

Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold Closed Session at 11:30 a.m. and Open Session at 1:00 p.m. Tuesday, December 4, 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. Conference with Legal Counsel–Anticipated Litigation (Government Code §54956.9(d)(2))
 - Five Items
 - B. Consider Personnel Matter-General Manager Performance Evaluation (Government Code §54957)
 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. EMPLOYEE RECOGNITIONS

- A. Kyle Schilling (5 Years)
- B. David Hill (20 Years)
- C. Ed Bradley (30 Years)

***12. APPROVAL OF MINUTES**

- A. October 23, 2018 - Regular Board Meeting

13. BOARD OF DIRECTORS' COMMENTS/REPORTS

Directors' comments are comments by Directors concerning District business, which may be of interest to the Board. This is placed on the agenda to enable individual Board members to convey information to the Board and to the public. There is to be no discussion or action taken by the Board of Directors unless the item is noticed as part of the meeting agenda.

- A. President's Report (President Brazier)
- B. Representative Report (Appointed Representative)
 - 1. SDCWA
 - A. Summary of Board Meeting October 25, 2018
 - 2. CSDA
 - 3. LAFCO
 - 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 Attendance Requests and Reports
- D. Directors Comments
- E. Legal Counsel Comments
 - 1. Attorney Report - State Mandates (501668-0002)

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

- A. Budget and Finance Committee
 - 1. October 9, 2018 Minutes
- B. Communications and Customer Service Committee
 - 1. October 4, 2018 Minutes
- C. Engineering and Operations Committee

PRESENTATION

15. SDCWA/MWD SETTLEMENT PROPOSAL PRESENTATION

CONSENT CALENDAR ITEMS

***16. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-27 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST**

(Administrative Code Section 1.02.020 has been updated to reflect the current designated positions. Also, the Statement of Duties found in Appendix B have been updated to bring them current and consistent with the other statements provided.)

17. DISCUSSION AND POSSIBLE APPOINTMENT OF TREASURER

(With the pending resignation of the appointed Treasurer in late 2018, a new delegation of authority selecting a Treasurer is needed to comply with the Investment policy section 5.03.070.)

(*) - Asterisk indicates a report is attached.

- *18. **DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 18-18 DESIGNATING TRACY LARGENT AS CONTRACT SIGNER FOR ALL UNION BANK TRANSACTIONS**
(Resolution No. 18-18 will replace Resolution No. 16-09, which appointed Vanessa Martinez as contract signer.)
- *19. **APPROVAL OF RESOLUTION NO. 18-19 ESTABLISHING CHECK SIGNING AUTHORITY**
(The purpose of this Resolution is to update the current established check signing responsibility to the current authorized signers of checks due to a change in personnel.)
- *20. **DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-16 — 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 DECEMBER 4, 2018 THROUGH JUNE 30, 2019**
(The grade structure included in Resolution No. 18-20 is revised to reflect new job classifications and job title changes negotiated with the bargaining units and corrects previous clerical errors. Resolution No. 18-20 rescinds Resolution No. 18-16. Resolution No. 18-20 does not change the dollar amounts of the pay ranges in each grade.)
- *21. **DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-25 - AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 2.09 – COMMITTEES**
(Administrative Code Chapter 2.09 has been amended to remove the first sentence of the fourth paragraph referencing the initial committee chairpersons and vice chairpersons term of office.)

BOARD ACTION ITEMS

- *22. **DISCUSSION AND POSSIBLE ACTION TO APPROVE A VARIANCE FROM ORDINANCE NO. 17-07 TO ALLOW A LOT, LARGER THAN 0.5 ACRES, TO QUALIFY FOR CAPACITY CLASS B AND APPROVE THE CAPACITY CLASS WATER USE AGREEMENT**
(A property owner has requested a variance from Ordinance 17-07 to downsize an existing 1” meter on a 7.4 acre parcel to a ¾- inch meter and reduce his monthly fixed fees. The staff has drafted the attached agreement for Board consideration, whereby District will suspend the requirement to pay Fixed Charges beyond those applicable to capacity class B under District Ordinance No. 17-07 provided that the Parcel does not exceed a maximum of 50 units of water use per month on average.)
- 23. **DISCUSSION AND POSSIBLE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE A RECORD OF SURVEY FOR FOUR (4) PARCELS COMPRISING DISTRICT HEADQUARTERS**
(The District needs to have a Record of Survey completed by a licensed land surveyor to definitively establish and permanently mark the boundaries of the four (4) parcels that comprise the District Headquarters. This is the first step in the redevelopment of the site.)
- *24. **DISCUSSION AND POSSIBLE ACTION TO QUITCLAIM SEWER EASEMENT ON PALOMAR COMMUNITY COLLEGE DISTRICT, NORTH COUNTY CAMPUS PROPERTY**
(An existing 12” sewer east of, and parallel with, I-15 is no longer required and has been physically abandoned. The easement along Palomar Colleges westerly property boundary is, therefore, no longer needed and formal Board action is required to Quitclaim the easement.)
- *25. **DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-26 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 5.05.050 – RECORDS RETENTION POLICY**
(A draft policy update was provided as an informational item to the Board on October 23, 2018 for their review and consideration. The Board was asked to review the proposed changes and bring back any suggested revisions to the December 4, 2018 meeting.)

(*) - Asterisk indicates a report is attached.

- *26. **CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-21, A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT COMMENDING MIKE DAILY FOR HIS OUTSTANDING SERVICE AS A VOLUNTEER ON THE DISTRICT'S COMMUNICATIONS AND CUSTOMER SERVICE COMMITTEE**
(Mike Daily notified the District he would be resigning from the Communications and Customer Service Committee effective January 1, 2019. Resolution No. 18-21 commends Mike Daily for his dedicated service.
- *27. **CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-22, A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT COMMENDING WILLIAM "BILL" STEWART FOR HIS OUTSTANDING SERVICE AS A DIRECTOR**
(Bill Stewart served as the Division 4 director on Rainbow Municipal Water District's Board from March 2016 to December 2018. Resolution No. 18-22 commends Bill Stewart for his dedicated service.)
- 28. **AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**

BOARD INFORMATION ITEMS

- 29. **UPDATE ON FINANCIAL PLAN – 2019 RATE INCREASE**
- 30. **FLUME PROJECT UPDATE**
- *31. **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. **Customer Service and Meters Comments**
 - 1. Customer Service and Meters Report
 - F. **Human Resource & Safety Comments**
 - 1. Human Resources Report
 - 2. Organizational Chart
 - G. **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
- 32. **LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING**

(*) - Asterisk indicates a report is attached.

33. ADJOURNMENT - To Tuesday, January 22, 2019 at 1:00 p.m.

ATTEST TO POSTING:



Hayden Hamilton
Secretary of the Board

11-21-18 @ 8:00 a.m.

Date and Time of Posting
Outside Display Cases

(*) - Asterisk indicates a report is attached.

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**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
OCTOBER 23, 2018**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on October 23, 2018 was called to order by President Brazier at 12:04 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. President Brazier presiding.

2. **ROLL CALL**

Present: Director Brazier, Director Gasca, Director Hamilton, Director Mack.

Also Present: General Manager Kennedy, Legal Counsel Smith, Interim Project Manager Gerdes, District Engineer Strapac, Human Resources Manager Harp, Administrative Analyst Gray.

Absent: Director Stewart.

No members of the public were present before Open Session. There were six members of the public 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 12:05 p.m.

5. **CLOSED SESSION**

- A. Conference with Legal Counsel—Anticipated Litigation (Government Code §54956.9(d)(2))
 - Two Items
- B. Consider Personnel Matter-General Manager Performance Evaluation (Government Code §54957)

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

The meeting reconvened at 1:05 p.m.

(*) - Asterisk indicates a report is attached.

Time Certain: 1:00 p.m.

7. PLEDGE OF ALLEGIANCE

8. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

Legal Counsel reported the Board met in Closed Session to discuss three items. He noted there was no reportable action on the litigation item and that the Board reached a tentative settlement with Temecula Valley Backflow Inc. regarding their contract for backflow services. He said once that agreement is finalized, it will be available for review by anyone at the District office. He concluded noting there was no reportable action on the third Closed Session matter.

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

President Brazier stated Item #14 would be discussed after Item #10.

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).

Laura Finn addressed the Board regarding her claim submitted to the District regarding a mainline break on her property that impacted a large part of her driveway and things built along the same area including a part of her house. She referenced pictures of an easement extending from one corner to another corner of the property. She stated it was not disclosed how limiting the easement was at the time she purchased the home. She said she would be presenting a claim to the District once all the estimates have been gathered; however, at this time she would like to request the District retire the pipe causing the easement since it is 55 years old and move it to another part of the property that would not be impacted. Mr. Kennedy pointed out to the Board, RMWD has over 2,000 easements currently under review and how this one may be included in the relocation process. Ms. Finn stated it appears she has approximately \$100,000 worth of damage she would like to eliminate by putting in a new pipe.

Joe Beyer commended the manner in which Director Mack led the Pledge of Allegiance. He stated he found the newsletter to be fantastic and encouraged the District to keep it going. He mentioned how The Village News article on RMWD’s Ordinance 95-1 was a great way to keep the public informed. He concluded by noting his preference for the old billing format with six line items breaking down the charges as opposed to the new format with only four. He suggested adding line items to the bills in the future as a means of communicating to the customers the maintenance backlog RMWD faces.

Jack Griffiths recommended the compensation for Board Members be increased to \$300 per diem which is warranted by their competence and responsibility. He encouraged the Board to consider keeping Beck Reservoir as a viable asset and work to keep it in the system. He also mentioned a steel plate RMWD placed on a tight curve on Lago Grande that may pose a danger to drivers not familiar with the street.

Discussion went to Item #14.

(*) - Asterisk indicates a report is attached.

***11. APPROVAL OF MINUTES**

A. September 18, 2018 - Regular Board Meeting

Motion:

To accept the minutes of September 18, 2018.

Action: Approve, Moved by Director Mack, Seconded by Director Hamilton.

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

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

Discussion went to Item #12.

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)

President Brazier commented on her statement made regarding committees at the last Board meeting. She pointed out there are costs associated with the committees including staff time to prepare for the meetings, presentations, recording the meetings as well as transcribing minutes. She noted there has not been much Board oversight; therefore, her prior comments are the result of not enough communication between the Board and committees. She requested Administrative Code Section 2.09 be provided to each committee member at all their upcoming respective meetings for discussion. She provided examples where the committee members were not following the Administrative Code. She supported Mr. Kennedy's interjecting during committee meetings when necessary.

President Brazier stated she would be requesting a budget item for the Communications Committee during the next budget process for community outreach programs so there is money allocated in the interest of public transparency.

President Brazier recalled requesting information regarding what properties RMWD has and what was being done with those properties prior to becoming a member of the Board and again after being elected to the Board. She said approximately one year ago she received a spreadsheet containing a list of District properties which she was in the process of reviewing; however, the acreage was not provided, and some were listed not in use. She requested additional information including the acreage for each property, what was being done with the properties not in District use, the terms and conditions for those properties under lease, as well as whether the amount RMWD was charging for use of its property was at fair market value is and the current fair market value. She asked for this information to be provided prior to the start of the budget process as a means of avoiding any future implications.

(*) - Asterisk indicates a report is attached.

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- B. Representative Report (Appointed Representative)**
 - 1. SDCWA**
 - A. Summary of Board Meeting September 27, 2018**

Mr. Kennedy reported the main topic of focus was the pivoted change to the opposition to the California Water Fix. He said he was unsure of why this change was taking place.

- 2. CSDA**

Director Mack asked for an update on his request to serve on the legislation committee noting he has submitted the required request form to President Brazier. He pointed out his application was accepted and in turn he was invited to a meeting in Sacramento on November 2, 2018. President Brazier acknowledged the request form noting it would be addressed under the appropriate agenda item later in this meeting.

Mr. Kennedy pointed out the Board's written reports from the annual conference were included in the agenda packet for this meeting.

- 3. LAFCO**

Mr. Kennedy said he spoke with the executive officer regarding some matters he was not yet prepared to bring to the Board. He added elections were coming up mentioned elections are coming up and anyone on the Board if they would like.

- 4. San Luis Rey Watershed Council**

Director Gasca stated there was nothing to report.

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

Director Hamilton reported the conjunctive use project was moving forward pending State Water Board approvals. He pointed out Camp Pendleton pointed out they had an interested situation in that the pipeline they are laying cannot be dry, but rather have water in it all the time. He noted the pumping station was under construction. He mentioned there was interesting discussion regarding the Watermaster's duties and responsibilities that stemmed out of a discussion from a previous council meeting. He added there was another discussion regarding the Anza Group regarding watershed usage and rights.

- C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)**
 - 1. Board Seminar/Conference/Workshop Training Attending Requests and Reports**

Director Gasca mentioned after the last Board meeting, an opportunity came up to attend the American Academy of Environmental Engineers and Scientists (AAEES) conference held at UCLA on Climate Uncertainty. He summarized the topics discussed. Mr. Kennedy explained the MWD's Local Resource Programs. Director Gasca mentioned the other topics of discussion and how it would be good to take a look at RMWD's strategic plan and determine if the same features are included or possibly lacking.

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President Brazier explained the September 18th Board meeting, Director Gasca had contacted her regarding his interest in attending this meeting and since she found the conference to be timely and relevant, she suggested he go and submit his request upon his return which he submitted today. She asked Director Gasca to provide a written report.

D. Directors Comments

Director Mack thanked RMWD staff for the quick response to repairing a leak in Division 5.

E. Legal Counsel Comments

1. Attorney Report – New Rules for Discontinuance of Water Service (501668-0002)

Mr. Smith reviewed new requirements regarding discontinuing water service effective in February 1, 2020. Discussion followed.

Discussion went to Item #13.

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

A. Budget and Finance Committee

1. September 11, 2018 Minutes

Mr. Stitle reported the committee discussed RMWD's allocation of surplus revenue and where it is placed in the reserve funds, as well as the audit.

B. Communications and Customer Service Committee

1. September 6, 2018 Minutes

Director Hamilton reported the committee was moving forward on the video presentation activity. He mentioned discussion took place regarding communication activities including street signage for planned activities as well as preparing a survey for those who participated in the Flume pilot program.

Director Hamilton suggested the Board to start considering how the District wants to proceed with providing Flume devices as well as limiting the District's exposure to liability should a device be hacked. He also mentioned the committee provided input on a draft leak policy to be finalized and added to the Administrative Code. He stated the committee has not yet discussed having a community outreach line item in the budget.

C. Engineering and Operations Committee

1. September 5, 2018 Minutes

Mr. Strapac reported the committee reviewed a draft right-of-way policy, discussed tank fall protection, received proposals for the corrosion protection program, as well as went over the Code of Ethics and Climate Change policies.

Discussion went to Items #15 and #16.

(*) - Asterisk indicates a report is attached.

***14. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED ORDINANCE NO. 18-23 TO REPEAL EXISTING ORDINANCE NO. 95-1, WHICH CURRENTLY REQUIRES A TWO-THIRDS VOTE OF THE ELECTORATE BEFORE THE DISTRICT CAN INCUR ADDITIONAL PUBLIC DEBT**

President Brazier opened the public hearing at 1:18 p.m.

President Brazier solicited for comments on the Ordinance No. 95-1 matter to please remit a speaker's slip. She noted everyone will be provided an opportunity to speak on the matter. She reviewed the procedures for making comments.

President Brazier asked if there were any Directors with a financial interest to which the response was there was not. She asked if RMWD has received any written materials on this matter. Mr. Kennedy replied no written materials have been received.

Mr. Griffiths stated his opinion that RMWD should keep Ordinance No. 95-1 in place. He said it was not for the condition of the District as present, but rather very important for the future to protect any adverse changes in the administration of the District. He said RMWD was currently under control; however, when Ordinance No. 95-1 was put in, it was due to activities and decisions made by the general manger, engineering contractor, and legal counsel that heavily impacted the District's finances. He urged that the ordinance be kept in place because it was a very good system for both the District and public.

Mr. Beyer stated he was not refuting or debating this matter, but rather wanted to show his support of Mr. Kennedy per the recent article published in The Village News. He said if Mr. Kennedy believes repealing the ordinance is the best way to go, then he agrees with supporting that decision and giving Mr. Kennedy a vote of confidence.

Mr. Kennedy pointed out he works for the Board of Directors and supports their direction.

President Brazier asked for any further public comments. There were none.

President Brazier solicited the Board Members for comments.

President Brazier said the proof of this entire matter is in how the Board behaves. She stated the misuses and misspending that went on the past could not have done so without the approval of the Board who has the final responsibility to control such. She notes as long as the Board is responsible with their new borrowing power, that is very important.

President Brazier asked if there were any public comments to clarify any item raised by the Board, questions, etc. There were no comments.

(*) - Asterisk indicates a report is attached.

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President Brazier closed the public testimony portion of the hearing at 1:26 p.m. and opened the discussion on this matter to the Board and take action.

Director Gasca stated from what he has experienced, staff has been trying to find vehicles for financing projects before RMWD. He noted when looking at the aging infrastructure, he does not believe much more can be done except to pursue grants. He explained why he thought it was appropriate to take the action being considered and how the Board needs to be vigilant and judicious in how these projects are approached. There were no other Director comments.

Motion:

The Board adopt Ordinance No. 18-23.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

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

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

President Brazier pointed out the pay as you go system of the past would not cut it with the replacement needs of the infrastructure. She said she found this to be a good move and congratulated the Board and staff on this decision.

Discussion went to Item #11.

CONSENT CALENDAR

15. **ACCEPTANCE OF THE BACKBONE INFRASTRUCTURE FOR THE HORSE CREEK RIDGE DEVELOPMENT BY D.R. HORTON**
16. **ACCEPTANCE OF WATER AND SEWER IMPROVEMENTS FOR THE PALOMAR NORTH EDUCATION CENTER**

Motion:

To approve the consent calendar.

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

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

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

Discussion went to Item #17.

BOARD ACTION ITEMS

- *17. CONSIDER ADOPTION OF RESOLUTION NO. 18-17 OF THE BOARD OF DIRECTORS OF THE RAINBOW MUNICIPAL WATER DISTRICT APPROVING THE FORM OF A CONVEYANCE AGREEMENT AND AN INSTALLMENT PURCHASE CONTRACT WITH ZMFU II, INC. AND AUTHORIZING THE EXECUTION AND DELIVERY THEREOF AND APPROVAING THE FORM OF THE FIRST AMENDMENT TO THE DISTRICTWIDE METER REPLACEMENT PROJECT AGREEMENT WITH ABM BUILDING SERVICES LLC AND AUTHORIZING THE GENERAL MANAGER TO SIGN ON THE DISTRICT’S BEHALF**

Mr. Kennedy stated approval of a Conveyance Agreement was before the Board for consideration now that Ordinance No. 95-1 has been repealed. He clarified how the agreement works, the way debt would be issued, the approval processes and requirements, as well as how Legal Counsel will be overseeing this entire matter. He mentioned some of the language may require minor changes; however, he would ask the Board to consider approving the agreement as to form at this time including permitting Legal Counsel to make those minor revisions if necessary. He noted should the rates, terms, or financial aspects change, it will be brought back to the Board for separate review prior to moving forward.

Mr. Kennedy explained the First Amendment to the Meter Replacement Project included as part of this agenda item included upgrade portions to the contract approved in September.

Motion:

Adopt Option 1 - Approve Resolution No. 18-17 and the First Amendment to the District-wide Meter Replacement Project Agreement which would authorize the General Manager to execute the financing and contractual agreements necessary to implement the Service Upgrade portions of the project. In addition, approval of this option would direct staff to use District capital reserves to fund the Debt Service Reserve requirement from the bank.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

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

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

Discussion went to Item #18.

- *18. DISCUSSION AND POSSIBLE ACTION TO APPROVE A VARIANCE FROM ORDINANCE 17-07 TO ALLOW A LOT, LARGER THAN 0.5 ACRES, TO QUALIFY FOR CAPACITY CLASS B AND APPROVE THE CAPACITY CLASS WATER USE AGREEMENT**

Mr. Strapac explained a RMWD resident who intends using low water consumption that would like to request a variance from Ordinance No. 17-07. He stated the customer will have an 1,800 square foot home and does not believe he would be using enough water to qualify for the Class B category; therefore, he wants a 3/4” meter with the associated lower fees. He noted the customer was willing to sign an agreement to be recorded with the County that would be attached to the property that states should the water consumption go over in usage the customer will be required to pay RMWD back including the capacity fees for the higher water meter. He summarized noting the customer would like a smaller water meter than RMWD’s policy would allow a lot of that size to have.

(*) - Asterisk indicates a report is attached.

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President Brazier inquired as to what the implications be should this type of variance be widespread. Mr. Strapac stated RMWD would lose revenue based on small meter charges. Director Hamilton asked if there was a way to determine the District's exposure. Mr. Kennedy offered to have staff compile the data from which to make determinations.

Director Mack inquired about the monthly fee being protected. Mr. Powers stated the agreement does state should the customer exceed 50 units per month on a rolling 12-month average, first RMWD would send out a notice to which they would have three months to correct by bringing their usage down. He added if the correction was not made, the customer would be subject to an increase in monthly fixed charges corresponding with the capacity class that matches the parcel's use. Mr. Powers pointed out the agreement also makes it possible to obligate the customer to pay additional capacity fees. It was clarified the fixed fees would only be retroactive back to the point of notification. Discussion ensued.

Director Gasca asked what was involved with changing the meter and rate. Mr. Strapac responded since RMWD was in the middle of a meter replacement program, the initial change will be administrative.

Director Mack said he would like to see a report on how the District would be impacted if other customers were to request such a variance.

President Brazier invited the applicant, Carter Moe with Zebu Construction, to speak on his variance request. Mr. Moe stated after reviewing the details involved with the opportunity to seek a variance, they found making the request made sense for this property. He stated the request was made in good faith and with good intentions; however, now that it has taken a few months to get to this point and the home almost being complete, time was of the essence.

Motion:

To Approve Option 1 - Approve the variance to Ordinance 17-07 to allow a property larger than 0.5 acres to qualify for capacity class B and approve the New Water Service Agreement.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

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

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

Discussion went to Item #19.

***19. DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH UTILITY SERVICE CO. (SUEZ) FOR THE INSTALLATION OF TANK FALL PROTECTION IMPROVEMENTS**

Mr. Strapac reported after soliciting for qualified contractors to provide services for fall protection improvements. He noted after reviewing the proposals received, the Engineering Committee recommended moving forward with the contract with Suez to provide service including spiral staircases to the outside of tanks in conjunction with their current programs. He introduced Shai Nicholas from Suez. Mr. Kennedy clarified the financial terms and conditions included in the agreement.

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Director Hamilton asked if RMWD was implementing these safety features, would the District be able to get a reduction in Workers Comp or liability insurance rates. Mrs. Harp explained RMWD's Workers Comp insurance rates are based on the District's experience and previous claims; however, she could inquire as to whether there any rate reduction programs available for which RMWD would qualify.

Motion:

To approve Option 1 as amended - The Board can accept the Suez proposal for the construction of stairways on District water tanks. This option will cost \$1,329,155 spread out over seven (7) years. Funds for this project are available in the Capital Replacement Fund.

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

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

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

Discussion went to Item #20.

***20. DISCUSSION AND ACTION TO APPROVE ORDINANCE NO. 18-24 AMENDING AND UPDATING ADMINISTRATIVE CODE TITLE 6 – ENGINEERING ADDING CHAPTER 6.10 – RIGHTS-OF-WAY**

Mr. Kennedy pointed out this policy has been presented to the Engineering Committee for a couple iterations; however, the committee was unable to reach a consensus to make a motion in any particular direction mainly based on some of the concerns President Brazier outlined. He said it was unusual to bring something to the Board that a committee could not reach consensus on, but it was his opinion after the steps taken and the basis upon which the committee members appeared reluctant to take any action it did not warrant additional review. He mentioned he consulted President Brazier on the situation, it was decided to bring this policy to the Board for consideration rather than go through the process again. He explained this was an important policy for the District in that it deals with right-of-way matters continuously; therefore, staff would like the Board's support and input. President Brazier agreed with Mr. Kennedy's comments.

Ms. Brown provided additional background as to the reason the District was moving forward with this policy. She stated the District has approximately 700 miles of easements, not including real property assets, that are very valuable. She said going forward the District needs to the easements in order to get to pipelines and infrastructure for maintenance purposes without encountering encroachments. She noted RMWD does not currently have a set of procedures and guidelines in its Administrative Code to manage the encroachments giving specific detail as to how the general public and District staff can move forward with managing the removal of the encroachments or administering to them. She noted staff conducted research to include neighboring district right-of-way policies as well as input from a consultant to come up with a guideline for the policy template which is being presented to the Board today. She pointed out the draft policy was reviewed internally by the Engineering Department and Mr. Kennedy as well as by Legal Counsel and the Engineering Committee. She pointed out the Board's options are to adopt the policy as presented, request revisions, provide staff with direction, or reject the policy.

(*) - Asterisk indicates a report is attached.

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Mr. Kennedy said to remedy the encroachment issues staff would be required to review several aspects. He noted there may be a need to revise the policy going forward.

Ms. Brown talked about the prioritizing process. Discussion ensued regarding how many encroachments would be addressed.

Motion:

To approve Option 1 – Approve Ordinance No. 18-24 amending and updating Administrative Code Title 6 adding Chapter 6.10 Rights-Of-Way.

Action: Approve, Moved by Director Gasca, Seconded by Director Mack.

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

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

Discussion went to Item #21.

***21. DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO PROVIDE DESIGN SERVICES FOR THE MISCELLANEOUS PIPE RELOCATION DESIGN PROJECT**

Mr. Strapac summarized the Miscellaneous Pipe Relocation Design project. He explained this project would include Disney Lane, Eagles Perch, Via Vera North of West Lilac Road. He stated the estimate is \$258,000 to provide design services. He pointed out since this item was prepared for the Board's consideration, RMWD received a development permit request from the County notifying the District someone was building a home just north of West Lilac that would be in the area where he requested an ultimate loop to be designed as part of the Via Vera project. He said this provides an opportunity for RMWD to get one whole easement as a condition of their development for this loop that would go from West Lilac North to a 24" line back as well as require the homeowner to install a fire hydrant to satisfy fire requirements. He added RMWD will also be able to obtain an Encroachment Agreement for the area in which the homebuilder proposes to place a small paved area.

Mr. Kennedy explained some of the project selected were identified to be high priority in that the 4" mains are way under sized running behind houses, including one that broke in the fires and flooded out a home. He added this was the first of the pipeline replacement projects selected since there will not be a great deal of environmental work required. He also mentioned this project will improve service by moving a pipeline into an actual right-of-way.

Director Hamilton asked if an abandoned is disconnected. Mr. Kennedy said they are disconnected and sealed at each end.

Mr. Strapac explained the steps that will be taken to remove a pipeline currently crossing right through one homeowner's property.

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Motion:

To approve Option 1 – Award a Professional Services Agreement to OMNIS to provide design services for the Miscellaneous Pipe Relocation Design Project not to exceed \$258,130.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

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

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

Discussion went to Item #22.

***22. CONSIDER APPROVAL OF RAINBOW MUNICIPAL WATER DISTRICT UPDATED STRATEGIC PLAN OBJECTIVES**

Mr. Kennedy stated everything discussed over the last several months has been encapsulated into the plan being presented for Board consideration. He solicited the Board for any final comments and input.

Mrs. Gray said should the Board approve the objectives, she will go ahead and provide the Board with a copy of the full objectives with the measurements of access and who will be responsible for each. She thanked the Board for their time and participating in a successful workshop. President Brazier agreed the offsite workshop was helpful.

Motion:

To approve Option 1 – Approve the Strategic Plan objectives as presented.

Action: Approve, Moved by Director Gasca, Seconded by Director Mack.

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

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

Discussion went to Item #23.

***23. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-16 — 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 OCTOBER 23, 2018 THROUGH JUNE 30, 2019**

Mrs. Harp pointed out upon receiving the labor analysis from the compensation consultant, it was found the Senior Inspector position fell between two RMWD pay grades; however, due to the extraordinarily low unemployment rate, if this position was put out for recruitment the trend has been the District needs to hire into the pay grades than if there were a different labor market. She mentioned research conducted with other cities and districts who have tried to hire inspectors have discovered this job classification in particular has been very difficult to recruit for. She stated after reassessing, she has modified her recommendation to place this position in the N6 grade as

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opposed to N5 to eliminate a competitive disadvantage. She confirmed the only change in the resolution was for this position.

Director Hamilton recommended future changes be highlighted in the document. Mrs. Harp agreed to highlight these changes in the future to assist the Board with recognizing the changes being proposed.

Motion:

Approve Resolution No. 18-16 as presented.

Action: Approve, Moved by Director Gasca, Seconded by Director Mack.

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

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

Discussion went to Item #24.

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

A. Waiver for Prior Application Process (Director Gasca)

President Brazier noted she received requests including Director Gasca's for a conference he attended on October 18, 2018 for which he already provided a report.

Motion:

To approve to approve Director Gasca's request.

Action: Approve, Moved by Director Hamilton, Seconded by Director Mack.

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

Ayes: Director Brazier, Director Hamilton, Director Mack.

Abstain: Director Gasca.

President Brazier noted she had a request from Director Mack to attend the CSDA Legislation Committee conference on November 2, 2018. Director Mack reiterated he was invited to attend this committee meeting as an applicant for next year's committee. He said this was the first step in trying to be appointed to a committee.

Motion:

To approve Director Mack's request.

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

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

Ayes: Director Brazier, Director Gasca, Director Hamilton.

Abstain: Director Mack.

(*) - Asterisk indicates a report is attached.

Discussion went to Item #25.

BOARD INFORMATION ITEMS

25. MISSED OPPORTUNITIES FOR GRANTS (DIRECTOR HAMILTON)

Director Hamilton stated a Fox News report prompted his interest in bringing this matter to the Board for discussion. He referenced the handouts provided to the Board as he reviewed some of the programs available and steps involved for applying for grants. He spoke on the importance of writing an award-winning grant proposal as well as applying within the windows of opportunity provided. He acknowledged current staff is limited in terms of having the time to write and apply for grants; therefore, the Board may want to consider possibly hiring a consultant to do this work as a means of reducing the District’s cost to the ratepayers. He recommended the District up its priority in seeking grants.

Mr. Kennedy noted there are resources out there for writing grants; however, he was unsure if there were any limitations or legal restrictions. Discussion ensued.

Mr. Kennedy agreed to start exploring these suggestions on an administrative level. Mr. Strapac explained the scoring process involved with seeking grants. Discussion continued.

Discussion went to Item #26.

***26. ADMINISTRATIVE CODE SECTION 5.05.050.01 - RECORD RETENTION POLICY AND RELATED SUB-SECTIONS REVIEW AND UPDATE**

Mr. Kennedy explained this was the first official review of the proposed record retention policy. He stated it was not put through one of the committees since it was not really committee based, but rather has to do with the Board and Legal Counsel relating to managing District records. He noted there has been a ton of work completed relating to records including 36 bins of paper recorded and shredded on top of the documents disposed of not requiring recording and shredding. He said staff will be finalizing a draft for Board consideration at the December 4, 2018 meeting. He mentioned going forward the District will be transitioning most records to electronic format. He encouraged the Board to review the draft policy provided and bring back any proposed revisions to the December meeting.

Discussion ensued regarding digitizing old films, slides and photographs.

Discussion went to Item #27.

***27. 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. Customer Service and Meters Comments**

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1. Customer Service and Meters Report
- F. Human Resource & Safety Comments**
 1. Human Resources Report
- G. 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

Mrs. Harp updated the Board on the recruitments and benefit renewal plans for next year. She announced an Human Resources Assistant was projected to start soon, the Project Manager would start in November, and the Finance Manager has accepted the District's offer of employment. She also highlighted the total average increase in renewal rates for health benefits was 1.62% totaling \$7,000 for the entire year. She explained this was in large due to the new insurance plans added two years ago as well as the Consumer Driven Health plans combined with the Health Savings Accounts.

Motion:

To receive and file information and financial items.

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

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

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

Discussion went to Item #28.

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

It was noted that there would be two Closed Session matters, public notice for rate hearing in January, the corrosion protection contract, and flume survey results need to be on the next meeting agenda.

Discussion went to Item #29.

29. ADJOURNMENT - To Tuesday, December 4, 2018 at 1:00 p.m.

The meeting was adjourned with a motion made by Director Brazier to a regular meeting on December 4, 2018 at 1:00 p.m.

The meeting was adjourned at 3:53 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary

(*) - Asterisk indicates a report is attached.

SUMMARY OF FORMAL BOARD OF DIRECTORS' MEETING

October 25, 2018

- 9-1. Monthly Treasurer's Report on Investments and Cash Flow.
The Board noted and filed the Treasurer's report.
- 9-2. Establish 2019 Board meeting dates.
The Board combined the November and December Board meeting dates to November 21, 2019 and approved the 2019 Board meeting dates calendar.
- 9-3. Approve the Policy Framework for Reducing the Water Authority's Unfunded Pension Liability.
The Board established a pension funding policy framework that: a) achieves a target pension funded ratio range; b) determines the number of years to reach target range; c) establishes a funding source to achieve the target range; d) establishes the funding vehicle; and e) to present the updated pension funded ratio and recommendations for one-time contributions to the Board annually.
- 9-4. Ordinance making updates and other amendments to chapters 2.00, 2.20, 4.00, 4.08, 7.00, and 8.00 of the Administrative Code.
The Board adopted Ordinance No. 2018-05, an ordinance of the board of directors of the San Diego County Water Authority making updates and other amendments to chapters 2.00, 2.20, 4.00, 4.08, 7.00, and 8.00 of the Administrative Code.
- 9-5. Notice of Completion for the San Vicente Dam Joint Sealing Project.
The Board authorized the General Manager to accept the San Vicente Joint Sealing project as complete, record the Notice of Completion, and release funds held in retention to Carpi USA Inc. following the expiration of the retention period.
- 9-6. Change Order with Granite Construction, Inc. for the Moosa Canyon Erosion Control project.
The Board authorized the General Manager to execute Change Order 3 in the amount of \$351,000 for costs associated with the differing site condition related to unanticipated groundwater increasing the authorized cumulative contract amount to \$1,806,889.
- 9-7. Service contract with Univar USA Inc. for purchase and delivery of sodium hypochlorite.
The Board authorized the General Manager to award a service contract to Univar USA Inc., for purchase and delivery of sodium hypochlorite for a period of one year, with an option to extend the contract for an additional two years, for a total not-to-exceed amount of \$465,000.
- 9-8. Construction contract with Kiewit Infrastructure West, Inc. for the Vallecitos Water District 11/Vista Irrigation District 12 Flow Control Facility project.
The Board determined the bid protest is valid, and Orion Construction Corporation, and SCW Contracting Corporation's bids are non-responsive and authorized the General Manager to award a construction contract to Kiewit Infrastructure West, Inc. in the amount of \$4,977,000 for the Vallecitos Water District 11/Vista Irrigation District 12 Flow Control Facility project.

- 9-9. Agreement with Valley Center Municipal Water District and Yuima Municipal Water District for the Emergency Water Storage Project Improvements in Valley Center and Yuima Water Districts.
The Board authorized the General Manager to execute an agreement with Valley Center Municipal Water District and Yuima Municipal Water District for the design of infrastructure improvements providing emergency water supplies to Valley Center and Yuima Water Districts for an amount not-to-exceed \$580,000.
- 9-10. Amend agreement for Consulting Services with M Strategic Communications.
The Board amended the agreement with M Strategic Communications for continued consulting services to the Water Authority through June 30, 2019 by \$140,000, for a period of six additional months, with total contract funding not to exceed \$1,012,000.
- 9-11. Amendment to extend the advocacy services contracts with the firms of Cruz Strategies; Lang, Hansen, O'Malley & Miller; Carpi & Clay; and Smith, Watts & Hartmann.
The Board authorized the General Manager to extend agreements with the following firms for a period of 24 months, from January 1, 2019 through December 31, 2020:
- Cruz Strategies (formerly known as Gonzalez, Quintana, Hunter & Cruz): 2019 monthly retainer of \$14,163 and total annual reimbursable expenses of \$7,500 for a total first-year amount not to exceed \$177,456; 2020 monthly retainer of \$14,588 and total annual reimbursable expenses of \$7,500 for a total second-year amount not to exceed \$182,556; increasing the total contract maximum amount by \$360,012, from \$636,000 (former maximum) to \$996,012 (new maximum).
 - Lang, Hansen, O'Malley & Miller: 2019 monthly retainer of \$11,937 and total annual reimbursable expenses of \$7,500 for a total first-year amount not to exceed \$150,744; 2020 monthly retainer of \$12,295 and total annual reimbursable expenses of \$7,500 for a total second-year amount not to exceed \$155,040; increasing the total contract maximum amount by \$305,784, from \$568,164 (former maximum) to \$873,948 (new maximum).
 - Carpi & Clay: 2019 monthly retainer of \$11,355 and total annual reimbursable expenses of \$7,500 for a total first-year amount not to exceed \$143,760; 2020 monthly retainer of \$11,696 and total annual reimbursable expenses of \$7,500 for a total second-year amount not to exceed \$147,852; increasing the total contract maximum amount by \$291,612, from \$1,397,492 (former maximum) to \$1,689,104 (new maximum).
 - Smith, Watts & Hartmann: 2019 monthly retainer of \$7,725 and reimbursable expenses of \$7,500 for a total first-year amount not to exceed \$100,200; 2020 monthly retainer of \$7,957 and total annual reimbursable expenses of \$7,500 for a total second-year amount not to exceed \$102,984; increasing the total contract amount by \$203,184, from \$138,500 (former maximum) to \$341,684 (new maximum).



- 9-12. Resolution setting preliminary, informed terms and conditions for the Yuima Municipal Water District's proposed Rancho Corrido Annexation.
The Board adopted Resolution No. 2018-18, establishing preliminary, informal terms and conditions for the Yuima Municipal Water District's proposed Rancho Corrido Annexation, and requesting that the Metropolitan Water District of Southern California set formal terms and conditions.
- 9-13. Retirement of Director.
The Board adopted Resolution No. 2018-19, honoring Mark Weston upon his retirement from the Board of Directors.
- 9-14. Retirement of Director.
The Board adopted Resolution No. 2018-20, honoring Vic Bienes upon his retirement from the Board of Directors.
- 9-15. Recommend Deferral of Biennial Review of Representatives to the Metropolitan Water District of Southern California.
The Board deferred the biennial review of the representatives to the Metropolitan Water District of Southern California to the December 6, 2018 meeting.



TO: Rainbow Municipal Water District
FROM: Alfred Smith
DATE: December 4, 2018
RE: Attorney Report: State Mandates
501668-0002

I. INTRODUCTION.

On October 1, 2018, the California Court of Appeal ruled that local water districts are not entitled to seek reimbursement from the State for the cost of implementing mandated programs if the water districts have existing statutory authority to impose or raise fees -- even if the attempt to impose or raise fees is prevented by a successful Proposition 218 majority protest.

Specifically, in *Paradise Irrigation District v. Commission on State Mandates* (“*Commission*”), the Third District Court of Appeals held that the Proposition 218 majority protest process does not deprive local agencies of the “authority” to levy new fees or charges. This decision raises the bar for public agencies seeking reimbursement of State mandates.

The case stems from the Commission’s denial of reimbursement to local water suppliers that were required to implement water management practices and conservation goals pursuant to mandatory conservation measures established by the Water Conservation Act of 2009 (“*Conservation Act*”). The implications of this decision are that any new program or higher level of service for which a water district could conceivably levy fees to recover costs will not be deemed a reimbursable State mandate, even if the water district does not or cannot, due to a majority protest, levy such fees.

II. BACKGROUND.

After the adoption of Proposition 13 and its restrictions on property taxes, voters approved Proposition 4 in 1979 to add Article XIII B to the California Constitution. Article XIII B requires California to reimburse local costs whenever the State mandates a new program or higher level of service on any local government. Article XIII B of the California Constitution provides that: “whenever the Legislature or any State agency mandates a new program or higher level of service on any local government, the State shall provide a subvention of funds to reimburse that local government for the costs of the program or increased level of service.” The Legislature has provided an exception

to this general rule by prohibiting reimbursement for State mandates where "[t]he local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the mandated program or increased level of service." (Gov. Code, § 17556(d).)

To seek State reimbursement, local agencies must file a test claim with the Commission on State Mandates, which determines whether local agencies may receive State reimbursement. Local agencies, however, cannot receive State reimbursement if they can levy fees to cover the new costs.

Local agencies that provide water service may impose fees to recover the costs of providing water services. Unlike taxes, which require voter approval prior to adoption, water fees are approved by a local agency's legislative body. However, under Article XIII D, section 6 of the California Constitution (commonly referred to as Proposition 218), such fees must first overcome majority protest proceedings, where a majority of property owners or customers of record may defeat such fees by filing written protests.

Under this regulatory structure, the claimants, which include a number of water districts, filed a test claim in 2011 alleging that the Conservation Act imposed costly State mandates to conserve water and to implement numerous measures to achieve water conservation goals. In 2014, the Commission rejected the test claim on the grounds that the claimants possess service fee authority under their enabling statutes sufficient to recover the costs of any new, required activities under the Conservation Act.

The Commission also dismissed the claims of two of the districts that do not receive *ad valorem* property tax revenue, finding them ineligible for reimbursement on that basis. The Commission denied reimbursement as to all of the districts based on its conclusion that the districts have sufficient authority to levy fees to cover the costs associated with the new mandates, and that Proposition 218 does not affect the districts' ability to levy new or increased fees for this purpose.

III. COURT'S ANALYSIS.

In 2015, the water districts filed a petition for writ of mandate in the Sacramento County Superior Court challenging the Commission's decision. The water districts argued that the applicable majority protest requirement in Proposition 218 undermined their statutory authority to levy fees to pay for the new programs, because any new fees may be defeated by a majority of their water customers filing written protests. Accordingly, the water districts argued that the costs should be reimbursed as a State-imposed mandate. The trial court denied the water districts' petition. The trial court held that public agencies must at least "try and fail" to impose or increase fees subject

to the majority protest process before the Commission could find that the agency lacks "authority" to levy the fee and thus entitle the public agency to reimbursement.

The primary question before the appellate court was whether the passage of Proposition 218 affected the water district's authority to collect fees to such an extent that the water districts were entitled to reimbursement for the State-mandated water conservation requirements. The Court of Appeal affirmed the trial court's decision and held that despite Proposition 218's majority protest requirement, the districts still have adequate authority and procedures to levy fees to pay for the requirements in the Water Conservation Act.

The appellate court reasoned that the claimant water districts have statutory authority and a statutory procedure for levying fees sufficient to recover costs incurred under the Conservation Act. Proposition 218's majority protest procedure does not divest the claimants of this authority. The appellate court stated that this fee authority is a matter governed by statute, and should not consider the "factual considerations of practicality" – namely, that a majority protest may in practice defeat the claimants' authority to recover costs through the levy of service fees. The court concluded that, because the claimants have the statutory authority to levy fees, they are not eligible for State reimbursement under the Conservation Act.

Additionally, the appellate court stated that it could be presumed that voters would "give appropriate consideration and deference to State mandated requirements relating to water conservation measures required by statute." The court also reasoned that the majority protest procedure was a "constitutionally sound power-sharing arrangement" rather than a "deprivation of fee authority." The appellate court rejected the trial court's "try and fail" approach under which the water districts would be entitled to reimbursement if they tried to levy a fee to cover the program but were unsuccessful.

In light of its holding on the Proposition 218 issue, the appellate court found that it did not need to consider whether the Commission erred by dismissing claims of districts that do not receive *ad valorem* property taxes. The Richvale and Biggs water districts questioned whether they could ever claim State reimbursement because neither entity receives tax revenues. Because the two water agencies have the authority to impose service fees, the appellate court declined to consider whether the Commission erred in dismissing those two agencies as ineligible claimants.

IV. CONCLUSION.

This issue generated significant interest in the water and local agency community with *amicus curiae* briefs from multiple organizations, including the California Special Districts Association, Association of California Water Agencies, the League of California Cities, and the California Association of Sanitation Agencies. The *amicus* briefs urged

the Court of Appeal to overturn the rulings of the trial court and the Commission, but to no avail.

Notably, the Legislature formed the Commission on State Mandates with the exclusive authority to approve and deny claims by local governments requesting reimbursement for the costs of State mandates. But in a favorable arrangement for the State, the Commission is largely comprised of appointees from the same State agencies that would be forced to write the checks to fund the new mandates.

Over time, the Commission has denied reimbursement claims for an ever-increasing number of reasons. Earlier this year, the Commission ruled to deny reimbursement entirely for any local agency that does not receive property tax revenue — meaning any agency that is primarily funded by its residents through water, sewer or electricity rates. Now the Commission has ruled that the authority to levy service fees prohibits local agencies from receiving State reimbursement for new State-mandated requirements, despite the opportunity for ratepayers to undermine that authority by a majority protest.

The takeaways from the decision are:

- Public agencies are not entitled to reimbursement from the State for mandated programs so long as there is some statutory fee authority which the public agencies could use to impose new or increased fees to cover the cost of the State mandated programs, regardless of the potential problems with the revenue authority; and
- Public agencies cannot seek reimbursement from the State even if attempts to impose new or increased fees are blocked by majority protests. Those agencies must then decide to forgo projects, reduce services, or develop alternative funding arrangements to cover newly imposed State mandates.

AES/AES

**MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
OCTOBER 9, 2018**

1. **CALL TO ORDER:** The Budget & Finance Committee meeting of the Rainbow Municipal Water District was called to order on October 9, 2018 by Chairperson Stitle in the Board Room of the District Office at 3707 Old Highway 395, Fallbrook, CA 92028 at 1:02 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, Customer Service Supervisor Rubio, Acting Finance Manager Collup.

Absent: Member Ross.

One member of the public was present.

4. **SEATING OF ALTERNATES**

It was noted Mr. Nelson would serve as an alternate at this meeting.

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

There were no changes to the agenda.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA (Limit 3 Minutes)**

There were no comments.

COMMITTEE ACTION ITEMS

7. **COMMITTEE MEMBER COMMENTS**

Ms. Moss shared how much she appreciated the Flume device she recently had installed.

*8. **APPROVAL OF MINUTES**

A. September 11, 2018

Motion:

To approve the minutes.

Action: Approve, Moved by Member Hensley, Seconded by Member Moss.

Vote: Motion passed (summary: Ayes = 4, Noes = 0, Abstain = 1).

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

Abstain: Member Gasca.

9. LEAK POLICY REVIEW (INTERNAL METRICS ON FREQUENCY AND POTENTIAL COST OF POLICY)

Mr. Kennedy noted this policy was reviewed by the Communications and Customer Service Committee who in turned provided some comments. He explained staff was looking of some of the metrics involved with calculating adjustments.

Ms. Rubio pointed out the Communications and Customer Service Committee expressed a need to have the customers show they tried to mitigate the leak as soon as possible.

Mr. Kennedy explained when these complaints come to the District, staff reviews the customer's usage history to determine if an actual leak occurred or if there were other circumstances such as changes in weather conditions. He stated the current Administrative Code does not provide staff with any lead way to give any allowances; therefore, staff would like committee input to help build a framework of rules for which staff can follow.

Discussion ensued regarding variable costs.

Ms. Moss recommended putting a courtesy leak adjustment was available on water use, but not fixed charges right up front instead of in the fine print of the fixed charges. She said this may be critical for eliminating misunderstandings between the customer and staff. She suggested making the metrics less complicated by offering a percentage of the water used which would not include the fixed charges.

Mr. Kennedy offered to reformat the draft policy based on these discussions.

Ms. Rubio pointed out a great deal of the similar language provided at other agencies has been incorporated into this draft policy with the exemption of how much of discount was offered and how often discounts would be allowed.

Mr. Nelson asked where in the policy would it indicate the actual benefit. Ms. Rubio explained there would not be a specific percentage provided in the actual policy due to the wholesale rate changing each year.

Mr. Gasca inquired as to why five years was selected. Ms. Rubio stated this was the most popular timeframe provided by other local agencies. Ms. Moss explained most failures will happen within the first five years; therefore, this seemed to be a fair amount of time. It was decided five years would be the most appropriate.

Mr. Kennedy noted the suggested changes would be included in the updated draft, the formatting would be completed, and a new version would be provided at the next committee meeting.

10. ALLOCATION OF SURPLUS RESERVES

Ms. Rubio summarized the reserve policy handouts provided to the committee. Discussions ensued regarding the projected reserves.

11. ABM UPDATE

Mr. Kennedy reported the bond documents were being prepared to be presented at the October 23, 2018 Board meeting. He clarified the interest rate is 3.18%. He solicited the committee for input regarding the requirement for a debt relief fund for the lease and a one year of the debt serve being required for the bond totaling \$615,000 to be held in reserve at the bank. He stated the \$615,000 can either be added to the proceeds of the note to be used to pay the last one; however, RMWD would incur interest on that amount for the entire period. He noted the other option would be for RMWD to fund the \$615,000 itself which staff found would save the District \$180,000. He explained the \$615,000 would come from the District's capital reserve, put into an escrow account with the bank to hold, and then be used to make the final payment. He mentioned having the District fund the \$615,000 was going to be his recommendation to the Board; however, should the committee not agree, he would revise his recommendation.

Motion:

To recommend the District self fund the debt service coverage reserve.

Action: Approve, Moved by Member Hensley, Seconded by Member Moss.

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

Ayes: Member Stittle, Member Hensley, Member Moss, Alternate Nelson, Member Gasca.

Mr. Kennedy asked if anyone has received feedback on the information published in The Village News related to the possible repeal of Ordinance 95-1. It was noted there has been no feedback received.

12. WELLS AND APPLICATIONS PROCESS UPDATE

Discussion ensued regarding the feedback received from customers regarding The Village News article published related to water rights.

Mr. Kennedy reported the ordinance related to discussion of water rights transfers as a condition of service has been issued. He noted one thing not conveyed in the published article was the District and the Board did not say there would not be compensation for these water rights and by having the ordinance in place would serve as a starting point for discussion.

Discussion ensued regarding water laws.

13. INVESTMENT PORTFOLIO SECURITIES DISTRIBUTION UPDATE

Ms. Rubio referenced the Treasurer Report provided in the handouts as well as noted Ms. Collup's listing of all the maturities for RMWD's investment. Mr. Kennedy pointed out some monies were moved into shorter term securities at the advice of the person who does RMWD's investing.

It was noted some of the next interest payments listed have passed. Mr. Kennedy said staff would address this concern with the securities firm.

Mr. Kennedy reported Ms. Collup has done a great job for RMWD during the recruitment of a new finance manager as he announced a new finance manager has been selected.

14. CAPITALIZATION POLICY REVIEW

Ms. Rubio noted this was the same policy reviewed at the last committee meeting at which time it was suggested this be sent to the auditors. She reported she did send it to them; however, she has not yet received any feedback to date. She stated once the audit process is complete, she will follow up on the policy.

15. CODE OF ETHICS AND CLIMATE CHANGE POLICIES REVIEW

Mr. Kennedy reviewed the two policies updated and added by the Board at their last meeting. He pointed out the matter of personal interest was included to outline the specific things Board and committee members need to steer clear of and when to recuse themselves from discussions. He talked about the purpose of the Climate Change Policy.

16. REVIEW THE FOLLOWING:

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

Ms. Rubio pointed out the Overall Net Income has been corrected per the previous committee meeting's discussions.

Mr. Nelson referenced Page 2 of the General Ledger an electronic payment for \$2.7 Million. Mr. Kennedy stated this was a payment to San Diego County Water Authority.

Mr. Nelson inquired as to what other revenues would include. Ms. Rubio explained most of these are property tax revenues along with smaller revenues received such as grants, monies from fleet auctions, etc.

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

It was noted a review of the audit, water rates, and Capitalization Policy need to be on the next committee agenda.

18. ADJOURNMENT

The meeting adjourned at 2:20 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
OCTOBER 4, 2018**

1. **CALL TO ORDER** – The Communications and Customer Service Committee Meeting of the Rainbow Municipal Water District on October 4, 2018 was called to order by Chairperson Daily at 3:36 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, Member Johnson

Also Present: General Manager Kennedy, Executive Assistant Washburn, Alternate Gray.

One member of the public was present.

4. **SEATING OF ALTERNATES**

There were no alternates seated.

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**

Mr. Stewart, a current RMWD Board Member, said he found the agenda to be of interest and thought he would attend the meeting to hear the discussions.

COMMITTEE ACTION ITEMS

*7. **APPROVAL OF MINUTES**

A. September 6, 2018

Mrs. Gray noted she provided Ms. Washburn with some minor typographical corrections to the minutes. Ms. Washburn noted the corrections have been made; therefore, the motion would be to approve the minutes as revised.

Motion:

To approve the minutes as revised.

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

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

Ayes: Member Daily, Member Kirby, Member Hamilton, Member Johnson.

8. VIDEO PRESENTATION UPDATE

Mr. Kennedy reviewed the handout providing the loose story arc for the video.

Discussion ensued regarding including considering other community members who may have something to contribute.

Ms. Johnson said it would be respectful to have a Board Member give a small introductory to the video. Mr. Kennedy talked about some of the risks involved with having including Board Members in media publications.

9. METER REPLACEMENT UPDATE

Mr. Kennedy proposed proving a summary of the program in the monthly newsletter and then using the extended newsletter to provide the customers with more detailed information. He asked the committee to provide Mrs. Gray with their input in terms of which logo they prefer for this program.

Mr. Kennedy clarified meters newer than five years were not being replaced unless they have extraordinary use. He added the AMR system will be replaced on those.

Mr. Kennedy introduced Renee Rubio noting she was appointed the Customer Service Supervisor position a few weeks ago. He mentioned her role will be to improve the District's customer service as well as mold those new to the customer service team.

10. FLUME PROJECT UPDATE

Mrs. Gray reported she had a weekly meeting at which she learned to date there was only one complaint due to the device not hooking up to their Wifi. She noted they did try to troubleshoot the matter and although the customer liked the device, it was not right for him. She also reported a survey was sent out to those participating in the Flume program. Discussion ensued.

Mrs. Gray shared the news video in which Mr. Kennedy spoke about the Flume device.

11. LEAK POLICY REVIEW

Ms. Rubio reviewed the highlights of the policy including there will be a limit of two billing periods per leak adjustment with a limit of one adjustment per sixty months. She noted the sixty-month period will commence on the first month of the billing period following the last billing period for which the loss of water adjustment was prepared. She also talked about the criteria and procedures for leak adjustments provided in the handout.

Ms. Johnson asked if RMWD has any options available should a customer legitimately trying to pay their water bill. Ms. Rubio explained the District offers a payment plan that is already in place. Ms. Johnson suggested providing a disclaimer to protect the financial stability of the organization should something of magnitude happen region wide. Discussion followed.

Mr. Kennedy encouraged the committee members to review the policy and be prepared to discuss it further at the next committee meeting.

12. CODE OF ETHICS AND CLIMATE CHANGE POLICIES REVIEW

Mr. Kennedy pointed out the Board voted to approve both the Code of Ethics and Climate Change policies that apply to both the Board of Directors as well as Committee Members. He summarized the contents of the policies including the purposes each serve.

Mr. Stewart explained the Climate Change Policy was made a separate policy since it was unrelated to ethics.

13. PUBLIC COMMUNICATIONS AND OUTREACH ITEMS

- A. Topics
- B. Strategic Plan Objectives
- C. Calendar
- D. Snipes Calendar
- E. Updates from Other Committees

Mrs. Gray noted the strategic plan objectives have been updated and a new version has been provided as a handout.

Mr. Kennedy solicited the committee's input on possibly having all customer service phone calls recorded. Discussion ensued.

14. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES

It was noted The Village News printed an article on the possible repeal of Ordinance No. 95-1.

15. COMMITTEE MEMBER COMMENTS

There were no committee members.

Member Johnson excused herself from the meeting at 5:00 p.m.

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

It was noted updates on the video presentation, water service upgrade project, and flume project as well as the leak policy will be on the next committee agenda. Mr. Daily requested an announcement soliciting for new committee members be published as well as selection for committee officers be on the January 2019.

17. ADJOURNMENT

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

The meeting adjourned at 5:02 p.m.

Mike Daily, Committee Chairperson

Dawn M. Washburn, Board Secretary

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-27 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST

BACKGROUND

As the positions change at the District, a review of the Conflict of Interest Code is conducted to determine whether those positions listed in the Conflict of Interest Code need to be updated accordingly.

DESCRIPTION

Administrative Code Section 1.02.020 has been updated to reflect the current designated positions with the addition of Cross Connection Control and Backflow Technician, Meter Services Supervisor, the removal of Water Quality Technician I/II. Also, the Statement of Duties found in Appendix B for both the Operations Manager and Human Resources Manager have been updated to bring them current and consistent with the other statements provided.

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. 18-27 amending and updating Administrative Code Section 1.02.020.
- 2) Approve Ordinance No. 18-27 amending and updating Administrative Code Section 1.02.020 with revisions.
- 3) Provide staff with further direction.
- 4) Do not approve Ordinance No. 18-27 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. 18-27 amending and updating Administrative Code Section 1.02.020.



Tom Kennedy, General Manager

December 4, 2018

Ordinance No. 18-27

**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 4th day of December 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.

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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.

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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

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Water Quality Technician I/II	All
Cross Connection Control and 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
Meter Services Supervisor	All
Customer Service Supervisor	All
¹ Consultants	2

Part II – Non-Designated Positions

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

¹ 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.

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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.

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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, t~~he Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures, ~~risk management, and~~

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~~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; risk management and safety; 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.

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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.

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.~~

Cross-Connection Control and Backflow Technician

~~The Cross-Connection Control and Backflow Technician performs a variety of work in connection with implementing and enforcing the cross-connection control programs including the Backflow Prevention Program, inspects, tests, and repairs backflow devices, and creates and submits results, records, and related documentation and is therefore designated. 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

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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.

Meter Services Supervisor

The Meters Services Supervisor supervises and participates in work related to water services, oversees the cross-connection control and backflow testing programs, tests water services including pressure regulators, water meters, meter boxes, backflow devices and associated appurtenances, and responds to escalated customer service inquiries regarding customer water use and water service issues and is therefore designated.

Customer Service Supervisor

The Customer Service Supervisor performs a variety of technical financial and accounting duties, including overseeing activities and staff in the Customer Service Department, handles complex and escalated customer service issues and delinquencies, and prepares financial reports, account reconciliations, and budget documents and is therefore designated.

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.

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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.

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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.

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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

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Cross Connection Control and 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
Meter Services Supervisor	All
Customer Service Supervisor	All
¹ Consultants	2

Part II – Non-Designated Positions

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

¹ 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.

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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.

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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

The Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures, 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.

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Human Resources Manager

The Human Resources Manager plans, directs and oversees the following programs and activities: human resources; risk management and safety; 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.

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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.

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.

Cross-Connection Control and Backflow Technician

The Cross-Connection Control and Backflow Technician performs a variety of work in connection with implementing and enforcing the cross-connection control programs including the Backflow Prevention Program, inspects, tests, and repairs backflow devices, and creates and submits results, records, and related documentation 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

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BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE APPOINTMENT OF TREASURER

BACKGROUND

Per the administrative code section 5.03.070 Investment Policy Delegation of Authority – on an annual basis the District’s idle funds are delegated to the Treasurer by the Board of Directors who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires.

The delegation of investment authority is limited to one year and will be reviewed annually by the Board of Directors. (California Government Code 53600)

Further, in section 3.01.020.01 – The Board of Directors shall hold an organizational meeting at its regular meeting in January of the odd numbered year or as determined by the Board. At this meeting the Board will elect a President and Vice President from among its members to serve until the next biannual meeting and may appoint the Executive Assistant as the Board’s secretary and the Finance Manager as its Treasurer.

DESCRIPTION

The last delegation of authority occurred at the Board’s meeting held in July 2018 selecting the Finance Manager as the Treasurer. The authority is limited to one year. With the pending resignation of the appointed Treasurer in late 2018, a new delegation of authority selecting a Treasurer is needed to comply with the Investment policy section 5.03.070.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

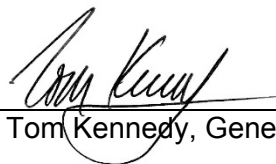
Strategic Focus Area Four: Fiscal Responsibility – adhering to the investment policy of the District.

BOARD OPTIONS/FISCAL IMPACTS

The Board may appoint new officer and/or make Committee assignments.

STAFF RECOMMENDATION

Staff recommends delegating the authority to the Finance Manager as the Treasurer of the District.



Tom Kennedy, General Manager

December 4, 2018

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 18-18 DESIGNATING TRACY LARGENT AS CONTRACT SIGNER FOR ALL UNION BANK TRANSACTIONS

BACKGROUND

In April 2016, the Board designated Vanessa Martinez as the contract signer for all Union Bank Transactions. With the pending resignation of Ms. Martinez in late 2018, a replacement contractor signer must be designated.

DESCRIPTION

Resolution No. 18-18 will replace Resolution No. 16-09, which appointed Vanessa Martinez as contract signer.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Four: Fiscal Responsibility

BOARD OPTIONS/FISCAL IMPACTS

There are no known fiscal impacts.

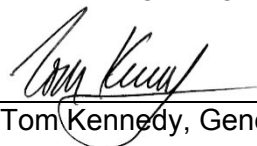
- 1) Approve Resolution No. 18-18 designating Tracy Largent as the designated contract signer.
- 2) Approve Resolution No. 18-18 designating Tracy Largent as the designated contract signer with revisions.
- 3) Do not approved Resolution No. 18-18 and provide staff with direction.

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 approving Resolution No. 18-18 designating Tracy Largent as the designated contract signer.



Tom Kennedy, General Manager

December 4, 2018

RESOLUTION NO. 18-18

**RESOLUTION OF THE BOARD OF DIRECTORS
OF RAINBOW MUNICIPAL WATER DISTRICT
DESIGNATING TRACY LARGENT AS CONTRACT SIGNER FOR ALL
TRANSACTIONS WITH UNION BANK**

WHEREAS, in the conduct of District business it is necessary for the District to utilize the Union Bank, and

WHEREAS, this institution requires an authorized person to sign contracts establishing contracts with the Union Bank;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Rainbow Municipal Water District that

1. Tracy Largent be designated as the contract signer; and
2. Resolution 18-18 replaces Resolution 16-09.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Rainbow Municipal Water District held on the 4th day of December 2018 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

APPROVAL OF RESOLUTION NO. 18-19 ESTABLISHING CHECK SIGNING AUTHORITY

BACKGROUND

As part of the payroll and accounts payables process, RMWD has specific individuals designated as authorized signers of checks.

DESCRIPTION

The purpose of this Resolution is to update the current established check signing responsibility to the current authorized signers of checks due to a change in personnel.

Resolution No. 18-19 will replace Resolution No. 18-14.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Chapter 5.01 – Banking

Strategic Focus Area Four: Fiscal Responsibility

BOARD OPTIONS/FISCAL IMPACTS

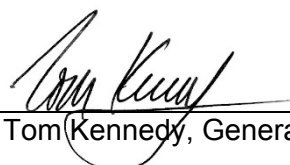
- Option 1: Approve attached Resolution No. 18-19.
Option 2: Approve attached Resolution No. 18-19 with Board recommended revisions.

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 recommends Option 1.



Tom Kennedy, General Manager

12/4/18

RESOLUTION NO. 18-19

**RESOLUTION OF THE BOARD OF DIRECTORS
OF RAINBOW MUNICIPAL WATER DISTRICT
ESTABLISHING CHECK SIGNING RESPONSIBILITIES
AND DESIGNATING AUTHORIZED SIGNERS OF CHECKS**

WHEREAS, the Rainbow Municipal Water District maintains an accounts payable checking account for the purposes of paying vendors, and a payroll checking account for the purpose of paying employees, and

WHEREAS, the bank requires that responsible parties be designated as authorized signers of these accounts, and

WHEREAS, it is appropriate to establish check signing responsibilities and designate authorized signers;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Rainbow Municipal Water District that:

1. The following persons be designated as authorized signers on the checking accounts of the District:

Accounts Payable Authorized Signers:

Harriette "Helene" Brazier, Director
William Stewart, Director
Claude "Hayden" Hamilton, Director
Michael Mack, Director
Miguel Gasca, Director
Tom Kennedy, General Manager
Tracy Largent, Finance Manager
Steve Strapac, District Engineer

Payroll Authorized Signers:

Tom Kennedy, General Manager
Tracy Largent, Finance Manager
Steve Strapac, District Engineer

2. Accounts payable checks under \$50,000 shall be signed by members of the management staff and checks over \$50,000 shall be signed by one member of the management staff and one Board member.
3. Payroll checks will be signed by one member of the management staff.
4. Resolution 18-19 rescinds Resolution 18-14.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors of Rainbow Municipal Water District held on the 4th day of December 2018 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-16 — 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 DECEMBER 4, 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 October 23, 2018, the Board approved the current salary grades in Resolution No. 18-16. Since that time, staff used the unexpected vacancy of the Water Quality Technician II position to reevaluate the ideal staffing structure to effectively perform the water quality, cross-connection control, and backflow prevention programs, resulting in a new job classification and some job title changes, as follows:

- **Meter Services Supervisor** (new classification). Staff recommendation was to eliminate the Water Quality Technician I/II classifications and use the allocated headcount to create a new Meter Services Supervisor classification. The Meter Services Supervisor will oversee the Utility Workers in the Meters Department, as well as the cross-connection control and backflow prevention programs. The addition of this position will also reduce the number of direct reports for the Manager who oversees the Meters Department.
- **Senior Meter Services Technician** (retitled classification of the Crew Leader – Meter Services). When negotiating the addition of backflow testing to the job descriptions of the Utility Workers in the Meters Department, the employees expressed a desire to restore the promotional path that was eliminated after the compensation study last year. At that time, the District placed the incumbent Utility Worker III – Meters employees in a legacy pay grade that is not eligible for cost-of-living adjustments until the regular pay grade structure catches up with the Legacy pay grade. The District negotiated with the bargaining units that the Crew Leader position will be retitled, and more than one employee may be placed in the classification. No immediate promotions will take place, but this action restores the possibility of future promotions if the employees meet the knowledge, skills, and abilities as well as the certification qualifications. The Senior Meter Services Technician will still participate in the supervision of the Utility Workers in the Meters Department.
- **Water Quality Technician I/II**. This classification series is being eliminated. The water quality duties are being distributed into the Water System Operations Department. And the cross-connection control and backflow testing duties are being distributed into the Meters Department.
- **Cross Connection Control and Backflow Technician** (retitled). The Rainbow Employees Association bargaining unit expressed concern that the previously recommended “Backflow

Technician” job title and duties were not complex enough to justify the placement of the position into the N4 pay grade, which is equivalent to the Utility Worker II classification. For recruitment purposes, management recommended keeping the position at the N4 pay grade. To address the bargaining unit’s pay equity concerns, management changed the job title and added more complex cross-connection control job duties to the position.

In addition to the new and re-titled classifications, Resolution 18-20 will correct previous clerical errors that reverted the District Engineer job title back to “Engineering Manager” and inadvertently removed the Human Resources Assistant position from the Pay Grade structure. Resolution 18-20 restores the changes that had been previously approved in Resolutions 18-05 and 18-13.

DESCRIPTION

The grade structure included in Resolution No. 18-20 is revised to reflect new job classifications and job title changes negotiated with the bargaining units, and corrects previous clerical errors. Resolution No. 18-20 rescinds Resolution No. 18-16.

Resolution No. 18-20 does not change the 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 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. 18-20 as presented.
2. Option 2: Do not approve Resolution No. 18-20.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 18-20.



Karleen Harp, COSM
Human Resources Manager

12/04/2018

RESOLUTION NO. 18-~~2016~~

RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY FOR DISTRICT EMPLOYEES EFFECTIVE ~~OCTOBER 23~~DECEMBER 4, 2018 THROUGH JUNE 30, 2019

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

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

		Utility Worker III – Valve Maintenance Utility Worker III – Wastewater Services Water Quality Technician II
N4	\$4,277.87 - \$6,201.87 / \$24.68 - \$35.78	Accounting Specialist I Administrative Assistant II Backflow Technician Cross Connection Control and 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
N3	\$3,719.73 - \$5,394.13 / \$21.46 - \$31.12	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
N2	\$3,232.67 - \$4,690.40 / \$18.65 - \$27.06	Customer Service Representative I Human Resources Assistant
N1	\$2,813.20 - \$4,080.27 / \$16.23 - \$23.54	Interns

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

Resolution No. 18-~~2046~~ rescinds Resolution No. 18-~~1643~~.

PASSED, APPROVED, AND ADOPTED in Open Session at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 4th ~~23rd~~ day of ~~October~~ December 2018 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

RESOLUTION NO. 18-20

RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY FOR DISTRICT EMPLOYEES EFFECTIVE DECEMBER 4, 2018 THROUGH JUNE 30, 2019

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

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

N4	\$4,277.87 - \$6,201.87 / \$24.68 - \$35.78	Accounting Specialist I Administrative Assistant II Cross Connection Control and 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
N3	\$3,719.73 - \$5,394.13 / \$21.46 - \$31.12	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
N2	\$3,232.67 - \$4,690.40 / \$18.65 - \$27.06	Customer Service Representative I Human Resources Assistant
N1	\$2,813.20 - \$4,080.27 / \$16.23 - \$23.54	Interns

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

Resolution No. 18-20 rescinds Resolution No. 18-16.

PASSED, APPROVED, AND ADOPTED in Open Session at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 4th day of December 2018 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-25 - AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 2.09 – COMMITTEES

BACKGROUND

After committee review of the current Administrative Code Chapter 2.09, it was recommended the reference regarding the initial committee chairpersons and vice chairpersons term of office should be removed to avoid confusion.

DESCRIPTION

Administrative Code Chapter 2.09 has been amended to remove the first sentence of the fourth paragraph referencing the initial committee chairpersons and vice chairpersons term of office.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Chapters 2.09.

Strategic Focus Area Six: Communications

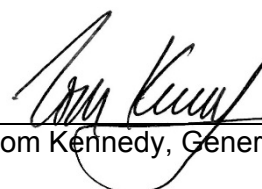
BOARD OPTIONS/FISCAL IMPACTS

- 1) Approve Ordinance No. 18-25 amending and updating Administrative Code Chapter 2.09.
- 2) Approve Ordinance No. 18-25 amending and updating Administrative Code Chapter 2.09 with revisions.
- 3) Provide staff with further direction.
- 4) Do not approve Ordinance No. 18-25 amending and updating Administrative Code Chapter 2.09.

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

STAFF RECOMMENDATION

Approve Ordinance No. 18-25 amending and updating Administrative Code Chapter 2.09.



Tom Kennedy, General Manager December 4, 2018

Ordinance No. 18-25

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending and Updating Administrative Code Chapter 2.09 – Committees**

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 2.09: Committees

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 4th day of December 2018.

AYES:
NOES:
ABSTAIN:
ABSENT:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

Chapter 2.09 COMMITTEES

Section 2.09 Committees

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility.

Each committee shall have at least four and no more than seven regular members appointed by a simple majority vote of the Board. Each committee may also have up to two alternate committee members appointed by a simple majority of the Board. Committees may be comprised of Directors, staff, and legal ratepayers of the District. Each committee shall designate their own chairperson. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, no more than one member of the Board of Directors may sit as a member on a Committee. Directors that are not members of a committee may attend as observers, but are allowed to participate at the Committee's request.

Members of the committees serve at the pleasure of the Board. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

~~The initial committee chairpersons and vice-chairpersons will hold their position until January 2009 at which time the committee members will hold elections to fill both positions. Thereafter t~~The chairperson and vice-chairperson will hold their positions for one calendar year. Committee members will serve a term of four years and may be reappointed at the will of the Board.

Committee meetings shall be held in accordance with the provisions of the Ralph M. Brown Act. Notice of meetings of committees shall be posted 72 hours in advance pursuant to law and shall be considered regular meetings of the committee.

The committee shall record summary minutes of each lawfully noticed committee meeting. The minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented. District staff will prepare minutes of each meeting. Draft minutes shall be provided to the District Board and Committee Chairs as soon as practical following the committee meeting, and an approved copy shall be provided to the Directors in their monthly agenda packages.

A majority of the members of each committee shall constitute a quorum for the transaction of business.

Only regular members of the committee are entitled to make, second or vote on any motion or other action of the committee. Alternate members present at a meeting, but not seated as a regular member by the committee Chairperson, may participate in discussions but may not participate in motions or voting. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

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All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

If the roll call of regular members reveals that a quorum of regular members cannot be established, the Chairperson may appoint one or more alternate members who are present to be a temporary regular member in order to establish a quorum. Once a quorum is established, any remaining alternate member who has not been appointed as a temporary regular member shall remain as an alternate member. Once alternates have been seated as a regular committee member, they may immediately participate in any action taken and voted upon by the committee. All alternates must conform to the same rules as regular committee members. The Chairperson shall state for the record which alternate members have been seated as temporary regular members.

Committee Members and alternates shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by Rainbow Municipal Water District's local conflict of code shall apply to the members of the committee members.

All committee communications must go through the designated committee chairperson.

A committee has jurisdiction to consider and make a recommendation to staff, 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.

The Board may refer a recommendation back to the committee for reevaluation whenever the Board deems additional evaluation is required.

2.09.010 Budget and Finance Committee

The Committee shall work in concert with the General Manager, Treasurer, and Finance Manager of the District.

The Committee shall be responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget; audit; investments; insurance; and other financial matters.

2.09.020 Engineering and Operations Committee

The Committee shall work in concert with the General Manager, District Engineer, and Operations Manager.

The Committee shall be responsible to review matters of design, construction, replacement, and repair of the District facilities and property, including: the Capital Improvement Program; contractor selection process; contractor management programs; and other engineering-related matters.

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Approved and Incorporated 3-27-07 by Ordinance No. 07-04\Amended and Approved 08-28-07 by Ordinance No. 07-11\Amended and Approved 11-7-07 by Ordinance No. 07-17\Amended and Approved 1-27-09 by Ordinance No. 09-02\Amended and Approved 06-24-14 by Ordinance No. 14-04\Amended and Approved 9-27-16 by Ordinance No. 16-13\Amended and Approved 4-24-18 by Ordinance No. 18-10\Amended and Approved 5-22-18 by Ordinance No. 18-13\ DRAFT

The committee shall also be responsible to review matters of operations, preventative maintenance practices, standard operating procedures, technical services, equipment, and other operations-related matters.

2.09.030 Communications and Customer Service Committee

The Committee shall work in concert with the General Manager.

The Committee shall be responsible for matters of internal and external communications including: positive public image; positive staff relationships; community outreach; media relations; water conservation programs; intergovernmental relations; customer service policies; and other public relations programs.

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Chapter 2.09 COMMITTEES

Section 2.09 Committees

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility.

Each committee shall have at least four and no more than seven regular members appointed by a simple majority vote of the Board. Each committee may also have up to two alternate committee members appointed by a simple majority of the Board. Committees may be comprised of Directors, staff, and legal ratepayers of the District. Each committee shall designate their own chairperson. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, no more than one member of the Board of Directors may sit as a member on a Committee. Directors that are not members of a committee may attend as observers, but are allowed to participate at the Committee's request.

Members of the committees serve at the pleasure of the Board. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

The chairperson and vice-chairperson will hold their positions for one calendar year. Committee members will serve a term of four years and may be reappointed at the will of the Board.

Committee meetings shall be held in accordance with the provisions of the Ralph M. Brown Act. Notice of meetings of committees shall be posted 72 hours in advance pursuant to law and shall be considered regular meetings of the committee.

The committee shall record summary minutes of each lawfully noticed committee meeting. The minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented. District staff will prepare minutes of each meeting. Draft minutes shall be provided to the District Board and Committee Chairs as soon as practical following the committee meeting, and an approved copy shall be provided to the Directors in their monthly agenda packages.

A majority of the members of each committee shall constitute a quorum for the transaction of business.

Only regular members of the committee are entitled to make, second or vote on any motion or other action of the committee. Alternate members present at a meeting, but not seated as a regular member by the committee Chairperson, may participate in discussions but may not participate in motions or voting. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

If the roll call of regular members reveals that a quorum of regular members cannot be established, the Chairperson may appoint one or more alternate members who are present to be a temporary regular member in order to establish a quorum. Once a quorum is established, any remaining alternate member who has not been appointed as a temporary regular member shall remain as an alternate member. Once alternates have been seated as a regular committee member, they may immediately participate in any action taken and voted upon by the committee. All alternates must conform to the same rules as regular committee members. The Chairperson shall state for the record which alternate members have been seated as temporary regular members.

Committee Members and alternates shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by Rainbow Municipal Water District's local conflict of code shall apply to the members of the committee members.

All committee communications must go through the designated committee chairperson.

A committee has jurisdiction to consider and make a recommendation to staff, 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.

The Board may refer a recommendation back to the committee for reevaluation whenever the Board deems additional evaluation is required.

2.09.010 Budget and Finance Committee

The Committee shall work in concert with the General Manager, Treasurer, and Finance Manager of the District.

The Committee shall be responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget; audit; investments; insurance; and other financial matters.

2.09.020 Engineering and Operations Committee

The Committee shall work in concert with the General Manager, District Engineer, and Operations Manager.

The Committee shall be responsible to review matters of design, construction, replacement, and repair of the District facilities and property, including: the Capital Improvement Program; contractor selection process; contractor management programs; and other engineering-related matters.

The committee shall also be responsible to review matters of operations, preventative maintenance practices, standard operating procedures, technical services, equipment, and other operations-related matters.

2.09.030 Communications and Customer Service Committee

The Committee shall work in concert with the General Manager.

The Committee shall be responsible for matters of internal and external communications including: positive public image; positive staff relationships; community outreach; media relations; water conservation programs; intergovernmental relations; customer service policies; and other public relations programs.

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE A VARIANCE FROM ORDINANCE NO. 17-07 TO ALLOW A LOT, LARGER THAN 0.5 ACRES, TO QUALIFY FOR CAPACITY CLASS B AND APPROVE THE CAPACITY CLASS WATER USE AGREEMENT

BACKGROUND

On July 25, 2017 the Board of Directors adopted Ordinance No. 17-07 which states "Lot size less than 21,788 sqft (0.5 acres) may qualify for a ¾ inch meter." A property owner has requested a variance from Ordinance No. 17-07 to downsize an existing 1" meter on a 7.4 acre parcel to a ¾- inch meter and reduce his monthly fixed fees. According to the attached variance application, the property used to have 700 avocado trees but they have not been watered since 2010. The average water usage on the parcel from 2011 has been 8 units per month, with a maximum usage of 24 units. The attached water usage table and graph were submitted with the application and verified by staff.

DESCRIPTION

The capacity charges were developed by Wildan and Raftelis through a comprehensive study and analysis of the value of District assets and the maximum day use patterns of existing customers with particular meter sizes. The reference meter size for capacity class B is ¾-inch. According to the Raftelis analysis, the maximum allowable usage for capacity class B is 50 units (one unit equals one hundred cubic feet ["CCF"]) per month, or 1.38 AF/yr. The lot size requirement was included in the ordinance to protect the District from customers over using their intended capacity.

The staff has drafted the attached agreement for Board consideration, whereby District will suspend the requirement to pay Fixed Charges beyond those applicable to capacity class B under District Ordinance No. 17-07 provided that the Parcel does not exceed a maximum of 50 units of water use per month on average, for any 12-month period, based on the 12-month rolling average (month determined by scheduled meter reading cycle). The agreement further stipulates the following to ensure the customer will be held accountable to comply with the purpose of Ordinance No. 17-07.

In the event the Parcel exceeds a maximum of 50 units of water use per month on average, for any 12-month period, based on the 12-month rolling average, District will notify the Owner of the exceedance. Within 3 months from the date of the notice, the Owner shall bring the Parcel's average monthly water use, based on the 12-month rolling average, below 50 units per month.

In the event Owner does not bring the Parcel's average monthly water use, based on the 12-month rolling average, below 50 units per month within the 3 months immediately following the date of the notice, the Owner shall become obligated to pay District the additional water Capacity Fees, then in affect, corresponding with the capacity class that matches the Parcel's use over the 12-month period. Following the expiration of the 3-month period, Owner will also be subject to an increase in monthly fixed charges corresponding with the capacity class that matches the Parcel's use.

Finally, this agreement would be recorded with the San Diego County Recorder's office and become a covenant that runs with the land and be binding to any future owners. It would appear on Title Reports prepared for the property, alerting new owners of the property to the requirements as well, if the current owners sell the property.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Five: Customer Service. This type of agreement allows the Board to fit the requests of an individual customer based on their specific use patterns which fall outside the expectations covered by the existing policy.

BOARD OPTIONS/FISCAL IMPACTS

If the Board approves the variance, the customer will save \$16.46 per month in monthly service charges to Rainbow MWD unless they exceed the intended capacity of 50 units/mo.

- 1) Approve the variance to Ordinance No. 17-07 to allow a property larger than 0.5 acres to qualify for capacity class B and approve the New Water Service Agreement.
- 2) Provide other 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.



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

12/4/2018



ADMINISTRATIVE CODE VARIANCE APPLICATION

PROPERTY OWNER OR PRIMARY ACCOUNT HOLDER INFORMATION	
Owner Name: Robert P & Lisa A Marnett	Telephone No.: 760-560-3399
Address: 32723 Ranchos Ladera Rd Bonsall, CA 92003-3313	
Email Address: marnett1@att.net	Account No.: 011199-000
LOCATION OF PROPOSED ADMINISTRATIVE CODE VARIANCE	
Address: 32723 Ranchos Ladera Rd Bonsall, CA 92003-3313	APN: 125-231-11-00
SUPPORTING INFORMATION	
Specific section(s) of the Admin. Code for which this variance is being requested (<i>attach additional pages if needed</i>): Ordinance 17-07, Appendix A. Lot size less than .5 acres may qualify for a 3/4" meter. Capacity class B allows for a maximum monthly volume of 50 units. 1 unit = 100 cubic feet	
Reason why the variance should be approved including how the intent of the Admin. Code will be met (<i>attach additional pages if necessary</i>): We would like to downsize to a 3/4" meter from a 1" meter. In July 2014, we downsized from a 1.5" meter to a 1" meter. Until 2009, the property had 700 healthy avocado trees using approximately 800 water units per month. The owners went bankrupt and the trees have not been watered since 2010. We bought the property in November 2011. There are just the two of us and we are averaging 8.28 water units per month with the highest peak usage of 24 units since the purchase. The house size is 2994 sqft. The property size is 7.36 acres. We are retired on fixed income. Proof of water usage is attached in both data and graphical formats.	

Rainbow Municipal Water District (District) Provisions:

The purpose of a variance is to provide flexibility in application of regulations necessary to achieve the purposes of the Administrative Code. A variance is intended to resolve practical difficulties or unnecessary physical hardships that may result from strict adherence to the policies contained in the Administrative Code. The cost to the applicant of strict adherence with any provision of the Administrative Code shall not be the sole reason for granting a variance. This application is subject to the approval of the District Board of Directors.

I hereby certify that all information provided in this application is true.



 Owner Signature

10-5-2018

 Date



3707 Old Highway 395 • Fallbrook, CA 92028
 Phone: (760) 728-1178 • Fax: (760) 728-2575 • www.rainbowmwd.com

Acct. 011199-000
1" Meter # 12308817

Original Acct. 35-3795-2
1.5" Meter # 134586131

Billing Days	Reading Date	Monthly CCF Usage	Daily CCF Average	Monthly Cost	Cost per CCF
1	11/4/11	0	0.00	\$0.00	
32	12/6/11	0	0.00	\$0.00	
30	1/5/12	12	0.40	\$32.70	\$2.73
32	2/6/12	6	0.19	\$16.20	\$2.70
29	3/6/12	4	0.14	\$10.80	\$2.70
29	4/4/12	2	0.07	\$5.40	\$2.70
29	5/3/12	4	0.14	\$10.80	\$2.70
34	6/6/12	4	0.12	\$10.80	\$2.70
29	7/5/12	4	0.14	\$10.80	\$2.70
32	8/6/12	6	0.19	\$16.20	\$2.70
31	9/6/12	9	0.29	\$24.45	\$2.72
27	10/3/12	11	0.41	\$29.95	\$2.72
34	11/6/12	5	0.15	\$13.50	\$2.70
29	12/5/12	7	0.24	\$18.95	\$2.71
33	1/7/13	11	0.33	\$32.70	\$2.97
30	2/6/13	7	0.23	\$20.70	\$2.96
28	3/6/13	4	0.14	\$11.80	\$2.95
29	4/4/13	6	0.21	\$17.70	\$2.95
32	5/6/13	7	0.22	\$20.70	\$2.96
30	6/5/13	9	0.30	\$26.70	\$2.97
28	7/3/13	8	0.29	\$23.76	\$2.97
34	8/6/13	11	0.32	\$32.85	\$2.99
30	9/5/13	24	0.80	\$72.24	\$3.01
28	10/3/13	5	0.18	\$14.75	\$2.95
34	11/6/13	5	0.15	\$14.75	\$2.95
28	12/4/13	9	0.32	\$26.79	\$2.98
34	1/7/14	6	0.18	\$18.90	\$3.15
29	2/5/14	5	0.17	\$15.75	\$3.15
28	3/5/14	5	0.18	\$15.75	\$3.15
29	4/3/14	6	0.21	\$18.90	\$3.15
33	5/6/14	10	0.30	\$31.50	\$3.15
29	6/4/14	15	0.52	\$47.25	\$3.15
29	7/3/14	11	0.38	\$34.65	\$3.15
31	8/3/14	22	0.71	\$69.30	\$3.15
32	9/4/14	6	0.19	\$18.90	\$3.15
32	10/6/14	10	0.31	\$31.50	\$3.15
30	11/5/14	8	0.27	\$25.20	\$3.15
28	12/3/14	8	0.29	\$25.20	\$3.15
35	1/7/15	9	0.26	\$28.35	\$3.15
28	2/4/15	8	0.29	\$25.20	\$3.15
28	3/4/15	8	0.29	\$25.20	\$3.15
33	4/6/15	8	0.24	\$25.20	\$3.15
30	5/6/15	11	0.37	\$34.65	\$3.15

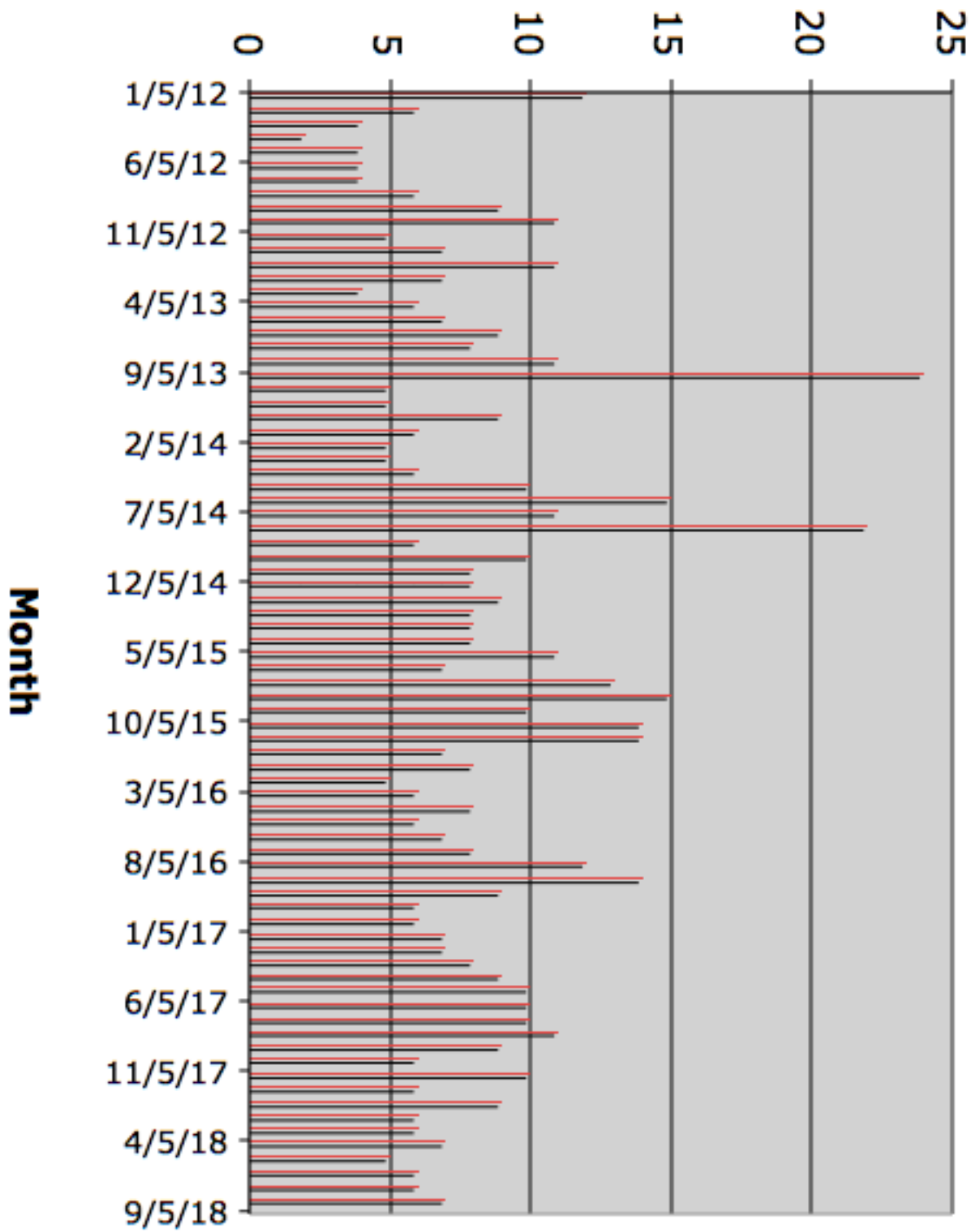
Acct. **011199-000**
1" Meter # 12308817

Original Acct. 35-3795-2
1.5" Meter # 134586131

Billing Days	Reading Date	Monthly CCF Usage	Daily CCF Average	Monthly Cost	Cost per CCF
28	6/3/15	7	0.25	\$22.05	\$3.15
33	7/6/15	13	0.39	\$40.95	\$3.15
30	8/5/15	15	0.50	\$47.25	\$3.15
29	9/3/15	10	0.34	\$31.50	\$3.15
33	10/6/15	14	0.42	\$44.10	\$3.15
29	11/4/15	14	0.48	\$44.10	\$3.15
29	12/3/15	7	0.24	\$22.05	\$3.15
34	1/6/16	8	0.24	\$25.20	\$3.15
28	2/3/16	5	0.18	\$16.55	\$3.31
29	3/3/16	6	0.21	\$19.86	\$3.31
34	4/6/16	8	0.24	\$26.48	\$3.31
28	5/4/16	6	0.21	\$19.86	\$3.31
33	6/6/16	7	0.21	\$23.17	\$3.31
31	7/7/16	8	0.26	\$26.48	\$3.31
28	8/4/16	12	0.43	\$40.06	\$3.34
35	9/8/16	14	0.40	\$47.02	\$3.36
28	10/6/16	9	0.32	\$29.79	\$3.31
27	11/2/16	6	0.22	\$19.86	\$3.31
35	12/7/16	6	0.17	\$19.86	\$3.31
33	1/9/17	7	0.21	\$23.17	\$3.31
29	2/7/17	7	0.24	\$23.94	\$3.42
28	3/7/17	8	0.29	\$27.36	\$3.42
30	4/6/17	9	0.30	\$30.78	\$3.42
28	5/4/17	10	0.36	\$34.20	\$3.42
34	6/7/17	10	0.29	\$34.20	\$3.42
33	7/10/17	10	0.30	\$34.20	\$3.42
28	8/7/17	11	0.39	\$37.80	\$3.44
31	9/7/17	9	0.29	\$30.78	\$3.42
28	10/5/17	6	0.21	\$20.52	\$3.42
33	11/7/17	10	0.30	\$34.20	\$3.42
30	12/7/17	6	0.20	\$20.52	\$3.42
33	1/9/18	9	0.27	\$30.78	\$3.42
29	2/7/18	6	0.21	\$20.52	\$3.42
28	3/7/18	6	0.21	\$20.52	\$3.42
29	4/5/18	7	0.24	\$25.48	\$3.64
32	5/7/18	5	0.16	\$18.20	\$3.64
31	6/7/18	6	0.19	\$21.84	\$3.64
32	7/9/18	6	0.19	\$21.84	\$3.64
29	8/7/18	7	0.24	\$25.48	\$3.64
34	9/10/18	5	0.15	\$18.20	\$3.64

Monthly CCF Average 8.28

Monthly CCFs



RECORDING REQUESTED BY:

Rainbow Municipal Water District

WHEN RECORDED MAIL TO:

Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, California 92028

NO FEE REQUIRED PER
GOVERNMENT CODE SECTION 27383

Capacity Class Water Use Agreement

THIS AGREEMENT is made this _____ day of _____, 20__ by and between RAINBOW MUNICIPAL WATER DISTRICT (hereinafter referred to as "District"), a public agency organized, existing and operating under the Municipal Water District Law of 1911, California Water Code §71000, et seq., and _____, owner(s) of APN _____, (hereinafter referred to as the "Owner") (collectively, the "Parties").

RECITALS:

A. Pursuant to the authority cited above, the District provides water and/or sewer service in portions of San Diego County, California.

B. The Owner of real property legally identified as follows:

Assessor's Parcel No.: _____

Site Address: _____

is requesting that the District provide water service to the above-identified real property ("Parcel") pursuant to a variance allowing the Owner to downsize to less capacity for the Parcel than is required under the terms of District Ordinance No. 17-07.

C. The Owner represents that he/she/they is/are the sole owner of the Parcel with authority to enter into this Agreement.

D. The Parties desire to enter into an agreement whereby District will suspend the requirement to pay any additional water Fixed Charges beyond those applicable to capacity class B under District Ordinance No. 17-07 provided that the Parcel does not exceed a maximum of 50 units (one unit equals one hundred cubic feet ["CCF"]) of water use per month on average, for any 12-month period, based on the 12-month rolling average (month determined by scheduled meter reading cycle).

E. As defined by District Ordinance No. 17-07, capacity class B is for 3/4" meters with a maximum of 50 CCF water use per month.

NOW, THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the Parties hereto agree as follows:

1. The foregoing Recitals are hereby incorporated into this Agreement.
2. In the event the Parcel exceeds a maximum of 50 units of water use per month on average, for any 12-month period, based on the 12-month rolling average, District will notify the Owner of the exceedance. Within 3 months from the date of the notice, the Owner shall bring the Parcel's average monthly water use, based on the 12-month rolling average, below 50 units per month.
3. In the event Owner does not bring the Parcel's average monthly water use, based on the 12-month rolling average, below 50 units per month within the 3 months immediately following the date of the notice, the Owner shall become obligated to pay District the additional water Capacity Fees, then in affect, corresponding with the capacity class that matches the Parcel's use over the 12-month period. Following the expiration of the 3-month period, Owner will also be subject to an increase in monthly fixed charges corresponding with the capacity class that matches the Parcel's use.
4. This Agreement shall inure to the benefit of, be binding upon and become a covenant that runs with the land. Every person who now or hereafter owns or acquires any right, title or interest in or to any portions of the Parcel (or any portions thereof) is and shall, by recordation of this Agreement in the Office of the County Recorder, San Diego County, California, be conclusively deemed to be subject to the terms of this Agreement, whether or not any reference to this Agreement is contained in the instrument by which such person acquires an interest in the real property.
5. The Owner hereby declares its understanding and intent that the circumstances concerning the capacity class, as set forth herein, touch and concern the land in that the Owner's legal interest in the Parcel has been considered by Owner in Owner's determination of the value of the real property and Owner's establishing the value of the improvements thereon at the time said real property was (or will be) offered for sale to the general public by Owner. The Owner hereby further declares its understanding and intent that the benefit of this Agreement touch and concern the land by enhancing and increasing the value and use of the real property by the Owner.
6. The terms of this Agreement may be enforced by the District or its successors or assigns against the Owner or the Owner's successors entitled to the Parcel (or any portions thereof). In the event of any controversy, claim or dispute relating to this Agreement or the breach thereof, the District shall be entitled to recover from said party the District's reasonable expenses, including attorney's fees and costs, if the District prevails.
7. The Owner does covenant that each individual executing this Agreement on behalf of the Owner is a person duly authorized and empowered to execute Agreement for the Owner. District does covenant that the individual executing this Agreement on behalf of District is a person duly authorized and empowered to execute Agreement for District.

- 8. All written notices to the Parties hereto shall be sent United States registered mail, postage prepaid, return receipt requested, and addressed as follows:

DISTRICT:

OWNER:

Rainbow Municipal Water District
Attention: Tom Kennedy
3707 Old Highway 395
Fallbrook, California 92028

Changes to the above addresses can be made by the same form of notice.

- 9. Failure to insist on compliance with any term, covenant or condition contained in this Agreement shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver of any right or power contained in this Agreement at any one or more times be deemed a waiver or relinquishment of any right or power at any other time or times.
- 10. This Agreement contains the entire agreement between the Parties and supersedes all previous or contemporaneous oral and written discussions, agreements, or understandings between the Parties regarding the subject matter of the Agreement.
- 11. The terms of this Agreement may not be altered, modified, supplemented, amended, or waived except by an instrument in writing executed by all of the Parties and recorded in the Official Records of the County of San Diego, State of California.
- 12. This Agreement shall be recorded in the Official Records of the County of San Diego, State of California.

[SIGNATURES ON FOLLOWING PAGE(S)]

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date first hereinabove written.

OWNER BY:

ACCEPTED BY:

Owner / Authorized Agent _____

Rainbow Municipal Water District _____

Date: _____

Date: _____

Name: _____
Please Print

Name: _____
District Representative

Signature: _____

Signature: _____

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE A RECORD OF SURVEY FOR FOUR (4) PARCELS COMPRISING DISTRICT HEADQUARTERS

BACKGROUND

The Rainbow Municipal Water District (RMWD) headquarters is comprised of four contiguous parcels of land proximate to the southwest quadrant of the intersection of Old Highway 395 and State Route 76. The parcels of land have not been mapped or “monumented” in the field. “Monumenting” is the placement of permanent markers at the boundary corners of a property. A Record of Survey (RoS) as defined by California Business and Professions Code §§ 8762(b) “Record of Surveys” is an official map that documents the evidence and procedures used by a licensed land surveyor to determine a boundary, and shows the new monuments set to demarcate that boundary in the physical world, as well as easements on the property. A Record of Survey is reviewed by the County Surveyor’s Office, and then recorded with County Recorder’s Office. The boundary lines delineated on the Record of Survey are the boundaries for use in design or development.

A Record of Survey is needed to proceed with the development of the District Headquarters by providing definitive boundaries of the four parcels in questions. This will enable other parties to identify available land for development uses, for planners to analyze zoning, and other issues that require exact boundary locations.

DESCRIPTION

On September 26, 2018, staff released a Request for Proposal (RFP) to provide Land Surveying Services for a Record of Survey on Four (4) Parcels. Proposals were due October 22, 2018, and the District received five (5) responsive proposals from the following land surveying firms:

- 1) KDM Meridian
- 2) ALTUM Group
- 3) NV5
- 4) PSOMAS
- 5) Johnson Frank

A selection committee made up of Engineering Department 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 KDM Meridian, was the most qualified to perform the work. KDM Meridian is currently one of the District’s three “On-Call” surveyors. The evaluation and selection was based on qualifications, per California Government Code Section 4525, commonly known as the “Mini Brooks Act” Since the services requested are professional services and not general contracting, stipulations of the Mini Brooks Act apply, and selection cannot be based on price.

The funding for this project is included in the Five Year Capital Plan under a project identified as New District Headquarters. In this Five Year Plan the first expected was allocation of funds is \$300,000 in FY22/23. As part of this action, the Board needs to appropriate funds into the current year budget so that this essential element of project planning can proceed. During our Mid-Year Budget Adjustment in early 2019, staff will present to the Board an additional appropriation to cover other planning costs that will be incurred over the remaining of the FY18-19 fiscal year.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Two: Asset Management. Obtaining a Record of Survey will define the boundaries of the land owned by the District, and identify any encroachments or other issues affecting the land.

BOARD OPTIONS/FISCAL IMPACTS

Authorizing this Record of Survey will eliminate questions about the exact boundaries of the District property, and is necessary as a first step in any type of development the District may choose to pursue.

- 1) Authorize the General Manager to execute the Professional Services Agreement with KDM Meridian for a Record of Survey for the four (4) parcels of the District headquarters. Appropriate \$75,000 to the CIP budget, \$57,460 for the RoS, and the remaining amount for implementation, administration, and RFP for the planning efforts for the remainder of this fiscal year.
- 2) Provide other 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.



Steven E. Strapac, PE, PLS
District Engineer

12/04/18

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO QUITCLAIM SEWER EASEMENT ON PALOMAR COMMUNITY COLLEGE DISTRICT, NORTH COUNTY CAMPUS PROPERTY

BACKGROUND

Palomar College was responsible for construction of public water and sewer mains to serve the campus property and connect with existing mains in Horse Ranch Creek Road. The new sewer main connects to and conveys flow from the west Pala Mesa sewer under I-15, east through the campus (within a District easement) to the recently completed sewer main in Horse Ranch Creek Road. The existing 12" sewer east of, and parallel with, I-15 is no longer required and has been physically abandoned, eliminating a significant source of Inflow & Infiltration (I&I) to the sewer system in the area served by the recently operational Horse Creek Lift Station.

DESCRIPTION

The above-mentioned sewer tie-in with the Pala Mesa sewer and the abandonment of the 12" sewer along I-15 were completed during the week of October 8, 2018. The easement along Palomar's westerly property line is no longer required and formal Board action to Quitclaim the easement to Palomar (property owner) is being requested.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Two: Asset Management. Replacing the existing sewer main constructed in a drainageway/creek, relocating it within Palomar's main driveway and connecting to the new sewer in Horse Ranch Creek Road eliminates the difficulty of maintaining and accessing the sewer. The relocation also eliminates a portion of the I&I which exists in the sewer system along I-15.

BOARD OPTIONS/FISCAL IMPACTS

The abandonment of the old sewer will eliminate some I/I from the system, reducing the flow to the sewer system and ultimately the treatment plant, reducing costs to some extent.

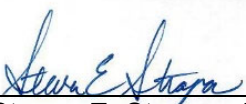
- 1) Authorize the General Manager to execute a Quitclaim Deed for the portion of the sewer easement within Palomar's property.
- 2) Provide other direction to staff.

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.


Steven E. Strapac, P.E.
District Engineer

December 4, 2018

**REQUESTED BY AND WHEN
RECORDED MAIL TO:**

Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, California 92028

EASEMENT QUITCLAIM DEED

Exempt from Recording Fees per Gov't Code Section 27383
and from Documentary Deed Transfer Tax under
Rev. & Tax Code Section 11922

Assessor's Parcel No. **108-120-55**

For valuable consideration Rainbow Municipal Water District, a Municipal Corporation organized under the Municipal Water District Act of 1911 as amended, as Grantor, hereby remits, releases and forever quitclaims to **Palomar Community College District, A California Public Agency** the following described real property:

The portion of that certain Easement of Right of Way recorded the 6th day of October, 1978 as Document No. 78-425959, of Official Records, in the County of San Diego, State of California, which is located within real property in the County of San Diego, State of California described as Parcel A of Certificate of Compliance recorded December 11, 2006 as Document No. 2006-0876284, being also a portion of Parcel 1 of Parcel Map 13703 recorded February 28, 1985 as File No. 85-066725, both of Official Records.

Rainbow Municipal Water District

Date: _____

By: _____

Tom Kennedy
District General Manager

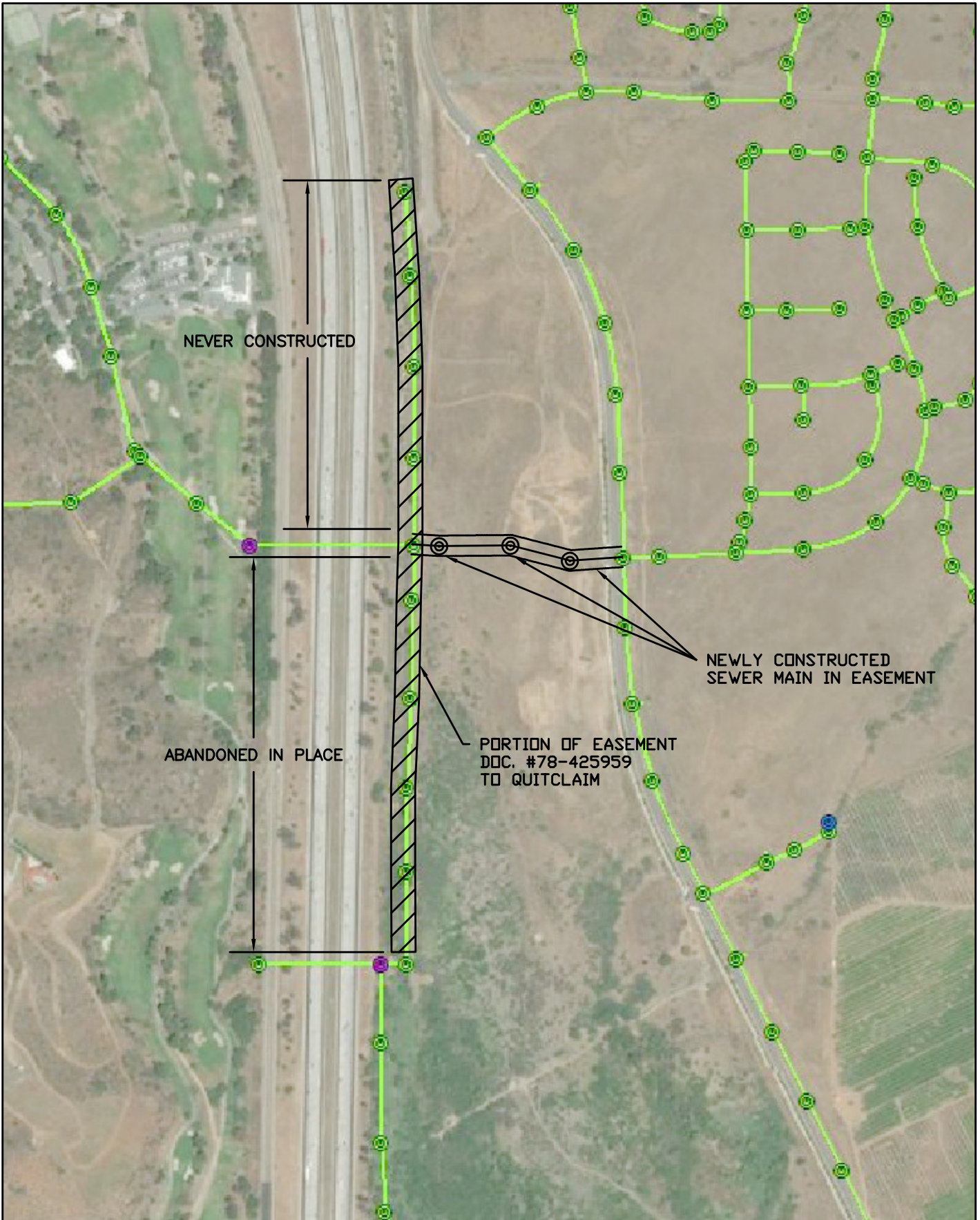
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)
)

On _____, before me, _____, Notary Public personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed this instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



PALOMAR COLLEGE PROPERTY
EASEMENT QUITCLAIM
Page 95 of 179

FIGURE 1
DECEMBER 2018

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-26 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 5.05.050 – RECORDS RETENTION POLICY

BACKGROUND

The District has been working diligently on executing a Records Management Program to lessen the District's liability or risk as well as start the process of implementing an electronic filing system for records to be retained.

One of the first steps in this implementation process was to conduct a thorough review of the District's current record retention policy adopted by the Board in 2005. It was found since the policy was adopted, only minor revisions have been made to simply reflect decisions made by the Board throughout the years and the sections related to record retention were found to be outdated, unorganized, and difficult to reference when determining record retention and disposition.

Based on this information, staff determined it would be more prudent to dissect Section 5.05.050 in its entirety and create a more effective policy by categorizing the records for which each department is responsible. In doing so together staff research government and regulatory codes, examined several other agencies policies for comparison, and reached out to other agencies to get input and direction.

A draft policy update was provided as an informational item to the Board on October 23, 2018 for their review and consideration. The Board was asked to review the proposed changes and bring back any suggested revisions to the December 4, 2018 meeting.

DESCRIPTION

Per the October 23, 2018 Board meeting, this item is being brought to the Board for consideration and possible approval.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area One: Water Resources
Strategic Focus Area Two: Asset Management
Strategic Focus Area Three: Workforce Development
Strategic Focus Area Four: Fiscal Responsibility
Strategic Focus Area Five: Customer Service
Strategic Focus Area Six: Communication

BOARD OPTIONS/FISCAL IMPACTS

There are no known fiscal impacts associated with this item.


- 1) Approve Ordinance No. 18-26 amending and updating Administrative Code Section 5.05.050 as presented.
- 2) Approve Ordinance No. 18-26 amending and updating Administrative Code Section 5.05.050 with revisions.
- 3) Deny approval of Ordinance No. 18-26 and provide staff with direction.

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 approving Ordinance No. 18-26 amending and updating Administrative Code Section 5.05.050.



Tom Kennedy, General Manager December 4, 2018

Ordinance No. 18-26

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending and Updating Administrative Code Section 5.05.050 – Records
Retention 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 5.05.050: Records Retention 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 4th day of December 2018.

AYES:
NOES:
ABSTAIN:
ABSENT:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

**Chapter 5.05
PUBLIC RECORDS**

Sections:

- 5.05.010 Public Records Policy**
- 5.05.020 Public Records Definitions**
- 5.05.030 Public Records Exempt from Disclosure**
- 5.05.040 Public Records Procedure for Inspection**
- 5.05.050 ~~Public~~ Records Retention Policy**
 - 5.05.050.01 Records Retention – District Records**
 - 5.05.050.02 Records Retention – Legal Records**
 - 5.05.050.03 Records Retention – Human Resources Records**
 - 5.05.050.04 Records Retention – Finance Records**
 - 5.05.050.05 Records Retention – Engineering Records**
 - 5.05.050.06 Records Retention – Operations Records**
 - 5.05.050.07 Records Retention – IT Records**
 - 5.05.050.08 Records Retention – Risk Management Records**
 - ~~5.05.050.01 Retention Policy Purpose~~
 - ~~5.05.050.02 Retention Policy General Guidelines~~
 - ~~5.05.050.02.01 Accounting and Utility Billing Records Retention Policy~~
 - ~~5.05.050.02.02 Long Term Debt Records Retention Policy~~
 - ~~5.05.050.02.03 Minutes from Board Meetings Retention Policy~~
 - ~~5.05.050.02.04 Audio Recordings of Board Meetings Retention Policy~~
 - ~~5.05.050.02.05 Statement and Reports Filed Pursuant to the Political Reform Act Retention Policy~~
 - ~~5.05.050.02.06 Contracts Retention Policy~~
 - ~~5.05.050.02.07 Property Records Retention Policy~~
 - ~~5.05.050.02.08 Tax Roll Delinquencies Retention Policy~~
 - ~~5.05.050.02.09 Payroll and Personnel Records Retention Policy~~
 - ~~5.05.050.02.10 Exposure/Safety Records and Material Safety Data Sheets Retention Policy~~
 - ~~5.05.050.02.11 Water Quality and Treatment Records Retention Policy~~
 - ~~5.05.050.02.12 Construction and Engineering Records Retention Policy~~
 - ~~5.05.050.02.13 Hazardous Materials Records Retention Policy~~
 - ~~5.05.050.03 Record Retention and Destruction~~

**Chapter 5.05
PUBLIC RECORDS**

Sections:

5.05.010	Public Records Policy
5.05.020	Public Records Definitions
5.05.030	Public Records Exempt from Disclosure
5.05.040	Public Records Procedure for Inspection
5.05.050	Records Retention Policy
5.05.050.01	Records Retention – District Records
5.05.050.02	Records Retention – Legal Records
5.05.050.03	Records Retention – Human Resources Records
5.05.050.04	Records Retention – Finance Records
5.05.050.05	Records Retention – Engineering Records
5.05.050.06	Records Retention – Operations Records
5.05.050.07	Records Retention – IT Records
5.05.050.08	Records Retention – Risk Management Records

Section 5.05.050

Records Retention Policy

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Rainbow Municipal Water District records; to provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; to ensure prompt and accurate retrieval of records; and to ensure compliance with legal and regulatory requirements.

For the purposes of this policy, "record" means any record consisting of a "writing" as defined by the Government Code Section 6252(g).

5.05.050.1 Authorization

The Board of Directors may by ordinance, adopt a record retention schedule that complies with guidelines provided by the Secretary of State pursuant to Government Code Section 12236 that classifies all the district's records by category as well as establishes a standard protocol for destruction or disposition of records. Upon adoption, the Board thereby authorizes the General Manager to interpret and implement this policy and directs staff to destroy any and all records, papers and documents that meet the specifications in accordance with the provisions of this policy.

The retention policy shall at all times be subject to the document destruction law for special districts as it may be amended from time to time, and if there is any conflict between that law and this policy, the law shall prevail.

The General Manager may authorize the destruction or disposition of any record that will not adversely affect any interest of the district or public that is not expressly required by law to be filed and preserved.

The General Manager may authorize the destruction or disposition of any duplicate records, paper, or document (original or permanent) which is in the file of any officer or department of the district.

5.05.050.2 Guidelines

Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of RMWD Record Retention Policy.

So long as the original or a photographic copy remains on file at Rainbow MWD, other duplicates of that record, paper or document may be destroyed.

In addition to any of the document retention time limits described in the Record Retention Policy, RMWD shall retain documents for a longer period of time under two circumstances:

- A. When the administrative, legal, or financial purpose for the document's creation has not been fulfilled. For example, planning documents shall be kept until the plan is completed.
- B. When a state or federal law not referenced in "RMWD Records Retention Policy establishes a longer, more specific retention period.

The District is not required to photograph, reproduce or make a copy of any record that is destroyed or disposed of pursuant to this section.

A list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category will be maintained and approved by the General Manager prior to any record destruction or disposition.

5.05.050.3 Records, Papers, or Documents Not Required to be Filed

Notwithstanding RMWD Retention Policy, Section 5.50.050.2, the legislative body of a district may authorize the destruction of any record, paper, or document which is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

5.05.050.3.1 The record, paper, or document is photographed, micro photographed reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disks, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records.

5.05.050.3.2 The device used to reproduce the record, paper, or document on film, optical disk or any other medium is one which accurately reproduces the original thereof in all details and which does not permit additions, deletions, or changes to the original document images.

5.05.050.3.3 The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

5.05.050.3.3.1 Every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

**Section 5.05.050.01
Records Retention - District Records**

District records must be retained and destroyed according to the schedule provided herein. The Administration department is responsible for the record retention and destruction of records covered in this section.

5.05.050.01.1 District Records Retention Management Reference Guide

RECORD	RETENTION PERIOD	REGULATORY INFO.	POSITION RESPONSIBLE	MEDIA TYPE
<u>FORMATION DOCUMENTS</u>				
Annexation Documents	PERM	Govt. Code 34090/60201		P,E
Deannexation Documents	PERM	Govt. Code 34090/60201		P,E
Incorporation Documents	PERM	Govt. Code 60201(d)		P,E
<u>MEETING RECORDS</u>				
Agenda Packets	PERM	Govt. Code 34090		P,E
Agendas	PERM	Govt. Code 34090		P,E
Audio Recordings	A	Govt. Code 54953.5		DB
Minutes	PERM	Govt. Code 60201 (d)		P,E
<u>POLICIES</u>				
Administrative Code	PERM	Govt. Code 60201		P,E
District Policies	PERM	Govt. Code 60201		P,E
Ordinances	PERM	Govt. Code 60201(d)		P,E
Resolutions	PERM	Govt. Code 60201(d)		P,E
<u>PUBLIC-RELATED DOCUMENTS</u>				
Conflict of Interest Code Documents (Not Including Admin. Code C.O.I.)	CU + 7	Govt. Code 81009	Board Secretary	P,E

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RECORD	RETENTION PERIOD	REGULATORY INFO.	POSITION RESPONSIBLE	MEDIA TYPE
Ethics Training Records (Unless Kept in Personnel Files for Board and Staff)	5	Govt. Code 53235.2	Board Secretary	P,E
Form 700's	CU + 7	Govt. Code 81009	Board Secretary	P,E
Form 801	CU + 7 (On Website for 4 Yrs.)	Regulation 18944; 18944.1; 18950	Board Secretary	P,E
Form 802	CU + 7	Regulation 18944.1	Board Secretary	P,E
Form 803	CU + 7	Govt. Code 82015	Board Secretary	P,E
Form 804	CU + 7 (Same as Conflict of Interest Code)	Regulation 18734	Board Secretary	P,E
Form 805	CU + 7 (Same as Conflict of Interest Code)	Regulation 18734	Board Secretary	P,E
Form 806	CU + 2 (On Website 2 Years)	FPPC 18702.5(b)(3) Govt. Code 60201(d)(10)	Board Secretary	P,E
Legal Notices for Public Hearings/Publication of Ordinances	2	Govt. Code 34090	Board Secretary	P,E
Newsletter	CU + 2 Unless Kept for Historical Data		Administration	P,E
Press Releases	CU + 2 Unless Kept for Historical Data		Administration	P,E
Public Records Act Requests (CPRA's)	CL + 2	Govt. Code 60201(d)(5)	Board Secretary	P,E
<u>MISCELLANEOUS</u>				
Contracts – Non-Construction	L + 7	State Department	All	
General Correspondence (emails, memos, letters, facsimiles)	AU + 7		All	P,E
Internal Committee/Group Records (ESG, ROC, etc.)	CU + 10			
Litigation (Pending Claim/Litigation or Any Settlement of Litigation)	S + 5	Gov. Code 6254	All	P,E

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RECORD	RETENTION PERIOD	REGULATORY INFO.	POSITION RESPONSIBLE	MEDIA TYPE
Other Records	Per GM Consistent with Record Retention Program			P,E
Outside Organization Documents (RSVP's, Agendas)	CU + 1		Board Secretary	P,E
Strategic Plans	CU + 25	Govt. Code 60201		P,E
Unaccepted Bids	CL + 2	Govt. Code 34090	All	P,E
<u>BOARD-RELATED DOCUMENTS</u>				
Board Appointment Lists	CU + 7		Board Secretary	P,E
Campaign Statements (Original and Copies)	7	FPPC	Board Secretary	P,E
Campaign Statements and Reports	C + 7	Political Reform Act Retention Policy (Gov. Code 81009(f))	Board Secretary	P,E
Compensation Forms	AU + 7		Paper – Board Sec. Electronic - Finance	P,E
Expense Reports (Traveling)	AU + 7		Finance	P,E
North County Joint Powers Authority (FPUD/LAFCO Matter)	PERM			P, E
Personnel Files	CU _ 7	Govt. Code 81009	Board Secretary	P, E

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Section 5.05.050.02
Records Retention - Legal Records

District legal records must be retained and destroyed according to the schedule provided herein. The Administration department is responsible for the record retention and destruction of records covered in this section.

5.05.050.02.1 Legal Records Retention Management Reference Guide

RECORD	RETENTION PERIOD	DEPARTMENT RESPONSIBLE	MEDIA TYPE
Original Contracts	L + 7	Administration	P,E
Pending Claim, Litigation, Settlement, or Disposition of Litigation	S + 5	Administration	P,E
Unaccepted Bid or Proposal	CL + 2	Administration	P,E

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Section 5.05.050.03

Records Retention - Human Resources Records

District human resources records must be retained and destroyed according the schedule provided herein. The Human resources department is responsible for the record retention and destruction of records covered in this section.

5.05.050.03.1 Human Resources Records Retention Management Reference Guide

RECORD	RETENTION PERIOD	MEDIA TYPE
<u>JOB APPLICATIONS</u>		
Applications for Vacancies (To Include Pre-Employment Skills Testing and Interview Notes)	A + 3	P,E
Successful	Reference "Personnel Files"	P
Unsuccessful	2	P,E
<u>MISCELLANEOUS</u>		
Contracts	<u>L + 7</u>	<u>P,E</u>
Litigation (Pending Claim/Litigation Or Any Settlement of Litigation)	<u>S + 5</u>	<u>P,E</u>
Unaccepted Bids	<u>CL + 2</u>	<u>P,E</u>
<u>PERSONNEL FILES*</u>		
Benefits Forms	New + 3	DB,E,P
Electronic Copies	T + 20	DB,E
Hard Copies	T + 4	P
Retiree Personnel Files	Retiree or Retiree Spouse Death + 5	DB,E,P

**Personnel Files Include the Following:*

- Applications, Changes and Termination of Employees
- Insurance Enrollment Records of Employees
- Job Descriptions
- Performance Records
- Retirements
- Agreements and Acknowledgements
- Licenses Certification Verifications
- Employee Discipline

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**Section 5.05.050.04
Records Retention - Finance Records**

District financial records must be retained and destroyed according to the schedule provided herein. The Finance department is responsible for the record retention and destruction of records covered in this section.

5.05.050.04.1 Finance Records Retention Management Reference Guide

RECORD	RETENTION PERIOD	DEPARTMENT RESPONSIBLE	MEDIA TYPE
<u>ACCOUNTS PAYABLE</u>			
Accounts Payable Invoices	AU + 7	Finance	P,E
Accounts Payable Ledger	AU + 7	Finance	P,E
Accounts Payable Register	AU + 7	Finance	P,E
Accounts Payable Reports	AU + 7	Finance	P,E
Accounts Payable Supporting Docs (Invoice, PO)	AU + 7	Finance	P,E
Cancelled/Voiced Checks	AU + 7	Finance	P
Cash Disbursement Requests	AU + 7	Finance	P,E
Petty Cash Records	AU + 7	Finance	P,E
Tax Reports (1099 Tax Info>Returns)	AU + 7	Finance	P,E
Tuition Reimbursement Records	AU + 7	Finance	P,E
<u>ACCOUNTS RECEIVABLE</u>			
Accounts Receivable Invoices	AU + 7	Finance	P,E
Accounts Receivable Ledger	AU + 7	Finance	P,E
Accounts Receivable Register	AU + 7	Finance	P,E
Assessment Pay-Offs	AU + 7	Finance	P,E
Bank Deposits	AU + 7	Finance	P,E
Journal Entries	AU + 7	Finance	P,E
Refunds	AU + 7	Finance	P,E
Revenue Backup	AU + 7	Finance	P,E
Taxes Receivable	AU + 7	Finance	P,E
<u>BANKING</u>			
Bank Reconciliation	AU + 7	Finance	P,E

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RECORD	RETENTION PERIOD	DEPARTMENT RESPONSIBLE	MEDIA TYPE
Bank Statements	AU + 7	Finance	P,E
<u>CASH RECEIPTS</u>			
Cash Receipts	AU + 7	Customer Service	P,E
Deposit Register	AU + 7	Customer Service	P,E
Deposits	AU + 7	Customer Service	P,E
<u>COLLECTIONS</u>			
Demand Letters	AU + 7	Customer Service	P,E
Liens	AU + 10	Customer Service	P,E
Release of Liens	AU + 7	Customer Service	P,E
Tax Roll Delinquencies	AU + 7	Customer Service	P,E
<u>CUSTOMER RECORDS</u>			
Direct Debit Forms	PERM	Customer Service	P,E
General Correspondence	PERM	Customer Service	P,E
Initial Service Orders	PERM	Customer Service	P,E
Owner/Tenant Authorizations	PERM	Customer Service	P,E
PEP Forms	PERM	Customer Service	P,E
<u>FINANCIAL RECORDS</u>			
Adjusting Entries	AU + 7	Finance	P,E
Audited Financial Statements	PERM	Finance	P,E
Balance Sheet	AU + 7	Finance	P,E
Bonds Payable and Other Long-Term Indebtedness	AU + 7	Finance	P,E
Budgets	AU + 7	Finance	P,E
Capital Asset Records	AU + 7	Finance	P,E
Changes in Fixed Assets	AU + 7	Finance	P,E
Closing Entries	AU + 7	Finance	P,E
Construction	AU + 7	Finance	P,E
Depreciation Schedule	AU + 7	Finance	P,E
Fixed Asset Subsidiary Ledger (Includes Inventory)	AU + 7	Finance	P,E

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RECORD	RETENTION PERIOD	DEPARTMENT RESPONSIBLE	MEDIA TYPE
General Ledger	AU + 7	Finance	P,E
Journals	AU + 7	Finance	P,E
Lease-Purchase Records	AU + 7	Finance	P,E
Monthly Financial Statements	AU + 7	Finance	P,E
Note Register	AU + 7	Finance	P,E
Other Financial Reports	AU + 7	Finance	P,E
Profit and Loss	AU + 7	Finance	P,E
Reversing Entries	AU + 7	Finance	P,E
Schedule of Investments	AU + 7	Finance	P,E
Special Event/Action Accounting Record	AU + 7	Finance	P,E
State Controller Reports	AU + 7	Finance	P,E
Surplus Property List	AU + 7	Finance	P,E
Trial Balance	AU + 7	Finance	P,E
Vehicle Titles and Records	AU + 7	Finance	P,E
<u>GRANTS</u>			
Federal Grants, Including FEMA / Other Emergencies (applications, reports, contracts, supporting documents)	AU + 7	Finance	P,E
Grants-In-Aid (applications, reports, contracts, supporting documents)	AU + 7	Finance	P,E
Long-Term Debt Records	AU + 7	Finance	P,E
State Grants (applications, reports, Contracts, supporting documents)	AU + 7	Finance	P,E
<u>MISCELLANEOUS</u>			
Contracts (bids, proposals)	L + 7	All	P,E
General Correspondence (emails, memos, letters, facsimiles)	AU + 7	All	P,E
Litigation (Pending Claim/Litigation Or Any Settlement of Litigation)	S + 5	All	P,E
Special Event/Action Accounting Record	AU + 7	Finance	P,E
Unaccepted Bids	CL + 2	All	P,E
<u>PAYROLL</u>			
Payroll Authorization Forms	New + 3	Finance	P,E

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RECORD	RETENTION PERIOD	DEPARTMENT RESPONSIBLE	MEDIA TYPE
Payroll Deductions	AU + 7	Finance	P
Payroll Journal	AU + 7	Finance	E
Payroll Reports (registers, statements, etc.)	AU + 7	Finance	E
Tax Reports (W2's, W3's, W4's, DE9's, 941's)	AU + 7	Finance	P,E
Timesheets	AU + 7	Finance	P,E,DB
Wage Garnishments	AU + 7	Finance	P
<u>PURCHASING</u>			
Inventory Records	AU + 7	Purchasing	P,E
Purchase Orders	AU + 7	Purchasing	P,E
Requisitions	AU + 7	Purchasing	P,E
<u>UTILITY BILLING</u>			
Meter Reports	AU + 7	Customer Service	P,E
Payment Stubs & Tapes	AU + 7	Customer Service	P
Refunds	AU + 7	Customer Service	P,E
Service Requests	AU + 7	Customer Service	P,E,DB
Utility Billing Adjustments	AU + 7	Customer Service	P,E
Utility Billing Register	AU + 7	Customer Service	P,E

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Section 5.05.050.05

Records Retention - Engineering Records

District engineering records must be retained and destroyed according to the schedule provided herein. The Engineering Department is responsible for the record retention and destruction of records covered in this section.

5.05.050.05.1 Engineering Records Retention Management Reference Guide

RECORD	RETENTION PERIOD	POSITION RESPONSIBLE	MEDIA TYPE
<u>CAPITAL IMPROVEMENT PROGRAM (CIP)</u>			
As Builts	PERM	Engineering Tech.	P,E
Fireflow Analysis	CU + 2	Engineering Tech.	P,E
Inspection	PERM	Engineering Tech.	P,E
Pipeline Inspection Videos	CU + 3	Engineering Tech.	P,E
Plans	PERM	Engineering Tech.	P,E
Preliminary Plans	CL + 3	Engineering Tech.	P,E
Project Files	L + 10	Engineering Tech.	P,E
Reports	PERM	Engineering Tech.	P,E
Sewer Applications	PERM	Engineering Tech.	P,E
Sewer Availability Documents	CU + 5	Engineering Tech.	P,E
Water Applications	PERM	Engineering Tech.	P,E
Water Availability Documents	CU + 5	Engineering Tech.	P,E
<u>LAND DEVELOPMENT</u>			
Inspection	PERM	Engineering Tech.	P,E
Pipeline Inspection Videos	CU + 3	Engineering Tech.	P,E
Plans	PERM	Engineering Tech.	P,E
Preliminary Plans	CL + 3	Engineering Tech.	P,E
Project Files	L + 10	Engineering Tech.	P,E
Reports	PERM	Engineering Tech.	P,E
Request for Proposals/Proposals	CL + 7	Engineering Tech.	P,E
Statement of Qualifications	CL + 7	Engineering Tech.	P,E
<u>MISCELLANEOUS</u>			
Contracts (bids, proposals)	L + 7	All	P,E

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RECORD	RETENTION PERIOD	POSITION RESPONSIBLE	MEDIA TYPE
General Correspondence (emails, memos, letters, facsimiles)	AU + 7	All	P,E
Litigation (Pending Claim/Litigation Or Any Settlement of Litigation)	S + 5	All	P,E
Unaccepted Bids	CL + 2	All	P,E
<u>OTHER</u>			
Annexations	PERM	Engineering Tech.	P,E
Claims	CL + 7	Engineering Tech.	P,E
Easements and Right-Of-Ways	PERM	Engineering Tech.	P,E
Encroachments	PERM	Engineering Tech.	P,E
General Correspondence (See CIP or Land Development Record Retention for correspondence associated with these categories.)	CU + 7	Engineering Tech.	P,E
Hydraulic Models	CU	Engineering Tech.	P,E
Maps	PERM	Engineering Tech.	
Master Plan/Management Plans	PERM	Engineering Tech.	P,E
Standard Drawings/Specifications	PERM	Engineering Tech.	P,E
Water Rights	PERM	Engineering Tech.	

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Section 5.05.050.06

Records Retention - Operations Records

District operations records must be retained and destroyed according to the schedule provided herein. The Operations department is responsible for the record retention and destruction of records covered in this section.

5.05.050.06.1 Operations Records Retention Management Reference Guide

RECORD	RETENTION PERIOD	REGULATORY INFO.	POSITION RESPONSIBLE	MEDIA TYPE
<u>CONSTRUCTION & MAINTENANCE</u>				
Potable Water Discharges	CU + 5	RWQCB SWRCB	Superintendent	E
Service Requests	PERM		Superintendent	P
Work Orders	PERM		Superintendent	P,E
<u>METERS</u>				
Downsize/Upsize Documentation	CU +7		Meter Crew Leader	P
Meter Exchanges	CU + 9	AWWA	Meter Crew Leader	E
Meter Testing	CU + 5		Meter Crew Leader	E
<u>MISCELLANEOUS</u>				
Contracts - Copies	L + 7	State Department	Operations Manager	P,E
Litigation (Pending Claim/Litigation or Any Settlement of Litigation)	S + 5	Govt. Code 6254	Operations Manager	P,E
Unaccepted Bids	CL + 2	Govt. Code 34090	Operations Manager	P,E
<u>TECHNICAL SERVICES</u>				
FLEET				

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RECORD	RETENTION PERIOD	REGULATORY INFO.	POSITION RESPONSIBLE	MEDIA TYPE
BIT Inspections	2		Mechanic	E,DB
Daily Vehicle Inspection Reports (Commercial Vehicles)	2	D.O.T.	Mechanic	P
Daily/Weekly Vehicle Inspection Reports	1		Mechanic	P
D.O.T. Records	3		Mechanic	P
Equipment Titles and Registration	PERM w/Equipment		Mechanic	P
Fuel Usage Reports	PERM		Purchasing	DB
Generator/Mobile Equipment Maintenance Records	PERM w/Equipment		Mechanic	P
Generator/Mobile Equipment Permits and Records	5		Mechanic	P
Recycling Records	PERM		Mechanic	P,DB
Repair Records	PERM w/ Vehicle		Mechanic	DB
SMOG Certificates Including Test Results	PERM w/ Vehicle		Mechanic	DB
SMOG Checks	3		Mechanic	DB
Vehicle Titles and Registration (Originals In Vault & Copies in Vehicles)	PERM w/Vehicle		Mechanic	P
MECHANICAL/ELECTRICAL				
FCC Licenses and Certificates	PERM w/Facility		Electrical/Electronic Technician	P
Inspection Sheets (Motor Control & Electrical Maintenance)	PERM		Electrical/Electronic Technician	P,E
Inspection Sheets (SCADA Maintenance)	PERM		Electrical/Electronic Technician	P,E
Project Sheets	PERM w/Project		Electrical/Electronic Technician	P
WATER QUALITY & TREATMENT				
		SWRCB		
Backflow Reports	CU + 3		Water Quality Technician	P,E

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RECORD	RETENTION PERIOD	REGULATORY INFO.	POSITION RESPONSIBLE	MEDIA TYPE
Bacteriological Analysis (Original & Tabular Summary)	CU + 5		Water Quality Technician	P,E
Chemical Analysis	CU + 10		Water Quality Technician	P,E
Chlorine Residual/Monthly Reports	CU + 10		Water Quality Technician	P,E
Consumer Confidence Reports	CU + 2		Operations Manager	E
General Physical Samples	CU + 10		Water Quality Technician	P
Lead & Copper Sampling	CL + 12		Water Quality Technician	P,E
Potable Water Discharges - Samples	CU + 5		Water Quality Technician	E
Sanitary Surveys	CU + 10		Water Quality Technician	P,E
TTHM and HAAS Samples	CU + 10		Water Quality Technician	P,E
Violation & Corrective Actions	CU + 10		Water Quality Technician	P,E
Water Quality Complaint Reports	CU + 10		Water Quality Technician	P,E
<u>WASTEWATER</u>				
		State Water Resource Control Board/WDR/SSMP		
CCTV Inspection Logs	PERM		Superintendent	DB
CCTV Videos	CL + 5		Superintendent	V
Confined Space Records	CU + 5		Superintendent	P
FOG Program	PERM w/Facility		Superintendent	P,E
Generator (Stationary) Records/Permits	PERM w/Equipment		Superintendent	P
High Frequency Cleaning Logs	CL + 5		Superintendent	P,E
Lift Station Preventative Maintenance	PERM w/Equipment		Superintendent	P,E
Monthly Call-Out/Reports	CU + 5		Superintendent	P,E
Non-Hazardous Special Waste & Asbestos Manifest	PERM		Superintendent	P

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RECORD	RETENTION PERIOD	REGULATORY INFO.	POSITION RESPONSIBLE	MEDIA TYPE
Oak Crest Estates WWTP	PERM w/Facility		Superintendent	P,E
SCADA Flow Data	PERM		Superintendent	DB
Spill Logs/Reports	PERM		Superintendent	P,E
SSMP WDR Annual Audit (Internal)	2		Superintendent	E
SSMP WDR Update	CU + 5		Superintendent	P,E
Stallion Calibration Records	PERM		Superintendent	P
Stallion Outfall Samples	PERM		Superintendent	E
Vactor Cleaning Logs	CU		Superintendent	E
<u>WATER OPERATIONS</u>				
		CDHS		
Beck Reservoir	PERM	Division of Safety of Dams	Superintendent	P
Chlorine Stations Maintenance Records	CU + 3		Superintendent	P
CO2 Daily Station Log Sheets	CU + 2		Superintendent	P
Confined Space	CU + 5		Superintendent	P
Cover Inspections (Covered Reservoirs)	CU + 5		Superintendent	P,E
Daily Operator Logs/Flow Change Logs	CU + 5		Superintendent	P
Dive Inspection Sheets (Covered Reservoirs)	CU + 6		Superintendent	P,V
Generator (Stationary) Records	CU + 2		Superintendent	P
Meter Calibrations	CU + 5		Superintendent	E
Pump Station Inspection Log Book	CU + 5		Superintendent	P
Pump Station Maintenance Records	PERM w/Equipment		Superintendent	P,E
SCADA Flow Data	PERM			DB
Tank Inspections (Monthly)	CU + 2		Superintendent	P,E
Tank Maintenance Contractor Records	CU + 5		Superintendent	P,E
Work Orders	CL + 3		Superintendent	P,E

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Section 5.05.050.07
Records Retention - IT Records

District information technology (IT) records must be retained and destroyed according to the schedule provided herein. The IT department is responsible for the record retention and destruction of records covered in this section.

5.05.050.07.1 IT Records Retention Management Reference Guide

RECORD	RETENTION PERIOD	MEDIA TYPE
<u>EMAILS</u>		
Emails	15 Years	E
<u>MISCELLANEOUS</u>		
Contracts	<u>L + 7</u>	<u>P,E</u>
Litigation (Pending Claim/Litigation Or Any Settlement of Litigation)	<u>S + 5</u>	<u>P,E</u>
Unaccepted Bids	<u>CL + 2</u>	<u>P,E</u>

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Section 5.05.050.08

Records Retention – Risk Management Records

District risk management records must be retained and destroyed according the schedule provided herein. The Risk Management department is responsible for the record retention and destruction of records covered in this section.

5.05.050.08.1 Risk Management Retention Management Reference Guide

RECORD	RETENTION PERIOD	REGULATORY INFO	RECORD LOCATION	MEDIA TYPE
<u>ENVIRONMENTAL</u>				
Air Pollution Control District Inspections (Including tanks/generators)	PERM	3 Yrs. Per Permit	Safety Files On Site	P
Asbestos Records (Including identification and disposal manifests)	PERM	3 Yrs. Per Permit	Safety Files	P
Compliance Inspection Reports (External agency re: regs/hazardous materials/pesticides, etc.)	3	Gov. Code 60200	Safety Files	P
Hazardous Material (Including material safety data sheets/inventory list & handling procedures)	CU + 10	Cal OSHA	Online, On-Site Common Areas	P,E
Hazardous Waste Compliance Inspections (Including internal/external (County Environmental Health)	CU + 10	Cal OSHA	Safety Files	P
Hazardous Waste Disposal Manifests	CU + 10	Cal OSHA		
Pesticide Records (inventory/use/disposal)	CU + 2	Gov. Code 60200	Safety Files	P
<u>INSURANCE</u>				
Claims (Not Litigated)	CU + 6	Gov. Code 60200	Online/Safety Files	
Coverage (Including Policies/JPIA MOU's)	PERM	Gov. Code 60200	Online	P,E

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RECORD	RETENTION PERIOD	REGULATORY INFO	RECORD LOCATION	MEDIA TYPE
<u>MISCELLANEOUS</u>				
Original Contract	L + 7	State Department		P,E
Litigation (Pending Claim/Litigation or Any Settlement of Litigation)	S + 5	Gov. Code 6254		P,E
Unaccepted Bids	CL + 2	Gov. Code 34090		P,E
<u>SAFETY</u>				
Compliance Inspection Reports (Fire equipment, etc.)	3	Gov. Code 60200	Safety Office	P
Confined Space (Entry permit/ inspection/checklists/test data/notifications)	1	Gov. Code 60200	Safety Office	P
Driving Records (DMV)	T + 5	Gov. Code 60200	Safety Office	P
Driving Records (DOT) (Including DMV exams & reports/drivers' hours/logs/pull notices for A&B drivers)	T + 5	Gov. Code 60200	Safety Office	P
Equipment Calibration Records (Fall protection, gas meters, wenches, lanyards, harnesses, etc.)	CL + 5	Gov. Code 60200	On-Site	P
First Aid Treatment and Observation Only Injuries	5	CCR Tit 8, 3204	Safety Office	P,E
Injury & Accident Reports (Including on the job and vehicle/OSHA log)	P	Gov. Code 60200	Safety Office	P,E,DB
Medical Program Records (Medical testing)	T + 30	Gov. Code 60200	Safety Office	P
OSHA Correspondence & Notices	CL + 5	Gov. Code 60200	Safety Office	P
Permits	3		On-Site/ Safety Office	P
Safety Inspections-Internal (Including facility audits)	CU + 7	Gov. Code 60200	Safety Office	P
Safety Meeting Minutes	CU + 7	Gov. Code 60200	Network	E
Surveillance Program Records (Substance tests/hearing/ respirator)	T + 30	Gov. Code 60200	Safety Office	P

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RECORD	RETENTION PERIOD	REGULATORY INFO	RECORD LOCATION	MEDIA TYPE
Terminal Safety Inspection & Compliance Records (BIT Program – DMV Pulls)	CL + 3	Gov. Code 60200	Safety Office	P
Training Records (Including attendance, new employee orientation, scheduled, certification, tailgate rosters)	CU + 7	Gov. Code 60200	Safety Office/ Network	P,E
Workers Compensation Files	I + 5 Or CL + 2	CCR 15400.2	Safety Office/ Online	P,E
Workplace Assessments (Including ergonomic studies/job hazard analysis)	CU + 2	Gov. Code 60200		

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BOARD OF DIRECTORS

December 4, 2018

SUBJECT

CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-21, A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT COMMENDING MIKE DAILY FOR HIS OUTSTANDING SERVICE AS A VOLUNTEER ON THE DISTRICT'S COMMUNICATIONS AND CUSTOMER SERVICE COMMITTEE

BACKGROUND

Mike Daily notified the District he would be resigning from the Communications and Customer Service Committee effective January 1, 2019. Mr. Daily served on this committee since August 2010, including serving as Chairman of the Committee from March 7, 2011 to December 6, 2018.

DESCRIPTION

Resolution No. 18-21 commends Mike Daily for his dedicated service.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Six: Communication

BOARD OPTIONS/FISCAL IMPACTS

There are no fiscal impacts associated with this item.

- 1) Approve Resolution No. 18-21 as written.
- 2) Approve Resolution No. 18-21 with revisions.
- 3) Provide staff direction.

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 the Board approve Resolution No. 18-21.



Tom Kennedy, General Manager

December 4, 2018

RESOLUTION NO. 18-21

**RESOLUTION OF THE BOARD OF DIRECTORS
OF RAINBOW MUNICIPAL WATER DISTRICT
COMMENDING MIKE DAILY**

WHEREAS, the Board of Directors of Rainbow Municipal Water District wishes to recognize Mike Daily for his outstanding service as a member of one District committee; and

WHEREAS, Mike Daily has served as a volunteer on a District committee for more than eight years, and

WHEREAS, Mike Daily served on the District's Communications and Customer Service Committee since August 2010, including serving as Chairman of the Committee from March 7, 2011 to December 6, 2018. Through his efforts, Mike Daily ensured that the interests of his fellow ratepayers were well represented in all District Communications, and

WHEREAS, Mike Daily attended community events where he interacted with community members directly to personally inform them as to the activities in the District, and

WHEREAS, Mike Daily had a singular focus on service to the ratepayers in his actions as a member of the Rainbow MWD Committee, and

WHEREAS, Mike Daily's service and dedication to the District is deeply appreciated by the Board, staff and employees of Rainbow Municipal Water District.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED That the Board of Directors hereby commends Mike Daily and thanks him for his outstanding efforts on behalf of the District.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Rainbow Municipal Water District held on the 4th day of December 2018 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-22, A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT COMMENDING WILLIAM "BILL" STEWART FOR HIS OUTSTANDING SERVICE AS A DIRECTOR

BACKGROUND

Bill Stewart served as the Division 4 director on Rainbow Municipal Water District's Board from March 2016 to December 2018.

DESCRIPTION

Resolution No. 18-22 commends Bill Stewart for his dedicated service.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area One: Water Resources
Strategic Focus Area Two: Asset Management
Strategic Focus Area Three: Workforce Development
Strategic Focus Area Four: Fiscal Responsibility
Strategic Focus Area Five: Customer Service
Strategic Focus Area Six: Communication

BOARD OPTIONS/FISCAL IMPACTS

There are no fiscal impacts associated with this item.

- 1) Approve Resolution No. 18-22 as written.
- 2) Approve Resolution No. 18-22 with revisions.
- 3) Provide staff direction.

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 the Board approve Resolution No. 18-22.


Tom Kennedy, General Manager

December 4, 2018

RESOLUTION NO. 18-22

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINBOW MUNICIPAL WATER DISTRICT COMMENDING
WILLIAM “BILL” STEWART**

WHEREAS, the Board of Directors of Rainbow Municipal Water District wishes to recognize Bill Stewart for his outstanding service as a Director of the District; and

WHEREAS, Bill Stewart was appointed to the Board in March 2016 and elected in November 2016 for a two-year term to represent the District’s Division 4, and

WHEREAS, Bill Stewart carefully evaluated all matters before him and provided well-reasoned guidance to District staff and other Board members, and

WHEREAS, Bill Stewart brought deep technical experience to the Board and to the region through his service on the San Luis Rey Watershed Council, and

WHEREAS, Bill Stewart had a singular focus on service to the ratepayers in his actions as a member of the Rainbow MWD Board, and

WHEREAS, Bill Stewart’s service to the District is deeply appreciated by the Board, staff and employees of Rainbow Municipal Water District.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED that the Board of Directors hereby commends Bill Stewart and thanks him for his outstanding efforts on behalf of the District.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Rainbow Municipal Water District held on the 4th day of December 2018 by the following vote, to wit:

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

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

VARIABLE					
DATE	2019	MEETING	LOCATION	ATTENDEES	POST
January	10	SDCWA Special Board Meeting	SDCWA	GM	N/A
January	*	CSDA – San Diego Chapter	(Location to be Announced) 6:00 p.m.	Mack	N/A
January	*	LAFCO Special Meeting	County Admin Center, Room 302 – 9:30am	(As Advised by GM)	N/A
January	*	Santa Margarita River Watershed Watermaster Steering Committee	Rancho California Water District	Hamilton	N/A

* To Be Announced

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

RECURRING					
DATE	2019	MEETING	LOCATION	ATTENDEES	POST
January	2	Engineering & Operations Committee Meeting	RMWD Board Room 3:00 p.m.	Appointed Director, General Manager	12/20
January	3	Communications & Customer Service Committee Mtg.	RMWD Board Room 3:30 p.m.	Appointed Director, General Manager	12/20
January	7	LAFCO	County Admin. Center Room 302 9:00 am	As Advised by GM	N/A
January	8	Budget & Finance Committee Mtg.	RMWD Board Room 1:00 p.m.	Appointed Director, General Manager	12/20
January	15	SDCWA GM's Meeting	SDCWA, San Diego 9:00 a.m.	General Manager	N/A
January	15	Council of Water Utilities	Hotel Karlan 14455 Penasquitos Drive San Diego 7:15 a.m. Poway	All Directors, General Manager	N/A
January	18	NC Managers	Golden Egg 7:45 a.m.	General Manager	N/A
January	22	RMWD General Board	RMWD Board Room (Start Time to Be Determined)	All Directors	1/15
January	23	San Luis Rey Watershed Council	Pala Administration Building 1:00 p.m.	Appointed Director	N/A
January	23	North County Water Group	Rincon Del Diablo, Escondido 7:30 a.m.	All Directors on a Rotating Schedule, General Manager	N/A
January	24	SDCWA Full Board Meeting	SDCWA Board Room, 3-5 p.m.	General Manager	N/A



STAFF TRAINING REPORT

ATTENDEES NAME(S):	Dawn Washburn
TITLE OF TRAINING/CONFERENCE/WORKSHOP/CLASS:	2018 Board Secretary/Clerk Conference
DATE(S) ATTENDED:	October 22-24, 2018
AGENCY HOSTING TRAINING/CONFERENCE/WORKSHOP/CLASS:	CSDA
LOCATION:	South Lake Tahoe, CA
BRIEF DESCRIPTION:	
<p>The completion certificate has become the gold standard for special district board secretaries and clerks as they advance their knowledge through new and exciting breakout sessions tailored to their position.</p> <p>Breakout sessions gave insight on managing change in light of changes such as new management, rates, paper to electronic records, new hires, and retirements, provided suggestions for utilizing multiple software programs available for automating the records management program with emphasis on what could happen should an agency not have a good records retention management program in place, shared skills for recognizing and preparing for encounters with a violent intruder, broke down the role for board secretaries in clerks when faced with candidate and ballot measure elections, reviewed the purpose for the California Voting Rights Act, and provided tools for enhancing your individual emotional intelligence for application both personally and professionally.</p> <p>I found it interesting that one common topic throughout most of the breakout sessions included emphasis on records management programs and how vital they are to government agencies. It was stated most of the cases litigated involving agency records being turned over to the public have resulted in the agency losing the court battle and that those agencies without a good policy and program in place would lose every time. The costs associated with battling a records request as well as producing millions of records that could have been disposed of at an earlier date was astounding. It was encouraging to know the records retention policy the Board recently reviewed would put a policy in place that would lessen RMWD's risk and liability in this area.</p>	

BOARD OF DIRECTORS

December 5, 2018

SUBJECT

Operations Report for October 2018

DESCRIPTION

Activities for Operations & Maintenance Division

CONSTRUCTION & MAINTENANCE DEPARTMENT:

The Construction crews repaired the following leaks: four (4) water mains, seven (7) service leaks, six (6) air vacs, two (2) wharfheads and one (1) hydrant. The crew performed nine (9) planned/emergency shutdowns. They also installed and/or repaired nine (9) appurtenances., They installed a new 6" gate valve on Rainbow Hills Road. In addition, the crews maintained District easements as well as completed work at the District Yard. The pressure station at Via Vera is being installed. Some of the C&M staff also assisted the Meter and Wastewater crews.

WATER OPERATIONS & VALVE MAINTENANCE DEPARTMENT:

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
- Collected all 4 sets of routine samples for the lab
- Monthly DDW report completed
- Collected UCMR4 samples for the lab
- Completed nitrification tests on all tanks and reservoirs
- Canonita Tank is back in service
- Vallecitos Tank was taken off line for rehab
- Maintenance/rebuild and testing performed on 15 pressure control valves
- Serviced Morro chlorine injection pumps

Valve Maintenance completed and/or oversaw the following:

Monthly Totals	Valves (Distribution)	Appurtenance Valves	Appurtenances
Exercised	150	86	N/A
Inoperable	7	20	0
Repaired	0	0	0
Replaced	0	0	0
Installed	0	0	0

- 190 locates completed
- Assisted with (6) shutdowns
- Replaced 1 Air Vacs / (2) fire hydrants
- Painted 86 appurtenances

WASTEWATER DEPARTMENT:

Monthly, Semi Annual and Annual Reports:

California Integrated Water Quality System (CIWQS) - Confirmation # 2530776 Reported "No Spill Report" for Month: October 2018.

Lift Stations Pumps / Preventative Maintenance:

October 3, 2018: Lift Station #6 - PM Service 2 pumps

October 4, 2018: Lift Station #4 - PM Service 2 pumps

October 4, 2018: DR Horton/Cummins Cal Pacific provided training to RMWD operators on Onan Generator Horse Creek Lift Station

October 9, 2018: Lift #5 - Rebuild and install (2) air release valves

October 17, 2018: Load Bank Testing - Old River Road, Lift Station #6 Fallbrook Oaks and Lift Station #5 Rancho Viejo

October 18, 2018: Load Bank Testing - Rancho Monserate, Lift Station #3 B-Plant and School House

Sewer Line Cleaning:

October 4 - 10, 2018: 4,308'

October 11 - 17, 2018: 1,349'

October 18 - 24, 2018: 542'

October 25 - 31, 2018 1,863'

Total footage cleaned for the month: **8,062'**

High Frequency Line Cleaning:

October 18 - 24, 2018: 1,410' Siphon

Total footage cleaned for the month: **1,410'**

Manholes Inspected:

October 4 - 10, 2018: 19 manholes inspected

October 11 -17, 2018: 2 manholes inspected

October 18 - 24, 201: 3 manholes inspected

October 25 - 31 ,2018 8 manholes inspected

Total manholes inspected for the month: **32**

Training:

10/17/18: Confined Space Training: RMWD and North County Fire from 7:00 – 11:30 AM

CCTV/Contractor:

N/A

SmartCover:

None

TECHNICAL SERVICES DEPARTMENT:

Fleet/Garage:

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

- Vehicle Maintenance (6)
- Vehicles with Emergency Repairs (5)
- Small Equipment Repairs (3)
- New Vehicles or Equipment Prep. (3)
- Off-Road Equipment / Trailer Repairs & Maintenance (2)
- Off-Road/ Trailer Emergency repairs (2)
- Large Vehicle Maintenance / Repairs (3)
- Diesel Particulate (DPF) Troubleshoot, Maintenance or Repairs (4)
- Dealer Safety Recalls or Customer Service Warranties (1)
- BIT Inspections (16)
- Decommission or Vehicles or Equipment and Prep for GOV Deals Auction (0)
- GAS BOY Fuel Cube Installation, Maintenance, Fuel Report, Troubleshoot (3)
- Schedule Crane Inspections (1)
- Emergency Equipment Monthly Inspections & Test (7)

- Target Solutions (0)
- Class "C" Dump Truck Training (0)
- GPS Troubleshoot, repairs or Installation (29)
- Install, Repair or Remove Equipment on Vehicles (2)
- Waste Hazard Area Cleaning, Prep Installation of New Tanks (5)
- Schedule Yearly PSIP (Periodic Smoke Inspections & DPF (Diesel Particulate Filter Cleanings (0)
- Training for Emissions CCDET (0)
- Climbing Harness Safety Training & Inspection (1)
- Professional Development Training (0)
- Pump Station or Wastewater Lift Station Generator Troubleshoot or Maintenance (2)
- Assist Technical Services Electrical (2) with moving Generator to Magee Pump Station (high winds & possible power outage)

Electrical/SCADA:

Status update on District-wide projects supported by Electrical/SCADA Staff for October 2018:

- U-1 Tank - buried conduit: Complete
- Worked with Engineering on upcoming Weese Plant and Lilac Pump Station projects: Ongoing
- Worked with District mechanic to organize hazardous waste area: Complete
- Replaced phone wiring in Warehouse Office: Complete
- Training on generator at Horse Creek Lift Station: Complete
- Coordinated with ABM contractors for providing electrical power and lights for office trailer in Lower Yard: Complete
- Helped mechanic with electrical troubleshooting on vehicles: Complete
- Rainbow Heights Pump Station, Pump #4 - troubleshooting Murphy engine controller: Ongoing
- Transported portable generator to Magee Pump Station to prepare for outages during Red Flag Warnings: Complete
- Checked SCADA outages caused by lightning storm: Complete
- Replaced transmitter and PLC analog card damaged from lightning storm: Complete
- Calibration and set up of pressure transmitters for tank level SCADA: Ongoing
- Class on water tank fall protection conducted by Mark Cline: Complete
- Coordinated with contractor to calibrate automatic valve actuator at Pala Mesa Tank: Complete
- Confined space entry to install new pressure dampener on Rainbow Hills Reservoir pressure transmitter: Complete
- Coordinated with Nobel Systems on TDS monitoring and equipment: Complete
- Upgrades to SCADA system to replace old equipment: Ongoing
- Misc. building maintenance; bulbs, ballasts, power, phone and computer cables repaired or replaced.

EMPLOYEE RECOGNITION – OPERATIONS & MAINTENANCE DIVISION

New Certifications

There were no certifications received for the month of October.


Robert Gutierrez
Operations Manager

12/4/18



BOARD INFORMATION

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

Engineering Report for October 2018

DESCRIPTION

CAPITAL PROJECTS:

Condition Assessment of Water Facilities: The Consultant is currently working on a prioritized list of potential pressure reduction projects.

Corrosion Protection: Staff reviewing the four proposals received. The selected Consultant shall complete a study identifying the highest priority pipelines for implementation of cathodic protection projects. Approval of the professional services agreement to be presented at the January 22, 2019 Board Meeting.

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

Land Surveying Services – Record of Survey: Staff received five proposals

Lift Station 1 Replacement: New design underway with equalization basin at Thoroughbred Lift Station site and Schoolhouse Lift Station. CEQA public review is in progress.

Pipeline Relocations - Misc: The Board approved the award of this project to Omnis Consulting, Inc. at the October 23, 2018 meeting.

Pressure Management: Staff are working on hiring a contractor to install two pressure reducing stations on Vista Valley Drive. This will allow the reduction of pressure for roughly 150 customers. As part of the Pipeline Relocation project. The Sarah Ann Drive loop will be tied into the Sycamore Ranch pressure zone, reducing pressures for 40 customers and one of the top 20 priority pipelines identified by the condition assessment. Staff is evaluating the transition of 60 homes from the Hutton to the Morro Pressure zone along Dentro De Lomas.

Rainbow Height's Pump Station Rehabilitation: Metropolitan Water District has approved the redesign for the smaller station outside of their easement. Expecting change order for installation of pre-manufactured pump station.

Weese Filtration Plant Interconnect: Final design expected to be completed by December 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 have been 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 337 water meters have been 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 30 water meters have been purchased to date. Acceptance of backbone facilities for Board consideration.

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: New sewer lateral was installed from Nessy Burger to the private manhole. The private lift station needs to be abandoned.

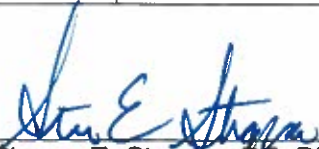
Pala Mesa Highlands (Beazer Homes): 124 SFR / 124 EDUs - On Old Highway 395. Models are being constructed and 11 water meters have been purchased to date. 99% of the water mains have been tested. Connections need to be accomplished for potable and reclaim water within the development.

Palomar College: 1 WM / 100 EDUs - Connection to existing sewer is completed. Acceptance of facilities for Board consideration.

Topa Topa Place (Frulla Inc.): Testing passed for the new 8" water main and was connected to the existing 10" water main. Staff to prepare punch list items.

OTHER:

ITEMS	NO#	ITEMS	NO#
Water Availability Letters	2	Water Meters Purchased	45
Sewer Availability Letters	1	Sewer EDUs Purchased	0
Water Commitment Letters	0	Developer Shutdowns	1
Sewer Commitment Letters	0	Jobs Closed: Pankey Lift Station	1


Steven E. Strapac, PE, PLS
District Engineer

11/13/18
12/4/18

BOARD OF DIRECTORS

October 10, 2018

SUBJECT

September: Customer Service & Meter Services

DESCRIPTION

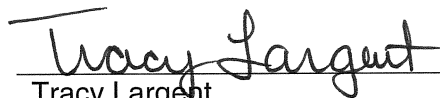
METER SERVICES:

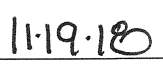
Meter Services completed 762 service orders. Here is a summary of the most pertinent service orders shown by category.

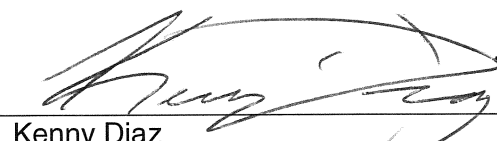
SERVICE ORDERS	COMPLETED
Check Reads	464
Transfers	77
Locked	36
Unlocked	30
Pressure Calls	32
Leaks	43
Drought	0

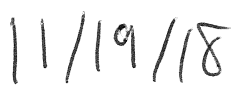
CUSTOMER SERVICE & METER SERVICES:

Nothing to report.


 Tracy Largent
 Finance Manager


 11/19/2018


 Kenny Diaz
 Meter Services Crew Leader


 11/19/2018



BOARD INFORMATION

BOARD OF DIRECTORS

December 4, 2018

SUBJECT

HUMAN RESOURCES REPORT FOR OCTOBER/NOVEMBER 2018

DESCRIPTION

Personnel changes, human resources activities, and safety report for October/November 2018

RECRUITMENT:

Senior Engineering Inspector: This position was posted for recruitment in November 8, and generated 234 views in the first 11 days, with 9 applications. Advertising sources include governmentjobs.com, BCwaterjobs.com, waterdistrictjobs.com, and ZipRecruiter.

Cross Connection Control and Backflow Technician: This position was posted on November 9, 2018 and generated 491 page views and 18 applications in the first ten days. Advertising sources include governmentjobs.com, BCwaterjobs.com, waterdistrictjobs.com, and the Backflow Prevention Institute.

Meter Services Supervisor: This position was posted as a promotional opportunity and closed on November 19, 2018. One employee applied, who is qualified. A final decision will be announced in the coming weeks.

Human Resources Assistant (part-time): The selected candidate ended up moving out of state, so the position was re-posted for recruitment. The job posting generated 3007-page views and received 224 applications. Sixty applicants were invited to take skills assessments, and 15 were selected for phone interviews.

Finance Manager: Tracy Largent, CPA started with the District on November 4th. Ms. Largent was most recently the Finance Manager for the City of Oceanside and has extensive experience with finance software implementations. She completed her B.S. in Business and Accounting at the University of Montana in Missoula and is a licensed CPA in California and Washington state.

Project Manager: Sarah Johnson, CMAA started with the District on November 13, 2018. Ms. Johnson spent the last ten years as Project Manager for a construction firm, managing multi-million-dollar school renovations, ground-up construction, landscaping, and maintenance. She is a Certified Construction Manager and holds an Advanced Construction Management Certificate from Cal Poly Pomona. She holds a B.A. in Communications from Cal State Fullerton.

LEAVES OF ABSENCE:

- One employee in Meters is on a short-term leave for the birth of a child.
- One employee from Construction is on a medical leave for a serious health condition.
- One employee in Valve Maintenance is planning a leave in January to care for a family member.
- One additional employee in Meters is planning a leave in January for the birth of a child.

BENEFITS:

2019 Renewals

Open enrollment for the 2019 plan year was from October 15th to November 2nd. Plan rate increases were extremely modest this year with some tiers decreasing and some having modest increases. The actual open enrollment changes resulted in total estimated plan increases for the next plan year of \$2,800.

The dental plan renewal had originally been quoted with a 3.5% increase, which would have had a \$3,500 cost increase, was renegotiated to no increase for the next year.

EMPLOYEE RECOGNITION:

Excellence Coin Awards

There were a total of 19 coin nominations for September and October. The coins were awarded to:

Responsibility: **Rene Del Rio** spearheaded a project to better manage the District's Hazardous Waste Program and reduce the District's exposure expensive violations. Formerly the lube oil in the garage, as well as the waste oil in the garage area was stored in 55-gallon drums that were not only difficult move, making them liable to cause an injury, but are also prone to leaking, posing a risk of environmental contamination. Collaborating with Safety-Kleen and the EHS Officer, Rene procured three 120-gallon double walled tanks to store the garage oil, eliminating the need for shifting heavy oil drum and increasing the amount of floor space in the garage and reducing trip hazards. To solve the problem of a possible hazardous waste spill into the storm drains he purchased a 250-gallon doubled walled tank to store the used oil and a 150-gallon tank to store the used antifreeze.

Ken Gerdes took the lead on the records retention project for multiple departments without being asked, participated in policy updates, found and sorted through documents district-wide, followed through with staff, and conducted policy research. Without Ken the records retention clean-up project would have taken much longer.

Teamwork: **Ed Bradley and Mark Cline.** Ed and Mark assisted Rene Del Rio in clearing and organizing the hazardous waste storage area. Both helped set up the new oil tanks and remove the debris and clutter from the storage area. They sorted through years of accumulated waste, and their attention to detail heled the EHS Officer locate and relocate piles of incorrectly stored electronic waste in the warehouse.

Ken Gerdes helped to prepare for the shredding truck as part of the records retention project. Helped shuffle boxes and bins to clear the storage container of hundreds of boxes and bound records, emptying binders, and assisting with cataloging each document to be shredded. Everyone involved was instrumental in making the project a success.

Integrity: **Jesus Hernandez** was coming down the hill on 395 just south of the District. He saw an elderly lady on an electric wheelchair coming down the grade and was having trouble controlling it. He made a U-turn and escorted her down the hill with his beacon

on. When she could safely pull off the road he contacted CHP and waited with her until they arrived. Jesus did the right thing, even when no one was looking.

EMPLOYEE EVENTS:

The District's annual Chili Cookoff and Harvest Festival was held on October 24th. Nine employees participated in the Chili Cookoff.

The annual **Employee Awards Banquet** is planned for January 12th. The theme is Red Carpet Awards and employees are encouraged to dress for the red carpet or as their favorite celebrity or character. Awards this year will include: Best New Artist (new hire), Best Supporting Cast (most helpful department), Best Producer (most productive), Best Performance in a Leading Role (best leadership).

NEOGOV:

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.

Insight Module

We currently have 1,890 active email subscriptions for notifications of job openings.

LILAC FIRE UPDATE:

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 The timing of the payment is unknown.

SAFETY:

Incidents

There were one lost time or modified duty due to a work-related incident.

Safety Training

Target Solutions online training: 9 completions for October 2018

Future planning to increase safety awareness throughout the district to include:

- Tank climbing, and employee harness inspection class completed for 7 November 2018 11 employees completed the exercise.
- OSHA 511 - Course in Occupational Safety and Health Standards for the General Industry for Safety Officer scheduled for January 22-25 in San Diego.
- Confined Space Recue training with 9 Rainbow and North County Fire department completed for October 17, this training was a walkthrough of the rescue environment and familiarization of the available equipment. Rainbow employees require more formal training to be an asset in the rescue environment.
- The District's hazardous waste has consolidated and prepared for pick up by Safety-Kleen for processing and disposal.

Tailgate/ Office Safety Trainings

- Ergonomics RM1

- Fall Protection/ Safety Harness Usage Demonstration
- Emotional Wreck (Defensive Driving)



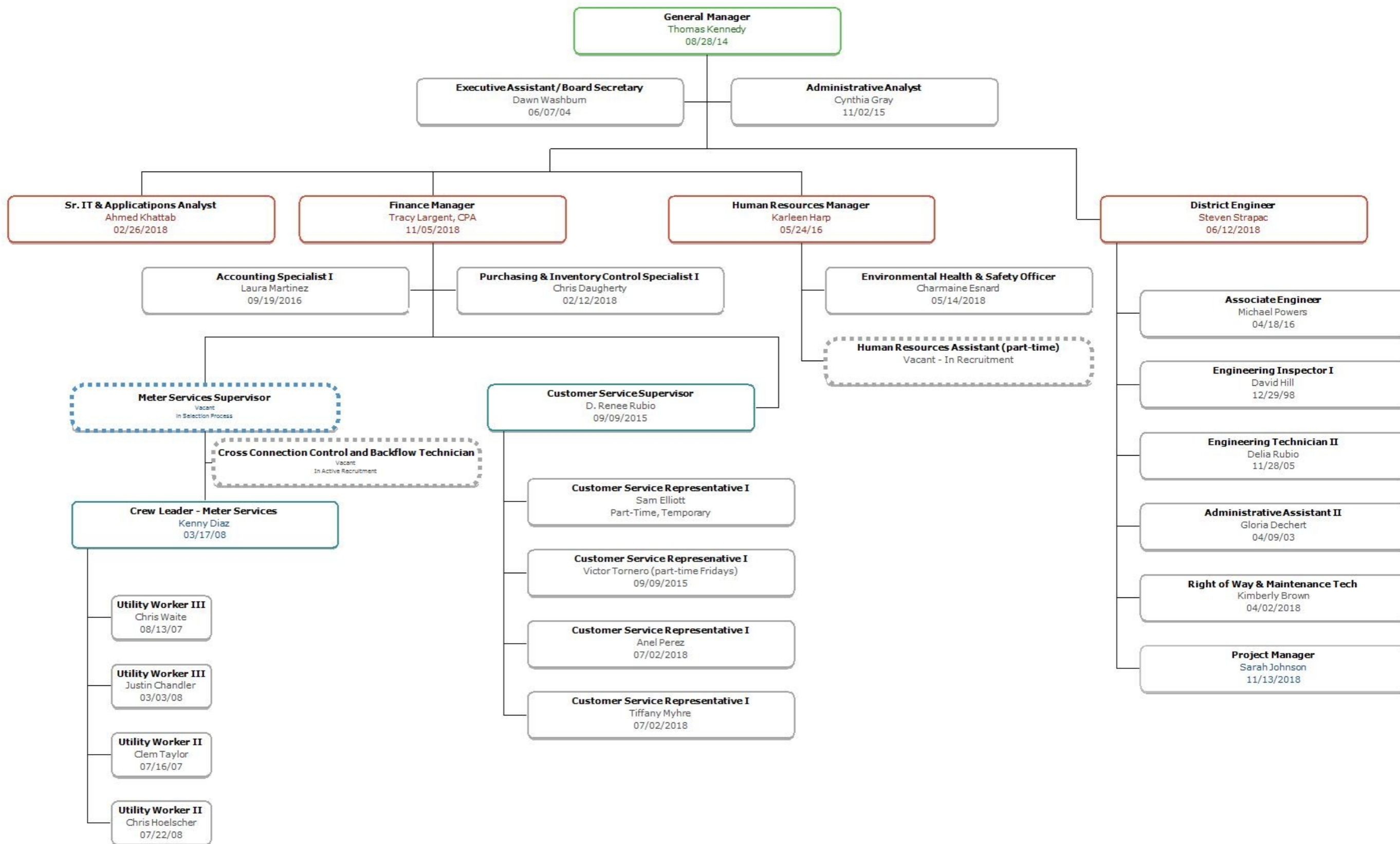
Karleen Harp, COSM
Human Resources Manager

12/04/2018

RAINBOW MUNICIPAL WATER DISTRICT
 ORGANIZATIONAL CHART
 PAGE 1 OF 2

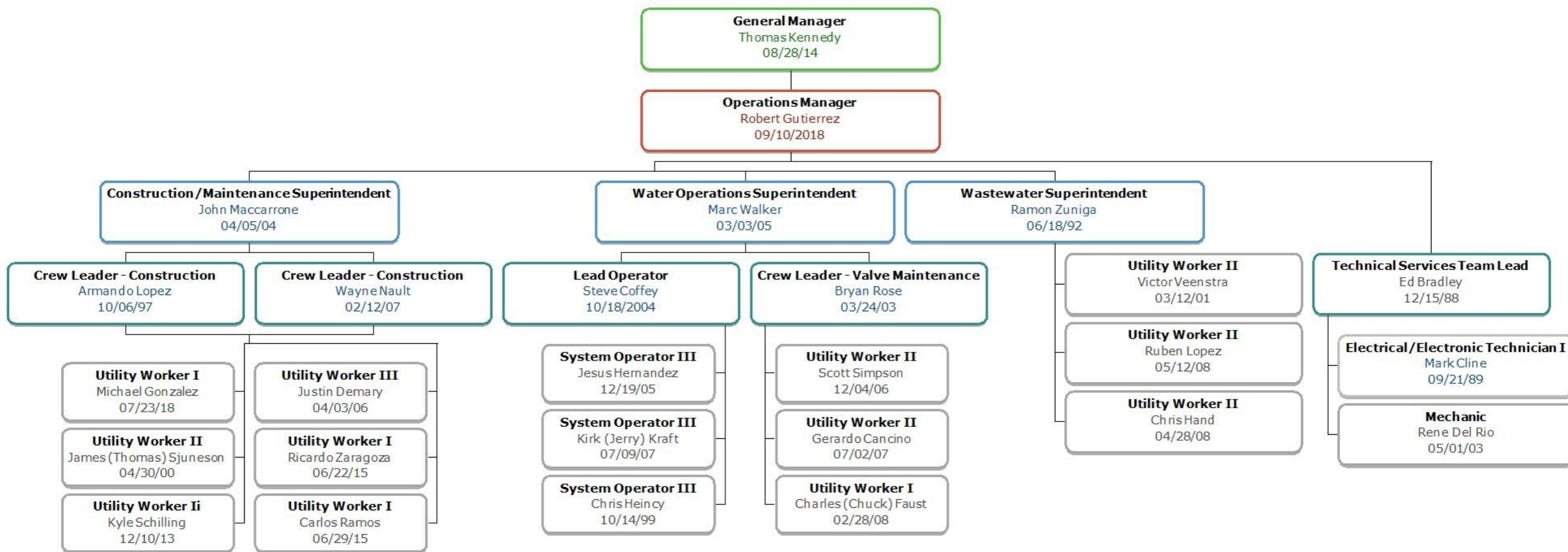
Creation Date 8/21/2014

Last Modified 11/19/2018



Creation Date 8/21/2014

Last Modified 11/19/2018



Interim Financials
Period: September 2018



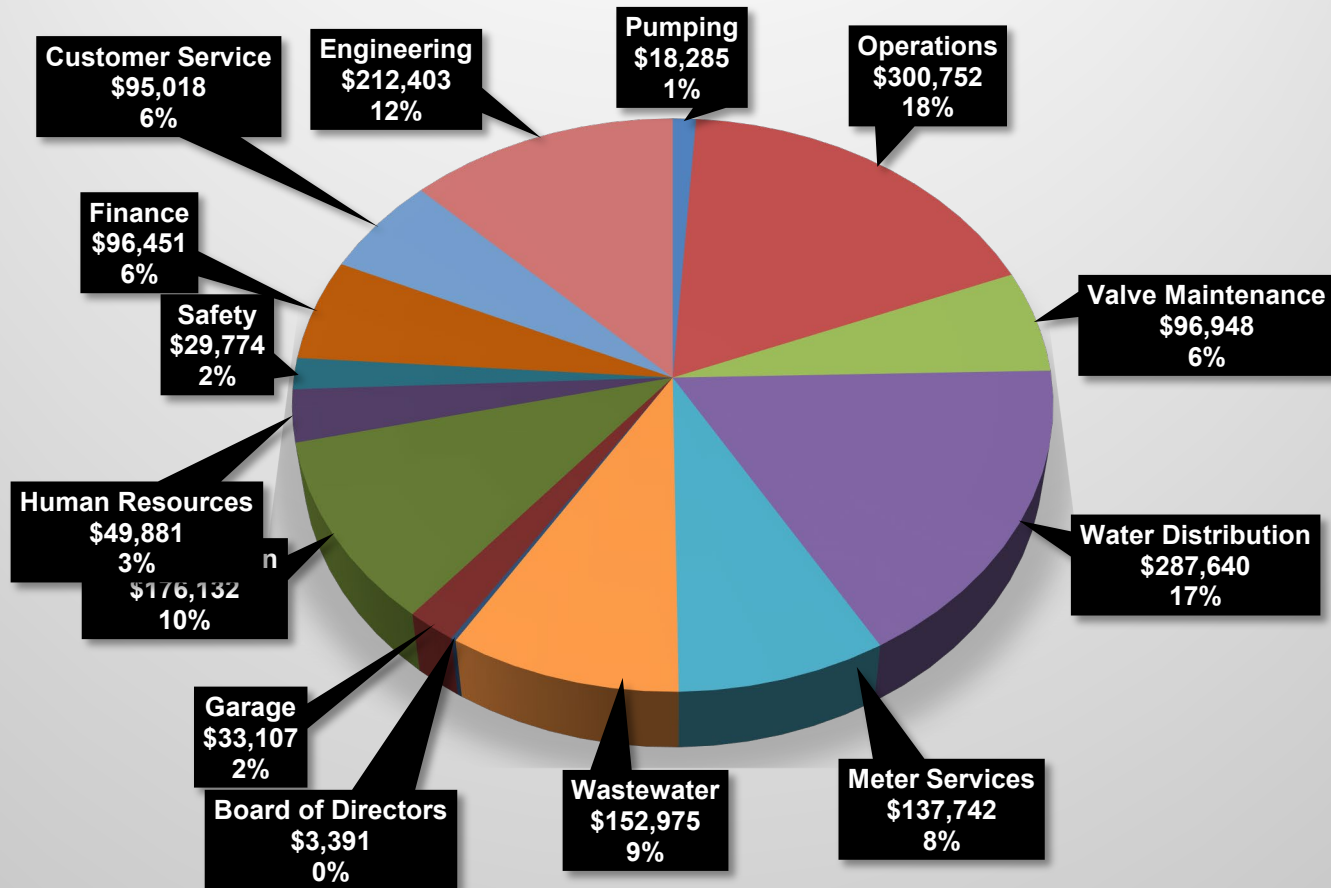
		Budget Amount	Period Amount	YTD Amount	YTD Variance	% Available
Fund 01: Water						
Operating Revenues:						
	Water Revenues	\$39,465,553	\$4,561,616	\$13,166,074	\$26,299,479	67%
	Other Revenues	\$486,000	\$1,929	\$8,236	\$477,764	98%
Total Revenues:		\$39,951,553	\$4,563,545	\$13,174,310	\$26,777,243	67%
Operating Expenses:						
	Cost of Water Sold	\$26,223,844	\$3,137,377	\$9,387,340	\$16,836,504	64%
	Labor	\$0	\$110	\$10,372	(\$10,372)	0%
	Overhead Transfer to General	\$5,111,289	\$0	\$0	\$5,111,289	100%
	Debt Service	\$1,120,142	\$0	\$0	\$1,120,142	100%
Department Expenses						
	Pumping					
	31 Labor	\$72,985	\$3,799	\$18,285	\$54,700	75%
	Expenses	\$592,000	\$61,714	\$115,887	\$476,113	80%
	Operations					
	32 Labor	\$1,139,429	\$104,125	\$300,752	\$838,677	74%
	Expenses	\$960,300	\$9,543	\$167,831	\$792,470	83%
	Valve Maintenance					
	33 Labor	\$517,515	\$30,288	\$96,948	\$420,567	81%
	Expenses	\$69,000	\$10,856	\$39,184	\$29,816	43%
	Capital	\$50,000	\$1,008	\$7,675	\$42,325	85%
	Water Distribution					
	34 Labor	\$1,582,452	\$94,352	\$287,640	\$1,294,812	82%
	Expenses	\$565,500	\$50,613	\$108,521	\$456,979	81%
	Capital	\$75,000	\$70,627	\$70,627	\$4,373	6%
	Meter Services					
	35 Labor	\$738,166	\$48,545	\$137,742	\$600,424	81%
	Expenses	\$509,000	\$14,210	\$23,293	\$485,707	95%
	Capital	\$200,000	\$10,859	\$60,705	\$139,295	70%
Total Operating Expenses:		\$39,526,622	\$3,648,027	\$10,832,801	\$28,693,822	73%
Water Fund Totals:		\$424,931	\$915,518	\$2,341,510	\$1,916,579	
Fund 02: Wastewater						
Operating Revenues:						
	Wastewater Revenues	\$3,065,959	\$225,568	\$712,276	\$2,353,683	77%
	Other Revenues	\$45,000	\$239	\$1,052	\$43,948	98%
Total Revenues:		\$3,110,959	\$225,807	\$713,327	\$2,397,632	77%
Operating Expenses:						
	Overhead Transfer to General	\$1,198,944	\$0	\$0	\$1,198,944	100%
Department Expenses						
	Wastewater					
	61 Labor	\$592,326	\$45,526	\$152,975	\$439,351	74%
	Expenses	\$1,414,800	\$13,526	\$39,981	\$1,374,819	97%
	Capital	\$185,000	\$0	\$0	\$185,000	100%
Total Operating Expenses:		\$3,391,070	\$59,052	\$192,956	\$3,198,114	94%
Wastewater Fund Totals:		(\$280,111)	\$166,755	\$520,371	\$800,482	

Interim Financials
Period: September 2018

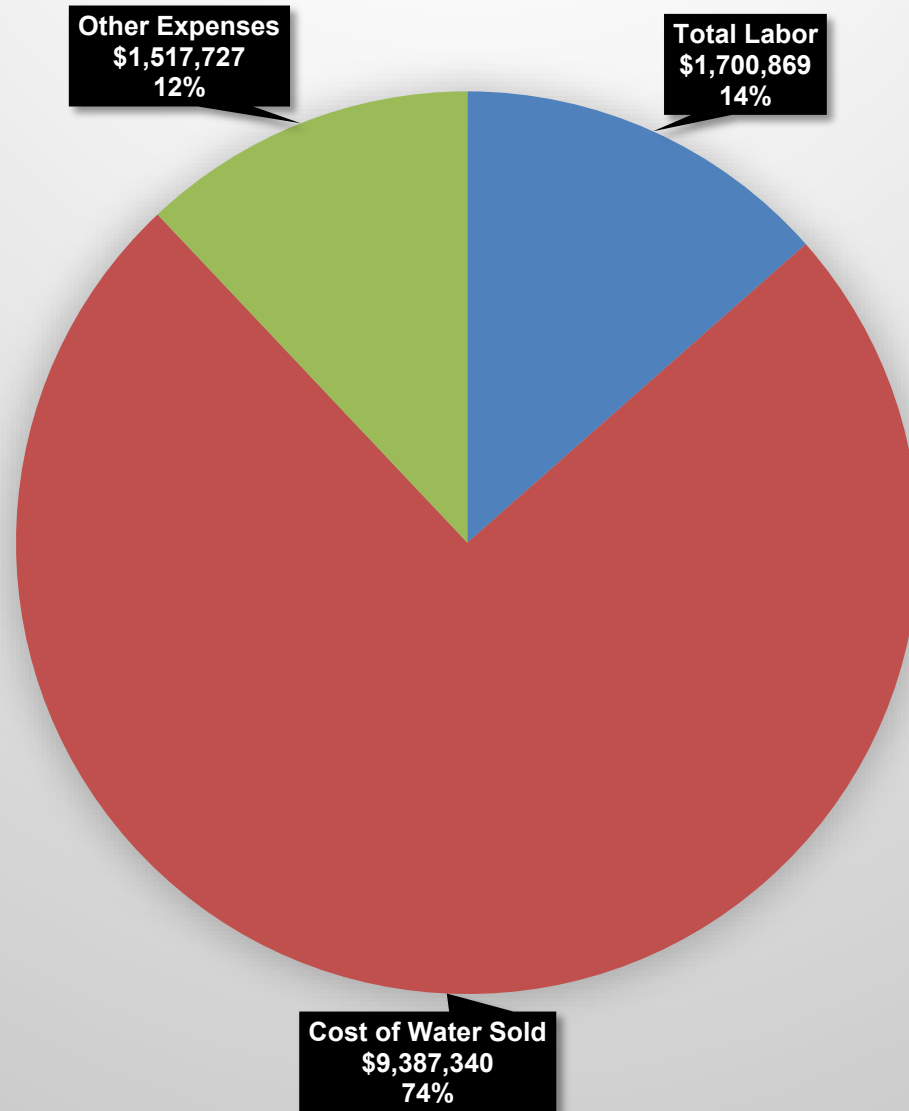


		Budget Amount	Period Amount	YTD Amount	YTD Variance	% Available
Fund 03: General						
Operating Revenues:						
	Overhead Transfers	\$6,310,233	\$0	\$0	\$6,310,233	100%
	Other Revenues	\$500,000	\$44,291	\$143,387	\$356,613	71%
	Total Revenues:	\$6,810,233	\$44,291	\$143,387	\$6,666,846	98%
Operating Expenses:						
	Other Expenses	\$419,911	\$284	\$70,685	\$349,226	83%
Department Expenses						
	Board of Directors					
	20 Labor	\$19,672	\$2,745	\$3,391	\$16,281	83%
	Expenses	\$19,790	\$185	\$2,725	\$17,065	86%
	Garage					
	36 Labor	\$135,455	\$9,313	\$33,107	\$102,348	76%
	Expenses	\$262,500	\$18,952	\$39,495	\$223,005	85%
	Capital	\$235,500	\$38,738	\$43,709	\$191,791	81%
	Administration					
	41 Labor	\$808,234	\$69,590	\$176,132	\$632,102	78%
	Expenses	\$1,933,522	\$72,694	\$478,582	\$1,454,940	75%
	Capital	\$35,000	\$0	\$0	\$35,000	100%
	Human Resources					
	42 Labor	\$224,849	\$16,356	\$49,881	\$174,968	78%
	Expenses	\$148,850	\$6,883	\$11,399	\$137,451	92%
	Safety					
	43 Labor	\$151,941	\$10,647	\$29,774	\$122,167	80%
	Expenses	\$78,700	\$4,915	\$13,035	\$65,665	83%
	Finance					
	51 Labor	\$513,887	\$36,311	\$96,451	\$417,436	81%
	Expenses	\$136,500	\$4,587	\$27,701	\$108,799	80%
	Customer Service					
	52 Labor	\$275,338	\$28,802	\$95,018	\$180,320	65%
	Expenses	\$278,000	\$26,779	\$67,923	\$210,077	76%
	Engineering					
	91 Labor	\$682,434	\$65,822	\$212,403	\$470,031	69%
	Expenses	\$450,150	\$97,936	\$128,770	\$321,380	71%
	Total Operating Expenses:	\$6,810,233	\$511,538	\$1,580,180	\$5,230,053	77%
	General Fund Totals:	\$0	(\$467,246)	(\$1,436,792)	(\$1,436,792)	
	Net Income	\$144,820	\$615,026	\$1,425,089	\$1,280,269	

YTD Labor Costs (September 2018)



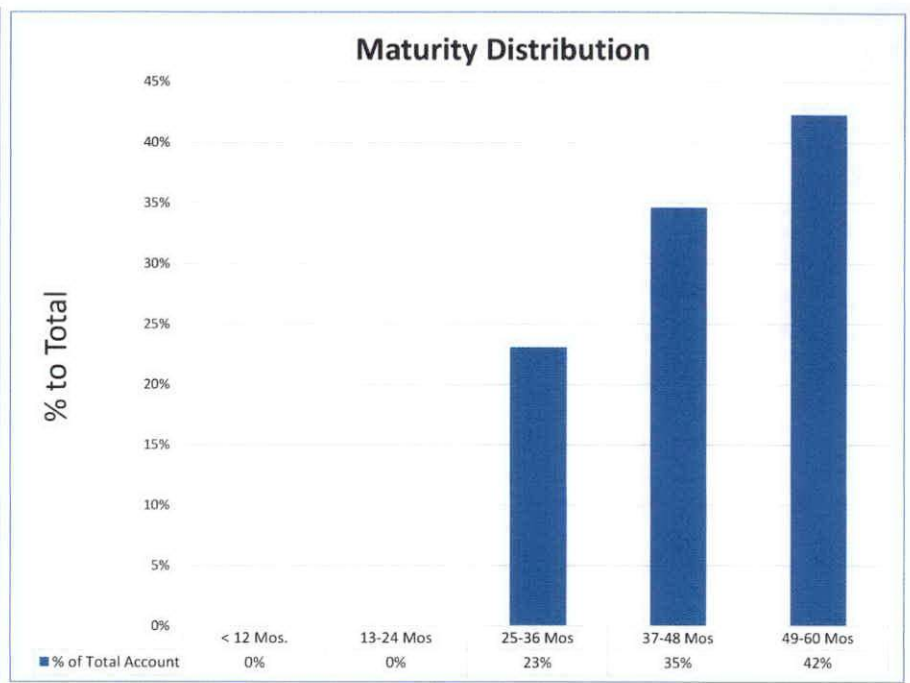
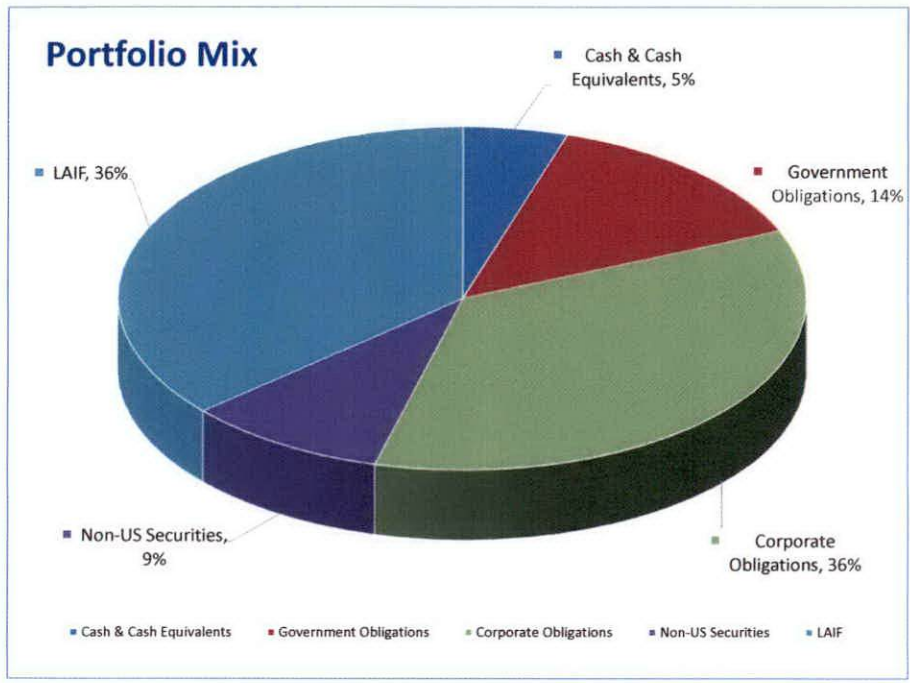
YTD Expense Allocation (September 2018)



RAINBOW MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
PORTFOLIO SUMMARY
9/30/2018



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		\$ 194,658	\$ 194,658						
Total Cash & Cash Equivalents					\$ 194,658	\$ 194,658						
Non-Callable	FEDERAL HOME LN MTG CORP	3134G3QR4	Aaa	03/05/20	\$ 498,168	\$ 494,405	2.000%	2.200%	09/05/18	\$ 4,982	522	13 13108
Non-Callable	FEDERAL HOME LOAN BANKS CONS BD	3130AECJ7	Aaa	05/28/20	\$ 987,906	\$ 982,222	2.625%	2.453%	11/28/18	\$ 12,966	606	53 13108
Non-Callable	FEDERAL HOME LOAN BANK BONDS	3130AD4X7	Aaa	12/11/20	\$ 494,905	\$ 490,740	2.000%	2.400%	06/11/18	\$ 4,949	803	60 13108
Non-Callable	FEDERAL NATL MTG ASSN	3135GOT45	Aaa	04/05/22	\$ 1,002,910	\$ 964,670	1.875%	1.810%	04/05/18	\$ 9,402	1283	60 13108
Non-Callable	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$ 200,938	\$ 192,326	1.900%	1.800%	01/19/18	\$ 1,909	1388	53 13108
1X Callable	FEDERAL HOME LN MTG CORP	3134GBS94	Aaa	10/26/22	\$ 651,918	\$ 628,199	2.100%	1.800%	04/26/18	\$ 6,845	1487	53 13108
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 515,226	\$ 507,276	2.375%	2.410%	07/19/18	\$ 6,118	1572	13 13108
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 480,034	\$ 472,626	2.375%	2.600%	07/19/18	\$ 5,700	1572	53 13108
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 465,211	\$ 458,032	2.375%	2.600%	07/19/18	\$ 5,524	1572	13 13108
Non-Callable	FEDERAL HOME LOAN BANKS	3130ADRG9	Aaa	03/10/23	\$ 501,990	\$ 494,875	2.750%	2.660%	09/10/18	\$ 6,902	1622	53 13108
Total Government Obligations					\$ 5,799,203	\$ 5,685,371						
Make Whole	ORACLE CORP	68389XBKO	A1	09/15/21	\$ 1,011,470	\$ 965,530	1.910%	1.900%	03/15/18	\$ 9,660	1081	13 13108
FDIC Ins. CD	WELLS FARGO	95000U2B8	A2	07/22/22	\$ 989,232	\$ 946,533	2.625%	2.410%	01/22/18	\$ 12,984	1391	13 13108
FDIC Ins. CD	UNITED BANKERS BK BLOOMINGTON	909557HQ6	N/A	09/16/20	\$ 230,000	\$ 229,621	2.600%	2.600%	09/28/18	\$ 2,990	717	53 13108
FDIC Ins. CD	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$ 245,000	\$ 242,001	2.210%	2.200%	03/16/18	\$ 2,707	717	60 13108
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$ 250,000	\$ 246,225	2.310%	2.300%	03/23/18	\$ 2,888	724	53 13108
FDIC Ins. CD	ALLY BK MIDVAL UTAH	02007GFD0	N/A	09/28/20	\$ 245,000	\$ 244,498	2.800%	3.274%	09/26/18	\$ 3,430	729	13 13108
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$ 248,000	\$ 237,420	1.500%	1.500%	02/10/18	\$ 1,860	1045	53 13108
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 98,000	\$ 93,906	1.550%	1.550%	02/17/18	\$ 760	1052	53 13108
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 150,000	\$ 143,733	1.550%	1.550%	02/17/18	\$ 1,163	1052	13 13108
FDIC Ins. CD	MB FINL BK NA CHIC IL	55266CZJ8	N/A	11/18/21	\$ 247,000	\$ 245,140	2.850%	2.850%	11/18/18	\$ 3,520	1145	60 13108
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$ 245,000	\$ 237,988	2.350%	2.350%	12/14/18	\$ 2,879	1353	53 13108
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$ 250,000	\$ 242,005	2.400%	2.400%	05/22/18	\$ 3,000	1514	53 13108
FDIC Ins. CD	MORGAN STANLEY	61747MF63	N/A	01/11/23	\$ 246,000	\$ 240,153	2.650%	2.650%	07/11/18	\$ 3,260	1564	53 13108
FDIC Ins. CD	BMW BANK NORTH AMER	05580AMB7	N/A	03/29/23	\$ 240,000	\$ 236,251	2.900%	2.900%	09/29/18	\$ 3,480	1641	53 13108
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	795450M44	Aaa	04/11/23	\$ 240,000	\$ 236,678	2.950%	2.950%	10/11/18	\$ 3,540	1654	60 13108
Total Corporate Obligations					\$ 4,934,702	\$ 4,787,682						
Non-Callable	HSBC HLDGS PLC	404280AY5	Aaa	05/25/21	\$ 947,473	\$ 937,156	2.950%	3.050%	11/25/18	\$ 13,975	968	53 13108
Non-Callable	AUSTRALIA & NEW ZEALA BKG	05253JAM3	Aaa	06/01/21	\$ 517,228	\$ 485,755	2.300%	1.550%	12/01/18	\$ 5,948	975	53 13108
Non-Callable	NATIONAL AUSTRALIA BK NY	63254AAR9	Aaa	07/12/21	\$ 508,870	\$ 479,190	1.875%	1.880%	01/12/18	\$ 4,771	1016	53 13108
Non-Callable	BANK OF MONTREAL	06367TJX90	Aaa	08/27/21	\$ 1,011,840	\$ 960,470	1.900%	1.900%	02/27/18	\$ 9,612	1062	60 13108
Total Non-US Securities					\$ 2,985,411	\$ 2,862,571						
Subtotal Long Term Pooled Investment					\$ 13,913,974	\$ 13,530,281						
Local Agency Investment Fund (LAIF)					\$ 7,648,918	\$ 7,648,918	1.172%					
Portfolio Totals					\$ 21,562,892	\$ 21,179,200						



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 is in compliance with the current Investment Policy.

Tracy Largent
 Tracy Largent, Treasurer

11/8/2018

Accounts Payable

September American Express



Check Number	Check Date		Amount
315 - ACWA/JPIA Line Item Account			
104181	10/04/2018		
Inv	72B61225		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	TRAINING 9/26/18 & 9/27/18- RRUBIO	03-52-75300	190.00
Inv	72B61225 Total		190.00
Inv	B2FBEE19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	TRAINING 9/27/18 - DWASHBURN	03-41-75300	95.00
Inv	B2FBEE19 Total		95.00
Inv	FB6BEF45		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	TRAINING 9/18/18 - KHARP	03-42-75300	30.00
Inv	FB6BEF45 Total		30.00
Inv	INV-21334-V3Q7Y		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	2018 FALL CONFERENCE - GASCA	03-20-75300	699.00
Inv	INV-21334-V3Q7Y Total		699.00
Inv	INV-21335-C9C2J		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	2018 FALL CONFERENCE - STEWART	03-20-75300	699.00
Inv	INV-21335-C9C2J Total		699.00
Inv	INV-21336-L7P4F		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	2018 FALL CONFERENCE - MACK	03-20-75300	699.00
Inv	INV-21336-L7P4F Total		699.00
Inv	INV-21337-C5J1L		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	2018 FALL CONFERENCE - BRAZIER	03-20-75300	699.00
Inv	INV-21337-C5J1L Total		699.00

Inv INV-21338-M5Z2G

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	2018 FALL CONFERENCE - HAMILTON	03-20-75300	699.00

Inv INV-21338-M5Z2G Total 699.00

104181 Total: 3,810.00

315 - ACWA/JPIA Total: 3,810.00

280 - AMAZON.COM Line Item Account

104182 10/04/2018

Inv 0333682-6566627

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	APC Back-UPS Pro 1500VA UPS Battery Backup & Surge Protecto	03-41-60100	3,035.10

Inv 0333682-6566627 Total 3,035.10

Inv 0983702-4285847

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	2-Pack LINKYO Compatible Toner Cartridges Replacement for HP	03-41-72900	21.50

Inv 0983702-4285847 Total 21.50

Inv 1529837-3969021

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	BRILA Ergonomic Memory Foam Mouse Wrist Rest Support Pad C	03-43-72500	9.49
09/06/2018	Heavy Duty Carpet Chair Mat Non Breakable Polycarbonate Thick	03-43-72500	49.99

Inv 1529837-3969021 Total 59.48

Inv 1687027-3498604

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Balt Ergo EX Executive Mesh Office Chair, Ergonomically Adjusta	03-43-72500	372.64

Inv 1687027-3498604 Total 372.64

Inv 1953683-2605027

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	Quartet Dry Erase Board, Whiteboard / White Board, Magnetic, 6'	03-41-72900	269.75

Inv 1953683-2605027 Total 269.75

Inv 2845473-2937833

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	4P7DJ Dell Compatible Enterprise OEM Drive in Dell Hot Swap Ca	03-41-60100	209.98

Inv 2845473-2937833 Total 209.98

Check Number	Check Date		Amount
Inv	3864489-2613851		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	FRIDGIDAIR DOOR HANDLE	03-41-63401	23.95
Inv	3864489-2613851 Total		23.95
Inv	4407745-8178665		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Aztech 410X Compatible for HP 410A 410X M477fnw M452dn Car	03-42-72000	97.29
Inv	4407745-8178665 Total		97.29
Inv	4738831-2185827		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	AmazonBasics DisplayPort to DisplayPort Cable - 15 Feet	03-41-60100	53.99
08/29/2018	RJ45 CAT6 Passthrough Connectors (100 PCS),Gold Plated 3 Micrc	03-41-60100	33.04
08/29/2018	LINCITO Cable Management Sleeve, 118" (3m) Flexible Velcro DI	03-41-60100	44.85
08/29/2018	AmazonBasics 15.6-Inch Laptop and Tablet Bag	03-41-60100	46.73
08/29/2018	HDMI to VGA, 5 Pack, Moread Gold-Plated HDMI to VGA Adapte	03-41-60100	36.36
08/29/2018	Mudder Lead Free Solder Wire Sn99 Ag0.3 Cu0.7 with Rosin Core 1	03-41-60100	12.15
08/29/2018	Attmu Reusable Fastening Cable Ties, Microfiber Cloth 6-inch Hoo	03-41-60100	12.46
08/29/2018	AmazonBasics VGA to VGA Cable - 15 Feet (4.6 Meters)	03-41-60100	41.53
Inv	4738831-2185827 Total		281.11
Inv	5399583-3302646		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Bunn 42400.0101 Commercial Glass Decanter, 12 Cup	03-41-63400	23.48
Inv	5399583-3302646 Total		23.48
Inv	5520330-0801830		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	APC UPS Replacement Battery Cartridge for APC UPS Model BR1	03-41-60100	51.67
08/29/2018	X-Tronic Model #3020-XTS Digital Display Soldering Iron Station	03-41-60100	59.80
08/29/2018	AmazonBasics Power Cord - 15-Foot, Black	03-41-60100	43.04
08/29/2018	Cisco Systems 8-Port PoE Gigabit Desktop Switch (4 Reg and 4 PoE	03-41-60100	149.98
Inv	5520330-0801830 Total		304.49
Inv	6278402-8755444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	WD Blue 3D NAND 500GB PC SSD - SATA III 6 Gb/s 2.5"/7mm S	03-41-60100	481.45
09/18/2018	Microsoft Sculpt Ergonomic Keyboard for Business	03-41-60100	70.86
09/18/2018	Logitech M570 Wireless Trackball Mouse	03-41-60100	32.30
09/18/2018	Kensington FS240 Snap2 Privacy Screen for 22-Inch to 24-Inch Wic	03-41-60100	137.56
09/18/2018	AmazonBasics USB 3.1 Type-C to 3 Port USB Hub with Ethernet A	03-41-60100	25.58
09/18/2018	Shure MX418 Condenser Microphone	03-41-60100	307.10
09/18/2018	Microsoft Natural Ergonomic Keyboard 4000 for Business - Wired	03-41-60100	41.63
09/18/2018	AmazonBasics Premium Single Monitor Stand - Lift Engine Arm M	03-41-60100	213.25
09/18/2018	Corsair SSD Mounting Bracket Kit 2.5" to 3.5" drive bay(CSSD-BR	03-41-60100	30.13
Inv	6278402-8755444 Total		1,339.86

Inv 8408339-4455409

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	BOONA Memory Foam Keyboard Wrist Rest – Set Includes Ergono	03-43-72500	19.99

Inv 8408339-4455409 Total 19.99

Inv 8687941-8153867

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	WALL CLOCK	03-41-72000	29.99

Inv 8687941-8153867 Total 29.99

104182 Total: 6,088.61

280 - AMAZON.COM Total: 6,088.61

220 - APPLE, INC Line Item Account

104183 10/04/2018

Inv W600293268

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	15-inch MacBook Pro - Space Gray	03-41-60100	2,445.79
09/25/2018	CA RECYCLING FEE	03-41-60100	6.00

Inv W600293268 Total 2,451.79

104183 Total: 2,451.79

220 - APPLE, INC Total: 2,451.79

603543 - BLUEBEAM Line Item Account

104184 10/04/2018

Inv 731-12440324

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	NEW REVU STANDARD SOFTWARE & MAINTENANCE	01-34-72000	2,240.00
09/13/2018	NEW REVU STANDARD SOFTWARE & MAINTENANCE	03-91-72400	2,240.00

Inv 731-12440324 Total 4,480.00

104184 Total: 4,480.00

603543 - BLUEBEAM Total: 4,480.00

4970 - BRADY SAND & MATERIAL, INC. Line Item Account

104185 10/04/2018

Inv 201808-13

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/08/2018	CLASS II FT BILL 76117	01-34-72000	1,220.46
Inv 201808-13 Total			1,220.46
104185 Total:			1,220.46
4970 - BRADYSAND & MATERIAL, INC. Total:			1,220.46
603218 - BROWN & CALDWELL, BC WATER Line Item Account			
104186	10/04/2018		
Inv 280716			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	RECRUITMENT SERVICES DUES	03-42-75500	200.00
Inv 280716 Total			200.00
104186 Total:			200.00
603218 - BROWN & CALDWELL, BC WATER Total:			200.00
603488 - CA SOCIETY OF MUNICIPAL FINANCE OFFICERS Line Item Account			
104187	10/04/2018		
Inv 200000355			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	JOB POSTING-FINANCE MANAGER	03-42-75500	275.00
Inv 200000355 Total			275.00
104187 Total:			275.00
603488 - CA SOCIETY OF MUNICIPAL FINANCE OFFICERS Total:			275.00
800 - CA-NV SECTION AWWA Line Item Account			
104188	10/04/2018		
Inv 91770			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	AWWA RANCHO MIRAGE CONFERENCE - RGUTIERREZ	01-32-75300	495.00
Inv 91770 Total			495.00
104188 Total:			495.00
800 - CA-NV SECTION AWWA Total:			495.00
2885 - CORELOGIC INFORMATION Line Item Account			
104189	10/04/2018		

Check Number	Check Date		Amount
Inv	81914895		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	REALQUEST.COM SALE DOC	03-91-63102	30.00
Inv 81914895 Total			30.00
Inv	81915558		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	REALQUEST.COM GEOGRAPHIC PACKAGE	03-91-63102	192.50
Inv 81915558 Total			192.50
104189 Total:			222.50
2885 - CORELOGIC INFORMATION Total:			222.50
1895 - COUNTY OF SAN DIEGO CLERK Line Item Account			
104190	10/04/2018		
Inv	3367255		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	VITALCHEK PAYMENT - 2018432242	03-91-72000	14.50
Inv 3367255 Total			14.50
104190 Total:			14.50
1895 - COUNTY OF SAN DIEGO CLERK Total:			14.50
2027 - CULLIGAN OF ESCONDIDO Line Item Account			
104191	10/04/2018		
Inv	083118		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	WATER SOFTNER SERVICE PERIOD 09/01-09/30	03-41-63401	70.78
Inv 083118 Total			70.78
104191 Total:			70.78
2027 - CULLIGAN OF ESCONDIDO Total:			70.78
603473 - FACEBOOK Line Item Account			
104192	10/04/2018		
Inv	PW6QLG2JA2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	JOB POSTING: PROJECT MANAGER	03-42-75500	50.00
Inv PW6QLG2JA2 Total			50.00

104192 Total:	50.00
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603473 - FACEBOOK Total:	50.00
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603256 - GOVERNMENT FINANCE OFFICERS ASSOCIATION Line Item Account

104193 10/04/2018

Inv 99999998262

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	JOB POSTING-FINANCE MANAGER	03-42-75500	150.00

Inv 99999998262 Total	150.00
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104193 Total:	150.00
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603256 - GOVERNMENT FINANCE OFFICERS ASSOCIATION Total:	150.00
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3325 - GRAINGER, W.W. INC. Line Item Account

104194 10/04/2018

Inv 9867947724

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	JOBSITE BROOM	01-00-14610	59.65
08/06/2018	3/4" TEFLON TAPE	01-00-14610	36.85
08/06/2018	2ERK6 SPRAY CAN GRIP	01-33-72000	29.32
08/06/2018	1/2" TEFLON TAPE	01-00-14610	23.66
08/06/2018	YELLOW SPRAY PAINT	01-00-14610	193.57

Inv 9867947724 Total	343.05
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Inv 9868489957

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Standard Duty Combination Vise, 8" Jaw Width, 7-1/2" Max. Openi	01-34-73000	425.54

Inv 9868489957 Total	425.54
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Inv 9869288200

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	RETURNED ITEM: COMBO VISE, SWIVEL, STANDARD DUT'	01-34-73000	-472.27

Inv 9869288200 Total	-472.27
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Inv 9878687459

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	CAUTION TAPE	01-00-14610	103.30
08/16/2018	Brass Hose To Pipe Adapter, 3/4" MGHT x 3/4" MNPT Connection	01-00-14610	9.55

Inv 9878687459 Total	112.85
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Inv 9883934326

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Redi-Clamp Repair Clamp, 3/4" Pipe Size, Fits Outside Dia. 0.84"	01-00-14610	72.49
08/22/2018	Redi-Clamp Repair Clamp, 2" Pipe Size, Fits Outside Dia. 2.38" 4	01-00-14610	91.46
08/22/2018	Redi-Clamp Repair Clamp, 1" Pipe Size, Fits Outside Dia. 1.32"	01-00-14610	144.06

Inv 9883934326 Total 308.01

104194 Total: 717.18

3325 - GRAINGER, W.W. INC. Total: 717.18

603526 - NATIONAL BUSINESS FURNITURE Line Item Account

104195 10/04/2018

Inv 9363121

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	Arris High-Back Mesh Chair with Memory Foam Leather Seat	03-41-72000	654.28

Inv 9363121 Total 654.28

104195 Total: 654.28

603526 - NATIONAL BUSINESS FURNITURE Total: 654.28

603404 - NATUREBOX Line Item Account

104196 10/04/2018

Inv 2652

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	EMPLOYEE SNACKS NATUREBOX UNLIMITED	03-41-63400	750.00

Inv 2652 Total 750.00

104196 Total: 750.00

603404 - NATUREBOX Total: 750.00

5286 - NOSSAMAN, LLP Line Item Account

104197 10/04/2018

Inv 484856

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	GENERAL COUNSEL SERVICES THROUGH 7/31/18	03-91-70000	177.50
08/14/2018	GENERAL COUNSEL SERVICES THROUGH 7/31/18	03-91-70000	1,562.00
08/14/2018	GENERAL COUNSEL SERVICES THROUGH 7/31/18	03-41-70300	10,685.50

Inv 484856 Total 12,425.00

Inv 484857

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/14/2018	SPECIAL COUNSEL SERVICES THROUGH 7/31/18	03-41-70300	3,195.00
Inv 484857 Total			3,195.00
Inv 484859			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	GENERAL COUNSEL SERVICES THROUGH 7/31/18	03-41-70300	11,159.67
Inv 484859 Total			11,159.67
104197 Total:			26,779.67
5286 - NOSSAMAN, LLP Total:			26,779.67
5425 - OFFICE DEPOT Line Item Account			
104198	10/04/2018		
Inv 164859012002			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	ANTI-FATIGUE FLOOR MAT	03-41-72900	65.65
Inv 164859012002 Total			65.65
Inv 177015231001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Boorum & Pease® Canvas Account Book, Record, 16 Lb., 12 1/8" x	03-41-72900	227.24
Inv 177015231001 Total			227.24
Inv 181287118001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	944272 - Avery® TrueBlock® Permanent Inkjet/Laser File Folder L	03-41-72900	39.79
08/10/2018	617206 - Office Depot® Brand ImagePrint® Multiuse Paper by Dor	03-41-72900	75.41
Inv 181287118001 Total			115.20
Inv 181770783001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	HP 202A (CF500A) BLACK ORIGINAL LASERJET TONER CAR	03-91-72000	140.05
08/10/2018	HP 202A (CF501A) CYAN LASERJET TONER CARTRIDGE	03-91-72000	172.38
08/10/2018	HP 202A (CF503A) MAGENTA LASERJET TONER CARTRIDGE	03-91-72000	172.38
08/10/2018	HP 202A (CF502A) YELLOW LASERJET TONER CARTRIDGE	03-91-72000	172.38
Inv 181770783001 Total			657.19
Inv 189121978001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Office chair	02-61-72000	280.14
Inv 189121978001 Total			280.14

Check Number	Check Date		Amount
Inv	189123037001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	SAFCO STEEL DESK TRAY SORTER, 5 SHELF, ITEM #118416	03-41-72900	54.83
Inv 189123037001 Total			54.83
Inv	192416450001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	790801 - Pilot® G-2® Retractable Gel Pens, Fine Point, 0.7 mm, C	03-41-72900	26.01
08/29/2018	1390240 -	03-41-72900	21.54
08/29/2018	112904 - Avery® Removable Round Color-Coding Labels, 5467, 3/4	03-41-72900	3.33
Inv 192416450001 Total			50.88
Inv	192442505001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Baumgartens® Breakaway Lanyard, 36", Blue, Pack Of 12	03-43-72000	75.93
08/29/2018	C-Line® Antimicrobial Peel/Stick Pockets, Letter Size, Clear,	03-43-72000	20.24
08/29/2018	Avery® Customizable Table of Contents Dividers With Ready Index	03-43-72000	27.97
08/29/2018	Office Depot® Brand Pushpins, Round, 1/2", Clear, Pack Of 200	03-43-72000	6.46
Inv 192442505001 Total			130.60
Inv	192448172001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	Westcott® Wood Yardstick	03-43-72000	5.81
Inv 192448172001 Total			5.81
Inv	192448173001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	810838 - Office Depot® Brand File Folders, 1/3 Cut, Letter Size,	03-41-72900	11.77
Inv 192448173001 Total			11.77
Inv	206816611001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	HP COLOR LASER GLOSSY BROCHURE PAPER	03-41-72900	81.06
Inv 206816611001 Total			81.06
104198 Total:			1,680.37
5425 - OFFICE DEPOT Total:			1,680.37
5635 - PALA MESA RESORT Line Item Account			
104199	10/04/2018		
Inv	20190112		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	VENUE DEPOSIT FOR RECOGNITION BANQUET - 1/12/2019	03-42-56513	2,000.00

Check Number	Check Date		Amount
Inv 20190112	Total		2,000.00
			<hr/>
104199	Total:		2,000.00
			<hr/>
5635 - PALA MESA RESORT	Total:		2,000.00
5976 - PRUDENTIAL OVERALL SUPPLY Line Item Account			
104200	10/04/2018		
Inv	130845640		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	MONTHLY UNIFORMS	03-41-56511	131.91
08/07/2018	MATS & MISC	03-41-63401	7.30
Inv 130845640	Total		139.21
Inv	130845641		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	MONTHLY UNIFORMS	03-41-56511	90.92
Inv 130845641	Total		90.92
Inv	130847163		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	MONTHLY UNIFORMS	03-41-56511	144.94
08/14/2018	MATS & MISC	03-41-63401	167.97
Inv 130847163	Total		312.91
Inv	130847164		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	MONTHLY UNIFORMS	03-41-56511	90.92
Inv 130847164	Total		90.92
Inv	130848669		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	MONTHLY UNIFORMS	03-41-56511	138.09
08/21/2018	MATS & MISC	03-41-63401	7.30
Inv 130848669	Total		145.39
Inv	130848670		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	MONTHLY UNIFORMS	03-41-56511	90.92
Inv 130848670	Total		90.92
Inv	130850182		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	MONTHLY UNIFORMS	03-41-56511	144.94

Check Number	Check Date		Amount
08/28/2018	MATS & MISC	03-41-63401	167.97
Inv 130850182 Total			312.91
Inv 130850183			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	MONTHLY UNIFORMS	03-41-56511	90.92
Inv 130850183 Total			90.92
Inv 130851679			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	MONTHLY UNIFORMS	03-41-56511	138.09
09/04/2018	MATS & MISC	03-41-63401	7.30
Inv 130851679 Total			145.39
Inv 130851680			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	MONTHLY UNIFORMS	03-41-56511	90.92
Inv 130851680 Total			90.92
104200 Total:			1,510.41
5976 - PRUDENTIAL OVERALL SUPPLY Total:			1,510.41
603542 - RENAISSANCE INDIAN WELLS RESORT & SPA HOTEL Line Item Account			
104201	10/04/2018		
Inv 89822236			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	2018 ANNUAL CONFERENCE HOTEL STAY-MGASCA	03-20-75300	193.98
Inv 89822236 Total			193.98
Inv 89822236-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	2018 ANNUAL CONFERENCE HOTEL CHARGES-MGASCA	03-20-75300	205.40
Inv 89822236-1 Total			205.40
Inv 89829034			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	2018 ANNUAL CONFERENCE HOTEL STAY-WSTEWART	03-20-75300	193.98
Inv 89829034 Total			193.98
Inv 89829034-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	2018 ANNUAL CONFERENCE HOTEL CHARGES-WSTEWART	03-20-75300	5.71

Check Number	Check Date		Amount
Inv 89829034-1	Total		5.71
Inv 89896958			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	2018 ANNUAL CONFERENCE HOTEL STAY-MMACK	03-20-75300	193.98
Inv 89896958	Total		193.98
Inv 89896958-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	2018 ANNUAL CONFERENCE HOTEL CHARGES-MMACK	03-20-75300	223.90
Inv 89896958-1	Total		223.90
Inv 89900399			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	2018 ANNUAL CONFERENCE HOTEL STAY-HHAMILTON	03-20-75300	193.98
Inv 89900399	Total		193.98
Inv 89900399-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	2018 ANNUAL CONFERENCE HOTEL CHARGES-HHAMILTO	03-20-75300	233.40
Inv 89900399-1	Total		233.40
104201	Total:		1,444.33
603542 - RENAISSANCE INDIAN WELLS RESORT & SPA HOTEL	Total:		1,444.33
603407 - STAPLES Line Item Account			
104202	10/04/2018		
Inv 215838583			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Staples 12.5" Round Clock (18377)	03-41-72900	28.26
Inv 215838583	Total		28.26
104202	Total:		28.26
603407 - STAPLES Total:			28.26
603544 - SUPPLYHOUSE Line Item Account			
104203	10/04/2018		
Inv 4304893			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	550 RELAY	01-32-72000	91.70
09/19/2018	550 RELAY	01-32-72000	91.70

Check Number	Check Date		Amount
		Inv 4304893 Total	183.40
		104203 Total:	183.40
		603544 - SUPPLYHOUSE Total:	183.40
		603406 - THE FRUIT GUYS Line Item Account	
104204	10/04/2018		
		Inv 5282324	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/28/2018	EMPLOYEE SNACKS-HARVEST SMALL
		<u>Line Item Account</u>	
		03-41-63400	76.50
		Inv 5282324 Total	76.50
		Inv 5285250	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/05/2018	EMPLOYEE SNACKS-HARVEST SMALL
		<u>Line Item Account</u>	
		03-41-63400	38.25
		Inv 5285250 Total	38.25
		Inv 5287997	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/11/2018	EMPLOYEE SNACKS-HARVEST SMALL
		<u>Line Item Account</u>	
		03-41-63400	76.50
		Inv 5287997 Total	76.50
		Inv 5290625	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/18/2018	EMPLOYEE SNACKS-HARVEST SMALL
		<u>Line Item Account</u>	
		03-41-63400	38.25
		Inv 5290625 Total	38.25
		Inv 5293316	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/25/2018	EMPLOYEE SNACKS-HARVEST SMALL
		<u>Line Item Account</u>	
		03-41-63400	76.50
		Inv 5293316 Total	76.50
		104204 Total:	306.00
		603406 - THE FRUIT GUYS Total:	306.00
		9033 - THE RIB SHACK Line Item Account	
104205	10/04/2018		
		Inv 586275	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/20/2018	LUNCH MEETING 9/20/18
		<u>Line Item Account</u>	
		03-42-56513	58.78

Check Number	Check Date		Amount
Inv 586275	Total		58.78
104205 Total:			58.78
9033 - THE RIB SHACK Total:			58.78
603545 - THE WESTIN MISSION HILLS RESORT Line Item Account			
104206	10/04/2018		
Inv	322619393		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	AWWA CONFERENCE HOTEL STAY-RGUTIERREZ	01-32-75300	668.12
Inv 322619393 Total			668.12
104206 Total:			668.12
603545 - THE WESTIN MISSION HILLS RESORT Total:			668.12
603548 - TROPHIES2GO.COM Line Item Account			
104207	10/04/2018		
Inv	100184217		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	CHILI COOK OFF JUDGE RIBBONS	03-41-72000	28.41
Inv 100184217 Total			28.41
104207 Total:			28.41
603548 - TROPHIES2GO.COM Total:			28.41
7770 - U.S. POSTAL SERVICE Line Item Account			
104208	10/04/2018		
Inv	2087299844		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2087299844 Total			50.00
Inv	2106295290		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2106295290 Total			50.00
Inv	2106295291		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00

Check Number	Check Date		Amount
Inv 2106295291	Total		50.00
Inv 2106302711			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2106302711	Total		50.00
Inv 2106339476			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2106339476	Total		50.00
Inv 2106351506			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2106351506	Total		50.00
Inv 2113711333			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2113711333	Total		50.00
Inv 2113719812			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2113719812	Total		50.00
Inv 2113727911			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2113727911	Total		50.00
Inv 2113736054			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2113736054	Total		50.00
Inv 2113744635			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2113744635	Total		50.00

Check Number	Check Date		Amount
Inv	2113810148		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	50.00
Inv 2113810148 Total			50.00
Inv	2113810150		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	48-HOUR NOTICE PREPAY BALANCE RECHARGE	03-51-69000	300.00
Inv 2113810150 Total			300.00
104208 Total:			900.00
7770 - U.S. POSTAL SERVICE Total:			900.00
603174 - VILLAGE PIZZA Line Item Account			
104209	10/04/2018		
Inv	175197		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	LUNCH MEETING FOR STAFF 9/17/18	03-41-75300	6.20
Inv 175197 Total			6.20
Inv	188912		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	LUNCH MEETING FOR STAFF 9/17/18	03-41-75300	51.04
09/17/2018	LUNCH MEETING FOR BOARD MEMBERS 9/17/18	03-20-75300	31.00
Inv 188912 Total			82.04
104209 Total:			88.24
603174 - VILLAGE PIZZA Total:			88.24
8155 - WESTERN WATER WORKS SUPPLY Line Item Account			
104210	10/04/2018		
Inv	498655-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	20FH20M# 2 BRZ HOSE ADAPTER FHT X MIP	01-33-72000	159.79
Inv 498655-00 Total			159.79
Inv	498655-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	20MI20MH# 2 BRZ HOSE ADAPTER MIP X MHT	01-33-72000	46.98
Inv 498655-01 Total			46.98

Check Number	Check Date		Amount
Inv	501440-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	6" 150" 8 HOLE WELD FLANGE	01-00-14610	331.46
08/08/2018	2" VENT O MAT AIR RELEASE	01-00-14610	4,810.06
08/08/2018	1 GAL BITUMASTIC	01-00-14610	165.17
Inv 501440-00 Total			5,306.69
Inv	502084-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	1/4 WATTS LEAD FREE TEST COCK	01-00-14610	145.46
08/20/2018	1/2 WATTS LEAD FREE TEST COCK	01-00-14610	1,434.42
Inv 502084-00 Total			1,579.88
Inv	502126-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	10X20X1/8 THICK ONE PIECE BUTT STRAP TO FIT	01-00-14610	3,292.30
08/30/2018	8X20X1/8 THICK ONE PIECE BUTT STRAP TO FIT 8.63	01-00-14610	3,053.10
08/30/2018	6X20X1/8 THICK ONE PIECE BUTT STRAP TO FIT 6.63	01-00-14610	2,813.89
Inv 502126-00 Total			9,159.29
Inv	502146-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	6" 150# RAISED FACE WELD FLANGE	01-00-14610	533.37
Inv 502146-00 Total			533.37
Inv	502705-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	10 10 GAUGE STL PIPE CMLC PLAIN END	01-00-14610	671.49
08/23/2018	14 14.00 OD .250 WALL STL PIPE CMLC PLAIN END	01-00-14610	1,115.86
08/23/2018	12" 10 GAUGE STL PIPE CML CMLC PLAIN END	01-00-14610	768.69
Inv 502705-00 Total			2,556.04
Inv	502960-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	KIT,RPPT 100 4 NBR 300	01-00-14610	1,465.40
08/28/2018	6 316 SS B/N SET 300# FLG 3/4-10X4	01-00-14610	1,040.87
Inv 502960-00 Total			2,506.27
Inv	502964-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	2X1 BRZ BUSHING	01-00-14610	60.88
08/15/2018	3/8XCLO BRZ NIPPLE	01-00-14610	80.00
08/15/2018	1-1/2X6 BRZ NIPPLE	01-00-14610	190.72
08/15/2018	3/8XCLO BRZ NIPPLE	01-00-14610	0.81
Inv 502964-00 Total			332.41

Inv 502973-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	2X2-1/2 BRZ HOSE ADAPTER FIPXMHT PIN LUG	01-00-14610	266.68
08/16/2018	2-1/2X1-1/2 ALUM HOSE ADAPTER FHTXMHT	01-00-14610	108.45
08/16/2018	2-1/2X2 BRZ HOSE ADAPT MHT X MIP	01-00-14610	97.78

Inv 502973-00 Total 472.91

Inv 503190-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	X58C .125 3/8X3/8 BP 64673H#	01-00-14610	10.78
09/04/2018	1 VENT-O-MAT	01-00-14610	6,465.01
09/04/2018	GATE VALVE KEY	01-00-14610	384.66

Inv 503190-00 Total 6,860.45

Inv 505417-00

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	10" Rubber couplings	02-61-72000	226.53
08/31/2018	SDR35 - 10"	02-61-72000	128.01
08/31/2018	PL-QT-DUCK	02-61-72000	5.38

Inv 505417-00 Total 359.92

104210 Total: 29,874.00

8155 - WESTERN WATER WORKS SUPPLY Total: 29,874.00

603437 - ZIPRECRUITER Line Item Account

104211 10/04/2018

Inv 3769693

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	MONTHLY SUBSCRIPTION	03-42-72400	249.00

Inv 3769693 Total 249.00

104211 Total: 249.00

603437 - ZIPRECRUITER Total: 249.00

603451 - ZOHOCORP Line Item Account

104212 10/04/2018

Inv 64092460

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	MONTHLY SUBSCRIPTION	01-35-72000	25.00

Inv 64092460 Total 25.00

Check Number	Check Date	Amount
104212 Total:		25.00
603451 - ZOHO CORP Total:		25.00
Total:		87,474.09

**Director's Expenses
FY 2018-2019**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
07/31/18	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			\$ 25.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE			\$ 23.98		\$ 56.68	
	REIMBURSEMENT FROM DIRECTORS						
	Monthly Totals	\$ 150.00	\$ 150.00	\$ 23.98	\$ -	\$ 231.68	\$ -
08/31/18	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	\$ 300.00	\$ 300.00	\$ 300.00	\$ 450.00	\$ 450.00	
	TRAVEL EXPENSES						
	MILEAGE EXPENSE				\$ 52.32	\$ 68.12	
	REIMBURSEMENT FROM DIRECTORS						
	Monthly Totals	\$ 300.00	\$ 330.00	\$ 300.00	\$ 532.32	\$ 543.12	\$ -

**Director's Expenses
FY 2018-2019**

Disbursement Date	Description	Miguel Gasca	Helene Brazier	Claude Hamilton	Michael Mack	William Stewart	Retiree
09/30/18	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	\$ 600.00		\$ 600.00	\$ 600.00	\$ 600.00	
	TRAVEL EXPENSES	\$ 338.00		\$ 338.00	\$ 338.00	\$ 338.00	
	MILEAGE AND EXPENSES	\$ 714.61		\$ 340.22	\$ 81.76	\$ 289.62	
	REIMBURSEMENT FROM DIRECTORS						
	Monthly Totals	\$ 1,952.61	\$ 150.00	\$ 1,578.22	\$ 1,319.76	\$ 1,527.62	\$ -
10/31/18	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	\$ 45.00					
	TRAVEL EXPENSES	\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00		
	MILEAGE AND EXPENSES	\$ 67.04		\$ 23.98			
	REIMBURSEMENT FROM DIRECTORS						
	Monthly Totals	\$ 412.04	\$ 150.00	\$ 173.98	\$ 150.00	\$ -	\$ -

Bank Reconciliation

September Check Register



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 01 WATER FUND				
Department: 00				
ACH	ACWA-JPIA	MONTHLY HEAL AND VISION INSURANCE - OCT 2018	09/20/2018	73,947.97
ACH	RENE BUSH	REIMBURSE RETIRED EMPLOYEE HEALTH INS - OCT 2018	09/28/2018	726.00
ACH	SAN DIEGO COUNTY WATER AUTH	WIRE TRANSFER FOR WATER PURCHASES - JUL 2018	09/10/2018	2,933,220.10
ACH	ANDREW ECHOLS	REIMBURSE RETIRED EMPLOYEE HEALTH INS - AUG 2018	09/28/2018	363.00
ACH	CHARLES C. SNEED	REIMBURSE RETIRED EMPLOYEE HEALTH INS - SEP 2018	09/20/2018	363.00
55088	CORE & MAIN LP	1-1/4"X1"ADAPTER FCTXPJ CTS	09/10/2018	181.21
55092	FERGUSON WATERWORKS #1083	6"8-Hx6"6-H BREAK.SPOOL 8"LONG	09/10/2018	284.46
55104	CORE & MAIN LP	6" 250lb GATE VALVE W/2" NUT	09/17/2018	6,292.60
55107	HERCULES INDUSTRIES, INC	SMALL MASTERLOCK #2975 7/8"	09/17/2018	241.86
55117	SOUTHWEST VALVE & EQUIPMENT	3/8" X 12" HOSE W/BRS FLR ENDS	09/17/2018	2,497.86
55144	RONALD & TRACEY SORRIC	Refund Check	09/20/2018	195.24
55154	CORE & MAIN LP	AVK 24-92 COMMERCIAL HYDRANT 6 HOLE	09/28/2018	9,552.04
55159	FERGUSON WATERWORKS #1083	8" RING GASKET	09/28/2018	2,518.18
55168	APOLINAR MIRANDA	CUSTOMER REQUESTED REFUND OF FEES PAID ON NEW WATER SERVICE	09/28/2018	865.00
55175	DAVID SEYMOUR	REIMBURSE RETIRED EMPLOYEE HEALTH INS - AUG 2018	09/28/2018	1,089.00
9101811	GRAINGER, W.W. INC.	WHITE MARKING PAINT	09/10/2018	99.17
9101827	WESTERN WATER WORKS SUPPLY	68372C# 3/8" STRAINER NEEDLE VALVE	09/10/2018	1,686.29
Total for Department: 00				3,034,122.98

Department: 31 PUMPING

ACH	BP BATTERY INC.	COMMERCIAL BATTERY WITH CORE EXCHANGE, PUMP STATION #4	09/28/2018	421.65
ACH	FLYERS ENERGY LLC	CA Motor Oil Fee	09/17/2018	1,030.26
55090	ESCONDIDO METAL SUPPLY, INC.	2 X 2 X 250 ST TUBE, CHOPSAW CUT	09/10/2018	238.35
55116	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC CHARGE #1065 087 935 1	09/17/2018	54,931.86
55132	FALLBROOK AUTO PARTS	PURPLE POWER 2.5 GAL AND OIL DRY	09/20/2018	94.81
55157	FALLBROOK AUTO PARTS	EXT LIFE GAL	09/28/2018	-12.97
55173	PUMP CHECK	Pump Efficiency Testing at Magee, Lookout Mountain, Pump Station	09/28/2018	4,367.00
55180	WALTERS WHOLESALE	LANCO CONTACTS C36LCSIZE 4 CUTLERHAMMER CONTACT KIT	09/28/2018	642.90

Total for Department: 31 PUMPING 61,713.86

Department: 32 OPERATIONS

ACH	AIRGAS USA, LLC	CYLINDER RENTAL: NITROGEN	09/28/2018	20.47
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ACH	BABCOCK LABORATORIES, INC	MONTHLY WATER ANALYSIS	09/28/2018	493.00
ACH	MISSION VALLEY SANITATION-SD	PORTA POTTY RENTAL FOR WEED ABATEMENT	09/17/2018	141.07
55093	JOE'S HARDWARE	BURLAP LANDSCAPE	09/10/2018	18.39
55095	MEASUREMENT TECHNOLOGIES, INC	Pulsation Dampener used for pressure transmitters. Ashcroft 1/2-	09/10/2018	439.07
55099	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRICAL SERVICE #9632 211 707 2	09/10/2018	122.21
55116	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC CHARGE #1065 087 935 1	09/17/2018	1,254.11
55120	ACWA/JPIA	TRAINING CONF 9/26 & 9/27	09/20/2018	1,710.00
55132	FALLBROOK AUTO PARTS	ADAPTER TRAILER WIRE	09/20/2018	35.00
55149	MARC WALKER	REIMB FOR CWEA PLANT MAINT TECH CERT REN FEE	09/20/2018	87.00
55151	ED BRADLEY	REIMB CWEA ELECTRICAL INSTRUMENTATION GRADE 3 CERT RENEWAL FEE	09/28/2018	97.00
55155	COUNTY OF S.D. DEPT OF ENVIRONMENTAL HEALTH	NORTHSIDE RESERVOIR PERMIT, DEH2002-HUPFP-129437	09/28/2018	1,485.00
55162	HOME DEPOT	CONNECTION 11 SCADA-SHOCKWAVE 40PC BIT SET, SERVICE ENTRANCE, ST	09/28/2018	356.34
55171	ONESOURCE DISTRIBUTORS, LLC	1492-SPM1B050 SER. D 5 amp supplementary circuit breakers for SC	09/28/2018	210.07
9101801	ABCANA INDUSTRIES	HYPOCHLORITE SOLUTION	09/10/2018	1,150.36
9101803	AMAZON.COM	Water powered pump	09/10/2018	179.91

Total for Department: 32 OPERATIONS 7,799.00

Department: 33 VALVE MAINTENANCE

55109	JOE'S HARDWARE	HARDWARE, MENDER HOSE, CHAIN LOOP	09/17/2018	28.33
55120	ACWA/JPIA	TRAINING CONF 9/26 & 9/27	09/20/2018	380.00
55135	JOE'S HARDWARE	WOOD STAKE	09/20/2018	127.22
55172	PRES-TECH MANUFACTURERS' REPRESENTATIVES, INC.	3" x 50' black commercial vacuum hose (With fittings) - 3" or 4"	09/28/2018	1,580.78

Total for Department: 33 VALVE MAINTENANCE 2,116.33

Department: 34 WATER DISTRIBUTION

ACH	AIRGAS USA, LLC	LENS AUTO DRKNG SHD, JCKT WLDG IMP LTHR, HLMT CLSSC	09/17/2018	251.54
ACH	AIRGAS USA, LLC	FUEL SURCHARGE FEE	09/28/2018	561.60
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	(1) 6X10 TRENCH PLATE RENTAL	09/10/2018	78.00
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	(2) 6X10 NO SKID TRENCH PLATE RENTAL	09/17/2018	551.00
ACH	ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	(5) 10 K RAIL AND (1) TJ 4 CUSHION RENTAL	09/20/2018	657.50
ACH	DRAVES PIPELINE, INC	EMERGENCY REPAIR 20" WATER LINE-JOB #140277	09/28/2018	12,346.28
ACH	TRAFFIC SAFETY SOLUTIONS, LLC	TRAFFIC CONTROL FOR PAVING 8/22/18-GOPHER CYN & VISTA VALLEY	09/10/2018	6,042.50
ACH	TRAFFIC SAFETY SOLUTIONS, LLC	TRAFFIC CONTROL RECHE ROAD AND SCOOTER LN	09/20/2018	6,695.00
ACH	UNDERGROUND SERVICE ALERT	RAI88 NEW TICKET CHARGES	09/20/2018	171.70
ACH	UNION BANK (VISA)	UNIVERSAL ROLLER SKID FOR 6-12' PIPE LINES	09/12/2018	459.82
55091	FALLBROOK AUTO PARTS	6 TON BOTTLE JACK	09/10/2018	95.87
55127	COUNTY OF SAN DIEGO DEPT OF PUBLIC WORKS	DPW2018-RWEXCP-91621 & 71899	09/20/2018	690.00
55160	HAWTHORNE EQUIPMENT	Budget item 2018-2019 NEW 2019 CAT Model 305E2 Mini Excavator	09/28/2018	70,626.89
55162	HOME DEPOT	Razor-Back 15-Tine Forged Bow Rake	09/28/2018	885.65
55167	JOHN MACCARRONE	REIMB FOR SWRCB GRADE T2 CERT RENEWAL FEE	09/28/2018	60.00
9101804	BRADY SAND & MATERIAL, INC.	CLASS 2 BASE & COLD MIX	09/10/2018	4,923.07
9101811	GRAINGER, W.W. INC.	Heavy Duty Combination Vise, 4-1/2" Jaw Width, 4-1/2" Max. Openi	09/10/2018	486.93
9101827	WESTERN WATER WORKS SUPPLY	AVKPOXFLGVHF-08# - 8" PO X FL AVK GV HF W/ SS STEM	09/10/2018	2,351.82

Total for Department: 34 WATER DISTRIBUTION 107,935.17

Department: 35 METER SERVICES

55105	FLUME TECH	Flume water sensor and bridge device	09/17/2018	13,529.25
55110	KNOCKOUT PEST CONTROL& TERMITE, INC.	BEE REMOVAL - ONE TIME	09/17/2018	75.00
55119	CHRIS WAITE	REIMBURSEMENT FOR SWRCB GRADE D2 CERT RENEWAL FEE	09/17/2018	130.00
9101829	ZOHO CORP	ZOHO MONTHLY SERVICE	09/10/2018	25.00

Total for Department: 35 METER SERVICES 13,759.25

Total for Fund:01 WATER FUND 3,227,446.59

Fund: 02 SEWER FUND

Department: 61 WASTEWATER

ACH	ATLAS PUMPING SERVICE	MONTHLY BIN RENTAL	09/17/2018	210.00
ACH	JOE'S PAVING CO, INC	Paving Larga Vista Bonsall	09/17/2018	1,950.00
ACH	UNION BANK (VISA)	GREENBOOK TYPE III D	09/12/2018	324.33
55112	RUBEN LOPEZ	REIMB FOR TUITION FEES FOR UTILITY MANAGEMENT CLASS	09/17/2018	50.00
55114	MEASUREMENT TECHNOLOGIES, INC	Equipment Repair for Old River Road lift station	09/17/2018	154.86
55115	RHO MONSERATE C.C.H.A.	ELECTRIC CHARGE	09/17/2018	379.67
55116	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC CHARGE #9380 440 512 5	09/17/2018	5,565.60
55120	ACWA/JPIA	TRAINING CONF 9/26 & 9/27	09/20/2018	380.00
55132	FALLBROOK AUTO PARTS	FUNNEL HOSE CLAMP NON-DETER 30QT	09/20/2018	44.40
55150	WATER QUALITY SPECIALISTS	MONTHLY OPERATIONS AND MAINTENANCE SERVICE - AUG 2018	09/20/2018	1,950.00
55155	COUNTY OF S.D. DEPT OF ENVIRONMENTAL HEALTH	LIFT STATION 2 PERMIT, DEH2005-HUPFP-205374	09/28/2018	547.00
55162	HOME DEPOT	L/S 6-SILICONE, DUCT SEAL, CAULK GUN	09/28/2018	25.38
55169	NUTRIEN AG SOLUTIONS, INC	Weed Triimer	09/28/2018	408.37
55170	OFFICE OF WATER PROGRAMS	Utility Management 2nd Ed Manual	09/28/2018	305.43
9101811	GRAINGER, W.W. INC.	Air compressors for bubbler system	09/10/2018	1,262.23

Total for Department: 61 WASTEWATER 13,557.27

Total for Fund:02 SEWER FUND 13,557.27

Fund: 03 GENERAL FUND

Department: 00

ACH	ACWA-JPIA	MONTHLY HEAL AND VISION INSURANCE - OCT 2018	09/20/2018	2,418.25
ACH	PUBLIC EMPLOYEES RETIREMENT	CALPERS REPLACEMENT FUND: ANNA CHRISTENSEN	09/11/2018	346.77
ACH	PUBLIC EMPLOYEES RETIREMENT	FEES FOR GASB-68 REPORTS & SCHEDULES	09/28/2018	483.57
55158	FEDEX	DELIVERY SERVICE	09/28/2018	28.68

Total for Department: 00 3,277.27

Department: 36 GARAGE

ACH	ALL STAR GLASS	Windshield Replacement Labor Please See Attached estimate QESO4	09/28/2018	227.13
ACH	BIRD FAMILY TIRE AND AUTO	UNIT #36-AC FREON	09/28/2018	265.00
ACH	FLYERS ENERGY LLC	ORDER 1552571, CARB REG10% ETH 744 UNITS/DSL 230 UNITS	09/17/2018	3,986.80
ACH	FLYERS ENERGY LLC	ORDER 1559296-18, CARB REG 10% ETH 400 UNITS/DSL 210 UNITS	09/28/2018	7,527.86
ACH	O'REILLY AUTO PARTS	LED MINI, OIL FILTER, AIR FILTER, WIPER BLADE	09/28/2018	128.36
ACH	PARADISE CHEVROLET CADILLAC	Contract Document	09/17/2018	31,626.10

ACH	PARKHOUSE TIRE, INC.	LT265/70R17 E FST, P255/70R17 110T FST	09/17/2018	1,140.94
ACH	SAFETY-KLEEN	OIL SERVICE/STOP FEE NON-PREQUAL CRANKCASE AND USED OIL RECYCLE	09/10/2018	203.50
ACH	UNION BANK (VISA)	HEAVY DUTY VEHICLE & SMOKE INS PROGRAM TRAINING	09/12/2018	934.00
55089	RAMON FRANCISCO COTE	RMWD VEHICLE WASH	09/10/2018	637.50
55091	FALLBROOK AUTO PARTS	DISC PAD UNIT #14, GLADHAND #71	09/10/2018	81.30
55101	WINZER	M6 THRU HARD F/W DIN125ZP Product # 414.6	09/10/2018	11.55
55125	RAMON FRANCISCO COTE	RMWD VEHICLE WASH	09/20/2018	332.00
55134	HEAVY VEHICLE ELECTRONIC LICENSE PLATE	MONTHLY SERVICE - AUG	09/20/2018	17.65
55140	NETWORK FLEET, INC.	MONTHLY AIRTIME CHARGES FOR GPS TRACKING - SEP 2018	09/20/2018	780.00
55148	TOP DOG TOWING	UNIT 32 TOWING	09/20/2018	325.00
55155	COUNTY OF S.D. DEPT OF ENVIRONMENTAL HEALTH	MAIN YARD PERMIT, DEH2002-HUPFP-120408	09/28/2018	1,575.00
55157	FALLBROOK AUTO PARTS	CHAMP COPPER SPARK PLUG	09/28/2018	435.29
55160	HAWTHORNE EQUIPMENT	Budget Item 2018-2019 Please See Attached Quote # 139225-01 Zi	09/28/2018	7,111.50
55162	HOME DEPOT	VP Small Engine Fuel 4-Cycle 94 Octane Ethanol Free	09/28/2018	517.69

Total for Department: 36 GARAGE 57,864.17

Department: 41 ADMINISTRATION/HR

ACH	ACCELA, INC. #774375	WEB PAYMENTS TRANSACTION FEES	09/20/2018	3,099.00
ACH	ERGOTECH CONTROLS INC	Network ready Verizon LTE Modem Provisioning, includes SIM card,	09/10/2018	1,176.34
ACH	HEALTH EQUITY	MONTHLY ADMINISTRATION FEES - SEP 2018	09/11/2018	59.00
ACH	IMAGE SOURCE	LEASE AGREEMENT	09/10/2018	410.79
ACH	SOUTHWEST ANSWERING SERVICE, INC.	MONTHLY ANSWERING SERVICE	09/10/2018	680.15
ACH	SOUTHWEST ANSWERING SERVICE, INC.	MONTHLY ANSWERING SERVICE	09/28/2018	972.17
ACH	STREAMLINE	MONTHLY WEB MANAGEMENT FEE	09/10/2018	300.00
ACH	STREAMLINE	MONTHLY WEB MANAGEMENT FEE	09/28/2018	300.00
ACH	UNION BANK (VISA)	GM VEHICLE FUEL	09/12/2018	170.49
ACH	UNION BANK (VISA)	RESTOCK BUILDING SUPPLIES	09/12/2018	342.18
ACH	WESTERN LANDSCAPE MAINTENANCE PLUS, INC.	LANDSCAPE MAINTENANCE SUPPLIES	09/17/2018	771.77
ACH	XEROX CORP.	MONTHLY LEASE	09/20/2018	1,317.62
55081	AT&T	MONTHLY PHONE SERVICE	09/10/2018	167.10
55082	AT&T	MONTHLY PHONE SERVICE	09/10/2018	606.89
55083	AT&T LONG DISTANCE	MONTHLY PHONE SERVICE	09/10/2018	16.20
55085	CDW GOVERNMENT, INC.	Acrobat Licenses	09/10/2018	272.01
55087	COPY 2 COPY	BUSINESS CARDS FOR MICHAEL POWERS	09/10/2018	64.11
55094	LIEBERT CASSIDY WHITMORE	ERC MEMBERSHIP, 7/1/18 - 6/30/19	09/10/2018	3,150.00
55096	NORTH COUNTY WELDING SUPPLY	FLAMMABLE LIQUID	09/10/2018	34.05
55097	RBC SERVICES, LLC	DUPLICATE KEYS	09/10/2018	10.78
55100	CRAIG SHOBE	SERVICE CALL - MAIN BUILDING	09/10/2018	1,950.60
55116	SAN DIEGO GAS & ELECTRIC	MONTHLY ELECTRIC CHARGE #4065 592 756 6	09/17/2018	5,767.69
55121	AT&T	MONTHLY PHONE SERVICE	09/20/2018	166.26
55122	BONSALL PEST CONTROL	MONTHLY PEST CONTROL	09/20/2018	100.00
55126	COUNCIL OF WATER UTILITIES	CWU MEETING 9/18/18-T KENNEDY	09/20/2018	45.00
55128	COVERALL NORTH AMERICA, INC.	MONTHLY CLEANING SERVICES	09/20/2018	995.00
55131	DIRECTORPOINT LLC	ANNUAL LICENSE 10/1/18 - 9/30/19	09/20/2018	3,000.00
55133	FALLBROOK WASTE AND RECYCLING	MONTHLY REFUSE AND RECYCLE	09/20/2018	372.00
55136	MITEL LEASING, INC.	MONTHLY LEASE AGREEMENT	09/20/2018	1,657.11
55141	PITNEY BOWES INC.	LEASE AGREEMENT	09/20/2018	686.82
55142	CRAIG SHOBE	REPLACED CEILING TILES IN MAIN BLDNG	09/20/2018	240.00
55143	SHRED-IT USA LLC	MONTHLY SERVICE AGREEMENT	09/20/2018	146.74
55147	TIME WARNER CABLE	MONTHLY INTERFERENCE CONNECTION - AUG	09/20/2018	1,250.00

55152	BREAKERS ELECTRICAL SERVICE	Contractor installed LED lights in 2 bays of the mechanic shop.	09/28/2018	4,221.34
55156	DELL BUSINESS CREDIT	ENVIRONMENTAL FEE	09/28/2018	3,426.85
55158	FEDEX	DELIVERY SERVICE	09/28/2018	8.05
55161	HELENE BRAZIER	SETTLEMENT FOR DAMAGES DUE TO A MALFUNCTIONING METER	09/28/2018	531.15
55162	HOME DEPOT	Pledge 14.2 oz. Lemon	09/28/2018	1,226.59
55163	HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC.	STAFFING: DCOLLUP (SENIOR ACCOUNTANT)	09/28/2018	1,902.08
55164	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	09/28/2018	745.98
55171	ONESOURCE DISTRIBUTORS, LLC	(1) box of T-8 lamps	09/28/2018	204.08
55176	CRAIG SHOBE	REPLACE CEILING TILES	09/28/2018	180.00
55178	SOLARWINDS, INC.	Dameware Remote Support	09/28/2018	277.50
55179	ULINE	S-20684 COLORED T SHIRT RAGS	09/28/2018	111.86

Total for Department: 41 ADMINISTRATION/HR 43,133.35

Department: 42 HUMAN RESOURCES

ACH	UNION BANK (VISA)	POPSICLES FOR ALL HANDS MEETING	09/12/2018	13.68
ACH	UNION BANK (VISA)	PROJECT MANAGEMENT JOB POSTING	09/12/2018	90.44
55123	CHECKR INC	BACKGROUND CHECK FEE	09/20/2018	125.00
55138	NATIONAL BENEFIT SERVICES, LLC	COBRA ADMINISTRATION FEE - AUG 2018	09/20/2018	50.00
55145	TALON EXECUTIVE SERVICES, INC.	EXECUTIVE PROTECTION FEE	09/20/2018	170.00
55146	THE ASSESSMENT SPECIALISTS, INC.	PROFILEXT METER SERVICES	09/20/2018	2,000.00

Total for Department: 42 HUMAN RESOURCES 2,449.12

Department: 43 SAFETY

ACH	AIRGAS USA, LLC	VEST TWO-TONE MESH 2X-LARGE POLYESTER HI-VIZ YELLOW 2" REF	09/17/2018	504.28
ACH	AIRGAS USA, LLC	Eagle 103 1/2" X 26 1/4" X 6 1/2" Yellow HDPE 4-Drum In-Line Spi	09/28/2018	708.77
ACH	BOOT WORLD, INC	SAFETY BOOTS - WNAULT	09/10/2018	200.00
ACH	TNG SECURITY INC.	FOB READER REPAIR	09/10/2018	385.30
55084	BOOT BARN INC	SAFETY BOOTS - JCHANDLER, EBRADLEY, MCLINE, RZARAGOZA	09/10/2018	634.73
55130	AUBREY DEBARGE	YOGA TRAINING - WED 9/12/18	09/20/2018	116.00
55139	NATIONAL SAFETY COMPLIANCE, INC	DOT CERTIFIED DRUG TEST ALCOHOL TEST FUEL SURCHARGE	09/20/2018	256.65
55162	HOME DEPOT	Sterilite 30 Qt. Latch Storage Box	09/28/2018	85.94
55166	J.J. KELLER & ASSOCIATES, INC	Caution Keep Area In Front Of Electrical Panel Clear Sign	09/28/2018	196.58

Total for Department: 43 SAFETY 3,088.25

Department: 51 FINANCE

55164	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	09/28/2018	3,987.12
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Total for Department: 51 FINANCE 3,987.12

Department: 52 CUSTOMER SERVICE

ACH	TCN, INC	MONTHLY 48 HOUR NOTICE CALLS	09/20/2018	89.71
55164	INFOSEND, INC.	MONTHLY MAILING OF WATER BILLS AND NEWSLETTER	09/28/2018	1,505.98
55174	RT LAWRENCE CORPORATION	LOCKBOX PROCESSING FEES FOR - AUGUST 2018	09/28/2018	716.20

Total for Department: 52 CUSTOMER SERVICE 2,311.89

Department: 91 ENGINEERING

ACH	KENNEDY/JENKS CONSULTANTS INC	LIFT STATION 1 REPLACEMENT DESIGN SERVICES	09/20/2018	85,401.81
55102	CHICAGO TITLE COMPANY	TITLE REPORTS FOR DISTRICT PROPERTIES: 125-090-38-00	09/17/2018	4,000.00
55106	HDR ENGINEERING, INC.	CONDITION ASSESSMENT OF WATER FACILITIES	09/17/2018	2,472.00
55129	DAILY JOURNAL CORPORATION	LEGAL ADVERTISEMENT FOR MISC. PIPELINE RELOCATION	09/20/2018	97.50
55137	MODULAR BUILDING CONCEPTS, INC	RENTAL AGREEMENT	09/20/2018	1,127.05
55158	FEDEX	DELIVERY SERVICE	09/28/2018	62.58
Total for Department: 91 ENGINEERING				93,160.94
Total for Fund:03 GENERAL FUND				209,272.11

Fund: 13 STATE REVOLVING FUND LOAN BECK

Department: 00

55181	WELLS FARGO BANK	ADMINISTRATIVE CHARGE FOR CORP TRUST SERVICES - MORROW LN	09/28/2018	1,000.00
Total for Department: 00				1,000.00
Total for Fund:13 STATE REVOLVING FUND LOA				1,000.00

Fund: 26 NEW WATER SOURCES FUND

Department: 00

ACH	DUDEK	BONSALL BASIN DESALTER STUDIES	09/10/2018	24,546.55
ACH	DUDEK	BONSALL BASIN DESALTER STUDIES	09/17/2018	2,865.00
Total for Department: 00				27,411.55
Total for Fund:26 NEW WATER SOURCES FUND				27,411.55

Fund: 60 WTR CAP EXPANSION/REPLACEMENT

Department: 00

55098	RYAN HERCO PRODUCTS CORP	Signet Direct COND/RSTY MOD	09/10/2018	6,201.84
55108	INFRASTRUCTURE ENGINEERING	R.A. WEESE FILTRATION PLANT INTERCONNECT PROJECT	09/17/2018	2,591.75
55111	L-Com, Global Connectivity	Item # HGLND-CAT6-HP	09/17/2018	1,138.83
55165	INFRASTRUCTURE ENGINEERING	R.A. WEESE FILTRATION PLANT INTERCONNECT PROJECT	09/28/2018	788.00
55168	APOLINAR MIRANDA	CUSTOMER REQUESTED REFUND OF FEES PAID ON NEW WATER SERVICE	09/28/2018	4,522.00
Total for Department: 00				15,242.42
Total for Fund:60 WTR CAP EXPANSION/REPLAC				15,242.42

Grand Total 3,493,929.94

Comparative Water Sales YTD from Prior Years

FISCAL YEAR 2018-2019

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
591	AD	34,636	47,313	45,335										292
403	AG	129,354	148,627	153,218										990
231	CM	51,490	67,258	66,119										424
30	CN	3,982	4,388	4,078										29
24	IS	4,964	3,824	3,852										29
88	MF	11,653	12,856	13,798										88
326	SC	165,088	203,887	203,899										1,315
1034	SD	228,710	263,815	273,401										1,758
5122	SF	168,864	192,438	208,014										1,307
7849	Total	798,741	944,406	971,714	-	-	-	-	-	-	-	-	-	6,232

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										228
403	AG	144,066	131,474	145,280										966
231	CM	33,715	42,488	33,812										253
30	CN	2,447	3,983	8,073										33
24	IS	2,320	2,440	2,793										17
88	MF	11,472	10,002	13,072										79
326	SC	179,822	156,120	202,103										1,235
1034	SD	244,799	223,157	271,457										1,697
5122	SF	174,946	165,760	194,809										1,229
7849	Total	826,897	765,136	907,563	-	-	-	-	-	-	-	-	-	5,738

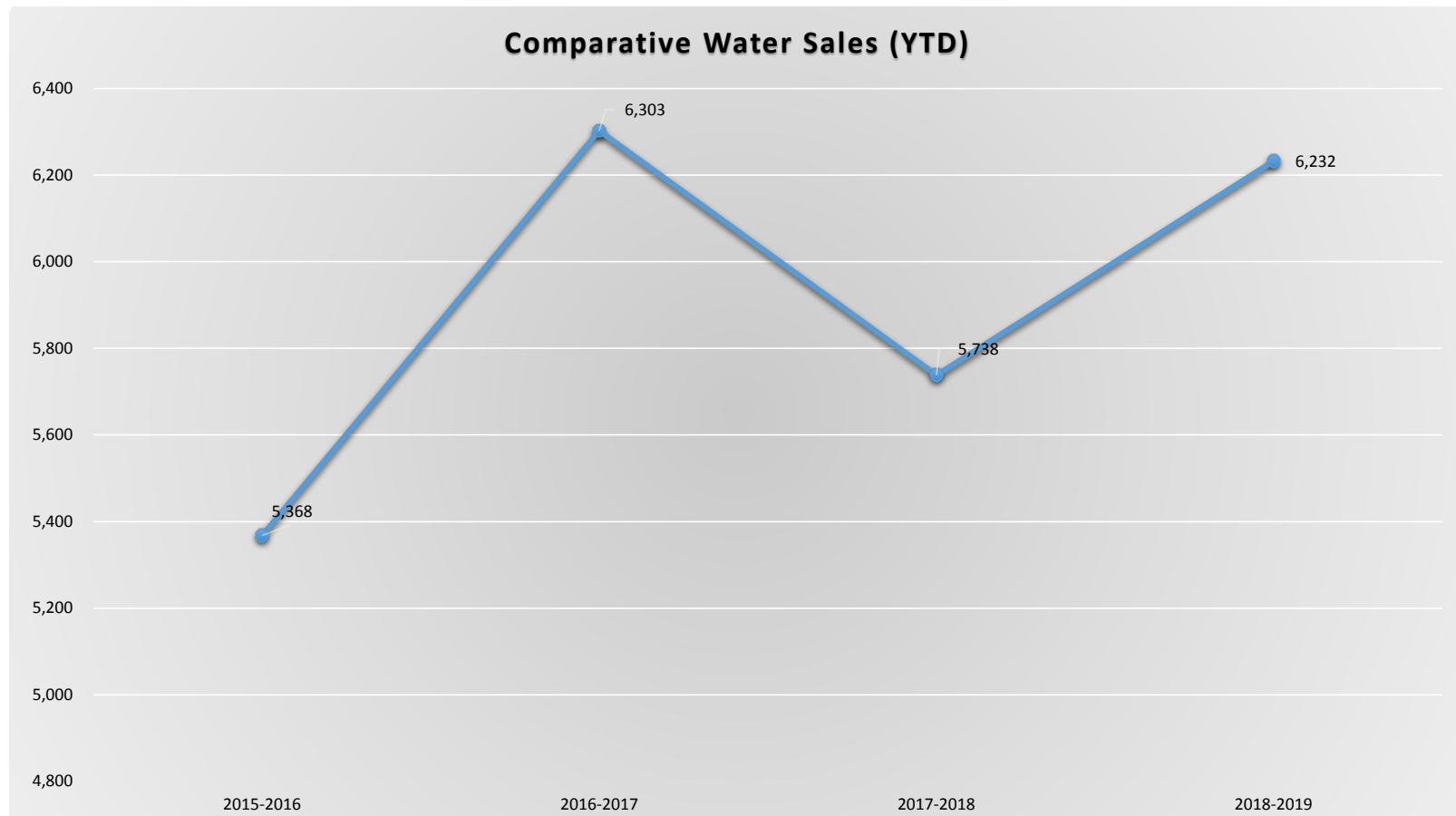
FISCAL YEAR 2016-2017

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
591	AD	36,216	34134	39119										251
403	AG	156,957	152359	172040										1,105
231	CM	47,830	45043	43040										312
30	CN	4,900	4950	7309										39
24	IS	3,806	3701	3980										26
88	MF	11,307	11657	13746										84
326	SC	183,744	166212	206354										1,277
1034	SD	279,246	253718	298226										1,908
5122	SF	187,516	175736	202555										1,299
7849	Total	911,522	847,510	986,369	-	-	-	-	-	-	-	-	-	6,303

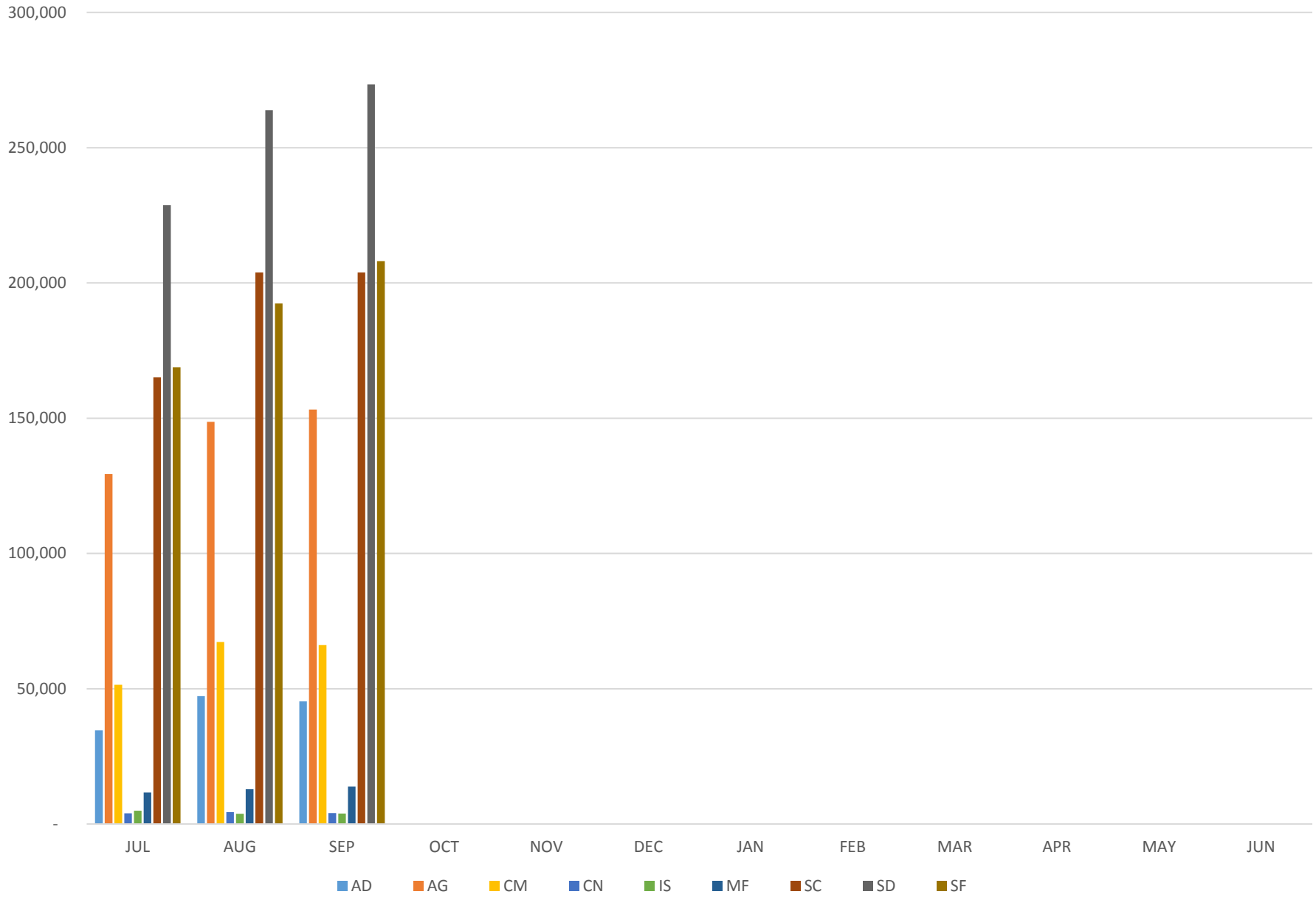
FISCAL YEAR 2015-2016

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
601	AD	29,891	26212	33050										205
404	AG	143,174	124130	153414										966
6	C	4,342	0	0										10
221	CM	28,620	33259	34668										222
37	CN	6,680	7040	5931										45
24	IS	2,773	2779	2486										18
88	MF	11,351	10279	10887										75
326	SC	162,756	144892	188145										1,138
1038	SD	245,736	213120	257965										1,646
5092	SF	148,573	143404	162621										1,044
7837	Total	783,896	705,115	849,167	-	-	-	-	-	-	-	-	-	5,368

Comparative Water Sales YTD from Prior Years



USAGE BY CUSTOMER CLASS FY 18-19





**SEWER EQUIVALENT DWELLING UNITS (EDUs) STATUS REPORT
OCTOBER 2018**

STATUS SUMMARY	EDUs
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	4,626.12 *
EDUs Unconnected/Committed	364.10
Total EDUs Available for Purchase:	2,866.45

DEVELOPMENTS WITH UNCONNECTED/COMMITTED EDUs	EDUs	CAPACITY FEES PAID
Golf Green Estates (Dev. Solutions) - 102.46	51.16	\$ 1,053,042
Horse Creek Ridge (DR Horton/RAH) - 754	96.70	\$ -
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	46.62	\$ 997,994 ***
Others (5 or less)	13.20	\$ 204,156
TOTAL UNCONNECTED:	364.10	\$ 3,277,967

*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.

