

CITY OF REDLANDS
MUNICIPAL UTILITIES/ PUBLIC WORKS COMMISSION
AGENDA

MONDAY, OCTOBER 5, 2026, 4:00PM
35 CAJON ST., SUITE 4, REDLANDS, CA 923673

STEVE STOCKTON
CHAIRPERSON

MONICA HEREDIA
MUED DIRECTOR

CHANDRASEKAR 'CV' VENKATRAMAN
VICE CHAIRPERSON

GOUTAM K. DOBEY
CITY ENGINEER

PAUL NORWOOD
COMMISSIONER

PAUL MARISCAL
WATER UTILITY MANAGER

DAVID GARCIA
COMMISSIONER

JOSEPH HAMBURGER
WASTEWATER UTILITY MANAGER

BRYAN MIRANDA
QUINTANACOMMISSIONER

KARLA SIORDIA
LABORATORY MANAGER

1. Call to Order & Attendance

2. Public Comment

At this time, the Commission will provide an opportunity for the public to address them on any subject, within the jurisdiction of the Commission, which is not already scheduled on this agenda. However, any matter that requires action will be referred to staff for a report and possible action at a subsequent meeting. Comments will be limited to three (3) minutes.

Speakers are encouraged, but not required, to complete a Speaker Sign-Up Sheet. Forms are available [City Council & Planning Commission Agendas & Video - City of Redlands](#) and may be submitted to the Staff Liaison before or after the meeting is convened.

3. Approval of Minutes

- a. July 06, 2026 Minutes

4. Communications

- a. NPDES regulations and requirements presentation
- b. Director's Report
- c. CIP Projects update

5. New Business

- a. MUPWC Roles and Responsibilities
- b. UAC Roles and Responsibilities

6. Commissioner Announcements, Reports on Activities, and/or Request for Future Agenda Items

7. Adjournment- Next Meeting is **January 4, 2027 at 4:00pm**

ATTACHMENTS:

- 1. Draft Minutes of July 06, 2026
- 2. Directors Report
- 3. MUPWC -Roles and Responsibilities
- 4. UAC -Roles and Responsibilities

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Goutam Dobey, of the Municipal Utilities and Engineering Department at (909) 798-7584 ext 2. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Any writings or documents distributed to a majority of the Municipal Utilities and Public Works Commission regarding an open session agenda item less than 72 hours before this meeting is available for public inspection at the www.cityofredlands.org/Municipal-UtilitiesPublic-Works-Commission, the Municipal Utilities & Engineering Department at 35 Cajon Street, Suite 15A, or calling (909) 798-7698.

DRAFT
(for MUPWC review on 10/05/26)
MINUTES

The City of Redlands Municipal Utilities/Public Works Commission on July 06, 2026, at 4:00 PM in the City Council Chambers, 35 Cajon St., Redlands, CA 92373.

A. ATTENDANCE & CALL TO ORDER

Present: Chairperson Steve Stockton
Commissioner Paul Norwood
Commissioner David Garcia

Absent: Vice Chairman Chandrasekar 'CV' Venkatraman
Commissioner, Vacant

City Council
Liaison: Mayor Mario Saucedo

Staff: Monica Heredia, MUED Director; Goutam Dobey, City Engineer; Marina Viramontes, Commission
Liaison/Senior Administrative Assistant; Paul Mariscal, Water Utility Manager; Karla Sior

Absent: Joseph Hamburger, Waster Water Utility Manager and Wilfresha Adweya, Laboratory Manager

Guest
Speakers: Karl Kuebitz, Project Manager from WHB Engineers.

Public: None

Chairperson Stockton called the meeting to order at 4:00 PM.

B. PUBLIC COMMENT

None

C. APPROVAL OF MINUTES

The minutes of the July 6, 2026, meeting were unanimously approved.

D. COMMUNICATIONS

Director Heredia reviewed the roles and responsibilities of the Municipal Utilities/Public Works Commission as established in the Redlands Municipal Code.

Commissioners discussed the distinction between the responsibilities of the MUPWC and the Utility Advisory Commission (UAC), particularly regarding review of utility rate studies. Commissioner Garcia expressed his understanding that the MUPWC has a role to review and provide recommendations on future utility rate studies.

DRAFT
(for MUPWC review on 10/05/26)

MINUTES

Chairperson Stockton emphasized the need for clearer definition of each commission's responsibilities and improved coordination between the MUPWC and UAC.

Director Heredia stated that staff would provide and discuss the applicable Municipal Code sections for both commissions at a future meeting.

The following council meetings were presented and discussed:

Council Meeting on July 7, 2026

- a. MUED 26/27 Annual Purchase Orders
- b. Agreement w/ LFG for WWTP Air Quality
- c. Public Hearing Water/Wastewater Rate Adjustment
- d. Resolution Measure I Five-Year CPNA
- e. Resolution Measure I Five-Year CIP List

Council Meeting on July 21, 2026

- a. Summary vacation quick claim deed to release a water easement on private property
- b. Construction contract with Beador Construction for the California/Redlands widening project
- c. Agreement w/ B-81 Paving for Pavement Repair
- d. Agreement w/ Concourse for Laboratory Information Management System (LIMS)

Council Meeting on September 1, 2026

- a. NPDES Implementation Agreement
- b. Agreement w/ LCP Tracker for labor compliance
- c. Approve a PO with Evantec for lab supplies

WWTP Phase 2 Project Update

Director Heredia provided a brief update on the WWTP Phase 2 Project, noting that electrical work will be prioritized and portions of the project scope will be adjusted.

Sunset Reservoir Replacement Project Update

- a. Karl Kuebitz of WHB Engineers presented an update on the Sunset Reservoir Replacement Project, including the project schedule, background related to project land purchase, proposed design elements, seismic considerations, and best operational practices.
- b. Commissioners discussed the proposed storage capacity, reservoir location, consideration of future system storage needs, water quality, and project funding. Questions were addressed regarding the justification for two (2) 5-million-gallon reservoirs, seismic deficiencies of existing storage tanks, operational water quality, and overall project costs.
- c. Staff explained that constructing two (2) reservoirs at the existing site is the most cost-effective approach and that project funding is included in the current water rate study. Discussion concluded with no changes to the proposed design.

DRAFT
(for MUPWC review on 10/05/26)
MINUTES

No action was requested or taken.

PMP Update

Staff reported that the Pavement Management Program (PMP) is substantially complete, with only punch list items remaining. A map identifying resurfaced streets was provided.

Caltrans/SBCTA Projects

Link was provided.

Capital Improvement Project Update

Staff reported that the Capital Improvement Project list is attached and asked if a detailed discussion is desired by the commission. The commission did not request a detailed update of the CIP projects.

Crafton Water Company

Staff updated the Commission on coordination with Crafton Water Company regarding the Tate Influent Line Project. Discussions continue with Carollo Engineering regarding incorporating Crafton's pipeline improvements into the overall project design and potential partnership opportunities.

E. NEW BUSINESS

- a. MUPWC Roles and Responsibilities
- b. UAC Roles and Responsibilities

F. COMMISSIONER ANNOUNCEMENTS, REPORTS ON ACTIVITIES, AND/OR REQUESTS FOR FUTURE AGENDA ITEMS

- a. Chairperson Stockton asked how much money is spent from the General Fund each year to paint city streets. Staff clarified that the work is funded through Measure I and SB 1 funds rather than the General Fund.
- b. Commissioner Norwood asked that the committee take a moment to honor MUPWC Commissioner, Thomas Breitkreuz.
- c. Chairperson Stockton asked what the process is when recognizing those who served the city.

Mayor Saucedo stated that the City Council adjourned in his memory and MUPWC could also adjourn in his memory, by acknowledging his contributions to this committee and city as a commission.

Commissioner Garcia requested that a letter be sent to Thomas' family in recognition of the contributions Thomas has made to the city and commission.

Mayor Saucedo stated that he will work on that with the city manager and senior staff on behalf of both the council and the commission.

- d. Commissioner Garcia asked that Director Heredia present the duties of both the UAC and MUPWC and the coordination between the two commissions.

G. ADJOURNMENT – Next meeting is scheduled for October 5, 2026, at 4:00PM at City Council Chambers, 35 Cajon St., Redlands, CA 92373

DRAFT
(for MUPWC review on 10/05/26)

MINUTES

There being no further business, the meeting was adjourned at 5:13 PM. The next regular meeting for the City of Redlands Municipal Utilities/Public Works Commission is scheduled for October 5, 2026.

DRAFT



City of
REDLANDS
Incorporated 1888
Municipal Utilities & Engineering Department

MONICA HEREDIA
Director

MEMORANDUM

TO: Steve Stockton, Municipal Utilities/Public Works Commission Chair

FROM: Monica Heredia, Director

DATE: September 30, 2026

SUBJECT: Director's Report

Hello and thank you for serving the Redlands community as a Municipal Utilities/Public Works Commissioner (MUPWC)! City of Redlands Municipal Code Chapter 2.38 establishes the responsibilities of the MUPWC as follows:

"The commission is a resource for the City Council and City staff and buffer with the general public. In its advisory capacity, the commission shall be knowledgeable of all the public works, utilities and engineering programs. The commission shall, through the individual and collective expertise of its members, provide advice to the Public Works and Municipal Utilities Departments regarding the public acceptability of proposed plans, programs and projects."

Upcoming City Council Meeting Agenda Items

October 6, 2026

- 7415 – Agreement for Citrus Ave & Redlands High School Crossing with Biggs Cardosa
- 7448 – Agreement amendment with Carollo for Tate Project
- 7476-Agreement amendment with B-81 Paving Inc. for On-Call Pavement Repair Services for Water Utilities

October 20, 2026

- 7219 – Agreement with Concourse for Laboratory Information Management System (LIMS)
- 7431 –SBCTA License Agreement for Traffic Signals at RR X-ings

Water & Wastewater SCADA Cybersecurity

The City's Water and Wastewater Supervisory Control and Data Acquisition (SCADA) systems were recently evaluated by the City's SCADA integrator consultant, Advance Integration & Controls (AIC), as part of an initial audit and a recent five-year regulatory reporting cycle for the



US EPA's Risk & Resiliency Assessment (RRA) requirements. The audit covered the following key areas in coordination with the City IT Department.

- Comprehensive asset inventory of all operational technology components.
- Validated system backups, including SCADA applications, PLC programs, and network equipment configurations.
- Detailed system and network architecture diagrams, reflecting current topology and security zones.
- Recommendations to ensure the City's Operational Technology environment aligns with and exceeds cybersecurity best practices outlined by the Water Integrated Sensing and Communication (ISC), American Water Works Association (AWWA), Cybersecurity and Infrastructure Security Agency (CISA), National Institute of Standards and Technology (NIST), and International Electrotechnical Commission (IEC)/International Society of Automation (ISA) 62443 standards. Additionally, this report adopts standardized terminology and references:
- Industrial Control System (ICS): Refers to all OT and process control system assets within the City's infrastructure.
- Purdue Enterprise Reference Architecture (PERA): The industry framework defining security levels and network segmentation for ICS environments.

The evaluation also considered wastewater-specific operational risks, including cybersecurity controls associated with wastewater treatment process equipment, lift stations, collection system monitoring, chemical feed systems, aeration and blower controls, disinfection systems, solids handling, laboratory and process data, alarm notification systems, and emergency or backup operating modes. Maintaining the availability, integrity, and reliability of these systems is essential to protecting public health, supporting regulatory compliance, preventing unauthorized process changes, and ensuring uninterrupted wastewater treatment operations.

City staff closely monitor the cybersecurity environment for threats and updates to industry best practices. Currently, water and wastewater staff are in the process of replacing legacy hardware to improve and align the overall cybersecurity profile with the latest industry standards.

Waste Water Treatment Plant (WWTP) Phase 2 Project Update

Parsons Engineering completed the WWTP Improvement Project Phase 2 plans and specifications in December 2023. The City Council completed the \$45M State Revolving Fund (SRF) loan documents in May 2025. MUED staff submitted the loan documents, legal opinion, and closing resolution soon after. At the same meeting, City Council also approved a non-competitive plan consolidation and bid support services agreement with Parsons, the Project Engineer of Record. MUED staff and Parsons finalized the bid package. A construction-phase bid notice was issued in February, and five bids were received on April 2, 2026. However, the bid amount exceeded the available funds. Council rejected all the bids and directed staff to re-advertise the project after repackaging the bid documents. Repackaging was completed, and the project was released for bidding on September 30, 2026, with a bid opening on November 12, 2026.

Sunset Reservoir Replacement Project Update

On April 15, 2022, the City Council awarded a \$1.3M Professional Services Agreement to Richard Brady & Associates (Brady) now WHB Engineers to design two (2) large potable water reservoirs at the south end of Helen Court. Brady conducted hydraulic modeling to analyze various construction scenarios and water distribution system configurations. The preliminary design report was presented to the MUPWC at the February 6, 2026, meeting and again on July 6, 2026. Currently, the geotechnical investigation is under review for subgrade analysis and design. The project (final engineering phase) will be completed in 2027.

Pavement Management Plan Update

The FY 2025/26 Street Resurfacing Project was completed earlier this year and included the resurfacing of approximately 40 lane miles of City streets. Design of the FY 2026/27 Street Resurfacing Project is being finalized, and the project is expected to be released for bidding later this month. The FY 2026/27 project will include approximately 30 lane miles of street resurfacing.

Caltrans/SBCTA Projects

Please visit the following agency websites for specific project details:

Caltrans District 8 - <https://dot.ca.gov/caltrans-near-me/district-8/district-8-current-projects>

SBCTA - <https://www.gosbcta.com/projects/>

Capital Improvement Project Update

The MUPWC is charged with, among other things, *“annual review of the City CIP under the purview of the Public Works and Municipal Utilities Departments”* (Municipal Code 2.38.030). However, during the December 7, 2020, MUPWC meeting, the Commission asked the MUED staff to provide quarterly CIP updates. A summary and status of CIP projects is provided in Attachment “A”. Highlights of current projects are provided below:

1. Tate WTP Raw Water Influent Pipeline – This project is underway, and Carollo Engineers completed the 95% design plans. City staff approached Crafton Water Company to participate in the overall design and construction of the project and recently declined.
2. Hinckley WTP Sludge Press – City Council approved a Sole Source Procurement Waiver to purchase the equipment directly from PacPress (Anaheim), and to contract with Dudek, the engineer of record, to provide construction support services. The project construction/equipment installation phase will be bid later in 2026. Equipment for this project was delivered in July of this year.
3. Well Perchlorate Treatment Evaluation – This design project is complete. MUED staff recently reviewed the 100% design plans. A recent detection of PFAS will not require design revisions. MUED recently received the first of several class action lawsuit settlement payments (totaling approximately \$2M) to mitigate PFAS/PFOA contamination. These funds will be applied to this project which is scheduled for FY 2029.
4. Water Utility Fixed Generator Installations – In February 2024, Brady & Associates completed a design package to construct and install emergency backup generator power systems at four (4) critical booster pump stations. In September 2024, the City Council

approved the pre-purchase of the generators, and equipment submittals were finalized in January 2025. The generators were delivered and currently the installation of the generators is underway. This project is scheduled to be complete in Spring 2027.

5. Sewer line Replacement Project – The FY 2025/26 project was completed in May 2026 and utilized cured-in-place pipe (CIPP) technology to rehabilitate approximately 4,800 linear feet of existing pipelines and replace approximately 4,000 linear feet of pipelines. The FY 2026/27 project is currently being finalized for design and will include replacing approximately two miles of pipeline and reconstructing 15 manholes. The project is anticipated to be advertised for bidding later this month.
6. Waterline Replacement Project – The FY 2024/25 project has been completed and replaced approximately seven (7) miles of water pipeline, including the final two (2) miles of the Highline Transmission Pipeline. The FY 2025/26 CIP Water Pipeline Project is currently under construction and is nearing completion. Design of the FY 2026/27 CIP Water Pipeline Project is being finalized and will replace approximately three (3) miles of water pipeline. The project is anticipated to be released for bidding in November 2026.
7. Joint Utilities Laboratory Expansion – The design phase of this project has been completed. CDM Smith, Inc. recently consolidated the construction plan into two (2) separate and distinct construction phases, the first of which will expand the existing floor plan to the east. This will allow the administrative offices to be relocated into the newly constructed area (Phase 1), after which the laboratory facility will be expanded into the existing administrative office areas (Phase 2). The Phase 1 construction costs were included in the FY 25/26 MUED budget, and the City Council approved a construction contract in October 2025. Phase 1 of the project is expected to be completed by early 2027.
8. Orange Blossom Trail (Final Segment) –The project extends from California Street to just north of I-10 and is funded through the Transportation Development Act (TDA) program. City Council awarded a construction contract in May 2025, and the construction was completed in May 2026.
9. California Street and Redlands Boulevard Intersection Widening Project -The California Street and Redlands Boulevard Intersection Widening Project (Project) will widen the west side of California Street between Redlands Boulevard and about 500 feet south of the I-10 freeway. The Project includes construction of a designated right-turn lane, two travel lanes, a 6.5-foot-wide sidewalk, and a 24-foot-wide depressed concrete access area for maintenance of the Mission Zanja Channel. Additional improvements at the intersection of California Street and Redlands Boulevard include roadway reconstruction, traffic signal modifications, curb and gutter, sidewalk and ADA-compliant curb ramps, and water and non-potable water utility improvements. The Project also includes construction of a triple reinforced concrete box culvert, measuring approximately 54 feet wide, 11 feet high, and 220 feet long, within the Mission Zanja Channel. The proposed culvert will connect to the existing culvert located within the Redlands Boulevard and California Street right-of-way. On February 6, 2024, the City Council approved a Cooperative Agreement with the San Bernardino County Flood Control District to expand the original Project scope and improve the entire culvert crossing within the Mission Zanja Channel to its ultimate configuration. Under the Agreement, the District will reimburse the City for 50 percent of eligible Project costs, including engineering, permitting, utility relocation, construction, inspection, and

contingency, as well as 50 percent of eligible Project cost overruns. On December 17, 2024, the City Council adopted Resolution No. 8645, approving the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Project. The City Council determined that, with implementation of the required mitigation measures and Project design features, the Project would not significantly affect the environment. In May 2026, Municipal Utilities and Engineering Department (MUED) staff prepared the bid package, obtained all required environmental permits, and advertised the Project for construction. On June 4, 2026, the City Clerk's Office received and opened three (3) bids. On July 21, 2026, the City Council awarded a Public Works Construction Contract to Beador Construction Company, Inc. for an amount not to exceed \$5,537,700. Staff conducted a pre-construction meeting on July 27, 2026, and construction will tentatively start next month, weather permitting.

As always, feel free to contact me anytime to discuss MUED issues, programs, projects, or concerns.

Monica Heredia

mheredia@cityofredlands.org

Attachments:

A –CIP Status List

MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT
CIP PROJECTS LIST

PLANNING	Project Name	Progress	FY 2025-26	FY 2026-27
WATER/SEWER	Joint Utilities Laboratory Expansion - Phase 2	95%		\$3,400,000
WASTEWATER	Alabama Septage Pond Remediation Project	5%		\$650,000
ROADWAY	Citrus Ave & Redlands High School Underpass	5%		\$1,500,000
ROADWAY	California Street Widening at Lugonia Ave	5%		\$1,350,000
STORM DRAIN	Judson Street Storm Drain Improvement	50%		\$500,000
TRAFFIC SIGNAL	Traffic Signal Improvement - Dearborn/Citrus	5%		\$120,000
TRAFFIC SIGNAL	Traffic Signal Improvement - University/Colton	5%		\$120,000
Planning Projects - Cost Summary				\$7,640,000

DESIGN	Project Name	Progress	FY 2025-26	FY 2026-27
NON-POTABLE	Recycled Water System Expansion Project	30%	\$171,708	\$160,792
NON-POTABLE	WWTP Recycled Water Reservoirs Design	100%	\$734,839	
WATER	2026 CIP Water Pipeline Replacement Project	95%		\$4,500,000
WATER	Hinckley WTP Parking Lot Improvements	20%		\$975,000
WATER	Sunset Reservoir Replacement Project	65%	\$608,782	\$697,128
WATER	Hinckley WTP Sludge Press	65%	\$750,000	\$3,815,000
WATER	Tate Transmission Line Replacement	95%	\$714,121	\$121,428
WATER	Well Drilling	100%	\$290,000	\$1,000,000
WASTEWATER	2026 Sewer Pipeline and Manhole Rehabilitation	95%		\$1,000,000
ROADWAY	2026 Alley Paving Improvements	75%		\$500,000
ROADWAY	2026 Street Resurfacing Project	85%		\$3,000,000
ROADWAY	Highland/Redlands Regional Connector (Gap) Project	95%		\$500,000
ROADWAY	Nevada Street Widening Project	5%		\$1,500,000
HSIP C11	Traffic Signal Improvement San Bernardino/Church	100%		\$653,600
HSIP C11	Traffic Signal Hardware Improvements (16 TS)	100%		\$245,000
OTHER	East Valley Corridor Project Alabama Street	100%		\$2,000,000
Design Projects - Cost Summary			\$3,269,450	\$20,667,948

BID & AWARD	Project Name	Progress	FY 2025-26	FY 2026-27
WASTEWATER	Wastewater Treatment Plant Rehabilitation - Phase 2	5%		\$45,000,000
Bid & Award Project - Cost Summary			\$0	\$45,000,000

CONSTRUCTION	Project Name	Progress	FY 2025-26	FY 2026-27
WATER	On-call Pavement Repair Services for Water Utilities	10%		\$450,000
WATER	Water Facilities Generators	60%	\$1,613,813	\$1,863,188
WATER	2025 CIP Water Pipeline Replacement	99%	\$2,364,593	\$1,639,002
WATER	Security Fencing Installation for Water Facilities	95%	\$2,122,224	\$117,694
WATER/SEWER	Joint Utilities Laboratory Expansion - Phase 1	55%	\$1,106,234	\$1,990,766
WASTEWATER	Hillside Stabilization & Stairway Improvement Project	99%	\$194,925	\$254,311
ROADWAY	California Street Widening at Redlands Blvd	1%		\$5,537,700
TRAFFIC SIGNAL	Traffic Signal Improvement at Cypress & Cajon	99%	\$455,837	\$274,444
Construction Projects - Cost Summary			\$7,857,627	\$12,127,104
Project Total Dollars			\$11,127,076.99	\$85,435,052

MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT
CIP PROJECTS LIST

COMPLETED	Project Name	Progress	FY 2025-26	FY 2026-27
WATER	2023/24 CIP Water Pipeline & Highline Replacement	100%	\$12,538,363	
WATER	2025 Citywide Pavement Repair Project	100%	\$643,957	
WASTEWATER	2025 Sewer Pipeline and Manhole Rehabilitation	100%	\$1,176,383	
ROADWAY	PMP 2025 Street Resurfacing Project	100%	\$5,566,094	
ROADWAY	2025 Alley Paving Improvements	100%	\$399,909	
ROADWAY	2025 Citywide Sidewalk & ADA Ramp Replacement	100%	\$529,406	
ROADWAY	Enhanced Crosswalk- Dearborn/Judson/Colton/Wabash	100%	\$231,382	
STORM DRAIN	Palo Alto Storm Drain Improvement Project	100%	\$83,094	
OTHER	Orange Blossom Trail Phase 4 - TDA	100%	\$940,352	
Completed Projects - Cost Summary			\$22,108,941	\$0.00

CHAPTER 2.38

MUNICIPAL UTILITIES/PUBLIC WORKS COMMISSION

SECTION:

2.38.010: Membership

2.38.020: Organization And Meetings

2.38.025: Forfeiture Of Membership By Absence

2.38.030: Duties

2.38.010: MEMBERSHIP:

The Municipal Utilities/Public Works Commission shall consist of five (5) members appointed by the Mayor with the approval of the City Council. Each member shall serve for a four (4) year term until his or her successor is appointed. No person shall serve more than two (2) consecutive full terms unless appointed to an additional term by a four-fifths (4/5) vote of the City Council. Vacancies on the commission shall be filled by appointment by the Mayor with the approval of the City Council for the unexpired portion of the term. Appointments made to fill an unexpired term will constitute a full term if more than one-half (1/2) of a term remains. For example, if a term is four (4) years and an appointment for an unexpired term is for more than two (2) years, this appointment constitutes a full term. The members of the commission shall serve without compensation, shall each be a resident of the City, and neither a member of any other standing commission, board or committee of the City nor an employee thereof. The City Council may remove any member of the commission at any time, without cause, by a majority vote. Three (3) members of the commission shall constitute a quorum. (Ord. 2995 § 6, 2025: Ord. 2751, 2011)

2.38.020: ORGANIZATION AND MEETINGS:

- A. The commission shall elect a Chairman and Vice Chairman for a term of one (1) year.
- B. A regular time and place of meetings shall be established and adhered to in the manner of holding public meetings of legislative bodies in the State. Except as otherwise provided by law, all meetings shall be open to the public. Meetings shall be held quarterly in the months established by resolution of the City Council, which resolution may be amended from time to time.
- C. The Municipal Utilities Director shall act as Secretary to the commission and shall provide staff support as necessary. The commission is encouraged to appoint ad hoc committees to study specific problems particularly when the resolution of any problem requires special skills not possessed by commission members. (Ord. 2995 § 7, 2025: Ord. 2491 § 9, 2002: Ord. 1971 § 1, 1986: Ord. 1951 § 1, 1986: Prior Code § 19003)

2.38.025: FORFEITURE OF MEMBERSHIP BY ABSENCE:

Any member of the commission who absents himself or herself from any three (3) consecutive regular meetings of the commission, unless excused from such absence by consent of the commission expressed by action recorded in its minutes, shall thereby automatically forfeit his or her position as a member of the commission immediately after adjournment of any such third consecutive meeting at which such member has not appeared. The Chairperson or Secretary of the commission shall thereupon, within three (3) business days, notify in writing the City Council, and any such person so ceasing to be a member of the commission, of such fact; whereupon the vacancy so created shall be filled by appointment pursuant to section 2.38.010 of this chapter. (Ord. 2850, 2017)

2.38.030: DUTIES:

- A. The commission is a resource for the City Council and City staff and buffer with the general public. In its advisory capacity, the commission shall be knowledgeable of all the public works, utilities and engineering programs. The commission shall, through the individual and collective expertise of its members, provide advice to the Public Works and Municipal Utilities Departments regarding the public acceptability of proposed plans, programs and projects.
- B. The commission shall conduct periodic reviews of the following items, providing guidance and/or approval to the Public Works and Municipal Utilities Departments and provide recommendations to the City Council, either direct, through the City Council appointed liaison and/or City staff:
 - 1. Quarterly review of master plans for the Public Works and Municipal Utilities Departments.
 - 2. Annual review of the City Capital Improvements Program under the purview of the Public Works and Municipal Utilities Departments.
 - 3. Annual review of the City General Plan, and provide input to the Planning Commission and City Council.
 - 4. Review the status of all active projects on at least a quarterly basis (Public Works and Municipal Utilities Department are on differing 3 month schedules).

5. Review all studies and proposals related to rates and fees charged to the public, including water, sewer, solid waste and impact development fees.
6. Conduct meetings at least quarterly and provide minutes to the City Council and City staff.
7. Provide quarterly reports of the commission activities to the City Council and City staff. (Ord. 2491 §§ 9, 11, 2002: Ord. 1971 § 1, 1986: Ord. 1951 § 1, 1986: Prior Code § 19004)

CHAPTER 2.70

UTILITY ADVISORY COMMITTEE

SECTION:

2.70.010: Existence

2.70.020: Membership

2.70.030: Members; Forfeiture Of Office By Absence

2.70.040: Organization

2.70.050: Powers, Duties And Responsibilities

2.70.010: EXISTENCE:

There is hereby established a utilities advisory committee to serve in an advisory capacity to the city council regarding the establishment of rates for water and sewer service provided by the city. (Ord. 2697 § 1, 2008)

2.70.020: MEMBERSHIP:

The committee shall consist of seven (7) members, appointed by the mayor and approved by the city council, who shall each serve for a two (2) year term and until his or her successor is appointed. No person shall serve more than two (2) consecutive terms unless appointed to an additional term by a four-fifths ($\frac{4}{5}$) vote of the city council. Vacancies of the committee shall be filled in the same manner as the committee members are appointed. Appointments made to fill an unexpired term will constitute a full term if more than one-half ($\frac{1}{2}$) of a term remains. For example, if a term is two (2) years and an appointment for an unexpired term is for one year or more, this appointment constitutes a full term. The committee members shall be customers of the city of Redlands' water or wastewater system and neither elected officials nor employees of the city. Members of the committee shall serve without compensation. (Ord. 2697 § 1, 2008)

2.70.030: MEMBERS; FORFEITURE OF OFFICE BY ABSENCE:

Any committee member who is absent from any three (3) consecutive regular meetings of the committee, unless excused from such attendance by consent of the committee expressed by action of record in its minutes, shall automatically forfeit his or her office as a member of the committee. The vacancy so created shall be filled pursuant to section 2.70.020 of this chapter. (Ord. 2697 § 1, 2008)

2.70.040: ORGANIZATION:

The committee shall elect a chairperson and a vice chairperson on a biannual basis. The committee shall keep records of all of its proceedings and recommendations and shall have regular meeting dates in conformance with law. Four (4) members of the committee shall constitute a quorum. (Ord. 2697 § 1, 2008)

2.70.050: POWERS, DUTIES AND RESPONSIBILITIES:

The powers, duties and responsibilities of the committee are to review the water and wastewater rates, charges and revenue requirements of the city on a biannual basis. The primary goal of the committee shall be to recommend water and wastewater rates that provide revenue which recovers the costs reasonably borne by the city in providing water and wastewater services; are equitable to all customer classes; are in compliance with all state and federal law; and are easily explained to customers. The committee shall prepare and present its recommendations to the city council. (Ord. 2697 § 1, 2008)