

Agenda

Regular Meeting of the Board of Directors of Yuima Municipal Water District

Monday, February 23, 2015 2:00 P.M.
34928 Valley Center Road, Pauma Valley, California

Bill Knutson, President
Ron W. Watkins, Vice President
George Stockton, Secretary/Treasurer

Mike Fitzsimmons, Director
Laney Villalobos, Director

AGENDA TOPICS

- 2:00-2:05 P.M. 1. **Roll Call** – Determination of Quorum.
2. **Pledge of Allegiance**
3. **Approval of Agenda** – At its option, the Board may approve the agenda, delete an item, reorder items and add an item to the agenda per the provisions of Government Code §54954.2.
4. **Public Comment** – Opportunity for members of the public to address the Board on matters within the Board’s jurisdiction, inquiries pertaining to an item on the agenda will be received during deliberation on that agenda item. No action can be taken unless specifically listed on the agenda (Government Code §54954.3)

2:05-2:08 P.M. **I. CONSENT CALENDAR**

Consent Calendar items will be voted on together by a single motion unless separate action is requested by a Board Member, staff or member of the audience.

1. Approve minutes of the Regular Meeting January 26, 2015
2. Approval of Accounts Paid and Payable & Reporting under Government Code §53065.5 for January, 2015.
3. Acceptance of Monthly Financial Reports – January, 2015 Treasurer Report and Cash Statement.
4. Proposed Resolution Amending the Records Retention and Disposal Policy

Background: Government Code §60200 and all other applicable statutes, govern the retention, transfer and destruction of all records. The Board has previously adopted a Records Retention and Disposal Policy. Proposed revisions to the District's Records Retention Schedule to reflect current practice is presented.

Recommendation: That the Board approve the proposed resolution.

5. Consider and Accept Staff Report on Yuima's Identity Theft Prevention Program

Background: District Staff is required by the Fair and Accurate Credit Transaction Act (FACTA) and Red Flag Rules to report to the Board, in a publicly noticed meeting, on material matters that occurred during the year related to the District's Identity Theft Prevention Program.

Recommendation: Receive and accept Staff Report.

6. Annual Review & Report on the District's Fraud Policy

Background: The Board adopted a Fraud Policy in 2008 that formalized the expectation of personal honesty and integrity required of District officials and employees. The policy sets out specific guidelines and responsibilities for appropriate actions that must be followed in the investigation of fraud and other similar irregularities. In 2011 the policy was updated to add contractors when working for the District and clarified some staff responsibilities. No changes are proposed at this time.

Recommendation: Information Item

7. Proposed Resolution Giving Notice for Public Hearing for the Fire Mitigation Fee Multi-Year Facilities and Equipment Plan for the Yuima, Pauma and Mootamai Municipal Water Districts

Background: Section §66000-66002 of the Government Code and the Fire Mitigation Fee Ordinance requires that the Facilities and Equipment Plan for the use of funds be adopted annually at a noticed public hearing. The annual Multi-Year Facilities and Equipment will be presented for review and adoption at the March meeting of the Board. A draft is included in the packet.

Recommendation: That the Board approve the proposed resolution which sets the hearing before the Board at 2:10 p.m. on the 23rd day of March and direct staff to publish the required notice.

8. Proposed Resolution Setting Forth the Time and Place for Hearing and Giving Notice of Hearing for Proposed Ordinance Fixing Compensation of Directors

Background: District Ordinance 98-08 §8 specifies that compensation to members of the Board of Directors shall be adjusted annually by the “*lesser of (a) the maximum amount allowed by statute now in effect or enacted hereafter, or (b) a percentage equal to the cost of living adjustment applied to the salaries of District employees for the prior fiscal year, pursuant to a resolution which shall be considered annually prior to July 1st of each year*”. Pursuant to the provision of the Ordinance the compensation rate would increase 1.3% or \$3.00 per day for each day’s attendance at meeting of the Board, or for each day’s service rendered as a member of the board by request of the Board in excess of four (4) hours, or \$1.50 for each day’s service

rendered under four (4) hours as a member of the board by request of the Board. A public hearing will be set for March 23, 2015 at 2:15 pm for the new amount to be effective July 1, 2015.

Recommendation: That the Board approve the proposed resolution which sets the hearing before the Board at 2:15 p.m. on the 23rd day of March and direct staff to publish the required notice.

9. Proposed Resolution Concurring in Nomination to the Executive Committee of the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) – David T. Hodgkin

Background: The Scotts Valley Water District has requested the Board consider adopting a concurring resolution nominating David T Hodgkin to the Executive Committee of ACWA/JPIA.

Recommendation: That the Board approve the proposed resolution.

10. Proposed Resolution Concurring in Nomination to the Executive Committee of the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) – Paul E. Dorey

Background: The Vista Irrigation District has requested the Board consider adopting a concurring resolution nominating Paul E. Dorey to the Executive Committee of ACWA/JPIA.

Recommendation: That the Board approve the proposed resolution.

11. Proposed Resolution Concurring in Nomination to the Executive Committee of the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) – David A. Drake

Background: The Rincon del Diablo Municipal Water District has requested the Board consider adopting a concurring resolution nominating David A. Drake to the Executive Committee of ACWA/JPIA.

Recommendation: That the Board approve the proposed resolution.

2:08-2:20 P.M. **II. SPECIAL REPORTS**

1. Joint Powers Fire Report

Chief Williamson and Captain Johnson will be present

Williamson

2:10-2:15 P.M. **III. ACTION/DISCUSSION**

1. Proposed Resolution Approving Change Order No. 1 for Well No. 12 Emergency Rehabilitation (Fain Drilling & Pump Company, Inc.)

Knutson

Background: A change order to the Contract is presented to eliminate Work Item No. 6, E Log, reducing the contact amount by \$1,820; reducing Work Item No. 9, gravel fill pipe and pack from 210-feet to 110-feet, reducing the contract by \$2,000 and adding 100-foot Cement/Bentonite grout seal, increasing the contract by \$3,000 resulting in an overall decrease to the contract by \$1,000 under this change order.

Recommendation: That the Board approve the resolution as presented

2. Proposed Resolution Accepting Project Known As Well No. 12 Emergency Rehabilitation (Fain Drilling & Pump Company, Inc.)

Background: Fain has completed Well No. 12 Emergency Rehabilitation under schedule 1 of the contract totaling \$103,750, less change order No. 1 for a contract total of \$102,750.

Recommendation: That the Board approve the resolution as presented

3. Proposed Ordinance Establishing A Special Connection Fee and Charge For New Service Connections and Expanded Water Use for Improvement District A and Repealing Ordinance 51-81 Knutson

Background: Revision to the IDA Special Connection Fee Ordinance are presented for adoption or revision.

Recommendation: That the Board approve the Ordinance as presented or revised.

4. Setting Forth IDA Special Connection Charge and Fixing Time and Place Of Hearing and Giving Notice of Hearing (IDA Special Connection Charge) Knutson

Background: The IDA Special Connection charge , which fairly reflects the estimated cost of new facilities which are required and a reasonable contribution towards the historic depreciation cost of existing works which would be utilized in effecting new or expanded water use in Improvement District A is scheduled to increase from \$2,500 per acre to \$8,470 per acre. The public hearing is set for March 23, 2015 at 2:20 p.m. in order to invite comments from the public on the increased special connection charge.

Recommendation: That the Board approve the Resolution as presented.

5. Capacity Study – General District Burzell

Background: Due to the extreme demand on the District's limited imported water connection this summer, along with the loss of local ground water due to the drought, the Board commissioned a system capacity study to determine if the General District and/or IDA systems can meet the current peak and total demands of current customers under extreme conditions similar to those

experienced this summer, and if there is any uncommitted capacity available for new meters.

Capacity issues in IDA are critical to an accurate analysis of capacity system-wide for three reasons. First, IDA represents about 60% of total system demand. Second, its demand is highly variable, high monthly demand peaking at about 40 times low monthly demand. Third, since IDA controls the majority of the District's groundwater reserves, loss of those reserves from drought (or other causes) could result in significant increased demands for imported water in IDA. General Manager Burzell and Director of Operations and Engineering Engstrand will review the status of the study at the meeting.

Recommendation: Information Item

6. Proposed Resolution Authorizing Reallocation of Funds for the 2014-15 Approved Capital Projects and Approving Additional Capital Expenditures (IDA Well No. 45 Rehabilitation) Knutson

Background: The approved budget appropriated \$462,000 for the 2014-15 IDA Capital Improvements. A reallocation of approved capital funds from Capital jobs to be postponed, to the rehabilitation of Horizontal Well No. 45, and an allocation of funds to cover additional expenditures over approved project category amounts to be funded from IDA Special Connection fees.

Recommendation: That the Board approve the resolution as proposed.

7. Report on Performance Evaluation and Consideration of General Managers Administration Leave for 2015 Knutson

Background: The committee established by President Knutson to review the performance of General Manager Burzell, consisting of Director Stockton and President Knutson, met in February and recommends that the Board grant General Manager Burzell 40 hours additional administrative leave to be taken during CY 2015, with the condition that such leave is not convertible to a cash payment. The full committee report will be presented at the meeting.

Recommendation: That the Board approve 40 hours for 2015.

8. ACWA Region 10 Call for Nominations Knutson

Background: The Region 10 Board is looking for ACWA members in San Diego County who are interested in leading the direction of ACWA Region 10 for the remainder of the 2015-2016 term. The Board is seeking candidates to fill a Board Member vacancy in San Diego County. A resolution of support is required from the nominating agency.

Recommendation: Possible action if there is an interested Board member.

2:15-3:30 P.M. **IV. INFORMATION/REPORTS**

1. **Board Reports/Meetings**
 - President/JPIA Knutson
 - San Diego County Water Authority/MWD Watkins
 - Other Meetings

2. **Administrative** Burzell
 - General Information
 - Slippage
 - Well Levels
 - District Water Purchased

3. **Capital Improvement Program** Burzell
4. **Operations, Maintenance & Engineering** Engstrand
 - General Information
 - Rainfall Record

5. **Counsel** Scott
6. **Finance** Johnson
 - General Information
 - Delinquent Accounts

3:30-4:25 P.M. **V. OTHER BUSINESS**

4:25-4:30 P.M. **VI. ADJOURNMENT**

NOTE: In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the Board meeting, please contact the General Manager at (760) 742-3704 at least 48 hours before the meeting to enable the District to make reasonable accommodations. The meeting begins at 2:00 p.m. The time listed for individual agenda items is an estimate only.

Any writings or documents provided to a majority of the members of the Yuima Municipal Water District Board of Directors regarding any item on this agenda will be made available for public inspection during normal business hours in the office of the General Manager located at 34928 Valley Center Road, Pauma Valley.