

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
SEPTEMBER 26, 2017**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on September 26, 2017 was called to order by President Brazier at 12:07 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 Hamilton, Director Stewart, Director Gasca.

Also Present: Legal Counsel Smith, Human Resources Manager/Acting General Manager Harp. Executive Assistant Washburn, Administrative Analyst Gray, Associate Engineer Powers, Finance Manager Martinez, Operations Manager Milner, Interim Engineering Manager Gerdes

Absent: Director Mack, Engineering Manager Kirkpatrick, Superintendent Maccarrone, Superintendent Walker, Superintendent Zuniga.

No members of the public were present before for Open Session. Two members of the public were present for Open Session.

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

President Brazier mentioned there was a change order for the Knottwood Way Waterline Improvement that needed to be discussed at this meeting. She suggested this item be added as Item #15A. There was no objection to adding this matter as Item #15A.

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 12:09 p.m.

5. **CLOSED SESSION**

- A. Appointment, Employment; Evaluation of Performance – General Manager (Government Code §54957)

The meeting reconvened at 1:00 p.m.

(*) - Asterisk indicates a report is attached.

6. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

This item was addressed under Item #8.

Time Certain: 1:00 p.m.

7. PLEDGE OF ALLEGIANCE

8. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

President Brazier reported there was no reportable action.

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

President Brazier pointed out the addition to the agenda noted under Item #3.

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).

Mr. Stitle recalled a list of all RMWD real estate was requested two meetings prior to this one. He encouraged the Board to direct staff to provide such a list since a complete value of RMWD in terms of assets cannot be determined without it.

Mr. Stitle inquired as to how items placed on the agenda are approved. President Brazier pointed out the Administrative Code states the setting of the agenda is to be a cooperative effort between the General Manager and Board President.

Ms. Washburn mentioned the Administrative Code does have a policy regarding submitting requested items for the agenda. She also noted an email is sent prior to each regular Board meeting providing a list of tentative items to be on the agenda as well as asking the Board and staff for any changes or additions to the agenda items listed including additions and deletions. She pointed out the agenda is signed by a Board Member.

Director Stewart stated if the Board President wishes to have an opportunity to review the draft agenda. Mr. Stitle stressed the final approval of the agenda should rest with the Board President.

***11. APPROVAL OF MINUTES**

A. August 22, 2017 - Regular Board Meeting

Ms. Washburn reported Director Gasca had provided her with several typographical revisions for the August 22, 2017 minutes which would be corrected for final approval as well as listed in this meeting's minutes for reference purposes. The proposed changes were as follows:

- 1) Item #16 - the word "fee" needed to be "feet".
- 2) Item #19 - the word "add" needed to be "adding".
- 3) Item #22 – the word "being" needed to be "was"; the word "that" needed to be added after "confirmation"; "and full finance software" needed to be added after "finance package"; and, the word "that" needed to be added after "concern".

(*) - Asterisk indicates a report is attached.

Motion:

Approve the amended minutes.

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

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

***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 spoke of FPUD was seeking a replacement for their recently retired General Manager. She noted Mr. Brady requested retirement at the FPUD meeting in August which was apparently approved and that Mr. Bebee, FPUD's Acting General Manager, introduced the new Assistant General Manager/Finance Officer. She also mentioned FPUD has agreed to put the Santa Margarita property for sale, lease, or other use which would be advertised in the local news media.

President Brazier pointed out a year and one-half ago she had specifically stated she would not be opposed to moving to the electronic agenda packet method; however, she would need training on utilizing an iPad. She stated until the District can provide her with the proper training she needs, she has returned her District-issued iPad and once she receives the training she will be happy to have it reissued to her for use.

B. Representative Report (Appointed Representative)

1. SDCWA

A. Summary of Board Meeting August 24, 2017

Mrs. Harp notified the Board that Maureen Stapleton from the San Diego County Water Authority (SDCWA) would like to address the RMWD Board of Directors at one of their regular meetings regarding the lawsuit between SDCWA and Metropolitan Water District (MWD). She noted Mr. Kennedy recommends that if the Board agrees to Mrs. Stapleton addressing the Board, they should also accept a presentation from MWD in order for the RMWD Board to hear both sides.

It was decided the majority of the RMWD Board would like to hear from both SDCWA and MWD.

2. CSDA

Ms. Washburn pointed out Mr. Kennedy and Director Mack were currently attending the CSDA Annual Conference.

3. LAFCO

There were no comments.

(*) - Asterisk indicates a report is attached.

4. San Luis Rey Watershed Council

Director Stewart noted the next meeting was scheduled for September 27, 2017 which he will attend and report back to the Board on the meeting in October.

5. Santa Margarita Watershed Council

Director Hamilton stated the next meeting was scheduled for October 18, 2017.

C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)

There were no reports given.

D. Directors Comments

Director Hamilton talked about how several employees have been recognized as part of the District's Excellence Coin Program for their part in the recent MOU negotiations; however, he would like to recommend the Board recognize all the team members involved with negotiations, including legal counsel. He confirmed the Board does have standing to make such nomination. He stated although some members have already received a coin for Teamwork for their role, he would prefer the Board nominate all the team members involved and present coins to those who have not already received one. He said should the Board agree with this idea, he would be happy to write the nomination on behalf of the Board.

Director Gasca suggested all electronic devices provided by the District be used for professional purposes only including searches. President Brazier recommended there be policies in place regarding the use of electronic devices. Mrs. Harp pointed out she was currently working with the IT consultants in putting together policies and guidelines including protocol for use of all District technology for Board and staff members including cyber security.

Director Stewart expressed how really impressed he was with Directorpoint, the new portal program for the electronic Board packets. He noted it was very easy to navigate

E. Legal Counsel Comments

1. Public Records Act (501668-0002)

Legal Counsel briefed the Board on the report provided in the agenda packet pertaining the ongoing challenge to records produced as part of the Public Records Act. He noted the case was going to be appealed to the Supreme Court.

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

A. Budget and Finance Committee

1. August 8, 2017 Minutes

Mr. Stitle reported the Committee approved the appointment of two new members including Director Gasca. He stated next month the Committee is looking forward to a report from Raftelis on water costs as well as will be discussing a potential rate increase at their next meeting.

(*) - Asterisk indicates a report is attached.

B. Communications Committee
1. August 7, 2017 Minutes

Director Hayden pointed out the committee decided not to continue with the new bill redesign until the new financial system is implemented. He stated the Committee was also looking at utilizing the SNIPE capabilities for messaging on the external part of the billing envelope. He noted the Committee approved the appointment of a new committee member that will be before the Board for consideration later in this meeting.

Mrs. Gray pointed out the Committee has decided to change the date of the Committee meetings to the first Thursday of each month which will prevent less conflict with holidays as well as meet the scheduling needs of some committee members.

C. Engineering Services Committee
1. August 2, 2017 Minutes

Mr. Powers reported the Committee discussed appointing Flint Nelson as an alternate member which is before the Board for consideration under Item #18. He noted the other items discussed were Mr. Kennedy's AMI update, the water policy revisions before the Board for consideration later in this meeting, as well as the presentation regarding alternate deliver mechanisms for large scale infrastructure projects.

BOARD ACTION ITEMS

***14. DISCUSSION AND POSSIBLE ACTION TO ADOPT ODINANCE NO. 17-12 AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 8.11 – CONNECTION AND METER CHARGES**

Mr. Powers explained the purpose of these changes was to reduce the number of active water applications on the District's books by requiring those purchasing permits to install a meter within two years. He noted there would also be requirements for transferring or selling of water meter applications. He confirmed it would also eliminate there having several water meters on hold without connecting or compelling the owners to pay the current costs.

Director Stewart asked what takes place when there is a property transfer from one owner to another. Mr. Powers explained when an application is transferred to a new owner, the term of the application will remain the same which means the two-year process would not start over but rather expire at the end of the initial two-year period. Director Hamilton inquired as to why not have the meters non-transferrable. President Brazier agreed having the meters non-transferrable would make the process "cleaner".

It was decided to have both the water and sewer policies reviewed again by Engineering in terms of whether the permits should be non-transferable.

Motion:

To table this item until the October Board meeting to ask Engineering to readdress the issue why non-transferability was not addressed.

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

(*) - Asterisk indicates a report is attached.

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

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

***15. DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO PROVIDE ENGINEERING SERVICES FOR STUDIES TO ADVANCE BONSALL BASIN DESALTER IMPLEMENTATION AND APPROPRIATE \$152,903 TO THE PROJECT BUDGET**

Mr. Powers provided a brief overview regarding this project. He pointed out staff solicited for Request for Proposals to which Dudek responded. He explained the difference in the projected cost and the amount provided in the Capital Improvement Program budget requires an appropriation of \$152,903.

Director Hamilton asked if this proposal was strictly for the Bonsall Desalter Project only. Mr. Powers confirmed this was correct. Director Hamilton stated he was curious as to how it went from 3,326 acre feet per year to 5,700 acre feet per year as presented in the Dudek proposal noting this made him very uncomfortable. He expressed concern with the assumptions. Mr. Powers explained it would be negotiating with the City of Oceanside to be able to use their brine desalter and should that not happen other options would need to be explored including utilizing other brine lines. Discussion ensued. Director Hamilton stated he would like to see those other options presented prior to deciding regardless.

Director Hamilton inquired about the RMC Memorandum and whether RMWD owns property with a value of \$7.5M. He noted RMC's recommendation was to sell the property; however, it was unclear if the property could be sold back to the City of Oceanside. Mr. Powers pointed out RMWD owns capacity in the plant, but not any of the assets.

Director Hamilton confirmed he wanted to know more about why the assumptions varied between the two proposals as well as the other option related to the brine.

Mr. Powers stated RMWD's ownerships was only in the capacity rights as opposed to property. Discussion followed regarding valuation.

Director Stewart suggested the contract with the City of Oceanside be reviewed by Legal Counsel to determine what exactly RMWD owns whether it be capacity rights or actual property. He noted the questions at hand are related to handling the brine, environmental issues, and the contract with Oceanside.

Mr. Powers pointed out up the study would include review of the water rights opinions, environmental issues, as well as take the work that has been completed already to the next step by verifying the steps taken in the previous studies by getting into more detail. Director Hamilton agreed that any one of these issues could stop the project; therefore, he wanted to know if Engineering could restructure the timelines where the steps would be taken incrementally. Mr. Powers stated the only issue with taking the steps incrementally would be it would prolong the project completion.

Mr. Powers explained the point of the imported return flow study was not included in the model in its current state which was why the current model would not provide the answers being sought.

Discussion ensued.

Director Stewart recommended staff have Legal Counsel work with the General Manager to analyze the agreement and bringing it back to the Board in October for consideration. He stressed dealing with the brine was of the utmost importance.

Mr. Powers explained the how one of the means of addressing the brine matter is that if it were to go directly into RMWD's wastewater, it would make the District's wastewater too strong going to the City of Oceanside for treatment. He noted the brine line Oceanside has comes from their plant out to the ocean due to the fact it is very concentrated. He stated what RMWD would do with its brine is not put it into the District's sewer or send it to Oceanside's treatment plant but another pipeline would need to be built to connect to Oceanside's outflow.

Mr. Powers asked for clarification that the Board would like to have the more expensive parts of this study pushed out further in the process to allow for some initial investigations to determine whether it was worthwhile to go forward. Director Gasca stated the Board wanted to mitigate the risk associated with the project by taking those pretty well-known items that have a high potential for effectively stopping the project by making it impossible to move forward. Mr. Powers stated the Board would like to move the desktop analysis, brine line agreements, legal requirements, and environmental issued to the forefront of the study and the other items such as drilling holes and finding data being moved further out in the study until the initial concerns are addressed which will allow the Board to determine whether to proceed.

Motion:

To table this item to the next meeting when the General Manager would be present and, within the next thirty days between Board meetings, direct Legal Counsel to review the Oceanside wastewater agreement and its associated documents to determine what rights or implications RMWD may have with this study and project and that the Board's concerns be brought to the Engineering Committee for input.

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

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

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

Director Gasca pointed out if the proposal expires, RMWD may want to request an extension.

Mr. Powers commented there may be implications with the brine line in the Oceanside contract, but RMWD would not want to get rid of the its capacity rights in Oceanside if RMWD does move forward with this project.

***15A. DISCUSSION AND POSSIBLE ACTION TO APPROVE A CHANGE ORDER FOR THE KNOTTWOOD WAY WATERLINE IMPROVEMENTS PROJECT IN THE AMOUNT OF \$26,982.10**

(This item was added per Agenda Item #3.)

Mr. Powers explained the purpose of the change order was due to the General Manager only being authorized to sign off on change orders up to \$25,000 and this one was for a slightly higher amount. He noted the reason for this item being added to this agenda at the last minute was to allow for the construction process to continue without delay while seeking Board approval.

Mr. Powers stated the Knottwood Way waterline improvements project is to connect a portion of RMWD to a 980' waterline on Knottwood Way. He mentioned within the same project there is a pressure reducing station that allows RMWD to reduce the pressures of the neighboring community significantly. He pointed out the change order includes one item that came about due to a contractor not hired by the District hit RMWD's existing waterline before construction started and the waterline had to be cut back quite a bit which in turn required a length of pipe necessary to make connection. He stated the other item involved a portion of the waterline that was basically abandoned because of the waterline break had two services meters causing the laterals to be relocated since the pipe they were connected to were no longer in service. He reported the costs for these two items would be reimbursed to the District by the contractor at fault. He explained the other items on the change order were due to the existing conditions not being represented correctly in the plans due to being buried.

Mr. Powers confirmed RMWD would pay \$26,982.10; however, the District would be reimbursed approximately \$9,000 by the contractor at fault for hitting the line during construction.

Motion:

Approve Staff Recommendation 1 – Approving the change orders amounting in \$26,982.10 to complete the project construction.

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

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

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

***16. CONSIDER A PROFESSIONAL SERVICES AGREEMENT WITH RT LAWRENCE CORPORATION, FOR LOCKBOX SERVICES OF UTILITY BILLS FOR AN INITIAL TERM OF ONE YEAR**

Mrs. Martinez explained what prompted the finance department to consider outsourcing processing payments. She noted after conducting research on how much staff time is spent on this task, it would found to be approximately 80 hours per month. She stated after seeking proposals from outside resources she found RT Lawrence would be able to provide this service at approximately \$1,000 per month as opposed to the approximate \$2,000 per month it takes a staff member to complete.

Director Stewart inquired as to the difference between utilizing the lockbox services provided through financial institutions. Mrs. Martinez noted the electronic lockbox services are available through Union Bank free of charge; however, the payments physically mailed do incur a charge. Director Stewart encouraged staff to seek a resource that will provide these services for free.

Director Gasca asked to what tasks would the saved staff time be reverted. Mrs. Martinez explained this time would be spent addressing water consumption issues which impact billing.

Motion:

Approve Staff Recommendation 1 - Authorize the General Manager to execute an agreement in a form approved by the District's Counsel with RT Lawrence, Inc. for lockbox services of the District's customers' payments.

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

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

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

***17. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 17-13 AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 2.03 – REMUNERATION AND REIMBURSEMENT**

President Brazier pointed out there were some flaws with the proposed changes to the Administrative Code. She referenced Page 63 of the agenda packet as she noted the purpose of the revisions was to eliminate ambiguous language; however, the proposed changes make the language even more ambiguous. She said although she does not know exactly what the Water Code states in terms of number of meetings; however, the RMWD Administrative Code allows for ten compensable meetings (not days) and a meeting can be up to four days in some instances. She encouraged Legal Counsel to research what the Water Code states on this matter. She suggested the RMWD Administrative Code should state “compensable days” as opposed to “compensable meetings”. It was confirmed this was the Board’s intent.

President Brazier noted the ad hoc committee had discussed this policy extensively and had agreed on the revisions. She stated in the description in the middle of the paragraph on Page 158 of the Agenda Packet “submitting a written report” was excluded. She added another revision omitted was Board Members, as employees of RMWD, shall be subject to the rules as staff in terms of meal reimbursements.

Motion:

To table this item until the October Board meeting when the language can be corrected and the two items omitted inserted.

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

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

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

President Brazier called for a break at 2:45 p.m.

The meeting reconvened at 3:00 p.m.

18. DISCUSSION AND POSSIBLE ACTION TO APPOINT FLINT NELSON AS AN ALTERNATE MEMBER TO THE ENGINEERING SERVICES COMMITTEE

Mr. Nelson briefed the Board on his background at the City of San Francisco relevant to this assignment. He stated said he was not an engineer but more of a project manager. President Brazier pointed out

Motion:

To appoint Flint Nelson to serve as an alternate member of the Engineering Services Committee.

(*) - Asterisk indicates a report is attached.

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

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

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

19. DISCUSSION AND POSSIBLE ACTION TO APPOINT DAVE SHINN AS A MEMBER TO THE COMMUNICATIONS COMMITTEE

Mrs. Gray noted Mr. Shinn responded to the solicitation for public interest in serving on the committee. She noted he did attend two meetings and how his input had shown a great deal of interest and background in communications and that he would be an active member of the committee.

Motion:

To appoint Dave Shinn as a member of the Communications Committee.

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

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

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

20. DISCUSSION AND POSSIBLE ACTION TO APPOINT MIGUEL GASCA AS A MEMBER TO THE BUDGET AND FINANCE COMMITTEE

Motion:

To appoint Director Gasca as a member of the Budget and Finance Committee.

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

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

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

21. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS

Director Stewart stated he would like to attend the ACWA Fall Conference in Anaheim scheduled for November 2017. He noted ACWA has a great deal to do with the major project involving the twin tunnels. He confirmed he would provide a written report following the conference.

Mrs. Harp pointed out Director Mack asked that she relay his request to attend the ACWA Fall Conference to the Board on his behalf under this agenda item.

Director Gasca stated he was also interested in attending the ACWA Fall Conference.

Mr. Stitle stated there was \$25,000 budgeted for the Board of Directors. President Brazier inquired as to the cost for the ACWA conference. Ms. Washburn stated the conference registration was

(*) - Asterisk indicates a report is attached.

\$699.00, hotel accommodations would range between \$130-\$169 per night, and mileage would be \$81.00 per day for travel to and from the conference.

Director Gasca stated he may want to attend one day as opposed to the entire conference. President Brazier asked for a breakdown of the events taking place at the conference as she may be interested in attending one day as well. Discussion ensued regarding whether a decision needed to be made today or at the October Board meeting.

Director Stewart expressed concern that by waiting it could lead to the Directors staying offsite away from the hotel in which the conference is being held. He pointed out the location of the conference would save the District in hotel and travel accommodations.

President Brazier suggested voting now in favor of those Directors who have expressed interest in attending the entire conference and then vote for the others who wish to attend without accommodations at the October Board meeting. She confirmed compensation for attending would fall under the current Administrative Code policy.

Motion:

To authorize attendance and accommodations for the ACWA Conference for Directors Mack and Stewart and the other Directors may submit interest for attending at the October Board meeting.

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

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

Ayes: Director Hamilton, Director Stewart, Director Gasca.

Abstain: Director Brazier.

Director Gasca requested approval to attend a CEQA workshop in Carlsbad on September 30, 2017 with registration fees totaling \$45 plus mileage.

Motion:

To approve Director Gasca's attendance at the CEQA workshop at a cost of \$45 plus mileage.

Action: Approve, Moved by Director Stewart, Seconded by Director Brazier.

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

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

22. REQUEST FOR RETROACTIVE COMPENSATION FOR CONFERENCE ATTENDANCE IN MAY 2017 BY DIRECTOR MACK

Mr. Stitle addressed the Board stating as a ratepayer he was outraged with this request for retroactive compensation for attendance at a conference attended in May 2017. Director Hamilton and President Brazier pointed out the reason the compensation was not granted when Director Mack initially made this request was due to the Board not having approved a revision to the current Administrative Code at that time.

Director Stewart suggested since the Administrative Code policy was tabled earlier during this meeting until the October Board meeting, this item was moot for now.

Motion:

To table this item to the October meeting.

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

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

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

***23. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS FOR JULY/AUGUST/SEPTEMBER 2017**

- A. General Manager Comments**
 - 1. Meetings, Conferences and Seminar Calendar
- B. Operations Comments**
 - 1. Operations Report
- C. Engineering Comments**
 - 1. Engineering Report
- D. Customer Service Comments**
 - 1. Customer Service Report
- E. Human Resource & Safety Comments**
 - 1. Human Resources Report
 - 2. Organizational Chart
- F. Finance Manager Comments**
 - 1. Interim Financial Statement
 - 2. Credit Card Breakdown
 - 3. Directors' Expense
 - 4. Check Register
 - 5. Water Sales Summary
 - 6. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

Mrs. Harp introduced Ken Gerdes as the Interim Engineering Manager who will be assisting Engineering during Mrs. Kirkpatrick's maternity leave.

Kenny Diaz demonstrated high pressure meters. He pointed out these are the most accurate meters available on the market and will be able to handle high pressure. He noted ten of these meters were installed with another twenty anticipated to be installed soon and an additional fifty meters were on order. He stated historically these meters rarely require replacement. He explained the steps being taken to test the meters prior to completing replacement throughout the

(*) - Asterisk indicates a report is attached.

District. Mrs. Martinez agreed to provide the Board with a breakdown of what size meters are being utilized by RMWD customers. Discussion followed regarding the staff time involved in replacing the meters.

Ms. Washburn pointed out Mr. Kennedy wanted to know if any Board Members were interested in the meeting at Senator Joel Anderson's office in San Marcos on October 25, 2017. Ms. Washburn confirmed Board Members were interested in attending and stated she would confirm the meeting time for 12:30 p.m. and make carpool arrangements once the meeting was set with Senator Anderson's office.

Motion:

To receive and file information and financial items.

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

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

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

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

It was noted the water policy changes, Bonsall Basin Desalter implementation, Remuneration and Reimbursement policy, the request for retroactive compensation, long standing contracts, and 20-year anniversary acknowledgement should be agenda items for the October Board meeting.

25. ADJOURNMENT - To Tuesday, October 24, 2017 at 1:00 p.m.

The meeting was adjourned with a motion made by Director Brazier to a regular meeting on October 24, 2017 at 1:00 p.m.

The meeting was adjourned at 3:41 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary