



PROJECT AGREEMENT 22 COMMITTEE
Interregional Landscape Water Demand Reduction Program
REGULAR MEETING MINUTES
June 22, 2017

COMMITTEE MEMBERS PRESENT

Joseph P. Grindstaff, General Manager, Inland Empire Utilities Agency
Doug Headrick, General Manager, San Bernardino Valley Municipal Water District
Paul D. Jones, General Manager, Eastern Municipal Water District [Chair]
Michael Markus General Manager, Orange County Water District [Vice Chair]
John Rossi, General Manager, Western Municipal Water District

COMMITTEE MEMBERS ABSENT

There were no absent Committee Members

STAFF PRESENT

Dean Unger, Ian Achimore, Larry McKenney, Marie Jauregui, Mark Norton, Rick Whetsel, Zyanya Blancas

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 8:00 a.m. by Chair Jones at the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California.

2. PUBLIC COMMENTS

There were no public comments.

3. APPROVAL OF MEETING MINUTES: April 27, 2017

MOVED, approve the April 27, 2017 meeting minutes.

Result:	Adopted (Unanimously)
Motion/Second:	Markus/Rossi
Ayes	Grindstaff, Headrick, Jones, Markus, Rossi
Nays:	None
Abstentions:	None
Absent:	None

4. COMMITTEE DISCUSSION ITEMS

A. PROJECT AGREEMENT 22 COMMITTEE BUDGET FOR FISCAL YEARS ENDING 2018 AND 2019 (PA22#2017.9)

Ian Achimore provided a PowerPoint presentation on the PA22 Committee Budget (Committee budget) for Fiscal Years Ending 2018 and 2019. The Committee budget covers

both projects under the Emergency Drought Grant Program (Drought Program); Project 1 – Conservation Based Reporting Tools and Rate Structure Implementation and Project 2 – High Visibility Turf Removal and Retrofit (Projects).

The Committee budget represents the complete outlay of the remaining Proposition 84 funds for the Drought Program by FYE 2019. The ending date of the budget is assuming the Proposition 84 Grant Agreement amendment is approved, which would extend the Drought Program. Achimore referenced a detailed cost breakdown of the Committee budget, located in the agenda packet pages 11-14.

PA22 Committee Budget		
Source of Funds	FYE 2018	FYE 2019
Grant – SAWPA Implementation *	\$ 1,265,683	\$1,182,042
Grant – Pass Through to SARCCUP Agencies	\$4,133,341	\$100,000
Total	\$5,399,024	\$1,282,042

**Includes labor, benefits, indirect costs, and program expenses (includes consultants).*

The Committee budget places the majority of the projected surplus funds as a Program Expense, which includes the new program in development to support retail agencies' compliance with the Executive Order B-37-16 *Making Conservation a California Way of Life*. Cost savings are derived from the Aerial Mapping and Technology Based Information Tool Project.

It was clarified that the PA22 Committee will have the flexibility to move funds between the two Projects after the budget has been approved. An amendment will need to be executed, however, it will not require participating agencies to sign off on the amendment as it does not change the amount of their contributions. Achimore noted that the Advisory Workgroup has expressed interest in placing surplus funds into Project 2 – High Visibility Turf Removal and Retrofit.

As an information item, the Santa Ana River Conservation and Conjunctive Use Program Optimization Water Use Efficiency component expenses contained in the PA23 Committee Budget were presented to the Committee.

MOVED, Adopt the PA 22 Committee Budget for Fiscal Years ending 2018 and 2019

Result: **Adopted (Unanimously)**
 Motion/Second: Grindstaff/Headrick
 Ayes: Grindstaff, Headrick, Jones, Markus, Rossi
 Nays: None
 Abstentions: None
 Absent: None

B. SUB-GRANTEE REQUESTS REGARDING THE HIGH VISIBILITY TURF REMOVAL AND RETROFIT PROJECT (PA22#2017.10)

Mark Norton provided a PowerPoint presentation on the recent requests from the sub-grantees regarding the High Visibility Turf Removal and Retrofit Project.

The PA22 Committee received letters from the Emergency Drought Grant Program's Proposition 84 Grant Agreement (Grant Agreement) sub-grantees requesting 1) that if the Grant Agreement were revised with DWR, it should not require additional local funding match to be reported in the event that surplus funds from the conservation component are

transferred to support the turf removal component; and 2) to transfer surplus funds from the Aerial Mapping and Technology Based Information Tool project to do even more turf removal. Discussion ensued regarding the first request and how accounting for matching funds using a “programmatically” approach as opposed to a per-parcel approach may alleviate the issue.

The sub-grantees support first funding the new Aerial Mapping and Technology Based Information Tool Project and potentially funding the Water Meter Geocoding and NAICS Classification work based on anticipated results of the Geocoding Services RFP.

Staff advised the Committee that moving funds from the Conservation component, contained within a separate project in the Grant Agreement to the turf removal component would result in a Grant Agreement amendment, which would have to be approved by the Department of Water Resources (DWR).

It was the consensus of the Committee to approve expanding the accounting of grant reimbursement for turf removal and retrofit to allow participating agencies the option to account for grant dollars on a “programmatically” level rather than the current practice of a per parcel basis to expedite grant funding reimbursement with the condition that the term programmatically approach is defined in the amendment. Furthermore, the Committee agreed to relocate the remaining surplus funds after reconciliation of the rest of the agenda items.

MOVED,

(1) Approve expanding the accounting of grant reimbursement for turf removal and retrofit to allow participating agencies the option to account for grant dollars on a programmatically level rather than the current practice of a per parcel basis to expedite grant funding reimbursement with the condition that the term programmatically approach is defined in the Emergency Drought Grant Program’s Proposition 84 Grant Amendment; and,

(2) Provide feedback regarding shifting excess and remaining grant funding from the conservation component of the Emergency Drought Grant Program to fund additional turf removal and retrofit projects under the same conditions of the Grant Agreement subject to pending funding allocations to additional conservation components and tools.

Result:	Adopted (Unanimously)
Motion/Second:	Grindstaff/Rossi
Ayes	Grindstaff, Headrick, Jones, Markus, Rossi
Nays:	None
Abstentions:	None
Absent:	None

C. INLAND EMPIRE UTILITIES AGENCY REQUEST TO UTILIZE COST SAVINGS FOR ITS PROACTIVE USE OF THE TECHNOLOGY BASED INFORMATION SUPPORT TOOL

The Committee acted on Agenda Item No. 4.C. based on the information provided in the agenda packet without discussion.

MOVED, Approve the utilization of \$50,000 in cost savings from the conservation component of the Emergency Drought Grant Program to fund the utilization of the Technology Based Information Support Tool for 175,000 residential parcels in the IEUA service area and local cost share for the support tool use by two IEUA sub-agencies.

Result: **Adopted (Unanimously)**
Motion/Second: Markus/Jones
Ayes Grindstaff, Headrick, Jones, Markus, Rossi
Nays: None
Abstentions: None
Absent: None

D. SAWPA AERIAL IMAGERY AND LANDSCAPE MEASUREMENT DATA – REQUEST FOR PROPOSALS: COMPREHENSIVE WATER METER GEOCODING AND CLASSIFICATION OF COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL (CII) ACCOUNTS USING NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODING (PA22#2017.12)

The Committee acted on Agenda Item No. 4.D. based on the information provided in the agenda packet without discussion.

MOVED, Authorize staff to issue a Request for Proposals to seek a qualified consultant to implement a comprehensive program for water meter geocoding and classification of commercial, industrial and institutional (CII) accounts and business type classification including the identification of mixed meter Commercial, Industrial, and Institutional (CII) accounts for up to six retail water agencies in the Santa Ana River Watershed, as well as the EMWD and WMWD service areas within the Upper Santa Margarita Watersheds.

Result: **Adopted (Unanimously)**
Motion/Second: Headrick/Grindstaff
Ayes Grindstaff, Headrick, Jones, Markus, Rossi
Nays: None
Abstentions: None
Absent: None

E. SAWPA AERIAL IMAGERY AND LANDSCAPE MEASUREMENT DATA – ESRI ONLINE WEB APPLICATION AND CLOUD SERVICES (PA22#2017.13)

Dean Unger provided a PowerPoint regarding the ESRI online web application and cloud services.

The online web application will enable water retail agency staff to access SAWPA's aerial imagery and the results of the landscape analysis performed under the Proposition 84 Emergency Drought Grant Program. Making data available through an online web application eliminates the need and associated costs for each agency to store this large amount of data. For those agencies lacking GIS capabilities, the application will also provide a platform to use the data. The online web application will not be available to the public.

SAWPA staff requested approval of Work Order ESRI504-301-01 which will allow ESRI to provide and maintain online web application and cloud services for one year. Funding for this service will come from the projected cost savings remaining from the Proposition 84

IRWM Drought Grant, Project 1 – Conservation Based Reporting Tools and Rate Structure Implementation (Project 1).

Unger stated that an approximately \$30,000 will be needed every year for maintenance of the online web application. Currently, SAWPA staff is exploring future source of funding for subsequent years and will include it in the SAWPA budget if funding is not found.

MOVED, Authorize a Task Order with ESRI for an amount not to exceed \$100,000 to develop and manage an on-line web application and cloud services to provide retail agency staff improved access to SAWPA aerial imagery and landscape measurement data.

Result:	Adopted (Unanimously)
Motion/Second:	Markus/Grindstaff
Ayes	Grindstaff, Headrick, Jones, Markus, Rossi
Nays:	None
Abstentions:	None
Absent:	Rossi

F. METROPOLITAN WATER DISTRICT REGIONAL TURF REMOVAL PROGRAM (PA22#2017.11)

Ian Achimore provided an oral update on the Metropolitan Water District of Southern California (MWDSC) internal audit of their Turf Removal Program (Program).

The Program is administered under an agreement with Electric Gas and Industries Association (EGIA). EGIA performs the inspection and verifications for MWDSC's Program. The results presented discrepancies in EGIA scope of work and concerns with their inspection of projects after completion.

Consequently, SAWPA staff is requesting further information from individual projects involved in the Emergency Drought Grant Program Project 2 – High Visibility Turf Removal and Retrofit to ensure compliance if audited by the State; further site inspections will be performed. This includes on-site inspections and aerial imagery inspection by SAWPA's in-house quality control inspector.

Cost associated to the amplified quality control procedures will be charged to the administrative costs. Achimore stated this would require the transfer of funds from the implementation portion to the grant administration portion. SAWPA staff was directed to present at a future PA22 Committee meeting the projected increment cost that should be transferred.

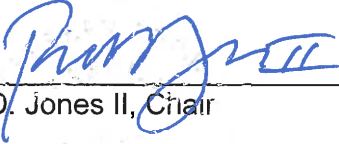
5. FUTURE AGENDA ITEMS

- Metropolitan Water District Regional Turf Removal Program Update

6. ADJOURNMENT

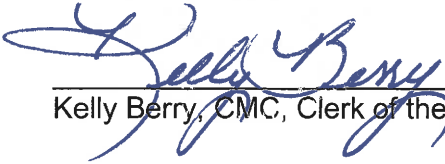
There being no further business for review, Chair Jones adjourned the meeting at 9:07 a.m.

**Approved at a Regular Meeting of the Project Agreement 22 Committee on Thursday,
August 24, 2017.**



Paul D. Jones II, Chair

Attest:



Kelly Berry, CMC, Clerk of the Board