

## Minutes

Sacramento Suburban Water District  
**Facilities and Operations Committee**  
Monday, April 20, 2015

### Call to Order

Chair Bob Wichert called the meeting to order at 4:59 p.m.

### Roll Call

Directors Present: Chair Bob Wichert and Kevin Thomas.

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York, David Espinoza, Heather Hernandez-Fort, Dave Jones, John Valdes, James Arenz, Annette O’Leary, Greg Bundesen, Dan Bills, and Chantelle Garvin.

Public Present: William Eubanks

### Public Comment

None.

### Consent Items

#### 1. Minutes of the March 30, 2015 Facilities and Operations Committee Meeting

Director Kevin Thomas moved to approve the Minutes; Chair Wichert seconded.

AYES:	Thomas and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

### Items for Discussion and Action

#### 2. Utilization of Suite 300 - Update

General Manager (GM) Robert Roscoe presented the staff report giving a brief history of the utilization of Suite 300. He explained that this project is within the approved budget and that the primary reason for this project is to combine the Engineering Department into the same location. GM Roscoe also explained some of the Americans with Disabilities Act concerns.

Mr. John Valdes explained that staff designed a basic floor plan which is not sufficient to submit to the County for the required building permits. He stated that staff is proposing to hire Spanda Industrial, who has done the District’s previous remodel work at the Marconi office. Spanda would prepare the appropriate architectural plans as part of their contract, to submit to the County for the building permit, in a “design-build” arrangement.

Chair Wichert asked if the proposed remodel would affect the buildings' shell. Mr. Valdes clarified that the buildings' shell would stay the same, and that there are minimal structural changes.

Director Thomas inquired how many people would occupy Suite 300, and how much of the space would be utilized. GM Roscoe explained that about 10 people would occupy approximately two-thirds of the Suite.

Director Thomas wanted clarification that the \$55,000.00 is included in the work under the permit. Assistant General Manager (AGM) Dan York validated his statement. Director Thomas also inquired when this project was going to begin. AGM York indicated that a memo is being drafted for the General Manager this week. Director Thomas further inquired if it was necessary to hire a consultant that specialized in partitions and space planning. GM Roscoe explained that staff is following the standard building permit process. AGM York also reminded the Committee that at the last Facilities and Operations Committee meeting, Chair Wichert recommended that staff hire a space planner specialist. AGM York stated that rather than hire a space planner, staff utilized the services from the workstation vender and Spanda Industrial, who has considerable experience with this type of space remodeling.

Director Thomas inquired if staff is planning on relisting the front vacant portion of Suite 300. GM Roscoe explained that staff could do that, however, he stated that the lease value is low and there is very little parking available. Director Thomas asked about separate heating and air, if the District was to lease out the front portion of suite 300. GM Roscoe clarified that heating and air has always been a part of the lease in prior lease agreements.

Chair Wichert inquired why staff is not planning on moving the GIS department into that space as well. GM Roscoe explained that it was not entirely necessary to relocate the GIS department, as it would then leave an open space in Suite 100.

The Committee accepted the update with full support.

### **3. Improvement Standards and Technical Specifications**

GM Roscoe gave a brief background on the review process of the Districts' Improvement Standards and Technical Specifications. Mr. Espinoza followed up with further details.

Chair Wichert noted an inconsistency in the language in the report. He noted that staff is proposing to update the language in the Improvement Standard and Technical Specifications stating that the preferred minimum width for a dedicated water line easement shall be 20-feet, however, in the Coleman Engineering (CE) Report, the recommendation specifies 10-feet as the standard minimum permanent easement width. Mr. Espinoza clarified that initially staff recommended a 10-foot easement, but then amended the language to adjust the minimum to a 20-foot easement; adding in language that would allow flexibility to reduce the easement width as needed on a case by case basis.

Chair Wichert questioned why CE states in their report that a 20-foot easement would be preferred, but then recommended a 10-foot easement. GM Roscoe clarified that what he believes CE was suggesting is that a 10-foot width would be the very minimal width. GM Roscoe also noted that CE states in their report that; “the District may consider requiring a wider construction easement, likely 20-feet in cases where future pipeline construction is planned.” GM Roscoe also stated that staff is recommending softer language for purposes of negotiating easement widths.

Chair Wichert further noted that the statement in the CE report didn’t clearly specify which minimum easement that they are recommending, and that the CE report doesn’t necessarily support staff’s recommendations. He stated that staff should propose to CE to differentiate between new or existing services, and to note if there are special considerations between a 10-foot and a 20-foot preferred minimum width. Chair Wichert further stated that if staff wants a 20-foot easement width, then staff will need to justify that in their discussion. GM Roscoe suggested the Committee allow staff to review the report and make adjustments as necessary.

Director Thomas suggested adding the wording; “the preferred minimum width for a new dedicated line easement would be 20-feet;” with allowing the General Manager the flexibility to negotiate less, on a case by case basis.

The Committee agreed to allow staff to review the report and make adjustments as necessary, then bring back the updated report to a future Facilities and Operations Committee meeting.

#### **4. Amending Regulations Nos. 1 through 14, 16 and 17 of the Regulations Governing Water Service**

AGM York reported the proposed changes to the Regulations Governing Water Service. He noted that most of the changes are relatively minor.

Chair Wichert noticed that in Regulation 1, the phrase “meter setter” was removed, but it was not removed throughout the entire regulation. He suggested reviewing Regulation 1 to maintain consistency.

Director Thomas commented on Regulation 14, page 5, inquiring if imprisonment is a necessary punishment for bypassing a Backflow Prevention Assembly. GM Roscoe identified that bypassing a Backflow Prevention Assembly could be poisoning the public water system, and that some of that language came from California Code of Regulation.

Chair Wichert suggested in Regulation 7, page 1, that staff remove the phrase “for any reason” from the end of the third sentence. GM Roscoe agreed.

The Committee recommended accepting the changes as modified and directed staff to present this to the full Board with a recommendation of approval.

**Adjournment**

Chair Wichert adjourned the meeting at 5:31p.m.

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Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District