

BOARD MEETING/ BUDGET AND FINANCE COMMITTEE SPECIAL MEETING

RAINBOW MUNICIPAL WATER DISTRICT Tuesday, May 22, 2018
Open Session - Time: 1:00 p.m.

THE PURPOSE OF THE REGULAR BOARD MEETING IS TO DISCUSS THE ATTACHED AGENDA

District Office 3707 Old Highway 395 Fallbrook, CA 92028

Board Agenda Policies

<u>Board of Directors Meeting Schedule</u> Regular Board meetings are normally scheduled for the 4th Tuesday of the month with Open Session discussions starting time certain at 1:00 p.m.

Breaks It is the intent of the Board to take a ten minute break every hour and one-half during the meeting.

<u>Public Input on Specific Agenda Items and those items not on the Agenda, Except Public Hearings</u> Any person of the public desiring to speak shall fill out a "Speaker's Slip", encouraging them to state their name, though not mandatory. Such person shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.

<u>Public Items</u> for the Board of Directors' agenda must be submitted in writing and received by the District office no later than 10 business days prior to a regular Board of Directors' Meeting.

Agenda Posting and Materials Agendas for all regular Board of Directors' meetings are posted at least seventy-two hours prior to the meeting on bulletin boards outside the entrance gate and the main entrance door of the District, 3707 Old Highway 395, Fallbrook, California 92028. The agendas and all background material may also be inspected at the District Office.

You may also visit us at www.rainbowmwd.com.

<u>Time Certain</u> Agenda items identified as "time certain" indicate the item will not be heard prior to the time indicated.

<u>Board meetings</u> will be recorded as a secretarial aid. If you wish to listen to the recordings, they will be available after the draft minutes of the meeting have been prepared. There is no charge associated with copies of recordings. Recordings will be available until the minutes of such meeting are approved. Copies of public records are available as a service to the public; a charge of \$.10 per page up to 99 pages will be collected and \$.14 per page for 100 pages or more.

If you have special needs because of a disability which makes it difficult for you to participate in the meeting or you require assistance or auxiliary aids to participate in the meeting, please contact the District Secretary, (760) 728-1178, by at least noon on the Friday preceding the meeting. The District will attempt to make arrangements to accommodate your disability.

Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold Open Session with the Budget and Finance Committee at 1:00 p.m. Tuesday, May 22, 2018, at the District Office located at 3707 Old Highway 395, Fallbrook, CA 92028. At any time during the session, the Board of Directors Meeting may adjourn to Closed Session to consider litigation or to discuss with legal counsel matters within the attorney client privilege.

AGENDA

1. CALL TO ORDER

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- 2. PLEDGE OF ALLEGIANCE
- 3. **BOARD OF DIRECTORS ROLL CALL:**

Hamilton

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BUDGET AND FINANCE COMMITTEE ROLL CALL:								
Members:	Harry Stitle Randy Ross Per Pam Moss	ter Hensley Miguel Gasca						
Alternates:	: Flint Nelson Vanessa Martinez	_						

- 4. ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)
- 5. ORAL/WRITTEN COMMUNICATIONS FROM THE PUBLIC OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING ITEMS NOT ON THIS AGENDA (Government Code § 54954.2).

Under Oral Communications, any person wishing to address the Board on matters not on this agenda should indicate their desire to speak by filling out and submitting a "Speaker's Slip" to the Board Secretary before the meeting begins. No action will be taken on any oral communications item since such item does not appear on this Agenda, unless the Board of Directors makes a determination that an emergency exists or that the need to take action on the item arose subsequent to posting of the Agenda (Government Code §54954.2). Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.

- 6. **EMPLOYEE RECOGNITIONS**
 - Ruben Lopez (10 Years) Α.
 - B. Rene Del Rio (15 Years)
- *7. **APPROVAL OF MINUTES**
 - Α. April 24, 2018 - Regular Board Meeting
- **BOARD OF DIRECTORS' COMMENTS/REPORTS** 8.

Directors' comments are comments by Directors concerning District business, which may be of interest to the Board. This is placed on the agenda to enable individual Board members to convey information to the Board and to the public. There is to be no discussion or action taken by the Board of Directors unless the item is noticed as part of the meeting agenda.

- A. President's Report (Director Brazier)
- Representative Report (Appointed Representative) B.
 - 1. SDCWA
 - 2. CSDA
- (*) Asterisk indicates a report is attached.

- 3. LAFCO
- 4. San Luis Rey Watershed Council
- 5. Santa Margarita River Watershed Watermaster Steering Committee
- C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)
- **D.** Directors Comments
- **E.** Legal Counsel Comments
 - 1. Attorney Report: Endangered Species and Water Projects (501668-0002)
- *9. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)
 - A. Budget and Finance Committee
 - 1. April 10, 2018 Minutes
 - B. Communications Committee
 - 1. April 5, 2018 Minutes
 - C. Engineering and Operations Committee
 - 1. April 4, 2018 Minutes

PRESENTATION

10. PIPE RELINING PROJECT UPDATE BY SDCWA

CONSENT CALENDAR

- *11. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-12 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 CONFLICT OF INTEREST
 - (In reviewing the Administrative Code, it was realized the definition provided for Auditor erroneously referenced standing committees.)
- *12. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-13 AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 2.09 COMMITTEES

(The Communications Committee has voted to recommend the Board approve amending the committee's charter to include customer service.)

BOARD INFORMATION ITEMS

- 13. INITIAL REVIEW OF OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2018-2019
- 14. STAFFING ANALYSIS UPDATE

(The purpose of this information report is to present the Board with an updated staffing analysis for the District. This staffing analysis forecasts the organizational and personnel changes required to maintain a successful workforce plan for the next five fiscal years (FY 2018-2019 to 2023-2024).)

15. STRATEGIC PLAN OBJECTIVES UPDATES

BOARD ACTION ITEMS

*16. CONSIDER A PROFESSIONAL SERVICES AGREEMENT WITH KINSEY AND KINSEY INC. FOR IMPLEMENTATION SERVICES RELATED TO THE INFOR CLOUDSUITE FINANCIALS SOFTWARE SYSTEM IN THE AMOUNT OF \$163,800 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE CONTRACT ON THE DISTRICT'S BEHALF

(This agenda item is for approval of a Professional Services Agreement (PSA) with Kinsey and Kinsey Inc. (hereafter Kinsey) for implementation and data conversion services required to deploy the new finance software from Infor Global Solutions that will replace the current system from Acela Springbrook.)

(*) - Asterisk indicates a report is attached.

*17. DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTRACT CHANGE ORDER FOR INSPECTION SERVICES FOR THE HORSE CREEK RIDGE DEVELOPMENT

(Hoch Consulting has been assisting the District with inspection services, has proven to be a valuable consultant, and are familiar with the work needed to complete the Horse Creek Ridge development. This item proposes to extend the current contract with Hoch Consulting to finish out the inspection for the Horse Creek Ridge Development.)

*18. DISCUSSION AND POSSIBLE ACTION TO APPROVE AMENDMENT TO SEWER SERVICE AGREEMENT FOR THE PALOMAR NORTH EDUCATION CENTER

(A Sewer Service Agreement was approved by Board action on April 24, 2018 which prohibits discharge before the completion of the Horse Creek Lift Station. D.R. Horton has consented to allowing Palomar to discharge to their temporary lift station, pending District approval, in order to serve the campus until the lift station is completed. This amendment to the sewer service agreement grants approval of Palomar's discharge if they meet additional conditions of approval.)

*19 DISCUSSION AND POSSIBLE ACTION ON REQUEST TO QUITCLAIM EASEMENTS FOR PALA MESA HIGHLANDS DEVELOPMENT TM 5187-1

(The District owns 20 foot wide easements which run through the Western parcels of the Pala Mesa Highlands development for a 12" steel waterline which has been relocated. The District no longer needs easement rights to access and maintain the pipeline. Therefore, the easements can be quitclaimed. Quitclaiming the easements will relinquish rights back to the property owners.)

*20. DISCUSSION AND POSSIBLE ACTION TO APPROVE A CHANGE ORDER FOR REDESIGN SERVICES FOR THE RAINBOW HEIGHTS PUMP STATION REHABILITATION PROJECT

(The Metropolitan Water District (MWD) has an easement across the easterly half of the Rainbow Heights Pump Station property. In January 2018, Rainbow staff was notified that the location of the proposed pump station improvements as well as the existing facilities within the easement were unacceptable. This change order will account for the redesign effort to move the pump station improvements outside of the MWD easement.)

21. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS

*22. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS

- A. General Manager Comments
 - Meetings, Conferences and Seminar Calendar
- **B.** Operations Comments
 - 1. Operations Report
- C. Engineering Comments
 - 1. Engineering Report
- D. Customer Service and Meters Comments
 - 1. Customer Service and Meters Report
- E. Human Resource & Safety Comments
 - 1. Human Resources Report
- F. Finance Comments
 - 1. Interim Financial Statement
 - **2.** Treasurer Report
 - 3. Credit Card Breakdown
 - 4. Directors' Expense
 - 5. Check Register
 - **6.** Water Sales Summary
 - 7. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

23. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING

(*) - Asterisk indicates a report is attached.

24.	ADJOURNMENT	- To Tu	iesday,	June 2	26, 2018	at 1:00	p.m.

ATTEST TO POSTING:

Hayden Hamilton

Secretary of the Board

5-11-18 @ 1:30 p.m.

Date and Time of Posting Outside Display Cases