

**BACWA EXECUTIVE BOARD MEETING**  
**Thursday, February 25, 2010, 9:00 a.m. – 2:00 p.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>
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4 – 9	January 2010 Treasurer's Report	1
10 – 11	Meeting Minutes from BACWA Executive Board Meeting of January 28, 2010, File 14,001	2
12	Chair Authorization Request – Sanitary Sewer Overflow Posting Information. Task authorization in the amount of \$4,750 for Oakley Water Strategies to compile and distribute information about member agencies' SSO posting practices, using an existing as-needed assistance contract (File No. 11,814), approved by Chair on February 19, 2010.	3.a.
13	Chair Authorization Request – Attachment G Training. Task authorization in the amount of \$4,900 for Oakley Water Strategies to assist the Lab and Permits Committees offer a training on the new dioxin compliance and standard provisions recently incorporated into all NPDES permits, using an existing as-needed assistance contract (File No. 11,814), approved by Chair on February 19, 2010.	3.b.
14	Prop 50 Grant Disbursement Summary, February 26, 2010	4
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## **AGENDA**

### **Executive Board Meeting**

Thursday, February 25, 2010  
9:00 a.m. – 2:00 p.m.

EBMUD Plant Lab Library  
2020 Wake Ave., Oakland, CA

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

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

#### **CONSENT CALENDAR (9:10 a.m. – 9:15 a.m.)**

1. Approval of January 2010 Treasurer's Report.
2. Approval of Minutes from January 28, 2010 BACWA Executive Board Meeting.
3. Chair Authorized Actions
  - a. Sanitary Sewer Overflow Posting Information. Task authorization in the amount of \$4,750 for Oakley Water Strategies to compile and distribute information about member agencies' SSO posting practices, using an existing as-needed assistance contract (File No. 11,814).
  - b. Attachment G Training. Task authorization in the amount of \$4,900 for Oakley Water Strategies to assist the Lab and Permits Committees offer a training on the new dioxin compliance and standard provisions recently incorporated into all NPDES permits, using an existing as-needed assistance contract (File No. 11,814).
  - c. Sanitary Sewer Overflow Best Practices Manual Printing. Reimbursement of costs totaling \$1,324.78 to CVCWA, approved by Chair on January 26, 2010.

#### **REPORTS (9:15 a.m. – 9:45 a.m.)**

4. Proposition 50 Grant Disbursements Status Report
5. Committee Reports
6. Executive Director Report
7. Executive Board Reports
8. Finance Committee Report

#### **BOARD DISCUSSION ITEMS (9:45 a.m. – 11:45 a.m.)**

9. BACWA Officer Succession
10. RMP Annual Fee Increase
11. Energy Issues Affecting Wastewater Treatment Plants
12. Mercury Watershed Permit: Annual Mercury Reporting & Risk Reduction Update
13. Clean Bay Collaborative: Purpose and Future Projects
14. Enterococcus Basin Plan Amendment

**REVIEW ACTION ITEMS (11:45 a.m. – 12:00 p.m.)**

**CLOSED SESSION (12:00 p.m. – 2:00 p.m.)**

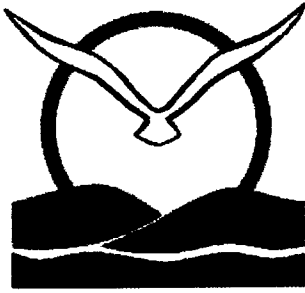
The Board will meet in Closed Session to discuss personnel matters pursuant to California Government Code section 54957.

**NEXT REGULAR MEETING**

The next regular meeting is scheduled for March 25, 2010, 9:00 to 12:00 at the EBMUD Plant Lab Library in Oakland.

**ADJOURNMENT (2:00 p.m.)**

*Handout Packet will be available by noon on February 23, 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

February 10, 2010

MEMO TO: BACWA Executive Board

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

*M for GB*

SUBJECT: Treasurer's Report for the Month of January 2010

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 January 2010.

For BACWA, during the month, contribution income of \$0 and interest income of \$186.96 was adjusted to actual. Expense of \$49,406.97 was paid. The month end total members' account balance decreased from \$629,031.10 to \$579,811.07.

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, members' contribution income of \$15,379.83 and interest income of \$-8.56 was adjusted to actual. Expense of \$312.82 was paid. The month end account balance increased from \$223,737.45 to \$238,795.90.

For the AIR fund, during the month, members' contribution income of \$0 and interest income of \$-.56 was adjusted to actual. Expense of \$0 was paid. The month end account balance decreased from \$49,850.59 to \$49,850.03.

For BAPPG, during the month, interest income of \$-1.00 was adjusted to actual. Expense of \$1,012.50 was paid. The month end account balance decreased from \$94,071.68 to \$93,058.18.

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 \$0 and interest income of \$-10.41 was adjusted to actual. Expense of \$42,819.75 was paid. The month end account balance decreased from \$342,176.94 to \$299,346.78.

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, members' contribution income of \$0 and interest income of \$-.15 was adjusted to actual. Expense of \$0 was paid. The month end account balance decreased from \$16,494.26 to \$16,494.11.

For CWCCG, during the month, members' contribution income of \$0 and interest income of \$-.02 was adjusted to actual. Expense of \$0 was paid. The month end account balance decreased from \$2,558.87 to \$2,558.85.

For WOT, during the month, members' contribution income of \$30,000.00 and interest income of \$-.48 was adjusted to actual. Expense of \$58.65 was paid. The month end account balance increased from \$32,357.88 to \$62,298.75.

For WCC, during the month, members' contribution income of \$0 and interest income of \$-.03 was adjusted to actual. No expense was paid. The month end account balance decreased from \$3,602.37 to \$3,602.34.

GB: gt  
Attachments

**BAY AREA CLEAN WATER AGENCIES  
TREASURER'S REPORT  
FOR THE MONTH ENDED January 31, 2010**

BACWA	FY09-10 Budget	Encumbrance	Accrual/Carry forward	FY09 Rev. Received In FY10	Actual Revenue Current Month	Revenue Cumul YTD	FY10 Revenue YTD	Budget YTD %
<b>REVENUES &amp; FUNDING</b>								
Principals' Contributions	450,000	450,000			-	450,000	450,000	100%
Associate & Affiliate Contributions	159,000	159,000			-	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	187	9,337	5,001	20%
<b>TOTAL REVENUE &amp; FUNDING</b>	<b>788,150</b>	<b>700,461</b>		<b>4,335</b>	<b>187</b>	<b>725,116</b>	<b>720,780</b>	<b>91%</b>
<b>PROJECT ELEMENTS</b>								
<b>BACWA Committees</b>								
Collections System	165,000	75,270	61,175	45,298	13,290	88,064	42,766	26%
Permit Committee	20,000	20,000	8,793	7,858	3,215	20,661	12,803	64%
Media Relations Joint Committee	20,000	20,000	3,776	3,698	6,430	17,272	13,574	68%
Water Recycling Committee	60,000	11,250	30,557	13,302	-	21,532	8,229	14%
Biosolids Committee	10,000	-	-	17,240	-	-	-	0%
InfoShare Groups	10,000	-	15,000	3,200	3,150	10,865	7,665	38%
Laboratory Committee	20,000	2,695	-	-	495	495	495	10%
Miscellaneous Committee Support	20,000	1,325	-	-	-	-	-	0%
<b>Technical Support</b>	<b>138,000</b>	<b>89,000</b>	<b>33,861</b>	<b>9,759</b>	<b>6,032</b>	<b>28,562</b>	<b>18,803</b>	<b>14%</b>
Water Quality Support	40,000	-	20,025	4,023	-	4,023	-	0%
Expert Consultants	98,000	89,000	13,836	5,737	6,032	24,539	18,803	19%
<b>Legal Support</b>	<b>30,000</b>	<b>24,000</b>	<b>37,987</b>	<b>15,914</b>	<b>5,720</b>	<b>22,989</b>	<b>7,075</b>	<b>24%</b>
Regulatory Support	20,000	14,000	30,889	14,601	5,720	6,155	6,155	31%
Legal Support for Permit & Appeals		-	3,203	-	-	15,097	495	#DIV/0!
Legal Support of Other WQ Issues	10,000	10,000	3,895	1,312	-	1,737	425	4%
Executive Board Support (JPA)	15,150	5,000	5,564	564	-	5,564	5,000	33%
<b>Collaboratives and Sponsorships</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Miscellaneous Collaborative Support	5,000	5,000	5,000	-	-	-	-	100%
PSSEP	150	-	564	564	-	564	-	0%
CPSC	125,000	25,500	7,938	150	-	1,367	1,217	1%
PSI	20,000	25,500	7,938	150	-	-	-	0%
<b>Communications and Reporting</b>	<b>45,000</b>	<b>25,500</b>	<b>7,938</b>	<b>150</b>	<b>-</b>	<b>1,367</b>	<b>1,217</b>	<b>3%</b>
BACWA Annual Report	25,000	25,000	-	-	-	-	-	0%
BACWA Website Development/Maintenance	25,000	25,000	-	-	-	-	-	0%
Needs & Capability Assessment	25,000	25,000	-	-	-	-	-	0%
Implement Information Management Strategy	10,000	35,000	0	-	-	35,000	35,000	100%
Electronic Newsletter	35,000	35,000	-	-	-	35,000	35,000	100%
<b>Special Programs</b>	<b>0</b>	<b>18,207</b>	<b>11,642</b>	<b>10,903</b>	<b>-</b>	<b>78</b>	<b>78</b>	<b>#DIV/0!</b>
Contribution to BAPPG Enterprise	0	18,207	11,642	10,903	-	78	78	#DIV/0!
<b>CEP Administration</b>	<b>25,000</b>	<b>14,660</b>	<b>11,642</b>	<b>10,903</b>	<b>-</b>	<b>24,402</b>	<b>13,499</b>	<b>54%</b>
CEP Administration	20,000	14,660	11,642	10,903	-	24,402	13,499	67%
Contingency	5,000	3,547	-	-	-	-	-	0%
<b>General BACWA Support</b>	<b>533,150</b>	<b>271,977</b>	<b>158,167</b>	<b>82,588</b>	<b>25,120</b>	<b>206,026</b>	<b>123,438</b>	<b>23%</b>
BACWA Members' Meeting	255,000	250,739	70,000	41,812	16,147	123,815	82,003	32%
<b>TOTAL PROGRAMS</b>	<b>255,000</b>	<b>147,000</b>	<b>10,984</b>	<b>10,984</b>	<b>10,833</b>	<b>58,826</b>	<b>47,842</b>	<b>32%</b>
<b>Administrative Expenses</b>	<b>50,000</b>	<b>50,000</b>	<b>9,017</b>	<b>6,873</b>	<b>4,360</b>	<b>33,828</b>	<b>26,956</b>	<b>54%</b>
Executive Director	40,000	40,000	50,000	23,318	-	23,318	-	0%
Assistant Executive Director	10,000	10,000	637	-	954	4,104	3,466	35%
EBMUD Administrative Service & Audit	5,000	3,739	-	-	-	3,739	3,739	75%
Administrative Expenses	788,150	522,716	228,168	124,399	41,267.38	329,841	205,442	26%
Insurance	0	0	(120,064)	-	(41,080)	395,274	515,338	
<b>PROJECT TOTALS</b>								
<b>BALANCE</b>								

	Budgeted FY 10	Encumbrance	Accrual/ Carryforward	Actual		Rev./Expendit Cumul YTD	FY10 Rev./Expend	Budg YTD %
				FY09 Revenue/Expendit	Rev./Expend Current Month			
WQA Contributions	538,815	450,000		-	-	504,404	504,404	94%
WQA Interest/ Misc	15,000			3,794	(10)	7,771	3,977	27%
WQA Contract Expenses	470,300	83,550	227,795	119,311	16,793	227,790	108,479	23%
Fact Sheet on BPA or TMDLs			10,273	13,152	-	35,284	22,132	#DIV/0!
Water Quality Studies and Analysis	295,000	55,000		-	14,882	17,026	17,026	6%
CBC Reporting	25,000	22,880	217,522	106,159	989	989	989	4%
Expert Consultant Support	20,000			-	-	0	6,609	33%
Wet Weather Program	55,000			-	-	0	-	0%
Climate Change Program	50,300	5,670		-	922	11,724	50,000	99%
Contingency	25,000	83,515		-	-	11,724	11,724	47%
WQA Administrative Expenses	83,515	83,515		4,946	-	89,059	84,113	101%
WQA Balance					(16,803)	195,326	315,780	
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		-	-	80,132	80,132	88%
Air Interest/Misc				-	(1)	452	211	#DIV/0!
Air Contract Expenses	86,899	86,899	59,450	59,447	-	82,383	22,936	26%
Air Administrative Expenses	4,345	4,345		1,486	-	6,285	4,799	110%
Air Balance					(1)	(8,084)	52,609	
BAPPG Contributions	65,005	65,505		-	-	65,117	65,117	100%
BAPPG Interest/ Misc				291	(1)	683	392	#DIV/0!
BAPPG Contract Expenses	72,965	42,719		6,912	1,013	35,077	28,165	39%
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		-	-	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		-	-	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	2,000		-	-	1,880	1,880	94%
FOG BMP Handout for Restaurants	5,000			-	-	0	-	0%
Agency Coordination and Production of P2 Week	2,000	1,754		-	-	1,476	1,476	74%
Emerging Issues	10,000	7,000		1,106	1,013	2,119	1,013	10%
BAPPG Administrative Expenses	3,601	3,601		1,349	-	4,956	3,607	100%
BAPPG Balance					(1,014)	25,767	33,737	
Prop50 Contributions				-	15,380	151,922	151,922	
Prop50 Interest/Misc				373	(9)	4,683	4,310	
Prop50 Contract Expenses	99,000	99,000		-	-	7,924	7,924	8%
Prop50 Administrative Expenses				1,669	313	3,875	2,206	
Prop50 Balance					15,058	144,806	146,101	

	Budgeted FY 10	Encumbrance	Accrual/ Carryforward	Actual		Rev./Expendtr Cumul YTD	FY10 Rev./Expend	Budg YTD %
				FY09 Revenue/Expenditu	Rev./Expend Current Month			
RWR Contributions				-	-	0	-	
RWR Interest/Misc				67	(0)	128	61	
RWR Contract Expenses				-	-	-	-	
WRF				-	-	0	-	
White Paper				-	-	0	-	
RWR Administrative Expenses				-	-	0	-	
RWR Balance					(0)	128	61	
CWCCG Contributions	-			-	-	0	-	
CWCCG Interest/Misc				66	(0)	83	17	
CWCCG Contract Expenses			12,233	11,613	-	11,613	-	
CWCCG Administrative Expenses				1,170	-	1,268	98	
CWCCG Balance					(0)	(12,798)	(80)	
WOT Contributions				-	30,000	90,360	90,360	
WOT Interest/Misc				174	(0)	361	187	
WOT Contract Expenses				-	-	40,500	40,500	
WOT Administrative Expenses				417	59	984	567	
WOT Balance					29,941	49,237	49,480	
WCC Contributions		56,500		-	-	25,000	25,000	
WCC Interest/Misc				14	(0)	40	26	
WCC Contract Expenses			25,000	23,563	-	23,563	-	
WCC Administrative Expenses				1,278	-	1,278	-	
WCC Balance					(0)	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:	1,658,294	1,647,505
Adjustment: Fund Transfer In	(87,860)	(87,860)
Adjusted Revenue Total:	1,570,434	1,559,645
All Project Expense Total:	(1,218,131)	757,554
Adjustment: Fund Transfer Out	87,860	87,860
Adjusted Expense Total:	(1,130,271)	845,414

Note: CWCCG \$106,000 received in FY07

Note:  
 1 BAPPG has revised their budget in December 08. The new budget will be in TR in the 2nd half of the fiscal year 2009.  
 2 WCC encumbrance is higher than the contract budget, this is due to the additional Underground Advertising contracts in the amount of \$485K.

# PROJECT ACCOUNT ACTIVITY

For the Month Ended 12-31-09

	BACWA	BCTWRNG	BCLWGLR	BCWOPR	Prop50	AIR	BAPPG	WGEMGR	WQTACT	CBOPR	WQA	CEP	RWR	CWCCG	WOT	WCC	RESERVE	Total
Beginning Cash Balance 7/1/09	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
CASH ACCOUNT BALANCE 12/31/09	629,031.10	250,000.00	300,000.00	153,500.00	223,737.45	49,850.59	94,071.68	400,000.00	250,000.00	162,000.00	342,176.94	-	16,494.26	2,558.87	32,357.88	3,602.37	120,000.00	3,029,381.14
Receipts - January	-	-	-	-	15,379.83	-	-	-	-	-	-	-	-	-	30,000.00	-	-	45,379.83
Members Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Associate & Affiliate Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Receipts	186.96	-	-	-	(8.56)	(0.55)	(1.00)	-	-	-	(10.41)	-	(0.15)	(0.02)	(0.48)	(0.03)	-	165.75
Interest Income	186.96	-	-	-	15,371.27	(0.55)	(1.00)	-	-	-	(10.41)	-	(0.15)	(0.02)	29,999.52	(0.03)	-	45,545.58
Total Receipts	388,406.00	-	-	-	15,371.27	(0.55)	(1.00)	-	-	-	(10.41)	-	(0.15)	(0.02)	29,999.52	(0.03)	-	45,545.58
Disbursements - January	33,658.11	-	-	-	-	-	1,012.50	-	-	-	42,819.75	-	-	-	-	-	-	77,490.36
Consultant Services	15,748.86	-	-	-	312.82	-	-	-	-	-	-	-	-	-	58.65	-	-	16,120.33
Administrative Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Distribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Disbursements	49,406.97	-	-	-	312.82	-	1,012.50	-	-	-	42,819.75	-	-	-	58.65	-	-	93,610.69
Other Activity - January	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Activity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipts - Fiscal Year-To-Date:	450,000.00	-	-	-	151,921.94	80,132.00	30,117.00	-	-	-	388,406.00	-	-	-	90,360.00	25,000.00	-	1,215,936.94
Members' Contributions	167,095.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	167,095.00
Associate & Affiliate Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Receipts	9,137.35	-	-	-	4,682.80	451.55	683.22	-	-	-	7,771.45	2,042.80	128.47	83.03	381.02	39.98	-	25,381.67
Interest Income	626,232.35	-	-	-	156,604.74	80,583.55	30,800.22	-	-	-	396,177.45	2,042.80	128.47	83.03	90,721.02	25,039.98	-	1,408,413.61
Total Receipts	175,222.78	-	-	-	7,923.75	82,382.74	35,078.34	-	-	-	227,769.86	228,286.92	-	11,613.16	40,500.00	23,582.59	-	832,370.14
Disbursements - Fiscal Year-To-Date:	119,018.15	-	-	-	3,875.10	1,939.82	1,906.07	-	-	-	5,944.30	1,166.85	-	1,268.13	984.16	1,277.68	-	137,580.26
Consultant Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenditures	294,840.93	-	-	-	11,798.85	84,322.56	35,984.41	-	-	-	233,334.16	229,463.77	-	12,881.29	41,484.16	24,340.27	-	969,950.40
Total Disbursements	(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)
Transfers - Fiscal Year-To-Date:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers - Year To Date	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ENDING CASH BALANCE 1/31/10

OUTSTANDING ENCUMBRANCE

UNOBLIGATED CASH BALANCE 1/31/10

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



**Bay Area Clean Water Agencies**

A Joint Powers Public Agency

Leading the Way to Protect our Bay

## Executive Board Meeting Minutes

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

Boy Scouts Facility  
1001 Davis Street, San Leandro, CA

### ROLL CALL AND INTRODUCTIONS

Executive Board Representatives: Dave Tucker, Chair (City of San Jose); Doug Craig, Vice-Chair (Central Contra Costa Sanitary District); Mike Conner (East Bay Dischargers Association), Arleen Navarret (San Francisco Public Utilities Commission), Dave Williams (East Bay Municipal Utility District)

Other Attendees: Amy Chastain (BACWA), Jim Erwin (San Jose), Natalie Sierra (San Francisco Public Utilities Commission), Tom Hall (EOA)

### PUBLIC COMMENT

There were no public comments.

### CONSENT CALENDAR

The Executive Director reviewed **agenda items 1 through 3** on the consent calendar: the December 2009 Treasurer's Report, the minutes from the December 2009 Executive Board (EB) meeting, Chair authorization for a contract providing media relations support for BAPPG's fats, oils and grease (FOG) campaign (\$4,750), Chair authorization for BAPPG members to attend social media training (\$507), and Chair authorization for a contract providing consultant support to the lab committee for revision of a dioxin guidance sampling document and an ethics training for members. A. Navarret requested clarification of how the FOG item related to contracts approved at the December meeting.

*D. Craig moved to approve all items on the consent calendar. D. Williams seconded. The motion carried unanimously.*

### BOARD ACTION ITEMS

The Executive Director recommended approval of **agenda item 4**, a contract with Environmental Engineering and Contracting, Inc. to support BAPPG by developing fact sheets on FOG and conducting a grease interceptor training workshop (total \$6,500).

*D. Williams moved to approve agenda. A. Navarret seconded. The motion carried unanimously.*

### BOARD DISCUSSION ITEMS

The Executive Director introduced **agenda item 5**, discussion of a **budget workshop** for the EB on March 25 from 1:00 until 3:00, immediately following the March EB meeting. There was a discussion about the EB's need to understand how particular projects fit within BACWA's priorities and strategic plan, how to focus BACWA's resources effectively especially where a project does not have a committee champion, and how BACWA collaborates with CWEA on trainings. Multiple members of the EB expressed an interest in developing projects/priorities related to energy and development of an energy workgroup was suggested.

The Executive Director introduced **agenda item 6**, consideration of requests to sponsor events. The EB and ED discussed the current budget for these projects and the development of a policy to guide in deciding how to respond to sponsorship requests. The ED was asked to develop a draft proposal for a policy that considers how a particular sponsorship would support or advance strategic goals.

## **REPORTS**

The ED noted that, per **agenda item 7**, the Board packet includes a status report on Proposition 50 grant disbursements.

### **Agenda item 8, EB Reports:**

- A. Navarret brought up the Water Board hearing on February 10 and the need for the EB to provide guidance on BACWA's testimony for the adoption hearing.
- D. Craig stated that his agency recently finished air monitoring to help EPA develop the MACT standards and that there were no dioxins or PCBs detected.
- M. Connor suggested that BACWA consider initiatives related to financial strategies and noted that CASA has done work related to pensions, benefits, etc. He suggested a BACWA Board meeting to discuss the urban stormwater diversion white paper.
- D. Tucker gave a synopsis of an Aquatic Science Center Board meeting and the RMP steering committee meeting at which fees were discussed.
- D. Williams stated that EBMUD has met with other agencies to discuss the PCBs TMDL.

The ED asked the EB to email any questions or comments about **agenda item 9**, the ED report.

## **REVIEW ACTION ITEMS**

Because of time constraints the Action Items were not identified.

## **NEXT REGULAR MEETING**

The next regular meeting is scheduled for February 25, 2010, 9:00 to 12:00 at the EBMUD Operations Center in Oakland. A closed session to discuss personnel matters will be held from 12:00 until 2:00.

## **ADJOURNMENT**

The meeting adjourned at 8:55 a.m.



## BACWA CHAIR AUTHORIZATION REQUEST

FILE NO.: 11,814

DATE: February 12, 2010

**TITLE: Consultant Support for BACWA Collection Systems Committee to Compile Agency Information on the Posting of SSOs**

### RECOMMENDED ACTION

Chair authorization for assistance by Oakley Water Strategies, under the existing as-needed assistance contract, in an amount not to exceed \$4,750, to compile information from selected BACWA member agencies on decision-making and graphics used in the posting of SSOs, to be completed by June 30, 2010.

### SUMMARY

At the December 10, 2009, BACWA Collection Systems Committee meeting, agencies began discussing and sharing information about the procedures and graphics that various agencies use when deciding to post sanitary sewer overflows (SSOs) for the public. It became apparent that BACWA member agencies were interested in having this information compiled in one document as a reference, to compare what their posting procedures and materials to those of other agencies, to provide more information about the options being implemented by others for posting SSOs. This proposal was briefly discussed at the December 17, 2009 BACWA Board meeting, during which Board members expressed interest in supporting this effort.

Oakley Water will solicit and compile information from the twelve agencies who agreed to participate, at a minimum. If it becomes apparent that other agencies are interested in participating, their information will be included in the compilation.

This work will be carried out under the supervision of Rich Cunningham with the City of Albany and Chair of the BACWA Collection Systems Committee.

### FISCAL IMPACT

Funds for this project are available in Technical Support (Expert Consultants) line of the BACWA FY 2009-2010 budget. To date, approximately \$18,600 has been spent from this budget line, out of a total of \$98,000.

This project will be carried out as a task under the As-Needed Technical Services contract with OWS. The total contract amount is \$75,000. The Board has authorized \$25,000 to be spent during the FY2009-2010 and approximately \$13,000 has been spent to date.

### ALTERNATIVES

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

#### *Attachments:*

1. None, approval and signature on this authorization will constitute the necessary documentation.

Submitted: /s/sRich Cunningham, CSC Chair

BACWA Chair Approval: 



## BACWA CHAIR AUTHORIZATION REQUEST

FILE NO.: 11,814

DATE: February 12, 2010

**TITLE: Consultant Support for Organizing BACWA Workshop Training on Adopted Blanket Permit Amendment: New Dioxin Compliance and New Standard Provisions**

### RECOMMENDED ACTION

Chair authorization for assistance by Oakley Water Strategies, under the existing as-needed assistance contract, in an amount not to exceed \$4,900, to assist with organization and preparation of a special BACWA workshop in March, to explain new requirements in the blanket permit amendment which was recently adopted. This project is expected to be completed by April 30, 2010.

### SUMMARY

The Regional Water Board adopted a blanket permit amendment on February 10<sup>th</sup>, 2010, which contains new requirements for dioxin effluent limits compliance, and comprehensive new standard provisions and reporting requirements. Throughout the process of developing the blanket permit amendment, BACWA members have had many questions about the new requirements, and have expressed interest in obtaining a more comprehensive explanation of the new requirements.

Oakley Water will provide assistance in organizing the program and presenting information at the workshop. The workshop is expected to be 3 hours in length, and will be held at EBMUD headquarters, 375 11<sup>th</sup> Street, Oakland. Laboratory Committee will be asked to provide information about dioxin sample collection and analysis. The workshop will be held on Friday, March 12<sup>th</sup>, 2010.

This work will be carried out under the supervision of Jim Ervin with the City of San Jose and Chair of the BACWA Permits Committee.

### FISCAL IMPACT

Funds for this project are available in Technical Support (Expert Consultants) line of the BACWA FY 2009-2010 budget. To date, approximately \$18,600 has been spent from this budget line, out of a total of \$98,000.

This project will be carried out as a task under the As-Needed Technical Services contract with OWS. The total contract amount is \$75,000. The Board has authorized \$25,000 to be spent during the FY2009-2010 and approximately \$13,000 has been spent to date.

### ALTERNATIVES

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

#### *Attachments:*

1. None, approval and signature on this authorization will constitute the necessary documentation.

Submitted: James Ervin, Permits Chair

BACWA Chair Approval:

Grant Disbursement Summary to Date (Feb. 26, 2010)											
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 <sup>2</sup> 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	5,754.42	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	1,831,681.03	0.00	0.00				
		BACWA Admin	16	46,875.00	17,263.25	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	5,754.42	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	5,754.42	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	2,263.25	0.00	0.00	31,875.00			
SJ	City of San Jose	BACWA Admin for SCVWD <sup>3</sup>	16	15,000.00	15,000.00	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	754.42	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	11,508.83	7,366.26	(818.47)	31,250.00			
		BACWA Admin for NCCWD <sup>3</sup>	16	5,000.00	5,000.00	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	244,550.00	193,304.05	(21,478.23)		188,562.19	576.74	189,138.93
		BACWA Admin	16	9,375.00	3,452.65	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	5,754.42	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	219,688.35	0.00	0.00				
		BACWA Admin	16	9,375.00	3,452.65	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	1,150.88	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	253,745.81	0.00	0.00				
		BACWA Admin	16	15,625.00	5,754.42	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	3,452.65	2,209.88	(245.54)	9,375.00			
Grand Total				12,500,000.00	6,406,985.84	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:

92,070.65

65,477.86 2.Admin funds include \$152,250 in upfront funding to pay for admin costs.

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

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

2/22/2010

# **BAPPG Committee Report to BACWA Board**

Meeting Date: February 25, 2010  
Prepared By: Jen Jackson, EBMUD  
BAPPG Committee Chair

## **Project Updates**

<b>Project</b>	<b>Update</b>	<b>Completion Date</b>
FOG Inspector Training & AGRD Fact Sheets	Training will be given on March 30 <sup>th</sup> for program and inspection staff. Focus will be on grease removal devices, maintenance, sizing and inspections. Three fact sheets are being developed in conjunction with the training to be provided to inspection staff. The fact sheets will cover interceptors, AGRDs and traps. [Project Leads: Training - Sarah Scheidt, City of Sunnyvale; Fact Sheets - Karen Hurst, SFPUC]	March 2010
Pesticide Regulatory Support	Kelly Moran provided prioritization, talking points and coordination of the BACWA/Tri-TAC comments at the January 22nd EPA public hearing in Oakland to address harmonization of FIFRA pesticide registration and the Clean Water Act. Also began working on behalf of BACWA/Tri-TAC agencies to coordinate DTSC evaluation of nano-silver. [Project Lead: Jen Jackson, EBMUD]	Ongoing
FOG Asian Outreach & Media Relations Efforts	31 paid radio spots were aired on the Asian radio stations KVTO in Cantonese and Mandarin around Lunar New Year, Feb 2-16. Media relations support provided by O'Rorke, and funded under BACWA's media relations budget, expanded this campaign to an additional 14 radio stations airing PSAs and placing PSAs on their websites, 2 radio interviews on family stations, and 2 newsprint stories. The Media Relations report is attached. [Project Leads: Cynthia Royer, Daly City; Jen Jackson, EBMUD]	March 2010
Dental Program Training	55 agency staff attended a full day dental amalgam program and inspection training on Jan 13. Most staff were from smaller agencies that are starting to implement programs. [Project Lead: Karin North, City of Palo Alto]	Jan 2010
FOG Spanish Radio Ads	66 paid 1-minute spots were aired on Spanish-language radio stations under the Univision umbrella, KSOL, KBRG, and KVVF. An additional 28 PSAs were aired, with 34 additional PSAs planned for January. A final count and report will be available soon. [Project Lead: Sharon Newton, City of San Jose]	Jan 2010

## **Other Highlights**

Tracy Keough of O'Rorke, Inc. delivered a presentation on social marketing at the January BAPPG meeting. Social marketing strategies range from one-on-one interactions at fairs, to TV ads, to on-line social media. Her presentation is available in the BAPPG archives at [www.bacwa.org](http://www.bacwa.org).

## **Next BAPPG Meeting**

April 7, 1515 Clay Street, Oakland, CA, Second Floor, Room 11

- 9:00 – 10:00 am Steering Committee
- 10:00 am – noon Main Committee

## **Attachment**

O'Rorke Media Relations Support Report for FOG Outreach

## Public Service Announcements (PSAs) Coverage

- KEAR – On air; Public Affairs interview completed 2/11
- KEST – On air, ran PSA during Asian language programming, which begins after 11 a.m. each day
- KIOI/KNEW – Community page
- KISS – On air (live read and on air); Community page
- KMEL – On air (live read and on air); Community page
- Radio Disney KMKY – On air; Public Affairs interview completed 2/18
- KPOO – On air
- WILD 94.9 – On air; Community page
- GREEN 960 – On air; Community page
- KKSF – On air; Community page
- STAR 101.3 – On air; Community page
- 910 KNEW – On air; Community page
- KALW – On air
- KCBS – Scheduled for 3/13-3/15

## Media Coverage

- Pacifica Riptide. [“Don’t Pour Fats, Oils, or Grease Down the Drain.”](#) 2/11/10.
- Asian Week. [“Recycle Your Grease this Lunar New Year.”](#) 2/11/10.
- KBAY – Tip of the Month on “Planet KBAY” section of station’s webpage
- Public Affairs Interviews
  - **KEAR-AM (Family Radio).** Jen Jackson w/ Jonathan Rickert relating to fats, oils and grease (FOG). Three four-minute interview segments. Aired at 11:04 a.m. and 4:04 p.m. on 2/16/10, 2/17/10 and 2/18/10.
  - **KMKY-AM (Radio Disney).** Jen Jackson w/ Shalon Rogers relating to fats, oils and grease (FOG). 2/18/10.

# Biosolids Committee

## Report to BACWA Board

Committee Meeting Date: February 19, 2010  
Executive Board Meeting Date: February 25, 2010

Prepared By : Greg Baatrup, Committee Chair

### Committee Request for Board Action:

1. None

### Business Discussed and Action Items from Committee Meeting:

Business	Action Item	Due Date
SFPUC Community Gardens Compost distribution event and the challenges presented by the Center for Food Safety.	Continue to monitor for impacts to SFPUC and other composting programs.	
UC Davis has conducted studies on Green Waste compost to determine whether VOCs released from compost operations are reactive and whether they would be precursors to ozone formation. Several agencies in California are volunteering funding to offset UC Davis costs. Currently the Air Districts which impose limits on VOCs assume they are all equally reactive and that all cause ozone formation. This appears to be a gross overestimate	Consider asking for funding to complete the research on behalf of Bay Area agencies.	March 2010
Regional Project Update – Work continues, including identifying candidate sites, CEQA preparation, Outreach, and pursuing state and federal grant funding. On a parallel track, an RFQ is due February 19 to identify vendors who have the expertise and experience to develop a project.		
Biosolids report to Solano County Board of Supervisors	Update Annual Report (see attached report)	January 2010

### Other Issues of Note:

- None

Next Committee Meeting: March 17, 2010

**ANNUAL REPORT**  
**TO THE**  
**SOLANO COUNTY**  
**BOARD OF SUPERVISORS**

**January 2, 2009**  
**(Updated January 27, 2010)**

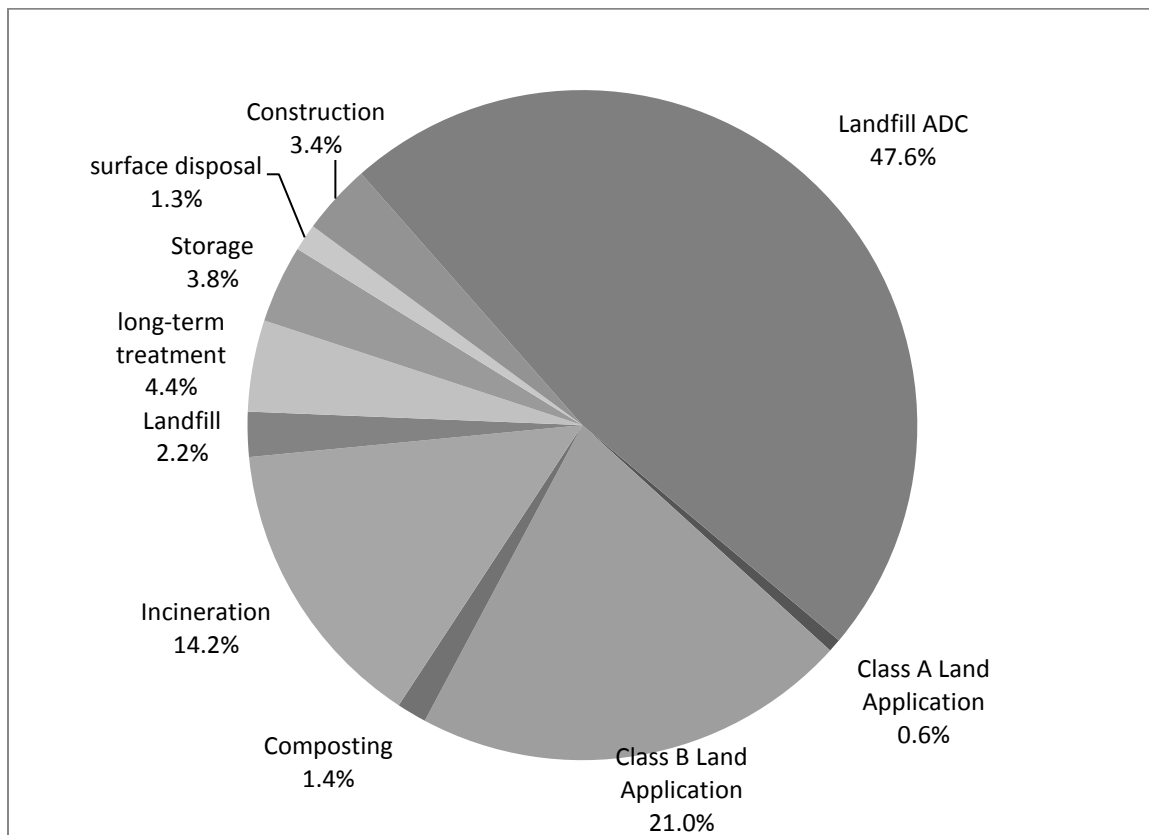
**Prepared by the BACWA Biosolids Committee**

## Introduction

This report has been produced by the Bay Area Clean Water Agencies (BACWA) Biosolids Committee for the Solano County Board of Supervisors in response to the Board's request for an annual update on agency activities and progress towards compliance with the goals set forth in Chapter 25. The affected agencies have coordinated the required reporting through BACWA to produce a single report for the Board. This report includes an update on the Regional Biosolids Facility (an effort undertaken by seven Bay Area agencies), as well as individual agency updates where relevant.

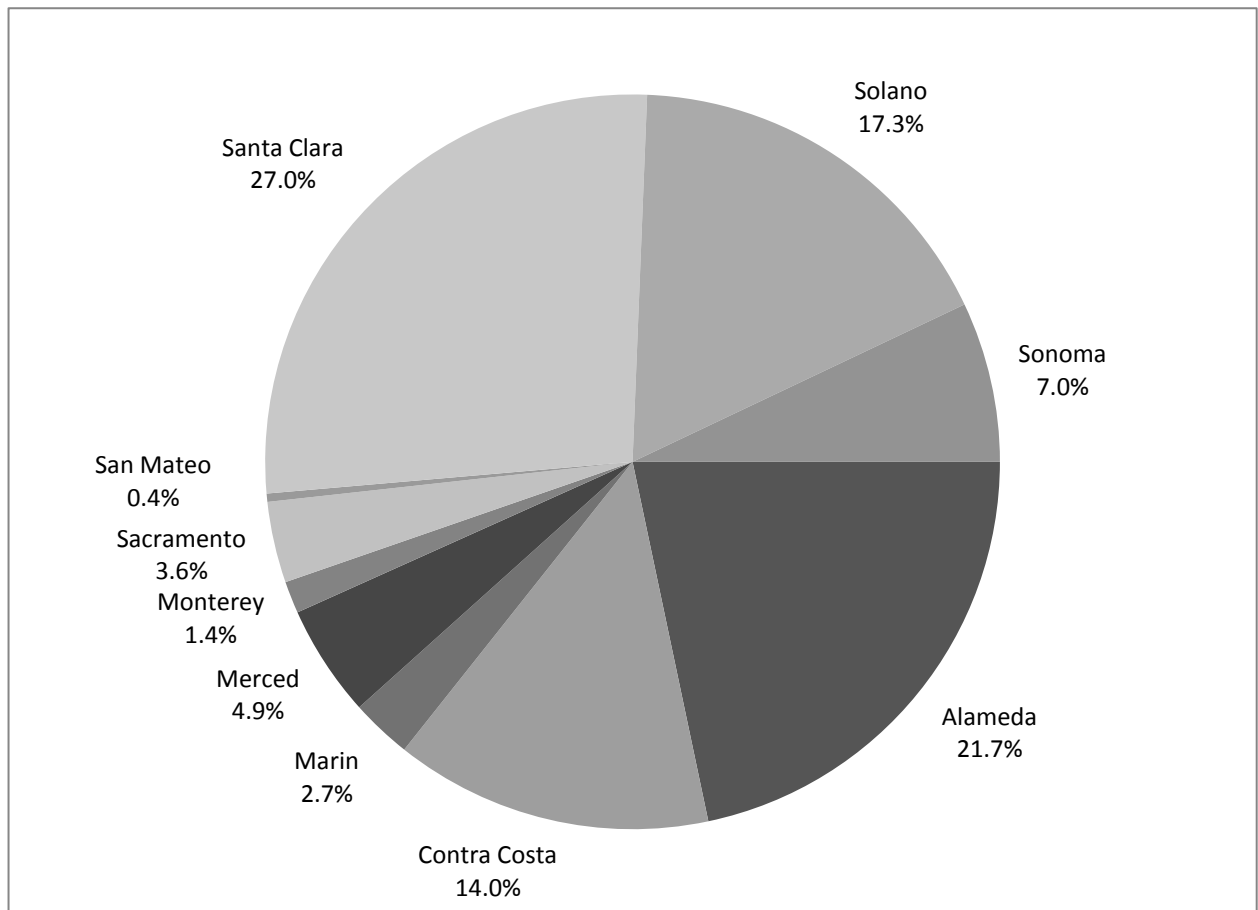
## Overview of Biosolids Reuse in the Bay Area

To provide context for the land application of Class B biosolids in Solano County, the 2007 report provided biosolids reuse data for both the Bay Area and the State of California. These data indicated that for California as a whole, compost and land application are popular biosolids reuse options. The statewide data, however, is heavily influenced by the predominance of compost and land application as a management tool in Southern California. As indicated in Figure 1, landfill alternative daily cover (ADC), land application, and incineration are the most popular biosolids management options for Bay Area agencies.



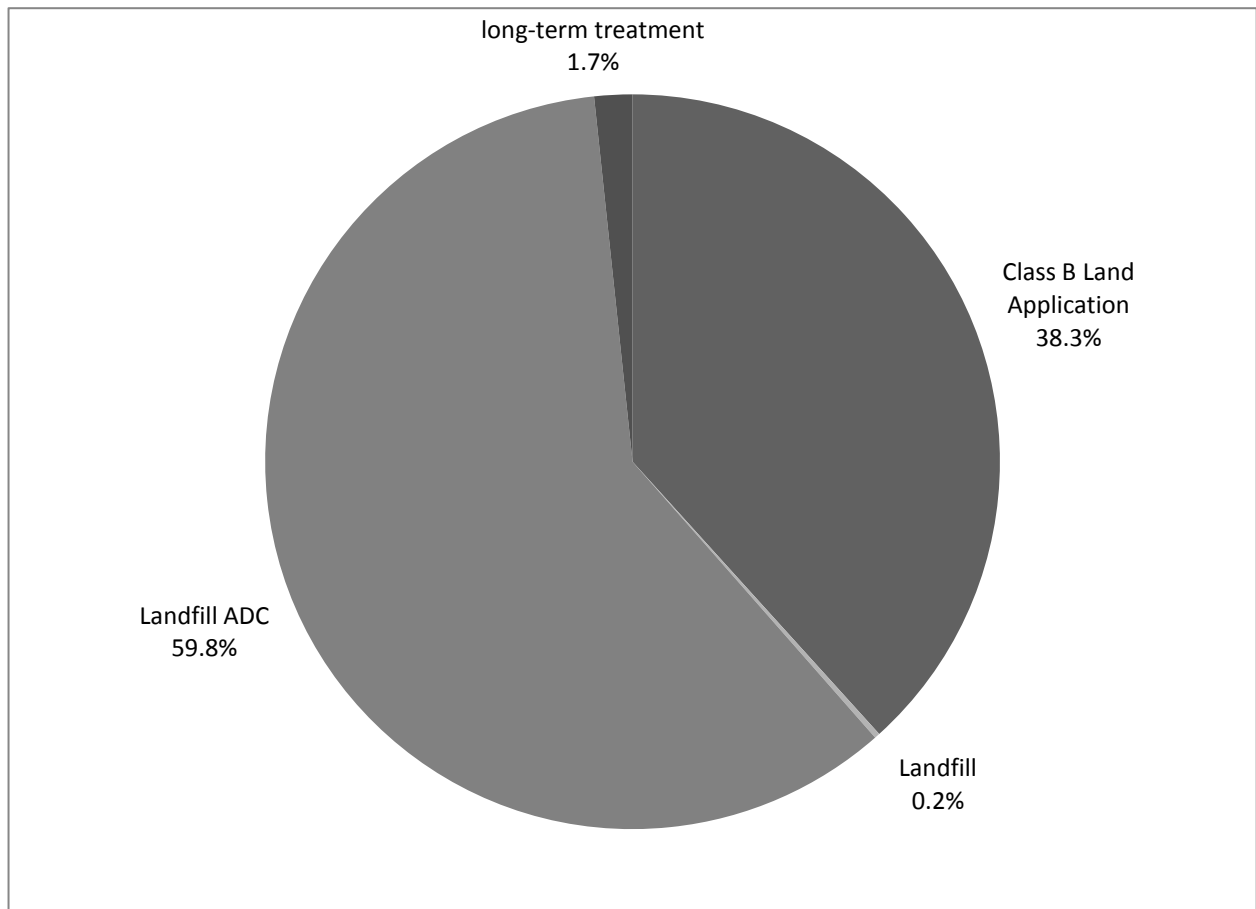
**Figure 1 - 2008 Biosolids Management for San Francisco Bay Area Wastewater Agencies (Source: EPA Region 9)**

Within the Bay Area, there is considerable geographic diversity for biosolids reuse. Figure 2 shows the destination counties for the Bay Area's biosolids. The biosolids disposed of or reused in Solano County can be further divided into two common reuse/disposal options: landfill alternative daily cover (ADC) and land application. In total, Solano County receives about 6.6% of the Bay Area agencies' biosolids for land application. Figure 2 indicates that the destination for reuse/disposal of biosolids is distributed throughout the Bay Area.



**Figure 2 – 2008 Biosolids reuse/disposal destinations for San Francisco Bay Area agencies (Source: EPA Region 9)**

Figure 3 presents the distribution of materials that are managed in Solano County. More than 98 percent of the biosolids managed in Solano County are beneficially reused.



**Figure 3 - 2008 Solano County Biosolids Management (Source: EPA Region 9)**

On the whole, the figures included in this report indicate that agencies in California use a diverse array of options for biosolids reuse and disposal. Frequently, agencies use multiple options in order to have a more robust program. Land application clearly plays a significant role in reuse and is viewed in the industry as the highest and best use for Class B biosolids.

The desire to maintain a diverse profile for biosolids reuse and disposal, of which land application is a part, has led the Bay Area agencies to pursue innovative new outlets for biosolids reuse. These are described in subsequent sections.

### **Bay Area Regional Facility**

For the past few years, several wastewater treatment agencies in the San Francisco Bay Area have been considering the development of a regional biosolids facility. Phase 1 and Phase 2 Feasibility studies were completed by the Bay Area Clean Water Agencies (BACWA) Biosolids Committee. Following the BACWA studies, seven agencies formed the BAB2E Coalition (Coalition) and executed a Joint Exercise of Powers Agreement (JEPA) in July 2006 to pursue a regional biosolids project. The JEPA provides the framework for cost sharing and decision making for the Phase 3 efforts, which include facility planning and environmental documentation for a regional thermal

drying facility. Carollo Engineers was retained to assist with engineering and environmental evaluation at the viable sites. Delta Diablo Sanitation District is the project coordinator and the project manager for the Coalition activities.

During the Phase 3 engineering work, the Coalition evaluated a waste-to-energy option that was not included in the Phase 1 and Phase 2 studies. Although a waste-to-energy option was originally assumed to be too difficult to permit in the Bay Area due to emissions, the Coalition wanted to confirm whether the project could be permitted by the Bay Area Air Quality Management District (BAAQMD). The Coalition also hoped to verify the waste-to-energy costs and understand the Greenhouse Gas Emissions as compared to other alternatives. The Phase 3 analysis indicates that a waste-to-energy facility with Best Available Control Technology to reduce emissions could indeed meet BAAQMD permit requirements. Costs for a waste-to-energy facility have been prepared, and the costs compare favorably against thermal drying.

Recognizing the benefits of a sustainable renewable and sustainable energy project, nine agencies joined the Coalition in May 2009, resulting in the current participation of 16 member agencies. The current Coalition members are:

San Francisco Public Utilities Commission,	Dublin San Ramon Services District
City of Burlingame	Fairfield-Suisun Sewer District
City of Livermore	Ironhouse Sanitary District
City of Richmond	Sausalito Marin City Sanitary District
North San Mateo County Sanitation District	South Bayside System Authority
West County Wastewater District	Union Sanitary District
Central Marin Sanitation Agency,	City of Millbrae
Delta Diablo Sanitation District	Vallejo Sanitation District

The Coalition may increase or decrease in membership as the project develops.

The regional effort continues to progress. The Coalition has retained state and federal advocacy firms to assist with project development and funding, developed an outreach program with a project website (<http://www.bayareabiosolids.com>), and issued a Request for Qualifications (RFQ) for potential project developers. The RFQ responses will help the Coalition determine logistics and capabilities of potential project developers. Respondents to this RFQ must possess proven expertise and extensive experience in biosolids management, particularly in the design, construction, operation, and maintenance of biosolids processing facilities. RFQ responses are due in February 2010.

### **Supplemental Individual Agency Reports**

The agencies that land apply in Solano County do not have a universal approach for biosolids handling. Even the agencies participating in the Regional Facility could engage in additional measures to maintain a diverse biosolids portfolio. Brief descriptions of individual agency efforts are provided below; most of the agencies that land apply in Solano County are captured below. BACWA will continue to work with all agencies to provide a consolidated report to the Board.

***Burlingame:*** Burlingame uses Synagro as its hauling and reuse contractor, and hauled a total of 750 dry tons of biosolids for 2008. 106 dry tons of the 750 tons were shipped to the Central Valley Compost (CVC) Facility for conversion to Class A compost. Of the 750 dry tons produced, 371 dry tons were land applied in Solano County.

***Delta Diablo Sanitation District:*** Delta Diablo Sanitation District (DDSD) continues to diversify its biosolids management portfolio. DDSD hauled a total of 2,546 dry tons of biosolids in 2008. DDSD reduced its land application tonnage to 2383 dry tons in 2008 and processed 163 dry tons at the Central Valley Compost (CVC) Facility for conversion to Class A compost.

***Fairfield-Suisun Sewer District:*** In 2008, Fairfield-Suisun Sewer District beneficially reused 100% of its biosolids as Alternate Daily Cover at the Potrero Hills Landfill.

***Ironhouse Sanitary District:*** Ironhouse contracts with Synagro to remove, transport, and reuse the solids from their treatment and effluent storage ponds. A similar management scheme is expected with the completion of the District's new treatment plant. Ironhouse beneficially reused 100% of their solids through land application, with 204 dry tons land applied in Solano County.

***Millbrae:*** The City of Millbrae installed a system that co-digests grease and sludge for the purpose of energy production. This proprietary system has substantially decreased the amount of biosolids that must be managed. The system's microturbine generates 250Kw per hour (6,000 kW per day), enough to power the Millbrae treatment facility. The system captures and utilizes the waste heat from the microturbine process to keep the digestion system at an optimal temperature of 98 degrees F.

***Pacifica:*** The City of Pacifica is completing a digester modification project which will convert its existing Autothermal Thermophilic Aerobic Digesters (ATAD) to a next generation ATAD system. All equipment has been installed and is running; the digesters are currently operating smoothly, producing a cake with fecal coliform levels less than 200 MPN. The City is planning to market its Class A biosolids as fertilizer, potentially in cooperation with the flower industry in Half Moon Bay.

***Petaluma:*** The City of Petaluma intends to conduct a benefit/cost evaluation for producing Class A biosolids and will continue to work with BACWA to submit annual reports. In 2008, they reused 78% of the solids as Alternate Daily Cover in Marin County and landfilled the remainder in Marin County.

***San Francisco Public Utilities Commission:*** The San Francisco Public Utilities Commission (SFPUC) utilizes a diverse array of reuse options, one of which has been to send a portion of its biosolids to Synagro's CVC for conversion to Class A compost. San Francisco has distributed about 200 tons of compost at giveaway events for use by San Francisco citizens. Although reuse options are limited within San Francisco, this is one

way to raise residents' awareness of biosolids reuse. The SFPUC is in the process of renewing a contract for compost processing with Synagro.

In addition, the SFPUC is undergoing a Master Planning process; one of the key recommendations of which is to replace the Southeast Plant digesters with a new digester complex, capable of producing Class A cake. This project will undergo a project specific EIR process, which could take approximately two years. Preliminary design of the facilities is expected to begin in early 2011.

***City of San Mateo:*** The City of San Mateo utilizes Synagro for biosolids disposal. While San Mateo currently generates Class B biosolids, in 2008, 27% of their solids were processed at Synagro's CVC for conversion to Class A compost. Approximately 25% was land applied in Solano County.

***Union Sanitary District:*** In 2008, Union Sanitary District (USD) Wastewater Treatment Plant produced a total of 4849 dry tons of biosolids, of which 1032 of biosolids (21% of USD biosolids) were composted to a Class A product at Synagro's CVC in Merced County.

***Town of Windsor:*** In 2008, the Town of Windsor produced approximately 497 dry tons of Class B biosolids, which were beneficially reused through land application in Solano, Sonoma, and Merced Counties.

### **Conclusions**

Land application in Solano County represents less than 7% (9754 dry tons per year) of the Bay Area's biosolids management options (totaling 147,106 dry tons per year). The BACWA agencies wish to retain a diverse profile of biosolids reuse options to allow for the most flexibility on a regional basis. A total of eleven agencies land applied their biosolids in Solano County during 2008: USD, San Mateo WWTP, SFPUC, Pacifica, North San Mateo/Daly City, Millbrae, Ironhouse, Delta Diablo, Calistoga and Burlingame. Several of these agencies are participating in planning efforts for a regional biosolids processing facility, which would process a portion of those agencies' biosolids. In addition, several other land applying agencies have undertaken efforts to meet the challenge outlined in Solano County's Chapter 25, in compliance with the letter and intent of the code.

# Collection System Committee Report to BACWA Board

February 17, 2010

From: Rich Cunningham, Committee Chair

Prepared By: Monica Oakley

## Committee Request for Board Action:

- (1) Review and consent to Chair-authorized action to use as-needed services funds to develop a summary of SSO posting programs in the Bay Area. (See separate agenda item documentation.)

## Highlights of New Items Discussed and Action Items

### **Best Management Practices for Sanitary Sewer Overflow (SSO) Reduction Strategies**

Andy Morrison distributed the remaining hard copies of the subject document at the February 11 BACWA committee meeting. Amy Chastain indicated that Bruce Wolfe held up the document to Regional Water Board members at the February 10 hearing, and described it with pride as a positive development by regulated communities in helping each other improve their collection systems. The possibility was discussed of reserving eight of the remaining copies to distribute to Regional Water Board members during the public comment period of the March hearing.

### **USA Marking of Sewer Laterals**

An organization called Common Ground Alliance (CGA) is proposing a *requirement* that municipal government agencies mark private sewer laterals prior to construction on private property, claiming that municipal government agencies have sufficient information to do so. Andy Morrison of Union Sanitary District has been active in following the CGA developments, reporting to BACWA members, and encouraging members to join the organization to increase the membership and participation of municipal entities that would be affected.

### **Changes to SSO GWDR, and State Water Board Enforcement**

The State Water Board has slowed down activity related to amending the SSO WDR. If a revised version is developed, it is not expected to be publicly noticed until late in 2010. In addition, State Water Board staff sent out 140 letters (statewide) to agencies that have registered for the SSO WDR program but have not reported anything (spills or SSMP certifications). It is estimated that about 30 out of the 123 collection system agencies in the Bay Area are in this group, which includes cities, special districts, and state agencies. In addition, 10 letters were sent to agencies that have not registered at all (statewide).

### **Identifying Storm Event Frequencies**

New developments in characterizing storm event frequencies after an actual event, especially in comparison to design conditions, have occurred in Region 2. The information was summarized at the February 11 committee meeting and additional detail will be provided at the May committee meeting.

**Announcement:** Jim Fischer, previous State Water Board staff on the SSO WDR, recently moved to the Office of Enforcement at the State Water Board. He will be speaking at the CWEA conference on Thursday, April 22 in the afternoon at the Government Affairs Committee session.

**Next BACWA Collection Systems Committee Meeting:** Thursday, March 4, 2010, 1:30-3 PM, at the Boy Scouts Facility in San Leandro.

## Report to BACWA Board

Prepared By: Jim Ervin

**Committee Request for Board Action: Approve funding for Dioxin BPA training on 12 March - Approval granted by BACWA Chair on 12 February.****Upcoming Permits –**

Town of Yountville – Adoption after February.

East Bay MUD – after February.

Permit Amendment for Copper and Cyanide - March

Rhodia Inc, Martinez – March

Novato Sanitary District – after March

**Dioxin Blanket Permit Amendment:** Water Board passed the Dioxin BPA on February 10<sup>th</sup>. The effective date of the BPA is 1 March 2010. Permits and Lab committees will hold a 3-hour Dioxin BPA workshop on Friday, March 12<sup>th</sup> for BACWA members in the EBMUD large conference room. Topics will include: Lab QA Plan for Dioxin monitoring, How to calculate dioxin compliance. Attachment G invalidation of samples, Attachment G blending reporting, SMR sampling and reporting. Powerpoint presentations will be posted on BACWA website.

**New Annual Reports:** Some recently updated permits and provisions in new Attachment G update old standard provisions to include a description or summary of review of permittees O&M Manual, Contingency Plan, and Wastewater Facilities Status Report in annual self monitoring reports. San Jose provided a summary of the new language. This item will be covered in the Dioxin BPA Workshop described above.

**Mercury Watershed Permit:** Permittee inputs to the Mercury Watershed Permit Group Report are due to Monica Oakley on 12 Feb. Part 1 of the submission must be signed.

BACWA submission of Risk Reduction program is due on 1 March. BACWA annual group report of mercury pollution prevention activities is due 1 April. A BACWA report on special studies for adaptive management is also due 1 April.

**Enterococcus Basin Plan Amendment** Table 3 objectives provide a rule that will add enterococcus requirements. Total Coliform will be removed as a technology based limit which can then be addressed as a WQBEL allowing consideration of dilution.

Dischargers will be required to meet a geometric mean of 35 for enterococcus for REC 1 beneficial use. The max limit for entero of 104 only applies to beach postings; otherwise, there will be no max limit in Bay Area.

Also, if water is being recycled (Title 22), Total Coliform must be used. Enterococcus is not a shellfish concern. If a POTW has shellfish in the receiving water, it will have to analyze both entero and Fecal or Total Coliform: the language in the BPA is unclear. It is not clear why bacteria limits are set so low to protect shell fish harvesting since harvesting is prohibited in the entire Bay.

Enterococcus analysis can give false positives in salt water. Labs should use the Membrane Filtration method for Enterococcus.

**EPA Proposed Ammonia Criteria**

The EPA Draft Update Aquatic Life Ambient Criteria for Ammonia – Freshwater was posted on 30 December. Comments are due at end of March. The proposed criteria could lower ammonia limits to very low levels if it is deemed that freshwater mussels are present. (Unionid mussels were used to determine the ammonia criteria. These mussels are not known to exist in the Bay Area.) Dilution can be used in calculating limits. The new criteria could potentially impose nitrification requirements on Bay Area POTWs. TriTAC intends to comment on this Draft Update.

**Next BACWA Permits Committee Meeting**

Tuesday, March 9, 2009, from 1:00 PM to 3:00 PM at EBMUD Wastewater Treatment Plant Library. Water Board Staff will attend.

## DIRECTOR'S REPORT TO THE BOARD

Prepared for February 25, 2010 Executive Board Meeting  
January 25, 2010 – February 19, 2010

### A. Executive Board & Administrative Matters

<i>Finance Committee</i>	<p>Following up on the Executive Board's discussion at Pardee and the Finance Committee's recommendations on January 11, drafts of a revised contracting policy and an indirect cost allocation policy for programs of special benefit were prepared. Revisions to the contracting policy include delegating authority to the Executive Director. The ED confirmed with outside counsel that this delegation is consistent with state law and the Joint Powers Agreement (JPA).</p> <p>The ED and AED also prepared an issue summary describing current efforts to improve efficiency and accuracy for BACWA accounting, and outlining the options available for BACWA Treasurer. The ED consulted with outside counsel to determine what limitations state law may impose in addition to those created by the JPA. Drafts of these three documents will be distributed to the Board as part of discussions during the March Board budget workshop.</p> <p>The ED and AED met several times to prepare new fiscal policies and procedures and to begin budget preparations.</p>
<i>Executive Board</i>	<p>The AED and ED scheduled, organized, and developed materials for this month's Executive Board meeting and a Special Meeting to discuss the stormwater diversion white paper.</p>
<i>Administrative</i>	<p>BACWA continued to refine organizational templates and perform routine administrative tasks related to contract management and Board services. The AED attended a training on filing Statements of Economic Interest to ensure that BACWA maintains compliance with state law.</p>

### B. Regulatory Affairs & Developments

<i>Water Board Relations</i>	<p>The February 1 meeting with the Regional Water Board staff and the BACWA Executive Board was cancelled. The next meeting is scheduled for <b>March 15</b>.</p>
<i>Mercury Risk Reduction</i>	<p>BACWA continues to lead and organize discussions with all stakeholders on this issue. The ED prepared a draft of the progress report due to the Water Board on March 1 and incorporated feedback from Water Board and California Department of Public Health (CDPH) staff. The Aquatic Science Center (ASC) has been identified as the likely program coordinator and fiscal agent for this program. The ED is working with the SFEI ED to put this issue on the agenda for the <b>March 4</b> ASC meeting.</p>
<i>PCB TMDL Implementation</i>	<p>BACWA continues to research implementation options. The ED has received additional information from LWA and continues to coordinate progress on this project.</p>
<i>Urban Stormwater Diversion</i>	<p>Per the Board's request, a special session has been scheduled for <b>February 22</b> to discuss progress on the white paper.</p>

*Water Regulation*

- The ED represented BACWA at the February 10 Water Board hearing at which the Blanket Permit Amendment was adopted. An e-alert was sent to the membership updating them on this action.
- The ED also prepared a brief summary of the proposed Basin Plan Amendment incorporating enterococcus for the Board. Comments on the amendment are due **March 22**.
- Participants in a workgroup to discuss the eSMR transition were identified by the Permits Committee as Peter Shaeffer, Doug Mcheney, Alex Lui, and Bob Wandro (SBSA).
- Bhupinder Dhaliwal prepared an analysis of selenium loading in the North Bay from POTWs that estimates annual loading to be 114 kg as compared to TetraTech's estimate of 255. This was shared with Water Board staff.
- Comments on scoping for the State's 303(d) list are due **April 12**.

*Emerging  
Contaminants*

Per the Board's request the ED continued to work with others to develop a CEC workplan. SFEI is working on the white paper and will notify the ED if additional funds are necessary to complete it. Interest exists in creating brief fact sheet and/or talking points for managers on CECs (in recycled water, biosolids, and effluent).

## C. Committee Affairs

*Committee Chair  
Meeting*

The committee chairs met on February 18 and discussed communications (website, listservs, etc.), budget needs for the FY10-11, and possible areas for collaborative committee projects (including energy, CECs, nutrients, sewer lateral outreach, and CIWQs). One project suggested was the development of talking points for managers on CECs. The committee chairs also provided valuable feedback on the content and frequency of a BACWA e-newsletter.

*Workshops &  
Trainings*

The Air Committee's training on GHG emissions reporting was held on February 17. A training on the new blanket permit amendment is scheduled for **March 12**. The Lab Committee will be holding an ethics training on **March 23**.

## D. Membership

*Member  
Communications*

The Annual Meeting was held on January 28 and all presentations are available on the website. BACWA prepared and distributed surveys soliciting feedback on the meeting and on BACWA communications. The results of this survey are attached.

The ED and AED continue to research e-newsletter options. Research and feedback suggests that a brief monthly or bi-monthly email newsletter that incorporates key highlights from committee reports, regulatory developments, and upcoming meetings dates may be an appropriate approach.

### **E. Upcoming Meetings**

- February 26 (Friday): San Francisco Estuary Project Meeting
- March 1, 2010 (Monday): Risk reduction and mercury special studies report and due to Water Board.
- March 4 (Thursday): Aquatic Science Center Board meeting
- March 11 (Thursday): Tri-Tac meeting in Sacramento
- March 12 (Friday): Blanket Permit Amendment Training
- March 15 (Monday): Joint BACWA/Water Board staff meeting
- March 22 (Monday): Enterococcus Basin Plan Amendment comments due
- March 23 (Tuesday): Laboratory Ethics Training
- March 25 (Thursday): BACWA Board Meeting & Budget Workshop
- April 12 (Monday): 303(d) List comments due

### **F. Attachments**

- Annual Meeting survey results
- Draft revised Contracting Policy
- Draft Indirect Cost Allocation Policy

**BACWA Communications Survey Results**  
**February 19, 2010**

The survey was distributed in paper at the Annual Meeting and via an online survey sent to BACWA's email distribution list. We received twenty-five responses: ten in writing and fifteen online. Fifty-one people viewed the online survey.

***What are your reasons for attending the annual meeting?***

- Learn about BACWA activities (22)
- Network with agency staff (19)
- Hear about BACWA committees' activities (18)
- Learn about regulatory developments (16)
- Other<sup>1</sup> (1)

***Overall, how satisfied are you with the speakers/presentations?***

- Very satisfied (16)
- Satisfied (7)

***What topics did you find the MOST useful or interesting?***

- Dr. Criddle's Presentation (7)
- Committee Reports (5)
- EPA & RWQCB Regulatory Update (5)
- CECs (5)
- Greenhouse Gas Emissions (1)
- Chair Presentation (1)
- All (2)

***What topics did you find the LEAST useful or interesting?***

- Dr. Criddle's Presentation (3)
- Greenhouse Gas Emissions (1)
- Committee Reports<sup>2</sup> (1)

***What suggestions do you have for topics for next year's meeting?***

- Regional Water/Wastewater Training Programs
- Just more of the same.
- Success stories, or lessons learned by POTWs. A few years back we heard from SASM after their overflow problems. It was brave of them and insightful for us.
- Copper, Nickel study status. Blending issues and permit testing procedures to perform during blending. Status of surface water studies by the RMP and SFEI.
- No idea at this time.
- New and future regulatory developments. Could even invite someone from BAAQMD or CARB.

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<sup>1</sup> Other Response: Say thank you to Michele Pla

<sup>2</sup> Writers specified reports.

- Keep up good work.
- Continue to provide an expert presentation on current environmental issues.
- More important regional topics, pretreatment.
- Treatment technologies that remove CECs in wastewater, e.g. act. Carbon
- Public education efforts in the Bay Area
- Similar to this year: regulatory, recycled water, POCs, innovations in wastewater trmt
- GHG update, CEC update, regulatory updates, committee reports

***Is your agency a member of BACWA?***

Yes (21)                      No (1)

***Are you a member of a BACWA Committee?***

Yes (12)                      No (8)

***Do you receive emails from any BACWA Committee? (please list)***

Yes (19)                      No (5)

***Do you receive newsletters from any BACWA Committee? (please list)***

No (12)                      Yes (9)

***What information would you like to see in a BACWA newsletter (check all that apply)?***

Regulatory Updates (18)  
Committee Updates (17)  
Calendar of Events (17)  
Members' Accomplishments & Awards (10)  
Funding Opportunities (8)  
Other (3)<sup>3</sup>

***How would you like to receive a BACWA newsletter?***

Email (16)                      Website (6)                      Mail (2)

***Did you receive a copy of last year's Annual Report?***

Yes (18)                      No (4)

***In what ways did you find the Annual Report helpful?***

Understanding BACWA's Accomplishments (14)  
Regulatory Reporting (5)  
informing Board of Directors (4)

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<sup>3</sup> Other Responses: Not needed, Trainings, Update on member permit activity (renewal status/issues)

***How often do you visit the BACWA website?***

- Monthly (11)
- Every 6 months (6)
- Weekly (2)
- Every 3 Months (1)

***For what reasons do you visit the BACWA website?***

- Committee Information (14)
- Calendar (12)
- Board Information (8)
- Retrieve Documents (1)

***What information would you like to see on the website that is not currently available there?***

- Updated calendar for the committee meetings and (draft) meeting agendas.
- Perhaps a forum pages for Bay Area Agencies to post questions to each other similar to other entities.
- Not sure
- Dates/locations of all committee meetings
- Reference documents and fact sheets
- I honestly cannot figure out what is really there.
- Updated calendar with committee meeting dates
- Status of regulatory issues affecting Bay Area agencies

***Please share any additional thoughts or comments.***

- I think BACWA is doing an excellent job and I appreciate all the useful information gathered by the various committees
- I find the website very difficult to use. I cannot find documents easily
- Very helpful and thank you for all that is being done.
- The website needs work-this could be a great communication tool.
- Stay focused on Bay Area issues/impacts; Committees are very valuable to member agencies - make sure we have good access to information they generate; BACWA is a great resource - keep up the good work! Joint public education efforts are very valuable - continue to expand BACWA efforts in this area.
- Very well-managed on a time-line, schedule today. Thank you!



## BACWA POLICIES AND PROCEDURES

<b>TITLE</b>	<b>Contacting Policies</b>
<b>DATE</b>	XX, XX (adopted), March 29, 2005 (rev1), April XX, 2010 (rev2)
<b>PURPOSE</b>	The purpose of this policy is to identify who may enter into contracts on behalf of BACWA, and to establish the policies and procedures that apply to those contracts.
<b>DEFINITIONS</b>	<p><i>Single Source:</i> A procurement in which two or more vendors can perform the services required, but one vendor is selected over the others for reasons such as expertise or previous experience with similar contracts.</p> <p><i>Informal Competition:</i> A procurement in which information about the scope of services requested and the potential vendors' fees and qualifications are communicated informally via email, telephone, and/or facsimile transmissions.</p> <p><i>Request for Proposals:</i> A description of the services sought and a solicitation to prospective contractors to submit proposals on how they would provide those services, and at what price.</p>
<b>APPLICABILITY</b>	<p>These consulting services contracting policies apply to all contracts, except for contracts for Executive Director and Assistant Executive Director services.</p> <p>This policy is adopted pursuant to Section 5.c. of the Joint Powers Agreement, which authorizes the Executive Board to adopt bylaws, rules for conduct of meetings, and operating procedures.</p>
<b>REFERENCES &amp; BACKGROUND</b>	
<b>POLICY</b>	<p>See Attached:</p> <ol style="list-style-type: none"><li>(1) Consulting Services Contracting Policy, Amended March 29, 2005</li><li>(2) Contracting Authority &amp; Bid Policy</li></ol>

File 7010 – As Amended in March 29, 2005

BAY AREA DISCHARGERS ASSOCIATION (Association)

CONSULTING SERVICES CONTRACTING (CSC)

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

1. CSC shall be in accordance with procedures of the State of California to reflect the regional nature and purposes of the JPA.
2. CSC by the Association will include a provision to terminate for convenience on 30 days notice. This provision is based on the nature of Association annual budgeting and to assure conservation and effectiveness of limited resources to address Executive Board decisions.
3. The Association does not employ staff. At the direction of the Executive Board, as a substitute for staff, staff like functions will be performed by Association agencies or contracted for long term through CSC in order to provide continuity and professionalism to accomplish the purposes of the JPA. Services performed under this provision shall include day to day administrative and technical support and be incorporated into the annual work plan and budget.
4. CSC to provide support for significant projects or technical support with a value of more than \$100,000 shall be open to consideration of all qualified candidates.
5. CSC shall provide diversification to reflect the public constituency of Association participating agencies.
6. Multi-year contracts will be approved annually by the Board after the Board has appropriated the funds for the multi-year contract through the approval of the annual budget.
7. Although the current Executive Director was selected through a competitive process, the CSC does not apply to the Executive Director's and Assistant Executive Director's contract.

**CONTRACTING AUTHORITY & BID POLICY**  
March 29, 2005, revised April XX, 2010

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

1. On a monthly or more frequent basis, the Executive Director will report to the Executive Board all contracts which were approved by either the Chair of the Executive Board or the Executive Director.
2. When single source or informal competition is used, the Executive Director will report to the Executive Board the reasons that a particular vendor was selected over others.
3. For all contracts of \$100,000 or more, BACWA will issue a request for proposals (RFP). The RFP will be developed by the Executive Director and publicly noticed. A committee comprised of the Executive Director, and at least one Committee Chair shall review the proposals received and recommend a vendor to the Executive Board based on their review.



## BACWA POLICIES AND PROCEDURES

<b>TITLE</b>	<b>Cost Allocation Policy for Programs of Special Benefit</b>
<b>DATE</b>	April XX, 2010
<b>PURPOSE</b>	<p>The purpose of this policy is to describe the general approach taken by the Executive Board of the Bay Area Clean Water Agencies (BACWA) to ensure that costs related to the administration of programs of special benefit are properly apportioned to those programs. It describes the principles that guide the Executive Board in determining how such costs will be allocated to programs of special benefit and provides guidelines for establishing appropriate indirect cost recovery rates for programs of special benefit.</p>
<b>DEFINITIONS</b>	<p><u>Direct Costs</u>: Those costs that are readily identifiable and can be directly charged to a particular project.</p> <p><u>Indirect Costs</u>: Those costs that are incurred for common or joint objectives that cannot be identified readily and specifically with a particular project.</p> <p><u>Programs of Special Benefit</u>: Programs that benefit some member agencies more than others and whose costs are allocated to agencies in accordance with the programs' benefits.</p> <p><u>Indirect Cost Recovery Rate</u>: The ratio of indirect costs to direct costs, expressed as a percentage and used to calculate the indirect costs to BACWA of administering programs of special interest.</p>
<b>APPLICABILITY</b>	<p>This policy applies to BACWA's programs of special benefit.</p> <p>This policy is adopted pursuant to Section 5.c. of the Joint Powers Agreement, which authorizes the Executive Board to adopt bylaws, rules for conduct of meetings, and operating procedures.</p>
<b>REFERENCES &amp; BACKGROUND</b>	<p>This policy is consistent with current BACWA practices and federal guidance on indirect cost recovery. California does not publish standard guidance on indirect cost charges applicable to state grants and contracts. Each agency or grant program provides specific guidance on eligible costs and allowable overhead and administrative charges.</p> <p>The federal Office of Management and Budget (OMB) Circular A-87, "Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect</p>

Cost rates for Agreements with the Federal Government” (herein referred to as OMB A-87) provides the general basis for this policy. OMB A-87 establishes principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments. OMB A-87 outlines a “Simplified Method” for indirect cost recovery that allocates indirect costs by (1) classifying the grantee’s total costs for the base period as either direct or indirect, and (2) dividing the total allowable indirect costs by an equitable distribution base. The distribution base may be total direct costs excluding capital expenditures and other distorting items.

Applying the Simplified Method described in OMB A-87 results in an indirect cost recovery rate of 5%. BACWA’s financial statements for the past two fiscal years (FY07-08, FY08-09) indicate that BACWA’s general and administrative costs averaged 5% of all costs for 2007, 2008, and 2009. The policy described below incorporates this rate but provides the Executive Board with flexibility to adjust this rate based on the particular circumstances of each project.

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## **POLICY**

- BACWA’s policy is to recover the direct costs and indirect costs related to programs of special benefit. BACWA’s indirect cost recovery rate is 5% of a program’s direct costs or budget.
  - For special programs with budgets of less than \$200,000 per year, the Executive Board may determine that administrative direct costs are de minimis and only recover indirect costs.
  - For special programs in which BACWA is acting as an interagency service provider so that the majority of direct costs are those related to carrying out grants and contracts for the benefit of the program participants, the indirect cost recovery rate will be applied to the first \$200,000 of the direct costs, and may be decreased or waived above \$200,000.
  - BACWA may adjust the indirect cost recovery rate based on the particular circumstances of each program of special benefit.
  - BACWA will apply the indirect cost recovery rate to all applicable programs on an annual basis, or a more frequent basis if appropriate.
  - BACWA will review this policy regularly to ensure that the actual allocations adequately cover BACWA’s costs and are appropriate for the level of benefit received.
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<b>Succession Planning for BACWA - Principals and Alternates</b>					
<b>Agency</b>	<b>Representative/ Alternates</b>	<b>Represent Inside BACWA</b>	<b>Represent Outside BACWA</b>	<b>Potential Dates of Retirement</b>	<b>Successor</b>
EBMUD	Dave Williams  <ul style="list-style-type: none"> <li>Ben Horenstein</li> <li>Ed McCormick</li> </ul>	Member of ED Transition Committee	H2O Summit Partners  Board member; Aquatic Science Center  Ben H ; Chair Tri-TAC	Beyond 2012	Ben Horenstein
SFPUC	Tommy Moala  <ul style="list-style-type: none"> <li>Arleen Navarret</li> <li>Natalie Sierra</li> </ul>	Current Chair of Biosolids Committee	Co-Chair of the Tri-TAC Water Committee	unknown	unknown
City of San Jose	Dave Tucker  <ul style="list-style-type: none"> <li>Bhavani Yerrapotu</li> <li>Dale Ihrke</li> </ul>	Chair of the Board (2008-09)  Member of Finance Committee  Member of ED Transition Committee	Representative to SFEI Board  Board member: Aquatic Science Center  RMP Steering Committee on behalf of BACWA  BACWA member on the WERF Hg Collaborative Research	2013	unknown

<b>Succession Planning for BACWA - Principals and Alternates</b>					
<b>Agency</b>	<b>Representative/ Alternates</b>	<b>Represent Inside BACWA</b>	<b>Represent Outside BACWA</b>	<b>Potential Dates of Retirement</b>	<b>Successor</b>
EBDA	Mike Connor <ul style="list-style-type: none"> <li>Karl Royer</li> <li>Rich Currie</li> </ul>	Member of ED Hiring Committee			Unknown
CCCSD	Doug Craig <ul style="list-style-type: none"> <li>Jim Kelly</li> </ul>	Vice Chair of Executive Committee  Member of Finance Committee  Member of ED Hiring Committee	Board member: Aquatic Science Center	Unknown	Unknown

## Responsibilities for BACWA Representation to other organizations

Principal's Role	Current BACWA Principal	Potential Successor Or Alternate	Estimated Succession Date	Comments
SFEI Board	Dave Tucker	Unknown	unknown	Chuck Weir will continue on the Board indefinitely
RMP Technical Committee	Rod Miller and Francoise Rodigari	Francoise Rodigari	unknown	Both Rod and Francoise generally attend the RMP TC meetings
RMP Steering Committee	Dave Tucker	Ben Horenstein	unknown	Ken Kaufman from SBSA and Dan Tafolla from VSFCD are also POTW members of the Committee
State H <sub>2</sub> O Summit Partners	Dave Williams Executive Director	Unknown	Not established	Board agreed to maintain the representation with Dave Williams for continuity
Aquatic Science Center Board	Doug Craig  Dave Tucker  Dave Williams	Mike Connor  Tommy Moala/Arleen Navarret  Executive Director	Not established	Letter to ASC designating Board members and alternates 6/17/09

**BACWA Committee Chairs and Succession**

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Potential Succession Date</b>	<b>Represents BACWA</b>	<b>Comment</b>
AIR	Stephanie Cheng, EBMUD	Randy Schmidt, CCCSD	July 2010	CWWCC Group	Special fee for participation which funds CH2M HILL for committee support
BAMI	NA Part of WBA contract				Rely on WBA – Mike Barnes to convene meetings and prepare meeting notes.
Biosolids	Greg Baatrup, FSSD	Natalie Sierra, SFPUC ?	July 2010	Co-chair of the Tri-TAC Land Committee	Ms. Sierra just took over the committee from Ed McCormick in Spring 2007
BAPPG	Jen Jackson, EBMUD	Karin North, Palo Alto ?	July 2010		Project oriented committee; fee based budget for projects and leverage individual agency work for regional application;
Collection Systems	Rich Cunningham			With WB and SWRCB staff on implementation on WDR	Contract with OWS to support the committee
Engineering InfoShare	NA Part of WBA contract				WBA (consultant) will organize this committee to prepare region wide look at CIP and climate change issues

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Potential Succession Date</b>	<b>Represents BACWA</b>	<b>Comment</b>
Finance (Board Committee)	Dave Tucker	Doug Craig	July 2010		Reviews budget and other financial issues prior to full Board review
Lab	Aloe Kauravalla, San Jose		August 2010		Lab Committee changes chair each year and rotates among the five principals
Media Relations	N/A	none			Joint Committee to prepare a media outreach workplan and work with interested members of BACWA and BASMAA; Additional contract with O'Rorke Inc to implement much of the workplan.
Operations	NA Part of WBA contract				Rely on WBA – Mike Barnes to convene meetings and prepare meeting notes.
Permit	James Ervin, San Jose	?	July 2010		A vice chair will be selected by the August 2007 Committee meeting
Water Recycling	Linda Hu, EBMUD	Cheryl Munoz (Co-Chair), SFPUC	July 2010	With IRWMP and for comments on Water Recycling Policy	