharp adjourned the Regular Meeting of the Board of Directors at the hour of 6:37 p.m.

A Regular Meeting of the Vallecitos Board of Directors has been scheduled for Wednesday, August 3, 2022, at 5:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

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Craig Elitharp, President  
Board of Directors  
Vallecitos Water District

ATTEST:

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Glenn Pruim, Secretary  
Board of Directors  
Vallecitos Water District