

Staff Report

for the Board of Directors Meeting of February 10, 2016

TO: Board of Directors

FROM: Adrian Schneider, Senior Engineer
Gary King, Engineering Manager

DATE: January 29, 2016

SUBJECT: California Environmental Quality Act (CEQA) - Documentation

ENGINEERING

RECOMMENDATION:

Review options and direct staff on how to reduce costs for producing CEQA documentation.

BACKGROUND:

The CEQA documentation for the Newtown Canal Encasement Project Final Environmental Impact Report (FEIR) was nearly two inches thick and 510 pages (predominantly double-sided). Approximately \$4,350 was spent on paper, copying, and labor costs for 20 reports. This equates to a single report costing \$217. It is expected that the paper method will be more expensive for the Regional Water Supply and Centennial Reservoir projects.

Staff has three options for future CEQA documentation:

1. Provide an electronic copy of the document in pdf format on a Compact Disk (CD). Please note: the State's CEQA clearing house only accepts CD for review by regulatory agencies.
2. Provide a CD of documents with a paper copy of the executive summary. The typical executive summary is approximately 20 pages.
3. Continue providing hard paper copies of reports which is no change in current practice.

The Engineering Department is recommending Option #1 as it saves considerable time and money as these documents become larger in size and complexity. Paper copies will be provided to the Board at their request.

On November 17, 2015, this issue was discussed with the Engineering Committee. Option #2 was the consensus of the Committee; however it was indicated that the PDF's for the documents should be thoroughly indexed and searchable.

On December 1, 2015, this issue was discussed with the Administrative Practices Committee. One Board Member indicated that electronic copies were acceptable. The second Board Member requested paper copies, and that paper copies should be provided to the Libraries. It was requested that staff ask each Board Member on how they would like these documents provided to them. The Committee did not reach consensus on this issue.

The purpose of this item is to ask individual Board members how they would like CEQA documents provided as indicated in the options above and to discuss which of the three options would be reasonable for outreach such as the libraries and the District's main office.

BUDGETARY IMPACT:

This could provide reductions in printing and labor costs for the printing on District projects.