

**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
FEBRUARY 6, 2019**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on February 6, 2019 was called to order by Chairperson Nelson at 3:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Nelson, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Nelson, Member Prince, Member Stitle, Member Brazier, Member Taufer, Member Ratican, Member Marnett.

Also Present: General Manager Kennedy, District Engineer Strapac, Associate Engineer Powers, Right of Way/Facilities Coordinator Brown, Operations Manager Gutierrez, Meter Services Supervisor Chandler, Engineering Technician Rubio.

There was one public member present: Mr. Work.

4. **SEATING OF ALTERNATES**

None.

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

None.

6. **PUBLIC COMMENT RELATING TO ITEMS ON THE AGENDA**

None.

COMMITTEE ACTION ITEMS

7. **APPROVAL OF MINUTES**

A. January 2, 2019

Motion: Approve the minutes as written.

Action: Approve, Moved by Member Brazier, Seconded by Member Stitle.

Vote: Motion passed (summary: Ayes = 7, Noes = 0).

Ayes: Member Nelson, Member Prince, Member Stitle, Member Brazier, Member Taufer, Member Ratican, Member Marnett.

8. DISCUSSION AND POSSIBLE ACTION REGARDING JADE WORK'S REQUEST FOR VARIANCE FROM ENCROACHMENT POLICY

Ms. Brown said this action item had to do with the Monserrate Winery Project on Gird Road, which involved several District easements. She introduced Mr. Work and mentioned that he has been developing the winery for the past few years and worked with previous District staff regarding keeping clear of one easement. She said over the last several months staff have been working with Mr. Work regarding concerns with encroachments on several other District easements. She mentioned most have been cleared, although there was one planted area with mature grapevines on a District easement. She said Mr. Work has submitted a variance application request to allow the planted area with the mature grapevines to remain on the District Easement.

Mr. Work stated prior to planting the vineyard District staff reviewed the area for access and agreed there was no issue. Mr. Work stated District staff did not have access to the facilities in that area due to the river bed. He pointed out that he built the access roads to the District facilities and has allowed District staff to use them, otherwise the District would not have access.

Mr. Kennedy stated the Admin Code does not allow encroachments on District easements, although staff would review the depth of the pipe line and determine if there would not be any major issues with the grapevines. He said with a proper encroachment permit and an understanding that if there was a major facility issue, the grapevines would be removed at no cost to the District. He apologized for the incorrect information that previous staff provided and had approved. He stated they did not possess the authority to grant the use of the District's easement. Discussion ensued.

Mr. Strapac said a couple of cons with this issue would be having to remove part of the vineyard during pipeline relining causing disturbance. He said another concern was that grapevine roots can become attached to the pipelines depending on the depth of the pipeline. Mr. Prince asked for clarification regarding bearing the costs for replacing the grapevines. Mr. Strapac stated the owner would be responsible. Ms. Brazier stated it would cost the District in delays and disturbances. Discussion ensued.

Mr. Nelson said in his understanding the proposal at hand was to grant the variance with an encroachment permit that delineates sufficient items necessary to hold the District harmless. He said it appears to him that District staff and the property owner were in agreement of what was currently being proposed. Discussion ensued.

Ms. Brown requested clarification regarding whether the property owner would be allowed to replace the encroachment in kind after it was removed. Mr. Kennedy responded yes, as long as it doesn't expand the use of the encroachment.

Mr. Kennedy asked Mr. Gutierrez about how long it would take to access the encroachment area during emergency operations. Mr. Gutierrez responded the grapevines would cause minimal access delays. He added this variance request would not be an issue with emergency operations. Discussion ensued.

Ms. Brown announced that there was a sewer line on the south side of Mr. Work's property, which did not appear to be in an easement. She stated the District would like to request an easement, although she was still researching the title report in order to make that determination. Mr. Kennedy stated this item had to be postponed until more information was provided.

Mr. Nelson stated this item would be postponed for next month.

9. DISCUSSION AND POSSIBLE ACTION REGARDING VARIANCE REQUEST FROM TIMOTHY PRINCE

Mr. Prince was recused from the meeting for this agenda item.

Mr. Powers said Mr. Prince submitted a variance application to allow a downsize from his current 1-inch meter to a 3/4-inch for his 13.49-acre lot. He pointed out District ordinance states capacity class B (or 3/4-inch) allows for a property less than .5-acre lot. He said due to this ordinance Mr. Prince would not qualify for a capacity class B (or 3/4-inch) meter without a variance. He said in the application Mr. Prince stated he would not be using more than the 50 units maximum allowed per month. He explained if the Engineering Committee recommended approval to the Board and the Board approved this variance, then an Agreement would be prepared with detailed restrictions. Mr. Kennedy pointed out that Mr. Prince was forecasting not going over the 50 units, since the house was not built yet. Discussion ensued.

Mr. Nelson asked for staff's recommendation. Mr. Strapac responded staff's recommendation was to grant the variance. Mr. Radican said he had concerns downsizing a meter with a lot that big. Mr. Stitle said he would be charged if he went over the 50 units maximum allowed. Discussion ensued.

Ms. Brazier inquired as to the track rate for customers overusing their meters. Mr. Powers said the District does not have a mechanism in place. Mr. Kennedy said the District has been trying to find a legal mechanism to create a monthly adjustable service charge based on average use over time.

Ms. Brazier stated she shares Mr. Radican's concerns regarding large lot sizes with smaller meters. Mr. Radican stated if a property owner has a 2-inch meter and is requesting to downsize to a 1-inch he has no problem with it, although if the request is to go down to a 3/4-inch it would underserve the property. He suggested revisiting the policy regarding requests for 3/4-inch meters. Discussion ensued.

Motion: Recommend the variance request to the Board for approval.

Action: Approve, Moved by Member Stitle, Seconded by Member Marnett.

Vote: Motion passed (summary: Ayes = 4, Noes = 0, Abstain = 2).

Ayes: Member Stitle, Member Taufer, Member Nelson. Member Marnett.

Abstain: Member Ratican, Member Brazier.

Recused: Member Prince.

10. CORROSION PROTECTION UPDATE

Mr. Strapac said staff recently mailed out the contract to the HDR Engineering, Inc. for signature. He anticipates the notice to proceed to be issued by the end of the month.

11. VIA ARARAT PIPE DESIGN

Mr. Strapac said he was directed to design a pipeline for inter-connectivity north and south of the District along Via Ararat. He stated the base map was created by the surveyor and the design would be completed in house. He described how the surveyor used a drone to take the aerial pictures and the measurable photographs that would be used to prepare the easements. Discussion ensued.

Mr. Nelson asked if there were specification being written for this design. Mr. Strapac responded yes. Discussion ensued.

12. RECORD OF SURVEY UPDATE

Mr. Strapac said the aerial and topo of the District Headquarters (four parcels) was completed. Mr. Kennedy stated he was looking into contracting with Sunwood Ventures to discuss the land use planning/changes with the County of San Diego for commercial/government use. He said currently the land was coded as agriculture. Mr. Strapac stated monuments would be placed on all the corners of the four parcels. Discussion ensued.

13. ABM PROJECT UPDATE

Mr. Kennedy provided a copy of the letter sent to ABM regarding their performance. He said staff has been trying to obtain appropriate invoices for the work being billed. He pointed out the billings have been moving line items and costs around, in addition to inflating and manipulating costs. He mentioned in the letter to ABM that the project was intended to be a public-private partnership, and as such may not have included a full range of bid item detail that the more routine public contracts would contain. He said the flexibility provided in the contract also introduced other variables that created challenges. Discussion ensued.

Mr. Kennedy stated the letter was not a breach, although a breach notice with a 30-day notice to cure would be issued if the corrections were not made. Discussion ensued.

14. OPERATIONS PRESENTATION

Mr. Gutierrez provided a presentation on the Meter Services. He introduced Mr. Chandler the Meter Services Supervisor. He stated the main function of the Meter Shop was to work in the meter boxes. He provided the following information:

- 8,200 meters in the system
- Range in size from 5/8" to 6"
- Total of 7 staff
- Responsible for all maintenance at the meter service. He noted other District staff were cross trained to assist during staff shortages.

Mr. Gutierrez said some of the other services conducted by the Meter Services staff included:

- Automatic Meter Read (AMR) system and Manual Read - Currently there are 5,740 meters read via AMR, there is a mobile collector in the truck as the meter reader drives the routes meter data is collected electronically. He pointed out the balance of the 8,200 meters in the system must be read manually and inputted in a hand-held device to be downloaded at the end of the day.
- ABM Project -Total cost not to exceed \$10M, anticipated replacement of all District meters, increase AMR reading to 100%, currently all the meters are read in 7 days and the intent is to reduce it down to 3 days, pilot project 300 meters.

- Customer Complaints - A large part of meter services is handling customer service calls. Calls vary from pressure issues, leaks, check reads-per customer request. Face to face contact with customers. Handle approximately 500 customer services requests per month.
- Flume - Pilot Device alerts rate payer of possible leak, nearly 60 devices deployed.
- Backflow Program - A standalone staff member providing water quality and backflow services left the District. The duties were split Water Quality was moved under Operations and the Backflow Program was moved under the Meter Services. The District backflows are being tested by a District Backflow Cross Connection Technician certified by the State of California.

Mr. Kennedy provided an update on the possibility of making the flume available for District customers. He stated based on the direction from the Board through the Strategic Plan the District would find ways to provide customers more information on their water use. He said making flume available to the customers through a special program could be useful. Discussion ensued.

15. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED ENGINEERING AND OPERATIONS COMMITTEE MEETING

- Jade Work Variance
- Record of Survey Update
- ABM Update
- Via Ararat Update - Staff vs. Consultant Costs
- Flume Update
- Operations Waste Water
- Misc. Pipeline Relocation

16. ADJOURNMENT

The meeting adjourned at 5:10 p.m. to March 6, 2019.

Flint Nelson, Committee Chairperson

Dawn M. Washburn, Board Secretary