

**DRAFT - Minutes of the Utilities Advisory Committee Meeting
April 15, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	<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 – Present Eric Silva, Committee Member – Absent Matthew Fourcroy, Vice Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager</p>	
2. Approve UAC Minutes of February 19, 2020	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Harper moved to approve the meeting minutes of February 19, 2020. The motion was seconded by Committee Member Moothart and carried with the following vote:</p> <p>Ayes: Committee Member Harper, Moothart, Bishop Nays: None Abstain: None Absent: Committee Member Silva</p>	Action – File approved minutes.
3. Brown Act Training	<p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20.</p>	Action – None
4. Basin Management Committee Update	<p>General Manager Munds provided a summary of the Basin Management Committee Meeting commenting on the budget; the Transient Model versus Static Model; the overall cost for the Transient Model; on direction of the BMC; that the BMC authorized the Annual Report for the Basin Plan to be released in draft form; discussed some of the metrics that will be in the Basin Plan Draft Report.</p> <p>Committee Member Moothart inquired if the goals in the report are for overall or right now; if there has been talks about reevaluating goals.</p> <p>GM Munds responded the goals are for overall and that in theory all the goals should be met overtime; commented on the nitrate levels.</p> <p>Committee Member Bishop inquired as to how the metrics look compared to previous years.</p> <p>GM Munds responded that overall showing improvement and that the sea water intrusion boundary has moved back.</p> <p>Committee Member Harper inquired that if the BMC members/agencies work together would this require a 218 vote if the agencies could not fund the Transient Model.</p> <p>GM Munds responded that was the original intent, but due to the costs associated with the Sewer project and rate increases, the committee has been reluctant to move in that direction. A 218 vote would bring in the properties that are not part of a water purveyor and include those properties in paying for BMC costs including the Transient Model cost.</p> <p>Public Comment - None</p>	Action – None

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<p>5. Utilities Department Report</p>	<p>Utility System Manager Acosta provided a summary of the February 2020 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 12.2 million gallons, 56.4 gallons per day per person, an increase from last year; he reported on production and runtime at the well sites; water billing information, Utilities Department operations and maintenance including water sampling, service line update, monthly meter reading, larger meter replacement build out program, and rainfall totals.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>6. Utilities Department Update</p>	<p>Utility Systems Manager Acosta reported on updates regarding the 8th Street Water Yard Building, Southbay Lower Well, High Useage Policy, Smart Meter Reading and Work Order System, Electronic Annual Report, Cross Training amongst staff, Consumer Confidence Report data has been submitted, and the Flume Rebate Program.</p> <p>General Manager Munds thanked the committee for all their input on the High Useage Policy; commented on the staff response to COVID-19 and the plan implemented to assure safety while at work.</p> <p>Committee Member Bishop thanked GM Munds for implementing cross training and being pro-active during the Pandemic.</p> <p>Committee Member Moothart commented that staggering schedule is effective.</p> <p>GM Munds commented that a lot of District buisness has been done through calls, webinars and Zoom; reported on the Site A Test Well and the plan to move forward will be on the May Board meeting and will be brought forward to the UAC in the May meeting.</p> <p>Chairperson Cesena inquired about the Southbay Lower Well cost.</p> <p>USM Acosta responded that for the partial rehab the District did stay within budget, that the full rehab would be discussed in the next budget process.</p> <p>Committee Member Harper inquired if there are any next steps for the Septic Tank after being back filled.</p> <p>USM Acosta responded that they have been back filled and abandoned accordingly and no further work will be needed.</p> <p>Public Comment - None</p>	<p>Action – None</p>
<p>7. Present Board Approved 2020 Work Plan for UAC</p>	<p>General Manager Munds presented the 2020 Work Plan that was approved by the Board at the April 2, 2020 Board Meeting.</p> <p>Chairperson Cesena commented that he liked how it is written and that it shows flexibility.</p> <p>Committee Member Moothart commented that the plan is comprehensive and sees significance in being involved in the CIP plan.</p> <p>Committee Member Harper inquired if item 3 and 4 on the Work Plan would be on a future Agenda.</p> <p>GM Munds commented that the budget will unfold in May; at the May UAC meeting the UAC will be discussing the reserve accounts; on reviving the Water Conservation Program and developing a better plan.</p> <p>Public Comment – Lynette Tornatzky commented that she has purchased the Flume and will get it installed soon; on the meeting being easy to follow and thanked the Committee.</p>	<p>Action – None</p>

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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, March 18 <u>May 20</u> , 2020 at 5:30 p.m., unless otherwise noticed.	
10. Closing Comments by UAC Committee Members	<p>Committee Member Moothart inquired if the committee is fully staffed.</p> <p>General Manager Munds responded that Director Fourcroy still has an appointment to make.</p> <p>Committee Member Harper thanked General Manager Munds and Staff for their work.</p>	
11. Adjournment	The meeting adjourned at 6:27 p.m.	