DRAFT LETTER FOR AGENCY ACCEPTANCE

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Mr. Bruce Wolfe

Executive Officer

San Francisco Bay Regional Water Quality Control Board

Re: Acceptance of Plant-Specific Findings for the Nutrient Optimization and Upgrade Study

Dear Mr. Wolfe,

On behalf of [*Insert Agency Name*], I have reviewed the individual plant report prepared for the [*Insert Plant Name*] that is included as an appendix to [G*roup Report Name*]. The plant report was prepared by the HDR/B&C consulting team (Consultants) under a contract with the Bay Area Clean Water Agencies (BACWA). The [*Insert Plant Name*] report was prepared after the Consultants visited the plant site, interacted with plant staff, prepared a draft report for our staff’s review and responded to staff’s comments. A representative group of BACWA members (i.e. Contract Management Group) also provided direction to the Consultants in preparing the individual plant reports and the overall summary for [G*roup Report Name*]. This report represents my best understanding of our facility in 2017.

With this level of involvement and oversight of our staff who worked with the Consultant in preparing the report for [*Insert Plant Name*], I agree that the recommended approach and cost estimates for reducing nutrients at our facility are reasonable with respect to the context of the overall report. Furthermore, in accordance with the Watershed Permit requirement for report certification, I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Thank you,

[*Insert Name, Title of Responsible Agency Representative*]