



Water Department

**Water Commission Agenda**  
**Regular Meeting**  
**7:00 p.m. – Monday, December 1, 2014**  
**Council Chambers**  
**809 Center Street, Santa Cruz**

**Agenda**

**Call to Order**

**Roll Call**

**Presentation** *Organized groups may make presentations to the Water Commission. Presentations that require more than three minutes should be scheduled in advance with Water Department staff.*

**Statements of Disqualification** *Section 607 of the City Charter states that “...All members present at any meeting must vote unless disqualified, in which case the disqualification shall be publicly declared and a record thereof made.”*

*The City of Santa Cruz has adopted a Conflict of Interest Code, and Section 8 of that Code states that no person shall make or participate in a governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally.*

**Oral Communications**      No action shall be taken on this item.

**Announcements**      No action shall be taken on this item.

**Consent Agenda** (Pages 1-8)

*Items on the consent agenda are considered to be routine in nature and will be acted upon in one motion. Specific items may be removed by members of the advisory body or public for separate consideration and discussion.*

1. City Council Items Affecting Water ☆ (accept info) (Page 1-2)
2. Cancellation of the January 5, 2015 Water Commission Meeting ☆ (accept recommendation) (Page 3-4)
3. Approval of Minutes ☆ (accept recommendation: motion to approve the November 3, 2014 Water Commission Minutes.) (Pages 5-8)
4. Information Items - no items at this time.
5. Documents for Future Meetings - no items at this time.
6. Items Initiated by Members for Future Agendas

**Items Removed from the Consent Agenda**

## **General Business** (Pages 9-35)

*Any document related to an agenda item for the General Business of this meeting distributed to the Water Commission less than 72 hours before this meeting is available for inspection at the Water Administration Office, 212 Locust Street, Suite A, Santa Cruz, California. These documents will also be available for review at the Water Commission meeting with the display copy at the rear of the Council Chambers.*

### 1. System Development Charge Analysis Workshop (WT) ☆ (Pages 9-35)

**Recommendation:** Accept presentation information and provide input on System Development charge work completed to date in support of updating the Department's fee schedule.

## **Subcommittee/Advisory Body Oral Reports**

### 1. WSAC Update (Oral Report)

**Director's Oral Report** No action shall be taken on this item.

### 1. Monthly Status of Water Supply (to be distributed at meeting)

**Adjournment** The next meeting of the Water Commission is scheduled for January, 2015 at 7:00 p.m. in Council Chambers.

☆Denotes written materials included in packet

**APPEALS** - Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk.

Other - Appeals must be received by the City Clerk within ten (10) calendar days following the date of the action from which such appeal is being taken. An appeal must be accompanied by a fifty dollar (\$50) filing fee.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, please attend the meeting fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call Water Administration at 831-420-5200 at least five days in advance so that arrangement can be made. The Cal-Relay system number: 1-800-735-2922.



## WATER COMMISSION REPORT

DATE: December 1, 2014  
TO: Water Commission  
FROM: Rosemary Menard  
Water Director  
SUBJECT: City Council Items Affecting Water

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### **City Council Meeting of November 18, 2014:**

#### Loch Lomond Recreation Area Cape Seal Project – Approval of Plans and Specifications, and Authorization to Advertise for Bids and Award Contract (WT)

**Motion carried to** approve the plans and specifications for the Loch Lomond Recreation Area Cape Seal Project and authorize staff to advertise for bids. The City Manager is hereby authorized and directed to execute the contract as authorized by Resolution No. NS-27,563, in a form approved by the City Attorney.

#### Leave of Absence for Water Commissioner George Mead (WT)

**Motion carried to** approve a two-month leave of absence retroactive to November 3, 2014 for Water Commissioner George Mead.

#### Regional Groundwater Initiatives, Legislation and Opportunities for City Participation (WT)

**Motion carried to:** 1) Join the Mid-County Basin Implementation Group (BIG) for the Soquel-Aptos Groundwater Management Area as a full financial member, 2) Appoint two City Councilmembers to serve on the Basin Implementation Group, and 3) actively participate at both elected official and staff level in the development and implementation of the Sustainable Groundwater Management Act in northern Santa Cruz County. **Note:** Appointments will be made in January.

### **City Council Meeting of November 25, 2014:**

#### City's Classification and Compensation Plans and the FY15 Budget Personnel Complement – Water Department (HR)

**Resolution amending the** Classification and Compensation Plans and the FY15 Budget Personnel Complement by re-classifying one Environmental Projects Analyst position in the Water Department to an Associate Planner I/II classification and position.

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## WATER COMMISSION AGENDA REPORT

DATE: 11/18/2014

AGENDA OF: December 1, 2014  
TO: Water Commission  
FROM: Water Director  
SUBJECT: January 5, 2015 Water Commission Meeting (WT)

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RECOMMENDATION: Motion to cancel the January 5, 2015 Water Commission.

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BACKGROUND/DISCUSSION: Due to the Santa Cruz City Holiday Closure and no current items pending for the January meeting, staff is recommending the January 5, 2015 Water Commission meeting be cancelled.

The next regular meeting of the Water Commission is scheduled for February 2, 2015 at 7:00 p.m. in the City Council Chambers

FISCAL IMPACT: None.

POSSIBLE MOTION: The Water Commission recommends the January 5, 2015 meeting be cancelled. The next scheduled meeting will be held on February 2, 2015.

Attachments: None

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Water Department

**Water Commission**  
**DRAFT**  
**7:00 p.m. – Monday, November 3<sup>rd</sup>, 2014**  
**Council Chambers**  
**809 Center Street, Santa Cruz**

### **Minutes of a Water Commission Meeting**

**Call to Order** –Chair Baskin called the meeting to order at 7:00 p.m. in the City Council Chambers.

#### **Roll Call**

**Present:** D. Baskin, A. Schiffrin, D. Schwarm, W. Wadlow, and L. Wilshusen.

**Absent:** D. Stearns, G. Mead (with notification)

**Staff:** R. Menard, Water Director; H. Luckenbach, Deputy Director/Engineering Manager; G. Rudometkin, Administrative Assistant III.

**Others:** 0 members of the public.

**Presentation** –There were no presentations.

**Statements of Disqualification** – There were no statements of disqualification.

**Oral Communications** –There were no oral communications.

**Announcements** – R. Menard, Water Director announced that Commissioner G. Mead requested a leave of absence from Water Commission retroactive to 11/3/2014 as well as 12/1/2014; this will be a consent item on the 11/18/2014 City Council Agenda. R. Menard also announced that the Modeling and Forecasting Working Group will begin meeting this month.

#### **Approval of Minutes**

Commissioner A. Schiffrin moved approval of the October 6, 2014 Water Commission minutes. Commissioner W. Wadlow seconded.

VOICE VOTE: MOTION CARRIED

AYES: All.

NOES: None

ABSTAINED: None

#### **Consent Agenda**

1. City Council Items Affecting Water
2. 2015 Water Commission Calendar

Commissioner A. Schiffrin moved item 1. City Council Items Affecting Water from the Consent Agenda. Commissioner L. Wilshusen seconded.

VOICE VOTE: MOTION CARRIED

AYES: ALL

NOES: None

### **Items Removed from the Consent Agenda**

#### 1. City Council Items Affecting Water

Commission discussed the following:

- If the minutes will now reflect public comments and staff responded yes. Additional comments were made regarding the formatting of the agenda such as information items, documents for future meetings, approval of the minutes potentially being moved to the consent agenda; staff to follow up with the City Attorney.

Commissioner A. Schiffrin moved approval of item 1. City Council Items Affecting Water.

Commissioner W. Wadlow seconded.

VOICE VOTE: MOTION CARRIED

AYES: ALL

NOES: None

### **General Business**

#### 1. Recommended Revisions to the Santa Cruz Municipal Code Chapter 16.04, Water Services and Charges

H. Luckenbach, Deputy Director/Engineering Manager answered Commission's comments/questions.

Public Comments: None

Commission discussed the following:

- The fact that there weren't any substantive changes to the Santa Cruz Municipal Code Chapter 16.04, that changes made were essentially procedural.
- The possibility of having the Municipal code available online arose as well as notifying the public of policy change updates.
- A formatting correction to the Draft Revisions to the Municipal Code.
- It was suggested that the definitions be consolidated in a single place for the whole chapter.
- Various language used in the Municipal Code was asked to be defined for clarity, specifically sections 16.40.011 (b) and (c), 16.40.018 (a)(6) and 16.45.012(c).
- Suggestion that consideration be given to including enabling language that would authorize the Department to promulgate policies and procedures to implement this section of the code and creating a customer appeals process for discretionary determinations such as termination of service or requiring deposits that the Department makes, including consultation with the City Attorney on said items.



Commissioner A. Schiffrin moved the staff recommendation on this item with the additional direction that staff return it in three months with proposed recommendations on potential amendments of the various items the Commission identified and discussed. Commissioner L. Wilshusen seconded.

VOICE VOTE: MOTION CARRIED

AYES: ALL

NOES: None

**Subcommittee/Advisory Body Oral Reports** No items.

1. WSAC Update (Oral Report)

Commission discussed the following items:

- Water Supply Alternatives Convention: the recent alternatives convention attended by 400 people; the committee commented that out of all the alternatives presented very few had enough data for them to be evaluated appropriately;
- WSAC Work Plan: the Committee's work has been divided into two sections, with the first being recon, which provides for a large overview about the things we should be considering both in terms of process, policy, and alternatives, and second being what is being referred to as the real deal in which the recommendations to Council will be developed.
- Multi-Criteria Decision Model: the committee is utilizing the multi-criteria decision model to evaluate alternatives during the recon phase. This tool provides a great opportunity for the Committee to focus on criteria and rating scales for criteria as well as uncertainty.
- Scenarios: scenarios are being developed to help describe a range of possible futures and help the Committee consider the potential implications of things like climate change, changes in water use patterns, and fish flow commitments that may influence how much water we need for the future.
- Water Supply and Growth: the Committee is committed to providing a sufficient water supply to meet the growth projections in the General Plan, whatever that may mean. There is also a strong value for providing supply in an environmentally sound way, where terrestrial and aquatic habitats remain strong.

**Director's Oral Report** *No action shall be taken on this item.*

1. Monthly Status of Water Supply

Staff discussed the following:

- The recent rainfall was good, although there appeared to be much more rainfall in the City than in the mountains, however that was good because it breached the river which helped the flooding issues in the East Cliff area that had been occurring.
- In terms of stream flow the river is at record lows, it should be in the neighborhood of 20 CCFs but it is now at 6 CCFs due to the drought. This low

level of flow is one of the reasons the river hasn't breached earlier as would be the norm.

**Documents for Future Meetings** No action shall be taken on this item.

1. None

**Information Items** No action shall be taken on this item.

1. Attitudinal Survey
2. Modeling and Forecasting Working Group Schedule
3. Regional Groundwater Initiatives, Legislation and Opportunities for City Participation

Commission discussed the following:

- That they support the staff recommendation regarding Regional Groundwater Initiatives, Legislation and Opportunities for City Participation and that the Commission would like to be kept informed as the process proceeds.

Commissioner A. Schiffrin made a motion that the Commission recommend to the Council that that they support the recommendation from staff and a further request the Council to direct staff to keep the Commission informed as planning effort moves forward. Commissioner D. Baskin seconded.

VOICE VOTE: MOTION CARRIED

AYES: ALL

NOES: None

**Items Initiated by Members for Future Agendas**

**Adjournment** Meeting adjourned at 8:36pm, the next meeting of the Water Commission is scheduled for December 1, 2014 at 7:00 p.m. in Council Chambers.

Respectfully submitted,

Gloria  
Rudometkin

Digitally signed by Gloria Rudometkin  
DN: cn=Gloria Rudometkin, o=City of  
Santa Cruz, ou=Water,  
email=grudometkin@cityofsantacruz.  
com, c=US  
Date: 2014.02.10 09:12:05 -08'00'

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Staff



## WATER COMMISSION AGENDA REPORT

DATE: 11/20/2014

AGENDA OF: December 1, 2015  
TO: Water Commission  
FROM: Nicole Dennis, Fiscal Officer  
SUBJECT: System Development Charge Analysis Workshop

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**RECOMMENDATION:** Accept presentation information and provide input on System Development Charge work completed to date in support of updating the Department's fee schedule.

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**BACKGROUND/DISCUSSION:** The Water Department began a review of System Development Charges in October of 2014. Since that time, Sanjay Guar of Raftelis Financial Consultants Inc. (Raftelis), has presented to the Water Commission and met Department staff several times. Staff has provided Raftelis with a significant amount of data necessary to complete this review.

Sanjay Guar of Raftelis will present information at the December 1<sup>st</sup> meeting on work completed thus far. Conducting this workshop in December keeps with the project schedule adopted by the City Council on September 23, 2014.

**POSSIBLE MOTION:** The Water Commission provides the following System Development Charge Analysis feedback to Water Department and consultant staff as follows:

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# **WATER SYSTEM DEVELOPMENT CHARGE**

**WATER COMMISSION  
DECEMBER 1, 2014**

# Agenda

- SDC Regulatory Framework
- Methodologies
- Study Results
- Discussion
- Next Steps



**SYSTEM DEVELOPMENT  
REGULATORY FRAMEWORK**

# System Development Charges 101

- What is a System Development Charge?
  - One-time capital charge assessed against new development to either reimburse existing customers for available capacity or help finance all or a part of the capital improvements needed to serve the new development
  - Commonly known as capacity charges, connection fees, impact fees, etc.
- As summarized in the American Water Works Association (AWWA):
  - *“The purpose of designing customer-contributed-capital system charges is to prevent or reduce the inequity to existing customers that results when these customers must pay the increase in water rates that are needed to pay for added plant costs for new customers”*

Objective - **“GROWTH PAYS FOR GROWTH”**



# Regulatory Framework

- **Assembly Bill (“AB”) 1600** (codified as California Government Code Sections 66000 – 66008) as well as 66013, 66016, 66022, and 66023:
  - “. . . water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed . . . .”

# Regulatory Framework

- **Santa Cruz Municipal Code Section 16.04.041:**
  - Basically states that System Development Charges must be based on the cost of providing services to new developments. The requirements reflect those stated in the Government Code.

# Rational Nexus Required by Law

- Fees on new developments must establish a **rational nexus** between the needs of the new development and associated benefits
- Fees may not exceed the proportional share of costs associated with providing service



 **METHODOLOGIES**

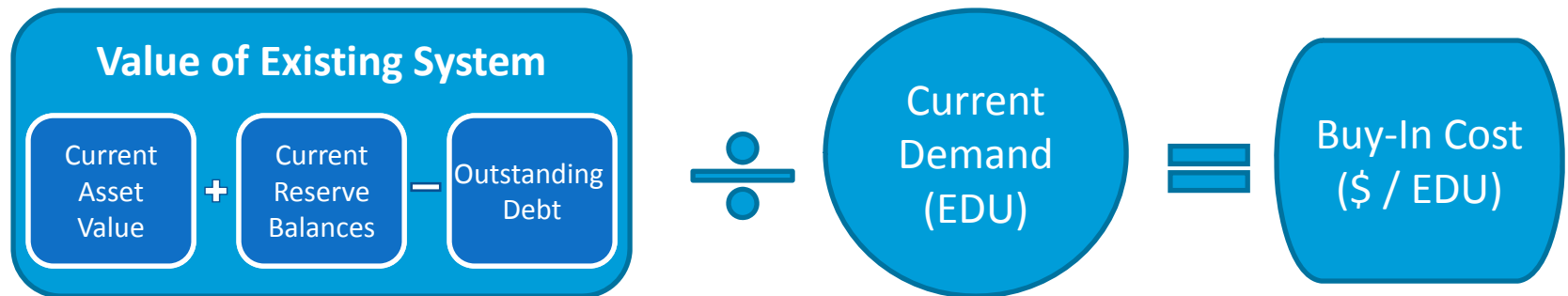
# System Development Methodologies

- There are three (3) industry-accepted methodologies
  - System Buy-In Method
  - Incremental Cost Method
  - Hybrid Method

# System Buy-In Method

Focuses on Total Value and Capacity of Existing System

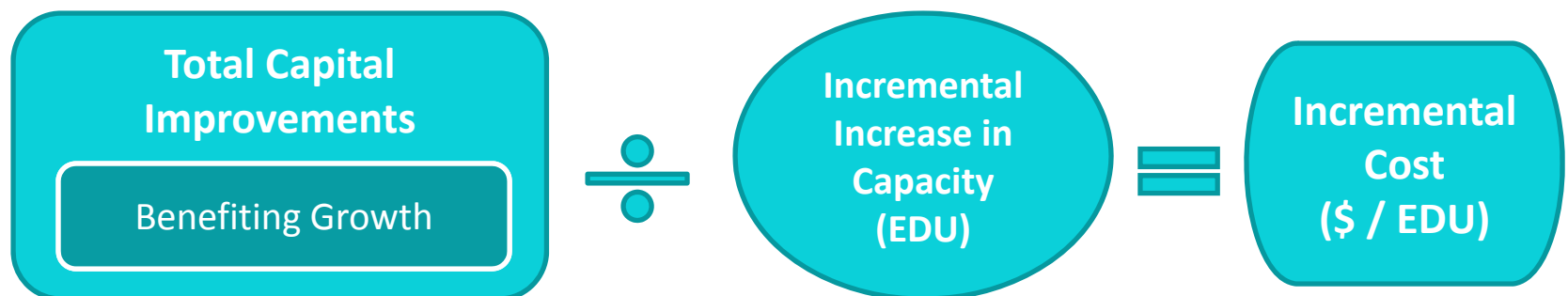
- Recognizes that existing users have developed and maintained a utility system that can accommodate growth:
  - Value of the assets need to be determined:



# Incremental Cost Method

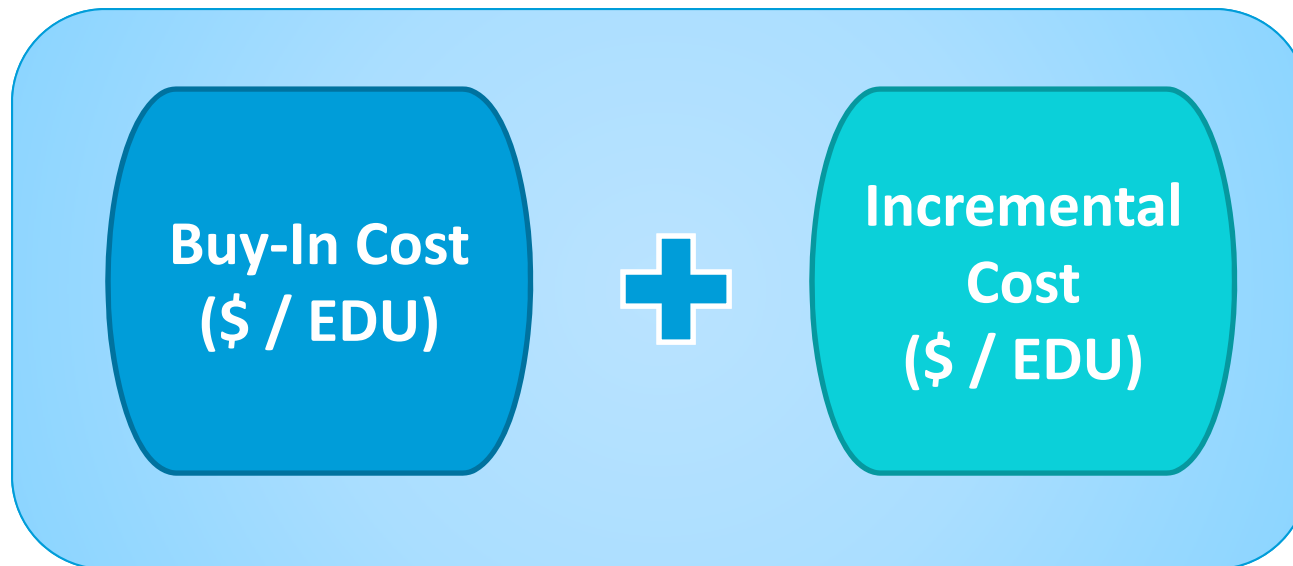
Recovers Growth Portion of Capital Plan

- Focuses on the cost of additional facilities included in the Capital Improvements Program (CIP), developed to ensure that new customers pay for additional capacity requirements



# Hybrid

- Combination of Buy-In and Incremental Methods







# ° **STUDY RESULTS**

# Methodology Selection

- Considerations:
  - Close to build-out
  - Remaining Capacity
  - Available Information / Data Quality

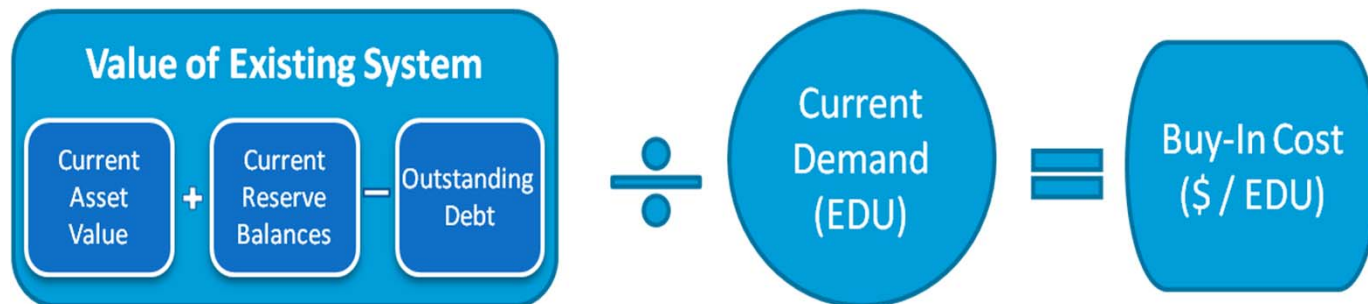
**Method - “*Equity Buy-in Method*”**

# Equity Buy-In Method

- Based on the premise that new customers are entitled to service at the same rates as existing customers
  - New customers pay the amount equal to the net investment already made by existing users
  - Takes into account:
    - Value of the System
    - Reserve Balance
    - Obligations (Debt)
    - Current EDU

# Equity Buy-in Method (continued)

- For example, if the system has 100 units of average usage and the new connector uses an equivalent unit, then they would pay 1/100<sup>th</sup> of the **total value** of the **existing system**



# Valuation Considerations

- Replacement cost less depreciation (RCLD) is the most equitable approach when:
  - The asset listing is current (up-to-date) and reflects replacements and repairs
- RCLD may under-value the system if a significant portion of the assets are fully depreciated

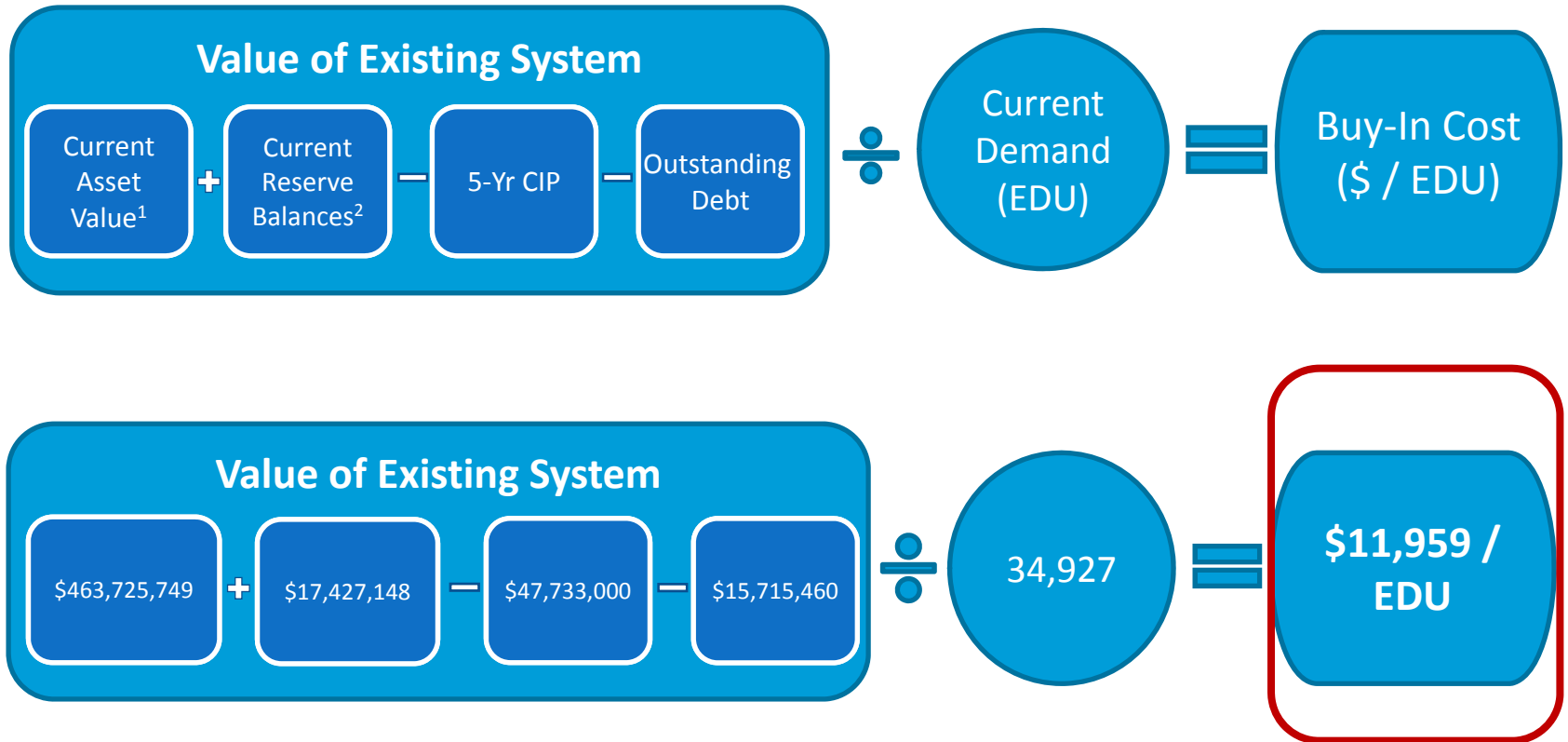
# Santa Cruz Asset Listing

- Significant portion of the assets were placed into operation many years ago and have been fully depreciated, but are still in operation
  - These assets still provide valuable services
- As a City practice, operational and maintenance cost were not accounted for in the asset listing
- One of the challenges often faced in the industry is obtaining a robust asset listing
  - Water Department is taking steps in solidifying the asset listing

# Suggested Valuation Approach

- Replacement Cost (RC)
  - *less* 5-Yr Capital Investment Plan
    - Budgeted CIP (2015 through 2019) - \$47,733,000
- Takes into account all assets that provide service
- Subtracting 5-Yr Capital investment acknowledge the system needs repair, which is funded by rates

# Proposed System Development Charge



<sup>1</sup> Current Asset Value – RC determined by inflating each assets original cost by the ENR CCI-20-City

<sup>2</sup> Current Reserve Balances – Balances as of June 30, 2014



# System Development Charge per EDU

Current Charge (Adopted 2004): \$6,530

Current Charge (in 2014 \$<sup>1</sup>): \$11,183

<sup>1</sup> Escalated using the Handy Whitman Utility Construction – Pacific Region - Index

- \$4,653 Increase
- ~71% Increase

Proposed Charge (FY2014-15): \$11,959

- \$776 Increase
- ~7% Increase

# Recommendations

FY2014-15 Proposed System Development Charge:  
\$11,959

- Escalate annually based on the Handy Whitman Water Utility Construction Index– Pacific Region
- Recommend reviewing and updating System Development Charges every 5 years

# Discussion



# Next Steps

- Finalize System Development Charges
- Complete Water Demand Offset Fee Study
- Present results to City Council / Report Development

# Current Equivalent Dwelling Units (EDU's)

Meter Size	Number of Accounts <sup>1</sup> (A)	AWWA Meter Ratio (B)	EDU's (A x B)
5/8-in x 3/4-in Disk	21,916	1.00	21,916
3/4-in Disk	197	1.50	296
1-in Disk	1,345	2.50	3,363
1 1/2-in Disk/Turbo	466	5.00	2,330
2-in Disk/Turbo/Compound	417	8.00	3,336
3-in Turbo	51	17.50	893
4-in Turbo	23	31.50	725
6-in	11	80.00	880
8-in	4	140.00	560
10-in	3	210.00	630
<b>Total Equivalent Dwelling Units</b>			<b>34,927</b>

<sup>1</sup> Based on FYE2012 Consumption/Usage data as shown in the "SC Usage analysis v4" spreadsheet

# Asset Valuation Methods

- **Original Cost (OC)**
  - Simple & Stable (recorded costs held constant)
  - Disregards changes in the value of money (tends to **under-value** assets)
- **Replacement Cost (RC)**
  - Represents the estimated cost of duplicating the existing facility at current prices
  - Typically uses cost indices to express capital costs in current dollars
  - Disregards age and depreciation of the system (tends to **over-value** assets)
- **Original Cost Less Depreciation (OCLD)**
  - Same as OC, except that accumulated depreciation of each asset is deducted from the total original cost
  - Recognizes the effects of depreciation (wear and tear, decay, obsolescence) on a system
- **Replacement Cost Less Depreciation (RCLD)**
  - Same as RC, except that accumulated depreciation of each asset is deducted from the total replacement cost
  - Recognizes the effects of depreciation on a system