



Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold Closed Session at 12:00 p.m. and Open Session at 1:00 p.m. Tuesday, August 28, 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**
  2. **ROLL CALL: Brazier \_\_\_ Hamilton \_\_\_ Gasca \_\_\_ Mack \_\_\_ Stewart \_\_\_**
  3. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
  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).**  
Under Oral Communications, any person wishing to address the Board on matters regarding the Closed Session agenda should indicate their desire to speak by filling out and submitting a "Speaker's Slip" to the Board Secretary before the meeting begins. *Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.*
  5. **CLOSED SESSION**
    - A. Appointment, Employment; Evaluation of Performance – General Manager (Government Code §54957)
    - B. Conference with Legal Counsel Regarding Anticipated Litigation (Government Code §54956.9(d)(2))
      - 2 Cases
  6. **REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**
- Time Certain: 1:00 p.m.
7. **PLEDGE OF ALLEGIANCE**
  8. **REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**
  9. **REPEAT ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
  10. **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.*

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

**\*11. APPROVAL OF MINUTES**

- A. July 24, 2018 - Regular Board Meeting
- B. August 15, 2018 – Special Board Meeting/Board Workshop

**\*12. 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)
- B. Representative Report (Appointed Representative)
  - 1. SDCWA
    - A. Summary of Board Meeting July 26, 2018
  - 2. CSDA
  - 3. LAFCO
    - A. Change in Special District Representation
  - 4. San Luis Rey Watershed Council
  - 5. Santa Margarita River Watershed Watermaster Steering Committee
- C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)
  - 1. Board Seminar/Conference/Workshop Training Attending Requests and Reports
- D. Directors Comments
- E. Legal Counsel Comments
  - 1. CEQA and Well Permits (501668-0002)

**\*13. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)**

- A. Budget and Finance Committee
  - 1. July 10, 2018 Minutes
- B. Communications and Customer Service Committee
  - 1. July 12, 2018 Minutes
- C. Engineering and Operations Committee
  - 1. June 6, 2018 Minutes
  - 2. July 11, 2018 Minutes

**CONSENT CALENDAR ITEMS**

**\*14. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-13 — A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES AND THE GENERAL MANAGER EFFECTIVE AUGUST 28, 2018 THROUGH JUNE 30, 2019**

*(The grade structure included in Resolution No. 18-10 is revised to reflect the addition of the new jobs and reclassified job titles. Resolution No. 18-13 rescinds Resolution No. 18-10.)*

**\*15. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-19 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST**

*(Every even numbered year, local government agencies are required to review their Conflict of Interest Codes to determine if it is accurate or if the code must be amended (Government Code Section 87306.5)).*

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

## **BOARD ACTION ITEMS**

- 16. CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH ABM BUILDING SOLUTIONS, LLC FOR A DISTRICTWIDE METER REPLACEMENT AND WATER SERVICE UPGRADE PROJECT AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AGREEMENT ON THE DISTRICT'S BEHALF**  
*(This item is for the consideration of a contract to replace the District's aging water meters and perform certain upgrades to water service assemblies. An action letter will be provided under separate cover.)*
- 17. DISCUSSION AND POSSIBLE ACTION TO AWARD THREE PROFESSIONAL SERVICES AGREEMENTS TO PROVIDE AS-NEEDED LAND SURVEYING SERVICES**  
*(The activities and operations of the Rainbow Municipal Water District (District) regularly require services that must be performed by a California State licensed Land Surveyor, or a California State licensed Civil Engineer authorized to practice land surveying. Staff issued a Request for Proposals and found that three firms, KDM Meridian, Right-of-way Engineering Services, Inc., and Johnson-Frank & Associates, Inc. were the most qualified to perform the work. This action would approve professional services agreements with the three pre-qualified firms for \$50,000 each.)*
- \*18. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 18-18 AMENDING AND UPDATING ADMINISTRATIVE CODE TO ADD SECTION 8.04.020.9 – ASSIGNMENT OF WATER RIGHTS AND WATER PRODUCTION FACILITIES AS A CONDITION OF DISTRICT WATER SERVICE**  
*(This proposed ordinance requires project applicants to assign the water rights associated with the subject property being developed, to the District.)*
- \*19. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 18-16 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 2.01.010 – CODE OF ETHICS POLICY**  
*(Over the past several months, the Board has provided staff with direction related to amending and updating Administrative Code Section 2.01.010 – Code of Conduct Policy. An updated version will be presented to the Board for consideration and possibly adoption.)*
- \*20. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-17 - ADDING ADMINISTRATIVE CODE SECTION 2.10 – CHANGE IN CLIMATE POLICY**  
*(A proposed addition to Administrative Code has been prepared for Board consideration per their request on July 24, 2018.)*
- 21. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT; EMPLOYMENT; EVALUATION OF PERFORMANCE; OR COMPENSATION OF THE GENERAL MANAGER**  
*(The Board may take action regarding the appointment, employment, performance or compensation of the General Manager.)*
- 22. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**
- 23. STRATEGIC PLAN WORKSHOP DISCUSSION**
- \*24. 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. Customer Service and Meters Comments**
    - 1. Customer Service and Meters Report

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

**E. Human Resource & Safety Comments**

1. Human Resources Report
2. Organizational Chart


**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

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

**26. ADJOURNMENT - To Tuesday, September 18, 2018 at 1:00 p.m.**

**ATTEST TO POSTING:**



Hayden Hamilton  
Secretary of the Board

8-20-18 @ 11:00 a.m.

\_\_\_\_\_  
Date and Time of Posting  
Outside Display Cases

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



***DRAFT***

***DRAFT***

***DRAFT***

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RAINBOW MUNICIPAL WATER DISTRICT  
JULY 24, 2018**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on July 24, 2018 was called to order by President Brazier at 12:00 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 Hamilton, Director Stewart, Director Gasca.

**Also Present:** General Manager Kennedy, Legal Counsel Smith, Executive Assistant Washburn, Administrative Analyst Gray, Finance Manager Martinez, Human Resources Manager Harp, Interim Operations Manager Gerdes, Superintendent Maccarrone, District Engineer Strapac.

**Absent:** Director Mack.

No members of the public were present before for Open 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 comments.

***The meeting adjourned to Closed Session at 12:03 p.m.***

5. **CLOSED SESSION**

A. Appointment, Employment; Evaluation of Performance – General Manager (Government Code §54957)

B. Conference with Legal Counsel regarding anticipated litigation pursuant to Government Code section 54956.9(d)(2) - one case

***The meeting reconvened at 1:00 p.m.***

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

President Brazier reported there was nothing to report from Closed Session.

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

**DRAFT**

**DRAFT**

**DRAFT**

*President Brazier called for a break at 1:03 p.m.*

*The meeting reconvened at 1:08 p.m.*

Time Certain: 1:00 p.m.

**7. PLEDGE OF ALLEGIANCE**

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

President Brazier reiterated there was nothing to report.

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

President Brazier reported there were no changes to the agenda.

**10. 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).**

Paul Waters from Senator Joel Anderson's office extended an invitation to everyone to attend a free grant writing workshop on Wednesday, August 1, 2018 in Poway. He provided flyers for the event with additional details for those interested.

**11. EMPLOYEE RECOGNITIONS**

**A. Chris Hoelscher (10 Years)**

Mr. Kennedy noted Chris Hoelscher's tenure has been in the meters department. He presented Mr. Hoelscher with a plaque and check in recognition of his service.

**\*12. APPROVAL OF MINUTES**

**A. June 26, 2018 - Regular Board Meeting**

***Motion:***

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

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

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

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

**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.

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



***DRAFT***

***DRAFT***

***DRAFT***

**A. President's Report (President Brazier)**

There was no report given.

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

**1. SDCWA**

**A. Summary of Board Meeting June 28, 2018**

Mr. Kennedy announced the next meeting will be on July 26, 2018.

**2. CSDA**

Mr. Kennedy noted the next Quarterly Dinner Meeting will be in August.

**3. LAFCO**

Mr. Kennedy mentioned he and Ms. Washburn attended the San Luis Rey Municipal Water District meeting to assist with ballot counting and how there was an agenda item for possible dissolution that was tabled.

**4. San Luis Rey Watershed Council**

Director Stewart announced the next meeting will be in August. He mentioned it was suggested RMWD offer the use of its Board Room for holding the Council meetings. He stated if the Board does not object, he would like to extend the invitation to use the Board Room for Council meetings on the fourth Wednesday of each quarter.

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

Director Hamilton referred to the handwritten report provided as a handout. He also noted there was discussion regarding a landfill that closed many years ago and getting the water tested at that site. He noted the next meeting will be in October.

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

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

There were no reports given.

**D. Directors Comments**

There were no comments.

**E. Legal Counsel Comments**

**1. Water Quality, Nuisance and Inverse Condemnation Nuisance Claims (501668-0002)**

Mr. Smith summarized the information contained in his report.

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

**A. Budget and Finance Committee**

**1. June 12, 2018 Minutes**

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

Mrs. Martinez reported ABM gave a presentation to the committee on the meter replacement program.

- B. Communications and Customer Service Committee**
  - 1. June 7, 2018 Minutes

Mrs. Gray reported the committee approved the release of the extended newsletter, approved recommending the appointment of Julie Johnson to serve on the committee, received an ABM update, as well as reviewed the claims processing policy.

- C. Engineering and Operations Committee**

Mr. Strapac reported the committee had a presentation from Suez on tank stairways as a means of reducing safety risks. He mentioned the other topics discussed including pipe relocations.

Director Stewart asked if the committees had any recommendations related to the ABM project. Mr. Kennedy stated all the committees were on board with moving forward with certain considerations.

**BOARD INFORMATION ITEMS**

**15. CONSIDER STAFF PRESENTATION ON FLUME WATER METER MONITORING SYSTEM**

Mr. Kennedy gave a verbal update on the pilot program being conducted to test a device from Flume Inc. He pointed out there has been challenges with the AMI project; however, the District's Strategic Plan tasks including finding a means of communicating with the public regarding water leaks. He mentioned the many options remaining to be explored by the Board relating to the devices once the test pilot program results are received and processed.

Director Hamilton pointed out the District may have an opportunity to negotiate good terms and discounts with Flume should the devices found to be beneficial.

Mr. Kennedy confirmed the testing process will take approximately 2-3 months. He talked about other options being explored. He apologized to the Board regarding the time spent on the Itron pilot program which is ultimately in the middle of tanking.

Director Hamilton stated one of the biggest benefits was putting the responsibility on the customers in terms of managing their own water consumption as opposed to leaving it to District staff. Discussion ensued.

**BOARD ACTION ITEMS**

**\*16. CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH ABM BUILDING SOLUTIONS, LLC FOR A DISTRICTWIDE METER REPLACEMENT AND WATER SERVICE UPGRADE PROJECT AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AGREEMENT ON THE DISTRICT'S BEHALF**

Mr. Kennedy introduced Harvey Katzen from ABM who will give a presentation on the Investment Grade Audit Report as well as provide the District with some guidance for moving forward so the numbers and scope of work can be finalized.

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

***DRAFT***

***DRAFT***

***DRAFT***

Mr. Katzen thanked the Board for allowing ABM the opportunity to present the information again. He introduced his team that was present to assist with sharing the summary overview of the work conducted over the past couple of years.

Mr. Kennedy explained the steps taken, the progress made, as well as the next steps going forward. He mentioned some of the feedback received as well as the philosophical questions that will need to be answered. Discussion ensued.

Mr. Katzen continued with the presentation including review of the Project Financial Analysis for both the full and reduced scope. Mr. Kennedy noted where there would be savings in terms of labor resources.

Mr. Katzen reviewed the Preliminary Project Schedule. Discussion followed.

Mr. Kennedy solicited the Board for their input regarding as to whether to place the pressure regulator on the customer's or District's side of the meters. Discussion ensued with the consensus being that the regulator should be the responsibility of the District and be placed on the District side of the meter in areas where system pressure is excessive.

Mr. Kennedy discussed a component of the project that would to install a ball valve on the customer's side, which would give customers an easy way to shut off their water and also prevent draining the entire customer's system into the District's meter box when performing meter maintenance.

Director Stewart mentioned this project would serve as a big part of transitioning the area from rural and urban. He said if the return on investment was a little slower, it makes eminent sense and ultimately free up District monies to be used on other pertinent projects.

Director Hamilton stated he agrees with most everything said; however, he reiterated his opposition to putting the pressure regulator on the customer's side of the meter.

Director Gasca inquired as to the basis for the seven-year lease term. Mr. Kennedy provided an explanation and the purpose for utilizing a conservative approach. Discussion followed.

Mr. Kennedy and Mr. Strapac talked about some of the options the Board will need to consider.

No action taken.

**17. CONSIDER EXTENSION OF PARTIAL SEWER FEE WAIVER FOR 2017 LILAC FIRE VICTIMS**

Mr. Kennedy explained the previous waiver expired in June; therefore, this item was for the Board to consider whether to grant an extension.

***Motion:***

***To approve Option 1 - Extend the wastewater service fee waiver program for an additional six months.***

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

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

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

**DRAFT**

**DRAFT**

**DRAFT**

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

**18. DISCUSSION AND POSSIBLE ACTION REGARDING STUDIES TO ADVANCE BONSCALL BASIN DESALTER IMPLEMENTATION**

Mr. Strapac mentioned Dudek has conducted a study of the Bonsall Basin and found the amount of water RMWD would receive did not offset the \$68 Million desalter implementation; therefore, it was staff's recommendation this item be put on hold until water rights are secured.

**Motion:**

***To approve Option 1 - Advise staff to discontinue the feasibility study until other water rights have been established.***

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

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

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

**18A. DISCUSSION AND POSSIBLE APPOINTMENT OF TREASURER**

Mr. Kennedy pointed out it was found the Administrative Code requires the appointment of Treasurer each year under the investment section.

**Motion:**

***To appoint Finance Manager, Vanessa Martinez, as Treasurer of the District.***

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

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

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

**\*19. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 18-12, ADOPTING PART-TIME EMPLOYEE BENEFITS POLICY**

Mrs. Harp recalled the Board approved a permanent part-time employee; however, there were benefit policies to be addressed. She mentioned the District has met and conferred with the two bargaining units at which time it was determined the bargaining units would not include part-time employees. She explained based on this decision, part-time employees would not be covered under an MOU which in turn made it necessary to modify benefits for these positions. She pointed out RMWD currently has one part-time employee in Customer Service and was seeking another for the Human Resources department.

**Motion:**

***To approve Resolution 18-12.***

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

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

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

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

**\*20. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 18-16 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 2.01.010**

President Brazier noted this item was carried over from next month.

Director Hamilton expressed concern the policy seemed lighter with utilizing the word “shall” as opposed to “should”. Mr. Kennedy explained there may be challenges to enforcing the policy that affects elected officials. Legal Counsel explained there would need to be something in the policy where the majority of the Board could take action including censorship.

Director Gasca pointed out utilizing the word “shall” would assist future Board Members with enforcing the policy as well. Mr. Kennedy noted all the words “should” will be changed to “shall”.

President Brazier suggested the words “emphasizing the positive” be removed from the first sentence in Paragraph 4 on Page 1 and “and given deference” be removed from Paragraph 4 on Page 2. Mr. Kennedy offered to have these revisions made.

Director Stewart said he could not find anything relative to climate change being a part of ethics. Mr. Kennedy explained this derived from discussions that have taken place at the committee level when there have been matters of water being presented. Director Stewart stated he was all about having a policy related to climate changes; however, it should not be bundled in with ethics. Director Hamilton agreed it would be easier to uphold if in a separate policy.

Director Gasca expressed concern with the use of the term “climate change”. President Brazier suggested the policy address change in climate. Discussion ensued.

President Brazier suggested there be a policy to hold committee members responsible for not bringing forth matters of personal interest but rather for the betterment of the District as a whole. Mr. Kennedy recommended this policy include procedures for recusal from discussions on matters of personal interest. Discussion ensued regarding how this would differ from Board discussions on matters affecting their constituents.

President Brazier read aloud some suggested policy language provided by a ratepayer. Director Hamilton suggested there be provisions for upholding the policy including any consequences committee members may face. Legal Counsel agreed to provide proposed language for Board consideration.

This item was deferred to the next meeting.

**21. DISCUSSION AND POSSIBLE ACTION TO APPOINT JULIE JOHNSON AS A MEMBER OF THE COMMUNICATIONS AND CUSTOMER SERVICE COMMITTEE**

**Motion:**

**To appoint Julie Johnson as a member of the Communications and Customer Service Committee.**

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

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

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

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

**\*22. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS SEAT A ELECTION**

Mr. Kennedy pointed out the Board weighed in on the nominations; therefore, this was an opportunity to place vote.

**Motion:**

**To support Jo MacKenzie for Directors Seat A in the CSDA election.**

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

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

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

**23. DATE CONFIRMATION FOR STRATEGIC PLAN WORKSHOP**

Mrs. Gray talked about the venues available for an offsite workshop. She pointed out the room rental fee for Pala Mesa would be \$250.00; however, the rental rate would be waived with the purchase of lunch.

It was confirmed the date for the workshop would be Wednesday, August 15, 2018 starting at 11:00 a.m.

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

President Brazier presented the request forms received from three Board Members for Board approval individually.

**Motion:**

**To grant Director Gasca authorization to attend the 2018 CSDA Annual Conference.**

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

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

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

**DRAFT**

**DRAFT**

**DRAFT**

**Motion:**

**To grant Director Stewart authorization to attend the 2018 CSDA Annual Conference.**

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

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

**Motion:**

**To grant Director Hamilton authorization to attend the 2018 CSDA Annual Conference.**

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

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

President Brazier noted three Board Members have been granted approval to attend the 2018 Annual Conference in Indian Wells; therefore, the September 25, 2018 Regular Board meeting date needed to be changed.

**25. DISCUSSION AND POSSIBLE ACTION TO CHANGE SEPTEMBER 25, 2018 MEETING OF THE BOARD OF DIRECTORS**

**Motion:**

**To move the September Board meeting to Tuesday, September 18, 2018 at 1:00 p.m.**

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

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

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

Director Stewart announced he will not be present at the October Board meeting.

**\*26. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

**A. General Manager Comments**

1. Meetings, Conferences and Seminar Calendar

**B. Communications**

1. Staff Training Reports

**C. Operations Comments**

1. Operations Report

**D. Engineering Comments**

1. Engineering Report

**E. Human Resource & Safety Comments**

1. Human Resources Report
2. Organizational Chart

**F. Finance Comments**

1. Interim Financial Statement
2. Treasurer Report
3. Credit Card Breakdown

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

**DRAFT**

**DRAFT**

**DRAFT**

4. Directors' Expense
5. Check Register
6. Water Sales Summary
7. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

**Motion:**

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

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

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

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

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

It was noted Item #20, ABM, and Conflict of Interest Code biennial review needed to be on the next meeting agenda.

**28. ADJOURNMENT - To Tuesday, August 28, 2018 at 1:00 p.m.**

**The meeting was adjourned with a motion made by Director Brazier to a special meeting/workshop on August 15, 2018 at 11:00 a.m.**

The meeting was adjourned at 3:48 p.m.

---

**Helene Brazier, Board President**

---

**Dawn M. Washburn, Board Secretary**



**MINUTES OF THE SPECIAL BOARD MEETING/BOARD WORKSHOP  
OF THE BOARD OF DIRECTORS OF THE  
RAINBOW MUNICIPAL WATER DISTRICT  
AUGUST 15, 2018**

1. **CALL TO ORDER** - The Special Board Meeting/Board Workshop of the Board of Directors of the Rainbow Municipal Water District on August 15, 2018 was called to order by President Brazier at 11:04 a.m. at Pala Mesa Resort, 2001 Old Highway 395, Fallbrook, CA 92028. President Brazier presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

**Present:** Director Brazier, Director Gasca, Director Mack, Director Hamilton, Director Stewart (*arrived at 11:05 a.m.*)

**Also Present:** General Manager Kennedy, Executive Assistant Washburn, Administrative Analyst Gray, Human Resources Manager Harp, Finance Manager Martinez, Superintendent Maccarrone, Engineering Manager Strapac.

No members of the public were present.

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

There were no public comments.

**BOARD WORKSHOP ITEMS**

5. **STRATEGIC PLAN**

Mr. Kennedy explained the objective for the workshop and the process in which it will run.

Mrs. Gray started with reviewing the language in Focus Area One – Water Resources. It was agreed the updated language for the goal would be “A diversified water portfolio, including water use efficiency and local and regional sources to provide a reliable, drought-resilient supply”. Input on the S.W.O.T. was as follows:

Strengths: See the need, SDCWA diversifying, budgeted to investigate other local supplies, good relations with San Luis Rey River Municipal Water District water users.

Weaknesses: 100% dependent on outside sources, small ground water basin, low opportunities for recycled water, legislative restrictions, distribution infrastructure limitations.

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

***DRAFT***

***DRAFT***

***DRAFT***

- Opportunities: San Luis Rey River groundwater, sub-regional desal, direct potable reuse.
- Threats: Dependency, risk of assuming SDCWA increased debt “holding the bag”, regulatory including state water use restrictions, changing climate.

Mrs. Gray reviewed the language in Focus Area Four – Fiscal Responsibility. It was agreed there were no changes needed to the language for the goal. Input on the S.W.O.T. was as follows:

- Strengths: Financial plan in place, low debt, high cash balance, growth, board stability.
- Weaknesses: Ordinance 95-1, dependence on agricultural sales, pension costs, low service connection density, attitude of users.
- Opportunities: Private/public partnerships, inter-agency partnerships, technology advancements, alternative funding, grants.
- Threats: Water sales declining, interest rates on the rise, water rate increases, lack of control of water costs, lack of control of employee benefits (premium increases), legislative threats (Sacramento).

Mrs. Gray reviewed the language in Focus Area Two – Asset Management. It was agreed there were no changes needed to the language for the goal. Input on the S.W.O.T. was as follows:

- Strengths: Technologies (GIS, EAM), condition assessment study/program, knowledgeable staff, Board stability and focus, centralized maintenance area.
- Weaknesses: Aging infrastructure, inconsistent construction standards, topography/geography, pressure, service density, existing funding mechanisms.
- Opportunities: Technology improvements, pressure management, cathodic protection, better data gathering for important decision making, alternative funding, public/private partnerships.
- Threats: Pressure, natural disasters, corrosion, mechanical failures, lack of interconnectivity, cyber attacks/general security, vandalism, escalating costs of maintenance.

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

***The meeting reconvened at 12:53 p.m.***

Mrs. Gray reviewed the language in Focus Area Three – Workforce Development. It was noted the updated language for the goal would be “recruit, develop and retain a skilled and knowledgeable workforce that is experienced, up-to-date, innovative and committed to promoting the District’s mission and core values”. Input on the S.W.O.T. was as follows:

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

***DRAFT***

***DRAFT***

***DRAFT***

- Strengths: Dedicated employees, recruiting a strong candidate pool, employer of choice, good employer/management relations, positive retention techniques, competitive compensation and benefits, positive work culture, institutional knowledge, core values.
- Weaknesses: High staff turnover, local cost of living, flat upward mobility, high payroll deductions, computer skill deficiencies, timely performance evaluation/feedback process, emergency preparedness.
- Opportunities: Cross training/knowledge transfer, inter-agency cooperation, computer training, continuous performance feedback, professional development, improve emergency preparedness, innovation.
- Threats: High retirement eligibility, rising labor market costs, low unemployment, shift in economy, retirement costs increase, changing legal requirements.

Mrs. Gray reviewed the language in Focus Area Five – Customer Service. It was noted the updated language for the goal would be “provide quality customer service by respectfully addressing customer concerns, being responsible, providing timely communication, and being fiscally responsible”. Input on the S.W.O.T. was as follows:

- Strengths: Experienced meter and operations staff, friendly customer service staff, outside resources (MCRD), multiple payment options, teamwork, approachable and open Board of Directors.
- Weaknesses: Technology, payment options, inconsistent processes district-wide, outdated Administrative Code, inexperienced staff, limited labor resources, up-to-date customer contact information.
- Opportunities: Improved policies, create customer service culture top to bottom, district-wide tracking, response on every customer complaint or inquiry, better water consumption data, Board relations with the public, staff training.
- Threats: Failure to address irate or unreasonable customers and their concerns promptly, regulatory restrictions (privacy issues), cyber security.

Mrs. Gray reviewed the language in Focus Area Six - Communications. It was noted the updated language for the goal would be “ensure efficient communication and good working relationships both internally and externally”. Input on the S.W.O.T. was as follows:

- Strengths: Good newsletter, all committees, website, outreach programs.
- Weaknesses: Lack of public use of tools and resources, lacking in internal capacity, inconsistent branding.

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

**DRAFT**

**DRAFT**

**DRAFT**

Opportunities:

Increase contact and communication, increase stature with community and outside agencies, additional printed collateral, establish clear branding, internal training for uniform responses.

Threats:

Bad perceptions, misleading information from outside entities.

Discussion ensued regarding how to proceed with developing the objectives for each of the focus areas.

It was decided the items discussed today would be incorporated into a presentation format and presented at the August Board meeting for discussion purposes.

## **BOARD ACTION ITEMS**

### **6. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**

President Brazier reported a requested was received from Director Mack to attend the 2018 CSDA Annual Conference.

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

***To grant Director Mack authorization to attend the 2018 CSDA Annual Conference.***

***Vote: Motion carried by unanimous vote (summary: Ayes = 5).***

***Ayes: Director Brazier, Director Hamilton, Director Mack, Director Stewart, Director Gasca.***

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

It was noted the Strategic Plan Workshop will carry over at the end of the August 28, 2018 Regular Board meeting.

### **8. ADJOURNMENT - To Tuesday, August 28, 2018, at 1:00 p.m.**

***The meeting was adjourned with a motion made by President Brazier.***

The meeting was adjourned at 2:20 p.m.

---

**Helene Brazier, Board President**

---

**Dawn M. Washburn, Board Secretary**

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

## **SUMMARY OF FORMAL BOARD OF DIRECTORS' MEETING JULY 26, 2018**

- 9-1. Resolution authorizing the General Manager to submit application and administer grant funds for WaterSmart: Desalination Construction Project Under the Water Infrastructure for Improvements to the Nation (WIIN) Act.  
The Board adopted Resolution No. 2018-12 establishing that: a) authorized the General Manager to sign and file for, on behalf of the Water Authority, a grant application for funding from the Department of the Interior, Bureau of Reclamation (WaterSmart: Desalination Construction Projects Under the WIIN Act) in an amount not to exceed \$10,165,000 for the Lewis Carlsbad Desalination Plant (CDP) Intake Modifications Project; b) the Water Authority comply with all applicable state and federal statutory and regulatory requirements related to any federal and state funds received; and c) authorized the General Manager or designee to negotiate and execute a funding agreement and any amendments thereof, and certify funding disbursements on behalf of the Water Authority.
- 9-2. Agreement for Water Service to the Sycuan Band of the Kumeyaay Nation.  
The Board authorized the General Manager to execute an Agreement for Water Service to the Sycuan Band of the Kumeyaay Nation.
- 9-3. Adopt a Resolution of Support for Proposition 3, the Water Supply and Water Quality Act of 2018.  
The Board adopted Resolution No. 2018-13 endorsing Proposition 3, the Water Supply and Water Quality Act of 2018.
- 9-4. Monthly Treasurer's Report on Investments and Cash Flow.  
The Board noted and filed the Treasurer's report.
- 9-5. Consideration of the Fiscal Years 2018 and 2019 Mid-Term Budget Update.  
The Board approved the recommended mid-term budget adjustments.
- 9-6. Service contract with Co's Traffic Control, Inc. for traffic control services.  
The Board authorized the General Manager to award a service contract to Co's Traffic Control Inc. to provide traffic control services for a period of two years, with an option to extend the contract for an additional two years, for a total not-to-exceed amount of \$500,000.
- 9-7. Service Contract with Nash Fabricators, Inc. for in-shop fabrication, repair and machine shop services.  
The Board authorized the General Manager to award a service contract to Nash Fabricators, Inc. to provide in-shop fabrication, repair and machine shop services for a period of one year, with an option to extend the contract for an additional three years, for a total not-to-exceed amount of \$900,000.



- 9-8. Construction contract with Techno Coatings, Inc. for the Pipeline Structures Rehabilitation project.  
The Board authorized the General Manager to award construction contract to Techno Coatings, Inc. in the amount of \$257,600 for the Pipeline Structures Rehabilitation project.
- 9-9. Change Order for the Moosa Canyon Erosion Control project.  
The Board approved a change order up to \$200,000 for costs associated with the differing site condition related to unanticipated groundwater.
- 9-10. Construction contract with J.F. Shea Construction, Inc. for the Pipeline 5 Relining Delivery Point to Sage Road project.  
The Board authorized the General Manager to award a construction contract to J.F. Shea Construction, Inc. in the amount of \$25,304,375 for the Pipeline 5 Relining Delivery Point to Sage Road Project.
- 9-11. Rancho Peñasquitos Pressure Control and Hydroelectric Facility Improvement project.  
The Board approved the following: a) authorized the General Manager to award a contract to Cascade Consultants, LLC in the amount of \$759,690 to purchase four flow and pressure control valves for the Rancho Peñasquitos Pressure Control Facility; b) authorized the General Manager to award a contract to Cascade Consultants, LLC in the amount of \$440,093 to purchase two isolation valves for the Rancho Peñasquitos Pressure Control Facility; and c) approved the Design-Build Performance Specifications to upgrade the Rancho Peñasquitos Hydroelectric Facility equipment.

**Chair**

July 30, 2018

Jo MacKenzie, Director  
Vista Irrigation District

**Vice Chair**

Ed Sprague, Director  
Olivenhain Municipal Water

**Members**

Catherine Blakespear, Mayor  
City of Encinitas

Bill Horn, Supervisor  
County of San Diego

Dianne Jacob, Supervisor  
County of San Diego

Andrew Vanderlaan  
Public Member

Bill Wells, Mayor  
City of El Cajon

Lorie Zapf, Councilmember  
City of San Diego

**Alternate Members**

Lorie Bragg, Councilmember  
City of Imperial Beach

Chris Cate, Councilmember  
City of San Diego

Greg Cox, Supervisor  
County of San Diego

Judy Hanson, Director  
Leucadia Wastewater District

Harry Mathis  
Public Member

**Executive Officer**

Keene Simonds

**Counsel**

Michael G. Colantuono

**Delivered by Electronic Mail**

Mr. Brian Haggerty, Group Finance Director  
County of San Diego  
1600 Pacific Highway, MS A6  
San Diego, California 92101  
[brian.haggerty@sdcounty.ca.gov](mailto:brian.haggerty@sdcounty.ca.gov)

**SUBJECT: Change in Special Districts Representation |  
San Diego County Consolidated Redevelopment Oversight Board**

Mr. Haggerty:

Consistent with the earlier election conducted by the San Diego Special District Selection Committee this letter serves as notice of a change in representation on the County Consolidated Redevelopment Board. Effective immediately, Julie Nygaard with Tri-City Healthcare District will transition from alternate to the regular special district representative on the Consolidated Redevelopment Board. Ed Sprague – who had been serving as the regular – will now transition and serve as the alternate. This change in appointment roles addresses a scheduling conflict for Mr. Sprague in attending meetings while concurrently remedying the County’s concerns and position therein to not allow Ms. Nygaard to vote as a participating alternate. The Special District Selection Committee remains disappointed in the County’s position on the latter topic for reasons previously communicated, but agrees to proceed forward amicably with the referenced change in representation.

Should you have any questions please contact me at your convenience at 858-614-7755 or [keene.simonds@sdcounty.ca.gov](mailto:keene.simonds@sdcounty.ca.gov).

With appreciation,



Keene Simonds  
Executive Officer

cc: Ed Sprague, Olivenhain Municipal Water District  
Julie Nygaard, Tri-City Healthcare District  
Kim Thorner, Chair, Special Districts Advisory Committee  
Members, Special Districts Advisory Committee







**TO:** Rainbow Municipal Water District  
**FROM:** Alfred Smith  
**DATE:** August 28, 2018  
**RE:** Attorney Report: CEQA and Water Well Permits  
501668-0002

---

**I. INTRODUCTION.**

This attorney report provides an update on a recent appellate decision involving the California Environmental Quality Act (“CEQA”) and water well permitting requirements. In *California Water Impact Network v. County of San Luis Obispo, Justin Vineyards and Winery, LLC et al., Real Parties in Interest* (2018), the Second District Court of Appeal held that CEQA does not apply to the issuance of well permits. In reaching its conclusion, the court reasoned that the County’s processing and approval of well drilling permits are “ministerial” actions under a County well ordinance that gave the County little to no discretion regarding whether to issue the permit.

The Court of Appeal explained that the well drilling permit approvals are exempt from CEQA because the County ordinance does not provide the County with the ability or authority to meaningfully shape the well construction to “mitigate . . . environmental damage” or to address environmental concerns, which is a prerequisite for triggering CEQA review. The ordinance addressed only water quality issues and incorporated fixed technical standards for well construction from relevant Department of Water Resources (“DWR”) standards. The court compared the well drilling permit application process to a building permit application process, where the public entity exercises little or no personal discretion and must approve the permit when the applicant has met basic design and construction specifications.

**II. BACKGROUND.**

In an opinion filed June 28, and later ordered published on July 27, 2018, the Second District Court of Appeal (Division 6) affirmed the trial court’s judgment dismissing on demurrer a writ petition seeking to compel the County of San Luis Obispo to comply with CEQA in issuing well construction permits to four agricultural enterprises, mostly for vineyard irrigation.

Appellant’s petition alleged that the County’s decision to issue permits for groundwater extraction wells was discretionary, and it complained that the County’s

failure to conduct allegedly required CEQA review resulted in its failure to analyze individual or cumulative environmental impacts, including adverse water supply impacts, from its ongoing approval of dozens, and possibly hundreds, of well permits over the past several years.

### **III. COURT'S ANALYSIS.**

In affirming the judgment of dismissal, the Court of Appeal reviewed the petition and the County's governing ordinance *de novo* to determine whether the County was required to conduct CEQA review, or whether well permit issuance was a CEQA-exempt ministerial act. The Court first made some contextual observations, including that constitutionally-declared state water policy requires water resources to be put to beneficial use (Cal. Const., Art. X, § 2), and that water use for domestic and irrigation purposes is considered beneficial. (Wat. Code, § 106.) Further, overlying owners have extraction rights, and various agencies manage groundwater appropriation through permitting.

Before addressing the specifics of the County's well construction ordinance, the Court laid out the relevant and well-established ministerial/discretionary act analysis: While CEQA applies to projects subject to discretionary government approval, it does not apply to ministerial acts. California Public Resources Code section 21080(a) provides that a discretionary project "requires the exercise of judgment or deliberation" and "does not encompass situations where the agency 'merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations'" (CEQA Guidelines, § 15357).

Ministerial actions, on the other hand, "involve little or no personal judgment by the public official as to the wisdom or manner of carrying out the project" and the "official merely applies the law to the facts as presented but uses no special discretion or judgment in reaching a decision. A ministerial decision involves only the use of fixed standards or objective measurements, and the public official cannot use personal, subjective judgment in deciding whether or how the project should be carried out." (CEQA Guidelines, § 15369.)

The Legislature excluded ministerial projects from CEQA because "unless a public agency can shape the project in a way that would respond to concerns raised in an EIR... environmental review would be a meaningless exercise." (Citing *Mountain Lion Foundation v. Fish & Game Com.* (1997) 16 Cal.4th 105, 117.) "Absent discretion to deny a permit, an agency has no duty to conduct a CEQA review, no matter what 'terrible environmental consequences' an EIR might reveal." (Quoting *Leach v. City of San Diego* (1990) 220 Cal.App.3d 389, 394.) The "litmus" for distinguishing between discretionary and ministerial functions is the agency's governing law: "The agency may determine what acts are ministerial by analyzing its own laws ([CEQA Guidelines] § 15268(a)), and its view of the scope and meaning of

its own ordinance is entitled to great weight unless that view is clearly erroneous or unauthorized. (*Friends of Davis v. City of Davis* (2000) 83 Cal.App.4th 1004, 1015.)”

Applying these relevant principles to the County’s well construction ordinance, which covers extraction wells for irrigation purposes, the Court noted the ordinance’s stated purpose is to ensure wells are constructed, repaired, modified or destroyed in such a manner that groundwater will not be contaminated or polluted, and so that the well water obtained will be suitable and safe for beneficial use. In other words, its standards are focused on ensuring wells are constructed so as to protect the *quality* of the groundwater and water extracted for beneficial use. Well permit applications are accordingly required to list well location, depth and use, and to describe nearby property lines, sewage systems, water courses or bodies, drainage patterns, wells and access roads.

Only licensed well drilling contractors may receive permits, which “shall be issued” if they comply with county and state standards; in the case of non-coastal zone permits, such as those at issue in the case before it, the Court noted the issue essentially boiled down to whether the state standards in the incorporated DWR bulletins require the County to exercise discretion before issuing well permits. In concluding they do not, the court observed that the issuance of building permits is presumed ministerial absent any discretionary provision in the governing ordinance (CEQA Guidelines, § 15268(b); *Friends of Juana Briones House v. City of Palo Alto* (2010) 190 Cal.App.4th 286, 302-303), that “[a] well building permit is a type of building permit” and that “[s]o long as technical standards and objective measurements are met, the County must issue a well permit to licensed contractors.”

The DWR Bulletins’ technical specifications are designed to protect water quality, not to regulate usage or supply, and do not call for the exercise of subjective judgment. Per the Court, County Ordinance Chapter 8.40’s purpose is to prevent contamination or pollution of groundwater during well construction, repair, modification or destruction, and it would be impermissible to rewrite it “to infer a legislative intent to condition well permits on pump limits or subsidence monitoring, which have nothing to do with groundwater pollution. The County has no discretion to impose water usage conditions on permits issued under Chapter 8.40.”

The Court also noted its analysis was unaffected by Appellant’s claim that the County exercises *some* discretion in issuing well permits since “to trigger CEQA compliance, the discretion must be of a certain kind; it must provide the agency with the ability and authority to ‘mitigate... environmental damage’ to some degree.” (Quoting *San Diego Navy Broadway Complex Coalition v. City of San Diego* (2010) 185 Cal.App.4th 924, 934.) Further, the Ordinance’s “instruction to applicants to include all necessary information to determine if groundwater will be protected does not transform the inquiry into a discretionary review.”

After noting that the 2014 Sustainable Groundwater Management Act (“SGMA”) was not addressed in the County’s relevant ordinance or at issue in the case, the Court summarized its holding as follows:

“Appellant did not and cannot plead a cause of action requiring the County to comply with CEQA before issuing well permits under County Code Chapter 8.40. No aspect of that ordinance, or the DWR standards it incorporates, supports an interpretation that well permits are discretionary. Instead, the statutory scheme imposes fixed technical requirements. When those requirements are met – and appellant does not allege otherwise – issuance of a well permit is a ministerial act. CEQA does not apply to the ministerial act of issuing a well permit.”

#### **IV. CONCLUSION.**

As illustrated by this case, and others (a number of which are cited in the court’s decision), CEQA plaintiffs frequently attempt to expand the statute’s reach by characterizing ministerial local ordinance permitting schemes as actually conferring meaningful discretion on the local agency to shape the approval to mitigate environmental concerns.

In many instances, courts have correctly rejected such attempts where the ordinance merely provides for a determination of conformity with fixed objective standards for permit issuance, or where any “discretion” conferred is not meaningful in the sense of allowing the agency to deny or condition the approval to mitigate environmental damage, or where any discretion allowed does not apply to the challenged project at issue. (See, e.g., *Sierra Club v. County of Sonoma* (2017) 11 Cal.App.5th 11). The Court’s opinion here underscores an important point: even though the issuance of ministerial permits may have adverse environmental effects, CEQA simply does not apply to or require environmental analysis of such approvals.

The Appellate Court’s disposition of this CEQA challenge provides crucial clarifications for those pursuing well drilling permits, and it may help to resolve ongoing disputes regarding whether substantive environmental review under CEQA is required prior to the issuance of permits.

AES/AES

**MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING  
OF THE RAINBOW MUNICIPAL WATER DISTRICT  
JULY 10, 2018**

1. **CALL TO ORDER:** The Budget & Finance Committee meeting of the Rainbow Municipal Water District was called to order on July 10, 2018 by Chairperson Stitle in the Board Room of the District Office at 3707 Old Highway 395, Fallbrook, CA 92028 at 1:00 p.m. Chairperson Stitle presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

**Present:** Member Stitle, Member Hensley, Member Moss, Member Gasca, Alternate Nelson.

**Also Present:** General Manager Kennedy, Executive Assistant Washburn, District Engineer Strapac, Interim Operations Manager Gerdes, and Administrative Analyst Gray.

**Absent:** Member Ross.

Four members of the public were present.

4. **SEATING OF ALTERNATES**

Mr. Stitle seated Mr. Flint as an alternate.

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 (Limit 3 Minutes)**

There were no public comments.

**COMMITTEE ACTION ITEMS**

7. **COMMITTEE MEMBER COMMENTS**

There were no comments.

\*8. **APPROVAL OF MINUTES**

A. June 12, 2018

Mr. Gasca pointed out in Paragraph 9 second sentence should read "how the decision was made".

***Motion:***

***To Approve the minutes as revised.***

**Action: Approve, Moved by Member Hensley, Seconded by Member Gasca.**

**Vote: Motion carried by unanimous vote (summary: Ayes = 5).**

**Ayes: Member Stitle, Member Hensley, Member Moss, Member Gasca, Alternate Nelson.**

## **9. ABM PRESENTATION**

Mr. Kennedy introduced Harvey Katzen who will be presenting information on the Districtwide Meter Replacement Project (Investment Grade Audit Report).

Mr. Katzen presented a summary of the information contained in the report, noting he may refer committee members to the hard copy of the report provided as handouts. He pointed out the key takeaways are: 1) they are here to talk about upgrading RMWD's meter infrastructure by replacing more than 7,700 meters district-wide that are mostly very inaccurate and most certainly beyond their useful life, 2) they have developed a project that will significantly reduce the non-revenue water created by these inaccurate meters, 3) they will provide all of this in a project that is completely turnkey that has a guaranteed maximum cost, no change orders, and no capital outlay is required, and is completely funded from the revenues generated by the project, and 4) the results of this project will be financially guaranteed by ABM so any risk is taking away. Mr. Katzen introduced the team who helped develop the project.

Discussions ensued as the presentation continued.

Mr. Katzen explained the lease term being based upon the amount of the project costs and the interest rate as well as what it will take to budget neutral the project over the term of the lease so there will be no negative coming back to RMWD. Discussion followed.

Mr. Katzen presented information on the delivery, integration, test pilot project, and proposed scheduling. Discussion ensued regarding the meter replacement process.

**Motion:**

**To go for a lock-in and subject to Board approval, RMWD go forward with the contract.**

**Action: Approve, Moved by Member Moss, Seconded by Member Gasca.**

**Vote: Motion carried by unanimous vote (summary: Ayes = 5).**

**Ayes: Member Stitle, Member Hensley, Member Moss, Member Gasca, Alternate Nelson.**

## **10. AMI UPDATE**

Discussion ensued regarding the new devices from Flume Technologies and how they could possibly benefit the customer. It was noted a pilot program was being put together for testing purposes.

Discussion ensued regarding strategic planning.

Mr. Kennedy pointed out should the test results be positive, it will be a matter of considering the costs and risks involved as well as setting policy. He noted this would be something reviewed by the committee prior to being presented to the Board for approval and policy setting.

**11. STRATEGIC PLAN**

Mrs. Gray presented the fiscal responsibility strategic plan goals and objectives. Mr. Kennedy explained staff would like the committee's input on the information listed in the fiscal responsibility area including considering whether sub-objectives should be added to assist with reaching the stipulated goals. He offered to have the Strategic Plan emailed to the committee members for their convenience.

**12. REVIEW THE FOLLOWING:**

- A. Income Statement
- B. Balance Sheet
- C. Cash Flow
- D. Treasurer's Report

Discussions took place regarding this information provided in the handouts.

Mrs. Martinez announced a kickoff meeting took place with ADP as well as the auditors will be at the District next week.

**13. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED BUDGET AND FINANCE COMMITTEE MEETING**

It was noted capitalization policy, unclaimed checks, financial statements, and strategic plan will be on the next committee agenda.

**14. ADJOURNMENT**

*The meeting was adjourned by a motion made by Member Moss and seconded by Member Hensley.*

The meeting adjourned at 3:38 p.m.

---

**Harry Stitle, Committee Chairperson**

---

**Dawn M. Washburn, Board Secretary**





**MINUTES OF THE COMMUNICATIONS AND CUSTOMER SERVICE  
COMMITTEE MEETING  
OF THE RAINBOW MUNICIPAL WATER DISTRICT  
JULY 12, 2018**

1. **CALL TO ORDER** – The Communications and Customer Service Committee Meeting of the Rainbow Municipal Water District on July 12, 2018 was called to order by Chairperson Daily at 3:32 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 Kirby, Member Hamilton, Alternate Gray.

**Also Present:** General Manager Kennedy, Executive Assistant Washburn.

One member of the public was present.

4. **SEATING OF ALTERNATES**

Ms. Gray was seated to serve as an alternate at this meeting.

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

It was decided to defer Item #10 to the August committee meeting.

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

There were no comments.

*Discussion went to Item #14.*

**COMMITTEE ACTION ITEMS**

\*7. **APPROVAL OF MINUTES**

A. June 7, 2018

***Motion:***

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

***Action: Approve, Moved by Alternate Gray, Seconded by Member Hamilton.***

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

***Ayes: Member Daily, Member Kirby, Member Hamilton, Alternate Gray.***

**8. DISCUSSION AND POSSIBLE ACTION REGARDING COMMITTEE MEMBERSHIP**

*Motion:*

*To recommend the Board appoint Julie Johnson to serve as a member on the Communications and Customer Service Committee.*

*Action: Approve, Moved by Member Hamilton, Seconded by Member Kirby.*

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

*Ayes: Member Daily, Member Kirby, Member Hamilton, Alternate Gray.*

**9. AMI UPDATE**

Mr. Kennedy provided an update on the progress on the AMI project. He talked about the new Flume devices that may assist customers with monitoring their water use including how they work, the costs involved, and the upcoming test pilot program.

Ms. Johnson asked how will RMWD receive input from customers taking part in the pilot program. Mr. Kennedy explained there would be some questionnaires put out to those customers and how Flume, Inc. will be tracking every alarm received by the customers. He added RMWD will tabulate the alarms to determine how often on average are these customers experienced a link event.

Discussion continued.

**10. VIDEO PRESENTATION**

This item was deferred per Item #5.

**11. EXTENDED NEWSLETTER REVIEW**

Mr. Kennedy announced the extended newsletter would be going in the bills later today. Mrs. Gray noted the committee member comments were incorporated prior to finalizing the newsletter.

Mr. Hamilton made a few minor revision suggestions. Mrs. Gray offered to make these changes prior to the newsletter being published.

**12. PUBLIC COMMUNICATIONS AND OUTREACH ITEMS**

- A.** Topics
- B.** Strategic Plan Objectives
- C.** Calendar
- D.** Snipes Calendar

Mrs. Gray noted Mr. Kennedy made a revision to Strategic Plan Objectives Item #6G related to the claims process. Discussion followed.

Mr. Daily suggested the objective be consider development of a customer claims policy.

Discussion ensued regarding topics related to the public communications and outreach items.

**13. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES**

Mr. Kennedy mentioned someone shared old pictures of RMWD with him at a recent community meeting.

**14. COMMITTEE MEMBER COMMENTS**

Mr. Kennedy announced Mrs. De La Cerda was no longer at RMWD; therefore, someone else from Customer Service would provide updates at this committee going forward. Mrs. Gray mentioned Mrs. Martinez has provided an update for this meeting and then she would be the one to attend the next couple of meetings before assigning someone else from Customer Service to fill that role.

Mrs. Gray notified the committee she has training scheduled on the same day as the next committee meeting.

Discussion went to Item #8.

**15. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS AND CUSTOMER SERVICE COMMITTEE MEETING**

It was noted the video presentation and messaging for the meter replacement project should be on the next committee agenda.

**16. ADJOURNMENT**

The meeting adjourned at 4:55 p.m.

---

**Mike Daily, Committee Chairperson**

---

**Dawn M. Washburn, Board Secretary**



**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING  
OF THE RAINBOW MUNICIPAL WATER DISTRICT  
JUNE 6, 2018**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on June 6, 2018 was called to order by Chairperson Prince at 2:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Prince, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

**Present:** Member Prince, Member Taufer, Member Marnett, Alternate Nelson, Member Stitle (Arrived at 3:15 p.m.), Member Brazier (Arrived at 3:15 p.m.)

**Also Present:** General Manager Kennedy, Associate Engineer Powers, Operations Manager Milner, Engineering Tech. Rubio.

**Absent:** Member Robertson, Member Radican, Alternate Kirby.

**Member Robertson arrived prior to the commencement of the Engineering and Operations Committee Meeting and asked to be excused from the meeting.**

**There was one member of the public present: Mr. Stewart.**

4. **CANONITA TANK TOUR**

The meeting convened to the Canonita Tank tour at 2:03 p.m.

The meeting reconvened from the Canonita Tank tour to the District Office at 3:15 p.m.

Ms. Brazier and Mr. Stitle did not attend the Canonita Tank tour and arrived at 3:15 p.m.

5. **SEATING OF ALTERNATES**

Mr. Nelson was invited to take a voting seat.

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

Mr. Kennedy stated Item 10 – Flow Monitoring Project would be deleted.

Mr. Taufer asked to add an item to the agenda. Ms. Brazier stated real time changes to the agenda can only be of an emergency or urgent situation. Mr. Prince suggested adding it to next month's meeting.

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

None.

**COMMITTEE ACTION ITEMS**

**\*8. APPROVAL OF MINUTES**

**A. May 2, 2018**

**Motion: Approve the minutes as written**

**Action: Approve, Moved by Member Stitle, Seconded by Alternate Nelson.**

**Vote: Motion carried by roll call vote (summary: Ayes 5, Abstain 1 = 6).**

**Abstain: Member Brazier.**

**Ayes: Member Prince, Member Taufer, Member Stitle, Member Marnett, Alternate Nelson.**

**9. UPDATE AND DISCUSSION REGARDING THE SOUTH ZONE RAW WATER SUPPLY PROJECT**

Mr. Kennedy said Mr. Carey asked the District to research the potential for surveying some of the growers located south of Gopher Canyon, Silver Leaf and El Paseo regarding raw water supply. He said the District would need to have an agreement with Oceanside, which has a raw water connection through the Weese Filtration Plant. He mentioned the cost of the raw water was about \$300 an acre foot cheaper. He explained the capital costs to build the storage tank and pipelines for the first phase were roughly calculated at a low 1.6M and in order to pay off these costs it was suggested to have the growers pay the normal rates for water and use the excess to pay off the capital costs. He pointed out the challenge being that by charging the normal rates now it was placing the avocado groves out of business. He said the District required 30 years to recover the capital costs; and the odds of recovering the costs were unattainable. He said although Mr. Carey was supporting this project, there was not a lot of support from the property owners. He stated unfortunately Mr. Carey was not in attendance for discussion.

Mr. Powers provided a spreadsheet detailing all the parcels in the project boundary with the approximate costs on a 30 year payback plan. He pointed out the following conclusions:

- 41 land owners were within the project boundary.
- 10 land owners had no usage and would be paying into a system with no benefit.
- 11 land owners would receive some benefit, but would not out-way their cost for the project.
- Out of the 41 land owners 21 would have a negative affect with this project.
- 20 land owners would potentially benefit from this project, assuming the initial project cost was correct, it was paid within the 30 year payback, and the water usage stayed within the current rate.

Mr. Kennedy pointed out the initial project cost of \$1.6 was a rough estimate and the current projected cost was estimated at \$3M. Discussion ensued.

**Motion:** Regarding the raw water proposal south of the Gopher Canyon area, staff and the committee reviewed the financial and logistical implications finding this project infeasible and agreed not to pursue this project any further.

**Action:** Approve, Moved by Member Nelson, Seconded by Member Brazier.

**Vote:** Motion carried by unanimous roll call vote (summary: Ayes = 6).

**Ayes:** Member Prince, Member Brazier, Member Taufer, Member Stille, Member Marnett, Alternate Nelson.

Mr. Kennedy said the District would send a letter to Mr. Carey regarding the Engineering Committee's response.

## 10. DISCUSSION REGARDING FLOW MONITORING PROJECT

Discussion regarding the Flow Monitoring Project was deferred.

Mr. Kennedy provided an update of the AMI test pilot with SDG&E. He said the Itron Project has been delayed repeatedly and Itron has not been able to deliver on its promises. He mentioned the original range from the water meter to the electric meter was changed from 1000 feet to 300 feet, which would not be feasible for the District. He stated the District may need to cancel this project, due to Itron's inability to fulfill its part. Discussion ensued.

Mr. Kennedy said a new company established out of Cal Poly San Luis Obispo Engineering Department developed a leak detection device called Flume. He mentioned purchasing the device to test it on his house water meter. He explained the Flume communicates to another device placed in the house, which is connected to the Wi-Fi. He explained, once connected, the Flume monitors real time water management providing usage data, enabling the management of consumption, sending notifications of abnormal water usage and quickly detecting leaks all through an APP on his phone.

Mr. Kennedy pointed out with AMI the District was looking at obtaining meter data at one hour blocks or 15 minute blocks at the best resolution. He said the Flume device sends highly accurate data up to a 100<sup>th</sup> of a gallon every minute with the batteries lasting at least two years at that rate. He stated the cost was about \$200 per device. He said the hardware for each AMI was approximately \$130 to \$140 each, plus .75 cents a month per read (approx. \$6K per month). He explained AMI was not for the District's use, it was for the customer to assist with leak detection and water monitoring. He mentioned if the traditional AMI model does not work, the District may be able to provide a better way at a lower cost with a new device. Discussion ensued.

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

The following agenda items were suggested:

Mr. Taufer suggested adding discussion regarding a potential hazard. Mr. Kennedy referred Mr. Taufer to discuss his concern with the Operations Manager, since it was an isolated issue.

- ABM Update
- LS1 Design Update
- Meter Division Update
- Operations Introduction of each Division

**12. ADJOURNMENT**

The meeting adjourned at 4:27 p.m.

---

**Timothy Prince, Committee Chairperson**

---

**Dawn M. Washburn, Board Secretary**



**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING  
OF THE RAINBOW MUNICIPAL WATER DISTRICT  
JULY 11, 2018**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on July 11, 2018 was called to order by Chairperson Prince at 3:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Prince presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

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

**Also Present:** General Manager Kennedy, District Engineer Strapac, Associate Engineer Powers, Engineering Tech. Rubio, Construction Superintendent Maccarrone, Water Operations Superintendent Walker.

**Absent:** Alternate Kirby.

Mr. Kennedy noted that Mr. Kirby stated if there was an interested public member wanting to join the committee he would step down. There were six members of the public present.

4. **SEATING OF ALTERNATES**

There were no alternates seated at this meeting.

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

Mr. Kennedy stated Item 13 would be moved after Item 8.

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

There were no comments.

**COMMITTEE ACTION ITEMS**

\*7. **APPROVAL OF MINUTES**

A. June 6, 2018

Mr. Stitle's motion to recommend approval of the minutes was withdrawn. Mr. Kennedy suggested more detail regarding committee members' attendance.

8. **PRESENTATION ON ESTIMATED IMPORTED WATER RETURN FLOWS TO BONSALL BASIN (STEVE STUART, DUDEK)**

Mr. Kennedy mentioned a couple of years prior to being hired the District had contracted this project with West Yost. He said the report provided by West Yost had many uncertainties. He the Board proceeded to approve a contract with Dudek to reevaluate this project. He pointed out the

Board requested there be certain stops points in the process, prior to continuing to the next steps. He said currently the consultant was on one of those stops points and would be providing a presentation. He introduced Mr. Stuart and stated he would be providing preliminary assessments regarding the calibrated data and identifying the main goal of the District in determining the amount of water available. Mr. Stuart lead the presentation as follows:

1. Water Delivered by RMWD - Total water delivered to customers from July 2014 to June 2017 = 49,559 AF.
2. Water Served by RMWD - Customers categorized into eight different classifications:
  - a. Agriculture with Residence
  - b. Transitional Special Agricultural Water Rate (TSAWR) with Residence
  - c. Agriculture without Residence
  - d. Single Family
  - e. Multiple Family
  - f. TSAWR Commercial
  - g. Commercial
  - h. Institution (e.g. state parks, landfills, schools)
3. Distribution of Connections in the District Service Area: Total connections = 7,481. The distribution of these connections is about 65.5% Single Family and 30% Agricultural.
4. Distribution of Water in the District's Service Area from July 2014 to June 2017 (49,559 AF): The Single Family drops to 20.9% and the Agricultural goes up to about 70%.
5. District Service Area & Sub-Watersheds - There are 17 minor watersheds in the San Luis River and four are within the District's service area (Pala Mesa, Gird Road, Moosa Canyon and Gopher Canyon). These four sub-watersheds constitute about 70% of the total water use in the District's whole service area. The possibility of potentially capturing return flows would require placing wells within the Bonsall Basin.
6. Gird Road Sub-Watershed has the highest number of residential connections with 70% using septic systems, which will impact the return flow calculations. Focus was turned to the Gird Road sub-watershed, due to having the highest water residential connections:
  - a. Inflows - imported water delivered to customers, annual Mean = 2,270 AF, not factoring in rainfall and groundwater from wells.
  - b. Outflows - indoor water consumption, assuming 2.3 to 2.8 people per household:  
  
195 gpd/household or .22 AFY  
240 gpd/household or .27 AFY
  - c. Applied Irrigation - Assumed Avocados 10% to 50%, Citrus 5%, Landscaping 10%.
  - d. Calculation Assumptions - Estimated Mean Annual Return Flow to Bonsall Basin:
    - (1) 92% indoor water use returns via septic discharge.
    - (2) 79% Irrigation efficiency for applied irrigation, which means not all the water makes it to the root system.

- (3) Crop evapotranspiration rates - Avocados = 26.8 in./yr., Citrus = 32.5 in./yr., Landscaping = 30.7 in./yr.
  - (4) 20% of agriculture parcel is avocados and 5% citrus.
- e. Results – Mean Annual Return Flow is 400 to 424 AF. Representing 18% to 19% return flow (out of 2,270 AF delivered to Gird Road). Extreme scenarios were also discussed.
7. Variations and sensitivity analysis in Avocado Consumption and number of people per household were discussed.
8. Decline in Applied Irrigation – Estimated Return Flows to Bonsall Basin (Scaled up from Gird Road to the District Service Area):
- a. 189 AF to 224 AF / 0.2 = 945 to 1120 AFY Septic Recharge.
  - b. 73 AF to 211 AF / 0.2 = 363 to 1055 AFY Applied Irrigation.

Mr. Kennedy stated the most important item of a return flow project was to have enough factual back-up to withstand lawsuits from people challenging the District's rights. He said the next phase would be to determine if it was feasible to construct a treatment plant cost effectively based on the amount of return flow. He estimated that the District would not be able to produce water at a lower cost than purchasing it imported. Discussion ensued.

## 9. DISCUSSION REGARDING INSTALLATION OF FALL PROTECTION AT DISTRICT TANKS

Mr. Strapac provided a copy of Suez Advanced Solutions (Utility Service Co.) proposal for the upgrade of the fall prevention system for eleven of the Districts water tanks. Mr. Kennedy stated the District was required by the State of California to personally inspect the tanks weekly. He mentioned the District's fall protection for the tanks need improvement. He suggested working with Suez to include fall protection on the tanks by adding the cost throughout the current maintenance contract.

Mr. Prince suggested checking with other contractors for a cost comparison. Mr. Kennedy replied the District could search if there was another comparable fabricator.

Mr. Kennedy asked if the Committee agreed, as a baseline to install fall protection engineered-designed and installed stairways to the tanks. He continued, if the Committee agreed, then the District could focus on the most cost-effective contract. Discussion ensued.

**Motion: Recommend staff obtain reasonable pricing for the fall protection program.**

**Action: Approve, Moved by Member Robertson, Seconded by Member Stitle.**

**Vote: Motion passed unanimously. (summary: Ayes 7).**

**Ayes: Member Prince, Member Stitle, Member Brazier, Member Ratican, Member Robertson, Member Marnett, Member Taufer.**

**10. DISCUSSION REGARDING REQUEST FOR PROPOSALS FOR THE PIPELINE RELOCATION PROJECT**

Mr. Strapac said there are certain areas where the District would like to relocate pipelines for various reasons, such as maintenance, access, upsize, etc. He discussed a few examples of current pipeline issues. Mr. Kennedy mentioned some of the pipelines have become problematic for District staff and customers. Discussion ensued.

Mr. Strapac asked the Committee for a recommendation to proceed with a request for proposal for pipeline relocation design. Discussion ensued.

Mr. Nelson said if money was an object, the design could include all the work, although the construction work could be segregated depending on the available funds. Discussion ensued.

**Motion: Recommend staff go forward with obtaining the most cost-effective proposals.**

**Action: Approve, Moved by Member Robertson, Seconded by Member Prince.**

**Vote: Motion passed unanimously. (summary: Ayes 7).**

**Ayes: Member Prince, Member Stitle, Member Brazier, Member Ratican, Member Robertson, Member Marnett, Member Taufer.**

**11. DISCUSSION REGARDING RELOCATION OF WATER FACILITIES NEAR WESTMONT DRIVE**

*Moved after Item 13.*

Mr. Steele introduced himself as being new to Fallbrook moving in less than a year ago. He explained his concern regarding the unsafe location of his water meter on the private road.

Mr. Powers said the waterline ends where the cluster of meters are located. He stated the District's facilities were built in 1978 and the earliest house was built in 1981. Mr. Kennedy said the meters can be relocated at the cost of the owners, but not at the cost of the other ratepayers. Mr. Robertson mentioned the individual that build the first house created the hazard when the private road was installed. Mr. Kennedy suggested the most cost-effective alternative would be to widen the road. Discussion ensued.

Mr. Robertson reiterated that the situation was a hazard, although it was on a private road and the issue was not created by the District. He pointed out unfortunately the District could not use public funds to correct a private issue. Mr. Steele asked if the meters could be lowered, Mr. Kennedy responded yes, although the AIRVAC must be above ground. Discussion ensued.

Mr. Steele thanked the Committee for their time.

**12. DISCUSSION REGARDING RELOCATION OF BLOW OFF NEAR PALA TEMECULA AND RANCHO HEIGHTS**

Mr. Taufer said the issue regarding the blow off near Pala Temecula and Rancho Heights was a hazard with 300 psi off the blow off and a restricted turn radius. He shared some pictures of the blow off location.

Mr. Kennedy said District staff reviewed the request for the relocation of the blow off. He stated the location of the District facilities are standard to all other facilities and does not present anymore hazard than other facilities. He mentioned the developer was responsible for installing the facilities on the private road. He said it was not the District's responsibility, since it was on private road. Discussion ensued.

Mr. Taufer asked if the District had any liability regarding this issue. Mr. Kennedy responded no.

Mr. Prince asked if it was possible to place the facilities below grade. Mr. Kennedy responded yes. Mr. Prince asked if the customer paid for the work, then how would he proceed. Mr. Kennedy responded the customer would have to hire a contractor and contact the Engineering Department.

**13. DISCUSSION REGARDING ABM METER REPLACEMENT PROJECT AND FLUME TECHNOLOGIES**

*Moved before item 9.*

Mr. Kennedy introduced Mr. Katzen from ABM Building Services that would provide a presentation on the ABM Meter Replacement Project. He mentioned ABM has been involved with developing the Investment Grade Audit Report for a couple of years. He said this report has several main goals:

- Upgrade the meter infrastructure of the District by replacing more than 7,700 meters, which many being inaccurate and beyond their useful life.
- Significantly reduce the current non-revenue water percentage for the District and create enhanced revenue for the District, which would ultimately pay for the meter replacement project.
- No capital outlay required – paid from revenue savings.
- Financially guaranteed by ABM.

Mr. Katzen said the investment grade audit report provides the District with both a technical and a financial solution which details a districtwide meter replacement project. He went over the following details of the report:

- Required no out-of-pocket capital budget dollars from the District.
- Completely upgrades the meter infrastructure of the District with forward compatibility for future AMR to AMI upgrades if desired.
- Is completely self-funding through enhanced revenue and operational savings, conservatively estimated in excess of \$1M annually.
- Will provide significant cumulative General Fund relief through increased cash flow revenue for up to 20-years based on equipment lifecycle
- Can be financially guaranteed through an annual Measurement and Verification program to eliminate any financial risk to the District.

Mr. Havelaar discussed the testing of the existing meters and the baseline water data annual consumption per meter size. He pointed out the clear majority of consumption was from the 1", 1-½" and 2" meters. He mentioned the baseline water consumption data was based on calendar year July 2016 to June 2017, and in that database, there were approximately 7,735-meter accounts with a total consumption of 6,693,712 HCF. He mentioned 333 meters were tested and the current overall weighted system accuracy was calculated to be 93.6%. Mr. Kennedy said during the District's planning and forecasting of water purchased and sold there has been a 7% discrepancy. He pointed out the 93.6% accuracy shows a 6.4% loss due to meter inaccuracies, leaks, etc. He mentioned if the inaccuracies could be lessened then the water loss would be greatly reduced. Discussion ensued.

Mr. Katzen said the results of all the testing and analysis conducted in the last year for the District realized a potential starting annual revenue enhancement of over \$900K at 98% accuracy. He said there was also potential annual Operational and Maintenance savings estimated at \$180K. He pointed out the total conservative starting annual estimated savings for the District was at \$1M. Mr. Katzen described how ABM's financial guarantee worked:

1. Measurement and Verification ((M&V) – Validating Meter Accuracy:

- Baseline M&V consists of measuring a random sample set of meters (226) each year.
- Procedure continues to use AWWA testing methodology for all tests.
- Initial performance measured 12 months from completion of project implementation.
- Annual M&V is at the discretion of the District and may be cancelled at any time.

2. Project Financial Analysis – Tax Exempt Lease Purchase:

- Preservation of Capital dollars for other projects where leasing is not an option.
- Preservation of debt limitations (operating lease).
- Improvement of Cash Flow.
- Flexible structuring to meet budget needs.
- Low rates resulting from tax-exempt basis.
- Alternative financing method not requiring rate payer approval.

3. Potential Financial Analysis – Potential Funding Partners:

ABM does not fund or finance projects and does not receive any remuneration from any of the funding/financing partners that they work with. ABM has thoroughly vetted each recommended partner for their financial stability, experience, longevity and competitiveness in the area of rate and term for Tax Exempt Lease Purchase and other financing vehicles.

4. Project Financial Analysis – Project Options:

- Option No. 1: Full Scope of 7,735 meters with return on investment of 82.04%
- Option No. 2: Reduced Scope of 5,875 meters with return on investment of 99.27%

Discussion regarding the above two options continued.

Mr. Kennedy said the District has been having issues with the pressure regulators failing. He said to move the regulators to the customer side solves the problem for the District, but not for the customer. He pointed out the District has been working on a more aggressive method to lower the high pressures in certain zones by installing pressure stations. He also mentioned the possibility of starting a pressure regulator replacement program. Discussion ensued.

Mr. Katzen summarized ABM's Value Statement: ABM has been around for 109 years, guarantees financial results, manages all project implementation, facilitates all financial aspects. Discussion ensued.

Mr. Kennedy stated there has been a lot of work placed into this project for the past two years and the District has received a solid proposal. He mentioned a draft contract has been developed and was being finalized by the Districts' legal counsel. He said unless there were any objections, the plan was to take the project to the Board for approval. He pointed out there was too much money being lost and every year the District delays more money was lost.

Mr. Marnett said ABM still needed to show how the mix of older and newer types of meters alter the baseline cost modules. Mr. Kennedy responded ABM would be working through those projections. Discussion ensued.

Mr. Taufer asked if the project was a proposal. Mr. Kennedy replied yes. Mr. Taufer asked if there were other proposals. Mr. Kennedy replied no. Mr. Taufer asked if this was an unsolicited proposal and what was the justification. Mr. Kennedy replied it was a sole source proposal with specialized services, providing a financial benefit to the District. Discussion ensued.

Mr. Katzen stated every component of the services for this project was competitive.

**Motion: ABM Meter Replacement Project be approved by the Committee and forward to the Board of Directors.**

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

**Vote: Motion passed (summary: Ayes = 6, Noes = 1, Abstain = 0).**

**Ayes: Member Prince, Member Stitle, Member Brazier, Member Ratican, Member Robertson, Member Marnett.**

**Noes: Member Taufer.**

#### **14. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED ENGINEERING AND OPERATIONS COMMITTEE MEETING**

The following agenda items were suggested:

- Pressure Regulator Issue
- Tank Fall Protection
- Pre-Procurement
- Corrosion Protection

**15. ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

---

**Timothy Prince, Committee Chairperson**

---

**Dawn M. Washburn, Board Secretary**



## BOARD OF DIRECTORS

August 28, 2018

---

### SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-13 — A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES AND THE GENERAL MANAGER EFFECTIVE AUGUST 28, 2018 THROUGH JUNE 30, 2019

### BACKGROUND

In compliance with state and CalPERS regulations, the District maintains a Salary Grade structure that includes all job titles, salary grade levels, and monthly salary ranges for each grade. The table is available for public review, accessible from the Rainbow MWD website, and is published on a website hosted by the California State Controller.

On June 26, 2018, the Board approved the current salary grades in Resolution No. 18-05. The Board also approved the annual update to the Staffing Plan, which included several new positions:

- Project Manager (new Engineering Department position and headcount)
- Customer Service Supervisor (reclassified/no new headcount)
- Senior Inspector (reclassified position/no new headcount)
- Backflow Technician (new position added subsequently to staffing plan)
- Human Resources Assistant (part-time new position)

### DESCRIPTION

The grade structure included in Resolution No. 18-10 is revised to reflect the addition of the new jobs and reclassified job titles. Resolution No. 18-13 rescinds Resolution No. 18-10.

Resolution No. 18-13 does not change the hourly or monthly dollar amounts of the pay ranges in each grade.

### POLICY/STRATEGIC PLAN KEY FOCUS AREA

Updating this document with current information allows the District to comply with CalPERS requirements and California Code of Regulations 570.5 and 571.

### ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a “project” as defined by CEQA and further environmental review is not required at this time.

**BOARD OPTIONS/FISCAL IMPACTS**

---

---

There is no direct fiscal impact to this action. The indirect cost of the additional wages for new and updated positions are already reflected in the approved 2018-2019 budget.

This resolution allows the District to comply with CalPERS requirements.

- 1. Option 1: Approve Resolution No. 18-13 as presented.
- 2. Option 2: Do not approve Resolution No. 18-13.

**STAFF RECOMMENDATION**

---

---

Staff recommends approval of Resolution No. 18-13.



---

Karleen Harp, COSM  
Human Resources Manager

08/28/2018

**RESOLUTION NO. 18.13**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF RAINBOW MUNICIPAL WATER DISTRICT  
ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY  
FOR DISTRICT EMPLOYEES  
EFFECTIVE AUGUST 28, 2018 THROUGH JUNE 30, 2019**

<b>Exempt Salary Grade</b>	<b>Monthly Salary Range/ Hourly Equivalent</b>	<b>Job Titles</b>
<b>GM</b>	<b>\$15,069- \$21,700/ \$86.94 - \$125.19</b>	General Manager
<b>E11</b>	<b>\$10,367.80 - \$14,929.20 / \$59.82 - \$86.13</b>	Engineering Manager Finance Manager Operations Manager
<b>E10</b>	<b>\$9,015.07 - \$13,071.07 / \$52.01 – \$75.41</b>	Human Resources Manager
<b>E9</b>	<b>\$7,839.87 - \$11,367.20 / \$45.23 - \$65.58</b>	Associate Engineer Construction and Maintenance Superintendent Senior IT and Applications Analyst Water Operations Superintendent
<b>E8</b>	<b>\$6,817.20 - \$9,883.47 / \$39.33 - \$57.02</b>	Information Technology and Applications Analyst Environmental Health and Safety Officer Project Manager Wastewater Superintendent

<b>Non-Exempt Salary Grade</b>	<b>Full-Time Monthly Salary Range/ Hourly Range</b>	<b>Job Titles</b>
<b>N7</b>	<b>\$6,505.20 - \$9,434.53 / \$37.53 - \$54.43</b>	Executive Assistant/Board Secretary Lead Operator Technical Services Team Lead
<b>N6</b>	<b>\$5,657.60 - \$8,203.87 / \$32.64 - \$47.33</b>	Administrative Analyst Crew Leader – Valve Maintenance Crew Leader – Construction & Maintenance Customer Service Supervisor Electronic / Electrical Technician II Right of Way and Facilities Coordinator System Operator III
<b>N5</b>	<b>\$4,919.20 - \$7,132.67 / \$28.38 - \$41.15</b>	Accounting Specialist II Crew Leader – Meter Services Electrical / Electronics Technician I

		Senior Engineering Inspector Engineering Technician II Mechanic II System Operator II Utility Worker III – Construction Utility Worker III – Valve Maintenance Utility Worker III – Wastewater Services Water Quality Technician II
<b>N4</b>	<b>\$4,277.87 - \$6,201.87 /</b> <b>\$24.68 - \$35.78</b>	Accounting Specialist I Administrative Assistant II Backflow Technician Engineering Inspector I Engineering Technician I Purchasing & Inventory Control Specialist II System Operator I Utility Worker II – Construction Utility Worker II/III – Meter Services Utility Worker II – Valve Maintenance Utility Worker II – Wastewater Services Water Quality Technician I
<b>N3</b>	<b>\$3,719.73 - \$5,394.13 /</b> <b>\$21.46 - \$31.12</b>	Administrative Assistant I Customer Service Representative II Purchasing / Inventory Control Specialist I Utility Worker I – Construction Utility Worker I – Meter Services Utility Worker I – Valve Maintenance Utility Worker I – Wastewater Services
<b>N2</b>	<b>\$3,232.67 - \$4,690.40 /</b> <b>\$18.65 - \$27.06</b>	Customer Service Representative I Human Resources Assistant
<b>N1</b>	<b>\$2,813.20 - \$4,080.27 /</b> <b>\$16.23 - \$23.54</b>	Interns

<b>Legacy Salary Grade</b>	<b>Monthly Salary Range/ Hourly Range</b>	<b>Job Titles</b>
<b>L6</b>	<b>\$4,982-\$6,536 /</b> <b>\$28.74 - \$37.71</b>	Engineering Inspector I
<b>L5</b>	<b>\$4,884-\$6,408 /</b> <b>\$28.18 - \$36.97</b>	Utility Worker III – Meter Services

Resolution No. 18-13 rescinds Resolution No. 18-10.

**PASSED, APPROVED, AND ADOPTED** in Open Session at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 28<sup>nd</sup> day of August 2018 by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Helene Brazier, Board President

**ATTEST:**

---

Dawn Washburn, Board Secretary



## BOARD OF DIRECTORS

August 28, 2018

---

### SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-19 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST

### BACKGROUND

Every even numbered year, local government agencies are required to review their Conflict of Interest Codes to determine if it is accurate or if the code must be amended (Government Code Section 87306.5).

### DESCRIPTION

The San Diego County Board of Supervisors, as the code reviewing body for RMWD, has notified the District of the requirements of this Government Code Section on June 28, 2018. In order to comply, the District is required to review its Conflict of Interest Code including designated employees and disclosure categories, determine whether or not amendments are necessary, complete the form of official action, and amend the Conflict of Interest Code to submit to the Clerk of the Board no later than October 10, 2018.

Since the last required biennial review of the District's Conflict of Interest Code, there have been several amendments approved by the Board of Directors. These revisions have been submitted to the County on August 8, 2018 upon their request. Additional proposed revisions have been made to the current Administrative Code Section 1.02.020 – Conflict of Interest to reflect any new positions to be added to this section should the Board adopt Resolution No. 18-13 earlier in this meeting.

This item provides an opportunity for the Board to formalize approval of the entire Administrative Code Section 1.02.020 – Conflict of Interest to meet regulatory requirements with the most recent updates.

### POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Section 1.02.020 – Conflict of Interest

Strategic Focus Area Three: Workforce Development

### BOARD OPTIONS/FISCAL IMPACTS

- 1) Approve Ordinance No. 18-19 amending and updating Administrative Code Section 1.02.020.
- 2) Approve Ordinance No. 18-19 amending and updating Administrative Code Section 1.02.020 with revisions.
- 3) Provide staff with further direction.
- 4) Do not approve Ordinance No. 18-19 amending and updating Administrative Code Section 1.02.020.

There will be no known direct fiscal impact associated with any of the Board Options.

**ENVIRONMENTAL**

---

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a “project” as defined by CEQA and further environmental review is not required at this time.

**STAFF RECOMMENDATION**

---

Approve Ordinance No. 18-12 amending and updating Administrative Code Section 1.02.020 to complete the Conflict of Interest Code: Local Government Agency Biennial Review and comply with Government Code Section 87306.5.



---

Tom Kennedy, General Manager

August 28, 2018



**Ordinance No. 18-19**

**Ordinance of the Board of Directors of the Rainbow Municipal Water District  
Amending the Administrative Code  
Section 1.02.020 – Conflict of Interest**

WHEREAS, the Rainbow Municipal Water District has, from time to time, adopted various rules and regulations for the operation of the District; and

WHEREAS, certain of those rules and regulations require updating to reflect best practices, as well as changes in applicable laws; and

WHEREAS, the Board of Directors has determined that changes in the rules or regulations of the District shall occur solely by amendment to the Administrative Code;

NOW, THEREFORE,

BE IT ORDAINED by the Board of Directors of Rainbow Municipal Water District as follows:

1. The following rules and regulations of the District, collected are hereby adopted and shall be incorporated into the Administrative Code, consisting of:

Section 1.02.020: Conflict of Interest

2. The General Manager is hereby directed to update the Administrative Code to reflect the approval of these rules and regulations, and to assign or reassign the numbering of the Administrative Code as necessary to codify these rules and regulations as amended.

3. This ordinance shall take effect immediately upon its adoption on this 28th day of August 2018.

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

\_\_\_\_\_  
Helene Brazier, Board President

**ATTEST:**

\_\_\_\_\_  
Dawn Washburn, Board Secretary



**Section 1.02.020**  
**Conflict of Interest**

**1.02.020.01** The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in any agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

**1.02.020.02** Therefore, the terms of 2 California Code of **Regulations Section 18730** and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions, and establishing disclosure requirements, shall constitute the conflict of interest code of the Rainbow Municipal Water District.

**1.02.020.03** Individuals holding designated and non-designated positions shall file their Statements of Economic Interest with Rainbow Municipal Water District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board Members and General Manager, the Board Secretary shall make and retain copies and forward the originals of these statements to the County Board of Supervisors. Statements for all other designated employees shall be retained by Rainbow Municipal Water District.

Any public officials who manage public investments shall be considered non-designated positions under Government Code section 87200 and shall make the disclosures required by law. Originals of all Statements of Economic Interest filed by non-designated positions will be maintained at the District office.

[\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx](#)[\\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx](#)Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\**DRAFT**

**Appendix A**  
**Rainbow Municipal Water District Conflict of Interest Code**

**Preamble**

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from Rainbow Municipal Water District's General Counsel. (Gov. Code § 83114; 2 CCR § 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)

Opinions rendered by General Counsel do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on General Counsel's opinion as evidence of good faith. In addition, Rainbow Municipal Water District may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Rainbow Municipal Water District may bring against the requesting party under Government Code section 91003.5.

[\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx](#)[\\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx](#) Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\**DRAFT**

## Part I - Designated Positions

<u>Designated Employees</u>	<u>Categories Disclosed</u>
Members of the Board of Directors	All
General Manager	All
General Counsel	All
District Engineer	All
Operations Manager	All
Human Resources Manager	All
Construction/Maintenance Superintendent	All
Water Operations Superintendent	All
Wastewater Superintendent	All
Associate Engineer	All
Purchasing & Inventory Control Specialist I/II	All
Environmental Health and Safety Officer	All
Engineering Inspector I/II	All
<u>Senior Engineering Inspector</u>	<u>All</u>

[\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx](#)~~[\\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx](#)~~ Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

Water Quality Technician I/II	All
<u>Backflow Technician</u>	<u>All</u>
Information Technology and Applications Analyst and Senior Information Technology and Applications Analyst	All
<u>Right-of-Way and Facilities Coordinator</u>	<u>All</u>
<u>Project Manager</u>	<u>All</u>
<sup>1</sup> Consultants	2

## Part II – Non-Designated Positions

Finance Manager	Pursuant to Applicable Laws
Standing District Committee Members	2
Auditor	2

<sup>1</sup> With respect to consultants, the General Manager may determine in writing that a particular consultant, although a “designated employee,” is hired to perform a range of duties that is limited in scope and thus is not required to comply with the written disclosure requirements described in these categories. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection by Rainbow Municipal Water District in the same manner as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

[\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx](#)~~[\\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx](#)~~ Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

## Part II - Disclosure Categories

### Category 1.

A designated employee or person in this category shall report all interests in real property, and investments in, and income from, business entities of the type to operate or provide any of the following:

- Accounting or auditing services
- Banks and savings and loans
- Computer hardware or software, or computer services or consultants
- Communications equipment or services
- Insurance brokers and agencies
- Insurance adjusting, claims auditing or administration, or underwriting services
- Office equipment or supplies
- Personnel and employment companies and services
- Printing or reproduction services, publications, and distribution
- Securities, investment or financial services companies
- Title insurance and escrow
- Construction supplies, service or equipment
- Engineering and surveying services
- Land development services

### Category 2.

A designated employee in this category shall disclose all business positions in, investments in, and income from any business of the type to provide personnel, services, supplies, material, machinery, or equipment to Rainbow Municipal Water District and is associated with the job assignment or position of the designated employee or person.

~~\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx~~ \\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx \\Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\DRAFT

## **Appendix B Statement of Duties of Employees of and Consultants to Rainbow Municipal Water District**

### Members of the Board of Directors

The Board of Directors acts as the Rainbow Municipal Water District's governing body. Members of the Board of Directors formulate general policy and programs of Rainbow Municipal Water District, and each member of the Board of Directors therefore is designated.

### General Manager

General Manager oversees the day-to-day operations of Rainbow Municipal Water District. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and therefore is designated.

### General Counsel

General Counsel, currently hired on a contract basis, advises Rainbow Municipal Water District on its day-to-day activities, including its relationships with the independent contractors who serve in a staff capacity to Rainbow Municipal Water District, and compliance with applicable laws and regulations. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and therefore is designated.

### Financial Manager

An employee of the Rainbow Municipal Water District, the Financial Manager is Rainbow Municipal Water District's Chief Financial Officer and helps manage the finances of Rainbow Municipal Water District. The Financial Manager makes reports from time to time on the financial results of operations of Rainbow Municipal Water District, and recommends fiscal policies to the Board of Directors. The Financial Manager "manages public investments" within the meaning of applicable regulations. He or she therefore is not designated.

### District Engineer

The District Engineer provides engineering services and oversight to Rainbow Municipal Water District, including implementation of capital replacement projects. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of engineering and is therefore designated.

### Operations Manager

An employee of Rainbow Municipal Water District, the Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures; risk management; and

~~\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx; \\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx~~\\Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\**DRAFT**



employee safety. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of operations and maintenance and is therefore designated.

#### Human Resources Manager

The Human Resources Manager plans, directs and oversees the following programs and activities: human resources; labor relations; workers' compensation, property and liability insurance and is therefore designated.

#### Construction/Maintenance Superintendent

The Construction/Maintenance Superintendent has managerial responsibilities to direct and oversee the Construction and Valve Maintenance and Fleet Divisions. This position coordinates and manages the installation, maintenance and repair of water mains, service lines, fire hydrants, valves, pressure regulating stations, pumps, motors and other related appurtenances used in the District water distribution, treatment and storage facilities and fleet maintenance and repair and is therefore designated.

#### Water Operations Superintendent

The Water Operations Superintendent has managerial responsibilities to direct and oversee the Water Operations Division, the electrical program and the Supervisory Control and Data Acquisition (SCADA) and telemetry systems. This position will coordinate and manage the installation, maintenance, repair and operation of District water distribution, treatment, pumping and storage facilities and electrical, electronic and telemetry repair and maintenance and is therefore designated.

#### Wastewater Superintendent

The Wastewater Superintendent has managerial responsibility to direct and oversee the Wastewater Division. This position coordinates and manages the repair, maintenance and operation of the wastewater pumping and collection system as well as may assist with installation, maintenance and repair of water distribution facilities and is therefore designated.

#### Associate Engineer

The Associate Engineer performs a variety of routine and semi-routine professional level civil engineering work in the research, design and construction of water and sewer capital improvement and construction projects as well as reviews development plans and is therefore designated.

#### Purchasing & Inventory Control Specialist I/II

The Purchasing & Inventory Control Specialist I/II has responsibility for all functions associated with the warehouse including purchasing, receiving and inventory control and administration of the office cleaning contract as well as maintaining inventory of parts and supplies and is therefore designated.

#### Environmental Health & Safety Officer

~~\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx~~ Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\ **DRAFT**

The Environmental Health & Safety Officer has responsibility for the planning and administration of the District programs and services related to safety, security, emergency preparedness and environmental compliance functions and is therefore designated.

[\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx](#)~~[\\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx](#)~~ Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\[DRAFT](#)

### Engineering Inspector I/II

Under supervision of the District Engineer, the Engineering Inspector I/II performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

### Senior Engineering Inspector

The Senior Engineering Inspector performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

### Water Quality Technician I/II

The Water Quality Technician I/II performs a wide variety of professional, analytical and technical water quality functions involved in the District's water treatment and distribution system; interprets water quality test results and prepares reports; performs tasks related to quality assurance; ensure compliance with permit requirements, ordinances and federal and state regulations regarding potable water and is therefore designated.

### Backflow Technician

The Backflow Technician inspects, tests, and repairs backflow devices and creates and submits results, records, and related documentation according to federal and state regulations related to such devices and is therefore designated.

### Information Technology and Applications Analyst /Senior IT and Applications Analyst

The Senior Information Technology and Applications Analyst/Senior Information and Applications Analyst position monitors, maintains, troubleshoots, and diagnoses hardware, software, database and network problems and identifies courses of action. This position also supervises the purchasing, inventorying, maintenance and the disposing of computing and communication devices, hardware and software and is therefore designated.

### Right-of-Way and Facilities Coordinator

The Right-of-Way and Facilities Coordinator is responsible for monitoring and resolving right-of-way issues related to acquisitions, vegetation clearing, and encroachments. This position also coordinates all facilities maintenance, including selecting service providers and vendors for landscaping, building and grounds maintenance, and is therefore designated.

### Project Manager

The Project Manager manages Capital Improvement Projects (CIP) and development projects related to the design and construction of water and wastewater distribution and collection systems. Manages projects from start to finish, from project planning to final inspection. Coordinates with District staff, contractors, and other agencies to deliver projects and is therefore designated.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020\_20180828\_Redline.docx\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx\\Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\**DRAFT**

~~\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx~~\\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx\Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\DRAFT

## Auditor

Rainbow Municipal Water District has contracted with one or more accounting firms to handle financial audits of Rainbow Municipal Water District's finances and investments. These firms implement decisions of the Rainbow Municipal Water District's Board of Directors. Because these auditors' duties are restricted in the manner described herein, they do not participate in the formulation and implementation of the policies and programs of Rainbow Municipal Water District, and also do not "manage public investments" within the meaning of applicable regulations; therefore, the Auditor(s) shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

## Standing District Committee Members

A member or alternate committee member of a Rainbow Municipal Water District standing committee serves at the pleasure of the Board. These committees are advisory to the Board with regard to matters within their respective areas of responsibility. A committee has jurisdiction to consider and make a recommendation to other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

~~\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE\_CODE\Drafts Not Approved\Conflict of Interest 1.02.020 20180828 Redline.docx~~ \\rmwd-b\Store03\BoardFiles\Board Secretary\Administrative Code Working File\Board Admin Code 2005-2006\Conflict of Interest 1.02.020.docx \\Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\DRAFT



**Section 1.02.020**  
**Conflict of Interest**

**1.02.020.01** The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in any agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

**1.02.020.02** Therefore, the terms of 2 California Code of **Regulations Section 18730** and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions, and establishing disclosure requirements, shall constitute the conflict of interest code of the Rainbow Municipal Water District.

**1.02.020.03** Individuals holding designated and non-designated positions shall file their Statements of Economic Interest with Rainbow Municipal Water District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board Members and General Manager, the Board Secretary shall make and retain copies and forward the originals of these statements to the County Board of Supervisors. Statements for all other designated employees shall be retained by Rainbow Municipal Water District.

Any public officials who manage public investments shall be considered non-designated positions under Government Code section 87200 and shall make the disclosures required by law. Originals of all Statements of Economic Interest filed by non-designated positions will be maintained at the District office.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

**Appendix A**  
**Rainbow Municipal Water District Conflict of Interest Code**

**Preamble**

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from Rainbow Municipal Water District's General Counsel. (Gov. Code § 83114; 2 CCR § 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)

Opinions rendered by General Counsel do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on General Counsel's opinion as evidence of good faith. In addition, Rainbow Municipal Water District may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Rainbow Municipal Water District may bring against the requesting party under Government Code section 91003.5.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT



## Part I - Designated Positions

<u>Designated Employees</u>	<u>Categories Disclosed</u>
Members of the Board of Directors	All
General Manager	All
General Counsel	All
District Engineer	All
Operations Manager	All
Human Resources Manager	All
Construction/Maintenance Superintendent	All
Water Operations Superintendent	All
Wastewater Superintendent	All
Associate Engineer	All
Purchasing & Inventory Control Specialist I/II	All
Environmental Health and Safety Officer	All
Engineering Inspector I	All
Senior Engineering Inspector	All

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

Water Quality Technician I/II	All
Backflow Technician	All
Information Technology and Applications Analyst and Senior Information Technology and Applications Analyst	All
Right-of-Way and Facilities Coordinator	All
Project Manager	All
<sup>1</sup> Consultants	2

## Part II – Non-Designated Positions

Finance Manager	Pursuant to Applicable Laws
Standing District Committee Members	2
Auditor	2

---

<sup>1</sup> With respect to consultants, the General Manager may determine in writing that a particular consultant, although a “designated employee,” is hired to perform a range of duties that is limited in scope and thus is not required to comply with the written disclosure requirements described in these categories. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection by Rainbow Municipal Water District in the same manner as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

## Part II - Disclosure Categories

### Category 1.

A designated employee or person in this category shall report all interests in real property, and investments in, and income from, business entities of the type to operate or provide any of the following:

- Accounting or auditing services
- Banks and savings and loans
- Computer hardware or software, or computer services or consultants
- Communications equipment or services
- Insurance brokers and agencies
- Insurance adjusting, claims auditing or administration, or underwriting services
- Office equipment or supplies
- Personnel and employment companies and services
- Printing or reproduction services, publications, and distribution
- Securities, investment or financial services companies
- Title insurance and escrow
- Construction supplies, service or equipment
- Engineering and surveying services
- Land development services

### Category 2.

A designated employee in this category shall disclose all business positions in, investments in, and income from any business of the type to provide personnel, services, supplies, material, machinery, or equipment to Rainbow Municipal Water District and is associated with the job assignment or position of the designated employee or person.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

**Appendix B**  
**Statement of Duties of Employees of**  
**and Consultants to Rainbow Municipal Water District**

Members of the Board of Directors

The Board of Directors acts as the Rainbow Municipal Water District's governing body. Members of the Board of Directors formulate general policy and programs of Rainbow Municipal Water District, and each member of the Board of Directors therefore is designated.

General Manager

General Manager oversees the day-to-day operations of Rainbow Municipal Water District. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and therefore is designated.

General Counsel

General Counsel, currently hired on a contract basis, advises Rainbow Municipal Water District on its day-to-day activities, including its relationships with the independent contractors who serve in a staff capacity to Rainbow Municipal Water District, and compliance with applicable laws and regulations. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and therefore is designated.

Financial Manager

An employee of the Rainbow Municipal Water District, the Financial Manager is Rainbow Municipal Water District's Chief Financial Officer and helps manage the finances of Rainbow Municipal Water District. The Financial Manager makes reports from time to time on the financial results of operations of Rainbow Municipal Water District, and recommends fiscal policies to the Board of Directors. The Financial Manager "manages public investments" within the meaning of applicable regulations. He or she therefore is not designated.

District Engineer

The District Engineer provides engineering services and oversight to Rainbow Municipal Water District, including implementation of capital replacement projects. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of engineering and is therefore designated.

Operations Manager

An employee of Rainbow Municipal Water District, the Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures; risk management; and employee safety. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of operations and maintenance and is therefore designated.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

### Human Resources Manager

The Human Resources Manager plans, directs and oversees the following programs and activities: human resources; labor relations; workers' compensation, property and liability insurance and is therefore designated.

### Construction/Maintenance Superintendent

The Construction/Maintenance Superintendent has managerial responsibilities to direct and oversee the Construction and Valve Maintenance and Fleet Divisions. This position coordinates and manages the installation, maintenance and repair of water mains, service lines, fire hydrants, valves, pressure regulating stations, pumps, motors and other related appurtenances used in the District water distribution, treatment and storage facilities and fleet maintenance and repair and is therefore designated.

### Water Operations Superintendent

The Water Operations Superintendent has managerial responsibilities to direct and oversee the Water Operations Division, the electrical program and the Supervisory Control and Data Acquisition (SCADA) and telemetry systems. This position will coordinate and manage the installation, maintenance, repair and operation of District water distribution, treatment, pumping and storage facilities and electrical, electronic and telemetry repair and maintenance and is therefore designated.

### Wastewater Superintendent

The Wastewater Superintendent has managerial responsibility to direct and oversee the Wastewater Division. This position coordinates and manages the repair, maintenance and operation of the wastewater pumping and collection system as well as may assist with installation, maintenance and repair of water distribution facilities and is therefore designated.

### Associate Engineer

The Associate Engineer performs a variety of routine and semi-routine professional level civil engineering work in the research, design and construction of water and sewer capital improvement and construction projects as well as reviews development plans and is therefore designated.

### Purchasing & Inventory Control Specialist I/II

The Purchasing & Inventory Control Specialist I/II has responsibility for all functions associated with the warehouse including purchasing, receiving and inventory control and administration of the office cleaning contract as well as maintaining inventory of parts and supplies and is therefore designated.

### Environmental Health & Safety Officer

The Environmental Health & Safety Officer has responsibility for the planning and administration of the District programs and services related to safety, security, emergency preparedness and environmental compliance functions and is therefore designated.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

### Engineering Inspector I

Under supervision of the District Engineer, the Engineering Inspector I performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

### Senior Engineering Inspector

The Senior Engineering Inspector performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

### Water Quality Technician I/II

The Water Quality Technician I/II performs a wide variety of professional, analytical and technical water quality functions involved in the District's water treatment and distribution system; interprets water quality test results and prepares reports; performs tasks related to quality assurance; ensure compliance with permit requirements, ordinances and federal and state regulations regarding potable water and is therefore designated.

### Backflow Technician

The Backflow Technician inspects, tests, and repairs backflow devices and creates and submits results, records, and related documentation according to federal and state regulations related to such devices and is therefore designated.

### Information Technology and Applications Analyst /Senior IT and Applications Analyst

The Senior Information Technology and Applications Analyst/Senior Information and Applications Analyst position monitors, maintains, troubleshoots, and diagnoses hardware, software, database and network problems and identifies courses of action. This position also supervises the purchasing, inventorying, maintenance and the disposing of computing and communication devices, hardware and software and is therefore designated.

### Right-of-Way and Facilities Coordinator

The Right-of-Way and Facilities Coordinator is responsible for monitoring and resolving right-of-way issues related to acquisitions, vegetation clearing, and encroachments. This position also coordinates all facilities maintenance, including selecting service providers and vendors for landscaping, building and grounds maintenance, and is therefore designated.

### Project Manager

The Project Manager manages Capital Improvement Projects (CIP) and development projects related to the design and construction of water and wastewater distribution and collection systems. Manages projects from start to finish, from project planning to final inspection. Coordinates with District staff, contractors, and other agencies to deliver projects and is therefore designated.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\Approved 8-3-05 by Ordinance No. 05-07\Amended and Updated 7-21-06 by Resolution No. 06-10\Approved 11-17-06 by Ordinance No. 06-09\Amended and Updated 8-26-08 by Resolution No. 08-10\Approved 10-28-08 by Ordinance No. 08-11\Amended and Updated 06-26-12 by Ordinance No. 12-02\Amended and Updated 4-23-13 by Ordinance No. 13-04\Amended and Updated 4-22-14 by Ordinance No. 14-02\Amended and Updated 8-26-14 by Ordinance No. 14-06\Amended and Updated 2-24-15 by Ordinance No. 15-04\Amended and Updated 1-26-16 by Ordinance No. 16-02\Amended and Updated 3-22-16 by Ordinance No. 16-04\Amended and Updated 1-23-18 by Ordinance No. 18-02\Amended and Updated 3-27-18 by Ordinance No. 18-05\Amended and Updated 5-22-18 by Ordinance No. 18-12\DRAFT

## Auditor

Rainbow Municipal Water District has contracted with one or more accounting firms to handle financial audits of Rainbow Municipal Water District's finances and investments. These firms implement decisions of the Rainbow Municipal Water District's Board of Directors. Because these auditors' duties are restricted in the manner described herein, they do not participate in the formulation and implementation of the policies and programs of Rainbow Municipal Water District, and also do not "manage public investments" within the meaning of applicable regulations; therefore, the Auditor(s) shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

## Standing District Committee Members

A member or alternate committee member of a Rainbow Municipal Water District standing committee serves at the pleasure of the Board. These committees are advisory to the Board with regard to matters within their respective areas of responsibility. A committee has jurisdiction to consider and make a recommendation to other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

\\rmwd-b\Store02\DriveC\Data\Drive-E\ADMINISTRATIVE CODE\Drafts\_Not Approved\Conflict of Interest 1.02.020\_20180828\_No Redline.docx\\Approved 8-3-05 by Ordinance No. 05-07\\Amended and Updated 7-21-06 by Resolution No. 06-10\\Approved 11-17-06 by Ordinance No. 06-09\\Amended and Updated 8-26-08 by Resolution No. 08-10\\Approved 10-28-08 by Ordinance No. 08-11\\Amended and Updated 06-26-12 by Ordinance No. 12-02\\Amended and Updated 4-23-13 by Ordinance No. 13-04\\Amended and Updated 4-22-14 by Ordinance No. 14-02\\Amended and Updated 8-26-14 by Ordinance No. 14-06\\Amended and Updated 2-24-15 by Ordinance No. 15-04\\Amended and Updated 1-26-16 by Ordinance No. 16-02\\Amended and Updated 3-22-16 by Ordinance No. 16-04\\Amended and Updated 1-23-18 by Ordinance No. 18-02\\Amended and Updated 3-27-18 by Ordinance No. 18-05\\Amended and Updated 5-22-18 by Ordinance No. 18-12\\DRAFT





### BOARD OF DIRECTORS

August 28, 2018

---

### SUBJECT

DISCUSSION AND POSSIBLE ACTION TO AWARD THREE PROFESSIONAL SERVICES AGREEMENTS TO PROVIDE AS-NEEDED LAND SURVEYING SERVICES

---

### BACKGROUND

The activities and operations of the Rainbow Municipal Water District (District) regularly require services that must be performed by a California State licensed Land Surveyor, or a California State licensed Civil Engineer authorized to practice land surveying. Obtaining surveying services has been cumbersome for the District because proposals have been requested for each surveying task. Most firms are reluctant to expend the effort to prepare a proposal for a small project, and it has been difficult to get responses. It is also an extremely slow process to solicit proposals, and engage a contract. The As-Needed process will simplify the process and provide a substantial overall savings to the District.

The proposal, to secure three pre-qualified firms to provide as-needed land surveying services, will limit the overhead associated with each individual surveying task. For each task, staff will request a scope from each pre-qualified firm and issue task orders to the most qualified firm according to the scope provided.

The District prepared an RFP to solicit proposals and select the most qualified firm with expertise in surveying, monument perpetuation, staking, mapping, research, and plat and legal preparation. The scope of services focuses on the following:

1. Perform necessary construction staking on District Capital Improvement Projects.
2. Perform design surveys on some District Capital Improvement Projects.
3. Perform topographic surveys as necessary.
4. Perform computer mapping as directed by the District.
5. Prepare plats and legal descriptions and exhibits as directed by the District.
6. Perform research and document review as directed by the District.
7. All service shall be performed in accordance with current applicable local, State, Federal, and District regulations and ordinances, including, but not limited to, the Subdivision Map Act and the Professional Land Surveyors Act.
8. Must be responsive and proactive in management of client accounts.
9. Furnish all equipment, labor and materials necessary to provide these services.

### DESCRIPTION

The District issued a Request for Proposals for As-Needed Surveying Services on June 27, 2018. Six firms responded with a proposal by July 26, 2018. Staff reviewed the proposals and evaluated them based on

the executive summary, project description, identification of the consultant, project organization and experience, past performance, and the firms local experience. The staff evaluation found that three firms, KDM Meridian, Right-of-way Engineering Services, Inc., and Johnson-Frank & Associates, Inc. were the most qualified to perform the work.

**POLICY/STRATEGIC PLAN KEY FOCUS AREA**

---

Strategic Focus Area Four: Fiscal Responsibility. By pre-qualifying several land surveying professionals and executing as-needed services agreements, District staff will be able to save time and effort each time a surveying task is needed. In addition, the firms providing the as-needed services will be able to provide those services with less cost due to the overhead involved in bidding on individual projects.

**BOARD OPTIONS/FISCAL IMPACTS**

---

The District staff has pre-qualified three firms and recommends entering as-needed services agreements in the amount of \$50,000 with each of the pre-qualified firms. The total cost to the District will be dependent on the surveying tasks needed during the life of the agreements.

- 1) Authorize staff to award three Professional Services Agreements in the amount of \$50,000 each to KDM Meridian, Right-of-way Engineering Services, Inc., and Johnson-Frank & Associates, Inc.
- 2) Provide other direction to staff.

**STAFF RECOMMENDATION**

---

Staff recommends Option 1.



---

Steven E. Strapac, P.E., P.L.S.  
District Engineer

August 28, 2018

### BOARD OF DIRECTORS

August 28, 2018

---

#### **SUBJECT**

DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 18-18 AMENDING AND UPDATING ADMINISTRATIVE CODE TO ADD SECTION 8.04.020.9 – ASSIGNMENT OF WATER RIGHTS AND WATER PRODUCTION FACILITIES AS A CONDITION OF DISTRICT WATER SERVICE

#### **BACKGROUND**

California water retail service providers commonly require applicants requesting new or increased water service to assign their water rights to the water service provider as a condition of receiving new or increased service, but Rainbow Municipal Water District (the “District”) does not. The ongoing statewide drought has made imported water costlier and less stable, which has increased the District's reliance on its local groundwater supplies. The recent proliferation of new groundwater wells within the boundaries of the District by homeowners, growers and HOAs poses a danger to the local groundwater supply by inducing seawater intrusion, contamination, or overdraft. Impairment of the groundwater supply is detrimental to the health, safety and welfare of the citizens of the District. Moreover, the potential threat of duplication of water services (District water services installed to serve a landowner with duplicative services to distribute the well water to the same property installed by the landowner) would result in stranded District assets. Accordingly, the District wishes to condition the District water service upon a landowner's agreement to assign his or her water rights to the District, together with any water production facilities (Le., groundwater wells, storage facilities, etc.) that may exist on the property.

#### **DESCRIPTION**

The District possesses regulatory power and authority that allows it to manage the District's water resources, among other issues. The District has the power to deny applications for new or additional service connections that do not adhere to water conservation restrictions. Under this authority, and related authority, it is common for municipalities and districts to require an assignment of water rights and water production facilities as a condition for receipt of retail water service. This practice is especially common where agricultural or other non-urban lands are converted to urban lands to be served by an urban water retailer.

Following the landowner's and the District Manager's execution of the agreement, the District would record the agreement against all parcels comprising the property for which the new or intensified water service is requested. The agreement would run with the land and bind all successors in interest of the property for which new or increased water service is requested.

#### **POLICY/STRATEGIC PLAN KEY FOCUS AREA**

Strategic Focus Area One: Water Resources. Requiring the assignment of water rights to the District help ensure that, if needed, the District will be able utilize ground water rights to help reduce dependency on imported water.

**ENVIRONMENTAL STATEMENT**

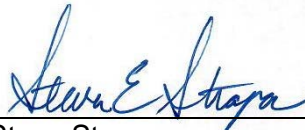
In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time

**BOARD OPTIONS/FISCAL IMPACTS**

None.

**STAFF RECOMMENDATION**

Staff recommends the Board adopt Ordinance No. 18-18 adding Section 8.04.020.09 to the Rainbow Municipal Water District Administrative Code to require the assignment of water rights in exchange for the District's agreement to provide new or expanded water service.



Steve Strapac  
District Engineer

August 28, 2018

**Ordinance No. 18-18**

**Ordinance of the Board of Directors of the Rainbow Municipal Water District  
Adding Administrative Code**

**Section 8.04.020.9 - Assignment of Water Rights and Water Production  
Facilities as a Condition of District Water Service**

WHEREAS, the Rainbow Municipal Water District has, from time to time, adopted various rules and regulations for the operation of the District; and

WHEREAS, certain of those rules and regulations require updating to reflect best practices, as well as changes in applicable laws; and

WHEREAS, the Board of Directors has determined that changes in the rules or regulations of the District shall occur solely by amendment to the Administrative Code;

NOW, THEREFORE,

BE IT ORDAINED by the Board of Directors of Rainbow Municipal Water District as follows:

1. The following rules and regulations of the District, collected are hereby adopted and shall be incorporated into the Administrative Code, consisting of:

Section 8.04.020.9: Assignment of Water Rights

2. The General Manager is hereby directed to update the Administrative Code to reflect the approval of these rules and regulations, and to assign or reassign the numbering of the Administrative Code as necessary to codify these rules and regulations as amended.

3. This ordinance shall take effect immediately upon its adoption on this 28th day of August 2018.

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Helene Brazier, Board President

**ATTEST:**

\_\_\_\_\_  
Dawn Washburn, Board Secretary



**Section 8.04.010  
Board of Director's Approval**

Any Request for installation or acceptance of water facilities to serve four (4) or more parcels shall be subject to Board approval.

**Section 8.04.020  
Application for Regular Water Service**

Effective November 1, 2014, all new water service accounts shall be established and held in the legal (record) Owner's name as shown on the San Diego County Assessor's Tax Roll.

Each Applicant for water service must sign and file in the District's Office, on a form provided by the District, an application for New Water Service Request (NWSR) which will set forth:

- 8.04.020.1** Proof of Ownership of the parcel to be served
- 8.04.020.2** The name, address and telephone number of the Applicant.
- 8.04.020.3** A description of the parcel to be served by said application (the description of which shall be satisfactory to the District's General Manager.)
- 8.04.020.4** An Agreement on the part of the Applicant to abide by the Rules and Regulations of the District, as amended from time to time, signed by the property Owner
- 8.04.020.5** An agreement on the part of the Applicant that water delivered through the connection will be used only on the property described in the application.
- 8.04.020.6** The date on which Applicant desires service.
- 8.04.020.7** If the Applicant's property does not adjoin the District right-of-way, the Applicant must provide proof of an easement that may be utilized by the Applicant to bring his/her water line to the District's right of way.
- 8.04.020.8** If a meter is being purchased on behalf of the legal Owner by another individual, written authorization to do so shall be provided.

**8.04.020.9** Before the District commits to provide new water service to a property, or to provide increased water service to a property receiving water service from the District's municipal water system, and as a condition of such new or increased water service, the landowner requesting such water service shall enter into an agreement with the District providing for the landowner's assignment of any rights to divert or extract local groundwater supplies for the benefit of the property to receive new or increased water service ("Property"), in return for water service from the District, upon such terms as may be provided by the District Engineer.

This section does not apply to any other property that is not the Property. As an additional condition of District water service, the District may require the landowner to grant to the District any water production facilities located on the Property, together with an easement providing the District with the right to access, operate, maintain and replace such water production facilities.

The Board may waive the requirements set forth in this Section when it is in the public interest to do so. Following the landowner's and the water utility director's execution of the agreement, the District shall cause the agreement to be recorded against the Property. The agreement shall run with the land and bind all successors in interest of the Property.

Nothing in this ordinance shall grant, or be deemed to grant, a right to District water service and nothing in this ordinance shall require, or be deemed to require, the District to provide water service to any party.

#### **8.04.021**

Notwithstanding the forgoing, at the District's discretion, a tenant or lessee of property may request water service for a property, provided a completed and signed application for water service is submitted to the District by the Owner of the identified property in accordance with Section 8.04.020. The application shall also include: (i) a statement by the Owner that he or she authorizes water service for the identified property; (ii) the signature of the tenant or lessee stating that he or she will be the party responsible for making monthly payments to the District for water services delivered to the identified property; and (iii) an acknowledgement by the Owner that he or she accepts liability for any delinquent or unpaid water charges associated with the identified property, including any penalties and interest related thereto. Such acknowledgment shall be renewed in writing by the Owner or Customer at any change in tenancy at the subject property; however, a failure by the Owner or Customer to renew this acknowledgment in writing shall not excuse the Owner or Customer from any liability associated with delinquent or unpaid water charges, including any penalties or interest related thereto, associated with the District's water service to the property.

#### **8.04.022**

If account holder is the legal (record) Owner of service property as shown on the San Diego County Assessor's Tax Roll, and has become delinquent on account where service is scheduled to be terminated the non-owner residential occupant(s) may establish water service directly. The non-owner residential occupant(s) will not be required to pay the delinquent bill maintained under the legal Owner. In order to establish service in the non-owner residential occupant(s) name, security deposit equal to twice the estimated average periodic bill will be required. The security deposit will be returned to the depositor two (2) years after the last lock-off for non-payment, if the depositor has maintained a timely paid, delinquent free account record during the two-year period, or when the account is paid in full on termination of service, whichever occurs first. Acceptable methods of the security deposit are cash, check, money order, cashier's check, and District accepted payment cards only. No interest shall be paid on any deposit.

#### **8.04.023**

During the transfer of residential property ownership from one owner to another, the current owner of a property may request that the District discontinue service and transfer the service to the proposed subsequent owner in a limited term temporary service agreement. In order to establish residential service in the proposed owner's name, the account for the current owner must be current. In addition, the proposed owner must provide a security deposit equal to twice the estimated average periodic bill.



The proposed owner will enter into a written agreement with the District related to the temporary service of water and the term of this temporary service will be 45 days. The proposed owner shall submit information to the District at the close of escrow that conforms to the requirements of Section 8.04.020 of this Administrative Code. Failure to provide this information within the given time limit will result in the termination of water service to the property. Applicants may request one additional extension to this agreement in extraordinary circumstances, but the approval of any extension will be at the sole discretion of the General Manager.

The security deposit will be returned to the depositor, or credited to their account after proof of ownership is provided to the District as long as the depositor has maintained a timely paid, delinquent free account record during the temporary service period. The security deposit can be cash or cashier's check. No interest shall be paid on any deposit.

### **Section 8.04.030** **Application for a Remote Meter**

The District may approve applications for water service to parcels which do not abut a District water main. As a condition of service, if the parcel abuts a future line extension as identified in the District's Master Plan, the remote meter Applicant may be required to contribute an estimated prorated cost for a future line extension or meet other terms and conditions established by the Board.

**8.04.030.1** Remote meters shall be granted only when the District determines that:

- A line extension for fire flow or looping is not required, and
- Under no circumstances shall more than three (3) parcels receive remote service within an area requiring a future line extension, and
- Approval from the fire department with jurisdiction in the area for the remote meter, and
- Proof of private easement for the private lateral is provided.

**8.04.030.2** At the time of application Applicant shall execute a Remote Water Service Agreement and shall furnish a copy of all recorded easements granting the right to the property Owner of the parcel to be served to install and maintain a private water line from the District main to the Applicant's parcel. Before installation of the remote meter, easements must be staked by a licensed land surveyor.

### **Section 8.04.040** **Application for Construction Water Service**

**8.04.040.1** Each Applicant for temporary water service (construction meter) shall sign and file in the District's Office an application setting forth information which the District may reasonably require and pay the following:

- The application shall be accompanied by an established refundable deposit against unpaid water use.
- A monthly service charge will be applied for the period of time the meter is available for Applicant's use.
- Once all fees and deposits have been provided the District will install a construction meter at a location of the District's choosing within two business days of the date of the deposit.

**8.04.040.2** The Applicant may request relocation of a construction meter to another location for an established charge.

**8.04.040.3** Billing will be monthly and include an operation and maintenance fixed fee, plus the charge for the water used during the billing period.

**8.04.040.4** Installation or Relocation of a construction meter shall be done by District employees only. There is a fee and at least a two business day notice to request this service.

**8.04.040.5** Applicant shall not use water service in a manner which causes sudden pressure surges that may cause damage to the District's water system.

**8.04.040.6** Construction meters are available for a maximum period of 6 months. Extensions may be granted for additional six month periods at the discretion of the Engineering Manager.

**8.04.040.7** Applicants shall comply with all rules and regulations of the District. Applicants agree to pay for any damage or loss of District facilities resulting from such use.

**Section 8.04.050**  
**Changes in Premises Served**

Customers making any material change in the size, character of service or extent of their water systems or their operations, shall immediately give the District written notice of the extent and nature of such change.

**Section 8.04.010  
Board of Director's Approval**

Any Request for installation or acceptance of water facilities to serve four (4) or more parcels shall be subject to Board approval.

**Section 8.04.020  
Application for Regular Water Service**

Effective November 1, 2014, all new water service accounts shall be established and held in the legal (record) Owner's name as shown on the San Diego County Assessor's Tax Roll.

Each Applicant for water service must sign and file in the District's Office, on a form provided by the District, an application for New Water Service Request (NWSR) which will set forth:

- 8.04.020.1** Proof of Ownership of the parcel to be served
- 8.04.020.2** The name, address and telephone number of the Applicant.
- 8.04.020.3** A description of the parcel to be served by said application (the description of which shall be satisfactory to the District's General Manager.)
- 8.04.020.4** An Agreement on the part of the Applicant to abide by the Rules and Regulations of the District, as amended from time to time, signed by the property Owner
- 8.04.020.5** An agreement on the part of the Applicant that water delivered through the connection will be used only on the property described in the application.
- 8.04.020.6** The date on which Applicant desires service.
- 8.04.020.7** If the Applicant's property does not adjoin the District right-of-way, the Applicant must provide proof of an easement that may be utilized by the Applicant to bring his/her water line to the District's right of way.
- 8.04.020.8** If a meter is being purchased on behalf of the legal Owner by another individual, written authorization to do so shall be provided.
- 8.04.020.9** Before the District commits to provide new water service to a property, or to provide increased water service to a property receiving water service from the District's municipal water system, and as a condition of such new or increased water service, the landowner requesting such water service shall enter into an agreement with the District providing for the landowner's assignment of any rights to divert or extract local groundwater supplies for the benefit of the property to receive new or increased water service ("Property"), in return for water service from the District, upon such terms as may be provided by the District Engineer.

This section does not apply to any other property that is not the Property. As an additional condition of District water service, the District may require the landowner to grant to the District any water production facilities located on the Property, together with an easement providing the District with the right to access, operate, maintain and replace such water production facilities.

The Board may waive the requirements set forth in this Section when it is in the public interest to do so. Following the landowner's and the water utility director's execution of the agreement, the District shall cause the agreement to be recorded against the Property. The agreement shall run with the land and bind all successors in interest of the Property.

Nothing in this ordinance shall grant, or be deemed to grant, a right to District water service and nothing in this ordinance shall require, or be deemed to require, the District to provide water service to any party.

#### **8.04.021**

Notwithstanding the forgoing, at the District's discretion, a tenant or lessee of property may request water service for a property, provided a completed and signed application for water service is submitted to the District by the Owner of the identified property in accordance with Section 8.04.020. The application shall also include: (i) a statement by the Owner that he or she authorizes water service for the identified property; (ii) the signature of the tenant or lessee stating that he or she will be the party responsible for making monthly payments to the District for water services delivered to the identified property; and (iii) an acknowledgement by the Owner that he or she accepts liability for any delinquent or unpaid water charges associated with the identified property, including any penalties and interest related thereto. Such acknowledgment shall be renewed in writing by the Owner or Customer at any change in tenancy at the subject property; however, a failure by the Owner or Customer to renew this acknowledgment in writing shall not excuse the Owner or Customer from any liability associated with delinquent or unpaid water charges, including any penalties or interest related thereto, associated with the District's water service to the property.

#### **8.04.022**

If account holder is the legal (record) Owner of service property as shown on the San Diego County Assessor's Tax Roll, and has become delinquent on account where service is scheduled to be terminated the non-owner residential occupant(s) may establish water service directly. The non-owner residential occupant(s) will not be required to pay the delinquent bill maintained under the legal Owner. In order to establish service in the non-owner residential occupant(s) name, security deposit equal to twice the estimated average periodic bill will be required. The security deposit will be returned to the depositor two (2) years after the last lock-off for non-payment, if the depositor has maintained a timely paid, delinquent free account record during the two-year period, or when the account is paid in full on termination of service, whichever occurs first. Acceptable methods of the security deposit are cash, check, money order, cashier's check, and District accepted payment cards only. No interest shall be paid on any deposit.

#### **8.04.023**

During the transfer of residential property ownership from one owner to another, the current owner of a property may request that the District discontinue service and transfer the service to the proposed subsequent owner in a limited term temporary service agreement. In order to establish residential service in the proposed owner's name, the account for the current owner must be current. In addition, the proposed owner must provide a security deposit equal to twice the estimated average periodic bill.

The proposed owner will enter into a written agreement with the District related to the temporary service of water and the term of this temporary service will be 45 days. The proposed owner shall submit information to the District at the close of escrow that conforms to the requirements of Section 8.04.020 of this Administrative Code. Failure to provide this information within the given time limit will result in the termination of water service to the property. Applicants may request one additional extension to this agreement in extraordinary circumstances, but the approval of any extension will be at the sole discretion of the General Manager.

The security deposit will be returned to the depositor, or credited to their account after proof of ownership is provided to the District as long as the depositor has maintained a timely paid, delinquent free account record during the temporary service period. The security deposit can be cash or cashier's check. No interest shall be paid on any deposit.

### **Section 8.04.030** **Application for a Remote Meter**

The District may approve applications for water service to parcels which do not abut a District water main. As a condition of service, if the parcel abuts a future line extension as identified in the District's Master Plan, the remote meter Applicant may be required to contribute an estimated prorated cost for a future line extension or meet other terms and conditions established by the Board.

**8.04.030.1** Remote meters shall be granted only when the District determines that:

- A line extension for fire flow or looping is not required, and
- Under no circumstances shall more than three (3) parcels receive remote service within an area requiring a future line extension, and
- Approval from the fire department with jurisdiction in the area for the remote meter, and
- Proof of private easement for the private lateral is provided.

**8.04.030.2** At the time of application Applicant shall execute a Remote Water Service Agreement and shall furnish a copy of all recorded easements granting the right to the property Owner of the parcel to be served to install and maintain a private water line from the District main to the Applicant's parcel. Before installation of the remote meter, easements must be staked by a licensed land surveyor.

### **Section 8.04.040** **Application for Construction Water Service**

**8.04.040.1** Each Applicant for temporary water service (construction meter) shall sign and file in the District's Office an application setting forth information which the District may reasonably require and pay the following:

- The application shall be accompanied by an established refundable deposit against unpaid water use.
- A monthly service charge will be applied for the period of time the meter is available for Applicant's use.
- Once all fees and deposits have been provided the District will install a construction meter at a location of the District's choosing within two business days of the date of the deposit.

**8.04.040.2** The Applicant may request relocation of a construction meter to another location for an established charge.

**8.04.040.3** Billing will be monthly and include an operation and maintenance fixed fee, plus the charge for the water used during the billing period.

**8.04.040.4** Installation or Relocation of a construction meter shall be done by District employees only. There is a fee and at least a two business day notice to request this service.

**8.04.040.5** Applicant shall not use water service in a manner which causes sudden pressure surges that may cause damage to the District's water system.

**8.04.040.6** Construction meters are available for a maximum period of 6 months. Extensions may be granted for additional six month periods at the discretion of the Engineering Manager.

**8.04.040.7** Applicants shall comply with all rules and regulations of the District. Applicants agree to pay for any damage or loss of District facilities resulting from such use.

#### **Section 8.04.050 Changes in Premises Served**

Customers making any material change in the size, character of service or extent of their water systems or their operations, shall immediately give the District written notice of the extent and nature of such change.

### BOARD OF DIRECTORS

August 28, 2018

---

### SUBJECT

DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 18-16 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 2.01.010 – CODE OF ETHICS POLICY

### BACKGROUND

At the May 22, 2018 Board meeting, Director Brazier directed staff to prepare appropriate revisions to the Administrative Code pertaining to terms of conduct based on feedback she received on a matter that occurred at a recent committee meeting.

Per Director Brazier's request, staff reviewed Administrative Code Section 2.01.010 – Code of Ethics Policy and made some suggested revisions for Board consideration at their June 26, 2018 meeting.

At their June 26, 2018 meeting, the Board decided to review the policy in greater detail and bring any comments and input to the July 24, 2018 for consideration and possible adoption of a new policy.

### DESCRIPTION

At their July 24, 2018 meeting, the Board provided feedback and proposed revisions to the policy to be brought back to the August 28, 2018 meeting for consideration and possible adoption.

### POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Five: Customer Service  
Strategic Focus Area Six: Communication

### BOARD OPTIONS/FISCAL IMPACTS

- 1) Adopt Ordinance No. 18-16 Amending and Updating Administrative Code Section 2.01.010.
- 2) Adopt Ordinance No. 18-16 Amending and Updating Administrative Code Section 2.01.010 with revisions.
- 3) Direct staff to provide a revised policy at the next Board meeting for consideration and approval to include any additional changes provided at this meeting.
- 4) Do not adopt Ordinance No. 18-16 and to leave the policy as is without revisions.

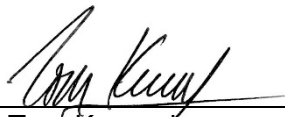
### ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

**STAFF RECOMMENDATION**

---

Staff supports Board direction.



---

Tom Kennedy  
General Manager

August 28, 2018



**Ordinance No. 18-16**

**Ordinance of the Board of Directors of the Rainbow Municipal Water District  
Amending the Administrative Code  
Chapter 2.01.010 – Code of Ethics Policy**

WHEREAS, the Rainbow Municipal Water District has, from time to time, adopted various rules and regulations for the operation of the District; and

WHEREAS, certain of those rules and regulations require updating to reflect best practices, as well as changes in applicable laws; and

WHEREAS, the Board of Directors has determined that changes in the rules or regulations of the District shall occur solely by amendment to the Administrative Code;

NOW, THEREFORE,

BE IT ORDAINED by the Board of Directors of Rainbow Municipal Water District as follows:

1. The following rules and regulations of the District, collected are hereby adopted and shall be incorporated into the Administrative Code, consisting of:

Chapter 2.01.010 – Code of Ethics Policy

2. The General Manager is hereby directed to update the Administrative Code to reflect the approval of these rules and regulations, and to assign or reassign the numbering of the Administrative Code as necessary to codify these rules and regulations as amended.

3. This ordinance shall take effect immediately upon its adoption on this 28th day of August 2018.

**AYES:  
NOES:  
ABSTAIN:  
ABSENT:**

\_\_\_\_\_  
Helene Brazier, Board President

**ATTEST:**

\_\_\_\_\_  
Dawn Washburn, Board Secretary



## Section 2.01.010 Code of Ethics Policy

The Board of Directors of the Rainbow Municipal Water District is committed to providing excellence in leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the governing of the behavior between and among members of the Board of Directors, Staff and Public, the following rules shall be observed.

The dignity, style, values and opinions of each Director shall be respected.

Responsiveness and attentive listening in communication is encouraged.

The Board shall ~~have as its two (2) main priorities~~ focus on the provision of service to its constituents and the proper management of the District.

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager ~~of the District~~.

Directors ~~shall~~ should commit themselves to ~~emphasizing the positive~~, avoiding double talk, hidden agendas, gossip, backbiting, partisan political discussions, and other negative forms of interaction.

Directors ~~shall~~ should commit themselves to focusing on issues ~~and~~ not personalities. The presentation of the opinions of others ~~shall~~ should be encouraged. Cliques and voting blocks based on personalities rather than issues ~~shall~~ should be avoided.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors ~~shall~~ should commit to supporting said action and not ~~to~~ create barriers to the implementation of said action.

Directors ~~shall~~ should practice the following procedures:

- In seeking clarification on ~~informational~~ items, Directors will work directly with the General Manager to obtain information ~~needed~~ to supplement, upgrade or enhance their knowledge and understanding to improve legislative decision-making.
- In handling complaints from residents, property owners, and employees of the District, said complaints ~~shall~~ should be referred directly to the General Manager.
- In handling items related to safety, concerns for safety, or hazards ~~shall~~ should be reported to the General Manager or to the District Office. Emergency situations ~~shall~~ should be dealt with ~~immediately~~ by seeking appropriate assistance immediately.
- In seeking clarification for policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and

programming, said concerns ~~shall~~ be referred directly to the General Manager.

- When approached by District personnel concerning specific District policy, Directors ~~shall~~ direct inquiries to the ~~employee's immediate supervisor~~ General Manager. If the General Manager is the subject of the concern of the employee, the Director shall contact the Human Resources Manager. The chain of command ~~shall~~ be followed.

The work of the District is a team effort. All individuals ~~shall~~ work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors ~~shall~~ be courteous, responding to individuals in a positive manner and routing their questions ~~through appropriate channels and~~ to the General Manager.

Any member of the public who attends a Board or Standing Committee meeting shall be treated with respect ~~and given deference~~ as they provide input to the Board or Standing Committee. All parties who wish to speak shall be given the opportunity to do so in accordance with regular procedures outlined in the agenda for each meeting. Directors and ~~s~~Standing Committee members shall not interact with any member of the public in a dismissive or disrespectful manner at any meeting.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Staff lobbying of Board ~~M~~members on a particular position on an issue is prohibited.

Directors are responsible for monitoring the District's progress.

#### **Section 2.01.010.01** **Non-Partisan Board Policy**

The Board of Directors of the Rainbow Municipal Water District is a non-partisan elected body. Decisions made by the Board shall not be made on the basis of party affiliation of any Director or whether a particular political party has a stated position on the matter under deliberation by the Board. When in ~~the~~ Board chambers, all Directors and Standing Committee members will leave their party affiliations outside of the room and refrain from partisan political discussions. All decisions shall be made in terms of what is best for the constituents of the District, not on the basis of what is good for any political party.

#### **Section 2.01.010.023** **Code of Ethics for Board Appointed Members of Standing Committees**

All appointed members of the District's ~~s~~Standing ~~e~~Committees shall conform to the same guidelines described above. All appointed members of the District's ~~s~~Standing ~~e~~Committees represent the Board of Directors on these committees and as such are held to the same expectations.

**Section 2.01.010.03**  
**Failure to Follow Code of Ethics Policy**

Any Director who fails to follow this Code of Ethics policy is subject to censure by a vote of the Board of Directors. Any member of any Standing Committee who fails to follow this Code of Ethics Policy may have their appointment to the Standing Committee revoked by a vote of the Board of Directors. The District reserves the right to establish an ad hoc committee of District directors to (1) review allegations of ethical misconduct; and (2) make recommendations to the full District board of directors for censure or discipline as appropriate.

**Section 2.01.010.04**  
**Matters of Personal Interest**

In addition to the legal requirement imposed by state law and regulations as recognized by sections beginning at 1.02.020 of this code, section 4.01.120 and section 5.03.090 of this code, members of the Board and committees are to avoid putting themselves in the position of choosing between what is best for the District or advancing their own financial or political interests.

Participation in a decision affecting the District must be avoided if that decision will have a reasonably foreseeable and material financial effect (positive or negative) on the individual, the individual's immediate family, or any of the individual's economic interests (real property, sources of income, businesses in which the individual has an investment or holds a management position, or gifts from a donor).

Board and committee members are disqualified from voting, participating in the vote, or otherwise influencing a District decision where it is reasonably foreseeable that the vote may involve or affect one of the following sources of income by the individual, the individual's spouse, domestic partner, dependent children or immediate family:

1. An interest in real property (ownership, lease, loan, mortgage or otherwise) with a value of \$2,000 or more;
2. An investment worth \$2,000 or more;
3. A source of income totaling \$500 or more within 12 months prior to the decision;
4. A donor of gifts totaling \$460 or more (or as otherwise adjusted by the FPPC pursuant to Government Code section 87103) within twelve months prior to the decision;
5. A business entity where the individual is a director, officer, partner, trustee, or employee, or an entity where the individual otherwise holds any position of management;
6. The individual's personal residence is within 500 feet of the subject property.
7. The decision will otherwise cause a measurable financial benefit or loss on the individual's personal finances;

The foregoing disqualification requirements shall not apply where the director or committee member's financial interest is indistinguishable from the effect on the public generally.

In all situations giving rise to a question of decision-making, the director or committee member should consider whether the individual would experience discomfort if the

circumstances of the decision were to be reported on the front page of the local newspaper and how the individual would explain the reasons for the vote to the residents of the District.

## **Section 2.01.010**

### **Code of Ethics Policy**

The Board of Directors of the Rainbow Municipal Water District is committed to providing excellence in leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the governing of the behavior between and among members of the Board of Directors, Staff and Public, the following rules shall be observed.

The dignity, style, values and opinions of each Director shall be respected.

Responsiveness and attentive listening in communication is encouraged.

The Board shall focus on the provision of service to its constituents and the proper management of the District.

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager.

Directors shall commit themselves to avoiding double talk, hidden agendas, gossip, backbiting, partisan political discussions, and other negative forms of interaction.

Directors shall commit themselves to focusing on issues, not personalities. The presentation of the opinions of others shall be encouraged. Cliques and voting blocks based on personalities rather than issues shall be avoided.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors shall commit to supporting said action and not create barriers to the implementation of said action.

Directors shall practice the following procedures:

- In seeking clarification on items, Directors will work directly with the General Manager to obtain information to supplement, upgrade or enhance their knowledge and understanding to improve legislative decision-making.
- In handling complaints from residents, property owners, and employees of the District, said complaints shall be referred directly to the General Manager.
- In handling items related to safety, concerns for safety, or hazards shall be reported to the General Manager or to the District Office. Emergency situations shall be dealt with by seeking appropriate assistance immediately.
- In seeking clarification for policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns shall be referred directly to the General Manager.

- When approached by District personnel concerning specific District policy, Directors shall direct inquiries to the General Manager. If the General Manager is the subject of the concern of the employee, the Director shall contact the Human Resources Manager. The chain of command shall be followed.

The work of the District is a team effort. All individuals shall work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors shall be courteous, responding to individuals in a positive manner and routing their questions to the General Manager.

Any member of the public who attends a Board or Standing Committee meeting shall be treated with respect as they provide input to the Board or Standing Committee. All parties who wish to speak shall be given the opportunity to do so in accordance with regular procedures outlined in the agenda for each meeting. Directors and Standing Committee members shall not interact with any member of the public in a dismissive or disrespectful manner at any meeting.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Staff lobbying of Board Members on a particular position on an issue is prohibited.

Directors are responsible for monitoring the District's progress.

#### **Section 2.01.010.01 Non-Partisan Board Policy**

The Board of Directors of the Rainbow Municipal Water District is a non-partisan elected body. Decisions made by the Board shall not be made on the basis of party affiliation of any Director or whether a particular political party has a stated position on the matter under deliberation by the Board. When in Board chambers, all Directors and Standing Committee members will leave their party affiliations outside of the room and refrain from partisan political discussions. All decisions shall be made in terms of what is best for the constituents of the District, not on the basis of what is good for any political party.

#### **Section 2.01.010.02 Code of Ethics for Board Appointed Members of Standing Committees**

All appointed members of the District's Standing Committees shall conform to the same guidelines described above. All appointed members of the District's Standing Committees represent the Board of Directors on these committees and as such are held to the same expectations.



**Section 2.01.010.03**  
**Failure to Follow Code of Ethics Policy**

Any Director who fails to follow this Code of Ethics policy is subject to censure by a vote of the Board of Directors. Any member of any Standing Committee who fails to follow this Code of Ethics Policy may have their appointment to the Standing Committee revoked by a vote of the Board of Directors. The District reserves the right to establish an ad hoc committee of District directors to (1) review allegations of ethical misconduct; and (2) make recommendations to the full District board of directors for censure or discipline as appropriate.

**Section 2.01.010.04**  
**Matters of Personal Interest**

In addition to the legal requirement imposed by state law and regulations as recognized by sections beginning at 1.02.020 of this code, section 4.01.120 and section 5.03.090 of this code, members of the Board and committees are to avoid putting themselves in the position of choosing between what is best for the District or advancing their own financial or political interests.

Participation in a decision affecting the District must be avoided if that decision will have a reasonably foreseeable and material financial effect (positive or negative) on the individual, the individual's immediate family, or any of the individual's economic interests (real property, sources of income, businesses in which the individual has an investment or holds a management position, or gifts from a donor).

Board and committee members are disqualified from voting, participating in the vote, or otherwise influencing a District decision where it is reasonably foreseeable that the vote may involve or affect one of the following sources of income by the individual, the individual's spouse, domestic partner, dependent children or immediate family:

1. An interest in real property (ownership, lease, loan, mortgage or otherwise) with a value of \$2,000 or more;
2. An investment worth \$2,000 or more;
3. A source of income totaling \$500 or more within 12 months prior to the decision;
4. A donor of gifts totaling \$460 or more (or as otherwise adjusted by the FPPC pursuant to Government Code section 87103) within twelve months prior to the decision;
5. A business entity where the individual is a director, officer, partner, trustee, or employee, or an entity where the individual otherwise holds any position of management;
6. The individual's personal residence is within 500 feet of the subject property.
7. The decision will otherwise cause a measurable financial benefit or loss on the individual's personal finances;

The foregoing disqualification requirements shall not apply where the director or committee member's financial interest is indistinguishable from the effect on the public generally.

In all situations giving rise to a question of decision-making, the director or committee member should consider whether the individual would experience discomfort if the circumstances of the decision were to be reported on the front page of the local newspaper and how the individual would explain the reasons for the vote to the residents of the District.

---

**BOARD OF DIRECTORS**

August 28, 2018

---

**SUBJECT**

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-17 - ADDING ADMINISTRATIVE CODE SECTION 2.10 – CHANGE IN CLIMATE POLICY

**BACKGROUND**

On May 22, 2018, President Brazier directed staff to review the conducts policy. On June 26, 2018, the Board of Directors reviewed the proposed policy changes and deferred the item until their July 24, 2018 meeting at which time the Board requested the section related to change in climate be moved into its own section of the Administrative Code.

**DESCRIPTION**

Section 2.10 – Change in Climate Policy has been created as a possible addition to the current Administrative Code for Board consideration.

**POLICY/STRATEGIC PLAN KEY FOCUS AREA**

Strategic Focus Area Five: Customer Service  
Strategic Focus Area Six: Communication

**BOARD OPTIONS/FISCAL IMPACTS**

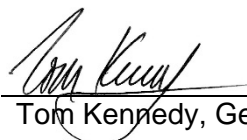
- 1) Adopt Ordinance No. 18-17 adding Section 2.10 to the Administrative Code without revisions.
- 2) Adopt Ordinance No. 18-17 adding Section 2.10 to the administrative Code with revisions.
- 3) Deny adoption of Ordinance No. 18-17 and providing direction to staff.

**ENVIRONMENTAL**

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a “project” as defined by CEQA and further environmental review is not required at this time.

**STAFF RECOMMENDATION**

Staff recommends Option 1 – adoption of Ordinance No. 18-17 adding Section 2.10 to the Administrative Code.



Tom Kennedy, General Manger

August 28, 2018



**Ordinance No. 18-17**

**Ordinance of the Board of Directors of the Rainbow Municipal Water District  
Adding Administrative Code  
Section 2.10 – Change in Climate Policy**

WHEREAS, the Rainbow Municipal Water District has, from time to time, adopted various rules and regulations for the operation of the District; and

WHEREAS, certain of those rules and regulations require updating to reflect best practices, as well as changes in applicable laws; and

WHEREAS, the Board of Directors has determined that changes in the rules or regulations of the District shall occur solely by amendment to the Administrative Code;

NOW, THEREFORE,

BE IT ORDAINED by the Board of Directors of Rainbow Municipal Water District as follows:

1. The following rules and regulations of the District, collected are hereby adopted and shall be incorporated into the Administrative Code, consisting of:

Section 2.10: Change in Climate Policy

2. The General Manager is hereby directed to update the Administrative Code to reflect the approval of these rules and regulations, and to assign or reassign the numbering of the Administrative Code as necessary to codify these rules and regulations as amended.

3. This ordinance shall take effect immediately upon its adoption on this 28th day of August 2018.

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

\_\_\_\_\_  
Helene Brazier, Board President

**ATTEST:**

\_\_\_\_\_  
Dawn Washburn, Board Secretary



**Chapter 2.10**  
**CHANGE IN CLIMATE POLICY**

**Section 2.10**  
**Change in Climate Policy**

While there may be some who disagree with the root cause of the changing climate that are currently being observed globally, The Board of Directors of the District shall follow the science that forecasts the changing climate. Since the mission of the District is to ensure a reliable supply of water for our constituents, failure to monitor and use the best available scientific forecasts for future water supply could put our constituents at risk. The root cause of the changing climate is immaterial – the Board must focus on how science can inform the Board as to the impacts a changing climate will have on future water supply conditions and take appropriate actions to prevent harm to our constituents.

\\RMWD-B\Shares\BOARD SECRETARY AGENDA PACKET ITEMS\2018\20180828\Administrative Code Section 2.10\_Change in Climate Policy\_Attachment 2.docx\\DRAFT

Formatted: OmniPage #7

Formatted: Font: 11 pt





**Chapter 2.10**  
**CHANGE IN CLIMATE POLICY**

**Section 2.10**  
**Change in Climate Policy**

While there may be some who disagree with the root cause of the changing climate that are currently being observed globally, The Board of Directors of the District shall follow the science that forecasts the changing climate. Since the mission of the District is to ensure a reliable supply of water for our constituents, failure to monitor and use the best available scientific forecasts for future water supply could put our constituents at risk. The root cause of the changing climate is immaterial – the Board must focus on how science can inform the Board as to the impacts a changing climate will have on future water supply conditions and take appropriate actions to prevent harm to our constituents.



### BOARD OF DIRECTORS

August 28, 2018

---

#### **SUBJECT**

DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT; EMPLOYMENT; EVALUATION OF PERFORMANCE; OR COMPENSATION OF THE **GENERAL MANAGER**

#### **BACKGROUND**

The General Manager's contract includes a provision for annual cost of living adjustments based on the change in CPI-U for San Diego County for the most recent 12-month period for which data is available.

First half 2017 CPI-U for San Diego County was 281.561

First half 2018 CPI-U for San Diego County was 290.076

Percentage of change for most recent 12 months for which data is available = 3%

Source: [https://www.bls.gov/regions/west/data/consumerpriceindex\\_sandiego\\_table.pdf](https://www.bls.gov/regions/west/data/consumerpriceindex_sandiego_table.pdf)

The Board has discretion to make additional compensation changes based on the performance evaluation of the General Manager.

#### **DESCRIPTION**

The Board may take action regarding the appointment, employment, performance or compensation of the General Manager.

#### **POLICY/STRATEGIC PLAN KEY FOCUS AREA**

California Government Code §54953(c)(3) requires that prior to taking final action, the Board shall orally report a summary of the recommendation for a final action on the salaries or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken.

#### **ENVIRONMENTAL**

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

**BOARD OPTIONS/FISCAL IMPACTS**

---

A member of the Board shall orally report the summary of the recommendations before taking action.

**Option 1 Recommendation:**

“Approve an increase to the General Manager’s salary by a 3% cost of living adjustment in accordance with the existing contract between Rainbow Municipal Water District and Tom Kennedy. The General Manager’s annual Salary will increase from \$230,000 to \$236,900 beginning August 28, 2018.”

**Option 2 Recommendation:**

Alternative recommendations are at the discretion of the Board and shall be orally reported before taking action.

**STAFF RECOMMENDATION**

---

Staff defers to the Board for discussion and possible action.



---

Karleen Harp, COSM  
Human Resources Manager

August 28, 2018

## MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

<b>VARIABLE</b>					
<b>DATE</b>	<b>2018</b>	<b>MEETING</b>	<b>LOCATION</b>	<b>ATTENDEES</b>	<b>POST</b>
September	13	SDCWA Special Board Meeting	SDCWA	GM	N/A
September	*	CSDA – San Diego Chapter	(Location to be Announced) 6:00 p.m.	Mack	N/A
September	*	LAFCO Special Meeting	County Admin Center, Room 302 – 9:30am	(As Advised by GM)	N/A
September	*	Santa Margarita River Watershed Watermaster Steering Committee	Rancho California Water District	Hamilton	N/A

\* To Be Announced

## MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

<b>RECURRING</b>					
<b>DATE</b>	<b>2018</b>	<b>MEETING</b>	<b>LOCATION</b>	<b>ATTENDEES</b>	<b>POST</b>
September	5	Engineering & Operations Committee Meeting	RMWD Board Room 3:00 p.m.	Appointed Director, General Manager	8/30
September	6	Communications & Customer Service Committee Mtg.	RMWD Board Room 3:30 p.m.	Appointed Director, General Manager	8/30
September	10	LAFCO	County Admin. Center Room 302 9:00 am	As Advised by GM	N/A
September	11	Budget & Finance Committee Mtg.	RMWD Board Room 1:00 p.m.	Appointed Director, General Manager	8/30
September	18	SDCWA GM's Meeting	SDCWA, San Diego 9:00 a.m.	General Manager	N/A
September	18	Council of Water Utilities	Hotel Karlan 14455 Penasquitos Drive San Diego 7:15 a.m. Poway	All Directors, General Manager	N/A
September	18	RMWD General Board	RMWD Board Room (Start Time to Be Determined)	All Directors	9/11
September	21	NC Managers	Golden Egg 7:45 a.m.	General Manager	N/A
September	22	San Luis Rey Watershed Council	Pala Administration Building 1:00 p.m.	Stewart	N/A
September	26	North County Water Group	Rincon Del Diablo, Escondido 7:30 a.m.	All Directors on a Rotating Schedule, General Manager	N/A
September	26	SDCWA Full Board Meeting	SDCWA Board Room, 3-5 p.m.	General Manager	N/A

## MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

- **CHANGES – ADDITIONS - DELETIONS:**

1. Due to the Labor Day holiday, the LAFCO meeting will be held on the second Monday of the month, September 10, 2018.
2. Due to Board Member attendance at the 2018 CSDA Annual Conference, the Board of Directors voted to change their regular Board meeting from September 25, 2018 to September 18, 2018.





**BOARD OF DIRECTORS**

August 28, 2018

**SUBJECT**

Operations Report for July 2018

**DESCRIPTION**

Activities for Operations & Maintenance Division

**CONSTRUCTION & MAINTENANCE DEPARTMENT:**

The Construction crews repaired ten (10) leaks, six (6) main line repairs, four (4) services and four (4) appurtenances. The crew performed seven (7) planned/emergency shutdowns. The Construction crew completed the installation of the pressure station on Ascot Park. The Rancho Amigos Pressure Station is scheduled for a shutdown to rehabilitate and bring above ground this month. The department replaced one (1) 6" and prepped two (2) 6" hydrant gate valves. The crew started excavating a 6" plug valve to repair that is off track. They also installed and/or repaired two (2) appurtenances. The Construction & Maintenance crew-maintained District easements as well as completed the work at the District Yard.

**WATER OPERATIONS & VALVE MAINTENANCE DEPARTMENT:**

<b>Monthly Totals</b>	<b>Valves (Distribution)</b>	<b>Appurtenance Valves</b>	<b>Appurtenances</b>
<b>Exercised</b>	53	116	N/A
<b>Inoperable</b>	3	15	0
<b>Repaired</b>	0	0	0
<b>Replaced</b>	0	0	1
<b>Installed</b>	0	0	0

**Water Operations completed and/or oversaw the following:**

- 13 monthly tank inspections and 3 reservoir cover inspections completed
- Assisted with or performed (3) water quality complaints
- Collect sets of routine samples for the lab
- Canonita Tank still offline for re-coating of inside
- Weed abatement completed at tanks and Beck Reservoir
- Cleaned and washed out Morro Pump and Chlorine Stations
- Cleaned North Reservoir shed and chlorine buildings
- Test ran backup rain removal pumps at Morro and North Reservoirs

Installed hydraulic operated sump pump at Pala North Pressure Station  
Maintenance performed on 3 chlorine station generators  
Hach Co. performed the service on both chlorine monitors  
Updated the chlorine injection pump calibration procedures at Morro  
Rebuilt all valves at the Ocean Breeze pressure station after lead found

**Valve Maintenance completed and/or oversaw the following:**

164 locates completed.  
Assisted with 6 shutdowns.  
Replaced two (2) Air Vacs.  
Replaced one (1) wharf head.  
Located easements and cleared one.

**WASTEWATER DEPARTMENT**

**Monthly, Semi-Annual and Annual Reports:**

California Integrated Water Quality System (CIWQS): Confirmation # 2521069 Reported "No Spill Report" for the month of July 2018.

**Lift Stations Pumps / Preventative Maintenance:**

July 10, 2018 – Pulled monthly sewage sample @ Stallion

July 18, 2018 – San Luis Rey Golf Course: Easement cleared; applied 18,000 sq. ft. of Makaze weed killer

July 24 ,2018 – Met with DR Horton and Cass Construction to review and perform a test and demonstration on all electrical and pumping & wet well operations.

July 25, 2018 – Met with Cass Construction, Hach flow meter technician and Chula Vista Electrical to run and adjust flow meter to current pump station.

**Sewer Line Cleaning:**

June 28, 2018 – July 4, 2018: 215' Pala Mesa Resort  
July 5, 2018 – July11,2018: 1,913' Pala Mesa Resort  
July 12, 2018 – July 18,2018: 2,071' Pala Mesa Resort  
July 26, 2018 – August 1,2018: 805' Pala Mesa Resort

Total footage cleaned for July = 5,004'

**High Frequency – N/A**

June 28, 2018 – July 4, 2018: 590' Lake Park Ct  
July 5, 2018 – July11, 2018: 0'  
July 12, 2018 – July 18, 2018: 1410' Siphon  
July 26, 2018 – August 1, 2018: 394' Golf Club Dr.

Total footage cleaned for July = 2,394'

**Manhole Repairs:**

July 26, 2018– 6009 West Lilac Road: 24" manhole removed and repaired (road concern)

July 27, 2018 – Pala Mesa Golf Course: Removed broken concrete and re-mortared

July 27, 2018 – Pala Mesa Golf Course: Removed broken concrete and re-mortared

July 27, 2018 – Pala Mesa Golf Course: Removed broken concrete and re-mortared

**Manhole Inspections:**

June 28, 2018 – July 4,2018: 20 manholes inspected)

June 5 ,2018 – July 11,2018: 12 manholes inspected

June12 ,2018 – June 18,2018: 31 manholes inspected

July 19 ,2018 – July25,2018: 5 manholes inspected

Total manholes inspected for July: 68

**CCTV/CONTRACTOR:** N/A

**SmartCover Alarm Units:**

July 2, 2018: Low level alert only / No alarms

**TECHNICAL SERVICES DEPARTMENT:**

**Fleet/Garage:**

Repairs, maintenance, priority inspections and/or training for the month of July 2018:

Vehicle Maintenance (5)

Vehicles with Emergency Repairs (8)

Small Equipment Repairs (5)

New Vehicle or Equipment Prep. (4)

Off-Road Equipment / Trailer Repairs & Maintenance (1)

Off-Road Equipment / Trailer Emergency Repairs (1)

Large Vehicle Maintenance / Repairs (0)

Diesel Particulate Filter Trouble-shoot, Maintenance or Repairs (1)

Dealer Safety Recalls or Customer Service Warranty (0)

BIT Inspections (15)

Decommission of Vehicles or Equipment and Prep for GOV Deals Auction (0)

GAS BOY Fuel Cube Installation, Maintenance Fuel Report or Troubleshoot (1)

Schedule Crane Inspections (0)

Emergency Equipment monthly inspections (7)

Target Safety (0)

Class "C" Dump Truck Training (0)

GPS Troubleshoot or Repairs (0)

Install, Repair or remove Equipment on Vehicles (2)

Schedule Yearly PSIP (Periodic Smoke Inspection) & DPF (Diesel Particulate Filter Cleanings (11)

### Water Quality:

- 22 Routine coliform distribution samples
- 17 Nitrification samples
- 1 special Bac-T (Ascot Park PRV)
- 5 Water quality calls from customers
- 39 Backflows tested
- Submitted July SWRCB monthly report

### Electrical/SCADA:

Status update provided below on District-wide projects supported by Electrical/SCADA Staff:

- Motor control maintenance at Gomez Pump Station: Ongoing
- Reviewed photos on game cameras at Gomez Pump Station: Complete
- Motor control maintenance at Lift Station 3: Ongoing
- Installed new exterior LED light fixture at Lookout Mountain Pump Station: Complete
- Worked with contractor for pump efficiency testing at Pump Station 3, Rainbow Hills and Lookout Mountain Pump Stations: Testing completed, waiting for reports
- Replaced faulty relay on back-up float system at Lift Station 3: Complete
- Replaced pressure switch on bubbler system at Lift Station 3: Complete
- Horse Ranch Creek Lift Station: Station testing with contractor: Ongoing
- Replaced SCADA radios at Beck and cement tank Repeater sites: Complete
- Coordinated with Ken Gerdes on EAM asset input: Ongoing
- Replaced 8" disc assembly on the main valve, and pilot controls on the 2" by-pass at Ocean Breeze Pressure Station: Complete
- Installed new solar light fixtures by RMWD main entrance: Complete
- Routine electrical maintenance at RMWD Yard

### EMPLOYEE RECOGNITION – OPERATIONS & MAINTENANCE DIVISION

#### ***New Certifications***

There were no new certifications for the month of July.

  
\_\_\_\_\_  
John Maccarrone  
Interim Operations Manager

8/28/18



## BOARD INFORMATION

### BOARD OF DIRECTORS

August 28, 2018

---

### SUBJECT

Engineering Report for July 2018

---

### DESCRIPTION

---

#### CAPITAL PROJECTS:

Bonsall Basin Imported Return Flow: Project is on hold.

Condition Assessment of Water Facilities: The Consultant has submitted a final draft of the technical memorandum.

Gird to Monserate Hill: Final plans, specs and environmental documents reviewed by staff. Pursuing alternative design with lower construction cost.

Pankey Lift Station: The Lift Station is constructed. Final inspection and testing expected to be completed by September 2018.

Lift Station 1 Replacement: New design underway with equalization basin at Thoroughbred Lift Station site and Schoolhouse Lift Station.

Rainbow Height's Pump Station Rehabilitation: Metropolitan Water District has approved the redesign for the smaller station outside of their easement. Consultant is finishing the 90% submittal for redesign. Advertise for bids in Summer 2018.

Wastewater Outfall Replacement: Project on hold until further evaluation from local water alternatives.

Weese Filtration Plant Interconnect: Final design underway. Expected completion by the end of August 2018.

**DEVELOPER PROJECTS:**

Golf Green Estates (Development Solutions): 94 SFR / 102.46 EDUs - Planned across from Bonsall Elementary School on Old River Road. Staff working with the developer on easement issues. Models completed and 43 water meters purchased to date. Onsite punch list will be compiled after all the homes have been built.

Horse Creek Ridge (HCR), (D.R. Horton): 627 WMs (Reduced by 124 WMs) / 754 EDUs - Off of Highway 76 and Horse Ranch Creek Road. Models completed and 277 water meters purchased to date.

Horse Creek Ridge Unit 6R5 Promontory (Richmond American Homes): 124 WMs / 124 EDUs - Off of Highway 76 and Horse Ranch Creek Road. D.R. Horton, master developer of HCR sold Unit 6-R5, 124 lots, Promontory Subdivision to Richmond American Homes. Currently the sewer EDUs are covered under an agreement with D.R. Horton. Models completed and 15 water meters purchased to date.

Malabar Ranch (Davidson Communities): 31 SFR / 29 EDUs - Off of Via Monserate/La Canada. There are 17 out of 31 homes built. Developer needs to complete the waterline relocation and punch list items.

Nessy Burger: Nessy Burger is constructing a permanent building. Staff is working with owners on options concerning the wastewater collection. Possible options would be to upgrade the existing private lift station or construct a lateral to the sewer main being constructed in Old Highway 395 to serve Pala Mesa Highlands.

Pala Mesa Highlands (Beazer Homes): 124 SFR / 124 EDUs - On Old Highway 395. Contractor has been installing 8" and 12" water and sewer mains onsite and in Old Highway 395. Sewer service agreement approved at the April 2018 Board Meeting. Models expected by Summer 2018 and 12 water meters purchased to date.

Palomar College: 1 WM / 100 EDUs - Sewerline construction completed to connection point. Connection to existing sewer is scheduled after the Pankey Lift Station is completed and operational. Contractor is completing punch list items.

Topa Topa Place (Frulla Inc.): Waterline relocation. Construction and testing of the 12" CMLC water main has been completed. Tie-in was completed. Contractor will start installing appurtenances.

**OTHER:**

ITEMS	NO#	ITEMS	NO#
Water Availability Letters	2	Water Meters Purchased	43
Sewer Availability Letters	0	Sewer EDUs Purchased	0
Water Commitment Letters	0	Developer Shutdowns	2
Sewer Commitment Letters	0	Jobs Closed:	0



Steve Strapac, P.E., P.L.S.  
District Engineer

8/28/18



# BOARD INFORMATION

## BOARD OF DIRECTORS

August 15, 2018

---

### SUBJECT

JUNE: Customer Service & Meter Services

---

### DESCRIPTION

---

#### METER SERVICES:

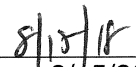
Meter Services completed 948 service orders. Here is a summary of the most pertinent service orders shown by category.

SERVICE ORDERS	COMPLETED
Check Reads	478
Transfers	101
Locked	25
Unlocked	22
Pressure Calls	18
Leaks	33
Drought	0

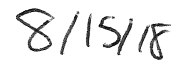
#### CUSTOMER SERVICE:

Nothing to report.

  
 Vanessa Martinez  
 Finance Manager

  
 8/15/2018

  
 Kenny Diaz  
 Meter Services Crew Leader

  
 8/15/2018







# BOARD INFORMATION

## BOARD OF DIRECTORS

August 15, 2018

### SUBJECT

JULY: Customer Service & Meter Services

### DESCRIPTION

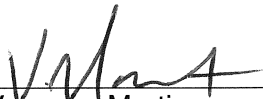
#### METER SERVICES:

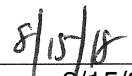
Meter Services completed 948 service orders. Here is a summary of the most pertinent service orders shown by category.

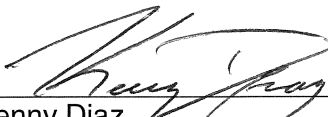
SERVICE ORDERS	COMPLETED
Check Reads	366
Transfers	85
Locked	12
Unlocked	6
Pressure Calls	17
Leaks	40
Drought	0

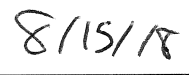
#### CUSTOMER SERVICE:

Nothing to report.

  
 Vanessa Martinez  
 Finance Manager

  
 8/15/18  
 8/15/2018

  
 Kenny Diaz  
 Meter Services Crew Leader

  
 8/15/18  
 8/15/2018





## BOARD INFORMATION

### BOARD OF DIRECTORS

August 28, 2018

---

#### SUBJECT

---

HUMAN RESOURCES REPORT FOR JULY/AUGUST 2018

---

#### DESCRIPTION

---

Personnel changes, human resources activities, and safety report for July/August 2018

#### STAFFING AND PERSONNEL CHANGES:

**Utility Worker I – Construction:** Michael Gonzalez began employment on July 23, 2018.

**Technical Services Lead:** Ed Bradley was promoted to this position effective July 30, 2018.

**Customer Service Representative (temporary):** The District has a budgeted temporary Customer Service position to provide additional assistance during a period of anticipated higher than normal workload due to the IPS Utility Billing implementation and new housing developments.

After experiencing high turnover of the temporary employees, as well as low candidate quantity and quality from outside staffing agencies when replacements were needed, the Human Resources Manager conducted a cost-benefit analysis of hiring a temporary candidate directly rather than through a staffing agency. The bill rate from the staffing agency was \$26.98 per hour, but the temporary employees were only paid \$17.50 per hour. This low wage contributed to the caliber of the candidate pool and high turnover.

By hiring a part-time, temporary Customer Service Representative on the District's payroll, we are able to offer a higher pay rate within our salary grade and attract higher caliber candidates. Because part-time employees are not eligible for medical benefits, and temporary employees are generally not eligible for CalPERS benefits, the total burdened cost is less than the staffing agency bill rate.

Since the District had recently recruited for full-time Customer Service candidates, we had a list of strong candidates to approach about the temporary position. Sam Elliott accepted the temporary position began on August 13, 2018.

#### RECRUITMENT:

**Operations Manager:** The District received 82 applications, including several from neighboring agencies. Assessments were conducted with qualified applicants, and 6 were chosen for panel interviews on August 16, 2018.

**Customer Service Representative:** Out of 469 applications received since May, 42 applicants made it to the assessment phase of the selection process, and the top 9 were selected for panel interviews on July 26. Two were invited back for second interviews and a contingent offer was made on August 1, 2018. However, after the candidate accepted the position, they did not meet the conditions in the offer and the offer was rescinded so the District can make an offer to another candidate.

**Human Resources Assistant (part-time):** 249 applications were received, and 55 were invited to take the assessments. The top ranked will be invited to phone interview and panel interviews.

**Project Manager:** The job description has been finalized and the position will be posted for recruitment before the Board meeting.

### **EMPLOYEE RECOGNITION:**

#### **Excellence Coin Awards**

The following coins were issued in July:

#### **Professionalism**

**Gerardo Cancino** – On July 9, a customer called and asked to speak to the Human Resources Manager to let us know how impressed she was with the service from Gerardo Cancino. He responded to an after-hours call after the customer had discovered an irrigation pipe shooting into the air. The customer reported that Gerardo “displayed unquestionable professionalism and expertise.” She wanted us to know what a valuable employee he is, and wanted to be sure he would be recognized for coming to their home at 7:00 PM on a Friday through heavy traffic and assisting them with such an exceptional attitude.

#### **Teamwork**

**Ricardo Zaragoza and Wayne Nault** – These two employees volunteered to weld and make some umbrella stands for the Meter crew to create shade in remote areas. This was a great effort to look out for the welfare of co-workers in another department.

#### **Innovation**

**Kyle Schilling and Carlos Ramos** – The District has been struggling with rodents on the grounds for a while. Kyle and Carlos suggested an own house to encourage an own to live and hunt on District property. This was an innovative, environmentally safe and ecologically friendly solution to our rodent problem.

### **NEOGOV:**

#### **Insight Module**

We currently have 2,216 active email subscriptions for notifications of job openings.

#### **Perform Module**

The DREAM team continues testing the system, as well as reviewing core competencies for each position to integrate into the performance reviews. Current discussions include the possibility shifting the review dates so that all employees receive reviews at the same time of year.

### **LILAC FIRE UPDATE:**

CalOES has prepared the final FEMA grant applications totaling \$117,627.17 based on the documentation the District provided.

**FMAG:** Final supporting documentation has been submitted to FEMA, through the California Office of Emergency Services (CalOES) for the Fire Management Assistance Grant (FMAG) in the amount of \$39,311.21

**CDA:** Final supporting documentation has been submitted to FEMA, through the California Office of Emergency Services (CalOES) for the California Disaster Assistance Act (CDA) grant in the amount of \$78,315.96.

## **SAFETY:**

### **Incidents**

There were no lost time or modified duty related to the incidents this month.

### **Safety Training**

Target Solutions online training: 44 completions for June 2018

Confined Space Training – Joint District's with Valley Center Municipal Water District: 1 trained for July 2018

California Water Regional Resiliency Assessment Program (RRAP) Status Update and Information Security Workshop: 2 completions July 2018

Future planning to increase safety awareness throughout the district to include:

- Tank climbing class scheduled for 19 Sep 2018 to instruct employees on use of climbing equipment and safe climbing techniques
- Close to first draft of the district's new Emergency Response Plan (ERP). This first copy will be disseminated to supervisors and leads for feedback and input to improve and tailor the program to RMWD culture and capabilities.
- OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry for Safety Officer. This will enable the Safety Officer to certify other employees in the OSHA 10 and 30-hour programs
- Confined Space Recue training with local Fire department. Employees involved in confined space rescue require training to keep skills current, as well increasing ability to work with other first responder entities.

### **Tailgate/ Office Safety Trainings**

Housekeeping – 25 employees

Dangerous Critters- 29 employees



---

Karleen Harp, COSM  
Human Resources Manager

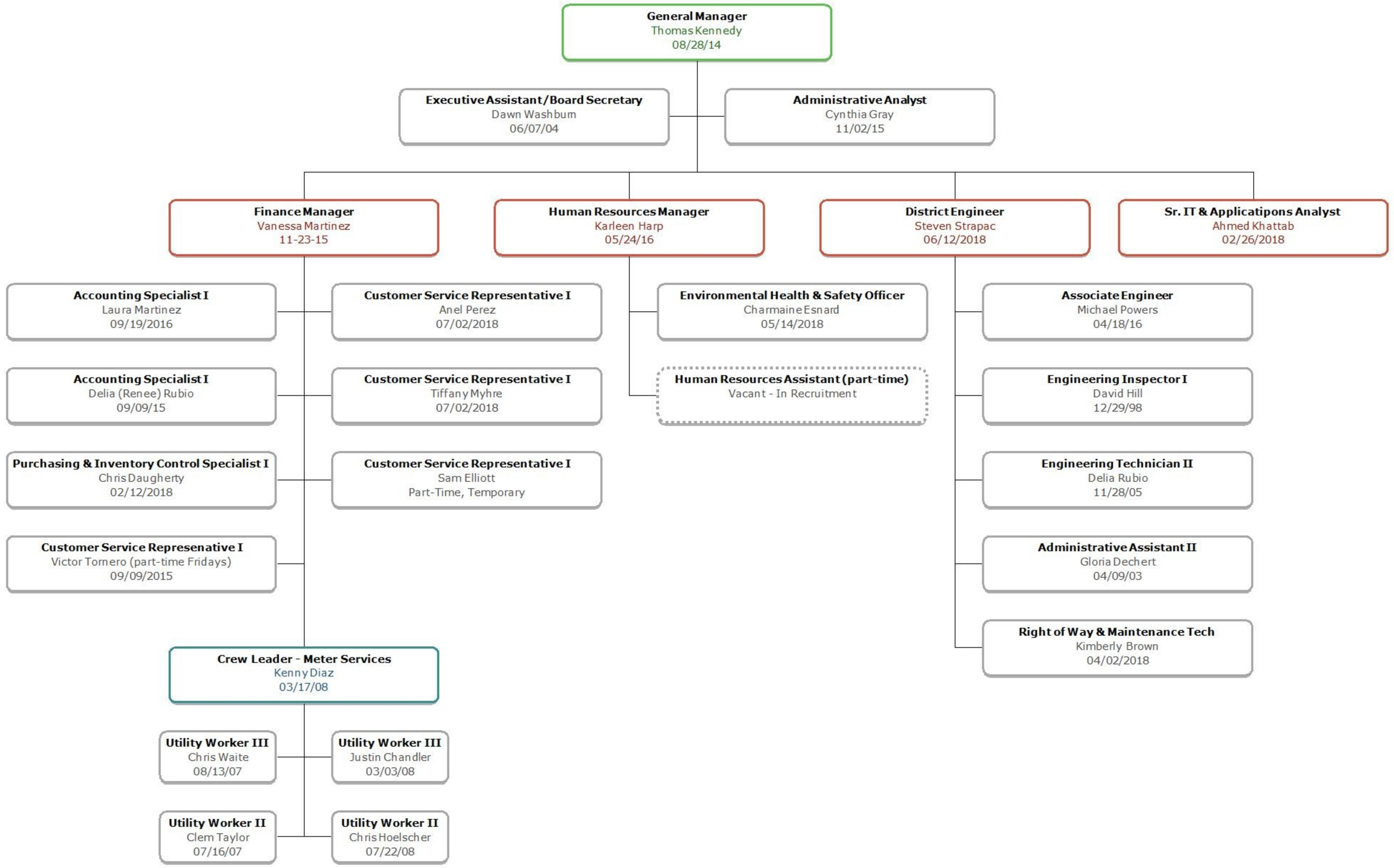
08/28/2018



**RAINBOW MUNICIPAL WATER DISTRICT  
ORGANIZATIONAL CHART  
PAGE 1 OF 2**

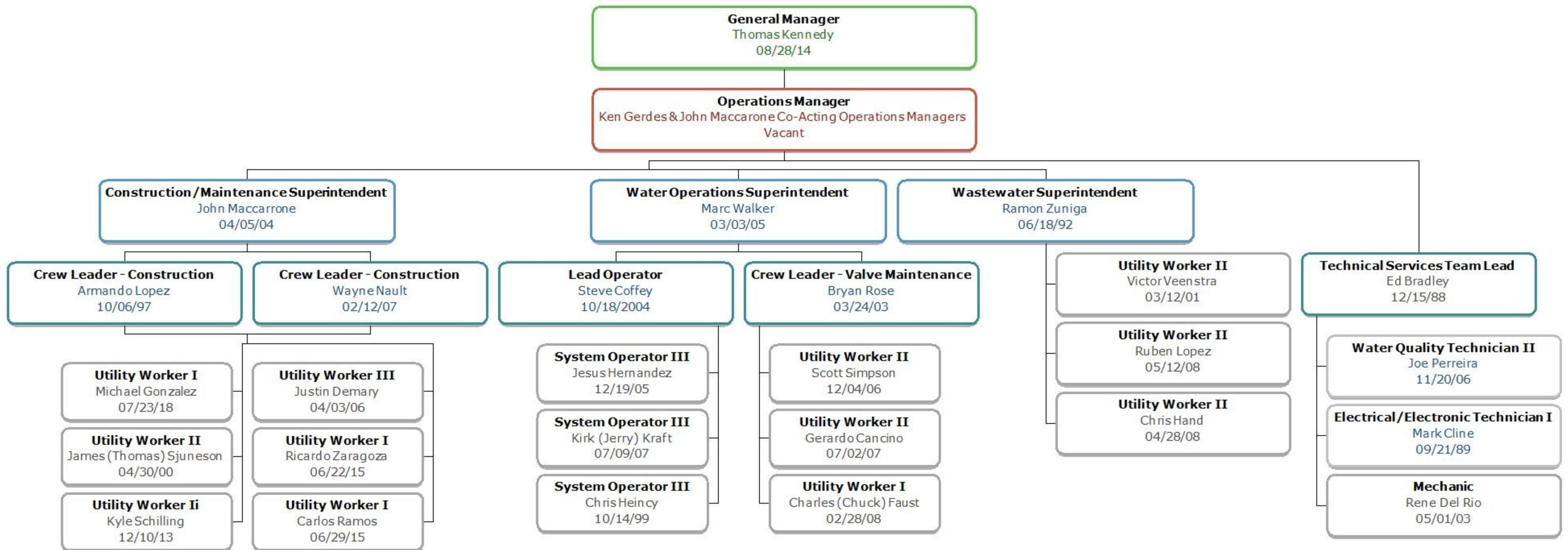
Creation Date 8/21/2014

Last Modified 8/13/2018



Creation Date 8/21/2014

Last Modified 8/13/2018





**Interim Financials**  
**Period: June 2018**



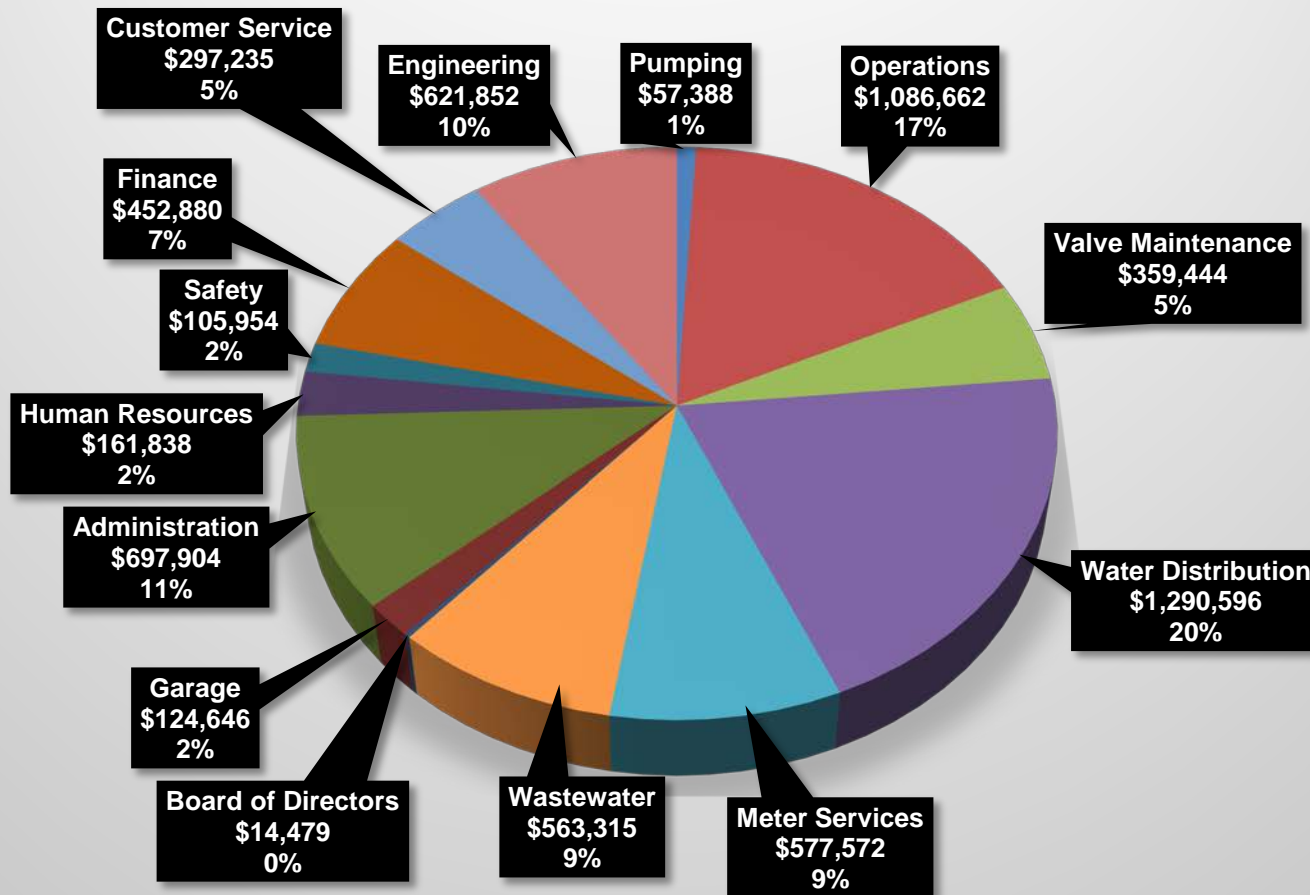
		Budget Amount	Period Amount	YTD Amount	YTD Variance	% Available
<b>Fund 01: Water</b>						
<b>Operating Revenues:</b>						
	Water Revenues	\$38,224,699	\$3,909,451	\$41,327,923	(\$3,103,224)	-8%
	Other Revenues	\$536,500	\$7,538	\$447,644	\$88,856	17%
<b>Total Revenues:</b>		<b>\$38,761,199</b>	<b>\$3,916,989</b>	<b>\$41,775,567</b>	<b>(\$3,014,368)</b>	<b>-8%</b>
<b>Operating Expenses:</b>						
	Cost of Water Sold	\$26,397,085	\$2,831,107	\$29,269,177	(\$2,872,092)	-11%
	Labor	\$0	(\$3)	\$52,810	(\$52,810)	0%
	Overhead Transfer to General	\$3,843,297	\$0	\$0	\$3,843,297	100%
	Debt Service	\$1,120,142	\$0	\$0	\$1,120,142	100%
<b>Department Expenses</b>						
	Pumping					
	31 Labor	\$99,434	\$3,077	\$57,388	\$42,046	42%
	Expenses	\$590,500	\$76,942	\$486,759	\$103,741	18%
	Operations					
	32 Labor	\$1,180,319	\$90,502	\$1,086,662	\$93,657	8%
	Expenses	\$983,343	\$59,100	\$904,478	\$78,865	8%
	Valve Maintenance					
	33 Labor	\$479,381	\$22,611	\$359,444	\$119,937	25%
	Expenses	\$52,500	\$10,314	\$94,324	(\$41,824)	-80%
	Capital	\$50,000	(\$1)	\$10,428	\$39,572	79%
	Water Distribution					
	34 Labor	\$1,480,763	\$148,201	\$1,290,596	\$190,167	13%
	Expenses	\$536,300	\$212,912	\$957,107	(\$420,807)	-78%
	Meter Services					
	35 Labor	\$687,123	\$39,413	\$577,572	\$109,551	16%
	Expenses	\$409,000	\$52,768	\$402,761	\$6,239	2%
	Capital	\$145,000	\$10,752	\$418,133	(\$273,133)	0%
<b>Total Operating Expenses:</b>		<b>\$38,054,187</b>	<b>\$3,557,695</b>	<b>\$35,967,639</b>	<b>\$2,086,548</b>	<b>5%</b>
<b>Water Fund Totals:</b>		<b>\$707,012</b>	<b>\$359,294</b>	<b>\$5,807,928</b>	<b>\$5,100,916</b>	
<b>Fund 02: Wastewater</b>						
<b>Operating Revenues:</b>						
	Wastewater Revenues	\$2,395,500	\$226,495	\$2,641,301	(\$245,801)	-10%
	Other Revenues	\$40,000	\$1,029	\$53,926	(\$13,926)	-35%
<b>Total Revenues:</b>		<b>\$2,435,500</b>	<b>\$227,523</b>	<b>\$2,695,227</b>	<b>(\$259,727)</b>	<b>-11%</b>
<b>Operating Expenses:</b>						
	Overhead Transfer to General	\$901,514	\$0	\$0	\$901,514	100%
<b>Department Expenses</b>						
	Wastewater					
	61 Labor	\$707,197	\$39,858	\$563,315	\$143,882	20%
	Expenses	\$1,418,000	\$29,330	\$978,538	\$439,462	31%
	Capital	\$25,000	\$0	\$10,340	\$14,660	59%
<b>Total Operating Expenses:</b>		<b>\$3,051,711</b>	<b>\$69,188</b>	<b>\$1,552,193</b>	<b>\$1,499,518</b>	<b>49%</b>
<b>Wastewater Fund Totals:</b>		<b>(\$616,211)</b>	<b>\$158,335</b>	<b>\$1,143,034</b>	<b>\$1,759,245</b>	

**Interim Financials**  
**Period: June 2018**

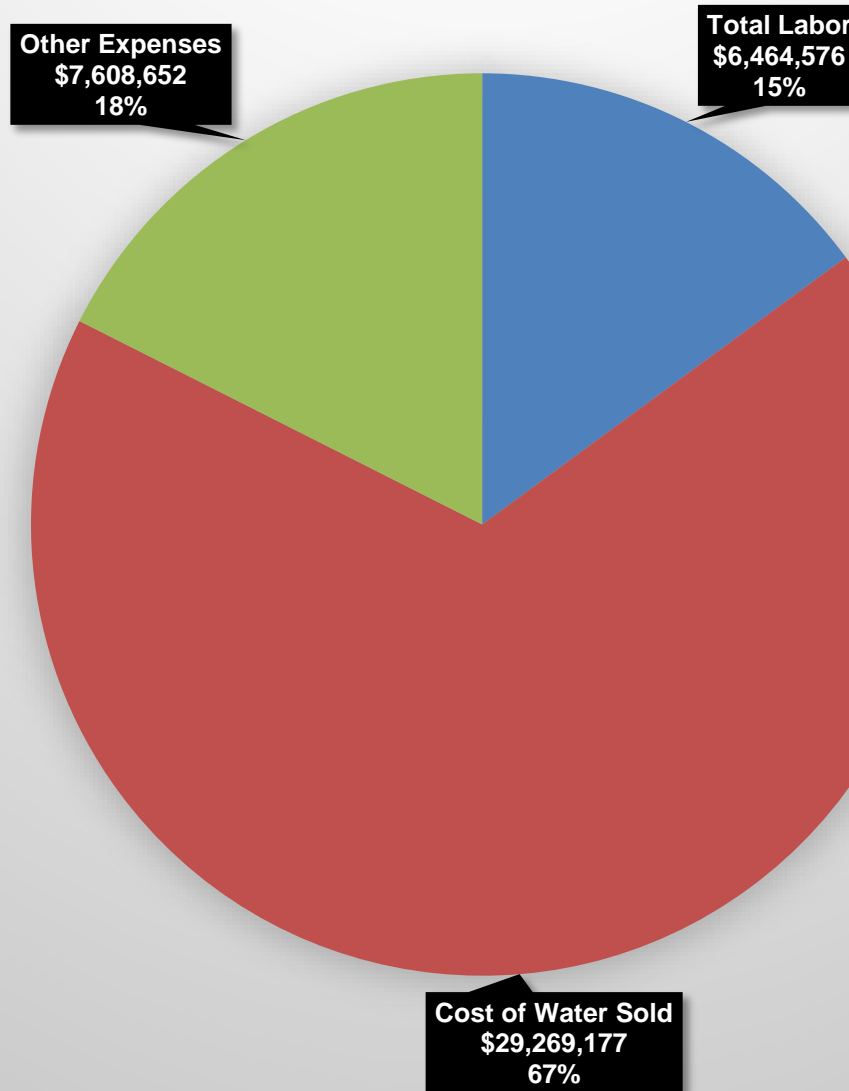


		<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Variance</b>	<b>% Available</b>
<b>Fund 03: General</b>						
<b>Operating Revenues:</b>						
Overhead Transfers		\$4,744,811	\$0	\$0	\$4,744,811	100%
Other Revenues		\$433,470	\$42,773	\$545,849	(\$112,379)	-26%
<b>Total Revenues:</b>		<b>\$5,178,281</b>	<b>\$42,773</b>	<b>\$545,849</b>	<b>\$4,632,432</b>	<b>89%</b>
<b>Operating Expenses:</b>						
Other Expenses		\$0	\$57,506	\$342,621	(\$342,621)	0%
<b>Department Expenses</b>						
Board of Directors	20 Labor	\$19,613	\$1,292	\$14,479	\$5,134	26%
	Expenses	\$20,300	\$470	\$13,303	\$6,997	34%
Garage	36 Labor	\$147,989	\$9,334	\$124,646	\$23,343	16%
	Expenses	\$244,500	\$20,596	\$204,410	\$40,090	16%
	Capital	\$309,500	\$0	\$308,631	\$869	0%
Administration	41 Labor	\$698,344	\$53,226	\$697,904	\$440	0%
	Expenses	\$1,271,978	\$110,765	\$1,443,453	(\$171,475)	-13%
	Capital	\$100,000	\$0	\$97,602	\$2,398	2%
Human Resources	42 Labor	\$171,149	\$13,602	\$161,838	\$9,311	5%
	Expenses	\$169,150	\$33,205	\$132,890	\$36,260	21%
Safety	43 Labor	\$144,288	\$9,305	\$105,954	\$38,334	27%
	Expenses	\$76,350	\$9,651	\$61,137	\$15,213	20%
Finance	51 Labor	\$522,628	\$32,615	\$452,880	\$69,748	13%
	Expenses	\$131,500	\$6,052	\$128,389	\$3,111	2%
Customer Service	52 Labor	\$288,513	\$39,667	\$297,235	(\$8,722)	-3%
	Expenses	\$239,500	\$15,647	\$230,832	\$8,668	4%
Engineering	91 Labor	\$756,216	\$57,534	\$621,852	\$134,364	18%
	Expenses	\$325,529	\$52,504	\$382,517	(\$56,988)	-18%
<b>Total Operating Expenses:</b>		<b>\$5,637,047</b>	<b>\$522,972</b>	<b>\$5,822,572</b>	<b>(\$185,525)</b>	<b>-3%</b>
<b>General Fund Totals:</b>		<b>(\$458,766)</b>	<b>(\$480,199)</b>	<b>(\$5,276,723)</b>	<b>(\$4,817,957)</b>	
<b>Net Income</b>		<b>(\$367,965)</b>	<b>\$37,430</b>	<b>\$1,674,239</b>	<b>\$2,042,204</b>	

# YTD Labor Costs (June 2018)



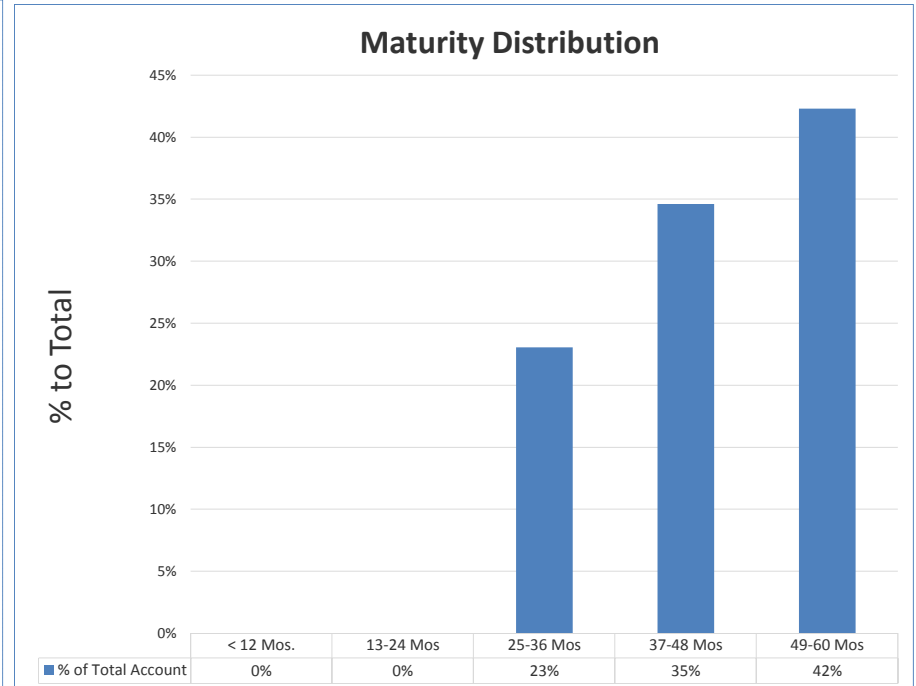
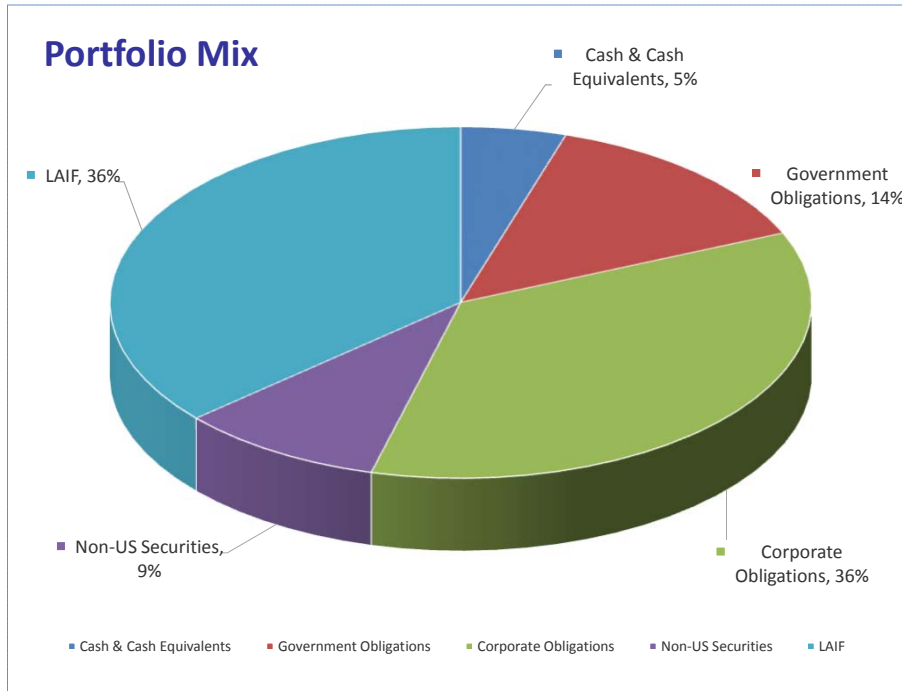
# YTD Expense Allocation (June 2018)



**RAINBOW MUNICIPAL WATER DISTRICT**  
**TREASURER'S MONTHLY REPORT OF INVESTMENTS**  
**PORTFOLIO SUMMARY**  
**6/30/2018**



TYPE	ISSUER	CUSIP	Bond Rating	Date of Maturity	Cost Basis	Market Value	Interest Rate	Yield to Maturity	Next Interest Payment Date	Semi-Annual Interest	Days to Maturity	Fund
Money Market Funds	JP MORGAN MONEY MARKET	48125C068S	N/A		\$ 101,073	\$ 101,073						
<b>Total Cash &amp; Cash Equivalents</b>					<b>\$ 101,073</b>	<b>\$ 101,073</b>						
Callable Note	FEDERAL HOME LN MTG CORP	3134G3QR4	Aaa	03/05/20	\$ 498,168	\$ 495,015	2.000%	2.200%	09/05/18	\$ 4,982	614	13 13108
Callable Note	FEDERAL HOME LN MTG CORP	3134G3F96	Aaa	08/28/20	\$ 1,032,851	\$ 995,197	1.660%	1.320%	02/28/18	\$ 8,573	790	53 13108
Callable Note	FEDERAL HOME LOAN BANK BONDS	3130AD4X7	Aaa	12/11/20	\$ 494,905	\$ 492,290	2.000%	2.400%	06/11/18	\$ 4,949	895	60 13108
Callable Note	FEDERAL NATL MTG ASSN	3135GOT45	Aaa	04/05/22	\$ 1,002,910	\$ 969,480	1.875%	1.810%	04/05/18	\$ 9,402	1375	60 13108
Callable Note	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$ 200,938	\$ 193,384	1.900%	1.800%	01/19/18	\$ 1,909	1480	53 13108
Callable Note	FEDERAL HOME LN MTG CORP	3134GBS94	Aaa	10/26/22	\$ 651,918	\$ 632,359	2.100%	1.800%	04/26/18	\$ 6,845	1579	53 13108
Callable Note	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 515,226	\$ 510,944	2.375%	2.410%	07/19/18	\$ 6,118	1664	13 13108
Callable Note	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 480,034	\$ 476,044	2.375%	2.600%	07/19/18	\$ 5,700	1664	53 13108
Callable Note	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 465,211	\$ 461,344	2.375%	2.600%	07/19/18	\$ 5,524	1664	13 13108
Callable Note	FEDERAL HOME LOAN BANKS	3130ADRG9	Aaa	03/10/23	\$ 501,990	\$ 499,140	2.750%	2.660%	09/10/18	\$ 6,902	1714	53 13108
<b>Total Government Obligations</b>					<b>\$ 5,844,148</b>	<b>\$ 5,725,197</b>						
Callable Note	CATERPILLAR FINL CORP	14912HSR2	A2	09/15/21	\$ 1,000,000	\$ 940,070	1.600%	1.600%	03/15/18	\$ 8,000	1173	13 13108
Callable Note	ORACLE CORP	68389XBKO	A1	09/15/21	\$ 1,011,470	\$ 952,420	1.910%	1.900%	03/15/18	\$ 9,660	1173	13 13108
Callable Note	WELLS FARGO	95000U2B8	A2	07/22/22	\$ 989,232	\$ 943,916	2.625%	2.410%	01/22/18	\$ 12,984	1483	13 13108
Callable Note	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$ 245,000	\$ 241,840	2.210%	2.200%	03/16/18	\$ 2,707	809	60 13108
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$ 250,000	\$ 245,988	2.310%	2.300%	03/23/18	\$ 2,888	816	53 13108
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$ 248,000	\$ 236,907	1.500%	1.500%	02/10/18	\$ 1,860	1137	53 13108
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 98,000	\$ 93,612	1.550%	1.550%	02/17/18	\$ 760	1144	53 13108
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 150,000	\$ 143,283	1.550%	1.550%	02/17/18	\$ 1,163	1144	13 13108
FDIC Ins. CD	MB FINL BK NA CHIC IL	55266CZJ8	N/A	11/18/21	\$ 247,000	\$ 245,427	2.850%	2.850%	11/18/18	\$ 3,520	1237	60 13108
FDIC Ins. CD	STATE BK INDIA NEW YORK NY	8562846U3	Aaa	03/14/22	\$ 250,000	\$ 242,700	2.250%	2.250%	03/14/18	\$ 2,813	1353	13 13108
FDIC Ins. CD	SYNCHRONY BK RETAIL	87165EMKO	N/A	05/26/22	\$ 240,000	\$ 233,736	2.400%	2.400%	05/26/18	\$ 2,880	1426	53 13108
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$ 245,000	\$ 238,020	2.350%	2.350%	12/14/18	\$ 2,879	1445	53 13108
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$ 250,000	\$ 241,875	2.400%	2.400%	05/22/18	\$ 3,000	1606	53 13108
FDIC Ins. CD	MORGAN STANLEY	61747MF63	N/A	01/11/23	\$ 246,000	\$ 240,116	2.650%	2.650%	07/11/18	\$ 3,260	1656	53 13108
FDIC Ins. CD	BMW BANK NORTH AMER	05580AMB7	N/A	03/29/23	\$ 240,000	\$ 236,220	2.900%	2.900%	09/29/18	\$ 3,480	1733	53 13108
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	795450M44	Aaa	04/11/23	\$ 240,000	\$ 236,657	2.950%	2.950%	10/11/18	\$ 3,540	1746	60 13108
<b>Total Corporate Obligations</b>					<b>\$ 5,949,702</b>	<b>\$ 5,712,785</b>						
Callable Note	AUSTRALIA & NEW ZEALA BKG	05253JAM3	Aa2	06/01/21	\$ 517,228	\$ 485,985	2.300%	1.550%	12/01/17	\$ 5,948	1067	53 13108
Callable Note	NATIONAL AUSTRALIA BK NY	63254AAR9	Aa2	07/12/21	\$ 508,870	\$ 476,700	1.875%	1.880%	01/12/18	\$ 4,771	1108	53 13108
Callable Note	BANK OF MONTREAL	06367TJX90	Aa3	08/27/21	\$ 1,011,840	\$ 956,380	1.900%	1.900%	02/27/18	\$ 9,612	1154	60 13108
<b>Total Non-US Securities</b>					<b>\$ 2,037,938</b>	<b>\$ 1,919,065</b>						
Subtotal Long Term Pooled Investment	Local Agency Investment Fund (LAIF)				\$ 13,932,860	\$ 13,458,120						
					\$ 7,612,795	\$ 7,612,795	1.172%					
<b>Portfolio Totals</b>					<b>\$ 21,545,655</b>	<b>\$ 21,070,915</b>						



This monthly report accurately reflects all District pooled investments. It is in conformity with the Investment Administrative code section 5.03.080. The District has sufficient cash flow to meet six months of obligations. This is in effect in compliance with the current Investment Policy.

Vanessa Martinez, Treasurer

8/9/2018

Accounts Payable  
June American Express



**Check Number    Check Date** **Amount**

---

**245 - ABCANA INDUSTRIES Line Item Account**

7121801            07/12/2018

Inv    1025692

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2018	HYPOCHLORITE SOLUTION	01-32-72000	592.49

Inv 1025692 Total 592.49

Inv    1025810

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2018	HYPOCHLORITE SOLUTION 400 GALLONS	01-32-72000	677.14

Inv 1025810 Total 677.14

Inv    1025861

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2018	HYPOCHLORITE SOLUTION	01-32-72000	676.16

Inv 1025861 Total 676.16

Inv    1026101

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2018	HYPOCHLORITE SOLUTION	01-32-72000	761.78

Inv 1026101 Total 761.78

7121801 Total: 2,707.57

**245 - ABCANA INDUSTRIES Total:** 2,707.57

**280 - AMAZON.COM Line Item Account**

7121802            07/12/2018

Inv    3316916-7879453

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/19/2018	DALO INDUSTRIAL PAINT MARKER	03-41-72900	11.90

Inv 3316916-7879453 Total 11.90

Inv    3450736-7041053

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/25/2018	MY DESK LETTER OPENER	03-41-72900	12.98

	Inv 3450736-7041053 Total			12.98
Inv	3646312-4294608			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/12/2018	NEEWER PHOTO STUDIO EQUIPMENT TROLLEY CART	03-41-72900	134.94
	Inv 3646312-4294608 Total			134.94
Inv	4320656-6233831			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/26/2018	Plantronics CS540 Convertible Wireless Headset (With Lifter)	03-41-60100	247.96
	Inv 4320656-6233831 Total			247.96
Inv	4904686-6365822			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/06/2018	TELEPHONE TRAINING ADAPTER	03-41-72900	11.49
	Inv 4904686-6365822 Total			11.49
Inv	5165492-6878632			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/26/2018	Sabrent USB External Stereo Sound Adapter for Windows and	03-41-60100	7.53
	Inv 5165492-6878632 Total			7.53
Inv	5360914-4189864			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/30/2018	2 COLOR DATE STAMP	03-41-72900	26.95
	Inv 5360914-4189864 Total			26.95
Inv	5523381-3994657			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/06/2018	AGPTEK HANDS-FREE CALL CENTER HEADSET	03-43-72000	15.59
	Inv 5523381-3994657 Total			15.59
Inv	6132986-5609845			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/28/2018	VARIDESK STANDING DESK	03-43-72500	404.06
	Inv 6132986-5609845 Total			404.06
Inv	7454023-6856257			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/25/2018	2 COLOR DATE STAMP	03-41-72900	26.95
	Inv 7454023-6856257 Total			26.95



Inv	8648572-2895468			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/12/2018	NEEWER PHOTO STUDIO EQUIPMENT TROLLEY CARI	03-41-72900	102.98
	06/08/2018	RETURN - NEEWER PHOTO STUDIO EQUIPMENT TROI	03-41-72900	-77.97
	Inv 8648572-2895468 Total			25.01
Inv	8895083-4683451			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/05/2018	VARIDESK - Height-Adjustable Standing Desk for Cubicles -	03-43-72000	533.36
	Inv 8895083-4683451 Total			533.36
Inv	9754808-3038605			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/25/2018	LAMINATING POUCHES	03-41-72900	6.76
	Inv 9754808-3038605 Total			6.76
	7121802 Total:			1,465.48
	<b>280 - AMAZON.COM Total:</b>			1,465.48
	<b>4970 - BRADY SAND &amp; MATERIAL, INC. Line Item Account</b>			
	7121803	07/12/2018		
Inv	201805-28			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/23/2018	CL 2, FT BILL 75466	01-34-72000	1,251.63
	Inv 201805-28 Total			1,251.63
	7121803 Total:			1,251.63
	<b>4970 - BRADY SAND &amp; MATERIAL, INC. Total:</b>			1,251.63
	<b>1384 - CARDIAC SCIENCE CORP Line Item Account</b>			
	7121804	07/12/2018		
Inv	B001286844			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	07/13/2018	AED REPLACEMENTS	03-43-72500	124.91
	Inv B001286844 Total			124.91
	7121804 Total:			124.91
	<b>1384 - CARDIAC SCIENCE CORP Total:</b>			124.91

**2885 - CORELOGIC INFORMATION Line Item Account**

7121805 07/12/2018

Inv 81895958

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	REALQUEST.COM MONTHLY SERVICE - MAY	03-91-63102	20.00

Inv 81895958 Total 20.00

Inv 81896381

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	REALQUEST.COM MONTHLY SERVICE - MAY	03-91-63102	192.50

Inv 81896381 Total 192.50

7121805 Total: 212.50

**2885 - CORELOGIC INFORMATION Total: 212.50**

**603509 - CRITERIA CORP Line Item Account**

7121806 07/12/2018

Inv 16312

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	12 MONTH HIRE SELECT SUBSCRIPTION	03-42-75500	1,995.00

Inv 16312 Total 1,995.00

7121806 Total: 1,995.00

**603509 - CRITERIA CORP Total: 1,995.00**

**2027 - CULLIGAN OF ESCONDIDO Line Item Account**

7121807 07/12/2018

Inv 053118

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	WATER SOFTENER: 06/01-06/30	03-41-63401	72.78

Inv 053118 Total 72.78

7121807 Total: 72.78

**2027 - CULLIGAN OF ESCONDIDO Total: 72.78**

**603504 - EREPLACEMENTPARTS.COM Line Item Account**

7121808 07/12/2018

Inv 10315840

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/11/2018	SMALL TOOL REPAIR PARTS	03-36-73000	60.41

Inv 10315840 Total 60.41

7121808 Total: 60.41

**603504 - EREPLACEMENTPARTS.COM Total:** 60.41

**603503 - GOTRANSCRIPT.COM Line Item Account**

7121809 07/12/2018

Inv S2T5132437

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/12/2018	TRANSCRIPTION SERVICES	03-41-72000	96.98

Inv S2T5132437 Total 96.98

7121809 Total: 96.98

**603503 - GOTRANSCRIPT.COM Total:** 96.98

**3325 - GRAINGER, W.W. INC. Line Item Account**

7121810 07/12/2018

Inv 9797750925

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2018	CAUTION TAPE	01-00-14610	41.27
05/23/2018	ROUND SHOVEL	01-00-14610	85.47

Inv 9797750925 Total 126.74

Inv 9797772952

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2018	Pump to withdraw fluids from container.	02-61-73000	171.06

Inv 9797772952 Total 171.06

Inv 9807815437

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/04/2018	DIGGING BAR	01-00-14610	39.84
06/04/2018	YELLOW SPRAY PAINT	01-00-14610	173.78
06/04/2018	DIGGING BAR	01-00-14610	79.67

Inv 9807815437 Total 293.29

7121810 Total: 591.09

**3325 - GRAINGER, W.W. INC. Total:** 591.09

**603489 - LEARNISOFT CONSULTING Line Item Account**

7121822 07/12/2018

Inv	1448			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/19/2018	EXCEL 2016 INTRODUCTION - CSTEWARD (REFUND)	03-52-75300	-150.00
	Inv 1448 Total			-150.00

7121822 Total: -150.00

**603489 - LEARNISOFT CONSULTING Line Item Account**

7121811	07/12/2018			
Inv	1448			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/19/2018	NATUREBOX UNLIMITED	03-41-56513	750.00
	Inv 1448 Total			750.00

7121811 Total: 750.00

**603404 - NATUREBOX Total:** 750.00

**5425 - OFFICE DEPOT Line Item Account**

7121812	07/12/2018			
Inv	140257836001			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/18/2018	AVERY CLEAR LABEL DIVIDERS	03-41-72900	105.08
	05/18/2018	OFFICE DEPOT BRAND STANDARD CALCULATOR	03-41-72900	8.44
	05/18/2018	OFFICE DEPOT BRAND 1/3 CUT LEGAL SIZE MANILA F	03-41-72900	34.88
	Inv 140257836001 Total			148.40

Inv	140260053001			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/17/2018	cord	02-61-72000	3.91
	Inv 140260053001 Total			3.91

Inv	145028956001			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/30/2018	EXPO® Low-Odor Dry-Erase Kit, Assorted Colors Item # 183	03-43-72000	20.58
	Inv 145028956001 Total			20.58

Inv	145029303001			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/31/2018	FORAY™ Cork Bulletin Board, Aluminum Frame, 72" x 48" ]	03-43-72000	233.94
	05/31/2018	FORAY™ Magnetic Dry-Erase Boards With Aluminum Fram	03-43-72000	233.93
	Inv 145029303001 Total			467.87

Inv	145029630001			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/30/2018	AVERY 5160 LABELS	03-41-72900	72.54
	Inv 145029630001 Total			72.54
7121812 Total:				713.30
<b>5425 - OFFICE DEPOT Total:</b>				713.30
<b>5910 - PACIFIC PIPELINE SUPPLY Line Item Account</b>				
7121813	07/12/2018			
Inv	322555			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/17/2018	6" AVK GATE VALVE	01-00-14610	919.16
	Inv 322555 Total			919.16
Inv	322665			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/29/2018	6" AVK GATE VALVE	01-00-14610	919.16
	Inv 322665 Total			919.16
Inv	322729			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/23/2018	6-8" 150# T-316 SS FLANG BOLT KITS	01-00-14610	323.25
	05/23/2018	WELD FLANGE SLIP-ON FF 150# 6"	01-00-14610	414.62
	Inv 322729 Total			737.87
Inv	322762			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/24/2018	FLANGE 90 DEGREE ELL 6"	01-34-72000	158.74
	Inv 322762 Total			158.74
Inv	322826			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/30/2018	6" DUCTILE 90'S	01-00-14610	821.06
	Inv 322826 Total			821.06
Inv	322931			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/04/2018	PIPE CML&C STEEL 10 GA - 6"	01-00-14610	4,447.92
	Inv 322931 Total			4,447.92

7121813 Total: 8,003.91

**5910 - PACIFIC PIPELINE SUPPLY Total:** 8,003.91

**5976 - PRUDENTIAL OVERALL SUPPLY Line Item Account**

7121814 07/12/2018

Inv 130828939

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	MATS & MISC	03-41-63401	137.97
05/22/2018	MONTHLY UNIFORMS	03-41-56511	168.76

Inv 130828939 Total 306.73

Inv 130828940

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2018	MONTHLY UNIFORMS	03-41-56511	90.92

Inv 130828940 Total 90.92

Inv 130830420

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2018	MONTHLY UNIFORMS	03-41-56511	131.91
05/29/2018	MATS & MISC	03-41-63401	7.30

Inv 130830420 Total 139.21

Inv 130830421

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2018	MONTHLY UNIFORMS	03-41-56511	90.92

Inv 130830421 Total 90.92

Inv 130831915

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2018	MONTHLY UNIFORMS	03-41-56511	138.76
06/05/2018	MATS & MISC	03-41-63401	167.97

Inv 130831915 Total 306.73

Inv 130831916

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2018	MONTHLY UNIFORMS	03-41-56511	90.92

Inv 130831916 Total 90.92

Inv 130833393

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/12/2018	MONTHLY UNIFORMS	03-41-56511	131.91
06/12/2018	MATS & MISC	03-41-63401	7.30

Inv 130833393 Total 139.21

Inv	130833394			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/12/2018	MONTHLY UNIFORMS	03-41-56511	90.92
	Inv 130833394 Total			90.92
7121814 Total:				1,255.56
<b>5976 - PRUDENTIAL OVERALL SUPPLY Total:</b>				1,255.56
<b>603175 - RODRIGUEZ, MANDY Line Item Account</b>				
7121815	07/12/2018			
Inv	022216			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/06/2018	PARTY PLANNER FOR BRING YOUR KID TO WORK DA	03-42-56513	101.25
	Inv 022216 Total			101.25
7121815 Total:				101.25
<b>603175 - RODRIGUEZ, MANDY Total:</b>				101.25
<b>603406 - THE FRUIT GUYS Line Item Account</b>				
7121816	07/12/2018			
Inv	5245132			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/30/2018	HARVEST - SMALL FRUIT	03-41-56513	38.25
	Inv 5245132 Total			38.25
Inv	5247934			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/05/2018	HARVEST - SMALL FRUIT	03-41-56513	76.50
	Inv 5247934 Total			76.50
Inv	5250801			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/05/2018	HARVEST - SMALL FRUIT	03-41-56513	38.25
	Inv 5250801 Total			38.25
Inv	5253584			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/19/2018	HARVEST - SMALL FRUIT	03-41-56513	76.50
	Inv 5253584 Total			76.50

Inv	5256188			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/26/2018	HARVEST - SMALL FRUIT	03-41-56513	38.25
	Inv 5256188 Total			38.25
7121816 Total:				267.75
<b>603406 - THE FRUIT GUYS Total:</b>				267.75
<b>603449 - TRANSITTALENT.COM Line Item Account</b>				
7121817	07/12/2018			
Inv	47790			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/20/2018	FEATURED JOB AD	03-42-72400	175.00
	Inv 47790 Total			175.00
7121817 Total:				175.00
<b>603449 - TRANSITTALENT.COM Total:</b>				175.00
<b>7770 - U.S. POSTAL SERVICE Line Item Account</b>				
7121818	07/12/2018			
Inv	1976104164			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/29/2018	48 HOUR NOTICE POSTAGE	03-51-69000	300.00
	Inv 1976104164 Total			300.00
Inv	85430938164			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	06/13/2018	48 HOUR NOTICE POSTAGE	03-51-69000	300.00
	Inv 85430938164 Total			300.00
7121818 Total:				600.00
<b>7770 - U.S. POSTAL SERVICE Total:</b>				600.00
<b>8155 - WESTERN WATER WORKS SUPPLY Line Item Account</b>				
7121819	07/12/2018			
Inv	491734			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/17/2018	2-3" T316 SS MTR BLT KIT 150# DOUBLE WASHER	01-00-14610	308.17
	05/17/2018	3/8" FLR X 3/8" MIP ELBOW 90 P/N-CHO6730606J	01-00-14610	95.90
	Inv 491734 Total			404.07



Inv 492260-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	1/4" BRASS 90 ELBOW	01-00-14610	17.78
05/31/2018	2" BALL VALVE W/LONG HANDLE	01-00-14610	700.97
05/31/2018	3" #100 HYTROL KIT CHO91698-12G	01-00-14610	173.15
05/31/2018	2 1/2" SCH 80 PVC COUPLING	01-00-14610	21.66
05/31/2018	4" #100 HYTROL COVER BOLT-SST CHO6760904	01-00-14610	146.76
05/15/2018	6" 300# WELD FLANGE	01-00-14610	356.44
05/31/2018	3/8 SHUT OFF VALVES (MUST BE WATTS 3/8"LFFBV-30	01-00-14610	126.28
05/31/2018	1/8" WATTS TEST COCK	01-00-14610	76.50
05/31/2018	3" RUBBER DISC CLA-VAL	01-00-14610	44.07

Inv 492260-00 Total 1,663.61

Inv 492260-01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2018	3/8" FLR X 3/8" MIP ELBOW 90 P/N-CHO6730606J	01-00-14610	73.48

Inv 492260-01 Total 73.48

7121819 Total: 2,141.16

**8155 - WESTERN WATER WORKS SUPPLY Total: 2,141.16**

**603437 - ZIPRECRUITER Line Item Account**

7121820 07/12/2018

Inv 3343276

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	3 MONTH RECRUITMENT STARTER PLAN	03-42-75500	249.00

Inv 3343276 Total 249.00

7121820 Total: 249.00

**603437 - ZIPRECRUITER Total: 249.00**

**603451 - ZOHO CORP Line Item Account**

7121821 07/12/2018

Inv 63804207

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/08/2018	ZOHO MONTHLY SERVICE	01-35-72000	25.00

Inv 63804207 Total 25.00

7121821 Total:	25.00
<b>603451 - ZOHO CORP Total:</b>	25.00
Total:	22,710.28

**Director's Expenses  
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
07/31/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING	\$ 600.00			\$ 600.00	\$ 600.00	
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 150.00	\$ 300.00	\$ 300.00	\$ 700.00	\$ 300.00	
	TRAVEL EXPENSES	\$ 1,119.19			\$ 940.78	\$ 754.99	
	MILEAGE EXPENSE			\$ 23.54		\$ 577.82	
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (354.80)
	Monthly Totals	<u>\$ 1,869.19</u>	<u>\$ 300.00</u>	<u>\$ 323.54</u>	<u>\$ 2,240.78</u>	<u>\$ 2,232.81</u>	<u>\$ -</u>
08/31/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING		\$ 30.00		\$ 30.00		
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 25.00					
	TRAVEL EXPENSES	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00	\$ 300.00	
	MILEAGE EXPENSE						
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (354.80)
	Monthly Totals	<u>\$ 175.00</u>	<u>\$ 180.00</u>	<u>\$ 150.00</u>	<u>\$ 330.00</u>	<u>\$ 300.00</u>	<u>\$ -</u>

**Director's Expenses  
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
09/30/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)				\$ 580.00		
	TRAINING	\$ 45.00					
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 300.00	\$ 300.00	\$ 300.00	\$ 450.00	\$ 450.00	
	TRAVEL EXPENSES				\$ 1,303.92		
	MILEAGE AND EXPENSES	\$ 21.40					
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (354.80)
	Monthly Totals	\$ 366.40	\$ 300.00	\$ 300.00	\$ 2,333.92	\$ 450.00	\$ -
10/31/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	
	TRAVEL EXPENSES						
	MILEAGE AND EXPENSES						
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (354.80)
	Monthly Totals	\$ 150.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	\$ -

**Director's Expenses  
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
11/30/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
	CONFERENCES (CSDA, ACWA, etc.)	\$ 699.00			\$ 699.00	\$ 699.00	
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 300.00			\$ 300.00	\$ 600.00	
	TRAVEL EXPENSES	\$ 374.90			\$ 394.90	\$ 406.35	
	MILEAGE EXPENSE	\$ 79.18			\$ 137.39	\$ 80.36	
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (354.80)
	Monthly Totals	<u>\$ 1,483.08</u>	<u>\$ 30.00</u>	<u>\$ 30.00</u>	<u>\$ 1,561.29</u>	<u>\$ 1,785.71</u>	<u>\$ -</u>
12/31/17	CAL PERS - HEALTH INS.						\$ 354.80
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE						
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (354.80)
	Monthly Totals	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 300.00</u>	<u>\$ -</u>
<b>REPORT TOTAL (2017):</b>		<b>\$ 4,193.67</b>	<b>\$ 1,110.00</b>	<b>\$ 1,103.54</b>	<b>\$ 7,065.99</b>	<b>\$ 5,518.52</b>	<b>\$ -</b>

**Director's Expenses  
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
01/31/18	CAL PERS - HEALTH INS. WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING						\$ 347.11
	COUNCIL OF WATER UTILITIES	\$ 40.00			\$ 40.00		
	DIRECTORS' PER DIEMS	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE	\$ 32.70		\$ 23.98	\$ 39.24		
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (347.11)
	Monthly Totals	<u>\$ 372.70</u>	<u>\$ 300.00</u>	<u>\$ 323.98</u>	<u>\$ 379.24</u>	<u>\$ 300.00</u>	<u>\$ -</u>
02/28/18	CAL PERS - HEALTH INS. WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING						\$ 347.11
	COUNCIL OF WATER UTILITIES	\$ 30.00	\$ 30.00	\$ 650.00	\$ 30.00	\$ 30.00	
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 450.00	\$ 300.00	\$ 300.00	
	TRAVEL EXPENSES			\$ 631.74			
	MILEAGE EXPENSE	\$ 32.70		\$ 106.82	\$ 52.32		
	<b>REIMBURSEMENT FROM DIRECTORS</b>			\$ 300.00			\$ (347.11)
	Monthly Totals	<u>\$ 252.70</u>	<u>\$ 155.00</u>	<u>\$ 2,138.56</u>	<u>\$ 382.32</u>	<u>\$ 330.00</u>	<u>\$ -</u>

**Director's Expenses  
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
03/31/18	CAL PERS - HEALTH INS.						\$ 347.47
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING						
	COUNCIL OF WATER UTILITIES	\$ 40.00					
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	
	TRAVEL EXPENSES	\$ 57.77					
	MILEAGE EXPENSE						
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (347.47)
	Monthly Totals	\$ 247.77	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
04/30/18	CAL PERS - HEALTH INS.						\$ 347.11
	WATER AGENCIES ASSOC OF S.D.						
	CSDA,SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING						
	COUNCIL OF WATER UTILITIES	\$ 45.00					
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		
	TRAVEL EXPENSES	\$ 32.70					
	MILEAGE EXPENSE						
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (347.11)
	Monthly Totals	\$ 227.70	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	\$ -

**Director's Expenses  
FY 2017-2018**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
05/31/18	CAL PERS - HEALTH INS.						\$ 347.11
	WATER AGENCIES ASSOC OF S.D.						
	CSDA-SAN DIEGO CHAPTER		\$ 40.00		\$ 40.00		
	CONFERENCES (CSDA, ACWA, etc.)	\$ 140.00		\$ 65.00		\$ 140.00	
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 600.00	\$ 150.00	
	TRAVEL EXPENSES	\$ 266.96	\$ 266.96		\$ 681.10		
	MILEAGE EXPENSE				\$ 48.50		
	<b>REIMBURSEMENT FROM DIRECTORS</b>						\$ (347.11)
	Monthly Totals	\$ 556.96	\$ 456.96	\$ 215.00	\$ 1,369.60	\$ 290.00	\$ -

06/30/18	CAL PERS - HEALTH INS.						
	WATER AGENCIES ASSOC OF S.D.						
	CSDA-SAN DIEGO CHAPTER						
	CONFERENCES (CSDA, ACWA, etc.)						
	TRAINING						
	COUNCIL OF WATER UTILITIES						
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE	\$ 32.70				\$ 15.26	
	<b>REIMBURSEMENT FROM DIRECTORS</b>						
	Monthly Totals	\$ 182.70	\$ 150.00	\$ 150.00	\$ 150.00	\$ 315.26	\$ -



**Director's Expenses  
FY 2017-2018**

	<b>Miguel Gasca</b>	<b>Helene Brazier</b>	<b>Claude Hamilton</b>	<b>Michael Mack</b>	<b>William Stewart</b>	<b>Retiree</b>
<b>REPORT TOTAL (2018):</b>	<b>\$ 1,840.53</b>	<b>\$ 1,361.96</b>	<b>\$ 3,127.54</b>	<b>\$ 2,581.16</b>	<b>\$ 1,385.26</b>	<b>\$ -</b>



# Bank Reconciliation

## June Check Register



### Check No Vendor/Employee

### Transaction Description

### Date Amount

Fund: 01 WATER FUND

Department: 00

ACH	ACWA-JPIA	PREPAID BENEFITS FY1819, MONTHLY HEALTH AND VISION INS-JUL 2018	06/18/2018	75,533.74
ACH	NATIONAL METER & AUTOMATION	ITRON 100W THROUGH LID MOUNTING KIT	06/18/2018	77.58
ACH	SAN DIEGO COUNTY WATER AUTH	WIRE TRANSFER FOR WATER PURCHASES - APR 2018	06/11/2018	2,104,357.24
ACH	SPECIAL DISTRICT RISK	WORKER'S COMPENSATION PROGRAM ANNUAL 2018-19	06/18/2018	119,736.12
ACH	ANDREW ECHOLS	REIMBURSE RETIRED EMPLOYEE HEALTH INS - JUN 2018	06/27/2018	363.00
ACH	CHARLES C. SNEED	REIMBURSE RETIRED EMPLOYEE HEALTH INS - JUN 2018	06/18/2018	363.00
ACH	KEVIN MILLER	REIMBURSE RETIRED EMPLOYEE HEALTH INS - JUN 2018	06/05/2018	726.00
54792	FERGUSON WATERWORKS #1083	1/8" WATTS TEST COCK	06/05/2018	508.58
54795	HOCH CONSULTING	AS-NEEDED CONSTRUCTION INSPECTION SERVICES	06/05/2018	9,500.00
54809	DAN & JILL PETTIGREW	Refund Check	06/06/2018	20,608.83
54819	FERGUSON WATERWORKS #1083	2" 300# T316 SS FLG BOLT KIT	06/18/2018	4,975.16
54822	HOCH CONSULTING	AS-NEEDED CONSTRUCTION INSPECTION SERVICES	06/18/2018	7,375.00
54847	DAVID SEYMOUR	REIMBURSE RETIRED EMPLOYEE HEALTH INS - JUN 2018	06/18/2018	1,089.00
54850	DAVID STEINBROOK	Refund Check	06/18/2018	27.61
54865	CORE & MAIN LP	AVK RESIDENTIAL HYDRANT	06/27/2018	5,761.70
54869	SCOTT DYER	Refund Check	06/27/2018	58.54
54870	FERGUSON WATERWORKS #1083	FNWNA1RG116U 6 NA 1/16 150# RNG GSKT	06/27/2018	228.44

**Total for Department: 00 2,351,289.54**

Department: 31 PUMPING

54823	HOME DEPOT	75W PAR30 2P, SECURITY LIGHT	06/18/2018	81.77
54846	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC #1065 087 935 1	06/18/2018	76,503.19

**Total for Department: 31 PUMPING 76,584.96**

Department: 32 OPERATIONS

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: NITROGEN	06/18/2018	28.83
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	06/27/2018	665.00
ACH	MANUFACTURERS EDGE, INC.	Product code 25032H 1/2" ball valve	06/05/2018	302.39

ACH	MISSION VALLEY SANITATION-SD	PORTA POTTY RENTAL FOR WEED ABATEMENT	06/05/2018	141.07
ACH	UNION BANK (VISA)	CLA-VAL CLASS	06/20/2018	600.00
54794	CHRIS HEINCY	REIMB FOR TUITION FEES FOR INSTRUMENTATION & CONTROL CLASS	06/05/2018	309.00
54804	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE #2879 803 104 0	06/05/2018	107.38
54814	CROP PRODUCTION SVC INC,	FUEL LINE AND SMALL FUEL FILTER	06/18/2018	12.20
54823	HOME DEPOT	ENT CAP AND 2 ENT CAP	06/18/2018	23.95
54828	KARN ENGINEERING & SURVEYING	Survey work for new gate on Stewart Crest Rd.	06/18/2018	4,675.00
54830	LAYFIELD USA CORPORATION	CSPE Material for cover repair	06/18/2018	3,694.00
54846	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC #1065 087 935 1	06/18/2018	907.55
54868	CROP PRODUCTION SVC INC,	ROUNDUP PROMAX	06/27/2018	89.30
54871	HOME DEPOT	BROOM, MASTER KY, UTILITY KNIFE, HVYDTY 100 PK	06/27/2018	495.64

**Total for Department: 32 OPERATIONS 12,051.31**

Department: 33 VALVE MAINTENANCE

54827	JOE'S HARDWARE	REDWOOD LATH 4FT AND WOOD STAKE BNDL 1X2X48	06/18/2018	4.90
54871	HOME DEPOT	ADJ WRENCH, COMBO SAW, 12 PC SET, 10IN PLIERS, H12RHRAT, 25' TAP	06/27/2018	242.71

**Total for Department: 33 VALVE MAINTENANCE 247.61**

Department: 34 WATER DISTRIBUTION

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: ARGON, ACAETHYLENE, CARBON DIOXIDE, OXYGEN	06/18/2018	569.25
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	8X10 TRENCH PLATE RENTAL	06/18/2018	2,156.80
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	6X10 TRENCH PLATE RENTAL	06/27/2018	78.00
ACH	FALLBROOK EQUIPMENT RENTAL	CONCRETE, 1 YARD 4 SACK MIX	06/05/2018	172.40
ACH	JOE'S PAVING CO, INC	Asphalt repair	06/05/2018	12,602.70
ACH	UNDERGROUND SERVICE ALERT	RAI88 NEW TICKET CHARGES	06/18/2018	209.65
54790	CECILIA`S SAFETY SERVICE	TRAFFIC CONTROL 5/24/18-W LILAC ROAD	06/05/2018	885.00
54792	FERGUSON WATERWORKS #1083	6 10 GA CML&C STL PIPE WB X PE (2) 40 FOOT LENGTHS	06/05/2018	1,939.50
54801	MACK'S WATER TRUCKS	Water truck	06/05/2018	2,880.00
54807	UNITED RENTALS NORTHWEST, INC	MESSAGE BOARD SOLAR, RENTAL 4/30/18-5/28/18	06/05/2018	1,575.31
54823	HOME DEPOT	3/4 IN SQUARE DRIVE IMPACT WRENCH WITH ROCKER SWITCH AND FRICTIO	06/18/2018	235.97
54839	PERRAULT CORPORATION	SCREENED FILL DIRT AND ENVIRONMENTAL FEE	06/18/2018	150.08
54842	CARLOS RAMOS	REIMBURSEMENT FOR AFTER-HOURS MEAL EXPENSE 6/7/18, 4 EE'S	06/18/2018	53.16
54867	COUNTY OF SAN DIEGO DEPT OF PUBLIC WORKS	DPW2018-RWEXCP-71899 LA CANADA RD	06/27/2018	904.00
54873	PERRAULT CORPORATION	CLASS BASE II, 25739	06/27/2018	152.62
54876	UNITED RENTALS NORTHWEST, INC	MESSAGE BOARD SOLAR RENTAL	06/27/2018	1,575.31
54878	WAYNE NAULT	REIMBURSEMENT FOR SWRCB GRADE D5 CERT RENEWAL FEE	06/27/2018	105.00

**Total for Department: 34 WATER DISTRIBUTION 26,244.75**

Department: 35 METER SERVICES

ACH	TEMECULA VALLEY BACKFLOW, INC.	BACKFLOW TEST AND DEVICE OVER 2"	06/18/2018	49,969.00
54799	KNOCKOUT PEST CONTROL& TERMITE, INC.	ONE TIME PEST CONTROL (6 BEE REMOVALS)	06/05/2018	450.00
54851	CLEMMON TAYLOR	REIMBURSEMENT FOR TUITION FEES FOR ENGLISH 101 CLASS	06/18/2018	78.75

**Total for Department: 35 METER SERVICES 50,497.75**

**Total for Fund:01 WATER FUND 2,516,915.92**

Fund: 02 SEWER FUND

Department: 00

ACH	CITY OF OCEANSIDE	SEWER TREATMENT - JUNE 2018	06/11/2018	67,336.59
<b>Total for Department: 00</b>				<b>67,336.59</b>

Department: 61 WASTEWATER

ACH	ATLAS PUMPING SERVICE	MONTHLY BIN RENTAL	06/05/2018	210.00
ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	06/18/2018	40.00
ACH	MALLORY SAFETY AND SUPPLY, LLC	Honey - SRWMP75C / BW - Microprl (LEL SENSOR)	06/18/2018	796.69
ACH	TRAFFIC SAFETY SOLUTIONS, LLC	TRAFFIC CONTROL 6/13/18, 3 MEN ON 3953 PALOMAR DR	06/27/2018	4,205.00
54803	RHO MONSERATE C.C.H.A.	ELECTRIC CHARGE	06/05/2018	404.91
54804	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE #9380 440 512 5	06/05/2018	8.00
54814	CROP PRODUCTION SVC INC,	Easment Control	06/18/2018	627.61
54818	FEDEX	DELIVERY SERVICE	06/18/2018	44.79
54820	GOLDEN BELL PRODUCTS, INC.	Big time blocks 1 case	06/18/2018	1,850.61
54823	HOME DEPOT	RYOBI 2300W	06/18/2018	651.41
54827	JOE'S HARDWARE	SCREWS AND BOLTS	06/18/2018	55.51
54831	RUBEN LOPEZ	REIMBURSEMENT FOR SWRCB GRADE D2 CERTIFICATION FEE	06/18/2018	80.00
54846	SAN DIEGO GAS & ELECTRIC	MONTHLY GAS AND ELECTRIC #1065 087 935 1	06/18/2018	4,586.45
54855	WALTERS WHOLESALE	CUTLER HAMMER CH A200M2CAC SIZE 2 3 POLE STARTER 45 A 120 V COIL	06/18/2018	4,033.08
54856	XYLEM INC	Sensor,level LTU403	06/18/2018	1,762.35
54877	WATER QUALITY SPECIALISTS	MONTHLY OPERATIONS - APRIL 2018	06/27/2018	5,850.00
<b>Total for Department: 61 WASTEWATER</b>				<b>25,206.41</b>

**Total for Fund:02 SEWER FUND 92,543.00**

Fund: 03 GENERAL FUND

Department: 00

ACH	PUBLIC EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION,UNFUNDED ACCRUED LIABILITY, CLASSIC 1770	06/04/2018	28,507.82
ACH	PUBLIC EMPLOYEES RETIREMENT	ANNUAL UNFUNDED ACCRUED LIABILITY, PEPRA 26470	06/27/2018	28,507.82
<b>Total for Department: 00</b>				<b>57,015.64</b>

Department: 20 BOARD

ACH	UNION BANK (VISA)	GM & BM DINNER - CONFERENCE	06/12/2018	60.50
54800	MICHAEL MACK	CSDA QUARTERLY MEETING MILEAGE REIMBURSEMENT	06/05/2018	48.51
54812	COUNCIL OF WATER UTILITIES	COUNCIL WATER UTILITIES ATTENDANCE, 6/19/18	06/18/2018	45.00

Total for Department: 20 BOARD

154.01

Department: 36 GARAGE

ACH	BP BATTERY INC.	DEKA AGM GROUP 78	06/05/2018	92.26
ACH	BP BATTERY INC.	CONVENTIONAL LEAD ACID BATTERY	06/18/2018	590.64
ACH	CONTROLLED MOTION SOLUTIONS	13/32" ID, 500 PSI AND 1/2" ID 500 PSI FOR UNIT 71	06/18/2018	263.53
ACH	FLYERS ENERGY LLC	ORDER 1476350-18, CARB REG 10% ETH 405 UNITS/DSL 145 UNITS	06/05/2018	3,756.61
ACH	FLYERS ENERGY LLC	ORDER 1487352-18, CARB REG 10% ETH 320 UNITS/DSL 240 UNITS	06/18/2018	1,855.59
ACH	FLYERS ENERGY LLC	CARB REG 10% ETH 450 UNITS/DSL 180 UNITS	06/27/2018	3,886.55
ACH	O'REILLY AUTO PARTS	OIL FILTER, AIR FILTER, QT MOTORFLUSH, AIR FILTER	06/18/2018	163.86
ACH	O'REILLY AUTO PARTS	BLUE DEF	06/27/2018	249.71
ACH	PARKHOUSE TIRE, INC.	LT245/75R16 FST T/F HT BLK UNIT 40	06/18/2018	250.25
ACH	QUALITY CHEVROLET	ACTUATO	06/20/2018	88.47
54793	HARBOR FREIGHT	HOSE GRIP, LUGNUT, FEELER GAUGE, WRENCH, ETC	06/05/2018	215.39
54811	RAMON FRANCISCO COTE	RMWD VEHICLE WASH	06/18/2018	997.50
54814	CROP PRODUCTION SVC INC,	Engine Cylinder Head Valve Cover Gasket Part # HON12312-ZOZ-300	06/18/2018	160.87
54816	FALLBROOK AUTO PARTS	DISC PADS	06/18/2018	460.30
54821	HEAVY VEHICLE ELECTRONIC LICENSE PLATE	MONTHLY SERVICE - MAY	06/18/2018	17.65
54823	HOME DEPOT	14 UV BLK CB100, 11BLK TIE 100	06/18/2018	45.20
54826	JAUREGUI & CULVER, INC.	FUEL TANK REPAIR	06/18/2018	320.04
54827	JOE'S HARDWARE	NATURAL RODENT REPELLENT	06/18/2018	327.36
54837	NETWORK FLEET, INC.	MONTHLY AIRTIME CHARGES FOR GPS TRACKING - JUN 2018	06/18/2018	780.00
54866	RAMON FRANCISCO COTE	RMWD VEHICLE WASH	06/27/2018	240.50

Total for Department: 36 GARAGE

14,762.28

Department: 41 ADMINISTRATION/HR

ACH	ACCELA, INC. #774375	FTP DOWNLOAD SUBSCRIPTION	06/18/2018	3,833.00
ACH	HEALTH EQUITY	MONTHLY ADMINISTRATION FEES - JUN 2018	06/20/2018	64.90
ACH	IMAGE SOURCE	MONTHLY COPY COUNT	06/27/2018	277.41
ACH	PUBLIC EMPLOYEES RETIREMENT	CALPERS REPLACEMENT FUND: ANNA CHRISTENSEN	06/06/2018	347.11
ACH	SOUTHWEST ANSWERING SERVICE, INC.	MONTHLY ANSWERING SERVICE	06/05/2018	653.99
ACH	STREAMLINE	MONTHLY WEB MANAGEMENT FEE	06/27/2018	300.00
ACH	UNION BANK (VISA)	FRAMES FOR LOBBY	06/12/2018	163.13
ACH	UNION BANK (VISA)	Georgia-Pacific Marathon Multifold Paper Towels, White, 4000 ct	06/12/2018	313.84
ACH	UNION BANK (VISA)	GM MEAL - CONFERENCE	06/12/2018	375.34
ACH	UNION BANK (VISA)	TAKE YOUR KIDS TO WORK HEALTH FAIR FOR LUNCH	06/12/2018	133.33
ACH	WESTERN LANDSCAPE MAINTENANCE PLUS, INC.	REPLACED BATTERIES IN BATTERY CONTROLLERS, IRRIGATION TECH LABOR	06/05/2018	633.64
ACH	XEROX CORP.	MONTHLY LEASE	06/18/2018	1,277.71
ACH	DAWN WASHBURN	MILEAGE REIMBURSEMENT AND BOARD SECRETARY LUNCH	06/18/2018	67.44
54788	BONSALL PEST CONTROL	MONTHLY PEST CONTROL	06/05/2018	90.00
54789	CDW GOVERNMENT, INC.	Microsoft Project Licenses for Kim, Michael and Ahmed	06/05/2018	1,091.25
54796	HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC.	STAFFING: M. HIEBERT (CS CLERK)	06/05/2018	1,043.40
54797	INFOR (US), INC.	Consultant, Sr	06/05/2018	330.00
54804	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC SERVICE #4065 592 756 6	06/05/2018	3,315.98
54805	TEMECULA TROPHY CO.	2018 ANNIVERSARY PLAQUES	06/05/2018	156.95
54808	WORKPLACE GUARDIANS, INC.	CONSULTING SRVCS: MEETING & INTERVIEWS 3/27-3/29/18, REPORT 4/2	06/05/2018	7,200.00

54813	COVERALL NORTH AMERICA, INC.	COMMERCIAL CLEANING SERVICES	06/18/2018	995.00
54815	CYNTHIA GRAY	TRAVEL EXPENSE REIMBURSEMENT - GOVERNOR'S DINNER	06/18/2018	54.58
54817	FALLBROOK WASTE AND RECYCLING	MONTHLY REFUSE AND RECYCLE	06/18/2018	372.00
54823	HOME DEPOT	2 PC REPAIR KIT AND TANK LEVER	06/18/2018	47.74
54824	HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC.	STAFFING: M. HIEBERT (CS CLERK)	06/18/2018	194.72
54825	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	06/18/2018	433.31
54832	LINDA MCNAMARA	SETTLEMENT FOR DAMAGES DUE TO DISTRICT OPERATIONS	06/18/2018	70.21
54833	MITEL LEASING, INC.	LEASE AGREEMENT	06/18/2018	764.30
54838	OSTARI INC.	NETWORK ADMINISTRATION MANAGED SERVICES PERIOD 5/1-5/31/18	06/18/2018	2,951.29
54840	PITNEY BOWES INC.	LEASE AGREEMENT	06/18/2018	686.82
54841	PHILLIP PONTO	SETTLEMENT FOR DAMAGES DUE TO A BROKEN MAINLINE PIPE	06/18/2018	984.00
54843	ROTARY CLUB OF BONSALE	ANNUAL DUES, ANNUAL FINES, AND ROTARY FOUNDATION ANNUAL CONTRIBU	06/18/2018	840.00
54848	SHRED-IT USA LLC	MONTHLY SERVICE AGREEMENT	06/18/2018	146.74
54853	TIME WARNER CABLE	MONTHLY INTERNET CONNECTION - MAY	06/18/2018	1,250.00
54854	ULINE	S-6421 MAGNETIC CARD HOLDERS	06/18/2018	398.89
54857	AT&T	MONTHLY PHONE SERVICE	06/20/2018	166.73
54861	AT&T	MONTHLY PHONE SERVICE	06/27/2018	583.15
54862	AT&T LONG DISTANCE	MONTHLY PHONE SERVICE	06/27/2018	16.23
54864	COPY 2 COPY	BUSINESS CARDS - STEVE	06/27/2018	64.11
54871	HOME DEPOT	SOLAR SPOT LIT	06/27/2018	673.35
54872	HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC.	STAFFING: MHIEBERT (CS CLERK)	06/27/2018	778.25
54874	SAN DIEGO COUNTY ASSESSOR/RECORDER/CLERK	RELEASE OF LIEN DOCS (5)	06/27/2018	72.00
54879	XEROX FINANCIAL SERVICES	MONTHLY LEASE	06/27/2018	565.83

**Total for Department: 41 ADMINISTRATION/HR 34,777.67**

Department: 42 HUMAN RESOURCES

ACH	TEG STAFFING, INC.	STAFFING: JWHITE (HR ASST)	06/18/2018	7,408.58
ACH	TEG STAFFING, INC.	STAFFING: JWHITE (HR ASST)	06/27/2018	1,567.83
ACH	UNION BANK (VISA)	NEW HIRE ORIENTATION LUNCH - (4 EE'S)	06/12/2018	844.40
ACH	UNION BANK (VISA)	TEMECULA TROPHY	06/12/2018	206.76
54835	NATIONAL BENEFIT SERVICES, LLC	COBRA ADMINISTRATION FEE - MAY 2018	06/18/2018	50.00
54852	TEMECULA TROPHY CO.	2X10 WN - BVL ENDS/NO HOLDER	06/18/2018	20.32

**Total for Department: 42 HUMAN RESOURCES 10,097.89**

Department: 43 SAFETY

ACH	AIRGAS USA, LLC	MSA White V-Gard Polyethylene Standard Slotted Cap Style Hard Ha	06/05/2018	958.92
ACH	AIRGAS USA, LLC	ELITE BLUE MIRROR BLACK FRAME ASCRTCH	06/18/2018	160.12
ACH	FIREHAWK CORPORATION	EXT SERVICE COLLAR	06/05/2018	1,336.74
ACH	T.R.Y. ENTERPRISES, INC.	PATROL SERVICES 5-1-18 TO 5-31-18, DISTRICT YARD & HUNTLEY PUMP	06/05/2018	985.00
54810	BOOT BARN INC	SAFETY BOOTS - C ESNARD	06/18/2018	289.50
54836	NATIONAL SAFETY COMPLIANCE, INC	DOT CERTIFIED DRUG TEST, ALCOHOL TEST, FUEL SURCHARGE	06/18/2018	202.70
54859	ANTHONY WREN	CPR/FIRST AID/AED TRAINING	06/20/2018	500.00
54875	TJ ASSOCIATES, LLC	DISC ASSESSMENT	06/27/2018	150.00

**Total for Department: 43 SAFETY 4,582.98**

Department: 51 FINANCE

54825	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	06/18/2018	1,912.97
<b>Total for Department: 51 FINANCE</b>				<b>1,912.97</b>

Department: 52 CUSTOMER SERVICE

ACH	MISSION RESOURCE CONSERVATION DISTRICT	HOME WATER USE EVALUATIONS - MAY 2018	06/18/2018	32.00
ACH	TCN, INC	MONTHLY 48 HOUR NOTICE CALLS	06/05/2018	23.92
54825	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	06/18/2018	599.80
54844	RT LAWRENCE CORPORATION	LOCKBOX PROCESSING FEES FOR MAY 2018	06/18/2018	697.92
<b>Total for Department: 52 CUSTOMER SERVICE</b>				<b>1,353.64</b>

Department: 91 ENGINEERING

54795	HOCH CONSULTING	AS-NEEDED CONSTRUCTION INSPECTION SERVICES	06/05/2018	11,625.00
54802	MICHAEL POWERS	TUITION REIMB, FINANCE AND PROFESSIONAL RELATIONS WATER MNGMT	06/05/2018	1,220.54
54818	FEDEX	DELIVERY SERVICE	06/18/2018	53.69
54822	HOCH CONSULTING	AS-NEEDED CONSTRUCTION INSPECTION SERVICES	06/18/2018	19,250.00
54823	HOME DEPOT	25 CP TAPE	06/18/2018	53.71
54829	AHMED KHATTAB	TRAVEL EXPENSE REIMBURSEMENT - INFOR TECHED	06/18/2018	309.70
54834	MODULAR BUILDING CONCEPTS, INC	RENTAL AGREEMENT	06/18/2018	1,127.05
<b>Total for Department: 91 ENGINEERING</b>				<b>33,639.69</b>
<b>Total for Fund:03 GENERAL FUND</b>				<b>158,296.77</b>

Fund: 13 STATE REVOLVING FUND LOAN BECK

Department: 00

ACH	STATE WATER RESOURCES CONTROL BOARD	PRINCIPAL MORRO - SRF LOAN	06/12/2018	314,861.46
<b>Total for Department: 00</b>				<b>314,861.46</b>
<b>Total for Fund:13 STATE REVOLVING FUND LOA</b>				<b>314,861.46</b>

Fund: 26 NEW WATER SOURCES FUND

Department: 00

ACH	DUDEK	BONSALL BASIN DESALTER STUDIES	06/05/2018	28,099.70
54806	TORY R. WALKER ENGINEERING, INC.	SAN LUIS REY LETTER OF MAP REVISION-DATA COLLECTION/STUDIES	06/05/2018	8,470.00
<b>Total for Department: 00</b>				<b>36,569.70</b>



**Total for Fund:26 NEW WATER SOURCES FUND 36,569.70**

Fund: 39 SRF LOAN MORRO

Department: 00

ACH	STATE WATER RESOURCES CONTROL BOARD	INTEREST BECK - SRF LOAN	06/12/2018	237,587.47
<b>Total for Department: 00</b>				<b>237,587.47</b>
<b>Total for Fund:39 SRF LOAN MORRO</b>				<b>237,587.47</b>

Fund: 52 SEWER CAPITAL REPLACEMENT

Department: 00

ACH	KENNEDY/JENKS CONSULTANTS INC	LIFT STATION 1 REPLACEMENT DESIGN SERVICES	06/05/2018	29,806.24
<b>Total for Department: 00</b>				<b>29,806.24</b>
<b>Total for Fund:52 SEWER CAPITAL REPLACEMENT</b>				<b>29,806.24</b>

Fund: 60 WTR CAP EXPANSION/REPLACEMENT

Department: 00

ACH	PSOMAS	GIRD/MONSERATE HILL WATERLINE DESIGN	06/05/2018	280.00
54798	INFRASTRUCTURE ENGINEERING	MOOSA CREST WATERLINE DESIGN SERVICES	06/05/2018	19,022.69
54823	HOME DEPOT	17/16 PLST 20 P, DUOPWR ACOR AND SPIRAL BIT	06/18/2018	125.09
54849	SPARLING INSTRUMENTS, LLC	16" Sparling Grounding Rings	06/18/2018	5,694.59
54860	ANDO PILVE	Consulting estimate for implementing solarwinds network perform	06/27/2018	4,875.00
54863	CLARK LAND RESOURCES, INC.	AS-NEEDED GENERAL REAL PROPERTY SERVICE	06/27/2018	1,442.50
<b>Total for Department: 00</b>				<b>31,439.87</b>
<b>Total for Fund:60 WTR CAP EXPANSION/REPLACEMENT</b>				<b>31,439.87</b>

**Grand Total: 3,381,450.73**



# Comparative Water Sales YTD from Prior Years

## FISCAL YEAR 2017-2018

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
591	AD	33,310	29,712	36,164	31,255	32,514	30,935	27,243	19,989	17,733	14,039	27,870	34,021	769
403	AG	144,066	131,474	145,280	120,785	126,036	102,884	92,501	61,270	63,137	48,588	101,399	119,522	2,886
5	C	-	-	-	-	-	-	-	-	-	-	-	-	-
231	CM	33,715	42,488	33,812	26,189	24,168	16,762	18,502	48,862	19,156	19,093	39,809	45,943	846
30	CN	2,447	3,983	8,073	10,623	18,605	5,773	3,526	2,577	2,103	2,229	5,027	3,943	158
24	IS	2,320	2,440	2,793	2,488	2,335	1,700	1,339	1,038	695	1,087	1,591	2,810	52
88	MF	11,472	10,002	13,072	10,304	11,489	11,350	9,566	8,403	8,262	8,210	9,402	12,205	284
326	SC	179,822	156,120	202,103	148,336	176,307	145,994	119,086	84,941	75,753	58,716	126,633	151,381	3,731
1034	SD	244,799	223,157	271,457	222,398	243,725	210,020	185,162	112,432	111,709	72,554	186,185	221,832	5,293
5122	SF	174,946	165,760	194,809	155,004	162,664	146,096	120,654	96,800	89,344	80,190	137,775	174,984	3,900
7854	Total	826,897	765,136	907,563	727,382	797,843	671,514	577,579	436,312	387,892	304,706	635,691	766,641	17,918

## FISCAL YEAR 2016-2017

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
591	AD	36,216	34,134	39,119	28,217	22,903	24,494	7,934	5,036	5,338	17,861	23635	26725	624
403	AG	156,957	152,359	172,040	132,882	104,544	96,050	31,370	16,829	20,790	87,717	108448	103638	2,717
5	C	-	-	-	-	-	-	-	-	-	-	0	0	-
231	CM	47,830	45,043	43,040	26,707	20,970	21,140	5,876	4,333	4,912	14,068	19093	20893	629
30	CN	4,900	4,950	7,309	11,456	7,427	904		63	924	815	1545	686	94
24	IS	3,806	3,701	3,980	3,061	2,446	1,653	1,408	594	700	1,942	1382	2524	62
88	MF	11,307	11,657	13,746	10,597	8,876	11,213	7,139	7,047	5,954	8,981	9382	10560	267
326	SC	183,744	166,212	206,354	150,910	121,456	115,009	18,861	6,544	81,497	102,350	137573	132987	3,268
1034	SD	279,246	253,718	298,226	222,243	181,674	171,322	39,597	18,148	21,918	127,268	178858	181230	4,530
5122	SF	187,516	175,736	202,555	154,361	120,520	133,125	57,385	42,596	40,254	103,952	130470	144885	3,428
7854	Total	911,522	847,510	986,369	740,434	590,816	574,910	169,570	101,190	182,287	464,954	610,386	624,128	15,620

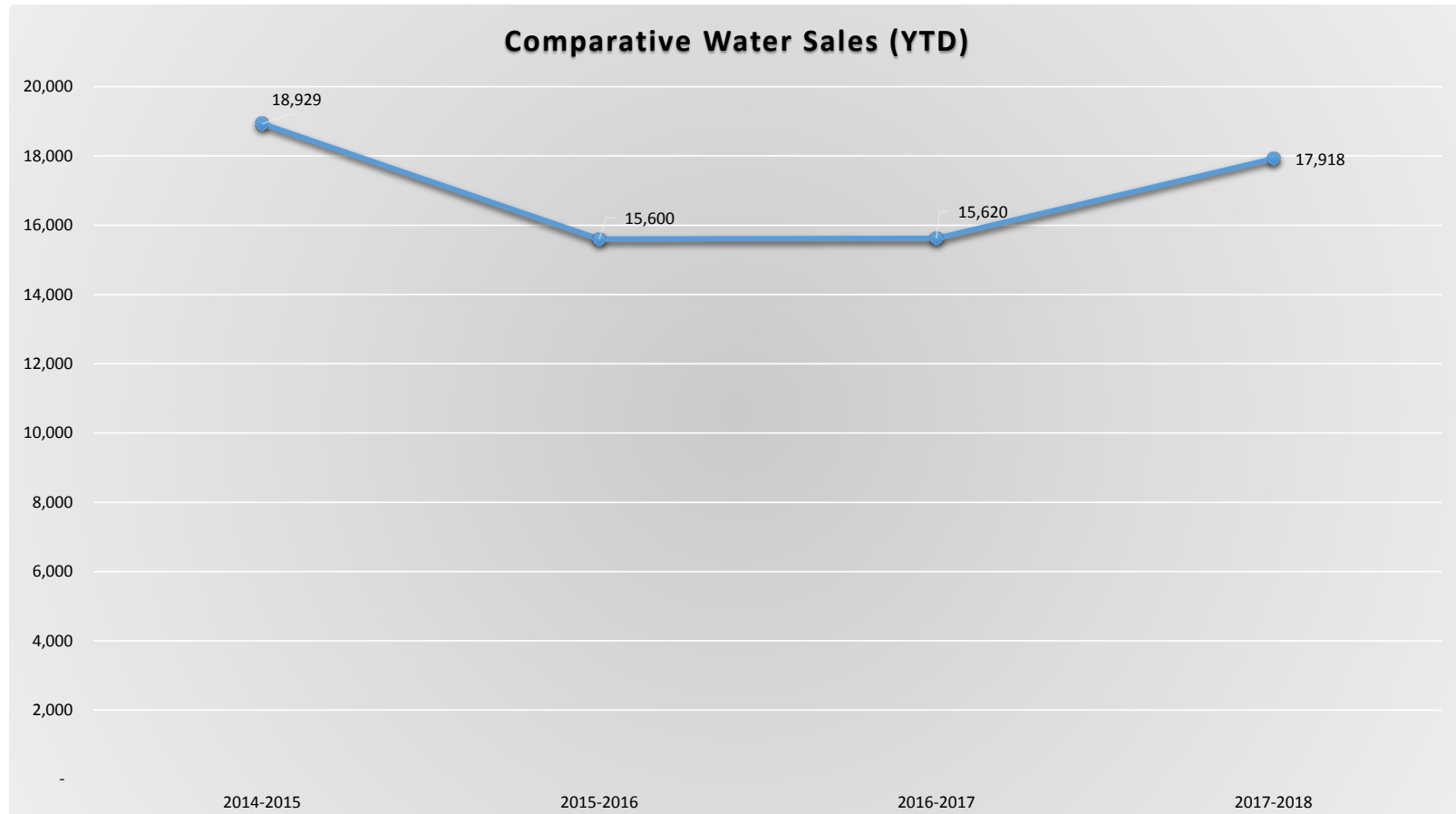
## FISCAL YEAR 2015-2016

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
601	AD	29,891	26,212	33,050	25,166	24,907	20,638	12,532	10,056	19,640	18699	22364	28454	624
404	AG	143,174	124,130	153,414	124,219	109,795	85,664	48,608	35,648	94,227	87294	100071	115017	2,804
6	C	4,342	3,764	4,773	2,948	1,761	665	428	-	-	0	0	0	43
221	CM	28,620	33,259	34,668	28,374	14,569	11,399	8,431	8,591	11,738	13519	20166	35354	571
37	CN	6,680	7,040	5,931	3,994	5,788	3,061	1,002	1,129	781	2559	2466	5079	104
24	IS	2,773	2,779	2,486	3,073	3,299	2,641	828	796	2,141	1784	2271	3340	65
88	MF	11,351	10,279	10,887	9,952	9,664	8,600	8,072	6,667	7,745	8832	8484	10116	254
326	SC	162,756	144,892	188,145	132,002	133,998	109,284	46,707	38,985	108,085	92783	115815	137589	3,239
1038	SD	245,736	213,120	257,965	197,426	188,412	162,042	82,599	57,837	154,618	131816	168901	205564	4,743
5092	SF	148,573	143,404	162,621	135,030	120,706	96,899	69,380	52,522	95,133	95996	110843	142655	3,154
7837	Total	783,896	708,879	853,940	662,184	612,899	500,893	278,587	212,231	494,108	453,282	551,381	683,168	15,600

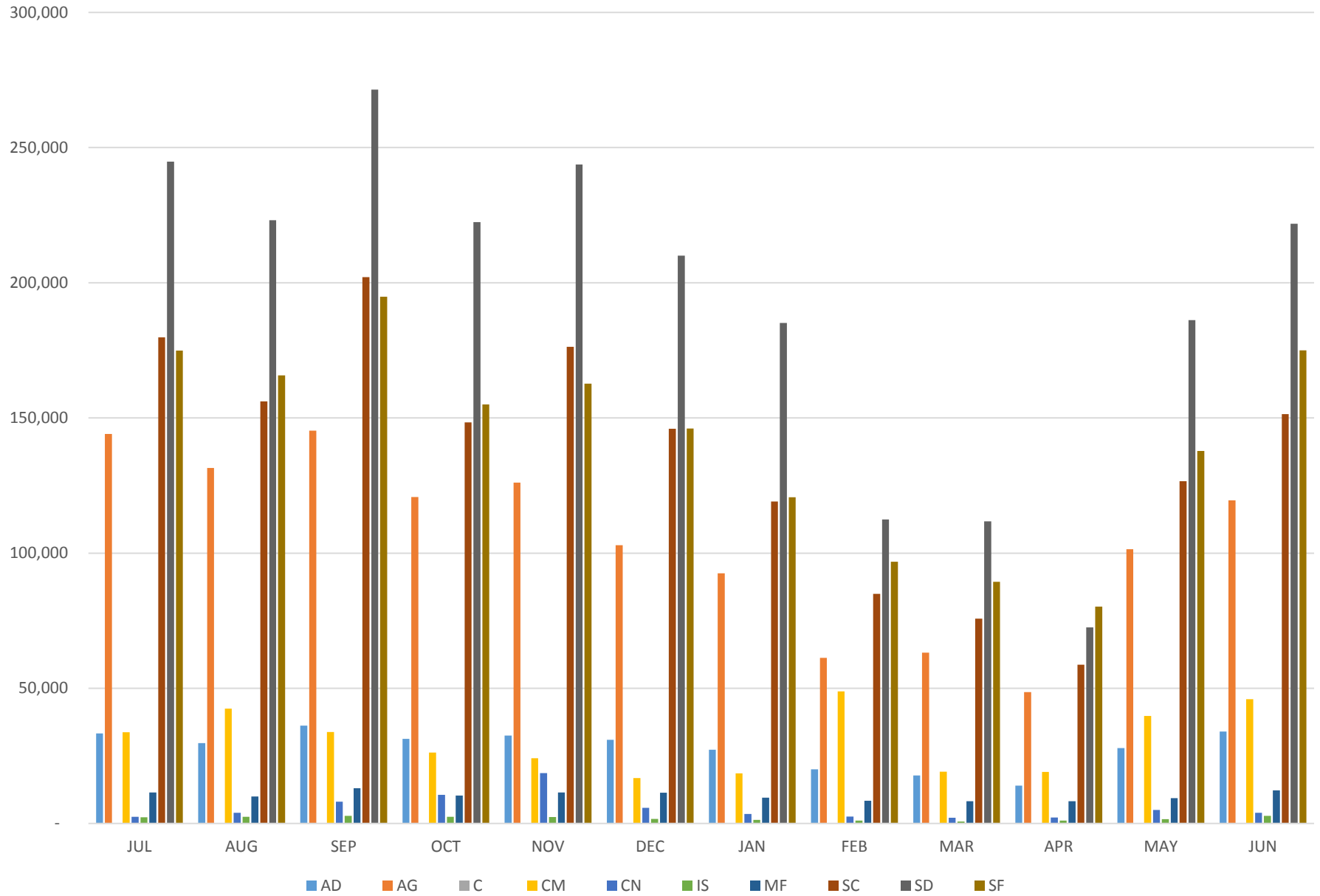
## FISCAL YEAR 2014-2015

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
426	A	118,146	136,346	116,938	122,567	99,702	62,354	19,943	44,790	50,073	88589	89259	50899	2,295
341	C	102,461	111,946	90,197	95,608	76,060	51,612	29,802	38,013	48,038	79301	93234	56214	2,003
36	CN	3,175	3,510	3,579	2,898	1,119	372	1	-	22	1943	2925	8227	64
5558	D	220,019	244,786	204,723	208,649	178,916	121,527	67,259	80,149	98,723	153107	162560	99419	4,224
96	MF	15,917	16,081	14,016	14,241	13,689	10,249	8,659	8,017	8,763	13075	12905	8940	332
323	SC	207,708	245,358	221,301	241,409	186,106	108,701	25,015	79,139	84,982	166849	168519	89560	4,189
1040	SD	284,083	332,533	282,418	297,792	260,513	165,578	46,135	109,682	137,028	236291	250300	134190	5,823
7820	Total	951,509	1,090,560	933,172	983,164	816,105	520,393	196,814	359,790	427,629	739,155	779,702	447,449	18,929

## Comparative Water Sales YTD from Prior Years



### USAGE BY CUSTOMER CLASS FY 17-18







**SEWER EQUIVALENT DWELLING UNITS (EDUs) STATUS REPORT  
JULY 2018**

<b>STATUS SUMMARY</b>	<b>EDUs</b>
Total Treatment Capacity Purchased from Oceanside	8,333.33
Less 5% Contractual Allowance	416.67
EDUs Set Aside by Board for Emergencies	60.00
EDUs Connected	4,573.30 *
EDUs Unconnected/Committed	463.10
<b>Total EDUs Available for Purchase:</b>	<b>2,820.27</b>

<b>DEVELOPMENTS WITH UNCONNECTED/COMMITTED EDUs</b>	<b>EDUs</b>	<b>CAPACITY FEES PAID</b>
Golf Green Estates (Dev. Solutions) - 102.46	51.16	\$ 1,053,042
Horse Creek Ridge (DR Horton/RAH) - 754	192.10	\$ -
Passarelle (HRC Commercial) - 96.57	96.57	\$ -
Polo Club (Vista Valley Dev.) - 165 Lots	59.85	\$ 1,022,775 **
Pala Mesa Highlands (Beazer Homes) - 159.3	50.22	\$ 1,048,847 ***
Others (5 or less)	13.20	\$ 204,156
<b>TOTAL UNCONNECTED:</b>	<b>463.10</b>	<b>\$ 3,328,820</b>

\*There is a delay between connections and new account activations.

\*\*Deferred total payment until building permits are issued.

\*\*\*PMH paid additional funds to cover the initial 50% of sewer installment.

