



BACWA
BAY AREA
CLEAN WATER
AGENCIES

Executive Board Meeting
AGENDA

Friday, September 16, 2016, 8:30 a.m. – 8:45 a.m.
SFPUC, Hetch Hetchy Room, 13th Floor
525 Golden Gate Ave., San Francisco, CA

<u>Agenda Item</u>	<u>Time</u>	<u>Pages</u>
ROLL CALL AND INTRODUCTIONS	8:30 AM	
PUBLIC COMMENT	8:33 AM	
CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER	8:34 AM	
CONSENT CALENDAR 1 August 19, BACWA Executive Board Meeting Minutes 2 June 2016 Treasurer's Reports	8:35 AM	2-8 9-18
APPROVALS & AUTHORIZATIONS 3 <u>Approval</u> : BACWA Leadership Changes a. New Vice-Chair of Biosolids Committee b. New Co-Chair of Pretreatment Committee c. New Representative ASC Board Alternate 4 <u>Chair Authorization</u> : Solano Community College Agreement Fall 2016 Semester	8:38 AM	19 20-23
5 SUGGESTIONS FOR FUTURE AGENDA ITEMS	8:40 AM	
NEXT MEETING The BACWA Technical Seminar at Pardee is scheduled for October 13-14, 2016 at the EBMUD Pardee Facility. The next regular meeting of the Board is scheduled for November 18, 2016 from 9:00 am – 12:30 pm at the SFPUC, Hetch Hetchy Room, 13th Floor, 525 Golden Gate Ave, San Francisco, CA.	8:43 AM	
ADJOURNMENT	8:45 AM	

ROLL CALL AND INTRODUCTIONS

Executive Board Representatives: Laura Pagano (San Francisco Public Utilities Commission); Jim Ervin (San Jose); Michael Connors (East Bay Dischargers Authority); Ben Horenstein (East Bay Municipal Utility District); Lori Schectel (Central Contra Costa Sanitary District).

Other Attendees:

<u>Name</u>	<u>Agency/Company</u>
Bhavani Yerrapotu	Sunnyvale
David Senn	SFEI
Doug Dattawalker	Union San
Greg Baatrup	FSSD
Holly Kennedy	HDR
Ian Wren	SFEI Support
Karin North	City of Palo Alto
Maura Bonnarens	EBMUD
Nirmela Arsem	EBMUD
Phil Trowbridge	SFEI
Robert Wilson	City of Petaluma
Tom Hall	EOA
David Williams	BACWA
Lorien Fono	BACWA
Sherry Hull	BACWA

PUBLIC COMMENT

None.

CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER

A Board Member requested that Item #11, SWRCB Enforcement Policy, be taken out of order.

CONSENT CALENDAR

1. July 15, 2016, BACWA Executive Board Meeting Minutes – The approved minutes will be placed on the BACWA website.
2. June, 2016 Treasurer's Reports and Financial Summary – The June Treasurer's Report and Financial Summary were not included. The Executive Director explained there appeared to be an error in the initial reports from EBMUD and that the June Reports will be provided at the September Executive Board meeting.

Consent Calendar item 1 was approved in a motion made by Ben Horenstein and seconded by Lori Schectel. The motion was approved with one correction and one abstention.

AUTHORIZATIONS & APPROVALS

3. Board Approval: AXYS Agreement for Pharmaceutical Studies – A Board Action Request was included in the Packet on **Pages 10-21**. The Executive Director gave an overview of the request noting that BACWA is merely acting as a centralized contracting entity and the agreement is a financial pass-through. BACWA will own the data and SFEI will only analyze the data at BACWA's request.

Item 3 was approved in a motion made by Mike Connor and seconded by Jim Ervin. The motion carried unanimously.

4. Board Approval: BACWA Representative for State Recycled Water Policy – A Board Action Request was included in the Packet on **Pages 22-25 which would confirm BACWA's representative to an advisory group for updating the Policy**. Included were two emails regarding potential updates to Recycled Water Policy. The Executive Director gave an overview of the request noting that it is in BACWA's interest to participate in the stakeholder process.

Item 4 was approved in a motion made by Mike Connor and seconded by Lori Schectel. The motion carried unanimously.

5. Executive Director Authorization: Agreement with Hunton & Williams on Analyses of Anti-Degradation – An Executive Director Authorization was included in the Packet on **Pages 26-35**. The Executive Director noted that he authorized an agreement with Hunton & Williams to provide a white paper on anti-degradation pertaining to nutrient discharges to the San Francisco Bay, as previously requested by the Board. A report will be provided at the Pre-Pardee workshop on September 16, 2016.

OTHER BUSINESS-POLICY/STRATEGIC

Agenda **Item 6** – Discussion: Nutrients

a. Regulatory

- i. Optimization/Upgrade Schedule Update – A tentative schedule for delivery of draft facility reports to agencies was included in the Packet on **Page 36**. The second wave of reports is scheduled to be distributed to agencies in the last week of August.
- ii. No Net Loading Increase Assumptions – HDR gave a presentation covering NNL assumptions and Annual Reporting. NNL assumptions to calculate future load

- projections are still being refined by HDR. There was a discussion about the significance of different planning horizons on calculating the costs for NNL.
- iii. Annual Report Update – HDR noted that all data has been received and thanked the POTWs. There will be an effort to press CWIQS to provide better data in the future so that a separate request for data becomes unnecessary.
 - iv. Nutrient Management Strategy Update – David Senn, Phil Trowbridge and Ian Wren from SFEI described an NMS Scenario Planning document that was included in the Packet on **Pages 37-44**. SFEI gave a presentation on Scenario Planning that would look at a multiple-benefit path for water/wastewater infrastructure. If this effort moves forward, there may be a need for a workshop in November. They would then present a draft report in January 2017 with the final report available in Spring 2017. The City of Palo Alto offered to work with SFEI on a pilot study of multibenefit scenarios. The Board indicated that more information was needed before it was willing to participate in this effort and asked SFEI to gather more information, including exploring the possibility of a pilot study, and return on September 16, 2016 with an update. There was a consensus that the IRWM Grant funding proposal might be a significant effort with an uncertain outcome, so may not be worth pursuing, although SFEI staff said that they would team with other organizations in the grant proposal to increase the probability of obtaining funding.
 - v. Watershed Permit Next Steps – The Executive Director noted that a lot of information is forthcoming via the Optimization/Upgrade Study effort that will help BACWA refine its negotiating positions.
 - vi. EBMUD is moving forward on an effort to look at nutrient trading via its nutrient sidestream treatment grant. They are soliciting other stakeholder involvement from the stakeholder community.
- b. Technical Work
- i. Technical Document Review Update –The Executive Director gave an overview of the status of the review. The revised review was included in the Packet on **Pages 45-65**. The document should not be referred to as the “assessment framework”.
- c. Governance Structure -
- i. Steering Committee Meeting # 10 – An Agenda for the September 9, 2016 meeting was included in the Packet on **Pages 66-67**.

Agenda Item 7 – Discussion: Water Board Joint Meeting Debrief – A meeting summary from the July 8, 2016 meeting was included in the Packet on **Pages 68-70**. The Executive Director gave an overview of the meeting.

Agenda Item 8 – Discussion: Pardee Technical Seminar Draft Agenda and Schedule – An agenda for both a Pre-Pardee Workshop and the Pardee Technical Seminar were included in the Packet on **Pages 71-73**. The Executive Director summarized the two options for the Technical Seminar. The Board agreed that there would be a one day Pre-Pardee workshop following a shortened regular Executive Board meeting on September 16, 2016; and the Seminar at Pardee would be

shortened to two days.

Agenda **Item 9** – Discussion: Selenium Criteria Meeting with Regulators – An EPA Fact Sheet, along with a [LINK](#) to the Federal Register, were included in the Packet on **Pages 74-75**. The Regulatory Program Manager provided a handout of the proposed agenda for the meeting with EPA and Regional Water Board staff. Palo Alto also provided a handout of a Draft: LSB-Impact of Proposed EPA Selenium Standards from the Regional Water Quality Control Plant, noting some errors in the handout. Several BACWA members, along with the BACWA Regulatory Program Manager, will attend the meeting at the EPA. There will be a pre-meeting conference call scheduled for attendees.

Agenda **Item 10** – Discussion: EPA NPDES Rule Update – Several documents relating to the Rule Update were included in the Packet on **Pages 76-106**.

Agenda **Item 11** – Discussion: SWRCB Enforcement Policy – This item was originally listed on the Agenda as EPA Enforcement Policy, but was verbally corrected by the Executive Director. Two emails from CASA, plus a [LINK](#) to State of California Water Board documents, was included in the Packet on **Pages 107-108**. The Executive Director referenced the draft of the CASA discussion points. It was suggested that BACWA send a comment letter requesting consistency across all Water Boards, an extension of the comment period and consideration of an opening the effort to a more thorough stakeholder process. The Board agreed that BACWA should support the CASA letter and write its own comments about stakeholder involvement.

OTHER BUSINESS-OPERATIONAL

Agenda **Item 12** – Discussion: RMP Update – A presentation from SFEI on Science in Support of Managing Water Quality was included in the Packet on **Pages 109-133** and an overview was given by SFEI. SFEI noted that the RMP is unique nationally and suggested some possible new priorities for the future: Beneficial Uses; Shallow water Discharges; How to handle Biosolids; Multibenefit Projects; Impacts of reductions of freshwater discharges. RMP will be raising their fees three percent per year. 23 of 26 POTWs are participating in the Alternate Monitoring Program, and the RMP has received \$163K this year so far. It was noted that 2017 is the 25th anniversary of the RMP. The Board thanked SFEI for their contributions.

Agenda **Item 13** – Discussion: Microplastics – A Fact Sheet, prepared by SFEI for the RMP, was included in the Packet on **Pages 134-137**. The Laboratory Manager from EBMUD provided the Board with an update on the microplastics workgroup recounting the progress made to date. They continue to work on matrix interferences and have determined that 98 to 99% of microplastics are removed by wastewater treatment, but that it then goes to biosolids. The options for continued testing were noted: 1) BACWA purchase a MicroFTR at approximately \$80,000 with an approximate lifespan of ten years; 2) BACWA lease a MicroFTR at

approximately \$50,000 per year; 3) An agency purchase a MicroFITR and share with other agencies. The Board agreed that more information is needed before deciding if microplastics are a real problem or not. Additionally, the group should investigate whether they can get funding from the garment industry to help pay for the equipment. Finally, source control will be the long term solution, rather than end of pipe treatment.

Agenda **Item 14** – Discussion: Drought/Recycling – Proposition 1 – A Draft Pre-proposal titled *Treatment of Reverse Osmosis Concentrate by Advanced Oxidation Processes and Engineered Treatment Wetlands* was included in the Packet on **Pages 138-152**. The final proposal will be submitted in the next few weeks.

Agenda **Item 15** – Discussion: Risk Reduction Update – The Regulatory Program Manager gave an update on the status of the Risk Reduction agreements. The grantees will be giving a report to the Water Board.

Agenda **Item 16** – Discussion: POTW Budget Survey – A copy of the Survey was included in the Packet on **Pages 153-154**. The Regulatory Program Manager asked members to please respond.

Agenda **Item 17** – Discussion: Summit Partners Wastewater Information Sharing Program – The General Manager of EBMUD is Chair and noted that there is an effort to improve the database for sharing of information. The content is user-developed and the input uses simple forms. Remaining questions are 1) how does content get developed; and 2) is it used. Agencies will need to participate for it to be successful.

REPORTS

Agenda **Item 18** – Committee Reports – BACWA Committee Reports were included in the Handout on **Pages 155-161**.

AIR Committee: No meeting.

BAPPG: A report from the August 3, 2016 meeting was included in the Packet on **Page 155**. The new Co-Chair of the Committee, Dough Dattawalker from Union San, was introduced.

Biosolids Committee: A report from the July 21, 2016 meeting was included in the Packet on **Page 156**. It was noted that the Committee will be returning to the BACWA Board at a future meeting to request support for the literature review.

Collections Committee: A report from the July 14, 2016 meeting was included in the Packet on **Page 157**.

InfoShare - Asset Management: No meeting.

InfoShare – Operations & Maintenance: No meeting.

Lab Committee: Reports from the July 13, 2016 and the August 10, 2016 meetings were included in the Packet on **Pages 158-160**.

Permits Committee: No meeting.

Pretreatment Committee: No meeting.

Recycled Water Committee: A report from the meeting on July 13, 2016 was included in the Packet on **Page 161**.

Agenda **Item 19** - Discussion: Member Highlights - Executive Board Representatives (Board) were given an opportunity to provide updates from each of the Principal agencies. Non-principal members were also given an opportunity to report out on behalf of their agencies. No actions were taken on the report-outs.

EBDA: Will receive a new Permit at the end of August. Recently conducted an outfall inspection. The pipe, originally eight feet in diameter and built thirty years ago, is now self-tapering due to buildup of sediments.

EBMUD: A sodium hydrochloride line broke. It was reported to the Water Board. The spill did not reach a sewer or water body.

Central Contra Costa: NACWA Award for 18 years in compliance with the NPDES Permit. They are working on the Report of Waste Discharge for their new Permit.

San Francisco: Noted that Bill Johnson has been promoted to replace Lila Tang on the Water Board staff.

San Jose: Will be receiving the Regional Water Board P2 Award. Had a spill of secondary treated effluent, and have been considering practices about speaking to the press about such events. Are adding some additional training in response to the spill.

Palo Alto: Looking for Grade 5 Operators and asked for help from BACWA members. Noted that recruiting is a Region-wide problem

Fairfield Suisun: Biosolids are going to the new treatment facility now.

Petaluma: Started up a biosolids to biogas program.

USD: They are experiencing major problems with their new cogeneration facility, and their engines are currently down.

Agenda **Item 20** - The **Executive Director's Report**, along with the Board Calendar, and BACWA Action Items, were included in the Packet on **Pages 162-171**. It was noted that 89 of the 97 action items from FY16 have been completed.

Agenda **Item 21** - The **Regulatory Program Manager (RPM) Report** was included in the Packet on **Page 172**.

Agenda **Item 22** - **Other BACWA Representative Reports** – BACWA Representative were given an opportunity to provide updates. No actions were taken based on the reports.

- a. RMP-TRC: Rod Miller; Laura Pagano – No report.
- b. RMP Steering Committee: Karin North; Jim Ervin – No report.
- c. **Summit Partners: Dave Williams** – An email noting the next meeting on October 4, 2016 was included in the Packet on **Page 173**.

- d. **ASC/SFEI: Laura Pagano; Dave Williams** – Minutes from the July 22, 2016 SFEI/ASC Joint Board Meeting was included in the Packet on **Pages 174-177**. Kirsten Struve will be leaving the City of Palo Alto and therefore a replacement will be needed on the ASC Board.
- e. Nutrient Governance Steering Committee: Ben Horenstein; Jim Ervin – No report.
- f. SWRCB Nutrient SAG: Dave Williams – No report.
- g. SWRCB Focus Group – Bacterial Objectives: Lorien Fono; Amy Chastain – No report.
- h. SWRCB Focus Group – Mercury Amendments to the State Plan: Tim Potter – No report.
- i. Nutrient Technical Workgroup: Eric Dunlavey – No report.
- j. NACWA Taskforce on Dental Amalgam: Tim Potter – No report.
- k. BAIRWMP: Cheryl Munoz, Linda Hu, Dave Williams – No report.
- l. NACWA Emerging Contaminants: Karin North, Melody La Bella – No report.
- m. CASA Statewide Pesticide Steering Committee: Melody La Bella – No report.
- n. CASA State Legislative Committee: Lori Schectel – No report.
- o. CASA Regulatory Workgroup – No report.
- p. RMP Microplastics Liaison: Nirmela Arsem – No report.
- q. ReNUWIt: Mike Connor; Ben Horenstein – No report.
- r. AWT Certification Committee: Maura Bonnarens – No report.
- s. Bay Area Regional Reliability Project: Roger Bailey; Mike Connor – No report.

Agenda **Item 23 - SUGGESTIONS FOR FUTURE AGENDA ITEMS:** None.

ANNOUNCEMENTS:

The next regular meeting of the Board is scheduled for **September 16, 2016 from 8:30 am – 9:00 am** at the **SFPUC, Hetch Hetchy Room, 13th Floor, 525 Golden Gate Ave., San Francisco, CA.**

To receive a copy of any materials provided to the Board at a BACWA Executive Board meeting contact Sherry Hull at shull@bacwa.org.

The meeting adjourned at 12:50 pm.



MONTHLY TREASURER'S REPORT – June 2016 FINAL REPORT FOR FY2016

Fund Balances

BACWA has seven funds of which three are operating funds (BACWA, Legal, and CBC) and four are pass-through funds for which BACWA provides only contract administration services. The four pass-through funds are not of particular concern as these funds simply track expenses and revenues to ensure that receipts are adequate to pay all expected expenses.

BACWA Fund: This fund provides the resources for BACWA staff, its committees, and other administrative needs. The ending fund balance was \$1,060,239 which is significantly higher than the target reserve of \$160,000 which is intended to cover 3 months of normal operating expenses. \$24,271 of the ending fund balance still shows as obligated to meet on-going operating line item expenses for BAPPG Committee Support, Legal services, IT services, Board meeting expenses, accounting services and BACWA staff support. However, any outstanding contracts for these amounts expire as of June 30, 2016, so there are no reductions to the ending fund balance. This leaves an unobligated fund balance of \$1,060,239.

CBC Fund: This fund provides the resources for completing special investigations as well as meeting regulatory requirements. The ending fund balance was \$1,252,817 which is significantly higher than the target reserve of \$400,000. However, \$519,301 of the ending balance is obligated to meet line item expenses for completion of the Optimization/Upgrade Studies contract, the Risk Reduction contracts, and for technical support. This leaves an unobligated fund balance of \$733,519.

Legal Fund: This fund provides for needed legal services. The ending balance was \$300,000 which is at the target reserve of \$300,000.

Annual Budget

The BACWA Annual Budget includes all expected revenues as well as budgeted expenses. Transfers are made from the BACWA Fund and/or the CBC Fund to balance the Annual Budget if expenses exceed revenues and vice versa. It is therefore important to achieve the anticipated revenues and not exceed the budgeted expenses on an annual basis in order to maintain the BACWA and CBC Fund balances at the levels projected in the 5 Year Plan.

Revenues as of June, 2016 (100% of the FY) are at 100.73% due to increases in Interest Income.

Overall Expenses as of June, 2016 are at 79.48% and are tracking in accordance with the Annual Budget. Individual expense categories with a plus or minus 10% variance at this point in the fiscal year are as follows:

Meetings: This category is under-expended (i.e. 79.40%) due primarily to lower than expected expenditures for Annual and Executive Board Meetings.

Communications: This category is under-expended (i.e. 66.97%) due to a cancellation of one service and lower than expected expenditures for Website Development & Maintenance.



MONTHLY TREASURER'S REPORT – June 2016
FINAL REPORT FOR FY2016

Legal Support: Budget of \$4,500 and expenditures to date of \$1,462 resulting in a favorable variance of \$3,038 due to a low need for legal administrative advice.

Committees: Budget of \$189,100 and expenditures to date of \$135,367 resulting in a favorable variance of \$53,733 partly due to payment of \$15,000 of BAPPG Budget item from Tech Support line item (Chemicals of Concern), and due to no need to tap the Committee Contingency line item plus lower individual Committee expenditures.

Tech Support: This category is 75.03% expended at 100% of the FY partly due to timing of invoices.

ALTERNATIVE INVESTMENTS:

In FY15 the BACWA Executive Board approved the investment of some excess funds into alternative investments. BACWA Staff directed EBMUD to invest up to \$500,000 and they originally invested \$495,000. Following a reinvestment error, they invested more than authorized for a total investment of \$594,000. In FY16 the remaining balance of \$99,000 for an Agency holding was called and a CD for \$165,000 matured leaving a total of \$330,000 invested at the end of FY16.

(Additionally, due to an investment policy change at EBMUD beginning in FY17, another CD for \$165,000 was sold in July leaving a total of \$165,000 of BACWA Funds currently invested in alternative investments. The maturity of that holding is 10/29/18.) The EBMUD Investment Department and BACWA Staff are currently working on a proposal for FY17 Alternative Investments which will be on the November 18, 2016 BACWA Executive Board Agenda.

BACWA Revenues and Expenses (as of June 30, 2016, 100% of FY)

<u>BACWA FY16 BUDGET</u>	<u>Line Item Description</u>	<u>FY2016 Budget Amended</u>	<u>FY2016 Actuals June 2016</u>	<u>Actual % of Budget June 2016</u>	<u>Variance</u>	<u>NOTES</u>
<u>REVENUES & FUNDING</u>						
Principals' Contributions		\$468,180	\$468,180	100.00%	\$0	
Associate & Affiliate Contributions		\$171,639	\$173,199	100.91%	\$1,560	FY16: 2 New Members & 1 Member Cancelled
Fees	Clean Bay Collaborative	\$675,000	\$674,250	99.89%	-\$750	FY16: N. San Mateo CBC Fee of \$750 written off
	Nutrient Surcharge	\$600,000	\$600,608	100.10%	\$608	Actual invoiced: \$600,608
Other Receipts						
	AIR Committee Phase-in	\$50,000	\$48,080	96.16%	-\$1,920	FY16: \$48,080 invoiced.
	AIR Non-Member	\$6,200	\$6,200	100.00%	\$0	
	BAPPG Non-Members	\$3,600	\$3,600	100.00%	\$0	
	Other	\$0	\$16,100			Reimb. Received from EBMUD for Sidestream Study -not included
Fund Transfer	Special Program Admin Fees	\$2,500	\$4,938	197.52%	\$2,438	WOT for FY16 + Props 50 & 84 from FY15
Interest Income	Funds	\$1,500	\$14,104	940.27%	\$12,604	FY16: Actuals includes BACWA, Legal, AIR & Nutrients Funds
	Total Revenue	\$1,978,619	\$1,993,159	100.73%	\$14,540	
<u>EXPENSES</u>						
	<u>Line Item Description</u>	<u>FY2016 Budget Amended</u>	<u>FY2016 Actuals June 2016</u>	<u>Actual % of Budget June 2016</u>	<u>Variance</u>	<u>NOTES</u>
Labor						
	Executive Director	\$183,498	\$183,498	100.00%	\$0	
	Assistant Executive Director	\$78,642	\$78,632	99.99%	\$10	
	Regulatory Program Manager	\$123,360	\$118,025	95.68%	\$5,335	
	Total	\$385,500	\$380,155	98.61%	\$5,345	
Administration						
	EBMUD Financial Services	\$40,000	\$44,446	111.12%	-\$4,446	Includes 5 quarters (4QFY15 thru 4QFY16)
	Administrative Expenses	\$7,500	\$4,077	54.36%	\$3,423	Travel, Supplies, Parking, Mileage, Tolls, Misc.
	Insurance	\$4,500	\$4,147	92.16%	\$353	
	Total	\$52,000	\$52,670	101.29%	-\$670	
Meetings						
	EB Meetings	\$2,500	\$1,707	68.28%	\$793	10 of 10 meetings paid
	Annual Meeting	\$8,000	\$4,131	51.64%	\$3,869	Catering & Venue
	Pardee	\$5,000	\$5,753	115.06%	-\$753	Catering & Venue
	Misc. (Summit Partners)	\$1,100	\$1,590	144.55%	-\$490	Holiday Lunch, Committee Chair Lunch, Opt/Upgr
	Total	\$16,600	\$13,181	79.40%	\$3,419	

BACWA Revenues and Expenses (as of June 30, 2016, 100% of FY)

	<u>Line Item Description</u>	<u>FY2016 Budget Amended</u>	<u>FY2016 Actuals June 2016</u>	<u>Actual % of Budget June 2016</u>	<u>Variance</u>	<u>NOTES</u>
Communication	Website Development/Maintenance					
	Website Hosting (Computer Courage)	\$600	\$600	100.00%	\$0	
	File Storage (Box.net)	\$720	\$720	100.00%	\$0	
	Website Development/Maintenance	\$1,200	\$436	36.33%	\$764	Domains, website changes, Logo EPS file
	Subtotal	\$2,520	\$1,756	69.68%	\$764	
	IT Support & Software					
	Managed Services	\$1,800	\$0	0.00%	\$1,800	
	IT Support (As Needed)	\$2,000	\$2,223	111.15%	-\$223	
	Email (Office 365/MS Exchange)	\$480	\$480	100.00%	\$0	
	Other Communication (Survey Monkey)	\$288	\$288	100.00%	\$0	
	Subtotal	\$4,568	\$2,991	65.48%	\$1,577	
	Total	\$7,088	\$4,747	66.97%	\$2,341	
Legal						
	Regulatory Support	\$2,500	\$70	2.80%	\$2,430	
	Executive Board Support	\$2,000	\$1,392	69.60%	\$608	
	Total	\$4,500	\$1,462	32.49%	\$3,038	
Committees						
	AIR	\$50,000	\$50,857	101.71%	-\$857	Contract was for \$52,000
	BAPPG	\$86,000	\$77,864	90.54%	\$8,136	
	Biosolids Committee	\$3,100	\$1,183	38.16%	\$1,917	
	Collections System	\$10,000	\$1,050	10.50%	\$8,950	FY16 Actuals Includes \$500 in Venue Costs from FY15
	InfoShare Groups	\$1,000	\$1,133	113.30%	-\$133	Two workgroups (Asset Mgmt & O&M)
	Laboratory Committee	\$6,000	\$2,291	38.19%	\$3,709	
	Permit Committee	\$1,000	\$0	0.00%	\$1,000	
	Pretreatment	\$1,000	\$989	98.90%	\$11	
	Recycled Water Committee	\$1,000	\$0	0.00%	\$1,000	
	Misc Committee Support	\$30,000	\$0	0.00%	\$30,000	
	Total	\$189,100	\$135,367	71.59%	\$53,733	

BACWA Revenues and Expenses (as of June 30, 2016, 100% of FY)

	<u>Line Item Description</u>	<u>FY2016 Budget Amended</u>	<u>FY2016 Actuals June 2016</u>	<u>Actual % of Budget June 2016</u>	<u>Variance</u>	<u>NOTES</u>
Collaboratives						
	Collaboratives					
	State of the Estuary (biennial)	\$0	\$0	0.00%	\$0	Biennial in Odd Years
	Arleen Navarret Award	\$1,000	\$1,577	157.70%	-\$577	Biennial in Even Years - includes FY14 & FY16 Awards
	FWQC (Fred Andes)	\$5,000	\$5,000	100.00%	\$0	
	Stanford ERC (ReNUWit)	\$10,000	\$10,000	100.00%	\$0	
	CWCCG	\$35,000	\$35,000	100.00%	\$0	
	Total	\$51,000	\$51,577	101.13%	-\$577	
Tech Support	Technical Support					
	Nutrients					
	Watershed	\$880,000	\$870,000	98.86%	\$10,000	\$9,711 of FY16 requirement pd in FY15
	Additional work under permit	\$100,000	\$30,633	30.63%	\$69,367	LimnoTech/\$16,100 paid to EBMUD for Sidestream Study-not included
	Opt/Upgrade/Annual Reporting Studies	\$559,000	\$220,203	39.39%	\$338,797	
	Nutrient Program Coordination	\$50,000	\$100,000	200.00%	-\$50,000	\$100,000 paid to SFEI for Program Coord Pilot
	General Tech Support	\$136,779	\$64,432	47.11%	\$72,347	SFEI-\$62,932(incl FY15 Accrual of \$5,003), NWBA-\$1,500
	Chemicals of Concern	\$15,000	\$15,000	100.00%	\$0	
	Risk Reduction	\$17,500	\$18,901	108.01%	-\$1,401	Contracts executed for \$50k in FY16 to be paid over two years
	Total	\$1,758,279	\$1,319,169	75.03%	\$439,110	
	TOTAL EXPENSES	\$2,464,067	\$1,958,328	79.48%	\$505,739	
	NET INCOME BEFORE TRANSFERS	-\$485,448	\$34,831			
	TRANSFERS FROM RESERVES	\$483,648	\$0			
	NET INCOME AFTER TRANSFERS	-\$1,800	\$34,831			



Bay Area Clean Water Agencies

A Joint Powers Public Agency

Leading the Way to Protect our Bay

August 2, 2016

MEMO TO: Bay Area Clean Water Agencies Executive Board

MEMO FROM: D. Scott Klein, Controller, East Bay Municipal Utility District

SUBJECT: Twelfth Month Treasurer's Report

As required by section eight of the Joint Powers Agreement establishing the Bay Area Clean Water Agencies (BACWA) and California Government Code Sections 6500 et seq., attached is the BACWA Treasurer's Report for the period covering **July 1, 2015 through June 30, 2016** (twelve months of Fiscal Year 2015-2016). This report covers expenditures, cash receipts, and cash transfers for the following BACWA funds:

- Bay Area Clean Water Agencies (BACWA),
- BACWA Legal Reserve Fund (Legal Rsrv),
- Water Quality Attainment Strategy (WQA CBC),
- Air Issues and Regulation Group (AIR),
- Water/Wastewater Operator Training (WOT),
- Prop84 Bay Area Integrated Regional Water Mgmt (PRP84),
- Prop50 Bay Area Integrated Regional Water Mgmt (PRP50)

Fund Balances as of month end 06/30/16

DESCRIPTION	BEGINNING FUND BALANCE 07/1/15	TOTAL RECEIPTS	TOTAL DISBURSEMENTS	ENDING FUND BALANCE 05/31/16	OUTSTANDING ENCUMBRANCES	UNOBLIGATED FUND BALANCE 05/31/16
BACWA	1,006,959	656,582	588,302	1,060,239	24,271	1,035,969
LEGAL RSRV	300,000	-	-	300,000	-	300,000
CBC	1,243,029	1,282,194	1,319,169	1,252,817	519,301	733,515
AIR	10,171	54,384	50,857	13,698	1,143	12,555
TOTAL	2,560,159	1,993,161	1,958,328	2,626,754	544,714	2,082,039
WOT	45,463	136,745	148,600	33,608	-	33,608
TOTAL	45,463	136,745	148,600	33,608	-	33,608
PRP84	275,232	2,782,873	2,939,750	118,356	2,525	115,831
PRP50	561,537	99,148	510,022	150,663	7,360	143,303
TOTAL	836,769	2,882,022	3,449,772	269,019	9,885	259,134

BACWA Revenue Report as of June 2016

DEPARTMENT	JOB	REVENUE TYPE	AMENDED BUDGET	CURRENT PERIOD			YEAR TO DATE				UNOBLIGATED
				Admin & General	Contributons	Interest, Transfers, Others	Admin & General	Contributons	Interest, Transfers, Others	ACTUAL	
BACWA	1011099	Principal's Contributions	468,180	-	-	-	-	468,180	-	468,180	-
BACWA	1011133	Assoc.& Affiliate Contr	171,639	-	-	-	-	173,199	-	173,199	1,560
BACWA	0408511	Administrative & General	-	1,774	-	(1,423)	5,023	-	(4,118)	905	(905)
BACWA	1014251	Non-Member Contributions (BAPPG)	3,600	-	-	-	-	-	3,600	3,600	-
BACWA	1011109	Fund Transfers	2,500	-	-	2,500	-	-	4,938	4,938	(2,438)
BACWA	1011117	BDO Interest Income	1,500	-	-	569	-	-	5,759	5,759	(4,259)
BACWA	1011108	BDO Other Receipts	-	-	-	-	-	3,600	(3,600)	-	-
BACWA	1011126	AS-Insurance	-	-	-	-	-	-	-	-	-
BACWA TOTAL			647,419	1,774	-	1,646	5,023	644,979	6,580	656,582	(6,043)
LEGAL	1011117	Interest Income	-	-	-	-	-	-	-	-	-
LEGAL TOTAL			-	-	-	-	-	-	-	-	-
AIR	1014250	Member Contributions	50,000	-	-	-	-	48,080	-	48,080	1,920
AIR	1014252	Non-Member Contributions (AIR)	6,200	-	-	-	-	6,200	-	6,200	-
AIR	1011117	Interest Income	-	-	-	-	-	-	104	104	(104)
AIR TOTAL			56,200	-	-	-	-	54,280	104	54,384	1,816
WQA-CBC	1011099	BDO Member Contributions	675,000	-	-	-	-	674,250	-	674,250	750
WQA-CBC	1011108	BDO Other Receipts	600,000	-	-	-	-	600,608	-	600,608	86,171
WQA-CBC	1011117	BDO Interest Income	-	-	-	854	-	-	7,336	7,336	(7,336)
WQA-CBC	1014254	WQA-CE Addl Work Under Permit	-	-	-	-	-	-	-	-	-
WQA CBC TOTAL			1,275,000	-	-	854	-	1,274,858	7,336	1,282,194	79,585
TOTAL			1,978,619	1,774	-	2,500	5,023	1,974,117	14,020	1,993,161	75,357

DEPARTMENT	JOB	REVENUE TYPE	AMENDED BUDGET	CURRENT PERIOD			YEAR TO DATE				UNOBLIGATED
				Admin & General	Contributons	Interest, Transfers, Others	Admin & General	Contributons	Interest, Transfers, Others	ACTUAL	
WOT	1011099	BDO Member Contributions	146,000	-	6,000	-	-	136,500	-	136,500	9,500
WOT	1011117	BDO Interest Income	-	-	-	-	-	-	245	245	(245)
WOT TOTAL			146,000	-	6,000	-	-	136,500	245	136,745	9,255

BACWA Expense Detail Report for June 2016

EXPENSE TYPE	JOB	AMENDED BUDGET	CURRENT PERIOD				YEAR TO DATE				OBLIGATED	UNOBLIGATED
			ENC	PV	DA	JV	ENC	PV	DA	JV		
LABOR												
AS-Executive Director	1011123	183,498	(15,292)	15,292	-	-	-	183,498	-	-	183,498	-
AS-Assistant Executive Directo	1011124	78,642	(7,629)	7,629	-	-	10	78,632	-	-	78,642	-
AS-Regulatory Program Manager	1011149	123,360	(20,400)	20,400	-	-	5,335	118,025	-	-	123,360	-
ADMINISTRATION												
AS-EBMUD Financial Services	1011125	40,000	(5,189)	16,166	2,384	3,666	6,050	44,927	5,960	(6,441)	50,496	(10,496)
AS-BACWA Admin Expense	1011118	7,500	-	-	370	-	-	-	4,077	-	4,077	3,423
AS-Insurance	1011126	4,500	-	-	-	-	-	-	4,152	(6)	4,147	353
MEETINGS												
GBS- Meeting Support	1011122	16,600	(273)	646	215	-	-	1,373	11,808	-	13,181	3,419
COMMUNICATION												
CAR-BACWA Website Dev/Maint	1011116	7,088	(383)	383	84	-	2,777	2,223	2,525	-	7,524	(436)
LEGAL												
LS-Regulatory Support	1011107	2,500	-	-	-	-	2,430	70	-	-	2,500	-
LS-Executive Board Support	1011110	2,000	-	-	-	-	608	1,392	-	-	2,000	-
COMMITTEES												
AIR-Air Issues&Regulation Grp	1014253	50,000	(12,903)	12,903	-	-	1,143	50,857	-	-	52,000	(2,000)
BC-BAPPG	1011147	86,000	(14,992)	14,992	-	-	7,061	47,364	30,500	-	99,925	(13,925)
BC-Biosolids Committee	1011101	3,100	-	-	-	-	-	-	1,183	-	1,183	1,917
BC-Collections System	1011097	10,000	-	-	300	-	-	-	1,050	-	1,050	8,950
BC-InfoShare Groups	1011102	1,000	-	-	178	-	-	-	1,133	-	1,133	(133)
BC-Laboratory Committee	1011103	6,000	-	-	-	-	-	-	2,291	-	2,291	3,709
BC-Permit Committee	1011098	1,000	-	-	-	-	-	-	-	-	-	1,000
BC-Pretreatment Committee	1011146	1,000	-	-	-	-	-	-	989	-	989	11
BC-Water Recycling Committee	1011100	1,000	-	-	-	-	-	-	-	-	-	1,000
BC-Miscellaneous Committee Sup	1011104	30,000	-	-	-	-	-	-	-	-	-	30,000
COLLABORATIVES												
CAS-Arleen Navaret Award	1012201	1,000	-	-	-	-	-	-	1,577	-	1,577	(577)
CAS-FWQC	1012202	5,000	-	-	-	-	-	-	5,000	-	5,000	-
CAS-Stanford ERC	1011969	10,000	-	-	-	-	-	-	10,000	-	10,000	-
CAS-CWCCG	1011148	35,000	-	-	-	-	-	-	35,000	-	35,000	-
BACWA TOTAL		705,788	(77,060)	88,410	3,531	3,666	25,413	528,361	117,245	(6,447)	679,572	26,216
TECH SUPPORT												
WQA-CE Addl Work Under Permit	1014254	100,000	(26,393)	26,393	-	(290)	69,367	30,633	16,100	(16,100)	100,000	-
WQA-CE-Technical Support	1011127	136,779	-	-	-	-	28,409	62,932	1,500	-	61,079	75,700
WQA-CE CASA Chem of Concern	1011128	15,000	-	-	-	-	-	15,000	-	-	-	15,000
WQA-CE Opt-Upgrade Studies	1014255	559,000	(15,979)	15,979	-	-	390,426	220,203	-	-	610,629	(51,629)
WQA-CE Risk Reduction	1014023	17,500	(4,563)	4,563	-	-	31,099	18,901	-	-	50,000	(32,500)
WQA-CE-Nutrient WS Permit Comm	1014021	880,000	-	-	-	-	-	-	870,000	-	870,000	10,000
WQA-CE-Program Mgmt	1011131	50,000	-	-	-	-	-	-	100,000	-	100,000	(50,000)
TECH SUPPORT (CBC) TOTAL		1,758,279	(46,934)	46,934	-	(290)	519,301	347,669	987,600	(16,100)	1,791,708	(33,429)

GRAND TOTAL		2,464,067	(123,995)	135,345	3,531	3,376	544,714	876,030	1,104,845	(22,547)	2,471,280	(7,213)
										1,958,328		
WOT												
Administrative Support	1011142	2,500	-	-	-	2,500	-	-	-	2,500	2,500	-
BDO Contract Expenses	1011143	-	-	-	15,600	-	-	-	146,100	-	146,100	(146,100)
		2,500	-	-	15,600	2,500	-	-	146,100	2,500	148,600	(146,100)



BACWA EXECUTIVE BOARD AUTHORIZATION REQUEST

AGENDA NO.: 3

FILE NO.: 17-21

MEETING DATE: Sept. 16, 2016

TITLE: Confirmation of BACWA Leadership Changes

☐ RECEIPT

☐ DISCUSSION

☐ RESOLUTION

☒ APPROVAL

RECOMMENDED ACTION

- a. Confirm Adrian Santiago as the new Vice-Chair of the BACWA Biosolids Committee;
- b. Confirm Michael Dunning as the new Co-Chair of the BACWA Pretreatment Committee;
- c. Confirm Karin North as the new BACWA Alternate Representative to the Aquatic Science Center Board of Directors.

SUMMARY

- a. Karla Guevarra, who has served as Vice-Chair of Biosolids Committee since 2015, is leaving the area. The Committee has asked Adrian Santiago to serve as the new Vice-Chair and he has agreed. Adrian Santiago has worked at the San Francisco Public Utilities Commission (SFPUC) since 2012, providing regulatory support for the separate sewer system, combined sewer system, and NPDES permit compliance. He currently coordinates SFPUC's biosolids program and led efforts to register SFPUC's Biosolids Management System with the National Biosolids Partnership, achieving Gold Level Recognition in 2015 and Platinum Level Recognition in 2016.
- b. Kirsten Struve, who has served as Co-Chair of the Pretreatment Committee since its inception in 2014, has taken a position with Santa Clara Valley Clean Water which does not have pretreatment program responsibilities so she is stepping down as co-chair of the committee. Kirsten has provided exceptional services to the Pretreatment Committee enabling this new BACWA committee to get off to a smooth start. Michael Dunning, who works at Union Sanitary District, has agreed to serve as the new Co-Chair of the Pretreatment Committee. Michael is the Environmental Compliance Supervisor at USD. He oversees the pretreatment, pollution prevention, and environmental outreach programs, and supervises the contract to provide inspections and enforcement of the City of Fremont's Stormwater ordinance.
- c. Kirsten Struve has also served as Alternative BACWA Representative to the Aquatic Science Center. Karin North, who works at the City of Palo Alto as Watershed Protection Program Manager, has agreed to serve as Alternative BACWA Representative. Karin often attends the ASC/SFEI Board meetings, is the Vice Chair of the Regional Monitoring Program with SFEI, and this role will help facilitate more knowledge of how the institute and ASC work together.

FISCAL IMPACT

This action has no fiscal impact.

ALTERNATIVES

This action does not require consideration of alternatives.

Approved:

Laura Pagano, Chair
BACWA

Date: _____



BACWA CHAIR AUTHORIZATION

AGENDA NO.: 4

FILE NO.: 17-22

MEETING DATE: September 16, 2016

TITLE: Solano Community College Agreement for Fall 2016 Water Operator Training

☐ RECEIPT ☐ DISCUSSION ☐ RESOLUTION ☒ APPROVAL

RECOMMENDED ACTION

Approve execution of a contract with Solano Community College for WOT program (Bay Area Consortium for Water & Wastewater Education), not to exceed \$16,250 for the Fall 2016 semester courses.

SUMMARY

Since June of 2007 BACWA has provided contracting and financial management services for the Water Operator Training program, now called the Bay Area Consortium for Water & Wastewater Education. Participating agencies are billed by BACWA and their contributions fund the Solano Community College courses for the program and a \$2,500 annual BACWA administration fee. This program has grown from its ten original sponsors to 22 agencies from five counties contributing funds for Spring 2016. To date, over 800 students have taken courses offered by this program. In July of 2008, the BACWA Board approved execution of the Fall 2008 agreement with Solano Community College and also granted the Chair the authority to execute future agreements for this program as long as they did not exceed \$79,200 (10% increase over the Fall 2008 contract amount of \$72,000). In November of 2015 the Board approved changes to the agreement that protect BACWA from financial liability in the event that adequate funds are not collected from the program contributors.

FISCAL IMPACT

Funds are available for this agreement in the Water Operator Training (WOT) account. Based on the most recent Treasurer's Report, as of June 30, 2016 the account has a balance of \$33,608; minus the annual administration fee of \$2,500, the remaining unobligated balance for Fiscal Year 2017 is \$31,108.

ALTERNATIVES

This action does not require consideration of alternatives.

Attachments:

1. SOLANO COMMUNITY COLLEGE DISTRICT AGREEMENT FOR EDUCATIONAL SERVICES – Fall 2016

Approved: _____

Date: September 13, 2016 _____

Laura Pagano, Chair
BACWA

SOLANO COMMUNITY COLLEGE DISTRICT AGREEMENT FOR EDUCATIONAL SERVICES

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

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

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide Two for credit classes, WATER 108, Water Treatment II, and WATER 112, Wastewater Treatment III for up to 30 students per class, for BACWA member organizations and other interested parties, provided member needs are met.
- B. The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWWE sites, to be determined. Classes will begin in Fall 2016, exact dates to be determined. Additional training can be scheduled as needed with an addendum to this contract.
- C. The District will maintain the BACWWE (Bay Area Consortium for Water & Wastewater Education) website and database and provide marketing and marketing materials for sponsoring agencies.
- D. Solano Community College and BACWWE will recruit, identify and select all trainees who will participate in training.
- E. Subject to availability of funds collected from sponsoring agencies, BACWA will compensate the Solano Community College District \$3,250 per 16 hours of instruction, which is equal to one credit hour. Therefore, one unit courses will be \$3,250; two credit courses will be \$6,500; three unit courses will be \$9,750; and four credit courses will be \$13,000. If courses involve a half credit an additional charge of \$1,625 will be added.
- F. Payments by BACWA to the District will be due upon receipt of invoice. An invoice will be generated upon completion of the first month of instruction.
- G. This contract may be terminated by either party upon written notice of not less than ten (10) business days.

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

event of BACWA's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Laura Pagano
BACWA Executive Board Chair
PO Box 24055, MS 59
Oakland, CA 94623

Date _____

Celia Esposito-Noy, Ed.D.
Superintendent-President
Solano Community College District
Fairfield, CA

Date _____