

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
FEBRUARY 22, 2022**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on February 22, 2022 was called to order by President Hamilton at 12:02 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.)* President Hamilton presiding.

2. **ROLL CALL**

Present: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart *(via video conference)*.

Also Present: General Manager Kennedy, Legal Counsel Smith, Executive Assistant Washburn, Information and Technology Manager Khattab.

Also Present Via Teleconference or Video Conference:

Legal Counsel Duran-Brown, Engineering and CIP Program Manager Williams.

No members of the public were present in person, via teleconference or video conference before Closed Session.

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

Mr. Williams mentioned the District received an additional easement on LS1 that needs to be added to Item #6B. Legal Counsel clarified this could be addressed as part of the existing matter listed under Item #6B.

4. **INSTRUCTIONS TO ALLOW PUBLIC COMMENT ON AGENDA ITEMS FROM THOSE ATTENDING THIS MEETING VIA TELECONFERENCE OR VIDEO CONFERENCE**

There were no members of the public in attendance; therefore, the instructions were not read aloud.

5. **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 12:05 p.m.

(*) - Asterisk indicates a report is attached.

6. CLOSED SESSION

A. Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code §54956.9(d)(4) Significant Exposure to Litigation

* One Case

B. Conference with Legal Counsel - Anticipated Litigation (Government Code §54956.9(d)(2))

* Two Items

The meeting reconvened at 1:15 p.m.

7. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

This item was address under Item #12.

Time Certain: 1:00 p.m.

8. REPEAT CALL TO ORDER

The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on February 22, 2022 was called to order by President Hamilton at 1:19 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.)* President Hamilton presiding.

9. PLEDGE OF ALLEGIANCE

10. REPEAT ROLL CALL

Present: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart *(arrived at 1:23 p.m. via video conference)*.

Also Present: General Manager Kennedy, Legal Counsel Smith, Executive Assistant Washburn, Information and Technology Manager Khattab, Finance Manager Largent, Customer Service and Communications Supervisor, Operations Manager Gutierrez, Human Resources Manager Harp, Accounting Specialist Martinez, Construction Crew Leader Nault, Human Resources Assistant Ramirez.

Also Present Via Teleconference or Video Conference:

Legal Counsel Pellman, Human Resources Manager Harp, Project Manager Tamimi, Associate Engineer Powers, Engineering and CIP Program Manager Williams, Project Manager Parra, Wastewater Superintendent Zuniga, Construction and Meters Supervisor Lagunas, Engineering Technician Rubio.

Six members of the public were present for Open Session in person, via teleconference or video conference.

(*) - Asterisk indicates a report is attached.

***11. BOARD OF DIRECTORS CONSIDER ADOPTING RESOLUTION NO. 22-04 RENEWING STATE OF EMERGENCY FINDINGS FOR ASSEMBLY BILL 361 (AB 361)**

Motion:

To adopt Resolution No. 22-04.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss.

Absent: Director Stewart.

12. REPEAT 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.

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

There were no amendments to the agenda.

14. REPEAT INSTRUCTIONS TO ALLOW PUBLIC COMMENT ON AGENDA ITEMS FROM THOSE ATTENDING THIS MEETING VIA TELECONFERENCE OR VIDEO CONFERENCE

President Hamilton read aloud the instructions for those attending the meeting via teleconference or video conference.

Director Stewart joined the meeting at 1:23 p.m.

15. 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).

There were no oral or written communications.

16. EMPLOYEE RECOGNITIONS

A. Service Awards

1. Wayne Nault (15 Years)

Mr. Kennedy acknowledged Wayne Nault has been in the District's construction division for fifteen years and was currently a crew leader who has been doing great work mentoring others and being a good resource for newer employees. He presented Mr. Nault with a plaque and check in recognition of his service and tenure.

(*) - Asterisk indicates a report is attached.

- B. Excellence Coin Awards
 - 1. Laura Martinez

Mr. Kennedy explained as part of the Excellence Coin Program, recognizing staff members as nominated by their peers and how Laura Martinez has received all five coins. He mentioned Ms. Martinez manages the District's payroll, payables, and receivables. He presented Ms. Martinez with a plaque in recognition of her achievements.

- 2. Renee Rubio

This recognition was deferred to the March Board meeting.

***17. APPROVAL OF MINUTES**

- A. January 25, 2022 - Regular Board Meeting

Motion:

To approve the minutes as presented.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

***18. 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 Hamilton)

President Hamilton said he had nothing to report.

- B. Representative Report (Appointed Representative)

- 1. SDCWA

- A. Summary of Board Meeting January 27, 2022

Mr. Kennedy introduced Jim Fisher, SDCWA Director of Operations, was present to give a presentation regarding the repairs about to take place on Pipeline 4.

Mr. Fisher presented background, shared where line breaks have taken place over the past few years, steps taken to mitigate the issues in the past, and what steps will be taken between March 1-10, 2022. He noted there is a required shutdown from MWD Skinner Water Treatment Plant to the Twin Oaks Water Treatment. He pointed out the impacted agencies have been notified including residence who may be impacted in the event of a pipeline failure as well as during the construction process.

(*) - Asterisk indicates a report is attached.

Director Mack inquired as to the length of the section of stick. Mr. Fisher clarified for this pipeline they are 24' long; 48' of pipeline as well as mentioned the length depends on the diameters, type of construction, and its weight coupled with the ability to pick it up and being transported. He noted it weighs thousands of pounds.

Director Gasca asked if this section of pipe was part of the lining project that took place a while ago. Mr. Fisher stated it was not. Director Gasca inquired as to whether replacement of the stick will accelerate or delay the relining in this area. Mr. Fisher explained this would not be known until the repair works begins.

Discussion ensued.

Director Mack inquired as to the determination as to why the metal was breaking. Mr. Fisher noted it could be for a number of potential reasons which he listed.

Director Gasca asked if there was any seismic action that could have contributed. Mr. Fisher explained this could be a contributing factor in some cases; however, it was not the case with this pipeline.

The Board thanked Mr. Fisher for attending the Board meeting and providing this information.

Mr. Kennedy provided a SDCWA report noting the Special Administrator and Finance Committee met on February 10, 2022 at which review of the Financial Strategy Work Group which was looking at a number of items took place. He pointed out as part of the long-range financing plan adopted in 2021, the City of San Diego, along with many other counterparts, encouraged SDCWA to find a way to make water more affordable. Mr. Kennedy pointed out that SDCWA's response was to create a PR campaign to convince people that water is cheap, which is not what the Board had expected.

2. CSDA

Mr. Kennedy reported the quarterly dinner took place virtually on February 17, 2022.

Mr. Kennedy noted CSDA has offered discounts for multiple attendees at the Special District Leadership Academy scheduled to take place in April in San Diego.

3. LAFCO

Mr. Kennedy reported the Special District Advisory Committee will be meeting soon and how a workgroup has been convened to talk about some of the proposed amendments to the Out of Agency Service Agreements.

4. Santa Margarita River Watershed Watermaster Steering Committee

There was no report given.

5. ACWA

Director Gasca reported the Governor unveiled his proposed state budget of \$286 billion which included an additional \$750 million general fund for drought response packet focused on immediate drought response needs. He noted some of the funds and grants that may be of interest to RMWD. He asked whether RMWD has an outreach program interfacing.

(*) - Asterisk indicates a report is attached.

Mr. Kennedy mentioned RMWD has been approached by LAFCO regarding whether RMWD would want to participate in mailing a survey out to its farming customers in order to gather information for State ag funding efforts. He stated once LAFCO agreed to cover the costs of mailing these out, Ms. Gray worked in conjunction with LAFCO to get these surveys prepared and mailed today. Director Moss requested for a copy of the mailer be provided to each of the Board Members.

Director Stewart inquired as whether there were funds for turf conversion. Director Gasca confirmed there were funds. Mr. Kennedy explained this would run through RMWD and funneled through to SDCWA or MWD. Ms. Gray stated she would be updating information related to turf conversation on the District website under “news” and “programs”.

Director Gasca encouraged staff to be proactive in seeking as much funds as possible.

Director Gasca announced the California/Nevada AWWA Spring Conference will be held in April and the 2022 ACWA Spring Conference in May.

Director Gasca mentioned there was a call for nomination for ACWA Region 10. It was noted the Resolution requires Board approval which was not on this agenda for consideration; therefore, the Board decided to wait until next year.

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

1. Board Seminar/Conference/Workshop Training Attendance Reports

Director Moss reported she attended the Best Practices workshop and how she found it very helpful and would recommend any new RMWD Board Members be introduced to key staff members as well as a tour with the General Manager. It was noted these steps are part of Board Member orientation; however, when Director Moss joined the Board, it was during the pandemic and some steps were unavailable.

Director Moss also noted how another takeaway from the workshop was related to how committee members should conform to a businesslike and respectful manner, conduct themselves in a way that is conducive to helping the operation as opposed to being disruptive, as well as willing to participate on a regular basis.

D. Directors Comments

Director Mack expressed appreciation to the crews who worked on fixing the recent main line breaks that occurred on Rice Canyon as well as those notifying the customers when the water service was going to resume. He inquired as to when the asphalt would be replaced. Mr. Gutierrez stated the paving would take place on Monday, February 28, 2022, and would not require a full road closure.

E. Legal Counsel Comments

1. Attorney Report: CEQA and Proposition 218 Updates

Legal Counsel summarized the information contained in the written report provided. Discussion followed.

19. COMMITTEE REPORTS

A. Budget and Finance Committee

Mr. Nelson reported the committee considered the mid-year operating and capital budget which will be presented to the Board at this meeting as well as discussed wholesale water efficiency projects. He also mentioned there was a presentation that described all of the development projects on RMWD's books that may be of interest to the Board. Ms. Largent offered to send a copy of the presentation to the Board Members.

B. Communications and Customer Service Committee

Mr. Khattab shared Mr. Shute had commented he needed to leave the meeting; however, he wanted to provide an update to be read into the record to include the committee covered backflow notifications, customer survey, emergency notification projects, Lift Station 1 logo, and recruitment as their February meeting.

Director Mack inquired about the Lift Station 1 logo. Ms. Gray clarified this was regarding the signage for the Lift Station 1 project.

C. Engineering and Operations Committee

Mr. Nelson reported the committee discussed the mid-year budget review, wholesale water efficiency projects, as well as the Notice of Completion before the Board today which the committee recommended be approved. He added there were some proposed changes to the Administrative Code that will be reviewed during the bulk of the March committee meetings.

PUBLIC HEARING

*20. PUBLIC HEARING TO CONSIDER ADOPTING RESOLUTION NO. 22-08 REVISING BOUNDARIES OF THE DIRECTOR DIVISIONS FOR THE RAINBOW MUNICIPAL WATER DISTRICT

President Hamilton opened the Public Hearing at 2:34 p.m.

Mr. Khattab shared a presentation titled "Redistricting Demographics" as he reviewed the information contained in the presentation as well as noting the proposed changes to the divisions.

Mr. Kennedy pointed out these were the findings staff wanted to ensure the Board was aware of before approving the division changes as proposed.

President Hamilton closed the Public Hearing at 1:44 p.m.

President Hamilton inquired as to whether there were any comments from the public to which there was no response. Ms. Washburn confirmed there were no written comments received.

Motion:

To approve Option 1 – Adopt Resolution No. 22-08 establishing the revised Director divisions as presented and direct staff to submit the revised divisions to the San Diego County Registrar of Voters.

(*) - Asterisk indicates a report is attached.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

Mr. Kennedy clarified this was the District's second required hearing and that the electronic files will be sent to the Registrar of Voters for their review as well as likely publish something in the newsletter or possibly on customer bills communicating division boundaries have changed.

Mr. Kennedy thanked Mr. Khattab for his assistance and hard work on this project.

CONSENT CALENDAR ITEMS

21. NOTICE OF COMPLETION AND ACCEPTANCE OF THE NORTH RIVER ROAD SEWER MANHOLE REHABILITATION, DIVISION 2

***22. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-06 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST**

Motion:

To approve the Consent Calendar.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

BOARD ACTION ITEMS

***23. FISCAL YEAR 2021-22 MID-YEAR OPERATING AND CAPITAL BUDGET REVIEW AND ADJUSTMENTS**

Mr. Kennedy introduced this item noting this has been reviewed by some of the committees and that Ms. Largent will be giving two presentations today including one on the wholesale efficiency projects.

Ms. Largent gave a presentation title "Wholesale Water Efficiency Projects" providing a brief description and status update for each project. She noted staff was presenting the projects to the Board today and plans to move forward next month with the Budget and Finance Committee in March.

Ms. Largent pointed out the chief goal of the project package is the elimination of the transportation costs RMWD is charged by SDCWA which is \$173.00 per acre foot and is anticipated to increase to \$193.00 next year. She stated historically this rate has been increasing by 10%-15% (approximately \$20.00 per acre foot per year). She explained the elimination of this cost can be achieved by installation of pump stations that move water from the District's northern to southern zones and into the Morro Tank Reservoir as well as some of the other additional important benefits.

(*) - Asterisk indicates a report is attached.

Ms. Largent reviewed each of the five projects included in the packet as well as noted the financing costs for these projects total \$9.7 million which has been reduced approximately \$3 million by doing the Wilt Road and Gird Road upsized inhouse.

Ms. Largent stated staff looked at analysis with financing based on 3.38% interest rate which was the preliminary rate received from Pacific Western Bank, with financing over 15 years, and have reached out to three financial institutions for quotes. She stated she was in the process of finalizing the Pacific Western and Wells Fargo quotes and how Chase Bank does not usually deal directly with smaller or mid-size water authorities and would prefer RMWD hire a financial advisor.

Ms. Largent presented three different scenarios noting the first was based on 13,000 acre feet of water purchases, RMWD would have a cost savings estimate of \$3.5 million over the 15-year term of the loan. She stated this would be with the transportation escalation rate equal to what the historical trend has been and once the loan has been paid in full, RMWD will have approximately \$1.5-\$2 million per year in cost savings after the loan is paid off. She explained the second scenario included the same transportation rate escalations, but with 10,000 acre feet of water purchases which resulted in RMWD breaking even over the life of the loan and experience approximately \$1 million in cost savings per year after loan payoff. She described the third scenario as including 13,000 acre feet of water purchases with the SDCWA model of transportation rate increases resulting in RMWD still breaking even over the 15-year term of the loan and have savings of \$500,000 following loan payoff. She concluded with noting all these scenarios were very conservative.

Ms. Largent pointed out it was important to not just look at the savings presented, but also remember the other benefits such as increased redundancy during shutdowns.'

President Hamilton asked if an analysis of the trends within areas of the District relative to water conservation. He provided an example that if RMWD has seen a 20% drop in overall water purchases year in and year out, the model could be impacted if 80% of that came from Division 2 or from an even distribution across the District. Discussion ensued.

Mr. Nelson expressed concern with the anticipated increase in federal interest rates; therefore, he encouraged the Board to give staff the appropriate guidance and authority to take advantage of locking in an interest rate. President Hamilton clarified his request was informational only. Discussion followed.

Ms. Largent stated she will continue negotiating the rates with both banks.

Ms. Largent gave a separate presentation on the mid-year budget adjustments as she reviewed the information it contained. She pointed out the adjustments included an extra \$125,000 for the emergency shutdown, adding funds for inventory adjustment which has not be included in previous budgets, and a new folding/insert machine for mailing communications. She pointed out some costs have been added back into Engineering that had been cut in prior years as well as some certifications. She referenced a deduction to the budget for Risk Management because the deductible has been increased from \$5 million to \$10 million. She concluded with noting the total amount is a \$223,000 increase for operating expenses.

Ms. Largent shared a presentation on the proposed capital budget adjustments noting the adopted capital budget totaled \$15.8 million and were proposing a reduction of \$1.6 million which is an 11% decrease to bring it down to \$14 million. She pointed out these were not savings on projects, but rather timing of projects. She explained why she found \$14 million to be a

(*) - Asterisk indicates a report is attached.

reasonable expectation for what staff has been producing in their capital spending. She concluded with noting it would be ideal to keep the target balances at a minimum of 1-2 years of the five-year average CIP.

Ms. Largent noted some of the adjustment to wastewater which involved mainly just moving out the Thoroughbred Lift Station 1 timing which reflected a reduction of \$1.5 million. She presented the five-year projected balance for the wastewater fund.

President Hamilton asked for clarification that when he sees capital improvement projects with negative numbers, it should be assumed it was a timing issue as opposed to a project that will not be done. Ms. Largent confirmed this was correct.

Motion:

To approve Option 1 – Approve Amended Operating Budget FY 2021-22 as provided in Attachment A with a Projected Net Budget Operating Expense Increase of \$223,000 Water Capital Project Decrease of \$403,610 and Waste Water Decrease of \$1,263,242.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

***24. ADOPT RESOLUTION NO. 22-05 FIXING THE TIME AND PLACE OF HEARING AND MEETING ON PROPOSED WATER AVAILABILITY CHARGES FOR IMPROVEMENT DISTRICT NO. 1**

Motion:

To adopt Resolution No. 22-05.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

***25. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 22-06 ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES AND GENERAL MANAGER EFFECTIVE FEBRUARY 22, 2022 THROUGH JUNE 30, 2022**

Ms. Harp confirmed this item was to add a titles and compensation ranges that will have no fiscal impact. She mentioned an employee who has been primarily a line locator, but classified as a utility worker, provided notice of their retirement effective at the end of March. She explained this change was to change the title and job description be updated to line locator when recruiting to fill this position so that it is more accurate of what the job entails.

Ms. Harp pointed out this resolution will add the Utility Line Locator and Senior Utility Line Locator job classifications to the pay grade schedules for Utility Worker II or Utility Worker III. She noted the retiree was a Utility Worker III; therefore, regardless of which classification the District hires into, it will be the same budgetary impact for the replacement employee.

Motion:

To accept Option 1 – Approve Resolution No. 22-06.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

***26. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 22-07 RECOGNIZING THE CITY OF OCEANSIDE WATER UTILITIES DEPARTMENT AND COUNTY OF SAN DIEGO BONSALL ROAD STATION FOR ASSISTING WITH UNPRECEDENTED WATER MAIN BREAKS THE WEEK OF JANUARY 17, 2022**

Mr. Gutierrez stated as the title for this item states, RMWD wants to thank these organizations for their assistance with the seven unprecedented main breaks that occurred the week of January 17, 2022. He mentioned how much these crews went above and beyond what they normally do to help RMWD ratepayers.

Motion:

To proceed with this.

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

President Hamilton inquired as to the delivery of this resolution. Mr. Kennedy noted staff may show up at one of the City of Oceanside's meetings and make a public comment as well as try to get on the County Board of Supervisors agenda. He pointed out, if this proves to be too difficult, those crew members who assisted will be invited to the March RMWD meeting and recognize them directly.

Director Gasca recommended the resolution be split into two separate resolutions with one directed at each. President Hamilton inquired as to how the Board would approve two separate resolutions. Legal Counsel clarified the resolutions could be split into two using the same language as provided in the body of the resolution and be approved with one vote taken by the Board.

Mr. Kennedy directed Ms. Washburn to split Resolution No. 22-07 into two separate resolutions with one for each agency assigning them with two different numbers such as Resolution No. 22-07A and 22-07B.

Director Moss amended her original motion.

Motion:

To approve the split Resolution No. 22-07 into two resolutions worded the same, but with one for each.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

27. DISCUSSION AND POSSIBLE APPOINTMENT OF JULIE JOHNSON TO SERVE AS A MEMBER OF THE ENGINEERING AND OPERATIONS COMMITTEE

Motion:

To appoint Julie Johnson to the Engineering and Operations Committee.

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

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

Ayes: Director Gasca, Director Hamilton, Director Mack, Director Moss, Director Stewart.

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

Director Mack stated he would like to attend the 2022 ACWA Spring Conference as well as the CSDA Special Districts Leadership Academy.

Director Gasca stated he would like to attend the 2022 ACWA Spring Conference, including the JPIA event the day before the conference begins, as well as the 2022 AWWA Spring Conference in Anaheim.

Director Stewart stated he would also like to attend the 2022 ACWA Spring Conference.

President Hamilton called for a break at 3:29 p.m.

The meeting reconvened at 3:36 p.m.

BOARD INFORMATION ITEMS

***29. DISCUSSION REGARDING THE HUTTON / LINE P PUMP STATION SUMMARY REPORT, DIVISION 1**

Mr. Kennedy mentioned this item was placed on the agenda to allow for an opportunity to update the Board as well as summarize the work done regarding land acquisition for the Hutton and Turner Pump Stations (aka Line P). He said this was also to provide an opportunity for members of the public to address the Board and speak about this matter in public.

Mr. Williams reported there were no public attendees requesting to comment on this matter.

(*) - Asterisk indicates a report is attached.

President Hamilton inquired about the different pump station styles and whether there was a way to mitigate placing something more appealing on the property owner's land.

Director Moss stated if RMWD were to proceed on placing the pump station on a property owner's lot, that the District attempt to make the building look more complimentary to the property owner's main residence. Mr. Williams provided an example as to how these stations can look exactly like the property owner's residence.

Director Moss asked for the timeline. Mr. Kennedy stated once land is acquired and a settlement is reached in terms of the design of the pump station, the pumps, etc., it will take approximately one year to construct.

***30. REVIEW OF ADMINISTRATIVE CODE SECTION 2.06.010 – COMMITTEES POLICY**

Mr. Kennedy noted Director Moss had recommended there be an opportunity to review this policy.

President Hamilton asked if there was any place in the Administrative Code related to code of conduct or decorum in meetings. Ms. Washburn clarified there is a policy; however, it may be for Board Members only and not necessarily committee members.

Director Moss shared input from the recent workshop she attended and how it was the responsibility of any committee member to work as a team with a united approach, have appropriate conduct, take an active role in their committee, be responsive to the needs of the committee and be available for the entire meeting unless in the event of an emergency.

Director Moss recommended the relevant sections of the Administrative Code related to Board Member conduct at meetings be incorporated into the appropriate sections of the Administrative Code for both Board Members and Committee Members.

Mr. Kennedy said staff would find the relevant sections of the Administrative Code and prepare proposed adjustments for the Board to consider at their March meeting.

***31. 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
3. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

D. Human Resource & Safety Comments

1. Human Resources Report

E. Finance Comments

1. Board Information Report
 - A. Budget vs. Actuals
 - B. Fund Balance & Developer Projections
 - C. Treasury Report
 - D. Five Year Water Purchases Demand Chart
 - E. Water Sales Summary

(*) - Asterisk indicates a report is attached.

- F. Check Register
- G. Directors' Expenses Report
- H. Credit Card Breakdown
- I. RMWD Properties

Ms. Harp stated she looked forward to seeing everyone at the RMWD Employee Appreciation Banquet on March 5th.

Discussion went to Item #32.

Discussion returned from Item #32.

Mr. Gutierrez reported on the Water Service Upgrade Project (WSUP) noting crews have completed exchanging the bulk of the meters meaning the cleanup list was currently being worked on. He noted Concord has approximately 160 meters remaining on the RTU list, and the outstanding balance of meters will fall to internal staff. He stated it was staff's intent to come to the Board soon with a Notice of Completion. He confirmed the project was 99% complete.

Director Gasca inquired as to how many units can be completed within a week. Mr. Gutierrez replied noting Concord has stated their 160 meters would be completed in the next two and one-half weeks.

Director Mack asked questions regarding the work that has been completed throughout his division and how there are boxes and tape remaining. Mr. Gutierrez explained RMWD crews had excavated and put tape up at these sites, another crew would return to do the exchange, and a final crew dedicated to backfilling would come to finish the job. Discussions followed.

The information and financial items were filed.

Discussion went to Item #33.

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

It was noted proposed changes to the Administrative Code Committee Policy, Wholesale Water Efficiency Projects, employee recognition for Ms. Rubio, developer presentation, an updated on the Pipeline 4 repairs, and a presentation regarding state funding for water conservation would be on the next Board meeting agenda.

Discussion returned to Item #31.

33. ADJOURNMENT

The meeting was adjourned by President Hamilton to a regular meeting on March 22, 2022, at 1:00 p.m.

The meeting was adjourned at 3:59 p.m.

Hayden Hamilton, Board President

Dawn M. Washburn, Board Secretary

(*) - Asterisk indicates a report is attached.