



Minutes

Carmichael Water District/Sacramento Suburban Water District 2x2 Ad Hoc Committee Meeting Thursday, November 18, 2021

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #828 7561 7471

Call to Order – Videoconference/Audioconference Meeting

Chair Locke called the meeting to order at 3:00 p.m.

Roll Call

SSWD Directors

Present: Craig Locke and Dave Jones.

SSWD Directors

Absent: None.

CWD Directors

Present: Mark Emmerson and Jeff Nelson.

CWD Directors

Absent: None.

SSWD Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Susan Schinnerer, and Heather Hernandez-Fort.

CWD Staff Present: General Manager Cathy Lee.

Public Present: Robert Wichert, Kevin Thomas, David Hanscom, and Greg Zlotnick.

Announcements

Sacramento Suburban Water District (SSWD) General Manager Dan York (GM York) wished everyone a Happy Thanksgiving.

Public Comment

None.

Consent Items

1. **Minutes of the September 29, 2021, CWD/SSWD 2x2 Ad Hoc Committee Meeting**
SSWD Director Jones moved to approve the Consent Item; CWD Director Nelson seconded. The motion passed by unanimous vote.

AYES:	Locke, Jones, Emmerson, and Nelson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Items for Discussion and/or Action

2. **Combination Study Business Case Analysis – Request for Proposal**
SSWD GM York presented the staff report and answered clarifying questions.

Carmichael Water District (CWD) General Manager Cathy Lee (GM Lee) and SSWD GM York expressed they were hoping to get feedback on the Request for Proposals (RFP) by the Committee by November 29, 2021.

Chair Locke requested to place the consultants schedule into the RFP.

The Committee agreed that 4 weeks would be plenty of time for the consultants to respond to the RFP, and suggested to have it posted in each district's December Board Packet.

The Committee agreed for staff to provide the Committee with only the top 6 proposals.

CWD Director Emmerson noted he was not in a hurry and that he just wanted to continue in the process, while ensuring to cast a wide net to applicants. He also pointed out that it seemed to be more of an engineering and business project, and suggested looking at local colleges for students to offer proposals as well. He expressed some concern over the cost, noting \$200,000 might be a little high.

SSWD Director Jones expressed it might be a good idea to keep cost down and adjust as needed.

Chair Locke expressed there was no substitute for experience, and he wanted to ensure they get the best they could. He further expressed he was concerned \$200,000 was not enough for a proper study.

CWD Director Nelson expressed he felt it was more of a sophisticated study requiring more experienced consultants and he wanted to make sure it was done right.

Chair Locke summarized that the Committee requested to eliminate task 2 from the scope in the RFP, and requested to add the schedule and estimate of labor hours into the proposals. Noting it would be an RFP with cost proposal separately submitted. He expressed the Committee was good with the proposed budget and noted each district would place the RFP on their websites.

CWD Director Nelson expressed he was happy with the budgeted amount of \$200,000, noting it might not all get used, but that it allowed flexibility.

Chair Locke expressed the Committee members could provide their feedback to the General Managers by November 29, 2021, and allow them to incorporate any edits into the RFP as they saw fit. After both Boards get the updated RFP at their December regular Board meetings, they would have an opportunity to provide feedback to the General Managers as well. He then suggested providing the RFP to the public by the end of December, 2021, with responses due roughly 5 weeks later.

The Committee was flexible with the RFP due dates, noting they would allow the General Managers to decide.

Adjournment

Chair Locke adjourned the meeting at 3:44 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District