



CITY OF REDLANDS
MUNICIPAL UTILITIES/PUBLIC WORKS COMMISSION

APPROVED
@ MUPWC'S
REGULAR MEETING
ON FEB. 4, 2019

REGULAR MEETING MINUTES

Monday, December 3, 2018, at 4:00 pm
Civic Center, 35 Cajon Street, Suite 15A

A. Call to Order, Roll Call and Approval of Special Meeting Minutes of October 29, 2018

The special meeting of the Municipal Utilities/Public Works Commission (Commission) was called to order by Commissioner Landis at 4:03 pm with all commissioners present except Commissioners Bayne and Hernandez. Below is the list of those present at the meeting who signed in or who provided their name during public comment.

Commissioners Tim Landis, Adekunle Ojo, R. Brad Thoms, Norm Miner, and Steve Stockton; City staff Municipal Utilities and Engineering Director Paul Toor, Municipal Utilities and Engineering Deputy Director Savat Khamphou, Senior Civil Engineer Jason Montgomery, and Senior Administrative Technician Jane Weathers.

A motion to approve the October 29, 2018, special commission meeting minutes was made by Commissioner Miner, seconded by Commissioner Ojo, and approved unanimously. Commissioner Stockton abstained from voting as this was his first meeting since being appointed to the Commission.

B. New Business

a. Introduction and Welcome of Newly Appointed Commissioner Steve Stockton

A warm welcome was given to recently appointed Commissioner Steve Stockton who returned to the Commission after serving consecutive terms and would be filling the vacancy left by Commissioner Mark Stanson. A brief background and round table introduction of all Commissioners and staff present ensued.

b. Selection of Chairperson and Vice Chairperson for the Municipal Utilities/Public Works Commission

A motion was made by Commissioner Miner, seconded by Commissioner Ojo recommending Commissioner Landis as Chairperson for the Commission. The motion carried unanimously.

A motion was made by Commissioner Miner, seconded by Chairperson Landis, recommending Commissioner Ojo as Vice Chairperson for the Commission. The motion carried unanimously.

c. Update on the Wastewater Treatment Plant Facility Assessment and Design

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Mr. Montgomery provided an update to the Commission on the status of the City's wastewater treatment facility. There has been no action taken since the Commission last discussed the item in late August 2018 where the Commission toured the facility and briefly discussed the history and future of the facility along with the challenges currently impacting it. Following an extensive evaluation process, staff has and continues to refine the scope of design work and develop alternatives and scenarios for the facility. Staff is preparing to present to Council the status of the wastewater treatment facility and seek direction from Council on how to proceed. Mr. Montgomery shared with the Commission the work that has occurred thus far with regard to refining the scope and developing alternatives for the facility and its operations. A discussion ensued regarding the funding needed for the alternatives to be presented (including a rate study, exploring revolving loan options), assessment and design conducted independently versus separate consultants performing both services, anticipated development, water conservation impacts, costs for treatment onsite and exploration of other economical options that would improve operations and impacts to the facility.

With regard to a rate study, Commissioner Stockton suggested rolling the responsibilities of the City Council appointed Utilities Advisory Committee into the responsibilities of the Commission, which would likely require an ordinance change. Commissioners Landis and Miner supported the suggestion as Commissioner Stockton pointed out the Commission is consistently involved in programs and projects of the water and wastewater utilities, understands the terminology and fiscal challenges, and believe it would streamline the process of reviewing and recommending rate adjustments altogether.

d. Schedule of Commission Meetings

Ms. Weathers will be sending to the Commission a 2019 calendar of the Commission's regular meetings and reminded the Commission that it is scheduled to meet regularly every first Monday of even months. The annual presentation should be anticipated in the spring months and will be placed on a forthcoming meeting agenda. A brief discussion ensued concerning Commissioners attendance of agency meetings, such as flood control, freeway interchange, water, wastewater, and public works. Ms. Weathers will provide Commissioners a few links to other agency meetings Commissioners may attend and report on to the Commission at a later date.

C. Public Comment - (for items not listed on this agenda, but within the jurisdiction of the Commission. Note that no general discussion of such items, or action on such items may be taken by the Commission. At this time, the Commission will provide an opportunity for the public to address them on the subject which is scheduled on this notice. Please limit your comments to three (3) minutes).

There were no public comments.

D. Communications

a. Report of the Commission's Activities

Chairperson Landis encouraged Commissioners to attend other meetings of outside agencies and boards relevant to the Commission and provide an update to the Commission

at their future meetings. Ms. Weathers offered to provide links to some agencies that may be of interest to the Commission. Vice Chairperson Ojo reported on the Association of California Water Agencies (ACWA) Annual Conference meeting he attended last week and mentioned a couple issues were brought up that he thought were relevant to the Commission and staff. Those issues were (1) building relations with new legislators and facilitate their awareness of challenges facing utilities, and (2) discussion of consolidation and compliance among water systems in the state. It was also recommended the City be a member of the AWWA in the future.

b. Commissioner Reports and Requests for Future Agenda Items

Commissioner Miner requested the Commission meet more regularly than every two months and offered his availability to meet for special meetings should items arise that require immediate review and recommendation from the Commission. With regard to Commissioner Stockton's point earlier in the meeting concerning review of the utilities rates, Commissioner Miner also offered his support and suggested a letter be written from the Commission to the City Council requesting to consolidate the roles and responsibilities of the Utilities Advisory Committee with those of the Commission. At their next regular meeting, it was requested to receive an update on the PARIS program, Redlands Rail and related parking and traffic, water pipeline replacement projects, and utilization of SB1 funds.

E. Adjournment

Chairperson Landis requested a motion to adjourn the meeting. Commissioner Miner made a motion to adjourn and Vice Chairperson Ojo seconded the motion. The meeting was adjourned at 5:10 pm.

Jane Weathers

Jane Weathers, Senior Administrative Technician