



RAINBOW MUNICIPAL WATER DISTRICT
Tuesday, April 26, 2016
Open Session - Time: 1:00 p.m.

THE PURPOSE OF THE REGULAR BOARD MEETING IS TO DISCUSS THE ATTACHED AGENDA

District Office 3707 Old Highway 395 Fallbrook, CA 92028

Board Agenda Policies

Board of Directors Meeting Schedule Regular Board meetings are normally scheduled for the 4th Tuesday of the month with Open Session discussions starting time certain at 1:00 p.m.

Breaks It is the intent of the Board to take a ten minute break every hour and one-half during the meeting.

Public Input on Specific Agenda Items and those items not on the Agenda, Except Public Hearings Any person of the public desiring to speak shall fill out a "Speaker's Slip", encouraging them to state their name, though not mandatory. Such person shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.

Public Items for the Board of Directors' agenda must be submitted in writing and received by the District office no later than 10 business days prior to a regular Board of Directors' Meeting.

Agenda Posting and Materials Agendas for all regular Board of Directors' meetings are posted at least seventy-two hours prior to the meeting on bulletin boards outside the entrance gate and the main entrance door of the District, 3707 Old Highway 395, Fallbrook, California 92028. The agendas and all background material may also be inspected at the District Office.

You may also visit us at www.rainbowmwd.com.

Time Certain Agenda items identified as "time certain" indicate the item will not be heard prior to the time indicated.

Board meetings will be recorded on CD's as a secretarial aid. If you wish to listen to the recordings, they will be available after the draft minutes of the meeting have been prepared. There is no charge associated with copies of CD's. Recordings will be kept for two years. Copies of public records are available as a service to the public; a charge of \$.10 per page up to 99 pages will be collected and \$.14 per page for 100 pages or more.

If you have special needs because of a disability which makes it difficult for you to participate in the meeting or you require assistance or auxiliary aids to participate in the meeting, please contact the District Secretary, (760) 728-1178, by at least noon on the Friday preceding the meeting. The District will attempt to make arrangements to accommodate your disability.

(*) - Asterisk indicates a report is attached.

Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold Open Session at 1:00 p.m. Tuesday, April 26, 2016, 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL: Sanford_____ Walker_____ Brazier_____ Bigley___ Stewart_____**
4. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
5. **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.
- *6. **APPROVAL OF MINUTES**
 - A. March 10, 2016 – Special Board Meeting
 - B. March 22, 2016 - Regular Board Meeting
7. **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 (Director Sanford)
 - B. Representative Report (Appointed Representative)
 1. SDCWA
 - A. Summary of Formal Board of Directors' Meeting March 24, 2016
 2. CSDA
 3. LAFCO
 4. San Luis Rey Watershed Council
 5. Santa Margarita Watershed Council
 - C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)
 - D. Directors Comments
- *8. **COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)**
 - A. Budget and Finance Committee
 1. March 8, 2016 Minutes

(*) - Asterisk indicates a report is attached.

- B. Communications Committee
 - 1. March 7, 2016 Minutes
- C. Engineering Committee
 - 1. March 2, 2016 Minutes

***9 CONSENT CALENDAR**

(The consent calendar items are matters voted on together by a single motion unless separate action is requested by a Board member, staff or member of the audience.)

A. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 16-09 DESIGNATING VANESSA MARTINEZ AS CONTRACT SIGNER FOR ALL UNION BANK TRANSACTIONS

*(This Resolution replaced Resolution No. 15-17, which appointed Tom Kennedy as contract signer.)
(Staff Recommendation: Adoption of Resolution No. 16-09.)*

B. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 16-10 – A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY FOR DISTRICT EMPLOYEES EFFECTIVE JULY 3, 2015 THROUGH JUNE 30, 2016 AND THE GENERAL MANAGER’S SALARY EFFECTIVE AUGUST 28, 2105 THROUGH AUGUST 28, 2016

*(Resolution No. 16-03 incorrectly reflects the salary range for the Associate Engineer job title. The Associate Engineer was moved to salary grade 90 and the educational requirement of a Professional Engineer was added to justify the increase to a higher salary grade.)
(Staff Recommendation: The Board approves Resolution No. 16-10 and direct Human Resources to post a copy on the RMWD website.)*

C. DISCUSSION AND POSSIBLE ACTION TO APPOINT ROBERT MARNETT AS AN ALTERNATE MEMBER TO THE ENGINEERING COMMITTEE

*(At their April 6, 2016 Engineering Committee meeting, the committee members voted to recommend the RMWD Board of Directors appoint Robert Marnett as an alternate member to the Engineering Committee. If appointed, Mr. Marnett will take Sherry Kirkpatrick’s place on the committee.)
(Staff Recommendation: The Board appoint Robert Marnett as an alternate member to the Engineering Committee.)*

BOARD ACTION ITEMS

***10. DISCUSSION AND POSSIBLE ACTION REGARDING VACATION OF EXISTING EASEMENTS FOR THE GOLF GREEN ESTATES, TM 5498-1**

(The District has existing easements for sewer lines that are adjacent and cross the Golf Green Estates development shown on the attached Exhibits. The development has granted the District easements over our existing sewer lines and proposed sewer lines. The Developer is requesting we quitclaim the easements that will no longer be in use. As part of the Golf Green Estates development, they will be deeding the District a site for the new LS1. The Engineering Committee has reviewed the easement vacation request and recommend the easements be vacated once conditions are met with the District Facilities.)

(Staff Recommendation: Authorize the General Manager to execute quitclaim of easements once facilities are located out and accepted by the District.)

(*) - Asterisk indicates a report is attached.

- *11. DISCUSSION AND POSSIBLE ACTION REGARDING REVISION OF ACCEPTANCE OF TERMS FOR QUITCLAIM OF EASEMENTS IN EXCHANGE FOR WIDER EASEMENT AND NEW EASEMENT IN THE PROPOSED MOOSA MITIGATION BANK PHASE 1 PORTION**
(The District has water and wastewater facilities located along the golf course in easements of various lengths giving the District the right to access, maintain and repair District facilities when necessary. Due to the concerns of having a sewer line in the middle of a mitigation bank and the difficulties of accessing, maintaining and repairing lines in close proximity to mitigation land the District is planning on relocating the lines out of the mitigation bank into Camino Del Rey. Therefore, the need to widen the existing easement #26 would not be necessary. The District would need a new easement from our existing sewer line to Camino Del Rey in order to relocate the sewer line. Thus revising the original terms approved by the Board last May. The Engineering Committee has reviewed the terms and recommends the approval of the revision.)
(Staff Recommendation: Authorize the General Manager to execute quitclaim for easement once the District receives the additional easements.)
- *12. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTION OF A SECOND AMENDMENT TO JOINT AGREEMENT TO IMPROVE SUBDIVISION, JOINT LIEN CONTRACT AND HOLDING AGREEMENT FOR SAN DIEGO TRACT NO. 5012-1**
(The Gilligan development consists of 13 lots south of Morro Reservoir on Catherine Road shown in the enclosed Figure. Improvements related to the District consist of approximately 3,825 feet of water main to serve the development. There are no sewer improvements as the development is on septic. The development was initially processed through the County and the District in 1998 and has an approved map. This amendment releases Bank of America from the lien and holding agreement and assigns First American Trust to assume all obligations of Bank of America. This agreement is being reviewed by Legal Counsel and revisions were recommended to the County.)
(Staff Recommendation: Authorize the General Manager to execute Joint Agreement to Improve Subdivision, Joint Lien Contract and Holding Agreement for San Diego Tract No. 4750-1.)
- *13. DISCUSSION AND POSSIBLE ACTION TO ADOPT THE 2016 WATER AND WASTEWATER MASTER PLAN UPDATE**
(On January 27, 2015 the Board approved the award of the update to the Water and Wastewater Master Plans to Atkins. The purpose of the Master Plan Updates is to identify potential system deficiencies, confirm transmission main sizing and identify future capital improvements projects based on updated ultimate demand projections. The District's most recent water and wastewater master plans were prepared by Dudek & Associates in 2006. There is the potential for a considerable amount of new development both within and outside the current District boundaries in the near future. The water and wastewater master plans serve as the basis for critical infrastructure decisions and capital fees. Any delays in the master plan completion will delay the capacity fee analysis. With the rising cost of imported water it is important for the District to develop local water sources to improve reliability and stabilize water rates. Most critical among the infrastructure decisions is to build a District-owned wastewater reclamation plant and recycled distribution system, or to continue to convey wastewater to Oceanside. The master plans will consider both existing and ultimate, year 2030, conditions.)
(Staff Recommendation: Either adopt the 2016 Water and Wastewater Master Plan Update or review the 2016 Water and Wastewater Master Plan Update and adopt at the next regular meeting. Release the draft CIP list to the Finance Committee for their finance model projections and budgetary purposes.)
- *14. DISCUSSION AND POSSIBLE ACTION RELATED TO NORTH COUNTY IRRIGATED LANDS GROUP**
(Consider continued operation of North County Irrigated Lands Group.)
(Staff Recommendation: It is abundantly clear that the continued viability of the NCILG is unlikely. For this reason, the Staff recommendation is to take one of the three actions indicated above. Staff recommends that the Board solicit input from the members of the NCILG in the form of a poll to determine whether or not there is a strong preference of the members of the group as to which option is more desirable. Absent such a poll, the staff recommendation would be to choose Option 3 as it is unlikely that either of the other options will be anywhere close to being as cost effective.)

(*) - Asterisk indicates a report is attached.

- *15. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 16-07 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 8.12 – RENDERING AND PAYMENT OF BILLS**
(On November 1, 2000, the Board of Directors approved Resolution No. 00-22, Establishing a Waiver of Charges Policy. Since the inclusion of Section 8 of the Administrative Code in 2014, the Waiver of Charges Policy has been superseded by the new language pertaining to delinquent account fees in Administrative Code Section 8.12.020.6. The new wording states that no fees related to delinquent accounts will be refunded except in the case of an error made by the District. Staff's preference is to allow a waiver of one late fee penalty per account within a two year period. This is to extend a good faith courtesy to the customer in case a situation transpired that was beyond their control.)
(Staff Recommendation: Approve Ordinance No. 16-07 Amending and Updating Administrative Code Section 8.12 – Rendering and Payment of Bills.)
- *16. DISCUSSION AND POSSIBLE ACTION RELATED TO CONVERSION TO PAPERLESS BOARD PACKETS**
(In an effort to be as transparent as possible, RMWD Board packets include all information related to items under discussion at the Board. The current packet is developed in paper form, hand numbered, and then scanned into digital form. At the request of the Board, Staff has prepared a cost estimate for the process of transitioning from our current practices (attached). Based on this estimate, the total cost, including staff time, to produce, duplicate and deliver Board packets is about \$10,900 per year. The cost to migrate to a paperless agenda will include a one-time cost to procure iPads, along with ongoing costs to support the cellular service for the iPads, the file transfer software, and the remaining staff time to develop the PDF versions of the Board packets. The total annual cost, which is still dominated by staff time, is just over \$4,530 per year. The net annual savings is expected to be over \$6000 per year. It should be noted here that labor costs involved will not disappear entirely as the person involved will be engaged in other tasks. The purpose of this action is to try to free up staff time for more productive endeavors.)
(Staff supports Board direction on this matter.)
- *17. DISCUSSION AND POSSIBLE ACTION RELATED TO LAFCO RUNOFF ELECTION**
(In March the District was notified that the recent election for the Special District Alternate seat for the Local Agency Formation Commission (LAFCO) required a runoff election. Of the four candidates, none received a majority, so the two candidates who received the most votes have now been slated to run in a runoff election. The runoff will be between Judy Hansen of Leucadia Wastewater and our own Dennis Sanford.)
(Staff Recommendation: That the Board vote for Dennis Sanford for the Special District Alternate seat at LAFCO.)

BOARD INFORMATION ITEMS

- 18. DISCUSSION REGARDING ROBERT'S RULES OF ORDER**
(At the March 22, 2016 Board meeting, Director Brazier suggested the current Board have an opportunity to discuss in Open Session the current practices at RMWD as it pertains to the Robert's Rules of Order in Board and committee meetings, respectively.)
(This item is informational and for discussion purposes only.)
- 19. DISCUSSION REGARDING ADMINISTRATIVE CODE CHAPTER 2.03 REMUNERATION AND REIMBURSEMENT AND CHAPTER 4.10 EMPLOYEE BUSINESS EXPENSE**
(Discussion regarding Administrative Code Chapters 2.03 and 4.10 to determine if the language should be amended to set per diem limits in conformity with Federal General Services Administration allowance.)
(This item is informational and for discussion purposes only.)
- *20. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS FOR FEBRUARY AND MARCH 2016**
- A. General Manager Comments**
1. Meetings, Conferences and Seminar Calendar

(*) - Asterisk indicates a report is attached.

- B. Communications**
 - 1. Ratepayer Letters
 - 2. Comment Letter – Urban Water Conservation Workshop 4/20/16
- C. Construction & Maintenance Comments**
 - 1. Construction and Maintenance Report
 - 2. Valve Maintenance Report
 - 3. Garage/Shop Repair
- D. Water Operations Comments**
 - 1. Water Operations Report
 - 2. Electrical/Telemetry Report
- E. Wastewater Comments**
 - 1. Wastewater Report
- F. Operations Comments**
 - 1. Water Quality Report
 - 2. Cross Connection Control Program Report
- G. Engineering Comments**
 - 1. Engineering Report
- H. Customer Service Comments**
 - 1. Field Customer Service Report
 - 2. Meters Report
- I. Safety Comments**
 - 1. Safety Report
- J. Human Resources Comments**
 - 1. Personnel Changes
 - 2. Organizational Chart
- K. Finance Manager Comments**
 - 1. Interim Financial Statement
 - 2. Visa Breakdown (February and March)
 - 3. Directors' Expense
 - 4. Check Register
 - 5. Office Petty Cash (February)
 - 6. Water Usage Report
 - 8. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

- 21. **LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING**
- 22. **ADJOURNMENT - To Tuesday, May 24, 2016 at 1:00 p.m.**

ATTEST TO POSTING:



 Helene Brazier
 Secretary of the Board

4-14-16 @ 1:30 P.M.

 Date and Time of Posting
 Outside Display Cases

(*) - Asterisk indicates a report is attached.