

**ACTION MINUTES OF  
BOARD OF PUBLIC UTILITIES COMMISSIONERS  
CITY OF TULARE**

**April 4, 2019**

**A regular meeting of the Board of Public Utilities of the City of Tulare was held on Thursday, April 4, 2019 at 4:00 p.m. in the Tulare Public Library & Council Chamber, 491 North "M" Street.**

**BPU PRESENT:** Jim Pennington, Thomas Griesbach, Chris Harrell

**BPU ABSENT:** Howard Stroman

**STUDENT PRESENT:** Pawnit Kaur

**STAFF PRESENT:** Rob Hunt, Megan Dodd, Trisha Whitfield, Darlene Thompson, Michael Miller, Nick Bartsch, Tim Doyle, Steve Bonville, Andrew Bettencourt, Melissa Hermann

**I. CALL TO ORDER REGULAR MEETING**

President Pennington called the regular meeting to order at 4:00 p.m.

**II. PLEDGE OF ALLEGIANCE AND INVOCATION**

Board Member Harrell led the Pledge of Allegiance and an invocation was given by President Pennington.

**III. CITIZEN COMMENTS**

President Pennington requested those who wish to speak on matters not on the agenda within the jurisdiction of the Board, or to address or request a matter be pulled from the Consent Calendar to do so at this time. He further stated comments related to General Business matters would be heard at the time that matter is addressed on the agenda.

There were no citizen comments.

**IV. COMMUNICATIONS**

Interim City Manager Rob Hunt reminded the Board about the joint meeting of the Board of Public Utilities and City Council scheduled for April 23 at 6 p.m. to discuss the CIP portion of the budget.

**V. STUDENT REPORT**

Pawnit Kaur shared with the Board her acceptance into the pre-collegiate program at Stanford University that she will be attending this summer.

## VI. CONSENT CALENDAR

It was moved by Board Member Harrell, seconded by Board Member Griesbach, and carried 3 to 0 (Vice President Stroman absent) that the items on the Consent Calendar be approved as presented.

- (1) Approve minutes of March 21, 2019 regular meeting.
- (2) Receive the investment report for February 2019.

## VII. GENERAL BUSINESS

- (1) **Adopt Resolution 19-04 authorizing the surplus of one (1) City vehicle.**  
General Services Director Steve Bonville provided a report for the Board's review and consideration. It was moved by Board Member Griesbach, seconded by Board Member Harrell, and carried 3 to 0 (Vice President Stroman absent) to adopt Resolution 19-04. It was the consensus of the Board to place future surplus items on the Consent Calendar.
- (2) **Receive, review, and provide direction to staff regarding the proposed Utility funds fiscal year 2019/20 budget.** Finance Director Darlene Thompson and Public Works Director Trisha Whitfield provided a presentation highlighting the proposed Utilities funds budget for the 2019/20 fiscal year. There was no direction to staff received by the Board following the presentation in regard to budget preparation.
- (3) **Receive an update regarding the Phase 2 of the TCP Mitigation Project.**  
Brandon Stipe of Provost & Pritchard provided a presentation on the TCP Mitigation project update. This was an information item only; no action taken.

## VIII. ITEMS OF INTEREST

Items of interest were discussed amongst the Board and staff.

## IX. ADJOURNMENT

President Pennington adjourned the regular meeting at 5:25 p.m.

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President of the Board of Public Utilities  
Commissioners of the City of Tulare

### ATTEST:

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Secretary of the Board of  
Public Utilities Commissioners

**AGENDA ITEM: Consent 2**

**CITY OF TULARE, CALIFORNIA  
BOARD OF PUBLIC UTILITIES COMMISSIONERS  
AGENDA ITEM TRANSMITTAL SHEET**

**Submitting Department:** City Manager

**For Board Meeting of:** April 18, 2019

**Documents Attached:**     Ordinance         Resolution         Other         None

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***AGENDA ITEM:***

Approve the cancellation of the regular meeting scheduled for July 4, 2019.

***IS PUBLIC HEARING REQUIRED:***     Yes     No

***BACKGROUND/EXPLANATION:***

Due to the holiday, it is recommended that the meeting on July 4, 2019 be canceled. The next regular meeting following the canceled meeting would be held on July 18, 2019.

***STAFF RECOMMENDATION:***

Approve the cancellation of the regular meeting scheduled for July 4, 2019.

***CITY ATTORNEY REVIEW/COMMENTS:***     Yes     No     N/A

***IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED:***     Yes     No     N/A

***FUNDING SOURCE/ACCOUNT NUMBER:***

**Submitted by:** Rob Hunt

**Title:** Interim City Manager

**Date:** April 10, 2019

**City Manager Approval:** \_\_\_\_\_

**CITY OF TULARE, CALIFORNIA  
BOARD OF PUBLIC UTILITIES COMMISSIONERS  
AGENDA ITEM TRANSMITTAL SHEET**

**Submitting Department:** Finance

**For Board Meeting of:** April 18, 2019

**Documents Attached:**     Ordinance         Resolution         Other         None

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**AGENDA ITEM:**

Accept the Financial Status Report for July 1, 2018 to March 31, 2019.

**IS PUBLIC HEARING REQUIRED:**     Yes     No

**BACKGROUND/EXPLANATION:**

Solid Waste Fund 012

Year to date service revenues are 9% higher than 2018 which is in keeping with the rate increases.

Salaries and benefits are up 9% due to the Board's decision to increase staffing. Other M&O expenses are approximately 7.6% higher than last year this time. All are within budget.

Water Fund 010

Water revenues are 10% higher than this time in 2018 which are due to the rate increases.

Water operating expenses are running the same as this time last fiscal year. Water projects are going strong and are not really comparable to last year when they were just starting. This year Projects are \$8.2 million higher than last year. The third debt drawdown is awaiting BPU approval.

WW Fund 015

WW revenue is 17% higher than the same period of fiscal year 2018. The service revenue increase is, primarily due to the rate increases and increased usage by industrial users. Further, sewer staff are watching the industrial usage and making sure all fees and penalties are applied correctly. Only Commercial and Industrial customers are charged based on flow, other customer types are billed on a flat rate or per-student rate.

Salaries and benefits show no significant change since 2018. Operating expenses are slightly higher by 4% this year than last year primarily because of the annual expenses and the SCE rate increase.

**STAFF RECOMMENDATION:**

Accept the Financial Status Report for July 1, 2018 to March 31, 2019.

**CITY ATTORNEY REVIEW/COMMENTS:**     Yes     N/A

**IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED:** Yes No N/A

**FUNDING SOURCE/ACCOUNT NUMBER:**

**Submitted by:** Darlene Thompson

**Title:** Finance Director

**Date:** April 11, 2019

**City Manager Approval:** \_\_\_\_\_

City of Tulare  
Water Utility Funds  
Summary of Revenue/Expenditures -Budget to Actual  
For the Nine Months  
July 1, 2018 -March 31, 2019

	Fund 010 Water Operations										Fund 610 Capital		Fund 680 Reserves		Water Funds			
	Admin		Distribution		Extraction		Treatment		Groundwater		Total Water Operations		CIP		Reserves		Total Water Funds	
	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual
<b>Revenues:</b>																		
Service Revenue - Operating Funds											\$ 7,863,370	\$ 5,934,571	\$ 2,596,570	\$ 1,873,442	\$ 1,310,000	\$ 995,636	\$ 11,769,940	\$ 8,803,649
Water Recharge Component											220,000	179,321					220,000	179,321
State Revolving Fund																	-	-
Water Waste Fees											60,000	27,475					60,000	27,475
Miscellaneous Revenue											1,100,260	536,938					1,100,260	536,938
Interfund Loan Repayment																		
Water Bond Proceeds														9,660,254				9,660,254
<b>Total Revenues</b>	-	-	-	-	-	-	-	-	-	-	<b>9,243,630</b>	<b>6,678,305</b>	<b>2,596,570</b>	<b>11,533,696</b>	<b>1,310,000</b>	<b>995,636</b>	<b>13,150,200</b>	<b>19,207,637</b>
<b>Expenditures:</b>																		
Operations																		
Salaries & Benefits	557,620	380,396	907,290	650,275	191,500	144,967	137,120	103,111	63,290	47,765	1,856,820	1,326,513					1,856,820	1,326,513
Maintenance & Operations	360,310	411,886	212,640	138,934	1,742,230	1,019,360	241,750	147,237	1,160,870	145,432	3,717,800	1,862,849	1,578				3,717,800	1,864,426
Annual Admin, Franchise & IT Fees	121,980	92,080	478,570	478,570	19,520	19,520	7,890	7,890	478,570	478,570	638,060	608,160					638,060	608,160
Depreciation	6,270	4,703	977,020	760,112	236,330	194,707	1,820	1,362			1,221,440	960,884					1,221,440	960,884
Transfers to Surface Water									683,300	683,300	683,300	683,300					683,300	683,300
Transfers to Technology CIP		7,350	-	-							-	7,350					7,350	7,350
Total Operations	1,046,180	896,415	2,575,520	2,027,890	2,189,580	1,378,553	388,580	259,600	1,917,560	886,597	8,117,420	5,449,056	-	1,578	-	-	8,124,770	5,450,634
<b>Net Revenue from Operations</b>											<b>1,126,210</b>	<b>1,229,249</b>	<b>2,596,570</b>	<b>11,532,118</b>	<b>1,310,000</b>	<b>995,636</b>	<b>5,025,430</b>	<b>13,757,003</b>
<b>Other Expenditures</b>																		
Capital Outlay																		
Special M & O			125,000		125,000						250,000	-					250,000	-
CIP Expenditures			123,000	33,742							123,000	33,742	8,760,350	10,501,513			8,883,350	10,535,255
Total Capital Expenditures	-	-	248,000	33,742	125,000	-	-	-	-	-	373,000	33,742	8,760,350	10,501,513	-	-	9,133,350	10,535,255
Debt Service																		
Debt Service	991,730	1,063,312	552,980	261,320	552,980	327,458					2,097,690	1,652,090					2,097,690	1,652,090
Total Debt Service	991,730	1,063,312	552,980	261,320	552,980	327,458					2,097,690	1,652,090					2,097,690	1,652,090
<b>Total Other Expenditures</b>	991,730	1,063,312	800,980	295,063	677,980	327,458					2,470,690	1,685,833	8,760,350	10,501,513	-	-	11,231,040	12,187,345
<b>Operating Transfers In(Out)</b>																		
<b>Net Revenue/(Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,344,480)</b>	<b>\$ (456,583)</b>	<b>\$ (6,163,780)</b>	<b>\$ 1,030,605</b>	<b>\$ 1,310,000</b>	<b>\$ 995,636</b>	<b>\$ (6,205,610)</b>	<b>\$ 1,569,658</b>

Unadjusted Cash Balance at March 31, 2019

**\$ 8,088,312**

Expenses paid in July and August for June activities are included in the previous fiscal year's expense as the City uses a Modified Accrual Basis of accounting.

City of Tulare  
Solid Waste Funds  
Summary of Revenue/Expenditures -Budget to Actual  
For the Nine Months  
July 1, 2018 - March 31, 2019

	Funds 012 - Solid Waste Operations											Fund 612 Capital		Solid Waste		
	Residential		Commercial		Street Sweeping		Roll-Offs		Other Revenue		Total		CIP		Total Solid Waste	
	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual Total	Annual Budget FY 2019	Actual	12 Month Annual Budget FY 2019	Actual FY 2019
<b>Revenues:</b>																
Service Revenue - Operating Funds	\$ 5,089,810	\$ 3,818,475	\$ 1,731,890	\$ 1,622,467	\$ 1,030,420	\$ 813,812	\$ 727,980	\$ 781,032			\$ 8,580,100	\$ 7,035,786			\$ 8,580,100	\$ 7,035,786
Recycle Sales	46,820	10,637	20,000	6,345	-	-	4,500	814			71,320	17,796			71,320	17,796
Miscellaneous Revenue									215,000	168,693	215,000	168,693			215,000	168,693
Interfund Loan Repayment									128,910		128,910	-			128,910	-
<b>Total Revenues</b>	<b>5,136,630</b>	<b>3,829,112</b>	<b>1,751,890</b>	<b>1,628,813</b>	<b>1,030,420</b>	<b>813,812</b>	<b>732,480</b>	<b>781,845</b>	<b>343,910</b>	<b>168,693</b>	<b>8,995,330</b>	<b>7,222,275</b>	<b>-</b>	<b>-</b>	<b>8,995,330</b>	<b>7,222,275</b>
<b>Expenditures:</b>																
Operations																
Salaries & Benefits	1,697,940	1,267,250	920,230	684,051	309,800	245,390	209,070	238,382			3,137,040	2,435,073			3,137,040	2,435,073
Maintenance & Operations	2,385,090	1,782,794	1,221,610	848,843	407,500	299,807	548,950	382,106			4,563,150	3,313,549			4,563,150	3,313,549
Annual Admin, Franchise & IT Fees	199,000	143,000	87,620	87,620	14,210	14,210	26,200	26,200			327,030	271,030			327,030	271,030
Depreciation	7,010	6,663									7,010	6,663			7,010	6,663
Transfers to Technology CIP	6,150	6,150									6,150	6,150			6,150	6,150
Total Operations	4,295,190	3,205,856	2,229,460	1,620,513	731,510	559,407	784,220	646,688	-	-	8,040,380	6,032,464	-	-	8,040,380	6,032,464
<b>Net Revenue from Operations</b>	<b>841,440</b>	<b>623,256</b>	<b>(477,570)</b>	<b>8,299</b>	<b>298,910</b>	<b>254,405</b>	<b>(51,740)</b>	<b>135,157</b>	<b>343,910</b>	<b>168,693</b>	<b>954,950</b>	<b>1,189,811</b>	<b>-</b>	<b>-</b>	<b>954,950</b>	<b>1,189,811</b>
<b>Other Expenditures</b>																
Capital Outlay																
Special M & O																
CIP Expenditures	160,000	150,959	66,000	62,059			43,500	42,586			269,500	255,604	42,759	41,689	312,259	297,294
Total Capital Expenditures	160,000	150,959	66,000	62,059	-	-	43,500	42,586	-	-	269,500	255,604	42,759	41,689	312,259	297,294
<b>Operating Transfers In(Out)</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(100,000)</b>	<b>(100,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>			<b>(500,000)</b>	<b>(500,000)</b>	<b>500,000</b>		<b>(500,000)</b>	<b>-</b>
<b>Net Revenue/(Expenditures)</b>	<b>\$ 381,440</b>	<b>\$ 172,296</b>	<b>\$ (643,570)</b>	<b>\$ (153,760)</b>	<b>\$ 248,910</b>	<b>\$ 204,405</b>	<b>\$ (145,240)</b>	<b>\$ 42,571</b>	<b>\$ 343,910</b>	<b>\$ 168,693</b>	<b>\$ 185,450</b>	<b>\$ 434,207</b>	<b>\$ (42,759)</b>	<b>\$ 458,311</b>	<b>\$ 142,691</b>	<b>\$ 892,517</b>
<b>Unadjusted Cash Balance at March 31, 2019</b>																<b>\$ 6,455,421</b>

Expenses paid in July and August for June activities are included in the previous fiscal year's expense as the City uses a Modified Accrual Basis of accounting.

City of Tulare  
Sewer/Wastewater Utility Funds  
Summary of Revenue/Expenditures -Budget to Actual  
For the Nine Months  
July 1, 2018 - March 31, 2019

	Funds 015 Sewer - Wastewater Operations										Fund 615 Capital		Fund 685 Reserves		Sewer Wastewater			
	Sewer Collection		Domestic Wastewater		Industrial Wastewater		Pretreatment		Energy		Total Sewer Wastewater Operations		CIP		Reserves		Total Funds	
	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual	Annual Budget FY 2019	Actual
<b>Revenues:</b>																		
Service Revenue - Operating Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,035,350	\$ 16,394,682	\$ 9,580,530	\$ 6,473,380	\$ 2,131,200	\$ 1,260,000	\$ 35,747,080	\$ 24,128,062	
Miscellaneous Revenue										2,912,260	1,807,270					2,912,260	1,807,270	
<b>Total Revenues</b>	-	-	-	-	-	-	-	-	-	<b>26,947,610</b>	<b>18,201,952</b>	<b>9,580,530</b>	<b>6,473,380</b>	<b>2,131,200</b>	<b>1,260,000</b>	<b>38,659,340</b>	<b>25,935,332</b>	
<b>Expenditures:</b>																		
Operations																		
Salaries & Benefits	772,280	477,592	1,121,540	703,595	1,357,140	997,261	100,290	70,283	17,120	9,687	3,368,370	2,258,417				3,368,370	2,258,417	
Maintenance & Operations	1,283,440	629,742	2,594,431	1,957,082	2,988,060	2,079,399	42,270	17,517	667,577	380,997	7,575,778	5,064,738	197,330	1,578		7,773,108	5,066,316	
Annual Admin, Franchise & IT Fees	74,790	57,240	129,090	103,740	112,690	80,640	2,960	2,960	(1,310)	(1,310)	318,220	243,270				318,220	243,270	
Depreciation	1,354,990	1,022,048	1,030,040	739,020	2,862,060	2,142,941			510,810	383,108	5,757,900	4,287,117				5,757,900	4,287,117	
Transfers to Surface Water			437,520	437,520							437,520	437,520				437,520	437,520	
Transfers to Technology CIP	-	-	12,290	12,290							12,290	12,290				12,290	12,290	
Total Operations	3,485,500	2,186,622	5,324,911	3,953,247	7,319,950	5,300,241	145,520	90,760	1,194,197	772,482	17,470,078	12,303,353	197,330	1,578	-	-	17,667,408	12,304,930
<b>Net Revenue from Operations</b>											<b>9,477,532</b>	<b>5,898,599</b>	<b>9,383,200</b>	<b>6,471,803</b>	<b>2,131,200</b>	<b>1,260,000</b>	<b>20,991,932</b>	<b>13,630,402</b>
<b>Other Expenditures</b>																		
Capital Outlay																		
Special M & O	250,000		63,000		665,000	336,587					978,000	336,587				978,000	336,587	
CIP Expenditures			40,000		130,410	142,053					170,410	142,053	3,155,145	2,285,990		3,325,555	2,428,042	
Total Capital Expenditures	250,000	-	103,000	-	795,410	478,639	-	-	-	-	1,148,410	478,639	3,155,145	2,285,990	-	-	4,303,555	2,764,629
Debt Service																		
Debt Service	764,340	328,996	4,053,490	3,367,109	9,843,970	4,648,135			626,320	297,418	15,288,120	8,641,659				15,288,120	8,641,659	
Total Debt Service	764,340	328,996	4,053,490	3,367,109	9,843,970	4,648,135	-	-	626,320	297,418	15,288,120	8,641,659	-	-	-	-	15,288,120	8,641,659
<b>Total Other Expenditures</b>	1,014,340	328,996	4,156,490	3,367,109	10,639,380	5,126,774	-	-	626,320	297,418	16,436,530	9,120,298	3,155,145	2,285,990	-	-	19,591,675	11,406,288
<b>Operating Transfers In(Out)</b>			-		-	-	-	-	-	-	-	-	(517,250)	-	-	-	(517,250)	-
<b>Net Revenue/(Expenditures)</b>											<b>\$ (6,958,998)</b>	<b>\$ (3,221,698)</b>	<b>\$ 5,710,805</b>	<b>\$ 4,185,813</b>	<b>\$ 2,131,200</b>	<b>\$ 1,260,000</b>	<b>\$ 883,007</b>	<b>\$ 2,224,114</b>
<b>Unadjusted Cash Balance at March 31, 2019</b>																		<b>\$ 26,091,582</b>

Expenses paid in July and August for June activities are included in the previous fiscal year's expense as the City uses a Modified Accrual Basis of accounting.



City of Tulare  
Utility Operation Funds  
Comparative Balance Sheet Unaudited  
March 31, 2019 and 2018

	WATER FUND		SOLID WASTE		WASTEWATER	
	3/31/2019	3/31/2018	3/31/2019	3/31/2018	3/31/2019	3/31/2018
<b>Assets:</b>						
Cash	\$ 2,890,172	\$ 4,156,247	\$ 6,455,421	\$ 5,570,983	\$ 26,091,582	\$ 22,781,596
Cash on Deposit with Fiscal Agent	7,661,870				69,805,238	69,879,977
Receivables:						
Public Works	31,399	40,621			37,553	37,834
Accounts	5,499	7,680	806	1,076	2,587	4,506
Utility	1,068,281	1,036,136	928,537	852,253	3,573,118	2,997,960
Advance to Water Fund			1,136,667	1,240,000		
Change in Investment Value					(1,079,098)	(655,128)
Deferred Bond Charges	78,782				2,998,178	3,115,823
Fixed Assets, net of Depreciation	45,257,797	36,450,892	21,601	17,536	203,730,149	208,091,023
<b>Total Assets</b>	<b>\$ 56,993,800</b>	<b>\$ 41,691,577</b>	<b>\$ 8,543,032</b>	<b>\$ 7,681,848</b>	<b>\$ 305,159,307</b>	<b>\$ 306,253,592</b>
<b>Liabilities:</b>						
Compensated Absences	\$ 227,066	\$ 244,273	\$ 374,881	\$ 350,337	\$ 245,261	\$ 259,129
Capital Lease - Citicapital Loan	3,537,333	4,231,533			226,118	270,528
Note Payable - Catron	-	-			-	-
Interest Payable	-	-				
Bonds	18,155,000				227,627,825	230,978,936
Unapplied Cash	111,682	111,089	26,923	23,982		462
Accounts Payable	6,424	-	6,424		6,424	
Oversize Liability	185,423	201,881			1,176,276	1,176,694
Deposits - In Lieu	144,602	144,602			167,709	177,709
Bond Premium	2,161,961				14,163,255	14,736,809
Interfund Loans	1,136,667	1,240,000				
<b>Total Liabilities</b>	<b>25,666,157</b>	<b>6,173,377</b>	<b>408,228</b>	<b>374,319</b>	<b>243,612,868</b>	<b>247,600,266</b>
<b>Net Assets:</b>						
Fund Balance	29,340,692	25,347,744	7,242,061	6,322,343	55,180,298	51,191,336
Equipment Reserve	3,572,997	3,572,997				
Contributed Capital	6,504,275	6,504,275			4,141,650	4,141,650
Net Income/Loss	(8,090,322)	93,184	892,743	985,185	2,224,491	3,320,340
<b>Total Net Assets</b>	<b>\$ 31,327,643</b>	<b>\$ 35,518,200</b>	<b>\$ 8,134,804</b>	<b>\$ 7,307,528</b>	<b>\$ 61,546,440</b>	<b>\$ 58,653,326</b>

City of Tulare  
Utility Operation Funds  
Comparative Summary of Revenue/Expenditures  
Budget to Actual  
For the Nine Months  
July 1, through March 31,  
For the 2019 and 2018 Fiscal Years

	WATER FUND			SOLID WASTE			WASTEWATER		
	BUDGET 2019	ACTUAL 2019	ACTUAL 2018	BUDGET 2019	ACTUAL 2019	ACTUAL 2018	BUDGET 2019	ACTUAL 2019	ACTUAL 2018
Revenue:									
Service Fees	\$ 11,769,940	\$ 8,803,649	\$ 7,996,303	\$ 8,580,100	\$ 7,035,786	\$ 6,451,036	\$ 35,747,080	\$ 24,128,062	\$ 20,549,734
Water Recharge Revenue	220,000	179,321	167,901	-			-		
Drought Surcharge	-		390	-			-		
Penalties, Connection and Misc Fees	473,000	202,955	374,319	343,910	168,693	189,489	375,260	537,145	449,487
Interest Income	35,000	(11,749)	5,259	-			450,000	321,603	485,803
Energy Rebate				-			1,912,000	804,065	797,327
Rents	30,000	26,441	15,282	-			175,000	144,458	135,559
Recycling Revenue	-			71,320	17,796	44,872	-		
Developer Impact Fees	-			-			-		
Miscellaneous	622,260	346,765	222,725	-			-		
Loan Repayment				-			-		
<b>Total Revenue</b>	<b>13,150,200</b>	<b>9,547,383</b>	<b>8,782,179</b>	<b>\$ 8,995,330</b>	<b>7,222,275</b>	<b>6,685,397</b>	<b>38,659,340</b>	<b>25,935,332</b>	<b>22,417,910</b>
Expenditures:									
Salaries & Benefits	1,856,820	1,326,513	1,308,065	3,137,040	2,435,073	2,259,265	3,368,370	2,258,417	2,285,176
Maintenance & Operations	4,355,860	2,472,313	2,566,151	4,890,180	3,584,352	3,211,330	8,091,328	5,309,209	4,655,129
Depreciation - Estimated	1,221,440	960,884	929,055	7,010	6,663	6,669	5,757,900	4,287,117	3,970,979
Transfer to Surface Water	683,300	683,300	663,400	-			437,520	437,520	424,770
Transfers to Technology CIP	7,350	7,350	7,350	6,150	6,150	6,150	12,290	12,290	12,290
Special M & O	250,000	-	106,934			8,946	978,000	336,587	280,654
Capital Outlay	8,883,350	10,535,255	2,292,575	312,259	297,294	207,852	3,325,555	2,428,042	4,802
Debt Service	2,097,690	1,652,090	815,465	-			15,288,120	8,641,659	7,463,770
Transfer to CIP				500,000					
<b>Total Expenditures</b>	<b>19,355,810</b>	<b>17,637,705</b>	<b>8,688,995</b>	<b>8,852,639</b>	<b>6,329,532</b>	<b>5,700,212</b>	<b>37,199,165</b>	<b>23,710,841</b>	<b>19,097,570</b>
<b>Net Revenue/(Expenditures)</b>	<b>\$ (6,205,610)</b>	<b>\$ (8,090,322)</b>	<b>\$ 93,184</b>	<b>\$ 142,691</b>	<b>\$ 892,743</b>	<b>\$ 985,185</b>	<b>\$ 1,440,705</b>	<b>\$ 2,224,491</b>	<b>\$ 3,320,340</b>

**CITY OF TULARE, CALIFORNIA  
BOARD OF PUBLIC UTILITIES COMMISSIONERS  
AGENDA ITEM TRANSMITTAL SHEET**

**Submitting Department:** Engineering / Project Management

**For Board Meeting of:** April 18, 2019

**Documents Attached:**     Ordinance         Resolution         Other         None

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***AGENDA ITEM:***

Authorize the City Manager to issue a City Purchase Order with Lane Engineers, Inc. of Tulare, CA in an amount not to exceed \$69,850 for engineering design services, bidding and construction support services for the Fiscal Year 2018/2019 Alley Sewer Replacement Project (Project SW0006) and authorize the City Manager or designee to approve contract change orders in an amount not to exceed 10% (\$6,985) of the contract award amount.

***IS PUBLIC HEARING REQUIRED:***     Yes     No

***BACKGROUND/EXPLANATION:***

As part of the current Wastewater Budget, the BPU approved five years of annual funding for replacement of alley sewer lines (Project SW0006) and replacement of sanitary sewer manholes (Project SW0009). These projects will replace aging sewer lines and sanitary sewer manholes that are deteriorating. Due to the footprint of the required construction activities, the affected alleys will require complete reconstruction with new asphalt concrete surfacing, City Standard concrete valley gutters for drainage, and new City Standard alley approaches that are ADA compliant.

The proposed annual project for Fiscal Year 2018/2019 will include the design and replacement of alley sewer mains, sewer laterals, and manholes at the following locations:

- “O”/”N” Street Alley between Kern Avenue and Owens Avenue, and
- Sonora/Ventura Alley between “O” Street and “R” Street.

In addition to design services, the proposed purchase order with Lane Engineers’ also includes bidding assistance and minimal construction support services. The design services include utility company coordination, field topographical surveying, and preparation of construction ready plans and specifications for the replacement of sanitary sewer laterals from the main to the property line and connecting the new alley surface with all existing private property improvements including walks and driveways. Lane Engineers will also provide an opinion of probable construction costs prior to the project being advertised for bids.

A Request for Qualifications for On-Call Engineering and Land Surveying Consulting Services was issued on September 18, 2018 (RFQ #19-670). Eleven (11) firms submitted all the necessary information to be considered for inclusion in a list of pre-approved consultants to provide these services. The proposals were reviewed and rated in accordance with the

consultant selection procedures identified in the RFQ, and the top five firms were recommended for inclusion on the list of prequalified engineering and land surveying consultants. On November 20, 2018, City Council approved this list of five consultants.

Lane Engineers, Inc. of Tulare, CA is included on the list of pre-qualified On-Call Engineering & Land Surveying consultants and demonstrated in their proposal that they have the skills, expertise and resources available to meet the City's needs and timeframe to complete the design of this project. Lane Engineers currently possesses an executed On-Call Engineering & Land Surveying Professional Services Agreement under which this work will be performed as a work order. Lane Engineers has proposed to perform the necessary work for a fee not to exceed \$69,850.

**STAFF RECOMMENDATION:**

Authorize the City Manager to issue a City Purchase Order with Lane Engineers, Inc. of Tulare, CA in an amount not to exceed \$69,850 for engineering design services, bidding and construction support services for the Fiscal Year 2018/2019 Alley Sewer Replacement Project (Project SW0006) and authorize the City Manager or designee to approve contract change orders in an amount not to exceed 10% (\$6,985) of the contract award amount.

**CITY ATTORNEY REVIEW/COMMENTS:** Yes N/A

**IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED:** Yes No N/A

**FUNDING SOURCE/ACCOUNT NUMBER:**

Wastewater Fund 615 CIP SW0006-040-0200

**Submitted by:** James L. Funk

**Title:** Project Manager

**Date:** April 5, 2019

**City Manager Approval:** \_\_\_\_\_

**CITY OF TULARE, CALIFORNIA  
BOARD OF PUBLIC UTILITIES COMMISSIONERS  
AGENDA ITEM TRANSMITTAL SHEET**

**Submitting Department:** Public Works

**For Board Meeting of:** April 18, 2019

**Documents Attached:**     Ordinance         Resolution         Other         None

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**AGENDA ITEM:**

Receive the Water System Development Program update.

**IS PUBLIC HEARING REQUIRED:**     Yes     No

**BACKGROUND/EXPLANATION:**

At the February 18, 2016 Board of Public Utilities meeting, staff presented an item to the Board requesting that the Board accept Carollo's Technical Memorandum No. 1 on the Matheny Soutlz Water System Improvements, provide feedback on the Water System Development Program, and appropriate funding for the Water System Development Program feasibility development. Carollo's Technical Memorandum No. 1 (Carollo Report) was a result of the City's concerns regarding the state of the water system and the City's ability to connect Matheny Tract (Pratt Mutual Water Company) and Soultz Mutual Water Company to the City's system. Carollo evaluated the City's water system and identified the projects needed to provided sufficient capacity to the existing system and to provide sufficient capacity for future water delivery needs. Using the Carollo Report as a basis for future water system improvement projects, the Board accepted the Carollo Report and created a project for the Water System Development Program.

At the June 16, 2016 Board of Public Utilities meeting the Board asked for a tracking of the milestones and updates on the Water System Development Program. Since that time, staff has been providing monthly updates to the Board regarding the program. The update identifies the three major parts of the program: Water Storage, Water Wells, and the State SRF Grant for a new water well and water main extension project. As the status report is updated each month, the updated items are highlighted to make the changes easily identifiable to the Board. Attached and below are the anticipated milestones and updates for the project to date.

Specifically, the Carollo Report calls for three new water storage tanks and seven new wells. Currently, the City is under construction with the three storage tanks:

- J Street south of Prosperity Avenue,
- Alpine Avenue west of Alpine Vista School, and
- Northwest of the intersection of Cartmill Avenue and Mooney Boulevard in a future phase of the Willow Glen Subdivision.

Of the seven wells identified in the Report, Well 4-1 is under construction at the J Street tank site, Well 4-3 is the State SRF Grant funded well located at the southwest corner of K Street

and Bardsley Avenue and is currently in design, and Well 4-4 (Well 45) is located at 333 I Street just south of Inyo Avenue and was completed late summer of 2018. Well 4-6 is under construction and is located adjacent to the Cartmill/Mooney tank. Test Wells 4-5 (J Street and Cartmill Avenue) and Well 4-7 (KCOK Subdivision) are complete. Well 4-2 is a future project that will be pursued as a willing property owner is identified.

This month's updates to the well and tank projects under construction and in design are as follows:

Well 4-1: Construction at the J Street well continues along with site improvements. The Division of Drinking Water inspected and issued a Conditional Use - Permit to Operate Well No. 46 and J Street Tank on April 5<sup>th</sup>. Final testing and punch list items are scheduled to be completed in Spring 2019.

Well 4-3: The review of the 60% complete plans (well and pipeline) is expected to be completed by middle of April and returned to Cannon (design engineers) before the end of April 2019. Review of the technical specification will follow with an expected return to Cannon by end of May 2019. For permitting, coordination continues with Tulare County and Union Pacific Railroad. For funding, coordination continues with the State.

Well 4-4 (Well 45): The well is operational. All work including SCADA integration is complete.

Well 4-5 and Well 4-7: The construction of the test wells is complete with results available for Well 4-5 (positive as a municipal well site) and anticipated by mid to late April for Well 4-7. Staff is expecting to make a recommendation for moving forward at the Well 4-5 site at one of May's BPU Board meetings. A recommendation for Well 4-7 will follow once results are published. Property appraisals have been completed for both sites. Test well abandonment at both sites will occur once the onsite cutting material is dry.

Well 4-6: Construction and development of the water well located northwest of the intersection of Cartmill Avenue and Mooney Boulevard is complete. Final contract work is dependent on dry weather (repair of an adjacent temporary storm basin) with a Notice of Completion for the project expected early in the second quarter of 2019. Equipping of this well is underway, with final well and tank completion - scheduled for Summer 2019.

Tanks - Construction of the storage tanks at the J Street and Alpine sites is on-going. The tanks at the J Street and Alpine sites are nearly completed and site work at both sites is ongoing. Construction is scheduled to be completed in Spring 2019.

Construction of the new 1.5 million gallon water storage tank at Cartmill and Mooney is complete. The remaining site work and equipping of the site is ongoing. Completion is scheduled for Summer 2019.

**STAFF RECOMMENDATION:**

Receive the Water System Development Program update.

**CITY ATTORNEY REVIEW/COMMENTS:**  Yes  N/A

**IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED:** Yes No N/A

**FUNDING SOURCE/ACCOUNT NUMBER:**

**Submitted by:** James L. Funk

**Title:** Project Manager

**Date:** April 11, 2019

**City Manager Approval:** \_\_\_\_\_

# Water System Development Program

## April 18, 2019

### ***Water Storage Tanks - Sites Identified:***

**Site 1: 1258 N. J Street**

**Site 2: SE corner of Alpine Avenue & Nelder Grove.**

**Site 3: NW corner of Cartmill and Mooney**

Design/Construction timeline:

#### **2016**

June 28, 2016 CEQA for city projects published. 20 day review period  
July 12, 2016 RFP's for design of storage tanks published  
August 4, 2016 Responses to RFP due  
August 18, 2016 Award RFP at BPU meeting  
October 20, 2016 BPU approved design of two, 2.0 million gallon concrete storage tanks

#### **2017**

January 9, 2017 Planning Commission approved design review for J Street storage tank site. (amended CEQA due to change in size of tanks from 1.0 to 2.0 million gallons)  
February 13, 2017 Planning Commission approved design review of Alpine storage tank site.  
May 2017 Plans and Specifications completed  
August 2, 2017 Advertise for bid for storage tanks and wells (J Street & Alpine). Bid due 9/7 and will award on 9/21.  
October 5, 2017 Award RFB 18-626 for the Water Storage Tanks and Wells project.  
November 3, 2017 Groundbreaking for Water Storage Tank and Well project.  
November 9, 2017 Pre-construction meeting for the storage tanks and well projects.

#### **2018**

April 5, 2018 Award of design for the Cartmill/Mooney storage tank and well project to Carollo.  
May 3, 2018 BPU approved purchase of property at Cartmill/Mooney for tank and well site.  
June 21, 2018 BPU authorizes change order to Myers for construction of tank at Cartmill and Mooney  
June 21, 2018 BPU authorizes contract with Anthony J. Prieto Water Will Drilling for construction of well at cartmill and Mooney  
July 30, 2018 Construction of Tank at Cartmill and Mooney began

#### **2019**

April 2019 Anticipated completion of J Street and Alpine storage tanks and well project.  
June 2019 Anticipated completion of Cartmill and Mooney storage tank project

### ***Water Wells - Sites identified:***

June 2, 2016 **Site 1: Board approved suitability agreement for 333 South I Street (Well 6).**  
July 21, 2016 **Site 2: 1258 N. J Street**  
**Site 3: SE corner of Alpine Avenue & Nelder Grove. Provided update to BPU on 2/2/17**  
January 19, 2017 **Site 4: Cartmill Avenue between De La Vina Street & Mooney Blvd.**  
June 6, 2018 **Site 5: Cartmill and J Street - meeting with property owner started in June 2018**  
August 3, 2018 **Site 6: KCOK site (Siminole and Mooney Blvd) - meeting with property owner started in August 2018**

Design/Construction timeline:

#### **2016**

June 28, 2016 CEQA for city projects published. 20 day review period  
July 12, 2016 Staff working with on-call Engineer to write specs for design-build wells



August 2016	RFB for test wells published
October 2016	RFP for design of water wells and hydrogeologists published
October 20, 2016	Award RFB for test wells, design of water wells and hydrogeologist consulting services Award well design to Cannon for 333 S. I Street
November 3, 2016	Award well design to Carollo Engineers for 1258 N. J Street
November 4, 2016	Held pre-construction meeting for test wells
November 14, 2016	Begin construction of test well #1 at 333 S. I Street. Estimated time frame - 6 weeks
November 2016	Begin construction of two wells. Work to include: test wells & sampling, design of well construction, construction of the well(s), installation of pump & appurtenances
December 15, 2016	Award well design to Carollo Engineers for Alpine & Nelder Grove site
December 23, 2016	Completed test well #1 at 333 S. I Street. Awaiting lab results for final design
<b>2017</b>	
January 3, 2017	Begin construction of test well #2 at 1258 N. J Street. Estimated time frame - 6 weeks
January 19, 2017	Present BPU with information regarding proposed Cartmill well site
February 1, 2017	Completed test well #2 at 1258 N. J Street. Awaiting lab results for final design
February 7, 2017	RFB for drilling of permanent well at 333 S. I Street published. Anticipate to award in March
March 16, 2017	Award RFB for construction of well at 333 S. I Street
March 16, 2017	Begin construction of test well #4 at Cartmill/Mooney. Estimated time frame - 6 weeks
March 21, 2017	RFB for drilling of permanent well at 1258 N. J Street published. Anticipate to award in May.
April 7, 2017	Completed test well #4 at Cartmill/Mooney. Awaiting lab results for final design
April 14, 2017	Begin construction of test well #5 at Alpine/Nelder Grove. Estimated time frame -6 wks
April 17, 2017	Begin construction of well at 333 S. I Street
May 4, 2017	Award RFB for construction of well at 1258 N. J Street. Anticipate construction to begin in May 2017
May 4, 2017	Award well design to Cannon for Cartmill & Mooney site
May 5, 2017	Completed test well #5 at Alpine/Nelder Grove. Awaiting lab results for final design
May 30, 2017	Anticipating to begin construction of well at 1258 N. J Street
June 4, 2017	Award RFB for up to five test wells to Johnson Drilling.
August 1, 2017	Advertise for bids for New Well #45 (I Street). Bids due 9/7 and will award 9/21
October 5, 2017	Award RFB 18-625 for New Well #45 Equipping Project.
November 3, 2017	Held pre-construction for new well #45.
November 2017	Begin construction of well
<b>2018</b>	
April 5, 2018	Award of design for the Cartmill/Mooney storage tank and well project to Carollo.
May 3, 2018	BPU approved purchase of property at Cartmill/Mooney for tank and well site.
June 6, 2018	Meeting with Lane Engineers to discuss potential well site at J St and Cartmill (Albers)
June 20, 2018	Substantial completion of new well #45
June 21, 2018	BPU awarded contract to A.J. Prieto for drilling/developing well at Cartmill and Mooney
July 2018	Anticipate putting new well #45 on-line
October 9, 2018	Notice of Completion for Well #45 authorized by BPU
October 9, 2018	Suitability and Sale Agreement executed for Cartmill and J St well site
October 2018	Well #45 - SCADA integration complete
November 28, 2018	Full execution of Suitability and Sale Agreement for KCOK sites
December 20, 2018	The BPU approved a contract amendment (fee increase) for test well drilling
<b>2019</b>	
February 11, 2019	Test well construction begins at Albers site (Dyt site to follow)
March 8, 2019	Test Well 4-5 (Albers / Cartmill & J St site) is complete

March 11, 2019	Johnson Drilling start construction of test Well 4-7 (Dyt/ Seminole east of Mooney Blvd.)
<b>April 5, 2019</b>	<b>Test Well 4-7 (Dyt / Seminole east of Mooney) is complete</b>
June 2019	Anticipated completion and connection of new well at Cartmill & Mooney

**State Grant - Matheny/Pratt MWC Consolidation - Sites identified:**

July 21, 2016	<b>Well Site 1: Closed session - real property negotiations for 2508 W. Tulare.</b> Property negotiations cancelled - Looking for new well site. Well 14: 12" pipe north to Matheny Tract
October 6, 2016	<b>Well Site 1: approval to purchase 820 Wright Way</b>
June 2017	<b>Well Site 2: City owned property at SW corner of Bardsley &amp; K Street</b>

Design/Construction timeline:

<b>2016</b>	
August 2016	Application for funding submitted to State
December 2016	All grant paperwork submitted and tentatively approved by the State, just waiting on CEQA required Cultural Report from consultant.
<b>2017</b>	
February 2017	Still working through cultural report. Anticipate final environmental by March.
February 15, 2017	Begin construction of test well #3 at 820 Wright Way. Estimated time frame - 6 weeks
March 2017	Completed test well #3 at 820 Wright Way. Final lab results determined the site the site is not suitable for a well (arsenic, TCP)
April 2017	Staff is looking for a new well site. Environmental documents on hold until a new well site is identified.
June 2017	Staff has identified the City owned lot at the SW corner of Bardsley & K Street as a potential well site. The test well will be started by the end of June and should take three weeks for drilling and an additional three weeks for lab results to come back.
July 2017	Complete application for funding (General, Technical, Environmental, & Financial)
August 3, 2017	Begin construction of test well at Bardsley & K Street. Estimated time frame - 6 weeks
September 2017	Complete construction of test well. Awaiting sample results.
<b>2018</b>	
June 5, 2018	Draft TMF submitted
July 11, 2018	Updated costs estimate for design, construction and construction support provided to the State (\$2.948M)
July 19, 2018	BPU will be requested to approve the design contract with Cannon for equipping the new well and pipeline. Ken Schmidt with design drilling and development of well.
August 2018	Work orders issued to Cannon and Kenneth Schmidt & Associates for design services
September 2018	Well construction design submitted for incorporation into City Standard RFB
November 2018	Well equipping and pipeline design continues (30% plans submitted)
<b>2019</b>	
February 5, 2019	Well equipping and pipeline design continues (60% plans submitted)
April 2019	Return 60% complete plans to Cannon
July 2019	90% complete Plans and Specifications completed
Aug 2019	100% complete Plans and Specifications completed
Sep 2019	Anticipate finalizing grant agreement with the State
Oct 2019	Construction documents out to bid
Dec 2019	Begin construction of well site and pipeline
<b>2020</b>	
July 2020	Construction of pipeline complete
July 2020	Construction well site complete

**CITY OF TULARE, CALIFORNIA  
BOARD OF PUBLIC UTILITIES COMMISSIONERS  
AGENDA ITEM TRANSMITTAL SHEET**

**Submitting Department: Public Works – Water Division**

**For Board Meeting of: April 18, 2019**

**Documents Attached:**    Ordinance        Resolution        Other        None

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**AGENDA ITEM:**

Receive the Quarterly Potable Water Pumping and Metered Delivery Report.

**IS PUBLIC HEARING REQUIRED:**    Yes    No

**BACKGROUND/EXPLANATION:**

System loss is the difference between the volume of water pumped from the city’s municipal well system and the volume of water delivered to customers through their retail meters. This difference represents non-revenue water and is a factor indicative of the integrity of the water distribution system. Also included is the quarterly Public Works staff reports on the difference between potable water pumped and metered water deliveries over a rolling twelve month period.

Periodically, some months have retail meter reads for periods longer or shorter than 30 or 31 days. Production well meter data is collected on a strict calendar month basis (1<sup>st</sup> through the 30<sup>th</sup> for example). This, at times, produces irregular measurements, such as metered deliveries that exceed metered production. Some months have produced irregular system losses which are reflected on the chart as a negative percentage. Industry standard for system loss is 10% or less. In the last twelve months, the City has averaged 5.28%, well within industry standards.

**STAFF RECOMMENDATION:**

Receive the quarterly Potable Water Pumping and Metered Delivery Report.

**CITY ATTORNEY REVIEW/COMMENTS:**    Yes    N/A

**IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED:**    Yes    No    N/A

**FUNDING SOURCE/ACCOUNT NUMBER:**

**Signed: Trisha Whitfield**

**Title: Public Works Director**

**Date: April 10, 2019**

**City Manager Approval: \_\_\_\_\_**

### Potable Pumped vs Metered Delivery

