

MEETING MINUTES – SPECIAL, Brownfield Assessment RFP Scope of Work, McCord Environmental, Inc. WESTSIDE Sac IRWM Coordinating Committee

Date: Tuesday, October 14th, 2014 **Time:** 11:00 pm – 11:30 am

Location: Phone

Call-in number: 800-510-5879 **Guest Code:** 385498

Coordinating Committee Members Present:

	County		Representative		Alternate
	Lake		Scott DeLeon (Lake Cty. DWR/WPD)	✓	Tom Smythe (Lake Cty. DWR)
	Napa	✓	Jeff Sharp (Napa Cty. Flood Control)		Phillip Miller (County of Napa)
	Solano	✓	Chris Lee (SCWA) , 2014 Chair		David Okita (SCWA)
	Yolo	✓	Elisa Sabatini (Water Res. Assn)		Max Stevenson (YCFCWCD)

Others Present:

Jeanette Wrynski (Yolo County Resource Conservation District)

1. **Call Meeting to Order and Introductions** (Lee) Chair Lee called the meeting to order at 11:05am.
2. **Public comment:** There were no comments from the public.
3. The Coordinating Committee (CC) members have all had time to review the Scope of Work provided by Dr. Stephen McCord. The following were key points from the discussion:
 - All generally thought it was fine but expensive.
 - Question (Sabatini): Would the funds for this come out of existing CC funds or would it require additional funds from the member agencies? Answer (Lee): Funds would come from existing reserves.
 - Ms. Sabatini pays her special consultants \$190/hr. Others agreed this is a more appropriate hourly rate.
 - Project site prioritization should include how ready a project is to proceed; a number of sites have already been assessed and solutions options provided.
 - The proposal should be sure to include the Putah Creek watershed; there are many mine sites there.
 - The CC agreed that they are willing to provide contingent approval based on a revised Scope of Work (SoW), based on the comments above, and budget, to included reduced hourly rate and/or redistribution of certain work to lower pay level employees.
 - All CC members should arrange the suggested one-on-one conversations with Dr. McCord within the next 10 days.
 - The revised SoW should be provided to Ms. Wrynski by October 20th so it can be included with the CC meeting packet for the 23rd. This is an agenda item for the Oct. 23rd Regular meeting.
 - Chair Lee said that SCWA could be the fiscal agent.
 - Ms. Sabatini volunteered to speak with Dr. McCord.
4. **Adjourn** – Chair Lee adjourned the meeting at 11:27 am.



SOLANO COUNTY
WATER AGENCY



Meeting notes respectively submitted by Jeanette Wrynski. Approved on _____, 2014 by the Westside Sac IRWMP Coordinating Committee.

By: _____
Name, position

