

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RAINBOW MUNICIPAL WATER DISTRICT  
JULY 23, 2019**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on July 23, 2019 was called to order by President Brazier at 12:00 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, Director Rindfleisch

**Also Present:** Acting General Manager/Finance Manager Largent, Legal Counsel Smith, Executive Assistant Washburn, District Engineer Strapac, Acting Operations Manager/Meter Services Supervisor Chandler, Human Resources Manager Harp, Administrative Analyst Gray, Project Manager Williams.

**Absent:** General Manager Kennedy.

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

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

President Brazier noted there was a timely item that should be added to the agenda related to July and August late charges. She suggested this item be added as Item #14A.

President Brazier requested Item #22 be deleted from this meeting's agenda due to time restraints. She also requested Item #15 be deleted from this agenda and discussed at a later meeting.

**Motion:**

***To add the one item and delete the other two.***

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

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

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

(\*) - Asterisk indicates a report is attached.

**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 12:03 p.m.*

**5. CLOSED SESSION**

- A. Conference with Legal Counsel-Anticipated Litigation (Government Code §54956.9(d)(2))  
\* Two Items
- B. Appointment, Employment; Evaluation of Performance – General Manager (Government Code §54957(B)(1))

*The meeting reconvened at 12:52 p.m.*

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

Legal Counsel reported the Board met in Closed Session to discuss three items and there was no reportable action.

*President Brazier called for a break at 12:53 p.m.*

*The meeting reconvened at 1:02 p.m.*

Time Certain: 1:00 p.m.

**7. PLEDGE OF ALLEGIANCE**

**8. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**

Legal Counsel repeated the report provided under Item #6.

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

President Brazier repeated the changes to the agenda noted in 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).**

Justin Chandler, Acting Operations Manager, introduced Chad Williams as the District's new Project Manager.

(\*) - Asterisk indicates a report is attached.

**\*11. APPROVAL OF MINUTES**

- A. June 25, 2019 - Regular Board Meeting
- B. July 9, 2019 – Special Board Meeting

***Motion:***

***To approve both the June 25, 2019 and July 9, 2019 minutes as presented.***

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

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

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

**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)

There was no report given.

- B. Representative Report (Appointed Representative)
  - 1. SDCWA
    - A. Summary of Board Meeting June 27, 2019

There was no report given.

- 2. CSDA

There was no report given.

- 3. LAFCO

There was no report given.

- 4. San Luis Rey Watershed Council

There was no report given.

- 5. Santa Margarita River Watershed Watermaster Steering Committee

Director Hamilton reported on the July 16, 2019 meeting noting there was nothing significant to report that impacts RMWD. He mentioned FPUD approved their contracts for the construction to build out on the conjunctive use program. He referenced the written report he provided for this meeting.

(\*) - Asterisk indicates a report is attached.

## 6. ACWA

There was no report given.

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

There was no report given.

### D. Directors Comments

Director Rindfleisch noted he was not present for the June Board meeting due to a pre-planned vacation.

Director Gasca mentioned communication he received from a constituent requesting relief from a charge being assessed about which he met with Ms. Largent and Mr. Kennedy to discuss. He noted the recommendation was if the constituent would like to get relief, she would need to address the Board regarding their request.

Director Rindfleisch mentioned constituent, Sue Hamilton contact him with respect to metal layering on the street in front of her home that she felt was outstanding too long. He stated he spoke with staff during which he found a suitable answer for Ms. Hamilton's concern.

### E. Legal Counsel Comments

- 1. Attorney Report – Takings and Inverse Condemnation Law 501668-0002

Legal Counsel briefed the Board on the information provided in his written report. He noted the majority of opinion overrules thirty years of Takings and Inverse Condemnation Law.

## 13. COMMITTEE REPORTS

### A. Budget and Finance Committee

Mr. Stitle reported the committee reviewed the printed version of the budget, Infor and the other accounting system transitions were on schedule and under budget, the audit was underway and how RMWD may look at looking at a new auditor after this third year with the same firm. He noted the committee will be provided with a rate update review provided by IB Consulting.

### B. Communications and Customer Service Committee

Ms. Gray reported introduced Bill Shute whom the committee appointed to fill the committee's Vice Chairperson vacancy. She mentioned the committee was in the process of reviewing RMWD's core values, strategic plan objectives, draft legislative response guidelines that will be finalized and brought to the Board for consideration.

President Brazier encouraged the committees to consider the Administrative Code policy related to committees and provide any proposed revisions to the policy they would like to present to the Board when the policy is considered at a future Board meeting.

### C. Engineering and Operations Committee

Mr. Nelson reported the committee continued their review of a number of key projects ongoing both in the design and construction phase. He noted a large part of the meeting was reviewing very preliminary analysis of the headquarters parcel in terms of what could be done to obtain a new headquarters building as well as putting together an economic arrangement whereby the new building could potentially cost the ratepayers nothing as the primary objective. He pointed out the committee had their final operations department review.

### **BOARD ACTION ITEMS**

#### **14. CONSIDER APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH RAINBOW MUNICIPAL WATER DISTRICT, EASTERN MUNICIPAL WATER DISTRICT AND FALLBROOK PUBLIC UTILITY DISTRICT RELATED TO POTENTIAL ANNEXATION INTO EASTERN MUNICIPAL WATER DISTRICT**

Ms. Largent introduced Jack Bebee, Fallbrook Public Utility District General Manager.

Mr. Bebee gave a presentation entitled "Preliminary Evaluation on Detachment from SDCWA and annexation to EMWD". He noted at the conclusion of the presentation, he would be making a recommendation to the Board on behalf of Mr. Kennedy.

He stated the goal would be to have agreement from all parties involved; however, should that not happen LAFCO applications will need to be filed with both San Diego and Riverside Counties, respectively. He explained once receiving LAFCO's approval, the matter will automatically be on the ballot which must be approved by a majority.

Mr. Bebee presented the Eastern Municipal Water District Memorandum of Understanding Proposed Terms Summary noting these were preliminary and currently being worked through by the parties involved.

He noted Mr. Kennedy's recommendations were the Board authorize the General Manager to finalize and execute Memorandum of Understanding (MOU) identifying terms for potential annexation to Eastern Municipal Water District (EMWD) and that staff continue to work on identifying terms of detachment with San Diego County Water Authority as well as further evaluate finalizing the process and costs. He stated a recommendation would be brought back to the Board in August or September with a recommendation related to proceed with the LAFCO application process.

Mr. Stitle asked if the change to EMWD is approved by the voters, can Metropolitan Water District (MWD) overturn the decision. Legal Counsel noted MWD is required to exercise their discretion reasonably.

Mr. Nelson inquired as to the benefit EMWD receives from taking on this project. Mr. Bebee answered additional revenue. Director Gasca confirmed EMWD will receive and increase in voting rights at MWD.

President Brazier asked if the MOU before the Board for consideration today has been imbedded by both RMWD's and FPUD's Legal Counsel. Mr. Bebee confirmed this to be true and noted the Board would be authorizing staff to finalize the MOU with Legal Counsel from all three agencies input.

Ms. Gray asked about the possible impact to RMWD's supply reliability in terms of the desalination plant occasionally providing 6%-8% of the District's water and inquired as to how much FPUD receives from that plant. Mr. Bebee stated FPUD does not receive any of that water directly; however, it was still a regional impact.

Mr. Bebee thanked the Board for the opportunity to present this information.

***Motion:***

***To approve Option 1 - Approve the MOU with FPUD and EMWD as presented and authorize its execution by the General Manager.)***

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

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

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

**14A. BOARD NON-AGENDA ITEM – LATE FEES FOR JULY AND AUGUST**

(This item was added per Item #3.)

Ms. Largent noted this item was for late fees for July and August relating to RMWD's Infor Public Sector utility billing software that went live July 1, 2019. She explained staff has been testing and conducting setup on this project for more than one year and how despite rigorous testing, there were some issues that included the instability of the dynamic portal which is the software utilized to take in the credit card payments on line. She stated there were issues with the Cycle 1 billing due to incorrect tenant/owner conversion that had to be manually corrected. She added auto pay was also not completely functional as of July 1, 2019. She mentioned since Springbrook had switched the auto pay causing RMWD customers to update in June without notifying RMWD, those customers have to update again in July causing them confusion and frustration. She stated based on this information, staff believes it would be prudent to seek Board approval to refrain from assessing late fees for the months of July and August as it would be the right thing to do for the customers in demonstrating the District is sensitive to the customer experience as well as proactively minimize customer complaint calls with being able to offer some relief.

Director Hamilton inquired as to the fiscal impact to the District. Ms. Largent explained last year RMWD assessed approximately \$11,000 in the months of July and August combined.

Ms. Washburn mentioned there was an Action Letter on this item was provided to the Board as a handout.

***Motion:***

***Approve the waiving of late fees for July and August.***

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

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

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

**\*15. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 19-08 ADOPTING ADMINISTRATIVE CODE CHAPTER 3.06 – CONFIDENTIALITY OF BOARD CLOSED SESSIONS**

This item was deleted per Item #3.

**\*16. DISCUSSION AND POSSIBLE ACTION TO AMEND THE EXISTING CONTRACT WITH NOBEL SYSTEMS INC.**

Mr. Strapac explained RMWD’s contract with Nobel Systems, Inc. to provide services associated with GeoViewer in the District’s GIS system to keep of and manage its assets. He explained lately there have been some challenges with accomplishing making the District’s work more efficient. He provided an example.

Director Hamilton inquired if RMWD has a declining need for corrections outside of the first two initial years of the contract. Mr. Strapac said although he would like to say the need will decline, it was unknown. President Brazier asked if there were any issues with having a five-year contract RMWD could not exit should the District needs lessen. Mr. Strapac explained there were so many tools available, there may be more opportunity to utilize it more. Discussion ensued.

Director Gasca stated if there was a means of looking at all the major equipment inventory with their locations identified it may be a helpful tool. Mr. Strapac acknowledged having a confirmation code would be extremely useful.

***Motion:***

***Approve Option 1 - Authorize General Manager to execute the contract amendment from Nobel Systems Inc. dated May 29, 2019, amending contract No. 16-09 Dated August 1, 2016, increasing the annual cost from \$80,000 to \$104,000 through June 30, 2020, and to \$100,000 from July 2020 through June 30, 2024.***

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

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

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

**17. INFOR CLOUDSUITE PUBLIC SECTOR AND FINANCIAL SERVICES CHANGE ORDERS**

Ms. Largent noted the purpose of this item was to request change order approvals as well as to give a project budget update on the Public Sector Utility Billing and CloudSuite Financials.

(\*) - Asterisk indicates a report is attached.

Ms. Largent explained RMWD started an original contract with CloudSuite Financials in the amount of \$163,800 of which \$44,137 having been spent with a current invoice for \$10,130 resulting in a significant savings on this contract. She noted she was estimating to spend conservatively approximately another \$30,000 to complete this project leaving \$80,00 remaining which comes in well under budget.

Ms. Largent stated on the RMWD's Public Sector billing implementation, RMWD originally had a Purchase Order in the amount of \$46,820. She mentioned in June 2019, there were two different Change Orders; one in the amount of \$23,100 at which time Mr. Kennedy inquired as to whether it was within his approval limit. She explained when she looked it up in the software she told him it was within the limit; however, the October 2018 \$15,000 Change Order was not in the software which did cause the amount to exceed the General Manager's approval limit causing the error. She stated she believed this was due to a staff turnover and had it been in the software, she would have known immediately the approval limit had been exceeded and the Change Order would have come to the Board for consideration. She added there was also a \$7,000 Change Order she signed as Acting General Manager to get a consultant onsite for the first two weeks of implementation. She clarified that if staff had known about the \$15,000 Change Order, the new Change Order would not have been signed but rather brought to the Board. She stated at this time staff was seeking retroactive approval.

Ms. Largent noted an estimate has been conducted in terms of what it will take to complete this project through August and how there was a current invoice in the amount of \$21,000 and would also like to do another Change Order for \$40,000 which will include the onsite consultant. She explained the problem with not having a consultant onsite is that they are located in India and whenever an issue arose there is a waiting period to receive a response with a turnaround of approximately 3-4 days as opposed to one hour. She stated she would like to bring a consultant back onsite for two weeks to assist with the IT aspects of the project and allow Mr. Khattab to work on IPS data cleanup, report builds and EAM purchase work order approval workflow set up.

Ms. Largent reported with these Change Orders, the total project expenses are \$132,000. She reiterated staff was asking the Board to retroactively approve the Change Order 2 and 3 as well as approve an additional Change Order for \$40,000. She clarified approval would pay for the current invoice as well as the cost estimate for bringing the consultant onsite from July 28-August 10, 2019. She noted she will bring monthly updates on this project to the Board in August and September at which time it is anticipated to be completed.

Director Mack asked if the \$132,000 would take RMWD through the year. Ms. Largent clarified it will take the District through August and how the only outstanding costs could be some report builds. She noted there will be approximately \$80,000 remaining on the other project for which a deductive Change Order to put towards this project if the Board deems necessary. She stated the project was overall under budget; it was the Purchase Order approval limit was exceeded.

President Brazier stated she totally approves the project; however, she has some questions. She said everyone at the District knew Springbrook was not accurate; therefore, there was no reason to trust it would show the \$15,000. She added everyone also knew there was change over in the Finance Department. She pointed out with the General Manager being a very bright man who is unilaterally authorized to approve Change Orders up to \$25,000 or 10% and his ability to recite large sums of money in a series as well as attach them to policy, she finds it concerning he did not know this project went over the approval limit; therefore, she requested some clarification as how this was going work. She explained the Board initially approved \$46,000 for this project that has since doubled in cost without input or updates. She noted this situation limits the Board's options with the money already being spent. She expressed concern the matter demonstrates



transparency was unimportant nor was the Board's requirements to oversee financial matters. She reiterated something has gone wrong here that was avoidable and it needed to be repaired.

Ms. Largent took some ownership for the situation because at the time of Mr. Kennedy signed the Change Order he did state multiple times he thought he was over his limit and how after looking in the software she assured him the approval limit was not exceeded. She said it was not until reviewing the contract files was it realized it was in fact over the limit. She explained staff turnover as well as policy not being followed in relation to processing Change Orders. She mentioned she was currently implementing software to place a great deal of internal controls as well as procedures for staff to avoid reoccurrence.

President Brazier pointed out the \$7,000 and \$23,000 Change Orders would have taken the amount over the allowed limit but was not brought to the Board. Ms. Largent explained these amounts were essentially at the same time noting the \$7,000 she approved to make the necessary travel arrangements to get the consultant onsite which was pertinent; however, as soon as it was realized the amount allowed had been exceeded, she began drafting the Board Action Letter. President Brazier re-emphasized this Board will act quickly on urgent matters related to the District; therefore, the Board would like to be consulted. She requested something be brought to the Board regarding how something such as this will be prevented from reoccurring. Ms. Largent mentioned she has already pulled the Administrative Code policies related to procurement for amending and updating which will include immediate communication with the Board. President Brazier agreed with this effort in that it would increase Board confidence since they are accountable to the public for spending their money. Ms. Largent offered to have something for the Board to consider at their September meeting.

Director Gasca proposed having language in the policy that in the event something like this happens again, the General Manager be required to consult the Board in proper succession to ensure there is timely consultation and action is taken. President Brazier suggested adding language that a special board meeting be called immediately following any action to confirm Board approval. Director Gasca agreed.

Ms. Largent pointed out that with the updated software, internal controls, and procurement procedures she does not foresee this happening again. President Brazier noted the Board has approved of this project before and will continue to do so.

Director Hamilton asked for clarification on the numbers provided. Ms. Largent explained staff was seeking approval for Change Orders #2, #3, and #4 since Change Order #1 was within the General Manager's limits. Discussion ensued.

Ms. Largent explained the \$85,300 is total for all the change orders totaling \$15,000, \$23,100, \$7,200, and \$40,000. She noted the original Purchase Order already approved totaled \$46,820 making the total project cost \$132,120. She explained \$95,027 has been spent on this project to date, there was a \$40,000 Change Order before the Board for consideration to be added to the project costs, a current invoice totaling \$21,962 remains outstanding, and an estimated \$15,000 will be spent through August. President Brazier expressed concern the project has tripled in cost without any transparency.

Director Gasca inquired if the new software will allow a tool for flagging when spending limits are close to exceeding. Ms. Largent explained improvement to internal procedures and policies will also be helpful.

**Motion:**

**Option 1 – Approve Change Orders 1-4 for a total amount of \$85,300.**

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

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

**Ayes: Director Gasca, Director Hamilton, Director Mack, Director Rindfleisch.**

**Noes: Director Brazier.**

**\*18. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 19-10, APPROVING A LETTER OF UNDERSTANDING BETWEEN THE RAINBOW MUNICIPAL WATER DISTRICT AND THE RAINBOW EMPLOYEES ASSOCIATION AND THE RAINBOW ASSOCIATION OF SUPERVISORS AND CONFIDENTIAL EMPLOYEES**

Ms. Harp noted for the past few years Customer Service has been staffed with a 9/80 work schedule with temporary personnel or an employee from another department substituting in this department providing coverage for every Friday. She explained with the situation changing, there was a need for a long term solution for providing Friday coverage. She stated an employee in the department agreed to change from the 9/80 to a 10/80 work schedule after which time the District met with both hourly bargaining units on the impact specifically related to how holiday pay should be paid to an employee working a 10/80 schedule.

Ms. Harp pointed out the current Memorandum of Understanding (MOU) uses language that employees will be paid for the same number of hours on holidays that they would have worked on that day; however, after reviewing the matter with the bargaining units and the total holiday hours paid to employees on a 9/80 versus a 10/80 work schedule, it was realized those on the 10/80 work schedule would be paid fewer holiday hours but would have to work more hours in a year to receive the same annual pay as their colleagues working a 9/80 schedule.

Ms. Harp described after working through this matter in conjunction with the bargaining units, a Letter of Understanding (LOU) was being proposed to use the same holiday bank system currently in place for an employee whose regular Friday off would fall on a District holiday. She explained staff was proposing using this same holiday bank system for any employee assigned to a 10/80 work schedule to make sure they receive the annual number of holiday hours as other full time employees. She mentioned the bargaining units have reviewed the language in the proposed Letter of Understanding and intend to sign off on it pending Board approval.

Ms. Harp clarified, the Letter of Understanding does not change any language in the MOU, but rather clarify that the parties agree on the interpretation of the language and how the holiday pay will be handled for employees who change to a 10/80 work schedule. She confirmed the LOU will be attached to the MOU and reiterated the bargaining units have verbally agreed to the LOU upon Board approval. She concluded with noting there was no fiscal impact because had an employee stay on a 9/80 schedule, the annual holiday pay would be exactly the same.

**Motion:**

**Approve Option 1 - Approve Resolution No. 19-10 as presented.**

**Action: Approve, Moved by Director Rindfleisch, Seconded by Director Hamilton.**

(\*) - Asterisk indicates a report is attached.

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

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

**\*19. CSDA 2019 BOARD OF DIRECTORS ELECTIONS SEAT B**

Ms. Washburn pointed out the entire election package, support letters received, voting instructions and ballot have been provided in the agenda packet. She confirmed the vote would be cast electronically according to the instructions received.

Director Hamilton mentioned there was a \$500 maximum campaign allowance attached to this matter.

***Motion:***

***The Board cast a vote for RMWD Director Michael Mack.***

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

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

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

**\*20. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) DIRECTOR ELECTIONS**

Ms. Washburn confirmed SDRMA requires a form to be signed and remitted.

President Brazier noted the options were to vote up to three candidates. Ms. Washburn mentioned she had asked Mr. Kennedy if he had any recommendations to bring to the meeting to which he replied he was not familiar with any of the candidates.

Ms. Harp explained SDRMA was RMWD's insurance carrier for workers compensation, property and liability.

Director Gasca suggested RMWD cast a vote for the two incumbents since the District is a paying member of SDRMA. It was noted discussing this matter via email was not permissible and the ballot was due prior to the next regularly scheduled Board meeting.

***Motion:***

***The Board abstain from participating in the election.***

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

***Vote: Motion passed (summary: Ayes = 3, Noes = 2, Abstain = 0).***

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

***Noes: Director Gasca, Director Rindfleisch.***

(\*) - Asterisk indicates a report is attached.

**21. BOARD MEMBER REQUESTS FOR AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**

President Brazier referenced the list of conferences provided as a handout and asked any Director wishing to express an interest today and remit a formal request at the next Board meeting, it would provide Ms. Washburn with an opportunity to reserve hotel rooms in advance without incurring costs if reservations are cancelled.

Ms. Washburn added RMWD will be presented with the District Transparency Certificate of Excellence at the 2019 CSDA Annual Conference in September.

Directors Mack, Hamilton, Rindfleisch, and Gasca expressed interest in attending the 2019 CSDA Annual Conference.

Directors Mack and Hamilton expressed interest in attending the 2019 ACWA Fall Conference. It was noted registration is required for the ACWA conference prior to being able to make hotel reservations; therefore, the Board Members should provide an attendance request at the next Board meeting.

**BOARD INFORMATION ITEMS**

**\*22. REVIEW OF ADMINISTRATIVE CODE CHAPTER 2.09 – COMMITTEES**

This item was deleted per Item #3.

**PRESENTATIONS**

**23. NEW FINANCIAL SOFTWARE DEMONSTRATION**

Ms. Largent demonstrated some of the CloudSuite Financial software aspects.

**24. HEADQUARTERS SITE PRESENTATION**

Mr. Strapa gave a presentation on the RMWD headquarters site development noting some of the challenges and the next steps to be taken. He noted he would keep the Engineering and Operations Committee as well as the Board of Directors updated on this matter.

**\*25. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

- A. General Manager Comments**
  - 1. Meetings, Conferences and Seminar Calendar
- B. Operations Comments**
  - 1. Operations Report
- C. Engineering Comments**
  - 1. Engineering Report
  - 2. As-Needed Services Expenditures Summary
- D. Human Resource & Safety Comments**
  - 1. Human Resources Report
  - 2. Organizational Chart
- E. Finance Comments**
  - 1. Monthly Financial Statements

(\*) - Asterisk indicates a report is attached.

2. Treasurer Report
3. Credit Card Breakdown
4. Directors' Expense
5. Check Register
6. Water Sales Summary

***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 = 5).***

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

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

It was suggested a Flume update should be on the next agenda as well as a Closed Session and Open Session item for the General Manager performance evaluation. It was confirmed the two deleted items will be added when the tentative list of agenda items is provided to the Board if deemed necessary.

**27. ADJOURNMENT - To Tuesday, August 27, 2019 at 1:00 p.m.**

***The meeting was adjourned by President Brazier to a regular meeting on August 27, 2019 at 1:00 p.m.***

The meeting was adjourned at 3:18 p.m.

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**Helene Brazier, Board President**

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**Dawn M. Washburn, Board Secretary**