



PROJECT AGREEMENT 22 COMMITTEE
Interregional Landscape Water Demand Reduction Program
REGULAR MEETING MINUTES
NOVEMBER 16, 2017

COMMITTEE MEMBERS PRESENT

Joseph P. Grindstaff, General Manager, Inland Empire Utilities Agency
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 (8:05 a.m.)

COMMITTEE MEMBERS ABSENT

Doug Headrick, General Manager, San Bernardino Valley Municipal Water District

STAFF PRESENT

Dean Unger, Ian Achimore, Larry McKenney, Karen Williams, Rick Whetsel, Zyanya Blancas

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 8:03 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: OCTOBER 26, 2017

MOVED, approve the October 26, 2017 meeting minutes.

| | |
|----------------|-----------------------------------|
| Result: | Adopted (Unanimously; 3-0) |
| Motion/Second: | Markus/Grindstaff |
| Ayes | Grindstaff, Jones, Markus |
| Nays: | None |
| Abstentions: | None |
| Absent: | Rossi, Headrick |

4. COMMITTEE DISCUSSION ITEMS

A. SMARTSCAPE PROGRAM SUB-GRANTEE AGREEMENT WITH ORANGE COUNTY COASTKEEPER AND ROLES FOR SAWPA AND THE SAWPA MEMBER AGENCIES (PA22#2017.23)

Ian Achimore provided a PowerPoint presentation on the Smartscape Program (Program) Sub-grantee Agreement with Orange County Coastkeeper and Roles for SAWPA and the SAWPA Member Agencies.

John Rossi arrived at 8:05 a.m., at the commencement of Agenda Item 4.A.

The Program was developed as a partnership between SAWPA member agencies and the Orange County Coastkeeper (OCCK) in 2015 during the SARCCUP development. It supports water customers that have transitioned from turf grass to drought tolerant landscaping through site visits, written training materials, and workshops/trainings. Staff prepared a Sub-Grantee agreement that allows OCCK to implement the Program in the Santa Ana River Watershed service areas of Eastern Municipal Water District (EMWD), Inland Empire Utilities Agency (IEUA), San Bernardino Valley Municipal Water District (SBVMWD), and Western Municipal Water District (WMWD).

The Program is described as a subtask in the PA23 Grant Agreement under the Water Use Efficiency Task, which is being administered by the PA22 Committee. The total cost for implementation of the Program is \$437,400, to be funded from participant fees and the Proposition 84 Integrated Regional Water Management 2015 Grant.

A Roles and Responsibilities Memorandum was prepared to codify the duties of SAWPA and the four SAWPA member agencies. SAWPA will manage the Program by collecting and reviewing reporting documents. SAWPA member agencies will manage the Program by collecting detailed tracking list, documentation of tasks performed, and draft deliverables.

SAWPA received an initial invoice from OCCK for reimbursement of preparation expenses in the amount of \$14,054, which SAWPA staff recommended for approval for payment from participant fees and grant funds for the Project. The SARCCUP Advisory Workgroup proposed to use funds from the SAWPA Project Management line item for these preparation costs. SAWPA staff indicated that removing funds from that project administration line item may result in staff coming back to the Committee for further funding into that account.

It was the consensus of the Committee to approve the utilization of funds from the SAWPA Project Management line item for OCCK's initial invoice, with the understanding that SAWPA staff may come back in the future to request further funds for SAWPA Project Management line item.

Garry Brown, Executive Director and CEO of OCCK and Inland Empire Waterkeeper, indicated that his team will present themselves to clients as the Inland Empire Waterkeeper.

MOVED, That the OWOW Steering Committee:

1. Execute the Sub-Grantee Agreement with Orange County Coastkeeper and approve the Roles and Responsibilities Memorandum; and
2. Authorize Payment of pre-contract preparation expenses, \$14,054, incurred between Jan to Aug 2017 by Orange County Coastkeeper in developing the scope of work and agreements for the Smartscape program under SARCCUP using funds from the SAWPA Project Management funds budget line.

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|----------------|-----------------------------------|
| Result: | Adopted (Unanimously; 4-0) |
| Motion/Second: | Grindstaff/Markus |
| Ayes | Grindstaff, Jones, Markus, Rossi |
| Nays: | None |
| Abstentions: | None |
| Absent: | Headrick |

B. EMERGENCY DROUGHT GRANT PROGRAM SCHEDULE AND BUDGET UPDATE (PA22#2017.24)

Ian Achimore provided an oral overview of the memo provided in the agenda packet.

| Status of Program Spending (As of September 2017) | | | | |
|----------------------------------------------------------|------------------------|-----------------------|---------------------|----------------------|
| Grant Amount | Required Funding Match | Additional Cost Share | Total Project Costs | Percent Grant Billed |
| \$12,860,110 | \$7,051,533 | \$3,593,467 | \$23,505,110 | 43% |

Achimore stated that agencies are not invoicing for all their costs although they are implementing their projects; therefore, the Percent Grant Billed Percentage is lower than what was expected at the current phase of the Program. He specified that all, except Eastern Valley Water District, have not billed for the second phase of their contract. Chair Jones asked Achimore what is the percent completion relative to percent grant billed? Achimore declared an estimated amount of 73%.

Chair Jones called for a motion to receive and file Agenda Item No. 4.B. Committee member Rossi moved the motion; Committee member Grindstaff seconded the motion.

MOVED, to receive and file the Emergency Drought Grant Program Schedule and Budget Update (PA22#2017.24).

Result: **Adopted (Unanimously; 4-0)**
 Motion/Second: Rossi/Grindstaff
 Ayes: Grindstaff, Jones, Markus, Rossi
 Nays: None
 Abstentions: None
 Absent: Headrick

C. PROPOSITION 84 INTEGRATED REGIONAL WATER MANAGEMENT DROUGHT GRANT AMENDMENT UPDATE (PA22#2017.25)

Ian Achimore provided a brief oral update on the Proposition 84 Integrated Regional Water Management Drought Grant Amendment (Grant Amendment) Update.

On August 24, 2017, SAWPA staff submitted their requested for a Grant Amendment to the Department of Water Resources (DWR). The Grant Amendment moves funding between Budget Categories and Projects. It also lengthens the schedule from June 30, 2018 to June 30, 2019. DWR has indicated their support for the Grant Amendment and has provided a written approval of the requested schedule extension. Staff has subsequently requested the schedule to be extended even further to December 31, 2019, but DWR staff has not indicated their support. Staff expects DWR's approval of the Grant Amendment by December 2017.

Chair Jones called for a motion to receive and file Agenda Item No. 4.C. Committee member Grindstaff moved the motion; Committee member Rossi seconded the motion.

MOVED, to receive and file the Proposition 84 Integrated Regional Water Management Drought Grant Amendment Update (PA22#2017.25).

| | |
|----------------|-----------------------------------|
| Result: | Adopted (Unanimously; 4-0) |
| Motion/Second: | Grindstaff/Rossi |
| Ayes | Grindstaff, Jones, Markus, Rossi |
| Nays: | None |
| Abstentions: | None |
| Absent: | Headrick |

5. FUTURE AGENDA ITEMS

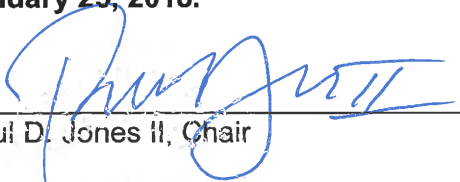
- Staff was directed to provide an overview of the Program specifically to update the two new General Managers that will attend the next PA22 Committee meeting.
- It was requested that a representative of the Metropolitan Water District of Southern California attend a future PA22 Committee meeting to provide an update of their Programs.

Chair Jones directed staff to send out a Notice of Cancellation for the December 28, 2017 PA22 Committee meeting. The next PA22 Committee meeting is scheduled for January 25, 2018.

6. ADJOURNMENT

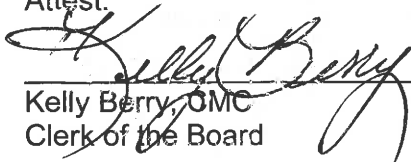
There being no further business for review, Chair Jones adjourned the meeting at 8:37 a.m.

Approved at a Regular Meeting of the Project Agreement 22 Committee on Thursday, January 25, 2018.



Paul D. Jones II, Chair

Attest:



Kelly Berry, OMC
Clerk of the Board