



**SPECIAL MEETING
MINUTES**

Board of Water Commissioners

Cater Water Treatment Plant, 1150 San Roque Road
Santa Barbara, CA 93105

Monday, November 12, 2012, at 3:00 p.m.

- COMMISSIONERS PRESENT: James Smith (Chair), Russell Ruiz (Vice Chair), Barry Keller, Landon Neustadt, Megan Birney
- STAFF PRESENT: Rebecca Bjork, Water Resources Manager; Cathy Taylor, Water System Manager; Chris Toth, Wastewater System Manager; Alison Jordan, Water Conservation Supervisor; Theresa Lancy, Water Resources Specialist; Todd Heldoorn, Wastewater Treatment Superintendent; Bradley Rahrer, Project Engineer; Brett Wieser, Water Treatment Supervisor; Anne Van Belkom, Administrative Assistant
- PUBLIC: Randy Weaver, Radkin Services; Dan Baker, Carollo Engineers; Carlos Sanchez, Mimiaga; Sheila Lodge, Planning Commission Liaison; Ichiko Kido, RDN; Corinne Echevarria; Dimple Bhah
1. **CALL TO ORDER:** The meeting was called to order at 3:02 p.m.
 2. **CHANGES TO THE AGENDA:** Agenda Items #11 and #12 will be combined.
 3. **COMMENTS BY THE PUBLIC:** None.
 4. **MEETING MINUTES, OCTOBER 8, 2012:** MOTION (Neustadt/Birney 4-0-1, with Keller abstaining): to approve the minutes as submitted.
 5. **CONTRACT FOR THE CII WATER USE SURVEY AND CUSTOM INCENTIVE WATER CONSERVATION PROGRAM:** Ms. Jordan described the commercial water users targeted for this survey and explained the reason Maddaus was selected as the consultant for this program. MOTION (Keller/Ruiz 5-0-0): to support staff's recommendation to Council.
 6. **TOUR OF CATER WATER TREATMENT PLANT ADVANCED TREATMENT PROJECT:** Water Commissioners were taken on a tour that highlighted the advanced treatment project facilities currently under construction at Cater.
 7. **ASSET MANAGEMENT CONTRACT AMENDMENT FOR EL ESTERO WASTEWATER TREATMENT PLANT:** Water Commissioners received a detailed explanation of the tasks contained in the Asset Management contract. MOTION (Ruiz/Keller, 5-0-0): to support staff's recommendation to Council.
 8. **CONTRACT FOR DESIGN SERVICES FOR WASTEWATER IMPROVEMENT PROJECTS:** Mr. Rahrer explained that the workload associated with the Consent Decree is significant. Staff believes it will be necessary to have contract engineering services available to support design and construction projects for some of the small to medium wastewater improvement projects. MOTION (Ruiz, Birney 5-0-0) to support staff's recommendation to Council.
 9. **UPDATE ON UTILITY BILL FORMAT CHANGES:** Ms. Lancy asked the Water Commissioners for input regarding the proposed format changes shown on a mockup of a revised utility bill. Suggestions included adding rainfall data and including a bar graph that allows customers to see how their water use falls within the usage tiers.
 10. **CONTRACT FOR CLOSED CIRCUIT TELEVISION INSPECTION:** Mr. Rahrer described the scope of the project and explained how and why this particular consultant was selected. MOTION (Keller, Neustadt 5-0-0): to support staff's recommendation to Council.
 - 11-12. **OPERATIONS & CAPITAL IMPROVEMENT REPORT – WATER AND WASTEWATER:** Ms. Taylor and Mr. Toth updated the Water Commission on the routine work completed by the different sections of Water Resources in the first

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quarter of FY 2013. They also presented the status of major construction projects. The Water Rate Study will be discussed at a public meeting as part of the December Water Commission meeting.

- 13. CONTRACT AMENDMENT FOR COLLECTION SYSTEM BUSINESS PROCESS DEVELOPMENT:** Mr. Toth reviewed the Phase IV contract with Brown & Caldwell and stated his intention to revise the scope of work to reduce the cost of this final phase. MOTION (Keller, Birney 5-0-0): to recommend that Council approve the contract with Brown & Caldwell for the Phase IV Wastewater Collection Strategic Management Program.
- 14. WATER DEBT REFINANCING & WASTEWATER FINANCING PLAN:** Ms. Bjork briefly described the advantages of refinancing to take advantage of current rates, minimizing future debt payments, and consolidating outstanding debt.
- 14. WATER RESOURCES MANAGER'S REPORT:** Ms. Bjork distributed and reviewed the Monthly Water Resources report on water production, rainfall, and wastewater influent. Ms. Bjork will be unable to attend the December Water Commission meeting on December 10, 2012. An annual update of the Wastewater Collection System Consent Decree will be presented to Council on Tuesday, December 11, 2012.
- 15. DATE OF NEXT SCHEDULED MEETING:** It was confirmed that the next meeting was scheduled for Monday, December 10, 2012, at 3:00 p.m. and it will be held at its regular location of 619 Garden Street.

The meeting was adjourned at 6:02 p.m.

Approved: December 10, 2012