

WMWD Easement SAWPA Building

Item 5.A.

September 5, 2017

WMWD Easement

Recommendation to SAWPA Commission

- Accept the quitclaim of easement from Western Municipal Water District and grant a no-fee easement to Western Municipal Water District for use of the SAWPA building parking lot for access to the Arlington Desalter and pipeline purposes.

WMWD Easement



Area added in new Easement for pipeline installation purposes.

Arlington Desalter

WMWD Easement

Recommendation to SAWPA Commission

- Accept the quitclaim of easement from Western Municipal Water District and grant a no-fee easement to Western Municipal Water District for use of the SAWPA building parking lot for access to the Arlington Desalter and pipeline purposes.

Questions?

6.A. Commission Input - Communication/Collaboration Process, Including General Manager Report Recommendations

Susan Lien Longville

September 5, 2017

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 2 = acceptable if modified
 3 = unacceptable unless modified
 4 = do not support

| # | Description | Anthony | Evans | Hall | Longville | Sullivan |
|---|---|---------|-------|------|-----------|----------|
| 1 | <p>Member agency General Managers shall inform the SAWPA General Manager and the other member agency General Managers if the member agency or its Commissioner has concerns or issues with any item going to a Commission meeting, a committee or the OWOW Steering Committee.</p> <p>i. The communication should be prior to the meeting and preferably the posting of the agenda.</p> <p>[Page 4; Task 3; Paragraph 1.a.]</p> | 2 | 2 | 1 | | |

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| 2 | Ensure member agencies General Managers are informed about substantive meetings and/or conversations the SAWPA General Manager has with the agencies' respective Commissioners [Page 4; Task 3; Paragraph 1.b.] | 3 | 3 | 3 | 3 | 1 |

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|---|---|---------|-------|------|-----------|----------|
| 3 | Member agency General Managers shall be consulted about meetings or actions SAWPA conducts with outside agencies that materially affect that member agency's interests. [Page 4; Task 3; Paragraph 1.c.] | 3 | 2 | 2 | 3 | 1 |

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| 4 | <p>Significant agenda items being taken to the Commission, a committee or the OWOW Steering Committee shall be shared with and discussed among with the SAWPA General Manager and the member agency General Managers.</p> <p>[Page 4; Task 3; Paragraph 2.a.]</p> | 3 | 2 | 1 | 3 | 1 |

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| 5 | <p>If there are fundamental disagreements on items being brought to the Commission, a committee or the OWOW Steering Committee, best efforts will be made among the SAWPA General Manager and the member agency General Managers to develop a mutually acceptable consensus recommendation.</p> <p>[Page 4; Task 3; Paragraph 2.b.]</p> | 3 | 2 | 2 | 3 | 1 |

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| 6 | <p>Once consensus is reached at the General Manager level on specific agenda items:</p> <ul style="list-style-type: none"> i. The staff of SAWPA and the member agencies will support the consensus recommendation; and ii. The member agency General Managers will convey the consensus recommendations to their respective Commissioners. <p>If consensus cannot be reached on a specific item:</p> <ul style="list-style-type: none"> i. The SAWPA staff will represent opposing points of view in a factual and balanced manner, along with the SAWPA staff recommendation; and ii. The member agency General Managers will convey to their respective Commissioners the opposing points of view in a factual and balanced manner, along with their recommendation. <p>[Page 4; Task 3; Paragraph 2.c. & 2.d.]</p> | 3 | 3 | 3 | 3 | 2 |

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| 7 | <p>Monthly meetings between the SAWPA General Manager and the member agency General Managers shall be conducted. Agendas shall be prepared in advance and circulated for revisions or additions. Agendas shall include, but not necessarily be limited to the following:</p> <ul style="list-style-type: none"> i. A review of an advanced calendar of proposed agenda items for the Commission, committee meetings and the OWOW Steering Committee for the upcoming month. <p>[Page 4; Task 3; Paragraph 3.a.]</p> | 2 | 3 | 3 | 3 | 2 |

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| 8 | <p>Significant agenda items (excluding those being considered in closed session) would be discussed among the SAWPA General Manager and member agency General Managers before they are published on any agenda.</p> <p>[Page 5; Task 3; Paragraph 3.a.ii.]</p> | 4 | 3 | 1 | 4 | 1 |

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| 9 | A review of any new initiatives, programs, task forces or other similar activities SAWPA intends to develop and implement, with an opportunity for the member agency General Managers to provide input. [Page 5; Task 3; Paragraph 3.a.iii.] | 2 | 1 | 1 | 2 | 1 |

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| 10 | <p>SAWPA staff reports for significant items being considered by the Commission, committees or the OWOW Steering Committee shall include:</p> <ul style="list-style-type: none"> i. The SAWPA General Manager and staff recommendations; ii. The consensus recommendation of the SAWPA General Manager and member agency General Managers; or iii. Varying points of view where there may not be consensus stated in a factual and balanced manner without attribution. <p>[Page 5; Task 3; Paragraph 3.b.]</p> | 3 | 3 | 3 | 3 | 1 |

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|----|--|---------|-------|------|-----------|----------|
| 11 | <p>Significant Financial Items</p> <p>a. Budgets (Project Budgets and SAWPA General Budget)</p> <p>b. Planning, engineering, and construction contracts and related change orders.</p> <p>c. Changes to Brine Line rates, charges and administration affecting the Member Agencies or their customers.</p> <p>[Page 5; Task 3; Paragraph 1. a.-c.]</p> | | | | | |

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|----|---|---------|-------|------|-----------|----------|
| 12 | Proposals for salary ranges or benefit changes including any Classification and Compensation Studies. [Page 5; Task 3; Paragraph 2.a.] | | | | | |

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| 13 | Proposals to increase staffing. [Page 6; Task 3; Paragraph 2.b.] | | | | | |

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| 14 | Proposals to modify any SAWPA governance related document including, but not limited to, the JPAA and Project Agreements. [Page 6; Task 3; Paragraph 2.c.] | | | | | |

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|----|--|---------|-------|------|-----------|----------|
| 15 | All formal positions proposed to be taken on pending or approved legislation or regulations. [Page 6; Task 3; Paragraph 2.d.] | | | | | |

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| 16 | <p>Projects and Initiatives</p> <p>a. Any new initiative, program, task force, or proposal for funding that promotes or expands SAWPA activities including the needs of other stakeholders for such programs.</p> <p>[Page 6; Task 3; Paragraph 3.a.]</p> | | | | | |

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|----|---|---------|--------|--------|-----------|----------|
| 17 | <p>Identification of Projects: Staffs of SAWPA and the member agencies to jointly identify the various activities of which SAWPA is engaged that meet the criteria of not being preliminary studies or matters of general administration, and either directly or indirectly expose the member agencies or their customers to costs. This list should be presented to the Commission to clarify what constitutes a "Project" for the purposes of the JPAA.</p> <p>[Page 6; Task 4; Paragraph 1.]</p> | 1 1 | 1 1 | 1 2 | 1 2 | 1 1 |

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| 18 | <p>Jointly identify the remaining activities that meet the criteria of a “project” but have neither a project agreement nor a project committee, and determine the type of project agreement and/or project committee that would be applicable (see Task 4 Section 2a, below) and/or if some of those activities (i.e. task forces or round tables) can be logically grouped into a single project. Present the recommended new “projects,” consistent with the JPAA requirements, and associated staff and resource needs to the Commission for review and consideration.</p> <p>[Page 6; Task 4; Paragraph 2.]</p> | 1 | 2 | 2 | 3 | 1 |

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|----|--|---------|-------|------|-----------|----------|
| 19 | <p>Identification of Project Committees and Participating Agencies: Based upon the “projects” identified, determine which agencies are participants in the various activities and projects, and if less than all the member agencies are participating in a “project,” identify the need for a project committee consistent with the requirements of the JPAA. [Page 7; Task 4; Paragraph 3.]</p> | 1 | 2 | 2 | 2 | 1 |

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| 20 | <p>Implementation: Upon the identification of the “projects” and project committees that require formation, prepare all requisite project agreements and seek member agency approval of such agreements and designation of project committee members, where appropriate. Format future Commission meeting agendas to identify and segregate actions for each active “project” and the members voting on a project-related item. The intent would be to conduct all Project Committee business involving the Commission as part of the agendas for the two regularly scheduled monthly Commission meetings. [Page 7; Task 4; Paragraph 4.]</p> | 1 | 1 | 1 | 2 | 1 |

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|----|---|---------|-------|------|-----------|----------|
| 21 | <p>Proposed amendments to the JPAA are as follows: A clear and unambiguous definition of "Budget" in the JPAA as an expenditure and contracting ceiling. [Page 7; Task 4; Paragraph 1.]</p> | 1 | 1 | 2 | 2 | 1 |

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|----|--|---------|-------|------|-----------|----------|
| 22 | <p>Proposed amendments to the JPAA are as follows:</p> <p>A refined definition of a “Project” in the JPAA for purposes of administration by a Project Agreement and Project Committee to include two project categories:</p> <p>a. SAWPA Projects - These would include all capital and operating assets such as the Brine Line, task forces or programs that are governed by SAWPA members only, and the OWOW and Integrated Regional Watershed Management Plan and program.</p> <p>b. Watershed Partnership Projects - These would include task forces with SAWPA member agency participants that are also funded by outside partners of which SAWPA desires to include in Project Committee governance.</p> <p>[Page 7; Task 4; Paragraph 2. a. & b.]</p> | 1 | 1 | 1 | 3 | 1 |

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| 23 | <p>Proposed amendments to the JPAA are as follows:</p> <p>A more detailed definition in the JPAA of “Matters of Administration” as activities relating to general administration and support such as financial functions, payroll, audit and accounting support, administrative facility operations and maintenance, staff training, state advocacy support, Commission support, website maintenance and other similar functions. Matters not included in this category would be Projects subject to Project Agreements. [Page 7; Task 4; Paragraph 3.]</p> | 1 | 2 | 3 | 2 | 1 |

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| 24 | <p>Proposed amendments to the JPAA are as follows:</p> <p>A more detailed definition in the JPAA of “Operating Decisions” that affect member agencies or their customers’ interests and require unanimous approval of the Commission or a SAWPA Project Committee. Such decisions would typically include major changes in facility or project operations or major construction that would materially affect the use of an operating asset by one or more of the SAWPA member agencies or their customers. It is understood that Operating Decisions as defined herein exclude emergency actions. [Page 7; Task 4; Paragraph 4.]</p> | 1 | 1 | 2 | 2 | 1 |

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| 25 | <p>Proposed amendments to the JPAA are as follows: For administering the General Budget, further clarification plus a revision to allow more flexibility for the Commission to authorize budget augmentation without separate member agency authorization. [Page 8; Task 4; Paragraph 4.]</p> | 1 | 2 | 2 | 3 | 1 |

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|----|---|---------|-------|------|-----------|----------|
| 26 | <p>Once the General Budget is unanimously approved by the Member Agencies, expenditures or contracts within the approved Budget may be authorized by majority vote of the Commission. Page 8; Task 4; Paragraph 4., second paragraph, section a]</p> | | | | | |

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| 27 | Expenditures or contracts for amounts of up to 10% over the approved General Budget may be authorized by unanimous vote of the Commission. [Page 8; Task 4; Paragraph 4., second paragraph, section b] | | | | | |

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| 28 | <p>Expenditures or contracts for amounts in excess of 10% over the approved General Budget may only be authorized by unanimous approval of the Member Agencies.</p> <p>[Page 8; Task 4; Paragraph 4., second paragraph, section c]</p> | | | | | |

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| 29 | <p>For administering Project Budgets, clarification and revision, as follows: Once a Project Budget is unanimously approved by the Member Agencies (or the Member Agencies and outside partners, in the case of Watershed Partnership Projects), expenditures or contracts within the approved Budget may be authorized by majority vote of the Commission, SAWPA Project Committee (if the Project involves less than all Member Agencies), or Watershed Partnership Project Committee (if the Project involves less than all Member Agencies and outside partners).</p> <p>[Page 8; Task 4; Paragraph 5., second paragraph, section a]</p> | | | | | |

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| 30 | <p>For administering Project Budgets, clarification and revision, as follows: Similar to the proposed revision for the General Budget, expenditures or contracts for amounts of up to 10% over the approved Project Budget may be authorized by unanimous vote of the Commission, SAWPA Project Committee, or Watershed Partnership Project Committee, depending on the type of Project Agreement. [Page 8; Task 4; Paragraph 5., second paragraph, section b]</p> | 1 | 1 | 2 | 1 | 1 |

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|----|---|---------|-------|------|-----------|----------|
| 31 | Expenditures or contracts for amounts in excess of 10% over the approved Project Budget may only be authorized by unanimous approval of the Member Agencies, or the Member Agencies and outside partners in the case of Watershed Partnership Projects. | 1 | 1 | 1 | 2 | 1 |