



Desalination Task Force Minutes

Wednesday, June 20, 2007

The Desalination Task Force consists of two members of the Soquel Creek Water District Board and two members of the City of 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 of the Soquel Creek Water District Board of Directors will be referred to as "Director" and the Soquel Creek Water District General Manager will be 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 City Manager's Conference Room.

Roll Call

Present: Director B. Daniels, Director D. Kriege, Councilmember E. Porter and Councilmember M. Rotkin.

Absent: None.

Staff: SCWD Deputy Director/Engineering Manager L. Almond, General Manager L. Brown; Water Director B. Kocher, SCWD Associate Engineer H. Luckenbach, Administrative Assistant D. Paul and SqCWD Special Projects Engineer M. Schumacher.

Presentation There were no presentations.

Statements of Disqualification There were no statements of disqualification.

Oral Communications There were no oral communications.

Announcements There were no announcements.

Approval of Minutes

Director D. Kriege moved to approve the minutes of the May 17, 2007 Desalination Task Force meeting as submitted. Councilmember M. Rotkin seconded.

Motion approved by consensus.

Informational Items No action was taken on this item.

Public Outreach Activities

General Manager L. Brown reported that City staff had requested that the SqCWD take over the responsibilities of Public Outreach. SqCWD Special Projects Engineer M. Schumacher will assume the lead in this effort. Both agencies met with the City's public outreach consultant Circle Point in order to make the transition.

SqCWD Special Projects Engineer M. Schumacher reported that a "Ground Breaking Press Release" will be done by Circle Point. A Groundbreaking Ceremony will be held sometime in July and a VIP Grand Opening is being planned. Circle Point will also be doing a presentation for the task force at a future meeting.

The task force suggested that an informational open house be held that would allow a walk through viewing areas with displays and that the task force review the VIP Grand Opening invitation list.

General Business

1. Project Management

Director B. Kocher reported on decision making process by which City staff determined that it is essential that the City designate a Desalination Program Managers from its own staff. City staff is recommending that one person be the contract administrator for all points of contact.

Deputy Director L. Almond reported that at the last task force meeting the task force requested that staff prepare a draft Request for Proposal (RFP) for a Project Management. General Manager L. Brown worked diligently to prepare the document. When City staff reviewed the RFP many questions came up about the administration of the contract since a Memorandum of Agreement has not be adopted that would define how the task force functions. The recommendation made is to identify a staff person for a single point of contact to oversee the project management along with all other contracts already executed.

Task Force Comments

The task force is not a Joint Powers Authority yet and has not resolved the long term problem of who will run the Desalination Plant. This does not preclude the future hiring of outside consulting group. This person would have the authority which the task force does not currently

have to pay invoices, order supplies, contract for services, etc. The task force should have the ability to evaluate work of the Project Manager.

It is important that the task force be involved with the process. The task force spent a great deal of time discussing the role of a project manager. It is an issue of the relationship between the City and District. There must be a level of trust. We must look at where we are trying to get. We are being asked to appoint someone for a job that we do not even have a job description for. It would be preferable to have a “management” person that is not affiliated with either agency that would be accountable to the task force. The recommendation on the table would be acceptable as an interim solution in order to keep the project moving along.

The proposal is confusing. Is this a recommendation for a project manager or a contract administrator? A selection process needs to be conducted prior to making a decision. Staff from both agencies should look at the project manager role and determine what roles are needed, such as a contract administrator, grant writer, design engineer along with the overall program management.

Councilmember E. Porter moved to recognize SCWD Associate Civil Engineer Luckenbach as interim Desalination Program Manger and request that staff do a further analysis of the project manager role and determine what roles/positions are necessary such as a contract administrator, grant writer or design engineer. It was further moved that staff develop a job description and selection process for the “Project/Program Manager” position that is independent of both agencies and includes the ability for the task force to evaluate that person’s work for review at the next meeting. Director B. Daniels seconded.

VOICE VOTE MOTION CARRIED

AYES: Director B. Daniels, Director D. Kriege, Councilmember E. Porter and Councilmember M. Rotkin.

NOES: None.

ABSENT: None.

2. Establish Permanent Meeting Schedule

Director B. Daniels moved to change the current meeting schedule from the third Thursday of each month and to establish a permanent meeting schedule of the third Wednesday of the each month at 4:00 p.m. Councilmember E. Porter seconded.

Approved by consensus.

Director/General Manager Oral Reports

Associate Civil Engineer H. Luckenbach reported that the Coastal Commission issued the permit for the Pilot Plant.

General Manager L. Brown reported that we are moving forward on getting under contract for the Proposition 50 Grant. Department of Water Resources staff will be down on July 15-18 to visit the proposed desalination plant site.

Director Kocher reported that staff from both agencies has reviewed the MOA along with the City Attorney. It will be reviewed by the Water Commission on July 2nd per City Council direction.

Items Initiated by Members for Future Agendas

Public Outreach Plan for August.

Draft Memorandum of Agreement (July)

Adjournment

The meeting was adjourned at 5:15p.m. until next regular meeting of the Desalination Task Force is tentatively scheduled for Wednesday July 18, 2007 at 4:00 p.m. in the Soquel Creek Water District Board Room.