



# CITY OF MORRO BAY PUBLIC WORKS ADVISORY BOARD AGENDA

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*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 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

ELECTION OF CHAIR AND VICE-CHAIR

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 21, 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.

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 April 18, 2018 at 5:30 p.m.

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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](http://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](http://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 Erlendson | Board Member |
| Steve Shively       | Vice Chair   |
| Stewart Skiff       | Board Member |
| John Erwin          | Board Member |
- STAFF:
- |                   |   |
|-------------------|---|
| Rob Livick        | Public Works Director                   |
| Janeen Burlingame | Management Analyst                      |
| 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.

ANNOUNCEMENTS

Chairman Deschler invited the public to hear a talk about the Baywood Park Training Area that will be held at the Vets Hall on February 26, 2018 at 6:00.

John Erwin mentioned that Rob Livick and John Buringa of the Public Works Department went on a tour at Mud Creek slide area.

PRESENTATIONS – None

PUBLIC COMMENT PERIOD

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

A. CONSENT AGENDA  
<https://youtu.be/Im8yH2pvKXQ?t=2m56s>

A-1 APPROVAL OF MINUTES OF JANUARY 24, 2018 MEETING.

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

B. BUSINESS ITEMS

B-1 Directors Report – Informational summary of current Public Works Activities  
<https://youtu.be/Im8yH2pvKXQ?t=3m27s>

Rob Livick presented the staff report.

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

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  
<https://youtu.be/Im8yH2pvKXQ?t=20m18s>

Mike Wilcox who presented the staff report.

The Board asked questions of staff and commented on the City of Morro Bay Assessment District Update.

C. POTENTIAL FUTURE AGENDA ITEMS  
<https://youtu.be/Im8yH2pvKXQ?t=47m1s>

Rob Livick stated the OneWater Plan based on survey forms that are being worked on will be brought to the Board.

D. ADJOURNMENT

The meeting adjourned at 6:26 P.M. to a regular Public Works Advisory Board meeting at the Veteran's Memorial Building, 209 Surf Street, on March 21, 2018.

Recorded by:

Gina Gregory  
Office Assistant



AGENDA NO: B-1

MEETING DATE: March 21, 2018

## Staff Report

**TO:** Public Works Advisory Board  
**DATE:** March 16, 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](http://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](http://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

1. Streets: Installed new poles and stop signs at Shasta/Harbor, Shasta/MB Blvd, Shasta/Dunes. New poles at Bernardo/Anchor, Monterey/Marina. New stop sign at San Jacinto/Main. New yield sign at Scott/Beach.
2. Streets: USA 590 Embarcadero, saw cut driveway at sink hole, base and concrete finish.
3. Streets: Fill pot holes with cold patch asphalt in several areas around town and Rock parking entrance.
4. Streets: Remove sand along Rock Boardwalk and N. Embarcadero Rd.
5. Streets: Clear debris from storm drain grates around town.
6. Cloisters: Remove the top wire and wood portion of ESH fence along dune trail.
7. MBPD: Replaced electrical ballasts and bulbs in (3) light fixtures.
8. MBCC: Replaced electrical ballasts in light fixture, Senior side.
9. Vets Hall: Installed new power flush toilet in Women's RR.
10. Trees: Cut, clean and haul large fallen cypress limbs from roadway and sidewalk in front of Library and 310 MB Blvd.

# CONSOLIDATED MAINTENANCE RECENT PROJECTS

## Public Safety Enhancements



- Staff recently installed a cover over a storm water structure on Ironwood Avenue.
- Although the structure is just over one foot deep, it was apparent to staff that someone working in the adjacent front yard could inadvertently back into the structure and fall.
- Staff quickly sourced material and fabricated a cover to prevent this from happening.

# TRANSIT

Staff Contact: Janeen Burlingame

## Short Range Transit Plan

Staff has completed its review of Technical Memoranda Existing Conditions and Summary of Surveys and are providing comments to LSC.

An online Community Transit Survey was released on February 28 soliciting input from the public about transit services in Morro Bay. Surveys are being accepted through March 28. The survey is available in English and Spanish.

- <https://www.surveymonkey.com/r/MBTinput>
- <https://www.surveymonkey.com/r/MBTentrada>

## Rural Transit Fund Grant

The San Luis Obispo Council of Governments will be programming Rural Transit Fund monies for FY 18/19 at its April Board meeting and it is recommended the City be awarded \$30,000 for a Bus Stop Improvement Study. The study would identify bus stop improvements at the transit stop located at City Park that is shared by Morro Bay Transit, RTA, and the school district. Improvements could include, but not be limited to, identifying options for pull in/pull out of transit vehicles, replacing existing shelter to address deficiencies, and identifying location for other amenities such as bike lockers.



Transit Survey Flyer



City Park Bus Stop

# WATER – OPERATIONS

Staff contacts: Rob Livick  
Joe Mueller  
Damaris Hanson  
Jamie James

Water staff completed various work orders:

- Exercised Valves (30)
- Hydrant Flushing for ISO (16)
- turn off/on services (26/52)
- Re-read meters (46)
- Customer requests (22)
- Water samples (70)
- Install new water service (3)
- Provided technical assistance to the State Parks on the installation and subsequent repair of the installation of a new backflow preventer.
- Finished fire hydrant flow testing required in the calculation of the City ISO insurance rating



State Parks New Back Flow Device



Replacing Service at  
1247 Embarcadero



Hydrant Testing

# WATER – WATER CONSERVATION

Staff Contact: Damaris Hanson

For the Month of February water conservation was only 5% lower compared to February 2013.  
Please remember to make water conservation a way of life!

State Water Resources Control Board may be adopting more permanent water conservation measures. If adopted in April the proposed regulations will go into effect 7/1/18 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 turf 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

## February wastewater collections staff:

- Cleaned approximately 6100 feet of sewer mainline.
- Responded to no after-hours calls.
- Responded to two online customer service requests: one to investigate water weeping through a retaining wall and the other to investigate possible sewer odor inside a lower unit of a duplex.
- No mainline overflows were reported.
- Recorded hydrogen sulfide readings throughout the collection system for evaluation of process odor control.
- Conducted pH sampling at Mission Linen to evaluate facility pretreatment process and compliance with their industrial discharge permit.
- Performed routine lift station maintenance.
- Conducted nine source control inspections at industrial and commercial facilities.
- Repaired vehicle generator on the video inspection (CCTV) van.
- Performed video inspection (CCTV) of approximately 300 feet of mainline along Beachcomber Drive.



Video Inspection Van CCTV

# WASTEWATER – TREATMENT

Staff Contacts: Joe Mueller  
John Gunderlock

## Operation & Maintenance

- Flow for the month of February averaged 0.808 Million Gallons per Day (MGD) and totaled 22.647 million gallons for the month.
- Staff from San Luis Obispo County Health Services (CUPA) inspected the Emergency Chemical Spill Plan and facility; no corrective action was noted.
- Staff responded to one after hours callout in February for plant chlorine feed adjustment.
- The emergency generator and switchgear were tested under full load.
- Staff updated the Emergency Chemical Spill and High Flow/Flood Response Plans.
- Cleared a failed and plugged primary scum pump and rebuilt the pump in-house.
- Performed maintenance and repairs on the front-end loader.
- Inspected and performed annual maintenance on the headworks Variable Frequency Drives.
- Started the installation and wiring of 1 of 3 new headworks flow meters.
- Replaced the gas piping to the pilot light on the waste gas burner.
- Tested the emergency bypass pump at the headworks.
- Replaced and relocated a failing pressure regulator in the digester gas system; the new regulator and location has significantly improved the system's pressure and boiler performance, which greatly reduces natural gas consumption.



New digester gas regulator installation

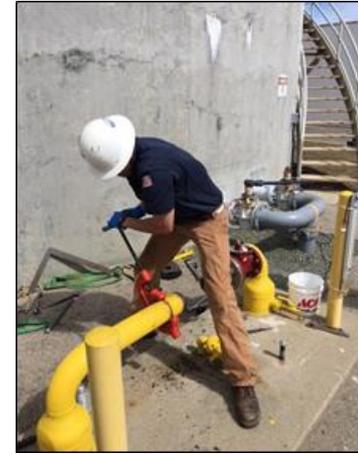
## Wastewater Treatment - Operation & Maintenance continued

Staff attended the following training:

- Fair Labor Standards Act
- Winter driving safety video
- Exam preparation for wastewater operator certification class in Avila Beach

Submitted reports:

- January 2018 Monthly Self-Monitoring Report (eSMR)
- January 2018 Monthly Discharge-Monitoring Report (eDMR)
- January 2018 Semi-Annual Discharge-Monitoring Report (eDMR)
- Annual Hazardous Material Business Plan (CUPA)
- Annual Air Pollution Control District Inventory Report (APCD)
- Annual Biosolids Report (EPA/CDX)



Repairs and modifications to the digester gas system

# STORM WATER Mangement Program

Staff Contact: Damaris Hanson

Staff have completed the Best Management Practices (BMP) inventory. These BMPs have been uploaded into a program called BMP Rapid Assessment methodology (BMP RAM). The inventoried BMPs along with the pollutant loading model (TELR) will be used to evaluate pollutant loading in each unique catchment and therefore staff can identify and prioritize storm water implementation.

Types of BMPs inventoried:

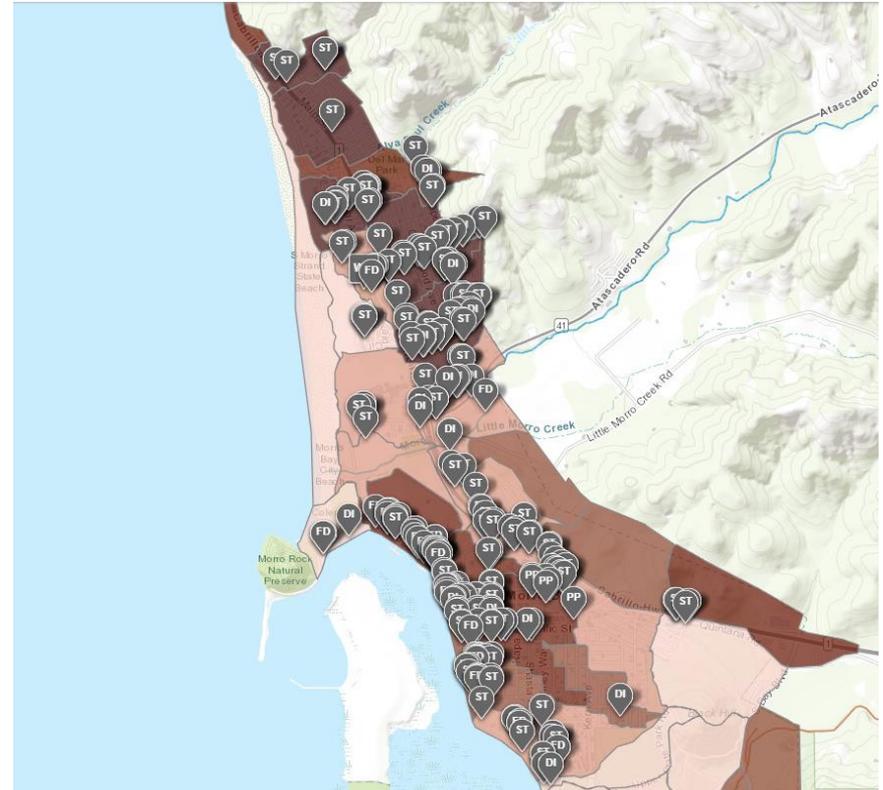
PP: pervious pavement

ST: sediment trap

WB: wet basin

FD: filtration device

The Tool to Evaluate Load Reduction (TELR) model uses volume and sediment rate to assess load reductions for each unique catchment.



# Urban Forest Management

Staff Contacts: Damaris Hanson

Mike Wilcox

- Nesting Season – no trimming or tree removal of Public trees February 1st - June 30th
- Planted two trees near 1320 Main St. and two trees near Beach St. and Market St.
- Upcoming tree planting: Fire station replacement tree, Cloisters neighborhood and two trees along South Quintana



# CAPITAL PROJECTS

Staff contact: Rob Livick

## Pavement Management

Work complete and processing change orders and payment.

## Sidewalk Gap Closures

Work Complete and processing change orders and payment.

## Nutmeg Tank Replacement

No change this month.

## Chorro Stream Gages

Continue to monitor stream flow temporary gaging locations.

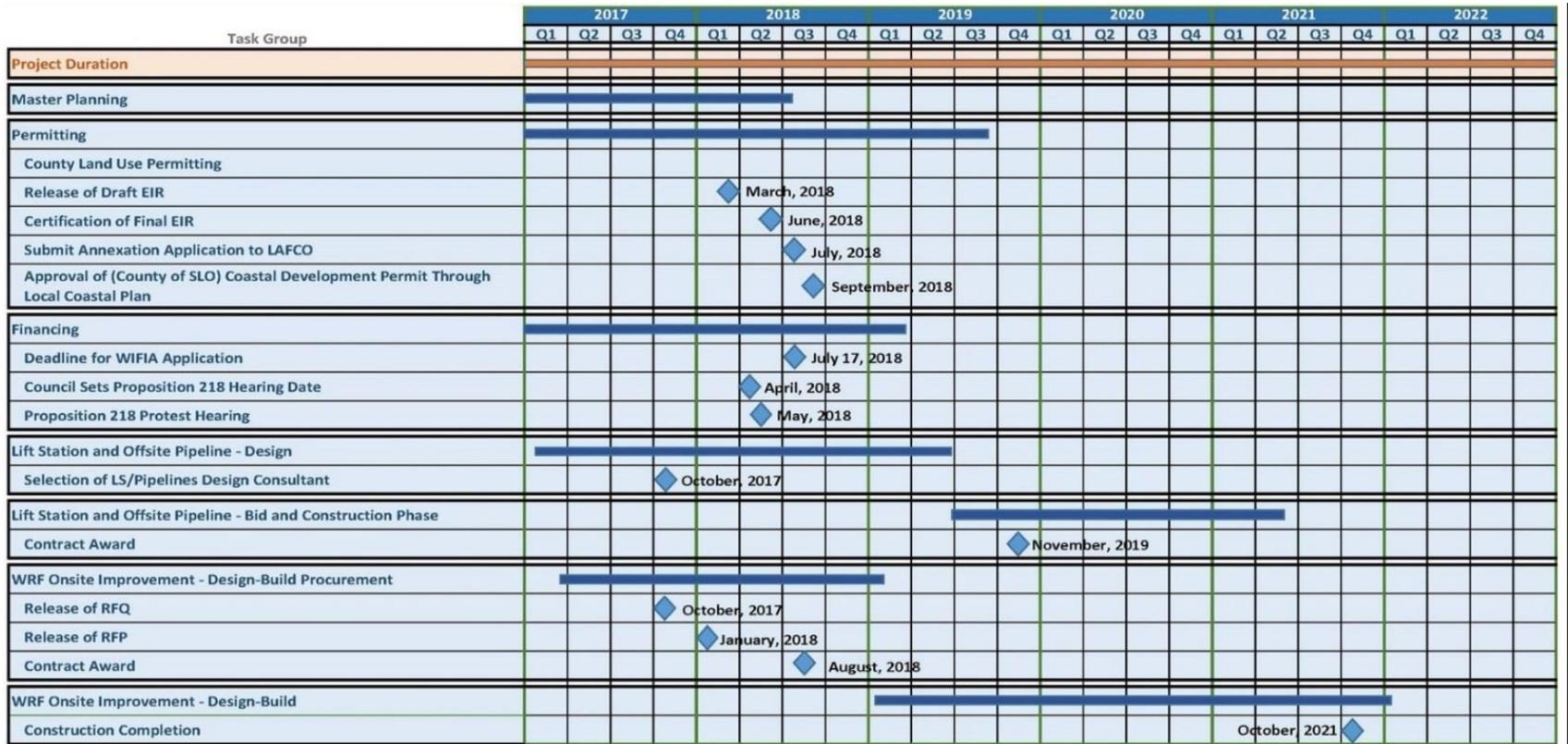
- Cleath-Harris Geologists measured Chorro Creek stream flow on Wednesday, March 7, 2018.
  - The flow at Canet was **3.96 cfs at 11:17 AM**, the gage reading on the County website was 4.55 feet.
  - The flow at the Chorro Creek Road crossing was **2.79 cfs at 10:26 AM**, the gage reading on the County website was also 4.55 feet at this time.

# 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.~~ Dropped out of the process
- 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.
- Per Council Direction, on February 23 Staff issued an RFP for program management services. Those proposals were due on March 16.
  - The Program Manager will be accountable to the City Council, though the City Manager, for overall program schedule, budget, and quality. It will be important that the project proceeds in a smooth and integrated fashion, in accordance with all provisions listed in this RFP.
  - The Program Manager, working with the existing technical team, will lead the administration of this large project, currently and conservatively estimated \$150M and includes water reclamation with ground water recharge to promote water independence as one of the projects goals. The Program Manager will also oversee the day to day management of the project, with a chief focus on project costs control.
- During the week of March 5-9, Mayor Irons, Councilperson Headding, City Manager Scott Collins and Director Livick traveled to Washington DC to meet with Funding Partners, regulatory agencies and the Congressional Delegation to discuss and promote the City's WRF project. In conjunction with the CMANC (Harbor) conference. The meetings were all positive and the various members and agencies support the City's project and will assist as appropriate.

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



Approved WRF Project Timeline