



**MINUTES  
JOINT REGULAR MEETING OF THE  
ENGINEERING AND OPERATIONS COMMITTEE AND  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
THURSDAY, APRIL 26, 2018  
8:30 AM**

**DIRECTORS PRESENT:**

|                 |                     |
|-----------------|---------------------|
| William Plummer | Committee Chairman  |
| Carol Lee Brady | Committee Member    |
| Bill Wilson     | Committee Member    |
| Lisa Herman     | Committee Alternate |
| Bennett Drake   | President           |
| Angel Garcia    | Board Member        |
| Danny Martin    | Board Member        |

**STAFF PRESENT:**

General Manager Jeff Armstrong, Assistant General Manager-Engineering & Operations Eva Plajzer, Director of Administration Jason Martin, Chief Engineer Andrew Webster, Director of Human Resources Eileen Dienzo, Water Operations Manager Rich Ottolini, Field Services Manager Randy Crowell, Engineering Manager-CIP & Development Jake Wiley, Construction Contracts Manager Heath McMahan, Water Reclamation Manager Mark Kaveney, Water Resources Manager Jeff Kirshberg, and Senior Administrative Assistant/Recording Secretary Leslie Mayer.

Others Present: Ken Smith and Randy Reinhart (applicant and representative for Item 2) and Eric Sampson (Excel Engineering) [left at 9:35 AM].

**ADDITIONS TO AGENDA**

There were no additions to the Agenda.

**APPROVAL OF AGENDA**

Chairman Plummer called for approval of the Agenda of the Regular Meeting of the Engineering and Operations Committee of the Rancho California Water District of April 26, 2018, as presented.

**MOTION:** Director Wilson moved to approve the Agenda of the Regular Meeting of the Engineering and Operations Committee of the Rancho California Water District of April 26, 2018, as presented. Director Brady seconded the motion, and it carried as follows:

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Bill Wilson, Committee Member

**SECONDER:** Carol Lee Brady, Committee Member

**AYES:** William Plummer, Carol Lee Brady, Bill Wilson

#### **PUBLIC COMMENT**

There was no public comment.

#### **Item 1. Consider Resolution Adopting Revised Local California Environmental Quality Act (CEQA) Guidelines**

Chief Engineer Andrew Webster addressed Rancho California Water District's (District) Engineering and Operations Committee (Committee) to present information relative to the 2018 update performed by Rancho California Water District's (District) legal counsel, Best Best & Krieger LLC (BB&K), on the Local California Environmental Quality Act (CEQA) Guidelines. Mr. Webster explained that CEQA Guidelines are revised to reflect changes occurring due to legal or legislative action. Consequently, the District is required to adopt revisions made to the CEQA Guidelines by way of a new resolution. Mr. Webster informed that BB&K provided a memorandum outlining revisions made to the CEQA document, which is included in the Committee's meeting packet. Concluding his presentation, Mr. Webster advised that staff requests the Committee recommend the Board of Directors (Board) approve the resolution adopting the revised Local CEQA Guidelines and incorporating same into the District Administrative Code, as presented.

**MOTION:** Director Brady moved that the Board of Directors approve the resolution adopting the Local Guidelines for Implementing the California Environmental Quality Act (2018 Revision). It was further moved that the Board of Directors incorporate said document into the Administrative Code Part III - Engineering, Operations, and Maintenance of the District, Chapter 3 - *Local Guidelines for Implementing the California Environmental Quality Act (CEQA)*. Director Wilson seconded the motion, and discussion continued.

Director Drake advised that he found several inaccuracies within the Local Guidelines for Implementing CEQA document; he asked that staff work with BB&K to remedy the inaccuracies and bring back an updated/corrected version of the document to the May 17, 2018 adjourned regular Board meeting for review and consideration.

Hearing no additional comments or questions, Chairman Plummer called for the question on the motion on the floor, and it carried as follows:

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Carol Lee Brady, Committee Member  
**SECONDER:** Bill Wilson, Committee Member  
**AYES:** William Plummer, Carol Lee Brady, Bill Wilson

**Item 2. Consider Approval of a Request by Ken Smith for a Grant of Easement over the Vail Lake Property, at Highway 79 South and Anja Avenue, for Public and Emergency Access Roads**

Engineering Manager-CIP & Development Jake Wiley addressed Rancho California Water District's (District) Engineering and Operations Committee (Committee) to present a request received in late 2017 from Ken Smith, dba SFT Realty Fresno, LLC (Applicant) for access easements across Rancho California Water District (RCWD/District)-owned property and to ask the Committee to provide direction to staff.

Displaying an aerial map view (included in the Committee meeting packet) of the District-owned Vail Lake property that would be affected by the requested access easements, located to the south of State Highway 79 South and along Anja Avenue, totaling approximately 1.6 acres, Mr. Wiley noted that the Applicant is requesting the easements in advance of a potential future development of two parcels that total approximately 240 acres of land, which was also highlighted on the aerial map view. Expanding, Mr. Wiley displayed a second aerial map view zoomed in to show the first requested easement being along Anja Avenue, widening the existing 30-foot easement to a 60-foot easement, and the second requested easement, shown on the aerial map in relation to the Vail Lake Campground entrance road, to be used for secondary/emergency access through a piece of District-owned property.

Continuing, Mr. Wiley advised that an initial appraisal was halted once staff became aware that what was thought to be an existing easement was found not to exist; further, at this time, staff decided to bring this item forward for Committee review and input on whether or not to proceed with acting upon the Applicant's request, considering the concerns and recommended conditions to be satisfied, as was included in the Committee's meeting packet.

General discussion ensued regarding whether or not alternate access ways could be considered and used off of State Highway 79 South, such as Wacker Drive, as an example. More general discussion continued regarding the District-owned parcel affected by the requested easement; specifically, the focus thus far by the District for this parcel is connected to the Request for Proposals issued for the Vail Lake RV Resort. Director Drake suggested that having the easement with installed turnouts off of State Highway 79 may increase the value of the property. Several Committee members expressed their concern regarding not knowing the complete plan and outcome for the use of the Applicant's property at this stage in determining whether or not the District would be agreeable in granting the requested easements.

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At this time Chairman Plummer announced a Request to Speak form had been received and asked Randy Reinhart, representing Ken Smith, to approach the lectern. Mr.

Reinhart placed two large aerial maps on provided easels in front of the dais and addressed the Committee to provide further explanation for the requested easements.

Utilizing the overhead document camera, Mr. Reinhart displayed a few overview maps, as were provided along with the Applicant's written responses to staff's report to the Committee as a handout prior to the meeting, and reviewed the specific easement areas required by the County of Riverside and County Fire Marshal. He noted that CalTrans will have requirements for all ingress/egress off of State Highway 79 South, and stated that the Applicant agrees with District staff's concerns regarding protecting the watershed tributary to Vail Lake; moreover, he pointed out, as was written in the handout provided to the Committee, that strict water quality and storm runoff requirements will have to be met in order to satisfy state and federal regulations for County approval of improvement of the easement road and any development of the Applicant's property. Additionally, Mr. Reinhart opined that, once the easement road improvements have been constructed, it will provide an overall water quality benefit for the surrounding watershed compared to existing conditions. He added that there will be no cost to the District for any of the easement roadway improvements and the Applicant agrees to the fair market value of the easement property once the appraisal is finalized. Mr. Reinhart then stressed to the Committee that the Applicant needs to be assured that they will be able to gain the secondary access easement before moving forward with their preferred use of the property because they face several anticipated high application fees, as well as report and study fees for the county approval process.

Next, Mr. Reinhart displayed under the document camera a sheet of paper listing the Applicant's requested actions from the Committee, as follows:

1. Forward Applicant's request for easement to the District's Board of Directors (Board) for the upcoming May 17, 2018 adjourned regular Board meeting for consideration and approval.
2. Instruct RCWD staff to update and finalize the current appraisal.
3. Direct RCWD staff to work with Applicant's initial drafting of an easement agreement upon the Board's approval of Applicant's request for easement.

More general discussion ensued regarding the concern by the Applicant of the county fees to be expected for the approval of the development potentially without a guarantee of receiving the requested easements, and the Committee's concern that the secondary access way might end up being used as the primary access way. Director Wilson asked if the developer would consider installing gates at the secondary access to ensure traffic mostly flows through the primary access way, noting that he would include that as a stipulation for any motion he might make. Responding, Mr. Reinhart advised that the Applicant would be agreeable to that request; however, the ability to use any type of gate on the secondary access way would be dictated by the county regulations and requirements as to the use of a gate for purposes of diverting and keeping traffic flowing through the primary access way.

At this time Eric Sampson with Excel Engineering addressed the Committee to answer questions posed concerning expected design of the overall drainage from the paved access ways. Mr. Sampson explained that the impervious area drainage improvements

include the use of biofiltration basin design, for which he verbally described the specific design criteria.

Concerns regarding the lack of understanding as to the ultimate potential use of the Applicant's property dominated the discussion; specifically, unknown traffic impacts, potential easement constraints if actual design requirements are discovered differently than expected, the District's ability for future use of the affected property, and multi-species concerns. Additional conversation among the Committee and Board members suggested considering the possibility of selling the property affected by the secondary easement request.

**MOTION:** Director Wilson made the motion that the Committee move this item to the Board of Directors without recommendation for further discovery of information, as there are too many unanswered questions. Director Brady seconded the motion, and discussion continued.

In addition to reviewing the Committee's and staff's unanswered questions regarding the plans for the Applicant's property, Director Drake opined that, while he agrees with the idea of potentially selling the property, it would need to be determined first if the parcel is indeed surplus property; moreover, he indicated that he feels the improved easements can increase the value of property. Responding, Director Martin suggested that the value of the District's property may not increase in value with the discussed ingress/egress improvements; more importantly, he opined that the Applicant's property is the beneficiary with the granted easement access way and further suggested that the District declare its affected property as surplus property, allowing the Applicant to purchase same.

Follow-on discussion ensued regarding the steps necessary for the District to consider declaring surplus property and the time consuming efforts of public advertising of same after such property is offered to surrounding public agencies, etc. Additional brief discussion continued repeating the idea that the ultimate use of the Applicant's property is unknown at this time, which raises concerns over whether or not its ultimate use may cause potential complaints from the District's Vail Lake Campground facility.

Hearing no additional comments or questions, Chairman Plummer called for the question on the motion on the floor, and it carried as follows:

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Bill Wilson, Committee Member  
**SECONDER:** Carol Lee Brady, Committee Member  
**AYES:** William Plummer, Carol Lee Brady, Bill Wilson

**Item 3. Consider Public Review and Approval of the Rancho California Water District 2018 Sewer System Management Plan Update (Project No. PG200)**

Water Resources Manager Jeff Kirshberg addressed the Engineering and Operations Committee (Committee) to provide information relative to Rancho California Water District's (District) 2018 Sewer System Management Plan (SSMP) Update.

Utilizing a PowerPoint presentation, Dr. Kirshberg first discussed the State Water Resources Control Board's adoption in 2006 of Order No. 2006-0003, the purpose of which is to provide a consistent statewide approach for reducing sanitary sewer overflows (SSO). He reported that this order was subsequently amended by Order Nos. 2008-0002-EXEC and 2013-0058-EXEC, requiring the District's Board of Directors (Board) to certify a SSMP every five years; thus far, the Board has certified the District's SSMP in both 2008 and 2013. Further, Dr. Kirshberg instructed that the San Diego Regional Water Quality Control Board adopted Order No. R9-2007-0005 in 2007, which allows for the review of pertinent District programs for compliance.

Continuing, Dr. Kirshberg displayed and discussed a few slides outlining the many components of the SSMP and the significant revisions included in the current draft 2018 SSMP, as follows:

- Included discussion of the formation of the Santa Rosa Regional Resources Authority (SRRRA), and identified which infrastructure is owned by the District and which infrastructure is owned by the SRRRA;
- Updated System Evaluation and Capacity Assurance Plan to reference the District's 2016 Sewer Facilities Master Plan, as well as the 2015 Shared Wastewater Collection System Capacity completed by the District, on behalf of the SRRRA; and
- Included a description of ongoing annual effort to video survey and conduct condition assessments of one-third of all infrastructure identified for either future monitoring and/or more frequent cleaning.

To a question posed by Director Herman, Dr. Kirshberg advised that both SRRRA and the District are responsible for issuing a SSMP and related updates pertaining to the infrastructure each owns and operates individually. To a question submitted by Director Drake, Dr. Kirshberg indicated that the SSMP covers those public sewer systems connected to a public treatment plant, and would not include sewer systems such as what exists at Vail Lake.

Next, Dr. Kirshberg reviewed a summary of findings, noting that the District continues to meet or exceed all SSMP Key Performance Indicators, including the following criteria:

- Inspect 100 percent of all Interceptors annually;
- Clean 33 percent of all gravity mains annually;
- Clean 100 percent of all wet wells annually;
- Conduct condition assessments and video inspections of all gravity mains and manholes that have been identified for either increased monitoring, or more frequent cleanings, every three to five years, depending on specific conditions; and
- 100 percent compliance with online California Integrated Water Quality System reporting.

Concluding his presentation, Dr. Kirshberg noted that the current District SSMP and this

draft 2018 SSMP are available for public inspection on the District's website, and the future direction for the District's 2018 SSMP includes: 1) allowing for public comment and communication; 2) Board certification at its adjourned regular meeting of May 17, 2018; 3) internal audits to be prepared every two years; and 4) external updates every five years.

Brief general discussion ensued regarding whether or not the District has experienced infiltration along creek bed areas; wherein, Chief Engineer Andrew Webster advised that staff have provided increased monitoring in these areas, and have not experienced significant infiltration issues.

**MOTION:** Director Wilson moved that the Board of Directors certify Rancho California Water District's 2018 Sewer System Management Plan at its May 17, 2018 adjourned regular meeting. Director Brady seconded the motion, and it carried as follows:

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Bill Wilson, Committee Member

**SECONDER:** Carol Lee Brady, Committee Member

**AYES:** William Plummer, Carol Lee Brady, Bill Wilson

**Item 4. Consider Request for Additional Funding and Award of a Sole-Source Professional Services Agreement for Design of the Vail Dam Replacement Project (Project No. D1911)**

Engineering Manager-CIP & Development Jake Wiley addressed Rancho California Water District's (District) Engineering and Operations Committee (Committee) to provide information seeking additional funding, in the amount of \$400,000, and approval of award of a sole-source professional services agreement to AECOM Technical Services, Inc. (AECOM), in the amount of \$1,194,729, for preparation of preliminary design documents for the Vail Dam Replacement Project (Project No. D1911).

Utilizing a PowerPoint presentation, Mr. Wiley reminded the Committee that specific information was provided by staff at its March 29, 2018 regular meeting pertaining to the status of the subject project; wherein, staff proposed moving forward with the 30 percent design contract and to negotiate solely with AECOM, which was authorized by the Committee. Mr. Wiley instructed that staff, subsequent to the March 29, 2018 regular Committee meeting, negotiated with AECOM a mutually acceptable scope of work and a not-to-exceed fee of \$1.195 million, with the following added scope of work items:

- Preliminary environment assessment to ensure all environmental impacts are reviewed for California Environmental Quality Act and National Environmental Policy Act requirements; and
- Access roads evaluation (north and south).

Displaying a slide, Mr. Wiley reviewed an aerial map showing the access roads to the project; wherein, staff will plan for improved and upgraded access during the project construction.

Concluding his presentation, Mr. Wiley discussed the Project Cost Summary showing the need for an additional \$400,000 in funding; for which, staff is asking to accelerate this funding now, which will ultimately cause the removal of \$500,000 from next year's fiscal year budget, resulting in an overall \$100,000 in project savings. He then stated staff's request for the Committee's recommendation to the Board of Directors, resulting in the following motion.

**MOTION:** Director Wilson moved that the Board of Directors approve additional funding, in the amount of \$400,000, increasing the project budget from \$1,700,000 to \$2,100,000, and award a sole-source professional services agreement to AECOM Technical Services, Inc., in the amount of \$1,194,729, for preparation of preliminary design documents for the Vail Dam Replacement Project (Project No. D1911). Director Brady seconded the motion, and it carried as follows:

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Bill Wilson, Committee Member

**SECONDER:** Carol Lee Brady, Committee Member

**AYES:** William Plummer, Carol Lee Brady, Bill Wilson

#### **Item 5. Capital Improvement Projects Update**

Engineering Manager-CIP & Development Jake Wiley addressed Rancho California Water District's (RCWD/District) Engineering and Operations Committee (Committee) to provide an informational update on the District's Capital Improvement Projects (CIP).

Reminding the Committee that staff provides this update in April and September of each year, Mr. Wiley began with a PowerPoint slide showing the major capital projects included in the CIP project tracking document that was included in the Committee's meeting packet. Highlighting this document, Mr. Wiley noted that the document includes color-coding to show current project status and involves 43 projects that are: 1) RCWD funded; 2) engineering department driven; 3) multi-phased (planning/design/construction); and 4) multi-year implemented.

Continuing, Mr. Wiley displayed a series of slides containing lists of specific projects with pertinent project information: 1) CIP construction projects complete; 2) CIP project progress - trailing six months, with project budgets totaling \$8,330,628; 3) CIP project progress - forward six months, with RCWD construction project budgets estimated at \$8,325,000 and SRRRA's Santa Rosa Water Reclamation Facility (SRWRF) Rehabilitation's project budget currently estimated at \$20,000,000.

Concluding his presentation, Mr. Wiley reviewed several long-range projects, including the SRWRF Rehabilitation project, Vail Dam Replacement project, and the Upper Valle De Los Caballos Regional Pump Station project.

To a question posed by Director Wilson, Mr. Wiley advised that the Berenda Road Pipeline Replacement project is complete, with the new pipeline installed underneath



the original pipeline, which was then abandoned in place due to anticipated extensive permitting requirements for its removal.

**Item 6. Project Status Reports - March/April 2018**

Presented for Engineering and Operations Committee (Committee) review and acceptance were the Rancho California Water District (District) Construction Project Status Report, Outside Contracts Summary Report, and Capital Job Status Report for the months of March/April 2018.

The Committee accepted the Project Status Reports for the months of March/April 2018, as presented.

**Item 7. Operations Reports - March 2018**

Presented for Engineering and Operations Committee (Committee) review and acceptance were the Rancho California Water District (District) Operations Reports, Regulatory Compliance Report, production charts, Vail Lake storage and elevation charts, status reports, and water sales and production statistics for the month of March 2018.

The Committee accepted the Operations Reports for the month of March 2018, as presented.

**Item 8. Assistant General Manager's Report**

Addressing the Engineering and Operations Committee (Committee), Assistant General Manager-Engineering and Operations Eva Plajzer briefly reviewed information provided in the staff report.

Expanding on one informational topic included in the Committee meeting packet, Ms. Plajzer advised that, under Field Services Manager Randy Crowell's supervision, field services crews repaired the roadway near Vail Lake that was recently affected by the rain, and the District's security company, MPS Security & Protection, can now access and investigate the areas where recent firearm discharge has taken place and also address illegal fishing on the north side of Vail Lake.

Hearing no questions or comments, Chairman Plummer proceeded to the next agenda item.

**Item 9. Vail Lake Property Update**

Addressing the Engineering and Operations Committee, General Manager Jeff Armstrong advised that, at the Board of Directors' request that staff engage the services of a qualified independent consultant to review the proposals due on June 14, 2018 for Rancho California Water District's Vail Lake RV Resort Request for Proposals, staff have been negotiating with Keyser Marston Associates, Inc. (KMA) to develop a scope of work. Further, Mr. Armstrong described the company's background and experience, and indicated that staff plans to engage with this firm for a total agreement amount of

between \$3,000 to \$5,000, depending upon the number of proposals received. He then asked all Board members whether staff should proceed as desired with KMA, or if it is preferred that this item be presented at the May 3, 2018 Finance & Audit Committee regular meeting for review and consideration. At the request of Director Garcia, staff will present this item at the before-mentioned meeting.

Hearing no further questions or comments, Chairman Plummer proceeded to adjournment.

**Item 10. Adjourn to Thursday, May 24, 2018, at 8:30 AM**

There being no further business to come before the Committee, the meeting adjourned at 10:05 AM to Thursday, May 24, 2018, at 8:30 AM.