

**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
NOVEMBER 4, 2020**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on November 4, 2020 was called to order by Chairperson Nelson at 3:01 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Nelson, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Marnett, Member Nelson, Member Ratican, Alternate Largent (*via video conference*).

Also Present: Executive Assistant Washburn, Information and Technology Specialist Espino.

Absent: Member Brazier, General Manager Kennedy.

Also Present Via Teleconference or Video Conference:

Meter Services Supervisor, Wilson, Project Manager Tamimi, Engineering Technician Rubio, Construction and Maintenance Supervisor Lagunas.

Two members of the public were present via teleconference or video teleconference.

4. **INSTRUCTIONS TO ALLOW PUBLIC COMMENT ON AGENDA ITEMS FROM THOSE ATTENDING THIS MEETING VIA TELECONFERENCE OR VIDEO CONFERENCE**

Mr. Nelson read aloud the instructions for those attending via teleconference or video conference.

5. **SEATING OF ALTERNATES**

Ms. Largent was seated as an alternate.

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

There were no changes to the agenda.

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

There were no comments.

***8. APPROVAL OF MINUTES**
A. October 7, 2020

Motion:

To approve the minutes.

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

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

Ayes: Member Marnett, Member Nelson, Member Ratican, Alternate Largent.

Absent: Member Brazier.

9. GENERAL MANAGER COMMENTS

There were no comments.

10. DISTRICT ENGINEER COMMENTS

Mr. Williams updated the committee on items not on the agenda. He reported the North River Road Phase I Notice of Completion was approved by the Board. He noted staff was currently reviewing submittals for the Phase II portion. He stated the Olive Hill Estates was accepted by the Board and the Vista Valley Country Club Pressure Reducing Station was ongoing. He mentioned RMWD staff was currently working with the Fallbrook Plan Conservancy (FLC) regarding the Rice Canyon pipeline project in terms of securing some of the trails being accessed by dirt bikes.

Mr. Nelson asked if RMWD owned property at the Rice Canyon location. Mr. Williams clarified the District has easements with gates at each entrance prohibiting access to the tanks; however, bikers and off-road vehicles are gaining illegal access to the facilities. He confirmed this was not an exclusive problem to RMWD, but rather a shared problem and how the conversations with the FLC are going well.

Mr. Williams reported RMWD received six design proposals for the Turner and Hutton Pump Stations which will be sent to the committee members for their review.

Mr. Williams stated the Board approved the CIP pilot project with Sanexen.

Mr. Marnett requested the original Request for Proposal be provided to the committee members along with the proposals to be reviewed.

11. OPERATIONS MANAGER COMMENTS

There were no comments.

12. COMMITTEE MEMBER COMMENTS

Mr. Marnett inquired as to who was attending this meeting via teleconference or video teleconference. Mr. Williams acknowledged those in attendance he recognized.

Mr. Nelson said although he very much appreciates staff's desire to be extremely transparent about what is transpiring and the items that come before the committee, he was concerned with items being emailed to him the morning of, midday, or an hour before a meeting. He said when this occurs it is unlikely he will have an opportunity to examine the materials prior to the meeting. He recommended anything the committee needs to review be sent the day prior to the meeting.

13. BOARD ACTION UPDATES

Mr. Nelson reiterated the Sanexen pilot project as well as the Professional Services Agreement with Palomar Backflow were approved by the Board as recommended by the committee.

Ms. Washburn added an amendment to the Annexation Agreement with Pardee as well as the Construction Agreement with DR Horton were also approved by the Board.

***14. THOROUGHBRED LIFT STATION/FORCE MAIN DRAFT INITIAL STUDY MITIGATED NEGATIVE DECLARATION REVIEW**

Mr. Williams noted there was no action for the committee to take on this item. He explained this will be going out to 151 recipients including five local neighboring tribes for the proposed Thoroughbred Lift Station, proposed Schoolhouse Station and replacement of Lift Station 1 along the Highway 76 corridor. He stated the equalization basin was part of the design study and may or may not be constructed; however, if it were to be constructed, it would be at the proposed Thoroughbred Lift Station site. He reported the letters were mailed today, the 30-day comment period starts effective immediately, and the project will be brought to the Board in January.

Mr. Williams solicited the committee members for comments on the draft noting those comments should be provided to the staff as soon as possible so those as well as any public comments can be incorporated into the document. Mr. Ratican stated it would be challenging to receive input from the committee and public in time to present something to the Board in January. Mr. Williams explained the comments will be addressed as they come in and staff will continue to work toward preparing something for Board consideration in January if possible. He offered to share the figures sent with the letter.

15. WSUP PROJECT UPDATE

Mr. Williams gave a brief update on the project on Mr. Gutierrez's behalf.

Mr. Wilson confirmed the project was approximately 26% complete and the work to be conducted near the local shopping center will be conducted at night following the upcoming holidays.

Mr. Marnett inquired as to whether there were any issues with integrating the meters into the system. Mr. Williams there was a minor issue with meter sizes for those homes with fire protection sprinklers and hydrants; however, this has since been resolved.

16. AS-NEEDED REQUEST FOR PROPOSAL FOR PROJECT MANAGEMENT ON VARIOUS PROJECTS THROUGHOUT THE DISTRICT

Mr. Williams explained this was brought before the committee a few meetings ago. He stated although there were two firms on the District's as-needed list, the District was looking for a more long-term contract for expertise and specialty to assist with ongoing projects in the absence of a full-time project manager. He stated one of the two firms on the previous list remitted an updated proposal along with eight other firms. He explained the ranking system as well as noted only one as-needed contract will be awarded to Valley Construction Management.

Mr. Nelson expressed concern he did not have an opportunity to review the Request for Proposal (RFP) and asked for Mr. Williams to briefly summarize the scope of service sought in this RFP. Mr. Williams clarified this RFP was not connected to the as-needed Civil Engineering services contract which has been shelved for an unknown period. He explained the need for this Project Management RFP derived from when he personally took the Acting District Engineer position which left his full-time role as Project Manager vacant and how these services would assist with managing the continuous and ongoing projects.

Mr. Nelson asked if the Engineering and Operations committee reviewed an RFP for the as-needed Project Management services. Mr. Williams recalled it was mentioned the RFP was on the website, but it was most likely not brought to the committee for review. Discussion followed regarding the scope of the work to be provided.

Mr. Nelson inquired as to whether Mr. Williams was seeking support for his Board recommendation. Mr. Williams said staff would like the committee's support for awarding the PSA to Valley Construction Management.

Mr. Ratican said based on the information provided and results of the evaluation, he was comfortable with supporting staff's recommendation; however, he would like to know the not-to-exceed amount. Mr. Ratican asked whether Valley Construction Management would receive all RMWD's project management work. Mr. Williams explained Valley Construction Management would be tasked with specialty projects with which staff needs assistance. Discussion ensued.

Mr. Ratican reiterated he did not have a problem with supporting staff's recommendation; however, he believes this should be more of a delineated RFP with project on which they could bid. Ms. Largent added staff does not know the specific length of time or projects to be assigned because it will dependent upon filling the current vacancies for the Project Manager or CIP manager. Mr. Williams reported the not-to-exceed amount would be \$200,000.

Mr. Nelson said he appreciated Mr. Ratican's comments. He stated he trusts the District has figured this out and by having this capability, it will reflect itself in increased throughput of projects which would be the objective. He said in this context he, too, was able to support this proposal.

Mr. Ratican suggested staff consider utilizing the design firms that may have construction project management services capabilities as well.

Motion:

To recommend the Board approve RMWD engineering staff's selection of Valley Construction Management for this Project Management role at a not-to-exceed amount of \$200,000.

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

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

Ayes: Member Marnett, Member Nelson, Member Ratican, Alternate Largent.

Absent: Member Brazier.

***17. AS-NEEDED SERVICES EXPENDITURES SUMMARY**

Mr. Williams offered to have the summary provided in larger font or paper size.

Mr. Nelson sought confirmation on the activity that has occurred since the last time the committee met. Mr. Williams confirmed and explained the most recent task assignments.

Mr. Marnett asked if the Standards updates would be presented to the committee for review. Mr. Williams said he would follow up on this and confirm with the committee.

18. POSSIBLE REFUNDING OF BACKFLOW TESTING CHARGES

Mr. Williams reported there was no update on this item at this time as it was under legal review.

***19. CIP STRATEGIC PLAN DISCUSSION AND REVIEW OF DRAFT PLAN**

Mr. Williams explained per the committee's direction, a draft plan was prepared to provide for more transparency. He noted the document provided would be a working document. He pointed out the District has the key focus areas provided in the Board action letters and will now include a supplement list of key focus areas related to this plan. He encouraged the committee members to review this plan for future discussions as well as provide input to staff.

Ms. Largent added they will be working on a rating sheet as well as consequences of failure.

Mr. Marnett referenced Page 4 and asked how big a large 100,000 emergency storage basin. Mr. Williams said he would provide approximate measurements for the committee.

Mr. Ratican said he saw this as a tool to assist staff in determining what facilities would be chosen for the CIP for the upcoming year. He stated presenting this to the Board would be a great idea to explain why certain facilities are chosen.

Ms. Largent commented on this item noting staff would like to apply this plan to the District's current list of approved projects to prioritize the current list. Mr. Williams noted this plan would assist staff in streamlining projects and applying the focus where needed.

Mr. Nelson asked how this plan was going to help understanding which projects are in which phases and their completion date as well as future project scheduling, scope and budgeting considering the constellation of current RMWD projects. Mr. Williams explained the intent of this plan was to determine how all RMWD current and future projects fit into it.

Mr. Nelson noted he would review the document with scope, schedule, and budget in mind. He stated he wants to see the nuts and bolts of these projects. Ms. Largent commented software is being loaded for staff to use for this specific purpose.

Mr. Williams encouraged the committee members to provide their comments and feedback as soon as possible so they could be incorporated into the plan in time for the next meeting.

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

It was noted an update on the Thoroughbred Lift Station as well as the WSUP project, the as-needed expenditure summary, CIP plan, possible refunding of backflow charges, Hutton and Turner proposals, and Headquarters Development Study Ad-Hoc Committee update should be on the next committee agenda.

21. ADJOURNMENT

The meeting was adjourned by Chairperson Nelson.

The meeting adjourned at 4:10 p.m.

Flint Nelson, Committee Chairperson

Dawn M. Washburn, Board Secretary