

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, MAY 2, 2018, AT 5:00 P.M.
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

CALL TO ORDER – PRESIDENT HERNANDEZ

PLEDGE OF ALLEGIANCE

ROLL CALL

In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. An emergency is defined as a work stoppage; a crippling disaster; or other activity which severely imperils public health, safety, or both. Also, items which arise after the posting of the Agenda may be added by a two-thirds vote of the Board of Directors.

ADOPT AGENDA FOR THE REGULAR MEETING OF MAY 2, 2018

INTRODUCTIONS

Human Resources Analyst Bridget Anderson will introduce new employee, **Matias Labarrere**, Information Technology Supervisor.

PRESENTATIONS

North County Water Agencies' 4th Grade Calendar Contest Winners: Third Place: **Megan Orr**; Second Place: **Audrey Pearl**; First Place: **Phoebe Nuyen**.

Bill Dean with BCK Programs will introduce his interns who will provide a presentation on Water Management Internships - Projects and Recommendations.

PUBLIC COMMENT

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. Public comments are limited to three minutes. A Request to Speak form is required to be submitted to the Executive Secretary prior to the start of the meeting, if possible. Public comment should start by stating name, address and topic. The Board is not permitted during this time to enter into a dialogue with the speaker.

NOTICE TO THE PUBLIC

All matters listed under the Consent Calendar will be voted upon by one motion. There will be no separate discussion of these items, unless a Board member or member of the public requests that a particular item(s) be removed from the Consent Calendar, in which case it will be considered separately under Action Items.

CONSENT CALENDAR

1.1 APPROVAL OF MINUTES (pp. 7-19)

- A. BOARD WORKSHOP MEETING – APRIL 10, 2018
- B. REGULAR BOARD MEETING – APRIL 18, 2018
- C. ENGINEERING COMMITTEE MEETING – APRIL 23, 2018

Approved minutes become a permanent public record of the District.

Recommendation: Approve Minutes

1.2 WARRANT LIST THROUGH MAY 2, 2018 – \$3,059,477.28 (pp. 20-22)

Recommendation: Approve Warrant List

1.3 CONSTRUCTION CONTRACT AWARD OF EQUIPMENT STORAGE ROOF REPLACEMENT PROJECT (pp. 23-26)

The existing corrugated material is made from fiberglass polymer and has deteriorated over the past years.

Recommendation: Authorize the General Manager to execute a construction contract to Visser Construction Inc. of Escondido for \$58,357.00, subject to provisions of the contract

1.4 RESOLUTION DECLARING NATIONAL PUBLIC WORKS WEEK (pp. 27-28)

The American Public Works Association requests support in recognizing the public works profession.

Recommendation: Adopt Resolution

*****END OF CONSENT CALENDAR*****

ACTION ITEMS

2.1 CONSTRUCTION CONTRACT AWARD OF BOARDROOM AUDIOVISUAL AND LIGHTING UPGRADES PROJECT (pp. 29-32)

The audiovisual systems in the District Boardroom have become outdated.

Recommendation:

- 1) Waive the bid irregularity
- 2) Authorize the General Manager to execute a construction contract to Audio Associates of San Diego for \$243,349, subject to provisions of the contract

*******END OF ACTION ITEMS*******

REPORTS

- 3.1 GENERAL MANAGER
- 3.2 DISTRICT LEGAL COUNSEL
- 3.3 SAN DIEGO COUNTY WATER AUTHORITY
- 3.4 ENCINA WASTEWATER AUTHORITY
 - *Capital Improvement Committee*
 - *Policy and Finance Committee*
- 3.5 STANDING COMMITTEES
- 3.6 DIRECTORS REPORTS ON MEETINGS/CONFERENCES/SEMINARS ATTENDED

*******END OF REPORTS*******

OTHER BUSINESS

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

- 4.1 DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

*******END OF DIRECTORS COMMENTS/FUTURE AGENDA ITEMS*******

- 5.1 ADJOURNMENT

*******END OF AGENDA*******

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.

Audio and video recordings of all Board meetings are available to the public at the District website www.vwd.org

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 5:00 p.m., Friday, April 27, 2018.

Diane Posvar

TOP OF YOUR ARTWORK - Don't forget to check your spelling!

Do your Part, Be Water Smart



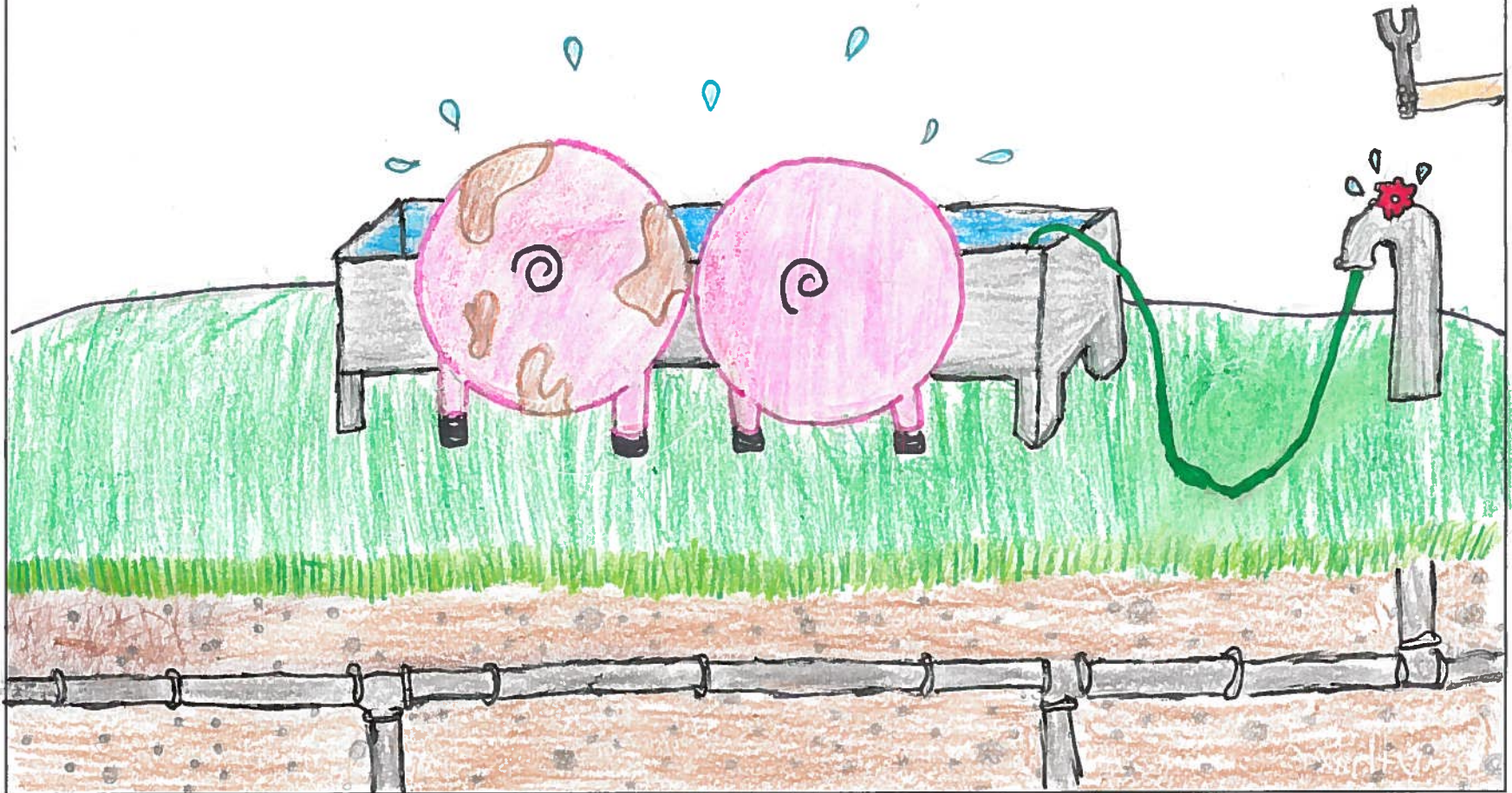
It's The Missing Piece

BOTTOM OF YOUR ARTWORK - PLEASE KEEP ALL LINES AND COLORS INSIDE OF THE BOX

TOP OF YOUR ARTWORK - Don't forget to check your spelling!

DON'T BE A WATER HOG!

BE WATER SMART!



BOTTOM OF YOUR ARTWORK - PLEASE KEEP ALL LINES AND COLORS INSIDE OF THE BOX

TOP OF YOUR ARTWORK - Don't forget to check your spelling!



BOTTOM OF YOUR ARTWORK - PLEASE KEEP ALL LINES AND COLORS INSIDE OF THE BOX

MINUTES OF A WORKSHOP MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
TUESDAY, APRIL 10, 2018, AT 4:00 PM
AT THE DISTRICT OFFICE
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

President Hernandez called the Workshop meeting to order at the hour of 4:00 p.m.

Director Evans led the pledge of allegiance.

Present: Director Elitharp
Director Evans
Director Martin
Director Sannella
Director Hernandez

Staff Present: General Manager Pruum
Legal Counsel Gilpin
District Engineer Gumpel
Capital Facilities Senior Engineer Hubbard
Development Services Senior Engineer Scholl
Capital Facilities Engineer Santos
Administrative Secretary Johnson

ADOPT AGENDA FOR THE WORKSHOP MEETING OF APRIL 10, 2018

18-04-05 MOTION WAS MADE by Director Sannella, seconded by Director Martin, and carried unanimously, to adopt the agenda for the Board Workshop Meeting of April 10, 2018.

PUBLIC COMMENT

None.

ITEM(S) FOR DISCUSSION

MASTER PLAN CIP UPDATE

Development Services Senior Engineer Scholl discussed revisions that have been made to the 2017 Master Plan Capital Improvement Program (CIP) since he last presented it to the Board on September 21, 2016 and the reasons for the changes. Modifications included decreasing the total amount of the CIP as there is better understanding of some of the land uses; the presumed build-out date was changed from 2050 to an undetermined date; and SANDAG's five-year-to-five-year growth projections are being used which has allowed some projects to be deferred due to substantially reduced growth estimates. He also noted staff met with representatives of the Building Industry Association (BIA) in late February 2018 to provide them a presentation very similar to today's presentation. No comments from the BIA have been received since that meeting.

Development Services Senior Engineer Scholl provided an update on the water and wastewater 2017 Master Plan CIP as follows:

- Master Plan Purpose & Goals
- Land Use
- Duty Factors
- Water Duty Factor Comparison with Past Master Plans
- Sewer Duty Factor Comparison with Past Master Plans
- Duty Factor Presentation Recap
- Water and Wastewater Demand Projections
- 2017 Master Plan CIP Phasing
- Historical Water Demands & Future Demand Projections
- Historical Wastewater Flows & Future Flow Projections
- Design Criteria – Water
- Water System Peaking Curves
- Design Criteria – Wastewater
- Wastewater System Peaking Curves
- Water and Wastewater Models
- Model Illustration
- Creating a Capital Improvement Program
- 2017 Master Plan Water and Wastewater CIP
- 2017 Master Plan Water CIP
 - Reservoirs
 - Pump Stations
 - Pipelines
 - Southern Area
 - Central Area
 - Northern Area
- 2017 Master Plan Wastewater CIP
 - Southern Area
 - North & Central
- 2017 Master Plan Land Outfall CIP
- 2017 Master Plan Wastewater CIP – Land Outfall
- 2017 Master Plan Wastewater CIP – Treatment
- Projected CIP Cost Estimates
 - Water Storage Projects
 - Water Pump Station Projects
 - Water Pipeline Projects
 - Wastewater Projects
- CIP Cost Estimate Comparison
- CIP Costs per Phase – Current
- CIP Costs Comparison between Presentations
- Master Plan Schedule

Question and answer took place during and after the presentation.

General discussion took place during which Director Sannella asked why the 2017 Master Plan is not called the 2018 Master Plan. Development Services Senior Engineer Scholl explained that past practice has been to name the Master Plan with the year in which the cut-off date for information was used; however, it could be named the year in which it is adopted by the Board. He also clarified that the Master Plan addresses growth, not replacement projects, although some Master Plan projects may include replacement components such as increasing a pipe size.

Development Services Senior Engineer Scholl stated staff is very close to finalizing the 2017 Master Plan CIP. He reviewed the schedule and anticipates Board adoption of the Master Plan and Final Program EIR in August 2018.

General discussion took place during which Director Evans asked if staff has reached out to the BIA during the Master Plan process to involve them as they've requested in the past. Development Services Senior Engineer Scholl stated staff met with the BIA late last year and then again in February of this year to address any questions they had and seek their input as part of the process. Minor changes were made to the Master Plan as a result of those meetings.

Eric Armstrong of Fuscoe Engineering addressed the Board stating that the general feeling from the BIA and the building industry in general is that it has been a much more open process, and the meetings that were held and being able to participate were very much appreciated. He asked if agriculture is included in the open space category. His firm's position with respect to dedicated open space is that the resource agencies they work with don't want any water on open space because it attracts Argentine ants and destroys the balance of the habitat areas. As for irrigated fire protection zones around developments, he believes they should not be excluded from the duty factor. He acknowledged that the building industry appreciates the ability to create a separate lot that does not need to be annexed and the elimination of a sewer demand factor for open space.

President Hernandez commented that irrigated common areas are often related to open spaces and asked if they are well defined from each other in the Master Plan. Development Services Senior Engineer Scholl confirmed that open space is delineated from common areas. District Engineer Gumpel further clarified that if an individual has an open space area that is not using water and a meter is not purchased, that individual is not charged any fees for water.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to discuss, President Hernandez adjourned the Workshop Meeting of the Board of Directors at the hour of 5:51 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, April 18, 2018, at 5:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

James Hernandez, President
Board of Directors
Vallecitos Water District

ATTEST:

Glenn Pruim, Secretary
Board of Directors
Vallecitos Water District

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
WEDNESDAY, APRIL 18, 2018, AT 5:00 PM AT THE DISTRICT OFFICE,
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

President Hernandez called the Regular meeting to order at the hour of 5:00 p.m.

President Hernandez led the pledge of allegiance.

Present: Director Elitharp
Director Evans
Director Martin
Director Hernandez

Absent: Director Sannella

Staff Present: General Manager Pruiam
Legal Counsel Gilpin
District Engineer Gumpel
Finance Manager Owen
Capital Facilities Senior Engineer Hubbard
Development Services Senior Engineer Scholl
Capital Facilities Engineer Santos
Public Information/Conservation Supervisor Robbins
Executive Secretary Posvar

Others Present: Vance Breshears, Director, iD!BRi Consulting

ADOPT AGENDA FOR THE REGULAR MEETING OF APRIL 18, 2018

18-04-06 MOTION WAS MADE by Director Martin, seconded by Director Elitharp, and carried unanimously, with Director Sannella absent, to adopt the agenda for the Regular Board Meeting of April 18, 2018.

PRESENTATION

Public Information/Conservation Supervisor Robbins announced the District was presented with the “Excellence in Public Information and Communications” (EPIC) award from the California Association of Public Information Officials (CAPIO) for the District’s “Employee Spotlight” Video Program.

PUBLIC COMMENT

Mike Hunsaker, member of the public, addressed the Board stating that after having viewed the recording of the recent Master Plan workshop he has many questions. He expressed his concern over two issues that he feels need to be addressed. The first issue is the elimination of mobile home park zoning and how the process of converting from master meters to individual meters will be completed. The residents of mobile

home parks deserve consideration as they are some of the most frugal water and utility users. The other issue with the water Master Plan is that it is set up based on no density bonuses and no added building that Sacramento is threatening to impose upon us. If this occurs, especially density bonuses, there should be some sort of impact fees to take care of the differences. He hopes in the future any presentations will be posted instead of having to request them and that workshops be held at a reasonable hour in the evening. He thanked the Board.

CONSENT CALENDAR

18-04-07 MOTION WAS MADE by Director Martin, seconded by Director Evans, and carried unanimously, with Director Sannella absent, to approve the Consent Calendar as presented.

1.1 Approval of Minutes

- A. Finance/Investment Committee Meeting – April 2, 2018
- B. Engineering/Equipment Committee Meeting – April 3, 2018
- C. Regular Board Meeting – April 4, 2018

1.2 Warrant List through April 18, 2018 - \$2,898,668.54

1.3 Financial Reports

- A. Water Meter Count – March 31, 2018
- B. Water Production/Sales Report – 2017/2018
- C. Quarterly Financial Report – March 31, 2018
- D. Water Revenue and Expense Report – March 31, 2018
- E. Sewer Revenue and Expense Report – March 31, 2018
- F. Reserve Funds Activity – March 31, 2018
- G. Investment Report – March 31, 2018

1.4 Operations & Maintenance Metrics Quarterly Report – March 31, 2018

1.5 Approval of Construction Agreement for Fitzpatrick Town Homes (KB Home Coastal)

Director Martin asked if town homes are differentiated from apartments or condominiums. Development Services Senior Engineer Scholl stated that the units in the Fitzpatrick Town Homes project are three single-family residences that are a component of a larger project which will include town homes, even though the developer is using the term “town homes” in the title of the project.

ACTION ITEMS

CERTIFIED PUBLIC ACCOUNTING FIRM AUDIT CONTRACT

General Manager Pruim stated California Government Code Section 26909 requires the District to have an annual audit. The contract with the previous certified public accounting firm expired after completion of the June 30, 2017 audit. On February 26, 2018, the District issued a Request for Proposal for audit services. Proposals from seven firms were received. Staff reviewed all proposals utilizing established criteria and interviewed the top two firms on March 26. Staff met with the Finance/Investment Committee (Committee) on April 2 and requested the Committee recommend the Board consider approving a contract with DavisFarr Certified Public Accountants to provide audit services for the next three fiscal years, with two optional one-year extensions.

General Manager Pruim further stated the cost of the agreement with DavisFarr Certified Public Accountants over three years will be \$12,200 less than the District's previous auditing firm.

Staff and the Finance/Investment Committee recommended the Board authorize the General Manager to enter into a three-year agreement with DavisFarr Certified Public Accountants for audit services with two one-year options to extend the agreement.

General discussion took place during which Jennifer Farr of DavisFarr Certified Public Accounts introduced herself.

18-04-08 MOTION WAS MADE by Director Evans, seconded by Director Elitharp, and carried unanimously, with Director Sannella absent, to authorize the General Manager to enter into a three-year contract with DavisFarr Certified Public Accountants for audit services with two one-year options to extend the agreement.

CONSTRUCTION CONTRACT AWARD OF OPERATIONS BUILDING LOCKER ROOM EXPANSION

Capital Facilities Senior Engineer Hubbard provided background information on the project to date. At the Board's direction to reduce the cost of the original project, staff worked with the architect to create two options: a base bid for a 522 square foot expansion without shower and sink facilities, and an alternate bid for the original 783 square foot size design to include lockers, showers and sinks. Both redesigned plans feature more traditional exterior wall and roof systems, lower the height of the construction, and eliminate many of the modifications to the existing locker room. Also, HVAC and fire sprinkler system expansions were added to the bid to get a more competitive overall price. The Engineering/Equipment Committee was updated monthly from September through November 2017 on the redesign progress of the project. The

project was out for bid in March and three bids were received on March 27. Crew Builders' bid was the lowest at \$352,195 for the base bid and \$452,300 for the larger project; however, there were some minor irregularities in that bid. One irregularity was that Crew Builders' price for the larger alternate bid was actually \$433,425.

Capital Facilities Senior Engineer Hubbard stated that in reviewing the square footage cost difference between the base bid and the alternate bid, the Engineering/Equipment Committee and staff realize a cost benefit to building the larger improvement. The changes made to the original project result in a savings of almost \$180,000 in construction costs. The Engineering/Equipment Committee and staff recommended waiving the irregularities and authorizing the General Manager to execute a contract with Crew Builders in the amount of \$433,425, subject to provisions of the contract.

General discussion took place regarding the cost of the expansion project, the number of full size lockers to be added, the amount of space that would be gained, the bid irregularity concerning the roofing, the accounting practice for staff overhead costs, staff's involvement in the design, re-design and construction process, and asset allocation.

18-04-09 MOTION WAS MADE by Director Evans, seconded by Director Elitharp, and carried unanimously, with Director Sannella absent, to authorize the General Manager to execute a contract with Crew Builders in the amount of \$433,425, subject to the provisions of the contract, for the Operations Building Locker Room Expansion Project.

CONSTRUCTION CONTRACT AWARD OF BOARDROOM AUDIOVISUAL AND LIGHTING UPGRADES PROJECT

Capital Facilities Senior Engineer Hubbard stated the audiovisual equipment for the Boardroom was installed in 1997 when Building A was built. Much of the equipment is unsupported and when equipment or parts break, they cannot be replaced. Upgrading the current audiovisual systems is supported by the District's Strategic Plan, Strategic Focus Area Strategy 3.1, Continuous Organizational Improvement goal. A Fiscal Year (FY) 2015/2016 budget request was made to upgrade the existing audiovisual technology and create consistency between other rooms in the building. On June 17, 2015, the Board adopted the FY 2015/2016 budget which included \$500,000 for the audiovisual upgrades. At the May 27, 2015 Board workshop meeting, the Board directed staff to spread the Audiovisual (AV) Upgrade Budget over two years, FY 2015/2016 and FY 2016/2017, and upgrades to the Boardroom were postponed until FY 2017/2018. AV upgrades to the Training Room, the Meadowlark Reclamation Facility (MRF) Conference Room, the MRF Break Room, and four District Conference Rooms were completed in September 2016.

Capital Facilities Senior Engineer Hubbard introduced the District's consultant on the

Boardroom AV upgrade project, Vance Breshears of iD!BRi Consulting, who provided detailed information on each item included in the base bid and additive alternate options.

Question and answer took place.

18-04-10 MOTION WAS MADE by Director Martin, seconded by Director Elitharp, and carried 3-1, with Director Evans voting no and Director Sannella absent, to send this item back to the Engineering/Equipment Committee for further discussion and review of the bid.

FINANCIAL INSTITUTION REGISTRY AND AUTHORIZATION

Finance Manager Owen stated that due to recent retirements, it is necessary for the District to update its authorizations with various financial institutions. There are no changes to the financial institutions themselves, only changes to the names of staff authorized to transact business on the District's behalf.

Staff recommended the Board adopt resolutions changing authorizations of the following financial institutions that require a resolution:

- Local Agency Investment Fund
- San Diego County Investment Pool
- Union Bank General Checking Account
- Union Bank Trust and Custody Services

18-04-11 MOTION WAS MADE by Director Evans, seconded by Director Martin, and carried unanimously, with Director Sannella absent, to approve all four resolutions changing authorizations of the above listed financial institutions.

Resolution Nos. 1533, 1534, 1535 and 1536 – The roll call vote was as follows:

AYES: Elitharp, Evans, Martin, Hernandez
NOES:
ABSTAIN:
ABSENT: Sannella

REPORTS

GENERAL MANAGER

General Manager Prum reported the following:

- He praised staff for the “Excellence in Public Information and Communications” award that was announced earlier in the meeting. The four employees who participated in the “Employee Spotlight” Video Program collectively have over 114 years of experience with the District.
- The Finance/Investment Committee will meet on Wednesday, April 25 to continue their discussion on budget development.
- Best Best & Krieger are sponsors of an event being held on Tuesday, April 24 at the Nixon Presidential Library. Board members are invited to attend.

DISTRICT LEGAL COUNSEL

Legal Counsel Gilpin stated he has met with General Manager Pruim and management staff and is beginning the process of acclimating to the District. He further stated Best Best & Krieger has a public policies and ethics compliance group that has created pocket guides which provide general advice on such topics as economic interests, conflicts of interest, and avoiding financials. Copies will be provided to the Board for their reference.

SAN DIEGO COUNTY WATER AUTHORITY

Director Evans stated the Water Conservation Garden has hired a new horticulturalist who has accomplished much in his first four months. She distributed invitations to the Water Conservation Garden’s Spring Garden and Butterfly Festival.

Director Evans reported that the Legislation and Public Outreach Committee adopted a position of support on AB 3170 relating to sales tax exemption for water use efficiency products. The program is very specific in that during three days at the end of March every year sales tax will be exempted on any items pertaining to water efficiency. The Committee also adopted a position to oppose AB 831 which relates to accessory dwelling units. The Committee will be holding a workshop on April 26 concerning Metropolitan Water District’s approach to the water fix. Another topic of much discussion is the proposed water tax.

ENCINA WASTEWATER AUTHORITY

President Hernandez reported on his attendance to the Capital Improvement Committee meeting this morning at which the Committee discussed the capital budget and agency allocations.

Director Elitharp reported on his attendance to the Policy and Finance Committee meeting on April 10 at which the Committee reviewed the south parcel temporary easement authorization on the 28-acre parcel owned by EWA to support a Leucadia Wastewater District project. The Committee also reviewed the FY2019 proposed operating budget.

STANDING COMMITTEES

Director Martin stated the minutes of the April 2 Finance/Investment Committee meeting were included in the Board agenda packet.

DIRECTORS REPORTS ON TRAVEL/CONFERENCES/SEMINARS ATTENDED

Directors Martin, Hernandez, Elitharp and Evans reported on their attendance to the Council of Water Utilities meeting on April 17.

OTHER BUSINESS

None.

DIRECTORS COMMENTS/FUTURE AGENDA ITEMS

None.

ADJOURNMENT

There being no further business to discuss, President Hernandez adjourned the Regular Meeting of the Board of Directors at the hour of 6:36 p.m.

A Regular Meeting of the Vallecitos Water District Board of Directors has been scheduled for Wednesday, May 2, 2018, at 5:00 p.m. at the District office, 201 Vallecitos de Oro, San Marcos, California.

James Hernandez, President
Board of Directors
Vallecitos Water District

ATTEST:

Glenn Pruijm, Secretary
Board of Directors
Vallecitos Water District

MINUTES OF A MEETING OF THE
ENGINEERING/EQUIPMENT COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, APRIL 23, 2018 AT 11:00 A.M.
AT THE DISTRICT OFFICE, 201 VALLECITOS DE ORO,
SAN MARCOS, CALIFORNIA

Director Hernandez called the meeting to order at the hour of 11:00 a.m.

Present: Director Hernandez
 Director Elitharp
 General Manager Pruim
 District Engineer Gumpel
 Capital Facilities Senior Engineer Hubbard
 Administrative Secretary Johnson

ITEM(S) FOR DISCUSSION

BOARD ROOM AUDIOVISUAL UPGRADES

General Manager Pruim stated that at the April 18 Board meeting, a bid for the Board Room audiovisual (AV) upgrades was presented to the Board for approval. The Board requested this Committee review the bid in further detail. Bids were received on April 4 and are valid for 60 days.

District Engineer Gumpel stated the Board Room in which the Committee met was set up as a “mock up” so that the Committee could visualize and better understand the proposed upgrades.

Capital Facilities Senior Engineer Hubbard discussed various components of the proposed upgrades including:

- A portable table for staff with monitors;
- Monitors for the General Manager and District Legal Counsel, and wiring for an additional monitor for a future Assistant General Manager;
- Two 82-inch wall mounted monitors behind the dais;
- New monitors, voting system and microphones for the Board
- Upgraded lighting above the dais;
- Portable podium containing hardware for AV interface;
- Three monitors and AV system controls for the Executive Secretary; and
- Two rolling 82-inch screens to replace the current projection screens, one of which is no longer operational

General discussion took place regarding the need for the rolling screens. The rolling screens are intended to improve the audience’s view of the meeting or event taking

place. A larger screen behind the dais is not possible with the ceiling configuration of the room. Removing one screen from the proposal would probably not bring the project cost down significantly.

The Committee viewed a recording of a recent Board meeting which demonstrated the overall poor audio and visual quality of the recording.

A breakdown of the project costs was provided to the Committee. The base bid includes the wiring for items that could be added at a later date, such as additional cameras or videoconferencing equipment. Capital Facilities Senior Engineer Hubbard provided information on upgrades other agencies have completed in recent years and their costs which ranged from \$375,000 to \$1.2 million. The proposed AV upgrades to the Board Room are considered moderate.

General discussion took place regarding the option of awarding the bid with the anticipation of change orders for deducted items. General Manager Pruim cautioned the Committee that he will need to consult with the District's Legal Counsel on how to proceed with that option. Another option would be to redesign, rescope, and rebid the project; however, the process of doing that would reduce any cost savings.

Mike Hunsaker, member of the public, addressed the Committee and provided suggestions for the upgrades, such as larger side screens, adequate screen resolution and wiring, the ability for live streaming and recording, time stamp for recordings, and for future upgrades, closed caption and Spanish options.

The consensus of the Committee was to recommend the Board award the base bid as it was presented without alternate added items.

OTHER BUSINESS

None.

PUBLIC COMMENT

Mike Hunsaker, member of the public, addressed the Committee stating the drought is coming back and the State could declare an emergency at any time. He expressed his belief that master meters are being left open and immune to rationing, and that master meters should not be allowed in any new construction.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 11:49 a.m.

VALLECITOS WATER DISTRICT
WARRANTS LIST
May 2, 2018

PAYEE	DESCRIPTION	CHECK#	AMOUNT
CHECKS			
Garnishments	Payroll Garnishments	113456 through 113458	-
ActiveG	Powersync for Maximo/GIS Interface	113459	8,700.00
ACWA/Joint Powers Insurance	Workers Comp Quarter Ending 3-31-2018	113460	43,237.02
Airgas USA LLC	Cylinder Rental	113461	106.95
Ali Siddiqui	Closed Account Refund	113462	219.73
Alix Spaeth	Closed Account Refund	113463	33.40
Allied Universal	Weekly Deposit Svc Dec & Jan	113464	134.65
Ambius	Plant Maintenance Apr	113465	263.00
Armorcast Products Co	Meter Svc Boxes & Lids 632	113466	28,108.35
AT&T	Internet Svc Mar	113467	155.83
AT&T	Phone Svc Mar	113468	2,990.00
AT&T	Phone Svc SCADA Apr	113469	269.20
Athenx Inc	Ethernet Cable Extenders 2 - For Back Gate (Access Control)	113470	340.09
Atom Engineering Construction, Inc.	North & South Pressure Reducing Station Upgrade Prj 20141-7&8	113471	74,191.46
B & C Crane Service Inc	Crane Rental Prj 20181-18	113472	507.50
Backflow Solutions, Inc.	Backflow Reports Qty 375	113473	4,856.25
Bearcom	Annual Repeater Maintenance	113474	595.00
Black & Veatch Corporation	Water/Sewer Master Plan Prj 20141-3	113475	17,458.78
Boncor Water Systems	Soft Water & Drinking Water Svc Apr	113476	1,726.00
Boot Barn	Safety Boots M Smith	113477	141.91
Boot World Inc	Safety Boots T Luna	113478	150.00
David H Burpeau	Venomous Critters Class 4-23-18	113479	240.00
Chris Bourgeois	Closed Account Refund	113480	93.65
Core Logic Information Solutions Inc	Real Quest Engineering Map Svcs Mar	113481	200.00
Corodata Media Storage Inc	Back Up Storage Tapes Mar	113482	155.23
County of San Diego	Recording Fees Mar	113483	6.40
Cummins Pacific, LLC	Generator Block Heater	113484	503.93
CWEA	Membership Renewal D Richardson	113485	180.00
CWEA	Membership Renewal J Woodard	113486	180.00
Davidson Builders Inc.	Closed Account Refund	113487	237.82
Desert Pumps & Parts	Rebuild of Primary Sludge Pumps MRF	113488	5,480.14
Directv Inc	Satellite Svcs Apr	113489	174.23
Doane & Hartwig Water Systems Inc	Hardware Supplies	113490	363.42
Doug's Filter Service Inc	Towels	113491	310.32
Employment Screening Services Inc	Employment Verification	113492	11.50
Encina Wastewater Authority	Water & Sewer Testing	113493	8,129.75
Estate of Jeanne M. Sweeney	Closed Account Refund	113494	100.00
Farwest Corrosion Control Company	Anode Connection Materials - Used Connect Anodes to Ductile Iron Pipe	113495	976.99
Ferguson Enterprises, Inc	Union Inventory 20, Anode Inventory 30, Hardware Supplies Prj 20181-18	113496	8,651.24
Ford of Escondido	2018 F-150 - Replacing Veh 219 Prj 20181-33	113497	22,779.71
Glenn Koshi	Closed Account Refund	113498	96.95
Grangetto's Farm Garden Supply	Straw Waddles MRF, Hardware Supplies	113499	520.90
Hach Company	Water Quality Equipment Maint 18-19 , Water Quality Instruments Calibration	113500	15,781.98
Harris	Budget Prep Follow Up & NorthStar Upgrade	113501	1,693.00
Harrison Power Equipment	Fleet Supplies	113502	11.31
Harvey, Inc	Closed Account Refund	113503	561.21
James R Hernandez	North County Economic Council 4-11-18, COWU Meeting 4-17-18	113504	20.49
Idibri Consulting LP	AV Upgrade Prj 20151-2	113505	820.00
Industrial Electric Machinery	Motor Replacement Lake San Marcos Lift Station Prj 20171-11	113506	9,848.32
Infosend Inc	Processing, Door Hangers, Postage, Printing, Support Fee Mar	113507	22,727.94
Infrastructure Engr Corp	Rock Springs Sewer Prj 90003	113508	2,292.14
Jeff Katz	Locker Room Expansion Bldg B Prj 20161-5	113509	1,995.21
JCI Jones Chemicals Inc	Chlorine	113510	2,043.21
Judy A. Focht	Closed Account Refund	113511	108.83
Knight Security & Fire Systems	Svc Call MRF	113512	236.00
Liebert Cassidy Whitmore	Professional Svcs Mar - HR	113513	1,268.00
Lloyd Pest Control	Pest Control Mar	113514	731.00
Matheson Tri-Gas Inc	Cylinder Rental	113515	195.14

VALLECITOS WATER DISTRICT
WARRANTS LIST
May 2, 2018

PAYEE	DESCRIPTION	CHECK#	AMOUNT
Mission Resource Conservation District	Water Use Evaluations 7 Prj 20181-46	113516	661.50
North County Auto Parts	Fleet Supplies Mar	113517	2,160.55
Olivenhain MWD	Treated Water Mar	113518	71,257.00
Olivenhain MWD	RMC Costs, NSDCRRWP	113519	5,679.01
Olivenhain MWD	LRP Application Ken Weinberg	113520	1,255.48
One Source Distributors LLC	PLC Batteries Total 9	113521	703.81
Ostari Inc	Replacement Camera - Twin Oaks Tanks	113522	2,898.34
Pacific Pipeline Supply	Air Valves 6, Ball Valves 4 Blow Off Valves 6, Couplings 6, Hardware Supplies	113523	7,162.79
Parkhouse Tire Inc	Tires - F150 Trucks 12	113524	1,696.08
Penco, Inc.	Trioxyn, Sulfend RT	113525	15,934.50
Peri Grover	Refund Customer Overpayment	113526	1,145.70
Rick Post Welding	S Vista Pressure Station, Prj 20141-7, 3 Inch Meter Upgrades 2	113527	2,437.50
Quality Hoist & Electric	Annual Crane Inspections	113528	2,014.00
Ray White Cement	Concrete Replacement 2,247 Sq. Ft.	113529	10,327.00
Rely Environmental	Fuel Island Maintenance Apr	113530	175.00
Ronald Owen Bronn	Closed Account Refund	113531	52.66
RRED CWC Rancho Coronado 71, LLC	Closed Account Refund	113532	91.25
Rusty Wallis Inc	Soft Water Tank Svc Apr	113533	201.00
San Diego County Water Auth.	Connection Fees Quarter Ending 3-31-18	113534	425,488.00
SDG&E	Power Mar	113535	80,171.06
San Marcos Unified School Dist	Transportation Svcs Prj 20181-45	113536	75.00
SD County Superintendent	Splash Labs 3 Prj 20181-45	113537	2,199.00
SEH Life Style Center LLC	Closed Account Refund	113538	69.66
Shannon Rudko	Closed Account Refund	113539	32.15
Snap-On Industrial	Hub Adapters - For Shop Tire Balancer, Fleet Supplies	113540	1,392.99
Steel-Toe-Shoes.com	Safety Shoes D Harmon	113541	131.99
State Water Resources Control	Annual Permit - 7941 Corinthia	113542	1,400.00
Teledyne Isco Inc	Portable Composite Samplers 2 - MRF	113543	9,462.61
Total Resource Mgt Inc	Maximo Support Mar	113544	326.00
TP Sandpiper Point LP	Closed Account Refund	113545	102.12
Traffic Supply Inc	Plastic Barricades 20, "End Roadwork" Signs 8	113546	865.84
Underground Service Alert	Dig Alert Svc Mar	113547	435.70
Unifirst Corporation	Uniform Delivery	113548	3,539.12
Unitis, Inc.	Gravel Filled Bags 200	113549	585.09
Univar USA Inc	Sodium Bisulfite, Caustic Soda	113550	3,298.40
Urban Villages San Marcos LLC	Refund Prj 20151-879	113551	1,191.62
Verizon Wireless	Ipad, Cell Phone Svc Mar	113552	424.11
VWR International	Lab Supplies	113553	628.32
Wayne Weissman	Closed Account Refund	113554	53.64
Tri-City Emergency Medical Group	Medical Svcs Mar	113555	500.00
Yourmembership.Com, Inc.	Job Posting - Information Technology Supervisor	113556	199.00
Adobe Lock & Safe	New Lock, Labor To Replace New Lock LS3	113557	443.00
Air Pollution Control District	Emission Fee 7941 Corinthia	113558	2,993.64
Altman Specialty Plants Inc	Succulents Prj 20181-43	113559	500.65
AP Technology LLC	Secure Pro Maintenance 18-19	113560	330.00
Core & Main LP	Hardware Supplies	113561	39.93
County of San Diego	Facility Permit - (3896 El Paso Alto) 18-19	113562	625.00
Electrical Sales Inc	MRF Forklift Power Upgrade Prj 20181-32, Materials Radio Installs	113563	1,831.19
Flo Systems Inc	Pump & Motor Stands Lake San Marcos Lift Station 2	113564	10,095.08
Gallade Chemical Inc.	Sodium Hypochlorite	113565	274.17
Grainger Inc	Storm Well Materials, Hardware Supplies	113566	5,002.04
Ken Grody Ford	Fleet Supplies	113567	98.57
Harrington Industrial	Piping Supplies - Solids Pump MRF	113568	5,081.31
Mallory Safety & Supply, LLC	Safety Supplies	113569	215.23
Pell Mell Supply Inc	Brass Supplies - Bolts, Nuts, Washers	113570	1,784.39
Plumbers Depot Inc	Sewer Hose 1, CCTV Camera Repair	113571	3,528.71
T.S. Industrial Supply	Hardware Supplies	113572	986.93
Target1 Instruments LLC	Calibration - 3 Flow Meters	113573	1,350.00
Think Forward, LLC	Radio Network Upgrade SCADA	113574	1,057.23

VALLECITOS WATER DISTRICT
WARRANTS LIST
May 2, 2018

PAYEE	DESCRIPTION	CHECK#	AMOUNT
UPS	Shipping Svcs Apr	113575	14.24
Valley Chain & Gear Inc	Vacuum Pump For MRF Lab, Drive Chain - Primary Basins MRF	113576	4,115.64
Vortex Industries Inc	Svc Back Gate Main Office	113577	420.00
Walters Wholesale Electric	Hardware Supplies	113578	344.04
Total Disbursements (120 Checks)			<u>993,466.66</u>
WIRES			
Encina Wastewater Authority	Quarterly Billing	Wire	1,640,120.88
Public Employees Retirement System	Retirement Contribution - April 25, 2018 Payroll	Wire	71,735.66
Total Wires			<u>1,711,856.54</u>
PAYROLL			
Total direct deposits		Wire	223,721.84
VWD Employee Association		113456	600.00
Garnishments	113457 through	113458	970.14
IRS	Federal payroll tax deposit	Wire	89,452.61
Employment Development Department	California payroll tax deposit	Wire	17,647.14
CalPERS	Deferred compensation withheld	Wire	15,484.92
VOYA	Deferred compensation withheld	Wire	6,277.43
Total April 25, 2018 Payroll Disbursements			<u>354,154.08</u>
TOTAL DISBURSEMENTS			<u><u>3,059,477.28</u></u>

DATE: MAY 2, 2018
TO: BOARD OF DIRECTORS
**SUBJECT: CONSTRUCTION CONTRACT AWARD OF EQUIPMENT STORAGE
ROOF REPLACEMENT PROJECT**

BACKGROUND:

The existing corrugated roofing for the Truck Wash, Fuel Island, C-Building Exterior Storage, and D-Building Exterior Storage was installed in 1997 during the original construction of the facility. The existing corrugated material is made from fiberglass polymer and has deteriorated over the past years. The roofing material has failed during high winds and blown off, causing safety concerns for employees. This project will install a Metal Corrugated Roofing Product for greater longevity and safety for District employees.

On June 7, 2017, the Board adopted the FY 2017/2018 budget, which included \$77,000 for this roof replacement project.

DISCUSSION:

In accordance with Purchasing Policies and Procedures Resolution No. 1481, Section 5.6, staff solicited three contractors who have been used over the last thirty years to perform similar work for the District at competitive pricing. Each contractor has provided quality work in the past and understood the need to expedite the work.

On February 17, 2018 at 2:00 p.m., District staff received and opened bids from 2 of the 3 contractors with bid results as follows:

<u>Bidder</u>	<u>Amount</u>
Visser Construction Inc.	\$58,357
Sylvester Roofing	\$84,625
Great Western Roofing	N/A

Great Western Roofing was unable to provide a bid due to prior commitments and could not meet District time constraints. Staff completed the evaluation of qualifications and determined Visser Construction Inc. to be the lowest responsive, responsible bidder. Staff will perform Construction Management and Inspection for this project. This project exceeds the General Manager's signature authority and requires Board approval.

FISCAL IMPACT:

The total estimated cost and budget summary are as follows:

Budget	\$ 77,000
Construction	\$ 58,357
10% Contingency	\$ 5,835
Staff & Overhead	<u>\$ 1,000</u>
Total	<u>\$ 59,357</u>
Budget Surplus	\$ 17,643

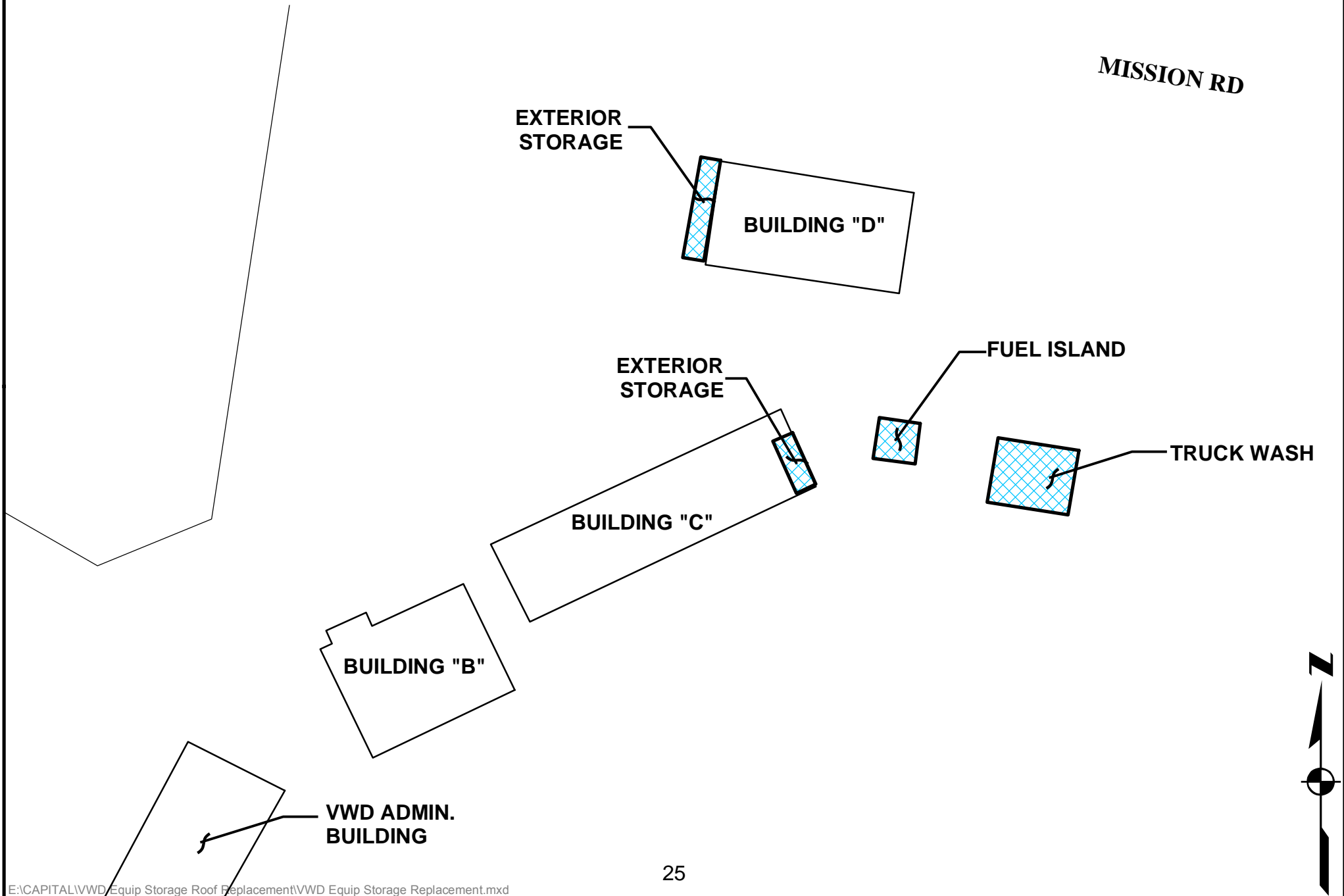
RECOMMENDATION:

Authorize the General Manager to execute a construction contract to Visser Construction Inc. of Escondido for \$58,357.00, subject to provisions of the contract.

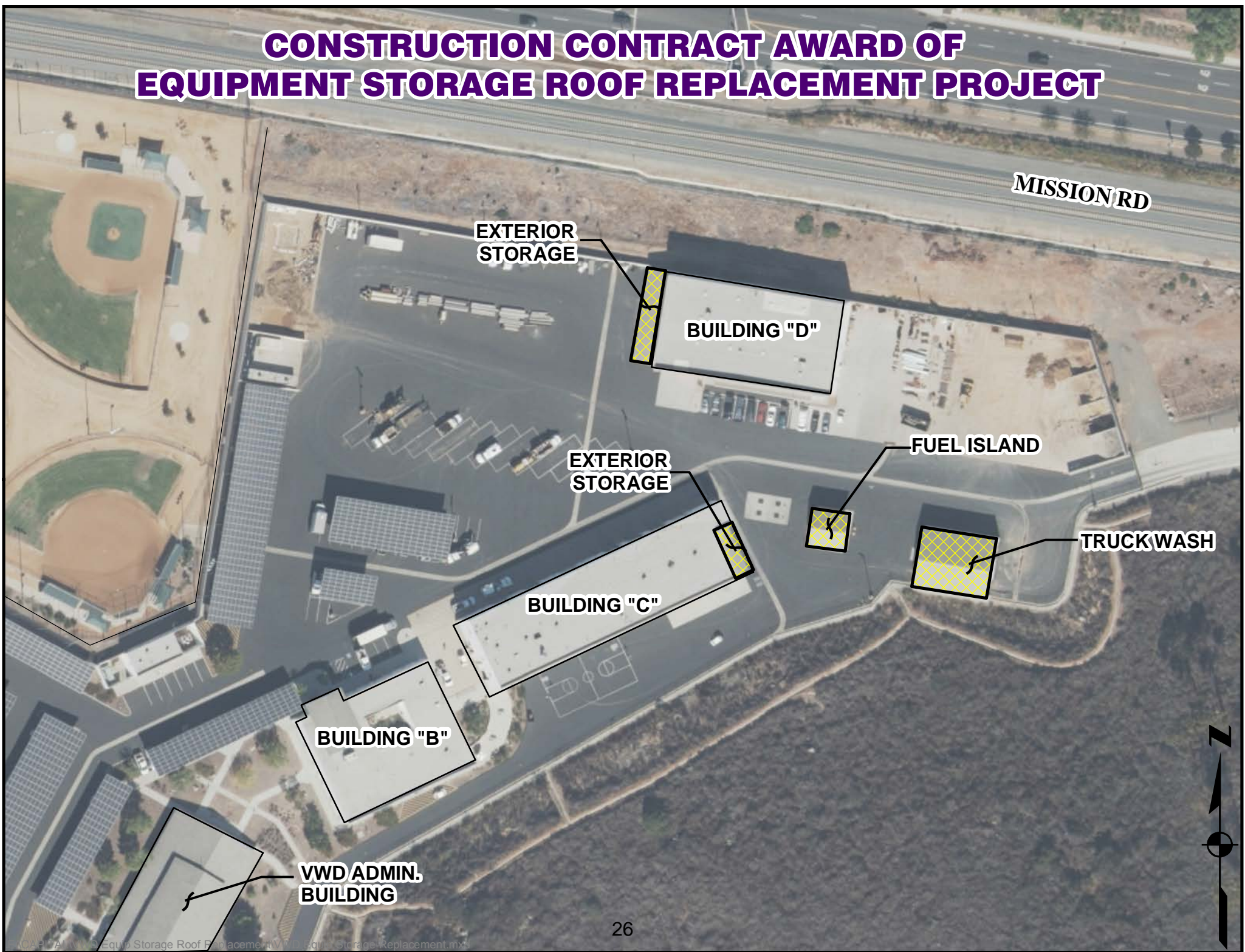
ATTACHMENTS:

Plat and Aerial Exhibit

CONSTRUCTION CONTRACT AWARD OF EQUIPMENT STORAGE ROOF REPLACEMENT PROJECT



CONSTRUCTION CONTRACT AWARD OF EQUIPMENT STORAGE ROOF REPLACEMENT PROJECT



DATE: MAY 2, 2018
TO: BOARD OF DIRECTORS
SUBJECT: RESOLUTION DECLARING NATIONAL PUBLIC WORKS WEEK

BACKGROUND:

In 1960, President John F. Kennedy proclaimed National Public Works Week as an annual reminder of the many ways public works contribute to our quality of life. For many years, public works professionals across North America have applauded and shared the accomplishments of those in their profession.

DISCUSSION:

The San Diego/Imperial Counties Chapter of the American Public Works Association will be celebrating National Public Works Week May 21 – 27, 2018. The theme of the American Public Works Association effort this year is “Public Works Connects Us”.

The American Public Works Association requests the District’s assistance in recognizing the valuable contribution made by the public works profession by proclaiming May 21-27, 2018 as National Public Works Week.

FISCAL IMPACT:

None.

RECOMMENDATION:

Adopt Resolution declaring May 21– 27, 2018, National Public Works Week.

RESOLUTION NO.

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE VALLECITOS WATER DISTRICT
DECLARING MAY 21 – 27, 2018
NATIONAL PUBLIC WORKS WEEK
IN THE VALLECITOS WATER DISTRICT

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and,

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, BE IT RESOLVED, that May 21 - 27, 2018, is proclaimed National Public Works Week in Vallecitos Water District and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Vallecitos Water District at a regular meeting held on the 2nd day of May, 2018, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

James Hernandez, President
Board of Directors
Vallecitos Water District

Glenn Pruij, Secretary
Board of Directors
Vallecitos Water District

DATE: MAY 2, 2018
TO: BOARD OF DIRECTORS
SUBJECT: CONSTRUCTION CONTRACT AWARD OF BOARDROOM AUDIOVISUAL AND LIGHTING UPGRADES PROJECT

BACKGROUND:

The audiovisual systems in the District Boardroom were originally installed with the construction of Building A in 1997 and have become outdated and are beyond their useful life. The systems need updating or replacement. The existing projectors, media convertors, cameras and other systems routinely fail due to their age, compatibility, and inability to find available replacement parts.

Upgrading the current audiovisual systems is supported by the District's Strategic Plan, Strategic Focus Area Strategy 3.1, Continuous Organizational Improvement goal. A Fiscal Year (FY) 2015/2016 budget request was made to upgrade the existing audiovisual technology and create consistency between other rooms in the building. The upgrade project will improve the overall visual and audio experience for the public, as well as presenters and the Board of Directors.

On June 17, 2015, the Board adopted the FY 2015/2016 budget. In an effort to reduce budget costs, as requested by the Board at the May 27, 2015 Workshop meeting, the Audiovisual (AV) Upgrade Budget was to be spread over two years, FY 2015/2016 and FY 2016/2017, and upgrades to the Boardroom were postponed until FY 2017/2018. AV upgrades to the Training Room, the Meadowlark Reclamation Facility (MRF) Conference Room, the MRF Break Room, and four (4) District Conference Rooms were completed in September 2016.

The project includes upgrades to video displays, AV sources, audio equipment, archival video recording and streaming, and the AV control system. The following is a general list of equipment to be installed per the Base Bid:

- Two 82" LCD monitors located on the front wall, behind the Board members
- Two portable 82" LCD monitors to be located at that left and right sides of the room
- Five 21.5" LCD monitor/Microphone/Speaker/Voting stations, one for each Board member
- Five 21.5" LCD monitor/Microphone/Speaker stations, one for each executive staff member and support staff
- Three 21.5" LCD monitors to be located at the AV control position for monitoring the content being recorded and dedicated to local presentation computers
- Two cameras – One ceiling-mounted at the front of the room and one wall-mounted at the back of the room
- Eight ceiling speakers
- LED ceiling-mounted track lighting system with twenty-four lights
- Portable staff table located on the left side of the room adjacent to General Counsel with two 21.5" LCD monitor/Microphone/Speaker stations
- Portable podium with one 21.5" LCD monitor/Microphone/Speaker station
- AV equipment including video recording system and related equipment
- Support infrastructure including conduit, wiring, cable, mounting, etc.
- Support programming, integration, controls, etc.

A separate Additive/Alternative (Add/Alt) Bid Amount was included in the Contract Documents for the following:

- Two additional cameras in the back corners of the room
- Videoconferencing equipment
- One additional 82" LCD monitor located on the back wall for presenters and/or Board members
- Wireless microphone system

The basis for the award of the project is the Base Bid Amount, however, one or all of the Additive/Alternate Bid Amounts may be included at the discretion of the District.

On April 5, 2018 at 2:00 p.m., District staff received and opened bids from 3 contractors with bid results as follows:

<u>Bidder</u>	<u>Base Bid Amount</u>	<u>Add/Alt Bid Amount</u>	<u>Total</u>
Audio Associates of SD	\$243,349.00	\$52,016.00	\$295,365.00
Western Audio Visual	\$275,660.65	\$46,132.74	\$321,793.39
Audio Visual Innovations	\$294,285.56	\$43,859.03	\$338,144.59

DISCUSSION:

The Architect's Estimate was \$230,000. Staff and Counsel completed the review of the bids and determined that there was a minor irregularity in Audio Associates of San Diego's bid. The bid irregularity consists of the fact that Audio Associates did not include the three signed addenda with their bid documents, however, they did acknowledge receipt of all three addenda in the bid form validating these changes.

Staff and Counsel completed the evaluation of qualifications and the irregularity, and determined that Audio Associates of San Diego was the lowest responsive, responsible bidder.

Staff has evaluated Audio Associates of San Diego's price of \$52,016 for the Add/Alt Bid Amount for the enhanced upgrades to the Boardroom. Individual items and prices are as follows:

<u>Add/Alt Items</u>	<u>Amount</u>
1. Additional Two Cameras	\$ 16,170
2. Videoconferencing Equipment	\$ 20,287
3. Rear Wall LCD Display	\$ 8,715
4. Wireless Mic System	\$ 6,844

On April 23, 2018, staff met with the Engineering & Equipment Committee to review the project. A mock set up of the Boardroom's proposed improvements was evaluated along with a review of the Architect's Estimate and comparative costs of similar projects by other public agencies. Committee members questioned and evaluated the individual improvements proposed in the Base Bid.

FISCAL IMPACT:

The total estimated cost and budget summary are as follows:

Budget	\$ 750,000
Cost of Previous Upgrades	<u>\$ 436,430</u>
Budget Remaining	\$ 313,570
Construction (Base Bid Only)	\$ 243,349
10% Contingency	\$ 24,335
Design	\$ 9,900
Miscellaneous	\$ 12,958
Staff & Overhead	<u>\$ 20,393</u>
Total	\$ 310,935
Budget Surplus	\$ 2,635

RECOMMENDATION:

Staff and the Engineering & Equipment Committee recommendations for the Boardroom Audiovisual and Lighting Upgrades Project are as follows:

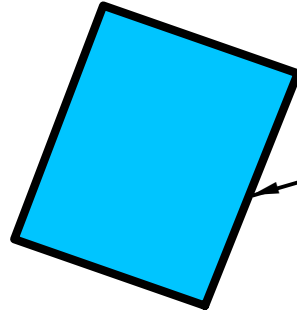
1. Waive the bid irregularity as described above.
2. Authorize the General Manager to execute a construction contract to Audio Associates of San Diego for the Base Bid in the amount of \$243,349, subject to provisions of the contract.

ATTACHMENTS:

Plat and Aerial Exhibit

CONSTRUCTION CONTRACT AWARD OF VWD BOARDROOM AUDIOVISIAL AND LIGHTING UPGRADES PROJECT

VWD
BLDG "A"
ADMIN.



BOARDROOM AUDIOVISUAL
AND LIGHTING UPGRADE

VWD
BLDG "A"
ADMIN.

