

# Agenda

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

Monday, August 28, 2017 2:00 P.M.  
34928 Valley Center Road, Pauma Valley, California

Bill Knutson, President  
Ron W. Watkins, Vice President  
Terry Yasutake, Secretary/Treasurer

Laney Villalobos, Director  
Roland Simpson, 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** – This is an opportunity for members of the public to address the Board on matters of interest within the Board’s jurisdiction that are not listed on the agenda. The Brown Act does not allow any discussion or action by the Board or staff on matters raised during public comment except; 1) to briefly respond to statements made or questions posed; 2) ask questions for clarification; 3) receive and file the matter; 4) if it is within staff’s authority, refer it to them for a reply; or 5) direct that it be placed on a future board agenda for a report or action. 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 Adjourned Meeting of July 24, 2017 and the Special Meeting of August 15, 2017.
2. Approval of Accounts Paid and Payable as of July 31, 2017.
3. Acceptance of Monthly Financial Reports – July Treasurers Report

2:08-2:10 P.M. **II. SPECIAL REPORTS**

1. Joint Powers Fire Report  
*Captain Bishop will be present*

Bishop

2:10-3:00 P.M. **III. ACTION/DISCUSSION**

1. Appoint Representatives to the GSA Executive Committee.

Watkins

*Background:* Name and/or affirm the lead and alternate representatives  
To the SGMA GSA Executive Committee.

2. Proposed Resolution Amending Employee Manual Section 13, Probation/  
Performance Standards.

Williamson

*Background:* The current standard requires employees to complete a one year  
probationary period. The Personnel Committee has recommended this be  
changed to a six-month probationary period with the option to extend the  
period for another six months if deemed necessary by the General Manager.

*Recommendation:* That the Board approve the Resolution if they so choose.

3. Proposed Resolution Approving Agreement for Record Keeping and Secretarial  
Services for the Upper San Luis Rey Watershed Authority (USLRWA) and  
Rescinding Resolution No. 1679-16.

Williamson

*Background:* The contract provides for secretarial and recordkeeping services.  
There is no change in the services provided under the contract. There is a \$57.27  
per month decrease in contract cost for fiscal year 2017-18 due to a reduction in  
the number of hours Yuima staff will spend performing the services.

*Recommendation:* That the Board approve the proposed resolution.

4. Proposed Resolution Approving Agreement for Facilities Use and Administrative  
Services for the San Luis Rey Resource Conservation District (USLRCD).

Knutson

*Background:* Beginning in January of 2017, the District entered into an  
an agreement with the Upper San Luis Rey Resource Conservation District  
to provide facilities and administrative services through June 2017. This is a  
renewal request to continue those services.

- Recommendation:* That the Board approve the proposed resolution.
5. Proposed Resolution in Support of Brent Hasey as President of ACWA Knutson

*Background:* Brent Hasey has been involved with ACWA throughout his tenure as a member of the Board of Directors of the Yuba County water agency. He was re-elected to the ACWA Board in 2014 and has been the Vice-President of the Board since 2015.

6. Approval of Purchase Order for Fain Drilling & Pump, Co. for the Development of Well No. 51 Pilot Hole and Cased Well. Williamson

*Background:* Yuima's purchasing Policy requires that any purchase over \$35,000 Be approved by the Board of Directors. Resolution No. 1740-17 was approved on June 5, 2017 for the development of Well No. 51 Pilot Hole and Cased Well. The Notice of Award and contract documents have been received and signed by Fain Drilling and Pump, Co. Additionally, all required documentation has been filed with the County of San Diego, the Department of Industrial Relations, and the Department of Environmental Health. Drilling of this well has begun and this purchase order will be submitted to Fain as a follow up to the signed contract.

*Recommendation:* That the Board approve the purchase order as submitted.

7. Approval of Purchase Order for Change Order No. 1 to the Contract Bid for the Development of Well No. 51 Pilot Hole and Cased Well. Williamson

*Background:* During the drilling process of Well No. 51 Fain began to hit highly unconsolidated material (possible cavern) which made further drilling impossible without sleeving through the unconsolidated area. Up to this point the well was producing high quality water estimated at 85 gallons per minute. It is thought that additional production can be achieved with further depth.

*Recommendation:* That, should the Board approve of the change, they approve the purchase order as submitted.

8. Review and Possible Action Regarding Financial Software Conversion. Reeh

*Background:* In October of 2016 Yuima entered into a contract with Springbrook / Accela to upgrade and convert our current financial and utility billing system. Since That time Accela has not installed any of the purchased software programs or begun any data conversion processes. At our last board meeting I notified the board about Accela's need for an additional \$10,000 to perform the data conversion that was omitted from the original contract signed by the previous General Manager. The board agreed to the additional funds. Since that time Accela has returned again, stating they cannot possibly complete the necessary data conversion for the additional amount they quoted. I have requested a final quote from Accela as to the true cost they are seeking. Additionally, I have researched and obtained an additional quote from Tyler Software,

the recommended software among cities and utility companies in a recent CSMFO survey.  
*Recommendation:* That the Board direct staff as to proceeding with Accela or seeking other options with Tyler Software.

9. 2017-18 Approved Capital Project Revision. Williamson

*Background:* On June 30, 2017 the Board approved a set list of capital projects to be completed during this fiscal year. After discussion with Operations Staff Manager Williamson would like to make some revisions to the planned projects Associated with Yuima’s Forebay station.

*Recommendation:* That, should the Board agree, the Board approve the proposed Revision to the 2017-18 Capital Projects.

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

1. **Board Reports/Meetings**

President/JPIA  
San Diego County Water Authority/MWD  
Other Meetings (SGMA/GSA)

Knutson  
Watkins

2. **Administrative**

General Information  
Slippage  
Well Levels  
District Water Purchased

Williamson

3. **Capital Improvement Program**

Williamson

4. **Operations**

Simon

General Information  
Rainfall Record

5. **Counsel**

Scott

6. **Finance & Administrative Services**

Reeh

General Information  
Software Upgrade  
Delinquent Accounts

3:30-4:25 P.M. **V. CLOSED SESSION**

PURSUANT TO GOVERNMENT CODE SECTION 5495639(d)(4)  
CONFERENCE WITH LEGAL COUNSEL Consideration of Initiation (two cases).

4:25-4:30 P.M. **VI. REPORT / ACTION FROM CLOSED SESSION**

4:30-4:35 P.M. **VII. 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.*