

**Water Supply Advisory Committee Meeting
First session: Thursday, February 12
5:00 p.m. – 9:30 p.m.**

**Fellowship Hall, Peace United Church of Christ
(formerly the First Congregational Church)**

900 High Street, Santa Cruz

**Second session: Friday, February 13
2:00 p.m. – 6:00 p.m.**

City of Santa Cruz Police Department Community Room

155 Center Street, Santa Cruz

Flow Agenda¹

Meeting Objectives:

At this meeting the Water Supply Advisory Committee (WSAC) will receive presentations on supply, demand and reliability analyses created or updated specifically for use by the Committee in its process. These analyses create a baseline or point of departure for the Committee's work planned during Phase Two of the WSAC process.

In addition to desired outcomes for each substantive agenda item, the objectives for this WSAC meeting include:

- Reach a common understanding of baseline information on supply, demand and water system reliability and identify any additional information that is needed to support Committee understanding of baseline conditions and analytical results;
- Reach a common understanding of the baseline conditions that are set by physical, legal, or regulatory limits and which are driven by formal or operational policy that may be subject to modification and possible further evaluation as part of scenario planning;

¹ This is the Flow Agenda prepared for use by the facilitator. It includes information that is excluded from the official agenda about the timing of the meeting and the content of agenda items. We expect that, as much as we hope to stick to this flow agenda, we will have to make adjustments during the meeting to the schedule and the contents described here. The Committee is required to do pretty much exactly what the official agenda says, so we get the "wiggle room" we need in the official agenda by making the official version less specific about schedule and content. You will easily recognize the official agenda by the lighthouse logo on its first page.

- Reach a common understanding of the principles of risk assessment and of the primary risks the water system faces;
- Reach a common understanding of how scenarios are created and identify an initial set of variables around which to build scenarios for future consideration.
- Reach agreement on the approaches being taken to develop consolidated alternatives and to refine evaluation criteria and rating scales for use in the MCDS tool and more generally in decision making.

First Session:

Roll Call

1. Welcome to the public and public comment (5:00-5:10)

We encourage members of the public to attend this Committee's meetings and invite public comment about items on the agenda at the beginning of each session. We will invite additional comment during the session before making major decisions. We invite public comments about items relevant to this Committee's work but not on the meeting's agenda during the Oral Communication section at the end of Friday's session.

2. Committee member updates (5:10-5:20)

Members provide news of significant communication between them and organizations with significant interest in the development of water policy in Santa Cruz.

3. Agenda Review (5:20-5:30)

The Committee reviews the agenda for both sessions of this meeting.

Desired outcomes:

- Understanding of the relevance of this meeting's tasks to the Committee's work as a whole
- Agreement on the agenda for this meeting

Packet Materials Related to this Agenda Item:

- 3a February WSAC Meeting Flow Agenda
- 3b February WSAC Meeting Formal Agenda

4. Update on Results of January 27th City Council Meeting (5:30-5:40)

Desired Outcome:

- Understanding of Council actions, feedback from the Council, and agreement on any actions needed to respond to that feedback

Packet Materials related to this item:

- 4a Links to staff report on Recon, including report and attachments [Recon Staff Report](#) [Recon Report](#)
- 4b Links to staff report on proposed approach and schedule for remaining WSAC work [Phase 2 Staff Report](#) [Phase 2 schedule](#)
- 4c Links to staff report on P2C contract amendment [P2C Contract Staff Report](#) and [P2C Contract Amendment](#)

5. WSAC Phase Two Work Plan – (5:40-5:50)

Committee members will receive a short briefing on the basic work plan for Phase Two WSAC work, and will have a chance to ask any questions about the [Technical Work Plan Progress Report](#).

Desired Outcome

- Understanding of the status of work being undertaken by the Technical Team to support the WSAC process.

Packet Materials Related to this item:

- 5a WSAC Work Plan Graphic
- 5b Technical Work Plan Update Memo
- 5c Update Memo on Enrichment Opportunities
- 5c [Proposed Contract Amendment for Stratus Consultants](#)

6. Presentation of Baseline Demand, Supply and Reliability Analyses (5:50-7:20)

The Committee will receive several presentations related to the baseline supply and demand forecasts. Questions from the Committee on the presentations will be responded to during or immediately following each presentation

This presentation and discussion will cover the following:

- Future demand forecast
- Existing supply assumptions
- Reliability analyses using the Confluence model
- Presentation of a draft preliminary problem statement

The baseline information for system demand represents a forecast based on current and future condition adjusted for those factors such as plumbing and building code changes and price elasticity that will affect future demand in any case.

The baseline information presented for the Santa Cruz water system represents a status quo picture of the system including, current supply sources and restrictions on those supplies (e.g. legal and hydrologic), operating procedures, treatment capabilities and capacity and infrastructure for collecting, storing and delivering water.

The baseline presented is intended to be a point of departure not an end point.

Desired Outcomes for Agenda Items 6 and 8

- Understanding of baseline information on supply, demand and water system reliability and identify any additional information that is needed to support Committee understanding of baseline conditions and analytical results;
- Understanding of the baseline conditions that are set by physical, legal, or regulatory limits and which are driven by formal or operational policy that may be subject to modification and possible further evaluation as part of scenario planning;
- Understanding of how the Confluence model can/will be used to simulate changes in the system; and
- Understanding of what a potential problem statement might look like

Packet Materials Related to this item:

- 6a Summary memo on baseline demand forecast
- 6b Link to Modeling and Forecasting Working Group [demand forecasting presentation](#)
- 6c Summary memo on system assumptions used in Confluence model runs
- 6d Summary memo of Confluence model run results
- 6e Links to Modeling and Forecasting Working Group [Confluence modeling presentation](#) and summary sheet on [History of Confluence modeling assumption changes](#)

7. Break (7:20-7:30)

8. Committee Discussion of Baseline Information (7:30-8:30)

The Committee will have the opportunity to work together to discuss and explore the baseline information presented in Agenda Item 6, ask questions and receive responses from members of the technical team, hear from members of the public about questions they may have and identify any additional information that is needed to support Committee understanding of baseline conditions and analytical results.

Desired Outcomes: (see also Outcomes for Agenda Item 6)

- Agreement on any additional information that is needed to support Committee understanding of baseline conditions and analytical results; and
- Agreement that the baseline information, as presented and revised per any WSAC discussion and agreement, will serve as the point of departure for scenario planning.
- Agreement that the Confluence model will be used to simulate plausible futures

as part of scenario planning.

9. Subcommittee Reports (8:30-9:10)

- Outreach Subcommittee
Report on:
 - Editorial Board Meetings
 - Additional plans for outreach and community engagement

Packet Materials Related to this Item:

- 9a Outreach Committee Meeting Minutes
- 9b Editorial Calendar
- 9c First Editorial

- Planning Subcommittee
Report on:
 - Progress Report on Planning Subcommittee Work Plan (note Planning Subcommittee work plan products and comments are also relevant to Agenda Items 15 and 18)

Desired Outcomes:

- Understanding of work being done by subcommittees; and
- Agreement on any Committee direction to subcommittees

10. Correspondence received from the community (9:10-9:20)

Mike Rotkin reports on correspondence received from the community.

Desired outcomes:

- Understanding of the correspondence received
- Agreement on any direction to be given to the Corresponding Secretary

11. Materials resulting from the previous meeting (9:20-9:25)

Desired Outcome

- Agreement on final version of Action Agenda from the December meeting

Packet Materials Related to this Agenda Item:

- 11a December Action Agenda

12. Wrap up, plans for second session and evaluation of this session (9:25-9:30)

Desired Outcomes:

- Continuity between sessions
- Understanding of the quality of the session's process

Second Session

13. Welcome and Public comment (2:00-2:05)

We encourage members of the public to attend this Committee's meetings and invite public comment about items on the agenda at the beginning of each session. We will invite additional comment during the session before making major decisions. We invite public comments about items relevant to this Committee's work but that are not on the meeting's agenda during the Oral Communication section at the end of this session.

14. Reflections on the previous session (2:05-2:10)

The Committee briefly recaps key outcomes from the previous session and reviews the agenda for today's session.

Desired outcomes:

- Acknowledgement of the major achievements of the previous session
- Agreement on any changes to today's agenda

15. Update on Work on Consolidated Alts (2:10-2:50)

The Committee will receive an update from the technical team on the approach to and progress on creating consolidated alternatives.

Desired Outcomes:

- Understanding of the purpose of consolidating alternatives
- Agreement on the approach being used to create consolidated alternatives and on the use of the consolidated alternatives that are under development in the scenario planning exercise planned for the March WSAC meeting

Packet materials related to this item:

15a Status Report on Work on Consolidated Alts

16. Risk Assessment and Scenario Planning (2:50-4:10)

This session will begin with a brief overview of the scenario analysis process including:

- the opportunities for and constraints on changing system inputs and assumptions as part of scenario planning (with a summary of those inputs and assumptions from Thursday's meeting); and
- single variable risk based futures and multiple variable futures.

The Committee will then review the information they received in the packet on risk assessment and hear brief presentations on external risks to the SCWD system that need to be considered as part of scenario development.

Desired Outcomes

- Understanding of the iterative nature of scenario planning;
- Understanding of the role risks play in developing plausible futures;
- Understanding of the role risk management plays in portfolio development;
- Initial understanding of the specific risks the Santa Cruz water system faces today and as well as the potential range of plausible future risks;
- Understanding of the opportunities for and constraints on changing system inputs and assumptions as part of scenario planning.
- Agreement on a priority set of risks to have the Technical Team build into scenarios that will be used in the first round of scenario planning at the March meeting. (Note: there is a reasonable limit to the number of scenario that can be developed and that the Committee can work with in the first round of scenario planning. That limit is between 2 and 4. Scenario planning is an iterative process, so additional or refined scenarios can be looked at in subsequent rounds.)

Packet Material Related to this Item

16a Scenario Analysis Process

16b Risk Assessment Primer

17. Break (4:10-4:20)

18. Update on Plan for Refining Criteria (4:20-5:15)

The Committee will hear from the Planning Subcommittee on an approach for refining evaluation criteria and rating scales

Desired Outcomes

- Understanding of the status of work to refine evaluation criteria and rating scales
- Understanding of a proposed approach to refine evaluation criteria and rating scales (see packet document 18a);
- Agreement of the approach to pursue to refine criteria and rating scales;
- First actions on implementing an approach to refine evaluation criteria and rating scales;
- Agreement on any direction to the Planning Subcommittee, Technical Team or staff related to work on refining evaluation criteria and rating scales between the February and March meetings

Packet Materials Related to this Item

18a Proposed approach for refining evaluation criteria and rating scales

19. IRP Panel – Perspectives on Decentralized Water Systems (5:15-5:45)

The IRP has been asked to consider various materials related to decentralized water and/or wastewater systems. In this panel, the IRP will share ideas and perspectives about decentralized water systems.

Desired Outcome

- Committee member exposure to a range of information and perspectives on decentralized water systems

20. Overview of March Agenda (5:35-5:45)

The Committee will receive a preview of the proposed agenda for the March 18/20 meeting

Desired Outcome:

- Committee member input on the proposed agenda
- Increased continuity for Committee members between one meeting and the next.

21. Oral communication (5:45-5:55)

We invite public comments about items relevant to the Committee's work but not on the meeting's agenda

22. Evaluation and wrap up (5:55-6:00)

Review the session and consider items to be carried forward to the next meeting.

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