



MINUTES

Executive Board Meeting

Thursday, March 25, 2010
9:00 a.m. – 12:00 p.m.

SFPUC
1145 Market Street, SF, CA

ROLL CALL AND INTRODUCTIONS

Executive Board Representatives: Dave Tucker, Chair (City of San Jose); Jim Kelly, Vice-Chair (Central Contra Costa Sanitary District); Mike Connor (East Bay Dischargers Association); Dave Williams (East Bay Municipal Utility District); Tommy Moala (San Francisco Public Utilities Commission).

Other Attendees: Ed Harrington (San Francisco Public Utilities Commission); Arleen Navarret (San Francisco Public Utilities Commission); Cheryl Munoz (San Francisco Public Utilities Commission); Bhavani Yerrapotu (City of San Jose); Jim Ervin (City of San Jose); Ben Horenstein (East Bay Municipal Utility District); Jen Jackson (East Bay Municipal Utility District); Brian Campbell (East Bay Municipal Utility District); Greg Baatrup (Fairfield-Suisun Sewer District); Rich Cunningham (City of Albany); Monica Oakley (Oakley Water Strategies); John Larson (Oakley Water Strategies); Tom Hall (Eisenberg Olivieri Associates); Denise Connors (Larry Walker Associates); Karen Ball (Kennedy Jenks); Steve McDonald (Carollo); Amy Chastain (BACWA); Alexandra Gunnell (BACWA).

PUBLIC COMMENT

There were no public comments.

REPORTS

Committee reports, agenda item 1, were included in the meeting handout packet and Committee Chairs were given the opportunity to provide further clarification, as requested by meeting attendees.

- The BAPPG report was distributed and reviewed by the Committee Chair, Jen Jackson. More than 80 attendees are expected for the Grease Interceptor Inspector Training scheduled for March 30, 2010. John Shaffer from Environmental Engineering and Contracting will be one of the presenters. CCCSD noted that they are keeping a database of pollutants of concern in materials collected at their Household Hazardous Waste Collection Facility.
- The Permit committee report was included in the meeting handout packet and the following items were discussed:
 - The BACWA report on special studies for adaptive management due on April 1 is separate from the 2009 Mercury Watershed Permit Group Report. It is a progress report that will incorporate findings from the recent RMP studies and WERF methylmercury report.
 - At the April 19, 2010 meeting with RWQCB, BACWA will discuss concerns regarding the review of Admin Draft permits.

For **agenda item 2**, Brian Campbell of EBMUD reviewed the **Proposition 50 Grant** Disbursements Status Report that was included in the handout packet. The February 2010 BACWA Treasurer's Report indicates a balance of \$230,000 in the Prop 50 account, of which \$130,000 is available for future administrative costs. Proposal Scoring for Supplemental Prop 50 Funds included in the handout packet was also reviewed. The top five or six highest ranked projects will be included in the proposal for an additional \$3.7 million in Prop 50 grant funding. These are as follows:

26 – Developing and Implementing Options for Mitigating Risks of Public Health Impacts of Eating Fish

79 – Recycled Water Program for North Marin WD and Novato Sanitary District

104 – South Bay Advanced Recycled Water Treatment Facility Project (SCVWD)

N3 – Green Infrastructure Sub-Regional Capacity Building Project

N6 – Disadvantaged Communities Watershed Program

N7 – Evaluating Regional Ecosystem Restoration Using Steelhead Trout

A proposal, including the risk reduction project, will be included on the April 22, 2010 agenda for approval by the BACWA Executive Board (EB). The BACWA Executive Director (ED) will work with the Department of Public Health (DPH) to develop a written agreement designating DPH as the lead for this project. BACWA risk reduction tenets will also be included on the April 22, 2010 meeting agenda. The ED and Arleen Navarret will meet with Naomi Feger and Jan O'Hara to discuss risk reduction permit requirements.

The ED referred to the **Executive Director Report** included in the meeting handout packet for **agenda item 3**, and highlighted the following items:

- Comments on the Basin Plan Amendment to add water quality objectives for enterococcus were submitted from BACWA to the RWQCB on March 22, 2010.
- EBMUD accounting has prepared a chart of accounts to improve BACWA financial tracking processes.
- Circle Point has prepared a proposal for assisting BACWA with communication efforts.
- Issues regarding shellfish beneficial use and drinking water designations will be included on the April 22, 2010 BACWA EB meeting agenda for discussion.
- BCDC and SFEP are working together to address issues surrounding sea level rise. The ED will continue to track their efforts and investigate opportunities for BACWA participation.

Under **agenda item 4, Executive Board Reports**, the EB agreed that BACWA will send a letter of support for the SFPUC biosolids compost program.

CONSENT CALENDAR

5. **Approval of February 2010 Treasurer's Report.**
6. **Approval of Minutes from February 25, 2010 BACWA Executive Board Meeting.**
7. **Chair Authorized Actions (None).**

Dave. Williams moved to approve all items on the consent calendar. Tommy Moala seconded. The motion carried unanimously.

BOARD ACTION ITEMS

The Executive Board took action on the following agenda items:

*Under **agenda item 8**, Dave Tucker nominated Arleen Navarret as the **BACWA Vice Chair**. Dave Williams seconded. The motion carried unanimously.*

***Agenda item 9**, the motion to approve a **resolution recognizing Doug Craig, file 12,125** was moved by Jim Kelly and seconded by Dave Williams. The motion passed unanimously.*

*The **BACWA 2009 Mercury Watershed Group Report, file 12, 127, agenda item 10**, was approved in a motion made by Jim Kelly and seconded by Dave Williams. The motion passed unanimously. A copy of the final report will be presented to the RWQCB at their meeting on April 14, 2010.*

***Agenda item 11, Cost Allocation Policy for Programs of Special Benefit, File 12,128** was approved in a motion made by Jim Kelly. Dave Williams seconded. The motion passed unanimously.*

***Agenda item 12, BACWA Contracting Policies Revision 1, File 7010.1** was approved in a motion made by Jim Kelly and seconded by Dave Williams. The motion passed unanimously.*

***File 12,126, funding of UCD Biosolids Research and biosolids committee representative's conference attendance not to exceed \$13,000**, was approved under **agenda item 13**. Jim Kelly moved to approve the item. Tommy Moala seconded. The motion passed unanimously.*

BOARD DISCUSSION ITEMS

The Board discussed the following items:

Agenda item 14, CIWQS Sanitary Sewer Overflow White Paper. John Larson of Oakley Water Strategies presented initial findings, and copies of slides were distributed. The current structure of the CIWQS SSO reporting system appears to result in unreliable data. Conclusions from the analyses will be used to develop a letter report summarizing recommendations for CIWQS improvements. Collection Systems committee will add QA/QC of data reporting as a discussion item for an upcoming committee meeting.

Ben Horenstein reviewed a proposal for continued work on the **Urban Stormwater Diversion White Paper** under **Agenda item 15**. An amendment to increase BACWA's contract with Carollo up to \$20,000 will be added to the April 22, 2010 agenda for EB approval. The contract scope will contain specific items from options 1 and 3, including cross media impacts, "seeding" of soil bacteria, and a summary table of agencies' responsibilities.

Under **agenda item 16**, the Chair requested that all principal agencies submit a **Designation Letter for BACWA Board Member and Alternates** to the AED by May 15, 2010. The AED will send copies of last year's letters to the EB.

REVIEW ACTION ITEMS

Action items from the February 25, 2010 EB meeting were reviewed by the ED to update the EB on the status of these issues. The majority of items have been completed. UP3 and Energy items are in progress and a status update will be provided at the April 22, 2010 EB meeting.

March 25, 2010 action items list will be circulated to meeting attendees in a file separate from the meeting minutes.

Approved - April 22, 2010

BUDGET WORKSHOP

The EB met to discuss fiscal year 2010 – 2011 budget development. The ED will circulate a revised draft budget and workplan to the EB.

NEXT REGULAR MEETING

The next regular meeting is scheduled for April 22, 2010, 9:00am to 12:00pm at the EBMUD Treatment Plant Lab Library.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

March 25, 2010 BACWA Board Meeting Action Items

Subject (Lead)	Task	Deadline	Update
Permits (ED)	Add Admin Draft Review to Agenda of April RWQCB meeting	4/19/2010	
Risk Reduction (ED, AN)	Set up meeting with Naomi and Jan O'Hara/Dyane White. Request contract/written commitment from DPH to oversee project.	4/2/2010	
Prop 50 (ED B. Campbell)	Add Approval of Proposal and BACWA tenets to April EB meeting agenda.	4/22/2010	
Shellfish Beneficial Usage (ED)	Develop brief analysis/position paper for April EB meeting.	4/22/2010	
CCSF Composting (ED)	Support letter from BACWA to be submitted.	4/2/2010	
2009 Hg Report (ED)	Present final report at RWQCB monthly meeting.	4/14/2010	
CIWQS (ED, CS CMTE)	Create final letter report regarding quality of CWIQS database. Add QA/QC as discussion item on Collections System committee agenda.	6/30/2010	
Stormwater Diversion Paper (B. Horenstein)	Draft Scope and Amendment for approval at April EB meeting.	4/22/2010	
Designation Letter (AED, EB)	Send 2009 letters to EB and submit 2010 letters to AED.	5/15/2010	
Action Items (AED)	To be sent as separate attachment to all attendees.	4/1/2010	
Kelly Moran, UP3 (BAPPG Chair & ED)	Consider drafting proposal to bring before BACWA Board; include this in BACWA Budget WS discussion in March.	4/22/2010	
Energy (B. Yerrapotu & ED)	Draft plan for workgroup formation; circulate to BACWA members/committees; assist in planning, facilitating workgroup meeting.	4/22/2010	