



## CITY OF MORRO BAY PUBLIC WORKS ADVISORY BOARD MEETING AGENDA

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The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.

**Wednesday, October 21, 2015  
Veteran's Memorial Building - 5:30 P.M.  
209 Surf Street, Morro Bay, CA**

Stephen Shively, Vice-Chair Janith Goldman	Marlys McPherson, Chair Christopher Parker David Sozinho	Deborah Owen Stewart Skiff
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ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE  
ANNOUNCEMENTS  
PRESENTATIONS – None

### PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Board on City business matters other than scheduled items 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 address for the record. Board meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- 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.

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) 772-6262. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

### A. CONSENT CALENDAR

- A-1 Approval of Minutes of September 24, 2015 Meeting  
Recommendation: Approve minutes.
  
- A-2 Directors Report – Informational summary of current Public Works Activities  
Recommendation: Information item, no action needed.

B. OLD BUSINESS - None

C. NEW BUSINESS

- C-1 Consideration of City Council Resolution 68-15 Delegating Authority to the Public Works Director to Execute Documents for Caltrans and FHWA Grant Funded Project 05-5391R, State Route 1/SR41 Interchange Improvements  
Recommendation: Recommend the City Council Adopt Resolution 68-15.

D. ADJOURNMENT

Adjourn to the Public Works Advisory Board meeting at the Veteran's Memorial Building, 209 Surf Street, on Wednesday, November 18, 2015 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 772-6262 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 Mill's/ASAP, 495 Morro Bay Boulevard, or the Morro Bay Library, 695 Harbor, Morro Bay, CA 93442.

This agenda may be found on the Internet at: [www.morro-bay.ca.us/pwab](http://www.morro-bay.ca.us/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.morro-bay.ca.us/notifyme](http://www.morro-bay.ca.us/notifyme) and follow the instructions.

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.

MINUTES - PUBLIC WORKS ADVISORY BOARD (PWAB)  
 REGULAR MEETING – SEPTEMBER 24, 2015  
 MORRO BAY COMMUNITY CENTER STUDIO ROOM – 6:00 P.M.

PRESENT:	Stu Skiff Chris Parker David Sozinho Deborah Owen Janith Goldman	Board Member – Acting Chair Board Member Board Member Board Member Board Member
ABSENT:	Marlys McPherson Steve Shively	Chair Vice-Chair
STAFF:	Rob Livick Rick Sauerwein Janeen Burlingame Kay Merrill	Public Works Director Capital Projects Manager Management Analyst Administrative Utilities Technician

ESTABLISH QUORUM AND CALL TO ORDER

The meeting was called to order at 6:05p.m., by Rob Livick and a quorum was present. Rob Livick stated the Chair and Vice-Chair are absent and the Board needs to select a member to run the meeting as Acting Chair. Janith Goldman nominated Stu Skiff and the nomination was seconded by David Sozinho. Stu Skiff nominated David Sozinho and there was no second. Stu Skiff agreed to be Acting Chair and the nomination carried unanimously, 4-0.

ANNOUNCEMENTS - None

PRESENTATIONS - None

PUBLIC COMMENT - None

A. CONSENT AGENDA

A-1 APPROVAL OF MINUTES FROM THE PWAB MEETING OF JUNE 18, 2015

<https://youtu.be/F2i6HxTCSTA?t=3m34s>

MOTION:

Deborah Owen moved to approve Item A-1. The motion was seconded by Chris Parker and carried unanimously, 5-0.

B. OLD BUSINESS - None

C. NEW BUSINESS

C-1 Discussion of Unwarranted Traffic Control Devices, the Rescission of Resolution No. 38-15 Regarding Placement of Stop Sign at the Intersection of Pacific and Main Streets and Consideration of Alternative Traffic Calming Measures

<https://youtu.be/F2i6HxTCSTA?t=4m8s>

Rob Livick presented the staff report.

The public comment period was opened.

Linda Merrill thanked the Board for their hard work regarding the automated water meters. She stated when driving on Pacific from the Embarcadero it is difficult to see people making a left hand turn and wanted to know if a designated left turn lane could be installed.

Rigmor Samuelson stated Morro Bay has too many stop signs and she does not have a problem while driving or walking the intersection.

The public comment period closed.

#### MOTION:

David Sozinho moved to approve Item C-1 as follows: Recommend City Council rescind resolution No. 38-15, stripe the streets with green paint, finish the crosswalks and be compliant with the necessary rules and regulations. The motion was seconded by Chris Parker and carried unanimously, 5-0.

C-2 Consideration of Proposed Increase to Solid Waste Rates and Garbage, Recycling & Green Waste Agreement Amendment Related to Organic Waste Diversion  
<https://youtu.be/F2i6HxTCSTA?t=45m12s>

Janeen Burlingame stated there is a deviation to the staff report after the agenda packet went out. For recommendations from staff, cross out #3. Janeen Burlingame presented the staff report.

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

#### MOTION:

Chris Parker moved to approve Item C-2 as follows: Recommend City Council 1) Conduct their Public Hearing on October 13, 2015, receive any testimony, consider that testimony and adopt a resolution increasing the solid waste rates on January 1, 2016 by 3.22%, provided there is not a majority protest against such an increase and 2) Begin implementing an expanded organics diversion program that includes food waste and end the use alternative daily cover at Cold Canyon Landfill and the diversion credit received therein.

The motion was seconded by Janith Goldman and carried unanimously, 5-0.

C-3 Wasteload Allocation Attainment Plan (WAAP) Update  
<https://youtu.be/F2i6HxTCSTA?t=1h18m22s>

Rick Sauerwein presented the staff report.

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

#### ADJOURNMENT

The meeting adjourned at 7:47p.m.



AGENDA NO: A-2

MEETING DATE: October 21, 2015

## Staff Report

**TO: Public Works Advisory Board**                      **DATE: October 20, 2015**  
**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.morro-bay.ca.us/notifyme](http://www.morro-bay.ca.us/notifyme) for notification of Council, Board’s and Commission’s agendas and minutes.

**Let Us Know:** The City has added a feature to the City’s website , Let Us Know <http://www.morro-bay.ca.us/letusknow>, where citizens can submit a compliment, request, or report a concern to the City for predetermined issues without the need to phone the City during business hours (for example: reporting a pothole).

Staff can also add requests to Let Us Know for someone over the phone or in the office if they do not have access to a computer. Each category in Let Us Know 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.

### **COLLECTION SYSTEM CAPITAL PROJECTS – Collection System**

Staff Contact: Bruce Keogh  
Rick Sauerwein  
Jarrod Whelan

- Renovation of Lift Station#1 is scheduled to resume in early November after receipt of the new pump and basin.

### **SOLID WASTE**

Staff Contact: Janeen Burlingame

The City Council conducted a public hearing at its October 13, 2015 meeting and adopted Resolution 65-15 increasing solid waste rates by 3.22%, effective January 1, 2016 for expanding the organics diversion program due to recent changes in State law. This is in addition to the previously approved 1.21% rate increase in July 2014 for all other operations and landfill rate increase that will also be effective January 1, 2016. The Council also approved beginning implementation of an expanded organics diversion program that includes food waste and ending the use of green waste as an alternative daily cover at Cold Canyon Landfill.

## **CONSOLIDATED MAINTENANCE**

Staff Contact: Mike Wilcox

Street & Sidewalk Maintenance, Fleet Maintenance, Street Tree, Street Lighting, Storm Drain and Creek, Facility Maintenance, and Park Maintenance are all part of the Public Works Department and no longer with the Recreation Department.

If you have maintenance requests please call 772-6261 or way to notify or our E-Notify – “Let us Know” - system on the City's website [www.morro-bay.ca.us](http://www.morro-bay.ca.us). Upon receipt, the electronic requests will be reviewed and assigned to the appropriate staff for action. In the future, the City will be upgrading to a fully integrated maintenance work order system that will allow you to view the progress of your requests.

Staff Contact: Rick Sauerwein

2014 CDBG ADA Accessibility project has completed new sidewalks in three locations; South side of Harbor St. from Monterey West to existing sidewalk; East side of Market Street from Dunes St. to Harbor St; and East side of Market Street at Rockview Inn. The new 2016 grant application will be submitted October 23.

## **STREET TREES – Urban Forest Management Plan**

Staff Contact: Damaris Hanson

Arbor Day was celebrated and 17 trees were planted on October 17, 2015.

Arbor First of Morro Bay was the successful low bidder at \$25,900 for the trimming of 148 downtown trees.

## **STORM WATER – Storm Preparation**

Staff Contact: Rick Sauerwein and Damaris Hanson

The City does not own any creek property except for those areas that fall within City parks or in the public right of way such as bridges and roads that cross creeks. If a large tree or debris were to get stuck at a bridge that we maintain then we would remove it, otherwise any other downed trees or vegetation is the responsibility of the property owner. The City does maintain the storm drain system i.e. curb inlets and outlets. As for the sections of the creeks that are on private property the City has performed "creek clearing" in the past, with property owner permission, waiver of liability and payment for the work performed. The City does not currently possess the necessary permits to perform such work. If a property owner wants to remove trees and debris from the portion of the creek that is on their property it is the property owners responsibility to acquire the required permit from California Department of Fish and Wildlife and any other necessary agency.

## **STORM WATER**

Staff Contact: Damaris Hanson

Total Maximum Daily Load (TMDL) Waste Load Allocation Plan for Morro Bay Update is complete.

Annual report submitted 10/15/15

## **TRANSIT – Morro Bay Transit**

Staff Contact: Janeen Burlingame

Rideshare Week was held countywide October 5-9. The City participated by holding Try Transit Tuesday where free rides were provided on Morro Bay Transit.

**TRANSIT – Volunteer Senior Bus Program**

Staff Contact: Janeen Burlingame

City staff has been working with Morro Bay Senior Citizens Inc. on developing a volunteer senior bus program that would be operated by the MBSCI. Staff from both agencies have met to develop a MOU of duties each would be responsible for and have begun developing an agreement that will be considered by the MBSCI Board and City Council. Anticipated target date for start-up would be February 2016.

**WATER – Chorro Stream Gauge**

Staff Contact: Rick Sauerwein and Pamela Newman

Mitigated Negative Declaration has been completed and County Permitting is in progress.

**WATER – Nutmeg Tank Replacement**

Staff Contact: Rick Sauerwein  
Jarrod Whelan

Mitigated Negative Declaration has been revised and County Permitting is in progress.

**WATER – Operations**

Staff Contact: Rob Livick  
Jamie James  
Damaris Hanson

The City’s five person field crew in water division performed 721 work items during the month of August, which included Customer Service Requests, USA marking, Resetting Meter Boxes, Re-reading water meters water sampling and water service replacement or installations.

The water system has experienced several major maintenance/repair issues in the past month.

1. Main line repair - South Bay Blvd
2. Valve failure, broken operating stem, on supply line to North Morro Bay – Main/La Jolla
3. Main Line repair – Sequoia Street

**WATER – Water Conservation**

Staff Contact: Damaris Hanson

Water conservation rebates available; Cash for grass, rain barrel, irrigation retrofit, SMART irrigation controller, toilet retrofit and Energy star washing machine. City is currently on track to meeting the State mandated water conservation overall reduction of 12%.

	<b>Total Water Production (gal)</b>		<b>%- Reduction</b>
	<b>2013</b>	<b>2015</b>	
<b>July</b>	42,026,752	33,158,779	21
<b>August</b>	40,525,972	32,579,005	20
<b>September</b>	36,627,545	30,354,644	17

**WASTEWATER – Collections**

Staff Contact: Bruce Keogh, Dave Zevely & Jarrod Whelan

The City’s five person field crew in wastewater collections section performed 18,840 feet of sewer main cleaning, responded to three sewage spills from private sewer laterals assisted at the wastewater treatment plant with the vactor truck for after-hours tank cleaning and reconstructed manholes in the Beach Tract to correct flow problems.

## **WASTEWATER – MMRP**

Staff Contact: Bruce Keogh, Rick Sauerwein & Jarrod Whelan

Staff's focus has continued to be on developing and implementing work on the MMRP projects approved for the FY14/15 budget. The adopted FY14/15 budget contains \$1.221M in funding MMRP projects. Chlorine contact tank repairs have been completed. FRM has completed sandblasting of Digester #1 to prepare interior surfaces for coating. Bids have been received for replacement of the Interstage Vault & Blending Valve and Pacific Coast Excavation is the apparent low bidder. The goal in developing the 2015/16 budget for the MMRP is to recognize that the City has a goal to have the new WRF operational during the life of the next NPDES operational permit and insure prudent spending on this facility to maintain the high quality effluent that is discharged to the Estero Bay.

## **WASTEWATER – NEW WRF**

Staff Contact: Rob Livick

Additional information on the WRF project is available on the City's website ([www.morro-bay.ca.us/newwrf](http://www.morro-bay.ca.us/newwrf)).

Staff provides this report as a monthly update to the progress made to date on the new WRF project. With the denial of the permit for the WWTP project in its current location, the City has embarked on a process for a WRF. This staff report provides the following:

1. Review of what has occurred to date. See the list of major milestones or accomplishments since the last update to City Council below. Customer rates and fees are the current revenue source for the program budget.
2. Schedule for near-term activities or workshops.

### **Accomplishments and Milestones**

The City's Program Management team performed the following tasks since the September Council update:

- Negotiated a scope and budget for California Environmental Quality Act (CEQA) / National Environmental Protection Act (NEPA) consulting services with Environmental Science Associates, also on this City Council agenda as a consent item.
- Evaluated five (5) Program Management software options, attended software demonstrations, and requested a detailed quote from the top-ranked vendor
- Submitted a complete application for a State Water Resources Control Board (SWRCB) Planning Grant
- Initiated application process for a Clean Water State Revolving Fund (SRF) Planning Loan
- Presented the draft Program Outreach Plan at the September 22 Council Meeting
- Participated in conference calls with the Facility Master Plan team and reviewed progress reports
- Coordinated base mapping and survey along Highway 41/Atascadero Road including the Rancho Colina site

### **Near-Term Schedule**

The following table identifies major deliverables, activities, or decision points through mid-November.

<b>Task</b>	<b>Approx. Date</b>
Completion of Survey/Base Mapping for Facility Master Plan and Design Phase	10/7/15
Review CEQA/NEPA Contract at WRFCAC	10/8/15
Council Award of CEQA/NEPA Contract	10/13/15
CEQA/NEPA Notice to Proceed	10/16/15
Technical Workshop #1 - Project Delivery	10/17/15
Community Workshop #1 – Facility Master Plan Overview & Community Input	October/November (Date TBD)
Technical Workshop #2 – Liquid Treatment Technologies (Joint WRFCAC/Council Study Session)	11/17/15



## **BACKGROUND & DISCUSSION**

The City of Morro Bay is eligible to receive Federal and/or State grant funding for certain transportation projects through Caltrans. Such grants often require one or more documents to be executed before such funds can be claimed. These documents include, but are not limited to, Master Agreements, Program Supplemental Agreements, cooperative Agreements, Right-of-Way Certifications, Fund Exchange Agreements, Project Certifications and/or Fund Transfer Agreements.

The City's consultant has completed both phases of the ICE for the State Route 1/ Main Street @ SR 41 which recommends that two design alternatives, signalization or a roundabout, be considered during the environmental evaluation. Initial meetings with Morro Bay High School and Coastal San Luis Unified School District officials have indicated their strong support for the roundabout alternative. The City has received authorization from Caltrans to proceed to the next step of the project development which is the Preliminary Engineering phase which will prepare the project for construction bidding. Approval of this resolution will initiate staff action to prepare a Request for Proposal to obtain engineering and environmental support to complete the Preliminary Engineering phase of this project.

## **CONCLUSION**

As the authorization of the Public Works Director to execute Caltrans documents will expedite processing of grant related forms, agreements, and certifications; staff recommends the Public Works Advisory Board recommend the City Council adopt Resolution 68-15 at its November 10, 2015 meeting delegating that authority.

**RESOLUTION NO. 68-15**

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MORRO BAY, CALIFORNIA  
APPROVING DELEGATION OF AUTHORITY  
FOR EXECUTING CALTRANS DOCUMENTS**

**THE CITY COUNCIL  
City of Morro Bay, California**

**WHEREAS**, the City of Morro Bay is eligible to receive Federal and/or State funding for Project No. 05-5391, State Route 1/SR41 Interchange Improvements through the California Department of Transportation (CalTrans); and

**WHEREAS**, Master Agreements, Program Supplemental Agreements, cooperative Agreements, Right of Way Certifications, Fund Exchange Agreements, Project Certifications and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds can be claimed; and

**WHEREAS**, the City of Morro Bay wishes to delegate authorization to execute these agreements, certifications and any amendments thereto to the Public Works Director or his designee.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Morro Bay, California that the Public Works Director or his designee is authorized to execute all Master Agreements, Program Supplemental Agreements, Cooperative Agreements, Right of Way Certifications, Fund Exchange Agreements, Project Certifications, Fund Transfer Agreements and any amendments thereto for Project No. 05-5391, State Route 1/SR41 Interchange Improvements with the California Department of Transportation. The Public Works staff is further directed to issue a Request for Proposals to obtain additional engineering and environmental support to complete the Preliminary Engineering Phase of this project.

**PASSED AND ADOPTED** by the City Council of the City of Morro Bay at a regular meeting thereof held on the 10<sup>th</sup> day of November, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
JAMIE IRONS, Mayor

ATTEST:

\_\_\_\_\_  
DANA SWANSON, City Clerk