

Staff Report

for the Special Meeting of the Board of Directors, September 18, 2020

TO: Board of Directors

FROM: Doug Roderick, P.E., Interim Engineering Manager
Greg Jones, M.B.A., Interim General Manager

DATE: September 11, 2020

SUBJECT: Water Planning Projections (FATR #1041)

ENGINEERING

RECOMMENDATION:

Approve Task Order 4 with HDR in the amount of \$20,000 as recommended by the Administrative Practices Committee, approve the staff recommendation on the upcoming public input process, and authorize the Interim General Manager to execute the appropriate documents.

BACKGROUND:

Task Order #4 Cost Overview

On August 26, 2020 the Board received a presentation from HDR regarding the Water Planning Projections that are presented in the Water Demand Analysis, Hydrologic Analysis and Water Supply analysis technical memorandums. These technical memorandums were approved to be released to the public on August 27th.

Staff initially identified that after the release of the technical memoranda, a 43-day public comment period would enable to public to submit written comments by October 9, 2020. A Board workshop has been anticipated to be held on or about October 28, 2020 in order for NID and HDR to present and review the public's comments for discussion. At the August 26, 2020 Board Meeting, both the Board and the public requested that another meeting be held to allow the public to ask questions prior to an October 9, 2020 submittal deadline.

The estimate for Task Order 4 is based on HDR's presence at two public meetings: one to be held the week of September 21 (exact time and date to be determined), and one to be held on a Board workshop on or about October 28.

Staff has reached out to HDR to discuss the level of effort and cost to prepare, respond to comments, answer questions and to be present at both meetings. This

effort was not included in the original scope of work and will require an additional task order as the original contract has been fully expended. Since the amount of comments is unknown, staff and HDR had to make some assumptions on the level of effort anticipated at \$20,000.

On September 6, 2018 the Board adopted Resolution 2018-20 which awarded a contract with HDR in the amount of \$290,377. Task Order 1 was issued on October 1, 2018 for \$290,377. This work included development of technical memorandums for Hydrologic Analysis, Demand Analysis, Supply Analysis and Alternatives Evaluation. Amendments to the scope of work included additional unimpaired hydrology for smaller watersheds Coon Creek, Auburn Ravine and Deer Creek, additional information to the appendices, incorporating and updating the District's 2011 demand model and additional computational and sensitivity analysis functionality of the model. The amended scope also included two separate assessments of the VIC model to determine correlation of VIC flows to historical flows. The amended scope of work exceeded the original contract amount, and Task Order 2 was issued on May 11, 2020 for \$49,823.

Task Order 3 was issued on August 21, 2020 for \$22,591. This work was for additional revisions to the TMs and to present these to the Board of Directors at the August 26, 2020 board meeting.

Task Order 4, as discussed earlier in this staff report, would be for \$20,000. Per Policy 3080.6 (Purchase Process & Authority Levels), the total percentage change of the original contract amount with Task Order 4 is greater than 25% and is a Level III change order. Task Order 4 was presented to the Administrative Practices Committee on September 1, 2020. The committee members unanimously recommended approving Task Order 4 and advancing a recommendation to the Board of Directors. The follow table summarizes the task orders.

Task Order	Date	Amount	Cumulative	Percent	Description
1	10/01/2018	\$ 290,377	\$ 290,377	0	Original Scope of Work
2	05/11/2020	\$ 49,823	\$ 340,200	17.16%	Amendments to Hydrology/Demand TMs
3	06/26/19	\$ 22,591	\$ 362,791	24.94%	TM revisions and board presentation
4	11/05/19	\$ 20,000	\$ 382,791	31.83%	Public meeting and workshop

Public Process Timeline

Below is an overview of the timeline and public question & answer process as requested by the Board at the August 26 meeting:

Date: August 27
 Action: Release of TM's and overview documents uploaded to website;

News Release out acknowledging posting;
Solicitation of contact information for those wishing to receive communication on Water Planning Projections

Date: September 1
Action: APC approval of HDR T.O. #4 to ensure appropriate technical experts available to answer questions from public

Date: September 18
Action: BOD Meeting to approve HDR T.O. #4 in the amount of \$20,000
BOD Meeting to review and discuss the public process timeline

Date: Week of September 21 (Est. Sept. 24)
Action: Technical Clarifications Session: 2-hr. Zoom meeting with HDR;
Meeting facilitated by NID;
(Alternative: Meeting facilitated by Consultant - Cost est. \$2,500)

Date: October 12 (46 days after release)
Action: Last day to submit written comments to TM documents for discussion at October 28 Workshop

Date: October 28 (Est.)
Action: BOD Workshop – responses to written comments provided by HDR and NID staff as necessary. Duration 4 hours.
Meeting facilitated by NID;
(Alternative: Meeting facilitated by Consultant - Cost est. \$5,000)

At the September 1, 2020 APC meeting, members of the public expressed concerns regarding the recommended public process time line. There was concern regarding the amount of TM review time and lack of professional facilitation during the upcoming meetings. Staff recommends extending the review and comment period deadline to exceed standard EIR review periods, and recommends moving the comment deadline from Friday, October 9 to Monday, October 12.

As a reminder, this period will not be the only time these sets of data will be discussed. NID is requesting questions and comments from the public via email on a daily basis and plan to update the Frequently Asked Questions weekly. We encourage the public to sign up for updates and receive notification when new information is posted to the website.

Also, NID will conduct additional public meetings and a public hearing on the Ag and Urban plans before they are adopted. We should anticipate there to be additional questions and answers during this process for the public's involvement.

Finally, NID has budgeted in 2021 to begin the Plan for Water Outreach process. According to the outreach phasing, the Board and public should anticipate additional levels of public engagement as identified in the 2nd Phase of the Outreach Plan. This includes additional TM workshops, continuing to raise awareness on the planning process, and beginning to develop scenario strategies. In other words, NID anticipates a deeper outreach and workshop process beginning in the 3rd and 4th Quarters of 2021 pertaining to the Demand, Supply and Hydrology projections.

NID has reached out to Raftelis for a cost to facilitate the two scheduled events and costs are estimated above.

Staff is recommending that the Board to approve Task Order 4 with HDR in the amount of \$20,000 and the recommended outreach time line.

This item supports Goal No. 2 of the District's Strategic Plan by developing a collaborative and responsive relationship with our local and regional community, and Goal No. 3 by developing and managing our resources that protects and provides for local control of our community's most valuable assets – a fairly priced and available water supply.

BUDGETARY IMPACT:

The current available budget for the General Consulting Contracts (10151-52603) is \$27,781. After this Task Order, the remaining balance will be \$7,781 in the budget.

ATTACHMENTS:

- None

DR/GJ