

BAWSCA

Bay Area Water Supply & Conservation Agency

BOARD POLICY COMMITTEE

**Wednesday, April 9, 2008
1:30 p.m.**

BAWSCA Offices, 155 Bovet Road San Mateo, 1st Floor Conference Room
(Directions on page 2)

AGENDA

- 1:30** **1. Call To Order, and Roll Call** **(Fannon)**
Roster of Committee members (*Attachment*)
- 1:35** **2. Public Comment** **(Fannon)**
Members of the public may address the committee on any issues not listed on the agenda that are within the purview of the committee. Comments on matters that are listed on the agenda may be made at the time the committee is considering each item. Each speaker is allowed a maximum of three (3) minutes.
- 1:40** **3. Reports**
- A. Comments by Chair **(Fannon)**
 - B. Comments by Committee Members
 - C. Reports by the Chief Executive Officer and General Manager **(Jensen)**
 - 1. Water System Improvement Program (WSIP) – Status Report
 - 2. San Francisco Public Utilities Commission – General Manager
 - 3. Potential High Efficiency Toilet Demonstration Program (*Attachment*)
 - 4. Legislation - Status Report
- 2:00** **4. Action Calendar**
- A. Approval of Minutes from the February 13, 2008 meeting (*Attachment*) **(Fannon)**
- 2:05** B. Review of BAWSCA’s Investment Policy (*Attachment*)
Issue: Are there any changes required to BAWSCA’s current Investment Policy?
Information to Committee: Memo presenting current funds with LAIF.
Committee Action Requested: Confirm BAWSCA’s current Investment Policy
- 2:10** C. Authorization to Issue a Request for Proposals for the Water Conservation/Recycling Implementation Plan (*Attachment*) **(Jensen)**
Issue: How will BAWSCA and its member agencies meet their commitments to additional conservation and recycling by 2030?
Information to Committee: Oral presentation and memo presenting a one-time water conservation/recycling implementation plan study.
Committee Action Requested: Recommendation that the board authorize the CEO/General Manager to issue Requests for Proposals.

- 2:25** D. Adjustments to Staff Top Step Position Compensation (*Attachment*) **(Jensen)**
Issue: Should the Board approve adjustments to top step compensation for specified staff positions?
Information to Committee: Memorandum presenting results of a compensation survey by Koff and Associates, comparing current top step compensation to comparable positions in other Bay Area agencies..
Committee Action Requested: Recommendation that the Board of Directors approve adjustments to the top step compensation for specified positions.
- 2:40** E. FY 2008-09 Results to be Achieved and Proposed Budget (*Attachment*) **(Jensen)**
Issue: What must BAWSCA accomplish in FY 08-09, what resources are required and how should the budget be funded?
Information to Committee: Memo presenting the proposed budget, incorporating comments from the February BPC meeting and March board meeting. The committee presentation will address:
 1. The results to be achieved during FY 2007-08
 2. The total amount of the proposed budget
 3. The application of COLA adjustments to the salary ranges for each position except the general manager.
 4. The method for funding the budget.Committee Action Requested: Recommendation that the board approve the proposed list of achievements, the budget and the funding plan.
- 3:00** F. Priority FY 2008-09 Professional Services Contracts (*Attachments*) **(Jensen)**
Issue: To ensure continuity of services, nine professional services contracts should be effective July 1, 2008.
Information to Committee: Memo addressing each professional service contract summarizing the purpose, scope and amount of the service contracts.
 1. Legal Counsel (Hanson, Bridgett et al.)
 2. Strategic Counsel (Management Communications)
 3. Engineering Consultant - Technical Engineering (Dale Newkirk)
 4. Engineering Consultant – WSIP Cost, Schedule & Construction Management (Terry Roberts)
 5. Engineering Consultant – Master Contract (Stetson Engineering)
 6. Financial Advisor – (Kelling, Northcross and Nobriga)
 7. Large Landscape Conservation Services Consultant (Whitcomb)
 8. School Education Programs (Resources Action Program)
 9. Commercial Industrial Washing Machine Program (UCONS)Committee Action: Recommendation for board approval.

- 3:15** G. Authorize Contract Amendment with GardenSoft to Develop Internet-Based Version of Waterwise Gardening CD-Rom (*Attachment*) (Sandkulla)
Issue: How can BAWSCA expand water customers' access to the Waterwise Gardening CD?
Information to Committee: Oral presentation and memo on the contract amendment with GardenSoft to develop a version of the program for the internet.
Committee Action Requested: Recommendation that the board authorize the CEO/General Manager to execute a contract amendment with Garden Soft for the development of an internet-based version of the Waterwise Gardening CD.
- 3:30** 5. **Comments by Committee Members** (Fannon)
- 3:35** 6. **Adjourn to next meeting: Wednesday, June 11, 2008, in the 1st floor conference room of the BAWSCA office building, 155 Bovet Road, San Mateo.** (Fannon)

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Directions to BAWSCA

From 101: Take Hwy.92 Westbound towards Half Moon Bay. Exit at El Camino Northbound (move into the far left Lane) Left at the 1st stop light which is Bovet Road (Washington Mutual Building will be at the corner of Bovet and El Camino). Proceed West on Bovet Road past Albertson's to two tall buildings to your left. Turn left into the driveway between the two buildings and left again at the end of the driveway to the "Visitor" parking spaces in front of the parking structure.

From 92: Exit at El Camino Northbound and follow the same directions shown above.