



MINUTES

CITY OF HUNTINGTON BEACH PUBLIC WORKS COMMISSION MAY 15, 2019

**Call to Order/
Pledge of Allegiance:** The meeting was called to order at 5:00 P.M. by
Chair David Cicerone, who led Commissioners and the
audience in the Pledge of Allegiance to the Flag.

Project Manager Ken Dills administered the oath of office to newly appointed
Commissioner James Michalski

Roll Call

Commissioners Absent: none

Commissioners Present: Commissioners Capps, Michalski, Mulvihill, Nguyen.
Small and Tucker were in attendance.

Others Present: Travis Hopkins, Director of Public Works
Brian Ragland, Utilities Manager
Jerry Thompson, General Services Manager
Chris Davis, Senior Administrative Analyst
Ken Dills, Project Manager
Michael Elliott, CIAB Member

MINUTES

Motion by Commissioner Capps, seconded by Commissioner Mulvihill, to
approve the minutes of April 17, 2019 as presented.

VOTE: The motion carried.
AYES: 7
NOES: 0
ABSENT: 0
ABSTENTIONS: 0

PUBLIC COMMENTS

Citizens Infrastructure Advisory Board Member Mike Elliott provided a
presentation (attached) of his most recent water bill, noting the spike in water
usage that resulting in a doubling of his normal bill. After inquiring with City
staff he was provided with a day by day read-out of his usage showing the
high usage for approximately two weeks during the billing cycle. He added

that it would be advantageous if the Department would be able to alert customers while such spikes in consumption are occurring as opposed to after the fact. He offered to donate his time to write a program to accomplish this capability.

Public Works Director Travis Hopkins stated that the Utilities Division was close to completing implementation of an Automated Meter Infrastructure (AMI) system, whereby meters are automatically read on a daily basis. Utilities Manager Brian Ragland added that the system is approximately eighty percent (80%) in place and that meters are read every four hours. Commissioner Small suggested that the Commission be provided a presentation on the system at an upcoming regular meeting.

DIRECTOR'S ITEMS

Travis Hopkins noted National Public Works Week will be coming up in May, with our Public Works Open House at Surf City Nights on Tuesday, May 21.

INFORMATION ITEMS

19-058 Upcoming City Council Study Sessions – Travis Hopkins noted the CIP will be presented to Council at the May 20 Study Session.

ADMINISTRATIVE ITEMS

19-574 Review and Recommend Additional Expenditures for MSC-520, Youth Shelter ADA Improvements and Roof Replacement – General Services Manager Jerry Thompson provided a staff report on the Youth Shelter Project. Staff was seeking approval to expend up to a twenty percent (20%) contingency, versus the standard ten percent (10%). He explained that during construction a number of subsurface conditions were discovered that require the additional funds to remediate. These repairs included removal of the existing ceiling to place a structural beam and build a new load bearing wall, extensive remediation of water damage exposed during demolition and additional ADA elements. Mr. Thompson added that the project is funded one-hundred percent (100%) by Community Development Block Grant funds, was still within budget and that no additional budget appropriations were being requested.

Motion by Commissioner Capps, seconded by Commissioner Mulvihill to recommend to City Council the approval of additional expenditures for MSC-520 Youth Shelter ADA Improvements.

VOTE:	The motion carried.
AYES:	7
NOES:	0
ABSENT:	0

ABSTENTIONS: 0

19-566 Annual Sewer Service Performance Audit for Fiscal Year 2018/19 – Senior Administrative Analyst Chris Davis presented the Annual Sewer Service Fund Performance Audit for the current fiscal year. He stressed that this is performance audit and while it does contain financial information, it is not a formal financial audit. This is performed by an outside accounting firm on an annual basis in conjunction with the City's annual audit process.

Mr. Davis provided some background on the Sewer Service Fund and discussed a number of maintenance activities performed during the year, including 201 sewer lateral responses, cleaning of 888,229 linear feet of sewer pipeline, 3 times/week cleaning and maintenance of 27 lift stations and wet wells. He added that there was one public sanitary sewer overflow to date on May 14.

Projected expenditures for the year are approximately \$7.8 million with a substantial amount (\$4.9M) of estimated CIP carry forward encumbrance and budget, including the Edgewater Lift Station which is currently under construction and was visited by the Commission at the March 2019 meeting. He added that construction of the Slater Sewer Lift Station had been postponed to November 2019 due to some utility conflicts. He added that the Sewer Lining project for the current fiscal year had been awarded and would be underway within prior to the end of the fiscal year. Revenue for the fiscal year is projected at \$12.4 million.

Mr. Davis provided a brief summary of the FY 2019/20 budget. Budgeted expenditures total \$11 million, with budgeted revenue at \$10.5 million. Mr. Davis noted that staff is recommending an approximate 9% reduction in the sewer fee. This is due to the decrease in Sewer Lateral Program activity over the last several years and the recent use of development funds to supplement expenditures for lift station reconstruction. In addition, the current reserve balance of the fund is more than double the City's reserve requirement

Commissioner Michalski cautioned the reduction of fees, noting the negative reaction from citizens if fees needed to be increased in the near future.

Motion by Commissioner Capps, seconded by Commissioner Tucker to recommend to City Council the acceptance of the Sewer Service Fund Annual Performance Audit

VOTE:	The motion carried.
AYES:	7
NOES:	0
ABSENT:	0
ABSTENTIONS:	0

COMMISSION AND STAFF COMMENTS

Travis Hopkins reiterated that the Public Works Open House will be held Wednesday, May 21, 2019 starting at 5:00 pm at the Walnut and Main at Surf City Nights.

ADJOURNMENT

The meeting adjourned at 6:03 p.m. to June 19, 2019 at 5:00 PM at the Utilities Yard.

David Cicerone
Chairperson

Kenneth Dills
Project Manager