



INFRASTRUCTURE COMMITTEE

REGULAR MEETING

Tuesday, October 9, 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 10:03 a.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Jim Bahringer, Karen Dean, Harry Farmer and Donn Howell.

Committee members absent: Mike Lyons.

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:

Leslie Richards

Crosby Swartz

Laura Swartz

Tom Laycook

Paul Nugent

Tom Gray

Cindy Steidel

C. CHAIRMAN'S REPORT

There was no Chairman's report.

1. PUBLIC COMMENT

Public Comment: None.

2. CONSENT AGENDA

A. Consideration to Approve the September 11, 2018 Regular Meeting Minutes

Vice Chair Dean thanked Haley Dodson for the minutes.

Vice Chair Dean moved to approve the meeting minutes.

Committee member Howell seconded the motion.

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

Public Comment:

Leslie Richards: Is the District Engineer retiring in a month?

Mr. Gresens responded that he's looking into his options.

Ms. Madrid introduced Finance Manager Pamela Duffield.

3. REGULAR BUSINESS

A. Discussion and Consideration of Structure of Infrastructure Standing Committee

Chairman Bahringer introduced the item.

Committee member Howell stated there's benefits to a 7-9 member committee. The committee members could talk among themselves and work on issues. The problem is the more people we add, the harder it will be to find people to participate. It's good to have one board member. I don't see a problem with two board members. The three other board members could appoint two people, and it would be a way to preserve the makeup of the committee. A group of 5 is ideal for collaboration but in terms of this discussion, a larger number isn't unreasonable. We need more than what we have.

Vice Chair Dean agrees with Committee member Howell. It's important to have board member on the committee as a liaison to the rest of the board and the board has more information than the rest of the committee.

Committee member Farmer stated Committee member Howell's comments were accurate. If we have more people, they will be able to provide expertise, time and energy. The infrastructure needs are so important at this point and time.

Chairman Bahringer would like to come up with a solution and present it like PROS and BRPCC did. Each director could appoint a person to act as the committee. If you need additional help, you can solicit from the public. If the Infrastructure Committee were a subcommittee of the Finance Committee, you could have 10 people as a subcommittee. It would be easier on Haley and the public.

Public Comment:

Laura Swartz: I sat on the BRPCC for 21 months. It would have been helpful if a board member was on the committee. I don't think the board member should be the chair or vice chair. You need a board member as a liaison and to contribute to what's going on with the board.

Chairman Bahringer stated it would be beneficial to be a liaison and not a voting member of the body. The committee should present this to the board. It could save the district \$200 a month.

Committee member Howell stated the committee could have a combination of ex officio members. It leaves us with 5 people subject to the brown act. Another possibility is the board members not on the committee could have two votes, appoint 7 people and the board can approve it. This would allow 3 people to work together on their own.

Chairman Bahringer stated this is a compromise and I like that approach. I like the ex officio option and the smaller group of 7 people.

The committee agreed to provide the Board with a recommendation to consider the full structure of the committees next year.

Vice Chair Dean responded I like the idea. We are tasked with what's on the CIP list. We had a Wastewater Treatment Plant tour. Are we going to be able to do another tour on the lift station? The rule is we can only communicate through the general manager. At the moment we are not allowed to contact staff.

Chairman Bahringer responded special districts are setup like this in California. As a courtesy, the general manager would ensure that staff doesn't have competing proprieties, prior to conducting a tour.

Ms. Madrid responded I'm interested in making that happen. If the entire committee wants to attend, we need to agendize it.

Mr. Gresens stated he's a supervisor over John and Jason and would be happy to accommodate any tours.

Chairman Bahringer will suggest to the board to expand the committee to 7 and a slate of appointees could be presented at the January meeting. If the slate is approved, we move forward. The board needs to discuss board members on the committee. The ex officio is a liaison and more independent.

Committee member Howell agrees with Chairman Bahringer, but with the amendment that the recommendation should include one or two board members as ex officios.

Ms. Madrid asked the committee if anyone be willing to take minutes?

Vice Chair Dean said the BRPCC had Haley taking minutes.

Committee Member Howell stated the person taking the minutes is so busy taking minutes.

Ms. Madrid stated we will provide a staff member.

B. Discussion and Consideration Regarding Naming the Sustainable Water Facility (SWF)

The committee would like to advise the Board that there's no need to make official recommendation at this time.

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

Committee member Howell gave a brief update on the Tyler Incode module. We are looking at the asset tracking issue. I wanted to explore if it was reasonable to continue using KeepTrak. The quote is \$1200 to implement and \$582 a year to support. It does a great deal. He read the description of the module to the committee.

Mr. Gresens provided KeepTrak information to the committee (attached). I would need to talk to Tyler Incode regarding the work order.

Chairman Bahringer stated Mr. Gresens uses KeepTrak to know when to turn or record valves. This is asset management. We don't have the barcode scanning technology as it states in the module. I like the fact it's cheaper and possibility consider buying it within a year. KeepTrak is working well.

Mr. Gresens stated there are better systems out there.

Committee member Howell stated it will take time and resources to implement new software. I wouldn't recommend going forward with ordering another module, unless we get an idea with how to proceed. Tyler Incode offers interfacing, so data can be imported and exported. It would be nice if work can commence on inventory and we should continue with KeepTrak. If it looks like a good idea after working with Tyler Incode, the board can elect to go forward with it. It's worth continuing.

Public Comment:

Cindy Steidel: Is there an embedded report writer compatibility?

Ms. Madrid responded that we can investigate it.

Committee Member Howell stated if the committee desires, I can look into it.

The committee agreed.

Public Comment:

Tom Gray: This may be something to refer to the finance committee.

Committee member Howell stated software is infrastructure and it's suitable for this committee to do this.

Chairman Bahringer stated that Committee member Howell will track it.

Committee member Farmer stated this is something I'm totally incompatible of comprehending. I'd like to thank Dave Pierson for appointing Donn Howell.

D. Discussion and Consideration Regarding Adding an Additional Ad Hoc Committee for Water Resourcefulness

Chairman Bahringer stated this item was added by President Rice at the regular board meeting. Director Farmer wants the committee to consider adding these additional Ad Hoc Committees. I recommend we hold off on this item until the 7-member group is formed and then we charter the board to delve into the policy and implementation of water resourcefulness.

Committee member Farmer said the state is focused on efficient use of water available. This is the direction we should go in. Ultimately finding the most efficient way to use water in this community and the way we can get grant funding. If we formed two subcommittees, this would be the best way to move forward.

Ms. Madrid asked what the status of the water use efficiency plan?

Mr. Gresens responded we did complete a water use efficiency plan and it's available on our website.

Chairman Bahringer stated the Infrastructure Committee would like to form a subcommittee and once there's 7 members, we can move things forward.

4. FUTURE AGENDA ITEMS

There were no future agenda items.

5. ADJOURN

Chairman Bahringer adjourned the meeting at 11:26 a.m.