



Executive Board Meeting Agenda

Friday, May 16, 2014, 9:00 a.m. – 12:30 p.m.
EBMUD Treatment Plant Lab Library
2020 Wake Avenue, 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.	
REPORT OUT FROM CLOSED SESSION MAY 12, 2014	9:07 a.m. – 9:10 a.m.	
CONSENT CALENDAR	9:10 a.m. – 9:15 a.m.	4 – 9
1. April 18, 2014 BACWA Executive Board Meeting Minutes		
2. February 2014 Treasurer's Report		10 – 18
3. Confirmation of BACWA Representatives to the Aquatic Science Center / San Francisco Estuary Institute Governing Board		19
4. Fiscal Year 2014 - 15 Contracts		20 – 36
a. RMC for Collections Systems Committee and As Needed Technical Support, \$35,000; File 13,207.		
b. LWA for As Needed Technical Support, \$15,000; File 13,208.		
c. HDR for As Needed Technical Support, \$15,000; File 13,209		
d. EOA for As Needed Technical Support, \$10,000; File 13,210.		
e. Kennedy Jenks for Info Share Groups Support, \$12,000; File 13,211.		
f. PME for Regulatory Program Manager Services, \$120,000; File 13,212.		
g. Stephanie Hughes for BAPPG Multi-Pollutant Outreach; \$16,000; File 13,216.		
5. Amendments to Fiscal Year 2013 - 14 Agreements		37
a. Whitley Burchett IRWMP/Recycled Water Amendment 2 to Extend Termination Date to June 30, 2015; File 12,786.		
b. O'Rorke BAPPG Social Marketing Assistance Amendment 1 to Extend Termination Date to December 31, 2014; File 13,159.		
c. SFEI Nutrients Strategy Support Amendment 1 to Extend Termination Date to June 30, 2015; File 12,980.		
d. SFEI Nutrients Strategy Support Amendment 1 to Extend Termination Date to June 30, 2015; File 13,064.		

REPORTS		
6. Committee Reports	9:15 a.m. – 9:35 a.m.	38 – 44
7. Executive Board Reports	9:35 a.m. – 9:50 a.m.	
8. Executive Director Report <ul style="list-style-type: none"> • ED Highlights • NACWA White Paper on Utility-Agriculture Collaborations on Water Quality • Stockton Permit Limits • BayWork Workshop on Wheels • Maintenance Info Share Group Meeting • Bacteria Objectives Meeting, July 14, 2014 	9:50 a.m. – 10:00 a.m.	45 – 73
9. Regulatory Program Manager Report	10:00 a.m. – 10:10 a.m.	74 – 75
10. Chair & Executive Director Authorized Actions <ul style="list-style-type: none"> a. Chair Authorization of Agreement with Downey Brand for Regulatory Legal Counsel for fiscal years 2013 - 14 and 2014 - 15, in an amount not to exceed \$5,000; File 13,196. b. Chair Authorization of Agreement with Causey Consulting for Sewer Charge Survey Support in Fiscal Year 2014 - 15, in an amount not to exceed \$6,000; File 13,215. c. Chair Authorization of Agreement with Adammer for bacwa.org and bawise.org support in Fiscal Year 2014 - 15, in an amount not to exceed \$6,500; File 13,217. d. Executive Director Authorization of Agreement with Day Carter Murphy for Executive Board Legal Counsel in Fiscal Year 2014 - 15, in an amount not to exceed \$2,000; File 13,214. 	10:10 a.m. – 10:15 a.m.	76 – 83
OTHER BUSINESS		
11. <u>Presentation:</u> ReNUWIt (Christian Nilsen)	10:15 a.m. – 10:40 a.m.	
12. <u>Discussion:</u> Policy for BAPPG Comments on Legislation.	10:40 a.m. – 10:45 a.m.	
13. <u>Discussion:</u> Revised Water Operator Training Program Agreement Template	10:45 a.m. – 10:50 a.m.	84 – 85
14. <u>Discussion:</u> RMP Reserves	10:50 a.m. – 10:55 a.m.	
15. <u>Discussion:</u> IRWM Drought Relief Update	10:55 a.m. – 11:00 a.m.	
16. <u>Discussion:</u> Nutrients <ul style="list-style-type: none"> a. Technical Work <ul style="list-style-type: none"> i. Overview of the Suisun Synthesis (David Senn) ii. Draft Agenda, Schedule and Consultant Support for Lessons Learned Workshop b. Regulatory <ul style="list-style-type: none"> i. Debrief on Meeting with WB on RFP review ii. Affirmation of BACWA membership on Payment of Nutrient Surcharge 	11:00 a.m. – 11:25 a.m. 11:25 a.m. – 11:35 a.m. 11:35 a.m. – 11:50 a.m.	86 – 109

iii. Review of schedule for meeting Watershed Permit Requirements		110
c. Governance Structure	11:50 a.m. – 12:05 p.m.	
i. Review of 1st Steering Committee Meeting		
ii. Discussion of possible Agenda items for 2nd Steering Committee meeting		
iii. Program Coordinator		111 – 114
17. <u>Approval</u> : Grant Chair Authorization to Execute Interim Contract for Nutrient Steering Committee Facilitation; not to exceed \$15,000.	12:05 p.m. – 12:10 p.m.	115 – 119
18. <u>Discussion</u> : Draft agenda for Special Board Workshop	12:10 p.m. – 12:20 p.m.	120
19. <u>Discussion</u> : Draft agenda for Joint WB/BACWA bimonthly meeting	12:20 p.m. – 12:29 p.m.	121
SUGGESTIONS FOR FUTURE AGENDA ITEMS	12:29 p.m. – 12:30 p.m.	
NEXT REGULAR MEETING The next regular meeting of the Board is scheduled for June 20, 2014 from 9:00 am – 12:30 pm at the SFPUC Hetch Hetchy Room, 13th Floor, 525 Golden Gate Avenue, San Francisco.		
ADJOURNMENT	12:30 p.m.	



Executive Board Meeting Minutes

Friday, April 18, 2014, 9:00 a.m. – 12:30 p.m.

SFPUC, 525 Golden Gate Ave., SF, CA

ROLL CALL AND INTRODUCTIONS

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

Other Attendees: Cheryl Munoz (San Francisco Public Utilities Commission); Michele Pla (San Francisco Public Utilities Commission); Joanna De Sa (San Jose); Tim Potter (Central Contra Costa Sanitary District); Melody LaBella (Central Contra Costa Sanitary District); Greg Baatrup (Fairfield-Suisun Sewer District); Bhavani Yerrapotu (Sunnyvale); Amanda Roa (Delta Diablo Sanitation District); Karin North (Palo Alto); Kevin Buchan (Western States Petroleum Association); Robert Collison (Collison Engineering); Denise Connors (Larry Walker Associates); Tom Hall (EOA); Monica Oakley (RMC); Mike Faulk; (HDR); Pete Talbot (HDR) Jim Graydon (Brown & Caldwell); Rion Merlo (Brown and Caldwell); Arvind Akela (CDM Smith); Eric Casares (Carollo Engineers); Steve McDonald (Carollo Engineers); Samantha Engelage (AMEC); Patricia McGovern (Patricia McGovern Engineers); Lorien Fono (Patricia McGovern Engineers); David Williams (BACWA); Alexandra Gunnell (BACWA).

PUBLIC COMMENT

None.

CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER

The Executive Board Chair, Mike Connor, notified attendees that **agenda item 19.a.**, a discussion on the **Tentative Order for Palo Alto** would be moved to ahead of "Other Business" items on the agenda.

CONSENT CALENDAR

1. March 21, 2014 BACWA Executive Board Meeting Minutes
2. January 2014 Treasurer's Report

Consent Calendar items were approved in a motion made by Ben Horenstein and seconded by Jim Ervin. The motion carried unanimously.

REPORTS

Committee Reports were included in the handout packet for agenda **item 3**.

Lorien Fono, BACWA's Regulatory Program Manager (RPM), notified attendees that the AIR Committee is planning to submit a comment letter to the Bay Area Air Quality Management District (BAAQMD) regarding cross-media issues. The ED informed the Board that there is no formal policy outlining the process for review and signature authority for comment letters submitted by BACWA committees and Special Programs. The Board recommended that the process continue to be implemented on a case by case basis, such that when time permits, draft comment letters should be circulated to the Board for review and signed by the ED. When the comment period deadline does not allow for Board review, the ED should review the draft comment letter. It was agreed this AIR comment letter will be circulated to the BACWA Board for feedback. The RPM also noted that

CH2M will be reallocating AIR committee support services among their staff to allow them to continue to provide support to the committee with the funds remaining on this year's contract.

Melody LaBella reviewed the BAPPG Committee report that was included in the handout packet. SFPUC noted that their City Attorney is moving forward with investigating possible criminal and civil legal action against the wipes industry. CCCSD has met with the Solano County District Attorney to discuss this issue. Agencies interested in wipes litigation should contact BAPPG Chair, Karri Ving. Tim Potter will represent BACWA at the May 1st CWEA meeting on nondispersable wipes.

The Collection Systems Committee report was included in the handout packet and reviewed by Monica Oakley. She noted that flushable wipes litigation was discussed at their last committee meeting and also informed the Board that they have formed a workgroup to discuss the development of a private sewer lateral strategy.

Nirmela Arsem, Lab Committee Chair, reviewed the committee report included in the handout packet. The Board inquired if California's withdrawal from the National Environmental Laboratory Accreditation Program (NELAP) would affect any of our member agencies' labs. Nirmela clarified that POTW labs are certified under the California's Environmental Laboratory Accreditation Program (ELAP) not the national program and therefore will be unaffected by the change, though some private laboratories may be impacted.

Tim Potter, Permits Committee Chair reviewed the committee report that was included in the handout packet. He noted that the committee continues to serve as a conduit for informing member agencies about BACWA's nutrient related activities. Regulatory issues related to recycled water were also discussed at the last meeting; Amanda Roa and Amy Chastain will be leading efforts to follow up on this issue. Tim also informed attendees that the Pretreatment Committee met on April 14th.

Executive Board representatives (Board) were given an opportunity to provide updates from each of the Principal agencies under agenda **item 4, Executive Board Reports**. Non-principal members were also given an opportunity to report out on behalf of their agencies.

For Central Contra Costa Sanitary District (CCCSD) Roger Bailey, Tim Potter, and Melody LaBella informed attendees that they recently met with San Francisco Bay Regional Water Quality Control Board staff (SF Bay Regional Water Board) to discuss the optimization and upgrade reports and their overview report that they submitted in accordance with the Nutrient requirements in their NPDES permit. It was also noted that they are planning to work with Rob Collison to initiate a Zeolite Anammox pilot at their facility.

Jim Ervin reported that San Jose's NPDES permit writer will be visiting next week as they continue to work on their permit renewal. He also noted that they are now accepting reverse osmosis (RO) concentrate from the Silicon Valley Advanced Water Purification Center.

Laura Pagano informed attendees that the San Francisco Public Utilities Commission (SFPUC) has had recent visits from their permit writer as well. They had a recent CWA inspection of their

Oceanside facility and EPA will be inspecting the Southeast treatment plant next week. Laura informed the Board that Treasure Island will be joining BACWA.

Mike Connor, of the East Bay Dischargers Association (EBDA), reported that Oro Loma is working with Rob Collison on a Zeolite Anammox pilot at their facility. They are also moving forward with plans to construct a horizontal levee for a nitrogen removal pilot, and will be seeking IRWMP funding for this project.

The **Executive Director's April Report** was included in the handout packet for agenda **item 5** and David Williams highlighted the following items:

- NACWA has requested that BACWA send a letter of appreciation to Senator Boxer for her support for funding pilot communities under the EPA's Integrated Stormwater and Wastewater Planning Approach Framework. The Board confirmed that they would like BACWA to send a letter of support.
- The Operations Info Share Group has asked BACWA to submit a letter to the State Water Resources Control Board (SWRCB) requesting that they waive the recurring application fee for Operator-in-Training applicants. Currently an OIT application fee must be paid each time the intern/ student moves to a new plant. The BACWA Board supported submitting a letter to the SWRCB.
- The next Joint meeting with the SF Bay Regional Water Board staff will be scheduled in May.
- The ED will be on vacation from April 28th – May 9th.

The **Regulatory Program Manager (RPM) Report** was included in the handout packet and reviewed by Lorien Fono under agenda **item 6**. She noted that the SFEI program tracking table has been included as an attachment to her report. The Suisun Synthesis report has been posted on the Nutrients section of the BACWA website and the South Bay Synthesis report should be posted later this month. In response to a request from the Board, the RPM will add a section to the monthly e-newsletter highlighting "What's New" from the committees.

The following **Executive Director Authorized Actions** were taken since the March 21, 2014 Board meeting (agenda **item 7**)

- a. Executive Director Authorization of Amendment 1 to Downey Brand agreement for Regulatory Legal Counsel, an increase of \$500 for a new not to exceed amount of \$2,500; File 12,970.
- b. Executive Director Authorization for payment of Product Stewardship Institute 2014 membership dues, \$500; File 13,184.

It was noted that the Executive Director Authorization Request form for the Downey Brand agreement erroneously referenced an increase of \$5,000. The actual increase amount was for \$500.

OTHER BUSINESS

For **agenda item 8, the FY2015 Budget and Workplan** was included in the handout packet for Board approval and the following items were discussed.

- The ED noted that CWEA is polling three Bay area sections to see if they may be able to facilitate an alternate forum for the Operations and Engineering Info Share Groups. The Board supported the ED's suggestion to **revise the final FY2015 Budget and Workplan to increase the Info Share Group line item from \$10,000 to \$12,000**. This would provide consultant support for three meetings per year for the Bay Area Maintenance Info Share Group and three meetings per year for the Operations Info Share Group. Member participation for each of the two groups will be tracked over the next year and the ED will re-evaluate member interest when planning for fiscal year 2015-16. Sunnyvale offered to provide a member agency champion for both groups. The RPM will include upcoming meeting dates for the Info Share Groups in the e-newsletter.
- Funding for a Nutrients Program Coordinator is not included in the FY2015 Budget and Workplan but will likely be included in FY2016.
The FY2015 Budget and Workplan does not include funding for the ReNUWIt trailer pilot program or a contribution to the Wheeler Institute citizen lawsuit research project. The ED explained that the Board can amend the budget at any time during the fiscal year and that funding for the Wheeler Institute project could come from the current fiscal year under the CBC contingency line item. Further discussion of the Wheeler Institute project was deferred to later in the meeting.

In a motion made by Roger Bailey and seconded by Laura Pagano, the Board unanimously approved the revised FY2015 Budget and Workplan.

Guidelines for Representing BACWA were discussed under agenda **item 9**. The ED reminded the Board that the document would be circulated at the beginning of each fiscal year when transitions for Board and Committee Chairs/Vice Chairs were likely to occur. He clarified that instances where BAPPG representatives provide comments at county hearings are an example of BACWA representation that is addressed in the guidelines under "understood positions".

*A motion to approve the **Guidelines for Representing BACWA** was made by Roger Bailey and seconded by Ben Horenstein. The motion passed unanimously.*

For agenda **item 10, Rob Collison provided a presentation on Zeolite Anammox**. Agencies interested in implementing a pilot program at their facility should contact Rob Collison.

For **agenda item 11** the Board reviewed a **request for a \$2,500 contribution to SFEP for their Estuary News magazine** and expressed reservations about contributing at this time.

Under **agenda item 12**, the Board recommended that the Chair authorize a **\$5,000 contribution CASA for the Wheeler Institute citizen lawsuit research** project. They requested that the ED confirm the timeline for deliverables with CASA.

Under agenda **item 13, Nutrient** related issues were discussed.

Under item **13.a.i** the ED informed the Board that he attended the the **April 9th hearing** and provided verbal comments on the Nutrient Watershed Permit. He noted that the SWRCB requested a workshop to review the scope of the Optimization and Upgrade Studies.

Under **item 13.a.ii** the draft **scope for Optimization and Upgrade studies** was reviewed along with possible levels of effort needed to perform all the work included in the scope.

Under **item 13.a.iii** the list of **Contract Management Group (CMG)** members included in the handout packet was reviewed. The Board requested that the ED serve as the Chair and primary point of contact for the group. All questions about the Request for Proposal should be directed to the ED and answers will be disseminated to all consultants. It was noted that the Board could be invited to attend the CMG meetings.

For **item 13.a.iv** the list of POTWs and satellite agencies included in the handout packet was reviewed. It was noted that the Crocket sends a portion of its wastewater to the C&H plant, but that they have their own treatment plant as well. The draft summary letter was also reviewed and the Board recommended distributing it to BACWA members.

Under **item 13.b.i** the revised **Simplified Technical Overview** presentation slides were reviewed. The presentation will be distributed to BACWA members for their use.

For **items 13.c.i and 13.c.ii** the Board discussed the upcoming **Steering Committee** meeting and reviewed the list of **BACWA representatives** and alternates. All BACWA Steering Committee representatives and alternates will be attending the meeting.

Under **item 13.c.iii** it was noted that the need for a Nutrients **Program Coordinator** has been a topic of discussion with the WB staff.. The Board requested that it be included as a discussion item on the May Joint meeting agenda. The Board would like the ED to schedule a full day BACWA Board workshop to discuss BACWA's Nutrient strategy and other timely issues.

ReNUWIt Proposals were briefly discussed under agenda **item 14**. It was noted that ReNUWIt may not need the letter of support that they previously requested from BACWA, but they would appreciate if BACWA member agencies could be available to be interviewed by some of the graduate students participating in their program. The RPM will include information about the pilot trailer program in the upcoming newsletter. The Board requested that a discussion of both the pilot trailer program and the systems approach proposal be included on the agenda for the full day BACWA Board workshop.

Risk Reduction was discussed under agenda **item 15**. The RPM reviewed a proposal for grant funding from the Department of Public Health (DPH), and explained that DPH is requesting funding from BACWA and the Western States Petroleum Association (WSPA). The RPM work with Kevin Buchan, WSPA's Senior Coordinator for Bay Area Region and State Water Issues, to determine a final combined contribution amount from BACWA and WSPA for the life of the permit. Guidelines on the amount of the contribution were discussed.

Under agenda **item 16, Tom Hall** provided information on **Stormwater Diversions**. He explained that data contained in the March 15, 2014 Integrated Monitoring Reports Part C submitted by the County-wide Programs under the Regional Monitoring Program to the SF Bay Regional Water Board, show a significant cost associated with minimal levels of PCB removal. He noted that language in the Municipal Regional Stormwater Permit (MRP) and the PCB's TMDL may need to be reviewed. The report is available on the SF Bay Regional Water Board website and a link to the report will be posted on the BACWA website.

For agenda **item 17**, the ED provided an **update on the IRWMP Regional Project Proposal**. A summary of regional projects that will be submitted was distributed and reviewed. The ED informed the Board that there are funds remaining on BACWA's contract with Whitley Burchett and proposed that the funds should be applied to an amended scope that would support the preparation of Prop84 grant proposals. The Board expressed their support for the Recycled Water Committee to use \$12k of the unspent contract funds for the amended scope.

Costs Associated with Updating the Bay Area IRWMP were discussed under agenda **item 18**. The Board agreed that BACWA's support to fund cost overruns by Kennedy Jenks should be handled under the ED's discretion.

Under **item 19, Comments on Tentative Orders for Palo Alto and Benicia** were discussed. Concern was raised that proposed language in the Palo Alto permit, requiring that they file a petition with the Division of Water Rights, may hinder their ability to implement recycled water projects. The Board requested that the ED work with Monica Oakley and BACWA's legal counsel to draft a comment letter. The draft comment letter will be circulated to the Board and the Permits Committee for feedback prior to finalizing. Comments are due by April 28th. When the final letter is submitted BACWA will send a copy to the SWRCB.

Comments on the Benicia Permit are due May 12. The Board discussed concerns regarding dilution values included in the draft permit, and the need for a standardized dilution policy. The Board suggested that a discussion of dilution case studies should be included on an upcoming Permits Committee meeting agenda.

Under agenda **item 20**, the upcoming **NACWA Blending Forum** was discussed. The ED will inform NACWA that Ben Horenstein will be attending on behalf of BACWA.

The meeting adjourned at 12:30 p.m.

The next regular meeting of the Board is scheduled for May 16, 2014 from 9:00 am – 12:30 pm at the EBMUD Lab Library, 2020 Wake Ave., Oakland.

BACWA Revenue Summary Report for 3rd Quarter FY 2014

DEPARTMENT	REVENUE TYPE	AMENDED BUDGET	YEAR TO DATE	YTD Actual /
			ACTUAL	Budget (%)
Bay Area Clean Water Agencies	BDO Member Contributions	450,000	494,061	110
Bay Area Clean Water Agencies	BDO Other Receipts	-	(9,987)	-
Bay Area Clean Water Agencies	BDO Fund Transfers	10,675	11,163	105
Bay Area Clean Water Agencies	BDO Interest Income	3,000	2,073	69
Bay Area Clean Water Agencies	BDO Assoc.&Affiliate Contr	159,000	159,000	100
BACWA TOTAL		622,675	656,310	105
AIR-Air Issues&Regulation Grp	BDO Member Contributions	78,340	78,384	100
AIR-Air Issues&Regulation Grp	BDO Interest Income	-	83	
AIR TOTAL		78,340	78,467	100
BAPPG-BayAreaPollutnPreventGrp	BDO Member Contributions	80,000	79,505	99
BAPPG-BayAreaPollutnPreventGrp	BDO Interest Income	-	141	
BAPPG TOTAL		80,000	79,646	100
WQA-WtrQualityAttainmntStratgy	Administrative & General	-	1,500	
WQA-WtrQualityAttainmntStratgy	BDO Member Contributions	675,000	674,750	100
WQA-WtrQualityAttainmntStratgy	BDO Other Receipts	-	13,219	
WQA-WtrQualityAttainmntStratgy	BDO Interest Income	1,000	1,276	128
WQA CBC TOTAL		676,000	690,746	102
SUBTOTAL		1457015	1505169	103
WOT - Wtr/Wwtr Operat Training	BDO Member Contributions	160,500	147,000	92
WOT - Wtr/Wwtr Operat Training	BDO Interest Income	-	163	
WOT TOTAL		160,500	147,163	92
Prop84BayAreaIntegRegnlWtrMgmt	BDO Fund Transfers	-	(488)	
Prop84BayAreaIntegRegnlWtrMgmt	BDO Interest Income	-	2,466	
Prop84BayAreaIntegRegnlWtrMgmt	Administrative Support	-	143,122	
Prop84BayAreaIntegRegnlWtrMgmt	Water Efficient Landscape Reba	-	3,647,671	
Prop84BayAreaIntegRegnlWtrMgmt	Novato North Area Proj.	-	31,250	
Prop84BayAreaIntegRegnlWtrMgmt	Napa St Hospital Stage 1	-	31,250	
Prop84BayAreaIntegRegnlWtrMgmt	Harding Park RWP	-	2,008,300	
Prop84BayAreaIntegRegnlWtrMgmt	South Bay Salt Pond Habitat Re	-	1,201,750	
Prop84BayAreaIntegRegnlWtrMgmt	Regional Green Infrastructure	-	178,934	
Prop84BayAreaIntegRegnlWtrMgmt	WQ Improve Flood Mgmt & EP	-	190,361	
Prop84BayAreaIntegRegnlWtrMgmt	Water Efficient LRP	-	57,471	
Prop84BayAreaIntegRegnlWtrMgmt	Bay Friendly Landscape TP	-	39,205	
Prop84BayAreaIntegRegnlWtrMgmt	Weather Based Irrigation Cntrl	-	15,863	
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Toilet & UR	-	134,148	
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Toilet & UI	-	183,415	
Prop84BayAreaIntegRegnlWtrMgmt	Napa Co. Rainwater HP	-	7,126	
Prop84BayAreaIntegRegnlWtrMgmt	Conservation Program Admin	-	20,752	
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Partnership TA	-	50,108	
Prop84BayAreaIntegRegnlWtrMgmt	Flood Infrastructure Mapping T	-	3,457	
Prop84BayAreaIntegRegnlWtrMgmt	Pescadero Integrated FRAH	-	41,188	
Prop84BayAreaIntegRegnlWtrMgmt	Restoration Guidance, San FC	-	11,534	
Prop84BayAreaIntegRegnlWtrMgmt	SF Estuary Steelhead MP	-	49,405	
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Program Admnstrtn	-	14,192	
PRP84 TOTAL		-	8,062,481	
Prop50BayAreaIntegRegnlWtrMgmt	BDO Interest Income	-	330	
Prop50BayAreaIntegRegnlWtrMgmt	Administrative Support	-	14,257	
PRP50 TOTAL		-	14,586	

BACWA Expense Summary Report for 3rd Quarter FY 2014

DEPARTMENT	EXPENSE TYPE	AMENDED BUDGET	YEAR TO DATE		OBLIGATED	UNOBLIGATED
			Actual	Actual / Budget (%)		
Bay Area Clean Water Agencies	Reloc HYD 11595 Edgewater OAK	-	7,341		7,341	(7,341)
Bay Area Clean Water Agencies	BC-Collections System	26,000	17,698	68	25,250	750
Bay Area Clean Water Agencies	BC-Water Recycling Committee	41,552	-	-	9,910	31,642
Bay Area Clean Water Agencies	BC-Biosolids Committee	5,000	-	-	-	5,000
Bay Area Clean Water Agencies	BC-InfoShare Groups	25,000	5,057	20	25,000	-
Bay Area Clean Water Agencies	BC-Laboratory Committee	5,000	550	11	550	4,450
Bay Area Clean Water Agencies	BC-Miscellaneous Committee Sup	106,368	44,789	42	137,853	(31,485)
Bay Area Clean Water Agencies	LS-Regulatory Support	2,000	1,402	70	2,000	-
Bay Area Clean Water Agencies	LS-Executive Board Support	2,000	782	39	2,000	-
Bay Area Clean Water Agencies	CAS-CPSC	5,000	5,000	100	5,000	-
Bay Area Clean Water Agencies	CAS-PSI	500	-	-	-	500
Bay Area Clean Water Agencies	CAR-BACWA Annual Report	5,000	-	-	-	5,000
Bay Area Clean Water Agencies	CAR-BACWA Website Development/	7,820	5,634	72	7,134	686
Bay Area Clean Water Agencies	AS-BACWA Admin Expense	3,000	2,273	76	2,273	727
Bay Area Clean Water Agencies	CAR-Other Communications	5,199	73	1	73	5,127
Bay Area Clean Water Agencies	SP-BAPPG Contribution	50,000	50,000	100	50,000	-
Bay Area Clean Water Agencies	GBS-Contingency	31,100	-	-	-	31,100
Bay Area Clean Water Agencies	GBS- Meeting Support	13,000	11,381	88	11,731	1,269
Bay Area Clean Water Agencies	AS-Executive Director	175,000	116,667	67	175,000	-
Bay Area Clean Water Agencies	AS-Assistant Executive Directo	75,000	49,975	67	73,000	2,000
Bay Area Clean Water Agencies	AS-EBMUD Administrative Servic	40,000	7,499	19	36,617	3,383
Bay Area Clean Water Agencies	AS-Insurance	4,000	4,321	108	4,321	(321)
Bay Area Clean Water Agencies	BDO-CAS-Stanford ERC	10,000	10,000	100	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	100	5,000	-
BACWA TOTAL		643,539	345,441	54	590,054	53,486
AIR-Air Issues&Regulation Grp	Administrative Support	3,900	3,900	100	3,900	-
AIR-Air Issues&Regulation Grp	BDO Contract Expenses	74,440	37,709	51	74,440	-
AIR TOTAL		78,340	41,609	53	78,340	-
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Fog	17,000	8,000	47	8,000	9,000
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Mercury	2,500	-	-	-	2,500
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Pesticides	10,000	10,000	100	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	13,323	62	15,672	5,766
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Other	11,500	-	-	4,999	6,501
BAPPG-BayAreaPollutnPreventGrp	Administrative Support	4,275	4,275	100	4,275	-
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Multi-Pollutant	19,000	10,772	57	16,000	3,000
BAPPG TOTAL		97,210	46,370	48	58,946	38,265
WQA-WtrQualityAttainmntStratgy	WQA-CE-Technical Support	896,902	271,161	30	879,703	17,199
WQA-WtrQualityAttainmntStratgy	WQA-CE-Collaborations & Sponso	30,000	30,000	100	30,000	-
WQA-WtrQualityAttainmntStratgy	WQA-CE-Commun. & Reporting	6,000	-	-	-	6,000
WQA-WtrQualityAttainmntStratgy	WQA-CE-Other	33,800	1,678	5	35,000	(1,200)
WQA CBC TOTAL		966,702	302,839	31	944,703	21,999
SUBTOTAL		1,785,791	736,259	41	1,672,042	113,750

BACWA Expense Summary Report for 3rd Quarter FY 2014

DEPARTMENT	EXPENSE TYPE	AMENDED BUDGET	YEAR TO DATE		OBLIGATED	UNOBLIGATED
			Acutal	Acutal / Budget (%)		
WOT - Wtr/Wwtr Operat Training	Administrative Support	2,500	2,500	100	2,500	-
WOT - Wtr/Wwtr Operat Training	BDO Contract Expenses	158,000	151,000	96	151,000	7,000
WOT TOTAL		160,500	153,500	96	153,500	7,000
Prop84BayAreaIntegRegnlWtrMgmt	Administrative Support	-	4,434		4,984	(4,984)
Prop84BayAreaIntegRegnlWtrMgmt	BDO Contract Expenses	-	35,232		71,453	(71,453)
Prop84BayAreaIntegRegnlWtrMgmt	Novato North Area Proj.	-	31,250		31,250	(31,250)
Prop84BayAreaIntegRegnlWtrMgmt	Napa St Hospital Stage 1	-	31,250		31,250	(31,250)
Prop84BayAreaIntegRegnlWtrMgmt	Harding Park RWP	-	2,008,300		2,008,300	(2,008,300)
Prop84BayAreaIntegRegnlWtrMgmt	South Bay Salt Pond Habitat Re	-	1,201,750		1,201,750	(1,201,750)
Prop84BayAreaIntegRegnlWtrMgmt	Regional Green Infrastructure	-	156,005		156,005	(156,005)
Prop84BayAreaIntegRegnlWtrMgmt	WQ Improve Flood Mgmt & EP	-	(197,743)		(197,743)	197,743
Prop84BayAreaIntegRegnlWtrMgmt	Water Efficient LRP	-	241,291		241,291	(241,291)
Prop84BayAreaIntegRegnlWtrMgmt	Bay Friendly Landscape TP	-	56,287		56,287	(56,287)
Prop84BayAreaIntegRegnlWtrMgmt	Weather Based Irrigation Cntrl	-	97,094		97,094	(97,094)
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Toilet & UR	-	997,358		997,358	(997,358)
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Toilet & UI	-	1,218,500		1,218,500	(1,218,500)
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Clothes Washrs	-	1,401,879		1,401,879	(1,401,879)
Prop84BayAreaIntegRegnlWtrMgmt	Napa Co. Rainwater HP	-	22,127		22,127	(22,127)
Prop84BayAreaIntegRegnlWtrMgmt	Conservation Program Admin	-	71,115		71,115	(71,115)
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Partnership TA	-	126,676		126,676	(126,676)
Prop84BayAreaIntegRegnlWtrMgmt	Stream Restoration in North BD	-	179,741		179,741	(179,741)
Prop84BayAreaIntegRegnlWtrMgmt	Flood Infrastructure Mapping T	-	12,568		12,568	(12,568)
Prop84BayAreaIntegRegnlWtrMgmt	Stormwater Improvements & PBP	-	30,326		30,326	(30,326)
Prop84BayAreaIntegRegnlWtrMgmt	Pescadero Integrated FRAH	-	62,592		62,592	(62,592)
Prop84BayAreaIntegRegnlWtrMgmt	Restoration Guidance, San FC	-	11,534		11,534	(11,534)
Prop84BayAreaIntegRegnlWtrMgmt	SF Estuary Steelhead MP	-	122,239		122,239	(122,239)
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Program Admnstrtn	-	35,241		35,241	(35,241)
PRP84 TOTAL		-	7,957,047		7,993,818	(7,993,818)
Prop50BayAreaIntegRegnlWtrMgmt	Administrative Support	-	225		1,000	(1,000)
Prop50BayAreaIntegRegnlWtrMgmt	BDO Contract Expenses	-	6,698		26,778	(26,778)
Prop50BayAreaIntegRegnlWtrMgmt	Regional Conservation	-	48,321		48,321	(48,321)
Prop50BayAreaIntegRegnlWtrMgmt	EBMUD Ca. Waterstar Initiative	-	-		-	-
Prop50BayAreaIntegRegnlWtrMgmt	EBMUD Richmond RWP	-	-		-	-
Prop50BayAreaIntegRegnlWtrMgmt	Redwood City RWP	-	3,285		3,285	(3,285)
Prop50BayAreaIntegRegnlWtrMgmt	Mt. View-Moffat RWP	-	-		-	-
Prop50BayAreaIntegRegnlWtrMgmt	N. Marin RWP	-	1,971		1,971	(1,971)
PRP50 TOTAL		-	60,500		81,356	(81,356)



Bay Area Clean Water Agencies

A Joint Powers Public Agency

Leading the Way to Protect our Bay

April 10, 2014

MEMO TO: Bay Area Clean Water Agencies Executive Board
MEMO FROM: D. Scott Klein, Controller, East Bay Municipal Utility District
SUBJECT: Eight Month Treasurer's Report

DSK

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 February 28, 2014** (eight 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 02/28/14

DESCRIPTION	BEGINNING FUND BALANCE 07/1/13	TOTAL RECEIPTS	TOTAL DISBURSEMENTS	ENDING FUND BALANCE 2/28/14	OUTSTANDING ENCUMBRANCES	UNOBLIGATED FUND BALANCE 2/28/14
BACWA	669,142	656,310	266,645	1,058,806	317,049	741,758
TRNG FND	248,247	507	-	248,754	-	248,754
AIR	12,894	78,467	41,609	49,752	36,731	13,021
BAPPG	51,748	79,646	36,370	95,025	12,576	82,449
LEGAL RSRV	303,928	621	-	304,549	-	304,549
WQA CBC	369,481	690,746	194,523	865,704	750,180	115,524
BACWAOPRES	152,925	312	-	153,237	-	153,237
RWR	16,733	34	-	16,767	-	16,767
RESERVE	120,000	-	-	120,000	-	120,000
WOT	48,062	146,663	80,000	114,725	-	114,725
PRP84	59,109	8,062,481	7,945,117	176,473	47,682	128,790
WQA EMERG	405,238	827	-	406,065	-	406,065
TECHACTION	253,274	517	-	253,791	-	253,791
CBC OPRSRV	164,121	335	-	164,457	-	164,457
PRP50	157,852	14,586	9,554	162,885	23,480	139,404
	3,032,754	9,732,052	8,573,818	4,190,989	1,187,698	3,003,291

BACWA Revenue Report for February 2014

DEPARTMENT	REVENUE TYPE	AMENDED BUDGET	CURRENT PERIOD			YEAR TO DATE				UNOBLIGATED
			DIRECT	INVOICED	JVS	DIRECT	INVOICED	JVS	ACTUAL	
Bay Area Clean Water Agencies	BDO Member Contributions	450,000	-	-	-	-	494,061	-	494,061	(44,061)
Bay Area Clean Water Agencies	BDO Other Receipts	-	-	-	-	-	-	(9,987)	(9,987)	9,987
Bay Area Clean Water Agencies	BDO Fund Transfers	10,675	-	-	-	-	-	11,163	11,163	(488)
Bay Area Clean Water Agencies	BDO Interest Income	3,000	-	-	-	-	-	2,073	2,073	927
Bay Area Clean Water Agencies	BDO Assoc.&Affiliate Contr	159,000	-	4,500	-	-	159,000	-	159,000	-
BACWA TOTAL		622,675	-	4,500	-	-	653,061	3,249	656,310	(33,635)
 BACWA Training Fund	 BDO Interest Income	 -	 -	 -	 -	 -	 -	 507	 507	 (507)
TRNG FND TOTAL		-	-	-	-	-	-	507	507	(507)
 AIR-Air Issues&Regulation Grp	 BDO Member Contributions	 78,340	 -	 -	 -	 -	 78,384	 -	 78,384	 (44)
AIR-Air Issues&Regulation Grp	BDO Interest Income	-	-	-	-	-	-	83	83	(83)
AIR TOTAL		78,340	-	-	-	-	78,384	83	78,467	(127)
 BAPPG-BayAreaPollutnPreventGrp	 BDO Member Contributions	 80,000	 -	 1,133	 -	 -	 29,505	 50,000	 79,505	 495
BAPPG-BayAreaPollutnPreventGrp	BDO Interest Income	-	-	-	-	-	-	141	141	(141)
BAPPG TOTAL		80,000	-	1,133	-	-	29,505	50,141	79,646	354
 BACWA Legal Reserve Fnd	 BDO Interest Income	 -	 -	 -	 -	 -	 -	 621	 621	 (621)
LEGAL RSRV TOTAL		-	-	-	-	-	-	621	621	(621)
 WQA-WtrQualityAttainmntStratgy	 Administrative & General	 -	 -	 -	 -	 1,500	 -	 -	 1,500	 (1,500)
WQA-WtrQualityAttainmntStratgy	BDO Member Contributions	675,000	-	5,842	-	-	674,750	-	674,750	250
WQA-WtrQualityAttainmntStratgy	BDO Other Receipts	-	-	-	-	3,232	-	9,987	13,219	(13,219)
WQA-WtrQualityAttainmntStratgy	BDO Interest Income	1,000	-	-	-	-	-	1,276	1,276	(276)
WQA CBC TOTAL		676,000	-	5,842	-	4,732	674,750	11,264	690,746	(14,746)
 BACWA OperatingRsrve Fnd	 BDO Interest Income	 -	 -	 -	 -	 -	 -	 312	 312	 (312)
BACWAOPRES TOTAL		-	-	-	-	-	-	312	312	(312)

BACWA Revenue Report for February 2014

DEPARTMENT	REVENUE TYPE	AMENDED BUDGET	CURRENT PERIOD			YEAR TO DATE				UNOBLIGATED
			DIRECT	INVOICED	JVS	DIRECT	INVOICED	JVS	ACTUAL	
Regional Water Recycling	BDO Interest Income	-	-	-	-	-	-	34	34	(34)
RWR TOTAL		-	-	-	-	-	-	34	34	(34)
WOT - Wtr/Wwtr Operat Training	BDO Member Contributions	160,500	-	-	-	-	146,500	-	146,500	14,000
WOT - Wtr/Wwtr Operat Training	BDO Interest Income	-	-	-	-	-	-	163	163	(163)
WOT TOTAL		160,500	-	-	-	-	146,500	163	146,663	13,837
Prop84BayAreaIntegRegnlWtrMgmt	BDO Fund Transfers	-	-	-	-	-	-	(488)	(488)	488
Prop84BayAreaIntegRegnlWtrMgmt	BDO Interest Income	-	-	-	-	-	-	2,466	2,466	(2,466)
Prop84BayAreaIntegRegnlWtrMgmt	Administrative Support	-	-	-	-	-	143,122	-	143,122	(143,122)
Prop84BayAreaIntegRegnlWtrMgmt	Water Efficient Landscape Reba	-	-	-	-	-	3,647,671	-	3,647,671	(3,647,671)
Prop84BayAreaIntegRegnlWtrMgmt	Novato North Area Proj.	-	-	-	-	-	31,250	-	31,250	(31,250)
Prop84BayAreaIntegRegnlWtrMgmt	Napa St Hospital Stage 1	-	-	-	-	-	31,250	-	31,250	(31,250)
Prop84BayAreaIntegRegnlWtrMgmt	Harding Park RWP	-	-	-	-	-	2,008,300	-	2,008,300	(2,008,300)
Prop84BayAreaIntegRegnlWtrMgmt	South Bay Salt Pond Habitat Re	-	-	-	-	-	1,201,750	-	1,201,750	(1,201,750)
Prop84BayAreaIntegRegnlWtrMgmt	Regional Green Infrastructure	-	-	-	-	-	156,005	22,928	178,934	(178,934)
Prop84BayAreaIntegRegnlWtrMgmt	WQ Improve Flood Mgmt & EP	-	-	-	-	-	248,077	(57,716)	190,361	(190,361)
Prop84BayAreaIntegRegnlWtrMgmt	Water Efficient LRP	-	-	-	-	-	57,471	-	57,471	(57,471)
Prop84BayAreaIntegRegnlWtrMgmt	Bay Friendly Landscape TP	-	-	-	-	-	39,205	-	39,205	(39,205)
Prop84BayAreaIntegRegnlWtrMgmt	Weather Based Irrigation Cntrl	-	-	-	-	-	15,863	-	15,863	(15,863)
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Toilet & UR	-	-	-	-	-	134,148	-	134,148	(134,148)
Prop84BayAreaIntegRegnlWtrMgmt	High Efficiency Toilet & UI	-	-	-	-	-	183,415	-	183,415	(183,415)
Prop84BayAreaIntegRegnlWtrMgmt	Napa Co. Rainwater HP	-	-	-	-	-	7,126	-	7,126	(7,126)
Prop84BayAreaIntegRegnlWtrMgmt	Conservation Program Admin	-	-	-	-	-	20,752	-	20,752	(20,752)
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Partnership TA	-	-	-	-	-	25,235	24,873	50,108	(50,108)
Prop84BayAreaIntegRegnlWtrMgmt	Flood Infrastructure Mapping T	-	-	-	-	-	3,457	-	3,457	(3,457)
Prop84BayAreaIntegRegnlWtrMgmt	Pescadero Integrated FRAH	-	-	-	-	-	41,188	-	41,188	(41,188)
Prop84BayAreaIntegRegnlWtrMgmt	Restoration Guidance, San FC	-	-	-	-	-	11,534	-	11,534	(11,534)
Prop84BayAreaIntegRegnlWtrMgmt	SF Estuary Steelhead MP	-	-	-	-	-	49,405	-	49,405	(49,405)
Prop84BayAreaIntegRegnlWtrMgmt	Watershed Program Admnstrtn	-	-	-	-	-	4,277	9,915	14,192	(14,192)
PRP84 TOTAL		-	-	-	-	-	8,060,503	1,978	8,062,481	(8,062,481)
WQA Emergency Resrve Fnd	BDO Interest Income	-	-	-	-	-	-	827	827	(827)
WQA EMERG TOTAL		-	-	-	-	-	-	827	827	(827)
WQA Tech Action Fund	BDO Interest Income	-	-	-	-	-	-	517	517	(517)
TECHACTION TOTAL		-	-	-	-	-	-	517	517	(517)
CBC Operating Resrve Fnd	BDO Interest Income	-	-	-	-	-	-	335	335	(335)
CBC OPRSRV TOTAL		-	-	-	-	-	-	335	335	(335)
Prop50BayAreaIntegRegnlWtrMgmt	BDO Interest Income	-	-	-	-	-	-	330	330	(330)
Prop50BayAreaIntegRegnlWtrMgmt	Administrative Support	-	-	-	-	-	14,257	-	14,257	(14,257)
PRP50 TOTAL		-	-	-	-	-	14,257	330	14,586	(14,586)

BACWA Expense Report for February 2014

DEPARTMENT	EXPENSE TYPE	AMENDED BUDGET	CURRENT PERIOD				YEAR TO DATE				OBLIGATED	UNOBLIGATED
			ENC	PV	DA	JV	ENC	PV	DA	JV		
Bay Area Clean Water Agencies	Overpayment Refund	-	-	-	-	-	-	-	7,341	-	7,341	(7,341)
Bay Area Clean Water Agencies	BC-Collections System	26,000	(1,003)	1,003	-	-	14,673	10,327	250	-	25,250	750
Bay Area Clean Water Agencies	BC-Water Recycling Committee	41,552	-	-	-	-	9,910	-	-	-	9,910	31,642
Bay Area Clean Water Agencies	BC-Biosolids Committee	5,000	-	-	-	-	-	-	-	-	-	5,000
Bay Area Clean Water Agencies	BC-InfoShare Groups	25,000	(4,414)	4,414	-	-	20,587	4,414	-	-	25,000	-
Bay Area Clean Water Agencies	BC-Laboratory Committee	5,000	-	-	-	-	-	-	550	-	550	4,450
Bay Area Clean Water Agencies	BC-Miscellaneous Committee Sup	106,368	(66)	-	-	-	93,064	44,789	-	-	137,853	(31,485)
Bay Area Clean Water Agencies	LS-Regulatory Support	2,000	-	-	-	-	598	1,402	-	-	2,000	-
Bay Area Clean Water Agencies	LS-Executive Board Support	2,000	-	-	-	-	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	-	-	-	-	-	-	-	-	-	5,000
Bay Area Clean Water Agencies	CAR-BACWA Website Development/	7,820	-	-	584	-	1,500	-	5,522	-	7,022	798
Bay Area Clean Water Agencies	AS-BACWA Admin Expense	3,000	-	-	-	-	-	-	1,141	-	1,141	1,859
Bay Area Clean Water Agencies	CAR-Other Communications	5,199	-	-	-	-	-	-	73	-	73	5,127
Bay Area Clean Water Agencies	SP-BAPPG Contribution	50,000	-	-	-	-	-	-	-	50,000	50,000	-
Bay Area Clean Water Agencies	GBS-Contingency	31,100	-	-	-	-	-	-	-	-	-	31,100
Bay Area Clean Water Agencies	GBS- Meeting Support	13,000	(116)	116	3,806	-	432	568	10,716	(100)	11,616	1,384
Bay Area Clean Water Agencies	AS-Executive Director	175,000	-	-	-	-	116,667	58,333	-	-	175,000	-
Bay Area Clean Water Agencies	AS-Assistant Executive Directo	75,000	(6,150)	6,150	-	-	28,500	44,500	-	-	73,000	2,000
Bay Area Clean Water Agencies	AS-EBMUD Administrative Servic	40,000	-	-	-	-	29,118	10,882	3,502	(6,885)	36,617	3,383
Bay Area Clean Water Agencies	AS-Insurance	4,000	-	-	-	-	-	-	4,321	-	4,321	(321)
Bay Area Clean Water Agencies	BDO-CAS-Stanford ERC	10,000	-	-	-	-	-	-	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	(11,749)	11,683	4,390	-	317,049	175,215	48,415	43,015	583,694	59,845
AIR-Air Issues&Regulation Grp	Administrative Support	3,900	-	-	-	-	-	-	-	3,900	3,900	-
AIR-Air Issues&Regulation Grp	BDO Contract Expenses	74,440	(12,074)	12,074	-	-	36,731	59,409	-	(21,700)	74,440	-
AIR TOTAL		78,340	(12,074)	12,074	-	-	36,731	59,409	-	(17,800)	78,340	-
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Fog	17,000	-	-	8,000	-	-	-	8,000	-	8,000	9,000
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	-	-	-	-	2,349	2,650	10,673	-	15,672	5,766
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Other	11,500	-	-	-	-	4,999	-	3,028	(3,028)	4,999	6,501
BAPPG-BayAreaPollutnPreventGrp	Administrative Support	4,275	-	-	-	-	-	-	-	4,275	4,275	-
BAPPG-BayAreaPollutnPreventGrp	BAPPG-CE-Multi-Pollutant	19,000	(1,817)	1,817	-	-	5,228	10,772	-	-	16,000	3,000
BAPPG TOTAL		97,210	(1,817)	1,817	8,000	-	12,576	13,422	21,700	1,247	48,946	48,265
WQA-WtrQualityAttainmntStratgy	WQA-CE-Technical Support	896,902	(45,008)	45,008	-	-	715,580	164,123	-	-	879,703	17,199
WQA-WtrQualityAttainmntStratgy	WQA-CE-Collaborations & Sponso	30,000	-	-	-	-	-	-	30,000	-	30,000	-
WQA-WtrQualityAttainmntStratgy	WQA-CE-Commun. & Reporting	6,000	-	-	-	-	-	-	-	-	-	6,000
WQA-WtrQualityAttainmntStratgy	WQA-CE-Other	33,800	(350)	350	-	-	34,600	400	-	-	35,000	(1,200)
WQA CBC TOTAL		966,702	(45,358)	45,358	-	-	750,180	164,523	30,000	-	944,703	21,999

BACWA Expense Report for February 2014

DEPARTMENT	EXPENSE TYPE	AMENDED BUDGET	CURRENT PERIOD				YEAR TO DATE				OBLIGATED	UNOBLIGATED
			ENC	PV	DA	JV	ENC	PV	DA	JV		
WOT - Wtr/Wwtr Operat Training	Administrative Support	2,500	-	-	-	-	-	-	-	2,500	2,500	-
WOT - Wtr/Wwtr Operat Training	BDO Contract Expenses	158,000	-	-	-	-	-	-	77,500	-	77,500	80,500
WOT TOTAL		160,500	-	-	-	-	-	-	77,500	2,500	80,000	80,500
Prop84BayArealIntegRegnlWtrMgmt	Administrative Support	-	(25)	25	-	-	575	425	2,966	-	3,966	(3,966)
Prop84BayArealIntegRegnlWtrMgmt	BDO Contract Expenses	-	-	-	-	-	47,107	24,345	-	-	71,453	(71,453)
Prop84BayArealIntegRegnlWtrMgmt	Novato North Area Proj.	-	-	-	-	-	-	-	31,250	-	31,250	(31,250)
Prop84BayArealIntegRegnlWtrMgmt	Napa St Hospital Stage 1	-	-	-	-	-	-	-	31,250	-	31,250	(31,250)
Prop84BayArealIntegRegnlWtrMgmt	Harding Park RWP	-	-	-	-	-	-	-	2,008,300	-	2,008,300	(2,008,300)
Prop84BayArealIntegRegnlWtrMgmt	South Bay Salt Pond Habitat Re	-	-	-	-	-	-	-	1,201,750	-	1,201,750	(1,201,750)
Prop84BayArealIntegRegnlWtrMgmt	Regional Green Infrastructure	-	-	-	-	-	-	-	156,005	-	156,005	(156,005)
Prop84BayArealIntegRegnlWtrMgmt	WQ Improve Flood Mgmt & EP	-	-	-	-	-	-	-	-	(197,743)	(197,743)	197,743
Prop84BayArealIntegRegnlWtrMgmt	Water Efficient LRP	-	-	-	-	-	-	-	241,291	-	241,291	(241,291)
Prop84BayArealIntegRegnlWtrMgmt	Bay Friendly Landscape TP	-	-	-	-	-	-	-	56,287	-	56,287	(56,287)
Prop84BayArealIntegRegnlWtrMgmt	Weather Based Irrigation Cntrl	-	-	-	-	-	-	-	97,094	-	97,094	(97,094)
Prop84BayArealIntegRegnlWtrMgmt	High Efficiency Toilet & UR	-	-	-	-	-	-	-	997,358	-	997,358	(997,358)
Prop84BayArealIntegRegnlWtrMgmt	High Efficiency Toilet & UI	-	-	-	-	-	-	-	1,218,500	-	1,218,500	(1,218,500)
Prop84BayArealIntegRegnlWtrMgmt	High Efficiency Clothes Washrs	-	-	-	-	-	-	-	1,401,879	-	1,401,879	(1,401,879)
Prop84BayArealIntegRegnlWtrMgmt	Napa Co. Rainwater HP	-	-	-	-	-	-	-	22,127	-	22,127	(22,127)
Prop84BayArealIntegRegnlWtrMgmt	Conservation Program Admin	-	-	-	-	-	-	-	71,115	-	71,115	(71,115)
Prop84BayArealIntegRegnlWtrMgmt	Watershed Partnership TA	-	-	-	-	-	-	-	90,386	36,290	126,676	(126,676)
Prop84BayArealIntegRegnlWtrMgmt	Stream Restoration in North BD	-	-	-	-	-	-	-	30,250	149,491	179,741	(179,741)
Prop84BayArealIntegRegnlWtrMgmt	Flood Infrastructure Mapping T	-	-	-	-	-	-	-	10,520	2,047	12,568	(12,568)
Prop84BayArealIntegRegnlWtrMgmt	Stormwater Improvements & PBP	-	-	-	-	-	-	-	30,326	-	30,326	(30,326)
Prop84BayArealIntegRegnlWtrMgmt	Pescadero Integrated FRAH	-	-	-	-	-	-	-	62,592	-	62,592	(62,592)
Prop84BayArealIntegRegnlWtrMgmt	Restoration Guidance, San FC	-	-	-	-	-	-	-	11,534	-	11,534	(11,534)
Prop84BayArealIntegRegnlWtrMgmt	SF Estuary Steelhead MP	-	-	-	-	-	-	-	122,239	-	122,239	(122,239)
Prop84BayArealIntegRegnlWtrMgmt	Watershed Program Admnstrtn	-	-	-	-	-	-	-	25,326	9,915	35,241	(35,241)
PRP84 TOTAL		-	(25)	25	-	-	47,682	24,770	7,920,346	-	7,992,799	(7,992,799)
Prop50BayArealIntegRegnlWtrMgmt	Administrative Support	-	(200)	200	-	-	775	225	-	-	1,000	(1,000)
Prop50BayArealIntegRegnlWtrMgmt	BDO Contract Expenses	-	-	-	-	-	22,705	4,073	-	-	26,778	(26,778)
Prop50BayArealIntegRegnlWtrMgmt	EBMUD Ca. Waterstar Initiative	-	-	-	-	-	-	-	7,322	(7,322)	-	-
Prop50BayArealIntegRegnlWtrMgmt	EBMUD Richmond RWP	-	-	-	-	-	-	-	8,448	(8,448)	-	-
Prop50BayArealIntegRegnlWtrMgmt	Redwood City RWP	-	-	-	-	-	-	-	3,285	-	3,285	(3,285)
Prop50BayArealIntegRegnlWtrMgmt	Mt. View-Moffat RWP	-	-	-	-	-	-	-	5,561	(5,561)	-	-
Prop50BayArealIntegRegnlWtrMgmt	N. Marin RWP	-	-	-	-	-	-	-	1,971	-	1,971	(1,971)
PRP50 TOTAL		-	(200)	200	-	-	23,480	4,298	26,587	(21,331)	33,034	(33,034)



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 3

FILE NO.: N/A

MEETING DATE: May 16, 2014

TITLE: Confirmation of BACWA Representatives to the Aquatic Science Center / San Francisco Estuary Institute Governing Board

☒ MOTION _____ ☐ RESOLUTION _____

RECOMMENDED ACTION

Confirm the re-appointment of Laura Pagano as BACWA's representative to the Aquatic Science Center / San Francisco Estuary Institute Governing Board.

SUMMARY

The Aquatic Science Center (ASC) is a Joint Powers Authority created by the State Water Resources Control Board and the BACWA to assist with the efficient delivery of financial, scientific, monitoring, and information management support functions for the Bay Area. In 2013, the ASC and San Francisco Estuary Institute (SFEI) boards merged as part of an efficiency effort; each organization however continues to have its own Bylaws. The ASC Bylaws, in accordance with the JPA, require that BACWA appoint three members to the ASC. Current BACWA representatives to the ASC/SFEI Board are Laura Pagano and David Williams, with Jim Ervin and Kirsten Struve serving as first alternates respectively. Additionally the following individuals serve on the Aquatic Science Center Board in the seat allocated to Sacramento Regional County Sanitation District from BACWA: Prabhakar Somavarapu as Board Representative; Terrie Mitchell as First Alternate; Christoph Dobson as Second Alternate.

At the most recent ASC/SFEI Board meeting, BACWA was notified that Laura Pagano's term was expiring and would require re-appointment by the BACWA Board to continue in her position.

FISCAL IMPACT

This action has no fiscal impact.

ALTERNATIVES

This action does not require consideration of alternatives.



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 4.a. - f.

FILE NO.: 13,207 – 13,212

MEETING DATE: June 27, 2013

TITLE: Approval of Fiscal Year 2014 – 15 Contracts

☒ MOTION _____ ☐ RESOLUTION _____ ☐ DISCUSSION _____

RECOMMENDED ACTION

Authorize the approval of contracts to implement the Fiscal Year 2014 – 2015 BACWA/CBC Budget and Workplan.

SUMMARY

The BACWA fiscal year (FY) begins July 1, 2014. In order to prevent a gap in core services, BACWA typically executes contracts for the coming FY before the end of June. The contracts summarized below will ensure that, as of July 1, BACWA has as needed technical assistance (RMC, LWA, HDR, EOA), committee support (RMC, Kennedy Jenks), and Regulatory Program Manager (RPM) services (PME). All of these contracts were included in the BACWA/CBC FY 2015 workplan and budget and will become effective July 1, 2014. The current agreement with PME for RPM services is a multi-year contract, October 1, 2013 - June 30, 2016, that will be amended to specify a FY 2015 contract value of \$125,000 and include the FY15 rate sheet. All the other contracts have a term of one year and will terminate on June 30, 2014.

Contractor	Services	Contract Amount	File Number
a. RMC	Collection System Committee Support	\$25,000	13,208
	As Needed Technical Support*	\$10,000	
b. LWA	As Needed Technical Support*	\$15,000	13,208
c. HDR	As Needed Technical Support*	\$15,000	13,209
d. EOA	As Needed Technical Support*	\$10,000	13,210
e. Kennedy Jenks	Infoshare Groups Support	\$12,000	13,211
f. PME	Regulatory Program Manager Services	\$120,000	13,212

**For As Needed support, specific tasks, not to exceed amounts, and funding budget line items will be specified when Task Authorization Forms are drafted.*

FISCAL IMPACT

The funding for these contracts is consistent with the FY 2014 workplans and budget for BACWA/CBC.

ALTERNATIVES

No other alternatives were considered for these contracts as the terms of these agreements are consistent with BACWA contracting policies.

Attachments:

1. RMC Scope of Work and FY 2015 Rates
2. As Needed Scope Template (to be used for LWA, HDR, and EOA As Needed Agreements)
3. As Needed Authorization Form (to be used for RMC, LWA, HDR, and EOA As Needed Agreements)
4. LWA and FY 2015 Rates
5. HDR FY 2014 Rates
6. EOA FY 2015 Rates
7. PME Amendment 1, FY 2015 Rates, and RPM Budget Estimates

EXHIBIT A
SCOPE OF WORK

Professional Services by **RMC Water and Environment**
Fiscal Year 2014-2015

Task 1: Collection System Committee Support (\$25,000)

Task 2(a): Administrative Meeting Support (\$12,000)

Assist Collection Systems Committee Chair with scheduling and organizing meetings, meeting agenda development, general meeting planning, preparation of Committee reports, and other administrative tasks; includes travel to and attendance at meetings.

Task 2(b): Regulatory Tracking, Analysis & Reporting (\$13,000)

Track and report on regulatory developments relevant to the Collection Systems Committee. Upon request of the Committee Chair or Executive Director, schedule and participate in meetings with San Francisco Bay Regional Water Quality Control Board, State Water Resources Control Board, United States Environmental Protection Agency and other regulatory agency staff; prepare and assist in the preparation of technical data analyses and compliance tools; assist with the drafting of comments on BACWA's behalf; and coordinate with Tri-TAC/CASA on relevant issues.

Task 2: As-Needed Technical Services (not to exceed \$10,000)

Consultant will provide additional technical services as requested – in writing – by the BACWA Executive Director or Assistant Executive Director. Requests for services will be made using BACWA's Task Authorization Form (attached) and may include, but are not limited to the following:

- Review and analysis of effluent, RMP, water quality, spill report, or other data.
- Review and analysis of permits, basin plan amendments, TMDLs, enforcement initiatives or other regulatory plans and policies.
- Representation of BACWA in workgroups, committees, meetings, and hearings.
- Prepare or assist with the preparation of comments, issue summaries, position papers, program strategies, white papers, frequently asked questions, and fact sheets.
- Coordinate or assist with the coordination of trainings and special meetings for BACWA members.
- Consult with and advise the Executive Director and/or Executive Board members regarding regulatory developments and any other issues, as requested.

EXHIBIT B

HOURLY RATES/REIMBURSABLE EXPENSES

RMC Water and Environment FY 2014-2015

Labor Rates

Principal Engineer	\$200/hr
Senior Project Manager	\$180/hr
Senior Engineer/Scientist	\$170/hr
Project Engineer/Scientist	\$160/hr
Environmental Engineer/Scientist	\$140/hr
Environmental Specialist	\$125/hr
Project/Admin Assistant	\$105/hr

Expenses

- Reimbursable expenses are billed at cost except as noted below.
- Mileage is same as then-current federal rate (\$0.50 per mile in January 2010).
- Special printing, mail, travel and other reimbursable expenses is actual expense.
- Subcontractors – actual fee plus 10%.

EXHIBIT A
SCOPE OF WORK

Professional Services by [CONSULTANT]
Fiscal Year [20XX – 20XX]

Task 1: As-Needed Technical Services (not to exceed [\$X,XXX])

Consultant will provide additional technical services as requested – in writing – by the BACWA Executive Director or Assistant Executive Director. Requests for services will be made using BACWA’s Task Authorization Form (attached) and may include, but are not limited to the following:

- Review and analysis of effluent, RMP, water quality, spill report, or other data.
- Review and analysis of permits, basin plan amendments, TMDLs, enforcement initiatives or other regulatory plans and policies.
- Representation of BACWA in workgroups, committees, meetings, and hearings.
- Prepare or assist with the preparation of comments, issue summaries, position papers, program strategies, white papers, frequently asked questions, and fact sheets.
- Coordinate or assist with the coordination of trainings and special meetings for BACWA members.
- Consult with and advise the Executive Director and/or Executive Board members regarding regulatory developments and any other issues, as requested.



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:

Contract Number:

Contract Amount:

	Date Approved	Amount Approved	Description	Budget Line	Amount Spent	Approved By
1.						
2.						
3.						
4.						
				TOTAL		

Attachments (*attach longer descriptions if appropriate*):

1.

Exhibit B

LARRY WALKER ASSOCIATES

Rate Schedule for BACWA Projects Effective July 1, 2014 – June 30, 2015

PERSONNEL	Rate \$/Hour	REIMBURSABLE COSTS
<i>President</i>	\$275.00	Travel: Local mileage • Current IRS rate Transportation • Actual expense Auto rental • Actual commercial rate Fares • Actual expense Room • Actual expense Subsistence ⁽¹⁾ • \$48.00 per day The rate for each meal as follows: ⁽¹⁾ Breakfast \$ 9.00 Lunch \$13.00 Dinner \$21.00 Incidentals \$ 5.00
<i>Vice President</i>	\$255.00	
<i>Associates</i>	\$230.00	
<i>Senior Staff</i>	\$205.00	
<i>Project Staff 2A</i>	\$185.00	
<i>Project Staff 2B</i>	\$165.00	
<i>Project Staff 1A</i>	\$150.00	
<i>Project Staff 1B</i>	\$130.00	
<i>Project Staff 1C</i>	\$105.00	
<i>Contract Administrator</i>	\$140.00	Report Reproduction and Copying: • Actual outside expense • \$0.08 per black and white copy, in-house • \$0.89 per color copy, in-house • \$1.95 per binding, in-house
<i>Administrative</i>	\$75.00	Special Postage and Express Mail: • Actual expense Other Direct Costs: • Actual expense Daily Equipment Rental Rates: • All single parameter field meters (pH, EC, D.O., Turbidity) \$25.00 each • Multi-parameter field meters \$35.00 • Peristaltic Sampling Pump \$35.00 • Professional grade GPS unit \$25.00 • Digital Flow Meter \$45.00 • Digital Fluorometer \$45.00 • Multi-parameter Data Sonde (with telemetry) - first day \$200.00 - each additional day \$40.00
		Subcontractors: Actual expense plus 10% fee

Note: ⁽¹⁾ Charged when overnight lodging is required.

Updated: May 5, 2014

EXHIBIT B
HOURLY RATES/REIMBURSABLE EXPENSES

HDR Engineering, Inc.
July 1, 2014 through June 30, 2015

Billing Category	Hourly Rate (\$)
Project Principal	240-290
Technical Specialist 3	240-290
Technical Specialist 2	200-250
Technical Specialist 1	170-210
Project Manager 2	190-250
Project Manager 1	170-210
Engineer 2	140-180
Engineer 1	100-150
Project Controller 2	120-145
Project Controller 1	100-125
Technician	75-110
Project Coordinator	80-100

EXPENSES

Technology Charge per Direct Labor Hour	\$3.70
Vehicle Mileage (per mile)	Current Federal Travel Regulation
Color Copy (per copy)	\$0.75 to \$1.50
Photocopies (per copy)	\$0.10 to \$0.20
Bond Plotting – Black & White (per square foot)	\$0.135
Bond Plotting – Color (per square foot)	\$0.50
Vellum – Black & White (per square foot)	\$0.50
Mylar – Black & White (per square foot)	\$0.90

Please Note: Technology charges include computer, CADD, network, software, and other related technology services.

2014-15 FEE SCHEDULE

The following fee schedule covers personnel rates for EOA, Inc. staff.

Our charges are divided into two categories: personnel, and outside direct expenses. A new fee schedule is issued at the beginning of each year. Charges for all work, except where other arrangements have been made, are based on the new schedule of charges.

PERSONNEL

Personnel charges are for any technical, clerical or administrative work necessary to perform the project. Work tasks include geologic and environmental consulting, engineering and computer services, regulatory liaison, and report preparation. Personnel rates are as follows:

Personnel Category	Hourly Rate
Principal	\$223
Manager of Operations	\$216
Managing Engineer/Scientist III	\$216
Managing Engineer/Scientist II	\$205
Managing Engineer/Scientist I	\$195
Senior Engineer/Scientist III – Project Leader	\$179
Senior Engineer/Scientist/Planner II	\$165
Senior Engineer/Scientist/Planner I	\$149
Associate Engineer/Scientist II	\$135
Associate Engineer/Scientist I	\$115
Technician	\$ 91
Clerical/Computer Data Entry	\$ 65

Charges for professional services are in increments of one quarter-hour.

Depositions/legal testimony charged portal-to-portal, at 200% of standard rates, with a four-hour minimum charge. In accordance with California Civil Procedure 2037.7, where applicable, the

2014-15 FEE SCHEDULE (Continued)

minimum fee must be paid prior to commencement of testimony. Preparation for court cases is charged on a time-and-materials basis as outlined in this fee schedule.

OUTSIDE DIRECT EXPENSES

Reimbursement for expenses directly related to services provided will be charged at cost plus 10%. Examples of such direct expenses include:

- Costs of sub-consultants or subcontractors
- Costs of special fees (insurance, permits, etc.)
- Costs of long-distance telephone, copying, drafting, blueprints, etc. (EOA copies charged at \$ 0.10 each)
- Costs or rental of special equipment
- Costs of authorized travel outside Bay Area
- Automobile mileage directly related to services (at allowable IRS rate, currently \$0.55/mile)

INVOICES

Invoices are prepared and submitted on a monthly basis, as either final or progress billings and are payable upon receipt unless prior arrangements have been made. Interest of 1-1/2% per month, or the maximum rate allowed by law, is payable on accounts not paid within 30 days.

**AMENDMENT NO. 1
TO
AGREEMENT BETWEEN
BAY AREA CLEAN WATER AGENCIES
AND
Patricia McGovern Engineers
FOR
Regulatory Program Manager Services**

This Amendment No. 1 is made this 16th day of May, 2014, in the City of Oakland, County of Alameda, State of California, to that certain agreement File 13,086 of October 1st, 2013 by and between Patricia McGovern Engineers (PME) and Bay Area Clean Water Agencies, (BACWA) (the "Agreement") in consideration of the covenants hereinafter set forth.

1. BACWA and PME agree to a contract amount of \$120,000 for Regulatory Program Manager Services and Expenses for the period of July 1, 2014 – June 30, 2015.
2. BACWA and PME agree to the Fiscal Year 2014-15 Hourly Rates and Reimbursable Expenses outlined in Exhibit B.
4. 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 _____

PATRICIA MCGOVERN ENGINEERS

By _____

Dated _____

BACWA EIN: 94-3389334

EXHIBIT B

HOURLY RATES/REIMBURSABLE EXPENSES

Tricia McGovern - \$148.32/hr

Lorien Fono - \$112.27/hr

Kimberley West - \$105.06/hr

Other Direct Expenses

Travel and Subsistence	At cost
Mileage	\$0.56/mile
Subconsultant (as allowed)	Cost + 10%
Other Direct Costs (printing, copying, etc.)	Cost + 10%
Other direct reimbursable expenses as agreed upon by the Executive Director	TBD

Draft RPM Budget Estimate 2014-2015 FY

Item	hours	percentage	cost	Notes
<i>Permit Committee Support</i>	100	9%	\$11,200	8 hours per month for meetings, agenda/Board Report and followup items
<i>Recycled Water Committee Support</i>	100	9%	\$11,200	7 hours per month for meeting support (notes and board report) and 20% contingency for committee issues that arise such as comment letters, reports
<i>AIR Committee Support</i>	100	9%	\$11,200	7 hours per meeting (6 meetings/yr) notes and Board Report, plus 58 hours for annual newsletter
Tri TAC and liason with statewide agencies	36	3%	\$4,032	3 hours per month, including Resource Alignment followup
Executive Board and Meetings and Reporting	140	13%	\$15,680	12 hrs/ month including Board Meeting followup items, assistance to Board Members, RPM report, budgeting, administration, and Pardee
Toxicity Plan comments and implementation	150	14%	\$16,800	Negotiations with Regional Board on acute/IWC, comments on next draft plan, coordination with BACWA members and statewide agencies, coordinating testing once plan is adopted (these hours can be reallocated if there is no action on toxicity from the SWB)
Nutrient Program Support	180	17%	\$20,160	Assistance with governance, workshops, project management, and watershed permit compliance
BACWA Bulletin	96	9%	\$10,752	8 hours per month
Member TO Review and Comment letters	36	3%	\$4,032	4 hours per permit (9 permits up for renewal)
Annual Meeting and Issue Summary	30	3%	\$3,360	Update issues summary 2x per year and post on website
Annual Report	20	2%	\$2,240	
Other Regulatory Issue Support and contingency	83	8%	\$9,344	Issues for the coming year: Selenium, cadmium, enforcement, CECs, risk reduction, IRWMP support, electronic reporting, bacteria objectives
Total			\$120,000	



EXECUTIVE BOARD AUTHORIZATION REQUEST

AGENDA NO.: 4.g. _____

FILE NO.: 13,216 _____

MEETING DATE: May 16, 2014 _____

TITLE: BACWA Executive Board Approval to Execute Agreement with Stephanie Hughes, ChE P.E for BAPPG Public and Professional Outreach

☒ MOTION _____ ☐ RESOLUTION _____

RECOMMENDED ACTION

Authorize the execution of a contract with **Stephanie Hughes, ChE P.E** for BAPPG Public and Professional Outreach in an amount not to exceed \$16,000 for fiscal year 2014-15.

SUMMARY

This contract will provide support for public and professional outreach services for the Bay Area Pollution Prevention Group. The consultant will conduct public outreach to professionals with a focus on dental mercury, pharmaceutical disposal, demolition, and copper plumbing.

Scope of Work:

1) **Administration/Project Management:** The consultant shall update contact databases, reach out to contacts to schedule speaking engagements, update all presentations, prepare Annual Report in January 2015 for agency P2 reports, and prepare 2nd annual update in July for the summer P2 reports.

2) **Speaking Engagements Throughout the Bay Area:**

2.1. Outreach to Dental Professionals: The consultant shall conduct presentations to community colleges and other training programs for dental assistants and dental hygienists. Program topics will include the following waste management topics: mercury / amalgam, silver fixer, anti-bacterial soaps, and pharmaceuticals. Assume 12 presentations for FY14-15.

2.2. Outreach to Hospice Programs: The consultant shall conduct presentations to nurses and hospice staff. The presentation describes the public health and environmental reasons for proper pharmaceutical disposal. Assume 2 presentations for FY 14-15.

2.3. Copper Plumbing Outreach: The consultant shall conduct outreach regarding how copper plumbing (materials and installation) impacts copper in wastewater influent. The outreach audiences may include plumbing unions, trade associations, building inspectors, or plumbing wholesalers. Assumption: 3 presentations in FY 14-15.

2.4. Outreach to Building Inspectors and Contractors regarding Demolition: The consultant shall prepare a webinar for municipal inspectors, providing insights regarding identification and management of hazardous materials during building demolition. Present the BAPPG brochure and web site. Assumptions: conduct 2 webinars in FY 14-15 and that a BAPPG member agency has a webex account.

3) **Nutrient Research:** The consultant shall conduct literature review regarding any source control measures that could be employed to reduce sources of ammonia and/or nitrogen to the wastewater stream.

Public and Professional Outreach efforts will be carried out under the supervision of Melody LaBella of CCCSD, Karri Ving of SFPUC and Karin North of the City of Palo Alto.

FISCAL IMPACT

Funds are available for this agreement and have been allocated for this project within the following BAPPG FY 2014-15 budget line items:

• Mercury: Outreach to Dental Assistants/ Hygienists and Demolition Contractors	\$4,000
• Copper: Training and Outreach to Professional Organizations to Reduce Copper Pipe Corrosion	\$4,000
• Nutrients: Literature Review	\$4,000
• Pharmaceuticals: Hospice	\$4,000

ALTERNATIVES

No other alternatives were considered as the terms of this contract is consistent with BACWA contracting policies.

Attachments:

Exhibit A: Scope of Work & Cost Estimate for 2014-15 Agreement with Stephanie Hughes, ChE P.E., File 13,216

SCOPE OF WORK & RATE/REIMBURSABLE EXPENSES - July 2014

CLIENT: BAPPG
PROJECT: Public and Professional Outreach
DATE: 5-May-2014
PROJECT # BACWA-11
FOR: FY14/15 Outreach

SCOPE OF WORK DESCRIPTION	BUDGET		TOTAL
General Scope: conduct public outreach to professionals - focus on dental mercury, pharmaceutical disposal, demolition, and copper plumbing.	Rate:	\$168.00	
	ODC	Hour Est	
TASK 1. Administration/Project Management Update contact database. Reach out to contacts to schedule speaking engagement. Update all presentations. Prepare Annual Report in January 2015 for agency P2 reports. Prepare 2nd annual update in July for the summer P2 reports.		15	\$2,520.00
TASK 2. Speaking Engagements Throughout the Bay Area			
Task 2.1. Outreach to Dental Professionals (Year 6). Conduct presentations to community colleges and other training programs for dental assistants and dental hygienists. Program topics will include the following waste management topics: mercury / amalgam, silver fixer, anti-bacterial soaps, and pharmaceuticals (<i>consider reworking it to add time for flushable wipes</i>). <u>Assume</u> 12 presentations for FY14-15.	\$ 450.00	30.0	\$5,490.00
Task 2.2. Outreach to Hospice Programs (Year 3). This presentation has been accepted by the State RN Board for 1.0 hour of continuing education for nurses and hospice staff. The presentation describes the public health and environmental reasons for proper pharmaceutical disposal. <u>Assume</u> 2 presentations for FY 14-15. (Will also need to submit paperwork to recertify the continuing educ units to RN Board before Dec 2014 expiration.)	\$ 55.00	7.0	\$1,231.00
Task 2.3. Copper Plumbing Outreach (Year 6). Conduct outreach regarding how copper plumbing (materials and installation) impacts copper in wastewater influent. The outreach audiences may include plumbing unions, trade associations, building inspectors, or plumbing wholesalers. Assumption: 3 presentations in FY 14-15.	\$ 39.00	8.0	\$1,383.00
Task 2.4. Outreach to Building Inspectors and Contractors regarding Demolition (Year 2). Prepare a webinar for municipal inspectors, providing insights regarding identification and management of hazardous materials during building demolition. Present the BAPPG brochure and web site. <u>Assumptions:</u> conduct 2 webinars in FY 14-15 and that a BAPPG member agency has a webex account.	\$ -	8.0	\$1,344.00
TASK 3. Nutrient Research Conduct literature review regarding any source control measures that could be employed to reduce sources of ammonia and/or nitrogen to the wastewater stream.	\$ -	24.0	\$4,032.00
Totals	\$ 544.00	92.0	\$16,000.00

NOTES:

This scope assumes that all handouts will be printed by a BAPPG member. ODC for parking, bridge tolls and estimated mileage at \$0.555/mile.
This work is expected to begin in July 2014 and completed by June 30, 2015.





Rate Sheet beginning July 1, 2014

Name

Stephanie Hughes, Chemical Engineer and Sole Proprietor

Rate

\$168/hour

Other Direct Costs

Mileage

\$0.555/mile





EXECUTIVE BOARD AUTHORIZATION REQUEST

AGENDA NO.: 5. a – d

FILE NO.: 12,786; 13,159; 12,980; 13,064

MEETING DATE: May 16, 2014

TITLE: BACWA Executive Board Approval of Amendments to Fiscal Year 2013- 14 Agreements

☒ MOTION _____ ☐ RESOLUTION _____

RECOMMENDED ACTION

Authorize amendments for existing contracts that will enable the completion projects that were initiated to implement the Fiscal Year 2014 BACWA Budget and Workplan:

- a. Whitley Burchett IRWMP/Recycled Water Amendment 2, revised scope and new termination date of June 30, 2015, File 12,786;
- b. O'Rorke BAPPG Social Marketing Assistance Amendment 1, new termination date of December 31, 2014, File 13,159;
- c. SFEI Nutrients Strategy Support Amendment 1, new termination date of June 30, 2015, File 12,980;
- d. SFEI Nutrients Strategy Support Amendment 1, new termination date of June 30, 2015, File 13,064.

SUMMARY

The BACWA 2013- 2014 fiscal year (FY 2014) ends June 30, 2014. The amendments summarized below will ensure that projects initiated to implement FY 2014 BACWA/CBC workplans and budget can continue to completion. Each of these amendments extends the original contract termination date, and the Whitley Burchett amendment also incorporates the revised scope that was reviewed and recommended by the BACWA Executive Director at the April 18, 2014 BACWA Executive Board meeting.

Contractor	Services	Amended Terms	File Number
Whitley Burchett	IRWMP / Recycled Water Committee support	Revised Scope, April 2014 Extend Termination Date to 6/30/2015	12,786
O'Rorke	BAPPG Social Marketing Assistance	Extend Termination Date to 12/31/2014	13,159
SFEI	Nutrients Strategy Support	Extend Termination Date to 6/30/2015	12,980
SFEI	Nutrients Strategy Support	Extend Termination Date to 6/30/2015	13,064

FISCAL IMPACT

Balances remaining on these agreements at the close of the 2014 fiscal year (June 30, 2014) will be carried forward into Fiscal Year 2015.

ALTERNATIVES

No other alternatives were considered as the terms of these amendments are consistent with BACWA contracting policies.

Attachments: None

Committee Request for Board Action: None

Meeting held at CCCSD in Martinez.

12 attendees, including 2 on the phone; 7 BACWA member agencies represented

Tour of CCCSD Solids Facility <ul style="list-style-type: none">The meeting included a tour featuring the solids facility, which houses 2 auxiliary boilers, 1 cogeneration engine, and 2 multiple hearth furnaces. Staff from CCCSD discussed how they managed their facilities to stay under the EPA greenhouse gas reporting threshold of 25K MT CO₂ equivalents.
Regulatory Update <ul style="list-style-type: none">CH2MHill provided an overview of regulatory issues: http://bacwa.org/Portals/0/Users/142/42/142/2014Apr16-AIR_Mtg-FINAL.pdf Update from after the 4/16 meeting: CalRecycle has issued the Notice of Funding Availability for Fiscal Year 2014/15 and released the online application for the Greenhouse Gas Reduction Organics Grant Program. For more information regarding eligibility and program criteria, and to obtain a copy of the application packet, agencies should visit the Greenhouse Gas Reduction Grant and Loan Program website at: http://www.calrecycle.ca.gov/Climate/GrantsLoans/default.htm. Applications are due June 10, 2014.
Cross-Media Issues <ul style="list-style-type: none">One of the outcomes of the meeting in February with BAAQMD staff was that they are unaware of some of the cross-media impacts between air regulations and other regulatory drivers. The committee agreed to submit a letter to BAAQMD outlining their concerns. Please see attached draft letter.
FY2015 Plans <ul style="list-style-type: none">The AIR committee is accepting registrations for the next fiscal year. A list of AIR committee accomplishments and registration form can be viewed here: http://bacwa.org/Portals/0/Committees/AirIssuesRegulations/BACWA%20AIR%20Membership%20Solicitation_Phase%2028.pdf. The May BACWA Bulletin also contained a blurb to alert members about the opportunity to join the AIR committee.CH2M HILL proposed several staffing changes for FY 2014/15 as a means of extending BACWA AIR's budget. Please let us know if you have any concerns about these proposed changes, which are as follows:<ul style="list-style-type: none">Elyse Engel (\$161/hr) will be stepping into the Project Manager roleMarilu Corona (\$129/hr) will be added to the team to tackle day-to-day administrative tasks (e-mail management, website updates, etc.)Jim Sandoval (\$229/hr) will become a senior consultant to the project team, attending meetings on an as-needed basis
Budget <ul style="list-style-type: none">Approximately \$63,000 of \$74,441 spent through April 11th for FY14
Next BACWA AIR Committee Meeting: 7/16/14 at CH2MHill offices



DRAFT

May 14, 2014

Ms. Christy Riviere
Principal Environmental Planner
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

SUBJECT: IMPACT OF CROSS-MEDIA ISSUES ON WASTEWATER TREATMENT PLANTS

Dear Ms. Riviere,

The Air Issues and Regulations (AIR) Committee is a coalition of San Francisco Bay Area Publicly Owned Treatment Works (POTWs) working cooperatively to address air quality and climate change issues, under the guidance of the Bay Area Clean Water Agencies (BACWA). Many of our member agencies also manage potable water treatment, distribution systems, wastewater treatment, and biosolids residual programs. The BACWA AIR Committee has 14 member agencies, including large metropolitan facilities such as East Bay Municipal Utility District, the City and County of San Francisco, Central Contra Costa Sanitary District, and the City of San Jose. Together, BACWA AIR Committee member agencies treat over ninety percent of the municipal wastewater in the Bay Area.

The Bay Area Air Quality Management District (BAAQMD) intends to update the Clean Air Plan in 2014 to incorporate a Climate Protection Strategy for the Bay Area, address a multi-pollutant strategy regarding feasible emissions control measures, and identify mechanisms for encouraging and tracking greenhouse gas (GHG) emissions reductions. The BACWA AIR Committee supports the BAAQMD's intent to protect air quality in the Bay Area by continuing to reduce emissions of ozone precursors, particulate matter (PM), toxic air contaminants (TAC), and GHG. However, implementation of prior regulatory actions has resulted in contradictory impacts to the municipal wastewater treatment sector. While regulatory actions may be seen as effective when each media (air, water, climate change, etc.) is addressed separately, the deficiencies become evident when the regulations are viewed holistically as one set of regulations for protecting the overall environment. As a result, the BACWA AIR Committee members have several concerns regarding cross-media regulatory coordination.

1. Nutrient removal will impact facilities' GHG emissions

The San Francisco Regional Water Quality Control Board (Regional Water Board) recently issued a nutrient watershed permit for all POTWs that discharge to the San Francisco Bay¹. There are many uncertainties on the type and degree of impacts of nutrients in the San

¹Nutrient watershed permit is available at :
http://www.waterboards.ca.gov/sanfranciscobay/board_decisions/adopted_orders/2014/R2-2014-0014.pdf.

Francisco Bay. The current permit does not require effluent nutrient load reductions, but does require support of scientific studies that will indicate whether there will be a need for reductions in future permits.

As part of the nutrient watershed permit, POTWs are required to perform studies to evaluate alternatives for optimizing and upgrading their facilities to remove nutrients from their effluent. Because many nutrient removal technologies are energy-intensive, any future requirements to reduce nutrient loads in effluent will have an impact on energy-related GHG emissions. As part of the optimization and upgrade studies required by the permit, POTWs will quantify this increase in GHG emissions for the different nutrient removal alternatives to be considered. The final optimization and upgrade reports are due July 1, 2018.

Because requiring nutrient removal has the potential to increase GHG emissions, it may work against Assembly Bill 32 and other BAAQMD climate change initiatives to reduce GHG emissions. POTWs should not be penalized for increased GHG emissions and additional economic burden as a result of more stringent future water regulations. The BACWA AIR Committee recommends that the BAAQMD consults with the Regional Water Board, and uses the results of the GHG analyses that will be part of the optimization and upgrade studies, to better understand the cross-media implications of nutrient removal.

2. Air quality regulations inadvertently discourage the use of renewable fuels

Second, there is concern that increasingly stringent air quality regulations governing stationary combustion conflict with GHG regulations encouraging the use of renewable fuels. For example, the U.S. Environmental Protection Agency (USEPA), California Air Resources Board (CARB), and BAAQMD want Best Performance Standards (BPS) for limiting air emissions from engines and boilers. Biogas-fired engines and boilers often face unique operational and technical challenges² which may prevent them from achieving the same thermal efficiencies as natural gas-fired engines and boilers. Therefore, biogas-fired engines and boilers can neither cost effectively nor, in some cases, technically meet the BPS. In response to the BPS, an increasing number of POTWs are flaring biogas rather than using it as a renewable, non-fossil-fuel-based combustion fuel in engines and boilers to generate power from renewable sources that would otherwise unduly strain the waste management infrastructure of California, resulting in higher rates for the ratepayers and greater GHG emissions.

Las Gallinas Valley Sanitary District (LGVSD) in San Rafael, for example, has fallen victim to this regulatory conflict. The LGVSD wastewater treatment plant's biogas-fueled internal combustion engine, which generates renewable heat and power for on-site use, will not meet the BAAQMD Rule 9-8 emissions limits by 2016. The two most viable alternatives will cost LGVSD \$100,000 to \$200,000 per year over business-as-usual to utilize the biogas for renewable energy and may require significant biogas flaring.

Alternately, biogas is a commonly and widely recognized renewable fuel that reduces GHG emissions when used in place of fossil fuels.³ Similarly, in the California Low Carbon Fuel Standard life-cycle analysis of alternative fuels, landfill gas has the lowest carbon intensity

² Challenges include the pretreatment of siloxane contaminants to minimize equipment fouling, removal of excess moisture prior to combustion, and higher carbon dioxide content in non-combusted biogas, which causes a lower temperature differential between the flame front and the exhaust stream temperature.

³ Please see pages 92 through 99 of the San Joaquin Valley Air Pollution Control District's *Final Staff Report Addressing Greenhouse Gas Emissions Impacts under the California Environmental Quality Act*, dated December 17, 2009.

pathway of nearly every other fuel.⁴ In this regard, CARB is encouraging the use of biogas as a low carbon fuel to reduce anthropogenic GHG emissions, which is a direct contradiction to the implications of the BPS air regulations described above. Similarly, the California Public Utilities Commission's (CPUC) Self Generation Incentive Program⁵ (SGIP) recognizes biogas as a beneficial renewable fuel type that needs to be more widely utilized as part of California's renewables portfolio.

Based on the foregoing, the BACWA AIR Committee recommends that the BAAQMD allows the use of renewable fuels, such as biogas, as a potential alternative BPS for combustion units. Although combustion units fired with renewable fuels may not achieve the same thermodynamic efficiency as their fossil fuel counterparts, the use of renewable fuels will result in radically lower GHG emissions originating from fossil fuels. Therefore, the BACWA AIR Committee also recommends that the BAAQMD consults with CARB, CPUC, the California Energy Commission (CEC), and USEPA to ensure uniformity between federal, state, and local regulations governing the use of renewable fuels. The multiple issues raised related to biogas quality, based on origin (e.g., landfill versus wastewater treatment, as raised by the CEC), also need to be resolved before further limitations can be reliably imposed.

3. Incentives are needed to facilitate the development of green infrastructure

Lastly, the BACWA AIR Committee would like to stress the need for incentives to encourage green infrastructure. As noted previously, the BACWA AIR Committee supports the BAAQMD's intent to reduce emissions that may negatively affect the Bay Area's climate. However, many of the energy initiatives applicable to POTWs are impeded by existing regulations, sometimes set forth in the absence of proven technologies that can be cost-effective and widely implemented, as described above, and institutional barriers. The most notable institutional barriers include lengthy permitting processes, capital costs associated with infrastructure, and lack of effective, proven technologies. By offering more financial or administrative incentives to POTWs, statewide GHG emissions reduction goals may be better realized. For example, POTWs could help increase biogas production through the anaerobic digestion of food waste, fats, oils, and greases (FOG), algae-based biodiesel production biomass, etc., thus increasing the use of renewable fuels throughout the state and adding to California's renewables portfolio.

Given the concerns from the Bay Area wastewater treatment sector at large, we think it could be beneficial to meet with you or your staff to discuss our concerns in greater detail and collaborate on a solution that meets the needs of both the BAAQMD and BACWA agencies. Please contact the BACWA AIR Committee project manager, Jim Sandoval (510-610-9301), with any questions.

Sincerely,

David R. Williams
BACWA Executive Director

⁴ Please see CARB's lookup table for carbon intensity values: http://www.arb.ca.gov/fuels/lcfs/lu_tables_11282012.pdf. The closest to sewage digester gas is probably dairy digester gas, which has one of the lowest intensity values.

⁵ Please see CPUC's SGIP website: <http://www.cpuc.ca.gov/PUC/energy/DistGen/sgip/>.

Cc: Nohemy Revilla, BACWA AIR Committee Co-Chair
Randy Schmidt, BACWA AIR Committee Co-Chair
Jim Sandoval, BACWA AIR Committee Project Manager

Collection Systems Committee

Report to BACWA Board

May 9, 2014

From: Dan Stevenson, Committee Chair

Prepared By: Monica Oakley

Committee Request for Board Action: None

Highlights of New Items Discussed and Action Items

Root Control Initiatives By Agencies

After a rousing discussion with two root control vendors at the April committee meeting, BACWA members discussed their own root control programs at the May meeting. Staff from 19 BACWA agencies shared their current practices – what’s working now, what they’ve tried before and didn’t work, what chemicals they’re using or not, staffing issues, etc. About half the agencies reported using chemical root control approaches and half are using only sewer cleaning/cutting/rodding to do the job. Agencies in both camps felt their programs were successful. Of the agencies using chemical methods, some are contracting it out and some are doing it in-house. Some agencies have done QA/QC programs to check the effectiveness of chemicals – of these programs, some agencies found good results, some did not. It was mentioned that the preparation of the sewers prior to chemical treatment is important. For example, if roots are not cut prior to chemical application, dead root balls will cause blockages (and overflows) after the chemical treatment. In addition, effectiveness is improved if the chemical application occurs about a month or so after root cutting, to allow for some growth to receive the chemical. Agencies using chemicals are typically coordinating chemical application with the wastewater treatment plant.

Several agencies have experienced significant reductions in sanitary sewer overflows (SSOs) after initiating a substantive and targeted root control program, with chemicals or with mechanical approaches. Some agencies also expressed the opinion that if significant root intrusion is occurring, it’s time to replace that segment of pipe. So the Capital Improvements Program (CIP) plays a role in root control also.

Meeting with Non-Dispersibles Lobby

Collection Systems Chair Dan Stevenson and other committee members, including Central San, attended a meeting coordinated by the Water Environment Federation (WEF) to discuss non-dispersibles (also known as flushable wipes) with an industry representative from the Association of the Nonwoven Fabrics Industry (acronym is INDA). At this meeting the INDA rep provided various reasons why the industry believes non-dispersibles are not a problem. The INDA rep suggested that agencies install VFD pumps at pump stations because running pumps at lower speeds can help non-dispersibles pass through collection systems better. In addition, the INDA rep suggested they could assist with a public outreach program to get paper towels removed from public rest rooms because that will reduce non-dispersible system loading. After agencies poked holes in the INDA rep’s logic in several respects, the INDA rep said that people love these products and it’s not their fault that the products are being inappropriately flushed. Collection system agencies pointed out that people are flushing them because of the marketing. Agencies reflected that the only way to effect change on this issue would be through legislation or regulation.

Many of the BACWA member agencies at the May committee meeting indicated they have a brochure on non-dispersibles that they give to homeowners if the agency is involved in a lateral blockage. It was felt that homeowners having this information when the context really matters makes the messaging most effective and even that the message would more likely be spread by word of mouth, as the affected homeowners tell their family and friends their story and the new information they’ve learned.

Next Collection System Committee Meeting

Our next committee meeting will be held on June 5 at 1:30 PM, at the Boy Scouts facility in San Leandro.

Pretreatment Committee – Report to BACWA Board

Pretreatment Committee Meeting on: 4/14/2014
Executive Board Meeting Date: 5/16/14
Committee Chairs: Tim Potter, Kirsten Struve

Committee Request for Board Action: None

4/14/14 Pretreatment Committee Meeting – 27 attendees representing 20 agencies

1. BACWA Updates
<ul style="list-style-type: none"> Tim provided general updates relating to budget and fee increase to account for work on nutrients during next permit cycle; there should not be significant extra effort for pretreatment programs under the new Nutrient Watershed Permit. Kirsten provided update on use of BACWA website for the committee.
2. PCA/PCI Debrief
<ul style="list-style-type: none"> San Jose and South San Francisco had recent PCIs by Tetra Tech. Issues discussed related to industrial waste survey, chain of custody forms/pH hold time, wet signatures, change of facility ownership; a more unique situation for both PCIs was Tetra Tech did check into certain businesses in the agencies respective service areas, and in one case they actually called the businesses, in advance.
3. Cross-Media Electronic Reporting Regulation (CROMERR)
<ul style="list-style-type: none"> EPA established standard to accept electronic reports from regulated entities. CROMERR applies to any electronically submitted document required by or permitted under any EPA regulations, or an authorized program governed by EPA. Need mechanism at state level to comply with federal reporting rule. Effort to ensure state system is CROMERR certified or dual reporting may be required. At present, certification pages from industry should be received via wet signature. Pdf copies are not acceptable but fax may be acceptable per contract auditors. Many of the pretreatment databases allow for electronic submittal, however, currently this would not meet the CROMERR requirements.
4. pH guidance
<ul style="list-style-type: none"> Discussion of pH guidance for continuous monitoring waivers for short-term exceedences usually considered to be less than 15 minutes for a 24-hour period. In order to use these waivers, the program needs to adopt in its ordinance or ERP. Discussion of pH hold time requirements related to field sampling of permitted IUs. Alternative strategies identified but more discussions needed.
5. Next meeting: June 3, 2014 at Silicon Valley Clean Water (fka SBSA)
<p>Future Meeting Topics</p> <ul style="list-style-type: none"> PCA/PCI debrief SIU criteria Resource sharing template Local limits evaluation Data management systems Planning for when to invite Amelia Whitson and/or Michael Chee

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

- Attended the 1st Steering Committee meeting and was responsible for preparing the summary of Action Items from the meeting.
- Engaged in conference calls with the facilitator and the WB staff to prepare for the 2nd Governance Steering Committee meeting scheduled for June 25th.
- Participated in the Project Screening Committee conference calls and email discussions to represent BACWA in its Prop 84 nutrient theme regional proposal and drought relief expedited proposal.
- discussed the Optimization/Upgrade studies with a variety of consultants potentially interested in proposing on the work.
- Held the first Contract Management Group meeting to finalize the RFP and prepare with discussions with the WB on the RFP.
- Met with the WB and reviewed the RFP. The WB indicated they were pleased with the efforts of BACWA and excited about proceeding with the studies.
- Met with Carollo Engineers to begin planning for the Fall Lessons Learned Symposium.
- Continued coordination on the in-kind support committed by BACWA for the EBMUD EPA grant for nutrient research

BACWA BOARD MEETING:

- Worked with the AED in preparing for the May BACWA Board agenda including reviewing the agenda with the chair.
- Attended the BACWA April Board meeting and worked with the AED in preparing minutes and action summary.
- Continuing to track all action items to completion.

ASC/SFEI:

- Participated in conference calls regarding Governance Committee activities
- Participated in the Executive Committee conference call; discussed the status of the ED recruitment, discussed financial issues stemming from recently completed audits.

FINANCE: worked with the AED on the consolidation of the BACWA reserve accounts and preparation of a simplified dashboard overview of the monthly Treasurer's Report.

PERMITS COMMITTEE: Attended the monthly Permit Committee meetings. Discussed the current Tentative Orders and the need for comment letters, nutrient regulatory and governance issues, upcoming development of Biological Objectives, toxicity, Basin Plan amendments, general permits being issued and the reissuance of the stormwater permit.

RECYCLED WATER COMMITTEE: Coordinated with the chair to ensure there was adequate assistance provided on the preparation of the Drought Relief proposal for the IRWM Prop 84 submittal due August 2014

COLLABORATION:

- Coordinated with the CASA ED on topics on mutual interest (i.e. nutrients, toxicity, utility leadership committee). Participated in the monthly CASA Board conference call.
- Participated in the NACWA regional association conference call; discussed efforts on flushable wipes, integrated planning efforts underway; as well as regulatory and legislative updates.
- coordinated with Dr. Dave Sedlak on BACWA support for ReNUWIt and continued updates to the BACWA membership.
- Participated in a conference call with the Summit Partners to coordinate the next meeting agenda.

INFO SHARE GROUP: Worked with the consultant supporting the Group to plan for FY 15 activities and ideas on how to re-energize the Group.

INFO SHARE GROUP: Worked with the leaders of the WOT to craft a letter from BACWA to the State to remove roadblocks for participation in the training program. The outreach to the State was successful in getting the roadblocks removed.

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 current elected position.
- Worked with the RPM in the preparation of the monthly BACWA newsletter.
- Initiated the recruitment process for the new Assistant Executive Director upon the announcement by the current AED of her resignation effective June 6th.
- Met with the AED and RPM to review all of the duties of the AED, outstanding issues, and coordination of activities prior to her departure.

MISCELLANEOUS MEETINGS/CALLS:

- 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 as the new Interim Executive Director of SFEI
- other misc calls and inquiries regarding BACWA activities

Attachments:

- 1) Status on Action Items from April 18, 2014 BACWA Executive Board Meeting
- 2) BACWA Board Calendar (outline of upcoming meeting agenda items) – BODCAL

- 3) NACWA White Paper on Utility-Agriculture Collaborations on Water Quality Memo, May 12, 2014
- 4) Workshop on Wheels Flyer, May 12, 2014
- 5) Bacteria Objectives Focus Group Meeting on July 14, 2014

**April 18, 2014 BACWA Board Meeting
Action Items**

Number	Subject (Lead)	Task	Deadline	Status
2014.04-81	AIR Cross Media Comment Letter (RPM)	Circulate AIR comment letter to the Board for feedback.		completed
2014.04-82	Letter to Senator Boxer (ED)	Respond to NACWA's request by sending a thank you letter to Senator Boxer for her support for funding pilot communities under the EPA's Integrated Stormwater and Wastewater Planning Approach Framework.		completed
2014.04-83	OIT Fee Waiver Request to SWRCB (ED)	Submit a letter to the SWRCB requesting a fee waiver for OIT applicants.		completed
2014.04-84	Joint Meeting (ED)	Schedule Joint SF Regional Water Board/BACWA meeting. Include discussion of Program Coordinator on the agenda.	5/1/2014	completed
2014.04-85	What's New Committee Section for Newsletter (ED)	Add a section to the monthly newsletter indicating what's new in regard to committee activities.	5/1/2014	completed
2014.04-85	FY 2015 Budget and Workplan (AED)	Revise to increase Info Share Groups line item from \$10K -\$12K	4/25/2014	completed
2014.04-86	Info Share Groups (ED)	Track meeting attendance in FY 2015 and re-evaluate member interest when planning for FY 2016. Also routinely rebid the contract support and update the email list of Group members		completed - Added to Bodcal
2014.04-86	Guidelines for Representing BACWA (AED)	Circulate document at the beginning of each fiscal year to BACWA Board Representatives/Alternates, Committee Chairs/Vice Chairs, and other BACWA representatives.	7/1/2014	completed - Added to Bodcal.
2014.04-86	Wheeler Institute Citizen Lawsuit Research (ED)	Inquire with CASA to determine the timeline for deliverables. Pledge \$5k of FY 2014 CBC funds for the research		completed
2014.04-87	Dues Summary Letter (AED)	Distribute letter to members.	4/24/2014	completed
2014.04-88	Simplified Technical Overview of Nutrients (RPM)	Finalize presentation and distribute to members.		completed

2014.04-89	BACWA Board Workshop (ED/AED)	Schedule a full day BACWA Board workshop. Include discussion of BACWA's Nutrient strategy as an agenda item. Include discussion of ReNUWIt trailer and systems approach proposals on agenda.		completed
2014.04-90	Risk Reduction (RPM)	Work with WSPA to determine contribution amount.		on-going
2014.04-91	Stormwater Diversions (AED)	Post link to March 15, 2014 Integrated Monitoring Reports on BACWA's website.		completed
2014.04-92	Palo Alto Permit (ED/Monica Oakley/Melissa Thorne)	The ED will work with Monica Oakley and Melissa Thorne to draft a comment letter from BACWA on the Palo Alto Permit. The draft comment letter will be circulated to the Permits Committee and the BACWA Board for review.	4/28/2014	completed
2014.04-93	Dilution Policy (Permits Committee)	Include a case study review of dilution in permits on an upcoming committee meeting agenda.		completed
2014.04-99	NACWA Blending Forum (ED)	Notify NACWA that Ben Horenstein will be attending on BACWA's behalf.		completed
2014.04-100	ReNUWIt Proposals (RPM)	Include in e-newsletter possible interest in funding mobile trailers for research.	5/1/2014	completed

Action Items Remaining from Previous BACWA Executive Board Meetings

Number	Subject (Lead)	Task	Deadline	Status
2014.03-79	Baywise Website (BAPPG Chair)	Edit baywise.org to indicate that BACWA and BASMAA are sponsors.	7/1/2014	Pending

FY14: 99 of 100 Action Items completed.

FY13: 67 of 67 Action Items completed.

Board Calendar thru December 2014

As of Wednesday, May 14, 2014 at 7:24 PM

DATE	ASSIGNMENT	STATUS NOTES
5/23/2014 Joint Meeting Items due: 5/16 Connor; Pagano; Horenstein; Ervin; Bailey Water Board Staff Williams; Fono	<u>Other Business: Discussions</u> Pardee Date (ED) Bay Delta Conservation Plan (ED/Potter/LaBella) Nutrients Program Coordinator (ED)	
5/23/2014 Special Board Meeting Items due: 5/16 Connor; Pagano; Horenstein; Ervin; Bailey Water Board Staff Williams; Fono	<u>Other Business: Discussions</u> BACWA's Nutrient Strategy (ED) ReNUWIt Proposals (ED)	
6/20/2014 Monthly Board Mtg Items due: 6/13 Connor; Pagano; Horenstein; Ervin; Bailey 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> Chair / Vice Chair Nomination & Election (Board/AED) Approval of FY2015 Contracts (AED) Approval of FY2014 Amendments (AED) LSB Synthesis (D. Senn)	
	<u>Other Business: Discussions</u> Quarterly(?) Biannual Update from CWCCG (S. Deslauriers) CARB and BACWA relations Succession Plan for Committees and Other BACWA Reps, Review of BACWA Reps' Guidelines (ED)	
7/?/2014 Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Bailey Water Board Staff Williams; Fono	<u>Other Business: Discussions</u>	

DATE	ASSIGNMENT	STATUS NOTES
7/18/2014 Monthly Board Mtg Items due: 7/11 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> <u>Other Business: Discussions</u> Board and Committee Meeting Calendar for Jan-Dec 2015 (AED) ReNUWIt Update (B. Horenstein/ M. Connor) Circulate Guidelines to all BACWA Representatives (AED)	5m 40m
8/?/2014 BAAQMD Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Bailey BAAQMD Executive Officer and Staff Williams; Fono	<u>Other Business: Discussions</u>	
8/15/2014 Monthly Board Mtg Items due: 8/8 Connor; Pagano; Horenstein; Ervin; Bailey 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 Planning (ED/AED)	5m 40m
9/?/2014 Joint Meeting Items due: ? Connor; Pagano; Horenstein; Ervin; Bailey 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)	5m 40m

DATE	ASSIGNMENT	STATUS NOTES
	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) Optimization/Upgrade Studies Quarterly Update (CMG)	
10/21 – 10/23 Pardee Technical Seminar Items due: 10/15 Connor; Pagano; Horenstein; Ervin; Bailey Williams; Fono; Gunnell	<u>Other Business: Discussions</u> AIR Committee Restructuring	<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; Bailey 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)	10m <i>plus previous month (Aug2013)</i> 40m
	<u>Other Business: Authorizations</u>	
	<u>Other Business: Discussions</u> ReNUWIt Update (B. Horenstein/ M. Connor) Annual Member Meeting Planning (ED)	
12/19/2014 Monthly Board Mtg Items due: 12/12 Connor; Pagano; Horenstein; Ervin; Bailey 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> Quarterly Update from CWCCG (S. Deslauriers) Annual Member Meeting Planning (ED) FY2016 Budget Planning - Info Share Groups: consider bidding contract; update on	

DATE	ASSIGNMENT	STATUS NOTES
	participation and regular updates to e-mail list in FY15 (M. Barnes) Optimization/Upgrade Studies Quarterly Update (CMG)	

CURRENTLY UNSCHEDULED AND SIGNIFICANT

- Approval of Annual Report FY12 & FY13
- Defining BACWA Priorities/Revisit Strategic Plan
- BACWA Membership Engagement Opportunities
- Tech Seminar/Workshop: CCCSD Cogen explosion, SFPUC force main leak and repair, and BACWA member pilot plants.
- Chlorine Residual Analyzer Investigation
- Suggestions for Monthly Meeting Guest Speakers/Presenters: ie. Jim McGrath, State Water Board; ?
- CEC's (Kelly Moran)
- Strategy Development for Triennial Review (Permits Committee/Board)
- Optimization/Upgrade Studies Quarterly Report to Board(CMG) Mar, Jun, Sept, Dec 2015-2017
- Optimization/Upgrade Studies Biannual Report to Members (CMG/Consultant) Oct, April
- BAAQMD Biannual Joint Meetings (Feb, Aug 2015)

BOARD COMMITTEES WITH NO MEETINGS CURRENTLY SCHEDULED

-

From: Brenna Mannion [<mailto:bmannon@nacwa.org>]
Sent: Monday, May 12, 2014 10:23 AM
To: Dave Williams
Subject: NACWA White Paper on Utility-Agriculture Collaborations on Water Quality

Dear State and Regional Partners:

NACWA is putting together a white paper to highlight successful projects being undertaken by municipal water and wastewater utilities in collaboration with the agricultural sector to improve water quality. The white paper will provide case studies on the various types of collaborations taking place around the country, include information about how the collaborations work, and serve as a resource for utilities and agricultural producers interested in engaging in similar water quality efforts.

Are any of your utility members currently working with an agricultural or livestock producer or a land owner on a water quality-related activity (e.g. projects that address nutrient or sediment reduction, temperature or other pollutant, flood band restoration, source water protection, etc.)? If so, NACWA would love to hear from them. Specifically, please provide me with a short paragraph detailing:

- The nature of the collaboration,
- The expected outcome, and
- Contact information so that we may follow up.

I know it's short notice, but if possible, please provide any information to me via email by Friday May 16th. Thank you in advance for your help with this project. Apologies if you have already seen and responded to this request.

Brenna Mannion

Brenna Mannion, PE
Manager of Regulatory Affairs
National Association of Clean Water Agencies
1816 Jefferson Place, NW
Washington, DC 20036
ph: 202/533-1839

From: Davis, Cheryl [<mailto:cdavis@sfwater.org>]

Sent: Monday, May 12, 2014 1:34 PM

To: candersen@zone7water.com; CBOLDEN@napasan.com; cchan@ebmud.com; cdegroot@santaclaraca.gov; cdino@belmont.gov; cfinton@centralmarinsa.org; choffmann@dsrsd.com; Cko@ccwater.com; cmethod@valleywater.org; craig@smcsd.net; cregnart@nccwd.com; cswanson@centralsan.org; curt_rayer@sjwater.com; Cutino, Dee; cwest@hillsborough.net; cyezman@valleywater.org; dabel@cityofberkeley.info; dallison@ci.pinole.ca.us; dan.donnely@metrovancover.org; dan.kring@hayward-ca.gov; dan.magalhaes@hayward-ca.gov; dante@centralsan.org; dave.castagnola@ssf.net; Dave.Huerta@sanjoseca.gov; david.grady@sanjoseca.gov; david.mirrione@i&pwia.org; david.t.lee@sanjoseca.gov; david.wolf@sanjoseca.gov; david_burns@sjwater.com; david_livingston@unionsanitary.com; Davidis, Fonda; dballestrasse@hillsborough.net; dbarrow@westboroughwater.com; dbmcintyre@ci.livermore.ca.us; dchild@sbsa.org; dcottier@sbsa.org; ddickson@coastsidewater.org; ddolan@burlingame.org; debra.figone@sanjoseca.gov; denia_leal@sjwater.com; dennisl@ddsd.org; dfreitas@ebmud.com; dfritz@napasan.com; dgey@peralta.edu; dggreenwood@ci.livermore.ca.us; dhall@sbsa.org; dheff@centralsan.org; dhuey@ccwater.com; dlam@marinwater.org; dlanderos@nmwd.com; dmaynard@napasan.com; dnickle@redwoodcity.org; Dolores.Barberini@CityofPaloAlto.org; don@centralsan.org; donna_wies@unionsanitary.com; doug@stegesd.dst.ca.us; dpeery@marinwater.org; dpettinichio@cityofpleasantonca.gov; dpierce@marinwater.org; dpollart@sanleandro.org; dralessio@ci.livermore.ca.us; driddle@mvsd.org; dritter@ebmud.com; dsands-miller@santarosa.edu; dscola@cityofmartinez.org; dseymour@fairfield.ca.gov; dturk@centralsan.org; dturner@ebmud.com; Dutton, Dillon; Dave Williams; dwilson@ci.san-leandro.ca.us; dwoodard@ebmud.com; eallan@cwea.org; edward_coppin@dot.ca.gov; ehastings@rvsd.org; elew@ebmud.com; ErwinN@ddsd.org; escharnhorst@zone7water.com; eshalaby@wcwd.org; esilva@centralsan.org; esulliva@ebmud.com; farid.ramezanzadeh@hayward-ca.gov; gallagher@dsrsd.com; grommd@ci.pacifica.ca.us; Hashemi, David; humanresources@santaclaraca.gov; Kelly Jr, Harlan; Lampe, Don; mfrietas@ebmud.com; Miller, Dale; mwsd@coastside.net; Rivera, Eduardo; Truong, Dan; Walters, Deborah

Subject: On-Line Registration for South Bay Workshop on Wheels June 4, 2014

BAYWORK's South Bay Workshop on Wheels is both open and free to staff of all water/wastewater agencies in the Bay Area. These events have been very popular, and space on the bus is limited. If you would like to participate in the South Bay Workshop on Wheels on June 4, please register immediately to save your seat. Tour topics and sites are in the agenda attached. A link for on-line registration is imbedded in the invitation below.

Register Now for South Bay Workshop on Wheels



Save Your Seat!

Wednesday, June 4, 2014

7:30 AM - 4:30 PM

San José Santa Clara Regional Wastewater Facility
700 Los Esteros Road, San José, CA

See Innovations in Action!

BAYWORK will provide bus transportation, lunch,
and mini-tours of seven facilities FREE to staff of
water/wastewater/water recycling agencies

TO REGISTER
- Click Here -

Earn 5 CWEA contact hours and/or
3 CDPH contact hours



Host Utilities:



South Bay Workshop on Wheels

June 4, 2014



San José-Santa Clara Regional Wastewater Facility- Jim Ervin and Mike D'Arcy
Continuous Upgrades in Biological Nutrient Removal and Energy Savings

Silicon Valley Advanced Water Purification Center – Steve Twitchell (SCVWD) and
Hugh Logan (City of San José)
**Largest Northern California Facility that Treats
Secondary Effluent to Potable Standards**

SFPUC/Santa Clara Valley Water District Intertie – John Cook (SCVWD)
**An Emergency Intertie between SFPUC & SCVWD for
Water Supply Reliability**

San José Water - Moss Operations Center –
Adam Feffer, Francois Rodigari, and Curt Rayer
**Achieving Phase III Completion of AWWA Partnership for
Safe Water Distribution System Optimization;
Monitoring and Tracking Water Quality Complaints with GIS;
Operating a Distribution System to Optimize Cost Savings**

LUNCH

West Valley Sanitation District – Kelvin Hatchett
CMMS, GIS, and Scaled Integration Technology

Rinconada Water Treatment Plant – Steve Twitchell
Water Treatment: Phasing in the New while Operating the Old

SNACK

Sunnyvale Storm Pump Station – Dan Stevenson
Stormwater Trash Reduction and Pumping



From: Tadlock, Rachael@Waterboards [<mailto:Rachael.Tadlock@waterboards.ca.gov>] **On Behalf Of** Whitney, Vicky@Waterboards

Sent: Wednesday, May 14, 2014 1:47 PM

To: blarson@casaweb.org; dsmith@watereuse.org; eoofficer@cvcwa.org; pfriess@lacsds.org; asteele@lacsds.org; jcolston@ocsd.com; mvonwinckelmann@ocsd.com; Dave Williams; lfono@pmengineers.com; keith@mrwpca.com

Cc: Rasmussen, Rik@Waterboards; Tadlock, Rachael@Waterboards; Farahnak, Shahla@Waterboards; Rose, Stephanie@Waterboards; Poulson, Zane@Waterboards; Chudeau, Nick@Waterboards; Gjerde, Michael@Waterboards

Subject: Bacteria Objectives Focus Group Meeting - Publicly Owned Treatment Works and Water Reuse agencies - July 14, 2014 (Rescheduled)

The State Water Resources Control Board (State Water Board) is proposing statewide amendments to the Inland Surface Waters, Enclosed Bays and Estuaries Plan and the Ocean Plan for bacteria objectives for water contact recreation (REC 1) in fresh and marine waters of California (proposed amendments). Elements of the proposed amendments may include a revised indicator organism [*Escherichia* (E.) *coli* or enterococci], revised risk protection levels, and expansion and standardization of bacteria control implementation related to the National Pollutant Discharge Elimination System (NPDES) permitting process and the Total Maximum Daily Load (TMDL) process.

Water Board staff would like to request your participation in a small focused group meeting, with colleagues who also share similar expertise and interest in bacteria objectives, in order to provide early input on the scope of the proposed project. The meeting has been rescheduled and will take place on July 14, 2014 from 9am to 12pm at the CalEPA building in Sacramento, CA. Attached is the meeting agenda with directions to the meeting location. An issue paper and the U.S. EPA 2012 Recreational Water Quality Criteria Fact Sheet is also included. For planning purposes, it is important for you to confirm your attendance by Wednesday, June 15, 2014 by replying to Stephanie Rose at stephanie.rose@waterboards.ca.gov.

This meeting is by invitation only. You may send an alternative person to represent your interests at the meeting. If you choose to send an alternate representative, please let us know who this will be by sending us their name, email address and phone number. We kindly request that you do not forward this invitation to other persons who have not been invited to attend this meeting. The purpose of limiting the attendance at this meeting is to have a productive discussion that allows everyone who attends to have a chance to express their views and ideas. Please let us know if you strongly believe that someone else needs to be included and we will follow up with them.

If you have any questions please contact Shahla Farahnak at (916) 341-5737 or Stephanie Rose at (916) 341-5574.

Victoria Whitney
Deputy Director for Water Quality
State Water Resources Control Board
1001 I Street
P.O. Box 100
Sacramento, CA 95814

Email: vwhitney@waterboards.ca.gov
Phone: (916) 341-5568
Fax: (916) 341-5463

State Water Resources Control Board

**PROPOSED STATEWIDE WATER CONTACT RECREATION BACTERIA OBJECTIVES AMENDMENTS
TO THE INLAND SURFACE WATERS, ENCLOSED BAYS AND ESTUARIES PLAN
AND THE OCEAN PLAN
FOCUS GROUP MEETING
PUBLICLY OWNED TREATMENT WORKS AND WATER REUSE AGENCIES**

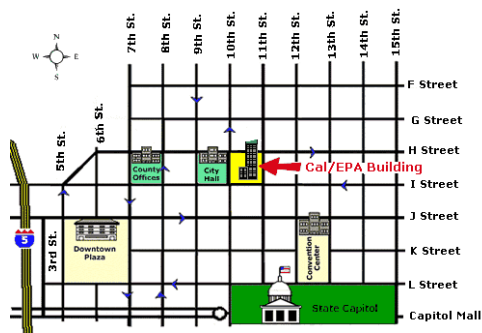
JULY 14, 2014, 9AM - 12PM

**JOE SERNA, JR. – CAL/EPA HEADQUARTERS BUILDING, ROOM 2410
1001 'I' STREET, SACRAMENTO, CA 95814
(SEE TRAVEL INFORMATION ON BACK)**

Meeting Purpose: to obtain early input on the scope of the State Water Resources Control Board's proposed amendments to the Inland Surface Waters, Enclosed Bays and Estuaries Plan and the Ocean Plan for Statewide Water Contact Recreation Bacteria Objectives (Bacteria Objectives)

AGENDA

- I. **Welcome and Introductions**
- II. **Goal of Bacteria Objectives Focus Group Meetings**
- III. **Open Discussion – Draft Bacterial Objectives Issue Paper**
All – Discussion of issues
- IV. **Closing and Next Steps**
- V. **Adjourn**



Travel Information

Visitors Check-in

The California Environmental Protection Agency Building is a secure building. Visitors must check-in at the guard station as they enter the building. They must sign in and receive a temporary badge and must sign out as they leave the building. The guard will contact the Cal/EPA staff for the visitor so they can escort the visitor through the building.

By Air

Sacramento County Airport System is a 20 minute drive from downtown Sacramento. There are several transportation options from the airport to the Cal/EPA Building.

YoloBus has a bus route leaving the airport every hour from Terminal A and Terminal B at approximately 10 minutes after the hour from 7 a.m. to 10 p.m. You stand at the Public Transportation Bus Stop. The route takes approximately 18 minutes to get from the airport to 9th and K Street. This is 2 blocks from the Cal/EPA building. The return trip from 9th and K Street runs approximately 5 minutes after the hour and takes approximately 20 minutes to arrive at the airport. (800) 371-2877.

SuperShuttle Sacramento is another transportation option to and or from the Sacramento Airport. Please provide them with a 24-hour notice to arrange for pick-up service from the Cal/EPA building. (800) 258-3826 or (800) BLUEVAN.

If you are renting a car, see the driving instructions below.

By Train

The Sacramento Amtrak train station is at 401 I Street, six blocks from the Cal/EPA Headquarters building. Amtrak's Capitol Corridor trains operate between the Bay Area and Sacramento with many trains daily. Amtrak California's San Joaquin trains and motor coaches connect the Central Valley from as far south as Bakersfield (and further with their motor coach system) to Sacramento. Other Amtrak trains serving Sacramento include the Coast Starlight and the California Zephyr.

Regional Transit's light rail serves the train station every 15 minutes seven days a week. RT bus routes also link the Station to downtown government offices and the rest of Sacramento County.

By Car

Getting to Sacramento:

- From the Bay Area, take I-80 East, then I-80 Business (Capital City Freeway), then I-5 North.
- From Central/Southern California, take I-5 North, or take US-99 to I-5 North.
- From the east, take US-50 West to I-5 North, or I-80 West to I-5 South.
- From the airport and other points North, take I-5 South.

Once on I-5 in Sacramento

- Take the J Street exit.
- Take J St. east to 11th and turn left.
- Go one block and turn left on I St.

The Cal/EPA headquarters building will now be on your right. It fills the block bordered by I St. on the south (1-way west), H St. on the north (1-way east), 10th St. on the west, and 11th St. on the east.

Parking

Metered Parking (1, 2, and 10-hour meters) is available near the CalEPA building. Meter parking uses quarters (some meters may use special "debit cards").

Parking lots are also available in several nearby locations. The closest lot is across from the building on 10th & I Street.



2012 Recreational Water Quality Criteria

Summary

EPA has released its 2012 recreational water quality criteria (RWQC) recommendations for protecting human health in all coastal and non-coastal waters designated for primary contact recreation use. EPA provides two sets of recommended criteria. Primary contact recreation is protected if either set of criteria recommendations are adopted into state water quality standards.

These recommendations are intended as guidance to states, territories and authorized tribes in developing water quality standards to protect swimmers from exposure to water that contains organisms that indicate the presence of fecal contamination.

Background

EPA last issued ambient water quality criteria recommendations for recreational waters in 1986. EPA issues such recommendations under the authority of the Clean Water Act (CWA). Amendments to the CWA by the Beaches Environmental Assessment and Coastal Health (BEACH) Act of 2000 direct EPA to conduct studies associated with pathogens and human health, and to publish new or revised criteria recommendations for pathogens and pathogen indicators based on those studies. These 2012 RWQC meet those requirements.

The 2012 RWQC rely on the latest research and science, including studies that show a link between illness and fecal contamination in recreational waters. They are based on the use of two bacterial indicators of fecal contamination, *E. coli* and enterococci. The new criteria are designed to protect primary contact recreation, including swimming, bathing, surfing, water skiing, tubing, water play by children, and similar water contact activities where a high degree of bodily contact with the water, immersion and ingestion are likely.

What are the recommendations?

The 2012 RWQC offer two sets of numeric concentration thresholds, either of which would protect the designated use of primary contact recreation and, therefore, would protect the public from exposure to harmful levels of pathogens. Illness rates upon which these recommendations are based use the National Epidemiological and Environmental Assessment of Recreational Water (NEEAR) definition of gastrointestinal illness, which is not limited to illnesses which exhibit a fever.

The RWQC consist of three components: magnitude, duration and frequency. The magnitude of the bacterial indicators are described by both a geometric mean (GM) and a statistical threshold value (STV) for the bacteria samples. The STV approximates the 90th percentile of the water quality distribution and is intended to be a value that should not be exceeded by more than 10 percent of the samples taken. The table summarizes the magnitude component of the recommendations. All three components are explained in more detail in the sections below.

CRITERIA ELEMENTS	Recommendation 1 Estimated Illness Rate 36/1,000		Recommendation 2 Estimated Illness Rate 32/1,000	
	GM (cfu/100 mL)	STV (cfu/100 mL)	GM (cfu/100 mL)	STV (cfu/100 mL)
Enterococci (marine & fresh)	35	130	30	110
<i>E. coli</i> (fresh)	126	410	100	320

Water quality criteria recommendations are intended as guidance in establishing new or revised water quality standards. They are not regulations themselves. States and authorized tribes have the discretion to adopt, where appropriate, other scientifically defensible water quality criteria that differ from EPA's recommended criteria.

RECOMMENDATION 1: MAGNITUDE

Enterococci: Culturable enterococci at a

geometric mean (GM) of 35 colony forming units (CFU per 100 milliliters (mL) and a statistical threshold value (STV) of 130 cfu per 100 mL, measured using *EPA Method 1600*, or any other equivalent method that measures culturable enterococci.

E. coli: Culturable *E. coli* at a GM of 126 cfu per 100 mL and an STV of 410 cfu per 100 mL measured using *EPA Method 1603*, or any other equivalent method that measures culturable *E. coli*.

RECOMMENDATION 2: MAGNITUDE

Enterococci: Culturable enterococci at a GM of 30 cfu per 100 mL and an STV of 110 cfu per 100 mL, measured using *EPA Method 1600*, or any other equivalent method that measures culturable enterococci.

E. coli: Culturable *E. coli* at a GM of 100 cfu per 100 mL and an STV of 320 cfu per 100 mL measured using *EPA Method 1603*, or any other equivalent method that measures culturable *E. coli*.

FOR BOTH RECOMMENDATIONS

Duration and Frequency: The waterbody GM should not be greater than the selected GM magnitude in any 30-day interval. There should not be greater than a ten percent excursion frequency of the selected STV magnitude in the same 30-day interval.

How are these criteria different from the 1986 criteria?

Similar Protection for Fresh and Marine Waters: The EPA used an analysis of NEEAR water quality data to refine the illness rate estimate for the recommended marine criterion for enterococci. The 2012 RWQC values now protect public health similarly in both marine and fresh waters.

A New Measurement Value: EPA is introducing a new term, Statistical Threshold Value (STV), to be used in conjunction with the recommended GM value.

New Early Alert Tool: In addition to recommending criteria values, EPA is now also

providing states with Beach Action Values (BAVs) for use in notification programs. The BAV is provided for states to use as a precautionary tool to provide an early alert to beachgoers, including families with children.

A Single Level of Beach Use: The 1986 bacteria criteria document included four single sample maximum (SSM) values appropriate for different levels of beach usage (use intensities). In the 2012 RWQC, EPA removed those recommendations and instead provided states with optional, precautionary BAVs for use in monitoring and notification programs.

More Tools for Assessing and Managing Recreational Waters: EPA is providing information on tools for evaluating and managing recreational waters, such as predictive modeling and sanitary surveys. The Agency is also providing tools for developing site-specific criteria such as epidemiological studies, quantitative microbial risk assessment, and use of alternative indicators or methods. The EPA has developed and validated a molecular testing method using quantitative polymerase chain reaction (qPCR) as a rapid analytical technique for the detection of enterococci in recreational water (EPA Method 1611). For the purposes of beach monitoring, a state may use a qPCR method on a site-specific basis.

Where can I find more information?

EPA has put the 2012 RWQC document, support documents, and the Federal Register Notice, in the docket (Docket identification No. EPA-HQ-OW-2011-0466) which can be accessed via EPA's website at <http://water.epa.gov/scitech/swguidance/standards/criteria/health/recreation/index.cfm>.

You can also contact Sharon Nappier at nappier.sharon@epa.gov or (202)566-0740, or contact Tracy Bone at bone.tracy@epa.gov or (202) 564-5257 for more information.

ISSUE PAPER – SPRING 2014 FOCUS GROUP MEETINGS

PROPOSED STATEWIDE WATER CONTACT RECREATION BACTERIA OBJECTIVES AMENDMENTS TO WATER QUALITY CONTROL PLANS FOR INLAND SURFACE WATERS, ENCLOSED BAYS AND ESTUARIES AND THE OCEAN WATERS OF CALIFORNIA

Introduction

The State Water Resources Control Board (State Water Board) is proposing amendments to the statewide Water Quality Control Plans for Inland Surface Waters, Enclosed Bays and Estuaries and the Ocean Waters of California (Ocean Plan) to include updated water quality objectives for bacteria to protect human health for the beneficial use of water contact recreation (REC 1) in fresh and marine waters (proposed amendments). The proposed amendments may include a revised indicator organism [*Escherichia coli* (*E. coli*) or enterococci] and risk protection level. The proposed amendments may also include elements necessary for bacteria control implementation including reference beach and natural source exclusion approaches, high flow suspension, variances, seasonal suspensions and designation of Limited Water Contact Recreation (LREC 1). This document presents the purpose and initial scope of the proposed amendments to facilitate discussion and feedback as the amendments are developed.

Background

The Clean Water Act directs states, with oversight by the U.S. Environmental Protection Agency (U.S. EPA), to adopt water quality standards to protect the public health and welfare, enhance the quality of water, and serve the purposes of the Clean Water Act. States' standards consist of: (1) designated uses for all water bodies within their jurisdictions, (2) water quality criteria (referred to as water quality objectives under California law) sufficient to protect designated uses, and (3) an antidegradation policy. States are also required to review their standards once every three years and, as appropriate, modify and adopt standards. The results of a state's triennial review must be submitted to U.S. EPA for approval. Clean Water Act section 303(c) directs U.S. EPA to promulgate standards if it disapproves a state-submitted standard, or if it has determined that a new or revised standard is needed.

Clean Water Act section 304 requires U.S. EPA to develop and publish criteria recommendations to aid states and tribes in developing water quality standards. Those recommendations are not regulations themselves. States may adopt water quality criteria based on U.S. EPA's water quality criteria recommendations or criteria developed using other scientifically defensible methods. A state's adopted water quality standards are the basis for water quality control actions. A state's water quality control actions may include developing water quality-based effluent limitations in National Pollutant Discharge Elimination System (NPDES) permits, a list of waters that do not meet standards, Total Maximum Daily Loads (TMDLs) and, in some cases, posting public notifications at waterbodies where standards are not met.

In 1986, U.S. EPA revised its ambient water quality criteria recommendations for bacteria to protect human health, which advised that the indicators of health risks from bacteria in marine and fresh water be established as *E. coli* and enterococci instead of fecal coliform. U.S. EPA based its revised criteria recommendations on a review of epidemiological studies correlating gastrointestinal illness to specific bacteria indicators.

The Beaches Environmental Assessment and Coastal Health Act of 2000 (BEACH Act) added section 303(i)(1)(A) to the Clean Water Act, which requires states with coastal recreational waters to adopt new or revised water quality standards for the coastal recreation waters for those pathogens and pathogen indicators for which U.S. EPA has published criteria. The BEACH Act also stipulates that if a state fails to adopt criteria in accordance with section 303(i)(1)(A), U.S. EPA must promptly propose regulations for the state setting forth revised or new water quality standards for pathogens and pathogen indicators for its coastal recreational waters. (Clean Water Act § 303(i)(2)(A).) The BEACH Act added subsection (21) to Clean Water Act section 502 to define “coastal recreation waters” as the Great Lakes and marine coastal waters (including coastal estuaries) that are designated by a state for use for swimming, bathing, surfing, or similar water contact activities. The term “coastal recreation waters” does not include inland waters or waters upstream of the mouth of a river or stream having an unimpaired natural connection with the open sea.

In 2012, U.S. EPA issued new recreational water quality criteria (2012 RWQC) recommendations for protecting human health in all coastal and non-coastal waters designated for primary contact recreation use. The 2012 RWQC recommends the use of two bacteria indicators of fecal contamination, *E. coli* and enterococci.

The 2012 RWQC is based on the latest studies which conclude that fecal coliform is not a good indicator of fecal contamination. Studies have also found that while enterococci acts as a good indicator in some fresh waters, it can exist and multiply in other fresh waters and create false positives in samples. *E. coli* has been found to be the most reliable indicator organism in all fresh waters. Additionally, studies have shown that enterococci is a good indicator organism in marine waters.

Table 1 present U.S. EPA's 2012 RWQC

Criteria Elements	Recommendation 1		OR	Recommendation 2	
	Magnitude			Magnitude	
Indicator	GM (cfu/100 mL) ^a	STV (cfu/100 mL) ^a		GM (cfu/100 mL) ^a	STV (cfu/100 mL) ^a
Enterococci (marine and fresh)	35	130		30	110
OR					
<i>E. coli</i> – (fresh)	126	410	100	320	

Duration and Frequency: The waterbody GM should not be greater than the selected GM magnitude in any 30-day interval. There should not be greater than a ten percent excursion frequency of the selected STV magnitude in the same 30-day interval.

NGI = NEEAR – GI illness, NEEAR = National Epidemiological and Environmental Assessment of Recreational Water

GM = geometric mean

STV = statistical threshold value

cfu = colony forming units

mL = milliliters

a U.S. EPA recommends using U.S. EPA Method 1600 (U.S. EPA, 2002a) to measure culturable enterococci, or another equivalent method that measures culturable enterococci and using U.S. EPA Method 1603 (U.S. EPA, 2002b) to measure culturable *E. coli*, or any other equivalent method that measures culturable *E. coli*.

Note that either enterococci or *E. coli* can be selected for fresh waters, but only enterococci can be selected for marine waters. Additionally either estimated illness rate is protective of REC 1 uses. U.S. EPA 2012 RWQC is intended as guidance to states and tribes in developing standards to protect swimmers from exposure to water that contains organisms indicating the presence of fecal contamination.

As most Regional Water Quality Control Boards (Regional Water Boards) basin plans are not currently consistent with the 2012 RWQC, the State Water Board is proposing to adopt the proposed amendments to provide efficient and consistent implementation statewide.

Fundamentals of the Proposed Amendments

Staff is currently contemplating several issues based on the recommendations contained in the 2012 RWQC. That is, staff currently proposes to provide consistent statewide REC 1 bacteria objectives based on the 2012 RWQC, a natural sources exclusion and reference system approach to address natural bacteria levels, suspension for high flow periods, and additional implementation provisions as necessary to provide for efficient and effective permitting and enforcement. As previously explained the State Water Board is not required to follow U.S. EPA's criteria recommendations and may develop its own bacteria objectives. Additionally, peer review would be required if State Water Board staff did not follow U.S. EPA's criteria recommendations. Accordingly, the following eleven elements describe issues staff is currently considering, from which staff plan to develop draft biological objectives and any necessary implementation for the State Water Board's consideration and adoption.

Element 1: Bacteria Indicators

All Regional Water Boards basin plans -currently have existing bacteria objectives for fecal indicator bacteria (FIB) adopted in their regional water quality control plans (basin plans). Some of the existing bacteria objectives include fecal coliform as an indicator organism. Some basin plans also use *E. coli* and/or enterococci as indicator organisms. Insofar as the proposed amendments include bacteria objectives that differ from those currently contained in basin plans, the statewide objectives would supersede those contained in basin plans, to the extent a conflict existed, unless the statewide amendments expressly provide that those conflicting objectives shall remain in effect.

Fresh Waters:

This element would address the issue of setting a statewide bacteria indicator for fresh waters, using U.S. EPA's 2012 RWQC recommendations.

Staff is contemplating the use *E. coli* for a fresh water bacteria indicator, option 3 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. Leave existing bacteria indicators in place. All of the Regional Water Boards basin plans have existing bacteria objectives for fecal indicator bacteria (FIB). Some of the existing bacteria objectives include fecal coliform and/or total coliform as an indicator organism. Some regions also use *E. coli* and/or enterococci as indicator organisms.

2. Use only enterococci as an indicator organism.
- 3. Use only *E. coli* as an indicator organism.**
4. Use both *E. coli* and enterococci as indicator organisms.

Marine Waters:

This element would address the issue of setting a statewide bacteria indicator for marine waters, using U.S. EPA's 2012 RWQC recommendations.

Presently, the Ocean Plan and all of the Regional Water Boards' basin plans have existing minimum protective bacteriological standards consistent with those established by the California Department of Public Health (CDPH) for FIB for water contact recreation in ocean beaches (17 Cal. Code Regs. § 7958.) The bacteriological standards established by CDPH are not consistent with the 2012 RWQC. The CDPH bacteriological standards use three FIB (enterococcus, total coliform and fecal coliform) to protect water contact recreation in coastal waters. CDPH requires public health agencies to perform beach water quality monitoring for FIB and notification for public safety. Those objectives (enterococcus, total coliform, fecal coliform and the fecal/total coliform ratio) would still require public beach monitoring until either a legislative or regulatory change.

Changing the Ocean Plan's REC 1 contact standards to require only enterococci would still leave in effect the CDPH bacteriological standards for FIB, to which local public health agencies performing beach water quality monitoring and public notification must adhere.

Staff is contemplating the use of enterococci for a marine water bacteria indicator, option 2 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. Leave existing bacteria indicators in place. The Ocean Plan and all Regional Water Boards with marine waters currently have bacteriological standards established by CDPH. The objectives use three indicators which are enterococci, total coliform and fecal coliforms.
- 2. Use enterococci as a sole indicator. The existing use of total coliform and fecal coliform for beach recreation is not supported by the U.S. EPA studies. Harmonizing this option and CDPH bacteriological standards will be considered in the future but is outside the scope of this project.**

Element 2: Level of Public Health Protection for Illness Rate

Marine and Fresh Waters:

U.S. EPA 2012 RWQC recommendation for *E. coli* and enterococcus consists of a specific risk level based on an illness rate estimate. U.S. EPA's recommended risk level of 32 per 1,000 primary contact recreators is a more conservative estimate and is therefore more protective of public health than the 36 illness per 1,000 primary contact recreators. Site specific criteria could be developed for specific waters, but it would require potentially costly studies.

Staff is contemplating the use of the more protective estimated illness rate of 32 per 1,000 primary contact recreators, option 3 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. No action – If the State Water Board does not take action, Regional Water Boards will continue to specify water quality objectives for bacteria in their basin plans. They may adopt criteria reflecting risk levels recommended by the U.S. EPA or criteria based on other recommendations.
2. Use the U.S. EPA's estimated illness rate of 36 per 1,000.
3. **Use the U.S. EPA's estimated illness rate of 32 per 1,000.**
4. Use an alternative estimated illness rate.

Element 3: Address Natural Sources of Bacteria Levels

Natural bacteria levels often exceed bacteria objectives even in undeveloped areas. Without a means to address natural sources of bacteria, dischargers might be required to treat their discharges more than necessary. TMDLs have addressed this using a combination of Reference System/Antidegradation Approach and Natural Source Exclusion Approach, but there is no statewide framework that would provide efficient and consistent development.

Federal regulations (40 CFR § 130.7) require that TMDLs include load allocations (LAs) and waste load allocations (WLAs), and that the individual sources for each must be identified and enumerated. The TMDL for a given pollutant and waterbody is the total amount of pollutant that can be assimilated by the receiving water while still achieving WQOs. The TMDL is equal to the sum of individual WLAs for point sources, and LAs for both nonpoint sources and natural background levels.

The Reference System/Antidegradation Approach has two implementation goals in the context of TMDL development: (1) Bacteriological water quality is at least as good as that of a natural (reference) system, and (2) no degradation of existing water quality is allowed, where it is better than natural system.

The Natural Source Exclusion Approach is an alternative to the Reference System/Antidegradation Approach. Natural sources include direct inputs from birds, terrestrial and aquatic animals, wrack line and aquatic plants, or other unidentified sources within the receiving waters. The Natural Source Exclusion Approach requires the control of all anthropogenic

sources of bacteria and the identification and quantification of natural sources of bacteria. Exceedances are allowed based on residual exceedances of natural sources.

Staff is contemplating the development of both a reference system/antidegradation approach and a natural source exclusion approach, option 2 below. Staff is also contemplating to develop a guidance document for Regional Water Board use in development of TMDLs using reference system/ antidegradation and natural sources exclusion approaches, also part of option 2 below.

Staff could consider the following options and/or others when developing the proposed amendment:

1. No action – Existing basin plans with natural sources/antidegradation exclusions and reference beach approaches would remain.
2. **Allow reference system/antidegradation or natural sources exclusion approaches. Staff will develop guidance to aid Regional Water Boards implementing this option. A guidance document will be developed to provide help in measuring natural sources of bacteria and how to utilize this approach. This option will allow resources for “clean-up” to be directed to areas with anthropogenic sources instead of areas with natural sources of bacteria.**
3. Prohibit the use of reference system/antidegradation or natural sources exclusion approach. This option could require treatment of natural sources, in discharges having to treat bacteria from undeveloped areas. Such requirements, could adversely affect valuable aquatic life and wildlife beneficial uses supported by natural water bodies in the state by requiring the treatment of natural sources of bacteria. This would also lead to the expenditure of unnecessary resources and monies.

Element 4: High Flow Suspension of Objectives for Fresh Waters

This element would allow the suspension of bacteria objectives during high water flows that create conditions that are unsafe for REC 1 uses and objectives are not attainable. Many areas of California have rivers and engineered channels that become unsafe for REC-1 uses during high flow conditions and as a result, REC 1 use is limited or does not exist during those times. The suspension of the associated bacteria objectives during high flows could be allowed under specific conditions.

This element applies only to fresh waters. Staff is contemplating the development of high flow suspension, option 2 below.

Staff could consider the following options and/or others when developing the proposed amendment:

1. No action – The Los Angeles Water Board’s existing high flow suspension would remain. Regional Water Boards without a high flow suspension in their basin plans would have to adopt a basin plan amendment if they desire to adopt a high flow suspension policy.
2. **Allow high flow suspension of objectives for engineered and non-engineered channels. Develop guidance for high flow suspensions. The necessity of treatment of discharges during high flows to meet the REC 1 objective would be avoided with this option.**

3. Affirmatively prohibit high flow suspension but specifically provide that the Los Angeles Water Board's may continue to use its existing high flow suspension policy for waters within its region. Under this option, treatment of discharges during high flows would occur, except not in the Los Angeles region consistent with its existing high flow suspension policy.

Element 5: Compliance Schedules and Interim Requirements

This element considers compliance schedules and interim requirements under conditions allowed by the Policy for Compliance Schedules in National Pollutant Discharge Elimination System Permits (Resolution No. 2008-0025). Under the current policy, compliance schedules may be granted for up to 10 years to allow dischargers the time needed to meet new objectives. For bacteria, many major publicly owned treatment works (POTWs) in California are already subject to existing CDPH guidelines for recycled wastewater effluent that are more stringent than the proposed REC1 bacteria water quality objectives being proposed. Therefore, these facilities may have little difficulty meeting permit conditions based on the selected criteria and the consideration of compliance schedules and interim requirements would not apply to POTWs.

Staff is contemplating the "no action" option which would allow the Regional Water Board permit writers to determine if compliance schedules are appropriate on a case-by-case basis, option 1 below. Any compliance schedules would be granted in accordance with the existing Compliance Schedule Policy (Resolution No. 2008-0025).

Staff could consider the following options and/or others when developing the proposed amendment:

1. **No action – This option would result in compliance schedules and interim requirements being established by Regional Water Board permit writers in accordance with the Compliance Schedule Policy (Resolution No. 2008-0025).**
2. Provide that dischargers would be allowed up to a ten-year compliance schedule to meet the new objectives. All dischargers may not comply immediately with new or revised effluent limits based on the proposed bacteria objective. Up to a ten-year timeframe could be granted to implement the necessary controls to comply with new effluent limitations.

Element 6: Calculation of Effluent Limits for POTWs

This element considers the procedure for calculating effluent limits for bacteria indicators, with possible development of written guidance. This element applies only to POTWs.

The U.S. EPA 2012 RWQC recommends "that permitting authorities use an effluent limit derivations approaches that considers both the geometric mean (GM) and statistical threshold value (STV) in the limit calculations, and which results in short- and long-term effluent limits that derive from and comply with all applicable criteria expressions."

However, many POTWs permits contain effluent limits based on CDPH guidelines for indicator bacteria to protect designed beneficial uses for REC 1 or agriculture, including irrigation of food

crops. These effluent limits are typically more stringent than limits based on existing basin plan receiving water objectives for bacteria indicators.

Presently there is no statewide policy for establishing effluent limits for indicator bacteria.

Staff is contemplating the “no action” option for this element rather than following the 2012 RWQC, option 1 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. **No action – Allow Regional Water Boards to specify the permit limits based on CDPH guidelines for total coliform.**
2. Develop statewide guidance for calculating effluent limits based on effluent variability.
3. Develop a statewide guidance for applying the objective at the end of the pipe.

Element 7: Mixing Zones for Point Sources

A mixing zone is a volume of water allocated for mixing with a wastewater discharge where applicable water quality criteria or objectives can be exceeded without causing adverse effects to the overall water body. Mixing zones for bacteria could be allowed in situations where no potential for impairment exists (e.g., deep-water discharges).

This element will consider if mixing zones should be allowed for point source discharges and, if so, procedures for use. There is currently no statewide policy on the application of mixing zones for bacteria discharges.

Staff is contemplating the no action option for this element, option 1 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. **No action – With no statewide policy, existing Regional Water Board policies and procedures will apply. Four of the nine Regional Water Boards have mixing zone provisions in their basin plans. None of the Regional Water Boards specifically prohibit mixing zones.**
2. Allow mixing zones in a small area near an outfall. The mixing zone would allow the existing bacteria limits to be calculated taking into account dilution, if appropriate.
3. Do not allow mixing zones. Bacteria would be measured in the effluent at the end of pipe without any dilution due to mixing.

Element 8: Averaging Periods to Determine Compliance

This element will consider an averaging period for use in determining compliance with proposed bacteria objectives. Compliance is measured using a GM and a STV. U.S. EPA 2012 RWQC states that “The waterbody GM should not be greater than the selected GM magnitude in any 30-day interval. There should not be greater than a ten percent excursion frequency of the selected STV magnitude in the same 30-day interval.”

Staff is contemplating to specify an appropriate averaging period, option 3 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. No action – Under this option, Regional Water Boards could specify the period of time (if any) over which data would be collected to calculate a geometric mean. This could lead to inconsistencies in the application of the geometric mean criteria across the state.
2. Specify the geometric mean as a rolling average. Potentially using the rolling average based on a specific number (e.g. 5) of samples. This option would lead to consistency.
3. **Specify the appropriate averaging period. Potentially using a minimum number of samples over a maximum period of time. This option would lead to consistency.**

Element 9: Effluent Monitoring and Reporting Frequency

This element will consider developing guidance regarding effluent monitoring and reporting, including discussion of monitoring frequency. There is currently no statewide policy for monitoring frequency for bacteria in facility discharges to fresh waters. Permit writers determine monitoring frequencies on a case-by-case basis, usually requiring larger dischargers to monitor more frequently than smaller dischargers.

Staff is contemplating the “no action” option for this element, option 1 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. **No action – Currently none of the Regional Water Boards have specific requirements for bacteria monitoring in their basin plans. Monitoring frequency could continue to be specified by their permit requirements.**
2. Establish monitoring frequency for all dischargers. The monitoring frequency could be a minimum number needed to monitor the average bacteria threshold. The guidance could allow for higher frequency to be specified in permits while not allowing any monitoring frequency below the minimum number.
3. Provide narrative guidance which can be used as guidelines to help establish monitoring frequency in NPDES permits.

Element 10: Analytical Methods to Measure Bacteria Indicators

This element will consider the need for analytical methods for monitoring ambient waters and effluent. The 2012 RWQC utilizes analytical methods for measuring indicator bacteria densities in ambient waters and for coastal waters (e.g. membrane filtration methods). The proposed amendment could specify some or all of these methods in effluent monitoring.

Staff is contemplating the “no action” option for this element, option 1 below.

Staff could consider these options and/or others when developing the proposed amendment:

1. **No action – With this option, there would be no specified analytical measures for bacteria indicators. Therefore, any method of determining bacteria densities can**

be used, as approved by the Regional Water Boards for their waters. This option eliminates the need to update the statewide plans to accommodate new methods or U.S. EPA recommendations regarding best sampling procedures.

2. Specify analytical methods for receiving waters and various effluents. The statewide plan would list methods that are acceptable for measuring bacteria concentrations. To accommodate subsequently developed methods or a change in methods based on new information, the State Water Board would require an amendment to the statewide plans. The possible analytical methods that could be considered are:
 - a) U.S. EPA approved methods
 - b) Rapid Indicators, quantitative polymerase chain reaction (qPCR) on a site specific basis using U.S. EPA method 1611.

Element 11: Allow for a Variance, Seasonal Suspension or Limited REC 1

Allow the use of another beneficial use designation, such as Limited Water Contact Recreation (LREC 1), a variance, or a seasonal suspension for seasonal low flow or intermittent uses. This element would allow a discharger to apply for a variance from meeting the proposed bacteria objectives. Qualification for a variance would be based on a list of conditions that must first be met. Conditions could include such things as modified channel, limited access, seasonal or very limited flows, and required treatment before the water enter another water body.

Seasonal suspension or the designation of LREC 1 would require a Use Attainability Analysis (UAA).

Limited Water Contact Recreation is a beneficial use designation that recognizes body contact is limited in the waterbody due to physical conditions, such as restricted access and very low water depths. The state has waterbodies that in years past have been channelized, and/or lined with concrete or other materials that protect the channel from erosion, in order to provide flood protections. In some cases, these waterbodies have been fenced to limit contact during storm events to protect the public from drowning, while in most other instances the water flow is non-existent or very low. Due to these restrictions, contact with the water is minimal and the REC 1 beneficial use is not an accurate definition of the beneficial use of the waterbody. The Los Angeles Water Board presently has waters with the beneficial use designation of LREC 1.

Staff is contemplating allowing the use of variances, seasonal suspension or the Limited REC 1 designation, option 3 below. Staff is also considering developing a list of factors that must be met in order to streamline the UAA process.

Staff could consider the following options and/or others when developing the proposed amendment:

1. No Action – Under this option, no changes would occur in the designation of the LREC 1 beneficial use where appropriate.
2. Encourage the designation of LREC 1 waters where appropriate. Under this option, the Regional Water Boards could consider de-designation for appropriate waterbodies. Waterbodies with inaccurate beneficial use designation could be de-designated and the appropriate water quality objective applied. Less stringent water quality objectives would conserve limited resources of those agencies that discharge to these waterbodies.

3. **Allow the use of a variance, seasonal suspension or Limited REC 1.**



Regulatory Program Manager's Report to the Board

April 19 2013 – May 12 2014

Prepared for the May 16, 2013 Executive Board Meeting

NUTRIENT WATERSHED PERMIT SUPPORT: Reviewed updates to Optimization/Upgrade Studies RFP with Contract Management Group (CMG). Incorporated CMG comments into RFP for Optimization/Upgrade Studies. Delivered the RFP to the Regional Water Board staff and met with them to discuss. Completed non-technical nutrient presentation and distributed it to the membership. Updated BACWA website with adopted watershed permit and nutrient presentation.

SFEI CONTRACT OVERSIGHT: SFEI did not submit invoices in time for inclusion in this report.

RISK REDUCTION FOR MERCURY/PCBs: Followed up with Kevin Buchan of WSPA, Alyce Ujihara of the DPH, and Dyan Whyte at Regional Water Board. DPH/ASC has submitted a grant application to EPA assuming \$75 of matching funds from BACWA and WSPA. Dyan will be conferring with EPA on the application and will provide feedback to BACWA and WSPA..

MEMBER TENTATIVE ORDERS: Reviewed BACWA comment letter on the language in Palo Alto's permit that requires dischargers to file a petition with the division of water rights prior to diverting discharge, as they would need to do to increase recycled water. Discussed removing the language with Vince Christian at the Regional Water Board. Regional Water Board staff understand the BACWA position that the language does not make sense for Bay dischargers since there are no downstream water rights claims, however they point out that it is part of the permit template and as such is required for inclusion in pemrits..

CALL FOR VOLUNTEERS FOR CEC EFFLUENT MONITORING: Put out a call to POTWs that are willing to provide effluent samples to the RMP for a special study on CECs. The special study will be part of the Statewide Pilot study that is being developed to guide future policy decisions about CECs in surface waters. Five agencies are needed in Region 2, and at least eight have volunteered.

STATEWIDE BACTERIAL OBJECTIVES: The State Water Board plans to propose a statewide amendment to the Inland Surface Waters, Enclosed Bays and Estuaries Plan and the Ocean Plan for bacteria objectives for water contact recreation in fresh and marine waters. The proposed amendments may include a revised indicator organism [*Escherichia* (E.) *coli* or enterococci], revised risk protection levels, and expansion and standardization of bacteria control implementation related to the NPDES permitting process and the TMDL process. They are planning an invitation-only meeting in July to get stakeholder input and plant provide a fact sheet with more information prior to the meeting. BACWA has been invited to send a representative to the meeting..

BACWA BULLETIN: Drafted and distributed May BACWA Bulletin. Included new section on "What's new in BACWA's Committees".

COMMITTEE SUPPORT: Drafted agenda for Permits Committee meeting. Drafted and posted

meeting notes for Recycled Water Committee. Drafted Board report and incorporated information about nutrient watershed into letter to BAAQMD on cross-media issues for AIR committee. Began work on the AIR committee annual newsletter.

MEETINGS ATTENDED: BACWA AIR committee (4/16), BACWA CMG meeting (4/23), CMG meeting with RWB (5/12)



EXECUTIVE DIRECTOR AUTHORIZATION REQUEST

FILE NO.: 13,196

DATE: April 30, 2014

TITLE: Executive Director Authorization for Agreement with Downey Brand, LLP for Regulatory Legal Support

RECOMMENDED ACTION

BACWA Executive Director authorization for an agreement with Downey Brand, LLP, in an amount not to exceed \$5,000, to provide regulatory legal counsel for the period of February 1, 2014 – June 30, 2015.

SUMMARY

On April 12, 2014 the BACWA Executive Director approved Amendment 1 to the fiscal year 2013-2014 Downey Brand agreement, File 12,970 to increase the contract value from \$2,000 to \$2,500 to allow for continued regulatory legal support beyond the \$2,000 that had been expended as of January 2014. At this time the additional \$500 has been utilized and continued support from Downey Brand is needed to support BACWA's regulatory efforts through June 30, 2014. Additionally, the Fiscal Year 2014-15 (FY15) BACWA budget, approved by the BACWA Executive Board on April 18, 2014, included a \$2,000 line item for regulatory legal counsel services.

This agreement with Downey Brand would provide regulatory legal support for BACWA for the remainder of FY14 and for FY15.

FISCAL IMPACT

To fund services rendered during the period of February 1, 2014 – June 30, 2014, \$3,000 will be encumbered from the FY14 BACWA budget. Though funds are not available in the Regulatory Legal line item, there are sufficient unspent funds from the total FY14 BACWA budget to fund this portion of the agreement. For FY15, \$2,000 of the total contract value will be funded by the Regulatory Legal line item in the approved FY15 BACWA budget.

ALTERNATIVES

No other alternatives were considered as this action is consistent with BACWA contracting policies.

Attachments:

1. Downey Brand 13-15, File 13,196

EXHIBIT A

SCOPE OF WORK

Professional Services by **Downey Brand LLP**
Fiscal Years 2013-14 and 2014-15

Downey Brand LLP agrees to provide legal advice and counsel to BACWA upon written request by the BACWA Executive Director or the Assistant Executive Director, the total costs of which are **not to exceed \$5,000.**

Exhibit B

Downey Brand LLP

2013-15 Hourly Rates for BACWA

Melissa Thorme	\$360 (discounted from standard rate of \$415)
Nicole Granquist	\$350 (discounted from standard rate of \$395)
Associates	\$215-320 (depending on associate's years of experience)
Paralegal Assistance	\$175
Document clerks	\$85

Costs

Transportation, Parking, Lodging, Tolls (for approved travel) - actual cost per receipt
Regular black and white copies are \$0.10 per page
Faxes are \$0.10 per page, plus long distance telephone charges
Color copies are \$0.20 per page
Postage/Overnight mail service - actual cost
Mileage: \$0.565/mile, *OR* as modified up or down by IRS rules
Courier: \$7.50 per downtown delivery and \$15.00 outside of local area
Phone: long distance \$0.05 per minute – international \$0.99 first min, \$0.15 each additional min
Duplication to CD: \$5.00 per CD
Duplication to DVD: \$5.00 per DVD



EXECUTIVE BOARD CHAIR AUTHORIZATION REQUEST

FILE NO.: 13,215

DATE: May 16, 2014

TITLE: Contract with Paul Causey for Bay Area Sewer Service Charge Database Management, not to exceed \$6,000.00.

ACTION

Executive Board Chair authorization to execute an agreement with Causey Consulting in an amount not to exceed \$6,000.00 to continue the maintenance and administration of a Bay Area sewer service charge database during the period of July 1, 2014 – June 30, 2015.

SUMMARY

This contract will allow Paul Causey, of Causey Consulting, to continue to provide support for the maintenance and administration of a Bay Area sewer service charge database. Paul Causey is an independent consultant with more than twenty-five years of experience working for Bay Area clean water agencies. Since August of 2010, he has been providing professional services and expertise to transfer records previously maintained by Redwood City staff, continue the maintenance and administration of this database, and compile a database of supporting documentation from participating agencies.

FISCAL IMPACT

This project is included in the approved Fiscal Year 2014-2015 budget and workplan and funds are available

ALTERNATIVES

No other alternatives were considered as the BACWA contracting policies authorize a sole source selection process for contracts under \$50,000.

Attachments:

1. Scope for 13,215 PCausey Sewer Database FY14-15

EXHIBIT A

SCOPE OF WORK

All services identified in Exhibit A, Scope of Work shall be compensated on a time and materials basis at \$85.00 per hour, **not to exceed \$6,000**.

A. Task 1 – Bay Area Sewer Service Charge Database Management & Administration

Consultant shall be responsible for updating and managing the Database and for distributing the Survey. On a monthly basis, the Consultant shall (a) electronically contact participating agencies to request updated information about their sewer service fees; (b) update the database using the information provided; and (c) electronically circulate the database to participating agencies. Consultant shall also update and manage the mailing lists and contact information for participating agencies. Consultant shall annually review the “last verified date” column and confirm that the information in the Database is still accurate for agencies that have not submitted information within the past year.

Consultant shall not be required to complete, update or expand information or confirm appropriateness of the data in the Database other than as requested and/or provided by the individual agency. Consultant shall not provide or release Database information to anyone other than participating agencies except as authorized and/or approved in advance by the BACWA Executive Director. Any changes to the existing Survey other than the updating of the information therein shall only be undertaken upon advance written agreement between the Parties.

B. Task 2 – Sewer Fee Documentation Database

Consultant shall create and maintain a database of documentation related to agencies’ sewer fees. On an at least an annual basis, Consultant shall request that participating agencies also submit the following documents: Proposition 218 notices, rate setting resolutions, and underlying service charge and capacity fee ordinances. Consultant may request these documents electronically and concurrent with requesting information about agencies’ sanitary sewer fees.

Consultant will create and maintain an index of available documents and will provide BACWA with electronic copies of all documents submitted by the agencies, organized according to the index. Consultant will coordinate with BACWA to develop a database of the electronic versions of these documents, but BACWA will be responsible for electronic storage of these documents and for distribution to participating agencies as requested.



EXECUTIVE BOARD CHAIR AUTHORIZATION REQUEST

FILE NO.: 13,214

DATE: May 16, 2014

TITLE: Contract with Day Carter Murphy for Executive Board Legal Counsel, not to exceed \$2,000.00.

ACTION

Executive Director authorization to execute an agreement with Day Carter Murphy in an amount not to exceed \$2,000.00 to continue to provide as needed legal counsel to BACWA during the period of July 1, 2014 – June 30, 2015.

SUMMARY

This contract will allow Day Carter Murphy to continue to provide legal support on an as needed basis, upon request from the BACWA Executive Board, Executive Director and/or Assistant Executive Director.

FISCAL IMPACT

This project is included in the approved Fiscal Year 2014-2015 budget and workplan and funds are available

ALTERNATIVES

No other alternatives were considered as the BACWA contracting policies authorize a sole source selection process for contracts under \$50,000.

Attachments:

1. Scope for 13,214 DCM FY14-15

EXHIBIT A

SCOPE OF WORK

Professional Services by **Day Carter & Murphy LLP**
Fiscal Year 2014-15

Day Carter & Murphy LLP agrees to provide legal advice and counsel to BACWA upon written request by the BACWA Executive Director or the Assistant Executive Director, the total annual costs of which are **not to exceed \$2,000.**

EXHIBIT B

HOURLY RATES/REIMBURSABLE EXPENSES
Day Carter Murphy FY 2014-15

James M. Day Jr.	\$340.00 per hour
Ralph R. Nevis	\$320.00 per hour
Joshua L. Baker	\$300.00 per hour

SOLANO COMMUNITY COLLEGE DISTRICT AGREEMENT FOR EDUCATIONAL SERVICES

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “District” and **Bay Area Clean Water Agencies**, hereinafter referred to as “BACWA.”

WHEREAS, BACWA desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide seven (7) credit classes, WATER 100, Wastewater Treatment I, WATER 103, Biological Principles of Water & Wastewater, WATER 104, Water Treatment I, (2 classes), WATER 107, Mathematics for Water & Wastewater, WATER 120, Distribution Systems Maintenance, and WATER 121, Collections Systems Maintenance, for up to 30 students per class, for BACWA member organizations and non-member public entities which elect to participate through BACWA (“sponsoring agencies”).
- B. The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWA sites, to be determined. Classes will begin in January 2014, exact dates to be determined. Additional training can be scheduled as needed with an addendum to this contract. Prior to each semester a representative of BACWA and a representative of District will meet and determine the classes to be offered each semester.
- C. The District will maintain the BACWWE (Bay Area Consortium for Water & Wastewater Education) website and database and provide marketing and marketing materials for sponsoring agencies.
- D. BACWA will recruit, identify and select all trainees who will participate in training.
- E. Subject to availability of funds collected from sponsoring agencies prior to the commencement of each semester, BACWA will compensate the District up to a maximum amount per semester of one hundred four thousand five hundred dollars (\$104,500) for all services rendered ~~and expenses at a rate of one hundred four thousand five hundred dollars (\$104,500) contingent upon availability of funds collected from sponsoring agencies. The fee hereunder, as follows:~~ for each 3 or 4 credit hour class ~~is~~, fifteen thousand five hundred dollars (\$15,500). ~~The fee~~, for each 2 or 2 ½ credit hour class ~~is~~, thirteen thousand five hundred dollars (\$13,500). The cost is inclusive of all instruction and teaching/ training materials.
- F. Payments by BACWA to the District will be due upon receipt of invoice. An invoice will be generated upon completion of the first month of instruction.
- G. This contract may be terminated by either party ~~with~~ upon written notice of not less than ten (10) business days.
- H. **IT IS MUTUALLY UNDERSTOOD** that BACWA and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to BACWA and the District respectively.

- I. The District will indemnify, and hold harmless, in any actions of law or equity, BACWA, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, ~~but not including~~except to the extent caused by the sole negligence or willful misconduct of BACWA. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.
- J. BACWA will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of BACWA under this Agreement or of any persons directly or indirectly employed by, or acting as agent for BACWA, ~~but not including~~except to the extent caused by the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve BACWA from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of BACWA operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.
- K. BACWA agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of BACWA's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Ben Horenstein
BACWA Executive Board Chair
PO Box 24055, MS 59
Oakland, CA 94623

Date_____

Jowel C. Laguerre, Ph.D.
Superintendent-President
Solano Community College District
Fairfield, CA

Date_____

Table of Contents

Introduction	1
Background	1
Project Description.....	3
Special Study 1: Evaluation of Potential Nutrient Discharge Reduction by Treatment Optimization and Sidestream Treatment	3
Special Study 2: Evaluation of Potential Nutrient Discharge Reduction by Treatment Upgrades or Other Means	3
Scope of Services	6
Task 1: Project Management and QA/QC.....	6
Task 1.1 – Project Management	6
Task 2: Scoping and Evaluation Plans	7
Task 2.1 - Scoping Plan.....	7
Task 2.2 - Evaluation Plan	7
Task 3: Data Collection and Synthesis.....	7
Task 3.1: Data Collection and Review	8
Task 3.2 – Summary of Existing Facilities.....	8
Task 3.3 – Evaluate the Impact on Nutrient Loads in Response to Other Regulations or Requirements.....	9
Task 4 – Special Study Number 1 - Evaluation of Potential Nutrient Discharge Reduction by Treatment Optimization and Sidestream Treatment	9
Task 4.1 – Describe Existing Optimization, Minor Upgrades, and Sidestream Treatment	9
Task 4.2 – Evaluate Site-Specific Strategies for Process Optimization	9
Task 4.3 – Evaluate Side-Stream Treatment Opportunities.....	10
Task 4.4 – Evaluate Beneficial and Adverse Ancillary Impacts	10
Task 4.5 – Develop Capital and Operating Costs	10
Task 5 – Special Study Number 2 - Evaluation of Potential Nutrient Discharge Reduction by Treatment Upgrades	10
Task 5.1 – Describe Existing Technology Upgrades and Pilot Studies	10
Task 5.2 – Identify Site-Specific Constraints	11
Task 5.3 – Identify Potential Upgrade Technologies.....	11
Task 5.4 – Evaluate Beneficial and Adverse Ancillary Impacts	11

DRAFT

Task 5.5 – Develop Capital and Operating Costs	11
Task 5.6 –Evaluate Impacts of Sea Level Rise	12
Task 6 – Potential Nutrient Discharge Reduction by Other Means	12
Task 7 – Group Annual Report	12
Task 7.1 – Data Collection and Review	12
Task 7.2 – Data Analysis	12
Task 8 – Reporting.....	13
Project Schedule	14
Organization and Content of the Proposal	14
Contract Negotiations	17
Proposal Evaluation Criteria	17
Submission of Proposals	18
Standard Agreement.....	18
Attachment A.....	1

Request for Proposals

Bay Area Clean Water Agencies Order for Municipal Wastewater Discharges of Nutrients to San Francisco Bay, NPDES Permit

Introduction

Bay Area Clean Water Agencies (BACWA) seeks the services of a consulting engineering firm or team (Consultant) for a planning level study related to nutrient removal (Project) for BACWA member agencies with flows greater than or equal to one million gallons per day (mgd). This Request for Proposal (RFP) includes the information needed for proposal preparation and includes various attachments associated with proposal preparation and contractual requirements, including a sample agreement and sample labor hour matrix. The RFP and all attachments describe the scope requirements for the Project.

Background

BACWA is a local government agency created by a joint powers agreement in 1984. Our membership includes local clean water agencies that provide sanitary sewer services to the more than seven million people living in the nine county San Francisco (SF) Bay Area. BACWA was founded, and continues, to assist agencies in carrying out mutually beneficial projects, and to facilitate the development of scientific, economic and other information about the San Francisco Bay environment and the agencies that work to protect it and public health.

The San Francisco Bay estuary has long been recognized as nutrient-enriched. Despite this, the abundance of phytoplankton in the estuary is lower than would be expected due to a number of factors, including strong tidal mixing; high turbidity, which limits light penetration; and high filtration by clams. However, recent data indicate an increase in phytoplankton biomass and a small decline in dissolved oxygen concentrations in many areas of the estuary, suggesting that its historic resilience to the effects of nutrient enrichment may be weakening. The contributing factors for this include (1) natural oceanic oscillations that have increased benthic predators, thus reducing South San Francisco Bay's clam population and clam grazing; and (2) decreases in suspended sediment that have resulted in a less turbid environment and increased light penetration.

Under current conditions, phytoplankton growth and biomass accumulation are limited much of the time by lack of light, and biomass accumulation is further controlled by clam grazing. If these constraints continue to shift, increases in phytoplankton biomass could follow. Under this scenario, it may be necessary to limit the availability of essential

nutrients. There are three potential problems that might be addressed with different nutrient removal objectives:

1. Ammonia toxicity and/or inhibition of phytoplankton growth; may require full or partial nitrification
2. Increased phytoplankton growth (eutrophication where total inorganic nitrogen is the limiting nutrient); may require full or partial denitrification
3. Undesirable phytoplankton assemblage changes due to an unfavorable nitrogen to phosphorus ratio; may require phosphorus reduction

Municipal wastewater treatment plants account for about 63 percent of the annual average total nitrogen load to San Francisco Bay. Several years may be needed to determine an appropriate level of nutrient control and to identify management actions necessary to protect San Francisco Bay beneficial uses.

The Regional Water Board has issued a Nutrient Watershed Permit (R2-2014-0014), to take effect July 1, 2014, which represents the first phase of what is expected to be a multi-permit effort. The Order sets forth a regional framework to facilitate collaboration on studies that will inform future management decisions and regulatory strategies. The overall purpose of this phase is to track and evaluate treatment plant performance, fund nutrient monitoring programs, support load response modeling, and conduct treatment plant optimization and upgrade studies for nutrient removal. These studies will increase the understanding of external nutrient loads, improve load response models, support development of nutrient objectives, and increase the certainty that any required nutrient removal at treatment plants will produce the desired outcome. In the 2019 permit reissuance, the Regional Water Board anticipates considering establishment of performance-based effluent limits for nutrients and may require implementation of treatment optimization. The 2019 permit reissuance will also continue efforts to evaluate control measure scenarios as informed by load response modeling. In the 2024 and 2029 permit reissuances, the Regional Water Board anticipates using the information garnered from studies conducted under earlier orders to require implementation of additional management actions, as needed. It should be noted that although the Optimization and Upgrade studies will provide a good foundation for understanding the potential for nutrient reduction at Bay Area Publically Owned Treatment Works (POTWs) and high level estimates of the costs, if plants were actually required to implement reductions, significantly more engineering analyses would be needed to produce facilities plans at individual POTWs and to better refine the cost estimates.

Project Description

BACWA is seeking a consultant to conduct the optimization and facility upgrades planning studies, as well as group annual reporting. The two studies and group annual report are described below.

SPECIAL STUDY 1: EVALUATION OF POTENTIAL NUTRIENT DISCHARGE REDUCTION BY TREATMENT OPTIMIZATION AND SIDESTREAM TREATMENT

The major Dischargers listed in Table A-1 shall, individually or in collaboration with other Dischargers, evaluate options and costs for nutrient discharge reduction by optimization of current treatment works. The evaluation shall include the following:

- Describe the treatment plant, treatment plant process, and service area;
- Evaluate site-specific alternatives, along with associated nitrogen and phosphorus removal levels, to reduce nutrient discharges through methods such as operational adjustments to existing treatment systems, process changes, or minor upgrades;
- Evaluate side-stream treatment opportunities along with associated nitrogen and phosphorus removal levels;
- Describe where optimization, minor upgrades, and sidestream treatment have already been implemented;
- Evaluate beneficial and adverse ancillary impacts associated with each optimization proposal, such as changes in the treatment plant's energy usage, greenhouse gas emissions, or sludge and biosolids treatment or disposal;
- Identify planning level costs of each option evaluated; and
- Evaluate the impact on nutrient loads due to treatment plant optimization implemented in response to other regulations or requirements.

Dischargers that have recently completed optimization evaluations may use previously completed reports.

SPECIAL STUDY 2: EVALUATION OF POTENTIAL NUTRIENT DISCHARGE REDUCTION BY TREATMENT UPGRADES OR OTHER MEANS

The major Dischargers listed in Table A-1 shall, individually or in collaboration with other Dischargers, conduct an evaluation to identify options and costs for potential treatment upgrades for nutrient removal.

The evaluation shall be conducted for each Discharger's treatment works or categories of like treatment works (e.g., high purity oxygen plants, conventional activated sludge plants, plants without anaerobic digestion). The evaluation must estimate nutrient reductions from treatment upgrades and, at a minimum, shall entail the following:

- Describe the treatment plant, treatment plant process, and service area;

- Identify potential upgrade technologies for each treatment plant category along with associated nitrogen and phosphorous removal levels;
- Identify site-specific constraints or circumstances that may cause implementation challenges or eliminate any specific technologies from consideration;
- Include planning level capital and operating cost estimates associated with the upgrades and for different levels of nutrient reduction, applying correction factors associated with site-specific challenges and constraints;
- Describe where Dischargers have already upgraded existing treatment systems or implemented pilot studies for nutrient removal. As part of this description, document the level of nutrient removal the upgrade or pilot study is achieving for total nitrogen and phosphorus;
- Evaluate the impact on nutrient loads due to treatment plant upgrades implemented in response to other regulations and requirements; and
- Evaluate beneficial and adverse ancillary impacts associated with each upgrade, such as changes in the treatment plant's energy use, changes in greenhouse gas emissions, changes in sludge and biosolids treatment or disposal, and reduction of other pollutants (e.g., pharmaceuticals) through advanced treatment.

Dischargers that have recently completed upgrade evaluations may use previously completed reports.

Dischargers who have planned or are implementing facility upgrades or modifications to address the impacts of sea level rise and climate change alone, or as part of infrastructure renewal, shall also include in its nutrient removal evaluation consideration of the impacts of sea level rise and climate change on identified nutrient upgrade options.

In addition to the above upgrade evaluation, Dischargers may evaluate ways to reduce nutrient loading through alternative discharge scenarios, such as water recycling or use of wetlands, in combination with, or in-lieu of, the upgrades to achieve similar levels of nutrient load reductions. This evaluation shall identify any institutional barriers to water recycling along with proposals for overcoming such barriers and include ancillary benefits and adverse impacts associated with such alternative discharge scenarios such as the following:

- Reduction in potable water use through enhanced reclamation;
- Creation of additional wetland or upland habitat;
- Changes in energy use, greenhouse gas emissions, sludge and biosolids quality and quantities;
- Reduction of other pollutant discharges;

- Impacts to existing permit requirements related to alternative discharge scenarios; and
- Implications related to discharge of brine or other side-streams associated with advanced recycling technologies.

GROUP ANNUAL REPORT

Starting in 2015, by September 1 of each year, each Discharger shall provide its nutrient information in a separate annual report or state that it is participating in a group report that will be submitted by the Bay Area Clean Water Agencies (BACWA). Starting 2015, by October 1 of each year, the Annual Group Nutrients Report shall include the information detailed below.

- i. Summary tables depicting the Discharger's annual and monthly flows, nutrient concentrations, and nutrient mass loads, calculated as described in Section VIII.1 Arithmetic Calculations of Standard Provisions (Attachment G of individual permits) covering July 1 through June 30 of the preceding year. The nutrient loads of each individual Discharger shall be reported relative to other facilities covered by this Order that discharge to the same subembayment, i.e., Suisun Bay, San Pablo Bay, Central Bay, South Bay, and Lower South Bay. Nutrient information from each Discharger may be obtained from the State Water Board's California Integrated Water Quality System (CIWQS) Program website <http://www.waterboards.ca.gov/ciwqs/index.html>.
- ii. An analysis of nutrient trends, load variability, and an assessment as to whether or not nutrient mass discharges are increasing or decreasing.
- iii. If trend analysis shows a significant change in load, the Discharger shall investigate the cause and shall report its results, or status, or plans for investigation, in the annual report or in subsequent annual reports. This investigation shall include, at a minimum, whether treatment process changes have reduced or increased nutrient discharges, changes in nutrient loads related to water reclamation (increasing or decreasing), and changes in total influent flow related to water conservation, population growth, transient work community, new industry, and/or changes in wet weather flows.

An example of a Group Annual Report that BACWA has prepared in the past that could provide a template for this report is the [Mercury Watershed Permit Group Report](#), last prepared for the 2011 reporting year.

Scope of Services

This section describes the nature and scope of engineering services to be provided for the completion of this Project for BACWA. The successful proposal will demonstrate the approach and qualifications for the entire project.

BACWA has prepared a scope of services necessary for completion of the Project, which is provided below. This scope of services shall be used as a basis for preparation of the proposal. Additional tasks or modifications to the scope of services that the Consultant feels will produce a more useful and/or cost-effective project should be included in the proposal.

The project is divided into seven tasks that are described below:

- Task 1: Project Management and QA/QC
- Task 2: Scoping and Evaluation Plans
- Task 3: Data Collection and Synthesis
- Task 4: Special Study Number 1 – Evaluation of Potential Nutrient Discharge Reduction by Treatment Optimization and Sidestream Treatment
- Task 5: Special Study Number 2 – Evaluation of Potential Nutrient Discharge Reduction by Treatment Upgrades
- Task 6: Potential Nutrient Discharge Reduction by Other Means
- Task 7: Group Annual Report
- Task 8: Reporting

It is anticipated that BACWA will initially authorize only the scope of work for Task 1 and 2 services. Following approval of the Scoping and Evaluation Plans by the Regional Water Board, BACWA will negotiate and approve the remaining scope of services.

A list of all the participating BACWA Member Agencies is provided in Attachment A. The table in Attachment A identifies whether each agency is considered a minor (≤ 1 mgd design flow) or major (> 1 mgd design flow) discharger. Only major dischargers are required to perform the special studies associated with this RFP. Some dischargers may elect to perform the studies on their own.

TASK 1: PROJECT MANAGEMENT AND QA/QC

Task 1.1 – Project Management

Consultant shall control the Project in terms of staffing, budget, schedule and scope, and promote communication within the project team including the participating agencies. BACWA has assembled a Contract Management Group (CMG), made up of representatives from our member agencies, that, along with the BACWA Executive Director, will be guiding the work of the consultant. BACWA Executive Director or his designee will be the assigned project manager for this contract and will be responsible for scope and budget.

Items covered under this task include, but are not limited to:

- Kickoff meeting
- Monthly meetings with the BACWA CMG
- Quarterly progress meetings at the BACWA Executive Board Meetings
- Twice-yearly meetings presenting findings to entire BACWA membership and regulators
- Scope, budget and schedule management
- Management and coordination of Consultant staff
- Monthly invoicing and progress reports

The Consultant shall also develop and implement a quality assurance and quality control (QA/QC) program during the course of executing this scope of work.

TASK 2: SCOPING AND EVALUATION PLANS

The initial steps in performing the special studies in Tasks 4 and 5 require a series of subtasks to scope the effort, develop an evaluation plan, and submit these documents to BACWA and the Regional Water Board for approval.

Task 2.1 - Scoping Plan

The Scoping Plan will identify the work necessary to complete the two special studies: i) optimize facilities for nutrient reduction and ii) determine nutrient reductions possible through treatment plant upgrades. The special studies will look at three types of nutrient removal: nitrification, denitrification and phosphorus removal. Because the science has not yet indicated the type or level of nutrient removal that might be required to protect the San Francisco Bay, the Consultant will develop a range of nutrient removal objectives as part of the Scoping Plan. The Consultant will propose a strategy for setting these objectives to meet either concentration- or load-based nutrient reduction goals. Objectives will include different levels of nitrification, denitrification and phosphorus removal, combinations thereof, as well as how the removal rates may vary seasonally.

Task 2.2 - Evaluation Plan

An Evaluation Plan is required as part of the Watershed Permit that includes a schedule describing how the work will be conducted to evaluate the potential nutrient discharge reduction by treatment optimization (Study 1) or by treatment upgrades (Study 2). The Evaluation Plan shall include sampling, as necessary, to support the proposed optimization study. In addition, the Evaluation Plan shall define the treatment works categories that will be evaluated to support the potential upgrades and alternative discharge scenarios. The Evaluation Plan will also set up a standard approach/basis for conducting planning level cost estimates.

TASK 3: DATA COLLECTION AND SYNTHESIS

This Task includes data collection and review, as well as synthesis of existing data, including development of descriptions of existing facilities.

Task 3.1: Data Collection and Review

The Consultant will work through the BACWA Executive Director, who will act as the point contact person with participating agencies, to gather information necessary to complete the study.

Prior to contract execution, BACWA will work with participating member agencies to determine a point of contact, collect basic facility information, and obtain copies of related planning documentation such as master plans. The Consultant will also be given the influent and effluent nutrient data of participating agencies collected from the Water Code 13267 Letter issued by Regional Water Board Executive Officer (dated March 2, 2012) and compiled by San Francisco Estuarine Institute (SFEI).

After contract execution, the Consultant will work with the CMG to develop a data collection template to send to each participating agency. The requested material will include both data and facility information and shall build upon the influent and effluent data already collected and compiled. The material may also include information requests about the existing facilities, future growth and development, and other site specific questions (e.g., space constraints, excess tankage, etc.) necessary to conduct the studies. Where there are data gaps, the Consultant will use assumptions based on the best available industry data.

Additional data may be requested, as required, to complete the studies.

Task 3.2 – Summary of Existing Facilities

The Consultant will use the information collected in Task 3.1 to develop descriptions of each treatment plant, treatment plant unit processes, and service area. The descriptions shall include the following, at a minimum:

- Service area description – defines the service area by number of service connections, area covered by the agency, etc.
- Current permit discharge requirements for BOD, TSS, and nutrients.
- Summary of current and future flows and loads, based on available data
- Process description of each unit process, including information such as number of unit processes, size, operational loadings at design, etc.
- Process flow diagram
- Current design capacity
- Plant footprint and summary of any space constraints
- Factors which may increase or decrease each POTW's influent/effluent loads through 2040.

The Consultant will use the nutrient discharge information collected from the 13267 Letter to establish a baseline for existing levels of nutrient loadings that may be used to account

for changes in loadings that result from optimization and upgrade efforts at treatment facilities.

Task 3.3 – Evaluate the Impact on Nutrient Loads in Response to Other Regulations or Requirements

Consultant shall identify how nutrient loads will increase or decrease due to process upgrades made in response to other regulations or requirements. For example, an upgrade from biosolids incineration to anaerobic digestion will result in an increase in nutrient loading to the effluent. On the other hand, some agencies have completed optimizations for treatment plant reliability and have seen an ancillary decrease in nutrient loads. Background about other regulatory drivers will be provided by individual agencies through existing studies and information.

TASK 4 – SPECIAL STUDY NUMBER 1 - EVALUATION OF POTENTIAL NUTRIENT DISCHARGE REDUCTION BY TREATMENT OPTIMIZATION AND SIDESTREAM TREATMENT

The Consultant shall evaluate options and costs for nutrient discharge reduction by optimization of current treatment works, including the addition of sidestream treatment. For each participating agency, the following sub-tasks are to be completed.

Task 4.1 – Describe Existing Optimization, Minor Upgrades, and Sidestream Treatment

Based on the information collected and reviewed in Task 3, the Consultant shall summarize the past work already conducted for each plant to optimize their treatment works, including minor upgrades and sidestream treatment additions that may have achieved nutrient reductions. This will include modifications that have been completed as well as modifications that are already planned.

Task 4.2 – Evaluate Site-Specific Strategies for Process Optimization

The Consultant will use the data and information obtained under Task 3 to identify strategies to reduce nutrient discharge levels via nitrification, denitrification, and phosphorus removal. Strategies could consider modest changes to the existing process, typically modifications that may require some equipment replacement, but no additional basin volume.

Consultant shall identify a list of up to five strategies that could be employed to optimize treatment works. For each participating agency, the list will be reviewed and likely strategies for success will be identified. Some typical options might include, but are not limited to: i) split flow treatment, ii) return sidestream flow control, iii) additional chemicals, etc.

Task 4.3 – Evaluate Side-Stream Treatment Opportunities

Based on the information collected and reviewed in Task 3, the Consultant will evaluate the feasibility of implementing sidestream treatment into the existing treatment plant for the participating agencies. It is anticipated that the load removal is about 85 percent for either nitrogen or phosphorus.

For sidestream nitrogen treatment, the Consultant shall only consider nitrogen removal. For sidestream phosphorus treatment, the Consultant shall consider both phosphorus removal and phosphorus recovery.

Consultant shall summarize the expected reduction in nutrient concentration as a result of sidestream treatment.

Task 4.4 – Evaluate Beneficial and Adverse Ancillary Impacts

The Consultant shall identify, and where possible, quantify, beneficial and adverse ancillary impacts associated with each optimization strategy. These impacts shall include items such as nutrient effluent concentrations, energy usage, greenhouse gas emissions, space requirements, plant capacity, sludge production and quality, and others. Optimization options that re-purpose available capacity in existing facilities at current loadings will be noted as having an adverse impact in terms of reduced capacity.

Task 4.5 – Develop Capital and Operating Costs

For each optimization strategy identified in Subtask 4.2, the Consultant shall prepare planning level costs for any facility modifications. Capital cost estimates shall be consistent with a Level IV estimate, per the American Association of Cost Engineers, Recommended Practice No. 17R-97, Class 4 and the American National Standards Institute definition of a “budget estimate”.

In addition to capital cost estimates, the Consultant shall also provide estimated annual costs (or savings) for energy and chemicals associated with the proposed optimization strategies. Consultant shall develop appropriate unit costs for energy and chemicals. Where appropriate, associated operating costs will also be developed for the beneficial and adverse ancillary impacts identified in Task 4.4.

TASK 5 – SPECIAL STUDY NUMBER 2 - EVALUATION OF POTENTIAL NUTRIENT DISCHARGE REDUCTION BY TREATMENT UPGRADES

The purpose of this task is to evaluate options, constraints, and costs for treatment upgrades to meet the nutrient discharge objectives identified under Task 2.1.

Task 5.1 – Describe Existing Technology Upgrades and Pilot Studies

Based on the information collected and reviewed in Task 3, the Consultant shall summarize treatment plant upgrades already implemented by each participating agency to upgrade

their treatment works for nutrient reductions, including minor and major upgrades, , or pilot studies. In addition, the Consultant shall summarize the level of nutrient removal the upgrade or pilot study is achieving for total nitrogen and phosphorus.

Task 5.2 – Identify Site-Specific Constraints

Based on the information collected and reviewed in Task 3, the Consultant shall identify any site-specific constraints or other circumstances that may limit the feasibility of a lower cost treatment upgrade for each participating agency. For example, some participating agencies have footprint constraints which may eliminate a particular treatment upgrade as an option for their facility.

Task 5.3 – Identify Potential Upgrade Technologies

Consultant shall develop a set of standard plant-type categories and group each participating POTW into a category. Categories may include for example, high purity oxygen plants, conventional activated sludge plants, plants without anaerobic digestion, etc.

For each treatment plant category, the Consultant shall develop a list of potentially viable treatment upgrade technologies that meet the treatment objectives identified in Task 2.1. Consultant shall also develop high level evaluation criteria. The criteria will focus on, but not be limited to, nutrient removal requirements coupled with constraints identified in Subtask 5.2.

The treatment upgrades that best meet the evaluation criteria for each category, shall be carried forward for planning level cost estimating.

Task 5.4 – Evaluate Beneficial and Adverse Ancillary Impacts

The Consultant shall identify, and where possible, quantify, beneficial and adverse ancillary impacts associated with each treatment plant upgrade carried forward for planning level cost estimating. These impacts shall include, but not be limited to nutrient effluent concentrations and loads, energy usage, greenhouse gas emissions, plant capacity, sludge and biosolids production and disposal, reduction of other pollutants (e.g., pharmaceuticals), and others.

Task 5.5 – Develop Capital and Operating Costs

For each upgrade identified in Subtasks 5.3, the Consultant shall prepare planning level costs. Capital cost estimates shall be consistent with a Level IV estimate, per the American Association of Cost Engineers, Recommended Practice No. 17R-97, Class 4 and the American National Standards Institute definition of a “budget estimate”. The estimates should be accurate within a range of +40 percent to -20 percent.

In addition to capital cost estimates, the Consultant shall also provide estimated annual costs (or savings) for energy and chemicals. Consultant shall develop appropriate unit costs for energy and chemicals.

Task 5.6 –Evaluate Impacts of Sea Level Rise

Consultant shall identify participating agencies that are vulnerable to the impacts of sea level rise. For each of those identified agencies, the Consultant shall identify the impacts of sea level rise on the identified treatment upgrade infrastructure. Where appropriate, associated operating costs will also be developed for the beneficial and adverse ancillary impacts identified in Task 5.4.

TASK 6 – POTENTIAL NUTRIENT DISCHARGE REDUCTION BY OTHER MEANS

Per the Watershed Permit, dischargers may also decide to evaluate strategies that reduce nutrient loadings separate from the special studies identified in the Watershed Permit (Tasks 4 and 5). Examples of these alternative strategies are increasing recycled water, pretreatment of ammonia by industrial users, and wetlands treatment.

The Consultant shall incorporate information provided by BACWA and participating agencies in appendices to the Report. No separate analysis of these strategies is to be included.

TASK 7 – GROUP ANNUAL REPORT

The purpose of this task is to gather and provide analysis of the magnitude and trends in nutrient loads from POTWs to the SF Bay.

Task 7.1 – Data Collection and Review

Consultant shall obtain the previous reporting year's nutrient loading data, covering July 1st to June 30th, from the California Integrated Water Quality System (CIWQS) or from individual participating agencies. The Consultant will identify data gaps and work with BACWA and its member agencies to address these. The nutrient load data will be sorted by subembayment to calculate aggregate loads.

Task 7.2 – Data Analysis

Consultant shall compare data from each reporting year to data from previous reporting years, as well as data collected from the Water Code 13267 Letter issued by Regional Water Board Executive Officer (dated March 2, 2012) and compiled by San Francisco Estuarine Institute (SFEI). If significant trends in nutrient loads are observed, the Consultant will work with member agencies to identify the cause of the trends. (See [graphic](#) illustrating current nutrient loads from SF Bay area POTWs)

TASK 8 – REPORTING

This task includes the preparation of the Bay Area POTW Nutrient Optimization and Upgrade Master Plan. The report shall include the technical information developed in Tasks 2 through 4 and an executive summary.

Consultant shall prepare an annotated report outline for review and approval following completion of Task 3.

This task also includes preparing four group annual reports, using information developed in Task 7, to be submitted to the Regional Water Board each October 1st from 2015 to 2018).

The Draft Report will be released to the participating agencies for a 30 day comment period. Following the comment period, the Consultant will work with BACWA to finalize the Report for submission to the Regional Water Board. After review by the Regional Water Board, the Draft and Final Reports may require modification.

After development of deliverables, the Consultant will participate in meetings to present the findings to the BACWA community, regulators, and other stakeholders.

Project Schedule

The project shall be completed based on the major milestones as provided below.

Major Milestone	Date
Notice to Proceed	9/12/2014
Submit Scoping Plan to Regional Water Board	10/10/2014
Submit Evaluation Plan to Regional Water Board	11/21/2014
Present Evaluation Plan to Regulators and Stakeholders	December 2014
Finalize and Distribute Standard Questionnaire for Data Collection and Information	1/5/2015
Participating agencies provide data and information	2/15/2015
Start Optimization and Upgrade Studies	2/20/2015
Quarterly BACWA Executive Board Status Updates	April, July, October, January each year until submission of Final Report to Regional Water Board
Semi-annual BACWA membership Status Updates	August and February every year until submission of Final Report to Regional Water Board
Status Update Submitted to Regional Water Board	7/1/2016 and 7/1/2017
Group Annual Report Submitted to Regional Water Board	10/1/2015, 10/1/2016, 10/1/2017, 10/1/2018
Final Report Submitted to Regional Water Board	December, 2017

Organization and Content of the Proposal

Section	Page Limit	Contents
Cover Letter	None	Transmittal
1	None	Identification of Proposer
2	2	Project Overview
3	14	Project Approach
4	6	Project Team and Qualifications
5	6	Project Experience
6	None	Project Schedule
7	None	Level of Effort
8	None	Fee Estimate (Separate)
9	None	Exceptions to Contract Terms and Conditions
A	2 per staff person	Resumes of Key Staff

Section 1: Identification of Proposer

Clearly list the following information for your firm: company name, address, phone number, fax number, and main contact person with title and email address.

Section 2: Project Overview (maximum 2 pages)

Provide a description of the project.

Section 3: Project Approach (maximum 14 pages)

(Note: If accepted by BACWA, this Section (or a mutually agreed upon, modified version) will be inserted into the Consulting Services Contract between BACWA and the selected Proposer/Consultant.)

Use the information provided in this RFP to provide a detailed description of your approach and proposed tasks for completing the desired services. Describe the tasks that you see as necessary to complete the work of this RFP, meet the BACWA's goals and objectives, and satisfy the requirements of the Agreement.

Describe how you will provide the requested services and how you will flexibly staff the project given the various tasks. Describe how your firm's and sub-consultant's project members will interface with one another. Outline the methods and controls by which your firm will manage and complete the tasks as described in this RFP.

Discuss the specific tasks that you may require from BACWA and participating agencies. Explain how your firm's staff and BACWA will interface.

Section 4: Project Team and Qualifications (maximum 6 pages)

Describe the proposed team organization (include an organizational chart); the specific role of key staff members; and how BACWA will be involved with the proposed team. Specifically list the names and titles of the firm's key staff that will participate on the project and indicate the portion of the time that key staff will be available to work on the subject project. Describe prior projects where key team members have worked together. Describe the manner in which key team members interfaced with each other and with the owners of prior projects. For each key project team member describe their level of experience with similar projects (include resumes in the Proposal Appendix).

If sub-consultants will make up part of the project team, indicate the role and responsibility of each sub-consultant; how the sub-consultant will be managed; and how the sub-consultant will interface with BACWA. Provide the following information for sub-consultants: company name, address, phone number, fax number, and main contact person. Include an organizational chart

showing how the project team will be managed.

Section 5: Project Experience (maximum 6 pages)

Describe the length of time that the firm has provided the services requested in this RFP and prior clients that have received such services. Summarize recent experience gained from other projects that are specifically relevant to the subject project.

*Include five (5) references for relevant and related projects over the last seven (7) years. The references shall include the following: owner name; contact person with email and phone number; project name; date of project commencement and completion; project location; contract amount; brief project description; and a description of the services provided by your firm.

Section 6: Project Schedule

Include a proposed project schedule listing major milestones for the project from project kick-off, through and including, interim milestones and final deliverables.

Section 7: Level of Effort

Include a spreadsheet that details the Proposer's/Consultant's Estimated Work Effort. The Estimated Work Effort shall list the number of hours with employee title/category that will be devoted to each task and/or subtask described in the Scope of Work (Approach to the Work) submitted by the Proposer/Consultant. The Estimated Work Effort, if accepted by BACWA, will form the basis of the Consultant's Fee (Part F – Fee Proposal, sealed envelope).

Note: The Estimated Work Effort shall not include or otherwise indicate the Consultant's hourly rates or total cost. The Estimated Work Effort will be used to assess the amount of time required to complete the desired services, not the cost.

Section 8: Fee Estimate (To be submitted in a sealed envelope)

Submit in **a separate sealed envelope** a Fee Proposal which shall be used for billing under this contract. The Fee Proposal shall include all costs required to complete the "Work" for this

contract. The “Work” shall address all items described in the RFP. The fee proposal shall specifically include the following:

- a. An itemized list of all tasks required for the completion of the Work (i.e. Project Management, Site Visit, Final Report, etc.).
- b. A list of all involved personnel (name, title, and/or employee category) with proposed hours and hourly rate for each.
- c. Indicate the use of any sub-consultants (if applicable). Include the sub-consultant’s name, employee names with titles and/or employee categories, labor hours, and cost.
- d. Include all required costs required to make a complete project, i.e. labor hours, technology charges, etc. in an itemized format.
- e. Indicate the overhead and profit rates as a percentage of labor.
- f. Indicate the markup on sub-consultants and all other costs.
- g. Indicate the overall not-to-exceed total cost for the work.

*Note: The Fee Proposal will be reviewed after the evaluation of the Proposals is complete. The final Fee Proposal cost is subject to approval and acceptance by BACWA.

Section 9: Exceptions to Contract Terms and Provisions

Clearly indicate any exceptions to BACWA’s RFP and/or Contract documents. Any exceptions or changes will require review by BACWA’s Legal Counsel and are subject to Board review and approval. Any changes may delay the project if not identified with the submission of this proposal.

Appendix A: Resumes of Key Staff (maximum 2 pages per staff person)

Provide resumes of key staff, including subconsultants.

Contract Negotiations

The contract will be based on a two-phased negotiation. The first phase will include the development of Project Management and the Scoping Plan and Evaluation Plan (Tasks 1 and 2). Once the final Evaluation Plan is accepted by the Regional Water Board, the contract will then be amended based on a second phase of negotiations that will cover the remaining tasks. Proposals should contain estimated labor hours allocated to all the tasks in this RFP, including the level of seniority of staff assigned to each task.

Proposal Evaluation Criteria

Criteria	Points
----------	--------

Project approach – Setting objectives and developing alternatives for optimization and upgrades	30
Expertise of proposed team in nutrient removal and facilities planning	15
Principal in Charge/Project Manager – Availability and responsiveness	25
Relevant firm experience with optimization and upgrades for nutrient removal in the Bay Area and nationwide	10
Level of Effort – Appropriate distribution of labor resources	15
Proposed Schedule	5
Total	100

Submission of Proposals

An electronic proposal as a pdf document, as well as eight (8) paper copies, shall be submitted by **4:30 pm on June 27, 2014**. It is the Proposer's sole responsibility to see that its Proposal is received in the proper time. Proposals shall be hand delivered to or mailed to:

Bay Area Clean Water Agencies

Attention: David R. Williams, Executive Director

PO Box 24055, MS 59

Oakland, CA 94623

Standard Agreement

Proposal Costs

The cost for developing the proposal shall be the sole responsibility of the Proposer. BACWA shall not be responsible for any costs to develop proposals.

Proposals to Remain Open

The Proposer shall guarantee its proposal for a period of ninety (90) calendar days from the proposal due date.

Withdrawal of Proposal

Proposals may be withdrawn at any time prior to date/time established in this RFP for receipt of Proposals and only by written request for the withdrawal of the Proposal filed with BACWA. The request shall be executed by the Proposer or its duly authorized representative. The withdrawal of the Proposal does not prejudice the right of the Proposer to file a new Proposal. Proposals will not be received after the specified due date and time, and no Proposal may be withdrawn after the specified due date and time established in this RFP.

Owner's Right Reserved

The RFP does not commit BACWA to award an Agreement. BACWA, at its sole discretion, reserves the right to accept or reject any or all Proposals received, to waive any informality in a Proposal, to interview any and all firms submitting Proposals, to negotiate with any qualified Proposer, to amend the RFP prior to the Proposal due date, or to cancel the RFP in part or completely. All Proposals will become the property of BACWA. If any proprietary information is contained in the Proposal, it should be clearly identified.

BACWA may contact any Consultant to clarify a response and/or contact any of the Consultant's references during the evaluation and review period. BACWA will make a selection based upon the Evaluation Criteria which establishes the greatest overall value of the professional services to BACWA.

Execution of the Agreement

Upon final selection of a Consultant, staff will issue a Notice of Award and Agreement documents to the Consultant for signature. The Consultant selected for the Work shall enter into an Agreement with BACWA and furnish the required insurance certificates with endorsements within fourteen (14) calendar days after receipt of the Agreement and Notice of Award.

Questions and Other Requests for Information

All questions and requests for information regarding this RFP or the Project shall be directed in writing, via email, to David R. Williams at dwilliams@bacwa.org. Questions shall be submitted by June 9, 2014 and answers will be distributed to all Proposers by June 13, 2014.

Attachment A

A listing of all BACWA Member Agencies and whether they are considered minor (<1 mgd) or major (>1 mgd) dischargers is provided in Table A - 1.

Table A - 1. BACWA Member Agency Discharger Info

Discharger	Facility Name	Facility Address	Minor / Major
American Canyon, City of	Wastewater Treatment and Reclamation Facility	151 Mezzetta Court American Canyon, CA 94503 Napa County	Major
Benicia, City of	Benicia Wastewater Treatment Plant	614 East Fifth Street Benicia, CA 94510 Solano County	Major
Burlingame, City of	Burlingame Wastewater Treatment Plant	1103 Airport Boulevard Burlingame, CA 94010 San Mateo County	Major
Central Contra Costa Sanitary District	Central Contra Costa Sanitary District Wastewater Treatment Plant	5019 Imhoff Place Martinez, CA 94553 Contra Costa County	Major
Central Marin Sanitation Agency	Central Marin Sanitation Agency Wastewater Treatment Plant	1301 Andersen Drive San Rafael, CA 94901 Marin County	Major
Crockett Community Services District	Port Costa Wastewater Treatment Plant	End of Canyon Lake Drive Port Costa, CA 94569 Contra Costa County	Minor
Delta Diablo	Wastewater Treatment Plant	2500 Pittsburg-Antioch Highway Antioch, CA 94509 Contra Costa County	Major
East Bay Dischargers Authority (EBDA), City of Hayward, City of San Leandro, Oro Loma Sanitary District, Castro Valley Sanitary District, Union Sanitary District, Livermore-Amador Valley Water Management Agency, Dublin San Ramon Services District, and City of Livermore	EBDA Common Outfall	EBDA Common Outfall 14150 Monarch Bay Drive San Leandro, CA 94577 Alameda County	Major
	Hayward Water Pollution Control Facility		
	San Leandro Water Pollution Control Plant		
	Oro Loma/Castro Valley Sanitary Districts Water Pollution Control Plant		
	Raymond A. Boege Alvarado Wastewater Treatment Plant		
	Livermore-Amador Valley Water Management Agency Export and Storage Facilities		
	Dublin San Ramon Services District Wastewater Treatment Plant		
	City of Livermore Water Reclamation Plant		
East Bay Municipal Utility District	East Bay Municipal Utility District, Special District	2020 Wake Avenue Oakland, CA 94607	Major

Discharger	Facility Name	Facility Address	Minor / Major
	No. 1 Wastewater Treatment Plant	Alameda County	
Fairfield-Suisun Sewer District	Fairfield-Suisun Wastewater Treatment Plant	1010 Chadbourne Road Fairfield, CA 94534 Solano County	Major
Las Gallinas Valley Sanitary District	Las Gallinas Valley Sanitary District Sewage Treatment Plant	300 Smith Ranch Road San Rafael, CA 94903 Marin County	Major
Marin County (Paradise Cove), Sanitary District No. 5 of	Paradise Cove Treatment Plant	3700 Paradise Drive Tiburon, CA 94920 Marin County	Minor
Marin County (Tiburon), Sanitary District No. 5 of	Wastewater Treatment Plant	2001 Paradise Drive Tiburon, CA 94920 Marin County	Minor
Millbrae, City of	Water Pollution Control Plant	400 East Millbrae Avenue Millbrae, CA 94030 San Mateo County	Major
Mt. View Sanitary District	Mt. View Sanitary District Wastewater Treatment Plant	3800 Arthur Road Martinez, CA 94553 Contra Costa County	Major
Napa Sanitation District	Soscol Water Recycling Facility	1515 Soscol Ferry Road Napa, CA 94558 Napa County	Major
Novato Sanitary District	Novato Sanitary District Wastewater Treatment Plant	500 Davidson Street Novato, CA 94945 Marin County	Major
Palo Alto, City of	Palo Alto Regional Water Quality Control Plant	2501 Embarcadero Way Palo Alto, CA 94303 Santa Clara County	Major
Petaluma, City of	Municipal Wastewater Treatment Plant	950 Hopper Street Petaluma, CA 94952 Sonoma County	Major
Pinole, City of	Pinole-Hercules Water Pollution Control Plant	11 Tennent Avenue Pinole, CA, 94564 Contra Costa County	Major
Rodeo Sanitary District	Rodeo Sanitary District Water Pollution Control Facility	800 San Pablo Avenue Rodeo, CA 94572 Contra Costa County	Major
San Francisco (San Francisco International Airport), City and County of	Mel Leong Treatment Plant, Sanitary Plant	918 Clearwater Drive San Francisco International Airport San Francisco, CA 94128 San Mateo County	Major
San Francisco (Southeast Plant), City and County of	Southeast Water Pollution Control Plant	750 Phelps Street San Francisco, CA 94124 San Francisco County	Major
San Jose/Santa Clara Water Pollution Control Plant and Cities of San Jose and Santa Clara	San Jose/Santa Clara Water Pollution Control Plant	4245 Zanker Road San Jose, CA 95134 Santa Clara County	Major
San Mateo, City of	City of San Mateo Wastewater Treatment	2050 Detroit Drive San Mateo, CA 94404	Major

Discharger	Facility Name	Facility Address	Minor / Major
	Plant	San Mateo County	
Sausalito-Marín City Sanitary District	Sausalito-Marín City Sanitary District Wastewater Treatment Plant	#1 Fort Baker Road Sausalito, CA 94965 Marin County	Major
Sewerage Agency of Southern Marin	Wastewater Treatment Plant	450 Sycamore Avenue Mill Valley, CA 94941 Marin County	Major
Sonoma Valley County Sanitary District	Municipal Wastewater Treatment Plant	22675 8th Street East Sonoma, CA 95476 Sonoma County	Major
Silicon Valley Clean Water	Silicon Valley Clean Water Wastewater Treatment Facility	1400 Radio Road Redwood City, CA 94065 San Mateo County	Major
South San Francisco and San Bruno, Cities of	South San Francisco and San Bruno Water Quality Control Plant	195 Belle Air Road South San Francisco, CA 94080 San Mateo County	Major
Sunnyvale, City of	Sunnyvale Water Pollution Control Plant	1444 Borregas Avenue, Sunnyvale, CA 94089 Santa Clara County	Major
U.S. Department of Navy (Treasure Island)	Wastewater Treatment Plant	681 Avenue M, Treasure Island San Francisco, CA 94130-1807 San Francisco County	Major
Vallejo Sanitation and Flood Control District	Vallejo Sanitation and Flood Control District Wastewater Treatment Plant	450 Ryder Street Vallejo, CA 94590 Solano County	Major
West County Agency (West County Wastewater District and City of Richmond Municipal Sewer District)	West County Agency Combined Outfall	601 Canal Blvd. Richmond, CA 94804 Contra Costa County	Major

SCHEDULE OF ACTIVITIES TO MEET WS PERMIT REQUIREMENTS FOR STUDIES (revised 5/15/14)		
DATE	ACTIVITY	STATUS
1/24/2014	request estimate from HDR for preparing the Scope of Work for the Optimization/Upgrade studies	completed
1/30/2014	Alert membership at Annual Meeting to the regional approach for conducting studies	completed
2/4/2014	Authorized (via chair authority) HDR to proceed with preparation of the Scope of Work	completed
3/10/2014	HDR delivers draft of Scope of Work	completed
3/10 - 3/21/14	BACWA distributes draft Scope to interested consultants seeking input on completeness and rough estimates of level of effort	completed
4/9/2014	WS Permit adopted by RWQCB	completed
4/18/2014	BACWA Nutrient Watershed Permit Contract Management Group (CMG) established	completed
4/23/2014	CMG finalizes draft RFP	completed
5/12 - 5/16/14	BACWA and HDR meet with WB staff to get preliminary feedback on the Scope of Work and deliverables	completed
5/23/2014	BACWA sends out final RFP	
6/27/2014	receive proposals	
6/27 - 8/1/14	CMG selection panel, review proposals, hold interviews, make selection	
8/4 - 8/29/14	CMG supported by ED/RPM negotiates Phase 1 of contract	
9/12/2014	Special BACWA Board meeting to award a contract for preparation of a Scoping Plan and Evaluation Plan	
10/10/2014	Scoping Plan submitted to WB (permit deadline December 1, 2014)	
10/13 - 11/14/14	consultant prepares a detailed Evaluation Plan	
11/17 - 11/21/14	Evaluation Plan submitted to the WB (permit deadline July 1, 2015)	
12/1 - 12/19/14	Evaluation Plan is presented to stakeholders (timeframe)	
11/24 - 12/19/14	BACWA CMG negotiates contract for conducting studies based on Evaluation Plan	
12/19/2014	contract awarded	
1/5/2015	Finalize and distribute standard questionnaire for data collection and information	
2/15/2015	Start Optimization and Upgrade Studies	
next 36 months	-monthly CMG meetings/conference calls -quarterly updates to the BACWA Board -semiannual membership/regulator briefings -agendized at the bimonthly BACWA/WB Joint Meetings -agendized at the Annual Meeting -monthly updates in the BACWA Bulletin	
10/1/2015	Annual Report to WB	
7/1/2016	Status Report to WB	
10/1/2016	Annual Report to WB	
7/1/2017	Status Report to WB	
10/1/2017	Annual Report to WB	
12/1/2017	Final report submitted to WB, six months ahead of schedule	
10/1/2018	Annual Report to WB	



California State University, Sacramento
Center for Collaborative Policy
815 S Street, 1st Floor • Sacramento, CA 95811
T (916) 445-2079
F (916) 445-2087
www.csus.edu/ccp

May 8, 2014

Ms. Naomi Feger,
Chief – Planning Division
Regional Water Quality Control Board
San Francisco Bay Region
State of California
1515 Clay Street, Suite 1400
Oakland, CA 94612

Dear Ms. Feger,

On behalf of the California State University Sacramento (Sacramento State), Center for Collaborative Policy (CCP), I am pleased to provide this DRAFT scope of work and associate cost estimate to provide interim support to the San Francisco Bay, Nutrient Management Strategy (NMS).

CCP is a not-for-profit, fee-for-service unit of Sacramento State. We were founded in 1992 with a specific mission to build the capacity of public agencies, stakeholder groups, and the public to use collaborative strategies to improve policy outcomes. CCP will provide assessment and facilitation services to support the development of an appropriate stakeholder-driven implementation of the NMS.

All facilitation services will be provided by a CCP Managing Senior Mediator or Senior Mediator with potential additional support from a CCP Lead Mediator (collectively referred to in this SOW as “facilitators”). Additional support services will be provided by a CCP Assistant Facilitator and administrative staff.

The following describes potential services to be provided under this agreement. Each task is considered a standalone effort that can be conducted by CCP, only with written direction by the client to do so. The following services and cost estimate (Exhibit B) are subject to revision prior to contract execution and based on anticipated discussions about final services between CCP, the San Francisco Bay Regional Water Quality Control Board (Water Board), the XX, and the affected stakeholders. For the purpose of this SOW, the Water Board and XX are defined as contractually responsible parties however, CCP will treat the Water Board and XX as stakeholders equivalent to all other NMS stakeholders.

SCOPE OF WORK

In the context of CCP’s previous work on the NMS, the following tasks support activities of the NMS process (for a period of approximately one year).

Task 1 – Facilitate NMS Steering Committee Meetings. The facilitator will continue work with the stakeholders, the Water Board, the XX, and NMS Science Program Manager (Program Manager) to plan, prepare, and conduct up to six (6) facilitated Steering Committee meetings. The purpose of these meetings is to achieve final approval on the NMS governance approach (e.g. the Charter) and implement the NMS process.

Facilitator time per meeting will include final revisions to the Charter, meeting time and travel (as described below in “Assumptions”), meeting preparation, meeting debrief, and meeting summary review and revision.

Deliverables: *Draft and final meeting agendas*
 Draft and final meeting summaries (see assumptions below)
 Meeting materials (to be determined)
 Final NMS Charter

Task 2 – Facilitate and/or Attend Periodic NMS Nutrient Technical Workgroup (NTW) Meetings. The facilitator will attend periodic and or facilitate up to four (4) NTW meetings on an as needed basis (as decided by the Water Board, the XX, and Program Manager). The purpose of these meetings is to support the Program Manager and to ensure effective discussion and outcomes from NTW meetings.

Facilitator time per meeting will include meeting time and travel (as described below in “Assumptions”), and may include meeting preparation, meeting debrief, and meeting summary review and revision.

Deliverables: *Draft and Final meeting agendas*
 Draft and final meeting summaries (see assumptions below)
 Meeting materials (to be determined)

Task 3 – Provide NMS Process Support. The NMS process is a complex effort involving many stakeholders and project staff, working in a variety of groups to advance the objectives of the NMS. Day-to-day coordination and communication for the process is essential. Center staff will provide some or all of this support which may include (but is not limited to) the following subtasks:

- 3.1 - As needed communication to the various stakeholder and technical groups (as described in the Charter) (Not to exceed 4 hours / month),
- 3.2 - As needed communication to external parties on behalf of the NMS process (to include but not be limited to Peer Reviewers, associated stakeholder organizations, associated other science programs in the Bay-Delta) (Not to exceed 4 hours / month),
- 3.3 - Coordination and communication of meetings and meeting dates for stakeholder and technical groups, and project leadership and staff (as described in the Charter) (Not to exceed 3 hours / month),
- 3.4 - Coordination and reproduction of meeting materials (Not to exceed 3 hours / month), and
- 3.5 - Coordination and development of outreach / public information materials (Not to exceed 8 hours / month).

Deliverables: *Communication summaries and archives*
 Meeting materials (specific items to be identified at a later date)
 Outreach materials (specific items to be identified at a later date)

Scope Assumptions and Cost Estimate

Exhibit B presents proposed costs for the project. The following describe scope assumptions considered in the development of labor hours and direct expenses.

- CCP will provide administrative support to schedule the time of the facilitator. Other parties will coordinate the schedules of all other meeting participants and meeting facilities management.
- Other parties are responsible for photocopying and printing meeting materials unless otherwise specified in this scope and cost estimate.
- CCP is responsible for email communication to participants about project status and meeting outcomes.
- Hours identified may be shifted between tasks according to project needs and identified focus. Consultation with representatives from the Water Board, XX, and the Program Manager will occur regularly regarding project priorities.
- All publications determined to be necessary for the project by CCP will be produced by CCP.
- CCP will distribute all deliverables electronically unless otherwise requested by Water Board, XX or a stakeholder.
- Conference call services in support of this project will be arranged from within CCP's telecommunications system, unless otherwise discussed and accommodated.
- All stakeholder meetings are expected to take place in the Bay Area region.
- All stakeholder meetings are expected to last up to five (5 hours) per meeting (not including travel time).
- The CCP facilitator will travel via car to the Bay Area from Sacramento on meeting days or on the day before a meeting when required for additional work. Travel costs include rental car (or fuel for personal car) meal per diems and lodging (on circumstances when overnight travel is required).
- Travel time for each meeting is expected to be approximately 4 hours roundtrip auto travel between Sacramento and the meeting location.
- Travel conducted between 9:00 am and 5:00 pm will be billed at standard hourly rates. Travel conducted before 9:00 am and after 5:00 pm will be discounted 50 percent.

Period of Performance

Activities for the project will start upon signature of the agreement by both parties. The completion date is subject to revision based on external conditions and discussions between the CCP facilitator / project manager, the Water Board, and XX. Any extension of the completion date will be through a formal amendment process between XX and CCP.

Deliverables

CCP will be responsible for meeting the following standards and providing the following items:

- All work produced will be provided in electronic format.
- All written text will be produced in a format compatible with MS Office and or Adobe Acrobat.
- All deliverables will be free of grammatical and spelling errors and as accurate as possible.

All deliverables are described under each task above.

DRAFT EXHIBIT " B" BUDGET
Regional Nutrient Management Strategy

COST DETAILS

Facilitation & Administrative Staff (Direct Hours)

Task Descriptions	Labor Category Labor Resource Billing Rates	Managing Senior Mediator	Administrative Staff	Assistant Mediator			Total Hours by Task	Hrs x rate	Summary
		Staff	Staff	Staff					
		\$188	\$70	\$110					
Task 1:Facilitate NMS Steering Committee Meetings		150	6				156	\$28,620	
Subtotal Task 5		150		0	0	0	156		\$28,620
Task 2: Facilitate/Attend Periodic NMS NTW Meetings							0	\$0	
		100	4				104	\$19,080	
Subtotal Task 7		100	4	0	0	0	104		\$ 19,080.00
Task 3: Provide NMS Process Support									
3.1 - Stakeholder Communications		5		48			53	\$6,220	
3.2 - External Communications		5		48			53	\$6,220	
3.3 - Meeting Coordination		5		36			41	\$4,900	
3.4 - Meeting Materials Coordination and Reproduction		5		36					
3.5 - Outreach Materials Coordination and Development		16		96			112	\$13,568	
							0	\$0	
							0	\$0	
Subtotal Task 9		51	0	396	0	0	112		\$ 13,568.00
Total Professional Services		316	4	528	0	0	848		\$ 78,608.00
Other Direct Costs (ODC)			Assumptions	Qty	UOM	Unit Rate		Extended Value	
Conference calls			up to	4	ea	\$ 16.00		\$ 64.00	
Internet Services (Go-To-Meeting)			up to	4	ea	\$ 7.50		\$ 30.00	
Supplies/materials			up to	10	lot	\$ 20.00		\$ 200.00	
Travel Breakout:									
Car Rental or Round Trip Train from Sacramento			up to	10	day	\$ 54.00		\$ 540.00	
Fuel for Rental Car (if warranted)			up to	10	day	\$ 20.00		\$ 200.00	
Lodging (current state rates) (if warranted)			up to	3	night	\$ 190.00		\$ 570.00	
Meals & Incidentals (current state rates) (if warranted)			up to	3	lot	\$ 25.00		\$ 75.00	
Parking, Tolls, etc. (if warranted)			up to	10	lot	\$ 15.00		\$ 150.00	
Subtotal Other Direct Costs									\$ 1,829.00
Administrative Fee (15%) applied to ODCs									\$ 274.35
ESTIMATED NOT-TO-EXCEED BUDGET									\$ 80,711.35



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 17

FILE NO.: N/A

MEETING DATE: May 16, 2014

TITLE: Interim Contract for Nutrient Steering Committee Facilitation

☒ MOTION

☐ DISCUSSION

☐ RESOLUTION

RECOMMENDED ACTION

Grant the BACWA Executive Board Chair authority to approve an agreement for Nutrient Steering Committee Facilitation up to a maximum amount \$15,000.

SUMMARY

This action would grant the Executive Board Chair authorization to execute and agreement with California State University Sacramento (Sacramento State), Center for Collaborative Policy (CCP) to allow David Ceppos to continue to provide interim assessment and facilitation services to support the development of an appropriate stakeholder-driven implementation of the San Francisco Bay, Nutrient Management Strategy (NMS). It is expected that the final agreement will be similar to the attached draft version. Based on the draft budget estimate it is likely that the final contract will specify a not to exceed total amount of \$9,800, though this Board action would allow the Chair to execute the final version of the agreement up to a maximum value of \$15,000.

FISCAL IMPACT

Although this work is not included in the FY 2014 BACWA Budget and Workplan, funds are available for this agreement under the CBC Technical Support, FY14 budget line item. Since any BACWA funds provided for this contract will be deducted from the \$880k BACWA funding required by the Nutrient Watershed Permit, there would be no net cost to BACWA by executing this contract.

ALTERNATIVES

This action does not require consideration of alternatives.

Attachments:

Draft Scope and Budget



California State University, Sacramento
Center for Collaborative Policy
815 S Street, 1st Floor • Sacramento, CA 95811
T (916) 445-2079
F (916) 445-2087
www.csus.edu/ccp

May 6, 2014

Ms. Naomi Feger,
Chief – Planning Division
Regional Water Quality Control Board
San Francisco Bay Region
State of California
1515 Clay Street, Suite 1400
Oakland, CA 94612

Dear Ms. Feger,

On behalf of the California State University Sacramento (Sacramento State), Center for Collaborative Policy (CCP), I am pleased to provide this DRAFT scope of work and associate cost estimate to provide interim support to the San Francisco Bay, Nutrient Management Strategy (NMS).

CCP is a not-for-profit, fee-for-service unit of Sacramento State. We were founded in 1992 with a specific mission to build the capacity of public agencies, stakeholder groups, and the public to use collaborative strategies to improve policy outcomes. CCP will provide assessment and facilitation services to support the development of an appropriate stakeholder-driven implementation of the NMS.

All principal services will be provided by a CCP Managing Senior Mediator with additional support. Additional support services will be provided by a CCP administrative specialist. The following describes anticipated services to be provided under this agreement. The following services and cost estimate (Exhibit B) are subject to revision prior to contract execution and based on anticipated discussions about final services between CCP, the San Francisco Bay Regional Water Quality Control Board (Water Board), the XX, and the involved stakeholders. For the purpose of this SOW, the Water Board and XX are defined as contractually responsible parties however, CCP will treat the Water Board and XX as stakeholders equivalent to all other RNMS stakeholders.

SCOPE OF WORK

In the context of CCP's existing work on the NMS, we will provide time-limited, similar facilitation support to continue NMS stakeholder-related activities for a period not expected to exceed Fall 2014. The following describes the services and events that CCP will support.

Task 1 – Facilitate Two Stakeholder Meetings. The facilitator will continue work with the stakeholders to plan, prepare, and conduct up to two (2) facilitated Stakeholder meetings in approximately June and September, 2014. The purpose of these meetings is to achieve final approval on the NMS governance approach and implement the NMS. Facilitator support per meeting will include meeting time and travel

(as described below in “Assumptions”), meeting preparation, meeting debrief, and meeting summary review and revision.

Deliverables: Draft and final meeting agendas
Draft and final meeting summaries (see assumptions below)
Meeting materials (to be determined)
Final NMS Charter

Scope Assumptions and Cost Estimate

Exhibit B presents proposed costs for the project. The following describe scope assumptions considered in the development of labor hours and direct expenses.

- CCP will provide administrative support to schedule the time of the facilitator. Other parties will coordinate the schedules of all other meeting participants and meeting facilities management.
- Other parties are responsible for photocopying and printing meeting materials.
- CCP is responsible for email communication to participants about project status and meeting outcomes.
- Hours identified may be shifted between tasks according to project needs and identified focus. Consultation with representatives from SCCWRP, Water Board, and Task Force members or lead stakeholders will occur regularly regarding project priorities.
- All publications determined to be necessary for the project by CCP will be produced by CCP.
- CCP will distribute all deliverables electronically unless otherwise requested by Water Board or a stakeholder.
- Conference call services in support of this project will be arranged from within CCP’s telecommunications system, unless otherwise discussed and accommodated.
- All stakeholder meetings are expected to take place in the Bay Area region.
- All stakeholder meetings are expected to last up to five (5 hours) per meeting (not including travel time).
- The CCP facilitator will travel via car to the Bay Area from Sacramento on meeting days or on the day before a meeting when required for additional work. Travel costs include rental car (or fuel for personal car) meal per diems and lodging (on circumstances when overnight travel is required).
- Travel time for each meeting is expected to be approximately 4 hours roundtrip auto travel between Sacramento and the meeting location.
- Travel conducted between 9:00 am and 5:00 pm will be billed at standard hourly rates. Travel conducted before 9:00 am and after 5:00 pm will be discounted 50 percent.

Period of Performance

Activities for the project will start upon signature of the agreement by both parties. The completion date is subject to revision based on external conditions and discussions between the CCP facilitator / project manager, SCCWRP, Water Board, Task Force members and stakeholders. Any extension of the completion date will be in writing and signed by both parties.

Deliverables

CCP will be responsible for meeting the following standards and providing the following items:

- All work produced will be provided in electronic format.

- All written text will be produced in a format compatible with MS Office and or Adobe Acrobat.
- All deliverables will be free of grammatical and spelling errors and as accurate as possible.

All deliverables are described under each task above.

DRAFT EXHIBIT " B" BUDGET

Regional Nutrient Management Strategy - Interim Support

COST DETAILS

Facilitation & Administrative Staff (Direct Hours)

Task Descriptions	Labor Category Labor Resource Billing Rates	Managing Senior Mediator	Administrative Staff				Total Hours by Task	Hrs x rate	Summary
		Staff	Staff						
		\$188	\$70						
Task 1: Follow Up Stakeholder Meetings (25 hours / mtg)		50	2				52	\$9,540	
Subtotal Task 1		50		0	0	0	52		\$9,540
Total Professional Services		50	0	0	0	0	50		\$ 9,540.00
<u>Other Direct Costs (ODC)</u>			<u>Assumptions</u>	<u>Qty</u>	<u>UOM</u>	<u>Unit Rate</u>		<u>Extended Value</u>	
Conference calls				4	ea	\$ 16.00		\$ 64.00	
Internet Services (Go-To-Meeting)			0		ea	\$ 7.50		\$ -	
Supplies/materials			0	2	lot	\$ 20.00		\$ 40.00	
Travel Breakout:									
Car Rental			0	2	day	\$ 50.00		\$ 100.00	
Fuel for Rental Car			0	2	day	\$ 20.00		\$ 40.00	
Lodging (current state rates)			0		night	\$ 190.00		\$ -	
Meals & Incidentals (current state rates)			0		lot	\$ 25.00		\$ -	
Parking, Tolls, etc.			0	2	lot	\$ 5.00		\$ 10.00	
Subtotal Other Direct Costs									\$ 254.00
ESTIMATED NOT-TO-EXCEED BUDGET									\$ 9,794.00

DRAFT



Executive Board Special Meeting Agenda

Friday, May 23, 2014, 11:30 a.m. – 4:30 p.m.
EBMUD Headquarters, Conference Room 7A/B
375 11th Street, Oakland, CA

ROLL CALL AND INTRODUCTIONS (11:30 a.m. – 11:32 a.m.)

PUBLIC COMMENT (11:32 a.m. – 11:35 a.m.)

OTHER BUSINESS (11:35 a.m. – 4:30 p.m.)

1. Nutrients
 - a. Program Coordinator
 - b. Stakeholder political activities
 - c. 2nd Watershed Permit
 - d. Future funding of Watershed Permit
2. ReNUWIt Proposals
 - a. Criddle's Mobile Trailer Pilot
 - b. Sedlak's Systems-Level Vision Development
3. Committees
 - a. AIR
 - b. Support
4. Membership
 - a. Categories

ADJOURNMENT (4:30 p.m.)

DRAFT



Executive Board Special Meeting Agenda

SF Bay Regional Water Board / BACWA Executive Board

Joint Meeting

Friday, May 23, 2014, 9:00 a.m. – 11:00 a.m.

SF Bay Water Board, 1515 Clay Street, St. 1400 Oakland, CA

ROLL CALL AND INTRODUCTIONS (9:00 a.m. – 9:05 a.m.)

PUBLIC COMMENT (9:05 a.m. – 9:10 a.m.)

DISCUSSION - OTHER BUSINESS (9:10 a.m. – 11:00 a.m.)

1. Bay Delta Conservation Plan (ED/Potter/LaBella)
2. Nutrients Program Support
 - a. Coordinator (ED)
 - b. facilitator
3. Confirmation of date for Pardee meeting
 - a. Tuesday, October 21 – Thursday, October 23, 2014
4. Risk Reduction
5. Toxicity
6. CEC monitoring
7. Selenium
8. Nutrients RFP

ADJOURNMENT (11:00 a.m.)