



ENGINEERING AND OPERATIONS COMMITTEE MEETING

RAINBOW MUNICIPAL WATER DISTRICT
Wednesday, November 6, 2019
Engineering and Operations Committee Meeting - Time: 3:00 p.m.

District Office **3707 Old Highway 395** **Fallbrook, CA 92028**

Notice is hereby given that the Engineering and Operations Committee will be holding a regular meeting beginning at 3:00 p.m. on Wednesday, November 6, 2019.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL: Flint Nelson (Chair) _____ Timothy Prince (Vice Chair) _____**
Members: Tom Taufer _____ Helene Brazier _____
Robert Marnett _____ Mick Ratican _____
Harry Stitle _____
- 4. SEATING OF ALTERNATES**
- 5. ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
- 6. PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA (Limit 3 Minutes)**
- 7. COMMITTEE MEMBER COMMENTS**
- *8. COMMITTEE POLICY REVIEW**
- 9. AS-NEEDED ENVIRONMENTAL PROPOSAL REVIEW**
- 10. AS-NEEDED CONSTRUCTION MANAGEMENT PROPOSAL REVIEW**
- 11. RICE CANYON TANK TRANSMISSION LINE PROPOSAL REVIEW**
- 12. CAPITAL IMPROVEMENT PRESENTATION CONTINUATION**
- 13. WATER SERVICE UPGRAM PROGRAM UPDATE**
- 14. CATHODIC PROTECTION PROGRAM**
- 15. AS-NEEDED SERVICES EXPENDITURES SUMMARY**

16. MEMORANDUM OF UNDERSTANDING WITH EASTERN MUNICIPAL WATER DISTRICT UPDATE
17. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED ENGINEERING AND OPERATIONS COMMITTEE MEETING
18. ADJOURNMENT

ATTEST TO POSTING:



FOR: Carl Rindfleisch
Secretary of the Board

10-25-19 @ 2:15 p.m.

Date and Time of Posting
Outside Display Cases

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.

Each lawfully noticed committee meeting will be recorded with summary minutes prepared from these meeting audio recordings. 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 will be provided to the committee at the next available committee meeting for committee member review, consideration and approval. Once approved, minutes will be made a part of the District's permanent records and audio recordings will be disposed of according to the District's Records Retention policy provided in the District's Administrative Code.

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.

M:\Administration\Confidential\Administrative Code Working Docs\Board Secretary Administrative Code Working File\Board Admin Code 2005-2006\Committees 2.09.docx\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\Amended and Approved 12-4-18 by Ordinance No. 18-25\Amended and Approved 9-24-19 by Ordinance No. 19-10\Amended and Approved 10-22-19 by Ordinance No. 19-13

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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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 providing input or guidance on matters of internal and external communications including: positive public image; community outreach; media relations; water conservation programs; intergovernmental relations; customer service policies; and other public relations programs.

**AS-NEEDED CONTRACT SERVICES STATUS REPORT
NOVEMBER 2019**

CONT #	EXP DATE	TITLE	CONSULTANT	FUND SOURCE	ASSIGNMENT LETTERS	DESCRIPTION	AUTHORIZED AMOUNT	NOT TO EXCEED AMOUNT	INVOICED TO DATE	CURRENT BALANCE
17-41	12/28/2019	As-Needed General Real Property Services	Clark Land Resources	CIP	2018-00	Procure the necessary rights to procure Rainbow Heights Pump Station-MWD Easement.		\$ 3,967.00	\$ 162.50	
				CIP	2018-01	Staking of four separate easements crossing the San Luis Rey River.		\$ 16,500.00	\$ 12,444.50	
				CIP	2018-02	Staking Ascott property easement.		\$ 1,500.00	\$ 1,442.50	
				CIP	2018-03	RMWD valuation and disposal services for surplus property.		\$ 5,301.00	\$ 5,203.12	
				CIP	2019-04	Surplus property disposal plan.		\$ 10,000.00	\$ 742.25	
						\$ 40,000.00	\$ 37,268.00	\$ 19,994.87	\$ 20,005.13	
18-16	8/29/2021	As-Needed Land Surveying Services	Johnson-Frank & Associates, Inc.	NON-CIP	2019-00	Topography - Dentro De Lomas Road repair.		\$ 5,115.40	\$ 5,115.40	
							\$ 50,000.00	\$ 5,115.40	\$ 5,115.40	\$ 44,884.60
18-14	8/29/2021	As-Needed Land Surveying Services	KDM Meridian, Inc.	NON-CIP	2018-01	Stake easement on Morro Hills due to 20" watermain failure.		\$ 7,280.00	\$ 7,278.75	
				CIP	2019-02	RMWD "Base Map" to perform in-house design of proposed water facilities on Via Ararat.		\$ 5,800.00	\$ 5,800.00	
				---	2019-03	Cancelled		\$ -	\$ -	
				CIP	2019-04	Stake easement on Gird Road for construction project.		\$ 5,400.00	\$ -	
				CIP	2019-05	Legal and Plat for Campbell - Via Ararat		\$ 1,195.00	\$ 1,195.00	
				NON-CIP	2019-06	Stake easement on Via Oeste Drive and Laketree Drive		\$ 10,900.00		
						\$ 50,000.00	\$ 30,575.00	\$ 14,273.75	\$ 35,726.25	
18-15	8/29/2021	As-Needed Land Surveying Services	Right-of-Way Engineering, Inc.	NON-CIP	2019-00A	Title Reports, Legals & Plats - Los Sicomoros		\$ 7,705.00	\$ 7,705.00	
				NON-CIP	2019-00B	Ranger Road Easement - Adams Property		\$ 1,885.00	\$ 1,885.00	
				CIP	2019-00C	Pardee Easement - North River		\$ 2,875.00	\$ 2,875.00	
				NON-CIP	2019-01	Easement Survey - Grove View Road		\$ 4,220.00	\$ 3,285.00	
						\$ 50,000.00	\$ 16,685.00	\$ 15,750.00	\$ 34,250.00	
19-16	6/25/2022	As-Needed Civil Engineering Services	Dudek				\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
19-17	7/01/2022	As-Needed Civil Engineering Services	Omnis Consulting, Inc.	CIP	2019-01	PS&E Pavement Repair - Dentro De Lomas		\$ 8,890.00	\$ 5,964.00	
				CIP	2019-02	Olive Hill Estates Transmission Water Main		\$ 73,700.00	\$ 28,924.00	
							\$ 150,000.00	\$ 82,590.00	\$ 34,888.00	\$ 115,112.00
19-18	6/25/2022	As-Needed Civil Engineering Services	HydroScience Engineers, Inc.				\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
19-19	6/25/2022	As-Needed Real Estate Appraisal Services	Anderson & Brabant, Inc.	CIP	2019-01	North River Rd Easement Appraisal		\$ 3,500.00		
							\$ 20,000.00	\$ 3,500.00	\$ -	\$ 20,000.00
19-20	6/11/2022	As-Needed Real Estate Appraisal Services	ARENS Group, Inc.	NON-CIP	2019-01	Bonsall Reservoir Appraisal (to include rent value)		\$ 3,050.00	\$ 3,050.00	
							\$ 20,000.00	\$ 3,050.00	\$ 3,050.00	\$ 16,950.00
							Total Authorized	Total Encumbrance	Total Expended	
							\$ 680,000	\$ 178,783	\$ 93,072	

