



## INFRASTRUCTURE COMMITTEE

### REGULAR MEETING

Tuesday, August 7, 2018 - 10:00 AM to 12:00PM  
2850 Burton Drive 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, Mike Lyons and Harry Farmer.

Committee members absent: Muril Clift (resigned).

Staff present: District Engineer Bob Gresens, Management Analyst Melissa Bland and Deputy District Clerk Haley Dodson.

Public present:  
Cheryl McDowell  
Cindy Steidel  
Crosby Swartz  
Laura Swartz  
Paul Nugent  
John Martinez  
Tom Laycook  
Gordon Heinrichs  
Donn Howell  
Paul Reichart

#### C. CHAIRMAN'S REPORT

Chairman Bahringer announced he needs leave at 10:15 a.m., but Vice Chair Dean will run the meeting.

##### 1. PUBLIC COMMENT

Public Comment:

Donn Howell: rate increase questions. Highly recommends the Board direct staff to conduct additional wastewater tours.

Gordon Heinrich: Information about the SWF, needs information on change orders.

District Engineer Bob Gresens responded that this information is on the webpage.

Public Comment:

Paul Reichart: we really don't know what's going on with the collection system. He has a copy of the five-year current program for the county. The committee should review it. The district needs to do an assessment of all facilities first. My firm has done almost all the work in this report. Staff can't do the initial assessment. They need to hire a professional.

## **2. CONSENT AGENDA**

### **A. Consideration to Approve the May 30, 2018 Special Meeting Minutes and May 30, 2018 and June 13, 2018 Regular Meeting Minutes**

Committee Member Farmer stated the minutes were great.

Committee Member Lyons moved to approve the meeting minutes.

Chairman Bahringer seconded the motion.

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

Chairman Bahringer left the meeting at 10:18 a.m.

## **3. REGULAR BUSINESS**

### **A. Discussion of Pages 6-9 from the July 11, 2018 Special Meeting Agenda Packet and How to Proceed with a Capital Improvement Plan (CIP) and CIP Policy/Practices and Procedure Plan**

Vice Chair Dean stated at the joint committee meeting they discussed doing a CIP policy, practices and procedure plan. David Pierson asked us to form a subcommittee. We formed a subcommittee and it includes myself, Mike Lyons and Cindy Steidel. At the first subcommittee meeting, we went over the list and came up with a CIP document that's included in today's agenda packet. Our intention is to give the public visibility, transparency and gain their trust. The district needs accountability on projects and money. We created a sample form (attached) that includes things that can be done internally, risks are if these projects are delayed and assigning a project number and account number.

Public Comment:

Cindy Steidel: the new accounting system would have a little more flexibility. The intent with assigning a project number would be an identity. The account number would be assigned once the project was approved and a budget was assigned to it, and it would track cost through the process and at the end of the project the account number would be shut down.

Mr. Gresens responded that staff can add these fields and get these up-to-date.

Mrs. Bland stated it's a stand-alone system for planning purposes only.

Vice Chair Dean stated we only had one chance to meet on this and would like to meet with staff, as this requires staff cooperation. Are you okay using the influent screen as the first project?

Mr. Gresens responded yes, but they are working on deadlines this month.

Public Comment:

Laura Swartz: enterprise fund is extremely crucial and what other enterprise will benefit greatly from it.

Mr. Gresens asked for an example.

Laura Swartz didn't answer.

Public Comment:

Paul Reichart: if you make an improvement to the SWF and it is taking waste and treating it, it's crossing lines of both funds.

Mr. Gresens responded that he doesn't understand Laura's question. We have capital account codes and separate account codes for capital wastewater. We also have separate enterprise account codes related to operations.

Public Comment:

Laura Swartz: you work on the Wastewater plant and spend a lot of money to pump clearer water, making the SWF more efficient, but the cost isn't showing what the SWF is costing us. If we are spending money in this enterprise fund, how is it benefiting the other?

Committee Member Lyons stated the Finance Manager would assign a value to each enterprise fund.

Public Comment:

Paul Nugent: quantify the value of the Wastewater to the SWF?

Laura Swartz: we are spending money here, but it's working for the other one.

Crosby Swartz: question on the forms approval process, is there a way to show that someone signed off on it physically or electronically and it's no longer a draft project?

Vice Chair Dean stated after receiving feedback from the Finance and Infrastructure Committees, the Finance Committee would present the Board with the project they would like to start working on and the Board would direct staff to handle it.

Public Comment:

Crosby Swartz: the form should be marked as a draft copy with a date, and it would distinguish it from later revisions.

Paul Reichart: a form like this isn't unusual.

Vice Chair Dean stated this is a suggested procedure and they didn't have a chance to sit down with Jerry and staff to see what their cooperation would be on this. This is being presented for public input, committee input and Bob's input. The influent screen gives us the opportunity to start this process. We need to do an inventory and condition of our assets and the cost to replace them.

Public Comment:

Paul Reichart: the world is getting more technology advanced. He showed the committee a device with telephone, PC and Wi-Fi connection. These are hanging at wall at Wastewater plant. The feasibility tracking, assets and inventory all go into a database. Staff doesn't want to hear this, but it tracks staff and what they are doing. Staying in a cave man area allows agencies to be negligent and it's critical that they isolate valves.

Mr. Gresens responded that staff has a similar device that connects to smart phones and we can pull up valves, manholes, sewers, etc. It's a continuing improvement process.

Committee Member Lyons asked how to get the asset management plan going?

Public Comment:

Paul Reichart: it's time for the public to understand that we've done 20% of the inspections and since 2013 no one has looked at what improvements need to be made.

Gordon Heinrichs: mismanagement of spending money on projects. You're lumping money in different baskets.

John Martinez: exercising valves why haven't we done that? What's the excuse for not doing that. It's mismanagement 101.

Mr. Gresens responded that we will have a Water Department staff member attend the meeting and explain that.

Vice Chair Dean stated we tried to have Jason Buhl attend but he had to fix two water leaks that day.

Committee Member Lyons stated there was 161 photographs of projects completed over the last three years on display at the July 26<sup>th</sup> board meeting. Don't tell me that things haven't been done. I don't agree that CCSD has dropped the ball on infrastructure.

Public Comment:

John Martinez: I can take pictures of the last three years of what I done. I've worked for companies that execute, plan, complete the plan and put out fires. It's not that I don't think that Bob and these ladies here haven't worked their tails off, we appreciate them. Their way of doing things is to go along and put out fires. The water plant morphed from a million to 13 million is an example of mismanagement. The 161 pictures don't tell me it's managed well. I don't want to give money to someone who doesn't know how to spend it.

Vice Chair Dean stated I'm not happy that things haven't been done, but we didn't have the money.

Public Comment:

Cheryl Dowell: find out exactly what repairs are needed, what if an earthquake happens.

John Martinez: is our system roughly the same age?

Laura Swartz: if money is passed for Wastewater, how do we guarantee where it's going to go? If the Wastewater department is going to get repaired, how do we make sure that money goes there?

Mr. Gresens responded that it was built in the late seventies, early eighties. Some areas are newer.

Vice Chair Dean responded that we are coming up with a plan for tracking money.

Committee Member Farmer asked how the monies from the current rate increase have been spent? We haven't got an accurate accounting of that. If we knew that, the public may have more confidence of how the money has been spent. We haven't been doing a good job tending to the needs of the Wastewater Plant.

Public Comment:

Cindy Steidel: the reality is it's going to come down to money and resources.

Cheryl McDowell: I'd like to see the finance and infrastructure committee set aside funds. Who knows if the leak at the Bluebird could have been prevented.

Mr. Gresens responded they found the leak when the river water resided. We knew there was a leak, we just couldn't figure it out where it was.

Vice Chair Dean asked how to come up with a cost for an asset management plan?

Mr. Gresens responded that we would have to do a request for proposal (RFP) and have the money in our budget.

Public Comment:

Paul Reichart: I can get rough estimates. I've run civil engineers for 25 years. I've worked with Bob on 30 projects over the last ten years and I've chose to not be on this committee because I've helped Bob. I'm a resource for you.

Committee Member Lyons stated a lot has been done with a very limited budget. It's not true that nothing has been done. He responded to Laura Swartz, how do we trust the CCSD to take our money and spend it based on where it was approved for? It comes in two parts: your water bill will show the additional increase in three different parts Water, Wastewater and SWF. You'll see where the funds get split out. The Finance Manager is going to stand up in a public meeting and say this is the money we collected, this is our expenses, and this is what we have left. The second is David Pierson said something extremely important at the last meeting, if people give us authority to collect more money, we promise it will be divided to three parts, we will stop spending money and we will tell you exactly where we spent it. The CCSD has the ability to roll back these rates. They will ask for your approval every step of the way and you'll have accountability and transparency.

Vice Chair Dean stated these two committees will try to make sure there's accountability and follow up on the projects. We need the money in the Wastewater department.

Committee Member Farmer stated over the past many years the board has caused a serious lack of trust among the majority of people in the community regarding decisions and how the money has been spent. One of the things we must do is regain trust. It's not going to happen overnight. We now have two standing committees, we terminated a lobbyist contract, and people need to understand we are trying the best to change how we operate and how the public sees the board and staff. When it was determined that there was a leak somewhere, everyone came to the conclusion it was in the wetlands adjacent to state park and Bob said I don't think so, and ultimately the leak wasn't there and it was at the bluebird. I wanted to commend Bob because we tend to beat up on Bob.

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

Vice Chair Dean stated we need to have a decision on CIP policy/practices and procedure plan.

Committee Member Lyons stated the influent screen should be the first test project and our suggestions should be added to the excel spreadsheet. We should schedule a meeting with staff and bring it back to the committee for review.

Mr. Gresens stated he can do a PowerPoint on the GIS and include screen views. He would like to talk to Tyler Incode and see what they can provide us.

Public Comment:

Cindy Steidel: suggests we have a chance to touch base with Jerry Gruber in terms of what we want staff to do.

Vice Chair Dean moved to bring this item back to the meeting on September 11, 2018.

Committee Member Lyons seconded the motion.

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

Committee Member Farmer stated the public wants more specific information on what needs to be done. Bob, what would you say would be the best way to approach this and where do we need the funds and why.

Mr. Gresens responded we have our CIP list, which shows priorities and identifies risks if we don't move forward. There's potential serious fines from water board and emphasize what needs to be done.

Public Comment:

Tom Laycook: we need to educate the public on why we need these funds, and risks.

Committee Member Farmer stated the biggest risk of not getting a rate increase for Wastewater is we won't have the matching funds to work with PG&E. The water fund is fairly level, they are not in the deficit like Wastewater.

Public Comment:

Cindy Steidel: would caution to not ignore the water portion of it.

Vice Chair Dean asked Bob if they can get together to identify risks and discuss the presentation?

Mr. Gresens responded yes, when Jerry gets back.

Vice Chair Dean moved to use the influent screen as a pilot case for CIP policies and practices and working with Bob Gresens on the final language.

Committee Member Lyons seconded the motion.

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

### **C. Discussion and Consideration to Approve the 2018 Infrastructure Standing Committee Regular Meeting Schedule**

Vice Chair Dean stated we will no longer hold meetings at the fire department. All future meetings will be held at the Vets Hall dining room.

Vice Chair Dean moved to approve the 2018 Infrastructure Standing Committee regular meeting schedule.

Committee Member Lyons seconded the motion.

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

### **D. Review Committee Structure and Discussion and Consideration to Nominate A New Committee Member To Fill the Vacancy Created by the Resignation of Muril Clift**

Vice Chair Dean introduced this item and talked about filling the vacancy.

Committee Member Farmer stated that David Pierson contacted Donn Howell and he has agreed to be a member of this committee.

Chairman Bahringer returned to the meeting at 12:01 p.m.

Chairman Bahringer stated we may want to consider having more committee members. We will have the ability to form a subcommittee with three members, gather information and be more helpful to the staff and board. They would be able to do the ground work. At the next general meeting, I'll suggest some people are in favor of adding more citizen members, get additional volunteers and recommendations from the directors themselves.

Vice Chair Dean would like to see more citizens on the committee.

Committee Member Farmer stated our General Manager has met twice with Brent Patera and perhaps other people from PG&E at the Wastewater plant. There was a meeting in early June/July and a kick-off meeting on July 18<sup>th</sup> and we weren't notified of the kick-off meeting but was notified of the previous meeting, the day before but didn't tell us the time of the meeting. The fact the General Manager is getting together with the main guy and moving forward, it would be cool if the committee knew about it and be there to ask questions and get answers from the representative of PG&E. This is the most important thing that's happened at Wastewater in a long time. This isn't against our General Manager, but it would be great if all of us can be there instead of being filtered through our General Manager.

Vice Chair Dean stated if we all attended the meeting it would have to be noticed as a special meeting.

Chairman Bahringer stated the General Manager is responsible for the day-to-day operations and that is a day-to-day operation. Interfering in the day-to-day operations is against the policy.

Committee Member Lyons stated the General Manager should be able to attend preliminary meetings with PG&E and when it's time to get together with the committee, he will notify us.

Public Comment:

Gordon Heinrichs: That's stupid, you can't have one person dictating the information. We can't have it behind closed doors.

Committee Member Farmer stated this is a major opportunity to have PG&E involved. I feel more comfortable if one or two of us were present with the General Manager.

Committee Member Lyons stated we had PG&E present at an Infrastructure meeting. The General Manager involved all of us. I don't think we should be involved in preliminary meetings for presentations or phone calls.

Committee Member Farmer stated one of the reasons the energy watch became more involved is because Karen Dean and I were involved with that meeting. The more people involved the more likelihood things will move forward.

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

Committee Member Farmer thanked Gordon Heinrichs, Tom Laycook and Paul Nugent for attending the meeting and becoming more involved in the community. They attended my table talk and they are relatively new members of this community.

Vice Chair Dean thanked Committee Member Lyons and Cindy Steidel for their work on the forms.

The committee reached consensus to have the following future agenda items at the next meeting:

1. Bob's GIS slideshow presentation that he volunteered to give us.
2. Updated sheet to integrate their program with the subcommittee.

3. Get started on asset management idea, how to go about getting an estimate on cost. Handle on assets of district and how to manage them.
4. Board adopt policy on this is the type of form we use, and we can buy into concept and the board can move forward.
5. Expand committee to perhaps 8 and discuss.

## **5. ADJOURN**

Committee Member Lyons adjourned the meeting at 12:18 p.m.

Vice Chair Dean seconded the motion.

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