

**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
JULY 7, 2021**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on July 7, 2021, was called to order by Chairperson Nelson at 3:30 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. *(All meetings are being held with in person attendance following County and State COVID guidelines as well as virtually.)* Chairperson Nelson, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

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

Absent: Member Gasca.

Also Present: General Manager Kennedy, Executive Assistant Washburn, Operations Manager Gutierrez, Information Systems Specialist Espino.

Also Present Via Teleconference or Video Conference:

Engineering and CIP Program Manager Williams, Information Technology Manager Khattab, Engineering Technician Rubio.

One member of the public was 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 the meeting 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 revisions 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. June 2, 2021

Motion:

To approve the minutes.

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

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

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

9. GENERAL MANAGER COMMENTS

Mr. Kennedy announced a Town Hall meeting will be held this evening at 6:00 p.m. to which all ratepayers of RMWD and FPUD have been invited to hear from several speakers as well as receive answers to any of their questions.

Ms. Brazier inquired as to whether the Town Hall meeting was accessible remotely. Mr. Kennedy stated it was available to attend virtually and how all the information has been posted on the website.

10. ENGINEERING AND CIP PROGRAM MANAGER COMMENTS

Mr. Williams updated the committee on the Thoroughbred Lift Station Project including providing the basis for sole sourcing some of the work.

11. OPERATIONS MANAGER COMMENTS

Mr. Gutierrez provided a brief update on the Heli-Hydrant project noting delivery is scheduled for July 20th at the site and will take approximately from that date before it is operational. Ms. Brazier mentioned everyone in the area she has spoken with are highly in favor of the hydrant.

12. COMMITTEE MEMBER COMMENTS

Mr. Nelson inquired about the bio retention basin structure located in front of the new development located on Old Highway 395 and who is responsible for its maintenance. Mr. Kennedy stated it would be the homeowners' responsibility.

13. BOARD ACTION UPDATES

Mr. Williams reported the Board approved the as-needed change order as well as the CIP budget at the June Board meeting.

14. DISTRICT HEADQUARTERS STUDY UPDATE (ENGINEERING)

Mr. Kennedy reported another round of studies were conducted in June to determine if there was a means of maximizing the developable area. Discussion ensued regarding the type of roadway to the property. He noted it was anticipated to have a proposed set of plans to present in August.

Mr. Nelson asked how much additional land RMWD would have as a benefit. Mr. Kennedy stated although it would depend, approximately 12-20 homes.

Discussion continued regarding the roadways.

Mr. Kennedy stated as soon as information became available to share, the ad hoc committee would schedule a meeting to take place at the District headquarters.

Mr. Marnett asked if the baseline would be removing RMWD from its current lot and fully developing. Mr. Kennedy confirmed this was correct.

15. NORTH RIVER ROAD PROJECT UPDATE (ENGINEERING)

Mr. Williams reported Phase II has been completed and Notice of Completion has been prepared to present to the Board in July. He mentioned RMWD received a credit totaling \$70,800 for Phase II as well as an additional one-year project warranty.

Mr. Williams provided an update on Phase III of the project noting staff decided to issue a Change Order which is a deduct to Sancon with staff procuring the manhole covers, frames and lids which have extremely long lead times. He pointed out in addition to the long wait times, the Change Order also includes an extension of time with no increased overhead requested by the contractor with a contractual end date set for October 31, 2021.

Mr. Nelson inquired as to whether staff has worked out all the internal logistics for procuring the necessary manhole covers. Mr. Gutierrez confirmed the orders have already been placed. Discussion ensued.

16. DRAFT REQUEST FOR PROPOSAL (RFP) PROCESS REVIEW (ENGINEERING)

Mr. Williams stated after the meeting held with the committee and staff members, staff has been working to revamp the RFP boiler plate which was currently in the draft stages which will be presented to the committee for review, comment, and discussion prior to the August committee meeting.

Mr. Nelson inquired as to whether it was typical for the committee to review a RFP prior to it being solicited. Mr. Kennedy stated although this was not typical, the committee would have an opportunity to review various RFP templates which will be used as standard models for future RFPs. Mr. Nelson expressed his concern would be mostly in having an opportunity to review RFPs for construction management, environmental engineering, or specific designs for larger projects before they are solicited. Mr. Kennedy explained the process would be to frontload all the mechanics to assist staff with identifying the correct type of contract to utilize.

Ms. Brazier stated she understood Mr. Nelson's concerns.

17. MORRO RESERVOIR MIXING UPDATE (OPERATIONS)

Mr. Gutierrez shared a video of the mixers in action. He mentioned ammonia systems have been purchased to be injected on the inflow, mix it up, and then outflow with chlorinated water. He pointed out for the past three weeks, RMWD has been flowing MWD water into Morro which has never been available in the months of June and July. Discussion followed.

Mr. Gutierrez stated a mixer was in place at Magee tank and another was being considered for the Gomez tank. He explained the water quality at the other two reservoirs was very good; therefore, mixers would not be needed at these sites. Mr. Kennedy mentioned there was room to add three more mixers at Morro if deemed necessary.

18. WATER SERVICE UPGRADE PROJECT (WSUP) UPDATE (OPERATIONS)

Mr. Gutierrez reported the project was 61% complete noting RMWD was approximately 200 meters ahead of Concord. He noted the website will be updated to provided end users with more timely information that may answer most questions. Discussion ensued.

Mr. Nelson inquired to whether RMWD tracks the estimate at completion in terms of money. Mr. Gutierrez stated he was currently in the process of verifying this amount with Ms. Largent. Mr. Kennedy suggested a report be provided to the committee in August.

Mr. Marnett asked whether RMWD would have a few additional meters available once the project is completed. Mr. Gutierrez explained there would be a few spare meters available. Mr. Marnett inquired as to whether data was showing a reduction in water loss since this project began. Mr. Kennedy stated the database has been built and once the July reads are complete, a report of the findings may be available to present at the August committee meeting.

19. RAINBOW HEIGHTS WATERLINE PROJECT UPDATE (OPERATIONS)

Mr. Gutierrez explained the steps taken in preparing comparisons for using in-house staff as opposed to hiring contractors for projects. He reported the initial findings are that no matter how everything was broken down, there appears to be a 5-1 difference in what contractors are charging RMWD. He noted a report of these findings has been drafted and will be presented to Mr. Kennedy for review prior to it being shared with the committees for input.

Discussion ensued.

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

Mr. Nelson reviewed the information contained in the summary. Discussion ensued regarding the Hutton and Turner project as well as the buffer for the environmental work associated with the headquarters development study.

Mr. Williams pointed out the additional column showing the current fund balances.

Mr. Nelson inquired as to the Wilt Road Water Pipeline Design. Mr. Kennedy described the project its purpose was to bring more capacity to the Pala Mesa tank from MWD connections. Mr. Gutierrez said he believed the pipe size would be 18". Mr. Williams offered to put together a report of project costs associated with this project to share with the committee.

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

It was noted updates on the WSUP (including EAC and savings calculations), Rainbow Heights Waterline Project, Morro Reservoir mixers, headquarters development study, and Heli-Hydrant as well as a RFP review should be on the next committee agenda.

22. ADJOURNMENT

The meeting was adjourned by Member Nelson.

The meeting adjourned at 4:43 p.m.

Flint Nelson, Committee Chairperson

Dawn M. Washburn, Board Secretary