

Role and Responsibility of Water Commission

The following information was generated to provide clarity to the City Council, the Water Commission, and staff on what subjects require a Council briefing/discussion ahead of Water Commission meetings. In addition, several additional actions were also agreed upon to enhance the effectiveness of the Water Commission. This effort was initiated in September 2016 between the Water Commission's Chair and Vice-Chair, and the Mayor and Council Liaison to the Water Commission. This document was agreed to be updated annually at the Water Commission Work Session.

Summary of Discussion:

Items to Water Commission for input, information, or policy recommendations to Council:

- Water use regulations
- Budget development and Capital Improvement Plan
- Water and wastewater rates
- Water and wastewater capacity fees
- Water and wastewater operational changes that significantly alter water quality
- Water Distribution Program updates:
 - meters
 - reservoirs
 - pump stations
 - mains
- Gibraltar Pass-through Agreement
- Supplemental water purchases
- Cachuma Master Contract Renewal
- Public outreach
- Recycled water production and plant operations
- Water supply planning (i.e., long-term water supply planning updates)
- Water and wastewater infrastructure planning
- Permit violations – fineable offenses
- Sewer Lateral Inspection Program – program development and enhancements
- Interagency water negotiation collaboration

Routine Work Items that will not go to Water Commission but require Council action:

- Renewal of Recycled Water User Agreements
- Easements for water and wastewater infrastructure
- Routine contracts for services (chemicals and materials)
- Authorizations to apply for grants
- Authorization to apply for loans

Items to Water Commission after written briefing sent to Council:

- Desal status
- Desal expansion
- State Water Rights Order
- Biological opinions
- Cachuma Pipeline Extension

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Items to be addressed with Council directly:

- Any potential or active litigation

Enhanced Water Commission Effectiveness:

- The Council Liaison will attend Water Commission meetings as often as possible.
- A representative from the City Attorney's Office will be in attendance at Water Commission meetings.
- The Water Supply Manager/Water Resources Manager will provide a regular briefing to the Water Commission on Central Coast Water Authority (CCWA), Cachuma Operation and Maintenance Board (COMB), and Cachuma Conservation Release Board (CCRB) issues.
- Hold monthly briefings with the Council Liaison and the Water Commission Chair and Vice-Chair for enhanced discussion and improved succession planning.
- Items covered in drought updates to Council will be in accordance with the communication strategy outlined above.
- Two-person Water Commission Ad-Hoc groups for enhanced engagement as needed by staff.
 - Examples:
 - Water and Wastewater Rates
 - Long-Term Water Supply Plan
 - Cachuma Contract Renewal
- For Administrative Items that are heard at Water Commission before a Council action and that receive from the Commission a detailed motion, both the vote and the motion will be included in the Council Agenda Report under a special section and heading labeled "Water Commission Recommendation."
- Incorporation of a detailed motion by the Water Commission in a Council Agenda Report will require a delay in the current report routing schedule. Council Agenda Packets are published on Thursdays, the same day as Water Commission meetings. Therefore, staff will strive to schedule Council items for the second Tuesday Council meeting after the Water Commission meeting. This will ensure sufficient time for staff to add the detailed motion of the Water Commission to the Council Agenda Report.
- In the case where there is a staff presentation to Council, a slide summarizing the Water Commission's motion will be included.
- In special cases where the item is unable to be delayed to the second Tuesday after the Water Commission meeting, staff will inform the Water Commission as part of the staff presentation and encourage Commissioners to attend the Council meeting to convey their comments. Staff will also send an email to Council containing the detailed motion as voted upon by the Commission prior to the Council meeting.
- If no detailed motion is provided, a simple summary of the vote will be included in the Council Agenda Report per the current practice.
- Designate a Commissioner to attend the Council meeting if needed to explain the Commission's recommendation.