

UTILITIES COMMITTEE MEETING
Tuesday, October 4, 2016 at 9:30 a.m.
ADMINISTRATIVE CONFERENCE ROOM
CAMARILLO CITY HALL

NOTICES

1. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, 805-388-5315. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)
2. Staff reports and other disclosable public records related to open session agenda items are available at City Hall, 601 Carmen Drive, Camarillo, at the office of the Department of Public Works during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

AGENDA

- A. Call to Order
- B. Set Next Meeting Date/Time
- C. Public Comments
- D. Approval of Minutes from Previous Meeting September 9, 2015
- E. Action Items
 1. Combined Water and Sewer Rate Study Refresh Preliminary Results
- F. Information Items - None
- G. Committee Comments
- H. Adjournment

DISTRIBUTION:

Full Packet		Agenda Only	Agenda & Minutes Only
<u>Committee Members</u> Bill Little Charlotte Craven	Mark Richardson Rick Dierksen Roger Pichardo Mark Carlson May Ju Misty Cheng City Clerk Cyndi Nicholl Counter Copy	Chamber of Commerce Jill Gordon Kathy Talley City Clerk/Posting (2)	Mike Morgan Jan McDonald Kevin Kildee Joe Vacca
Dave Norman Tom Fox Dave Klotzle Lindy Moore Lucie McGovern			<u>Contact Person</u> Dave Klotzle (805) 388-5340

POSTED: September 28, 2016

MINUTES
UTILITIES COMMITTEE
September 9, 2015
Administrative Conference Room

Call to Order: Meeting was called to at 8:35 a.m. The following Committee and staff members were present:

Mayor Bill Little
Councilmember Kevin Kildee
Tali Tucker, Assistant Director Public Works/City Engineer
Dave Norman, Assistant City Manager
Ronnie Campbell, Director of Finance
Mark Uribe, Assistant Director of Finance
Adrian Rivas, KB Homeowners' Association
Kathleen Martinez, Administrative Specialist Public Works

Members of Public Present: None

Set Next Meeting Date/Time: To be determined.

Approval of Minutes: Minutes of the Utilities Committee held July 17, 2015, were approved as presented.

Public Comments: None.

Action Items:

Item 1: Request for Acceptance of Existing Private Sanitary Sewer System Tract 4776, KB Camarillo Homeowners' Association

This item was presented to the Committee to discuss KB Homeowners' Association requesting that their existing private sanitary sewer system located west of Carmen Drive and South of Ventura Boulevard which includes 14 manholes, approximately 2025 linear feet of 8-inch sewer main, and serves 71 homes, recreation area and RV sanitary station be accepted into the Camarillo Sanitary District's public sewer system for maintenance.

Background - Following a formal RFP process, Raftelis Financial Consultants (RFC) began working with staff on a Combined Water and Sewer Rate Study on May 14, 2015. Staff and RFC presented the preliminary results of the Study and reviewed the underlying assumptions used. Feedback and concurrence on several key components of the Rate Study assisted RFC and Staff in preparation for the scheduled Study Session with the City Council and Sanitary District Officials and a Public Forum to be scheduled during the Prop 218 process.

City Council Policy 10.01, copy attached, states that the Camarillo Sanitary District ("District") may accept existing private sanitary sewer systems including pipelines (NOT including laterals), manholes and other appurtenances under certain conditions. First, pursuant to these conditions, the applicant is to report any outages or repairs as part of their application. According to the KB Camarillo Homeowners' Association ("HOA"), over the last fifteen years (homes were built in 1999), there has been no known histories of repairs or maintenance to the HOA's sewer system which is shown on the attached Sewer System Map.

Second, the City Engineer has determined, based on a review of the As-built drawings that the private utility improvements meet District design standards and the streets have been designed to accommodate District maintenance vehicles.

Next was the inspection and site visit. The HOA had the inside of the sewer main cleaned and videoed by the Ventura Regional Sanitation District. The video footage was reviewed by the Camarillo Sanitary District. Because sewer main defects were noted, the City Engineer determined that the HOA's private sewer system field condition does not currently meet the requirements set forth in Policy 10.01.

In order for the HOA to bring their private sewer system into compliance with this policy, the following punch list of remedial work needs to be completed:

1. **Within Corte Lejos, remove debris in sewer main approximately 145 feet upstream of manhole #G12-147 (Video Defect Listing: Pipe Segment Reference G12-1114).**
2. **Within Corte Lejos, remove debris in sewer manhole #G12-146 (Video Defect Listing: Pipe Segment Reference G12-1114).**
3. **Within Los Alisos Court, remove debris in sewer manhole #G12-150 (Video Defect Listing: Pipe Segment Reference G12-1111).**
4. **On Calle Segunda, replace faded "NO PARKING THIS SIDE OF STREET" sign.**
5. **Clean, spray and line ALL manholes to address the roaches.**

The locations of these defects needing remediation are shown on the attached Sewer System Map.

In addition to completing the above remedial work, and prior to acceptance by the District, the HOA (property owner) shall provide all the proper documentation necessary to grant perpetual easements to the District to allow access for maintenance and repair of system infrastructure. The private property is accessible to the general public to allow District employees access at all hours. Also, the HOA (property owner) shall indemnify and hold the District harmless for damage to private streets or other private property resulting from District maintenance activities.

Committee Recommendations – The Committee gave input on the proposed amendment to the franchise agreement for

The City Engineer recommends Alternative Number 2 be recommended to the Camarillo Sanitary District Board of Directors. If the Board of Directors approves the request, the City Engineer shall ensure that, prior to the District's acceptance for maintenance, any remedial work upon which acceptance is conditioned is completed satisfactorily and that required easements and hold-harmless agreements are completed.

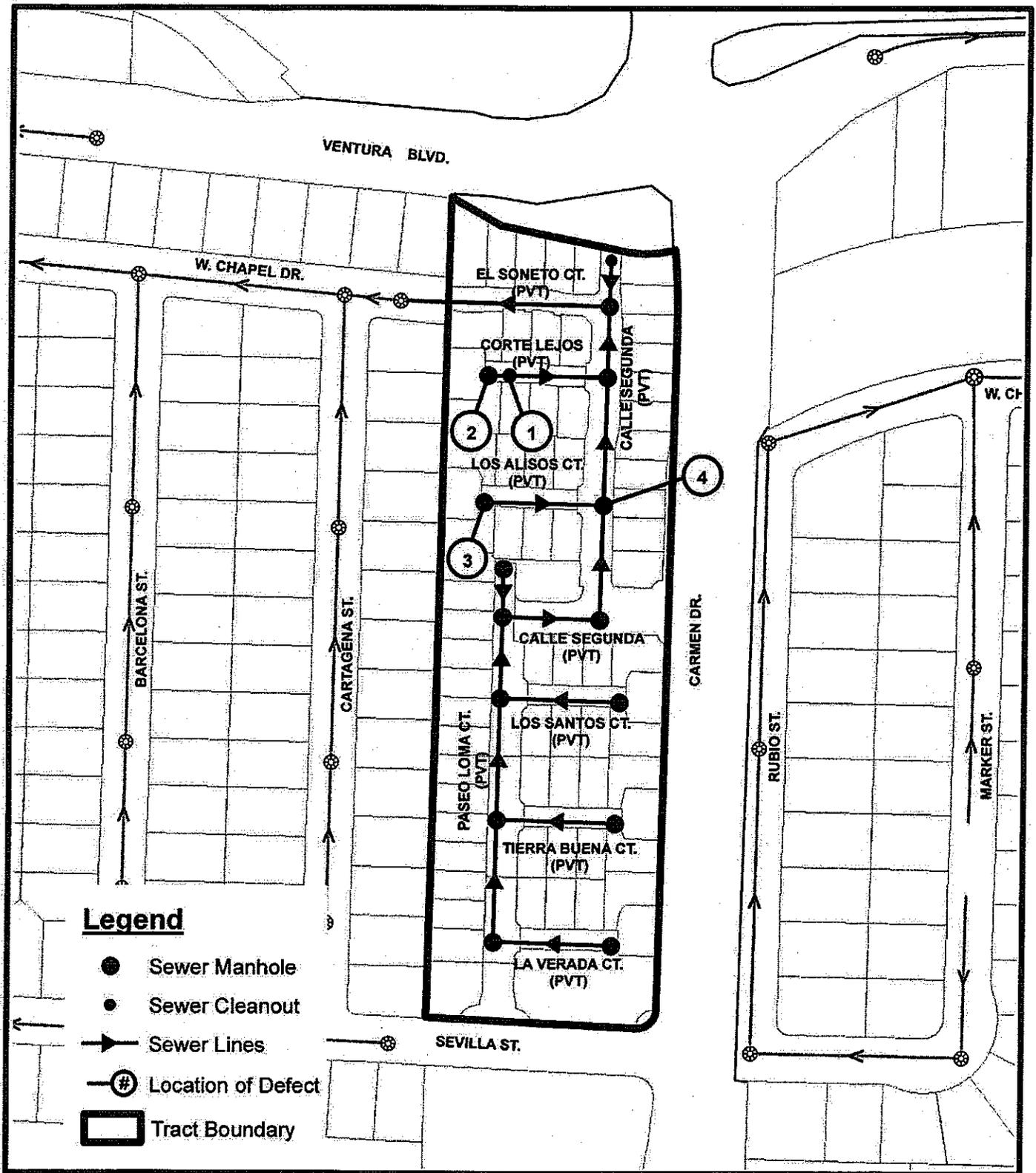
Information Items:

Item 1: Update on the Water and Sewer Rate Increase

Staff gave a verbal update on the Water and Sewer Rates increase.

This item was presented

Adjournment: The meeting adjourned at 9:20 a.m.



CAMARILLO SANITARY DISTRICT

Sewer System Map
Acceptance of Sanitary Sewer Improvements
Tract 4776, KB Camarillo HOA





City of Camarillo

Camarillo Sanitary District

AGENDA REPORT

Date: October 4, 2016

To: Utilities Committee

From: Dave Norman, City Manager/District Manager

Submitted by: Misty V. Cheng, Interim Director of Finance 

Subject: **Item 1: Combined Water and Sewer Rate Study Refresh Preliminary Results**

SUMMARY

This item is to discuss the preliminary results of the Combined Water and Sewer Rate Study Refresh for ratifying rates to be effective for January 2017. A project timeline will be presented for review.

DISCUSSION

Raftelis Financial Consultants (RFC) conducted a comprehensive combined water and sewer rate study in 2015. The process included mailing notices of proposed rate increases to all utility billing customers and property owners of the utility service locations, pursuant to Proposition 218. On November 4, 2015, City Council and the Camarillo Sanitary District Board adopted Resolution No. 2015-125 and Ordinance No. 88 respectively, with rate increases of 7% for Water and 5% for Sewer effective January 1, 2016, and another 7% for Water and 5% for Sewer effective January 1, 2017.

It is prudent to update the combined Water and Sewer Rate Study with current information to determine the appropriateness of the adopted rate adjustments scheduled to go into effect January 1, 2017. Staff and RFC will present the preliminary results of the updated Rate Study and review the underlying assumptions. Input from the Utilities Committee on several key components of the Rate Study will assist RFC and staff in preparation for a Study Session with the City Council and Sanitary District Officials.

BUDGET IMPACT

None. This item does not require an expenditure of funds.

SUGGESTED ACTION

Provide input and direction in preparation for the scheduled Study Session on October 26, 2016.

ATTACHMENT

Project Timeline

2016 Water/Sewer Rate Update Project

<i>DATE</i>	<i>STAFF ASSIGNED</i>	<i>ASSIGNMENT</i>
Tue-Oct 4	RFC & Staff	Consultant On-site: Review results with Utility Committee
Tue-Oct 18	Mark/Lucie	Draft PPT for Study Session
Wed-Oct 19	Mark/Lucie	Draft Script for Study Session
Mon-Oct 24	Fin Dir/Mark/Lucie	Review PPT and Script with Director of Finance
Tue-Oct 25	Fin Dir/Mark/Lucie	Review PPT for Study Session with City Mgr.
Wed-Oct 26	RFC & Staff	Consultant On-site: Study Session
Sun-Oct 30	Mark/Lucie	First Notice of Public Hearing posted in the Ventura County Star
Sun-Nov 6	Mark/Lucie	Second Notice of Public Hearing posted in the Ventura County Star
Wed-Nov 16	Finance Director	Public Hearing on First Reading of CSD Ordinance to adjust rates at an amount less than originally adopted
Wed-Dec 7	Finance Director	Second Reading of CSD Ordinance and Resolution to adjust rates at an amount less than originally adopted
Sun-Jan 1, 2017		Rates become effective

Revised 9/27/16