



**Executive Board Meeting  
AGENDA**  
**Friday, April 21, 2023 9:00 AM - 11:30 AM (PDT)**  
**San Francisco Public Utilities Commission**  
**525 Golden Gate Ave, San Francisco**  
**Hetch Hetchy Conference Room, 13th Floor**  
To attend the meeting via Zoom or submit a comment please [request access](#).

<u>Agenda Item</u>	<u>Time</u>	<u>Pages</u>
ROLL CALL, INTRODUCTIONS, AND TELECONFERENCE ETIQUETTE	9:00 AM	
PUBLIC COMMENT <a href="#">Guidelines</a>	9:05 AM	
CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER		
CONSENT CALENDAR	9:20 AM	
1 March 17, 2023 BACWA Executive Board meeting minutes		3-7
2 March 17, 2023 BACWA NST meeting minutes		8-9
3 February 2023 Treasurer's Report		10-18
APPROVALS AND AUTHORIZATIONS	9:10 AM	
4 <u>Approval</u> : FY 23/24 Contract with Civic Edge for Communications Support, \$20,000		19-24
5 <u>Approval</u> : FY 24 BACWA Budget and Workplan		25-40
POLICY/STRATEGIC	9:25 AM	
6 <u>Discussion</u> : Debrief on 4/5 BAAQMD Finance and Administration Com. Meeting <a href="#">Committee agenda</a>		41-43
7 <u>Discussion</u> : SSS WDR next steps		
8 <u>Informational</u> : RW interagency collaboration workshop date		
9 <u>Informational</u> : Air toxics testing update		44
10 <u>Discussion</u> : Draft sign-off letters for NBS and RW evaluations		45-47
11 <u>Discussion</u> : Draft agenda for 4/27 Joint meeting with R2		48
12 <u>Informational</u> : PFAS presentation		
5 MIN BREAK		
OPERATIONAL	10:30 AM	
13 <u>Discussion</u> : Annual Meeting Final Program		49
14 <u>Discussion</u> : Memorial video for David Williams		
15 <u>Discussion</u> : Meeting locations for CY 2023		
16 <u>Informational</u> : BACC Update and cost comparison <a href="#">Price comparison spreadsheet</a>		
REPORTS	11:20 PM	
17 Committee Reports		50-54
18 Member highlights		
19 Executive Director Report		55-57
20 Board Calendar and Action Items		58-59
21 Regulatory Program Manager Report		60
22 Other BACWA Representative Reports		
a. RMP Technical Review Committee	Mary Lou Esparza, Yuyun Shang,	
b. RMP Steering Committee	Samantha Engelage	
c. Summit Partners	Karin North; Amanda Roa; Eric Dunlavey	
d. ASC/SFEI	Lorien Fono; Amit Mutsuddy	
e. Nutrient Governance Steering Committee	Lorien Fono; Amit Mutsuddy; Lori Schectel	
e.i Nutrient Planning Subgroup	Eric Dunlavey; alternates: Lori Schectel	
f. SWRCB Nutrient SAG	Eric Dunlavey	
h. BAIRWMP	Lorien Fono	
i. NACWA Emerging Contaminants	Cheryl Munoz; Florence Wedington; Lorien Fono	
j. CASA State Legislative Committee	Karin North; Melody LaBella	
k. CASA Regulatory Workgroup	Lori Schectel	
l. RMP Microplastics Liaison	Lorien Fono; Mary Cousins	
m. Bay Area Regional Reliability Project	Artem Dyachenko	
n. WateReuse Working Group	Jackie Zipkin	
o. San Francisco Estuary Partnership	Cheryl Munoz	
	Lorien Fono; Jackie Zipkin	

p. CPSC Policy Education Advisory Committee	Colleen Henry		
q. California Ocean Protection Council	Lorien Fono		
r. Countywide Water Reuse Master Plan	Karin North, Pedro Hernandez		
s. CHARG - Coastal Hazards Adaptation Resiliency Group	Jackie Zipkin		
t. California Water Quality Monitoring Council	Lorien Fono		

23 SUGGESTIONS FOR FUTURE AGENDA ITEMS	11:29 PM	
NEXT MEETING		
The next meeting of the Board is scheduled for June 16, 2023		
ADJOURNMENT	11:30 PM	



## Executive Board Meeting

Friday, March 17, 2023

### ROLL CALL AND INTRODUCTIONS

**Executive Board Representatives:** Amy Chastain (San Francisco Public Utilities Commission); Eric Dunlavey (City of San Jose); Jackie Zipkin (East Bay Dischargers Authority); Mary Lou Esparza (Central Contra Costa Sanitary District); Amit Mutsuddy (East Bay Municipal Utility District).

### Other Attendees and Guests:

Name	Agency/Company
Amanda Roa	Delta Diablo
Blake Brown	CCCSD
David Donovan	City of Hayward
Don Gray	EBMUD
Irene Chu	Hazen & Sawyer
Jennie Pang	SFPUC
Jennifer Dymont	BACWA
Jennifer Voccola-Brown	City of San Jose
Jordan Damerel	FSSD
Julie Weiss	City of Palo Alto
Lori Schectel	Central Contra Costa Sanitary District
Lorien Fono	BACWA
Mary Cousins	BACWA
Meg Herston	FSSD
Melanie Tan	Kennedy Jenks
Melody Tovar	City of Sunnyvale
Michael Connor	Consultant
Talyon Sortor	FSSD
Tom Hall	EOA

Amit started the meeting at 9:06am

### Agenda Item

### ROLL CALL, INTRODUCTIONS, AND TELECONFERENCE ETIQUETTE

### PUBLIC COMMENT

## CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER

In Memoriam: David Williams - BACWA community shared memories of David Williams and his legacy from several decades of participation in BACWA as a member of the Executive Board and later as Executive Director (2013-2020). The group discussed compiling a video montage and/or written memories of Dave to share with his family and to share at the BACWA Annual Member Meeting.

## CONSENT CALENDAR

1 February 17, 2023 BACWA Executive Board meeting minutes

2 January 2023 Treasurer's Report

**Consent Calendar Items 1 thru 2:** A motion to approve was made by Jackie Zipkin (East Bay Dischargers Authority) and seconded by Eric Dunlavey (City of San Jose). The motion was approved unanimously.

## POLICY/STRATEGIC

**3 Discussion: Communications RFQ** - BACWA ED share that we received 3 statements of qualification, and the selection committee plans to meet on March 24<sup>th</sup> to review the responses.

**4 Discussion: Proposed WRAP Workshop - May 2023** - BACWA ED explained that BACWA provided support for preparation of the report [Multi-agency Water Reuse Programs Lessons for Successful Collaboration](#) as part of the federal Water Reuse Action Plan. BACWA ED asked that BACWA approve the use of funds previously contributed to this effort to host a workshop with Bay Area regional water and wastewater agencies to discuss recycled water. BACWA was asked to separately fund lunch catering. Workshop will likely be scheduled the last week of May 2023. (Note that at a planning meeting after the Executive Board meeting, it was decided that the workshop would be held on September 20). Board was supportive.

**Action items:** BACWA ED will confirm location and will confirm date.

**5 Discussion: Feb 9 BACWA/BAAQMD Reg 2 Workgroup next steps** - Courtney Mizutani shared that the BAAQMD Finance Committee will make decisions about staffing at an April 5, 2023 meeting. BAAQMD could use more positions in the permit review department to handle the backlog of permit applications. Courtney recommended that BACWA write a letter to BAAQMD ahead of the April 5<sup>th</sup> meeting requesting additional permitting staff, well as providing public comments at the meeting. BACWA ED asked which agencies are waiting on a permit approval and who could speak at the meeting.

**Action item:** BACWA ED will work with AIR Committee consultant support team to prepare a draft letter to BAAQMD requesting additional staff to process permit applications.

**6 Discussion: SSS WDR next steps-** BACWA RPM shared that next Wednesday, March 22, BACWA will be hosting a webinar with Clean Water Summit Partners. This webinar will provide information about one of the requirements of the reissued SSS-WDR that rolls out on the June 5<sup>th</sup> effective date of the SSS-WDR: updates to Spill Emergency Response Plans for sewer systems. BACWA is contributing to financially support the production of this webinar as a member of the Summit Partners. Another webinar will be hosted in May 2023. A flyer with the agenda is available [here](#).

**7 Discussion: March 7 SFEP/TRUW Equity Workshop for Wastewater Debrief** - BACWA ED shared that SFEP received a grant to run an equity workshop for wastewater. There were 28 attendees. There were facilitated activities and presentations. The attendees felt workshop was a good start, but several hoped it focused more on outreach (vs. internal procedures) and provide would more case studies. A resource guide will be produced before the BACWA Annual Meeting.

**8 Discussion: Risk reduction for 2022 Hg/PCB Watershed Permit** - BACWA ED shared that under the Hg/PCB watershed permit, BACWA is required to identify risk reduction activities for groups that consume fish from the bay. After the sunset of the San Francisco Bay Fish Project in which BACWA participated, BACWA needed to identify how to comply with the risk reduction provision. When the permit was reissued in 2012, BACWA issued an RFP and awarded grants to two community-based organizations. This work continued during the 2017 permit term as the groups performed risk reduction education activities for their communities and the general public. Later this spring, the groups will present on their past work to the Regional Water Board. BACWA is now partnering with Regional Water Board and State Water Board staff to understand potential synergies for risk reduction activities for the 2022-2027 permit term. One option is to provide funding assistance for implementation of survey being developed by the State Water Board's SWAMP program. More details will be shared later in 2023.

**9 Discussion: Nutrient Governance**

**i. Feb 22 Planning Subcommittee minutes**

**ii. March 10 Draft NMS Steering Committee minutes** - BACWA ED summarized the meeting, and stated and that a future BACWA presentation to the NMS will be reviewed at the NST Meeting on 3/17/2023.

**10 Informational: PFAS data schedule** - BACWA ED reviewed the document in the packet. Group discussed the deliverables and target completion dates. The group also discussed draft drinking water standards for PFAS recently issued by USEPA. These standards have the potential to impact recycled water permitting as well as use of biosolids, so BACWA will continue to track potential impacts in these areas. CASA will submit a letter, so BACWA will decide based on what they develop whether to sign on to their letter or develop our own comment.

**Action item:** BACWA ED will arrange for a PFAS data presentation at the April BACWA Board Meeting.

**11 Informational: Air toxics testing update-** BACWA ED shared a document from the packet that summarized the CASA air toxics program estimate. BACWA ED shared different scenarios for operating the passthrough. Group discussed BACWA fronting the funds and then recouping the fees from BACWA members the following fiscal year.

**Action item:** BACWA to update the FY24 workplan to reflect the change in operating the passthrough.

**12 Informational: BACWA/CASA Letter on CMSA Permit** - BACWA RPM shared comment letter and summarized content. Comment letter is in the packet.

**13 Discussion: Request to fund Water Conservation and Indoor Use Project** - BACWA ED summarized a request from CASA to fund an academic research group to put together a tool to allow agencies to estimate reduced flows and how it impacts their plants. Suggestion funding was \$2,500-\$5,000. Group discussed funding level. BACWA group agreed to fund at the \$2500.

**Action item:** BACWA ED to fund project at \$2,500 level and ask for BACWA governance.

## **5 MIN BREAK**

## **OPERATIONAL**

**14 Discussion: Annual Meeting Draft Program** - BACWA ED shared document from the packet and summarized changes made to the program since the last meeting. Group discussed potential speakers and topics, and suggested combining the extreme precipitation / climate extremes item with the SSS-WDR item. Extreme precipitation and coordination with stormwater agencies may be the topic for a future workshop where there would be an ability to dive into greater technical detail.

**Action item:** BACWA ED to work on speakers and topics and will bring updated program to next BACWA Meeting.

**15 Discussion: Draft FY24 Budget - review of proposed budget and discussion of collaboratives** - BACWA ED shared draft FY24 Budget updates from the last meeting. The draft FY24 Budget was not reviewed line by line again but BACWA ED & AED are available to answer questions anytime. BACWA ED ranked the various FY24 budget Collaboratives efforts by meeting criteria, meeting criteria with qualifications and does not meeting the criteria.

**Action item:** BACWA ED will bring final FY24 budget to the BACWA Board meeting in April for approval & adoption.

**16 Discussion: 5-year plan and target reserve levels** - BACWA ED reviewed different 5 year scenario documents from the packet. Group discussed spending down reserves, how much we charge members and how much we pay into the NMS. Group would like to discuss this issue again but are aware that a decision needs to be made before the next NMS watershed is approved.

**17 Informational: Form 700 reminder** - BACWA AED reminded Board Members to complete their form 700 Statement of Economic Interest by April 1<sup>st</sup>.

**18 Informational: BACC Update and Bid results** - BACWA AED shared that 11 BACC bids were opened on 2/23. All the submitted bid documents were reviewed, BACC made recommendations on 3/9 and award letters were issued on 3/16. The price comparison spreadsheet has been updated and it is on the website. All of the bid documents and award letters are on the website.

**Action items:** BACWA AED was asked to explore why chemicals are going up so significantly each year and if this a national or state trend and why.

## **REPORTS**

**19 Committee Reports** - in the packet

**20 Member highlights** - a few members shared highlights. San Jose is commissioning a new headworks unit, San Francisco's headworks project is going through critical milestones, and EBMUD is preparing to conduct a split treatment project to test nutrient removal during the 2023 dry season.

**21 Executive Director Report** - in the packet

**22 Board Calendar and Action Items** - in the packet

- 23 Regulatory Program Manager Report - in the packet
- 24 Other BACWA Representative Reports
- a. RMP Technical Review Committee Mary Lou Esparza, Yuyun Shang, Samantha Engelage
  - b. RMP Steering Committee Karin North; Amanda Roa; Eric Dunlavey
  - c. Summit Partners Lorien Fono; Amit Mutsuddy
  - d. ASC/SFEI Lorien Fono; Amit Mutsuddy; Lori Schectel
  - e. Nutrient Governance Steering Committee Eric Dunlavey; alternates: Lori Schectel
  - e.i Nutrient Planning Subgroup Eric Dunlavey
  - f. SWRCB Nutrient SAG Lorien Fono
  - h. BAIRWMP Cheryl Munoz; Florence Wedington; Lorien Fono
  - i. NACWA Emerging Contaminants Karin North; Melody LaBella
  - j. CASA State Legislative Committee Lori Schectel
  - k. CASA Regulatory Workgroup Lorien Fono; Mary Cousins
  - l. RMP Microplastics Liaison Artem Dyachenko
  - m. Bay Area Regional Reliability Project Jackie Zipkin
  - n. WaterReuse Working Group Cheryl Munoz
  - o. San Francisco Estuary Partnership Lorien Fono; Jackie Zipkin
  - p. CPSC Policy Education Advisory Committee Colleen Henry
  - q. California Ocean Protection Council Lorien Fono
  - r. Countywide Water Reuse Master Plan Karin North, Pedro Hernandez
  - s. CHARG - Coastal Hazards Adaptation Resiliency Group Jackie Zipkin
  - t. California Water Quality Monitoring Council Lorien Fono

**25 SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**NEXT MEETING** The next meeting of the Board is scheduled for April 21, 2023 at SFPUC

**ADJOURNMENT**

**ATTENDEES:**

**Executive Board Representatives:** Mary Lou Esparza (Central Contra Costa Sanitary District); Amit Mutsuddy (EBMUD), Eric Dunlavey (San José); Jacqueline Zipkin (East Bay Dischargers Authority); Amy Chastain (San Francisco Public Utilities Commission)

**Other Attendees:**

<u>Name</u>	<u>Agency/Company</u>
Lorien Fono, Mary Cousins	BACWA
Blake Brown	CCCSD
Amanda Roa	Delta Diablo
Don Gray	EBMUD
Tom Hall	EOA
Talyon Sortor, Jordan Damerel	FSSD
Irene Chu	Hazen & Sawyer
Melanie Tan	Kennedy Jenks
Samantha Engelage	Palo Alto
Azalea Mitch	San Mateo
Jennie Pang, Nohemy Revilla	SFPUC
Melody Tovar, Cameron Kostigen Mumper	Sunnyvale
Jennifer Harrington	Vallejo FWD

Amit Mutsuddy called the meeting to order at 12:05 pm, and led introductions. The meeting was conducted in hybrid format, with participants joining virtually and from the EBMUD Watershed Center in Orinda. There was no public comment. The main goals of the meeting were to prepare for upcoming external presentations on BACWA’s nutrient reduction planning efforts, and to discuss potential modeling scenarios for the NMS science team.

**CONSULTANT ACCESS TO BACWA AND MEMBERS**

BACWA Executive Director (ED) Lorien Fono shared that consultants have requested access to BACWA members for the purposes of marketing nutrient removal technologies. Participants discussed that vendors are welcome to make brief public comments at BACWA Executive Board and Nutrient Strategy Team meetings. BACWA staff should screen consultants and, if appropriate, extend an invitation to a future workshop on nutrient removal technology.

**FUNDING FOR NUTRIENT REMOVAL**

The ED shared that USEPA and Regional Water Board staff are interested in discussing potential funding of nutrient removal projects through the Water Infrastructure Finance and Innovation Act (WIFIA) and Clean Water State Revolving Fund (CWSRF). There was general support for holding this discussion provided it can be a two-way conversation in which BACWA provides some input (for example, on the difficulty of accessing CWSRF funds). Participants felt that it is



important for the state and federal government to make more funding available for nutrient removal projects, but it should be up to individual agencies to determine whether nutrient removal is the highest-priority project for their agency. WIFIA and CWRP should continue to be available for other needs, as well. Funding eligibility is also a consideration for the 3<sup>rd</sup> Nutrient Watershed Permit, since projects required for regulatory compliance are typically prioritized for funding.

#### **FORMATION OF SUBGROUP TO DEVELOP SCENARIOS FOR MODELING**

BACWA will convene a subgroup to develop recommendations for modeling scenarios for the NMS science team. The group discussed some of the decision points for this subgroup, which will include:

- Whether the scenarios tested will involve a comparison between “real” (calibrated) baseline model runs or a synthetic baseline
- Extent of the non-anthropogenic conditions that will be modeled (hydrological variability, ocean inputs of nutrients, light availability, other climate factors, etc.)
- Future anthropogenic nutrient loads to the Bay, including spatial and temporal variability and whether to include a scenario with an increase in nutrient loads
- How to represent water recycling
- Framing potential end uses of the model scenarios *before* the runs are completed

Attendees requested that BACWA provide a written scope of work for the subgroup.

#### **BACWA NUTRIENT REDUCTION NARRATIVE**

The ED provided a draft presentation, “The future of nutrient management in the San Francisco Bay” that will eventually be adapted for presentations at the CWEA Annual Conference in April, the East Bay Leadership Council in April, and the Regional Water Board in May.

A spreadsheet with planned TIN reductions was distributed ahead of the meeting, and members were asked to review the projections and provide feedback to BACWA. Members were also requested to provide feedback on the draft presentation, which includes a narrative summary of planned nutrient reduction projects.

#### **NEXT STEPS**

##### **Action Items for BACWA Staff:**

- Identify participants for nutrient modeling scenario subgroup.
- Develop a draft written scope of work for the modeling scenario subgroup
- Distribute an updated version of the nutrient management slide deck
- Request for the NMS science team to update their [Reports and Work Products Website](#), or consolidate these materials on the BACWA website.

##### **Action Items for Members:**

- Review the narrative summary of nutrient load reduction projects included in the slide deck.
- Review the spreadsheet with estimated nutrient load reductions.



# Bay Area Clean Water Agencies

A Joint Powers Public Agency

Leading the Way to Protect our Bay

March 13, 2023

MEMO TO: Bay Area Clean Water Agencies Executive Board  
MEMO FROM: Samuel Feldman-Crough, Treasurer, East Bay Municipal Utility District  
SUBJECT: Eighth Month FY 2023 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, 2022 through February 28, 2023** (Eight months of Fiscal Year 2023). 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),
- Bay Area Biosolids Coalition (BABC),
- Bay Area Chemical Consortium (BACC),
- BACC Legal Reserve Fund (BACC Legal Rsrv),
- Water/Wastewater Operator Training (WOT),

## Houck, Matt

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**From:** Feldman, Samuel  
**Sent:** Tuesday, March 14, 2023 5:29 PM  
**To:** Houck, Matt  
**Subject:** RE: February 2023 Treasurer's Report

Approved. Can you verify the rounding is why F and H are different on the first page vs the backup? Funny to see two this time!

**Sam Feldman** (he/him/his)  
Manager of Budget  
office: (510) 287-0441  
mobile: (510) 882-6860

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**From:** Houck, Matt <matt.houck@ebmud.com>  
**Sent:** Tuesday, March 14, 2023 8:51 AM  
**To:** Feldman, Samuel <samuel.feldman@ebmud.com>  
**Subject:** February 2023 Treasurer's Report

Hi Samuel,

Please approve BACWA - February 2023 Treasurer's Report for distribution.

Thanks,

**Matt Houck**

Accountant II  
East Bay Municipal Utility District  
375 11TH St, MS 402, Oakland, CA 94607  
P 510-287-0238



## MONTHLY FINANCIAL SUMMARY REPORT

February 2023

### **Fund Balances**

In FY23 BACWA has three operating funds (BACWA, Legal, and CBC) and three pass-through funds for which BACWA provides only contract administration services (WOT, BABC & BACC). As of October 31st, 2021, revenues are recognized when billed, not when payments are received.

BACWA Fund: This fund provides resources for BACWA staff, its committees, and other administrative needs. The ending fund balance on February 28, 2023, was \$702,253 which is significantly higher than the target reserve of \$229,098 which is intended to cover 3 months of normal operating expenses based on the BACWA FY22 budget. \$311,152 of the ending fund balance is shown on the BACWA Fund & Investments Balance Report February 28, 2023, as encumbered to meet ongoing operating line-item expenses for BAPPG Committee Support, Legal services, IT services, Board meeting expenses, accounting services and BACWA staff support. This leaves an actual unencumbered reserve of \$154,929 (i.e., actual fund balance of \$391,101 less target reserves) as of February 28, 2023.

CBC Fund: This fund provides the resources for completing special investigations as well as meeting regulatory requirements. The ending fund balance on February 28, 2023, was \$1,938,281 which is higher than the target reserve of \$1,000,000. \$545,908 of the ending fund balance is encumbered to meet line-item expenses for completion of the Group Annual Report contract, completion of the NBS Study, Recycled Water Evaluation, and the PFAS Regional Study. This leaves an actual unencumbered reserve balance of \$725,692 (i.e., actual fund balance of \$1,725,692 less target reserves) as of February 28, 2023. As directed by the BACWA Executive Board, the CBC fund has diminished over time due to BACWA's ongoing funding of the NMS program to comply with the Nutrient Watershed Permit.

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


### **Budget to Actual**

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 to maintain the BACWA and CBC Fund balances at the levels projected in the 5 Year Plan.

Revenues as of February 28, 2023 (66% of the FY) are at 99%

Expenses as of February 28, 2023 (66% of the FY) are at 45%

**FY 2023  
BACWA BUDGET to ACTUAL**

							
<b>BACWA FY23 BUDGET</b>	<b><u>Line Item Description</u></b>	<b><u>FY 2023 Budget</u></b>	<b><u>Projected Revenue as of Feb 2023 Changes from budget in blue</u></b>	<b><u>Actual Feb 2023</u></b>	<b><u>Actual % of Budget Feb 2023</u></b>	<b><u>Variance</u></b>	<b><u>NOTES</u></b>
<b>REVENUES &amp; FUNDING</b>							
<b>Dues</b>	Principals' Contributions	\$527,250	\$527,250	\$527,250	100%	\$0	FY23: 2% increase 5 @ \$105,450
	Associate & Affiliate Contributions	\$187,793	\$187,793	\$186,845	99%	-\$948	FY23: 2% increase. 12 Assoc: \$8702; 47 Affiliate: \$1743
<b>Fees</b>	Clean Bay Collaborative	\$675,000	\$675,000	\$674,250	100%	-\$750	Prin: \$450,000; Assoc/Affil: \$225,000
	Nutrient Surcharge	\$1,400,000	\$1,400,000	\$1,399,980	100%	-\$20	See Nutrient Surcharge Spreadsheet
	Voluntary Nutrient Contributions			\$0	0%	\$0	
<b>Other Receipts</b>	AIR Non-Member	\$7,217	\$7,217	\$7,217	100%	\$0	2% increase (Santa Rosa)
	BAPPG Non-Members	\$4,033	\$4,033	\$4,033	100%	\$0	2% increase (Sta Rosa, Sac Reg'l, Vacaville) \$1,344/each
	Other		\$18,489	\$2,653		\$2,653	reimbursement for four party funds and BAWSCA RW contribution
<b>Fund Transfer</b>	Special Program Admin Fees (WOT)	\$5,202	\$1,000	\$0	0%	-\$5,202	
	Special Program Admin Fees (BACC)	\$36,000	\$36,000	\$0	0%	-\$36,000	400 hours of AED support \$90/hr
	Special Program Admin Fees (BABC)	\$6,000	\$4,000	\$0	0%	-\$6,000	ED, AED and RPM support
<b>Interest Income</b>	LAIF	\$4,000	\$24,034	\$24,034	601%	\$20,034	BACWA, Legal, & CBC Funds invested in LAIF - higher rates than anticipated
	Higher Yield Investments						
	<b>Total Revenue</b>	<b>\$2,852,495</b>	<b>\$2,884,816</b>	<b>\$2,826,262</b>	<b>99.08%</b>	<b>-\$26,233</b>	
<b>BACWA FY23 BUDGET</b>							
<b>BACWA FY23 BUDGET</b>	<b><u>Line Item Description</u></b>	<b><u>FY 2023 Budget</u></b>	<b><u>Projected Expense as of Feb 2023 Changes from budget in blue</u></b>	<b><u>Actual Feb 2023</u></b>	<b><u>Actual % of Budget Feb 2023</u></b>	<b><u>Variance</u></b>	<b><u>NOTES</u></b>
<b>EXPENSES</b>							
<b>Labor</b>							
	Executive Director	\$204,250	\$204,250	\$102,128	50%	-\$102,122	7.5% increase (flat in FY22)
	Assistant Executive Director	\$86,004	\$86,004	\$42,368	49%	-\$43,636	7.5% over FY21; \$71.67/hour; Reflects 1200 hours
	BACC Administrator	\$36,000	\$36,000	\$17,820	50%	-\$18,180	400 hrs AED support at \$90 per hr
	Regulatory Program Manager	\$142,223	\$142,223	\$67,823	48%	-\$74,400	7.5% increase (flat in FY22); \$103.35/hour, Reflects 1350 hours
	<b>Total</b>	<b>\$468,477</b>	<b>\$468,477</b>	<b>\$230,139</b>	<b>49%</b>	<b>-\$238,338</b>	
<b>Administration</b>							
	EBMUD Financial Services	\$43,297	\$43,297	\$20,650	48%	-\$22,647	2% increase
	Auditing Services	\$5,452	\$5,452	\$0	0%	-\$5,452	Financial Auditors through EBMUD; per auditor rate schedule
	Administrative Expenses	\$8,118	\$8,118	\$0	0%	-\$8,118	2% increase over FY22
	Insurance	\$8,132	\$7,571	\$7,571	93%	-\$561	15% increase over FY22 actual
	<b>Total</b>	<b>\$64,999</b>	<b>\$64,438</b>	<b>\$28,221</b>	<b>43%</b>	<b>-\$36,778</b>	
<b>Meetings</b>							
	EB Meetings	\$2,706	\$2,706	\$404	15%	-\$2,302	2% increase from FY22
	Annual Meeting	\$14,369	\$14,369	\$0	0%	-\$14,369	2% increase from FY22
	Pardee	\$6,668	\$3,432	\$3,432	51%	-\$3,236	2% increase from FY22
	Misc. Meetings	\$5,412	\$5,412	\$3,525	65%	-\$1,887	2% increase from FY22
	<b>Total</b>	<b>\$29,155</b>	<b>\$25,919</b>	<b>\$7,362</b>	<b>25%</b>	<b>-\$21,793</b>	
<b>Communication</b>							
	Website Hosting	\$714	\$714	\$189	27%	-\$525	2% increase from FY22, Go Daddy website hosting and domain registration
	File Storage	\$780	\$780	\$0	0%	-\$780	2% increase from FY22, box.net
	Website Development/Maintenance	\$1,561	\$1,561	\$638	41%	-\$923	2% increase from FY22
	IT Support	\$2,705	\$2,705	\$0	0%	-\$2,705	2% increase from FY22
	Other Commun	\$1,821	\$1,821	\$404	22%	-\$1,417	2% increase from FY22; MS Exchange, Survey Monkey, PollEv, Zoom, Netfile
	<b>Total</b>	<b>\$7,581</b>	<b>\$7,581</b>	<b>\$1,231</b>	<b>16%</b>	<b>13 -\$6,350</b>	

FY 2023  
BACWA BUDGET to ACTUAL

EXPENSES							
<b>Legal</b>							
Regulatory Support	\$2,871	\$2,871	\$320	11%	-\$2,551	2% increase from FY22, Downey Brand LLP	
Executive Board Support	\$2,309	\$2,309	\$0	0%	-\$2,309	2% increase from FY22, Day Carter & Murphy LLP	
<b>Total</b>	<b>\$5,181</b>	<b>\$5,181</b>	<b>\$320</b>	<b>6%</b>	<b>-\$4,861</b>		
<b>Committees</b>							
AIR	\$96,000	\$96,000	\$43,901		-\$52,099	\$75k consulting support, \$20k support for ACE, \$1k misc expenses. Carollo Engineers	
BAPPG	\$130,600	\$130,600	\$62,571	48%	-\$68,029	Includes CPSC @ \$10,000, OWOW @ \$10,000, and Pest. Reg Spt. @ \$60,000	
Biosolids Committee	\$0	\$0	\$0		\$0		
Collections System	\$1,000	\$1,000	\$0	0%	-\$1,000	Same as FY23	
InfoShare Groups	\$1,000	\$1,000	\$492	49%	-\$508		
Laboratory Committee	\$6,400	\$6,400	\$2,454	38%	-\$3,946	TNI standard training and meetings	
Permits Committee	\$1,000	\$1,000	\$80	8%	-\$920		
Pretreatment	\$1,000	\$1,000	\$0	0%	-\$1,000		
Recycled Water Committee	\$20,000	\$20,000	\$2,475	12%	-\$17,525		
Misc Committee Support	\$45,000	\$45,000	\$210	0%	-\$44,790		
Manager's Roundtable	\$1,000	\$0	\$0	0%	-\$1,000		
<b>Total</b>	<b>\$303,000</b>	<b>\$302,000</b>	<b>\$112,183</b>	<b>37%</b>	<b>-\$190,817</b>		
<b>Collaboratives</b>							
<b>Collaboratives</b>							
State of the Estuary (SFEP-biennial)	\$20,000	\$20,000	\$0	0%	-\$20,000	Biennial in Odd Fiscal Years. (Paid biennially in odd years for even year conference)	
Arleen Navarret Award	\$2,500	\$2,500	\$2,500	0%	\$0	Biennial in Even Fiscal Years. Increase in FY20. 2022 Award to be paid in FY23	
BayCAN	\$5,000	\$5,000	\$0	0%	-\$5,000		
Bay Area One Water Network	\$5,000	\$5,000	\$0	0%		New for FY23	
Bruce Wolf Scholarship	\$4,000	\$4,000	\$0	0%		FY22, FY23, FY24, FY25 FY26	
Misc	\$1,500	\$1,500	\$0	0%	-\$1,500	NBWA	
<b>Total</b>	<b>\$38,000</b>	<b>\$38,000</b>	<b>\$2,500</b>	<b>7%</b>	<b>-\$35,500</b>		
<b>Other</b>							
<b>Unbudgeted Items</b>							
Other	\$0	\$0	\$0	0%	\$0		
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>		
<b>Tech Support</b>							
<b>Technical Support</b>							
Nutrients							
Watershed	\$1,800,000	\$1,800,000	\$1,000,000	56%	-\$800,000	Advance funding for 2nd Watershed Permit Sciece Studies; Final \$ TBD	
NMS Voluntary Contributions	\$0	\$0	\$0	0%	\$0		
Additional work under permit	\$100,000	\$100,000	\$83,040	83%	-\$16,960	Includes HDR PO for \$225k spread out over FY20-24.	
Regional Study on Nature based systems	\$248,811	\$168,811	\$16,721	7%	-\$232,090	SFEI \$500K, expires 06/30/2023	
Regional Recycling Evaluation	\$63,525	\$63,525	\$6,500	10%	-\$57,025	HDR \$154K, expires 12/31/2023	
Nutrient Workshop(s)	\$0	\$0	\$0	0%	\$0	Pilot Studies/Plant Review/InDecative Technologies	
NMS Reviewer	\$50,000	\$50,000	\$7,680	15%	-\$42,320	M. Connor Contract	
General Tech Support	\$100,000	\$100,000	\$0	0%	-\$100,000	AB617 emissions factors, PFAS, other nutrient support	
CEC Investigations	\$140,000	\$80,000	\$24,341	17%	-\$115,660	PFAS Study Phase II, schedule running later than anticipated	
Risk Reduction	\$12,500	\$12,500	\$0	0%	-\$12,500	APA FSS completed \$12,500 contract in FY20, CIEA will complete \$12,500 contract in FY23	
<b>Total</b>	<b>\$2,514,836</b>	<b>\$2,374,836</b>	<b>\$1,138,282</b>	<b>45%</b>	<b>-\$1,376,554</b>		
<b>TOTAL EXPENSES</b>	<b>\$3,431,228</b>	<b>\$3,286,432</b>	<b>\$1,520,237</b>	<b>44.31%</b>	<b>-\$1,910,992</b>		
<b>PROJECTED EXPENSE DEVIATION FROM BUDGET</b>		<b>-\$144,797</b>					
<b>NET INCOME BEFORE TRANSFERS</b>	<b>-\$578,733</b>						
<b>TRANSFERS FROM RESERVES</b>	<b>\$578,733</b>					aligns with strategy of drawing down reserves to lessen impact of Nutrient Surcharge	
<b>NET INCOME AFTER TRANSFERS</b>	<b>\$0</b>						
<b>TOTAL OPERATING BUDGET</b>	<b>\$916,392</b>						

FY 2023  
BACWA BUDGET to ACTUAL

<u>EXPENSES</u>							
	OPERATING RESERVE	\$229,098					

# BACWA Fund Report as of February 28, 2023

BACWA FUND BALANCES - DATA PROVIDED BY ACCOUNTING DEPT.							
DEPTID	DESCRIPTION	FISCAL YEAR BEGINNING FUND BALANCE	TOTAL BILLED REVENUE TO-DATE	TOTAL DISBURSEMENTS TO-DATE	MONTH-ENDING FUND BALANCE	OUTSTANDING ENCUMBRANCES	MONTH-END UNOBLIGATED FUND BALANCE
600	BACWA	376,500	746,958	421,205	702,253	311,152	391,101
604	LEGAL RSRV	300,000	-	-	300,000	-	300,000
605	CBC	2,114,741	2,095,140	1,938,281	2,271,600	545,908	1,725,692
	<b>SUBTOTAL 1</b>	<b>2,791,241</b>	<b>2,842,098</b>	<b>2,359,486</b>	<b>3,273,853</b>	<b>857,060</b>	<b>2,416,793</b>
602	BABC	176,260	176,600	90,489	262,371	54,801	207,570
606	BACC	29,810	-	63,014	(33,204)	12,240	(45,444)
607	BACC LEGAL RSRV	30,000	30,000	-	60,000	-	60,000
610	WOT	270,974	-	-	270,974	-	270,974
	<b>SUBTOTAL 2</b>	<b>507,044</b>	<b>206,600</b>	<b>153,503</b>	<b>560,141</b>	<b>67,041</b>	<b>493,100</b>
	<b>GRAND TOTAL</b>	<b>3,298,285</b>	<b>3,048,698</b>	<b>2,512,989</b>	<b>3,833,994</b>	<b>924,101</b>	<b>2,909,893</b>

Top Chart: Reflects CASH on the Books Includes Encumbrances  
Bottom Chart: Reflects CASH in the Bank Includes Payables (bills received but not paid)  
Allocations: Priority for non-liquid investments

BACWA INVESTMENTS BALANCES - DATA PROVIDED BY TREASURY DEPT.														
DEPTID	DESCRIPTION	FISCAL YEAR BEGINNING FUND BALANCE	TOTAL BILLED REVENUE TO-DATE	TOTAL DISBURSEMENTS TO-DATE	MONTH-ENDING FUND BALANCE	RECONCILIATION TO FINANCIAL STATEMENTS A/R	RECONCILIATION TO FINANCIAL STATEMENTS A/P	MONTH-END RECONCILED FUND BALANCE	UNINVESTED CASH BALANCES	LAIF INVESTMENTS AMOUNTS	LAIF INVESTMENTS PERCENTAGE	ALTERNATIVE INVESTMENTS AMOUNTS	ALTERNATIVE INVESTMENTS IDENTIFIERS	ALTERNATIVE INVESTMENT INSTRUCTIONS AND NOTES
800	BACWA	376,500	746,958	421,205	702,253	(44,131)	8,467	666,589	666,589	-	0%	-		priority # 3 for allocation
804	LEGAL RSRV	300,000	-	-	300,000	-	-	300,000	-	300,000	13%	-		priority # 1 for allocation
805	CBC	2,114,741	2,095,140	1,938,281	2,271,600	-	-	2,271,600	284,966	1,986,634	87%	-		priority # 2 for allocation
	<b>SUBTOTAL 1</b>	<b>2,791,241</b>	<b>2,842,098</b>	<b>2,359,486</b>	<b>3,273,853</b>	<b>(44,131)</b>	<b>8,467</b>	<b>3,238,189</b>	<b>951,555</b>	<b>2,286,634</b>	<b>100%</b>	<b>-</b>		
802	BABC	176,260	176,600	90,489	262,371	-	-	262,371	262,371	-	0%	-		pass-through funds, no allocation
806	BACC	29,810	-	63,014	(33,204)	-	-	(33,204)	(33,204)	-	0%	-		
807	BACC LEGAL RSRV	30,000	30,000	-	60,000	-	-	60,000	60,000	-	0%	-		
810	WOT	270,974	-	-	270,974	-	-	270,974	270,974	-	0%	-		pass-through funds, no allocation
	<b>SUBTOTAL 2</b>	<b>507,044</b>	<b>206,600</b>	<b>153,503</b>	<b>560,141</b>	<b>-</b>	<b>-</b>	<b>560,141</b>	<b>560,141</b>	<b>-</b>	<b>0%</b>	<b>-</b>		
	<b>GRAND TOTAL</b>	<b>3,298,285</b>	<b>3,048,698</b>	<b>2,512,989</b>	<b>3,833,994</b>	<b>(44,131)</b>	<b>8,467</b>	<b>3,798,330</b>	<b>1,511,696</b>	<b>2,286,634</b>	<b>-</b>	<b>-</b>		

To be used to cover Reconciliation to Financial Statements (\$0)

## Reconciliation to Trial Balance

Per Report above:		STB	14930	2,286,634	
General	2,842,098	STB	15050	1,511,696	
WOT, BABC, & BACC	206,600			<b>3,798,330</b>	-
PROP	-	STB	16300	44,131	
<b>subtotal</b>	<b>3,048,698</b>	STB	21350	(8,467)	
				<b>3,833,994</b>	-

## Trial Balance Revenue Accounts

40100	Interest	(24,034)
40101	Mem Contrib	(1,378,100)
40102	Transfer	(30,000)
40103	Assoc Contrib	(186,845)
40104	Other	(1,429,719)
47310	State Grant	-
47320	Grant Retention	-
<b>subtotal</b>		<b>(3,048,698)</b>
<b>Difference</b>		<b>-</b>



## BACWA Revenue Report as of February 28, 2023

Cost Center Code	Cost Center Description	Program Segment Description	Program Segment Value	Amended Budget	Current Period	FY23 - Year to Date	Unobligated
600	Bay Area Clean Water Agencies	BABC - AED and RPM Support	6200	(6,000.00)	-	-	6,000.00
		BACC - AED Support	6199	(36,000.00)	-	-	36,000.00
		BDO Affil/CS/Assoc Dues	6104	-	-	(38,846.00)	(38,846.00)
		BDO Affiliate/Associate Dues	6103	-	-	(43,575.00)	(43,575.00)
		BDO Assoc.&Affiliate Contr	6102	(187,793.00)	-	(104,424.00)	83,369.00
		BDO Fund Transfers	6141	(5,202.00)	-	-	5,202.00
		BDO Member Contributions	6101	(527,250.00)	-	(527,250.00)	-
		BDO Non-Member Contr AIR	6136	(7,217.00)	-	(7,217.00)	-
		BDO Non-Member Contr BAPPG	6135	(4,033.00)	-	(4,032.00)	1.00
		BDO Other Receipts	6105	-	(15,836.60)	(15,836.60)	(15,836.60)
		BDO Other Receipts (Misc)	6140	-	-	(2,653.00)	(2,653.00)
		BDO- Interest Income from LAIF	6142	(4,000.00)	-	(3,124.45)	875.55
		BDO-Alternative Investment Inc	6143	-	-	-	-
<b>600 Total</b>				<b>(777,495.00)</b>	<b>(15,836.60)</b>	<b>(746,958.05)</b>	<b>30,536.95</b>
602	Bay Area Biosolids Coalition	BDO Fund Transfers	6141	-	-	-	-
		BDO Member Contributions	6101	-	-	(176,600.00)	(176,600.00)
<b>602 Total</b>				-	-	<b>(176,600.00)</b>	<b>(176,600.00)</b>
605	Clean Bay Collaborative	BDO Fund Transfers	6141	-	-	-	-
		BDO Member Contributions	6101	(675,000.00)	-	(674,250.00)	750.00
		BDO Other Receipts	6105	(1,400,000.00)	-	(1,399,980.00)	20.00
		BDO- Interest Income from LAIF	6142	-	-	(20,909.82)	(20,909.82)
<b>605 Total</b>				<b>(2,075,000.00)</b>	-	<b>(2,095,139.82)</b>	<b>(20,139.82)</b>
606	Bay Area Chemical Consortium	BDO Member Contributions	6101	-	-	-	-
<b>606 Total</b>				-	-	-	-
607	BACC Legal RSRV	BDO Fund Transfers	6141	-	-	(30,000.00)	(30,000.00)
<b>607 Total</b>				-	-	<b>(30,000.00)</b>	<b>(30,000.00)</b>
<b>Grand Total</b>				<b>(2,852,495.00)</b>	<b>(15,836.60)</b>	<b>(3,048,697.87)</b>	<b>(196,202.87)</b>

## BACWA Treasurer's Report Expenses and Encumbrances

Period Covering July 1, 2022 through February 28, 2023

Cost Center Code	Program Segment Description	Program Segment Value	Amended Budget	Obligated Fiscal Year to Date	Unobligated
600	AIR-Air Issues&Regulation Grp	6153	96,000.00	95,075.00	925.00
	AS-Assistant Executive Directo	6175	86,004.00	86,004.00	-
	AS-Audit Services	6180	5,452.00	-	5,452.00
	AS-BACWA Admin Expense	6173	8,118.00	-	8,118.00
	AS-EBMUD Financial Services	6176	43,297.00	43,297.00	-
	AS-Executive Director	6174	204,250.00	204,250.00	-
	AS-Insurance	6177	8,132.00	7,571.20	560.80
	AS-Regulatory Program Manager	6179	142,223.00	142,223.00	-
	Administrative Support	6178	-	-	-
	BC-BAPPG	6152	130,600.00	116,269.58	14,330.42
	BC-InfoShare Groups	6148	1,000.00	491.73	508.27
	BC-Laboratory Committee	6149	6,400.00	5,200.00	1,200.00
	BC-Manager's Roundtable	6154	1,000.00	-	1,000.00
	BC-Miscellaneous Committee Sup	6150	45,000.00	210.00	44,790.00
	BC-Permit Committee	6145	1,000.00	80.00	920.00
	BC-Pretreatment Committee	6151	1,000.00	-	1,000.00
	BC-Water Recycling Committee	6146	20,000.00	9,650.00	10,350.00
	CAR-BACWA File Storage	6165	1,561.00	-	1,561.00
	CAR-BACWA IT Software	6167	1,821.00	999.64	821.36
	CAR-BACWA IT Support	6166	2,705.00	-	2,705.00
	CAR-BACWA Website Dev/Maint	6163	714.00	1,050.00	(336.00)
	CAR-BACWA Website Hosting	6164	780.00	189.49	590.51
	CAS-Arleen Navaret Award	6160	2,500.00	2,500.00	-
	CAS-BayCAN	6204	5,000.00	-	5,000.00
	CAS-Misc Collaborative Sup	6162	1,500.00	-	1,500.00
	CAS-Stanford ERC	6159	-	-	-
	GBS-Meeting Support-Annual	6170	14,369.00	4,403.56	9,965.44
	GBS-Meeting Support-Exec Bd	6169	2,706.00	404.45	2,301.55
	GBS-Meeting Support-Misc	6172	5,412.00	3,876.15	1,535.85
	GBS-Meeting Support-Pardee	6171	6,668.00	3,432.19	3,235.81
	LS-Executive Board Support	6156	2,309.00	2,309.00	-
	LS-Regulatory Support	6155	2,871.00	2,871.00	-
	WQA-CE-Nature Based Solutions	6196	-	-	-
	Write-Off Doubtful Accounts	6208	-	-	-
<b>600 Total</b>			<b>850,392.00</b>	<b>732,356.99</b>	<b>118,035.01</b>
602	AS-Assistant Executive Directo	6175	-	-	-
	AS-Regulatory Program Manager	6179	-	-	-
	Academia Research & Development	6203	-	25,000.00	(25,000.00)
	Administrative Support	6178	-	289.88	(289.88)
	BDO Contract Expenses	6186	-	-	-
	Collateral Development	6197	-	-	-
	Program Manager Expense	6202	-	120,000.00	(120,000.00)
	Technology Research & Development	6206	-	-	-
<b>602 Total</b>			<b>-</b>	<b>145,289.88</b>	<b>(145,289.88)</b>
605	Recycled Water Evaluation	6198	63,525.00	23,992.35	39,532.65
	WQA - CEC Investigations	6201	140,000.00	260,626.00	(120,626.00)
	WQA-CE Addl Work Under Permit	6191	100,000.00	91,438.00	8,562.00
	WQA-CE Risk Reduction	6190	12,500.00	-	12,500.00
	WQA-CE Voluntary Nutr Contrib	6193	-	-	-
	WQA-CE-Nature Based Solutions	6196	248,811.00	258,133.50	(9,322.50)
	WQA-CE-Nutrient WS Permit Comm	6188	1,800,000.00	1,800,000.00	-
	WQA-CE-Technical Support	6181	100,000.00	-	100,000.00
	WQA-NMSReviewer	6205	50,000.00	50,000.00	-
<b>605 Total</b>			<b>2,514,836.00</b>	<b>2,484,189.85</b>	<b>30,646.15</b>
606	Administrative Support	6178	36,000.00	45,254.53	(9,254.53)
	BDO Fund Transfers	6141	-	30,000.00	(30,000.00)
	GBS-Meeting Support-Misc	6172	-	-	-
<b>606 Total</b>			<b>36,000.00</b>	<b>75,254.53</b>	<b>(39,254.53)</b>
610	Administrative Support	6178	-	-	-
	BDO Contract Expenses	6186	-	-	-
<b>610 Total</b>			<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>			<b>3,401,228.00</b>	<b>3,437,091.25</b>	<b>(35,863.25)</b>



## EXECUTIVE BOARD AUTHORIZATION REQUEST

AGENDA NO.: 4

MEETING DATE: April 21, 2023

**TITLE: Request for BACWA Executive Board Approval to Execute \$20,000 Agreement with Civic Edge Consulting to Provide Support for BAPPG's FY20 Priority Pollutant Campaigns**

☐ RECEIPT      ☐ DISCUSSION      ☐ RESOLUTION      ☒ APPROVAL

### RECOMMENDED ACTION

Authorize the execution of an agreement with Civic Edge Consulting to provide public education and outreach in an amount not to exceed \$20,000 for FY23 and FY24.

### SUMMARY

Following the Summer 2022 algal bloom, the media spotlight turned to Bay Area POTWs. As a consequence of this event, in the fall of 2022, the BACWA Executive Board gave the Executive Director direction to launch a public communication initiative to provide public education and outreach on the valuable work done by the clean water community on behalf of the communities we serve. Some BACWA member agencies have their own communications teams, but many do not, so this initiative would help bridge that gap. Additionally, there are regional messages about wastewater services and achievements that BACWA could be instrumental in communicating, and that are beyond the scope of individual agencies' communications. In November 2022, BACWA convened the first Communications Steering committee made up of staff from member agencies representing a diversity of size and geographical distribution. The Steering Committee worked with BACWA staff to develop a request for qualifications for consultant support for this initiative. The RFQ was posted in February 2023.

BACWA received three qualifications submittals from consultants, and after review by a selection committee made up of a subset of the Communications Steering committee, elected to move forward with Civic Edge Consulting. In FY23, Civic Edge Consulting will work with the Communications Steering Committee and other BACWA members as needed to develop a Communications Plan. The intended schedule for Communication Plan development targets the end of FY23, but the attached contract extends through September 2023 (i.e. into FY24) to provide flexibility. Once the Communication Plan is finalized, the intention is to then bring a FY24 contract amendment for Communication Plan implementation to the BACWA Executive Board for approval.

### FISCAL IMPACT

Funds are available for this agreement within the General Technical Support line item in the approved FY23 BACWA Budget. Additional funds are proposed in the draft FY24 Budget to continue this work.

### ALTERNATIVES

1. Do not complete this work. This alternative is not recommended since the BACWA Board has identified communication and outreach as a new priority.
2. Select another consultant to conduct the work. This alternative is not recommended as BACWA completed an RFQ process and Civic Edge Consultants was selected as the most qualified public outreach and education consultant.

*Attachments:* FY23/24 Agreement with Civic Edge Consulting  
Communications Plan Scope of Work

Approved: \_\_\_\_\_

Amit Mutsuddy, Chair,  
BACWA Executive Board

Date: \_\_\_\_\_

Date: April 21, 2023

## BAY AREA CLEAN WATER AGENCIES CONSULTING AGREEMENT

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TO: Amber Shipley, Managing Partner      hello@thecivicege.com  
Civic Edge Consulting      415-915-0511  
101A Clay Street #267  
San Francisco, CA 94111

FROM: Lorien Fono, Executive Director      lfono@bacwa.org  
BACWA  
PO Box 24055, MS702  
Oakland, CA 94623

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RE: BACWA Agreement for FY23 with Civic Edge Consulting to provide public outreach and communications support to the Bay Area Clean Water Agencies.

This Agreement covers professional services to be performed by Civic Edge Consulting in order to develop a Communication Plan for BACWA. The work under this contract will be carried out under the supervision of Lorien Fono, BACWA Executive Director. The total cost of professional services to be performed by Civic Edge Consulting is not to exceed \$20,000. This contract will be funded by the BACWA Budget under the General Technical Support line item. The term of this contract shall expire on September 30, 2023.

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

Civic Edge Consulting shall submit invoices to the BACWA Assistant Executive Director via e-mail. Invoices shall indicate hours associated with each task. Invoices will be paid within thirty (30) days of receipt.

BACWA AED E-mail: Jennifer Dymant      [jdymant@bacwa.org](mailto:jdymant@bacwa.org)

Approved:

By \_\_\_\_\_  
Amit Mutsuddy  
Chair, BACWA Executive Board

By \_\_\_\_\_  
Amber Shipley  
Civic Edge Consulting

Date \_\_\_\_\_

Date \_\_\_\_\_

BACWA EIN: 94-3389334

COMPANY EIN: 26-4702704



Civic Edge Consulting (Civic Edge) is excited by the prospect of supporting Bay Area Clean Water Agencies (BACWA) in creating strategic and purposeful education and outreach initiatives. This scope of work details our planned support for BACWA with messaging and outreach efforts.

### KICKOFF MEETING + AUDIENCE MAPPING

At the start of our work together, we will plan a kickoff meeting as an opportunity to discuss goals for the project, review the timeline, and make key decisions about our work approach. We also will use this initial planning meeting to establish protocols and define roles and responsibilities for our work together. While establishing protocols is important to maintaining an effective work plan, we allow them to be fluid and make adjustments as needed.

As part of our kickoff meeting, we'll work with the BACWA team to hold an audience mapping session to determine the organization's key audiences, or stakeholders. During this process, we'll ask for current communication methods and channels and excavate any insights into unique audience needs or backgrounds that could be helpful for us as we move forward with our communications plan drafting efforts.

#### Deliverables:

- Kickoff meeting agenda, logistics, etc.
- Audience mapping exercise

### WEEKLY CHECK-IN MEETINGS

Following the kickoff meeting, we will set up 30-minute weekly check-in meetings with agendas shared the day prior. We have found the weekly check-in meetings to be a perfect opportunity to share the progress of our work, gain feedback, and move project work forward. These weekly check-ins are critical to us maintaining the integrity of the work and goals while working quickly on your deliverables.

#### Deliverables:

- Agendas, logistics, etc.

### MINI COMMUNICATIONS AUDIT

Guided by our kickoff and audience mapping exercise, Civic Edge will work with the BACWA team to review the current communications work including any materials that define the current communications strategy, goals and platforms. This effort will include a review of a selection of BACWA members' communications materials, which will be provided to Civic Edge. We might review materials pulled together to support recent press opportunities, as well as directives from the Board of Directors included in the Request for Proposals. This should be an honest assessment of what we have at our disposal that identifies gaps and potential areas for improvement.

We will also conduct a landscape analysis and up to 10 stakeholder interviews, to be identified by the BACWA team as part of our audience mapping exercise. We propose the contact list for interviews includes members of the Board of Directors, as well as Public Information Officers (PIOs) from member organizations. This approach will help us to understand how BACWA communications will be received by its member organizations and ensure our communications approaches resonate with the organization's different intended audiences. Civic Edge has led similar interview efforts with other clients and the conversations have been opportunities to form and strengthen relationships with partners. Feedback from the interviews directly informs the further development of our communications plans.

**Deliverables:**

- Draft and final list of interviewees (developed with BACWA team)
- Mini interview work plan, including email drafts and interview questions
- Logistics for interviews, etc.
- Summary report

### **IDEATION CHARRETTE: FROM CONCEPTUAL TO TANGIBLE**

Using the learnings from the stakeholder interviews, we will design and lead an ideation charrette with the BACWA team to dream big ahead of drafting the Communications Plan. Our multifaceted, experienced team will come together with the BACWA team to create an "Idea Factory" of sorts, ensuring we're overturning every stone in search of the brightest ideas. At this phase of the process, we will work collaboratively with BACWA staff to identify key concepts and patterns that emerged during our interviews. Using what we have learned, coupled with best practices developed based on similar work with dozens of clients, we would work to zero in on the messaging direction as well as our strategies for message dissemination.

**Deliverables:**

- Charrette agenda
- Post-Charrette notes

### **MESSAGING DOCUMENT**

Guided by the Mini Communications Audit and BACWA's direction on messaging, the Civic Edge team will create a draft messaging document that will centralize key messages of BACWA's work for all audiences. Considering the quick timeline of our work, key messaging will need to be sharp and on-point. We will also work with the BACWA team to identify any specialized graphics needed. Once completed, the messaging document will offer consistent and instrumental language and support the development of any of the communications toolkit items identified in the communications plan, from website updates to the creation of collateral. The messaging document can be a "living" document revised and refined as BACWA's communication plans and goals develop.

**Deliverables:**

- Draft and final messaging document

- List of identified graphics

## COMMUNICATIONS PLAN

Working with our communications strategy and messaging ideas in hand, the Civic Edge team will create a comprehensive and customized draft Communications Plan that will provide a roadmap for communications work over at least the following year, if not longer. This plan will include key messages, audiences, recommended communications channels, and a media calendar. It also will detail how we recommend your team execute a successful communications campaign with deliverables and timelines laid out in phases. We will also suggest metrics and evaluation methods for the BACWA team moving forward.

After receiving edits from the BACWA team on the draft Communications Plan, we will prepare final documents for your team, including a final Communications Plan and a presentation deck for sharing high-level details about the process and the Plan with others. Our goal is to create a Communications Plan that is easy to understand, meaningful to implement, and resonates with key stakeholders.

Deliverables:

- Draft and final communications plan

## BUDGET

		Amber Shipley, Partner	Violetta Muselli, Director	ODCs	
Tasks	Assumptions / Notes	\$275.00	\$215.00	N/A	SUBTOTALS
Communications Plan Development					
Kickoff meeting		2	2		\$980.00
Audience mapping exercise		2	3		\$1,195.00
Weekly check-in meetings	30 minutes per week May through June (9 weeks)	7	7		\$3,361.25
Mini communications audit	Work plan, up to 10 interviews, brief summary report	8	15		\$5,425.00
Ideation Charrette		3	5		\$1,900.00
Messaging document	Draft and final	5	5		\$2,450.00
Communications plan	Draft and final	5	15		\$4,600.00
				TOTALS	\$19,911.25





## BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 5

MEETING DATE: April 21, 2023

**TITLE: Fiscal Year 2024 Budget & Workplan**

☐ RECEIPT      ☐ DISCUSSION      ☐ RESOLUTION      ☒ APPROVAL

### RECOMMENDED ACTION

Approve the Budget and Workplan for the fiscal year covering July 1, 2023 through June 30, 2024.

### SUMMARY

The Joint Powers Agreement establishing BACWA requires approval of a Budget and Workplan for the coming fiscal year's activities no later than June of the preceding fiscal year.

Draft versions of the budget were reviewed first with the Finance Committee on February 7, 2023 and then at the February 17, 2023 and March 17, 2023 Executive Board meetings. There were a few comments from the Board, and this final budget and workplan is ready to be approved.

### FISCAL IMPACT

The final budget has revenues of \$2,919,598 and expenses of \$3,670,095 resulting in a negative variance of expenses over revenues of \$750,497 for FY 24 which will be transferred from reserves.

### ALTERNATIVES

Do not approve the Budget and Workplan: This is not recommended as the budget has been reviewed by the Finance committee and Executive Board.

Attachments:


FY 2024 Budget and Workplan

Approved: \_\_\_\_\_

Amit Mutsuddy,  
Chair, BACWA Executive Board

Date: \_\_\_\_\_

Draft FY 2024 Budget

		Final	DRAFT		
<b><u>BACWA FY23 BUDGET</u></b>	<b><u>Line Item Description</u></b>	<b><u>FY23 Budget</u></b>	<b><u>FY24 Budget</u></b>	<b><u>% change</u></b>	<b><u>FY24 NOTES</u></b>
<b><u>REVENUES &amp; FUNDING</u></b>					
Dues	Principals' Contributions	\$527,250	\$537,795	2%	FY24: 2% increase 5 @ \$107,559
	Associate & Affiliate Contributions	\$187,793	\$190,078	2%	FY24: 2% increase. 12 Assoc: \$8876 47 Affiliate: \$1778
Fees	Clean Bay Collaborative	\$675,000	\$675,000	0%	Same as FY23. Prin: \$450,000; Assoc/Affil: \$225,000
	Nutrient Surcharge	\$1,400,000	\$1,400,000	0%	See Nutrient Surcharge Spreadsheet
	Member Voluntary Nutrient Contributions				
Other Receipts	AIR Non-Member	\$7,217	\$7,361	2%	2% increase (Santa Rosa)
	BAPPG Non-Members	\$4,033	\$4,114	2%	2% increase (Sta Rosa, Sac Reg'l, Vacaville) \$1,380/each
	Other				
Fund Transfer	Special Program Admin Fees (WOT)	\$5,202	\$1,000	-80%	
	BACC Admin Fees	\$36,000	\$38,250	7%	400 hours of AED support \$96.30/hr
	BABC Admin Fees	\$6,000	\$6,000	0%	ED, AED and RPM support
Interest Income	LAIF	\$4,000	\$60,000	1400%	BACWA, Legal, & CBC Funds invested in LAIF
	<b>Total Revenue</b>	<b>\$2,852,495</b>	<b>\$2,919,598</b>		
<b><u>BACWA FY23 BUDGET</u></b>					
	<b><u>Line Item Description</u></b>	<b><u>FY 23 Budget</u></b>	<b><u>FY24 Budget</u></b>		<b><u>FY24 NOTES</u></b>
<b><u>EXPENSES</u></b>					
<b>Labor</b>					
	Executive Director	\$204,250	\$218,548	7%	7% (incl 4.9% CPI SF Bay Metro Area Dec 2022)
	Assistant Executive Director	\$86,004	\$92,024	7%	7% (incl 4.9% CPI SF Bay Metro Area Dec 2022); \$76.69/hour; Reflects 1200 hours
	BACC Administrator	\$36,000	\$38,520	7%	400 hrs AED support at \$96.30 per hr
	Regulatory Program Manager	\$142,223	\$152,179	7%	7% (4.9% CPI SF Bay Metro Area Dec 2022); \$112.72/hour, Reflects 1350 hours
	<b>Total</b>	<b>\$468,477</b>	<b>\$501,271</b>		
<b>Administration</b>					
	EBMUD Financial Services	\$43,297	\$43,297	0%	FY24 no change
	Auditing Services	\$5,452	\$5,561	2%	Finanical Auditors through EBMUD; per auditor rate schedule
	Administrative Expenses	\$8,118	\$8,118	0%	FY24 no change
	Insurance	\$8,132	\$9,351	15%	15% increase from FY23 (10-15% est. increase per Alliant)
	<b>Total</b>	<b>\$64,999</b>	<b>\$66,327</b>		
<b>Meetings</b>					
	EB Meetings	\$2,706	\$2,760	2%	2% increase from FY23
	Annual Meeting	\$14,369	\$14,369	0%	FY24 no change
	Pardee	\$6,668	\$6,801	2%	2% increase from FY23
	Misc. Meetings and conferences	\$5,412	\$7,500	30%	30% increase from FY23 to accommodate conferences
	<b>Total</b>	<b>\$29,155</b>	<b>\$31,430</b>		
<b>Communication</b>					

**Draft FY 2024 Budget**

<b>EXPENSES</b>					
	Website Hosting / Domain registration	\$714	\$728	2%	2% increase from FY23, Go Daddy website hosting and domain registration
	File Storage	\$780	\$796	2%	2% increase from FY23, box.net
	Website Development/Maintenance	\$1,561	\$1,592	2%	2% increase from FY23
	IT Support (As Needed)	\$2,705	\$2,759	2%	2% increase from FY23
	<b>BACWA Value of Wastewater Communication</b>		<b>\$40,000</b>		<b>New line item in FY24</b>
	Other Communication	\$1,821	\$1,857	2%	2% increase from FY23; MS Exchange, Survey Monkey, PollEv, Zoom, Netfile
	<b>Total</b>	<b>\$7,581</b>	<b>\$47,732</b>		
<b>Legal</b>					
	Regulatory Support	\$2,871	\$2,929	2%	2% increase from FY23
	Executive Board Support	\$2,309	\$2,355	2%	2% increase from FY23
	<b>Total</b>	<b>\$5,181</b>	<b>\$5,284</b>		
<b>Committees</b>					
	AIR	\$76,000	\$76,000	0%	\$75k consulting support, \$1k misc expenses
	AIR support for ACE	\$20,000	\$20,000	0%	New in FY23
	BAPPG	\$130,000	\$159,000	17%	Includes CPSC @ \$5,000, OWOW @ \$10,000, NSAC @ \$10,000 and Pest. Reg Spt. @ \$71,500
	Biosolids Committee	\$0	\$0		
	Collections System	\$1,000	\$56,000	56%	SSS WDR Support
	InfoShare Groups	\$1,000	\$500	-50%	\$500 decrease from FY23
	Laboratory Committee	\$6,400	\$4,050	-37%	\$2,350 less than FY23, TNI training
	Permits Committee	\$1,000	\$500	-50%	\$500 decrease from FY23
	Pretreatment	\$1,000	\$500	-50%	\$500 decrease from FY23
	Recycled Water Committee	\$20,000	\$10,000	-50%	Carry forward from FY23
	Misc Committee Support	\$45,000	\$45,000	0%	Same as FY23
	Manager's Roundtable	\$1,000	\$1,000	0%	Same as FY23
	<b>Total</b>	<b>\$302,400</b>	<b>\$372,550</b>		
<b>Collaboratives</b>					
	<b>Collaboratives</b>				
	State of the Estuary (SFEP-biennial)	\$20,000	\$0	0%	Biennial in Odd Fiscal Years. (Paid biennially in odd years for even year conference)
	Arleen Navarret Award	\$2,500	\$2,500	0%	Likely pay FY24 award in FY25 depending on timing of awardee's conference
	BayCAN	\$5,000	\$5,000	0%	
	Stanford ERC (ReNUWit)	\$0			Program is sunseting
	Bay Area One Water Network	\$5,000	\$5,000	0%	Same as FY23
	Bruce Wolfe Scholarship	\$4,000	\$4,000	0%	FY22, FY23, FY24, FY25 FY26
	<b>Passthrough to CASA for air toxics</b>		<b>\$425,000</b>		<b>ESTIMATE - new line item in FY24</b>
	Misc	\$1,500	\$1,500	0%	NBWA
	<b>Total</b>	<b>\$38,000</b>	<b>\$443,000</b>		
<b>Other</b>					
	<b>Unbudgeted Items</b>				
	Other	\$0			
	<b>Total</b>	<b>\$0</b>			

Draft FY 2024 Budget

<b>EXPENSES</b>					
<b>Tech Support</b>					
	<b>Technical Support</b>				
	<b>Nutrients</b>				
	Watershed Permit NMS Contribution	\$1,800,000	\$1,800,000	0%	Advance funding for 2nd Watershed Permit Sciece Studies; Final \$ TBD
	NMS Voluntary Contributions	\$0			
	Additional work under permit	\$100,000	\$100,000	0%	Includes HDR PO for \$225k spread out over FY20-24.
	Regional Study on Nature Based Systems	\$248,811	\$80,000	-59%	SFEI \$500K, expires 06/30/2022; Possible funds left over from FY23 to be spent on additional work
	Regional Recycling Evaluation	\$63,525	\$0		HDR \$154K, expires 12/31/2023
	Nutrient Workshop(s)	\$0	\$0		Pilot Studies/Plant Review/Innovative Technologies; Might change
	NMS Reviewer	\$50,000	\$50,000	0%	M. Connor Contract
	General Tech Support	\$100,000	\$100,000	0%	AB617 emissions factors, PFAS, other nutrient support
	CEC Investigations	\$140,000	\$60,000	-57%	PFAS Study Phase II completion
	Risk Reduction	\$12,500	\$12,500	0%	APA FSS completed \$12,500 contract in FY20, CIEA will complete \$12,500 contract in FY23
	<b>Total</b>	<b>\$2,514,836</b>	<b>\$2,202,500</b>		
	<b>TOTAL EXPENSES</b>	<b>\$3,430,628</b>	<b>\$3,670,095</b>		
	<b>NET INCOME BEFORE TRANSFERS</b>	<b>-\$578,133</b>	<b>-\$750,497</b>		
	<b>TRANSFERS FROM RESERVES</b>	<b>\$578,133</b>	<b>\$750,497</b>		aligns with strategy of drawing down reserves to lessen impact of Nutrient Surcharge
	<b>NET INCOME AFTER TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>		
	<b>TOTAL OPERATING BUDGET</b>	<b>\$915,792</b>			
	<b>OPERATING RESERVE</b>	<b>\$228,948</b>			

## **Budget & Workplan**

FISCAL YEAR 2024



## Table of Contents

<b>INTRODUCTION .....</b>	<b>2</b>
<b>STRATEGIC PLAN .....</b>	<b>3</b>
<b>MANAGEMENT &amp; ADMINISTRATION (PART A) .....</b>	<b>4</b>
<b>GENERAL BENEFIT PROGRAMS (PART B) .....</b>	<b>4</b>
BACWA MEMBER AGENCY PROGRAM (B1) .....	4
CLEAN BAY COLLABORATIVE PROGRAM (B2) .....	5
<b>SPECIAL BENEFIT PROGRAMS (PART C) .....</b>	<b>7</b>
WATER OPERATOR TRAINING (C1) .....	7
BAY AREA BIOSOLIDS COALITION (C2) .....	8
BAY AREA CHEMICAL CONSORTIUM (C3) .....	8
<b>FISCAL YEAR 2024 BUDGET .....</b>	<b>8</b>

## INTRODUCTION

The Bay Area Clean Water Agencies (BACWA) is a joint public powers agency created by a 1984 Joint Powers Agreement (JPA) between the Central Contra Costa Sanitary District (CCCSD), the East Bay Dischargers Association (EBDA), the East Bay Municipal Utility District (EBMUD), the City of San Francisco, and the City of San Jose (collectively, “the Principal Agencies”). The JPA requires approval of an annual budget and workplan divided into three parts: overhead (Part A), general benefit programs (Part B), and special benefit programs (Part C).

The JPA requires that revenues for each fiscal year be equivalent to anticipated expenditures. Expenditures for Management & Administration (Part A), and General Benefit Programs (Part B) are funded by all BACWA members because these programs are carried out on behalf of all member agencies.

Since adoption of the Annual Budget for fiscal year 1984, and each fiscal year thereafter, the Executive Board has allocated Part A and Part B costs pursuant to authority provided in Section 10 of the Joint Powers Agreement among Member Agencies in the following manner (the “Allocation Method”):

- a. a stated portion to the Original Signatory Members in equal shares; and
- b. the balance to Associate and Affiliate Members based on one or more of several factors consisting of the type of agency, size of plant, metals loadings, and total inorganic nitrogen loadings in the ratio that their share is to that of the total Associate and Affiliate Membership.

On September 26, 2014 BACWA formally adopted this allocation through Executive Board Resolution R-2015-01. BACWA currently has two General Benefit Programs: the core BACWA program to support member agencies and the Clean Bay Collaborative. Expenditures for Special Benefit Programs (Part C) are funded by those agencies that elect to fund those programs because those benefits accrue primarily to those participating agencies.

In FY23 BACWA had three Special Benefit Programs, all of which conform to the JPA requirements under Part C.: Water Operator Training, the Bay Area Biosolids Coalition (BABC), and the Bay Area Chemical Consortium (BACC). The Water Operator Training program, also known as the Bay Area Consortium for Water/Wastewater Education (BACWWE) is a group of BACWA agencies who provide funding for operator educational opportunities. The Bay Area Biosolids Coalition is comprised of a subset of BACWA members who are pursuing alternatives for biosolids beneficial reuse and/or disposal in order to meet regulatory requirements for diversion of organics from landfills. The Bay Area Chemical Consortium is comprised of BACWA agencies as well as additional public water and wastewater agencies who work together to develop group chemical bids.

The purpose of this document is to fulfill the requirements of the JPA for Fiscal Year 2024 (FY24). This workplan and budget specify the purpose of each of BACWA’s programs during FY24, the methods by which they will be carried out, the products that will be developed, and the persons responsible for implementation. The schedule for implementation of these programs is July 1, 2023 through June 30, 2024.

## STRATEGIC PLAN

BACWA adopted its first strategic plan and accompanying workplan in 2009. BACWA reformulated its strategic plan in 2020 and adopted updates in 2022. The strategic plan states the mission, vision values and goals of the organization as demonstrated in the work undertaken annually by the agency.

### **BACWA's Mission**

To provide an effective regional voice for clean water agencies' stewardship of the San Francisco Bay's ecological, community, and economic resources.

### **BACWA's Vision**

To demonstrate leadership in the protection and enhancement of the San Francisco Bay ecosystem.

### **BACWA's Values**

- Environmental stewardship
- Leadership
- Science-based decision making
- Collaboration
- Fiscal responsibility
- Watershed-based solutions

### **BACWA's Goals**

- Advocate for regulation based on science
- Foster collaboration and relationship building with regulators and other stakeholders
- Pursue regional, multi-benefit solutions to environmental challenges
- Exemplify service and responsiveness to members and the public
- Practice good governance

## MANAGEMENT AND ADMINISTRATION (PART A)

BACWA has administrative and management expenses that are necessary for the agency to carry out its non-program related core functions (JPA, Section 9). They include expenses related to financial management, insurance, and organizational support. Administration of BACWA is carried out under contract by an Executive Director (ED), Assistant Executive Director (AED), and Regulatory Program Manager (RPM) selected by the Executive Board. Treasurer services are provided through an agreement with EBMUD who manages BACWA's finances and oversees the annual audit which is conducted by an independent auditor. The objective of these expenditures is to ensure effective, efficient, and transparent management of BACWA, which serves BACWA's goal to practice good governance. BACWA management and administration are funded through BACWA dues.



<b>Management &amp; Administration (A)</b>				
<b>Goal</b>	<b>Deliverables/Outcomes</b>	<b>Lead</b>	<b>FY24 Budget</b>	<b>Budget Line</b>
<b>A. Practice Good Governance</b>  <b>(Labor, Meetings, Legal, Administration)</b>	<b>A.1.</b> Monthly Treasurer Reports,	ED, AED, EBMUD	\$43,297	Administration/ EBMUD Financial Services
	<b>A.2.</b> Annual audit	ED, AED, Auditor	\$5,561	Administration/ Auditing Services
	<b>A.3.</b> Miscellaneous Operational Expenses	ED, AED, RPM	\$8,118	Administration/ Administrative Expenses
	<b>A.4.</b> Insurance to manage organizational risk	ED, AED	\$9,351	Administration/ Insurance
	<b>A.5.</b> Compliance with organizational legal requirements	ED, AED	\$2,355	Legal/Executive Board Support
	<b>A.6.</b> Program Administration and Operations Support	ED, AED, RPM	\$140,024	Labor/ ED (15%), RPM (10%) AED (100%),
	<b>A.7.</b> BACWA Executive Board Meetings & Administrative Expenses	ED, AED	\$2,760	Meetings/Exec. Board Meetings
	<b>A.8.</b> Pardee Technical Seminar & Administrative Expenses	ED, AED	\$6,801	Meetings/ Pardee Seminar
	<b>A.9.</b> Miscellaneous Meeting & Administrative Expenses	ED, AED, RPM	\$7,500	Meetings/ Misc. Meetings
	<b>A.10.</b> File Storage	ED, AED	\$796	Communications/File Storage
	<b>A.11.</b> IT Support (As Needed)	ED, AED	\$2,759	Communications/IT Support
	<b>A.112.</b> Software (As Needed)	ED, AED	\$1,857	Communications/Software
	<b>A.113.</b> BACWA Value of Wastewater Communication		40,000	Communications
		<b>TOTAL</b>	<b>\$271,179</b>	

## GENERAL BENEFIT PROGRAMS (PART B)

There are two aspects of BACWA's general benefit program: the core BACWA Member Agency program and the technically-focused Clean Bay Collaborative (CBC) program. Activities in these Programs are supported by the ED, AED, RPM, volunteers who Chair the BACWA Committees, and consultant support as needed.

### BACWA MEMBER AGENCY PROGRAM (PART B1)

The **BACWA Member Agency Program (B1)** serves BACWA's goals to (1) exemplify service and responsiveness to members and the public; and to (2) foster collaboration and relationship building with regulators and other stakeholders

These goals are accomplished by providing member agencies with information on regulations, scientific and technical developments; forums for participating in policy discussions and collaborating on mutually beneficial projects; and opportunities to engage with the larger Bay Area environmental community. Program expenses include support for committee facilitation and special projects; member workshops and trainings; membership in state and national organizations that disseminate information to members; and communication expenses such as the website, newsletters, the annual report, and the annual meeting. The BACWA Member Agency program is funded by BACWA dues.

## CLEAN BAY COLLABORATIVE (CBC) (PART B2)

The purpose of the **CBC program (B2)** is to respond to current regulatory requirements and to develop scientific, technical, and industry information to inform future regulations and policies affecting Bay Area POTWs and the environment. These effort support BACWA's goals to: (1) Advocate for regulation based on science; (2) Foster collaboration and relationship building with regulators and other stakeholders; and (3) Pursue regional, multi-benefit solutions to environmental challenges. Program expenses include the costs of targeted special studies and reports requested by or used to inform policy discussions with regulatory agencies, policy strategy development and implementation, and collaborations with statewide organizations to do the same. The CBC program is funded through CBC fees and the Nutrient Surcharge.

Bay Area Clean Water Agency Program (B1)				
Goal(s)	Deliverables/Outcomes	Lead	FY23 Budget	Budget Line
<b>B1.</b> Exemplify service and responsiveness to members and the public; and foster collaboration and relationship building with regulators and other stakeholders ( <b>Committees, Labor, Meetings, Administration, Communications, Collaborations</b> )	<b>B1.1.</b> AIR Committee Support - Admin Support - Technical Support	Chair, AED, RPM, Consultant	\$76,000	Committees/AIR Comm.
	<b>B1.2.</b> AIR Support for ACE		\$20,000	Committees / AIR support for ACE
	<b>B1.3.</b> BAPPG Committee Support - Multiple Programs for public education and outreach, and regulatory advocacy	Chair, AED, RPM, Consultants	\$159,000	Committees/BAPPG Comm.
	<b>B1.4.</b> Biosolids Comm. Support - Misc. Expenses	Chair	\$0	Committees/Biosolids Comm.
	<b>B1.5.</b> Collection Systems Comm. Support - Misc. Expenses	Chair, RPM	\$56,000	Committees/Collection Systems Comm.
	<b>B1.6.</b> InfoShare Groups Support (Ops & Maint/Asset Mgmt) - Misc. Expenses	Chair, RPM	\$500	Committees/Asset Management and O&M InfoShare Groups
	<b>B1.7.</b> Laboratory Comm. Support - Misc. Expenses	Chair, RPM	\$4,050	Committees/Laboratory Comm.

<b>B1.8.</b> Permits Comm. Support - Misc. Expenses	Chair, RPM	\$500	Committees/Permits Comm.
<b>B1.9.</b> Pretreatment Committee, - Misc. Expenses	Chair	\$500	Committees/Pretreatment Comm.
<b>B1.10.</b> Recycled Water Comm., Misc. Expenses	Chair, RPM	\$10,000	Committees/Recycled Water Comm.
<b>B1.11</b> Misc. Committee Support	ED, AED, RPM	\$45,000	Committees/ Misc. Comm. Support
<b>B1.12.</b> Manager's Roundtable, Misc. Expenses	ED, AED	\$1,000	Committees/ Manager's Roundtable
<b>B1.13.</b> Executive Director	Board Chair	\$185,765	Labor/ ED (85%)
<b>B1.14.</b> Legal Support, provide review of regulatory products	ED	\$2,929	Legal/ Regulatory Legal Support
<b>B1.15.</b> Regulatory Program Manager	RPM	\$106,525	Labor/ RPM (70%)
<b>B1.16.</b> Annual Meeting	ED, AED, RPM	\$14,369	Meetings/ Annual Meeting
<b>B.17.</b> Website Hosting	ED, AED, Consultant	\$728	Communications/ Website Hosting
<b>B.18.</b> Website Development/Maintenance	ED, AED, RPM, Consultant	\$1,592	Communications/ Website Dev/Maint
<b>B1.19.</b> State of the Estuary	ED, AED	\$0	Collaboratives, State of the Estuary
<b>B1.20.</b> Arleen Navarret Award	ED, AED	\$2,500	Collaboratives, Arleen Navarret Award
<b>B1.21.</b> BayCAN	ED, AED	\$5,000	Collaboratives, New FY22
<b>B1.22</b> Bay Area One Water Network		\$5,000	Collaboratives, Bay Area One Water Network
<b>B1.23.</b> Bruce Wolf Scholarship		\$4,000	Collaboratives / Bruce Wolf Scholarship
<b>B1.24.</b> Miscellaneous	ED, AED	\$1,500	Collaboratives, Misc.

### Clean Bay Collaborative (B2)

<b>B2. Clean Bay Collaborative</b> (1) Advocate for regulation based on science; (2) Foster collaboration and relationship building with	<b>B2.1.</b> Watershed Permit NMS Contribution	ED, RPM, Consultant	\$1,800,000	Tech. Support/ Nutrients/Watershed Permit Obligation
	<b>B2.2.</b> NMS Voluntary Contributions	ED, RPM	\$0	Tech. Support/ Nutrients/Watershed/Vol Contributions
	<b>B2.3.</b> Additional Work Needed Under Permit	ED, RPM, Consultant	\$100,000	Tech. Support/ Nutrients/Add'l Work Under Permit/ GAR etc.

regulators and other stakeholders; and (3) Pursue regional, multi-benefit solutions to environmental challenges.	<b>B2.4.</b> Regional Study on Nature Based Systems	ED, RPM, Consultant	\$100,000	Tech. Support/ Nutrients/Reg'l Study Non-Gray Scape
	<b>B2.5.</b> Regional Recycled Water Evaluation	ED, RPM	\$0	Tech. Support/ Nutrients/Member Vol Nutrient Contributions
	<b>B2.6.</b> Nutrient Workshop(s)	ED, RPM, Consultant	\$0	Tech. Support/ Nutrient Workshop(s)
	<b>B2.7.</b> NMS Reviewer	Consultant	\$50,000	Tech. Support/NMS Reviewer
	<b>B2.8.</b> General Tech Support	ED, RPM, Consultants	\$100,000	Tech. Support, General Tech Support: PEEP, PFAS, Nutrient Review
	<b>B2.9.</b> CEC Investigations – support for regional PFAS study	ED, RPM, Consultants	\$60,000	Tech Support/CEC studies for POTWs – <b>New FY22</b>
	<b>B2.10.</b> Risk Reduction	ED, RPM, Consultants	\$12,500	Tech, Support/ Risk Reduction
	<b>B2.1.</b> General Technical and Regulatory Support	ED, RPM	\$30,435	Labor/ RPM (20%)
		<b>TOTAL</b>	<b>\$2,955,393</b>	

## SPECIAL BENEFITS PROGRAMS (PART C)

BACWA has three active special benefit programs: Water Operator Training also known as BACWWE, Bay Area Biosolids Coalition (BABC), and Bay Area Chemical Consortium (BACC). These programs are administered under Part C of the JPA Annual Budget and Workplan.

Member dues for Wastewater Operator Training (BACWWE) are optional and are established on an annual basis by its Program members with training offered at community colleges throughout the BACWA service area. In FY24, BACWWE is considering revamping their program, which will affect how the program is funded, and whether it will continue to be a program of special benefit.

BABC became a Special Benefits Program in FY 20. BABC is governed by a Steering Committee that establishes its budget and associated revenue needs on an annual basis. BABC funds support the furthering the goal of its strategic plan, which include communicating the value of biosolids, advancing scientific research, supporting the expansion of biosolids land application, and supporting the development of biosolids management options in the Bay Area.

BACC became a Special Benefits Program in FY 20. BACC is an administrative program governed by BACWA and supported by the BACWA ED and AED. BACC solicits chemical bid information from more

than 60 member agencies, then arranges a group bid. BACC participant agencies are invoiced for BACWA labor and other expenses related to bid administration at the end of each fiscal year.

<b><u>WATER OPERATOR TRAINING (PART C1)</u></b>		
<b><u>Deliverables/Outcomes</u></b>	<b><u>Manager</u></b>	<b><u>FY 24 Budget</u></b>
Encourage development of a skilled workforce by offering classes in conjunction with a local community college.	Program Participant Reps; ED, AED	To be determined by member interest.

<b><u>BAY AREA BIOSOLIDS COALITION (PART C2)</u></b>		
<b><u>Deliverables/Outcomes</u></b>	<b><u>Manager</u></b>	<b><u>FY 24 Budget</u></b>
Pursue alternatives for biosolids beneficial reuse and/or disposal in order to meet future regulatory requirements for diversion of organics from landfills	Program Participant Reps; ED, RPM, AED	To be determined by member interest.

<b><u>BAY AREA CHEMICAL CONSORTIUM (PART C3)</u></b>		
<b><u>Deliverables/Outcomes</u></b>	<b><u>Manager</u></b>	<b><u>FY 24 Budget</u></b>
Administer a series of chemical bids for participating agencies.	ED, AED	To be determined by level of effort and expenses associated with program administration and legal reserve development.

## FISCAL YEAR 2024 BUDGET

<b>BACWA/CBC</b>	<b>2024 Budget</b>	<b>Notes</b>
<b><u>REVENUES</u></b>		
BACWA Principals' Contributions	537,795	2% increase, 5@ \$107,559
BACWA Assoc. & Affil. Contributions	190,078	2% increase. 12 Assoc: \$8876; 47 Affiliate: \$1778
Clean Bay Collaborative (CBC)	675,000	Prin: \$450,000; Assoc / Affil: \$225,00
Nutrient Surcharge	1,400,000	2 <sup>nd</sup> Watershed Permit Requirement
Voluntary Nutrient Contributions	0	
AIR Non-Members	7,361	2% increase.
BAPPG Non-Members	4,114	2% increase.
Other/Special Program Admin Fees (WOT)	1,000	No increase.
Other/Special Program Admin Fees (BABC)	6,000	Based on staff hours, AED, RPM, and ED
Other/Special Program Admin Fees (BACC)	38,250	400 hours AED support
Interest Income (LAIF)	60,000	Includes BACWA & Nutrient Funds
Interest Income (higher yield Investments)	0	Alternative Investments

<b>TOTAL</b>	<b>2,919,598</b>	
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<b>EXPENSES</b>		
<b>Labor</b>	<b>501,271</b>	
Executive Director	218,549	7% increase
Assistant Executive Director	92,024	7% increase; \$76.69/hour; Reflects 1200 hours
BACC Administrator	38,250	400 hrs AED support at \$96.30 per hr
Regulatory Program Manager	152,179	7% increase; \$112.75/hour, Reflects 1350 hours
<b>Administration</b>	<b>66,327</b>	
EBMUD Financial Services	43,297	FY24 no change
Auditing Services	5,651	Financial audit through EBMUD
Administrative Expenses	8,118	FY24 no change
Insurance	9,351	15% increase
<b>Meetings</b>	<b>31,430</b>	
EB Meetings	2,760	2% increase
Annual Meeting	14,369	FY24 no change
Pardee	6,801	2% increase
Misc.	7,500	30% increase from FY23 to accommodate conferences
<b>Communications</b>	<b>47,732</b>	
Web Hosting / Domain Registration	728	2% increase
File Storage	796	2% increase, box.net
Website Development/Maint.	1,592	2% increase
IT Support (As Needed)	2,759	2% increase
BACWA Value of Wastewater Communication	40,000	New line in FY24
Other Communications/Software	1,857	2% increase. MS Exchange/Survey Monkey/Poll Everywhere/Zoom/ NetFile
<b>Legal Support</b>	<b>5,284</b>	
Regulatory Support	2,929	2% increase
Executive Board Support	2,355	2% increase
<b>BACWA Committees</b>	<b>372,550</b>	
AIR	76,000	Consultant support
AIR support for ACE	20,000	New FY23
BAPPG	159,000	Technical support and outreach contracts
Biosolids Committee	0.00	
Collections System	56,000	
InfoShare Groups	500	
Laboratory Committee	4050	TNI standard training and meetings
Permit Committee	500	
Pretreatment Committee	500	
Recycled Water Committee	10,000	
Misc. Committee Support	45,000	
Manager's Roundtable	1,000	
<b>Collaboratives</b>	<b>18,000</b>	

State of the Estuary	0	Biennial in odd fiscal years
Arleen Navarret Award	2,500	Biennial in even fiscal years
BayCAN	5,000	
Bay Area One Water Network	5,000	New FY23
Bruce Wolf Scholarship	4,000	FY22, FY23, FY24, FY25 FY26
Misc.	1,500	NBWA
<b>Technical Support</b>	<b>\$2,222,500</b>	
<b>Nutrients</b>		
Watershed	1,800,000	Advanced funding for 2 <sup>nd</sup> Watershed Permit Science Studies – not to exceed value.
NMS Voluntary Contributions	0	
Additional Work Under Permit	100,000	Includes HDR PO for \$225K spread out over FY20-24
Regional Study on Nature Based Systems	100,000	
Regional Recycling Evaluation	0	
Nutrient Workshop(s)	0	
NMS Reviewer	50,000	
General Technical Support	100,000	AB617 emissions factors, nutrient technical review, other nutrient support, PFAS
CEC Investigations	60,000	PFAS Study Phase II completion
Risk Reduction	12,500	APA FSS completed \$12,500 contract in FY20, CIEA will complete \$12,500 contract in FY23
<b>TOTAL</b>	<b>\$3,265,095*</b>	

\*FY24 Budget Expense Total includes BACC Administration expense and WorkPlan tables A&B do not.

\* CASA Air Toxics pass through program is on FY24 Budget and presented in table below.

<b>WOT</b>	<b>2024 Budget (Est)</b>	<b>Notes</b>
<b>REVENUES</b>	<b>0</b>	
Participant's Contributions	0	Est. depends on member interest.
<b>EXPENSES</b>	<b>85,200</b>	
Contract expenses	80,000	Est. depends on member interest.
BACWA Indirect Expenses	1,000	Per BACWA Policy
<b>TOTAL</b>	<b>-85,200</b>	Funding transferred from WOT reserve

<b>BABC</b>	<b>2024 Budget (Est)</b>	<b>Notes</b>
<b>REVENUES</b>	<b>186,500</b>	
Participant's Contributions	186,500	Est. depends on member interest.
<b>EXPENSES</b>	<b>186,500</b>	
Contract expenses	180,500	Est. depends on member interest.
BACWA Indirect Expenses	6,000	Per BACWA Policy
<b>TOTAL</b>	<b>0</b>	

<b>BACC</b>	<b>2024 Budget (Est)</b>	<b>Notes</b>
<b><u>REVENUES</u></b>	<b>\$78,169.01</b>	
Participant's Contributions	\$78,169.01	Est. equivalent to expenses.
<b><u>EXPENSES</u></b>	<b>\$78,168.01</b>	
Bid software	\$4,272.19	
BACC Legal reserve	\$30,000	Target total reserve \$150,000 to be built over 5 years.
Miscellaneous expenses	\$6,896.82	
BACWA Indirect Expenses	\$37,000	Per BACWA Policy, reflect level of effort.
TOTAL	0	

The California Association of Sanitation Agencies (CASA) has requested that the Regional Associations, including BACWA, collect funds from their members in support of a statewide air toxics testing initiative. BACWA would pay CASA the estimated fees on behalf of BACWA's participating members, and collect the funds from its participating members the subsequent fiscal year. The final fees are still under development and will be finalized and approved by a steering committee made up of project participants. This effort would not be a program of special benefit. This project would impact BACWA's FY24 budget, but not its finances over the four-year course of the project, as revenues and expenses are expected to be equivalent.

<b>CASA Air Toxics</b>	<b>2024 Budget</b>	<b>Notes</b>
<b><u>EXPENSES</u></b>	<b>\$425,000</b>	
CASA Air Toxics program	\$425,000	100% fees passed on to CASA.
TOTAL	0	





March 31, 2023

Mr. John Bauters, Chair  
Finance & Administration Committee  
BAAQMD  
375 Beale Street, Suite 600  
San Francisco, CA 94105  
ELECTRONIC SUBMITTAL to:

SUBJECT: SUPPORT FOR ADDITIONAL STAFFING FOR PERMIT PROCESSING

Chair Bauters and Members of the Finance & Administration Committee:

The Bay Area Clean Water Agencies (BACWA) is submitting this letter to express the wastewater sector's support for hiring and dedicating additional staff to support permitting activities. BACWA is a joint powers agency whose members own and operate publicly owned wastewater treatment works (POTWs) that collectively provide sanitary services to over 7.1 million people in the nine-county San Francisco (SF) Bay Area. BACWA members are public agencies, governed by elected officials or commissioners, and managed by professionals devoted to community protection.

As public agencies and fellow environmental stewards, POTWs are committed to community protection, including support for BAAQMD's mission to improve air quality in the region. This environmental mission requires our member agencies to continuously collect and treat millions of gallons of wastewater to strict discharge requirements without any service interruptions. Achieving the required treatments goals while minimizing impacts to the communities near the POTWs often requires process modifications and upgrades. Although these upgrades typically reduce emissions, they are subject to a rigorous and lengthy review process to ensure that they meet all the requirements of the applicable air regulations.

POTWs try to work in close coordination with BAAQMD staff to account for appropriate considerations in their planning efforts. When available to discuss projects, BAAQMD staff often provide helpful guidance. However, changes in policy, regulations, and staff have led to unanticipated challenges with many projects that have resulted in cumbersome delays and additions costs to ratepayers. The challenges are magnified by a lack of staffing resources that causes long permitting delays and uncovers new significant issues months after submittal of the application and after designs have been finalized.

While BACWA greatly appreciates the efforts made by staff to date, Bay Area POTWs are experiencing extended permit review periods of a year or more for critical projects. The following projects serve as examples of this issue:

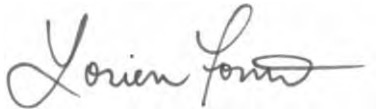
- Emergency generator and odor control project – 14 months
- Odor Control project – 15 months
- Two boilers – 14 months
- Cogeneration/biogas conditioning project – 17 months
- Headworks and odor control project – 16 months

Because these projects are necessary for protecting communities, most need to be completed in a timely manner. However, project implementation is being delayed as a result of delayed permit issuance, posing a risk to operations, a risk to regulatory compliance and public health, and an increase in project change orders that can result in costly construction delay claims from contractors, and, in turn, ratepayers.

BACWA respectfully requests additional resources be prioritized for and allocated to the permitting process. BACWA specifically requests additional staff serving in the permitting, source testing, and dispersion modeling groups deployed to reduce permit process review times and avoid violations and costly delays.

We would be happy to discuss any questions regarding the information provided. Please contact me with any questions at [lfono@bacwa.org](mailto:lfono@bacwa.org).

Sincerely,



Lorien Fono, Ph.D., P.E.  
Executive Director  
Bay Area Clean Water Agencies

Cc: Dr. Philip Fine, BAAQMD Executive Officer  
Greg Nudd, BAAQMD  
Pamela Leong, BAAQMD  
Davina Hurt, Vice Chair, BAAQMD Finance & Administration Committee  
Margaret Abe-Koga, BAAQMD Finance & Administration Committee  
David Haubert, BAAQMD Finance & Administration Committee  
Lynda Hopkins, BAAQMD Finance & Administration Committee  
David Hudson, BAAQMD Finance & Administration Committee  
Tyrone Jue, BAAQMD Finance & Administration Committee  
Sergio Lopez, BAAQMD Finance & Administration Committee  
Katie Rice, BAAQMD Finance & Administration Committee  
Mark Ross, BAAQMD Finance & Administration Committee

BACWA Executive Board  
Nohemy Revilla, BACWA AIR Committee Co-Chair

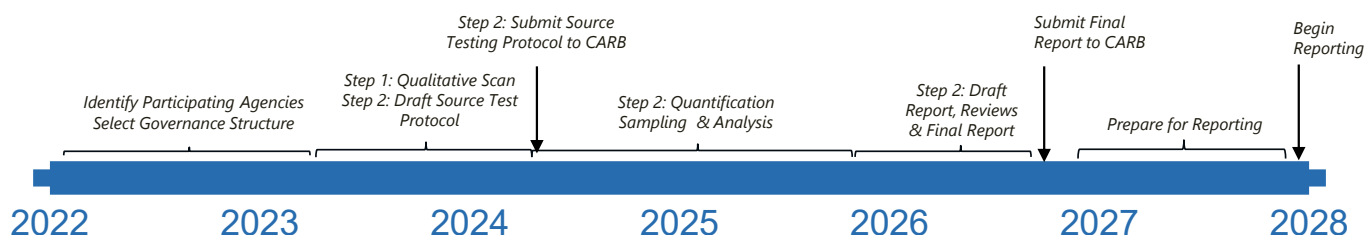
Jason Nettleton, BACWA AIR Committee Co-Chair  
Courtney Mizutani, BACWA AIR Committee Support  
Sarah Deslauriers, BACWA AIR Committee Support



CTR & EICG Regulatory Updates (Effective Jan 1, 2022):  
Two-Step Process

Air Toxics Subgroup Meeting Agenda  
APRIL ##, 2023 @ TIME TBD

1. Introductions
2. Status of Two-Step Process
  - a. Step 1: Qualitative Screening (work w/Air Districts/CARB to develop approach)
    - i. GC-MS scans do not detect all compound types listed in AB 2588 air toxics list
    - ii. Air Districts have expressed concerns regarding use of a GC/MS scan due to potential limitations
    - iii. To address these concerns:
      1. Perform a paper study of available sampling and laboratory methods.
      2. Perform pre-scans/tests at a few POTWs (Bay Area, Central Valley, South Coast)
        - a. Use methods identified in paper study
        - b. Attempt to narrow sample locations within POTWs
        - c. Attempt to identify short list of toxics for Step 2
  - b. Step 2: Quantitative Sampling & Analysis (future)
    - i. **Single protocol/approach referencing approved sampling & analysis methods which air districts can follow and remain consistent**



3. Wastewater Sector Information
  - a. Identifying POTW Participants - definition of flow threshold, average annual vs average dry
    - i. Assurance of compliance with state/local air districts by participating?
    - ii. What happens to facilities who don't participate in Two-Step Process?
  - b. Use of detection limits
    - i. What about non-detectable compounds? Will report as ND or half detection limit?
    - ii. What if triplicate the sampling still yields ND?
4. Next Steps/Action Items
5. Adjourn

## DRAFT LETTER FOR AGENCY ACCEPTANCE

[Click here to enter a date.](#)

Eileen White  
Executive Officer  
San Francisco Bay Regional Water Quality Control Board

Re: Acceptance of Plant-Specific Findings for the Regional Evaluation of Potential Nutrient Discharge Reduction by Natural Systems

Dear Eileen White,

On behalf of *[Insert Agency Name]*, I have reviewed the individual plant report prepared for the *[Insert Agency Name]* that is included as an appendix to Regional Evaluation of Potential Nutrient Discharge Reduction by Natural Systems (Evaluation). The Evaluation was prepared by the SFEI consulting team (Consultants) under a contract with the Bay Area Clean Water Agencies (BACWA), in compliance with the 2019 Nutrient Watershed Permit (Order No. R2-2019-0017, NPDES No. CA0038873) on behalf of the Dischargers. *[Insert Agency Name]* staff reviewed the report and offered comments for incorporation into a final draft. 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 the Evaluation.

With this level of involvement and oversight of our staff who worked with the Consultant in preparing the report for *[Insert Agency Name]*, I agree the conceptual approach for reducing nutrients via natural systems 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]*

## DRAFT LETTER FOR AGENCY ACCEPTANCE

[Click here to enter a date.](#)

Eileen White  
Executive Officer  
San Francisco Bay Regional Water Quality Control Board

Re: Acceptance of Plant-Specific Findings for the Regional Evaluation of Potential  
Nutrient Discharge Reduction by Natural Systems

Dear Eileen White,

On behalf of *[Insert Agency Name]*, I have reviewed the Regional Evaluation of Potential Nutrient Discharge Reduction by Natural Systems (Evaluation). The Evaluation was prepared by the SFEI consulting team (Consultants) under a contract with the Bay Area Clean Water Agencies (BACWA), in compliance with the 2019 Nutrient Watershed Permit (Order No. R2-2019-0017, NPDES No. CA0038873) on behalf of the Dischargers. 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 the Evaluation.

*[Insert Agency Name]* was contacted by the Consultants in 2021 and was deemed to be a low-priority site for Natural Systems. My agency agrees with this recommendation for the purposes of the Evaluation, and in accordance with the Watershed Permit requirement for report certification, I certify, under penalty of law, that 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]*

## DRAFT LETTER FOR AGENCY ACCEPTANCE

[Click here to enter a date.](#)

Eileen White  
Executive Officer  
San Francisco Bay Regional Water Quality Control Board

Re: Acceptance of Plant-Specific Findings for the Regional Evaluation of Potential Nutrient Discharge Reduction by Water Recycling

Dear Eileen White,

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 *[Regional Evaluation of Potential Nutrient Discharge Reduction by Water Recycling]*. The plant report was prepared by the HDR/Woodard & Curran consulting team (Consultants) under a contract with the Bay Area Clean Water Agencies (BACWA). The *[Insert Plant Name]* report was prepared after the Consultants interacted with plant staff, prepared a draft report for our staff's review and responded to staff's comments. BACWA's Recycled Water Committee also provided direction to the Consultants in preparing the individual plant reports and the overall summary for *[Regional Evaluation of Potential Nutrient Discharge Reduction by Water Recycling]*. This report represents my best understanding of our facility's concepts for expanding recycled water through 2040.

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 via recycled water 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]*



## Executive Board Special Meeting

### Draft Agenda

SF Bay Regional Water Board /

BACWA Executive Board Joint Meeting

Thursday, April 27, 2023, 1 PM – 3 PM

Regional Water Board Office, 1515 Clay St. #1400, Oakland

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**ROLL CALL AND INTRODUCTIONS** – 1 p.m.

**PUBLIC COMMENT** – 1:05 p.m.

**DISCUSSION/OTHER BUSINESS**- 1:10 p.m.

Topic	Goal	Time
<b>1. Agency Updates</b>	<ul style="list-style-type: none"><li>• Roundtable from BACWA and Water Board</li></ul>	1:10
<b>2. Constituents of Emerging Concern</b>	<ul style="list-style-type: none"><li>• Water Board update</li><li>• Follow-up from RMP Emerging Contaminant Workgroup Meeting (as needed)</li></ul>	1:20
<b>3. PFAS</b>	<ul style="list-style-type: none"><li>• Update on BACWA's PFAS Regional Study</li><li>• Other regulatory and legislative updates</li></ul>	1:30
<b>4. Recycled Water</b>	<ul style="list-style-type: none"><li>• Water Board update on Strike Team activities</li><li>• Completion of Nutrient Watershed Permit study</li></ul>	1:50
<b>5. Chlorine</b>	<ul style="list-style-type: none"><li>• Alternative regulatory approaches for modifying effluent limitations for chlorine</li></ul>	2:00
<b>6. Nutrients</b>	<ul style="list-style-type: none"><li>• BACWA vision for nutrient reductions</li><li>• Water Board and BACWA updates on planning for 3<sup>rd</sup> Watershed Permit</li><li>• Coordination for development of model scenarios</li><li>• Sign off for 2<sup>nd</sup> permit special studies</li></ul>	2:10
<b>7. Upcoming Events</b>	<ul style="list-style-type: none"><li>• BACWA Annual Meeting – May 5, 2023</li><li>• Pardee Technical Seminar – Sept 8, 2023</li></ul>	2:50

**ADJOURNMENT**





**B A C W A**  
**BAY AREA**  
**CLEAN WATER**  
**AGENCIES**

**BAY AREA CLEAN WATER AGENCIES**  
**ANNUAL MEETING ROGRAM**  
**May 5 2023**  
**David Brower Center**  
**Berkeley, CA**

TIME	DESCRIPTION	SPEAKER
8:30am - 9:00am	Coffee in the lobby	
9:00 am - 9:15 am	Welcome/Introduction Year in Review	Amit Mutsuddy, BACWA Chair/ EBMUD Lorien Fono, BACWA
9:15 am - 10:30 am	Regulator Priorities Bay Area Air Quality Management District EPA San Francisco Bay Regional Water Board staff State Water Resources Control Board staff Q&A	<b>Moderator: Jackie Zipkin</b> Greg Nudd/Phil Fine Peter Kozelka Tom Mumley Karen Mogus
10:30 am - 10:45 am	Break - Coffee and snacks in the foyer	
11:00 am - 12:30 pm	Nutrients - Moderated Discussion Overview (5min) Science Update (10min) Regulatory Perspective (10 min) GAR, Management Alternatives, and Recycled Water (10 min) NBS (5min) Facilitated Discussion	<b>Moderator:</b> Lorien Fono, BACWA David Senn, SFEI Tom Mumley R2 Mike Falk, HDR Ian Wren, Baykeeper and SFEI
12:30 pm - 1:30 pm	Lunch - On the terrace	
1:30 pm - 1:40 pm	In memory of Dave Williams	Lorien Fono, BACWA & Lori Schectel, Central San
1:40 pm - 1:50 pm	BACWA Leadership Recognition	Amit Mutsuddy, BACWA Chair/EBMUD
1:50 pm - 3:20 pm	BACWA Hot Topics PFAS Study - Phase 2 results Issues in AIR Regulatory Compliance Biosolids - a changing landscape Collection Systems Updates Extreme precipitation - lessons learned	<b>Moderator: Amy Chastain</b> Diana Lin, SFEI Courtney Mizutani, Mizutani Environmental Sarah Deslauriers, Carollo Mary Cousins, BACWA
3:20 pm - 3:30 pm	Annual Meeting Wrap-Up	Amit Mutsuddy, BACWA Chair/EBMUD
3:30pm	Adjourn - Social hour	

Committee Request for Board Action: None

Slides from the March 1<sup>st</sup> Meeting are posted [here](#). There were 24 attendees from 14 BACWA member agencies.

**2023 State Legislation Update**

California legislative bills were introduced by February 17<sup>th</sup>; spot bills will be refined by March 31<sup>st</sup>. A summary of bills being tracked by the CASA Air Quality, Climate Change & Energy (ACE) Workgroup will be circulated soon.

**BACWA-BAAQMD Implementation Workgroup – February 9<sup>th</sup> Meeting Summary**

The fourth meeting of the wastewater-focused workgroup<sup>1</sup> took place February 9<sup>th</sup>. The topics discussed during the meeting included: BAAQMD permitting process and timelines; BAAQMD Rules 11-18 and 2-5 relative to CARB's Criteria Air Pollutant and Air Toxic Reporting Program (CTR) Two-Step Process; source testing concerns (standard report formatting and extensions); PM<sub>2.5</sub> Local Risk Methodology; revisiting Regulation 13 (climate pollutants) later in the year; and engaging in strategic planning with the new Executive Officer, Dr Philip Fine, who comes from the South Coast AQMD.

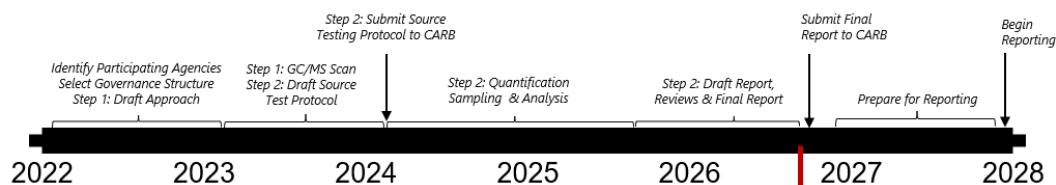
**BAAQMD Rule 11-18 and CARB Two-Step Process**

BAAQMD Rule 11-18 implementation for POTWs is projected to begin in Q3 2024, starting with the eight (8) POTWs having preliminary prioritization scores (PS) >100. These facilities are scheduled to finalize their Health Risk Assessments (HRAs) beginning in 2026, which is not aligned with when we expect results from the CARB-approved "two-step process" (i.e., new and/or updated emission factors for air toxics expected by end of 2026) for more accurately estimating emissions, as well as risk. This is illustrated in the timeline graphic below, which also shows when other facilities (having PS >50, >25, and >10) will initiate their HRA process. CASA is including BAAQMD in the two-step process coordination and working toward a compromise (i.e., consider participation in the two-step process as compliance with Rule 11-18).

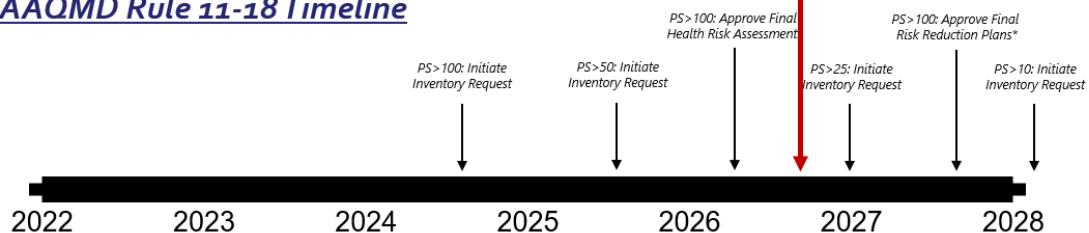
A draft list of participating agencies shows a list of over 120 facilities across the state. Facilities with covered primaries and an average dry weather flow (ADWF) >10 mgd and facilities with uncovered primaries and an ADWF > 5 mgd are subject to the regulation. CASA has begun discussions with CARB, BAAQMD, SCAQMD, and CAPCOA regarding the proposed program. CASA will serve as the fiscal agent in coordination with regional associations (i.e., BACWA will coordinate billing for Bay Area facilities). Currently the estimated cost of participation is approximately \$2,000 per permitted ADWF in mgd but is being updated as we better understand the needs of the study.

AIR Committee members are invited to participate in the CASA AIR Toxics Subgroup to keep closely coordinated on the monthly progress for the four-year duration of the two-step process (contact Sarah Deslauriers if you would like to join the email distribution list and subgroup meetings).

**CARB AB 617 Two-Step Process Timeline**



**BAAQMD Rule 11-18 Timeline**



<sup>1</sup> The workgroup was established as negotiating amendments to BAAQMD Regulation 2 to "help facilitate the implementation of the Proposed Amendments and address other concerns related to toxic air contaminant reduction at these facilities and future rule development."

#### BAAQMD to Evaluate Localized Impacts of PM<sub>2.5</sub>

On January 6, 2023, EPA announced its proposed decision to revise the primary (health-based) annual PM<sub>2.5</sub> standard from its current level of 12.0 µg/m<sup>3</sup> to within the range of 9.0 to 10.0 µg/m<sup>3</sup>. CARB and BAAQMD are planning to submit comment letters to EPA supporting standards at a level of 8 µg/m<sup>3</sup>, as a protective level consistent with science. BAAQMD has begun evaluation of localized impacts of PM<sub>2.5</sub>, which is not yet considered in permitting or CEQA guidance. This process is being publicly processed through the Advisory Council. More information can be found [here](#) as the Advisory Council includes it on their agenda.

#### CARB Scoping Plan Update Targeting Carbon Neutrality by 2045

The [Scoping Plan Update](#) was adopted December 15, 2022 and targets Carbon Neutrality by 2045 using very ambitious programs, including zero emission vehicles, organic waste diversion to achieve short-lived climate pollutant (methane) reduction, and improving the soil health of and carbon sequestration that can be accomplished on natural and working lands. The language in the document remains broadly supportive of the wastewater sector's role in community resilience and GHG reductions. As regulations develop in support of the Scoping Plan, we will continue to work to ensure the wastewater sector remains supported in its uses of biogas for its own resilience and to avoid wasting renewable resources critical to maintain nutrient and carbon cycles in nature.

The proposed [Advanced Clean Fleet Regulations](#) target zero-emission medium- and heavy-duty truck fleets by 2045, with government entities identified as early adopters. The latest versions of the regulations provide improved exemptions related to Zero Emission Vehicle (ZEV) availability, infrastructure delays, and daily usage; however, they do NOT allow fleets to expand the number of medium- and heavy-duty trucks running on CNG beyond those you have in your fleet as of January 1, 2024, to help use the additional biogas expected to be produced with the implementation of SB 1383. Since we have limitations on onsite use and pipeline injection, CASA is working to allow POTWs to expand the number of vehicles run on CNG beyond 2024, while we ensure a market for the biogas in the future by working with CARB to establish another market (e.g., biogas to hydrogen technologies). CARB staff have also proposed changes to the Low Carbon Fuel Standard in support of ZEVs.

CASA submitted redlines of the latest draft language to CARB staff, met with CARB Chair Randolph, met with CalEPA, and are setting a meeting with the Governor's Office. CARB staff released formal [15-day language March 23<sup>rd</sup>](#), and the public hearing for adoption is scheduled for April 27<sup>th</sup>.

#### Open Discussion/Member Updates

We hold open discussion throughout and at the end of each meeting, and we discussed the following:

- Standard permit conditions and the significant financial considerations some carry.
- Increasing fees without a corresponding change in application turn-around time or permit backlog reduction
- Members are facing issues with source test companies who are operating under staffing pressures/limitations which is impacting timing of report submittal, as well as quality
- How BAAQMD handles non-detects for emission calculations (may be able to address this issue during the statewide Two-Step Process protocol development)
- The variability in Rule 11-18 prioritization scores over time for a single facility (does 11-18 have a baseline year?)
- UV treatment and whether it is appropriate for BAAQMD to require an air permit (suggestion was made to designate it as an exempt source when Regulation 2 is re-opened)

Sarah/Courtney shared the recently released Princeton/UC-Riverside article reporting that Methane Emissions from WWTPs are nearly double what was previously thought. Article link is below and the formal publication of the study is attached: <https://engineering.princeton.edu/news/2023/02/28/wastewater-sector-emits-nearly-twice-much-methane-previously-thought>

Next Meeting - Wednesday, May 31<sup>st</sup> (Virtual)

Committee Request for Board Action: None

39 attendees (6 participating in-person and 33 participating remotely) representing 19 member agencies

Regional Recycled Water Study Update

Mike Falk (HDR) updated the committee on the progress of the Recycled Water Evaluation being conducted in compliance with the 2nd Nutrient Watershed Permit (see [slides](#)). The group discussed how to best describe projects that are less certain than any of the three confidence levels identified in the draft report; ideally, member agencies will approve their inclusion as “Confidence 3;” otherwise they cannot be included. The group also recommended including information about the potential value of recycled water in addition to project costs. The draft overall report will be circulated for committee review in approximately the 3<sup>rd</sup> week of April, with comments due in mid-May. Individual plant reports will require sign-off by a legally responsible officials at each agency prior to the June 30<sup>th</sup> due date.

Proposed Workshop: Enhancing Interagency Collaboration for Bay Area Water Reuse

Eric Rosenblum (Envirosppectives) described a proposed workshop on interagency collaboration to support the [National Water Reuse Action Plan](#). The workshop will be held in summer 2023 and will build on the report prepared by Eric’s team called [Multi-Agency Water Reuse Programs: Lessons for Successful Collaboration](#). The lessons cover governance, regulatory, economic, management, and leadership issues. Eric’s slides are available [here](#). BACWA will be providing funding for the workshop and plans to invite stakeholders from water agencies and regulatory agencies. Regional Water Board staff agreed to host the event at their office in downtown Oakland. Several attendees volunteered to participate in planning the event.

Funding Updates

Sachi Itagaki (Kennedy Jenks) provided updates on state and federal funding opportunities, including Title XVI. The President’s budget includes a request to fund the Alternative Water Source Grants Pilot Program (\$25M) in FY24. [WIFIA](#) is also open for letters of interest; applications require a \$150,000 deposit for application review. At the state level, [Recycled Water Facilities Planning Grants](#) continue to be available from the State Water Board, for up \$500,000 at a 50% match. The State Water Board plans to issue the next intended use plan for CWSRF funds by about June 2023.

Site Supervisor Training Update

A subcommittee is continuing to develop a site supervisor training video. A draft version of the first video called “What is Recycled Water?” was shared during the meeting. The second draft video, “Treatment & Water Quality,” will also be shared with the committee for feedback.

Legislation and Regulatory Update

- Draft Potable Reuse Regulations will be released soon for a 45-day review period.
- To implement SB1157 (Urban Water Use Objectives), DWR plans to conduct studies quantifying benefits and impacts to wastewater and recycled water operations from reduced indoor residential water use standards (see [Budget Change Proposal from DWR](#))
- Water recycling permit fees are expected to increase (see [Budget Change Proposal from State Water Board](#))

Reena Thomas provided updates on recently introduced draft legislation including [SB366](#) (modernizing the California water plan), [SB745](#) (drought resistant building standards), [AB460](#) (Water rights interim relief), [AB1572](#) (restricting non-functional turf from using potable water), and [SB597](#) (rainwater capture systems at new housing development). Although not directly related to recycled water, the group also discussed [AB727](#) (PFAS ban in household cleaning products, co-sponsored by CASA) and [AB246](#) (PFAS ban in menstrual products).

Announcements

- Volumetric Annual Reports are due to Geotracker by April 30<sup>th</sup>. This year the reporting tool contains optional questions about recycled water projects that may become operational between 2030 and 2040, since identifying ways to increase recycled water supplies to 1.8 MAF/year by 2040 (per the [Governor’s Water Supply Strategy](#)) is one of the key goals of the State Water Board’s Recycled Water Strike Team.
- Annual Recycled Water Reports are due April 30<sup>th</sup> to the Regional Water Board for those agencies covered by the [regional Notice of Applicability](#) for permit coverage under WQO 2016-0068-0068.
- BACWA Annual Members Meeting will be held May 5<sup>th</sup> in Berkeley

Next Meeting – Tuesday, May 16, 2023, 10:30 am – Zoom

# Pretreatment Committee – Report to BACWA Board

Pretreatment Committee Meeting: 3/22/2023  
Executive Board Meeting: 04/21/23  
Committee Chairs: Casey Fitzgerald, Michael Dunning

## **Committee Request for Board Action:** None

53 attendees (27 participating in-person and 26 participating remotely) from 21 member agencies plus the Regional Water Board, State Water Board, and USEPA.

### **BACWA Updates**

- Results from Phase 2 of the Bay Area Regional PFAS Study s are expected in the April – June 2023 timeframe. For context, see [Phase 1 Memo](#) and [Phase 2 Sampling and Analysis Plan](#).
- Due to the harmful algae bloom that occurred in summer 2022, it is likely that the Nutrient Watershed Permit to be reissued in 2024 will include dry season load limits for Total Inorganic Nitrogen. More information is available in this [Nutrient Fact Sheet](#).
- The BACWA Annual Members Meeting will be held May 5, 2023 in Berkeley.

### **EPA Updates**

Amelia Whitson (Pretreatment Coordinator, US EPA Region 9) provided National Pretreatment Updates. Her slides are available [here](#). Announcements included:

- Beginning in 2025, Annual Pretreatment Reports and semi-annual IU compliance reports will have to be submitted electronically. This information will go into a database – it will not merely involve submittal of PDF files. To participate in a technical workgroup on the rollout of these requirements, including beta-testing of forms, contact [Carey Johnston](#), EPA Office of Compliance.
- To receive IU reports identified in 40 CFR §403 in electronic form only, you must (1) seek CROMERR approval and then (2) modify your approved pretreatment program. Additional info is available [here](#). Some BACWA members (e.g., Central San) have successfully set this up.
- EPA is accepting comments on the [2023 Clean Water Act Methods Update Rule](#) until April 24<sup>th</sup>.
- [Effluent Guidelines Program Plan 15](#) was published in January 2023. EPA plans to revise effluent limitations guidelines and pretreatment standards for landfills because PFAS is found in landfill leachate. Landfills are not currently subject to federal pretreatment standards.
- In December 2022, EPA released a [guidance memo](#) on addressing PFAS discharges through pretreatment programs.

### **State Water Board Updates**

Erica Kalve (Pretreatment and CECs Unit Supervisor, State Water Board) provided state pretreatment updates. Her slides are available [here](#).

- The State Water Board’s view is that investigation of PFAS sources should take into account all potential PFAS compounds by using a method such as Adsorbable Organic Fluorine ([EPA Draft Method 1621](#)). The State Water Board does not plan to require pretreatment programs to implement EPA’s December 2022 guidance memo (see link above) which specifies use of [EPA Draft Method 1633](#) for 40 PFAS Compounds.
- Enhanced Source Control is one of the aspects of regulatory development for Direct Potable Reuse. Draft regulations will be released by the State Water Board for public comment in approximately April 2023. More information is available [here](#).

# Pretreatment Committee – Report to BACWA Board

Pretreatment Committee Meeting: 3/22/2023  
Executive Board Meeting: 04/21/23  
Committee Chairs: Casey Fitzgerald, Michael Dunning

## Regional Water Board Updates

Mike Chee (San Francisco Regional Water Quality Control Board) announced that going forward, local limits studies should be uploaded into CIWQS.

The Regional and State Water Board target is for agencies to have 2 PCIs and 1 PCA every 5 years, although recently they have not been able to meet this target due to staffing limitations. BACWA members were encouraged to maintain lines of communication with Water Board staff even if a PCI or PCA is not being conducted at your agency.

## Member Discussions on Industrial User Permitting

- One member shared an experience with discharge permitting for human alkaline hydrolysis. Soap stock in the effluent caused interference with the oil & grease analysis, so oil & grease monitoring cannot be conducted for this discharger. Several other members noted that they ban this type of discharge due to public perception issues. There are only a handful of such facilities on the west coast.
- Members discussed how to permit a nonferrous metals forming discharger that is a zero-discharger for certain subsections of category 471 Part D. EPA staff noted that whether or not a discharger is eligible to receive production standards for a certain subpart depends on whether the waste for that unit is off-hauled or whether it skipped (if a production step is skipped, rather than off-hauled, then the production-based credits may still apply because the pollutant may be introduced in a downstream unit).
- Members discussed considerations for establishing limits for Total Petroleum Hydrocarbons. After the meeting, Ross Steenson (San Francisco Bay Regional Water Quality Control Board) provided additional information for member use on solubility of TPH (see [email from Ross Steenson, 3/27/23](#))

**Next meeting:** Members agreed to meet approximately 3x/year going forward, using a combination of online and in-person meeting formats. The next meeting is targeted for mid- to late-August.





## Executive Director's Report to the Board

### March 2023

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#### **EXECUTIVE BOARD MEETING AND SUPPORT**

- Worked with BACWA staff to plan and manage 3/17 Executive Board meeting
- Conducted the Executive Board meeting agenda review with the BACWA Chair
- Hosted 3/17 Executive Board meeting and distributed draft meeting notes
- Continued to track all action items to completion
- Continued to plan Program for BACWA Annual Members meeting

#### **COMMITTEES:**

- Attended AIR Committee meeting, 3/1
- Attended Recycled Water Committee meeting, 3/21
- Planned April Managers Roundtable meeting

#### **REGULATORY:**

- Hosted discussion of Hg/PCB risk reduction activities with State and Regional Water Board staff, 3/6
- Developed comments on BAAQMD permit staffing
- Connected with EPA on potential funding workshop
- Reviewed regulatory issues matrix
- Attended State Air Toxics testing planning meeting 3/8
- Attended Bay Planning Coalition Air Quality Committee meeting, 3/22

#### **NUTRIENTS:**

Completed a variety of tasks and activities associated with BACWA's interests on nutrients and collaborating with the Water Board including:

- Met individually with two agencies to understand nutrient reduction planning
- Compiled agency nutrient plans into single spreadsheet
- Attended and took notes for NMS Steering Committee meeting 3/10
- Developed draft nutrient removal presentation and discussed with members and consultant
- Met with Science team to discuss modeling, next steps
- Discussed nutrient issues and engagement with BACWA Board with NMS science manager
- Discussed OAH issues with CASA staff, and participated in OAH subgroup meeting, 3/8
- Participated in discussion of CASA testimony on OAH at SWB meeting, 3/15
- Discussed nutrient load reduction planning with agency consultants, 3/22

#### **COMMUNICATIONS**

- Conducted communications selection subcommittee meeting to review submittals, 3/24
- Interviewed prospective communication consultant, 3/30

**FINANCE:**

- Reviewed the monthly BACWA financial reports
- Reviewed and approved invoices
- Updated 5-year plan with new scenarios
- Updated draft FY24 Budget at direction of BACWA Board

**COLLABORATIONS:**

- Kicked off planning for workshop on multiagency collaboration, 3/1, 3/27
- Attended Transforming Shorelines meeting, 3/27
- Attended TRUW Equity Workshop 3/7
- Participated in equity workshop debrief, 3/16
- Attended CASA Regulatory Planning meeting in Pardee, 3/14-15
- Attended CASA RWG meeting, 3/16
- Attended CASA ACE meeting, 3/22
- Attended Danish water day at OLSD, 3/29
- Developed letter of support for zero aeration pilot

**ASC (AQUATIC SCIENCE CENTER)**

- Reviewed materials sent via email by ASC ED

**BABC (BAY AREA BIOSOLIDS COALITION)**

- No update – meeting canceled

**BACC (BAY AREA CHEMICAL CONSORTIUM)**

- Discussed administrative and policy issues with administrator
- Reviewed bid submittals and tabulations
- Responded to questions about bid process

**BACWWE (BAY AREA COALITION FOR WATER/WASTEWATER EDUCATION)**

- No update

**ADMINISTRATION:**

- Planned for and conducted the monthly BACWA staff meeting to prepare for the Board Meeting and to coordinate and prioritize activities.
- Met with RPM to discuss progress on regulatory issues and update regulatory matrix
- Signed off on invoices, reviewed correspondence, prepared for upcoming Board meetings, responded to inquiries on BACWA efforts, oversaw and participated in updating of web page and provided general direction to BACWA staff.
- Worked with RPM in the preparation of the monthly BACWA Bulletin.
- Developed and responded to numerous emails and phone calls as part of the conduct of BACWA business on a day-to-day basis.
- Researched teleconferencing alternatives for hybrid meetings

**MISCELLANEOUS MEETINGS/CALLS:**

- Worked with BACWA Chair and Committee Chairs on items that arose during the month



- Other miscellaneous calls and inquiries regarding BACWA activities
- Responded to Board members' requests for information
- Presented general PFAS information at Castro Valley Rotary Club, at invitation from member agency, 3/28



## Board Calendar

May 2023 – July 2023 Meetings

DATE	AGENDA ITEMS
May 5, 2023 <i>David Brower Center, Berkeley</i>	<b>Annual Meeting</b>
June 16, 2023 <i>TBD</i>	<b>Approvals &amp; Authorizations:</b> <ul style="list-style-type: none"><li>• FY24 Contract Approvals</li></ul> <b>Policy / Strategic Discussion:</b> <ul style="list-style-type: none"><li>•</li></ul> <b>Operational:</b> <ul style="list-style-type: none"><li>• Pardee Planning</li><li>• Succession planning</li></ul> <b>Approvals &amp; Authorizations:</b> <ul style="list-style-type: none"><li>•</li></ul> <b>Policy / Strategic Discussion:</b> <ul style="list-style-type: none"><li>• Communications Plan</li></ul> <b>Operational:</b> <ul style="list-style-type: none"><li>• Pardee Planning</li><li>• Strategic Plan Review</li></ul>
July 21, 2023 <i>TBD</i>	



## BACWA ACTION ITEMS

Number	Subject	Task	Responsibility	Deadline	Status
<b>Action Items from Mar 2023 BACWA Executive Board Meeting</b>			<b>resp.</b>	<b>deadline</b>	<b>status</b>
2023.3.44	Proposed WRAP Workshop - May 2023	BACWA ED will confirm location and will confirm date.	ED	4/1/2023	complete
2023.3.45	Feb 9 BACWA/BAAQMD Reg 2 Workgroup next steps 21-25	BACWA ED will work with AIR Committee consultant support team to prepare a draft letter to BAAQMD requesting additional staff to process permit applications	ED	4/1/2023	complete
2023.3.46	Air toxics testing update	BACWA to update the FY24 workplan to reflect the change in operating the passthrough.	ED	4/20/2023	complete
2023.3.47	Request to fund Water Conservation and Indoor Use Project	BACWA ED to fund project at \$2,500 level and ask for BACWA involvement.	ED / AED	4/1/2023	complete
2023.3.48	Annual Meeting Draft Program	BACWA ED to work on speakers and topics and will bring updated program to next BACWA Meeting.	ED	4/20/2023	complete
2023.3.49	Draft FY24 Budget - review of proposed budget and discussion of collaboratives	BACWA ED will bring final FY24 budget to the BACWA Board meeting in April for approval & adoption.	ED	4/20/2023	complete
2023.3.50	BACC Update and Bid results	BACWA AED was asked to explore a new project for BACC. To investigate why chemicals are going up so significantly each year and if this a national or state trend and why.	ED		pending
<b>Action Items Remaining from Previous BACWA Executive Board Meetings</b>					
2023.1.38	Debrief from January 17 Joint meeting with R2	BACWA RPM to share WRF report with BACWA community when it is available.	RPM		WIP
2021.10.21	BACWA Communications Policy	BACWA ED will bring a revised draft Communication Policy to the Executive Board for approval at a future meeting.	ED		WIP
2022.10.22	BACWA Reserve Policy	BACWA ED will bring a revised draft Reserve Policy to the Executive Board for approval at a future meeting.	ED		WIP
2022.11.26	SSS WDR - BACWA engagement with State Water Board	BACWA RPM to produce a high-level summary of differences between the current permit and new permit once adopted.	RPM	4/1/2023	complete
2022.3.42	Plain-language review of nutrient science program	BACWA ED to work with SFEI to augment plain-language review to include graphics, simplified text, and a summary of what we have learned so far.	ED		on going

FY23: 46 of 50 Action Items are complete

FY22: 51 of 52 Action items are completed

FY21: 51 of 51 Action items completed

FY20: 70 of 70 Action Items completed

FY19: 110 of 110 action Items completed

FY18: 66 of 66 Action Items completed

FY17: 90 of 90 Action Items completed



## Regulatory Program Manager's Report to the Executive Board

**March 2023**

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**BACWA BULLETIN:** Completed and circulated March Bulletin.

**NUTRIENTS:** Attended Nutrient Management Strategy Steering Committee meeting; Attended Nutrient Strategy Team meeting and prepared notes; attended meetings to discuss the potential for nutrient load reductions for one agency (San Jose); assisted with review of Statements of Qualification submitted in response to communications RFQ.

**MERCURY & PCBs:** Participated in meeting with State and Regional Water Board staff to discuss risk reduction concepts that BACWA could support for compliance with the reissued Mercury & PCBs watershed permit.

**MEMBER SUPPORT:** Discussed regulatory updates with Sewerage Agency of Southern Marin and prepared to attend agency's April Board meeting.

### **COMMITTEE SUPPORT:**

**AIR** – Participated in March Committee meeting.

**Asset Management** – Assisted with planning for May meeting..

**BAPPG** – Participated in monthly steering committee and pesticides committee meetings; finalized comment letter on Sustainable Pest Management Roadmap; circulated and finalized comment letter to USEPA on cyantraniliprole.

**Collection System** – Coordinated with Clean Water Summit Partners and State Water Board staff to plan for and host March webinar; conducted outreach related to SSS-WDR re-enrollment to Bay Area sewer agencies.

**Laboratory** – Assisted with monthly TNI training session; assisted with planning for April committee meeting.

**Permits** – Reviewed draft Enforcement Policy amendments; assisted with planning for April committee meeting.

**Pretreatment** – Assisted with planning for March committee meeting; assisted with meeting hosting and provided BACWA updates; prepared notes and participated in follow-up call with Regional Water Board staff regarding Total Petroleum Hydrocarbons.

**Recycled Water** – Assisted with hosting March meeting; assisted with planning for workshop to foster interagency collaboration on water reuse.

**Executive Board** – Prepared regulatory updates for March Executive Board meeting; reviewed meeting notes.

**ADMINISTRATION/STAFF MEETING** – Participated in Staff Meeting; assisted with administrative preparations for Annual Meeting.

### **BACWA MEETINGS ATTENDED:**

BAPPG Steering Committee (3/1)  
BACWA AIR Committee (3/1)  
Nutrient Discussion with San Jose (3/3)  
BAPPG Pesticides Subcommittee (3/14)  
Executive Board (3/17)  
Nutrient Strategy Team (3/17)  
Recycled Water Committee (3/21)  
Pretreatment Committee (3/22)

### **EXTERNAL EVENTS ATTENDED:**

Transforming Shorelines Social and Racial Equity  
Workshop (3/7)  
Nutrient Management Strategy Steering Committee (3/10)  
CASA Collection Systems Workgroup (3/15)  
CASA Regulatory Workgroup (3/16)  
Summit Partners Webinar on SSS-WDR (3/22)  
CASA Air, Climate, and Energy Workgroup (3/23)  
CASA Attorneys Meeting (3/27)