



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, February 21, 2018
Veterans Memorial Building - 5:30 P.M.
209 Surf Street, Morro Bay, CA**

Ric Deschler, Chair
John Erwin

Steven Shively, Vice-Chair
Janith Goldman
Stewart Skiff

Christian Erlendson
Christopher Parker

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

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 January 24, 2018 Regular Meeting
Recommendation: Approve minutes.

B. BUSINESS ITEMS

- B-1 Directors Report - Informational summary of current Public Works Activities
Recommendation: Information item for discussion, no action needed.
- B-2 City of Morro Bay Assessment District Update: 1) North Point Natural Area Landscaping and Lighting Maintenance Assessment District Maintenance, and 2) Cloisters Landscaping and Lighting Maintenance Assessment District Maintenance
Recommendation: Receive report and provide any recommendations for the future maintenance within the two City Assessment Districts.

C. POTENTIAL FUTURE AGENDA ITEMS

D. ADJOURNMENT

Adjourn to the Public Works Advisory Board meeting at the Veteran's Memorial Building, 209 Surf Street, on March 21, 2018 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.

PRESENT: Ric Deschler Chairman
Chris Parker Board Member
Janith Goldman Board Member
Christian Erendson Board Member
Steve Shively Vice Chair
Stewart Skiff Board Member
John Erwin Board Member

STAFF: Rob Livick Public Works Director
Joe Mueller Utilities Division Manager
Mike Wilcox Consolidated Maintenance Superintendent
Damaris Hanson Environmental Programs Manager
Gina Gregory Office Assistant

ESTABLISH QUORUM, CALL TO ORDER AND MOMENT OF SILENCE

The meeting was called to order at 5:30 p.m. A quorum was present and there was a moment of silence.

ANNOUNCEMENTS - None

PRESENTATIONS – None

PUBLIC COMMENT PERIOD

The public comment period was opened, seeing none, public comments were closed.

A. CONSENT AGENDA
https://youtu.be/f5N_8gblwz4?t=3m49s

A-1 APPROVAL OF MINUTES OF NOVEMBER 15, 2017 MEETING.

MOTION: Steve Shively moved to approve Item A-1. The motion was seconded by Janith Goldman and carried 7-0-0 unanimously.

B. BUSINESS ITEMS

B-1 Directors Report – Informational summary of current Public Works Activities
https://youtu.be/f5N_8gblwz4?t=4m19s

Rob Livick presented the staff report.

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

C. POTENTIAL FUTURE AGENDA ITEMS
https://youtu.be/f5N_8gblwz4?t=32m38s

Rob Livick stated an item on the Cloisters and North Point Assessment Districts’ maintenance activities will be brought to the Board at the next meeting.

D. ADJOURNMENT

The meeting adjourned at 6:36 P.M. to a regular Public Works Advisory Board meeting at the Veteran’s Memorial Building, 209 Surf Street, on February 21, 2018.

Recorded by:

Gina Gregory
Office Assistant



AGENDA NO: B-1

MEETING DATE: February 21, 2018

Staff Report

TO: Public Works Advisory Board
DATE: February 15, 2018
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 to be notified by email when Council, Board's and Commission's agendas and minutes are posted on the website.

Service Requests: 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) by using a feature on 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).

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.

CONSOLIDATED MAINTENANCE RECENT SERVICE REQUESTS & REPAIRS

Staff Contact: Mike Wilcox

- Streets - Installed new street signs and hardware at Market/Harbor, Dunes/Morro, Marina/Morro, Renne/Paranama, Embarcadero/Pacific, Allessandro/La Loma, Marengo/La Loma, Monterey/Surf, Monterey/Beach, Monterey/Pacific, Estero/Pacific, Morro/Beach.
- Streets - Installed new poles and street signs at Paranama/Tahiti, Driftwood/Main.
- Streets - Filled pot holes around town with (CMA), Cold Mix Asphalt.
- Streets - Cut out collapsed sidewalk at 590 Embarcadero. Compacted with base material for temp repair.
- Trees - Cut and haul away fallen tree at Bayshore Bluffs cove.
- Coleman Park - Modify restroom light fixtures from metal halide bulbs to except LED.
- Del Mar: Continue framing restrooms, installed (2) electrical panels, poured and finished (3) yards of concrete for ADA RR.
- Centennial: Rebuilt leaking flush valve with new components in women's RR.
- Corp Yard: Replaced and installed water heater in mechanic shop.
- 535 Annex: Mounted new building sign on posts and installed.
- MBCC: Patched, textured and painted (2) walls in Auditorium.

CONSOLIDATED MAINTENANCE RECENT PROJECTS

Restroom beautification



Restroom beautification



CONSOLIDATED MAINTENANCE RECENT PROJECTS

Restroom floor before epoxy floor coating



Restroom after epoxy floor coating



CONSOLIDATED MAINTENANCE RECENT PROJECTS

Path planter before



Path planter after



CONSOLIDATED MAINTENANCE RECENT PROJECTS

Path fencing with failing barrier wire



Path fencing with barrier wire removed



CONSOLIDATED MAINTENANCE RECENT PROJECTS

Del Mar restrooms before renovation



Del Mar restrooms during renovation



TRANSIT

Staff Contact: Janeen Burlingame

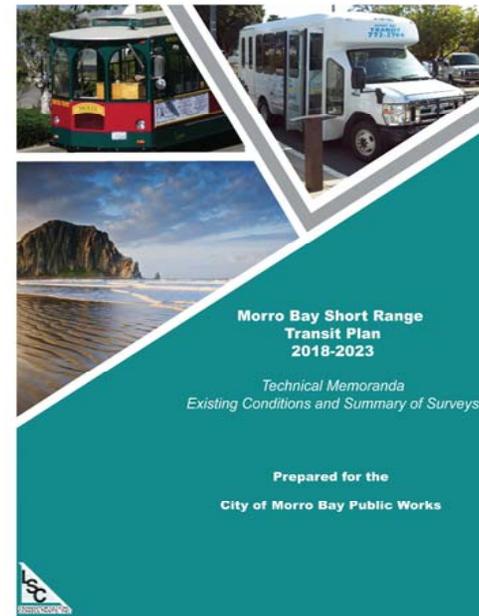
Short Range Transit Plan

Work has begun on the Short Range Transit Plan. City staff conducted on-board rider surveys, on-time performance surveys, and boarding/alighting counts and provided this information to LSC staff for its review and summary.

LSC also evaluated current transit services and transit needs reports from the FY 16/17 and 17/18 Unmet Transit Needs hearings held by the San Luis Obispo Council of Governments.

LSC submitted Technical Memoranda Existing Conditions and Summary of Surveys to staff for review.

Activities being worked on currently include LSC developing questions and conducting stakeholder interviews, holding a community forum, and developing questions and conducting an on-line community survey.



WATER – OPERATIONS

Staff contacts: Rob Livick
Joe Mueller
Damaris Hanson
Jamie James

Water staff completed various work orders:

- Exercised Valves (137)
- Flush Dead end lines (53)
- Post turn off notices (26)
- Re-read meters (23)
- USA calls (56)
- Water samples (50)
- Relocated/ replaced water services (4)
- Hydrant replacement (2)
- Along the other maintenance duties and customer service requests

WATER – WATER CONSERVATION

Staff Contact: Damaris Hanson

For the Month of January water conservation was 16% lower compared to January 2013.

State Water Resources Control Board may be adopting more permanent water conservation measures at its February. 20th meeting. The permanent regulations may include:

- Over watering lawns in which water flows into the street
- Washing down driveways and sidewalks
- Washing your car using a hose without an automatic shutoff nozzle
- Running an ornamental fountain without a recirculating system
- Watering lawns and landscapes within 48 hours of one-fourth of an inch or more of rainfall
- Hotels not asking guests to skip laundering of towels and linens daily
- Watering a street median that has no community recreational or civic function.

With little snow pack so far, this year, we can expect our State Water allocation percent to be decreased. Please continue to conserve water.

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 Contacts: Joe Mueller

John Gunderlock

January wastewater collections staff:

- Cleaned approximately 18,200 feet of sewer mainline.
- Responded to two afterhours callouts.
- Responded to two online customer service requests: One private lateral problem, and one to investigate reported water weeping through a retaining wall, no weeping water could be found on site.
- No mainline sewer overflows where reported
- Performed routine lift station maintenance.
- Assisted at the wastewater treatment facility and water department performing additional duties.
- Conducted 10 source control inspections at various businesses.
- Conducted smoke testing on January 22nd, 23rd, and 24th in the north west part of the City. The test area was bounded by Toro Lane to the north, Highway 1 to the east, Azure Street to the south, and Beachcomber Avenue to the west.
- Inspected two new sewer lateral connections both on Market Street.



Smoke testing showing the location of a pipe failure



Setting up the new sewer cleaning truck



Smoke testing showing the location of a patio drain connected to the sanitary sewer

WASTEWATER – TREATMENT

Staff Contacts: Joe Mueller

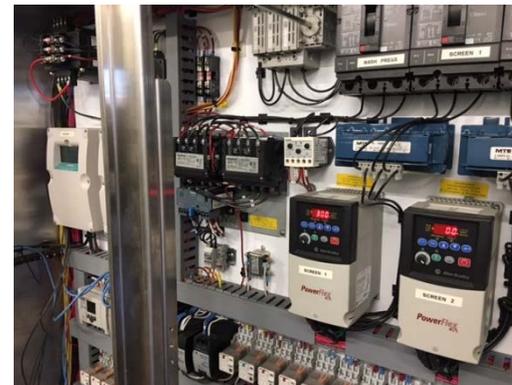
John Gunderlock

Operation & Maintenance

- Flow for the month of January averaged 0.832 Million Gallons per Day (MGD) and totaled 25.800 million gallons for the month.
- Staff responded to one afterhours callout in January for plant chlorine adjustments due to rain.
- Influent pump motor number three was removed and rebuild due to electrical winding failure.
- A small spot leak was isolated and repaired on the sodium hypochlorite disinfection system piping.
- Tested treatment plant headworks emergency bypass pump.
- Sampled and sent out for testing permit required semi annual effluent samples.
- Cleaned the interstage variable frequency drives (VFD).
- Replaced the ferrous Chloride piping and its associated pump on the headworks chemical feed system.
- Staff drained, cleaned and inspected primary clarifier #2, plant grit chamber, and the chlorine contact tank.



Replacement of failed biofilter motor with energy efficient unit



Installed new motor starters and tightened all wire connections on Influent bar screen compactor

Wastewater Treatment - Operation & Maintenance continued

- Staff attended the following training:
 - High flow flood response
 - Competent person excavation and trench safety
- Submitted Reports
 - December 2017 Monthly Monitoring Data (eSMR)
 - December 2017 Discharge Monitoring Forms (eDMR)



Chlorine Contact Tank



Influent pump #1 replacement of mechanical seal

CAPITAL PROJECTS

Staff contact: Rob Livick

Pavement Management

Work complete and processing payment.

Sidewalk Gap Closures

Work Complete and processing payment.

Nutmeg Tank Replacement

No change this month.

Chorro Stream Gages

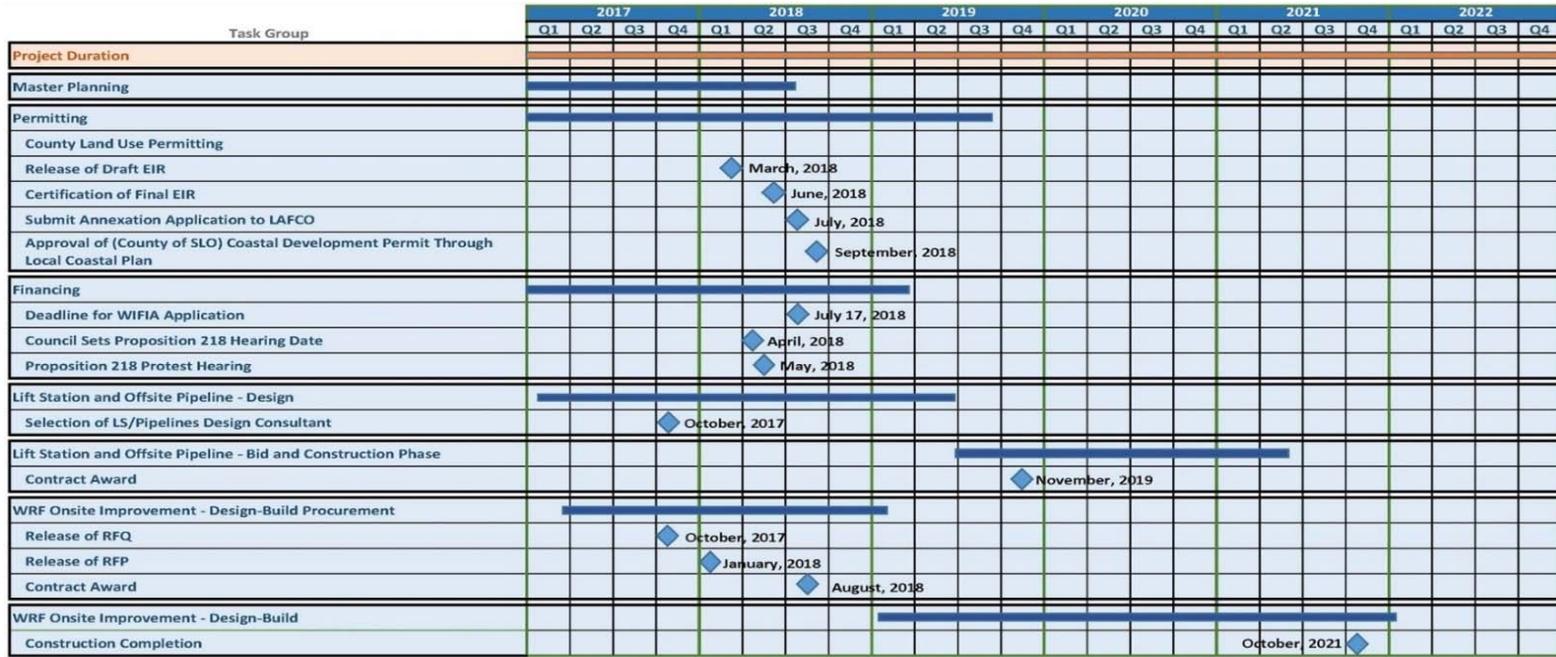
Continue to monitor stream flow temporary gaging locations.

WASTEWATER – NEW WRF

Staff contact: Rob Livick

- As directed by City Council on October 10, 2017, staff is proceeding with an accelerated schedule and released the RFP for WRF Onsite Improvements on January 24 and expects to receive proposals by April 24 from the following firms.
 - AECOM/WM Lyles Company Joint Venture
 - Filanc/Black & Veatch Joint Venture
 - Kiewit Infrastructure West Company and Tetra Tech, Inc.
- The proposals (bids) will inform the rate study update.
- At their January 9 meeting Council directed staff to recruit a new program manager expertise in cost control on large projects to oversee the project and work with the existing technical team.
 - Staff anticipates issuing an RFP for those services on February 20 with the goal of having a new program manager on board before receiving the WRF proposals.

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



Approved WRF Project Timeline

Staff Report

TO: Public Works Advisory Board **DATE: February 15, 2018**
FROM: Mike Wilcox, Consolidated Maintenance Superintendent
SUBJECT: City of Morro Bay Assessment District Update
1. North Point Natural Area Landscaping and Lighting Maintenance Assessment District Maintenance
2. Cloisters Landscaping and Lighting Maintenance Assessment District Maintenance

RECOMMENDATION

Receive report and provide any recommendations for the future maintenance within the two City Assessment Districts.

FISCAL IMPACT

The two assessment districts are funded by proceeds collected from benefitting properties within the districts and there are no general funds used to support the maintenance activities.

North Point Natural Area

\$564.50 per assessable lot for a total budget of \$5,645.00 per year.

Cloisters

\$1,241.20 per assessable lot for a total budget of \$148,944 per year.

NORTH POINT NATURAL AREA

BACKGROUND

On June 27, 1994, the City Council accepted Lot 11 of the North Point subdivision and accepted the final map for Tract 2110. As per the conditions of approval, a Landscaping and Lighting Maintenance Assessment District was formed for the ongoing maintenance of the 1.3-acre natural area. The area includes a non-irrigated meadow area, decomposed granite and asphalt walkways, stairway/beach access, parking lot, drip irrigation system, public access signage and parking lot.

On December 9, 1996, the City Council adopted Resolution No. 89-96, which ordered the formation of the North Point Landscaping and Lighting Maintenance Assessment District and confirmed the yearly assessment of \$5,645. On January 13, 1997, the City Council adopted Resolution No. 01-97, which approved and accepted the on- and off-site improvements for Tract 2110. By adoption of

Resolution No. 01-97, the City officially started the maintenance of the North Point Natural Area.

After the initial formation of the assessment district, each year, for the assessment to continue, the City must adopt a series of three resolutions to confirm the levy of assessment for the upcoming fiscal year. The first resolution, which is the one being proposed by this staff report, initiates the annual levy process and directs the preparation of an Engineer's Report; the second resolution approves the Engineer's Report and notices the intent to levy the assessment; and the third resolution levies the assessment for the upcoming fiscal year.

DISCUSSION

North Point is a natural area that requires very little in the way of direct resources for maintenance. Staff attends to the area once a week to; pick up trash, remove debris from the parking lot, and inspect the path and stairway. Staff will attend to the painting of benches, repair of path and/or stair surfacing maintenance as seen or reported on a less frequent basis.

Assessment funds have also been used to employ the services of Contractor's to seal the surface of the parking lot as needed, and to rebuild the stairs and handrails to better conform with safe construction standards.

Future maintenance project for North Point will likely include the installation of a physical barrier between the parking lot and unstable slope leading away from the parking lot to prevent vehicles from entering and to deter pedestrians from further dislodging dirt and debris from the slope.

CLOISTERS

BACKGROUND

On September 23, 1996, the City Council passed Resolution No. 69-96, which approved the final map for Tract 1996, known as the Cloisters Sub-division, consisting of 124 lots. With that approval, the City Council accepted lots 121 and 122 of the Cloisters subdivision, 34 acres of open space and organized park. Prior to the acceptance of the final map and pursuant to the Conditions of Approval, an assessment district was formed to cover the cost of maintenance of the parkland and open space. The assessment district formation proceedings began in August 1996 and concluded with the final public hearing for formation on September 23, 1996, which levied the annual assessment of \$148,944 for the maintenance of the 34 acres of parkland and open space.

After the initial formation of the assessment district; each year, for the assessment to continue, the City must adopt a series of three resolutions to confirm the levy of assessment for the upcoming fiscal year. The first resolution, which is the one being proposed by this staff report, initiates the annual levy process and directs the preparation of an Engineer's Report; the second resolution approves the Engineer's Report and notices the intent to levy the assessment; and the third resolution levies the assessment for the upcoming fiscal year.

DISCUSSION

The Cloister Park and Open Space provides large diversity of facilities, landscapes and amenities for public enjoyment. The park area requires mowing, weeding, custodial services, playground inspection and maintenance, irrigation system maintenance, parking areas, bench and picnic table cleaning and painting, BBQ cleaning, graffiti removal, trash removal, etc. The open space requires drainage maintenance, and mowing. The bike paths require patching, crack sealing, overlay treatments, sand removal and back filling, and fencing repairs and staining. The pond area requires deck and bridge repairs, reed abatement, channel inlet and outlet cleaning, mowing, fencing repair and staining, and brush clearing.

This diversity requires many different skills and knowledges to maintain properly. From 1996 until about 2007, this maintenance was the responsibility of one regular full-time employee and a part time helper. In or around 2007, the part time helper was relieved of these duties as the fixed income from the assessment could no longer support this resource. In 2009, the city began entering into short term agreement for partial support with the maintenance duties. In June 2012, the City entered into a multi-year agreement for all services required. In August 2016, the City again took over the responsibility of all maintenance.

Future maintenance at The Cloisters will consist of all the above and major maintenance projects such as; fence replacement, play structure replacement, complete planter renovations due to plant life longevity, and other projects as agreed with Cloisters Landscape and Lighting District representatives.

CONCLUSION

Cloister is a place of much recreational activity. Spend half an hour and on a bench, and you will see dog walkers, walker, joggers, bikers, Frisbee, instructional classes, soccer, bird watchers, etc. The Cloisters offers amenities for all ages and lifestyles and it is a wonderful asset for our community and visitors alike.

Staff recommends the Board receive the report and provide any recommendations for the future maintenance within the two City Assessment Districts.