



EQUIPMENT AND FACILITIES COMMITTEE NOTES For April 6th, 2017 Meeting

Meeting was attended by: Director Parent (Chair), Director Reuck, Robert Roberson (Fire Chief), Blaine Reeley (District Engineer), Kelly Dodds (Utility Supervisor), Scott Young (Fire Captain/ Public)

The committee reviewed all items on the proposed Capital Projects list. Only those which there was specific request or discussion are within this report.

These notes are only intended to augment the Meeting Minutes. The meeting minutes will be provided by the Committee Chair.

One item that was repeatedly brought up was to have an actual accounting of how much money each department has in; Fire Impact fees, OES reimbursements, the vehicle replacement, Connection fees, or other designated funds that would be used for large purchases or improvements.

Item V.1

Capital projects

FIRE

FY 2017-18

1 Response staffing (Safety)

- a. The Committee was highly supportive of ensuring adequate personnel were available for response in the event of an emergency.
- b. Discussion revolved around increasing efforts to recruit people with in San Miguel, however it was acknowledged that due to the decline in interest of residents in volunteering, that it was becoming more difficult to attract people to the fire department.
- c. It was determined that the Fire Chief should increase efforts to recruit locally, as well as begin preparing to hire staffing.

2 Replacement SCBA (Safety)

- a. The Committee was highly supportive of immediately beginning the process of replacing the lifed-out SCBAs.
- b. This is a safety and compliance issue that needs to be resolved this year.
- c. Initially, capital reserves were designated for this purchase, however this type of purchase is eligible for use of OES monies (money received for out of county assignments). The Committee would like an accounting of

monies received from these assignments and recommends use of those funds, if they are available.

- 3 **Structural Turnout Replacement (Safety)**
 - a. The Committee was highly supportive of ensuring adequate availability of structural turnouts.
 - b. The agreed with the recommendation to purchase approximately 10 sets a year to augment the current cache of structural turnouts and to replace existing turnouts that have surpassed the 10-year useful age, as defined in current NFPA standards.
 - c. Initially, Fire Impact Fees were designated for this purchase, however this type of purchase is eligible for use of Volunteer Firefighter Assistance Grant Funds (VFA is a Matching Grant). The Committee would like the Fire Chief to apply for the VFA Grant and apply any awarded funds to this purchase.
- 4 **Additional Fire Radios (Safety)**
 - a. The Committee was highly supportive of the proposed purchase of handheld radios to augment and standardize the radio cache.
 - b. Initially, Fire Impact Fees were designated for this purchase, however this type of purchase is eligible for use of Volunteer Firefighter Assistance Grant Funds (VFA is a Matching Grant). The Committee would like the Fire Chief to apply for the VFA Grant and apply any awarded funds to this purchase.
- 5 **Installation of emergency generator at fire station**
 - a. The Committee was supportive of the installation of a backup generator at the station. The proposed generator would be able to handle all the power needs of the station and be automatically switched.
 - b. One concern was that it may not be big enough to handle an addition to the fire station. It was discussed to up size it to accommodate a proposed expansion. This generator would also be able to be relocated, if it were determined that was needed to accommodate the addition.
 - c. The Committee was in favor of moving forward
- 6 **Additional Remodel to fire station**
 - a. The Committee was supportive of continuing work on the fire station.
 - b. However, after discussion and public comment they recommended that part of the proposed funds be applied to correcting deficiencies that currently exist at the fire station.
 - c. The remainder of the funds should be pooled with the other departments to develop a long-term plan for the fire station as well as the main administrative offices.
 - d. Everyone in attendance agreed that at this juncture the best course would be to prepare a plan for the district needs and then continue with the addition instead of spending money on changes now that may have to be changed again soon.
- 7 **Report writing station in app bay**
 - a. The Committee was supportive of this project and agreed that it should be included in this budget

- 8 Fire Training curriculum IFSTA**
 - a. The Committee was supportive of this project and agreed that it should be included in this budget
- 9 Replace Utility 8630**
 - a. The committee is in favor of the vehicle replacement.
 - b. There was discussion about the annual vehicle assessments that should be brought to the committee prior to the budget approval so that all equipment can be assessed and replacements prioritized for this coming budget cycle.
- 10 Purchase of three (3) AEDS**
 - a. The Committee recommended that this item be moved from #3 in FY 2018-19 to #10 in FY 2017-18
 - b. This item is important to move forward in this coming fiscal year, as it could potentially save a life for minimal cost.

FY 2018-19

- 1 Water Tender**
 - a. The committee discussed the possible costs and the potential and real benefits of this purchase.
 - b. The agreed that this is a purchase that would aide and further the districts capabilities and should proceed.
 - c. The capabilities that this equipment would provide and the potential revenue that it would generator are significant enough to warrant the purchase.
- 2 Relocation of Diesel tank and installation of gas tank at yard**
 - a. This is an operational project; the committee was in favor of having fuel on site in the event of an emergency.
- 3 Replacement Rescue tools (1 Set)**
 - a. The committee was in favor of replacement of one set of rescue tools in this fiscal year and one in the next to reduce overall replacement cost and spread out the purchases.
- 4 2 laptop computers (MDCs)**
 - a. The committee was in favor of this purchase. This is an item that will further the capabilities of the fire department and allow more interaction and integration with neighboring department.
 - b. This purchase will likely be the first in a larger project to provide MDCs in the engines.

STREET LIGHTING

FY 2017-18

- 1 Flat Tilt Trailer (6x12)**
 - a. The Committee was in favor of this equipment purchase.
 - b. Since this trailer could be used for water and wastewater as well as lighting the Committee recommended splitting it equally between the three departments.
- 2 Facility Siting/ architectural planning study for new CSD admin offices**
 - a. The Committee was highly supportive of moving forward on this item.

- b. The committee agreed that it was time for this item to move forward as existing space was to cramped for the current needs of the district.
 - c. The Fire Chief discussed grant and loan options and that with an overall facility plan we can apply for grants and loans to realize the entire project and get what we need for the next 15-20 years.
 - d. The Committee discussed having specific E&F or Ad Hoc committee meetings to review and develop this project.
 - e. The funding for this should be split between; Fire, Lighting, Wastewater and Water
- 3 Convert 24 existing street lights to LED**
- a. The Committee was in favor of converting the street lights at the proposed cost.
 - b. Staff will confirm actual conversion kit models once the project is approved and scheduled for installation.

WASTEWATER

FY 2017-18

- 1 Aerator upgrade to bubbler/ blower system – Installation of replacement and new DO meters at the WWTP**
- a. The Committee was highly in favor of the project and using ON BILL financing to fund it. The Committee felt that this was a priority for the operation of the WWTP.
 - b. The Committee wanted to combine the DO meters into the Aerator project since the two projects coincide with one another and need to be completed at the same time to be effective.
- 2 Additional Utility Vehicle (1 Ton+)**
- a. The Committee was in favor of moving forward with this purchase as soon as possible.
 - b. The purchase would be split between water and Sewer. The total proposed cost was set at \$70,000
 - c. There was discussion of selling the F550 from the fire department to water and sewer. And then using that money to upgrade the Type 2 engine to a type 3 for the fire department. Staff and Committee members present all agreed that this would be a good direction to take.
- 3 Update Wastewater Master Plan -- SSMP Audit, update**
- a. The Committee was highly supportive of getting these accomplished this year.
 - b. The SSMP Audit and Update are both overdue and need to be addressed to maintain compliance.
 - c. The consensus of Staff and Committee was to perform all the Master plan updates and SSMP audit/ update simultaneously. Based on input from the Dr. Reeley this could cut the overall cost of these plans considerably performing them simultaneously.
- 4 Prepare preliminary design, engineering report and submit applications for funding WWTP plant expansion**

- a. The Committee was in favor of continuing work on this item, it is already in process and will be coming back to the board for approval once grant funding for engineering is approved from the state.
 - b. Because we are nearing our capacity at the WWTP we need to start moving forward on engineering of a upgraded plant so that by the time that we reach our capacity we will be underway with construction or ready to do so.
- 5 Facility Siting/ architectural planning study for new CSD admin offices**
- a. The Committee was highly supportive of moving forward on this item.
 - b. The committee agreed that it was time for this item to move forward as existing space was to cramped for the current needs of the district.
 - c. The Fire Chief discussed grant and loan options and that with an overall facility plan we can apply for grants and loans to realize the entire project and get what we need for the next 15-20 years.
 - d. The Committee discussed having specific E&F or Ad Hoc committee meetings to review and develop this project.
 - e. The funding for this should be split between; Fire, Lighting, Wastewater and Water
- 6 Replace pole lighting at the WWTP**
- a. The Committee supported this item and recommended to fund it through the regular O&M Budget
- 7 TESCO Reporting module**
- a. The Committee was in favor of moving forward with this project this year.
 - b. Staff advised that with new requirements from the GSA and the new tracts being brought on line in the next few years that Staff would be gathering all the needed information for those projects and incorporating it into the requirements for the reporting module. The cost of this project will be split between Water and Wastewater
- 8 Tablets for service orders and access to GIS for utilities**
- a. The Committee was in favor of moving forward on this item, but increased the purchase amount to a total of \$4,000 to insure enough funds were available for the purchase.
 - b. This purchase would be split between water and wastewater
 - c. Before purchasing these tablets, Staff will work with the District IT Consultant and District Engineer to determine the requirements for the Tablets
- 9 Laptop for sewer video trailer**
- a. The Committee was in favor of moving forward with this project this year.
 - b. The purchase of a dedicated laptop for the purposes of sewer videoing will ensure that we can safely store and manage the sewer line videos without having to use equipment that is not designed for that purpose.
- 10 Trench Plates**
- a. The Committee was in favor of moving forward with the purchase of plates this year.
 - b. The Committee raised the request amount to a total of \$4,000 to purchase additional plates.
 - c. This purchase would be split between water and wastewater

WATER**FY 2017-18****1 SLT Arsenic Blending line**

- a. This project is already underway. It is

2 Additional Utility Vehicle (1 Ton+)

- a. The Committee was in favor of moving forward with this purchase as soon as possible.
- b. The purchase would be split between water and Sewer. The total proposed cost was set at \$70,000
- c. There was discussion of selling the Ford F550 from the fire department to water and sewer. And then using that money to upgrade the Type 2 engine to a type 3 for the fire department. Staff and Committee members present all agreed that this would be a good direction to take.

3 Replace water line on 11th from N to Mission

- a. The Committee agreed that this is a priority and needs to move forward this year.
- b. An application was submitted to CDBG for this project and the county should be awarding funding mid to late 2017.
- c. The Committee also discussed the need to move forward with this project if the grant was not awarded. Dr Reeley recommended that the District start preliminary work on specs and planning to speed up the process once funding is available

4 Update Water Master Plan

- a. The Committee was highly supportive of getting this accomplished this year.
- b. The consensus of Staff and Committee was to perform all the Master plan updates and SSMP audit/ update simultaneously. Based on input from the Dr. Reeley this could cut the overall cost of these plans considerably performing them simultaneously.

5 Replace water line on 10th across Mission

- a. The Committee agreed that this is a priority and needs to move forward this year.
- b. The Committee also discussed the need to move forward with this project if a grant is not awarded. Dr Reeley recommended that the District start preliminary work on specs and planning to speed up the process once funding is available

6 Facility Siting/ architectural planning study for new CSD admin offices

- a. The Committee was highly supportive of moving forward on this item.
- b. The committee agreed that it was time for this item to move forward as existing space was to cramped for the current needs of the district.
- c. The Fire Chief discussed grant and loan options and that with an overall facility plan we can apply for grants and loans to realize the entire project and get what we need for the next 15-20 years.
- d. The Committee discussed having specific E&F or Ad Hoc committee meetings to review and develop this project.

- e. The funding for this should be split between; Fire, Lighting, Wastewater and Water

7 TESCO Reporting module

- a. The Committee was in favor of moving forward with this project this year.
- b. Staff advised that with new requirements from the GSA and the new tracts being brought on line in the next few years that Staff would be gathering all the needed information for those projects and incorporating it into the requirements for the reporting module. The cost of this project will be split between Water and Wastewater

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