

**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING  
OF THE RAINBOW MUNICIPAL WATER DISTRICT  
DECEMBER 5, 2016**

1. **CALL TO ORDER** – The Communications Committee Meeting of the Rainbow Municipal Water District on December 5, 2016 was called to order by Chairperson Daily at 3:37 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Daily, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

**Present:** Member Daily, Member Kurnik, Member Kirby, Member Hamilton, Alternate Gray.

**Absent:** Member Brazier.

**Also Present:** Executive Assistant Washburn, Engineering Manager Kirkpatrick.

No members of the public were present.

4. **SEATING OF ALTERNATES**

It was noted Ms. Gray will participate in the votes for this meeting.

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

There were no changes.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA**

There were no comments.

**COMMITTEE ACTION ITEMS**

\*7. **APPROVAL OF MINUTES**

A. November 7, 2016

Mrs. Gray pointed out in Item #8 that an “a” needed to be added before “rewards”.

***Motion:***

***Approve the minutes as revised.***

***Action: Approve, Moved by Member Hamilton, Seconded by Alternate Gray.***

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

***Ayes: Member Daily, Member Kurnik, Member Kirby, Member Hamilton, Alternate Gray.***

**8. WELCOME PACKET UPDATE**

Mrs. Kirby provided an example of a welcome packet that was provided as a handout to the committee members.

Mrs. Kirkpatrick presented a proposed welcome video and solicited for input from the committee members. Discussion ensued regarding several suggested changes. It was noted the changes would be made and the video would be brought back to the next committee meeting for review.

**9. DISCUSSION AND POSSIBLE ACTION TO APPOINT 2017 COMMITTEE OFFICERS**

***Motion:***

***To keep Mike Daily as Chair and Jeanne Kirby as Vice Chair.***

***Action: Approve, Moved by Member Kurnik, Seconded by Alternate Gray.***

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

***Ayes: Member Kurnik, Member Kirby, Member Hamilton, Alternate Gray.***

***Abstain: Member Daily.***

**10. COMMUNICATIONS PLAN/TOPICS**

Mrs. Gray confirmed the final topics for December newsletter will include Board Member updates, an upcoming Board vacancy, as well as any rate changes the Board may approve at their December 6, 2016 Board meeting.

Discussion ensued regarding topics for 2017 newsletter topics.

**11. REVIEW AND ANALYSIS OF RMWD RELATED MEDIA STORIES**

It was noted there was something reported on the RMWD rate increases to go into effect in January, 2017. Mrs. Gray reported there was not any feedback from customer service regarding customer concerns; however, she was hopeful the new software may be able to provide this type of information. Mr. Daily suggested some type of analysis be performed to find out whether the information being provided to the public by the committee is helpful and effective.

**12. COMMITTEE MEMBER COMMENTS**

Mrs. Gray pointed out the display of Excellence Coins located in the Board Room noting there were five coins in the case represent each one of RMWD's core values.

**13. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED COMMUNICATIONS COMMITTEE MEETING**

It was noted a review of the updated video would be presented. It was noted the next meeting will be held on January 9, 2017 due to the holidays.

**14. ADJOURNMENT**

***Motion:***

***To adjourn.***

***Action: Approve, Moved by Member Hamilton, Seconded by Alternate Gray.***

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

***Ayes: Member Daily, Member Kurnik, Member Kirby, Member Hamilton, Alternate Gray.***

Meeting adjourned at 4:55 p.m.

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**Mike Daily, Committee Chairperson**

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**Dawn M. Washburn, Board Secretary**