

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 4, 2010

SUBJECT: Woodland-Davis Clean Water Agency Board of Directors Meeting
Minutes for March 2010

Report in Brief

Attached are the March 18, 2010 Woodland-Davis Clean Water Agency Board of Directors Meeting Minutes. These minutes were approved at the April 15, 2010 meeting.

Background

The Woodland-Davis Clean Water Agency meets monthly and takes action to approve minutes from the prior meeting. Meeting Minutes are then shared with the City Councils and governing boards of Partner and Participating Agencies and interested stakeholders.

Recommendation for Action

No action required. For information only.

Prepared by: Dick Donnelly, P.E.
Deputy Public Works Director

Reviewed by: Gregor G. Meyer
Public Works Director

Mark G. Deven
City Manager

Attachments: March 18, 2010 Woodland-Davis Clean Water Agency Board of Directors Meeting
Minutes



W O O D L A N D - D A V I S
Clean Water Agency

A Partnership for a Sustainable Future

**WOODLAND-DAVIS CLEAN WATER AGENCY
BOARD OF DIRECTORS**

Minutes of the March 18, 2010 Board Meeting

The Board of Directors of the Woodland-Davis Clean Water Agency (WDCWA) met in a special session beginning at 2:00 p.m. in the Davis City Council Chambers, 23 Russell Blvd. Davis, California.

CALL TO ORDER

The meeting was called to order by Chair William Marble. Directors Don Saylor and Martie Dote were present. Director Stephen Souza came in after the Call to Order.

1. **CLOSED SESSION CONFERENCE WITH REAL PROPERTY NEGOTIATION CONCERNING PRICE AND TERMS OF PAYMENT FOR POTENTIAL REAL PROPERTY ACQUISITION RELATING TO WATER DIVERSION/INTAKE FACILITY SITES LOCATED ON THE WEST BANK OF THE SACRAMENTO RIVER JUST UPSTREAM FROM THE I-5 BRIDGE. AGENCY NEGOTIATOR – TECHNICAL COMMITTEE; OTHER NEGOTIATING PARTIES – RD 2035, CONWAY PRESERVATION GROUP, AND WOODLAND DEVELOPMENT COMPANY.**

The Board reconvened in open session after the closed session discussion. Chair William Marble stated that the Board in closed session gave direction to the negotiators on property negotiations with RD 2035 and the Woodland Development Company.

Director Saylor left the meeting at this time.

2. **APPROVAL OF REGULAR MEETING AGENDA**

The agenda was approved by consensus.

3. **PUBLIC COMMENT**

There were no public comments.

4. **BOARD/STAFF GENERAL DISCUSSION**

Chair William Marble reported to the Board that he continued to attend the Water Resources Team meetings of the Cap-to-Cap and said they had been successful in those meetings in having the Woodland-Davis water supply project at front and center on some of the issue papers, particularly the salinity paper. Staff had helped write a brief paragraph which should be acknowledged and that portion of the paper was acceptable to everyone present. This is important to acknowledge from a regional standpoint that this project is getting more and more attention in a positive way.

5. CONSENT ITEMS

5a. Approval of January 21, 2010 meeting minutes

5b. Resolution to change JPA meeting time to 2:00 p.m.

After some discussion of the time change, *Director Dote moved to adopt the consent items, the January 21, 2010 Minutes and Resolution No. 2010-01, to change the JPA meeting time to 2:00 pm. Director Souza seconded the motion and it carried unanimously 3 to 0; Director Saylor was absent from the dais.*

6. PUBLIC OUTREACH UPDATE

Director Saylor returned to the meeting.

Kim Floyd, Kim Floyd Communications, went over the findings of the public outreach research program, the initial start-up of the website, and the community report. She had passed out draft copies of the Research Findings Reports from both the stakeholder interview process and the focus group summary report.

Ms. Floyd summarized that the biggest issue to stakeholders was the cost of the project not only for the cities but for the rate payers. She said overall what she got from the stakeholder interviews was that they wanted proof that this was the least cost option, proof that this was the best alternative, proof that the agency has exhausted all avenues in terms of analyzing alternatives and exhausted appeals process for the waste water discharge permit with the regional Water Quality Control Board. The Agency has these answers through third party reviews but this all needs to be communicated.

Ms. Floyd summarized results from the focus group meetings in February and March. She stated most residents thought the cities used both well water and surface water. Again residents were concerned about the cost of the project for rate payers but residents see there are benefits with better quality water. One focus group talked about having to replace their appliances frequently such as water heaters and coffee pots.

All this information will be used to analyze the initial public outreach plan and make sure they are on point given the findings from the research. She also said through recent research 75% of people responding to on-line surveys have facebook pages, so they will be looking at preferred means of communications.

Director Souza said there should be an "FAQ" section on the webpage so answers given to those questions that resonate better with people could be used.

Chair Marble recommended visual aids could be an important part of the outreach process by making it clearer to businesses and people involved the effects from poor water quality such as exploded or perforated pipes from water mains or water heaters. Greg said they could show a calcified water heater and the results of that. Chair Marble said Greg had showed the water from the purging of a fire hydrant and you could see all the particulate matter in the water; good visual aids are worth a 1,000 words.

Floyd said 12 out of 13 Spanish-speaking groups used bottled water for drinking and some cooking.

Director Dote wanted to highlight the hypocrisy of people who have the concept of removing water from the river but not caring what they dump back into it.

Ms. Floyd gave an overview and showed the new website on the screen for the Board and the audience.

Directors commented that video streaming be made available for all meetings and both cities have the website linked to this new site as well as the WRA and the County. They also would like a press release done for the new website. The old site will remain active for a few more weeks but currently directs people to the new site.

7. PROPOSED JPA STAFFING/OUTSIDE SERVICES PLAN

7a. AGENCY GENERAL MANAGER PROGRESS UPDATE – Dick Donnelly, City of Woodland, summarized the process for hiring a General Manager. He said in February they had initiated Requests for Proposals, advertising in various publications and had received five formal responses to date. The application date closes on March 22, 2010 and the Board may extend the deadline if they wish.

Chair Marble said if the agency doesn't find an application that fits within the RFP approach and an outside agency handling the employment issues, then the agency would look to the City of Davis and the City of Woodland to handle the employment.

7b. APPOINTMENT OF NEW AGENCY SECRETARY – Bob Clarke, City of Davis, introduced Lynanne Mehlhaff of the City of Davis and explained the interview process for Agency Secretary.

Director Saylor moved to authorize the Technical Committee to negotiate and approve and for the Chair to sign an agreement for administrative support services with the City of Davis to include the following key provisions:

1. *An effective date of March 1, 2010.*
2. *An initial term through June 30, 2010 with the ability to extend the term an additional year.*
3. *An hourly rate of \$41 per hour that will include all overhead markups and in-house incidental costs.*
4. *A not-to-exceed amount of \$15,000 for the initial term and an additional \$45,000 if extended an additional year.*
5. *An effective date of March 1, 2010.*
6. *Authorize the Chair to sign the Agreement on behalf of the Agency. Director Dote seconded the motion. The motion carried unanimously 4 to 0.*

7c. APPROVAL OF LEGAL SERVICES AGREEMENT FOR PUBLIC WORKS AND CONSTRUCTION LAW SERVICES – Richard Shanahan, Agency Counsel, said they had initiated an RFP process for special counsel in construction law services and pre-selected thirteen law firms with expertise in this area. They have received eight proposals and after review will come back to the Board next month with a recommendation.

8. UPDATE ON PROJECT SCHEDULE FOR FISCAL YEAR 2010

8a. CASH FLOW THROUGH JUNE 2010 - Bob Clarke gave an update on the cashflow through June 2010. He stated there probably wouldn't be much of a carryover into the next fiscal year due to agency start-up expenses.

8b. BUDGETING FOR FISCAL YEAR 2010-2011. Bob Clarke gave an overview of the proposed budget for fiscal year 2010-2011 based on the founding language of the Agency. He recommended a \$100,000 cash reserve to be populated immediately to provide a cushion to move ahead. He also noted that right away acquisition may be needed during the year and could come to the Board with a budget adjustment mid-year. For ease of processing, quarterly or semi-annual contributions from the Cities would work more efficiently.

Director Saylor said before he could vote on a budget, he would need the details and descriptions of the 2010-2011 budget variable costs such as a breakdown of the personnel and operating expenses. That should be what we adopt, an actual breakdown. That way we approve an actual budget and not a snapshot of cost categories. This is for capital as well as variable costs.

We need to be able to track changes for a project of this magnitude. We need clear documents on budget, scope, and schedule that we are tracking. The budget has to be tied to scope that we can understand and monitor and therefore be able to track and report to our respective City Councils and communities.

For reserve policy, we should have a stated reserve policy that we adopt when we adopt the budget. The policy should be specific as to when we have an operating reserve and when we have capital reserves. There should be specific explanations as to what is allowable expense for those reserves.

The breakdowns for the 4 year projections of agency totals should include the breakdown of the fixed, variable, and capital costs as well. There should be some amount of breakdown of the major components also.

We also should see the full five year agency shares on the budget and not just the four years after the 2010-2011 year; would like to see the full five year projection.

The Board agreed to quarterly updates on the budget as well as a quarterly payment plan for the two Cities.

Chair Marble said he would like to see the budget go out further than five years such as a ten year budget. Even if the budget was condensed, it would help to go out ten years in the future.

Paul Navazio, Agency Treasurer, said the JPA already has a requirement for quarterly reports and there will be one next month in April. He said each agency should look at what is an appropriate level of reserve and these levels will evolve over time from year to year and may fluctuate. These should be discussed in the future.

9. AUTHORIZE AWARD OF (TASK ORDER NO. 3) PROJECT ENGINEERING SERVICES CONTRACT TO WEST YOST ASSOCIATES – Bob Clarke summarized the background and description of Task Order No. 3, project engineering services contract with West Yost Associates and the Agency and recommended the Board approve Task Order #3 and adopt the Resolution.

Greg Meyer, City of Woodland, explained the issue with the \$1.5 funding of the budget and the West Yost contract with the City of Woodland and had a hand out that showed the differences in funding.

Jim Yost, West Yost Associates, answered questions regarding the purpose of the work of the pipeline crossings at Cache Creek and the Tule Canal.

Chair Marble opened for public comments.

Rob Beggs, employee of Brown and Caldwell and resident of Woodland, said people were concerned about achieving the least cost approach for the rate payers and agencies. He addressed sub-task 5.2.2 of the West Yost Scope of work, "Ranney Collector Modeling Investigation" and said the budget for West Yost was inadequate. He thought there was potential for the Agency to save up to \$70 million dollars if Ranney Collectors proved to be feasible and successful. To do this right, it would require just a minimum of \$100,000. He described his past experience with Ranney Collectors and the results of a past project. He strongly urged the Agency to increase the budget of West Yost so they could do an adequate job with this and contract with experts in this area to evaluate it. He wanted to be sure the Agency did everything they could to keep the project cost as reasonable as possible.

Greg Meyers responded that staff has looked into this and had received extensive presentations on Ranney Collectors. Staff and West Yost Associates felt there were too many risks to move forward with this method considering the costs involved.

Chair Marble suggested if sufficient Board Members would like more technical information on Ranney Collectors then a special meeting could be set up in the future.

Director Saylor moved to approve Resolution No. 2010-02 approving West-Yost Associates Task Order No. 3 service agreement, authorizing related financial adjustments and to defer additional consideration of the Ranney Collectors until the Technical Memo was completed.

Director Dote seconded the motion.

The motion carried unanimously 4 to 0.

Richard Shanahan reminded Board Members that if they plan to attend a Technical Committee meeting, they need to let staff know in advance so if there are three or more members, a special meeting notice can be posted.

10. DISCUSSION CONCERNING OTHER REGIONAL AND STATEWIDE WATER ISSUES, e.g. RELATING TO WATER RESOURCES ASSOCIATION OF YOLO COUNTY, BAY-DELTA PROCESS AND ISSUES, AND/OR LEGISLATIVE MATTERS.

Richard Shanahan said there has been discussion with Agency staff and Directors regarding the State Department of Water Resources regional water project called the Bay-Delta Conservation Plan EIR. Staff has evaluated whether the Agency should be a part of this Conservation Plan EIR and has decided for numerous reasons that this wasn't appropriate at this time. Staff will continue to report future information on this issue.

11. MONTHLY PROJECT ENGINEER'S REPORT – UPDATE ON PROJECT PROGRESS OVER THE LAST MONTH – Director Dote asked for a list of water facilities that Veolia Water is managing currently. Jim Yost reported on the presentation given to the Technical

Committee by Veolia Water and said they manage facilities all over the world which was available on the internet.

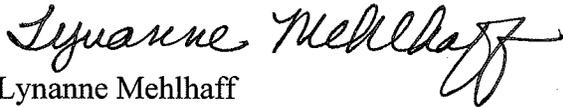
12. FUTURE AGENDA ITEMS

There were no questions on this item.

13. ADJOURNMENT

Director Dote moved adjournment and Director Saylor seconded the motion. Chair William Marble adjourned the meeting at 4:00 p.m.

Respectfully submitted,



Lynanne Mehlhaff
Board Secretary