

**MINUTES OF THE ENGINEERING AND OPERATIONS COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
JUNE 2, 2021**

1. **CALL TO ORDER** – The Engineering and Operations Committee Meeting of the Rainbow Municipal Water District on June 2, 2021, was called to order by Chairperson Nelson at 3:33 p.m. in the Board Room of the District, 3707 Old Highway 395, Fallbrook, CA 92028. *(Due to COVID restrictions the meetings are being held virtually.)* Chairperson Nelson presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Brazier *(via teleconference)*, Member Marnett *(via teleconference)*, Member Nelson, Member Gasca *(via video conference)*, Alternate Largent *(via video conference)*.

Also Present: General Manager Kennedy, Executive Assistant Washburn, Engineering and CIP Program Manager Williams, Information Technology Manager Khattab, Information Systems Specialist Espino.

Also Present Via Teleconference or Video Conference:

Operations Manager Gutierrez, Project Manager Tamimi, Associate Engineer Powers, Engineering Technician Rubio.

Two members of the public were present via teleconference or video teleconference.

4. **INSTRUCTIONS TO ALLOW PUBLIC COMMENT ON AGENDA ITEMS FROM THOSE ATTENDING THIS MEETING VIA TELECONFERENCE OR VIDEO CONFERENCE**

Mr. Nelson read aloud the instructions for those attending the meeting via teleconference or video conference.

5. **SEATING OF ALTERNATES**

Ms. Largent was seated as an alternate.

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

There were no amendments to the agenda.

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

There were no comments.

***8. APPROVAL OF MINUTES**

A. May 5, 2021

Mr. Marnett pointed out 101% should be changed to 100 to1.

Motion:

To approve the minutes as revised.

Action: Approve, Moved by Member Marnett, Seconded by Member Gasca.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 5).

Ayes: Member Brazier, Member Marnett, Member Nelson, Member Gasca, Alternate Largent.

9. GENERAL MANAGER COMMENTS

Mr. Kennedy noted RMWD was expecting CalOSHA to make determinations regarding meeting without masks for those vaccinated soon.

Mr. Kennedy reported it has been discovered SDCWA has been transcribing RMWD meeting minutes. He asked Mr. Baldwin to pass along to SDCWA that RMWD would appreciate receiving copies of those transcriptions since the ratepayers were paying for those services and it would prevent RMWD from having to transcribe the same.

10. ENGINEERING AND CIP PROGRAM MANAGER COMMENTS

Mr. Williams reported the court continues to be delayed in addressing the quiet title action related to the new district headquarters, the North River Road sewer manhole rehabilitation project will be proceeding with Sancon in accordance with the required specifications, the Rice Canyon tank transmission main will be going out to bid, the PEIR scoping meeting has been scheduled for June 16th, and there will be change orders to some as-needed contracts presented to the Board in June or July for consideration.

11. OPERATIONS MANAGER COMMENTS

Mr. Gutierrez deferred to Items #14 and #17.

12. COMMITTEE MEMBER COMMENTS

There were no comments.

Discussion returned from Item #20.

Mr. Nelson summarized what transpired during the interviews conducted with the contractors for the SCADA project and how Freedom Automation was selected.

Discussion went to Item #21.

13. BOARD ACTION UPDATES

Mr. Williams reported the Board approved Resolution No. 21-10, Resolution 21-11, a Professional Services Agreement for the SCADA project, an Out of Service Agency Agreement, as well as authorized the General Manager to sign the lease agreement for land at the Bonsall Reservoir, spend \$149,728 for installation of a Heli-Hydrant storage tank, and to enter procurement of contracts that will produce energy below RMWD's current rates.

14. HELI-HYDRANT PRESENTATION (OPERATIONS)

Mr. Kennedy mentioned RMWD had been considering this project as part of the fiscal year budget; however, due to the current and predicted fire weather it has been moved up on the list of priorities. He requested copies of the presentation to be provided to the committee members for their reference.

Mr. Gutierrez gave a presentation titled "Heli Hydrant Installation" explaining the project would be a tank located on a safe site where fire agency helicopters could hover over to retrieve reliable water for use in fighting fires as opposed to lakes or such where debris causes issues with the equipment and how Pala Mesa was the site ultimately settled upon by all parties. He pointed out RMWD's reservoirs would be utilized by the helicopters in the past; however, this option was no longer available with the installation of reservoir covers. He stated the heli-hydrant does not sit full all the time but holds approximately 5,000 gallons and can be maintained by the District or a contractor should that be desired.

Mr. Gutierrez pointed out the site is already secure, only limited infrastructure would be required, the tank could be added to RMWD's SCADA system for monitoring purposes, and accessible for flushing with water if necessary. He noted it would take approximately two months to have the tank installed and functional.

Mr. Gasca inquired as to how the tank is triggered to fill up. Mr. Gutierrez explained the tank can be filled manually or pilots flying over it can send a signal to the valve causing it to start opening.

Mr. Nelson asked how long it would take to fill the tank. Mr. Gutierrez stated it could take approximately 15 minutes to fill; however, once a helicopter takes water from the tank, it will continue to refill for the next helicopter to access.

Mr. Gasca asked if this tank would be RMWD's property or would it be jointly owned with an MOU in place. Mr. Gutierrez stated it would be owned and operated by the district and how an MOU will be in place with CAL FIRE and North County Fire in terms of maintenance including weed abatement. Mr. Gasca inquired as to whether this tank would be utilized to respond to any fires west of RMWD. Mr. Gutierrez clarified it could also be utilized for fires in the nearby surrounding areas.

Mr. Nelson and Ms. Brazier agreed this was an excellent program.

***15. DISCUSSION REGARDING CAPITAL IMPROVEMENT PLAN RANKING (ENGINEERING)**

Mr. Williams referenced the spreadsheets included in the committee agenda packet and as handouts noting the information has been updated since it would not be updated until during the mid-year and fiscal year budget processes. He pointed out the plan was developed to provide a consistent, transparent methodology to both internal and external stakeholders.

Mr. Williams gave an overview of the information provided in the presentation.

Discussions ensued.

Mr. Nelson asked if the CIP ranking process has anything in it that bounces up against the conditional use assessment. Mr. Kennedy confirmed this was included in the process as well as explained the importance for doing so.

Mr. Nelson inquired as whether there was something in the spreadsheet indicating the PEIR status. Mr. Williams stated this has not been included yet but will be added to assist staff with the CEQA determinations.

Mr. Gasca pointed out the project costs were not included in the spreadsheets. Mr. Williams pointed out there may be different hidden columns in the spreadsheets provided in the agenda packet than those being displayed in the presentation. Mr. Gasca stated he would like to know in what division a project is located. Mr. Kennedy agreed to have this data added to the spreadsheet.

Discussion ensued regarding the wholesale water efficiency projects.

Mr. Marnett suggested staff carefully consider how the projects listed for 2022 will be addressed in terms of manpower. Discussion followed.

Mr. Nelson asked if there was work performed regarding manpower loading projects so that an overlay could be utilized as part of the manpower planning to determine if additional resources are needed once staff comes up with a CIP and knows the sequencing of the project. Mr. Williams confirmed the GANTT chart will provide this data.

Mr. Williams pointed out numerous projects were included on the place holder list as well as how the list will be continually updated. Mr. Nelson inquired as to how the list was generated relative to the scoring system. Mr. Williams explained the projects with a "0" have either been cancelled, merged, or completed and did not require ranking. He added most of the projects scored relatively low; however, the vast majority were part of the PUP projects with smaller ones being completed utilizing in-house staff. Discussion ensued.

Mr. Williams reviewed some of the sewer projects listed in the plan noting those frontloaded for FY22-23 for new development. He updated the committee as to how many pressure reducing stations have been completed as well as the District headquarters project.

Mr. Gasca stated he saw the pressure reducing station on Pala Mesa Drive. Mr. Gutierrez explained this was the first of two stations to be installed at that site.

Discussion went to Item #17.

16. DISCUSSION REGARDING THE REQUEST FOR PROPOSAL (RFP) PROCESS (ENGINEERING & OPERATIONS)

Mr. Kennedy explained he, Mr. Nelson, and members of staff met to talk through some of the RFP processes and how another column will be added to the report relating to the contracting vehicle. He pointed out RMWD may also want to pre-qualify bidders in advance which may add a few months to project schedules.

Discussion went to Item #19.

17. WATER SERVICE UPGRADE PROJECT (WSUP) PROGRAM UPDATE (OPERATIONS)

Mr. Gutierrez reported the project was 55% complete. Mr. Kennedy pointed out staff has been collecting more than minimal data during this project which could be valuable to RMWD in the future.

Discussion returned to Item #18.

***18. AS-NEEDED SERVICES EXPENDITURES SUMMARY**

Mr. Williams noted there were a few consultants included in the summary whose contracts do not expire until 2023 that are running low on funds; therefore, reallocation of funds may be necessary.

Discussion ensued regarding the two Turner and Hutton pump station project engagements.

Mr. Kennedy confirmed staff would be reducing contracts with Dudek and Hydrosience for as-needed services. Mr. Williams pointed out another change order has been submitted for Helix Environmental who will expend all the money allocated for their services.

Mr. Williams clarified the report is produced on a monthly basis for inclusion in the monthly Board meeting agenda packet before it is brought to the committee for review. Mr. Nelson noted it was originally thought the committee would preview the report prior to it being presented to the Board. Mr. Williams offered to provide the report to the committee first and then present it to the Board the following month. Mr. Gasca and Mr. Nelson agreed it would be best for the committee to preview the report before it is provided to the Board.

Discussion went to Item #16.

19. DISCUSSION AND POSSIBLE ACTION REGARDING COMMITTEE MEMBERS AND APPOINTMENT OF VICE CHAIRPERSON

This item was deferred.

Mr. Gasca inquired as to whether public members have expressed interest in serving on the committee. Ms. Washburn reported no responses have been received.

Discussion went to Item #20.

20. DISCUSSION REGARDING POSSIBLY PERMANENTLY CHANGING THE ENGINEERING AND OPERATIONS COMMITTEE MEETING START TIME

It was confirmed the meeting time would be changed to 3:30 p.m. permanently with no objection from the committee members present.

Discussion returned to Item #12.

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

It was noted updates on WSUP, the as-need services expenditures summary, district headquarters, and Rainbow Heights Waterline Project should be on the next meeting agenda.

Discussion went to Item #22.

22. ADJOURNMENT

The meeting was adjourned by Chairperson Nelson.

The meeting adjourned at 5:23 p.m.

Flint Nelson, Committee Chairperson

Dawn M. Washburn, Board Secretary