

**BACWA EXECUTIVE BOARD MEETING**  
**Thursday, January 28, 2010, 8:00 – 9:00 a.m.**

**HANDOUTS**

Handout Packet is available on the BACWA website ([www.BACWA.org](http://www.BACWA.org)).

<b><u>Pages</u></b>	<b><u>Handout Title</u></b>	<b><u>Agenda Item #</u></b>
2 – 3	Agenda	
4 – 9	December 2009 Treasurer's Report	1
10 – 15	Meeting Minutes from BACWA Executive Board Meeting of December 17, 2009, File 13,012	2
16 – 18	Chair Authorization Request – FOG Media Relations Support. Contract with O'Rorke, Inc. to provide media relations support for the BAPPG FOG campaign. Not to Exceed \$4,750, FY09-10 (BACWA - Media Relations), approved by Chair on January 14, 2010.	3.a.
19	Chair Authorization Request – Social Media Training. Authorization for BAPPG registration for social media training held by Power of 3 Consulting. Total \$507, FY09-10 (BAPPG-Unplanned Issues), approved by Chair on January 14, 2010.	3.b.
20 - 23	Chair Authorization Request – Lab Committee Support. Contract with Quality Assurance Solutions to revise dioxin monitoring guidance and hold ethics training for members. Not to Exceed \$2,500, FY09-10 ( BACWA - Lab Committee), approved by Chair on January 20, 2010.	3.c.
24 - 29	Board Action Request – Approval of contract with Environmental Engineering and Contracting, Inc. to conduct a Grease Interceptor Inspector Training Workshop and develop fact sheets. Not to Exceed \$6,500, FY09-10 (\$2,000 from BAPPG-FOG BMP Handout, \$4,500 from BAPPG-FOG Training) File 11,988.	4
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## **AGENDA**

### **Executive Board Meeting**

Thursday, January 28, 2010  
8:00 a.m. – 9:00 a.m.

Boy Scouts Facility  
1001 Davis Street, San Leandro, CA

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#### **ROLL CALL AND INTRODUCTIONS (8:00 a.m. – 8:05 a.m.)**

#### **PUBLIC COMMENT (8:05 a.m. – 8:10 a.m.)**

#### **CONSENT CALENDAR (8:10 a.m. – 8:15 a.m.)**

1. Approval of December 2009 Treasurer's Report.
2. Approval of Minutes from December 17, 2009 BACWA Executive Board Meeting.
3. Chair Authorized Actions
  - a. FOG Media Relations Support. Contract with O'Rourke, Inc. to provide media relations support for the BAPPG FOG campaign. Not to Exceed \$4,750, FY09-10 (BACWA - Media Relations), approved by Chair on January 14, 2010.
  - b. Social Media Training. Authorization for BAPPG registration for social media training held by Power of 3 Consulting. Total \$507, FY09-10 (BAPPG-Unplanned Issues), approved by Chair on January 14, 2010.
  - c. Lab Committee Support. Contract with Quality Assurance Solutions to revise dioxin monitoring guidance and hold ethics training for members. Not to Exceed \$2,500, FY09-10 ( BACWA - Lab Committee), approved by Chair on January 20, 2010.

#### **BOARD ACTION ITEMS (8:15 a.m. – 8:20 a.m.)**

4. Approval of contract with Environmental Engineering and Contracting, Inc. to conduct a Grease Interceptor Inspector Training Workshop and develop fact sheets. Not to Exceed \$6,500, FY09-10 (\$2,000 from BAPPG-FOG BMP Handout, \$4,500 from BAPPG-FOG Training) File 11,988.

#### **BOARD DISCUSSION ITEMS (8:20 a.m. – 8: 30 a.m.)**

5. Scheduling of BACWA Budget Workshop.
6. Discussion of requests to sponsor events: (1) the North Bay Watershed Association's annual conference (\$1,500), and (2) the Bay Institute's film on the Students and Teachers Restoring a Watershed Project (\$500 to \$10,000).

#### **REPORTS (8:30 a.m. – 8: 40 a.m.)**

7. Proposition 50 Grant Disbursements Status Report
8. Executive Board Member Reports
9. Executive Director Report

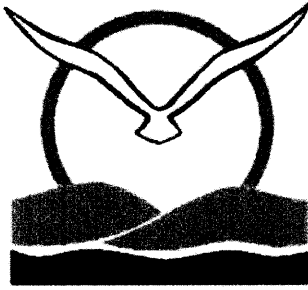
#### **REVIEW ACTION ITEMS (8:40 a.m. – 8: 45 a.m.)**

**NEXT REGULAR MEETING**

The next regular meeting is scheduled for February 25, 2010, 9:00 to 12:00 at the **EBMUD Lab Library**, 2020 Wake Avenue, Oakland.

**ADJOURNMENT (8:45 a.m.)**

*Handout Packet will be available by noon on January 25, 2010 on the BACWA website ([www.BACWA.org](http://www.BACWA.org)).*



# **Bay Area Clean Water Agencies**


**A Joint Powers Public Agency**

**P.O. Box 24055, MS 702**

**Oakland, California 94623**

January 19, 2010

MEMO TO: BACWA Executive Board

FROM : Gary Breau,  Director of Finance  
East Bay Municipal Utility District

SUBJECT: Treasurer's Report for the Month of December 2009

Attached is the Treasurer's report for the Bay Area Clean Water Agencies (BACWA), including the following enterprises: The Bay Area Integrated Regional Water Management Plan (Prop50), Air Issues and Regulation Group (AIR), the Bay Area Pollution Prevention Group (BAPPG), the Water Quality Attainment Strategies (WQA), the Clean Estuary Partnership (CEP), and Regional Water Recycling (RWR), California Wastewater Climate Change Group (CWCCG). Water/Wastewater Operator Training (WOT), Water Conservation Campaign (WCC). The report covers cash transfer, cash receipts and expenditures during the month of December 2009.

For BACWA, during the month, contribution income of \$0 and interest income of \$1,868.25 was received. Expense of \$39,278.96 was paid. The month end total members' account balance decreased from \$666,441.81 to \$629,031.10.

For BACWA Training, the balance remained at \$250,000.00.

For BACWA Legal Reserve, the balance remained at \$300,000.00.

For BACWA Operating Reserve, the balance remained at \$153,500.00.

For Prop50, during the month, refunds of \$188,562.18 were disbursed out of income and interest income of \$1,540.27 was received. Expense of \$175.96 was paid. The month end account balance decreased from \$410,935.32 to \$223,737.45.

For the AIR fund, during the month, members' contribution income of \$6,204.00 and interest income of \$101.70 was received. Expense of \$22935.78 was paid. The month end account balance decreased from \$66,480.67 to \$49,850.59.

For BAPPG, during the month, interest income of \$179.60 was received. Expense of \$10,946.89 was paid. The month end account balance decreased from \$104,838.97 to \$94,071.68.

For WQAS/CBC Emergency Reserve, the balance remained at \$400,000.00.

For WQAS Technical Action, the balance remained at \$250,000.00.

For CBC Operating Reserve, the balance remained at \$162,000.00.

For WQA, members' contribution income of \$500.00 and interest income of \$1,875.36 was received. Expense of \$29,992.65 was paid. The month end account balance decreased from \$369,794.23 to \$342,176.94.

For CEP, during the month, interest income of \$0 was received. Expense of \$0 was paid. The month end account balance remained at \$0.

For RWR, during the month, interest income of \$27.54 was received. No expense was paid. The month end account balance increased from \$16,466.72 to \$16,494.26.

For CWCCG, during the month, interest income of \$4.27 was received. No expense was paid. The month end account balance increased from \$2,554.60 to \$2,558.87.

For WOT, during the month, members' contribution income of \$300.00 and interest income of \$86.43 was received. Expense of \$117.31 was paid. The month end account balance increased from \$32,028.76 to \$32,357.88.

For WCC, during the month, interest income of \$6.01 was received. No expense was paid. The month end account balance increased from \$3,596.36 to \$3,602.37.

GB: gt  
Attachments

# PROJECT ACCOUNT ACTIVITY

For the Month Ended 12-31-09

BACWA	BCTWRNG	BCLWGLR	BCWOPR	Prop50	AIR	BAPPG	WQEMGR	WQTACT	CBCOPR	WQA	CEP	RWR	CWCCG	WOT	WCC	RESERVE	Total
889,735.77	-	-	-	93,990.01	57,933.99	67,292.37	-	-	-	916,020.92	349,692.49	16,365.64	15,357.11	13,061.89	3,402.63	120,000.00	2,542,852.82
866,441.81	250,000.00	300,000.00	153,500.00	410,935.32	66,480.67	104,838.97	400,000.00	250,000.00	162,000.00	369,794.23	-	16,466.72	2,554.60	32,028.76	3,596.36	120,000.00	3,308,637.44
-	-	-	-	(188,562.18)	6,204.00	-	-	-	-	500.00	-	-	-	360.00	-	-	(181,498.18)
1,868.25	-	-	-	1,540.27	101.70	179.60	-	-	-	1,875.36	-	27.54	4.27	86.43	6.01	-	5,689.43
1,868.25	-	-	-	(187,021.91)	6,305.70	179.60	-	-	-	2,375.36	-	27.54	4.27	448.43	6.01	-	(175,808.75)
24,424.10	-	-	-	-	22,935.78	10,946.89	-	-	-	20,992.65	-	-	-	-	-	-	86,299.42
14,854.86	-	-	-	175.96	-	-	-	-	-	-	-	-	-	117.31	-	-	15,148.13
39,278.96	-	-	-	175.96	22,935.78	10,946.89	-	-	-	29,992.65	-	-	-	117.31	-	-	103,447.55
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
450,000.00	-	-	-	136,542.11	80,132.00	30,117.00	-	-	-	388,406.00	-	-	-	60,360.00	25,000.00	-	1,170,557.11
167,065.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	167,065.00
8,950.39	-	-	-	4,691.36	452.11	684.22	-	-	-	7,781.96	2,042.80	128.62	83.05	361.50	40.01	-	25,215.92
628,045.39	-	-	-	141,233.47	80,584.11	30,801.22	-	-	-	396,187.66	2,042.80	128.62	83.05	60,721.50	25,040.01	-	1,362,868.03
141,564.67	-	-	-	7,923.75	82,382.74	34,065.84	-	-	-	184,970.11	228,296.92	-	11,613.16	40,500.00	23,562.59	-	754,879.78
103,869.29	-	-	-	3,562.28	1,939.82	1,906.07	-	-	-	5,544.30	1,196.85	-	1,268.13	925.51	1,277.68	-	121,459.93
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
245,433.96	-	-	-	11,486.03	84,322.56	35,971.91	-	-	-	190,514.41	228,463.77	-	12,881.29	41,425.51	24,840.27	-	876,339.71
(641,316.10)	250,000.00	300,000.00	153,500.00	-	(4,344.95)	31,950.00	400,000.00	250,000.00	162,000.00	(779,517.43)	(122,271.52)	-	-	-	-	-	(0.00)

ENDING CASH BALANCE 12/31/09

OUTSTANDING ENCUMBRANCE

UNOBLIGATED CASH BALANCE 12/31/09

BACWA: Bay Area Clean Water Agencies  
 Prop50: Bay Area Integrated Regional Water Management Plan I  
 AIR: Air Isare and Regulation Group  
 BAPPG: Bay Area Pollution Prevention Group  
 WQA: Water Quality Attainment Strategies  
 CEP: The Clean Estuary Partnership  
 RWR: Regional Water Recycling  
 CWCCG: California Wastewater Climate Change Group  
 WOT: Water/Wastewater Operator Training  
 WCC: Water Conservation Campaign

**BAY AREA CLEAN WATER AGENCIES  
TREASURER'S REPORT  
FOR THE MONTH ENDED December 31, 2009**

BACWA	FY09-10 Budget	Encumbrance	Accrual/Carry forward	FY09 Rev. Received In FY10	Actual		FY10 Revenue YTD	Budg YTD %
					Revenue Current Month	Revenue Cumul YTD		
<b>REVENUES &amp; FUNDING</b>								
Principals' Contributions	450,000	450,000			-	450,000	450,000	100%
Associate & Affiliate Contributions	159,000	159,000			1,500	168,595	168,595	106%
Other Receipts	30,000			0	-	0	-	0%
Fund Transfer	124,150	91,461		-	-	97,184	97,184	
Interest Income	25,000	0		4,335	2,068	9,150	4,814	19%
<b>TOTAL REVENUE &amp; FUNDING</b>	<b>788,150</b>	<b>700,461</b>		<b>4,335</b>	<b>3,568</b>	<b>724,929</b>	<b>720,593</b>	<b>91%</b>
<b>PROJECT ELEMENTS</b>								
<b>FY09-10</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Accrual/Carry forward</b>	<b>FY09 Inv. Paid In FY10</b>	<b>Expenditures Current Month</b>	<b>Expenditures Cumul YTD</b>	<b>FY10 Expendtr YTD</b>	<b>Budg YTD %</b>
<b>BACWA Committees</b>	<b>165,000</b>	<b>71,250</b>	<b>61,175</b>	<b>42,854</b>	<b>12,498</b>	<b>72,331</b>	<b>29,476</b>	<b>18%</b>
Collections System	20,000	20,000	8,793	7,858	2,356	17,446	9,588	48%
Permit Committee	20,000	20,000	3,776	3,698	1,913	10,842	7,144	36%
Media Relations Joint Committee	60,000	11,250	30,557	13,302	8,229	21,532	8,229	14%
Water Recycling Committee	10,000	-	-	-	-	-	-	0%
Biosolids Committee	10,000	-	15,000	14,796	-	14,796	-	0%
InfoShare Groups	20,000	20,000	3,050	3,200	-	7,715	4,515	23%
Laboratory Committee	5,000	-	-	-	-	-	-	0%
Miscellaneous Committee Support	20,000	-	-	-	-	-	-	0%
<b>Technical Support</b>	<b>138,000</b>	<b>89,000</b>	<b>33,861</b>	<b>7,794</b>	<b>2,574</b>	<b>20,565</b>	<b>12,770</b>	<b>9%</b>
Water Quality Support	40,000		20,025	4,023	-	4,023	-	0%
Expert Consultants	98,000	89,000	13,836	3,772	2,574	16,542	12,770	13%
<b>Legal Support</b>	<b>30,000</b>	<b>10,000</b>	<b>37,987</b>	<b>12,183</b>	<b>435</b>	<b>13,538</b>	<b>1,355</b>	<b>5%</b>
Regulatory Support	20,000		30,889	-	435	435	435	2%
Legal Support for Permit & Appeals			3,203	10,870	-	11,366	495	#DIV/0!
Legal Support of Other WQ Issues	10,000	10,000	3,895	1,312	-	-	-	#DIV/0!
Executive Board Support (JPA)	15,150	5,000	5,564	564	-	5,564	425	4%
<b>Collaboratives and Sponsorships</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>33%</b>
Miscellaneous Collaborative Support								0%
PSSEP	5,000	5,000	5,000	-	-	-	-	100%
CPSC	150	-	564	564	-	564	5,000	0%
<b>Communications and Reporting</b>	<b>125,000</b>	<b>25,500</b>	<b>7,938</b>	<b>150</b>	<b>717</b>	<b>1,367</b>	<b>1,217</b>	<b>1%</b>
BACWA Annual Report	20,000			-	-	-	-	0%
BACWA Website Development/Maintenance	45,000	25,500	7,938	150	717	1,367	1,217	3%
Needs & Capability Assessment	25,000			-	-	-	-	0%
Implement Information Management Strategy	25,000			-	-	-	-	0%
Electronic Newsletter	10,000			-	-	-	-	0%
<b>Special Programs</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>100%</b>
Contribution to BAPPG Enterprise	35,000	35,000		-	-	35,000	35,000	100%
<b>CEP Administration</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
CEP Administration				-	-	-	-	#DIV/0!
<b>General BACWA Support</b>	<b>25,000</b>	<b>13,940</b>	<b>11,642</b>	<b>10,903</b>	<b>-</b>	<b>24,402</b>	<b>13,499</b>	<b>54%</b>
Contingency	20,000	13,940	11,642	10,903	-	24,402	13,499	67%
BACWA Members' Meeting	5,000			-	-	-	-	0%
<b>TOTAL PROGRAMS</b>	<b>533,150</b>	<b>249,690</b>	<b>158,167</b>	<b>74,448</b>	<b>16,225</b>	<b>172,767</b>	<b>98,318</b>	<b>18%</b>
<b>Administrative Expenses</b>	<b>255,000</b>	<b>250,739</b>	<b>70,000</b>	<b>41,812</b>	<b>14,855</b>	<b>107,668</b>	<b>65,856</b>	<b>26%</b>
Executive Director	150,000	147,000	10,984	10,984	10,833	27,993	37,009	25%
Assistant Executive Director	50,000	50,000	9,017	6,873	3,852	29,469	22,596	45%
EBMUD Administrative Service & Audit	40,000	40,000	50,000	-	-	23,318	-	0%
Administrative Expenses	10,000	10,000		637	170	3,150	2,512	25%
Insurance	5,000	3,739		-	-	3,739	3,739	75%
<b>PROJECT TOTALS</b>	<b>788,150</b>	<b>500,429</b>	<b>228,168</b>	<b>116,260</b>	<b>31,080.06</b>	<b>280,434</b>	<b>164,175</b>	<b>21%</b>
<b>BALANCE</b>	<b>0</b>	<b>-</b>	<b>(111,924)</b>	<b>(27,513)</b>		<b>444,494</b>	<b>556,419</b>	

	Budgeted FY 10	Encumbrance	Accrual/ Carryforward	Actual		Rev./Expendr Cumul YTD	FY 10 Rev./Expend	Budg YTD %
				FY09 Revenue/Expenditu	Current Month			
WQA Contributions	538,815	450,000		-	500	504,404	504,404	94%
WQA Interest/ Misc	15,000			3,794	1,875	7,782	3,988	27%
WQA Contract Expenses	470,300	37,880	227,795	93,283	12,834	184,970	91,687	19%
Fact Sheet on BPA or TMDLs			10,273	13,152	-	35,284	22,132	#DIV/0!
Water Quality Studies and Analysis				-	2,144	2,144	2,144	1%
CBC Reporting	295,000	15,000		-	-	0	-	0%
Expert Consultant Support	20,000	22,880	217,522	80,132	-	86,740	6,609	33%
Wet Weather Program	55,000			-	-	0	-	0%
Climate Change Program	50,300			-	-	50,000	50,000	99%
Contingency	25,000			-	10,690	10,803	10,803	43%
WQA Administrative Expenses	83,515	83,515		4,946	-	89,059	84,113	101%
WQA Balance					(10,458)	238,156	332,591	
CEP Contributions	-			-	-	0	-	
CEP Interest/Misc	-			1,435	-	2,043	608	
CEP Contract Expenses	-	-	10,000	102,299	-	228,297	125,998	
CEP Administrative Expenses	-	4,000		717	-	123,438	122,721	
CEP Balance					-	(349,692)	(248,111)	
Air Contributions	91,399	91,649		-	6,204	80,132	80,132	88%
Air Interest/Misc				240	102	452	212	#DIV/0!
Air Contract Expenses	86,899	86,899	59,450	59,447	22,936	82,383	22,936	26%
Air Administrative Expenses	4,345	4,345		1,486	-	6,285	4,799	110%
Air Balance					(16,630)	(8,083)	52,610	
BAPPG Contributions	65,005	65,505		-	-	65,117	65,117	100%
BAPPG Interest/ Misc				291	180	684	393	#DIV/0!
BAPPG Contract Expenses	72,965	42,245		6,912	9,721	34,065	27,153	37%
Our Water Our World	10,000	10,000		-	-	10,000	10,000	100%
Copper Outreach to Bay Area Plumbing	5,000		7,000	3,306	-	3,306	-	0%
Mercury Training and Outreach	8,800	8,800		-	1,841	3,631	3,631	41%
Amalgam Separator List	2,500	2,500		2,500	-	2,500	-	0%
Cyanide Training for Inspectors	500			-	-	0	-	0%
Statewide Pharmaceutical Collection Event	8,165	8,165		-	6,000	10,166	10,166	125%
Pharmaceutical Partnership w/Teleosis	5,000	5,000		-	-	0	-	0%
FOG Spanish Radio Ads	10,000			-	-	0	-	0%
FOG Training	1,500			-	-	0	-	0%
FOG Asian Outreach	2,500			-	-	0	-	0%
FOG Turkey Fryer Outreach	2,000	1,880		-	1,880	1,880	1,880	94%
FOG BMP Handout for Restaurants	5,000			-	-	0	-	0%
Agency Coordination and Production of P2 Week	2,000	1,400		-	-	1,476	1,476	74%
Emerging Issues	10,000	7,000		1,106	-	1,106	-	0%
BAPPG Administrative Expenses	3,601	3,601		1,349	-	4,956	3,607	100%
BAPPG Balance					(9,541)	26,780	34,750	
Prop50 Contributions				-	(188,562)	136,542	136,542	
Prop50 Interest/Misc				373	1,540	4,691	4,318	
Prop50 Contract Expenses	99,000	99,000		-	-	7,924	7,924	8%
Prop50 Administrative Expenses				1,669	176	3,562	1,894	
Prop50 Balance					(187,198)	129,747	131,043	



	Budgeted FY 10	Encumbrance	Accrual/ Carryforward	Actual		Rev./Expendir Cumul YTD	FY 10 Rev/Expend	Budg YTD %
				FY09 Revenue/Expenditu	Rev./Expend Current Month			
RWR Contributions				-	-	0	-	
RWR Interest/Misc				67	28	129	61	
RWR Contract Expenses				-	-	-	-	
WRF				-	-	0	-	
White Paper				-	-	0	-	
RWR Administrative Expenses				-	-	0	-	
RWR Balance					28	129	61	
CWCCG Contributions				-	-	0	-	
CWCCG Interest/Misc				66	4	83	17	
CWCCG Contract Expenses			12,233	11,613	-	11,613	-	
CWCCG Administrative Expenses				1,170	-	1,268	98	
CWCCG Balance					4	(12,798)	(80)	
WOT Contributions				-	360	60,360	60,360	
WOT Interest/Misc				174	86	362	188	
WOT Contract Expenses				-	-	40,500	40,500	
WOT Administrative Expenses				417	117	926	508	
WOT Balance					329	19,296	19,539	
WCC Contributions				-	-	25,000	25,000	
WCC Interest/Misc		56,500		14	6	40	26	
WCC Contract Expenses			25,000	23,563	-	23,563	-	
WCC Administrative Expenses				1,278	-	1,278	-	
WCC Balance					6	200	25,026	
IRWMP Contributions				-	-	0	-	
IRWMP Interest/Misc				-	-	0	-	
IRWMP Contract Expenses				-	-	0	-	
IRWMP Administrative Expenses				-	-	0	-	
IRWMP Balance					-	0	-	

All Project Revenue Total:	1,612,749	1,601,959
Adjustment: Fund Transfer In	(87,860)	(87,860)
Adjusted Revenue Total:	1,524,889	1,514,099
All Project Expense Total:	(1,124,520)	698,110
Adjustment: Fund Transfer Out	87,860	87,860
Adjusted Expense Total:	(1,036,660)	785,970

## **BACWA EXECUTIVE BOARD MEETING**

**Thursday, December, 17 2009, 9:00 a.m.**

EBMUD OPERATIONS CENTER  
2020 Wake Ave., Oakland, CA 94623

# **ACTION ITEM MINUTES**

### **ROLL CALL AND INTRODUCTIONS**

Principals Present: Doug Craig (CCSD), Dave Tucker (SCJ), Karl Royer (EBDA), Dave Williams (EBMUD), Arleen Navarret (SFPUC)

Other Attendees: Jim Ervin (CSJ), Alo Kauravlla (CSJ), Mike Connor (EBDA), Ben Horenstein (EBMUD), Jen Jackson (EBMUD), Stephanie Cheng (EBMUD), Brian Campbell (EBMUD), Natalie Sierra (SFPUC), Rich Cunningham (City of Albany), Greg Baatrup (FSSD), Andy Morrison (Union SD), Tom Hall (EOA Sunnyvale), Jackie Kepke (CH2M Hill), Denise Connors (LWA), Monica Oakley (Oakley Water Strategies), Amy Chastain (BACWA), Alexandra Gunnell (BACWA)

### **PUBLIC COMMENT**

None.

### **CONSENT CALENDAR**

1. Approval of November 2009 Treasurer's Report.
2. Approval of Minutes from November 19, 2009 BACWA Executive Board Meeting.
3. Chair Authorized Actions
  - a. Strategic and Business Plan Support, Ross & Associates Amendment 1, No Cost Extension to June 30, 2010, \$9,196.65 Remaining on Original Contract of \$30,000; File 11,639.
  - b. Website and Communications Development, Adammer, LLC Amendment 1, No Cost Extension to June 30, 2010, \$6,800.05 Remaining on Original Contract of \$13,250.00, File 11,738.
  - c. SFEI 498 Amendment 8, No Cost Extension to June 30, 2010, \$131,876.00 Remaining on Original Contract of \$131,876.00, File 11,500.

*Discussion:* No Discussion.

*Motion to Approve All Consent Items Made by:* **Arleen Navarret**

*Motion Seconded by:* **Doug Craig**

*Motion Passed:* **Unanimously**

### **BOARD ACTION ITEMS**

4. Approval of contract with Stephanie Hughes to Train Members on Developing and Implementing a Dental Amalgam Program, Not to Exceed \$2,465.00, FY09-10 (BAPPG) File 11,962.

*Discussion:* No Discussion.

*Motion to Approve Contract Made by:* **Dave Tucker**

*Motion Seconded by:* **Dave Williams**

*Motion Passed:* **Unanimously**

5. Approval of a contract with O'Rorke, Inc. to fund Asian FOG Radio Outreach, Not to Exceed \$5,000, FY09-10 (BAPPG) File 11,965.

*Discussion:* No Discussion.

*Motion to Approve Contract Made by:* **Arleen Navarret**

*Motion Seconded by:* **Doug Craig**

*Motion Passed:* **Unanimously**

6. Approval of Best Management Practices for Sanitary Sewer Overflow Reduction Strategies Manual version 1.0. File 11,964

*Discussion:* BACWA and CVCWA will apply for a joint copyright. A copy of the manual was distributed to each Board member. The ED will investigate the possibility of printing and distributing at the Annual Meeting, funds to be approved by Chair if necessary.

*Motion to Approve Publication and Distribution of Manual with BACWA/CVCWA Joint Copyright:*  
**Arleen Navarret**

*Motion Seconded by:* **Dave Williams**

*Motion Passed:* **Unanimously**

7. Approval to fund Lab Committee Representative's Attendance at the PITTCON 2010 laboratory science conference. File 11,966.

*Discussion:* No Discussion.

*Motion to Approve Travel Funding Request Made by:* **Dave Williams**

*Motion Seconded by:* **Doug Craig**

*Motion Passed:* **Unanimously**

8. Approval of a Resolution Recognizing Michele Pla for service to BACWA. File 11,963.

*Discussion:* The Executive Board will send requests for edits to the Executive Director

*Motion to Approve Resolution with Edits Forthcoming:* **Dave Williams**

*Motion Seconded by:* **Arleen Navarret**

*Motion Passed:* **Unanimously**

## **BOARD DISCUSSION ITEMS**

9. Discussion of Greenhouse Gas Reporting Workshop for members.

The ED will work with the AIR Committee to plan a GHG Reporting Workshop in February, funds from WQAS/CBC Budget to be approved by Chair as necessary. Cost of consultant assistance is estimated at \$5,000.

Comments to ARB regarding biomass exclusion, combustion emissions, and cap and trade requirements are due in January. Concerns should be directed to the CWCCG contact, Jackie Kepke. CWCCG has been discussing the development of a statewide renewable energy workshop and the possibility of aggregating Renewable Energy Credits for better market leverage.

#### 10. Discussion of Proposition 50 Supplemental Integrated Regional Water Management Proposal Solicitation.

An issue paper was distributed and reviewed by Brian Campbell. The ED and Brian Campbell will work together to obtain a draft proposal for Risk Reduction from SFEI and a Water Recycling proposal from the Water Recycling Committee.

#### 11. Discussion of Blanket NPDES Permit Amendment comments.

The ED distributed summary of the proposed comments generated by the permits committee and reviewed them. All comments relate to Attachment G of the Standard Provisions. Revisions will be made based on feedback, and a second draft circulated to Dave Tucker, Arleen Navarret, Ben Horenstein, the Permit Committee Chair, Denise Conners, Tom Hall and Monica Oakley, prior to submission of a final version.

BACWA is not interested in participating as a signatory in a letter to the RWQCB from PSSEP. Dave Williams will contact Bobbi Larson to discuss CASA's participation.

#### 12. Discussion of the Coalition for a Sustainable Delta Campaign

The Coalition may be invited to the next Summit Partners meeting. CASA plans on addressing the campaign as part of their developing business plan. The ED will continue to update the Board as further information becomes available.

The ED will investigate the need for BACWA to respond with intent to testify at the upcoming hearing regarding Delta ecosystem flow conditions and will update Board prior to January 5, 2010.

#### 13. Discussion of Urban Stormwater Diversion White Paper.

No new updates to report this month.

### REPORTS

#### 14. Executive Board Member Reports

Doug Craig, Arleen Navarret, Dave Williams, Mike Connor, and Amy Chastain attended last Aquatic Science Center meeting. Rainer Hoenicke was appointed as ASC Chair and Dave Tucker as an officer. Dave Williams will serve as the BACWA representative to the strategic planning process to be led by Darrin Polhemous. The SFEI Board is scheduled to meet today. A discussion of RMP fee increases will be added to the January or February BACWA Board meeting agenda.

A closed session Board meeting will be scheduled with the ED in February or March to discuss ED

transition.

Arleen Navarret and Mike Connor attended the RWQCB workshop regarding Enterococcus Water Quality Objectives and a CEQA Public Scoping Meeting. Arleen Navarret will develop Issue Summary on this matter to distribute to the Board.

#### 15. Executive Director Report

The report was included in the Handout Packet and reviewed.

The ED reviewed the Action Item List from the November 18, 2009 Executive Board meeting.

#### 16. Committee Questions and Answers

Mike Conner asked a question of the biosolids committee. Monica Oakley described a proposal to spend no more than \$5,000 compiling information on the sanitary sewer overflow posting signage and procedures of the various member agencies.

#### 17. Proposition 50 Grant Disbursements Status Report

Brian Campbell has revised the disbursement table to include the following: Max State Grant Funds by Project; consolidation of Administrative Funds Received by BACWA; and the Funds Paid out to Date.

### **ACTION ITEMS**

#### 18. Review Action Items from Board Meeting.

The list of new action items generated during this meeting was reviewed.

### **ADJOURNMENT**

**NEXT MONTHLY MEETING SCHEDULED FOR JANUARY 28, 2010, 8 a.m. – 9 a.m. AT THE BOYSCOUTS FACILITY IN SAN LEANDRO.**

**ALL MEETING DOCUMENTS AVAILABLE ON [www.bacwa.org](http://www.bacwa.org) OR BY E-MAIL REQUEST TO [agunnell@bacwa.org](mailto:agunnell@bacwa.org)**

**NOVEMBER MEETING ACTION ITEMS**

<i>Goal/ Deliverable</i>	<i>Planned Activity for Coming Month</i>	<i>Lead</i>	<i>Status</i>
Road Maps	Update prior to meeting w/ RWQCB	ED	Done. Updated version distributed to Board; requests for revision should be submitted to the ED.
Prop 50	Revise Disbursement Table Summary	Brian Campbell/ AED	Done. Included in this month's packet
Stormwater White Paper	Revise Draft; Schedule meeting for RWQCB and BASMAA to review draft in Jan; Schedule stakeholder WS in the spring.	Ben Horenstein/ ED	Short term revisions remain on hold. Ben Horenstein and Nadia Borisova will schedule meeting with the RWQCB and BASMAA.
Se	Gather last five years of member agency discharge data; identify member agencies with interim limits in permit	Bhupinder Dhaliwal / Meg Sedlak / ED / Permit Committee	Doug Craig has requested data from Bhupinder. Monica Oakley has a draft matrix of Member Agencies w/ interim limits . Monica Oakley will notify ED of any concerns.
AARA Energy Grants	Investigate workshop and white paper opportunities.	ENG Info Share CMTE Chair	ED to get further background info from Chair and AIR CMTE to relay info to Mike Barnes
BACWA Calendar	Revise website calendar with CS and RWQCB date changes.	AED	Site is currently being updated with 2010 meeting dates.
GHG Reporting WS	Schedule Jan WS for member agencies that are required to report this year Investigate future WS for other member agencies.	AIR CMTE Chair/ ED	Included as discussion item on December Board meeting agenda.
Agency Rate List	Add updated list to BACWA website	AED	Distributed to Board via e-mail with instructions for how to subscribe to e-mail distribution list.
BACWA Contracting Policy	Review and come back to Board w/ recommendations for any revisions in Feb.	Finance CMTE/ ED	The Finance CMTE is scheduled to meet in January and will submit requests for revision to the Board in February.
CIWQS White Paper	Revise Oakley Water Scope Task 4 and include project update as agenda item for future BACWA Board Meeting	AED/Oakley Water	Done.

**DECEMBER MEETING ACTION ITEMS**

<i>Goal/ Deliverable</i>	<i>Planned Activity for Coming Month</i>	<i>Lead</i>	<i>Due Date</i>
SSO BMP Manual	Coordinate submission of application for joint BACWA/CVCWA copyright.  Investigate options for distributing manual to RWQCB and BACWA membership at Annual Meeting	CS Chair  ED	January 28, 2010
Resolution for Michele Pla	Incorporate edit requests from Board and finalize document.	ED	January 28, 2010
GHG Mandatory Reporting WS	Pursue planning for February 2010 and submit request to for Chair to approve funding from WQAS/CBC	ED AIR Committee	January 28, 2010
Prop 50	Supplemental Funding Grant Solicitation - continue to develop proposal for Water Recycling and Risk Reduction Projects.	ED Brian Campbell Water Recycling Committee	January 28, 2010
Blanket Permit Amendment	Revise comments and circulate to Board prior to submission.  Contact Bobbi Larson to determine whether CASA will be signatory for PSSEP letter.	ED Permit CMTE Chair Tom Hall Monica Oakley  Dave Williams	December 18, 2009
Coalition for Sustainable Delta Campaign	Obtain information from CASA, investigate further, and bring back for Board discussion, as necessary	ED	None
RMP Annual Fees Increases	Add to Agenda in Jan/Feb.	AED	February 25, 2010
ED Transition	Schedule Closed Session in February to debrief.	ED Board	February 25, 2010
Enterococcus	Develop Issue Summary.  Investigate need to provide comments to the RWQCB on possible revisions to the Basin Plan for Enterococcus Water Quality Objectives, prior to the deadline of Jan 7. Develop Issue Summary and distribute to Board.	Arleen Navarret  ED Permit CMTE	None.
Action Item Minutes	Revise Action Item Table to include column for Due Date	AED	January 28, 2010



## BACWA CHAIR AUTHORIZATION REQUEST

FILE NO.: 11,977

DATE: January 14, 2010

**TITLE: Media Relations Support for BAPPG FOG Program**

### RECOMMENDED ACTION

Chair authorization for an agreement with O'Rorke, Inc. in an amount not to exceed \$4,750 for media relations support for the Bay Area Pollution Prevention Committee's Fats, Oils, and Grease outreach and education efforts to Asian language communities to be completed by June 30, 2010.

### SUMMARY

This contract will provide media relations support for the Bay Area Pollution Prevention Committee's Fats, Oils, and Grease outreach and education work. O'Rorke's work will increase the visibility of BAPPG's FOG campaign by developing and pitching press releases for print media and preparing and sending public service announcements for radio.

This work will be carried out under the supervision of Jen Jackson, EBMUD and Cynthia Royer, City of Daly City.

### FISCAL IMPACT

As in past years, this work is budgeted for in the BACWA/Media Relations Joint Committee line of the 2009-2010 budget. The total amount budgeted for this line is \$60,000, which was to include a \$30,000 contribution from the Bay Area Stormwater Management Agencies (BASMAA). BASMAA chose not to contribute this year, therefore the effective budgeted for this line is \$30,000. \$11,250 has been spent to date, leaving \$18,750 in available funds.

### ALTERNATIVES

No other alternatives were considered as the BACWA contracting policies authorize a sole source selection process for contracts under \$50,000. O'Rorke was selected as the contractor due to their experience providing similar support to BACWA in previous years.

#### *Attachments:*

1. Scope of Work
2. Purchase Order

Submitted: Jen Jackson, Comm. Chair

BACWA Chair Approval: /s/ Dave Tucker



## BAY AREA CLEAN WATER AGENCIES

### PURCHASE ORDER

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TO: Maureen O'Rorke [Maureen@ororkepr.com](mailto:Maureen@ororkepr.com)  
O'Rorke, Inc.  
55 Hawthorne Street, #710  
San Francisco, CA 94105

FROM: Amy Chastain, Executive Director Phone: 415 308-5172  
PO Box 24055, MS702 FAX: 510 287-1351  
Oakland, CA 94623 E-mail: [achastain@bacwa.org](mailto:achastain@bacwa.org)

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RE: O'Rorke 2009-10 Purchase Order for BAPPG Media Relations Support

This Purchase Order (PO) covers professional services to be performed by O'Rorke, Inc., in order to implement media relations support for BACWA's Bay Area Pollution Prevention Group (BAPPG). This work is described in the attached Scope of Work and under the direction of BAPPG Chair Jen Jackson, EBMUD, and Cynthia Royer, City of Daly City. The total cost of professional services to be performed by O'Rorke is not to exceed \$4,750 in the fiscal year 2009-2010. This contract will be funded by the BACWA account, FY 09-10 Budget under Committee Support, Media Relations Joint Committee, Expert Consultant line item, and will be completed by June 30, 2010.


This PO may be terminated by either party at any time for convenience with 30 day notice. In the event of termination by BACWA, BACWA shall pay O'Rorke for professional and competent services rendered to the date of termination upon delivery of assigned work products to the BACWA.

O'Rorke shall submit invoices to BACWA via e-mail. Invoices shall indicate hours associated with each task. EBMUD will pay O'Rorke within thirty (30) days of receipt and approval of satisfactory invoices.

**E-mail all invoices to Alexandra Gunnell at [agunnell@bacwa.org](mailto:agunnell@bacwa.org).**

If this purchase order for professional services is acceptable to you, please sign and mail this document to me for BACWA records and distribution. Please call me if you have any questions or concerns relating to this matter.

Approved:

By   
David W. Tucker  
Chair, BACWA Executive Board

By \_\_\_\_\_  
O'Rorke, Inc.

Date 1/14/2010

Date \_\_\_\_\_

BACWA EIN: 94-3389334

**O'Rorke, Inc.**  
**Scope of Work**  
**Asian FOG Media Relations**

- |  |              |
|--|--------------|
| 1. Draft press release   | \$500        |
| 2. Pitch release to Asian media in region and seek out community level publications in heavily Asian-populated areas (e.g. the Richmond District in San Francisco has the Richmond Review) | \$1000-1,500 |
| 3. Draft and send radio PSAs   | \$1,000      |
| 4. Media follow up and issue report  | \$500-1,000  |

Hours by staff member will vary by tasks undertaken; below are hourly rates for reference.

<u>Staff Member</u>	<u>Rate</u>
Tracy Keough, Managing Director	\$180
Julia Fishman, Acct. Supervisor/Media Buyer	\$162
Angela Anderson, Designer	\$150
Meagan Miller, Account Manager	\$135
Amelia Lewis, Design Assistant	\$100



## BACWA CHAIR AUTHORIZATION REQUEST

**FILE NO.:** File 11,990

**DATE:** January 14, 2010

**TITLE:** Social Media Training for BAPPG

### RECOMMENDED ACTION

Chair authorization for the Bay Area Pollution Prevention Group (BAPPG) to incur \$507 in expenses for a social media training.

### SUMMARY

This authorizes BAPPG to provide training on social media to select members, which the members will then share with the larger group. Social media (e.g., Facebook, Twitter, etc.) have the ability to reach larger numbers of people more quickly than more traditional communications methods. This training will ultimately enable BAPPG to more effectively and efficiently communicate pollution prevention messages to Bay Area residents.

This work will be carried out under the supervision of Jen Jackson, EBMUD.

### FISCAL IMPACT

This training was not considered part of the BAPPG workplan and budget approved by this Board for FY09-10. Funding is available, however, because BAPPG's expenses related to the P2 Week Poster project were \$524 less than projected.

### ALTERNATIVES

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

**Submitted:** Jen Jackson, Comm. Chair \_\_\_\_\_

**BACWA Chair Approval:** /s/ Dave Tucker



## BACWA CHAIR AUTHORIZATION REQUEST

**FILE NO.:** File 11,989

**DATE:** January 20, 2010

**TITLE:** **Consultant Support for the Laboratory Committee to Update Guidance Document and Hold Ethics Training**

### RECOMMENDED ACTION

Chair authorization for an agreement with Quality Assurance Solutions, in an amount not to exceed \$2,500, to revise a dioxin sampling guidance document and to hold environmental ethics training for BACWA members, to be completed by June 30, 2010.

### SUMMARY

In 2008, the BACWA Laboratory Committee prepared a guidance document for members on dioxin sample collection and data review procedures. Under this agreement, Quality Assurance Solutions (QAS) will update the content of the guidance document and reformat it to make it easier to distribute and upload to the BACWA website, as the current version is too large. The revised document will assist member agencies in meeting NPDES permit requirements for dioxin monitoring and reporting.

QAS will also prepare and offer Environmental Testing Laboratory Ethics and Integrity Training for its members. In November 2009, the California Department of Public Health's Environmental Laboratory Accreditation Program issued draft regulations that would require all laboratories to have staff attend ethics and integrity training. Many environmental and regulatory decisions are supported by laboratory data. The Laboratory Ethics and Integrity Training will ensure that BACWA member laboratories follow best practices in providing quality data needed to make appropriate environmental and regulatory decisions for protecting human health and the environment.

This work will be carried out under the supervision of Alo Kauravlla with City of San Jose.

### FISCAL IMPACT

Funds for this project are available in the Lab Committee line of the 2009-2010 budget. To date, \$2,206 has been committed out of the \$5,000 budgeted for Lab Committee support, leaving \$2,794. After approval of this project, there will be \$294 remaining in the Lab Committee budget line.

### 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 of Work
2. Purchase Order

**Submitted:** Al Kauravlla, Comm. Chair

**BACWA Chair Approval:** /s/ Dave Tucker

**BAY AREA CLEAN WATER AGENCIES****PURCHASE ORDER**

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TO:	Diane Lawver Quality Assurance Solutions 10310 Bonny Drive Cupertino, CA 95014	Email Address: <a href="mailto:dlawver@qasolutions-llc.com">dlawver@qasolutions-llc.com</a>  Phone: (408) 772- 0077 Fax: (408) 777- 8739
FROM:	Amy Chastain, Executive Director BACWA PO Box 24055, MS702 Oakland, CA 94623	<a href="mailto:achastain@bacwa.org">achastain@bacwa.org</a> Phone: (415) 308-5172 FAX: (510) 287-1351

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RE: Support for BACWA Laboratory Committee

This Purchase Order (PO) authorizes Quality Assurance Solutions to provide support to the Laboratory Committee in revising its dioxin monitoring and reporting guidance document and to hold an ethics workshop for members. This work is described in the attached scope of work and will be completed under the direction of Alo Kauravlla from City of San Jose. The total cost of professional services to be performed by QAS, Inc. is not to exceed \$2,500.


This PO may be terminated by either party at any time for convenience with 30 day notice. In the event of termination by BACWA, BACWA shall pay QAS for professional and competent services rendered to the date of termination upon delivery of assigned work products to the BACWA.

QAS shall submit invoices to the Assistant Executive Director via the e-mail address listed below. Invoices shall indicate hours associated with each task. BACWA will pay QAS within thirty (30) days of receipt and approval of satisfactory invoices.

**E-mail:** [agunnell@bacwa.org](mailto:agunnell@bacwa.org)

If this purchase order for professional services is acceptable to you, please sign and mail this document to me for BACWA records and distribution. Please call me if you have any questions or concerns relating to this matter.

Approved:

By   
David W. Tucker  
Chair, BACWA Executive Board

By \_\_\_\_\_  
Diane Lawver  
Quality Assurance Solutions

Date 1/25/10

Date \_\_\_\_\_

BACWA EIN: 94-3389334

**REQUEST FOR LIMITED CONSULTANT SUPPORT FOR BACWA LABORATORY COMMITTEE, NOT TO EXCEED \$2500.00**

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**Task 3:**

The BACWA Laboratory Committee prepared a Dioxin sample collection and data review guidance document entitled: “Part I: Sampling and Analysis Planning; Part II: Assessing Data Quality and Reporting Guidance for Dioxin Testing.” This guidance document was finalized in December 2008. The purpose of this guidance document was to train staff in collecting samples for Dioxin testing at wastewater treatment plants. The document also addressed basic data review procedures, determination of outliers, criteria for accepting or rejecting data and qualifying data reported to Regional Board. The document needs to be updated since it has been a year and reformatted with more text so that it can be uploaded to the BACWA website. In its current version, the guidance can only be distributed on CD-ROM due to its size. The task is estimated at \$2,000.00 (Bill rate at \$55.00/hour).

**Consultant’s Role for Task 3:**

For both Part I and Part II of the guidance document, the consultant will update the material. In addition, the document will be reformatted to contain more text, less JPEG images, and no links to training videos to reduce its size. On an as-needed basis, the consultant will coordinate discussions with the Laboratory Committee Chair, provide technical advice, and prepare the final document. The document will be delivered in both Word 2003 and Adobe 9.0 format. Part I and Part II will be delivered in separate Word 2003 and Adobe 9.0 formats. Size requirements for each document will be provided to the consultant by the BACWA IT staff prior to starting the project.

**Schedule:**

The consultant will circulate a draft document by e-mail to the Laboratory Committee Chair and all designees by the Laboratory Committee Chair within 10 working days of this task being approved by BACWA. Corrections to the draft will be completed with 5 working days of submission to the consultant. The document is anticipated to be finalized by February 17, 2010.

**Task 4:**

The BACWA Laboratory Committee plans to offer Environmental Testing Laboratory Ethics and Integrity Training for its members in a workshop. Draft regulations posted in November 2009 on the California Department of Public Health’s Environmental Laboratory Accreditation Program website will require all laboratory’s to have ethics and integrity training. The task is estimated at \$500.00 (Flat Rate).

#### Consultant's Role for Task 4

The consultant will prepare training materials and handouts for attendees. The consultant will perform training for 2.5 hours at a site to be determined in the San Francisco Bay Area. Continuing Educational Units (CEUs) will be awarded to attendees and a certificate of completion issued through the consultant's company for CWEA (Training Reference Number 090109). The task is estimated at \$500.00 to include material preparation time, travel to the site, presentation time, handouts, and certificates of completion.

Schedule:

Summer 2010.



## BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 4

FILE NO.: File 11,988

MEETING DATE: January 28, 2010

**TITLE: Grease Interceptor Inspector Training Workshop and Grease Control Device Fact Sheet Development**

☒ MOTION \_\_\_\_\_ ☐ RESOLUTION \_\_\_\_\_

### RECOMMENDED ACTION

Authorize an agreement with Environmental Engineering and Contracting, Inc. (EEC, Inc.) in an amount not to exceed \$6,500.00 to conduct a grease interceptor inspector training workshop and develop a minimum of three grease control device fact sheets for the Bay Area Pollution Prevention Group (BAPPG), to be completed by June 30, 2010.

### SUMMARY

EEC, Inc. will develop and present a full-day Grease Interceptor Inspector Training Workshop, and will prepare a minimum of three grease control device fact sheets. The training and the fact sheets will be made available to BAPPG and BACWA members and assist them in fulfilling the requirements of the State Water Resources Control Board's Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-0003).

Sarah Scheidt, Senior Industrial Waste Inspector for the City of Sunnyvale is project co-manager, along with Karen Hurst, Water Pollution Prevention Program Manager, San Francisco Public Utilities Commission.

### FISCAL IMPACT

The approved budget and workplan for BAPPG allocates a total of \$6,500 for these two projects: \$1,500 for "Fog Training" and \$5,000 for "FOG BMP Handout for Restaurants." EEC estimates that the projected costs are \$4,500 for the training and \$2,000 for the fact sheets. No funds have been spent from these lines to date. Although the cost of the training will be greater than budgeted, the cost of the fact sheets will be less, and the combined total of both lines will not exceed the combined line budget of \$6,500.

### ALTERNATIVES

No other bids (formal or informal) were considered as the BACWA contracting policies authorize a sole source selection process for contracts under \$50,000.

#### *Attachments:*

1. Scope of Work and Fee Schedule – Environmental Engineering and Contracting, Inc.
2. BAPPG Purchase Order for 2009-2010 Fog Training and Fog BMP Handout for Restaurants

Submitted: Jen Jackson, Comm. Chair

Executive Director Approval: /s/ Amy Chastain



**BAY AREA CLEAN WATER AGENCIES****PURCHASE ORDER**

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TO: John Shaffer jshaffer@eecworld.com  
Environmental Engineering & Contracting, Inc.  
501 Parkcenter Drive Phone: (714) 667-2300  
Santa Ana, CA 92705 FAX: (714)-667-2310

FROM: Amy Chastain, Executive Director achastain@bacwa.org  
BACWA Phone: (415) 308-5172  
PO Box 24055, MS702 FAX: (510) 287-1351  
Oakland, CA 94623

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RE: BAPPG Purchase Order for 2009-2010 Fog Training and Fog BMP Handout for Restaurants

This Purchase Order (PO) covers professional training and consulting services to be performed by Environmental Engineering and Contracting, Inc. (EEC, Inc.) in order to implement the FY2009-2010 "Grease Interceptor Inspector Training Workshop" and "Grease Control Device Fact Sheet Development" projects. This work is described in the attached Scope of Work and under the direction of project managers Sarah Scheidt, from the City of Sunnyvale and Karen Hurst, of San Francisco Public Utilities Commission. The total cost of professional services to be performed by EEC, Inc. is not to exceed \$6,500.00.

This PO may be terminated by either party at any time for convenience with 30 day notice. In the event of termination by BACWA, BACWA shall pay EEC, Inc. for professional and competent services rendered to the date of termination upon delivery of assigned work products to the BACWA.

EEC, Inc. shall submit invoices to the Assistant Executive Director via the e-mail address listed below. Invoices shall indicate hours associated with each task. BACWA will pay EEC, Inc. within thirty (30) days of receipt and approval of satisfactory EEC, Inc. invoices.

E-mail: [agunnell@bacwa.org](mailto:agunnell@bacwa.org)

If this purchase order for professional services is acceptable to you, please sign and mail this document to me for BACWA records and distribution. Please call me if you have any questions or concerns relating to this matter.

Approved:

By \_\_\_\_\_  
David W. Tucker  
Chair, BACWA Executive Board

By \_\_\_\_\_  
John Shaffer, EEC, Inc.

Date \_\_\_\_\_

Date \_\_\_\_\_

BACWA EIN: 94-3389334



**ENVIRONMENTAL  
ENGINEERING & CONTRACTING, INC.**

501 Parkcenter Drive, Santa Ana, CA 92705  
Phone (714) 667-2300 Fax (714) 667-2310

December 10, 2009

Ms. Sarah Scheidt  
Bay Area Pollution Prevention Group

Subject: Proposal - Grease Interceptor Inspector Training Workshop and Grease Control Device Fact Sheets

Dear Ms. Scheidt,

Pursuant to your request, Environmental Engineering & Contracting, Inc. (EEC) is pleased to present this proposal to conduct a Grease Interceptor Inspector Training Workshop (Workshop) and develop grease control device fact sheets for the Bay Area Pollution Prevention Group (BAPPG) in Northern California. This proposal is based on discussions with BAPPG personnel and previous Cal FOG/CWEA Grease Interceptor Inspector Training Workshops and fact sheets that EEC has designed and presented.

EEC's proposed scope of work is as follows:

**Scope of Work**

**Task 1: Grease Interceptor Inspector Training Workshop**

EEC will conduct one 8-hr. Grease Interceptor Inspector Training Workshop for BAPPG, which will include the following tasks:

- 1) EEC will design the presentation and the Workshop materials to integrate BAPPG's interests with the content of EEC's previous Workshops..
- 2) EEC will provide one speaker to present a one-day Workshop in Northern California which will consist of, at a minimum:
  - a) Grease control device (HGI, GGI, GRD) operating principles, design, and sizing criteria
  - b) Grease control device maintenance requirements
  - c) Grease control device terminology and certifications
  - d) Grease control device inspection process. A video will also be shown depicting the gravity grease interceptor (GGI) inspection process. Field activities may also be provided based on the availability and accessibility of the facility's grease interceptor. If BAPPG or EEC can arrange to have a pumping company pump-out the interceptor free of charge, or if the hotel will pay for the pumpout, inspection of the proper maintenance (pumpout) of the grease interceptor by a grease hauler may also be included.

- 3) EEC will coordinate its own travel and pay for all EEC travel expenses.

The proposed Workshop will be conducted in a very similar fashion to EEC's previous Workshops. Unless other arrangements are requested, BAPPG will be responsible for coordinating and paying for all Workshop facility items, paying for the Workshop materials, and will manage all registration and contact hour activities. BAPPG will arrange the workshop location and will provide EEC with the facility details, including pictures of the grease interceptor, so that EEC can confirm that the facility is a suitable location for the field activities.

#### Task 2: Grease Control Device Fact Sheets

EEC will develop a minimum of three grease control device fact sheets which will include the following information:

- 1) Terminology (e.g., UPC, ASME, ASPE, industry standard)
- 2) Certification (e.g., PDI, ASME, IAPMO)
- 3) Design/sizing (primarily based on UPC requirements)
- 4) Maintenance standards or requirements (e.g., 25% rule, logs)
- 5) Inspection guidance (logs, plumbing, structural, FOG/solids accumulation)

As we discussed, due to the limited budget, EEC will develop the fact sheets based on the information we already possess concerning these topics and will produce draft fact sheets (version 1.0) for BAPPG's use. If BAPPG would like EEC to conduct new research or develop more comprehensive fact sheets, we can discuss a separate arrangement at that time.

#### Proposed Cost

The total cost to complete the aforementioned scope of work is as follows:

##### Task 1: Grease Interceptor Inspector Training Workshop (50-75 attendees)

##### - Development of Workshop Materials and Presentation

Principal	14 hrs x \$205/hr	\$2,870	
Project Assistant	8 hrs x \$75/hr	<u>\$600</u>	
		\$3,470	<i>Fixed Fee of \$3,000</i>

##### - Workshop Presentation (including travel)

Principal	10 hrs x \$205/hr	\$2,050	
Travel Expenses		<u>\$500</u>	
		\$2,550	<i>Fixed Fee of \$1,500</i>

##### Task 2: Grease Control Device Fact Sheets (Draft)

Principal	10 hrs x \$205/hr	\$2,050	
Project Assistant	8 hrs x \$75/hr	<u>\$600</u>	
		\$2,650	<i>Fixed Fee of \$2,000</i>
			<b>\$6,500</b>

The cost is \$6,500 (fixed fee). Progress invoices will be submitted based on completion of the deliverables. Payment terms are net 30-days. If BAPPG requests additional work, EEC will proceed upon written authorization. EEC looks forward to this opportunity to assist BAPPG with this important training and fact sheet development and will be available to start immediately upon issuance of a signed proposal or contract.

If you have any questions regarding this proposal, please call John Shaffer at (714) 667-2300.

Sincerely,  
Environmental Engineering and Contracting, Inc.



John Shaffer  
President

### **ACCEPTANCE**

If the proposed scope of work, cost of services, and payment terms stated herein meet with your approval, please acknowledge acceptance of same and initiate authorization to proceed by signing and faxing a copy of this document to 714-667-2310 or e-mailing a scanned copy to [jshaffer@eecworld.com](mailto:jshaffer@eecworld.com).

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**ENVIRONMENTAL  
ENGINEERING & CONTRACTING, INC.**

501 Parkcenter Drive, Santa Ana, CA 92705  
Phone (714) 667-2300 Fax (714) 667-2310

## 2010 Fee Schedule

Prior to the commencement of services provided by EEC a Professional Service Agreement, Contract, Purchase Order, or Commitment Letter must be executed by both parties engaged.

### PERSONNEL CHARGES

The charge for all time required for the performance of the Scope of Work, including office, field and travel time, will be billed at the hourly rate according to the labor classifications set forth below:

Labor Classification	Hourly Rate
Staff Engineer/Geologist/Scientist	\$95
Sr Staff Engineer/Geologist/Scientist	\$105
Project Engineer/Geologist/Scientist - I	\$125
Project Engineer/Geologist/Scientist - II	\$135
Sr Project Engineer/Geologist/Scientist - I	\$160
Sr Project Engineer/Geologist/Scientist - II	\$180
Principal	\$205
Project Assistant	\$75
Technician	\$85
Drafter	\$95
Sr Technician	\$95
Compliance Inspector	\$95
GIS Analyst	\$95
GIS, IT Supervisor	\$125
Construction Technician	\$65
Construction Field Supervisor	\$85
Construction Manager	\$90
Sr Construction Manager	\$115

Emergency response and client requested work during non-standard business hours will be charged at a rate of 1.25 times the standard hourly rate.

When EEC Staff appear as expert witnesses at court trials, mediation, arbitration hearings and depositions, their time will be charged at 2.0 times the standard rate. All time spent preparing for such trials, hearings, and depositions, will be charged at the standard hourly rate.

### Travel

Vehicles used on project assignments will be charged at \$50 per day. Mileage is billed at the current rate established by the Internal Revenue Service plus mark up. Per Diem is billed at a unit cost of \$50 per day. Airfare, lodging, rental cars and associated expenses are billed at cost plus mark up.

### Field Equipment

Field Equipment is billed at standard unit costs. Rate schedules are available upon request.

### Subcontractors and Reimbursables

The costs of subcontractors, materials, equipment rental and costs incurred will be charged at cost plus 15%.

### Other Project Charges

The cost of additional report reproduction and special project accounting will be billed as appropriate. Plotting plans are charged by size, black and white or color, and by the number of copies supplied.

### Shipping and Postage

Shipping charges include couriers and the postage necessary will be charged at cost plus markup.

### Interest Charges

Interest on late payments will be charged at the rate of 1.5% per month.

*This Fee Schedule is adjusted each subsequent year to reflect the economic changes for the new year. The new schedule will apply to existing and new assignments.*



## 2010 North Bay Watershed Conference

Welcome to NBWA

NBWA Meetings

About NBWA

Projects

Committees

In the News

Watershed Council

Events

Resources

Contact Information

## Greening Our Water Infrastructure



Friday, April 9, 2010

[Sheraton Petaluma](#)

745 Baywood Drive  
Petaluma, California  
707-283-2888

8:30 am to 4:15 pm

8:30 am Registration

9:00 am Opening Presentation

12:30 - 1:30 pm Lunch

3:15 - 4:15 pm Wine Tasting

[Online Registration](#)

[Click here](#) for  
April 9, 2010

Conference Flyer and Program  
Information

### Conference Objective

To explore water supply innovations, recycling advancements, watersheds, and green infrastructure

### Who Will Attend

Public officials, leaders in business, science and environmental organizations, interested members of the public

### KEYNOTE SPEAKERS

- Jared Huffman, California State Assembly Member,  
Chair of the Committee on Water, Parks and Wildlife
- Frances Spivy-Weber, Vice Chair,  
State Water Resources Control Board

### PANEL DISCUSSIONS

#### Watersheds and Green Infrastructure

- Alexis Strauss, Water Division Director, EPA  
How does EPA drive infrastructure and watershed improvement?
- Brock Dolman, OAEC  
How Do You Think Like a Watershed?
- Josiah Cain, Consultant, Design Ecology  
Embedded Ecology in the Built Environment
- Rosey Jencks, SFPUC Urban Watershed Management  
San Francisco's Stormwater Program
- Kit Crump, NOAA  
What is the role of habitat enhancement and in stream flow in salmonid recovery?

### Recycling Advancements

- Chuck Weir, NBWRA  
Advantages to a Regional Approach to Recycling
- Mike Ban, Petaluma  
Ellis Creek Water Recycling Facility
- Heather Shepherd, Sustainable H2O Solutions  
How can I get my (greywater) project permitted without losing my hair?
- Christina Berteau, Greywater Action  
Grassroots Greywater: low- tech, low- cost, benign systems

### Water Supply Innovations

- Paul Helliker, MMWD  
Is Desalination in our Future?
- Pam Jeane, SCWA  
Habitat Enhancement and Water Delivery
- Jay Jasperse, SCWA  
Can Collaborative Groundwater Management Work?
- Chris Brown, CUWCC  
Achieving 20% per capita reductions:  
What we will need to do in a new world of water conservation?

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### Sponsor Opportunities Are Available!

- Water Steward Sponsor: \$10,000
- Water Partner Sponsor: \$7,500
- Water Collaborator Sponsor: \$5,000
- Water Colleague Sponsor: \$2,500
- Water Associate Sponsor: \$1,500

- [Sponsor Invitation Letter](#)
- [Sponsor Levels and Benefits](#)
- [Sponsor Confirmation](#)

### [Click Here to Register](#)

\$70 per person until Jan. 31, 2010 (Early Bird Rate)

\$80 as of Feb. 1, 2010

\*Call for special student rate

### Contact

- NBWA Assistant to Executive Director: Elizabeth Preim-Rohtla at (415) 945-1475  
*Call for special Student Rate*
- Event Coordinator: Marinda Freeman, MF Productions, at (415) 924-9145

### Directions to Sheraton Petaluma:

745 Baywood Drive

Petaluma, California

[Click here for google map and directions](#)

- From Highway 101 take the CA-116 East exit toward Napa/Sonoma
- Turn Right at Baywood Drive
- Continue straight to hotel at 745 Baywood Drive

[\\*Click here](#) for April 9, 2010 Conference Flyer and Program Information.



The Bay Institute's Students and Teachers Restoring a Watershed (STRAW) Project Invites You to:

## *A SIMPLE QUESTION: THE STORY OF STRAW*

A film by David Donnenfield and Kevin White



### Bay Area Screenings

Wednesday, January 20, 2010  
Showcase Theatre, San Rafael

Sunday, February 28, 2010  
Dance Palace, Point Reyes Station



### Sponsorship Opportunities

Help STRAW spread the word that students, teachers and communities can successfully collaborate to restore local ecosystems. Your support will enable STRAW to tour the film to education and restoration conferences and events across the country, serving as a catalyst for place-based education and community-based restorations.

Every sponsor will receive the following recognition and benefits:

- Prominent recognition on signage at both screenings
- Recognition in the *BayLetter* (circulation: 5,000)
- Logo and link on [www.bay.org](http://www.bay.org)
- Recognition in The Bay Institute's annual report

Additional benefits will be provided for various sponsorship levels:

#### Habitat Hero — \$10,000

- 16 tickets to *A Simple Question* screening
- 50 general admission tickets to Aquarium of the Bay
- Invitation to the opening of Watershed Week
- 10 VIP Behind the Scenes Tours at Aquarium of the Bay

#### \$5,000 Level — Bay Laurel Benefactor

- 10 tickets to *A Simple Question* screening
- 25 general admission tickets to Aquarium of the Bay
- 8 VIP Behind the Scenes Tours at Aquarium of the Bay

#### \$1,000 Level — Willow Warrior

- 6 tickets to *A Simple Question* screening
- 10 general admission tickets to Aquarium of the Bay
- 6 VIP Behind the Scenes Tours at Aquarium of the Bay

#### \$2,500 Level — Riparian Renewer

- 4 tickets to *A Simple Question* screening
- 6 general admission tickets to Aquarium of the Bay
- 4 VIP Behind the Scenes Tours at Aquarium of the Bay

#### \$500 level — Freshwater Shrimp Sustainer

- 2 tickets to *A Simple Question* screening
- 4 general admission tickets to Aquarium of the Bay
- 2 VIP Behind the Scenes Tours at Aquarium of the Bay

Contributions are tax deductible, less benefits received.





## Sponsorship Agreement Form

Please fill out your name and organization the way you would like it to be listed in on The Bay Institute's website, signage and printed materials.

☐ I do not wish for my name(s) to appear in these materials.

Name(s) \_\_\_\_\_

Organization/Company/Affiliation \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Please indicate your sponsorship level

- ☐ Habitat Hero \$10,000
- ☐ Bay Laurel Benefactor \$5,000
- ☐ Riparian Renewer \$2,500
- ☐ Willow Warrior \$1,000
- ☐ Freshwater Shrimp Sustainer \$500

☐ I/we cannot attend the event, but wish to make a tax-deductible contribution to The Bay Institute.

### Payment

☐ Check payable to "The Bay Institute" is enclosed.

☐ Visa ☐ MasterCard Account #

Expiration Date: \_\_\_\_\_ Name on card: \_\_\_\_\_

Billing Address Zip Code: \_\_\_\_\_ Signature on Card \_\_\_\_\_

Artwork for sponsor recognition on website, event signage, *BayLetter* and annual report

Please email your logo as a 300 dpi .jpg image to [michele@bay.org](mailto:michele@bay.org).

For additional information, please contact Sheryl Barbic, 415.878.2930 or [barbic@bay.org](mailto:barbic@bay.org).

The Bay Institute, 698 De Long Avenue, Suite 100, Novato, CA 94945  
Phone: 415.878.2929 Fax: 415.878.2930 [www.bay.org](http://www.bay.org)

Grant Disbursement Summary to Date (Jan. 31, 2009)											
Bay Area Integrated Regional Water Management (IRWM) Prop 50 Grant											
Agr. No.	Implementing Agency	Project Title	DWR Proj. No.	Max. State Grant Funds by Project	Grant Funds Invoiced to date	Paid by DWR to date	DWR Retention	Admin Funds Rec'd by BACWA	Funds paid out to date	Payable as of this date	Total Paid and Payable
1	Contra Costa Water District	Regional Intertie (VFDs)	1	500,000.00	0.00	0.00	0.00		0.00	0.00	0.00
		BACWA Admin	16	15,625.00	4,092.37	3,683.13	(409.24)	8,683.13			
2	East Bay Municipal Utility District	Reg. Conservation Outreach	2	250,000.00	250,000.00	225,000.00	(25,000.00)		225,000.00	11,049.39	236,049.39
		California WaterStar Initiative -	3	525,000.00	0.00	0.00	0.00				
		New Business Guidebook Pilot	4	75,000.00	0.00	0.00	0.00				
		Richmond Adv Recycling	8	2,127,600.00	0.00	0.00	0.00				
		BACWA Admin	16	46,875.00	12,277.10	11,049.39	(1,227.71)	46,875.00			
3	City of Redwood City	Redwood City Recycled WP	5	972,800.00	972,800.00	0.00	0.00		0.00	3,683.13	3,683.13
		BACWA Admin	16	15,625.00	4,092.37	3,683.13	(409.24)	15,625.00			
4	City of Palo Alto	Mt.View-Moffett Recycl WP	6	972,800.00	972,800.00	875,520.00	(97,280.00)		864,895.00	3,683.13	868,578.13
		BACWA Admin	16	15,625.00	4,092.37	3,683.13	(409.24)	15,625.00			
5	Santa Clara Valley Water District (& San Jose)	Reg. Conservation Outreach	2	125,000.00	125,000.00	112,500.00	(12,500.00)		80,625.00	0.00	80,625.00
		South Bay Adv Recycl WTP	7	2,934,600.00	0.00	0.00	0.00				
		BACWA Admin <sup>3</sup>	16	31,875.00	0.00	0.00	0.00	31,875.00			
SJ	City of San Jose	BACWA Admin for SCVWD <sup>3</sup>	16	15,000.00	12,277.10	11,049.39	(1,227.71)	15,000.00	0.00	11,049.39	11,049.39
6	North Coast County WD (& SFPUC)	Pacifica Recycled Water Proj	9	744,400.00	0.00	0.00	0.00		0.00	0.00	0.00
		BACWA Admin <sup>3</sup>	16	10,625.00	0.00	0.00	0.00	10,625.00			
SF	S.F. Public Utilities Comm <sup>4</sup>	Reg. Conservation Outreach	2	297,550.00	297,550.00	267,795.00	(29,755.00)		231,545.00	26,049.39	257,594.39
		BACWA Adm for Reg.Consrv	16	31,250.00	8,184.73	7,366.26	(818.47)	31,250.00			
		BACWA Admin for NCCWD <sup>3</sup>	16	5,000.00	4,092.37	3,683.13	(409.24)	5,000.00			
SOL	Solano Co. Water Agency	Reg. Conservation Outreach	2	50,000.00	50,000.00	45,000.00	(5,000.00)		45,000.00	0.00	45,000.00
7	North Marin Water District	North Marin Recycled Water	10	244,550.00	214,782.28	193,304.05	(21,478.23)		188,562.19	576.74	189,138.93
		BACWA Admin	16	9,375.00	2,455.42	2,209.88	(245.54)	9,375.00			
8	Zone 7 Water Agency	Reg. Conservation Outreach	2	60,000.00	60,000.00	54,000.00	(6,000.00)		720,000.00	3,683.13	723,683.13
		Mocho GW Demin Project	11	740,000.00	740,000.00	666,000.00	(74,000.00)				
		BACWA Admin	16	15,625.00	4,092.37	3,683.13	(409.24)	15,625.00			
9	Marin Municipal Water District	Reg. Conservation Outreach	2	200,000.00	200,000.00	180,000.00	(20,000.00)		173,625.00	2,209.88	175,834.88
		Direct Installation HET Prog	12	366,800.00	0.00	0.00	0.00				
		BACWA Admin	16	9,375.00	2,455.42	2,209.88	(245.54)	9,375.00			
10	Montara Water & Sanitary District	Groundwater Exploration Project	13	37,100.00	37,100.00	33,390.00	(3,710.00)		33,390.00	736.63	34,126.63
		BACWA Admin	16	3,125.00	818.47	736.63	(81.85)	3,125.00			
11	Alameda County Water District	Reg. Conservation Outreach	2	60,000.00	60,000.00	54,000.00	(6,000.00)		43,375.00	3,683.13	47,058.13
		Alameda Creek Phase 2 Fish	14	600,000.00	60,000.00	0.00	0.00				
		BACWA Admin	16	15,625.00	4,092.37	3,683.13	(409.24)	15,625.00			
12	Sonoma Valley County Sanit. Dist.	Sonoma-Napa Marsh RWP	15	366,800.00	0.00	0.00	0.00		0.00	2,209.88	2,209.88
		BACWA Admin	16	9,375.00	2,455.42	2,209.88	(245.54)	9,375.00			
Grand Total				12,500,000.00	4,105,510.14	2,765,439.13	(307,271.01)	243,058.13	2,606,017.19	68,613.81	2,674,631.00

Notes: 1.BACWA Administration Costs invoiced and paid to date:

65,477.86

65,477.86

2. Reimburse SFPUC and San Jose for Admin Costs until reimbursement = \$80k then pay SCVWD & NCCWD

3. A \$15,000 fund transfer from Prop 50 to BACWA Acct is pending.

1/25/2010

**DIRECTOR'S REPORT TO THE BOARD**  
Prepared for January 28, 2010 Executive Board Meeting  
December 14, 2009 – January 25, 2010

**A. Executive Board & Administrative Matters**

<i>Finance Committee</i>	<p>The Finance Committee met on January 11, 2010. Issues discussed included options for the BACWA Treasurer, delegated contracting authority for the Chair and the Executive Director (ED), policies for spending new training and other funds, and the process for developing the FY 2010 – 2011 budget. Agreement was reached to recommend no increase in member dues this year and to propose contract delegation to the ED for contacts under \$5,000 and to the Chair for those under \$10,000 provided that the expenditures are consistent with the adopted budget and workplan. An Executive Board workshop will be proposed for March 25, 2010, immediately following the Executive Board meeting.</p> <p>The ED and Assistant Executive Director (AED) met several times with EBMUD accounting to review the draft chart of accounts, develop new forms and procedures for managing accounts payable and receivable, develop a new Treasurer's Report, and discuss regular internal reporting options. The ED also continued researching other Treasurer options at other agencies and SFEI.</p>
<i>Executive Board</i>	<p>The AED and ED scheduled, organized, and developed materials for this month's Executive Board meeting.</p>
<i>Administrative</i>	<p>BACWA continued to refine organizational templates and perform routine administrative tasks related to contract management and Board services.</p>

**B. Regulatory Affairs & Developments**

<i>Water Board Relations</i>	<p>The ED organized a meeting with the Regional Water Board staff and the BACWA Executive Board on January 4, 2010. The roadmaps were updated. The next meeting is scheduled for <b>February 1, 2010</b>.</p>
<i>Mercury Risk Reduction</i>	<p>BACWA continues to lead and organize discussions with all stakeholders, with the next meeting scheduled for <b>January 26, 2010</b>. As directed by the Executive Board, the ED prepared and submitted to the IRWMP Coordinating Committee a Proposition 50 proposal totaling \$400,000 to fund the risk reduction project. The ED met with NGO stakeholders during this period to update them on progress identifying and funding a risk reduction project. The ED communicated with the CVCWA ED regarding similar risk reduction projects in the Central Valley; a plan for a joint stakeholder meeting was discussed.</p>
<i>PCB TMDL Implementation</i>	<p>BACWA continues to work with LWA and the Water Board to prepare information on PCB TMDL implementation. Background on approaches taken in other parts of the country was delivered to the Executive Board and the Water Board during this period. LWA will shortly be providing additional information on implementation options. Meetings will be scheduled for mid-February and March to discuss.</p>
<i>Urban Stormwater Diversion</i>	<p>A joint meeting with Water Board, BASMAA, EPA, and BACWA representatives is scheduled for <b>February 24, 2010 at 9:00 a.m.</b></p>

*Permits*

BACWA submitted comments on the blanket permit amendment and a permit implementing the HCN and Cu site-specific objectives. The ED communicated frequently with Water Board staff and BACWA representatives regarding the blanket permit amendment, including contacting panel representatives to determine their availability for attending the adoption hearing scheduled for **February 10, 2010**.

BACWA also prepared and submitted letters to the Water Board reporting members' compliance with permit requirements related to support of monitoring, and development of SSOs and TMDLs. BACWA has prepared and will submit a similar letter regarding mercury special studies and risk reduction in February.

The ED attended a day-long WDR SSO task force meeting that included a representative from the State Water Board. Among issues discussed at the meeting were the Water Boards' future enforcement efforts and the results of a CWEA survey regarding the WDR.

*Emerging  
Contaminants*

Per the Board's request the ED continued to work with others to develop a CECs workplan. To facilitate progress, the ED worked with BACWA and SFEI representatives to develop a panel for the annual meeting on CECs. SFEI's white paper will not be completed until March or April and funding is limited. Additional financial support for the white paper may be appropriate to ensure that the scope and timeframe for completion meet interested parties' needs.

## **C. Committee Affairs**

*Committee Chair  
Meeting*

The February 10 committee chair meeting will be rescheduled because of a conflict with the next Water Board hearing. The ED will notify the Executive Board when the date for the next committee chair meeting is finalized. Anticipated topics include newsletter, website, FY2011 budgets and workplans, and cross-media issues.

*Workshops &  
Trainings*

A training for members on GHG emissions reporting is tentatively scheduled for **February 17, 2010**. There is interest in developing a brief training for members on the new blanket permit amendment after its adoption; this training would also include a presentation on dioxin monitoring incorporating the guidance developed by the Laboratory Committee.

## **D. Membership**

*Annual Meeting*

The Annual Meeting is scheduled for January 28, 2010.

*Membership*

The ED continues to meet with representatives from the BACWA membership and tour their facilities. This past month, the ED met with a representative from Oro Loma Sanitary District.

### **E. Upcoming Meetings**

- January 26, 2010 (Tuesday): Risk Reduction Meeting
- February 1, 2010 (Monday): Joint BACWA/Water Board Meeting
- February 2, 2010 (Wednesday): BAPPG Meeting
- February 2, 2010 (Wednesday): Water Recycling Meeting
- February 8, 2010 (Monday): BARCW & BAB2E Meeting (ED only)
- February 9, 2010 (Tuesday): Permit Committee Meeting
- February 10, 2010 (Wednesday): Water Board Meeting to adopt Blanket Permit Amendment
- February 10, 2010 (Wednesday): Lab Committee Meeting
- February 11, 2010 (Thursday): Collection Systems Committee Meeting
- February 17, 2010 (Wednesday): Tentative GHG Emissions Reporting Workshop & Air Committee Meeting
- February 24, 2010 (Wednesday): Infoshare Group Meeting
- February 25, 2010 (Thursday): BACWA Board Meeting & Budget Workshop
- March 1, 2010 (Monday): Risk reduction report due to Water Board