



**CITY OF MORRO BAY WATER
RECLAMATION FACILITY
CITIZEN ADVISORY COMMITTEE (WRFCAC)
AGENDA**

The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.

**Regular Meeting
September 1, 2015
Veterans Memorial Building - 3:00 P.M. to 5:00 P.M.
209 Surf Street, Morro Bay, CA**

John Diodati, Chairperson

Bill Woodson,
Vice Chairperson

Dale Guerra

Barbara Spagnola

Mary (Ginny) Garelick

Paul Donnelly

Valerie Levulett

Planning Commission
Member: Richard Sadowski

Public Works Advisory Board
Member: Steven Shively

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
ANNOUNCEMENTS/PRESENTATIONS

PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Board on City business matters other than scheduled items may do so at this time. To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Chair, please come forward to the podium and state your name and address for the record. Board meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- Comments are to be limited to three minutes.
- All remarks shall be addressed to the Board, as a whole, and not to any individual member thereof.
- The Board respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Board to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Board meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department at (805) 772-6262. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CONSENT CALENDAR

- A-1 Approval of minutes from the Water Reclamation Facility Citizen Advisory Committee special meeting of August 5, 2015
Staff Recommendation: Approve minutes as submitted.

B. OLD BUSINESS

B-1 Water Reclamation Facility Program Update

Recommendation: Receive update.

B-2 WRFCAC Sub-Committee Updates and Recommendations

Finance, Environmental and Engineering Sub-Committees to present their analyses and findings to the entire committee.

Recommendation: Receive and consider updates.

C. NEW BUSINESS

C-1 Discuss Objectives of Outreach Plan

Recommendation: Receive and consider outreach goals and approaches

D. COMMITTEE MEMBER CLOSING COMMENTS

E. ADJOURNMENT

Adjourn to the Water Reclamation Facility Citizen Advisory Committee meeting at the Veterans Memorial Building, 209 Surf Street, on October 6, 2015, at 3:00 p.m.

This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Public Works Department, 955 Shasta Avenue, for any revisions or call the department at 772-6262 for further information.

Materials related to an item on this agenda are available for public inspection during normal business hours in the Public Works Department, at Mill's/ASAP, 495 Morro Bay Boulevard, or the Morro Bay Library, 695 Harbor, Morro Bay, CA 93442.

This agenda may be found on the Internet at: www.morro-bay.ca.us/wrfcac or you can subscribe to Notify Me for email notification when the Agenda is posted on the City's website. To subscribe, go to www.morro-bay.ca.us/notifyme and follow the instructions.

Materials related to an item on this agenda submitted to the Committee after publication of the agenda packet are available for inspection at the Public Works Department during normal business hours or at the scheduled meeting.

MINUTES – WATER RECLAMATION FACILITY CITIZEN ADVISORY COMMITTEE (WRFCAC)
 REGULAR MEETING – AUGUST 5, 2015
 COMMUNITY CENTER – STUDIO ROOM 3:00 P.M.

- | | | |
|-------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| PRESENT: | John Diodati
Bill Woodson
Richard Sadowski
Mary (Ginny) Garelick
Paul Donnelly | Valerie Levulett
Barbara Spagnola
Dale Guerra
Steven Shivel |
| STAFF: | Rob Livick
Rick Sauerwein
Bruce Keogh
Kay Merrill | Public Works Director
Capital Projects Manager
WWTP Manager
Administrative Utilities Technician |
| CONSULTANT: | Mike Nunley | |

ESTABLISH QUORUM AND CALL TO ORDER
 MOMENT OF SILENCE/PLEDGE OF ALLEGIENCE

The meeting was called to order at 3:01p.m., and a quorum was present.

ANNOUNCEMENTS

<https://youtu.be/PdosrFuiEWc?t=1m52s>

PUBLIC COMMENT

<https://youtu.be/PdosrFuiEWc?t=2m2s>

The public comment period was opened, seeing none, the public comment period was closed.

A. CONSENT AGENDA

<https://youtu.be/PdosrFuiEWc?t=2m14s>

A-1 APPROVAL OF MINUTES FROM THE WRFCAC MEETING OF JULY 8, 2015

The public comment period was opened, seeing none, the public comment period was closed.

MOTION:

Bill Woodson moved to approve Item A-1. The motion was seconded by Steve Shively and carried unanimously, 9-0.

A-2 WATER RECLAMATION FACILITY PROJECT UPDATE

<https://youtu.be/PdosrFuiEWc?t=2m40s>

Rob Livick stated a column was added on the consultants’ fee contract list and is included as attachment #2.

The public comment period was opened, seeing none, the public comment period was closed.

B. OLD BUSINESS

B-1 WRFCAC SUB-COMMITTEE UPDATES AND RECOMMENDATIONS

Finance, Environmental and Engineering Sub-Committees to present their analyses and findings to the entire committee.

<https://youtu.be/PdosrFuiEWc?t=9m4s>

Valerie Levulet announced on July 21, 2015 the Environmental Review Selection Committee met to review the 6 statements of qualification that were submitted. The Committee recommends the City go forward with 4 teams.

Barbara Spagnola stated the Finance Sub-Committee met with Rob Livick to go over the proposal to clarify some questions and reviewed the MKN Proposal. The Committee recommends to approve and accept the proposal as written.

The public comment period was opened, seeing none, the public comment period was closed.

C. NEW BUSINESS

C-1 Consideration of Program Management Services Proposal and the Selection Committee's Recommendation for Contract Award.

<https://youtu.be/PdosrFuiEWc?t=11m14s>

Rob Livick presented the staff report.

John Diodati left the meeting at 3:49p.m.

The public comment period was opened, seeing none, the public comment period was closed.

MOTION:

Steve Shively moved to approve Item C-1 with the following recommendations to City Council:

Mary Garelick recommended additional language to be added to the staff report or the revised proposal to clarify the system MKN Associates has in mind and amend the attachment and memo to clarify figures. When scope changes, include those changes in reports. She would also like clarification on MKN's ideas and recommendations for technology and associated costs.

Bill Woodson recommended Task 304 state *thru* instead of *to*. MKN is being hired to be the Program Manager and he would like them to be listed as Construction Manager as well and that the proposal will be reviewed in a timely manner. He also recommended the proposal be a separate entity and should not be combined with the City's budget process.

Valerie Levulet stated she wants the contract to state how much money is spent each year as this is a multi-year contract and covers several activities.

The motion was seconded Mary Garelick by and carried 8-0, with Richard Sadowski abstaining.

C-2 Consideration of a change in the meeting day and location.

<https://youtu.be/PdosrFuiEWc?t=1h16m26s>

The public comment period was opened, seeing none, the public comment period was closed.

MOTION:

Steve Shively moved to approve changing the meeting day to the first Tuesday of each month at 3:00p.m. The location will be determined based upon availability. The motion was seconded by Barbara Spagnola and carried unanimously 8-0.

The public comment period was opened, seeing none, the public comment period was closed.

D. COMMITTEE MEMBER CLOSING COMMENTS

<https://youtu.be/PdosrFuiEWc?t=1h21m33s>

ADJOURNMENT

The meeting adjourned at 4:30p.m.



AGENDA NO: B-1

MEETING DATE: September 1, 2015

Staff Report

DATE: August 28, 2015

TO: Water Reclamation Facility Citizens Advisory Committee

FROM: Mike Nunley, PE – Water Reclamation Facility (WRF) Program Manager

SUBJECT: WRF Program Update

RECOMMENDATION

Staff recommends the WRFCAC review the information regarding the current status and the proposed next steps regarding the development of a WRF program and for the WRFCAC to provide the following:

1. Any further input to the program management team; or
2. Any recommendations to Council for direction of the program

ALTERNATIVES

No alternatives are recommended.

FISCAL IMPACT

Attachment 2 is a summary of the existing contracts with consultants used to assist in the WRF project.

DISCUSSION

Staff provides this report as a monthly update to the progress made to date on the new WRF project. With the denial of the permit for the WWTP project in its current location, the City has embarked on a process for a WRF. This staff report provides the following:

1. Review of what has occurred to date. See Attachment 1 for a brief review of dates, status and accomplishments on the WRF facility project. Note the shaded information has been added since your last review. See Attachment 2 for a summary of project expenses to date.
2. Summary of findings from ongoing studies or analyses
3. Schedule for near-term activities or workshops

Items 2 and 3 are described below.

Prepared By: ___MN_____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

Summary of Findings from Ongoing Studies

Hydrogeology: Fugro Consultants, Inc. (Fugro) has completed initial field work and a draft geohazard study for the Rancho Colina site. A draft geohazards study was provided to City staff and the Facility Master Plan (FMP) team at the end of July. It concluded that expansive soils exist at the site, which may require overexcavation, foundation reinforcement, and/or soil conditioning, but the site soils are suitable for a wide range of treatment process and ancillary facilities. Expansive soils are not uncommon.

Fugro also reviewed suitability of the Rancho Colina site, as well as property south of the Rancho Colina site and Highway 41, for surface percolation or subsurface injection for recharge of the Morro Valley aquifer. The presence of soil layers with low permeability, and a relatively shallow aquifer, indicate that these specific locations would not be cost-effective for groundwater recharge.

Fugro is preparing a contract amendment to perform a data review of publicly-available well records throughout the Morro Valley groundwater basin. This research will allow Fugro and the Program Management (PM) team to determine other locations that may be appropriate for groundwater recharge, in order to focus the next phase of field investigations.

Salinity Identification Study: Larry Walker Associates (LWA), City staff, and the PM team have completed two (2) collection system sampling events in order to determine sources of salinity. We are currently reviewing the latest results to determine whether additional study is required to identify sources of salt or if sufficient data is already available to begin developing control strategies.

Controlling salinity discharges to the collection system could reduce both the capital and operation costs for salt removal if required for water reuse. Sources of salt include normal domestic usage, onsite-regenerating water softeners, and certain industrial uses.

Near-Term Schedule

The following table identifies major deliverables, activities, or decision points within the next 2-3 months.

Task	Approx. Date	Notes
Draft Program Management Plan	9/14/15	
Outreach Plan for Council Packet	9/18/15	
Council Presentation on Outreach Plan	9/22/15	
CEQA Consultant Selection / Negotiation	September	
PM Software TM	9/25/15	
Survey	10/12/15	
Council Award CEQA/NEPA Compliance Contract	10/13/15	WRFCAC to review Oct 6, City Council to review/approve October 13 th (critical path)
Project Delivery Workshop	10/17/15	
FMP Workshops	October, November	

Project Branding and Website	October	
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ATTACHMENTS

1. Timeline of WRF events January 2013 to present
2. Summary of Project Expenses and Estimated Costs

Date	Action
August 24 and 26, 2015	Interviews with CEQA and NEPA Compliance firms - AMEC, ESA, Rincon Consultants, and Dudek
August 21, 2015	FMP Technical Memorandum 2 (Working Draft - Waste Characteristics, Flow Projections, and Effluent Discharge Requirements) submitted for discussion with City prior to finalizing analysis
August 18, 2015	First Biweekly Staff/PM Program Meeting
August 17, 2015	City Council Work Session - WRF Program Overview
August 13, 2015	FMP Technical Memorandum 1 (Summary of Existing Documents Reviewed) submitted
August 11, 2015	City Council Award of PM Contract
August 5, 2015	WRFCAC Meeting - Review of scope of work, fees and schedule for MKN as WRF Program Management/Construction Management Consultant
July 29, 2015	City staff met with representatives from Rancho Colina to discuss the terms of the MOU for the potential property Purchase.
July 28, 2015	Interview with the PM team of MKN/Rickenbach. Committee recommends selection of MKN as PM
July 22, 2015	PM selection Team met to discuss one proposal received for PM and recommend that they interview the one proposer
July 21, 2015	Environmental Review Selection Committee met to review the six SOQs submitted. The Committee Recommends the City Interview four teams: Dudek, ESA, Rincon, AMEC
July 15, 2015	Kick off Meeting with Black and Veatch FMP Consultant
July 14, 2015	Proposals due for Program Management Services
July 14, 2015	SOQ due for Environmental Review Services
July 14, 2015	City Council Meeting - Award of FMP Contract
July 8, 2015	WRFCAC Meeting - Recommend for B&V as FMP consultant
July 1, 2015	New water and Wastewater Rates in effect
June 30, 2015	Staff Review of Black and Veatch Final Scope of Work
June 22, 2015	Discussions with Black and Veatch regarding Scope of Work
June 19, 2015	Pre Proposal Meeting for Project Management RFP
June 19, 2015	Pre SOQ Meeting for Environmental Review SOQ
June 18, 2015	The CSD BOD approved the FY 15/16 WWTP operating budget
June 17, 2015	Presentation to the Realtor group regarding project status
June 16, 2015	Prospective FMP consultant interviews -Carollo Engineers and Black and Veatch. Selection Committee unanimously recommends Black and Veatch
June 11, 2015	Joint Meeting with the Cayucos Sanitary District for Budget Approval and Audit results - Canceled
June 9, 2015	City Council adopted Resolution 31-15, approving the FY 15/16 Budget including wastewater
June 1, 2015	Meeting with WRFCAC subcommittee for initial review of FMP proposals
May 29, 2015	Released RFP for Environmental Review (CEQA/NEPA) for the new WRF
May 26, 2015	Public Hearing for Increases in Water and Sewer Rates held. Received 933/2707 required protests. City Council adopted resolution 30-15 setting new water and sewer rates for the next five years
May 12, 2015	City Council adopted Resolution 25-15 providing direction to staff.
May 12, 2015	Proposal received from Black and Veatch and Carollo responding to Facilities Master Plan RFP
May 7, 2015	Special WRFCAC Meeting to discuss recommendations to the City Council regarding moving forward with the project.
May 4, 2015	Morro Bay Staff issued an addendum to the WRF FMP RFP, eliminating the CSD from the review process and establishing a two party contract.

Date	Action
April 30, 2015	Joint Meeting of the CSD Board of Directors and Morro Bay City Council for continued discussion regarding the MOU for the New WRF. CSD Presented Resolution 2015-1 suspending participation with Morro Bay on a New WRF at the Rancho Colina Site
April 8, 2015	Rate Notices to be Mailed out to all City property owners and residents
April 8, 2015	WRFCAC Meeting to appoint members to WRF FMP review committee
March 24, 2015	City Council Approves Proposition 218 Notice for Water and Sewer Rate Adjustments and Schedules Public Hearing for May 26, 2015
March 19, 2015	Issued Contract to KMA for Preliminary Biological Assessment of Rancho Colina site and pipeline corridor.
March 19, 2015	Release RFP for WRF Facilities Master Planning
March 11, 2015	Joint Meeting of Morro Bay City Council and Cayucos Sanitary District Board of Directors in Cayucos
February 25, 2015	JFR Contract Amendment #4 for \$44,279.00 to assist with fatal flaw analysis
February 25, 2015	Facilities Master Plan RFP Completed for internal staff review
February 23, 2015	CSD Legal Council transmitted CSD DRAFT MOU to City
February 19, 2015	Letter from Ken Harris, RWQCB regarding the New WRF project and deadline for operations.
February 19, 2015	Public Works Advisory Board – Second Water and Sewer Rate Study Workshop
February 11, 2015	WRFCAC Meeting to review MOU for Now
February 11, 2015	Scheduled Joint Meeting of Morro Bay City Council and Cayucos Sanitary District Board of Directors in Cayucos was canceled
February 5, 2015	Meeting between Morro Bay Council Subcommittee and Cayucos Sanitary District Board Subcommittee to Discuss the MOU for Now
January 29, 2015	Public Works Advisory Board – Water and Sewer Rate Study Workshop
January 26, 2015	Meeting with between Morro Bay and Cayucos Staff to discuss next steps and "MOU for Now"
January 26, 2015	Meeting with between Morro Bay Staff, JFR/MKN and City Council sub-committee to discuss next steps and "MOU for Now"
January 13, 2015	City Council to review "Next-Steps" and provide direction to Staff.
January 8, 2015	Staff presentation of the "Next-Steps" to the City Council and CSD Board
December 11, 2014	Staff presented to the City Council and the CSD Board of Directors the Final JFR report, including the CMC evaluation by Carollo Engineers. The CSD Board of Directors concurred that based on the information presented that the Rancho Colina site appeared the most viable and cost effective.
December 9, 2014	City Council meets to review the Final JFR report, including the CMC evaluation by Carollo Engineers. The City Council expresses their preference for Rancho Colina as their preferred site for the New WRF. The cost estimates indicated that the CMC site was nearly double that of the Rancho Colina site.
December 8, 2014	Carollo Engineers releases their Technical Memorandum regarding CMC WWTP capacity and necessary facility expansion to accommodate increase flows from City and CSD.
December 8, 2014	Meeting between MBNEP and City staff to discuss concerns regarding the siting of the WRF at CMC and increased pollutant loads to Chorro Creek.
December 8, 2014	Meeting between City staff and the WRF Technical Committee (Irons/Smukler) to review the project status.
December 1, 2014	Tour of the existing CMC facility with representatives from CDCR, CSD and the City.
November 19, 2014	Conference call between CDCR, CSD and Morro Bay staff regarding the logistics of siting at the CMC location.
November 18, 2014	Meeting between City and California Coastal Commission staff regarding a variety of projects in Morro Bay including the WRF siting.

Date	Action
November 13, 2014	Staff presented to the City Council and the CSD Board of Directors the status of the CMC Capacity Analysis and also updated the CSD Board on the City Council meeting of November 12, 2014
November 12, 2014	The City Council reviewed the draft report from John Rickenbach Consulting regarding final site preference. As the result of the report being incomplete, without the Carollo CMC engineering analysis including comparable cost estimates, the City Council choose to delay their decision on final site preference until such time that the report is complete and the WRFCAC has had a chance to review and make a recommendation.
November 5, 2014	The WRFCAC met and reviewed the draft report from John Rickenbach Consulting regarding final site preference. As the result of the report being incomplete, without the Carollo CMC engineering analysis including comparable cost estimates, the WRFCAC moved to recommend to City Council to delay their decision on final site preference until such time that the report is complete and the WRFCAC has had a chance to review and make a recommendation to the City Council.
October 28, 2014	Cleath-Harris and Associates presented the Hydrogeological Technical Memoranda regarding the relative benefits of a Creek discharge in the Chorro Valley and In-Lieu recharge in the Morro Valley to the City Council at their regular meeting.
October 22, 2014	Meeting of the WRFCAC where they reviewed the Hydrogeological Technical Memoranda by Cleath-Harris and Associates and toured the Rancho Colina site.
October 20, 2014	A conference call between Morro Bay, CSD, CMC, Regional Board and CDCR was held to discuss the viability and timing of a regional facility at CMC. At that meeting CDCR authorized the release of WWTP data to Carollo for their process modeling.
October 10, 2014	A project kick off meeting was held at the City's Public Services offices for the Carollo CMC work, City and CSD staff along with the City's consultants were in attendance.
October 9, 2014	Meeting between the Morro Bay City Council and the Cayucos Sanitary District Board of Directors Meeting in Cayucos. City Council directed, by motion, City staff to work cooperatively with Cayucos Sanitary District staff.
October 8, 2014	Meeting of the WRFCAC where they reviewed the LWA report regarding permitting constraints, Kestrel Consulting report regarding financing and grants and they formed three technical subcommittees.
October 2, 2014	Meeting of the Morro Bay City Council Technical/Executive Committee and the Cayucos Sanitary District Board of Directors in Morro Bay
September 30, 2014	The Public Services director executed a contract with Carollo Engineers for the study of capacity and expansion capability at the CMC site.
September 26, 2014	Meeting with Bartle Wells (Sewer and Water Rate Consultant) regarding hearing schedule and additional data needs
September 25, 2014	Received final scope and estimated fee (\$101,945) from Carollo Engineers for the evaluation of the CMC option, Carollo requested changes to the standard City contract which are being reviewed by the City Attorney
September 23, 2014	City Council Special Meeting reviewed the Report by Larry Walker and Associates regarding the Water Quality permitting implications at each of the two final proposed sites. Council also discussed the potential of joint City Council/WRFCAC meetings and status of the CMC evaluation
September 11, 2014	Joint meeting of the Morro Bay City Council and the Cayucos Sanitary District Board of Directors Meeting in Morro Bay.
September 10, 2014	First Meeting of the WRFCAC
August 12, 2014	City Council confirmed Citizen Appointments to the WRFCAC
July 16, 2014	Kick off meeting with Larry Walker Associates regarding discharge permit requirements for various disposal/reuse options for the new WRF project.
July 10, 2014	Meeting with Cayucos Sanitary District staff to discuss the scope of work for the proposed Carollo Engineers CMC capacity evaluation study.

Date	Action
July 9, 2014	City Council conducted interviews for positions on the WRF Citizens Advisory Committee (WRFCAC). City Council appointed seven members to the WRFCAC.
June 30, 2014	Staff met internally to gather preliminary information for Bartle Wells Rate Study. Staff will have all info to Bartle Wells by the end of July.
June 27, 2014	Kick off meeting with Kestrel Consulting to discuss funding strategies for the new WRF project.
June 27, 2014	Meeting with Cleath-Harris to review draft Chorro Creek discharge study and effect on City water supply. Authorized Cleath-Harris to perform a similar study for the Morro Valley.
June 25, 2014	Meeting with John Rickenbach and Mike Nunley to discuss project schedule for the WRF project
June 20, 2014	City executed a contract with Larry Walker Associates in the amount of \$24,970 to advise the City regarding discharge permit requirements for various disposal/reuse options for the new WRF project.
June 15, 2014	City executed a contract with Kestrel Consulting in the amount of \$20,530 to develop funding strategies for the new WRF project.
June 14, 2014	Staff has met with a variety of alternative project delivery method firms to explore the requirements for this process, firm include: Carollo, CDMSmith; and Black and Veatch.
May 27, 2014	City Council adopted Resolution 34-14 that provides direction to staff regarding the "Rancho Colina" site, continuing parallel path discussion regarding the CMC site, and forming a Citizen's Advisory Committee.
May 23, 2014	Selected Bartle Wells as Water and Sewer Rate Study consultant. The estimated fee for the study is not to exceed \$67,440.
May 22, 2014	The City Clerk posted the notice of the formation of a new, limited term and scope, i.e. Water Reclamation Facility Citizen's Advisory Committee. Applications are due to the Clerk by Friday, June 13, 2014.
May 13, 2014	Council Approved New Water Reclamation Facility Project Report on Reclamation and Council Selection of a WRF Site and provided direction to staff to return to Council with a resolution that captured the motions made.
May 8, 2014	May JPA Meeting cancelled.
May 1, 2014	Scheduled site visit at Giannini site with WRF Subcommittee, JRF Consulting and Property Owner.
April 23, 2014	Meeting to review the "Rancho Colina" site with the Morro Bay and CSD Sub-Committees along with Water Board staff.
April 21, 2014	"Rancho Colina" site visit with staff and Council persons Leage and N. Johnson.
April 18, 2014	Letter sent to property owners of potential WRF sites, inviting a discussion regarding siting potential
April 11, 2014	"Rancho Colina" site visit with staff and Council person C. Johnson.
April 10, 2014	April JPA Meeting cancelled
March 21, 2014	Meeting between City of Morro Bay (Irons/Smukler) and CSD (Enns/Lloyd) Sub-Committees along with Morro Bay and CSD County and Water Board Staff to discuss overall project status and the CMC option.
March 20, 2014	WRF Sub-Committee meeting along with staff and property owner at the "Rancho Colina" Morro Valley site to get an overview of the potential for it as a project location.
March 10, 2014	March JPA Meeting cancelled.
March 6, 2014	Scheduled WRF Subcommittee meeting with staff to discuss grant opportunities and schedules.
February 28, 2014	Received a revised scope of work for a contract amendment received from Rickenbach recognizing the accelerated time schedule for the WRF. Estimated fees not to exceed \$76,129.

New items are indicated by shading.

WRF Project Timeline
January 2013 - Present

Date	Action
February 25, 2014	City Council received a status update on the New WRF and adopted Resolution 17-14 prescribing a 5-year time frame for the construction of the New WRF.
February 24, 2014	City Council Discussion of Eater and Sewer Rates at special Workshop and Council discussion and direction regarding City DRAFT MOU and CSD DRAFT MOU.
February 13, 2014	WRF Sub-Committee meeting to discuss the 5 year time schedule and grant opportunities.
February 13, 2014	February JPA Meeting held.
February 11, 2014	Mid-year Budget adjustment to include additional funding for WRF alternative site analyses. \$100,000 was approved.
January 31, 2014	Status report preparation assigned to Public Services Director.
January 29, 2014	Received proposal from Rickenbach for a contract amendment to perform due diligence on alternative WRF sites for final site selection. Estimated fees not to exceed \$63,806.
January 23, 2014	Onsite staff meeting with property owner at Rancho Colina to tour a potential location.
January 23, 2014	Telephone discussion with City's Water Attorney regarding water rights to creek discharge of wastewater.
January 20, 2014	Received proposal from Cleath-Harris to study Chorro Creek discharge and effect on City water supply. Estimated fees not to exceed \$7,500.
January 16, 2014	January JPA Meeting canceled.
December 19, 2013	December JPA Meeting held – Verbal update by both CMB and CSD.
December 10, 2013	Presentation of Options Report to City Council.
November 19, 2013	Meeting with RWCQB Staff regarding project Status and Permit Renewal.
November 14, 2013	November 2013 JPA Meeting Cancelled.

599-8312-6105 P0234-8312	Contract Amount (1)	Amount Paid (2)	Remaining Contract
SITE ALTERNATIVES ANALYSIS - SITE PREFERENCE SELECTION			
JFR Consulting – Site Selection/Project Management Assistance			
Original Contract	\$ 117,256		
Contingency	\$ 11,726		
Amendment #1	\$ 76,129		
Amendment #2	\$ 91,336		
Amendment #3	\$ 23,147		
Amendment #4	\$ 44,279		
Total Contract - Final	\$ 363,873	\$ 363,817	\$ 56
Kestrel Consulting – Assessment Funding			
Total Contract	\$ 20,530	\$ 8,380	\$ 12,150
Larry Walker and Associates – Permitting Constraints			
Original Contract	\$ 24,970		
Amendment #1	\$ 5,100		
Total Contract + Direct Costs - Final	\$ 30,070	\$ 30,151	\$ (81)
Cleath-Harris Associates – Stream Flow Augmentation			
Contract Amount	\$ 7,500		
Amendment #1	\$ 6,500		
Amendment #2	\$ 4,000		
Total Contract - Final	\$ 18,000	\$ 18,348	\$ (348)
Carollo Engineers – CMC Capacity, Siting Evaluation and Cost Estimate			
Total Contract + Direct Costs	\$ 101,945	\$ 87,361	
(Proposed to be Reimbursed by RWQCB using SEP Funds)		\$ (87,361)	
Net Amount - Final	\$ 101,945	\$ -	\$ 14,584
Outside Legal - Water Rights		\$ 7,880	
Appraisal - Righetti Site		\$ 5,500	
Total Site Selection - Final	\$ 534,418	\$ 420,696	\$ 26,361
FATAL FLAWS			
Kevin Merk Associates – Preliminary Bio Assessment			
Total Contract + Direct Costs	\$ 12,835	\$ 3,245	\$ 9,590
Fugro - Hydrogeological			
Total Contract + Direct Costs	\$ 38,600	\$ 7,093	\$ 31,508
Farwestern Archeological			
Total Contract + Direct Costs	\$ 12,000		
Larry Walker Associates - Pretreatment (Salt) Assessment			
Total Contract + Direct Costs	\$ 23,640	\$ 10,135	\$ 13,505
Total Fatal Flaws	\$ 87,075	\$ 20,473	\$ 54,603
FACILITIES MASTER PLAN			
Black and Veatch			
Total Contract + Direct Costs	\$ 710,123	\$ -	\$ 710,123
JoAnn Head Surveying			
Total Contract + Direct Costs	\$ 45,050	\$ -	\$ 45,050
ENVIRONMENTAL REVIEW (CEQA/NEPA Compliance)			
Consultant to be Determined			
PROGRAM MANAGEMENT			
MKN & Associates, Inc.			
Total Contract Year One +	\$ 920,808	\$ -	\$ 920,808
Estimated Amount for Eight +/- Years - Including Construction Management	\$9 - \$14 Million		
Kestrel Consulting - SRF and Prop 1 Support/Applications	\$ 65,752	\$ -	\$ 65,752
Total Consultant Contract Amount (to date)	\$ 2,318,176	\$ 441,169	\$ 1,711,894

Notes:

1. Does not include reimbursable costs, i.e. copies, travel and other direct expenses
2. Includes reimbursable costs, i.e. copies, travel and other direct expenses



AGENDA NO: C-1

MEETING DATE: September 1, 2015

Staff Report

DATE: August 28, 2015

TO: Water Reclamation Facility Citizens Advisory Committee

FROM: Mike Nunley, PE – Water Reclamation Facility (WRF) Program Manager
John Rickenbach – Outreach/Permitting Lead and Deputy Program Manager

SUBJECT: Objectives and Overview of Outreach Plan

RECOMMENDATION

Staff recommends the WRFCAC receive and consider outreach goals and approaches.

ALTERNATIVES

No alternatives are recommended.

FISCAL IMPACT

Development and guidance of program outreach is included in the budget of the Program Management team and support is included in the budgets of the technical consultants.

DISCUSSION

On August 17, the Program Management (PM) team presented an overview of major program activities. One of the major topics was outreach to a wide variety of stakeholders. Since the WRFCAC did not get an opportunity to discuss outreach prior to the workshop, and the PM team is preparing a draft Outreach Plan for consideration by City Council at the September 22 meeting, input from WRFCAC is desired.

The PM team and City staff have identified the following stakeholders:

- Council/WRFCAC
- Public
- Potential water reuse customers
- Public agencies
- Industry (ex. equipment vendors, contractors, consultants)

The importance of coordinating technical work related to the WRF Program, as well as outreach

Prepared By: ___MN___

Dept Review: ___ ___

City Manager Review: _____

City Attorney Review: _____

efforts, with the General Plan and Local Coastal Plan is an important consideration for communication with each of these stakeholders.

The recommended outreach objectives and approaches for each stakeholder are summarized below:

Stakeholder	Objective	Approach
Council/ WRFCAC	<ul style="list-style-type: none"> • Understanding of program • Present technical information • Receive feedback and direction • Relationship of risk, cost, schedule 	<ul style="list-style-type: none"> • Workshops • Status Reports • Presentation of Draft Deliverables
Public	<ul style="list-style-type: none"> • Education • Rate impacts • Receive feedback 	<ul style="list-style-type: none"> • Stakeholder interviews • Technical Workshops • Website/Newsletters/E-blasts/Surveys
Potential Recycled Water Customers	<ul style="list-style-type: none"> • Identify potential customers • Determine level of interest • Determine parameters (demand/quality) 	<ul style="list-style-type: none"> • Interviews and meetings • Technical Workshops
Public Agencies	<ul style="list-style-type: none"> • Education on City process • Identify needs and constraints • Identify and complete critical path items • Prevent surprises 	<ul style="list-style-type: none"> • Informal communication • Ongoing updates • Formal consultation • Workshops

Upcoming outreach opportunities are summarized below:

- Presentation and Schedule for Outreach Program – Council Meeting
- Regular WRFCAC Meeting and Council Updates
- Stakeholder Interviews – Facility Planning and Reclamation Issues
- Project Delivery Alternatives – Council Work Session
- PM Presentation and Program Update – Industry (Public is welcome)
- Facility Master Plan (Process Alternatives, Site/Visual) – Public Workshop (2 planned)
- Reclamation Planning Workshop (2 planned)
- Program Web Portal – Continual Outreach

Since WRFCAC did not get a chance to review or discuss this information prior to the August 17 Council Work Session, the PM team and City staff would appreciate input or recommendations that could be provided for consideration in the draft Outreach Plan. The draft Plan will be presented at the September 22 City Council meeting. The Plan will be a “living” document, meaning it can be

revised as the program proceeds or as new ideas or issues arise. WRFAC will be able to comment or make suggestions at any time after the Council meeting, but input is requested now for initial development of the plan.