

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, OCTOBER 19, 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

Absent: Director Pennock
Director Sannella

Staff Present: General Manager Pruim
Assistant General Manager Gumpel
Legal Counsel Gilpin
Administrative Services Manager Emmanuel
District Engineer Hubbard
Chief Financial Officer Owen
Chief Technology Officer Labarrere
Operations & Maintenance Manager Pedrazzi
Capital Facilities Senior Engineer Morgan
Development Services Senior Engineer Lopez
Capital Facilities Assistant Engineer Fretwell
Public Information/Conservation Supervisor Robbins
Principal Financial Analyst Arthur
Human Resources Analyst Anderson
Information Technology Analyst Todd
Engineering Technician II Lopez
Senior Executive Assistant Flores
Executive Assistant Johnson

Others Present: Mitch Cochran, Municipal Information Systems Association of California

General Manager Pruim led the pledge of allegiance.

ADDITIONS TO THE AGENDA

None.

ADOPT AGENDA FOR THE REGULAR MEETING OF OCTOBER 19, 2022

22-10-06 MOTION WAS MADE by Director Hernandez, seconded by Director Boyd-Hodgson, and carried unanimously, with Directors Pennock and Sannella absent, to adopt the agenda for the Regular Board Meeting of October 19, 2022.

PUBLIC COMMENT

None.

PRESENTATION(S)

Mitch Cochran, representing the Municipal Information Systems Association of California, presented the Board with the 2022 Award for Achievement – Information Technology Practices that was awarded to the District for meeting or surpassing local government standards in technology.

General Manager Pruiem recognized the following employees for their achievements during the first quarter of Fiscal Year 2022/2023:

Ann Lopez – Received Distribution II Certificate

Alison Fretwell – Upgraded to Engineering Technician I

Trevor Partain – Passed Distribution II Test

Chris Tapia – Passed Distribution III Test

Mitchell Toth – Received Distribution III Certificate

Chris Robbins – Implemented Summer Internship Program; Issued Five Scholarships

Finance & Accounting Team – Awarded Certificate of Achievement for Excellence in Financial Reporting

CONSENT CALENDAR

22-10-07 MOTION WAS MADE by Director Boyd-Hodgson, seconded by Director Hernandez, and carried unanimously with Directors Pennock and Sannella absent, to approve the Consent Calendar as presented.

1.1 Approval of Minutes

- A. Public Awareness/Personnel/Policy Committee Meeting – October 3, 2022
- B. Closed Session Board Meeting – October 5, 2022
- C. Regular Board Meeting – October 5, 2022

1.2 Warrant List through October 19, 2022 - \$4,893,785.97

1.3 Financial Reports

- A. Water Meter Count – September 30, 2022
- B. Water Production/Sales Report – 2022/2023
- C. Quarterly Financial Report – September 30, 2022
- D. Per Capita Water Consumption – September 30, 2022
- E. Water Revenue and Expense Report – September 30, 2022

- F. Sewer Revenue and Expense Report – September 30, 2022
- G. Reserve Funds Activity – September 30, 2022
- H. Investment Report – September 30, 2022
- I. Legal Fees Summary – September 30, 2022

1.4 Operations & Maintenance Metrics Quarterly Report – September 30, 2022

1.5 Approve Additional As-Needed Engineering Professional Services Agreement with Enterprise Automation

PUBLIC HEARING

CONTINUED FROM OCTOBER 5, 2022, BOARD OF DIRECTORS MEETING – CONSIDER ADOPTING RESOLUTIONS OF NECESSITY FOR THE ACQUISITION OF EASEMENT INTERESTS IN (1) ASSESSOR'S PARCEL NUMBER (APN) 228-360-43 AND (2) APNS 228-370-38 AND 228-370-04 FOR THE MONTIEL LIFT STATION AND FORCEMAIN REPLACEMENT PROJECT IN SAN MARCOS, CALIFORNIA

President Elitharp stated staff recommended this item be continued to the Wednesday, November 2, 2022, Regular Board meeting to allow the District time to continue discussions with the property owners.

22-10-08 MOTION WAS MADE by Director Hernandez, seconded by Director Boyd-Hodgson, and carried unanimously, with Directors Pennock and Sannella absent, to continue the Public Hearing to the November 2, 2022, Regular Board Meeting.

ACTION ITEM(S)

WATER SUPPLY CONDITIONS UPDATE

Public Information/Conservation Supervisor Robbins stated irrigation is currently restricted to three days per week; however, he will be issuing a press release on October 31, 2022, when irrigation will be restricted to two days per week November through May.

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

- Vallecitos Currently in a Level 2 – Drought Alert
- Northern Sierra 8-Station Precipitation Index
- California Reservoir Storage
- Colorado River Status
- Three-Month Temperature Outlook
- Three-Month Precipitation Outlook

This item was presented for information only.

URBAN RETAIL WATER SUPPLIERS: WATER LOSS MANAGEMENT

Public Information/Conservation Supervisor Robbins stated all urban water suppliers in California are required to submit an annual water loss report to the State Water Resources Control Board (SWRCB).

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

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

This item was presented for information only.

FISCAL YEAR 2023 TACTICAL PLAN INITIATIVES

General Manager Pruim provided a brief overview of the 2022 Strategic Plan and associated Tactical Plan 2023 and Tactical Plan Initiatives (TPIs).

Staff recommended the Board adopt Tactical Plan 2023.

General discussion took place during which Director Boyd-Hodgson suggested additional TPIs to include the creation of best practices to consolidate billing for large customer groups, promoting information to homeowners regarding water conservation and landscaping, and to provide a list of herbicides and pesticides the District uses with information on how and when they are used.

The Board directed staff to add the suggested initiatives to the TPIs and present the revised Tactical Plan 2023 to the Board for their consideration at the November 2, 2022, Regular Board meeting.

APPROVE GENERAL MANAGER CONTRACT EXTENSION

Legal Counsel Gilpin requested the Board consider approval of the Second Amendment to the First Amended Employment Agreement between the District and General Manager Pruim. The amended agreement, a two-year extension of the existing agreement, increases General Manager Pruim's salary by \$13,686 (5%) per year from \$273,716 to \$287,402, provides continued eligibility for annual increases at the Board's discretion, and increases Executive Leave from 50 hours per calendar year to 80 hours per calendar year. All other terms and conditions of the existing agreement will remain the same.

Legal Counsel Gilpin recommended the Board approve the Second Amendment to the First Amended Employment Agreement between the District and General Manager Pruim.

22-10-09 MOTION WAS MADE by Director Hernandez, seconded by Director Boyd-Hodgson, and carried unanimously, with Directors Pennock and Sannella absent, to approve Legal Counsel Gilpin's recommendation.

REPORTS

GENERAL MANAGER

General Manager Pruim stated the District's Water Academy will be held on Thursday, October 20, beginning at 8:30 a.m.

DISTRICT LEGAL COUNSEL

Legal Counsel Gilpin commented on the Coastal Commission's recent approval of the South Coast Water District's desalination plant.

SAN DIEGO COUNTY WATER AUTHORITY

Director Elitharp stated the next Regular Board meeting is scheduled for October 27.

ENCINA WASTEWATER AUTHORITY

Director Hernandez reported on actions taken at the Capital Improvement Committee meeting this morning.

STANDING COMMITTEES

None.

DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

None.

OTHER BUSINESS

QUARTERLY BOARD EXPENSES

This item was provided per Ordinance No. 221; no action required.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

None.

ADJOURNMENT

There being no further business to discuss, President Elitharp adjourned the Regular Meeting of the Board of Directors at the hour of 5:44 p.m.

A Regular Meeting of the Vallecitos Board of Directors has been scheduled for Wednesday, November 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 Pruum, Secretary
Board of Directors
Vallecitos Water District