



## PIPE USERS GROUP Northern California

MINUTES  
March 15<sup>th</sup>, 2005

### Attendees:

|                 |                             |  |
|-----------------|-----------------------------|--|
| Jonathan Lee    | West Valley Sanitation Dist | <a href="mailto:jlee@westvalleysan.org">jlee@westvalleysan.org</a>             |
| Michael Penny   | CCCSD                       | <a href="mailto:mjpenny@centralsan.dst.ca.us">mjpenny@centralsan.dst.ca.us</a> |
| Joyce Carlson   | City of Oakland             | <a href="mailto:jacarlson@oaklandnet.com">jacarlson@oaklandnet.com</a>         |
| Gigi Paradis    | Brown & Caldwell            | <a href="mailto:gparadis@brwncald.com">gparadis@brwncald.com</a>               |
| Cindy Preuss    | Harris & Associates         | <a href="mailto:cpreuss@harris-assoc.com">cpreuss@harris-assoc.com</a>         |
| Lysa Voight     | SRCSD                       | <a href="mailto:voightl@saccounty.net">voightl@saccounty.net</a>               |
| Rob Little      | Harris & Associates         | <a href="mailto:rlittle@harris-assoc.com">rlittle@harris-assoc.com</a>         |
| Rocco Colicchia | Harris & Associates         | <a href="mailto:rcolicchia@harris-assoc.com">rcolicchia@harris-assoc.com</a>   |

### General Discussion:

Now that the seminar has been successfully executed, PUG is looking for presentation topics for upcoming monthly meetings. Upon brainstorming, the following topics and persons responsible for presentation coordination were selected:

- Utility undergrounding (Rocco, Cindy)
- Permitting (Gigi Paradis, Cindy, Jonathan) – Series presentations:
  - CEQA/EIR process and requirements
  - Permitting agency applications, requirements, scheduling, constraints
- CMOM (Jonathan)
- Direct-Bury HDPE Pipe (Cindy)
- Utility coordination/conflicts (Joyce)
- Sanitary sewer and water separation requirements, applicable franchise agreements, easements, scheduling/coordination as applied to franchise agreements (TBD)
- Construction litigation: change orders, etc. – ½- to Full-day presentation (Jonathan, Joyce)

Upcoming field trips:

1. Segmental sliplining, appx. 8000 feet, to begin construction April/May. In Contra Costa County (Michael).
2. CIPP sliplining, to begin construction by this summer. In downtown Concord (Gigi).

### Executive:

*Non-Profit application* needs to be filled out. The executive committee members are looking to retain the services of a professional to complete the application. Michael needs to be phased out from the PUG treasury within the next three months, so time is of the essence. All executive committee members will investigate who could provide the service and file it for us.

Minutes by: Cindy Preuss, Harris & Associates  
Secretary, Nor Cal PUG

*Bylaws* have been changed in Section 8, Committees/Task Groups, so that there are no longer designated committees outside of the executive committee. Instead, task groups may be formed as necessary to execute a task. Revisions that also need to be made pertain to Sections 6, 7 & 8 where the Secretary and Treasurer position will be separated into two positions. Jonathan to send Cindy the electronic Bylaws to make the remaining revisions. Cindy will send out final document to all PUG members with notice of amended areas once approved in its entirety by executive committee.

*Treasurer's report* was given by Michael: Current PUG balance is \$31,167. Joyce recommended using the month to conduct professional whole or half-day seminars. Each agency would be invited to send two representatives free, with additional agency representatives required to pay only \$25 to \$35. Everyone agreed this to be a great idea and will aim to coordinate one during this calendar year.

*PUG Administrator* needs to be found to coordinate the February 23, 2006 annual seminar. There's still time to search for one since seminar planning doesn't begin until August, but we're hoping to put the word out there to all PUG members to alert us of potential candidates that may be interested.

### **Member Involvement:**

Jonathan suggested dividing memberships into two levels. One level is the current membership that includes public agencies and consultants. The second level would be considered an "Associate Membership" level that would include contractors, suppliers, and vendors. Upon further discussion, the consensus was that the second level would likely dissuade the core members of agencies and consultants from attending or participating due to fear of transforming PUG's purpose from sharing technologies to selling technologies.

Gigi suggested hosting an "Intro to PUG" meeting so that non-member agencies may come see what the organization and monthly meetings are all about without having to commit to the \$350 membership fee for their organization.

Lysa suggested alternating the location of the monthly meetings so that member agencies further away from Walnut Creek may attend without missing a half-day of work.

Cindy will prepare a questionnaire to distribute to the member agencies for feedback on the above suggestions and additional input on how to improve member involvement/participation. The questionnaire will be sent out sometime this summer.

### **Website Development:**

There has been no progress on getting the website live since the files required for uploading have yet to be released. Cindy will continue to pursue getting the files released.

Sacramento County has a link on their website for standard details. A suggestion was made to have such a link on the PUG website as well, since many find it very useful. Cindy will do.

### **Seminar Close-Out:**

Michael reported on the financial end of the seminar: No invoicing is required since all registration payments were received on or before the seminar. This reduces the amount of work normally required in closing out the seminar, so many thanks to the attendees for being conscientious and prompt with their registration fees. The speakers who paid will be reimbursed the registration fees since these are paid by Nor Cal PUG.

There were a total of 140 attendees to this year's seminar, with consultants taking the majority compared with public agency representatives. PUG is hopeful that this fiscal year's financial strain on public agencies will be lessened compared with last year's so that more public agency representatives may attend.

The executive committee is considering having a two-tiered cost for next year's seminar for early registrants. This will aid in better gauging the anticipated number of attendees and will bring in registration fees early to use against the restaurant deposit. The early-bird cost may be \$75, while the later registrants might pay \$95. The topic will be revisited as the 2006 seminar planning gets under way.

### **Next Meeting:**

Our next meeting will be held **TUESDAY, APRIL 19, 2005** at the offices of Brown and Caldwell. Please call (925-210-2307) or e-mail Jennifer Glynn (jglynn@brwncald.com) to RSVP.