



**To:** BACWA Major POTWs Identified in the Nutrient Watershed Permit

**From:** David R. Williams, BACWA Executive Director

**Subject:** Identify Point Person for Coordination of Site Visits by the HDR Consulting Team to Conduct the Required Optimization/Upgrade Assessments

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The Nutrient Watershed Permit was adopted in April of 2014. One of the main requirements of the Permit is for each agency to conduct studies for the optimization and upgrade of their facilities in order to provide information to the Water Board on the feasibility and costs for reducing nutrient discharges from Bay Area POTWs. The Permit provided for this requirement to be met individually by each POTW or through group reporting by BACWA. Based on feedback from our membership the overwhelming desire was to have a group reporting conducted by BACWA. BACWA implemented a Nutrient Surcharge on the FY 15 invoices for each POTW which will help fund this effort.

Over the past several months a cross section of the BACWA membership has been engaged in selecting a consultant to undertake the Optimization/Upgrade studies for all of the BACWA POTWs. This group, referred to as the BACWA Contract Management Group, selected HDR Consultants through a competitive process to conduct the required studies. As part of the studies HDR plans on visiting each facility to assess the optimization opportunities and upgrades that would be needed if ultimately regulations were adopted that requested POTWs to reduce their nutrient discharges to the Bay.

To assist in the conduct of the studies and make the most efficient use of both the consultant and agency staff time needed to complete the studies we are asking for a single point of contact to be named by each agency. This person would be responsible to coordinate with the consultant team, respond to a survey that will be conducted in advance of the consultant site visits, and then coordinate with the consultant to arrange for appropriate interviews with staff during the actual site visits. The point person will also be asked work with appropriate staff in his/her organization to review and approve findings by the consultant team that will be sent to each POTW shortly after the conduct of the site visits. The point of contact for each POTW should be at a high enough level in the organization that they will be able to sign-off on the findings of the consultant team (or obtain a signature from an authorized signatory).

We ask that you select the point of contact person within your organization and provide that person's contact information (i.e. name, position, telephone number, email address and mailing address) to the BACWA Assistant Executive Director Sherry Hull ([shull@bacwa.org](mailto:shull@bacwa.org)) by **October 20, 2014**.