

# PARADISE IRRIGATION DISTRICT OPTIONS STUDY

## Stakeholders Group Meeting

Friday, September 25, 2020 1:00PM – 2:30PM  
Meeting Summary

### Welcome and Introductions

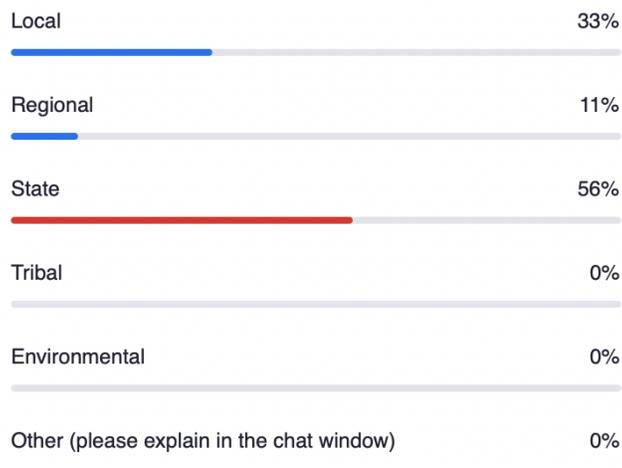
Orit Kalman, facilitator, Sacramento State Consensus and Collaboration Program (CCP), welcomed participants to the meeting and reviewed principles of engagement with the Stakeholders Group.

Randy Marx, project convener, Sacramento State Office of Water Programs (OWP), welcomed the stakeholders and reminded participants that in addition to more in-depth input gathering meetings such as this one, he also holds brief monthly meetings to provide updates on the project's progress.

Ms. Kalman reviewed the meeting purpose: to clarify roles and responsibilities at different engagement levels and solicit input on the Communication Plan and RFP to prepare it for release.

Participants were asked to respond to a poll about the perspectives represented by the participating stakeholders. The categories included in the poll were those identified previously as important to include in the Stakeholders Group. The poll showed that tribal and environmental perspectives were not represented at this meeting.

#### 1. What perspective do you represent?



For a list of participants, see the Appendix.

Ms. Kalman reviewed the purpose of the options study and presented perspectives on key considerations for the study, as shared through assessment interviews.

1. Explore multiple options (not limited to the previously studied intertie).

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2. Consider wide range of options that look for ways to consolidate/reorganize regional resources to achieve goals and support economic development and growth.
3. Utilize a long range and holistic approach. Consider long term governance for sustainability and stability.
4. Define and balance economic sustainability and environmental enhancement.
5. Provide clarity on water rights in the region.
6. Keep water localized as much as possible while recognizing opportunities that water affords.
7. Consider conservation and recycling as they relate to growth and water use.
8. Recognize the impact of this study on other planning efforts (SGMA, power plant- dam safety, wastewater).
9. This may serve as a springboard to subsequent studies.

Mr. Marx noted that, per the contract with the State Water Resources Control Board (SWRCB), the project must focus on long-term sustainability and resiliency of drinking water for the community. He said that many of the considerations shared above will affect drinking water sustainability and will be kept in mind throughout the study.

### **Engagement and Decision Making**

Ms. Kalman reviewed the roles and levels of engagement for the options study process:

- Project Convener: The convener is the ultimate decision-maker throughout the study process
  - The convener will change once the study moves into implementation.
  - During Options Study development: Sac State OWP
  - Options study implementation: Paradise Irrigation District (PID)
- Project team: Provides support and development, and includes:
  - Sacramento State OWP
  - Sacramento State CCP
  - PID (authorized representative)
  - Town of Paradise (recipient)
  - SWRCB
  - Consultant (to be determined)
- Stakeholders Group: Advise and provide input on all project milestones and decisions and serve as ambassadors to other interests; includes representatives of the following perspectives:
  - Local
  - Regional
  - State
  - Tribal
  - Environmental

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- Public: The public will be kept informed throughout the Options Study process.

Participants were asked to identify any missing perspectives or details that need to be clarified. Mr. Marx said that the role of OWP is to provide technical information that others can use to make decisions and that OWP may not remain part of the project team during the second part of the project, when PID becomes the convener.

Ms. Kalman asked participants to indicate via a 'thumbs up' on the remote meeting platform if the levels of engagement format is appropriate for the process. Participants affirmed that it is.

Ms. Kalman said that the intent is to share information consistently across the engagement levels. Ms. Kalman asked what tools the Stakeholders Group members need in order to engage as ambassadors to their communities. Dustin Cooper, District Counsel, PID, said that PID Board-approved feedback will take time due to Brown Act and other legal limitations – it is important to account for organizational structures in determining the timing of requested feedback.

Two members requested fact sheets to provide succinct, easily shareable information.

Ms. Kalman presented key decision points throughout the options study process and noted who would be the decision-maker at each of those decision points.

1. Consultant evaluation criteria (OWP as convener and decision-maker)
2. Consultant selection (OWP)
3. List of options for consideration (OWP)
4. Evaluation parameters (OWP)
5. Draft Options study (OWP) [added based on stakeholders input]
6. Next steps and implementation (PID)

A participant asked where the RFP fits within these decision points. Mr. Marx said that the RFP is related to hiring the consultant, which falls under OWP as the decision-maker. The participant asked whether the Stakeholders Group would be given an opportunity to review the RFP, as it plays a significant role in defining who the consultant will be. Mr. Marx confirmed that the Stakeholders Group will be provided an opportunity to review the RFP. Ms. Kalman said that the evaluation criteria, which the Stakeholders Group provided feedback on later in the meeting, will inform the RFP language.

A participant asked whether OWP will decide on the list of options for consideration. Mr. Marx said that OWP, as the convener at this stage in the process, is ultimately the decision-maker, but will make that decision based on input from stakeholders. The participant suggested getting input from PID on the list of options for consideration. Mr. Marx said that the stakeholders will also review the full draft study, and OWP will receive and respond directly to comments before finalizing the report. Ms. Kalman affirmed this and said that an additional decision-point will be added to solicit stakeholders' input during the evaluation of options as the draft Options study is developed.

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Ms. Kalman said that each of the decision points will be informed by input from the Stakeholders Group and in some cases also from the general public, per the Communications Plan. Ms. Kalman reviewed the communications tools included in the Communications Plan, noting that it specifies what is shared and how and highlights when communications focus on sharing out information versus gathering input. She asked participants if there was anything missing from the list of communications tools; participants did not identify additions for the list.

**RFP Development – Brian Currier**

Brian Currier, Sac State - OWP, presented the RFP scope and deliverables, the proposal review process and evaluation criteria, and the interview process and final selection.

The scope of work for Task 1 of the work plan includes identifying, evaluating, and raking options. For each option, evaluation criteria includes feasibility, cost, community acceptance, environmental permitting, environmental impacts, administrative hurdles, and potentially other criteria.

Mr. Currier reviewed the study schedule, which covers 12 months in total. As reflected in the timeline, the Stakeholders Group will review drafts of both reports before they are finalized.

<b>Deliverable</b>	<b>Due date after contract execution</b>
Draft Options Identification Report	2 months
Final Options Identification Report	3 months
Draft Options Study Report	10 months
Final Options Study Report	12 months

Mr. Currier reviewed the proposal review process and asked participants to discuss the evaluation criteria that will inform selection of the consultant. He noted that the criteria will eventually be weighted and said that it is important to ensure that nothing is missing while also keeping the list of criteria short enough so that each criterion remains meaningful in the final review. He presented nine initial criteria for consideration and discussion. Participants shared feedback about the criteria and suggested additions, summarized by criterion below.

1. Qualifications to perform the Scope of Work
  - Objectivity – consider requesting a comprehensive list of projects the firm has worked on to ensure no conflict of interest
2. Familiarity with regional and local water supply infrastructure and governance
  - Ensure that this criterion is not written in an overly-limiting way – it is important that the consultant demonstrate they have developed familiarity with the local context but do not need to know it first-hand
  - Require understanding of California water law
3. Technical approach and project understanding

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- Methodology for identifying options
  - Cost estimation approach
  - Contribution to public outreach and engagement
4. Public sector references that corroborate the quality of performance on example projects
    - Public sector to include water districts – not limited to municipalities
  5. Organizational capacity and responsiveness
    - Focus on experience and capacity of project lead and staff working directly on the project
    - Key indicators include providing multiple contacts for key personnel
    - Consider what resources will be devoted to this project (what else the firm is working on simultaneously vis-à-vis the size of the firm overall)
    - Project management style and how the project team and stakeholders group will be kept apprised of progress
    - Contribution to public outreach and engagement
  6. Applicability of example projects (firm experience)
    - Consider firm's demonstrated ability to work well with outside consultants, such as the outreach consultants on this project
    - Request a comprehensive list of the firm's past and current projects to ensure no conflict of interest
  7. Experience of key staff and project manager dedicated to the project and identification of interviewees
    - Ensure that the staff who will be working on the project, not only the firm's partners, are qualified
    - Representatives taking part in the interview should be the staff that will be working directly on the project
    - Demonstrate effective communication
    - Ensure no conflict of interest
  8. Cost based on technical approach and number of options
    - Cost per option
    - OWP to consider the need to specify a number of options in the RFP
    - Demonstrate how the cost could be scaled up or down if additional options need to be considered
  9. Local presence
    - Does the firm have or are they willing to establish a local office?

Participants were asked to weigh in on the relative importance (high, medium, and low) of the criteria discussed by responding to poll questions. See images below for poll results; the first question represents those considered high importance, the second question represents medium, and the third represents low.

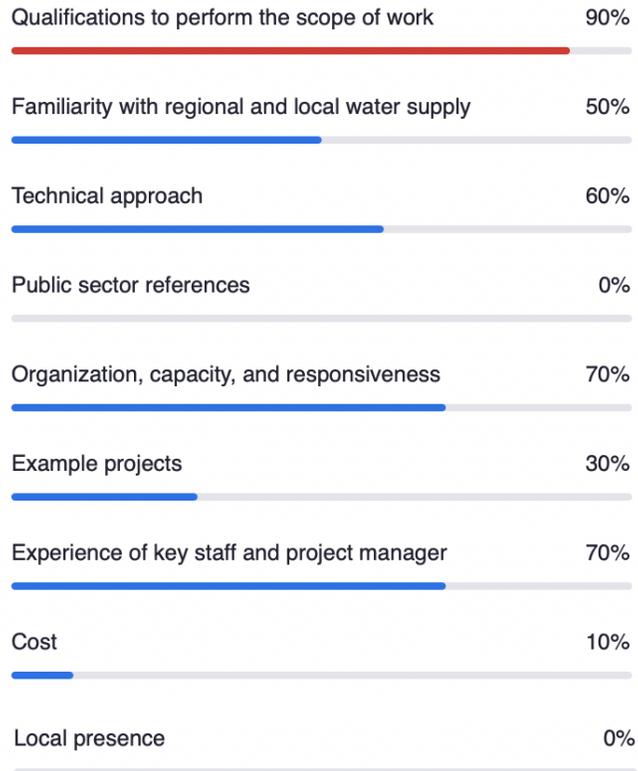
The criteria order, from high to low, as suggested by poll results is:

1. Qualifications to perform the Scope of Work [high]
2. Organizational capacity and responsiveness [high]

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- 3. Experience of key staff and project manager dedicated to the project and identification of interviewees [high]
- 4. Technical approach and project understanding [high]
- 5. Applicability of example projects (firm experience) [medium]
- 6. Familiarity with regional and local water supply infrastructure and governance [medium]
- 7. Public sector references that corroborate the quality of performance on example projects [medium/low]
- 8. Cost based on technical approach and number of options [medium/low]
- 9. Local presence [low]

**1. Which criteria should be weighted as HIGH importance? (you may choose up to 4 options) (Multiple Choice)**



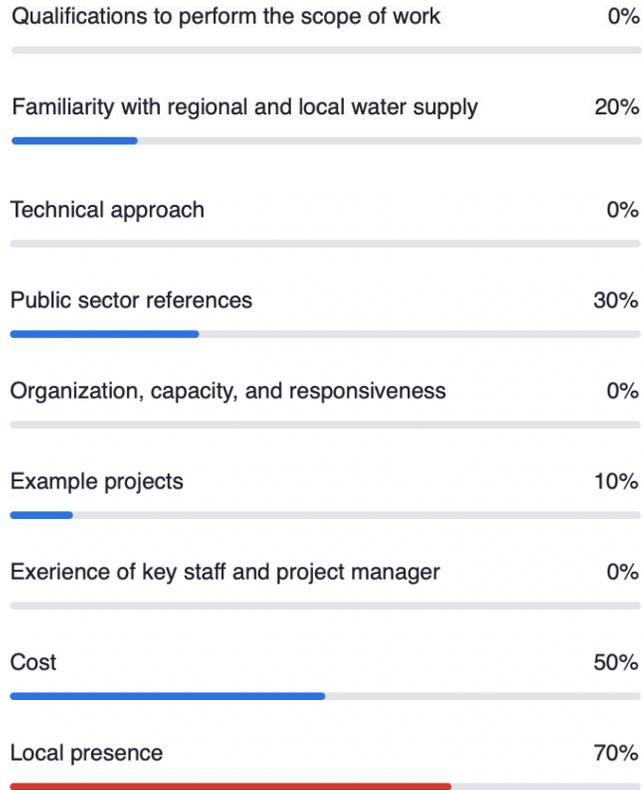
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### 2. Which criteria should be weighted as MEDIUM importance? (you may choose up to 4 options) (Multiple Choice)



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### 3. Which criteria should be weighted as LOW importance? (you may choose up to 4 options) (Multiple Choice)



Mr. Currier reviewed the process for consultant interviews and final selection. Based on the proposals received, a short list of applicants will be identified to participate in interviews. An interview panel will be convened, consisting of project team members. The key staff identified in the RFP as those who will be working on the project will be interviewed. The interview will include a 20-minute presentation by the consultant and a question-and-answer session. The interview questions are to be determined and will be confidential. The written proposals and interview performance will each account for 50% of the applicants' final scores.

### Wrap Up and Next Steps

Mr. Currier reviewed the contracting timeline:

- Proposal submissions will be due 30 days after issuance of the RFP
- The short list for interviews will be decided by 14 days after proposal submission deadline
- Interviews will be conducted within 7 days after the short list has been determined
- The contract will be developed and executed within 30 days after the contractor has been selected

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Mr. Currier said that the RFP is in development and can be forwarded once sent out.

Ms. Kalman reviewed near-term engagement activities:

- Finalize the communication plan by October 9, 2020
- Develop a website page to be updated with information about the project
- Develop a fact sheet about the project
- Develop a press release to go out with the release of the RFP

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**Appendix: Participants**

- Brian Currier, Sacramento State - Office of Water Programs (OWP)
- Brian Kidwell, SWRCB, Division of Drinking Water (DDW)
- Christina Buck, Assistant Director Department of Water & Resource Conservation, County of Butte
- Daniel Newton, SWRCB, DDW
- Debra Lucero, District 2 Supervisor, County of Butte
- Dustin Cooper, District Counsel, Paradise Irrigation District
- George Barber, District Manager, California Water Service, Chico
- Shannon McGovern, California Water Service, Chico
- James Beck, Sacramento State - OWP
- Julia Van Horn, Associate Facilitator/Mediator, Sacramento State - Consensus & Collaboration Program (CCP)
- Kevin Phillips, Town Manager, Town of Paradise
- Kim Dinh, Senior Engineer, SWRCB, Division of Financial Assistance (DFA)
- Michelle Frederick, SWRCB, DDW
- Mickey Rich, Paradise Irrigation District
- Nabiul Afrooz, Prop 1 Grant Manager, SWRCB, Division of Financial Assistance (DFA)
- Nadine Cross, Administrative Services Manager, Sacramento State - OWP
- Orit Kalman, Senior Facilitator/mediator, Sacramento State - CCP
- Paul Gosselin, Director Department of Water & Resource Conservation, County of Butte
- Randy Marx, Project Manager, Sacramento State - OWP
- Richard Harriman, Local NGO Representative
- Steve Lucas, Executive Officer, Butte County LAFCO
- Tom Lando, Interim General Manager, Paradise Irrigation District