The minutes presented herewith are not a verbatim transcription of the Regular Board meeting held August 27, 2019. The intent is to provide a synopsis of key points of discussion and to chronicle decisions and actions taken by a quorum of the Board of Directors (ref: Roberts Rules of Order, Section 48). For more information or background, please refer to the applicable board packet.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE RINCON DEL DIABLO MUNICIPAL WATER DISTRICT
August 27, 2019

A Regular meeting of the Board of Directors of the Rincon Del Diablo Municipal Water District was held on Tuesday, August 27, 2019 at 6:00 p.m. at the offices of the District located at 1920 North Iris Lane, Escondido, California 92026.

Directors Present: Drake, Lump, Murtland, Quist, and Towne.

Directors Absent: None.

District Staff Present: Greg Thomas, General Manager; Clint Baze, Director of Engineering and Operations; Jeff Umbrasas, Director of Administration and Finance; Julia Escamilla, Public Services Information Officer; and Wanda Cassidy, Board Secretary.

Legal Counsel Present: Gerry Shoaf, Legal Counsel, Redwine & Sherrill.

Fire Services Staff Present: Rick Vogt, Fire Chief, Escondido Fire Department.

Guests Present: None were present.

President Murtland called the meeting to order at 6:00 p.m. Director Towne then led the Board of Directors and attendees in the Pledge of Allegiance to the Flag of the United States of America. Note: Director Drake left the meeting at 7:50 p.m. due to travels.

ADDITIONS/CHANGES TO AGENDA

President Murtland notified the Board Closed Session would take place after Item 2-B on the agenda.

ORAL COMMUNICATIONS TO THE BOARD

There were no communications to the Board.
SECTION 1 - CONSENT ITEMS

In a motion by Director Drake and seconded by Director Lump, by a vote of 5-0, the Board of Directors passed the following consent items unanimously:

1-B. Minutes of the Special Board of Directors Meeting of August 12, 2019.
1-C. General Fund Disbursements, July 2019.
1-F. Board of Directors’ Per Diem Fees and/or Expense Reports, July 2019.

SECTION 2 – EMERGENCY PREPAREDNESS & FIRE SERVICES

2-A. Public Hearing – Resolution No. 19-851.27(B), entitled “Resolution of the Board of Directors of the Rincon del Diablo Municipal Water District Adopting a Fire Mitigation Fee Multi-Year Facilities and Equipment Plan for Improvement District E (ID-E).”

President Murtland opened the public hearing and General Manager Thomas presented Resolution No. 19-851.27(B), “Adopting A Multi-Year Facilities Equipment Plan for Improvement District E (ID E).” Each year, Rincon del Diablo Municipal Water District is required to submit a Fire Mitigation Fee Report to the San Diego County Office of Disaster Preparedness outlining the sources and uses for Fire Mitigation Fees received. The fees are collected by the San Diego County Department of Planning and Land Use (County) and assigned to the District as part of the building permit process. These fees are used to offset growth-related impacts of County-approved projects within the Rincon del Diablo Fire Protection Improvement District E.

As part of the Fire Mitigation Program reporting process, the District is required to submit a resolution containing a Multi-Year Facilities Plan outlining the anticipated use of fees for the next five years. The Fire Mitigation Fee Report submitted to the County requires ratification by Rincon’s Board of Directors, after conducting a public hearing to receive any comments relating to the resolution.

There were no public comments during the hearing. After closing the public hearing and staff and Chief Vogt responded to questions from Directors, President Murtland asked for a motion:
In a motion by Director Towne, seconded by Director Lump, by the following roll call vote, the Board of Directors unanimously approved Resolution No. 19-851.27(B), “Adopting A Multi-Year Facilities Equipment Plan for Improvement District E (ID E).”

Director Murtland - Aye
Director Lump - Aye
Director Drake - Aye
Director Towne - Aye
Director Quist - Aye

2-B. Oral Report by Escondido Fire Department Regarding Current Events and Community Fire Readiness Relating to Improvement District E.

Rick Vogt, Chief of the Escondido Fire Department reported on the following:

- The Fire Department held a series of Community Meetings that provided information on wildfire preparedness and emergency and evacuation preparedness. With additional advertising, outreach, and the help of Rincon Public Information Officer Julia Escamilla who was able to invite Rincon water customers via WaterSmart and the City of Escondido’s Communications Department, the meetings were a success.
- An update on a recent brush fire near Kit Carson Park.
- An update on how the Fire Department has been successful in recruiting paramedics through the Palomar College Academy Program. Three new paramedics have been hired and an additional five positions are currently in the recruitment process.
- Information regarding a 90 percent decrease of acreage burned compared to the average over the past five years, according to statistics from the Department of Forestry and Fire Protection.

Following the report, Chief Vogt answered questions from Directors.

SECTION 3 – PUBLIC INFORMATION & INTERGOVERNMENTAL RELATIONS


Julia Escamilla, Public Information Officer provided the Focus on Conservation Report. Ms. Escamilla reported there were very few changes from last month’s report. Lake Shasta is 82 percent of total capacity and at 126 percent of historical average while Lake Oroville is at 77 percent of total capacity and at 115 percent
of historical average. Colorado River Basin system conditions have improved slightly over last year. Colorado River Basin water year 2019 precipitation to date is 116% of normal.

For State Water Board monitoring for the month of July, customers reduced water usage by 28.2 percent compared to July of 2013 for a cumulative savings of 26.5 percent since July 2013. GPCD for residential customers was at 142 compared to 165 last year.

SECTION 4 – FINANCE, INSURANCE & PERSONNEL

4-A. Write-off Customer Account Balances and Void Sate Dated Checks for Fiscal Year 2018-19.

General Manager Thomas brought forward Write-off Customer Account Balances and Void Sate Dated Checks for Fiscal Year 2018-19. After a brief discussion, a motion was made:

In a motion made by Director Drake and seconded by Director Lump, by a vote of 5-0, the Board of Directors unanimously approved Write off Customer Account Balances and Void State Dated Checks for Fiscal Year 20018-19.

4-B. Capacity Fees.

Director Towne expressed her concern regarding capacity fees after reading a “Next Door” post online. The post, written by a previous Assistant General Manager and CFO of Vallecitos, Tom Scaglione, referred to the disparity of increases in developer capacity fees versus residential capacity fees at Vallecitos.

General Manager Thomas reported Admin Code Section 3000 – Development Fees Policy addressed Director Towne’s concerns. Capacity fees were set in 2012 and were reviewed during the 2014 Master Plan. Director of Administration and Finance Umbrasas also reported the FY 2019-2020 budget includes a rate study which will address capacity fees.

4-C. Annual Report of Director Expenses and Reimbursements for Fiscal Year 2018-19.

SECTION 5 – OPERATIONS; ENGINEERING & LONG-RANGE PLANNING


General Manager Thomas brought forward Grant Award Agreement #R17AP00122, “Rincon del Diablo Municipal Water District – WaterSMART: Water and Energy Efficiency Grants for Fiscal Year 2017” with the Bureau of Reclamation.

At the September 17, 2017 Board of Directors meeting, the General Manager was authorized to enter into a grant agreement, however, the Board memo did not specify the General Manager be authorized to distribute funds. This request is to authorize the General Manager to receive and distribute project funds specific to the Bureau of Reclamations WaterSMART: Water and Energy Efficiency Grants for Fiscal Year 2017. After a brief discussion, President Murtland asked for a motion:

In a motion by Director Lump and seconded by Director Drake, by a vote of 5-0, the Board of Directors unanimously authorized the General Manager to receive and distribute project funds specific to Grant Award Agreement #R17AP00122, “Rincon del Diablo Municipal Water District – WaterSMART: Water and Energy Efficiency Grants for Fiscal Year 2017” with the Bureau of Reclamation, up to the total Projected Cost of $928,516.00

SECTION 6 – WASTEWATER

6-A. Update on Plant Operations.

General Manager Thomas reported he and Director of Engineering and Operations Baze were scheduled to meet with the developer of the Harmony Grove Village Water Reclamation Facility to discuss the transfer of the operation and maintenance of the plant, however, the developer canceled the meeting and it has been rescheduled.

Mr. Baze then reported that all regulatory requirements for the plant are being met. There are still a number of issues requiring corrective action prior to the transfer of the facility. Items of concern include:
• The construction of a required filter overflow bypass must be completed.
• Three recycled water discharge pumps don’t appear to pump properly. After initial evaluation, staff and the consultant believe the effluent flow meter requires recalibrating, which will need to take place.
• A gas detector at the sewer lift station must be repaired.
• The water in wet weather storage is being slowly removed, however, the aerator is close to the top of the water so there is no water circulating, creating algae growth. An addition to piping needs to take place to correct the problem.
• Warranties and Deed Transfers must be provided.

After the report, General Manager Thomas and Mr. Baze answered questions from Directors.

SECTION 7 – SDCWA DIRECTOR’S REPORT & DIRECTORS/STAFF ACTIVITIES REPORT

7-A. This portion of the agenda may be used by the San Diego County Water Authority (SDCWA) representative to make informal reports on activities.

President Murtland provided a report of the July 25th, 2019 and the August 22nd, 2019 SDCWA Board of Directors’ meetings. At the July 25th meeting, highlights included:

• A Professional Service Agreement was awarded to Black & Veatch Corporation to provide services to implement the Scope of Work for the Regional Conveyance System Study for a not-to-exceed amount of $1,890,000.
• The General Manager was authorized to execute the Local Resources Program Agreement with the Metropolitan Water District of Southern California and Fallbrook Public Utility District for the Santa Margarita River Conjunctive Use Project.

At the August 22nd meeting, President Murtland reported the following highlights:

• An update on Metropolitan Water District’s Emergency Storage.
• An update on the Moosa Canyon Pipeline 4 leak and planned repair actions.
• Metropolitan Water District salary increases.

After the reports, President Murtland and staff answered questions from Directors.
7-B. This portion of the agenda may be used by the Board of Directors or management to make informal oral reports on their activities.

- Director Quist reported the Urban Water Institute Conference went well. He is currently preparing for the February Conference. Urban Water Institute is recruiting for a replacement for Dr. Quist as Chairman of the Board. Rich Nagel will remain as vice-chair. In closing, Director Quist commended Pat Mulroy for her part in the conference.
- Director Towne reported on the ACWA Region 10 event, The Urban Water Institute Conference, and CSDA activities.
- Director Drake reported on the ACWA Region 10 event.
- Director Lump reported on the CASA Conference which Senator Ben Huesc spoke on PFAS.
- Director Murtland reported a legislative meeting with Senator Brian Jones, the Southern California Water Coalition Lunch in Carlsbad, and the Scripps Institute of Oceanography lunch with Wade Crowfoot, Natural Resources Agency Secretary.

7-C. This portion of the agenda may be used by the Board of Directors to request items for future agendas.

Review of base rates versus drought rates.

7-D. Request Approval for a Board Member(s) to Attend Upcoming Meetings; Conferences or Seminars for Those Not Authorized in the District’s Administrative Code, Section 502 “Authorized District Memberships.”

There were no requests.


General Manager updated directors on the following:

- The Harmony Grove Village Water Reclamation Facility tour is scheduled for Wednesday, September 4th at 9:00 a.m.
- COWU will be held on Tuesday, September 17th at the Butcher Shop.
- On Tuesday, September 10th Director Towne will attend the Wastewater Committee meeting in Director Drake’s absence. The meeting time was changed from 8:00 a.m. to 9:00 a.m.
- General Manager Thomas’ farewell dinner with Directors will be held on Saturday, September 14th at the Pala Oak Room at 6:00 p.m.
- The Engineering and Long-Range Planning meeting will be held on Wednesday, September 18th at 8:30 a.m.
- The CSDA Conference will be from September 25th to 28th in Anaheim.
The Finance, Insurance & Personnel Committee meeting will be Thursday, October 10th from 8:00 to 9:30 a.m.

The Public Information & Intergovernmental Relations Committee meeting will be on Wednesday, October 16th at 10:00 a.m.

Karen Falk, the new Senior Engineer is expected to start on Monday, September 16th.

Management will be interviewing the Management Analyst on Thursday, September 29th.

7-F. ACWA Region 10 Board Ballot for 2020-2021 Term.

General Manager Thomas introduced the ACWA Region 10 Board Ballot for the 2020-2021 Term. ACWA is holding elections for ACWA Region 10’s chair, vice chair, and five board members. Agencies can either vote for Region 10’s Nominating Committee’s slate or from a list of individual candidates. After discussion, President Murtland asked for a motion:

In a motion by Director Towne and seconded by Director Quist, by a vote of 3-1-1 (Murtland – nay, Drake - absent), the Board of Directors voted for the ACWA Region 10’s Nominating Committee’s slate.

7-G. ACWA Committee Considerations for 2020-2021 Term.

General Manager Thomas introduced Committee Considerations for 2020-2021 Term. Consideration and nomination to ACWA Committees occurs bi-annually with the election of officers, and the current consideration process is underway. The item is being brought forward to determine if any directors are interested in being considered for an ACWA committee. After discussion, it was determined President Murtland was interested in being considered for various committees and will submit committees to send forward.

SECTION 8 – GENERAL MANAGER’S REPORT

8-A. General Manager’s Report

General Manager Thomas reported the following:

- The auditors will return in October. The Audit Committee will convene in either late October or November with the completed audit being brought to the Board in either December or January.
- The rate increase will be effective on September 1st, however, will not be seen by customers until their October bill.
Open enrollment for medical benefits will start on September 9th and will close October 4th. Director of Administration and Finance Umbrasas is currently working on rates. Information will be provided to directors when available.

A thank you card from Jason Foster of SDCWA who presented at the August Board of Directors’ meeting was passed to directors.

Letters requesting supporting nomination resolutions for ACWA vice-chair were received from Sarah Palmer of Alameda Zone 7 and Director Tobin of San Juan Water. General Manager Thomas announced the letters were received too late to take action, however, he did want to make Directors aware. The elections for chair and vice-chair will take place at the ACWA Conference in December.

The updated SWOT analysis was passed out to Directors.

SECTION 9 – LEGAL MATTERS


There was no discussion.

b. CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957 (b) (1): General Manager’s Evaluation.

There was no discussion.

c. CONFERENCE WITH LEGAL COUNSEL – PERSONNEL MATTERS pursuant to Government Code Section 54957 (b): To Consider Appointment or Employment of a Public Employee.

Legal Counsel Shoaf reported after discussion, it was agreed the Executive Committee would continue discussions with the candidate for the General Manager position.

d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION pursuant to Gov. Code Section 54956.9(d)(4) to discuss potential litigation (one case).
Legal Counsel Gerry Shoaf reported after discussion, it was agreed Legal Counsel would contact legal experts in the field of LAFCO Municipal Service Reviews and provide the information to directors at a future date or meeting.

ADJOURNMENT

There being no further business before the Board of Directors, the meeting was adjourned by President Murtland at 8:15 p.m.

APPROVED:  
James B. Murtland, President

ATTEST:  
Wanda Cassidy, Board Secretary