



**REGULAR MEETING AGENDA
VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
6:00 P.M. – CITY COUNCIL CHAMBERS
555 SANTA CLARA STREET, VALLEJO CA 94590
FEBRUARY 9, 2016**

Board of Trustees
Osby Davis, President
Jess Malgapo, Vice-President
Pippin Dew-Costa
Erin Hannigan
Robert H. McConnell
Katy Miessner
Bob Sampayan
Rozzana Verder-Aliga

District Manager
Melissa Morton

Notice: Members of the public shall have the opportunity to address the Board concerning any item listed on this notice before or during consideration of that item. No other items may be discussed during this meeting.

The City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the District Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the District Clerk's office no less than 48 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. Please contact our office at (707) 644-8949.

Any writings or documents related to an agenda item for the open session of this meeting are available for public inspection during normal business hours at the front counter of the District office, located at 450 Ryder Street.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ELECTIONS**
5. **PRESENTATIONS AND COMMENDATIONS**
 - A. INTRODUCTION OF NEW DISTRICT STAFF
6. **COMMENTS ON CONSENT CALENDAR BY MEMBERS OF THE PUBLIC**

*Members of the public wishing to address the Board on Consent Calendar Items are requested to submit a completed speaker card to the District Clerk. Each speaker is limited to **five minutes**. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Board of Trustees. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

7. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

All matters are approved under one motion unless requested to be removed for discussion by the Board, District Manager, or requested for removal by a member of the public, which requires approval by a majority vote of the Board.

- A. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF JANUARY 12, 2016

PROPOSED ACTION

Approve the minutes from the regular meeting of January 12, 2016.

B. APPROVAL OF THE DISBURSEMENTS REGISTER FOR FEBRUARY 9, 2016

PROPOSED ACTION

Adopt a resolution approving the Disbursements Register for February 9, 2016.

C. QUARTERLY INVESTMENT REPORT

PROPOSED ACTION

Adopt a resolution approving the quarterly Investment Report for the quarter ended December 31, 2015.

D. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR DESIGN OF A FLOOD WALL FOR THE WASTEWATER TREATMENT FACILITY JOB NO. 160427, FEMA-4193-DR-CA, PROJECT #PJ0468, FIPS #095-91036

PROPOSED ACTION

Adopt a resolution, authorizing the District Manager to award an agreement for the design of a Flood Wall to West Yost Associates in an amount not to exceed \$249,817.

E. AWARD OF BID FOR PURCHASE OF TWO NEW CUES CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION TRUCKS

PROPOSED ACTION

Adopt a resolution authorizing the District Manager to purchase two new CUES Closed Circuit Television (CCTV) Inspection Trucks from Weco Industries in an amount not to exceed \$465,601.

F. APPROVAL OF MINUTES FROM THE SPECIAL MEETING OF FEBRUARY 1, 2016

PROPOSED ACTION

Approve the minutes from the special meeting of February 1, 2016.

8. PUBLIC HEARING

9. ADMINISTRATIVE ITEMS

A. QUARTERLY UPDATE ON DISTRICT GOALS

PROPOSED ACTION

This report is for information only. No board action is requested at this time.

10. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

11. DISTRICT MANAGER'S REPORT

12. DISTRICT COUNSEL'S REPORT

13. COMMUNITY FORUM

*Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Board to resolve, may step to the podium and state his/her name and address for the record. Pursuant to Vallejo Sanitation and Flood Control District Rules of Procedure, Community Forum is limited to 15 minutes, with each speaker limited to **three minutes**.*

14. REPORTS BY PRESIDING OFFICER AND TRUSTEES

15. CLOSED SESSION: *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.*

16. ADJOURNMENT

I, Holly M. Charléty, District Clerk of Vallejo Sanitation and Flood Control District declare that the foregoing agenda for the February 9, 2016 Regular Meeting was posted and available for review by the required time as prescribed by law at the District office located at 450 Ryder Street, Vallejo, California. This agenda is also available on the District website at www.vsfcd.com.



BOARD COMMUNICATION Agenda Item No. 4
Date: February 9, 2016

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES
FROM: MELISSA MORTON, DISTRICT MANAGER
HOLLY M. CHARLEY, DISTRICT CLERK
SUBJECT: ELECTION OF OFFICERS FOR 2016

BACKGROUND AND DISCUSSION

Pursuant to Section 6(c) of the District's enabling act, the Board shall annually elect the following officers from among the trustees to serve for a term of one year: President, Vice-President, and Secretary.

As the Board of Trustees consists primarily of members of the Vallejo City Council, meetings for the Board have been established and held on the same day as meeting of the Vallejo City Council. For consistency and ease of transition between the City Council and Board of Trustee meetings, the Board has, in previous years, elected the Mayor to the position of President; the Vice-Mayor as the Vice-President; and the Councilmember appointed to review City claims as the Secretary.

RECOMMENDATION

District staff recommends that the board elect officers consistent with past practice, electing the Mayor as President of the Board; Vice-Mayor as Vice-President of the Board; and the Councilmember appointed to review City claims as the Secretary of the Board.

ALTERNATIVES CONSIDERED

The Board may choose to elect officers from among any of its trustees to serve as President, Vice-President, and Secretary.

ENVIRONMENTAL REVIEW

None

FISCAL IMPACT

None

PROPOSED ACTION

District Staff recommends the following procedure for election of officers:

1. The Current Presiding Officer will:
 - a. Call for nominations for President;
 - b. Close nomination; and
 - c. Call for a vote.

2. The Newly Elected President will:
 - a. Call for nominations for Vice-President;
 - b. Close nominations; and
 - c. Call for a vote.

3. The Newly Elected President will:
 - a. Call for nominations for Secretary;
 - b. Close nominations; and
 - c. Call for a vote.

DOCUMENTS ATTACHED

None

CONTACT PERSON

Holly M. Charl  y, District Clerk, (707) 644-8949 ext. 202



REGULAR MEETING MINUTES
VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
6:00 P.M. – CITY COUNCIL CHAMBERS
555 SANTA CLARA STREET, VALLEJO CA 94590
JANUARY 12, 2016

Board of Trustees
Osby Davis, President
Jess Malgapo, Vice-President
Pippin Dew-Costa
Erin Hannigan
Robert H. McConnell
Katy Miessner
Bob Sampayan
Rozzana Verder-Aliga

District Manager
Melissa Morton

- 1. **CALL TO ORDER** - The regular meeting of the Vallejo Sanitation and Flood Control District was called to order at 6:03 PM with President Davis presiding.
- 2. **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- 3. **ROLL CALL** - On roll call present were: President Davis; Trustees Dew-Costa, Malgapo, McConnell, Miessner, Sampayan, Seifert (Alternate), and Verder-Aliga. Absent: Trustee Hannigan.

Others present were; Melissa Morton, District Manager; Holly Charléty, District Clerk; Kinji Wooten, Office Assistant; Quincy Deal, Operator II; Dan Ferguson, Wastewater Operator Supervisor; Andy Jannings, Field Operations Superintendent; Mary Morris, Finance Director; Clayton Rushing, Operator II; Dan Tafolla, Director of Environmental Services; Mark Tomko, Director of Engineering; and Gary Heppell, District Legal Counsel.

4. **PRESENTATIONS AND COMMENDATIONS**

A. INTRODUCTION OF NEW DISTRICT STAFF – New employees Quincy Deal, Operator II; Clayton Rushing, Operator II; and Kinji Wooten, Office Assistant were introduced.

5. **COMMENTS ON CONSENT CALENDAR BY MEMBERS OF THE PUBLIC – None**

*Members of the public wishing to address the Board on Consent Calendar Items are requested to submit a completed speaker card to the District Clerk. Each speaker is limited to **five minutes**. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Board of Trustees. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

6. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

All matters are approved under one motion unless requested to be removed for discussion by the Board, District Manager, or requested for removal by a member of the public, which requires approval by a majority vote of the Board.

President Davis called for a motion to approve the Consent Calendar and Agenda, Trustee Malgapo moved the item.

AYES: President Davis; Trustees Dew-Costa, Malgapo, McConnell, Miessner, Sampayan, Seifert (Alternate), and Verder-Aliga

NOES: None

ABSENT: Trustee Hannigan

ABSTAIN: None

- A. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF DECEMBER 8, 2015

PROPOSED ACTION

Approve the minutes from the regular meeting of December 8, 2015.

- B. APPROVAL OF THE DISBURSEMENTS REGISTER FOR JANUARY 12, 2016

PROPOSED ACTION

Adopt a resolution approving the Disbursements Register for January 12, 2016.

[Resolution 2016-5746](#)

- C. REIMBURSEMENT AGREEMENT WITH THE CITY OF VALLEJO FOR DESIGN OF THE MARE ISLAND FORCE MAIN REPLACEMENT PROJECT (PROJECT #151716)

PROPOSED ACTION

Adopt a resolution, authorizing the District Manager to approve the Reimbursement Agreement with the City of Vallejo for the Mare Island Force Main Replacement Project. [Resolution 2016-5747](#)

- D. AWARD OF CONTRACT FOR WEED ABATEMENT SERVICES FOR 2016

PROPOSED ACTION

Adopt a resolution authorizing the District Manager to award contract for weed abatement services for 2016 to New Image Landscaping Company of Fremont, CA in an amount not to exceed \$64,360. [Resolution 2016-5748](#)

- E. APPROVAL OF AMENDMENT NO. 2 FOR THE SKIBBEREEN/MONTEITH STORM DRAIN PROJECT (PROJECT #071027)

PROPOSED ACTION

Adopt a resolution, authorizing the District Manager to amend the contract with West Yost Associates for design services and increase the budget by \$57,200, increasing the not-to-exceed cost for the design of the Skibbereen/Monteith Storm Drain Project from \$73,487 to \$130,687. [Resolution 2016-5749](#)

7. PUBLIC HEARING – None

8. ADMINISTRATIVE ITEMS

- A. JUNE 30, 2015 COMPREHENSIVE ANNUAL FINANCIAL REPORT

PROPOSED ACTION

Adopt a resolution to accept the June 30, 2015 Comprehensive Annual Financial Report as submitted. [Resolution 2016-5750](#)

[President Davis called for a motion to approve the Consent Calendar and Agenda, Trustee Malgapo moved the item.](#)

AYES: [President Davis; Trustees Dew-Costa, Malgapo, McConnell, Miessner, Sampayan, Seifert \(Alternate\), and Verder-Aliga](#)

NOES: None
ABSENT: Trustee Hannigan
ABSTAIN: None

9. **APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES – None**
10. **DISTRICT MANAGER'S REPORT – District Manager, Melissa Morton, gave an update on the status and use of the District's sandbag stations.**
11. **DISTRICT COUNSEL'S REPORT – None**
12. **COMMUNITY FORUM – None**

*Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Board to resolve, may step to the podium and state his/her name and address for the record. Pursuant to Vallejo Sanitation and Flood Control District Rules of Procedure, Community Forum is limited to 15 minutes, with each speaker limited to **three minutes**.*

13. **REPORTS BY PRESIDING OFFICER AND TRUSTEES – Trustee Sampayan discussed the District's sandbag station and flooding, including sharing a report from a resident who was pleased to see District staff cleaning out debris in advance of the storm; emphasized interest in recycled water. Trustee McConnell emphasized interest in recycled water and encouraged the District to explore putting in purple pipes. The District Manager reminded the Board that this is a component of the Mare Island Force Main project.**
14. **CLOSED SESSION:** *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.*
15. **ADJOURNMENT – 6:18 PM**

This is to certify that the foregoing
is the true and correct meeting minutes
as approved by the Board of Trustees
on February 9, 2016

RESOLUTION NUMBER 2016-

**A RESOLUTION TO APPROVE THE
DISBURSEMENTS REGISTER FEBRUARY 9, 2016**

BE IT RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District of Solano County, California as follows:

WHEREAS, the District maintains general checking to facilitate operating cash disbursements;

WHEREAS, general checking disbursements must be authorized by the Board of Trustees; and

WHEREAS, claims as enumerated on the attached Disbursements Register and for the respective amounts set opposite the name of each person or firm total \$1,104,233.33.

IT IS, THEREFORE, RESOLVED, to approve the Disbursements Register for February 9th, 2016; and

BE IT FURTHER RESOLVED, that all claims be paid.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 9th day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and the Seal of said District this 9th day of February, 2016.

HOLLY M. CHARLEY
District Clerk

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: FEBRUARY 9, 2016

Date: 1/21/2016

Ck Date	Ck No	Vendor Name	Amount	Description
12/30/2015	58445	ACCOUNTING PRINCIPALS INC	3,137.92	TEMP SVCS W/E 12/13/15
	58446	SEAN BAILEY	165.00	CWEA TESTING
	58447	BARBER JR, JOHNNIE B & P A	94.98	REFUND: 1231 LOUISIANA ST
	58448	BAYSHORE BUILDING MATERIALS	184.66	CONCRETE
	58449	BERT WILLIAMS & SONS INC	147.60	VEHICLE PARTS
	58450	CAL BAY SERVICES INC	317.00	THERMOSTAT REWIRING
	58451	CALDWELL, MYISHA A & ANTHONY B	123.13	REFUND: 240 CLEARPOINTE
	58452	CALPERS LONG-TERM CARE PROGRAM	156.97	PAYROLL SUMMARY
	58453	CALTEST LAB	104.50	TESTING MONTHLY DI WATER
	58454	CDW GOVERNMENT INC	688.33	COMPUTER COMPONENTS
	58455	CITY OF VALLEJO PUBLIC WORKS DEPT	1,305.00	36 BENICIA RD
	58456	CONCRETE WALL SAWING CO INC	1,845.00	CONCRETE/CORE DRILLING
	58457	DEIROSSI, IVAN & LILLIAN	65.71	REFUND: 1027 ALABAMA ST
	58458	ANIKA DORIA	71.00	NUTS & BOLTS CONFERENCE
	58459	DOUGLAS AND CHRIS BRACEY	350.00	REPLACEMENT - UPPER LAT
	58460	ELAM, ROBERT L & SERGEJA	30.21	REFUND: 114 CAROLINA ST
	58461	FAJARDO, SHIRLEY & GLEN	200.94	REFUND: 718 MINI DR
	58462	FAVARO LAVEZZO & GILL	7,466.60	PROF SVCS THRU 11/30/15
	58463	FEDERAL EXPRESS	34.52	SHIPPING CHARGES
	58464	GHD INC	79,296.14	PROGRESS PAYMENT #4
	58465	WW GRAINGER	855.74	RESTOCK SHOP CONSUMABLES
	58466	GRAYMONT WESTERN US INC	6,860.81	CHEMICALS
	58467	HACH COMPANY	775.79	ENV SVCS SUPPLIES
	58468	HAMMOND, HOLLY	7.26	REFUND: 427 OHIO ST
	58469	HANES, DAVID A	102.74	REFUND: 579 RUSSELL ST
	58470	HARRINGTON PLASTICS, INC	883.71	PLASTIC PARTS
	58471	HAYES SUPPLY CO	125.24	OPS SUPPLIES
	58472	HOLT OF CALIFORNIA	116.42	LIFT TRUCK MAINT
	58473	HUANG, JIWANG	128.58	REFUND: 6008 STONEHOUSE
	58474	JR'S ROAD SERVICE	1,402.71	HEAVY EQUIP REPAIR
	58475	LACAP, JENNIFER J & ROMEL	1.59	REFUND: 1212 HALSEY ST
	58476	MAICHEL, PATRICIA DIANE	95.08	REFUND: 1010 ROLLINGWOOD
	58477	MANAGED HEALTH NETWORK	244.64	EAP - 01/2016
	58478	MARTINEZ, GONZALO S	603.64	REFUND: 1139 JACK LONDON
	58479	MATHEWS & SONS AUTOMOTIVE INC	705.26	AUTO SVC
	58480	MCMASTER-CARR SUPPLY COMPANY	4,712.65	BLASTING MEDIA
	58481	MOSCHETTI INC	90.00	COFFEE SERVICE
	58482	MURATORI, JACK J & SALLY K	88.86	REFUND: 627 WASHINGTON ST

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: FEBRUARY 9, 2016

Date: 1/21/2016

Ck Date	Ck No	Vendor Name	Amount	Description
	58483	NAPA AUTO PARTS	40.28	AUTO PARTS
	58484	NORCAL PRINTING INC	3,160.99	NOV/DEC CURRENT PRINTING
	58485	OTA, SANFORD H	82.75	REFUND: 411 CLARK DR
	58486	PACHECO, RUI	6.35	REFUND: 318 ILLINOIS ST
	58487	PACIFIC WATER RESOURCES	3,641.50	PUMP SUPPLIES
	58488	PLATT ELECTRIC	1,006.55	ELECTRICAL SUPPLIES
	58489	RECOLOGY VALLEJO	4,346.33	12/1/15-12/31/15
	58490	SACRAMENTO STREET 303 CORP	1,222.83	REFUND: 303 SACRAMENTO ST
	58491	SEAPNO, RODERICK & LILIAN	65.57	REFUND: 185 CLEARVIEW DR
	58492	SNEED, RICK K	101.61	REFUND: 1275 WILDWING
	58493	SUNGARD PUBLIC SECTOR INC	160.25	TRANS MGR NOV 2015
	58494	TAP MASTER INC	3,298.00	10" LINE RE-STOP
	58495	U.S. BANK - PARS ACCT#6746019200	6,043.87	PAYROLL SUMMARY
	58496	UNIVAR USA INC	2,572.29	CHEMICALS
	58497	UPSHAW, ALMA M	3.24	REFUND: 1828 TUOLUMNE ST
	58498	VALLEJO TIMES HERALD	180.55	ACCT3532387/ORDINANCE
	58499	VISION SERVICE PLAN (CA)	3,283.66	VISION PREMIUM/JAN 2016
	58500	VWR SCIENTIFIC	87.37	LAB SUPPLIES
	58501	WECO INDUSTRIES LLC	2,715.47	FOPS SUPPLIES
	58502	KINJI WOOTEN	71.00	NUTS & BOLTS CONFERENCE
		Subtotal	145,676.39	
1/7/2016	58503	ADVANCED TRENCHLESS SEWER SOLUTIONS	1,850.00	REPLACEMENT - LOWER LAT
	58504	AT&T	119.49	11/27/15-12/26/15
	58505	AT&T MOBILITY	3,141.65	11/16/15-12/15/15
	58506	AT&T SERVICES INC	1,552.11	12/15/15-1/14/16
	58507	AUTOMATED NETWORK CONTROLS LLC	520.88	SCHEDULED SYSTEM WORK
	58508	BAYSHORE BUILDING MATERIALS	107.54	CONCRETE
	58509	BLAISDELL'S BUSINESS PRODUCTS	1,311.01	FURNITURE
	58510	BOB'S MOBIL REPAIR	337.51	MOBIL REPAIR
	58511	BOLT STAFFING SERVICE INC	270.80	TEMP SVCS W/E 12/27/15
	58512	BWS DISTRIBUTORS	1,120.86	AMMONIA CAL GAS/TRIPLE GAS
	58513	CALTEST LAB	899.65	TESTING MONTHLY EFFLUENT
	58514	CDW GOVERNMENT INC	187.66	COMPUTER COMPONENTS
	58515	ANTHONY O. CHALMERS	300.00	SWRCB CERTIFICATE
	58516	CINTAS CORPORATION NO 3	1,489.56	LAUNDRY SVC 12/17/15

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: FEBRUARY 9, 2016

Date: 1/21/2016

Ck Date	Ck No	Vendor Name	Amount	Description
	58517	CITY OF VALLEJO WATER BILLING	60.04	301 GREENMONT DR-IRR
	58518	COMCAST	155.89	INTERNET/8155300241165646
	58519	CONTROL SYSTEMS WEST INC	2,815.91	HAMMER MOTOR CONTROL
	58520	CSRMA	115,976.00	PLP POOLED DEPOSIT
	58521	DAVID AND KAREN BILLECI	2,430.00	REPLACEMENT - UPPER LAT
	58522	DELTA DENTAL PLAN	23,469.01	DENTAL PREMIUM/JAN 2016
	58523	DEPENDABLE JANITORIAL SVC & SUPPLY	3,685.00	BREAKROOM FRIGS
	58524	DETECTION INSTRUMENTS CORPORATION	4,812.36	WIRELESS LOGGER
	58525	DI AGGREGATE MANAGEMENT, LLC	1,756.52	WASHED SAND
	58526	EMPLOYMENT SCREENING RESOURCES	117.00	EMPLOYMENT SCREENING
	58527	ENCORP LLC	11,063.25	PEAK RESPONSE UPGRADE
	58528	DANIEL C. FERGUSON	51.00	LEADERSHIP TRAINING
	58529	GLOBALSTAR USA	29.98	TELEPHONE ACCT 1.50315681
	58530	WW GRAINGER	824.58	FOPS SUPPLIES
	58531	GREATER VALLEJO RECREATION DISTRICT	2,000.00	ANNUAL FEES 2015-2016
	58532	HAYES SUPPLY CO	499.68	CHEMICALS
	58533	HELIX LABORATORIES INC	703.89	SPRAY CONCENTRATE
	58534	HOME DEPOT CREDIT SERVICES	799.87	COPPER FITTINGS
	58535	JERAD HOPE	603.93	HOME DEPOT SUPPLIES
	58536	IBANEZ, ROMEO I	1.58	REFUND: 201 RINALDO DR
	58537	JEANINE PRESTON	2,050.00	REPLACEMENT - UPPER LAT
	58538	JOHN SENSENBAUGH	2,346.00	REPLACEMENT - UPPER LAT
	58540	JR'S ROAD SERVICE	3,192.06	HEAVY EQUIP REPAIR
	58541	KIMBALL MIDWEST	987.22	WASHERS/GASKETS,ETC
	58542	KIMBERLEY ROSS	3,360.00	REPLACEMENT - UPPER LAT
	58543	LES SCHWAB TIRE CENTER	324.83	V237 TIRE REPLACEMENT
	58544	MARE ISLAND HERITAGE TRUST	1,000.00	SPONSORSHIP FEE
	58545	MATHEWS & SONS AUTOMOTIVE INC	163.79	AUTO REPAIR
	58546	MCMASTER-CARR SUPPLY COMPANY	305.46	SHOP SMALL TOOLS
	58547	MOSCHETTI INC	135.00	COFFEE SERVICE
	58548	NANCY STEINBURG	400.00	TWO-WAY CLEANOUT
	58549	NAPA VALLEY PETROLEUM INC	790.00	CHEV ULTRA DUTY
	58550	NORTH BAY AWARDS	26.07	ADMIN SUPPLIES
	58551	OLIN CORP - CHLOR ALKALI	2,673.16	CHEMICALS
	58552	PACIFIC GAS & ELECTRIC	5,893.38	NOV 15
	58553	PACIFIC WATER RESOURCES	43,834.20	PUMPS
	58554	PLATT ELECTRIC	669.83	CONDUIT/UNILET BODY,ETC
	58555	PRAXAIR DISTRIBUTION INC	29.89	SHOP SUPPLIES

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: FEBRUARY 9, 2016

Date: 1/21/2016

Ck Date	Ck No	Vendor Name	Amount	Description
	58556	PROFORMA RESOURCES	126.91	SAFETY CLOTHING
	58557	PUBLIC UTILT & WATERWRKS MGMT INST	1,497.00	LEADERSHIP TRNING/E WHITE
	58558	RAMIREZ TOWING INC	804.40	V230 TOW TO GEN EQUIP
	58559	RECOLOGY VALLEJO	4,346.33	12/1/15-12/31/15
	58560	RESA POWER SERVICES	2,574.62	SQUARE D BREAKER
	58561	RICOH USA, INC.	1,815.29	12/24/15-01/23/16
	58562	ROOSEVELT LEE	4,944.00	REPLACEMENT - UPPER LAT
	58563	ROYAL JELLY DONUTS	400.00	TWO-WAY CLEANOUT
	58564	FRANK SILVEIRA	51.00	LEADERSHIP TRAINING
	58565	SIR SPEEDY	28.24	BUSINESS CARDS
	58566	T.H.E. OFFICE CITY	919.00	MISC OFFICE SUPPLIES
	58567	TED PEARCE	2,600.00	REPLACEMENT - UPPER LAT
	58568	TELEPACIFIC COMMUNICATIONS	865.69	12/23/15-1/22/16
	58569	MARK A TOMKO	153.00	CASA WINTER CONFERENCE
	58570	TRAYLOR, REVENTER	4.81	REFUND: 426 GRENNAN ST
	58571	USABLUEBOOK	173.00	LAB SUPPLIES
	58572	VISIBLE	117.86	2015 W2 FORMS
	58573	DONALD J. WHITE	450.00	CWEA MEMBERSHIP
	58574	EILEEN M. WHITE	51.00	LEADERSHIP TRAINING
		Subtotal	275,167.25	
1/14/2016	58575	ACCOUNTING PRINCIPALS INC	4,898.50	TEMP SVCS W/E 12/6/15
	58576	APPLIED PEST MANAGEMENT INC	100.00	PEST MGMT DEC 2015
	58577	AT&T	19.64	12/4/15-1/3/16
	58578	BERT WILLIAMS & SONS INC	65.16	PEAK DEX-COOL
	58579	BLAISDELL'S BUSINESS PRODUCTS	1,228.55	FURNITURE
	58580	BOLT STAFFING SERVICE INC	1,133.94	TEMP SVCS W/E 1/3/16
	58581	KEVIN J BOOK	245.00	CWEA MEMBERSHIP
	58582	CALIFORNIA CAD SOLUTIONS	32,150.00	PROGRESS PAYMENT #3
	58583	CALIFORNIA STATE UNIVERSITY	1,700.00	BANQUET 3/5/16
	58584	CALPERS LONG-TERM CARE PROGRAM	156.97	PAYROLL SUMMARY
	58585	CALTEST LAB	373.35	TESTING MONTHLY EFFLUENT
	58586	CDW GOVERNMENT INC	29,470.22	COMPUTER COMPONENTS
	58587	CINTAS CORPORATION NO 3	505.64	LAUNDRY SVC 12/24/15
	58588	CITY OF VALLEJO PUBLIC WORKS DEPT	1,305.00	617 ALABAMA ST
	58589	CITY OF VALLEJO WATER BILLING	248.66	1501 LANDMARK DR

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: FEBRUARY 9, 2016

Date: 1/21/2016

Ck Date	Ck No	Vendor Name	Amount	Description
	58590	CLARENCE AND PATRICIA WRIGHT	2,506.00	REPLACEMENT - UPPER LAT
	58591	CLEAN HARBORS ENV SVCS INC	7,289.88	HIGH P RESSURE BLASTING
	58592	COMCAST	151.14	INTERNET/8155300241240209
	58593	CSRMA	5,084.22	DEDUCTIBLE RECOVERY
	58594	FOSTER FLOW CONTROL	31.50	LEVER HANDLE
	58595	GENERAL PLUMBING SUPPLY CO	1,319.10	PLUMBING SUPPLIES
	58596	GOLDEN GATE PETROLEUM COMPANY	5,309.98	FUEL
	58597	WW GRAINGER	1,395.55	TARP,CONNECTOR
	58598	GRAYMONT WESTERN US INC	6,886.55	CHEMICALS
	58599	GREATAMERICA LEASING FIN SVCS CORP	965.41	TELECOM EQUIP LEASING
	58600	HARRINGTON PLASTICS, INC	2,032.95	W-3 LEAK PARTS
	58601	HESS CONSTRUCTION	37,611.50	PROGRESS PAYMENT #03
	58602	INFOR PUBLIC SECTOR INC	558.81	HANSEN MAINT 3/17-7/31/16
	58603	BRENT H IVES	2,292.39	ORG CONSULTING DEC 2015
	58604	JR'S ROAD SERVICE	850.00	HEAVY EQUIP REPAIR
	58605	KLAS INVESTMENTS LLC	400.00	TWO-WAY CLEANOUT
	58606	KOFFLER ELECTRICAL MECHANICAL	4,644.90	REWIND 125 HP MOTOR
	58607	LEWELLEN, STANFORD	67.98	REFUND: 412 414 CENTRAL
	58608	LIEBERT CASSIDY WHITMORE	1,324.80	PROF SVCS THRU 6/30/15
	58609	MCMASTER-CARR SUPPLY COMPANY	2,308.80	PVC FITTINGS BIOASSAY
	58610	MISSION CLAY PRODUCTS LLC	2,748.45	SHIELDED COUPLING
	58611	MICHAEL W. MOORE	495.00	LANDSCAPE MAINT JAN 2016
	58612	MARY A MORRIS	168.97	CALPERS EDUC FORUM
	58613	MOSCHETTI INC	9.00	COFFEE SERVICE
	58614	NAPA AUTO PARTS	211.59	AUTO PARTS
	58615	NEOPOST USA INC	451.44	MAINT 2/5-3/4/16
	58616	NEOPOST USA INC	216.13	MAINT 2/1/16-2/29/16
	58617	NEWCOMB & SONS	79.00	SERVICE LOCK
	58618	NEXTEL COMMUNICATIONS	460.10	12/4/15-1/3/16
	58619	NORRIS-DEYE, ANITA	1.72	REFUND: 129 SOUTHPORT CT
	58620	PACIFIC GAS & ELECTRIC	62,050.70	12/8/15-1/6/16
	58621	PATTERSON-FREEMAN, LISA C	444.61	REFUND: 316 ROBLES WAY
	58622	PLATT ELECTRIC	241.92	RELAY RH3B-VLC
	58623	POSTMASTER	200.00	PERMIT #95507
	58624	READYREFRESH	223.76	12/7/15-1/6/15
	58625	RED WING SHOE STORE	490.62	SAFETY SHOES
	58626	ROBERT BOWERS	1,550.00	REPLACEMENT - UPPER LAT
	58627	SOLANO COUNTY ASSESSOR/RECORDER	2,424.00	RELEASE UTILITY LIEN(202)

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: FEBRUARY 9, 2016

Date: 1/21/2016

Ck Date	Ck No	Vendor Name	Amount	Description
	58628	STATE WATER RESOURCES CONTROL BOARD	317,449.84	A/R #07820-16-11
	58629	SYAR INDUSTRIES INC	101.44	DRAIN ROCK
	58630	T.H.E. OFFICE CITY	584.11	MISC OFFICE SUPPLIES
	58631	U.S. BANK - PARS ACCT#6746019200	5,676.87	PAYROLL SUMMARY
	58632	UNIVAR USA INC	3,885.95	CHEMICALS
	58633	URS CORPORATION AMERICAS	345.27	PROGRESS PAYMENT #31
	58634	VALLEJO TIMES HERALD	550.00	REF0005623483/ACCT2133270
	58635	VIERY, FAITH A	96.78	REFUND: 406 WOLF ST
	58636	GRETCHEN WATKINS	12.84	CALPERS ED FORUM
	58637	WEST YOST & ASSOCIATES	2,072.11	PROGRESS PAYMENT #24
	58638	YP WESTERN DIRECTORY LLC	80.00	ADVERTISING DIRECTORY
		Subtotal	559,954.31	
1/21/2016	58639	ABAG	4,939.96	LEVEL CHG 10/31-12/29/15
	58640	AHERN RENTALS INC	1,670.65	TRUCK RENTAL
	58641	AMBIUS INC	275.00	INDOOR PLANT SVC-01/2016
	58642	AMERICAN MESSAGING	24.26	ANSWERING SVC
	58643	BANK OF AMERICA BUSINESS CARD	133.14	CC PYMT/D TAFOLLA
	58644	BANK OF AMERICA BUSINESS CARD	161.15	CC PYMT/J HO
	58645	BAY AREA AIR QUALITY MGT DIST	1,074.00	PERMIT TO OPERATE FEE
	58646	BAY AREA BARRICADE INC	95.48	REFLECTIVE PADDLE
	58647	BOB'S MOBIL REPAIR	149.90	SMOG
	58648	TRIZANIA R. CADIZ	250.00	CWEA MEMBERSHIP
	58649	CALTEST LAB	88.35	TESTING SEMI MONTH FINAL
	58650	CDW GOVERNMENT INC	411.61	COMPUTER COMPONENTS
	58651	CINTAS CORPORATION NO 3	505.64	LAUNDRY SVC 12/31/15
	58652	CITY OF VALLEJO WATER BILLING	5,592.70	450 RYDER STREET
	58653	CONSOLIDATED ELECT DIST V	432.36	TELEPHONE CABLE
	58654	CORODATA MEDIA STORAGE INC	143.31	MEDIA STORAGE DEC 2015
	58655	COURTYARD PALM DESERT	891.84	CN#89741189/G SIMMONS
	58656	CRANE WORKS	780.00	QTRLY INSPECTION
	58657	DATAQUICK INFORMATION SYSTEMS	100.50	PROP INFO 12/1-31/15
	58658	DATASAFE INC	60.00	DESTRUCTION SVCS DEC 2015
	58659	DOROTHY GUINANE	1,550.00	REPLACEMENT - UPPER LAT
	58660	DOROTHY GUINANE	500.00	DISTRICT CLEANOUT
	58661	DOUBLE EAGLE PRIVATE SECURITY INC	18,340.40	SECURITY

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
DISBURSEMENTS REGISTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
MEETING DATE: FEBRUARY 9, 2016

Date: 1/21/2016

Ck Date	Ck No	Vendor Name	Amount	Description
	58662	RONALD EAKIN	164.00	CWEA MEMBERSHIP
	58663	ELK GROVE AUTO GROUP	24,449.19	DODGE CARAVAN
	58664	EMPLOYEE BENEFIT SPECIALISTS INC	132.00	FLEX ACCT ADMIN-DEC 2015
	58665	GOOGLE, INC	100.92	GOOGLE APPS DEC 2015
	58666	GRAYMONT WESTERN US INC	6,976.66	CHEMICALS
	58667	INTERSTATE BATTERY	188.68	12V SEALED BATTERY
	58669	ISLAND ENERGY	1,903.90	591 TISDALE AVENUE,LIFT S
	58670	JR'S ROAD SERVICE	1,257.55	HEAVY EQUIP REPAIR
	58671	KIMBALL MIDWEST	1,544.58	RESTOCK SHOP CONSUMABLES
	58672	MARRIOTT RIVERSIDE	215.27	CN#89806269/J KAISER
	58673	MCMASTER-CARR SUPPLY COMPANY	587.97	BFP FILTRATE PLUMBING
	58674	NAPA AUTO PARTS	100.30	AUTO PARTS
	58675	NAPA-VALLEJO WASTE MANAGEMENT	2,667.54	C&D RECYCLING TONS
	58676	NEOFUNDS BY NEOPOST	3,000.00	POSTAGE/7900044550387355
	58677	NORTH BAY LANDSCAPE MANAGEMENT INC	2,634.00	EXTRA MAINT SVC
	58678	PACIFIC GAS & ELECTRIC	1,957.56	12/1/15-12/29/15
	58679	PLATT ELECTRIC	445.51	SEALTITE
	58680	RECALL TOTAL INFORMATION MGMT INC	47.64	FEDEX SHIPPING
	58681	RESTORATION MANAGEMENT CO	1,481.00	CLN BIRD DROP DEWATERING
	58682	SAFETY-KLEEN CORP	324.83	SVC PARTS WASHER
	58683	SAMBA HOLDINGS INC	146.78	DRIVER RECORD MONITORING
	58684	SAN FRANCISCO ESTUARY INSTITUTE	13,724.00	PROF SVCS 1/1/16-12/31/16
	58685	SCHANER WASTE WATER PRODUCTS INC	11,767.50	POLY-GONE
	58686	SIR SPEEDY	2,189.32	STMTS/ENVS PRINTING
	58687	SUNGARD PUBLIC SECTOR INC	156.96	TRANS MGR DEC 2015
	58688	TELETRAC INC	1,288.87	GPS TRACKING
	58689	THOMAS FISH CO	186.00	BIOASSAY TESTING
	58690	VALLEY YELLOW PAGES	259.60	DIRECTORY ADVERTISING
	58691	VAVRINEK TRINE DAY & CO LLP	5,000.00	AUDITING SVCS NOV 2015
	58692	WEF - MEMBERSHIPS	235.00	MEM ID#17628611/HO
	58693	YP WESTERN DIRECTORY LLC	132.00	ADVERTISING DIRECTORY
		Subtotal	123,435.38	
		Grand Total	1,104,233.33	



BOARD COMMUNICATION Consent Item No. 7C
Date: February 9, 2016

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES

**FROM: MELISSA MORTON, DISTRICT MANAGER
MARY A. MORRIS, FINANCE DIRECTOR/TREASURER**

SUBJECT: QUARTERLY INVESTMENT REPORT

BACKGROUND AND DISCUSSION

The California Government Code, Section 53646, requires quarterly reporting of investments to the Board of Trustees. The composition of investments must conform to the District’s investment policy adopted annually, and must be sufficiently liquid to meet cash flow needs for the next six months. The District adjusts its cash and investment book balances to reflect market value. The condensed investment information below meets applicable reporting requirements.

First quarter condensed investment information for December 31, 2015, is as follows:

<u>Investment Type/Description</u>	<u>Cost Basis</u>	<u>Market Value</u>	<u>% of</u>
<u>Unrestricted Investments</u>			
U. S. Government Securities	\$ 23,942,521	\$ 23,874,074	64.13%
Corporate Bonds and Notes	4,475,593	1,860,052	5.00%
Corporate Certificates of Deposit	1,940,000	1,944,098	5.22%
Cash & Cash Equivalents	4,617,823	4,617,823	12.40%
	<u>34,975,936.99</u>	<u>32,296,047.00</u>	<u>86.75%</u>
<u>Restricted Funds</u>			
Debt Service Reserve Funds	4,933,367	4,933,367	13.25%
	<u>\$ 39,909,304</u>	<u>\$ 37,229,414</u>	<u>100.00%</u>

The portfolio is designed to provide *safety* through balance, diversification, credit worthiness, and volatility reduction; *liquidity* through short-term pools, callable governments, and investment laddering; and *rate of return* through callable governments, higher yielding corporate notes where safe, and higher yielding certificates of deposit. The portfolio incorporates the principles of the prudent investor standard and follows policy prepared in accordance with the requirements of the California Government Code. These requirements include public investing objectives, authorized investments, maturities, prohibited investments, reporting requirements, and Board approval.

Except for investments in Lehman, the District’s investments consist of government investments, FDIC insured CD’s, small par value corporates with strong credit worthiness, and liquid pools. The District will continue to hold its defaulted investments in Lehman until resolution of the bankruptcy case and final distribution to creditors. The investment strategy will continue to focus primarily on government investments, while maintaining a few small denomination corporates in investments with strong credit worthiness that are considered safe, and purchasing FDIC insured CD’s for safety and higher yield. Investments are purchased based upon conformance with District policy, fit within a portfolio plan, and broker offerings/recommendations. All investments within the portfolio meet/met

the California Government Code requirements for credit quality, maturity dates, and bond class percentages at the time of purchase.

Investment maturities range from 2016 to 2020 for both government and corporate investments except for the long-term portion, \$2M that matures in 2021. The portfolio currently yields 1.45% on average for approximately 108 basis points above the Local Agency Investment Fund (LAIF) benchmark currently at 0.37%.

Lehman Update

The three Lehman bonds in the portfolio have a market value of \$327,819 or 1.5% of the unrestricted investment portfolio value. The District's original investments in Lehman bonds totaled \$4,445,000.00. The District has received a total of \$1,661,956.14 in Bankruptcy distributions, and may receive further principal distributions when funds owed to Lehman are collected by the bankruptcy trustee.

The lawsuit against Lehman's auditing/accounting firm in New York federal court has been settled, and the District received its share of the settlement, \$129,467.26, in May 2015.

RECOMMENDATION

Approve the quarterly Investment Report for the quarter ended December 31, 2015 as submitted.

ALTERNATIVES CONSIDERED

None

ENVIRONMENTAL REVIEW

None

FISCAL IMPACT

None

PROPOSED ACTION

Adopt a resolution approving the quarterly Investment Report for the quarter ended December 31, 2015.

DOCUMENTS ATTACHED

- A. Resolution
- B. Definition of Terms
- C. Schedule of Investments Held

CONTACT PERSON

Mary A. Morris, Finance Director/Treasurer, (707) 644-8949, ext. 221

RESOLUTION NUMBER 2016-

**A RESOLUTION TO APPROVE THE QUARTERLY INVESTMENT SCHEDULE
FOR THE QUARTER ENDED DECEMBER 31, 2015**

BE IT RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District of Solano County, California as follows:

WHEREAS, the California Government Code requires quarterly investment reporting to the Board of Trustees;

WHEREAS, investments individually and in the aggregate must conform to the requirements of the California Government Code and Generally Accepted Accounting Principles (GASB 31); and

WHEREAS, the Schedule of Investments submitted for the quarter ended December 31, 2015 meets these requirements.

IT IS, THEREFORE, RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District that the Board approves the quarterly Schedule of Investments for the quarter ended December 31, 2015 as submitted.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 9th day of February, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and the Seal of said District this 9th day of February 2016.

HOLLY M. CHARLÉTY
District Clerk

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
QUARTERLY INVESTMENTS REPORT
SUPPLEMENTAL INFORMATION
DEFINITION OF TERMS

PURPOSE OF REPORT

The main purpose of the quarterly Schedule of Investments report is to provide assurance that the reporting agency can meet its cash flow needs for the next six months.

DEFINITIONS

Adjusted Cost Basis – formerly known as book value, this amount is the original cost, plus or minus total amortization as of the date reported.

Amortization – amortization is a method of pro-ratably allocating premiums or discounts to expense or income, respectively, to achieve the effective yield-to-maturity.

Carrying Value – carrying value is the value at which the sum total of all securities held are shown in the books. Accounting principles require carrying securities in the books at fair value. Thus carrying value and fair value are one in the same.

Coupon Rate – the coupon rate is the interest rate established for a bond at the time of original issuance. This amount is fixed and cannot be changed.

Fair Value – fair value, formerly known as market value, is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

Original Cost – the actual amount paid for a security less purchased interest, if applicable.

Par Value – par value is the face value of a security, usually \$1,000 increments. Usually the par value of a bond is fixed and cannot be changed.

Premiums / Discounts – when buying bonds in the secondary market, meaning not at the time of original issuance, buyers purchase bonds at premium or discount to yield an effective interest rate consistent with current market conditions different than the coupon rate.

Unrealized Fair Value Inc (Dec) – fair values change from month to month with changing market conditions. These changes must be recorded in the books so that aggregate carrying value agrees with aggregate fair value. Only when securities are sold are gains and losses realized. Otherwise, changes in the fair value of securities and the corresponding entries recorded in the books are non-cash entries and are unrealized.

Vallejo Sanitation and Flood Control District
Schedule of Investments
As of December 31, 2015

Investment Type/Description	Yield %	Purchase Date	Maturity Date	Cost Basis	Market Value	% of Portfolio
<u>Unrestricted Pooled Investments</u>						
<i>U. S. Government Securities</i>						
FFCB	0.870%	10/23/12	10/18/17	\$ 2,000,000	\$ 2,000,040	
FFCB	1.420%	12/28/15	12/28/18	\$ 4,000,000	\$ 3,993,160	
FHLB	1.000%	01/30/13	01/30/18	2,000,000		
FHLB	1.000%	02/20/13	02/20/18	2,000,000	2,000,560	
FHLB	1.080%	06/13/13	06/13/18	3,500,000	3,467,730	
FHLB	1.400%	12/28/15	12/28/18	1,000,000	998,970	
FHLB	2.000%	12/30/15	12/30/20	1,000,000	1,000,080	
FHLMC	1.125%	04/02/13	04/02/18	2,000,000		
FHLMC	1.500%	08/16/13	08/16/19	2,000,000	1,981,760	
FHLMC	2.000%	06/11/13	06/11/21	2,000,000	2,005,640	
FICO Series 17 Strip	1.212%	03/30/12	04/05/16	142,899	149,829	
FICO Series 1 Strip	1.418%	03/15/12	05/11/16	200,857	212,629	
FICO Series A Strip	1.200%	03/30/12	02/08/16	100,266	104,996	
FNMA	0.900%	11/14/12	11/14/17	2,000,000	1,985,880	
FNMA	1.000%	01/30/13	01/30/18	1,998,500	1,990,500	
FNMA	1.100%	04/11/13	04/11/18	2,000,000	1,982,300	
<i>U. S. Government Securities</i>				\$ 27,942,521	\$ 23,874,074	64.13%
<i>Corporate Bonds and Notes</i>						
APPLE INC	1.000%	05/23/13	05/03/18	496,990	495,940	
COLGATE PALMOLIVE	1.500%	12/06/13	11/01/18	249,030	250,858	
LEHMAN BROS	4.250%	01/10/08	01/27/12	607,081	69,694	
LEHMAN BROS	5.625%	01/30/08	01/24/13	2,005,751	221,250	
LEHMAN BROS	3.950%	01/22/08	11/10/09	319,010	36,875	
IBM	2.000%	01/25/11	01/05/16	244,800	250,000	
WAL MART	4.125%	06/13/14	02/01/19	552,930	535,435	
<i>Corporate Bonds and Notes</i>				4,475,593	1,860,052	5.00%
<i>Corporate Certificates of Deposit</i>						
BMW BK NA UT C/D	2.000%	10/21/11	05/27/16	240,000	241,289	
COMPASS BK C/D	1.700%	07/24/13	07/24/18	245,000	246,862	
GE CAPITAL BK C/D	2.000%	09/06/13	09/06/18	245,000	246,436	
GOLDMAN SACHS BK C/D	2.000%	10/26/11	10/26/16	240,000	242,246	
HIAWATHA NATL CD S/U	1.000%	01/23/13	01/17/20	240,000	233,054	
SALLIE MAE BK C/D	2.050%	10/16/13	10/16/18	245,000	246,933	
WELLS FARGO BK C/D	0.950%	02/27/13	02/28/18	245,000	245,020	

Vallejo Sanitation and Flood Control District
 Schedule of Investments
 As of December 31, 2015

Investment Type/Description	Yield %	Purchase Date	Maturity Date	Cost Basis	Market Value	% of Portfolio
WORLD FINL CAP BK CD	1.050%	07/27/12	07/27/17	240,000	242,258	
Corporate Certificates of Deposit				1,940,000	1,944,098	5.22%
<i>Cash & Cash Equivalents</i>						
FUND	0.010%			2,678,078	2,678,078	
LAIF	0.370%			1,939,745	1,939,745	
Cash & Cash Equivalents				4,617,823	4,617,823	12.40%
Unrestricted Pooled Investments				\$ 38,975,937	\$ 32,296,047	
<u>Restricted Funds</u>						
<i>Debt Service Reserve Funds</i>						
BNY - 1993 COPs				3,381,620	3,381,620	
BNY - 2011 Revenue Bonds				328,480	328,480	
BNY - 2014 Revenue Bonds				1,223,267	1,223,267	
Restricted Funds				4,933,367	4,933,367	13.25%
				\$ 43,909,304	\$ 37,229,414	100.00%

Statement of Compliance

The above portfolio of investments is in compliance with the District's Investment Policy, adopted annually, and California Government Code Section 53600. In addition, the District does have the financial ability to meet cash flow requirements for



Mary A. Morris, Finance Director/Treasurer



BOARD COMMUNICATION

Consent Item No. 7D
Date: February 9, 2016

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES

**FROM: MELISSA MORTON, DISTRICT MANAGER
MARK TOMKO, DISTRICT ENGINEER**

**SUBJECT: AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR DESIGN OF A
FLOOD WALL FOR THE WASTEWATER TREATMENT FACILITY
JOB NO. 160427, FEMA-4193-DR-CA, PROJECT #PJ0468, FIPS #095-91036**

BACKGROUND AND DISCUSSION

According to recent mapping data from a Federal Emergency Management Agency (FEMA) study, much of the District's wastewater treatment facility would be severely impacted by flooding and that there is a 1% chance of flooding in a storm, based on the current sea level. Gradual sea level rise and continued ground settlement will cause the extent of flooding and depth of floodwaters to increase with time. This scenario would cause 1) damage to the equipment and facilities at the wastewater treatment facility; 2) health hazards to the community; and 3) environmental hazards to receiving waters and sensitive habitats in the region/vicinity. Sewage would back up onto the streets and out of surroundings manholes, potentially damaging homes and property and the nearby sensitive wetlands and Bay.

Inundation of the treatment facility in a major storm event would likely cause damage to the plant equipment, electrical systems, and pump systems. The District would have difficulty properly treating sewage and meeting its obligations until repairs were made. Sewage-contaminated floodwater might remain in buildings for hours or days. During this time, the sewage could penetrate and contaminate wood, gypsum, concrete, and other building materials.

Floodwaters would also result in the spilling of raw sewage into nearby waterways, including wetlands/canals, the Mare Island Strait, and the Bay. These waterways provide habitat and are home to a number of special status species, some federally and state endangered or threatened. Minimizing damage to the treatment facility would benefit the community and the environment.

The District applied for funding from the Hazard Mitigation Grant Program to address the impacts of flooding on the District's wastewater treatment facility. The District contracted with Terra Engineers, Inc. to complete a conceptual design of a flood wall with a project cost estimate of \$4.3 million. This information was used to obtain the grant from FEMA. FEMA set aside \$2.35 million for the project with a federal share contribution percentage of 47% based on the cost estimate completed by Terra Engineers, Inc. in the conceptual design. Phase 1 funding has been approved by FEMA based on the cost estimate of \$232,300 with FEMA's share amount of \$109,181 and the District's share amount of at least \$123,119.

An open Request for Proposals (RFP) for engineering design services for the Flood Wall was posted on the District's web site and proposals were received from four engineering design firms.

The proposals were evaluated by a selection committee made up of District staff based on criteria established in the RFP. After ranking the proposals individually the rankings were combined and discussed to develop the final ranking. The District met with the number one ranked firm, West Yost Associates, and came to an agreement on the scope and cost. West Yost Associates proposed cost of \$249,817 is above the cost estimate in the the conceptual design but was determined to be the best value for the District.

RECOMMENDATION

Execute an agreement with West Yost Associates for design of a Flood Wall in an amount not to exceed \$249,817.

ALTERNATIVES CONSIDERED

The Board could elect to take no action. Sea level rise will increase the likelihood of flooding the wastewater treatment facility in the future. The project could also be delayed, however FEMA has provided funding and a schedule to complete the project. Not completing the project now would mean losing the opportunity for FEMA to fund approximately 47% of the project costs.

Moving the facility to an alternative site is cost prohibitive.

ENVIRONMENTAL REVIEW

Task 3 of West Yost Associates scope of work is completing an Environment Review for the project.

FISCAL IMPACT

FEMA is funding at least 47% of Phase 1 of the project based on the estimate provided in the conceptual design of \$232,000. The approved FEMA allocation for Phase 1 is \$109,181.. The District's share of the cost for the agreement with West Yost Associates for the design of the Flood Wall will be \$140,636. FEMA has set aside funding to share in the remaining phases of the project of at least 47% but it may increase based on additional funding added to the Hazard Mitigation Grant Program. The District's portion of the cost will be paid out of Stormwater reserves since the project is for flood/storm water protection.

PROPOSED ACTION

Adopt a resolution, authorizing the District Manager to award an agreement for the design of a Flood Wall to West Yost Associates in an amount not to exceed \$249,817.

DOCUMENTS ATTACHED

- A. Resolution
- B. Agreement (available upon request)

CONTACT PERSON

Mark Tomko, District Engineer, (707) 644-8949, ext. 231

RESOLUTION NUMBER 2016-

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR DESIGN OF A FLOOD WALL
FOR THE WASTEWATER TREATMENT FACILITY JOB NO. 160427,
FEMA-4193-DR-CA, PROJECT #PJ0468, FIPS #095-91036**

BE IT RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District of Solano County, California as follows:

WHEREAS, recent mapping data from a Federal Emergency Management Agency (FEMA) study, determined that much of the District's wastewater treatment facility would be severely impacted by flooding, and that there is a 1% chance of flooding in a storm based on the current sea level;

WHEREAS, inundation of the treatment facility in a major storm event would likely cause major damage to the plant equipment, electrical systems, and pump systems, as well as environmental damage;

WHEREAS, the District applied for funding from the Hazard Mitigation Grant Program to address the impacts of flooding on the District's wastewater treatment plan;

WHEREAS, the District requires the assistance of a consultant to design a Flood Wall around the treatment facility;

WHEREAS, the District posted a public Request for Proposals (RFP) and received four proposals; and

WHEREAS, District staff recommends awarding the agreement to West Yost Associates based on the criteria in the RFP and best value to the District; and

WHEREAS, of the not to exceed amount of the proposed contract (\$249,817), FEMA is obligated to pay \$109,181.

IT IS, THEREFORE, RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District that the District Manager be authorized to award an agreement with West Yost Associates in an amount not to exceed \$249,817.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 9th day of February, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and the Seal of said District this 9th day of February, 2016.

HOLLY M. CHARLETY
District Clerk



Consent Item No. 7E
Date: February 9, 2016

BOARD COMMUNICATION

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES
FROM: MELISSA MORTON, DISTRICT MANAGER
ANDY JANNINGS, FIELD OPERATIONS SUPERINTENDENT
SUBJECT: AWARD OF BID FOR PURCHASE OF TWO NEW CUES CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION TRUCKS

BACKGROUND AND DISCUSSION

The District uses CUES Closed Circuit Television (CCTV) inspection trucks to inspect our sanitary and storm collection systems. Both of the 2002 CCTV trucks owned by the District are past their service life and need to be replaced. The District received a sole source bid in the amount of \$465,601.00 from Weco Industries, the regional vendor for CUES, for the purchase of these vehicles. The District has been using CUES equipment successfully for over 20 years and has a large inventory of spare parts. We also have several CUES mini camera systems that are compatible with the new equipment. Continuing to purchase CUES equipment is therefore the most cost-effective option.

RECOMMENDATION

Adopt a resolution authorizing the District Manager to purchase two new CUES Closed Circuit Television (CCTV) Inspection Trucks from Weco Industries in an amount not to exceed \$465,601.

ENVIRONMENTAL REVIEW

None

FISCAL IMPACT

Capital Budget funding for the fiscal year 2015-2016 is available for this purchase.

DOCUMENTS ATTACHED

- A. Resolution

PROPOSED ACTION

Adopt a resolution authorizing the District Manager to purchase two new CUES Closed Circuit Television (CCTV) Inspection Trucks from Weco Industries in an amount not to exceed \$465,601.

CONTACT

Andy Jannings, Field Operations Superintendent, (707) 644-8949, ext. 271

RESOLUTION NUMBER 2016-

AWARD OF BID FOR PURCHASE OF TWO MODEL YEAR 2016 CUES CLOSED CIRCUIT TELEVISION (CCTV) TRUCKS

BE IT RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District of Solano County, California as follows:

WHEREAS, the District has a need for two new CCTV Inspection Trucks; and

WHEREAS, a sole source bid was received for two new CCTV Inspection Trucks from Weco Industries in the amount of \$465,601; and

WHEREAS, Weco Industries is the regional vendor for CUES, the manufacturer of CCTV equipment the District has used successfully for over 20 years and the District has a large inventory of spare parts and equipment of the same manufacturer; and

WHEREAS, purchasing the trucks from CUES is the most cost-effective option.

IT IS, THEREFORE, RESOLVED, by the Board of Trustees of the Vallejo Sanitation and Flood Control District that the District Manager be authorized to purchase two new CUES CCTV Inspection Trucks in the amount of \$465,601 from Weco Industries of Vacaville, CA.

ADOPTED by the Board of Trustees of the Vallejo Sanitation and Flood Control District on the 9th day of February, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WITNESS my hand and the Seal of said District this 9th day of February 2016.

HOLLY M. CHARLEY
District Clerk



SPECIAL MEETING MINUTES
VALLEJO SANITATION AND FLOOD CONTROL DISTRICT
6:00 P.M. – DISTRICT BOARDROOM
450 RYDER STREET, VALLEJO CA 94590
FEBRUARY 1, 2016

Board of Trustees
Osby Davis, President
Bob Sampayan, Vice-President
Pippin Dew-Costa
Erin Hannigan
Jess Malgapo
Robert H. McConnell
Katy Miessner
Rozzana Verder-Aliga

District Manager
Melissa Morton

- 1. **CALL TO ORDER** – The special meeting of the Vallejo Sanitation and Flood Control District was called to order at 6:02 PM with President Davis presiding.
- 2. **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- 3. **ROLL CALL** - On roll call present were: President Davis; Trustees Dew-Costa (arrived at 6:14), Hannigan, Malgapo, McConnell, Miessner (arrived at 6:05), Sampayan, and Verder-Aliga.

Others present were; Melissa Morton, District Manager; Holly M. Charléty, District Clerk; and Gary Heppell, District Legal Counsel.

- 4. **PERFORMANCE EVALUATION OF DISTRICT MANAGER MELISSA MORTON: IDENTIFICATION OF BOARD’S REPRESENTATIVES.** Pursuant to Government Code §54957.6, the Board of Trustees will identify its designated representatives who will participate in any salary negotiations with the District Manager. No action taken as no salary negotiations are anticipated.
- 5. **CLOSED SESSION:** May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

A. DISTRICT MANAGER EVALUATION

PROPOSED ACTION

Scheduled performance evaluation of District Manager Melissa Morton, pursuant to Government Code section 54957.6.

District Counsel announced the item and the board entered into closed session at 6:03 PM. The board returned from closed session at 7:24 PM. No reportable action.

- 6. **ADJOURNMENT – 7:24 PM**

This is to certify that the foregoing is the true and correct meeting minutes as approved by the Board of Trustees on February 9, 2016



Administrative Item No. 8A

BOARD COMMUNICATION

Date: February 9, 2016

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES
FROM: MELISSA MORTON, DISTRICT MANAGER
SUBJECT: QUARTERLY UPDATE ON DISTRICT GOALS

BACKGROUND AND DISCUSSION

On October 22, 2014, District staff and the Board of Trustees participated in a goal setting session covering the next four years. The Action Plan compiled from the goal setting session is focused on the District’s objectives. It is anticipated that this information will evolve and grow as the District works further into completion of the goals set. In order to keep the Board apprised of its progress, the District has committed to providing an update on status on a quarterly basis. This is the fourth report to the Board, and provides a status as of January 31, 2016.

RECOMMENDATION

This report is for information only. No board action is requested at this time.

ALTERNATIVES CONSIDERED

None

ENVIRONMENTAL REVIEW

None

FISCAL IMPACT

None

PROPOSED ACTION

This report is for information only. No board action is requested at this time.

DOCUMENTS ATTACHED

- A. VSFCD 2014/2017 Action Plan

CONTACT PERSON

Melissa Morton, District Manager, (707) 644-8949 ext. 211

VSFCD 2014/2017 ACTION PLAN

Updated as of January 31, 2016

MISSION STATEMENT: The Vallejo Sanitation and Flood Control District's Purpose is to Provide Quality and Cost-Effective Wastewater and Flood Control Services to our Community to Protect the Public's Health, Safety, and Environment.

VISION STATEMENT: The Vallejo Sanitation and Flood Control District will continue to be a model of customer service, environmental sensitivity, innovation, and regional cooperation.

GOAL 1.1: SUCCESSION PLANNING: Staff Succession Plan – Manage and preserve organizational knowledge through a formal staff succession plan

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
On going	All Managers	CSRMA (California Sanitation Risk Management Authority) has a business continuity template on-line for member use. Each department head to review site and populate the information requested				No progress yet
On going	All Managers	All managers will prepare documentation of background information/history of major issues/projects for future employees to be able to research the history of an issue		X		The Environmental Services Director is retiring in December 2016 and several of his goals for the year encompass documentation of legacy programs and projects to assure longevity.

GOAL 1.2: SUCCESSION PLANNING: Recruitment – Partner with educational institutions within the area to develop and attract employees, interns and apprentices

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
On going	HR Manager, Field Maintenance Superintendent, Director of O&M	Work with CWEA (California Water Environment Association) in helping public agencies educate the public about work in the water/wastewater industry		X		Added jobs available outreach to our customer service surveys. Will continue to place an ad in the Vallejo Times-Herald for the first Sunday of the month.
On going	HR Manager, Field Maintenance Superintendent, Director of O&M	Work with local colleges and universities to tailor curricula to develop local talent for District positions		X		Completed Teachers in the Workplace coaching in August and continue to participate in the ROP program to develop operators

GOAL 1.3: SUCCESSION PLANNING: Workforce Development – Training and matriculation for new and existing employees

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
On going	Safety/Risk Manager	Develop training program that provides leadership and management training		X		Completed; additional training has been pursued when it becomes available
On going	Management Team	Provide opportunities for staff to work in an acting capacity during absences with focused training before and after the event		X		Ongoing

GOAL 2.1: CAPITAL IMPROVEMENT AND INFRASTRUCTURE VIABILITY: Capital Improvements – Develop a long term capital improvements plan to replace aging infrastructure with initial assessment and continued monitoring

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
Feb 2015	Director of Engineering	Develop prioritized list of needed infrastructure projects with cost estimates for use in completing the FY15-17 budgets		X		Completed for this budget cycle. The 3-year Asset Management project will provide valuable information for the FY17-19 budgets
April 2015 thru December 2015	Director of Engineering, Director of O&M	Using the information derived from the asset management plan, prepare an updated ten year CIP based on condition and life cycle data		X		Underway. The 3-year Asset Management project will provide valuable information for the long range Capital Infrastructure Program.

GOAL 2.2: CAPITAL IMPROVEMENT AND INFRASTRUCTURE VIABILITY: Master Asset Management Plan – Develop a long term asset replacement and modernization plan

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
Feb 2015	Director of O&M	Complete a Request for Proposals for an infrastructure condition assessment for completion of an asset management plan	X			Complete
April 2015 thru December 2015	O&M Staff	Provide information to consultant regarding existing facilities for incorporation in asset management plan		X		Ongoing. The three year Asset Management Plan was begun in Fall 2015, and is approximately 20% complete.

GOAL 2.3: CAPITAL IMPROVEMENT AND INFRASTRUCTURE VIABILITY: Financial Plan – Long term financial planning

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
March 2015	Director of Finance	Develop long term projections for revenue and expenditures for completion of the budget		X		Projections were completed, but may change if fee study is completed
April 2015	Director of Finance	Modify the budget format to create a more transparent document for the Board of Trustees			X	Will be completed for the next budget cycle
August-September 2015	Director of Finance	Develop a ten-year long-term financial plan that allows evaluation of a variety of scenarios to assess the impact to O&M as well as CIP.		X		Underway

GOAL 2.4: CAPITAL IMPROVEMENT AND INFRASTRUCTURE VIABILITY: Proposition 218 Process – Fair and equitable storm water rates developed with informed community outreach and involvement

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
Feb 2015	District Manager, Environmental Services Director, PIO	Complete Community Outreach to commercial property owners most affected by the revised stormwater fee structure	X			Complete
March 2015	District Clerk	Complete notification tally and determine if process can move on to a vote of the property owners	X			Complete
May 2015	District Clerk	Complete stormwater hearing based on voting. Work with finance on implementation if revised fees	X			Complete
July 2015	Director of Finance	Process for approval and transfer commercial Stormwater fees to the secured property tax bill	X			Complete

GOAL 3.1: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Communication Strategy - Develop a plan to educate the public on regulatory issues and pollution prevention at the household level

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
June 2015 thru July 2016	Public Information Officer	Develop a calendar for regular presentations in the community discussing the work of the District and future projects to insure the longevity of sewer and flood control infrastructure		X		To date, outreach has been performed through school tours, the watershed alliance, Earth Day, Coastal Cleanup Day, and Visions of the Wild. A calendar is being developed for additional outreach opportunities.

GOAL 3.2: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Collaboration with local agencies to inform and educate the public on relevant issues

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
On going	District Manager, Environmental Services Director, and PIO	Continue to attend collaboration meetings at the executive and staff levels and examine opportunities to achieve savings for the community		X		On going

GOAL 3.3: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Communication between staff and Board through monthly email newsletters

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
On going	District Manager, Leadership Team, PIO	Continue to provide a Trustee Newsletter monthly and a Community Newsletter bi-monthly in bills and on the website		X		On going

GOAL 3.4: COMMUNICATION/PUBLIC EDUCATION AND OUTREACH: Rebranding Initiative - Identify new name, logo, and craft messages with focus on value to the community

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
July 2015 thru June 2016	District Manager, Leadership Team, PIO	Work with a professional firm to simplify the District's logo and messaging to insure a clear view of the District's role in the community		X		Scoping has been completed RFP to go out in February

GOAL 4.1: INNOVATION: Resource Recovery – Pursue recycled water opportunities

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
July 2015 thru June 2017	District Manager, Director of O&M, Environmental Services Director	Develop a guidance document for pursuing recycled water opportunities and develop grant proposals to receive funding		X		Received a \$75,000 planning grant to examine potential projects and their economic viability.

GOAL 4.2: INNOVATION: Investigate new ways to provide services through technology

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
July 2015	Director of O&M and Information Technology	Develop a business continuity plan for technology used by the District and provide a maintenance and replacement estimate for the next five years that meets plan requirements		X		Preliminary information was included as part of the budget document, but a more robust replacement schedule is underway
July – September 2015	Director of Finance and Information Technology	Evaluate electronic time reporting and scheduling systems to improve work flow and consolidate varied work scheduling systems.		X		Underway

GOAL 4.3: INNOVATION: Conduct regulatory forecasting for impacts to the District

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Rev	
On going	District Manager, Environmental Services Director,	When technical permitting information becomes available regarding any changes in requirements for wastewater or stormwater, convene a staff panel of experts to discuss needed improvements to adhere to potential modifications and prepare financial estimate for Trustee briefing		X		Staff are anticipating a final report from BACWA sometime in Spring 2016.