



15. ADJOURNMENT

ATTEST TO POSTING:

  
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FOR: Carl Rindfleisch  
Secretary of the Board

7-29-19 @ 8:00 a.m.  
\_\_\_\_\_  
Date and Time of Posting  
Outside Display Cases

**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING  
OF THE RAINBOW MUNICIPAL WATER DISTRICT  
JUNE 5, 2019**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on June 5, 2019 was called to order by Chairperson Nelson at 3:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Nelson, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

**Present:** Member Prince, Member Stitle, Member Taufer, Member Brazier, Member Ratican, Member Marnett, Member Nelson.

**Also Present:** General Manager Kennedy, District Engineer Strapac, Associate Engineer Powers, Operations Manager Gutierrez, Engineering Tech Rubio, Senior Inspector Stockton, Admin Analyst Gray.

There were no members of the public present.

4. **SEATING OF ALTERNATES**

None.

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

Mr. Nelson stated Item 17 would be pulled from the Agenda.

Mr. Strapac introduced Ryan Stockton the new Senior Inspector for the District. He said Mr. Stockton came from Eastern Municipal Water District (EMWD). Mr. Kennedy asked how long Mr. Stockton worked at EMWD. Mr. Stockton replied 22 years.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA (Limit 3 Minutes)**

None.

**COMMITTEE ACTION ITEMS**

7. **COMMITTEE MEMBER COMMENTS**

Mr. Marnett discussed the new water efficiency rebate program information (Flume) provided on the customers' bill. He mentioned it should have been reviewed by this committee prior to going out. He asked if the District had procedures in place on how to handle customer inquiries. Mr. Kennedy responded yes. He continued the Flume device was reviewed by the Communications / Customer Service Committee, mainly because it was a customer centered conservation program. He said customers would be signing up on-line and would have to agree with the terms and

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conditions of the flume program. He pointed out as part of the terms and conditions, if there were any discrepancies between the District bill and the flume device the bill would rule.

Mr. Nelson asked committee members and staff to stay focus on the agenda items, due to the high number of items to be discussed.

**\*8. APPROVAL OF MINUTES**

**A.** May 1, 2019

Mr. Stitle pointed out a typo on page three of the minutes.

Mr. Taufer pointed out the reference to the “gap” on page four of the minutes. He stated there was reference to a “gap” without citing what the gap was. Mr. Nelson said his recollection was that the gap was discussed at the prior meeting as to the location and size. Ms. Brazier stated adding to the minutes after the fact was not allowed. Discussion ensued.

Mr. Nelson suggested the recording be confirmed as to whether there was additional descriptive material about the “gap”, and if there was to implant it in the minutes and then bring it back.

**\*9. DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING A QUITCLAIM OF A DISTRICT HELD EASEMENT**

Mr. Strapac said an applicant that owns a property outside the District submitted a request to quitclaim an easement, which was quitclaimed to the District by the San Diego County Water Authority some time ago. He mentioned the applicant was not present. He said the applicant would like to install solar panels on the easement. He presented a vicinity map and said the easement was currently not in use, but as stated in the report the Engineering Department does not recommend vacating the easement. He continued with fluctuation in the current situation regarding the network of pipes in the District, there may not be a current need, although vacating the easement required rational thought. Discussion ensued.

Mr. Kennedy suggested the possibility of issuing an encroachment permit.

Ms. Brazier asked that a formal request be provided by the applicant prior to dealing with this request.

**10. JADE EASEMENTS AND VARIANCE UPDATE**

Mr. Strapac said a meeting was scheduled on June 13, 2019 to discuss several items including encroachment permits, hooking up to the sewer system, and obtaining a wider easement.

**11. RMWD FACILITY RENTAL AGREEMENT**

Mr. Kennedy said there have been requests from the public to use the District’s facility. He said the District has been working with the General Counsel to determine the best way to manage this process, determination of fees, and types of groups allowed.

Mrs. Gray mentioned the District received a request back in 2016 for the use of the District’s facility, which was the reason for delving into this. She said the District would like to provide this helpful service to its customers and the community, and in addition to be able to provide this service in the future with the new building. She stated that legal counsel has reviewed the Meeting Facility Use Guidelines, a copy was provided to each committee member. She mentioned a fee has not been determined and asked for feedback. Discussion ensued.

Ms. Gray offered to provide additional information to the committee, in addition to more time to read and research the use of the District’s facility. Discussion ensued.

Ms. Brazier asked how was the facility relevant to this committee. Mr. Kennedy replied facilities maintenance was under the Operations Department purview. Mr. Strapac added the Facilities Coordinator was under the Engineering Department.

Mr. Nelson said he was in favor of public entities allowing the usage of their facilities, however he voiced his concern of having the District’s facility being used. He continued within the facility there were equipment and systems that affect the essence of well being in the community, which was the provision of water. Discussion ensued.

Mr. Nelson polled the committee members’ opinions regarding the District’s facilities being used by the public:

- Mr. Stille: No.
- Mr. Taufer: Potential.
- Mr. Ratican: Does not have an issue with the during working hours meetings, although was concerned with the afterhours use.
- Ms. Brazier: Concurred with Mr. Ratican.
- Mr. Marnett: No.
- Mr. Prince: Concurred with Mr. Ratican.

Mr. Nelson concluded that the committee had provided feedback on this item to be considered.

**12. MISCELLANEOUS PIPELINE REPLACEMENT UPDATE**

Mr. Strapac said at the May 2019 Board Meeting the extra work was approved for two sections on Gopher Canyon Road and on Integrity Court. He said the designer was working on the additional design services and he anticipates receiving the 50% submittal within the next two weeks. He mentioned to save design funds staff was directed to conduct the locates. He said there was a lot of work involved with a calculated 10K feet of pipeline installation. Discussion ensued.

**13. VIA ARARAT UPDATE**

Mr. Strapac said the Via Ararat Pipeline bid opening was on June 3, 2019. He mentioned the project involved 665 feet of 12” pipe on Via Ararat from West Lilac South. He went over the bid amounts listed on the Bid Summary. Mr. Nelson asked about the cost per foot. Mr. Strapac replied approximately \$350 a foot for the low bidder. Discussion ensued.

Mr. Strapac said the plan was to bring this item to the June 2019 Board Meeting for approval.

**14. PROGRAMMATIC EIR UPDATE**

Mr. Strapac said in the interest of time instead of creating a hybrid PEIR, staff would be taking the PEIR to the Board as proposed. He stated staff would return to the Board with a change order at a later date. He explained there was a lot of information the consultant required to prepare the hybrid part of the PEIR and current staff schedules would not allow all the extra time to provide the required information.

**15. HQ SITE DEVELOPMENT**

Mr. Kennedy said a Consultant (Don Knox) was task to review the land use areas to determine the best maximize value of land use for the District's property, in addition to identifying the expected yields as far as the value and compare it with the expected cost of a new headquarters building. He said the general consensus was that a residential development would yield a higher dollar. He added the potential yield would reduce the cost of the headquarters' building from the estimated \$15M-\$16M down to \$4M-\$5M. He stated the District was still waiting on the submission of a second opinion from Mr. Kovacs. Discussion ensued.

Mr. Strapac mentioned regarding the sales price for a multi-family site was \$43 sqft. versus a retail site being \$15 to \$25 sqft.

Mr. Nelson questioned the use of unsolicited developer proposals versus the formal request for proposals. Mr. Kennedy said the District awarded a \$5K contract to Mr. Knott for the information, and Mr. Kovacs was providing a pro bono service. He explained both points of view would be considered one more aesthetic and the other more numerical, which would be used to prepare the RFP. Mr. Nelson wanted to confirm that the information obtained was not going to bypass the RFP process. Discussion ensued.

**16. CAPITAL IMPROVEMENT PROJECT PRIORITIES**

Mr. Strapac provided a copy of the CIP Gant chart. He said the chart tracked current design and construction projects and the staff assigned to each project. Discussion ensued regarding the various projects and timelines:

- ID#4: Existing pressure reducing stations (PRVs), identified by the Operations Department.
- ID#8: New PRVs on the top 20 high priority list per the condition assessment report.
- ID#11: New PRVs.
- ID#25: Gird to Monserate Hill - environmental delays, staff researching cost effective solutions.
- ID#32: Camino Del Rey Relocation working to complete this project with a current County project.

Mr. Strapac provided a first draft report of the as-needed contract status report. He went over the current as-needed projects and asked for feedback from the committee regarding the report format and information.

Mr. Kennedy stated when the as-needed contracts are presented at the Board Meetings for approval, Director Brazier requested staff provide more information. Mrs. Brazier stated the budget was year to year and it would make sense to re-evaluate the as-needed contracts each year. Mr. Strapac responded the contracts were for three years, in order not to spend more time on them. Ms. Brazier expressed her concerns regarding the contracts going over the budgeted amount. Mr. Strapac responded that staff would bring any additional funding requirements to the Board. Mr. Kennedy stated while the contracts may span multiple future budget years the authority to spend money would be considered by the Board every year. He pointed out the District does not have the in-house resources to complete all the tasks listed in the Gant Chart, which was the reason for the as-needed contracts.

Mr. Kennedy said the contract termination date would be added to the report and any additional recommendation by the committee. He mentioned the report would be returned to the next meeting and added to future Board Packets. Discussion ensued.

Mr. Strapac provided a draft CIP Information sheet that would be kept in a CIP book. He said the information sheet would include project relevant information on one page. Discussion ensued.

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**17. PAX MIXER AT GOMEZ**

Agenda item deleted.

**18. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED ENGINEERING AND OPERATIONS COMMITTEE MEETING**

- Jade Easements
- Misc. Pipeline Replacement
- H&A Space Planning (Chris Brown)
- HQ Site Developer (Don Knox)
- PAX Mixer at Gomez
- Operations Presentation
- Pressure Reducing Stations

**19. ADJOURNMENT**

Meeting adjourned at 5:00 p.m. to July 3, 2019.

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**Flint Nelson, Committee Chairperson**

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**Dawn M. Washburn, Board Secretary**



**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING  
OF THE RAINBOW MUNICIPAL WATER DISTRICT  
JULY 3, 2019**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on July 3, 2019 was called to order by Chairperson Nelson at 3:00 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Nelson, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

**Present:** Member Prince, Member Stitle, Member Taufer, Member Brazier, Member Ratican, Member Marnett, Member Nelson.

**Also present:** General Manager Kennedy, District Engineer Strapac, Associate Engineer Powers, Operations Manager Gutierrez, Engineering Tech Rubio.

**Public members present:** Mr. and Mrs. Coulter, Mr. Knox, Ms. Cervantes, Mr. Brown.

4. **SEATING OF ALTERNATES**

None.

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

Mr. Nelson added Item #15A to discuss the As-Needed Contract Status Report. He clarified that Agenda Item #11 was to discuss the Jade property ownership. Ms. Brazier recommended that in the future agenda items spell out what the committee was going to address. Mr. Strapac requested he be copied on any requests for additions to the agenda.

6. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA (Limit 3 Minutes)**

Mr. Coulter said he wanted to discuss his water bill. He mentioned he and his wife were retired and were striving to live inexpensively. He said they installed solar for electricity and drilled a well for water which produces good water with District comparable water pressure. He stated he has not used any water in four months and receives a monthly bill of \$119 which is excessive just to have a meter sit on his property. He stated he did not have a problem paying a service fee, the amount was the problem. He asked if the District could provide any assistance.

Mr. Kennedy stated the committee could not waive any fees but provided options available such as discontinuing service completely or downsizing based on consumption patterns eligibility. He explained District policy regarding connections to the system and how just having service available costs were incurred regardless of the water being utilized or not. He pointed out if the customer chooses to remove the meter and decides to reconnect, there would be an associated cost. Discussion ensued.

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Mr. Kennedy explained State of California case law states if service is provided to your property it is the same cost for someone using 100 units or zero units. He said those costs within the District's rate structure are shared equally and do not vary with the amount of water used. He added the cost of the water component varies and that they keep all the pipelines, tanks, pressure regulator stations, pump stations and all other equipment intact and ready to use regardless of whether the water is used by the customer. Discussion ensued.

## **COMMITTEE ACTION ITEMS**

### **7. COMMITTEE MEMBER COMMENTS**

Mr. Prince inquired regarding the District's complaint process. Mr. Kennedy said when customers call, they were referred to the Engineering Department by the Customer Service Department. Mr. Strapac stated Engineering Staff spent extensive time with Mr. and Mrs. Coulter working through the available options and how they were not interested in the options available to them but rather wanted to voice their complaint.

Ms. Brazier recommended not sending customers to the committee meetings to complain. She said the committees were unable to help and Customer Service Staff could direct them to the appropriate staff for assistance. She noted this practice would eliminate an extra step as well as added frustration to the customer. Discussion ensued.

### **\*8. APPROVAL OF MINUTES**

**A. May 1, 2018**

**Motion: Approve the minutes as written.**

**Action: Approve, Moved by Member Stitle, Seconded by Member Marnett.**

**Vote: Motion carried by unanimous vote (summary: Ayes = 7).**

**Ayes: Member Prince, Member Stitle, Member Taufer, Member Brazier, Member Ratican, Member Marnett, Member Nelson.**

***Mr. Strapac requested moving forward to Agenda Item 10 and then returning to Agenda Item 9. Mr. Nelson stated there was no objection.***

### **9. PRESENTATION REGARDING H&A SPACE PLANNING FOR DISTRICT HEADQUARTERS**

Mr. Stapac said in August 2016 the Board hired HB&A Architects to prepare a concept study report for the District site. He provided a map showing the conceptual office layout per square footage. Mr. Kennedy pointed out the study was the first step in looking into replacing the District facility and was to provide solutions and associated costs for a new site as well as an alternative solution for remodeling the existing site. Discussion ensued.

Mr. Kennedy stated the District could build a new facility without having to go through the County since it was already zoned. He added the study was a preliminary review to determine the size of lot and square footage required for the buildings.

Mr. Nelson asked what the next steps would be in addition to obtaining the Caltrans land. Mr. Kennedy stated there was still some information required including the consultant preparing a competent scope of work. Discussion ensued.

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Mr. Ratican suggested including the time frame when a developer partner would be brought in. Mr. Strapac responded until the zoning has been completed, developers would not be open for discussion. Discussion ensued.

**10. PRESENTATION REGARDING DEVELOPMENT OF DISTRICT HEADQUARTERS SITE**

Mr. Strapac introduced Mr. Knox and Ms. Cervantes from Sunwood Development to present feasible development options for the District's headquarters.

Mr. Kennedy introduced Mr. Brown a District consultant for land use development and LAFCO consultant. He mentioned Mr. Kovacs was to present information but was unable to attend the meeting. He explained by obtaining various perspectives, the District would be able to compare and contrast.

Mr. Knox pointed out until a great deal of the engineering was completed, this step would serve as the highest and best use feasibility stage. He said with minimum scope he could only provide the following opinions:

- Multi-Family comps ranged from \$50K to over \$110K per site.
- Residential apartments would yield a higher value as opposed to retail.
- In general, favorable approvals from the Fallbrook Community Planning Committee included some retail for the community.
- Met with the County to obtain costs and timing for preparing a general plan amendment.
- Met with an engineering consultant to obtain preliminary costs for the site plan.
- The parcel owned by Caltrans next to the District and Highway 76 would have to be obtained by the District.
- The District's lower yard next to the San Luis Rey riverbed could be used for mitigation land.
- Currently the District parcels were zoned as institutional.
- The general plan amendment would provide the opportunity to rezone the parcels to multi-use site, such as multi-family or retail use.

Discussion ensued.

Mr. Kennedy pointed out the main objective was how to leverage the District owned land to offset the cost of replacement for the District facility. He mentioned the H&A study provided estimated costs for new facilities. He noted the forecasted potential revenues from multi-family and retail was \$15M and the net cost to the District for the new facility would be approximately \$5M. Discussion ensued.

Mr. Nelson requested a copy of the Aerial Topographic Survey map. Mr. Strapac offered to email the map to the committee members.

Mr. Brown said he worked with the County of San Diego for 19 years as a private consultant for development. He was very familiar with three developments near the District - Pardee, Pappas, and Passerelle. He mentioned working for Supervisor Bill Horn as a Senior Policy Advisor for land use. He provided the following information:

- In the March ballot there is an initiative for anyone preparing a general plan amendment would have to go to a vote of the entire county regardless of the project size. There was current resistance from BIA and the Farm Bureau due to the likelihood of obtaining a county wide vote of approval in that it would be very difficult and costly.

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- A general plan takes approximately two years to complete and an environmental impact report would most likely be required.
- An overview of the County Development would provide an opinion as to why multi-family mixed use, ground floor retail with second/third floors apartments or condos would be recommended.
- Campus Park, including Palomar College, was sold to DR Horton. There is a ten-acre piece within the project that may be changed from office professional to multi-family.
- Campus Park (Pappas) approved for office professional and condos. They are considering reducing the office professional for residential.
- Two major developers are considering residential which confirms the current market is high for residential.
- Currently 65K people a day drive down I-15 from Riverside and according to SANDAG it will increase to 100K in 20 years.
- Keeping more people working, living and paying taxes in San Diego is a good thing for everyone.

Mr. Brown said his role would be advising Mr. Kennedy and the Board of Directors as to how to process with the County. He pointed out the County was not an easy place, although being an institution or community type organization was different than for a developer. He recommended the District prepare a specific plan, use the mitigation land to deal with the County, and consider the Caltrans property matter.

Discussion ensued.

Discussion went to Item #9.

**11. DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING EASEMENTS FOR DISTRICT FACILITIES ON PRIVATE PROPERTY NEAR GIRD ROAD**

Mr. Strapac said Mr. Work is building a winery and has issues connecting to the sewer. He mentioned there were also issues with a network of new fire hydrants Mr. Work requires for new facilities currently under design. He said Mr. Works requested RMWD correct its easements on the existing waterlines.

Mr. Kennedy stated since the new fire hydrants would be on private property Mr. Work should install a fire detector check and build his own fire system. Mr. Strapac agreed. Discussion ensued.

**12. UPDATE ON MISCELLANEOUS PIPELINE REPLACEMENT PROJECT**

Mr. Strapac explained the Board approved the extra design work for additional pipe segments on Gopher Canyon and Integrity Court. He noted the base map portion of the design work has been completed and the consultant was moving forward with the new segments. He mentioned within the next couple of months a complete design package should be completed. He added the first submittal would be brought to the committee. Discussion ensued.

Mr. Nelson said based on the schedule, the design should be completed by the end of August 2019 and then construction would begin. Mr. Strapac confirmed.

**13. OPERATIONS DEPARTMENT PRESENTATION**

Mr. Gutierrez provided a presentation on the Maintenance and Construction section of the Operations Department. He mentioned there were nine staff members responsible for maintaining and repairing fire hydrants, water mains, valves, and new construction. He provided the following staff requirements:

- Working emergency calls 24 hours/365 days.
- Holding welding certificates.
- Commercial Class A” licenses.
- California State Certified

Mr. Gutierrez presented pictures of District maintenance and construction work as he spoke on the planning, equipment, and work involved for valves, water mains and fire hydrants. Discussion ensued.

Mr. Gutierrez mentioned discussions with Mr. Kennedy regarding optimizing the work flow by prioritizing leaks. He said by prioritizing work that may result in potential mitigation will ensure staff stays focused on completing the work and handling any property damage.

Mr. Gutierrez said based on current contractor costs of \$350-\$400 per linear feet, the District has been considering utilizing in-house staff for new construction. He said in order to determine if performing the work in-house would be less expensive, a detailed cost comparison would need to be conducted. Discussion ensued.

Mr. Gutierrez pointed out Maintenance and Construction work involves skill and creativity, strict safety rules, and is very labor intensive when crews must stay until the repair is completed which can be difficult on their families.

**14. UPDATE ON PRESSURE REDUCING STATION REPLACEMENT SCHEDULE**

Mr. Strapac said he has worked with the Operations crew regarding the parts required in the premanufactured pressure station facilities. He mentioned the District has been working with Engineering Fluid Inc. (EFI) regarding purchasing a bulk quantity of premanufactured pressure reducing stations and how RMWD was expecting a quote to purchase approximately ten at a quantity discount rate.

**15. UPDATE ON CAPITAL IMPROVEMENT PROGRAM SCHEDULE AND COST STRUCTURE**

Mr. Strapac presented the updated Gant Chart noting it was a working copy that will constantly change. He discussed the following CIP Projects:

- Sewer Pipe Lining construction was expected to start shortly.
- ABM Water Service Upgrade has been assigned to the new Project Manager under Operations.
- North/South Connectivity will become multiple projects that may be moved up on the priority list depending on the potential separation from SDCWA.

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Mr. Nelson mentioned the reason he requested this agenda item was because one of the primary functions of the Engineering and Operations Committee is to stay on top of the overall capital program. He continued to ensure the projects were getting to the construction phase and the work was moving forward.

**15A. AS-NEEDED CONTRACT SERVICES REPORT**

Mr. Nelson asked the committee to review the As-Needed Contract Report to be included in the next Board agenda packet. He pointed out the civil engineering and real estate consultants have not been tasked so far, the surveyors have been used substantially. Mr. Strapac explained some of the contracts were still in the process of being executed. Discussion ensued.

Ms. Brazier mentioned she would inquire as to the length of contract for each as-needed contract and how they are affected by the change in each fiscal year.

**16. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED ENGINEERING AND OPERATIONS COMMITTEE MEETING**

- Pipeline Replacement Update
- Via Ararat Pipeline Improvement Project Update
- Sewer Lining Project Update

**17. ADJOURNMENT**

Meeting adjourned at 5:25 p.m. to August 7, 2019.

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**Flint Nelson, Committee Chairperson**

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**Dawn M. Washburn, Board Secretary**

**AS-NEEDED CONTRACT SERVICES STATUS REPORT  
AUGUST 2019**

CONT #	EXP DATE	TITLE	CONSULTANT	FUND SOURCE	ASSIGNMENT LETTERS	DESCRIPTION	AUTHORIZED AMOUNT	NOT TO EXCEED AMOUNT	INVOICED TO DATE	CURRENT BALANCE
17-41	12/28/2019	As-Needed General Real Property Services	Clark Land Resources	CIP	2018-00	Procure the necessary rights to procure Rainbow Heights Pump Station-MWD Easement.		\$ 3,967.00	\$ 162.50	
				CIP	2018-01	Staking of four separate easements crossing the San Luis Rey River.		\$ 16,500.00	\$ 12,444.50	
				CIP	2018-02	Staking Ascott property easement.		\$ 1,500.00	\$ 1,442.50	
				CIP	2018-03	RMWD valuation and disposal services for surplus property		\$ 5,301.00	\$ 5,203.12	
				CIP	2019-04	Surplus property disposal plan.		\$ 10,000.00	\$ 742.25	
									\$ 40,000.00	\$ 37,268.00
18-16	8/29/2021	As-Needed Land Surveying Services	Johnson-Frank & Associates, Inc.	NON-CIP	2019-00	Topography - Detro De Lomas Road repair.		\$ 5,115.40	\$ 5,115.40	
								\$ 50,000.00	\$ 5,115.40	\$ 5,115.40
18-14	8/29/2021	As-Needed Land Surveying Services	KDM Meridian, Inc.	NON-CIP	2018-01	Stake easement on Morro Hills due to 20" watermain failure.		\$ 7,280.00	\$ 7,278.75	
				CIP	2019-02	RMWD "Base Map" to perform in-house design of proposed water facilities on Via Ararat.		\$ 5,800.00	\$ 5,800.00	
				---	2019-03	Cancelled		\$ -	\$ -	
				CIP	2019-04	Stake easement on Gird Road for construction project.		\$ 5,400.00	\$ -	
				CIP	2019-05	Legal and Plat for Campbell - Via Ararat		\$ 1,200.00	\$ 1,195.00	
									\$ 50,000.00	\$ 19,680.00
18-15	8/29/2021	As-Needed Land Surveying Services	Right-of-Way Engineering, Inc.	NON-CIP	2019-00A	Title Reports, Legals & Plats - Los Sicomoros		\$ 7,705.00	\$ 7,705.00	
					2019-00B	Ranger Road Easement - Adams Property		\$ 1,885.00	\$ 1,885.00	
					2019-00C	Pardee Easement - North River		\$ 1,245.00	\$ 1,245.00	
					2019-01	Easement Survey - Grove View Road		\$ 4,220.00		
									\$ 50,000.00	\$ 15,055.00
19-16	6/25/2022	As-Needed Civil Engineering Services	Dudek							
								\$ 150,000.00	\$ -	\$ -
19-17	7/01/2022	As-Needed Civil Engineering Services	Omnis Consulting, Inc.		2019-01	PS&E Pavement Repair - Detro De Lomas		\$ 8,890.00		
								\$ 150,000.00	\$ 8,890.00	\$ -
19-18	6/25/2022	As-Needed Civil Engineering Services	HydroScience Engineers, Inc.							
								\$ 150,000.00	\$ -	\$ -
19-19	6/25/2022	As-Needed Real Estate Appraisal Services	Anderson & Brabant, Inc.							
								\$ 20,000.00	\$ -	\$ -
19-20	6/11/2022	As-Needed Real Estate Appraisal Services	ARENS Group, Inc.		2019-01	Bonsall Reservoir appraisal to include rent value		\$ 3,050.00		
								\$ 20,000.00	\$ 3,050.00	\$ -



## **Chapter 2.09 COMMITTEES**

### **Section 2.09 Committees**

The Board shall organize committees that are advisory to the Board with regard to matters within their respective areas of responsibility.

Each committee shall have at least four and no more than seven regular members appointed by a simple majority vote of the Board. Each committee may also have up to two alternate committee members appointed by a simple majority of the Board. Committees may be comprised of Directors, staff, and legal ratepayers of the District. Each committee shall designate their own chairperson. In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, no more than one member of the Board of Directors may sit as a member on a Committee. Directors that are not members of a committee may attend as observers but are allowed to participate at the Committee's request.

Members of the committees serve at the pleasure of the Board. Each committee may elect a vice-chairperson. Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed. The chairperson of a committee is its presiding officer and shall be responsible for communicating the recommendation of the committee to the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.

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

Committee meetings shall be held in accordance with the provisions of the Ralph M. Brown Act. Notice of meetings of committees shall be posted 72 hours in advance pursuant to law and shall be considered regular meetings of the committee.

The committee shall record summary minutes of each lawfully noticed committee meeting. The minutes of each committee meeting and any recommendation of a committee shall include a summary of the information presented. District staff will prepare minutes of each meeting. Draft minutes shall be provided to the District Board and Committee Chairs as soon as practical following the committee meeting, and an approved copy shall be provided to the Directors in their monthly agenda packages.

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

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

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

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

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

All committee communications must go through the designated committee chairperson.

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

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

### **2.09.010 Budget and Finance Committee**

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

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

### **2.09.020 Engineering and Operations Committee**

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

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

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

### **2.09.030 Communications and Customer Service Committee**

The Committee shall work in concert with the General Manager.

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

