



**RAINBOW MUNICIPAL WATER DISTRICT**  
**Tuesday, January 26, 2016**  
**Open Session - Time: 1:00 p.m.**

**THE PURPOSE OF THE REGULAR BOARD MEETING IS TO DISCUSS THE ATTACHED AGENDA**

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<b>District Office</b>	<b>3707 Old Highway 395</b>	<b>Fallbrook, CA 92028</b>
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**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 on CD’s 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 CD’s. Recordings will be kept for two years. 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 Open Session at 1:00 p.m. Tuesday, January 26, 2016, 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL: Sanford\_\_\_\_\_ Griffiths\_\_\_\_\_ Lucy\_\_\_\_\_ Walker\_\_\_\_\_ Brazier\_\_\_\_\_**
4. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**
5. **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 by filling out and submitting a "Speaker's Slip" to the Board Secretary before the meeting begins. 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.*
6. **ANNIVERSARY ACKNOWLEDGEMENT**
  - A. Delia Rubio (10 Years)
  - B. Jesus Hernandez (10 Years)
- \*7. **APPROVAL OF MINUTES**
  - A. December 15, 2016 - Special Board Meeting
8. **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 Sanford)
    1. Director Lucy Letter of Resignation
  - B. Representative Report (Appointed Representative)
    1. SDCWA
    2. CSDA
    3. LAFCO
    4. San Luis Rey Watershed Council
    5. Santa Margarita Watershed Council
  - C. Meeting, Workshop, Committee, Seminar, Etc. Reports by Directors (AB1234)
  - D. Directors Comments

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

- \*9. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)**
- A. Budget and Finance Committee
    - 1. October 13, 2015 Minutes
    - 2. November 10, 2015 Minutes
    - 3. December 8, 2015 Minutes
  - B. Communications Committee
    - 1. November 2, 2015 Minutes
    - 2. December 7, 2015 Minutes
  - C. Engineering Committee
    - 1. November 4, 2015 Minutes
    - 2. December 2, 2015 Minutes

**BOARD ACTION ITEMS**

- 10. DISCUSSION AND POSSIBLE ACTION TO APPOINT BOARD OFFICERS AND REPRESENTATIVES**  
*(Staff supports Board decision.)*
- \*11. LOCAL AGENCY FORMATION COMMISSION (LAFCO) 2015 SPECIAL DISTRICTS ELECTION BALLOT AND VOTE CERTIFICATION**  
*(By letter dated August 7, 2015, LAFCO solicited nominations for two LAFCO positions: one for LAFCO regular district member and one LAFCO alternate district member, and eight positions of LAFCO's Special District Advisory Committee. By the October 9, 2015 deadline, two nominations for the regular member and four nominees for the alternate member, and nine nominations for the eight positions on the Advisory Committee were received. The ballots provided by LAFCO should be considered by RMWD's full district board. The deadline for receipt of the ballots by LAFCO is February 26, 2016.)*
- \*12. CONSIDER APPROVAL OF RAINBOW MUNICIPAL WATER DISTRICT STRATEGIC PLAN**  
*(Over the last year the RMWD Board, staff, and committees have worked diligently on the preparation of a Strategic Plan. The Strategic Plan documents the District's Mission Statement, Core Values, and Key Focus Areas and includes goals and objectives for the staff to follow in our day to day work. As part of the presentation, the Board will be presented with a draft tracking sheet for the goals and objectives that will be formalized at the February Board meeting.)*  
*(Staff Recommendation: Approval of the Strategic Plan.)*
- \*13. DISCUSSION AND POSSIBLE ACTION TO AWARD CONSTRUCTION CONTRACT FOR THE PARKING LOT EXPANSION**  
*(Staff prepared bid packet for expansion of District parking lot to accommodate the overflow of customer and employee parking by increasing the lot by 20 spaces. Bid opening was held on December 9, 2015 with the District receiving a total of eight bids. After going through a brief bid protest procedure, contract was awarded to the lowest qualified bidder Peter's Paving & Grading for a total of \$37,423.)*  
*(Staff Recommendation: Find the bid protest to be invalid and to authorize the General Manager to execute a contract for parking lot expansion to Pete's Paving & Grading for \$37,423.)*
- \*14. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTION OF A JOINT USE AGREEMENT (JUA) WITH THE COUNTY OF SAN DIEGO FOR TM 5498-1**  
*(The District has an existing easement that crosses a future public right of way being dedicated on the map. The portion of the easement is of an existing sewer line near Old River Road and the future Calle de Las Estrellas. The County requires that their future right of way is free of any existing encumbrances. For the portion of the easement, the District will have typical utility rights found in County Roads.)*  
*(Staff Recommendation: Authorize the General Manager to execute Joint Use Agreement with the County of San Diego for TM 5498-1.)*

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

- \*15. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 16-03-A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY FOR DISTRICT EMPLOYEES EFFECTIVE JULY 3, 2015 THROUGH JUNE 30, 2016 AND THE GENERAL MANAGER'S SALARY EFFECTIVE AUGUST 28, 2015 THROUGH AUGUST 28, 2016**  
*(In compliance with state and CalPERS regulations, the District maintains a table of all job titles, salary grades and salary ranges. The table is available for public review, accessible from our web site, and is published on a web site hosted by the California State Controller. On October 27, 2015, the Board approved Resolution 15-13 with all the employee's salaries but the General Manager's. The table included in Resolution 16-03 is revised to reflect the salary of the General Manager. Resolution 16-03 rescinds Resolution 15-13.)*  
*(Staff Recommendation: The Board approves Resolution No. 16-03 and direct the Human Resources Manager to post a copy on our website.)*
- \*16. APPROVAL OF RESOLUTION NO. 16-01 ESTABLISHING CHECK SIGNING AUTHORITY**  
*(The purpose of the Resolution is to establish check signing responsibilities and designate authorized signers of checks due to changes in staff and Board members. Resolution No. 16-01 will replace Resolution No. 15-16.)*  
*(Staff Recommendation: Approve attached Resolution 16-01.)*
- \*17. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 16-01 AMENDING AND UPDATING RMWD ADMINISTRATIVE CODE SECTIONS 5.02.040, 5.02.130, 5.02.180, 5.02.210, 5.10.030.02.02, 8.03.030, AND 8.14.080**  
*(After reviewing the Administrative Code, staff found several areas that needed to be amended due to job title changes, personnel changes, changes related to Board action taken at the December 15, 2015 Special Board meeting, and recent law changes.)*  
*(Staff Recommendation: The Board adopt Ordinance No. 16-01 amending and updating Administrative Code Sections .02.040, 5.02.130, 5.02.180, 5.02.210, 5.10.030.02.02, 8.03.030, AND 8.14.080.)*
- \*18. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 16-02 AMENDING AND UPDATING RMWD ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST CODE**  
*(Due to recent personnel and job title changes, Section 1.02.020 of the RMWD Administrative Code needs to be amended accordingly.)*  
*(Staff Recommendation: The Board adopt Ordinance No. 16-02 amending and updating Administrative Code Section 1.02.020.)*
- 19. CONSIDER PRESENTATION AND POSSIBLE ACTION ON ENTERPRISE ASSET MANAGEMENT SYSTEM PROCUREMENT**  
*(As part of the Strategic Plan development process, proactive asset management was identified as a Key Focus Area.)*  
*(Staff Recommendation: That the Board make a determination that a RFP process would not produce a significant benefit to the District in this procurement and to authorize the General Manager to enter into a contract with Infor Public Sector, Inc. in the amount of \$49,436.28.)*
- \*20. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS FOR NOVEMBER AND DECEMBER 2015**
- A. General Manager Comments**
    - 1. Meetings, Conferences and Seminar Calendar
  - B. Communications**
    - 1. Ratepayer Letters
    - 2. Senator Joel Anderson Letter
  - C. Construction & Maintenance Comments**
    - 1. Construction and Maintenance Report

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

- 2. Valve Maintenance Report
- 3. Garage/Shop Repair
- D. Water Operations Comments**
  - 1. Water Operations Report
  - 2. Electrical/Telemetry Report
- E. Wastewater Comments**
  - 1. Wastewater Report
- F. Operations Comments**
  - 1. Water Quality Report
  - 2. Cross Connection Control Program Report
- G. Engineering Comments**
  - 1. Engineering Report
- H. Customer Service Comments**
  - 1. Field Customer Service Report
  - 2. Meters Report
- I. Safety Comments**
  - 1. Safety Report
- J. Human Resources Comments**
  - 1. Personnel Changes
  - 2. Organizational Chart
- K. Finance Manager Comments**
  - 1. Interim Financial Statement
  - 2. Monthly Investment Report
  - 3. Visa Breakdown
  - 4. Directors' Expense
  - 5. Check Register
  - 6. Office Petty Cash
  - 7. Water Usage Report
  - 8. Projected CIP Cash Flow Report
  - 9. RMWD Sewer Equivalent Dwelling Units (EDU's) Status

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

22. ADJOURNMENT - To Tuesday, February 23, 2016 at 1:00 p.m.

ATTEST TO POSTING:



Helene Brazier  
Secretary of the Board

1-18-16 @ 9:00 A.M.

Date and Time of Posting  
Outside Display Cases

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