



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

**City of Folsom  
Utility Commission  
Meeting Agenda**

Tuesday February 18, 2020 – 6:30 P.M.  
Folsom City Council Chambers  
1st Floor, City Hall  
50 Natoma Street, Folsom, California

**Call to Order**

**Roll Call** - Utility Commission Members: R. Hess, D. Kozlowski, M. Moore, B. Mutchler, T. Rood, C. Shreve, and T. Widby

**Report on Posting of Agenda**

Agendas for the Utility Commission are posted at the Folsom City Hall and City website. (Pursuant to California Government Code Section 54954.2, the agenda for this meeting was properly posted on or before 6:30 p.m. on February 14, 2020.)

**1. Minutes**

- a. Approval of the Minutes of the January 21, 2020 Regular Meeting

**2. Business from the Floor**

*This item is intended for comments or suggestions from the public for presentation to the Utility Commission. Any matters discussed before the Utility Commission which are not on the agenda cannot be acted upon by the Commission.*

**3. Directors Report**

**4. Old Business**

- a. Update on Recycling Impacts

## 5. New Business

### a. 2020 Calendar of Topics

Approved by:

Bob Mutchler, Chair

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<u>Future Meetings</u>			
March 17, 2020	6:30 pm	Regular Meeting	City Hall
April 21, 2020	6:30 pm	Regular Meeting	City Hall
May 19, 2020	6:30 pm	Regular Meeting	City Hall

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*Copies of the written documentation relating to each item of business described above are on file in the Environmental and Water Resources Department, Folsom City Hall, 50 Natoma St., Folsom, California and are available for public inspection during regular office hours which are 8:00 a.m. to 5:00 p.m., Monday through Friday. We request advance notification to facilitate your requests. Copies of documents may be purchased for \$0.10 per page.*

*Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting at the Folsom City offices, and City website. The City Hall phone number is 916-461-6000. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and an operator will assist you.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Environmental and Water Resources Department at 916-461-6162. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.*

***Please mute or turn off cellular phones, tablets, and other electronic devices during the meeting.***



CITY OF  
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**City of Folsom  
Utility Commission  
Regular Meeting Minutes**

Tuesday January 21, 2020 – 6:30 P.M.  
Folsom City Council Chambers, City Hall  
50 Natoma Street, Folsom, California

**Call to Order**

Chair Mutchler called the meeting to order at 6:30 p.m.

**Roll Call**

PRESENT: T. Widby, B. Mutchler, D. Kozlowski, M. Moore, R. Hess.

ABSENT: C. Shreve, T. Rood

STAFF PRESENT: Marcus Yasutake – Environmental and Water Resources Director  
Emma Atkinson – Administrative Assistant – EWR

**Minutes**

Approval of the Minutes of the November 19, 2019 Regular Meeting.

Commissioner Widby motioned to accept the minutes.

Commissioner Hess seconded the motion.

Motion carried with the following vote:

AYES: Commissioners Kozlowski, Moore

ABSENT: Commissioners Shreve, Rood

ABSTAIN: Commissioner Mutchler

**Business from the Floor**

None

## **EWR Director's Report**

- Staffing update:
  - Wastewater Division – The division is now fully staffed. The three Maintenance Worker positions have been filled; new hires started work on December 1<sup>st</sup> and January 2<sup>nd</sup>.
  - Senior Engineer – There is a new vacancy in the Engineering division following the resignation of a Senior Engineer who has accepted a new position closer to home. Interviews should be conducted soon with the aim of having the new hire in place by Spring.
- Utility Commission plans for 2020.
  - Director Yasutake asked Commissioners if they had any requests for topics for meetings in 2020. The budget will be discussed along with operation and capital improvement plans. Director Nugen plans further recycling discussion and to present more information regarding future potential solid waste rates that incorporate new state mandates.
  - The 2020 budget process has started, with some information already presented to City Council at their last meeting.
    - The City Manager and Finance Director have posed some questions for the City Council to consider as part of the budget process. Chair Mutchler requested that Director Yasutake forward these questions to the Commissioners by email.
    - Departments have been asked to provide a list of current and potential contracts that will be used throughout the year, including whether or not these are mandatory.
- Folsom Dam Raise Groundbreaking Ceremony, Jan 21<sup>st</sup>, 2020
  - Director Yasutake attended the event along with Mayor Aquino, the City Manager and other city representatives. This marks the start of the project, which includes upgrades to the dam, and is funded by various sources, including the US Army Corps.

## **Old Business**

- Rate Increase:
  - Last December, City Council approved the rate increases for water, wastewater and solid waste services, having received only approximately 200 protests for each service. Finance is now working to have the new rates in place for billing effective February 1, 2020.
- Hinkle Creek
  - In response to Chair Mutchler's request for a status update on Hinkle Creek, Director Yasutake reported that the sewer line had been cleaned, flushed and inspected two weeks ago, as required, and was found to be in the same condition as before. Manhole monitors have been installed in all but one manhole. This one location cannot physically have a monitor fitted but is in a location which poses least concern in the area.

### **New Business**

- 2019 Water Use Report
  - Director Yasutake presented a report providing an update of the water use for 2019 compared to prior years.
- Governor Newsom's Water Resiliency Portfolio
  - Director Yasutake presented detail of Executive Order N-10-19, and the 2020 Water Resilience Portfolio released by state agencies as a response to this order.

### **Adjournment**

Meeting adjourned at 7:32pm

### **Respectfully Submitted:**

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Emma Atkinson, Administrative Assistant.

### **Approved:**

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Bob Mutchler, Utility Commission Chair.

OLD BUSINESS  
Item 4a  
Utility Commission  
Meeting Date: 2/18/2020

DATE: February 12, 2020  
TO: Utility Commissioners  
FROM: Dave Nugen, Public Works Director  
SUBJECT: **A PRESENTATION REGARDING RECYCLING IMPACTS TO THE CITY**

**BACKGROUND**

Public Works staff will give an update on the impacts to the City related to recycling.

**ACTION**

No action required. Informational update only.

NEW BUSINESS  
Item 5a  
Utility Commission  
Meeting Date: 2/18/2020

DATE: February 12, 2020

TO: Utility Commissioners

FROM: Marcus Yasutake, Environmental and Water Resources Director

SUBJECT: **UTILITY COMMISSION CALENDAR OF TOPICS**

**BACKGROUND**

The Utility Commission chair and vice-chair meets with the Environmental and Water Resources Director to develop the annual Calendar of Topics. Utility Commissioners can reach out to the Director or the chair or vice-chair to add discussion items to the UC agenda.

**DISCUSSION**

Attached are the Calendar of Topics for 2016, 2017, 2018, and 2019. Staff will receive feedback during this meeting, if any, on any topics of interest for upcoming UC meetings. Below are some tentative placeholders for 2019.

<b>UC Meeting</b>	<b>Topic</b>
March 17, 2020	EWR & PW Fiscal Year 2020/21 Operations and Maintenance Budget
April 21, 2020	EWR & PW Fiscal Year 2020/21 Capital Improvement Budget
May 19, 2020	
June 16, 2020	Legislative Update
July 21, 2020	FY 2019/2020 Recap
August	<i>Recess to match City Council</i>
September 15, 2020	
October 20, 2020	
November 17, 2020	
December 15, 2020	

**ACTION**

Identify topics for future Utility Commission meetings for calendar year 2020.



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**City of Folsom  
Utility Commission  
2016 Calendar of Topics**

<b>Month</b>	<b>Topics</b>
April	State Water Resources Control Board Conservation Update / Updated City Conservation target
May	2015 Urban Water Management Plan and 2015 Water Master Plan Update / Community Development Discussion
June	Water Treatment Plant Optimization and Reliability Study and Water Distribution Optimization Study – discuss status of each and provide overview of any recommendations
July	Fiscal Year 2015/2016 CIP review
August	<i>Recess to match City Council</i>
September	Solid Waste Operations / CIP
October	Water Treatment Plant projects and 2016 Conservation Update
November	Water Treatment Plant Tour
December	<i>Potential recess to align if 2<sup>nd</sup> City Council meeting is not held</i>





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Utility Commission  
2017 Calendar of Topics**

<b>Month</b>	<b>Topics</b>
April	Folsom Water Forum Discussion or 2016 Water Master Plan Update
May	Folsom Water Forum Discussion or 2016 Water Master Plan Update
June	Rate Study Update – Water and Wastewater
July	FY 16/17 CIP Recap
August	Recess to match City Council
September	FY 2018 CIP Review
October	Water Supply Update
November	Cancel – Thanksgiving Week
December	TBD



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**City of Folsom  
Utility Commission  
2018 Calendar of Topics**

<b>Month</b>	<b>Topics</b>
February	Rate Study
March	Rate Study/Fiscal Year 18/19 Budget
April	FY 18/19 Budget and Water Legislative Update
May	Lead in Drinking Water Testing Requirements
June	Solid Waste Update and Hinkle Creek Sewer Update
July	FY 18/18 CIP Recap
August	Recess to match City Council
September	Development Update
October	Legislative / Lead Testing Update
November	Cancel – Thanksgiving Week
December	FY 18/19 Midyear Update



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**City of Folsom  
Utility Commission  
2019 Calendar of Topics**

<b>Month</b>	<b>Topics</b>
February	Ethics training, UC roster, Brown Act, EWR Overview, UC purpose
March	Fiscal Year 19/20 Operating and CIP Budget, Solid Waste Recycling
April	Hinkle Creek Sewer Project and Folsom Water Rights and Contracts
May	Rate Study
June	Rate Study
July	Rate Study
August	Recess – No meeting
September	Hinkle Creek, Rate Study, EWR FY 18/19 CIP Recap
October	Hinkle Creek, Rate Study, Regulatory and Legislative Update
November	Rate Study, Organics Recycling Mandate, Voluntary Agreements
December	Recess – No meeting