

OPERATIONS COMMITTEE MEETING

June 30, 2020
9:30 a.m. – 10:30 a.m. MST
Zoom Meeting

Meeting called by: S. Raab **Type of meeting:** Operations Committee

Facilitator: S. Raab **Note taker:** S. Raab

Timekeeper: S. Raab / B. Romero

Invitees: Stephen Raab (Chair), Jim Lightfoot, Steve Miller, Bryan Romero Kim Visser (Jack Keely and Barbara Shoemaker invited)

Attendees: Stephen Raab (Chair), Kim Visser, Jim Lightfoot, Steve Miller, Bryan Romero, and Barbara Shoemaker and Andrew Resnick

Please read: Review agenda in advance of meeting

Please bring:

- (1) Jacobs *Continuity of Operations Plan 2020 COVID-19*, dated March 18, 2020 v1 distributed via email (PDF file) from K. Visser on June 26, 2020
- (2) Jacobs Out-of-Scope Letter Agreement – SCADA System Assessment, data June 30, 2020 distributed by K. Visser on June 30, 2020

Minutes

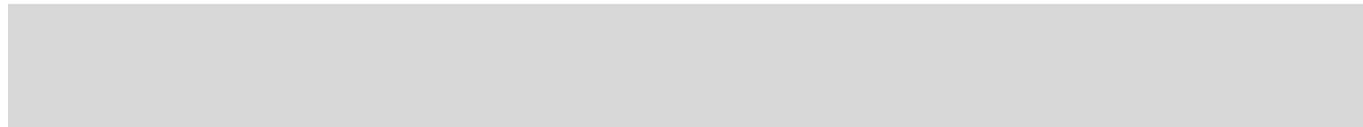
Agenda item: #1 Follow-Up to Questions/Requests Brought Up at Operations Meeting on May 19th, 2020 (Exhibit 1) and Exhibit (2) **Presenter:** B. Romero

Discussion:

- (1) Submission of Jacobs formal safety measure plan for COVID-19 (Exhibit 1)
- (2) Submission of the process of obtaining Lab certification for fecal testing (Exhibit 2)

Conclusions: No questions on Jacobs COVID-19 plan. Additional follow-up and work are needed by Jacobs to determine why they are not meeting certification standards.

Action items	Person responsible	Deadline
✓ Determined that Jacobs is following plan	No action needed	N/A
✓ Follow-up at next Ops Committee meeting on status of Jacobs Fecal test compliance	B. Romero	Next Ops. Committee Mtg.



Agenda item: #2 Sewer Line Cleaning “go” or “no go” Decision

Presenter: B. Romero

Discussion:

- (1) At the Operations Committee meeting held on May 19, 2020, the Committee decided to delay making a decision on the whether or not to proceed with the sewer line cleaning/inspection until the June/July meeting.

Conclusions: Recommend a go-forward for this project with 10% of the project. Also recommend that the Finance Committee present to the full Board as to whether or not we cover the 10% 2020 cost out of Operations budget or if it is covered by reserves. The recommendation to proceed by the Ops Committee needs to be covered at the July 29th Board meeting which needs to include Finance Committee recommendation on desire to cover with reserves.

Action items	Person responsible	Deadline
✓ Ops Committee presents recommendation to go-forward to full Board at July 29 th quarterly Board meeting	S. Raab	July 29, 2020
✓ Finance Committee needs to recommend to full Board if 2020 10% project is covered out of reserved	A. Resnick	July 29, 2020

Agenda item: #3 Jacobs Asset Management Additional Service Agreement

Presenter: B. Romero

Discussion: Provide recommendation to the Cooperative Board related to Additional Service Agreement from Jacobs for the Asset Management Services. Note: Jacobs is currently preparing a draft agreement and upon receipt of staff a copy will be emailed to the Committee.

Conclusions: Proposal available for review on June 30, 2020 and more time is required by Ops. Committee to fully review 9-page proposal. Need to advance project as quickly as possible.

Action items	Person responsible	Deadline
✓ Ops. Committee forwards comments to Bryan Romero	Ops Committee with comments to K. Visser and Bryan Romero	July 6, 2020 COB
✓ Finalize Additional Service Agreement and forwards to Board if require	B. Romero	July 10, 2020
✓ Finance Committee determines if \$73.8K is able to be covered in 2020 budget and approved not-too-exceed budget of \$80K	Finance Committee	July 10, 2020
✓ Email vote required by full Board	Coordinated by K. Visser	As soon as action items #1 – #3 are complete

Agenda item: #4 Jacobs SCADA Assessment

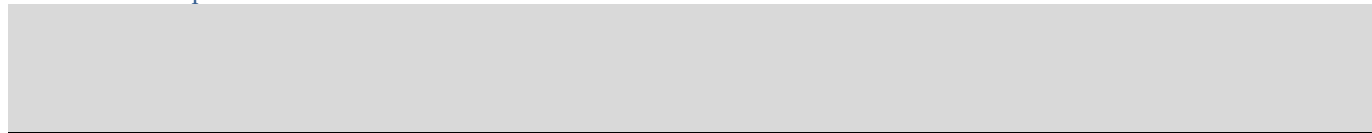
Presenter: B. Romero

Discussion:

Review and discussion and possible action.

Conclusions: Previously approved by Ops. Committee. The project has already been formally approved by the Ops. Committee. We do not need to vote, as an Ops. Committee on whether or not we should proceed. We only need to determine the timing of the project (complete in 2020 or delay till Q1 2021).

Action items	Person responsible	Deadline
✓ Bryan determines if they can complete the SCADA project by October 15, 2020 which will allow us to align the findings with the 2021 budget process	B. Romero	July 8, 2020
✓ Kim coordinates an email vote by full Board if it is determined that Jacobs can meet the October 15, 2020 schedule requirement.	K. Visser	July 10, 2020

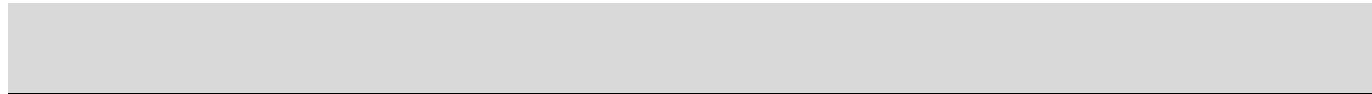


Agenda item: #5 Floor Open for Discussion **Presenter:** All

Discussion: No additional items brought to the floor for discussion.

Conclusions:

Action items	Person responsible	Deadline
✓	B. Romero	
✓	B. Romero	



Agenda item: #6 **Presenter:** Enter presenter here

Discussion:

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		



OTHER ITEMS

Observers:

No observers

Resources:

Excellent pre-read document provided by B. Romero.

Special notes:

No notes required.