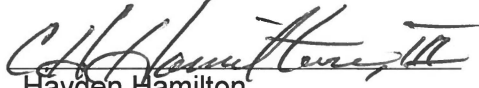


- 14. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS COMMITTEE MEETING
- 15. ADJOURNMENT

ATTEST TO POSTING:



Hayden Hamilton
Secretary of the Board

6-1-17 @ 11:00 A.M.

Date and Time of Posting
Outside Display Cases

**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
MAY 1, 2017**

1. **CALL TO ORDER** – The Communications Committee Meeting of the Rainbow Municipal Water District on May 1, 2017 was called to order by Chairperson Daily at 3:30 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, Utility Worker III Coffey, Engineering Associate Powers, Operations Manager Milner, and Water Operations Superintendent Walker.

Absent: Member Kurnik.

No members of the public were present.

4. **SEATING OF ALTERNATES**

Mr. Daily noted Mrs. Gray will participate as an alternate member for this meeting.

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

It was proposed Item #10 be discussed at beginning of meeting to accommodate hourly employees present for this item.

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

There were none.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. April 3, 2012

Mr. Hamilton noted “Moosa” should be “Morro” under Item #12.

Motion:

Approve the minutes as amended.

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

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

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

Discussion went to Item #10.

8. DISCUSSION REGARDING LOCAL SENIOR SERVICES

Mr. Kennedy mentioned the contact from the Fallbrook Senior Center decided not to participate; however, Mrs. Harp may have someone in mind that could help provide seniors with services. He noted part of providing this service will require staff training as well as figuring out a means for supplying aid. It was decided this should be discussed again at the next meeting.

Discussion went to Item #9.

9. UPDATE ON EXCELLENCE COIN RECOGNITION PROGRAM

Mrs. Harp announced there have been between 9-14 nominations each month. She also reported on March 2, 2017 employees attended a workshop in which they worked in groups to put together the characteristics of each of the core values for which staff members could be nominated.

Mrs. Harp announced there was a nomination for an Excellence Coin for a committee member as she presented Mr. Daily with the Integrity coin and certificate recognizing him for his attendance at the Avocado Festival in April 2017. Mr. Daily thanked staff for the recognition.

Discussion went to Item #11.

10. DISCUSSION REGARDING NAMING OF FACILITIES

Mr. Kennedy introduce Steve Coffey, Michael Powers, Marc Walker, and Darren Milner as members of RMWD's operations and engineering departments who are present to aid with naming the facilities. He noted there was a proposal for naming some facilities after employees who have had over 30 years of tenure; however, that would be something implemented by the Board when that tenure is reached.

Discussion ensued regarding associating the name of the facilities with their respective locations. Mr. Walker recommended the pump stations be named with the tank to which they are associated.

Discussion went to Item #8.

11. AVOCADO FESTIVAL DEBRIEFING

Mrs. Gray reported the event was successful. She noted RMWD took 150 water bottles and left with none; therefore, contact was made with at least 150 individuals. She talked about the set up and take down process as well as how well the welcome video played the entire duration of the festival. She mentioned the meter display located outside the front door of the District offices was displayed at the booth which drew a great deal of attention.

Discussion ensued regarding the advantages of having a pre-printed easy up that would be useful on several occasions.

Discussion followed pertaining to items RMWD may want to consider for next year's festival booth.

Discussion went to Item #12.

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12. COMMUNICATIONS PLAN/TOPICS

Mrs. Gray noted she has been soliciting for input for items to include in the RMWD newsletter. Mr. Kennedy pointed out there would be a write-up on the budget in the next edition.

Mrs. Gray provided copies of the Strategic Plan to the committee members for their input. It was noted this will be combined with the "Communications Plan/Topics" item on future Communications Committee agendas. Mr. Kennedy noted the Strategic Plan will be brought back to each of the future committee meetings for continual discussion.

Discussion went to Item #13.

13. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES

Mr. Kennedy reported he would be working with the local media reporter regarding some of the Board meeting items as well as the Moosa Creek emergency project.

Discussion went to Item #14.

14. COMMITTEE MEMBER COMMENTS

Mr. Hamilton pointed out the CSDA was seeking nominations for various awards for which RMWD could be nominated.

Mrs. Kirby asked about the status of InfoSend, Inc. Mr. Kennedy noted the finance department is anticipating June to be the first month of utilizing their services at which time there will be more feedback.

Discussion ensued regarding the current billing system.

Discussion went to Item #15.

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

It was suggested there be an item on the next agenda for new billing notifications and marketing as well as the facility naming item.

Mrs. Kirby noted she will miss the June committee meeting.

Discussion went to Item #16.

16. ADJOURNMENT

The meeting was adjourned with a motion made by Member Daily.

The meeting adjourned at 4:58 p.m.

Mike Daily, Committee Chairperson

Dawn M. Washburn, Board Secretary

