

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE IRONHOUSE SANITARY DISTRICT  
FINANCE/CIP  
February 18, 2020**

The Board of Directors of the Ironhouse Sanitary District (ISD) met in regular session on Tuesday, February 18, 2020 in the Board meeting room at ISD's offices at 450 Walnut Meadows Drive, Oakley, California.

**1. CALL TO ORDER**

President Dawn Morrow called the meeting to order at 6:01 p.m.

**1.A. BOARD ROLL CALL**

**Roll Call**

Directors present: Susan Morgan, Chris Lauritzen, Dawn Morrow,  
Peter Zirkle and Doug Scheer

Members absent: None

Staff/Consultants present: Chad Davisson, General Manager  
Tyson Zimmerman, Assistant General Manager  
Cecilia Goff, District Secretary/Office Administrator  
Louis Solana, Collection Superintendent  
Chris Christean, Plant Manager  
Leah Castella, Legal Counsel  
Roni Gehlke, Outreach Consultant  
Michael Welty, Financial Consultant

Interested Parties: Adriana Smith  
Justin Seufert, PSOMAS

**2. PLEDGE OF ALLEGIANCE** – Director Peter Zirkle led the pledge of allegiance.

**3. APPROVAL OF AGENDA**

M/S C. Lauritzen, P. Zirkle and the Board voted to approve the Agenda.

In favor: D. Scheer, P. Zirkle, D. Morrow, C. Lauritzen and S. Morgan. Opposed: None.  
Absent: None

**4. PUBLIC COMMENTS** - Communications from the public on subjects not on the agenda.

There were no comments from the public in attendance.

**5. CONSENT**

**5.A. APPROVAL OF MINUTES OF THE FEBRUARY 4, 2020 ISD BOARD MEETING**

M/S S. Morgan, C. Lauritzen and the Board voted to approve the Consent Calendar.

In favor: D. Scheer, P. Zirkle, D. Morrow, C. Lauritzen and S. Morgan. Opposed: None.  
Absent: None

**6. BUSINESS BEFORE THE BOARD**

**6.A. AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONSTRUCTION CONTRACT WITH RANGER PIPELINES FOR THE OLD TOWN PIPELINE IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$3,856,404**

Mr. Chad Davisson explained to the Board that the Old Town Pipeline Improvements project will replace approximately 9,649 lineal feet of 6-, 8-, and 15-inch diameter sewer pipelines south of Main Street in Oakley, California. The District's risk model identified pipelines within the neighborhoods south of Main Street and north of Vine Way, and between O'Hara Avenue and Rose Avenue that should be replaced. Questions from the Board were solicited and answered.

M/S P. Zirkle, C. Lauritzen and the Board voted to authorize the General Manager to enter into a Construction Contract with Ranger Pipelines for the Old Town Pipeline Improvements Project in an amount not to exceed \$3,856,404.

In favor: D. Scheer, P. Zirkle, D. Morrow, C. Lauritzen and S. Morgan. Opposed: None.  
Absent: None

**6.B. AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH PSOMAS FOR CONSTRUCTION MANAGEMENT SERVICES ASSOCIATED WITH THE OLD TOWN PIPELINE IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$410,000**

Mr. Davisson presented the item to the Board and explained that contracting with a Construction Management firm for this project reduces risk for the District. The construction manager will primarily act as a representative and advocate for the District. Construction managers will track the project and ensure contractors keep on schedule. Questions from the Board were solicited and answered.

M/S P. Zirkle, C. Lauritzen and the Board voted to authorize the General Manager to enter into a contract with Psomas for Construction Management Services associated with the old Town Pipeline Improvements Project in an amount not to exceed \$410,000

**7. INFORMATIONAL ITEMS FROM STAFF**

**7.A. PRESENTATION OF UPCOMING OUTREACH ACTIVITIES AND**

## **EVENTS**

Mr. Davisson presented the upcoming outreach activities to the Board. Some of the focuses will be restructuring the ISD website, comprehensive outreach for the new rate structure, District rebranding, including designing a new logo, exploring potential revenue streams and researching the purchase of an electric sign for the Main Street entrance.

Upcoming events ISD will participate in include Oakley Science Week in April, ISD's 75<sup>th</sup> anniversary in August, the Heart of Oakley Festival in September and the Bethel Island Heart of the Delta Festival in October.

ISD has received significant recognition over the past couple of years by winning multiple awards in many categories. ISD will continue to be an industry leader by being influential in the wastewater industry. Outreach will increase the District's presence by utilizing the ISD's website functions and Facebook, Instagram and Twitter social media accounts.

Questions from the Board were solicited and answered.

### **7.B. PROVIDE A STATUS UPDATE ON THE PROPOSITION 218 NOTICE**

Mr. Davisson explained that staff is currently preparing the Proposition 218 Notice for the proposed rate structure. Staff is working with NBS, ISD's rate study consultant, and District Counsel to ensure that the stringent noticing requirements are being met. The draft notice was prepared by NBS and reviewed by legal counsel and is now being reviewed by staff. After final review, the notice will be printed and mailed to property owners in the District. A public hearing will be held at the regular Board meeting on May 19, 2020. If the rate structure is approved, the new rates will be reflected in the Annual Sewer Use Report. Questions from the Board were solicited and answered.

### **7.C. PROVIDE AN OVERVIEW OF THE BUDGET PROCESS AND TIMELINE**

Mr. Michael Welty, Financial Consultant, provided an overview of the budget process and timeline to the Board. A Department Head budget meeting is scheduled for March 17<sup>th</sup> and a Finance Committee workshop will be held in mid-April. A Budget Workshop for the Board will be held in May. The proposed budget for fiscal year 2020/21 will be presented to the Board for approval at the June 2<sup>nd</sup> meeting. Questions from the Board were solicited and answered.

## **8. BOARD MEMBER ADVISORY REPORTS**

Director Morgan attended the Oakley City Council meeting on February 11, 2020 and provided a report.

## **9. GENERAL MANAGER ANNOUNCEMENTS**

There were no announcements.

## **10. FUTURE AGENDA ITEMS FOR CONSIDERATION**

There were no future agenda items.

**11. ADJOURNMENT**

President Morrow adjourned the regular meeting at 6:51 p.m. until Tuesday, March 3, 2020 at 7 p.m. for the next regular meeting of the Board of Directors in the Ironhouse Sanitary District offices at 450 Walnut Meadows Drive, Oakley, California.

APPROVED \_\_\_\_\_  
President

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District Secretary

DRAFT