



City of Santa Barbara  
Public Works Department

## Memorandum

**DATE:** September 21, 2017  
**TO:** Water Commission  
**FROM:** Joshua Haggmark, Water Resources Manager  
**SUBJECT:** Water Commission Agenda - Item 6A

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### **Recommendation:**

That Water Commission adopt the updated language, plus any minor edits discussed during the meeting, to the Roles and Responsibilities of the Water Commission

### **Background:**

Attached is an update to the Roles and Responsibilities of the Water Commission. This document was put together in 2016 to help focus and clarify the role of the Water Commission and Staff, with input from the Mayor and Council Liaison. During the special work session on August 17, 2017, we discussed several matters that are best memorialized in this document. For your convenience, the wording changes have been underlined to show what has been changed from the version that was reviewed by the Water Commission in October 2016. As part of our annual August special work session, this document will be revisited and updated to keep it relevant.

JH/cmw

Attachment: Updated Roles and Responsibilities of the Water Commission

# Draft

## Role and Responsibility of Water Commission

The following information is intended to provide clarity to the Water Commission and City Staff on the key items and issues that will be brought to the Commission. Section 813 of the City Charter establishes the general advisory role of the Water Commission and the intent of this document is not to supersede the City Charter but to reflect a desire to maintain focus and effectiveness of the Water Commission on larger policy level matters. In the event of inconsistency between this document and Section 813 of the City Charter, Section 813 of the Charter shall control. This effort was initially started as part of a discussion that took place on September 12, 2016 between the Mayor, Council Liaison, Water Commission Chair and Vice Chair, and City staff. On October 20, 2016, the Council Liaison brought the item to Water Commission (Item 5) for review and discussion. It was the general intent that this would be a living document to be reviewed and updated as needed. At the special work session of the Water Commission in August 2017, it was discussed that this document would be updated on an annual basis.

### Items for Water Commission input, information, or policy recommendations to Council:

- Water use regulations
- Budget development and Capital Improvement Plan
- Water and Wastewater Rates
- Water and Wastewater Capacity Fees
- Operational actions being taken to try and prevent Water Quality issues
- Water Main program
- Gibraltar Pass-through
- Sub-metering/Master Metering
- Supplemental Water Purchases
- Cachuma Master Contract Renewal
- Drought Public Information Management
- Recycled Water production and plant operations

### Items to Water Commission *after* written briefing sent to Council

- Desal status
- Desal Expansion
- State Water Rights Order
- Cachuma Biological Opinion

### Items to be addressed with Council directly:

- Water Sales Agreement with Montecito Water District
- Wastewater Consent Decree
- Drought related Water Quality violations
- Any potential or active litigation

### Routine Work Items that will not go to Water Commission but require Council action:

- Renewal of Recycled Water User Agreements
- Easements for water meters on private property
- Routine contracts for services:
  - Purchase of chemicals and materials

- On-call lists for engineering services
- Sole source equipment list

### **Enhanced Water Commission Effectiveness:**

- The Council Liaison will attend Water Commission meetings as often as possible
- A representative from the City Attorney's Office will be in attendance at Water Commission meetings, if possible.
- The Water Supply Manager/Water Resources Manager will provide a regular briefing to Water Commission on COMB, CCRB and CCWA issues.
- Continue monthly briefings with Council Liaison and Water Commission Chair. At the discretion of the Council Liaison and Water Commission Chair, include the Vice Chair for enhanced discussion and improved succession planning.
- At Staff's discretion, utilize a two person Water Commission Ad-Hoc committee to work with staff on complex matters coming to Water Commission and Council (in conformance with Brown Act Requirements)
- Commissioners to provide input on enhancing public outreach.
- Staff will strive to provide adequate notice to Commissions of up-coming Council agenda items on which Water Commission attendance and input is requested.
- Water Commissioners will seek to follow the agendas and/or try to attend meetings of other water agencies. Key agencies include: Central Coast Water Authority (CCWA), Cachuma Conservation Release Board (CCRB), Cachuma Operations and Management Board (COMB), County of S.B. Water Agency, Goleta Water District, Carpinteria Valley Water District, Montecito Water District, Santa Ynez River Water Conservation District and Improvement District No. 1, and La Cumbre Mutual Water Company).
- Attend water-related conferences such as Association of California Water Agencies.