



INFRASTRUCTURE COMMITTEE

REGULAR MEETING

Tuesday, September 11, 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, Karen Dean, Mike Lyons, Harry Farmer and Donn Howell.

Staff present: General Manager Jerry Gruber, District Engineer Bob Gresens, Wastewater Systems Supervisor John Allchin, Water Systems Supervisor Jason Buhl, Management Analyst Melissa Bland and Deputy District Clerk Haley Dodson.

Public present:

Paul Reichardt

Cindy Steidel

Laura Swartz

Crosby Swartz

Paul Nugent

Cheryl McDowell

C. CHAIRMAN'S REPORT

There was no Chairman's report.

1. PUBLIC COMMENT

Public Comment:

None.

2. PRESENTATIONS

A. District Engineer Gresens to Give Presentation on GIS System

District Engineer Bob Gresens gave a PowerPoint presentation on the District's existing Geographic Information System, Asset Management and CIP Planning (attached).

Public Comment:

Cindy Steidel - do local agencies who use this system? How do they use it?

Mr. Gresens responded he would have to call around and ask. There are a lot of agencies in the mid-west that use it.

Chairman Bahringer stated we could recommend the additional module to the Board or we can recommend something else.

General Manager Gruber introduced the new Finance Manager, Pamela Duffield who starts on October 1, 2018. He feels she'll be an asset to the organization.

Public Comment:

Paul Reichardt: used to work with Pamela and think it's a good recruit. He thanked Jerry.

Committee member Lyons asked if we morph this into Tyler Incode? Is it fair to say it can't be merged easily? Is the long-range plan to use Tyler Incode vertically?

Mr. Gresens responded that we have modules we'd like to purchase. We can use the data in Tyler Incode and it's far more powerful than the database we are currently using. It's difficult to track it right now, because we are inputting everything manually. It's a good future planning tool.

Chairman Bahringer stated the CIP sheets is a planning tool. Are the CIP sheets going away?

Mr. Gresens responded that the plan is to coordinate the CIP spreadsheet with the database.

Mr. Gruber recommends a consolidation. We have several asset management programs but ultimately, we should consolidate them into one program.

Public Comment:

Cindy Steidel - Tyler Incode is a financial and accounting program management system? The asset management is dependent on getting another module? How practical is it to integrate?

Mr. Gruber responded yes. It's a discussion we still need to have with Tyler Incode.

Chairman Bahringer stated we should consider purchasing the module after a couple months from now when the Finance Manager has a couple months to investigate it. It takes nine months to implement the Tyler Incode software.

Vice Chair Dean stated our new Committee member Howell has 30 years-experience with data.

3. CONSENT AGENDA

A. Consideration to Approve the August 7, 2018 Regular Meeting Minutes

Committee member Lyons moved to approve the meeting minutes.

Vice Chair Dean seconded the motion.

The motion was approved unanimously: 5-Ayes, 0-Nays, 0-Absent

4. REGULAR BUSINESS

A. Welcome Donn Howell to the Infrastructure Committee

Chairman Bahringer welcomed Donn Howell to the Infrastructure Committee and asked him to look at the data model for the Tyler Incode software. He agreed.

B. Discussion Regarding using Influent Screen Installation Project as a Pilot Case for the CIP Policy/Practices and Procedure Plan

Chairman Bahringer introduced the item.

Vice Chair Dean stated that Mr. Gresens created the form and added information to the form, but we don't have a method for tracking it financially.

Mr. Gruber responded that we do have a way to track it financially, it's just not automated.

Vice Chair Dean asked if temporary bypasses and connections was a part of the original bid?

Mr. Gresens responded yes, there's an existing bypass already in place.

Vice Chair Dean asked if there's any out of pocket costs or additional costs for the district?

Mr. Gresens responded no, there shouldn't be. Our operators should be able to do the work. He stated there will be a preconstruction meeting with the contractor tomorrow. We will know tomorrow about his exact schedule then.

Mr. Gruber extended an invitation to the Infrastructure Committee to attend the meeting tomorrow at 9:00 a.m. at the WWTP.

Chairman Bahringer stated there's a section for justification on the form. Is this for risk analysis?

Mr. Gresens responded yes.

Ms. Bland stated we can't change the fields as they appear, but we can change the prompt.

Vice Chair Dean said the form is great. Is there a way for the public to follow a capital improvement project?

Mr. Gresens stated we can do a staff report for active CIP projects.

Public Comment:

Paul Nugent: is there a way to automate that?

Mr. Gresens responded there probably is.

Chairman Bahringer stated he's against public access to the financial software. When Tyler Incode can run a report on a project, then staff can provide the information.

Committee member Lyons asked if we are planning on adding this to the General Manager's report?

Mr. Gruber respond that Bob will have it in his engineer's report. He suggested adding the active CIP projects to the website, so the community can follow the project.

Vice Chair Dean likes the idea of putting it on the website.

Chairman Bahringer likes the pilot project.

Mr. Gruber stated we budgeted \$50k this year for the engineering and in 2019-2020, they will begin construction.

Public Comment:

Paul Nugent: is there a cost increase as we use the service? Or are we wasting employees time? Tyler Incode will be what we ultimately use. Will there be a time when we use Tyler Incode for a project?

Mr. Gresens responded that we need the Tyler Incode project module.

Committee member Lyons stated he wouldn't object for a CIP project to be listed on the engineer's report and website. It will show the public the progress of what we are working on. It supports the notion that we have began infrastructure projects.

Vice Chair Dean stated the bid was higher than estimated. Can we still complete the catwalk handrails?

Mr. Gresens responded the handrails project is done.

Vice Chair Dean thanked Mr. Gresens.

Mr. Gruber discussed the project and stated it's on the September general manager's report.

C. Discussion and Consideration Regarding CIP Policy, Practices and Procedure Plan Document

Chairman Bahringer introduced the item.

Committee member Lyons stated we have members of the public bringing up distrust, transparency and lock down of funds in the district. We have the CIP potential projects on a spreadsheet, we've identified the most important ones, and come up with the CIP form. We are missing a link between what we recommend and the tracking by the board to the public. I'm suggesting and hoping the Finance Committee, or the Board will come up with a way or path to make sure the public gets what they are paying for. He quoted David Pierson's comment about if we get rate increases, we will know where the money is spent. If we get money in November or December and the Board will acknowledge the money coming in and start the process in a public meeting. We'll move forward and keep track of the projects on the webpage. It all comes to a stop when the budget asks for a renewal. At that point, ask for the public's approval on what was done. They will ask the public if we may proceed. The Board can cancel rate increases. There should be a path to convey to public that the Board, CCSD and our committees are committed to making sure the public has trust in funds allocated, identified for special

projects and do we have permission to go forward? Can I ask the Board or Finance Committee to pick up on what I'm saying and formulate a point by point program?

Public Comment:

Cindy Steidel - the Finance Committee agenda is already published, but I can have a conversation with David Pierson.

Chairman Bahringer stated we will start with one project and post it on the website.

Committee member Lyons asked Laura Swartz if this begins to address what she's talking about?

Public Comment:

Laura Swartz - answered yes, it begins to. When it comes up for approval, how do we influence the Board? How does the public influence the board? How do we influence it?

Committee member Lyons responded you can speak to the Board during public comment.

Chairman Bahringer stated the Infrastructure Committee can make a recommendation to the Board.

Vice Chair Dean stated we discussed the rate increase before and talked about having another joint committee meeting around May to talk about the progress being made and the progress of the budget. The public has input on what's happened already and the two committees can make a recommendation to the Board.

Chairman Bahringer suggested a future agenda item to get a date in the Spring to hold a joint meeting with the Finance Committee.

Committee member Howell stated the Board can do whatever the Board wants to do. The public has a say with an election or 218 process. There were a lot of people who did speak during public comment and the Board didn't pay attention to them. The Board gets to do what it wants. The Board will always have the final say. What we can do is provide a transparent system so that people can see how the money is spent, because right now it is hidden. We should be looking at establishing an interface that the public can use and understand. I think our biggest problem is the public doesn't have enough information or incomplete information. Most people don't know the information on the general manager's contract, but it is out there. Trust us and trust the committee to make this easily visible to everyone.

Public Comment:

Laura Swartz- the idea that the public wants to punish the CCSO is not correct, we need to learn from our mistakes that's the bottom line.

Paul Nugent - he agrees with that. In my job, if you're hiring me, you're firing your secretary. There is a lot of people in the organization that moves paper. He discussed his job.

Ms. Bland stated if we use the sheets involved through planet, they do have customizable funding modules and how much revenue it needs. We can identify the figure and the public has an easy way to see projects.

Committee member Lyons responded that's wonderful. I'm speaking from the members of the public that don't read minutes or check the website, the way we get to transparency is to prove it. I'm speaking to Harry and Jim, if I were you, I would list the 3-4 CIP projects that were started and make a report on that and account to the public on where we are with the project, what you've done and find a way to ask permission from the community to move ahead. There should be public accountability.

Chairman Bahringer stated that the public talks about transparency. I look at the expenditure report every month, there's no hidden expenditure report, it's advertised in the agenda packet. The transparency is there.

Public Comment:

Cheryl McDowell - I see Jason and John working in the fields, that's what we see. We have no clue about CIP's. They see lines that are broken, and we see these guys working hard. Nobody goes in and sees the CIP list. Paul Nugent - you need to document and put that out. Great people doing great things, Jason is working on a leak.

Mr. Buhl stated we had six guys out on a leak, and two guys on traffic. It takes three to operate the vector truck.

D. Discussion and Consideration of Integrated Updated CIP Sheet

Chairman Bahringer introduced the item. If there are no substantial changes, he suggests keeping up the good work and the next time we meet, we may have an updated one or include it in the staff report. Any objections or comments? There were no objections or comments by the committee.

E. Discussion and Consideration Regarding Asset Management Cost Estimate and How to Manage District Assets

Committee member Lyons stated listening to Paul's comments last time about examining the Water and Wastewater underground infrastructure. Do we need to plan this? At the last meeting, the discussion was to go out for bids to get an idea on what asset management consultants would cost. I don't know if we should go that route yet.

Chairman Bahringer responded absolutely. In the event we need to buy a module and it's not in the budget and there's not a rate increase, then it goes by the way side, but if there's a rate increase, we ask that it gets approved.

Mr. Gresens stated with our new Finance Manager coming on board, he suggests having the Finance Manager look at assets and how old they are. We have the information from Seth. The GIS data could help quite a bit, if done properly. With KeepTrak we can add each piece of equipment. If you want to do an assessment of the condition, that's different and an RFP would need to go out. We did something similar with John Turner on the lift stations.

Public Comment:

Paul Reichardt - it seems to be hard for people to comprehend that our utilities and infrastructure haven't been thoroughly investigated. If you look at the report done by Phoenix or John, there's a prior report he brought up-to-date. On the infrastructure improvements, things were repaired or replaced with what was most financially feasible. There's 80% of the sewer system that hasn't been assessed. The professional group has a professional that assesses the condition of the sewer pipe and codes it for the priorities and damages occurred. An engineer will state when the replacement needs to happen.

Mr. Buhl stated he inspects it one leak at a time.

Chairman Bahringer asked Paul Reichardt what he thinks of the Phoenix Engineering report? Are they a capable person to send an RFP out to?

Public Comment:

Paul Reichardt - responded there's a thousand companies or local people that will do this. Phoenix is good. They focus on wastewater and doesn't necessarily do water or CIP. He'll give you a report on the status. You need an assessment of everything in this district such as having trucks, pencils and phones. You need to know everything you own. CCSD needs to step back and figure out what they have, the status and what they need to improve and what they need to do in the future.

Mr. Buhl discussed the county's replacement vehicle program. The district has trucks that are 1994's.

Committee member Lyons appreciates Paul's comments. We've identified the CIP and got them going. I think we need to plan for the worst-case scenario. I would say the first phase is to find out what we own and prioritize the CIP.

Chairman Bahringer stated we are too small to micromanage at this point. We are a small group with a small budget and to spend a lot of money counting pencils is a waste.

Public Comment:

Paul Nugent - \$250k is too small and you can't get iPhone software? He discussed a friend's company that tracks employees. Spending \$250K is a major investment.

Cheryl McDowell - step back and listen to Karen's recording at last month's meeting. It may be worth looking at Paul's presentation. You never know what you can take away from it.

Mr. Gruber stated it should be resource driven. We should focus on basics. We have KeepTrak. He asked John Allchin and Jason Buhl what can we do in your departments to allow you to assess what you have and enter data into existing programs we have? Bob said KeepTrak is being used in Wastewater, but not in Water. Do you need one person once a week to input data? How can we migrate towards information being inputted? Allocating time? Additional staff, possibly an intern to input data? What can we do for you guys to get information in the database?

Mr. Buhl responded now that we have Jim Green at the SWF, it's a huge burden lifted from the Water department. We have had a little more time freed up to do more projects. I have one staff member with any kind of experience, the rest of the guys are still learning. I'm in the field more than supervisors are. I'm the only backhoe operator in the district. We lost people who were trained to work at the county or elsewhere. If we can train staff to do clerical work, that would help quite a bit. If we could get another staff member, that would help quite a bit. We are going into fall and winter and we are slowing down. They don't call in water leaks as much during the winter because the ground is wet. I would like to play catch up this fall and winter. Once I get our operators better trained and not babysit on every project, it would help. In a perfect world, more staff would be great, I'm grateful we have Jim Green, tools we've been allocated this year and new equipment. It really helps with morale.

Chairman Bahringer asked Mr. Buhl if he has an unfilled position?

Mr. Buhl responded no.

Mr. Gruber asked Mr. Buhl how can we help you on KeepTrak?

Mr. Buhl responded that if Melissa had two assistants it would help. She's been a great assistant to me and the supervisors. If we had somebody who had the technical skill set it would help.

Mr. Gruber responded your operators are sharp. We need to train them and give them the necessary tools to do their jobs. We could get iPads and start entering data from fields. We need to inventory we have.

Mr. Buhl responded that we have a couple operators that are more tech savvy than others. The daily operations are a lot. To me, the computer tech stuff is great, we have a pump station that is old and if it breaks down, how are we going to get water up the Rodeo Grounds hill? That's the greatest priority. The in-ground meters are twelve years old. Our revenue will go up and the cost to produce the water will stay the same. There goes rate increases right there. If we can prioritize getting new water meters and software, that's more important than keeping track of inventory at the moment. If I had to choose a priority, the physical stuff in the system is more important.

Public Comment:

Paul Nugent: it is tedious, it's not fun, hopefully the data is collected and your above water.

Mr. Buhl stated I can give you addresses from where I fixed leaks five years ago.

Mr. Allchin stated his department is 1.1 million dollars short of what we need to keep going. I need a vactor truck. It's a \$450k piece of equipment we received in 1990 and every time we take it out, it breaks. It's been cut out of the budget for the last 6 years. I can use 2 more operators. I have all the lift stations, pumps, serial numbers, man holes, distances between the man holes on GIS. We need to move forward with issuing an asset number. We should find out if the program will be able to track everything and consider purchasing the attachment module.

Mr. Gruber suggested that Tyler Incode attend the next Infrastructure Committee meeting and talk about the capabilities.

Chairman Bahringer stated we need to know the cost of the module.

Public Comment:

Paul Nugent - cloud based is to use API's and pay someone to plug an application into another application.

Mr. Allchin stated if the financial system tracks a number, we don't have to get rid of KeepTrak. We would need to add the identifier number and charge to Tyler Incode.

Mr. Gruber responded that if the town supports the Wastewater increase, it will give us a good start. If you generate a certain amount of revenue, you can finance the vactor truck.

Mr. Buhl stated it's like a fire department not having a fire truck. He has a department that can't clean lines with a vactor truck. I keep a picture around in the hallway when they built the plant and they had seven operators, now there's only five, including John. This facility needs many operators and it's being run with less staff, no vactor truck and no influent screen.

Committee member Farmer appreciates the fact that Jason has spoke up regarding problematic things at the Water and Wastewater departments. I don't know much regarding software, but regarding the influent screen, we have lack of funding for something major at the sewer plant, lack of funding for a vactor truck and it really frustrates me that we've had money for other things. There has to be a place for accountability and for the dysfunction of the Water and Wastewater departments and that frustrates me.

Committee member Lyons asked Committee member Farmer where does it land?

Committee member Farmer responded it's not resolving anything right now. I'm expressing my outrage.

Public Comment:

Laura Swartz - if you get a Wastewater increase, are these in priority and guaranteed if these certain things will happen? If we get the increase, will it help these gentlemen do their job?

Chairman Bahringer stated we will review the most important items and provide funds. The person at fault, is us, the ratepayers. We haven't stepped up.

Committee member Farmer responded are you blaming the ratepayers?

Chairman Bahringer responded we needed the funds for a very long time.

Committee member Farmer responded that five years ago we had ten million dollars and now we have two million dollars. Where did the money go?

Committee member Lyons stated that Mr. Gruber made a point about the projects he needs to do and the danger of not doing them and needing funding. There's plenty of opportunity.

Committee member Farmer stated the Board dropped the ball on making a rate increase year after year. It wasn't done. Suddenly, everything isn't okay.

Mr. Buhl stated we need to focus on the future. We need to sell a rate increase.

Public Comment:

Cheryl McDowell - I have been an advocate for set aside funds.

Cindy Steidel - suggests attending a Finance Committee meeting for setting up reserve funds.

Committee member Lyons stated the Water and Wastewater departments can't switch funds back and forth. If one passes, the other may suffer the consequences.

Mr. Buhl stated my budget was slashed the year before and we still operated and had a \$100k left over, and I wanted to give the money to John to get an influent screen. I was told we are not a business, we are a community services district. I don't get how we can't give John the money. When I'm told it's a business, it offends me.

Committee member Lyons asked John Allchin and Jason Buhl a question. You have a budget and emergencies happen, you make a decision on the critical matter on what needs to be repaired immediately, you have to deduct whatever it was, and you are making day to day decisions that have an impact on your own budget based on crisis management?

Mr. Allchin responded that's correct.

Chairman Bahringer suggests we request that we get a description of the Tyler Incode module for asset management, price and the data set that supports it for the October 9th Infrastructure Committee meeting. We can have a subcommittee review it. If you want Tyler Incode to give a presentation on October 30th that's fine. The committee agreed.

Chairman Bahringer asked if we can have Committee member Howell log into KeepTrak?

Mr. Gresens responded that if he'd like to come into the office, he can look at it.

Chairman Bahringer said we are understaffed. If it helps for Mr. Howell to look at some screens, it would be good.

Committee member Howell stated if you can enter asset management into the field, it would be useful if we can look at what's available now versus what might come down the path in the future.

Mr. Gresens responded that the asset management numbering screen and Tyler Incode will be done by the Finance Manager.

Public Comment:

Cindy Steidel - if the KeepTrak module is a relational database, then there's a better opportunity for success.

F. Discussion Regarding Expanding the Infrastructure Committee to Eight (8) Members

Chairman Bahringer introduced the item and stated that five members is fine. If it's the Board's pleasure, we can do it. We need to get an update on PG&E work being done.

G. Update on PG&E Work Being Done at the Wastewater Treatment Plant

Chairman Bahringer introduced the item.

Mr. Allchin had a meeting with PG&E yesterday and they still need information. They identified several energy savings. There are several forms for financing. This is all a part of their package. The meeting was more inclusive. We are still in the information stages.

Mr. Gresens stated we also have a Prop 1 application with the county. Prop 1 grant money is a 50% local match and a 50% state. It's a very competitive grant process. We will keep going through the process to see if we are successful.

Chairman Bahringer asked how do you raise awareness?

Mr. Gresens responded that Bruce Gibson was instrumental on prop 84 and successful on 4.2 million. They have a ranking sheet that scores a project based on how it matches the goals of the regional water management plan. They have a process to go through with ranking applications and deciding which ones are the top ones. It will probably be spring of next year.

5. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

6. ADJOURN

Chairman Bahringer adjourned the meeting at 12:05 p.m. and encouraged everyone to look at the Water department's vector truck.