

**VALLEY SANITARY DISTRICT
OPERATIONS COMMITTEE MEETING MINUTES**

April 6, 2021

Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.

A regular meeting of the Valley Sanitary District (VSD) Operations Committee was held via videoconference on Tuesday, April 6, 2021.

1. CALL TO ORDER

Beverli Marshall called the meeting to order at 1:11 p.m.

1.1 Roll Call

Committee Members Present:

Ron Buchwald, Chair

Debra Canero, Director

William Teague, Director

Staff Present:

Ian Wilson, Facility Operations Manager, Beverli Marshall, General Manager, Jeanette Juarez, Business Services Manager, Adrian Contreras, Assistant Engineer, Ryan Williams, Maintenance Supervisor, Holly Gould, Clerk of the Board

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.

None.

3. DISCUSSION / ACTION ITEMS

3.1 Project Update: The Water Reclamation Facility's Asset Management System

Ron Buchwald, Engineering Services Manager, presented the project update for the District's asset management system. Mr. Buchwald explained that the District had an outdated asset management software system that could not be upgraded and only contained about a third of the assets of the current water reclamation facility. With the hiring of the Maintenance Supervisor in August 2016, a more determined effort was made at building a new asset management system. Due to considerable staff time even with the assistance of a consultant and/or software vendor (staff used the assistance of both), it has taken staff over three (3) years to build the new asset management system. There are currently over 1,300 assets in the new asset management system. Mr. Buchwald explained the process of adding assets into the

program and how the program produces workorders. The workorders will help organize, assign, prioritize, track, and complete maintenance tasks. For an efficient asset management system, the goal is to have the work orders be about 90% preventative and 10% reactive. Each asset can produce 4-7 work orders per unit period with the period being a month to over two years depending on the asset. With an asset management system, the District can track staff workload, staff time to perform the work order, maintenance costs, repair costs, replacement costs and more. The new asset management system will be beneficial and assist staff to be more preventative, but it will also create considerably more work for staff. Ryan Williams, Maintenance Supervisor, presented a Power Point presentation to the committee that walked them through how assets are added and workorders produced within the Lucity software program.

3.2 Review and Discussion of the Valley Sanitary District Draft FY 2022 CIP Budget Presentation

Ron Buchwald, Engineering Services Manager, presented the FY22 Capital Budget Presentation to the committee. The proposed capital budget for FY22 is \$15,912,465. The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). The CIP for FY22 includes the Reclaimed Water Phase 1 treatment upgrade project, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program. The presentation highlighted FY21 milestones, the budget process and strategy, FY22 goals, proposed FY22 budget, and summary of capital funding. Committee member Canero requested that the projects that are currently in process, projects that are FEMA qualified, and carryovers be broken out in a way that they are easily identified with the presentation. The committee members thanked staff for all their hard work they have put into developing the capital budget.

4. **FUTURE MEETING ITEMS**

Ian Wilson, Facility Operations Manager, suggested having a discussion on the drainage sump issue and where to re-route that water once the ponds are eliminated.

5. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:22 p.m. The next regular committee meeting will be held June 1, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District