



CITY OF BEVERLY HILLS
City Hall Room 280-A
455 N. Rexford Drive
Beverly Hills, CA 90210
MINUTES

PUBLIC WORKS COMMISSION REGULAR MEETING

October 10, 2013
8:30 a.m.

The meeting was called to order at 8:36 a.m.

A. ROLL CALL

Commissioners Present: Foldvary, Shooshani, Weinglass, Shalowitz and Pressman
Commissioners Absent: None

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trish Rhay

C. COMMISSION MINUTES

Consideration of the Minutes of the Regular meeting of September 12, 2013.

MOTION by Vice Chair Shalowitz, **SECONDED** by Commissioner Weinglass to approve the minutes of the Regular meeting of September 8, 2013 with noted corrections.

Ayes: Foldvary, Shooshani, Shalowitz, Weinglass and Pressman

Noes:

Abstentions: None

Absent: None

CARRIED 5/0

Consideration of the Minutes of the Special meeting of August 8, 2013.

MOTION by Commissioner Weinglass, **SECONDED** by Commissioner Shooshani to approve the minutes of the Special meeting of August 8, 2013.

Ayes: Foldvary, Shooshani, Shalowitz, Weinglass and Pressman

Noes:

Abstentions: None

Absent: None

CARRIED 5/0

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

A.J. Wilmer addressed the Commission to remind them of the importance of pursuing electronic billing of utility bills.

E. REPORT FROM THE CHAIRPERSON

Mayor's Cabinet Meeting

Chair Pressman stated Vice Chair Shalowitz attended the October Mayor's Cabinet meeting and that minutes from the meeting will be available on the City's website.

F. CONTINUED AND NEW BUSINESS

Drive Cam Informational Package

Mr. Burnley, Solid Waste Manager, stated that the Drive Cam equipment has been installed in 46 City vehicles and the program went live in September on a trial basis and that employee feedback has been positive. Drive Cam is a means to improve safety compliance, prevent

collisions, reduce fuel consumption, and lower vehicle maintenance cost by improving the way people drive.

Vice Chair Shalowitz requested Mr. Burnley to find out why the City of Beverly Hills trial period is four months while those in the testimonials were six months. Chair Pressman asked Mr. Burnley for a budgetary report at the end of the trial period.
(Staff Action Item)

Update on the City Council/Public Works Commission Liaison Meeting of September 17, 2013.

Mr. Cartagena reported on the results of the meeting that was attended by Chair Pressman and Vice Chair Shalowitz.

Water Billing and Usage

- The new *Administrative Services Department Policies Regarding Utility Service, Billing, and Account Corrections* document was discussed and accepted, including discussion of an appeals board (for written appeals and written responses) comprised of two Public Works Commissioners and one staff member.
- The efforts and cost of the department's interim, labor-intensive efforts at leak detection and notification were discussed.
- The department's recommended software for providing a quality, user-friendly and customizable interface was discussed, including how it would minimize the staff costs mentioned above. Direction was given for the Public Works Commission to vet this further with staff and then move forward with the project.

\$1.8 Million Loan from the Solid Waste Enterprise Fund to the Clean Water Fund

This loan would be paid back to the Solid Waste Enterprise Fund by the General Fund as soon as practicable, according to Mr. Rhoads.

The Commission's Role in the Redesign of the Utility Bill

Mr. Rhoads will have his staff work further with the Commission to redesigning a future bill.

Revision of the Municipal Code to Modify the "One Year of Chair Service Per Term" Restriction

Staff was directed to bring this forward to the full City Council for discussion and direction. In addition, staff was directed to include Municipal Code Amendments to allow for increasing the size of the Public Works Commission to seven members and to increase the length of the second term from four years to six years.

Update on the Staff Report to the City Council of the Liaison Committee Recommendations to the City Council

Mr. Cartagena provided an update on the issues that he had included on the Agenda for the October 5, 2013 Study Session.

The first report discussed by Mr. Cartagena was an agenda report discussing the three municipal code changes discussed in the summary above.

The second report discussed by Mr. Cartagena was one written by the City Clerk, Byron Pope, which discussed appointing two new members (Dr. Aronberg and Mr. Wolf) to the Public Works

Commission to fill the seats scheduled to be vacated by Commissioners Foldvary and Shooshani.

Neither of these Agenda Reports was discussed by the City Council, and they probably will be placed on the agenda for the November 5, 2013 Study Session.

Water Conservation Initiatives

The Commission and staff discussed ways to develop, direct, and enforce water conservation efforts. Vice Chair Shalowitz asked if we could run a public service announcement in the Beverly Hills Courier and Beverly Hills Weekly within the next four weeks reminding people to tell their gardeners to reduce their sprinkler watering time to save money and water.

Chair Pressman formed an Ad Hoc subcommittee to study these issues further with staff. Commissioners Weinglass and Shooshani will be on this subcommittee.

Update by the Ad Hoc Committee on Reduced Dependence on Metropolitan

Staff and some commissioners met with representatives from UCLA on October 1 to discuss strategies for developing alternative water sources for the City based on a contact that Commissioner Shooshani had made with Professor J.R. DeShazo of the Luskin School of Public Affairs.

Mr. Theisen Stated that staff will meet again with UCLA representatives to further develop a possible scope of services for UCLA that could be part of the financial, business, and master plan that that is being undertaken.

Update on the NPDES MS4 Permit Cost Sharing

Ms. Rhay, Utilities Manager, gave a PowerPoint presentation on the NPDES MS4 Permit. She stated that one of the central compliance requirements in the Beverly Hills MS4 permit is to develop a Watershed Management Plan and that the purpose of the plan is to identify and implement projects that address the water quality issues within the City's watershed. Ms. Rhay added that the City has elected to develop a joint Ballona Creek watershed management plan (EWMP) with all MS4 permittees within the creek basin. The City of Los Angeles has been designated as the lead agency for this effort.

Commissioner's expressed their concerns of fulfilling requirements/regulations and the cost to the public. Ms. Rhay said the Watershed Management Plan will explain and provide cost estimates and that 2015 is the expected completion date of the plan.

Capital Improvement Program Projects Under Public Works Management

Mr. Theisen noted that a column had been added to the monthly CIP spreadsheet to indicate which Commissioner was assigned to a particular project.

Chair Pressman asked for an update on the Water Master Plan. Mr. Theisen stated that an internal steering committee will be formed to gather as much information as possible for the Water Master Plan and that a meeting will then be scheduled with members of the Ad Hoc Committee consisting of Chair Pressman and Vice Chair Shalowitz.

Discussion of Future Agenda Items and Areas of Priority

Commissioners asked that the following topics be added as future agenda items:

Provide a solid waste can replacement and recycling labels update
(Staff Action Item)

Arrange tour of CNG Fueling Station
(Staff Action Item)

Public Works Commission Water Quality Report

Chair Pressman stated that the Commission's report on the coliform investigation was presented at the September 24, 2013, City Council study session. Mr. Theisen added that the report was given to the City Council as an informational item and was accepted by City Council as such.

Triton Water Customer Web Interface Software

Mr. David Schirmer, Chief Information Officer, introduced Ms. Susie McMullen of Triton AMI, a meter data management company, who spoke to the Commission on a new software program the City is considering purchasing. Ms. McMullen spoke about the key functions of Triton AMI and ways they are offering to better manage water consumption. Staff was requested to move forward with the process to evaluate and finalize the software and then present this to the Commission as soon as possible.

Discussion of New Water Utility Bill Design with Don Rhoads, CFO and Director of Administrative Services

Mr. Don Rhoads, CFO and Director of Administrative Services, listened to the Commissioner's concerns and their desire to be involved with the design of the new utility bill. Mr. Rhoads stated staff is slated to go live in April of 2014 with Munis the new software system the City purchased. Mr. Rhoads brought a copy of the standard Munis utility bill for the Commissioners to review. He stated that he would like to meet with the Commissioners in the future to discuss changes on a long term utility bill but would like to make sure there are no glitches with the new system before making any changes. Chair Pressman asked Vice Chair Shalowitz and Commissioner Weinglass to be part of an Ad Hoc Committee that will meet with Mr. Rhoads on changes to the utility bill—, starting immediately (not waiting for the new standard bill to be rolled out).

Outstanding Action Items from Previous Meetings

Update on status of outstanding action items from previous meetings.

3. **Give an update on the redesign of water bills** – Discussed elsewhere.
6. **Provide outreach/education of recycling, including a program for Commissioners to speak at schools** – To be discussed in November.
26. **Add use of social media and community outreach to next month's agenda** – Keep this on the list and Commissioners can bring back any ideas they have for this at the next meeting. – Use social media to get water conservation message out.

29. **Schedule a meeting of the City Council/Public Works Commission Liaison** – The loan will be paid back as soon as possible as per Don Rhoads.
31. **Provide information regarding complaints about green waste being dumped in the alleys** – Mr. Burnley gave an update on the challenges he has faced in relaying the message to the gardeners about the dumping of green waste. The Commission made several suggestions to staff on ways to get the message to gardeners.
34. **Contact an attorney that Commissioner Weinglass had spoke with about possible tours in the City of Burbank of some energy efficient infrastructure that been installed there.** – Not discussed.
35. **Investigate the compatibility of the City’s infrastructure with Zigbee smart meter technology** – ~~Not discussed.~~ Staff reported on this at the meeting, and it can now be closed.
45. **Can the Water Tracker feature login be changed to a User ID and Password system instead of the account number, since that is too hard to remember for logging in remotely?** – Not discussed, and can be closed.
46. **The Commission should be supplied a copy of any future citation or penalty received by the department. Any information that will be provided to the public regarding department business should be provided to the Commission ahead of time, preferably, in time for discussion at a meeting.** – ~~Remove this item.~~ This is ongoing, but does not need to be reflected any longer.
47. **Transmit the Commission’s Coliform report to the City Council and place the item on a future Study Session agenda so the Commission members can present it to the City Council.** – ~~Not discussed~~ Completed, and can be closed.
48. **Provide additional information regarding the DriveCam pilot program.** – Mr. Burnley gave an update.
49. **Present information regarding the sidewalk repair program.** – Not discussed.
50. **Add utility bill redesign to the agenda of the next City Council/Public Works Commission Liaison Committee meeting.** – See minutes.
51. **Provide the quarterly water quality reports to the Commission.** – Not discussed.
52. **Provide information regarding the Triton Software to the Chair and Vice Chair prior to the Liaison meeting of September 17.** – See minutes.

53. **Add a column on the CIP Projects under Public Works Management document to show to which projects the commissioners are assigned. – ~~Not discussed~~Completed, and can be closed.**
54. **Provide the information that DPH wanted included in the RFP for the CIP No. 795, Water Treatment Plant, and share the draft RFP. – Not discussed.**
55. **Provide a copy of the Resolution of the Public Works Commission of the City of Beverly Hills Establishing Rules of Procedure for discussion at a future meeting. – Not discussed.**
56. **Pursue with the City Council the possibility of modifying the code to remove the limitation of one year as chair in each of the two terms on the Commission. – Not discussed.**
57. **Place water conservation on the October agenda. – ~~Not discussed~~Completed, and can be closed.**

G. COMMENTS BY COMMISSIONERS AND STAFF

Staff informed the Commission that they will not be available to attend the November 14th Public Works Commission meeting and if they are available to meet on Wednesday, November 13th at 1:30 p.m. Commissioners agreed to the change.

H. COMMISSION ACTIONS

Consideration of the Minutes of the Regular meeting of September 12, 2013.

MOTION by Vice Chair Shalowitz, SECONDED by Commissioner Weinglass to approve the minutes of the Regular meeting of September 8, 2013 with noted corrections.

Ayes: Foldvary, Shooshani, Shalowitz, Weinglass and Pressman

Noes:

Abstentions: None

Absent: None

CARRIED 5/0

Consideration of the Minutes of the Special meeting of August 8, 2013.

MOTION by Commissioner Weinglass, SECONDED by Commissioner Shooshani to approve the minutes of the Special meeting of August 8, 2013.

Ayes: Foldvary, Shooshani, Shalowitz, Weinglass and Pressman

Noes:

Abstentions: None

Absent: None

CARRIED 5/0

I. ACTION ITEMS

- Prepare DriveCam budgetary report at the end of the trial period and ask about the trial duration.
- Prepare solid waste can replacement and recycling labels update
- Arrange tour of CNG Fueling Station

J. ADJOURNMENT

There being no further business, Chair Pressman, with the consent of the Commission, adjourned the meeting at 11:40 a.m.

Passed and approved

This _____ day of _____, 2013

Chair Pressman