

MINUTES OF A MEETING OF THE
LEGAL/LEGISLATIVE COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, OCTOBER 30, 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 stated the Request for Proposal (RFP) for legal services was sent to ten law firms. The deadline for submitting proposals was 5:00 p.m. Friday, October 27. Five firms submitted proposals: Procopio, Cory, Hargreaves & Savitch, LLP; Scott Jackson Law; Best, Best & Krieger; Nossaman, LLP; and Atkinson, Andelson, Loya, Ruud & Romo. A representative of Rutan & Tucker had indicated to General Manager Pruim that they would be submitting a proposal, but it has not been received. Copies of the RFP and proposals were provided to the Committee.

General discussion took place as to how to proceed with the screening process, establishing criteria, possibly assigning point values or a weighting system, or even the need for a detailed preliminary screening since only five proposals were received. Director Sannella suggested a spreadsheet comparison of the five firms be created to include basic information such as hourly rates, overall costs, retainers if applicable, their current clients, and the name of the attorney designated to represent the District. Director Martin concurred with Director Sannella and stated he would like to review all five firms before making a recommendation to the Board. If questions arise after the review, those questions could be submitted to the candidate firms for clarification.

General discussion took place regarding the locations of the firms and their ability to respond timely to the District's needs, and the interview process. The most important factor identified was to interview the attorney designated to represent the District.

A timeline for the selection process was discussed. Director Sannella requested a week to review the proposals and suggested the Committee meet again in November to review their notes, questions, and a comparison of the firms. General Manager Pruim estimated contract approval in December with the selected firm to be on board the first part of January 2018. Board meetings are scheduled for November 1, November 15,

and December 6. The December 20 Board meeting will most likely be cancelled per District protocol. A Special Board meeting may be necessary. Timing of the interviews will have to take into consideration the Board's availability, the attorneys' schedules, and the upcoming holidays. He suggested the Committee make their recommendation to the Board within two weeks, if possible.

General Manager Pruim will create a spreadsheet comparison of the firms to be reviewed at the next Committee meeting.

General Manager Pruim is also preparing information per Director Martin's request on how much the District has been charged by the District's current legal counsel for 1) the cost of Lake San Marcos litigation; 2) the cost of litigation in general; and 3) non-litigation costs such as attending Board meetings, providing legal advice, and reviewing contracts.

The consensus of the Committee was to meet on Tuesday, November 7 at 4:00 p.m. to determine if there are any additional questions to be asked of the law firms, possibly narrowing the field of firms to be considered and determine the next step in the process.

General discussion took place regarding the interview panel. District Engineer Gumpel and Administrative Services Manager Emmanuel were selected to be included in the preliminary screening process as well as the interview panel.

OTHER BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 4:47 p.m.