

Status Report #2 from the Technical Oversight Panel to the CALWMC

September 25, 2015

Summary statement

The Core Area Liquid Waste management project is currently at the Task #1 stage of the development of the option sets.

The consultant team completed the Kick off meeting for Task #1 on September 14, 2015 with TOP.

The consultant team is preparing Technical Memo #1 and accompanying presentation materials, detailing design criteria, cost unit rates and analysis methodology and criteria for the evaluation of the option sets. These materials will be reviewed by TOP before presentation to the CALWMC in October.

The consultant team is also working with the CRD in the preparation of an updated detailed project schedule indicating deliverables, reviews and approvals.

The CRD is preparing a project charter which will be referenced by the consultant team and TOP.

The CRD is preparing an organization chart showing clear lines of reporting and communication which will be reviewed by TOP and presented to CALWMC.

The CRD established the Fairness and Transparency policy and procedures for this project in September meetings with the Fairness and Transparency Officer.

The CRD executed the TOP contracts in September.

The CRD assigned Dan Telford as CRD project leader in September.

Recommended action for this period

1. Updated Detailed Critical Path Project Schedule

A draft critical path schedule has been prepared by CRD with input from the consultant team. More inputs are required. The critical path schedule will be reviewed by TOP prior to issue to the CALWMC meeting on October 14, 2015. This schedule should indicate the critical path between all deliverables, reviews, meetings and approvals required for this phase of the work. Impacts on the funding schedule, if any, will be highlighted.

2. Organization chart

A draft organization chart will be prepared by CRD and reviewed by TOP prior to issue to the CALWMC meeting on October 14, 2015. This chart will keep all team members on track with reporting, communication and delivery requirements. This chart should indicate roles, reporting and contractual relationships between: CALWMC members, CRD staff, Eastside and Westside Group member, TOP members, all consultant key individuals, and others.

3. Technical Memo #1

A draft Technical Memo #1 has been prepared by Urban Systems and is in the process of review by TOP prior to issue to the second CALWMC meeting on October 14, 2015. TOP and the consultants discussed

the draft Technical Memo #1 Monday September 28, 2015. Technical criteria for flows need to be reviewed again. Regulatory approvals criteria needs to be addressed. Life cycle costing criteria need to be added. System solution options will need to be compared on both a life cycle cost, and a capital cost, basis. TOP will follow with written comments and will continue to provide input for discussion at the next meeting scheduled for Tuesday October 6, 2015. The consultants will revise the Technical Memo #1 as required for submission to the CALWMC meeting on October 14, 2015.

4. Final Deliverable, Technical Memo #4 Table of Contents

The consultants and TOP will work together to determine the Final Technical Memo #4 content to support the eventual funding and rezoning requirements of the project. The draft outline of the content will be provided to the CALWMC October 14, 2015 for comment. CRD will provide the outline of key TM#4 submission requirements to support the eventual funding and rezoning applications by others.

5. Private Sector Canvas

A meeting with vendors will be set up on the 23rd of October with TOP and the consultant team to both follow up on the RFI responses and to allow others to participate. The objective is to gain a good understanding of all systems options available.

6. Eastside and Westside participation

TOP met with Westside WTRRSC representatives on September 15, 2015. The consultants continue to be engaged by them. TOP and the consultants will meet again with both the Eastside and Westside representatives in October. Both the Eastside and the Westside must have their site options confirmed by October 14, 2015 for the project to stay on schedule.