ACTION MINUTES OF REGULAR MEETING
BOARD OF PUBLIC UTILITIES COMMISSIONERS
CITY OF TULARE

March 2, 2017

A regular meeting of the Board of Public Utilities Commissioners, City of Tulare, was held on Thursday, March 2, 2017, at 3:00 p.m., in the Tulare Public Library & Council Chambers.

BOARD MEMBERS PRESENT: Philip Smith, Lee Brehm, Edward Henry, Jim Pennington, Dick Johnson

STAFF PRESENT: Joe Carlini, Michael Miller, Trisha Whitfield, Jason Bowling, Nick Bartsch, Steve Bonville, Tim Doyle, Benjamin Siegel, Darlene Thompson, Melissa Hermann, Roxanne Yoder

I. CALL TO ORDER REGULAR SESSION:

President Smith called the regular session to order at 3:01 p.m.

II. PLEDGE OF ALLEGIANCE:

Board Member Johnson led the Pledge of Allegiance.

III. CITIZEN'S REQUEST OR COMMENTS:

*This is the time for citizens to comment on items within the jurisdiction of the Board. The Board cannot legally discuss or take official action on citizen comments that are introduced tonight. Each speaker will be allowed **three minutes**, with a maximum time of 10 minutes per item, unless otherwise extended by the Board.*

There were no citizen comments presented.

IV. COMMUNICATIONS:

There were no items for this section on the agenda.

V. CONSENT CALENDAR:

It was moved by Board Member Johnson, seconded by Vice President Brehm and unanimously carried that the items on the consent calendar be approved as presented with the exception of item 2.

(1) Approve minutes of the February 16, 2017 regular/special meeting(s).

(2) Accept Public Works Project Dashboard for March 2017. Board Member Henry pulled the item for clarification regarding the splitter box project. Program Manager Trisha Whitfield clarified that staff is working on a "temporary pump around" while under reconstruction. Without further discussion, it was moved by Board Member

Henry, seconded by Board Member Pennington and unanimously carried to accept the item as presented.

VI. GENERAL BUSINESS:

(1) **Appoint two Board members to serve with staff and two City Council members on an ad hoc team to provide input on the review and update of the Transportation System Planning Policy.** Project Manager Nick Bartsch provided a report for the Board's review and consideration. By consensus, Board Member Johnson and Vice President Brehm were selected to serve on the committee.

Board Member Henry inquired on the definition of Diffusion Factor and the Pavement Condition Index (PCI) within the Project Prioritization as stated in the attached policy. Project Manager Bartsch responded thereto. Board Member Henry requested staff to look into changing the rating of the PCI from 0 to 100 to 1 to 100. Project Manager Bartsch agreed to take that into consideration.

(2) **Approve scope changes to project WT0020 Well Rehabilitation Projects; award and authorize the City Manager to execute a contract for the Well 11 and Well 39 Improvement project to Valley Pump & Dairy Systems of Tulare, California in the amount of $142,856.00; and authorize the City Manager, or designee, to approve contract change orders in amounts up to 10% ($14,285.60) of the contract award.** Project Manager Trisha Whitfield provided a report for the Board's review and consideration.

Charles Ritchie addressed the Board regarding the completion dates for the rehabilitation of Well 11 and 39. Project Manager Trisha Whitfield responded thereto. Charles Ritchie raised questions regarding the drought surcharge, and stated Well 11 should have generated around $100,000 to cover expenses for rehabilitation. Mr. Ritchie stated that Well 11 has been useless since May 2015.

Board Member Johnson raised questions regarding Well 40. Interim City Manager Joe Carlini responded thereto. Board Member Henry raised questions regarding the anticipated gallons per minute after rehabilitation. Interim City Manager Joe Carlini provided a response thereto. Water Utility Supervisor Tim Doyle provided clarification to the Board regarding questions raised pertaining to the well rehabilitation.

President Smith directed Finance Director Darlene Thompson to review the terms of the drought surcharge to see if it would be appropriate to use those funds for the well rehabilitation. Following discussion, it was moved by Board Member Henry, seconded by Vice President Brehm and unanimously carried to approve the item as presented.

VII. ITEMS OF BOARD INTERESTS: (may include City Council and Planning Commission updates) – GC 54954.2(3)

Items of Board interest were discussed among the Board and staff.

Interim City Manager brought forward information pertaining to AB 1 and SB 1 regarding infrastructure and PCI limits and the disrepair of California streets and funding possibly becoming available with these two bills if passed.

Board Member Henry brought forward the issue of subsidence. President Smith inquired if the Board would like to agendize an item regarding the well rehabilitation issue and well subsidence. The Board concurred with the request and directed staff to add this item to a Board meeting in 4 to 6 weeks.

VIII. ADJOURN REGULAR MEETING:

President Smith adjourned the regular meeting at 3:46 p.m.

_____
President of the Board of Public Utilities
Commissioners of the City of Tulare

ATTEST:

_____
Secretary of the Board of
Public Utilities Commissioners

AGENDA ITEM: Consent 2

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: Finance

For BPU Meeting of: March 16, 2017

Documents Attached: ☐ Ordinance ☐ Resolution ☑ Staff Report ☐Other ☐ None

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AGENDA ITEM:
Accept Financial Status Report.

IS PUBLIC HEARING REQUIRED: ☐ Yes ☑No

BACKGROUND/EXPLANATION:
The statements attached reflect Operating, CIP and Reserve funds that are part of the Water and Sewer funds. The Solid Waste fund only has a CIP fund and Operating fund. Staff has included interfund transfers on the respective fund columns so the Board can see where funds come from to pay for some of the projects.

In addition to the monthly financial activity, staff has attached a summary of the Drought Surcharge Revenues and Expenses so as to have a closeout of the drought surcharge activity that ceased with the new rate billing in October 2016.

Staff made two minor changes to June 2016 and October 2016 as some of the temporary help invoices were not included on the original reports. It was not a material amount. Further, staff included additional repair costs from June 2014. These invoices were changes made to the wells due to the drought that were included on the Drought Surcharge calculations. They were not shown on the monthly reports because these invoices were paid in June 2014 or the prior fiscal year. As you will see, the City spent $153,995 more than the Drought Surcharge generated.

STAFF RECOMMENDATION:
Accept Financial Status Report.

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐ Yes ☐ No ☑ N/A

Submitted by: Darlene Thompson **Title: Finance Director**

Date: March 16, 2017 **City Manager Approval:** _____

CITY OF TULARE
DROUGHT RELATED WATER EXPENSES SUMMARY

	7/1/2016 To 10/31/2016	7/1/2015 To 6/30/2016	7/1/2014 To 6/30/2015	6/30/2014	Total
Revenues					
Drought Surcharge	$ 186,414	$ 586,751	$ 424,650	$ -	$ 1,197,815
Expenditures					
SALARY & BENEFITS	$ 11,927	$ 74,084	$ 54,714	$ -	$ 140,725
MAIL, PRINT, ADVERTISING	6,854	23,135	23,193		53,182
MILEAGE	2,298	10,614	39,252		52,164
UTILITIES CHANGED TO 52'	136,681	278,916	399,277		814,874
CONTRACT PROP 218 COSTS			5,103		5,103
WELL REPAIRS-LOWERING**		22,718	208,001	55,043	285,762
Total Expenditures	157,760	409,467	729,540	55,043	1,351,810
Net Revenue(Expenditures)	$ 28,654	$ 177,284	$ (304,890)	$ (55,043)	$ (153,995)

** Well repairs were started in June, 2014, but some of the payments were not shown on the original surcharge reports since they were included in the prior fiscal year's expenses. The payments in the 2014/15 fiscal year was included in the original reports.

City of Tulare
Sewer/Wastewater Utility Funds
Summary of Revenue/Expenditures -Budget to Actual
For the Eight Months Ended
February 28, 2017

	Funds 015 Sewer - Wastewater Operations												Fund 615 Capital		Fund 685 Reserves		Sewer Wastewater	
	Sewer Collection		Domestic Wastewater		Industrial Wastewater		Pretreatment		Energy		Total Sewer Wastewater Operations		CIP		Reserves		Total Funds	
	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual
Revenues:																		
Service Revenue - Operating Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,588,540	$ 12,929,205	$ -	$ 3,376,514	$ -	$ 875,000	$ 25,588,540	$ 17,180,719
Miscellaneous Revenue											2,798,380	1,749,266					2,798,380	1,749,266
Total Revenues	-	-	-	-	-	-	-	-	-	-	**28,386,920**	**14,678,472**	-	**3,376,514**	-	**875,000**	**28,386,920**	**18,929,985**
Expenditures:																		
Operations																		
Salaries & Benefits	705,290	426,211	1,080,620	575,929	1,370,460	806,948	81,650	67,128	14,910	8,710	3,252,930	1,884,924					3,252,930	1,884,924
Maintenance & Operations	1,055,476	456,051	2,773,400	1,487,505	2,566,230	1,181,990	330,520	24,753	931,514	79,182	7,657,140	3,229,482					7,657,140	3,229,482
Annual Admin, Franchise & IT Fees	(15,120)	(15,120)	134,720	101,277	191,170	184,048	13,210	13,210	18,620	18,620	342,600	302,032					342,600	302,032
Depreciation	1,314,870	895,145	1,030,040	660,236	2,721,560	1,895,856		-	510,810	340,540	5,577,280	3,791,577					5,577,280	3,791,577
Transfers to Surface Water			424,770	424,770							424,770	424,770					424,770	424,770
Transfers to Technology CIP	-	-	12,290	12,290							12,290	12,290					12,290	12,290
Total Operations	3,060,516	1,762,287	5,455,840	3,262,007	6,849,420	4,068,840	425,380	105,091	1,475,854	447,052	17,267,010	9,645,076	-	-	-	-	17,254,720	9,632,786
Net Revenue from Operations											**11,119,910**	**5,033,396**	-	**3,376,514**	-	**875,000**	**(17,254,720)**	**9,297,200**
Other Expenditures																		
Capital Outlay																		
Special M & O	32,500	20,181	269,196	9,520	628,196	171,238					929,892	200,939					929,892	200,939
CIP Expenditures			90,000								90,000	-	872,300	118,156			962,300	118,156
Total Capital Expenditures	32,500	20,181	359,196	9,520	628,196	171,238	-	-	-	-	1,019,892	200,939	872,300	118,156	-	-	1,892,192	520,033
Debt Service																		
Debt Service	964,300	560,011	4,051,820	2,138,147	8,876,430	4,510,284			623,770	291,094	14,516,320	7,499,536					14,516,320	7,499,536
Total Debt Service	964,300	560,011	4,051,820	2,138,147	8,876,430	4,510,284	-	-	623,770	291,094	14,516,320	7,499,536	-	-	-	-	**14,516,320**	**7,499,536**
Total Other Expenditures	996,800	580,192	4,411,016	2,147,667	9,504,626	4,681,522	-	-	623,770	291,094	15,536,212	7,700,475	872,300	118,156	-	-	16,408,512	8,019,569
Operating Transfers In(Out)	(500,000)	(125,000)	(500,000)	(125,000)							(1,000,000)	(250,000)	1,000,000	250,000	-	-	-	-
Net Revenue/(Expenditures)											**$ (5,416,302)**	**$ (2,917,078)**	**$ 127,700**	**$ 3,508,358**	**$ -**	**$ 875,000**	**$ (33,663,232)**	**$ 1,277,631**

Expenses paid in July and August for June activites are included in the previous fiscal year's expenses.

City of Tulare
Solid Waste Funds
Summary of Revenue/Expenditures -Budget to Actual
For the Eight Months Ended
February 28, 2017

	Funds 012 - Solid Waste Operations												Fund 612 Capital		Solid Waste	
	Residential		Commercial		Street Sweeping		Roll-Offs		Other Revenue		Total		CIP		Total Solid Waste	
	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual Total	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual
Revenues:																
Service Revenue - Operating Funds	$ 4,705,000	$ 3,178,070	$ 1,639,000	$ 1,235,527	$ 992,260	$ 724,742	$ 733,100	$ 423,384			$ 8,069,360	$ 5,561,724			$ 8,069,360	$ 5,561,724
Recycle Sales	47,000	19,577	23,350	14,488	-	-	3,500.00	2,985	$ 6,000	$ -	79,850	37,051			79,850	37,051
Miscellaneous Revenue									202,000	154,029	202,000	154,029			202,000	154,029
Interfund Loan Repayment									133,550		133,550	-			133,550	-
Total Revenues	**4,752,000**	**3,197,648**	**1,662,350**	**1,250,015**	**992,260**	**724,742**	**736,600**	**426,369**	**341,550**	**154,029**	**8,484,760**	**5,752,803**	**-**	**-**	**8,484,760**	**5,752,803**
Expenditures:																
Operations																
Salaries & Benefits	1,497,050	961,390	835,220	444,512	283,090	141,260	211,780	168,448			2,827,140	1,715,611			2,827,140	1,715,611
Maintenance & Operations	2,418,990	1,079,736	1,144,520	542,898	342,160	178,752	497,730	223,988			4,403,400	2,025,374			4,403,400	2,025,374
Annual Admin, Franchise & IT Fees	141,150	141,031	80,840	80,840	9,580	9,580	29,780	29,780			261,350	261,231			261,350	261,231
Depreciation	15,780	5,257					-				15,780	5,257			15,780	5,257
Transfers to Technology CIP	6,150	6,150					-				6,150	6,150			6,150	6,150
Total Operations	4,079,120	2,193,564	2,060,580	1,068,250	634,830	329,592	739,290	422,217	-	-	7,513,820	4,013,623	-	-	7,513,820	4,013,623
Net Revenue from Operations	**672,880**	**1,004,084**	**(398,230)**	**181,765**	**357,430**	**395,150**	**(2,690)**	**4,152**	**341,550**	**154,029**	**970,940**	**1,739,180**	**-**	**-**	**970,940**	**1,739,180**
Other Expenditures																
Capital Outlay																
Special M & O	248,300	121,561	94,600	20,248	16,800	6,044	28,300	7,218			388,000	155,071			388,000	155,071
CIP Expenditures											-	-	23,043	8,556	23,043	8,556
Total Capital Expenditures	248,300	121,561	94,600	20,248	16,800	6,044	28,300	7,218	-	-	388,000	155,071	23,043	8,556	411,043	163,627
Net Revenue/(Expenditures)	**$ 424,580**	**$ 882,523**	**$ (492,830)**	**$ 161,517**	**$ 340,630**	**$ 383,062**	**$ (30,990)**	**$ (3,066)**	**$ 341,550**	**$ 154,029**	**$ 582,940**	**$ 1,584,109**	**$ (23,043)**	**$ (8,556)**	**$ 559,897**	**$ 1,575,554**

Expenses paid in July and August for June activites are included in the previous fiscal year's expenses.

City of Tulare
Water Utility Funds
Summary of Revenue/Expenditures -Budget to Actual
For the Eight Months Ended
February 28, 2017

	Fund 010 Water Operations												Fund 610 Capital		Fund 680 Reserves		Water Funds	
	Admin		Distribution		Extraction		Treatment		Groundwater		Total Water Operations		CIP		Reserves		Total Water Funds	
	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual	Annual Budget FY 2017	Actual
Revenues:																		
Service Revenue - Operating Funds											$ 5,845,600	$ 4,104,374		$ 1,012,732		$ 440,000	$ 5,845,600	$ 5,557,106
Drought Surcharge											316,780	186,514					316,780	186,514
Water Recharge Component											450,000	418,330					450,000	418,330
Water Waste Fees											60,000	25,720					60,000	25,720
Miscellaneous Revenue											958,580	459,921					958,580	459,921
Total Revenues	-	-	-	-	-	-	-	-	-	-	**7,630,960**	**5,194,859**	-	**1,012,732**	-	**440,000**	**7,630,960**	**6,647,591**
Expenditures:																		
Operations																		
Salaries & Benefits	400,340	218,843	848,940	475,839	195,020	112,084	136,820	80,783	22,560	12,863	1,603,680	900,411					1,603,680	900,411
Maintenance & Operations	521,200	268,873	680,220	575,283	1,712,220	817,591	267,760	89,823	1,399,080	1,169,955	4,580,480	2,921,526					4,580,480	2,921,526
Annual Admin, Franchise & IT Fees	136,240	130,651	1,400		3,000	-					140,640	130,651					140,640	130,651
Depreciation	11,750	5,017	951,890	657,422	202,750	157,095					1,166,390	819,534					1,166,390	819,534
Transfers to Surface Water									663,400	663,400	663,400	663,400					663,400	663,400
Transfers to Technology CIP	7,350	7,350	-								7,350	7,350					7,350	7,350
Total Operations	1,076,880	630,734	2,482,450	1,708,545	2,112,990	1,086,770	404,580	170,606	2,085,040	1,846,217	8,161,940	5,442,872	-	-	-	-	8,161,940	5,442,872
Net Revenue from Operations											**(530,980)**	**(248,013)**	-	**1,012,732**	-	**440,000**	**(530,980)**	**1,204,719**
Other Expenditures																		
Capital Outlay																		
Special M & O	252	13,277			34,300	21,444					34,552	34,720					34,552	34,720
CIP Expenditures			487,000	26,456							487,000	26,456	1,659,156	1,446,401			2,146,156	1,472,857
Total Capital Expenditures	252	13,277	487,000	26,456	34,300	21,444	-	-	-	-	521,552	61,176	1,659,156	1,446,401	-	-	2,180,708	1,507,577
Debt Service																		
Debt Service	997,520	876,538									997,520	876,538					997,520	876,538
Total Debt Service	997,520	**876,538**	-	-	-	-	-	-	-	-	**997,520**	**876,538**	-	-	-	-	**997,520**	**876,538**
Total Other Expenditures	997,772	889,815	487,000	26,456	34,300	21,444	-	-	-	-	1,519,072	937,714	1,659,156	1,446,401	-	-	3,178,228	2,384,115
Operating Transfers In(Out)					(860,000)	(215,000)	(140,000)	(35,000)			(1,000,000)	(250,000)	1,000,000	250,000			-	-
Net Revenue/(Expenditures)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ (3,050,052)**	**$ (1,435,726)**	**$ (659,156)**	**$ (183,669)**	$ -	$ 440,000	**$ (3,709,208)**	**$ (1,179,397)**

Expenses paid in July and August for June activites are included in the previous fiscal year's expenses.

AGENDA ITEM: Consent 3

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISSIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: Public Works – Water Division

For Board Meeting of: March 16, 2017

Documents Attached: ☐ Ordinance ☐ Resolution ☐ Staff Report ☐ Other ☑ None

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AGENDA ITEM:
Accept Public Works Monthly Water System Report

IS PUBLIC HEARING REQUIRED: ☐ ***Yes*** ☑ ***No***

BACKGROUND/EXPLANATION:
Resolution 16-19, adopted by the Board on November 15, 2016 directs the Public Works Director to provide monthly reports regarding the status of new connections and water system performance. During the month of February, the Water Division upgraded the SCADA system. As a result of the upgrade, there was a significant amount of pressure and flow data lost that would normally be available at the end of the month for review. The only data available was for the first 8 days of the month. Staff moved forward with the reduced data as it was consistent with the previous years' data for February and also demonstrated the low production volumes that were seen in the field.

Month	System Delivery Capacity (MGD)	System Capacity Loss (MG)*	Demand (MGD)*		Pressure (PSI)		Connections Since Dec 2014 / Remainder of 952 Available Connections		
			Monthly Total	Peak Hour	Ave Max Day	Min Peak Hour	This Month	Cumulative	Remainder
Feb -17*	**31.95**	-	-	-	**54.13**	**42.75**	**11**	**601**	**351**
Jan - 17	**31.95**	**0.91**	**8.18**	**11.77**	**53.87**	**42.35**	**15**	**590**	**362**
Dec-16	**31.95**	**0.38**	**9.16**	**13.18**	**53.93**	**42.53**	**41**	**575**	**377**
Nov-16	**31.95**	**0.62**	**10.38**	**14.95**	**54.80**	**42.57**	**33**	**534**	**418**
Oct-16	**31.95**	**1.90**	**12.69**	**18.27**	**52.23**	**38.94**	**15**	**501**	**451**
Sep-16	**31.95**	**0.94**	**16.58**	**23.62**	**51.83**	**35.20**	**26**	**486**	**466**
Aug-16	**31.95**	**1.79**	**19.43**	**25.02**	**54.16**	**33.29**	**25**	**460**	**492**
Jul-16	**31.95**	**2.38**	**17.52**	**26.35**	**53.57**	**31.50**	**30**	**435**	**517**

Jun-16	**31.95**	**1.48**	**18.89**	**24.67**	**52.87**	**32.23**	**22**	**405**	**547**

**These items are based on actual retail delivery data and will lag one month behind while the meter reads are processed for the prior month.*

Definitions:

Total System Delivery Capacity
The total delivery capacity of the city wells based on their potential production expressed in terms of Million Gallons per Day (MGD).

System Capacity Loss
The difference between the volume of water produced and the volume of water delivered through meters expressed in MGD. This encompasses capacity lost through pipe leakage, breaks and system maintenance operations such as flushing and sampling.

Connections
The number of new connections completed is reported on a monthly basis by the Development Services Department.

Monthly Total Demand
Monthly Total Demand is the average volume of water delivered through retail meters expressed in MGD.

Peak Hour Demand
Peak Hour Demand is a calculated estimate of the effective demand on the City water system during the highest use periods of the month expressed in MGD.

Average Max Day Pressure
The Average Max Day Pressure is the average of the high pressure data points recorded in the SCADA system for each well site, each day of the month expressed in PSI.

Peak Minimum Pressure
Peak Minimum Pressure is the average of the lowest pressure data points recorded in the SCADA system for each well site, each day of the month expressed in PSI.

Pressure Standards
The minimum daily pressure standard is 30 psi. The target daily average standard psi is 35 or higher.

STAFF RECOMMENDATION:
Accept Public Works Monthly Water System Report.

CITY ATTORNEY REVIEW/COMMENTS: ☐ ***Yes*** ☐ ***No*** ☑ ***N/A***

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐ ***Yes*** ☐ ***No*** ☑ ***N/A***

Signed: Joseph Carlini
Date: March 8, 2017

Title: Interim City Manager
City Manager Approval: _____

AGENDA ITEM: Consent 4

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISSIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: Public Works

For Board Meeting of: March 16, 2017

Documents Attached: ☐ Ordinance ☐ Resolution ☐ Staff Report ☑Other ☐ None

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AGENDA ITEM:
Receive the Public Works performance reports for February 2017.

IS PUBLIC HEARING REQUIRED: ☐ ***Yes*** ☑ ***No***

BACKGROUND/EXPLANATION:
Public Works first reported performance dashboards for each of its divisions to the Board of Public Utilities in August 2015 with the intention of inviting additional transparency into the maintenance and operations activities of each of the divisions.

Solid Waste
Total fleet availability has remained static, 76% in February, from 75% in January. Overall Tonnage has decreased by 252 tons, from 4925 tons from all divisions and all waste categories in January to 4674 tons in February. By division, this represents a decrease of 144 tons in Commercial, a 119 ton increase in Roll Off, a 241 ton increase in Sweeper and an increase of 15 tons in Residential. By waste category, Trash waste decreased by 270 and Food waste decreased 3 tons. Recycle waste decreased by 114 tons, and Green waste increased by 136 tons from January to February.

Water
Operationally, the water divisions performed within division standards for the month of February. There were only two areas that fell below: In most categories the division staff is performing to standards. It is noted that the Monthly average for 'Well Site Maintenance Hours per Site' is slightly below standard of 1.5 hours of maintenance per well site. This standard has been established to ensure that a targeted minimum level of maintenance is upheld on the well sites but does not necessarily account for the efficiencies gained from an experienced well site maintenance crew working on a well system that is not under stress. Please note that the Monthly potable production of 246.5 MG for February 2017 is the lowest February production volume since February of 2005 when February Production was 205 MG.

January conservation was previously reported as only 8% compared to January 2013. Staff has revised the January 2017 Conservation to 10.3% to reflect the exclusion of consumption by customers outside of City limits, as allowed by the State Conservation regulations. The preliminary February conservation value is 14.6%. Despite appearing

low, Staff will revise the conservation rate after the consumption from outside city limits has been collected for the month of February. Water Waste tickets decreased from 11 in January to 1 in February. All of these tickets are for prohibited watering in January. January system loss is within industry standards of 10%, at 2.9%.

Collections

The Sewer Collections crew cleaned over 24,000 linear feet and averaged just under 30 minutes per 100 linear feet for line cleaning. This rate maintains the division standard, though the monthly total. The total footage cleaned remains lower than standard. This is due to the Camel truck being down for precautionary warranty service due to safety concerns related to the swing arm. The Camel was serviced and returned on March 7.

Surface Water Management

Staff spent 55 man hours pumping rainwater from areas experiencing flooding during the January rain events. The basins and lift stations handled these events well with no notable threats of flood caused damages. Staff coordinated the collection of outfall samples with these events and continues to collect water quality information in compliance with the Storm Water Permit.

Waste Water Treatment Plant

In February the WWTP has been performing to standards and exhibiting good efficiency metrics for BOD, TSS and Ammonia. In February, a sample average of 38 mg/l for BOD was achieved, which maintains the existing permit. However, sampling did produce 4 samples out of 16 which returned readings that exceed the 40mg\l limit. There were 2 samples each that were high for the Domestic and Industrial sides respectively. The Industrial samples were the result of a mechanical malfunction of a valve which has since been addressed. The Domestic samples were a result of higher flows due to rain flows entering the system. The short term flow increase impeded effective treatment processes.

Operationally, the WWTP completed 8 corrective work orders, and 278 preventative maintenance work orders. Under 3% of work orders were completed to address an immediate and unplanned problem. The remaining 97% of work orders were for planned and preventative maintenance. Overall, 33 of the work orders were completed for the Domestic side of the facility and 253 for the Industrial side, 12% and 88% respectively. The gross total monthly influent and effluent volumes for both the Domestic and Industrial facilities have decreased (30MG) over January, to a total of 318 MG.

Air Permit

The WWTP maintains 20 total air permits throughout the facility and operations. Currently the WWTP is compliant in all 20 of the permits. On February 28, 2017 the State provided a final penalty issuance of $9,830 for the outstanding SOX violation from prior years. This violation was for exceeding the permitted levels of SOX from August 14, 2014 to March 27 of 2015. This is one of the violations that was brought to the attention of the board at the September 15 Board Meeting. On March 6, 2017 staff

addressed the State and negotiated a reduced penalty of $7,375. Once this invoice is processed, all violations will be closed.

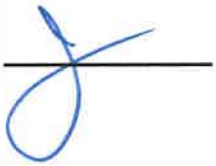
STAFF RECOMMENDATION:
Receive the Public Works performance reports for February 2017.

CITY ATTORNEY REVIEW/COMMENTS: ☐ Yes ☐ No ☑ N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐ Yes ☐ No ☑ N/A

FUNDING SOURCE/ACCOUNT NUMBER:

Signed: Benjamin Siegel **Title: Management Analyst**

Date: March 16, 2017 **City Manager Approval:** 

City of Tulare Solid Waste Dashboard
Month of February 2017

Year	Planned Replacement	Residential	Monthly Availability
2007	2018/2019	5580	25%
2007	2018/2019	5581	88%
2008		5582	13%
2008	2019/2020	5583	94%
2009		5584	13%
2012		5585	100%
1998		5593	100%
2001		5598	25%
2002	2015/2016	5000	63%
2002	2016/2017	5001	44%
2002	2015/2016	5003	94%
2013		5510	100%
2013		5511	88%
2013		5512	100%
2015		5513	69%
2015		5514	100%
2015		5515	88%
Year	**Replace**	**Commercial**	
2015		5568	85%
2015		5569	55%
2007	2018/2019	5570	48%
2009		5571	0%
2010		5572	45%
2002		5599	95%
2004	2015/2016	5007	100%
2006	2015/2016	5008	90%
Year	**Replace**	**Sweeper**	
2014		5536	88%
2006	2017/2018	5537	82%
2006	2017/2018	5538	88%
2009		5539	100%
2008		5540	100%
Year	**Replace**	**Roll Off**	
2009		5575	95%
2008		5576	100%
1993	2015/2016	5587	100%
2016	2028/2029	5574	100%
2016	2028/2029	5567	95%

Fleet Average **76%**

Legend Availability
> 75%
< 75%

Residential

Maintenance	Total
New Customers/Deliveries	105
Can Removals	61
Can Repairs / Exchanges	69
Yard / Field	**Total**
Special Hauls	6
Illegal Dumping	9
Chip Tonnage	0

Sweeper

Routes	Total
Water used - Gallons	4,400
Miles	1,477
Sweeper Route Loads	84
Tonnage From Routes	202.81
Tonnage Re-Used To Landfill	0
Tonnage Leaf Vac (reused ground cover)	0

Monthly Tonnages

Total	Trash	Recycle	Food Waste	Green Waste	
2,487.8	1,341.1	264.2		882.4	Residential
1,276.2	1,092.2	116.9	67.1	0.0	Commercial
909.6	755.6	20.8	27.3	106.0	Roll Off
0.0	0.0	0.0	0.0	0.0	Sweeper
4,673.6	3,188.9	401.9	94.4	988.4	

% Tonnages by Division

	Trash	Recycle	Food Waste	Green Waste	
53%	54%	11%	0%	35%	Residential
27%	86%	9%	5%	0%	Commercial
19%	83%	2%	3%	12%	Roll Off
0%	0%	0%	0%	0%	Sweeper

% Tonnages by Category

Trash	Recycle	Food Waste	Green Waste	
42%	66%	0%	89%	Residential
34%	29%	71%	0%	Commercial
24%	5%	29%	11%	Roll Off
0%	0%	0%	0%	Sweeper
68%	9%	2%	21%	

Commercial

Temporary Bin Rentals	Total
Bin Services	177
Bin Deliveries	105
Bin Finishes	62
New Starts/Stops	**Total**
Bin Deliveries / Starts	7
Service Stops/Shares	0
Service Changes	1
Bin Removals	0
Extra Bin services	15
Return Bin Services	2
Bin Maintenance/Paint Shop	**Total**
Bin Repairs/Exchanges	20
Bin Graffitl/Touch Up	3
Casters Replaced/Installed	10
Lids Replaced/Repaired	2
Bins Modified	0
Bins Painted	13

Roll Off

Roll Off Services	Total
Roll Off Services	273
Roll Off Deliveries	14
Roll Off Finishes/Removed	18
Bin Maintenance/Paint Shop	**Total**
Roll Offs Painted	0
Roll Offs Repaired	0
Roll Offs Modified	0

City of Tulare Monthly Dashboard
Water Legend

-> The metric falls within acceptable standards

-> the metric falls outside of acceptable standards

-> There is currently no established standard for this metric

Parameters

Well Site Maintenance #	→	NA
Well Site Maintenance Hours	→	NA
Well Site Maintenance Hours per Site	→	Minimum of 1.5 man hours per site average
Replace/Install Water Service	→	NA
Replace/Install Water Service Hours	→	NA
Replace/Install Water Service Hours per Service	→	Less than 26 man hours per Service installation
Replace/Install Meter Total Hours	→	NA
Replace/Install Meter	→	NA
Average Hours per Meter Installed	→	Less than 2 man hours per meter average
Off/On Non Payment Hours	→	NA
# Off/On Non Payment	→	NA
Average Hours per Off/On	→	Minimum of 3 Off/On per man hour
Assist other divisions/Miscellaneous	→	NA
Water Waste Tickets	→	NA
Water Waste Hours	→	NA
Monthly Potable Production	→	NA
Potable Production Change over same month 2013	→	at least 20%
System Loss	→	Less than 10% System loss
System Loss change over Previous Year	→	NA
Leak Events	→	NA
Leak Repair (Hours)	→	NA
Hours per leak repair	→	Less than 3 Man Hours per Leak Event
Estimated Average Loss per Leak Event	→	NA

City Of Tulare
February Dashboard

Services	Partial	Wk 1	Wk 2	Wk3	Wk4	Partial	MTD
Maintenance Activities							
Well Site Maintenance #		28	28	28	28		112
Well Site Maintenance Hours per Site		50	31	46	38.5		165.5
Well Site Maintenance Hours per Site		1.8	1.1	1.6	1.4		1.48
Replace/Install Water Service		2	2		2		6
Replace/Install Water Service Hours		36	48		28.5		112.5
Replace/Install Water Service Hours per Service		18.0	24.0		14.3		18.8
Metering Services							
Replace/Install Meter Total Hours		4	1		1		6
Replace/Install Meter		6	1		1		8
Average Hours per Meter Installed		0.7	1.0		1.0		0.8
Off/On Non Payment Hours		64	10	134	3		211
# Off/On Non Payment		54	9	324	3		390
Average Hours per Off/On		0.8	0.9	2.4	1.0		1.8
Interdepartmental Services							
Assist other divisions/Miscellaneous							
Special Projects* See Notes							
Well Discharge Repipe - Well #12		69		58.5	94.5		222
Assist on Storm Event		40.5	48	0			88.5
Conservation							
Water Waste Tickets			1				1
Water Waste Hours			0.5				0.5
Monthly Potable Production (gal) 2017	246,549,400						
Prev year Monthly Potable Production	284,321,800						
Potable Production Change over same month 2013	14.6%						
Potable Gallons Per Capita Per Day (Feb.2017)	137.9						
System Losses							
System Loss (Jan)	10.0%						
System Loss change over Previous Year (Jan)	-6.4%						
Leak Events (Feb.)		1	1		1		3
Leak Repair (Hours)		41.5	2		8		51.5
Hours per leak repair		41.5	2		8		17
Estimated Average Loss per Leak Event		800	200		3,400		4,400

City of Tulare Monthly Dashboard
Sewer Legend

-> The metric falls within acceptable standards

-> the metric falls outside of acceptable standards

-> There is currently no established standard for this metric

Parameters

Lineal Feet Televised	→ At least 1,750 ft/week - 7,000/month
Hours per 100 ln ft	→ No more than 1 man hour/100ft
Lineal Feet Cleaned	→ At least 10,000ft/week - 40,000/month
Hours per 100 ln ft	→ No more than 1 man hour/100ft
Lift Station Maintenance	→ Every lift station weekly
Lift Station Maintenance (hours)	→ At least 16 hr/week
Equipment Inventory & Upkeep	→ NA
Treatment Plant Work Hours	→ NA
Swr Repair	→ NA
Manholes	→ NA
Hours Per Manhole	→ No more than 4 man hours per man hole
SSO Events	→ Zero SSO events/week
USA Locates	→ NA
Avg hours per Locate	→ NA
Number of Callouts	→ NA
Callout Avg Response Time	→ NA
Office Work	→ no more than average of 100 man hours per month
Meetings	→ NA
Customer Service	→ NA
Interdepartmental Assistance	→ NA

City of Tulare Sewer Division

February Dashboard

Services	Partial	Wk 1	Wk 2	Wk3	Wk4	Partial	MTD
Maintenance Activities							
Lineal Feet Televised		1100	1160				2260
Hours per 100 ln ft		1	1				1
Lineal Feet Cleaned		8670	5830	5990	4160		24650
Hours per 100 ln ft		0.5	0.4	0.3	0.4		0.4
Lift Station Maintenance		15	15	15	15		60
Lift Station Maintenance (hours)		27.5	25.5	15	78		146
Equipment Inventory & Upkeep							
Treatment Plant Work Hours					8		8
Swr Repair							
Manholes							
Hours Per Manhole							
SSO Events							
Service/Calls	**Partial**	**Wk 1**	**Wk 2**	**Wk3**	**Wk4**	**Partial**	**MTD**
USA Locates				12			12
Avg hours per Locate							
Number of Callouts			1	2			3
Callout Avg Response Time							
Office Work		38	96	38	24		196
Meetings		4.5	6	5	5.5		21
Customer Service		2	4	22	6.5		34.5
Interdepartmental Assistance		42.5	34.5	43	26		146

City of Tulare Monthly Dashboard
Surface Water Managment Legend

-> The metric falls within acceptable standards

-> the metric falls outside of acceptable standards

-> There is currently no established standard for this metric

Parameters

Lineal Feet Televised	→ N/A
Hours per 100 ln ft	→ NA
Lineal Feet Cleaned	→ N/A
Hours per 100 ln ft	→ NA
Lift Station Maintenance	→ At least 4 Lift Stations maintained/ week
Lift Station Maintenance (hours)	→ NA
Drain Inlets Cleaned	→ NA
Avg hours per D.I.	→ NA
Storm Drain Repair	→ NA
SSO Events	→ Zero SSO events/week
Basins Cleaned	→ NA
Avg hours per Basin	→ Less than or equal to 30 minutes per basin
Number of Callouts	→ NA
Callout Avg Response Time	→ NA

Note: Performance parameters are currently under review

City of Tulare Surface Water Division

February Dashboard

Services	Partial	Wk 1	Wk 2	Wk3	Wk4	Partial	MTD
Maintenance Activities							
Lineal Feet Televised							
Hours per 100 ln ft							
Lineal Feet Cleaned							
Hours per 100 ln ft							
Lift Station Maintenance	6	27	10	3			46
Lift Station Maintenance (hours)	9	14	10	14			47
Drain Inlets Cleaned				2			2
Avg hours per DI				1			1
Storm Drain Repair							
Roadside pumping (man hours)	3	30	12	10			55
Basins Cleaned	1						1
Avg hours per Basin	5						5
Number of Callouts							
Callout Avg Response Time							

City of Tulare Monthly Dashboard
WWTP Legend

-> The metric falls within acceptable standards

-> the metric falls outside of acceptable standards

-> There is currently no established standard for this metric

Parameters

Water Discharge - under 40mg/liter per day or 40mg/liter monthly avg for BOD and TSS

Violations - These will be identified along with the date of violation

Title 22 Discharge Parameters

as a contextual guide for our current permit and plant performance

1. BOD - Non Detect(ND)
2. TSS- <5mg/l
3 Nitrogen - <10mg/l
4. Ammonia - <10mg/l
5. Crypto Virus - Non detect(ND)
6. Giardia- Non detect(ND)
7. TOC- <0.5mg/l

Abbreviations

mg/l - milligrams per liter
ND - Non Detect
BOD - Biological Oxygen Demand
TSS- Total Suspended Solids
TOC - Total Organic Carbon
WO - Work Order
PM - Preventative Maintenance
Cor - Corrective Maintenance

Definitions

TSS - Total Suspended Solids.
Particles larger than 2 microns found in the water column. Generally comprised of inorganic compounds.

TOC - Total Organic Carbon.
Total of organic (carbon based) contaminants in the water system.

Giardia & Cryptosporidiosis (Crypto)
These are viruses related to fecal contamination. For Title 22 grade effluent, they must be eradicated.

**BOD testing is run twice a week. The first and third week of the month will be Tuesday and Thursday. The second and fourth week will be Monday and Wednesday.

Efficiency
Staff has identified a target efficiency for BOD, TSS, ammonia and Nitrogen of 90% or greater

Dashboard Month of February 2017

Compliance		
WasteWater Discharge		
current permit		compliant
		Avg
BOD	<40mg/l	38
Efficiency	>90%	90
TSS	<40 mg/l	25
Efficiency	>90%	90
ammonia	<10mg/l	0.2
Efficiency	>90%	100
nitrogen	<10mg/l	3.1
Efficiency	>90%	95
Air Permit		20/20

4 of 16 Samples out of compliance

Safety	
Safety Topic	completed on 2/6/2017
Safety Audit	completed on 2/6/2017

Maintenance		
	Domestic	Industrial
# PM WO	278	
# Cor WO	8	
# of Carry Over WO	0	
Division WO Closed	33	253
Total WO closed	286	
Monthly man Hours	232.5	

Influent (MG)	Domestic	Industrial
Daily Average	4.17	7.2
Monthly Total	116.89	201.49
Daily Peak	5.29	9.57
Effluent (MG)	**Domestic**	**Industrial**
Monthly Total	116.89	201.49
Combined	318.38	

Inflow Load	Domestic			
(mg/L)	Wk 1	Wk 2	Wk 3	Wk4
BOD	35	39	55	37.5
TSS	19.5	11	21	21
pH	6.9	7.03	7.03	7.11

Inflow Load	Industrial			
(mg/L)	Wk 1	Wk 2	Wk 3	Wk 4
BOD	63	25	32	21
TSS	21	28	25.5	21
pH	7.29	7.35	7.31	7.29

Notes:

AGENDA ITEM: Consent 5

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISSIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: City Manager / Project Management Office

For Board Meeting of: March 16, 2017

Documents Attached: ☐Ordinance ☐Resolution ☐Staff Report ☑Other ☐None

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AGENDA ITEM:
Accept as complete the contract with Valley Pump & Dairy Systems, Inc. of Tulare, California on Project WT0020 Well Rehabilitation Project; authorize the City Project Manager to sign the Notice of Completion; and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder's Office.

IS PUBLIC HEARING REQUIRED: ☐ ***Yes*** ☑ ***No***

BACKGROUND/EXPLANATION:
Capital Improvement Program Project WT0020 is a well rehabilitation project. The rehabilitation of Well 31 located at Syrah Ct. (Del Lago area) included removal of all well equipment, pressure washing the casing and perforations (700 ft.), video of the well before and after cleaning, lowering of the well bowls 120 feet, reinstalling all well equipment and related wiring to original locations, test run and clean-up site/equipment and remove any construction debris and trash. The need for the project was identified through the City's Capital Improvement Program (CIP), and was programmed in the City's CIP program for construction during FY 15/16.

On June 2, 2016, a contract was awarded to the lowest responsive bidder, Valley Pump & Dairy Systems, Inc., of Tulare, California in the amount of $51,122.00. The project was funded through Water CIP funds.

A summary of contract costs are as follows:

Original Contract Award:	$	51,122.00
Change Order 1:	$	4,500.00
Change Order 2:	$	7,174.15
Total Construction Contract Cost:	$	62,796.15

Change order 1 was processed on July 11, 2016 for the repair of a break in the casing at 406'. Change order 2 was authorized by the Board on December 15, 2016 and extended the column pipe by 100'. All work required of Valley Pump & Dairy Systems, Inc. under this contract has been completed in accordance with the approved plans and specifications.

STAFF RECOMMENDATION:
Accept as complete the contract with Valley Pump & Dairy Systems, Inc. of Tulare, California on Project WT0020 Well Rehabilitation Project; authorize the City Project Manager to sign the

Notice of Completion; and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder's Office.

CITY ATTORNEY REVIEW/COMMENTS: ☐ ***Yes*** ☒ ***N/A***

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐ ***Yes*** ☒ ***No*** ☐ ***N/A***

FUNDING SOURCE/ACCOUNT NUMBER:
610 – Water CIP Fund

Submitted by: Trisha Whitfield **Title: Project Manager**

Date: March 7, 2017 **City Manager Approval:**

RECORDING REQUESTED BY:
CITY OF TULARE

AND WHEN RECORDED MAIL TO:

City Clerk
City of Tulare
411 East Kern Avenue
Tulare, CA 93274-4257

PURSUANT TO GOVERNMANET CODE SECTION 6103,
NO RECORDING FEE REQUIRED.

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The City of Tulare, a Municipal Corporation, whose address is 411 East Kern Avenue, Tulare, California, is the owner of the real property, public works, or structure hereinafter described.

2. The nature of the title of the stated owner is: In fee

3. On the 16th day of March, 2017, a work of improvement on real property hereinafter described was completed pursuant to a contract to which Title 15 of Part 4 of Division 3 of the Civil Code applies.

4. The name of the Contractor who performed said work of improvements pursuant to such contract with the City of Tulare is Valley Pump & Dairy Systems, Inc., whose address is 2280 S. K Street, Tulare, CA 93274.

5. The real property or public works or structure is described as follows:
Well Improvements to Well #31 on Syrah Ct. for Project No. WT0020.

Dated: _____, 2017

CITY OF TULARE
A Municipal Corporation,

By: _____
Trisha Whitfield, Project Manager

VERIFICATION

I am the Project Manager of the City of Tulare and am authorized to make this verification on behalf of the City. I have read the foregoing Notice of Completion, know the contents thereof, and believe it to be true and correct to the best of my knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____, 2017 at Tulare, California.

By: _____
Trisha Whitfield, Project Manager

AGENDA ITEM: Consent 6

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISSIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: Public Works / Water Division

For Board Meeting of: March 16, 2017

Documents Attached: ☐Ordinance ☐Resolution ☐Staff Report ☑Other ☐None

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AGENDA ITEM:
Water System Development Program update.

IS PUBLIC HEARING REQUIRED: ☐ ***Yes*** ☑ ***No***

BACKGROUND/EXPLANATION:
At the June 16, 2016 Board of Public Utilities meeting the Board asked for the milestones and updates on the Water System Development Program. Attached are the anticipated milestones for the project to date.

The updates since the last meeting are included and highlighted. Those updates include the completion of the drilling of test Well 3 (820 Wright Way), proposed award of bid for the drilling of the permanent well at 333 South I Street on March 16, 2017, and Planning Commission design review approval of the Alpine storage tank on February 13, 2017.

STAFF RECOMMENDATION:
No action required. Informational item only.

CITY ATTORNEY REVIEW/COMMENTS: ☐***Yes*** ☑***No***

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐***Yes*** ☑***No***
(If yes, please submit required budget appropriation request)

Signed: Trisha Whitfield **Title:** Project Manager

Date: March 7, 2017 **City Manager Approval:**

Water System Development Program
March 16, 2017

Water Storage Tanks

Sites identified:

updated	Site 1: 1258 N. J Street
	Site 2: SE corner of Alpine Avenue & Nelder Grove. Provided update to BPU on 2/2/17

Design/Construction timeline:

June 28, 2016	CEQA for city projects published. 20 day review period
July 12, 2016	RFP's for design of storage tanks published
August 4, 2016	Responses to RFP due
August 18, 2016	Award RFP at BPU meeting
October 20, 2016	BPU approved design of two, 2.0 million gallon concrete storage tanks
January 9, 2017	Planning Commission approved design review for J Street storage tank site. (amended CEQA due to change in size of tanks from 1.0 to 2.0 million gallons)
February 13, 2017	Planning Commission approved design review of Alpine storage tank site.
March 2017	Plans and Specifications completed
April 2017	Construction documents out to bid
May 2017	Begin construction of tanks

Water Wells

Sites identified:

June 2, 2016	Site 1: Board approved suitability agreement for 333 South I Street (Well 6).
July 21, 2016	Site 2: 1258 N. J Street
	Site 3: SE corner of Alpine Avenue & Nelder Grove. Provided update to BPU on 2/2/17
January 19, 2017	Site 4: Cartmill Avenue between De La Vina Street & Mooney Blvd.

Design/Construction timeline:

June 28, 2016	CEQA for city projects published. 20 day review period
July 27, 2016	Staff working with on-call Engineer to write specs for design-build wells
August 2016	RFB for test wells published
October 2016	RFP for design of water wells and hydrogeologists published
October 20, 2016	Award RFB for test wells, design of water wells and hydrogeologist consulting services Award well design to Cannon for 333 S. I Street
November 3, 2016	Award well design to Carollo Engineers for 1258 N. J Street
November 4, 2016	Held pre-construction meeting for test wells
November 14, 2016	Begin construction of test well #1 at 333 S. I Street. Estimated time frame - 6 weeks
November 2016	Begin construction of two wells. Work to include: test wells & sampling, design of well construction, construction of the well(s), installation of pump & appurtenances
December 15, 2016	Award well design to Carollo Engineers for Alpine & Nelder Grove site
December 23, 2016	Completed test well #1 at 333 S. I Street. Awaiting lab results for final design
January 3, 2017	Begin construction of test well #2 at 1258 N. J Street. Estimated time frame - 6 weeks
January 19, 2017	Present BPU with information regarding proposed Cartmill well site
February 1, 2017	Completed test well #2 at 1258 N. J Street. Awaiting lab results for final design
February 7, 2017	RFB for drilling of permanent well at 333 S. I Street published. Anticipate to award in March.
March 16, 2017	Award RFB for construction of well at 333 S. I Street.

March 2017	RFB for drilling of permanent well at 1258 N. J Street published. Anticipate to award in April.

State Grant - Matheny/Pratt MWC Consolidation

Sites identified:

July 21, 2016	Well Site 1: Closed session - real property negotiations for 2508 W. Tulare.
	Property negotiations cancelled - Looking for new well site.
	Well 14: 12" pipe north to Matheny Tract
October 6, 2016	Well Site 1: approval to purchase 820 Wright Way

Design/Construction timeline:

August 2016	Application for funding submitted to State
December 2016	All grant paperwork submitted and tentatively approved by the State, just waiting on CEQA required Cultural Report from consultant.
February 2017	Still working through cultural report. Anticipate final environmental by March.
February 15, 2017	Begin construction of test well #3 at 820 Wright Way. Estimated time frame - 6 weeks
March 4, 2017	Completed test well #3 at 820 Wright Way. Awaiting final lab results.
April 2017	Complete application for funding (General, Technical, Environmental, & Financial)
May 2017	Advertise RFP for design, plans & specifications
July 2017	Award RFP for design, plans & specifications
January 2018	Plans and Specifications completed
March 2018	Construction documents out to bid
June 2018	Begin construction of well site and pipeline
October 2018	Construction of pipeline complete
April 2019	Construction well site complete

AGENDA ITEM: Consent 7

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISSIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: Public Works

For Board Meeting of: March 16, 2017

Documents Attached: ☐ Ordinance ■ Resolution ☐ Staff Report ☐ Other ☐ None

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AGENDA ITEM:
Adopt resolution 17-01 declaring certain used property as reflected on Exhibit A as surplus and authorizing its disposition

IS PUBLIC HEARING REQUIRED: ☐ Yes ■ No

BACKGROUND/EXPLANATION:
The Purchasing Division compiles a list of equipment and/or supplies no longer in use or needed. These materials are then collected, inventoried and held until they can be declared surplus by the City Council or Board of Public Utilities. Following declaration, items are sold at auction, or in the best alternative manner, and funds received are then deposited in the General or Enterprise Funds of the city based upon which fund/department submitted the surplus item(s).

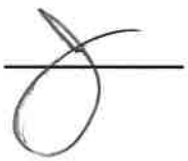
The items in Exhibit A have been removed from service and have reached the end of their useful life. These items have major mechanical defects or physical damage, are not economically feasible to repair, or no longer meet current State Air Pollution Control Board emission standards to continue operation.

STAFF RECOMMENDATION:
Adopt Resolution 17-01 declaring certain used property as reflected on Exhibit A as surplus and authorizing its disposition.

CITY ATTORNEY REVIEW: ☐ Yes ☐ No ■ N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐ Yes ☐ No ■ N/A

Submitted by: Tim Doyle **Title: Water and Wastewater Collections Manager**

Date: March 16, 2017 **City Manager Approval:** 

RESOLUTION NO. 17-01

A RESOLUTION OF THE BOARD OF PUBLIC UTILITIES OF THE CITY OF TULARE DECLARING CERTAIN PERSONAL PROPERTY TO BE SURPLUS AND AUTHORIZING ITS DISPOSITION

BE IT RESOLVED BY THE BOARD OF PUBLIC UTILITIES OF THE CITY OF TULARE, AS FOLLOWS, TO WIT:

SECTION 1. That certain property, a list of which has been filed by the Purchasing Officer with the City Clerk and is attached hereto as Exhibit "A" is hereby declared to be surplus property of the City of Tulare.

SECTION 2. The Finance Director/Treasurer of the City of Tulare is hereby authorized to dispose of said property and to deposit any funds received in the general and/or enterprise funds of the City of Tulare.

PASSED, ADOPTED AND APPROVED this 16th day of March, 2017

_____
President of the Board of Public Utilities of
The City of Tulare

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF TULARE) ss.
CITY OF TULARE)

I, Joseph V. Carlini, Interim Clerk of the City of Tulare, certify the foregoing is the full and true Resolution 17-01 passed and adopted by the Board of Public Utilities of the City of Tulare at a regular meeting held on March 16, 2017, by the following vote:

Aye(s) _____

Noe(s) _____ Abstention(s) _____

Dated: Joseph V. Carlini, INTERIM CITY CLERK

By Melissa Hermann

Resolution No. 17-01

EXHIBT A

010-4610 Water Division

450 hp Caterpillar emergency generator (non-compliance)

175 hp Cummins emergency generator (non-compliance)

Misc. scrape pipe and fittings (non-salvageable for reuse)

Misc. electric motors (non-salvageable for reuse)

Water Meter bodies (non-salvageable for reuse)

015-4651 Wastewater Collections (Sewer)

Misc. scrape pipe and fittings (non-salvageable for reuse)

Misc. electric motors (non-salvageable for reuse)

AGENDA ITEM: Gen. Bus. 1

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISSIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: City Manager's Office / Project Management

For Board Meeting of: March 16, 2017

Documents Attached: ☐Ordinance ☐Resolution ☐Staff Report ☑Other ☐None

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AGENDA ITEM:
Award a contract for drilling and development of a well at 333 South I Street to Anthony J. Prieto Water Well Drilling, Inc. of Selma, CA in the amount of $296,440.00, and authorize the City Manager to approve contract change orders in an amount not to exceed 10% ($29,644) of the contract award amount.

IS PUBLIC HEARING REQUIRED: ☐ ***Yes*** ☑ ***No***

BACKGROUND/EXPLANATION:
Request for Bids No. 17-612 for the construction of a well at 333 S. I Street was advertised on February 7, 2017. Bids were requested for drilling a 610-foot deep hole, running an electric log and caliper log, and constructing, developing, and testing a 600-foot deep public supply well using the reverse rotary drilling method. A test well was constructed at the site and based on laboratory and pumped samples, the hydrogeologist, Kenneth D. Schmidt and Associates, is recommending the construction of a permanent well. A copy of the final report is attached for your reference.

On March 7, 2017, five (5) bids were opened for the subject contract. The bids ranged in cost from $296,440 to $666,385.59. The bids were evaluated to determine if they were responsive to the requirements and instructions contained in the bid documents. It has been determined that Anthony J. Prieto Water Well Drilling, Inc. of Selma, CA submitted the lowest responsive bid in the amount of $296,440. Anthony J. Prieto Water Well Drilling, Inc. possesses a current and active C57 Well Drilling Contractor's License issued by the State of California. The bid opening results are attached.

Due to the complexity of drilling a well, a 10% contingency has been budgeted to cover potential unforeseen conditions. This is the first permanent well site of the seven recommended by Carollo in their Matheny/Soultz Technical Memorandum No. 1. Once the well is developed, a Request for Bids will be issued for equipping the well (pump, motors, electrical, piping, etc.) and the site improvements.

This project is budgeted in the Water CIP as project no. WT0027 in the amount of $1,500,000. The project scope includes construction of the test well, a contract with a hydrogeologist (Kenneth D. Schmidt & Associates) and water well design engineering

firm (Cannon) from the start of the test well through the completion of the project, drilling and development of the permanent well, equipping the well and all site improvements.

STAFF RECOMMENDATION:
Award a contract for drilling and development of a well at 333 S. I Street to Anthony J. Prieto Water Well Drilling, Inc. of Selma, CA in the amount of $296,440.00, and authorize the City Manager to approve contract change orders in an amount not to exceed 10% ($29,644) of the contract award amount.

CITY ATTORNEY REVIEW/COMMENTS: ☐***Yes*** ☑***No***

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐***Yes*** ☑***No***
(If yes, please submit required budget appropriation request)

FUNDING SOURCE/ACCOUNT NUMBER:
610 – Water CIP Fund (Water Rates)

Signed: Trisha Whitfield **Title:** Field Services Manager

Date: March 7, 2016 **City Manager Approval:**

Water Project

PROJECT #WT0027
Well at 333 S. I Street
(Capital)
(Capital)
District(s): 1, 2, 3, 4, 5

PROJECT MANAGER: Trisha Whitfield

PROJECT DESCRIPTION & PURPOSE:

Construction of a new water well at 333 S. I Street.

KEY POINTS:

This well will replace Well 6 which was taken out of operation in 2013. Project includes construction of test well, hydrogeologic consulting, design engineer, well drilling, pumps and appurtenances, and associated site improvements.

PROJECT STATUS: Planning

PROJECTED START DATE: 10/20/2016

PROJECTED END DATE: 12/31/2017

FUTURE M & O:
(Additional Cost & Department Responsibility) chlorine - $5,000/year, electricity - $80,000/year

CRITERIA (1-8): Criteria 1: Project corrects immediate and urgent public health or public safety issue.

	Fiscal Year					Total	Unfunded
	2017/18	2018/19	2019/20	2020/21	2021/22		
Costs Description							
001 -Conceptual	$0	$0	$0	$0	$0	$0	$0
002 - Preliminary Design	$105,000	$0	$0	$0	$0	$105,000	$0
003 - Environmental	$0	$0	$0	$0	$0	$0	$0
004 - Final Design	$210,000	$0	$0	$0	$0	$210,000	$0
005 - Construct/Impliment	$1,185,000	$0	$0	$0	$0	$1,185,000	$0
006 - Close Out	$0	$0	$0	$0	$0	$0	$0
Total Costs:	$1,500,000	$0	$0	$0	$0	$1,500,000	$0
610-4610-6729 G/L Account							
Funding Sources							
Fund 610 - Water CIP (new water rates)	$1,500,000	$0	$0	$0	$0	$1,500,000	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0	$0	$0
Total Funding:	$1,500,000	$0	$0	$0	$0	$1,500,000	$0

BID SUMMARY

CONSTRUCTION OF WELL AT 333 S. I STREET, Project WT0027

BID OPENING: March 2, 2017 @ 2:00 PM

				Anthony J. Prieto Water Well Drilling Inc. 891 S. Golden State Blvd. Selma, CA 93662 (559) 896-4879 Office (559) 896-5668 Fax		KP Ventures Well Drilling & Pump Co. LLC 4715 Old Highway 279 Camp Verde, AZ 86322 (928) 639-1709 Office (928) 634-9336 Fax		Nor-Cal Pump & Well Drilling 1325 Barry Rd. Yuba City, CA 95993 (530) 674-5861 Office (530) 674-1525 Fax	
ITEM	DESCRIPTION	QTY.	UNITS	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
CONSTRUCTION OF WELL:									
1	Mobilization, demobilization, permitting, clean up	1	LS	$29,480.00	$29,480.00	$162,375.00	$162,375.00	$52,954.00	$52,954.00
2	Drill 38" hole & furnish 30" wall conductor casing, grout	50	LF	$384.00	$19,200.00	$522.65	$26,132.50	$450.00	$22,500.00
3	Drill 28" hole & conduct geophysical logging	560	LF	$142.00	$79,520.00	$433.00	$242,480.00	$100.00	$56,000.00
4	Furnish & install 16-5/8" blank cor-ten casing	360	LF	$155.00	$55,800.00	$201.29	$72,464.40	$200.00	$72,000.00
5	Furnish & install 16-5/8" louvered cor-ten casing	240	LF	$210.00	$50,400.00	$255.97	$61,432.80	$235.00	$56,400.00
6	Furnish & install 3-inch gravel feed tube	200	LF	$19.00	$3,800.00	$6.93	$1,386.00	$15.00	$3,000.00
7	Furnish & install 2-inch access tube (sounding tube)	460	LF	$10.00	$4,600.00	$4.63	$2,129.80	$9.00	$4,140.00
8	Furnish & install gravel envelope	420	LF	$22.00	$9,240.00	$25.98	$10,911.60	$40.00	$16,800.00
9	Furnish & install annual seal	190	LF	$25.00	$4,750.00	$95.74	$18,190.60	$60.00	$11,400.00
10	Well Development by airlifting & swabbing	60	per hour	$125.00	$7,500.00	$541.25	$32,475.00	$375.00	$22,500.00
11	Well Development by pumping & surging	60	per hour	$390.00	$23,400.00	$433.00	$25,980.00	$250.00	$15,000.00
12	Test Pumping	22	per hour	$275.00	$6,050.00	$433.00	$9,526.00	$250.00	$5,500.00
13	Television Survey	1	LS	$2,700.00	$2,700.00	$901.89	$901.89	$1,500.00	$1,500.00
	TOTAL PROJECT BID:				$296,440.00		$666,385.59		$339,694.00

BID SUMMARY

CONSTRUCTION OF WELL AT 333 S. I STREET, Project WT0027

BID OPENING: March 2, 2017 @ 2:00 PM

				North State Drilling 3282 Hwy. 32 Chico, CA 95973 (530) 891-5545 Office (530) 891-0793 Fax		Arthur & Orum Well Drilling Inc. 14870 S. East Avenue Fresno, CA 93725 (559) 896-5369 Office (559) 896-5368 Fax			
ITEM	DESCRIPTION	QTY.	UNITS	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
CONSTRUCTION OF WELL:									
1	Mobilization, demobilization, permitting, clean up	1	LS	$78,000.00	$78,000.00	$36,500.00	$36,500.00		$0.00
2	Drill 38" hole & furnish 30" wall conductor casing, grout	50	LF	$400.00	$20,000.00	$350.00	$17,500.00		$0.00
3	Drill 28" hole & conduct geophysical logging	560	LF	$110.00	$61,600.00	$110.00	$61,600.00		$0.00
4	Furnish & install 16-5/8" blank cor-ten casing	360	LF	$250.00	$90,000.00	$165.00	$59,400.00		$0.00
5	Furnish & install 16-5/8" louvered cor-ten casing	240	LF	$320.00	$76,800.00	$200.00	$48,000.00		$0.00
6	Furnish & install 3-inch gravel feed tube	200	LF	$15.00	$3,000.00	$15.00	$3,000.00		$0.00
7	Furnish & install 2-inch access tube (sounding tube)	460	LF	$10.00	$4,600.00	$12.00	$5,520.00		$0.00
8	Furnish & install gravel envelope	420	LF	$50.00	$21,000.00	$35.00	$14,700.00		$0.00
9	Furnish & install annual seal	190	LF	$60.00	$11,400.00	$35.00	$6,650.00		$0.00
10	Well Development by airlifting & swabbing	60	per hour	$400.00	$24,000.00	$350.00	$21,000.00		$0.00
11	Well Development by pumping & surging	60	per hour	$220.00	$13,200.00	$334.00	$20,040.00		$0.00
12	Test Pumping	22	per hour	$220.00	$4,840.00	$319.00	$7,018.00		$0.00
13	Television Survey	1	LS	$1,200.00	$1,200.00	$1,000.00	$1,000.00		$0.00
	TOTAL PROJECT BID:				$409,640.00		$301,928.00		$0.00

KENNETH D. SCHMIDT AND ASSOCIATES
GROUNDWATER QUALITY CONSULTANTS
600 WEST SHAW AVE., SUITE 250
FRESNO, CALIFORNIA 93704
TELEPHONE (559) 224-4412

January 24, 2017

Ms. Trisha Whitfield
City of Tulare
411 E. Kern Avenue
Tulare, CA 93274

Re: 333 S. I Street Test Well

Dear Trisha:

Following is my report on the results of the test well at 333 South I Street. Leon Ross Drilling, Inc. completed the well by the casing hammer method to a depth of 900 feet. We logged the drill cuttings and prepared a geologic log, which is attached. Deposits above a depth of 620 feet were primarily brown in color. Blue, gray, and green deposits were present from 620 to 650 feet in depth. From 650 feet to 800 feet in depth, gray deposits were predominant. Green deposits were indicated below a depth of 800 feet. Below a depth of 200 feet, relatively thick clay or sandy clay layers were indicated in the following depth intervals.

480 to 504 feet	820 to 840 feet
520 to 600 feet	850 to 880 feet.
720 to 750 feet	

Predominantly coarse grained deposits were indicated above a depth of about 500 feet. Fine grained deposits were predominant from about 620 to 650 feet in depth and below a depth of 780 feet. The static water level was about 200 feet deep at the time of drilling.

Water samples were collected by airlifting from eight isolated intervals below a depth of 255 feet during December 1-20, 2016. At two of these intervals (405 to 410 feet and 595 to 600 feet), water samples were also collected by installing a submersible pump and pumping for about two hours. The water samples were preserved and hand delivered to APPL, Inc. in Clovis for analyses of inorganic chemical and trace organic constituents. Samples for

alpha activity were preserved and shipped by overnight delivery to FGL Environmental in Santa Paula for analyses. It was noted that a number of the samples were very turbid, and that some of the fine materials stayed in suspension. This is usually due to the use of polymers in the drilling process. FGL Environmental had a difficult time analyzing some of the samples because of this.

TDS concentrations ranged from 121 to about 440 mg/l. TDS concentrations in the samples from above a depth of 600 feet were about 150 mg/l or less. TDS concentrations below a depth of 655 feet ranged from about 205 to 440 mg/l. Nitrate concentrations ranged from less than 1 to 13 mg/l, well below the MCL of 45 mg/l, and generally decreased with increasing depth. pH values ranged from 8.4 to 10.3, and generally increased with increasing depth. The pH values in samples from below a depth of about 600 feet were 9.6 or greater, considered very high. Iron and manganese concentrations in all of the samples were less than the respective MCLs of 0.3 mg/l and 0.05 mg/l, respectively. Arsenic concentrations ranged from 1 to 13 ppb, compared to the MCL of 10 ppb. Arsenic concentrations were 2 ppb or less in samples from above a depth of 510 feet and from below a depth of 700 feet. Hexavalent chromium concentrations in all the samples were about 1 ppb or less, well below the MCL of 10 ppb. DBCP, EDB, 1,2,3-TCP, and perchlorate weren't detected in any of the samples, except for 1,2,3-TCP in the deepest sample. The detected value barely exceeded the detection limit and isn't considered representative. Additional trace organics (EPA method 508 and 524.2) were also analyzed in the two pumped samples, and all constituents were non-detectable. Alpha activities ranged from 0.5 to 17.0 picocuries per liter, compared to the MCL of 15 picocuries per liter. Alpha activities were below the MCL, except between 505 feet and 508 feet and 655 and 660 feet in depth.

The previous City well at the site was perforated from 320 to 600 feet in depth and produced good quality water. I recommend that the new well have blank casing from the surface to a depth of 340 feet and from 620 to 640 feet in depth. Louvered casing would be installed from 340 to 600 feet in depth. Sieve analyses of fine sands by the Roscoe Moss Co. indicate that a slot size of 0.06-inch and gravel gradation of 8 x 16 should be used. Gravel would be placed from 650 feet up to 190 feet in depth. A gravel feed tube would be placed from 200 feet in depth to the surface. An annular seal should be placed from 190 feet in depth to the surface. Such a well would tap about 160 feet of coarse-grained

deposits, and the yield from a properly constructed and developed well should be at least 1,800 to 2,000 gpm.

Please call me if you have any questions

Sincerely Yours,

Kenneth D. Schmidt

GEOLOGIC LOG FOR CITY OF TULARE TEST WELL
333 S. I STREET

Depth (feet)	Description
0 - 27	Brown silty fine sand
27 - 40	Brown clay
40 - 55	Brown silty fine sand
55 - 64	Brown clay
64 - 90	Brown silty fine sand
90 - 108	Brown clay
108 - 180	Brown sandy clay
180 - 190	Brown clay
190 - 250	Brown silty fine to medium sand
250 - 265	Brown medium to coarse sand
265 - 284	Brown medium to coarse sand and gravel
284 - 305	Gray fine to medium sand
305 - 336	Brown fine to medium sand
336 - 340	Brown clay
340 - 400	Red-brown medium to coarse sand
400 - 405	Brown clay
405 - 420	Red-brown medium to very coarse sand
420 - 440	Red-brown medium to coarse sand
440 - 470	Red-brown fine to medium sand with lenses of clay
470 - 480	Brown sandy clay and gravel
480 - 504	Brown clay
504 - 520	Brown fine to medium sand
520 - 600	Brown sandy clay
600 - 620	Brown fine to coarse sand and gravel
620 - 625	Blue-gray clay
625 - 629	Gray fine to medium sand
629 - 640	Green-gray sandy clay
640 - 644	Gray fine to medium sand
644 - 650	Green-gray sandy clay
650 - 680	Gray fine to medium sand with lenses of clay
680 - 685	Gray sandy clay
685 - 690	Gray fine sand
690 - 700	Gray clay
700 - 720	Gray clayey fine sand with lenses of clay
720 - 750	Gray clay
750 - 780	Gray fine to medium sand
780 - 795	Gray clay

Continued:

GEOLOGIC LOG FOR CITY OF TULARE TEST WELL
333 S. I STREET
(Continued:)

Depth (feet)	Description
795 - 800	Gray medium to coarse sand and gravel
800 - 820	Gray-green clayey fine sand
820 - 840	Green-brown clay
840 - 850	Green-brown medium to coarse sand
850 - 880	Green clay
880 - 900	Gray-green clayey fine sand and clay

CITY OF TULARE TW 333 S. I ST WATER QUALITY TABLE

Depth Interval (feet)	Fe (mg/l)	Mn (mg/l)	As (ppb)	NO_3 (mg/l)	$Cr^{6}+$ (ppb)	EC (umhos/cm)	TDS (mg/l)	pH	DBCP (ppb)	EDB (ppb)	1,2,3 TCP (ppb)	Gross Alpha (pci/l)	Perchlorate (ppb)
285-288 A	0.04	0.002	1	13	0.62	185	148	8.4	<0.01	<0.01	<0.005	8.3	<2
405-410 A	0.03	<0.001	2	9	0.69	168	132	9.1	<0.01	<0.01	<0.005	0.5	<2
405-410 P	0.11	0.009	1	9	<0.5	168	136	8.2	<0.01	<0.01	<0.005	0.6	<2
448-450 A	<0.03	<0.001	0.9	4	1.1	190	125*	9.0	<0.01	<0.01	<0.005	14.3	<2
505-508 A	<0.03	0.003	1	11	<0.5	229	123	9.0	<0.01	<0.01	<0.005	15.5	<2
595-600 A	0.15	0.004	9	1	0.51	198	121	9.0	<0.01	<0.01	<0.005	7.2	<2
595-600 P	<0.03	<0.001	13	1	0.71	182	146	9.7	<0.01	<0.01	<0.005	2.7	<2
655-660 A	<0.03	<0.001	10	0.6	<0.5	316	210*	10.3	<0.01	<0.01	<0.005	17.0	<2
710-715 A	<0.03	<0.001	3	0.7	<0.5	338	225*	10.1	<0.01	<0.01	<0.005	4.2	<2
795-800 A	<0.03	0.006	5	0.7	<0.5	660	440*	9.6	<0.01	<0.01	0.0098	11.2	<2

* The TDS concentration reported by APPL, Inc. was too low considering the electrical conductivity, and was replaced by a more representative value.

AGENDA ITEM: Gen. Bus. 2

CITY OF TULARE, CALIFORNIA
BOARD OF PUBLIC UTILITIES COMMISSIONERS
AGENDA ITEM TRANSMITTAL SHEET

Submitting Department: Public Works / Solid Waste

For Board Meeting of: March 16, 2017

Documents Attached: ☐ Ordinance ☐ Resolution ☐ Staff Report ☐ Other ☑ None

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AGENDA ITEM:
Receive an update on the status of the Solid Waste Rate Study, Route Study, Vehicle Impact Fee and Financial Plan.

IS PUBLIC HEARING REQUIRED: ☐ ***Yes*** ☑ ***No***

BACKGROUND/EXPLANATION:
On November 3rd 2016, the Board approved to award the contract with R3 Consultants in the amount of $135,000 to conduct a Solid Waste Route Study, Rate Study, Vehicle Impact Study, and a 10 Year Financial Plan. The approved appropriation of $168,000 included the cost of the contract, $13,500 contingency, $14,500 for Prop 218 mailing and $5,000 for staff time. The contract was signed and dated December 12, 2016.

On December 5, 2016, staff met with the consultants to kick off the project. During that visit, they were given a tour of the Solid Waste facility, including the dispatch office area, bin maintenance shop, fleet shop, and the billing process. They interviewed Solid Waste staff and reviewed the daily operational duties division wide. The consultants were also provided a field tour of the City. The R3 consultants were given a tour of the city streets and routes to become familiar with the service area and illegal dumping hot spots.

During the months of December, January and February, staff has been communicating regularly with R3 and providing them with information requested.

Specific to the route study portion of the project, R3 representatives executed ride-alongs with several solid waste drivers on trash, compost and recycle routes. Each driver was interviewed during their ridealong to get the drivers perspective of the job duties. The consultants gathered relevant routing information including: mileage per day, route size, route maps and vehicle size. Time and motion analysis of residential routes were also conducted.

For the Vehicle Impact Fee portion, information from Streets, Engineering and the Solid Waste divisions were all provided to R3. Mileage from all division routes were calculated, Pavement Management plans and costs were also provided.

Information on division budgets, service rates, billing, roll-off fee schedules, special services and City resolution were collected and sent to R3. City staff gathered all requested information from Finance and provided their own records relevant to rate development.

Information for the financial plan was given to R3 as requested. Information was provided such as fiscal year revenue and expense budget, current division rate policies, procedures and regulatory requirements. Enterprise fund balance, Capital projects, equipment replacement schedule. Interviews were also conducted with Fleet division staff.

This project (route study, vehicle impact fee, operational review) is a broad, structured scope intended to review the building blocks for developing a proposed rate schedule as well as a sound 10 year business plan that includes all the necessary and impactful elements that staff would anticipate to impact effective and reliable operations of the City's Solid Waste division. Staff has been meeting and conferring with the consultants and is working to schedule a presentation to the Board for review of R3's early findings and possible recommendations.

STAFF RECOMMENDATION:
Receive an update on the status of the Solid Waste Rate Study, Route Study, Vehicle Impact Fee and Financial Plan.

CITY ATTORNEY REVIEW/COMMENTS: ☐ Yes ☑ No ☐ N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: ☐ Yes ☑ No ☐ N/A

FUNDING SOURCE/ACCOUNT NUMBER:

Signed: **Frank Rodriguez** **Title: Solid Waste Manager**

Date: **March 9, 2017** **City Manager Approval:** _____