

**CITY OF REDLANDS**  
**MUNICIPAL UTILITIES/PUBLIC WORKS COMMISSION**  
**Regular Meeting Minutes**  
**April 5, 2021, 4:00 PM**

This meeting was conducted as a teleconference meeting. All votes during the meeting were conducted by roll call.

In compliance with public health recommendations to limit public gatherings during the Covid-19 pandemic and acting as the City of Redlands Emergency Services Director, City Manager Charles M. Duggan Jr., directed meetings of the Municipal Utilities/Public Works Commission (MUPWC) of Redlands be closed to the public until further notice or until the current local State of Emergency has been lifted. The MUPWC will continue to meet to conduct essential business. Public comments (up to 250 words) received by noon, April 5 were read aloud by MUPWC liaison.

**1. ATTENDANCE**

A quorum was reached with the following present at time of roll call: Chairperson Adekunle Ojo, Vice Chairperson Steve Stockton, Commissioners Brad Thoms, Chandrasekar 'CV' Venkatraman, and Tom Breitzkreuz. A quorum was established with 5 of 7 members present at time of roll call. Commissioner David Garcia joined by video shortly after roll call and Commissioner Zachary Travis joined the meeting via phone near the end of Agenda Item 7. City staff and guests present were: City Manager Charlie Duggan, Jr., Municipal Utilities and Engineering Director John Harris, Engineering Manager Goutam Dobey, Utilities Operations Manager Kevin Watson, Senior Project Manager Ross Wittman, Solid Waste Manager Louie Miranda, Administrative Analyst Elizabeth Boehling, Senior Administrative Assistant (MUPWC Liaison) Jane Weathers, and San Bernardino Valley Municipal Water District's Deputy General Manager Bob Tincher. Due to computer issues, Ms. Weathers was unable to view if any Attendees were listed in Zoom.

**2. CALL TO ORDER**

The meeting was called to order at 4:00 PM. Chairperson Ojo thanked and welcomed everyone for attending.

**3. PUBLIC COMMENT**

Ms. Weathers stated no public comments had been received.

**4. APPROVAL OF MINUTES**

- A. February 1, 2021 Regular Meeting Minutes**
- B. February 8, 2021 Special Meeting Minutes**
- C. February 22, 2021 Special Meeting Minutes**

The minutes for the February 1 regular meeting and special meetings for February 8 and 22 were reviewed.

**A motion was made by Vice Chairperson Stockton and seconded by Commissioner Breitzkreuz to approve the meeting minutes of February 1, February 8 and February 22. The motion passed 6-0.**

**5. NEW BUSINESS**

**A. Update on Solid Waste and Landfill Division (Facilities and Community Services Director Chris Boatman)**

Louie Miranda, Solid Waste Manager for the Facilities and Community Services Department, provided an update to the MUPWC on behalf of Director Boatman. Three automated side-loaders used for collecting refuse were replaced mid FY 2019-2020. Between March and May 2020, three front-end loader collection trucks were added to service commercial businesses and restaurants. Two additional vehicles – a roll-off truck and an automated residential collection truck – are expected in late 2021. The landfill staff is anxiously awaiting a new D7 landfill dozer in late April and have been utilizing a new refuse compactor since early 2020. Mr. Miranda apprised the group that the Phase 4 California Street Landfill expansion was completed in April 2020, which added seven to eight years of refuse landfill

**CITY OF REDLANDS**  
**MUNICIPAL UTILITIES/PUBLIC WORKS COMMISSION**  
**Regular Meeting Minutes**  
**April 5, 2021, 4:00 PM**

capacity. Based on the total remaining capacity of 4.64 million cubic yards, the site's life calculation indicates current landfill lifespan is anticipated to end in first half of 2053. The new equipment, such as the new compactor, contributed to extending the landfill life, cutting waste by about 35 percent and increasing compaction rate significantly. The cost of the Phase 4 project was approximately \$3.3 million. An agreement the City entered into with Southern California Edison's Mountainview Power Plant (MVP) for the acceptance of filter cake material and MVP's payment to City ~\$1 million for a double liner system reduced City's project cost to ~\$2.5 million. Other enhancements included excavation and relocation of a 2,000 foot portion of underground header pipe to improve monitoring, maintenance, troubleshooting and prevention of liquid blocking the header pipe. Since this completion in early 2020, gas flow received at the landfill's flare increased, and the flare is running at full efficiency.

A Q & A followed between the commissioners and Mr. Miranda concerning the new technology, food waste diversion and compliance, recycling and diversion goals, and the community's awareness of the solid waste services. Operators' use of the new compactor has eliminated the guess-work for compaction, allowing operators to see the density of compacted trash, quickly identify areas still needing compaction, and alerting them when optimal/full compaction is achieved. The City remains in compliance with CalRecycle, meeting its diversion goal of 55%, and is continuing to offer organic collection for 37 businesses throughout the City. Short-term use of a roll-off bin years ago resulted in household hazardous waste items left in roll-off bins so the City had to cease the program. The current program, which has since resumed after CDC recommended pausing it at the beginning of the pandemic, allows solid waste customers to schedule curbside pickup of up to three large items twice a year. A suggestion was made to send information to City residential customers about solid waste services. Mr. Miranda expressed that overall the community is well-informed of the services available and are aware of the benefit of having a City-owned and operated landfill.

Commissioners expressed their appreciation for Mr. Miranda's update on solid waste and landfill divisions.

**B. COVID-19 Orange Tier Meeting Format**

Director Harris explained the purpose of this item was to initiate dialogue with the commissioners to gauge comfort level of in-person meetings. All present commissioners (Commissioner Travis had not yet joined the meeting) expressed an eagerness to meet in-person, a willingness to wear masks in-person if that was desired or required, and an allowance for members, public and staff to meet in-person or via Zoom.

**6. STATUS REPORTS**

**A. MUED Director's Report (Municipal Utilities & Engineering Director John Harris)**

Director Harris apprised the group that the City is now part of the San Bernardino Basin Area Groundwater Council (GC) and noted the GC's meeting agenda link had been provided to the group, and will plan to attach GC agendas to the Director's Report. At the last meeting, following discussion of the use of public tax dollars in the GC, he asked Mr. Wittman to reach out to San Bernardino Valley Municipal Water District's (Valley District) for clarification. Attached to the Director's Report is the letter response received from Valley District's CEO/General Manager Heather Dyer clarifying all the questions MUPWC posed at their last meeting. Additionally, Valley District's Chief Water Resources Officer/Deputy General Manager Bob Tincher was invited to the MUPWC's Zoom meeting to provide any further explanation if needed. This was much appreciated, as expressed by Commissioner Thoms, in that the letter and Director Harris' follow up provided a greater understanding of the funding for the GC.

As part of a routine update on the CIP status to the Commission, Director Harris stated staff recently opened bids for FY 20-21 Water CIP and issued a request for bids for the first phase of PMP 2020, which includes resurfacing of ~33 miles of City streets. As in the past, this coordination of projects ensures needed water line replacements are completed before planned street paving under PMP 2020.

**CITY OF REDLANDS**  
**MUNICIPAL UTILITIES/PUBLIC WORKS COMMISSION**  
**Regular Meeting Minutes**  
**April 5, 2021, 4:00 PM**

The Wastewater Treatment Plant's Phase 1B project is going well, on schedule, and under budget. Both MUPWC and UAC recommended to City Council that staff consider updating Development Impact Fees (DIF). Included in the MUED's budget request is funding to update DIF.

In response to an inquiry of the City's preparation of bi-monthly utility billings, Director Harris explained meter reads are done manually and are not able to be done fast enough for monthly billing. The plan over the next several years is to move toward automated metering infrastructure (AMI) to allow for more efficient meter reading. AMI will have a device connecting to the meter with a wire and flat antenna attached to the meter pit lid. Throughout the annual meter replacements, lids with the antenna are also being replaced allowing for a seamless conversion. With regard to utility bills being consolidated, this alleviates City's customers' receipt of City bills for the various services provided. Chairperson Ojo suggested modifying the bills to better delineate water cost and to add meter and volumetric costs. He likes that the billing is consolidated and suggested making components more distinguishable would improve communications with City customers.

**7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING**

Commissioner Stockton requested an update on operational procedures at the water treatment plants, status of each plant's influent, exit turbidity, and whether or not any operational problems were occurring. Commissioner CV requested a brief update on the water line replacement CIP following its award (this update may be provided in conjunction with the PMP project as bids likely will be received prior to the June 7 meeting). Commissioner Breitkreuz asked for updates on the master plans being revised, which are on track for November 2021 completion. Commissioner Breitkreuz also suggested being updated on big projects which would allow for MUPWC input as it relates to planning, building and safety, and public works. Director Harris reiterated the CIP list of water, non-potable and sewer projects previously presented to MUPWC for FY 2021-2022 is on track for delivery as promised.

**8. ADJOURNMENT**

Chairperson Ojo thanked the Commission and staff for a good, well-prepared and enjoyable meeting and adjourned the meeting at 4:51 pm upon Commissioner CV's motion and Commissioner Breitkreuz' second motion to adjourn. It was stated the next regularly scheduled meeting will be on June 7, 2021.

**ATTACHMENTS:**

- A. Draft Minutes of February 1, 2021 Regular Meeting, February 8 & 22, 2021 Special Meetings**
- B. MUED Director's Report**