AGENDA

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC PARTICIPATION/COMMENTS
At this time members of the public will be given an opportunity to address the Board concerning items within the subject matter jurisdiction of the Board. Members of the public may also address the Board about a particular Agenda item at the time it is considered by the Board and before action is taken.

The Board requests, but does not require, that members of the public who want to address the Board complete a voluntary “Request to be Heard” form available from the Board Secretary prior to the meeting.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED
Determine need and take action to agendize item(s), which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present or, if less than two-thirds of the Board members are present, a unanimous vote.)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING
Pursuant to Government Code Section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District’s business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District’s Internet Web site, accessible at http://www.mwdoc.com.

(NEXT RESOLUTION NO. 2048)

ACTION ITEM

1. H.R. 1269 (LAMALFA, R-CA) – SACRAMENTO VALLEY WATER STORAGE AND RESTORATION ACT

   Recommendation: Adopt support position on H.R. 1269 and send a letter to the bill’s author(s) and members of the Orange County Congressional delegation.

PRESENTATION/DISCUSSION/INFORMATION ITEMS

2. INPUT OR QUESTIONS ON MET ISSUES FROM THE MEMBER AGENCIES/MET DIRECTOR REPORTS REGARDING MET COMMITTEE PARTICIPATION

   Recommendation: Receive input and discuss the information.
3. WATER SUPPLY CONDITION UPDATE AND ORANGE COUNTY PERFORMANCE REPORT FOR JANUARY 2017

Recommendation: Review and discuss the information presented.

4. PRESENTATION BY DEMETRI POLZOS OF THE METROPOLITAN WATER DISTRICT ON THE STATE WATER CONTRACTORS’ CURRENT AND FUTURE INVOLVEMENT IN STATE WATER PROJECT OPERATIONS AND MAINTENANCE OF ITS SYSTEM AND FACILITIES (PRESENTATION TIME: 20 MINUTES)

Recommendation: Review and discuss the information presented.

5. MET ITEMS CRITICAL TO ORANGE COUNTY (The following items are for informational purposes only – a write up on each item is included in the packet. Discussion is not necessary unless requested by a Director)

   a. MET’s Water Supply Conditions
   b. MET’s Finance and Rate Issues
   c. Colorado River Issues
   d. Bay Delta/State Water Project Issues
   e. MET’s Ocean Desalination Policy and Potential Participation by MET in the Doheny Desalination Project and in the Huntington Beach Ocean Desalination Project (Poseidon Desalination Project)
   f. Orange County Reliability Projects
   g. East Orange County Feeder No. 2
   h. South County Projects

Recommendation: Discuss and provide input on information relative to the MET items of critical interest to Orange County.

6. METROPOLITAN (MET) BOARD AND COMMITTEE AGENDA DISCUSSION ITEMS

   a. Summary regarding February/March MET Board Meeting
   b. Review items of significance for MET Board and Committee Agendas

Recommendation: Review and discuss the information presented.

ADJOURNMENT

Note: Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.
TO: Board of Directors
FROM: Public Affairs Legislative Committee
       (Directors Dick, Tamaribuchi and Yoo-Schneider)
       Robert Hunter
       General Manager
       Staff Contact: Heather Baez
SUBJECT: H.R. 1269 (LaMalfa, R-CA) – Sacramento Valley Water Storage and Restoration Act

STAFF RECOMMENDATION
Staff recommends the Board of Directors adopt a support position on H.R. 1269 and send a letter to the bill’s author(s) and members of the Orange County Congressional delegation.

COMMITTEE RECOMMENDATION
Committee concurred with staff recommendation.

BACKGROUND
H.R. 1269, introduced on March 1, 2017, would direct the Secretary of the Interior to take actions to support non-Federal investments in water infrastructure improvements in the Sacramento Valley – specifically the Sites Reservoir. The bill authorizes the federal government to be involved in construction of the project should it be found feasible.

In addition, H.R. 1269 authorizes the Secretary of the Interior to execute and implement a long-term agreement between the United States and the Sites Project Authority to provide for the coordination of operations of the Central Valley Project and the Sites Project to:

- help meet any unmet needs for Sacramento Valley in-basin water uses;
- help meet any unmet needs of existing Central Valley Project repayment and water service contracts; and

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• ensure that any surplus water supplies from the Sites Project are put to full and beneficial use.

ARGUMENTS IN SUPPORT

According to the author, “The recent incident involving the Oroville Dam is testament to the fact that California needs better water infrastructure. Sites Reservoir will provide more storage per dollar invested than any other proposed project in the state. This will help to ensure that we have adequate storage to capture more water during the wet season and allow us to use that water effectively during times of future drought. Congressman Garamendi and I have long fought to secure funding for Sites Reservoir and I believe we are now closer than ever to seeing it happen.”

Sites Reservoir, which would be located in Colusa and Glenn counties, is an off-stream reservoir project that will create 500,000 acre-feet of new water each year. This new water could:
• Restore operational flexibility to the entire State’s water system.
• Meet the co-equal goals identified in the 2009 Delta Reform Act.
• Dedicate water for fishery and flow purposes.
• Contribute flows for Delta water quality purposes.
• Mitigate the effects of climate change.
• Contribute to the State’s renewable energy goals.

ARGUMENTS IN OPPOSITION

None on file

COMMENTS

H.R 1269 is co-sponsored by Congressman John Garamendi (D-CA-3)

Full text of the bill can be found by clicking here: https://www.congress.gov/115/bills/hr1269/BILLS-115hr1269ih.pdf
DISCUSSION ITEM
April 5, 2017

TO: Board of Directors
FROM: Robert Hunter, General Manager

Staff Contact: Kevin Hostert/Harvey De La Torre

SUBJECT: WATER SUPPLY CONDITION UPDATE AND ORANGE COUNTY PERFORMANCE REPORT FOR JANUARY 2017

STAFF RECOMMENDATION

Staff recommends the Board of Directors review and discuss this information

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

REPORT

Attached is an update on state and local water supply conditions, including a status report on Orange County’s water saving for January 2017.

ORANGE COUNTY WATER SAVING FOR NOVEMBER 2016

For the month of January 2017, Orange County saved 26.94% (compare to January 2013 actual water usage), far exceeding the MWDOC Countywide saving goal of 10%. Since June 2015, Orange County cumulative water savings have totaled 21.25%. These savings have resulted in over 183,000 acre-feet (AF) of water (compared to 2013 water usage) since the State Control Board’s Conservation Targets were put in place in June 2015.

2017 WATER SUPPLY CONDITIONS

After multiple months of above average precipitation, the month of March was slightly below average. For the month of March 2017, accumulated precipitation was 6.4 inches, which is 0.5 inches below normal compared to the historical average. The Northern California

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Fiscal Impact (explain if unbudgeted):
accumulated precipitation (8-Station Index) is reporting **83 inches or 201% of normal** as of March 29. The Northern Sierra Snow Water Equivalent is at 40.8 inches as of March 29, which is 147% of normal. Due to the large snowpack, it is predicted that Northern California runoff will be 208% of normal. All major State and Federal Reservoirs are at or above their historical averages; and the total delta inflow at Clifton Court and Jones Pumping Plant are currently at maximum flow (140,600 cubic feet per second). Unfortunately due to some operational constraints and Clifton Court Forebay maintenance issues total combined delta pumping is only 3,750 cubic feet per second as of March 29th.

Based on these conditions and the ongoing uncertainty of how Oroville Dam will be operated this spring/summer, the Department of Water Resources (DWR) has not changed the State Water Project (SWP) “Table A” allocation from 60%. This allocation will provide Metropolitan with approximately 1,146,900 AF in SWP deliveries this water year; already equal to Metropolitan’s final SWP’s Allocation last year.

On the Colorado River system, snowpack is measured across four states in the Upper Colorado River Basin. As of March 27, 2017, snowpack measured at 122% of normal for that date. Due to the above average snowpack/precipitation Lake Mead levels have improved slightly and the Bureau of Reclamation is now projecting that there will be no shortages on the lake for at least two years. In June 2016 Lake Mead levels hit an historical of 1,071 feet above sea level. As of the end of February 2017, the lake elevation is 1,090 feet above sea level.
Orange County Drought Performance & Water Supply Report
April 5, 2017

Municipal Water District of Orange County

O.C. Water Conservation
O.C. Water Savings Reported to SWRCB

Average Monthly Water Savings for Orange County Compared to CY 2013

Percent of AF Savings

Cumulative Savings for O.C. 21.25%

O.C. Water Savings January 2017

Total Usage (AF)

Rainfall (Inches)

Average Usage 39 TAF

Lowest Usage 2017
10 TAF Below Average
O.C. Water Savings (Cumulative)

- 15-16-17 Usage (CUM): 740,336 AF
- 2013 Usage (CUM): 940,094 AF
- Savings = 199,758 AF (21.25%)

O.C. Water Usage Since June 2016 (Cumulative)

- 2016 Usage: 284,825 AF
- CY 2013 Usage: 351,612 AF
- Savings = 76,053 AF (19.70%)

= Approx. storage capacity of Cachuma Lake
= $186 Million Treated MWD
O.C. Water Usage FY 2016-17 Outlook

Projected FY 16-17

2015-16 O.C. Water Demand was the lowest since 1983

Orange County Rain Report
Historical Local Precipitation

Santa Ana Year by Year Rainfall Comparison

Regional Weather and Water Supply Conditions
Northern California Accumulated Precipitation

8 Station Index all Time Month by Month Cumulative Totals

WY 2017 = 83.00

Projected with Average Conditions = 91.29

WY 1983 (wettest) = 88.49

WY 2016 = 57.7

WY 2015 = 37.2

WY 2014 = 31.34

Northern Sierra Snowpack Water Equivalent

147% of Avg

April Historical Peak

Colorado River Basin Snowpack Water Equivalent

121% of Avg

April Historical Peak

Satellite Image

3.30.2017
Lake Mead Projected Levels

Lake Mead

1,090 Feet

Historical

Shortage Trigger (1,075)

Projection

Lake Powell

Historical

Projection

23 Ft. Over Trigger

SWP Issues

Damaged intake structure
Lake Oroville Situation

Does Spillway Fix hinder Water Operations???

San Luis and Delta Pumping

Decline in Delta Exports Due To Lower Water Demand Downstream
**SWP Summary**

- SWP Table A Allocation is set at 60% until further evaluations can be down on operations at Oroville Dam.
- San Luis Reservoir is now full, delta exports have reduced due to low water demand downstream of Sam Luis.
- MWD is maximizing all SWP water into storage in order to maximize gains on the CRA system.
- Banks Pumping plant is shut down in order to make repairs to the Clifton Court Forebay Inflow structure (30 to 45 Days).
DISCUSSION ITEM
April 5, 2017

TO: Board of Directors

FROM: Robert Hunter,
General Manager

Staff Contact: Harvey De La Torre

SUBJECT: Presentation by Demetri Polzos of the Metropolitan Water District on the State Water Contractors’ current and future involvement in State Water Project Operations and Maintenance of its System and Facilities

STAFF RECOMMENDATION

Staff recommends the Board of Directors review and discuss this information.

DETAILED REPORT

This year has brought record rainfall to California, in particular to Northern California; filling key state reservoirs and dramatically reducing the drought status throughout the State. Unfortunately, this abundant rainfall has also placed undue stress on the State Water Project (SWP) System and its facilities. Damages at Oroville Dam and Clifton Court Forebay have resulted in operational challenges and limitation that Department of Water Resources and the State Water Contractors (SWC) have not experience.

MWDOC staff has invited Demetri Polzos, of Metropolitan’s Water Resource Management Group, to provide a presentation as Metropolitan is the largest State Water Contractor. The presentation will focus on Metropolitan and the SWC current and future involvement in SWP operation and maintenance of the system, as well as an update on the repairs at both Oroville and Clifton Court forebays.

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DISCUSSION ITEM
April 5, 2016

TO:       Board of Directors
FROM:     Robert Hunter,
          General Manager

Staff Contact: Karl Seckel
              Harvey De La Torre
              Melissa Baum-Haley

SUBJECT:  Metropolitan Water District (MET) Items Critical To Orange County

STAFF RECOMMENDATION

Staff recommends the Board of Directors to review and discuss this information.

DETAILED REPORT

This report provides a brief update on the current status of the following key MET issues that may affect Orange County:

a) MET’s Water Supply Conditions
b) MET’s Finance and Rate Issues
c) Colorado River Issues
d) Bay Delta/State Water Project Issues
e) MET’s Ocean Desalination Policy and Potential Participation in the Doheny and Huntington Beach Ocean (Poseidon) Desalination Projects
f) Orange County Reliability Projects
g) East Orange County Feeder No. 2
h) South Orange County Projects

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SUBJECT: MET’s Water Supply Conditions

RECENT ACTIVITY

Water Supply Conditions for 2017

After multiple months of above average precipitation, the month of March was slightly below average. For the month of March 2017, accumulated precipitation was 6.4 inches, which is 0.5 inches below normal compared to the historical average. The Northern California accumulated precipitation (8-Station Index) is reporting 83 inches or 201% of normal as of March 29. The Northern Sierra Snow Water Equivalent is at 40.8 inches as of March 29, which is 147% of normal. Due to the large snowpack, it is predicted that Northern California runoff will be 208% of normal. All major State and Federal Reservoirs are at or above their historical averages; and the total delta inflow at Clifton Court and Jones Pumping Plant are currently at maximum flow (140,600 cubic feet per second). Unfortunately due to some operational constraints and Clifton Court Forebay maintenance issues, total combined delta pumping is only 3,750 cubic feet per second as of March 29th.

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On the Colorado River system, snowpack is measured across four states in the Upper Colorado River Basin. As of March 27, 2017, snowpack measured at 122% of normal for that date. Due to the above average snowpack/precipitation Lake Mead levels have improved slightly and the Bureau of Reclamation is now projecting that there will be no shortages on the lake for at least two years. In June 2016 Lake Mead levels hit an historical of 1,071 feet above sea level. As of the end of February 2017, the lake elevation is 1,090 feet above sea level.
SUBJECT: MET’s Finance and Rate Issues

RECENT ACTIVITY

MET Financial Report

At the March MET Finance and Insurance Committee, MET staff presented water sales through February were 42.2 TAF (3.7%) lower than budget and 108.9 TAF lower than the 5-year average. The slight decline over the past two months is a result of low replenishment deliveries to groundwater agencies.

MET’s Fiscal Year 2016-17 investments compared to the benchmark, the short-term portfolio balance increased to $54.2 million from January to February 2017 and has resulted in an increase of approximately 0.19% for Fiscal Year 2016-17. However, the Fiscal Year 2016-17 net of fees long-term portfolio has continued to decrease, with a $10,000 (-0.12%) underperformance balance.

Fixed Treatment Charge Workgroup

Per last April Board Action (in 2016), MET Member Agency Managers were asked to form a workgroup with MET staff to develop a Fixed Treatment Charge proposal for Board Consideration. At the February and March 2017 MET Finance and Insurance Committee meetings, the workgroup provided the MET Board with a conceptual proposal which contained policy principles and proposed a recommended Fixed Treatment Charge, which mirrors the existing Capacity Charge methodology to be consistent with the cost of service principles. The recommended charge would follow a prospective approach, meaning it would include summer peak flows of the upcoming three years (i.e. 2017, 2018, and 2019).

The MET Board are expected to take action on the Treatment Charge Workgroup’s proposed policy principles, recommended treatment capacity charge, and treatment capacity charge implementation at the April 10 and 11, 2017 Committee and Board Meetings.
SUBJECT: Colorado River Issues

RECENT ACTIVITY

Salton Sea Restoration Related Actions

The California Natural Resources Agency (CNRA) issued the Salton Sea Management Program Phase I: 10-Year Plan (SSMP) on March 16, 2017. The SSMP was developed at the direction of the Governor’s Salton Sea Task Force, created in May 2015, which directed agencies to develop a comprehensive management plan for the Salton Sea that will: (1) meet a short-term goal of implementing 9,000-12,000 acres of habitat and dust suppression projects; and (2) set a medium-term plan to construct 18,000 - 25,000 acres of habitat and dust suppression projects. A 2016 Memorandum of Understanding between the United States Department of the Interior (Interior) and CNRA memorialized these goals and provided a framework for cooperation between the relevant federal and state agencies in SSMP implementation. The State Water Resources Control Board (State Water Board) and California Air Resources Board will provide oversight on the progress of the SSMP. The SSMP includes a number of “shovel-ready projects,” however, there continues to be a funding gap between the cost of these projects and the funds committed to date.

Additionally, on March 16, the Imperial Irrigation District (IID), Imperial County, and the Imperial County Air Pollution Control District (parties) submitted a motion for an evidentiary hearing (motion) to the State Water Board. The parties are seeking a hearing on their 2014 petition asking the State Water Board to modify Revised Order WRO 2002-0013 to give the State Water Board, rather than the CNRA, responsibility for the oversight of Salton Sea restoration. The State Water Board’s Order 2002-0013 authorized the transfer of water from IID to San Diego County Water Authority and required that deliveries of 800,000 acre-feet of Quantified Settlement Agreement Transfer mitigation water be delivered to the Salton Sea from 2003 through 2017. The final deliveries of mitigation water will be made later this year.

In the letter submitted with the motion, the parties described the draft SSMP as “substantial progress toward the roadmap for restoration,” but noted that the current SSMP “identifies an unfunded obligation on the part of the state of California in excess of $300 million over the next decade.” The letter contends that the state must make an explicit commitment to “treat” the 28,000 acres of playa expected to be exposed during the next decade and specifically asks for inclusion of renewable energy sources in the SSMP. The parties are asking the State Water Board to start a hearing no later than July 17, 2017 and issue a decision no later than December 15, 2017. MET would be a party to the hearing and provide any relevant testimony as appropriate.

Letter to Secretary of Interior Ryan Zinke

On March 8, the Governors’ representatives of the seven Colorado River Basin states sent a letter to recently appointed Secretary of the Interior Ryan Zinke. This letter: (1) seeks
Interior’s support for the ongoing collaborative efforts regarding Drought Contingency Planning; (2) asks Interior to continue working with Mexico to provide certainty in use of Colorado River water; (3) continue Interior’s productive engagement with the basin states; and (4) continue Interior’s recognition of the importance of state-driven water management solutions. MET staff is actively engaged in the collaborative efforts of the basin states and Interior, including efforts such as development of a Drought Contingency Plan.
SUBJECT: Bay Delta/State Water Project Issues

MET White Papers
MET staff will be developing three white papers in preparation for the MET Board to take an official position on the California WaterFix. The issues covered by the white papers will include:

1) Physical Infrastructure
2) Operations (including reliability)
3) Cost allocation/Finance

These white papers will be presented to Board in sequence at the Bay-Delta and Water Planning and Stewardship committee meetings. A workshop will also occur prior to Board action. It is expected that this sequence will take at least two months, beginning no sooner than the 4th Tuesday in May with resultant action by October 2017. However, the sequence could begin anytime thereafter pending delays of the Biological Opinion release.

California WaterFix
As reported previously, the Delta Science Program staff convened a phased independent scientific peer review process to review and evaluate the methods and scientific information used in developing the California WaterFix (CWF) Biological Opinions. MET staff attended the independent review panel meeting held in January 2017. On March 10, the final Independent Review Panel Report for the 2016-2017 California WaterFix Aquatic Science Peer Review Phase 2B was released to the public. Overall, the review panel found improvement in the state and federal fish agencies’ approaches to assessing potential impacts of CWF, however, the panel noted that there could be clarification in the way the CWF elements fit together to contribute to the protection of the Endangered Species Act listed species. MET staff is reviewing the review panel report and is continuing to evaluate the analytical tools and scientific information used in developing the CWF Biological Opinions.

State Water Resources Control Board
The California WaterFix Petition proceedings before the State Water Resources Control Board (SWRCB) are ongoing. Part 1 of the hearings addresses the effects of the proposed project on legal users of water. MET staff is preparing for the rebuttal phase of Part 1 in collaboration with the State Water Contractors (SWC) and the California Department of Water Resources (DWR). The deadline for submitting rebuttal testimony is March 23, and the hearings for the Part 1 rebuttal will start on April 25, 2017. Part 2 of the hearings, which are scheduled to begin once the Environmental Impact Report/Environmental Impact Statement is approved and Endangered Species Act permits are approved, will consider the effects of the proposed project on fish and wildlife and review “appropriate flow” criteria.
As reported in previous months, MET staff continues to participate in several aspects of the SWRCB Bay-Delta Water Quality Control Plan (WQCP) update process in collaboration with the SWC. The Phase 1 update of the WQCP addresses requirements for salinity in the southern Delta and San Joaquin River flows. MET staff worked with the SWC to submit written comments on the Phase 1 document on March 17. The comment letter expresses concern that previous comments provided by the SWC have not been addressed, and also reiterates concerns with the use of unimpaired flow as a compliance metric and the requirement for the State Water Project and Central Valley Project to install temporary barriers in the south Delta.

**Science Activities**

MET staff continues to participate in the Collaborative Science and Adaptive Management Program, providing input to current Delta smelt studies and to the development of work plans addressing priority salmon and Delta smelt science questions. In March, MET staff participated in meetings addressing the National Marine Fisheries Service’s analytical tools, including a new salmon life cycle model, that are being used in developing the CWF biological opinions. For 2017, the Collaborative Adaptive Management Team (CAMT) is planning to continue current Delta smelt studies addressing entrainment and effects of fall outflow, continue involvement in key Delta Smelt Resiliency Strategy actions, and initiate new salmon studies. MET staff is also participating in the CAMT Delta Smelt Scoping Team Outflow workgroup and the Flow Alteration Project Work Team. These working groups are developing a conceptual model and general research questions that would be important for promoting survival of Delta smelt. This information will inform development of an adaptive management plan for evaluating the effects of potential summer and/or fall flow actions. The actions consist of using augmented flows for the purposes of enhancing Delta smelt survival by increasing flows in the Sacramento River and/or in the Yolo Bypass.

**Delta Flood Emergency Management Plan**

DWR advises that recent flood emergency operations in northern California successfully demonstrates agency mobilization, command center implementation, and resources of a scale and type similar to that required for the repair of Delta levees following a severe earthquake. An additional contract has been bid for warehouse rehabilitation and waterside loading facilities to further support emergency materials stockpiling at the DWR north Weber parcel in Stockton. This complements other stockpiling, warehousing and loading operations at the Rio Vista and Stockton sites. The California Office of Emergency Services indicates that their Northern California Catastrophic Flood Management Plan covering a broad array of federal emergency activities, including the Delta, is approaching completion and will be available for agency review in early summer. Freshwater pathway operations employ selected channel closures receiving water from the Sacramento River in the north Delta to facilitate fresh water movement toward the central Delta and head of the freshwater pathway near the San Joaquin River. The emergency response tool (ERT) model demonstrates pathway development and export resumption generally in the range of six months. Further model runs to include temporary closure of the Sacramento River downstream of Georgiana Slough are being performed to demonstrate response under the most critical water years and seismic emergencies to further influence freshwater flows.
toward the central Delta and freshwater pathway. DWR will prepare an Appendix covering ERT runs as part of the Delta Flood Emergency Management Plan.
SUBJECT:  MET's Ocean Desalination Policy and Potential Participation in the Doheny and Huntington Beach Ocean (Poseidon) Desalination Projects

RECENT ACTIVITY

MET is working on the Phase 2 of its Integrated Resources Plan for 2015. MET is open to considering alternative ways of participating in local projects, including ocean desalination projects, as part of the on-going discussions.

Doheny Desal

The details of this have been moved to briefing Issue H as it pertains only to South Orange County.

UPDATED - Poseidon Huntington Beach

On March 20, 2017, OCWD sent a letter to Santa Ana Regional Water Quality Control Board indicating the CEQA process for distributing water from a potential Huntington Beach Desalination Project (HBDP) would be placed on hold until the facility is permitted. Poseidon is continuing to work on permitting issues which are estimated to be completed in early 2018.
SUBJECT: Orange County Reliability Projects

RECENT ACTIVITY

Central Pool Augmentation Program
There are no updates to report.

UPDATED - Orange County Water Reliability Study
CDM-Smith and MWDOC staff are in the process of completing follow-up work to the 2016 study. The work includes modeling of more recently available information, updating Colorado River assumptions, assessment of additional scenarios for the Huntington Beach Desalination Plant, and assessment of the value of new storage. The work is expected to be completed in 4 to 5 months.
SUBJECT: East Orange County Feeder No. 2

RECENT ACTIVITY

Use of East Orange County Feeder No. 2 for Conveyance of Groundwater and Poseidon Water (Nothing new to Report)

A number of staff members met between MWDOC and OCWD to discuss and update OCWD Director Shawn Dewayne on historical attempts and discussions with MET for conveyance of local water in MET facilities. There was a positive exchange of information.
SUBJECT: South Orange County Projects

RECENT ACTIVITY

UPDATED - Doheny Desal Project

South Coast Water District is continuing to move the project forward and to look for potential partners and grant funding. The CEQA process has been temporarily put on hold to evaluate the results of a recent geotechnical survey indicating a potentially wider and deeper alluvial channel that may allow for additional and/or alternative slantwell locations. The evaluation is scheduled to be completed by April 7, 2017.

On March 22, South Coast Water District held a “Value for Money” (VfM) workshop to examine the life-cycle costs and benefits for different methods of financing, building, and operating two different sized seawater desalination plants at Doheny State Beach. Although there are numerous ways to deliver the project, the main delivery methods for this analysis focused on Design-Build-Operate (DBO) and Public-Private-Partnership (PPP). One of the main topics was risk transfer particularly looking at who should, or could, take on the risk responsibility for problems that might arise with the slantwell intake system.

The workshop was conducted by GHD, the engineering Program Manager for Desalination at South Coast Water District; and Professional Infrastructure Consulting Services, a company that specializes in infrastructure investments, project delivery and Public-Private-Partnerships (PPP). At the workshop the pros and cons of delivery methods and lifecycle project costs were presented. The DBO method tends to minimize project costs, as the owners take on an increased share of project risks (i.e. ownership, construction, and operations risks) including risks that the private company might not be willing to undertake or which would be undertaken at a high premium. PPP’s in turn can reduce owners’ risks by transferring additional risks to a private entity who is then compensated for assuming these risks. It was also noted that access to special financing mechanisms differ for the two methods as DBO’s are eligible for Drinking Water State Revolving Funds (DWSRF) which are 20 year loans currently around a 2% interest rate and PPP’s are eligible for up to 50% financing through the new WIFIA program.

Desalination plants are subject to economies of scale, therefore costs for a 5 Million Gallon per Day (MGD) and a 15 MGD plant (the theoretical maximum amount of water that could be produced based upon the original geotechnical investigation) were analyzed. It was noted that even a 5 MGD plant may produce more water than South Coast Water District needs on a base-loaded basis. The analysis indicated that the DBO method’s ability to access lower rate DWSRF loans was a significant factor in the cost differential between DBO and PPP.

The table below summarizes some of the financial work as examples of project life cycle costs discounted to a present value basis. The next step in the process is for the Board to examine the various assumptions used in the modeling to inform their decision of which method of delivery to utilize. A number of questions were presented at the meeting which
may change some of the assumptions and analyses. The table presents only a few of a myriad of examples possible.

<table>
<thead>
<tr>
<th>Various Financing Options*</th>
<th>5 mgd</th>
<th>15 mgd</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DBO</td>
<td>DWSRF</td>
</tr>
<tr>
<td></td>
<td>Municipal Bonds</td>
<td>Loan</td>
</tr>
<tr>
<td></td>
<td>PPP</td>
<td></td>
</tr>
<tr>
<td>Total Project Construction Cost</td>
<td>$105 Million</td>
<td>$244 Million</td>
</tr>
<tr>
<td>Effective interest rate</td>
<td>2.0%</td>
<td>4.75%</td>
</tr>
<tr>
<td>Loan repayment period</td>
<td>20 years</td>
<td>30 years</td>
</tr>
<tr>
<td>Net Present Cost of Project</td>
<td>$198 M</td>
<td>$232 M</td>
</tr>
<tr>
<td>Cost of water in 2020</td>
<td>$1,503 /AF</td>
<td>$1,886 /AF</td>
</tr>
<tr>
<td>Avg. Customer Increase (1)</td>
<td>$10/month</td>
<td>$20/month</td>
</tr>
</tbody>
</table>

* Including MET LRP Funding Option of $475/AF for 15 years
(1) Rounded to the nearest $5 per month increment

It should be noted that the above analysis does not include an apportionment of project risks. It should also be noted that the 15 MGD cost estimate includes an extra $50 million as a "placeholder" for system integration costs to distribute the water. GHD has indicated that additional work is needed to determine the costs of moving this water into the local systems which has been made more difficult by the recent demand reductions experienced by agencies.

Additional work will also be needed to quantify and apportion inherent project risk and uncertainty for each delivery method, resulting in risk apportioned costs ranges for comparison. GHD presented one set of risk based cost assumptions which demonstrated that the PPP method provides a narrower range of costs (i.e. more certainty as to the final costs) as some of the projects risks and uncertainty under PPP are transferred to a private entity. However, the risk apportioned cost savings presented in the example scenario did not appear sufficient to counter the lower financing costs available with the DBO method through DWSRF funding (at least to MWDOC staff under the scenario presented).

South Coast will be conducting another workshop in the coming months and will include their reliability analysis in that meeting. The workshop was well attended. The workshop presentation was 52 slides and is available if any directors are interested.

**UPDATED - Baker Water Treatment Plant** - The Baker Water Treatment Plant is a joint regional project by five SOC water districts for a 28.1 million gallon per day (mgd) [43.5 cubic feet per second (cfs)] drinking water treatment plant at the site of the former Baker Filtration Plant in the City of Lake Forest.
On February 6, 2017, the Treatment Plant was officially on-line and operational 24-hours a day. MWDOC and the project participants are metering and invoicing for the water pumped into the South County Pipeline. During February and March, the Baker Plant treated Irvine Lake Water under a performance test protocol and also because of a MET Lower Feeder shutdown eliminate the availability of treating MET Colorado River water for a week.

**UPDATED - Advanced Purified Water (APW) Facility at Lake Mission Viejo** – The Treatment Plant Buildings were finished and lighting installed during February. Santa Margarita WD staff were trained and started operating the treatment facilities for testing purposes during the warranty period. Treated product water is currently conveyed back into the recycled water system because Lake Mission Viejo is full. The Design-Build Contractor is completing outstanding site work, paving, coating and punch list items.

**UPDATED - San Juan Watershed Project**

Santa Margarita WD continues working on the Draft Environmental Impact Report (DEIR) for the San Juan Watershed Project. Phase 1, scheduled to be completed in the summer of 2018, is designed to capture wet and dry weather runoff, while subsequent phases will look to introduce recycled water into San Juan Creek for Indirect Potable Reuse. The updated cost estimate for the Phase 1 Rubber Dams has been reduced from $34 M to $15 M.

**UPDATED - SMWD Trampas Canyon Recycled Water Reservoir**

Santa Margarita WD Board of Directors approved an agreement with Rancho Mission Viejo for transfer of land for Trampas Canyon Reservoir on February 17, 2017. The transfer of ownership will take place on June 1, 2017. The transfer of ownership is required before Department of Water Resources Division of Safety of Dams will give final approval for the project.

The applications for regulatory permits from the Regional Water Quality Control Board, Army Corps of Engineers, and Department of Fish and Wildlife were submitted during the week of July 11, 2016, and resubmitted in February 2017. Additional water quality monitoring was requested by the Regional Water Quality Control Board. SMWD is in the process of contracting with a consultant to complete this monitoring. Approval of these permits is anticipated in June 2017. Final plans and specifications are scheduled for completion in March 2017, with advertisement for bids in May 2017.

**Other Information on South County Projects:**

**Camp Pendleton Seawater Desalination Project** – (Nothing New to Report) San Diego County Water Authority (SDCWA) is studying a desalination project to be located at the southwest corner of Camp Pendleton Marine Corps Base adjacent to the Santa Margarita River. The project is currently in the feasibility study stage and SDCWA is conducting geological surveys, analyzing intake options, and studying the effect on ocean life and routes to bring desalinated water to SDCWA’s delivery system. MWDOC and the Doheny Desal Participants are working to lease the Doheny Mobile Test Facility to Michael Baker International for use at the SDCWA intake study testing site.
Expansion of the Irvine Interconnection Project to South Orange County – (Nothing New to Report) An agreement completed in 2006 resulted in an investment by South Orange County (SOC) agencies in the Irvine Ranch Water District (IRWD) system to allow exchanges of water to be delivered by IRWD into SOC under emergency situations. Project capacity was committed by IRWD to move up to 30 cfs of emergency supplies whereas the agreement allows moving up to 50 cfs, not to exceed 3,000 AF per emergency event. In accordance with the Agreement with IRWD, the emergency capacity committed to the SOC agencies declines over time and goes to zero by 2030. IRWD is examining their ability to increase the exchange and conveyance of water under this arrangement or extend to extend the end date of the agreement and the capacity thereunder. MWDOC is working on other options with OCWD and MET to move groundwater via the EOCF#2 to SOC during emergency events.

Laguna Beach County Water District Groundwater Project with Newport Beach
(Nothing New to Report) – MWDOC, MET, Laguna Beach County Water District and Newport Beach have been working to activate Laguna Beach County’s access to 2,025 AF of groundwater from within the Orange County Water District Basin. Deliveries began in September 2016.

If any agencies would like to have updates included herein on any projects within your service area, please email the updates to Karl Seckel at kseckel@mwdoc.com
Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
February 14, 2017

INDUCTION OF NEW DIRECTORS

Zareh Sinanyan was inducted to the Board representing the City of Glendale. Phillip D. Hawkins was inducted to the Board representing Central Basin Municipal Water District. Pedro Aceituno was inducted to the Board representing Central Basin Municipal Water District. (Agenda Items 5C, 5D, 5E)

REAPPOINTMENT OF DIRECTORS

Mark Gold’s reappointed was deferred to March. Jesús E. Quiñonez was reappointed to the Board representing the City of Los Angeles. (Agenda Items 5F and 5G)

COMMITTEE ASSIGNMENTS

Director Treviño was assigned to the Real Property and Asset Management Committee and the Organization, Personnel and Technology Committee. (Agenda Item 5I)

FINANCE AND INSURANCE COMMITTEE

Adopted the CEQA determination and approved the draft of Appendix A attached to the board letter; authorized the General Manager, or other designee of the Ad Hoc Committee, to finalize Appendix A, with changes approved by the General Manager and General Counsel; and authorized distribution of Appendix A, substantially in the form of the attached draft Appendix A and as finalized by the General Manager, or other designee of the Ad Hoc Committee, in connection with the sale or remarketing of bonds. (Agenda Item 8-1)

WATER PLANNING AND STEWARDSHIP COMMITTEE

The item to authorize a five-year agreement with Electric Gas Industries Association to administer Metropolitan’s Regional Conservation Rebate Program, the Water Savings Incentive program, and the On-site Retrofit Program in an amount not to exceed $420,000,000, was withdrawn. (Agenda Item 8-2 – WITHDRAWN)

LEGAL AND CLAIMS COMMITTEE

Adopted CEQA determination and received report on In re Holy Hill Community Church, U.S. Bankruptcy Court Case No. 2:15-ap-01467-WB (Bankr. C.D. Cal. 2015); and authorized increase in the maximum amount payable under contract with Lesnick, Prince & Pappas, LLP for special counsel services by $200,000 to a maximum amount of $300,000. (Agenda Item 8-3 no closed session held)
ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

Adopted the CEQA determination and authorized the General Manager to exercise discretion under Administrative Code Section 6101(k) to enter into a successor MOU with MAPA. 
(Agenda Item 8-4 no closed session held)

REAL PROPERTY AND ASSET MANAGEMENT COMMITTEE

Adopt the CEQA determination and authorized staff to enter into a new lease agreement with Semitropic Water Storage District according to the price and terms recommended in the board letter and in a form approved by the General Counsel. 
(Agenda Item 8-5 no closed session held)

CONSENT CALENDAR

In other action, the Board:

- Adopted the CEQA determination and appropriated $1.79 million; and awarded $1,109,254 contract to Kaveh Engineering & Construction, Inc. to repair expansion joints on the pump delivery lines at the Colorado River Aqueduct pumping plants. (Approp. No. 15483) (Agenda Item 7-1)

- Adopted the CEQA determination to review and consider the information provided in the 2016 EA and adopted the Lead Agency's findings related to the proposed action, and authorized the long-term ground lease to New Cingular Wireless, PCS, LLC. (Agenda Item 7-2)

- Adopted the CEQA determination and authorized the General Counsel to amend the agreement with Western Energy & Water to increase by $150,000 the maximum amount payable under the contract to a total of $250,000 in order to assist Metropolitan with legal services. (Agenda Item 7-3)

OTHER MATTERS:

In other action, the Board:

- Approved Commendatory Resolutions for Directors Michael Touhey, representing Upper San Gabriel Municipal Water District; Leticia Vasquez Wilson and Robert Apodaca, representing Central Basin Municipal Water District. (Agenda Item 5H)

- Evaluation of the performance of the General Manager. (Agenda Item 10-1 heard in closed session)

- Evaluation of the performance of the General Auditor. (Agenda Item 10-2 heard in closed session)

- Evaluation of the performance of the Ethics Officer. (Agenda Item 10-3 heard in closed session)
THIS INFORMATION SHOULD NOT BE CONSIDERED THE OFFICIAL MINUTES OF THE MEETING.

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http://edmsidm.mwdh2o.com/idmweb/home.asp.
Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
March 14, 2017

INDUCTION OF NEW DIRECTORS

William Gedney was inducted to the Board representing Central Basin Municipal Water District. Leticia Vazquez was inducted to the Board representing Central Basin Municipal Water District. (Agenda Items 5C and 5D)

REAPPOINTMENT OF DIRECTOR

Mark Gold was reappointed to the Board representing the City of Los Angeles. (Agenda Items 5E)

COMMITTEE ASSIGNMENTS

Director Mark Gold was appointed as Chair of the Conservation and Local Resources Committee. Director Judy Abdo was appointed as Vice Chair of the Conservation and Local Resources Committee. Directors Linda Ackerman, Steve Blois, Gloria Gray, Michael Hogan, Cynthia Kurtz, Russell Lefevre, Larry McKenney, and Fern Steiner were assigned to the Conservation and Local Resources Committee. Director Charles Trevino was assigned to the Engineering and Operations Committee. Director Leticia Vazquez was assigned to the Organization, Personnel, and Technology Committee, and the Communications and Legislation Committee. Director Zareh Sinanyan was assigned to the Finance and Insurance Committee and the Legal and Claims Committee. (Agenda Item 5H)

ENGINEERING AND OPERATIONS COMMITTEE

Adopted the CEQA determination that the proposed action is categorically exempt, and appropriated $4.57 million; awarded $2,305,000 contract to Systems Integrated, LLC for control equipment and support services; and authorized preliminary investigations for a system-wide upgrade of Metropolitan’s control system. (Appropriation No. 15467) (Agenda Item 8-1)

Adopted the CEQA determination that the proposed action has been previously addressed in the certified 2013 Final EIR, findings, MMRP, and the 2015 Addendum to the Final EIR, and that no further environmental analysis or documentation is required, and appropriated $7.4 million; awarded $5,285,000 contract to RockForce Construction LLC for erosion protection of the Whitewater Siphons; and authorized increase of $150,000 to an existing agreement with Helix Environmental Planning Inc., for a new not-to-exceed total of $303,000. (Appropriation No. 15341) (Agenda Item 8-2)

WATER PLANNING AND STEWARDSHIP COMMITTEE

Adopted the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and authorized a five-year agreement with Electric & Gas Industries Association to administer Metropolitan’s consumer incentive programs, to be paid from funds the Board authorizes for
Metropolitan’s consumer incentive programs, in accordance with a cost schedule that will not exceed the proposal in the board letter.  (Agenda Item 8-3)

Adopted the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and authorized the General Manager to amend the agreement with Richardson & Company LLP to extend the term for three years to March 31, 2020; and increased the maximum amount payable under the contract with Richardson & Company LLP from $3,900,000 to an amount not to exceed $7,000,000.  (Agenda Item 8-4)

LEGAL AND CLAIMS COMMITTEE

Adopted CEQA determination and received report on In re Holy Hill Community Church, U.S. Bankruptcy Court Case No. 2:15-ap-01467-WB (Bankr. C.D. Cal. 2015), and authorized settlement.  (Agenda Item 8-5 heard in closed session)

COMMUNICATIONS AND LEGISLATION COMMITTEE

Adopted the CEQA determination that the proposed action is not defined as a project under CEQA, and authorized the General Manager to express support, and seek an amendment, for AB 574.  (Agenda Item 8-6)

Item Deferred - Adopt the CEQA determination that the proposed action is not defined as a project under CEQA, and authorize the General Manager to support SB 231 as described in the board letter.  (Agenda Item 8-7 – DEFERRED TO APRIL)

CONSENT CALENDAR

In other action, the Board:

Adopted the CEQA determinations that the proposed actions are categorically exempt, and appropriated $1.65 million; authorized construction of structural repairs to the Lake Mathews Hydroelectric Plant; and authorized design of two rehabilitation projects at Lake Mathews.  (Appropriation Nos. 15441 and 15480)  (Agenda Item 7-1)

Adopted the CEQA determination that the proposed action is categorically exempt from CEQA, and appropriated $1.92 million; and awarded $1,488,913 procurement contract to Xylem Water Solutions USA, Inc. for pumps at the Greg Avenue Pump Station.  (Appropriation No. 15488)  (Agenda Item 7-2)

OTHER MATTERS:

In other action, the Board:

Deferred the presentation of Commendatory Resolution to past Director Michael Touhey, representing Upper San Gabriel Valley Municipal Water District to April.  (Agenda Item 5F – DEFERRED TO APRIL)
Presented a 15-year service pin to Director David De Jesus. (Agenda Item 5G)

THIS INFORMATION SHOULD NOT BE CONSIDERED THE OFFICIAL MINUTES OF THE MEETING.

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Board Meeting
Meeting with Board of Directors

April 11, 2017
12:00 p.m. -- Board Room

MWD Headquarters Building 700 N. Alameda Street Los Angeles, CA 90012

1. Call to Order
   (a) Invocation: Anna Serobyan, Human Resources Group
   (b) Pledge of Allegiance: Director Glen C. Dake, City of Los Angeles

2. Roll Call

3. Determination of a Quorum

4. Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code § 54954.3(a)

5. OTHER MATTERS

A. Approval of the Minutes of the Meeting for March 14, 2017. (A copy has been mailed to each Director) Any additions, corrections, or omissions

B. Report on Directors' events attended at Metropolitan expense for month of March

C. Presentation of Commendatory Resolution to past Director Michael Touhey, representing Upper San Gabriel Valley Municipal Water District

D. Approve committee assignments

E. Chairman's Monthly Activity Report
6. DEPARTMENT HEADS' REPORTS

A. General Manager's summary of Metropolitan's activities for the month of March

B. General Counsel's summary of Legal Department activities for the month of March

C. General Auditor's summary of activities for the month of March

D. Ethics Officer's summary of activities for the month of March

7. CONSENT CALENDAR ITEMS — ACTION

7-1 Adopt CEQA determination and appropriate $1.32 million; and authorize design to rehabilitate finished water reservoirs at the Joseph Jensen and Henry J. Mills Water Treatment Plants (Appropriation No. 15417). (E&O)

7-1 Board Letter and Attachments

7-2 Adopt CEQA determination and appropriate $540,000; award $325,000 procurement contract to Golden Empire Concrete Products, Inc. for a precast concrete building at Mile 12 on the Colorado River Aqueduct; and authorize installation of discharge line coupling at Gene Pumping Plant (Appropriations Nos. 15438 & 15481). (E&O)

7-2 Board Letter and Attachments

7-3 Adopt CEQA determination and authorize increase in change order authority for the construction contract to refurbish lagoons for the Joseph Jensen Water Treatment Plant. (E&O)

7-3 Board Letter and Attachment

7-4 Adopt CEQA determination and appropriate $1.35 million; and authorize design and procurement to replace chemical storage tanks at the Joseph Jensen and Henry J. Mills Water Treatment Plants (Appropriations Nos. 15466 and 15479). (E&O)

7-4 Board Letter and Attachments

7-5 Adopt CEQA determination and adopt resolution for the 105th Fringe Area Annexation to Eastern Municipal Water District and Metropolitan. (F&I)

7-5 Board Letter and Attachments

7-6 Adopt CEQA determination and adopt resolution for the 107th Fringe Area Annexation to Eastern Municipal Water District and Metropolitan. (F&I)

7-6 Board Letter and Attachments

7-7 Adopt CEQA determination and adopt resolution to apply for and accept funding from the State Water Resources Control Board's Water Recycling Funding Program. (WP&S)
7-7 Board Letter and Attachments

7-8 Adopt CEQA determination and amend the Administrative Code to add Conservation and Local Resources Special Committee. (L&C)

7-8 Board Letter and Attachment

(END OF CONSENT CALENDAR)

8. OTHER BOARD ITEMS — ACTION

8-1 Approve CEQA determination and adopt resolution approving Treatment Charge Workgroup’s proposed policy principles, recommended treatment capacity charge, and treatment capacity charge implementation. (F&I) [To be mailed separately]

8-2 Adopt CEQA determination and approve resolutions fixing and adopting a Readiness-to-Serve Charge and a Capacity Charge for calendar year 2018. (F&I) [To be mailed separately]

8-3 Adopt CEQA determination and appropriate $23.73 million; and authorize: (1) full-scale control and electrical system upgrades at Hiram W. Wadsworth Pumping Plant; (2) $15,993,000 agreement with Glenmount Global Solutions; and (3) increase of $630,000 to agreement with Power-Tech Engineers, Inc., for a new not-to-exceed total of $1,974,000 (Appropriation No. 15467). (E&O)

8-3 Board Letter and Attachments

8-4 Adopt CEQA determination and authorize the General Manager to enter into Cyclic Agreements with Metropolitan’s member agencies. (WP&S)

8-4 Board Letter and Attachment

8-5 Adopt CEQA determination and appropriate $1.5 million; and authorize agreement with the California Department of Water Resources for preliminary design of a water recovery project at Lake Perris (Appropriation No. 15402). (WP&S)

8-5 Board Letter and Attachments

8-6 Adopt CEQA determination, appropriate $1.5 million, and authorize entering into a project agreement with the Sites Reservoir Joint Powers Authority for participation in the Sites Reservoir Phase 1 planning process. (WP&S) [To be mailed separately]

8-7 Adopt CEQA determination and express support for SB 231 (Hertzberg, D-Van Nuys) - Local Government: Fees and Charges. (C&L) [To be mailed separately]

8-8 Adopt CEQA determination and express support for AB 1654 (Rubio D-Baldwin Park) - Urban Water Management Planning. (C&L)

8-8 Board Letter and Attachment

8-9 Adopt CEQA determination and express opposition to AB 472 (Frazier, D-Oakley) - Water Transfers: Idled Agricultural Land: Wildlife, Waterfowl, and Bird Nesting Habitat. (C&L)
9. BOARD INFORMATION ITEMS

None

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

NOTE: At the discretion of the committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the committee.

This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Agendas for the meeting of the Board of Directors may be obtained from the Board Executive Secretary. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site http://www.mwdh2o.com.

Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.