



RAINBOW MUNICIPAL WATER DISTRICT Tuesday, December 15, 2015 Special Meeting – Time: 1:00 p.m.

# THE PURPOSE OF THE SPECIAL BOARD MEETING IS TO DISCUSS THE ATTACHED AGENDA

**District Office** 

3707 Old Highway 395

Fallbrook, CA 92028

### **Board Agenda Policies**

<u>Board of Directors Meeting Schedule</u> 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.

<u>Breaks</u> It is the intent of the Board to take a ten minute break every hour and one-half during the meeting.

<u>Public Input on Specific Agenda Items</u> 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.

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.

<u>Time Certain</u> Agenda items identified as "time certain" indicate the item will not be heard prior to the time indicated.

<u>Board meetings</u> 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.

<u>If you have special needs</u> 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.

Notice is hereby given that the Rainbow Municipal Water District Board of Directors will hold a Special Board Meeting at 1:00 p.m. on Tuesday, December 15, 2015 at the District Office located at 3707 Old Hwy 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.

Α	G	E	N	D	Α

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- ROLL CALL: Sanford\_\_\_\_ Griffiths\_\_\_\_ Lucy\_\_\_\_ Walker\_\_\_ Brazier\_\_\_\_\_
- 4. PUBLIC COMMENT RELATING TO ITEMS ON THE AGENDA

# Time Certain: 1:00 p.m.

\*5 PUBLIC HEARING TO RECONSIDER ADOPTING INCREASES IN THE RATES FOR RAINBOW MUNICIPAL WATER DISTRICT SERVICE FEES EFFECTIVE JANUARY 1, 2016 AND ORDINANCE 15-10 AUTHORIZING THE DISTRICT TO PASS THROUGH INCREASED COSTS IN PURCHASED WHOLESALE WATER, INCREASES TO THE DISTRICT'S COST OF OPERATIONS AND MAINTENANCE AND CAPITAL FACILITIES, AND ANY REDUCTION IN THE ALLOCATION OF AD VALOREM PROPERTY TAX REVENUES BY THE STATE OF CALIFORNIA

(This agenda item is to conduct a Public Hearing to receive public comments on the proposed rate increases to become effective January 1, 2016. This agenda item is also to adopt Ordinance 15-10 that would set the new rates starting January 1, 2016 as well as authorize the District to pass through increased costs in Purchased Whole water, to pass through increases to the District's Cost of Operations and Maintenance and Capital Facilities, and to pass through any reduction in the District's property tax revenues by the State for a five year period from January 1, 2016 to December 31, 2021. These pass-through increase shall not exceed 15% per year nor shall they be more than the cost of providing water services. The Board would still be required to approve Staff recommended pass-through increases; however, a public hearing will not be required each subsequent year if the ordinance is approved and adopted.)

(Staff Recommendation: The adoption of Ordinance 15-10.)

# \*6. CONSIDER REVISION TO ADMINISTRATIVE CODE SECTION 5.03.220 – ESTABLISH A RATE STABILIZATION RESERVE FUND

(As part of the 2015 Potable Water Cost of Service Study, an evaluation was made as to whether it would be beneficial to ratepayers to establish a Rate Stabilization Fund. This topic was discussed on multiple occasions by the Budget and Finance Committee and the outcome of these discussions was to recommend to the Board that the Rate Stabilization Fund that is included in the Potable Water Cost of Service Study be implemented. The proposed policy would provide five fiscal years to bring the reserve fund from a zero balance to the target balance in order to reduce the rate impact of creating this reserve fund.)

(Staff Recommendation: The establishment of a Rate Stabilization Fund.)

#### \*7. APPROVAL OF MINUTES

- A. October 27, 2015 Regular Board Meeting
- B. November 17, 2015 Special Board Meeting

<sup>(\*) -</sup> Asterisk indicates a report is attached.

## **BOARD ACTION ITEMS**

#### \*8. APPROVAL OF RESOLUTION NO. 15-16 ESTABLISHING CHECK SIGNING AUTHORITY

(The purpose of this Resolution is to establish check signing responsibilities and designate authorized signers of checks due to changes in staff members. Resolution No. 15-16 will replace Resolution No. 14.-2.)

(Staff Recommendation: Approve Resolution No. 15-16.)

# \*9. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 15-17 DESIGNATING TOM KENNEDY AS CONTRACT SIGNER FOR ALL UNION BANK TRANSACTIONS

(This Resolution replaces Resolution No. 14-11, which appointed Margaret Thomas as contract signer.) (Staff Recommendation: Approve Resolution No. 15-17.)

#### \*10. DISCUSSION AND POSSIBLE APPOINTMENT OF TREASURER

(Currently Margaret Thomas serves as the District Treasurer. Due to Ms. Thomas' retirement in early January 2016, the Board may want to take this opportunity to consider appointing a treasurer in her place.)

(Staff supports Board direction.)

# \*11. DISCUSSION AND POSSIBLE ACTION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO PREPARE THE WATER RECLAMATION PLANT AND RECYCLED WATER DISTRIBUTION SYSTEM PRE-DESIGN REPORT

(On September 16, 2015 the RMWD Board approved moving forward from the master plan level feasibility of a local water reclamation plant and recycled water distribution system to develop a more detailed study. The pre-design report will consist of reviewing, confirming and refining the report done by Atkins and develop a more detailed engineering cost estimate. The pre-design report refines the technical and cost analyses done in the Master Plan so that an informed decision can be made about whether or not to proceed with the project. The pre-design report will include sufficient detail to determine the final viability of the project.)

(Staff Recommendation: Appropriate an additional \$50,000 from the Master Plan Project into the Pre-Design Water Reclamation Project and authorize staff to negotiate a contract to prepare the water reclamation plant and recycled water distributions system pre-design report not to exceed \$224,995 with Dudek.)

# **BOARD INFORMATION ITEMS**

#### \*12. RECEIVE AND FILE INFORMATION ITEMS FOR OCTOBER 2015

- A. General Manager Comments
- B. Communications
  - **1.** Ratepayer Letters
- C. Construction & Maintenance Comments
  - 1. Construction and Maintenance Report
  - 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

<sup>(\*) -</sup> Asterisk indicates a report is attached.

- 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
- 13. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING
- 14. ADJOURNMENT To Tuesday, January 26, 2016, at 1:00 p.m.

ATTEST TO POSTING:

Helene Brazier

Secretary of the Board

12-7-15 D10:00 AM.

Date and Time of Posting Outside Display Cases

<sup>(\*) -</sup> Asterisk indicates a report is attached.