



**DUE TO THE COVID-19 STATE OF EMERGENCY AND PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER THE GOVERNOR'S EXECUTIVE ORDERS, THIS MEETING IS BEING CONDUCTED VIA TELECONFERENCE AND THERE WILL BE NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE**

**MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE BOARD MEETING OPEN SESSION BY GOING TO <https://us02web.zoom.us/j/82574060000> OR BY CALLING 1-669-900-6833 or 1-346-248-7799 or 1-253-215-8782 or 1-301-715-8592 or 1-312-626- 6799 or 1-929-205-6099 (WEBINAR/MEETING ID: 825 7406 0000) (CLOSED SESSION WILL NOT BE ACCESSIBLE TO MEMBERS OF THE PUBLIC; HOWEVER, INSTRUCTIONS FOR SUBMITTING PUBLIC COMMENT ON CLOSED SESSION ITEMS ARE PROVIDED IN ITEM #4.)**

MEMBERS OF THE PUBLIC WISHING TO ADDRESS THE BOARD UNDER PUBLIC COMMENT OR ON A SPECIFIC AGENDA ITEM MAY SUBMIT WRITTEN COMMENTS TO OUR BOARD SECRETARY BY EMAIL AT [DWASHBURN@RAINBOWMWD.COM](mailto:DWASHBURN@RAINBOWMWD.COM) OR BY MAIL TO 3707 OLD HIGHWAY 395, FALLBROOK, CA 92028. ALL PUBLIC COMMENTS RECEIVED AT LEAST ONE HOUR IN ADVANCE OF THE MEETING WILL BE READ TO THE BOARD DURING THE APPROPRIATE PORTION OF THE MEETING. THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

**BOARD MEETING/BUDGET AND FINANCE COMMITTEE SPECIAL MEETING**

**Tuesday, June 23, 2020**

**Closed Session 12:00 p.m.**

**Open Session 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 4<sup>th</sup> 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](http://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 with the Budget and Finance Committee at 1:00 p.m. Tuesday, June 23, 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:**

#### **A. BOARD OF DIRECTORS:**

Brazier\_\_\_\_ Hamilton\_\_\_\_ Gasca\_\_\_\_ Mack\_\_\_\_ Rindfleisch\_\_\_\_

#### **B. BUDGET AND FINANCE COMMITTEE:**

Flint Nelson \_\_\_\_\_ Randy Ross \_\_\_\_\_ Peter Hensley \_\_\_\_\_ Miguel Gasca \_\_\_\_\_ Pam Moss \_\_\_\_\_

### **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 email or mailing their comments to the Board Secretary one hour before the Closed Session scheduled start time. All written public comments will be read to the Board prior to their adjournment to Closed Session. Any person wishing to speak to the Board regarding Closed Session agenda items may do so by calling (760) 728-1178, listening for "Thank you for calling Rainbow Municipal Water District ....", dialing Extension 429, and entering pin 8607 at the Closed Session scheduled start time. Once all public comment is heard, this call will be disconnected, and the Board will adjourn to Closed Session. To participate in the Open Session portion of the meeting, please follow the instructions provided at the top of Page 1 of this agenda. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President.*

### **5. CLOSED SESSION**

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

\* Two Items

#### **B. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)**

\* Kessner et al., v. Rainbow Municipal Water District, et al.

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

Time Certain: 1:00 p.m.

### **7. REPEAT CALL TO ORDER**

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



- 8. **PLEDGE OF ALLEGIANCE**
- 9. **REPEAT ROLL CALL**
  - A. Board of Directors
  - B. Budget and Finance Committee
- 10. **REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION**
- 11. **REPEAT ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
- 12. **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 or may email or mail their comments to the Board Secretary one hour before the Open Session scheduled start time. All written public comments received will be read to the Board during the appropriate portion of the meeting. 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.*
- 13. **EMPLOYEE RECOGNITIONS**
  - A. Carlos Ramos (5 Years)
  - B. Ricardo Zaragoza (5 Years)
- \*14. **APPROVAL OF MINUTES**
  - A. May 26, 2020 - Regular Board Meeting
- \*15. **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
      - A. Summary of Board Meeting May 28, 2020
    - 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

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

- E. Legal Counsel Comments
  - 1. Attorney Report: National Pollutant Discharge Elimination Systems (“NPDES”) Program Update 57497789

**16. COMMITTEE REPORTS**

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

Time Certain: 1:00 p.m. Public Hearing

**\*17. PUBLIC HEARING**

**A. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 20-07 FOR ID 1 STANDBY CHARGES**

*(Ordinance No. 20-07 establishes water availability charges for all of the Rainbow Municipal Water District Improvement District – Improvement District No. 1.)*

**BOARD ACTION ITEMS**

**\*18. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 20-10 APPROVING FISCAL YEAR 2020-2021 OPERATING & CAPITAL IMPROVEMENT BUDGET**

*(This proposed FY 2020-2021 Budget is now presented to the Board for final adoption. The proposed budget will be provided under a separate cover.)*

**\*19. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 20-11 — 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 JULY 1, 2020 THROUGH JUNE 30, 2021**

*(The grade structure included in Resolution No. 20-11 is revised to reflect a 2.4% cost of living adjustment for eligible pay grades. Resolution No. 20-11 rescinds Resolution No. 20-08.)*

**\*20. AWARD OF PROFESSIONAL SERVICES AGREEMENT WITH HOCH CONSULTING FOR NORTH RIVER ROAD LAND OUTFALL REHABILITATION**

*(The Board will consider entering a Professional Services Agreement (PSA) with Hoch Consulting in an amount not to exceed \$151,180 for their services to both prepare bidding documents as well as provide engineering support during each phase of the North River Road Land Outfall rehabilitation.)*

**\*21. DISCUSSION AND POSSIBLE ACTION TO AWARD CONSTRUCTION CONTRACT FOR THE VISTA VALLEY VILLAS PRESSURE REDUCING STATION PROJECT**

*(The Board will consider awarding a construction contract to SCW Contracting Corporation in accordance with the California Public Contracting Code for a not to exceed amount of \$334,700 which includes the installation of a pressure reducing station to help minimize pressure related leaks in the area.)*

**22. DISCUSSION AND POSSIBLE ACTION REGARDING “AS NEEDED” CIVIL ENGINEERING SERVICES CHANGE ORDER**

*(The Board will consider approving change orders in the amount of \$150,000 each for Omnis Consulting, Inc. for civil engineering professional services under their existing “As Needed” contracts.) projects.*

**\*23. DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO MASTERCRAFT HOMES GROUP, LLC FOR HQ DEVELOPMENT STUDY SERVICES**

*(The HQ Development Study Services project will evaluate the feasibility of developing the headquarters site and building a new facility.)*

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

- \*24. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 20-06 AMENDING AND UPDATING ADMINISTRATIVE CODE TITLE 1 – GENERAL PROVISIONS**  
*(As part of the ongoing process of providing clarification as well as updates that are in line with current practices and procedures, staff conducted a thorough review of RMWD’s Administrative Code Title 1 and have prepared proposed changes for Board consideration.)*
- \*25. CSDA 2020 BOARD OF DIRECTORS ELECTIONS SEAT C**  
*(Each of CSDA’s six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in our Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat C.)*
- 26. DISCUSSION AND POSSIBLE APPOINTMENT OF TRACY LARGENT TO SERVE AS AN ALTERNATE MEMBER ON THE ENGINEERING AND OPERATIONS COMMITTEE**  
*(At their June 3, 2020 meeting, the Engineering and Operations Committee voted to recommend the Board appoint Tracy Largent to serve as an alternate member.)*
- 27. BOARD MEMBER REQUESTS FOR AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**

**BOARD INFORMATION ITEMS**

- 28. COVID-19 EMERGENCY UPDATE**
- 29. WATER SERVICES UPGRADE PROGRAM (WSUP) UPDATE**
- \*30. INFORMATIONAL UPDATE ON POTENTIAL SOURCES OF GRANT FUNDING FOR DISTRICT CAPITAL PROJECTS**  
*(Staff has conducted a review of potential grant funding sources for capital projects and will provide the results of that analysis.)*
- \*31. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**
  - A. General Manager Comments**
    - 1. Meetings, Conferences and Seminar Calendar
  - B. Operations Comments**
    - 1. Operations Report
  - C. Engineering Comments**
    - 1. Engineering Report
    - 2. As-Needed Services Expenditures Summary
    - 3. RMWD Sewer Equivalent Dwelling Units (EDU’s) Status
  - D. Human Resource & Safety Comments**
    - 1. Human Resources Report
  - E. Finance Comments**
    - 1. Information Report
    - 2. Budget vs. Actual Fund 1, 2, and 3
    - 3. Fund Balance Projections
    - 4. Treasury Report
    - 5. Five Year Demand
    - 6. Credit Card Breakdown
    - 7. Directors’ Expense
    - 8. Check Register
    - 9. Water Sales Summary
    - 10. Developer Projections
    - 11. RMWD Properties

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

- 32. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING
- 33. ADJOURNMENT - To Tuesday, July 28, 2020 at 1:00 p.m.

**ATTEST TO POSTING:**

  
\_\_\_\_\_  
**FOR:** Carl Rindfleisch  
Secretary of the Board

6/16/20 @ 8:00 a.m.  
\_\_\_\_\_  
Date and Time of Posting  
Outside Display Cases

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

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**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RAINBOW MUNICIPAL WATER DISTRICT  
MAY 26, 2020**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on May 26, 2020 was called to order by Vice President Hamilton at 12:05 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Vice President Hamilton presiding.

2. **ROLL CALL**

**Present:** Director Hamilton, Director Mack, Director Rindfleisch, Director Gasca (*arrived at 12:19 p.m.*), Legal Counsel Smith (*via teleconference*), Legal Counsel Duran-Brown (*via teleconference*).

**Also Present:** General Manager Kennedy, Executive Assistant Washburn, Information Technology Manager.

**Absent:** Director Brazier

No members of the public were present for Closed Session.

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

There were no changes to the Agenda

4. **ORAL/WRITTEN COMMUNICATIONS FROM THE PUBLIC  
OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING  
CLOSED SESSION AGENDA ITEMS (Government Code § 54954.2).**

There were no comments.

***The meeting adjourned to Closed Session at 12:06 p.m.***

5. **CLOSED SESSION**

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

\* Two Items

B. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1)

\* Kessner et al., v. Rainbow Municipal Water District, et al.

C. Conference with Legal Counsel – Potential Initiation of Litigation (Government Code § 54956.9(d)(4))

\* One Case

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

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

This item was addressed under Item #10.

***The meeting reconvened at 1:00 p.m.***

Time Certain: 1:00 p.m.

**7. REPEAT CALL TO ORDER**

The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on May 26, 2020 was called to order by Vice President Hamilton at 1:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Vice President Hamilton presiding.

**8. PLEDGE OF ALLEGIANCE**

**9. REPEAT ROLL CALL**

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

**Also Present:** General Manager Kennedy, Executive Assistant Washburn, Information Technology Manager Khattab.

**Absent:** Director Brazier.

**Present via video teleconference:**

Legal Counsel Smith, Legal Counsel Duran-Brown, District Engineer Strapac, Operations Manager Gutierrez, Finance Manager Largent, Human Resources Manager Harp, Associate Engineer Powers, Customer Service and Communications Supervisor Gray, and Senior Accountant Rubio.

Eight members of the public attended the Open Session via video teleconference.

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

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

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

There were no changes to the agenda.

**12. 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.

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



**\*13. APPROVAL OF MINUTES**

**A.** April 28, 2020 - Regular Board Meeting

**Motion:**

**To approve the minutes.**

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

**\*14. 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.

**B.** Representative Report (Appointed Representative)

**1.** SDCWA

**A.** Summary of Board Meeting April 23, 2020

Mr. Kennedy referenced the summary of the April meeting as well as the email he recently sent to the RMWD Board with a letter attached that he sent to SDCWA in advance of this month's meeting discussions regarding the MWD rates and charges, SDCWA's mid-year budget, as well as SDCWA's proposed rate increase. He noted the purpose of this letter was to generate some thoughts from the other member agencies.

Discussion ensued.

**2.** CSDA

Mr. Kennedy reported Thursday night there was a virtual happy hour Zoom meeting in place of the May 21, 2020 Quarterly Dinner meeting with approximately fifteen people in attendance. He noted there was a roundtable discussion regarding what each special district was dealing with in relation to the COVID-19 situation.

**3.** LAFCO

Mr. Kennedy reported the hearing will be on June 1, 2020 where LAFCO will speak about forming a committee to look at RMWD's proposal to detach from SDCWA.

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

**4. San Luis Rey Watershed Council**

Director Gasca stated there was no information to report at this time.

**5. Santa Margarita River Watershed Watermaster Steering Committee**

Vice President Hamilton announced the next meeting is scheduled for July.

**6. ACWA**

Mr. Kennedy reported ACWA has changed their annual conference to a virtual conference.

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

**1. Board Seminar/Conference/Workshop Training Attendance Reports**

Director Gasca reported he virtually attended the CSDA Legislative Days. He referenced the webinar handouts he provided to the Board noting the highlights of each. He pointed out the most significant bill discussed was regarding the legislation helping to define the special districts at a federal level. He mentioned his certificates of participation were provided to Ms. Washburn for the District's records.

**D. Directors Comments**

Director Mack asked for an update on what was transpiring in terms of not turning off customer services for non-payment during the pandemic. Mr. Kennedy said as part of the Executive Order, the District was not allowed to turn off water service during the pandemic and that late fees are being waived through June 1, 2020 per Board approval. Vice President Hamilton added the Board also decided to monitor this relatively new process before taking any proactive action.

**E. Legal Counsel Comments**

**1. Attorney Report: Claims Presentation Filing Requirements 150152-0005**

Legal Counsel summarized the information contained in his report.

**15. COMMITTEE REPORTS**

**A. Budget and Finance Committee**

Ms. Largent reported the committee reviewed the budget assumptions as well as possibly condensing some of the customer payment options.

**B. Communications and Customer Service Committee**

Vice President Hamilton reported the committee reviewed the communication plan for the WSUP project. He mentioned the committee reviewed the public complaint policy section of the Administrative Code and how the committee asked him to express to the Board the appreciation for having been included in the process and to be given an opportunity to provide feedback on policies that affect communications and customer service. He said the committee's proposed revisions have been communicated to Ms. Washburn to be made part of the proposed revisions presented to the Board in June.

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

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Vice President Hamilton pointed out discussion on the CalState San Marcos Student Program has been deferred until the report provided to RMWD has been reviewed. He announced the Fallbrook Vintage Car Show has been rescheduled for August as well as noted Mr. Kennedy gave an update on the COVID-19 situation and how RMWD has been invited to participate in a webinar related to the District's response to emergencies.

Mr. Kennedy added the committee will discuss the process for reopening the front lobby at their June committee meeting.

**C. Engineering and Operations Committee**

Mr. Nelson reported the committee did not have a quorum; therefore, no business could be conducted.

Time Certain: 1:00 p.m. Public Hearing

**\*16. PUBLIC HEARING**

**A. DISCUSSION AND POSSIBLE ACTION TO JOIN THE STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM ("SCIP") AND BECOME A PARTICIPATING MEMBER AGENCY, AND ADOPT A RESOLUTION "FORM OF RESOLUTION OF INTENTION TO BE ADOPTED BY CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY ("CSCDA")**

Mr. Kennedy noted this was another piece to the CSCDA the District joined a few years ago when it formed the Community Facilities District for the DR Horton project. He explained the SCIP is designed for much smaller projects and provides a way for property owners to assess themselves to pay for public infrastructure for smaller projects that are not big enough for bond issuance. He pointed out this program would be utilized by smaller developers. He mentioned some of the benefits this program could bring to the District. He clarified at this time the Board would only be considering making this program available to those property owners within the RMWD service area.

Vice President Hamilton asked for clarification as to the administrative terms and conditions in which RMWD is involved relative to this program. Mr. Kennedy confirmed the District would be involved with the agreements as well as agreeing with that when something is done, it is a public asset and then make it a part of the District's portfolio of assets.

Vice President Hamilton solicited for further comment on this item. There were no additional comments.

Mr. Kennedy asked Legal Counsel if the public hearing needed to be opened differently that was done. Legal Counsel said as long as the Board confirmed there was no public comment, there was no additional requirements.

Vice President Hamilton confirmed there was no additional public comment. Mr. Khattab confirmed there were nobody raising their hands to comment.

Director Gasca inquired as to whether there were two motions required. Legal Counsel stated by adopting option 1, it would include the adoption of the resolution.

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

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**Motion:**

**To approve Option 1 – The Board make a determination that becoming a participant in SCIP does not constitute a project that is subject to CEQA guidelines, adopt a Resolution of Intention, Resolution No. 20-06, that by a simple majority vote for the membership in SCIP, and authorize the General Manager to proceed with all documentation and filings to authorize membership in SCIP.**

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

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

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

**Absent: Director Brazier.**

**CONSENT CALENDAR ITEMS**

- \*17. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 20-08 — 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 MAY 26, 2020 THROUGH JUNE 30, 2020**

This item was pulled from the Consent Calendar for discussion purposes.

- 18. NOTICE OF COMPLETION AND ACCEPTANCE OF DENTRO DE LOMAS ROAD IMPROVEMENT PROJECT AS COMPLETE**

**Motion:**

**To approve Item #18.**

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

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

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

**Absent: Director Brazier.**

**BOARD ACTION ITEMS**

- 17. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 20-08 — 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 MAY 26, 2020 THROUGH JUNE 30, 2020**

(This item was pulled from the Consent Calendar for discussion purposes.)

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

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Director Mack asked for clarification on the dates for May 26, 2020 and June 30, 2020 was due to a change or due to the MOU. Ms. Harp clarified this was not related to the MOU Cost of Living Adjustments that go into effect for the new fiscal year beginning in July.

Mr. Kennedy pointed out this item was for a title change on a position from superintendent to supervisor that according to CalPERS the Board is required to adopt.

Ms. Harp confirmed the June 30, 2020 date on Resolution No. 20-08 was to note the end of the fiscal year and how another resolution reflecting the Cost of Living Adjustments in accordance with the MOU's will be presented for Board consideration at their June meeting.

***Motion:***

***To approve Resolution No. 20-08.***

***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.***

**\*19. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION OF NECESSITY, RESOLUTION NO. 20-05, AUTHORIZING THE ACQUISITION OF EASEMENT BY EMINENT DOMAIN FOR A PORTION OF THE PROPERTY AT 7650 CAMINO DEL REY, BONSALL, CA 92003**

Vice President Hamilton noted to be included in the record was a letter from the property owner (Exhibit "A").

Mr. Strapac referenced the presentation noting the steps taken to locate a position for the pump station. He pointed out this was a resolution of necessity to start the process. He mentioned a pre-manufactured pump station will be built in the Moosa Creek area to serve the southern portions of the district with water. He noted RMWD has offered compensation; however, it has been rejected at this time.

Mr. Strapac explained the property RMWD was interested in acquiring is a 15,000 square foot permanent easement on land located off Camino Del Rey and owned by EWM Investments, LLC. He noted this was a larger parcel of 6.59 acres adjacent to several parcels owned by the same entity. He showed where the easement would be located as well as noted although it would not be utilized on a regular basis, the easement was necessary to access the pump station.

Vice President Hayden pointed out Moosa Creek also runs through the parcel of interest; therefore, there was not much usable land. Mr. Kennedy confirmed this was true.

Director Mack inquired as to how power would be provided to the pump station. Mr. Strapac stated this was something to be addressed with SDG&E.

Director Rindfleisch asked about the access roads. Mr. Strapac said this was part of staff's research and found there are three means for accessing the site.

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

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Discussion ensued regarding the easement and its purpose.

Director Gasca referenced the letter from Mr. Moody regarding this matter and how it seems Mr. Moody's expressed concern is the easement being located right in the middle of the property. Vice President Hamilton pointed out Mr. Moody's usable property is also dictated by flood plain and Moosa Creek running through the southwest portion. Mr. Kennedy pointed out the site would be at the very edge of Mr. Moody's usable property. Mr. Kennedy stated there may be a hypothetical use in the future the District would be willing to discuss with the owners at that time.

Mr. Kennedy pointed out RMWD got an appraisal for the proposed site; however, the owners did not like the results but were unwilling to do another appraisal. He said RMWD will pay the fair market value the District, it was just a matter of determining what that amount.

Director Gasca expressed concern with some of the listed items contained in Mr. Moody's letter. Legal Counsel Duran-Brown noted she has had discussions with the owner's representative regarding their concern with the valuation. She pointed out the Resolution of Necessity was to move the project forward and to do so the valuation was not an issue. She stated the owner's concerns have been taken into consideration and how she was currently in discussion with the owners as well as the District's appraiser to ensure anything missed is captured. She said as of right now, the current fair market value presented was appropriate and any should any adjustments be deemed necessary, those can be done in the future.

Vice President Hamilton clarified today the Board was authorizing acquisition of the easement. Mr. Strapac affirmed this to be true. Mr. Kennedy added the Resolution of Necessity was to make known the Board's intent to move forward with the project.

Mr. Kennedy mentioned the project itself was an incredible benefit to all the ratepayers that would injure one ratepayer for which they should be compensated for the injury.

Mr. Strapac pointed out should this matter go to litigation, a litigation appraiser not involved with the RMWD nor the owners would be brought in to do a new valuation of the property. Ms. Duran-Brown confirmed a litigation appraiser would be hired to do a new valuation of the property as of the date of value that is set by when the litigation is filed. She said should it get to this point in litigation, the new valuation would be the amount paid unless the property value remains flat.

***Motion:***

***To approve Option 1: Receive public testimony, make a determination that the eminent domain process does not constitute a project that is subject to CEQA guidelines, make a determination that the installation of the pump station is not a project that is subject to CEQA guidelines, adopt a Resolution of Necessity, Resolution No. 20-05, by a two-thirds vote for the acquisition by eminent domain an easement at 7650 Camino Del Rey, Bonsall, CA 92003, and authorize the General Manager to proceed with all condemnation filings and proceedings necessary to acquire the interests in the subject parcel.***

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

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

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

***Absent: Director Brazier.***

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



**20. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE AWARD OF THE CONSTRUCTION CONTRACT FOR THE RAINBOW HEIGHTS PUMP STATION REHABILITATION PROJECT**

Mr. Strapac referenced the presentation noting this was for the demolition of the existing Rainbow Heights Pump Station and abandoned 8<sup>th</sup> Street Pump Station and replacement with a pre-manufactured pump station. He stated the rationale was the two large natural gas motors need to be replaced and how he found it was difficult to get maintenance on these and how the permitting costs and maintenance were extremely expensive. He noted two pumps and a cover are on an MWD easement and MWD was requiring the two pumps to be moved out of their easement. He also noted staff recently began the process to relocate the Vallecitos Pump Station to a location across the street from this pump station that may provide RMWD nice redundancy.

Mr. Strapac continued with the presentation pointing out the locations of these pump stations and plan sites. Mr. Kennedy added the pump station across the street from the proposed new pump station has been out of service for at least two decades. He pointed out there were also some structural cracks in the existing Rainbow Heights Pump Station building.

Mr. Kennedy stressed the need for this pump station was due to the gas-fired pumps being out of service and if the remaining two electric pumps fail, there will be a need to go into emergency pumping mode with temporary pumps. He confirmed the Vallecitos Tank belongs to RMWD. Discussion followed regarding potential electrical savings.

Mr. Strapac provided talked about the bid results and project details as summarized in the presentation. Director Rindfleisch asked if the bid price includes acquisition of the new pump stations. Mr. Strapac confirmed the bids do include the new pump stations and demolition of the old pump station.

Director Mack asked if the site would have a roof. Mr. Strapac noted there would be a hatch located in the roof at each pump. Director Mack explained his inquiry was to find out whether it was possible to utilize solar at this site. Discussion ensued.

Vice President Hamilton pointed out RMWD planned for \$2.2 Million for this project; however, it will now cost approximately \$2.6 Million. Mr. Strapac confirmed this was true.

***Motion:***

***To approve Option - Allocate funding and award the construction contract for the Rainbow Heights Pump Station rehabilitation Project to Orion Construction in accordance with the California Public Contracting Code for a not to exceed amount of \$2,637,397, make a finding that the project is Categorically Exempt from CEQA, and authorize General Manager to execute contract for the construction of the Rainbow Heights and Pump Station Rehabilitation Project to Orion Construction.***

***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***

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

**\*21. CONSIDER ADOPTION OF A RESOLUTION OF APPLICATION AUTHORIZING THE GENERAL MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION TO ANNEX THE PARDEE “MEADOWOOD” DEVELOPMENT FROM THE VALLEY CENTER MUNICIPAL WATER DISTRICT INTO THE RAINBOW MUNICIPAL WATER DISTRICT**

Mr. Kennedy noted this item was a carry on from the April Board meeting for Board consideration. He pointed out although the application form was not complete, the steps to complete it were being taken including the Valley Center MWD Board approving a Resolution of Support.

Mr. Kennedy pointed out Staff Recommendation Option 1 would also authorize him to provide additional information to LAFCO that may come forward in LAFCO’s decision process.

Vice President Hamilton said this was straight forward; however, he asked if there was any anticipation of opposition. Mr. Kennedy stated he did not anticipate any functional reason there would be a negative response to this request.

Legal Counsel Smith pointed out it is in the agreement that Pardee is responsible for indemnifying the District.

***Motion:***

***Approve the Resolution of Application that directs the General Manager to prepare and submit an application to San Diego LAFCO for the annexation of the Pardee development project, pay the filing fees and provide any and all additional or supplemental forms, data, information, plans and documentation as the San Diego Local Agency Formation Commission may request during the processing of the application.***

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

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

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

***Absent: Director Brazier***

**22. DISCUSSION AND POSSIBLE ACTION REGARDING “AS NEEDED” LAND SURVEY SERVICES CHANGE ORDERS**

Mr. Strapac said this was a discussion regarding the land survey ad-needed services. He noted these services were coming up to the approved maximum limits set at \$50,000. He talked about where the services have been utilized. He stated due to need for these services for important projects, staff was asking the Board to increase the limits to \$100,000.

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

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**Motion:**

**To approve Option 1 - Approve Change Orders in the amount of \$50, 000 each for KDM Meridian, Inc. and Right-Of-Way Engineering, Inc. to continue to provide professional services to the District, a Authorize the General Manager to execute Change Orders for the “As Needed” contracts with KDM Meridian, Inc. and Right-Of-Way Engineering, Inc., and make a determination that the action identified herein does not constitute a “project” as defined by CEQA.**

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

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

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

**Absent: Director Brazier.**

**22A. DISCUSSION AND POSSIBLE ACTION ON AGREEMENT TO APPROVE AND EXECUTE JOINT AGREEMENT TO IMPROVE MAJOR SUBDIVISION COUNTY OF SAN DIEGO TRACT NO. 5354-1**

Mr. Kennedy explained this was a standard agreement used when major subdivisions agree to build public assets with the County and RMWD. He stated he received this late Wednesday afternoon which was after the agenda packet was complete; however, due to the timelines involved, this was being brought to the Board to consider giving him authority to sign the agreement as well as make the appropriate adjustments. He added this agreement also provides for bonds to make sure the work is completed correctly, and should that not happen, RMWD can use that bond money to finish the work.

**Motion:**

**To approve Option 1 - Approve the Agreement to Assume Joint Agreement To Improve Major Subdivision, make a determination that the action before the Board today does not constitute a “project” as defined by CEQA, and authorize the General Manager, District Engineer, and General Counsel to make appropriate adjustments to certain details contained in the agreement and then execute the agreement once adjustments, if any, are completed.**

**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.**

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

There were no requests.

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

**BOARD INFORMATION ITEMS****24. BUDGET PREVIEW**

Ms. Harp presented an update on the 2020 Staffing Analysis and Projections as part of the budget review process. She pointed out some of the key topics is the status of the organization, overtime trends by department, any changes in the projected labor supply as a result of pending retirements dates and eligibility, as well as current and projected turnover rates. She added she also included some information on how COVID-19 has impacted the workforce.

Ms. Harp pointed out a change has been made this year to start moving away from using the superintendent job title to the supervisor job title for all the positions with direct reports under a department manager. She mentioned Resolution No. 20-08 approved by the Board today was an example of how the changes from Water Operations Superintendent to Water Operations Supervisor. She talked about some of the other departmental changes that took place throughout the year.

Ms. Harp continued with her presentation noting current and future staffing challenges as well as impact of COVID-19 on labor use, operations, and labor availability. She pointed out the true impacts of COVID-19, if any, will not be known for a couple of years.

Mr. Kennedy asked Ms. Harp to provide a copy of the presentation to Ms. Washburn so she can email it to the Directors.

***Director Rindfleisch excused himself from the meeting at 2:50 p.m.***

Ms. Largent gave a presentation on the FY 2020-21 Proposed Operating Budget and Capital Improvement Plan noting the assumptions include growth of 292 new water connections and 39 for sewer and how the Meadowood development was not included due to the fact it would not be on-line the entire 2020-21 fiscal year. She added this budget was set with a water demand of 14,000 acre feet and the assumptions also include the pass-through rate increase from SDCWA effective January 1, 2021.

Ms. Largent recalled in January 2020 it was determined to wait until June 2020 to decide whether the pass-through costs should be increased. She said the Board will need to determine if those rates should be passed through the remainder of 2020 or wait until January 1, 2021. She pointed out the last rate increase resolution included these rates; therefore, it would only require a 30-day notice to the customers in their bills or a separate mailer.

Vice President Hamilton asked for clarification that the question was to wait until January 2021 to pass along the costs. Mr. Kennedy explained it was to wait until January 2021 to pass through both the 2020 and 2021 pass through increases in January 2021.

Director Mack inquired about the statement made earlier related to percentage of pass-through increases. Ms. Largent explained RMWD just received notification of the proposed pass-through increases; however, they were not broken out by member agency.

Ms. Largent pointed out the proposed budget includes a 2% increase on RMWD's fixed fees. She continued to review the information contained in the presentation.

Discussion ensued regarding weather impacts on water demands.

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

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Ms. Largent referenced the proposal budget summary pointing out how RMWD will be affected. She explained the alternative scenarios provided in the presentation.

Mr. Kennedy pointed out although a definite rate increase from SDCWA would not be known until the end of June, it was important to tailor the RMWD budget around 14,000 acre feet in water sales.

Ms. Largent continued with reviewing variable and fixed revenues, variable revenues by rate class, general funds, as well as operating budget summaries.

Ms. Largent pointed out RMWD was not transferring anything to capital nor rate stabilization in this budget.

Director Mack asked about the Pardee project and RMWD creating a CFD from which revenue would be collected. Mr. Kennedy said capacity fees would be collected through the CFD created for Meadowood. Discussion ensued.

Ms. Largent continued with the presentation explaining the water capital fund balances and noting the worse-case scenarios for Years 1-3. She stated she is very much involved with the CFD's and monitoring them.

Discussion ensued regarding the Capital Improvement Plan budget.

Ms. Largent solicited the Board for input in terms of what sales level and rate increase they would like to recommend for the final budget.

Director Gasca said with projections made over the past 5-6 years have being off; therefore, he predicts the water sales will most likely be less than anticipated.

Vice President Hamilton asked about the rationale for not passing through the SDCWA rate increases until January 2021 versus starting the pass through in July or August of this year. Mr. Kennedy explained this was possible if the required thirty-day notice requirement can be met. Vice President Hamilton expressed concern RMWD cannot continue to subsidize the pass-throughs. Ms. Largent said to continue subsidizing the pass-throughs would not be best for the District. Director Gasca noted a few options available to the District to find a stronger position in which it should be placed. Mr. Kennedy suggested holding the line until the end of the year with continuous messaging to the customers throughout the entire time. Vice President Hamilton agreed with not passing through SDCWA's increased rates in July; however, he does not recommend waiting until January either.

Director Mack inquired as to the progress on purchasing excess water from the City of Oceanside. Mr. Kennedy stated this was still in progress.

Ms. Largent said to put the budget package together for Board consideration in June, she would like input as to which numbers should be presented. Vice President recommended going with 13,500 acre feet and Option B.

Vice President Hamilton asked Legal Counsel Smith about the worst-case scenario for finalizing the detachment. Legal Counsel Smith agreed the best scenario would be it will finalize in 2022 and the worst could be approximately five years out if it happens at all. Discussion ensued.

**Vice President Hamilton called for a break at 3:43 p.m.**

**The meeting reconvened at 3:51 p.m.**

**25. COVID-19 EMERGENCY UPDATE**

Mr. Kennedy noted the rules are relaxed and RMWD was working on a plan for reopening the front office as well as how to conduct public meetings while protecting the employees. He said the initial plan is to open the offices to the public starting June 8, 2020. He noted the proposed plan will be provided to the Communications and Customer Service committee on June 4, 2020.

Mr. Kennedy said RMWD will continue to move back to as much a normal routine as possible.

**26. NORTH RIVER ROAD EMERGENCY UPDATE**

Mr. Kennedy stated at this time this emergency will officially end now that the procurement needs have been met and the work is complete.

Mr. Gutierrez recapped on what transpired at North River Road pipeline and how the excavation was 23' deep with a hole big enough to collapse the pipe. He reported the work has been validated after the pipeline was videotaped once the repair was made. He explained the footprint of what was transpiring on North River Road during the repair. He said staff will be present a plan to the Engineering and Operations Committee after which time something will be brought to the Board for consideration.

Discussion followed.

**27. WSUP UPDATE**

Mr. Gutierrez reported last month work had resumed with Concord following the COVID-19 guidelines. He noted approximately 350 meters have been exchanged. He mentioned four members of the RMWD construction crews have been trained to assist with the meter exchanges which in turn will assist in making more progress with the program.

Mr. Kennedy added the relocation of the backflow devices has slowed Concord's work with the meter replacement process; however, additional resources have been brought in to help increase their productivity. He reported RMWD's teams are ahead of Concord right now and how the intent is to have the meters replaced with as few go backs as possible.

Discussion followed regarding the anticipated timeline for finishing the project.

**28. BOARD MEMBER INPUT ON ADMINISTRATIVE CODE TITLE 1 PROPOSED REVISIONS**

Mr. Kennedy pointed out at the April Board meeting the Board had asked for an opportunity to review the proposed policy changes before considering approval. He encouraged the Board to review the policies that have been forwarded to the Board and have any revisions sent to Ms. Washburn as soon as possible within the next two weeks so these policies can be brought to the Board for consideration at the June meeting.

Ms. Washburn requested the Board Members to also let her know if they do not have any additional recommended changes so she can finalize the documents for the June Board meeting packet.

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



**\*29. HEADQUARTERS SITE DEVELOPMENT PROGRESS**

Mr. Kennedy gave an update on the headquarters site development progress. He noted a Request for Proposal has been solicited for which RMWD received response from three firms. He stated interviews were held with two of those firms and that contract documents will be brought to the Board in June for consideration.

Vice President Hamilton inquired as to whether an ad hoc committee will be formed to address this project. Mr. Kennedy noted this was a recommendation of the Engineering and Operations Committee and how it will be helpful to get input from a couple of the Directors as well as members of the committee. Discussion ensued.

Mr. Kennedy noted the goal would be to get a more functional building at little or no cost to the ratepayers.

Director Gasca said he would be interested in serving on the ad hoc committee depending on how frequent the ad hoc committee with Fallbrook meets. Vice President Hamilton suggested those Board Members not present today also be made aware of the opportunity to serve on this ad hoc committee. Mr. Kennedy agreed noting this could be on the agenda for the next meeting.

**\*30. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

**A. General Manager Comments**

1. Meetings, Conferences and Seminar Calendar

**B. Communications**

1. SB 1386 (Moorlach): Protecting Fire Hydrant System Funding- Support
2. SB 1386 Senate Governance Finance Committee Analysis

**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. Budget vs. Actual Fund 1, 2, and 3
3. Fund Balance Projections
4. Treasury Report
5. Five Year Demand
6. Credit Card Breakdown
7. Directors' Expense
8. Check Register
9. Water Sales Summary
10. Developer Projections
11. RMWD Properties

Mr. Kennedy drew the Board's attention to the letters provided under Items #30B1 and #30B2.

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

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***Motion:***

***To receive and file information and financial items.***

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

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

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

***Absent: Director Rindfleisch, Director Brazier.***

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

It was noted the June meeting will be held jointly with the Budget and Finance Committee and that the budget, award of the PUP 1 project, Administrative Code changes, a Professional Services Agreement for the headquarters, the Public Hearing for ID1, an update on the WSUP project, as well as an update on the North River Road sewer project need to be on the next meeting agenda.

**32. ADJOURNMENT - To Tuesday, June 23, 2020 at 1:00 p.m.**

***The meeting was adjourned by Vice President Hamilton to a joint meeting with the Budget and Finance Committee on June 23, 2020, 2020 at 1:00 p.m.***

The meeting was adjourned at 4:30 p.m.

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**Hayden Hamilton, Board Vice President**

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**Dawn M. Washburn, Board Secretary**

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

## **SUMMARY OF FORMAL BOARD OF DIRECTORS' MEETING May 28, 2020**

1. Completion of Pipeline 5 Repair.  
The Board ratified contracts with: Fibrwrap Construction Services, Inc. in the amount of \$612,017.26; J.F. Shea Construction, Inc. for a not-to-exceed amount of \$515,000; WSP USA, Inc. for a not-to-exceed amount of \$238,420.; and, Simpson Gumpertz & Heger, Inc. for a not- to-exceed amount of \$223,000.  
  
The Board authorized the General Manager to accept the carbon fiber repair work as complete, record the notice of completion, and release all funds held in retention to Fibrwrap Construction Services, Inc., following expiration of the notice of completion period; and also authorized the General Manager to accept the bulkhead installation and removal work as complete, record the notice of completion, and release all funds held in retention to J.F. Shea Construction, Inc., following expiration of the notice of completion period.
2. Resolution setting a Public Hearing date for the Water Authority's proposed calendar year 2021 Rates and Charges.  
The Board adopted Resolution No. 2020-05 setting the time and place for a public hearing on June 25, 2020, at or after 9:00 a.m., or as soon thereafter as may practicably be heard, during the Administrative and Finance Committee meeting, to receive comments regarding recommended rates and charges to be effective January 1, 2021.
3. Resolution Regarding Potential Detachment.  
The Board adopted Resolution No. 2020-60 regarding potential detachment by the Fallbrook Public Utilities District ("Fallbrook") and the Rainbow Municipal Water District ("Rainbow").
4. Amendment to the Agreement with Valley Center Municipal Water District and Yuima Municipal Water District for Funding the Design of the Emergency Storage Project Improvements in Valley Center and Yuima Water Districts.  
The Board authorized the General Manager to execute an amendment to the Agreement for Funding the Design of the Emergency Storage Project Improvements with Valley Center Municipal Water District and Yuima Municipal Water District to increase the not-to-exceed amount by \$500,000 from \$580,000 to \$1,080,000.
5. New contracts for Hawkins Delafield & Wood LLP, Clean Energy Capital Securities and WSP USA Inc. associated with the Lewis Carlsbad Desalination Plant Intake Modifications Project.  
The Board authorized the General Manager to approve the following contracts: legal services agreement with Hawkins Delafield & Wood LLP as special counsel to include new transactional legal work for the Claude "Bud" Lewis Carlsbad Desalination Plant (CDP) project intake and discharge system modifications phased implementation in the amount of \$533,750; a professional services contract with Clean

Energy Capital Securities LLC to include financial and transactional support for the CDP project intake and discharge system modifications phased implementation in the amount of \$445,000 with a term of four years expiring on June 30, 2024; and, a professional services contract with WSP USA Inc. to include engineering support for the CDP project intake and discharge system modifications phased implementation in the amount of \$368,795 with a four year term expiring on June 30, 2024.

6. Monthly Treasurer's Report on Investments and Cash Flow.  
The Board noted and filed the Treasurer's report.
7. Adopt positions on various state bills.  
The Board adopted a position of Support if Amended on AB 2991 (Santiago), relating to environmental leadership projects.
8. Amendment 2 to the services contract with Hydro Consulting and Maintenance Services, Inc., for specialized mechanical preventative and corrective maintenance, inspection, testing, and repair services for Lake Hodges Pumped Storage Hydroelectric Facility.  
The Board authorized the General Manager to execute Amendment 2 to the contract with Hydro Consulting and Maintenance Services, Inc., in the amount of \$600,000 for specialized mechanical preventative and corrective maintenance, inspection, testing, and repair services, increasing the authorized cumulative contract amount from \$1,300,000 to \$1,900,000.
9. Professional services contract with Mission Resource Conservation District in an amount not to exceed \$750,000 to administer the Agricultural Water Management Program.  
The Board authorized the General Manager to award a professional services contract to Mission Resource Conservation District (MRCD) for a not-to-exceed amount of \$750,000 to administer the Agricultural Water Management Program.
10. Approval of Minutes.  
The Board approved the minutes of the Formal Board of Directors meeting of April 23, 2020.
11. Director Appointment.  
The Board approved the appointment of Eric Heidemann, representing the city of Poway to the SDCWA Board of Directors; term ending April 22, 2026.



**TO:** Rainbow Municipal Water District

**FROM:** Alfred Smith

**DATE:** June 23, 2020

**RE:** Attorney Report: NPDES Permitting Update  
501668-0002

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## **I. INTRODUCTION**

This attorney report provides an update on a recent decision from the United States Supreme Court that creates a new standard for permits under the National Pollutant Discharge Elimination System (“NPDES”) program. On April 23, 2020, in the case of *County of Maui v. Hawai’i Wildlife Fund*, the Supreme Court issued a 6-3 decision involving whether a permit is required under the Clean Water Act’s (“CWA”) NPDES program when pollutants flow through groundwater before reaching surface waters that are subject to regulation under the CWA. The Court held that a permit is required when the discharge to groundwater is the “functional equivalent of a direct discharge” to surface waters. Thus, certain discharges to groundwater can now be regulated under the CWA, for example, by requiring permits for such discharges or taking enforcement action as to the same.

The Supreme Court’s decision is essentially a compromise as to whether the CWA can be used to regulate discharges to groundwater that may reach “navigable waters.” Plaintiff environmental groups argued that CWA permitting requirements apply when effluent in a navigable water is “fairly traceable” through groundwater to a point source. The County of Maui, however, argued for a bright-line test, pursuant to which no NPDES permit would be required unless a point source directly discharges into navigable water. The Supreme Court rejected both tests proposed by the parties and aimed for the middle, holding that the CWA requires a NPDES permit when a direct discharge to groundwater “is the *functional equivalent* of a direct discharge from the point source into navigable waters.”

In rejecting the Ninth Circuit’s “fairly traceable” test, the Court explained its concern that the rule was too broad, potentially requiring a permit for the release of pollutants to groundwater that could take hundreds of years, and much farther distances, to reach navigable waters. Additionally, the Court recognized that the CWA leaves significant authority to the States to regulate groundwater pollution, and that Congress did not intend to “seriously interfere with this state responsibility.”

## II. **BACKGROUND.**

The U.S. Supreme Court's decision involves the long-running matter of *County of Maui v. Hawai'i Wildlife Fund*. The County of Maui ("Maui") operates a wastewater reclamation facility on the island of Maui, Hawaii. The facility collects sewage from the surrounding area, partially treats it, and pumps the treated water hundreds of feet underground through four injection wells. Some of this effluent then travels one-half mile, through groundwater, to the ocean.

The CWA requires permits for discharges from "point sources" to navigable waters. However, where a point source discharges to groundwater (and not directly to navigable water), applicability of the CWA has been a longstanding source of debate among the state and federal courts.

Environmental groups sued, claiming that Maui was discharging pollutants from a point source to a navigable water (the Pacific Ocean) without a CWA permit. Maui argued that because the discharge from the point source was to groundwater and not navigable waters, no permit was required. Ultimately, the Ninth Circuit held that discharges to groundwater required a CWA permit if the pollutants in the discharge are "fairly traceable from the point source to a navigable water."

## III. **COURT'S ANALYSIS.**

### A. **Supreme Court Opinion.**

The Supreme Court narrowed the Ninth Circuit's ruling, requiring a permit when there is a "direct discharge from a point source into navigable waters or when there is the *functional equivalent* of a direct discharge from the point source into navigable waters." The Court acknowledged that: "Time and distance will be the most important factors in most cases, but not necessarily every case." However, rather than establishing a clear standard of what constitutes a "functional equivalent," the majority opinion instead lists potentially relevant considerations, including:

- how long it takes the pollutant to reach navigable waters;
- the distance the pollutant travels before reaching navigable waters;
- the nature of the material through which the pollutant travels;
- the extent to which the pollutant is diluted or chemically changed as it travels;
- the amount of pollutant entering the navigable waters relative to the amount of the pollutant that leaves the point source;
- the manner by or area in which the pollutant enters the navigable waters; and
- the degree to which the pollution (at that point) has maintained its specific identity.

The Supreme Court recognized that virtually all water, polluted or not, eventually makes its way to navigable water and that the Ninth Circuit's "fairly traceable" standard



would have allowed the EPA to broadly assert permitting authority, including over the release of pollutants that reach navigable waters many years after their release and in highly diluted forms.

In a concurring opinion, Justice Kavanaugh emphasized the plurality opinion in *Rapanos v. United States*, wherein Justice Scalia argued that polluters could not “evade the permitting requirement . . . simply by discharging their pollutants into non-covered intermittent watercourses that lie upstream of covered waters.”

As to the dissents, Justice Thomas (joined by Justice Gorsuch) argued that the CWA excludes anything other than a direct discharge to navigable waters. Writing separately, Justice Alito assailed the majority’s “functional equivalent” test as an implausible interpretation of the statutory text with no clear meaning as to its application. The Supreme Court remanded the case to the Ninth Circuit for further consideration.

While the Supreme Court’s “functional equivalent” test is narrower than the “fairly traceable” test, it lacks the clarity of the “direct discharge” test. In addition, the “functional equivalent” test is a brand new test, that does not claim to be based in, or related to, Justice Kennedy’s “significant nexus” test established and explained in the 2006 *Rapanos v. United States* decision. On the one hand, the Supreme Court said that a NPDES permit is clearly required where a pipe emits pollutants that travel a few feet through groundwater to navigable waters. On the other hand, if the pollutants enter groundwater at a point 50 miles from a navigable water and travel through groundwater for “many years,” the Court explained that a permit “likely” is not required. For cases between those extremes, the outcome of the *Maui* case is murky. Anticipating such challenges, the Supreme Court added that a permit would be required where “a point source directly deposits pollutants into navigable waters, or when the discharge reaches the same result through roughly similar means.”

Going forward, it is clear that CWA permitting for point source discharges that migrate through groundwater to waters of the United States will depend on the specific facts and circumstances involved, and that uncertainty in the regulatory field will continue for the foreseeable future. This uncertainty could be particularly problematic for determining permitting requirements for a variety of encouraged practices, such as local groundwater projects, treatment systems, the use of capture and infiltration and natural bio-filtration best management practices to treat stormwater and other types of pollution.

Another notable facet of the *Maui* case has less to do with the specific details of the decision, and more with how the Justices might decide future questions under the CWA. Justice Kavanaugh’s concurring opinion is particularly noteworthy: He wrote that he agreed with the *Maui* majority “in full,” but in explaining the reasons for his concurrence, he relied heavily on Justice Scalia’s concurring opinion in the *Rapanos* decision. *Rapanos* addressed whether particular types of watercourses are within the CWA’s jurisdiction (*i.e.* what should be considered a “navigable water,” defined as

“waters of the United States”). Justice Scalia opined “waters of the United States” should be defined quite narrowly, requiring relatively permanent flow and some connection to waters that are navigable “in fact.”

## **B. Related Clean Water Act Developments.**

The Supreme Court’s decision comes two days after the April 21, 2020, issuance by the EPA and the US Army Corps of Engineers of their Navigable Waters Protection Rule (“2020 Rule”), which significantly limited the scope of “navigable waters” subject to regulatory jurisdiction and enforcement. The 2020 Rule rejected the Obama Administration’s broad “significant nexus” test, established by Justice Kennedy’s concurring opinion in the U.S. Supreme Court’s decision in *Rapanos v. United States* (2006) 547 U.S. 715.

Instead, the 2020 Rule seeks to limit the scope of the government’s regulatory authority by adopting the plurality decision of Justice Scalia, which limited jurisdiction to running waters and adjacent wetlands. Following Justice Scalia’s line of reasoning, under the 2020 Rule, federal agency jurisdiction is limited to “relatively permanent flowing and standing waterbodies that are traditional navigable waters in their own right or that have a specific surface water connection to traditional navigable waters, as well as wetlands that abut or are otherwise inseparably bound up with such relatively permanent waters.”

The 2020 Rule becomes effective on June 22, 2020, and is already the subject of numerous court challenges, thereby adding more uncertainty to the scope of the jurisdictional reach of the CWA. One week after the EPA and the Army Corps of Engineers issued the 2020 Rule, twenty-two environmental groups and nineteen jurisdictions filed suit in three District Courts challenging the 2020 Rule. The lawsuits raise a number of CWA-related issues and concerns regarding the 2020 Rule, including but not limited to:

- The purported abandonment of science as a foundation for development of the 2020 Rule;
- The elimination of the significant nexus test established by Justice Kennedy’s concurring opinion in *Rapanos*;
- The alleged unlawful restriction of categories of jurisdictional waters;
- The alleged categorical exclusion of several water features as jurisdictional, including ephemeral streams and floodplain wetlands;
- The alleged narrowing of the “adjacent wetlands” category of jurisdictional waters;
- The establishment of definitions that the environmental groups assert are “fundamentally indeterminate;”
- The alleged inability of the defined term “typical year” to capture climate change-related modifications to precipitation patterns based on its backward looking definition;

- The alleged expansion of the waste treatment system exclusion;
- The rule's alleged impact on water quality; and
- The rule's alleged noncompliance with the structure, text, and purpose of the CWA as a whole.

Notably, on May 1, 2020, seventeen states, including California, filed challenges to the 2020 Rule (*State of California et al. v. Wheeler et al.*, Case No. 3:20-cv-03005, Northern District of California). The State of California's lawsuit alleges many of the same allegations as the environmental groups. However, the State of California also argues that it specifically has broader concerns regarding the 2020 Rule's increased cost to the state and adverse impact on water quality, particularly from lower quality water entering California from other states. Among other things, the State of California argues:

- The 2020 Rule contradicts earlier versions of the Clean Water Act without new evidence to support changes;
- The 2020 Rule unreasonably relies on the *Rapanos* plurality decision (authored by the late Justice Scalia) to exclude water features otherwise included under Justice Kennedy's "significant nexus" standard;
- The 2020 Rule's alleged impact on interstate upstream water quality with which downstream states will need to contend and ultimately, remedy;
- The 2020 Rule imposes a significant financial burden on the State associated with mitigating upstream out-of-state pollution;
- The 2020 Rule fails to protect previously-regulated waters and wetlands, some of which can now receive unpermitted discharges; and
- The 2020 Rule will cause increased costs to the State associated with the withdrawal of water quality protections under the 2020 Rule, and the resulting need for the State to incur the financial and administrative burdens associated with instituting or expanding water protection programs.

On a historical note, the 2015 CWA amendments adopted by EPA, the Army Corps, and ultimately the Obama Administration were similarly subject to a number of legal challenges. Those challenges, which alleged that the rule improperly expanded the federal government's environmental regulatory power, and inappropriately interpreted the significant nexus test established by Justice Kennedy's concurring opinion in *Rapanos*, resulted in the Obama Administration's Rule never becoming effective nationwide. Whether the Trump Administration's newly adopted 2020 Rule will suffer a similar fate is yet to be seen.

#### **IV. CONCLUSION.**

The U.S. Supreme Court's decision in the *Maui* case does not provide a clear answer for when discharges through groundwater require a permit. The decision does, however, establish a national standard. The "functional equivalent" test is the third

standard that has been applied in the *Maui* case. At the District Court level, the court held that a discharge to groundwater would require a permit if the groundwater acted as conduit and conveyed the discharge to surface waters. The U.S. Ninth Circuit Court of Appeals held that a discharge would require a permit if it was “fairly traceable” to the original point source. Other circuits adopted alternative standards. The more limited “functional equivalent” standard is now the law nationally.

The decision can be characterized as a win for Maui because it narrowed the Ninth Circuit’s rationale. Nonetheless, the multi-part test adopted by the Supreme Court leaves dischargers in a difficult situation. Facilities and infrastructure that have a connection to groundwater may now require Clean Water Act permits if pollutants from those facilities flow through groundwater to surface waters. The rationale implicates pipelines that may leak, groundwater projects, treatment systems, infiltration basins that have a groundwater connection, and stormwater-related low impact development projects and green infrastructure – among other things.

The Court recognized the difficulty of determining when a permit is required under the “functional equivalent” test and admonished district judges to “exercise their discretion” and “mitigate hardship or injustice when they apply the statute’s penalty provision” in light of “the complexities inherent to the context of indirect discharges through groundwater...” This direction to lower courts may temper an expansive application of the test and its impact on dischargers that were not previously required to obtain a permit.

Finally, while Water Boards in California already require state law permits (Waste Discharge Requirements or WDRs) for discharges to groundwater or that threaten to migrate to groundwater, the conditions of those WDRs are currently based on consideration of groundwater, not surface water quality standards. In the event that a NPDES permit is now also required under *Maui* for discharges to groundwater that make their way to surface waters of the United States, there is an open question as to whether Water Boards will amend the conditions of those discharge permits in a material way. In any event, there inevitably will be further litigation as dischargers, regulators, and interest groups test the nuances of the Court’s “functional equivalent” rule.

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**BOARD OF DIRECTORS**

June 23, 2020

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**SUBJECT**

DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 20-07 FOR ID 1 STANDBY CHARGES

**BACKGROUND**

The Board approves the proposed ID 1 standby charges annually.

**DESCRIPTION**

Ordinance No. 20-07 establishes water availability charges for all of the Rainbow Municipal Water District Improvement District – Improvement District No. 1.

**POLICY/STRATEGIC PLAN KEY FOCUS AREA**

Strategic Focus Area Four: Fiscal Responsibility

**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.

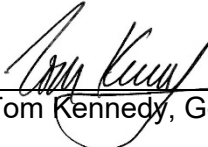
**BOARD OPTIONS/FISCAL IMPACTS**

1. Adopt Ordinance No. 20-07.
2. Adopt Ordinance No. 20-07 with revisions.
3. Provide staff with direction.

**STAFF RECOMMENDATION**

It is recommended the Board of Directors adopt Ordinance No. 20-07.

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Tom Kennedy, General Manager

June 23, 2020



**ORDINANCE NO. 20-07**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF  
RAINBOW MUNICIPAL WATER DISTRICT  
ESTABLISHING READINESS TO SERVE WATER SERVICE STANDBY  
ASSESSMENTS OR AVAILABILITY CHARGES FOR ALL OF THE  
RAINBOW MUNICIPAL WATER DISTRICT  
IMPROVEMENT DISTRICT NO. 1**

**WHEREAS**, the increasing costs of importing water and, in particular, a Readiness to Serve Charge imposed upon the Rainbow Municipal Water District (the "District") by the Metropolitan Water District; and the need for continuing improvement, construction and reconstruction of the District's water storage, treatment and transmission facilities to insure a safe and continuing supply of water to the residents and taxpayers of the District must be met; and

**WHEREAS**, it is in the best interests of the District that, in addition to taxes and water revenues, certain monies be raised through the imposition of Readiness to Serve Water Service standby availability charges on certain lands within Improvement District No. 1 of the District, whether or not water service is actually being used thereon, and

**WHEREAS**, such charges are specifically authorized by the Municipal Water District Law of 1911; and

**WHEREAS**, the Board of Directors ("Board") of the District has previously ordered the formation of an improvement district designated as Improvement District No. 1 of Rainbow Municipal Water District ("Improvement District No. 1") for the purpose of establishing water service standby or availability charges for water and water delivery availability and readiness to serve charges collected from all lands within the District which, when added to rates and charges for water service and capital facility charges collected from newly developing lands within the District, will produce revenues sufficient to meet the cost of importing water as well as ensuring future availability of water supplies to serve the District and to finance the construction and reconstruction of water facilities; and

**WHEREAS**, a duly noticed public hearing was held by the Board on June 23, 2020, to hear and consider all objections or protests to said readiness to serve water service standby availability charge for Improvement District No. 1, at which time all persons were given an opportunity to be heard.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT AS FOLLOWS:**

1. The Board of Directors hereby finds and determines that Readiness to Serve Water Availability service is made available to all lands within Improvement District No. 1, and hereby establishes readiness to serve water service standby assessments or availability charges which shall be assessed against all such lands whether water service is actually presently utilized on such lands or not.
2. The water availability charges hereby established in said Improvement District No. 1 for the fiscal year commencing July 1, 2020, and ending June 30, 2021, shall be as follows:

Ten Dollars and Fifty-Four Cents (\$10.54) per acre per year for each acre of land within Improvement District No. 1.

Ten Dollars and Fifty-Four Cents (\$10.54) per year for each parcel of land of less than one acre within Improvement District No. 1.

3. The officers of this District shall, on or before August 1, 2020, furnish in writing to the Board of Supervisors of San Diego County and to the San Diego County Auditor-Controller, a description of each parcel of land within said District upon which said readiness to serve water availability charge is to be levied and collected for the fiscal year 2020-2021, together with the amount of water availability charge fixed on each parcel of land.
4. The Board of Directors, pursuant to Section 71635 of the Municipal Water District Law of 1911, hereby directs the Board of Supervisors of the County to levy, in addition to any other taxes it levies, the readiness to serve water service availability charge in the amounts of the respective parcels as fixed by the Board of Directors.
5. Certified copies of this Ordinance shall be delivered to the Board of Supervisors of the County of San Diego and to said County Auditor-Controller by the Clerk of the Board of this District.
6. The President of the Board of Directors shall sign this ordinance and the Clerk of the Board of Directors shall attest thereto and shall within fifteen days of its adoption cause it or a summary of it to be published in a newspaper of general circulation; and thereupon and thereafter this ordinance shall take effect and be in force upon the effective date of the resolution ordering the formation of Improvement District No. 1 pursuant to California Water Code Section 72014.
7. Ordinance 19-07 is hereby canceled.

Adopted this 23rd day of June 2020.

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Helene Brazier, Board President

ATTEST:

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Dawn Washburn, Board Secretary







**RESOLUTION NO. 20-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ADOPTING THE ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2021**

**WHEREAS**, the Rainbow Municipal Water District (“District”) is organized and operates pursuant to the Municipal Water District Law of 1911 commencing with Section 71000 of the California Water Code; and

**WHEREAS**, there has been presented to the Board of Directors a proposed Annual Operating and Capital Improvement Budget for The Fiscal Year Ending June 30, 2021 (“2021 Budget”); and

**WHEREAS**, on June 23, 2020, the Board of Directors received and considered all comments regarding the proposed 2021 Budget; and

**WHEREAS**, the proposed 2021 Budget has been reviewed and considered by the Board of Directors and it has been determined to be in the best interests of the District to adopt said budget for the sound financial operation of the District;

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

1. The 2021 Budget, as detailed in the budget document entitled “Annual Operating and Capital Improvement Budget for the Fiscal Year Ending June 30, 2021,” is hereby adopted. A copy of the 2021 Budget is attached hereto and incorporated herein by reference.
2. The expenditure amounts designated for the Fiscal Year 2020-2021, pursuant to the 2021 Budget, are hereby appropriated and may be expended by the departments or funds for which they are designated.
3. The proposed amount of the San Diego County Water Authority Rate pass-through, as allowed shall be increased effective 01/01/2021.
4. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.
5. If any section, subsection, sentence, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

6. This Resolution will be effective immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 23 day of June 2020 by the following vote, to wit:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Helene Brazier, Board President

**ATTEST:**

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Dawn M. Washburn, Board Secretary

**BOARD OF DIRECTORS**

June 23, 2020

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**SUBJECT**

DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 20-11 — 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 JULY 1, 2020 THROUGH JUNE 30, 2021.

**BACKGROUND**

In compliance with state and CalPERS regulations, the District maintains a Salary Grade structure that includes all job titles, salary grade levels, and monthly salary ranges for each grade. The table is available for public review, accessible from the Rainbow MWD website, and is published on a website hosted by the California State Controller.

The current Memoranda of Understanding with each of the three bargaining units calls for a cost of living adjustment (COLA), as follows:

*“Pay Grade ranges and the base pay of all eligible employees within those ranges shall be increased by an amount equal to the 12-month percentage change in the San Diego Consumer Price Index-Urban (CPI-U), Annual amount as published by the Bureau of Labor Statistics from the previous calendar year, with the following restrictions:*

- *The minimum increase shall be no less than 1%.*
- *The maximum increase shall be no more than 3%.*
- *The Legacy Salary Range Table is considered frozen and will not increase.*
- *Employees whose base pay rate falls outside of their position’s Non-Exempt Pay Grade will remain in the Legacy Salary Range Table and will not be eligible for COLA increases until the top of Non-Exempt Pay Grade is increased to an amount higher than the employee’s base pay rate.”*

The calculation for the COLA adjustment is as follows:

2018 Annual San Diego CPI-U: 292.547

2019 Annual San Diego CPI-U: 299.433

Year-over-year change in annual San Diego CPI-U is 2.4%.

BLS Source:

[https://data.bls.gov/timeseries/CUURS49ESA0?amp%253bdata\\_tool=XGtable&output\\_view=dat a&include\\_graphs=true](https://data.bls.gov/timeseries/CUURS49ESA0?amp%253bdata_tool=XGtable&output_view=dat a&include_graphs=true)

Based on the percentage change in the San Diego CPI-U, the COLA adjustment shall be 2.4%. Legacy pay grades are no longer necessary, since the regular pay grade has exceeded the legacy maximum pay grade. General Manager’s pay remains unchanged.

**DESCRIPTION**

The grade structure included in Resolution No. 20-11 is revised to reflect a 2.4% cost of living adjustment for eligible pay grades. Resolution No. 20-11 rescinds Resolution No. 20-08.

**POLICY/STRATEGIC PLAN KEY FOCUS AREA**

Updating this document with current information allows the District to comply with CalPERS requirements and California Code of Regulations 570.5 and 571.

**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.

**BOARD OPTIONS/FISCAL IMPACTS**

A 2.4% increase in base pay for all eligible employees who are not in a legacy pay grade. Annual impact is estimated to be \$109,000, which is included in the 2020-2021 budget proposal.

This resolution allows the District to comply with CalPERS requirements and the provisions of the bargaining unit MOUs.

- 1. Approve Resolution No. 20-11 as presented.
- 2. Do not approve Resolution No. 20-11.

**STAFF RECOMMENDATION**

Staff recommends approval of Resolution No. 20-11.



Karleen Harp, COSM  
Human Resources Manager

06/23/2020

**RESOLUTION NO. 20-0118**

**RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY FOR DISTRICT EMPLOYEES**

EFFECTIVE ~~MAY 26, 2020~~ JULY 1, 2020 THROUGH JUNE 30, 20210

Exempt Salary Grade	Monthly Salary Range/ Biweekly Rate / Hourly Equivalent	Job Titles
<b>GM</b>	<b>\$15,069- \$21,700/</b> \$6,955.20 - \$10,015.20 \$86.94 - \$125.19	General Manager
<b>E11</b>	<del>\$10,678.83</del> <u><b>\$9,335.60</b></u> - <del>\$15,377.08</del> <u><b>\$15,745.60</b></u> / <del>\$4,928.80</del> <u><b>\$5,047.20</b></u> - <del>\$7,096.80</del> <u><b>\$7,267.20</b></u> / <del>\$61.61</del> <u><b>\$63.09</b></u> - <del>\$88.71</del> <u><b>\$90.84</b></u>	District Engineer Finance Manager Operations Manager
<b>E10</b>	<del>\$9,285.47</del> <u><b>\$9,509.07</b></u> - <del>\$13,462.80</del> <u><b>\$13,785.20</b></u> / <del>\$4,285.60</del> <u><b>\$4,388.80</b></u> - <del>\$6,213.60</del> <u><b>\$6,362.40</b></u> / <del>\$53.57</del> <u><b>\$54.86</b></u> - <del>\$77.67</del> <u><b>\$79.53</b></u>	Human Resources Manager Information Technology Manager
<b>E9</b>	<del>\$8,075.60</del> <u><b>\$8,269.73</b></u> - <del>\$11,708.67</del> <u><b>\$11,989.47</b></u> / <del>\$3,727.20</del> <u><b>\$3,816.80</b></u> - <del>\$5,404.00</del> <u><b>\$5,533.60</b></u> / <del>\$46.59</del> <u><b>\$47.71</b></u> - <del>\$67.55</del> <u><b>\$69.17</b></u>	Associate Engineer Project Manager Senior IT and Applications Analyst Water Operations Supervisor
<b>E8</b>	<del>\$7,021.73</del> <u><b>\$7,368.40</b></u> - <del>\$10,179.87</del> <u><b>\$10,424.27</b></u> / <del>\$3,240.40</del> <u><b>\$3,400.80</b></u> - <del>\$4,698.40</del> <u><b>\$4,811.20</b></u> / <del>\$420.51</del> - <del>\$58.73</del> <u><b>\$60.14</b></u>	Construction and Maintenance Supervisor Information Technology and Applications Analyst Meter Services Supervisor Risk Management Officer Senior Accountant Wastewater Superintendent

Non-Exempt Salary Grade	Monthly Salary Range/ Hourly Range	Job Titles
<b>N7</b>	<del>\$6,701.07</del> <u><b>\$6,827.27</b></u> - <del>\$9,717.07</del> <u><b>\$9,951.07</b></u> / <del>\$38.66</del> <u><b>\$39.59</b></u> - <del>\$56.06</del> <u><b>\$57.41</b></u>	Customer Service and Communications Supervisor Executive Assistant/Board Secretary Lead Operator Senior Engineering Inspector Technical Services Team Lead
<b>N6</b>	<del>\$5,827.47</del> <u><b>\$5,967.87</b></u> - <del>\$8,450.00</del> <u><b>\$8,652.8</b></u> / <del>\$33.62</del> <u><b>\$34.43</b></u> - <del>\$48.75</del> <u><b>\$49.92</b></u>	Crew Leader – Valve Maintenance Crew Leader – Construction & Maintenance Customer Service Supervisor Electronic / Electrical Technician II

		Information Systems Specialist III System Operator III
<b>N5</b>	<del>\$5,066.53</del> <b>187.87</b> - <del>\$7,345.87</del> <b>579.87</b> / \$29. <del>92</del> <b>3</b> - \$4 <del>2.38</del> <b>3.73</b>	Accounting Specialist II Electrical / Electronics Technician I Engineering Technician II Information Systems Specialist II Mechanic II Senior Meter Services Technician System Operator II Utility Worker III – Construction Utility Worker III – Valve Maintenance Utility Worker III – Wastewater Services
<b>N4</b>	<del>\$4,406.13</del> <b>511.87</b> - <del>\$6,387.33</del> <b>539.87</b> / <del>\$25.42</del> <b>26.03</b> - <del>\$36.85</del> <b>37.73</b>	Accounting Specialist I Administrative Assistant II Cross Connection Control and Backflow Technician Engineering Inspector I Engineering Technician I Information Systems Specialist I Purchasing & Inventory Control Specialist II System Operator I Utility Worker II – Construction Utility Worker II/III – Meter Services Utility Worker II – Valve Maintenance Utility Worker II – Wastewater Services
<b>N3</b>	<del>\$3,830.67</del> <b>922.53</b> - <del>\$5,555.33</del> <b>688.80</b> / \$22. <del>63</del> <b>10</b> - \$32. <del>82</del> <b>05</b>	Administrative Assistant I Customer Service Representative II District Services Representative Purchasing / Inventory Control Specialist I Utility Worker I – Construction Utility Worker I – Meter Services Utility Worker I – Valve Maintenance Utility Worker I – Wastewater Services
<b>N2</b>	<del>\$3,329.73</del> <b>409.47</b> - <del>\$4,830.80</del> <b>946.93</b> / \$19. <del>67</del> <b>21</b> - \$27. <del>87</del> <b>28.54</b>	Customer Service Representative I Human Resources Assistant
<b>N1</b>	<del>\$2,813.20</del> <b>967.47</b> - <del>\$4,080.27</del> <b>286.53</b> / <del>\$16.72</del> <b>17.12</b> - \$24. <del>73</del> <b>25</b>	Interns

<b>Legacy Salary Grade</b>	<b>Monthly Salary Range/ Hourly Range</b>	<b>Job Titles</b>
<b>L5/L6</b>	<del>\$4,884 - \$6,408 / \$28.18 - \$37.71</del>	<del>Utility Worker II/III – Meter Services</del>

Resolution No. 20-~~1108~~ rescinds Resolution No. 20-~~081~~.

**PASSED, APPROVED, AND ADOPTED** in Open Session at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 23<sup>rd</sup> ~~6<sup>th</sup>~~ day of ~~May~~ **June** by the following vote, to wit:



**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Helene Brazier, Board President

**ATTEST:**

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Dawn Washburn, Board Secretary



**RESOLUTION NO. 20-011 RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW  
MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY  
RATES OF PAY FOR DISTRICT EMPLOYEES**

**EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021**

<b>Exempt Salary Grade</b>	<b>Monthly Salary Range/ Biweekly Rate / Hourly Equivalent</b>	<b>Job Titles</b>
<b>GM</b>	<b>\$15,069- \$21,700/</b> \$6,955.20 - \$10,015.20 \$86.94 - \$125.19	General Manager
<b>E11</b>	<b>\$10,935.60 - \$15,745.60 /</b> \$5,047.20 - \$7,267.20 / \$63.09- \$90.84	District Engineer Finance Manager Operations Manager
<b>E10</b>	<b>\$9,509.07- \$13,785.20 /</b> \$4,388.80 - \$6,362.40 / \$54.86 – \$79.53	Human Resources Manager Information Technology Manager
<b>E9</b>	<b>\$8,269.73 - \$11,989.47 /</b> \$3,816.80 - \$5,533.60 / \$47.71 - \$69.17	Associate Engineer Project Manager Senior IT and Applications Analyst Water Operations Supervisor
<b>E8</b>	<b>\$7,368.40 - \$10,424.27 /</b> \$3,400.80 - \$4,811.20 / \$42.51 - \$60.14	Construction and Maintenance Supervisor Information Technology and Applications Analyst Meter Services Supervisor Risk Management Officer Senior Accountant Wastewater Superintendent

<b>Non-Exempt Salary Grade</b>	<b>Monthly Salary Range/ Hourly Range</b>	<b>Job Titles</b>
<b>N7</b>	<b>\$6,862.27 - \$9,951.07 /</b> \$39.59 - \$57.41	Customer Service and Communications Supervisor Executive Assistant/Board Secretary Lead Operator Senior Engineering Inspector Technical Services Team Lead
<b>N6</b>	<b>\$5,967.87 - \$8,652.8 /</b> \$34.43 - \$49.92	Crew Leader – Valve Maintenance Crew Leader – Construction & Maintenance Customer Service Supervisor Electronic / Electrical Technician II Information Systems Specialist III System Operator III
<b>N5</b>	<b>\$5,187.87 - \$7,579.87 /</b> \$29.93 - \$43.73	Accounting Specialist II Electrical / Electronics Technician I Engineering Technician II Information Systems Specialist II Mechanic II Senior Meter Services Technician System Operator II

		Utility Worker III – Construction Utility Worker III – Valve Maintenance Utility Worker III – Wastewater Services
<b>N4</b>	<b>\$4,511.87 - \$6,539.87 /</b> \$26.03 - \$37.73	Accounting Specialist I Administrative Assistant II Cross Connection Control and Backflow Technician Engineering Inspector I Engineering Technician I Information Systems Specialist I Purchasing & Inventory Control Specialist II System Operator I Utility Worker II – Construction Utility Worker II/III – Meter Services Utility Worker II – Valve Maintenance Utility Worker II – Wastewater Services
<b>N3</b>	<b>\$3,922.53 - \$5,688.80 /</b> \$22.63 - \$32.82	Administrative Assistant I Customer Service Representative II District Services Representative Purchasing / Inventory Control Specialist I Utility Worker I – Construction Utility Worker I – Meter Services Utility Worker I – Valve Maintenance Utility Worker I – Wastewater Services
<b>N2</b>	<b>\$3,409.47 - \$4,946.93 /</b> \$19.67- \$28.54	Customer Service Representative I Human Resources Assistant
<b>N1</b>	<b>\$2,967.47 - \$4,286.53 /</b> \$17.12 - \$24.73	Interns


Resolution No. 20-11 rescinds Resolution No. 20-08.

**PASSED, APPROVED, AND ADOPTED** in Open Session at a meeting of the Board of Directors of the Rainbow Municipal Water District held on the 23<sup>rd</sup> day of June by the following vote, to wit:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Helene Brazier, Board President

**ATTEST:**

\_\_\_\_\_  
Dawn Washburn, Board Secretary

### BOARD OF DIRECTORS

June 23, 2020

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### SUBJECT

AWARD OF PROFESSIONAL SERVICES AGREEMENT WITH HOCH CONSULTING FOR NORTH RIVER ROAD LAND OUTFALL REHABILITATION

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### BACKGROUND

The 15-inch vitrified clay pipe (VCP) land outfall section of gravity sanitary sewer in North River Road beginning just west of Highway 76 and ending at the intersection of Stallion Drive is one of the most critical pieces of infrastructure for Rainbow Municipal Water District. It consists of nearly three miles of pipeline and 58 manholes. This pipeline carries wastewater to the City of Oceanside San Luis Rey Water Reclamation Facility for treatment on behalf of Rainbow Municipal Water District.

During the 2018-2019 rainstorms, wastewater flows exceeded capacities as measured at the Stallion and North River Road flow metering station. The increase of flows was attributed to significant infiltration & intrusion (I&I) of rainwater into the wastewater collection system. In response to I&I, field crews quickly deployed four hundred rain pans and over four hundred plugs. Additionally, there were assumptions by staff the I&I on the 15-inch VCP may be a contributing issue to the excess flow(s).

On June 25, 2019 Rainbow Municipal Water District Wastewater Staff began a self-assessment of the 15-inch VCP by cleaning the line first and then conducting a video/photographic inspection of nearly one mile of pipeline and fifteen manholes utilizing Houston Harris. The video inspection revealed several issues Staff identified as needing to be repaired. In October of 2019 staff continued with video/photographic inspection stopping at the intersection of Stallion and North River Road.

Staff began working on logistics to begin repair efforts and was in the process of finalizing plans and specifications to address broken sections of VCP, badly cracked sections of VCP, I&I, raising manholes to finish grade, lining existing manholes and cast in place pipe (CIPP) of the worst sections.

In late March 2020, the region was hit by a severe rainstorm which caused an overflow condition on the pipeline. As a result of this staff continued with video/photographic inspection. Staff observed two sections that were considered an imminent threat to collapse. The General Manager declared a State of Emergency on Sunday April 19, 2020 and authorized the immediate repair of two (2) of the most damaged sections of VCP. SCW was hired by the District and repairs of the two (2) sections began the following week.

Staff has determined this project can no longer be a multi-year phased repair effort and instead, the entire three-mile section of VCP requires immediate repair efforts.

## **DESCRIPTION**

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Hoch Consulting (Hoch) was retained during the declared emergency to assist Staff in finalizing the plans and specs. As more inspection and research was conducted, Staff determined Hoch was best suited to expand and expedite the plans and specifications required for this project to be publicly bid. Staff and Hoch worked collectively on preparing the following phased construction approach that will allow the worst conditions to be addressed first and then each remaining phase immediately following suit.

Phase I: Excavate and make spot repairs to the VCP and replace with C-900 PVC

Phase II: CIPP the high priority sections of VCP

Phase III: Manhole rehabilitation

Staff is asking the Board to consider entering a Professional Services Agreement (PSA) with Hoch for their services to both prepare bidding documents, as well as engineering support during each phase. A copy of the proposed PSA has been attached for reference.

## **POLICY/STRATEGIC PLAN KEY FOCUS AREA**

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Strategic Focus Area One: Water Resources

Strategic Focus Area Two: Asset Management

Strategic Focus Area Four: Fiscal Responsibility

Strategic Focus Area Five: Customer Service

## **ENVIRONMENTAL**

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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.

## **BOARD OPTIONS/FISCAL IMPACTS**

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The PSA is a Not to Exceed amount of \$151,180 and will be billed on a Time and Materials basis. Should less hours by Hoch be required, the total amount billed will reflect and be less.

Funds are available in the CIP Budget-Wastewater Capital Fund and have been included in the FY 2021 Capital Budget under Project # 530017. This project utilizes Community Facilities District funds that are required to be spend by June 30, 2021 on Wastewater capital projects.

The Board has several options:

1. Approve the Professional Services Agreement with Hoch Consulting for a not-to-exceed amount of \$151,180.
2. Approve the Professional Services Agreement with Hoch Consulting with revisions.
3. Do not approve the Professional Services Agreement with Hoch Consulting and provide staff with direction.

## **STAFF RECOMMENDATION**

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Staff recommends Option 1.



Robert Gutierrez, Operations Manager

June 23, 2020

# **Rainbow Municipal Water District**

## **LAND OUTFALL SEWER PIPELINE AND MANHOLE REPAIR AND REHABILITATION PROJECT**

### **REQUEST FOR PROPOSAL (RFP) for PROFESSIONAL SERVICES**

**May 2020**

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## **SECTION 1 – PROJECT BACKGROUND, DESCRIPTION, AND OBJECTIVES**

### **1.1 Project Background**

The Rainbow Municipal Water District (RMWD or District) provides water and sanitation services to the unincorporated communities of Rainbow, Bonsall, and portions of Vista, Oceanside, and Fallbrook. District owned sanitation infrastructure includes 6 lift stations and 60 miles of sewer main, inclusive of one Land Outfall that conveys wastewater from the District to the San Luis Rey Water Reclamation Facility (SLRWRF) in Oceanside for treatment. The District was in the process of evaluating and prioritizing repairs in the Land Outfall when heavy rains caused failure in portions of the pipeline, resulting in the District declaring an emergency to repair failed portions of the pipe and evaluate and prioritize critical repairs to the full 16,000 LF of Force Main – from the terminus of the Lift Station No. 2 force main downstream to the metered discharge to City of Oceanside sewer system.

### **1.2 Project Description**

Based on recommendations made in concert with Hoch Consulting, the District is proceeding with the expedited rehabilitation work in the following construction sequence/phases:

- Phase 1 - Point repairs
- Phase 2 - Cured-in-place-pipe (CIPP) of High Priority Reaches (~9,200 LF)
- Phase 3 - Manhole rehabilitation (59)

The District plans for each phase to be completed before the next phase begins and each phase will be bid as a separate project. Hoch Consulting has prepared Contract Documents for Phase I of the Project (Point Repairs). The District is soliciting engineering support services throughout construction for the remainder of Phase 1 and design and engineering support services throughout construction for Phase 2 and Phase 3 of the Project as is further described in Section 2.

### **1.3 Project Objectives**

The District has several objectives for the successful consultant in executing this project, including (1) expedited rehabilitation of the District's Land Outfall, and (2) optimized infrastructure recommendations:

#### **Expedited Rehabilitation**

The District has declared an emergency in response to the Land Outfall failures in April and prioritized rehabilitation efforts to help mitigate future failures. Accordingly, construction of all three phases is anticipated to be completed by Spring of 2021. The selected consultant shall provide staff and services capable of meeting this timeline.

#### **Optimized Recommendations**

The District desires to construct infrastructure that optimizes lifecycle costs and prioritizes repairs to fit within the allocated budget. The District has allocated \$2.3 Million in emergency

funding for construction. The selected consultant shall have both the engineering knowledge and field experience necessary to make recommendations to meet these objectives.

## **SECTION 2 – ANTICIPATED SCOPE OF WORK**

At a minimum, the consultant shall provide the following services (1) Data Collection and Review, (2) Contract Document Preparation, (3) Bid Support, (4) Engineering Support, and (5) Field Inspection and QA/QC. The District has a total budget of \$180,000 for these services. The selected consultant shall provide staff and resources as are necessary to fulfill the anticipated scope and any additionally proposed scope items. The proposed staff shall have the appropriate licensure and/or certifications. The minimum scope of work is further described below.

### **2.1 Data Collection and Review**

The consultant shall obtain, organize, and review CCTV data, videos, reports and GIS data to be provided by the District for 16,000 LF of Land Outfall Pipeline (from MH O-2-2 to Q-A-4) and reviewed the flow monitoring data. Reports include but are not limited to a Rehabilitation Phasing Plan, prepared by Hoch Consulting.

### **2.2 Contract Document Preparation**

The consultant shall prepare contract documents for Phases 2 (CIPP of High Priority Reaches) and 3 (Manhole Lining) of the Project as are outlined in the Rehabilitation Phasing Plan. Contract Documents shall include Volume I – Contract Documents and Appendices/Figures, Volume II – Construction Bid Forms, and Volume III – Technical Specifications. The selected consultant shall use District Standard specifications where applicable but shall provide additional specifications as are necessary to fully define the work. The Consultant shall provide all necessary appendices and figures to adequately convey the scope of the work to the contractor. The District will self-perform traffic control and bypass pumping. The contract documents shall be prepared and signed and sealed by a licensed civil engineer in the State of California.

### **2.3 Bid Support**

The consultant shall provide bid support for all three phases of the Project including but not limited to attending a pre-bid meeting, assisting the District with responding to contractor questions, preparing bid addenda, and reviewing bids for conformance with the contract documents, such as installation contractor and manufacturer's minimum required qualifications.

### **2.4 Engineering Support Services During Construction**

The selected consultant shall provide engineering support services during construction for all three phases of the Project including: (1) RFIs, Shop Drawings, and Submittal Reviews, (2) Document and Deliverable Tracking, (3) Change Order Review and Documentation, (4) Progress Payment Review, (5) Claims Avoidance and Analysis, and (6) Assistance with Project Closeout and Record drawings.

## **2.5 Field Inspection and QA/QC**

The consultant shall perform onsite QA/QC and supervision of the contractor's installation of the pipeline rehabilitation materials installation (Phase 2) and manhole lining installation (Phase 3). These services shall include but are not limited to the following:

### *Pipeline rehabilitation materials installation - (Phase 2)*

- Onsite services of a certified CIPP inspector via NASSCO's Inspector Training and Certification Program (ITCP)-Cured in Place Pipe (CIPP)
- Review of pre- and post-installation CCTV inspections
- Inspect Contractor's processes for wet out of the liner, installation, and curing (time and temperature) for conformance with the Contractor's approved submittals
- Examination of lateral reinstatements
- Review of potential features or defects in the CIPP installations and proposed corrective measures by the Contractor
- Onsite services of a certified CIPP inspector via NASSCO's Inspector Training and Certification Program (ITCP)-Manhole Rehabilitation

### *Manhole lining installation - (Phase 3)*

- Review of pre- and post-installation inspection videos and photos
- Inspect Contractor's processes for surface preparation, installation, and curing for conformance with the Contractor's approved submittals
- Review Contractor's spark testing results
- Examination of pipeline inlet and outlet connections and the manhole bench and channel
- Review of potential features or defects in the installations and proposed corrective measures by the Contractor

**SECTION 3 – PROJECT WORKPLAN**

The proposed project workplan and delineation of responsibilities is shown in the following table:

<b>Workplan Element*</b>	<b>Description</b>	<b>Consultant Responsibility</b>	<b>District Responsibility</b>
<b>Project Management</b>	Budget & Schedule Monitoring	Consultant shall assist the District with monitoring the Project budget and schedule.	District responsible for overall budget and schedule.
<b>Reporting</b>	Writing reports/presenting information to District or outside entities (e.g. regulators) as appropriate	Consultant shall assist the District with writing reports and preparing presentations to the District or outside entities.	District responsible for overall budget and schedule.
<b>Land Purchases/Easements</b>	Procurement of Land Purchases/Easements	N/A	N/A
<b>Planning</b>		Completed by Hoch Consulting & District	Completed by Hoch Consulting & District
<b>Environmental</b>	Creating appropriate Documents	N/A	District responsible for filing a Notice of Exemption
<b>Permitting</b>	Procuring or requiring procurement of permits	Consultant to review contract documents for Phases 2 & 3 to require contractor to procure appropriate permits in concert with District.	District to review contract documents to require contractor to procure appropriate permits in concert with Consultant.
<b>Design &amp; Engineering</b>	Preparing Contract Documents for Public Bidding	Consultant to prepare Contract Documents for Phases 2 & 3 and sign and seal documents.	District to review Contract Documents prepared by Consultant at appropriate intervals and provide comments. District to sign and seal documents.
<b>Contract Services</b>	Bidding and Awarding Contract	Consultant to provide bidding services for Phases 2 & 3 as noted in Section 2	District to advertise and perform all services not described in Section 2.
<b>Construction Administration</b>	Contract Management	N/A	District to manage construction contract, payments to contractors, and other administrative duties during construction.
<b>Construction/ Implementation</b>	Engineering Support Services, Construction Management, & Inspection	Consultant to provide engineering support services for Phases 1, 2, & 3 and construction management, & inspection for Phases 2 & 3.	District to provide construction management and inspection for Phase 1. District to provide traffic control and bypass pumping for Phases 1, 2, & 3.

\*The Consultant shall support the District for all items not otherwise noted.

## **SECTION 4 – PROPOSAL REQUIREMENTS**

Proposals shall conform to the following basic requirements:

### **4.1 Date and Time of Receipt**

Proposals are due to Mr. Chad Williams, no later than 5:00 P.M., May 22, 2020. Please submit an electronic copy of the proposal in PDF format to [cwilliams@rainbowmwd.com](mailto:cwilliams@rainbowmwd.com).

### **4.2 Proposal Formatting**

Proposals shall be concise, well organized, and demonstrate the consultant's qualifications and experience applicable to the Project. The District is accepting letter proposals for this solicitation. Each letter proposal shall be limited to 10 one-sided pages (8 1/2" x 11"), exclusive of resumes and project references. Type size (11 pt. min.) and margins for text pages should be in keeping with accepted standard formats for desktop publishing and word processing and should result in no more than 500 words per page. Proposals that exceed the page or word count per page limitation will not be considered. Consultants interested in submitting proposals for this project must respond with all of the information requested below. The consultant's proposal will be considered only if all of this information is provided. The proposals will be distributed to a selection committee for their evaluation.

### **4.3 Proposal Content**

The proposal shall include a firm overview, experience and technical competence, project approach/schedule, project organization and key personnel, fee proposal, and assurances, as are further discussed below:

#### **4.3.1 Firm Overview**

The firm overview shall include at a minimum the following:

- Consultant's name.
- Local office addresses and telephone number.
- Contact person for proposal

#### **4.3.2 Experience and Technical Competence**

At a minimum, provide the following:

- Provide a list of past and ongoing projects for which your team has provided similar services in the recent past. Include client references and telephone numbers.

#### **4.3.3 Scope of Work/Schedule**

The Scope of Work/Schedule section shall include the following at a minimum:

- Describe your anticipated scope of work for the Project.
- In the proposal, provide a schedule for critical deliverables, including starting and completion dates for each phase of the workplan.

#### **4.3.4 Project Key Personnel**

At a minimum, provide resumes for project personnel to identify and describe their background.

#### **4.3.5 Fee Proposal**

The Consultant shall provide an estimated total project budget with a breakdown of fees and staff-hours. The fee will not be the basis of selection for the successful firm; however, it will be reviewed to ensure that the firm understands the project. The Consultant's fee breakdown must align with the proposed task narratives. If the Consultant proposes additional design tasks, these shall also be designated separately. The Consultant shall provide a design fee separated by labor, subconsultants, and other direct charges (ODC) such as mileage, printing, shipping, phones, etc.

### **SECTION 5 – CONDITIONS FOR PROPOSERS**

#### **5.1 Rights of The Agency**

The District may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the Work described in the RFP. Agency reserves the right, in its sole and absolute discretion to take any of the following actions:

- Reject any or all Proposals and issue a new RFP.
- Cancel, modify, or withdraw, or extend the RFP.
- Issue Addenda, supplements, and modifications to this RFP.
- Modify the RFP process (with appropriate notice to Proposers).
- Appoint a selection committee and evaluation teams to review Proposals and seek the assistance of outside technical experts in the Proposal evaluations.
- Approve or disapprove the use of particular Subcontractors and/or substitutions and/or changes in Proposals.
- Revise and modify, at any time before the Proposal due date, the factors it will consider in evaluating Proposals and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the District will provide an Addendum to all registered Proposers setting forth the changes to the evaluation criteria or methodology. The District may extend the Proposal due date if such changes are deemed by the District, in its sole discretion, to be material and substantive.
- Hold meetings and exchange correspondence with the Proposers responding to this RFP to seek an improved understanding and evaluation of the Proposals. If individual Proposer informational meetings are held, all Proposers submitting a responsive Proposal shall be afforded an opportunity to participate in an individual Proposer informational meeting.
- Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the Proposals.
- Waive Weaknesses, informalities, and minor irregularities in Proposals.
- Reject the Proposal from any team that changes its Proposal after the submittal due date and time without following the procedures of this Proposal and without Agency written approval.

#### **5.2 Changes to the RFP**

This RFP is subject to revision via written addenda, which will be provided via e-mail to all proposers.

### **5.3 Protests**

Any protest to the District's action must be in writing and shall be received by the District within 5 business days of following such action. Any protest not set forth in writing or received within 5 business days of the protested action will not be considered. The District may, in its sole discretion, discuss the protest with the protestor. No hearing will be held on the protest. The District will decide the protest on the basis of the written submissions, and will issue a written decision regarding any protest.

### **5.4 Minimum Requirements**

The Consultant shall meet the minimum requirements for contracting with the District. Minimum requirements include but are not limited to general liability insurance with a minimum of \$1,000,000 covering the contractor against claims and judgments arising from their products or activities for the District. The insurance policy shall be extended, by endorsement, naming the District as additional insured. The Consultant is responsible for determining other minimum insurance requirements and ensuring compliance.

The consultant shall also maintain appropriate licenses and certifications by the State of California or other entities as specified herein.







**Hoch Consulting**

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May 22, 2020

Mr. Chad Williams  
Project Manager  
Rainbow Municipal Water District  
3707 Old Highway 395  
Fallbrook, CA 92028  
Via Email: cwilliams@rainbowmwd.com

**Subject: Land Outfall Sewer Pipeline and Manhole Repair and Rehabilitation Project**

Dear Mr. Williams:

Thank you for the opportunity to continue working with the Rainbow Municipal Water District (RMWD or District) on the North River Road Land Outfall Sewer Rehabilitation Project.

Due to the rain events occurring in early April, and the resulting flood events experienced by the District, the original scope of the North River Road Sewer Lining project was modified to include the full length of the Land Outfall Sewer Pipeline (approximately 16,000 LF) from the terminus of the Lift Station No. 2 force main downstream to the metered discharge to City of Oceanside sewer system. An emergency declaration was issued by the District and several emergency repairs were planned and completed on an expedited basis. Hoch Consulting provided engineering and technical support the District throughout the emergency repairs. Working in close coordination with staff, Hoch Consulting reviewed the pipeline inspection and condition assessment data and develop phased Rehabilitation Plan for the Land Outfall Sewer Pipeline which included cost estimates.

The District is proceeding with the rehabilitation work in the following construction sequence/phases:

1. Point repairs
2. Cured-in-place-pipe (CIPP) of High Priority Reaches (~9,200 LF)
3. Manhole rehabilitation (59)

The District plans for each phase to be completed before the next phase begins and each phase will be bid as a separate project. The total estimated construction cost for all three phases is approximately \$2.3M. Given the procurement and construction timelines and durations, it is estimated that all three phases will be completed by Spring of 2021.

Hoch Consulting proposes to perform technical and engineering services throughout the procurements and construction of all three phases. The proposed work includes preparing bid documents, providing engineering support during bidding and construction, and performing onsite quality assurance/quality control (QA/QC) of the pipeline and manhole rehabilitation materials installation. The proposed fee for these services is less than 8% of the estimated construction cost which is at or below industry average for these services for a project of this size and scope.

### **SCOPE OF WORK/SCHEDULE**

#### **Tasks previously authorized by the District:**

Hoch Consulting completed the following tasks under separate agreements with the District and the scope and fees associated are not included in this proposal. Tasks are listed for reference only.

#### **Task 1: Review CCTV, GIS, and Flow Monitoring Data**

Hoch Consulting obtained, organized, and reviewed CCTV data, videos, and reports and GIS data provided by the District for 16,000 LF of Land Outfall Pipeline (from MH O-2-2 to Q-A-4) and reviewed the flow monitoring data. The CCTV review focused on conditions that will affect scope of the rehabilitation work for the purposes of prioritizing rehabilitation and estimating rehabilitation costs of individual reaches for the phasing plan. The flow monitoring data will assist development of contract documents that set achievable parameters for shutdowns and/or bypasses required to perform the recommended work.

#### **Task 2: Develop Phased Rehabilitation Plan including Cost Estimates**

Hoch Consulting prepared and submitted several figures and tables summarizing and depicting the results of the work performed in Task 1 and the recommended Rehabilitation Phasing Plan (Plan). The figures will be utilized by District staff to present the recommendations to the General Manager, E&O Committee, Board of Directors, and Engineering Department. The figures include the locations and photographs of recommended spot repairs and the prioritized reaches of the sewer pipeline for rehabilitation using CIPP. The Plan also includes recommendations for manhole rehabilitation. Hoch Consulting provided engineer's estimates for the full Land Outfall Sewer Pipeline Rehabilitation as well as line items for specific scope and priority items: spot repairs to the pipeline, installation of cured-in-place-pipe (CIPP), and manhole rehabilitation and lining.

In concert with developing the Rehabilitation Phasing Plan development, Hoch Consulting reviewed the Dexter Wilson Engineering report (dated 3/31/2020) which evaluates/recommends various RMWD Conveyance System capacity and upgrades, including to the Land Outfall Sewer Pipeline. Hoch Consulting reviewed the report to verify consistency between the report's recommendations for the Land Outfall, including current and future capacity, and weighed them with the near-term rehabilitation needs. The review also included a financial analysis of the cost estimates for recommended improvements.

The District has elected to construct the near-term rehabilitation of the Land Outfall Sewer Pipeline and defer the report’s recommendation to upsize the line and convert it to a pressurized force main until a later date driven by the need for increased flow capacity.

Task 3.1: Prepare Bid Documents

Hoch Consulting proposes to prepare a bid-ready set of documents for Phase 1 of the project: Spot Repairs.

Deliverables:

- Volume I – Contract Documents and Appendices/Figures
- Volume II – Construction Bid Forms
- Volume III – Technical Specifications

Schedule:

**Hoch Consulting to submit final docs to District by June 9.** The District intends to receive authorization to advertise bid package at the June 23 Board meeting. Bids will be received and recommendation for award is anticipated for approval at the July 28 Board meeting. Construction schedule is anticipated to be 8-12 weeks. Construction complete in September/October.

**Proposed Scope of Work:**

Hoch Consulting proposes to perform following tasks as part of this agreement.

**Task 3: Phase 1 – Spot Repairs**

The work includes the construction of six (6) spot repairs completed by a contractor including but not limited to activities such as: excavation, shoring, groundwater dewatering, pipeline repairs, backfill, and pavement restoration. The District will self-perform traffic control and bypass pumping.

Task 3.2: Support During Bidding

Hoch Consulting proposes to provide support services during bidding. Services will include attending a pre-bid meeting, assisting the District with responding to contractor questions, preparing bid addenda, and reviewing bids for conformance with the contract documents, such as installation contractor and manufacturer’s minimum required qualifications.

- Note: the proposal assumes 4 weeks of bidding

Task 3.3: Engineering Support During Construction

Hoch Consulting proposes to provide support services during construction. Services will include but are not limited to:

- Attend construction kick-off meeting and progress meetings
- RFIs, Shop Drawings, and Submittal Reviews
- Change Order Review and Documentation
- Note: the proposal assumes 8 weeks of construction

**Task 4: Phase 2 – CIPP of High Priority Reaches**

The work includes rehabilitating approximately 9,200 LF of the high priority reaches of the Land Outfall Sewer pipeline using CIPP. The District will self-perform traffic control and bypass pumping.

Task 4.1: Prepare Bid Documents

Hoch Consulting proposes to prepare a bid-ready set of documents for Phase 2 of the project.

Deliverables:

- Volume I – Contract Documents and Appendices/Figures
- Volume II – Construction Bid Forms
- Volume III – Technical Specifications

Schedule:

**Hoch Consulting to submit final docs to District by July 14.** The District intends to receive authorization to advertise bid package at the July 28 Board meeting. Bids will be received and recommendation for award is anticipated for approval at the August 25 Board meeting. Construction schedule is anticipated to be 12 weeks. Construction completion anticipated in December.

Task 4.2: Support During Bidding

Hoch Consulting proposes to provide support services during bidding. Services will include attending a pre-bid meeting, assisting the District with responding to contractor questions, preparing bid addenda, and reviewing bids for conformance with the contract documents, such as installation contractor and manufacturer’s minimum required qualifications.

- Proposal assumes 4 weeks of bidding

Task 4.3: Engineering Support During Construction

Hoch Consulting proposes to provide support services during construction. Services will include but are not limited to:

- RFIs, Shop Drawings, and Submittal Reviews
- Document and Deliverable Tracking
- Change Order Review and Documentation
- Progress Payment Review
- Claims Avoidance and Analysis

- Assistance with Project Closeout and Record drawings
- Note: the proposal assumes 12 weeks of construction

**Task 4.4: Fieldwork Inspection and QA/QC**

The Land Outfall Sewer Pipeline is one of the District's most critical pieces of infrastructure which has no redundancy. The District can accept no less than a quality, defect-free installation by the rehabilitation contractor. The bid documents require the contractor to prepare and submit materials inspection, laboratory testing, and quality assurance/quality control (QA/QC) plans for review and approval by the District and Hoch Consulting. Hoch Consulting proposed to perform onsite QAQC and supervision of the contractor's installation of the pipeline rehabilitation materials installation.

- Onsite services of a certified CIPP inspector via NASSCO's Inspector Training and Certification Program (ITCP)-Cured in Place Pipe (CIPP)
- Review of pre- and post-installation CCTV inspections
- Inspect Contractor's processes for wet out of the liner, installation, and curing (time and temperature) for conformance with the Contractor's approved submittals
- Examination of lateral reinstatements
- Review of potential features or defects in the CIPP installations and proposed corrective measures by the Contractor
- Note: proposal assumes 12 weeks of construction

**Task 5: Phase 3 – Manhole Rehabilitation**

The work of this phase includes rehabilitating Land Outfall Sewer Pipeline's 59 manholes. The rehabilitation scope of work will include patching and coating the manhole interior and installation of new grade rings, frames, and covers. The District will self-perform traffic control.

**Task 5.1: Prepare Bid Documents**

Hoch Consulting proposes to prepare a bid-ready set of documents for Phase 3 of the project.

**Deliverables:**

- Volume I – Contract Documents and Appendices/Figures
- Volume II – Construction Bid Forms
- Volume III – Technical Specifications

**Schedule:**

To be determined based on completion of Phases 1 and 2 and construction sequencing. Planning level estimate is to begin construction in early 2021. Construction schedule is anticipated to be 8 weeks.

**Task 5.2: Support During Bidding**

Hoch Consulting proposes to provide support services during bidding. Services will include attending a pre-bid meeting, assisting the District with responding to contractor questions,

preparing bid addenda, and reviewing bids for conformance with the contract documents, such as installation contractor and manufacturer’s minimum required qualifications.

- Proposal assumes 4 weeks of bidding

Task 5.3: Engineering Support During Construction

Hoch Consulting proposes to provide support services during construction. Services will include but are not limited to:

- RFIs, Shop Drawings, and Submittal Reviews
- Document and Deliverable Tracking
- Change Order Review and Documentation
- Progress Payment Review
- Claims Avoidance and Analysis
- Assistance with Project Closeout
- Note: the proposal assumes 8 weeks of construction

Task 5.4: Fieldwork Inspection and QA/QC

The Land Outfall Sewer Pipeline is one of the District’s most critical pieces of infrastructure which has no redundancy. The District can accept no less than a quality, defect-free installation by the rehabilitation contractor. The bid documents require the contractor to prepare and submit materials inspection, laboratory testing, and quality assurance/quality control (QA/QC) plans for review and approval by the District and Hoch Consulting. Hoch Consulting proposed to perform onsite QAQC and supervision of the contractor’s installation of the manhole rehabilitation materials installation.

- Onsite services of a certified CIPP inspector via NASSCO’s Inspector Training and Certification Program (ITCP)-Manhole Rehabilitation
- Review of pre- and post-installation inspection videos and photos
- Inspect Contractor’s processes for surface preparation, installation, and curing for conformance with the Contractor’s approved submittals
- Review Contractor’s spark testing results
- Examination of pipeline inlet and outlet connections and the manhole bench and channel
- Review of potential features or defects in the installations and proposed corrective measures by the Contractor
- Proposal assumes 8 weeks of construction

**EXPERIENCE AND TECHNICAL COMPETENCE**

Hoch Consulting and its staff have performed pipeline condition assessment and rehabilitation for critical infrastructure for agencies throughout California. Please see the following for a list of projects and references:

- City of Oceanside – Harbor Area Sewer Rehabilitation and Improvements
  - Lindsay Leahy, P.E. – Principal Water Engineer
  - 300 N Coast Hwy, Oceanside, CA 92054
  - [LLeahy@oceansideca.org](mailto:LLeahy@oceansideca.org) | 760-435-5913
- City of Victorville – Force Main Condition Assessment
  - Sam Arvizu – Public Works Supervisor
  - 14177 Mcart Road Road, Victorville, CA 92392
  - [SArvizu@victorvilleca.gov](mailto:SArvizu@victorvilleca.gov) | 760-955-5218
- Orange County Sanitation District – Outfall System Assessment and Rehabilitation
  - Victoria Pilko – CIP Project Manager
  - 22212 Brookhurst St., Huntington Beach, CA 92646
  - [vpilko@ocsd.com](mailto:vpilko@ocsd.com) | 714-593-7189

Resumes for Hoch Consulting’s key personnel for this project are attached.

**FEE:**

Hoch Consulting proposes to perform the scope of services on a time and material basis not to exceed \$151,180, as detailed in the fee proposal enclosed as Table 1.

We greatly appreciate the opportunity to work with the District. If you have any questions about this proposal, please do not hesitate to contact me.

Sincerely,

HOCH CONSULTING



Adam Hoch

President/Principal Engineer

Enclosures:            Table 1: Fee Proposal  
                             Resumes

**RMWD - Hoch Consulting Fee Proposal**

RMWD - Land Outfall Sewer Pipeline Rehabilitation Cost Proposal

Hoch Consulting

Classification	Hoch Consulting Labor			Total Hoch Consulting Hours	Fees	
	Principal Engineer - AE	Senior Project Designer - RR	Assistant Project Engineer - JH		Subtask	Total*
<b>Rate (\$/hr)</b>	<b>\$195.00</b>	<b>\$185.00</b>	<b>\$135.00</b>			
Task 1: Review CCTV and Flow Monitoring Data						\$ -
Task 2: Develop Phased Rehabilitation Plan and Cost Estimates						\$ -
<b>Task 3: Phase 1 - Spot Repairs</b>	<b>54</b>	<b>48</b>	<b>24</b>	<b>126</b>		<b>\$ 22,650.00</b>
Task 3.1 Prepare Bid Documents					\$ -	
Task 3.2 Support during Bidding	18	24		42	\$ 7,950.00	
Task 3.3 Engineering Support During Construction	36	24	24	84	\$ 14,700.00	
<b>Task 4: Phase 2 - CIPP of High Priority Reaches</b>	<b>174</b>	<b>172</b>	<b>102</b>	<b>448</b>		<b>\$ 79,520.00</b>
Task 4.1 Prepare Bid Documents	24	48	24	96	\$ 16,800.00	
Task 4.2 Support during Bidding	18	36		54	\$ 10,170.00	
Task 4.3 Engineering Support During Construction	48	48	30	126	\$ 22,290.00	
Task 4.4: Fieldwork Inspection and QA/QC	84	40	48	172	\$ 30,260.00	
<b>Task 5: Phase 3 - Manhole Rehabilitation</b>	<b>98</b>	<b>112</b>	<b>68</b>	<b>278</b>		<b>\$ 49,010.00</b>
Task 5.1 Prepare Bid Documents	20	40	20	80	\$ 14,000.00	
Task 5.2 Support during Bidding	18	24		42	\$ 7,950.00	
Task 5.3 Engineering Support During Construction	24	36	12	72	\$ 12,960.00	
Task 5.4: Fieldwork Inspection and QA/QC	36	12	36	84	\$ 14,100.00	
<b>Total Base Proposal</b>	<b>326</b>	<b>332</b>	<b>194</b>	<b>852</b>		<b>\$ 151,180.00</b>

AH - Adam Hoch, P.E., QSD, QISP

AE - Ari Elden, P.E. LEED AP

RR - Richard Roth

JH - Joseph Hinden, EIT



**RESUMES FOR KEY PROJECT PERSONNEL**







**EDUCATION:**

B.S., Civil Engineering,  
California Polytechnic State  
University, San Luis Obispo

**PROFESSIONAL REGISTRATIONS:**

Professional Engineer (Civil)  
California, # C78400

**YEARS OF EXPERIENCE:**

13 Years

**CERTIFICATIONS:**

National Association of  
Sewer Service Companies  
(NASSCO), Pipeline  
Assessment and Certification  
Program (PACP)/Manhole  
Assessment and Certification  
Program (MACP)

NASSCO Inspector Training  
Certification Program Cured-  
in-Place-Pipe

Leadership in Energy and  
Environmental Design (LEED)  
Accredited Professional (AP),  
US Green Building Council

**ORGANIZATIONS:**

American Society of Civil  
Engineers (ASCE)

California Water  
Environment Association  
(CWEA)

North American Society of  
Trenchless Technology  
(NASTT)

Water Environment  
Federation (WEF)

Ari Elden is a registered Civil Engineer with diverse background including civil engineering and general construction, and expertise in the inspection and renewal of aging infrastructure. His professional experience includes condition assessment, design and construction of new water and wastewater conveyance systems, treatment plants, and pump stations. He conducts field inspections, performs condition assessments, and prepares design documents and performs engineering field support for the rehabilitation of aging infrastructure. His unique qualifications as a professional engineer and experienced construction manager allow him to effectively communicate and coordinate project activities with design teams, client staff, contractors, and vendors during the assessment, construction, and commissioning of complex facilities.

**SELECTION OF PROJECT EXPERIENCE:**

*Pipeline Condition Assessment – Wastewater*

**Pump Station 77 Force Main Cleaning and Inspection, City of San Diego, California**

Project Manager. Ari assembled and led a multidisciplinary team of specialized subcontractors implementing a detailed Field Work Inspection Plan. The focus of this project was to clean, inspect and assess the pipe condition and make renewal recommendations for the City’s dual force main system that crosses underneath the environmentally sensitive Lake Hodges. Ari and his team used the See Snake, a cutting-edge pipeline inspection technology, to inspect the 2,000-foot-long subaqueous, 16-inch-diameter parallel pipelines. This 40-year-old force main system had never been inspected and required the team to think out of the box to develop creative solutions. The See Snake was successfully deployed in a sewer pipeline underneath a body of water in a 100 percent free-swimming, non-tethered mode — this innovative deployment was a first for the City and a worldwide first for PICA.

**Outfall Investigation, Confidential Client, California**

Field Inspection Lead. Ari and his team were retained to handle all tasks associated with the facility’s 4,000-foot-long outfall pipeline. Built in 1968, the 12-inch diameter, cement mortar-coated steel pipeline conveys treated wastewater effluent to an offshore discharge point in a nearby bay. Work included dilution plume modeling to evaluate outfall and diffuser performance and field inspection services to assess and document the condition and structural integrity of the outfall pipeline. Ari and his team supervised specialists conducting comprehensive interior and exterior inspections of the land-based and subaqueous portions of the pipeline, including deployment of the PICA See Snake. Upon completion of the fieldwork, documents were prepared that assessed the condition of the pipeline, located specific areas for point repairs, and recommended a long-term strategy for the outfall pipeline.



**North Outfall Sewer Units 6 and 7 Inspection, City of Los Angeles, Department of Public Works, Bureau of Engineering, Los Angeles, California**

Field Inspection Lead. Ari and his team led a specialized pre-rehabilitation inspection of the North Outfall Sewer Units 6 and 7 to document the condition of the large diameter pipeline and its maintenance holes. This section of the NOS, constructed in the early 1900s, was particularly challenging to inspect due to limited access and multiple 90-degree bends throughout its approximately 9,000 feet in length. Ari assembled and led the inspection team from project inception to planning the inspection, obtaining permits, overseeing the fieldwork, and condition assessment reporting. Ari oversaw the work of specialty pipeline inspection contractor which included deployment of a tracked, multi-sensor inspection platform and collection of high definition close circuit television, three-dimensional laser LiDAR imaging, subsurface sonar profiling, and H<sub>2</sub>S measurement data. Inspection data was analyzed and reports were submitted to the City documenting inspection observations per NASSO PACP standards as well as supplemental information detailing the amount of interior pipe wall-loss, volume and location of settled debris, and 3D bend radius measurements of pipeline alignment. The City's design engineers used the information to complete the construction documents and contractor bid packages for the rehabilitation of NOS Units 6 and 7.

**Echo Park Primary Sewer and La Cienaga Interceptor Sewer Rehabilitation Units 7 and 8, City of Los Angeles, Department of Public Works, Bureau of Engineering, Los Angeles, California**

Technical Lead. Ari and his team led specialized inspections of the Downtown and Echo Park Primary Sewer and Units 7 and 8 of the La Cienaga Interceptor Sewer. These large diameter gravity sewer pipelines and their maintenance holes are located in some of the City of Los Angeles' busiest roads and are subject to the Mayor's "Rush-Hour Restriction." Additionally, the Downtown and Echo Park Primary Sewer is located over 100 feet below ground surface. Ari assembled a team that collaborated to overcome these challenges. Portions of the field work were scheduled at night and others scheduled during limited daytime hours in order to comply with the allowable work-hours and minimize impacts to the public. The project team secured Noise Variance permits to conduct the work at night and coordinated with the large Los Angeles Metro Rail Extension project for access to maintenance holes located within their jobsite. Ari and the team oversaw the work of specialty pipeline inspection contractor which included deployment of a wheeled, multi-sensor inspection platform and collection of Digital Optical Scanning, 3D Laser LiDAR imaging, subsurface sonar profiling data. Reports and data documenting the inspection observations per NASSO PACP standards as well as supplemental information detailing the amount of interior pipe wall-loss, volume and location of settled debris throughout the pipelines' alignments were submitted to the City. The City's design engineers used the condition assessment information in their planning and engineering for the operation and renewal of these pipelines.

**Outfall Inspection and Assessment, East Bay Dischargers Authority, Walnut Creek, California**

Technical Lead. Ari and the team developed a plan to assess the condition of the Authority's single-most expensive asset: a subaqueous 7-mile-long outfall. The 96-inch-diameter reinforced concrete pipe (RCP) is nearing 50 years in age and is the Authority's sole means of discharging up to 225 mgd of treated effluent into the San Francisco Bay. Ari and the project team drafted identified suitable technologies and methods to inspect the pipeline, developed a detailed inspection plan, and bid documents for the Authority to competitively procure specialty contractors to implement the inspection plan. Ari performed 'onsite' contractor oversight during the offshore activities including execution of the diver surveys of the diffusers and manhole structures, geophysical study with bathymetric survey of the pipeline alignment using multi-beam and side-scanning sonar, and in-line ROV inspections of the pipeline interior.



#### **Plant 2 Force Main Condition Assessment, City of Wichita, Kansas**

Technical Support. Ari provided technical support to the project team performing the condition assessment for the City's 17,000 foot-long, 66-inch diameter reinforced concrete force main. Due to failure of a slide gate resulting in a sanitary sewer overflow, the City of Wichita was under a Consent Order. The consent order required the City evaluate the condition of the existing force main connecting Plants 1 and 2 to determine if replacement and/or rehabilitation was needed. The force main is a critical asset as it conveys 60 percent of the City's wastewater to Plant 2 for treatment. The 50-year-old force main traverses under a closed landfill, the Kansas Turnpike, and the Arkansas River. The force main had not been investigated since installation and the City was concerned with access points for investigation and the potential high risk of failure. The team successfully completed inspection of the force main by deploying multiple inspection platforms including a neutrally buoyant free-swimming remotely operated submersible vehicle equipment with forward-facing and scanning sonar.

#### **Large Diameter Pipeline Condition Assessment, Ross Valley Sanitary District, California**

Technical Expert. Ari played a technical support role in the condition assessment of approximately 45,000 linear feet of large-diameter gravity sewer. The District needed to perform a condition and risk assessment and develop a Capital Improvement Plan that would supplement other work and respond to a Cease and Desist Order for its aging collection system. With less than three weeks of field work, the 16-inch- to 42-inch- diameter sewers were inspected using high definition scanning, two-dimensional laser profiling, and sonar profiling. Ari helped develop the inspection plan, prepare pipeline inspection and cleaning specifications, and identify and select the inspection subcontractor.

#### **Wastewater Collection System Inventory and Condition Assessment, City of Modesto, California**

Technical Expert. Ari led the planning and execution of the inspection and condition assessment of the City's Shackelford Sewer Siphon. The 18-inch diameter concrete cylinder pipe (CCP) pipeline, constructed in the early 1970s, traverses underneath the Tuolumne River. In order to maintain operation of the pipeline, the City's lease with the State Lands Commission required a complete analysis of the pipeline and a determination if the pipeline had held its integrity or if rehabilitation was needed. Pipeline Inspection and Condition Analysis Corporation (PICA) was retained to perform the physical pipeline inspections. PICA deployed their ILI tool, called the See Snake, which utilizes RFT technology and is capable of measuring the full length 360-degree wall thickness of the steel cylinder embedded in the CCP. The siphon inspection was completed as part of a larger system-wide sewer condition assessment of 5 miles of pipelines and over 200 manholes.

#### **Sewer Collection System Management Program, LOTT Clean Water Alliance, Olympia, Washington**

Technical Advisor. Ari served as the technical advisor on the team developing and implementing a program to inspect and assess the condition of LOTT's 18 miles of large diameter sewer interceptors, 8 miles of sanitary force mains, and over 300 manholes. The team evaluated and recommended pipeline inspection technologies and developed site-specific inspection work plans. Collection systems improvements recommendations were based on the results of the inspections and the assessed condition of the assets.

#### **Pacifica Force Main Inspection and Condition Assessment, City of Pacifica, California**

Field Inspection Lead. Ari supervised field crews during inspections of Sharp Park and Linda Mar sewer force mains. The Sharp Park force main is approximately 7,800 feet of 26-inch diameter high density polyethylene pipe (HDPE) and 24-inch diameter polyvinyl chloride (PVC). The Linda Mar force main is approximately 9,700 feet of 20-inch concrete coated steel cylinder pipe. Inspections included non-destructive investigations to expose the pipeline in various locations to identify potential exterior pipe corrosion and ultrasonic testing to assess interior pipe condition. The work was part of a citywide program



to mitigate excessive sewage flows from its wastewater collection system and comply with a cease-and-desist order from the San Francisco Bay Regional Water Quality Control.

#### *Pipeline Condition Assessment – Water*

##### **California State Water Project Asset Management Program Development, CAP-01 Condition Assessment, California Department of Water Resources, California**

Civil CAP Assessment. The State Water Project (SWP) is one of the largest water and power systems in the world. It serves over 25 million Californians and contains 34 storage facilities, reservoirs and lakes; 20 pumping plants; four pumping-generating plants; five hydroelectric power plants; and over 700 miles of open canals and pipelines. Ari and his team were tasked with optimizing the current Civil Condition Assessment Program (CAP) into an industry-leading Asset Management Program. Ari was responsible for assisting with the evaluation of the methods utilized to assess the condition of the SWP's civil assets, including pipelines, canals, tunnels, penstocks, appurtenances, structures, buildings, bridges, and roads. The CAP assessments were evaluated for the effectiveness of the existing programs, including identification of those areas that are functioning well and those that could be improved. To this end, the team reviewed, evaluated, and provided recommendations to improve both the Plant and Civil Condition Assessment Programs.

##### **Vista Flume and Lining Design-Build Pilot Project, Vista Irrigation District, Vista, California**

Project Engineer. Ari served as Project Engineer on the design-build team tasked with executing a pilot project to test rehabilitation for the 12-mile Vista Flume and siphon potable water delivery system originally constructed in the 1920s. A 2,200-foot long section the above-grade concrete flume was selected for renewal by sliplining in a 42-inch HDPE pipe. The project successfully tested the maximum radius bend capability of the pipe material and installation methods. Technical lessons learned will be applied to the renewal of the remainder of the system. The pilot project design-build procurement contract value totaled \$1.7 million.

##### **Emergency Inspection and Rehabilitation of 66-inch Diameter Raw Water Influent Main, City of Wichita, Kansas**

Project Engineer. Ari supported the efforts for the inspection, condition assessment, rehabilitation evaluation, repair design and construction oversight for the exigency repair of a leaking 66-inch diameter raw water transmission main supplying the City's primary water treatment plant. Advanced inspection technologies were used to locate the leak source beneath a meter building at the City's water treatment plant. Working in concert with the City's general contractor, Ari and his team supervised installation of a structural repair using carbon fiber composite lining to repair the pipeline. The responsive team was able to find and fix the pipeline failure and return the system to service on an accelerated timeframe prior to City issuance of a water rationing directive in advance of the irrigation season.

#### *Pipeline Condition Assessment – Recycled Water*

##### **RWCWRF Recycled Water Main Inspection, Otay Water District, California**

Lead Engineer. Recycled water is conveyed from the District's Ralph W. Chapman Water Recycling Facility 3.1 miles through environmentally sensitive mountainous terrain in a 14-inch diameter cement mortar lined, coal-tar epoxy coated steel pipeline. The pipeline, constructed in the 1980s, operates at pressures up to 400 psi. Ari and his team, in conjunction with technology provider PICA, performed physical pipeline inspections to assess its condition and help the District proactively locate areas at risk of failure. PICA deployed their ILI tool, called the See Snake, which utilizes RFT technology and is capable of measuring



the full-length 360-degree wall thickness of the steel pipeline. As part of this contract, pipeline sections containing defects such as through-holes, were located and repaired.

**Temescal Agricultural Pipeline Condition Assessment, Elsinore Valley Municipal Water District, Lake Elsinore, California**

Field Supervisor and Civil Engineer. Ari supervised locating, inventory, Global Positioning Satellite survey, and inspections of pipeline and access structures. Performed a pipeline condition assessment, evaluated design alternatives using trenchless technologies, made recommendations for the rehabilitation of the Temescal agricultural transmission system, consisting of 10 miles of RCP, ranging from 12- to 30-inch diameter. The pipelines were originally constructed in the 1920s through undeveloped and unpopulated areas. Today, the pipelines are within difficult-to-access locations, in highly variable topography, and beneath a multitude of land uses, including undeveloped, environmentally sensitive areas, and commercial, industrial and residential developments constructed after the pipelines were originally installed.

*Condition Assessment – Treatment Plants*

**Ocean Outfall System Rehabilitation, Project No. J-117, Orange County Sanitation District, Fountain Valley and Huntington Beach, California**

Field Inspection Lead. Ari was responsible for planning and executing the inspection and condition assessment of the nearly 4-mile-long, 120-inch and 84-inch in diameter interplant pipelines conveying an average of 240 mgd within the Santa Ana River levee corridor between treatment Plants No. 1 and No. 2 and the Ocean Outfall Booster Station (OOBS) Joint Facilities flow control and pumping structure. The inspections required de-energization of overhead high voltage power lines for the placement of bulkheads and installation of flow diversion bypass piping. An inspection team comprised of multi-firms conducted visual, physical and chemical inspection and testing of the components of the project structures so that rehabilitation and repairs can be accomplished to extend the facilities remaining useful service lives by 30-40 years.

**Aeration Tanks Rehabilitation Condition Assessment and Alternatives Analysis, City of San Jose, San José-Santa Clara Regional Wastewater Facility, San Jose, California**

Condition Assessment Engineer. Ari was a member of the team that lead one of the largest condition assessment efforts ever undertaken at the San José-Santa Clara Regional Wastewater Facility (RWF). The facility processes and treats over 100 million gallons of wastewater per day. The condition assessment focuses on aeration process tanks, mixed liquor channels, return activated sludge (RAS)/waste activated sludge (WAS) pumps, aeration basin tunnels, electrical and instrumentation equipment, aeration air, secondary influent, and RAS and mixed liquor piping and valves for biological nutrient removal (BNR)1 and BNR2. Ari and the condition assessment team utilized tools and technologies, including unmanned aerial vehicles (i.e. drones), to assess the condition of over 750,000 square-feet, 15 football fields' worth of concrete in the RWF's aeration tanks and secondary treatment process areas.

To minimize disruption, Ari and the project team coordinated with the City to determine process shutdown timing and durations and alternative testing for processes that cannot be taken out of service. Field activities include concrete inspection and coring in the aeration basins, tunnels and channels, drone surveys for inspection of tanks, tunnels and channels (in service and out of service), RAS wet well inspections, pump vibration testing, and interior and exterior piping and valve inspections. Following the condition assessment, the project evaluated options to mitigate identified deficiencies, improve operational reliability, and bring the facilities into conformance with the City's Level of Service Goals.





**Pleasant Grove and Dry Creek Wastewater Treatment Plants Condition Assessment, City of Roseville, California**

Lead Engineer. Ari led the team in performing condition assessments of the City's two wastewater treatment plants. The project included collaborating with the City to develop risk prioritization criteria; preparing an asset database to document assessment results; conducting desktop analyses, visual inspections, and detailed physical and chemical testing of prioritized assets; and identifying projects, preliminary cost estimates, and capital improvement plan for the recommended repairs and rehabilitation. The project team worked closely with the City's operations personnel to coordinate and execute specialized inspections to assess the condition of the identified high priority assets. Inspection findings, rehabilitation recommendations, and cost estimates were developed, and the team provided the City with a list of capital improvement projects and schedule for implementation.

**El Estero Wastewater Treatment Plant Secondary Treatment Process Improvements, City of Santa Barbara, California**

Field Inspection Lead. Ari was responsible for the planning, inspection, and condition assessment of El Estero Wastewater Treatment Plant's air piping system. The backbone of the system is the Air Header, which ranges in size from 20 to 42 inches in diameter. The Air Header, part of the original 1970s plant construction, is a critical component of the plant's infrastructure as it operates 24 hours, 7 days a week. There is no redundancy and the pipeline could not be shutdown. The supply air, considered foul air, is potentially corrosive due to elevated levels of hydrogen sulfide and/or moisture content. Due to lead-based-paint cladding on the asbestos insulation surrounding the Air Header, a through-transmission electromagnetic tool was selected for the inspection. The PICA Bracelet Probe™ is a specialized non-destructive technology. Based on the inspection results, the team evaluated which components of the air piping system to replace and be included in the design of the major treatment plant upgrade.

*Construction Management*

**Centralized Waste Treatment Facilities, Liquid Environmental Solutions, Various Locations, United States**

Director of Projects. Ari managed capital upgrades, facility planning, and permitting activities across the company's national portfolio of fifteen privately-owned waste treatment facilities. Projects were planned and executed in order to ensure compliance, health and safety, facilitate expansion, enhance treatment, and optimize operations. Projects included biological waste treatment systems, industrial waste stream treatment trains, 3-phase oil-water-solids centrifuge separators, replacement of tanks ranging from 10,000 gallons to 300,000 gallons, process piping upgrades, debris screening, and solids dewatering and drying.

**Lakeshore Trunk Sewer – North Reach, Elsinore Valley Municipal Water District, Lake Elsinore, California**

Construction Manager. Ari and his team oversaw the installation of 3.5 miles of 54-inch diameter Reinforced Concrete Pipe (RCP). The pipeline alignment paralleled the District's existing, overcapacity gravity trunk sewer throughout many of the main streets of the City of Lake Elsinore. The alignment, conflicts with existing utilities, and concerns of traffic and safety made for a very complex project. In order to mitigate risks, the pipe was installed utilizing a combination of microtunneling, conventional tunneling, and portions of open-cut. Careful oversight of the contractors by the Construction Management team and communication with the project stakeholders resulted in a project completed on-schedule with minimal cost-overruns. Ari's responsibilities included submittal reviews, RFI





responses, construction field orders and change orders. Total construction costs were estimated at \$28.5 million.

**West Yosemite Village Corridor Sewer, U.S. Department of Interior, National Park Service, El Portal, California**

Construction Inspector/Field Engineer. Ari performed field engineering and construction inspection services for the trenchless installation of a new 12-inch diameter sewer line in the Yosemite Valley of Yosemite National Park. Horizontal directional drilling was selected as the installation method to preserve and protect the local environmentally sensitive habitat.

**Underground Utilities Upgrades, Yosemite National Park, U.S. Department of Interior, National Park Service, El Portal, California**

Field Engineer. Ari performed field engineering and construction inspection services on this underground utility upgrade project, which included the installation of water, wastewater, gas, and telecommunication lines, as well as a new wastewater lift station. The entire scope of work was located in environmentally sensitive and highly popular Yosemite Valley. To avoid disrupting the public during the busy tourist season, the project was fast-tracked and completed during the winter months, despite the challenging winter weather conditions.

**Engineering and Architecture Renovation and Replacement, California Polytechnic State University, San Luis Obispo, California**

Construction Manager. Ari and his team managed the ground-up construction of the new 55,000-square foot, three-story steel-framed structure and remodel of the 26,000 square-foot Architecture and Engineering colleges. Total contract value was \$21.5 million.

**Library Expansion and Renovation, Cuesta Community College, San Luis Obispo, California**

Construction Manager. Ari supervised the \$13.5 million construction and renovation of the 35,000 square-foot library. The project involved complex schedule coordination issues in order to maintain student use of the library during renovation.

**La Jolla Institute for Allergy and Immunization, University of California at San Diego Research Park, Gemini Science Inc., La Jolla, California**

Construction Manager. Ari managed the ground-up construction of a new \$40 million, 180,000 square-foot bio-technology research facility located at University of California at San Diego. Facility included complex installation of a Biosafety Level 3 research and development laboratory.



## Memberships/Awards

Graduate of Water Environment Federation's Water Leadership Institute  
Liquid Environmental Solutions' 3 Pillars award for commitment to Safety, Compliance, and the Environment  
American Society of Civil Engineers (ASCE)  
National Association of Sewer Service Companies (NASSCO)  
North American Society of Trenchless Technologies (NASTT)  
Water Environment Federation (WEF)  
California Water Environment Association (CWEA)

## Publications/Presentations

1. "Technology Breakthrough: OCSO Implements FRP for Extended Run of 84-inch RCP", presented at the ASCE Pipelines 2019 Conference, Nashville, Tennessee, July 22, 2019.
2. "Cutting Costs and Reducing Risk: How Roseville Breaks From Tradition to Address Aging Infrastructure", presented at the WEFTEC Conference, New Orleans, Louisiana, October 5, 2018.
3. "Inspect this force main if you can... It's located beneath a drinking water reservoir", presented at the North American Society for Trenchless Technology's 2018 No-Dig Show, Palm Springs, California, March 28, 2018
4. "Inspecting the Uninspectable: A 40-year Old Force Main Beneath a Drinking Water Reservoir. Failure is Not an Option", presented at the WEFTEC Conference, Chicago, Illinois, October 4, 2017.
5. "Using a Phased Approach to Plan for Condition Assessment of Lime Slurry Force Main using In-Line Inspection Technology", presented at the ASCE Pipelines 2017 Conference, Phoenix, Arizona, August 8, 2017.
6. "Wichita Rapid Assessment and Repair of Critical 66-inch Pipeline", presented at the ASCE Pipelines 2017 Conference, Phoenix, Arizona, August 8, 2017.
7. "Technology Matrix for Asset Management", presented at the Rocky Mountain Chapter of NASTT's 2016 Annual Conference, Salt Lake City, Utah, October 4, 2016
8. "Laser Scanning by Land, ROV by Sea: Current Technologies in Gravity, Pressure, and Outfall Pipeline Condition Assessment", presented at the CWEA Annual Conference, San Diego, California, May 1, 2015.
9. "Holy Moly... Is that a Pipe or Swiss Cheese?", presented at the AWWA-HWEA Hawaii Pacific Water Conference, Honolulu, Hawaii, February 5, 2015.
10. "Forcemain Pipe Wall Corrosion Assessment Using Inline Inspection Tools", presented at the CWEA Annual Conference, San Jose, CA, May 1, 2014.

## Work History

1. Hoch Consulting, Vice President, March 2019 – Present
2. Brown and Caldwell, Principal Engineer, October 2013 – March 2019
3. Liquid Environmental Solutions, Director of Projects, November 2011 – October 2013
4. Kennedy Jenks Consultants, Civil Engineer, January 2008 – November 2011
5. Straub Construction, Project Engineer, April 2006 – August 2007



**Education:**  
AA, CADD, *Platt*  
*College*

**CERTIFICATIONS:**  
10-Hour Construction  
Outreach Training

Amtrak – Roadway  
Worker Protection  
On-Track Safety

First Aid

Hazard  
Communication  
(US)/WHMIS (Canada)

**Years of Experience:**  
32

Mr. Roth has over 32 years of experience in the area of civil engineering design and land surveying. As a project design lead, he has been responsible for managing the technical aspects and production of our Civil design teams. Mr. Roth is well-versed in all releases of Autodesk AutoCAD Civil 3D, and BENTLEY Microstation and Projectwise software, which enables him to implement the latest computer technology for a variety of engineering projects. He is responsible for the preparation of plans, specifications and estimates for submittals, along with technical design of water, wastewater, and general civil engineering projects. Mr. Roth spent his early career as a party chief for a survey crew which provides him with a knowledge base for all survey related coordination necessary for the management of sub consultants.

**RELEVANT PROJECT EXPERIENCE:**

**Buena Sanitation District, Buena 24-inch Force Main, Vista, California.** Project designer for the design and evaluation of 2,700 feet of 24-inch PVC force main, which follows an existing easement containing a 16-inch ACP force main and a 14-inch ACP emergency bypass line. The new force main pipeline passes through an environmentally sensitive canyon and requires an additional 20 feet of access easement for construction and placement to avoid impacts to two other pipelines. Challenges of this project included minimizing the impact of the project on the environmentally sensitive area, avoiding damage to the existing force main due to construction activities, keeping force mains in service during construction, and developing alternatives that offer flexibility and ease of maintenance and operation.

**City of Vista, Vista-Carlsbad Interceptor Sewer, Vista, California.** Project designer for the city of Vista in conjunction with Carlsbad's Reaches VC1, VC2, and VC3 interceptor sewer project, including 2 miles of sewer manhole rehabilitation and pipe relining, and 0.5 miles of 42-inch sewer design through the Plaza Camino Real parking lot into the Jefferson Street Pump Station. Project surveyor for Reach VC3 for topographic elevations for design criteria.

**City of Escondido, Washington Street and Hale Avenue at NCTD Tracks Sewer Project, Escondido, California.** Project designer and party chief for a project with the city of Escondido and North County Transit District including 580 feet of new 12-inch PVC water and 550 feet of new 12-inch PVC sewer as well as rehabilitation of existing manhole structures. This project included jack and bore techniques under the tracks conforming to strict AREMA guidelines.

**City of Vista, Vista Village Drive Sewer Improvements, Vista, California.** Project designer for the design of Jefferson Street from Terracina Way to Escondido Avenue, including 3,200 feet of widening and realignment of Jefferson Street from two to four lanes, including horizontal and vertical realignment to channel traffic away from East Vista Way in the downtown business district. The project also included the design of sewer main in Vista Village Drive and the intersecting side streets. The new sewer was installed to upgrade an existing system to handle future peak flows north of East Vista Way. Prepared plans for the construction of all roadway and utility facilities. Prepared specifications in Caltrans format.



**San Diego County Department of Public Works, Jamacha Siphon Bypass, San Diego County, California.** Project designer and subconsultant manager for 1600 linear feet of 12-inch PVC gravity sewer, which replaced an 8-inch PVC sewer that was first constructed as a force main. This design was part of an overall study for operational flexibility bypassing for the Jamacha trunk sewer into the La Presa II trunk sewer. Work included rehabilitation of existing diversion structure as part of a larger scope of work, which included an overall wastewater system study for the Jamacha basin and the construction of a grinder at a siphon inlet along Jamacha Boulevard.

**San Marcos Creek District, City of San Marcos, San Marcos, California:** Project Designer responsible for the design and production of improvement plans for a new water distribution system and wastewater collection system for the development of the San Marcos Creek District. In addition, a detailed design of new water and wastewater pipelines was performed for Discovery Street and Creekside Drive because of the widening and re-grading of the creek which includes the construction of a new levee on the north side and flood wall on the south side. Some of the wastewater lines for this project had to be kept in place but required modification due to an additional 8 feet of fill resulting from the levee and flood wall construction. Designs for protecting the existing VCP wastewater pipeline were generated including induced trenches and reinforced concrete bridges that allowed the sewer line to be left intact. This project required an aggressive design schedule in order to get the project constructed and meet the client's construction funding deadline. The San Marcos Creek District Plan will create a downtown for San Marcos and outlines a framework for future growth and redevelopment of the approximately 214- acre area along San Marcos Creek.

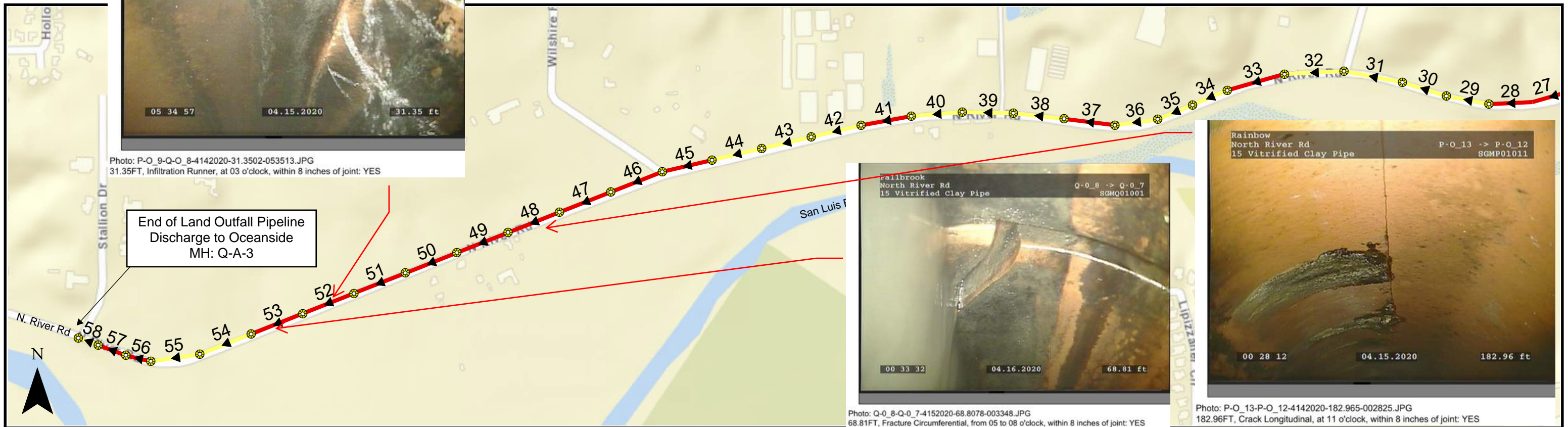
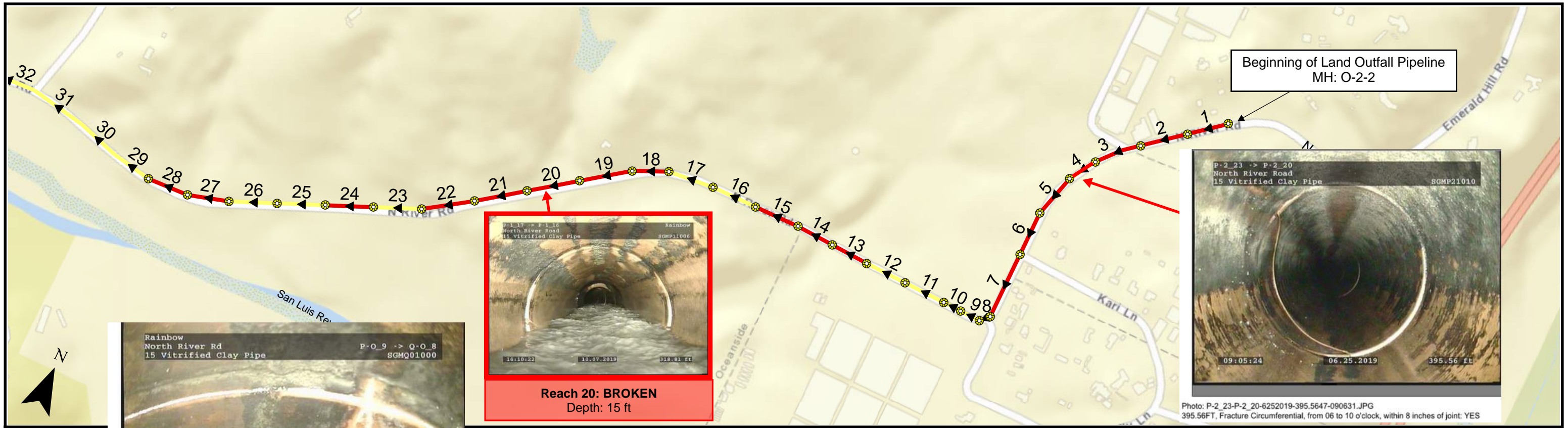
**Age and Condition Related Sewer Rehabilitation Project, City of Vista, CA.** Assistant Designer providing design and field services for an extensive multi-year program to rehabilitate the City of Vista's sewer basin. The first phase of rehabilitation consists of approximately 115,000 linear feet of 8-inch to 12-inch diameter CIPP lining and rehabilitation of over 600 manholes on residential and collector streets, and within easements. The scope of work included reviewing existing manhole inspection reports and sewer inspection videos, evaluation of rehabilitation methods, and preparation of construction documents.

**City of Carlsbad and Carlsbad Municipal Water District, Vista-Carlsbad Interceptor Sewer Replacement, Carlsbad, California.** Project designer for preliminary and final design to include improvement plans, specifications, and estimates for Reaches 10 and 11, Vista/Carlsbad Interceptor Sewer Replacement. The project area extends from Interstate 5 to the North County Transit District (NCTD) right-of-way and from Oak Avenue to the Agua Hedionda Lagoon. Approximately 5,300 feet of 48-inch to 54-inch sewer pipe are to be designed along the NCTD right-of-way, and 1,700 feet of 12-inch PVC sewer is being designed along Chestnut Avenue.

**City of Encinitas, Sewer Force Main Replacement, Encinitas, California.** Project designer for approximately 4200 feet of 14-inch C-905 PVC force main to replace an aging ductile iron system in Highway 101. Dealt with traffic control issue, utility conflicts (including a large high-pressure gas main running parallel to the alignment), and the requirement to place the line in the street.

**City of Calexico, Kloke Colonia/Tract Water, Sewer, Streets, and Storm Drain, Calexico, California.** Project designer for infrastructure improvements involved: 1) a new underground sewer lift station, 2) installation of approximately 4,700 linear feet of gravity sewer, ranging in size from 8 to 24 inches, within the Colonia and approximately 3,000 linear of trunk sewer outside the Tract, 3) 300 linear feet of 10-inch force main with 150-foot jack/bore beneath a Southern Pacific Railroad line, 4) approximately 4,700 linear feet of water line varying in size from 8 to 12 inches, and 5) approximately 4,700 linear feet of street improvements with roadway/parkway widths between 60 and 80 feet along with associated drainage facilities. Assisted in preparation of a Specific Plan and Environmental Impact Report for the entire Kloke Tract.





		<p><b>RMWD LAND OUTFALL PIPELINE</b>  <b>REHAB</b>  <b>Figure 2: CIPP Priority</b>          Page 74 of 274</p>	<p><b>15" VCP CIPP Priority</b></p> <ul style="list-style-type: none"> <li>➔ High - 32 reaches (9,200 LF)</li> <li>➡ Medium - 26 reaches (6,800 LF)</li> </ul> <p>● Manhole - Count: 59</p> <p><i>Note: Numbers refer to Reach Number (Assigned by Hoch Consulting)</i></p>
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**Reach 57**  
Depth: 15 ft

Between 106 to 118 FT, broken, multiple fractures, and longitudinal crack. Recommend 22 LF spot repair.

**Reach 50**  
Depth: 25 ft

At 148 FT, broken pipe with multiple fractures and soil visible at the location of a service connection. REPAIR COMPLETED 4/29 WITH 16" DR 18 C-900 (ID = 15.35").

**Reach 46**  
Depth: 25 ft

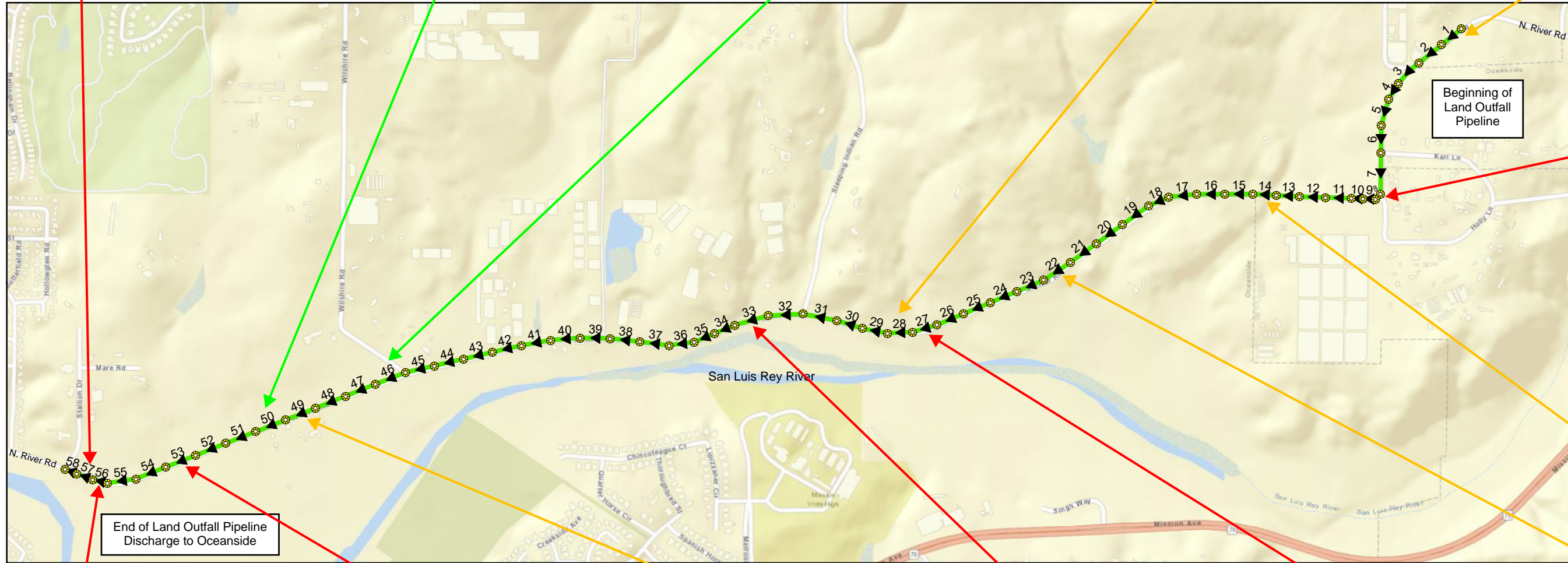
Separated joint at 273 FT. Exposed gasket, soil visible, and active infiltration. REPAIR COMPLETED 4/30 WITH 16" DR 18 C-900 (ID = 15.35"). Lots of groundwater starting @ 12FT.

**Reach 28**  
Depth: 10 ft

Broken at 146 FT. Minimal displacement - may be possible to line through.

**Reach 1**  
Depth: 13 ft

At 0 FT, massive root ball blocking 75% of pipe. At 13 FT, roots intruding at a tap. At 249 FT (MH O-2-1), fracture multiple and root mass. Recommend heavy cleaning to remove roots and then assess extent of fracture. Repairs at 0 FT and 249 FT (both at manhole locations - ideally no excavation required).



**Reach 8**  
Depth: 22 ft

At 31 FT broken and deformed pipe with hole soil visible. Recommend spot repair.

**Reach 14**  
Depth: 20 ft

Pipe material change from VCP to approx 40 LF of Ductile Iron. Substantial tuberculation and accumulation of attached material.

**Reach 14**  
Depth: 20 ft

Pipe material change from VCP to approx 40 LF of Ductile Iron. Substantial tuberculation and accumulation of attached material.

**Reach 22**  
Depth: 20 ft

Two broken sections: at 12 FT and 321 FT. Fractures at 315 FT. Minimal displacement - may be possible to line through each location.

**Reach 56**  
Depth: 15 ft

At 85 FT fracture multiple with displacement

**Reach 53**  
Depth: 15 ft

Fracture at 68 FT, some displacement - may be possible to line through. At 111 FT broken with infiltration.

**Reach 49**  
Depth: 25 ft

Circumferential crack and multiple fractures. Active infiltration. Fracture at joint at 223 FT. Some displacement - may be possible to line through.

**Reach 33**  
Depth: 10 ft

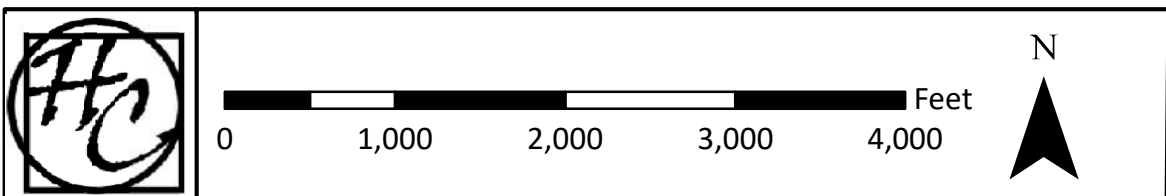
CCTVed twice. Circumferential and longitudinal cracks. Multiple fractures at 188 FT - Recommend spot repair.

**Reach 27**  
Depth: 10 ft

Broken and displaced pipe at 252 FT. Recommend spot repair.

**Reach 22**  
Depth: 20 ft

Two broken sections: at 12 FT and 321 FT. Fractures at 315 FT. Minimal displacement - may be possible to line through each location.



**RMWD LAND OUTFALL PIPELINE REHAB**  
Figure 1: Spot Repair Overview  
Page 75 of 274

**Legend**

- 15" Vitrified Clay Pipe - Length: 16,002 ft
- Note: Numbers refer to Reach Number (Assigned by Hoch)
- Manhole - Count: 59

**Spot Repairs Identified**

- Completed - 2
- Immediate - 6
- Possible - 8\*  
\*Defer to CIPP Lining Contract Phase 1





**RAINBOW MUNICIPAL WATER DISTRICT  
3707 HIGHWAY 395  
FALLBROOK CA 92028  
(760) 728-1178**

**PROFESSIONAL SERVICES AGREEMENT**

**PROJECT: LAND OUTFALL SEWER PIPELINE REHABILITATION  
Project No. 5300017, Contract No. 20-14**

THIS AGREEMENT ("Agreement") is made and entered into this \_\_\_\_\_ day of **May, 2020** by and between the **RAINBOW MUNICIPAL WATER DISTRICT**, a municipal water district, hereinafter designated as "**DISTRICT**", and **HOCH CONSULTING**, hereinafter designated as "**CONSULTANT**."

**RECITALS**

- A.** DISTRICT desires to obtain Professional Consulting Services from an independent contractor for the above-named Project.
- B.** CONSULTANT has submitted a proposal to provide professional services for DISTRICT in accordance with the terms set forth in this Agreement.
- C.** DISTRICT desires to contract with CONSULTANT as an independent contractor and CONSULTANT desires to provide services to DISTRICT as an independent contractor.
- D.** CONSULTANT has demonstrated its competence and professional qualifications necessary for the satisfactory performance of the services designated herein by virtue of its experience, training, education, and expertise.

**NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

**1. PROFESSIONAL SERVICES PROVIDED BY CONSULTANT.**

- 1.1** The professional services to be performed by CONSULTANT shall consist of the following: **Technical and Engineering services throughout the three phases of the procurements and construction for the Land Outfall Sewer Pipeline Rehabilitation Project.** The scope of services is more particularly defined in Exhibit "A", attached and made a part hereof. Any additional engineering services will be requested in writing as set forth in Section 19.

- 1.2 In performing the services set forth in Exhibit "A", CONSULTANT shall work closely with DISTRICT'S General Manager and staff in performing services in accordance with this Agreement in order to receive clarification as to the result that DISTRICT expects to be accomplished by CONSULTANT. The General Manager, shall be DISTRICT'S authorized representative in the interpretation and enforcement of all services performed in connection with this Agreement.
- 1.3 CONSULTANT represents that its employees have the qualifications and skills necessary to perform the services under this Agreement in a competent, professional manner, without the advice or direction of DISTRICT. This means CONSULTANT is able to fulfill the requirements of this Agreement. Failure to perform all services required under this Agreement constitutes a material breach of the Agreement.

**2. TERM AND TIMING REQUIREMENTS.**

- 2.1 This Agreement will become effective on the date stated above, and will continue in effect until the earlier of the completion of services provided for in this Agreement or until terminated as provided under Section 14 of this Agreement.
- 2.2 CONSULTANT'S performance of services under this Agreement shall be in accordance with the schedule outlined below unless otherwise modified in writing as set forth in Section 19. Failure by CONSULTANT to strictly adhere to these timing requirements may result in termination of this Agreement by DISTRICT.

Task	Due Date
Notice to Proceed	June 30, 2020
Expiration of Contract	March 31, 2021

- 2.3 CONSULTANT shall submit all requests for extensions of time for performance in writing to the General Manager no later than two (2) business days after the commencement of the cause of any unforeseeable delay beyond CONSULTANT'S control and in all cases prior the date on which performance is due if possible. The General Manager shall review all such requests and may grant reasonable time extensions for unforeseeable delays which are beyond CONSULTANT'S control.
- 2.4 For all time periods not specifically set forth herein, CONSULTANT shall respond in the most expedient and appropriate manner under the circumstances, by telephone, fax, hand delivery, e-mail or mail.

**3. STUDY CRITERIA AND STANDARDS.**

- 3.1 All services shall be performed in accordance with applicable DISTRICT, county, state and federal Codes and criteria. In the performance of its professional services, CONSULTANT shall use the degree of care and skill ordinarily exercised by consultants performing the same or similar work under similar conditions.



**4. INDEPENDENT CONTRACTOR.**

- 4.1 CONSULTANT'S relationship to DISTRICT shall be that of an independent contractor in performing all services hereunder. DISTRICT shall not exercise any control or direction over the methods by which CONSULTANT shall perform its services and functions. DISTRICT'S sole interest and responsibility is to ensure that the services covered in this Agreement are performed in a competent, satisfactory and legal manner. The parties agree that no services, act, commission or omission of CONSULTANT or its employee(s) pursuant to this Agreement shall be construed to make CONSULTANT or its employee(s) the agent, employee or servant of DISTRICT. CONSULTANT and its employee(s) are not entitled to receive from DISTRICT vacation pay, sick leave, retirement benefits, Social Security, workers' compensation, disability benefits, unemployment benefits or any other employee benefit of any kind.
- 4.2 CONSULTANT shall be solely responsible for paying all federal and state employment and income taxes, for carrying workers' compensation insurance and for otherwise complying with all other employment requirements with respect to CONSULTANT or its employee(s). CONSULTANT agrees to indemnify, defend and hold DISTRICT harmless from any and all liability, damages or losses (including attorney's fees, costs, penalties and fines) DISTRICT suffers as a result of CONSULTANT'S failure comply with the foregoing.
- 4.3 CONSULTANT shall be solely responsible for the performance of any of its employees, agents, or subcontractors under this Agreement. CONSULTANT represents and warrants that CONSULTANT customarily engages in the independently established trade and business of the same nature as the work to be performed under this Agreement.
- 4.4 CONSULTANT shall have no authority, express or implied, to act on behalf of as an agent, or to bind DISTRICT to any obligation whatsoever, unless specifically authorized in writing by the General Manager. If CONSULTANT'S services relate to an existing or future DISTRICT construction contract, CONSULTANT shall not communicate directly with, nor in any way direct the actions of, any bidder for that construction contract without the prior written authorization by the General Manager.

**5. WORKERS' COMPENSATION INSURANCE.**

- 5.1 By CONSULTANT'S signature hereunder, CONSULTANT certifies that CONSULTANT is aware of the provisions of Section 3700 of the California Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and CONSULTANT will comply with such provisions before commencing the performance of the services of this Agreement.

**6. INDEMNIFICATION, HOLD HARMLESS AND DEFENSE.**

- 6.1 All officers, agents, employees and subcontractors, and their agents, who are employed by CONSULTANT to perform services under this Agreement, shall be deemed officers, agents and employees of CONSULTANT. To the extent and in any manner permitted by law, CONSULTANT shall defend, indemnify, and hold DISTRICT, its directors, officers, employees, authorized volunteers and agents, and each of them free and harmless from

any claims, demands, liability from loss, damage, or injury to property or persons, including wrongful death, that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONSULTANT, including CONSULTANT'S officers, employees and agents, in connection with the services required by this Agreement, including without limitation, the payment of reasonable attorneys' fees and costs. In no event shall the cost to defend charged to the CONSULTANT exceed the CONSULTANT'S proportionate percentage of fault, as determined by a court of law. The foregoing indemnity, hold harmless and defense obligation of CONSULTANT shall apply except to the extent the loss, damage or injury is caused by the sole negligence or willful misconduct of an indemnified party.

- 6.2** To the extent and in any matter permitted by law, CONSULTANT shall defend, indemnify and hold DISTRICT, its directors, officers, employees, authorized volunteers and agents, and each of them free and harmless from and against any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, related to or incident to a breach of any governmental law or regulations, compliance with which is the responsibility of CONSULTANT, except any violation of law due to the DISTRICT'S negligence or willful misconduct.
- 6.3** CONSULTANT shall defend, at CONSULTANT'S own cost, expense and risk, any and all such aforesaid claims, suits, actions or other legal proceedings of every kind that may be brought or instituted against DISTRICT or DISTRICT'S directors, officers, employees, authorized volunteers and agents, and each of them. DISTRICT shall be consulted regarding and approve of the selection of defense counsel.
- 6.4** CONSULTANT shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT or its directors, officers, employees, authorized volunteers and agents, and each of them, in any and all such aforesaid claims, suits, action or other legal proceeding. CONSULTANT shall not agree without DISTRICT'S prior written consent, to any settlement which would require DISTRICT to pay any money or perform some affirmative act, including in the case of intellectual property infringement any payment of money or performance of some affirmative act to continue using CONSULTANT Products.
- 6.5** CONSULTANT'S indemnification, hold harmless and defense obligation shall survive the termination or expiration of this Agreement.

**7. LAWS, REGULATIONS AND PERMITS.**

- 7.1** CONSULTANT shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the conduct of the services required by this Agreement. CONSULTANT shall be liable for, and bear all costs resulting from, any violations of the law in connection with services furnished by CONSULTANT, except any violation of the law due to the DISTRICT'S negligence or willful misconduct.
- 7.2** CONSULTANT shall comply with all of the following requirements with respect to any services as a Building/Construction Inspector, Field Soils and Material Tester, or Land Surveyor, as those trades are defined by the California Department of Industrial Relations ("DIR").

- a) CONSULTANT agrees to comply with and require its subcontractors to comply with the requirements of California Labor Code sections 1720 *et seq.* and 1770 *et seq.*, and California Code of Regulations, title 8, section 16000 *et seq.* (collectively, "Prevailing Wage Laws") and any additional applicable California Labor Code provisions related to such work including, without limitation, payroll recordkeeping requirements. CONSULTANT and its subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the DIR for all services described in this Section 7.2 of the Agreement and as required by law. The general prevailing wage determinations can be found on the DIR website at: [www://dir.ca.gov/dslr](http://www.dir.ca.gov/dslr). Copies of the prevailing rate of per diem wages may be accessed at the DISTRICT'S administrative office, and shall be made available upon request. CONSULTANT shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the services described in this Section 7.2 of the Agreement available to interested parties upon request, and shall post and maintain copies at CONSULTANT'S principal place of business and at all site(s) where services are performed. Penalties for violation of Prevailing Wage Laws may be assessed in accordance with such laws. For example, CONSULTANT shall forfeit, as a penalty to the DISTRICT, Two Hundred Dollars (\$200) for each calendar day, or portion thereof, for each workman paid less than stipulated prevailing rates for services performed under this Agreement by CONSULTANT, or any subcontractor under CONSULTANT, in violation of Prevailing Wage Laws.
- b) CONSULTANT and each of its subcontractors shall keep accurate payroll records showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by CONSULTANT or subcontractor in connection with the services performed pursuant to this Agreement. Each payroll shall be certified, available for inspection, and copies thereof furnished as prescribed in California Labor Code sections 1771.4(a)(3)(A) and 1776, including any required redactions. CONSULTANT shall keep the DISTRICT informed as to the location of the records and shall be responsible for the compliance with these requirements by all subcontractors. CONSULTANT shall inform the DISTRICT of the location of the payroll records, including the street address, city and county and shall, within five (5) working days, provide a notice of a change of location and address. Penalties for noncompliance include a forfeiture of One Hundred Dollars (\$100) per calendar day, or portion thereof, for each worker until strict compliance is effectuated, which may be deducted from any moneys due to CONSULTANT.
- c) Eight (8) hours of work shall constitute a legal day's work. CONSULTANT and any subcontractors shall forfeit, as a penalty to the DISTRICT, Twenty-Five Dollars (\$25) for each worker employed in the execution of services pursuant to this Agreement by CONSULTANT or any subcontractor under him for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one (1) calendar day and forty (40) hours in any calendar week in violation of the provisions of the California Labor Code, in particular, sections 1810 to 1815, thereof, inclusive, except services performed by employees of CONSULTANT and its subcontractors in excess of eight (8)

hours per day at not less than the rates published by the California Department of Industrial Relations.

- d) CONSULTANT'S attention is directed to the provisions of California Labor Code sections 1777.5, 1777.6 and 1777.7 concerning employment of apprentices by CONSULTANT or any of its subcontractors. If applicable to the services performed under the Agreement, CONSULTANT shall comply with such apprenticeship requirements and submit apprentice information to the DISTRICT. Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the DIR or the Division of Apprenticeship Standards. Knowing violations of section 1777.5 will result in forfeiture not to exceed One Hundred Dollars (\$100) or Three Hundred Dollars (\$300), depending on the circumstances, for each calendar day of non-compliance pursuant to section 1777.7.
- e) CONSULTANT shall require any subcontractors performing services described in this Section 7.2 of the Agreement to comply with all the above.
- f) CONSULTANT must be, and must require all subcontractors performing services described in this Section 7.2 to be, registered with and have paid the annual fee to the DIR prior to execution of this Agreement pursuant to Labor Code Section 1725.5. No contractor or subcontractor may be listed on a bid proposal for a public works project, or perform services described in this Section 7.2, unless registered with the DIR pursuant to Labor Code Section 1725.5. No contractor or subcontractor may be awarded a contract for public work on a public works project, or perform services described in this Section 7.2, unless registered with the DIR pursuant to Labor Code Section 1725.5. The performance of services described in this Section 7.2 is subject to compliance monitoring and enforcement by the DIR

## **8. SAFETY.**

In carrying out CONSULTANT'S services, CONSULTANT shall at all times, exercise all necessary precautions for the safety of employees appropriate to the nature of the services and the conditions under which the services are to be performed, and be in compliance with all federal, state and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (as applicable). Safety precautions as applicable shall include instructions in accident prevention for all employees such as safe walkways, scaffolds, fall protection, ladders, bridges, gang planks, confined space procedures, trenching & shoring, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries.

## **9. INSURANCE.**

### **9.1 INSURANCE COVERAGE AND LIMITS.**

CONSULTANT shall provide and maintain at all times during the performance of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services hereunder by

CONSULTANT, its agents, representatives, employees or subcontractors. Claims made policies shall not satisfy these insurance requirements unless CONSULTANT notifies DISTRICT and obtains DISTRICT'S prior written consent to the use of such claims made policies.

**Coverage** – CONSULTANT shall maintain coverage at least as broad as the following:

- a) Coverage for Professional Liability appropriate to CONSULTANT'S profession covering CONSULTANT'S wrongful acts, negligent actions, errors or omissions. The retroactive date (if any) is to be no later than the effective date of this Agreement.
- b) Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001).
- c) Insurance Services Office Automobile Liability Coverage (Form CA 0001), covering Symbol 1 (any auto).
- d) Workers' Compensation insurance as required by the State of California and Employers Liability insurance.

**Limits** - CONSULTANT shall maintain limits no less than the following:

- a) Professional Liability - One million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) annual aggregate.
- b) General Liability - One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to DISTRICT) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.
- c) Automobile Liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
- d) Workers' Compensation insurance with statutory limits as required by California law and Employer's Liability insurance with a limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

**9.2 REQUIRED PROVISIONS.** The insurance policies are to contain, or be endorsed to contain the following provisions:

- a) DISTRICT, its directors, officers, or employees are to be covered as insureds on the CGL and auto policies with respect to liability arising out of automobiles owned, leased, hired, or borrowed by on or behalf of CONSULTANT; and with respect to liability arising out of services or operations performed by or on behalf of CONSULTANT including materials, parts, or equipment furnished in connection with such services

or operations. General liability coverage can be provided in the form of an endorsement to CONSULTANT'S insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). The coverage shall contain no special limitations on the scope of protection afforded to DISTRICT, its directors, officers, employees, or authorized volunteers. The Project Name shall also be included.

- b) For any claims related to the services provided hereunder, CONSULTANT'S insurance shall be primary insurance as respects DISTRICT, its directors, officers, employees, and authorized volunteers. Any insurance, self-insurance, or other coverage maintained by DISTRICT, its directors, officers, or employees shall not contribute to it.
- c) Each insurance policy specified above are to state or be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice (ten (10) days for non-payment of premium) by U.S. mail has been provided to DISTRICT.
- d) In the event any change is made in the insurance carrier, scope of coverage or retroactive date of professional liability coverage required under this Agreement (if applicable), CONSULTANT shall notify DISTRICT prior to any changes.

**9.3 WAIVER OF SUBROGATION.** CONSULTANT hereby agrees to waive rights of subrogation which any insurer of CONSULTANT may acquire from CONSULTANT by virtue of the payment of any loss. CONSULTANT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of DISTRICT for all services performed by CONSULTANT, its employees, agents and subcontractors.

**9.4 DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductible or self-insured retention must be declared to and approved by DISTRICT. At the option of DISTRICT, the insurer shall either reduce or eliminate such deductibles or self-insured retention.

**9.5 ACCEPTABILITY OF INSURERS.** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or equivalent or as otherwise acceptable to DISTRICT.

**9.6 EVIDENCES OF INSURANCE.** Prior to execution of this Agreement, CONSULTANT shall furnish DISTRICT with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by DISTRICT before services commence. However, failure to obtain the required documents prior the services beginning shall not waive CONSULTANT'S obligation to provide them.

CONSULTANT shall, upon demand of DISTRICT at any time, deliver to DISTRICT complete, certified copies or all required insurance policies, including endorsements, required by this Agreement.



**9.7 SUBCONTRACTORS.** In the event that CONSULTANT employs subcontractors as part of the services covered by this Agreement, it shall be the CONSULTANT'S responsibility to require and verify that each subcontractor meets the minimum insurance requirements specified in this Agreement.

**10. NO CONFLICT OF INTEREST.**

If CONSULTANT is providing services related to a DISTRICT project, CONSULTANT shall not be financially interested in any other contract necessary for the undertaking of the project. For the limited purposes of interpreting this section, CONSULTANT shall be deemed a "district officer or employee", and this section shall be interpreted in accordance with California Government Code Section 1090. In the event that CONSULTANT becomes financially interested in any other contract necessary for the undertaking of the project, this Agreement shall be null and void and DISTRICT shall be relieved of any responsibility whatsoever to provide compensation under the terms and conditions of any such contract for those services performed by CONSULTANT.

**11. OWNERSHIP OF DOCUMENTS.**

All documents and specifications, including details, computations, and other documents, prepared or provided by CONSULTANT under this Agreement shall be the property of DISTRICT. DISTRICT agrees to hold CONSULTANT free and harmless from any claim arising from any use, other than the purpose intended, of the documents and all preliminary sketches, schematics, preliminary plans, architectural perspective renderings, working drawings, including details, computations, and other documents, prepared or provided by CONSULTANT. CONSULTANT may retain a copy of all material produced under this Agreement for the purpose of documenting their participation in this Project.

**12. CONFIDENTIAL INFORMATION.**

Any written, printed, graphic, or electronically or magnetically recorded information furnished by DISTRICT for CONSULTANT'S use are the sole property of DISTRICT. CONSULTANT and its employee(s) shall keep this information in the strictest confidence, and will not disclose it by any means to any person except with DISTRICT'S prior written approval, and only to the extent necessary to perform the services under this Agreement. This prohibition also applies to CONSULTANT'S employees, agents and subcontractors. On termination or expiration of this Agreement, CONSULTANT shall promptly return any such confidential information in its possession to DISTRICT.

**13. COMPENSATION.**

**13.1** For services performed by CONSULTANT in accordance with this Agreement, DISTRICT shall pay CONSULTANT in accordance with the schedule of billing rates set forth in Exhibit "A", attached hereto and incorporated herein by reference. This is a time and materials contract. Overtime work must be authorized by the DISTRICT. No hourly rate changes shall be made during the term of this Agreement. **CONSULTANT'S compensation for all services performed in accordance with this Agreement shall not exceed the total contract price of \$151,180.00.** No services shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the General Manager. CONSULTANT shall obtain approval from the General Manager prior to performing any services that result in incidental expenses to the DISTRICT.

- 13.2** CONSULTANT shall maintain accounting records including the following information:
- a) Names and titles of employees or agents, types of services performed, and times and dates of all services performed in connection with Agreement that is billed on an hourly basis.
  - b) All incidental expenses including reproductions, computer printing, postage, mileage billed at current Internal Revenue Service ("IRS") Rate, and subsistence.
- 13.3** CONSULTANT'S accounting records shall be made available to DISTRICT Accounting Manager, for verification of billings, within a reasonable time of the Accounting Manager's request for inspection.
- 13.4** CONSULTANT shall submit monthly invoices to DISTRICT. DISTRICT shall make partial payments to CONSULTANT not to exceed the total contract price within thirty (30) days of receipt of invoice, subject to the approval of the General Manager. ***Each application for partial payment shall be accompanied with a Progress Report summarizing the status of the services performed.***
- 13.5** CONSULTANT shall ensure that any report generated under this Agreement shall comply with Government Code Section 7550.

**14. TERMINATION OF AGREEMENT.**

- 14.1** If DISTRICT ("demanding party") has a good faith belief that CONSULTANT is not complying with the terms of this Agreement, DISTRICT shall give written notice of the default (with reasonable specificity) to CONSULTANT and demand the default to be cured within ten (10) calendar days of the notice.
- 14.2** If CONSULTANT fails to cure the default within ten (10) calendar days of the notice, or if more than ten (10) calendar days are reasonably required to cure the default, and CONSULTANT fails to give adequate assurance and due performance within ten (10) calendar days of the notice, DISTRICT may terminate this Agreement upon written notice to CONSULTANT.
- 14.3** In the event of a material breach of any representation or term of this Agreement by CONSULTANT that is not curable or results in a threat to health or safety, DISTRICT may immediately terminate this Agreement by providing written notice and without a cure period.
- 14.4** Upon termination, DISTRICT shall pay CONSULTANT for any services completed up to and including the date of termination of this Agreement, in accordance with the compensation Section 13. DISTRICT shall be required to compensate CONSULTANT only for services performed in accordance with the Agreement up to and including the date of termination.

**15. ASSIGNMENT AND DELEGATION.**

- 15.1** This Agreement and any portion thereof shall not be assigned or transferred, nor shall any of CONSULTANT'S duties be delegated or subcontracted, without the express written consent of DISTRICT. Any attempt to assign or delegate this Agreement without



the express written consent of DISTRICT shall be void and of no force or effect. Consent by DISTRICT to one assignment shall not be deemed to be consent to any subsequent assignment.

- 15.2** This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

**16. AUDIT DISCLOSURE.**

Pursuant to Government Code section 8546.7, if the Agreement is over ten thousand dollars (\$10,000), it is subject to examination and audit of the State Auditor, at the request of DISTRICT or as part of any audit of DISTRICT, for a period of three (3) years after final payment under the Agreement. CONSULTANT shall cooperate with any such examination or audit at no cost to DISTRICT.

**17. ENTIRE AGREEMENT.**

This Agreement, and the attached Exhibit "A", comprise the entire integrated understanding between DISTRICT and CONSULTANT concerning the services to be performed pursuant to this Agreement and supersedes all prior negotiations, representations, or agreements whether express or implied, oral or written. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms herein. In the event of any conflict between the provisions of the Agreement and the Exhibit(s), the terms of the Agreement shall prevail.

**18. INTERPRETATION OF THE AGREEMENT.**

- 18.1** The interpretation, validity, and enforcement (including, without limitation, provisions concerning limitations of actions) of the Agreement shall be governed by and construed under the laws of the State of California, notwithstanding any conflict-of-laws doctrines of such state or other jurisdiction to the contrary and without the aid of any canon, custom or rule requiring construction against the draftsman. The Agreement does not limit any other rights or remedies available to DISTRICT.
- 18.2** CONSULTANT shall be responsible for complying with all applicable local, state, and federal laws whether or not said laws are expressly stated or referred to herein.
- 18.3** Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of this Agreement are severable.
- 18.4** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein, and the Agreement shall be read and enforced as though they were included herein. If through mistake of otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the Agreement shall forthwith be physically amended to make such insertion.

**19. AGREEMENT MODIFICATION.**

This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.

**20. DISPUTE RESOLUTION.**

Upon the written demand of either party, any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, shall be first submitted to mediation the cost of which shall be borne equally by the parties, if not resolved pursuant to the Government Claims Act, Government Code section 900 *et seq.* if applicable, and prior the commencement of any legal action or other proceeding. Any mediation shall take place in the State of California, County of San Diego, and shall be concluded within sixty (60) days of the written demand, unless such time is extended by mutual written consent of the parties. Nothing herein waives or excuses compliance with the California Government Claims Act.

In the event that mediation has not been successfully concluded within the time allowed, any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in the State of California, County of San Diego, before one arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures if the amount in controversy is equal or greater than Two Hundred Fifty Thousand Dollars (\$250,000), or pursuant to its Streamlined Arbitration Rules and Procedures if the amount in controversy is less than Two Hundred Fifty Thousand Dollars (\$250,000). The use of arbitration shall allow full discovery by all parties associated with the dispute or claim. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude the parties from seeking provisional remedies in aid of arbitration from a court of competent jurisdiction. The arbitrator may, in the award, allocate all or a part of the costs of the arbitration, including the fees of the arbitrator and the reasonable attorneys' fees of the prevailing party. If either party petitions to confirm, correct or vacate the award as provided by Chapter 4, of Title 9 of the California Code of Civil Procedure (commencing with Section 1285), the prevailing party shall be entitled as part of his or its costs to reasonable attorneys' fees to be fixed by the Court.

**21. JURISDICTION, FORUM AND VENUE.**

Except as otherwise required by Section 20 of this Agreement concerning dispute resolution, the proper jurisdiction, forum and venue for any claims, causes of action or other proceedings concerning this Agreement shall be in the state and federal courts located in the State of California, northern district of the County of San Diego. DISTRICT and CONSULTANT agree not to bring any action or proceeding arising out of or relating to this Agreement in any other jurisdiction, forum or venue. DISTRICT and CONSULTANT hereby submit to personal jurisdiction in the State of California for the enforcement of this Agreement and hereby waive any and all personal rights under the law of any state to object to jurisdiction within the State of California for the purposes of any legal action or proceeding to enforce this Agreement whether on grounds of inconvenient forum or otherwise.

**22. MAILING ADDRESSES.**

Notices given pursuant to this Agreement shall be deemed communicated as of the earlier of the day of receipt or the fifth (5<sup>th</sup>) calendar day after deposit in the United States mail, postage prepaid, and addressed to the following:

**DISTRICT:                 Rainbow Municipal Water District  
3707 Old Hwy 395  
Fallbrook, CA 92028  
Phone: (760) 728-1178**

**CONSULTANT:            Hoch Consulting  
5675 Ruffin Road, Suite 305  
San Diego, CA 92123  
Phone: (858) 431-9767**

Notices delivered personally will be deemed communicated as of actual receipt.

**23. SIGNATURES.**

Each party represents that the individual executing this Agreement on its behalf has the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of such party.

**24. COUNTERPARTS.**

This Agreement may be executed in counterparts, each of which shall constitute an original, but all of which together shall constitute one and the same agreement, and the signature of any party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart.

**25. ATTORNEY'S FEES.**

In the event of a dispute arising under terms of this Agreement, it is agreed that the prevailing party may be awarded reasonable attorneys' fees and actual costs.

**IN WITNESS WHEREOF** the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Agreement to be executed.

**HOCH CONSULTING** \_\_\_\_\_

**RAINBOW MUNICIPAL WATER DISTRICT** \_\_\_\_\_

By \_\_\_\_\_  
ADAM HOCH, PRESIDENT

By \_\_\_\_\_  
TOM KENNEDY, GENERAL MANAGER

\_\_\_\_\_  
ADAM HOCH  
PRINT NAME

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Attest: Executive Secretary

\_\_\_\_\_  
Federal Employer ID #

\_\_\_\_\_  
Approved as to Form:  
Alfred Smith, General Counsel

**NOTARY ACKNOWLEDGEMENT OF CONSULTANT MUST ACCOMPANY THIS DOCUMENT**

# EXHIBIT “A”

## SCOPE OF SERVICES

### LAND OUTFALL SEWER PIPELINE REHABILITATION

The Consultant shall provide professional technical and engineering services throughout the three phases of the procurements and construction for the Land Outfall Sewer Pipeline Rehabilitation Project. **Task 1 - Review CCTV and Flow Monitoring Data, Task 2 - Develop Phased Rehabilitation Plan and Cost Estimates and Task 3.1 - Prepare Phase 1 Bid Documents have been completed under separate District agreements and are not included in this Professional Service Agreement, Contract Number 20-14.** The following tasks to be performed by the Consultant shall consist of the following:

#### **TASK 3: PHASE 1 - SPOT REPAIRS**

The work includes the construction of six (6) spot repairs completed by a contractor including but not limited to activities such as: excavation, shoring, groundwater dewatering, pipeline repairs, backfill, and pavement restoration. The District will self-perform traffic control and bypass pumping.

##### Task 3.2: Support During Bidding

The Consultant shall provide support services during bidding. Services shall include attending a pre-bid meeting, assisting the District with responding to contractor questions, preparing bid addenda, and reviewing bids for conformance with the contract documents, such as installation contractor and manufacturer’s minimum required qualifications. (Approx. 4 weeks of bidding).

##### Task 3.3: Engineering Support During Construction

The Consultant shall provide support services during construction. Services shall include but are not limited to:

- Attend construction kick-off meeting and progress meetings
- RFIs, Shop Drawings, and Submittal Reviews
- Change Order Review and Documentation
- Note: the proposal assumes 8 weeks of construction

#### **TASK 4: PHASE 2 – CIPP OF HIGH PRIORITY REACHES**

The work includes rehabilitating approximately 9,200 LF of the high priority reaches of the Land Outfall Sewer pipeline using CIPP. The District will self-perform traffic control and bypass pumping.

##### Task 4.1: Prepare Bid Documents

The Consultant shall prepare a bid-ready set of documents for Phase 2 of the project.

##### Deliverables:

- Volume I – Contract Documents and Appendices/Figures
- Volume II – Construction Bid Forms
- Volume III – Technical Specifications

Schedule: The Consultant shall submit final docs to the District by July 14, 2020. The District intends to receive authorization to advertise bid package at the July 28, 2020 Board meeting. Bids will be received and recommendation for award is anticipated for approval at the August 25, 2020 Board meeting. Construction schedule is anticipated to be 12 weeks. Construction completion anticipated in December 2020.

Task 4.2: Support During Bidding

The Consultant shall provide support services during bidding. Services shall include attending a pre-bid meeting, assisting the District with responding to contractor questions, preparing bid addenda, and reviewing bids for conformance with the contract documents, such as installation contractor and manufacturer's minimum required qualifications. (Approx. 4 weeks of bidding).

Task 4.3: Engineering Support During Construction

The Consultant shall provide support services during construction. Services shall include but are not limited to:

- RFIs, Shop Drawings, and Submittal Reviews
- Document and Deliverable Tracking
- Change Order Review and Documentation
- Progress Payment Review
- Claims Avoidance and Analysis
- Assistance with Project Closeout and Record drawings
- Note: the proposal assumes 12 weeks of construction

Task 4.4: Fieldwork Inspection and QA/QC

The Land Outfall Sewer Pipeline is one of the District's most critical pieces of infrastructure which has no redundancy. The District can accept no less than a quality, defect-free installation by the rehabilitation contractor. The bid documents require the contractor to prepare and submit materials inspection, laboratory testing, and quality assurance/quality control (QA/QC) plans for review and approval by the District and the Consultant. The Consultant shall perform onsite QA/QC and supervision of the contractor's installation of the pipeline rehabilitation materials installation.

- Onsite services of a certified CIPP inspector via NASSCO's Inspector Training and Certification Program (ITCP)-Cured in Place Pipe (CIPP)
- Review of pre- and post-installation CCTV inspections
- Inspect Contractor's processes for wet out of the liner, installation, and curing (time and temperature) for conformance with the Contractor's approved submittals
- Examination of lateral reinstatements
- Review of potential features or defects in the CIPP installations and proposed corrective measures by the Contractor
- Note: proposal assumes 12 weeks of construction

**TASK 5: PHASE 3 – MANHOLE REHABILITATION**

The work of this phase includes rehabilitating Land Outfall Sewer Pipeline's 59 manholes. The rehabilitation scope of work will include patching and coating the manhole interior and installation of new grade rings, frames, and covers. The District will self-perform traffic control.

Task 5.1: Prepare Bid Documents

The Consultant shall prepare a bid-ready set of documents for Phase 3 of the project.

Deliverables:

- Volume I – Contract Documents and Appendices/Figures
- Volume II – Construction Bid Forms
- Volume III – Technical Specifications

Schedule: To be determined based on completion of Phases 1 and 2 and construction sequencing. Planning level estimate is to begin construction in early 2021. Construction schedule is anticipated to be 8 weeks.

Task 5.2: Support During Bidding

The Consultant shall provide support services during bidding. Services shall include attending a pre-bid meeting, assisting the District with responding to contractor questions, preparing bid addenda, and reviewing bids for conformance with the contract documents, such as installation contractor and manufacturer's minimum required qualifications. (Approx. 4 weeks of bidding).

Task 5.3: Engineering Support During Construction

The Consultant shall provide support services during construction. Services shall include but are not limited to:

- RFIs, Shop Drawings, and Submittal Reviews
- Document and Deliverable Tracking
- Change Order Review and Documentation
- Progress Payment Review
- Claims Avoidance and Analysis
- Assistance with Project Closeout
- Note: the proposal assumes 8 weeks of construction

Task 5.4: Fieldwork Inspection and QA/QC

The Land Outfall Sewer Pipeline is one of the District's most critical pieces of infrastructure which has no redundancy. The District can accept no less than a quality, defect-free installation by the rehabilitation contractor. The bid documents require the contractor to prepare and submit materials inspection, laboratory testing, and quality assurance/quality control (QA/QC) plans for review and approval by the District and the Consultant. The Consultant shall perform onsite QA/QC and supervision of the contractor's installation of the manhole rehabilitation materials installation.

- Onsite services of a certified CIPP inspector via NASSCO's Inspector Training and Certification Program (ITCP)-Manhole Rehabilitation
- Review of pre- and post-installation inspection videos and photos
- Inspect Contractor's processes for surface preparation, installation, and curing for conformance with the Contractor's approved submittals
- Review Contractor's spark testing results
- Examination of pipeline inlet and outlet connections and the manhole bench and channel
- Review of potential features or defects in the installations and proposed corrective measures by the Contractor
- Proposal assumes 8 weeks of construction

**FEE SCHEDULE:**

This is a Time and Material Agreement not to exceed \$151,180. The Consultant fee schedule is attached.





**RMWD - Hoch Consulting Fee Proposal**

RMWD - Land Outfall Sewer Pipeline Rehabilitation Cost Proposal

Hoch Consulting

Classification	Hoch Consulting Labor				Fees	
	Principal Engineer - AE	Senior Project Designer - RR	Assistant Project Engineer - JH	Total Hoch Consulting Hours	Subtask	Total*
<b>Rate (\$/hr)</b>	<b>\$195.00</b>	<b>\$185.00</b>	<b>\$135.00</b>			
Task 1: Review CCTV and Flow Monitoring Data						\$ -
Task 2: Develop Phased Rehabilitation Plan and Cost Estimates						\$ -
<b>Task 3: Phase 1 - Spot Repairs</b>	<b>54</b>	<b>48</b>	<b>24</b>	<b>126</b>		<b>\$ 22,650.00</b>
Task 3.1 Prepare Bid Documents					\$ -	
Task 3.2 Support during Bidding	18	24		42	\$ 7,950.00	
Task 3.3 Engineering Support During Construction	36	24	24	84	\$ 14,700.00	
<b>Task 4: Phase 2 - CIPP of High Priority Reaches</b>	<b>174</b>	<b>172</b>	<b>102</b>	<b>448</b>		<b>\$ 79,520.00</b>
Task 4.1 Prepare Bid Documents	24	48	24	96	\$ 16,800.00	
Task 4.2 Support during Bidding	18	36		54	\$ 10,170.00	
Task 4.3 Engineering Support During Construction	48	48	30	126	\$ 22,290.00	
Task 4.4: Fieldwork Inspection and QA/QC	84	40	48	172	\$ 30,260.00	
<b>Task 5: Phase 3 - Manhole Rehabilitation</b>	<b>98</b>	<b>112</b>	<b>68</b>	<b>278</b>		<b>\$ 49,010.00</b>
Task 5.1 Prepare Bid Documents	20	40	20	80	\$ 14,000.00	
Task 5.2 Support during Bidding	18	24		42	\$ 7,950.00	
Task 5.3 Engineering Support During Construction	24	36	12	72	\$ 12,960.00	
Task 5.4: Fieldwork Inspection and QA/QC	36	12	36	84	\$ 14,100.00	
<b>Total Base Proposal</b>	<b>326</b>	<b>332</b>	<b>194</b>	<b>852</b>		<b>\$ 151,180.00</b>

AH - Adam Hoch, P.E., QSD, QISP

AE - Ari Elden, P.E. LEED AP

RR - Richard Roth

JH - Joseph Hinden, EIT



### BOARD OF DIRECTORS

June 23, 2020

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### SUBJECT

DISCUSSION AND POSSIBLE ACTION TO AWARD CONSTRUCTION CONTRACT FOR THE VISTA VALLEY VILLAS PRESSURE REDUCING STATION PROJECT

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### BACKGROUND

Rainbow Municipal Water District (District) has significant pressure issues with its water system stemming from the topography of the District. The recent condition assessment study indicated that system pressure is one of the key causal factors in pipeline failures. In recent years, the District has been developing better ways to both replace old pressure reducing (PR) stations and install new ones in key areas of the system. One of the most cost-effective methods has been to install pre-manufactured PR stations that are housed in fiberglass “dog-house” structures, manufactured by Engineered Fluid, Inc. (EFI). The District has had positive experiences installing these PR stations and in 2019 ordered ten pre-manufactured PR stations from EFI to be installed in various strategic locations throughout the District including one PR station custom designed for the Vista Valley Villas Homeowners Association.

A description of the project includes rock excavation of an existing slope, construction of a concrete pad and retaining walls for the installation of a new EFI PR station provided by the District. The rock excavation and construction of a retaining wall is not typical of a PR station installation, that is required due to the location. The Vista Valley Villas PRS project, which goes back to 2015 is unique, and required numerous steps prior to completing the design of the project. Identifying a suitable location for the PR station was a challenge due to the topography and location of existing underground dry utilities. Once identified, the District worked with the HOA to acquire an easement for the PR station site. It also required hiring a Geotech firm to collect core samples using a drill rig. The drill rig had to be moved around several times to collect a deep enough sample as a result of the existing shallow bedrock. A geotechnical report was also required in order to complete the retaining wall design. Two retaining wall scenarios were analyzed for a concrete pad 13-foot by 13-foot or 20-foot by 20-foot with the latter scenario being too cost prohibitive. A topographic survey was also conducted for the base map and design plans. A 50 percent, 95 percent, and 100 percent design plans were prepared and reviewed by District Engineering and Operations staff before the design plans were finalized for the project.

Additional work was also identified within the Vista Valley Villas HOA and added to the original scope of the PR station project that includes installation of two new valves in existing water mains just north of the EFI PR station site. The benefit of installing the two new valves would be to allow the District to isolate smaller sections of pipe in the case of a leak, minimizing interruption to service. The second item identified was the removal of an existing pipe cross and connecting two pipe runs. The benefit to this project would be that a low pressure line would be fed from two directions. If one of the PR stations is down for maintenance, the other PR station can provide uninterrupted service to District customers.

Exhibit 1 of this report shows the location of the proposed projects.

## **DESCRIPTION**

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Staff prepared a bid package and advertised for a formal bid only to contractors on the District's prequalified contractor's list. The bid document was posted on the District's website on May 14, 2020 and an email was sent out the same day notifying contractors of the project and providing a link to the District's website to view the bid document. The bid opening was held at 11:30 am on June 4, 2020 through a Zoom teleconference from the District's Board Room. Instructions on how to attend the bid opening via teleconference was provided in the Notice of Inviting Bids. The results were as follows:

<b>Contractor</b>	<b>Bid Amount</b>
1. SCW CONTRACTING CORPORATION	\$334,700
2. T.E. ROBERTS, INC.	\$345,200
3. KIRTLEY CONSTRUCTION, INC.	\$394,880

The Engineer's Opinion of Probable Cost was \$230,000. Staff has evaluated bids and there were no irregularities with the lowest bidder SCW Contracting Corporation. The bid was complete, and the licenses and bonding were correct and in place. Staff has updated the Engineering and Operations Committee on this project. Staff recommends award to the lowest bidder, SCW Contracting Corporation.

## **POLICY/STRATEGIC PLAN KEY FOCUS AREA**

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Strategic Focus Area Two: Asset Management. Installation of a premanufactured EFI PR station will reduce pressure related breaks. It will also provide District staff with easy access for maintenance.

Strategic Focus Area Five: Customer Service. Installation of a PR stations will reduce pressure related breaks for District customers. Addition of valves and disconnecting and reconnecting a pipe crossing will minimize interruption of service to District customers during routine maintenance and unforeseen leaks.

## **ENVIRONMENTAL**

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The action before the Board qualifies for Class 2 and Class 3 Categorical Exemptions from CEQA. State CEQA Guidelines Section 15302 (Class 2) describes replacement or reconstruction of existing structures and facilities where the new structure would be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including existing utility facilities involving negligible or no expansion of capacity. State CEQA Guidelines Section 15303 (Class 3) describes installation of small new equipment and facilities in small structures and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

## **BOARD OPTIONS/FISCAL IMPACTS**

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This project has been identified and budgeted in the 5-Year Capital Fund and sufficient funds currently exist in the Water Capital Fund Budget.

Option 1:

- Allocate funding and award the construction contract for the Vista Valley Villas PRS Project to SCW Contracting Corporation in accordance with the California Public Contracting Code for a not to exceed amount of \$334,700
- Make a finding that the project is Categorical Exempt from CEQA
- Authorize General Manager to execute contract for the construction of the Vista Valley Villas PRS Project to SCW Contracting Corporation.

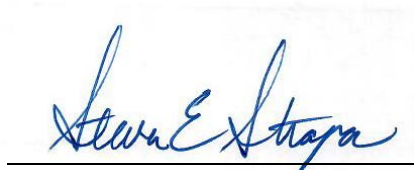
Option 2:

- Provide other direction to staff

**STAFF RECOMMENDATION**

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Staff recommends Option 1.

A handwritten signature in blue ink, reading "Steven E. Strapac". The signature is written in a cursive style with a large initial 'S'.

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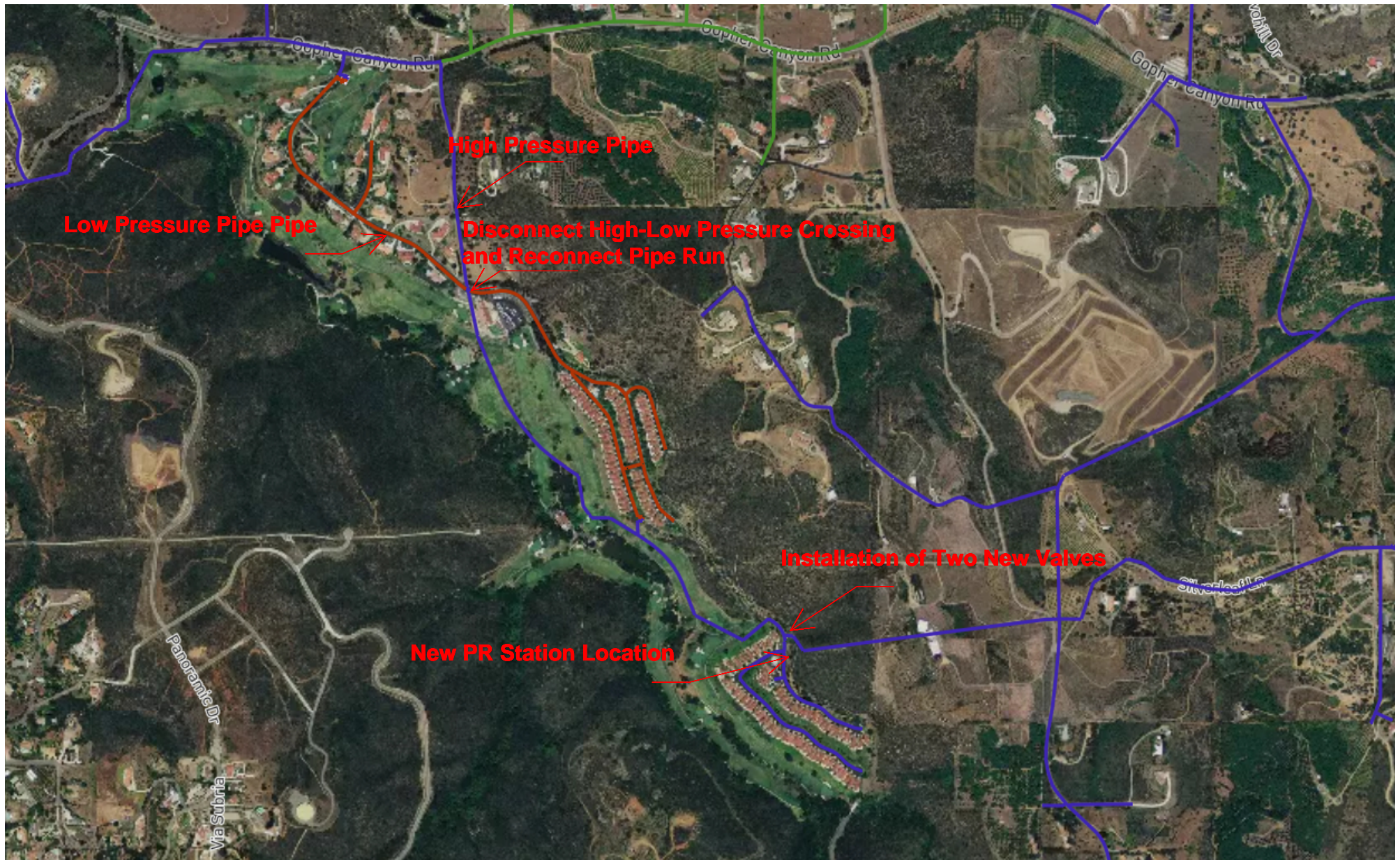
Steven E. Strapac, P.E., P.L.S.  
District Engineer

June 23, 2020





# EXHIBIT 1: PROJECT LOCATION MAP



1" = 1261 ft

Vista Valley Villas PRS  
Project Site

06/08/2020



This map may represent a visual display of related geographic information. Data provided here on is not guarantee of actual field conditions. To be sure of complete accuracy, please contact the responsible staff for most up-to-date information.







# BOARD ACTION

## BOARD OF DIRECTORS

June 23, 2020

### SUBJECT

DISCUSSION AND POSSIBLE ACTION REGARDING “AS NEEDED” CIVIL ENGINEERING SERVICES CHANGE ORDER

### BACKGROUND

The activities and operations of Rainbow Municipal Water District (District) regularly require services that must be performed by a California State licensed civil engineer. On May 28, 2019, the Board of Directors awarded “As Needed” contracts with a value of \$150,000 each for professional civil engineering services to Omnis Consulting, Inc., Hydrosience Engineering, Inc., and Dudek. The term of the “As Needed” contracts is for a period of three years that will expire on July 1, 2021. District staff has been able to utilize these contracts effectively and efficiently to complete projects.

At the Engineering and Operations Committee meeting on June 3<sup>rd</sup>, 2020, the committee reviewed and discussed the As-Needed contract for civil engineering services. After deliberation, the committee voted unanimously to recommend to the Board that a change order for \$150,000 be issued to Omnis Consulting Inc. The committee also recommended to staff that the Request for Proposal (RFP) for As-Needed Civil Engineering Services be re-issued to add the number of firms in the District’s “stable” of consultants. Staff is currently working on the re-issuance of the RFP for As-Needed Civil Engineering Services, and anticipates bringing a contract, or contracts, to the Board, at the September Board Meeting, after review by the Engineering and Operations Committee.

### DESCRIPTION

One of the three consultants has reached the limits of their “As Needed” contract budget. Omnis Consulting, Inc. has been selected repeatedly by District staff as a result of their responsiveness to District requests and competitive proposals. The other consultants on the “As Needed” list with existing budget capacity were either not cost or schedule competitive to complete District projects.

A summary of Omnis Consulting, Inc. contract information and services provided is listed below.

### “AS NEEDED” SERVICES-CIVIL ENGINEERING

**Consultant:** Omnis Consulting, Inc. **Contract No.:** 19-17 **Contract Award Date:** 7/01/19

**Contract Expiration Date:** 7/01/2021 **Budget Amount:** \$150,000

**Not To Exceed Amounts (Encumbered):** \$149,995

**Task Descriptions/Budget Encumbered:**

No.	Task/Description	Not To Exceed Amounts (Encumbered)
1	PS & E Pavement Repair Dentro De Lomas	\$8,890
2	Olive Hill Estates Transmission Water Main	\$73,700

3	Vista Valley Retaining Wall Design	\$23,495
4	Sarah Ann to Gird Road Force Main Replacement	\$22,790
5	Gird Road Water Main Upsize	\$21,120
	<b>Total</b>	<b>\$149,995</b>

**Reason for Selection:** Proposals are cost competitive, schedules are aggressive, and work is of high quality.

**Request for Change Order:** Increase budget by \$150,000 to a not to exceed contract amount of \$300,000.

The requested change order would enable to the District to cost effectively continue to complete projects efficiently.

### **POLICY/STRATEGIC PLAN KEY FOCUS AREA**

Strategic Focus Area Four: Fiscal Responsibility. By increasing the budget for Omnis Consulting, Inc., the District can continue to receive cost competitive proposals from all three consultants listed on the "As Needed" civil engineering professional services contracts.

### **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.

### **BOARD OPTIONS/FISCAL IMPACTS**

The original contract amount for the "As Needed" civil engineering professional services contracts was \$150,000 per consultant. The change order under discussion adds \$150,000 for Omnis Consulting, Inc. for a total contract budget of \$300,000. The source of the funds for the change order is from the District's CIP Program Budget.

1) Option 1:

- Approve Change Order in the amount of \$150,000 for Omnis Consulting, Inc. to continue to provide civil engineering professional services to the District.
- Authorize the General Manager to execute Change Order for the "As Needed" civil engineering contract with Omnis Consulting, Inc.
- Make a determination that the action identified herein does not constitute a "project" as defined by CEQA.

2) Option 2:

- Provide other direction to District staff.

### **STAFF RECOMMENDATION**

Staff recommends Option 1.



Steven E. Strapac, P.E., P.L.S.  
District Engineer

06/23/2020

### BOARD OF DIRECTORS

June 23, 2020

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### SUBJECT

DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO MASTERCRAFT HOMES GROUP, LLC FOR HQ DEVELOPMENT STUDY SERVICES

### BACKGROUND

MasterCraft Homes Group, LLC, DBA MasterCraft Residential (MasterCraft) has been selected by staff as the most qualified and responsive firm to the Districts request for qualifications

The previous Board Information items attached describe the issues with the current site and structure of the District headquarters, as well as the Request for Qualifications As described in the informational item previously provided to the Board, and attached 2020 Board Meeting, ( exhibits 1 and 2 respectively) describing the background issues with headquarters and the detailing the release of a Request for Qualifications (RFQ) to the public.

### DESCRIPTION

Staff has developed scope of work with MasterCraft for the work (attached) as discussed in the informational item provided at the May 23<sup>rd</sup> Board meeting. The scope of work includes critically important items such as marketing studies to determine what type of development may be the most feasible for the District. The staff evaluation found that MasterCraft is experienced and qualified to perform the work, staff selected MasterCraft for this project, with a Not-To-Exceed project cost of \$122,324.00.

There are three “milestones” in the project that provide decision points for the District. Theses milestones will allow the District to change directions, or stop the project completely, should it be determined that there is a “fatal flaw” in the plan. The first milestone is after “Task 1, Marketing Study” as shown in MasterCraft’s scope of work. This marketing study will provide key information regarding cost-effective uses for the land that are marketable. The study could provide unanticipated results that have not yet been examined. The second milestone is at the completion of “Task 3, Desk top due diligence Review of the Property”. With the market study, appraisal, and review of the property, the District will have the opportunity to decide to continue or not. The third, and last milestone will be after “Task 4, Soils Investigation” If the geotechnical and soil conditions are bad, it could make development non-feasible under current market conditions, and represents an important point for the District to make a decision.

### POLICY/STRATEGIC PLAN KEY FOCUS AREA

**Strategic Focus Area Two:** Asset Management. This project helps the District by replacing a dilapidated asset that has been used far beyond its useful life. The current facility has become extremely expensive to maintain, with multiple systems failing, including the HVAC and the roof.

**Strategic Focus Area Four: Fiscal Responsibility.** This precursor project to building a new facility is the due-diligence work to ensure the proper and most fiscally responsible of District resources. With this work, moving forward with a new headquarters project would ensure that the District is pursuing the most cost-effective option.

**ENVIRONMENTAL**

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The action before the Board does not qualify as a project according to CEQA guidelines

**BOARD OPTIONS/FISCAL IMPACTS**

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This project has been identified and budgeted in the 5-Year Capital Fund and sufficient funds currently exist in the Budget.

Option 1:

- Allocate funding for HQ Development Study Services in the amount of \$122,324.00 for MasterCraft, in support of a new headquarters facility
- Make a finding that the project is Categorical Exempt from CEQA
- Authorize General Manager to execute contract with MasterCraft

Option 2:

- Provide other direction to staff

**STAFF RECOMMENDATION**

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Staff recommends Option 1.



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Steven E. Strapac, P.E., P.L.S.  
District Engineer

June 23, 2020

**EXHIBIT A**  
**Scope of Services**  
**Phase 1**

Mastercraft Residential and Blackstar Contractors, Inc. agrees to perform the following Scope of Services in support of determining the best possible use for the property and shall analyze the administrative facilities report by HB&A Architects to determine the best construction options for the District.

In performing its services hereunder, Mastercraft Residential will receive information prepared or compiled by other consultants, and will review the accuracy and completeness of each report, and shall make an independent recommendation to the District once all the reports have been received and analyzed.

***Phase 1***

This group of tasks includes services to prepare reports, documents, and other miscellaneous information required for the project. To help expedite the process and reduce costs, the Rainbow Water District shall forward all existing reports and technical studies including soils reports, appraisals, engineering studies, and biological studies to Mastercraft Residential. Phase 1 is expected to take between 3 and 4 months to complete. Upon the completion of tasks 1 and 2, Mastercraft shall schedule a meeting with the District to discuss the results of the reports and next steps to move forward.

**Task 1    Marketing Study – By Reeb Development Consulting**

Reeb Development Consulting shall prepare a marketing study that will include the following main topics:

- Site Review and Analysis
- Economic & Demographic Trends
- Commercial Trends
- Residential Market Trends
- Overall Market Demand Analysis
- Land Transactions & land Values

**Task 2    Site Appraisal – By Michael Frauenthal & Associates**

Michael Frauenthal & Associates shall conduct an “as-is” market valuation of the property and shall update the appraisal once a use has been selected.

**Task 3    Desk Top Due Diligence Review of the Property – Michael Baker International**

Michael Baker International shall conduct the following site investigation tasks for the property:

- Site Visit, Project Research, and Zoning Review
- Data and Document Review
- Entitlement Review
- Flooding Summary Memo – MBI shall provide a memo describing the floodplain and development impact to the site.

**EXHIBIT A (cont.)**

- Traffic Vehicle Miles Traveled (VMT) MT Memo
- Biological Constraints memo
- Due Diligence Memo – MBI shall summarize the above due diligence efforts for future entitlements.

**Task 4 Soils Investigation – By Geosoils**

Geosoils shall conduct a geotechnical evaluation of the site including the following:

- Study the nature and extent of the existing materials
- Liquefaction / densification and settlement characteristics of site soils
- Engineering Properties of the site soils
- General Site seismicity and hazards evaluation

**Task 5 Administrative Facility Review – By Blackstar Contractors, Inc.**

Blackstar Contractors Inc. shall review the Concept Study Report for the Administration Facilities. The review shall include the following:

- Review the design and layout of each option and identify construction constraints and alternate layouts.
- Value engineer the three different options for cost savings.
- Review and analyze the viability of reconstructing the existing facility.

**Task 6 Finance – By DPF&G**

DPF&G shall investigate what opportunities may exist to finance the construction of the administrative facilities including the SCIP program and bonding alternatives.

***Mastercraft Residential - Project Management, Team Coordination, Meetings, and Hearings***

This group of tasks provide services necessary to direct, manage, and analyze the reports submitted by each consultant. Client authorization to increase the budget is required.

**Task 7 On-going Project Management**

Mastercraft Residential shall coordinate and attend meetings with the Client, consultants, and the County to facilitate the reports.

**Task 8 Miscellaneous Client Requests**

Mastercraft Residential shall perform miscellaneous Client requests on a time and material basis. Such requests shall include, but not limited to, performing additional research, preparing exhibits and graphics, and reviewing other aspects of the project as requested by the Client.

**EXHIBIT B  
Compensation**

Client agrees to compensate Consultant for such services as indicated below:

Monthly on a fixed fee basis in accordance with the following fees together with those tasks indicated in the Scope of Services as hourly T & M with an authorized budget, plus reimbursable expenses such as reproduction at cost plus 5% handling. Labor hours for T & M hourly tasks shall be itemized by the employee classification on billing invoices.

Task 1	Marketing Study.....	\$37,924
Task 2	Site Appraisal .....	5,500
Task 3	Desk Top Due Diligence Review.....	37,400
Task 4	Soils Investigation .....	12,000
Task 5	Administrative Facility Review.....	9,500
Task 6	Finance Study.....	5,000
Task 7	Mastercraft Project Management .....	15,000
Task 8	Mastercraft Miscellaneous Client Requests .....	T&M

**TOTAL \$122,324.00**

Progress billings will be forwarded to the Client on a monthly basis. These billings will include the fees earned for the billing period plus all direct costs advanced by the Consultant. The Client shall make every reasonable effort to review invoices within fifteen (15) working days from the date of receipt of the invoices and notify Consultant in writing of any particular item that is alleged to be incorrect. Work shall commence upon receipt of an initialed copy of these Contract Exhibits along with an official notice to proceed.

**Exhibit B**

**Client Initials**\_\_\_\_\_





**Mastercraft Residential  
Rainbow Water District  
Project Schedule and Cashflow  
6/9/2020**

<b>DRAFT PROJECT SCHEDULE &amp; CASHFLOW</b>		<b>PHASE 1 BUDGET</b>	<b>1 Project Costs To Date</b>	<b>2 Jul-20 Projected</b>	<b>3 Aug-20 Projected</b>	<b>4 Sep-20 Projected</b>	<b>5 Oct-20 Projected</b>	<b>6 Nov-20 Projected</b>	<b>7 Dec-20 Projected</b>
<u>Description</u>									
<b>1</b>	<b>MARKETING STUDY</b>	\$37,924	0	18,962		18,962			
<b>2</b>	<b>SITE APPRAISAL</b>	\$5,500	0	5,500					
<b>3</b>	<b>DESTOP DUE DILIGENCE REVIEW</b>	\$37,400	0	5,000	15,000	15,000	2,400		
<b>4</b>	<b>SOILS INVESTIGATION</b>	\$12,000	0	3,000	6,000	3,000			
<b>5</b>	<b>ADMISTRATIVE FACILITY REVIEW</b>	\$9,500	0	3,000	3,000	3,500			
<b>6</b>	<b>FINANCE STUDY</b>	\$5,000	0	0	2,500	2,500			
<b>7</b>	<b>MASTERCRAFT PROJECT MANAGEMENT</b>	\$15,000	0	3,750	3,750	3,750	3,750		
<b>8</b>	<b>MASTERCRAFT MISCELLANEOUS CLIENT REQUESTS</b>	\$0							
<b>9</b>									
<b>10</b>									
<b>11</b>									
<b>12</b>									
<b>13</b>									
<b>Total Project Costs</b>		<b>122,324</b>	<b>0</b>	<b>39,212</b>	<b>30,250</b>	<b>46,712</b>	<b>6,150</b>	<b>0</b>	<b>0</b>



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**BOARD OF DIRECTORS**

May 26, 2020

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**SUBJECT**

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Headquarters Site Development Progress

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**DESCRIPTION**

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At the March 24<sup>th</sup>, 2020 Board Meeting, an informational item was provided to the Board (attached) describing the background issues with headquarters and the detailing the release of a Request for Qualifications (RFQ) to the public. The RFQ was also sent to the Building Industry Association in San Diego, CA for dissemination in their newsletter. On March 19<sup>th</sup>, 2020, the District held an online informational meeting for potential submitters to ask questions of staff and the GM concerning the RFQ. Submittals were due electronically to the District March 30, 2020.

Three (3) firms submitted proposals in response to the District's RFQ; Shopoff, Horine Group and Mastercraft/Blackstar Contractors, Inc. ("Mastercraft"). Staff reviewed and evaluated the submittals. The Engineering and Operations Committee members were provided electronic copies of the RFQ, and the three submittals in early April for their independent review.

At the May 6<sup>th</sup>, 2020 Engineering and Operations Committee meeting, the Committee discussed the submittals and offered their rankings. The Committee indicated that the Horine Group and Mastercraft's proposals most closely matched the District's needs, and were the highest ranked, which was also the determination of staff. The committee suggested that the District conduct interviews with the top two firms to determine which firm could provide a better "fit" of services.

Following the Engineering and Operations Committee meeting, staff invited the two top-ranked firms (Horine Group and Mastercraft) to an interview, conducted via "Zoom" on May 13<sup>th</sup>, 2020. A panel of staff members conducting the interview included the General Manager, the District Engineer and the Associate Engineer. As series of the same predetermined questions was asked of each company, and the panel evaluated the answers. The panel unanimously ranked Mastercraft the higher of the two.

At this time, the GM and staff will develop a scope of work for Mastercraft. Staff will bring a Board Action item with a contract back to the Board at the June 23<sup>rd</sup>, 2020 meeting.

  
\_\_\_\_\_  
Steven E. Strapac  
District Engineer

05/26/2020



# Exhibit #1 District Headquarter Site



1" = 403 ft	APN's	03/10/2020	
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### BOARD OF DIRECTORS

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March 24, 2020

### SUBJECT

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INFORMATIONAL UPDATE ON THE REQUEST FOR QUALIFICATIONS (RFQ) FOR DEVELOPMENT OF RAINBOW MUNICIPAL WATER DISTRICT (DISTRICT) HEADQUARTERS PROPERTY.

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### BACKGROUND

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The current District headquarters facility dates to the early 1970's and was constructed based on the needs of the District at that time. Over time, the needs of the District have changed significantly and the current facility presents a number of challenges to the operation of the District:

1. The existing headquarters facility lacks sufficient space to accommodate the current staff. The majority of employees are located in temporary portable trailer offices and even the main women's restroom is in a trailer, requiring a trip outside to use the restroom.
2. The facility has a number of accessibility issues that present a significant challenge for any customer or employee who requires ADA compliant access.
3. Maintenance costs for the buildings are increasing yearly, including failing roofs, plumbing problems, HVAC failures etc.
4. The two main buildings were constructed in such a way that water intrusion is an issue. The main walkway into the main office floods at each rainstorm, and improper grading lead to the flooding of building two which, due to excessive restoration costs, have rendered it unusable since September of 2019.
5. The facility has no meeting spaces other than the Board room which presents challenges when there are multiple meetings (small or larger) occurring at the same time.
6. The Board Room is undersized (too small to fit all employees for all hands meetings) and its layout makes public meeting presentations a challenge due to the low ceiling height and configuration of the room.
7. The current facility was not designed with security in mind and while the staff has taken steps to put some protections in place, the building is not well designed for dealing with security issues.

Even prior to the flooding of Building 2, the Board has recognized the need to upgrade the facility and has given the General Manager the goal to identify a path forward that will result in a new headquarters facility at the lowest possible cost to the ratepayers. In a number of discussions at the Board level, the concept of leveraging the land that the District owns at the current headquarters site for some sort of development activity to offset the cost of the new facility is the current preferred alternative.

In 2016 the District hired a firm to perform a space planning study to identify how much space in terms of land and building footprint would be necessary to serve the needs of the District. This study showed that a facility of about 12 acres could meet the needs of the District. The District owns four contiguous parcels estimated at 33 acres near the southwest quadrant of SR-76 and Old Highway 395 in Fallbrook (See Exhibit #1) thus presenting an opportunity to leverage some of the District owned lands for development. Another alternative could include a relocation of the District headquarters to a different site entirely..

## DESCRIPTION

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By working with the development community, the District will be able to leverage some of its lands to offset the cost to the ratepayers of replacing the existing headquarters. One scenario could be the development of mixed-use buildings with commercial/retail on the ground floor that the District owns and leases, and the upper floors are high-density housing. This could provide the District with a large offset to the cost of new facilities, as well as an income stream. There are a number of other possible development scenarios that could be available and this RFQ is intended to identify a development partner to help explore those possibilities.

On February 27, 2020, District staff released a public RFQ for the development of the subject parcels. The RFQ is soliciting submittals from qualified development entities to assist the District in identifying the range of options and, once an option is selected by the Board, working through the permitting process. This project will likely require a County of San Diego General Plan Amendment to support the District's interest in moving forward with various development alternatives as described earlier. The current zoning regulations allows the District only to renovate the existing buildings. The four parcels are currently zoned "A-72" which is agricultural, with government-use exemption for the District.

As part of the RFQ process, an informational meeting was held on March 19, 2020 at 9:30 AM in the Boardroom for all interested parties. The meeting was intended to answer questions related to the RFQ. RFQs are due to the District's Engineering Department by 3:00pm on March 30, 2020. Upon review of the RFQs, District staff intends to return to the Board with the selection of a qualified firm to enter into a professional services agreement to help guide the District in selecting the most suitable alternatives for the development of the headquarters.

## POLICY/STRATEGIC PLAN KEY FOCUS AREA

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**Strategic Focus Area Two: Asset Management.** This project will help improve one of our most visible assets – our HQ building – and leverage the land assets owned by the District to offset costs.

**Strategic Focus Area Four: Fiscal Responsibility.** By utilizing land owned by the District for development, costs to ratepayer for new facilities will be minimized. This also reduces the amount of land District staff must work to maintain, saving additional ratepayer money.

**Strategic Focus Area Five: Customer Service.** This project will not only improve the customer service "experience" for ratepayers coming to the District offices, but depending on the final development, could provide the community with retail, commercial and residential opportunities that currently do not exist nearby. The headquarters could also have rooms and or meeting halls available for public rental – also a resource that currently is not in abundant availability nearby.

## BOARD OPTIONS/FISCAL IMPACTS

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With an increasing number of new homes being constructed very near the District's headquarters site, and with the site being at a major intersection of Hwy 76 and I15, the value of this land to potential commercial or housing developers is increasing. This presents the District with a unique opportunity to not only create revenue to offset the cost of dealing with outdated and nonfunctional facilities, but also to create commercial and public spaces to serve our community. The exact fiscal impact of any eventual project is unknown at this time, but the objective of this project would be to develop the new facility at little or no cost to the ratepayers.

## ENVIRONMENTAL

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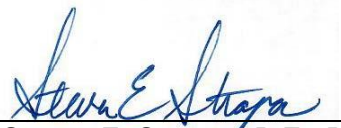


In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

**STAFF RECOMMENDATION**

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This is an informational item only, but any feedback from the Board on the process is appreciated.



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Steven E. Strapac, P.E., P.L.S.  
District Engineer

3/24/2020



### BOARD OF DIRECTORS

June 23, 2020

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### SUBJECT

DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 20-06 AMENDING AND UPDATING ADMINISTRATIVE CODE TITLE 1 – GENERAL PROVISIONS

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### BACKGROUND

As part of the ongoing process of providing clarification as well as updates that are in line with current practices and procedures, staff conducted a thorough review of RMWD's Administrative Code Title 1.

At their April 28, 2020 Regular Board meeting, the Board requested this item be deferred to allow for an opportunity to review the sections more carefully and provide their input. On May 5, 2020, the Board was emailed each of the Title 1 sections with proposed revisions for their reference.

The Communications and Customer Service Committee discussed Administrative Code Section 1.02.030 – Public Complaint Policy at their May 7, 2020 meeting and provided input and additional proposed revisions. These revisions were incorporated into this section and are provided in the attached.

At the May 26, 2020 Regular Board meeting, the Board approved Resolution No. 20-08 which included a revision to a position title. Since this position title is listed as part of Administrative Code Section 1.02.020, this revision has been updated and are also included in the attached.

The Board was provided with a reminder to review all sections of Administrative Code Title 1 and asked to remit any additional changes to the Board Secretary within two weeks following the May 26, 2020 meeting so they could be finalized and provided at the June 23, 2020 meeting for Board consideration.

### DESCRIPTION

Some of the proposed updates to the Administrative Code include:

- Clarifying the Code's intent.
- Updating how the Code was initially adopted and amendments are to be made.
- Combining the claims policies and procedures into one section for easier reference.
- Combining the addressing public complaints processes into one section.
- Separating out the media relations procedures.
- Updating the variance procedures title.

The most impactful proposed changes are to Chapter 1.04 related to emergency authority and notification. These changes are designed to clarify the determination that needs to be made for the General Manager to declare an emergency condition. The previous version focused mainly on the issuance of contracts, but there are other aspects to an emergency declaration that were not included previously.

Other proposed minor changes are typographical, grammatical, or formatting updates.

All proposed changes have been reviewed by the General Manager with input provided by Legal Counsel where deemed necessary.

Both a redline version and non-redline version have been attached.

**POLICY/STRATEGIC PLAN KEY FOCUS AREA**

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As the foundation for all of our operations, the Administrative Code supports all of our Key Focus Areas. It is a living document that will continue to be reviewed and adapted to meet the policy and strategic needs of the District.

**ENVIRONMENTAL**

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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.

**BOARD OPTIONS/FISCAL IMPACTS**

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1. Adopt Ordinance No. 20-06 amending and updating Administrative Code Title 1 – General Provisions as proposed.
2. Adopt Ordinance No. 20-06 amending and updating Administrative Code Title 1 – General Provisions as proposed with revisions.
3. Do not approve Ordinance No. 20-06 and provide staff with direction.

**STAFF RECOMMENDATION**

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Staff recommends Option 1.



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Tom Kennedy, General Manager

June 23, 2020

**Ordinance No. 20-06**

**Ordinance of the Board of Directors of the Rainbow Municipal Water District  
Amending and Updating Administrative Code  
Title 1 – General Provisions and All Chapters and Sections and Subsections  
Included in Administrative Code Title 1**

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 1:	General Provisions
Chapters:	1.01-1.05
Sections:	1.01.010 – 1.05.030
Subsections Under:	Sections 1.01.010 – 1.05.030

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 23rd day of June 2020.

**AYES:  
NOES:  
ABSTAIN:  
ABSENT:**

\_\_\_\_\_  
Helene Brazier, Board President

**ATTEST:**

\_\_\_\_\_  
Dawn Washburn, Board Secretary



Title 1  
GENERAL PROVISIONS

Chapters:

- 1.01 Administrative Code
- 1.02 Board Policies
- 1.03 Media Relations Policy
- 1.04 Emergency Authority
- 1.05 Variances ~~Procedures~~

**Chapter 1.01  
ADMINISTRATIVE CODE**

**Sections:**

- 1.01.010**     ~~Intent Code Adoption~~
- 1.01.020**     **Administrative Code Adoption**
- 1.01.030**     **Title, Citation and Reference**
- 1.01.040**     **Reference Applies to All Amendments**
- 1.01.050**     **Title, Chapter and Section Headings**
- 1.01.060**     **Reference to Specific Ordinance and Resolutions**
- 1.01.070**     **Effect on Past Actions and Obligations**
- 1.01.080**     **Modification of Administrative Code**



## Section 1.01.010

### Intent Code Adoption

It is the intent of the Board of Directors of the Rainbow Municipal Water District to maintain an Administrative Code ~~containing. Contained herein shall be~~ a comprehensive ~~record~~ of the ~~District's Board's~~ current policies, rules and legally enforceable regulations enacted by the Board of Directors. The regulations contained herein are based on the authority granted to the Board of Directors by the Municipal Water District Act of 1911 as contained in Section 71000 et seq of the California Water Code and other applicable provisions of State Law. The ~~A~~administrative ~~C~~code will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are conducted.

**Section 1.01.020**  
**Administrative Code Adoption**

Rainbow Municipal Water District ~~adopted hereby adopts~~ the "Rainbow Municipal Water District Administrative Code" in its entirety on August 3, 2005. The version of this Administrative Code in effect at any given time is inclusive of any modifications made after the adoption date by one or more ordinances passed by the Board of Directors.

**Section 1.01.030**  
**Title, Citation and Reference**

This Code shall be known as the "Rainbow Municipal Water District Administrative Code" and it shall be sufficient to refer to this code as the "Rainbow Municipal Water District Code" in any prosecution for the violation of any provision thereof, or in any proceeding at law or equity. It shall be sufficient to designate any ordinance ~~or resolution~~ adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the "Rainbow Municipal Water District Administrative Code." Further, reference may be had to the titles, chapters, sections and subsections of the "Rainbow Municipal Water District Administrative Code" and such reference shall apply to that numbered title, chapter, section or subsection as it appears in the Code.

## Section 1.01.040

### Reference Applies to All Amendments

Whenever a reference is made to this Code as the "Rainbow Municipal Water District Administrative Code" or to any position thereof, or to any ordinance, resolution or policy of the Rainbow Municipal Water District codified in the Code, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

In addition, from time to time the Board of Directors of the Rainbow Municipal Water District may adopt Ordinances that may not be chaptered into this Code directly. These Ordinances, once duly adopted by the Board of Directors, shall be incorporated into this Code as though fully set forth herein, and these Ordinances shall carry the full weight of this Code.

**Section 1.01.050**

**Title, Chapter and Section Headings**

Title, ~~c~~Chapter and ~~s~~Section ~~h~~Headings contained ~~in this Code~~herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section hereof.

**Section 1.01.060**  
**Reference to Specific Ordinance and Resolutions**

The provisions of this Code shall not in any manner affect matters of record which refer to, or are otherwise connected with, ordinances, resolutions or policies which are therein specifically designated by number or otherwise, and which are included within the Code, but such reference shall be construed to apply to the corresponding provisions contained within this Code.

**Section 1.01.070**  
**Effect on Past Actions and Obligations**

The adoption of this Code does not affect prosecutions for ordinance, resolution or policy violations committed before the effective date of this Code, does not waive any fee or penalty due and unpaid on the effective date of this Code, and does not affect the validity of any bond or cash deposit posted, filed or deposited pursuant to the requirements of any ordinance or resolution.

**Section 1.01.080**  
**Modification of Administrative Code**

Consideration by the Board of Directors to modify this Code shall be accomplished by adoption of an ordinance ~~or resolution~~.



Chapter 1.02  
BOARD POLICIES

Sections:

- 1.02.010 ——— Adoption/Amendment of Policies
- 1.02.020 ——— Conflict of Interest
- 1.02.030 ——— Public Complaints
- 1.02.030.01 ——— Method Used for Addressing Public Complaints of Serving  
Complaint
- 1.02.040 ——— Claims Procedure Policy
- 1.02.040.01 ——— Purpose~~Claims Procedure Policy~~
- 1.02.040.02 ——— Claims Notification Procedure
- 1.02.040.03 ——— Presentation and Consideration of Claim
- 1.02.040.04 ——— Investigation of Claim
- 1.02.040.05 ——— Determination of Claim
- ~~1.02.040.06 ——— Claims Log~~
- 1.02.040.067 ——— Necessity of Written Claim; Limitations of Actions

**Section 1.02.010**  
**Adoption/Amendment of Policies**

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or ~~by~~ the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to ~~each Director and the General Manager through the District office,~~ and requesting ~~that~~ the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a ~~3/5 affirmative~~ majority vote of the entire Board of Directors.

Before considering adoption of ~~to adopt~~ or amendment to any policy, Directors shall have the opportunity to review the proposed adoption or amendment ~~at the regular Board of Directors meeting~~ prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda ~~information~~ packet for any meeting of consideration.

~~The agenda information packets with said copies shall be made available to each Director for review at least five (5) days prior to any meeting of consideration.~~

**-Section 1.02.020**  
**Conflict of Interest**

**1.02.020.01** \_\_\_\_\_ The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in any agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

**1.02.020.02** \_\_\_\_\_ Therefore, the terms of 2 California Code of **Regulations Section 18730** and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions, and establishing disclosure requirements, shall constitute the conflict of interest code of the Rainbow Municipal Water District.

**1.02.020.03** \_\_\_\_\_ Individuals holding designated and non-designated positions shall file their Statements of Economic Interest with Rainbow Municipal Water District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board Members and General Manager, the Board Secretary shall make and retain copies and forward the originals of these statements to the County Board of Supervisors. Statements for all other designated employees shall be retained by Rainbow Municipal Water District.

\_\_\_\_\_ Any public officials who manage public investments shall be considered non-designated positions under Government Code section 87200 and shall make the disclosures required by law. Originals of all Statements of Economic Interest filed by non-designated positions will be maintained at the District office.

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## Appendix A Rainbow Municipal Water District Conflict of Interest Code

### Preamble

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from Rainbow Municipal Water District's General Counsel. (Gov. Code § 83114; 2 CCR § 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)

Opinions rendered by General Counsel do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on General Counsel's opinion as evidence of good faith. In addition, Rainbow Municipal Water District may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Rainbow Municipal Water District may bring against the requesting party under Government Code section 91003.5.

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## Part I - Designated Positions

<u>Designated Employees</u>	<u>Categories Disclosed</u>
Members of the Board of Directors	All
General Manager	All
General Counsel	All
District Engineer	All
Operations Manager	All
Human Resources Manager	All
Information Technology Manager	All
Construction/Maintenance Supervisor	All
Water Operations <del>Supervisor</del> <del>Superintendent</del>	All
Wastewater Superintendent	All
Associate Engineer	All
Senior Accountant	All
Purchasing & Inventory Control Specialist I/II	All
Risk Management Officer	All
Senior Engineering Inspector	All

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Cross Connection Control and Backflow Technician	All
Information Technology and Applications Analyst and Senior Information Technology and Applications Analyst	All
Information Systems Specialist I/II/III	All
Project Manager	All
Meter Services Supervisor	All
Customer Service and Communications Supervisor	All
<sup>1</sup> Consultants	2

**Part II – Non-Designated Positions**

Finance Manager	Pursuant to Applicable Laws
Standing District Committee Members	2
Auditor	2

<sup>1</sup> With respect to consultants, the General Manager may determine in writing that a particular consultant, although a “designated employee,” is hired to perform a range of duties that is limited in scope and thus is not required to comply with the written disclosure requirements described in these categories. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection by Rainbow Municipal Water District in the same manner as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

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## Part III - Disclosure Categories

### Category 1.

A designated employee or person in this category shall report all interests in real property, and investments in, and income from, business entities of the type to operate or provide any of the following:

- Accounting or auditing services
- Banks and savings and loans
- Computer hardware or software, or computer services or consultants
- Communications equipment or services
- Insurance brokers and agencies
- Insurance adjusting, claims auditing or administration, or underwriting services
- Office equipment or supplies
- Personnel and employment companies and services
- Printing or reproduction services, publications, and distribution
- Securities, investment or financial services companies
- Title insurance and escrow
- Construction supplies, service or equipment
- Engineering and surveying services
- Land development services

### Category 2.

A designated employee in this category shall disclose all business positions in, investments in, and income from any business of the type to provide personnel, services, supplies, material, machinery, or equipment to Rainbow Municipal Water District and is associated with the job assignment or position of the designated employee or person.

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## **Appendix B Statement of Duties of Employees of and Consultants to Rainbow Municipal Water District**

### Members of the Board of Directors

The Board of Directors acts as the Rainbow Municipal Water District's governing body. Members of the Board of Directors formulate general policy and programs of Rainbow Municipal Water District, and each member of the Board of Directors is therefore designated.

### General Manager

General Manager oversees the day-to-day operations of Rainbow Municipal Water District. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and is therefore designated.

### General Counsel

General Counsel, currently hired on a contract basis, advises Rainbow Municipal Water District on its day-to-day activities, including its relationships with the independent contractors who serve in a staff capacity to Rainbow Municipal Water District, and compliance with applicable laws and regulations. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and is therefore designated.

### Financial Manager

An employee of the Rainbow Municipal Water District, the Financial Manager is Rainbow Municipal Water District's Chief Financial Officer and helps manage the finances of Rainbow Municipal Water District. The Financial Manager makes reports from time to time on the financial results of operations of Rainbow Municipal Water District and recommends fiscal policies to the Board of Directors. The Financial Manager "manages public investments" within the meaning of applicable regulations. He or she is therefore not designated.

### District Engineer

The District Engineer provides engineering services and oversight to Rainbow Municipal Water District, including implementation of capital replacement projects. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of engineering and is therefore designated.

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### Operations Manager

The Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures, participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of operations and maintenance and is therefore designated.

### Human Resources Manager

The Human Resources Manager plans, directs and oversees the following programs and activities: human resources; risk management and safety; labor relations; workers' compensation, property and liability insurance and is therefore designated.

### Information Technology Manager

The Information Technology Manager manages Rainbow Municipal Water District's information technology staff, services and systems, user support, specific applications support, hardware and software installation, troubleshooting and maintaining computer systems, telephony, and mobile services. This position also supervises the purchasing, inventorying, maintenance and the disposing of computing and communication devices, hardware and software and is therefore designated.

### Construction/Maintenance Supervisor

The Construction/Maintenance Supervisor has supervisory responsibilities to direct and oversee the Construction Division. This position coordinates and manages the installation, maintenance and repair of water mains, service lines, fire hydrants and other related appurtenances used in the District water distribution, treatment and storage facilities and is therefore designated.

### Water Operations ~~Supervisor~~ Superintendent

The Water Operations ~~Supervisor~~ Superintendent has ~~supervisory~~ managerial responsibilities to direct and oversee the Water Operations Division. This position will coordinate and manage the installation, maintenance, repair and operation of District water distribution, treatment, pumping and storage facilities and is therefore designated.

### Wastewater Superintendent

The Wastewater Superintendent has managerial responsibility to direct and oversee the Wastewater Division. This position coordinates and manages the repair, maintenance and operation of the wastewater pumping and collection system as well as may assist with installation, maintenance and repair of water distribution facilities and is therefore designated.

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### Associate Engineer

The Associate Engineer performs a variety of routine and semi-routine professional level civil engineering work in the research, design and construction of water and sewer capital improvement and construction projects as well as reviews development plans and is therefore designated.

### Senior Accountant

————The Senior Accountant performs highly complex and professional accounting and financial analysis to provide accurate and timely financial statements and reports to management, the Board, other government agencies, and the public and serves as a subject matter expert and is therefore designated.

### Purchasing & Inventory Control Specialist I/II

The Purchasing & Inventory Control Specialist I/II has responsibility for all functions associated with the warehouse including purchasing, receiving and inventory control and administration of the office cleaning contract as well as maintaining inventory of parts and supplies and is therefore designated.

### Risk Management Officer

The Risk Management Officer has responsibility for the planning and administration of the District programs and services related to safety, security, emergency preparedness, environmental compliance functions, and processing claims and is therefore designated.

### Senior Engineering Inspector

The Senior Engineering Inspector performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

### Cross-Connection Control and Backflow Technician

The Cross-Connection Control and Backflow Technician performs a variety of work in connection with implementing and enforcing the cross-connection control programs including the Backflow Prevention Program, inspects, tests, and repairs backflow devices, and creates and submits results, records, and related documentation and is therefore designated.

### Information Technology and Applications Analyst /Senior IT and Applications Analyst

————The Senior Information Technology and Applications Analyst/Senior Information and Applications Analyst position monitors, maintains, troubleshoots, and diagnoses hardware, software, database and network problems and identifies courses of action and is therefore designated.

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### Information Systems Specialist I/II/III

The Information Systems Specialist I/II/III provides technical assistance to end users of computer hardware, software, printers, and mobile devices and assists in configuring and administering Rainbow Municipal Water District's electronic records management system and is therefore designated.

### Project Manager

The Project Manager manages Capital Improvement Projects (CIP) and development projects related to the design and construction of water and wastewater distribution and collection systems. Manages projects from start to finish, from project planning to final inspection. Coordinates with District staff, contractors, and other agencies to deliver projects and is therefore designated.

### Meter Services Supervisor

\_\_\_\_\_The Meters Services Supervisor supervises and participates in work related to water services, oversees the cross-connection control and backflow testing programs, tests water services including pressure regulators, water meters, meter boxes, backflow devices and associated appurtenances, and responds to escalated customer service inquiries regarding customer water use and water service issues and is therefore designated.

### Customer Service and Communications Supervisor

\_\_\_\_\_The Customer Service and Communications Supervisor oversees activities and staff in the Customer Service Department, handles complex and escalated customer service issues, administrative and professional activities in support of public relations, community outreach, and educational programs and is therefore designated.

### Auditor

Rainbow Municipal Water District has contracted with one or more accounting firms to handle financial audits of Rainbow Municipal Water District's finances and investments. These firms implement decisions of the Rainbow Municipal Water District's Board of Directors. Because these auditors' duties are restricted in the manner described herein, they do not participate in the formulation and implementation of the policies and programs of Rainbow Municipal Water District, and also do not "manage public investments" within the meaning of applicable regulations; therefore, the Auditor(s) shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

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### Standing District Committee Members

A member or alternate committee member of a Rainbow Municipal Water District standing committee serves at the pleasure of the Board. These committees are advisory to the Board with regard to matters within their respective areas of responsibility. A committee has jurisdiction to consider and make a recommendation to 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. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

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## Section 1.02.030 Public Complaints

A public complaint is an ~~allegation~~ ~~assertion~~ by a member of the public ~~of that the District has intentionally or unintentionally created a condition where a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected.~~

The Board of Directors desires ~~all that~~ public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

~~A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected.~~

### 1.02.030.01 Method of ~~erving~~ Used for Addressing Public Complaints

The individual with a complaint may discuss the matter with staff with the objective of resolving the matter informally.

If the individual registering the complaint is not satisfied by staff, a written complaint may be filed with the General Manager. Within ten (10) days, the General Manager will acknowledge the complaint and ~~may~~ ~~shall~~ then ~~meet~~ ~~communicate~~ with the person filing the complaint to resolve the matter. The General Manager is under no obligation to meet in person and may choose to communicate via phone, letter, or email to attempt to reach a resolution of the matter. At the option of the General Manager, ~~he/she~~ ~~he~~ or she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager shall be provided to the individual filing the complaint.

If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within thirty (30) days of receiving the General Manager's decision. The Board will consider the matter at the next available meeting. The Board will ~~endeavor to~~ expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the ~~transcripts~~ ~~record~~ of written documentation. A written decision from the Board shall be provided individual filing the complaint.

This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbal testimony, a complaint, or statement in regard to actions of the Board, District programs and services.

**Section 1.02.030.01**  
**Method of Serving Public Complaint**

The individual with a complaint may discuss the matter with staff with the objective of resolving the matter informally.

If the individual registering the complaint is not satisfied by staff, a written complaint may be filed with the General Manager. Within a ten (10 days), the General Manager may acknowledge the complaint and may then meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the individual filing the complaint.

If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within thirty (30) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services

**Section 1.02.040**  
**Claims Procedure Policy**

**~~Section 1.02.040.01~~**  
**Purpose~~Claims Procedure Policy~~**

The purpose of this policy is to provide the public, District staff and Board of Directors guidelines on how all claims for money or damages against the District are to be handled. Pursuant to Government Code sections 910 et seq., §935, claims against the District ~~which are excepted by Government Code §905~~ shall be governed by the procedures laid out in this policy, including all deadlines set forth herein.

**1.02.040.02 Claims Notification Procedure**

When an individual, corporation or entity, including another local public agency, first notifies District staff in person, by telephone, or in writing, damage has been done, or is being done, to their person, business or property, and describing a set of circumstances or facts as to how the District is responsible, the staff person receiving the information will do the following:

- A. Record the time and date of telephone calls or office visits and take notes as to the information provided by the claimant on the phone or in the office.
- B. ~~Not discuss guilt or innocence~~ Refrain from discussing liability or responsibility and refrain from making ~~or make~~ any admissions that would implicate the District; staff should respond to questions, be cordial, but refrain from commenting on liability questions.
- C. Ask the claimant to fill out a District claim form which should always be available on request. The staff person should not assist in filling out the claim form. When completed and filed with the District, the claim form should be date stamped with the date the claim is actually received by the District.

If an individual sends a letter or written request appearing to be a claim, the letter or written request shall be date-stamped when received by the District. ~~a~~The District shall consider whether to send a notice of insufficiency pursuant to Government Code section 910.8; whether no response is required based on the content provided in the letter or written request; or whether to send a response letter requesting the following categories of information: ~~letter in response should be sent to the individual only if the following categories of information needs clarification:~~

- A. Name and address of claimant.
- B. Address where notices should be sent.
- C. Date, place and other circumstances of the occurrence or transaction which gave rise to the claim.
- D. A general description of the ~~inquiry~~ alleged- injury or damage.
- E. Name(s) of the employee(s) who would be aware of the alleged ~~causing the inquiry~~ or damage (if known).
- F. Estimated amount of loss (Gov. Code §910.).



The response letter should include a District claim form with a request that it be completed if the individual wishes to file a claim.

If the written request is not on a District claim form, but includes the name and address of claimant, an address where notices should be sent, the date, place and other circumstances of the occurrence or transaction which gave rise to the claim, a general description of the alleged injury or damage, the name(s) of the employee(s) causing who would be aware of the alleged the injury or damage (if known), and the estimated amount of loss, the written request should be treated like a formal claim, date-stamped and submitted to the General Manager.

Immediately upon receipt of a District claim form or any written request appearing to be a claim, will be submitted along with all details of the claim to the General Manager, who will determine the proper person to investigate the matter.

### **1.02.040.03 Presentation and Consideration of a Claim**

All claims shall be presented and considered in the manner set forth herein and as required by Government Code Sections 910-915.4.

### **1.02.040.04 Investigation of Claim**

Investigation of the claim should be done as soon as possible after it is filed. The investigation shall be conducted by the appropriate member of the District staff as determined by the General Manager.

Board members will not perform independent investigations of claims.

Investigations may include photos, interviews, and the use of outside experts if appropriate.

### **1.02.040.05 Determination of Claim**

The General Manager is authorized by this section to perform the functions of the Board with respect to claims, including paying, settling, and rejecting claims in amounts ~~under~~not exceeding \$240,000, in accordance with Government Code Section 935.4. Claims ~~under~~not exceeding \$240,000 may be evaluated by the General Manager and either rejected or accepted based on his or her determination in accordance with Government Code Section 912.4. The General Manager may present smaller claims to the Board of Directors for consideration where the nature of the claim may warrant advice from the Board of Directors.

All claims in excess of \$240,000, and/or all claims that, based on existing facts and circumstances, present significant exposure to litigation against the District, shall be presented to the Board of Directors for consideration in Closed Session and shall be processed in accordance with Government Code Section 912.4 and 912.6. Staff shall present the Board with information related to the claim and carry out the direction of the Board related to the claim.

Claims determined to be justified should be resolved in the most direct and efficient manner possible.

In exchange for settlement of a claim, the claimant shall execute a Settlement and Release Agreement with the District. The District Counsel shall approve the form of this agreement before settlement is final.

The District will attempt to act on the claim within forty-five (45) days after it is presented pursuant to Government Code Section 912.4, unless this deadline is extended by written agreement under

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the terms of this section. The District's decision on how the claim is going to be handled will be communicated to the claimant as soon as is practicable. When possible and applicable, the District shall communicate rejections of claims consistent with Government Code Section 913.

~~The claims logs shall be prepared and maintained by the General Counsel.~~

**1.02.040.06 Necessity of Written Claim; Limitations of Actions**

A written claim for money or damages must be submitted to the District prior to the filing of any lawsuit for money or damages, as provided by Government Code Section 945.4, which section is specifically incorporated herein by reference. The limitation practices on claims required to be presented pursuant to this policy shall be governed by Government Code Section 945.6, which section is specifically incorporated herein by reference.

**Section 1.02.040.02**  
**Claims Notification Procedure**

~~When an individual, corporation or entity, including another local public agency, first notifies District staff in person, by telephone, or in writing, that damage has been done, or is being done, to their person, business or property, and describing a set of circumstances or facts as to how the District is responsible, the staff person receiving the information will do the following:~~

- ~~A. Record the time and date of telephone calls or office visits, and take notes as to the information provided by the claimant on the phone or in the office.~~
- ~~B. Not discuss guilt or innocence or make any admissions that would implicate the District—staff should respond to questions, be cordial, but refrain from commenting on liability questions.~~
- ~~C. Ask the claimant to fill out a District claim form which should always be available on request. The staff person should not assist in filling out the claim form. When completed and filed with the District, the claim form should be date stamped with the date the claim is actually received by the District.~~

~~If an individual sends a letter or written request that appears to be a claim, a letter in response should be sent which asks for clarification and includes a claim form with a request that it be filled out if the individual wishes to file a claim. However, a response letter should only be sent if one of the following categories of information needs clarification: name and address of claimant, address where notices should be sent, the date, place and other circumstances of the occurrence or transaction which gave rise to the claim, a general description of the inquiry or damage, the name(s) of the employee(s) causing the inquiry or damage (if known), and the estimated amount of loss (Gov. Code §910.) If the written request is not on a District claim form, but includes the name and address of claimant, an address where notices should be sent, the date, place and other circumstances of the occurrence or transaction which gave rise to the claim, a general description of the injury or damage, the name(s) of the employee(s) causing the injury or damage (if known), and the estimated amount of loss, the written request should be treated like a formal claim, date stamped and submitted to the General Manager.~~

~~Immediately upon receipt of a claim form or any written request that appears to be a claim, submit the claim information on all claims to the General Manager, who will determine the proper person to investigate the claim.~~

**Section 1.02.040.03**

**Presentation and Consideration of a Claim**

All claims shall be presented and considered in the manner set forth herein, and as required by Government Code Sections 910-915.4.

**Section 1.02.040.04**  
**Investigation of Claim**

~~Investigation of the claim should be done as soon as possible after it is filed. The investigation shall be conducted by the appropriate member of the District staff as determined by the General Manager.~~

~~Board members will not perform independent investigations of claims.~~

~~Investigations may include photos, interviews, and the use of outside experts if appropriate.~~

**Section 1.02.040.05**  
**Determination of Claim**

~~The General Manager is authorized by this section to perform the functions of the Board with respect to claims, including paying, settling, and rejecting claims in amounts under \$10,000, in accordance with Government Code Section 935.4. Claims under \$10,000 may be evaluated by the General Manager and either rejected or accepted based on his/her determination in accordance with Government Code Section 912.4. The General Manager may present smaller claims to the Board of Directors for consideration where the nature of the claim may warrant advice from the Board of Directors.~~

~~All claims in excess of \$10,000, and/or all claims that, based on existing facts and circumstances, present significant exposure to litigation against the District, shall be presented to the Board of Directors for consideration in Closed Session and shall be processed in accordance with Government Code Section 912.4 and 912.6. Staff shall present the Board with information related to the claim and carry out the direction of the Board related to the claim.~~

~~The General Manager is authorized by this section to perform the functions of the Board with respect to claims, including paying, settling, and rejecting claims in amounts under \$10,000, in accordance with Government Code Section 935.4. Claims under \$10,000 may be evaluated by the General Manager and either rejected or accepted based on his/her determination in accordance with Government Code Section 912.4. The General Manager may present smaller claims to the Board of Directors for consideration where the nature of the claim may warrant advice from the Board of Directors.~~

~~Claims determined to be justified should be resolved in the most direct and efficient manner possible.~~

~~In exchange for settlement of a claim, the claimant shall execute a Settlement and Release Agreement with the District. The District Counsel shall approve the form of this agreement before settlement is final.~~

~~The District will attempt to act on the claim within 45 days after it is presented pursuant to Government Code Section 912.4, unless this deadline is extended by written agreement under the terms of this section. The District's decision on how the claim is going to be handled will be communicated to the claimant as soon as is practicable. When possible and applicable, the District shall communicate rejections of claims consistent with Government Code Section 913.~~

SECTION REMOVED

**Section 1.02.040.06**  
**Claims Log**

The District shall maintain a Claims Log of all filed claims made against the District.

**Section 1.02.040.07**

**~~Necessity of Written Claim; Limitations of Actions~~**

~~A written claim for money or damages must be submitted to the District prior to the filing of any lawsuit for money or damages, as provided by Government Code Section 945.4, which section is specifically incorporated herein by reference. The limitation practices on claims required to be presented pursuant to this policy shall be governed by Government Code Section 945.6, which section is specifically incorporated herein by reference.~~



Chapter 1.03  
MEDIA RELATIONS POLICY

Sections:

- 1.03.010 Media Relations
- 1.03.010.01 Purpose
- 1.03.010.02 Press Releases and Official Statements
- 1.03.010.03 Media Requests for Information
- 1.03.010.04 Handling of Media Relations
- 1.03.010.05 Personal Comments or Contact with Media

**Chapter 1.03**  
**MEDIA RELATIONS POLICY**

**Section 1.03.010**  
**Media Relations ~~Policy~~**

**1.03.010.01 Purpose**

Good media relations benefit the Rainbow Municipal Water District (RMWD). When RMWD helps the media with the job of gathering and reporting the news, we are also helping communicate our story to the public. Through good media relations, RMWD can strengthen community support and build a positive image in the community. Providing this kind of assistance also discharges our responsibility to be accountable to the public.

**1.03.010.02 Press Releases and Official Statements**

Generally speaking, all press releases or official statements regarding the policies of the RMWD or actions taken by its Board of Directors should be issued by the President of the Board of Directors or the General Manager. Press releases regarding the operational activities by RMWD or its staff should be issued by the District's General Manager.

**1.03.010.03 Media Requests for Information**

In order to assure compliance with this policy all requests for information from the media should be directed to the General Manager's office.

**1.03.010.04 Handling of Media Relations**

The RMWD Communications Committee and Customer Service Committee will provide resources, support, and assistance to the General Manager and Board President as requested in handling media relations, and will may assist in drafting and reviewing and editing information released to the media as necessary. Generally speaking, whenever practical, the Board President and/or General Manager will attempt to review general press releases with the Communications and Customer Service Committee; however, the need for timely response to the media may occasionally preclude this vetting practice. In those cases, the Board President and/or General Manager will forward their comments or press release to the Chair of the Communications and Customer Service Committee as soon as practical after the contact with the media.

**1.03.010.05 Personal Comments or Contact with Media**

Nothing within this policy is intended to restrict or prevent District staff or individual Board Members from making personal comments or contact with the media; it only applies to official comments from the RMWD or its Board of Directors. District staff should not make any comments to the media without prior approval from the General Manager.

Chapter 1.04  
EMERGENCY AUTHORITY

Sections:

1.04.010 Emergency Policy

1.04.010.01 Authority

1.04.010.02 Procedure for Terminating Emergency

**Chapter 1.04**  
**EMERGENCY AUTHORITY**

**Section 1.04.010**  
**Emergency Policy**

**1.04.010.01**  
**Emergency Authority**

An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services. In the event the General Manager determines that an emergency exists requiring immediate action, the General Manager shall have the power without prior Board action, (i) to enter into contracts and/or agreements and to expend funds on behalf of the District, provided that such expenditures or contracts do not exceed, in total, \$250,000 without competitive bidding; (ii) to control; limit, or redirect the delivery of water to District customers; (iii) to reassign District personnel and to employ additional personnel, (iv) to implement the District's emergency response plan; and (v) to perform all other acts deemed necessary or appropriate to alleviate the emergency and to protect the interests of the public and the District. Not later than 72 hours after determination by the General Manager of an emergency and that action must be taken pursuant to this section, the General Manager shall notify the Board President of the reasons necessitating such determination and the actions taken. If the President cannot be reached, then the General Manager must notify the Vice-President, and if the Vice-President cannot be reached, then the General Manager must notify the Secretary. The Board shall review the General Manager's emergency action not later than seven (7) days after the General Manager declares an emergency or at the next Board meeting if it occurs within **fourteen (14) days** of the emergency action.

~~The General Manager is hereby authorized to take immediate action and award contracts not exceeding \$250,000 (two hundred fifty thousand dollars) and take actions to repair or replace a public facility and directly related immediate actions required, when, in his opinion, an unforeseen event has resulted in an emergency as defined by Public Contract Code §1102, without seeking competitive bids. Following the use of this authority, the General Manager shall give notice of the emergency within 48 hours to the Board of Directors, and endeavor to set a special meeting to discuss the emergency as soon as practicable to review the actions taken in the manner required by Public Contract Code §22050. The General Manager's failure to give notice or schedule a meeting of the Board shall not affect the validity of any contract made under this paragraph.~~

~~The authorization granted herein shall only apply to emergency contracts for the repair or replacement of public facilities, and procurement or commitment of necessary equipment, services, and supplies required to address an unforeseen event resulting in an emergency. The General manager may delegate the authority granted by this resolution to the Assistant General Manager and/or Emergency Operation Center Manager (EOC Manager) during any period the General Manager is absent from the District or otherwise unavailable due to illness or other cause.~~

~~If the General Manager cannot be reached, the Assistant General Manager and/or Emergency Operation Center Manager (EOC Manager) shall determine that an emergency exists requiring immediate action, and shall have the power, without prior Board action, to enter into contracts and/or agreements and to expend funds on behalf of the District provided that such expenditures or contracts do not exceed, in total, \$250,000 (two hundred fifty thousand); to control, limit, or redirect the delivery of water to District~~

~~customers; to implement the District's emergency response plan; and to perform all other acts deemed necessary or appropriate to protect the interests of the Districts.~~

~~Not later than 72 hours after determination by the General Manager, if the General Manager cannot be reached, by the Assistant General Manager and/or EOC Manager of an emergency and that act must be taken pursuant to this section, the General Manager or Assistant General Manager and/or EOC Manager shall notify the President of the Board the reasons necessitating such determination and the actions taken.~~

~~If the President cannot be reached, the General Manager shall notify the Vice President and if the Vice President cannot be reached, the General Manager shall notify the Treasurer.~~

~~The President or the Vice President or the Treasurer may thereupon call a meeting of the Board to review the actions of the General Manager,~~

~~In the event no special meeting has been held pursuant to Paragraph 3 herein, and the General Manager has exercised his emergency authority under this resolution, the Board of Directors shall review the actions taken within seven (7) days, or at its next regularly scheduled meeting if that meeting will occur within fourteen (14) days of the making of the contract. At that meeting, the General Manager shall report the reasons justifying the emergency actions and why they could not be delayed by the competitive bidding process, and why the actions taken were necessary to respond to the emergency.~~

#### **1.04.010.02 Procedure for Terminating Emergency**

At every regularly scheduled meeting thereafter, the Board of Directors shall review the emergency actions in order to determine, by at ~~least a four-fifths (4/5)~~ a majority vote at each meeting, whether there is a need to continue the actions, until such time ~~that~~ the actions are terminated. The Board shall terminate the emergency actions at the earliest possible date ~~when that~~ conditions warrant so that the remainder of the emergency actions may be completed, ~~by the competitive bidding process.~~

**Chapter 1.05**  
**VARIANCES PROCEDURES**

**Sections:**

- 1.05.010 Purpose**
- 1.05.020 Application**
- 1.05.030 Process**
- 1.05.030.01 Initiation**
- 1.05.030.02 Review for Completeness**
- 1.05.030.03 Committee Review and Recommendations**
- 1.05.030.04 Board Review and Final Decision**

**Section 1.05.010**  
**Purpose**

The purpose of this policy is to provide flexibility in application of regulations necessary to achieve the purposes of this Administrative Code by establishing procedures for the approval, conditional approval, or disapproval of variance applications. Variances are intended to resolve practical difficulties or unnecessary physical hardships that may result from strict adherence to the policies contained in this Administrative Code.

The cost to the applicant of strict compliance with any provision of this Administrative Code shall not be the sole reason for granting a variance.





**Section 1.05.030  
Process**

**1.05.030.01 Initiation**

The variance procedure will be initiated by the submittal of an application including Application Fee. The Application Fee will be established by the Board of Directors by Ordinance and shall not exceed the cost of processing the variance.

**1.05.030.02 Review for Completeness**

Staff will review submitted applications and related documents for completeness. Should the application be found to be incomplete, a request will be made to the applicant for additional information. Upon determination the application is complete, it will be brought to the appropriate committee for review and recommendations at the next regularly scheduled committee meeting for which the agenda is not already published and shall be within fifty (50) days of the date of the application.

**1.05.030.03 Committee Review and Recommendations**

Variance requests will be referred to the appropriate committee based on matters within the committee's respective areas of responsibility as stated in Administrative Code Chapter 2.09 by placing an item on the applicable committee's meeting agenda within the stipulated timeframe.

The responsible committee may request staff obtain additional information from the applicant prior to making a final recommendation to the Board of Directors or make a recommendation for approval, conditional approval, or denial of said application to the Board of Directors which shall have final decision-making authority over such applications.

**1.05.030.04 Board Review and Final Decision**

Upon recommendation from the responsible committee, an item for the variance application will be placed on the next Board of Directors' meeting agenda for a final decision.

If approved, variances will be recorded to property title when applicable.



**Title 1  
GENERAL PROVISIONS**

**Chapters:**

- 1.01        Administrative Code**
- 1.02        Board Policies**
- 1.03        Media Relations Policy**
- 1.04        Emergency Authority**
- 1.05        Variances**

**Chapter 1.01  
ADMINISTRATIVE CODE**

**Sections:**

- 1.01.010 Intent**
- 1.01.020 Administrative Code Adoption**
- 1.01.030 Title, Citation and Reference**
- 1.01.040 Reference Applies to All Amendments**
- 1.01.050 Title, Chapter and Section Headings**
- 1.01.060 Reference to Specific Ordinance and Resolutions**
- 1.01.070 Effect on Past Actions and Obligations**
- 1.01.080 Modification of Administrative Code**

**Section 1.01.010**  
**Intent**

It is the intent of the Board of Directors of the Rainbow Municipal Water District to maintain an Administrative Code containing a comprehensive record of the District's current policies, rules and legally enforceable regulations enacted by the Board of Directors. The regulations contained herein are based on the authority granted to the Board of Directors by the Municipal Water District Act of 1911 as contained in Section 71000 et seq of the California Water Code and other applicable provisions of State Law. The Administrative Code will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are conducted.

**Section 1.01.020**  
**Administrative Code Adoption**

Rainbow Municipal Water District adopted the "Rainbow Municipal Water District Administrative Code" in its entirety on August 3, 2005. The version of this Administrative Code in effect at any given time is inclusive of any modifications made after the adoption date by one or more ordinances passed by the Board of Directors.



**Section 1.01.040**  
**Reference Applies to All Amendments**

Whenever a reference is made to this Code as the "Rainbow Municipal Water District Administrative Code" or to any position thereof, or to any ordinance, resolution or policy of the Rainbow Municipal Water District codified in the Code, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

In addition, from time to time the Board of Directors of the Rainbow Municipal Water District may adopt Ordinances that may not be chaptered into this Code directly. These Ordinances, once duly adopted by the Board of Directors, shall be incorporated into this Code as though fully set forth herein, and these Ordinances shall carry the full weight of this Code.



**Section 1.01.050**

**Title, Chapter and Section Headings**

Title, chapter and section headings contained in this Code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section hereof.

**Section 1.01.060**  
**Reference to Specific Ordinance and Resolutions**

The provisions of this Code shall not in any manner affect matters of record which refer to, or are otherwise connected with, ordinances, resolutions or policies which are therein specifically designated by number or otherwise, and which are included within the Code, but such reference shall be construed to apply to the corresponding provisions contained within this Code.

**Section 1.01.070**  
**Effect on Past Actions and Obligations**

The adoption of this Code does not affect prosecutions for ordinance, resolution or policy violations committed before the effective date of this Code, does not waive any fee or penalty due and unpaid on the effective date of this Code, and does not affect the validity of any bond or cash deposit posted, filed or deposited pursuant to the requirements of any ordinance or resolution.



**Chapter 1.02  
BOARD POLICIES**

**Sections:**

- 1.02.010 Adoption/Amendment of Policies**
- 1.02.020 Conflict of Interest**
- 1.02.030 Public Complaints**
- 1.02.030.01 Method Used for Addressing Public Complaints**
- 1.02.040 Claims Procedure Policy**
- 1.02.040.01 Purpose**
- 1.02.040.02 Claims Notification Procedure**
- 1.02.040.03 Presentation and Consideration of Claim**
- 1.02.040.04 Investigation of Claim**
- 1.02.040.05 Determination of Claim**
- 1.02.040.06 Necessity of Written Claim; Limitations of Actions**



## **Section 1.02.020 Conflict of Interest**

**1.02.020.01** The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in any agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

**1.02.020.02** Therefore, the terms of 2 California Code of **Regulations Section 18730** and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions, and establishing disclosure requirements, shall constitute the conflict of interest code of the Rainbow Municipal Water District.

**1.02.020.03** Individuals holding designated and non-designated positions shall file their Statements of Economic Interest with Rainbow Municipal Water District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board Members and General Manager, the Board Secretary shall make and retain copies and forward the originals of these statements to the County Board of Supervisors. Statements for all other designated employees shall be retained by Rainbow Municipal Water District.

Any public officials who manage public investments shall be considered non-designated positions under Government Code section 87200 and shall make the disclosures required by law. Originals of all Statements of Economic Interest filed by non-designated positions will be maintained at the District office.

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**Appendix A**  
**Rainbow Municipal Water District Conflict of Interest Code**

**Preamble**

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from Rainbow Municipal Water District's General Counsel. (Gov. Code § 83114; 2 CCR § 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)

Opinions rendered by General Counsel do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on General Counsel's opinion as evidence of good faith. In addition, Rainbow Municipal Water District may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Rainbow Municipal Water District may bring against the requesting party under Government Code section 91003.5.

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## Part I - Designated Positions

<u>Designated Employees</u>	<u>Categories Disclosed</u>
Members of the Board of Directors	All
General Manager	All
General Counsel	All
District Engineer	All
Operations Manager	All
Human Resources Manager	All
Information Technology Manager	All
Construction/Maintenance Supervisor	All
Water Operations Supervisor	All
Wastewater Superintendent	All
Associate Engineer	All
Senior Accountant	All
Purchasing & Inventory Control Specialist I/II	All
Risk Management Officer	All
Senior Engineering Inspector	All

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Cross Connection Control and Backflow Technician	All
Information Technology and Applications Analyst and Senior Information Technology and Applications Analyst	All
Information Systems Specialist I/II/III	All
Project Manager	All
Meter Services Supervisor	All
Customer Service and Communications Supervisor	All
<sup>1</sup> Consultants	2

**Part II – Non-Designated Positions**

Finance Manager	Pursuant to Applicable Laws
Standing District Committee Members	2
Auditor	2

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<sup>1</sup> With respect to consultants, the General Manager may determine in writing that a particular consultant, although a “designated employee,” is hired to perform a range of duties that is limited in scope and thus is not required to comply with the written disclosure requirements described in these categories. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection by Rainbow Municipal Water District in the same manner as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

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### Part III - Disclosure Categories

#### Category 1.

A designated employee or person in this category shall report all interests in real property, and investments in, and income from, business entities of the type to operate or provide any of the following:

- Accounting or auditing services
- Banks and savings and loans
- Computer hardware or software, or computer services or consultants
- Communications equipment or services
- Insurance brokers and agencies
- Insurance adjusting, claims auditing or administration, or underwriting services
- Office equipment or supplies
- Personnel and employment companies and services
- Printing or reproduction services, publications, and distribution
- Securities, investment or financial services companies
- Title insurance and escrow
- Construction supplies, service or equipment
- Engineering and surveying services
- Land development services

#### Category 2.

A designated employee in this category shall disclose all business positions in, investments in, and income from any business of the type to provide personnel, services, supplies, material, machinery, or equipment to Rainbow Municipal Water District and is associated with the job assignment or position of the designated employee or person.

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**Appendix B**  
**Statement of Duties of Employees of**  
**and Consultants to Rainbow Municipal Water District**

Members of the Board of Directors

The Board of Directors acts as the Rainbow Municipal Water District's governing body. Members of the Board of Directors formulate general policy and programs of Rainbow Municipal Water District, and each member of the Board of Directors is therefore designated.

General Manager

General Manager oversees the day-to-day operations of Rainbow Municipal Water District. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and is therefore designated.

General Counsel

General Counsel, currently hired on a contract basis, advises Rainbow Municipal Water District on its day-to-day activities, including its relationships with the independent contractors who serve in a staff capacity to Rainbow Municipal Water District, and compliance with applicable laws and regulations. He or she participates in the formulation and implementation of the policies and programs of Rainbow Municipal Water District and is therefore designated.

Financial Manager

An employee of the Rainbow Municipal Water District, the Financial Manager is Rainbow Municipal Water District's Chief Financial Officer and helps manage the finances of Rainbow Municipal Water District. The Financial Manager makes reports from time to time on the financial results of operations of Rainbow Municipal Water District and recommends fiscal policies to the Board of Directors. The Financial Manager "manages public investments" within the meaning of applicable regulations. He or she is therefore not designated.

District Engineer

The District Engineer provides engineering services and oversight to Rainbow Municipal Water District, including implementation of capital replacement projects. He or she participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of engineering and is therefore designated.

Operations Manager

The Operations Manager oversees the operation and maintenance of the water and wastewater lines and structures, participates in the formulation of Rainbow Municipal Water District's general policies and programs in the area of operations and maintenance and is therefore designated.

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### Human Resources Manager

The Human Resources Manager plans, directs and oversees the following programs and activities: human resources; risk management and safety; labor relations; workers' compensation, property and liability insurance and is therefore designated.

### Information Technology Manager

The Information Technology Manager manages Rainbow Municipal Water District's information technology staff, services and systems, user support, specific applications support, hardware and software installation, troubleshooting and maintaining computer systems, telephony, and mobile services. This position also supervises the purchasing, inventorying, maintenance and the disposing of computing and communication devices, hardware and software and is therefore designated.

### Construction/Maintenance Supervisor

The Construction/Maintenance Supervisor has supervisory responsibilities to direct and oversee the Construction Division. This position coordinates and manages the installation, maintenance and repair of water mains, service lines, fire hydrants and other related appurtenances used in the District water distribution, treatment and storage facilities and is therefore designated.

### Water Operations Supervisor

The Water Operations Supervisor has supervisory responsibilities to direct and oversee the Water Operations Division. This position will coordinate and manage the installation, maintenance, repair and operation of District water distribution, treatment, pumping and storage facilities and is therefore designated.

### Wastewater Superintendent

The Wastewater Superintendent has managerial responsibility to direct and oversee the Wastewater Division. This position coordinates and manages the repair, maintenance and operation of the wastewater pumping and collection system as well as may assist with installation, maintenance and repair of water distribution facilities and is therefore designated.

### Associate Engineer

The Associate Engineer performs a variety of routine and semi-routine professional level civil engineering work in the research, design and construction of water and sewer capital improvement and construction projects as well as reviews development plans and is therefore designated.

### Senior Accountant

The Senior Accountant performs highly complex and professional accounting and financial analysis to provide accurate and timely financial statements and reports to management, the Board, other government agencies, and the public and serves as a subject matter expert and is therefore designated.

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### Purchasing & Inventory Control Specialist I/II

The Purchasing & Inventory Control Specialist I/II has responsibility for all functions associated with the warehouse including purchasing, receiving and inventory control and administration of the office cleaning contract as well as maintaining inventory of parts and supplies and is therefore designated.

### Risk Management Officer

The Risk Management Officer has responsibility for the planning and administration of the District programs and services related to safety, security, emergency preparedness, environmental compliance functions, and processing claims and is therefore designated.

### Senior Engineering Inspector

The Senior Engineering Inspector performs highly specialized and complex public works construction inspection work. This position acts as the District's representative on the construction site for the expressed intent of enforcement of District construction standards and regulations and is therefore designated.

### Cross-Connection Control and Backflow Technician

The Cross-Connection Control and Backflow Technician performs a variety of work in connection with implementing and enforcing the cross-connection control programs including the Backflow Prevention Program, inspects, tests, and repairs backflow devices, and creates and submits results, records, and related documentation and is therefore designated.

### Information Technology and Applications Analyst /Senior IT and Applications Analyst

The Senior Information Technology and Applications Analyst/Senior Information and Applications Analyst position monitors, maintains, troubleshoots, and diagnoses hardware, software, database and network problems and identifies courses of action and is therefore designated.

### Information Systems Specialist I/II/III

The Information Systems Specialist I/II/III provides technical assistance to end users of computer hardware, software, printers, and mobile devices and assists in configuring and administering Rainbow Municipal Water District's electronic records management system and is therefore designated.

### Project Manager

The Project Manager manages Capital Improvement Projects (CIP) and development projects related to the design and construction of water and wastewater distribution and collection systems. Manages projects from start to finish, from project planning to final inspection. Coordinates with District staff, contractors, and other agencies to deliver projects and is therefore designated.

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### Meter Services Supervisor

The Meters Services Supervisor supervises and participates in work related to water services, oversees the cross-connection control and backflow testing programs, tests water services including pressure regulators, water meters, meter boxes, backflow devices and associated appurtenances, and responds to escalated customer service inquiries regarding customer water use and water service issues and is therefore designated.

### Customer Service and Communications Supervisor

The Customer Service and Communications Supervisor oversees activities and staff in the Customer Service Department, handles complex and escalated customer service issues, administrative and professional activities in support of public relations, community outreach, and educational programs and is therefore designated.

### Auditor

Rainbow Municipal Water District has contracted with one or more accounting firms to handle financial audits of Rainbow Municipal Water District's finances and investments. These firms implement decisions of the Rainbow Municipal Water District's Board of Directors. Because these auditors' duties are restricted in the manner described herein, they do not participate in the formulation and implementation of the policies and programs of Rainbow Municipal Water District, and also do not "manage public investments" within the meaning of applicable regulations; therefore, the Auditor(s) shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

### Standing District Committee Members

A member or alternate committee member of a Rainbow Municipal Water District standing committee serves at the pleasure of the Board. These committees are advisory to the Board with regard to matters within their respective areas of responsibility. A committee has jurisdiction to consider and make a recommendation to 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. Therefore, standing district committee members shall be considered non-designated positions and will file Statements of Economic Interest forms with the District only for public review and information purposes.

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**Section 1.02.030**  
**Public Complaints**

A public complaint is an assertion by a member of the public that the District has intentionally or unintentionally created a condition where the individual has been adversely affected.

The Board of Directors desires all public complaints be resolved at the lowest possible administrative level and that the method for resolution of complaints be logical and systematic.

**1.02.030.01 Method Used for Addressing Public Complaints**

The individual with a complaint may discuss the matter with staff with the objective of resolving the matter informally.

If the individual registering the complaint is not satisfied by staff, a written complaint may be filed with the General Manager. Within ten (10 days), the General Manager will acknowledge the complaint and shall then communicate with the person filing the complaint to resolve the matter. The General Manager is under no obligation to meet in person and may choose to communicate via phone, letter, or email to attempt to reach a resolution of the matter. At the option of the General Manager, he or she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager shall be provided to the individual filing the complaint.

If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within thirty (30) days of receiving the General Manager's decision. The Board will consider the matter at the next available meeting. The Board will endeavor to expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the record of written documentation. A written decision from the Board shall be provided individual filing the complaint.

This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbal testimony, a complaint, or statement in regard to actions of the Board, District programs and services.





**Section 1.02.040**  
**Claims Procedure Policy**

**1.02.040.01 Purpose**

The purpose of this policy is to provide the public, District staff and Board of Directors guidelines on how all claims for money or damages against the District are to be handled. Pursuant to Government Code sections 910 et seq., claims against the District shall be governed by the procedures laid out in this policy, including all deadlines set forth herein.

**1.02.040.02 Claims Notification Procedure**

When an individual, corporation or entity, including another local public agency, first notifies District staff in person, by telephone, or in writing, damage has been done, or is being done, to their person, business or property, and describing a set of circumstances or facts as to how the District is responsible, the staff person receiving the information will do the following:

- A.** Record the time and date of telephone calls or office visits and take notes as to the information provided by the claimant on the phone or in the office.
- B.** Refrain from discussing liability or responsibility and refrain from making any admissions that would implicate the District; staff should respond to questions, be cordial, but refrain from commenting on liability questions.
- C.** Ask the claimant to fill out a District claim form which should always be available on request. The staff person should not assist in filling out the claim form. When completed and filed with the District, the claim form should be date stamped with the date the claim is actually received by the District.

If an individual sends a letter or written request appearing to be a claim, the letter or written request shall be date-stamped when received by the District. The District shall consider whether to send a notice of insufficiency pursuant to Government Code section 910.8; whether no response is required based on the content provided in the letter or written request; or whether to send a response letter requesting the following categories of information:

- A.** Name and address of claimant.
- B.** Address where notices should be sent.
- C.** Date, place and other circumstances of the occurrence or transaction which gave rise to the claim.
- D.** A general description of the alleged injury or damage.
- E.** Name(s) of the employee(s) who would be aware of the alleged inquiry or damage (if known).
- F.** Estimated amount of loss (Gov. Code §910.).

The response letter should include a District claim form with a request that it be completed if the individual wishes to file a claim.

If the written request is not on a District claim form, but includes the name and address of claimant, an address where notices should be sent, the date, place and other circumstances of the occurrence or transaction which gave rise to the claim, a general description of the alleged injury or damage, the name(s) of the employee(s) who would be aware of the alleged injury or damage (if known), and the estimated amount of loss, the written request should be treated like a formal claim, date-stamped and submitted to the General Manager.

Immediately upon receipt of a District claim form or any written request appearing to be a claim, will be submitted along with all details of the claim to the General Manager, who will determine the proper person to investigate the matter.

#### **1.02.040.03 Presentation and Consideration of a Claim**

All claims shall be presented and considered in the manner set forth herein and as required by Government Code Sections 910-915.4.

#### **1.02.040.04 Investigation of Claim**

Investigation of the claim should be done as soon as possible after it is filed. The investigation shall be conducted by the appropriate member of the District staff as determined by the General Manager.

Board members will not perform independent investigations of claims.

Investigations may include photos, interviews, and the use of outside experts if appropriate.

#### **1.02.040.05 Determination of Claim**

The General Manager is authorized by this section to perform the functions of the Board with respect to claims, including paying, settling, and rejecting claims in amounts not exceeding \$20,000, in accordance with Government Code Section 935.4. Claims not exceeding \$20,000 may be evaluated by the General Manager and either rejected or accepted based on his or her determination in accordance with Government Code Section 912.4. The General Manager may present smaller claims to the Board of Directors for consideration where the nature of the claim may warrant advice from the Board of Directors.

All claims in excess of \$20,000, and/or all claims that, based on existing facts and circumstances, present significant exposure to litigation against the District, shall be presented to the Board of Directors for consideration in Closed Session and shall be processed in accordance with Government Code Section 912.4 and 912.6. Staff shall present the Board with information related to the claim and carry out the direction of the Board related to the claim.

Claims determined to be justified should be resolved in the most direct and efficient manner possible.

In exchange for settlement of a claim, the claimant shall execute a Settlement and Release Agreement with the District. The District Counsel shall approve the form of this agreement before settlement is final.

The District will attempt to act on the claim within forty-five (45) days after it is presented pursuant to Government Code Section 912.4, unless this deadline is extended by written agreement under the terms of this section. The District's decision on how the claim is going to be handled will be communicated to the claimant as soon as is practicable. When possible and applicable, the District shall communicate rejections of claims consistent with Government Code Section 913.

**1.02.040.06 Necessity of Written Claim; Limitations of Actions**

A written claim for money or damages must be submitted to the District prior to the filing of any lawsuit for money or damages, as provided by Government Code Section 945.4, which section is specifically incorporated herein by reference. The limitation practices on claims required to be presented pursuant to this policy shall be governed by Government Code Section 945.6, which section is specifically incorporated herein by reference.

















**Chapter 1.03  
MEDIA RELATIONS POLICY**

**Sections:**

- 1.03.010 Media Relations**
- 1.03.010.01 Purpose**
- 1.03.010.02 Press Releases and Official Statements**
- 1.03.010.03 Media Requests for Information**
- 1.03.010.04 Handling of Media Relations**
- 1.03.010.05 Personal Comments or Contact with Media**





**Section 1.04.010**  
**Emergency Policy**

**1.04.010.01 Authority**

An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services. In the event the General Manager determines that an emergency exists requiring immediate action, the General Manager shall have the power without prior Board action, (i) to enter into contracts and/or agreements and to expend funds on behalf of the District, provided that such expenditures or contracts do not exceed, in total, \$250,000 without competitive bidding; (ii) to control; limit, or redirect the delivery of water to District customers; (iii) to reassign District personnel and to employ additional personnel, (iv) to implement the District's emergency response plan; and (v) to perform all other acts deemed necessary or appropriate to alleviate the emergency and to protect the interests of the public and the District. Not later than 72 hours after determination by the General Manager of an emergency and that action must be taken pursuant to this section, the General Manager shall notify the Board President of the reasons necessitating such determination and the actions taken. If the President cannot be reached, then the General Manager must notify the Vice-President, and if the Vice-President cannot be reached, then the General Manager must notify the Secretary. The Board shall review the General Manager's emergency action not later than seven (7) days after the General Manager declares an emergency or at the next Board meeting if it occurs within fourteen (14) days of the emergency action.

**1.04.010.02 Procedure for Terminating Emergency**

At every regularly scheduled meeting thereafter, the Board of Directors shall review the emergency actions in order to determine, by at a majority vote at each meeting whether there is a need to continue the actions until such time the actions are terminated. The Board shall terminate the emergency actions at the earliest possible date when conditions warrant so that the remainder of the emergency actions may be completed.





**Section 1.05.010**  
**Purpose**

The purpose of this policy is to provide flexibility in application of regulations necessary to achieve the purposes of this Administrative Code by establishing procedures for the approval, conditional approval, or disapproval of variance applications. Variances are intended to resolve practical difficulties or unnecessary physical hardships that may result from strict adherence to the policies contained in this Administrative Code.

The cost to the applicant of strict compliance with any provision of this Administrative Code shall not be the sole reason for granting a variance.

**Section 1.05.020**  
**Application**

An application for variance may be submitted by a property owner or primary account holder. The application shall fully set forth the grounds for and facts necessary to support the required findings for granting a variance. Each application shall be submitted along with the Application Fee.





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### BOARD OF DIRECTORS

June 23, 2020

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### SUBJECT

CSDA 2020 BOARD OF DIRECTORS ELECTIONS SEAT C

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### BACKGROUND

In February 2020, RMWD received a call for nominations for CSDA's Board of Directors Seat C. At the RMWD February 25, 2020 Board meeting, Director Miguel Gasca noted his interest in serving on the CSDA Board of Directors and the Board approved his nomination. Director Gasca had planned on submitting the required candidate forms and statement; however, he changed his mind and ultimately decided not to run in the election for Seat C.

### DESCRIPTION

CSDA will be utilizing a web-based voting system allowing RMWD to cast its vote easily and securely. Electronic ballots were received and are attached for Board reference.

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in our Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat C.

Attached you find the ballot with the list of four candidates for CSDA Board Seat C in our Network as well as candidate information sheets and candidate statements provided for each. RMWD has received an email from candidate Greg Mills seeking support in the election which has been attached to his information sheet and statement as well as a telephone call from Jo MacKenzie asking RMWD to support Arlene Schafer in this election.

RMWD is only allowed to vote for one candidate to represent its Network in Seat C. The deadline for voting through the system is July 10, 2020 at 5:00 p.m.

### POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Six: Communication

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### BOARD OPTIONS/FISCAL IMPACTS

There is no known fiscal impact.

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**ENVIRONMENTAL**

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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**

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Staff supports Board's direction.



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Tom Kennedy, General Manager

June 23, 2020









## 2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Arlene Schafer

District/Company: Costa Mesa Sanitary District

Title: Board Secretary

Elected/Appointed/Staff: Elected

Length of Service with District: 20

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

Current CSDA Board member, Legislation Committee member, Professional Development Committee member, Alliance Executive Council Committee member, Member Services Committee, Finance Committee member.

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

League, California Association Sanitation Agencies (CASA)

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

Orange County LAFCO Chair, Orange County Council of Governments, Independent Special Districts Orange County

**4. List civic organization involvement:**

Harbor Mesa Lions, Costa Mesa Chamber of Commerce Government Association Committee

**\*\*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.**

# ELECT ARLENE SCHAFFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK, SEAT C

## Arlene Schaffer – Secretary Costa Mesa Sanitary District



### PREVIOUS EXPERIENCE

#### SERVING SPECIAL DISTRICTS

- ◆ OC LAFCO Chair
- ◆ CSDA Board President
- ◆ CSDA Board Vice President
- ◆ CSDA Board Secretary
- ◆ CSDA Finance Corporation
- ◆ CSDA Legislation Committee
- ◆ CSDA Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Independent Special Districts Orange County (ISDOC) Second Vice President

It has been an honor to serve as your Southern Network, Seat C representative for the past 12 years. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. I believe it is important for CSDA to continue serving as an advocate for California special districts by informing the legislature and the public of the important and essential services we provide to our communities. Furthermore, I believe it's important for special districts to demonstrate good governance that will help earn the public's trust.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. CMSD provides solid waste and wastewater collection services to over 116,000 residents residing in the City of Costa Mesa and portions of Newport Beach and the unincorporated Orange County. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence and CMSD is one of few special districts in California that received Platinum Recognition in Special District Governance.

If re-elected, I will continue to collaborate with CSDA committees to ensure you have educational opportunities to enhance special district governance and help elevate public awareness of the role we play as the form of government closest and most directly accountable to our constituents. I believe my experience, knowledge, dedication and commitment to special districts will enable me to represent you well and I am asking for your vote and support. Please vote for Arlene Schaffer by **July 10, 2020.**



**2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET**

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

**Name:** Daniel K. Jagers  
**District/Company:** Beaumont-Cherry Valley Water District  
**Title:** General Manager  
**Elected/Appointed/Staff:** Staff  
**Length of Service with District:** Eight (8) years

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

None

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

No

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

No

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**4. List civic organization involvement:**

None

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**\*\*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.**

Promoted to the position of General Manager of Beaumont-Cherry Valley Water District in October 2017, Dan Jagers brings more than 25 years of professional experience to the District. Prior to this appointment, Mr. Jagers served BCVWD for more than five years as Director of Engineering, overseeing long-range planning, capital improvements, and project design on local and regional levels.

As General Manager, Mr. Jagers directs the activities of the District, moving the District toward its goals while maintaining consistency with the District's mission and vision. Mr. Jagers provides leadership based on the direction set by a five-member elected Board of Directors, manages operations, strategic planning, and policy implementation.

Mr. Jagers' experience as Director of Engineering for BCVWD garnered him the internal knowledge and proficiency to guide and manage the District. He directed and participated in Engineering Department goals and operating policies, provided direction to managers and coordinated all issues needing Board approval or policy direction from the Board of Directors.

A resident of the inland empire for more than 26 years, Dan brings local knowledge and experience to the District. He served as a Senior Engineer at Desert Water Agency, and spent 18 years in the private sector as a Senior Engineering Consultant with Krieger & Stewart, Inc. where he focused on all aspects of public facilities planning, design and construction service including full support services for small to large public infrastructure projects for water, recycled water, wastewater, storm water, site development, and street improvements. From planning, design and construction project management, Mr. Jagers' experience is high level and varied.

Dan's combination of public and private experience make him an asset to BCVWD.

Mr. Jagers graduated from Ohio State University with a Bachelor of Science in Civil Engineering. He is a Registered Civil Engineer in the State of California and has developed a reputation for trustworthiness, positivity, passion and professionalism.



## 2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Greg Mills

District/Company: Serrano Water District

Title: Vice President/Director

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: 4 years

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

Actively attends conference.

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

ACWA-JPIA Board member - 2 years.

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

Orange County Sanitation District (Director 2 years); Orange  
County Vector Control (Director 3 years); Villa Park City  
Councilman & Mayor (4 years).

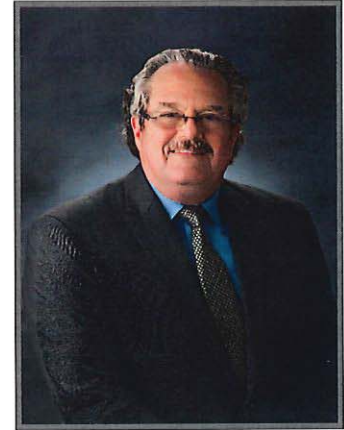
4. List civic organization involvement:

Villa Park Rotary (22 years); Indian Princess (7 years); Elks  
Club (8 years).

**\*\*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.**



**Greg Mills**  
**Seat C CSDA**  
**Candidate Statement**



**BUSINESS**

- Small business owner – sixteen years
- Analytical Chemist – six years
- Process Engineer – six years
- Technical Marketing Manager – three years
- Marketing Director – three years
- Marketing Executive – five years

**COMMUNITY INVOLVEMENT**

- Board Member (Vice President) - Serrano Water District three years
- Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tem (one year each)
- Orange County Sanitation District - Director two years
- Orange County Vector Control District - Director three years
- ACWA-JPIA - Representative Serrano Water District
- Villa Park Family Picnic – five years
  - Chair – three years
- Eagle Scout; Camp Counselor
- Villa Park Rotary - Board member twenty-two years
  - Club President; Paul Harris Fellow; Speaker Chair
- Indian Princess YMCA - seven years
- Orange Elks Lodge – seven years

**PROFFESIONAL**

- American Chemical Society – thirty years
- CS Mantech – eleven years
- PDA (Parenteral Drug Association)– five years
- ISPE (International Society of Pharmaceutical Engineering – eight years
- SEMI (Semiconductor Equipment and Manufacturer Institute – nine years
- Optical Society of America – four years
- MEPTEC
- AVS (American Vacuum Society)
  - ICMCTF

**EDUCATION**

- B.A., Chemistry – Illinois College
  - Phi Alpha President/Vice President
- M.S., Engineering Management – Santa Clara University

**PERSONAL**

- Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.

**From:** [Jerry Vilander](#)  
**Cc:** [SWD](#); [Greg Mills](#); [Greg Mills](#); [Jerry Vilander](#)  
**Subject:** CSDA Candidate - Director Greg Mills  
**Date:** Thursday, May 28, 2020 3:47:24 PM  
**Attachments:** [Candidate Seat C CSDA Mills.pdf](#)  
**Importance:** High

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**EXTERNAL EMAIL – USE CAUTION WHEN OPENING ATTACHMENTS OR HYPERLINKS.**

Good Afternoon,

On behalf of Vice President Greg Mills of the Serrano Water District Board of Directors and myself, we ask for your vote in support of Vice President Mills for Seat C of CSDA. Attached is his candidate statement for review. Please forward this information to your full governing Board. As you will see, Mr. Mills possesses all the qualifications necessary to be an outstanding and highly involved CSDA Board Member.

If you would like to further discuss his commitment to CSDA and the utmost importance of highly efficient local control, please do not hesitate to contact myself directly at (714) 955-2491 or Vice President Mills at (714) 803-5111.

Have an excellent day, and we look forward to your support.

Jerry Vilander, General Manager  
Serrano Water District



(714) 538-0079

[www.serranowater.org](http://www.serranowater.org)







# EAST VALLEY WATER DISTRICT

LEADERSHIP | PARTNERSHIP | STEWARDSHIP

## BOARD OF DIRECTORS

David E. Smith  
President

Phillip R. Goodrich  
Vice President

Chris Carrillo  
Director

Ronald L. Coats  
Director

James Morales, Jr.  
Director

John Mura, General Manager/CEO

Dear Fellow CSDA Member:

Since joining the East Valley Water District Board in 2014, I have had the pleasure of being part of a world class organization. I firmly believe in the importance of transparent government and public service. With these foundational principles, I look forward to representing this region in a professional manner, as the Southern Network, Seat B, Board of Directors representative for the California Special Districts Association (CSDA).

I am a proud member of the California Special District's Association and currently sit on the Member Services Committee and the Professional Development Committee. I am committed to active civic engagement, where I was also an ambassador for the San Bernardino Area Chamber of Commerce; Chairman of the Citizens Oversight Committee for San Bernardino Community College District; Vice Chairman of Advisory Commission on Water Policy Board for San Bernardino Valley Municipal Water District; Budget Review Committee member for the San Bernardino City Unified School District; along with being a 36 gallon plus donor to Life Stream Blood Bank; served in the United States Army; and member of many other civic organizations.

I have had the opportunity to work with a number of organizations through my involvement with CSDA, and truly believe in the importance of sharing knowledge, experiences, and lessons learned. As a lifetime member of the CSDA Leadership Foundation, I have experienced the benefits of a strong peer network firsthand. With East Valley Water District recently receiving its Gold District of Distinction Accreditation, we look forward to continuing to be an active member in the valuable organization.

As a CSDA Director, I will bring that passion for good governance and public service. I look forward to conveying local issues for discussion on a broader level and working through the challenges and opportunities facing special districts in California.

Whether it is serving in the military, participation in local organization, or representing the residents East Valley Water District, I have taken great pride in being an active member of my community. I look forward to your consideration for allowing me the opportunity to serve on the board of our special district community.

Sincerely,

Ronald L. Coats  
East Valley Water District Board Member



### 2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Ronald L. Coats

District/Company: East Valley Water District

Title: Governing Board Member

Elected/Appointed/Staff: Elected

Length of Service with District: Six Years

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

\* Please see attached

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

\* Please see attached

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

\* Please see attached

4. List civic organization involvement:

\* Please see attached

**\*\*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.**

## Ronald L. Coats – 2020 CSDA Board Candidate Information Sheet

### 1) Involvement with CSDA

- Currently serving on the Member Services Committee and the Professional Development Committee.
- Received the Recognition in Special District Governance.
- Received my Certificate of Completion in the Special District Leadership Academy Advanced Coursework.
- Attended several workshops, webinars and conferences through CSDA.

### 2) State-wide Associations

1. Member of the California State Sheriff's Association (Over 30 Years)

### 3) Local government involvement

1. Currently serving as a Director, previously served as Vice Chair and Chairman of the Board for East Valley Water District (5 Years)
2. Currently serving as Vice Chair for the Advisory Committee on Water Policy for the San Bernardino Valley Municipal Water District (2 Years)
3. Served on the Citizens Advisory Committee for the Review of the General Plan for the City of San Bernardino (2 Years)
4. Served as a member, Vice Chair and Chairman of the Citizens Oversight Committee for the San Bernardino City Unified School District (12 Years)
5. Served as a member and Chairman of the Citizens Oversight Committee for the San Bernardino Community College District (3 Years)
6. Currently serving as a Board President for the Association of San Bernardino County Special Districts (2 Years)

### 4) Civic involvement

1. Donated over 36 gallons of Blood to Life Stream Blood Bank in San Bernardino and Riverside Counties
2. Member of the American Legion Post 421 in Highland, CA. (Over 35 Years)
3. Conducted "mock" job interviews to seniors at Redlands Unified School District schools (3 Years)
4. Served on the Planning and Allocations and Community Impact Cabinet committees for the Arrowhead United Way (15 Years)
5. Served in the United States Army from August of 1966 until August of 1970, attaining the rank of Staff Sergeant. Served in the United States and The Federal Republic of Germany (4 Years)
6. Served as a member and Chairman of the Ambassadors for the San Bernardino Area Chamber of Commerce (15 Years)



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### BOARD OF DIRECTORS

June 23, 2020

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### SUBJECT

DISCUSSION AND POSSIBLE APPOINTMENT OF TRACY LARGENT TO SERVE AS AN ALTERNATE MEMBER ON THE ENGINEERING AND OPERATIONS COMMITTEE

### BACKGROUND

At their June meeting, the Engineering and Operation Committee members discussed the possibility of having staff members serve as alternates. The purpose for having alternates appointed would be to ensure a quorum is present, but also to have staff involvement which may assist in their position's other responsibilities.

### DESCRIPTION

At their June 3, 2020 meeting, the Engineering and Operations Committee voted to recommend the Board appoint Tracy Largent to serve as an alternate member.

### POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Four: Fiscal Responsibility

Strategic Focus Area Five: Customer Service

Strategic Focus Area Six: Communication

Administrative Code – Chapter 2.09 – Committees

### 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.

### BOARD OPTIONS/FISCAL IMPACTS

- 1) Appoint Tracy Largent to serve as an alternate on the Engineering and Operations Committee.
- 2) Deny the appointment of Tracy Largent to serve as an alternate member on the Engineering and Operations Committee.

There are no known fiscal impacts.

**STAFF RECOMMENDATION**

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Staff supports direction.



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Tom Kennedy, General Manager

6/23/2020

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### BOARD OF DIRECTORS

June 23, 2020

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### SUBJECT

INFORMATIONAL UPDATE ON POTENTIAL SOURCES OF GRANT FUNDING FOR DISTRICT CAPITAL PROJECTS

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### BACKGROUND

The District has a comprehensive Condition Assessment Program that has identified the pipelines and other assets that are in greatest need of replacement. These projects will require considerable funding. While funding of projects can be generated directly from water rates, Staff has worked with a consultant to develop a comprehensive listing of the various grant and low cost loan programs available to the District. This Information item contains the initial findings of that effort.

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### DESCRIPTION

The attached report contains information about the various sources of funding for which District projects may apply for funding. Some of these sources provide direct grants, but the majority provide access to low interest loans. Some require matching funds at various levels.

It should be noted that most of these funding programs go through a competitive selection process with the granting agency ranking the various requests that are received each year. The scoring methodology can be quite different, so as the report indicates there are a number of programs where our type of projects may be ineligible. Further, most of the direct grant programs are focused on the creation of new water supplies, so those projects are scored higher than pipeline replacement projects.

There are different schedules and deadlines for each program as noted in the report. The development of grant applications must be tailored to the particular funding program to ensure that the project description clearly identifies the benefits that each grant program is looking for. Grant application writing can be very technical, but sometimes is equal parts arts and science.

Staff will be working with Hoch Consulting's grant writing team to tailor our grant applications so that we can position our projects in a way that will help ensure successful awards of grants.

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### POLICY/STRATEGIC PLAN KEY FOCUS AREA

**Strategic Focus Area Two: Asset Management.** The ongoing Condition Assessment Program requires significant funding to maintain current pipeline break rates and then to work toward a reduction in break rates. Grants and low interest funding will help reduce the impact of these projects on water rates.

**Strategic Focus Area Four: Fiscal Responsibility.** Through grants and low interest loans, the capital cost of pipeline rehabilitation and replacement can be spread over time and help reduce the impact of the program on water rates

**ENVIRONMENTAL**

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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.

**BOARD OPTIONS/FISCAL IMPACTS**

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There is no immediate fiscal impact from this informational report, but the identification of different funding sources for District capital projects may have significant beneficial impacts going forward.

**STAFF RECOMMENDATION**

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This is an informational item only, but any feedback from the Board on the process is appreciated.

  
\_\_\_\_\_  
Tom Kennedy  
General Manager

June 23, 2020



**Hoch Consulting**  
5675 Ruffin Road, Suite 305  
San Diego, CA 92123  
(tel.) 858-922-7988  
kburr@hochconsulting.com  
[www.hochconsulting.com](http://www.hochconsulting.com)



## Technical Memorandum

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**To:** Tom Kennedy, Rainbow Municipal Water District  
**From:** Kyrsten Burr, Hoch Consulting  
**Date:** 5/22/2020  
**Re:** Rainbow Municipal Water District Grant Funding Opportunity Review

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Hoch Consulting is pleased to provide this review and evaluation of potential funding opportunities available to Rainbow Municipal Water District's (RMWD) water and wastewater projects included in the Fiscal Years (FY) 2020-2021 Capital Improvement Program (CIP). This memo includes a narrative of research findings as well as four supporting tables. Table 1 is a matrix matching CIP project to potential grant funding opportunity(ies), Table 2 is a list of grant programs referenced in Table 1, which includes detailed information about the funding opportunities, Table 3 is a list of all funding programs researched - ruled in or out as viable funding opportunities; and Table 4 lists the District's CIP projects with a synopsis of project objectives (if available) – helpful in matching project with potential funding program. While the majority of the effort focuses on identifying grant funding opportunities, several credit assistance (low-interest loan) programs that appear to be viable options to finance a variety of District CIP projects are also identified.

### Task I: Review of CIP Projects and Priorities; Development of Service Area Profile

#### CIP Projects and Priorities

Hoch reviewed the FY 20-21 CIP projects with District staff to gain additional insight regarding specific project objectives – a requisite part of matching projects with funding opportunities. Through those discussions we gained additional perspective on the types of priority water and wastewater projects for which the District is interested in procuring grant funding. Research focused on identifying funding opportunities for projects that achieve pressure regulation, water distribution line replacement/rehabilitation, drought resiliency and increased water use efficiency.



### Service Area Description and Characteristics

To properly identify various federal, state, and regional grant funding programs available to the District, Hoch developed a brief service area profile.

RMWD provides water and sanitation services to the communities of Rainbow, Bonsall, Pala, and portions of Oceanside, Vista, and Fallbrook. The service area is predominantly rural and agricultural and includes approximately 80 square miles within the San Luis Rey Watershed Management Area (flood zone). RMWD is responsible for maintaining 320 miles of water mains, 7 pump stations, 4 reservoirs, 13 storage tanks, 6 sewer lift stations, and 60 miles of sewer mains.

A review of the Department of Water Resources (DWR) disadvantaged communities mapping tool (<https://gis.water.ca.gov/app/dacs/>) indicates that less than five percent of the service area may be considered disadvantaged or severely disadvantaged. This ruled out qualification for most grant funding under disadvantaged community (DAC) programs offered by funding agencies. Accordingly, we did not identify any qualifying DAC funding opportunities for the District. The District does qualify as rural according to the U.S. Department of Agriculture (USDA), as the service area is comprised of rural areas and towns with populations of 50,000 inhabitants or less.

### Task 2 Research Grant Opportunities, Identify Prospective Projects for Grant Funding

Hoch researched relevant federal, state, and local funding opportunities available to the District. We conducted a global search of current grant programs offered by the USDA, DWR, US Bureau of Reclamation (USBR), Metropolitan Water District of Southern California (MWD) and others, as listed in Table 3. Below is a listing of the various CIP projects that potentially align with objectives and criteria of the identified grant program. Projects that focus on water conservation and water efficiency improvements, improve existing infrastructure (pipeline rehab/replacement, etc.), or extend access to water or sewer services offer strongest alignment between project and funding opportunity. Additional details on funding programs are included in Table 1 and 2. Table 4 lists the District's CIP projects and Hoch's understanding of each of the project objectives available at the time this effort was conducted – which was used to match project with potential funding program.

- ❖ **USBR WaterSmart WEEG Program** (Application deadline for FY 21 funding cycle is September 30, 2020) – funding for projects focus on water and energy efficiency:
  - ✓ *CIP Project 4 – Pressure Reducing Station Replacement Program*
  - ✓ *CIP Project 16 - New Pressure Reducing Stations*
  - ✓ *CIP Project 18 – Service Meter Replacement*
  - ✓ *CIP Project 19 – Water Service Upgrade*



- ❖ **USBR WaterSmart Small Scale Water Efficiency Program:** (Application deadline for FY 21 funding cycle not yet announced) – funding for projects focus on small scale on-ground water and energy efficiency projects:
  - ✓ CIP Project 3 – *Isolation Valve Installation Program*
  
- ❖ **USBR WaterSmart Drought Response Grant Program:** Drought Resiliency Projects for FY 21 (Application deadline for FY 21 funding cycle is July 8, 2020) – funding for projects that increase supply reliability, improve water management as a proactive approach to drought response:
  - ✓ CIP Project 1 – *Grid to Monserate Hill Water Line*
  - ✓ CIP Project 13 – *Northside Zone Supply Redundancy*
  - ✓ CIP Project 28 – *Mission Road / FPUD Interconnect*
  
- ❖ **USDA Water & Waste Disposal Loan & Grant Program** – Loan and grant funding to help extend clean, reliable water and waste disposal systems for households and businesses in rural communities:
  - ✓ CIP Project 41 – *Rice Canyon Tank Transmission PL to I-15/SR 76 Corridor*
  - ✓ CIP Project 59 – *Sarah Ann Drive Ln 400 A*
  - ✓ CIP Project 60 – *Gaines Line Extension*
  - ✓ CIP Project 61 – *Millagra Drive*
  - ✓ CIP Project 76 – *School House Lift Station*
  - ✓ CIP Project 79 – *Sewer System Rehab Pgm*
  - ✓ CIP Project 81 – *Almendra Court sewer rehabilitation*
  
- ❖ **US Environmental Protection Agency (EPA) Water Infrastructure Financing Innovation Act (WIFIA) Program** – Low-interest, long term loan program designed specifically for water and wastewater infrastructure projects – up to 49% of project costs can be financed. Interest rates are very competitive – currently fluctuating around 1.5%.
  - ✓ *Multiple CIP Projects – most likely several water and wastewater projects could qualify for financing program. Minimum loan amount for small systems is \$5 million, so District could potentially bundle related projects to meet threshold.*
  
- ❖ **California Infrastructure & Economic Development Bank (iBank) Program** – Credit assistance for water system projects that extend and/or restore distribution facilities, including ditches, canals, conduits, pipes. Financing up to \$25 million available. Average of 2019 funded projects estimated at about 3.3% interest rate.
  - ✓ *Multiple CIP Projects – most likely several water projects could qualify for financing program.*
  
- ❖ **California State Water Resources Control Board (SWRCB) & EPA Drinking Water State Revolving Fund (SRF) Program** – Low-interest loan program for drinking water infrastructure



projects. Competitive program to qualify for. Applications are accepted continuously but SWRCB experienced recent delays in executing new agreements and disbursements.

✓ *Multiple CIP Projects – most likely several water infrastructure projects could qualify for financing program.*

❖ *California State Water Resources Control Board (SWRCB) & EPA Clean Water State Revolving Fund (SRF) Program* – Low-interest loan program for wastewater infrastructure projects.

Competitive program to qualify for. Applications are accepted continuously but SWRCB has experienced recent delays in executing new agreements and disbursements.

✓ *Multiple CIP Projects – most likely several wastewater infrastructure projects could qualify for financing program.*

---

The work performed herein is intended to provide reasonable assumptions regarding the best grant funding opportunities available to the District for projects reviewed in the FY 20-21 CIP. All recommendations are professional judgement based on the information available from the District and funding agencies at the time this work was performed and is subject to refinement as additional information about specific projects and funding programs become available.

Please let me know if you are interested in pursuing grant funding opportunities for any of the candidate projects. *Applications for the WaterSmart WEEG Program are due by September 30, 2020 and applications for the WaterSmart Drought Resiliency Grant Program are due July 8, 2020.* We would be pleased to craft competitive applications for the District.

Should you have any questions about the work performed herein, or would like to discuss further, please do not hesitate to call me at 858-922-7998.

Sincerely,  
HOCH CONSULTING

Kyrsten Burr  
Principal Project Manager

Attachments – Tables 1-4

**Table 1 - Funding Opportunity Matrix**  
**Several funding programs are identified in this matrix as potential fits**  
**for RMWD CIP projects, as delineated by colored boxes.**

CIP Information			Grant Funding Programs				
CIP Project #	CIP Project Name	CIP FY20/21 Budget	USBR WaterSMART WEEG Program	USBR WaterSMART Small Scale Water Efficiency Program	USBR WaterSMART WEEG Program	USBR Drought Resiliency Grant Program	USDA Rural Development Water Wastewater Disposal Grant Program
1	Gird to Monserate Hill Water Line	\$ 1,204,912				Water infrastructure improvements	
3	Isolation Valve Installation Program	\$ 150,000		Potential - water use efficiency must be claimed			
4	Pressure Reducing Station Replacement Program	\$ 300,000	Water efficiency, water conservation				
6	Vallecitos Pump Station Replacement	\$ 530,000					
7	Sampling ports for testing	\$ 25,000					
13	Northside Zone Supply Redundancy	\$ 477,000				Potential - redundancy project	
16	New Pressure Reducing Stations	\$ 500,000	Water efficiency, water conservation				
18	Service Meter Replacement	\$ 2,000,000	Water efficiency, water conservation				
19	Water Service Upgrade	\$ 2,000,000	Water efficiency, water conservation				
22	Upsize 6" to 8" in Via San Alberto RV Park Via Rancho Monserate)	\$ 155,000					
28	Mission Road / FPUD Interconnect	\$ 70,000				Construct pipelines to increase flexibility to deliver from different sources	
30	Camino Del Rey Waterline Relocation	\$ 2,100,000					
31	Corrosion Prevention Program Development and Implementation	\$ 250,000					
41	Rice Canyon Tank Transmission PL to I-15/SR76 Corridor	\$ 1,000,000					Help extend access to clean, reliable waste disposal systems
58	Pala Mesa Fairways 383 A and C	\$ 250,000					
59	Sarah Ann Drive Line 400 A	\$ 375,000					Help extend access to clean, reliable waste disposal systems
60	Gaines Line Ext. (Via Monserate)	\$ 75,000					Help extend access to clean, reliable waste disposal systems
61	Millagra Drive (aka "Stallion")	\$ 250,000					Help extend access to clean, reliable waste disposal systems
66	Gird Road Pipe Upsize	\$ 300,000					
76	School House Lift Station (#1) Replacement, San Luis Rey Interceptor from Mission to Thoroughbred LSEQ, and San Luis Rey Interceptor/Main From School House LS to Old River LS	\$ 7,600,000					Help extend access to clean, reliable waste disposal systems
79	Sewer System Rehabilitation Program	\$ 100,000					Help extend access to clean, reliable waste disposal systems
80	Rancho Viejo LS Wet Well Expansion	\$ 150,000					
81	Almendra Court, I-15 Crossing Sewer Rehabilitation	\$ 80,000					Help extend access to clean, reliable waste disposal systems
83	Sewer System Condition Assessment Program	\$ 300,000					
85	Old River Road LS Equalization Basin	\$ 1,000,000					
86	Old River Road LS to Stallion Outfall Repair	\$ 500,000					

**Table 22--Funding Program Reference**  
**List of funded funding opportunities and their associated details**

Funding Program	WaterSMART Water and Energy Efficient Grant (WEEG)	WaterSMART Drought Resiliency Grant Programs	WaterSMART Small-Scale Water Efficiency Projects	Water & Wastewater Disposal Loan & Grant	WIFIA	Clean Water SRF	Drinking Water SRF	Ibank
<b>Funding Agency</b>	United States Bureau of Reclamation (USBR)	United States Bureau of Reclamation (USBR)	United States Bureau of Reclamation (USBR)	United States Department of Agriculture (USDA) Rural Development	Federal Environmental Protection Agency (EPA)	State Water Resources Control Board (SWRCB) & Federal Environmental Protection Agency (EPA)	State Water Resources Control Board (SWRCB) & Federal Environmental Protection Agency (EPA)	California Infrastructure and Economic Development Bank (IBank)
<b>Federal / State Funding</b>	Federal	Federal	Federal	Federal	Federal	Federal/State	Federal/State	State
<b>Description</b>	Projects conserve and use water more efficiently; increase the production of hydropower; mitigate conflict risk in areas at a high risk of future water conflict; and accomplish other benefits that contribute to water supply reliability in the western United States.	For communities to take a proactive approach to drought through building projects that increase water supply reliability, improve water management, or provide benefits for fish, wildlife and the environment.	To help water districts undertake small scale water efficiency projects that have been prioritized through planning efforts - projects conserve water, mitigate conflict risk and increase supply reliability	Help extend access to clean, reliable water and waste disposal systems for households and business in rural areas and towns.	Credit assistance and long term, low interest rate loans for water and wastewater systems.	Credit assistance/low interest rate loans (and grants to a limited degree) for water infrastructure projects.	Credit assistance/low interest rate loans (and grants to a limited degree) for drinking water infrastructure projects.	Credit assistance/low interest rate loans for water system projects that extend and/or restore distribution facilities, including ditches, canals, conduits, pipes.
<b>Grant Objectives / Relevance to Projects</b>	<p>Eligible projects:</p> <ul style="list-style-type: none"> <li>• Conservation and Water Efficiency</li> <li>• Renewable Energy and Energy Efficiency</li> <li>• Benefit Endangered and Threatened species</li> <li>• Facilitate water markets</li> <li>• Address climate-related impacts on water</li> <li>• Prevention of water-related crisis or conflict</li> </ul>	<p>Eligible Projects include:</p> <ul style="list-style-type: none"> <li>• Infrastructure Improvements: System modifications or improvements to increase flexibility of conveyance and delivery (during times of drought); Water storage/groundwater recharge supplies; Alternative supply development;</li> <li>• Decision Support Tools &amp; Modeling</li> <li>• Environmental Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Eligible Projects include: Canal Lining/piping; municipal metering; irrigation flow measurement; SCADA; irrigation measures</li> <li>• Ineligible projects include: Projects considered normal OM&amp;R; Water purchases; construction of buildings; pilot projects; installation of high efficiency indoor appliances</li> </ul>	<p>Eligible projects include:</p> <ul style="list-style-type: none"> <li>• Drinking water sourcing, treatment, storage, and distribution</li> <li>• Sewer collection, transmission, treatment, and disposal</li> <li>• Solid waste collection, disposal, and closure</li> <li>• Stormwater collection, transmission and disposal</li> </ul>	<ul style="list-style-type: none"> <li>• Priorities are established annually in notice of financing opportunity (NOFA).</li> <li>• 2020 NOFA priorities included: <ul style="list-style-type: none"> <li>o Project readiness to proceed</li> <li>o Project provides for clean and safe drinking water, including reducing exposure to lead and addressing emerging contaminants in the nation's drinking water systems.</li> <li>o Projects that repair, rehabilitate, and replace aging infrastructure and conveyance systems</li> <li>o Water reuse/recycling projects</li> <li>o Projects that reduce, prevent, mitigate effects of drought and enhance drought-stricken watershed resiliency</li> </ul> </li> <li>• Critical project selection criteria: Project Impact; Project Readiness; and Borrower Creditworthiness.</li> </ul>	<p>Eligible projects include:</p> <ul style="list-style-type: none"> <li>• Construction of publicly-owned treatment facilities</li> <li>• Wastewater treatment</li> <li>• Local sewers</li> <li>• Sewer interceptors</li> <li>• Water reclamation and distribution</li> <li>• Stormwater treatment</li> <li>• Combined sewers</li> <li>• Landfill leachate treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Priority given to projects that address the most serious risks to human health needed to ensure compliance with SDWA** requirements and assist DACs.</li> <li>• Projects are categorized based on the project objectives, with highest ranked projects placed on "Fundable List" (categories listed in order of priority, highest to lowest): <ul style="list-style-type: none"> <li>o A - Immediate Health Risk</li> <li>o B - Untreated or At-Risk Sources</li> <li>o C - Compliance or Shortage Problems</li> <li>o D - Inadequate Reliability</li> <li>o E - Secondary Risks</li> <li>o F - projects that address present or prevent future violations of health-based standards, not included above.</li> </ul> </li> </ul>	<p>If financing requests exceed lending capacity of the ISRF Program, priority will go to Infrastructure Projects over Economic Expansion Projects. Further, priority is given to Infrastructure Projects located in areas directly affecting areas with high unemployment rates, low median family income, declining or slow growth in labor force employment, or high poverty rates.</p>
<b>Rates/Term/Amounts</b>	• Up to \$300k for projects completed within 2 years	• Up to \$300k for projects completed within 2 years	• Up to \$75k for projects with total cost of around \$200,000 - must be completed within 2 years	• Long-term, low interest loan. If funds are available, a grant may be combined with a loan	• \$20M minimum - loan/credit assistance.	• Up to 30-year loan repayment term.	• Up to 30-year loan repayment term.	• Up to \$25M loan.

Funding Program	WaterSMART Water and Energy Efficient Grant (WEEG)	WaterSMART Drought Resiliency Grant Programs	WaterSMART Small-Scale Water Efficiency Projects	Water & Wastewater Disposal Loan & Grant	WIFIA	Clean Water SRF	Drinking Water SRF	Ibank
	<ul style="list-style-type: none"> <li>Up to \$1.5 million for projects completed within 3 years</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$750k for projects completed within 3 years</li> </ul>		<ul style="list-style-type: none"> <li>Up to 40 year payback period, based on useful life of facilities</li> <li>Interest rate based on need for project and median household income of area to be served</li> </ul>	<ul style="list-style-type: none"> <li>Up to 35-year loan repayment term.</li> <li>Fees: \$100,000-\$600,000.</li> <li>Fixed interest rate tied to 10-year treasury securities rate for similar maturity date.</li> </ul>	<ul style="list-style-type: none"> <li>Fixed interest rate tied to 50% of the avg. interest rate paid by the State on general obligation bonds issued prior CY.</li> <li>Repayment - Begins 1 year after completion of construction</li> </ul>	<ul style="list-style-type: none"> <li>Fixed interest rate tied to 50% of the avg. interest rate paid by the State on general obligation bonds issued prior CY.</li> <li>Current rate estimated about 1.9%</li> </ul>	<ul style="list-style-type: none"> <li>Up to 30-year loan repayment term.</li> <li>Fees: \$10,000.</li> <li>I rate based on 67% of generic A-rated municipal bond.</li> <li>Average of 2019 funded projects estimated at about 3.3%*</li> </ul>
Required Match	<ul style="list-style-type: none"> <li>Minimum 50% cost share</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 50% cost share</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 50% cost share</li> </ul>		<ul style="list-style-type: none"> <li>Up to 49% of total eligible project costs.</li> </ul>			
Application Acceptance Windows	Applications due September 30, 2020	Applications due July 8, 2020	FOA for FY 2021 not yet announced.	Applications accepted continuously.	Next Notice of Funding Availability (NOFA) anticipated in Oct 2020. Letters of Interest are required and basis for an EPA invitation to apply for WIFIA credit assistance.	<ul style="list-style-type: none"> <li>95% of complete applications received by the CWSRF should receive an executed financing agreement in 9 months or less.</li> <li>Applications accepted continuously.</li> </ul>	<ul style="list-style-type: none"> <li>Applications accepted continuously.</li> <li>Intended Use Plan is released annually and includes projects SWRCB intends to fund that year.</li> </ul>	Applications accepted continuously.

**Table 3 - List of Researched Funding Programs**  
**List of all grant and loan programs researched and their**  
**viability match with RMWD CIP projects**

Grant Program Researched	Viable/Not Viable Match for RMWD Projects	Comments
USDA Rural Development Water & Wastewater Disposal Grant	Viable	Projects align with funding criteria. Next funding cycle is FY21, due 9/30/20
EPA WIFIA Loan	Viable	Projects align with funding criteria
USBR WaterSMART WEE Grant	Viable	Projects align with funding criteria
USBR Drought Resiliency Grant	Viable	Projects align with funding criteria
USBR Small Scale Water Efficiency Program	Viable	Projects may align with funding criteria
iBank	Viable	Projects align with funding criteria
Clean Water SRF	Viable	Projects align with funding criteria
Drinking Water SRF	Viable	Projects align with funding criteria
2020 Sustainable Groundwater Management Watershed Grants	Not Viable	Lack of groundwater availability in district
State Water Efficiency and Enhancement Program	Not Viable	Eligible applicants are farmers, ranchers, and trives
DWR Flood Corridor Program	Not Viable	Projects did not align with funding
Safe Drinking Water - Contaminant Removal Technologies	Not Viable	Projects did not align with funding
USBR Water Conservation Field Services Program	Not Viable	Projects align with funding criteria
USBR WaterSMART WIIN Grant	Not Viable	Projects do not align - this program focuses on funding recycled/potable reuse projects
DWR Water Use Efficiency - Agricultural Water Conservation	Not Viable	Projects align, however no funding available
CalConserve Revolving Fund Loan Program	Not Viable	Projects align, however applicant pool is full
CWC Water Storage Investment Program	Not Viable	Applicant pool full
Prop 84 Drinking Water Grants	Not Viable	For districts primarily serving DACs
DWR Prop 1 Round 2 Implementatino Grant	Not Viable	Application window beyond FY 20-22.
MWD Supply Action Program	Not Viable	Projects align with funding criteria
MWD Local Resources Program	Not Viable	Projects align with funding criteria
MWD Innovative Conservation Program	Not Viable	Projects align with funding criteria



# Table 4 - RMWD FY 20-22 CIP Project List

## List of RMWD CIP projects for FY20-22 with available

### project description/objectives

Proj. #	Existing Water CIP	Notes / Objectives	Questions for Steve/Mike	Projected Budget FY 19/20	Projected Budget FY 20/21
1	Gird to Monserate Hill Water Line		What is project objective? Are you replacing with a different material to ensure better results against breaks/leaks, pressure regulation, etc?	\$0	\$1,204,912
2	San Luis Rey Imported Return Flow Recovery				
<b>On Going Water Projects</b>					
3	Isolation Valves	Failures of water mains caused by pipe breaks regularly occur in drinking water distribution systems. Isolation valves prevent the effects of individual events from spreading throughout the system. Instead the incidents can be isolated to small distribution system segments (Walski, 35 1993) which can minimize their impact. Thus, isolation valves are critical for minimizing the adverse impacts of pipe breaks and repairs.	Is this a new program? Is the intent to reduce loss of water throughout system when there's a break by gaining ability to isolate other parts of the system to a greater degree?	\$150,000	\$150,000
4	Pressure Reducing Station Replacement Program	Water loss is a significant problem worldwide in potable water distribution systems. System losses vary by utility, but water losses ranging from 15% to 70% have been reported. Good pressure management is one of many solutions to reducing water loss and it is typically the most economical approach with immediate results. There is a direct correlation to pressure and leakage; if you reduce pressure by 1% you will reduce leakage by approximately 1.15% (subject to variation).	What is the project replacing and why?	\$300,000	\$300,000
6	Vallecitos PS Replacement	PS is being replaced as it's at its design life. New PS will be more energy efficient - replacing diesel pump.		\$0	\$530,000
7	Sampling ports for testing				\$25,000
8	Generator at Sumac	To produce back up power. New.			\$250,000
13	Northside Zone Supply Redundancy		What is the project and objective?	\$0	\$477,000
14	Rainbow Heights PS(#1) Upgrades/Recon.		What is the project and objective?	\$1,300,000	
15	Water System Condition Assessment Program			\$30,000	
16	New Pressure Reducing Stations	Objective to reduce pressure, thus loss through leaks/breaks.		\$500,000	\$500,000
18	Service Meter Replacement	Customer meter replacement AMR (driveby) - Neptunes going in. Existing avg. meter accuracy = 92%, new meter accuracy 98% = 6% increase in accuracy.			\$2,000,000
19	Water Service Upgrade	same as above?			\$2,000,000
21	Water System Monitoring Program			\$275,000	
22	Upsize 6" to 8" in Via San Alberto RV Park Via Ranch	Evaluating Large Diameter		\$0	\$155,000
23	Live Oak Park Road Bridge Replacement				
26	Gomez PS Building		Why is this needed? Objective?		\$250,000
27	Lookout Mountain Electrical Upgrade				
28	Mission Road / FPU Interconnect		What is the project and objective? Will it increase agency or area supply reliability? Is it beneficial in a drought/water shortage scenario?		\$70,000
29	Line off Little Gopher Canyon aka Thibodo Waterline (20/21 Pipe Upgrade)	Pipeline Upgrade Project #1	What is the nature of upgrade? To reduce breaks/leaks? If so, what is replacement pipe and how will it prevent/reduce future breaks/leaks?	\$160,000	
30	Camino Del Rey Waterline Relocation		What will this relocation achieve?	\$150,000	\$2,100,000
31	Corrosion Prevention Program Development and Implementation		Is there a health issue related to implementing program? Will there be health and/or water quality benefits achieved through CPP? If so, what?	\$100,000	\$250,000
32	Morro Tank Zone Permanent FPU Interconnection		What is the project and objective? Will it increase agency or area supply reliability? Is it beneficial in a drought/water shortage	\$150,000	
<b>Proposed Water Projects (continued)</b>					
41	Rice Canyon Tank Transmission PL to I-15/SR76 Corridor		What is the project and objective?		\$1,000,000
42	Via Ararat Drive Waterline Project	Work complete. NOC at March Board mtg	What is the project and objective?	\$350,000	
43	Loop Pipelines in Magee Lane to Disney Lane (Converted to "Miscellaneous Pipe Relocation")	Pipeline Upgrade Project #1	What is the project and objective?	\$1,050,000	
44	New District Headquarters			\$200,000	\$200,000
<b>Rehabilitation and Replacement of Existing Infrastructure</b>					
57	Programmatic EIR		What is the project and objective?	\$500,000	
58	Pala Mesa Fairways 383 A and C	Almedra Ct. - Rectified with PR Station	What is the project and objective?		\$250,000
59	Sarah Ann Drive Line 400 A	Pipeline Upgrade Project #1	What is the project and objective?		\$375,000
60	Gaines Line Ext. (Via Monserate)	Pipeline Upgrade Project #2	What is the project and objective?		\$75,000
61	Millagra Drive (aka "Stallion")	Pipeline Upgrade Project #2	What is the project and objective?		\$250,000
62	Rainbow Glen Line Repl	Pipeline Upgrade Project #2			

63	Wilt Road (1331)				
64	Nella Lane	Pipeline Upgrade Project #2			
65	Katie Lendre Drive Line				
66	Gird Road Pipe Upsize	NEW 12/15/2019 Replaces the 1,500' of 12' pipe with 18" purpose?			\$300,000
<b>Total Expenditure (Water):</b>				<b>\$5,215,000</b>	<b>\$12,711,912</b>
<b>Existing Wastewater CIP</b>				<b>Projected Budget FY 19/20</b>	<b>Projected Budget FY 20/21</b>
76	School House Lift Station (#1) Replacement, San Luis Rey Interceptor from Mission to Thoroughbred LSEQ, and San Luis Rey Interceptor/Main From School	Waiting for Meadowood	What is the project and objective?	\$3,000,000	\$7,600,000
<b>On Going Wastewater Projects</b>					
79	Sewer System Rehabilitation Program		What is project and objective?	\$100,000	\$100,000
<b>Proposed Wastewater Projects</b>					
80	Rancho Viejo LS Wet Well Expansion		What is project and objective?	\$0	\$150,000
81	Almendra Court, I-15 Crossing Sewer Rehabilitation	Done - taking a credit	What is project and objective?	\$0	\$80,000
83	Sewer System Condition Assessment Program		What is project and objective?	\$100,000	\$300,000
85	Old River Road LS Equalization Basin	Waiting for Meadowood	What is project and objective?		\$1,000,000
86	Old River Road LS to Stallion Outfall Repair		What is project and objective?		\$500,000
<b>Total Expenditure (Wastewater):</b>				<b>\$3,200,000</b>	<b>\$9,730,000</b>

\$8,415,000    \$22,441,912

## MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

<b>VARIABLE</b>					
<b>DATE</b>	<b>2020</b>	<b>MEETING</b>	<b>LOCATION</b>	<b>ATTENDEES</b>	<b>POST</b>
July	09	SDCWA Special Board Meeting	SDCWA	GM	N/A
July	*	CSDA – San Diego Chapter	The Butcher Shop – 6:00 p.m. 5255 Kearny Villa Road San Diego, CA 92123	Mack	N/A
July	*	LAFCO Special Meeting	County Admin Center, Room 302 – 9:30am	(As Advised by GM)	N/A
July	*	Santa Margarita River Watershed Watermaster Steering Committee	Rancho California Water District	Hamilton	N/A

\* To Be Announced

## MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

<b>RECURRING</b>					
<b>DATE</b>	<b>2020</b>	<b>MEETING</b>	<b>LOCATION</b>	<b>ATTENDEES</b>	<b>POST</b>
July	1	Engineering & Operations Committee Meeting	RMWD Board Room 3:00 p.m.	Appointed Director, General Manager	6/25
July	2	Communications & Customer Service Committee Mtg.	RMWD Board Room 3:30 p.m.	Appointed Director, General Manager	6/25
July	6	LAFCO	County Admin. Center Room 302 9:00 am	As Advised by GM	N/A
July	14	Budget & Finance Committee Mtg.	RMWD Board Room 1:00 p.m.	Appointed Director, General Manager	6/25
July	14	SDCWA GM's Meeting	SDCWA, San Diego 9:00 a.m.	General Manager	N/A
July	17	NC Managers	Golden Egg 7:45 a.m.	General Manager	N/A
July	21	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
July	22	North County Work Group (NCWG)	Rincon Del Diablo, Escondido 7:30 a.m.	General Manager	N/A
July	22	San Luis Rey Watershed Council	Pala Administration Building 1:00 p.m.	Appointed Director	N/A
July	23	SDCWA Full Board Meeting	SDCWA Board Room, 3-5 p.m.	General Manager	N/A
July	28	RMWD General Board	RMWD Board Room (Start Time to Be Determined)	All Directors	N/A

## MEETINGS/SEMINARS/CONFERENCES/WORKSHOPS

- **CHANGES – ADDITIONS - DELETIONS:**

~NOTE~ Some or all the meetings listed may be held via teleconference or cancelled due to the current COVID-19 situation. Please contact the District with any inquiries.



**BOARD OF DIRECTORS**

 June 23, 2020
 

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**SUBJECT**

 Operations Report for May 2020
 

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**DESCRIPTION**

 Activities for Operations & Maintenance Division
 

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**CONSTRUCTION & MAINTENANCE DEPARTMENT:**

	Repairs	Installations	Leaks
<b>Mainline</b>	4		4
<b>Service</b>	4		4
<b>Hydrants</b>			
<b>Valves</b>			
<b>Meters</b>		25	
<b>Blow-Offs</b>			
<b>Air Vacs</b>			

**WATER OPERATIONS VALVE MAINTENANCE DEPARTMENT:**
Water Operations:

- Replaced (1) Control Valve CSM11 for a pump control valve
- Completed district wide tank overflow inspections
- 3/4" rock delivered and spread at (2) pump station.
- Completed (1) pump control valve maintenance/rebuild.
- Activated and brought online new Thoroughbred PRS
- Installed new level pressure cages on all district tanks.

Valve Maintenance:

<b>Monthly Totals</b>	<b>Valves (Distribution)</b>	<b>Appurtenance Valves</b>	<b>Appurtenances</b>
<b>Exercised</b>	34	58	N/A
<b>Inoperable</b>		10	
<b>Repaired</b>			
<b>Replaced</b>			
<b>Installed</b>			

Valve Maintenance completed and/or oversaw the following:

- 166 utility locates completed
- Assisted with (6) shutdowns
- Raised (2) fire hydrants
- Replaced (0) air vacs / (0) wharf heads (2) Fire hydrants
- Panted 64 appurtenances

**METERS DEPARTMENT:**

Current Projects:

- Water Service Upgrade Project
- Concord in route 34
- 409 meters have been replaced by Concord

Future Projects:

- Prepping meter services in route 28

Backflows:

- 328 devices tested last month and 1796 backflow inspections completed this year

Customer Service Requests:

- 828 total resolved requests for the month of May



## **WASTEWATER:**

### **Monthly, Semi Annual and Annual Reports:**

- California Integrated Water Quality System (CIWQS): Confirmation # 2572644 Reported “No Spill Report” for Month: May 2020

### **Projects:**

- EAM W/O # 117217 – North River Road Emergency Manhole repairs P1 \_ # 5 due to heavy traveled roadway.
- EAM W/O # 177299 May 14,2020 – Houston and Harris televise 15” VCP sewer pipe 1,000’ SCW contractor repairs.
- Rainbow MWD staff bypass sewer system upstream

### **TSS – Traffic Control:**

- May 13,2020 – May 14,2020 Covid-19 Cleaned & flushed heavy populated communities - Rancho Viejo, Meadowood, Sycamore, Camino del Cielo, Rancho Monserate.
- May 27,2020 – Root x treatment collection system Basin 4 & Basin 6.
- EAM W/O # 117516 – Manhole repairs due to April 2020 rain event. Cleared washed down tree limbs and added 3’ boulders around sewer manhole.
- EAM W/O # 117517 – Manhole repairs due to sewer easement added 2” minus and asphalt chips around easement.

### **SMARTCOVER Units:**

- EAM W/O # 177216 Map Page P0\_#19 May 12,2020 Installed new unit turnkey due to prior sanitary overflow during April 2020 rain event.
- EAM W/O # 177467 Map Page J4 # 2 May 21,2020 Installed new unit monitor sewer flow for Fallbrook Oaks HOA – relocated from N. River road.

### **Customer service:**

- May 26,2020 – Pamela Roth Heater – San Diego County Capacity Analysis for the organic waste recycling facility.

### **Mutual Aid: Month of May 2020**

- Continued: North River Road assessment and repairs to 15” outfall sewer line
- Houston & Harris video
- Traffic Safety Solutions

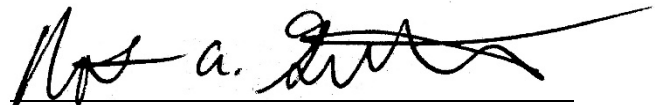
**FLEET/GARAGE:**

**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
- New Equipment Prep, Ditch Witch Set Up. Assign equipment number and install decals and safety items

**Violations:**

- None for May 2020



Robert Gutierrez  
Operations Manager

6/23/2020

**BOARD OF DIRECTORS**

June 23, 2020

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**SUBJECT**

Engineering Report for May 2020

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**DESCRIPTION**

**CAPITAL PROJECTS:**

Beck Dam Inundation Study: Department of Safety of Dams had commented on the District's submittal of the inundation study. Additional modeling was required for different breach scenarios. Response to comments were submitted to Department of Safety of Dams in May and is anticipated to have addressed all the Department of Safety of Dams comments.

Corrosion Protection Program (CPP): The District submitted additional comments on the final CPP document in May 2020. A final version was submitted to the District by the consultant in early June 2020 to be reviewed and completed in June. Operations staff is actively installing CP in the field as a "regular operation".

Dentro De Lomas Street Improvement Project: Project was completed on May 6, 2020 and presented before the Board for project acceptance and filing the Notice of Completion. The Notice of Completion was mailed to the County of San Diego. The project is deemed complete.

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. Due to the COVID-19 restrictions, the Quiet Title action is delayed.

Olive Hill Estates Transmission Line Reconnection Project: Project includes the construction of 2,550 lineal feet of 14-inch ductile iron pipe and 30 lineal feet of 12-inch ductile iron pipe in the Olive Hill Estates community. The project went out to bid and the bid opening occurred in March 2020. The Board awarded construction project to T.E. Roberts, Inc. for a not to exceed amount of \$1,128,075 on April 28, 2020. The contract was executed in May 2020. The District has been reviewing submittals and a preconstruction meeting was held June 11, 2020. Contractor anticipates starting work week of June 15, 2020.

Phase I PRS Project: District staff has been reviewing submittals. A field kickoff meeting was held on May 28, 2020 with the Contractor, District Engineering and Operations staff, and the County of San Diego inspector. Construction will commence the week of June 15, 2020.

Pipeline Upgrade Project (PUP) No. 1: Bid package was reviewed by the Engineering and Operations Committee. The Engineering and Operations Committee will be reviewing the bid package again once the requested changes have been made. The project will be divided into multiple bid packages, identified as PUP 1a, PUP 1b, etc.

Pipeline Upgrade Project (PUP) No. 2: Aerial Surveys are complete, and Consultant has begun preliminary design. Environmental surveying activities have begun.

Pressure Reduction Optimization Plan: Engineering staff worked on identifying existing right of way and locations for future pressure reducing stations based on the discussion from the Engineering and Operations staff meeting. District staff is working on finalizing a standard design for above ground pressure reducing stations to be used in future bid documents.

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. No change.

Rainbow Height's Pump Station Replacement: The Construction Contract was awarded at the Board meeting on May 26, 2020. Staff is working with the Contractor through submittals and Notice of Award documentation.

Rice Canyon Tank Transmission Line: Dexter Wilson Engineering was awarded a professional services agreement for design service by the Board at the April 28<sup>th</sup> meeting. District staff is waiting on certificate of insurance from consultant.

Sewer Pipe Lining: Staff has notified the contractor of the requirement to replace defective lining or offer the District a credit.

Thoroughbred Lift Station and Schoolhouse Lift Station: Design alternatives are being investigated to lower cost of sewer improvements necessary for expanding service, in conjunction with the Meadowood development. Kennedy Jenks is moving forward with Design of the required facilities.

Vista Valley Country Club Villas HOA PRS Project: Project includes rock excavation into existing slope, construction of a retaining wall, installation of one EFI PRS, removing an existing piping cross and connecting the two piping runs, and installation of two plug valves in the Vista Valley Country Club Villas HOA. Design plans were reviewed by Engineering and Operations twice. Project plans were finalized in early May 2020 and bid was released in mid-May 2020. The Bid opening was on June 4, 2020, with SCW Contracting Corporation as the lowest apparent bidder \$334,700. The engineers estimate was \$230,000. Bid verification was completed and request for construction award to be presented at the June 23, 2020 Board meeting.

Weese Filtration Plant Interconnect: District is investigating costs of expanding the capacity of the proposed pump station.

## **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 - 63.

Meadowood (Pardee Homes): Approximately 850 Units - Off of Pala Road/Horse Ranch Creek Road. The developer is grading the project now. The Board has entered an Out of Agency Service Agreement with the Developer. In addition, District Staff is completing plan reviews for several planning areas within the development.

Horse Creek Ridge (HCR), (D.R. Horton): 627 SFR/MF, 430 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 - 405.

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 - 113.

Lilac Del Cielo (Bonsall LLC): 73 Units / 77.8 EDUs - The developer paid 50% of the sewer connection fees and the agreement is effective for five years from the date of execution (12/31/24). District Staff is completing plan reviews for the development.

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. The Contractor tested water main all work was accepted. Currently the contractor is working on the tie-in. The contractor is working on the punch list items

Pala Mesa Highlands (Beazer Homes): 124 SFR / 159.88 EDUs – Off of Old Highway 395. The PRS needs to be installed. Inspected meter installs, meter releases and sewer connections. Water meters purchased to date - 95. Same

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. All documentation has been approved and a preconstruction meeting has been scheduled.

**OTHER:**

ITEMS	NO#	ITEMS	NO#
Water Availability Letters	0	Water Meters Purchased	25
Sewer Availability Letters	0	Sewer EDUs Purchased	1.2
Water Commitment Letters	1	Developer Shutdowns	0
Sewer Commitment Letters	1	Jobs Closed:	0



Steven E. Strapac, PE, PLS  
District Engineer

6/23/2020



**AS-NEEDED CONTRACT EXPENDITURES REPORT  
MAY 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  Change Order 01 for \$50K	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	\$ 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	\$ 1,100.00	
				NON-CIP	2020-08	Linda Vista Drive - Mainline Break		\$ 5,563.00	\$ 5,562.50	
				CIP	2020-09	Gird Road - Winery easement anlysis an exhibit		\$ 7,680.00	\$ 6,900.00	
					\$ 100,000.00	\$ 47,918.00	\$ 40,961.25	\$ 59,038.75		
18-15	8/29/2021	As-Needed Land Surveying Services  Change Order 01 for \$50K	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/Tecalote/Fire Rd/Pala Lake		\$ 15,640.00	\$ 15,451.30	
				CIP	2019-03	Easement Survey-Moosa Creek Pump Station. Restake and reconfigure easement authorized additional \$525.		\$ 5,410.00	\$ 5,405.20	
				CIP	2020-04	Lemonwood Easement Location		\$ 5,370.00	\$ 4,390.00	
					\$ 100,000.00	\$ 43,105.00	\$ 40,996.50	\$ 59,003.50		
19-16	6/25/2022	As-Needed Civil Engineering Services	Dudek	Both	2019-01	PRS and other Schematic Design/Drafting Services		\$ 10,000.00	\$ 845.00	
								\$ 150,000.00	\$ 10,000.00	\$ 845.00
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	\$ 8,890.00	
				CIP	2019-02	Olive Hill Estates Transmission Water Main		\$ 73,700.00	\$ 72,450.00	
				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	\$ 10,730.00	
				CIP	2020-05	Gird Road Water Main Upsize		\$ 21,120.00	\$ 4,710.00	
								\$ 150,000.00	\$ 149,995.00	\$ 110,545.67
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	\$ 27,145.00	
								\$ 150,000.00	\$ 42,020.00	\$ 27,145.00







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

<b>STATUS SUMMARY</b>	<b>EDUs</b>
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	4,970.32 *
EDUs Unconnected/Committed	278.78
<b>Total EDUs Available for Purchase:</b>	<b>2,607.57</b>

<b>DEVELOPMENTS WITH UNCONNECTED/COMMITTED EDUs</b>	<b>EDUs</b>	<b>CAPACITY FEES PAID</b>
Bonsall Oaks (Polo Club) - 165 Lots	59.85	\$ 1,038,336
Golf Green Estates (Dev. Solutions) - 102.46	25.66	\$ 692,832
Horse Creek Ridge (DR Horton/RAH) - 754**	0.0	\$ -
Lilac Del Cielo (Bonsall Group) - 77.8***	38.90	\$ 549,499
Passarelle (HRC Commercial) - 96.57	96.57	\$ -
Pala Mesa Highlands (Beazer Homes) - 159.88	44.40	\$ 631,428
Others (5 or less)	13.40	\$ 225,449
<b>TOTAL UNCONNECTED:</b>	<b>278.78</b>	<b>\$ 3,137,544</b>

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

\*\*Paid flat rate for 754 EDUs. Currently have connected 863.4 EDUs.

\*\*\*Paid initial 50% of Sewer Capacity Fee.



### BOARD OF DIRECTORS

June 23, 2020

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#### **SUBJECT**

HUMAN RESOURCES REPORT FOR JUNE/JULY 2020

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#### **DESCRIPTION**

Personnel changes, human resources activities, and safety report for June/July 2020

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#### **PERSONNEL UPDATES:**

- Stephen Coffey has been promoted to System Operations Supervisor.

#### **LEAVES OF ABSENCE:**

- One employee in the Construction/Maintenance Department is on a Medical Leave of Absence.
- One employee in Customer Service is on Family First Coronavirus Response Act leave due to the closure of schools and day care centers.

#### **RECRUITMENT:**

- Esaud Lagunas, New Construction Supervisor, will start on Monday, June 22.
- System Operator 1- We had 8 internal applications submitted. 5 candidates passed the Assessment examinations and have advanced to the Interview phase of the selection process.

#### **EMPLOYEE RECOGNITIONS:**

##### **Excellence Coin Awards**

5 coins and 1 Honorable Mention were awarded in June.

Professionalism

**Bernardo Nunez & Luis Martinez (Construction)** – Customer Accolade, Bill Harding

“Hi, Tom — Had my water meter replaced yesterday, at 1953 Huffstatler St. in Rainbow. Though I had been notified by phone, I hadn’t yet checked the phone when we discovered the water had been shut off. I walked out to meter box and talked to the maintenance tech, who explained the situation to me. I had to stand 6 feet away from him, and we both wore masks, so I wasn’t able to read his name. He informed me that his partner was getting extra supplies to move my side of the meter line back a few inches, since the new meter was larger than the old one. He estimated 30 minutes. They were faster than that — so I didn’t get the chance to thank them. Would you please identify them and pass along my thanks. They did a first-rate job on both sides of the check valves and left the site in better shape than they found it. I’m grateful to both of them for the quality of work. Hope you and yours are staying safe”

Professionalism

**Gerardo Cancino** | *Honorable Mention (Valve Maintenance)*-Customer Robert Albach called in to share He was so impressed by Gerardo’s knowledge, attitude, and willingness to help. He said that there was a leak at the meter and Gerardo went out twice to help get it fixed. He said he is very thankful for Gerardo because he knows nothing about water, so he really helped him out.

Teamwork

**Corynn Stalker (Finance:Customer Service)** Corynn qualified to take leave while she took care of her 1 year old son during the pandemic. However- she took in consideration the impact that would have on our team so instead she has stayed committed to her job responsibilities despite continued hardships. She has been able to handle all of her work duties while working remotely, even if that has meant having a 1-year old screaming, laughing, playing or crying in the background. She has handled it like a champ!

Innovation

**Chris Daugherty (Finance)**

- Chris has gone above and beyond in his efforts to source PPE products during the COVID19 response. He was proactive in searching alternative sources for PPE and hand sanitizer prior to the district being out of these items. In addition, he reached out to district staff frequently to assess individual needs.
- Chris has been a valuable and active contributor to the Action Team committee. He is a good bridge between the field and office staff since he interacts with both group
- Chris has proved in his resourcefulness during the pandemic by constantly seeking out alternatives and driving the distance to get required PPE or hygiene items for the District. He has been in constant communication with me to let me know what items are required and has helped me research different sources to meet the state requirements to protect employees He has taken the initiative on several occasions to contact vendors and buy extra equipment to ensure the district doesn’t run out of PPE and has acted as a liaison between Safety and the crews to find out what is working best for the teams.

**EMPLOYEE ANNIVERSARIES:**

HIRE DATE	EMPLOYEE NAME	YEARS WITH RMWD
6/7/2004	DAWN WASHBURN	16 years
6/12/2018	STEVE STRAPAC	2 years
6/18/1992	RAMON ZUNIGA	28 years
6/22/2015	RICARDO ZARAGOZA	5 years
6/29/2015	CARLOS RAMOS	5 years

**SAFETY:**

**Incidents**

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

**Safety Training**

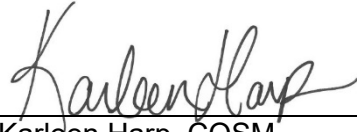
Target Solutions online training: 7 completions for May 2020

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

- Coronavirus Return Work Policy
- Hearing Conservation review and update
- Spill Prevention Control, Countermeasures Plan rewrite

**Claims**

- Cenicerros - 764 Rainbow Hills Drive



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Karleen Harp, COSM  
Human Resources Manager

06/23/2020



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**BOARD OF DIRECTORS**

June 23, 2020

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**SUBJECT**

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FINANCE REPORT FOR JUNE 2020

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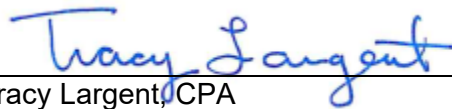
**DESCRIPTION**

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

**Attachments:**

- A. Budget vs Actuals (MAR FYTD 19/20)
- B. Fund Balance Projections
- C. Treasury Report (APRIL FY 19/20)
- D. Five Year Demand Chart (through 6/3/2020)
- E. Credit Card Breakdown (APRIL FY 19/20)
- F. Directors' Expense Report (APRIL FY 19/20)
- G. Check Register (APRIL FY 19/20)
- H. Water Sales Summary (APRIL FY 19/20)
- I. Developer Projections
- J. RMWD Properties



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Tracy Largent, CPA  
Finance Manager

June 23, 2020





# Statement of Revenues & Expenses

Operating Funds (Water, Wastewater, & General Funds)

March 31, 2020



Positive = Over Budget

Negative = Under Budget

	FY 19/20 YTD Revenues/Expenditures	FY 19/20 YTD Operating Budget	YTD Variance \$	YTD Variance %	FY 19/20 Annual Operating Budget
41110-Water Sales-Sf Mf Cm Is	5,437,284	6,746,890	-1,309,605	-19%	8,995,853
41112-Sewer Charges-Established Acct	1,935,106	2,376,662	-441,555	-19%	3,168,882
42120-Monthly O & M Charges	5,853,238	6,173,539	-320,301	-5%	8,231,385
42121-Monthly O&M Charges - CWA	3,512,174	3,710,216	-198,042	-5%	4,946,955
43101-Operating Inc Turn On/Off Fees	0	8,250	-8,250	-100%	11,000
43106-Operating Inc-Sewer Letter Fee	150	1,500	-1,350	-90%	2,000
41120-Water Sales-Ag-Dom Non Cert	726,416	868,492	-142,077	-16%	1,157,990
41160-Water Sales-Ag. Non Discount	2,644,682	3,183,146	-538,465	-17%	4,244,195
41170-Water Sales-Construction	40,751	269,576	-228,824	-85%	359,434
41180-Water Sales - Tsawr Com	3,597,894	3,593,341	4,553	0%	4,791,121
41190-Water Sales-Sawr Ag/Dom	2,269,188	5,291,323	-3,022,135	-57%	7,055,098
42130-Readiness-To-Serve Rev Id#1	169,523	187,500	-17,977	-10%	250,000
42140-Pumping Charges	501,412	511,712	-10,300	-2%	682,283
-Water Sales	26,687,818	32,922,147	-6,234,328	-19%	43,896,195
43100-Operating Inc Oak Crest Service Charges	0	18,000	-18,000	-100%	24,000
43102-Operating Inc Penalty/Int Chgs	36,107	202,500	-166,393	-82%	270,000
43104-Operating Inc. R.P. Charges	184,812	206,250	-21,438	-10%	275,000
43108-Operating Inc Plan Check Rev.	1,860	56,250	-54,390	-97%	75,000
43110-Operating Inc Inspections	18,761	15,000	3,761	25%	20,000
43111-Operating Inc Install Fees Hyd	460	1,500	-1,040	-69%	2,000
43114-Operating Inc-Miscellaneous	0	5,250	-5,250	-100%	7,000
43116-New Meter Sales/Install Parts	8,775	30,000	-21,225	-71%	40,000
43117-Notice Delivery Revenue	80	45,000	-44,920	-100%	60,000
-Other Operating Revenue	250,855	579,750	-328,895	-57%	773,000
42200-Overhead Trs From Water Sewer	4,127,683	5,307,017	-1,179,334	-22%	7,076,023
-Transfers from Water & Waste Water	4,127,683	5,307,017	-1,179,334	-22%	7,076,023
<b>REVENUE-Operating Revenue</b>	<b>31,066,356</b>	<b>38,808,914</b>	<b>-7,742,557</b>	<b>-20%</b>	<b>51,745,218</b>

Positive = Over Budget

Negative = Under Budget

	FY 19/20 YTD Revenues/Expenditures	FY 19/20 YTD Operating Budget	YTD Variance \$	YTD Variance %	FY 19/20 Annual Operating Budget
50001-Water Purchases	13,397,833	16,411,521	-3,013,688	-18%	21,882,029
50003-Water In Storage	-133,935	0	-133,935		0
50005-Ready To Serve Charge	377,816	369,045	8,771	2%	492,060
50006-Infrastructure Access Charge	418,650	434,754	-16,104	-4%	579,672
50008-Ag Credit-Sawr	-688,087	-1,212,714	524,627	-43%	-1,616,952
50010-Customer Service Charge	807,773	813,789	-6,016	-1%	1,085,052
50011-Capacity Reservation Charge	301,257	300,177	1,080	0%	400,236
50012-Emergency Storage Charge	1,197,642	1,212,503	-14,860	-1%	1,616,670
50013-Supply Reliability Charge	602,432	626,207	-23,774	-4%	834,942
<b>-Cost of Purchased Water Sold</b>	<b>16,281,382</b>	<b>18,955,281</b>	<b>-2,673,900</b>	<b>-14%</b>	<b>25,273,709</b>
56101-Regular Salaries	3,728,625	3,855,469	-126,844	-3%	5,140,625
56103-Overtime Paid Comptime Earn.	314,330	231,938	82,392	36%	309,250
56202-Director's Compensation	8,850	10,500	-1,650	-16%	14,000
56518-Duty Pay	33,200	32,850	350	1%	43,800
56520-Deferred Comp-Employer Contrib	105,295	112,333	-7,038	-6%	149,777
<b>-Salary &amp; Labor Expenses</b>	<b>4,190,300</b>	<b>4,243,089</b>	<b>-52,789</b>	<b>-1%</b>	<b>5,657,452</b>
56501-Employer's Share FICA SSI	234,161	224,522	9,639	4%	299,363
56502-Employer's Share Medicare	58,771	56,057	2,714	5%	74,742
56515-Worker's Compensation Ins	190,257	93,122	97,135	104%	124,163
56516-State Unemployment Ins E.T.T.	15,314	10,225	5,089	50%	13,633
<b>-Taxes</b>	<b>498,503</b>	<b>383,926</b>	<b>114,577</b>	<b>30%</b>	<b>511,901</b>
56503-Medical Ins ACWA Health Ben	639,619	658,301	-18,681	-3%	877,734
56504-Dental Insurance	61,628	67,914	-6,286	-9%	90,552
56505-Vision Ins ACWA	8,491	8,622	-131	-2%	11,496
56506-Life S/T L/T Disability Ins	45,137	39,469	5,667	14%	52,626
56507-Retirement-CalPERS	372,664	382,596	-9,933	-3%	510,129
56511-Employee Uniform Allowance	16,529	15,000	1,529	10%	20,000
<b>-Fringe Benefits</b>	<b>1,144,068</b>	<b>1,171,903</b>	<b>-27,834</b>	<b>-2%</b>	<b>1,562,537</b>
52176-Overhead Transfer To Gen Fund	4,127,683	5,307,017	-1,179,334	-22%	7,076,022
<b>-Transfers</b>	<b>4,127,683</b>	<b>5,307,017</b>	<b>-1,179,334</b>	<b>-22%</b>	<b>7,076,022</b>

Positive = Over Budget

Negative = Under Budget

	FY 19/20 YTD Revenues/Expenditures	FY 19/20 YTD Operating Budget	YTD Variance \$	YTD Variance %	FY 19/20 Annual Operating Budget
56512-Employee Training/Tuition Reim	7,197	19,875	-12,678	-64%	26,500
56513-Employee Relations	8,871	11,925	-3,054	-26%	15,900
56530-Gasb 68 Pension	378,395	314,933	63,462	20%	419,911
60000-Equipment	24,254	59,250	-34,996	-59%	79,000
60100-Computers	344,996	539,759	-194,763	-36%	719,678
63100-Equipment Maintenance	118,354	117,825	529	0%	157,100
63102-Equipment Maintenance Contract	17,500	41,100	-23,600	-57%	54,800
63200-Equipment Rental	146,366	89,601	56,765	63%	119,468
63400-Kitchen Supplies	12,142	12,000	142	1%	16,000
63401-Building Maintenance	163,686	104,550	59,136	57%	139,400
63404-Backflow Expenses	83,868	112,500	-28,632	-25%	150,000
63421-Fuel And Oil	131,999	105,000	26,999	26%	140,000
63422-Repair Supplies Auto	38,067	54,750	-16,683	-30%	73,000
65000-Property/Liability Insurance	283,569	211,856	71,713	34%	282,474
65100-District Paid Insurance Claims	120,482	206,250	-85,768	-42%	275,000
65200-Miscellaneous Expense	4,903	0	4,903		0
66000-Bad Debt Exp/Billing Adjust'S	0	3,750	-3,750	-100%	5,000
POSTAGE-Postage	35,127	34,875	252	1%	46,500
70000-Professional Services	615,903	641,213	-25,310	-4%	854,950
70100-Annual Audit Services	18,698	18,750	-52	0%	25,000
70300-Legal Services	232,178	367,500	-135,322	-37%	490,000
70400-Bank Service Charges	35,023	37,500	-2,477	-7%	50,000
72000-Supplies & Services	1,250,148	1,029,863	220,286	21%	1,373,150
72001-Right Of Way Expenses	90,153	150,000	-59,847	-40%	200,000
72010-Tank Maintenance	559,516	576,887	-17,370	-3%	769,182
72150-Regulatory Permits	39,981	55,200	-15,219	-28%	73,600
72200-Books & Resources	220	1,950	-1,730	-89%	2,600
72400-Dues & Subscriptions	71,324	52,058	19,267	37%	69,410
72500-Safety Supplies	25,024	33,375	-8,351	-25%	44,500
72600-Sewer Line Cleaning	8,619	43,500	-34,881	-80%	58,000
72700-Printing & Reproductions	1,232	12,000	-10,768	-90%	16,000

Positive = Over Budget

Negative = Under Budget

	FY 19/20 YTD Revenues/Expenditures	FY 19/20 YTD Operating Budget	YTD Variance \$	YTD Variance %	FY 19/20 Annual Operating Budget
72702-Public Notices & Advertising	1,709	6,375	-4,666	-73%	8,500
72900-Stationary & Office Supplies	4,000	7,500	-3,500	-47%	10,000
73000-Small Tools & Equipment	20,011	42,000	-21,989	-52%	56,000
74000-Communicatons & Phone Bills	6,733	6,375	358	6%	8,500
74100-Phone Bill	71,796	63,480	8,316	13%	84,640
75300-Travel, Conferences & Training	35,779	60,536	-24,758	-41%	80,715
75400-Workforce Developpment	37,636	55,500	-17,864	-32%	74,000
75500-Recruitment	11,802	17,175	-5,373	-31%	22,900
77000-Sewage Treat.-Oceanside Plant	0	622,500	-622,500	-100%	830,000
78000-Utilities - Electricity	405,752	433,125	-27,373	-6%	577,500
78300-Hazardous Waster Material Disposal	7,560	9,000	-1,440	-16%	12,000
78700-Utilities - Propane	5,379	11,625	-6,246	-54%	15,500
78900-Trash Pick-Up	7,912	8,063	-151	-2%	10,750
<b>-Operating Expenses</b>	<b>5,483,863</b>	<b>6,402,846</b>	<b>-918,983</b>	<b>-14%</b>	<b>8,537,128</b>
EXPENSE-Operating Expense	31,725,799	36,464,061	-4,738,262	-13%	48,618,749
49301-Property Tax Rev. - Ad Valorem	381,943	341,250	40,693	12%	455,000
-Property Tax Revenue	381,943	341,250	40,693	12%	455,000
49050-Revenue Billing Adjustments	13,414	0	13,414		0
49102-Non Oper Inc-Nsf Check Fees	0	2,250	-2,250	-100%	3,000
49107-Recycling Revenue	0	6,000	-6,000	-100%	8,000
49108-Non Oper Inc-Rents And Leases	0	127,500	-127,500	-100%	170,000
49109-Miscellaneous Revenue	25,279	27,000	-1,721	-6%	36,000
49114-Misc Revenue - Eng. Services	1,700	3,750	-2,050	-55%	5,000
57050-Expense Billing Adjustments	13,851	0	13,851		0
82000-Shop & Field Equipment	91,409	287,775	-196,366	-68%	383,700
83000-Vehicles	39,071	195,000	-155,929	-80%	260,000
-Other Nonoperating Revenue/Expense	-103,937	-316,275	212,338	-67%	-421,700
-Non Operating Revenue (Expenses)	278,006	24,975	253,031	1013%	33,300
Debt Service		1,835,845	-1,835,845	-100%	2,447,793
<b>Current Year Net Revenue Less Expense*</b>	<b>\$ (381,437)</b>				<b>\$ 711,976</b>

\*Does not Include: Depreciation Expense

**Operating & Debt Service Fund Balance**

Current Year Current Cash  
\$9,481,880

	Water Operating	Wastewater Operating	General Operating	Rate Stabilization	Debt Service	TOTAL
<b>Fund Balances:</b>	FY 19/20	FY 19/20	FY 19/20	FY 19/20	FY 19/20	FY 19/20
Beginning Unrestricted Fund Balance	\$4,370,565	\$1,039,895	\$1,316,773	\$3,290,345	\$591,279	\$10,608,857
Transfer to Capital	(1,600,000)					(1,600,000)
Transfer to Rate Stabilization	(822,586)			822,586		0
Forecast Operating Surplus (Loss)	(127,548)	244,913	6,826,828		(2,447,793)	4,496,400
Transfers In/(Out)			(6,826,828)		2,447,793	(4,379,035)
<b>Projected Ending Fund Balance</b>	<b>\$1,820,431</b>	<b>\$1,284,808</b>	<b>\$1,316,773</b>	<b>\$4,112,931</b>	<b>\$591,279</b>	<b>\$9,126,222</b>

**Water Capital Fund Balance**

Fund 26 & 60

Current Cash

\$6,329,464
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	Year 1	Year 2	Year 3	Year 4	Year 5
	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
<b>Fund Balances:</b>					
Beginning Unrestricted Fund Balance	\$4,364,696	\$1,521,058	(\$7,378,854)	(\$11,471,751)	(\$12,626,505)
<b>Water Capacity Fees</b>					
Transfer from Operating Reserves	1,600,000	1,600,000	3,349,172	4,809,246	4,018,854
Capacity Fees Current Year	1,474,869				
Less: Capital Labor	(343,507)	(300,000)	(300,000)	(300,000)	(300,000)
Less: Capital Project Budgets Per FY 19/20	100% (5,575,000)	(10,199,912)	(7,142,070)	(5,664,000)	(8,631,000)
<b>Projected Worst Case Ending Fund Balance</b>	<b>\$1,521,058</b>	<b>(\$7,378,854)</b>	<b>(\$11,471,751)</b>	<b>(\$12,626,505)</b>	<b>(\$17,538,651)</b>
<b>Forecasted Capacity Fees</b>		\$8,709,853	\$2,317,350	\$1,196,115	\$2,267,418
<b>Potential Ending Fund Balance</b>	<b>\$1,521,058</b>	<b>\$1,330,999</b>	<b>(\$444,548)</b>	<b>(\$403,187)</b>	<b>(\$3,047,915)</b>

\*Restricted Cash amounts are available for drawdown throughout the specified Capital Project process.

## Capital Project Budgets (Water):

GL Project	Project Description	Year 1 Budget FY 19/20	Year 2 Budget FY 20/21	Year 3 Budget FY 21/22	Year 4 Budget FY 22/23	Year 5 Budget FY 23/24
600038	Blue Breton Water System Looping Project					
100038	Water Supplier Assessment					
600031	Olive Hill Estates Transmission Line Reconnection					
600035	Tank and Reservoir Mixing Upgrades	30,000	250,000	1,500,000		
600002	Gird to Monserate Hill Water Line		1,204,912	885,070		
600003	San Luis Rey Imported Return Flow Recovery	30,000	30,000	30,000	30,000	30,000
600009	Isolation Valve Installation Program	150,000	150,000			
600017	Pressure Reducing Station Replacement Program (Rehabilitation)	300,000	300,000	300,000		
	Vallecitos PS Relocation				530,000	500,000
	Sampling ports for testing		25,000			
	Generator at Sumac		50,000			
	SLR River Crossing at Dentro De Lomas Line NN				224,000	2,576,000
	Northside Zone Supply Redundancy		40,000	477,000		
600001	Rainbow Heights PS (#1) Upgrades/Recon.	1,000,000	1,300,000			
600007	Pressure Reducing Stations	500,000	500,000	500,000	500,000	500,000
600013	<del>SDCWA Shutdown</del> Hunton Pump Station				1,000,000	
600013	Turner Pump Station					
600019	Water System Monitoring Program	575,000	275,000			
600037	Live Oak Park Road Bridge Replacement					
600008	Weese WTP Permanent Emergency Interconnect and PS (on hold)	620,000				
	Gomez PS Building					
	Lookout Mountain Electrical Upgrade. The Complete electrical upgrade w/emerg. generator			250,000	750,000	
	Mission Road / FPUD Interconnect	70,000				
600036	<del>Line off Little G</del> Pipeline Upgrade Project 2 (PUP 2)					
600026	Camino Del Rey Waterline Reloaction	150,000	500,000	1,600,000		
600030	Corrosion Prevention Program Development and Implementation	100,000	250,000	250,000	250,000	250,000
600014	Morro Tank Zone Permanent FPUD Interconnection	150,000				
	<del>Pressure Reducing Stations (Phase 2)</del>					
	North Feeder and Rainbow Hills Water Line Replacements					
	76 & Gird Permanent Emergency Pump Station				800,000	
	<del>Camino Del Rey Emergency Pump Station. PS at Moosa xing to feed south zone in shutdown (Duplicate of 600013)</del>					800,000
	Northside Emergency Pump Station Connection and Pipeline at Reche Road for emergency pumping				200,000	850,000
	Pumps (Northside Emergency Pump Station Connection) for emergency pumping				980,000	
600034	Rice Canyon Tank Transmission PL to I-15/SR76 Corridor					450,000
600029	Via Ararat Drive Waterline Project	350,000				
600021	<del>Miscellaneous P</del> Pipeline Upgrade Project 1 (PUP 1)	1,000,000	2,500,000			
300008	New District Headquarters	50,000	50,000	100,000	150,000	200,000
	Northside Permanent FPUD Emergency Interconnection		150,000			
300007	Programatic EIR for Existing Easements	500,000				

Capital Project Budgets Water (Continued):

GL Project	Project Description	Year 1 Budget FY 19/20	Year 2 Budget FY 20/21	Year 3 Budget FY 21/22	Year 4 Budget FY 22/23	Year 5 Budget FY 23/24
	Pala Mesa Fairways 383 A and C		250,000			
	Sarah Ann Drive Line 400 A		375,000			
600036	Gaines Line Ext.		75,000			
600036	Millagra Drive		250,000			
600036	Rainbow Glen Line Repl Wilt Road (1331)			375,000		
600036	Nella Lane			125,000		
600036	Pipe 2333			500,000		
	Katie Lendre Drive Line					
600021	Gird Road 1,600' upsize from 12" to 18" or larger					
	Katie Lendre Drive Line			250,000		
600036	Rice Canyon Road Pipe Line (Line A 628)		1,675,000			
600036	Thibodo 632				250,000	
	Del Rio Estates Line Ext 503					250,000
	East Heights Line 147L					500,000
	Los Alisos South 243					500,000
600021	Morro Sumac Trans Main					200,000
	East Heights Line 147A					250,000
	Via Zara					125,000
	Roy Line Ext					250,000
	Spanish Oaks					400,000
<b>Total</b>		<b>\$5,575,000</b>	<b>\$10,199,912</b>	<b>\$7,142,070</b>	<b>\$5,664,000</b>	<b>\$8,631,000</b>



**Water Service Upgrade Project Fund Balance**

	Current Cash	Prior Year	Year 1	Year 2	Year 3	Year 4	Year 5
	\$ 11,523,729	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
<b>Fund Balances:</b>							
Beginning Unrestricted Fund Balance		\$ 11,523,729	\$11,332,580	\$7,332,580	\$3,232,580	\$ 32,580	\$ 32,580
Less: Meter Replacement/Upgrade Project	100%	(191,149)	(4,000,000)	(4,100,000)	(3,200,000)	0	0
<b>Projected Fund Balance</b>		<b>\$11,332,580</b>	<b>\$7,332,580</b>	<b>\$3,232,580</b>	<b>\$ 32,580</b>	<b>\$ 32,580</b>	<b>\$ 32,580</b>

*\*Restricted Cash amounts are available for drawdown throughout the specified Capital Project process.*

<b>Capital Project Budgets:</b>				Year 1	Year 2	Year 3	Year 4	Year 5
				Budget	Budget	Budget	Budget	Budget
Project #	Master Plan #	GL Project #	Project Description	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
18	WR24A	600027	Service Meter Replacement	3,200,000	1,300,000	1,400,000		
19		600028	Water Service Upgrade	800,000	2,800,000	1,800,000		
<b>Total</b>				<b>\$4,000,000</b>	<b>\$4,100,000</b>	<b>\$3,200,000</b>	\$ -	\$ -

**Wastewater Capital Fund Balance**

Fund 52 & 53 Current Cash  
\$14,836,394

		Year 1 FY 19/20	Year 2 FY 20/21	Year 3 FY 21/22	Year 4 FY 22/23	Year 5 FY 23/24
<b>Fund Balances:</b>						
Beginning Unrestricted Fund Balance		\$9,350,451	\$7,142,547	(\$4,237,453)	(\$10,676,453)	(\$10,901,453)
Sewer Connections						
Financing						
Capacity Fees Current Year		\$1,356,096				
Less: Capital Project Budgets	100%	(3,564,000)	(11,380,000)	(6,439,000)	(225,000)	(100,000)
<b>Projected Worst Case Ending Fund Balance</b>		<b>7,142,547</b>	<b>(4,237,453)</b>	<b>(10,676,453)</b>	<b>(10,901,453)</b>	<b>(11,001,453)</b>
Forecasted Sewer Connections			\$11,049,501	\$0	\$3,435,443	\$4,237,800
<b>Potential Ending Fund Balance</b>		<b>\$7,142,547</b>	<b>\$6,812,048</b>	<b>\$373,048</b>	<b>\$3,583,491</b>	<b>\$7,721,291</b>

\*Restricted Cash amounts are available for drawdown throughout the specified Capital Project process.

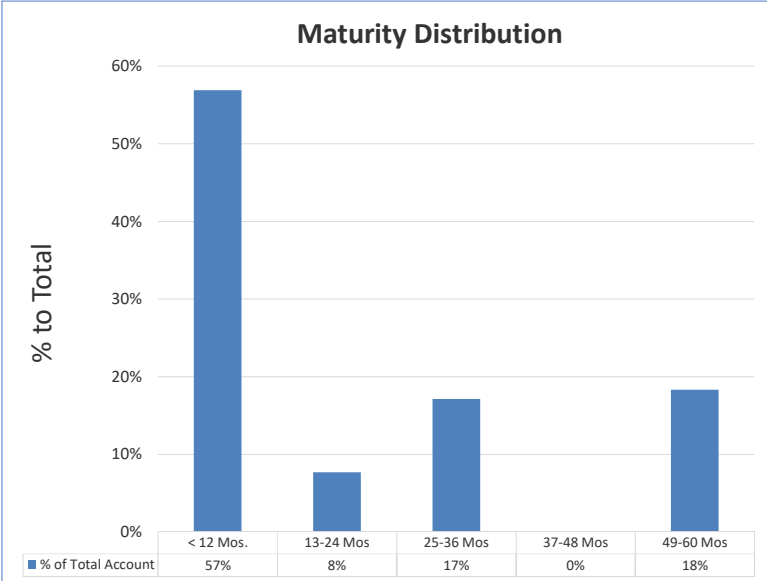
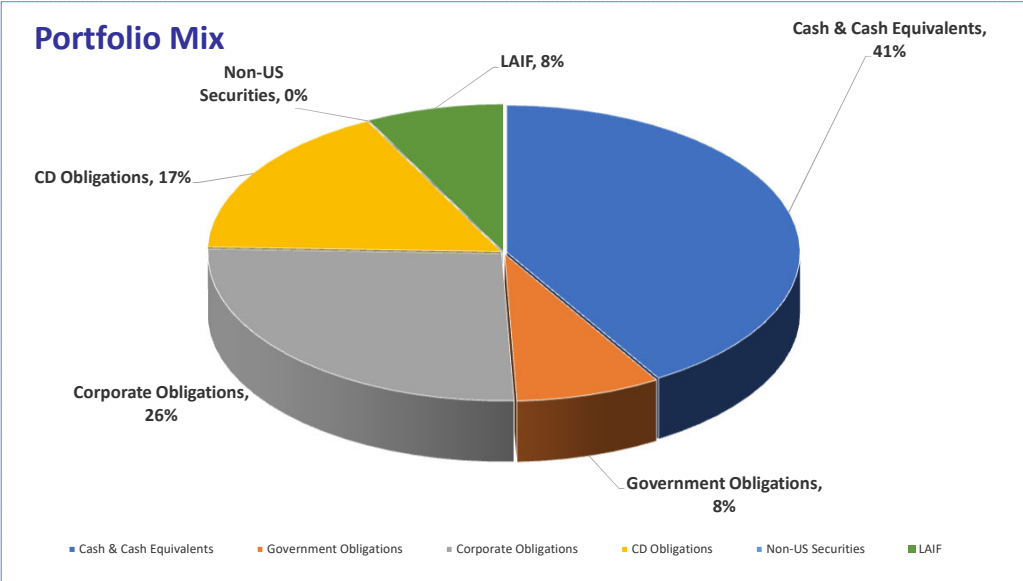
**Capital Project Budgets (WW):**

Project #	Master Plan #	GL Project #	Project Description	Year 1 Budget FY 19/20	Year 2 Budget FY 20/21	Year 3 Budget FY 21/22	Year 4 Budget FY 22/23	Year 5 Budget FY 23/24
76		530001	School House Lift Station (#1) Replacement, San Luis Rey Interceptor from Mission to Thoroughbred LSEQ, and San Luis Rey Interceptor/Main From School House LS to Old River LS & Thoroughbred LS/EQ	\$3,000,000	\$10,000,000	\$5,600,000		
78			Fallbrook Oaks Forcemain and Manhole Replacement					
79	S14B	530006	CIPP 500' of line 8" VCP line near Pala Mesa/Palomar Sewer System Rehabilitation Program	100,000	100,000	100,000	100,000	100,000
80	S3		Rancho Viejo LS Wet Well Expansion		150,000			
81	S4		Almendra Court, I-15 Crossing Sewer Rehabilitation		80,000			
82	S5		Fallbrook Oaks LS Rehabilitation	239,000		239,000		
83	S6		Replace Rancho Monserate LS Emergency Generator	125,000			125,000	
84	S7	530015	Sewer System Condition Assessment Program	100,000	300,000			
86	S9B		Old River Road LS Equalization Basin					
87			Old River Road LS to Stallion Outfall Repair		500,000	500,000		
<b>Total</b>				<b>\$ 3,564,000</b>	<b>\$ 11,380,000</b>	<b>\$ 6,439,000</b>	<b>\$ 225,000</b>	<b>\$ 100,000</b>

RAINBOW MUNICIPAL WATER DISTRICT  
 TREASURER'S MONTHLY REPORT OF INVESTMENTS  
 PORTFOLIO SUMMARY  
 4/30/2020



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 Trust	48125C068S	N/A			\$ 512,905	\$ 512,905				0	53	11508
	Willimington Trust	CSCDA 2017-01				\$ 2,750,000	\$ 2,750,000				0	53	10301
Money Market Funds	Zions Bank	7326251D				\$ 629,068	\$ 629,068	2.090%			0	60	10310
Money Market Funds	Zions Bank	7326250				\$ 5,666,347	\$ 5,666,347	2.060%			0	60	10311
Money Market Funds	Zions Bank	7326251E				\$ 2,011,979	\$ 2,011,979	2.090%			0	60	10309
Total Cash & Cash Equivalents					\$ -	\$ 11,570,299	\$ 11,570,299						
Non-Callable	FEDERAL HOME LOAN BANKS CONS BD	3130AECJ7	Aaa	05/28/20	\$ 985,000	\$ 987,906	\$ 986,665	2.610%	2.450%	\$ 12,892	28	38	11508
Non-Callable	FEDERAL HOME LOAN BANK BONDS	3130AD4X7	Aaa	12/11/20	\$ 500,000	\$ 494,905	\$ 504,810	2.000%	2.400%	\$ 4,949	225	60	11508
Non-Callable	FEDERAL FARM CR BKS	3133EHRU9	Aaa	07/19/22	\$ 200,000	\$ 200,938	\$ 206,764	1.900%	1.800%	\$ 1,909	810	53	11508
Non-Callable	FEDERAL HOME LOAN BANKS	3130ADR9G	Aaa	03/10/23	\$ 500,000	\$ 501,990	\$ 533,985	2.670%	2.660%	\$ 6,702	1044	53	11508
Total Government Obligations					\$ 2,185,000	\$ 2,185,738	\$ 2,232,224						
Make Whole	CITIBANK NA	17325FAQ1	Aa3	07/23/21	\$ 475,000	\$ 486,623	\$ 486,395	3.400%	2.150%	\$ 8,075	449	53	11508
Callable 3/1/22	UNION BK CALIF N A MEDIUM TERM	90520EAH4	A2	04/01/22	\$ 308,000	\$ 315,377	\$ 317,052	3.150%	1.900%	\$ 13,860	701	38	11508
Callable 3/1/22	UNION BK CALIF N A MEDIUM TERM	90520EAH4	A2	04/01/22	\$ 290,400	\$ 297,355	\$ 298,935	3.150%	1.900%	\$ 13,860	701	53	11508
Callable 3/1/22	UNION BK CALIF N A MEDIUM TERM	90520EAH4	A2	04/01/22	\$ 281,600	\$ 288,344	\$ 289,876	3.150%	1.900%	\$ 13,860	701	60	11508
Non-Callable	WELLS FARGO	95000U2B8	A2	07/22/22	\$ 980,000	\$ 989,232	\$ 1,003,559	2.610%	2.410%	\$ 12,909	813	38	11508
Callable 10/1/22	PNC BK N A PITTSBURG PA	69349LAG3	A3	11/01/22	\$ 980,000	\$ 999,179	\$ 1,011,546	2.700%	2.065%	\$ 13,489	915	60	11508
Bullet	Bank of America Corp	06051GEU9	A2	01/11/23	\$ 475,000	\$ 490,794	\$ 497,843	3.300%	2.300%	\$ 7,838	986	53	11508
Bullet	JP Morgan Chase & CO	46625HJX98	A2	05/13/24	\$ 930,000	\$ 981,522	\$ 1,002,391	3.625%	2.400%	\$ 16,856	1474	60	11508
Callable 7/1/24	BB&T CORPORATION %	05531FBH5	A2	08/01/24	\$ 1,000,000	\$ 1,020,170	\$ 1,031,230	2.500%	2.057%	\$ 12,500	1554	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	1602	38	11508
Bullet	STATE STR CORP	857477AN3	A1	11/15/24	\$ 283,500	\$ 299,909	\$ 309,568	3.300%	2.000%	\$ 13,365	1660	38	11508
Bullet	STATE STR CORP	857477AN3	A1	11/15/24	\$ 267,300	\$ 282,771	\$ 291,878	3.300%	2.000%	\$ 13,365	1660	53	11508
Bullet	STATE STR CORP	857477AN3	A1	11/15/24	\$ 259,200	\$ 274,202	\$ 283,033	3.300%	2.000%	\$ 13,365	1660	60	11508
Total Corporate Obligations					\$ 7,030,000	\$ 7,225,478	\$ 7,323,307						
FDIC Ins. CD	BARCLAYS BK DEL	06740KJK4	Aaa	09/16/20	\$ 245,000	\$ 245,000	\$ 246,793	2.200%	2.200%	\$ 2,695	139	60	11508
FDIC Ins. CD	AMERICAN EXPRESS CENTRN	02587DB64	Aaa	09/23/20	\$ 250,000	\$ 250,000	\$ 251,933	2.300%	2.300%	\$ 2,875	146	53	11508
FDIC Ins. CD	ALLY BK MIDVAL UTAH	02007GFD0	N/A	09/28/20	\$ 245,000	\$ 245,000	\$ 247,514	2.780%	2.800%	\$ 3,406	151	38	11508
FDIC Ins. CD	DISCOVER BANK	254672F29	N/A	08/10/21	\$ 248,000	\$ 248,000	\$ 250,988	1.520%	1.500%	\$ 1,885	467	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 98,000	\$ 98,000	\$ 99,254	1.570%	1.550%	\$ 769	474	53	11508
FDIC Ins. CD	WELLS FARGO BANK NATL ASSN	949763AF3	N/A	08/17/21	\$ 150,000	\$ 150,000	\$ 151,920	1.570%	1.550%	\$ 1,178	474	38	11508
FDIC Ins. CD	MB FINL BK NA CHIC IL	55266CZJ8	N/A	11/18/21	\$ 247,000	\$ 247,000	\$ 255,531	2.810%	2.850%	\$ 3,470	567	60	11508
FDIC Ins. CD	FLAGSTAR BK FSB TROY MICH	33847E2K2	N/A	06/13/22	\$ 245,000	\$ 246,749	\$ 253,952	2.440%	2.200%	\$ 3,010	774	53	11508
FDIC Ins. CD	GOLDMAN SACHS BK USA NY	38148PKT3	N/A	06/14/22	\$ 245,000	\$ 245,000	\$ 253,445	2.340%	2.350%	\$ 2,867	775	53	11508
FDIC Ins. CD	CAPITAL ONE NATL ASSN VA	14042RKL4	N/A	11/22/22	\$ 250,000	\$ 250,000	\$ 260,403	2.400%	2.400%	\$ 3,000	936	53	11508
FDIC Ins. CD	MORGAN STANLEY	61747MF63	N/A	01/11/23	\$ 246,000	\$ 246,000	\$ 258,332	2.630%	2.650%	\$ 3,235	986	53	11508
FDIC Ins. CD	BMW BANK NORTH AMER	05580AMB7	N/A	03/29/23	\$ 240,000	\$ 240,000	\$ 254,590	2.860%	2.900%	\$ 3,432	1063	53	11508
FDIC Ins. CD	SALLIE MAE BK SLT LAKE CITY	795450M44	Aaa	04/11/23	\$ 240,000	\$ 240,000	\$ 255,079	2.900%	2.950%	\$ 3,480	1076	60	11508
FDIC Ins. CD	CAPITAL ONE BANK (USA) NAT	1402TAW7	N/A	06/19/24	\$ 245,000	\$ 245,000	\$ 261,640	2.520%	2.500%	\$ 3,087	1511	53	11508
FDIC Ins. CD	MORGAN STANLEY PVT BK PURCHA	61760AL49	N/A	06/24/24	\$ 245,000	\$ 245,000	\$ 259,181	2.290%	2.250%	\$ 2,805	1516	53	11508
FDIC Ins. CD	FIRST NATL BK MCGREGOR TEX	32112UDA6	N/A	06/28/24	\$ 249,000	\$ 250,743	\$ 266,686	2.300%	2.150%	\$ 2,884	1520	53	11508
FDIC Ins. CD	CITIBANK N A CD CLL	17294XUN4	N/A	07/31/24	\$ 159,000	\$ 159,000	\$ 159,793	2.200%	2.200%	\$ 1,749	1553	53	11508
FDIC Ins. CD	JPMORGAN CHASE BK NA COLUMBU	48128HY28	N/A	07/31/24	\$ 247,000	\$ 247,000	\$ 248,171	2.300%	2.300%	\$ 2,841	1553	53	11508
FDIC Ins. CD	MERRICK BK SOUTH JORDAN UTAH	59013KBV7	N/A	07/31/24	\$ 249,000	\$ 249,000	\$ 263,034	2.200%	2.200%	\$ 2,739	1553	53	11508
FDIC Ins. CD	HSBC BK USA NATIONAL ASSN	44329MBF9	N/A	11/04/24	\$ 247,000	\$ 247,000	\$ 249,188	2.125%	2.125%	\$ 2,624	1649	53	11508
Total CD Obligations					\$ 4,590,000	\$ 4,593,492	\$ 4,747,428						
Total Non-US Securities					\$ -	\$ -	\$ -						
Subtotal Long Term Pooled Investment					\$ 13,805,000	\$ 25,575,007	\$ 25,873,258						
Local Agency Investment Fund (LAIF)**					1.010428177	\$ 2,084,822	\$ 2,106,562			\$ -			13103
<b>Portfolio Totals</b>						<b>\$ 27,659,828</b>	<b>\$ 27,979,820</b>						



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 in compliance with the current Investment Policy.

*Tracy Largent*

6/2/2020

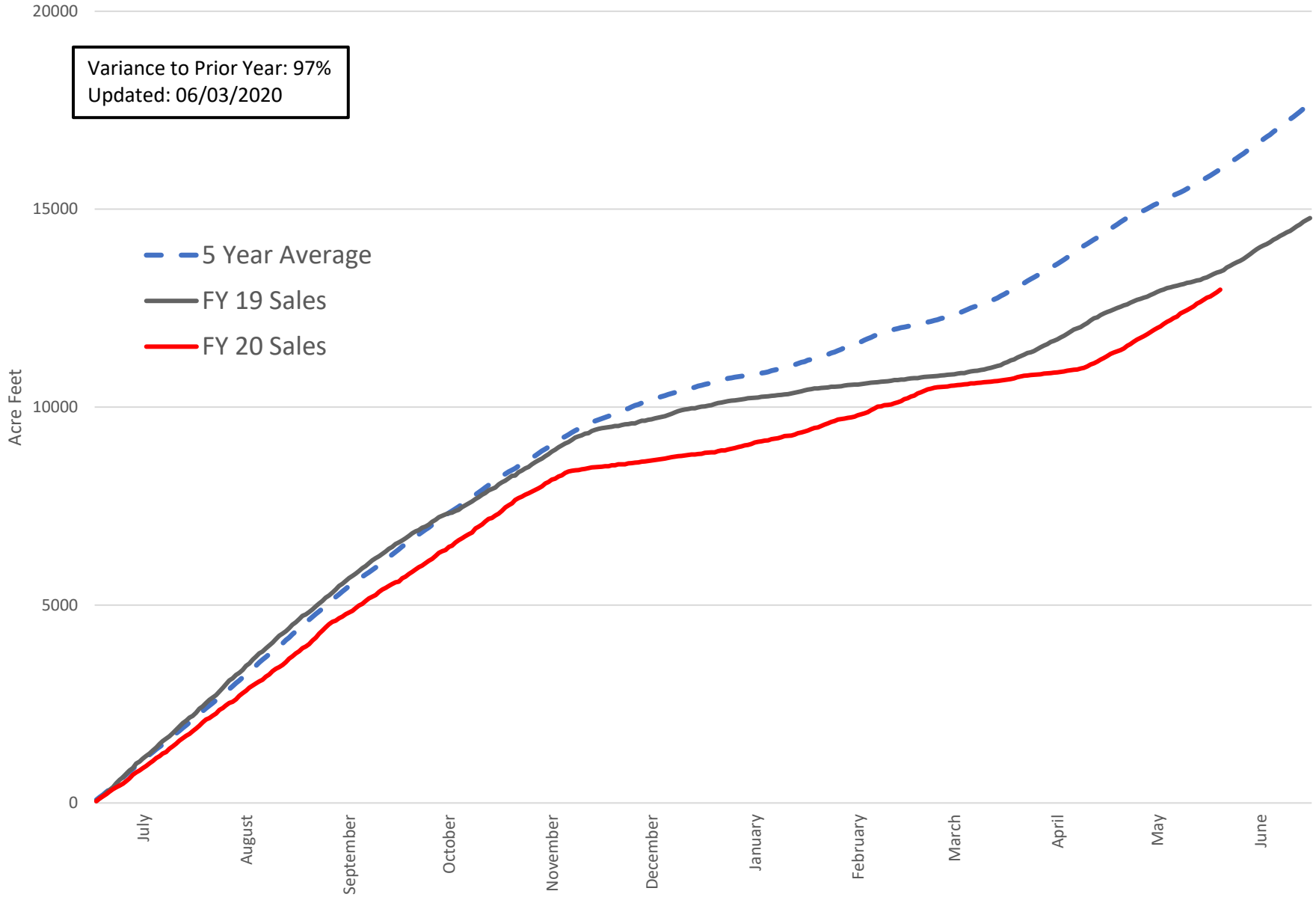
Tracy Largent, Treasurer

\*Source of Market Value - MUFG monthly statements

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

### System Demands Comparison Chart

Variance to Prior Year: 97%  
Updated: 06/03/2020







## AMERICAN EXPRESS

April 2020

GL Finance Code	GL Transaction Amount	Description
GL 01 35 63404	5000.00	1ST CHOICE #5514
GL 03 43 72500 800013	231.86	4IMPRINT #19765583
GL 03 41 60100	-3.51	AMAZON
GL 03 36 72000	7.57	AMAZON #112-0354819-1945838
GL 03 43 72500	216.24	AMAZON #112-0676028-6481861/PO #10601
GL 03 43 72500	64.45	AMAZON #112-2671272-2206627
GL 03 41 63400	81.70	AMAZON #112-2682983-9997048
GL 03 43 72500	216.42	AMAZON #112-4618960-7293836/PO #10601
GL 03 41 63400	25.36	AMAZON #112-4693555-5924267
GL 03 41 72900	28.92	AMAZON #112-4793018-0844267
GL 01 32 72000	81.36	AMAZON #112-7495790-7575465
GL 03 41 60100	46.32	AMAZON #114-0174081-7309860
GL 03 41 60100	323.24	AMAZON #114-0584676-1172209
GL 03 41 60100	-73.26	AMAZON #114-0745489-0116215
GL 03 41 60100	-8.44	AMAZON #114-4597475-9143465
GL 03 41 60100	-5.26	AMAZON #114-4597475-9143465
GL 03 41 60100	38.78	AMAZON #114-4597475-9143465
GL 03 41 60100	214.42	AMAZON #114-6220033-9785838
GL 03 41 60100	-214.42	AMAZON #114-6220033-9785838
GL 03 41 60100	84.36	AMAZON #114-7519369-2284244
GL 03 41 60100	71.10	AMAZON #114-8178088-2822622
GL 03 41 60100	106.79	AMAZON #114-8723861-6786625
GL 03 41 60100	0.18	AMAZON #7D31A64PSKY
GL 03 43 72500 800013	140.63	AMERICAN SCREENING #150134
GL 03 43 72000	2.99	APPLE ITUNES #MK9WHZH8LNA

GL Finance Code	GL Transaction Amount	Description
GL 03 41 60100	376.05	APPLE.COM #W923214215
GL 03 41 60100	2589.92	APPLE.COM #W943448765
GL 03 41 60100	10.00	ATLASSIAN #AT-98692187
GL 03 41 60100	235.10	AUTHORIZE.NET, 4-1-20
GL 02 61 60000	104.52	AUTOMATION DIRECT #11083830
GL 03 41 63400	137.75	COFFEE AMBASSADOR #842470
GL 01 32 63401	218.21	COMPLIANCE DESIGN #882557
GL 01 32 63401	-255.91	COMPLIANCE SIGN #41936115920
GL 01 32 63401	-388.99	COMPLIANCE SIGN #41944782884
GL 01 32 63401	113.69	COMPLIANCE SIGN #882274
GL 03 41 75300	250.00	CSDA #79673
GL 03 41 75300	-250.00	CSDA #79673
GL 03 41 63401	78.79	CULLIGAN #033120
GL 03 43 72500 800013	146.71	CVS #025036
GL 03 41 60100	77.54	DIRECTV.COM #1058166C
GL 03 41 63400	38.25	FRUIT GUYS #5495323
GL 03 41 63400	76.50	FRUIT GUYS #5497902
GL 03 41 63400	38.25	FRUIT GUYS #5500582
GL 03 41 63400	76.50	FRUIT GUYS #5503769
GL 01 99 15260	527.02	GRAINGER #9466200319/PO# 10501
GL 01 34 72000	720.59	GRAINGER #9472886002/PO# 10503
GL 60 99 15566 600028	170.42	GRAINGER #9476492674/PO #10522
GL 02 61 72000	84.11	GRAINGER #9477381942
GL 01 32 73000	73.46	GRAINGER #9478724777
GL 01 32 72000	359.83	GRAINGER #9478724785
GL 03 43 72500	423.63	GRAINGER #9480642546/PO# 10526
GL 03 43 72500	1447.66	GRAINGER #9480642553/PO# 10526
GL 03 43 72500	113.40	GRAINGER #9481244433/PO# 10526
GL 01 99 15260	58.95	GRAINGER #9485193628/ PO #10537
GL 03 43 72000	190.85	GRAINGER #9485193628/ PO #10537
GL 02 61 72000	94.20	GRAINGER #9486483291/PO #10530
GL 02 61 72000	94.20	GRAINGER #9486712962/PO #10530



GL Finance Code	GL Transaction Amount	Description
GL 03 43 72500	49.92	GRAINGER #9487815210/PO# 10497
GL 03 43 72500	70.56	GRAINGER #9496258592/PO #10526
GL 01 32 73000	-46.70	GRAINGER #9497322033/PO #10542
GL 03 43 72500	107.80	GRAINGER #9499872902/PO #10559
GL 03 41 63200	2.16	IMAGE SOURCE #46759
GL 03 41 74100	942.62	JIVE #NT_H4GMNNHU
GL 03 41 60100	1800.00	LASTPASS #NT_H1GHFBI4
GL 01 34 72000	435.00	LINE-X #TEM-001599
GL 03 41 60100	298.54	MS AZURE #E0300ASKPK
GL 03 41 63400	750.00	NATUREBOX #10212
GL 03 43 72000	40.50	NFPA #7723057Y
GL 02 61 70300 200024	852.00	NOSSAMAN #506955
GL 03 91 70300 610036	745.50	NOSSAMAN #506955
GL 03 41 70300 700034	213.00	NOSSAMAN #506955
GL 03 41 70300 700037	426.00	NOSSAMAN #506955
GL 60 99 70300 600007	319.50	NOSSAMAN #506955
GL 03 41 70300	9869.00	NOSSAMAN #506955
GL 03 41 70300 300005	6167.54	NOSSAMAN #506957
GL 03 41 70300	40808.87	NOSSAMAN #506959
GL 60 99 70300 600007	3690.00	NOSSAMAN #506960
GL 60 99 70300 600007	3600.00	NOSSAMAN #506961
GL 03 91 70300 700027	4618.96	NOSSAMAN #506963
GL 03 41 70300	2520.00	NOSSAMAN #506964
GL 03 91 70300 700037	65.00	NOSSAMAN #506965
GL 03 41 70300	585.00	NOSSAMAN #506965
GL 03 43 72000	120.94	OFFICE DEPOT #461357962001
GL 03 41 72900	243.04	OFFICE DEPOT #465000098001
GL 03 41 72900	13.17	OFFICE DEPOT #465534338001
GL 03 41 72900	-8.14	OFFICE DEPOT #468405423001
GL 03 41 72900	53.44	OFFICE DEPOT #471291377001
GL 01 35 63404	5000.00	PALOMAR BACKFLOW #6619
GL 03 36 63422	35.30	PREPASS #0303526M200331

GL Finance Code	GL Transaction Amount	Description
GL 03 42 56513	80.79	PROFLOWERS #410904707
GL 03 42 56513	-18.00	PROFLOWERS #410904707
GL 03 42 56513	-12.93	PROFLOWERS #410904707
GL 03 42 56513	72.82	PROFLOWERS #991036623409
GL 03 43 72500 800013	21.73	RITE-AID #862048
GL 03 43 72500	255.06	SAFETY DEPOT #8758
GL 03 43 72500 800013	296.31	SD DISTILLERY #586858
GL 03 43 72500 800013	21.73	TARGET #20200423
GL 03 41 60100	7.01	WASABI #NT_H5YUMQSK
GL 03 41 63401	191.28	WAXIE #79042268
GL 03 41 63401	40.51	WAXIE #79120314
GL 03 43 72500 800013	1081.88	WEST COAST SAFETY #21843
GL 01 99 15260	3735.47	WESTERN WATER #562129-00/PO #10460
GL 03 42 75500	319.00	ZIPRECRUITER #HY7YS5G4
GL 01 35 72000	35.00	ZOHO #65851442
GL 03 41 60100	13.49	ZOOM #830663065
GL 03 41 60100	54.99	ZOOM #838656667
	<b>105,293.66</b>	<b>American Express (April Statement)</b>

**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
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	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
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	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
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	Monthly Totals	\$ 150.00	\$ 1,306.53	\$ 1,299.44	\$ 1,454.20	\$ 2,555.82
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
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	Monthly Totals	\$ 150.00	\$ 450.00	\$ 232.36	\$ 1,452.01	\$ 330.74

**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
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	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		
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	Monthly Totals	\$ 875.00	\$ 1,827.34	\$ 1,371.00	\$ -	\$ 475.30

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

Disbursement Date	Description	Helene Brazier	Miguel Gasca	Claude Hamilton	Michael Mack	Carl Rindfleisch
01/31/20	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING					
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS		\$ 40.00			\$ 40.00
	TRAVEL EXPENSES		\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00
	MILEAGE EXPENSE			\$ 25.30		\$ 55.78
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	Monthly Totals	\$ -	\$ 190.00	\$ 175.30	\$ 150.00	\$ 395.78
02/29/20	WATER AGENCIES ASSOC OF S.D. CSDA,SAN DIEGO CHAPTER CONFERENCES (CSDA, ACWA, etc.) TRAINING					
	COUNCIL OF WATER UTILITIES DIRECTORS' PER DIEMS		\$ 40.00			
	TRAVEL EXPENSES	\$ 150.00	\$ 15.00	\$ 150.00	\$ 150.00	\$ 450.00
	MILEAGE EXPENSE		\$ 47.15			\$ 109.83
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	Monthly Totals	\$ 150.00	\$ 102.15	\$ 150.00	\$ 150.00	\$ 606.41

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

Disbursement Date	Description	Helene Brazier	Miguel Gasca	Claude Hamilton	Michael Mack	Carl Rindfleisch
03/31/20	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	\$ 150.00	\$ 150.00	\$ 150.00
	TRAVEL EXPENSES MILEAGE EXPENSE					
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	Monthly Totals	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>
04/30/20	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		\$ 150.00
	TRAVEL EXPENSES MILEAGE EXPENSE					
	<b>REIMBURSEMENT FROM DIRECTORS</b>					
	Monthly Totals	<u>\$ -</u>	<u>\$ 150.00</u>	<u>\$ 150.00</u>	<u>\$ -</u>	<u>\$ 150.00</u>
	<b>REPORT TOTAL:</b>	<b>\$ 1,925.00</b>	<b>\$ 4,476.02</b>	<b>\$ 4,003.62</b>	<b>\$ 4,074.53</b>	<b>\$ 5,487.10</b>







## Check Register

### April 2020

Description	Bank Transaction Code	Issue Date	Amount
AIRGAS USA, LLC	ACH	04/07/2020	573.95
CHRIS BROWN	ACH	04/07/2020	15,000.00
ATLAS PUMPING SERVICE	ACH	04/07/2020	210.00
BABCOCK LABORATORIES, INC	ACH	04/07/2020	10.00
BENNETT-BOWEN & LIGHTHOUSE, INC.	ACH	04/07/2020	789.31
BHI MANAGEMENT CONSULTING	ACH	04/07/2020	2,988.33
RICHARD C. MICHAUD	ACH	04/07/2020	612.03
CUSTOM TRUCK BODY & EQUIPMENT, INC.	ACH	04/07/2020	1,179.33
FALLBROOK EQUIPMENT RENTAL	ACH	04/07/2020	1,290.00
FLYERS ENERGY LLC	ACH	04/07/2020	2,981.95
ICONIX WATERWORKS (US) INC	ACH	04/07/2020	7,814.89
INFRASTRUCTURE ENGINEERING CORPORATION	ACH	04/07/2020	2,069.85
SEAN OLSON	ACH	04/07/2020	387.90
MISSION RESOURCE CONSERVATION DISTRICT	ACH	04/07/2020	44.50
QUALITY GATE COMPANY	ACH	04/07/2020	222.00
UNDERGROUND SERVICE ALERT	ACH	04/07/2020	229.57
WESTERN LANDSCAPE MAINTENANCE PLUS, INC.	ACH	04/07/2020	572.15
APPLEONE EMPLOYMENT SERVICES	CHECK	04/07/2020	440.14
ARAMARK UNIFORM SERVICES	CHECK	04/07/2020	708.09
AT&T MOBILITY	CHECK	04/07/2020	2,267.89
CDW GOVERNMENT, INC.	CHECK	04/07/2020	3,851.53
CHANDLER AGGREGATES, INC.	CHECK	04/07/2020	2,674.50
CHRIS WAITE	CHECK	04/07/2020	172.09
CORE & MAIN LP	CHECK	04/07/2020	420.23
CORRPRO COMPANIES, INC.	CHECK	04/07/2020	6,952.17

Description	Bank Transaction Code	Issue Date	Amount
CRAIG SHOBE	CHECK	04/07/2020	650.00
DIAMOND ENVIRONMENTAL SERVICES	CHECK	04/07/2020	297.64
ESCONDIDO METAL SUPPLY, INC.	CHECK	04/07/2020	170.83
FALLBROOK PROPANE GAS CO.	CHECK	04/07/2020	643.36
FALLBROOK WASTE AND RECYCLING	CHECK	04/07/2020	446.85
HARVEY & FLOYCE ROYER	CHECK	04/07/2020	1,208.23
HDR ENGINEERING, INC.	CHECK	04/07/2020	17,543.75
HELIX ENVIRONMENTAL PLANNING INC	CHECK	04/07/2020	1,075.00
HYDROSCIENCE ENGINEERS, INC	CHECK	04/07/2020	16,600.00
JCG TECHNOLOGIES	CHECK	04/07/2020	450.00
MAR-CON PRODUCTS	CHECK	04/07/2020	350.19
OMNIS CONSULTING INC.	CHECK	04/07/2020	21,830.00
PUBLIC POLICY STRATEGIES, INC.	CHECK	04/07/2020	7,500.00
RHO MONSERATE C.C.H.A.	CHECK	04/07/2020	397.44
SAN DIEGO GAS & ELECTRIC	CHECK	04/07/2020	4,209.11
SHAWN ARTHUR	CHECK	04/07/2020	30,546.62
SOUTHWEST ANSWERING SERVICE, INC.	CHECK	04/07/2020	734.56
STATE OF CA DEPT OF WATER RESOURCES	CHECK	04/07/2020	22,574.00
STEPHEN COFFEY	CHECK	04/07/2020	105.00
SUPERIOR READY MIX	CHECK	04/07/2020	391.10
T S INDUSTRIAL SUPPLY	CHECK	04/07/2020	4,290.44
TCN, INC	CHECK	04/07/2020	7.60
TIME WARNER CABLE	CHECK	04/07/2020	1,250.00
TRAFFIC SUPPLY, INC.	CHECK	04/07/2020	891.70
ULINE	CHECK	04/07/2020	1,194.27
VERIZON WIRELESS	CHECK	04/07/2020	3,274.23
WATER QUALITY SPECIALISTS	CHECK	04/07/2020	1,950.00
WINZER CORP	CHECK	04/07/2020	779.25
BABCOCK LABORATORIES, INC	ACH	04/08/2020	3,724.00
FALLBROOK EQUIPMENT RENTAL	ACH	04/08/2020	531.90
ICONIX WATERWORKS (US) INC	ACH	04/08/2020	5,120.73
THE WELD SHOP, INC	ACH	04/08/2020	1,250.00
APPLEONE EMPLOYMENT SERVICES	CHECK	04/08/2020	149.59

Description	Bank Transaction Code	Issue Date	Amount
FERGUSON WATERWORKS #1083	CHECK	04/08/2020	81,498.87
GOLDEN STATE INDUSTRIAL COATINGS, INC.	CHECK	04/08/2020	2,325.00
PERRAULT CORPORATION	CHECK	04/08/2020	1,131.73
RT LAWRENCE CORPORATION	CHECK	04/08/2020	636.15
XYLEM INC	CHECK	04/08/2020	2,715.15
CITY OF OCEANSIDE-FY20	WIRE	04/09/2020	1,242,208.73
SDCWA Water Purchase- February 2020	WIRE	04/09/2020	1,364,749.28
Home Depot CC - All (March Statement)	EFT	04/13/2020	3,628.99
Union Bank CC - Kennedy (March Statement)	EFT	04/13/2020	2,533.13
Union Bank CC - Largent, (March Statement)	EFT	04/13/2020	167.06
Union Bank CC - Gutierrez (March Statement)	EFT	04/13/2020	386.98
Union Bank CC - Rose (March Statement)	EFT	04/13/2020	89.00
Union Bank CC - Del Rio (March Statement)	EFT	04/13/2020	67.02
Union Bank CC - Williams (March Statement)	EFT	04/13/2020	56.73
AIRGAS USA, LLC	ACH	04/17/2020	972.34
ASTRA INDUSTRIAL SERV.INC	ACH	04/17/2020	11,552.16
BABCOCK LABORATORIES, INC	ACH	04/17/2020	111.00
BP BATTERY INC.	ACH	04/17/2020	81.89
FALLBROOK EQUIPMENT RENTAL	ACH	04/17/2020	581.74
FLEETCREW, INC.	ACH	04/17/2020	1,406.16
FLYERS ENERGY LLC	ACH	04/17/2020	1,624.61
ICONIX WATERWORKS (US) INC	ACH	04/17/2020	20,737.45
INLAND KENWORTH (US) INC	ACH	04/17/2020	2,301.95
PARKHOUSE TIRE, INC.	ACH	04/17/2020	3,490.08
PRINCIPAL LIFE INSURANCE COMPANY	ACH	04/17/2020	7,162.50
REM MECHANICAL, INC	ACH	04/17/2020	434.00
SAFETY-KLEEN	ACH	04/17/2020	2,220.46
VISTA FENCE INCORPORATED	ACH	04/17/2020	1,244.00
ARAMARK UNIFORM SERVICES	CHECK	04/17/2020	566.86
BOOT BARN INC	CHECK	04/17/2020	749.99
CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	CHECK	04/17/2020	238.00
CHANDLER AGGREGATES, INC.	CHECK	04/17/2020	3,309.57
CIVILITY PARTNERS	CHECK	04/17/2020	1,937.50

Description	Bank Transaction Code	Issue Date	Amount
COLONIAL LIFE & ACCIDENT INS.	CHECK	04/17/2020	60.71
CORE & MAIN LP	CHECK	04/17/2020	6,548.10
CORRPRO COMPANIES, INC.	CHECK	04/17/2020	584.91
COUNTY OF SAN DIEGO DEPT OF PUBLIC WORKS	CHECK	04/17/2020	1,215.00
DIAMOND ENVIRONMENTAL SERVICES	CHECK	04/17/2020	424.14
ESRI	CHECK	04/17/2020	10,000.00
FALLBROOK AUTO PARTS	CHECK	04/17/2020	868.69
RBC SERVICES, LLC	CHECK	04/17/2020	401.00
FEDEX	CHECK	04/17/2020	672.01
GELCO SUPPLY INC	CHECK	04/17/2020	4,835.47
GIL FRANCO, TIRE HAULER	CHECK	04/17/2020	226.00
GLOBAL POWER GROUP INC.	CHECK	04/17/2020	945.00
HACH	CHECK	04/17/2020	3,370.57
HAWTHORNE MACHINERY COMPANY	CHECK	04/17/2020	481.01
INDUCTIVE AUTOMATION, LLC	CHECK	04/17/2020	7,536.00
INFOSEND, INC.	CHECK	04/17/2020	4,675.92
JOE'S HARDWARE	CHECK	04/17/2020	122.76
KDM MERIDIAN	CHECK	04/17/2020	937.50
KNOCKOUT PEST CONTROL& TERMITE, INC.	CHECK	04/17/2020	300.00
KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.	CHECK	04/17/2020	9.00
MOBILE MINI, INC	CHECK	04/17/2020	1,193.50
MODULAR BUILDING CONCEPTS, INC	CHECK	04/17/2020	350.19
O'REILLY AUTO PARTS	CHECK	04/17/2020	71.05
PALOMAR HEALTH	CHECK	04/17/2020	85.00
PERRAULT CORPORATION	CHECK	04/17/2020	3,887.41
POLLARDWATER	CHECK	04/17/2020	172.71
LOS ANGELES TRUCK	CHECK	04/17/2020	2,070.68
SAN DIEGO FRICTION PRODUCTS, INC.	CHECK	04/17/2020	103.38
SAN DIEGO GAS & ELECTRIC	CHECK	04/17/2020	35,211.60
SPECIAL DISTRICT RISK	CHECK	04/17/2020	1,857.37
SUPERIOR READY MIX	CHECK	04/17/2020	746.14
T S INDUSTRIAL SUPPLY	CHECK	04/17/2020	177.79
TRAFFIC SUPPLY, INC.	CHECK	04/17/2020	369.75

Description	Bank Transaction Code	Issue Date	Amount
ULINE	CHECK	04/17/2020	811.19
VISTA FENCE INCORPORATED	CHECK	04/17/2020	1,296.00
WINZER CORP	CHECK	04/17/2020	462.55
ADP - Advice of Debit #555359024	EFT	04/17/2020	1,918.54
SDCWA Cap Fees-3rd Quarter FY20	WIRE	04/29/2020	324,701.00
NBS Benefits-Dep Care FSA 231537	EFT	04/30/2020	616.66
		<b>Total:</b>	<b>3,389,832.17</b>



## 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
553	AD	28,018	36,530	36,506	32,640	37,164	15,379	6,577	12,803	15,493	9,171			529
400	AG	113,285	139,802	139,715	135,633	132,703	48,601	25,028	48,632	52,776	30,082			1,989
267	CM	35,561	46,750	44,883	40,374	29,303	16,496	13,155	7,715	23,943	13,395			623
19	CN	1,484	1,549	1,183	1,041	1,286	314	490	1,120	5,734	448			34
21	IS	3,060	1,799	1,946	2,046	2,048	927	643	1,011	1,146	768			35
114	MF	11,910	11,187	11,539	11,065	12,605	8,386	7,568	7,671	7,659	9,100			227
323	SC	135,069	157,307	156,337	136,485	152,308	47,287	10,146	50,873	60,622	15,917			2,117
1021	SD	164,817	213,262	218,596	179,714	207,689	77,699	21,552	63,607	73,953	29,760			2,871
5536	SF	150,907	188,769	182,811	153,331	174,251	89,028	52,276	68,964	71,166	58,074			2,731
8254	Total	644,111	796,955	793,516	692,329	749,357	304,117	137,435	262,396	312,492	166,715	-	-	11,156

### FISCAL YEAR 2018-2019

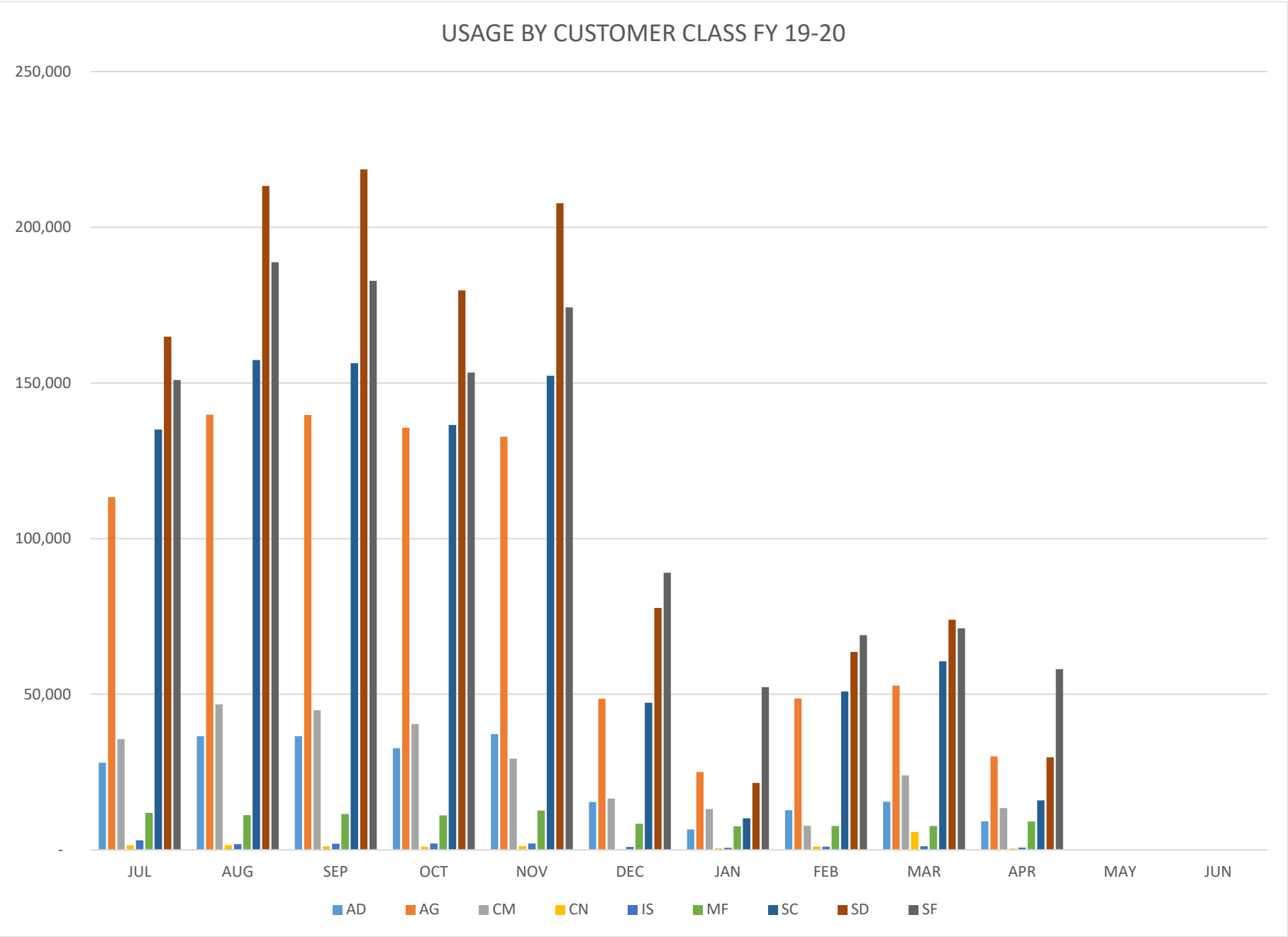
Quantity of Meters	User Code	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Acre Feet
562	AD	34,648	47,312	45,104	28,007	29,134	20,794	9,982	6,874	4,335	10,153			543
402	AG	129,946	149,080	154,084	110,908	93,077	70,762	33,893	21,947	18,274	46,890			1,903
264	CM	51,483	67,254	66,114	36,283	24,307	15,501	10,455	6,708	8,425	11,076			683
23	CN	3,982	27,189	4,915	2,545	3,115	2,815	2,831	829	547	636			113
21	IS	4,964	3,824	3,852	3,447	2,161	1,736	884	864	470	413			52
112	MF	11,653	12,856	13,798	11,513	11,816	10,461	8,551	7,929	6,940	8,289			238
323	SC	165,088	203,887	203,899	134,052	132,762	83,121	22,699	9,624	3,104	38,669			2,289
1024	SD	230,264	264,247	273,401	189,659	170,318	118,228	41,039	22,400	12,611	51,941			3,155
5468	SF	168,323	192,173	207,384	146,492	144,114	114,763	63,252	50,903	35,144	64,480			2,725
8199	Total	800,351	967,822	972,551	662,906	610,804	438,181	193,586	128,078	89,850	232,547	-	-	11,700

### 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	27,243	19,989	17,733	14,039			626
395	AG	144,066	131,474	145,280	120,785	126,036	102,884	92,501	61,270	63,137	48,588			2,378
247	CM	33,715	42,488	33,812	26,189	24,168	16,762	18,502	48,862	19,156	19,093			649
32	CN	2,447	3,983	8,073	10,623	18,605	5,773	3,526	2,577	2,103	2,227			138
20	IS	2,320	2,440	2,793	2,488	2,335	1,700	1,339	1,038	695	1,087			42
96	MF	11,472	10,002	13,072	10,304	11,489	11,350	9,566	8,403	8,262	8,210			234
323	SC	179,822	156,120	202,103	148,336	176,307	145,994	119,086	84,941	75,753	58,715			3,093
1024	SD	244,799	223,157	271,457	222,398	243,725	210,020	185,162	112,432	111,709	72,554			4,356
5196	SF	174,946	165,760	194,809	155,004	162,664	146,096	120,654	96,800	89,344	80,182			3,182
7896	Total	826,897	765,136	907,563	727,382	797,843	671,514	577,579	436,312	387,892	304,695	-	-	14,699

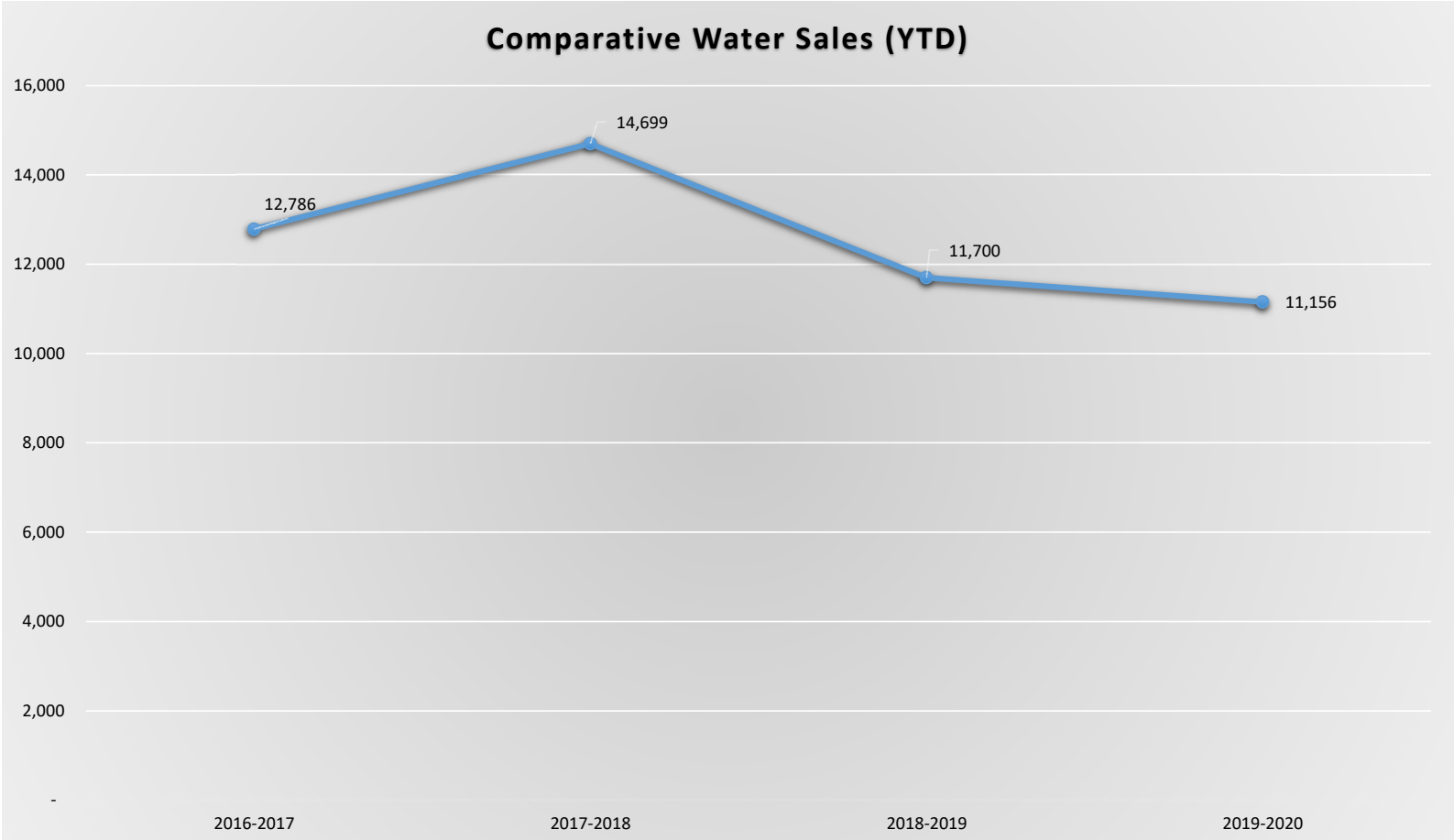
### FISCAL YEAR 2016-2017

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	7934	5036	5338	17861			508
403	AG	156957	152359	172040	132882	104544	96050	31370	16829	20790	87717			2,230
231	CM	47830	45043	43040	26707	20970	21140	5876	4333	4912	14068			537
30	CN	4900	4950	7309	11456	7427	904	-	63	924	815			89
24	IS	3806	3701	3980	3061	2446	1653	1408	594	700	1942			53
88	MF	11307	11657	13746	10597	8876	11213	7139	7047	5954	8981			222
326	SC	183744	166212	206354	150910	121456	115009	18861	6544	81497	102350			2,647
1034	SD	279246	253718	298226	222243	181674	171322	39596.7	18148.3	21918.4	127268			3,704
5122	SF	187516	175736	202555	154361	120520	133125	57385	42596	40254	103952			2,796
7849	Total	911,522	847,510	986,369	740,434	590,816	574,910	169,570	101,190	182,287	464,954	-	-	12,786





# 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	14	161	170			345	34407	1	In Progress
Horse Ridge Creek (RAH)	77	40					40			In Progress
Campus Park West							0			
Lilac Del Cielo			76				76	2247	1	Recent Activity
Golf Green Estates	57	13	37				50	5475		In Progress
Pala Mesa Highlands	78	46					46	10089	1	In Progress
Bonsall Oaks							0	21531	3	
Ocean Breeze (Vessels)					50	200	250			
							0			
Rancho Viejo Phase 3					47		47			
Campus Park							0			
Meadowood*			501				501		1	In Progress
Single Service Laterals		18	18	18	18	18	90			See Notes**
<b>TOTAL WATER METERS</b>		131	793	188	115	218	1,445			

Revenue Projections

Meter Size (in)	Revenue Per Meter (Existing)	Purchased	Anticipated Sales					Total
			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23+	
5/8	6,241			101				101
3/4	10,401	530	113	649	170	115	218	1,265
1	16,642	13	18	25	18			61
1 1/2	27,043	26		13				13
2	62,406	5		1	(4)			(3)
3	124,812			4	4			8
4	208,020							-
<b>Total</b>			131	793	188	115	218	1,445
<b>Total Revenue</b>			\$1,474,869	\$8,709,853	\$2,317,350	\$1,196,115	\$2,267,418	\$15,965,605

Notes:

\*Actual amount will vary depending on final 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
Bonsall Oaks	59.85				96.2		156	21027		Recent
Ocean Breeze (Vessels)					100	300	400			Recent
Rancho Viejo Phase 3					47		47			Recent
							0	2251		
Campus Park							0			
Meadowood*			844				844			
Misc. SFR										
<b>TOTAL EDUs</b>		83	883	-	243	300	2,531			

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	171.13	96	39	-	243	300	678
Meadowood		883						
<b>Total</b>			96	39	-	243	300	678
<b>Total Revenue</b>			\$1,356,096	\$11,049,501	\$0	\$3,435,443	\$4,237,800	\$20,078,841 **

Notes:

\*Actual amount will vary depending on final agreements.

\*\* Actual amounts 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
<b>1250902600</b>	<b>Headquarters</b>	<b>7.38</b>
<b>1250903400</b>	<b>Headquarters</b>	<b>4.43</b>
<b>1250903500</b>	<b>Headquarters</b>	<b>3.40</b>
<b>1250903800</b>	<b>Headquarters</b>	<b>17.03</b>
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>	<b>167.68</b>

