



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Utility Commission Regular Meeting

Approved Minutes

City Council Chambers | 50 Natoma Street, Folsom, CA 95630

May 21, 2024

6:30 PM

Call to Order

Chair Menz called the meeting to order at 6:34 p.m.

Roll Call

PRESENT: Z. Akhter, M. Menz, A. Ross, A. Silva, B. Vempati.

ABSENT: L. Ladd, T. Widby.

STAFF PRESENT: Marcus Yasutake: Environmental & Water Resources Director
Ryan Neves: Public Works, Acting Director
Marie McKeeth: General Services Manager
Emma Atkinson: Management Analyst, EWR

Business from the Floor

None.

Minutes

Approval of the Minutes of the March 19, 2024, Regular Meeting.

Commissioner Silva motioned to accept the minutes.

Commissioner Menz seconded the motion.

Motion carried with the following vote:

AYES: Commissioners Vempati, Akhter.

ABSTAIN: Commissioner Ross.

ABSENT: Commissioners Ladd, Widby.

Directors' Reports

Public Works:

- The two vacancies for Environmental Specialists have been filled; the first started last week and their time will be split between Household Hazardous Waste and recycling education. The other will start in August after completing a fellowship.
- The electric garbage trucks have still not been delivered, and now there is no ETA.
- The re-routing of collection routes for about 16,000 residential customers will start on July 22nd. Information will be shared in City newsletters, and customers who are

impacted will be notified of a new collection day for general waste, recycling or both, by postcards and letters delivered to their homes.

- Roll-out of green cans has been paused to focus on the re-route but will be completed within the next few months.
- The division is looking into expanding some of the commercial organics routes to take in some accounts currently services by private haulers.

Environmental and Water Resources:

- It is Public Works Week; last week the City hosted the annual City Works Day, which was well attended, particularly by third graders. Well done to the Public Works team who organized the event.
- Interviews will take place next week to hire two new Maintenance Workers (one in Utility Maintenance and one in Water Meters).
- A new Water Management Specialist started on May 16th. The Water Conservation Division is now fully staffed, which is good in the lead up to summer, which is the busy time of year.
- The budget will be rolled out to City Council next week. No immediate action is anticipated; it will be on the agenda for the first meeting in June.
- A college intern just started in the engineering division yesterday. 2 years ago, she was part of FCUSD's summer preceptorship program and has now returned for the summer.

New Business

• Public Works Operational Risks:

Marie McKeeth provided a presentation of operational risks that exist within the solid waste division and responded to questions from the Commission.

- Loss of electrical power:
 - The department experienced loss of power for one day earlier this year.
 - Fueling vehicles became an issue but they now have cards as a backup plan.
 - Impacts customer service, phones and computers.
- Cyber security:
 - If there was some kind of attack on the system, the department would still be able to perform core duties.
- Loss of revenue, rising expenses, changing costs:
 - Fluctuating vehicle costs.
 - Time lag to bring in rate changes.
 - Downtime when lack of available parts for repairs.
- Loss of technology:
 - The department would still be able to perform core duties.
- Exposure to liability:
 - The department has vehicles on the road every day so high exposure to liability.

Commissioner Menz: What about facilities? *That is mainly cost related.*

Commissioner Ross requested clarification of the reason this information was being provided: *The information was requested by the Commission; it is for information only.*

Commissioner Ross: How does the City manage exposure liability for trucks? *Insurance, driver training and a GPS system that facilitates monitoring of driving.*

Commissioner Ross: Is there any plan to mitigate the impacts of loss of electrical power? *We now have commercial fueling station cards.*

Commissioner Menz: Can a generator be installed, to power fuel pumps etc.? *We have some at the corp yard. We did use a generator for the pumps, but it did not work as efficiently.*

Commissioner Ross: Is there any documentation for tracking risks, and is there a plan for managing risks when they occur? *There is not a single Risk Management Plan that covers all risks, but known risks are managed individually by training and tracking incidents.*

Commissioner Silva: Do any of these risks make you feel particularly vulnerable? *No – we have things pretty well managed.*

- **Environmental & Water Resources Operational Risks:**

Director Yasutake provided a presentation of operational risks for the water, wastewater and engineering/admin divisions, and responded to questions from the Commission.

Commissioner Menz: Do we have a formalized plan for going to manual operations? *This will be confirmed with WTP staff.*

Commissioner Menz: Who is in charge of IS? *Efrem Richardson is the supervisor, and the IS division is housed under Finance.*

Commissioner Ross: Are there any controls for who gets VPN access? *IS set up access; specific details beyond that would need to be confirmed with IS.*

Commissioner Menz commented that water, medical companies and power are targets. An advisory went out that small cities will be targets for terrorists as they usually don't have the resources to protect themselves as well as they should. Commissioner Menz said he would like to contact Efrem Richardson to discuss. *There is an EPA requirement to adopt an updated emergency response and risk assessment plan. EWR will reach out to consultants for help updating the current plan, which was worked on by Black & Veatch. It is not a public document*

Commissioner Akhter: How are vendors selected for penetration testing and how often are they changed? *This would need to be discussed with IT dept staff.*

Commissioner Ross: What happens if the entire system goes down? *It can be operated manually.*

Commissioner Menz commented that the biggest threat is a change to the chemicals fed into the drinking water. Commissioner Ross added, hijacking the system and demanding payment is also a threat, and wanted to know if Reclamation (being the next level up) has a plan in place. Commissioner Menz responded that they do, but it can't be shared.

Commissioner Ross: If too much chlorine is dropped in the water, is there an alert?

Yes – there are monitoring alarms.

Commissioner Menz: Is the process control system separate from the system that monitors the chemicals in the water? *This will be confirmed with WTP staff.*

Commissioner Ross commented that it is great to see that there is a plan in place for risks, and redundant systems.

Commissioner Vempati: Do the larger pumps have VFDs? *EWR is looking at the feasibility of installing VFDs on pumps.*

- **Water Year 2024-2025 Water Supply Outlook:**

Director Yasutake presented the City's water use data from 2023 and provided an outlook for Water Year 2024-2025.

Commissioner Silva: When were residential meters installed? *We began billing at metered rates as of Jan 1, 2013.*

Director Yasutake invited Commissioners to send him any follow up questions, particularly on cyber security.

Adjournment

The meeting was adjourned at 7:34 p.m.

Respectfully Submitted:



Emma Atkinson, Management Analyst

Approved:



Aaron Silva, Utility Commission Vice-Chair