



February 17, 2021

TO: Utilities Advisory Committee
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 2 – 02/17/2021 UAC Meeting**
Approve Prior Meeting Minutes

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the minutes of the Utilities Advisory Committee (UAC) meeting held January 20, 2021 for your review and approval.

STAFF RECOMMENDATION

Staff recommend that the Utilities Advisory Committee adopt the following Motion:

Motion: I move that the Utilities Advisory Committee approve the minutes of the UAC meeting held January 20, 2021.

Attachment
01/20/2021 Utilities Advisory Committee Minutes

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**DRAFT - Minutes of the Utilities Advisory Committee Meeting
January 20, 2021 at 5:30 p.m. at the District Office**

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Call to Order and Roll Call</p> | <p>Chairperson Cesena called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Present Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Arrived at 5:32 Eric Silva, Committee Member – Present Matthew Fourcroy, Vice Chairperson – Arrived at 5:31 Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p> | |
| <p>2. Approve UAC Minutes of December 16, 2020</p> | <p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Harper moved to approve the meeting minutes of December 16, 2020. The motion was seconded by Committee Member Harper and carried with unanimous consent.</p> | <p>Action – File approved minutes.</p> |
| <p>3. Consider a Request to Amend a Conditional Intent to Serve Letter to Establish Water Service</p> | <p>General Manager Munds presented the PowerPoint presentation which is made available on the Districts website.</p> <p>The Committee discussed the permitting and variance process through the County; the parcel size and location; the District water meter; if other parcels would fall into this category; using the well versus District water.</p> <p>Public Comment – Ray Krause commented on the history of the project and the process he has been going through with the County making himself available to any question the committee may have.</p> <p>Committee Member Harper moved to recommend to the Board to amend the Conditional Intent to Service Letter to allow for a metered connection to the District’s water system prior to exiting Stage III. The motion was seconded by Committee Member Moothart and carried with the following vote:</p> <p>Ayes: Committee Member Harper, Moothart, Bishop, Silva Nays: None Abstain: None Absent: None</p> | <p>Action – Recommend to the Board to amend the Conditional Intent to allow for a metered connection to the District’s water system prior to exiting Stage III.</p> |
| <p>4. Basin Management Committee Update</p> | <p>General Manager Munds gave a verbal report on BMC Meeting discussing the draft Monitoring Report and the Wild Coast Farms.</p> <p>The Committee discussed one of monitoring wells.</p> <p>Public Comment - None</p> | <p>Action – None</p> |
| <p>5. Utilities Department Report</p> | <p>Utility Systems Manager Falkner provided a summary from December 2020 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Chairperson Cesena commented on consumption.</p> <p>Committee Member Moothart commented about doing a Water Conservation Campaign.</p> <p>Bishop inquired if increase is related to drought and high temperatures.</p> <p>Public Comment – None</p> | <p>Action – None</p> |

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| 6. Utilities Department Update | <p>General Manager Munds presented the Department Updates which is made available on the PowerPoint presentation on the Districts Website commenting that 10th Street Well will go back into service on January 21, 2021.</p> <p>Committee Member Harper inquired if there is anything the District can do to better maintain the water tanks.</p> <p>General Manager Munds responded that the District is inspecting every 5 years and is hoping to have a better program in place in the near future.</p> <p>Public Comment – None</p> | <u>Action</u> – None |
| 7. Review of Board Item 2020/2021 Mid-Year Budget Adjustments Fund 500 & Fund 800 | <p>General Manager Munds presented the PowerPoint presentation which is made available on the District Website.</p> <p>Committee Member Moothart inquired about the 16th Street water tank</p> <p>Public Comment - None</p> <p>Chairperson Cesena commented on a potential CPI increase.</p> <p>Committee Member Harper inquired if General Manager Munds has and concerns.</p> <p>General Manager Munds responded that the District can afford these expenses but he does not want the cash flow to be low in case there is an unexpected expense.</p> <p>Committee Member Bishop voiced support with decision to shuffle funds but emphasized the importance of SCADA in the future.</p> <p>Committee Member Moothart moved to recommend to the Board to amend the adoption of the Mid-Year budget adjustments as presented. The motion was seconded by Committee Member Harper and carried with the following vote:</p> <p>Ayes: Committee Member Moothart, Harper, Bishop, Silva Nays: None Abstain: None Absent: None</p> | <u>Action</u> – Recommend to the Board of Directors the adoption of the Mid-Year budget adjustments as presented. |
| 8. Public Comments on Items NOT on this Agenda | None | |
| 9. Schedule Next UAC Meeting | The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, February 17, 2021 at 5:30 p.m., unless otherwise noticed. | |
| 10. Closing Comments by UAC Committee Members | Chairperson Cesena and General Manager Munds thanks the Committee for their time and questions during this UAC meeting. | |
| 11. Adjournment | The meeting adjourned at 6:53 p.m. | |