

Board Agenda

Regular Meeting

Wednesday, December 14, 2011

Camrosa Board Room
7385 Santa Rosa Road
5:00 PM

Call to Order

Approve Minutes of the Board Meeting of November 16, 2011.

Public Comments

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5 minute time limit.

Special Presentations and Announcements

None

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

Consent Agenda

1. **Approval of Vendor Payments

Recommendation: Approve the payments as presented by staff.

Summary: A summary of accounts payable in the amount of \$1,557,781.58 is provided for Board information and approval.

2. ****Bio-Solids Processing**

Recommendation: Authorize the Interim General Manager to enter into an agreement with WBI, Inc. to dewater four drying beds at the Water Reclamation Facility (WRF). This is a three year agreement.

Summary: The drying beds often reach their capacity during wet periods of the year and need to be emptied. To accomplish this, WBI will bring in a belt press to dewater the existing bio-solids and stock pile it for later hauling.

Primary Agenda

3. ****Adopt Resolution Establishing Criteria for Determining whether a Capital Project is “Substantially Complex”**

Recommendation: It is recommended that the Board of Directors adopt a Resolution setting criteria in determining if a capital project is deemed “substantially complex.”

Summary: Recently, Senate Bill 293 was signed into law amending section 7201 of the Public Contract Code, limiting the amount of retention a special district can withhold from a contractor for a capital project to 5 percent of the contract amount. Typically, the District has withheld 10 percent to provide leverage and ensure satisfaction and timely completion. The revised Code does allow for higher retention for projects deemed “substantially complex.” The attached resolution provides a framework to determine if a project is “substantially complex” meriting a higher retention amount.

4. **Briefing of Projects and Opportunities**

Recommendation: Receive briefing from Staff regarding the status of current projects and on future opportunities that will enhance the District’s position of self reliance, reliability, affordability, and improved quality. No action necessary.

Summary: The Board of Directors developed a Strategic Plan in 2008 and there are both ongoing projects and future opportunities that meet the goals and strategies established in the Strategic Plan.

5. ****FY 2011-12 CIP Mid-Year Requests**

Recommendation: Receive a presentation from staff regarding CIP Mid-Year budget requests. Consider approval of an update to the District’s CIP Program.

Summary: Staff will discuss proposed Fiscal Year 2011-12 Mid-Year capital improvement project requests.

6. **Award of Contract for Directional Drilling of Various Pipelines at California State University, Channel Islands, Specification No. PW 11-02

Recommendation: It is recommended that the Camrosa Board of Directors:

1. Award the attached contract (attached) to the second lowest bidder, Turf Construction, Inc., in the amount of \$194,537.00 to directional drill various pipelines, Specification No. PW 11-02, and authorize the Interim General Manager to execute the contract;
2. Authorize the General Manager to amend the contract by up to \$20,000.00 (approximately 10% of the contract amount) for contingencies, if necessary.

Summary: As part of the proposed Round Mountain Water Treatment Plant, portions of a supply and finished water pipelines must be constructed under Long Grade Canyon Creek. In addition, District staff desires to replace and re-align a section of its existing wastewater (recycled water) effluent line to coincide with new easements obtained from California State University, Channel Islands, as part of the CSUCI entrance road improvements. As required by the Department of Fish & Games, construction of these lines require boring under Long Grade Canyon Creek as not to disturb sensitive species and must be completed no later than February 1. Three bids were received in response to a solicitation.

7. **Solicit Request for Proposals (RFP) for Rate Study

Recommendation: Authorize staff to release a RFP to solicit proposals for a comprehensive rate study. Also, authorize staff to amend the RFP and proposals as directed by the Ad Hoc Rates Committee.

Summary: The Board of Directors has requested staff to solicit proposals to conduct a comprehensive rate study of both the water and wastewater operations and defer the proposed pass-through rate increase of imported water until the study has been completed.

8. **Set a Public Hearing to Consider Adopting a Resolution of Intention to Draft a Groundwater Management Plan

Recommendation: It is recommended that the Board of Directors set a Public Hearing date of January 11, 2012, to consider adopting a Resolution of Intention to Draft a Groundwater Management Plan for the Santa Rosa Basin (Plan).

Summary: The existing Plan was last updated in 1997 under the authority of the Groundwater Management Act of the California Water Code. An update is needed to assist the District in optimizing the beneficial uses of the groundwater basin, preserve and enhance water quality, and assure preservation of the resource for future generations. Prior to Plan preparation, Assembly Bill (AB) 3030 of the California Water Code requires the District to hold a Public Hearing and adopt a Resolution of Intention to Draft a

Groundwater Management Plan.

9. ****Award of a Contract for Hydrogeologic Services to Update the Santa Rosa Groundwater Management Plan**

Recommendation: It is recommended that the Board of Directors award the attached contract to Thomas Harder & Co. Groundwater Consulting in the amount not to exceed \$99,840 to update the Santa Rosa Groundwater Management Plan (Plan).

Summary: The existing Plan was last updated in 1997 under the authority of the Groundwater Management Act of the California Water Code. The Plan was a cooperative effort among the Camrosa Water District, Santa Rosa Mutual Water Company, and property owners with groundwater rights overlying the basin. A Plan update is needed to better evaluate historical groundwater pumping, estimate groundwater balance/overdraft, describe water quality characteristics such as degradation or improvement trends, feasibility for basin recharge, update to the perennial yield analysis, and provide standardization methodology for collection of hydrogeologic data within the basin. The District solicited a Request for Proposal and three firm's submitted proposals. District staff has completed its evaluation process and determined that Thomas Harder & Co. is the most qualified firm for the project.

10. ****Required Amendments to the Camrosa 2010 Urban Water Management Plan**

Recommendation: Receive a presentation from staff of the changes to the 2010 UWMP required by the California Department of Water Resources (DWR) and to set a public hearing date of January 25, 2012 to adopt the required changes.

Summary: The Camrosa Water District Board of Directors adopted the 2010 Urban Water Management Plan (UWMP) at the June 8, 2011 board meeting. Because of Camrosa's selection to receive Prop-84 funding, the District's 2010 UWMP was put on the 'fast track' for review by DWR. In late September of 2011, Peter Brostrom from DWR contacted Camrosa staff with questions regarding three areas of the UWMP.

Administrative Items

11. ****Executive Recruitment Services**

Recommendation: Receive briefing from Ad Hoc Committee regarding the executive recruitment services to fill the position of General Manager. Authorize the Interim General Manager to issue a purchase order and initiate a professional services agreement with the firm recommended by the Ad Hoc Committee.

Summary: In response to a request for proposals (RFP) for Executive Recruitment Services, the District received three proposals from consulting firms. The Ad Hoc committee has evaluated and will make a recommendation at the Board meeting.

Information Items

12. Report on ACWA Conference

Recommendation: Receive a report from Director West on the proceedings of the Association of California Water Agencies (ACWA) conference held in Anaheim. No action necessary; for information only.

Summary: The ACWA conference provides information on pending legislation and to discuss important issues of mutual interest to the water agencies of California.

Closed Session:

PLEASE NOTE: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code. Any of the above items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

Comments by General Manager

Comments by Directors

Adjournment

Note: ** indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. Copies of the full agenda are available for review at the District Office.

Camrosa Water District Financing Authority

Board Agenda

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