



RAINBOW MUNICIPAL WATER DISTRICT
Tuesday, January 23, 2018
Open Session - Time: 1:00 p.m.

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

District Office	3707 Old Highway 395	Fallbrook, CA 92028
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Board Agenda Policies

Board of Directors Meeting Schedule Regular Board meetings are normally scheduled for the 4th 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.

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 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 recordings. Recordings will be available until the minutes of such meeting are approved. 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 23, 2018, 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: Brazier_____ Hamilton_____ Gasca_____ Mack_____ Stewart_____**
- 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. APPROVAL OF MINUTES**
 - A. December 5, 2017 - Regular Board Meeting**
- 7. 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)**
 - 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)**
 - 1. Board Reports**
 - D. Directors Comments**
 - E. Legal Counsel Comments**
 - 1. Attorney Report: Employment Law Update (150152-0005)**
- *8. COMMITTEE REPORTS (Approved Minutes have been attached for reference only.)**
 - A. Budget and Finance Committee**
 - 1. November 14, 2017 Minutes**

(*) - Asterisk indicates a report is attached.

- B. Communications Committee
 - 1. November 2, 2017 Minutes
- C. Engineering Services Committee
 - 1. October 4, 2017 Minutes
 - 2. November 1, 2017 Minutes

BOARD INFORMATION ITEMS

***9. LILAC FIRE ACTIVITIES UPDATE**

BOARD ACTION ITEMS

- *10. **DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 18-02, DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**
(The District was recently notified by its workers compensation insurance carrier that in order to continue to cover certain workers under the policy, the Board must pass a resolution declaring its intent to do so. This resolution will allow the District to continue to cover unpaid volunteers, student workers, interns, and elected governing body members on its workers compensation insurance policy.)

- *11. **DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 18-01 — A RESOLUTION OF THE BOARD OF DIRECTORS OF RAINBOW MUNICIPAL WATER DISTRICT ESTABLISHING CLASSIFICATIONS AND MONTHLY PAY RANGES FOR DISTRICT EMPLOYEES AND THE GENERAL MANAGER EFFECTIVE JANUARY 23, 2018 THROUGH JUNE 30, 2018**
(In order to comply with CalPERS regulations, all positions must be listed on a Salary Grade schedule and published on the District's website. The District has updated some job descriptions and job titles, as well as created two promotional positions and one new position to better meet organizational needs. The Salary Grade schedule presented to the Board for consideration adds these new job titles to the schedule, but does not change the minimum or maximum rates for each Salary Grade.)

- *12. **CONSIDER AUTHORIZATION FOR GENERAL MANAGER TO APPROVE PAYMENT FOR SEVPRO APPROVAL FOR DISTRICT TO PAY SERVPRO FOR RESTORATION SERVICES AT 6668 CAMINO DEL REY DUE TO 4" WATER MAIN BREAK IN AREA CAUSING PROPERTY DAMAGE**
(This agenda item is for the Board to approve a SERVPRO invoice in the amount of \$63,015.84 for restoration services to the residence at 6668 Camino Del Rey. On December 8, 2017 during the Lilac Fire, a 4" water main burst due firefighting induced water hammer in the distribution system near this residence. Water drained onto this property where it entered inside the house causing water damage. During this time, the District's Emergency Operations Center was activated and the General Manager used his Emergency authority to enter a contract with SERVPRO to mitigate this situation to prevent further property damage. This 4" water main is currently under review by the Engineering Department to possibly relocate in order to prevent future occurrences. This action is for the Board to approve the payment to SERVPRO because the final costs exceed the General Manager's authorization limit.)

- *13. **APPROVAL OF AGREEMENT TO ASSUME JOINT AGREEMENT TO IMPROVE MAJOR SUBDIVISION, JOINT LIEN CONTRACT AND HOLDING AGREEMENT, AND EXTEND TIME TO COMPLETE IMPROVEMENTS FOR POLO CLUB (TRACT NO. 4736-1 / FINAL MAP 13856)**
(The current owner of the Polo Club subdivision desires to sell to PC Havens Land LP, a California Limited Partnership and Firm Resorts, LLC, a California Limited Liability Company, General Partner (New Owners). The New Owners must fully assume all obligations of the current owner relating to the Joint Improvement Agreements, Joint Lien Contracts, and Holding Agreements. Thus, these contracts and agreements must be transferred to the new owner by the District to complete the transaction.)

(*) - Asterisk indicates a report is attached.

- *14. DISCUSSION AND POSSIBLE ACTION MAKING ENVIRONMENTAL FINDINGS FOR CATEGORICAL EXEMPTION FOR THE RAINBOW HEIGHTS PUMP STATION REHABILITATION PROJECT AND FILING OF NOTICE OF EXEMPTION WITH SAN DIEGO COUNTY**
(This action item is necessary before the construction begins on the rehabilitation of the Rainbow Heights Pump Station. Prior to filing the Notice of Exemption, the Board must determine that the project meets the Categorical Exemption status from CEQA because it is a public works project which includes: Replacement or Reconstruction (Class II (Sec. 15302)), New Construction or Conversion of Small Structure (Class II (Sec. 15303)), and Minor Alterations of Land (Class II (Sec. 15304)). The referenced Sections are from Title 14, California Code of Regulations, Chapter 3, Guidelines for Implementation of the California Environmental Quality Act, Article 19, Categorical Exemptions.)
- 15. DISCUSSION AND POSSIBLE ACTION REGARDING THE WATER PIPELINE CONDITION ASSESSMENT TECHNICAL MEMORANDUM**
(In March 2017, the District entered a Professional Services Agreement with HDR to perform a condition assessment of the District's water pipelines and develop a model and protocol for the District to perform continuous condition assessment moving forward. On January 3, 2018, the District received the Technical Memorandum which discusses the results of HDR's analysis. The purpose of this discussion is to inform the Board of the findings of the risk assessment and what they mean for future investment and capital projects planning.)
- *16. APPROVAL OF RESOLUTION NO. 18-03 ESTABLISHING CHECK SIGNING AUTHORITY**
(The purpose of this Resolution is to update the current established check signing responsibilities to reflect the current authorized signers of checks due to a change in personnel.)
- 17. DISCUSSION AND POSSIBLE ACTION TO APPOINT AN ALTERNATE REPRESENTATIVE TO THE SAN LUIS REY WATERSHED COUNCIL**
(On January 24, 2017, Bill Stewart was appointed to serve as the RMWD representative at the San Luis Rey Watershed Council. At the time of this appointment, an alternate representative was not selected. This item is for the Board to consider appointing an alternative representative who would only participate in the appointed representative's absence.)
- *18. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-02 - AMENDING AND UPDATING ADMINISTRATIVE CODE SECTION 1.02.020 – CONFLICT OF INTEREST, CHAPTER 5.02 – PURCHASING, 5.02.180 – DUTIES AND FUNCTIONS OF ASSIGNED DISTRICT PURCHASING AGENT, SECTION 5.02.200 – PURCHASING DEPARTMENT – RELATIONSHIP BETWEEN DISTRICT AND VENDORS, SECTION 5.02.210 – PURCHASING AND CHANGE ORDER APPROVAL REQUIREMENTS - APPENDIX**
(To avoid having to bring several chapters and sections of the Administrative Code to the Board for formal approval each time a title change occurs for this position, staff is recommending minor housekeeping changes to replace "Purchasing/Warehouse Technician" to "assigned District purchasing agent" to serve as a general reference. The proposed changes will allow for the position title to change when deemed appropriate while eliminating the need to amend and update the Administrative Code each time.)
- *19. DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 18-01 - AMENDING AND UPDATING ADMINISTRATIVE CODE CHAPTER 4.01 - PERSONNEL RULES AND REGULATIONS**
(Staff is recommending a minor housekeeping change to the language provided in Chapter 4.01, Section 4.01.130 of the Administrative Code. The proposed change will bring the Administrative Code to match more modern practices related to service awards.)

(*) - Asterisk indicates a report is attached.

***20. CONSIDER APPROVAL OF A CONTRACT WITH INFOR GLOBAL SOLUTIONS FOR THE PURCHASE OF CLOUDSUITE FINANCE AND ACCOUNTING SOFTWARE**

(The Budget and Finance Committee has recommended that the current finance software be replaced with a more capable software system. The District is using Infor EAM for asset management and is currently implementing Infor IPS for utility billing. Infor Cloudsuite Financials is a state of the art cloud based financial software system that is being offered to the District by Infor at a steep discount based on our use of other products. This software will help resolve long standing issues with our current software including basic use issues and reporting problems. There will be additional costs for implementation that should they exceed the General Manager's approval limit will be brought to the Board for approval.)

21. AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS

***22. RECEIVE AND FILE INFORMATION AND FINANCIAL ITEMS**

A. General Manager Comments

1. Meetings, Conferences and Seminar Calendar

B. Communications

1. Staff Training Reports

C. Operations Comments

1. Operations Report

D. Engineering Comments

1. Engineering Report

E. Customer Service and Meters Comments

1. Customer Service and Meters Report

F. Human Resource & Safety Comments

1. Human Resources Report

G. Finance Manager Comments

1. Interim Financial Statement (October and November 2017)
2. Treasurers Report (November 2017)
3. Credit Card Breakdown (October and November 2017)
4. Directors' Expense
5. Check Register (October and November 2017)
6. Water Sales Summary

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

24. ADJOURNMENT - To Tuesday, February 27, 2018 at 1:00 p.m.

ATTEST TO POSTING:



Hayden Hamilton
Secretary of the Board

1-15-18 @ 11:00 a.m.

Date and Time of Posting
Outside Display Cases

(*) - Asterisk indicates a report is attached.