



**CITY OF RIALTO  
REGULAR MEETING MINUTES  
UTILITIES COMMISSION  
January 21, 2020 - 6:00 P.M.**

The Regular meeting of the Utilities Commission of the City of Rialto was held in the Civic Center Council Chambers located at 150 S. Palm Avenue, Rialto, California 92376, on Tuesday, January 21, 2020.

o0o

This meeting was in accordance with the provision of the **Government Code §54956** of the State of California.

o0o

**CALL TO ORDER**

Vice Chairperson Hayes called the meeting to order at 6:05 P.M.

o0o

**ROLL CALL**

The roll call was taken by Commission Clerk, Michele Aguirre.

Present:

Chairperson Barbara Zrelak-Rickman  
Vice-Chairperson June Hayes  
Commissioner Richard "Kim" Chitwood  
Commissioner James M. Shields  
Commissioner Kevin C. Kobbe

City Staff Present:

Tom Crowley, Savat Khamphou, Susanne Wilcox, and Amy Crow

Also Present:

David Terry, Chandrasekar Venkatraman (CV), Richard Perna and Robert Lee

o0o

**PLEDGE OF ALLEGIANCE**

Chairperson Zrelak-Rickman led the pledge of allegiance.

o0o

**MOMENT OF SILENCE/  
INVOCATION**

Thomas Crowley led the Invocation.

o0o

**APPROVAL OF MINUTES**

Regular Meeting of November  
19, 2019

- ◆ Commissioner Chitwood moved to approve the minutes for the **Regular Meeting of December 17, 2019 as written.**
- ◆ Vice-Chairperson Hayes seconded the motion.
- ◆ Motion carried.
- ◆ Vote 5 to 0 in favor of approval of the minutes as written.

o0o

**ORAL COMMUNICATIONS**

- ◆ None

o0o

**NEW BUSINESS ITEMS**

o0o

**ITEM 1** – Monthly Activity Report  
for City of Rialto Waste  
Management Services  
(RECEIVE AND FILE)

- ◆ Amy Crow presented the monthly Waste Management Report.
- ◆ Crow reviewed the special collection reports.

- ◆ Crow provided a flyer on the new program for free residential trash and green waste disposal which would be held on Saturday, January 25, 2020 from 8:00 a.m. to 2:00 p.m. at 150 S. Palm Avenue.

#### Questions & Comments

- ◆ Regarding Shredding Commissioner Kobbe asked if there was a limit to how much shredding could be received.
- ◆ Regarding the Scavenging Report Commissioner Chitwood asked why there was nothing to report.

#### Action

- ◆ **The Commission received and accepted the report.**

o0o

#### **ITEM 2 – Video Presentation on the Habitat Conservation Plan (RECEIVE AND FILE)**

- ◆ Thomas Crowley discussed a meeting he attended at San Bernardino Valley Municipal Water District (Valley District) where they presented a video on the Habitat Conservation Plan (HCP) and though it would be a good idea to bring to the Commission.
- ◆ Crowley introduced Chris Jones, Project Manager, Biological Resources at San Bernardino Valley Municipal Water District, who presented the video.
- ◆ Jones also provided the following information on the HCP:
  - CEQA has been finalized.
  - Finalizing the public draft of the HCP
  - Taking the whole package to Sacramento Fish and Wildlife by June/ July with the hope of finalizing the plan by the end of 2020.
  - Had 2,000+ fish removed and will be conducting studies.
  - Salvaged over 3,000 sucker fishes.
- ◆ Crowley advised that another removal of fish was scheduled for February 12<sup>th</sup>.

#### Questions & Comments

- ◆ Vice-Chairperson Hayes asked
  - For an explanation of how the HCP Cooperation and credits helps the City of Rialto.
  - For an explanation of what credits are and how they work.
  - If wanted to put a road through and there were K-Rats, what would the process for that be.
  - If buying property in East Valley area that may have K-Rats, could they be moved.

#### Action

- ◆ **The Commission received and accepted the video.**

o0o

#### **ITEM 3 – Veolia's Monthly Maintenance & Operation Report (RECEIVE AND FILE)**

- ◆ Richard Perna reviewed the Monthly Wastewater Operations Report and provided updates on the following items:
  - No negative responses for the month for the incidents that were reported in December.
  - Had one (1) minor incident with a toxicity test that occurred but was not an issue. Advised no fish died but did not reproduce, which was unusual and would be conducting repeat testing.
  - No callouts in November

- As of end of December CCTV'd 28.34 miles of sewer.
- Provided a document that responded to questions from the Commissioners from the December meeting.
- ◆ David Terry provided an update on the following Monthly Water Operations items:
  - The electricity usage.
  - Switched to sodium hyper chloride bleach vs. tablets at City 4A and Chino 2.
  - Finished the valve turning and flushing.
- ◆ Robert Lee provided an update on the following Customer Service & Revenue Operating items:
  - Number of inbound calls received and average length of call.
  - Average wait time amounts.
  - Water Consumption and Billing
  - Revenue and Aging report
- ◆ CV provided an update on the S1 project:
  - Discussed the study performed to measure the amount of time water molecules stay in contact with chlorine for disinfection and advised that the test results were received from the state and the study passed. Advised would be putting the Chlorine Contact Chamber back online.
  - Would be merging all three (3) basins with a common influent and effluent channel the week of January 27th.
  - Once the aeration basin tie-in was finished, the Chlorine Contract Chamber would be tied-in in February.

#### Questions & Comments

- ◆ Regarding the incident that occurred, Vice-Chairperson Hayes asked:
  - If the issue happened again what would need to take place.
  - If issue repeated, what were the theories on what could have happened
  - What species is used.
- ◆ Regarding the safety issues, Commissioner Chitwood asked if near misses were fixed before reported.
  - A discussion ensued regarding various types of safety issues that could occur, and the steps taken to report and/or respond.
- ◆ Crowley asked what the CCTV total mileage was.
- ◆ Commissioner Chitwood asked if a lift station was the same as a pump station.
- ◆ Regarding the lift station, Vice-Chairperson Hayes asked if the lift station stops working, does an alarm sound.
- ◆ Vice-Chairperson Hayes:
  - Asked whose software was used for asset management and how that compared to Maximo.
  - Asked how much water was taken from the Oliver P. Roamer site.
  - Asked if there was any way to track how much State Water Project was used.
  - Asked how that worked in terms of the Ground Water Council.
    - Crowley provided an explanation of what that process was.

- Clarified if the Ground Water Council had nothing to do with the State Water Project water as that was just what was being taken from the “swimming pool.”
- ◆ Regarding the Customer Service Level, Commissioner Chitwood asked what service level was.
- ◆ Regarding the Aging Report, Vice-Chairperson Hayes commented that the over 30 days shows stable since November 2018 and asked if the amount of customers that do not pay was stable.

#### **Action**

- ◆ **The Commission received and accepted the report.**

o0o

#### **OLD BUSINESS**

o0o

##### **Item 1** – Previous Discussion Updates

- ◆ Crowley advised that he was still working on the Urgency Ordinance issue with regard to the utility bills.
- ◆ Commented on the valve turning request.
- ◆ Susanne Wilcox provided an update to Vice-Chairperson Hayes request for a student commissioner.

o0o

##### **Item 2** – To Do List

- ◆ Nothing new to report.

o0o

#### **UTILITIES MANAGER UPDATES**

- ◆ Wilcox advised that Valley District reached out to her to see if any of the Utility Commissioners were interested in receiving the agendas and information from their meetings.
- ◆ Commissioners Shields and Kobbe both expressed interest in receiving that information.
- ◆ Vice-Chairperson Hayes provided the schedule of when various events took place at Valley District.

o0o

#### **COMMISSIONER'S REPORT**

- ◆ Vice-Chairperson Hayes reported:
  - She would be attending a workshop on February 23<sup>rd</sup> in Palmdale, CA through Valley District, on Nitrate Removal which was put on by California Rural Water.
  - On February 24<sup>th</sup> she would be attending the Southern California Water Coalition Quarterly Luncheon and provided a brief history on the agency.
- ◆ Commissioner Shields – No Report
- ◆ Commissioner Chitwood – No Report
- ◆ Commissioner Kobbe – No Report
- ◆ Chairperson Zrelak-Rickman – No Report

o0o

#### **ADJOURNMENT**

- ◆ **Commissioner Kobbe made a motion to adjourn the meeting.**
- ◆ **Commissioner Chitwood seconded motion.**
- ◆ **Motion Carried.**
- ◆ **Meeting adjourned at 7:18 P.M.**