



## SAN MIGUEL COMMUNITY SERVICES DISTRICT

### EQUIPMENT & FACILITIES COMMITTEE MEETING SUMMARY NOTES

*For Thursday, February 10, 2016 – 12:00 noon*

---

---

I. Called to Order at 12:01 p.m. by Chair Kalvans.

II. Pledge of Allegiance

III. Roll Call – Director Kalvans – Present  
Director Reuck – Present

IV. Oral and Written Communication - None

VI. AGENDA

**1. Review and Discussion of proposed revisions to District Will Serve Letter procedures and Inspection fee charges**

This item was continued, at the January 14<sup>th</sup> Committee meeting, for further discussion. Staff introduced the written report and indicated that changes were made in response to prior Committee questions and comments. The purpose of this request to revise and update the current fee charges for certain building activities and fire safety inspections.

The proposed Will Serve Letter fee increases are necessary since the last fee increase was approximately 4 years ago. The District staff is performing expanded service functions in conjunction with building activities, including inspection services, as well as changing regulatory requirements to be done by District staff, such as fire inspections. These charges will be assess to development projects seeking Will Serve Letters from District for entitlement processing by the County Planning Department and also for funding purposes from a private lending.

Committee members discussed the changes made to proposal. Chair Klavans asked staff about the need for a described appeal process to include in these procedures. Utility Supervisor Dodds replied to questions about the proposed fee schedule, comparison with other CSD's in region. Supervisor Dodds responded that proposed fees are based on cost recovery, not revenue based and are comparable to or less than other CSD's in region.

Committee asked that staff include an appeal procedure in proposed changes to Will Serve Letter and Inspection procedures so individuals and companies could have an appeal heard by Board of Directors.

There was no public comment.

Motion, by Chair Kalvans, to approve proposed changes as presented by Staff including an appeal process to the Board of Directors be incorporated into the procedures for Board consideration. Second by Director Reuck. Motion carried by a unanimous voice vote.

## **2. Review and Discussion of Preliminary Wastewater Treatment Plant (WWTP) Loading Study results**

Staff presented a written report showing that the present plant capacity is sufficient for load demand. The purpose of meeting presentation was to provide an overview and focus on any Committee questions prior to Mr. Tanaka being asked to attend any meeting.

The preliminary report was further presented by Utility Supervisor Dodds. Supervisor indicated that the loading assessment study shows that the plant is operating a 65-70% of flow capacity of 0.2 MGD and is at 75-80% of design capacity with loading capacity of 300 MGL.

The primary conclusion of the loading study is an identification that now is the time for the District to commence the process of evaluating design and operational options for expanding the WWTP. Additionally, the District should also formulate a comprehensive strategy to achieve feasible plant upgrades and/or expansion over the next 7-10 years.

Staff would initiate a part of this conclusion as a part of the next rounds for the FY budget process, including feasibility analysis, potential land acquisition costs, and project scheduling issues for next 7-10 years, engineering design work that might be needed and environmental documentation processing issues.

Chair Kalvans questioned whether or not there was an elephant or 2 in the room. Those being the Courtyard Cellars operations and financial limitations that might face the District. Staff responded to these comments by indicating that Courtyard is subject to its own permit and operational conditions imposed by the Regional Board and/or the State of California. At this time, it is premature to identify that there are financial limitations since there is no determination or course of action that is being

pursued. However, Staff pointed that there are, currently, a number of grants and loans being made available by State and Federal agencies that may be suitable for District use.

Director Reuck indicated that he was okay with the overview and did not see the need for Mr. Tanaka to come to the Committee for any discussion or responses. He also indicated that he found it important to now know that the WWTP was adequate for current demand loads.

There was no public comment.

Chair Kalvans made a motion to refer the Loading Study to the Board of Directors for action and further direction on the matter of exploring options for expanding the WWTP. Second by Director Reuck. Voice vote was unanimous; motion carried.

### **3. Review and Discussion of an overview of District's Sewer System Management Plan (SSMP)**

Staff presented an informational presentation of an overview of SSMP's, specifically the District's document and need for an update to SSMP. Staff describes what is a sewer system management plan, the reason why the District and other agencies are required to have a plan, what is done with SSMP's and where is the District at the present time.

Committee members asked questions of Utility Supervisor and General Manager. Supervisor answered questions related to SSMP objectives and what the regulations require. Supervisor also answered questions about sewer line video work being done. He also indicated that the last update was done in 2014 and is required by State Water Resources Control Board (SWRCB) under Statewide General Discharge Requirements to conform to Monitoring and Reporting Program specifications that requires an SSMP by statewide wastewater treatment operations and operators, such as the District.

The District's current SSMP, once revised, will require re-certification by SWRCB. Committee members recommended this presentation to be given to full Board for possible action and direction at the earliest opportunity.

### **4. Review and Discuss the use of Fire Department vehicles for utilities related work and purposes**

Staff presented a written report to Committee describing the background information related to past practices. Report also described the past 5 years of administrative

policy that restricted or prohibited the use of fire protection vehicles for hauling or moving utility operations materials or equipment.

Staff recommended that the Committee review and discuss but support keeping the current administrative policy in place and prohibit the use of any fire department vehicle for routine, non-emergency hauling or moving of utility equipment or materials.

There was no public comment.

Committee reviewed this information with the Fire Chief and General Manager. Both Committee members agreed with Staff recommendation to support and keep the current administrative policy of not using fire vehicles for utility purposes. Committee also indicated that this matter should be reviewed by the Board of Directors with a purpose of adopting a formal Board Policy statement restricting or prohibiting the use of fire vehicles for hauling utility equipment and materials, except in emergency events, such as natural disasters, etc. Staff pointed that such emergency events, there are special powers and authority already granted to Fire

**5. Review and Discuss approving repairing damage to the SLT Well house roof**

Staff reviewed a written report requesting approval for appropriating funding from reserves to repair a damaged roof at SLT Well house.

Committee asked questions about the costs for repair. Utility Supervisor replied indicating that the damage was done before prevention measures could be done. Committee concurred that additional bids, at least 2-3 bids, be secured prior to Board consideration but agreed to forward a recommendation on appropriation request.

There was no public comment.

Chair Kalvans made a motion to forward this request to the Board for consideration with the addition of at least 2-3 more bids and photos. Second by Director Reuck. Voice vote was unanimous. Motion carried.

**VII. Committee Comments:**

Director Kalvans asked about fire hydrant painting, particularly Mission Heights HOA. General Manager responded. There were no further Committee Comments. Members agreed to hold this meeting on the 1<sup>st</sup> Thursday in March because Director Kalvans will be out of country. Committee members discussed setting March 23<sup>rd</sup> in lieu of the regular scheduled meeting in April.

**Next Committee Meeting Dates and Time:**

**Thursday, March 3, 2016 12:00 noon and Wednesday March 23, 2016 12:00 noon**

Submitted by E & F Committee