

MINUTES OF A MEETING OF THE
LEGAL/LEGISLATIVE COMMITTEE
OF THE VALLECITOS WATER DISTRICT
TUESDAY, NOVEMBER 7, 2017 AT 4:00 P.M.
AT THE DISTRICT OFFICE, 201 VALLECITOS DE ORO,
SAN MARCOS, CALIFORNIA

Director Sannella called the meeting to order at the hour of 4:00 p.m.

Present: Director Martin
 Director Sannella
 General Manager Pruim
 Administrative Secretary Johnson

ITEM(S) FOR DISCUSSION

REVIEW PROCESS FOR LEGAL SERVICE PROPOSALS

General Manager Pruim distributed a comparison chart of legal service proposals received from the five legal firms under consideration which provided the basis for a general discussion on hourly rates, billing hours, retainer fees, location of the firms, the District's current legal counsel, and possible interview questions.

During general discussion, one of the five firms was eliminated from further consideration due to their lack of experience in the water industry, no knowledge of their general counsel, and their physical location. Director Sannella will report to the Board the Committee's recommendation that the Board consider the remaining four firms.

Director Sannella requested General Manager Pruim provide information on a ten-year trend of the current legal counsel's fees for general services. General Manager Pruim commented on a survey comparing VWD's and other districts' legal expenses that he had seen, and he will provide that information to the Committee as well. Director Martin requested information as to who initiated the survey and when it was conducted.

The Committee discussed the process for the Board to interview the candidate firms, suggesting the interviews be conducted over two half days, allowing 1 1/2 to 2 hours per interview. General Manager Pruim stated the goal of approving a contract by December 20 may be too ambitious as interviews need to be conducted, a firm selected and a contract will need to be negotiated. Interviews could be conducted in early December and hopefully a decision made before the end of the year. Director Martin suggested General Manager Pruim schedule breakfast and lunch meetings with the candidate firms on the day of their interviews to get to know the firms individually, and recommended Administrative Services Manager Emmanuel and District Engineer Gumpel attend those meetings as well.

General discussion took place regarding possible terms of a contract for legal services.

The consensus of the Committee was to recommend the following to the Board:

- Four of the five firms be interviewed;
- Allow 1 1/2 to 2 hours for each firm;
- Conduct the interviews over two half days;
- The firms should be required to bring their general counsel and may bring up to three additional staff to the interview; and
- District staff should be involved in the interviews and possibly before/after the interviews.

General Manager Pruim will provide the Committee with ten-year trending of the District's legal expenses, separating costs related to lawsuits from general legal counsel if possible, and a survey comparing VWD's legal expenses compared to other districts.

OTHER BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 5:00 p.m.