



REVISION #1

BOARD MEETING

RAINBOW MUNICIPAL WATER DISTRICT
Tuesday, February 25, 2020
Closed Session – Time: 12:00 p.m.
Open Session - Time: 1:00 p.m.

THE PURPOSE OF THE REGULAR BOARD MEETING IS TO DISCUSS THE ATTACHED AGENDA

District Office 3707 Old Highway 395 Fallbrook, CA 92028

Board Agenda Policies

Board of Directors Meeting Schedule Regular Board meetings are normally scheduled for the 4th Tuesday of the month with Open Session discussions starting time certain at 1:00 p.m.

Breaks It is the intent of the Board to take a ten minute break every hour and one-half during the meeting.

Public Input on Specific Agenda Items and those items not on the Agenda, Except Public Hearings Any person of the public desiring to speak shall fill out a "Speaker's Slip", encouraging them to state their name, though not mandatory. Such person shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.

Public Items for the Board of Directors' agenda must be submitted in writing and received by the District office no later than 10 business days prior to a regular Board of Directors' Meeting.

Agenda Posting and Materials Agendas for all regular Board of Directors' meetings are posted at least seventy-two hours prior to the meeting on bulletin boards outside the entrance gate and the main entrance door of the District, 3707 Old Highway 395, Fallbrook, California 92028. The agendas and all background material may also be inspected at the District Office.

You may also visit us at www.rainbowmwd.com.

Time Certain Agenda items identified as "time certain" indicate the item will not be heard prior to the time indicated.

Board meetings will be recorded as a secretarial aid. If you wish to listen to the recordings, they will be available after the draft minutes of the meeting have been prepared. There is no charge associated with copies of recordings. Recordings will be available until the minutes of such meeting are approved. Copies of public records are available as a service to the public; a charge of \$.10 per page up to 99 pages will be collected and \$.14 per page for 100 pages or more.

If you have special needs because of a disability which makes it difficult for you to participate in the meeting or you require assistance or auxiliary aids to participate in the meeting, please contact the District Secretary, (760) 728-1178, by at least noon on the Friday preceding the meeting. The District will attempt to make arrangements to accommodate your disability.

(*) - Asterisk indicates a report is attached.

Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold Closed Session at 12:00 p.m. and Open Session at 1:00 p.m. Tuesday, February 25, 2020, at the District Office located at 3707 Old Highway 395, Fallbrook, CA 92028. At any time during the session, the Board of Directors Meeting may adjourn to Closed Session to consider litigation or to discuss with legal counsel matters within the attorney client privilege.

AGENDA

1. **CALL TO ORDER**
 2. **ROLL CALL: Brazier ___ Hamilton ___ Gasca ___ Mack ___ Rindfleisch ___**
 3. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
 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).**
Under Oral Communications, any person wishing to address the Board on matters regarding the Closed Session agenda should indicate their desire to speak by filling out and submitting a "Speaker's Slip" to the Board Secretary before the meeting begins. *Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.*
 5. **CLOSED SESSION**
 - A. Consider Information Report on Cyber Security (Government Code §54957(a))
 - B. *Conference with Legal Counsel-Anticipated Litigation (Government Code §54956.9(d)(2))*
* *Four Items*
 - C. Conference with Legal Counsel-Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)
* Otay Water District v. Rainbow Municipal Water District
 6. **REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**
- Time Certain: 1:00 p.m.
7. **PLEDGE OF ALLEGIANCE**
 8. **REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**
 9. **REPEAT ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
 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).**
Under Oral Communications, any person wishing to address the Board on matters not on this agenda should indicate their desire to speak by filling out and submitting a "Speaker's Slip" to the Board Secretary before the meeting begins. *No action will be taken on any oral communications item since such item does not appear on this Agenda, unless the Board of Directors makes a determination that an emergency exists or that the need to take action on the item arose subsequent to posting of the Agenda (Government Code §54954.2). Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.*

(*) - Asterisk indicates a report is attached.

***11. APPROVAL OF MINUTES**

- A. January 28, 2020 - Regular Board Meeting

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 (Director Brazier)
- B. Representative Report (Appointed Representative)
 - 1. SDCWA
 - 2. CSDA
 - 3. LAFCO
 - 4. San Luis Rey Watershed Council
 - 5. Santa Margarita River Watershed Watermaster Steering Committee
 - 6. ACWA
- C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)
 - 1. Board Seminar/Conference/Workshop Training Attendance Reports
- D. Directors Comments
- E. Legal Counsel Comments
 - 1. Attorney Report: Environmental Law Update (501668-0002)

13. COMMITTEE REPORTS

- A. Budget and Finance Committee
- B. Communications and Customer Service Committee
- C. Engineering and Operations Committee

BOARD ACTION ITEMS

- *14. ADOPT RESOLUTION NO. 20-03 FIXING THE TIME AND PLACE OF HEARING AND MEETING ON PROPOSED WATER AVAILABILITY CHARGES FOR IMPROVEMENT DISTRICT NO. 1**
(As part of the annual process for setting the water availability charges for Improvement District No. 1, it is necessary to hold a public hearing on proposed charges. Proposed date is June 23, 2020 at the RMWD regular Board meeting.)
- *15. FISCAL YEAR 2019-20 MID-YEAR BUDGET REVIEW AND BUDGET ADJUSTMENTS**
(Mid-year is customarily a suitable time to compare budget estimates with the first half of actual data and make appropriate adjustments where deemed necessary for the balance of the Fiscal Year.)
- *16. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 20-03 AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 2.09 – COMMITTEES**
(All committees were provided with an opportunity to review Administrative Code Chapter 2.09. Legal Counsel was asked to provide proposed amendments and updates to the policy addressing concerns of both committee and Board members. Staff has incorporated those changes into the policy as well as made minor revisions to remove any redundancies.)
- 17. CONSIDER RESCHEDULING THE REGULARLY SCHEDULED JULY 28, 2020 BOARD MEETING TO JULY 21, 2020 (DIRECTOR RINDFLEISCH)**
(At the January 28, 2020 Regular Board meeting, Director Rindfleisch requested an agenda item for the Board to consider moving the regularly scheduled July 28, 2020 Board meeting to July 21, 2020 so that he may be in attendance.)

(*) - Asterisk indicates a report is attached.

- *18. DISCUSSION AND POSSIBLE ACTION REGARDING CSDA BOARD OF DIRECTORS VACANCY -CALL FOR NOMINATIONS: SEAT B – SOUTHERN NETWORK**
(In January 2020 RMWD received notification the Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the remainder of the 2020-2022 term, Seat B which is currently vacant. The deadline for receiving nominations is March 6, 2020.)
- *19. DISCUSSION AND POSSIBLE ACTION REGARDING CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT C**
(In January 2020 RMWD received notification the Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021-2023 term. The deadline for receiving nominations is March 26, 2020.)
- *20. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 20-04 AMENDING AND UPDATING ADMINISTRATIVE CODE TITLE 4 – PERSONNEL RULES AND REGULATIONS AND ALL SUBSECTIONS**
(This item is to provide an opportunity for the Board to discuss updating Administrative Code Title 4 – Personnel Rules and Regulations.)
- 21. BOARD MEMBER REQUESTS FOR AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**

BOARD INFORMATION ITEMS


- 22. HISTORY OF THE DISTRICT VIDEO PREVIEW**
- 23. AVOCADO FESTIVAL BOOTH UPDATE**
- *24. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**
 - A. General Manager Comments**
 - 1. Meetings, Conferences and Seminar Calendar
 - B. Communications**
 - 1. Staff Training Reports
 - C. Operations Comments**
 - 1. Operations Report
 - D. Engineering Comments**
 - 1. Engineering Report
 - 2. As-Needed Services Expenditures Summary
 - 3. RMWD Sewer Equivalent Dwelling Units (EDU's) Status
 - E. Human Resource & Safety Comments**
 - 1. Human Resources Report
 - 2. Organizational Chart
 - F. Finance Comments**
 - 1. Information Report
 - 2. Treasury Report
 - 3. Five Year Demand
 - 4. Credit Card Breakdown
 - 5. Directors' Expense
 - 6. Check Register
 - 7. Water Sales Summary
 - 8. Developer Projections
 - 9. RMWD Properties

(*) - Asterisk indicates a report is attached.

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

26. ADJOURNMENT - To Tuesday, March 24, 2020 at 1:00 p.m.

ATTEST TO POSTING:



FOR: Carl Rindfleisch
Secretary of the Board

2-20-20 @ 9:00 a.m.

Date and Time of Posting
Outside Display Cases

(*) - Asterisk indicates a report is attached.

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
JANUARY 28, 2020**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on January 28, 2020 was called to order by Vice President Hamilton at 11:30 a.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Vice President Hamilton presiding.

2. **ROLL CALL**

Present: Director Gasca, Director Hamilton, Director Mack, Director Rindfleisch (*arrived at 11:30 a.m.*).

Also Present: General Manager Kennedy, Legal Counsel Smith, Executive Assistant Washburn, District Engineer Strapac, Operations Manager Gutierrez, Finance Manager Largent, Human Resources Manager Harp, Associate Engineer Powers, Customer Service and Communications Supervisor Gray, Senior Accountant Rubio, Project Manager Williams, Project Manager Tamimi.

Absent: Director Brazier.

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

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

Vice President Hamilton proposed moving Item #23 to after Item #14.

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 11:30 a.m.

5. **CLOSED SESSION**

A. Conference with Legal Counsel-Anticipated Litigation (Government Code §54956.9(d)(2))
* Four Items

B. Conference with Legal Counsel-Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)
* Otay Water District v. Rainbow Municipal Water District

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

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

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

Vice President Hamilton noted Item #23 would be heard after Item #14.

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).

There were no comments.

11. COMMENTS FROM THE CITY OF POWAY

Jessica Parks, Senior Management Analyst for the Utility Division at the City of Poway, introduced Eric Njaa, Operations Distribution Supervisor. She stated both she and Eric were here today to thank RMWD on behalf of the City of Poway for the District’s assistance during their issuance of a Boil Water Advisory on November 30, 2019. She explained one of the tasks associated with removing the advisory was to flush the City of Poway’s entire distribution system as well as take samples throughout the system which was a major task. She stated without the assistance of other agencies, this task would have taken weeks to accomplish; therefore, they reached out to other local agencies for anyone willing to assist to which RMWD immediately responded.

Ms. Parks thanked Mr. Heincy, Mr. Coffey, Mr. Cancino, Mr. Kraft, Mr. Otriz and Mr. Gutierrez on behalf of the City of Poway.

***12. APPROVAL OF MINUTES**

A. December 3, 2019 - Regular Board Meeting

Motion:

To approve the minutes.

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

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

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

Absent: Director Brazier.

(*) - Asterisk indicates a report is attached.

***13. 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 Brazier)

There was no report given as Director Brazier was absent.

B. Representative Report (Appointed Representative)

1. SDCWA

A. Summary of Board Meeting November 21, 2019

Mr. Kennedy noted there was a significant special meeting on December 19, 2019 to consider the offer to settle the litigation from MWD. He noted the Mayor of San Diego made an impassioned plea to the Board to accept the offer. He stated the meeting was adjourned to Closed Session after which a counterproposal was presented for consideration which was not accepted by MWD; therefore, the litigation shall continue.

2. CSDA

Mr. Kennedy announced the CSDA Quarterly Dinner meeting will be held on February 20, 2020.

3. LAFCO

A. Special District Advisory Committee Election Results

Mr. Kennedy announced he was reappointed to the Special District Advisory Committee and the first meeting has been scheduled in March.

4. San Luis Rey Watershed Council

Director Gasca stated he was waiting to hear when the next meeting will be held.

5. Santa Margarita River Watershed Watermaster Steering Committee

Director Hamilton pointed out Congress has funded the Pechanga Settlement which will allow the Pechanga tribe to start participating in the administration of the watershed. He announced the next meeting will be held in April.

6. ACWA

Director Mack noted the ACWA Spring Conference announcement has been received. He encouraged other RMWD Board Members to attend if possible.

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

1. Board Seminar/Conference/Workshop Training Attendance Reports

Director Gasca referenced the report he provided as a handout after attending the 2019 ACWA Fall Conference noting the impact of the multiple fires throughout California. He recommended

(*) - Asterisk indicates a report is attached.

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RMWD get set up on various social media resources as well as ensure it has the emergency equipment available in the event of a fire. He mentioned other discussions

Director Rindfliesch reported on the January Council of Water Utilities meeting noting a consultant for the State of California Governor reviewed a list of upcoming legislation and ballot initiatives related to water. Mr. Kennedy pointed out it was confirmed any forthcoming drought declarations will be distributed regionally as opposed to statewide.

D. Directors Comments

Director Gasca referenced a January 2, 2020 article in The Village News related to road resurfacing authorization being granted. He recommended RMWD look at the areas slated and reprioritize some of the pipeline replacements to coincide with the roads to be resurfaced. Mr. Strapac stated the Engineering Department does receive the notifications and have already been in contact with the County.

E. Legal Counsel Comments

1. Attorney Report: Employment Law Update (501668-0002)

Legal Counsel summarized the information provided in his written report. He noted one update since this report was prepared was San Diego truckers were successful in their suit related to preemption.

14. COMMITTEE REPORTS

A. Budget and Finance Committee

Mr. Nelson stated there was nothing to report.

B. Communications and Customer Service Committee

Vice President Hamilton noted the committee conducted a review of communication pieces associated with the WSUP program. He mentioned the committee was looking at a program to define a roadmap or template for project communication activities as well as discussed partnering with the Cal State Business School Program. Ms. Gray and Mr. Kennedy explained the program and how a partnership could be beneficial to the District.

C. Engineering and Operations Committee

There was no report given.

Discussion went to Item #23.

PRESENTATION WITH ACTION ITEM

***15. PRESENTATION AND ACCEPTANCE OF THE AUDIT REPORT AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING JUNE 30, 2019**

David Foreman of White Nelson Diehl and Evans presented the Fiscal 2019 audit to the Board. He noted he was pleased to give RMWD a clean or unmodified opinion. He reviewed the audit process as well as the summary reports and key ratios.

(*) - Asterisk indicates a report is attached.

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Director Mack asked if RMWD would qualify for the District of Distinction. Ms. Largent noted she has conducted some research on other agencies who have received this certification and found some had similar audit findings. Mr. Kennedy stated RMWD would remit the application with the required documentation.

Vice President Hamilton asked where RMWD stands at this point. Mr. Foreman said he will not back down from his firm's comments; however, he believed RMWD's processes were improving and he expected the FY20 audit to be much cleaner. He stated RMWD was healthy and improving internal staffing controls will be a benefit. Mr. Foreman noted there were adjusted recommendations made to staff. Mr. Kennedy explained this was why the Board approved having two positions in finance to improve internal controls.

Motion:

To accept the audit report.

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

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

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

Absent: Director Brazier.

PRESENTATION

16. RATE MODEL PRESENTATION

Ms. Largent noted RMWD contracted with IB Consulting for a Cost of Service Analysis with a subtask of determining the feasibility of a consumption-based fixed fee. She gave a condensed version of the lengthy presentation provided to the Budget and Finance Committee.

Director Gasca confirmed the proposed rate increase percentages were over five years based on the CIP. Ms. Largent confirmed. Director Gasca asked what the model looks like over seven years as well as can the list of failing pipes be stretched out an additional couple of years to allow for better results for the ratepayer or hold the line longer. Mr. Kennedy explained some of the steps already being taken by staff.

Discussion ensued regarding communicating with the customers.

CONSENT CALENDAR ITEMS

17. DISCUSSION AND POSSIBLE REAPPOINTMENT OF TREASURER

***18. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 20-02 AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 5.05.050.01 – RECORDS RETENTION – DISTRICT RECORDS**

***19. DISCUSSION AND POSSIBLE ACTION TO APPROVE FIRST AMENDMENT TO THE SEWER SERVICE AGREEMENT REGARDING THE TERMS AND CONDITIONS OF THE SEWER CAPACITY FEES AND CREDIT BETWEEN RAINBOW MUNICIPAL WATER DISTRICT AND BEAZER HOMES HOLDING CORPORATION. PALA MESA HIGHLANDS, TM 5187-1**

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- *20. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE AWARD OF THE CONSTRUCTION CONTRACT FOR THE DENTRO DE LOMAS STREET IMPROVEMENT PROJECT
- *21. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 20-01 — A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES AND THE GENERAL MANAGER EFFECTIVE JANUARY 28, 2020 THROUGH JUNE 30, 2020
- *22. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 20-01 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST

Motion:

To approve the Consent Calendar items #17-#22.

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

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

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

Absent: Director Brazier.

Discussion went to Item #24.

BOARD ACTION ITEMS

***23. RATEPAYER REQUEST FOR CREDIT**

Vice President Hamilton explained Mark Witkower was a customer he worked with personally on a matter regarding the Mr. Witkower purchasing a Flume device attaching to his meter only to find out his meter was not compatible with Flume. He noted RMWD swapped out the meter after it was discovered the scaling factor needed to be changed solely by Flume. He stated relative to the WSUP, the customers need to be notified to contact Flume updating their meter information. He pointed out staff's recommendation was to not grant any relief to the customers which was based on sound judgment and how he concurred with that recommendation initially; however, he has since reconsidered. He said taking into consideration RMWD transitioning its billing software and swapping out the meter taking three months to reflect on the customer's bill which in turn caused the customer to ramp up his water use on his grove based on the incorrect current billing information received, he was changing his recommendation relative to this particular instance that RMWD grant some rate relief to this customer for the water used based on data provided by the District. He recommended to the Board, Mr. Witkower be granted rate relief in terms of the cost differential between wholesale and retail on 1,100 units of water. He mentioned the customer was willing to pay for the water used; however, he would not have used as much water had he been provided with correct data from the District.

(*) - Asterisk indicates a report is attached.

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Director Mack asked for the cost of the differential to be granted. Ms. Largent stated it would be minimal; however, she was concerned with setting a precedence for all the meters to be changed out in the future and hoped this would be viewed as an anomaly situation. Vice President Hamilton agreed this was an isolated situation and how a lesson was learned with corrective actions taken to help prevent another occurrence such as this one.

Discussion ensued.

Motion:

To credit Mr. Witkower the difference between wholesale and retail pricing for water for 1,100 units.

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

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

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

Absent: Director Brazier.

Discussion went to item #15.

***24. DISCUSSION AND POSSIBLE ACTION TO APPROVE A SEWER SERVICE AGREEMENT BETWEEN RAINBOW MUNICIPAL WATER DISTRICT AND BONSALL GROUP, LLC. LILAC DEL CIELO, TM 5427**

Mr. Strapac noted this development of 73 condominiums will take place on the east side of West Lilac to the front entrance of Ocean Breeze. He explained this was the upfront sewer agreement as part of the process of selling the property to a builder.

Director Rindfleisch asked for clarification on the location of the development. Mr. Strapac pointed out they would back up to existing condominiums.

Director Gasca asked whether this was a physical project at this time. Mr. Strapac stated it was not. Mr. Kennedy mentioned this project would be a year or so out.

Vice President Hamilton asked if it was standard for the developer to pay 50% of the total EDU's up front. Mr. Strapac answered it was per the municipal code.

Motion:

To approve Option 1: Approve the Sewer Service Agreement By and Between Rainbow Municipal Water District and Bonsall Group, LLC.

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

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

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

Absent: Director Brazier.

(*) - Asterisk indicates a report is attached.

***25. DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO PROVIDE DESIGN SERVICES FOR PIPELINE UPGRADE PROJECT #2**

Mr. Strapac explained this project was the design of the next phase in the Pipeline Upgrade Project based on the Condition Assessment Report utilizing data from RMWD's Operations Department plugged into the assessment to remodel what is the highest priority to include what has already been completed to date with pressure stations. He explained staff receive two proposals to the RFP of which Harris & Associates provided the better proposal.

Motion:

To approve Option 1: Appropriate funding and award a Professional Services Agreement to Harris & Associates to provide design services for Pipeline Upgrade Project #2 not to exceed \$399,540, make a finding that this action does not constitute a "project" as defined by CEQA, and authorize the General Manager to execute a contract for the design of the Pipeline Upgrade Project #2 with Harris & Associates.

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

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

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

Absent: Director Brazier.

Mr. Kennedy pointed out RMWD was receiving a low number of bidders and high costs; therefore, there have been discussions as to other means of approaching the pipeline upgrade project. Discussion ensued.

***26. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE AWARD OF THE CONSTRUCTION CONTRACT FOR THE PHASE I PRESSURE REDUCING STATIONS PROJECT**

Mr. Strapac explained this was item was to award the construction and installation of the pre-built pressure stations purchased from EFI. He mentioned the right-of-way acquisition has been obtained.

Director Rindfleisch asked whether there may be an opportunity to not utilize pressure reducing stations in future years. Mr. Strapac explained pressure reducing stations will always be needed due to the topography of the system. Mr. Kennedy pointed out the goal is to not have to purchase new stations once these initial ones are installed. Discussion ensued regarding the major safety risks involved with underground facilities.

Director Gasca asked if the Cal State San Marcos Business School Program could assist RMWD with the design work. Discussion ensued.

(*) - Asterisk indicates a report is attached.

Motion:

To approve Option 1 - Allocate funding and award the construction contract for the Phase I Pressure Reducing Stations Project to M-Rae Engineering, Inc. in accordance with the California Public Contracting Code for a not to exceed amount of \$265,826, make a finding that the project is Categorical Exempt from CEQA, and authorize General Manager to execute contract for the construction of the Phase I Pressure Reducing Stations Project to M-Rae Engineering, Inc.

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

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

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

Absent: Director Brazier.

27. COMMITTEE MEMBER REAPPOINTMENTS

Mr. Kennedy explained part of the committee policy review, it was realized committee members are required to be reappointed after four years. He noted the recommendation presented by staff was based on consult with Board President Brazier. He clarified each committee member up for reappointment were asked to notify the District of their desire to be reappointed and the Board would select who they would like to reappoint.

Motion:

To accept staff recommendation to reappointment of Pam Moss, Peter Hensley, and Randy Moss to the Budget and Finance Committee and Mick Ratican and Helene Brazier to the Engineering and Operations Committee

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

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

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

Absent: Director Brazier.

***28. LAFCO CALL FOR BALLOTS FOR NOMINATIONS FOR REGULAR SPECIAL DISTRICT MEMBER ELECTION**

Mr. Kennedy explained Ms. MacKenzie’s term expires in May and how she plans to run for the seat again. He noted all nominations are to be made before February 7, 2020 to prepare for the candidate forum at the February 20, 2020 CSDA Quarterly Dinner meeting.

No action taken.

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

Director Mack requested approval to attend the ACWA Spring Conference.

(*) - Asterisk indicates a report is attached.

Director Rindfleisch requested approval to attend Special District Leadership Foundation in April 2020, CSDA Annual Conference, and ACWA Fall Conference.

Director Gasca and Director Mack requested approval to attend Legislative Days in May 2020.

Director Rindfleisch asked for approval to attend a half day CSDA conference in Beaumont on February 11, 2020 entitled "How Well Do You Know the Brown Act".

Motion:

To approve the requests.

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

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

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

Absent: Director Brazier.

BOARD INFORMATION ITEMS

***30. BONSALL RESERVOIR UPDATE ON PREVAILING LEASING RATES/ALTERNATIVES**

Mr. Kennedy explained because this parcel is very near her parcel, President Brazier may recuse herself from any discussion or action to be taken. He noted this matter has been considered in various manners over the years with the current lease holder who has been there for quite some time. He noted the lease ends in October; therefore, it will be decision-making time in terms of what to do with the property. He said per Board direction, staff had a solar firm visit the site and confirm RMWD could feasibly place solar at the site. He explained staff plans to bring this matter back to the Engineering and Operations Committee and then present something to the Board for their consideration sometime over the next several months.

31. MEMORANDUM OF UNDERSTANDING AMONG RMWD, FPUD, AND EASTERN MUNICIPAL WATER DISTRICT UPDATE

Mr. Kennedy reported RMWD was recently sued by Otay Water District with assertion RMWD improperly managed CEQA during the Board's action last month. He said RMWD clearly disagree with that and will be taking steps to deal with the matter through the normal process in court.

Director Rindfleisch inquired as to why Otay would any concern about this when they are so far away from RMWD. Mr. Kennedy stated it was unknown.

***32. CASH RESERVE POLICY 5.03.220 COMPLIANCE REPORT**

Ms. Largent explained this was an annual requirement reported to the Board after the audit has been completed. She stated it was the movement of Board approved funds to the Rate Stabilization Reserve Fund as well as reporting where the District's cash resides and operational reserves are sectioned out.

(*) - Asterisk indicates a report is attached.

33. SCHEDULING STRATEGIC PLAN AND LESSONS LEARNED WORKSHOP UPDATE

Mr. Kennedy stated he discussed this with President Brazier with whom he agrees to conduct an offsite workshop with a facilitator within the next 6-8 weeks depending on availability.

***34. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

- A. General Manager Comments**
 - 1. Meetings, Conferences and Seminar Calendar
- B. Communications**
 - 1. Staff Training Reports
- C. Operations Comments**
 - 1. Operations Report
- D. Engineering Comments**
 - 1. Engineering Report
 - 2. As-Needed Services Expenditures Summary
 - 3. RMWD Sewer Equivalent Dwelling Units (EDU's) Status
- E. Human Resource & Safety Comments**
 - 1. Human Resources Report
 - 2. Organizational Chart
- F. Finance Comments**
 - 1. Information Report
 - 2. Monthly Financial Statements
 - 3. Treasury Report
 - 4. Five Year Demand
 - 5. Credit Card Breakdown
 - 6. Directors' Expense
 - 7. Check Register
 - 8. Water Sales Summary
 - 9. Developer Projections
 - 10. RMWD Properties

Motion:

To receive and file information and financial items.

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

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

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

Absent: Director Brazier.

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

It was noted setting the public hearing date for ID 1, mid-year budget adjustments, Via Ararat project, CSDA elections, Closed Session, updates for the Avocado Festival booth, and possibly moving the July Board meeting date to the third week in July.

(*) - Asterisk indicates a report is attached.

DRAFT

DRAFT

DRAFT

36. ADJOURNMENT

The meeting was adjourned by Vice President Hamilton to a regular meeting on February 25, 2020 at 1:00 p.m.

The meeting was adjourned at 2:57 p.m.

Hayden Hamilton, Board Vice President

Dawn M. Washburn, Board Secretary

(*) - Asterisk indicates a report is attached.



TO: Rainbow Municipal Water District
FROM: Alfred Smith
DATE: February 25, 2020
RE: Attorney Report: Environmental Law Update
501668-0002

I. INTRODUCTION.

The White House Council on Environmental Quality (“CEQ”) issued a proposal to significantly overhaul, for the first time in 40 years, the regulations for implementing the National Environmental Policy Act (“NEPA”). CEQ outlines the proposed additions and revisions in its January 10, 2020 Notice of Proposed Rulemaking, inviting public comments on the document until March 10, 2020. The proposed regulatory changes could have significant impacts on agencies with projects involving federal issues, federal jurisdiction, federal permitting or federal funding.

II. BACKGROUND.

Congress passed NEPA in 1969, with the twin purposes of requiring that federal administrative agencies analyze the environmental effects of proposed actions and alternatives prior to authorizing or carrying them out, and to foster public participation in the agency decision-making process.

NEPA touches virtually every project subject to some form of federal jurisdiction. Western water projects in particular are frequently subject to NEPA review given the ubiquity of federal reclamation projects, facilities and the water appropriated for their operation. This is additionally true for non-federal projects subject to federal permitting, such as those involving dams, water diversions, upgrades to water facilities, diversions of navigable waters or rights-of-way across federal land. A significant portion of CEQ’s proposed revisions deal with threshold applicability questions, and if NEPA does apply, which of the three levels of environmental review is appropriate.

The core of NEPA though—and its principal source of litigation and political controversy—is the procedural requirement that for all “major Federal actions significantly affecting the quality of the human environment,” federal agencies must prepare a detailed statement on: (1) the proposed action’s environmental impact; (2) any unavoidable adverse effects; (3) alternatives to the proposed action; (4) the relationship between short-term use and long-term productivity; and (5) any irreversible and irretrievable commitments of resources. CEQ calls that “detailed statement” an

environmental impact statement (“EIS”). A principal component of both the existing regulations and the revisions outline when the EIS requirement is applicable and the depth of analysis that statement must contain.

III. PROPOSED REVISIONS.

The stated purpose of the proposed revisions is to facilitate more efficient, effective and timely NEPA reviews by federal agencies. The proposal establishes presumptive page and time limits for EIS completion, and outlines methods to enhance interagency coordination for proposals in which multiple agencies are involved. The proposal also adds new sections and revises numerous portions of the existing regulations’ text and organization, described as an effort to reduce ambiguity and to reflect statutory, judicial and other developments since their original issuance in 1969.

At the outset, CEQ proposes a new section outlining a series of considerations to assist agencies in a threshold analysis for determining whether NEPA applies, and supplements the existing regulations to describe the three levels of NEPA review and the basis upon which an agency determines the appropriate level of review for a proposed action. The revisions also amend the existing section on timing to reflect CEQ’s current view that agencies need discretion to structure the timing of their NEPA processes based on the context of the particular action and governed by a “rule of reason.”

CEQ also proposes to require that agencies evaluate proposals involving multiple federal agencies in a single document, and to clarify when agencies can rely on existing studies and environmental analyses. On the topic of coordination, the revisions authorize and require federal agencies to cooperate with State, Tribal and local agencies to reduce duplication, but clarify that NEPA does not require reconciliation of inconsistencies with State, Tribal or local laws. Finally, the revisions allow applicants and contractors to prepare environmental review documents, under direction of an agency.

More substantively, the proposal elaborates on how the regulations currently treat the “alternatives” an agency must consider in its review. It reiterates that an agency must only consider reasonable alternatives, defined in relation to the nature of the underlying action, but adds to the definition that “reasonable” includes only alternatives that are economically and technically feasible. CEQ continues to seek comment on whether the regulations should establish a presumptive maximum number of alternatives analyzed.

Significantly, the proposal also outlines numerous changes to the regulations’ Definitions section. In practice, these changes will operate to narrow the scope of NEPA review and threshold applicability. The proposal eliminates CEQ’s current definition of “effects” as “direct,” “indirect,” and “cumulative,” and replaces that with effects that are reasonably foreseeable and have a reasonably close causal relationship

to the proposed action -- further specifying that a “but for” causal relationship is insufficient to constitute an “effect.” The revisions also eliminate the definition of “cumulative impacts” and changes CEQ’s position to state that analysis of cumulative impacts is not required under NEPA.

Additionally, CEQ replaces “major” federal actions with “significant” federal actions. CEQ adds a sentence that an action meets this definition if (1) it is subject to Federal control and responsibility, and (2) it has effects that may be significant. An additional two sentences are added to make clear that the term “significant” does not include non-federal projects with minimal federal funding or minimal federal involvement such that the agency cannot control the outcome on the project.

If adopted and implemented, the proposal would:

- reduce the number of projects subject to NEPA review;
- increase the use of Categorical Exclusions to exempt actions from NEPA analysis requirements;
- scale back the scope and types of project effects that must be analyzed under NEPA;
- narrow the range of project alternatives that must be considered in a NEPA analysis,
- set presumptive time limits;
- make several process changes intended to expedite reviews and strengthen the position of project proponents; and
- seek to curtail legal remedies for NEPA violations.

IV. SUMMARY OF KEY CHANGES.

The proposed regulations are comprehensive, extensive and lengthy. To summarize, for public agencies, the seven most significant changes in the proposal are:

- **Projects and Actions Subject to NEPA Review:** The proposal directs agencies to designate types of actions that are *not* subject to NEPA following a new NEPA “threshold applicability analysis.” Under this analysis, NEPA requirements would not apply to actions if:
 1. They are not “major” federal actions that are subject to federal control and responsibility;
 2. They are non-discretionary, in whole or in part;
 3. They are expressly exempt from NEPA under another statute;
 4. Following NEPA requirements would conflict with another statute; or
 5. Following NEPA requirements would be “inconsistent with Congressional intent” expressed in another statute.

Federal agencies can make these threshold determinations categorically in their NEPA implementing regulations, or individually. The proposal also seeks comment on whether to create a threshold federal dollar amount or percentage to determine which projects are major federal actions subject to NEPA. In addition, it seeks comment on whether to exclude from NEPA non-federal projects that have a “small handle” federal role, such as a federal permit for small portions of an infrastructure project. The proposal also seeks comments on whether the regulations should state that NEPA does not apply to actions outside the United States.

- **Expanded Use of Categorical Exclusions:** Under the existing NEPA regulations, agencies can designate types of actions that, absent extraordinary circumstances, will be exempt from NEPA analyses because they do not have significant effects, either “individually or cumulatively.” The proposed revisions would allow these categorical exclusions to cover actions that may have significant cumulative effects on the environment, so long as the action’s individual effects are not significant in normal circumstances. The revisions also state that agencies shall prepare Environmental Assessments or Environmental Impact Statements only for actions that “cannot” be categorically excluded.
- **Narrower Range of Project Impacts:** The proposal’s most substantial and controversial changes are to the scope of “effects” that should be considered in NEPA reviews. Under the existing NEPA regulations and guidance, agencies are required to consider “direct,” “indirect” and “cumulative” effects that are reasonably foreseeable. The proposed revisions would eliminate these categories of effects, and state that analysis of cumulative effects is not required. Instead, effects must only be considered if they are both reasonably foreseeable and they “have a reasonably close causal relationship” to the proposed action. Effects need not be considered if an agency has no authority to prevent them due to its limited statutory authority. Effects would not be considered significant if they are remote in time, geographically remote or the result of a lengthy causal chain. In addition, the proposal requests comment on whether CEQ should expressly state that consideration of indirect effects is not required under NEPA.
- **Narrower Range of Alternatives:** The proposed regulation provides a new definition of “reasonable alternatives” that should be considered in NEPA reviews, and clarifies that they must be technically and economically feasible and meet the proposed action’s purpose and need. The proposal also clarifies that, when an action involves a non-federal applicant, a reasonable alternative must consider the applicant’s goals. A major change to the scope of alternatives is a new limitation based on individual agency authorities. The existing NEPA regulations state that alternatives “are the heart of the environmental impact statement,” and require agencies to consider “reasonable alternatives not within the jurisdiction of the lead agency.” In contrast, the proposal’s preamble discussion states that it would preclude alternatives outside an agency’s jurisdiction because they would not be technically feasible due to a lack of statutory authority to implement them. Therefore, for some actions the range of alternatives can be limited to the proposed action and a no-action alternative. The proposal also

requests comment on whether CEQ should establish a presumptive maximum number of alternatives in environmental reviews.

- **Presumptive Time Limits:** The proposal would establish presumptive time limits of 1 year for an environmental assessment and 2 years for an environmental impact statement, unless a “senior agency official” approves a longer time period in writing.
- **Other Process Changes and Updates:** The proposed regulations also include several process updates to reflect changes in technology and practice, and a few clarifications that would acknowledge and codify the role of state, tribal and local agencies in NEPA reviews. For example, some updates would clarify that federal agencies are authorized to cooperate with state, tribal and local agencies and must do so to reduce duplication. Other changes expressly allow NEPA reviews to incorporate a wider range of pre-existing environmental analyses.
- **Legal Remedies:** The proposed revisions include new language stating that the regulations do not create a cause or right of action, and observing that NEPA’s text contains no cause or right of action. It also states that the regulations “create no presumption that violation of NEPA is a basis for injunctive relief or for a finding of irreparable harm.” Instead, it asserts that harms from failure to comply with NEPA can be remedied through compliance with NEPA’s procedural requirements as interpreted in the regulations.

V. CONCLUSION.

If enacted, CEQ’s proposed revisions will constitute the first comprehensive reform of the NEPA process since CEQ’s regulations were first established. The proposed revisions contain some straightforward revisions that have been widely requested for quite some time, such as requiring a greater degree of interagency coordination given the world’s internet-age connectivity. However, for the more fundamental (and thus controversial) changes, precise long-term outcomes are difficult to predict, because if finalized, the immediate consequence is likely to be a new species of NEPA litigation as opponents parse the validity of the new regulations’ numerous individual components—in particular the provisions dealing with questions of threshold NEPA applicability and scope of review once it does apply. The body of precedent arising from this already threatened wave of litigation is what will ultimately determine the scope of the new regulations.

CEQ stated that the new regulations are intended to streamline federal environmental reviews of projects with a federal funding or permitting role. Opponents argue that the regulations are vague, unclear in scope, and could reduce the ability of affected communities’ to ensure federal agencies disclose and consider the full range of concerns for controversial projects.

Memorandum
February 25, 2020
Page 6

CEQ is accepting comments until March 10, 2020. CEQ has also announced public hearings on February 11, 2020, and on February 25, 2020.

AES/AES

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

ADOPT RESOLUTION NO. 20-03 FIXING THE TIME AND PLACE OF HEARING AND MEETING ON PROPOSED WATER AVAILABILITY CHARGES FOR IMPROVEMENT DISTRICT NO. 1

DESCRIPTION

As part of the annual process for setting the water availability charges for Improvement District No. 1, it is necessary to hold a public hearing on the proposed charges.

- A. Set 1:00 p.m., June 23, 2020 as the time, and District Headquarters as the place for conducting a public hearing on the entry of charges and fees for Improvement District No. 1.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Government Code Section 54954.6; Water Code Sections 71630, 71631.5, and 71632


Strategic Plan Focus Area Four: Fiscal Responsibility; Fiscally responsible, transparent and sustainable approaches to managing and forecasting the District's finances.

BOARD OPTIONS/FISCAL IMPACTS

Assessment provides approximately \$400,000 of revenue to District. Failure to set hearing will impact tax revenue.

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 20-03, Fixing the Time and Place of Hearing and Meeting on Proposed Water Availability Charges for Improvement District No. 1.



Tom Kennedy
General Manager

2/25/20

RESOLUTION NO. 20-03

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE RAINBOW MUNICIPAL WATER DISTRICT
FIXING THE TIME AND PLACE OF HEARING
AND MEETING ON PROPOSED WATER AVAILABILITY CHARGES
FOR IMPROVEMENT DISTRICT NO. 1**

WHEREAS, Sections 54954.6 of the Government Code provides for public hearings prior to adoption of new or increased taxes or assessments; and

WHEREAS, Section 71630 of the Water Code authorizes the Board of Rainbow Municipal Water District to establish in each fiscal year water standby assessments or water availability charges in any portion of the District to which water is made available by the District, whether water is actually used or not; and

WHEREAS, Section 71631.5 of the Water Code provides that the standby assessment of availability charge for an improvement district shall not exceed \$30 per acre per year for each acre of land on which the charge is levied or \$30 per year for a parcel less than one acre; and

WHEREAS, Section 71632 of the Water Code provides that the ordinance fixing a standby assessment or availability charge may be adopted by the Board only after adoption of a resolution setting forth the particular schedule or schedules of charges or assessments proposed to be established by the ordinance and after hearing on said resolution; and

WHEREAS, information and matters have been presented to, and considered by, the Board of Directors regarding the existence, location and financial requirements of the system making water available to lands within Improvement District No. 1; and

WHEREAS, it is deemed necessary and desirable by the Board of Directors that water availability charges be levied on lands within Improvement District No. 1, and that said water availability charges shall be uniform through said areas;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED, by the Board of Directors of the Rainbow Municipal Water District as follows:

1. That the schedule of water availability charges proposed to be established for all areas within Improvement District No. 1 for the fiscal year 2020-2021 shall be as follows:

For each separately assessed parcel of land of one acre or more in size: \$10.54 for each acre and for each fractional part of an acre.

For each separately assessed parcel of land less than one acre in size: \$10.54.

2. That the Charges shall be fixed in said amounts for parcels of land as shown on the last equalized assessment roll of the County of San Diego, State of California. Said charges shall be collected in the same form and manner as county taxes are collected for the fiscal year 2020-2021. Said charges shall be a lien upon the property and shall be of the same force and effect as other liens for taxes and their collection, may be enforced by the same means as provided for the enforcement of liens for state and county taxes.

3. That a public hearing before the Board of Directors of Rainbow Municipal Water District shall be held at 1:00 p.m. on Tuesday, June 23, 2020 at the office of the District, 3707 Old Highway 395, Fallbrook California, 92028 for the purpose of considering the adoption of an Ordinance which will fix and establish said water availability charges.
4. That the Secretary shall cause a notice of the time and place of the hearing to be given by publishing a notice in a newspaper of general circulation, printed and published within the county, once a week for two successive weeks. Such publication shall occur once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.
5. That the Secretary has caused written notice of the hearing to be mailed, as required by law, to each person to whom a parcel of real property described in the proposed charge is assessed on the last equalized assessment roll. Such notice shall be mailed to the address shown on the last equalized assessment roll or such other address known to the Secretary.
6. That at the time stated in the notice, the Board of Directors shall hear and consider all objections or protests, if any, to this Resolution and may continue the hearing from time to time. Upon the conclusion of the hearing, the Board of Directors may adopt, revise, change, reduce, or modify an assessment or charge, or overrule any or all objections.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 25th day of February 2020 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Helene Brazier, Board President

ATTEST:

Dawn M. Washburn, Board Secretary

This Resolution supersedes Resolution No. 19-02 passed and adopted on February 26, 2019.



BOARD ACTION

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

FISCAL YEAR 2019-20 MID-YEAR BUDGET REVIEW AND BUDGET ADJUSTMENTS

BACKGROUND

Mid-year is customarily a suitable time to compare budget estimates with the first half of actual data, and make appropriate adjustments where deemed necessary for the balance of the Fiscal Year. The District's budget for the year has come in as expected with the exception of some unexpected claims.

DESCRIPTION

It is important to have up-to-date budget data with sound projections to ensure financial stability of the District. Sales are budgeted at 17,000 acre-feet for FY 2019-20. Sales are trending below this currently, but the weather in the near future is forecasted to be dry. In addition, the meter replacement project is expected to have a positive impact on sales. Staff is not recommending any budget changes to revenues for mid-year.

In order to accurately budget expenditures, adjustments are being recommended based on changing conditions and unanticipated expenses. Expenditures tend to be steady and fixed throughout the year as opposed to revenues which fluctuate with climate changes. The most significant mid-year expense adjustments are to legal and claims for unexpected expenses for the lawsuit from Otay Water District relating to the detachment from San Diego County Water Authority (SDCWA), two separate claims relating to major water line breaks, and an unscheduled emergency aqueduct shutdown and repair by SDCWA during a peak demand month of September.

Department	Account Description	Amount	Justification
Risk Management	District Paid Insurance Claims	\$ 200,000	2 claims of a significant amount
Administration	Legal Expenses	150,000	Otay Water Lawsuit
Operations	Supplies & Services	80,000	SDCWA Emergency Shutdown
Wastewater	Shop & Field Equipment (Capital)	45,000	N River Road Project - Cracks under 15 resulted in a lining job that wasn't budgeted
Operations	Equipment Rental	42,000	Building 2 Flood
Human Resources	Legal Expenses	20,000	HR has matters that result in a need for legal counsel
Engineering	Legal Expenses	20,000	Eminent Domain
Fuel & Oil	Garage	20,000	Under budgeted, older fleet requires more maintenance
Equipment Maintenance	Garage	15,000	Under budgeted, older fleet requires more maintenance
Risk Management	Safety Supplies	13,000	Additional Safety Supplies Needed: harnesses and force to air respirators for welders
Wastewater	Equipment Rental	5,000	Underbudgeted
Human Resources	Supplies & Services	1,000	Printing of Benefit Books for Open Enrollment was not originally budgeted
Engineering	Public Notices & Advertising	500	Advertisement for projects
Distribution	Supplies & Services	(235,000)	Budget savings due to main line repair being done internally vs hiring a contractor
Net Budget Increase		\$ 376,500	

The Operations Department has \$235,000 in budget savings that resulted in doing work in-house rather than contracting out the work. This budget savings is offsetting the proposed increases. In addition to the

budget additions referenced above, small adjustments are being requested between line items within departments (see attachment A).

Following the completion of the Mid-Year budget review, staff will begin work on the Fiscal Year 2020-21 Budget. A planning session will be held in late February/early March with the Management team to begin to develop priorities and discuss direction regarding major capital projects for the next fiscal year. More detailed information will be provided at the meeting.

Attachments:

Attachment A

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Four: Fiscal Responsibility

BOARD OPTIONS/FISCAL IMPACTS

1. Approve Amended Operating Budget FY 2019-20 as provided in Exhibit A with a Projected Net Budget Expense Increase of \$575,500.
2. Recommend revisions to staff and amend budget accordingly.
3. Provide other direction to Staff.

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

STAFF RECOMMENDATION

Staff recommends Option 1.



Tracy Largent, CPA
Finance Manager

02/25/2020

Exhibit A

GL Acct	Account Description	Department	Amount
Budget Savings			
01-34-72000	Supplies & Services	Distribution	\$ (235,000)
Establish Risk Management Department			
03-43-65100	District Paid Insurance Claims	Risk Management	\$ 200,000
03-43-72500	Safety Supplies	Risk Management	\$ 13,000
03-43-72000	Supplies & Services	Risk Management	\$ (12,000)
03-43-75400	Workforce Development	Risk Management	\$ 12,000
03-41-65100	District Paid Insurance Claims	Administration	\$ (75,000)
03-43-65100	District Paid Insurance Claims	Risk Management	\$ 75,000
03-41-65000	Property/Liability Insurance	Administration	\$ (282,474)
03-43-65000	Property/Liability Insurance	Risk Management	\$ 282,474
Legal			
03-41-70300	Legal Expenses	Administration	\$ 150,000
03-42-70300	Legal Expenses	Human Resources	\$ 20,000
03-91-70300	Legal Expenses	Engineering	\$ 20,000
SDCWA Emergency Shutdown			
01-32-72000	Supplies & Services	Operations	\$ 80,000
WSUP/Operations Project Manager Position Responsibilities Moved			
03-91-72001	Easement Maintenance	Engineering	\$ (200,000)
01-34-72001	Easement Maintenance	Distribution	\$ 200,000
Building 2 Flood			
01-32-63200	Equipment Rental	Operations	\$ 42,000
Other			
02-61-82000	Shop & Field Equipment (Capital)	Wastewater	\$ 45,000
03-36-63421	Fuel & Oil	Garage	\$ 20,000
03-36-63100	Equipment Maintenance	Garage	\$ 15,000
02-61-63200	Equipment Rental	Wastewater	\$ 5,000
03-42-72000	Supplies & Services	Human Resources	\$ 1,000
03-91-72702	Public Notices & Advertising	Engineering	\$ 500
03-51-75300	Travel, Conference & Training	Finance/Customer Service	\$ 5,000
03-51-70100	Annual Audit Services	Finance/Customer Service	\$ (5,000)
Total Fiscal Impact			\$ 376,500

Type

Budget Savings

Addition to Budget
Addition to Budget
Move to -75400
Move from -72000
Move to Dept 43
Move from Dept 41
Move to Dept 43
Move from Dept 41

Addition to Budget
Addition to Budget
Addition to Budget

Addition to Budget

Move to Dept 34
Move from Dept 91

Addition to Budget

Addition to Budget
Addition to Budget
Addition to Budget
Addition to Budget
Addition to Budget
Addition to Budget
Move from -70100
Move to -75300

Justification

Excess of funds in 01-34-72000 due to main line repair being done internally versus hiring a contractor

2 claims of a significant amount

Additional Safety Supplies Needed: harnesses and force to air respirators for welders

Safety training was originally budgeted out of Supplies & Services but it will now be moved to Workforce Development.

The handling of claims has been transferred from the Administration Department to the Risk Management Department.

Property/Liability Insurance will now be budgeted under the Risk Management Department instead of Administration.

Otay Water Lawsuit

HR has matters that result in a need for legal counsel

Eminent Domain

Unexpected Shutdown

Easement maintenance was moved to Dept 34

Building 2 Flood

N River Road Project - Cracks under 15 resulted in a lining job that wasn't budgeted

Under budgeted, older fleet requires more maintenance

Under budgeted, older fleet requires more maintenance

Underbudgeted

Printing of Benefit Books for Open Enrollment was not originally budgeted

Advertisement for projects

Additional Staff Training

Account was overbudgeted

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 20-03 AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 2.09 - COMMITTEES

BACKGROUND

At their June 25, 2019 the Board requested a committee policy review. This item was deferred at both the July 23, 2019 and August 27, 2019 due to time restraints and to allow the committee members an opportunity to provide input, respectively. On both September 24, 2019 and October 22, 2019, the Board was presented with two respective minor revisions to the committee policy; both of which were approved.

DESCRIPTION

All committees were provided with an opportunity to review Administrative Code Chapter 2.09 and provide input. After some discussion, it was determined Legal Counsel provide updated language to this policy addressing the concerns raised by both committees and Board Members.

Legal Counsel has provided proposed amendments and updates to the policy. Staff has incorporated those changes into the policy as well as made minor revisions to remove any redundancies.

A draft of all proposed changes has been attached for Board consideration.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Administrative Code Chapter 2.09

Strategic Focus Area Six: Communication

BOARD OPTIONS/FISCAL IMPACTS

- 1) Approve Ordinance No. 20-03.
- 2) Approve Ordinance No. 20.03 with revisions.
- 3) Do not approve Ordinance No. 20-03 and provide staff with direction.

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

STAFF RECOMMENDATION

Staff recommends approving Option 1.



Tom Kennedy, General Manager

February 25, 2020

Ordinance No. 20-03

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending the Administrative Code
Chapter 2.09 - Committees**

WHEREAS, the Rainbow Municipal Water District has, from time to time, adopted various rules and regulations for the operation of the District; and

WHEREAS, certain of those rules and regulations require updating to reflect best practices, as well as changes in applicable laws; and

WHEREAS, the Board of Directors has determined that changes in the rules or regulations of the District shall occur solely by amendment to the Administrative Code;

NOW, THEREFORE,

BE IT ORDAINED by the Board of Directors of Rainbow Municipal Water District as follows:

1. The following rules and regulations of the District, collected are hereby adopted and shall be incorporated into the Administrative Code, consisting of:

Chapter 2.09: Committees

2. The General Manager is hereby directed to update the Administrative Code to reflect the approval of these rules and regulations, and to assign or reassign the numbering of the Administrative Code as necessary to codify these rules and regulations as amended.

3. This ordinance shall take effect immediately upon its adoption on this 25th day of February 2020.

AYES:
NOES:
ABSTAIN:
ABSENT:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

Chapter 2.09 COMMITTEES

Section 2.09 Committees

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility. Committees may study, advise and make recommendations to the Board on matters within the committee's area of responsibility. Committee recommendations shall be communicated to the Board. The authority of committees is limited to advisory recommendations only. Committees may provide recommendations for the Board to consider, which recommendations may be considered, adopted, amended or rejected by the Board in the Board's sole discretion. The Board may refer a recommendation back to the committee for reevaluation whenever the Board deems additional evaluation is required. Committees shall have no authority to take action or otherwise render decisions that are binding upon the Board or District staff.

Each committee shall have at least four and no more than seven regular members appointed by a simple majority vote of the Board. Each committee may also have up to two alternate committee members appointed by a simple majority of the Board. Committees may be comprised of Directors, staff, and legal ratepayers of the District. Committee members must reside within District boundaries. Committee members must be registered voters within District boundaries and must maintain a primary domicile within District boundaries. The Board in its sole discretion may determine at any time whether a committee member properly resides within the District. Each committee shall designate their own chairperson. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, no more than one member of the Board of Directors may sit as a member on a Committee. Directors that are not members of a committee may attend as observers but are allowed to participate at the Committee's request.

Members of the committees serve at the pleasure of the Board. The Board has authority to remove committee members at any time in the Board's sole discretion. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer, ~~and shall be responsible for communicating the recommendation of the committee to the Board.~~ In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer. All committee recommendations shall be communicated to the Board by the presiding officer, a member of the committee, or District staff.

The chairperson and vice-chairperson will hold their positions for one calendar year. Committee members will serve a term of four years and may be reappointed at the will of the Board.

Committee meetings shall be open to the public and held in accordance with the provisions of the Ralph M. Brown Act. ~~Notice of meetings of committees shall be posted 72 hours in advance pursuant to law and shall be considered regular meetings of the committee.~~ At least 72 hours before a committee meeting, the Secretary shall post an agenda containing a brief, general description of each item of business to be discussed at the committee meeting. The posting shall be freely accessible to the public. No action shall be taken by secret ballot at a committee meeting.

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Each lawfully noticed committee meeting will be recorded with summary minutes prepared from these meeting audio recordings. The minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented. District staff will prepare minutes of each meeting. Draft minutes will be provided to the committee at the next available committee meeting for committee member review, consideration and approval. Once approved, minutes will be made a part of the District's permanent records and audio recordings will be disposed of according to the District's Records Retention policy provided in the District's Administrative Code.

A majority of the members of each committee shall constitute a quorum for the transaction of business.

Only regular members of the committee are entitled to make, second or vote on any motion or other action of the committee. Alternate members present at a meeting, but not seated as a regular member by the committee Chairperson, may participate in discussions but may not participate in motions or voting. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

If the roll call of regular members reveals that a quorum of regular members cannot be established, the Chairperson may appoint one or more alternate members who are present to be a temporary regular member in order to establish a quorum. Once a quorum is established, any remaining alternate member who has not been appointed as a temporary regular member shall remain as an alternate member. Once alternates have been seated as a regular committee member, they may immediately participate in any action taken and voted upon by the committee. All alternates must conform to the same rules as regular committee members. The Chairperson shall state for the record which alternate members have been seated as temporary regular members.

Committee Members and alternates shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by Rainbow Municipal Water District's local conflict of code shall apply to the members of the committee members.

All committee communications must go through the designated committee chairperson.

~~A committee has jurisdiction to consider and make a recommendation to staff, other committees and to the Board regarding any item of business within the responsibility of the committee. Committee recommendations shall be communicated to the Board. A committee may consider other matters referred to it by the Board.~~

~~The Board may refer a recommendation back to the committee for reevaluation whenever the Board deems additional evaluation is required.~~

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2.09_20191022.docx \Approved and Incorporated 3-27-07 by Ordinance No. 07-04\Amended and Approved 08-28-07 by Ordinance No. 07-11\Amended and Approved 11-7-07 by Ordinance No. 07-17\Amended and Approved 1-27-09 by Ordinance No. 09-02\Amended and Approved 06-24-14 by Ordinance No. 14-04\Amended and Approved 9-27-16 by Ordinance No. 16-13\Amended and Approved 4-24-18 by Ordinance No. 18-10\Amended and Approved 5-22-18 by Ordinance No. 18-13\Amended and Approved 12-4-18 by Ordinance No. 18-25\Amended and Approved 9-24-19 by Ordinance No. 19-10\Amended and Approved 10-22-19 by Ordinance No. 19-13\ DRAFT

2.09.010 Budget and Finance Committee

The Committee shall work in concert with the General Manager, Treasurer, and Finance Manager of the District.

The Committee shall be responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget; audit; investments; insurance; and other financial matters.

2.09.020 Engineering and Operations Committee

The Committee shall work in concert with the General Manager, District Engineer, and Operations Manager.

The Committee shall be responsible to review matters of design, construction, replacement, and repair of the District facilities and property, including: the Capital Improvement Program; contractor selection process; contractor management programs; and other engineering-related matters.

The committee shall also be responsible to review matters of operations, preventative maintenance practices, standard operating procedures, technical services, equipment, and other operations-related matters.

2.09.030 Communications and Customer Service Committee

The Committee shall work in concert with the General Manager.

The Committee shall be responsible for providing input or guidance on matters of internal and external communications including: positive public image; community outreach; media relations; water conservation programs; intergovernmental relations; customer service policies; and other public relations programs.

Chapter 2.09 COMMITTEES

Section 2.09 Committees

The Board shall organize committees that are advisory to the Board with regards to matters within their respective areas of responsibility. Committees may study, advise and make recommendations to the Board on matters within the committee's area of responsibility. Committee recommendations shall be communicated to the Board. The authority of committees is limited to advisory recommendations only. Committees may provide recommendations for the Board to consider, which recommendations may be considered, adopted, amended or rejected by the Board in the Board's sole discretion. The Board may refer a recommendation back to the committee for reevaluation whenever the Board deems additional evaluation is required. Committees shall have no authority to take action or otherwise render decisions that are binding upon the Board or District staff.

Each committee shall have at least four and no more than seven regular members appointed by a simple majority vote of the Board. Each committee may also have up to two alternate committee members appointed by a simple majority of the Board. Committees may be comprised of Directors, staff, and legal ratepayers of the District. Committee members must reside within District boundaries. Committee members must be registered voters within District boundaries and must maintain a primary domicile within District boundaries. The Board in its sole discretion may determine at any time whether a committee member properly resides within the District. Each committee shall designate their own chairperson. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, no more than one member of the Board of Directors may sit as a member on a Committee. Directors that are not members of a committee may attend as observers but are allowed to participate at the Committee's request.

Members of the committees serve at the pleasure of the Board. The Board has authority to remove committee members at any time in the Board's sole discretion. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

The chairperson and vice-chairperson will hold their positions for one calendar year. Committee members will serve a term of four years and may be reappointed at the will of the Board.

Committee meetings shall be open to the public and held in accordance with the provisions of the Ralph M. Brown Act. At least 72 hours before a committee meeting, the Secretary shall post an agenda containing a brief, general description of each item of business to be discussed at the committee meeting. The posting shall be freely accessible to the public. No action shall be taken by secret ballot at a committee meeting.

Each lawfully noticed committee meeting will be recorded with summary minutes prepared from these meeting audio recordings. The minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented. District staff will prepare minutes of each meeting. Draft minutes will be provided to the committee at the next available committee meeting for committee member review, consideration and approval. Once approved, minutes will be made a part of the District's permanent records and audio recordings will be disposed of according to the District's Records Retention policy provided in the District's Administrative Code.

A majority of the members of each committee shall constitute a quorum for the transaction of business.

Only regular members of the committee are entitled to make, second or vote on any motion or other action of the committee. Alternate members present at a meeting, but not seated as a regular member by the committee Chairperson, may participate in discussions but may not participate in motions or voting. Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

If the roll call of regular members reveals that a quorum of regular members cannot be established, the Chairperson may appoint one or more alternate members who are present to be a temporary regular member in order to establish a quorum. Once a quorum is established, any remaining alternate member who has not been appointed as a temporary regular member shall remain as an alternate member. Once alternates have been seated as a regular committee member, they may immediately participate in any action taken and voted upon by the committee. All alternates must conform to the same rules as regular committee members. The Chairperson shall state for the record which alternate members have been seated as temporary regular members.

Committee Members and alternates shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by Rainbow Municipal Water District's local conflict of code shall apply to the members of the committee members.

All committee communications must go through the designated committee chairperson.

2.09.010 Budget and Finance Committee

The Committee shall work in concert with the General Manager, Treasurer, and Finance Manager of the District.

The Committee shall be responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget; audit; investments; insurance; and other financial matters.

2.09.020 Engineering and Operations Committee

The Committee shall work in concert with the General Manager, District Engineer, and Operations Manager.

The Committee shall be responsible to review matters of design, construction, replacement, and repair of the District facilities and property, including: the Capital Improvement Program; contractor selection process; contractor management programs; and other engineering-related matters.

The committee shall also be responsible to review matters of operations, preventative maintenance practices, standard operating procedures, technical services, equipment, and other operations-related matters.

2.09.030 Communications and Customer Service Committee

The Committee shall work in concert with the General Manager.

The Committee shall be responsible for providing input or guidance on matters of internal and external communications including: positive public image; community outreach; media relations; water conservation programs; intergovernmental relations; customer service policies; and other public relations programs.

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

CONSIDER RESCHEDULING THE REGULARLY SCHEDULED JULY 28, 2020 BOARD MEETING TO JULY 21, 2020 (DIRECTOR RINDFLEISCH)

BACKGROUND

At the December 3, 2019 Regular Board meeting, the Board of Directors established the Regular Meetings of the Board of Directors for Calendar Year 2020.

DESCRIPTION

At the January 28, 2020 Regular Board meeting, Director Rindfleisch requested an agenda item for the Board to consider moving the regularly scheduled July 28, 2020 Board meeting to July 21, 2020 so that he may be in attendance.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Six: Communication

Administrative Code Section 3.01.010 – Regular Meetings

BOARD OPTIONS/FISCAL IMPACTS

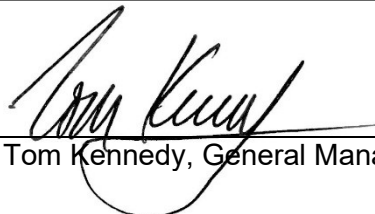
- 1) Approve rescheduling the July 28, 2020 Regular Board meeting to July 21, 2020.
- 2) Reschedule the July 28, 2020 Regular Board meeting to another date.
- 3) Do not reschedule the July 28, 2020 Regular Board meeting.

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a “project” as defined by CEQA and further environmental review is not required at this time.

STAFF RECOMMENDATION

Staff supports Board decision.



Tom Kennedy, General Manager

February 25, 2020

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

DISCUSSION AND POSSIBLE ACTION REGARDING CSDA BOARD OF DIRECTORS VACANCY - CALL FOR NOMINATIONS: SEAT B – SOUTHERN NETWORK

BACKGROUND

CSDA's Elections and Bylaws Committees notifies each of the CSDA voting member presidents and general managers when there is a call for nominations to the CSDA Board of Directors.

DESCRIPTION

In January 2020 RMWD received notification the Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the remainder of the 2020-2022 term, Seat B which is currently vacant. The notification attached provides a breakdown in the election process, responsibility, and commitment and expectations.

Should the RMWD Board of Directors make a nomination, a copy of the member district's minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 6, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Six: Communication - Active involvement in CSDA helps the District stay abreast of activities in Sacramento that deeply affect our customers. Engagement at CSDA also helps build relationships that can be helpful when we need support on policy issues that are important to our customers.

BOARD OPTIONS/FISCAL IMPACTS

Should a Board member be elected to serve on the CSDA Board, they may be eligible for Per Diem payments in accordance with the District's Administrative Code. Travel expenses for CSDA Board meetings are covered by CSDA.

The Board has two options:

1. Nominate one Director to run for the CSDA Board of Directors Seat B.
2. Do not make a nomination to run the CSDA Board of Directors Seat B.

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a “project” as defined by CEQA and further environmental review is not required at this time.

STAFF RECOMMENDATION

Staff supports direction.



Tom Kennedy, General Manager

February 25, 2020



**California Special
Districts Association**

Districts Stronger Together

DATE: January 22, 2020

TO: CSDA Voting Member Presidents and General Managers –
Southern Network

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS VACANCY –
CALL FOR NOMINATIONS: SEAT B – SOUTHERN NETWORK**

The CSDA Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers from the Southern Network who are interested in leading the direction of the California Special Districts Association for the remainder of the 2020 - 2022 term, Seat B which is currently vacant.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Southern Network (see attached CSDA Network Map).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the summer/fall.
*(CSDA does **not** reimburse travel related expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however registration fees are covered)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

- Complete Annual Chief Executive Officer Evaluation.

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 6, 2020. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination.

CSDA Southern Network Board Members will conduct interviews of candidates that submitted nominations on March 9 – 13, 2020.

A Board appointment recommendation will be submitted by CSDA Southern Network Board Members for consideration by the full Board on March 27, 2020.

The newly appointed Board Member for the Southern Network Seat B will take office April 1, 2020.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

**2020-2022 BOARD APPOINTMENT
FOR SEAT B SOUTHERN NETWORK
NOMINATION FORM**

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: SOUTHERN

District Telephone: _____

Candidate Direct Telephone: _____

Best Time to Arrange a Call: AM PM
Monday Tuesday Wednesday Thursday Friday Saturday

E-mail: _____

Nominated by (optional): _____

**Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by mail or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax
amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 6, 2020



California Special
Districts Association
Districts Stronger Together

**2020-2022 CSDA BOARD APPOINTMENT
SEAT B SOUTHERN NETWORK
CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/Minutes:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Additional Candidate Statement** – Please provide an additional statement that includes any personal or professional information that will assist the Board of Directors in making their selections. The preferred formatting for the statement is to be typed with 1-inch margins, 1.5 spacing, 12 pt. Times New Roman font, and no more than 2 pages.



California Special Districts Association
DISTRICT NETWORKS



BOARD OF DIRECTORS

February 25, 2020

SUBJECT

DISCUSSION AND POSSIBLE ACTION REGARDING CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT C

BACKGROUND

CSDA's Elections and Bylaws Committees notifies each of the CSDA voting member presidents and general managers when there is a call for nominations to the CSDA Board of Directors.

DESCRIPTION

In January 2020 RMWD received notification the Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021-2023 term. The notification attached provides a breakdown in the election process, responsibility, and commitment and expectations.

Should the RMWD Board of Directors make a nomination, a copy of the member district's minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Six: Communication - Active involvement in CSDA helps the District stay abreast of activities in Sacramento that deeply affect our customers. Engagement at CSDA also helps build relationships that can be helpful when we need support on policy issues that are important to our customers.

BOARD OPTIONS/FISCAL IMPACTS

Should a Board member be elected to serve on the CSDA Board, they may be eligible for Per Diem payments in accordance with the District's Administrative Code. Travel expenses for CSDA Board meetings are covered by CSDA.

The Board has two options:

1. Nominate one Director to run for the CSDA Board of Directors Seat C.
2. Do not make a nomination to run the CSDA Board of Directors Seat C.

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a “project” as defined by CEQA and further environmental review is not required at this time.

STAFF RECOMMENDATION

Staff supports direction.



Tom Kennedy, General Manager

February 25, 2020



**California Special
Districts Association**

Districts Stronger Together

DATE: January 27, 2020
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however does comp registration for the two events)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

- Complete Annual Chief Executive Officer Evaluation.

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
 Fax: 916.442.7889
 E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020. The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat C-Fred Ryness, Director, Burney Water District*
Sierra Network Seat C-Pete Kampa, GM, Saddle Creek Community Services District*
Bay Area Network Seat C-Stanley Caldwell, Director, Mt. View Sanitary District*
Central Network Seat C-Sandi Miller, GM, Selma Cemetery District*
Coastal Network Seat C-Vincent Ferrante, Director, Moss Landing Harbor District*
Southern Network Seat C-Arlene Schafer, Director, Costa Mesa Sanitary District*
 (* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at amberp@csda.net.

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csla.net by **March 26, 2020** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 25, 2020 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 10, 2020.

The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.



**California Special
Districts Association**
Districts Stronger Together

2021-2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE DIRECTLY)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax
amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 26, 2020



2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**



DISTRICT NETWORKS



BOARD OF DIRECTORS

February 25, 2020

SUBJECT

DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 20-04 AMENDING AND UPDATING ADMINISTRATIVE CODE TITLE 4 – PERSONAL RULES AND REGULATIONS AND ALL CHAPTERS AND SUBSECTIONS INCLUDED IN ADMINISTRATIVE CODE TITLE 4

BACKGROUND

One of the voluminous District projects is to update each section of the Administrative Code to ensure it is in alignment with current practices and procedures. Part of this project will include making any formatting, typographical, and grammatical corrections, as well as updating the current tracking system. Although this will take a great deal of effort and staff time, we are confident the increased clarity of the Administrative Code will help the Board, staff, and customers understand and implement our policies and codes. Title 4 is the first entire section to be modified as a part of this project.

DESCRIPTION

This item is to provide an opportunity for the Board to discuss updating Administrative Code Title 4 – Personnel Rules and Regulations. Currently Title 4 has many sections that are not in alignment with the District's current Memorandum of Understandings (MOU's) that have been negotiated and approved with the bargaining units or the Employee Handbook policies. The proposed draft changes bring the personnel rules and regulations contained in the Administrative Code in alignment with the current MOU's, Employee Handbook as well as State and Federal Laws. Other proposed changes include formatting revisions, number sequencing, making minor grammatical and typographical corrections, and updating the Administrative Code tracking system.

The proposed changes have been drafted and attached for Board reference and consideration. Included are the changes in redline and the final draft version of the revised sections.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Three: Workforce Development
Strategic Focus Area Four: Fiscal Responsibility
Strategic Focus Area Six: Communication

BOARD OPTIONS/FISCAL IMPACTS

- 1) Adopt Ordinance No. 20-03 amending and updating Administrative Code Title 4 and all chapters and subsections included in Administrative Code Title 4.
- 2) Adopt Ordinance No. 20-03 amending and updating Administrative Code Title 4 and all chapters and subsections included in Administrative Code Title 4 with revisions.
- 3) Do not adopt Ordinance No. 20-03 and provide staff with direction.

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

STAFF RECOMMENDATION

Staff recommends adopting Ordinance No. 20-03 amending and updating Administrative Code Title 4 and all chapters and subsections included in Administrative Code Title 4.



Tom Kennedy, General Manager

February 25, 2020

Ordinance No. 20-04

**Ordinance of the Board of Directors of the Rainbow Municipal Water District
Amending the Administrative Code
Title 4 – Personnel Rules and Regulations and All Chapters and
Subsections Included in Administrative Code Title 4**

WHEREAS, the Rainbow Municipal Water District has, from time to time, adopted various rules and regulations for the operation of the District; and

WHEREAS, certain of those rules and regulations require updating to reflect best practices, as well as changes in applicable laws; and

WHEREAS, the Board of Directors has determined that changes in the rules or regulations of the District shall occur solely by amendment to the Administrative Code;

NOW, THEREFORE,

BE IT ORDAINED by the Board of Directors of Rainbow Municipal Water District as follows:

1. The following rules and regulations of the District, collected are hereby adopted and shall be incorporated into the Administrative Code, consisting of:

Title 4:	Personnel Rules and Regulations
Chapter 4.01:	Personnel Rules and Regulations
Sections:	4.01.010-4.01.280

2. The General Manager is hereby directed to update the Administrative Code to reflect the approval of these rules and regulations, and to assign or reassign the numbering of the Administrative Code as necessary to codify these rules and regulations as amended.

3. This ordinance shall take effect immediately upon its adoption on this 25th day of February 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Helene Brazier, Board President

ATTEST:

Dawn Washburn, Board Secretary

**TITLE 4
PERSONNEL RULES AND REGULATIONS**

Chapters:

4.01 — Personnel Rules and Regulations

Chapter 4.01
PERSONNEL RULES AND REGULATIONS

Sections:

4.01.010	Preamble
4.01.0210	Goals and Objectives
4.01.0320	Applicability
4.01.0430	Equal Opportunity Policy
4.01.0540	Employee Conduct
4.01.0650	Personnel Records
4.01.0760	Employment Verification
4.01.0870	Promotion Policy
4.01.0980	Hours of Work
4.01.10090	Absence and Tardiness
4.01.1100	Employee Business Expenses
4.01.1210	Layoff or Reduction of Work Force
4.01.1320	Hiring of Relatives
4.01.1430	Service Awards
4.01.1540	Leave of Absences
4.01.1650	Safety
4.01.1760	Tuition Reimbursement Program
4.01.1870	Personal Matters
4.01.1980	Improper Use of District Tools, Equipment or Facilities
4.01.200190	Recruitment Standards
4.01.2100	Employee Harassment
4.01.2210	<u>District Employment</u>Disciplinary Action
4.01.2320	District Vehicles
4.01.2430	Compensation
4.01.2540	Performance Evaluations
4.01.2650	Outside Employment
4.01.2760	Employee Computer Program
4.01.2870	Employee-Employer Relations (See Addendum A)

Section 4.01.010
Preamble

To the extent there is an existing Memorandum of Understanding (MOU) or other written agreements with more specific terms regarding the topic herein, the terms of those agreements will prevail.

These rules and regulations replace and supersede all prior personnel rules, regulations, policies or practices.

Section 4.01.0210

Goals and Objectives

The goals and objectives of the District are:

- ~~1.~~ 1. To provide a positive work environment that will promote a spirit of friendliness and cooperation among all employees.
- ~~2.~~ 1. To implement an employee handbook.
- ~~3.~~ 2. To provide and encourage training opportunities for District employees, so that job openings can be filled from within, where practicable.
- ~~4.~~ 3. To recognize excellence and individual merit in employees.
- ~~5.~~ 4. To ensure equal employment opportunities for all employees and maintain an adequate level of compensation for services rendered.

Section 4.01.0320

Applicability

These Rules and Regulations apply to all employees of the District ~~and. These rules~~ may be supplemented by other agreements or policies approved by the District (e.g.; Memorandum of Understanding, Employee Handbook, etc.). They apply at all times when such employees are on District premises; on Standby Duty; on Patrol Duty or off District premises, but engaged in any activity ~~that is~~ related to or may affect the District's business, reputation or public relations, including, but not limited to, the following:

1. Activities during working hours, including lunch and other breaks.
2. Participation in seminars as a student or speaker.
3. Traveling on behalf of the District.
4. Community activities.
5. Engaged in off-duty activities under circumstances, which tend to harm the interest of the District.

Section 4.01.0430

Equal Opportunity Policy

It is the policy of the District to:

1. Recruit, hire, and promote for all job classifications without regard to race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, height and weight, holding or presenting a driver's license issued under section 12801.9 of the Vehicle Code, or any other factor made unlawful by federal, state or local laws, ordinances, or regulations.~~religion, color, sex, national origin, age, marital status, sexual orientation, disability or any other basis protected by applicable state and federal law.~~
- 1.
2. Base decisions of employment and promotion upon an individual's qualifications for the position being filled.
~~2.~~
3. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, return-from-layoffs, District-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard the factors listed under Section 4.01.040, Subsection 1.~~to race, religion, color, sex, national origin, age, marital status, disability or any other basis protected by applicable state and federal law.~~
- 3.
4. Continue to sustain and further develop a system that promotes the maintenance and application of these standards.

Section 4.01.0540

Employee Conduct

In order to enhance the safe and efficient operation of the District, employees are expected to behave in a responsible and professional manner. The District may utilize counseling and/or disciplinary measures in an attempt to improve or correct certain employee performance and behavioral issues if the District, in its sole discretion, believes counseling and/or disciplinary action is in the best interest of the District. However, District employees serve at the pleasure of the General Manager and therefore the General Manager does not have to have cause to terminate employment of a District employee. For Disciplinary Processes pertaining to violations of this Section, refer to the applicable Supplemental Memorandum of Understanding for non-exempt employees hired before July 1, 2017, and to the Employee Discipline section of the Employee Handbook for non-exempt employees hired after July 1, 2017 and all Exempt employees.

The following acts are illustrative, and not exhaustive, of acts, which are grounds for disciplinary action up to and including termination of employment with the District:

- a. Stealing or willfully destroying or damaging any property of the District, its customers, visitors or personnel.
- b. Disobedience or insubordination to superiors.
- c. Disorderly, immoral, indecent or criminal conduct.
- d. Violating the Personnel Rules and Regulations or Employee Handbook.
- e. Fighting, intimidating, coercing or threatening any District employees (being an aggressor or aggravator).
- f. Entering time on another employee's time records, or requesting another person to enter time on the employee's time records, except for administrative corrections made by District authorized personnel when the employee is not available to make the changes in person. All Administrative corrections must be acknowledged and confirmed with the employee's signature as soon as the employee becomes available to do so.
- g. Soliciting or accepting tips or gifts for District services without prior approval of the General Manager or their designee.
- h. Disclosing anything of a personal nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
- i. Violation of Federal, State, or local laws.
- j. Failure to exercise proper custodial responsibility of District keys or property.
- k. Unauthorized possession of firearms or other weapons on District property or while on duty.
- l. Willful or careless disregard of, or inattention to, working directions and instructions; refusal to comply with or violations of rules, safety or fire regulations, or sanitary rules and regulations.
- m. Excessive or unjustified absences or tardiness, or failure to inform the supervisor prior to the time the employee is due to report, by telephone or other means, if the employee is unable to report for work.
- n. Failure to notify supervisor if employee leaves the job or premises during working hours.
- o. Smoking in unauthorized areas.

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- p. Selling tickets or chances on illegal pools or raffles or gambling on district premises.
- q. Unauthorized posting of notices or literature on District premises.
- r. Soliciting, collecting funds and/or circulating literature of any nature on District property during working hours without the approval of the General Manager.
- s. Performing personal work on District time.
- t. Excessive use of the District business phone for personal matters.
- u. Taking more than the specified time for meals or rest periods.
- v. Discourteous conduct, abusive treatment or inappropriate language directed toward any customer, visitor, guest, employee or superior.
- w. Altering, falsifying, or making a willful misstatement of facts on any District record or chart, job or work record, employment application or any other District record, chart or report.

Section 4.01.0650

Personnel Records

The District shall keep centralized personnel files for each employee, which will include job-related and personal information about each employee deemed essential by Human Resources. These records contain confidential information ~~that is confidential~~ and should be handled with discretion.

Section 4.01.0760

Employment Verification

The District will only verify dates of employment, salary and job title for employees and prior employees.

Section 4.01.0870

Promotion Policy

The District will review factors such as skills, performance, experience and seniority in awarding jobs on a promotional basis.

Section 4.01.0980

Hours of Work

~~Hours of work shall be determined by the General Manager and defined in the Employee Handbook. The District has adopted a 9/80 work schedule, where employees will be scheduled to work 80 hours in nine working days each pay period. The normal hours of work for field employees are Monday through Thursday, 6:30 a.m. to 4:00 p.m., and alternating Fridays from 6:30 a.m. to 3:00 p.m. For office employees, the normal work schedule will be Monday through Thursday from 7:00 a.m. to 5:00 p.m., and alternating Fridays from 8:00 a.m. to 5:00 p.m. However, it is the desire of the District to allow employees flexibility in scheduling their time, so long as the needs of the organization are first satisfactorily met. Department Managers are authorized to adjust the normal working hours in their work areas to meet their unique demands in order to better service the District, subject to the General Manger's review and approval.~~

Section 4.01.100090

Absence and Tardiness

The District will establish standards for employee absences and tardiness that comply with federal and state laws to promote efficient and effective daily operations.

Section 4.01.1~~1000~~

Employee Business Expenses

Employees, including Board Members, are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation.

Employees will attend conferences, meetings, seminars, etc., on an as needed basis to be determined by the General Manager. The General Manager must pre-approve the costs of the program, transportation, lodging and meals.

It is the policy of the District to provide reimbursement to employees for expenses occurred while conducting District business and attending authorized seminars and schools. Employees must submit receipts for all reimbursed expenses (hotel, food, parking fees, etc.) Expenses are **not** to include other persons except those who have a direct bearing on conducting District business. The following categories are excluded from reimbursement:

1. Personal Entertainment expenses
2. Clothing and personal hygiene items
3. Alcoholic beverages
4. Items remaining the personal property of the individual
5. Any expenses not related to District business

Expenses to the District for employees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and hotel accommodations put forth by the General Manager and by:

1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discount rates.
2. Hotel accommodations will be made for the night before the event and expire on the day the event ends.
3. Requesting reservations sufficiently in advance, when possible, to obtain discounted fares and hotel rates.

Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable. The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity. The IRS publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests located on the GSA website <http://www.gsa.gov/portal/category/100120>. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.

Section 4.01.1~~2010~~

Layoff or Reduction of Work Force

The General Manager may layoff any employee because of lack of appropriate funds, curtailment, lack of work or reorganization. ~~The District will provide notice and meet and confer with any respective employee associations regarding the impact of the layoffs. Simultaneously with the above action, any respective employee organizations will receive notice.~~

The decision of the General Manager to lay off employees is not subject to appeal and is not subject to the grievance procedure.

Employees to be laid off have the right to transfer/demote to a position previously held within the District for which the employee meets the minimum qualifications, is capable of performing the essential functions of the position and has District seniority over other employees.

In order to retreat to a previous position, an employee must request displacement action in writing to the General Manager within five (5) working days of receipt of the layoff notice.

If vacancies exist at the time of layoff(s), such vacant positions shall be offered to any qualified regular employee then scheduled for layoff. ~~Any R~~regular employee placed into a lower classification shall be moved to the salary range of that position not to exceed the rate of pay prior to the transfer. Employees who elect continued employment with the District will not be eligible for severance pay.

Compensation

In the event ~~that~~ this policy has taken effect, laid off employees will be eligible for severance pay depending upon their years of service as follows:

Under 1 year	2 weeks' pay without health benefits
1 – 3 years	2 weeks' pay with 1 month health benefits
4 – 5 years	4 weeks' pay with 1 month health benefits
6 – 10 years	6 weeks' pay with 2 months' health benefits
11 and over	8 weeks' pay with 2 months' health benefits

Such severance pay is contingent upon the employee executing a General Release of Claims.

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Section 4.01.1~~30~~20

Hiring of Relatives

It is the policy of the District to hire the best qualified employees available for all jobs. As a general rule, the District may employ family members. Family members are defined as husband, wife, parent, child, brother, sister, grandparent, grandchildren, domestic partner, and children of domestic partner. This rule is subject to the following limitations:

1. Family members of the Board of Directors or the General Manager may not be hired as an employee of the District.
1. The General Manager may deny employment to a spouse or family member of any current employee based on the individualized assessment of the work situation. The General Manager's decision shall be based upon the best interests of the District as well as for business and professional reasons; to assure proper supervision, maintain morale, security and to avoid conflicts of interest.
2. If co-employees of the District marry, the District will assess the individual work situation. The General Manager will make reasonable efforts to assign job duties so as to minimize the problems of supervision, safety, security or morale.
3. Two members of the same family may not work in the same division.
4. An employee may not work under the direct supervision of a family member.

Section 4.01.14030

Service Awards

It is the policy of the District to acknowledge employee service contributions through a public program of recognition of significant contributions by employees to the District.

Regular employees will be considered for recognition in the areas of Continuous Service Awards and Cost Saving Suggestions.

A. ~~A.~~ Continuous Service Award

An award will recognize each five years of continuous service to the District. Human Resources will advise the General Manager's office of an employee who will be eligible for an award. The employee will be invited to the next regular Board meeting for presentation of the award(s).

Continuous Service Awards by years of service:

- | | | |
|----|----------|-----------------------|
| a. | 5 years | \$100 |
| b. | 10 years | \$150 |
| c. | 15 years | \$200 |
| d. | 20 years | \$250 |
| e. | 25 years | \$300 + Special Award |
| f. | 30 years | \$500 + Special Award |

Awards will be in the form of a commemorative plaque.

The Special Award for longevity at 25 and 30 years will be the presentation of an engraved watch or equivalent valued gift to the employee achieving 25 and 30 years of continuous service. The cost of the gift will not exceed \$150 exclusive of the cost of engraving (if required). Human Resources will arrange for the purchase and engraving of the gift prior to the scheduled date of the presentation.

B. ~~B.~~ Cost Savings Suggestions

The Suggestion Program will allow employees to present their ideas for improved methods of accomplishing district related tasks. Employees, excluding management and supervisors, will be eligible for consideration of cost saving suggestions. Each suggestion implemented will be recognized by an award of 10% of the first year of implementation savings generated by the suggestion. The minimum award will be \$100 and the maximum award will be \$1,000.

1. Suggestions may include:
 - a. Conserving money, time and/or materials
 - b. Better procedures or methods
 - c. Improving tools or other equipment

- d. Achieving an increase in productivity
 - e. Eliminating duplication of effort
 - ~~f.~~ Improved safety
2. Exclusions include:
- a. Suggestions already under consideration or previously submitted
 - b. Suggestions already in use
 - ~~c.~~ Suggestions dealing with items where corrective action is a result of routine procedures
3. Review procedure:
- a. Every suggestion will be submitted to an employee's supervisor.
 - b. The supervisor will perform an analysis of the potential for cost savings and submit the original suggestion and the analysis to the General Manager.
 - c. The General Manager will review the suggestion and analysis to determine if the suggestion will be implemented.
 - d. For each suggestion implemented, the employee will receive the Cost Savings Suggestion award.
 - e. For each suggestion not implemented, the General Manager will notify the employee of the reason for non-implementation within 30 days.

In the event a non-implemented suggestion is later implemented while the employee originally making the suggestion is still employed at the District, a retroactive award will be made.

Section 4.01.1~~50~~40

Leave of Absences

The District will recognize and implement all legally required leaves of absence, as prescribed by law. Employees are entitled to use any accrued general leave to cover the unpaid leaves.

Section 4.01.1~~60~~50
Safety

The District shall promote a drug and alcohol free workplace, good health, ~~well-being~~well-being and occupational safety for its employees.

All employees are required to read and comply with the District's Injury and Illness Prevention Program. Employees are required to report all injuries or accidents occurring on the job to their supervisor immediately.

Section 4.01.17060

Tuition Reimbursement Program

With the approval of the General Manager, the District may pay the cost for any eligible employee to enroll in the tuition program outside of regular working hours, according to the terms of the applicable Memorandum of Understanding.

Section 4.01.18070

Personal Matters

In order to ensure that personal matters do not interfere with employees' work and the work of others, the District has adopted the following policy on personal matters:

1. Personal Valuables. The District cannot assume responsibility for lost or stolen personal items. Hence, employees are asked to use their own discretion when bringing such items to work.
2. Personal Business. Conducting personal business during working time or in working areas generally should be limited to breaks and lunch period.
3. Personal Data. It is extremely important ~~that~~ the District maintain accurate records of all employees. Hence, should any of the following personal information change, please advise Human Resources and Payroll as soon as possible:
 - a. Home address
 - b. Telephone number
 - c. Person and/or number to notify in case of emergency
 - d. Name
 - e. Change affecting income tax withholding
 - f. Change in beneficiary for insurance plans
4. Personal Phone Calls. Personal phone calls should be limited to emergency situations. If an employee must make a personal call while on duty, he/she should do so during his/her break period.

Section 4.01.19080

Improper Use of District Tools, Equipment or Facilities

District labor, equipment, materials and supplies may not be used by any employee for private purposes, or for the personal benefit of other employees or other persons, unless specifically authorized by the General Manager. Employees violating this policy, or direct other employees or other persons to take actions in violation of this policy, are subject to disciplinary action up to and including termination and/or criminal prosecution.

Section 4.01.200190

Recruitment Standards

1. It is the philosophy of the District to hire and promote the most qualified candidates for available positions. The District is committed to ensuring that all decisions regarding recruitment, hiring, promotion, assignments, training and other terms and conditions of employment will be made without discrimination or any other factor, which cannot be lawfully used as a basis for employment decision. For list of protected factors, please refer to Equal Opportunity Policy provided in the Administrative Code. ~~These factors include, but are not limited to, race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, height and weight, holding or presenting a driver's license issued under section 12801.9 of the Vehicle Code, or any other factor made unlawful by federal, state or local laws, ordinances, or regulations.~~
2. Applications for employment with the District will be accepted when there is an open and posted job vacancy. Resumes will not be accepted in lieu of a District application. Applications for employment are only accepted up to the closing date and must specify the position for which the applicant is applying for. The application submitted must be fully completed and signed by the applicant. Electronic signatures will be accepted through the District's electronic applicant tracking system.
- ~~2.~~
3. ~~Current employees who have not been employed at least one full year generally are not eligible to apply for open positions.~~ The District will first consider any qualified regular employees who have been employed at least one year before considering external job applicants.
- ~~3.~~
4. Successful candidates for employment are required to pass a physical examination and background check prior to commencing employment. The examination will include a drug screening test which employees must pass. A physician designated by the District will conduct the examination at District expense.
- ~~4.~~
5. Reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment Housing Act (FEHA) as applied in California, will be made for otherwise qualified individuals with disabilities known physical or mental limitations of an otherwise qualified individual unless an undue hardship exists, direct threat to the health and safety of others, or other job related considerations exists. Any applicant or employee who requires an accommodation in order to participate in the recruitment process should contact the Human Resources Office and request such an accommodation that he/she needs to engage in the selection process.
- 5.6. For jobs that require driving on District business, employees must maintain a valid California Driver's License and qualify for coverage under the District's Automobile

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Liability Insurance Carrier.

6. ~~The District may utilize newspapers, educational institutions, professional institutions, professional and vocational societies and publications, District web site and other such organizations and individuals as Human Resources may deem expedient for job announcement publications.~~

Section 4.01.2~~100~~¹⁰⁰⁰

Employee Harassment

The District has developed and implemented a policy against harassment and training programs designed to prevent workplace harassment.

Section 4.01.2010

District Employment Disciplinary Action

The Board of Directors ("Board") shall appoint, by a majority vote, the following officers:

- a. Secretary;
- b. Treasurer;
- c. Attorney;
- d. General Manager; and
- e. Auditor.

The Board may consolidate the offices of secretary and treasurer. Each of these officers serve at the pleasure of the Board. The Board may also employ such additional assistants and employees as it deems necessary to efficiently maintain and operate the District. (Authority: Cal. Water Code §§ 71340, 71341, and 71342.)

Subject to Board approval, the General Manager has full power and authority to employ and discharge all other District employees. Except for the officers appointed by the Board, District employees serve at the pleasure of the General Manager. (Authority: Cal. Water Code § 71362.)

Generally, because District employees are at-will, the General Manager may terminate District employees, except those officers appointed by the Board of Directors, without cause. However, when appropriate and in the best interests of the District, the District shall counsel, warn, and/or discipline District employees ~~to insure that~~ to ensure that actions, which would interfere with operations or an employee's job, are not continued, and allow employees the opportunity to improve their performance or conduct that resulted in the counseling, warning, and/or disciplinary action. Disciplinary procedures pertaining to employees hired by the District on or after July 1, 2017, are set forth in the Employee Handbook. Disciplinary procedures pertaining to non-exempt employees hired before July 1, 2017, are set forth in the Supplemental Memorandums of Understandings pertaining to those employees.

Section 4.01.23020

District Vehicles

General Conditions

~~The District will maintain a Vehicle Use Policy which will be approved by the General Manager and provided as an Addendum to the Employee Handbook. No one may operate any district vehicles while under the influence of drugs or alcohol. District vehicles are to be used for authorized business only, are not for personal or private use and must be operated by employees of the District. Employees using District vehicles must have a valid California Driver's License and qualify for coverage under the District's Automobile Liability Insurance Carrier. Employees are also responsible for the safe and legal operation of the vehicles. Arrangements for use of District vehicles during or outside of normal business hours may be made only upon prior approval of the General Manager or their designee.~~

~~Vehicles left unattended shall be locked and the keys removed and all equipment or tools stored on the vehicles shall be properly secured and locked.~~

~~Seat belts shall be worn at all times.~~

~~Vehicles shall at all times be operated in accordance with the California Vehicle Code including observance of all speed limits and granting of right of way.~~

~~Traffic citations received in a District vehicle are the employee's responsibility to pay. Any traffic violation must be reported to the employee's supervisor.~~

Assigned District Vehicles

~~Certain employees are provided with 24-hour use of a District vehicle for transportation between the employee's residence and the District office or regular or emergency work site. From time to time, the General Manager or their designee shall determine which employees should be assigned District vehicles to provide for improved emergency response and to facilitate attendance to after-hour meetings and functions related to the District. Assignment of the vehicle is not for the specific benefit of the employee, but for the improved operational efficiency and effectiveness of the District. Employees shall not use District vehicles for personal purposes other than commuting to and from work and for incidental personal use such as a stop between work and home. Employees shall not transport non-employees unless the transport is associated with District business or emergency services.~~

Traffic Accidents

~~All employees who drive District vehicles or employees being compensated for mileage for their private vehicles and are involved in a traffic accident of any type are governed by these rules:~~

- ~~1. Reports. Regardless of the amount of damage incurred, a complete written report of the incident must be submitted by the driver to their supervisor as soon as possible. All forms in the Vehicle Accident Reporting Kit provided in District vehicles must be completed and submitted to the employee's supervisor.~~

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~~2. Injuries. In case of personal injury to other persons, employees are encouraged to render first aid only if they have been properly trained in first aid. If not trained, the employee should radio the District office, if possible, or seek the assistance of any persons in the vicinity who may be trained or able to contact emergency relief by dialing 911 at the nearest available telephone.~~

~~3. Liability. Employees shall not make any statements which may be taken as an admission of negligence or fault relative to the incident and under no circumstances assume any liability or authorize any repairs to the other vehicles.~~

~~Driver's License Regulations~~

~~All drivers must carry a valid California Driver's License on their person, issued for the class of vehicle the employee is required to drive. If any employee has their driver's license suspended or revoked by the State, and is assigned to drive a District vehicle, they shall immediately notify their supervisor. Failure to do so may result in suspension or disciplinary action up to and including termination.~~

~~Vehicle Allowance~~

~~Designated management employees receive a vehicle allowance in lieu of a District assigned vehicle and will use their personal vehicles to conduct District business. The employees who receive an allowance shall provide proof of auto insurance naming the District as additional insured. All operating expenses of the personal vehicle shall be borne by the employee to a maximum of 75 miles per trip. Any travel after the 75 miles, the employees may receive a mileage reimbursement at the rate specified by the IRS provided such mileage reimbursement does not exceed the cost for coach class air fare plus normal costs for ground transportation.~~

Personal Vehicles

District vehicles are available for use by employees engaged in District business. Personal vehicles shall only be used for District business when District vehicles are not available for use. If an employee uses their personal vehicle for District business, it must be authorized by a Manager or their designee. If an employee uses a personal vehicle to conduct District business, they shall be reimbursed at the current IRS rate per mile, plus tolls, parking, etc. For travel to out-of-town functions, the mileage reimbursement shall not exceed the cost for coach class air fare plus normal costs for ground transportation. The employee is responsible for fuel and maintenance and must be covered by auto insurance in at least the minimum amounts required by the State of California.

Section 4.01.24030

Compensation

The District will make a sincere effort to pay its employees fairly and to be sure ~~that~~ their pay is in line with the amount of work and degree of responsibility required in their jobs.

Upon hire the entrance rate shall normally be the minimum rate of the classification for the position involved.

In certain cases where an applicant for a position may have qualifications above and beyond the minimum qualification requirements for the position, or in cases where recruiting efforts have failed to fill a position at the minimum rate, the General Manager may authorize entrance at a rate above the minimum rate.

After one year of employment, merit increases or lump sum merit awards may be given based on the employee's performance evaluation, according to the terms of the applicable Memorandum of Understanding.

If an employee transfers or is reassigned to a classification with a lower pay range, their salary will be moved to the salary range of the position not to exceed the rate of pay prior to the transfer.

Section 4.01.25040

Performance Evaluations

Superintendents and Managers will conduct performance evaluations for all employees, excluding temporary employees.

Performance evaluations will be conducted within ~~fifteen (15)~~ 14 days of their due date. Refer to the applicable Memorandum of Understanding in the event an employee's evaluation is fifteen (15) working days or more overdue.

Performance evaluations shall be in writing and shall provide recognition for effective performance and also identify areas ~~that need~~ing required improvements.

Section 4.01.2~~60~~50

Outside Employment

Outside employment is permissible as long as employee can still perform their required duties satisfactorily and the outside employment does not create a conflict of interest.

Section 4.01.27060

Employee Computer Program

The District may assist employees with the purchase of computer equipment related to their position or career goals by offering an interest-free loan program.

Employees who have completed one full year of employment are eligible to apply for participation in this program.

Those employees who participate in the program agree to hold the District, its directors, officers and employees free and harmless for any and all damages or injuries resulting from the use of items purchased through the program.

Section 4.01.28070

Employee-Employer Relations

See Addendum A.

4.01.280.01 General Provisions

4.01.280.01.1 Purpose

It is the purpose of these rules and regulations to implement those provisions of the Meyers-Milias-Brown Act (Government Code, § 3500 et seq.) by promoting full communication between the District and its employees regarding wages, hours and other terms and conditions of employment. It is also the purpose of these provisions to promote the improvement of personnel management and employer-employee relations within the District by providing a uniform basis for recognizing the right of the employees of the District to join, or to refrain from joining, organizations of their own choice and be represented, or not to be represented, by such organizations in their employment relationships with the District.

4.01.280.01.1.1 Nothing in these provisions shall interfere with the right of the Board to manage the affairs of the District in the most economical and efficient manner and in its best interest according to its governing laws, including but not limited to the merits, necessity, or organization of any service or activity allowed by law.

4.01.280.01.1.2 These rules and regulations provide procedures for recognizing and meeting and conferring in good faith with recognized employee organizations regarding matters including but not limited to wages, hours, and other terms and conditions of employment of employees in appropriate units that are within the scope of representation.

4.01.280.01.2 Definitions

When used in these rules and regulations, the following words and terms shall have the meaning indicated, unless the content clearly indicates otherwise.

4.01.280.01.2.1 Appropriate Unit. An appropriate unit means a group of employees that the Employee Relations Officer has determined should have the opportunity to be represented by a single employee organization pursuant to Section 3.

4.01.280.01.2.2 Board. Board means the Board of Directors of Rainbow Municipal Water District.

4.01.280.01.2.3 Confidential Employee. Confidential employee means an employee who, in the course of his or her duties, is privy to decisions of the Board or of management which affect employer-employee relations.

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4.01.280.01.2.4 Consult/Consultation. Consult or consultation means to communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions. As distinguished from meeting and conferring in good faith, it does not involve an exchange of proposals and counter proposals with a recognized employee organization in an endeavor to reach agreement, nor is it subject to the impasse and appeals procedures contained herein.

4.01.280.01.2.5 Day. Means calendar day unless expressly stated otherwise.

4.01.280.01.2.6 District. District means the Rainbow Municipal Water District.

4.01.280.01.2.7 Employee. Employee means a regular employee of the District. It does not include temporary employees.

4.01.280.01.2.8 Employee Organization. Employee organization means any lawful organization which includes employees of the District, and which has as one of its primary purposes representing such employees in their relations with the District.

4.01.280.01.2.9 Employee Relations Officer. Employee Relations Officer means the General Manager of the District or his or her designee.

4.01.280.01.2.10 Employee Representative. Employee representative means a person or persons designated and authorized by a recognized employee organization to exclusively represent the employees within an identified bargaining unit.

4.01.280.01.2.11 Impasse. Impasse means the failure of the representative(s) of the District and a recognized employee organization to reach an agreement after a reasonable period of time bargaining over matters within the scope of representation.

4.01.280.01.2.12 Management Employee. Management employee means an employee having responsibility for formulating, administering or managing the implementation of District policies and programs or any employee having authority to exercise independent judgment to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to direct them, adjust their grievances, or effectively to recommend such action if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

4.01.280.01.2.13 Mediation. Mediation means any efforts by an impartial third person or persons who may assist in reaching a voluntary agreement

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over a dispute or impasse between representatives of the District and a recognized employee organization through interpretation, suggestion, and advice.

4.01.280.01.2.14 Meet and Confer in Good Faith. To meet and confer in good faith means the mutual obligation of the District or the Employee Relations Officer, and representatives of recognized employee organizations, to personally meet and confer promptly upon request by either party. This should continue for a reasonable period of time in order to freely exchange information, opinions, and proposals. The purpose is to endeavor to reach an agreement on matters within the authority of such representatives and within the scope of representation prior to the adoption by the Board of the District's final budget for the ensuing year.

4.01.280.01.2.15 Proof of Employee Support. Proof of employee support means (a) an authorization card recently signed and personally dated by an employee, or (b) a verified authorization petition or petitions recently signed and personally dated by an employee. The only authorization which may be considered hereunder shall be the authorization last signed by the employee. The words "recently signed" shall mean within 90 days prior to the filing of a petition.

4.01.280.01.2.16 Recognized Employee Organization. A recognized employee organization means an employee organization which has been formally acknowledged by the District pursuant to these rules as the sole employee organization representing the employees in an appropriate unit. A recognized employee organization has the exclusive right to meet and confer in good faith on behalf of the employees within such unit concerning matters within the scope of representation, and thereby assumes a corresponding obligation of fairly representing such employees.

4.01.280.01.2.17 Scope of Representation. Scope of representation means all matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment. However, the scope of representation shall not include consideration of the merits; necessity or organization of any services or activities provided the District, or any other subject matter legally relegated to the sole discretion of the District.

4.01.280.01.2.18 Wage Class. A definitely recognized category of employment with the District designated to embrace all positions having duties and responsibilities sufficiently similar and performed under sufficiently similar physical working conditions so that the same requirements as to education, experience, knowledge and physical ability may be demanded of incumbents and so that the same schedule of compensation may be made to apply with equity.

4.01.280.02 General Rules

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4.01.280.02.1 Employee Rights

Except as otherwise provided by law, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters within the scope of representation. Employees also shall have the right to refuse to join and participate in the activities of the employee organization and shall have the right to represent themselves individually in their employment relations.

4.01.280.02.1.1 No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the District, any of its employees or by any employee organization because of the exercise of these rights.

4.01.280.02.1.2 Management and confidential employees that wish to be represented separately from other non-management and non-confidential employees by an employee organization consisting of such management and confidential employees.

4.01.280.02.1.3 Nothing contained herein shall deny an individual the right to negotiate his or her own agreement or to enforce such individual employment agreement. However, this right shall not be construed to require the District to meet and confer with any individual whose position is within a recognized bargaining unit.

4.01.280.02.2 District Rights

The rights of the District include but are not limited to:

4.01.280.02.2.1 The exclusive right to determine the duties of District departments; set standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of the District operations; determine the methods, means and personnel by which its operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

4.01.280.02.2.2 To amend these rules and regulations after reasonable notice and consultation with each recognized employee organization

4.01.280.02.3 Rights of Recognized Employee Organization

Any recognized employee organization shall have the following rights:

4.01.280.02.3.1 To represent the members of the bargaining unit in their employment relations with the District and to meet and confer in good faith with the Employee Relations Officer on matters within the scope of representation.

4.01.280.02.3.2 The District will establish reasonable rules regarding access to District work locations by exclusive employee organizations. The District will allow a reasonable number of representatives paid time off to meet and confer with the District regarding subjects within the scope of representation.

4.01.280.02.3.3 Recognized employee organizations may use portions of District bulletin boards under the following conditions:

- (a) All materials must receive the approval of the Employee Relations Officer.
- (b) All materials must be dated and must identify the organization that published them.
- (c) The actual posting of materials will be done by the District as soon as possible after they have been approved. Unless special arrangements are made, materials posted will be removed thirty-one (31) days after the posting date. Materials which the Employee Relations Officer considers objectionable will not be posted.
- (d) The District reserves the right to determine where bulletin boards shall be placed and what portions of them are to be allocated to employee organizations' materials.
- (e) An employee organization that does not abide by these rules will forfeit its right to have materials posted on District bulletin boards.

4.01.280.02.3.4 Recognized employee organizations may have reasonable access to non-confidential information pertaining to employment relations, as contained in the public records of the District, subject to limitations and conditions set forth in this rule and the Public Records Act (Government Code, §§ 6250-6260). Such information will be made available during regular office hours and after payment of reasonable cost, where applicable. Nothing contained herein shall be construed to require disclosures which constitute an unwarranted invasion of privacy or are gathered pursuant to promises to keep the source confidential. Nor shall anything herein be construed to require disclosure of records (records pertaining to claims or litigation to which the District is a party) that are working papers or memoranda not retained in the ordinary course of

business. The District shall not be required to do research or assemble data.

4.01.280.02.3.5 Except in case of emergency as provided herein, to have reasonable written notice of any proposed ordinance, rule, resolution, or regulation directly relating to matters within the scope of its representation and the opportunity to meet with the Employee Relations Officer prior to the adoption of such proposal. In cases of emergency, when the Board determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the Employee Relations Officer shall provide such notice and the opportunity to meet at the earliest practical time following the adoption of such ordinance, rule, resolution or regulation.

4.01.280.02.3.6 To have an authorized representative of the recognized employee organization contact members of his/her organization in District facilities provided he/she has first made arrangements with the management or supervisory employee in charge. This right does not extend to contacting District employees on District time who are not members of the particular employee organization, nor to soliciting for membership or representation rights in an employee organization.

4.01.280.02.3.7 To have a reasonable number of employee representatives allowed reasonable time off without loss of compensation or other benefits when formally meeting and conferring with the Employee Relations Officer about matters within the scope of representation.

4.01.280.03 Representation Proceedings

4.01.280.03.1 Filing of Recognition Petition

An employee organization that seeks to be formally acknowledged as the recognized employee organization representing employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- (a) Name and address of the employee organization.
- (b) Names and titles of its officers.
- (c) Names of employee organization representatives who are authorized to speak on behalf of the organization.
- (d) A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the District.

- (e) A statement as to whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and if so, the name and address of such organization(s).
- (f) Certified copies of the employee organization's constitution and bylaws.
- (g) A designation of those persons and their addresses, not exceeding two in number, to whom notice sent by regular United States mail will be deemed sufficient notice to the employee organization for any purpose.
- (h) A statement that the employee organization has no restriction on membership based on race, color, creed, sex, national origin, age, marital status, or disability.
- (i) The job classifications or position titles of employees in the group claimed to be an appropriate unit and the approximate number of member employees therein.
- (j) A statement that the employee organization has in its possession proof of employee support, as herein defined, to establish that at least 30% of the employees in the group claimed to be an appropriate unit have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer.
- (k) A request that the Board formally acknowledge the petitioner as the recognized employee organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith. The petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

4.01.280.03.2 District Response to Recognition Petition

Upon receiving the petition, the Employee Relations Officer shall determine whether:

- (a) There has been compliance with the requirements of the recognition petition.
- (b) The proposed representation unit is an appropriate unit in accordance with Section 2270.36.

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(c) If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he or she shall use a third party mediator to conduct a card authorization confirmation. If the third party mediator concludes that more than 50% of the employees in the appropriate bargaining unit have signed valid authorization, without revocation, the mediator shall so inform the Employee Relations Officer, who shall subsequently inform the Board. The Board shall so certify the organization as the exclusive bargaining representative of the employees in said bargaining unit.

(i) If the third party mediator determines that there are less than 50%, but more than 30% of employees in the appropriate bargaining unit who have signed valid authorization cards, the Employee Relations Officer will schedule a secret ballot election in accordance with this Resolution.

(d) If the Employee Relations Officer does not confirm compliance with sections (a) or (b) above, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing.

(e) The petitioning employee organization may do one of the following within fifteen (15) days from the determination made in (d) above:

(i) Appeal such determination in accordance with Section 2270.38

(ii) Amend its petition to comply with (a) and (b).

4.01.280.03.3 Election Procedure

The Employee Relations Officer may conduct the election or may arrange for an election to be conducted by the California State Conciliation and Mediation Service in accordance with its rules and procedures, subject to the provisions contained herein. All employee organizations that have duly submitted petitions, which have been determined to be in conformance with these rules and regulations, shall be included on the ballot. The ballot shall also reserve to employees the choice of no employee organization. Employees entitled to vote in such elections shall be those persons employed in regular positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences. This would include those who did not work during such period because of illness, vacation or other excused absences, and who are employed by the District in the same unit on the date of the election. An employee organization shall be formally acknowledged as the recognized employee organization for the designated unit following an election

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or run-off election if it receives a numerical majority of valid votes cast in the election. In the event of multiple employee organizations on the voting ballot, the organization receiving the largest number of valid votes cast will be certified as the exclusive bargaining representative.

There shall be no more than one election affecting the same unit or a substantially similar unit (as determined at the Employee Relations Officer's sole discretion) in a 12-month period.

Costs of conducting an election shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

4.01.280.03.4 Procedure for Decertification or Withdrawal of Recognition

4.01.280.03.4.1 Form of Petition for De-certification

A de-certification petition alleging that the incumbent-recognized employee organization no longer represents the majority of the employees in an established unit may be filed with the Employee Relations Officer any time following the first twelve (12) months of recognition. A de-certification petition may be filed by two or more employees or their representative or by an employee organization and shall contain the following information and documentation declared by the fully authorized signatory under penalty of perjury to be true, correct, and complete:

- (a) The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- (b) The name of the established appropriate unit and of the incumbent recognized employee organization sought to be decertified as the representative of that unit.
- (c) An allegation that the incumbent recognized employee organization no longer represents a majority of the employees in the appropriate unit, and any other relevant material or facts relating thereto.
- (d) Proof of employee support by establishing that at least thirty percent (30%) of the employees in the established appropriate unit no longer desire to be represented by the incumbent-recognized employee organization. Such petition shall be submitted for confirmation, to the Employee Relations Officer.

An employee organization may, in satisfaction of the decertification petition requirements hereunder, file a petition under this section in the form of a recognition petition. Said petition must evidence proof of employee support

of at least thirty percent (30%) and include the allegations and information required under this section, and otherwise conform to the requirements of Section 2270.41.

4.01.280.03.4.2 Determination by Employee Relations Officer

The Employee Relations Officer shall initially determine whether the petition has been filed in compliance with the applicable provisions of this section. If his or her determination is in the negative, the Employee Relations Officer shall offer to consult thereon with the representative of such petitioning employees or employee organization, and if his/her determination thereafter remains unchanged, shall return such petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section 2270.38. If the determination of the Employee Relations Officer is in the affirmative, or if his or her negative determination is reversed on appeal, the Employee Relations Officer shall thereupon arrange for a third party to conduct a secret ballot election.

4.01.280.03.4.3 Employee Relations Officer-Ordered Election

Following the first full year of recognition, the Employee Relations Officer may on his or her own motion, when he or she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent exclusively recognized employee organization, give notice to that organization and all unit employees that he or she will arrange for an election to determine that issue. In such event, any other employee organization may, within fifteen (15) days of such notice, file a Recognition Petition in accordance with this Section 2270.30, which the Employee Relations Officer shall act on in accordance with this Section 2270.30.

4.01.280.03.4.4 Withdrawal of Recognition Based on Good Faith Doubt

The District may withdraw recognition from an employee organization which has previously been granted formal recognition if the District has a good faith doubt as to the continued majority status of the employee organization. The District's good faith doubt shall be supported by evidence that the employee organization lacks continued majority status.

This evidence should include, but is not limited to, some of the following:

Inactivity by the employee organization, such as a failure to monitor contract provisions and pursue grievances;

Employee expressions of dissatisfaction with the employee organization;

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The filing of a petition by employees;

Substantial employee turnover and/or expansion since the date of formal recognition;

Pronounced decline in the number of employees who pay employee organization dues; or

A poll of employees indicating the lack of majority support, such a poll may be initiated by the Employee Relations Officer only under the following conditions:

- (1) The District must have other evidence indicating a lack of majority status prior to initiating a poll;
- (2) The purpose of the poll must be to determine whether the employee organization represents a majority of the employees;
- (3) The purpose of the poll must be communicated to the employees;
- (3) The employees must be given assurances against reprisal;
- (4) The employees must be polled by secret ballot;
- (5) The polling process must be free of coercion.

The District's evidence must support a conclusion that more than fifty percent (50%) of the employees do not support the employee organization.

Recognition may not be withdrawn under this procedure until the employee organization in question has served for a full year, as measured by the date of certification.

4.01.280.03.5 Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be: promoting the efficient operations of the District, compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public, and providing the employee with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- (a) Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.

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- (b) History of representation in the District and similar employment, except that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
- (c) Consistency with the organizational patterns of the District.
- (d) Number of employees and wage classes, and the effect on the administration of the employer-employee relations created by the fragmentation of wage classes and proliferation of units.
- (e) Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing single or related wage classes among two or more units.

Notwithstanding the foregoing provisions of this section, managerial and confidential responsibilities, as defined in Section 2270.20, are determining factors in establishing appropriate units hereunder. Therefore, managerial and confidential employees, as designated by the Employee Relations Officer, may only be included in a unit consisting solely of managerial or confidential employees. Managerial and confidential employees may not represent any employee organization which represents other employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new wage classes or positions, delete eliminated wage classes or positions, and remain, reallocate or delete classes or positions from units in accordance with the provisions of this section.

4.01.280.03.6 Procedure for Modification of Establishing Appropriate Units

Requests by an employee organization for modifications of established appropriate units shall be considered by the Employee Relations Officer. Such request shall be submitted in the form of a recognition petition and, in addition to the requirements set forth in Section 2270.31, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 2270.36. The Employee Relations Officer shall determine whether or not to process the request, based upon the best interests of the District and of the employees involved. If the Employee Relations Officer decides to proceed, he or she shall process such petitions, as provided in these rules for other recognition petitions, except that only employees in the newly proposed and approved appropriate unit may vote.

The Employee Relations Officer may, on his or her own motion, propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modifications to any affected employee organization and shall hold a meeting concerning the proposed modifications, at which time all affected employee organizations shall be heard. Thereafter, the Employee

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Relations Officer shall determine the composition of the appropriate unit or units in accordance with section 2270.36 and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in section 3.8. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file recognition petitions seeking to become the recognized employee organization for such new appropriate unit or units pursuant to section 2270.31.

4.01.280.03.7 Appeal from the Employee Relations Officer's Determination

Employees or an employee organization aggrieved by a determination of the Employee Relations Officer regarding an appropriate unit or a recognition petition, challenging petition, or of recognition petition, may, within fifteen (15) days of notice of such determination, appeal the determination to the Board for final decision.

Appeals to the Board shall be filed in writing with the District Secretary, and a copy thereof served to the Employee Relations Officer. The Board may select a designee(s) to consider the matter and make a written recommendation to the Board. The Board may designate whether the matter shall be heard by written briefs or by an informal hearing process. The Board or its designee(s) shall commence to consider the matter within forty-five (45) days of the filing of the appeal. The decision of the Board shall be final and binding.

4.01.280.04 Administration

4.01.280.04.1 Memorandum of Understanding

If agreement is reached by the representative of the District and a recognized employee organization, they shall jointly prepare a written memorandum of such understanding and present it to the Board for ratification. The memorandum of Understanding will not become effective and binding unless and until the Board ratifies it. If approved by the Board, the memorandum of understanding shall constitute a contract between the District and the recognized employee organization.

4.01.280.04.2 Payroll Deductions

A recognized employee organization may be entitled to request that payroll deductions be made for payment of organization membership dues, if agreed to through a MOU, or if otherwise provided by law. The providing of such service to the recognized employee organization by The District shall be contingent upon and in accordance with the provisions of the memorandum of understanding and must be approved in writing by each employee on a payroll deduction authorization card provided by the District.

4.01.280.04.3 Submission of Current Information

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Any changes in the information filed with the District by a recognized employee organization under items (a) and (b) of its recognition petition under Section 2270.31 shall be submitted in writing to the Employee Relations Officer within fifteen (15) days of such changes.

4.01.280.04.4 Administrative Rules and Procedures

The Employee Relations Officer is hereby authorized to establish such rules and procedures as appropriate in order to implement and administer the provisions contained herein.

4.01.280.05 Impasse Procedures

4.01.280.05.1 Initiation of Impasse Procedures

In the Meet and Confer process as defined in this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

- (a) To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
- (b) If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

4.01.280.05.2 Impasse Procedures

Impasse procedures are as follows:

If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private and non-binding, unless otherwise agreed to in writing by both parties. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.

If the parties fail to agree to mediation or to a mediator, or having so agreed, fail to resolve the dispute through mediation, the Board of Directors may take such action as it, in its discretion, deems appropriate in the public interest. Any legislative action by the Board of Directors on the impasse shall be final and binding.

4.01.280.05.3 Costs of Impasse Procedures

The costs of the services of a mediator utilized by the parties, and other mutually incurred costs of mediation, shall be borne equally by the District and the exclusively recognized employee organization. The cost for other separately incurred costs shall be borne by such party.

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4.01.280.06 Severability

4.01.280.06.1 Severability

If any provision of this Resolution, or application of such provision to any person or circumstance, is found by a court of appropriate jurisdiction to be invalid, the remainder of this Resolution, or the application of its provisions to person(s) or circumstances other than those as to which it is held invalid, shall not be affected thereby.

**TITLE 4
PERSONNEL RULES AND REGULATIONS**

Chapters:

4.01 Personnel Rules and Regulations

**Chapter 4.01
PERSONNEL RULES AND REGULATIONS**

Sections:

- 4.01.010 Preamble**
- 4.01.020 Goals and Objectives**
- 4.01.030 Applicability**
- 4.01.040 Equal Opportunity Policy**
- 4.01.050 Employee Conduct**
- 4.01.060 Personnel Records**
- 4.01.070 Employment Verification**
- 4.01.080 Promotion Policy**
- 4.01.090 Hours of Work**
- 4.01.100 Absence and Tardiness**
- 4.01.110 Employee Business Expenses**
- 4.01.120 Layoff or Reduction of Work Force**
- 4.01.130 Hiring of Relatives**
- 4.01.140 Service Awards**
- 4.01.150 Leave of Absences**
- 4.01.160 Safety**
- 4.01.170 Tuition Reimbursement Program**
- 4.01.180 Personal Matters**
- 4.01.190 Improper Use of District Tools, Equipment or Facilities**
- 4.01.200 Recruitment Standards**
- 4.01.210 Employee Harassment**
- 4.01.220 District Employment**
- 4.01.230 District Vehicles**
- 4.01.240 Compensation**
- 4.01.250 Performance Evaluations**
- 4.01.260 Outside Employment**
- 4.01.270 Employee Computer Program**
- 4.01.280 Employee-Employer Relations**

Section 4.01.010
Preamble

To the extent there is an existing Memorandum of Understanding (MOU) or other written agreements with more specific terms regarding the topic herein, the terms of those agreements will prevail.

These rules and regulations replace and supersede all prior personnel rules, regulations, policies or practices.

Section 4.01.020
Goals and Objectives

The goals and objectives of the District are:

1. To provide a positive work environment that will promote a spirit of friendliness and cooperation among all employees.
2. To implement an employee handbook.
3. To provide and encourage training opportunities for District employees, so that job openings can be filled from within, where practicable.
4. To recognize excellence and individual merit in employees.
5. To ensure equal employment opportunities for all employees and maintain an adequate level of compensation for services rendered.

Section 4.01.030
Applicability

These Rules and Regulations apply to all employees of the District and may be supplemented by other agreements or policies approved by the District (e.g.; Memorandum of Understanding, Employee Handbook, etc.). They apply at all times when such employees are on District premises; on Standby Duty; on Patrol Duty or off District premises, but engaged in any activity related to or may affect the District's business, reputation or public relations, including, but not limited to, the following:

1. Activities during working hours, including lunch and other breaks.
2. Participation in seminars as a student or speaker.
3. Traveling on behalf of the District.
4. Community activities.
5. Engaged in off-duty activities under circumstances which tend to harm the interest of the District.

Section 4.01.040
Equal Opportunity Policy

It is the policy of the District to:

1. Recruit, hire, and promote for all job classifications without regard to race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, height and weight, holding or presenting a driver's license issued under section 12801.9 of the Vehicle Code, or any other factor made unlawful by federal, state or local laws, ordinances, or regulations..
2. Base decisions of employment and promotion upon an individual's qualifications for the position being filled.
3. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, return-from-layoffs, District-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard the factors listed under Section 4.01.040, Subsection 1..
4. Continue to sustain and further develop a system that promotes the maintenance and application of these standards.

Section 4.01.050 Employee Conduct

In order to enhance the safe and efficient operation of the District, employees are expected to behave in a responsible and professional manner. The District may utilize counseling and/or disciplinary measures in an attempt to improve or correct certain employee performance and behavioral issues if the District, in its sole discretion, believes counseling and/or disciplinary action is in the best interest of the District. However, District employees serve at the pleasure of the General Manager and therefore the General Manager does not have to have cause to terminate employment of a District employee. For Disciplinary Processes pertaining to violations of this Section, refer to the applicable Supplemental Memorandum of Understanding for non-exempt employees hired before July 1, 2017, and to the Employee Discipline section of the Employee Handbook for non-exempt employees hired after July 1, 2017 and all Exempt employees.

The following acts are illustrative, and not exhaustive, of acts, which are grounds for disciplinary action up to and including termination of employment with the District:

- a. Stealing or willfully destroying or damaging any property of the District, its customers, visitors or personnel.
- b. Disobedience or insubordination to superiors.
- c. Disorderly, immoral, indecent or criminal conduct.
- d. Violating the Personnel Rules and Regulations or Employee Handbook.
- e. Fighting, intimidating, coercing or threatening any District employees (being an aggressor or aggravator).
- f. Entering time on another employee's time records, or requesting another person to enter time on the employee's time records, except for administrative corrections made by District authorized personnel when the employee is not available to make the changes in person. All Administrative corrections must be acknowledged and confirmed with the employee's signature as soon as the employee becomes available to do so.
- g. Soliciting or accepting tips or gifts for District services without prior approval of the General Manager or their designee.
- h. Disclosing anything of a personal nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
- i. Violation of Federal, State, or local laws.
- j. Failure to exercise proper custodial responsibility of District keys or property.
- k. Unauthorized possession of firearms or other weapons on District property or while on duty.
- l. Willful or careless disregard of, or inattention to, working directions and instructions; refusal to comply with or violations of rules, safety or fire regulations, or sanitary rules and regulations.
- m. Excessive or unjustified absences or tardiness, or failure to inform the supervisor prior to the time the employee is due to report, by telephone or other means, if the employee is unable to report for work.
- n. Failure to notify supervisor if employee leaves the job or premises during working hours.
- o. Smoking in unauthorized areas. Selling tickets or chances on illegal pools or raffles or gambling on district premises.

- q. Unauthorized posting of notices or literature on District premises.
- r. Soliciting, collecting funds and/or circulating literature of any nature on District property during working hours without the approval of the General Manager.
- s. Performing personal work on District time.
- t. Excessive use of the District business phone for personal matters.
- u. Taking more than the specified time for meals or rest periods.
- v. Discourteous conduct, abusive treatment or inappropriate language directed toward any customer, visitor, guest, employee or superior.
- w. Altering, falsifying, or making a willful misstatement of facts on any District record or chart, job or work record, employment application or any other District record, chart or report.

**Section 4.01.060
Personnel Records**

The District shall keep centralized personnel files for each employee, which will include job-related and personal information about each employee deemed essential by Human Resources. These records contain confidential information and should be handled with discretion.

Section 4.01.070
Employment Verification

The District will only verify dates of employment, salary and job title for employees and prior employees.

**Section 4.01.080
Promotion Policy**

The District will review factors such as skills, performance, experience and seniority in awarding jobs on a promotional basis.

Section 4.01.090
Hours of Work

Hours of work shall be determined by the General Manager and defined in the Employee Handbook.

Section 4.01.100
Absence and Tardiness

The District will establish standards for employee absences and tardiness that comply with federal and state laws to promote efficient and effective daily operations.

Section 4.01.110 Employee Business Expenses

Employees, including Board Members, are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation.

Employees will attend conferences, meetings, seminars, etc., on an as needed basis to be determined by the General Manager. The General Manager must pre-approve the costs of the program, transportation, lodging and meals.

It is the policy of the District to provide reimbursement to employees for expenses occurred while conducting District business and attending authorized seminars and schools. Employees must submit receipts for all reimbursed expenses (hotel, food, parking fees, etc.) Expenses are **not** to include other persons except those who have a direct bearing on conducting District business. The following categories are excluded from reimbursement:

1. Personal Entertainment expenses
2. Clothing and personal hygiene items
3. Alcoholic beverages
4. Items remaining the personal property of the individual
5. Any expenses not related to District business

Expenses to the District for employees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and hotel accommodations put forth by the General Manager and by:

1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discount rates.
2. Hotel accommodations will be made for the night before the event and expire on the day the event ends.
3. Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable. The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity. The IRS publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests located on the GSA website <http://www.gsa.gov/portal/category/100120>. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.

**Section 4.01.120
Layoff or Reduction of Work Force**

The General Manager may layoff any employee because of lack of appropriate funds, curtailment, lack of work or reorganization. The District will provide notice and meet and confer with any respective employee associations regarding the impact of the layoffs.

The decision of the General Manager to lay off employees is not subject to appeal and is not subject to the grievance procedure.

Employees to be laid off have the right to transfer/demote to a position previously held within the District for which the employee meets the minimum qualifications, is capable of performing the essential functions of the position and has District seniority over other employees.

In order to retreat to a previous position, an employee must request displacement action in writing to the General Manager within five (5) working days of receipt of the layoff notice.

If vacancies exist at the time of layoff(s), such vacant positions shall be offered to any qualified regular employee then scheduled for layoff. Any regular employee placed into a lower classification shall be moved to the salary range of that position not to exceed the rate of pay prior to the transfer. Employees who elect continued employment with the District will not be eligible for severance pay.

Compensation

In the event this policy has taken effect, laid off employees will be eligible for severance pay depending upon their years of service as follows:

Under 1 year	2 weeks' pay without health benefits
1 – 3 years	2 weeks' pay with 1 month health benefits
4 – 5 years	4 weeks' pay with 1 month health benefits
6 – 10 years	6 weeks' pay with 2 months' health benefits
11 and over	8 weeks' pay with 2 months' health benefits

Such severance pay is contingent upon the employee executing a General Release of Claims.

Section 4.01.130 Hiring of Relatives

It is the policy of the District to hire the best qualified employees available for all jobs. As a general rule, the District may employ family members. Family members are defined as husband, wife, parent, child, brother, sister, grandparent, grandchildren, domestic partner, and children of domestic partner. This rule is subject to the following limitations:

1. Family members of the Board of Directors or the General Manager may not be hired as an employee of the District.
2. The General Manager may deny employment to a spouse or family member of any current employee based on the individualized assessment of the work situation. The General Manager's decision shall be based upon the best interests of the District as well as for business and professional reasons to assure proper supervision, maintain morale, security and to avoid conflicts of interest.
3. If co-employees of the District marry, the District will assess the individual work situation. The General Manager will make reasonable efforts to assign job duties so as to minimize the problems of supervision, safety, security or morale.
4. Two members of the same family may not work in the same division.
5. An employee may not work under the direct supervision of a family member.

**Section 4.01.140
Service Awards**

It is the policy of the District to acknowledge employee service contributions through a public program of recognition of significant contributions by employees to the District.

Regular employees will be considered for recognition in the areas of Continuous Service Awards and Cost Saving Suggestions.

A. Continuous Service Award

An award will recognize each five years of continuous service to the District. Human Resources will advise the General Manager's office of an employee who will be eligible for an award. The employee will be invited to the next regular Board meeting for presentation of the award(s).

Continuous Service Awards by years of service:

a.	5 years	\$100
b.	10 years	\$150
c.	15 years	\$200
d.	20 years	\$250
e.	25 years	\$300 + Special Award
f.	30 years	\$500 + Special Award

Awards will be in the form of a commemorative plaque.

The Special Award for longevity at 25 and 30 years will be the presentation of an engraved watch or equivalent valued gift to the employee achieving 25 and 30 years of continuous service. The cost of the gift will not exceed \$150 exclusive of the cost of engraving (if required). Human Resources will arrange for the purchase and engraving of the gift prior to the scheduled date of the presentation.

B. Cost Savings Suggestions

The Suggestion Program will allow employees to present their ideas for improved methods of accomplishing district related tasks. Employees, excluding management and supervisors, will be eligible for consideration of cost saving suggestions. Each suggestion implemented will be recognized by an award of 10% of the first year of implementation savings generated by the suggestion. The minimum award will be \$100 and the maximum award will be \$1,000.

1. Suggestions may include:

- a. Conserving money, time and/or materials
- b. Better procedures or methods
- c. Improving tools or other equipment

- d. Achieving an increase in productivity
 - e. Eliminating duplication of effort
 - f. Improved safety
2. Exclusions include:
- a. Suggestions already under consideration or previously submitted
 - b. Suggestions already in use
 - c. Suggestions dealing with items where corrective action is a result of routine procedures
3. Review procedure:
- a. Every suggestion will be submitted to an employee's supervisor.
 - b. The supervisor will perform an analysis of the potential for cost savings and submit the original suggestion and the analysis to the General Manager.
 - c. The General Manager will review the suggestion and analysis to determine if the suggestion will be implemented.
 - d. For each suggestion implemented, the employee will receive the Cost Savings Suggestion award.
 - e. For each suggestion not implemented, the General Manager will notify the employee of the reason for non-implementation within 30 days.

In the event a non-implemented suggestion is later implemented while the employee originally making the suggestion is still employed at the District, a retroactive award will be made.

Section 4.01.150
Leave of Absences

The District will recognize and implement all legally required leaves of absence, as prescribed by law. Employees are entitled to use any accrued general leave to cover the unpaid leaves.

Section 4.01.160
Safety

The District shall promote a drug and alcohol-free workplace, good health, well-being and occupational safety for its employees.

All employees are required to read and comply with the District's Injury and Illness Prevention Program. Employees are required to report all injuries or accidents occurring on the job to their supervisor immediately.

Section 4.01.170
Tuition Reimbursement Program

With the approval of the General Manager, the District may pay the cost for any eligible employee to enroll in the tuition program outside of regular working hours, according to the terms of the applicable Memorandum of Understanding.

**Section 4.01.180
Personal Matters**

In order to ensure that personal matters do not interfere with employees' work and the work of others, the District has adopted the following policy on personal matters:

1. Personal Valuables. The District cannot assume responsibility for lost or stolen personal items. Hence, employees are asked to use their own discretion when bringing such items to work.
2. Personal Business. Conducting personal business during working time or in working areas generally should be limited to breaks and lunch period.
3. Personal Data. It is extremely important the District maintain accurate records of all employees. Hence, should any of the following personal information change, please advise Human Resources and Payroll as soon as possible:
 - a. Home address
 - b. Telephone number
 - c. Person and/or number to notify in case of emergency
 - d. Name
 - e. Change affecting income tax withholding
 - f. Change in beneficiary for insurance plans
4. Personal Phone Calls. Personal phone calls should be limited to emergency situations. If an employee must make a personal call while on duty, he/she should do so during his/her break period.

Section 4.01.190
Improper Use of District Tools, Equipment or Facilities

District labor, equipment, materials and supplies may not be used by any employee for private purposes, or for the personal benefit of other employees or other persons, unless specifically authorized by the General Manager. Employees violating this policy, or direct other employees or other persons to take actions in violation of this policy, are subject to disciplinary action up to and including termination and/or criminal prosecution.

Section 4.01.200 Recruitment Standards

1. It is the philosophy of the District to hire and promote the most qualified candidates for available positions. The District is committed to ensuring that all decisions regarding recruitment, hiring, promotion, assignments, training and other terms and conditions of employment will be made without discrimination or any other factor, which cannot be lawfully used as a basis for employment decision. For list of protected factors, please refer to Equal Opportunity Policy provided in the Administrative Code.
2. Applications for employment with the District will be accepted when there is an open and posted job vacancy. Resumes will not be accepted in lieu of a District application. Applications for employment are only accepted up to the closing date and must specify the position for which the applicant is applying for. The application submitted must be fully completed and signed by the applicant. Electronic signatures will be accepted through the District's electronic applicant tracking system.
3. The District will first consider any qualified regular employees who have been employed at least one year before considering external job applicants.
4. Successful candidates for employment are required to pass a physical examination and background check prior to commencing employment. The examination will include a drug screening test which employees must pass. A physician designated by the District will conduct the examination at District expense.
5. Reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment Housing Act (FEHA) will be made for otherwise qualified individuals with disabilities unless an undue hardship exists. Any applicant or employee who requires an accommodation in order to participate in the recruitment process should contact the Human Resources Office and request such an accommodation that he/she needs to engage in the selection process.
6. For jobs that require driving on District business, employees must maintain a valid California Driver's License and qualify for coverage under the District's Automobile Liability Insurance Carrier.

Section 4.01.210
Employee Harassment

The District has developed and implemented a policy against harassment and training programs designed to prevent workplace harassment.

**Section 4.01.220
District Employment**

The Board of Directors (“Board”) shall appoint, by a majority vote, the following officers:

- a. Secretary;
- b. Treasurer;
- c. Attorney;
- d. General Manager; and
- e. Auditor.

The Board may consolidate the offices of secretary and treasurer. Each of these officers serve at the pleasure of the Board. The Board may also employ such additional assistants and employees as it deems necessary to efficiently maintain and operate the District. (Authority: Cal. Water Code §§ 71340, 71341, and 71342.)

Subject to Board approval, the General Manager has full power and authority to employ and discharge all other District employees. Except for the officers appointed by the Board, District employees serve at the pleasure of the General Manager. (Authority: Cal. Water Code § 71362.)

Generally, because District employees are at-will, the General Manager may terminate District employees, except those officers appointed by the Board of Directors, without cause. However, when appropriate and in the best interests of the District, the District shall counsel, warn, and/or discipline District employees to ensure that actions, which would interfere with operations or an employee’s job, are not continued, and allow employees the opportunity to improve their performance or conduct that resulted in the counseling, warning, and/or disciplinary action. Disciplinary procedures pertaining to employees hired by the District on or after July 1, 2017, are set forth in the Employee Handbook. Disciplinary procedures pertaining to non-exempt employees hired before July 1, 2017, are set forth in the Supplemental Memorandums of Understandings pertaining to those employees.

**Section 4.01.230
District Vehicles**

The District will maintain a Vehicle Use Policy which will be approved by the General Manager and provided as an Addendum to the Employee Handbook.

Personal Vehicles

District vehicles are available for use by employees engaged in District business. Personal vehicles shall only be used for District business when District vehicles are not available for use. If an employee uses their personal vehicle for District business, it must be authorized by a Manager or their designee. If an employee uses a personal vehicle to conduct District business, they shall be reimbursed at the current IRS rate per mile, plus tolls, parking, etc. For travel to out-of-town functions, the mileage reimbursement shall not exceed the cost for coach class air fare plus normal costs for ground transportation. The employee is responsible for fuel and maintenance and must be covered by auto insurance in at least the minimum amounts required by the State of California.

Section 4.01.240 Compensation

The District will make a sincere effort to pay its employees fairly and to be sure their pay is in line with the amount of work and degree of responsibility required in their jobs.

Upon hire the entrance rate shall normally be the minimum rate of the classification for the position involved.

In certain cases where an applicant for a position may have qualifications above and beyond the minimum qualification requirements for the position, or in cases where recruiting efforts have failed to fill a position at the minimum rate, the General Manager may authorize entrance at a rate above the minimum rate.

After one year of employment, merit increases or lump sum merit awards may be given based on the employee's performance evaluation, according to the terms of the applicable Memorandum of Understanding.

If an employee transfers or is reassigned to a classification with a lower pay range, their salary will be moved to the salary range of the position not to exceed the rate of pay prior to the transfer.

Section 4.01.250
Performance Evaluations

Superintendents and Managers will conduct performance evaluations for all employees, excluding temporary employees.

Performance evaluations will be conducted within fifteen (15) days of their due date. Refer to the applicable Memorandum of Understanding in the event an employee's evaluation is fifteen (15) working days or more overdue.

Performance evaluations shall be in writing and shall provide recognition for effective performance and also identify areas needing required improvements.

Section 4.01.260
Outside Employment

Outside employment is permissible as long as employee can still perform their required duties satisfactorily and the outside employment does not create a conflict of interest.

Section 4.01.270
Employee Computer Program

The District may assist employees with the purchase of computer equipment related to their position or career goals by offering an interest-free loan program.

Employees who have completed one full year of employment are eligible to apply for participation in this program.

Those employees who participate in the program agree to hold the District, its directors, officers and employees free and harmless for any and all damages or injuries resulting from the use of items purchased through the program.

**Section 4.01.280
Employee-Employer Relations**

4.01.280.01 General Provisions

4.01.280.01.1 Purpose

It is the purpose of these rules and regulations to implement those provisions of the Meyers-Miliias-Brown Act (Government Code, § 3500 *et seq.*) by promoting full communication between the District and its employees regarding wages, hours and other terms and conditions of employment. It is also the purpose of these provisions to promote the improvement of personnel management and employer-employee relations within the District by providing a uniform basis for recognizing the right of the employees of the District to join, or to refrain from joining, organizations of their own choice and be represented, or not to be represented, by such organizations in their employment relationships with the District.

4.01.280.01.1.1 Nothing in these provisions shall interfere with the right of the Board to manage the affairs of the District in the most economical and efficient manner and in its best interest according to its governing laws, including but not limited to the merits, necessity, or organization of any service or activity allowed by law.

4.01.280.01.1.2 These rules and regulations provide procedures for recognizing and meeting and conferring in good faith with recognized employee organizations regarding matters including but not limited to wages, hours, and other terms and conditions of employment of employees in appropriate units that are within the scope of representation.

4.01.280.01.2 Definitions

When used in these rules and regulations, the following words and terms shall have the meaning indicated, unless the content clearly indicates otherwise.

4.01.280.01.2.1 Appropriate Unit. An appropriate unit means a group of employees that the Employee Relations Officer has determined should have the opportunity to be represented by a single employee organization pursuant to Section 3.

4.01.280.01.2.2 Board. Board means the Board of Directors of Rainbow Municipal Water District.

4.01.280.01.2.3 Confidential Employee. Confidential employee means an employee who, in the course of his or her duties, is privy to decisions of the Board or of management which affect employer-employee relations.

4.01.280.01.2.4 Consult/Consultation. Consult or consultation means to communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions. As distinguished from

meeting and conferring in good faith, it does not involve an exchange of proposals and counter proposals with a recognized employee organization in an endeavor to reach agreement, nor is it subject to the impasse and appeals procedures contained herein.

4.01.280.01.2.5 Day. Means calendar day unless expressly stated otherwise.

4.01.280.01.2.6 District. District means the Rainbow Municipal Water District.

4.01.280.01.2.7 Employee. Employee means a regular employee of the District. It does not include temporary employees.

4.01.280.01.2.8 Employee Organization. Employee organization means any lawful organization which includes employees of the District, and which has as one of its primary purposes representing such employees in their relations with the District.

4.01.280.01.2.9 Employee Relations Officer. Employee Relations Officer means the General Manager of the District or his or her designee.

4.01.280.01.2.10 Employee Representative. Employee representative means a person or persons designated and authorized by a recognized employee organization to exclusively represent the employees within an identified bargaining unit.

4.01.280.01.2.11 Impasse. Impasse means the failure of the representative(s) of the District and a recognized employee organization to reach an agreement after a reasonable period of time bargaining over matters within the scope of representation.

4.01.280.01.2.12 Management Employee. Management employee means an employee having responsibility for formulating, administering or managing the implementation of District policies and programs or any employee having authority to exercise independent judgment to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to direct them, adjust their grievances, or effectively to recommend such action if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

4.01.280.01.2.13 Mediation. Mediation means any efforts by an impartial third person or persons who may assist in reaching a voluntary agreement over a dispute or impasse between representatives of the District and a recognized employee organization through interpretation, suggestion, and advice.

4.01.280.01.2.14 Meet and Confer in Good Faith. To meet and confer in good faith means the mutual obligation of the District or the Employee Relations Officer, and representatives of recognized employee organizations, to personally meet and confer promptly upon request by either party. This should continue for a reasonable period of time in order to freely exchange information, opinions, and proposals. The purpose is to endeavor to reach an agreement on matters within the authority of such representatives and within the scope of representation prior to the adoption by the Board of the District's final budget for the ensuing year.

4.01.280.01.2.15 Proof of Employee Support. Proof of employee support means (a) an authorization card recently signed and personally dated by an employee, or (b) a verified authorization petition or petitions recently signed and personally dated by an employee. The only authorization which may be considered hereunder shall be the authorization last signed by the employee. The words "recently signed" shall mean within 90 days prior to the filing of a petition.

4.01.280.01.2.16 Recognized Employee Organization. A recognized employee organization means an employee organization which has been formally acknowledged by the District pursuant to these rules as the sole employee organization representing the employees in an appropriate unit. A recognized employee organization has the exclusive right to meet and confer in good faith on behalf of the employees within such unit concerning matters within the scope of representation, and thereby assumes a corresponding obligation of fairly representing such employees.

4.01.280.01.2.17 Scope of Representation. Scope of representation means all matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment. However, the scope of representation shall not include consideration of the merits; necessity or organization of any services or activities provided the District, or any other subject matter legally relegated to the sole discretion of the District.

4.01.280.01.2.18 Wage Class. A definitely recognized category of employment with the District designated to embrace all positions having duties and responsibilities sufficiently similar and performed under sufficiently similar physical working conditions so that the same requirements as to education, experience, knowledge and physical ability may be demanded of incumbents and so that the same schedule of compensation may be made to apply with equity.

4.01.280.02 General Rules

4.01.280.02.1 Employee Rights

Except as otherwise provided by law, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for

the purpose of representation on all matters within the scope of representation. Employees also shall have the right to refuse to join and participate in the activities of the employee organization and shall have the right to represent themselves individually in their employment relations.

4.01.280.02.1.1 No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the District, any of its employees or by any employee organization because of the exercise of these rights.

4.01.280.02.1.2 Management and confidential employees that wish to be represented separately from other non-management and non-confidential employees by an employee organization consisting of such management and confidential employees.

4.01.280.02.1.3 Nothing contained herein shall deny an individual the right to negotiate his or her own agreement or to enforce such individual employment agreement. However, this right shall not be construed to require the District to meet and confer with any individual whose position is within a recognized bargaining unit.

4.01.280.02.2 District Rights

The rights of the District include but are not limited to:

4.01.280.02.2.1 The exclusive right to determine the duties of District departments; set standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of the District operations; determine the methods, means and personnel by which its operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

4.01.280.02.2.2 To amend these rules and regulations after reasonable notice and consultation with each recognized employee organization

4.01.280.02.3 Rights of Recognized Employee Organization

Any recognized employee organization shall have the following rights:

4.01.280.02.3.1 To represent the members of the bargaining unit in their employment relations with the District and to meet and confer in good faith with the Employee Relations Officer on matters within the scope of representation.

4.01.280.02.3.2 The District will establish reasonable rules regarding access to District work locations by exclusive employee organizations. The

District will allow a reasonable number of representatives paid time off to meet and confer with the District regarding subjects within the scope of representation.

4.01.280.02.3.3 Recognized employee organizations may use portions of District bulletin boards under the following conditions:

- (a) All materials must receive the approval of the Employee Relations Officer.
- (b) All materials must be dated and must identify the organization that published them.
- (c) The actual posting of materials will be done by the District as soon as possible after they have been approved. Unless special arrangements are made, materials posted will be removed thirty-one (31) days after the posting date. Materials which the Employee Relations Officer considers objectionable will not be posted.
- (d) The District reserves the right to determine where bulletin boards shall be placed and what portions of them are to be allocated to employee organizations' materials.
- (e) An employee organization that does not abide by these rules will forfeit its right to have materials posted on District bulletin boards.

4.01.280.02.3.4 Recognized employee organizations may have reasonable access to non-confidential information pertaining to employment relations, as contained in the public records of the District, subject to limitations and conditions set forth in this rule and the Public Records Act (Government Code, §§ 6250-6260). Such information will be made available during regular office hours and after payment of reasonable cost, where applicable. Nothing contained herein shall be construed to require disclosures which constitute an unwarranted invasion of privacy or are gathered pursuant to promises to keep the source confidential. Nor shall anything herein be construed to require disclosure of records (records pertaining to claims or litigation to which the District is a party) that are working papers or memoranda not retained in the ordinary course of business. The District shall not be required to do research or assemble data.

4.01.280.02.3.5 Except in case of emergency as provided herein, to have reasonable written notice of any proposed ordinance, rule, resolution, or regulation directly relating to matters within the scope of its representation and the opportunity to meet with the Employee Relations Officer prior to the adoption of such proposal. In cases of emergency, when the Board determines that an ordinance, rule, resolution or regulation must be

adopted immediately without prior notice or meeting with a recognized employee organization, the Employee Relations Officer shall provide such notice and the opportunity to meet at the earliest practical time following the adoption of such ordinance, rule, resolution or regulation.

4.01.280.02.3.6 To have an authorized representative of the recognized employee organization contact members of his/her organization in District facilities provided he/she has first made arrangements with the management or supervisory employee in charge. This right does not extend to contacting District employees on District time who are not members of the particular employee organization, nor to soliciting for membership or representation rights in an employee organization.

4.01.280.02.3.7 To have a reasonable number of employee representatives allowed reasonable time off without loss of compensation or other benefits when formally meeting and conferring with the Employee Relations Officer about matters within the scope of representation.

4.01.280.03 Representation Proceedings

4.01.280.03.1 Filing of Recognition Petition

An employee organization that seeks to be formally acknowledged as the recognized employee organization representing employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- (a) Name and address of the employee organization.
- (b) Names and titles of its officers.
- (c) Names of employee organization representatives who are authorized to speak on behalf of the organization.
- (d) A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the District.
- (e) A statement as to whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and if so, the name and address of such organization(s).
- (f) Certified copies of the employee organization's constitution and bylaws.
- (g) A designation of those persons and their addresses, not exceeding two in number, to whom notice sent by regular United States mail

will be deemed sufficient notice to the employee organization for any purpose.

- (h) A statement that the employee organization has no restriction on membership based on race, color, creed, sex, national origin, age, marital status, or disability.
- (i) The job classifications or position titles of employees in the group claimed to be an appropriate unit and the approximate number of member employees therein.
- (j) A statement that the employee organization has in its possession proof of employee support, as herein defined, to establish that at least 30% of the employees in the group claimed to be an appropriate unit have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer.
- (k) A request that the Board formally acknowledge the petitioner as the recognized employee organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith. The petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

4.01.280.03.2 District Response to Recognition Petition

Upon receiving the petition, the Employee Relations Officer shall determine whether:

- (a) There has been compliance with the requirements of the recognition petition.
- (b) The proposed representation unit is an appropriate unit in accordance with Section 2270.36.
- (c) If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he or she shall use a third party mediator to conduct a card authorization confirmation. If the third party mediator concludes that more than 50% of the employees in the appropriate bargaining unit have signed valid authorization, without revocation, the mediator shall so inform the Employee Relations Officer, who shall subsequently inform the Board. The Board shall so certify the organization as the exclusive bargaining representative of the employees in said bargaining unit.

- (i) If the third party mediator determines that there are less than 50%, but more than 30% of employees in the appropriate bargaining unit who have signed valid authorization cards, the Employee Relations Officer will schedule a secret ballot election in accordance with this Resolution.
- (d) If the Employee Relations Officer does not confirm compliance with sections (a) or (b) above, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing.
- (e) The petitioning employee organization may do one of the following within fifteen (15) days from the determination made in (d) above:
 - (i) Appeal such determination in accordance with Section 2270.38
 - (ii) Amend its petition to comply with (a) and (b).

4.01.280.03.3 Election Procedure

The Employee Relations Officer may conduct the election or may arrange for an election to be conducted by the California State Conciliation and Mediation Service in accordance with its rules and procedures, subject to the provisions contained herein. All employee organizations that have duly submitted petitions, which have been determined to be in conformance with these rules and regulations, shall be included on the ballot. The ballot shall also reserve to employees the choice of no employee organization. Employees entitled to vote in such elections shall be those persons employed in regular positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences. This would include those who did not work during such period because of illness, vacation or other excused absences, and who are employed by the District in the same unit on the date of the election. An employee organization shall be formally acknowledged as the recognized employee organization for the designated unit following an election or run-off election if it receives a numerical majority of valid votes cast in the election. In the event of multiple employee organizations on the voting ballot, the organization receiving the largest number of valid votes cast will be certified as the exclusive bargaining representative.

There shall be no more than one election affecting the same unit or a substantially similar unit (as determined at the Employee Relations Officer's sole discretion) in a 12-month period.

Costs of conducting an election shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

4.01.280.03.4 Procedure for Decertification or Withdrawal of Recognition

4.01.280.03.4.1 Form of Petition for De-certification

A de-certification petition alleging that the incumbent-recognized employee organization no longer represents the majority of the employees in an established unit may be filed with the Employee Relations Officer any time following the first twelve (12) months of recognition. A de-certification petition may be filed by two or more employees or their representative or by an employee organization and shall contain the following information and documentation declared by the fully authorized signatory under penalty of perjury to be true, correct, and complete:

- (a) The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- (b) The name of the established appropriate unit and of the incumbent recognized employee organization sought to be decertified as the representative of that unit.
- (c) An allegation that the incumbent recognized employee organization no longer represents a majority of the employees in the appropriate unit, and any other relevant material or facts relating thereto.
- (d) Proof of employee support by establishing that at least thirty percent (30%) of the employees in the established appropriate unit no longer desire to be represented by the incumbent-recognized employee organization. Such petition shall be submitted for confirmation, to the Employee Relations Officer.

An employee organization may, in satisfaction of the decertification petition requirements hereunder, file a petition under this section in the form of a recognition petition. Said petition must evidence proof of employee support of at least thirty percent (30%) and include the allegations and information required under this section, and otherwise conform to the requirements of Section 2270.41.

4.01.280.03.4.2 Determination by Employee Relations Officer

The Employee Relations Officer shall initially determine whether the petition has been filed in compliance with the applicable provisions of this section. If his or her determination is in the negative, the Employee Relations Officer shall offer to consult thereon with the representative of such petitioning employees or employee organization, and if his/her determination thereafter remains unchanged, shall return such petition to the employees or employee organization with a statement of the reasons

therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section 2270.38. If the determination of the Employee Relations Officer is in the affirmative, or if his or her negative determination is reversed on appeal, the Employee Relations Officer shall thereupon arrange for a third party to conduct a secret ballot election.

4.01.280.03.4.3 Employee Relations Officer-Ordered Election

Following the first full year of recognition, the Employee Relations Officer may on his or her own motion, when he or she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent exclusively recognized employee organization, give notice to that organization and all unit employees that he or she will arrange for an election to determine that issue. In such event, any other employee organization may, within fifteen (15) days of such notice, file a Recognition Petition in accordance with this Section 2270.30, which the Employee Relations Officer shall act on in accordance with this Section 2270.30.

4.01.280.03.4.4 Withdrawal of Recognition Based on Good Faith Doubt

The District may withdraw recognition from an employee organization which has previously been granted formal recognition if the District has a good faith doubt as to the continued majority status of the employee organization. The District's good faith doubt shall be supported by evidence that the employee organization lacks continued majority status.

This evidence should include, but is not limited to, some of the following:

Inactivity by the employee organization, such as a failure to monitor contract provisions and pursue grievances;

Employee expressions of dissatisfaction with the employee organization;

The filing of a petition by employees;

Substantial employee turnover and/or expansion since the date of formal recognition;

Pronounced decline in the number of employees who pay employee organization dues; or

A poll of employees indicating the lack of majority support, such a poll may be initiated by the Employee Relations Officer only under the following conditions:

- (1) The District must have other evidence indicating a lack of majority status prior to initiating a poll;

- (2) The purpose of the poll must be to determine whether the employee organization represents a majority of the employees;
- (3) The purpose of the poll must be communicated to the employees;
- (3) The employees must be given assurances against reprisal;
- (4) The employees must be polled by secret ballot;
- (5) The polling process must be free of coercion.

The District's evidence must support a conclusion that more than fifty percent (50%) of the employees do not support the employee organization.

Recognition may not be withdrawn under this procedure until the employee organization in question has served for a full year, as measured by the date of certification.

4.01.280.03.5 Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be: promoting the efficient operations of the District, compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public, and providing the employee with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- (a) Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- (b) History of representation in the District and similar employment, except that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
- (c) Consistency with the organizational patterns of the District.
- (d) Number of employees and wage classes, and the effect on the administration of the employer-employee relations created by the fragmentation of wage classes and proliferation of units.
- (e) Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing single or related wage classes among two or more units.

Notwithstanding the foregoing provisions of this section, managerial and confidential responsibilities, as defined in Section 2270.20, are determining factors in establishing appropriate units hereunder. Therefore, managerial and confidential employees, as designated by the Employee Relations Officer, may only be included in a unit consisting solely of managerial or confidential employees. Managerial and confidential employees may not represent any employee organization which represents other employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new wage classes or positions, delete eliminated wage classes or positions, and remain, reallocate or delete classes or positions from units in accordance with the provisions of this section.

4.01.280.03.6 Procedure for Modification of Establishing Appropriate Units

Requests by an employee organization for modifications of established appropriate units shall be considered by the Employee Relations Officer. Such request shall be submitted in the form of a recognition petition and, in addition to the requirements set forth in Section 2270.31, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 2270.36. The Employee Relations Officer shall determine whether or not to process the request, based upon the best interests of the District and of the employees involved. If the Employee Relations Officer decides to proceed, he or she shall process such petitions, as provided in these rules for other recognition petitions, except that only employees in the newly proposed and approved appropriate unit may vote.

The Employee Relations Officer may, on his or her own motion, propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modifications to any affected employee organization and shall hold a meeting concerning the proposed modifications, at which time all affected employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with section 2270.36 and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in section 3.8. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file recognition petitions seeking to become the recognized employee organization for such new appropriate unit or units pursuant to section 2270.31.

4.01.280.03.7 Appeal from the Employee Relations Officer's Determination

Employees or an employee organization aggrieved by a determination of the Employee Relations Officer regarding an appropriate unit or a recognition petition, challenging petition, or of recognition petition, may, within fifteen (15) days of notice of such determination, appeal the determination to the Board for final decision.

Appeals to the Board shall be filed in writing with the District Secretary, and a copy thereof served to the Employee Relations Officer. The Board may select a designee(s) to consider the matter and make a written recommendation to the Board. The Board may designate whether the matter shall be heard by written briefs or by an informal hearing process. The Board or its designee(s) shall commence to consider the matter within forty-five (45) days of the filing of the appeal. The decision of the Board shall be final and binding.

4.01.280.04 Administration

4.01.280.04.1 Memorandum of Understanding

If agreement is reached by the representative of the District and a recognized employee organization, they shall jointly prepare a written memorandum of such understanding and present it to the Board for ratification. The memorandum of Understanding will not become effective and binding unless and until the Board ratifies it. If approved by the Board, the memorandum of understanding shall constitute a contract between the District and the recognized employee organization.

4.01.280.04.2 Payroll Deductions

A recognized employee organization may be entitled to request that payroll deductions be made for payment of organization membership dues, if agreed to through a MOU, or if otherwise provided by law. The providing of such service to the recognized employee organization by The District shall be contingent upon and in accordance with the provisions of the memorandum of understanding and must be approved in writing by each employee on a payroll deduction authorization card provided by the District.

4.01.280.04.3 Submission of Current Information

Any changes in the information filed with the District by a recognized employee organization under items (a) and (b) of its recognition petition under Section 2270.31 shall be submitted in writing to the Employee Relations Officer within fifteen (15) days of such changes.

4.01.280.04.4 Administrative Rules and Procedures

The Employee Relations Officer is hereby authorized to establish such rules and procedures as appropriate in order to implement and administer the provisions contained herein.

4.01.280.05 Impasse Procedures

4.01.280.05.1 Initiation of Impasse Procedures

In the Meet and Confer process as defined in this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An

impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

- (a) To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
- (b) If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

4.01.280.05.2 Impasse Procedures

Impasse procedures are as follows:

If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private and non-binding, unless otherwise agreed to in writing by both parties. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.

If the parties fail to agree to mediation or to a mediator, or having so agreed, fail to resolve the dispute through mediation, the Board of Directors may take such action as it, in its discretion, deems appropriate in the public interest. Any legislative action by the Board of Directors on the impasse shall be final and binding.

4.01.280.05.3 Costs of Impasse Procedures

The costs of the services of a mediator utilized by the parties, and other mutually incurred costs of mediation, shall be borne equally by the District and the exclusively recognized employee organization. The cost for other separately incurred costs shall be borne by such party.

4.01.280.06 Severability

4.01.280.06.1 Severability

If any provision of this Resolution, or application of such provision to any person or circumstance, is found by a court of appropriate jurisdiction to be invalid, the remainder of this Resolution, or the application of its provisions to person(s) or circumstances other than those as to which it is held invalid, shall not be affected thereby.

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

VARIABLE					
DATE	2020	MEETING	LOCATION	ATTENDEES	POST
March	12	SDCWA Special Board Meeting	SDCWA	GM	N/A
March	*	CSDA – San Diego Chapter	The Butcher Shop – 6:00 p.m. 5255 Kearny Villa Road San Diego, CA 92123	Mack	N/A
March	*	LAFCO Special Meeting	County Admin Center, Room 302 – 9:30am	(As Advised by GM)	N/A
March	*	Santa Margarita River Watershed Watermaster Steering Committee	Rancho California Water District	Hamilton	N/A

* To Be Announced

MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

RECURRING					
DATE	2020	MEETING	LOCATION	ATTENDEES	POST
March	2	LAFCO	County Admin. Center Room 302 9:00 am	As Advised by GM	N/A
March	4	Engineering & Operations Committee Meeting	RMWD Board Room 3:00 p.m.	Appointed Director, General Manager	2/27
March	5	Communications & Customer Service Committee Mtg.	RMWD Board Room 3:30 p.m.	Appointed Director, General Manager	2/27
March	10	Budget & Finance Committee Mtg.	RMWD Board Room 1:00 p.m.	Appointed Director, General Manager	2/27
March	17	SDCWA GM's Meeting	SDCWA, San Diego 9:00 a.m.	General Manager	N/A
March	20	NC Managers	Golden Egg 7:45 a.m.	General Manager	N/A
March	17	Council of Water Utilities	The Butcher Shop – 8:00 a.m. 5255 Kearny Villa Road San Diego, CA 92123	All Directors, General Manager	N/A
March	24	RMWD General Board	RMWD Board Room (Start Time to Be Determined)	All Directors	N/A
March	25	North County Work Group (NCWG)	Rincon Del Diablo, Escondido 7:30 a.m.	General Manager	N/A
March	25	San Luis Rey Watershed Council	Pala Administration Building 1:00 p.m.	Appointed Director	N/A
March	26	SDCWA Full Board Meeting	SDCWA Board Room, 3-5 p.m.	General Manager	N/A



STAFF TRAINING REPORT

ATTENDEES NAME(S):	LAURA MARTINEZ
TITLE OF TRAINING/CONFERENCE/WORKSHOP/CLASS:	Understanding Impact of DOL Updates to Reg Rate
DATE(S) ATTENDED:	2/5/20
AGENCY HOSTING TRAINING/CONFERENCE/WORKSHOP/CLASS:	Liebert Cassidy Whitmore
LOCATION:	Tustin, California
BRIEF DESCRIPTION:	
<p>Seminar was to inform and give clarity on the Department of Labor's new regular rate rules. I learned the various types of compensation that may or may not be excluded from the regular rate pay requirements.</p>	

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

Operations Report for February 2020

DESCRIPTION

Activities for Operations & Maintenance Division

CONSTRUCTION & MAINTENANCE DEPARTMENT:

	Repairs	Installations	Leaks
Mainline	10		10
Service			
Hydrants			
Valves			
Meters			
Blow-Offs			
Air Vacs			

Completed installation of PRV for Sarah Ann
 Completed raising of PRV on Aqueduct Rd
 Completed mowing and clearing of easement at Rice Tank

WATER OPERATIONS & VALVE MAINTENANCE DEPARTMENT:

Water Operations:

Ordered new chlorine diffusers to begin flushing program.
 Mounted and installed plumbing for Hach CL-10 chlorine analyzer at Rainbow Heights tank.
 A new flow meter was installed at Rainbow Heights tank.
 Performed (2) Fire flow test.

Valve Maintenance:

Monthly Totals	Valves (Distribution)	Appurtenance Valves	Appurtenances
Exercised	35	36	N/A
Inoperable		4	
Repaired			
Replaced			
Installed			

Valve Maintenance completed and/or oversaw the following:

- 145 utility locates completed
- Assisted with (14) shutdowns
- Raised (0) fire hydrants
- Replaced (1) air vacs / (1) wharf heads (2) fire hydrants
- Panted 36 appurtenances

METERS DEPARTMENT:

Current Projects:

- Water Service Upgrade Project

Future Projects:

- Have set a start date of February 4th to proceed with mass meter replacement. The project will start in Route 11 of our Cycle 1 Billing. New truck and vacuum onsite and to begin January 13, 2020. 180 meters vacuumed ahead of Concord.

Backflows:

- 321 devices tested

Customer Service Requests:

- 962 total resolved requests for the month of December

WASTEWATER DEPARTMENT:

Monthly, Semi Annual and Annual Reports:

California Integrated Water Quality System (CIWQS): Confirmation # 2563926 Reported "No Spill Report" for Month: January 2020.

January 27,2020 Water Resources Control Board Facility ID (WDID): 9 000000082 Oakcrest Estates

Annual Permit Fees Required by Sections 13260 & 13269 of the California water code

SANITARY OVERFLOWS:

None for January 2020

PROJECTS:

January 8 & 9,2020 – Meadowood Development flow study – Reposition and add Smartfloe function to three units for engineering.

Smartflow Asturian Way H-6 # 39
Smartflow Garrano Ln H-6 # 22
Smartflow Gold Palomino H-6 # 63
Smartflow Old Hwy 395

Thoroughbred Lift Station

January 2,2020 – Cleaned wet well with Haaker equipment /Confined Space entry unplug (2) pumps blocked/clogged impellers.

January 29,2020 Preparation for Superbowl weekend. Clean (2) sewer siphon lines 705'.
Horse creek lift station surcharge lift station in maximizing detention time trial run.

Customer Service:

January 16,2020: Service address 211 Via Manzano Rancho Monserate customer odor complaint real estate complaining of odor smell. Added degreaser & 2 large scent odor blocks keep odor controlled.

Mutual Aid/Contractors:

January 23,2010 Upgrade existing propane tank volume from 200 Gallons to 250 gallons for emergency storage during lift station generator power outages. *Fallbrook Propane fuel provider.*

TECHNICAL SERVICES DEPARTMENT:

FLEET/GARAGE:

Projects:

- Equipment # 111 Big – Tex Trailer Rehab New Ramps, lights, paint etc.
- Building # 2 Air Line Supply & Air Hose Reel
- Target Safety
- Online “Lion Technology” hazardous waste training
- Unit # 45 New Vehicle Prep Lights, decals toolboxes
- New Equipment Prep, Ditch Witch Set Up. Assign equipment number and install decals and safety items.

Violations:

None for January 2020

Fleet:

Total Vehicles: **41**

ELECTRICAL/SCADA:

Current Projects:

- Gomez Tank Transition off solar panels and conduit installation
- Generator installation research for Gomez Pump Station
- Coordination with San Diego Sherriff Department on replacement of Sherriff Department building at the RMWD Cement Tank Communications site
- Install new SMS text message system to Water and Wastewater SCADA alarm
- Relocate SCADA equipment from Building 2 into server room in Building 3.
- Installation of a backup generator at Gomez Pump Station
- Camera installation at Old River Lift Station
- Relocation of SCADA equipment at Rainbow Heights Tank
- Installation of flowmeter and at Rainbow Heights Tank

Future Projects:

- Install generator at Sumac repeater site.
- Install generator at Gopher Tanks repeater site
- Install new panels and radios for SCADA communications.
- Vallecitos Tank to North CI2 communications link.
- Install flow meter at Vallecitos Tank
- Install flow meter at Rainbow Heights Tank
- Arrange for the calibration of water tank flow meters
- Install buried conduit and relocate SCADA equipment at Gomez Tank
- Install larger batteries and enclosures at SCADA sites.


Robert Gutierrez 2/25/2020
Operations Manager

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

Engineering Report for January 2020

DESCRIPTION

CAPITAL PROJECTS:

Corrosion Protection Program (CPP): The first CP Test Station was successfully installed at the Sarah Ann Pressure Reducing Station. This included hands-on training on the installation by the District's CPP consultant. This was a pivotal moment in the District's history. The District is scheduled to receive the 60 percent CPP document in February 2020, which will include updates to the District's Standard Drawings, Specifications, Operation and Maintenance Program, Soil Corrosivity Report, and a Pipe Break Root Cause Analysis. An update on the CPP will be presented to the Engineering and Operations Committee in early February 2020.

Dentro De Lomas Street Improvement Project: On January 28, 2020 the Board awarded the Dentro De Lomas Street Improvement Project to Eagle Paving Co., Inc. dba Toro Engineering, the lowest responsible bidder. The project includes street and curb repairs on Dentro De Lomas, off Gopher Canyon Road, due to a pipeline break in 2019.

Land Surveying Services - Record of Survey: The record of survey was submitted to the county but placed on hold. After the District Counsel completes Quiet Title action and resolves boundary issues, the record of survey will be finalized.

Pipeline Upgrade Project No. 1: The Final Design is due February 27, 2020. Staff has conducted most meetings to inform the affected customers of the project's impact on their properties.

Phase I PRS Project: On January 28, 2020 the Board awarded the Phase I Pressure Reducing Stations (PRS) Project to M-Rae Engineering. The project consists of the installation of three EFI prefabricated stations at the following locations Pala Mesa Resorts (2) and Almendra Court (1). Almendra Court was listed as the highest priority pressure reduction location in a Technical Memorandum.

Pressure Reduction Optimization Plan: The District's consultant, HDR, submitted a Technical Memorandum that prioritizes pressure reduction locations for PRSs district-wide into a high, medium, and low priority.

Quiet Title: Attorneys have served all known decedents of the original property owners. Next step is to have an order for service by publication. After that, assuming no responses, we can provide a default judgment to the court.

Rainbow Height's Pump Station Replacement: The Consultant is proceeding with the final design of the premanufactured pump station. Staff expects to bid the project in February 2020.

Rice Canyon Tank Transmission Line: Six proposals were received and evaluated by staff. The District is investigating alternative solutions to complete the design.

Sewer Pipe Lining: Staff working on project closeout.

Thoroughbred Equalization Basin and Schoolhouse Lift Station: Design has been paused as District considers available funding.

Via Ararat Pipeline Improvement: All the pipe has been installed and tested. Both north and south connections are complete. Paving was completed by the end of January 2020. Staff is working on the project closeout.

Weese Filtration Plant Interconnect: Project is currently on hold while District considers supply alternatives.

DEVELOPER PROJECTS:

Golf Green Estates (Development Solutions): 94 SFR / 102.46 EDUs – Across from Bonsall Elementary School on Old River Road. Staff working with the developer on easement issues. Onsite punch list was prepared by staff. Contractor to complete items on the punch list. Water meters purchased to date - 57.

Meadowood (Pardee Homes): Approximately 850 Units - Off of Pala Road/Horse Ranch Creek Road. The developer is grading the project now. Staff is working with the developer on supplying water and sewer from the District instead of Valley Center.

Horse Creek Ridge (HCR), (D.R. Horton): 627 WMs (Reduced by 124 WMs) / 754 EDUs - Off of Highway 76 and Horse Ranch Creek Road. Inspected meter installs, meter releases and sewer connections. Water meters purchased to date - 378.

Horse Creek Ridge Unit 6R5 Promontory (Richmond American Homes): 116 Units, 124 WMs / 124 EDUs - Off of Highway 76 and Horse Ranch Creek Road. D.R. Horton, master developer of HCR sold Unit 6-R5, 124 lots, Promontory Subdivision to Richmond American Homes. Currently the sewer EDUs are covered under an agreement with D.R. Horton. Inspected meter installs, meter releases and sewer connections. Water meters purchased to date - 102.

Lilac Del Cielo (Bonsall LLC): 73 Units - On January 28, 2020 the Board approved the Sewer Service Agreement with Bonsall Group, LLC. The developer will be paying 50% of the sewer connection fees and the agreement will be effective for five years from the date of execution.

Malabar Ranch (Davidson Communities): 31 SFR / 29 EDUs - Off of Via Monserate/La Canada. There are 17 out of 31 homes built. Developer needs to complete the waterline relocation and punch list items.

Malek 350' Water Main Extension on Entrada Al Sol: The Contractor is still working to install water main and fire hydrant.

Pala Mesa Highlands (Beazer Homes): 124 SFR / 124 EDUs – Off of Old Highway 395. Models have been constructed. The PRS needs to be installed. Inspected meter installs, meter releases and sewer connections. The contractor installed new 4" DCDA line and 6" fire hydrant per revision. Seven home sizes have been reduced in size. Water meters purchased to date - 78.

Wiestling 198' Water Main Extension on West Lilac Road: A 20' easement has been dedicated to the District along the westerly boundary of the property. Staff waiting on construction to begin.

OTHER:

ITEMS	NO#	ITEMS	NO#
Water Availability Letters	2	Water Meters Purchased	41
Sewer Availability Letters	1	Sewer EDUs Purchased	0
Water Commitment Letters	0	Developer Shutdowns	0
Sewer Commitment Letters	0	Jobs Closed:	0


Steven E. Strapac, PE, PLS 
District Engineer 2/25/2020

**AS-NEEDED CONTRACT EXPENDITURES REPORT
JANUARY 2020**

CONT #	EXP DATE	TITLE	CONSULTANT	FUND SOURCE	ASSIGNMENT LETTERS	DESCRIPTION	AUTHORIZED AMOUNT	NOT TO EXCEED AMOUNT	INVOICED TO DATE	CURRENT BALANCE
18-16	8/29/2021	As-Needed Land Surveying Services	Johnson-Frank & Associates, Inc.	NON-CIP	2019-00A	Topography - Dentre De Lomas Road repair.		\$ 5,115.40	\$ 5,115.40	
				NON-CIP	2019-00B	Easement review - McDowell / Mead		\$ 4,100.00	\$ 1,404.25	
							\$ 50,000.00	\$ 9,215.40	\$ 6,519.65	\$ 43,480.35
18-14	8/29/2021	As-Needed Land Surveying Services	KDM Meridian, Inc.	NON-CIP	2018-01	Stake easement on Morro Hills due to 20" watermain failure.		\$ 7,280.00	\$ 7,278.75	
				CIP	2019-02	RMWD "Base Map" to perform in-house design of proposed water facilities on Via Ararat.		\$ 5,800.00	\$ 5,800.00	
				---	2019-03	Cancelled		\$ -	\$ -	
				CIP	2019-04	Stake easement on Gird Road for construction project.		\$ 5,400.00	\$ -	
				CIP	2019-05	Legal and Plat for Campbell - Via Ararat		\$ 1,195.00	\$ 1,195.00	
				NON-CIP	2019-06	Stake easement on Via Oeste Drive and Laketree Drive		\$ 10,900.00	\$ 7,725.00	
				CIP	2019-07	Easements for new PS on W. Lilac/Via Ararat		\$ 4,100.00		
					\$ 50,000.00	\$ 34,675.00	\$ 21,998.75	\$ 28,001.25		
18-15	8/29/2021	As-Needed Land Surveying Services	Right-of-Way Engineering, Inc.	NON-CIP	2019-00A	Title Reports, Legals & Plats - Los Sicomoros		\$ 7,705.00	\$ 7,705.00	
				NON-CIP	2019-00B	Adams Property Easement - Ranger Road		\$ 1,885.00	\$ 1,885.00	
				CIP	2019-00C	Pardee Easement - North River		\$ 2,875.00	\$ 2,875.00	
				NON-CIP	2019-01	Easement Survey - Grove View Road		\$ 4,220.00	\$ 3,285.00	
				CIP	2019-02	Easement Survey-Pala Mesa/Tezalote/Fire Rd/Pala Lake		\$ 15,640.00	\$ 15,451.30	
				CIP	2019-03	Easement Survey-Moosa Creek Pump Station		\$ 4,885.00	\$ 2,960.20	
					\$ 50,000.00	\$ 37,210.00	\$ 34,161.50	\$ 15,838.50		
19-16	6/25/2022	As-Needed Civil Engineering Services	Dudek	Both	2019-01	PRS and other Schematic Design/Drafting Services		\$ 10,000.00		
								\$ 150,000.00	\$ 10,000.00	\$ -
19-17	7/01/2022	As-Needed Civil Engineering Services	Omnis Consulting, Inc.	NON-CIP	2019-01	PS&E Pavement Repair - Dentre De Lomas		\$ 8,890.00	\$ 5,964.00	
				CIP	2019-02	Olive Hill Estates Transmission Water Main		\$ 73,700.00	\$ 28,924.00	
				CIP	2019-03	Vista Valley Retaining Wall Design		\$ 23,495.00	\$ 13,765.67	
				CIP	2019-04	Sarah Ann to Gird Road Force Main Replacement		\$ 22,790.00		
						\$ 150,000.00	\$ 128,875.00	\$ 48,653.67	\$ 101,346.33	
19-18	6/25/2022	As-Needed Civil Engineering Services	HydroScience Engineers, Inc.	CIP	2019-01	Live Oak Park Road Bridge Crossing		\$ 42,020.00		
								\$ 150,000.00	\$ 42,020.00	\$ -

**AS-NEEDED CONTRACT EXPENDITURES REPORT
JANUARY 2020**

CONT #	EXP DATE	TITLE	CONSULTANT	FUND SOURCE	ASSIGNMENT LETTERS	DESCRIPTION	AUTHORIZED AMOUNT	NOT TO EXCEED AMOUNT	INVOICED TO DATE	CURRENT BALANCE
19-19	6/25/2022	As-Needed Real Estate Appraisal Services	Anderson & Brabant, Inc.	CIP	2019-01	North River Rd Easement Appraisal		\$ 3,500.00	\$ 3,500.00	
							\$ 20,000.00	\$ 3,500.00	\$ 3,500.00	\$ 16,500.00
19-20	6/11/2022	As-Needed Real Estate Appraisal Services	ARENS Group, Inc.	NON-CIP	2019-01	Bonsall Reservoir Appraisal (to include rent value)		\$ 3,050.00	\$ 3,050.00	
				CIP	2020-02	Moosa Creek Pump Station Easement Appraisal		\$ 5,350.00		
							\$ 20,000.00	\$ 8,400.00	\$ 3,050.00	\$ 16,950.00
19-39	11/13/2022	As-Needed Geotechnical Services	Leighton Consulting, Inc.				\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
19-40	11/1/2022	As-Needed Geotechnical Services	Ninyo & Moore G.E.S. Consultants				\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
19-41	11/20/2022	As-Needed Geotechnical Services	SCST, LLC				\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
20-01	1/28/2023	As-Needed Construction Management & Insp. Services	Harris & Associates				\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
20-02	1/28/2023	As-Needed Construction Management & Insp. Services	Reilly Construction Mnmt.				\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
20-03	In Process	As-Needed Environmental Services	Helix Environmental				\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
20-04	In Process	As-Needed Environmental Services	Rincon Consultants				\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
20-05	In Process	As-Needed Environmental Services	Michael Baker International				\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
							Total Authorized	Total Encumbrance	Total Expended	
							\$ 1,540,000	\$ 273,895	\$ 117,884	



**SEWER EQUIVALENT DWELLING UNITS (EDUs) STATUS REPORT
JANUARY 2020**

STATUS SUMMARY	EDUs
Total Treatment Capacity Purchased from Oceanside	8,333.33
Less 5% Contractual Allowance	416.67
EDUs Set Aside by Board for Emergencies	60.00
EDUs Connected	4,709.10 *
EDUs Unconnected/Committed	219.66
Total EDUs Available for Purchase:	2,927.91

DEVELOPMENTS WITH UNCONNECTED/COMMITTED EDUs	EDUs	CAPACITY FEES PAID
Bonsall Oaks (Polo Club) - 165 Lots	59.85	\$ 1,038,336
Golf Green Estates (Dev. Solutions) - 102.46	33.46	\$ 803,014
Horse Creek Ridge (DR Horton/RAH) - 754	(77.30)	\$ -
Passarelle (HRC Commercial) - 96.57	96.57	\$ -
Pala Mesa Highlands (Beazer Homes) - 157.8	93.88	\$ 936,547
Others (5 or less)	13.20	\$ 225,588
TOTAL UNCONNECTED:	219.66	\$ 3,003,485

*There is a delay between connections and new account activations.

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

HUMAN RESOURCES REPORT FOR JANUARY/FEBRUARY 2020

DESCRIPTION

Personnel changes, human resources activities, and safety report for January/February 2020

PERSONNEL UPDATES:

- Temporary HR Assistant, Cynthia Alonzo started on 1/21/2020.
- Customer Service Representative, Katherine Kilmer started on 1/27/2020.
- Temporary Customer Service Representative, Corynn Stalker started on 1/27/2020.
- Temporary Construction Utility Worker I, Alex Dagondon started on 1/27/2020.
- Information Systems Specialist II, Cheri Cosens started on 2/10/2020.

LEAVE OF ABSENCE:

- One employee in the Construction/Maintenance Department is on a Medical Leave of Absence.
- One employee in the Human Resource Department is on leave for a birth of a child.

SEPARATIONS:

- Our Water Operations Superintendent retired as of 1/30/2020.
- A Construction Utility Worker resigned as of 1/16/2020.

RECRUITMENT:

We are currently in recruitment for a Construction Utility Worker.

EMPLOYEE EVENTS/UPCOMING EVENTS:

The annual **Employee Awards Banquet** took place on January 18th. The theme was Roarin 2020 and employees truly dressed the part. Award categories and recipients this year included:

- **Charlie Chaplin (livens up the mood and keeps us entertained):** Ramon Zuniga – Wastewater Superintendent
- **Bees Knees Award (New hires that hit the ground running):** Bernie Nunez – Construction Utility Worker
- **Amelia Earhart Award (Trailblazers who is never afraid of a challenge):** Renee Rubio – Senior Accountant
- **Henry Ford Award (High Productivity and Innovation):** Ahmed Khattab – IT Manager
- **Jazz Band Award (Department with the most Coin Awards):** Finance/Customer Service Department
- **Great Gatsby Award (employee who highly successful and admired):** Ahmed Khattab – IT Manager

The **First Quarter Employee Anniversary Breakfast** was on February 12th.

RISK MANAGEMENT:

Incidents

There were no lost time or modified duty due to a work-related incident.

Safety Training

Target Solutions online training: 32 completions for January 2020

Future planning to increase safety awareness throughout the district to include:

Testing supplied air and powered air-purifying respirator welding helmets for construction crew.

Claims

Settling a claim with homeowner (1) on Sarah Ann Dr. for a final amount of \$15,900.

Working with the homeowner on 1st Street, Fallbrook to process a claim for damages to residence from a mainline break on February 9, 2020. Possible lead and asbestos mitigation and the residents may have to be relocated due to excess noise from drying fans.

Other claims against the District:

- Homeowner on Rio Vista for high pressure blowout damaging garage and water heater
- Homeowner on Grove View with excessively high bill
- Homeowner (2) Sarah Ann Drive for damages to vehicle due to a main line break.

Tailgate/ Office Safety Trainings

AC Pipe

Fall Protection



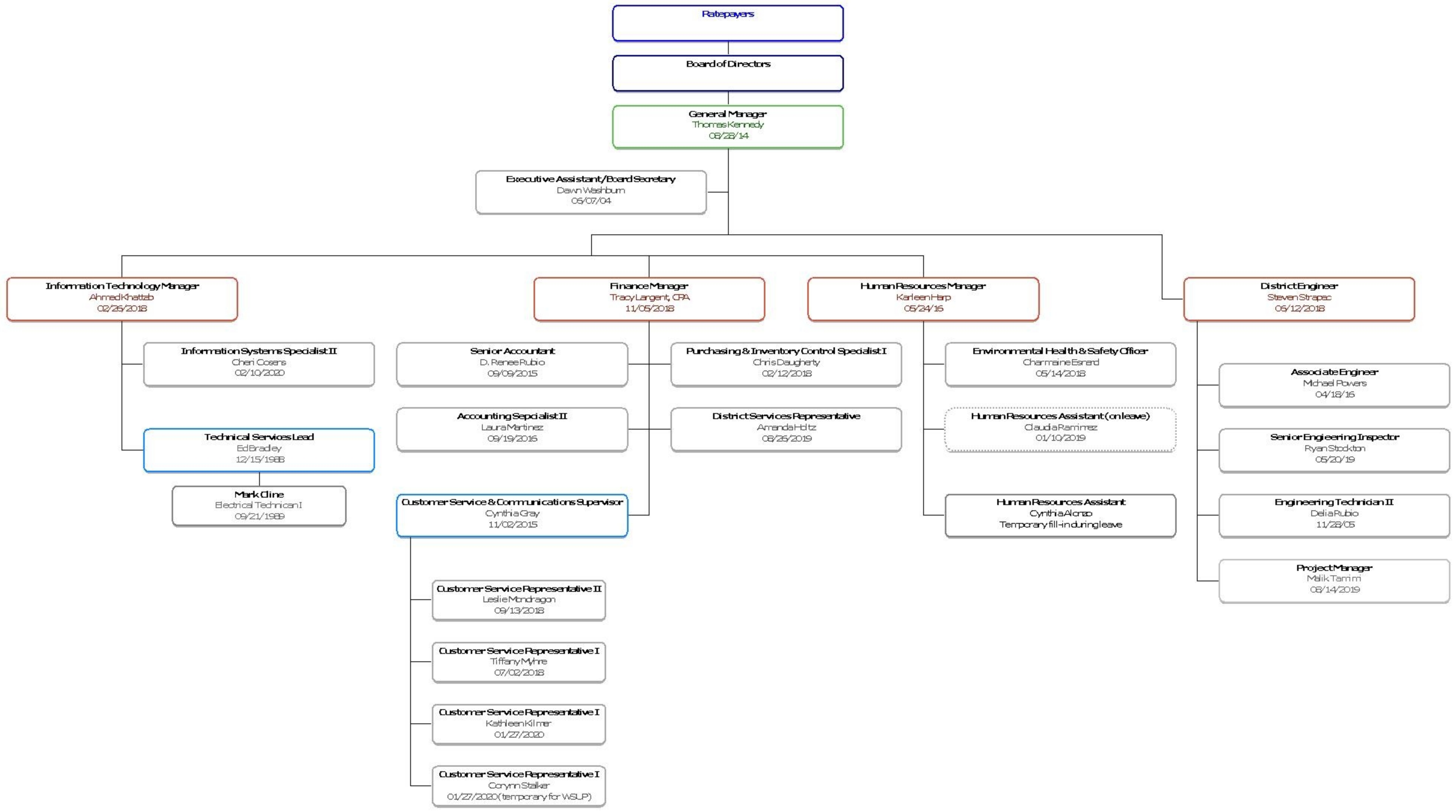
Karleen Harp, COSM
Human Resources Manager

02/25/2020

**RAINBOW MUNICIPAL WATER DISTRICT
ORGANIZATIONAL CHART
PAGE 1 of 2**

Creation Date: 8/21/2014

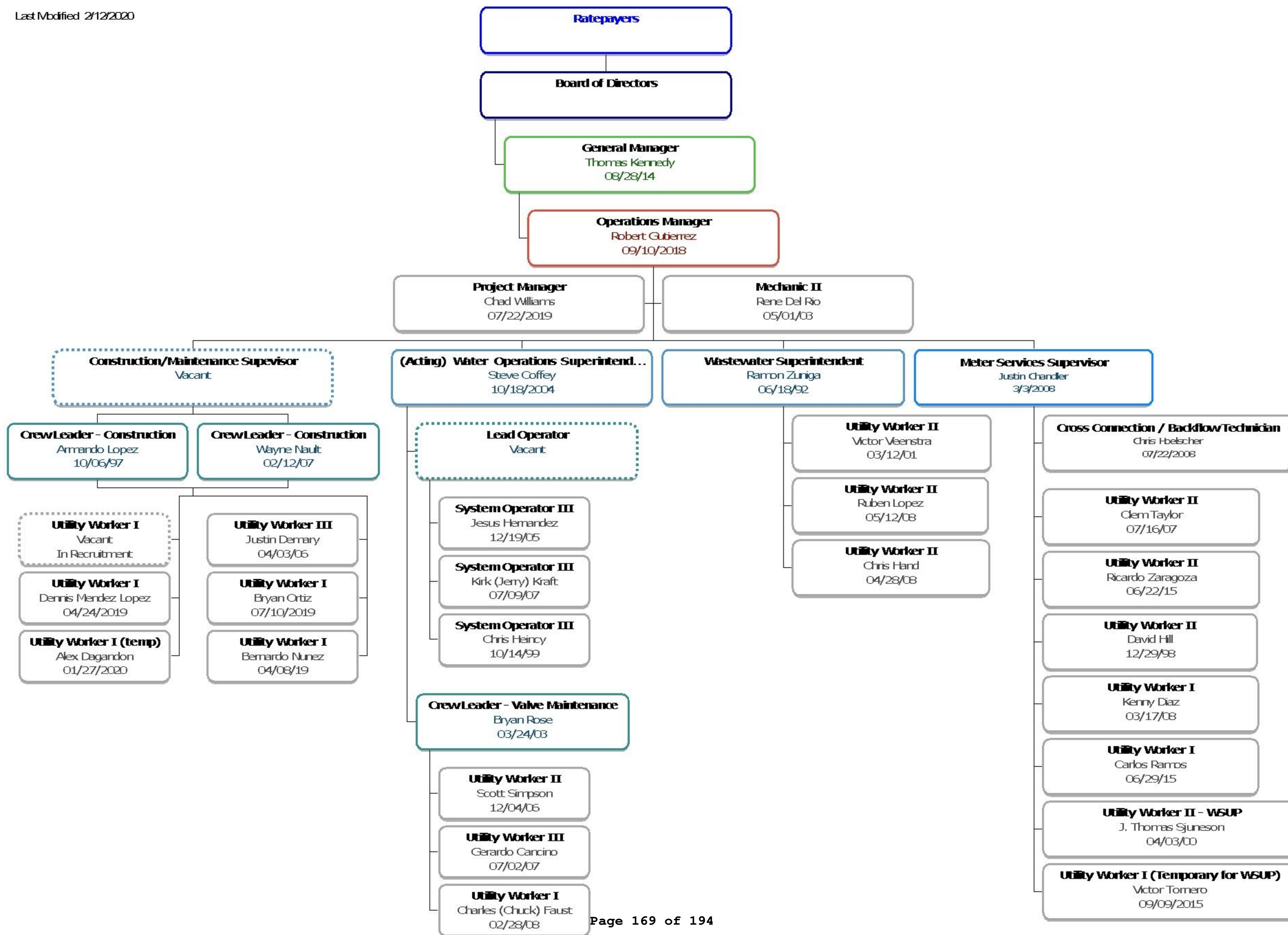
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RAINBOW MUNICIPAL WATER DISTRICT
 ORGANIZATIONAL CHART
 PAGE 2 of 2

Creation Date 8/21/2014

Last Modified 2/12/2020





BOARD INFORMATION

BOARD OF DIRECTORS

February 25, 2020

SUBJECT

FINANCE REPORT FOR FEBRUARY 2020

DESCRIPTION

With the simultaneous software implementations that went live July 1, 2019 now stabilizing, finance staff is working to bring financial reporting current.

Attachments:

- Treasury Report (SEPT FY 19/20)
- Treasury Report (OCT FY 19/20)
- Treasury Report (NOV FY 19/20)
- Treasury Report (DEC FY 19/20)
- Five Year Demand Chart (through 2/3/2020)
- Credit Card Breakdown (DEC FY 19/20)
- Directors' Report (DEC FY 19/20)
- Check Register (DEC FY 19/20)
- Water Sales Summary (DEC FY 19/20)
- Developer Projections
- RMWD Properties

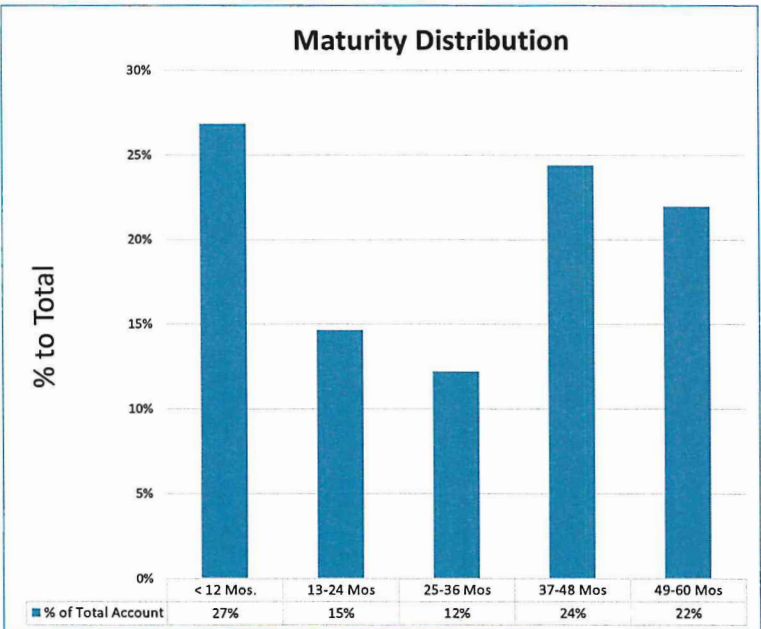
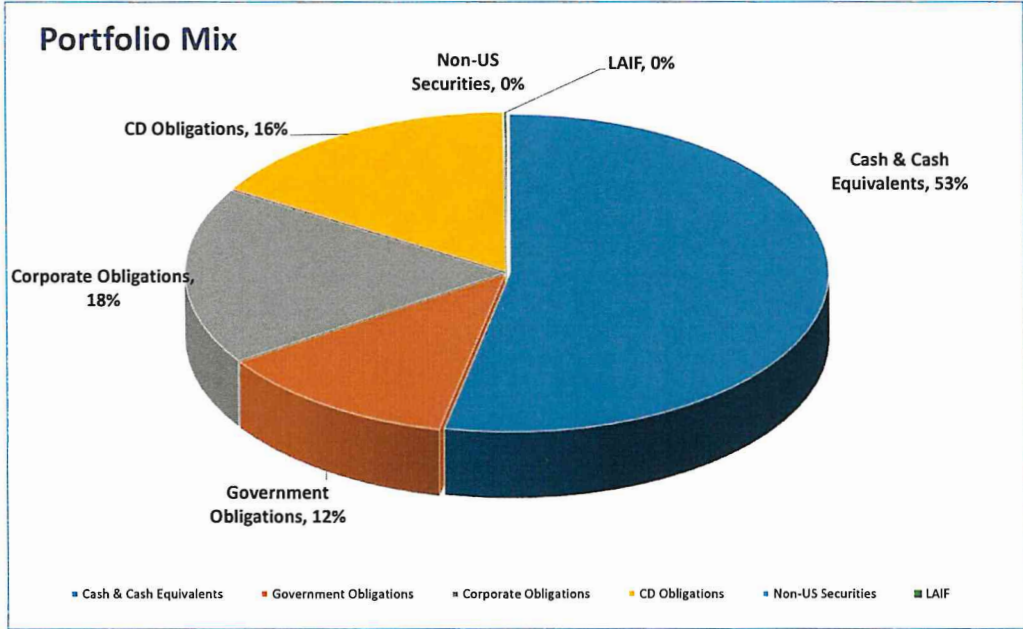
Tracy Largent, CPA
Finance Manager

February 25,
2020

RAINBOW MUNICIPAL WATER DISTRICT
 TREASURER'S MONTHLY REPORT OF INVESTMENTS
 PORTFOLIO SUMMARY - Quarter 1
 9/30/2019



TYPE	ISSUER	CUSIP	Bond Rating	Date of Maturity	Par Value	Cost Basis	Market Value*	Interest Rate	Yield to Maturity	Semi-Annual Interest	Days to Maturity	Fund	Object
Money Market Funds	JP MORGAN MONEY MARKET	48125C068S	N/A			\$ 244,434	\$ 244,434				0	53	11508
Trust	Willimington Trust	CSCDA 2017-01				\$ 1,654,198	\$ 1,654,198				0	60	10301
Trust	Willimington Trust	CSCDA 2017-01				\$ 2,750,000	\$ 2,750,000				0	53	10301
Money Market Funds	Zions Bank	7326251D				\$ 624,446	\$ 624,446	2.090%			0	60	10310
Money Market Funds	Zions Bank	7326250				\$ 5,624,776	\$ 5,624,776	2.060%			0	60	10311
Money Market Funds	Zions Bank	7326251E				\$ 5,217,372	\$ 5,217,372	2.090%			0	60	10309
Total Cash & Cash Equivalents					\$ -	\$ 16,115,225	\$ 16,115,225						
Non-Callable	FEDERAL HOME LOAN BANKS CONS BD	3130AECJ7	Aaa	05/28/20	\$ 985,000	\$ 987,906	\$ 989,797	2.610%	2.450%	\$ 12,892	241	38	11508
Non-Callable	FEDERAL HOME LOAN BANK BONDS	3130AD4X7	Aaa	12/11/20	\$ 500,000	\$ 494,905	\$ 500,580	2.000%	2.400%	\$ 4,949	438	60	11508
Non-Callable	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$ 200,000	\$ 200,938	\$ 201,484	1.900%	1.800%	\$ 1,909	1023	53	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 520,000	\$ 515,226	\$ 512,425	2.330%	2.575%	\$ 6,002	1207	38	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 480,000	\$ 480,034	\$ 512,425	2.330%	2.600%	\$ 5,592	1207	53	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 470,000	\$ 465,211	\$ 486,804	2.330%	2.600%	\$ 5,420	1207	38	11508
Non-Callable	FEDERAL HOME LOAN BANKS	3130ADRG9	Aaa	03/10/23	\$ 500,000	\$ 501,990	\$ 517,550	2.670%	2.660%	\$ 6,702	1257	53	11508
Total Government Obligations					\$ 3,655,000	\$ 3,646,208	\$ 3,721,065						
Make Whole	CITIBANK NA	17325FAQ1	Aa3	07/23/21	\$ 475,000	\$ 486,623	\$ 486,158	3.400%	2.150%	\$ 8,075	662	53	11508
Make Whole	ORACLE CORP	68389XBKO	A1	09/15/21	\$ 1,000,000	\$ 1,011,470	\$ 998,820	1.910%	1.650%	\$ 9,660	716	38	11508
Non-Callable	WELLS FARGO	95000U2B8	A2	07/22/22	\$ 980,000	\$ 989,232	\$ 990,878	2.610%	2.410%	\$ 12,909	1026	38	11508
Callable 10/1/22	PNC BK N A PITTSBURG PA	69349LAG3	A3	11/01/22	\$ 980,000	\$ 999,179	\$ 994,190	2.700%	2.065%	\$ 13,489	1128	60	11508
Bullet	Bank of America Corp	06051GEU9	A2	01/11/23	\$ 475,000	\$ 490,794	\$ 490,756	3.300%	2.300%	\$ 7,838	1199	53	11508
Bullet	JP Morgan Chase & CO	46625HJX98	A2	05/13/24	\$ 930,000	\$ 981,522	\$ 984,944	3.625%	2.400%	\$ 16,856	1687	60	11508
Set Up/CBLE 9/18/20	BANK OF AMERICA CORP SR GLBL	06048WC99	A2	09/18/24	\$ 500,000	\$ 500,000	\$ 500,000	2.250%	2.346%	\$ 5,625	1815	38	11508
Total Corporate Obligations					\$ 5,340,000	\$ 5,458,819	\$ 5,445,746						
FDIC Ins. CD	UNITED BANKERS BK BLOOMINGTON	909557HQ6	N/A	09/16/20	\$ 230,000	\$ 230,000	\$ 230,876	2.590%	2.600%	\$ 2,979	352	53	11508
FDIC Ins. CD	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$ 245,000	\$ 245,000	\$ 246,051	2.200%	2.200%	\$ 2,695	352	60	11508
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$ 250,000	\$ 250,000	\$ 251,118	2.300%	2.300%	\$ 2,875	359	53	11508
FDIC Ins. CD	ALLY BK MIDVAL UTAH	02007GFD0	N/A	09/28/20	\$ 245,000	\$ 245,000	\$ 247,418	2.780%	2.800%	\$ 3,406	364	38	11508
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$ 248,000	\$ 248,000	\$ 246,636	1.520%	1.500%	\$ 1,885	680	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 98,000	\$ 98,000	\$ 97,547	1.570%	1.550%	\$ 769	687	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 150,000	\$ 150,000	\$ 149,307	1.570%	1.550%	\$ 1,178	687	38	11508
FDIC Ins. CD	MB FINL BK NA CHIC IL	55266CZJ8	N/A	11/18/21	\$ 247,000	\$ 247,000	\$ 252,417	2.810%	2.850%	\$ 3,470	780	60	11508
FDIC Ins. CD	FLAGSTAR BK FSB TROY MICH	33847E2K2	N/A	06/13/22	\$ 245,000	\$ 246,749	\$ 249,128	2.440%	2.200%	\$ 3,010	987	53	11508
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$ 245,000	\$ 245,000	\$ 248,489	2.340%	2.350%	\$ 2,867	988	53	11508
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$ 250,000	\$ 250,000	\$ 254,433	2.400%	2.400%	\$ 3,000	1149	53	11508
FDIC Ins. CD	MORGAN STANLEY	61747MF63	N/A	01/11/23	\$ 246,000	\$ 246,000	\$ 252,460	2.630%	2.650%	\$ 3,235	1199	53	11508
FDIC Ins. CD	BMW BANK NORTH AMER	05580AMB7	N/A	03/29/23	\$ 240,000	\$ 240,000	\$ 248,669	2.860%	2.900%	\$ 3,432	1276	53	11508
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	795450M44	Aaa	04/11/23	\$ 240,000	\$ 240,000	\$ 249,132	2.900%	2.950%	\$ 3,480	1289	60	11508
FDIC Ins. CD	CAPITAL ONE BANK (USA) NAT	1402TAW7	N/A	06/19/24	\$ 245,000	\$ 245,000	\$ 251,360	2.520%	2.500%	\$ 3,087	1724	53	11508
FDIC Ins. CD	MORGAN STANLEY PVT BK PURCHA	61760AL49	N/A	06/24/24	\$ 245,000	\$ 245,000	\$ 248,602	2.290%	2.250%	\$ 2,805	1729	53	11508
FDIC Ins. CD	FIRST NATL BK MCGREGOR TEX	32112UDA6	N/A	06/28/24	\$ 249,000	\$ 250,743	\$ 256,216	2.300%	2.150%	\$ 2,884	1733	53	11508
FDIC Ins. CD	ENERBANK USA UT	29278TJU5	N/A	07/10/24	\$ 249,000	\$ 249,000	\$ 249,237	2.200%	2.200%	\$ 2,739	1745	53	11508
FDIC Ins. CD	CITIBANK N A CD CLL	17294XUN4	N/A	07/31/24	\$ 159,000	\$ 159,000	\$ 159,825	2.200%	2.200%	\$ 1,749	1766	53	11508
FDIC Ins. CD	JPMORGAN CHASE BK NA COLUMBU	48128HY28	N/A	07/31/24	\$ 247,000	\$ 247,000	\$ 248,079	2.300%	2.300%	\$ 2,841	1766	53	11508
FDIC Ins. CD	MERRICK BK SOUTH JORDAN UTAH	59013KBV7	N/A	07/31/24	\$ 249,000	\$ 249,000	\$ 252,063	2.200%	2.200%	\$ 2,739	1766	53	11508
Total CD Obligations					\$ 4,822,000	\$ 4,825,492	\$ 4,889,062						
Total Non-US Securities					\$ -	\$ -	\$ -						
Subtotal Long Term Pooled Investment	Local Agency Investment Fund (LAIF)**	1.001642817			\$ 13,817,000	\$ 30,045,745	\$ 30,171,098						
						\$ 35,232	\$ 35,290						
Portfolio Totals						\$ 30,080,977	\$ 30,206,388						13103



This monthly report accurately reflects all District pooled investments. It is in conformity with the Investment Administrative code section 5.03.080. The District has sufficient cash flow to meet six months of obligations. This in effect is in compliance with the current Investment Policy.

Tracy Largent
 Tracy Largent, Treasurer

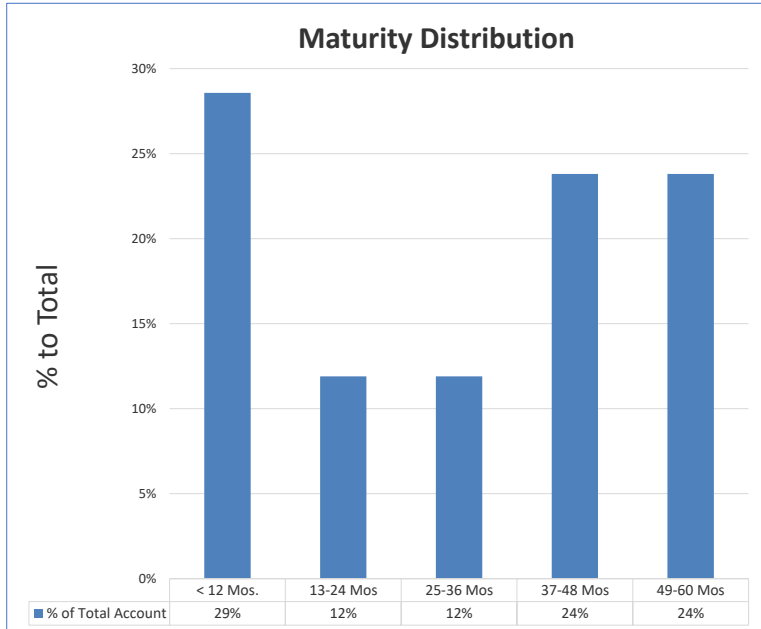
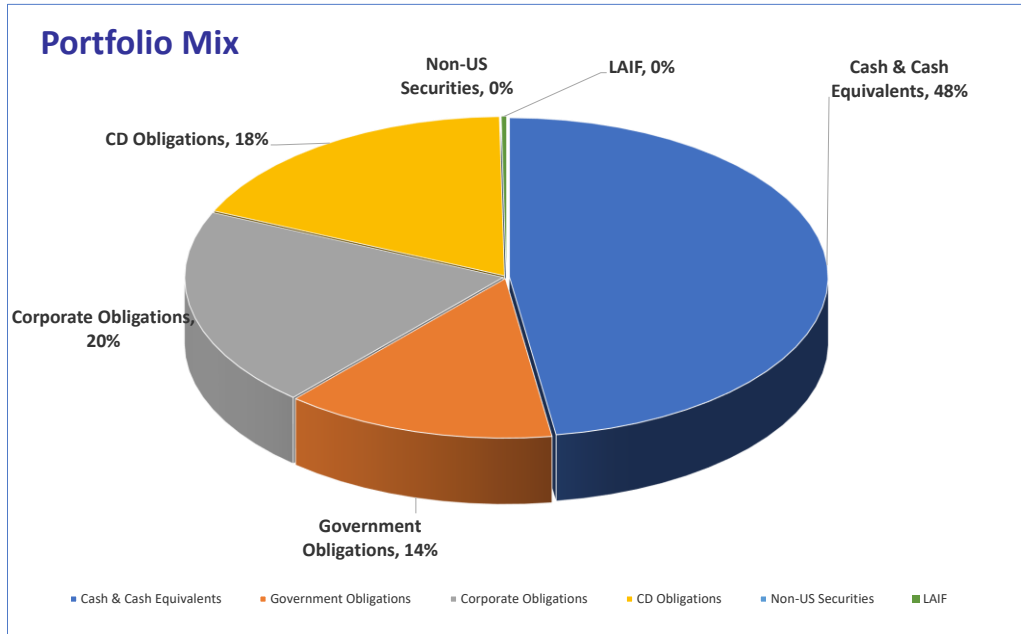
10/21/2019

*Source of Market Value - MUFG monthly statements
 *Source of LAIF FMV - CA State Treasurer Pooled Money Investment Account @ <https://www.treasurer.ca.gov/pmia-lai/reports/valuation.asp>

RAINBOW MUNICIPAL WATER DISTRICT
 TREASURER'S MONTHLY REPORT OF INVESTMENTS
 PORTFOLIO SUMMARY
 10/31/2019



TYPE	ISSUER	CUSIP	Bond Rating	Date of Maturity	Par Value	Cost Basis	Market Value*	Interest Rate	Yield to Maturity	Semi-Annual Interest	Days to Maturity	Fund	Object
Money Market Funds	JP MORGAN MONEY MARKET	48125C068S	N/A			\$ 226,032	\$ 226,032				0	53	11508
Trust	Willimington Trust	CSCDA 2017-01				\$ 1,654,198	\$ 1,654,198				0	60	10301
Trust	Willimington Trust	CSCDA 2017-01				\$ 2,750,000	\$ 2,750,000				0	53	10301
Money Market Funds	Zions Bank	7326251D				\$ 625,343	\$ 625,343	2.090%			0	60	10310
Money Market Funds	Zions Bank	7326250				\$ 5,632,844	\$ 5,632,844	2.060%			0	60	10311
Money Market Funds	Zions Bank	7326251E				\$ 1,999,922	\$ 1,999,922	2.090%			0	60	10309
Total Cash & Cash Equivalents					\$ -	\$ 12,888,339	\$ 12,888,339						
Non-Callable	FEDERAL HOME LOAN BANKS CONS BD	3130AECJ7	Aaa	05/28/20	\$ 985,000	\$ 987,906	\$ 990,634	2.610%	2.450%	\$ 12,892	210	38	11508
Non-Callable	FEDERAL HOME LOAN BANK BONDS	3130AD4X7	Aaa	12/11/20	\$ 500,000	\$ 494,905	\$ 501,445	2.000%	2.400%	\$ 4,949	407	60	11508
Non-Callable	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$ 200,000	\$ 200,938	\$ 202,228	1.900%	1.800%	\$ 1,909	992	53	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 520,000	\$ 515,226	\$ 512,825	2.330%	2.575%	\$ 6,002	1176	38	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 480,000	\$ 480,034	\$ 512,825	2.330%	2.600%	\$ 5,592	1176	53	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$ 470,000	\$ 465,211	\$ 487,184	2.330%	2.600%	\$ 5,420	1176	38	11508
Non-Callable	FEDERAL HOME LOAN BANKS	3130ADRG9	Aaa	03/10/23	\$ 500,000	\$ 501,990	\$ 519,085	2.670%	2.660%	\$ 6,702	1226	53	11508
Total Government Obligations					\$ 3,655,000	\$ 3,646,208	\$ 3,726,226						
Make Whole	CITIBANK NA	17325FAQ1	Aa3	07/23/21	\$ 475,000	\$ 486,623	\$ 486,946	3.400%	2.150%	\$ 8,075	631	53	11508
Non-Callable	WELLS FARGO	95000U2B8	A2	07/22/22	\$ 980,000	\$ 989,232	\$ 993,250	2.610%	2.410%	\$ 12,909	995	38	11508
Callable 10/1/22	PNC BK N A PITTSBURG PA	69349LAG3	A3	11/01/22	\$ 980,000	\$ 999,179	\$ 997,503	2.700%	2.065%	\$ 13,489	1097	60	11508
Bullet	Bank of America Corp	06051GEU9	A2	01/11/23	\$ 475,000	\$ 490,794	\$ 492,471	3.300%	2.300%	\$ 7,838	1168	53	11508
Bullet	JP Morgan Chase & CO	46625HJX98	A2	05/13/24	\$ 930,000	\$ 981,522	\$ 989,018	3.625%	2.400%	\$ 16,856	1656	60	11508
Callable 7/1/2024	BB&T CORPORATION %	05531FBH5	A2	08/01/24	\$ 1,000,000	\$ 1,020,170	\$ 1,013,160	2.500%	2.057%	\$ 12,500	1736	38	11508
Set Up/CBLE 9/18/20	BANK OF AMERICA CORP SR GLBL	06048WC99	A2	09/18/24	\$ 500,000	\$ 500,000	\$ 500,000	2.250%	2.346%	\$ 5,625	1784	38	11508
Total Corporate Obligations					\$ 5,340,000	\$ 5,467,519	\$ 5,472,347						
FDIC Ins. CD	UNITED BANKERS BK BLOOMINGTON	909557HQ6	N/A	09/16/20	\$ 230,000	\$ 230,000	\$ 230,971	2.590%	2.600%	\$ 2,979	321	53	11508
FDIC Ins. CD	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$ 245,000	\$ 245,000	\$ 246,272	2.200%	2.200%	\$ 2,695	321	60	11508
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$ 250,000	\$ 250,000	\$ 251,333	2.300%	2.300%	\$ 2,875	328	53	11508
FDIC Ins. CD	ALLY BK MIDVAL UTAH	02007GFD0	N/A	09/28/20	\$ 245,000	\$ 245,000	\$ 247,509	2.780%	2.800%	\$ 3,406	333	38	11508
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$ 248,000	\$ 248,000	\$ 246,896	1.520%	1.500%	\$ 1,885	649	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 98,000	\$ 98,000	\$ 97,644	1.570%	1.550%	\$ 769	656	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 150,000	\$ 150,000	\$ 149,456	1.570%	1.550%	\$ 1,178	656	38	11508
FDIC Ins. CD	MB FINL BK NA CHIC IL	55266CZJ8	N/A	11/18/21	\$ 247,000	\$ 247,000	\$ 252,335	2.810%	2.850%	\$ 3,470	749	60	11508
FDIC Ins. CD	FLAGSTAR BK FSB TROY MICH	33847E2K2	N/A	06/13/22	\$ 245,000	\$ 246,749	\$ 248,739	2.440%	2.200%	\$ 3,010	956	53	11508
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$ 245,000	\$ 245,000	\$ 248,116	2.340%	2.350%	\$ 2,867	957	53	11508
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$ 250,000	\$ 250,000	\$ 253,698	2.400%	2.400%	\$ 3,000	1118	53	11508
FDIC Ins. CD	MORGAN STANLEY	61747MF63	N/A	01/11/23	\$ 246,000	\$ 246,000	\$ 251,697	2.630%	2.650%	\$ 3,235	1168	53	11508
FDIC Ins. CD	BMW BANK NORTH AMER	05580AMB7	N/A	03/29/23	\$ 240,000	\$ 240,000	\$ 247,901	2.860%	2.900%	\$ 3,432	1245	53	11508
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	795450M44	Aaa	04/11/23	\$ 240,000	\$ 240,000	\$ 248,381	2.900%	2.950%	\$ 3,480	1258	60	11508
FDIC Ins. CD	CAPITAL ONE BANK (USA) NAT	1402TAW7	N/A	06/19/24	\$ 245,000	\$ 245,000	\$ 251,142	2.520%	2.500%	\$ 3,087	1693	53	11508
FDIC Ins. CD	MORGAN STANLEY PVT BK PURCHA	61760AL49	N/A	06/24/24	\$ 245,000	\$ 245,000	\$ 248,442	2.290%	2.250%	\$ 2,805	1698	53	11508
FDIC Ins. CD	FIRST NATL BK MCGREGOR TEX	32112UDA6	N/A	06/28/24	\$ 249,000	\$ 250,743	\$ 255,997	2.300%	2.150%	\$ 2,884	1702	53	11508
FDIC Ins. CD	ENERBANK USA UT	29278TJU5	N/A	07/10/24	\$ 249,000	\$ 249,000	\$ 249,309	2.200%	2.200%	\$ 2,739	1714	53	11508
FDIC Ins. CD	CITIBANK N A CD CLL	17294XUN4	N/A	07/31/24	\$ 159,000	\$ 159,000	\$ 159,938	2.200%	2.200%	\$ 1,749	1735	53	11508
FDIC Ins. CD	JPMORGAN CHASE BK NA COLUMBU	48128HY28	N/A	07/31/24	\$ 247,000	\$ 247,000	\$ 248,275	2.300%	2.300%	\$ 2,841	1735	53	11508
FDIC Ins. CD	MERRICK BK SOUTH JORDAN UTAH	59013KBV7	N/A	07/31/24	\$ 249,000	\$ 249,000	\$ 251,966	2.200%	2.200%	\$ 2,739	1735	53	11508
Total CD Obligations					\$ 4,822,000	\$ 4,825,492	\$ 4,886,015						
Total Non-US Securities					\$ -	\$ -	\$ -						
Subtotal Long Term Pooled Investment	Local Agency Investment Fund (LAIF)**	1.001770298			\$ 13,817,000	\$ 26,827,559	\$ 26,972,927						
						\$ 68,885	\$ 69,007			\$ -			13103
Portfolio Totals						\$ 26,896,444	\$ 27,041,934						



This monthly report accurately reflects all District pooled investments. It is in conformity with the Investment Administrative code section 5.03.080. The District has sufficient cash flow to meet six months of obligations. This is in effect is in compliance with the current Investment Policy.

Tracy Largent

1/20/2020

Tracy Largent, Treasurer

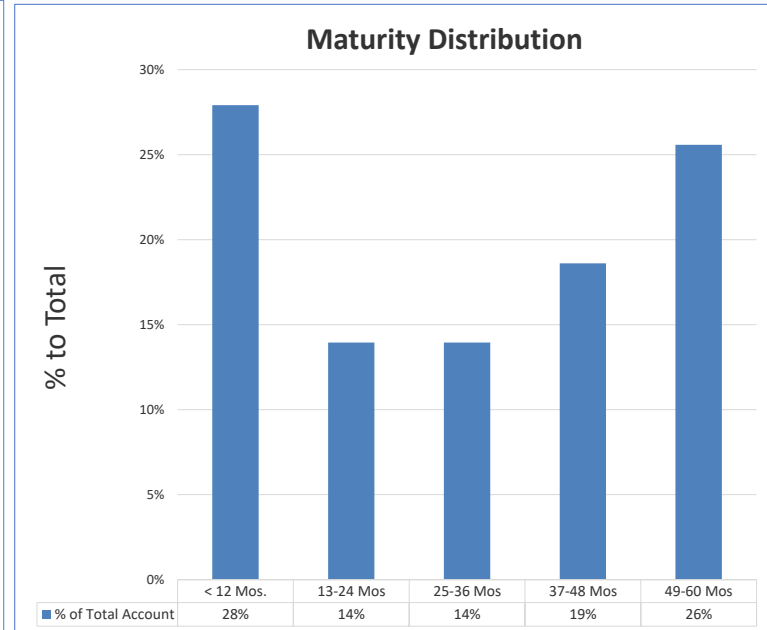
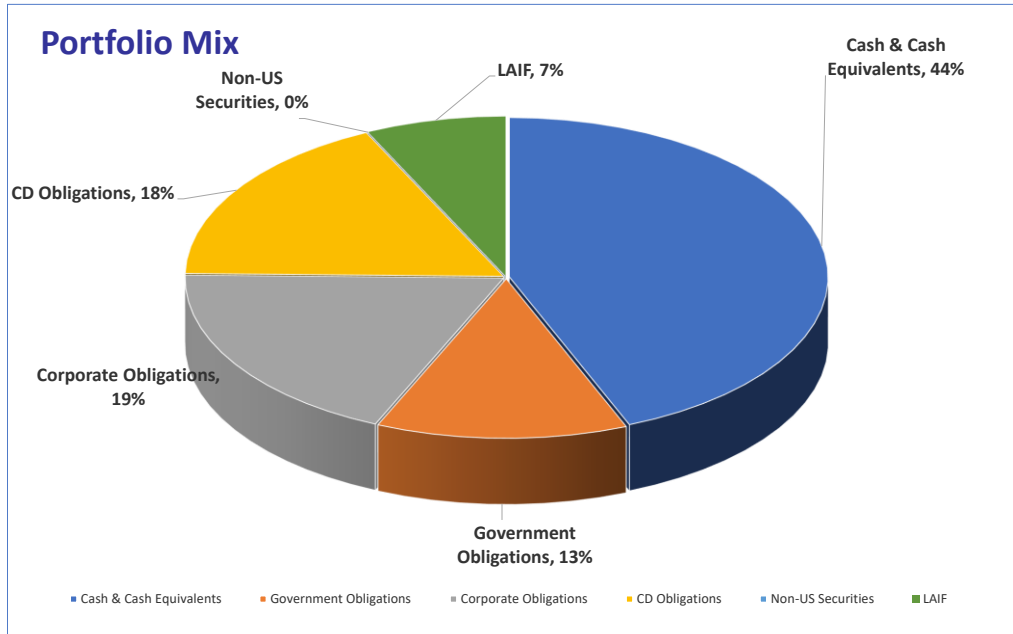
*Source of Market Value - MUFG monthly statements

*Source of LAIF FMV - CA State Treasurer Pooled Money Investment Account @ <https://www.treasurer.ca.gov/pmia-laiif/reports/valuation.asp>

RAINBOW MUNICIPAL WATER DISTRICT
 TREASURER'S MONTHLY REPORT OF INVESTMENTS
 PORTFOLIO SUMMARY
 11/30/2019



TYPE	ISSUER	CUSIP	Bond Rating	Date of Maturity	Par Value	Cost Basis	Market Value*	Interest Rate	Yield to Maturity	Semi-Annual Interest	Days to Maturity	Fund	Object
Money Market Funds	JP MORGAN MONEY MARKET	48125C068S	N/A		\$	127,702	\$ 127,702				0	53	11508
Trust	Willimington Trust	CSCDA 2017-01			\$	1,654,198	\$ 1,654,198				0	60	10301
Trust	Willimington Trust	CSCDA 2017-01			\$	2,750,000	\$ 2,750,000				0	53	10301
Money Market Funds	Zions Bank	7326251D			\$	626,153	\$ 626,153	2.090%			0	60	10310
Money Market Funds	Zions Bank	7326250			\$	5,640,187	\$ 5,640,187	2.060%			0	60	10311
Money Market Funds	Zions Bank	7326251E			\$	2,002,655	\$ 2,002,655	2.090%			0	60	10309
Total Cash & Cash Equivalents					\$	-	\$ 12,800,895	\$ 12,800,895					
Non-Callable	FEDERAL HOME LOAN BANKS CONS BD	3130AECJ7	Aaa	05/28/20	\$	985,000	\$ 987,906	2.610%	2.450%	\$ 12,892	180	38	11508
Non-Callable	FEDERAL HOME LOAN BANK BONDS	3130AD4X7	Aaa	12/11/20	\$	500,000	\$ 494,905	2.000%	2.400%	\$ 4,949	377	60	11508
Non-Callable	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$	200,000	\$ 200,938	1.900%	1.800%	\$ 1,909	962	53	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$	520,000	\$ 515,226	2.330%	2.575%	\$ 6,002	1146	38	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$	480,000	\$ 480,034	2.330%	2.600%	\$ 5,592	1146	53	11508
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$	475,000	\$ 465,211	2.330%	2.600%	\$ 5,420	1146	38	11508
Non-Callable	FEDERAL HOME LOAN BANKS	3130ADRG9	Aaa	03/10/23	\$	500,000	\$ 501,990	2.670%	2.660%	\$ 6,702	1196	53	11508
Total Government Obligations					\$	3,660,000	\$ 3,646,208	\$ 3,716,573					
Make Whole	CITIBANK NA	17325FAQ1	Aa3	07/23/21	\$	475,000	\$ 486,623	3.400%	2.150%	\$ 8,075	601	53	11508
Non-Callable	WELLS FARGO	95000U2B8	A2	07/22/22	\$	980,000	\$ 989,232	2.610%	2.410%	\$ 12,909	965	38	11508
Callable 10/1/22	PNC BK N A PITTSBURG PA	69349LAG3	A3	11/01/22	\$	980,000	\$ 999,179	2.700%	2.065%	\$ 13,489	1067	60	11508
Bullet	Bank of America Corp	06051GEU9	A2	01/11/23	\$	475,000	\$ 490,794	3.300%	2.300%	\$ 7,838	1138	53	11508
Bullet	JP Morgan Chase & CO	46625HJX98	A2	05/13/24	\$	930,000	\$ 981,522	3.625%	2.400%	\$ 16,856	1626	60	11508
Callable 7/1/2024	BB&T CORPORATION %	05531FBH5	A2	08/01/24	\$	1,000,000	\$ 1,020,170	2.500%	2.057%	\$ 12,500	1706	38	11508
Set Up/CBLE 9/18/20	BANK OF AMERICA CORP SR GLBL	06048WC99	A2	09/18/24	\$	500,000	\$ 500,000	2.250%	2.346%	\$ 5,625	1754	38	11508
Total Corporate Obligations					\$	5,340,000	\$ 5,467,519	\$ 5,458,750					
FDIC Ins. CD	UNITED BANKERS BK BLOOMINGTON	909557HQ6	N/A	09/16/20	\$	230,000	\$ 230,000	2.590%	2.600%	\$ 2,979	291	53	11508
FDIC Ins. CD	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$	245,000	\$ 245,000	2.200%	2.200%	\$ 2,695	291	60	11508
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$	250,000	\$ 250,000	2.300%	2.300%	\$ 2,875	298	53	11508
FDIC Ins. CD	ALLY BK MIDVAL UTAH	02007GFD0	N/A	09/28/20	\$	245,000	\$ 245,000	2.780%	2.800%	\$ 3,406	303	38	11508
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$	248,000	\$ 248,000	1.520%	1.500%	\$ 1,885	619	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$	98,000	\$ 98,000	1.570%	1.550%	\$ 769	626	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$	150,000	\$ 150,000	1.570%	1.550%	\$ 1,178	626	38	11508
FDIC Ins. CD	MB FINL BK NA CHIC IL	55266CZJ8	N/A	11/18/21	\$	247,000	\$ 247,000	2.810%	2.850%	\$ 3,470	719	60	11508
FDIC Ins. CD	FLAGSTAR BK FSB TROY MICH	33847E2K2	N/A	06/13/22	\$	245,000	\$ 246,749	2.440%	2.200%	\$ 3,010	926	53	11508
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$	245,000	\$ 245,000	2.340%	2.350%	\$ 2,867	927	53	11508
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$	250,000	\$ 250,000	2.400%	2.400%	\$ 3,000	1088	53	11508
FDIC Ins. CD	MORGAN STANLEY	61747MF63	N/A	01/11/23	\$	246,000	\$ 246,000	2.630%	2.650%	\$ 3,235	1138	53	11508
FDIC Ins. CD	BMW BANK NORTH AMER	05580AMB7	N/A	03/29/23	\$	240,000	\$ 240,000	2.860%	2.900%	\$ 3,432	1215	53	11508
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	795450M44	Aaa	04/11/23	\$	240,000	\$ 240,000	2.900%	2.950%	\$ 3,480	1228	60	11508
FDIC Ins. CD	CAPITAL ONE BANK (USA) NAT	1402TAW7	N/A	06/19/24	\$	245,000	\$ 245,000	2.520%	2.500%	\$ 3,087	1663	53	11508
FDIC Ins. CD	MORGAN STANLEY PVT BK PURCHA	61760AL49	N/A	06/24/24	\$	245,000	\$ 245,000	2.290%	2.250%	\$ 2,805	1668	53	11508
FDIC Ins. CD	FIRST NATL BK MCGREGOR TEX	32112UDA6	N/A	06/28/24	\$	249,000	\$ 250,743	2.300%	2.150%	\$ 2,884	1672	53	11508
FDIC Ins. CD	ENERBANK USA UT	29278TJU5	N/A	07/10/24	\$	249,000	\$ 249,000	2.200%	2.200%	\$ 2,739	1684	53	11508
FDIC Ins. CD	CITIBANK N A CD CLL	17294XUN4	N/A	07/31/24	\$	159,000	\$ 159,000	2.200%	2.200%	\$ 1,749	1705	53	11508
FDIC Ins. CD	JPMORGAN CHASE BK NA COLUMBU	48128HY28	N/A	07/31/24	\$	247,000	\$ 247,000	2.300%	2.300%	\$ 2,841	1705	53	11508
FDIC Ins. CD	MERRICK BK SOUTH JORDAN UTAH	59013KBV7	N/A	07/31/24	\$	249,000	\$ 249,000	2.200%	2.200%	\$ 2,739	1705	53	11508
FDIC Ins. CD	HSBC BK USA NATIONAL ASSN	44329MBF9	N/A	11/04/24	\$	247,000	\$ 247,000	2.125%	2.125%	\$ 2,624	1801	53	11508
Total CD Obligations					\$	5,069,000	\$ 5,072,492	\$ 5,139,147					
Total Non-US Securities					\$	-	\$ -	\$ -					
Subtotal Long Term Pooled Investment	Local Agency Investment Fund (LAIF)**	1.001770298			\$	14,069,000	\$ 26,987,115	\$ 27,115,365					
					\$	2,068,885	\$ 2,072,547			\$ -			13103
Portfolio Totals					\$	29,056,000	\$ 29,187,912						



This monthly report accurately reflects all District pooled investments. It is in conformity with the Investment Administrative code section 5.03.080. The District has sufficient cash flow to meet six months of obligations. This is in effect is in compliance with the current Investment Policy.

Tracy Largent

1/20/2020

Tracy Largent, Treasurer

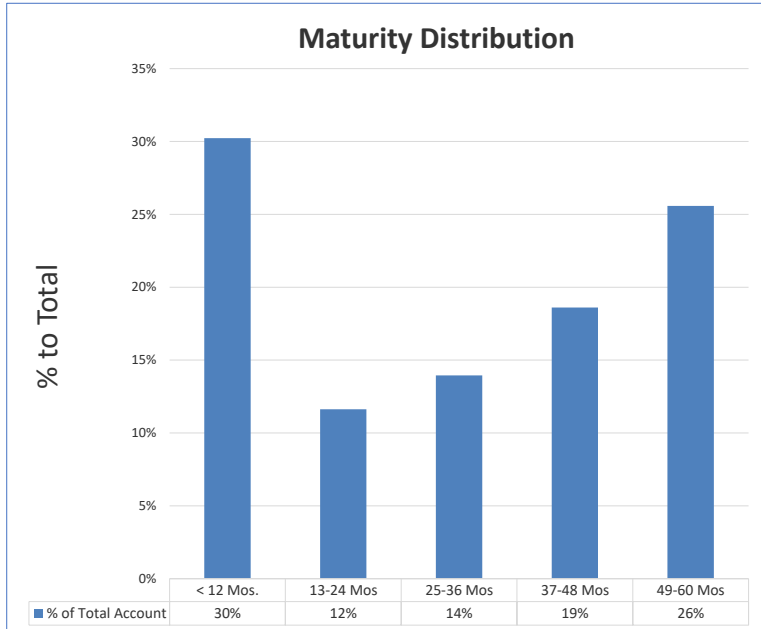
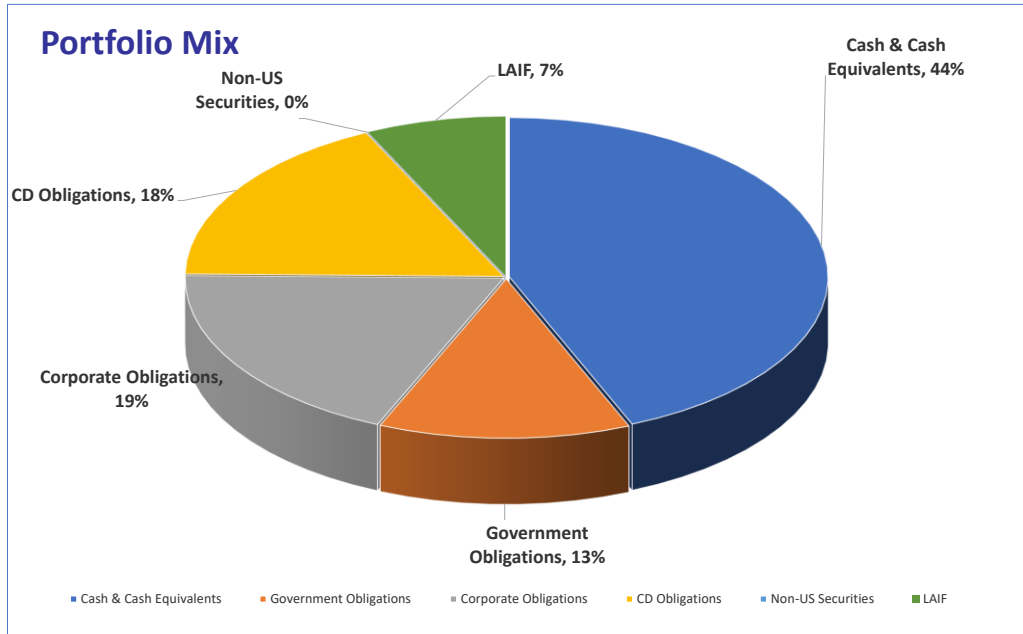
*Source of Market Value - MUG monthly statements

*Source of LAIF FMV - CA State Treasurer Pooled Money Investment Account @ <https://www.treasurer.ca.gov/pmia-laif/reports/valuation.asp>

RAINBOW MUNICIPAL WATER DISTRICT
 TREASURER'S MONTHLY REPORT OF INVESTMENTS
 PORTFOLIO SUMMARY- Quarter 2
 12/31/2019



TYPE	ISSUER	CUSIP	Bond Rating	Date of Maturity	Par Value	Cost Basis	Market Value*	Interest Rate	Yield to Maturity	Semi-Annual Interest	Days to Maturity	Fund	Object	
Money Market Funds	JP MORGAN MONEY MARKET	48125C068S	N/A		\$	146,798	\$ 146,798				0	53	11508	
Trust	Willimington Trust	CSCDA 2017-01			\$	1,654,198	\$ 1,654,198				0	60	10301	
Trust	Willimington Trust	CSCDA 2017-01			\$	2,750,000	\$ 2,750,000				0	53	10301	
Money Market Funds	Zions Bank	7326251D			\$	626,832	\$ 626,832	2.090%			0	60	10310	
Money Market Funds	Zions Bank	7326250			\$	5,546,281	\$ 5,546,281	2.060%			0	60	10311	
Money Market Funds	Zions Bank	7326251E			\$	2,004,827	\$ 2,004,827	2.090%			0	60	10309	
Total Cash & Cash Equivalents					\$	-	\$ 12,728,936	\$ 12,728,936						
Non-Callable	FEDERAL HOME LOAN BANKS CONS BD	3130AECJ7	Aaa	05/28/20	\$	985,000	\$ 987,906	2.610%	2.450%	\$ 12,892	149	38	11508	
Non-Callable	FEDERAL HOME LOAN BANK BONDS	3130AD4X7	Aaa	12/11/20	\$	500,000	\$ 494,905	2.000%	2.400%	\$ 4,949	346	60	11508	
Non-Callable	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$	200,000	\$ 200,938	1.900%	1.800%	\$ 1,909	931	53	11508	
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$	520,000	\$ 515,226	2.330%	2.575%	\$ 6,002	1115	38	11508	
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$	480,000	\$ 480,034	2.330%	2.600%	\$ 5,592	1115	53	11508	
Non-Callable	FEDERAL NATL MTG ASSN	3135G0T94	Aaa	01/19/23	\$	475,000	\$ 465,211	2.330%	2.600%	\$ 5,420	1115	38	11508	
Non-Callable	FEDERAL HOME LOAN BANKS	3130ADRG9	Aaa	03/10/23	\$	500,000	\$ 501,990	2.670%	2.660%	\$ 6,702	1165	53	11508	
Total Government Obligations					\$	3,660,000	\$ 3,646,208	\$ 3,716,434						
Make Whole	CITIBANK NA	17325FAQ1	Aa3	07/23/21	\$	475,000	\$ 486,623	3.400%	2.150%	\$ 8,075	570	53	11508	
Non-Callable	WELLS FARGO	95000U2B8	A2	07/22/22	\$	980,000	\$ 989,232	2.610%	2.410%	\$ 12,909	934	38	11508	
Callable 10/1/22	PNC BK N A PITTSBURG PA	69349LAG3	A3	11/01/22	\$	980,000	\$ 999,179	2.700%	2.065%	\$ 13,489	1036	60	11508	
Bullet	Bank of America Corp	06051GEU9	A2	01/11/23	\$	475,000	\$ 490,794	3.300%	2.300%	\$ 7,838	1107	53	11508	
Bullet	JP Morgan Chase & CO	46625HJX98	A2	05/13/24	\$	930,000	\$ 981,522	3.625%	2.400%	\$ 16,856	1595	60	11508	
Callable 7/1/2024	BB&T CORPORATION %	05531FBH5	A2	08/01/24	\$	1,000,000	\$ 1,020,170	2.500%	2.057%	\$ 12,500	1675	38	11508	
Set Up/CBLE 9/18/20	BANK OF AMERICA CORP SR GLBL	06048WC99	A2	09/18/24	\$	500,000	\$ 500,000	2.250%	2.346%	\$ 5,625	1723	38	11508	
Total Corporate Obligations					\$	5,340,000	\$ 5,467,519	\$ 5,468,835						
FDIC Ins. CD	UNITED BANKERS BK BLOOMINGTON	909557HQ6	N/A	09/16/20	\$	230,000	\$ 230,000	2.590%	2.600%	\$ 2,979	260	53	11508	
FDIC Ins. CD	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$	245,000	\$ 245,000	2.200%	2.200%	\$ 2,695	260	60	11508	
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$	250,000	\$ 250,000	2.300%	2.300%	\$ 2,875	267	53	11508	
FDIC Ins. CD	ALLY BK MIDVAL UTAH	02007GFD0	N/A	09/28/20	\$	245,000	\$ 245,000	2.780%	2.800%	\$ 3,406	272	38	11508	
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$	248,000	\$ 248,000	1.520%	1.500%	\$ 1,885	588	53	11508	
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$	98,000	\$ 98,000	1.570%	1.550%	\$ 769	595	53	11508	
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$	150,000	\$ 150,000	1.570%	1.550%	\$ 1,178	595	38	11508	
FDIC Ins. CD	MB FINL BK NA CHIC IL	55266CZJ8	N/A	11/18/21	\$	247,000	\$ 247,000	2.810%	2.850%	\$ 3,470	688	60	11508	
FDIC Ins. CD	FLAGSTAR BK FSB TROY MICH	33847E2K2	N/A	06/13/22	\$	245,000	\$ 246,749	2.440%	2.200%	\$ 3,010	895	53	11508	
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$	245,000	\$ 245,000	2.340%	2.350%	\$ 2,867	896	53	11508	
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$	250,000	\$ 250,000	2.400%	2.400%	\$ 3,000	1057	53	11508	
FDIC Ins. CD	MORGAN STANLEY	61747MF63	N/A	01/11/23	\$	246,000	\$ 246,000	2.630%	2.650%	\$ 3,235	1107	53	11508	
FDIC Ins. CD	BMW BANK NORTH AMER	05580AMB7	N/A	03/29/23	\$	240,000	\$ 240,000	2.860%	2.900%	\$ 3,432	1184	53	11508	
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	795450M44	Aaa	04/11/23	\$	240,000	\$ 240,000	2.900%	2.950%	\$ 3,480	1197	60	11508	
FDIC Ins. CD	CAPITAL ONE BANK (USA) NAT	1402TAW7	N/A	06/19/24	\$	245,000	\$ 245,000	2.520%	2.500%	\$ 3,087	1632	53	11508	
FDIC Ins. CD	MORGAN STANLEY PVT BK PURCHA	61760AL49	N/A	06/24/24	\$	245,000	\$ 245,000	2.290%	2.250%	\$ 2,805	1637	53	11508	
FDIC Ins. CD	FIRST NATL BK MCGREGOR TEX	32112UDA6	N/A	06/28/24	\$	249,000	\$ 250,743	2.300%	2.150%	\$ 2,884	1641	53	11508	
FDIC Ins. CD	ENERBANK USA UT	29278TJU5	N/A	07/10/24	\$	249,000	\$ 249,162	2.200%	2.200%	\$ 2,739	1653	53	11508	
FDIC Ins. CD	CITIBANK N A CD CLL	17294XUN4	N/A	07/31/24	\$	159,000	\$ 159,000	2.200%	2.200%	\$ 1,749	1674	53	11508	
FDIC Ins. CD	JPMORGAN CHASE BK NA COLUMBU	48128HY28	N/A	07/31/24	\$	247,000	\$ 247,916	2.300%	2.300%	\$ 2,841	1674	53	11508	
FDIC Ins. CD	MERRICK BK SOUTH JORDAN UTAH	59013KBV7	N/A	07/31/24	\$	249,000	\$ 249,000	2.200%	2.200%	\$ 2,739	1674	53	11508	
FDIC Ins. CD	HSBC BK USA NATIONAL ASSN	44329MBF9	N/A	11/04/24	\$	247,000	\$ 247,000	2.125%	2.125%	\$ 2,624	1770	53	11508	
Total CD Obligations					\$	5,069,000	\$ 5,072,492	\$ 5,135,089						
Total Non-US Securities					\$	-	\$ -	\$ -						
Subtotal Long Term Pooled Investment	Local Agency Investment Fund (LAIF)**	1.001770298			\$	14,069,000	\$ 26,915,156	\$ 27,049,294						
					\$	2,068,885	\$ 2,072,547			\$ -			13103	
Portfolio Totals					\$	28,984,040	\$ 29,121,841							



This monthly report accurately reflects all District pooled investments. It is in conformity with the Investment Administrative code section 5.03.080. The District has sufficient cash flow to meet six months of obligations. This is in effect is in compliance with the current Investment Policy.

Tracy Largent

1/20/2020

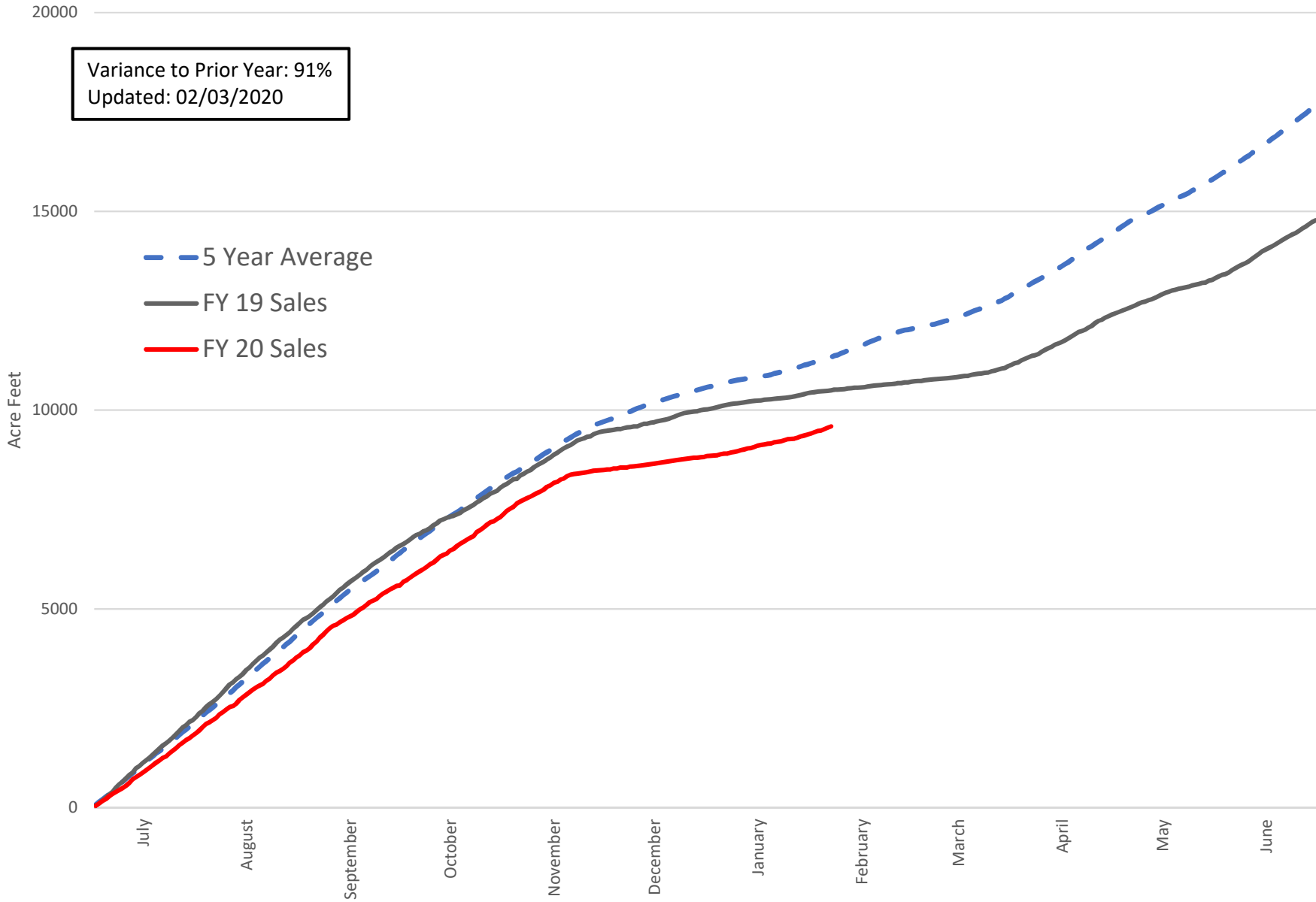
Tracy Largent, Treasurer

*Source of Market Value - MUG monthly statements

*Source of LAIF FMV - CA State Treasurer Pooled Money Investment Account @ <https://www.treasurer.ca.gov/pmia-laif/reports/valuation.asp>

System Demands Comparison Chart

Variance to Prior Year: 91%
Updated: 02/03/2020





AMERICAN EXPRESS
December 2019

GL Finance Code	GL Transaction Amount	Description
GL 01 35 63404	5,000.00	1ST CHOICE BACKFLOW #5098
GL 03 20 75300	(650.00)	ACWA #INV-26229-K1N9P2
GL 03 41 63400	25.85	AMAZON #112-1078880-6866603
GL 03 41 72000	107.74	AMAZON #112-2059535-9704229/PO #10314
GL 01 32 60000	1,506.34	AMAZON #112-2141943-1364258/PO #10314
GL 03 41 72000	49.38	AMAZON #112-2160797-2137812
GL 03 41 63400	46.68	AMAZON #112-3491698-1889066/PO #10320
GL 03 41 63400	172.30	AMAZON #112-5027134-3709837/PO #10320
GL 03 41 72000	51.34	AMAZON #112-6038121-9309057
GL 03 41 72000	210.11	AMAZON #112-7395895-1913060/PO #10314
GL 03 41 63401	970.73	AMAZON #112-7445583-5705033/PO #10348
GL 03 36 63422	293.70	AMAZON #112-7445583-5705033/PO #10348
GL 03 41 60100	191.80	AMAZON #114-0987618-4194667
GL 03 41 60100	344.15	AMAZON #114-2543227-7810653/PO #10304
GL 03 41 60100	401.75	AMAZON #114-3196728-6597040
GL 03 41 60100	944.86	AMAZON #114-5431131-9868266/PO #10304
GL 03 41 60100	1,680.87	AMAZON #114-8104782-8775400/PO #10304
GL 03 41 60100	71.64	AMAZON #114-9732450-1601812/PO #10304
GL 03 41 60100	0.14	AMAZON WEB #332170173
GL 03 41 75300	2,445.00	AMERICAN MGMT ASSOC #10014773
GL 03 42 56513	(237.49)	AMEX POINTS
GL 03 42 56513	(160.55)	AMEX POINTS
GL 03 42 56513	(484.86)	AMEX POINTS
GL 03 42 56513	(387.89)	AMEX POINTS
GL 03 42 56513	(219.42)	AMEX POINTS
GL 03 42 56513	(430.99)	AMEX POINTS
GL 03 43 72150	100.00	APCD #APCD2019-NOV-000746
GL 03 41 60100	10.00	ATLASSIAN #AT-89686371
GL 03 41 60100	206.80	AUTHORIZE.NET, 12-1-19
GL 03 41 60100	292.99	AZURE #E03009TLHO
GL 03 42 56513	1.00	CANVA#20191203
GL 03 43 72000	448.85	CARDIAC SCIENCE #244093
GL 03 41 72400	90.00	CORPORATE REWARDS FEE
GL 03 41 63401	76.50	CULLIGAN #113019
GL 03 51 75300	301.30	DELTA AIR LINES #71002402477047
GL 03 51 75300	301.30	DELTA AIR LINES #71002405531783
GL 03 42 75500	395.00	DICE #INV00338864
GL 03 41 60100	143.99	DIGITAL RIVER #630698123
GL 03 41 60100	60.00	DIGITAL RIVER #630820263
GL 03 42 75500	73.44	FACEBOOK #2399464713499011-5173565
GL 02 61 72000	365.60	FACTORY SUPPLY #1092

GL 03 41 63400	76.50	FRUIT GUYS #5457179
GL 03 41 63400	38.25	FRUIT GUYS #5459780
GL 03 41 63400	76.50	FRUIT GUYS #5462459
GL 03 41 63400	32.00	FRUIT GUYS #5463787
GL 03 43 72000	1,275.55	GRAINGER #9364374950
GL 01 99 15260	67.02	GRAINGER #9364374968
GL 01 99 15260	189.05	GRAINGER #9367449486
GL 03 41 74100	945.75	JIVE #IN6000508134
GL 03 43 63100	558.00	KNIGHT SECURITY #78524
GL 03 43 63100	492.00	KNIGHT SECURITY #78525
GL 03 43 56512	50.00	LION TECHNOLOGY #250078
GL 03 36 56512	50.00	LION TECHNOLOGY #250250
GL 03 43 72000 800010	39.88	MYRTLE CREEK #844705
GL 03 41 63400	750.00	NATUREBOX #8534
GL 03 41 70300	11,466.50	NOSSAMAN #502355
GL 03 91 70300 300007	497.00	NOSSAMAN #502355
GL 60 99 70300 600029	461.50	NOSSAMAN #502355
GL 03 41 70300	16,361.00	NOSSAMAN #502356
GL 03 41 70300	1,071.50	NOSSAMAN #502358
GL 03 41 70300	1,975.00	NOSSAMAN #502359
GL 03 41 70300	4,043.76	NOSSAMAN #502360
GL 03 91 70300 200012	130.00	NOSSAMAN #502360
GL 03 41 70300	10,046.50	NOSSAMAN #503535
GL 03 91 70300 100013	497.00	NOSSAMAN #503535
GL 03 91 70300 700014	319.50	NOSSAMAN #503535
GL 03 91 70300 100038	390.50	NOSSAMAN #503535
GL 60 99 70300 600017	319.50	NOSSAMAN #503535
GL 03 91 70300 300013	710.00	NOSSAMAN #503535
GL 03 91 70300 300008	142.00	NOSSAMAN #503535
GL 03 41 70300	42,923.05	NOSSAMAN #503541
GL 03 91 70300 700014	1,187.50	NOSSAMAN #503541
GL 03 41 70300	6,190.40	NOSSAMAN #503542
GL 03 41 70300	2,624.89	NOSSAMAN #503543
GL 60 99 70300 600017	130.00	NOSSAMAN #503543
GL 03 91 70300 300013	162.50	NOSSAMAN #503543
GL 03 91 70300 700014	260.00	NOSSAMAN #503543
GL 03 91 70300 100006	130.00	NOSSAMAN #503543
GL 03 91 70300 700027	97.50	NOSSAMAN #503543
GL 03 41 63401	1,401.61	OFFICE DEPOT #402977965001
GL 03 41 72900	4.21	OFFICE DEPOT #403069996001
GL 03 41 63401	474.27	OFFICE DEPOT #403640889001
GL 03 41 63401	394.28	OFFICE DEPOT #403873606002
GL 03 41 63401	413.67	OFFICE DEPOT #403873922001
GL 03 41 63401	(25.78)	OFFICE DEPOT #405427877001
GL 03 41 63401	(413.67)	OFFICE DEPOT #405523905001
GL 03 41 63401	525.73	OFFICE DEPOT #405994451001
GL 03 41 63401	394.28	OFFICE DEPOT #406086280001
GL 03 41 72900	95.62	OFFICE DEPOT #409938729001
GL 03 43 72500	56.88	OFFICE DEPOT #410928659001
GL 03 42 75500	250.00	POCIT #27045332-0839-4036
GL 02 61 73000	250.13	POWELLS #11487

GL|03|42|56513|
GL|03|51|72000|
GL|03|42|56513|
GL|03|42|56513|
GL|03|42|56513|
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GL|03|42|56513|
GL|03|42|56513|
GL|03|42|56513|
GL|03|43|72000|
GL|03|41|63401|
GL|03|42|56513|
GL|03|51|75300|
GL|03|43|72000|
GL|03|20|75300|
GL|03|41|75300|
GL|01|32|72000|
GL|01|99|15260|
GL|01|35|72000|

84.03 PROFLOWERS #991774560240
120.14 QUALITY RESOURCE #1051
160.55 RECOGNITION BANQUET-APPLE TV
219.43 RECOGNITION BANQUET-BOSE SPEAKERS
437.99 RECOGNITION BANQUET-LG TELEVISION
484.86 RECOGNITION BANQUET-RUMBA
394.89 RECOGNITION BANQUET-SHARP TELEVISION
(394.89) RECOGNITION BANQUET-SHARP TELEVISION
237.49 RECOGNITION BANQUET-YETI COOLER
497.97 SAFETY DEPOT #8075
20.35 SAMS ENVIRONMENTAL CLEANERS #825991
881.96 TEMECULA TROPHY #840460
317.00 UNITED AIRLINES #01674840731303
78.12 VILLA PIZZA #887988
20.20 VILLAGE PIZZA #143089
48.22 VILLAGE PIZZA #149035
3,214.62 WESTERN WATER #548293-00
3,252.32 WESTERN WATER #553006-00
35.00 ZOHO #65483335
135,519.03 American Express (December Statement)

**Director's Expenses
FY 2019-2020**

Disbursement Date	Description	Helene Brazier	Miguel Gasca	Claude Hamilton	Michael Mack	Carl Rindfleisch
07/31/19	CAL PERS - HEALTH INS. WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	TRAVEL EXPENSES MILEAGE EXPENSE			\$ 25.52	\$ 69.60	\$ 109.62
	REIMBURSEMENT FROM DIRECTORS					
	Monthly Totals	<u>\$ 300.00</u>	<u>\$ 300.00</u>	<u>\$ 325.52</u>	<u>\$ 369.60</u>	<u>\$ 409.62</u>
08/31/19	CAL PERS - HEALTH INS. WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 150.00		\$ 150.00	\$ 300.00	\$ 300.00
	TRAVEL EXPENSES MILEAGE EXPENSE				\$ 48.72	\$ 85.26
	REIMBURSEMENT FROM DIRECTORS					
	Monthly Totals	<u>\$ 150.00</u>	<u>\$ -</u>	<u>\$ 150.00</u>	<u>\$ 348.72</u>	<u>\$ 385.26</u>

**Director's Expenses
FY 2019-2020**

Disbursement Date	Description	Helene Brazier	Miguel Gasca	Claude Hamilton	Michael Mack	Carl Rindfleisch
09/30/19	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING		\$ 625.00	\$ 625.00	\$ 625.00	\$ 625.00
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 150.00	\$ 150.00	\$ 450.00	\$ 300.00	\$ 900.00
	TRAVEL EXPENSES		\$ 444.53	\$ 59.72	\$ 443.36	\$ 831.88
	MILEAGE AND EXPENSES		\$ 87.00	\$ 164.72	\$ 85.84	\$ 198.94
	REIMBURSEMENT FROM DIRECTORS					
	Monthly Totals	<u>\$ 150.00</u>	<u>\$ 1,306.53</u>	<u>\$ 1,299.44</u>	<u>\$ 1,454.20</u>	<u>\$ 2,555.82</u>
10/31/19	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING					
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS	\$ 150.00	\$ 450.00	\$ 150.00	\$ 150.00	\$ 300.00
	TRAVEL EXPENSES				\$ 1,235.89	
	MILEAGE AND EXPENSES			\$ 82.36	\$ 66.12	\$ 30.74
	REIMBURSEMENT FROM DIRECTORS					
	Monthly Totals	<u>\$ 150.00</u>	<u>\$ 450.00</u>	<u>\$ 232.36</u>	<u>\$ 1,452.01</u>	<u>\$ 330.74</u>

**Director's Expenses
FY 2019-2020**

Disbursement Date	Description	Helene Brazier	Miguel Gasca	Claude Hamilton	Michael Mack	Carl Rindfleisch
11/30/19	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS TRAVEL EXPENSES MILEAGE EXPENSE					\$ 28.18
	REIMBURSEMENT FROM DIRECTORS					
	Monthly Totals	\$ -	\$ -	\$ -	\$ -	\$ 28.18
12/31/19	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS TRAVEL EXPENSES MILEAGE EXPENSE	\$ 725.00	\$ 725.00	\$ 725.00		
	DIRECTORS' PER DIEMS	\$ 150.00	\$ 600.00	\$ 450.00		\$ 450.00
	TRAVEL EXPENSES		\$ 444.34	\$ 80.00		
	MILEAGE EXPENSE		\$ 58.00	\$ 116.00		\$ 25.30
	REIMBURSEMENT FROM DIRECTORS					
	Monthly Totals	\$ 875.00	\$ 1,827.34	\$ 1,371.00	\$ -	\$ 475.30
	REPORT TOTAL (2019):	\$ 1,625.00	\$ 3,883.87	\$ 3,378.32	\$ 3,624.53	\$ 4,184.92



**Check Register
December 2019**

Description	Bank Transaction Code	Issue Date	Amount
AIRGAS USA, LLC	ACH	12/04/2019	29.42
ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	ACH	12/04/2019	365.76
ATLAS PUMPING SERVICE	ACH	12/04/2019	210.00
BP BATTERY INC.	ACH	12/04/2019	555.03
FLYERS ENERGY LLC	ACH	12/04/2019	4,163.53
WESTERN LANDSCAPE MAINTENANCE PLUS, INC.	ACH	12/04/2019	507.15
AMERICAN FENCE CO, INC	CHECK	12/04/2019	92.50
ARAMARK UNIFORM SERVICES	CHECK	12/04/2019	5,036.32
AT&T	CHECK	12/04/2019	519.49
AT&T LONG DISTANCE	CHECK	12/04/2019	21.92
BOOT BARN INC	CHECK	12/04/2019	200.00
SALIZCO INC	CHECK	12/04/2019	723.14
COFFEE AMBASSADOR	CHECK	12/04/2019	351.75
COVERALL NORTH AMERICA, INC.	CHECK	12/04/2019	1,532.00
DESIGN SPACE MODULAR BUILDINGS	CHECK	12/04/2019	2,864.09
FALLBROOK IRRIGATION SUPPLIES	CHECK	12/04/2019	8.04
RBC SERVICES, LLC	CHECK	12/04/2019	565.38
FALLBROOK WASTE AND RECYCLING	CHECK	12/04/2019	446.85
ROBCAR CORPORATION	CHECK	12/04/2019	7,960.93
IMAGE SOURCE	CHECK	12/04/2019	2.16
INFOR PUBLIC SECTOR, INC.	CHECK	12/04/2019	54,503.46
JAUREGUI & CULVER, INC.	CHECK	12/04/2019	2,244.44
KNOCKOUT PEST CONTROL& TERMITE, INC.	CHECK	12/04/2019	225.00
L.N. CURTIS & SONS	CHECK	12/04/2019	3,118.71
MOBILE MINI, INC	CHECK	12/04/2019	336.02
PACIFIC PIPELINE SUPPLY	CHECK	12/04/2019	1,140.19
PERRAULT CORPORATION	CHECK	12/04/2019	278.41
POLLARDWATER	CHECK	12/04/2019	896.76
PUBLIC POLICY STRATEGIES, INC.	CHECK	12/04/2019	7,500.00
RAIN FOR RENT RIVERSIDE	CHECK	12/04/2019	51,671.71
RAMON FRANCISCO COTE	CHECK	12/04/2019	760.50
RANCHO HEIGHTS ROAD & MGMT COMMITTEE	CHECK	12/04/2019	1,600.00
RICHARD D. MARKS	CHECK	12/04/2019	4,780.00
RHO MONSERATE C.C.H.A.	CHECK	12/04/2019	415.43
S & J SUPPLY, INC	CHECK	12/04/2019	137.57
SAN DIEGO GAS & ELECTRIC	CHECK	12/04/2019	10.00
SOLARWINDS, INC.	CHECK	12/04/2019	649.00
T S INDUSTRIAL SUPPLY	CHECK	12/04/2019	1,202.54
TIAA COMMERCIAL FINANCE, INC.	CHECK	12/04/2019	2,466.19
TIME WARNER CABLE	CHECK	12/04/2019	1,250.00
ULINE	CHECK	12/04/2019	1,930.27
VERIZON WIRELESS	CHECK	12/04/2019	3,055.59
WATER QUALITY SPECIALISTS	CHECK	12/04/2019	1,950.00
WINZER CORP	CHECK	12/04/2019	1,415.47
XEROX FINANCIAL SERVICES	CHECK	12/04/2019	654.78
Home Depot CC - All (November Statement)	EFT	12/05/2019	6,236.11
ACCELA, INC. #774375	ACH	12/10/2019	80.00
KENNEDY/JENKS CONSULTANTS INC	ACH	12/10/2019	1,273.60
KEVIN MILLER	ACH	12/10/2019	726.00
PARKHOUSE TIRE, INC.	ACH	12/10/2019	4,392.07
QUALITY CHEVROLET	ACH	12/10/2019	557.61
RENE BUSH	ACH	12/10/2019	726.00
UNDERGROUND SERVICE ALERT	ACH	12/10/2019	245.00
FALLBROOK AUTO PARTS	CHECK	12/10/2019	252.16
FERGUSON WATERWORKS #1083	CHECK	12/10/2019	1,043.46

GOLDEN STATE INDUSTRIAL COATINGS, INC.	CHECK	12/10/2019	1,340.00
GOSCH FORD ESCONDIDO	CHECK	12/10/2019	78.44
ICONIX WATERWORKS (US) INC	CHECK	12/10/2019	352.38
INFRASTRUCTURE ENGINEERING	CHECK	12/10/2019	4,734.85
KENNY DIAZ	CHECK	12/10/2019	60.00
PURCHASE POWER PITNEY BOWES, INC	CHECK	12/10/2019	1,100.00
REX RUSSELL	CHECK	12/10/2019	203.88
STEPHEN COFFEY	CHECK	12/10/2019	105.00
WATERLINE TECHNOLOGIES INC.	CHECK	12/10/2019	3,576.11
Union Bank CC - Del Rio (Oct & Nov Statement)	EFT	12/10/2019	1,147.54
SDCWA Water Purchase- October 2019	WIRE	12/11/2019	2,704,338.70
ACWA-JPIA	ACH	12/12/2019	78,678.76
AIRGAS USA, LLC	ACH	12/12/2019	1,576.14
ALL STAR GLASS	ACH	12/12/2019	466.01
ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	ACH	12/12/2019	300.00
BP BATTERY INC.	ACH	12/12/2019	1,453.52
FLYERS ENERGY LLC	ACH	12/12/2019	2,683.60
KNIGHT SECURITY & FIRE SYSTEMS	ACH	12/12/2019	315.48
PARKHOUSE TIRE, INC.	ACH	12/12/2019	955.65
PRINCIPAL LIFE INSURANCE COMPANY	ACH	12/12/2019	7,564.94
AMERICAN PUBLIC WORKS ASSOCIATION	CHECK	12/12/2019	243.00
ANDERSON & BRABANT, INC.	CHECK	12/12/2019	3,500.00
ARAMARK UNIFORM SERVICES	CHECK	12/12/2019	549.55
AT&T MOBILITY	CHECK	12/12/2019	4,164.69
AZUGA, INC.	CHECK	12/12/2019	1,039.00
BAVCO	CHECK	12/12/2019	10,605.56
BONSALL PEST CONTROL	CHECK	12/12/2019	200.00
CARLOS RAMOS	CHECK	12/12/2019	200.00
CHICAGO TITLE COMPANY	CHECK	12/12/2019	1,000.00
CHRIS HAND	CHECK	12/12/2019	145.00
CLAUDIA RAMIREZ	CHECK	12/12/2019	622.85
COLONIAL LIFE & ACCIDENT INS.	CHECK	12/12/2019	60.71
CORE & MAIN LP	CHECK	12/12/2019	7,253.49
COUNTY OF SAN DIEGO DEPT OF PUBLIC WORKS	CHECK	12/12/2019	814.50
CRAIG SHOBE	CHECK	12/12/2019	520.00
DAWN WASHBURN	CHECK	12/12/2019	78.16
DELIA RUBIO	CHECK	12/12/2019	53.94
DELL BUSINESS CREDIT	CHECK	12/12/2019	1,906.14
DIAMOND ENVIRONMENTAL SERVICES	CHECK	12/12/2019	595.28
FERGUSON WATERWORKS #1083	CHECK	12/12/2019	9,054.46
GERARDO CANCINO	CHECK	12/12/2019	130.00
GRANITE CONSTRUCTION COMPANY	CHECK	12/12/2019	155.27
HAYDEN HAMILTON	CHECK	12/12/2019	196.00
HDR ENGINEERING, INC.	CHECK	12/12/2019	53,578.01
HELIX ENVIRONMENTAL PLANNING INC	CHECK	12/12/2019	1,928.36
HELIX ENVIRONMENTAL PLANNING	CHECK	12/12/2019	1,946.25
IB CONSULTING, LLC	CHECK	12/12/2019	3,941.60
JOE'S HARDWARE	CHECK	12/12/2019	245.29
JOHNSON-FRANK & ASSOCIATES, INC.	CHECK	12/12/2019	1,404.25
L.N. CURTIS & SONS	CHECK	12/12/2019	1,046.36
LINCOLN NATIONAL LIFE INSURANCE COMPANY	CHECK	12/12/2019	4,489.27
MIGUEL GASCA	CHECK	12/12/2019	502.34
MODULAR BUILDING CONCEPTS, INC	CHECK	12/12/2019	1,277.91
NATIONAL BENEFIT SERVICES, LLC	CHECK	12/12/2019	50.00
NATIONAL SAFETY COMPLIANCE,INC	CHECK	12/12/2019	51.88
NORTH COUNTY WELDING SUPPLY	CHECK	12/12/2019	386.74
OMNIS CONSULTING INC.	CHECK	12/12/2019	8,331.00
PACIFIC RESTORATION GROUP	CHECK	12/12/2019	1,448.57
PITNEY BOWES INC.	CHECK	12/12/2019	686.82
PROFESSIONAL IMAGE ADVERTISING, INC.	CHECK	12/12/2019	86.20
QUALITY GATE COMPANY	CHECK	12/12/2019	858.00
RAIN FOR RENT RIVERSIDE	CHECK	12/12/2019	10,939.94
RAMON FRANCISCO COTE	CHECK	12/12/2019	396.00
RIGHT-OF-WAY ENGINEERING SERV	CHECK	12/12/2019	11,095.20
SAN DIEGO COUNTY ASSESSOR/RECORDER/CLERK	CHECK	12/12/2019	24.00

SAN DIEGO GAS & ELECTRIC	CHECK	12/12/2019	107,692.27
SHRED-IT USA LLC	CHECK	12/12/2019	152.74
SOUTHERN CONTRACTING COMPANY	CHECK	12/12/2019	16,492.00
SOUTHWEST ANSWERING SERVICE, INC.	CHECK	12/12/2019	749.56
SPECIAL DISTRICT RISK	CHECK	12/12/2019	1,000.00
STETSON ENGINEERS INC.	CHECK	12/12/2019	6,574.73
T S INDUSTRIAL SUPPLY	CHECK	12/12/2019	3,585.70
TRAFFIC SUPPLY, INC.	CHECK	12/12/2019	925.03
ULINE	CHECK	12/12/2019	531.28
VICTOR TORNERO	CHECK	12/12/2019	1,962.49
Union Bank CC - Kennedy, (November Statement)	EFT	12/13/2019	427.54
Union Bank CC - Largent, (November Statement)	EFT	12/13/2019	53.57
Union Bank CC - Gutierrez (November Statement)	EFT	12/13/2019	727.13
Union Bank CC - Harp (November Statement)	EFT	12/13/2019	181.13
Union Bank CC - Chandler (November Statement)	EFT	12/13/2019	39.98
Union Bank CC - Strapac, (November Statement)	EFT	12/13/2019	204.43
Union Bank CC - Daugherty (November Statement)	EFT	12/16/2019	309.95
ART'S TRENCH PLATE & KRAIL SERVICE CO, INC.	ACH	12/17/2019	831.00
FLYERS ENERGY LLC	ACH	12/17/2019	741.05
PATRIOT PORTABLE RESTROOMS-SD	ACH	12/17/2019	151.37
ANDRE DIDIER	CHECK	12/17/2019	8,023.94
ARAMARK UNIFORM SERVICES	CHECK	12/17/2019	406.74
BRIGHTVIEW TREE CARE SERVICES, INC.	CHECK	12/17/2019	4,378.00
CHAD WILLIAMS	CHECK	12/17/2019	580.00
D & H WATER SYSTEMS INC	CHECK	12/17/2019	956.72
FIRST AMERICAN TITLE INSURANCE	CHECK	12/17/2019	948.00
INFOR (US), INC.	CHECK	12/17/2019	51,602.50
ITRON, INC	CHECK	12/17/2019	4,165.71
JOE'S HARDWARE	CHECK	12/17/2019	30.50
JOEL MARTINEZ	CHECK	12/17/2019	150.00
KARN ENGINEERING & SURVEYING	CHECK	12/17/2019	1,900.00
KNOCKOUT PEST CONTROL& TERMITES, INC.	CHECK	12/17/2019	225.00
L-COM INFINITE ELECTRONICS INTERNATIONAL, INC.	CHECK	12/17/2019	1,402.22
MITEL LEASING, INC.	CHECK	12/17/2019	1,657.11
PREPASS	CHECK	12/17/2019	17.65
ROTARY CLUB OF BONSALL	CHECK	12/17/2019	75.00
T S INDUSTRIAL SUPPLY	CHECK	12/17/2019	665.67
ANTHONY A. GIOIA	CHECK	12/17/2019	2,775.00
SWRCB - WATER SYSTEM FEES	EFT	12/17/2019	28,941.00
SWRCB - BECK SRF LOAN	EFT	12/17/2019	237,587.47
SWRCB - MORRO SRF LOAN	EFT	12/17/2019	314,861.46
PALOMAR BACKFLOW	ACH	12/18/2019	5,000.00
INFOSEND, INC.	CHECK	12/18/2019	4,663.89
O'CONNELL ENGINEERING & CONSTRUCTION, INC.	CHECK	12/18/2019	116,047.25
RT LAWRENCE CORPORATION	CHECK	12/18/2019	633.30
SPECIALTY MOWING SERVICES, INC - W9	CHECK	12/18/2019	32,711.47
ZION BANCORPORATION, NATIONAL ASSOCIATION	CHECK	12/18/2019	75,811.50
ADP - Advice of Debit #547617466	EFT	12/20/2019	1,198.54
ROBERTO & MAURA OCHOA	CHECK	12/27/2019	1,000.00
	Total:		4,186,460.69

Comparative Water Sales YTD from Prior Years

FISCAL YEAR 2019-2020

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
562	AD	28,018	36,530	36,506	32,640	37,164	15,379							428
402	AG	113,285	139,802	139,715	135,633	132,703	48,601							1,629
264	CM	35,561	46,750	44,883	40,374	29,303	16,496							490
23	CN	1,484	1,549	1,183	1,041	1,286	314							16
21	IS	3,060	1,799	1,946	2,046	2,048	927							27
112	MF	11,910	11,187	11,539	11,065	12,605	8,386							153
323	SC	135,069	157,307	156,337	136,485	152,308	47,287							1,802
1024	SD	164,817	213,262	218,596	179,714	207,689	77,699							2,438
5468	SF	150,907	188,769	182,811	153,331	174,251	89,028							2,156
8199	Total	644,111	796,955	793,516	692,329	749,357	304,117	-	-	-	-	-	-	9,138

FISCAL YEAR 2018-2019

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
562	AD	34,648	47,312	45,104	28,007	29,134	20,794							471
402	AG	129,946	149,080	154,084	110,908	93,077	70,762							1,625
264	CM	51,483	67,254	66,114	36,283	24,307	15,501							599
23	CN	3,982	27,189	4,915	2,545	3,115	2,815							102
21	IS	4,964	3,824	3,852	3,447	2,161	1,736							46
112	MF	11,653	12,856	13,798	11,513	11,816	10,461							166
323	SC	165,088	203,887	203,899	134,052	132,762	83,121							2,118
1024	SD	230,264	264,247	273,401	189,659	170,318	118,228							2,861
5468	SF	168,323	192,173	207,384	146,492	144,114	114,763							2,234
8199	Total	800,351	967,822	972,551	662,906	610,804	438,181	-	-	-	-	-	-	10,222

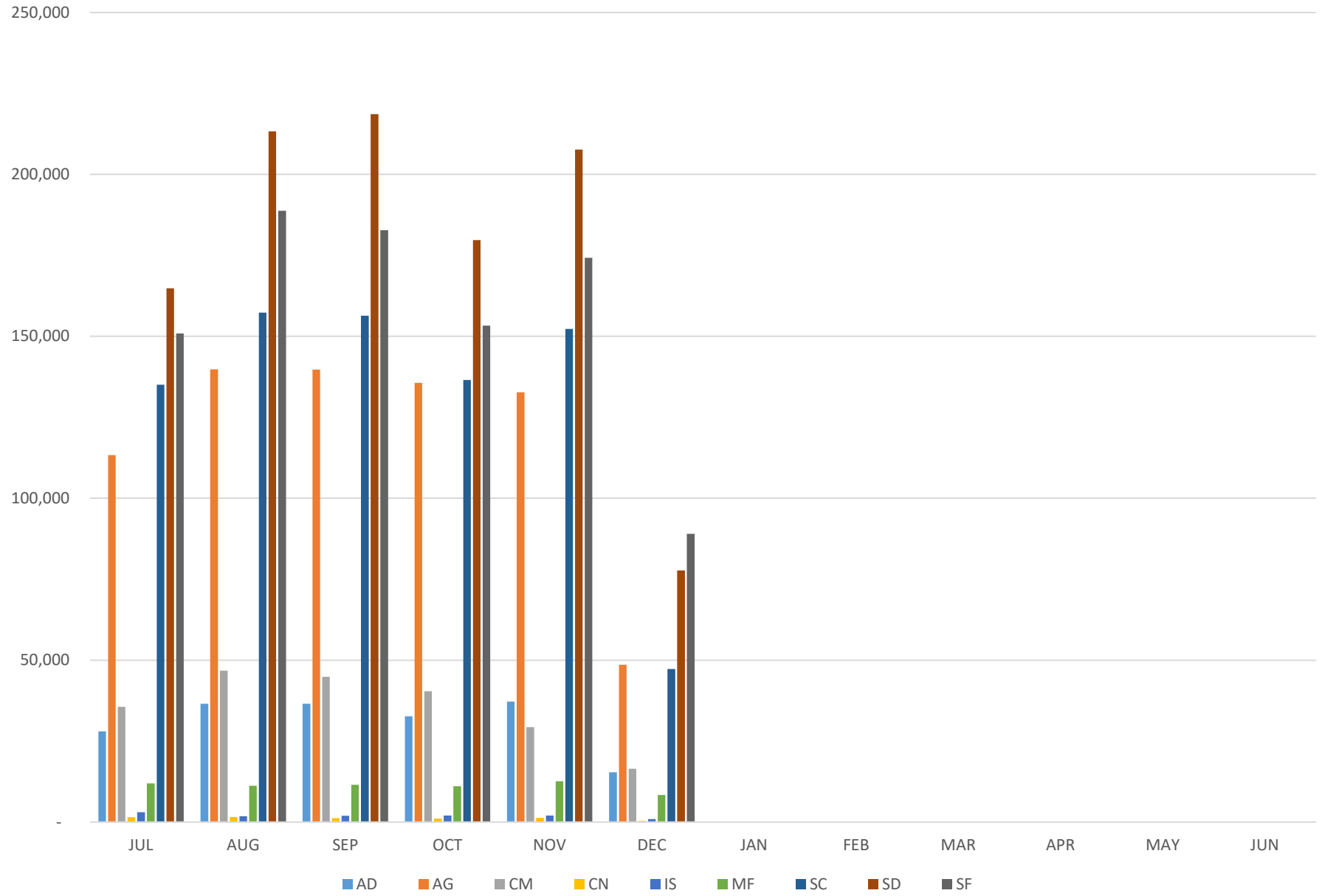
FISCAL YEAR 2017-2018

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
563	AD	33,310	29,712	36,164	31,255	32,514	30,935							445
395	AG	144,066	131,474	145,280	120,785	126,036	102,884							1,769
247	CM	33,715	42,488	33,812	26,189	24,168	16,762							407
32	CN	2,447	3,983	8,073	10,623	18,605	5,773							114
20	IS	2,320	2,440	2,793	2,488	2,335	1,700							32
96	MF	11,472	10,002	13,072	10,304	11,489	11,350							155
323	SC	179,822	156,120	202,103	148,336	176,307	145,994							2,316
1024	SD	244,799	223,157	271,457	222,398	243,725	210,020							3,250
5196	SF	174,946	165,760	194,809	155,004	162,664	146,096							2,294
7896	Total	826,897	765,136	907,563	727,382	797,843	671,514	-	-	-	-	-	-	10,781

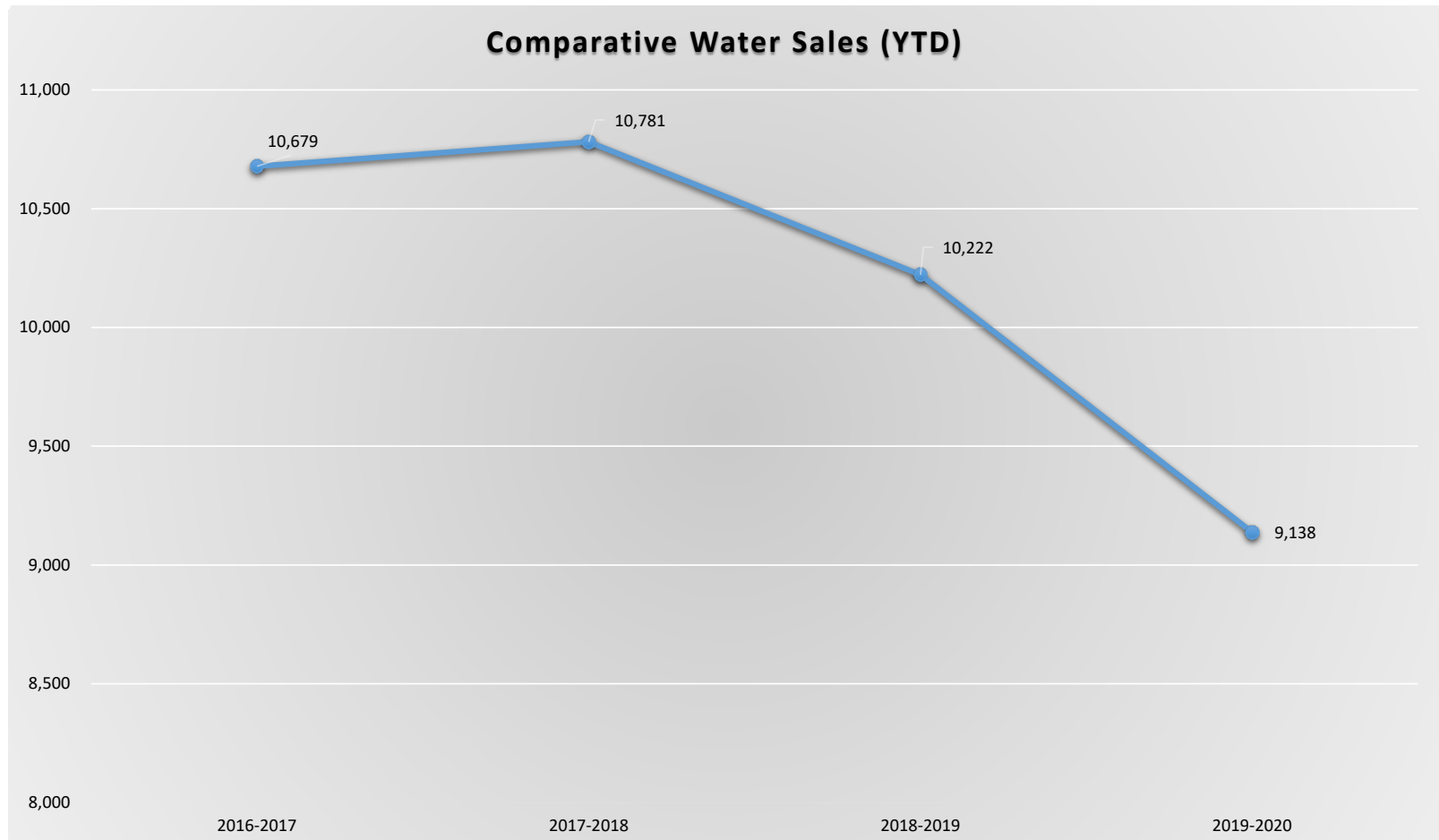
FISCAL YEAR 2016-2017

Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
591	AD	36216	34134	39119	28217	22903	24494							425
403	AG	156957	152359	172040	132882	104544	96050							1,871
231	CM	47830	45043	43040	26707	20970	21140							470
30	CN	4900	4950	7309	11456	7427	904							85
24	IS	3806	3701	3980	3061	2446	1653							43
88	MF	11307	11657	13746	10597	8876	11213							155
326	SC	183744	166212	206354	150910	121456	115009							2,166
1034	SD	279246	253718	298226	222243	181674	171322							3,229
5122	SF	187516	175736	202555	154361	120520	133125							2,236
7849	Total	911,522	847,510	986,369	740,434	590,816	574,910	-	Page 189 of 194	-	-	-	-	10,679

USAGE BY CUSTOMER CLASS FY 19-20



Comparative Water Sales YTD from Prior Years



Rainbow MWD Developer Projections - Water

Installations

Development Name (Active) (Inactive)	Purchased	Anticipated Sales						Water LF	PRS	Timing
		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23+	Total			
Horse Ridge Creek	362		161	170			693	34407	1	In Progress
Horse Ridge Creek (RAH)	77						77			In Progress
Campus Park West							0			
Lilac Del Cielo			76				76	2247	1	Recent Activity
Golf Green Estates	57		37				94	5475		In Progress
Pala Mesa Highlands	78	46					124	10089	1	In Progress
Polo Club							0	21531	3	
Warner Ranch							0			
Ocean Breeze (Vessels)					50	200	250			
Fallbrook Oaks	2				9		11	825		
Rancho Viejo Phase 3					47		47			
Hidden Hills							0			
Dulan							0			
Leatherbury							0			
Meadowood				150	200	500	850		1	In Progress
Single Service Laterals		18	18	18	18	18	90			See Notes**
TOTAL WATER METERS	576	64	292	338	324	718	2,312			

Revenue Projections

Meter Size (in)	Revenue Per Meter (Existing)	Anticipated Sales						Total
		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23+		
5/8	6,241						-	
3/4	10,401	505	46	274	170	247	700	1,437
1	16,642	13	18	18	77	18		149
1 1/2	27,043	26						-
2	62,406	5		(4)				(4)
3	124,812			4				4
4	208,020							-
Total		549	64	292	188	324	718	1,586
Total Revenue	\$6,483,999	\$778,002	\$3,149,430	\$2,317,350	\$3,850,481	\$7,580,256	\$17,675,519	

Notes:

*Actual amount will vary depending on final exchange agreements

**Average from last 10 years.

Rainbow MWD Developer Projections - Sewer

Installations

Development Name (Active) (Inactive)	Purchased (EDUs)	Anticipated Sales (EDUs)						Sewer LF	S	Timing
		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23+	Total			
Horse Ridge Creek	782						782	29916	1	In Progress
Horse Ridge Creek (RAH)	69						69			
Campus Park West							0			
Lilac Del Cielo		38.9	38.9				78	1382		Recent
Golf Green Estates	51.3						51	4318		In Progress
Pala Mesa Highlands	59.98	43.7					104	11501		In Progress
Polo Club	59.85				96.2		156	21027		Recent
Warner Ranch							0			Recent
Ocean Breeze (Vessels)					100	300	400			Recent
Rancho Viejo Phase 3					47		47			Recent
Fallbrook Oaks	2			11			13	2251		
Hidden Hills							53			
Dulan							51			
Leatherbury							85			
Meadowood*				150	200	540	890			
Misc. SFR										
TOTAL EDUs	1,024.13	83	39	161	443	1,029	2,779			

Revenue Projections

		Purchased (EDUs)	Anticipated Sales						Total
			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23+		
Existing Fee	\$ 14,126	173.13	83	39	161	443	1,029	1,755	
Total			83	39	161	443	1,029	1,755	
Total Revenue		\$2,445,634	\$1,166,808	\$549,501	\$2,274,286	\$6,260,643	\$14,535,654	\$24,786,892	

Notes:

*Anticipated revenue from connection to RMWD system and wheeling charge.

** Actual amount will vary depending on final exchange agreements

Rainbow Municipal Water District
Property spreadsheet

APN	Description of Use	Acreage
1023000800	North Reservoir	4.8
1023001100	U-1 Pump Station	0.14
1023005000	Rainbow Creek Crossing near North Reservoir	0.89
1023005300	Connection 9	0.01
1024300900	Pump Station across PS1 (not in use)	0.12
1025702000	U-1 Tanks	1.08
1026305400	Pump Station #1	0.33
1026602000	Booster Pump Station #4	0.03
1027001600	Pump Station #3	0.67
1071702800	Connection 7	1.60
1071702900	Pala Mesa Tank	10.35
1080206900	Northside Reservoir	9.23
1082210600	Beck Reservoir	27.25
1082210900	Near Beck Reservoir	4.82
1082211000	Near Beck Reservoir	6.23
1082211800	Near Beck Reservoir - Excess Property (not in use)	4.68
1084210600	Rice Canyon Tank	1.00
1084410300	Canonita Tank	2.41
1091410700	Gomez Creek Tank	1.00
1092310900	Rainbow Heights Tank	0.35
1092330300	Rainbow Heights Tank	0.99
1092341000	Rainbow Heights Concrete Tank - used for SCADA	1.74
1093101800	Vallecitos Tank	0.55
1093822800	Magee Tank	1.03
1093912400	Magee Pump Station	0.3
1100721000	Huntley Road Pump Station	0.52
1102203700	Huntley Chlorination Station (not in use)	0.2
1212011000	Morro Tank	0.31
1212011100	Morro Tank	4.85
1212011200	Morro Reservoir	13.01
1213300900	Morro Reservoir	6.79
1250703200	Sumac Reservoir (Not in Use)	1.72
1250902600	Headquarters	7.38
1250903400	Headquarters	4.43
1250903500	Headquarters	3.40
1250903800	Headquarters	17.03
1251002100	Rancho Viejo Lift Station #5	0.05
1252311800	Hutton Tank	1.39
1252312600	Hutton Tank	0.89
1260803100	Via de los Cepillos Easement	0.47
1261708700	Lift Station #2	0.08
1261708900	Lift Station #2	0.12
1263004200	Lift Station #1	0.01
1270710500	Bonsall Reservoir (Not in Use)	6.19
1270710600	Connection 6	0.28
1271512300	Turner Tank	15.12
1721404300	Gopher Canyon Tank	1.84
	<i>Total</i>	167.68

