



COMMUNICATIONS COMMITTEE MEETING

RAINBOW MUNICIPAL WATER DISTRICT
Monday, December 5, 2016
Communications Committee Meeting - Time: 3:30 p.m.

District Office	3707 Old Highway 395	Fallbrook, CA 92028
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Notice is hereby given that the Communications Committee will be holding a regular meeting beginning at 3:30 p.m. on Monday, December 5, 2016.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL: Mike Daily (Chair) _____ Jeanna Kirby (Vice Chair) _____**
Members: Helene Brazier _____ Elysian Kurnik _____
Hayden Hamilton _____
Alternates: Cynthia Gray _____
- 4. SEATING OF ALTERNATES**
- 5. ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
- 6. PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA**

COMMITTEE ACTION ITEMS

- *7. APPROVAL OF MINUTES**
 - A. November 7, 2016**
- 8. WELCOME PACKET UPDATE**
- 9. DISCUSSION AND POSSIBLE ACTION TO APPOINT 2017 COMMITTEE OFFICERS**
- 10. COMMUNICATIONS PLAN/TOPICS**
- 11. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES**
- 12. COMMITTEE MEMBER COMMENTS**

13. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS COMMITTEE MEETING

14. ADJOURNMENT

ATTEST TO POSTING:



Helene Brazier
Secretary of the Board

11-30-16 @ 2:15 P.M.

Date and Time of Posting
Outside Display Cases

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**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
NOVEMBER 7, 2016**

1. **CALL TO ORDER** – The Communications Committee Meeting of the Rainbow Municipal Water District on November 7, 2016 was called to order by Chairperson Daily at 3:33 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Daily, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Daily, Member Brazier, Member Kurnik, Alternate Gray.

Absent: Member Kirby.

Also Present: General Manager Kennedy, Executive Assistant Washburn, Operations Manager Milner, Human Resources Manager Harp.

One member of the public was present.

4. **SEATING OF ALTERNATES**

It was decided Cynthia Gray will be seated and voting as an alternate to the committee for this meeting.

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

There were no changes to the agenda.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA**

One member of the public was present.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. October 3, 2016

Motion:

Approve the minutes as written.

Action: Approve, Moved by Member Brazier, Seconded by Alternate Gray.

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

Ayes: Member Daily, Member Brazier, Member Kurnik, Alternate Gray.

DRAFT***DRAFT******DRAFT*****8. INTRODUCTION OF RMWD'S CHALLENGE COIN PROGRAM**

Darren Milner, Operations Manager, and Karleen Harp, HR Manager, introduced the RMWD Challenge Coin Program. Mrs. Harp mentioned this was rewards recognition program was developed as a reminder of the District's commitment to excellence, strategic plan, and core values. She officially presented each of the committee members with a Committed to Excellence Coin.

Discussion ensued regarding the nomination process that will be implemented in order to award those staff members who excel in each of the core values.

Mr. Milner added this was not an official challenge, but rather taking pride in working for RMWD and fulfilling the internal team commodity.

9. DISCUSSION REGARDING NEW CUSTOMER BILL FORMAT

Mr. Beyer expressed how pleased he was with the RMWD newsletter. He suggested the bill continue to provide details in the breakdown in charges. Discussion followed.

Member Kurnik excused herself from the meeting at 4:03 p.m.

10. DISCUSSION AND POSSIBLE ACTION REGARDING NEWSLETTER DISTRIBUTION OPTIONS

Mrs. Gray reported she looked into the current program and was still researching a means of getting the newsletter out in PDF format.

Discussion ensued regarding finding a means of getting the newsletter to all the ratepayers at the beginning of the month with possibly more detailed information at the same cost.

11. DISCUSSION AND POSSIBLE ACTION TO APPOINT 2017 COMMITTEE OFFICERS

Mr. Daily noted this was generated by him in order to give the committee an opportunity to consider who they would like to serve as the committee officers in 2017. He noted he would like to have this on the December agenda for consideration by the entire committee membership.

12. COMMUNICATIONS PLAN/TOPICS

Mrs. Gray reported the handout presented was up-to-date including the implementation of district tours. She recommended reviewing the plan and topics in more detail at the next meeting when all the committee members are present.

13. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES

It was noted there were candidate statements in a recent edition of The Village News.

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14. COMMITTEE MEMBER COMMENTS

Mr. Hayden inquired about the welcome packet discussed at the October Board meeting. Mr. Kennedy offered to look into this further as well as ask Mrs. Kirby what Vallecitos has in place.

Ms. Brazier stated the committee has benefited by Mr. Daily's leadership; therefore, she does not want him to depart from his role in haste.

Mr. Daily reported on the joint meeting with the Board of Directors at their October 25, 2016 meeting and how he enjoyed the opportunity to interact with the Board as well as members of staff and public after the meeting concluded. It was suggested this committee join the Board meeting earlier in the calendar year at a time when it makes the most sense.

Discussion ensued regarding whether there were additional types of actions this committee may be overlooking. It was confirmed the committee was meeting its expectations.

15. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS COMMITTEE MEETING

It was noted the election or reaffirmation of committee officers and an update on welcome packets should be on the next agenda.

16. ADJOURNMENT

Motion:

To adjourn to December 5, 2016.

Action: Adjourn, Moved by Member Brazier, Seconded by Alternate Gray.

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

Ayes: Member Daily, Member Brazier, Member Kurnik, Alternate Gray.

The meeting adjourned at 4:58 p.m.

Mike Daily, Committee Chairperson

Dawn M. Washburn, Board Secretary