

**MINUTES OF THE ENGINEERING COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
JANUARY 6, 2016**

1. **CALL TO ORDER** – The Engineering Committee Meeting of the Rainbow Municipal Water District on January 6, 2016 was called to order by Chairperson Prince at 3:01 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. Chairperson Prince, presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Prince
Member Brazier
Member Stitle
Member Ratican
Member Kirby
Member Murray
Alternate Kirkpatrick
Alternate Robertson

Absent: Member Taufer

Also Present: General Manager Kennedy
Assistant Rubio

There were seven members of the public present.

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

There were no public comments.

COMMITTEE ACTION ITEMS

*5. **APPROVAL OF MINUTES**

A. November 4, 2015

B. December 2, 2015

Action:

***Moved by Member Brazier to approve the minutes of November 4, 2015 as written.
Seconded by Member Stitle.***

After consideration, the motion CARRIED by the following vote:

AYES: Member Prince, Member Brazier, Member Stitle, Member Ratican, Member Lee and Alternate Member Robertson.
NOES: None
ABSTAINED: None
ABSENT: Member Taufer

Action:

Moved by Member Brazier to approve the minutes of December 2, 2015 as written. Seconded by Member Stitle.

After consideration, the motion CARRIED by the following vote:

AYES: Member Prince, Member Brazier, Member Stitle, Member Ratican, Member Lee and Alternate Member Robertson.
NOES: None
ABSTAINED: None
ABSENT: Member Taufer

Member Murray arrived at 3:03 p.m.

6. MASTER PLAN UPDATE

Mr. Elliott the consultant from Atkins provided a presentation regarding the progress of the District's Draft Master Plan. He said with the increase in planned development over the next 20 years the Master Plan would be addressing the needs of infrastructure for both water and wastewater to accommodate this growth. He mentioned the Master Plan's preliminary feasibility report explores the opportunity of a recycle water plant to provide a local supply of water.

Mr. Elliott pointed out the goals of the Master Plan were to map out integrated water delivery, supply, wastewater conveyance, treatment/recycle water options and to develop a capital improvement plan for the next 20 plus years that best meets the needs of the District as well as the ratepayers. He noted the importance of this Master Plan was that it would provide the defensibility to move forward with an update to the water and wastewater capacity fees. He continued the discussion with a summary of the recent updates.

Mr. Kennedy said the goal was to have the Master Plan completed and Board approved by February 2016 and then proceed with updating the District capacity fees.

7. STANDARDS UPDATE

Mrs. Kirkpatrick provided a copy of the District's Draft Standards and Specifications Manual with updates since the last revision dated December 2011. She explained every Water District uses their own Standards Manual, which are unique for their District. She said the Standards Manual was used as a guideline for designers and contractors containing the Districts requirements on how to design and install facilities. She asked the committee members to review the draft standards manual and return next month with any comments for discussion. She noted the goal was to update the Standards Manual prior to the start of the new development.

8. ASSET MANAGEMENT SOFTWARE

Mr. Kennedy said the District currently does not have an asset management system. He mentioned the District needed to start the process of implementing an asset management system preferable during the Springbrook system installation. He outlined what an asset management system consisted of and its functions as follows:

1. A complete database of all District assets:
 - a. Assets included: pipes, valves, services, pumps, lift stations, etc.
 - b. Virtual assets: labor training, meetings, administrative functions, etc.
2. Method for tracking asset condition
3. Method of ensuring appropriate maintenance
4. Method for planning future maintenance and replacement
5. Method for tracking performance of maintenance of personnel

Mr. Kennedy proceeded with a detailed presentation on how the asset management system data would be collected, maintained and the types of systems available.

Action:

Moved by Alternate Member Robertson to recommend to the Board for consideration to approve the purchase of an asset management system. Seconded by Member Stitle.

After consideration, the motion CARRIED by the following vote:

AYES: Member Prince, Member Brazier, Member Stitle, Member Murray, Member Ratican, Member Lee and Member Robertson
NOES: None
ABSTAINED: None
ABSENT: Member Taufer

Alternate Robertson left at 4:40 p.m.

9. CAPACITY FEE REVISION UPDATE

Mr. Kennedy said it was important for the District capacity fees to be updated prior to the development rush. He explained the buy-in component of the capacity fees takes the total number of EDUs and total system valuation and then divides them up. He pointed out after reviewing how some of the systems were valued, he believes the District's systems were undervalued significantly. He mentioned consulting out a capacity fee study would provide a justifiable capacity fee. Discussion ensued.

10. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED ENGINEERING COMMITTEE MEETING

The following agenda items were suggested for the next scheduled Engineering Committee Meeting:

- Committee Officers Renewal
- Draft Master Plan Report
- Draft Standards and Specifications Manual
- Asset Management Software Update

11. ADJOURNMENT

The meeting adjourned at 4:49 p.m.

Timothy Prince, Committee Chairperson

Dawn M. Washburn, Board Secretary