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**I. Introduction**

The first 2019 Utilities Advisory Committee (UAC) meeting was called to order at 5:01 pm on Thursday, May 16, 2019, with a full quorum of committee members consisting of Jonathon Corbridge, Richard Corneille, John James, Ernest Marquez, Jr., Michael Ten Eyck, Christine Roque, and Richard Smith. City of Redlands staff present consisted of Municipal Utilities and Engineering Director Paul Toor, Utilities Operations Manager Kevin Watson, Senior Project Manager Ross Wittman, Water Resources Specialist Cecilia Griego, and Assistant Finance Director Farrah Jenner. Guests present were Dennis Bell, Carol James, Andy Hoder, and Louisa Amis.

Mr. Toor introduced himself and provided an overview of the City's organization and briefly described City departments and functions. He provided an overview of the City's water and wastewater systems, water distribution and treatment operations, and water supply sources. A synopsis was provided of the UAC's inception, and its continued need to review and recommend to City Council water and wastewater service rates. Mr. Toor introduced the rate study consultant, Sudhir Pardiwala with Raftelis Financial, who will attend the next UAC meeting. Mr. Pardiwala has conducted the City's water/wastewater rate studies for the past 20 years.

A few housekeeping items and a roundtable introduction followed with a request for members to schedule a tour of the wastewater treatment plant to help gain an understanding of the wastewater processes.

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**II. UAC Roles & Responsibilities**

Mr. Toor reiterated the responsibility of the UAC is to review the City's water and wastewater rates, water and wastewater budgets, and to provide a recommendation of rates to City Council. UAC membership is for two years, and although the rate study is not anticipated to last for that duration, the UAC would reconvene should City Council desire additional review.

The committee was asked to nominate one of the members to be chairperson and vice chairperson for the committee.

**A motion to approve Mr. James as the Chairperson for the Utilities Advisory Committee was made by Committee Member Corneille, seconded by Committee Member Ten Eyck, and approved unanimously.**

**A motion to approve Mr. Ten Eyck as Vice Chairperson for the Utilities Advisory Committee was made by Committee Member Corneille, seconded by Chairperson James, and approved unanimously.**

## Utilities Advisory Committee

SPECIAL MEETING MINUTES (Meeting #1 on May 16, 2019)

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### III. Tentative Meetings Schedule

The group discussed the best meeting day and time that worked for most was 6:00 pm on Thursdays. The following meetings were agreed upon and a quorum established, and therefore considered regular meetings:

1. **Thursday, May 30 at 6:00 pm**
2. **Thursday, June 13 at 6:00 pm**

The above meetings would only be considered special should either need to be canceled and rescheduled. Additional meeting dates will be proposed to the group following the meeting and further coordination with the consultant. Concerning individual WWTP tours for members, all were invited to coordinate through Ms. Weathers, but that no more than three members would be allowed per tour to remain in compliance with the Brown Act.

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### IV. Water/Wastewater Operations

- Report on Redlands Water System (Supply, Treatment, and Distribution)

Mr. Toor outlined the City's water distribution system noting a good portion of the water main were installed between 1900 and 1969, and the majority of the water main made of asbestos concrete pipe. Since 2014, water pipeline replacement projects have occurred about every other year and coincided with the Pavement Accelerated Rehabilitation Implementation Strategy (PARIS) program. Regarding non-potable water main, a map was shown that identified non-potable pipe installations throughout the City from 1956 to present, and a separate map was shown with installations since 2014.

- Report on Wastewater System (Collection and Treatment Plant)

A map was shown that identified sewer main installed 1910 to present, and a separate map was shown with the sewer main installed since 2014.

Mr. Toor provided a brief overview and history of the construction of the City's WWTP, collection system, capacity, treatment, equipment and regulatory updates, renovations over the last six decades, discharge requirements and the plant's present-day status. The plant is faced with challenges of maintaining outdated equipment that have exceeded their life expectancy and lack redundancies while remaining in compliance. Through a parallel effort, staff is working with a consultant for the design and preparation of the environmental documents associated with potential plant upgrades. Staff is also identifying potential funding sources for the potential project. Before the City can award a contract to perform any necessary plant upgrades, financing must be in place.

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### V. Rate Study Overview – Brief Synopsis of Utility Rates and Rate Study Process

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## **Utilities Advisory Committee**

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A synopsis of the utility rates and rate study process was provided by Mr. Toor. It is expected the committee will provide a recommendation of the water and wastewater rates following an in-depth review of the rates. Per the City's municipal code, rates are to be equitable and easily understood. Upon recommendation of rates to City Council, staff will request authorization to proceed with notifications in accordance with Proposition 218 requirements. If City Council approves the recommended rates, the public notice process/period will begin and be finalized with City Council conducting a public hearing for adoption of the recommended rates.

Questions from the members or the general public regarding the rate study may be coordinated and directed through Mr. Wittman and Ms. Weathers.

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### **V. Committee Member Comments**

Members of the committee expressed a desire to have Proposition 218 information placed on the city's website, have a link from the city's main webpage to the UAC's page, to add additional information related to prior water and sewer rate studies, provide agendas and related information earlier, and utilize the local papers and social media to inform the public of the rate study meetings.

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### **VI. Public Comment**

Concerns raised from the public were: clarify for the public/city customers the city's utilities are not subject to any requirement or coordination with the state's public utilities commission (CPUC), unlike the Gas Company and Southern California Edison; respond to the public perception of a need to slow development/growth to minimize impact to the wastewater treatment plant; educate the public on the urgency of the plant's needs and address the public's perception that the plant may be failing; close the gap on the estimated cost for the plant's upgrades to ensure rates recommended are not over-estimated.

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### **VII. Adjourn**

The meeting was adjourned at 5:53 pm.

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Jane Weathers, Senior Administrative Technician