



**City of Santa Cruz/Soquel Creek Water District**  
**Desalination Task Force Minutes**  
**April 18, 2007**

The Desalination Task Force consists of two members of the Soquel Creek Water District Board and two members of the Santa Cruz City Council.

For the purpose of preparation of the minutes the following terms will be used throughout the current and all future minutes. The City of Santa Cruz/Soquel Creek Water District Desalination Task Force will be referred to as the “Task Force.” The City of Santa Cruz will be referred to as the “City” and the City of Santa Cruz Water Department will be referred to as the “SCWD.” The Soquel Creek Water District will be referred to as “SqCWD.” A member or the President from the Soquel Creek Water District Board of Directors will be referred to as “Director” and the Soquel Creek Water District General Manager will referred to as “General Manager.” A member of the Santa Cruz City Council will be referred to as “Councilmember” and the Director of the City of Santa Cruz Water Department will be referred to as “Water Director.”

**Call to Order** Chair M. Rotkin called the meeting to order at 4:00 p.m. in the City of Santa Cruz Planning Conference Room

**Roll Call**

Present: Director B. Daniels, Director D. Kriege, Councilmember E. Porter, Councilmember M. Rotkin (Chair) and Councilmember C. Mathews (Alternate) arrived at 4:15 left at 5:00p.m.

Absent: None.

Staff: General Manager L. Brown; Director B. Kocher, SCWD Associate Engineer H. Luckenbach and Administrative Assistant D. Paul.

**Presentation** There were no presentations.

**Statements of Disqualification** There were no statements of disqualification.

**Oral Communications** There were no oral communications.

**Announcements**

Director B. Daniels provided a copy of a nytimes.com article on a desalination plant in Perth Australia that is powered by wind.

Director Kocher provided information on a request to participate in two AWWA Research Foundation grants on seawater intake systems for desalination plants and post treatment stabilization of desalinated water.

Director B. Daniels reported that SqCWD adopted precautionary drought curtailment measures at its meeting on April 17, 2007.

General Manager L Brown reported that she had been contacted by the Lawrence Livermore National Laboratory on a possible research project that uses wave energy.

General Manager L Brown reported that during the upcoming ACWA conference in Sacramento a meeting has been scheduled with staff from Assembly member John Laird's office to discuss possible funding from Proposition 84 or 1E for the proposed desalination facility.

### **Approval of Minutes**

**Director B. Daniels moved to approve the minutes of the March 29, 2007 Desalination Task Force meeting with an amendment on page 5 paragraph three "Chair Rotkin stated that construction costs could range between 55 and 135 million dollars. Director D. Kriege seconded.**

**Motion approved by consensus.**

### **General Business**

1. Memorandum of Agreement (MOA) between the City of Santa Cruz and Soquel Creek Water District

General Manager L. Brown and Director B. Kocher prepared a power point presentation in order to facilitate the task force discussion of the development of a MOA.

The task force determined it would be useful for staff to make appropriate changes to the power point when consensus was reached on a particular item.

The task force requested that staff prepare a draft MOA based upon task force discussion and provide budget (cost) information on construction at a future meeting.

**Director B. Daniels moved to 1) accept the changes made to the power point presentation by task force consensus; and 2) provide the revised power point presentation as an exhibit to the minutes for approval at the next meeting; and 3) direct staff to prepare a draft Memorandum of Agreement for review by both agencies legal counsel and for discussion at the next task force meeting. Councilmember E. Porter seconded.**

**Approved by consensus.**

2. Training Opportunities

Councilmember M. Rotkin and Director B. Daniels plan on attending the May 9 seminar.

The Task Force requested that information be provided on a seminar being conducted by Brent Haddad on May 23, 2007 at the University of California, Santa Cruz.

### 3. Draft Desalination Work Plan

The task force requested that staff consider revising the permitting to begin sooner, because it appears that it will take much longer than anticipated to secure the many permits needed to operate the facility.

#### **Items Initiated by Members for Future Agendas**

- Director B. Daniels will be absent at the next meeting.
- Written statement of the cost estimate and project schedule.

The meeting was adjourned at 5:35 p.m. until the next regular meeting of the Desalination Task Force scheduled for Thursday, May 17, 2007 at 4:00 p.m. in the Soquel Creek Water District Board Room, 5180 Soquel Drive, Soquel, California.

Respectfully submitted,

s/Donna Paul

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Staff

## Constructing an MOA for the conduct of Task Force business

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Discussion and directions

## Authority of the Task Force

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The duties of the Task Force are:

- ❑ Overseeing and guiding the project through the investigative stage, including reviewing results and making decisions among options.
  - ❑ Recommending retention of dedicated staff and consultants as necessary to complete the investigative work
  - ❑ Formulating concepts for an operating agreement and ongoing governance structure for a full-scale facility and making recommendations to Council/Board
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## TF shall have the authority to:

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- Direct the work of staff
  - Direct the work of consultants
  - Recommend hiring employees (e.g. Project Manager)
  - Recommendations to enter into contracts (e.g. consultant agreements)
  - Oversee expenditures of budgeted money
  - Recommend/Direct Submission of permit applications
  - Recommend design considerations
  - Recommend application for and acceptance of grants
  - Draft Operations Agreement for Board/Council approval
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## Housekeeping

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- Regular meetings be monthly, special meeting called as needed
  - Meeting places should rotate
  - Three members constitutes a quorum
  - Business done, where possible by consensus, but lacking that, with majority vote
  - Tie votes fail
  - The organization is governed by the Brown Act in all matters
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## Staffing

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- ❑ Management level staff from both agencies cooperatively direct the work and make recommendations to TF
  - ❑ The Chief Financial Officer from Santa Cruz act as Treasurer
  - ❑ SC CFO will write an audit annually with staff input so that it is written as a comprehensive annual report to TF
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## Cost Sharing

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- ❑ It is the intention of the parties to equally share costs for the investigative work
  - ❑ Both parties will share staff time equally, i.e. all staff time (finance and clerical and prospectively, specific engineering work as approved) accounted for and billed to both agencies
  - ❑ Both parties will share expenditures for ongoing investigative work already encumbered
  - ❑ Unless otherwise agreed upon, all cost sharing for the investigative phase is 50/50
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## Future Issues

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- The TF will develop the operational plan for the full scale plant
    - Who uses it when?
    - What defines a drought condition?
    - How the plant is run and who pays following a drought.
  - Ongoing governance once a decision is made to go to full-scale
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