

**Redwood City Recycled Water Project**  
**8/11/2003 City Council Meeting Agenda Item No. 8.A**  
**Attachment No. 2**  
**As Revised and Adopted by the City Council August 11, 2003**

**Memorandum**  
**August 7, 2003**

**To:** Mayor Claire and Council Members

**From:** Utilities Committee Members Jeff Ira & Barbara Pierce

**Subject:** Conceptual Proposal for a Community Task Force on Recycled Water

**Reference:** Aug. 11, 2003 Council Meeting Agenda  
Redwood City Recycled Water Project

Colleagues:

For the purpose of our discussion on August 11<sup>th</sup>, under the staff report recommendation number two, we offer this conceptual outline for your consideration. We believe that the idea of establishing a citizen task force to help us explore different ways to deliver recycled water to alternative sites is an important next step now that the implementation of the project is before us for decisions. We have confidence in our community's many caring and resourceful people and our staff is ready to provide the resources to support meaningful public participation. We look forward to your thoughts and a good discussion at our meeting. We urge you to support the formation of the Task Force as outlined conceptually below.

**Purpose:**

- 1) To find 2,000 acre feet per year of recycle water and/or additional conservation of water (beyond that which has been identified\*) by 2010, in a financially feasible manner by identifying alternative sites to schools and playgrounds
- 2) To find alternative phasing which is financially feasible to allow the Council to avoid using recycle water at schools and playgrounds
- 3) Re-examining the issue of safety is not within the purpose, as the Council has made that determination
- 4) The Task Force agrees to help educate, inform and advocate for their recommendation to the community if it is accepted by Council

**Structure:**

- 1) A broad based Community Task Force
- 2) 12 – 15 members
- 3) Members appointed by Council (with advice and support from the facilitator)
- 4) Members to include those opposed (including the Safewater Coalition) to and those in favor of recycled water, people who live in Redwood Shores and people who live in other Redwood City neighborhoods, business people, and others (Council will want to establish some criteria in this area)

**Redwood City Recycled Water Project**  
**8/11/2003 City Council Meeting Agenda Item No. 8.A**  
**Attachment No. 2**  
**As Revised and Adopted by the City Council August 11, 2003**

**Facilitator:**

- 1) The Task Force should be professionally facilitated
- 2) The facilitator will be chosen by the Council
- 3) The facilitator will not have any professional background in recycle water

**Staff:**

- 1) Redwood City will make available and pay the cost of the City's consultants to the Task Force
- 2) Task Force may request any data, questions, alternatives, financial analysis it deems necessary to fulfill its "purpose"

**Timing:**

- 1) The Task Force must provide the Council with its report/recommendations by February 28, 2004.
- 2) Approximate Time Line:
  - One month for Council to appoint Task Force members
  - One month for Task Force to organize itself and focus its analysis
  - Two-three months for analysis and to write up recommendations (assume 2 to 3 weeks lost due to holidays)

**Recommendations:**

- 1) There should be a consensus of at least 2/3 of the Task Force members to provide a recommendation to Council unless the group sets a higher standard
- 2) If the Task Force can not reach a recommendation then the Council will begin to implement "Alternative E" of the previously approved, broadly-defined Project

**Ground Rules:**

The Task Force will set its own ground rules, including but not limited to:

- When and how often to meet
- Length of meetings
- Use of subcommittees if any
- Public input
- Media relations
- Voting/decision making rules
- Other

\* Per the City of Redwood City Urban Water Management Plan, June 2, 2003