

MEETING MINUTES

WESTSIDE Sac IRWM Coordinating Committee

Date: Thursday, May 8, 2014 Time: 1pm – 2:03 pm

Location: Conference Call

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

Coordinating Committee Members Present: Chris Lee, Chair (Solano County Water Agency), Elisa Sabatini (Yolo County Water Resources Association)

Coordinating Committee Alternates Present: Jeff Sharp (Napa County Flood Control and Water Conservation District), Tom Smythe (Lake County Water Resources representing Lake County Watershed Protection District), Max Stevenson (Yolo County Flood Control and Water Conservation District)

Others Present: Holly Grover (Central Valley Regional Water Quality Control Board), Betsy Cawn (The Essential Public Information Center), Mike Dunlap (Lake County citizen), Jan Coppinger (Lake County Special District), Tim Busch (City of Woodland), Sachi Itagaki (Kennedy/Jenks Consulting), Heather Nichols (Yolo County Resource Conservation District)

1. **Chairman Chris Lee called the meeting to order at 1pm**
2. **Approval of Agenda and Minutes for 4/30/14 Meeting.** MOTION: Smythe, SECOND: Sharp, AYES: Unanimous.
3. **Public comment:** no public comment
4. **Comparative analysis and ranking of projects conditionally accepted for 2014 DWR Drought Funding Solicitation Project Proposals (Kennedy-Jenks).** Itagaki gave a web-based presentation which is located on the Westside Sac IRWMP website at the following link:
http://www.westsideirwm.com/projects/A-112B_050814_Westside_CC_presentation.pdf
Itagaki also reviewed the draft Scoring Handout that is located on the Westside Sac IRWMP website at the following link:
http://www.westsideirwm.com/projects/A-12B_2014%20Drought%20Solicitation%20Scoring%205-6-14_draft.pdf She advised the project proponents to include administrative costs for invoicing as a line item. She also reminded the Coordinating Committee (CC) the more projects that are included in the proposal, the more administratively complex the proposal becomes. She said that project costs can go up 3-4% to cover invoicing. She added, though, that short term projects typically have lower administrative costs because the number of invoices is reduced.

Lee corrected Itagaki's handout information, by stating that West Sacramento's water source is the North Delta.

Overall Recommendations from Kennedy/Jenks:

- Select projects that rank highly in both the PSP and North Coast scoring process.
- Structure project grant requests to fit within Westside application parameters (\$5-6M)- The CC discussed the continued equity among the four counties.



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- In regards to combining the Lake County proposals, Itagaki said there is an opportunity to weave together a single story. However, that leaves little room to describe the need for each project. She also pointed out that the more projects that are included in the proposal, more narratives, maps, and analyses are required and that increasing the work load increases the cost to write the proposal.
5. **Project Proponents Response to Analysis** The CC discussed the scoring handout. The project proponents in the meeting were able to respond directly and clarify information for K/J. Itagaki encouraged the CC that each individual project needs a direct benefits story.
 6. **Discussion (all)** There was discussion on the CC’s strategy in the 2014 solicitation and whether to cap their funding request. The CC discussed keeping their proposal reasonable, within \$5-6 million range and ensuring relative equity between the counties. Both Lake and Yolo County agreed that if they received 2014 funding, they would not submit projects for the 2015 solicitation. The CC was in agreement that the Lake County projects were most important in terms of urgency. The Yolo County project proponents planned to meet no later than Monday the 19th or Tuesday the 20th to discuss how to scale down their projects for a joint submittal.
 7. ***Accept one or more projects to include in the grant application for the 2014 DWR Drought Funding Solicitation Project Proposals** This agenda item will be moved to the next meeting.
 8. **Next steps or action items needed**
 - K/J will start processing the Lake County proposal and existing data.
 - Itagaki will share their spreadsheet with Stevenson to plug in their numbers.
 - Lee will send out letter of comment Friday morning before he takes it to DWR
 - Itagaki will attend the May 12 webinar and provide a scope and estimate for application development by the end of the month.
 - Yolo County Flood Control will work on a board resolution authorizing Tim by June. Assuming July 3 submittal, June 25th wrap up.

The CC and Itagaki reviewed the following timeline of activity:
 Week of 5/26 – Start application, schedule Yolo County resolution adoption
 June 1 (est.) - Final PSP/Guidelines Released
 June 9- 20 Draft Application Review
 July 3 (est.) –Grant application Submittal

9. **Confirm Next Meeting Date and Location:** Conference Call May 20th 1-3pm
10. **Adjourn 2:03**

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

By: _____
 Name, position



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