

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Council Chambers, 305 West Third Street
November 10, 2020
Regular Meeting - 11:00 AM to 12:15 PM

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29-20 to allow members of the City Council or staff to participate via teleconference.

Pursuant to the Ventura County Public Health Official's order and Governor's Executive Order N-33-20, all city buildings are temporarily closed to the public. The public is encouraged to view the meeting from home on the City's website at Oxnard.org/city-meetings, Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings are typically available online immediately following the meeting.

The public may provide comments to the City Council via email at cityclerk@oxnard.org no later than 8:00 a.m. on the day of the meeting. Please identify the committee name, meeting date, and agenda item in the email Subject line.

A telephone option for public comments is also available at this time due to the State of California "Stay At Home" order. Requests to speak must be submitted no later than 8:00 a.m. on the day of the meeting. Use the form on the city's website to submit your request: Oxnard.org/city-meetings, or call the City Clerk's Office at (805) 385-7803, or email your request to cityclerk@oxnard.org.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of fifteen minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Based on the number of speaker requests submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to two minutes, but shorter time may be established as deemed necessary. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager for administrative action or scheduled on a subsequent agenda for discussion.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Public Works and Transportation Committee approve the minutes of the October 27, 2020 regular meeting as presented.

Contact: Michelle Ascencion, (805) 385-7805

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item time estimates: (Staff Presentation / Committee Discussion / Public Comment)

D. REPORTS

1. Public Works Department

SUBJECT: Update Report on Enterprise Utility Funds. (10/10/5)

RECOMMENDATION: That the Public Works and Transportation Committee receive and file a report on the City's Enterprise funds for the three (3) utilities - Water, Wastewater and Environmental Resources.

Contact: Rosemarie Gaglione, (805) 385-8055

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

MINUTES
OXNARD CITY COUNCIL
PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Regular Meeting
October 27, 2020

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 11:01 a.m., Chair Perello called to order the regular meeting of the Oxnard City Council Public Works and Transportation Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Tim Flynn, Bryan A. MacDonald, and Chair Bert E. Perello were present via videoconference.

Staff members present were Alexander Nguyen, City Manager; Stephen Fischer, City Attorney; Jan Hauser, Wastewater Division Manager; Jeri Cooper, Special Districts Project Manager; Rosemarie Gaglione, Public Works Director; Timothy Bochum, City Traffic Engineer; Tatiana Arnaout, City Engineer; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Lawrence Stein (status of Parks Master Plan).

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Public Works and Transportation Committee approve the minutes of the October 13, 2020 regular meeting as presented.

It was moved by Member MacDonald, seconded by Member Flynn, to approve the minutes as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

D. REPORTS

Public Works Department

1. SUBJECT: Channel Islands Beach Community Services District Third Amendment for Wastewater Transportation and Treatment Services.

RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council approve and authorize the Mayor to execute a Third Amendment to Agreement A-7864 with Channel Islands Beach Community Services District to extend the term from December 31, 2020, to December 31, 2022 for wastewater transportation and treatment services.

The Wastewater Division Manager gave a report. Discussion ensued among the Committee and staff.

It was moved by Member MacDonald, seconded by Chair Perello, to approve the recommended action as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

2. SUBJECT: Third Amendment with Aquatic Bioassay Laboratories, Inc. for Ocean Monitoring and Testing Services.
RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council approve and authorize the Mayor to execute a Third Amendment to Agreement A-8093 with Aquatic Bioassay & Consulting Laboratories, Inc. in the amount of \$963,093 for a new not to exceed contract amount of \$2,123,026 and to extend the term from June 30, 2021, to November 30, 2023, for ocean monitoring and testing services.

The Wastewater Division Manager and Special Districts Project Manager gave a report. Discussion ensued among the Committee and staff.

It was moved by Member MacDonald, seconded by Chair Perello, to approve the recommended action as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

3. SUBJECT: Amendment of Designated Heavy Container (Oversized Vehicles) Corridors.
RECOMMENDATION: That the Public Works and Transportation Committee recommend that the City Council adopt a resolution, pursuant to Oxnard City Code Section 19-242, amending the list of Routes that may be used for transportation of Heavy Containers by adding the following road segments:
1. Fifth Street from Rose Avenue to Rice Avenue;
 2. Rose Avenue from Third Street to Fifth Street;
 3. Third Street from Juanita Avenue to Rose Avenue.

The Public Works Director introduced the new City Traffic Engineer, who gave a report. Public comments were received from Dona Lacayo and Dan Peragallo. Written comments were received from Dona Lacayo. Discussion ensued among the Committee and staff.

It was moved by Member MacDonald, seconded by Member Flynn, to approve the recommended action as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS

Member Flynn requested a comprehensive report on the Intelligent Traffic System. Chair Perello requested an update on the status of the Parks Master Plan. The City Attorney gave a brief update.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Perello adjourned the meeting at 12:13 p.m.

MICHELLE ASCENCION, CMC
City Clerk

BERT E. PERELLO
Chair



**PUBLIC WORKS AND TRANSPORTATION COMMITTEE
AGENDA REPORT**

**REPORTS
AGENDA ITEM NO. D.1**

DATE: November 10, 2020

TO: Public Works and Transportation Committee

FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org

SUBJECT: Update Report on Enterprise Utility Funds. (10/10/5)

RECOMMENDATION

That the Public Works and Transportation Committee receive and file a report on the City's Enterprise funds for the three (3) utilities - Water, Wastewater and Environmental Resources.

BACKGROUND

This report provides a status update on Water, Wastewater and Environmental Resources fund balances in the current state as compared to previous years. Revenues for respective utility funds have provided funding for current and some future capital improvement projects which have been reflected in the City's Capital Improvement Program (CIP).

Water

The Water Division is responsible for the transmission and distribution of potable water to City customers. The City water system includes: ten (10) water wells, five (5) turnouts from the United Water Conservation District's Oxnard-Hueneme Pipeline system, one (1) turnout from the Calleguas Municipal Water District's water system, one (1) desalter facility, six (6) blending stations, and over 500 miles of transmission and distribution pipelines. The City delivers over 20 million gallons per day of safe and reliable potable water supply to customers.

In addition, the Water Division has a recycled water treatment facility, the Advanced Water Purification Facility (AWPF), ten (10) miles of recycled water distribution pipelines, and a partially completed Aquifer Storage and Recovery (ASR) system.

The Water Fund accounts for the City's water transmission and distribution of potable water and recycled water. Revenues are derived from the residential, commercial, industrial, irrigation, agricultural customers. Revenues are used to pay for operating expenditures, capital improvements, machinery and equipment purchases, and debt service (both principal and interest) on water revenue bonds and lease-purchase agreements.

The Water Fund as a whole actually consists of six (6) different, but closely related, funds:

- Fund 601 - Water Operating Fund

- Fund 603 - Water Resource Development Fee
- Fund 605 - Water Capital Facilities Fund
- Fund 606 - Water Resource Fund
- Fund 608 - Water Security & Contamination Fund
- Fund 609 - Water Bonds

In July 2017, the City Council adopted new water rates. As a result, the Water Fund balance has been increasing, in anticipation for the next five (5) years of capital improvements. The five-year capital improvement program includes the following major projects and their estimated costs:

- Automated Meter Infrastructure (AMI) Upgrade - \$23 million
- Supervisory Control and Data Acquisition (SCADA) Improvements - \$1 million
- Cast-Iron Pipe Replacement Projects - \$21.8 million

- Bryce Canyon South Neighborhood - \$2.7 million
 - Fremont North Neighborhood - \$2.8 million
 - La Colonia Phase II - \$3.2 million
 - Hobson Park East Neighborhood - \$3.5 million
 - Hill and Kamala Street - \$9.6 million

- Water Treatment Facility & Storage Expansion - \$4.8 million
- Water Security Improvements - \$0.8 million
- Aquifer Storage and Recovery (ASR) - \$10.2 million
- Hueneme Road Recycled Water Pipeline - \$9.8 million

The historical Water unrestricted fund balances are provided in Table 1.

Table 1

Water Funds	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Ending Unrestricted Fund Balance	\$8,163,076	\$1,009,223	\$8,669,753	\$16,706,774

From 2016 to 2017, the Water Fund balance at the end of each fiscal year was depleting rapidly. In 2017, the City Council adopted new water rates. Since 2017, the Water Fund balance has slowly recovered. This balance will be utilized for upcoming CIP projects.

The FY 2020-21 Water Operations and Capital Adopted Budget total revenues is \$83.7 million and total expenditures is \$88.3 million. There are a total of 59.50 full-time employees budgeted.

Wastewater

The Wastewater Division is responsible for the management, planning, operation, and maintenance of the

Oxnard Wastewater Treatment Plant (OWTP), sanitary sewer system and sanitary pump stations. The OWTP has a rated capacity of 31.7 million gallons per day that are conveyed by 15 sewer lift stations through 415 miles of underground pipes.

The Wastewater Fund accounts for the City's wastewater conveyance and treatment of wastewater. Revenues are derived from the City's residential, commercial, and industrial customers, City of Port Hueneme, Channel Islands Beach Community Service District, local Naval bases, Las Posas Estates, El Rio, Nyeland Acres, and unincorporated Ventura County areas. Revenues are used to pay for operating expenditures, capital improvements, machinery and equipment purchases, and debt service (both principal and interest) on wastewater revenue bonds and lease-purchase agreements.

Like the Water Fund, the Wastewater Fund as a whole consists of more than one (1) fund:

- Fund 611 - Wastewater Collection Fund
- Fund 613 - Wastewater Collection Connection Fee
- Fund 621 - Wastewater Treatment Operating Fund
- Fund 623 - Wastewater Treatment Connection Fee
- Fund 628 - Wastewater Security & Contamination Fund

In 2014, the Public Works Department began a multi-year Integrated Master Plan project that included an evaluation of the wastewater, water, and recycled water system infrastructure. The scope of the project included:

- Review of existing design, construction and operation data
- Condition assessment
- Alternatives analysis
- Cost estimating
- Recommended plan

The findings of the condition assessment was that 80% of the wastewater assets were rated to be in a "fair" or worse condition. As a result of the deteriorating condition of the facilities and equipment, a 10-year CIP was recommended. The proposed CIP was planned in three (3) phases over a 10-year period. The three (3) phases included:

- Phase 1 (years 1 to 2) – Emergency Repairs
- Phase 2 (years 3 to 5) – Reliability Improvements
- Phase 3 (years 6 to 10) – Long Term Modernization

In May of 2017, the City council adopted the new wastewater rates that included funding for the first two (2) phases (years 1 to 5) of the CIP.

Phase 1 of the wastewater 5-year CIP was completed earlier this year.

Phase 2 of the 5-year CIP is in design with the reliability improvement projects slated to go out to bid by the end of 2020. The projects include:

• New Electrical Building and Backup Generator • Electrical Equipment Replacement	• Primary Clarifier Improvements • Aeration System Rehabilitation
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• Headworks Rehabilitation and Odor Control Improvements • Site Piping Replacement • New Maintenance Storage Building • Rehabilitation of Manholes • Rice Avenue Sewer Improvement • Ventura Rd. (Doris to Oxnard Airport) Sewer Improvement • Third St. and Navarro St. Sewer Improvements	• Site Security Improvements • Digester Rehabilitation • Pump Station Rehabilitation • New Supervisory Control and Data Acquisition (SCADA) • Collection System Odor Reduction Improvement • Lift Station 4,6,20 and 24 Improvements • Central Trunk Sewer Replacement
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Funding for these projects will be a combination of Wastewater funds, State and Federal grants, and a low interest loan from the Clean Water State Revolving Fund (SRF). The SRF low interest loan is accessible up to (\$66.7 million). The City was awarded a \$9.5 million grant for electrical and standby generator improvements.

The historical Wastewater unrestricted fund balances are provided in Table 2.

Table 2

Wastewater Funds	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Ending Unrestricted Fund Balance	-\$5,050,299	\$22,781	\$5,647,451	\$16,201,893

From 2015 to 2016, the Wastewater unrestricted fund balance at the end of each fiscal year was depleted. In 2017, the City Council adopted new wastewater rates. Since 2017, the Wastewater Fund balance has slowly recovered. This balance will be utilized for upcoming CIP projects.

The FY 2020-21 Wastewater Operations and Capital Adopted Budget for total revenues is \$103.4 million and for total expenditures is \$102.4 million. These figures include a \$27 million transfer between wastewater funds and \$28.7 of new bond proceeds. There are a total of 74 full-time employees budgeted in this division.

Environmental Resources

The Environmental Resources (ER) Division is responsible for the collection, processing and transfer of residential, commercial and industrial solid waste, recyclables, green waste, and food waste within the City boundaries. The ER Division also operates the City's Del Norte Regional Recycling and Transfer Station (Del Norte) which is a materials recovery facility (MRF). The Del Norte facility is permitted to accept 2,779 total tons per day of solid waste, recyclables, green waste, and food waste materials. Currently, the Del Norte facility receives, processes and transfers an average of 1,100 tons per day of solid waste.

The ER Fund accounts for the City's solid waste activities related to the collection, recycling and disposal of refuse. Revenues are derived from refuse collection service and disposal charges, and the marketing of recyclable materials. Revenues are used to pay for operating expenditures, capital improvements, machinery and equipment purchases, and lease-purchase payments.

Like the other two utility enterprise funds, the ER Fund as a whole consists of more than one (1) fund:

- Fund 631 - Solid Waste Operating Fund
- Fund 633 - Solid Waste Developer Fee
- Fund 638 - ER Security & Contamination Fund

The five (5) year CIP includes the following projects:

- Compressed natural gas facility - \$1.3 million
- Del Norte facility tipping floor restoration - \$1.1 million
- Del Norte facility roof repair/replacement - \$1 million
- Scale house refurbishing - \$2.5 million

Other planned capital outlay/improvements:

- Refuse truck replacements - \$10 million
- Baler replacement - \$1 million
- Del Norte office improvements & HVAC upgrades - \$0.4 million

The historical ER unrestricted fund balances are provided in Table 3.

Table 3

ER Funds	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Ending Unrestricted Fund Balance	-\$1,979,532	\$3,470,455	\$7,563,034	\$6,234,671

Since 2015, the ER unrestricted fund balance at the end of each fiscal year has slowly recovered. Several years of City operations were needed before the ER fund could achieve a positive fund balance after the City's takeover of the Del Norte facility operations in early 2014. This balance will be utilized for upcoming CIP projects and capital outlay and improvements.

The FY 2020-21 ER Operations and Capital Adopted Budget for total revenues is \$51.9 million and for total expenditures is \$61.9 million. There are also a total of 185 full-time employees budgeted in this fund.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

There is no financial impact related to receiving this report.

Prepared by: Thien Ng, Assistant Public Works Director

ATTACHMENTS

1. Update on Enterprise Funds 2020 Presentation

Update Report on Enterprise Utility Funds

Public Works and Transportation Committee
November 10, 2020

Thien Ng
Assistant Public Works Director



RECOMMENDATION

That the Public Works and Transportation Committee receive and file a report on the City's Enterprise funds for the three (3) utilities - Water, Wastewater and Environmental Resources.

BACKGROUND

Provide a status update on Water, Wastewater and Environmental Resource (ER) fund balances in the current state as compared to previous years.

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DISCUSSION- Water

The Water Division is responsible for water transmission and distribution of potable (drinking) water to the City customers.

The water system includes:

- 10 water wells
- 5 turnouts from United Water Conservation District
- 1 turnout from Calleguas Municipal Water District
- 1 desalter facility
- 6 blending stations
- 500 miles of transmission and distribution pipelines
- Advanced Water Purification Facility (AWPF)
- 10 miles of recycled water distribution pipelines
- Aquifer storage and recovery system

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DISCUSSION- Water

The 5 year capital improvement program (CIP) includes the following projects:

- Automated Meter Infrastructure (AMI) Upgrade - \$23 million
- Supervisory Control and Data Acquisition (SCADA) Improvements - \$1 million
- Cast-Iron Pipe Replacement Projects - \$21.8 million
 - Bryce Canyon South Neighborhood - \$2.7 million
 - Fremont North Neighborhood - \$2.8 million
 - La Colonia Phase II - \$3.2 million
 - Hobson Park East Neighborhood - \$3.5 million
 - Hill and Kamala Street - \$9.6 million
- Water Treatment Facility & Storage Expansion - \$4.8 million
- Water Security Improvements - \$0.8 million
- Aquifer Storage & Recovery (ASR) - \$10.2 million
- Hueneme Road Recycled Water Pipeline - \$9.8 million

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DISCUSSION- Water

- From 2016 to 2017, the Water Fund balance was depleting rapidly
- In 2017, the City Council adopted new water rates
- Unrestricted fund balance will be utilized for upcoming CIP projects

Water Unrestricted Fund Balance	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Ending Fund Balance	\$8,163,076	\$1,009,223	\$8,669,753	\$16,706,774

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DISCUSSION- Wastewater

The Wastewater Division is responsible for the management, planning, operation, and maintenance of:

- Oxnard Wastewater Treatment Plant (OWTP) 31.7 million gallons per day
- 415 miles of sanitary sewer pipelines
- 15 sewer lift stations

The OWTP serves:

- City of Oxnard
- City of Port Hueneme
- Channels Islands Beach Community Services District
- Local Naval Bases
- Las Posas Estates
- El Rio
- Nyeland Acres
- Unincorporated Ventura County areas

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DISCUSSION- Wastewater

- 2017 condition assessment determined that 80% of the wastewater assets were rated to be in a “fair” or worse condition
- Ten year CIP recommended the following:
 - Phase 1 (years 1 to 2) – Emergency Repairs
 - Phase 2 (years 3 to 5) – Reliability Improvements
 - Phase 3 (years 6 to 10) – Long Term Modernization
- Phase 1 completed in June 2020
- Phase 2 is currently in design and scheduled to go out to bid by end of 2020
- Funding for these projects will be a combination of wastewater funds, State and Federal grants, and a low interest loan from the Clean Water State Revolving Fund up to \$66.7 million

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DISCUSSION- Wastewater

- From 2015 to 2016, the Wastewater Fund balance were depleted
- In 2017, the City Council adopted new wastewater rates
- Unrestricted fund balance will be utilized for upcoming CIP projects

Wastewater Unrestricted Fund Balance	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Ending Fund Balance	-\$5,050,229	\$22,781	\$5,647,451	\$16,201,893

DISCUSSION- Environmental Resources

- The Environmental Resources (ER) Division is responsible for the collection, processing and transfer of residential, commercial and industrial solid waste, recyclables, green waste, and food waste within the City boundaries
- Del Norte Regional Recycling and Transfer Station (Del Norte) permitted to accept 2,779 total tons per day of solid waste, recyclables, green waste, and food waste materials
- Process and transfer an average of 1,100 tons per day of solid waste

DISCUSSION- Environmental Resources

- The 5 year CIP includes the following projects:
 - Compressed Natural Gas Facility - \$1.3 million
 - Del Norte Facility Tipping Floor Restoration - \$1.1 million
 - Del Norte Facility Roof Repair/Replacement - \$1 million
 - Scale House Refurbishing - \$2.5 million
- Other planned capital outlay/improvements:
 - Refuse Truck Replacements - \$10 million
 - Baler Replacement - \$1 million
 - Del Norte Office Improvements & HVAC Upgrades - \$0.4 million

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DISCUSSION- Environmental Resources

- Needed several years before ER fund could achieve positive balance after the City's takeover Del Norte facility operations in early 2014
- Unrestricted fund balance will be utilized for upcoming CIP projects

ER Unrestricted Fund Balance	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Ending Fund Balance	-\$1,979,532	\$3,470,455	\$7,563,034	\$6,234,671

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There is no financial impact related to receiving this report.

QUESTIONS?