



CITY OF MORRO BAY PUBLIC WORKS ADVISORY BOARD AGENDA

The City of Morro Bay provides essential public services and infrastructure to maintain a safe, clean and healthy place for residents and visitors to live, work and play.

Wednesday, March 15, 2017
Veterans Memorial Building - 5:30 P.M.
209 Surf Street, Morro Bay, CA

Christopher Parker	Steven Shively, Vice-Chair	Janith Goldman
John Erwin	Ric Deschler	Stewart Skiff

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
ANNOUNCEMENTS
PRESENTATIONS – None

ELECTION OF OFFICERS

PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Board on City business matters not on the agenda may do so at this time. To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Chair, please come forward to the podium and state your name and city of residence for the record.
- Comments are to be limited to three minutes.
- All remarks shall be addressed to the Board, as a whole, and not to any individual member thereof.
- The Board respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Board to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Board meetings is welcome and your courtesy will be appreciated.

A. CONSENT CALENDAR

- A-1 Approval of Minutes of February 15, 2017 Meeting
Recommendation: Approve minutes.

B. BUSINESS ITEMS

- B-1 Directors Report – Informational summary of current Public Works Activities
Recommendation: Information item, no action needed.
- B-2 Short Range Transit Plan RFP Review Committee
Recommendation: Staff recommends the Board appoint one member to the RFP Review Committee for the Short Range Transit Plan
- B-3 Public Works Advisory Board FY 17/18 Work Plan
Recommendation: Discuss and provide recommendations to staff that will be forwarded to council for consideration.

C. POTENTIAL FUTURE AGENDA ITEMS

- Bike Needs
- ADA Compliance Improvements
- OneWater Planning
- Memorial Bench, Tree, and Bike Rack Program
- Adopt a Street/Park

D. ADJOURNMENT

Adjourn to the Public Works Advisory Board meeting at the Veteran's Memorial Building, 209 Surf Street, on April 19, 2017 at 5:30 p.m.

This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Public Works Department, 955 Shasta Avenue, for any revisions or call the department at 772-6263 for further information.

Materials related to an item on this Agenda are available for public inspection during normal business hours in the Public Works Department at 955 Shasta, City Hall at 595 Harbor, Mill's/ASAP at 495 Morro Bay Boulevard, or the Morro Bay Library at 695 Harbor, Morro Bay, CA 93442. Materials related to an item on this agenda submitted to the Board after publication of the agenda packet are available for inspection at the Public Works Department during normal business hours or at the scheduled meeting.

This agenda may be found on the Internet at: www.morrobayca.gov/pwab or you can subscribe to Notify Me for email notification when the Agenda is posted on the City's website. To subscribe, go to www.morrobayca.gov/notifyme and follow the instructions.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department at (805) 772-6263. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

MINUTES - PUBLIC WORKS ADVISORY BOARD (PWAB)
REGULAR MEETING – FEBRUARY 15, 2017
VETERAN'S MEMORIAL HALL – 5:30P.M.

AGENDA ITEM: <u>A-1</u>
DATE: <u>March 15, 2017</u>
ACTION: _____

PRESENT:	Ric Deschler Janith Goldman Chris Parker Stewart Skiff John Erwin	Board Member Board Member Board Member Board Member Board Member
ABSENT:	Steve Shively	Vice-Chair
STAFF:	Rob Livick Scot Graham Gina Gregory	Public Works Director Community Development Manager Office Assistant

ESTABLISH QUORUM, CALL TO ORDER AND MOMENT OF SILENCE

The meeting was called to order at 5:33 p.m.

MOTION: Chris Parker made a motion that Ric Deschler be acting chair. Stewart Skiff seconded it and carried unanimously 5-0.

A quorum was present and there was a moment of silence.

ANNOUNCEMENTS

<https://youtu.be/nzAlMckNRjC?t=1m28s>

Chris Parker announced that Highway 41 was opened and asked if the staff had any other information to be added.

Rob Livick stated Highway 41 opened Friday afternoon with a full opening for the weekend. He noted they are working during the week with one lane closure in both directions that may cause some delays. Working closures will happen over the next couple of weeks.

PRESENTATIONS – None

ELECTION OF OFFICERS

<https://youtu.be/nzAlMckNRjC?t=2m57s>

There was Board consensus to continue this item until next month with a full quorum and possibly a new Board member.

PUBLIC COMMENT PERIOD

<https://youtu.be/nzAlMckNRjC?t=5m18s>

The public comment period was opened, seeing none, the public comment was closed.

A. CONSENT AGENDA
<https://youtu.be/nzAlMckNRjC?t=5m40s>

A-1 APPROVAL OF MINUTES OF JANUARY 17, 2017 MEETING

John Erwin stated that his name was spelled incorrectly.

MOTION: Ric Deschler moved to approve Item A-1. The motion was seconded by Stewart Skiff and carried unanimously 5-0.

B. BUSINESS ITEMS

B-1 Directors Report – Informational summary of current Public Works Activities
<https://youtu.be/nzAIMckNRjc?t=59m56s>

Rob Livick presented the staff report.

The Board asked questions of staff and commented on the Director's Report.

B-2 Appoint One or Two Board Member to Request for Proposals (RFP) Review Committee for the OneWater Plan
<https://youtu.be/nzAIMckNRjc?t=1h34m16s>

Rob Livick presented the OneWater Plan RFP.

The Board asked questions of staff and commented on the Director's Report.

Chris Parker volunteered for the OneWater Plan RFP Review Committee.

B-3 Public Works Advisory Board FY 17/18 Work Plan
<https://youtu.be/nzAIMckNRjc?t=1h45m28s>

Rob Livick presented the Public Works Advisory Board FY 17/18 Work Plan.

The public period was opened.

Karen Robert, Morro Bay resident, thanked the board for all they are doing. She expressed concerns about removal of trash cans in the Morro Rock parking lot and informed the Board of swelling along the walkway on the Embarcadero.

The public comment period was closed.

Discussion, comments and questions continued amongst Board members and staff.

B-4 Review recommendations from Adopted Parking Management Plan
<https://youtu.be/nzAIMckNRjc?t=7m14s>

Rob Livick and Scot Graham presented the Adopted Parking Management Plan.

The public period was opened, seeing none the public comment period was closed.

Discussion, comments and questions continued amongst Board members and staff.

ADJOURNMENT

The meeting adjourned at 7:01 P.M. to a regular Public Works Advisory Board meeting to be held on March 15, 2017 at 5:30 p.m. at the Veteran's Memorial Building, 209 Surf Street.

AGENDA NO: B-1

MEETING DATE: March 15, 2017

Staff Report

TO: Public Works Advisory Board **DATE:** March 9, 2017
FROM: Rob Livick, PE/PLS – Public Works Director/City Engineer
SUBJECT: Director’s Report / Information Items

Please contact the individual staff members prior to the meeting, if possible, for more detailed information.

Notify Me: Sign up for Notify Me on the City’s Website www.morrobayca.gov/notifyme for notification of Council, Board’s and Commission’s agendas and minutes.

Service Requests: The City has a feature to the City’s website, Service Requests www.morrobayca.gov/905/Service-Requests, or the mobile App “My Morro Bay” (Available on both Android and IOS operating systems) where citizens can report a concern to the City for predetermined issues without the need to phone the City during business hours (for example: reporting a pothole).

Staff can also add Service Requests for someone over the phone or in the office if they do not have access to a computer. Each category in Service Requests is assigned to the appropriate staff member to handle so citizens don’t have to figure out what department to contact for an issue they need to report on.

BICYCLE TRANSPORTATION

Staff Contact: Rob Livick

Volunteers are still needed for the Pismo to Morro Bay stage of the Amgen Tour of California <http://amgentourofcalifornia.com/footer/volunteer%20> to help out.

Minutes for the latest Morro Bay Citizens Bike Committee are attached.

Ride On!

CONSOLIDATED MAINTENANCE

Staff Contact: Mike Wilcox

Staff has completed the installation of 20 new concrete benches overlooking the beach at the Rock Parking Lot, and 1 fire pit. Staff reported dozens of favorable comments from people passing by during the installation process. Look for 10 more benches and 3 additional fire pits in the near future.

The city lost approximately 25 street trees over the weekend beginning 2/17/17. Staff worked throughout the weekend and following week responding to the cleanup efforts and hazard removal.

One of the six photovoltaic systems installed late last year has been approved by PG&E for operation and two more are in cue for inspection. Combined, these six building are calculated to produce 13.59 kW more energy than they use. The excess energy will be applied directly to bills at several other city owned sites to offset their loads.

Staff is currently working on a couple projects down at the Rock to improve both parking and restroom functionality. Staff is grading the parking and using base rock left behind by the dredge company to fill potholes. And adjacent to the restroom, staff is installing a grinder pump to alleviate blockages caused by foreign matter flushed into the sewer lateral.

This is the pothole season. Please be patient for repairs as neither hot mix or cold patch repairs can be properly installed in wet weather.

If you have maintenance requests, please call 772-6261, use the smart phone app, myMorroBay, available for android and iPhone, or use the City's Service Requests online system on our website www.morrobayca.gov/905/Service-Requests. Upon receipt, the electronic requests will be reviewed and assigned to the appropriate staff for action. In the future, the City will be upgrading to a fully integrated maintenance work order system that will allow you to view the progress of your requests.

SIDEWALK REPAIR AND INSTALLATION

Staff Contact: Rick Sauerwein

2016 CDBG ADA Accessibility project: County has completed review of specifications and environmental review and have directed us to proceed to with the Invitation to Bid while they complete execution of the subrecipient agreement. The County Board of Supervisors already approved reallocation of prior year funding to provide up to \$236,418 in additional funding to fill gaps in our existing sidewalk network to improve ADA Accessibility.

SOLID WASTE – Spring Clean Up Week

Staff Contact: Janeen Burlingame

Spring Clean Up Week is around the corner so start making plans now to clean up your garage, yard or house. The FREE clean up week will be held April 10-14. For more information, call Morro Bay Garbage at (805) 543-0875 or visit the City's website at <http://www.morro-bay.ca.us/springcleanup>.

Spring Clean Up week is a community service provided FREE to single family residential garbage customers in Morro Bay. You can place up to 2 cubic yards at the curb on your collection day to be picked up by Morro Bay Garbage for FREE. There will also be a discount price for bulky items that need to be collected.

STORM WATER

Staff Contact: Damaris Hanson
Mike Wilcox

The rainy season is upon us and this means that City Maintenance crews are making sure our storm drains are clear and are cleaning all high priority drains. Please remember that debris such as leaves and twigs can prevent water from flowing from gutters into storm drains and cause localized flooding. To prevent clogging of these drains, properly dispose of yard waste in green waste bins. The City would also like to remind citizens, if you see a clogged storm drain, and if it is safe, you may attempt to remove the debris with a garden rake. If there is a significant blockage, contact the Public Works Department, 805-772-6261. While the City does not own any creek property except for those areas that fall within City parks or in the public right of way such as bridges and roads that cross creeks; if a large tree or debris were to get stuck at a bridge that we maintain then we would remove it, otherwise any other downed trees or vegetation is the responsibility of the property owner. If a property owner wants to remove trees and debris from the portion of the creek that is on their property it is the property owners responsibility to acquire the required permit from California Department of Fish and Wildlife and any other necessary agency.

Storm Drain at 2560 Ironwood is scheduled for replacement this month, weather permitting.

STREETS

Staff contact: Rick Sauerwein
Jarrod Whelan

Pavement Coatings Co. has been given the Notice to Proceed with the 2017 Street Preservation work and is scheduled to begin on Tuesday, March 14. Pavement Coatings Co. has outlined a 4-week timeline for completion, with the final week for striping. The City Council has directed staff not to further develop new funding options for potential voter consideration in November 2017, but is a potential objective for FY 2017/2018 and voter consideration in November 2018.

TREES – Urban Forest Management

Staff contact: Damaris Hanson
Mike Wilcox

Approximately 25 street trees were uprooted during the storm that began 2/17/17. Staff worked throughout the weekend and following week responding to the cleanup efforts and hazard removal.

A reminder that bird nesting season started on February 1st and run through June. During nesting season, no public right of way trees will be trimmed or removed unless in the case of an emergency, and private trees cannot be removed during nesting season.

WATER – Chorro Stream Gauge

Staff Contact: Rick Sauerwein
Pamela Newman

The City's consultant, WSC, has coordinating National Marine Fisheries Service (NMFS) comments through the Army Corps of Engineers has determined that existing cultural studies provide sufficient data to finish our Section 106 Cultural Resource determination. Mitigated Negative Declaration has been completed, but the City's Planning Commission and County Permitting cannot proceed further until we can respond to NMFS concerns regarding fish passage and obtain property owner permission to install gage on San Luis Coastal Resource Conservation District property. This requires the approval from the USDA/NRCS who hold a conservation easement.

WATER – Nutmeg Tank Replacement

Staff Contact: Rick Sauerwein
Jarrod Whelan

NO CHANGE. A draft RFP for Engineering and Environmental support is under review. Mitigated Negative Declaration has been revised but County Permitting is on hold until a new RFP is drafted.

WATER – Operations

Staff Contact: Rob Livick
Joe Mueller
Jamie James
Damaris Hanson

On January 25, 2017 the State Department of Water Resources announced: for 2017 the allocation of state water was increased to 60-percent. Due to the City's drought buffer, we can expect 100-percent delivery from the SWP to the City of Morro Bay. During the month of February, the water staff completed 740 work orders:

- Exercised 142 valves
- Reset 77meter boxes
- Flushed 66 dead-end lines and Hydrants
- Performed routine water quality monitoring of the distribution system (109 work orders) well meter readings, sounded well water levels, collected monthly water quality samples
- Performed 295 meter re-reads, turn off notices, meter re-reads, high meter reads, turn off and turn on of water service.

Upcoming Service Replacements and Projects include:

- 487 Kern
- 206 Pacific, 4 services replacements
- Valve replacement at 3000 Ironwood (when school is on spring break)

WATER – Water Conservation

Staff Contact: Damaris Hanson

Water conservation has been holding strong in Morro Bay!! Great job everyone! For the Month of February water conservation was 20% lower compared to February 2013. The State Water Resources Control Board will continue the same drought regulations which allows water agencies to submit a self-certification of supply reliability for three years of drought.

City water conservation rebates available; Cash for grass, rain barrel, irrigation retrofit, SMART irrigation controller, toilet retrofit and Energy star washing machine. State rebates now available for removing grass (up to \$2 per sq. ft.) and replacing a toilet that flushed more than 1.6 gallons per flush (\$100).

WASTEWATER – Collections

Staff Contact: Joe Mueller
John Gunderlock

In February the wastewater collections staff:

- cleaned approximately 9,600 feet of sewer mainline.
- responded to 2 private sewer lateral blockage and overflow.
- no mainline blockages or overflows where reported.
- downloaded flow data from five temporary flow meters installed in the collections system used to compile data for engineering and design.
- inspected newly-installed lateral connections to city mainlines.
- performed routine lift station maintenance and optimized parameters for rain events
- assisted at the treatment facility performing additional duties.
- Updated the Annual Collections System questionnaire for the California Integrated Water Quality Systems.
- Worked on collections data migration into the City Works software program.
- assisted city's maintenance staff in vacuuming out storm drain inlet boxes.
- conducted 8 source control inspections at various businesses.

WASTEWATER – Treatment

Staff Contact: Joe Mueller
John Gunderlock

Operations

- Flow for the month of February averaged 1.475 Million Gallons per Day (MGD) and totaled 41.294 MG.
- A total of 6.35 inches of rain was recorded at the treatment plant.
- The electric motor on Influent pump #2 suffered an interval failure and as a result a new motor has been ordered.
- The treatment facility ran on its emergency generator for 10 hours during an extended power outage on February 17th.

Staff

- Kyle Quaglino received his wastewater treatment plant Operators in Training certificates
-

Submitted Reports

- January 2017 Monthly Monitoring Data (eSMR)
- January 2017 Discharge Monitoring Forms (eDMR)
- January 2017 Semi-Annual Monitoring Data (eSMR)
- January 2017 Semi-Annual Monitoring Data (eDMR)

- Annual 2016 Biosolids Report (EPA/CDX)
- Renewed the Environmental Laboratory Accreditation Program (ELAP) Certification

WASTEWATER – NEW WRF

Staff Contact: Rob Livick

City Council approved a contract amendment with MKN and Associates for approximately \$1.25 Million for activities to be performed over the next 12-18 Months.

Immediate next steps include:

Item	Date
Public Release Draft Master Water Reclamation Plan	March 21, 2017
Confirmation of Phase I and Phase II WRF Budget	April 2017
Council Selection and Award for Phase I WRF Offsite Improvements (Lift Station and Pipelines)	April 2017
RFQ for Design/Construction of Phase I WRF Onsite Improvements	June 2017
Release of Public Draft EIR	August 2017
RFP for Design/Construction of Phase I WRF Onsite Improvements	October 2017
Certification of Final EIR (Critical Timeline for Grant Pursuit)	November 2017
Negotiation/Award of Contract for Phase I WRF Onsite Improvements	May 2018
Award of Contract for Construction of Phase I Offsite Improvements (Lift Station and Pipelines)	April 2019
Completion of Phase I WRF Improvements	May 2021

Additional and updated information on the WRF project is available on the City's website (<http://morrobaywrf.com/>).

Schedule

Still on track for May 2021 delivery.

AGENDA NO: B-2

MEETING DATE: March 15, 2017

Staff Report

TO: Public Works Advisory Board DATE: March 9, 2017
FROM: Janeen Burlingame, Management Analyst
SUBJECT: Short Range Transit Pan RFP Review Committee

RECOMMENDATION

Staff recommends the Public Works Advisory Board (PWAB) Appoint One Board Member to Request for Proposals (RFP) Review Committee for the Short Range Transit Plan.

FISCAL IMPACT

No impact at this time.

DISCUSSION

The City of Morro Bay will be requesting proposals from consultants for preparation of the Morro Bay Transit 2017/2018 Short Range Transit Plan. The last Short Range Transit Plan was completed March 2007 when the year-round local transit operated was a demand response service. Since then, transit funding from the State that is used to operate the City's local transit system was cut several times during the recession to where the existing levels of demand response service could no longer be provided. After consideration of how much funding the City would be receiving from the State and what type of transit services could be provided, the City Council approved changing to a deviated fixed route beginning July 1, 2010.

On March 20, 2017, the City will be releasing a RFP for Consulting services for the Short Range Transit Plan for Morro Bay Transit and Trolley. As part of the selection process the City desires PWAB representation on the selection committee to evaluate proposals submitted and recommend the most qualified consultant to the City Council.

The tentative schedule for the selection process:

Issue RFP	March 20, 2017
Receive proposals	April 17, 2017
Interviews (if needed)	Tentative: Week of May 1, 2017
Complete proposal evaluation, negotiate terms and finalize staff recommendation	May 5, 2017
Council Award contract	May 23, 2017

Staff Report

TO: Public Works Advisory Board **DATE:** March 9, 2017
FROM: Rob Livick, PE/PLS – Public Works Director/City Engineer
SUBJECT: FY 17/18 PWAB Work Plan

RECOMMENDATION

Staff recommends the Public Works Advisory Board (PWAB) continue to consider; and establish a consensus on the items for the PWAB work plan that will be the basis of discussion during the annual joint Meeting with the City Council.

FISCAL IMPACT

No impact at this time.

BACKGROUND

FY 16/17 PWAB Work Program

As part of the Fiscal Year 2015/2016 Goal setting process, the City Council work programs for all the City's advisory bodies.

The PWAB work plan included the following items:

- ~~Street Summit~~
- ~~Traffic Calming~~
- ~~41/Main Street Intersection Funding~~
- ~~Bike Needs~~
- ~~Construction Timing~~
- ~~Market Street Bluff / Centennial Parkway Area Revitalization~~
- *ADA Compliance Improvements*
- *Harbor Maintenance*
- **Improve Trash Collection and Public Restroom Cleaning**
- **Tree Trimming**
- **Vehicle Replacement**
- **Facility Maintenance Program**
- **State Water Planning**
- *"One Water" Planning*
- **Desal Location**

Note: Currently, the items with strike through are complete, italics are rescheduled and bold are ongoing.

DISCUSSION

At their February 14, 2017 meeting, the City Council considered and continued discussion to focus on the details of goal one in the final draft *FY17/18 Goals and Objectives*. These goals and objectives reflect input from the community and the City Council.

The PWAB work plan should incorporate all the objects that have a public works focus into their work program. In addition to the Council adopted objectives, staff recommends that the PWAB add additional items into their work program that are more routine yet still very important to the community.

The following list included both.

Goal Related Work Plan Items:

- Provide input into the rate setting process for the new WRF.
- Provide input regarding the City's Water Supply Options, through the OneWater process.
- Provide input to consider adding a street improvement tax measure to the November 2018 ballot.
- Provide input in the review of parking management plans and options in the downtown and waterfront districts; including the option of one or two moderately sized parking garages in waterfront / downtown areas of the City.
- Provide input to the GP/ LCP rewrite process, related to Public Works issues, such as traffic, water and wastewater (OneWater).
- Provide input to Code Enforcement outreach on existing codes related issues within the public rights of ways.
- Provide input on future use of the 26-acre Atascadero Road site (location of the existing WWTP).

Routine Public Works Items, For example:

- Continue to hold the annual streets summit, and review the proposed street improvement plans
- Review on an annual basis the level of maintenance provided to City facilities.
- Review the annual Capital Improvement Program
- Review the annual water report, includes conservation levels and allocation of future water availability