

City of Folsom
Utility Commission
Action Minutes
February 19, 2013 6:30 pm

CALL TO ORDER

Chairman Ryan called the meeting to order at 6:31 p.m.

ROLL CALL

Present: Commissioners: Ryan, Davis, Gaylord, Havener, Kahlon

Absent: Commissioners: None

Staff Present: Mike Kashiwagi, Interim Environmental & Water Resources Director;
Todd Eising, Utilities Section Manager; Michelle Parks, Administrative Assistant

Others Present:

1. **MINUTES**

No minutes for approval

2. **BUSINESS FROM THE FLOOR**

None

3. **NEW BUSINESS**

Oath of Office

Commission Members Ryan, Davis, Gaylor, Havener and Kahlon were administered the Oath of Office.

Chair/Vice-Chair Nominations

Davis nominated Commissioner Ryan as Chair for the Utility Commission and Havener seconded the nomination:

AYES: Gaylord, Davis, Kahlon, Ryan, Havener

NOES: None

ABSTAIN: None

ABSENT: None

Kahlon nominated Commissioner Davis as Vice-Chair for the Utility Commission and Ryan seconded the nomination.

AYES: Gaylord, Davis, Kahlon, Ryan, Havener
NOES: None
ABSTAIN: None
ABSENT None

Schedule – Topics for upcoming year

Eising presented a proposed schedule for the upcoming year. This item had first been brought to the Commission at the last meeting in December 2012. There has been some restructuring in Utilities. Previously, Utilities consisted of Water, Wastewater and Solid Waste. Currently, Solid Waste resides with Community Development/Public Works Department. Utilities Department is now known as Environmental and Water Resources, which includes Water, Wastewater and Stormwater. The Commission will alternate meeting dates, where each division will have a meeting every other month. For example, March's meeting would be information specific to Solid Waste, while April's meeting would be specific to Environmental & Water Resources.

Vice Chair Davis inquired as to whether Eising has spoken to the City Manager regarding filling the two vacant Commission seats. Davis felt that it would be prudent to hold off on discussing budget issues until there is a full Commission. Davis further stated he would contact the City Manager regarding having Council Members Morin and Starsky make their appointments.

4. OLD BUSINESS

a. Water/Sewer/Solid Waste Budget Update

i. Overview of Budget Process

Eising advised the Commission that today's budget review will be a very high level and being as we have two new commissioners, an overview of how the budget is put together. The proposed budget was just submitted to the City Manager's office and there will be a meeting with him tomorrow. As such, the City Manager would like some time to review before any information is passed on to the Commission. Eising introduced Mike Kashiwagi, the Interim Director of Environmental and Water Resources to the Commission.

Davis inquired as to how many Capital Improvement Projects (CIP's) will there be this year? Eising stated there will be five to eight on the Wastewater side and a few on the Water side. A good deal of the wastewater projects are currently in the design phase.

All of the CIPs are pay as you go; we build up the balance, then spend fund balance. We do have debt for the WTP expansion about \$2 million a year. In our rates, we have about 2 million/year slotted for Water CIP's & about \$1.5 million for Wastewater CIPs.

Eising displayed a map of the water and sewer system for the new commissioners to understand our service areas. There are two areas north of the river, which is divided in two halves; one side is called Ashland. It comes to us from San Juan Water District and is wholesaled to us. We maintain the system and bill them. The other side is American River Canyon side and that water also comes from San Juan Water District and they are the retail supplier for that.

South of the river, there's the Folsom area that has several different zones based on pressures; there are six of them in all. There is one raw water pipeline that comes from the dam into the treatment plant then there is a bifurcation right before the WTP that takes raw water down to Aerojet. So we actually serve a water service area down south of the freeway, which is not a part of the City of Folsom. In the future, there will be the SOI or Folsom Plan Area that will be coming up in the future. There is a great deal of water projects in that area upcoming. Also, we will be working on water and wastewater planning for that area.

Davis requested clarification regarding the source of water for the area south of Hwy 50 that must be a new source of water.

Eising indicated that there was a validation study that was produced September that was taken to council. There are current water rights that are in excess of what we need and together with our water conservation efforts, there would be sufficient water for the area. This was a new alternative to the expensive plan to take water from the Freeport project, off the Sacramento River & pump it all the way to Folsom.

Kahlon inquired as to how much water is needed for the Folsom Plan Area.

Eising replied it is approximately 5,500 acre feet.

Havener requested clarification as to how many lines are coming off the dam. Eising advised that there is, in fact, only have one line coming off the dam and there is no backup. This particular instance demonstrates our need for a redundant supply.

Wastewater system – Eising referenced the map, identifying the five different zones of the system. Basins have flow monitors at each location, which allows for better monitoring.

b. Utilities Reports:

i. Sewer Update

a. RWQCB Board Presentation Update

Eising was asked to give a presentation on our sewer system. Regional Water Quality Control Board (RWQCB) has now combined with the State to regulate sewer systems and how they are operated. The State put together about four or five years ago Waste discharge requirements, which are the directives regarding spills, reporting and to maintain the system. The RWQCB will be enforcing, along with the State. If there is a spill and the spill reaches a waterway, there are specific requirements in handling such an incident.

In May/June, the Board began getting complaints from residents, one in particular, and contacted the City to let them know about the complaints and to provide a questionnaire, which is basically the pre-cursor to an audit. A surprise inspection took place for approximately 2 to 3 days. Staff was interviewed and questioned extensively on procedures, systems and operations. Staff handled the audit extremely well and Eising was very proud of those who were interviewed. The Board came back with the findings of the audit, stating there were a few items found to be in need of improvement, but no substantial violations were found. The complainant was not satisfied with the result of the inspection and continued to appear before the board. The Board requested Eising

come before the Board and to give an overview of what happened in 2000, what is being doing today and what happened in between.

Eising presented to the presentation that he gave to the RQWCB in January, including the Power Point presentation which is one of the handouts included in the meeting packet.

Eising referenced the Power Point slide showing the system map where the improvements have been made in the system since 2000.

Ryan stated he would like to have the 2013 Sewer Capacity Study plan brought before the Commission later this year and have it added to the calendar.

Davis inquired as to whether the City Council has been advised of the presentation and Eising replied in the negative, stating he and Mike Kashiwagi have discussed pairing it down and bringing it to the Council at some point in the future.

Gaylord commended Eising on the manner in which he handled the complainant throughout the entire process.

ii. Water Update

a. Metered Billing Rate Update

Eising directed the Commissioners attention to a handout in the meeting packet that will be sent out in the upcoming utility billing in March, regarding the metered billing. We had provided the residents in January last year one year of comparative billing, in the hopes of educating the public on the metered billing rate. The flat rate that was previously charged Dec. 1st would get charged \$38 for December's usage. Once January came, you had to wait until the water was used in January and meters read in February and the bill being sent in March. As a result, the bill went from a "before" payment to an "after" payment, resulting in some confusion as to why the January and February bills look so different.

Davis inquired as to when the meter installation started. Eising started in Ashland in 2004, meter implementation plan with the Commission was published and completed in 2007.

The second part of the billing insert is to make the residents aware of the bell curve and it will average a flat rate.

Gaylord inquired as to whether there is a plan to implement social media in an effort to reach out to the residents and to spread the information in that matter, as well as the utility billing meter and the FAQ on the City's website. Eising answered that he would certainly meet with Sue Ryan to explore that option and since City already has a Facebook page for the Water Conservation and that may be a good place to add meter information.

Ryan inquired as to how many calls were received from the public regarding the billing. Eising responded that Finance had gotten a considerable amount of calls. There was actually 7 days of flat rate, technically, in January. February's bill was zero and it resulted in a great deal of confusion. Revenue-wise, we will not know our true revenues until August or September. Our fiscal year will not be missing money; it will just push our revenue totals for later in the year.

We put together a list of FAQ's and then sent the list to the Revenue Technicians who answer phone calls regarding the water billing. The technicians came up with a really good list based on the volume of certain questions and specific items that generate the most confusion.

Ryan inquired as to when the Commission will have another meeting involving water billing and water meters. Eising stated he thought an August or September meeting would be very valuable, in addition to May and June, just to check in with the training, data use, patterns and data collection. We can give updates several times a year, if the Commission would like.

Havener advised there will be a big spike for a week with the initial mailing of the insert, once the summer months hit, there will be another big spike. About three times a year, it can be expected. After that time, it should be a more reasonable amount of calls. Eising shared the possibility of bringing in additional admin staff, should the need arise.

b. Folsom Lake Water Storage Update

As an informational item only, Eising provided a handout in the meeting packet showing the water levels in the Folsom Lake, as well as lakes in the surrounding areas.

Eising replied that he would be hearing from the Bureau sometime in April when the rains are done what the total number will be.

iii. Solid Waste Update

Eising advised that he had spoken with the Community Development/Public Works Director David Miller is in agreement with alternating meeting dates between Water and Solid Waste. Next month's meeting will be Solid Waste.

Ryan asked whether Eising would be coming to the meetings or would other staff be handling them and Eising responded that he would more than likely be at the next meeting.

A brief discussion between Ryan and Eising took place regarding the agenda, meeting packet and the process of agenda planning.

5. ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

Submitted,

Michelle Parks, Administrative Assistant

Attachments: Agenda; Utility Commission 2013 Schedule; Budget Summary of Solid Waste, Wastewater and Water; 2008 Sewer Rate sheet; 2013 Proposed Water Rates sheet; Utility Bill Insert (front and back); Department of Water Resources Reservoir Conditions Graph