



COMMUNICATIONS COMMITTEE MEETING

RAINBOW MUNICIPAL WATER DISTRICT
Monday, November 7, 2016
Communications Committee Meeting - Time: 3:30 p.m.

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

Notice is hereby given that the Communications Committee will be holding a regular meeting beginning at 3:30 p.m. on Monday, November 7, 2016.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL: Mike Daily (Chair) _____ Jeanna Kirby (Vice Chair) _____**
 Members: Helene Brazier _____ Elysian Kurnik _____
 Hayden Hamilton _____
 Alternates: Cynthia Gray _____
4. **SEATING OF ALTERNATES**
5. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA**

COMMITTEE ACTION ITEMS

- *7. **APPROVAL OF MINUTES**
 A. October 3, 2016
8. **INTRODUCTION OF RMWD'S CHALLENGE COIN PROGRAM**
9. **DISCUSSION REGARDING NEW CUSTOMER BILL FORMAT**
10. **DISCUSSION AND POSSIBLE ACTION REGARDING NEWSLETTER DISTRIBUTION OPTIONS**
11. **DISCUSSION AND POSSIBLE ACTION TO APPOINT 2017 COMMITTEE OFFICERS**

12. COMMUNICATIONS PLAN/TOPICS
13. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES
14. COMMITTEE MEMBER COMMENTS
15. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS COMMITTEE MEETING
16. ADJOURNMENT

ATTEST TO POSTING:



Helene Brazier
Secretary of the Board

10-28-16 @ 11:00 AM.

Date and Time of Posting
Outside Display Cases

DRAFT

DRAFT

DRAFT

**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
OCTOBER 3, 2016**

1. **CALL TO ORDER** – The Communications Committee Meeting of the Rainbow Municipal Water District on October 3, 2016 was called to order by Chairperson Daily at 3:34 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Daily, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Daily, Member Brazier, Member Kirby.

Also Present: General Manager Kennedy, Executive Assistant Washburn, Alternate Gray.

Absent: Member Kurnik.

One member of the public was present.

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

Motion:

To add an item on the agenda to possibly replace the Vice Chairperson.

Action: Approve, Moved by Member Brazier, Seconded by Member Kirby.

Vote: Motion carried by unanimous vote (summary: Ayes = 3).

Ayes: Member Daily, Member Brazier, Member Kirby.

Absent: Member Kurnik.

This will be added as Item #7A.

5. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA**

There were no public comments.

COMMITTEE ACTION ITEMS

*6. **APPROVAL OF MINUTES**

A. September 12, 2016

Mr. Kennedy noted there was a typo under the public comments the word “our” should be “out” and “Hamilton Hayden” should be “Hayden Hamilton”.

DRAFT

DRAFT

DRAFT

Motion:

To approve the minutes as revised.

Action: Approve, Moved by Member Brazier, Seconded by Member Kirby.

Vote: Motion carried by unanimous vote (summary: Ayes = 3).

Ayes: Member Daily, Member Brazier, Member Kirby.

Absent: Member Kurnik.

Discussion went to Item #8.

7. DISCUSSION REGARDING ADMINISTRATIVE CODE SECTION 2.09 – COMMITTEES

Mr. Kennedy explained the need to discuss the role of alternates at committee meetings. He noted the Board selected the option to have alternates fill any vacant seats; therefore, Item #4 on all future committee agendas will be to seat alternates if necessary.

7A. DISCUSSION AND POSSIBLE ACTION REGARDING COMMITTEE MEMBERSHIP

Motion:

To recommend to the Board of Directors the appointment of Hayden Hamilton as a member of the Communications Committee.

Action: Approve, Moved by Member Brazier, Seconded by Member Kirby.

Vote: Motion carried by unanimous vote (summary: Ayes = 3).

Ayes: Member Daily, Member Brazier, Member Kirby.

Absent: Member Kurnik.

Motion:

To replace Tim O’Leary’s Vice Chairperson position with Jeanne Kirby.

Action: Approve, Moved by Member Brazier, Seconded by Member Daily.

Vote: Motion carried by unanimous vote (summary: Ayes = 3).

Ayes: Member Daily, Member Brazier, Member Kirby.

Absent: Member Kurnik.

Discussion went to Item #9.

8. DISCUSSION REGARDING NEW CUSTOMER BILL FORMAT

Mrs. Gray shared examples of the new billing format with the committee.

DRAFT***DRAFT******DRAFT***

Discussion took place regarding the newsletter and how to better reach the public in a timelier manner. It was noted this would be on the next agenda for further discussion.

Discussion returned to Item #7.

9. DISCUSSION AND PRESENTATION IN PREPARATION FOR THE JOINT BOARD/COMMUNICATIONS COMMITTEE MEETING ON OCTOBER 25, 2016

Mrs. Gray provided a draft of the presentation to be shown at the joint board meeting for committee input and feedback.

Discussion ensued.

10. COMMUNICATIONS PLAN/TOPICS

Mrs. Gray reviewed the topics noting she was currently working on the FAQ's. It was noted Item #6D was still pending and how the pop-ups and the banners would be purchased per Item #6A3.

Discussion followed.

11. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES

Mr. Kennedy mentioned the Reche Road shutdown due to a water main break.

12. DISCUSSION AND POSSIBLE ACTION REGARDING THE NOVEMBER 7, 2016 COMMUNICATIONS COMMITTEE MEETING

Mr. Kennedy this item was for the committee to consider whether they would like to hold this meeting due to the committee's special meeting with the Board being held on October 25, 2016. It was decided this meeting would take place.

13. COMMITTEE MEMBER COMMENTS

Mrs. Kirby announced she would not be able to attend the October 25, 2016 joint Board/ Communications Committee meeting.

14. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS COMMITTEE MEETING

It was noted an item to discuss new options for newsletter distribution as well as the appointment of a new chairperson for the beginning of 2017.

DRAFT

DRAFT

DRAFT

15. ADJOURNMENT

Motion:

To Adjourn.

Action: Adjourn, Moved by Member Kirby, Seconded by Member Brazier.

Vote: Motion carried by unanimous vote (summary: Ayes = 3).

Ayes: Member Daily, Member Brazier, Member Kirby.

Absent: Member Kurnik.

The meeting adjourned at 4:57 p.m.

Mike Daily, Committee Chairperson

Dawn M. Washburn, Board Secretary