

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RAINBOW MUNICIPAL WATER DISTRICT  
JANUARY 22, 2019**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on January 22, 2019 was called to order by President Brazier at 12:01 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. President Brazier presiding.

2. **ROLL CALL**

**Present:** Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.

**Also Present:** General Manager Kennedy, Legal Counsel Smith, Executive Assistant Washburn, District Engineer Strapac, Operations Manager Gutierrez, Finance Manager Largent, Human Resources Manager Harp, Associate Engineer Powers.

**Absent:** Director Mack, Superintendent Maccarrone, Superintendent Walker, Superintendent Zuniga, Administrative Analyst Gray.

No members of the public were present before Closed Session. Five members of the public were present for Open Session.

3. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

There were no changes to the agenda.

4. **ORAL/WRITTEN COMMUNICATIONS FROM THE PUBLIC  
OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING  
CLOSED SESSION AGENDA ITEMS (Government Code § 54954.2).**

There were no public comments.

*The meeting adjourned to closed session at 12:04 p.m.*

5. **CLOSED SESSION**

- A. Conference with Legal Counsel–Anticipated Litigation (Government Code §54956.9(d)(2))
- Three Items

*The meeting reconvened at 12:54 p.m.*

6. **REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**

Legal Counsel reported the Board met in Closed Session for a conference with legal counsel regarding anticipated litigation pursuant to Government Code Section 54956.9(d)(2) under which three items were discussed with no reportable action.

(\* ) - Asterisk indicates a report is attached.

**President Brazier called for a break at 12:56 p.m.**

**The meeting reconvened at 1:05 p.m.**

Time Certain: 1:00 p.m.

**7. PLEDGE OF ALLEGIANCE**

**8. PRESENTING OF ELECTION CERTIFICATES**

**A.** Miguel Gasca (Division 3)

President Brazier presented Director Gasca with his Election Certificate.

**B.** Carl Rindfleisch (Division 4)

President Brazier presented Director Rindfleisch with his Election Certificate.

**9. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**

Legal Counsel repeated the report provided in Item #6.

**10. REPEAT ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

President Brazier noted there were no changes to the agenda.

**11. 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).**

There were no public comments.

**\*12. APPROVAL OF MINUTES**

**A.** December 4, 2018 - Regular Board Meeting

***Motion:***

***To approve the minutes as written.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

(\*) - Asterisk indicates a report is attached.

**\*13. BOARD OF DIRECTORS' COMMENTS/REPORTS**

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 (President Brazier)**

President Brazier commented on the January 12, 2019 Employee Appreciation Banquet noting it was well-attended and much enjoyed. She congratulated those who planned the event and added it was well worth any Board appropriations to continue the tradition.

**B. Representative Report (Appointed Representative)**

**1. SDCWA**

**A. Summary of Board Meeting December 6, 2018**

Mr. Kennedy commented on the lawsuit SDCWA was involved in with the tribes over the transfer of water to the Indian Water Authority in which SDCWA failed. He noted the next meeting will include discussions regarding next year's rate increase. He added there was some anticipation the settlement with Metropolitan Water District was going to arrive soon at which time SDCWA will send the money back to their member agencies less the legal costs incurred over the past ten years. He explained some agencies were questioning the legal costs being kept by SDCWA when the member agencies have already paid for representation up front; however, the outcome will be determined after the City of San Diego considers this matter.

**2. CSDA**

Mr. Kennedy announced the CSDA Quarterly Dinner Meeting will be held on February 21, 2019 at which the speakers will include person talking about management and organizational improvement, a representative from Senator Bates office, and someone provide an update on the redevelopment funds process.

**3. LAFCO**

Mr. Kennedy referenced the handout regarding the upcoming LAFCO elections.

**4. San Luis Rey Watershed Council**

Director Gasca stated he has not been notified of the meeting nor has he been successful in contacting the Council.

**5. Santa Margarita River Watershed Watermaster Steering Committee**

Director Hamilton referenced his written report on the recent committee meeting provided as a handout. He noted the next meeting will be April 17, 2019.

**C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)**

**1. Board Seminar/Conference/Workshop Training Attendance Requests and Reports**

Director Gasca provided a copy of his completion certificate for the email phishing course for his file.

President Brazier asked the Board Members to include the benefit to the District in their requests for conference attendance as well as their conference reports.

**D. Directors Comments**

Director Rindfleisch thanked the Board, staff, and public for the warm welcome to the RMWD Board of Directors noting he looks forward to the next several years of public service.

Director Gasca noted he received a letter acknowledging his election to the Board that he will provide a copy for his file.

**E. Legal Counsel Comments**

1. Attorney Report – Proposed Revisions to Clean Water Act (501668-0002)

Legal Counsel summarized the information provided in his report.

**\*14. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)**

**A. Budget and Finance Committee**

1. November 13, 2018 Minutes
2. December 11, 2018 Minutes

Mr. Stitle mentioned the committee finally received the audit report. He noted a great deal of progress in what is being accounted and not accounted for. He stated Ms. Largent was finally able to get the monthly financial statement in order.

**B. Communications and Customer Service Committee**

1. November 1, 2018 Minutes
2. December 6, 2018 Minutes

Mr. Kennedy reported the committee met briefly in January noting there was discussing regarding the extended newsletter. Director Hamilton added the committee discussed the video program status as well as the ABM program notifications.

**C. Engineering and Operations Committee**

1. October 3, 2018 Minutes
2. November 7, 2018 Minutes
3. December 5, 2018 Minutes

Mr. Nelson reported the committee reviewed and recommended the Board approve the San Luis Rey Memorandum of Understanding which was Item #23 on this agenda. He added there was discussion on the Record of Survey as well as the ABM project update. He noted next month the committee will review the Corrosion Protection Program, an update on the Record of Survey, Pipeline Relocation Update, an ABM project update and a review of the Operations Department; specifically the Meters Department.

President Brazier announced a member of the Engineering and Operations Committee, Dr. John Robertson, had passed away over the holiday season. She noted Dr. Robertson was a several-year member of the committee.

## **CONSENT CALENDAR**

- \*15. APPROVAL OF RESOLUTION NO. 19-01 ESTABLISHING CHECK SIGNING AUTHORITY
- \*16. CONSIDER APPROVAL OF AN AMEDED AND RESTATED AGREEMENT BETWEEN THE CITY OF OCEANSIDE AND THE RAINBOW MUNICIPAL WATER DISTRICT FOR THE CONTRUCTION, USE, MAINTENANCE AND OPERATION OF WASTWATER, TRANSMISSION, TREATMENT AND DISPOSAL FACILITIES

***Motion:***

***To approve the Consent Calendar items.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

## **BOARD ACTION ITEMS**

- 17. DISCUSSION AND POSSIBLE APPOINTMENT OF BOARD OFFICERS AND REPRESENTATIVES

President Brazier pointed out the Administrative Code requires the Board to appoint President and Vice President. She noted Board Members in the past have proposed a slate of officers for election and then taken interest expressions from members and then appointed according to consensus.

***Motion:***

***Director Brazier continue to serve as President and Director Hamilton as Vice President.***

***Action: Approve, Moved by Director Gasca, Seconded by Director Rindfleisch.***

***Vote: Motion passed (summary: Ayes = 3, Noes = 0, Abstain = 1).***

***Ayes: Director Brazier, Director Gasca, Director Rindfleisch.***

***Abstain: Director Hamilton.***

President Brazier explained the role of Secretary.

***Motion:***

***Director Rindfleisch serve as Secretary.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Brazier.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

It was noted Ms. Largent was appointed as Treasurer at the December 4, 2018 Board meeting.

***Motion:***

***To accept all the remaining positions as is except the representative at San Luis Rey Watershed Council***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

Director Hamilton amended his original motion.

***Motion:***

***To accept all the remaining positions as is except the representative at San Luis Rey Watershed Council and the alternate representative at ACWA.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

***Motion:***

***Director Gasca be appointed as the primary San Luis Rey Watershed Council representative and Director Rindfleisch as the alternate representative at San Luis Rey Watershed Council.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

***Motion:***

***To accept the ACWA representation with Director Mack as the primary and Director Gasca as the alternate.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

**\*18. CONSIDER ESTABLISHING THE 2019 REGULAR BOARD MEETING SCHEDULE**

President Brazier noted this was part of the Administrative Code. She referenced a previous Administrative Code policy noting the meeting dates did not match current practice. It was found the version she was referencing an outdated version of the Administrative Code and the current version does match the current meeting dates.

President Brazier inquired about the proposal to change the September Board meeting date due to the CSDA 2019 Annual Conference. Ms. Washburn confirmed the conference meeting dates no longer conflict with the RMWD Board meeting dates; therefore, the request to change the September RMWD Board meeting date was no longer necessary.

It was noted this item will be brought to the Board in December of each year for consideration.

***Motion:***

***Approve the proposed list of 2019 RMWD Board meeting dates.***

***Action: Approve, Moved by Director Gasca, Seconded by Director Hamilton.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

**\*19. PRESENTATION AND ACCEPTANCE OF THE AUDIT REPORT AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING JUNE 30, 2018**

David Foreman presented information on RMWD's "June 30, 2018 Audited Finance Statements (with June 30, 2017 for comparative purposes)". He mentioned the information being presented was provided to the Budget and Finance Committee members in November 2018 and the audit was issued in December 2018; therefore, he was here to present some highlights and answer any questions. He noted a RMWD was issued a clean opinion.

Mr. Foreman explained the processes that take place during the auditing. He noted there was a change to this year with Statement 75 which is how RMWD accounts for Other Postemployment Benefits (OPEB) on the books. Discussion followed explaining OPEB benefits.

Mr. Foreman continued with his presentation. Mr. Kennedy inquired if the Operating Expenses included depreciation. Mr. Foreman answered it was absent depreciation.

Director Hamilton asked if this puts the District in a better position for the District of Distinction accreditation. Mr. Kennedy noted there were some issues with the audit that may prevent RMWD from receiving the award this year. Mr. Foreman confirmed this was true; however, he believes next year's audit will be much cleaner after all the adjustments are made.

Director Rindfleisch inquired about the primary driver of the variance in capital contributions from 2017-2018 and the general driver of capital contributions at large. Mr. Foreman explained these were deposits made mainly for the water fund as well as major projects. Mr. Kennedy added it was for Horse Ranch Creek development new homes paying capacity fees would be the likely source of the vast majority of these funds.

**Motion:**

**To accept the Audit Report and Financial Statement for the Fiscal Year Ending June 30, 2018.**

**Action: Approve, Moved by Director Gasca, Seconded by Director Rindfleisch.**

**Vote: Motion carried by unanimous vote (summary: Ayes = 4).**

**Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.**

**\*20. DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE CORROSION ENGINEERING SERVICES FOR CORROSION PROTECTION PROGRAM DEVELOPMENT AND APPROPRIATE UP TO \$222,586 TO THE PROJECT BUDGET**

Mr. Strapac reminded the Board two of the major problems with the water facilities at RMWD are pressure and corrosion which, combined, cause most of the leaks and breaks in the water system costing a great deal of money. He said it was priority to develop a coherent program that covers everything from standards details to procedures for addressing repairs and installs in the field as a means of managing the corrosion of the water facilities, pressure stations, pipes, etc. He reported RMWD received four proposals which were independently reviewed by three members of staff who later met to discuss their scoring. He said the result of this review process was all three raters came back scoring HDR the highest. He noted the findings were shared with the Engineering and Operations Committee members who in turn voted to recommend approval by the Board. Mr. Kennedy added additional detail noting this was the second part of the process to developing a program RMWD has not had previously that will save the District a great deal of money.

**Motion:**

**To approve Option 1 - Authorize staff to award a Professional services contract to HDR to provide Corrosion Engineering services for corrosion Protection Program Development and appropriate \$222,586 to the project budget, allowing staff to utilize the optional services**

**Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.**

**Vote: Motion carried by unanimous vote (summary: Ayes = 4).**

**Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.**

**\*21. DISCUSSION AND POSSIBLE ACTION TO APPROVE A CHANGE ORDER FOR REDESIGN SERVICES FOR THE RAINBOW HEIGHTS PUMP STATION REHABILITATION PROJECT**

Mr. Powers presented information on the Rainbow Heights Pump Station Design Change. He provided some context on the project noting it was initially started as a project to replace the natural gas motors at the Rainbow Heights Pump Station; however, after reviewing the design for the upgrade project for submittal to Metropolitan Water District (MWD) a change order in the amount of \$70,000 was needed to remove the existing electrical motored pumps off MWD's easement. He

(\*) - Asterisk indicates a report is attached.



explained another change order was necessary for package pump stations staff was proposing be installed.

Mr. Powers presented photographs of what the proposed pump stations noting they are fabricated in a controlled environment as opposed to on-site which will lead to a much more quality project. He explained the pump stations will be made as one piece to be dropped into place including the interior components.

Mr. Powers explained the redesign effort would cost approximately \$40,000 more than that proposed in the last change order; however, the money from the last change order was not spent because RMWD moved to this alternative prior to the design phase began. He clarified the change order before the Board today would appropriate an additional \$40,000 on top of the last \$70,000 change order to complete the design for the package pump station to be dropped into place. He added not only would RMWD get a better product, but it would also save approximately \$200,000 on the construction of the project partially due to the simplicity of bringing it in and dropping it into place.

Director Rindfleisch asked Mr. Powers to remind the Board of the pretense for this project. Mr. Powers explained it started with replacing the natural gas pumps that produced a bit of pollutants for the Air Pollution Control District with electrical motors but was expanded to replacement of the pump station when MWD said RMWD had to remove the existing pumps on their easement for many years. It was confirmed the existing Rainbow Heights facilities would be torn down.

Mr. Strapac added the long-term maintenance costs will be less at this facility with it being constructed in the factory as opposed to in the field.

Director Hamilton inquired about the security of the station. Mr. Kennedy noted the new pump station will be much more secure than some of RMWD's other pump stations. Mr. Powers mentioned the manual electronical control units would be inside the building which will also add to the security.

Director Gasca asked about the size of the building. It was noted it will be approximately one-third the size of the current building. Director Gasca inquired whether all the pumps would be standardized relative to other pumps throughout the District. Mr. Kennedy confirmed they would be vertical turbine pumps and prefabricate pump stations are becoming more popular because they are built in the UL fabrication facility and not just based on the lowest bidder. Director Gasca asked if the connection pipe belongs to RMWD. Mr. Powers pointed out this project would not include any changes to the existing connections with MWD.

Director Rindfleisch asked if the ongoing operating costs was estimated to be lower. Mr. Powers explained the costs would be lower due to the current costs continually increasing because of regulations with the Air Pollution Control District and how the maintenance costs would decrease by replacing the old natural gas pumps.

***Motion:***

***To approve Option 1 - Approve the revised project scope and Change Order # 6 to provide redesign services for the Rainbow Heights Pump Station Rehabilitation Project with additional scope fees not to exceed \$40,246.***

***Action: Approve, Moved by Director Rindfleisch, Seconded by Director Hamilton.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

***President Brazier called for a break at 2:25 p.m.***

***The meeting reconvened at 2:38 p.m.***

**\*22. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 19-01 APPROVING ADDITION OF ADMINISTRATIVE CODE POLICY CHAPTER 8.30 – LEAK POLICY**

Ms. Largent explained this policy was a courtesy leak adjustment for customers who experience a leak and have above-average usage. She noted it would be limited to an adjustment every five years with a \$750.00. She pointed out the customer would still be required to pay their fixed charges and the adjustment would be made to the customer's wholesale rate. She stated this would give Customer Service an option for adjustments when someone does have a leak once the customer completes the necessary forms. Mr. Kennedy added staff does not have the legal authority to grant any type of hardship relief when leaks do occur.

Mr. Kennedy mentioned both the Communications and Customer Service and Budget and Finance Committees were involved with the development of this policy over the past several months.

***Motion:***

***To approve Option 1 - Approve attached Ordinance No. 19-01.***

***Action: Approve, Moved by Director Gasca, Seconded by Director Rindfleisch.***

***Vote: Motion carried by unanimous roll call vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

**\*23. CONSIDER APPROVAL OF A MEMORANDUM OF UNDERSTANDING FOR PHASE I: DATA COLLECTION FOR DEVELOPMENT OF A GROUNDWATER SUSTAINABILITY PLAN FOR THE UPPER SAN LUIS REY GROUNDWATER BASIN**

Mr. Kennedy noted this was something being worked on for several years and how the MOU provided is the result of many meetings and discussions. He stated RMWD has no water rights which was required by law to be part of it under the Sustainable Groundwater Management Act as one of the overlying districts.

Director Hamilton inquired as to why RMWD was there if it has not stake in it. Mr. Kennedy explained RMWD has a stake in it by making sure groundwater is managed correctly. He stated if RMWD was not a part of it, RMWD have zero voice. He explained when this was first done, it was just going to be Pauma Valley which was blocked by the tribes because they wanted to include the Pala basin in which RMWD has overlying land. He emphasized once RMWD becomes a part of this, RMWD must be active and how he was already a member of the Technical Team. He noted while this Memorandum of Understanding may not be perfect, it is much better than the alternatives.

Director Gasca asked which agency does the largest amount of pumping of the groundwater. Mr. Kennedy stated it was Yuima and Pauma Valley CSD; however, there were also several landowners who pump out of the groundwater basin as well.

***Motion:***

***To approve Option 1 – Approve the MOU as presented.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

**\*24. CONSIDER SETTING THE DATE AND TIME FOR A PUBLIC HEARING TO CONSIDER ADOPTING INCREASES IN THE RATES FOR RAINBOW MUNICIPAL WATER DISTRICT SERVICE FEES EFFECTIVE APRIL 1, 2019**

Mr. Kennedy recalled how last year staff brought a five-year rate study to the Board for consideration at which time the Board indicated they wanted a full Proposition 218 protest hearing each year. He explained this item was for the Board to consider opening the hearing and notices be sent out 45 days prior to the March 26, 2019 Public Hearing date.

Ms. Largent gave presentation sharing the assumptions used to come up with the rate increases in the rate study.

***Motion:***

***Set the public hearing for March 26, 2019***

***Action: Approve, Moved by Director Gasca, Seconded by Director Hamilton.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

**\*25. DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTRACT FOR MANAGED PRINT SERVICES WITH KYOCERA DOCUMENT SOLUTIONS WEST LLC IN THE AMOUNT OF \$2,288.81 PER MONTH FOR 63 MONTHS**

Mr. Kennedy explained there are various printers at the District offices and how the trend these days was to get into a managed print services contract. He mentioned proposals were received from both the current vendor as well as Kyocera and how Kyocera would be more advantageous due to the lower costs as well as standardization across the fleet with printing supplies provided as part of the contract. He added upon approval of this contract Kyocera will buy out the remainder of RMWD's contract with the previous vendor.

Director Rindfleisch asked what would happen with the current equipment. Mr. Kennedy explained Xerox would take their leased equipment back and the remainder will be disposed of according to the District's disposition of assets policy.

President Brazier inquired should the print quality not be the same does RMWD have any recourse. Mr. Kennedy noted it was in the contract a set of standards must be met and should any equipment fail, RMWD would not pay for it until the matter is resolved.

***Motion:***

***To approve Option 1 - leasing printers from Kyocera and contract for Managed Print Services.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Rindfleisch.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

**26. DISCUSSION AND ACTION TO APPROVE VACATION OF A SECTION OF A 20-FOOT EASEMENT TO RAINBOW MUNICIPAL WATER DISTRICT PER RECORDER'S FILE NO. 155877. JULY 31, 1959, 7803-129 O.R.**

Mr. Strapac explained this item came about when the Engineering Department was working in conjunction with Construction to replace pressure reducing stations. He noted there was a pressure station at Via Miraposa that is extremely difficult for crews to access. He mentioned the residents have been notified in writing directing them to move their facilities off the District's right-of-way so the pressure reducing station replaced. He said as part of the discussion with the residents, an easement running parallel to the existing easement came to light that was not part of the District's GIS system. He pointed out the residents have requested the District vacate this section of easement only on their property. He pointed out RMWD does not need this land and how there will be plenty of room for the District's facilities once the residents clear out their facilities.

Director Hamilton asked if the unknown easement was larger than the known easement. Mr. Strapac stated it was the same width, but there was no pipeline in it. He reiterated RMWD would only be vacating the portion of the easement located on the resident's property.

Mr. Strapac referenced the map as he pointed out where the District's and resident's facilities were located. Discussion ensued. He confirmed the easement does not appear in RMWD's Master Plan.

***Motion:***

***To approve Option 1 - Approve vacation of a section of a 20-foot easement to Rainbow Municipal Water District.***

***Action: Approve, Moved by Director Hamilton, Seconded by Director Gasca.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

**27. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**

Discussion ensued regarding the conferences taking place in 2019. It was noted the dates for the Leadership Academy were incorrect. No requests for attendance were received.

**INFORMATION ITEMS**

**28. DISCUSSION REGARDING PROCESS FOR SCHEDULING SPECIAL BOARD MEETINGS**

President Brazier pointed out the Special Board meeting scheduled December 4, 2018 for January 8, 2019 created a hardship for members of the Board. She said when researching the Administrative Code, it does not provide policy or protocol which lends itself for misunderstanding. She asked Legal Counsel for his input. Legal Counsel confirmed Special meetings can be called by the Board President or the full Board of Directors. Discussion followed regarding the mechanics for calling Special Board meetings and what should be proposed for updating the Code.

Director Gasca recommended language be researched and provided in proposed changes to the Administrative Code at the next meeting for Board consideration.

**\*29. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

**A. General Manager Comments**

1. Meetings, Conferences and Seminar Calendar

**B. Operations Comments**

1. Operations Report

**C. Engineering Comments**

1. Engineering Report

**D. Human Resource & Safety Comments**

1. Human Resources Report
2. Organizational Chart

**E. 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

Mr. Strapac announced RMWD has a Request for Proposal out for programmatic EIR for district-wide pipeline work and maintenance. He noted the proposals would be due in the next month after for review after which a recommendation will be brought to the Board.

Ms. Largent reported RMWD received the GFOA Budget Award.

***Motion:***

***To receive and file information and financial items.***

***Action: Approve, Moved by Director Gasca, Seconded by Director Hamilton.***

(\*) - Asterisk indicates a report is attached.

***Vote: Motion carried by unanimous vote (summary: Ayes = 4).***

***Ayes: Director Brazier, Director Gasca, Director Hamilton, Director Rindfleisch.***

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

It was noted Administrative Code changes related to scheduling Special Board meetings, mid-year budget adjustments, possibly changing the June 2019 Board meeting date, an operations department review, as well as updates on various engineering projects, the meter replacement project, and the Flume project.

**31. ADJOURNMENT**

***The meeting was adjourned by President Brazier to a regular meeting on February 26, 2019 at 1:00 p.m.***

The meeting was adjourned at 3:35 p.m.

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**Helene Brazier, Board President**

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**Dawn M. Washburn, Board Secretary**