



Utility Ratepayers Advisory Panel Regular Meeting

***Oxnard Performing Arts & Convention Center, Ventura Room
800 Hobson Way, Oxnard, CA 93030***

Wednesday, February 8, 2017: 6:00 P.M.

A. WELCOME

B. OPENING CEREMONIES AND REMARKS

C. PUBLIC COMMENTS

At this time, a person may address the Utility Ratepayers Advisory Panel (URAP) on any matter within the subject matter jurisdiction of the URAP. The facilitator may limit public comments to three minutes or to a shorter time, if deemed necessary.

D. MINUTES

1. SUBJECT: Approval of minutes from January 25, 2017, Regular Meeting
RECOMMENDATION: Approve the minutes of the Regular Meeting of January 25, 2017
2. SUBJECT: Approval of minutes from February 1, 2017, Regular Meeting
RECOMMENDATION: Approve the minutes of the Regular Meeting of February 1, 2017

E. NEW BUSINESS

1. SUBJECT: Discussion regarding use of a facilitator
RECOMMENDATION: That the URAP 1) decide on whether to use a facilitator or select its own Chair 2) if a chair should be selected, determine the role of the Chair; 3) if a chair should be selected, determine the process for selecting the Chair, and; 4) if a chair should be selected, select the chair.*

**The UTF may make a decision on any or all of these items at its special meeting on Monday, February 6, 2016. If so, the URAP will only discuss those items the UTF does not determine.*

F. PRESENTATIONS

1. SUBJECT: Respond to questions by URAP members at the prior URAP meetings
2. SUBJECT: Review of the Infrastructure Use Fee
3. SUBJECT: Review of the planned CIP Projects
4. SUBJECT: Discussion of a Ratepayers Assistance Program

G. PANEL DISCUSSION

URAP members may have further discussion on listed agenda items after public comments.

H. ADJOURNMENT

The Brown Act permits the attendance of a majority of the City Council at this meeting, provided that a majority of the Councilmembers do not discuss this business among themselves, other than as part of the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact Rosa Solis at 805-385-8281. Notification at least 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

Written materials that are distributed to the URAP after the agenda is posted but before the item is to be considered at this meeting will be made available for public inspection at the City Clerk's Office located at 300 West Third Street, Fourth Floor, Oxnard, CA 93030 during the City's normal business hours.

Minutes of Utility Ratepayers Advisory Panel Regular Meeting

Wednesday, January 25, 2017

A. WELCOME AND INTRODUCTIONS

At 6:00 p.m., the first Utility Ratepayers Advisory Panel (URAP) meeting convened at the Oxnard Performing Arts & Convention Center, Ventura Room, 800 Hobson Way, Oxnard, California. Facilitator Ruth Osuna welcomed everyone.

URAP members in attendance: Manuel Herrera; Richard Elzinga; David Littell; Elva Marie Lindsey; Nancy Lindholm; Aaron Starr; and Rudy Rehbein.

B. ROLE OF THE UTILITY RATEPAYERS ADVISORY PANEL

City staffer Kyron Johnson announced and welcomed the URAP members.

1. REVIEW OF THE SCHEDULE OF MEETINGS

Mr. Johnson presented the schedule of URAP Meetings

2. DISCUSSION GUIDELINES

Mr. Johnson presented the Discussion Guidelines for URAP members

C. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public comments were received from: James Montigo (wastewater situation and financial responsibility); Jose Gomez (water prices, desalter plants in Mexico); George Miller (lessons learned from the last URAP, meetings process); Alicia Purcell (Robert's Rules of Order); Larry Stein (URAP process); Steven Nash (URAP meeting structure).

D. PRESENTATIONS ON THE EXISTING SITUATION OF THE CITY OF OXNARD'S WASTEWATER TREATMENT PLANT AND SEWER SYSTEM

1. Thien Ng, Wastewater Division Manager presented a Historical Review of Wastewater Rates and Wastewater Treatment Plant
2. Licette Maldonado, Utilities Finance Officer presented a Review of Current Budget Numbers for the Wastewater Utility Finances
3. Daniel Rydberg, Public Works Director presented a Review of the Assumptions and Preliminary Numbers for the Wastewater Rate Model

E. PUBLIC COMMENTS ON PRESENTATIONS

Elena Castellon, Olga Adame and Ana Carillo were called for public comment but were not present. Ed Shultz was called for public comment and decline to speak at the time.

Public comments were received from: Larry Stein (final numbers, CAFR, financial plan); George Miller (rate model process, initial draft); Pat Brown (City's finances); Barbara Macri-Ortiz (Infrastructure Use Fee).

F. PANEL DISCUSSION

Ms. Osuna tells the URAP members that there would be a presentation by Carollo Engineers at the following meeting to discuss rates more in depth. She also mentions the Wastewater Treatment Plant has a tour scheduled for Monday from 3 p.m. - 5 p.m. and to let Mr. Ng know if any of the members could attend.

Mr. Starr presented a list of questions to City staff. The list was discussed in detail.

Additional questions were asked throughout the meeting and discussed regarding financial information, rate model, pass-throughs, water usage and assumptions used. Staff noted these questions to address at a later URAP meeting or as soon as information was available. Ms. Osuna assured the URAP that a fourth meeting would take place if necessary and/or additional meetings beyond that.

G. ADJOURNMENT

At 8:00 p.m. the URAP meeting was adjourned.

Minutes of Utility Ratepayers Advisory Panel Regular Meeting

Wednesday, February 1, 2017

A. WELCOME

At 6:00 p.m., the second Utility Ratepayers Advisory Panel (URAP) meeting convened at the Oxnard Performing Arts & Convention Center, Ventura Room 800 Hobson Way, Oxnard, California. Facilitator Ruth Osuna welcomed everyone. Ms. Osuna announced Alternate Panelist Barbara Macri-Ortiz sitting in for Nancy Lindholm.

URAP members in attendance: Manuel Herrera; Richard Elzinga; David Littell; Elva Marie Lindsey; Barbara Macri-Ortiz (alternate); Aaron Starr; and Rudy Rehbein.

B. OPENING CEREMONIES

The URAP, members of staff and public made the Pledge of Allegiance.

C. PRESENTATIONS

1. Assistant City Manager Jesus Nava presented the first portion of the presentation. This first portion was responsive to the questions made by the URAP members at the January 25, 2017, meeting.

Chief Financial Officer Jim Throop presented the second portion of the presentation focusing on finances.

Wastewater Division Manager Thien Ng presented the third portion of the presentation focusing on the Wastewater Division structure, staffing and operational needs.

2. Tracy Clinton of Carollo Engineers presented the Condition Assessment of the Wastewater Utility.
3. Todd Shafer of AECOM presented the Wastewater Utility Proposed Capital Improvements.
4. The URAP meeting schedule was reviewed, and the members discussed the possibility of a fourth meeting on February 22, 2017.

D. PUBLIC COMMENTS ON PRESENTATIONS

Public comments were received from: Daniel Chavez Jr. (wastewater tour, focus on current situation); Eileen Tracy (Robert's Rules of Order); Bob Nast (deferred maintenance, oil and gas waste effects); Steve Dickmeyer was called for comment but was not present; Steve Nash (wastewater staff, ratepayers not charged for new development fees); Alicia Purcell (Robert's Rules of Order); and Al Velasquez (rate increase percentage, stop gap repairs).

E. PANEL DISCUSSION

URAP Member Richard Elzinga asked if the meeting on February 15th, could be moved to February 14th but after a brief discussion it was agreed that the schedule would stay as is.

URAP Member David Littell asked about the rate model and when it would be presented to the URAP. Ms. Osuna stated that staff was working on it and asked that if the panel wanted a

URAP Meeting Minutes

February 1, 2017

Page 2

meeting could be added on February 22nd, moving back the implementation date. She suggested the panel make a decision on it next week.

The panel requested three future agenda items: 1) voting on selecting a Chair for future meetings; 2) the Infrastructure Use Fee; and 3) the Ratepayers' Assistance Program. The panel also discussed the wastewater facility tour that occurred on Monday, January 30, 2017, being noticed as a Special Meeting and being subject to the Brown Act.

F. **ADJOURNMENT**

At 9:34 p.m. the URAP meeting was adjourned.

DATE: February 8, 2017

TO: Honorable Members of the Utility Ratepayers Advisory Panel

FROM: Shiri Klima, Assistant City Attorney

SUBJECT: Determination of Whether to Select a Chair

RECOMMENDATION:

That the Utility Ratepayers Advisory Panel (URAP) determine:

1. Whether the URAP should have a chair or a facilitator;
2. If a chair should be selected, what would be the URAP chair's role; and
3. If a chair should be selected, by what process would that happen.

BACKGROUND

As you know, the URAP has already held two meetings. At the February 1st meeting, the URAP requested a discussion regarding whether the URAP should have a chair going forward.

I. Whether the URAP Should Have a Chair

A chair is not legally required for the URAP. Without prior direction from the Utilities Task Force (UTF), which appointed the URAP members, it was within the purview of staff to determine the best way to run the URAP meetings.

The URAP needs to offer clear advice to the City Council regarding the wastewater rates increase. As is common with recommendations regarding highly technical processes, this requires staff to convey a lot of information to the URAP, as evidenced by the many questions URAP members have requested of staff even after presentations. The URAP members need to understand how the wastewater facility operates, its current and future needs, the financial situation of the wastewater utility's funds, how rates are determined for the wastewater utility, and so forth. Furthermore, timing is extremely limited due to the urgency of passing new rates, and the legal process for passing those rates is time-consuming. Finally, selecting a chair may give more power or appear to give more power to one of the three groups of the URAP—single family, multi-family and business. Accounting for all of this, staff decided it would be better to have a staff facilitator run the meetings instead of a chair.

Staff now needs direction from the URAP as to whether the remainder of the URAP meetings should be run by a chair or continue to be run by a facilitator.

A. If a URAP Chair Should be Selected, Defining the Chair's role

Without prior direction from the UTF, it was within the purview of staff to determine the best role of the facilitator. Assistant City Manager Ruth Osuna has run the meetings as efficiently as

possible to get to all agenda items, address all URAP questions, hold public comment, and adhere to all legal provisions within the time constraints of the meetings and the timeline of the rates increase process. If a chair should be selected, staff needs direction as to whether that chair would run the URAP meetings going forward, as well as any other roles of the chair, such as perhaps presenting the URAP's recommendation to the City Council

B. If a URAP Chair Should be Selected, Determining How to Select that Chair

If the URAP should select a chair, URAP members could nominate each other or volunteer themselves. The URAP could then vote in three different ways:

1. Each member of the URAP gets one vote. If there are more than two options and one person does not get a majority of the URAP votes, the position goes to the person with the most votes.
2. Each member of the URAP gets one vote. If there are more than two options and one person does not get a majority of the URAP votes, the URAP holds a second vote with only the top two candidates to obtain a majority vote. If there are not two top candidates, the URAP drops the candidate that had the least votes and continues to do this until only two candidates are left. In the second and any subsequent vote, each URAP member gets one vote.
3. Each member of the URAP gets one vote. If there are more than two options and one person does not get a majority of the URAP votes, the URAP holds a second vote with only the top two candidates to obtain a majority vote. If there are not two top candidates, the URAP drops the candidate that had the least votes and continues to do this until only two candidates are left. In the second and any subsequent vote, each URAP group—single family, multi-family and business—gets one vote.

Regardless of which option the URAP selects, the entire process must be done publicly, and the clerk must record which URAP member voted for which candidate.

II. The UTF Meeting on Monday, February 6, 2017

Due to the request by the URAP members for clarification on these issues, staff has convened a special meeting of the UTF on Monday, February 6, 2017. If the UTF resolves some or all of these issues, the URAP will follow these determinations, and those issues that have been resolved will not be discussed by the URAP at its meeting. If you have an opinion about these issues, you may attend the UTF meeting or write a letter in advance for the record.

MEMO



February 3, 2017

TO: Ruth Osuna, Assistant City Manager

FROM: Jim Throop

SUBJECT: Infrastructure Use Fee

- City historically transferred Infrastructure Use Fee (IUF) funds (ex: FY13 - \$4M) from the Enterprise Funds to the General Fund as reimbursement for governmental costs incurred by the Enterprise Funds.
- A study was completed January 9, 2014 to quantify the derivation of the IUF transfer.
- Actual cost allocation did not increase for FY2016/17 for any of the Enterprise Funds, even though there were increased costs.
- Focus was on three cost allocation areas: public safety, governmental facilities, and right-of-way maintenance
 - **Public Safety** – represents the Enterprise’s share of Police, Fire, and other related public safety programs. The allocation is in proportion to the value of each of the Enterprises’ capital assets compared with the value of all public and private property in the City.
 - **Governmental Facilities** – represents the Enterprises’ share of the costs of the City Administrative Buildings and Annex, and Civic Center. The cost is based on repaying the City in the form of a return and depreciation on the depreciated original cost of these facilities.
 - **Right-of-Way Maintenance** – represents the Enterprises’ share of the cost of street construction and maintenance, which are the major components of the right-of-way maintenance expenses.

- Methodology
 - City provides public safety services to safeguard property and lives located within the City limits.
 - All (private and public) benefit from these public safety services equally.
 - Examples of benefits – Police presence deters tampering with facilities, equipment, theft, vandalism, etc. Fire department is on stand-by, just as with private businesses/residences to respond to any emergency, such as fire or medical.
 - **Funding of Public Safety**
 - Variety of sources, of which tax revenue is the primary source.
 - Benefits to City property should be proportionate to the value of the public and private property protected within the City limits.
 - Study determines the Enterprise's share of costs in proportion the benefits received from Public Safety.
 - Step 1 – determine the value of the City's public property, both non-Enterprise and Enterprise property.
 - Step 2 – compare public property value with value of private property in order to allocate to the City its proportionate share of costs.
 - Step 3 – each Enterprise's property value is used to determine its respective allocation of public safety costs.
 - **Funding of Governmental Facilities**
 - Benefits to the Enterprise funds on two city-owned facilities that had no original or ongoing costs to the Enterprise funds. City Administrative Building and Civic Center.
 - Uses number of original costs, depreciation, number of employees, ROI (from the CPUC).
 - **Funding Right-of-Way Maintenance (ROWM)**
 - Encompasses a variety of activities ranging from pavement management to mapping, fencing, and real estate. Most of the cost is in pavement management.
 - Allocated by surface and subsurface factors
 - Buried infrastructure has been shown to that pavement life is reduced by 30% - 35%. Pavements cuts can reduce pavement life by 25%
 - Cost of ROWM allocated to Wastewater, of total IUF allocation, is 8%.

Public Safety Budget	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Police Budget	48,800,964	49,612,059	50,157,632	52,026,232	52,544,600
Fire Budget	14,880,400	15,201,236	16,474,560	15,148,805	15,920,865
Depreciation	9,523,058	9,523,058	9,523,058	9,523,058	9,523,058
	73,204,422	74,336,353	76,155,250	76,698,095	77,988,523
Allocation to Water	1.6%	1.6%	1.6%	1.6%	1.6%
Allocation \$	1,171,271	1,189,382	1,218,484	1,227,170	1,247,816
Actual Charge GF					1,156,322
Net Diff.					(91,494)
Allocation to Sewer	1.64%	1.64%	1.64%	1.64%	1.64%
Allocation \$	1,171,271	1,189,382	1,218,484	1,227,170	1,247,816
Actual Charge GF					991,791
Net Diff.					(256,025)
Allocation to ER	1.6%	1.6%	1.6%	1.6%	1.6%
Allocation \$	1,171,271	1,189,382	1,218,484	1,227,170	1,247,816
Actual Charge GF					851,887
Net Diff.					(395,929)

Wastewater Division - FY 2017 to FY 2022 Capital Improvement Program (CIP)

Recent condition assessment of the Oxnard Wastewater Treatment Plant (OWTP) have documented 40% of the facility to be in poor or very poor condition, with 72% at a moderate, high or very high risk of experiencing failures. The City's overall objective is to reduce the failure risk of all facilities to low or very low; however, understanding the current funding limitations the City has developed a 10-year rehabilitation program with goal of reducing the highest risk facilities to a moderate or better risk grade. This 10-year program includes:

Years 1 - 2: Repair high risk facilities which have been identified as a health and safety concern or urgent need to maintain plant functionality.

Years 3 - 5: Rehabilitation activities necessary to maintain required minimum redundancy and treatment facility.

Years 6 - 10: Abandonment of older facilities that have reached the end of their useful life (1975 or older), repurposing and renewal of other facilities to provide a modern treatment process (such as membrane bioreactor (MBR) or other technology), and efficiency improvements including reduced pumping and more efficient treatment equipment.

Project ID	Unit Operation	Project	Description	Total (\$)
Urgent Minimum Capital Improvement Projects				
	Collection System	Central Trunk Manhole Rehabilitation Phase 1	Rehabilitate 47 existing manholes	\$ 1,410,000
	Collection System	Central Trunk Manhole Rehabilitation Phase 2	Rehabilitate 27 existing manholes	\$ 810,000
	Collection System	Harbor Blvd Manhole Rehabilitation	Rehabilitate 12 existing manholes	\$ 100,000
	Collection System	Pleasant Valley Manhole Rehabilitation	Rehabilitate 14 existing manholes	\$ 200,000
	Collection System	Redwood Tributary Manhole Rehabilitation	Rehabilitate 38 existing manholes	\$ 300,000
	Collection System	Rice Avenue Sewer Improvement	Install new 24-inch sewer from Latigo to Camino Del Sol to replace existing 18-inch sewer line.	\$ 1,300,000
	Collection System	Existing Sewer Deficient Capacity Replacement	Ventura Road from Doris Avenue to Oxnard Airport	\$ 1,755,197
	Collection System	Existing Sewer Deficient Capacity Replacement	Third Street & Navarro Street	\$ 364,869
	Collection System	Existing asbestos concrete pipe (ACP) Replacement	Various locations throughout the City	\$ 1,500,000
	Collection System	Annual Existing Pipe Repair	Various locations throughout the City based on sewer inspection	\$ 600,000
	Collection System	Collection System Chemical Addition	Construct 3 magnesium hydroxide addition facilities three major sewer trunk lines to reduce nuisance odors and protect sewer infrastructure	\$ 4,400,000
	Collection System	Devco Development Lift Station	Construct new lift station at Devco development & abandon existing lift station #23. The new lift station will accommodate sewer flows from existing lift station #23, Devco, Village (Wagon Wheel) developments. The lift station cost is \$1,500,000 & the City cost is \$500,000.	\$ 500,000
	Collection System	Existing Lift Station #4 (Mandalay & Wooley) Rehabilitation	Install new supervisory control and data acquisition (SCADA) & motor control center (MCC) panels. Install new valve vault door. Rehabilitate wet well coating.	\$ 500,000
	Collection System	Existing Lift Station #6 (Canal) Rehabilitation	Install new pumps. Replace MCC panel. Install new emergency standby generator.	\$ 500,000
	Collection System	Existing Lift Station #20 (Beardsley) Rehabilitation	Install new MCC panel and concrete pad.	\$ 300,000
	Collection System	Meter Vault/Vortex Structure Coating Rehabilitation	Rehabilitate coating in meter vault/vortex structure	\$ 280,000
	Vehicle	Crane Truck	Replace one (1) existing crane truck (partial cost)	\$ 34,000
	Equipment	Emergency Backup Generators	Replace two (2) existing portable emergency generators	\$ 130,000
	Vehicle	Service Truck	Replace three (3) existing service truck (partial cost)	\$ 136,250

Wastewater Division - FY 2017 to FY 2022 Capital Improvement Program (CIP)

Recent condition assessment of the Oxnard Wastewater Treatment Plant (OWTP) have documented 40% of the facility to be in poor or very poor condition, with 72% at a moderate, high or very high risk of experiencing failures. The City's overall objective is to reduce the failure risk of all facilities to low or very low; however, understanding the current funding limitations the City has developed a 10-year rehabilitation program with goal of reducing the highest risk facilities to a moderate or better risk grade. This 10-year program includes:

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Project ID	Unit Operation	Project	Description	Total (\$)
	Vehicle	Electrician Service Truck	Replace one (1) existing service truck (partial cost)	\$ 11,250
	Equipment	Portable Pumps	Replace two (2) existing portable pumps (partial cost)	\$ 91,000
	Equipment	Skip Loader	Replace one (1) existing skip loader (partial cost)	\$ 20,000
	Vehicle	Sewer Cleaning Vactor Truck	Replace two (2) existing sewer cleaning vactor trucks	\$ 860,000
	Vehicle	Camera Inspection Equipment/Truck	Replace existing sewer inspection camera equipment and truck	\$ 220,000
	Equipment	Easement Reel Sewer Inspection Equipment	Sewer cleaning equipment for minimum working area	\$ 65,000
		Wastewater Collection Total		\$ 16,387,566
	Preliminary Treatment / Headworks	Headworks Odor Control System	Install new odor control dampers and fan. Repair existing foul air ductwork. Re-balance existing odor control system	\$ 220,000
	Preliminary Treatment / Headworks	Headworks Fiberglass Covers Replacement & Concrete Coating Repair	Install new grit chamber & wet well fiberglass covers. Rehabilitate grit chamber & wet well concrete coating. Year 1 to 2: high foot traffic areas. Year 3 to 5: remaining areas.	\$ 499,100
	Preliminary Treatment / Headworks	Headworks Rehabilitation	Install new odor control system. Enclose bar screen & conveyor areas to minimize odor complaints. Install screen wall along north and west property areas. In 2011, City settled \$4.6M lawsuit related to Headworks construction and nuisance odor complaints.	\$ 7,250,000
	Primary Treatment	Primary Clarifier Rehabilitation	Install new effluent launders. New primary clarifier #4 walkway. Install polymer addition system to improve primary treatment efficiency.	\$ 655,000
	Secondary Treatment	Biotowers Rehabilitation	Install wire wrap or mesh around biotowers to prevent block wall from falling.	\$ 630,000
	Secondary Treatment	Activated Sludge Tank (AST) Rehabilitation	Install new air flow meters, air control valves, and dissolved oxygen meters.	\$ 150,000
	Solids Treatment	Digester 2 Cover Replacement and Clean Digesters 1 & 3	Install digester 2 cover and clean digester 1 and 3.	\$ 3,700,000
	Solids Treatment	Replace Belt Filter Presses & Conveyor	Year 1 to 2: Replace two existing belt filter presses. Year 3 to 5: Replace two existing belt filter presses and conveyor.	\$ 2,610,000
	Pump Station	Interstage Pump Station Rehabilitation	Replace pumps, motors, variable frequency drives. Rehabilitate wet well concrete coating. Upgrade control facility to meet building seismic code.	\$ 2,087,199

Wastewater Division - FY 2017 to FY 2022 Capital Improvement Program (CIP)

Recent condition assessment of the Oxnard Wastewater Treatment Plant (OWTP) have documented 40% of the facility to be in poor or very poor condition, with 72% at a moderate, high or very high risk of experiencing failures. The City's overall objective is to reduce the failure risk of all facilities to low or very low; however, understanding the current funding limitations the City has developed a 10-year rehabilitation program with goal of reducing the highest risk facilities to a moderate or better risk grade. This 10-year program includes:

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Project ID	Unit Operation	Project	Description	Total (\$)
	Pump Station	Effluent Pump Station Rehabilitation	Replace isolation valve, pumps, motors, variable frequency drives. Rehabilitate wet well concrete coating. Install bypass piping. Upgrade control facility to meet building seismic code.	\$ 9,000,000
	Electrical / Instrumentation	Electrical Building ARC Flash Protection	Install temporary 25kV circuit breakers on each side of 16kV and 480 volt transformers.	\$ 575,000
	Electrical / Instrumentation	Cogenerators Rehabilitation	Year 1 to 2: Rebuild two existing cogenerators. Year 3 to 5: Rebuild one existing cogenerator.	\$ 1,215,000
	Electrical / Instrumentation	Electrical/Instrumentation Manhole Rehabilitation	Rehabilitate seven existing electrical and instrumentation manholes.	\$ 175,000
	Electrical / Instrumentation	Emergency Standby Generator Replacement	Install one (1) emergency standby generator	\$ 5,000,000
	Electrical / Instrumentation	Plant Motor Control Center (MCC) Panel Replacement	Install motor control center (MCC) panels	\$ 2,087,199
	Electrical / Instrumentation	Main Electrical Building	Construct Main Electrical Building; new transformers; reroute electrical duct banks and run new cabling; new Automatic transfer switches; demolish old electrical building and equipment, and restore grade.	\$ 6,000,000
	Electrical / Instrumentation	Computerized Maintenance Management System (CMMS)	Install CMMS system for plant maintenance record keeping, including work scheduling, equipment records keeping, labor hours, and costs.	\$ 300,000
	Electrical / Instrumentation	Supervisory Control and Data Acquisition and (SCADA) System	Temporary convert existing fiber network to Ethernet to prevent SCADA drop-out.	\$ 225,000
	Electrical / Instrumentation	SCADA System	Install plant SCADA system	\$ 4,946,500
	Site Work	Site Piping Replacements	Install process water piping loop, buried valves, fire line loop.	\$ 1,350,000
	Site Work	Site Security	Install site security monitoring system, security fencing, building security keying system	\$ 1,000,000
	Site Work	Storm water Site Improvements	Upgrade existing site storm drainage piping and outlets to meet new storm water regulations	\$ 2,100,000
	Building	Laboratory HVAC Unit	Replace existing one (1) 20-ton HVAC unit.	\$ 205,000
	Design	Design services for 6 to 10 year CIP	Design services for 6 to 10 year CIP	\$ 15,130,000
	Vehicle	Crane Truck	Replace one (1) existing crane truck (partial cost)	\$ 102,000
	Vehicle	Service Truck	Replace three (3) existing service truck (partial cost)	\$ 22,500
	Vehicle	Electrician Service Truck	Replace one (1) existing service truck (partial cost)	\$ 22,500

Wastewater Division - FY 2017 to FY 2022 Capital Improvement Program (CIP)

Recent condition assessment of the Oxnard Wastewater Treatment Plant (OWTP) have documented 40% of the facility to be in poor or very poor condition, with 72% at a moderate, high or very high risk of experiencing failures. The City's overall objective is to reduce the failure risk of all facilities to low or very low; however, understanding the current funding limitations the City has developed a 10-year rehabilitation program with goal of reducing the highest risk facilities to a moderate or better risk grade. This 10-year program includes:

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Project ID	Unit Operation	Project	Description	Total (\$)
	Vehicle	Roll-off Truck	Replace one (1) existing biosolids/grit roll-off truck	\$ 200,000
	Equipment	Portable Pump	Replace two (2) existing portable pumps (partial cost)	\$ 26,000
	Equipment	Man lift	Replace one (1) existing man lift	\$ 40,000
	Vechcle	Skip Loader	Replace one (1) existing skip loader (partial cost)	\$ 80,000
		Wastewater Treatment Total		\$ 67,602,998
		Urgent Minimum Capital Improvement Total		\$ 83,990,564

Wastewater Division - FY 2017 to FY 2022 Capital Improvement Program (CIP)

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Enhanced Reliability Capital Improvement Projects				
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	Collection System	Annual Existing Pipe Repair	Various locations throughout the City based on sewer inspection	\$ 600,000
	Collection System	Collection System Chemical Addition	Construct 3 magnesium hydroxide addition facilities three major sewer trunk lines to reduce nuisance odors and protect sewer infrastructure	\$ 4,400,000
	Collection System	Devco Development Lift Station	Construct new lift station at Devco development & abandon existing lift station #23. The new lift station will accommodate sewer flows from existing lift station #23, Devco, Village (Wagon Wheel) developments. The lift station cost is \$1,500,000 & the City cost is \$500,000.	\$ 500,000
	Collection System	Existing Lift Station #4 (Mandalay & Wooley) Rehabilitation	Install new supervisory control and data acquisition (SCADA) & motor control center (MCC) panels. Install new valve vault door. Rehabilitate wet well coating.	\$ 500,000
	Collection System	Existing Lift Station #6 (Canal) Rehabilitation	Install new pumps. Replace MCC panel. Install new emergency standby generator.	\$ 500,000
	Collection System	Existing Lift Station #20 (Beardsley) Rehabilitation	Install new MCC panel and concrete pad.	\$ 300,000
	Collection System	Meter Vault/Vortex Structure Coating Rehabilitation	Rehabilitate coating in meter vault/vortex structure	\$ 280,000
	Vehicle	Crane Truck	Replace one (1) existing crane truck	\$ 34,000
	Equipment	Emergency Backup Generators	Replace two (2) existing portable emergency generators	\$ 130,000
	Vehicle	Service Truck	Replace three (3) existing service truck (partial cost)	\$ 136,250

Wastewater Division - FY 2017 to FY 2022 Capital Improvement Program (CIP)

Recent condition assessment of the Oxnard Wastewater Treatment Plant (OWTP) have documented 40% of the facility to be in poor or very poor condition, with 72% at a moderate, high or very high risk of experiencing failures. The City's overall objective is to reduce the failure risk of all facilities to low or very low; however, understanding the current funding limitations the City has developed a 10-year rehabilitation program with goal of reducing the highest risk facilities to a moderate or better risk grade. This 10-year program includes:

Years 1 - 2: Repair high risk facilities which have been identified as a health and safety concern or urgent need to maintain plant functionality.

Years 3 - 5: Rehabilitation activities necessary to maintain required minimum redundancy and treatment facility.

Years 6 - 10: Abandonment of older facilities that have reached the end of their useful life (1975 or older), repurposing and renewal of other facilities to provide a modern treatment process (such as membrane bioreactor (MBR) or other technology), and efficiency improvements including reduced pumping and more efficient treatment equipment.

Project ID	Unit Operation	Project	Description	Total (\$)
	Vehicle	Electrician Service Truck	Replace one (1) existing service truck (partial cost)	\$ 11,250
	Equipment	Portable Pumps	Replace two (2) existing portable pumps	\$ 91,000
	Equipment	Skip Loader	Replace one (1) existing skip loader (partial cost)	\$ 20,000
	Vehicle	Sewer Cleaning Vactor Truck	Replace two (2) existing sewer cleaning vactor trucks	\$ 860,000
	Vehicle	Camera Inspection Equipment/Truck	Replace existing sewer inspection camera equipment and truck	\$ 220,000
	Equipment	Easement Reel Sewer Inspection Equipment	Sewer cleaning equipment for minimum working area	\$ 65,000
		Wastewater Collection Total		\$ 16,387,566
	Preliminary Treatment / Headworks	Headworks Odor Control System	Install new odor control dampers and fan. Repair existing foul air ductwork.	\$ 220,000
	Preliminary Treatment / Headworks	Headworks Fiberglass Covers Replacement & Concrete Coating Repair	Install new grit chamber & wet well fiberglass covers. Rehabilitate grit chamber & wet well concrete coating. Year 1 to 2: high foot traffic areas. Year 3 to 5: remaining areas.	\$ 499,100
	Preliminary Treatment / Headworks	Headworks Rehabilitation	Install new odor control system. Enclose bar screen & conveyor areas to minimize odor complaints. Install screen wall along north and west property areas. In 2011, City settled \$4.6M lawsuit related to Headworks construction and nuisance odor complaints.	\$ 7,250,000
	Primary Treatment	Primary Clarifier Rehabilitation	Install new effluent launders. New primary clarifier #4 walkway. Install polymer addition system to improvement primary treatment efficiency.	\$ 655,000
	Secondary Treatment	Biotowers Rehabilitation	Install wire wrap or mesh around biotowers to prevent block wall from falling.	\$ 630,000
	Secondary Treatment	Biotower Demolition	Remove superstructure, remove concrete below ground, reroute piping and electrical; restore grade	\$ 2,850,000
	Secondary Treatment	Activated Sludge Tank (AST) Rehabilitation	Install new air flow meters, air control valves, and dissolved oxygen meters.	\$ 150,000
	Secondary Treatment	Modify Activated Sludge Tank (AST) for MBR or other technology operation	Partition Tanks, add internal recycle system. Partial project cost; project extended beyond FY 2022	\$ 700,000
	Secondary Treatment	Convert Secondary Clarifiers to Primary Clarifiers	Convert existing secondary clarifiers 6 to 12. Install clarifier mechanisms, replace primary sludge pumps, isolation gates and scum systems.	\$ 8,300,000

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Project ID	Unit Operation	Project	Description	Total (\$)
	Secondary Treatment	Remove existing Secondary Clarifiers and prepare for new Membrane Bioreactor (MBR) or other Technology	Demolish existing secondary clarifiers 13 to 18. Remove equipment, re-route piping and electrical, reinforce walls of aeration basin, modify inlet and outlet channels. Partial project cost; project extended beyond FY 2022.	\$ 4,850,000
	Secondary Treatment	Convert Existing Secondary Clarifier to Screening & Transfer Pump Station	Install screen channels for primary effluent, convert to flow equalization basin, add transfer pumping and pipes. Partial project cost; project extended beyond FY 2022.	\$ 4,000,000
	Solids Treatment	Digester 2 Cover Replacement and Clean Digesters 1 & 3	Install digester 2 cover and clean digester 1 and 3.	\$ 3,700,000
	Solids Treatment	Digesters 1 and 3 Rehabilitation	Replacement of mixing systems, roof and concrete walls repair; heat exchanger upgrades	\$ 8,500,000
	Solids Treatment	Replace Belt Filter Presses & Conveyor	Year 1 to 2: Replace two existing belt filter presses. Year 3 to 5: Replace two existing belt filter presses and conveyor.	\$ 2,610,000
	Pump Station	Interstage Pump Station Rehabilitation	Replace pumps, motors, variable frequency drives. Rehabilitate wet well concrete coating. Upgrade control facility to meet building seismic code.	\$ 2,087,199
	Pump Station	Effluent Pump Station Rehabilitation	Replace isolation valve, pumps, motors, variable frequency drives. Rehabilitate wet well concrete coating. Install bypass piping. Upgrade control facility to meet building seismic code.	\$ 9,000,000
	Electrical / Instrumentation	Electrical Building ARC Flash Protection	Install temporary 25kV circuit breakers on each side of 16kV and 480 volt transformers.	\$ 575,000
	Electrical / Instrumentation	Cogenerators Rehabilitation	Year 1 to 2: Rebuild two existing cogenerators. Year 3 to 5: Rebuild one existing cogenerator.	\$ 1,215,000
	Electrical / Instrumentation	Electrical/Instrumentation Manhole Rehabilitation	Rehabilitate seven existing electrical and instrumentation manholes.	\$ 175,000
	Electrical / Instrumentation	Emergency Standby Generator Replacement	Install new emergency standby generator	\$ 5,000,000
	Electrical / Instrumentation	Plant Motor Control Center (MCC) Panel Replacement	Install new MCC panels	\$ 2,087,199
	Electrical / Instrumentation	Main Electrical Building	Construct Main Electrical Building; new transformers; reroute electrical duct banks and run new cabling; new Automatic transfer switches; demolish old electrical building and equipment, and restore grade.	\$ 6,000,000
	Electrical / Instrumentation	Site Electrical Improvements	Install cables, duct banks, and wiring	\$ 3,705,000

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Project ID	Unit Operation	Project	Description	Total (\$)
	Electrical / Instrumentation	Computerized Maintenance Management System (CMMS)	Install new CMMS system for plant maintenance record keeping, including work scheduling, equipment records keeping, labor hours, and costs.	\$ 300,000
	Electrical / Instrumentation	Supervisory Control and Data Acquisition and (SCADA) System	Temporary convert existing fiber network to Ethernet to prevent SCADA drop-out.	\$ 225,000
	Electrical / Instrumentation	SCADA System	Install plant SCADA system	\$ 4,946,500
	Electrical / Instrumentation	North Plant Area Electrical Building	Replace existing transformers; reroute electrical duct banks; replace electrical cables; replace automatic transfer switches, and replace motor control center panels	\$ 5,200,000
	Site Work	Site Piping Replacements	Install process water piping loop, buried valves, fire line loop.	\$ 1,350,000
	Site Work	Site Security	Install site security monitoring system, security fencing, building security keying system	\$ 1,000,000
	Site Work	Storm water Site Improvements	Upgrade existing site storm drainage piping and outlets to meet new storm water regulations	\$ 2,100,000
	Building	Laboratory HVAC Unit	Replace existing one (1) 20-ton HVAC unit.	\$ 205,000
	Design	Design services for 6 to 10 years	Design services for 6 to 10 years	\$ 15,130,000
	Vehicle	Crane Truck	Replace one (1) existing crane truck (partial cost)	\$ 102,000
	Vehicle	Service Truck	Replace three (3) existing service truck (partial cost)	\$ 22,500
	Vehicle	Electrician Service Truck	Replace one (1) existing service truck (partial cost)	\$ 22,500
	Vehicle	Roll-off Truck	Replace one (1) existing biosolids/grit roll-off truck	\$ 200,000
	Equipment	Portable Pump	Replace two (2) existing portable pumps (partial cost)	\$ 26,000
	Equipment	Man lift	Replace one (1) existing man lift	\$ 40,000
	Equipment	Skip Loader	Replace one (1) existing skip loader (partial cost)	\$ 80,000
		Wastewater Treatment Total		\$ 105,707,998
		Enhanced Reliability Capital Improvement Total		\$ 122,095,564

Utility Ratepayers' Assistance Programs

UTILITY RATEPAYERS' ASSISTANCE PROGRAMS

- A number of utilities have developed Utility Ratepayers' Assistance Programs that use bill discounts, special rate structures, and other means as an approach to help financially constrained customers maintain access to drinking water and wastewater services.
- These programs help households address issues with affordability and help protect public health throughout the community. They also help ensure the utility can sustainably provide its core services, price services appropriately, and preserve a broad customer base.
- Programs serve different segments of the population based on factors such as income level (e.g., low- or fixed-income), permanent disability, occurrence of temporary hardship (e.g., recent divorce, death of spouse, recently unemployed), age (e.g., senior citizens), and/or status as a veteran.
 - Income is the most common criterion used to determine rate assistance eligibility. Some utilities offer a discounted rate for customers whose income is below a specified threshold. The threshold might be based on the poverty level (e.g., twice the federal poverty level) or on bill charges exceeding a specified percentage of income (e.g., median household income).

TYPES OF ASSISTANCE

- **Bill Discount** — Utilities reduce a customer's bill, usually long-term. Can be applied to nearly any type of rate structure or aspect of the bill (e.g., variable rate structure, fixed service charge, and volumetric charge). Also known as reduced fixed fee.
- **Flexible Terms** — Utilities help customers afford services and pay bills through arrearage forgiveness (e.g., rewarding timely bill payments by partially forgiving old debt and establishing a payment plan for future payments), bill timing adjustment (e.g., moving from quarterly to monthly billing cycles), or leveled billing (e.g., dividing total anticipated annual water and sewer bill by 12 to create a predictable monthly bill amount).
- **Temporary Assistance** — Utilities help customers on a short-term or one-time basis to prevent disconnection of service or restore service after disconnection for households facing an unexpected hardship (e.g., death, job loss, divorce, domestic violence). Also known as emergency assistance, crisis assistance, grant, one-time reduction.

FUNDING UTILITY RATEPAYERS' ASSISTANCE PROGRAMS

Proposition 218 requires the expenses funded by rate revenue to be part of the cost of service. This limits public utilities from funding Utility Ratepayers' Assistance Programs.

Possible sources of funds and revenue are available for utilities to support their Utility Ratepayers' Assistance Programs, including:

- Give customers and employees an opportunity to make voluntary contributions (e.g., the popular “round up” bill option).
- Seek donations from outside partners, including charities and other assistance programs and agencies.
- Allocate a portion of the general fund revenues toward the program.
- Other innovative revenue streams (e.g., some utilities have generated revenue by allowing ads and antennas on utility structures).