



## **INFRASTRUCTURE COMMITTEE**

### **REGULAR MEETING**

Wednesday, November 28, 2018 - 10:00 a.m. to 12:00 p.m.  
1000 Main Street Cambria, CA 93428

### **AGENDA**

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT

#### **1. PUBLIC COMMENT**

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the District Clerk.

#### **2. CONSENT AGENDA**

- A. Consideration to Approve the October 30, 2018 Regular Meeting Minutes

#### **3. REGULAR BUSINESS**

- A. Discussion Regarding Committee Member Nominations
- B. Discussion and Consideration Regarding Future Infrastructure Standing Committee Meeting Dates

#### **4. FUTURE AGENDA ITEMS**

#### **5. ADJOURN**



## INFRASTRUCTURE COMMITTEE

### REGULAR MEETING

Tuesday, October 30, 2018 - 10:00 a.m. to 12:00 p.m.  
1000 Main Street Cambria, CA 93428

### MINUTES

#### A. CALL TO ORDER

Chairman Bahringer called the meeting to order at 10:00 a.m.

#### B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Jim Bahringer, Mike Lyons, Harry Farmer and Donn Howell.

Committee members absent: Karen Dean.

Staff present: Acting General Manager Monique Madrid, Finance Manager Pamela Duffield, District Engineer Bob Gresens, Management Analyst Melissa Bland and Deputy District Clerk Haley Dodson.

Public present:

Cindy Steidel  
Paul Reichardt  
Cheryl McDowell  
Paul Nugent  
Blaine Reely

#### C. CHAIRMAN'S REPORT

There was no Chairman's report.

#### 1. PUBLIC COMMENT

Public Comment: None.

#### 2. CONSENT AGENDA

##### A. Consideration to Approve the October 9, 2018 Regular Meeting Minutes

Committee member Howell had a correction to the discussion on the structure of the committee. The motion to pass the information onto the Board is not reflected in the minutes.

Chairman Bahringer asked the committee if they recall the motion. Committee member Lyons stated he wasn't present at the meeting. Committee member Farmer stated he didn't remember.

Chairman Bahringer stated he believes the committee agreed to send the structure to the Board. He moved to accept the minutes as discussed and with any future recommendations, we make a motion. The result at the last meeting was to provide the Board with a recommendation to consider the full structure of the committees next year. I will report this detailed recommendation at the next Board meeting.

Committee member Howell accepted the amendment.

Committee member Lyons seconded the motion.

The motion was approved: 4-Ayes (Bahringer, Lyons, Farmer, Howell) 0-Nays, 1-Absent (Dean)

### **3. REGULAR BUSINESS**

#### **A. Discussion and Consideration Regarding the Tyler Incode Asset Management Module, Description, Price and Data Set that Supports It**

Committee member Howell stated I don't have additional information. I haven't seen the KeepTrak screens. The price for the Tyler Incode module is reasonable but doesn't provide everything we need. I don't see a problem with the asset management module. I don't feel there's an urgency to move forward. My understanding is KeepTrak can continue to be used and the efforts won't be lost. I recommend we don't add anymore software until implementation.

Ms. Duffield stated other agencies said it's difficult to add additional modules after the implementation.

Mr. Gresens stated the project cost accounting module is included in the original purchase.

Chairman Bahringer suggested implementing Tyler Incode, as is.

Ms. Madrid stated Mrs. Duffield is in the process of scheduling the implementation. We should let her get acquainted and see if she feels we need anything else.

Public Comment:

Paul Reichardt – Will KeepTrak allow it to interface with Tyler? I commend John Allchin for using it. If it doesn't give Pam the financial interface, you are wasting your time. You should consider a capital improvement plan. The district used to have assets disappear. What happens when assets disappear?

Mr. Gresens responded we will keep that in mind. KeepTrak is simple.

Ms. Madrid stated we have a surplus program.

Public Comment:

Cindy Steidel – Can the program format reports to draw data from modules?

Committee member Howell responded the reporting capabilities are included with Tyler Incode.

#### **B. Discussion and Consideration to Identify CIP Priorities**

Chairman Bahringer introduced the item and turned it over to Bob Gresens.

Mr. Gresens stated we were tasked with coming up with projects that we can get done based on the November 1<sup>st</sup> rate increases. We took the 10/11 Finance Committee notes that Mr. LaBossiere put together for revenue increases for Water, Wastewater and SWF (attached). We met with each supervisor and developed priorities. He explained the Water, Wastewater and SWF surplus and deficits.

In developing the changes to the attached CIP summary sheets, the following CIP projects and/or major equipment items were identified as priority needs by Wastewater:

Project/Equipment Item	2 <sup>nd</sup> Half FY 18/19 Cost
Lift Station 9 power supply	\$5,000
Replacement ¾ ton pickup with crane	\$6,000
Sewer Cleaning (aka Vactor, or equal) Truck Replacement	\$50,000
Sewer Inspection TV camera	\$50,000
Painting of digester hand railings	\$15,000
Lift Station A1 control panel upgrade	\$65,000
Manhole lid replacements	\$20,000
Total	\$211,000

To stay within the \$212,278 maximum, loans were assumed for the replacement ¾ ton pickup truck, as well as the sewer cleaning truck. It was also assumed that other wastewater improvements would not be included in the total due to an ongoing PG&E program assessment of the proposed plant improvements. The PG&E turnkey program may offer financing, which is still to be defined.

The following CIP projects and/or major equipment items were identified as priority needs for the SWF:

Project/Equipment Item	2 <sup>nd</sup> Half FY 18/19 Cost
Consulting services to assist on regular CDP	\$10,000
Miscellaneous instrumentation/monitoring upgrades	\$10,000
Total	<b>\$20,000</b>

The following CIP projects and/or major equipment items were identified as priority needs for Water:

Project/Equipment Item	2 <sup>nd</sup> Half FY 18/19 Cost
Water meter replacements & upgrades	\$50,000
Rodeo Grounds Pump Station replacement (preliminary engineering)	\$25,000
Replacement of Problematic Leimert Service Lines	\$10,000
Pressure Zone 2 to Zone 7 Transmission Main @ SR Creek pedestrian bridge	\$120,000
Total	<b>\$205,000</b>

Committee Member Farmer has financial concerns relating to water meter replacements/upgrades, valve replacements, water pipe lines/pumps and the rodeo grounds replacement pump station. Where is this money going to come from?

Mr. Gresens responded it's a financing issue whether we can package a loan through a state revolving fund opposed to absorbing a big hit each year.

Chairman Bahringer stated we are spending a lot of money on the emergency pipe across the bridge. It shouldn't be a high priority.

Mr. Gresens responded the pipe is temporary and on the bridge with sawhorses and needs to be moved.

Committee member Farmer stated it's difficult for the public to maneuver around.

Public Comment:

Paul Reichardt: It should be a part of the CIP.

Cindy Steidel: Is the \$50k water meter replacements more important than completing the sub zone metering?

Mr. Gresens responded that meters can transmit data and do the subzone meter.

Public Comment:

Cheryl McDowell: Are the meters failing? If you're losing money, wouldn't it be smart to replace the meters?

Ms. Madrid replied yes.

Mr. Gresens stated we have a grant application process with the County to get a Wastewater Treatment Plant project. It's a 50% match and will be announced in the spring.

Public Comment:

Paul Reichardt: We used Pro Pipe for a recycled Vactor truck. You can contact them. Our staff isn't qualified to video lines and determine their internationally coded status. The first time it should go through Pro Pipe. Once it's professionally cleaned, a camera is used for laterals. The Pro Pipe contract deal includes a DVD of the lines, measured distances and service locations. It's paramount you have a professional company complete the last 80%.

Mr. Gresens responded we don't have enough employees to do that type of work.

Public Comment:

Cindy Steidel: What's the Vactor trucks life expectancy?

Mr. Gresens responded 10-15 years maximum.

Chairman Bahringer stated the Vactor truck is very important for staff.

Committee member Farmer asked why don't we have someone else to perform the consultant services? We have talented staff.

Mr. Gresens responded we had Rita Garcia who was a good EIR project manager. She has a lot of history on various reports and if we get hung up on the CDP, we can contact her.

Chairman Bahringer would like to keep the camera on the list. I think we need a Vactor truck. The Wastewater Treatment Plant needs two more employees. Our recommendation to the Finance Committee should be to validate this or reduce it by some amount. I think we need one employee to start ASAP and a second employee to start in 2019/2020.

Committee member Howell recommends that Wastewater gets two more employees.

Committee member Lyons stated I'm in favor of making Infrastructure recommendations and leaving it up to the Board and Finance Committee. I'm in favor of the Wastewater and SWF recommendations. We should consider putting aside the pedestrian bridge as a beautification project. It's a lot of money.

Ms. Madrid asked if we have a request for proposal on the pedestrian bridge?

Mr. Gresens responded no.

Committee Farmer suggested that committee members and the public visit the pedestrian bridge and come back with their recommendation at the next meeting.

Mr. Gresens responded that it's a month-long project and would need to be done during the late summer when there's minimal flow in the river.

Committee member Howell asked if the pedestrian bridge pipe is in danger of failure?

Mr. Gresens responded I don't think so. It's aluminum and was installed a year and half ago.

Public Comment:

Cindy Steidel: You can ask the Finance Committee to evaluate options for additional employees.

Paul Reichardt: If you're going to get a new Vactor truck, you need operators. John needs them. It's important to have dedicated employees for collections.

Cheryl McDowell: I recommend doing a complete financial audit of the department.

Chairman Bahringer stated these departments have been living on strict budgets. They are not spending money they don't have.

Committee member Lyons stated this committee was setup by the Board to study Infrastructure projects and come up with priorities within the budget. We should do our job. We've identified expenditures and physical priorities. We should pass this along.

Committee member Lyons moved that the Infrastructure Committee recommend to the Finance Committee what is outlined on 3B as far as the Wastewater projects, with no changes. As far as SWF recommendations, move forward with no changes. The Water recommendations will be to reduce the bridge from \$120k to \$20k and add in all other gray areas (lines 5,6,16, 20 and 25) with exception of moving line 26 and reduce it to \$20k instead of \$50k.

Committee member Howell seconded the motion with the amendment to include a line on the Wastewater CIP asking for two additional employees.

Committee member Lyons accepted the amendment with a note saying there's no funds set aside for personnel and to please consider that.

The motion was approved: 3-Ayes (Lyons, Howell, Bahringer), 0-Nays, 1-Abstain (Farmer), 1-Absent (Dean)

Public Comment:

Paul Nugent: The guys said winter time is a dead zone for them because it's wet outside and hard to find leaks.

Ms. Madrid stated the Water department will have surplus.

#### **4. FUTURE AGENDA ITEMS**

Chairman Bahringer recommends the committee to meet and talk about nominations and possible recommendations from the Finance Committee.

#### **5. ADJOURN**

Chairman Bahringer adjourned the meeting at 11:58 a.m.

**FINANCE COMMITTEE**

**REGULAR MEETING**

**Thursday, October 11, 2018**

**REGULAR BUSINESS ITEM 3. C. DISCUSSION AND CONSIDERATION REGARDING NEW BUDGET BASED ON RATES PASSING OR NOT PASSING**

If none of the rate increases called for in the current Proposition 218 process are passed, there will be no effect on the Water/Wastewater/SWF revenue as no revenue related to the proposed rate increases were included in the Fiscal Year 2018/2019 (FY 18/19) Final Budget. However, due to their being projected deficits in Wastewater (\$27,722) and the SWF Operating Department (\$414,751), which the CCSD Board of Directors requested that staff address in their August 23, 2018 meeting, there is still a need for the Uses of Funds to be reviewed and adjusted in a Mid-Year Budget even if none of the proposed rate increases take effect. In addition, there are areas of the Final Budget that have been identified as needing to be addressed, such as line item deficits as well as an error in the Allocated Overhead that necessitate budget revisions. At this time, while the revenue generated by the July-August, 2018 billing cycle slightly exceeded expectation, it is too early to project a revenue increase for the entire fiscal year. However, depending on the timing of the preparation of a Mid-Year Budget, there may be enough information to warrant a review of the Revenue section of the budget.

If the rates are passed, the budget effects would be as follows:

**WATER**-The proposed rate increase should generate additional revenue of \$320,000 for the 8 months that it would be in effect for in FY 18/19. While the Water Department is not projected to have a deficit in the current fiscal year, it has no reserves at this time, but it does have approximately \$6,000,000 in identified priority Water projects per the Capital Improvement Program. In addition, it has need for additional staffing and reserves should be built up for other purposes besides the projects on the Capital Improvement Program list.

**WASTEWATER**- The proposed rate increase should generate additional revenue of \$240,000 for the 8 months that it would be in effect for in FY 18/19. Although Wastewater's potential deficit of \$27,722 is well under the amount of additional revenue that would be generated, it should be noted that approximately \$1,000,000 was deleted from Wastewater's requested budgeted expenditures to reduce the projected deficit to that amount. In addition, Wastewater is understaffed, has no reserves, has approximately \$9,000,000 in identified priority Wastewater projects per the Capital Improvement Program and owes the General Fund \$466,000 plus interest. There are \$970,000 in Wastewater Capital Improvement Program projects for FY 18/19 identified as being dependent on the rate increase. Obviously, Wastewater has significant and varied needs to address if the proposed rate increase takes effect.

**SWF**- The proposed rate increase should generate additional revenue of \$76,000 for the 8 months that it would be in effect for in FY 18/19. With a projected deficit of \$414,751, any additional revenue would be applied to the deficit.

