



Executive Board Meeting Agenda

Friday, November 15, 2013, 9:00 a.m. – 12:00 p.m.
 EBMUD Lab Library, 2020 Wake Ave., Oakland, CA

<u>Agenda Item</u>	<u>Time</u>	<u>Page #</u>
ROLL CALL AND INTRODUCTIONS	9:00 a.m. – 9:03 a.m.	
PUBLIC COMMENT	9:03 a.m. – 9:05 a.m.	
CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER	9:05 a.m. – 9:07 a.m.	
CONSENT CALENDAR 1. September 26, 2013 BACWA Executive Board Meeting Minutes 2. August 2013 Treasurer’s Report 3. Fiscal Year 2012-13 Financial Reports - Scott Klein (BACWA Treasurer) 4. Amendment 2 for Avila Prop 50 Grant Administration support agreement to extend termination date to June 30, 2014; File 11,780.	9:07 a.m. – 9:20 a.m.	3 – 7 8 – 13 *refer to links below 14 - 15
REPORTS 5. Committee Reports 6. Executive Board Reports 7. Executive Director Report <ul style="list-style-type: none"> • Monthly update • Blending • NACWA State Action Track 8. Regulatory Program Manager Report 9. Chair & Executive Director Authorized Actions <ul style="list-style-type: none"> a. Executive Director Authorization to utilize current RMC As Needed agreement for SSO Enforcement support not to exceed \$4,895; File 12,984. 	9:20 a.m. – 10:00 a.m.	16 – 20 21 – 29 30 – 31 32 – 33
OTHER BUSINESS 10. <u>Approval</u> : Creation of Pretreatment Committee 11. <u>Approval</u> : Contracting Policy Revision 12. <u>Discussion</u> : Nutrients <ul style="list-style-type: none"> a. Technical Work <ul style="list-style-type: none"> i. Future Funding of Science Program ii. Technical Symposium on Nutrients Debrief iii. Future Workshops b. Governance Structure <ul style="list-style-type: none"> i. Update on BACWA/Water Board Steering Committee ii. Discussion of Program Coordinator Concept c. Regulatory - - BACWA’s Watershed Permit Negotiating Team Activities 	10:00 a.m. – 11:59 a.m.	34 – 35 36 – 49 50 51 – 56

13. <u>Discussion:</u> IRWMP Update - Brian Campbell (EBMUD)	10:00 a.m.	57 – 66
14. <u>Discussion:</u> Innovation/Research/Regional Initiatives – BACWA’s Role		
a. Isle TAG		67 – 72
b. ReNUWIt		73 – 82
c. CASA Science and Research Workgroup		
d. Future Nutrient Workshops		
15. <u>Discussion:</u> Annual Member Meeting		83 – 93
a. Feedback from January 2013 Meeting		
b. Logistics		
c. Agenda		
16. <u>Discussion:</u> Arleen Navarret Biennial Award Selection Committee		94 –97
SUGGESTIONS FOR FUTURE AGENDA ITEMS	11:59 a.m. – 12:00 p.m.	
NEXT REGULAR MEETING The next regular meeting of the Board is scheduled for December 20, 2013 from 9:00 am – 2:00 pm at the EBMUD Treatment Plant Lab Library, including holiday luncheon.		
ADJOURNMENT	12:00 p.m.	

*BACWA Fiscal Year 2012-13 Financial Reports are available on the BACWA website at the following links:

Audit Report FY12-13: Memo on Internal Control and Required Communications, June 30, 2013
<http://bacwa.org/Portals/0/ExecutiveBoard/Library/BACWA%202013%20MOIC%20cmprsd.pdf>

Audit Report FY12-13: Basic Financial Statements for June 30, 2013 and 2012
<http://bacwa.org/Portals/0/ExecutiveBoard/Library/bay%20area%20clean%20water%20agencies%20bfs%202013%20cmprsd.pdf>



Executive Board Meeting Minutes

Thursday, September 26, 2013, 8:00 a.m. – 12:00 p.m.
EBMUD Lab Library, 2020 Wake Avenue, Oakland, CA

ROLL CALL AND INTRODUCTIONS

Executive Board Representatives: Mike Connor, Chair (East Bay Dischargers Authority); Laura Pagano, Vice Chair (San Francisco Public Utilities Commission); Curt Swanson (Central Contra Costa Sanitary District); Jim Ervin (San Jose); Ben Horenstein (East Bay Municipal Utility District).

Other Attendees: Linda Hu (East Bay Municipal Utility District); Tim Potter (Central Contra Costa Sanitary District); Melody LaBella (Central Contra Costa Sanitary District); Dana Lawson (Central Contra Costa Sanitary District); Bhavani Yerrapotu (Sunnyvale); Dan Stevenson (Sunnyvale); Melody Tovar (Sunnyvale); Amanda Roa (Delta Diablo Sanitation District); Alina Constantinescu (Larry Walker Associates); Jim Kelly (JMK Engineering); Andre Gharagozian (Carollo Engineers); Tom Hall (EOA); Patricia McGovern (Patricia McGovern Engineers); Lorien Fono (Patricia McGovern Engineers); Dave Williams (BACWA); Alexandra Gunnell (BACWA).

PUBLIC COMMENT

There were no public comments.

CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER

None.

CLOSED SESSION/ REPORT OUT FROM CLOSED SESSION

The Board met in Closed Session to discuss personnel matters pursuant to California Government Code section 54957. No Board approved actions were taken.

CONSENT CALENDAR

Agenda items 1 and 2 were approved in a motion made by Ben Horenstein and seconded by Laura Pagano. The motion carried unanimously.

1. August 29, 2013 BACWA Executive Board Meeting Minutes
2. July 2013 Treasurer's Report

Items 3 and 4 were pulled from the Consent Calendar. **Item 3** was deferred until November to allow additional time for the **Fiscal Year 2013-13 Financial Reports** to be finalized. A Board Authorization Request form was distributed for **item 4**. *In a motion made by Ben Horenstein and seconded by Laura Pagano the Board unanimously approved an agreement with Patricia McGovern Engineers for Regulatory Program Manager services in fiscal year 2014 in an amount not to exceed \$95,000 with an option for two single-year term extensions.*

REPORTS

Committee Reports were reviewed under **agenda item 5**.

Lorien Fono reviewed the AIR Committee report that was included in the handout packet. The Board inquired about ways that the committee could be more engaged with the California Air Resources Board (CARB). The Executive Director will discuss the matter with committee co-Chairs, Randy Schmidt and Nohemy Revilla, and will also investigate the possibility of having a CARB representative present at the BACWA 2014 Annual Members' Meeting.

The Collection Systems Committee Report was included in the handout packet and reviewed by the Committee Chair, Dan Stevenson. Ben Horenstein notified the Board that a CASA workgroup is continuing discussions with UC Berkeley regarding the development of a white paper to explore the issue of Sanitary Sewer Overflow (SSO) third-party lawsuits. This effort is on the upcoming Summit Partners Meeting agenda for discussion. BACWA and NACWA may be asked to support this effort in the near future.

Tim Potter, Permits Committee Chair reviewed the report that was included in the handout packet. He noted that attendees at the last committee meeting inquired about the process for conveying information between Nutrient Watershed Permit Negotiation Team representatives and the rest of the BACWA member agencies. It was clarified that each subembayment representative is responsible for updating the members in their group. He also announced that the next Pre-Treatment group meeting is scheduled for October 28th at EBMUD. Conference call capability will be available and enforcement and program representatives from the EPA will be attending.

Executive Board representatives were given an opportunity to provide updates from each of the Principal agencies under **agenda item 6, Executive Board Reports.**

Curt Swanson reported that Central Contra Costa Sanitary District (CCCSD) will be submitting their interim report, as required by their NPDES permit, to the San Francisco Bay Regional Water Quality Control Board (SF Regional Water Board). Melody La Bella will distribute a copy to the Board. They are planning to start replicating UC Davis nutrient studies in the spring and may work with UC Santa Barbara on additional studies.

Ben Horenstein explained that East Bay Municipal Utility District (EBMUD) is experiencing issues with the intermittent growth of yeast-like cells in their activated sludge. They are convening a Blue Ribbon Panel and would like recommendations for process experts. Bhavani Yerrapotu suggested contacting Dave Freitas.

Laura Pagano of the San Francisco Public Utilities Commission (SFPUC) notified attendees that they will likely be taking over the treatment plant on Treasure Island are investigating issues that would arise from that acquisition.

Jim Ervin reported that San Jose is working to update their emergency response plan and specifically addressing issues of emergency power generation.

The **Executive Director's August Report** was included in the handout packet for **agenda item 7** and reviewed by Dave Williams. He notified attendees that the Federal register released a notice of EPA proposed changes to the federal water quality standards regulations, specifically pertaining to: Administrator's determinations that new or revised WQS are necessary, designated uses, triennial reviews, antidegradation, variances to WQS, and compliance schedule authorizing provisions. The Board supported his recommendation that BACWA's interests would be represented by Fred Andes of the Federal Water Quality Coalition (FWQC) and the National Association of Clean Water Agencies (NACWA). He also explained that the North Bay Watershed Association (NBWA) is seeking sponsors for their upcoming conference. The Board expressed concern that a donation was not included in the approved FY2014 budget and workplan and did not feel it would be an appropriate expenditure for BACWA this year. The ED reminded the Board that he forwarded information to them regarding Baywork's Workshop on Wheels program, in which participants could tour several plants in a single day. The Ad Hoc Conflict of Interest Committee, Laura Pagano and Mike Connor, notified the rest of the Board that they had received the ED's monthly report.

The **Regulatory Program Manager (RPM) Report** was included in the handout packet and reviewed by Lorien Fono under **agenda item 8**. She noted that the SF Regional Water Board is restarting the selenium TMDL development process and will be discussing their plans with BACWA within the next few months. Melody La Bella noted that Sacramento Regional County Sanitation District is assisting with USGS studies by holding their discharge flows for 24 hrs. CCCSD is considering measuring selenium concentrations in the bay at that time. The revised Key Regulatory Issue Summary was included with the RPM report. Lorien will circulate a word version to the Board and comments should be sent to her by October 10th. The ED and RPM will be investigating alternate models for storing and accessing historical ERS data and will present proposals at an upcoming Board meeting. Tom Hall mentioned that the State Water Resources Control Board (State Board) Executive Director reports are once again being posted on the State Board website.

The following **Chair and Executive Director Authorized Actions** were taken since the August 29, 2013 Board meeting, listed under **agenda item 9**, and supporting information was included in the handout packet.

- a. Executive Director Authorization of agreement with O'Rorke, Inc. for BAPPG P2 Week Outreach support, not to exceed \$1,500 in FY 2013-14; File 13,083;
- b. Executive Director Authorization of agreement with Clone Digital Print and Copy for BAPPG Pesticide Outreach materials production, not to exceed \$1,700 in FY 2013-14; File 13,085.

OTHER BUSINESS

For **agenda item 10**, the ED led a discussion about **Pardee Planning**. He reviewed the revised draft agenda and requested feedback. It was noted that supporting materials will be distributed in advance of meeting. The ED is also planning to solicit feedback from Associate and Affiliate BACWA members prior to meeting. The following Principal agency representatives will likely attend: SFPUC – Tommy Moala, Laura Pagano, and Amy Chastain; San Jose – Jim Ervin and Joana De Sa; CCCSD – Curt Swanson and Tim Potter; EBMUD – Ben Horenstein and possibly one additional representative; EBDA – Mike Connor. Bhavani Yerrapotu and Amanda Roa also expressed interested in attending. Anyone interested in participating in the meeting should contact the ED.

Under **agenda item 11.a.i** Jim Ervin presented an **Update on Nutrient Data and Analyses** and led a discussion reviewing the slides that were included in the handout packet.

For **agenda item 11.a.ii** the most recent version of the agenda for **Technical Symposium on Nutrients** was included in the handout packet and reviewed. The RPM will once again reach out the State Board to see if a representative can attend. All but one of the speakers have confirmed their participation though Carollo is not sure when they will receive copies of the presentations.

The ED provided an update on the **BACWA/Water Board Steering Committee** for Nutrients under **agenda item 11.b.i** and an update on the **Steering Committee Facilitator Activities** for agenda item **11.b.ii**. The ED is working with the Water Board and the facilitator, Dave Ceppos, to set up the first meeting. Interview questions have been finalized and were distributed by the ED. Dave Ceppos will begin interviews soon and will provide an update on the interview responses he has received by October 10th. Version 6 of the organizational chart was distributed and reviewed by the ED. The ED also distributed a list of Steering Committee near-term tasks and requested feedback.

Under agenda item **11.c** the ED explained that **BACWA's Nutrient Watershed Permit Negotiating Team** has an internal meeting on October 2nd and a meeting with the Water Board on October 11th. Mike Connor reported that he has asked HDR to draft a scope for Nutrients work utilizing their current contract with BACWA. Ben Horenstein suggested that it may be beneficial to have them develop a conceptual model for incorporating a trading scheme into a Nutrient Watershed Permit.

Linda Hu of EBMUD presented an **IRWMP Update** under **agenda item 12**. She reviewed her handouts and explained that additional copies are available upon request. She explained that the original Bay Area Integrated Regional Water Management Plan (IRWMP) was developed in 2006, at which time BACWA was designated as the functional area representative for Recycled Water. All projects that eventually received Prop 50 grant funding were included in this plan. BACWA has served as the regional applicant and administrator for Prop 50 and round 1 of Prop 84 grant funded projects. The Association of Bay Area Governments is the administrator for Prop 84 round 2. The final draft of the revised 2013 IRWMP is posted on bairwmp.org. Any agency seeking grant funding will need to adopt the plan. Currently, BACWA's Recycled Water Committee serves as BACWA's liaison to the IRWMP and Brian Campbell of EBMUD has managed the grant administration process for BACWA. Paul Gilbert-Snyder of EBMUD will be taking over Prop 50 and Prop 84 round 1 grant administration management for BACWA, and is currently working with Brian Campbell to transition into this role. At this time it is unclear who will take over Brian's role on the Coordination Committee, Project Screening Committee, and in the Water Quality functional area group. The Water Recycling committee is currently reviewing and ranking the 300 projects that are seeking Prop 84 round 3 grant funding; \$70 million is available and at this time it is unclear who will serve as the grant administrator. Interested agencies should contact Linda Hu for more information. The Board will continue discussions about opportunities for BACWA's involvement, and requested that Brian Campbell attend the November 15th BACWA Executive Board meeting.

For **agenda item 13**, Melody LaBella led a provided an update to the Board on **BAPPG's Pollutant Prioritization** meeting that was held on September 10, 2013. She distributed a handout that

included the meeting agenda and a summary. Dylan Garner of the SF Bay Regional Water Board attended, praised the group's efforts, and encouraged more agencies to get involved. BAPPG will circulate the prioritization list to the BACWA Board for their feedback.

Lorien Fono led a discussion on BACWA's **Proposal to Meet Risk Reduction Requirements** under **agenda item 14**. She reviewed the handout included in the packet and explained that a conference call is being set up for the week of October 7th for BACWA to discuss this issue with Region 2, Region 5, and CDPH. The Board indicated that they would be willing to provide financial support to meet the permit requirement.

Background materials on BACWA's **Arleen Navarret Biennial Award** were included in the handout packet and reviewed by the ED under discussion **item 15**.

For **agenda item 16**, the ED requested feedback to prepare for the January 2014 BACWA **Annual Member Meeting**. It was recommended that the meeting should be longer and include lunch. Suggested topics included: annual fee increases; budgeting for regulatory efforts; committee/Special Program restructuring; committee efforts; BACWA collaborations; BACWA accomplishments. Suggested speakers/presenters included: AIR Committee; Recycled Water Committee/IRWMP; EPA (Alexis Strauss or Jared Blumenfeld); State Water Board (Felicia Marcus); CARB; other regulators.

The next regular monthly BACWA Board meeting is scheduled for, **November 15, 2013** at the EBMUD Treatment Plant Lab Library. The BACWA Board will attend Pardee Technical Seminar on October 23 – 25, 2013.

The meeting adjourned at 12:00 p.m.



Bay Area Clean Water Agencies

A Joint Powers Public Agency

Leading the Way to Protect our Bay

October 16, 2013

MEMO TO: Bay Area Clean Water Agencies Executive Board

MEMO FROM: D. Scott Klein, Controller, East Bay Municipal Utility District

SUBJECT: Two Month Treasurer's Report

As required by section eight of the Joint Powers Agreement establishing the Bay Area Clean Water Agencies (BACWA) and California Government Code Sections 6500 et seq., attached is the BACWA Treasurer's Report for the period covering **July 1, 2013 through August 31, 2013** (two months of Fiscal Year 2013-2014). This report covers expenditures, cash receipts, and cash transfers for the following BACWA funds:

- Bay Area Clean Water Agencies (BACWA),
- BACWA Training Fund (Trng Fnd),
- Air Issues and Regulation Group (AIR),
- Bay Area Pollution Prevention Group (BAPPG),
- BACWA Legal Reserve Fund (Legal Rsrv),
- Water Quality Attainment Strategy (WQA CBC),
- BACWA Operating Reserve Fund (BACWAOpRes),
- Regional Water Recycling (RWR),
- BACWA Reserve (Reserve),
- Water/Wastewater Operator Training (WOT),
- Prop84 Bay Area Integrated Regional Water Mgmt (PRP84),
- WQA Emergency Reserve Fund (WQA Emerg),
- WQA Tech Action Fund (TechAction),
- CBC Operating Reserve Fund (CBC OpRsrv), and
- Prop50 Bay Area Integrated Regional Water Mgmt (PRP50)

Fund Balances as of month end 08/31/13

DESCRIPTION	BEGINNING FUND BALANCE 07/1/13	TOTAL RECEIPTS	TOTAL DISBURSEMENTS	ENDING FUND BALANCE 08/31/13	OUTSTANDING ENCUMBRANCES	UNOBLIGATED FUND BALANCE 08/31/13
BACWA	669,142	(8,959)	31,044	629,139	422,383	206,756
TRNG FND	248,247	156	-	248,403	-	248,403
AIR	12,894	17	-	12,912	-	12,912
BAPPG	51,748	37	2,920	48,865	18,079	30,786
LEGAL RSRV	303,928	191	-	304,119	-	304,119
WQA CBC	369,481	10,233	42,478	337,236	901,744	(564,508)
BACWAOPRES	152,925	96	-	153,021	-	153,021
RWR	16,733	10	-	16,743	-	16,743
RESERVE	120,000	-	-	120,000	-	120,000
WOT	48,062	26	-	48,088	-	48,088
PRP84	59,109	945,488	882,465	122,132	62,931	59,200
WQA EMERG	405,238	254	-	405,492	-	405,492
TECHACTION	253,274	159	-	253,432	-	253,432
CBC OPRSRV	164,121	103	-	164,224	-	164,224
PRP50	157,852	109	1,680	156,281	26,872	129,410
	3,032,754	947,921	960,588	3,020,087	1,432,009	1,588,078

BACWA Revenue Report for August 2013

DEPARTMENT	REVENUE TYPE	AMENDED BUDGET	CURRENT PERIOD			YEAR TO DATE			UNOBLIGATED
			DIRECT	INVOICED	JVS	DIRECT	INVOICED	JVS	
Bay Area Clean Water Agencies	BDO Member Contributions	450,000	-	-	-	-	-	-	450,000
Bay Area Clean Water Agencies	BDO Other Receipts	-	-	-	-	(9,987)	-	(9,987)	9,987
Bay Area Clean Water Agencies	BDO Fund Transfers	10,675	-	-	-	488	-	488	10,187
Bay Area Clean Water Agencies	BDO Interest Income	3,000	-	-	-	540	-	540	2,460
Bay Area Clean Water Agencies	BDO Assoc.&Affiliate Contr	159,000	-	-	-	-	-	-	159,000
BACWA TOTAL		622,675	-	-	-	(8,959)	-	(8,959)	631,634
BACWA Training Fund	BDO Interest Income	-	-	-	-	156	-	156	(156)
TRNG FND TOTAL			-	-	-	156	-	156	(156)
AIR-Air Issues&Regulation Grp	BDO Member Contributions	78,340	-	-	-	-	-	-	78,340
AIR-Air Issues&Regulation Grp	BDO Interest Income	-	-	-	-	17	-	17	(17)
AIR TOTAL		78,340	-	-	-	17	-	17	78,323
BAPPG-BayAreaPollutnPreventGrp	BDO Member Contributions	80,000	-	-	-	-	-	-	80,000
BAPPG-BayAreaPollutnPreventGrp	BDO Interest Income	-	-	-	-	37	-	37	(37)
BAPPG TOTAL		80,000	-	-	-	37	-	37	79,963
BACWA Legal Reserve Fnd	BDO Interest Income	-	-	-	-	191	-	191	(191)
LEGAL RSRV TOTAL			-	-	-	191	-	191	(191)
WQA-WtrQualityAttainmntStrategy	BDO Member Contributions	675,000	-	-	-	-	-	-	675,000
WQA-WtrQualityAttainmntStrategy	BDO Other Receipts	-	-	-	-	9,987	-	9,987	(9,987)
WQA-WtrQualityAttainmntStrategy	BDO Interest Income	1,000	-	-	-	245	-	245	755
WQA CBC TOTAL		676,000	-	-	-	10,233	-	10,233	665,767
BACWA OperatingRsive Fnd	BDO Interest Income	-	-	-	-	96	-	96	(96)
BACWAOPRES TOTAL			-	-	-	96	-	96	(96)

BACWA Revenue Report for August 2013

DEPARTMENT	REVENUE TYPE	AMENDED BUDGET	CURRENT PERIOD			YEAR TO DATE			UNOBLIGATED
			DIRECT	INVOICED	JVS	DIRECT	INVOICED	JVS	
Regional Water Recycling	BDO Interest Income	-	-	-	-	-	10	10	(10)
RWR TOTAL							10	10	(10)
WOT - Wtr/Wwtr Operat Training	BDO Member Contributions	160,500	-	-	-	-	-	-	160,500
WOT - Wtr/Wwtr Operat Training	BDO Interest Income	-	-	-	-	-	26	26	(26)
WOT TOTAL		160,500					26	26	160,474
Prop84BayAreaIntegRegniWtrMgmt	BDO Fund Transfers	-	-	-	-	(488)	(488)	(488)	488
Prop84BayAreaIntegRegniWtrMgmt	BDO Interest Income	-	-	-	-	303	303	303	(303)
Prop84BayAreaIntegRegniWtrMgmt	Administrative Support	-	-	-	-	75,885	75,885	75,885	(75,885)
Prop84BayAreaIntegRegniWtrMgmt	Water Efficient Landscape Reba	-	-	-	-	712,881	712,881	712,881	(712,881)
Prop84BayAreaIntegRegniWtrMgmt	Regional Green Infrastructure	-	-	-	-	37,449	37,449	37,449	(37,449)
Prop84BayAreaIntegRegniWtrMgmt	WQ Improve Flood Mgmt & EP	-	-	-	-	22,928	22,928	22,928	(22,928)
Prop84BayAreaIntegRegniWtrMgmt	Watershed Partnership TA	-	-	-	-	119,459	119,459	119,459	(119,459)
Prop84BayAreaIntegRegniWtrMgmt	Watershed Program Admnsrtrn	-	-	-	-	24,873	24,873	24,873	(24,873)
PRP84 TOTAL						945,674	(185)	945,488	(945,488)
WQA Emergency Reserve Fnd	BDO Interest Income	-	-	-	-	-	254	254	(254)
WQA EMERG TOTAL							254	254	(254)
WQA Tech Action Fund	BDO Interest Income	-	-	-	-	-	159	159	(159)
TECHACTION TOTAL							159	159	(159)
CBC Operating Reserve Fnd	BDO Interest Income	-	-	-	-	-	103	103	(103)
CBC OPRSRV TOTAL							103	103	(103)
Prop50BayAreaIntegRegniWtrMgmt	BDO Interest Income	-	-	-	-	-	109	109	(109)
PRP50 TOTAL							109	109	(109)

BACWA Expense Report for August 2013

DEPARTMENT	EXPENSE TYPE	AMENDED BUDGET	CURRENT PERIOD						YEAR TO DATE					
			ENC	PV	DA	JV	ENC	PV	DA	JV				
Bay Area Clean Water Agencies	BC-Collections System	26,000	(1,486)	1,486	-	-	-	23,514	1,486	-	-	-	25,000	1,000
Bay Area Clean Water Agencies	BC-Water Recycling Committee	41,552	(2,626)	-	-	-	-	9,910	-	-	-	-	9,910	31,642
Bay Area Clean Water Agencies	BC-Biosolids Committee	5,000	-	-	-	-	-	500	-	-	-	-	500	4,500
Bay Area Clean Water Agencies	BC-InfoShare Groups	25,000	(13,175)	-	-	-	-	25,000	-	-	-	-	25,000	-
Bay Area Clean Water Agencies	BC-Laboratory Committee	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Bay Area Clean Water Agencies	BC-Miscellaneous Committee Sup	106,368	-	-	-	-	-	77,221	-	-	-	-	77,221	29,147
Bay Area Clean Water Agencies	LS-Regulatory Support	2,000	(2,705)	737	-	-	-	1,263	737	-	-	-	2,000	-
Bay Area Clean Water Agencies	LS-Executive Board Support	2,000	(1,470)	-	-	-	-	2,000	-	-	-	-	2,000	-
Bay Area Clean Water Agencies	CAS-CPSC	5,000	-	-	-	-	-	-	-	5,000	-	-	5,000	-
Bay Area Clean Water Agencies	CAS-PSI	500	-	-	-	-	-	-	-	-	-	-	500	-
Bay Area Clean Water Agencies	CAR-BACWA Annual Report	5,000	-	-	-	-	-	15,433	-	-	-	-	15,433	(10,433)
Bay Area Clean Water Agencies	CAR-BACWA Website Development/	7,820	(1,806)	-	3,092	-	-	4,027	-	3,092	-	-	7,119	701
Bay Area Clean Water Agencies	AS-BACWA Admin Expense	3,000	-	-	-	-	-	-	-	-	-	-	196	2,804
Bay Area Clean Water Agencies	CAR-Other Communications	5,199	-	-	-	-	-	-	-	-	-	-	1,343	3,856
Bay Area Clean Water Agencies	SP-BAPPG Contribution	50,000	-	-	-	-	-	-	-	-	-	-	-	50,000
Bay Area Clean Water Agencies	GBS-Contingency	31,100	(946)	-	-	-	-	-	-	-	-	-	-	31,100
Bay Area Clean Water Agencies	GBS- Meeting Support	13,000	585	160	-	-	-	840	160	100	-	-	1,000	12,000
Bay Area Clean Water Agencies	AS-Executive Director	175,000	(58,238)	-	-	-	-	160,417	14,583	-	-	-	175,000	-
Bay Area Clean Water Agencies	AS-Assistant Executive Directo	75,000	(12,675)	12,675	-	-	-	60,915	12,675	-	-	-	73,590	1,410
Bay Area Clean Water Agencies	AS-EBMUD Administrative Servc	40,000	19,390	-	-	-	-	40,000	-	-	-	-	33,115	6,885
Bay Area Clean Water Agencies	AS-Insurance	4,000	-	-	-	-	-	-	-	-	-	-	-	4,000
Bay Area Clean Water Agencies	BDO-CAS-Stanford ERC	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
Bay Area Clean Water Agencies	CAS-Arleen Navaret Award	1,000	-	-	-	-	-	-	-	-	-	-	-	1,000
Bay Area Clean Water Agencies	CAS-FWQC	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
	BACWA TOTAL	643,539	(75,153)	15,058	3,092	-	-	422,383	29,642	8,388	-	(6,985)	453,427	190,112
AIR-Air Issues&Regulation Grp	Administrative Support	3,900	-	-	-	-	-	-	-	-	-	-	-	3,900
AIR-Air Issues&Regulation Grp	BDO Contract Expenses	74,440	(14,566)	-	-	-	-	21,700	21,700	-	-	-	(21,700)	74,440
	AIR TOTAL	78,340	(14,566)	-	-	-	-	21,700	21,700	-	-	(21,700)	78,340	-
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Fog	17,000	-	-	-	-	-	-	-	-	-	-	-	17,000
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Mercury	2,500	-	-	-	-	-	-	-	-	-	-	-	2,500
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Pesticides	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Pharmaceutical	9,998	-	-	-	-	-	-	-	-	-	-	-	9,998
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-General P2	1,500	-	-	-	-	-	-	-	-	-	-	-	1,500
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Emerging Issues	21,437	-	-	-	-	-	3,028	-	-	-	-	-	21,437
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Other	11,500	(1,539)	-	-	-	-	4,999	-	3,028	-	(3,028)	4,999	6,501
BAPPG-BayAreaPollutnPreventGrp	Administrative Support	4,275	-	-	-	-	-	-	-	-	-	-	-	4,275
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Multi-Pollutant	19,000	13,032	2,920	-	-	-	13,080	2,920	-	-	-	16,000	3,000
	BAPPG TOTAL	97,210	11,493	2,920	-	-	-	18,079	2,920	3,028	-	(3,028)	20,999	76,211
WQA-WtrQualityAttainmntStratgy	WQA-CE-Technical Support	896,902	(31,283)	12,478	-	-	-	848,606	12,478	-	-	-	861,084	35,818
WQA-WtrQualityAttainmntStratgy	WQA-CE-Collaborations & Sponso	30,000	-	-	15,000	-	-	-	-	30,000	-	-	30,000	-
WQA-WtrQualityAttainmntStratgy	WQA-CE-Commun. & Reporting	6,000	(2,861)	-	-	-	-	-	-	-	-	-	-	6,000
WQA-WtrQualityAttainmntStratgy	WQA-CE-Other	33,800	-	-	-	-	-	53,138	-	-	-	-	53,138	(19,338)
	WQA CBC TOTAL	966,702	(34,144)	12,478	15,000	-	-	901,744	12,478	30,000	-	-	944,222	22,480

BACWA Expense Report for August 2013

DEPARTMENT	EXPENSE TYPE	AMENDED BUDGET	CURRENT PERIOD			YEAR TO DATE			OBLIGATED	UNOBLIGATED
			ENC	PV	DA	JV	DA	PV		
WOT - Wtr/Wvtr Operat Training	Administrative Support	2,500	-	-	-	-	-	-	2,500	
WOT - Wtr/Wvtr Operat Training	BDO Contract Expenses	158,000	-	-	-	-	-	-	158,000	
WOT TOTAL		160,500							160,500	
Prop84BayAreaIntegRegnlWtrMgmt	Administrative Support	-	(7,259)	375	-	-	375	4,155	(4,155)	
Prop84BayAreaIntegRegnlWtrMgmt	BDO Contract Expenses	-	50,000	-	-	-	9,496	71,453	(71,453)	
Prop84BayAreaIntegRegnlWtrMgmt	Regional Green Infrastructure	-	-	-	-	-	-	37,449	(37,449)	
Prop84BayAreaIntegRegnlWtrMgmt	WQ Improve Flood Mgmt & EP	-	-	-	-	-	-	(197,743)	197,743	
Prop84BayAreaIntegRegnlWtrMgmt	Water Efficient LRP	-	-	-	-	-	-	145,787	(145,787)	
Prop84BayAreaIntegRegnlWtrMgmt	Bay Friendly Landscape TP	-	-	-	-	-	-	6,349	(6,349)	
Prop84BayAreaIntegRegnlWtrMgmt	Weather Based Irrigation Cntrl	-	-	-	-	-	-	54,136	(54,136)	
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Toilet & UI	-	-	-	-	-	-	456,363	(456,363)	
Prop84BayAreaIntegRegnlWtrMgmt	Napa Co. Rainwater HP	-	-	-	-	-	-	12,977	(12,977)	
Prop84BayAreaIntegRegnlWtrMgmt	Conservation Program Admin	-	-	-	-	-	-	37,269	(37,269)	
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Partnership TA	-	-	-	-	-	-	42,170	(42,170)	
Prop84BayAreaIntegRegnlWtrMgmt	Stream Restoration in North BD	-	-	-	-	-	-	30,250	(30,250)	
Prop84BayAreaIntegRegnlWtrMgmt	Flood Infrastructure Mapping T	-	-	-	-	-	-	3,864	(3,864)	
Prop84BayAreaIntegRegnlWtrMgmt	Stormwater Improvements & PBP	-	-	-	-	-	-	4,418	(4,418)	
Prop84BayAreaIntegRegnlWtrMgmt	SF Estuary Steelhead MP	-	-	-	-	-	-	24,558	(24,558)	
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Program Adminstrtrh	-	-	-	-	-	-	14,199	(14,199)	
PRP84 TOTAL			42,741	375			9,871	945,397	(945,397)	
Prop50BayAreaIntegRegnlWtrMgmt	Administrative Support	-	-	-	-	-	-	(7,322)	5,548	
Prop50BayAreaIntegRegnlWtrMgmt	BDO Contract Expenses	-	-	-	-	-	1,680	26,778	(26,778)	
Prop50BayAreaIntegRegnlWtrMgmt	EBMUD Ca. Waterstar Initiative	-	-	-	-	-	-	7,322	(7,322)	
Prop50BayAreaIntegRegnlWtrMgmt	EBMUD Richmond RWP	-	-	-	-	-	-	8,448	(8,448)	
Prop50BayAreaIntegRegnlWtrMgmt	Mt. View-Moffat RWP	-	-	-	-	-	-	5,561	(5,561)	
PRP50 TOTAL				1,680			21,331	28,552	(28,552)	



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 4

FILE NO.: 12,780

MEETING DATE: November 15, 2013

TITLE: Avila Amendment 2 for Proposition 50 Grant Administration Support

MOTION

RESOLUTION

DISCUSSION

ACTION UNDER CONSIDERATION

Amend an existing agreement with Avila & Associates Consulting Engineers, Inc. to provide administrative support for the Proposition 50 IRWM grant, to extend the contract termination date to the end of Fiscal Year 2014 (June 30, 2014).

SUMMARY

BACWA, in its role as grantee for the Bay Area Integrated Regional Water Management (IRWM) Implementation grant, entered into a contract for support services to administer the Bay Area Prop 50, IRWM grant. The work of the consultant is overseen by the participants in the IRWM grant.

The original agreement between Avila and BACWA was approved on May 28, 2009. On June 13, 2013 the BACWA Executive Board approved an amendment to extend the term of the contract from June 30, 2013 to a new termination date of December 31, 2013. This second amendment would further extend that termination date to June 30, 2014, which would allow time for the consultant, Avila, to provide administration assistance through the rest of this fiscal year for the remaining tasks associated with the Prop 50 projects.

FISCAL IMPACT

There is no direct fiscal impact. This amendment only extends the termination date of the contract and does not impact the original contract value.

ALTERNATIVES

This amendment is consistent with BACWA contracting policies and does not require a consideration of alternatives.

ATTACHMENT

1. Avila Amendment 2

**AMENDMENT NO. 2
TO
AGREEMENT BETWEEN
BAY AREA CLEAN WATER AGENCIES
AND
Avila & Associates Consulting Engineers, Inc.
FOR
Prop 50 Grant Administration Support**

This Amendment No. 2 is made this 15th day of November, 2013, in the City of Oakland, County of Alameda, State of California, to that certain agreement File 11,780 of May 28th, 2009 by and between Avila & Associates Consulting Engineers, Inc. (Avila) and Bay Area Clean Water Agencies, (BACWA) (the "Agreement") in consideration of the covenants hereinafter set forth.

1. BACWA and Avila agree to extend the contract termination date to June 30, 2014.

2. Except as herein expressly modified, the Agreement will remain in full force and effect.

BAY AREA CLEAN WATER AGENCIES

By _____
Mike Connor, Chair Executive Board

Dated _____

AVILA & ASSOCIATES CONSULTING ENGINEERS, INC.

By _____

Dated _____

BACWA EIN: 94-3389334

Committee Request for Board Action: None

Highlights of New Items Discussed and Action Items

State Water Board Staff Provide Criteria for Agencies to Be Investigated

State Water Board staff recently indicated that collection system agencies will be prioritized for inspection and investigation based on three principle criteria: (1) number of sanitary sewer overflows (SSOs); (2) complaints by collection system workers (i.e. whistleblowers); and (3) complaints by citizens. (San Francisco Bay Regional Water Board staff may have slightly different priorities.)

Pipeline Failure Advisory from DDS

In August 2013, the Delta Diablo Sanitation District (DDS) experienced the structural failure of an active 24” diameter wastewater force main serving the City of Antioch. The pipe was only 14 years old. The event was discussed at the November 2013 Collection Systems Committee meeting, and DDS has requested that information about incident be shared with other agencies. The one-page fact sheet prepared by DDS is attached to this committee report.

New, Required Water Quality Monitoring Program for SSOs

The updated Monitoring and Reporting program (MRP) for the statewide Sanitary Sewer System General Waste Discharge Requirements (SSS WDR) is now in effect as of September 9, 2013. Water quality sampling is required for sanitary sewer overflows (SSOs) greater than or equal to 50,000 gallons. Agencies are required to develop a Water Quality Monitoring Program plan that should be in place so staff are ready to conduct the sampling if and when it is needed. The Collection Systems Committee had an extensive discussion about this topic at the October 2013 meeting, and is continuing to evaluate ways to assist members with the development of these plans.

Update on New Mobile App for SSO Reporting

The California Sanitation Risk Management Authority (CSRMA) has officially taken over the development of a mobile application (app) for documenting an SSO response. The concept for a mobile app was originally developed by the Union Sanitary District. Details are being worked out for implementation, and agencies are being sought to try out a beta version in February 2014. The mobile app is currently anticipated to be ready for use in April 2014. A one-time cost for the app (to be paid by each agency that uses it) is expected to be approximately \$300-\$400. It appears that the mobile app will not be linked directly to CIWQS, as decided by the CSRMA Board of Directors.

Next Collection System Committee Meeting

Our next committee meeting will be held in January on a date and at a location to be determined. It will be held separately from the BACWA Annual Meeting this year.

UNEXPECTED 14-YEAR OLD PIPELINE FAILURE ADVISORY

Background

In August 2013, the Delta Diablo Sanitation District experienced the structural failure of an active 24" diameter wastewater force main serving the City of Antioch. The subject pipeline was installed in 1999 and began service in 2000. The pipeline is one of two force mains conveying an average of 9 million gallons per day from the Antioch Pump Station to the wastewater treatment plant. The pipeline consists of 16,000 linear feet of AWWA C303 Concrete Cylinder Pipe (Bar Wrapped). The failure occurred near a combination air relief valve (CARV) at a high point in the line approximately 3,200 feet from the downstream end of the line.



In response to the failure, the pipeline was immediately removed from service, and the District began efforts to determine the extent of the damage. Investigation of the line at the point of failure revealed a section of highly deteriorated pipe exhibiting severe crown corrosion consistent with hydrogen sulfide gas entrapment, and a longitudinal split extending over two pipe segments. Closed-circuit television (CCTV) inspection from the point of failure identified 700 linear feet of pipe in need of repair due to crown corrosion and exposure of the steel cylinder. CCTV inspection of the other high points in the line showed additional areas with significant crown corrosion and deterioration.

Analysis

Hydrogen sulfide gases are generated within the anaerobic slime which forms on the submerged pipe walls. When hydrogen sulfide gas collects in the airway of the pipe, it reacts with the bacteria and moisture on the pipe walls to form sulfuric acid. Sulfuric acid is highly corrosive to ferrous metals and concrete. In the subject force main, it appears the hydrogen sulfide gas was highly concentrated at multiple high points in the pipeline under normal operating conditions. This resulted in accelerated degradation of the relatively thin mortar lining and steel cylinder and early failure of the Concrete Cylinder Pipe.

Recommendation

The District is issuing this advisory to alert others of the potential vulnerability associated with concrete cylinder pipe when used in a wastewater application. The reduction, elimination, or control of hydrogen sulfide should be the goal of all agencies with sanitary sewer systems. This goal is achieved through a combination of proper design, consistent operations, and regular system maintenance. It may be beneficial to conduct an inspection and condition assessment of potentially vulnerable pipeline facilities to verify pipe condition and to confirm proper operating conditions. Special attention should be paid to grit accumulation, formation of an anaerobic slime layer, and identification of locations susceptible to air entrapment.

Contact

The District is seeking information on similar pipeline issues. If your agency has experienced similar pipeline failures, please contact the District Principal Engineer, Dean Eckerson, at deane@ddsd.org or (925) 756-1972.

Recycled Water Committee –
Report to BACWA Board

Recycled Water Committee Meeting on: 10/2/13
Executive Board Meeting Date: 11/15/13
Committee Chair: Cheryl Muñoz

Committee Request for Board Action: None.

13 attendees representing 6 BACWA member agencies, 2 water agencies
Meeting minutes are posted [online](#).

Round 2 Prop 84 Updates

The San Francisco Bay proposal for \$20M was recommended for funding by DWR. ABAG will be the lead to arrange funding agreements. DWR provided feedback on scoring, which will be useful for Round 3 applications.

Round 3 Prop 84 Updates

There is estimated to be \$72-73M available for the Bay Area Region. The detailed draft schedule is attached. The agency/entity in charge of the Bay Area application has not yet been determined.

There is a process for adding projects that are not in the IRWMP Update. Any projects that are considering proposing for Round 3 funding, and are not on the IRWMP Update project list, will need to follow a process to get added. Potential proposers should start the process soon to allow the time needed. If BACWA is considering proposing a regional project(s), discussions should ideally begin before the end of the year. This will be on BACWA Board Agenda for November, with Brian Campbell calling in to pass on his historic knowledge.

Matt Gerhart from the Coastal Conservancy has taken over chairing the Project Screening Committee (PSC), formerly chaired by Brian Campbell who has stepped down. The PSC will be coordinating the development of the project screening criteria, project submission and screening for the Round 3 regional application.

BAIRWMP Updates

The BAIRWM Plan update has been completed. The Plan has been posted to the BAIRWMP website at www.BAIRWMP.org. The Salt/Nutrient Management Plan Guidance Document is the only section that is still in draft form. The Regional Water Board doesn't want it finalized until State Water Board has looked at it. The CC approved the Plan on October 28 for submittal to DWR for review. DWR is planning to review the document in Jan/Feb 2014. After DWR's review, the Plan will be revised to address any comments from DWR. At that time, the Plan will be adopted by the CC.

Agencies will need to adopt the Plan if they want Prop 84 Round 1, 2 and/or 3 funding. The Round 2 funding agreement with DWR requires adoption by May 11, 2014.

Legislation Updates

AB 145: SWRCB-Drinking Water-SWRCB (Perea) – held in committee (died)

The Governor is reorganizing the Drinking Water Program, including water reuse. A Drinking Water Reorganization Task Force has been set-up by the state and includes representatives from the various state agencies that would be involved, as well as stakeholders including the WaterReuse Association. Adopting regulations in a more timely manner will also be a focus. There may be opportunities for recycled water as part of the reorganization.

For other updates, please see meeting minutes

Salt/Nutrient Management Plan Template

A Bay Area Salt Nutrient Management Plan Guidance Document was prepared by Sonoma Valley County Sanitation District as part of a Prop. 84 project. This guidance document includes off ramp scenarios for agencies without issues with groundwater salinity, or whose basins are so saline they would never be used for their groundwater. Regional Water Quality Control Board (RWQCB) staff are currently focusing on three identified "priority basins" in Region 2 only. Cheryl will contact Dyan Whyte at the RWQCB and ask her if the Guidance document is acceptable for use in preparing plans for other basin in Region 2. The risk for agencies not preparing a S&N Plan is the possibility of it affecting project operations or receiving project grant or loan funding.

Next BACWA Recycled Water Committee Meeting: December 4, 2013, from 10:00 am to 12:00 pm, 2nd Floor Small Training Room at EBMUD Headquarters. November meeting was cancelled.

BAIRWMP Round 3 Process /Timeline

Action/Milestone	Dates	Who	Comments
Phase I- “Regional Needs”			
Request regional input from Functional Areas	July-August 2013	CC Chair	
Input from Functional Areas On “Regional Needs”	Sept-Oct 2013	FA’s	“Climate Change” and other areas
Input from Subregions on “Regional Needs,” Factors and Criteria	November 2013?	Subregion Leads	Will help solicit other areas of sub-regional interest
Guidance for Proposers of “Regional Needs” projects	Nov-Dec 2013	PSC	Guidance needs to define acceptable proposals
Regional Project Concept submittals	Dec-March 2014	Proponents	Need to give proponents time to collaborate
Regional Concepts Vetted	May 2014	PSC	Feeds into Phase II process
Phase II Project Selection			
Develop Guidance - Online Process? - New Projects? - Firm up process	January 2014	PSC/Website	Need to identify mechanics of process in addition to criteria; build on Straw process
Distribute Guidance - Min\$, Max\$ - Pre-proposal details	March 2014		More information than round 2 required
Workshop(s)	April-May 2014	PSC	May need regional and subregional venues
Concept Submittal, Step 1	?		
Draft PSP	July 2014?	DWR	Modify guidance
Final guidance Project solicitation	2 weeks after Draft PSP	PSC-CC	Incorporate PSP
Projects due, Step 2	August 1 2014		For both Regional and Sub-Regional projects. More information than Round 2
-Initial screening- identify best projects	August-Sept 2014	PSC	Evaluate all submittals
- Functional Area and Sub-regional input	August 2014	FAs and Subregions	
Final PSP	Nov-Dec 2014?	DWR	
Policy decisions	September 2014?	PSC->CC	
- Project Selection	September 2014?	PSC->CC	

Phase III Application			
-Lead selection(s)	July 2014		
-RFP	August 2014		
-Consultant selection	September 2014		
-Application development	Oct.- Dec., 2014		
Submittal	Early 2015?		

DRAFT

NUTRIENTS: Completed a variety of tasks and activities associated with BACWA's interests on nutrients and collaborating with the Water Board including:

- Held the first Governance Steering Committee Meeting. Discussed the development of the Science Plan for future technical work and agreed on the description of the organizational structure recognizing that it may be modified in the future as others join the Steering Committee. Next Steering Committee is set for November 20th.
- Orchestrated the final planning meeting for the Technical Symposium. Held the very successful Technical Symposium to a packed house on October 21st,
- Held the first internal meeting of the BACWA Watershed Permit Negotiating Team to ensure broad participation on the part of the BACWA membership in negotiating the nutrient watershed permit with the Water Board staff.
- Held the first joint Negotiating Team Meeting with the Water Board. Agreed to several aspects of the Watershed Permit and identified areas needed further discussion.

BACWA BOARD MEETING:

- Worked with the AED in preparing the October monthly BACWA Board agenda including reviewing the agenda with the chair.
- Prepared for and attended the Annual BACWA Technical Seminar at Pardee. Made presentations on key activities and noted action items requiring follow-up. The meeting was attended by the Negotiating Team and the Water Board which resulted in further progress on finalizing the watershed permit.
- Continuing to track all action items to completion.

ASC/SFEI: As a member of the ASC/SFEI Executive Committee and chair of the Governance Committee, coordinated with staff on implementing the Strategic Plan.

PERMITS COMMITTEE: Worked with the RPM and committee members to revise and submit the comment letter on the State's toxicity Plan.

COLLECTION SYSTEMS COMMITTEE: Authorized consultant scopes of work to develop SSO enforcement options.

LAB COMMITTEE: Coordinated with the Lab Committee on monitoring requirements being proposed in the Nutrient Watershed permit.

COLLABORATION:

- Coordinated with the CASA ED on topics on mutual interest (i.e. toxicity, utility leadership committee)
- Attended the quarterly Summit Partners meeting in Sacramento

- Participated in the conference call with DPH, Region 2, and Region 5 to discuss collaboration on risk reduction efforts being planned in Region 5 which will serve to meet the risk reduction efforts mandated in the Bay Area Watershed Permit.
- Represented BACWA in the SFEI/Region 5 discussion of the Delta RMP. Stakeholders in the Bay RMP and other regional monitoring programs presented lessons learned from their experiences.
- Attended the quarterly RMP Steering Committee meeting to provide input into the multi-year plan of study.

ORGANIZATIONAL EFFORTS:

- Continued preparation for the annual BACWA retreat
- Coordinated with Water Board staff to help ensure participation of key staff at the BACWA Pardee retreat.

ADMISTRATION:

- Signed off on invoices, reviewed correspondence, prepared for upcoming Board meeting, responded to inquiries on BACWA efforts, oversaw updating of web page and provided general direction to BACWA staff.
- Provided written report of avoidance of conflicts of interest associated with previous employment and current elected position.
- Worked with the RPM in the preparation of the monthly BACWA newsletter.

MISCELLANEOUS MEETINGS/CALLS:

- David Senn on nutrient issues
- Paul Gilbert Snyder on Prop 50 and Prop 84
- BACWA chair and Committee chairs on items that arose during the month
- Water Board staff on coordinating the nutrient activities
- Jim Kelly on nutrient assignments
- other misc calls and inquiries regarding BACWA activities

Attachments:

- 1) Status on Action Items from September 26, 2013 BACWA Executive Board Meeting
- 2) BACWA Board Calendar (outline of upcoming meeting agenda items) - BODCAL

**September 26, 2013 BACWA Board Meeting
Action Items**

Number	Subject (Lead)	Task	Deadline	Status
2013.09-91	CARB and AIR Committee (ED)	Inquire with AIR Committee Co-Chairs about improving engagement with CARB.	11/15/2013	To be discussed at 11/20 AIR meeting.
2013.09-92	CCCSD Interim Report (Melody LaBella)	Circulate copy of report to the BACWA Board.	11/15/2013	Completed
2013.09-93	Regulatory Issue Summary (RPM)	Circulate word version to Board and incorporate feedback.	11/15/2013	Completed
2013.09-94	ERS Historical Data (RPM/ED)	Obtain proposals for storing and accessing historical data.	11/15/2013	On Bodcal for Dec meeting.
2013.09-95	Technical Symposium on Nutrients (RPM)	Contact State Board to determine if a representative can attend.	10/15/2013	Completed
2013.09-96	IRWMP (ED)	Add to 11/15 Board agenda and request that Brian Campbell attend/present.	11/15/2013	Completed
2013.09-97	BAPPG Priority Pollutants (BAPPG Chair)	Circulate list of Priority Pollutants to Board for feedback.	11/1/2013	To be circulated as part of BAPPG 2015 Workplan in early 2014.
2013.09-98	Annual Meeting (ED)	Incorporate suggestions into draft agenda. Investigate availability of speakers/presenters.	11/15/2013	Completed Ongoing

Action Items Remaining from Previous BACWA Executive Board Meetings

Number	Subject (Lead)	Task	Deadline	Status
2013.08-84	Toxicity Plan (RPM)	Develop comment letter.		Completed
2013.08-86	Technical Symposium on Nutrients (RPM)	Compile potential questions for moderators.	10/15/2013	Completed
2013.08-90	Annual Meeting (AED)	Investigate alternate venues.	10/15/2013	Ongoing

February 2013 – Present: 96 of 98 Action Items completed.

Board Calendar thru December 2014

As of Tuesday, November 12, 2013 at 12:26 PM

DATE	ASSIGNMENT	STATUS NOTES
11/22/2013 Monthly Board Mtg Items due: 11/15 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	<u>Consent</u> Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) Annual Audit Report (EBMUD Accounting) <u>Reports</u> Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED)	10 m <i>plus previous month (Sept2013) plus previous month (Aug2013)</i> 40m
	<u>Other Business: Authorizations</u>	
	<u>Other Business: Discussions</u> Arleen Navarret Award – Selection Committee (AED) Annual Member Meeting January 2014 (ED) ReNUWIt Update (B. Horenstein/ M. Connor)	
12/20/2013 Monthly Board Mtg Items due: 12/13 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	<u>Consent</u> Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) <u>Reports</u> Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED)	5m 40m
	<u>Other Business: Authorizations</u>	
	<u>Other Business: Discussions</u> Annual Member Meeting January 2014 (ED) FY2015 Budget Planning – Process and Deadlines Solano Community College Contract Revisions for WOT (ED) Quarterly Update from CWCCG (S. Deslauriers) Arleen Navarret Award – Recipient (AED) Regulatory Issue Matrix, Updated (RPM) Proposals for ERS Data Access (RPM)	
1/?/2014 Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Swanson Water Board Staff Williams; Fono	<u>Other Business: Discussions</u> Se TMDL (Barbara Baginska) Orinda Mid-Year Joint Meeting, March 2014 (ED/Board)	
2/21/2014 Monthly Board Mtg Items due: 2/14	<u>Consent</u> Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) <u>Reports</u>	5m 40m

DATE	ASSIGNMENT	STATUS NOTES
Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) <u>Other Business: Authorizations</u> <u>Other Business: Discussions</u> Annual Member Meeting January 2014 Debrief (ED) FY2015 Budget Planning (ED/AED)	
3/?/2014 Orinda Mid-Year Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Swanson Water Board Staff Williams; Fono	<u>Other Business: Discussions</u>	
3/21/2014 Monthly Board Mtg Items due: 3/14 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	<u>Consent</u> Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) <u>Reports</u> Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) <u>Other Business: Authorizations</u> <u>Other Business: Discussions</u> FY2015 Budget Planning (ED/AED) Quarterly Update from CWCCG (S. Deslauriers) ReNUWIt Update (B. Horenstein/ M. Connor)	5m 40m
4/18/2014 Monthly Board Mtg Items due: 4/11 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	<u>Consent</u> Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) <u>Reports</u> Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) <u>Other Business: Authorizations</u> FY2015 Budget Approval (ED/AED) <u>Other Business: Discussions</u>	5m 40m
5/?/2014 Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Swanson Water Board Staff Williams; Fono	<u>Other Business: Discussions</u> Pardee Date (ED)	

DATE	ASSIGNMENT	STATUS NOTES
5/16/2014 Monthly Board Mtg Items due: 5/9 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	Consent Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) Reports Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) Other Business: Authorizations Approval of FY2015 Contracts (AED) Approval of FY2014 Amendments (AED) Other Business: Discussions	5m 40m
6/20/2014 Monthly Board Mtg Items due: 6/13 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	Consent Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) Reports Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) Other Business: Authorizations Chair / Vice Chair Nomination & Election (Board/AED) Approval of FY2015 Contracts (AED) Approval of FY2014 Amendments (AED) Other Business: Discussions Quarterly Update from CWCCG (S. Deslauriers)	5m 40m
7/?/2014 Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Swanson Water Board Staff Williams; Fono	Other Business: Discussions	
7/18/2014 Monthly Board Mtg Items due: 7/11 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	Consent Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) Reports Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) Other Business: Authorizations Other Business: Discussions Board Meeting Calendar for Jan-Dec 2015 (AED) ReNUWIt Update (B. Horenstein/ M. Connor)	5m 40m
8/15/2014 Monthly Board Mtg Items due: 8/8 Connor; Pagano;	Consent Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) Reports Committee Reports (Committee Chairs)	5m 40m

DATE	ASSIGNMENT	STATUS NOTES
Horenstein; Ervin; Swanson Williams; Fono; Gunnell	Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) <u>Other Business: Authorizations</u> <u>Other Business: Discussions</u> Pardee Technical Seminar Planning (ED/AED)	
9/?/2014 Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Swanson Water Board Staff Williams; Fono	<u>Other Business: Discussions</u>	
9/19/2014 Monthly Board Mtg Items due: 9/12 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	<u>Consent</u> Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) <u>Reports</u> Committee Reports (Committee Chairs) Board Reports (Executive Board) ED Report (ED) RPM Report (RPM) Chair/ED Authorizations (AED) <u>Other Business: Authorizations</u> <u>Other Business: Discussions</u> Pardee Technical Seminar (ED/AED) Quarterly Update from CWCCG (S. Deslauriers) Regulatory Issue Matrix, Updated (RPM) Annual Member Meeting Planning (ED)	5m 40m
10/22 – 10/24 Pardee Technical Seminar Items due: 10/15 Connor; Pagano; Horenstein; Ervin; Swanson Williams; Fono; Gunnell	<u>Other Business: Discussions</u>	<i>No Board Actions Permitted</i>
11/?/2014 Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Swanson Water Board Staff Williams; Fono	<u>Other Business: Discussions</u>	
11/21/2014 Monthly Board Mtg Items due: 11/14 Connor; Pagano; Horenstein; Ervin; Swanson	<u>Consent</u> Previous Board Meeting Minutes (AED) Monthly Treasurer's Report (EBMUD Accounting) Annual Audit Report (EBMUD Accounting) <u>Reports</u> Committee Reports (Committee Chairs) Board Reports (Executive Board)	10m <i>plus previous month (Aug2013)</i> 40m



DRAFT PLAN FOR TOXICITY ASSESSMENT AND CONTROL: Incorporated comments from Toxicity Workgroup into BACWA comment letter on proposed revisions to State Toxicity Plan. Will continue to work with statewide POTWs on an approach to reasonable potential analyses and comment again when the next draft is released later this year.

NUTRIENT TECHNOLOGY SYMPOSIUM: Managed RSVPs and attended final planning meeting prior to Symposium.

NUTRIENT WATERSHED PERMIT SUPPORT: Attended internal negotiating team meeting and meeting with the Regional Water Board staff. Took notes and distributed meeting summaries. Reviewed and updated BACWA's proposed language for the "silver platter" approach and process optimization reporting.

REVIEW OF SFEI INVOICES FOR NUTRIENT STUDIES CONTRACT: Reviewed invoices submitted by SFEI for nutrient scientific studies.

EPA EREPORTING RULE: Drafted language for Tri-TAC letter stating that dischargers should not be responsible for duplicate reporting if their state does not have a certified electronic reporting system in place by the Rule's deadline.

NORTH BAY SELENIUM TMDL: Contacted Barbara Baginska to set up a meeting with North Bay dischargers and Regional Water Board Staff. Meeting will be in December or January. Spoke with Kevin Buchan of WSPA, who said that they met with the Regional Water Board and the dissolved water quality target will likely be higher than ambient concentrations in the Bay Area. WSPA is soliciting BACWA's participation in future studies, as applicable, but does not have a concrete proposal at this time.

RISK REDUCTION FOR MERCURY/PCBs: Held a conference call with DPH, and Region 2 and 5 Water Board staff on 10/8. Parties reached a tentative agreement that Region 2 would look for opportunities to partner with Region 5. Region 5 staff discussed their concern that they need to ensure their funds go to support activities in the Delta and not the Bay. Cofunding a public health educator may be a good way to split contributions between the two Regions. Next step is to wait for Region 5 to decide on what their contracting mechanism will be to hire staff to do the risk reduction work. Spoke with WSPA, they are interested at contributing funding at some level lower than BACWA to this effort.

PCB SAMPLING/ANALYSIS/REPORTING PROTOCOL: Reviewed the laboratory committee's updated protocol to improve PCB Method 1668C data quality. Plan to meet attend laboratory committee to discuss further, then will set up meeting with Regional Water Board.

STORMWATER DIVERSIONS: The Regional Water board requested BACWA input on ways they could mitigate POTW concerns that prevent them implementing stormwater diversions, which were required in the Stormwater Municipal Regional Permit. Reviewed 2010 BACWA white paper on stormwater diversions and made a list of potential concerns and impediments for discussion with the permit committee.

REGULATORY ISSUES UPDATE: Prepared a presentation for the Pardee retreat, but did not give the presentation due to time constraints. Slides could be reused at a later meeting.

ERS DATABASE: Two contractors have submitted conceptual proposals to manage BACWA's historical data. CIWQS has rolled out a new interface for downloading data to excel. This interface means that only the ERS database continues to be a problem to access. Will discuss with BACWA members whether it's worth pursuing a reduced scope for the contractors offering data services.

BACWA BULLETIN: Drafted and distributed October and November BACWA Bulletins.

COMMITTEE SUPPORT – Drafted agendas and Board Report for Permits Committee meeting. Drafted meeting notes and Board Report for Recycled Water Committee

MEETINGS ATTENDED: Recycled Water Committee (10/2), Internal Nutrient Watershed Permit Negotiating Team meeting (10/2), Permits Committee (10/8), Conference Call on Risk Reduction (10/8), Permit Negotiating Meeting with Regional Water Board (10/11), Pardee Technical Retreat (10/23-25).



BACWA TASK AUTHORIZATION FOR AS-NEEDED SERVICES

The Bay Area Clean Water Agencies (BACWA) uses contract consultants to carry out all of its functions. To ensure that the agency can be flexible and responsive, it engages some consultants on an “as-needed” basis, meaning that work is performed only when requested. When completed, this form constitutes approval of a new task under an existing “as-needed” contract. BACWA policies require the Executive Director to approve all tasks under \$5,000; the Chair to approve all tasks over \$5,000 but below \$10,000; and the Executive Board to approve all tasks over \$10,000. The consultant, the Executive Director, and the Assistant Executive Director shall work together to complete/update this form as tasks are authorized. No work shall begin on any task until this form has been completed.

Consultant: RMC Water and Environment

Contract Number: 12,974

Contract Amount: \$20,000

	Date Approved	Amount Approved	Description	Budget Line	Amount Spent	Approved By
1.	10/9/13	\$4,985	SSO Enforcement Options	CBC Contingency/ Other		D.Williams / D.Stevenson
2.						
3.						
4.						
	BALANCE	\$15,015		TOTAL	\$0	

Attachments (*attach longer descriptions if appropriate*):

1. Scope for Task Authorization No 1. – SSO Enforcement Options

**Bay Area Clean Water Agencies
Professional Services by RMC Water and Environment**

**Task Authorization No. 1: SSO Enforcement Options
Scope of Work**

September 23, 2013

Bay Area collection system agencies are growing increasingly concerned about increased activity by third parties in bringing lawsuits under the Clean Water Act for sanitary sewer overflows (SSOs) and other issues. Bay Area collection system agencies have increasing concern that these lawsuits do not constitute the legal activity by “citizens” in a way the Clean Water Act intended, and collection system agencies are concerned that the actions being brought, and the funds being demanded, are counter to the interests of their ratepayers and the public at large.

Since third parties only have jurisdiction if a regulatory agency does not take enforcement action when a violation occurs, the BACWA Collection Systems Committee has been discussing some alternative enforcement approaches that could be appropriate in addressing these violations. In addition, BACWA Collection Systems Committee members have expressed interest in developing the alternatives in more detail, and discussing them with Bay Area Regional Water Quality Control Board (Regional Water Board) staff. Regional Water Board staff have indicated to BACWA Board members an openness for this type of discussion. There are, however, no guarantees that an alternative regulatory approach will be implemented by Regional Water Board staff.

This task includes the following activities:

- Develop up to five alternative enforcement approaches for SSOs – This element includes developing and documenting the detail associated with each of the alternatives sufficient to understand the method by which Regional Water Board staff (or other entity) would implement the alternative approach.
- Organize and facilitate one meeting with BACWA collection systems committee workgroup – This meeting will be used to present and discuss the details associated with preliminary alternatives, recommend changes, and add or delete alternatives.
- Modify SSO enforcement options and add up to two more alternatives – This element includes incorporating comments from workgroup members and developing other alternatives as appropriate.
- Prepare for, organize, and attend one meeting with Regional water Board staff – This meeting will be used to present alternatives to Regional Water Board staff and discuss the potential method for implementation and any obstacles, including ways to overcome those obstacles.

If activities are desired beyond the scope described above, a new task authorization will be needed for additional funding.



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 10

FILE NO.: N/A

MEETING DATE: November 15, 2013

TITLE: BACWA Executive Board Approval to Create a BACWA Pretreatment Committee

MOTION _____ RESOLUTION _____

RECOMMENDED ACTION

Authorize the creation of the BACWA Pretreatment Committee.

SUMMARY

At the March 28, 2013 BACWA Executive Board meeting the Permits Committee Chair, Tim Potter agreed to investigate the formation of a Pretreatment Committee or Workgroup. In response to BACWA member agency interest, he has convened two meetings with the support of Kirsten Struve and is now requesting that the BACWA Board authorize the creation of a BACWA Pretreatment Committee as outlined in the attached charter.

FISCAL IMPACT

Though not specifically called out in the Fiscal Year 2013-14 workplan, there is sufficient funding available in the contingency line item of the BACWA budget to support the \$125 funding requested in the attached charter. Future funding would be considered when drafting the annual budget and would be subject to Board approval of each fiscal year budget and workplan.

ALTERNATIVES

N/A

Attachments:

Pretreatment Committee Charter

BACWA Pretreatment Committee – Charter

Purpose and Goals

The **Pretreatment Committee** develops and distributes information about current pretreatment regulatory and technical issues, develops responses or comments on pretreatment regulations or initiatives by regulatory agencies, and participates in forums with the State and Regional Board, EPA and other organizations.

The goals of the Pretreatment Committee are to:

- Advocate on behalf of pretreatment programs with respect to regulatory initiatives affecting BACWA members
- Provide a forum to debrief audit experiences and responses and to improve the contract audit process by providing input to EPA and the Regional Board
- Share information to benchmark pretreatment programs and provide training for pretreatment coordinators
- Initiate and coordinate projects to streamline or improve pretreatment program elements of BACWA members (e.g. develop regional templates, minimum performance standards, etc.)

Membership

Pretreatment Program managers and senior staff from BACWA member agencies and interested parties.

Leadership

Initially, the committee will be co-chaired by Tim Potter (Central Contra Costa Sanitary District) and Kirsten Struve (City of Palo Alto). Committee members will select a chair and vice chair annually, with the vice chair typically moving into the chair role. There are no term limits or limits on the number of times someone can be elected chair or vice chair.

Meeting Frequency and Logistics

Meeting frequency is quarterly, with meetings scheduled in advance for the calendar year. Meeting location will rotate to member agencies with meeting rooms that can accommodate call-in participation and approximately 20 in-person participants.

Budget

Committee administrative and technical support is anticipated to initially come from Committee members. Depending on regulatory initiatives forthcoming from the state or federal agencies, regulatory consultant support may be needed at times. Light refreshments may be served at certain meetings when guests from regulatory agencies are invited.

FY 13-14 budget not to exceed \$125. Future fiscal year budgets will be proposed as part of the BACWA budgeting processes.



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 11

FILE NO.: N/A

MEETING DATE: November 15, 2013

TITLE: BACWA Contracting Policy Revision 2013.11

MOTION _____ RESOLUTION _____ DISCUSSION _____

RECOMMENDED ACTION

Approve revisions to the BACWA Contracting Policy.

SUMMARY

On June 23, 2005 the BACWA Board adopted a policy for Consulting Services Contracting, File 7010. This policy was created to address the needs of the organization which had grown from executing a total of eleven consultant contracts in the fiscal year 1995-1996, to a total of forty in the fiscal year 2005-2006. In 2008-2009 BACWA and its related enterprises executed approximately eighty-five agreements, of which 40% were for amounts less than \$5,000 per contract. To expedite the execution of small contracts, the policy was revised and approved by the Board on March 26, 2010. The revision delegated authority to the Executive Director to approve contracts totaling less than \$5,000 that were specified in the BACWA Board approved budget and workplan, and authorized the BACWA Chair to approve contracts totaling less than \$10,000.

At the October 2013 Pardee Technical Seminar, the Executive Direction presented new revisions to the Contracting Policy in response to recommendations from the BACWA Executive Board. After reviewing the changes the Board recommended that the revised policy be formally approved at the next monthly meeting.

FISCAL IMPACT

No direct fiscal impact is expected from this action.

ALTERNATIVES

This action does not require consideration of alternatives.

Attachments:

1. Redline - Contracting Policy, Revision 2013.11
2. Clean Version - Contracting Policy, Revision 2013.11



BACWA POLICIES AND PROCEDURES

TITLE

Contracting Policies

DATE

Adopted June 23, 2005 (File 7010), March 25, 2010 (rev1), November 15, 2013 (rev2)

IT IS THE POLICY OF THE BAY AREA CLEAN WATER AGENCIES TO:**PURPOSE**

The purpose of this policy is to identify who may enter into contracts on behalf of BACWA, and to establish the policies and procedures that apply to those contracts.

Accomplish the mission of BACWA through a combination of member agency staff support and professional services contracts.

Seek to contract with firms that reflect the public constituency of the BACWA participating agencies.

Ensure contracts are aligned with the BACWA budget.

DEFINITIONS

Single Source: A procurement in which two or more vendors can perform the services required, but one vendor is selected over the others for reasons such as expertise or previous experience with similar contracts.

Informal Competition: A procurement in which information about the scope of services requested and the potential vendors' fees and qualifications are communicated informally via email, telephone, and/or facsimile transmissions.

Request for Proposals: A description of the services sought and a solicitation to prospective contractors to submit proposals on how they would provide those services and at what level of effort, and at what price.

APPLICABILITY

Thiese consulting services contracting policies apply to all contracts, except for contracts for Executive Director, ~~and~~ Assistant Executive ~~Director~~ Director, and Regulatory Program Manager services which will be contracted for through an Executive Board approved process.

AUTHORITY

This policy is adopted pursuant to Section 5.c. of the Joint Powers Agreement, which authorizes the Executive Board to adopt bylaws, rules for conduct of meetings, and operating procedures.

**REFERENCES &
BACKGROUND**

**POLICYPROCED
URES** See Attached:

- (1) Consulting Services Contracting Procedure ~~Policy~~, Amended March 29, 2005
 - (2) ~~Contracting Authority & Bid Policy~~
-

File 7010 – As Amended in March 29, 2005

BAY AREA ~~CLEAN WATER AGENCIES DISCHARGERS ASSOCIATION~~ (Association)

CONSULTING SERVICES CONTRACTING (CSC) PROCEDURE

CSC will be implemented in accordance with the following considerations in order to perform the purposes of the Joint Powers Agreement (JPA) and provide continuity to Association activities:

1. Check to ensure all CSC ~~is shall be~~ in accordance with procedures of the State of California to reflect the regional nature and purposes of the JPA.
2. CSC by the Association will include a provision to terminate for convenience on 30 days notice. This provision is based on the nature of the of-Association's annual budgeting and to assure conservation and effectiveness of limited resources to address Executive Board decisions.
3. ~~The Association does not employ staff. At the direction of the Executive Board, as a substitute for staff, staff like functions will be performed by Association agencies or contracted for long term through CSC in order to provide continuity and professionalism to accomplish the purposes of the JPA. Services performed under this provision shall include day to day administrative and technical support and be incorporated into the annual work plan and budget.~~
4. CSC to provide support for significant projects or technical support with a value of more than \$100,000 shall be open to consideration of all qualified candidates. This provision does not apply where BACWA is funding studies as part of a regional collaboration, involving other funding sources, where funds have been pooled and directed to a central scientific research organization that provides continuity in conducting interrelated investigations over several years.
5. CSC shall seek to achieve ~~provide~~ diversification that to reflects the public constituency of the Association's participating agencies.
6. Multi-year contracts will be approved annually by the Board after the Board has appropriated the funds for the multi-year contract through the approval of the annual budget.
- ~~6.7. Contracting Authority shall be in accordance with Table 1.~~
8. ~~Although the current Executive Director was selected through a competitive process, the CSC does not apply to the Executive Director's and Assistant Executive Director's contract.~~

7. _____

CONTRACTING AUTHORITY & BID POLICY

Table 1.

AUTHORIZATION LIMITS

March 29, 2005, revised March 25, 2010, revised November 15, 2013

Annual Contract Value	Contracting Authority	Competition Requirements	Contract Terms & Limitations	Amendment Guidelines
Less than \$5,000	Executive Director Approval ¹	Single Source ²	Contract term may not exceed one fiscal year. Must be consistent with and specified in the Board-approved budget and work plan.	Any amendment requires approval of the Executive Board.
Less than \$10,000	Chair of the Executive Board Approval ¹	Single Source ²	Contract term may not exceed one fiscal year.	Chair may approve an amendment increasing the total contract amount by no more than 25%.
Less than \$50,000	Executive Board Approval	Single Source ²	Contract term may not exceed three years, <u>including any optional extensions.</u>	Executive Board may approve an amendment increasing the total contract amount by no more than 25%.
\$50,000 to \$99,999.99	Executive Board Approval	Informal Competition ²	Contract term may not exceed three years, <u>including any optional extensions.</u>	Executive Board may approve an amendment increasing the total contract amount by no more than 25%.
Greater than or equal to \$100,000	Executive Board Approval	Request for Proposals ³	Contract term may not exceed four years, <u>including any optional extensions.</u>	Executive Board may approve an amendment increasing the total contract amount by no more than 25%.

1. On a monthly or more frequent basis, the Executive Director will report to the Executive Board all contracts which were approved by either the Chair of the Executive Board or the Executive Director.
2. When single source or informal competition is used, the Executive Director will report to the Executive Board the reasons that a particular vendor was selected over others.

3. For all contracts of \$100,000 or more, BACWA will issue a request for proposals (RFP). The RFP will be developed by the Executive Director and publicly noticed. A committee comprised of the Executive Director, and at least one Committee Chair shall review the proposals received and recommend a vendor to the Executive Board based on their review.
4. The Chair has the authority to approve a requested change in subcontractors on an executed contract providing the value of the work involved does not exceed 40% of the total contract amount or \$50,000. All such changes shall be reported to the Board at the next regularly scheduled Board meeting. Changes in subcontractor work greater than 40% of the total contract amount or \$50,000 must be approved by the Executive Board.
5. The Chair has the authority to approve reallocation of budget between work items in the scope of work of an executed contract provided the reallocation of budget does not exceed 20% of the total contract amount or \$50,000. Reallocations that exceed either of these limits must be approved by the Executive Board.
- 3.6. For the purposes of conforming to these authorization limits, the value of a multi-year contract is the sum of the amounts for the individual years including any optional extensions of the contract.

EXAMPLE OF IMPLICATIONS OF FOOTNOTE 4

e.g. #1 \$100,000 CONTRACT w/ SUB XYZ
@ \$40,000

1. $(\$100,000)(40\%) = \$40,000$

2. $\$40,000 < \$50,000$

3. ∴ CHAIR MAY APPROVE THE SUBSTITUTION
OF SUB XYZ FOR ANOTHER SUB

e.g. #2 \$200,000 CONTRACT w/ SUB XYZ
@ \$80,000

1. $(\$200,000)(40\%) = \$80,000$

2. $\$80,000 > \$50,000$

3. ∴ CHAIR MAY NOT APPROVE THE
SUBSTITUTION OF SUB XYZ,
SUBSTITUTION REQUIRES APPROVAL OF
FULL BOARD

EXAMPLE OF IMPLICATIONS OF FOOTNOTE 5

\$200,000 CONTRACT w/ 5 SCOPE ITEMS

<u>SCOPE ITEM</u>	<u>\$ VALUE</u>
#1	\$20,000
#2	\$50,000
#3	\$15,000
#4	\$10,000
#5	\$105,000

e.g. #1 REQUEST TO MOVE \$30,000 FROM
SCOPE ITEM #2 TO #1

1. $(\$200,000)(20\%) = \$40,000$

2. $\$40,000 < \$50,000$

3. ∴ CHAIR MAY APPROVE REALLOCATION
OF BUDGET FROM #2 TO #1

e.g. #2 REQUEST TO MOVE \$55,000 FROM
SCOPE #5 TO #2

1. $(\$200,000)(20\%) = \$40,000$

2. $\$55,000 > \$40,000$

$\$55,000 > \$50,000$

∴ REQUEST DENIED, MUST BE APPROVED
BY FULL BOARD



BACWA POLICIES AND PROCEDURES

TITLE	Contracting Policy
--------------	---------------------------

DATE	Adopted June 23, 2005 (File 7010), March 25, 2010 (rev1), November 15, 2013 (rev2)
-------------	--

IT IS THE POLICY OF THE BAY AREA CLEAN WATER AGENCIES TO:

Accomplish the mission of BACWA through a combination of member agency staff support and professional services contracts.

Seek to contract with firms that reflect the public constituency of the BACWA participating agencies.

Ensure contracts are aligned with the BACWA budget.

DEFINITIONS	<i>Single Source:</i> A procurement in which two or more vendors can perform the services required, but one vendor is selected over the others for reasons such as expertise or previous experience with similar contracts.
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Informal Competition: A procurement in which information about the scope of services requested and the potential vendors' fees and qualifications are communicated informally via email, telephone, and/or facsimile transmissions.

Request for Proposals: A description of the services sought and a solicitation to prospective contractors to submit proposals on how they would provide those services and at what level of effort.

APPLICABILITY	This consulting services contracting policy apply to all contracts, except for contracts for Executive Director, Assistant Executive Director, and Regulatory Program Manager services which will be contracted for through an Executive Board approved process.
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AUTHORITY

This policy is adopted pursuant to Section 5.c. of the Joint Powers Agreement, which authorizes the Executive Board to adopt bylaws, rules for conduct of meetings, and operating procedures.

REFERENCES

PROCEDURES See Attached:

- (1) Consulting Services Contracting Procedure, Amended November, 15
2013
-

File 7010 – As Amended in November 15, 2013

BAY AREA CLEAN WATER AGENCIES (Association)

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1. Check to ensure all CSC is in accordance with procedures of the State of California to reflect the regional nature and purposes of the JPA.
2. CSC by the Association will include a provision to terminate for convenience on 30 days notice. This provision is based on the nature of the Association's annual budgeting and to assure conservation and effectiveness of limited resources to address Executive Board decisions.
3. CSC to provide support for significant projects or technical support with a value of more than \$100,000 shall be open to consideration of all qualified candidates. This provision does not apply where BACWA is funding studies as part of a regional collaboration, involving other funding sources, where funds have been pooled and directed to a central scientific research organization that provides continuity in conducting interrelated investigations over several years.
4. CSC shall seek to achieve diversification that reflects the public constituency of the Association's participating agencies.
5. Multi-year contracts will be approved annually by the Board after the Board has appropriated the funds for the multi-year contract through the approval of the annual budget.
6. Contracting Authority shall be in accordance with Table 1.

Table 1.
AUTHORIZATION LIMITS
March 29, 2005, revised March 25, 2010, revised November 15, 2013

Annual Contract Value	Contracting Authority	Competition Requirements	Contract Terms & Limitations	Amendment Guidelines
Less than \$5,000	Executive Director Approval ¹	Single Source ²	Contract term may not exceed one fiscal year. Must be consistent with and specified in the Board-approved budget and work plan.	Any amendment requires approval of the Executive Board.
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1. On a monthly or more frequent basis, the Executive Director will report to the Executive Board all contracts which were approved by either the Chair of the Executive Board or the Executive Director.
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5. The Chair has the authority to approve reallocation of budget between work items in the scope of work of an executed contract provided the reallocation of budget does not exceed 20% of the total contract amount or \$50,000. Reallocations that exceed either of these limits must be approved by the Executive Board.
6. For the purposes of conforming to these authorization limits, the value of a multi-year contract is the sum of the amounts for the individual years including any optional extensions of the contract.

FEEDBACK FROM NUTRIENT TECHNICAL SYMPOSIUM
ON POTENTIAL TOPICS FOR FUTURE WORKSHOPS

- ECONOMICS:
 - What does it cost to implement nutrient reduction?
 - What are the rate impacts?
- SUSTAINABILITY:
 - What are the impacts on GHGs?
 - What are the energy requirements?
- RISK:
 - How do we deal with risk?
 - What role do the regulators have in sharing the risk?
- LESSONS LEARNED FROM OTHER ESTUARIES:
- REGIONAL COLLABORATION
 - What would a trading program look like?
 - What are examples of successes and failures in nutrient trading?
- HOW WOULD SUCCESS BE MEASURED UNDER NUTRIENT REDUCTION REGULATIONS?
 - Success indicators
 - Timeframe
- UPDATE ON THE STATE OF THE SCIENCE
 - What is it showing?
 - What remains to be done?

Draft Agenda – November 20, 2013

Location:
 Water Board offices
 1515 Clay Street, Suite 1400
 Oakland, CA 94610
 Time : 4:00 - 6:00 pm

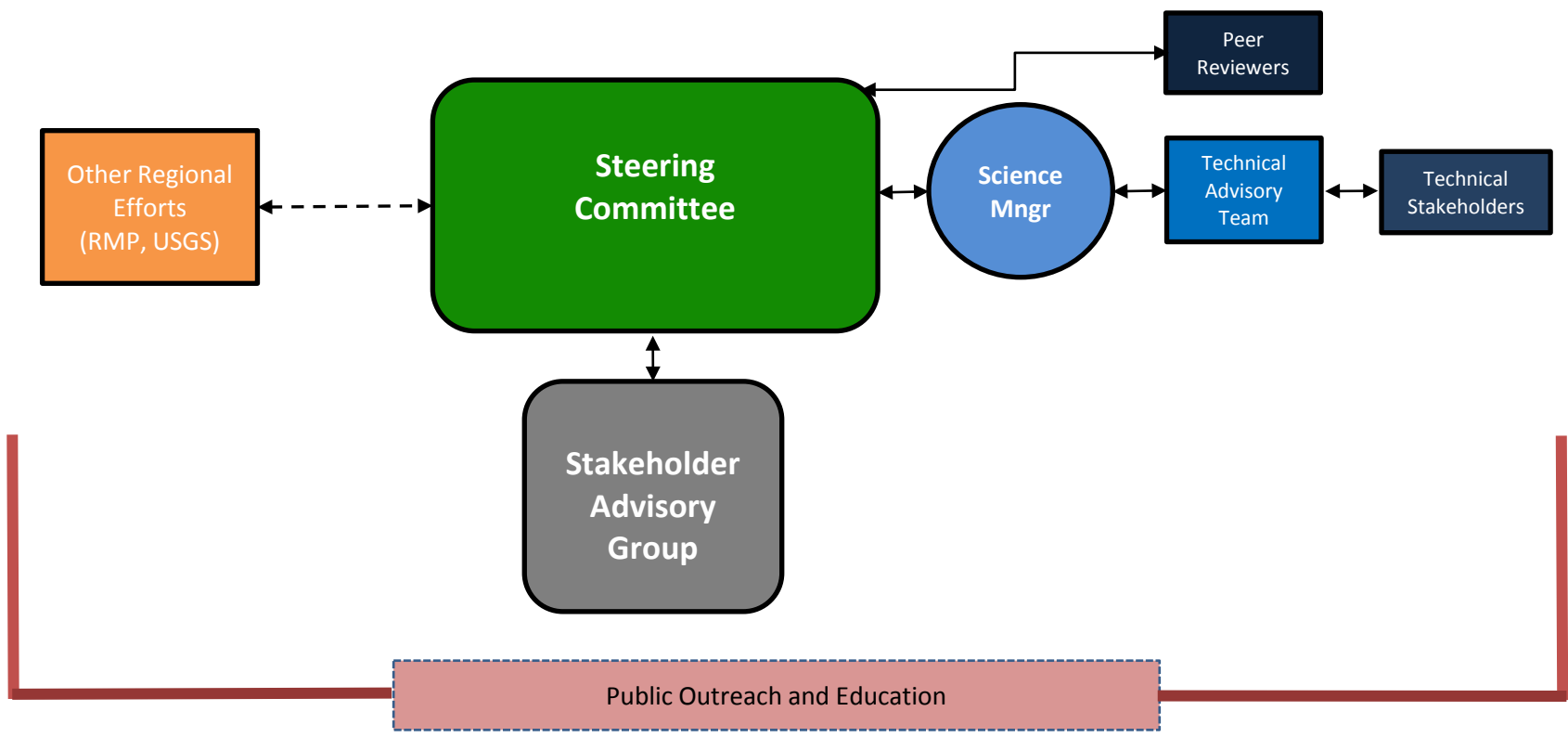
Time	Topic	Content/Outcome	Lead
4:00	Agenda Review	Add/subtract/change items	All
4:05	Review of Past Action Items	Update Group	All
4:20	Governance – Status Report	Review of Recommendations for Future Steering Committee and Consider for Future Action	Dave Ceppos, CCP
4:45	Review of Organization Chart	Agree on final org chart boxes and roles and responsibilities as it currently stands recognizing it will most probably change in the future.	David Ceppos, CCP
5:00	Review of Science Plan Development Scope of Work, Schedule, and Budget	Agree on scope, schedule and budget for developing the Science Plan	David Senn
5:10	Review Proposed Scopes of Work and Budgets for BACWA and WB for FY 15	Consider for Future Adoption	David Senn
5:20	Proritization of Near Term Work	discuss near term priorities and funding needs in the event that anticiapted funding does not materalize. Consider adoption of prioritize at next meeting	All
5:50	Wrap-up	Agree on Action Items and set next meeting date.	All

Governance Task Force Meeting

October 10, 2013

Decisions and Action Items

1. Next Meeting to be held November 20, 2013; 4:00 to 6:00 pm.
2. David C. will proceed with conducting the interviews. Anticipated completion is November 1, 2013 (assuming the Fed Government is at work by then)
3. Changed the name of the Technical Stakeholder box on the Organizational Chart to the Nutrient Technical Workgroup (David C., please make the change). Naomi, David S. and David W. will work on the preparing an announcement for the first meeting of the Nutrient Technical Workgroup along with an accompanying narrative describing the boxes on the Organizational Chart.
4. Decided to put the work on the Stormwater Loadings on hold for the time being but recognized that at some point, these loads need to be accounted for in the model.
5. David S. distributed his assessment on the 13267 data received to date. David W. would like to distribute this to the BACWA membership. Naomi, will review the assessment first and get back to David W. regarding its distribution. David W. pointed out that the BACWA agencies are continuing with the data collection in year two in accordance with 13267 letter but pointed out that this should not be taken as a sign that BACWA is comfortable with having that same level be included in the watershed permit. That is something that still needs to be negotiated.
6. Generally agreed that at this time the Conceptual Model and Loading Study do not need to be peer reviewed. Key questions regarding the peer reviews are what process to use and what level of peer review? If there is controversy about the Science plan, once it is developed, it is likely that it will be peer reviewed. Any peer review of the Science Plan will include the Conceptual Model and Loading Study since these will be supporting documents for the Science Plan. Thus if the peer reviewers have any issues or concerns about those two studies, then they can raise them as part of their peer review on the Science Plan. Naomi voiced some concern about when to peer review documents and is continuing to give some thought to that issue.
7. In advance of the next Governance Task Force meeting, David S. will distribute a scope, budget, and schedule for development of the Science Plan 1.0 (anticipated completion of the Plan in the March timeframe). David S. will also prepare scope and budget for FY 15 for Naomi's use and also one for BACWA. The scopes will layout the priorities for next FY which for BACWA will allow the BACWA members agencies to begin incorporating BACWA dues into their individual agency budget planning processes.



Objectives for the Regional Nutrient Management Strategy (NMS) Collaborative Stakeholder Process

Stakeholder involvement in the NMS process should be:

- Inclusive
- Equitably representative
- Accessible for all parties to participate and observe
- Time efficient
- Integrated with other related regional resource management efforts
- Structured and memorialized

In addition to the above objectives, the following should be achieved:

- Information exchange should be available for all interested parties.
- Technical and interest-based advisory roles should be served by representative stakeholders, working in settings that can be observed by all interested parties.
- Policy decisions will be made by the San Francisco Bay Regional Water Quality Control Board (Water Board), and the US Environmental Protection Agency (EPA).

NMS Organizational Structure Proposal

Figure 1 presents a proposed organizational structure for the NMS. The following is a description of the structure including proposed roles and responsibilities

Stakeholder Advisory Group (SAG): The SAG already exists. Its role (as described on the Water Board website) is to “...advise the Water Board on the science and policy supporting Numeric Nutrient Endpoint (NNE) development, and specifically to review background policy and technical information, provide stakeholder perspective and input on the NNE process, Nutrient Strategy implementation, workplan and technical documents review”. Consistent with this description, the SAG should:

- Be open to all interested parties and be well publicized.
- Avoid being a decision-making body and avoid formal membership and attendance requirements.

Steering Committee: The role of the Steering Committee is to receive technical updates from the Science Manager, Technical Advisory Team (TAT), and/or Peer Reviewers and to prepare recommendations / agreements about the NMS including the following:

- Annual funding
- Long-term funding
- Interface with other regional efforts
- Advise on selection of the TAT and creation of technical work groups
- Peer review selection
- NMS document approval (e.g. modeling plans, science plans, etc)
- Oversight on Science Manager contract performance and selection or other contracts for technical support services, including special studies

All Steering Committee Meetings should be open to the public and no Steering Committee decisions should take place outside of public settings. The Steering Committee should be a representative (but not exhaustive) cross-section of stakeholders directly affected by the implementation of the NMS that are willing to commit to a significant level of effort to participate in the Steering Committee and may include at a minimum, the following organizations:

- Baykeeper
- USEPA
- BACWA
- Water Board
- USGS
- IEP
- State Water Contractors
- BASMAA

Other members may include the Central Valley Water Board, Sacramento Regional County Sanitation District, the regional Farm Bureaus, and/or the Western State Petroleum Association

Steering Committee Members would be convened by invitation from the Water Board. Additional Steering Committee Members may be added through specific protocols wherein an interested party submits a request to the Water Board describing why they have a unique interest not already represented on the Steering Committee and why they should be added.

The Steering Committee should be a consensus-seeking group. It should have decision-making protocols (based on principles of interest based negotiations) that Members abide by at all times. If the Steering Committee cannot achieve a consensus (unanimous) decision, the Water Board and BACWA representatives will have the responsibility to resolve said decisions either between their Steering Committee representatives, or as elevated to appropriate executive leadership of their organizations.

Science Manager: The role of the Science Manager is to manage technical activities, and be the liaison between the Science Program of the NMS, and the Steering Committee. This may be done by one or more individuals within an organization that has been selected by the Steering Committee. More specifically, the Science Manager should:

- Manage the TAT and coordinate TAT Member selection with the Steering Committee.
- Manage the Peer Review solicitation process and coordinate Peer Reviewer selection with the Steering Committee
- Prepare work plans and budgets for all TAT work and manage the work flow and progress of all TAT Member assignments
- Coordinate and facilitate all TAT meetings
- Prepare and present Science Program progress reports, technical materials and technical study summaries to the Steering Committee on behalf of the Science Program
- Act as the conduit of communication and input between Peer Reviewers, the TAT, and the Steering Committee
- Coordinate with the Water Board on SAG meetings

Technical Advisory Team: The Technical Advisory Team (TAT) should be a group of specialists selected from academia and Local, Regional, State and/or Federal government science and/or regulatory organizations. TAT selection will be coordinated by the Science Manager, with input as needed from the Steering Committee. The TAT may function as a single body of specialists but will also function and serve in specialized topic groups. These topic groups may be developed for a long-term role or may be

formed on a time-limited basis to address a specific technical topic. Examples of current and/or past topic groups that have been convened to support early steps of the NMS include: Literature review of Indicators, Conceptual Model Team, Modeling Advisory Team and the Assessment Framework Advisory Group. The roles of TAT Members should include the following:

- Provide input on work products
- Make recommendations on approaches for completing technical studies, work products
- Propose technical studies for consideration by the full TAT
- Prepare technical recommendations, summaries, and briefing papers for review by the Science Manager and subsequent distribution to the Steering Committee and Peer Reviewers.

Technical Stakeholders: The NMS will be of interest to stakeholders and associated organizations throughout the San Francisco Bay and upstream Delta. Several of these organizations may have in-house or consultant technical support hired specifically by the stakeholder / organizations to protect their interests. Technical Stakeholders will be interest-based technical specialists that may attend TAT meetings and provide input / pose questions (at appropriate times) to the TAT.

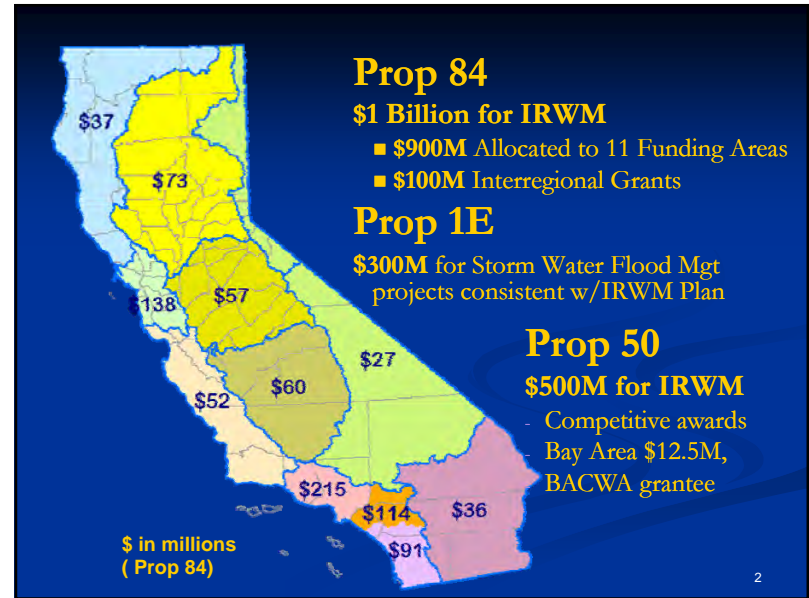
Peer Reviewers: To ensure independent assessment of the Science Program, a group of Peer Reviewers will be solicited and selected. Peer Reviewers will be individuals of significant reputation on technical topics applicable to the NMS however they will have no relationship with or interest in the NMS. It would be beneficial for the peer reviewers to be consistent with the Science Advisory Panel being considered for peer review of statewide nutrient policies. Selection criteria will be prepared in draft and draft final by the Science Manager or TAT members and concurrence sought by the Steering Committee. Peer Reviewers are expected to be used on an as needed basis to review technical deliverables. While the Science Manager may help coordinate and communicate Peer Reviewer information to the SC, the deliverables of all Peer Reviewers will be original and no editorial work will be conducted on their work products by the SC or Science Manager.

Public Outreach and Education: The steering committee will decide on the public outreach and education effort needed for the NMS and the level of resource expenditure. The Water Board will continue to manage the NMS webpage on the Water Board website. Others, e.g., BACWA and SFEI also have webpages that they will continue to maintain. Other possible outreach activities include

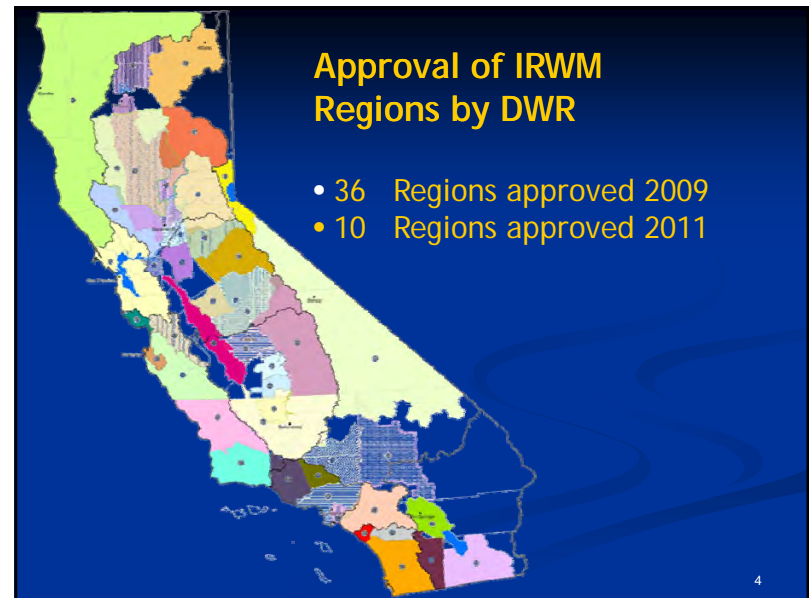
- Preparation and distribution of NMS news letters
- Authoring of NMS-related information for the media
- Design and delivery of public outreach events

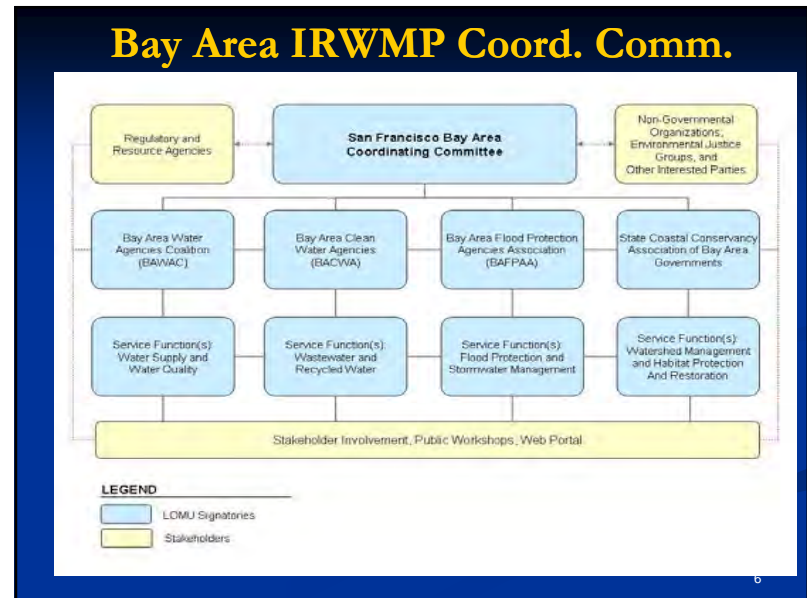
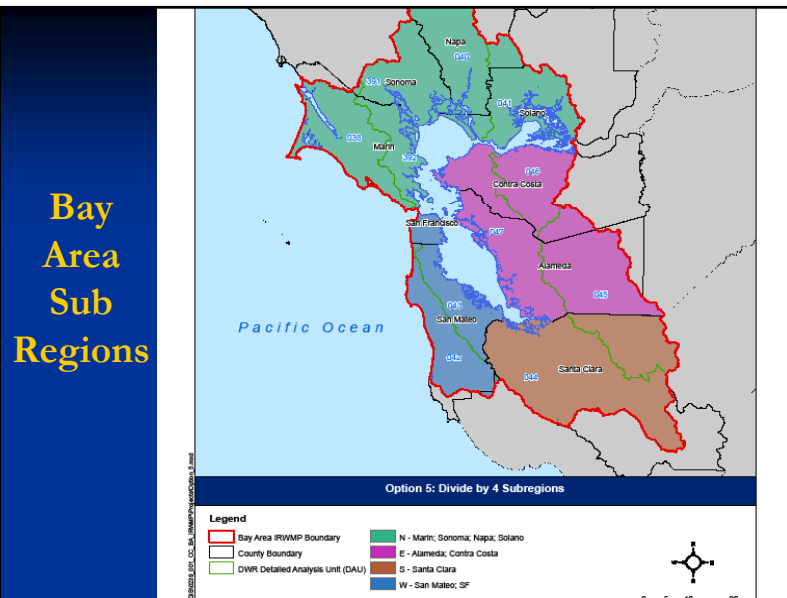
Bay Area Integrated Regional Water Management (IRWM) Plan

Bay Area Clean Water Agencies
November 15, 2013



- ## DWR IRWM PROGRAM OBJECTIVES
- Improve water supply reliability
 - Protect and improve water quality
 - Enhance sustainability through environmental stewardship
 - Promote regional planning, collaboration and integration with financial incentives
- ## DWR PROGRAM PREFERENCES
- Include regional programs and projects
 - Effectively integrate water management
 - Effectively resolve water-related conflicts
 - Contribute to attaining Bay-Delta objectives
 - Address critical water supply or water quality needs of disadvantaged communities (DACs)
 - Effectively integrate land use planning





Prop 84 Round 1 Grant (2011)

IMPLEMENTATION GRANT
Bay Area Clean Water Agencies, Grantee

■ Regional Recycling Projects (9)	\$10.0 M
■ Regional Water Conservation (8)	\$ 9.0 M
■ Regional Green Infrastructure (2)	\$ 4.5 M
■ Wetland Ecosystem Restoration Program (3)	\$ 3.8 M
■ Water Quality Improvement, Flood Mgt and Ecosystem Restoration in Disadvantaged Communities (9)	\$ 2.1 M
■ Grant Admin (BACWA, EBMUD)	\$ 0.6 M

DWR Final Award ~ \$30 M*

*Grantees must adopt updated IRWM Plan by 5/11/14

Prop 84 Round 2 Grant (2013)

IMPLEMENTATION GRANT
ABAG/S.F. Estuary Partnership, Grantee

■ Recycling Projects (5)	\$ 4.9 M
■ Marsh & Creek Restoration (3)	\$ 2.0 M
■ Water Conservation, Groundwater, supply (4)	\$ 5.3 M
■ Green Infrastructure (1)	\$ 2.0 M
■ Flood Management (3)	\$ 2.5 M
■ Watershed (3) and Dam Removal (1)	\$ 2.6 M
■ Grant Admin	\$ 0.8 M

DWR Final Award ~ \$20 M*

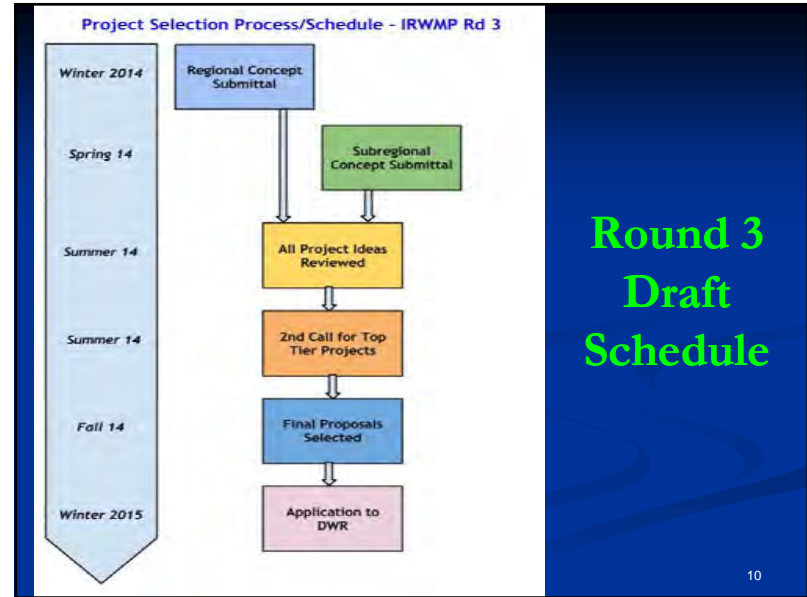
*Grant Agreement Pending, must adopt updated IRWM Plan

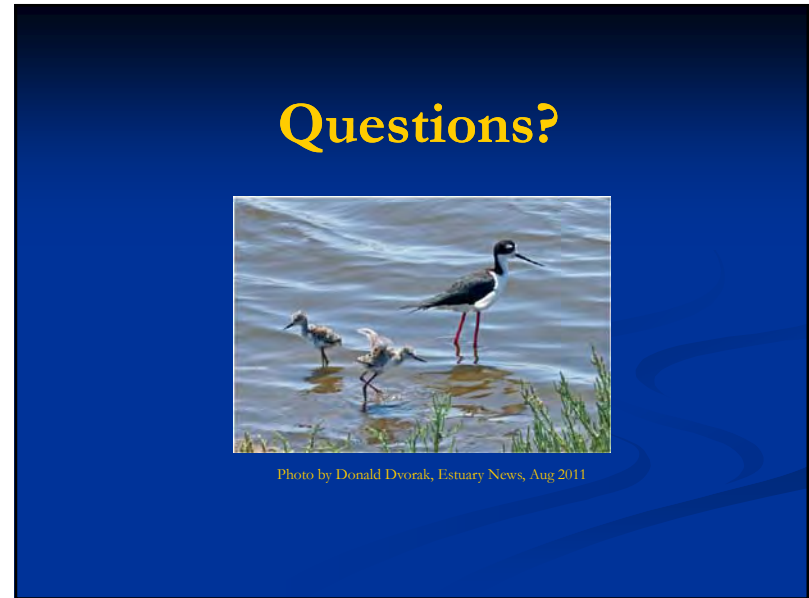
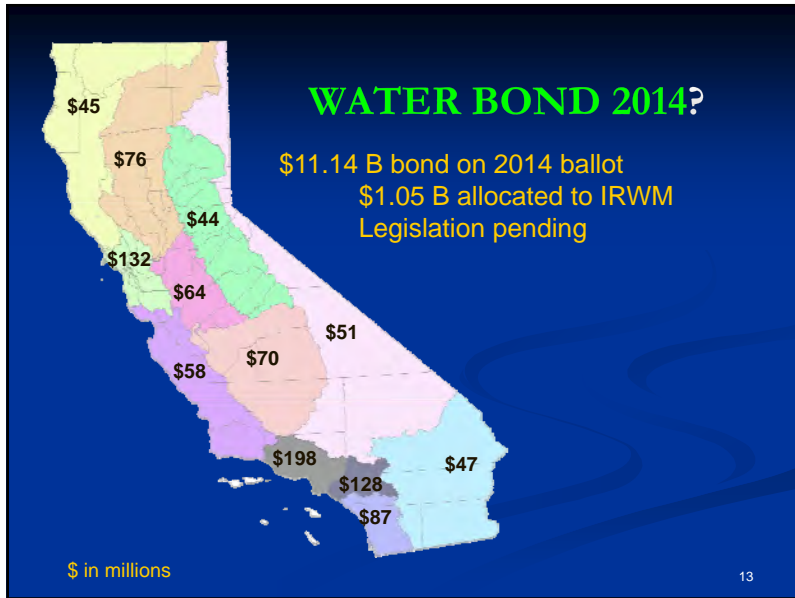
Prop 84 Round 3 Grant (2015)

GRANT EE??? Possible to have more than one for large grant

- REGIONAL INTEGRATED PROJECTS ?? M
- SUB-REGIONAL PROJECTS ?? M
 - East
 - North
 - West
 - South
- Projects Benefiting Disadvantaged Comm. ?? M
- Grant Administration (3-4%) ?? M

DWR Final Award up to \$73 M





Slides to be reviewed by Harry Seraydarian at 11/15/2013 BACWA Board Meeting.

BACWA

November 15, 2013

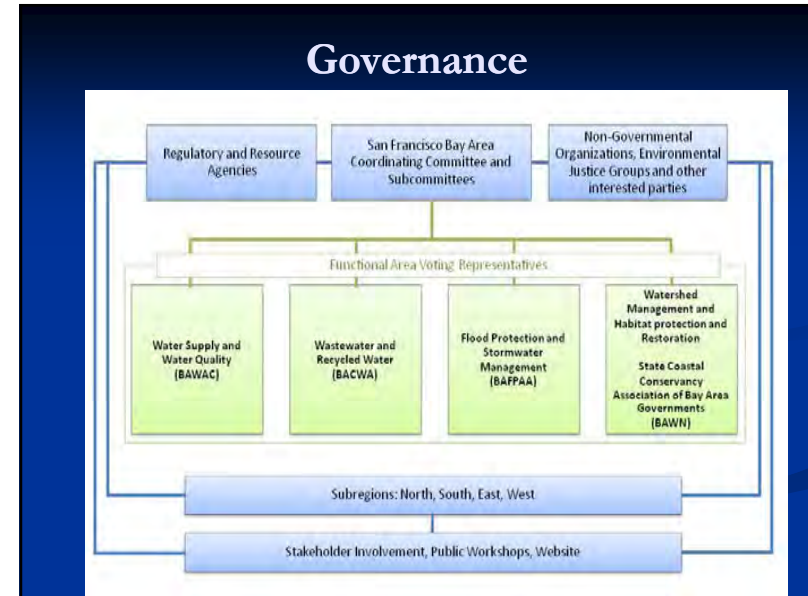
BAIRWMP Update

I Governance

II Prop 84 Plan Update

III Round 2 Implementation –Results

IV Round 3 Process



Plan Update

- Major Changes
- Regional Review
- DWR Review
- Plan Adoption

Major Changes

- Revised Goals and Objectives
- Prioritized Projects
- Added Chapters on Land Use and Climate Change
- Included “policies” on Integration and Climate Change Adaptation
- Provided example of Salt and Nutrient Management Plan
- Acknowledge sub -regions

Regional Review

- Final available on web site- October 1

<http://bairwmp.org/docs/2013-bairwm-plan-update/2013-final-plan/final-bairwmp-2013>

- Coordinating Committee approval on October 28, 2013

DWR Review Process

- Draft DWR Guidance-Sep. 2013
 - specific requirements for each chapter
- Plan Update Team review completed
- Public Review of DWR guidance ends Oct. 18
- BACC will send comments on DWR Guidance
 - Plan Performance and Monitoring
 - Finance
 - DWR review

DWR review of BAIRWMP-January 2014??

Plan Adoption

- After DWR review- early 2014?
- Entities receiving funding in Round 1 must adopt by May 11, 2014
- Funded entities in Round 2 and 3 must adopt plan

Implementation Grant-Round 2

- Projects
- DWR review
- Analysis

Round 2:
19 Projects



DWR Review

- Draft recommendations out Sep. 25, 2013
- Bay Area proposed for funding
 - \$ 20 million
- Score – 56 out of 80

Analysis

- Round 1 Bay Area- 49 out of 85= 58%
 - Range of scores- 39- 64
 - Average- 53
 - Bay Area below average
- Round 2 Bay Area-56 out of 80= 70%
 - Range of scores 39- 67
 - average -53
 - Bay Area above average

Analysis-Round 2

- 34 proposals
 - average number of projects-6
 - Average request- \$ 7m
 - 24 out of 34 funded
- Proposals with 13 or more projects

Bay Area	19	score-56
North Coast-	13	score- 64
LAFCD	13	score- 67
SAWPA	20	score- 42 (50% funding)

Analysis

- Workplan
- Budget
- Schedule
- Mon. asses. Perf
- Tech. Just.
- Benefit/Cost
- Prog. Pref

Max	Avg	B A
15	10	9
5	3	3
5	4	4
5	3	3
10	<7	6
30	18	21
10	6	10

B/C Analysis

- BAIRWMP (21 –**medium** benefits/High Quality An.)
 - Overall ratio- 1.5
 - Range of projects- .34 to 14.23
 - Dominant project- GW storage 1.18 (41 % of benefits)
 - Without dominant project- 1.7
- North Coast (24- **high** benefits/High Quality An.)
 - Overall ratio-3.0 (actual-2.75)
 - Range of projects-.04 to 16
 - Dominant project-Water Tank-16 to 1(61% of benefits)
 - Without dominant project-1.18

Implementation-Round 3 Process

- Background
- Round 3 Phases
- BACWA Concepts

Project Selection Process

- **Prop 50 Round 1** – Limited input
 - \$12.5 million dollars for conservation, **water recycling**, outreach on bay pollution
- **Prop 84 Round 1** – emphasis on “ Regional Projects” , **Functional Areas**, and DWR priorities (B/C ratio)-Limited input (BACWA-\$ 10m/30m)
- **Prop 84 Round 2** – Conceptual Options-emphasis on **Integration**, **Sub-Regional** and Functional Area priorities, and DWR priorities (B/C ratio)- Wide open process (BACWA~ \$5m/ 20 m)
- Prop 84 Round 3 - ??????

Round 3 Approach-DRAFT

\$73 million

Phase 1: Determine Regional needs and priorities
(July 2013 to May 2014)

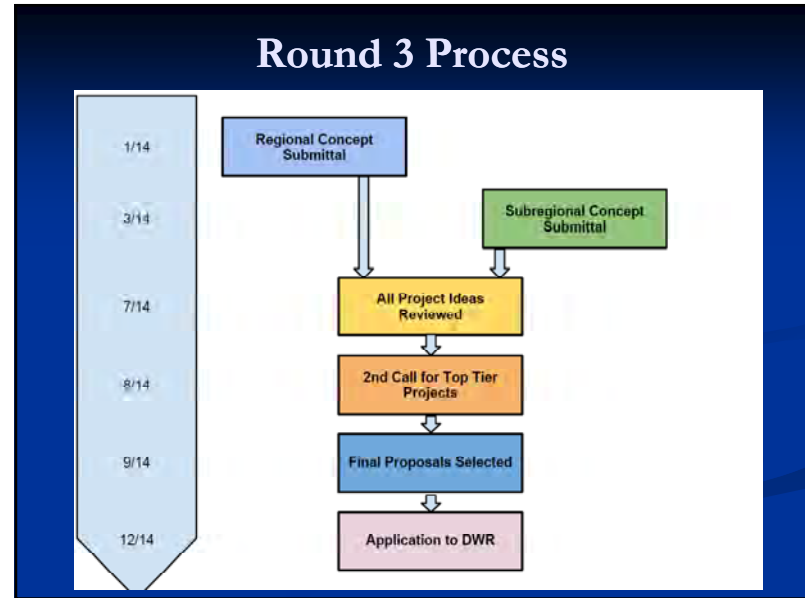
- Guidance- Dec. 2013
- Best Regional Projects identified- May 2014

Phase 2: Project selection (June 2014 – Sep. 2014)

- Guidance- March 2014- 2 step process
- DWR-Draft PSP-July?
- Project Selection- Sep. 2014?

Phase 3: Project application to DWR
(July 2014 – Dec. 2014)

- - Lead(s) Selection- July 2014
- - Consultant Selection-Sep. 2014
- - Application submittal- Early 2015?



Phase 1

- Questions to Functional Areas

- 1) Should Climate Change be a regional priority for Round 3?
- 2) If so, what regional project concepts should be considered?
- 3) If not (or in addition to), what other topics or priority areas should be considered and what project concepts should be considered

Priority Need	Expressed as a Priority by:				Related Climate Change ?
	Water Supply/ Quality	Recycling/ Wastewater	Flood/Storm	Hab./Watersh	
Climate Change	Yes	Yes- not only priority	Yes	Yes	
Precipitation Forecasting	Some support	??	Yes	??	Yes
Reinforce/Enhance Capacity (Desal, Infiltration, Interties)	Yes	??			Yes and No
Regional Water Reliability/Long term sustainability	Yes	Yes (focal ideas: waste to energy, recycling, conservation)			Yes and No
Health of the Bay		Yes - (focal ideas: nutrient reduction, resource recovery)	??	Yes	Yes and No
Shoreline Sustainability		??	Yes	Yes	Yes
Sediment Management			Yes	Yes	Yes and No
Invasives Management			Yes	Yes	??
Riparian and Fisheries Restoration			??	Yes	Yes and No
Protection of Water Source Areas	??		??	Yes	Yes and No

Next Steps

- Develop Factors and Criteria for “Regional” Projects
- Issue Guidance to potential Regional proponents
- Draft Guidance for Phase 2-Project Selection

“Regional” Factors

- Included in the 2013 Bay Area IRWM Plan or will be submitted for inclusion in the Plan
- **Readiness to proceed**
- Match-25%
- **Define Physical Benefits**
- **Benefit/Cost Analysis**- Describe how good a ratio could be provided and using what basis (either relate to similar projects or provides evidence) [
- **Cash for Consultant** – Project proponents will be required to contribute to application preparation costs, which are anticipated to be a minimum of \$10,000 per project.
- **Regional Collaboration**- Supported by participants, regional plans, established frameworks
- **Multi-objective**– achieves multiple benefits (wildlife, flood, etc.)
 - Cross functional projects preferred.
- **Minimum Grant Request:** The Coordinating Committee is targeting **\$5 million** as a minimum grant request for each regional project.
- **Regional Impact/Effect** – Tell us how your project is regional in scope, how it serves a greater than local need. How geographically extensive are the benefits of the projects?
- **Description of monitoring and evaluation of project goals**

Possible Regional BACWA Concepts

Lead

- Recycling
- Waste to Energy
- Nutrient Reduction
- Resource Recovery

Role?

- C.C. -Precipitation Forecasting (SFPUC)
- C. C Shoreline Sustainability
 - Union, Novato? (in round 2)
 - San Jose, Palo Alto, Hayward, North Richmond?

Isle Utilities is an independent technology and innovation consultancy. We have a strong track record in identifying emerging technologies and accelerating their market uptake through our global innovation forum – the Technology Approval Group (TAG).

Background

TAG is a global innovation forum of the world’s leading water utilities. The TAG model was first launched in the UK in 2005, and over the last 7 years it has gone from strength to strength.

TAG accelerates the market uptake of “step-change” technologies by engaging the industry during the pre-commercial stages of development and also by leveraging external investment from venture capital investors.

To date we have held TAG meetings in Europe, North America, Singapore and Australia with several other new territories on the horizon.

Furthermore, financial constraints among members of the supply chain mean that it is becoming increasingly difficult for technology developers to find a suitable partner who can help accelerate the development and commercialisation of early stage technologies. This is especially the case for technologies that are not yet generating a revenue stream.

This creates a dilemma. Without engagement from the water sector to create market-pull, how does a new company with an exciting technology secure ready adoption by an end-user?

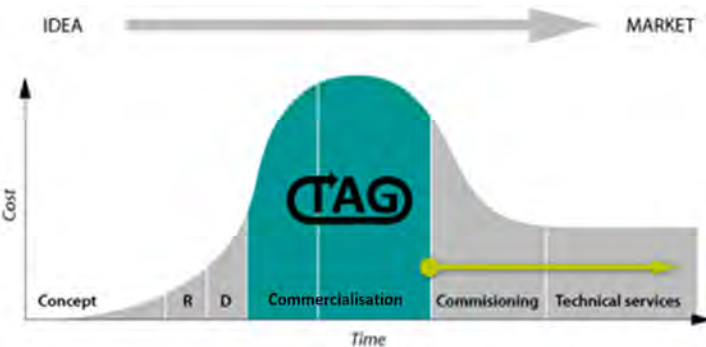
The Technology Approval Group (TAG) has been established to address the above challenges.

An Unbiased Approach

Isle maintains a completely unbiased approach to sourcing and screening new technologies, which are typically post-R&D but not yet fully commercialised. Technologies are commonly sourced through a combination of web-based research, industry referrals and attendance at conferences and networking events. The search is not restrained by geography and more importantly includes “cutting edge” innovation developed in other sectors such as the oil & gas sector, mining, automotive, renewable energy and manufacturing.

TAG technologies must always be able to demonstrate a “step-change” benefit over competing solutions. This indicates that TAG technologies must comply with stringent evaluation criteria, including:

- Significant cost savings (CAPEX & OPEX)
- Significant reduction in energy consumption and carbon emissions
- Cost-effective compliance with regulatory and legislative requirements
- Improved safety for staff and customers



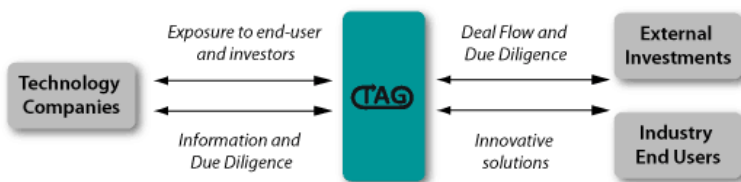
The Challenge

The primary aim of a water utility is to provide clean, safe and sustainable water and wastewater services to its customers. With environmental standards becoming more stringent, and with the increasing pressure on capital budgets and rising operational costs, it is clear that the adoption of new technological solutions is vital to achieving this aim.

However, very few water utilities have the means to invest directly in the development of new technologies.

Benefits of TAG

- Allows TAG members access to a high quality portfolio of new technologies without diverting their focus from the core business
- The search for new technologies extends beyond the existing water supply chain. TAG members will benefit from R&D work undertaken in other sectors such as oil & gas, chemicals and automotive.
- Facilitates the flow of external investment from the venture capital community into the water sector
- Shortens the time-to-market for emerging technologies
- Collaboration with key players in the industry
- Enhances the rewards from R&D (for example, the TAG members may negotiate royalties from companies which they have supported)
- Provides TAG members with a “market edge” on new technologies and ensures they remain at the forefront of technological development



Isle’s core capabilities lie in:

- Identifying, qualifying and quantifying market opportunities;
- Identifying and assessing novel technological solutions;
- Facilitating relationships to accelerate technology development and commercialisation, including co-ordinating, managing and delivering innovation projects;
- Maintaining relationships with a large and diverse range of stakeholders.



Isle’s Capability

Isle’s extensive network is specifically focused around technological innovation. TAG is established in the water industry, which has been our core focus, however, we have a breadth of experience across other industries. Additionally, a major component of our work is to identify, assess and realise opportunities for technology transfer across sectors as diverse as oil and gas, mining, automotive, renewable energy and manufacturing.

TAG’s track record:

- 50 water utilities are TAG members; encompassing North America, Europe, Australia, and Asia.
- Over 180 technologies have been carefully selected to present to our TAG members since 2005
- More than 75% of these technologies have been taken forward by our TAG members through trials or pilots.
- Over 50% are now commercially successful.
- Approximately \$300m of external investment has been facilitated through the forum.



BACKGROUND

Isle Inc. is an independent technology and innovation consultancy. We have a strong track record in identifying emerging technologies and accelerating their market uptake and we do this through our innovation platform called the Technology Approval Group (TAG).

TAG is a global innovation forum of the world's leading water utilities. The TAG model was first launched in the UK in 2005, and over the last 7 years it has gone from strength to strength. TAG accelerates the market uptake of "step-change" technologies by engaging the industry during the pre-commercial stages of development and also by leveraging external investment from venture capital investors. We now have TAG groups operating in North America, Europe, Australia and Singapore with more than 60 water utilities participating globally.

We believe that these TAG forums present an excellent opportunity for TAG Members to become part of a growing network of TAG members at the forefront of innovation, sharing in a novel approach to adopting new technology.

WHY TAG?

TAG addresses a "gap" in the market: it promotes strategic level innovation, supports the development and commercialisation of new technology, and helps to secure external VC investment into the water sector. This is a completely unique model for the water sector worldwide. Isle's track record to date includes:

- Over **150** technologies approved and formally presented to forum members since 2005
- More than **75%** of these technologies have been taken forward by the members through trials or pilots
- Over **50** products are now commercially successful
- More than **\$300m** of external investment has been leveraged through the forum.

WHAT IS TAG?

TAG consists of a continuous, on-going programme of activities initiated by the TAG meetings. These activities include the preparation and delivery of the TAG meetings themselves but also the one-to-one follow-up with our TAG members and appropriate technology companies. We also introduce the technology companies that are supported by the TAG members to investors and supply-chain partners to ensure that they have the necessary resources and delivery routes in place. Descriptions for these activities are outlined below:

TAG Kick-off meeting: This is a meeting held with each TAG member to better understand the opportunities for innovation and their capital and operational programmes for the coming year.

Technology search: Isle proactively searches for new technologies to match our TAG members' requirements. The search includes technologies from all around the world, and more importantly also includes step-change technologies developed in other sectors (such as oil & gas, automotive, renewable energy, manufacturing, etc.).

Isle Inc.
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Suite 601
Palo Alto, CA 94306
isleutilities.com



TAG meeting preparation: Isle undertakes due diligence on each technology and works closely with the TAG members to select five high-potential technologies to present at each TAG meeting.

TAG Meetings: The five selected technologies pitch to the TAG members at a quarterly TAG meeting. Each presentation is 20 minutes long followed by 10 minutes of Q&A. This is followed by an open discussion without the technology company to provide TAG members with the opportunity to provide candid feedback and to discuss potential trials and projects.

TAG Follow-up: Opportunities for trials and other projects emerge during the TAG meetings. Facilitating introductions and/or one-to-one meetings between TAG members and technology companies, including those who were not invited to the TAG meetings but which still received interest.

THE PROPOSAL

TAG Members will receive the following:

- **Up to four TAG meetings each year facilitated by Isle:** Five selected technologies pitch at each TAG meeting. Each presentation is 20 minutes followed by 10 minutes of Q&A and an open discussion among the TAG members. Technology feedback forms and meeting minutes are also collated by Isle and disseminated with copies of all the presentations.
- **Innovation Workshops:** This will include stakeholder sessions allowing Isle to better understand the TAG Members strategic research plan and its broader objectives in order that a pipeline of appropriate technologies can be carefully identified to feed into this. The workshop will also provide a road-show for pre-selected technologies. These tend to be post the R&D stage but not fully commercialised therefore giving the TAG member the opportunity to work closely with these companies and forward plan around adoption and integration as appropriate.
- **Access to the online Technology Portal with over 1,500 technologies.** TAG members will have exclusive access to Isle's Technology Platform. This online platform will include Isle's technology database, technology presentations, brochures, technology feedback, published reports and discussion forums.
- **Collaboration with other TAG members.** The TAG online platform allows members to communicate and collaborate on trials, projects, technical issues and other commercial interests.
- **Access to an Isle project manager.** The Isle project manager will work closely with the TAG member in choosing the right technologies, facilitating the Innovation Workshops and pursuing all TAG related opportunities. The US based project manager will also introduce the technology companies to suitable venture capital investors, ensuring the development of those technologies align with the TAG members' requirements.

COSTING

The fee to join the quarterly TAG meetings hosted is **\$12,000** per annum.

Technology Platform

The Technology Platform is a dynamic online database of novel, emerging technologies from around the world. The platform gives you access to Isle's extensive technology database, discussion forums and the latest news and events. The technologies span a range of sectors including waste & wastewater, waste, energy, property, transport and environment.

Background

There is a growing demand for the next generation of innovative solutions, driven by increasing environmental policy and the requirement to minimize cost. Innovation has become a necessity for businesses to comply with legislation and maintain competitive advantage.

Through the use of innovative and novel technologies companies can make a step-change in minimizing their energy and environmental impact which will in turn lower their operating and capital costs.

Isle specializes in identifying and evaluating new technological solutions and matching these to customer requirements. Our extensive network gives us unparalleled access to qualified deal-flow for designers, asset owners and operators, and investors. We work with organizations across the supply chain to accelerate the development and commercialization of new technologies and have supported the launch of over 100 novel commercial products in the water industry.

Why use the Technology Platform

Isle's extensive in-house expertise in bringing new technologies to market has led to the development of the Technology Platform to aid technology users, investors, consultants, contractors and utility companies in their process of finding suitable solutions or propositions.

Whether you need to compare technologies to form your business case, achieve financial savings through technology adoption or require a facilitated introduction to a technology company, the Isle Technology Platform will meet your needs.

With over 1000 active technologies, the platform gives you access to emerging technologies and market intelligence from around the world.



Isle identifies over 200 new technologies a year; helping you make better decisions and saving you time and effort.

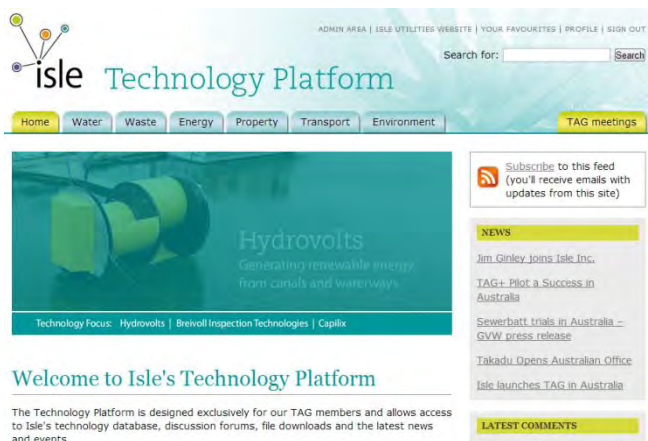
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In addition to this, similar technologies are flagged up when viewing a particular technology type, allowing comparison with other technologies.

The discussion forum then allows users to seek views and comments from other platform users.



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- Direct facilitated introduction to technology companies

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+1 925 667-8456

Bringing new technologies to market.



October 2, 2013

David Williams
Executive Director
Bay Area Clean Water Agencies (BACWA)

Bruce Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board

via email

Dear Mr. Williams and Mr. Wolfe:

We are writing to engage with you about the potential for collaboration on developing strategies for controlling nutrient releases to San Francisco Bay.

As you are aware, the National Science Foundation's Engineering Research Center for Reinventing the Nation's Urban Water Infrastructure (ReNUWIt) has been conducting research on novel approaches for controlling nutrient pollution. Through ongoing partnerships with BACWA member agencies and other stakeholders we have developed state-of-the-art treatment technologies and initiated studies of management strategies for improving water quality through regional cooperation.

We are well positioned to support BACWA and the San Francisco Bay Regional Water Quality Control Board as they work together to protect water quality in the San Francisco Bay. Specifically, we believe that we can assist your organizations as they attempt to understand technical and management options available for meeting future water quality objectives related to nutrients. Our expertise on technical issues related to engineering, public policy and law, as well as our ability to convene diverse stakeholders and develop robust synthesis across disciplines, could hasten progress towards your goals in an efficient and sustainable manner.

We understand that you are working to establish a program to investigate approaches for controlling nutrients, as part of the process to develop discharge permits for treatment plants in the San Francisco Bay region. We believe we could lead such an effort that engages you and your research partners, such as the San Francisco Estuary Institute. In the attached document, we describe a strategy for a comprehensive evaluation of options controlling nutrients. The approach we describe would center on the adaptive use of innovative technologies and management strategies to achieve nutrient objectives while simultaneously achieving multiple benefits valued by local stakeholders.

We welcome the opportunity to present details of this approach to your group. If, after learning more about our approach, you and your members are interested in pursuing this concept, we could develop a detailed proposal for your consideration.

Please feel free to contact us with any questions.



Sincerely,

Professor Richard Luthy

Director, ReNUWit
Silas H. Palmer Professor of
Civil and Environmental
Engineering, Stanford
University
luthy@stanford.edu

David L. Sedlak

Deputy Director, ReNUWit
Malozemoff Professor of Civil
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Associate Director for the
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UC Berkeley School of Law
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Assessing Options for Achieving Future Water Quality Objectives Related to Nutrients in San Francisco Bay

A concept paper for research by ReNUWit

October 2013

Motivation

The purpose of this document is to describe the structure of a potential contribution to the efforts of the San Francisco Bay Regional Board (SFRWQCB) and the Bay Area Clean Water Agencies (BACWA) to manage nutrient loading to the Bay. We propose to comprehensively evaluate options for achieving future nutrient goals, by considering technical performance, economics, regulatory context and the values of regional stakeholders. The intent is to provide managers with a means of assessing opportunities for achieving nutrient control objectives. A central element of the proposed effort involves situating the analysis within a holistic vision for the future of the Bay Area's urban water systems and coastal environment.

Context

Historically, the need to comply with the Clean Water Act and other water quality regulations has driven decisions about investments in wastewater infrastructure. While existing regulations will continue to drive future investments, there is a growing consensus that other factors, including decreasing water availability, sea-level rise and restoration of coastal habitats need to be considered as part of a sustainable wastewater infrastructure. In other words, business as usual is unlikely to result in a water system that will serve the future needs of the Bay Area.

Many key stakeholders understand that novel technological solutions and management strategies have the potential to deliver multiple benefits. However, uncertainties about the performance of technologies and a lack of clarity about the legal, regulatory and institutional aspects of new approaches often present barriers to innovation. The decision-making process is further complicated by the path dependency resulting from long design lives of urban water infrastructure.

These challenges are particularly problematic with respect to efforts to control nutrients. Without a concerted effort to better understand the costs, benefits and impediments associated with new approaches, managers are likely to choose options that will ultimately slow efforts to realize a future desired by regional stakeholders. These issues are particularly important when considered in the larger framework that includes important considerations like sea-level rise and plans to restore of coastal habitats.

In response to research suggesting that the San Francisco Bay is undergoing a shift to conditions where nutrient discharges will impact primary productivity, BACWA has sponsored efforts aimed at assessing the importance of wastewater effluent discharges to

water quality in the Bay. An initiative led by the San Francisco Estuary Institute may eventually identify a need to reduce the amount of nitrogen and possibly phosphorus discharged to the bay. Currently, the best strategy for achieving any necessary reductions is uncertain.

In short, the Bay Area lacks a plan for meeting nutrient reductions while incorporating considerations related to current and future challenges beyond the immediate issue of nutrients. We propose to lead an effort to address this analytical gap. Working in concert with the SFRWQCB, BACWA and SFEI, we will conduct a comprehensive analysis of the technical, legal, regulatory and institutional issues associated with potential alternatives as described below. A key aspect of our work will be efforts to connect options focused on nutrients with other elements of the Bay Area's water system.

Approach

We envision a process consisting of five distinct modules that approach different aspects of the issue. Efforts related to the modules would be pursued simultaneously with frequent consultation and collaboration with regional stakeholders.

1. Description of Potential Options for Controlling Nutrients

The options to be investigated will be described in consultation with stakeholders. This module will review available information about each approach including examples of full-scale systems in other locations, system performance and issues related to construction and maintenance.

- Option 1: Conventional nutrient removal at existing wastewater treatment plants (e.g., biological nutrient removal, sidestream treatment for nutrient removal)
- Option 2: Emerging nutrient removal technologies (e.g., CANDO, anaerobic wastewater treatment)
- Option 3: Nutrient removal in coastal wetlands (e.g., the Oro Loma Sanitary District's planned pilot project)
- Option 4: Water reuse as a means of decreasing the volume of wastewater discharged to the bay.
- Option 5: Other potentially viable suggestions that emerge from workshops with stakeholders and ReNUWIt scientists.

Option 1 will be considered as the default scenario. The decision by managers to invest in other approaches will be dictated by their cost effectiveness, uncertainties about performance, their ability to fit within institutional frameworks, and the ancillary benefits that they could provide.

2. Economic and Spatial Constraints

The basis for our estimates will be as follows:

- Option 1: Estimated by ReNUWIt scientists working in collaboration with consulting engineers contracted by BACWA (e.g., participants in the upcoming BACWA-sponsored workshop).
- Option 2: Estimated by ReNUWIt scientists working in conjunction with our affiliates involved in current pilot projects.

- Options 3 and 4: Spatial and economic analysis conducted by ReNUWI scientists with consultation and review by local and national experts (e.g., PWA/ESA for coastal wetlands).

The opportunities and constraints identified could inform more detailed subsequent analysis.

3. *Legal, Regulatory and Institutional Considerations*

A number of legal, regulatory, and institutional challenges are apparent, or will emerge upon consideration of the different options. In particular, Options 3 and 4 would likely require new legal or regulatory mechanisms. For example, the use of subsurface wetlands would require clarifications in NPDES permits in relation to considerations such as the point of compliance, as well as the need to achieve specific performance objectives during wintertime, when rates of denitrification decrease. Subsurface wetlands also pose uncertainties with respect to regulations related to land use, endangered species laws and flood control. Options related to efforts to achieve nutrient reductions through enhanced water reuse would likely require agreements and coordination among organizations that may not be parties to NPDES nutrient permits. For example, a mechanism for funding a water reuse project and assuring that objectives are met according to a proscribed schedule would need to be evaluated. This analysis would be conducted through legal scholarship and convening of stakeholders.

4. *Integration of Multiple Benefits*

Each of the options for achieving nutrient reductions is likely to affect other aspects of efforts to enhance urban water infrastructure. For example, installation of nutrient removal technologies (i.e., Option 1) may reduce the discharge of other contaminants of concern, while options that involve constructed wetlands may improve coastal habitat and protect levees from storm surges. Further, some strategies for nutrients may benefit water supply, reduce the carbon footprint of water provision and wastewater treatment, enhance energy production and resource recovery, enhance stormwater management, and improve other elements of the urban water cycle. Historically, these ancillary benefits have been undervalued in decisions about infrastructure investments. This aspect of our work will describe the nature of these benefits and identify stakeholders who have an interest in their development. We will conduct research to quantify avoided costs from other sectors, combined with novel approaches to address cost and benefit sharing across jurisdictions and institutions.

5. *Synthesis and Outreach*

Following completion of the tasks associated with Modules 1-4, we will engage stakeholders in a workshop to chart a path forward. The outcome of these discussions will be synthesized in a series of scenarios that will be described in sufficient detail for stakeholders to make informed decisions about follow-up activities. Scenarios ranging from business-as-usual (i.e., investments only in Option 1) would be compared with a range of options that involve strategic combinations of the other options. The alternatives will be presented as an adaptive management strategy in which investment can be adjusted as information from ongoing research and experience is developed.

Products and Process

The research effort will be targeted towards a multi-volume report containing the analysis of each set of option. Each volume will be accompanied by an executive summary that translates research findings into a format that will be clear to stakeholders without technical training.

Elements of the report will also be part of thesis research of graduate students and peer-reviewed publications by ReNUWIt team members. The peer-reviewed reports will assure that the broader community of international experts vets the approaches. In addition, a technical steering committee will be established to provide advice and oversight. The committee will consist of experts from academia, consulting and government along with local stakeholders.

The five modules described above will be completed in five years. A more complete timeline, including interim deliverables and budgets will require additional discussions between SFRWQCB, BACWA and ReNUWIt.

Integration of Nutrient Strategies into an Overall Vision of Urban Water Infrastructure

We envision the analysis of nutrients as one element of a larger vision for the future of our region's urban water infrastructure – tentatively titled “Water 2050” – that seeks to re-envision Bay Area water systems in support of evolving societal values and environmental challenges. The goal of this long-term effort is to identify the potential for innovations in science, technology, management, and institutions to create effective pathways for evolving our current water system to a state that effectively serves mutual goals.

Future efforts to reinvent the Bay Area's urban water systems would likely involve a number of subjects, each comprising a series of research efforts that sum to an integrated strategy. A provisional set of inter-connected topics could include:

- Nutrient loading to San Francisco Bay
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In the proposed nutrients project, ReNUWIt would engage with and seek to bridge between ongoing conversations on some of these topics. However, ReNUWIT could also approach each of these topics with comprehensive research and synthesis similar to that proposed for nutrient loading in this document. The potential synergies between such parallel investigations are numerous and profound, and would contribute to a broader, integrated vision for the Bay Area's water systems.

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A concept paper for research by ReNUWIt

October 2013

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BACWA Annual Members Meeting 2013

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Response Summary

Total Started Survey: 21
 Total Finished Survey: 21 (100%)

PAGE: BACWA ANNUAL MEMBERS MEETING 2013

1. What are your reasons for attending the annual meeting? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Learn about BACWA activities	66.7%	14
Learn about regulatory developments	95.2%	20
Network with agency staff	52.4%	11
Other:	0.0%	0
answered question		21
skipped question		0

2. How satisfied were you with the presentations? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Very Satisfied	57.1%	12
Somewhat Satisfied	28.6%	6
Satisfied	9.5%	2
Dissatisfied	4.8%	1
Comment/Suggestions for Future Presentation Topics Show Responses		3
answered question		21
skipped question		0

3. What topics did you find MOST useful and/or interesting?			Create Chart	Download
		Response Percent	Response Count	
Year in Review (Jim Kelly)		30.0%	6	
Mercury/PCB Watershed Permit Renewal (Lorien Fono/Jim Ervin)		15.0%	3	
TST & WET Policy (Jim Ervin)		40.0%	8	
SWRCB WDR from Collection Systems (Monica Oakley)		40.0%	8	
State Water Board Priorities (Frances Spivy-Weber)		35.0%	7	
SF Bay Water Board Priorities (Bruce Wolfe)		65.0%	13	
Baykeeper Priorities (Deb Self)		35.0%	7	
Nutrients - US EPA Perspective on SF Bay (Terry Flemming)		60.0%	12	
Nutrients - SF Bay Water Regional Water Board Perspective (Naomi Feger)		40.0%	8	
Nutrients 101: Framing for Boards and Councils (Amanda Roa)		40.0%	8	
Bay Area Nutrient Strategy (David Senn)		50.0%	10	
Nutrients - Considerations of Alternative Regulatory Framework (Tom Grovhoug)		40.0%	8	
Nutrient Removal Technologies (Don Gray)		45.0%	9	
Wrap Up (Laura Pagano/Dave Williams)		10.0%	2	
Other/Comment: Show Responses		5.0%	1	
			answered question	20
			skipped question	1

4. What topics did you find LEAST useful and/or interesting?			Create Chart	Download
		Response Percent	Response Count	
Year in Review (Jim Kelly)		7.7%	1	
Mercury/PCB Watershed Permit Renewal (Lorien Fono/Jim Ervin)		23.1%	3	
			answered question	13
			skipped question	8

4. What topics did you find LEAST useful and/or interesting?			Create Chart	Download
TST & WET Policy (Jim Ervin)		7.7%	1	
SWRCB WDR from Collection Systems (Monica Oakley)		23.1%	3	
State Water Board Priorities (Frances Spivy-Weber)		23.1%	3	
SF Bay Water Board Priorities (Bruce Wolfe)		0.0%	0	
Baykeeper Priorities (Deb Self)		30.8%	4	
Nutrients - US EPA Perspective on SF Bay (Terry Fleming)		0.0%	0	
Nutrients - SF Bay Water Regional Water Board Perspective (Naomi Feger)		7.7%	1	
Nutrients 101: Framing for Boards and Councils (Amanda Roa)		30.8%	4	
Bay Area Nutrient Strategy (David Senn)		0.0%	0	
Nutrients - Considerations of Alternative Regulatory Framework (Tom Grovhoug)		7.7%	1	
Nutrient Removal Technologies (Don Gray)		0.0%	0	
Wrap Up (Laura Pagano/Dave Williams)		15.4%	2	
Other/Comment: Show Responses		15.4%	2	
			answered question	13
			skipped question	8

5. Did you find the overall length of the meeting to be appropriate? If not, please explain.			Create Chart	Download
		Response	Response	
		Percent	Count	
Yes		57.1%	12	
No (please include comment)		42.9%	9	
		Comment Show Responses	11	
			answered question	21
			skipped question	0

6. Would you recommend that we continue to have the meeting at this venue? (California Endowment Conference Facility) If not, please explain.			Create Chart	Download
		Response	Response	

6. Would you recommend that we continue to have the meeting at this venue? (California Endowment Conference Facility) If not, please explain. [Create Chart](#) [Download](#)

	Percent	Count
Yes	89.5%	17
No (please include comment)	10.5%	2
	Comment Show Responses	3
answered question		19
skipped question		2

7. What are the most important benefits that you receive from BACWA membership? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Regulatory updates and advocacy	100.0%	20
Training opportunities	45.0%	9
Information sharing with other agencies	85.0%	17
Other (please specify)	0.0%	0
answered question		20
skipped question		1

8. What BACWA events did you attend in 2012? [Create Chart](#) [Download](#)

	Response Percent	Response Count
Committee meetings	66.7%	12
Workshops	27.8%	5
Workgroups	11.1%	2
Executive Board meetings	11.1%	2
2012 Annual meeting	83.3%	15
Other: (please specify)	0.0%	0
answered question		18
skipped question		3

9. What could BACWA do to better serve your agency?		Download
	Response	
	Count	
	Show Responses	3
answered question		3
skipped question		18

10. Any other suggestions for improving the meeting?		Download
	Response	
	Count	
	Show Responses	5
answered question		5
skipped question		16

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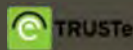
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Comments

Regarding presentations and meeting format/length (Q's 2 – 5):

Presentations seemed rushed due to time constraints.

The previous year's meeting was much better. Less presentations and more in depth was better than numerous presentations with little time for explanations.

I missed hearing from each of the committee chairs, and the annual member meeting seems an appropriate place to hear what all the other committees are doing. The committee chairs are in a position to do a better job highlighting their committees activities and accomplishments, and future plans than is the executive director. The speakers seemed rushed and pressured to stay in time limit. There were few question and comments from the audience, this might have been a result of the whole room feeling the need to "speed things up and not delay." In past annual meetings the dialog between the audience and the speakers has been most informative – especially between the regulator and the regulated - and I missed that dimension.

Monica had a very good presentation - easy to understand and informative. I would have like to hear more from David Senn and more about EPA priorities beyond nutrients

All (presentations were) helpful

Don Gray's presentation was very informative. I consider myself a layman in the field and while I admit that I did not understand every point, I did take away that there are several options for nutrient removal and that Don is well-versed in the area. Those two take-aways alone are valuable. However, the value of Don's presentation may have been reduced by its placement in the agenda. Ending the agenda with such a highly technical discussion, (after much brain power was already expended during the earlier potions of the meeting) may have diminished the strength of Don's message. Simply put, Don had a great message and I think that message would have been better absorbed had it been placed earlier in the agenda, when audience brain power would have been relatively higher.

Given the number of presenters, meeting would benefit from extended time frame--the presentations seemed rushed...or keep meeting length the same with fewer presenters.

Too little time

I thought we should have had a couple of breaks throughout the meeting to break it up a bit. ie bathroom breaks. I missed parts of important talks due to restroom runs.

I understand that the agenda was intially planned to be X hours long, and had to be compressed to fit a smaller window, which must have made planning quite difficult. In a perfect world, I would have appreciated a break or two, and I think it would have rejuvenated the room's ability to focus on the discussion topics. However, given the hand you were dealt, I thought BACWA played it quite well!

Could have used a few breaks for networking, etc.

too short

The presentations felt rushed at times.

No, not (enough time) for the agenda you had. If felt like you had planned six hours of content - and then decided to avoid the cost of lunch and shoved all the speakers into four hours, and took the morning break away too. If you can only afford a half day meeting, plan an agenda that fits comfortably in a half day. An alternative is to go back to the 6 hour meeting and charge people for lunch, or give them an hour to get something on their own.

No opporunity for breaks/networking with colleagues

But a break is needed as 3.5 hours of straight sitting is difficult

I would have preferred a slightly later start time and a longer meeting with more breaks and chances for networking.

Regarding meeting location (Q #6):

Yes I liked it being in downtown Oakland by a BART station. The seating arrangements could be improved. It was very cramped. Prefer the room set-up to be in theater style, everyone facing the front of the room at a narrow table, like it was at the Boy Scout building. If you don't have the narrow table, then just rows of chairs. Fits more people in in the center of the room, closer to the speakers.

Terrible location, especially in terms of traffic and parking. BART makes it more convenient, but either way, it is an additional cost to agencies. Also felt like we were crammed into the room. Latecomers seated at the sides could not see the PowerPoints.

Too small -felt very crowded.

Regarding what BACWA can do to provide additional support for your agency (Q #9):

Nothing, you do a great job

Keep up the good work!

Provide more information on issues and on-going activities (e.g., opportunities to provide input on comment letters) via more postings on the BACWA website and/or emails to members.

Regarding suggestions for improving the meeting (Q #10):

Give the speakers enough time to talk.

I am happy that Ms. Spivy-Weber was able to attend the meeting. As a SWB rep, her presentation carried great potential to be informative for all agencies in attendance. Unfortunately, I would rate her time as a lost opportunity. Though her section was entitled SWB Priorities, I have difficulty recalling any useful points or priorities from her presentation. I think a Powerpoint Presentation would have been useful for Ms. Spivy-Weber. Frankly, as a SWB rep, her words carry weight at meetings like this. Therefore, it is of primary importance that her message is delivered clearly. A Powerpoint would have helped in two key ways: 1) it would have kept her talk on-point and on-message and 2) her points and priorities could then be uploaded to the BACWA site for later reference and examination, as with the other presentations. I love that BACWA posts the presentations after the meetings! Especially when there are meetings where a lot of information is broadcasted, posting the Powerpoints after the meeting is tremendously helpful and allows for thorough examination and maximum absorption of information. Ms. Spivy-Weber's presentation was arguably the most important presentation on the agenda, and it's a shame that no one can refer back to her presentation or glean SWB's priorities. Further, a Powerpoint could have helped Ms. Spivy-Weber stay within time. I saw that she consumed an outsized portion of the timeslot, forcing Deb Self to shorten her discussion at the end. At meetings like this one where time is at a premium, a Powerpoint could have kept Ms. Spivy-Weber within the planned timeframe. I am happy that the vast majority of the presenters recognized the value of Powerpoint. Please strongly suggest Powerpoint to future presenters. Even with mediocre Powerpoints, at least there is something attendees can point and refer to. Especially for presentations like Ms. Spivy-Webster's, I'd rather have something rather than nothing. Again, please strongly suggest Powerpoints to all future presenters – they are a great tool for both the speaker and the audience!

build in a 15 minute break into the meeting. It is good for the body to get up and move every few hours.

breaks, lunch more of David Senn on the science -- he was rushed

Have a scheduled break so people can network.

**BACWA ANNUAL MEETING
January 23, 2014**

DRAFT AGENDA

<u>Time</u>	<u>Description</u>	<u>Topics</u>	<u>Speakers</u>
8:00 - 8:30	COFFEE and REFRESHMENTS		
8:30 - 8:50	WELCOME	Introduction	Mike Connor
		Year in Review	Dave Williams
8:50 - 9:50	NUTRIENTS	Overview -scientific workplans -governance -regulatory	Dave Williams
		Update on the Science	David Senn
		Watershed Permit	Lila
		Next Steps	Naomi
9:50 10:00	Break		
10:00 - 11:00	OTHER REGULATORY UPDATES	Toxicity	Jim E.
		Selenium	Lorien
		Hg/PCB	Lorien
		CECs	Lorien
		Stormwater Diversions	Ben
		Others	?
11:00 - noon	EPA, SWRCB, RWQCB, CARB & BAYKEEPER PRIORITIES	EPA	Alexis or Jarred
		SWRCB	Felicia
		CARB	?
		RWQCB	Bruce
		BayKeeper	Deb
Noon - 12:30	Lunch		
12:30 - 1:30	COMMITTEE UPDATES	Recycled Water	Committee Chairs
		Permit (?)	"
		Collection Systems	"
		BAPPG	"

		AIR	"
		Lab	"
		WOT (?)	"
		Info Share (?)	"
		Biosolids (?)	"
1:30 - 1:40	ARLEEN NAVARRET AWARD PRESENTATION		Mike Connor
1:40 - 2:00	BACWA ADMINISTRATIVE ISSUES	Budgeting for Regulatory Efforts -Dues -CBC fees	Dave Williams
		Committee Support & Restructuring -AIR -BAPPG	Laura
2:00 - 2:30	BACWA'S COLLABORATION & ROLE IN REGIONAL INIATIVES	Collaborations and Support -NACWA -CASA -Summit Partners -ReNUWit -ASC/SFEI -FWQC -Bay Planning Coalition -Prop 50 & 84 Round 1	Dave Williams
		Potential Initiatives -anaerobic secondary -annamox/EPA grant -IRWM Prop 84 Round 3	Ben
2:30 - 2:35	WRAP-UP	Fill out evaluation forms	Mike



B A C W A
BAY AREA
CLEAN WATER
AGENCIES

Members Meeting

Thursday, January 24, 2013, 8:00 a.m. – 12:00 p.m.
California Endowment Conference Facility, 7th Floor, Laurel Room
1111 Broadway, Oakland, CA

- 8:00 a.m. – 8:30 a.m. Coffee and Refreshments**
- 8:30 a.m. – 8:50 a.m. Welcome**
– Introduction
Laura Pagano, BACWA Executive Board Vice-Chair
– Year in Review
Jim Kelly, BACWA Interim Executive Director
- 8:50 a.m. – 9:30 a.m. Regulatory Update**
Moderator – *James Ervin, City of San Jose*
– Mercury & PCB Watershed Permit Renewal
Lorien Fono, BACWA Regulatory Program Manager
– TST & WET Policy
James Ervin, City of San Jose
– SWRCB WDR for Collection Systems
Monica Oakley, RMC Water and Environment
- 9:30 a.m. – 10:20 a.m. SWRCB, RWQCB, & Baykeeper Priorities**
Moderator – *Laura Pagano, BACWA Vice-Chair*
Frances Spivy-Weber, State Water Resources Control Board
Bruce Wolfe, Executive Officer, SF Bay Water Board
Deb Self, Executive Director, Baykeeper
- 10:20 a.m. – 11:20 a.m. Nutrients – What is happening in the San Francisco Bay**
Moderator – *Jim Kelly, BACWA Interim Executive Director*
– US Environmental Protection Agency Perspective on SF Bay
Terry Fleming, Region IX EPA
– San Francisco Bay Regional Water Board Perspective
Naomi Feger, SF Bay Water Board
– Nutrients 101: Framing the Issue for Boards and Councils
Amanda Roa, Delta Diablo Sanitation District
– Bay Area Nutrient Strategy
David Senn, San Francisco Estuary Institute
– Considerations of an Alternative Regulatory Framework
Tom Grovhoug, Larry Walker Associates
- 11:20 a.m. – 11:45 a.m. Nutrient Removal Technologies**
– Survey of Nutrient Technologies and Considerations
Don Gray, East Bay Municipal Utility District
- 11:45 a.m. – 12:00 p.m. Wrap up**

Arleen Navarret Biennial Award

Proposed Timeline for 2014 Award

October 15, 2013 – Distribute Notification to BACWA Member Agencies to Submit Nominations/Applications

November 15, 2013 – Deadline to Submit Application

November 16 – December 15, 2013 – Selection Panel Evaluation of Candidates

December 20, 2013 – Notify Candidates and BACWA Board of Selection Panel's Decision

January 30th, 2014 BACWA Annual Members' Meeting – Present Award to Recipient

Proposed Outreach to Solicit Applications/Nominations

- 1) BACWA E-newsletter
- 2) BACWA Website Posting
- 3) E-mail Distribution Lists for Committees
- 4) BACWA Member E-mail Distribution List
- 5) Announcements at Committee Meetings

Proposed Selection Panel Members

- 1) BACWA Executive Board Representative (Board member should not be from an agency where a nomination has been submitted).
- 2) Last Recipient of Award (2012, Rosey Jencks, SFPUC)
- 3) BACWA Member Agency Representative

Note: Final composition of panel may be dependent upon applications received, to avoid potential conflicts of interest.

Reference Materials Attached:

- 1) Guidelines Approved by BACWA on March 24, 2011
- 2) 2012 Application/Nomination Form
- 3) 2012 Evaluation Form

September 26, 2013



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 11

FILE NO.: 12,315

MEETING DATE: March 24, 2011

TITLE: Guidelines for Implementation of the Arleen Navarret Leadership Award

MOTION _____ RESOLUTION _____

RECOMMENDED ACTION

Approve the guidelines for eligibility and administration of the Arleen Navarret Leadership Award.

SUMMARY

On December 16, 2010 the BACWA Executive Board approved a resolution establishing the Arleen Navarret Leadership Award in honor of former Board member and San Francisco Public Utilities Commission (SFPUC) employee Arleen Navarret. The Executive Director solicited input from various Board representatives and SFPUC employees to develop the following guidelines for administration of the award, the first of which will be presented in January 2012.

Purpose: To recognize and encourage emerging leaders in the BACWA community who exhibit the characteristics possessed by former BACWA Chair, Arleen Navarret:

- Leadership in the workplace and wastewater community
- Commitment to environmental protection
- Mentorship of and compassion for others
- Technical expertise
- Ability to communicate effectively with myriad people
- Exemplary public service

Eligibility: All current employees of BACWA member agencies are eligible for this award.

Nominations: Any current employee of a BACWA member agency may nominate any employee of any BACWA member agency.

Selection: A committee of no more than five members comprised of the BACWA Executive Director, SFPUC and other designated BACWA representatives shall review nominations and select the awardee. No more than two BACWA Board members shall serve on this committee.

Award: The awardee shall receive \$1,000 to be applied to a professional development opportunity related to leadership, environmental protection, or technical skills development. The award shall be presented biennially at the BACWA Annual Meeting.

FISCAL IMPACT

This action will not have any fiscal impact for the current year, but will require \$1,000 in the Fiscal Year 2011-2012.

ALTERNATIVES

This action does not require consideration of alternatives.

Submitted: Amy Chastain

Executive Director Approval: /s/ Amy Chastain



Arleen Navarret Leadership Award Nomination Form

Name: _____

E-mail: _____

Agency: _____

Phone: _____

What is it?

This award was created in honor of Arleen Navarret and her dedication to improving the health of the San Francisco Bay. Arleen spent nearly 30 years with the San Francisco Public Utilities Commission and provided leadership to BACWA and Tri-TAC boards and committees. Her combination of technical and regulatory expertise and interpersonal skills has been invaluable to BACWA. Her development of effective relationships with regulators and community-based non-profits has resulted in the development of more thoughtful and effective water quality regulations. This is a biennial award honoring emerging leaders in the BACWA community exhibiting characteristics possessed by former BACWA Chair, Arleen Navarret:

- Leadership in the workplace and wastewater community
- Commitment to environmental protection
- Mentorship of and compassion for others
- Technical expertise
- Ability to communicate effectively with a myriad of people
- Exemplary public service.

Who is eligible?

Only current employees of BACWA member agencies are eligible to receive this award.

How to apply

Applicants may nominate themselves, or be nominated by their colleagues.

Applications must include:

1. Completed Nomination Form
2. Individual Narrative (in the following format)
 - a. nominee name at the top of each page
 - b. no more than 2 pages of double-spaced, 12 point font
 - c. concise introductory paragraph describing who the individual is and why they are being nominated
 - d. subsequent paragraphs that address
 - i. specific work or activities of the nominee that meet the one or more of the following criteria for the award: leadership; environmental protection; mentorship; tech expertise; effective communication; public service
 - ii. the specific opportunity to which the award could be applied and how it would benefit the awardee in their professional development related to one or more of the following: leadership; environmental protection; tech skills development
 - e. concluding paragraph describing how this individual has or has the potential to positively impact and contribute to the wastewater community.

Deadline and Selection

Applications are due by November 15, 2013 and should be submitted by e-mail as an attachment to agunnell@bacwa.org. The winner will be selected by the Award Committee and the award will be presented to the recipient at the BACWA Annual meeting on January 30, 2014.

**Bay Area Clean Water Agencies Arleen Navarret Leadership Award
Candidate Evaluation Form**

Candidate Name: _____

Current Employee of BACWA Member Agency? (yes or no) _____

<i>Criteria</i>	<i>Rating: 1 -5 1 (lowest) 5 (highest)</i>	<i>Comments</i>
Leadership in the workplace and wastewater community		
Mentorship of and compassion for others		
Commitment to environmental protection		
Technical expertise		
Ability to communicate effectively with a myriad of people		
Exemplary public service		
Value of professional development to be funded by award money		

Rating Total: _____

Additional Comments: