

AGENDA FOR A COMMITTEE MEETING OF THE WHOLE
SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
MONDAY, OCTOBER 4, 2010, AT 1:00 P.M.
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT FERGUSON

ORAL COMMUNICATIONS

Persons wishing to address a matter not on the Agenda may be heard at this time; however, no action will be taken until the matter is placed on a future agenda in accordance with Board policy.

ITEMS FOR DISCUSSION

1. TRAVEL AND REIMBURSEMENT POLICY (pp. 1–40)
2. OPEN HOUSE UPDATE
3. MASTER PLAN PRESENTATION (pp. 41)

*****END OF DISCUSSION ITEMS*****

OTHER BUSINESS

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

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.

AFFIDAVIT OF POSTING

I, Diane Posvar, Executive Secretary of the Vallecitos Water District, hereby certify that I caused the posting of this Agenda in the outside display case at the District office, 201 Vallecitos de Oro, San Marcos, California by 12:00 p.m., Thursday, September 30, 2010.



Diane Posvar

MINUTES OF A COMMITTEE MEETING OF THE WHOLE
SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
MONDAY, OCTOBER 4, 2010, AT 1:00 PM AT THE DISTRICT OFFICE,
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

President Ferguson called the Committee meeting to order at the hour of 1:00 p.m.

Present: Director Ferguson
Director Gentry
Director Hannan
Director Poltl
Director Shell

Staff Present: General Manager Lamb
Legal Counsel Scott
Finance Manager Scaglione
Administrative Services Manager Caudle
District Engineer Gerdes
Operations & Maintenance Manager Arrant
Capital Facilities/Construction Engineer Gumpel
Capital Facilities Engineer Scholl
Development Services Supervisor Brandstrom
Public Information/Conservation Supervisor Urabe
Executive Secretary Posvar

ORAL COMMUNICATIONS

None.

COMMITTEE ITEMS

TRAVEL AND REIMBURSEMENT POLICY

General Manager Lamb stated that Ordinance No. 142 was reviewed by the Board on June 7, 2010, at which time several organizations were removed from Section 2.1, Authorized Memberships. The Ordinance established general rules and provisions for conducting the business of the Board, established Board meeting dates and times, and attendance to conference and per diems for Board members. Included in the Ordinance is a provision for compliance with Resolution No. 1264 which governs Board and employee travel.

General Manager Lamb stated that subsequent to reviewing the Ordinance, the District received a letter from the San Diego Taxpayers Association with numerous recommendations regarding travel and business expense reimbursements. Finance

Manager Scaglione reviewed the suggestions, and working through the General Manager and Counsel, drafted suggested changes to Ordinance No. 142 and Resolution No. 1264.

General Manager Lamb identified changes made in the documents and stated that the most significant change was the addition of clarification on meal reimbursements for meals for in-town and out-of-town travel.

General discussion took place and included changes to IRS rules with regard to meal reimbursements. During general discussion, concern was expressed with regard to meals not being reimbursable for attendance at an in-town, all day seminar.

Following general discussion, staff was requested to verify the IRS rule and AB 1234 provisions with regard to meal reimbursements. Any necessary modifications will be made prior to presenting the Ordinance to the full Board for consideration.

OPEN HOUSE UPDATE

Public Information/Conservation Supervisor Urabe provided an update on the Open House as follows:

- The garden is making progress and the project should be completed this week.
- Additional planting will take place tomorrow; the nursery didn't have all the plants needed, therefore, staff had to purchase some additional plants
- Found a great deal on aluminum structures; wood, as proposed by the students, would not have been structurally sound
- The posts will be installed by Wednesday or Thursday of this week
- Will be adding more decomposed granite onto the paths
- The mulch will be delivered this week
- A new irrigation system will be installed on Wednesday
- The casting for the hand, which is a month long process, will be ready before the Open House
- Signage will be in next week
- A banner for the Open House will be put up on the front fence
- Ribbon cutting ceremony for the Open House will be at 1:00 p.m.
- Tours of the garden will take place after the ribbon cutting ceremony
- The shade structures should be installed by Wednesday or Thursday of this week
- The project is currently just under budget

General Manager Lamb stated that after going through the construction process, it was found that much of the student's proposed design would not have actually made it through the normal permitting process. Staff contacted the professor at Palomar

College to suggest that a component be added to the program that students be required to determine what permits would be required and what would be needed to build their project. The professor will be adding this component to their next project. Currently, the students are working on another project and the City of Vista volunteered to walk the students through the permitting process.

MASTER PLAN PRESENTATION

General Manager Lamb stated that when the Board approved the Notice of Preparation, staff identified a series of meetings both at the Board workshop level and public hearings which are part of the NOP process. General Manager Lamb introduced Capital Facilities Engineer Robert Scholl to facilitate the presentation. He also introduced Jennifer Duffy of PBS&J (consultant for the project), who was in the audience to answer any questions that may arise.

Capital Facility Engineer Scholl reviewed the methodology used to get to the current point. Construction of the Capital Improvement Program included:

- Obtaining land use data: obtained approved land use information from all land use agencies served by the District; obtained SANDAG existing population estimates and projected future infill estimates; the Master Plan includes all agency-approved developments up to June 30, 2008
- Duty factors for various land use categories generated using several sources: readings from all VWD water meter accounts from 2002 to 2007; readings from sewer flow meters installed throughout the collection system; comparisons between water meter and sewer flow meter data; comparisons to duty factors utilized in previous VWD Master Plans; made comparative review against other agencies' duty factors for consistency
- Water and sewer duty factor comparisons with past Master Plans
- Land use additions considered in 2008 Master Plan; added high-density multi-family residential – water demands, wastewater generation; added methodology for calculating mixed use water demands and wastewater generation rates
- Water and wastewater demands: ultimate demands established based on the 2008 Master Plan duty factors and the approved land use coverage within the District sphere of influence – multi-family residential water duty factors increased from 2002 Master Plan; single-family residential water duty factors decreased from 2002 Master Plan; ultimate sewer flow projections declining since 1991 Master Plan as I & I issues are addressed
- Historical water demands and water demand projections
- Historical wastewater flows and wastewater flow projections
- Water and wastewater models: models created using VWD's GIS infrastructure; water and sewer demands input at point of demand; time step scenarios generated for existing and 2030 demands

- Wastewater model example
- Water and wastewater design criteria and system peaking curves
- Design criteria: 2002 Master Plan water and sewer design criteria utilized as the basis for the 2008 Master Plan with a few exceptions
- 2008 Master Plan water and wastewater CIP: total new projects – 22
- 2008 Master Plan CIP phasing: existing water demand and wastewater flows for 2007 taken from meter records; future water demand and wastewater flows from 2010 to 2030 estimated using SANDAG 2030 Regional Growth Forecast Update; CIPs to be phased in 5-year increments
- 2008 Master Plan water and wastewater CIP southern, central, northern areas and parallel land outfall
- Progression from the 2002 Master Plan CIP: 2002 Master Plan planning range was from 2002 to build-out; 2008 Master Plan planning range will be from 2008 to 2030
- Water and sewer CIP projects completed since the 2002 Master Plan
- 2002 water CIP projects not included in the 2008 Master Plan
- Projected CIP cost estimates: unit costs developed based on input from recent District construction projects and input from other water agency projects; a scaling factor has been developed to address economy of scale for large, small and challenging projects; unit costs applied to CIP projects to generate a planning level cost estimate; pipeline unit costs for water and sewer; water storage unit cost; water pump station unit cost; sewer lift station unit cost; water storage projects; water pump station projects; water pipeline projects; wastewater projects
- Total CIP cost estimate: \$142,600,000 – water storage = \$52,600,000; water pump station = \$12,600,000; water pipeline = \$19,500,000; wastewater CIP total = \$29,800,000; parallel land outfall = \$28,100,000 (this cost taken from the draft Land Outfall analysis prepared by IEC in September 2010)
- Reviewed CIP cost estimates per phase
- Reviewed public scoping meeting schedule

General discussion took place.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to discuss, President Ferguson adjourned the Board Committee meeting at the hour of 2:29 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, October 6, 2010, at 4:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.



Margaret E. Ferguson, President
Board of Directors
Vallecitos Water District

ATTEST:



Dennis O. Lamb, Secretary
Board of Directors
Vallecitos Water District