

**Minutes of the Utilities Advisory Committee Meeting
February 19, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute and Roll Call</p>	<p>Vice Chairperson Fourcroy called the meeting to order at 5:30 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Arrived at 5:34 PM Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Eric Silva, Committee Member – Present Matthew Fourcroy, Vice Chairperson – Present Chuck Cesena, Chairperson – Absent</p> <p><u>Staff:</u> Ron Munds, General Manager Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve UAC Minutes of January 15, 2020</p>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Harper moved to approve and accept the minutes as presented. The motion was seconded by Committee Member Moothart and the motion carried by unanimous consent.</p>	<p>Action – File approved minutes.</p>
<p>3. Utilities Department Report</p>	<p>Utility System Manager Acosta provided a summary of the December 2019 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 11.2 million gallons equated to an average daily demand of 362,200 gallons, 48.5 gallons per day per person, a decrease 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, meter change out program, leak repair at 1315 5th St., update on repair work done at 8th Street Well, and rainfall totals.</p> <p>Public Comment – Richard Margetson inquired if the state formula could be presented in future reports.</p>	<p>Action – None</p>
<p>4. Utilities Department Update</p>	<p>Utility Systems Manager Acosta reported on updates regarding the 8th Street Water Yard Building, Southbay Lower Well, and Large Meter Repair/Replacement.</p> <p>General Manager Munds commented on Southbay Lower Well project is only a partial rehab and a full rehab would become a Capital Improvement Project that the District will look at in next fiscal years budget.</p> <p>USM Acosta commented on what a full rehab would entail for the Southbay Lower Well.</p> <p>Public Comment – Julie Tacker inquired if the 8th Street Water Yard Building had to have sprinklers and be ADA compliant.</p> <p>USM Acosta responded that it would have sprinklers and be ADA compliant.</p>	<p>Action – None</p>
<p>5. Flume Rebate Program</p>	<p>General Manager Munds presented the report that was submitted in the Agenda Packet commenting on the Flume Dashboard, rebate, and staff access.</p> <p>Committee Member Bishop commented on how non-invasive the product is, and how simple it is to install.</p>	<p>Action – Recommends that the Board adopt the Flume Rebate at \$100 to the Water Conservation Rebate Program for each device that is installed in the District.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>5. Flume Rebate Program (Continued)</p>	<p>GM Munds commented that Flume reads the magnetic field that is in the meter.</p> <p>Committee Member Moothart inquired if it would need calibration; what would happen if Flume differs from the meter read.</p> <p>GM Munds commented that the Flume rebate would be added into the current water rebate conservation program and that there would be no additional cost; that the customer can set up paramaters to alarm them.</p> <p>Utility Services Manager Acosta commented that Flume only reads gallons per day.</p> <p>Public Comment – Julie Tacker inquired if there are any other manufactueres that do this, and if sole sourcing can cause a legality issue.</p> <p>Jeff Edwards inquired if the district would be entereing into an agreement and commented that the rebate program should be consolidated with the Title 19 County program.</p> <p>GM Munds responded that he is waiting on paperwork from Flume which has an agreement for the rebate.</p> <p>Committee Member Silva inquired if the rebate is specific only to Flume.</p> <p>Vice Chairperson Fourcroy inquired if part of the incentive for the Flume rebate is for the District to have the ability to monitor; inquired when the district would have automated meters that can do this.</p> <p>USM Acosta responded that it would be 2024 at the earliest to start.</p> <p>Committee Member Moothart moved to recommend that the Board include the Flume Rebate at \$100 to the Water Conservation Rebate Program for each device that is installed in the District. The motion was seconded by Committee Member Bishop and the motion carried by unanimous consent</p>	
<p>6. Leak Credit Adjustment</p>	<p>General Manager Munds presented the report that was made available to the Committee and the Public at the meeting commenting on having the policy be concise, provide flexibility to staff, and remain fair to the customer; this would be a stand-alone policy that the Board would adopt a resolution to approve, adjustments to Title 2 would be made to point to this policy so that Title 2 would not have to be amended each time a policy change takes place.</p> <p>The Committee discussed the Leak Credit Policy, changing the Standard leak credit from 12 months to 24 months, discussing the verbiage that needs updating/clarification, adding a clearer explanation of Standard Side Leak and Property Side Leak, the percentage that should be required for being higher than normal to consider a Property Side Leak.</p> <p>Public Comment – Linde Owen commented on the definitions; verbiage of 60 days from leak; special circumstances.</p> <p>Lynette Tornatzky inquired if this will apply to Flume customers; commented that instead of 60 days, saying 30 days from bill when requesting an adjustment.</p> <p>Julie Tacker commented on Water Contingency Shortage Plan; leak adjustments are not necessary; procedure when district sees excessive use; grace period if our staff discovered a leak.</p> <p>Vice Chairperson Fourcroy commented that the staff procedure is a separate issue that would be discussed at a future meeting.</p>	<p>Action – Bring Leak Credit Adjustment discussion back to a future UAC meeting with updates to clarify verbiage and to update Standard Leak Credit to 24 months and Property Leak Credit to 48 months with requirement being 100% higher than normal usage.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Leak Credit Adjustment (continued)	GM Munds responded that leak credits are 60 days from issuance of bill; this policy is to give further authority for staff to make adjustments on reasonable requests while being fair to all our customers, a policy can not be made to cover all circumstances; commented that he will bring the policy back to UAC after clarifying verbiage, changing the months a customer can apply for a credit and the requirements of high usage.	
7. Public Comments on Items NOT on this Agenda	<p>Jeff Edwards commented on the Tuesday February 25, 2020 Board of Supervisors meeting where an Ordinance will be introduced and then pursue the 218 process to elevate service charges for waste water charges, County had one community meeting about the five year rate increase and voiced concern about another rate increase right when that's finished.</p> <p>Julie Tacker commented that the Ordinance is the first item on the consent calendar that kicks off the 45 day window, the presentation will be the day all the 218 ballots will have to be turned in by, outreach for previous meeting and having the Ordinance on consent is not adequate, residents need to know why this is happening.</p> <p>Linde Owen commented that the County is trying to cover an annual \$450,000 deficit, it has been run inefficiently, errors in building is not the communities responsibility and should not be responsible for the deficit when it is the County errors that cause the issue.</p>	
8. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, March 18, 2020 at 5:30 p.m., unless otherwise noticed.	
9. Closing Comments by UAC Committee Members	Committee Member Harper thanked General Manager Munds for the work he did on the leak credit information.	
10. Adjournment	The meeting adjourned at 6:58 p.m.	