



CITY OF REDLANDS  
MUNICIPAL UTILITIES/PUBLIC WORKS COMMISSION

**PENDING  
APPROVAL**  
@ MUPWC'S  
special meeting  
scheduled on  
September 16, 2019

SPECIAL MEETING MINUTES  
Monday, July 11, 2019, at 4:00 pm  
Civic Center, 35 Cajon Street, Suite 15A

A. Call to Order and Roll Call

The special meeting of the Municipal Utilities/Public Works Commission (Commission) was called to order by Commissioner Landis at 4:03 pm with five commissioners present, one absent, and one vacancy. Commissioner Hernandez was unable to attend and was excused and one vacancy remains. Below is the list of Commissioners and staff present at the meeting and any public who signed in.

Commissioners Tim Landis, Adekunle Ojo, Brad Thoms, Norm Miner, and Steve Stockton; City staff Assistant Facilities and Community Services Director Tim Sullivan, Assistant Finance Director Farrah Jenner, Utilities Operations Manager Kevin Watson, Engineering Manager Savat Khamphou, Senior Project Manager Ross Wittman, and Senior Administrative Technician Jane Weathers; and guests Dennis Bell, Utilities Advisory Committee (UAC) Chairperson and members John James, Dick Corneille and Christine Roque, respectively, and Raftelis Financial Consultant (to UAC) Sudhir Pardiwala.

B. Presentations

a. Discussion Regarding Draft City Council Presentation of the Utilities Advisory Committee's Rate Study and Recommendations for Water, Wastewater, and Non-Potable Rates presented by Chairperson John James

Chairperson James provided an update on the Wastewater Treatment Plant via a draft PowerPoint that was to be presented to the Utilities Advisory Committee at their special meeting scheduled two hours later. Once finalized, Chairperson James would coordinate with staff to present the PowerPoint with recommended rates to the City Council anticipated on August 6. A brief introduction of the rate study consultant, Sudhir Pardiwala, and the seven members (three of which were present) that comprise the UAC, prefaced the presentation material. Member background and experience was wide-ranging – utilities and budget management, engineering, prior rate study member, understanding City funding, general planning, and operations, and all have strong community ties.

The presentation provided the UAC's mission statement, overview of the rate study process and coordination between staff and consultant and consultant/staff and UAC, information the consultant uses to analyze and create rate models for staff and UAC to review, discuss and understand in effort to make educated recommendations to City Council on adjustments to the water, wastewater, and nonpotable water rates. Chairperson James briefly explained operations and tied them to expenditures and

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revenues, debt service for bonds and interest rates, and state revolving funding which coincide with anticipated revenues received through rates passed on to customers. Additionally, Chairperson James provided a succinct overview of the wastewater treatment plant operations, and current or usable capacity due to condition of the plant and in response to peak flows. Discussions segued from the presentation to technical and operational aspects of the plant, communication to customers of the plant's status, rationale for rate increases, consequences to City/customers without revenue increases, water sales, and anticipated reports from the consultant assessing the plant as well as the peer review of that consultant's assessment. Chairperson James thanked the commission for their input throughout the presentation.

C. Public Comment

Mr. Bell emphasized the importance of highlighting the facility condition and determining if improvements recommended are indeed critical, and for City Council to acknowledge issues that city facilities in general are facing.

D. Communications

a. Commissioner's Report of Activities

b. Commissioner Requests for Future Agenda Items

Due to the timeframe, Chairperson Landis requested the above communication items be discussed at the commission's next scheduled meeting and acknowledged agenda items requested were being coordinated for future meetings.

E. Adjournment

The next regular meeting in August was agreed to be cancelled and a special meeting would be coordinated later in August. A motion was made by Commissioner Stockton to adjourn the meeting, seconded by Commissioner Miner. Motion carried and meeting was adjourned at 5:25 pm.

*Jane Weathers*

Jane Weathers, Senior Administrative Technician