

**CITY OF UKIAH
UKIAH CITY COUNCIL
Special Meeting
WASTE WATER TREATMENT PLANT
300 Plant Road
Ukiah, CA 95482
AND
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482**

**May 23, 2016
4:00 p.m.**

JOINT MEETING WITH THE UKIAH VALLEY SANITATION DISTRICT

Meeting will convene at the Waste Water Treatment Plant at 4:00 p.m.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. TOUR OF WASTE WATER TREATMENT PLANT (WWTP)

- a. Tour Begins at 4:00 p.m. at the Waste Water Treatment Plant, 300 Plant Road, Ukiah, California, 95482.

Reconvene at Civic Center Council Chambers at 6:15 p.m.

3. PUBLIC COMMENT

4. NEW BUSINESS

- a. Discussion of Goals and Objectives for FY 2016-17 Budget.

5. ADJOURNMENT

Please be advised that the City needs to be notified 24 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Dated this 18th day of May, 2016.
Kristine Lawler, City Clerk



Item No. 4

UKIAH VALLEY SANITATION DISTRICT
and
CITY OF UKIAH

AGENDA SUMMARY REPORT
JOINT MEETING OF MAY 23, 2016

**JOINT MEETING WITH CITY AND DISTRICT
DISCUSSION OF GOALS AND OBJECTIVES FOR FY 2016-17**

In past meetings, the District and City have indicated an interest in having more joint meetings beyond the minimum needed for adoption of the annual budget.

During recent FY 16-17 budget meetings with District and City staff (Sage Sangiacomo, Tim Eriksen, Sean White, Jarod Thiele, Frank McMichael, and John Dickerson), the need for additional joint meetings was further discussed as being valuable. Also, in recent meetings that have occurred with the District/City Working Group (City Manager, Sage Sangiacomo, City Councilmember Kevin Doble, UVSD Chairman Ronco, and District Manager McMichael), the same need was discussed.

From that discussion, it was jointly agreed that we would begin to immediately schedule more joint meetings and that the first meeting would occur on May 23, 2016, subject to District Board and Council availability.

The subject of this meeting is to review and discuss the Goals and Objectives for FY 2016-2017. Please see attached.

A handwritten signature in black ink, reading "Frank McMichael", written over a horizontal line.

Frank McMichael
UVSD District Manager/Clerk

A handwritten signature in blue ink, reading "Sage Sangiacomo", written over a horizontal line.

Sage Sangiacomo
Ukiah City Manager

Draft Document for 05/23/16 Joint Meeting

WASTEWATER SYSTEM FUNDS FISCAL YEAR 2016-17

84024420

84024421

84024425

WASTE WATER ADMINISTRATION, COLLECTION AND TREATMENT:

The Waste Water Departments is comprised of 3 divisions: Administration, Collection and Treatment. The Administration division is responsible for all compliance, permitting, funding oversight, budgeting and assists the other divisions with technical assistance. The Collection division is closely coordinated with the Water Distribution Division of the Water Department as the same team of employees maintains and improves both systems. The Treatment Division is responsible for the operation and maintenance of the Waste Water Treatment Plant (WWTP) and all discharges from the WWTP

The waste water system is run by approximately 23 full and part time employees.

MAJOR ACCOMPLISHMENTS OF FY 2015-16:

- North State Sewer Main Replacement Project was completed.
- Implemented a Toxicity Identification Evaluation (TIE) and reduced problem constituents.
- Passed all Chronic and Acute Toxicity testing resulting in a savings of at least \$50,000.
- In calendar year 2015 treated 980,000,000 gallons of effluent.
- Successfully procured a barscreen for the influent pump station (IPS).

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

Administration:

- Complete a rate review.
- Initiate a master plan for addressing the Inflow and Infiltration (I and I) into the collection system.
- Begin negotiating renewal of the Discharge Permit (NPDES) with the North Coast Regional Water Quality Control Board (NCRWQCB).

Collection:

- Add telemetry to the Ford/Orchard Lift Station.
- Replace sewer mains on Luce, Observatory, and Washington.

Treatment:

- Install an Ammonia and Nitrate analyzer to assist in the identification of areas in the plant where production of these constituents is high.
- Installation of the bar screen to reduce the risk of damage to the IPS Pumps.
- Consider options for repair or replacement of the Belt Filter Press (BFP) which dewateres the sludge. The BFP drums/rollers are worn and failing.
- Improve reliability of SCADA system at the Treatment Plant to reduce plant shutdowns.

PROCESS GOALS FOR THE DISTRICT/CITY WORKING GROUP:

Policy

It is the policy and viewpoint of the City and UVSD that all data and information kept or generated regarding the operations, maintenance, management and administration of the entire sewer system (WWTP, trunk sewer and collection system) shall be readily and completely available to the City and the District. Based on this policy, the proposed goals for FY 16-17 are:

- Joint Board/City Council Meetings: Set a routine joint meeting schedule.
- Complete Customer List: Develop shared administrative access to the customer list (City and District) for the total sewer system.
- Historical Information – ESSUs: Compile all historical information kept by the City and District that supports the ESSU summary reports to date.
- Monthly Financial Reports: Develop and reformat monthly financial reports (revenue and expenditures) for the complete system.
- Delinquency Accounts: Resolve the delinquency accounts process including customer notifications and accounting.
- WWTP Inflow – Outflow Reports: Generate monthly reports showing daily WWTP inflow and outflow including discharge to the River and other relevant data.
- Collection System Work Reports: Generate system work progress/activity reports and develop a routine reporting process and format.
- Regular Staff Meetings: Have regular meetings (at least monthly) about all projects and activities within the overall system.
- Resolution of Accounts: Review customer accounts for assignment between District and City, and establish an audit process to maintain proper billing.
- Master Meters: Initiate discussions regarding the two agency's approaches to billing regarding master meters.
- ESSU Methodology: Initiate discussions regarding ESSU methodology and allocation.