

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
RAINBOW MUNICIPAL WATER DISTRICT
AUGUST 25, 2020**

1. **CALL TO ORDER** - The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on August 25, 2020 was called to order by Vice President Hamilton at 11:30 a.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Vice President Hamilton presiding.

2. **ROLL CALL**

Present: Director Brazier (via teleconference), Director Gasca, Director Hamilton, Director Mack, Director Rindfleisch.

Also Present: General Manager Kennedy, Executive Assistant Washburn, Information and Technology Specialist Espino.

Present via video teleconference:

Legal Counsel Smith.

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

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

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

There were no comments.

The meeting adjourned to Closed Session at 11:31 a.m.

6. **CLOSED SESSION**

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

* One Item

(*) - Asterisk indicates a report is attached.

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

* Robert and Linda Burton v. Rainbow Municipal Water District

- C.** Appointment, Employment; Evaluation of Performance – General Manager (Government Code §54957(B)(1))

The meeting reconvened at 2:00 p.m.

7. REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

Time Certain: 1:00 p.m.

8. REPEAT CALL TO ORDER

The Regular Meeting of the Board of Directors of the Rainbow Municipal Water District on August 25, 2020 was called to order by Vice President Hamilton at 2:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Vice President presiding.

9. PLEDGE OF ALLEGIANCE

10. REPEAT ROLL CALL

Present: Director Brazier (via teleconference), Director Gasca, Director Hamilton, Director Mack, Director Rindfleisch.

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

Present via video teleconference:

Legal Counsel Smith, Finance Manager Largent, Project Manager Williams, Human Resource Manager Harp, Operations Manager Gutierrez, Associate Engineer Powers, Project Manager Tamimi, Engineering Technician Rubio.

Seven members of the public were present for Open Session.

11. REPEAT REPORT ON POTENTIAL ACTION FROM CLOSED SESSION

Legal Counsel reported the Board met to discuss three items and stated there was no reportable action.

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

Vice President Hamilton asked for Item #23 be deleted from this agenda and defer it to the September Board meeting.

(*) - Asterisk indicates a report is attached.

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

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

14. ORAL/WITTEN COMMUNICATIONS FROM THE PUBLIC OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING ITEMS NOT ON THIS AGENDA (Government Code § 54954.2).

It was confirmed there were no oral or written communications received.

***15. APPROVAL OF MINUTES**

A. July 28, 2020 - Regular Board Meeting

Motion:

To approve the minutes.

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

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

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

***16. 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)

President Brazier recalled how she had mentioned it took an unusual amount of time for a piece of mail she sent from Bonsall to reach Los Angeles. She said she called the Registrar of Voters to verify her own voter position and receive additional information. She shared the Registrar of Voters were planning to mail out the ballots on October 5, 2020 with a recommendation for early mail-in. She encouraged anyone with questions regarding their voting status to call the Registrar of Voters at 858-565-5800 or 800-696-0136.

B. Representative Report (Appointed Representative)

1. SDCWA

A. Summary of Board Meeting July 23, 2020

Mr. Kennedy reported SDCWA was moving forward with their Regional Conveyance System Project. He pointed out RMWD and seventeen other member agencies commissioned additional

(*) - Asterisk indicates a report is attached.

evaluation of this project showing it was not financially feasible. He stated since that time, SDCWA has brought in several other parties in support of this project; however, another letter from nearly all the environmental groups in San Diego County was sent to SDCWA opposing it. He explained the steps being taken with the sensitivity analysis and how further discussion on the feasibility study may be deferred for a month or two.

Mr. Kennedy recalled the Board approved the Transitional Special Agriculture Water Rate (TSAWR) to become the Permanent Special Agriculture Water Rate (PSAWR) last year and how staff was directed to create regulations regarding its implementation. He said that work was now coming to an end with SDCWA intending to bring this to the Board for consideration later this year. He pointed out the details were still being worked through and how he and Mr. Arant have requested more of a grace period to conduct the appropriate outreach to the thousands of customers currently on the TSAWR program.

Discussion ensued regarding the cross-referencing process as well as how to best communicate the change to the RMWD ratepayers.

2. CSDA

Mr. Kennedy reported there was a quarterly meeting on August 20th with approximately thirty attendees. He noted the discussion was focused on COVID and how agencies are adapting. He explained the members are hoping to hold a live meeting in November at which time SDCSDA Board elections will be held.

3. LAFCO

Vice President Hamilton mentioned there was a video and supporting documentation related to RMWD's potential detachment from SDCWA on the San Diego LAFCO website for anyone interested.

4. San Luis Rey Watershed Council

Director Gasca said there has not been a meeting or response to his recent email.

5. Santa Margarita River Watershed Watermaster Steering Committee

Vice President Hamilton stated the next meeting will be held in September.

6. ACWA

Mr. Kennedy reported he attended the ACWA Virtual Conference for some of the keynote sessions. He noted one of the highlights was the head of the Department of Water Resources Agency indicated that by 2023 they plan to have direct potable reuse ready to go.

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

1. Board Seminar/Conference/Workshop Training Attendance Reports

There were no reports.

D. Directors Comments

President Brazier said pursuant to conversations with members of her division as well as other agencies, she wanted to know in this time of COVID-19 if RMWD has policies related to masks, cell phone use, and working from home. She said these are the three areas brought up most with questions as to what happens if or what happens when. She said if there were not any policies for these three areas in place, she wondered if this is something RMWD should explore.

President Brazier also pointed out shortly after the MOU's were approved in 2017, she had requested a copy of the Employee Handbook which had not changed. She said a year later she was told the Handbook was brought completely up to date; however, this was not the case. She recommended the Handbooks be brought up to date for any new employees as they should be provided with the correct information.

Mr. Kennedy said he will comment on the first comment under the COVID-19 update and would defer the second comment to Human Resources for response.

E. Legal Counsel Comments

1. Attorney Report: Water Rates Update - 501668-0002

Legal Counsel summarized the information contained in his report.

17. COMMITTEE REPORTS

A. Budget and Finance Committee

Mr. Nelson reported the committee met on August 11, 2020 noting the committee focused mostly on the upcoming audit process.

B. Communications and Customer Service Committee

Vice President Hamilton reported the committee elected Bill Shute to serve as Chairperson and Russell Vernon as Vice Chairperson. He noted the committee received an update on the COVID-19 situation, looked at various samples of newsletter enhancements, will be reviewing public communications and outreach items in coordination with FPUD relative to the detachment matter, and will be reevaluating the communications program with the Water Service Upgrade Program and pressure stations as well as receive an update from Flume.

C. Engineering and Operations Committee

Mr. Nelson reported the committee reviewed key items such as extensive updates on the PUP #1 and PUP #2 projects. He noted there were three items on today's agenda that were reviewed and recommended to the Board for approval (#18, #21, and #22) for which the winning bids were not available until provided in the handouts distributed to the Board today. He added the Suez contract amendment (Item #19) was also reviewed and discussed extensively by the committee which resulted in the recommendation the Board approve the Change Order. He said there were a number of other items discussed such as the North River Road bid package and Morro Reservoir mix options.

(*) - Asterisk indicates a report is attached.

BOARD ACTION ITEMS

18. **CONSIDER A CONSTRUCTION AGREEMENT WITH XXXXX FOR THE NORTH RIVER ROAD SEWER PIPE LINING PROJECT IN THE AMOUNT OF \$XXXXX AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT**

(The updated Action Letter provided as a handout showed the contract to be granted to Southwest Pipeline & Trenchless Corporation for \$608,968.)

Mr. Gutierrez stated this was part of the second phase for North River Road which included running a liner inside those sections of pipes with cracks as well as the sections that have pump repairs. He reported Southwest was the lowest bidder of the four bids received; however, because the bid came in roughly \$400,000 less than the engineer's estimate, each bid was reviewed very carefully to confirm the work requested in Line Item #39 which lead to interesting conversation with Legal Counsel.

Legal Counsel explained there was a protest filed by the third place bidder on the grounds the lowest bidder did not list a subcontractor as well as interpreting the bid as not performing work according to the specifications in terms of handling the infiltration, lining issues, nor list resumes. He said he reviewed the allegation of the protest with staff and how the lowest bidder did respond in writing confirming they would perform the work according to the specifications at the price provided. He mentioned the lowest bidder may present a value engineering proposal at some point to the District on how to handle the infiltration issue which RMWD has agreed to consider or reject the proposal at their discretion. He pointed out the bidder has confirmed they will perform the work themselves and/or use a subcontractor which must be \$10,000 or less. He stated with this confirmation in writing, it conforms to the Contracting Code requirements so that the District should approve the contract with the lowest bidder.

Mr. Kennedy stated although the disparity in the bids was concerning; however, since Southwest clarified in writing they would confirm the work according to the Bid, RMWD would hold them to their word.

Director Gasca inquired about the contractor submitting the Change Order. Mr. Kennedy said any contractor may submit a Change Order for consideration; however, it was up to the District to accept or reject it.

Motion:

To approve Option 1 - Approve the Construction Agreement with Southwest Pipeline & Trenchless Corporation in the amount of \$608,968 and authorize the General Manager to sign on behalf of the District. Make a finding that the project is Categorically Exempt from CEQA.

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

Vote: Motion passed (summary: Ayes = 4, Noes = 0, Abstain = 1).

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

Abstain: Director Brazier.

(*) - Asterisk indicates a report is attached.

***19. CONSIDER A CHANGE ORDER TO THE PROFESSIONAL SERVICES AGREEMENT WITH UTILITY SERVICE CO. (SUEZ), FOR THE INSTALLATION OF ADDITIONAL TANK FALL PROTECTION IMPROVEMENTS, STAIRWAY SECURITY GATES AND NEW ELECTRICAL CONDUITS AND PANELS FOR POWER, DATA AND COMMUNICATIONS**

Mr. Williams explained this was a continuation to something brought to the Board in September 2018. He said between 2018 and present day, staff identified items that need additional work such as tank fall protection improvements, stairway security gates, new electronic conduits, and new electrical panels. He pointed out the amendment before the Board for consideration is for ten of the eleven tanks with the exception being the Vallecitos tank which will be addressed under a separate agreement due to the recent damage. He noted the change to the agreement is \$248,849.22 which will be spread out over five years.

Mr. Kennedy added the amendment will also correct the stairway installed at the Gomez Tank which was too steep to meet OSHA standards. He stated Suez has agreed to pay two-thirds of the cost to remove and replace them and RMWD will pay the remaining one-third.

Director Mack asked if the improvements requested were new OSHA mandates. Mr. Kennedy explained they were not new; however, when looking at the tanks it was discovered the mechanisms in place for tying off were crude and not the best because they leave a potential for equipment failure or putting employees at risk. He also pointed out as these tanks are cleaned and recoated, RMWD wants to invest in having handrails along the edges and staircases going up. He added part of the project will include adding security at the staircases as well as relocate the SCADA lines closer to the stairways.

Director Gasca asked if the modifications require the tanks be taken out of service. Mr. Kennedy stated they would; however, it would be during their normal routine cleaning and coating cycles. He confirmed this was why the process takes five years to complete as well as assist with spreading out the costs.

Motion:

To approve Option 1 - The Board accept the Suez proposal for the construction of security upgrades and new electric conduits and panels on District water tanks. This option will cost \$248,849.22 and will be spread out over five (5) years. Funds for this project are available in the Capital Replacement Fund.

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

Vote: Motion passed (summary: Ayes = 4, Noes = 1, Abstain = 0).

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

Noes: Director Brazier.

20. NOTICE OF COMPLETION AND ACCEPTANCE OF FACILITIES CONSTRUCTED UNDER THE MCDOWELL RESIDENCE WATER AND SEWER IMPROVEMENT PLANS

Mr. Williams said the facilities were constructed per the plans and specifications, District staff has accepted all facilities, prepared all final documents for review and was recommending the Board accept the facilities into the District's overall infrastructure.

(*) - Asterisk indicates a report is attached.

President Brazier explained the reason for her vote noting at the last Engineering and Operations Committee not all proposals were voted on positively to recommend Board approval. She stated three was one item with two positive votes and two abstentions; however, she was unsure which item it was on so until the committee policy is straightened out, she will abstain on each of these items.

Director Gasca asked for clarification if there is a tie at the committee voting level, would it be considered a no action taken. Legal Counsel confirmed this would be considered no action taken on the item. Director Gasca asked if there is no action taken by the committee, does this mean the Board put in a position where they need to make a determination whether to act or not. Legal Counsel said the Board may choose to act in its discretion regardless if the committee does not make a recommendation since the committee is advisory.

Vice President Hamilton requested clarification from President Brazier on this matter. President Brazier explained there were four items the Chairman of the Engineering and Operations Committee voted to recommend Board approval; however, in the abundance of caution not remembering which items those were since her notes were not available at this moment, she will abstain on principal until the committee gets it straightened out. She said although she understands the committees are advisory; however, she believes the committee process should be as accurate and straight forward as possible. She agreed the committee can make or not make recommendations, but the Board can absolutely make a final determination.

Mr. Nelson clarified the item with the two positive and two abstention votes was not one of these four items and not before the Board today for consideration. Director Gasca thanked for the clarification.

Vice President Hamilton thanked President Brazier for making an excellent point.

Director Gasca called for the question.

Motion:

To adopt Option 1 - Accept the McDowell Residence Water and Sewer Improvements as complete and as shown on the approved plans, approve filing the Notice of Completion, add installation costs of \$53,704.00 to the District's total valuation. And make a finding that the action herein does not constitute a "project" as defined by CEQA.

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

Vote: Motion passed (summary: Ayes = 4, Noes = 0, Abstain = 1).

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

Abstain: Director Brazier.

21. **CONSIDER A CONSTRUCTION AGREEMENT WITH XXXX FOR THE SAGEWOOD ROAD WATER PIPELINE IMPROVEMENTS PROJECT IN THE AMOUNT OF \$XXXX AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT**

(The updated Action Letter provided as a handout showed the contract to be granted to T.E. Roberts for \$280,399.00.)

(*) - Asterisk indicates a report is attached.

Mr. Williams reported the engineering estimate for this project came in at \$425,000; however, the lowest responsive bidder came in at \$280,399. He pointed out T.E. Roberts is currently performing work for the District and how staff has only received positive comments and feedback regarding their work.

Vice President Hamilton acknowledged this was a second bid with a wide variation in the estimates. He inquired as to whether the Engineering and Operations Committee or staff investigated why RMWD was receiving such discrepancies. Mr. Williams said staff has investigated this and found two of the bidders were very close to the Engineer's estimate and believe T.E. Roberts has come in low because they are already working on one project and will be able to move to this project with ease. He said staff was viewing this as good news.

Vice President Hamilton said although this was good news, it was still concerning. Mr. Kennedy stated this was something staff can work with the contractor and committee to figure out how it was bid and gather more details.

Motion:

To approve Option 1 – Approve the Construction Agreement with T.E. Roberts in the amount of \$280,399 and authorize the General Manager to sign on behalf of the District. Make a finding that the project is Statutorily Exempt from CEQA.

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

Vote: Motion passed (summary: Ayes = 4, Noes = 0, Abstain = 1).

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

Abstain: Director Brazier.

22. CONSIDER A CONSTRUCTION AGREEMENT WITH XXXX FOR THE NELLA LANE WATER MAIN REPLACEMENT PROJECT IN THE AMOUNT OF \$XXXX AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT

(The updated Action Letter provided as a handout showed the contract to be granted to T.E. Roberts, Inc. for \$301,734.00.)

Mr. Gutierrez noted this was part of Pipeline Upgrade Program Phase 1 (PUP #1) project and how the Engineer's estimate was \$350,000. He pointed out this was the same contractor working on Olive Hill Estates Mr. Williams was just speaking about on the previous agenda item. He explained there was conversation about their yard and how there was a cost savings to the District due to the fact the contractor would not need to move and set up again for this project.

Mr. Gutierrez mentioned there was a timeline with the County wanting to pave this cul-de-sac in October; therefore, staff wanted to get this waterline replaced rather quickly due to it coming up in the 2018 HDR Pipeline Assessment Study as needing to be replaced. He explained what steps would be taken benefit the District including bringing additional savings.

(*) - Asterisk indicates a report is attached.

Motion:

Approve Option 1 - Allocate funding and approve the Construction Agreement with T.E. Roberts in the amount of \$301,734.00 and authorize the General Manager to sign on behalf of the District. Make a finding that the project is Categorically Exempt from CEQA.

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

Vote: Motion passed (summary: Ayes = 4, Noes = 0, Abstain = 1).

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

Abstain: Director Brazier.

23. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT; EMPLOYMENT; EVALUATION OF PERFORMANCE; OR COMPENSATION OF THE GENERAL MANAGER

This item was deferred to the September Board meeting.

***24. APPROVAL OF RESOLUTION NO. 20-12 ESTABLISHING CHECK SIGNING AUTHORITY**

Mr. Kennedy stated this item was to remove Steve Strapac from the check signing authority.

Motion:

To approve Resolution No. 20-12.

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

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

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

***25. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 20-08 AMENDING AND UPDATING ADMINISTRATIVE CODE TITLE 2 – BOARD OF DIRECTORS**

Mr. Kennedy pointed out this was provided for an initial review at the July Board meeting and how there was little feedback regarding the proposed revisions.

Motion:

To adopt Ordinance No. 20-08.

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

Vote: Motion passed (summary: Ayes = 4, Noes = 1, Abstain = 0).

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

Noes: Director Brazier.

(*) - Asterisk indicates a report is attached.

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

There were no requests.

BOARD INFORMATION ITEMS

27. COVID-19 UPDATE

Mr. Kennedy reported RMWD has a policy for pre-exposure contact tracing and how one staff member tested positive for COVID-19 and how those in contact with this staff member were initially quarantined and eventually tested for which all results were negative. He mentioned through this process it was discovered there is a testing site in Temecula that provides the tests and can give results within one hour which assisted in reducing downtime for staff.

Mr. Kennedy noted the usage of masks is required at the District for all staff, Board and public members. He stated he was unsure of the cell phone usage being related to COVID-19; however, several staff members working remotely and are accessible by cell phones.

Mr. Gutierrez noted in the instance Mr. Kennedy was mentioning it was realized social distancing, wearing masks, and tracking reporting works for the District. He said all the planning, RMWD's policies and work done by Human Resources have proven to be valid.

Vice President Hamilton inquired as to whether there was a means for ensuring all crew members are following these requirements while working in the field. Mr. Gutierrez stated short of driving up to a job site, there was no method for ensuring masks are being utilized. Vice President Hamilton said he has received an inquiry from one of his constituents there were two staff members traveling in one of the District vehicles without wearing masks; therefore, it was important to drive home the message Mr. Kennedy just shared. Mr. Kennedy stated whenever there are two crew members traveling in a District vehicle, they are supposed to be wearing masks. Ms. Harp pointed out there are some Class A drivers with a permit that must have someone in the District vehicle with them; however, they both should be wearing masks. Director Mack suggested posting some type of reminder at the gate or inside the vehicles to put on a mask if there is more than one person in the vehicle.

Mr. Kennedy said this matter will be investigated and how it was up to leadership and management to ensure the process is being followed. Discussion ensued regarding the CDC requirements being lessened.

28. WATER SERVICE UPGRADE PROGRAM UPDATE

Mr. Gutierrez reported the project was 14% complete. He noted meters were currently being vacuumed in the Gopher Canyon area and how the golf course area was extremely challenging as was expected for some of the sites. He mentioned a contractor was currently installing a new pressure regulating station as well as completed some pipe work in the same vicinity.

Director Rindfleisch excused himself from the meeting at 3:01 p.m.

Mr. Kennedy stated there will be some additional costs for Concord to relocate backflow devices as well as some of the excavation. He said he does not estimate these increases to be more than approximately \$200,000 which will keep the project well below the original cost estimate provided by ABM.

(*) - Asterisk indicates a report is attached.

Mr. Gutierrez pointed out staff was staying approximately 150 meters ahead of Concord and how every month meetings are held to discuss this project to determine which routes should be completed next. He said based on the current numbers there should be well over 2,000 meters exchanged by January 2021.

Vice President Hamilton asked if there was a reason staff was working on Saturdays. Mr. Gutierrez explained Saturday schedules were an exception and only used when RMWD really needs to catch up to keep the pace with Concord to prevent Concord staff from having to delay for a day while the District catches up.

Director Mack inquired as to the percentage of customers who have experienced a change in their water bills. Mr. Kennedy stated at this time there was not enough data to calculate the numbers; however, staff continues to collect the data and will prepare a report for the Board.

Director Gasca asked staff to look at the data after 1,000-1,500 meters have been exchanged as opposed to waiting a full year. Mr. Kennedy explained the issue was not being able to read the meters immediately but rather over a scattered period; therefore, it was best to wait for things to normalize and then make the calculations according to the mathematical models. Discussion ensued.

Mr. Kennedy offered to have a six-month analysis conducted.

29. RECENT CYBER HACK ATTEMPT ON RMWD'S OFFICE 365 ACCOUNT - INFORMATION AND UPDATE

Director Gasca stated he asked to have this item on the agenda due to the attempt was made on his account.

Mr. Khattab gave a presentation on the recent cyber hack attempt noting what is and continually being done to internally and externally protect the District.

Vice President Hamilton asked if the Board should be forwarding phishing alerts to the District's IT department. Mr. Khattab said he would prefer to receive them so he can research what is being phished.

Discussion ensued.

Director Gasca thanked Mr. Khattab for presenting this information, especially in helping everyone understand how very serious this is to keep the District from being compromised. He said he plans to draft and email for the Communications and Customer Service Committee and Legal Counsel to review prior to sending it to Senator Feinstein.

***30. 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

(*) - Asterisk indicates a report is attached.

3. RMWD Sewer Equivalent Dwelling Units (EDU's) Status
- D. Human Resource & Safety Comments**
 1. Human Resources Report
 2. Organizational Chart
- E. Finance Comments**
 1. Information Report
 2. Fund Balance Projections
 3. Treasury Report
 4. Five Year Demand
 5. Water Sales Summary
 6. Check Register
 7. Directors' Expense
 8. Credit Card Breakdown
 9. Developer Projections
 10. RMWD Properties

Motion:

To receive and file the information and financial items.

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

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

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

Absent: Director Rindfleisch.

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

It was noted the General Manager evaluation, a Water Service Upgrade Project update, the Gopher Canyon Pipeline replacement, and an initial review of Administrative Code Title 3 proposed revisions should be on the next agenda.

32. ADJOURNMENT

The meeting was adjourned by Vice President Hamilton to a regular Board meeting on September 22, 2020 at 1:00 p.m.

The meeting was adjourned at 3:44 p.m.

Helene Brazier, Board President

Dawn M. Washburn, Board Secretary