

ACTION AGENDA

2018

Board of Directors and General Manager



Tuolumne Utilities District
January 2018



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**Tuolumne Utilities District:
Vision 2033**

Tuolumne Utilities District 2033

has

SUSTAINABLE WATER RESOURCES

provides

SAFE, SECURE AND HIGH QUALITY WATER

provides

**EFFECTIVE COLLECTION, TREATMENT AND
DISPOSAL OF WASTEWATER**

and

**BEST USE OF TUD PROPERTIES FOR
TUD/COMMUNITY ENRICHMENT**

**Tuolumne Utilities District
Policy Agenda 2018
Targets for Action**

TOP PRIORITY

Treated Water System Optimization Plan

Tuolumne General Plan – Water Element

Development/Land Use Strategy: Policy Direction and Staffing

Secure Conveyance Pipeline: Funding Mechanism

HIGH PRIORITY

TUD Strategy and Actions with Tuolumne County

TUD Advocacy and Lobbying

Long Term Water and Water Storage – Water Rights Strategy

Capacity and Connection Fees: Review/Evaluation

Grants: Expansion

Tuolumne Utilities District Management Agenda 2018 Targets for Action

TOP PRIORITY

**Sonora Regional Wastewater Treatment Plant Study
Ditch System CEQA Compliance: Implementation
Outside County Septic Waste Disposal: Direction
Enterprise Resources Planning Software
TUD: Appointment to Local Agency Formation Commission
Phoenix Lake Rehabilitation/Restoration Project**

HIGH PRIORITY

**Information Technology Master Plan: Development
Law and Justice Sewer Lift Station: Implementation
Tuolumne County Water Policy Advisory
Committee Strategy and Actions
Hazard Tree Mitigation Plan: Implement
Wastewater Treatment Plant Bio Solids Report
Techite Pipeline Replacement
Water Professional Organization Advocacy: TUD Staff**

Tuolumne Utilities District Management in Progress 2018

► Management in Progress 2018

1. Strategic Plan 2018-2023-2033: Update
2. Bay Delta Plan SED Response: Monitoring and Comment
3. Ditch MID Customer Metering: Installation
4. Water ESFR Capacity Chart: Update
5. Ditch Water Balance: Data Gathering/Analysis
6. Toilet Rebate Program (RCD)
7. Hazard Trees Mitigation Program: Report
8. Electronic Mapping and Records Management
9. Field Book Improvements
10. Safety Compliance Coordinator
11. GIS Technician
12. 2018 Safety Plan
13. Annual CAL PERS Report
14. Fund Reserve Plan: Implementation
15. CIP Update
16. Reclaimed Water Contract: Review
17. CIP: Monthly Report
18. Annual Dive Clean and Inspections (15 Tanks)
19. Patch Paving Contract
20. Short Term Maintenance Projects
21. Fire Protection for Water Flume System
22. Sewer Collection System CCTV and Repairs
23. Water Tank Master Plan

Tuolumne Utilities District Major Projects 2018

► **Major Projects 2018**

1. Jamestown Reservoir Replacement Project
2. Curtis Creek Elementary School Intertie: Funding
3. Ditch Meter Installation
4. Annual Sewer Pipeline Lining (CIPP)
5. Matelot Pipeline: Right-of-Way Acquisition
6. Upper Columbia Spill #1
7. Upper Columbia Shoot Pipeline
8. Annual Ditch Maintenance Projects
9. Pedro Y Utility Relocation
10. Columbia County Estates Sewer Lift Station

**Tuolumne Utilities District
Action Outlines 2018**

GOAL 1	TOP QUALITY UTILITY SERVICES/ SUSTAINABLE WATER RESOURCE MANAGEMENT
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ACTION: TREATED WATER SYSTEM OPTIMIZATION PLAN (TWSOP)	PRIORITY																					
	<i>Policy – Top</i>																					
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Responsibility: District Engineer/Operations Manager																						

ACTION: TUOLUMNE GENERAL PLAN – WATER ELEMENT	PRIORITY																					
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Responsibility: General Manager																						

**ACTION: DEVELOPMENT/LAND USE STRATEGY:
POLICY DIRECTION AND STAFFING**

PRIORITY
<i>Policy – Top</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • SMART Growth • Long Term Effects on Rate Payers • Water Supply • Efficient Development • Sustainable Planning • Board Education • TUD Staff and Resources 	<ol style="list-style-type: none"> 1. Board Workshop: Discussion on Policy Development and Direction 2. Coordinate with General Plan Review and Discussion 	<p>9/18</p> <p>9/18</p>

Responsibility: General Manager/District Engineer

**ACTION: TUD STRATEGY AND ACTIONS WITH
TUOLUMNE COUNTY**

PRIORITY
<i>Policy – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Agency Communication • Agency Cooperation • Addressing Critical Issues List • Protecting Water Quality 	<ol style="list-style-type: none"> 1. Review County Issues List 2. Joint Meeting: TUD Board And Board of Supervisors 3. Board Workshop: Next Steps and TUD Actions 	<p>5/18</p> <p>6/18</p> <p>7/18</p>

Responsibility: General Manager

TUD: Issues with Tuolumne County

1. Future Growth and Development in County and Water Sewer Implications
2. General Plan
3. “Watershed” Element
4. TUD Involvement in Land Use Processes and Decisions
5. Utilities Extension Policy at County
6. Hook ins into TUD System
7. Recreational Uses/Opportunities with TUD
8. TUD Staffing Capacity to Take on Urban Planning with Tuolumne County
9. County General Plan/Zoning Code Re: Water/Sewer – TUD Comments
10. County Making Land Use Decision then Referring to TUD - TUD say “No”
11. Small Developer Driven Project: Well and Septics
12. Mapping of Water Quality Problems/watershed sanitary survey
13. Septic Systems Impacting Phoenix Lake/Development Distances from Phoenix Lake
14. Appropriate Infill Development: Incentives
15. Development Reimbursement Agreement Policy Modifications
16. TUD Data: Sharing with Tuolumne County
17. Senior Housing
18. Fire Hazards Mitigation Plan
19. Contaminants Enforcement
20. Joint Property Acquisition
21. Mutual Sustainability Plan
22. Disadvantaged Community Grants
23. Public Health Standards
24. Future Economic Development in Tuolumne County
25. CDBG Infrastructure

ACTION: LONG TERM WATER AND WATER STORAGE – WATER RIGHTS STRATEGY		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water Rights • Water Supply 	<ol style="list-style-type: none"> 1. Evaluate Water Rights Options 2. Develop Strategy for Procurement 3. Board Briefing: Strategy 	<p style="text-align: center;">12/18</p> <p style="text-align: center;">6/19</p> <p style="text-align: center;">7/19</p>
Responsibility: General Manager		

ACTION: STORMWATER MANAGEMENT POLICY AND ACTIONS		PRIORITY
		<i>Policy</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water Capture • Jurisdictional Responsibility • Rewards vs. Risks • Operational Efficiency • Water Quality • Impact on Phoenix Lake and Other Areas 	<ol style="list-style-type: none"> 1. Board Workshop: Review County Stormwater Study/Water Quality Report 2. TUD Approach/Operational Issues and Profile 3. Board Presentation: Policy Approach Review 4. Board Decision: Direction 	<p style="text-align: center;">10/18</p> <p style="text-align: center;">10/18</p> <p style="text-align: center;">12/18</p> <p style="text-align: center;">12/18</p>
Responsibility: District Engineer		

ACTION: OUTSIDE COUNTY SEPTIC WASTE DISPOSAL: DIRECTION		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Impact on Operations • Rewards vs. Risks • Treatment Challenges • Load Information • Wastewater Treatment Plan 	<ol style="list-style-type: none"> 1. Board Workshop: Stantec Technical Memo Review 2. Develop New Septic Hauler Agreement 3. Develop Revised Septic Hauler Rules and Regulations 4. Develop Load Certification Process 	<p style="text-align: center;">4/18</p> <p style="text-align: center;">5/18</p> <p style="text-align: center;">6/18</p> <p style="text-align: center;">6/18</p>
Responsibility: District Engineer/Operations Manager		

ACTION: TUD: APPOINTMENT TO LOCAL AGENCY FORMATION COMMISSION (LAFCO)		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Special Districts Representation • Water/Sewer Development • Land Use Input • Locations of New Development 	<ol style="list-style-type: none"> 1. Special Districts Meeting 2. Develop Consensus on Direction 3. Board Decision: Resolution of Support 4. Request County to Provide for Special Districts Representation 	<p>5/18</p> <p>5/18</p> <p>6/18</p> <p>7/18</p>
Responsibility: General Manager		

ACTION: TUOLUMNE COUNTY WATER POLICY ADVISORY COMMITTEE STRATEGY AND ACTIONS		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water Policy • Agency Coordination • Water Quality • Water Quantity • Holistic Approach 	<ol style="list-style-type: none"> 1. Provide Committee Presentation on TUD Strategic Plan 2. Engage County on Water Quality Issues 3. Identify Sanitary Survey Roles and Responsibilities 4. Board Report: Update 	<p>6/18</p> <p>7/18</p> <p>9/18</p> <p>10/18</p>
Responsibility: General Manager		

ACTION: WASTEWATER TREATMENT PLANT BIO SOLIDS REPORT		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Hauling • Storing 	<ol style="list-style-type: none"> 1. Evaluate Bio Solids Market in California and Tuolumne County 2. Review Stantec Technical Memo 3. Evaluate Hauling Costs vs. Local Storage 4. Board Presentation 	<p>9/18</p> <p>10/18</p> <p>11/18</p> <p>6/19</p>
Responsibility: District Engineer/Operations Manager		

ACTION: WATER PROFESSIONAL ORGANIZATION		PRIORITY
ADVOCACY: TUD STAFF		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Training • Staff Development • Fund • Best Management Practices 	<ol style="list-style-type: none"> 1. Identify Relevant Professional Organizations 2. Assess Training Opportunities 3. Incorporate into Annual Training Schedule 	<p>6/18</p> <p>8/18</p> <p>9/17</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Responsibility: Human Resources Director</div>		

ACTION: WATER TANK MASTER PLAN		PRIORITY
		<i>Mgmt</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Tank Condition • Consolidation • TWSOP • Bolted vs. Welded 	<ol style="list-style-type: none"> 1. Complete Tank Assessment 2. Board Briefing: <ol style="list-style-type: none"> a. Review Tank Assessment b. Recommendations 	<p>10/18</p> <p>11/18</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Responsibility: Operations Manager</div>		

► Management in Progress 2018	TIME
1. Strategic Plan 2018-2023-2033: Update	5/18
2. Hazard Trees Mitigation Program: Report	9/18
3. Ditch Water Balance: Data Gathering/Analysis	12/18
4. Water ESRF Capacity Chart: Update	6/19
5. Ditch MID Customer Metering: Installation	Ongoing
6. Toilet Rebate Program (RCD)	Ongoing
7. Bay Delta Plan SED Response: Monitoring and Comment	Completed

GOAL 2	HIGH PERFORMING ORGANIZATION
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ACTION: TUD ADVOCACY AND LOBBYING		PRIORITY
		<i>Policy – High</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Water Rights • Water Storage • Water Tax • County of Origin • Disadvantage • Wastewater • Tracking Mechanism • Policy Framework • Funding • Lake Level 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Develop Legislative Initiatives and Tracking Mechanism 2. Board Decision: Legislative Policy and 2019 Agenda 3. Legislative Advocacy: Kick Off 	<p><u>Time</u></p> <p>7/18</p> <p>9/18</p> <p>9/18</p>
Responsibility: General Manager		

ACTION: PROACTIVE COMMUNICATIONS STRATEGY		PRIORITY
		<i>Policy</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Customer Relations • Transparency • TUD’s Story • Regulatory Challenges • Customer Education • Annual Presentation 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Develop Calendar of Presentation Dates 2. Develop Customer-Oriented Presentation in Power Point 3. Develop Invitation, Locations and Reserve Presentation Sites 4. Board Workshop: Communications Strategy Review 5. Conduct Presentations 	<p><u>Time</u></p> <p>4/18</p> <p>5/18</p> <p>5/18</p> <p>6/18</p> <p>6/18-8/18</p>
Responsibility: General Manager/Public Relations		

ACTION: ENTERPRISE RESOURCES PLANNING SOFTWARE (ERP)		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Software Upgrade • Efficient Chart of Accounts • Efficient Meter Routes (3) • Transparency • 12-18 month process 	<ol style="list-style-type: none"> 1. Begin implementation of software 2. Consolidate meter routes for implementation with software 	<p>4/18</p> <p>11/18</p>
Responsibility: Finance Director		

ACTION: INFORMATION TECHNOLOGY MASTER PLAN: DEVELOPMENT		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Public Information • System Security • Customer Service • Systems Compatibility • Data Collection and Management 	<ol style="list-style-type: none"> 1. Complete a documentation of all existing technology systems and softwares 2. Develop a projected upgrade schedule for existing systems 3. Develop draft IT Replacement schedule (funding) policy 4. Board Briefing: <ol style="list-style-type: none"> a. Tech systems/replacement/funding policy 	<p>12/18</p> <p>01/19</p> <p>02/19</p> <p>03/19</p>
Responsibility: Finance Director		

► Management in Progress 2018	TIME
1. Safety Compliance Coordinator	12/18
2. GIS Technician	12/18
3. 2018 Safety Plan	12/18
4. Electronic Mapping and Records Management	Ongoing
5. Field Book Improvements	Ongoing

GOAL 4	TOP QUALITY INFRASTRUCTURE
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ACTION: DITCH SYSTEM CEQA COMPLIANCE: IMPLEMENTATION		PRIORITY
		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Ditch Outage • Environmental Impacts • Techniques 	<ol style="list-style-type: none"> 1. Board Briefing: Maintenance Activities and Methods 2. Develop 2019 Maintenance Schedule 3. Board Workshop: Maintenance Schedule Review 4. Complete Maintenance Activities 	<p>6/18</p> <p>6/18</p> <p>7/18</p> <p>10/18</p>
Responsibility: Operations Manager		

ACTION: SECURE CONVEYANCE PIPELINE: FUNDING MECHANISM		PRIORITY
		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • FEMA Hazard Mitigation • Funding beyond Grant • Grant Approval 	<ol style="list-style-type: none"> 1. Board Briefing: Grant Application Submittal 2. Receive Grant Notification 3. Board Decision: Matching Funds 	<p>4/18</p> <p>9/18</p> <p>12/18</p>
Responsibility: District Engineer		

ACTION: PHOENIX LAKE RECREATION

PRIORITY
<i>Policy</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • TUD Role • Funding • Partners • Scope of Recreation Homeowners around Lake • Public Access • Water Quality • Sedimentation 	<ol style="list-style-type: none"> 1. Identify Opportunities and Constraints to Recreational Opportunities 2. Identify Funding Opportunities 3. Board Presentation: Report Review and Direction 	<p>8/18</p> <p>9/18</p> <p>10/18</p>

Responsibility: District Engineer

ACTION: SONORA REGIONAL WASTEWATER TREATMENT PLANT STUDY

PRIORITY
<i>Mgmt – Top</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Infrastructure Improvements • Improving Treatment • Funding • Waste Discharge Requirements • Plant Capacity • State Water Bond Election 	<ol style="list-style-type: none"> 1. Board Workshop: Study Review 2. Develop CIP Plan – Project 3. Develop implementation Schedule 4. Evaluate Funding Opportunities 5. Board Decision: Direction and Funding 	<p>5/18 9/18 1/19 3/19 4/19</p>

Responsibility: District Engineer/Operations Manager

ACTION: PHOENIX LAKE REHABILITATION/ RESTORATION PROJECT

PRIORITY
<i>Mgmt – Top</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water Quality • Sedimentation • Funding • Permits 	<ol style="list-style-type: none"> 1. Secure Permits 2. Develop Final Plans 3. Bid Project 4. Construction 	<p>12/18 12/18 3/19 6/19-10/20</p>

Responsibility: District Engineer

ACTION: LAW AND JUSTICE SEWER LIFT STATION: IMPLEMENTATION

PRIORITY
<i>Mgmt – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • County/TUD cooperation • Effective operations • Eliminate SSO related to jail debris 	<ol style="list-style-type: none"> 1. Bid Screen 2. Construction 	<p>5/18 5/19</p>

Responsibility: District Engineer

ACTION: HAZARD TREE MITIGATION PLAN: IMPLEMENT		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • TUD Infrastructure Protection • Fire Protection • CDAА Funding 	<ol style="list-style-type: none"> 1. Complete Eureka Ditch Hazard Tree Removal Project 2. Board Decision: Award Contract for Columbia Ditch Hazard Tree Mitigation Program 3. Board Report: Comprehensive Hazard Tree Mitigation Plan (since 2015) 	<p>7/18</p> <p>7/18</p> <p>10/18</p>
Responsibility: District Engineer		

ACTION: TECHITE PIPELINE REPLACEMENT		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Improve infrastructure • Customer service • Public health 	<ol style="list-style-type: none"> 1. Develop plan for phased techite pipe replacement 2. Develop and Assign task order for design and environmental assessment 3. Identify funding in CIP for phased replacement 4. Board Briefing on Plan 	<p>9/18</p> <p>10/18</p> <p>01/19</p> <p>01/19</p>
Responsibility: Operations Manager		

ACTION: EUREKA DITCH PIPE SEGMENT		PRIORITY
		<i>Mgmt</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Effect permanent repair • Corrosion • Restore ditch segment 	<ol style="list-style-type: none"> 1. Begin on-call design effort 2. Complete environmental assessment 	<p>7/18</p> <p>6/19</p>
Responsibility: District Engineer / Operations Manager		

ACTION: DITCH SYSTEM CONNECTIONS

[Combined with Ditch System CEQA
Compliance: Implementation]

ACTION: DITCH SYSTEM MAINTENANCE

[Combined with Ditch System CEQA
Compliance: Implementation]

► Management in Progress 2018

1. Patch Paving Contract
2. Water Tank Master Plan
3. CIP: Monthly Report
4. Annual Dive Clean and Inspections (15 Tanks)
5. Short Term Maintenance Projects
6. Fire Protection for Water Flume System
7. Sewer Collection System CCTV and Repairs

TIME
5/18
12/18
Monthly
Ongoing
Ongoing
Ongoing
Ongoing

► **Major Projects 2018**

	TIME
1. Jamestown Reservoir Replacement Project	4/18
2. Curtis Creek Elementary School Intertie: Funding	9/18
3. Annual Sewer Pipeline Lining (CIPP)	12/18
4. Matelot Pipeline: Right-of-Way Acquisition	12/18
5. Annual Ditch Maintenance Projects	12/18
6. Pedro Y Utility Relocation	12/18
7. Columbia County Estates Sewer Lift Station	06/18
8. Upper Columbia Spill #1	06/19
9. Upper Columbia Shoot Pipeline	06/19
10. Ditch Meter Installation	Ongoing

MONTH

APRIL 2018

1. Board Decision: Approach to General Plan Comments
2. Board Workshop: Stantec Technical Memo
3. Board Briefing: Secure Conveyance Pipeline Grant Application

MONTH

MAY 2018

1. Board Presentation: TWSOP Preferred Alternative
2. Board Workshop: Sonora Regional Wastewater Plant Study Review

MONTH

JUNE 2018

1. Joint Meeting: TUD Board – Tuolumne County Board of Supervisors
2. Board Decision: LAFCO Resolution of Support for Special Districts Representation
3. Board Workshop: TUD Communications Strategy Review

MONTH

JULY 2018

1. Board Decision: TWSOP Long Term Direction
2. Board Decision: Award Contract for Columbia Ditch Hazard Tree Mitigation Program
3. Board Workshop: Tuolumne County Issues and Next Steps

MONTH

AUGUST 2018

MONTH

SEPTEMBER 2018

1. Board Decision: TUD Legislative Policy and 2019 Agenda
2. Board/Staff Review: General Plan
3. Board Workshop: Development/Land Use – Role, Policy, Staffing

MONTH

OCTOBER 2018

1. Board Workshop: County Stormwater Study
2. Board Report: Tuolumne County Water Policy Advisory Committee Strategy and Actions
3. Board Report: Comprehensive Hazard Tree Mitigation Plan (since 2015)
4. Board Presentation: Phoenix Lake Recreation Report

MONTH

NOVEMBER 2018

1. Board Decision: Capacity and Connection Fees – Goals and Objectives
2. Board Workshop: TUD Role in Land Use
3. Board Presentation: TWSOP Implementation Plan
4. Board Briefing: Review Water Tank Master Plan Assessment & Recommendations

MONTH

DECEMBER 2018

1. Board Presentation/Decision: Stormwater Management Policy Direction

MONTH

JANUARY 2019

1. Board Briefing Techite Pipe Replacement Plan