

# MINUTES

Regular meeting of the City of Redlands Municipal Utilities/Public Works Commission on December 6, 2021 at 4:00 PM in the Council Chambers at the Civic Center, 35 Cajon Street. The meeting was an in-person meeting with teleconferencing available via Zoom. Votes were conducted in person and by roll call.

## **A. ATTENDANCE & CALL TO ORDER**

Present: Adekunle Ojo, Chairperson  
Steve Stockton, Vice Chairperson  
Chandrasekar 'CV' Venkatraman, Commissioner  
David Garcia, Commissioner  
Thomas Breitkreuz, Commissioner  
R. Brad Thoms, Commissioner  
Eddie Tejeda, Council Liaison/Mayor Pro Tempore (joined remotely)

Staff: John Harris, Municipal Utilities & Engineering Director; Chris Boatman, Facilities and Community Services Director; Goutam Dobey, Engineering Manager; Kevin Watson, Utilities Operations Manager; Veronica Medina, Assistant Engineer; Kyle Wagner, Construction Manager; Johana Silva, Assistant Engineer; Christian Duenez, Administrative Assistant II; Jane Weathers, Commission Liaison/Senior Administrative Assistant

Guests

Speakers: Steve Dennis with M.E. Simpson Co., Inc. (joined remotely); and Elizabeth Calva, P.E., Russ Bergholz, (both present) and Phil Giori (joined remotely) with Dudek

Guests: Dennis Bell and Andy Hoder

Chairperson Ojo called the meeting to order at 4:00 PM, thanked and welcomed everyone for attending, and offered any public present the opportunity to provide comment on any item on the agenda.

## **B. PUBLIC COMMENT**

None forthcoming.

## **C. APPROVAL OF MINUTES**

On motion of Vice Chairperson Stockton, seconded by Commissioner Garcia, the minutes of the regular meeting of October 4, 2021, were unanimously approved.

**Vote:** 7– 0 Passed

## **D. COMMUNICATIONS**

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## a. Director's Report

Director Harris welcomed everyone to the meeting and provided highlights to his Director's Report. One of the subject items which related to the 300 E. State Street agenda topic would be discussed by Facilities and Community Services Chris Boatman during the meeting.

A recap was provided regarding the Big Bear Area Regional Wastewater Authority's discharge of treated water to an area outside the Santa Ana Watershed. This project enhances Big Bear's local economy by keeping Big Bear Lake full and benefits Redlands by allowing more reliable and frequent water releases from the Lake. Chairperson Ojo offered to have his employer, San Bernardino Valley Municipal Water District, locate and provide the report for commissioners.

Updates were provided on the following:

*Wastewater Treatment Plant Project, Phase 2 (WWTP P2)* – Project is on schedule and on budget with plans to submit State Revolving Fund loan application by December 31, 2021;

*Sunset Reservoir Replacement Project* – Staff negotiated a lease agreement with land owners adjacent to the site to construct a temporary reservoir before demolition and reconstruction of a new permanent reservoir. Further updates will continue to keep the commission apprised of this item;

*Sidewalk/ADA Ramp Replacement Prioritization Methodology* – Of the City's 300+ miles of sidewalk, about 1 mile of spot replacements of lifted/broken sidewalk and ADA curb ramps are being replaced in the 2021 Citywide Sidewalk and ADA Ramp Replacement Project (slated for completion in January 2022) and were determined in accordance with the sidewalk matrix methodology which had been reviewed by this commission and approved by City Council in 2015. Director Harris will bring the item back to the commission following Commissioner Travis' inquiry of the areas being fixed first, although a project location map was provided as Attachment A to the Director's Report.

*Water Loss Audit Validity* – the consultant, Steve Dennis with M.E. Simpson Co., Inc., was invited to provide additional information and clarification related to the 2021 water audit and is noted in the following agenda item. The 2020 water audit validation worksheet was provided as Attachment B to the Director's Report;

*Water Meter Replacement Project* – An update was provided on the Phase I (FY 21/22) of a 5 year water meter replacement project replacing all potable and non-potable water meters within Redlands' service area and includes the installation of Automated Metering Infrastructure. The replacements are being scheduled to avoid disruptions to billing cycles and notifications (Attachment C Water Meter Replacement Project Notification) alerting customers of what to expect and how to read their meter. This has coincided with the Meter Accuracy Program which has included more meter testing, data collection, and better determine meter accuracy. Although there are supply chain issues, staff is working closely with vendors on installation of components to facilitate remaining on-schedule;

*Pavement Management Program (PMP)* – the current PMP project is a combination of FY 20/21 PMP, FY 21/22 PMP, and Wastewater Collection System Improvement budgets totaling ~\$9.3M was awarded to Matich Corporation in September 2021, is anticipated to be completed in June 2022, and includes potholing, concrete curb/gutter replacements in various locations, and sewer system improvements (to be completed in December). A location map was provided as an attachment (Attachment D) to the Director's Report;

*2021 Q3 Capital Improvement Project (CIP) Update* – As mentioned previously, the department's CIP delivery schedule of projects (Attachment E CIP Project Status Worksheet) is aggressive with intent to meet the obligation

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set forth in the FY 21/22 schedule of projects, of which an update, including tasks, timeframe/delivery of each was provided in the Director's Report; and

*Water Conservation Rebate Program Update* – Adopted in 2016, this program facilitates customer compliance with mandates in the 2009 Water Conservation Act and offers incentives for customers to conserve water via rebates for switching to high efficiency sprinklers/washing machines/toilets, weather-based irrigation controllers, converting to drought tolerant plant/landscaping, and retrofitting small grove irrigation systems. Staff will consider inclusion of the following rebates/programs: leak detection technology, large site turf conversion, reevaluation of rebate amounts, and increasing the annual rebate amount cap. Data requested by commissioners at their August meeting related to the City's Water Conservation Program, water waste reports, and rebates issued (quantity and value) was included in the Director's Report. Changes to the Redlands Municipal Code Chapter 13.06 Water Conservation Plan will be brought to the Commission before it is presented to City Council. Chair Ojo asked about the value of conservation programs

On behalf of the commission, Chairperson Ojo thanked Director Harris for the comprehensive update and the Municipal Utilities and Engineering staff for their efforts to facilitate the report.

## **b. Report on Water Loss Audit from Consultant**

Consultant Steve Dennis with M.E. Simpson Co., Inc. joined the meeting via Zoom and provided further clarification related to the water loss audit which accounted for total loss, apparent water loss, not leaks, review and incorporation of findings from the meter accuracy testing. As noted in the Director's Report, the audit involves much data, such as miles of pipe, number of services, operational costs, retail water costs, water distribution volume and water consumption volume, that is then used to estimate water system loss and any associated costs. In turn, this helps to identify areas to possibly focus improvements. The 2021 water audit, conducted independently by M.E. Simpson resulted in a "Validity Score" of 79, higher than in previous years. Utilizing this as an educational tool, this will also be used as a CIP planning tool and to anticipate water meter replacement, thus reducing water loss. The 3-page Water Audit Validation Worksheet (Attachment B to the Director's Report) included detailed audit information.

## **c. Commission Liaison Updates**

- i. 2022 Calendar for MUPWC
- ii. MUPWC's Annual Report to the City Council

Chairperson Ojo asked for both items to be moved to the next commission meeting due to time constraints.

## **E. PRESENTATION**

### **a. Presentation from Dudek – Proposed Updated Draft Citywide Master Plan for Wastewater System**

Mr. Harris introduced the Dudek team hired to review the City's Wastewater Master Plan. A draft copy of the plan still being revised was provided to the commission and a PowerPoint presentation, including the hydrological model were shown and presented by Elizabeth Calva, P.E., Russ Bergholz, (who were both present) and Phil Giori (who joined via Zoom). The model, which is still under development, was shown to demonstrate the data included such as highest flows and risk (e.g., 10 inch sewer main lines and above), historical flows, and the analyses, which included known planned developments – year 2030 near term, year 2045 long term, and year 2070 build out for the City. Discussion, Q & A, which occurred during and following the presentation, related to solar energy/energy dependency, lift stations, connection with SCADA, recommendation to exploring

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all options related to equalizing/stabilizing the WWTP, explore technology for the removal of P-FAS and drying solids, clarification of grid for gas management system, and consideration of selling back to Mountainview Power. All the questions and comments received were to be further reviewed by the consultant and discussed with staff. The item will be provided for another review to the commission before it is presented to City Council for review and adoption.

## **b. 300 E. State Street Facility Acquisition**

Director Boatman provided background related to the acquisition of the property located at 300 East State Street, known as the Citrus Center, which detailed funding related to the purchase/escrow, leases with tenants, continuity of services and utilities for existing tenants, and estimated revenues and anticipated expenses related to current and future operations. The savings related to renovating Citrus Center outweigh the high costs to build a brand new public safety/City Hall building. City Council approved the purchase in June 2021.

## **F. NEW BUSINESS**

### **a. Discussion of the Presentation of the Proposed Updated Draft Citywide Master Plan for Wastewater System and Possible Recommendation to City Council for Adoption of the Plan**

As this item will need further review by the consultant and staff, this item was deferred to the next scheduled meeting of the commission. A request was made by the commission to schedule a special meeting in January 2022 which would need to be discussed and determined by staff if that request could be accommodated.

## **G. COMMISSIONER ANNOUNCEMENTS, REPORTS ON ACTIVITIES, AND/OR REQUESTS FOR FUTURE AGENDA ITEMS**

Items requested for the next regular Commission meeting agenda were as follows: discussion of wastewater and its Cogen (facility), the MUPWC's annual report to the City Council (to determine who will present and prepare the report, what information and staff assistance is needed, confirm if the City Council meeting of May 3 would work for the commission to provide their report, and if they wish to have a special meeting to review a draft report), further discuss the proposed updated citywide master plan for wastewater system and related possible recommendation to City Council for adoption of the plan, citywide sidewalk project's priority matrix and priority list/areas to be addressed first, further discussion of in-lieu water from Big Bear, discharged water, Big Bear purchase and release of water (which Chairperson Ojo indicated may be able to obtain the report via Valley District), and an update on the temporary lease at and related to Sunset Reservoir (site).

## **H. ADJOURNMENT – Next regular meeting is February 7, 2022 at 4:00 PM**

There being no further business the meeting adjourned at 5:31 PM. The next regular meeting of the City of Redlands Municipal Utilities/Public Works Commission is scheduled for February 7, 2022.