



**Executive Board Meeting  
AGENDA**  
**Friday, April 19, 2024 9:00 AM - 11:30 AM (PDT)**  
**SFPUC**  
**525 Golden Gate Ave**  
**San Francisco, CA 94102**

To attend the meeting via Zoom or submit a comment please [request access](#).

<u>Agenda Item</u>	<u>Time</u>	<u>Pages</u>
<b>ROLL CALL, INTRODUCTIONS, AND HYBRID MEETING ETIQUETTE</b>	<b>9:00 AM</b>	
<b>PUBLIC COMMENT</b> <a href="#">Guidelines</a>	<b>10:05 AM</b>	
<b>CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER</b>	<b>10:10 AM</b>	
<b>CONSENT CALENDAR</b>	<b>10:15 AM</b>	
1 March 15, 2024 BACWA Executive Board meeting minutes		3-7
2 March 15, 2024 BACWA NST Special Executive Board meeting minutes		8-9
3 April 4, 2024 BACWA Special Executive Board meeting minutes		10-11
4 February 2024 Treasurer's Report		12-20
<b>APPROVALS AND AUTHORIZATIONS</b>	<b>10:25 AM</b>	
5 <u>Approval</u> : Final FY25 Budget and Workplan		21-36
6 <u>Approval</u> : Amendment for Civic Edge to update Baywise Website		37-45
<b>POLICY/STRATEGIC</b>	<b>9:35 AM</b>	
7 <u>Discussion</u> : EPA program office - BACWA comments and EPA response		46-48
8 <u>Informational</u> : OPC funding modeling of Monterey/SF coast		49-56
9 <u>Informational</u> : CASA Air Toxics update		
10 <u>Discussion</u> : Proposed operations-focused nutrient removal workshop to benefit DJ scholarship		
11 <u>Discussion</u> : Vendor access re innovative nutrient technology		
12 <u>Discussion</u> : RFP for Nutrient Group Annual Report - draft scope & schedule		57-59
13 <u>Informational</u> : Recent press and next steps		60
14 <u>Discussion</u> : PFAS legislative and regulatory updates		
<b>OPERATIONAL</b>	<b>11:00 AM</b>	
15 <u>Discussion</u> : BACWA Biosolids Committee Reboot		
16 <u>Discussion</u> : Annual Meeting Program		61
17 <u>Informational</u> : BACC Update <a href="#">2024 BACC Price Comparison</a>		62
	<b>11:50 PM</b>	
18 Committee Reports		63-64
19 Member Updates		
20 Executive Director Report		65-66
21 Board Calendar and Action Items		67-68
22 Regulatory Program Manager Report		69
23 Other BACWA Representative Reports		
a. RMP Technical Review Committee	Samantha Engelage, Alicia Chakrabarti	
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	Amit Mutsuddy, Eric Dunlavey; alternates: Lori Schectel, Jackie Zipkin	
e.i Nutrient Planning Subcommittee	Eric Dunlavey	
e.ii MERHAB MaTAG	Amit Mutsuddy	
f. SWRCB Nutrient SAG	Lorien Fono	
g. BAIRWMP	Cheryl Munoz; Florence Wedington; Jackie Zipkin	
h. NACWA Emerging Contaminants	Karin North; Melody LaBella	
i. CASA State Legislative Committee	Lori Schectel	
j. CASA Regulatory Workgroup	Lorien Fono; Mary Cousins	
k. RMP Microplastics Liaison	Artem Dyachenko	
l. Bay Area Regional Reliability Project	Jackie Zipkin	
m. WateReuse Working Group	Cheryl Munoz	

n. San Francisco Estuary Partnership	Lorien Fono; Jackie Zipkin		
o. CPSC Policy Education Advisory Committee	Colleen Henry		
p. California Ocean Protection Council	Lorien Fono		
q. Countywide Water Reuse Master Plan	Karin North, Pedro Hernandez		
r. CHARG - Coastal Hazards Adaptation Resiliency Group	Jackie Zipkin		
s. California Water Quality Monitoring Council	Lorien Fono		
t. CASA Air Toxics Steering Committee	Lorien Fono, Jason Nettleton		

<b>24 SUGGESTIONS FOR FUTURE AGENDA ITEMS</b>	<b>11:29 AM</b>	
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<b>NEXT MEETING</b>		
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<b>The next meeting of the Board is scheduled for June 21, 2024 at EBMUD in Orinda</b>		
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<b>ADJOURNMENT</b>	<b>11:30 AM</b>	
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**B A C W A**  
**BAY AREA**  
**CLEAN WATER**  
**AGENCIES**

**Executive Board Meeting Minutes**  
**Friday March 15, 2024**

**ROLL CALL AND INTRODUCTIONS**

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

**Other Attendees and Guests:**

<b>Name</b>	<b>Agency/Company</b>
Alicia Chakrabarti	EBMUD
Amanda Roa	Delta Diablo
Diane Griffin	DSRSD
David Donovan	City of Hayward
Don Gray	EBMUD
Greg Norby	Central San
Jared Voskuhl	CASA
Jennifer Dymont	BACWA
Jennifer Voccola-Brown	City of San Jose
Joe Neugebauer	West County Wastewater District
Lorien Fono	BACWA
Mark Tomko	Vallejo Flood & Wastewater District
Mary Cousins	BACWA
Meg Herston	Fairfield-Suisun Sewer District
Melody Tovar	City of Sunnyvale
Michael Connor	Consultant
Sarah Scheidt	SFO
Tim Lewis	DSRSD
Tom Hall	EOA

Amit called the meeting to order at 9:02.

**Agenda Item**

**ROLL CALL, INTRODUCTIONS, AND HYBRID MEETING ETIQUETTE**

- 1 Closed session pursuant to Government Code Section 54957.7
- 2 Report-out from Closed Session                      None

**PUBLIC COMMENT**                      None

**CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER**      Item 20 (BAPPG Budget) may be taken out of order if Joe Neugebauer arrives early.

**CONSENT CALENDAR**

- 3      February 16, 2024 BACWA Executive Board meeting minutes**
- 4      February 16, 2024 BACWA NST Special Executive Board meeting minutes**
- 5      February 27, 2024 BACWA NST Special Executive Board meeting minutes**
- 6      February 28, 2024 BACWA/R2/EPA/Baykeeper special meeting minutes**
- 7      January 2024 Treasurer's Report**

**Consent Calendar items 3 thru 7:** A motion to approve was made by Jackie Zipkin (East Bay Dischargers Authority) and seconded by Lori Schectel (Central Contra Costa Sanitary District). The motion was approved by the remaining board members.

**APPROVALS AND AUTHORIZATIONS**

**8      Authorization: Legal Support for Admin Draft review, up to \$10K**                      - BACWA ED explained that the item is in the packet.

**9      Approval: Legal Support for Watershed Permit Strategy, up to \$40K** - BACWA ED explained the need for legal support.

**Approvals and Authorizations item 9:** A motion to approve was made by Amy Chastain (SFPUC) and seconded by Eric Dunlavey (City of San Jose). The motion was approved by the remaining board members.

**POLICY/STRATEGIC**

**10      Informational: BACWA Comments on OPC SLR Guidance**                      - BACWA RPM shared that letter is in the packet.

**11      Discussion: EPA program office - proposed BACWA comments**                      - BACWA ED shared slide that summarized interest areas and that the draft letter to EPA based on the Board’s input at the February meeting is in the packet.

**Action Item:** BACWA ED to circulate comment letter for feedback.

**12      Informational: BACWA Comments on Rule 11-18 amendments** - BACWA ED shared that BACWA’s comments regarding potential changes to BAAQMD Rule 11-18 are in the packet.

**13      Informational: CASA Air Toxics update** - BACWA ED sent out guidance to 27 agencies on the pooled admissions CASA Air Toxics project. Several agencies would like their invoices sent in FY24 and the remainder will get their invoices in FY25.

**14      Discussion: Recycled Water Survey**                      - BACWA RPM shared a summary of the results from the recycled water survey. In the general discussion that followed, attendees expressed support for sharing information about best practices for cost-sharing agreements with water agencies.

**15 Informational: 3/8 NMS Steering Committee minutes** - BACWA ED shared the meeting minutes from the packet and noted the new financial report and list of deliverables. She also noted that the Science Program will be applying to the new SF Bay EPA program office for non-competitive grant funding.

**16 Informational: Report-out from MERHAB MaTAG** - BACWA ED and Chair shared a summary of the most recent meeting of the MERHAB Management Transition Advisory Group (MaTAG). A meeting summary is also in the packet.

**17 Informational: Press tours at Oro Loma and Palo Alto in March** - BACWA ED shared that the Oro Loma tour yesterday was successful, and segments were on KTVU and ABC7 yesterday.

**Action item:** BACWA ED \ AED to locate and share segments with group.

**18 Discussion: Meeting with BAAQMD staff (2/28) and management (2/29) debrief** - BACWA ED shared she had successful meetings with air district staff and management. Dr. Fine invited BACWA members to contact management if a permit gets “stuck” in the backlog. The issues with excessive monitoring requirements in FSSD’s permit were resolved in a final draft.

## **OPERATIONAL**

**19 Discussion: Future of BABC as a BACWA Project** - BACWA ED shared that BABC would retain its current structure through FY24. Ryan Batjiaka (SFPUC) is leading an effort to reconvene the steering committee to discuss potential changes to the administrative structure of BABC.

**20 Discussion: Presentation BAPPG planning for FY25** - Joe Neugebauer from BAPPG shared a summary of the committee’s budget request for FY25, which has four main funding areas: professional outreach, pesticide regulatory support, support for collaboratives, and public outreach. The public outreach contract is going to out for an RFQ soon and the requested budget amount for this line item is increased compared to past years.

**21 Discussion: CY 2024 meeting dates** BACWA ED shared that an updated calendar is in the packet. The proposed changes are to cancel the July 2024 meeting if possible and combine the November and December 2004 meetings into one and hold it on December 6, 2024. The group agreed to wait on cancelling the July 2024 meeting and combining the November and December 2024 meetings into one on December 6, 2024.

**Action item:** BACWA AED to send out December 6<sup>th</sup> meeting invite.

**22 Discussion: Second draft of FY25 BACWA Budget, with draft workplan and 5 year plan** - BACWA ED shared the main changes are the CASA Air Toxics project, a 3% member dues increase, LAIF investment income expectations, staff contracts increased by 2.6%, an increase in misc meetings line item. The group agreed to increase the regulatory legal line to \$50,000 for FY25.

**Action item:** BACWA ED to bring final version of FY25 Budget and Workplan to April 2024 meeting for approval.

**23 Informational: Form 700 reminder** - BACWA AED shared that the board member 700 forms are due April 1, 2024. Board members will continue to get reminders from NetFile until they are complete.

**24 Discussion: Draft of Annual Meeting Program** - BACWA ED shared a draft agenda to review with the group. The group discussed agenda ideas, including replacing the climate change item with a funding item.

**25 Informational: Arleen Navarret - Nomination Form Due March 27th** - BACWA ED shared that the application is on the website and the application is due 3/27/2024.

**26 Discussion: NBWA Sponsorship Request** - BACWA ED shared that the NBWA sponsorship request is in the packet. The sponsorship level is \$1,500.

**27 Informational: BACC Update** - BACWA AED shared that BACC received bids for all 12 chemicals and the Award Letters should be sent out next week. BACWA AED will update year over year price comparison spreadsheet once the Award letters go out.

**Action Item:** BACWA AED to include spreadsheet in April 2024 packet.

28 Committee Reports - reports are in the packet.

29 Member Updates - Meeting attendees shared member updates, which included group discussions on two pieces of draft legislation with the potential to affect the wastewater sector (SB 903 and AB 3073). Several agencies announced that they are hiring. EBMUD is working with the City of Oakland and Lake Merritt Institute to respond to the recent algal bloom in Lake Merritt. Delta diablo noted they have a submitted an application for a new cogeneration facility to the Air District.

30 Executive Director Report - report is in the packet.

31 Board Calendar and Action Items - report is in the packet.

32 Regulatory Program Manager Report - report is in the packet.

33 Other BACWA Representative Reports

a. RMP Technical Review Committee Samantha Engelage, Alicia Chakrabarti

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 Amit Mutsuddy, Eric Dunlavey; alternates: Lori Schectel, Jackie Zipkin

e.i Nutrient Planning Subcommittee Eric Dunlavey

e.ii MERHAB MaTAG Amit Mutsuddy

f. SWRCB Nutrient SAG Lorien Fono

g. BAIRWMP Cheryl Munoz; Florence Wedington; Jackie Zipkin

h. NACWA Emerging Contaminants Karin North; Melody LaBella

i. CASA State Legislative Committee Lori Schectel

Lori updated the group on a request from CASA to sign onto a coalition letter in support of SB903 which would ban nonessential uses of PFAS by 2034. ED will provide BACWA logo to add to letter.

- j. CASA Regulatory Workgroup Lorien Fono; Mary Cousins
- k. RMP Microplastics Liaison Artem Dyachenko
- l. Bay Area Regional Reliability Project Jackie Zipkin
- m. WateReuse Working Group Cheryl Munoz
- n. San Francisco Estuary Partnership Lorien Fono; Jackie Zipkin
- o. CPSC Policy Education Advisory Committee Colleen Henry
- p. California Ocean Protection Council Lorien Fono
- q. Countywide Water Reuse Master Plan Karin North, Pedro Hernandez
- r. CHARG - Coastal Hazards Adaptation Resiliency Group Jackie Zipkin
- s. California Water Quality Monitoring Council Lorien Fono
- t. CASA Air Toxics Steering Committee Lorien Fono, Jason Nettleton

**SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**NEXT MEETING** The next meeting of the Board is scheduled for April 19, 2024 at SFPUC.

**ADJOURNMENT**

**12:11 PM**

**ATTENDEES:**

**Executive Board Representatives:** Amit Mutsuddy (EBMUD), Jackie Zipkin (East Bay Dischargers Authority), Lori Schectel (Central San), Amy Chastain (SFPUC), and Eric Dunlavey (San José)

**Other Attendees:**

<b>Name</b>	<b>Agency/Company</b>
Lorien Fono, Mary Cousins	BACWA
Dan Lopez	Black and Veatch
Sara Sadreddini, Linda Sawyer	Brown and Caldwell
Andre Gharagozian	Carollo
Blake Brown, Dan Frost	Central San
Michael Connor	Consultant
Amanda Roa, Brian Thomas	Delta Diablo
Diane Griffin, Tim Lewis	DSRSD
Don Gray	EBMUD
Tom Hall	EOA
Meg Herston, Jordan Damerel, Talyon Sortor	FSSD
David Donovan	Hayward
Irene Chu	Hazen and Sawyer
Denise Conners	LWA
Samantha Engelage	Palo Alto
Nohemy Revilla	SFPUC
Melody Tovar	Sunnyvale
Anir Bhagwat	SVCW
Jennifer Harrington	Vallejo FWD

Amit Mutsuddy called the meeting to order at 12:34 pm and led introductions. The meeting was conducted in hybrid format, with participants joining virtually and in-person at Central San’s office in Martinez. There was no public comment.

BACWA’s Executive Director shared the anticipated adoption schedule for the 3<sup>rd</sup> Nutrient Watershed Permit. Regional Water Board staff plan to release the Tentative Order in late March or early April, and comments will be due in late April or early May. The adoption hearing is currently scheduled for June 12. BACWA will be scheduling additional Nutrient Strategy Team meetings, as needed, during this time period.

**REVIEW OF ADMINISTRATIVE DRAFT OF 3<sup>RD</sup> WATERSHED PERMIT**

BACWA has retained law firm Meyers Nave to provide legal review of the Administrative Draft because of concerns over compliance feasibility. The firm has provided BACWA with a redline markup of the Administrative Draft that attempts to provide a regulatory pathway for agencies that may not be able to comply with the proposed effluent limits within 10 years. The markup proposes a compliance scheme based on numeric targets and best management practices (BMPs) in lieu of numeric effluent limits. Another aspect of the proposal is that the Regional Water Board would work on developing a Water Quality Attainment Strategy (Basin Plan Amendment) during the next permit term. Although more scientific work and administrative effort would be required for this approach (compared to a permit



## March 15, 2024 NST Meeting Summary

action), it would provide greater long-term certainty for agency planning purposes.

BACWA's Executive Director plans to reach out to Regional Water Board management to share this proposal.

### **NEXT STEPS**

- BACWA's Executive Director will contact Regional Water Board management to express concerns about certain aspects of the Administrative Draft permit. The Executive Director will follow up by sharing language outlining the target/BMP-based approach and scheduling a meeting with Regional Water Board staff for further discussions. A separate meeting may be needed with counsel from the Regional Water Board and BACWA's counsel.
- Engage a rate expert to develop estimates of rate impacts of the 3<sup>rd</sup> Nutrient Watershed Permit to share at the June 12 adoption hearing.

Amit Mutsuddy adjourned the meeting at 2:41 PM.



BACWA Executive Board  
April 4, 2024 Special Meeting Summary

**ATTENDEES:**

**Executive Board Representatives:** Amit Mutsuddy (EBMUD), Jackie Zipkin (East Bay Dischargers Authority), Lori Schectel (Central San), Amy Chastain (SFPUC), and Eric Dunlavey (San José)

**Other Attendees:**

Name	Agency/Company
Lorien Fono	BACWA
Jennifer Brown	San José
Jennie Pang	SFPUC
Greg Norby	Central San
David Donovan	Hayward

**1. Introductions and Public Comment**

Amit Mutsuddy called the meeting to order at 8:31 pm and led introductions. The meeting was conducted in remote format, with participants joining virtually from posted public locations. There was no public comment.

**2. Approval: Consideration of FY24 Contract with Raftelis for \$34K (\$18K for rate analysis, plus \$16K as-needed affordability analysis)**

BACWA’s Board previously gave direction that it would like to develop a planning level rate impact analysis for nutrient-compliance related expenses. BACWA’s Executive Director conducted a single-source solicitation of a proposal Raftelis Financial Consultants, Inc due to the firm’s existing relationship with BACWA members. Sole-sourcing was used due to the time constraints on this work, and BACWA’s contracting Policy 2.03 allows sole-sourcing up to \$30,000, with the option of increasing that amount with justification. The contract authorizes \$18,000 to perform a high-level rate analysis with the outcome being the impact on household costs. An additional \$16,000 may be authorized at a later date to perform an affordability analysis. There was a discussion that we’d like to quantify the time-sensitivity of the requirements by comparing a 10-year to a 20-year compliance timeframes.

A motion to approve was made by Jackie Zipkin (EBDA) and seconded by Lori Schectel (Central San). The motion was approved by all Board members except for Eric Dunlavey (San José) who abstained.

**3. Update on Nutrient Watershed Permit Negotiations**

ED shared updates on recent discussions with the Water Boards, who don’t see a way to get around the State Compliance Schedule Policy without a Basin Plan Amendment. The Water Board also didn’t agree that a BMP-based approach was a mechanism to provide more flexibility. The Board discussed the approach for commenting on the TO, which was anticipated to be released by April 5.

## March 15, 2024 NST Meeting Summary

### **4. CWEA Presentation**

ED will give a presentation with HDR and SJ at the CWEA Annual Conference on April 11. The Board will have a chance to review the slides in advance.

### **5. Adjourn**

Meeting adjourned at 10:01am



# B A C W A B A Y A R E A C L E A N W A T E R A G E N C I E S

March 15, 2024

MEMO TO: Bay Area Clean Water Agencies Executive Board  
MEMO FROM: Phoebe Grow, Treasurer, East Bay Municipal Utility District  
SUBJECT: Eighth Month FY 2024 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, 2023 through February 29, 2024** (Eight months of Fiscal Year 2024). 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:** Grow, Phoebe  
**Sent:** Wednesday, March 20, 2024 9:28 AM  
**To:** Houck, Matt  
**Subject:** RE: February 2024 Treasurer's Report

Hi Matt – Thanks for the reminder. Report looks good. **Approved for distribution.**

Phoebe Grow, P.E. (she/her) | Principal Management Analyst | 510.287.0205 | [phoebe.grow@ebmud.com](mailto:phoebe.grow@ebmud.com)

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**From:** Houck, Matt <matt.houck@ebmud.com>  
**Sent:** Tuesday, March 19, 2024 8:23 AM  
**To:** Grow, Phoebe <phoebe.grow@ebmud.com>  
**Subject:** RE: February 2024 Treasurer's Report

Hi Phoebe,

I just wanted to follow up on this.

Thanks,

### Matt Houck

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

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**From:** Houck, Matt  
**Sent:** Wednesday, March 13, 2024 10:02 AM  
**To:** Grow, Phoebe <[phoebe.grow@ebmud.com](mailto:phoebe.grow@ebmud.com)>  
**Subject:** February 2024 Treasurer's Report

Hi Phoebe,

Please approve BACWA - February 2024 Treasurer's Report for distribution.

Let me know if you have any questions.

Thanks,

### Matt Houck

Accountant III  
East Bay Municipal Utility District  
375 11TH St, MS 402, Oakland, CA 94607



## MONTHLY FINANCIAL SUMMARY REPORT

February 2024

### **Fund Balances**

In FY24 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 29, 2024, was \$614,435 which is significantly higher than the target reserve of \$366,899 which is intended to cover 3 months of normal operating expenses based on the BACWA FY24 budget. \$409,939 of the ending fund balance is shown on the BACWA Fund & Investments Balance Report February 29, 2024, 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.

CBC Fund: This fund provides the resources for completing special investigations as well as meeting regulatory requirements. The ending fund balance on February 29, 2024, was \$2,142,904 which is higher than the target reserve of \$1,000,000. \$212,628 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 \$930,276 (i.e., actual fund balance of \$1,930,276 less target reserves) as of February 29, 2024. 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 29, 2024 (66% of the FY) are at 98%

Expenses as of February 29, 2024 (66% of the FY) are at 70%

**FY 2024  
BACWA BUDGET to ACTUAL**

							
<i>BACWA FY24 BUDGET</i>	<i>Line Item Description</i>	<i>FY 2024 Budget</i>	<i>Projected Revenue as of Feb 2024 Changes from budget in blue</i>	<i>Actual Feb 2024</i>	<i>Actual % of Budget Feb 2024</i>	<i>Variance</i>	<i>NOTES</i>
<b>REVENUES &amp; FUNDING</b>							
<b>Dues</b>	Principals' Contributions	\$537,795	\$537,795	\$537,795	100%	\$0	FY24: 2% increase 5 @ \$107,559
	Associate & Affiliate Contributions	\$190,078	\$190,078	\$190,578	100%	\$500	FY24: 2% increase. 12 Assoc: \$8876; 47 Affiliate: \$1778; UC Berkeley \$500
<b>Fees</b>	Clean Bay Collaborative	\$675,000	\$675,000	\$673,500	100%	-\$1,500	Same as FY23 Prin: \$450,000; Assoc/Affil: \$225,000
	Nutrient Surcharge	\$1,400,000	\$1,400,000	\$1,400,751	100%	\$751	See Nutrient Surcharge Spreadsheet
	Voluntary Nutrient Contributions			\$0	0%	\$0	
<b>Other Receipts</b>	AIR Non-Member	\$7,361	\$7,361	\$7,361	100%	\$0	2% increase (Santa Rosa)
	BAPPG Non-Members	\$4,114	\$4,114	\$4,140	101%	\$26	2% increase (Sta Rosa, Sac Reg'l, Vacaville) \$1,380/each
	Other			\$2,653		\$2,653	BAWSCA Annual Membership
<b>Fund Transfer</b>	Special Program Admin Fees (WOT)	\$1,000	\$1,000	\$0	0%	-\$1,000	
	Special Program Admin Fees (BACC)	\$38,520	\$38,520	\$0	0%	-\$38,520	400 hours of AED support \$96.30/hr
	Special Program Admin Fees (BABC)	\$6,000	\$6,000	\$0	0%	-\$6,000	ED, AED and RPM support
<b>Interest Income</b>	LAIF	\$60,000	\$60,000	\$60,748	101%	\$748	BACWA, Legal, & CBC Funds invested in LAIF
	Higher Yield Investments						
	<b>Total Revenue</b>	<b>\$2,919,868</b>	<b>\$2,919,868</b>	<b>\$2,877,526</b>	<b>98.55%</b>	<b>-\$42,342</b>	
<b>EXPENSES</b>							
<b>Labor</b>							
	Executive Director	\$218,548	\$218,548	\$127,484	58%	-\$91,064	7% (incl. 4.9% CPI SF Bay Metro Area Dec 2022)
	Assistant Executive Director	\$92,024	\$92,024	\$51,727	56%	-\$40,297	7% (incl. 4.9% CPI SF Bay Metro Area Dec 2022); \$76.69/hour; Reflects 1200 hours
	BACC Administrator	\$38,520	\$38,520	\$26,581	69%	-\$11,939	400 hrs AED support at \$96.30 per hr
	Regulatory Program Manager	\$152,179	\$152,179	\$86,484	57%	-\$65,695	7% (incl. 4.9% CPI SF Bay Metro Area Dec 2022); \$112.72/hour, Reflects 1350 hours
	<b>Total</b>	<b>\$501,271</b>	<b>\$501,271</b>	<b>\$292,277</b>	<b>58%</b>	<b>-\$208,994</b>	
<b>Administration</b>							
	EBMUD Financial Services	\$43,297	\$43,297	\$22,101	51%	-\$21,196	FY24 no change
	Auditing Services	\$5,561	\$5,561	\$0	0%	-\$5,561	Financial Auditors through EBMUD; per auditor rate schedule
	Administrative Expenses	\$8,118	\$8,118	\$49	1%	-\$8,070	FY24 no change
	Insurance	\$9,351	\$8,169	\$8,169	87%	-\$1,182	15% increase over FY23 (10-15% est. increase per Alliant)
	<b>Total</b>	<b>\$66,327</b>	<b>\$65,145</b>	<b>\$30,318</b>	<b>46%</b>	<b>-\$36,009</b>	
<b>Meetings</b>							
	EB Meetings	\$2,760	\$4,300	\$3,327	121%	\$567	2% increase from FY23
	Annual Meeting	\$14,369	\$14,369	\$1,885	13%	-\$12,484	FY24 no change
	Pardee	\$6,801	\$2,567	\$2,567	38%	-\$4,234	2% increase from FY23
	Misc. Meetings	\$7,500	\$7,500	\$6,883	92%	-\$617	30% increase from FY23 to accommodate conferences
	<b>Total</b>	<b>\$31,430</b>	<b>\$28,736</b>	<b>\$14,662</b>	<b>47%</b>	<b>-\$16,768</b>	
<b>Communication</b>							
	Website Hosting	\$728	\$728	\$0	0%	-\$728	2% increase from FY23, Go Daddy website hosting and domain registration
	File Storage	\$796	\$796	\$0	0%	-\$796	2% increase from FY22, box.net
	Website Development/Maintenance	\$1,592	\$1,592	\$0	0%	-\$1,592	2% increase from FY22
	IT Support	\$2,759	\$2,759	\$0	0%	-\$2,759	2% increase from FY22
	BACWA Value of Wastewater Communication	\$40,000	\$40,000	\$28,796	72%	-\$11,204	New line in FY24
	Other Commun	\$1,857	\$1,857	\$660	36%	15 -\$1,197	2% increase from FY23; MS Exchange, Survey Monkey, PollEv, Zoom, Netfile

**FY 2024  
BACWA BUDGET to ACTUAL**

<b>EXPENSES</b>							
	<b>Total</b>						
	<b>\$47,732</b>	<b>\$47,732</b>	<b>\$29,456</b>	<b>62%</b>	<b>-\$18,276</b>		
<b>Legal</b>							
Regulatory Support	\$2,929	\$2,929	\$190	6%	-\$2,739	2% increase from FY23, Downey Brand LLP	
Executive Board Support	\$2,355	\$2,355	\$0	0%	-\$2,355	2% increase from FY23, Day Carter & Murphy LLP	
<b>Total</b>	<b>\$5,284</b>	<b>\$5,284</b>	<b>\$190</b>	<b>4%</b>	<b>-\$5,094</b>		
<b>Committees</b>							
AIR	\$76,000	\$76,000	\$42,939	56%	-\$33,061	\$75k consulting support, \$1k misc expenses. Carollo Engineers	
AIR Support for ACE	\$20,000	\$20,000	\$15,125	76%	-\$4,875	New in FY23	
BAPPG	\$159,000	\$159,000	\$86,606	54%	-\$72,394	17% increase from FY23. Includes CPSC @ \$5,000, OWOW @ \$10,000, NSAC @ \$10,000 and Pest. Reg Spt. @ \$71,500	
Biosolids Committee	\$0	\$0	\$0		\$0		
Collections System	\$56,000	\$56,000	\$0	0%	-\$56,000	SSS WDR Support	
InfoShare Groups	\$500	\$500	\$560	112%	\$60	\$500 decrease from FY23	
Laboratory Committee	\$4,050	\$4,050	\$2,075	51%	-\$1,975	\$2350 less than FY23, TNI Training	
Permits Committee	\$500	\$500	\$255	51%	-\$245	\$500 decrease from FY23	
Pretreatment	\$500	\$500	\$0	0%	-\$500	\$500 decrease from FY23	
Recycled Water Committee	\$10,000	\$10,000	\$667	7%	-\$9,333	Carry forward from FY23	
Misc Committee Support	\$45,000	\$45,000	\$3,740	8%	-\$41,260	Same as FY23	
Manager's Roundtable	\$1,000	\$1,000	\$254	25%	-\$746	Same as FY23	
<b>Total</b>	<b>\$372,550</b>	<b>\$372,550</b>	<b>\$152,222</b>	<b>41%</b>	<b>-\$220,328</b>		
<b>Collaboratives</b>							
<b>Collaboratives</b>							
State of the Estuary (SFEP-biennial)	\$0	\$0	\$0	0%	\$0	Biennial in Odd Fiscal Years. (Paid biennially in odd years for even year conference)	
Arleen Navaret Award	\$2,500	\$2,500	\$0	0%	-\$2,500	Biennial in Even Fiscal Years. FY24 Award likely to be paid in FY24	
BayCAN	\$5,000	\$5,000	\$0	0%	-\$5,000		
Bay Area One Water Network	\$5,000	\$5,000	\$0	0%	-\$5,000	Same as FY23	
Bruce Wolf Scholarship	\$4,000	\$4,000	\$0	0%	-\$4,000	FY22, FY23, FY24, FY25 FY26	
Passthrough for CASA for air toxics	\$425,000	\$100,000	\$0	100%	-\$425,000	Estimate - new line in FY24 - actual amount less than anticipated for YF24	
Misc	\$1,500	\$1,500	\$0	0%	-\$1,500	NBWA (\$1,500)	
<b>Total</b>	<b>\$443,000</b>	<b>\$118,000</b>	<b>\$0</b>	<b>0%</b>	<b>-\$443,000</b>		
<b>Other</b>							
<b>Unbudgeted Items</b>							
Other	\$0	\$0	\$0	0%	\$0		
	<b>\$0</b>		<b>\$0</b>	<b>0%</b>	<b>\$0</b>		
<b>Tech Support</b>							
<b>Technical Support</b>							
<b>Nutrients</b>							
Watershed	\$1,800,000	\$1,800,000	\$1,800,000	100%	\$0	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	\$32,281	32%	-\$67,719	Includes HDR PO for \$225k spread out over FY20-24.	
Regional Study on Nature based systems	\$80,000	\$80,000	\$95,464	119%	\$15,464	SFEI \$500k, expires 06/30/2023: Possible funds left over from FY23 to be spent on additional work	
Regional Recycling Evaluation	\$0	\$0	\$17,493	0%	\$17,493	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	\$11,390	23%	-\$38,610	M. Connor Contract	
General Tech Support	\$100,000	\$100,000	\$0	0%	-\$100,000	AB617 emissions factors, PFAS, other nutrient support	
CEC Investigations	\$60,000	\$102,735	\$102,735	171%	\$42,735	PFAS Study Phase II - Carryover from FY23 which was underspent	
Risk Reduction	\$12,500	\$12,500	\$12,500	100%	\$0	APA FSS completed \$12,500 contract in FY20, CIEA will complete \$12,500 contract in FY23	
<b>Total</b>	<b>\$2,202,500</b>	<b>\$2,245,235</b>	<b>\$2,071,863</b>	<b>94%</b>	<b>-\$130,637</b>		
<b>TOTAL EXPENSES</b>	<b>\$3,670,094</b>	<b>\$3,383,953</b>	<b>\$2,590,987</b>	<b>70.60%</b>	<b>-\$1,079,107</b>		
<b>PROJECTED EXPENSE DEVIATION FROM BUDGET</b>		<b>-\$286,141</b>					
<b>NET INCOME BEFORE TRANSFERS</b>	<b>-\$750,226</b>	<b>-\$464,085</b>					
<b>TRANSFERS FROM RESERVES</b>	<b>\$750,496</b>					16	aligns with strategy of drawing down reserves to lessen impact of Nutrient Surcharge



FY 2024  
BACWA BUDGET to ACTUAL

<i>EXPENSES</i>						
NET INCOME AFTER TRANSFERS		\$0				
TOTAL OPERATING BUDGET		\$1,467,594				
OPERATING RESERVE		\$366,899				

**BACWA Fund Report as of February 29, 2024**

**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	347,671	758,665	491,901	614,435	409,939	204,496
604	LEGAL RSRV	300,000	-	-	300,000	-	300,000
605	CBC	2,097,905	2,118,862	2,073,863	2,142,904	212,628	1,930,276
	<b>SUBTOTAL 1</b>	<b>2,745,576</b>	<b>2,877,527</b>	<b>2,565,764</b>	<b>3,057,339</b>	<b>622,567</b>	<b>2,434,772</b>
602	BABC	190,244	175,600	70,557	295,287	40,036	255,251
606	BACC	31,025	1,778	57,383	(24,580)	11,939	(36,519)
607	BACC LEGAL RSRV	60,000	30,000	-	90,000	-	90,000
610	WOT	253,257	-	(10,000)	263,257	-	263,257
	<b>SUBTOTAL 2</b>	<b>534,526</b>	<b>207,378</b>	<b>117,940</b>	<b>623,964</b>	<b>51,975</b>	<b>571,989</b>
	<b>GRAND TOTAL</b>	<b>3,280,102</b>	<b>3,084,905</b>	<b>2,683,704</b>	<b>3,681,303</b>	<b>674,542</b>	<b>3,006,761</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
600	BACWA	347,671	758,665	491,901	614,435	(154,345)	190	460,280	-	460,280	19%	-	-	priority # 3 for allocation
604	LEGAL RSRV	300,000	-	-	300,000	-	-	300,000	-	300,000	13%	-	-	priority # 1 for allocation
605	CBC	2,097,905	2,118,862	2,073,863	2,142,904	(328,222)	-	1,814,682	300,240	1,514,442	64%	-	-	priority # 4 for allocation
	<b>SUBTOTAL 1</b>	<b>2,745,576</b>	<b>2,877,527</b>	<b>2,565,764</b>	<b>3,057,339</b>	<b>(482,567)</b>	<b>190</b>	<b>2,574,962</b>	<b>300,240</b>	<b>2,274,722</b>	<b>96%</b>	<b>-</b>	<b>-</b>	
602	BABC	190,244	175,600	70,557	295,287	(39,500)	-	255,787	255,787	-	0%	-	-	pass-through funds, no allocation
606	BACC	31,025	1,778	57,383	(24,580)	-	-	(24,580)	(24,580)	-	0%	-	-	
607	BACC LEGAL RSRV	60,000	30,000	-	90,000	-	-	90,000	-	90,000	4%	-	-	priority # 2 for allocation
610	WOT	253,257	-	(10,000)	263,257	-	-	263,257	263,257	-	0%	-	-	pass-through funds, no allocation
	<b>SUBTOTAL 2</b>	<b>534,526</b>	<b>207,378</b>	<b>117,940</b>	<b>623,964</b>	<b>(39,500)</b>	<b>-</b>	<b>584,464</b>	<b>494,464</b>	<b>90,000</b>	<b>4%</b>	<b>-</b>	<b>-</b>	
	<b>GRAND TOTAL</b>	<b>3,280,102</b>	<b>3,084,905</b>	<b>2,683,704</b>	<b>3,681,303</b>	<b>(522,067)</b>	<b>190</b>	<b>3,159,426</b>	<b>794,704</b>	<b>2,364,722</b>	<b>100%</b>	<b>-</b>	<b>-</b>	

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

**Reconciliation to Trial Balance**

<u>Per Report above:</u>		STB	14930	2,364,722	
General	2,877,527	STB	15050	794,704	
WOT, BABC, & BACC	207,378			<b>3,159,426</b>	-
PROP	-	STB	16300	522,067	
<b>subtotal</b>	<b>3,084,905</b>	STB	21350	(190)	
				<b>3,681,303</b>	-

Trial Balance Revenue Accounts

40100	Interest	(62,527)
40101	Mem Contrib	(1,386,895)
40102	Transfer	(30,000)
40103	Assoc Contrib	(190,578)
40104	Other	(1,414,905)
47310	State Grant	-
47320	Grant Retention	-
<b>subtotal</b>		<b>(3,084,905)</b>
<b>Difference</b>		<b>-</b>

## BACWA Revenue Report as of February 29, 2024

Cost Center Code	Cost Center Description	Program Segment Description	Program Segment Value	Amended Budget	Current Period	FY24 - 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	(38,250.00)	-	-	38,250.00
		BDO Affil/CS/Assoc Dues	6104	-	-	(39,616.00)	(39,616.00)
		BDO Affiliate/Associate Dues	6103	-	-	(44,450.00)	(44,450.00)
		BDO Assoc.&Affiliate Contr	6102	(190,078.00)	-	(106,512.00)	83,566.00
		BDO Fund Transfers	6141	(1,000.00)	-	-	1,000.00
		BDO Member Contributions	6101	(537,795.00)	-	(537,795.00)	-
		BDO Non-Member Contr AIR	6136	(7,361.00)	-	(7,361.00)	-
		BDO Non-Member Contr BAPPG	6135	(4,114.00)	-	(4,140.00)	(26.00)
		BDO Other Receipts	6105	-	-	-	-
		BDO Other Receipts (Misc)	6140	-	-	(2,653.00)	(2,653.00)
		BDO- Interest Income from LAIF	6142	(60,000.00)	-	(16,137.70)	43,862.30
		BDO-Alternative Investment Inc	6143	-	-	-	-
<b>600 Total</b>				<b>(844,598.00)</b>	-	<b>(758,664.70)</b>	<b>85,933.30</b>
602	Bay Area Biosolids Coalition	BDO Fund Transfers	6141	-	-	-	-
		BDO Member Contributions	6101	-	-	(175,600.00)	(175,600.00)
<b>602 Total</b>				-	-	<b>(175,600.00)</b>	<b>(175,600.00)</b>
605	Clean Bay Collaborative	BDO Fund Transfers	6141	-	-	-	-
		BDO Member Contributions	6101	(675,000.00)	-	(673,500.00)	1,500.00
		BDO Other Receipts	6105	(1,400,000.00)	-	(1,400,751.00)	(751.00)
		BDO- Interest Income from LAIF	6142	-	-	(44,611.42)	(44,611.42)
<b>605 Total</b>				<b>(2,075,000.00)</b>	-	<b>(2,118,862.42)</b>	<b>(43,862.42)</b>
606	Bay Area Chemical Consortium	BDO Member Contributions	6101	-	-	-	-
		BDO- Interest Income from LAIF	6142	-	-	(1,778.06)	(1,778.06)
<b>606 Total</b>				-	-	<b>(1,778.06)</b>	<b>(1,778.06)</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>(2,919,598.00)</b>	-	<b>(3,084,905.18)</b>	<b>(165,307.18)</b>

## BACWA Treasurer's Report Expenses and Encumbrances

Period Covering July 1, 2023 through February 29, 2024

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	88,210.30	7,789.70
	AS-Assistant Executive Directo	6175	92,024.00	92,024.00	-
	AS-Audit Services	6180	5,561.00	-	5,561.00
	AS-BACWA Admin Expense	6173	8,118.00	48.62	8,069.38
	AS-EBMUD Financial Services	6176	43,297.00	43,297.00	-
	AS-Executive Director	6174	218,548.00	218,548.00	-
	AS-Insurance	6177	9,351.00	8,168.68	1,182.32
	AS-Regulatory Program Manager	6179	152,179.00	140,810.50	11,368.50
	Administrative Support	6178	-	-	-
	BACWA Value of Wastewater Communication	6211	40,000.00	85,601.75	(45,601.75)
	BC-BAPPG	6152	159,000.00	145,505.91	13,494.09
	BC-Collections System	6144	56,000.00	50,000.00	6,000.00
	BC-InfoShare Groups	6148	500.00	560.06	(60.06)
	BC-Laboratory Committee	6149	4,050.00	4,155.32	(105.32)
	BC-Manager's Roundtable	6154	1,000.00	254.34	745.66
	BC-Miscellaneous Committee Sup	6150	45,000.00	3,740.15	41,259.85
	BC-Permit Committee	6145	500.00	255.32	244.68
	BC-Pretreatment Committee	6151	500.00	-	500.00
	BC-Water Recycling Committee	6146	10,000.00	666.74	9,333.26
	CAR-BACWA File Storage	6165	1,592.00	(720.00)	2,312.00
	CAR-BACWA IT Software	6167	1,857.00	659.79	1,197.21
	CAR-BACWA IT Support	6166	2,759.00	-	2,759.00
	CAR-BACWA Website Dev/Maint	6163	728.00	-	728.00
	CAR-BACWA Website Hosting	6164	796.00	-	796.00
	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-PSSEP	6157	-	-	-
	CAS-Stanford ERC	6159	-	-	-
	GBS-Meeting Support-Annual	6170	14,369.00	1,885.00	12,484.00
	GBS-Meeting Support-Exec Bd	6169	2,760.00	3,326.77	(566.77)
	GBS-Meeting Support-Misc	6172	7,500.00	6,883.20	616.80
	GBS-Meeting Support-Pardee	6171	6,801.00	2,674.12	4,126.88
	LS-Executive Board Support	6156	2,355.00	2,355.00	-
	LS-Regulatory Support	6155	2,929.00	2,929.00	-
	WQA-CE-Nature Based Solutions	6196	-	-	-
	Write-Off Doubtful Accounts	6208	-	-	-
<b>600 Total</b>			<b>995,074.00</b>	<b>901,839.57</b>	93,234.43
602	AS-Assistant Executive Directo	6175	-	-	-
	AS-Regulatory Program Manager	6179	-	-	-
	Academia Research & Development	6203	-	-	-
	Administrative Support	6178	-	-	-
	BDO Contract Expenses	6186	-	-	-
	Collateral Development	6197	-	-	-
	Program Manager Expense	6202	-	110,592.60	(110,592.60)
	Technology Research & Development	6206	-	-	-
<b>602 Total</b>			-	<b>110,592.60</b>	<b>(110,592.60)</b>
605	Recycled Water Evaluation	6198	-	52,492.35	(52,492.35)
	WQA - CEC Investigations	6201	60,000.00	113,735.40	(53,735.40)
	WQA-CE Addl Work Under Permit	6191	100,000.00	78,398.00	21,602.00
	WQA-CE Risk Reduction	6190	12,500.00	12,500.00	-
	WQA-CE Voluntary Nutr Contrib	6193	-	-	-
	WQA-CE-Nature Based Solutions	6196	80,000.00	179,365.41	(99,365.41)
	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>2,202,500.00</b>	<b>2,286,491.16</b>	<b>(83,991.16)</b>
606	AS-BACWA Admin Expense	6173	-	802.56	(802.56)
	Administrative Support	6178	38,520.00	38,520.00	-
	BDO Fund Transfers	6141	-	30,000.00	(30,000.00)
	GBS-Meeting Support-Misc	6172	-	-	-
<b>606 Total</b>			<b>38,520.00</b>	<b>69,322.56</b>	<b>(30,802.56)</b>
610	Administrative Support	6178	-	-	-
	BC-BAPPG	6152	-	(10,000.00)	10,000.00
	BDO Contract Expenses	6186	-	-	-
<b>610 Total</b>			-	<b>(10,000.00)</b>	<b>10,000.00</b>
<b>Grand Total</b>			<b>3,236,094.00</b>	<b>3,358,245.89</b>	<b>(122,151.89)</b>



## BACWA EXECUTIVE BOARD ACTION REQUEST

**AGENDA NO.: 5**

**MEETING DATE: April 19, 2024**

**TITLE: Fiscal Year 2025 Budget & Workplan**

RECEIPT    DISCUSSION    RESOLUTION    APPROVAL

### RECOMMENDED ACTION

Approve the Budget and Workplan for the fiscal year covering July 1, 2024 through June 30, 2025.

### 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 15, 2024 and then at the February 16, 2024 and March 15, 2024 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 \$3,763,077 and expenses of \$4,111,105 resulting in a negative variance of expenses over revenues of \$348,028 for FY 25 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 2025 Budget and Workplan

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

Amit Mutsuddy,  
Chair, BACWA Executive Board

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

FY 2025 Budget

			
<b>BACWA FY25 BUDGET</b>	<b><u>Line Item Description</u></b>	<b><u>FY25 Budget</u></b>	<b><u>FY25 NOTES</u></b>
<b>REVENUES &amp; FUNDING</b>			
<b>Dues</b>	Principals' Contributions	\$553,929	FY25: 3% increase 5 @ \$110,786
	Associate & Affiliate Contributions	\$195,780	FY25: 3% increase. 12 Assoc: \$9142 47 Affiliate: \$1831; UC Berkeley \$500
<b>Fees</b>	Clean Bay Collaborative	\$675,000	Same as FY23. Prin: \$450,000; Assoc/Affil: \$225,000
	Nutrient Surcharge	\$1,600,000	See Nutrient Surcharge Spreadsheet
	Member Voluntary Nutrient Contributions		
<b>Other Receipts</b>	AIR Non-Member	\$7,582	3% increase (Santa Rosa)
	BAPPG Non-Members	\$4,264	3% increase (Sta Rosa, Sac Reg'l, Vacaville) \$1,421/each
	Other		
<b>Fund Transfer</b>	Special Program Admin Fees (WOT)	\$1,000	
	BACC Admin Fees	\$39,522	400 hours of AED support \$98.80/hr
	BABC Admin Fees	\$6,000	ED, AED and RPM support
<b>Air Toxics</b>	CASA Passthrough	\$600,000	New in FY25
<b>Interest Income</b>	LAIF	\$80,000	BACWA, Legal, & CBC Funds invested in LAIF
	<b>Total Revenue</b>	<b>\$3,763,077</b>	
<b>BACWA FY25 BUDGET</b>	<b><u>Line Item Description</u></b>	<b><u>FY25 Budget</u></b>	<b><u>FY25 NOTES</u></b>
<b>EXPENSES</b>			
<b>Labor</b>			
	Executive Director	\$224,230	(incl 2.6% CPI SF Bay Metro Area Dec 2023)
	Assistant Executive Director	\$94,417	(incl 2.6% CPI SF Bay Metro Area Dec 2023); \$78.68/hour; Reflects 1200 hours
	BACC Administrator	\$39,522	400 hrs AED support at \$98.80 per hr
	Regulatory Program Manager	\$156,136	(2.6% CPI SF Bay Metro Area Dec 2023); \$115.65/hour, Reflects 1350 hours
	<b>Total</b>	<b>\$514,304</b>	
<b>Administration</b>			
	EBMUD Financial Services	\$43,297	FY25 no change
	Auditing Services	\$5,672	Finanical Auditors through EBMUD; per auditor rate schedule
	Administrative Expenses	\$4,059	50% less than FY24
	Insurance	\$10,753	15% increase from FY24 (10-15% est. increase per Alliant)
	<b>Total</b>	<b>\$63,781</b>	
<b>Meetings</b>			

**FY 2025 Budget**

<b>EXPENSES</b>			
	EB Meetings	\$3,500	27% increase from FY24
	Annual Meeting	\$14,369	No change from FY24
	Pardee	\$6,801	No change from FY24
	Misc. Meetings and conferences	\$10,000	33% increase from FY24 to accommodate conferences
	<b>Total</b>	<b>\$34,670</b>	
<b>Communication</b>			
	Website Hosting / Domain registration	\$743	2% increase from FY24, Go Daddy website hosting and domain registration
	File Storage	\$812	2% increase from FY24, box.net
	Website Development/Maintenance	\$1,624	2% increase from FY24
	IT Support (As Needed)	\$2,814	2% increase from FY24
	BACWA Value of Wastewater Communication	\$40,000	New line item in FY24, no change from FY24
	Other Communication	\$1,894	2% increase from FY23; MS Exchange, Survey Monkey, PollEv, Zoom, Netfile
	<b>Total</b>	<b>\$47,887</b>	
<b>Legal</b>			
	Regulatory Support	\$50,000	Increase from FY24, new contract with Meyers Nave
	Executive Board Support	\$2,403	2% increase from FY24
	<b>Total</b>	<b>\$52,403</b>	
<b>Committees</b>			
	AIR	\$76,000	\$75k consulting support, \$1k misc expenses
	AIR support for ACE	\$0	sunset
	BAPPG	\$170,560	Includes CPSC @ \$5,000, OWOW @ \$10,000, NSAC @ \$10,000 and Pest. Reg Spt. @ \$71,500
	Asset Management Committee	\$500	No change from FY24
	Biosolids Committee	\$500	\$500 in FY25
	Collections System	\$15,500	SSS WDR Support
	O&M Committee	\$1,500	Requested \$1000 increase from FY24 for Annual Meeting lunch
	Laboratory Committee	\$500	TNI Training ending
	Permits Committee	\$500	No change from FY24
	Pretreatment	\$500	No change from FY24
	Recycled Water Committee	\$500	Requested default budget amount for FY25
	Misc Committee Support	\$45,000	No change from FY24
	Manager's Roundtable	\$1,000	No change from FY24
	<b>Total</b>	<b>\$312,560</b>	
<b>Collaboratives</b>			
	<b>Collaboratives</b>		
	State of the Estuary (SFEP-biennial)	\$0	Biennial in even Fiscal Years

**FY 2025 Budget**

<b>EXPENSES</b>			
	Arleen Navarret Award	\$2,500	Next Award will be disbursed in FY27
	BayCAN	\$5,000	
	Bay Area One Water Network	\$0	No change from FY24
	Bruce Wolfe Scholarship	\$4,000	FY22, FY23, FY24, FY25 FY26
	Passthrough to CASA for air toxics	\$500,000	New line item in FY24
	Misc	\$1,500	NBWA
	<b>Total</b>	<b>\$513,000</b>	
<b>Other</b>			
	<b>Unbudgeted Items</b>		
	Other		
<b>Tech Support</b>			
	<b>Technical Support</b>		
	<b>Nutrients</b>		
	Watershed Permit NMS Contribution	\$2,200,000	Advance funding for 2nd Watershed Permit Sciece Studies; Final \$ TBD
	NMS Voluntary Contributions		
	Additional work under permit	\$100,000	Includes HDR PO for \$225k spread out over FY20-24.
	Nutrient Workshop(s)	\$0	Pilot Studies/Plant Review/Innovative Technologies; Might change
	NMS Reviewer	\$50,000	No change from FY24, M. Connor Contract
	Regional Nutrient Special Study	\$100,000	New item in FY25
	General Tech Support	\$100,000	AB617 emissions factors, PFAS, other nutrient support
	CEC Investigations	\$10,000	PFAS Study Phase 3
	Risk Reduction	\$12,500	Will plan new risk reduction tasks for current Hg/PCB Watershed Permit
	<b>Total</b>	<b>\$2,572,500</b>	
	<b>TOTAL EXPENSES</b>	<b>\$4,111,105</b>	
	<b>NET INCOME BEFORE TRANSFERS</b>	<b>-\$348,028</b>	
	<b>TRANSFERS FROM RESERVES</b>	<b>\$348,028</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>\$1,538,605</b>	
	<b>OPERATING RESERVE</b>	<b>\$384,651</b>	



**Budget & Workplan**  
FISCAL YEAR 2025



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## 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 FY24 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 2025 (FY25). This workplan and budget specify the purpose of each of BACWA’s programs during FY25, 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, 2024 through June 30, 2025.

## 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>FY25 Budget</b>	<b>Budget Line</b>
<b>A. Practice Good Governance  (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	\$5,672	Administration/ Auditing Services
	<b>A.3.</b> Miscellaneous Operational Expenses	ED, AED, RPM	\$4,059	Administration/ Administrative Expenses
	<b>A.4.</b> Insurance to manage organizational risk	ED, AED	\$10,753	Administration/ Insurance
	<b>A.5.</b> Compliance with organizational legal requirements	ED, AED	\$2,403	Legal/Executive Board Support
	<b>A.6.</b> Program Administration and Operations Support	ED, AED, RPM	\$143,664	Labor/ ED (15%), RPM (10%) AED (100%),
	<b>A.7.</b> BACWA Executive Board Meetings & Administrative Expenses	ED, AED	\$3,500	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	\$10,000	Meetings/ Misc. Meetings
	<b>A.10.</b> File Storage	ED, AED	\$812	Communications/File Storage
	<b>A.11.</b> IT Support (As Needed)	ED, AED	\$2,814	Communications/IT Support
	<b>A.112.</b> Software (As Needed)	ED, AED	\$1,894	Communications/Software
	<b>A.113.</b> BACWA Value of Wastewater Communication		40,000	Communications
	<b>TOTAL</b>		<b>\$275,669</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.

<b>Bay Area Clean Water Agency Program (B1)</b>				
<b>Goal(s)</b>	<b>Deliverables/Outcomes</b>	<b>Lead</b>	<b>FY25 Budget</b>	<b>Budget Line</b>
<b>B1. Exemplify service and responsiveness to members and the public; and foster collaboration and relationship building with regulators and other stakeholders (Committees, Labor, Meetings, Administration, Communications, Collaborations)</b>	<b>B1.1. AIR Committee Support</b> - Admin Support - Technical Support	Chair, AED, RPM, Consultant	\$76,000	Committees/AIR Comm.
	<b>B1.2. AIR Support for ACE</b>		\$20,000	Committees / AIR support for ACE
	<b>B1.3. BAPPG Committee Support</b> - Multiple Programs for public education and outreach, and regulatory advocacy	Chair, AED, RPM, Consultants	\$170,000	Committees/BAPPG Comm.
	<b>B1.4. Asset Management Comm</b>		\$500	Committees/Asset Mgt
	<b>B1.5. Biosolids Comm. Support</b> - Misc. Expenses	Chair	\$500	Committees/Biosolids Comm.
	<b>B1.6. Collection Systems Comm. Support</b> - Misc. Expenses	Chair, RPM	\$15,500	Committees/Collection Systems Comm.
	<b>B1.7. O&amp;M Committee - Misc. Expenses</b>	Chair, RPM	\$1500	Committees/ O&M Committee
	<b>B1.8. Laboratory Comm. Support</b> - Misc. Expenses	Chair, RPM	\$500	Committees/Laboratory Comm.

<b>B1.9.</b> Permits Comm. Support - Misc. Expenses	Chair, RPM	\$500	Committees/Permits Comm.
<b>B1.10.</b> Pretreatment Committee, - Misc. Expenses	Chair	\$500	Committees/Pretreatment Comm.
<b>B1.11.</b> Recycled Water Comm., Misc. Expenses	Chair, RPM	\$5,000	Committees/Recycled Water Comm.
<b>B1.12.</b> Misc. Committee Support	ED, AED, RPM	\$45,000	Committees/ Misc. Comm. Support
<b>B1.13.</b> Manager's Roundtable, Misc. Expenses	ED, AED	\$1,000	Committees/ Manager's Roundtable
<b>B1.14.</b> Executive Director	Board Chair	\$195,595	Labor/ ED (85%)
<b>B1.15.</b> Legal Support, provide review of regulatory products	ED	\$50,000	Legal/ Regulatory Legal Support
<b>B1.16.</b> Regulatory Program Manager	RPM	\$109,295	Labor/ RPM (70%)
<b>B1.17.</b> Annual Meeting	ED, AED, RPM	\$14,369	Meetings/ Annual Meeting
<b>B1.18.</b> Website Hosting	ED, AED, Consultant	\$743	Communications/ Website Hosting
<b>B1.19.</b> Website Development/Maintenance	ED, AED, RPM, Consultant	\$1,624	Communications/ Website Dev/Maint
<b>B1.20.</b> State of the Estuary	ED, AED	\$0	Collaboratives, State of the Estuary
<b>B1.21.</b> Arleen Navarret Award	ED, AED	\$0	Collaboratives, Arleen Navarret Award
<b>B1.22.</b> BayCAN	ED, AED	\$5,000	Collaboratives, New FY22
<b>B1.23.</b> Bay Area One Water Network		\$0	Collaboratives, Bay Area One Water Network
<b>B1.24.</b> Bruce Wolf Scholarship		\$4,000	Collaboratives / Bruce Wolf Scholarship
<b>B1.25.</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	\$2,200,000	Tech. Support/ Nutrients/Watershed Permit Obligation
	<b>B2.2.</b> NMS Voluntary Contributions	ED, RPM		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>B2.6.</b> Nutrient Workshop(s)	ED, RPM, Consultant		Tech. Support/ Nutrient Workshop(s)
	<b>B2.6.</b> NMS Reviewer	Consultant	\$50,000	Tech. Support/NMS Reviewer
	<b>B2.7.</b> Regional Nutrient Special Study		\$100,000	
	<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	ED, RPM, Consultants	\$10,000	Tech Support/PFAS Study Phase 3
	<b>B2.10.</b> Risk Reduction	ED, RPM, Consultants	\$12,500	Tech, Support/ Risk Reduction
	<b>B2.11.</b> General Technical and Regulatory Support	ED, RPM	\$31,227	Labor/ RPM (20%)
	<b>TOTAL</b>		<b>\$3,322,353</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 FY25, 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>WATER OPERATOR TRAINING (PART C1)</b>		
<u>Deliverables/Outcomes</u>	<u>Manager</u>	<u>FY 25 Budget</u>
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>BAY AREA BIOSOLIDS COALITION (PART C2)</b>		
<u>Deliverables/Outcomes</u>	<u>Manager</u>	<u>FY 25 Budget</u>
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>BAY AREA CHEMICAL CONSORTIUM (PART C3)</b>		
<u>Deliverables/Outcomes</u>	<u>Manager</u>	<u>FY 25 Budget</u>
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 2025 BUDGET**

<b>BACWA/CBC</b>	<b>2025 Budget</b>	<b>Notes</b>
<b>REVENUES</b>		
BACWA Principals' Contributions	553,929	3% increase, 5@ \$110,786
BACWA Assoc. & Affil. Contributions	195,780	3% increase. 12 Assoc: \$9142 Affiliate: \$1831; UC Berkeley \$500
Clean Bay Collaborative (CBC)	675,000	Prin: \$450,000; Assoc / Affil: \$225,00
Nutrient Surcharge	1,600,000	2 <sup>nd</sup> Watershed Permit Requirement
Voluntary Nutrient Contributions	0	
AIR Non-Members	7,582	3% increase.
BAPPG Non-Members	4,264	3% 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)	39,522	400 hours AED support
CASA Passthrough	600,000	Air Toxics, New in FY25
Interest Income (LAIF)	80,000	Includes BACWA & Nutrient Funds
Interest Income (higher yield Investments)	0	Alternative Investments
<b>TOTAL</b>	<b>3,763,077</b>	

<b>EXPENSES</b>		
<b>Labor</b>	<b>514,304</b>	
Executive Director	224,230	2.6% increase
Assistant Executive Director	94,417	2.6% increase; \$78.68/hour; Reflects 1200 hours
BACC Administrator	39,522	400 hrs AED support at \$98.80 per hr
Regulatory Program Manager	156,136	2.6% increase; \$115.65/hour, Reflects 1350 hours
<b>Administration</b>	<b>63,781</b>	
EBMUD Financial Services	43,297	FY25 no change
Auditing Services	5,672	Financial audit through EBMUD
Administrative Expenses	4,059	50% less than FY24
Insurance	10,753	15% increase
<b>Meetings</b>	<b>34,670</b>	
EB Meetings	3,500	27% increase from FY24
Annual Meeting	14,369	No change from FY24
Pardee	6,801	No change from FY24
Misc. meetings and conferences	10,000	33% increase from FY24 to accommodate conferences
<b>Communications</b>	<b>47,887</b>	
Web Hosting / Domain Registration	743	2% increase
File Storage	812	2% increase, box.net
Website Development/Maint.	1,624	2% increase
IT Support (As Needed)	2,814	2% increase
BACWA Value of Wastewater Communication	40,000	New line in FY24, No change
Other Communications/Software	1,894	2% increase. MS Exchange/Survey Monkey/Poll Everywhere/Zoom/ NetFile
<b>Legal Support</b>	<b>52,403</b>	
Regulatory Support	50,000	1707% increase
Executive Board Support	2,403	2% increase
<b>BACWA Committees</b>	<b>312,560</b>	
AIR	76,000	Consultant support
AIR support for ACE	0	Sunset
BAPPG	170,560	7% increase from FY24, Technical support and outreach contracts
Asset Management Committee	500	New in FY25
Biosolids Committee	500	New in FY25
Collections System	15,500	SSS WDR Support
O&M Committee	1,500	200% increase for annual meeting lunch
Laboratory Committee	500	TNI standard training and meetings
Permit Committee	500	No change from FY24
Pretreatment Committee	500	No change from FY24
Recycled Water Committee	500	Requested default amount in FY25
Misc. Committee Support	45,000	
Manager's Roundtable	1,000	
<b>Collaboratives</b>	<b>513,000</b>	
State of the Estuary	0	Biennial in odd fiscal years

Arleen Navarret Award	0	Biennial in even fiscal years, Next award FY25
BayCAN	5,000	
Bay Area One Water Network	0	
Bruce Wolf Scholarship	4,000	FY22, FY23, FY25, FY25 FY26
Passthrough to CASA for air toxics	500,000	New line in FY24
Misc.	1,500	NBWA
<b>Technical Support</b>	<b>\$2,272,500</b>	
<b>Nutrients</b>		
Watershed	2,200,000	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	Will issue new RFP for GAR in FY25
Nutrient Workshop(s)	0	
NMS Reviewer	50,000	
Regional Nutrient Special Study	100,000	New item in FY25, will issue RFP.
General Technical Support	100,000	AB617 emissions factors, nutrient technical review, other nutrient support, PFAS
CEC Investigations	10,000	PFAS Study Phase 3 to begin in late FY25 or in FY26
Risk Reduction	12,500	Will plan new risk reduction tasks for current Hg/PCB Watershed Permit.
<b>TOTAL</b>	<b>\$4,111,105*</b>	

\*FY25 Budget Expense Total includes BACC Administration expense and WorkPlan tables A&B do not.

\* CASA Air Toxics pass through program is on FY25 Budget and presented in table below.

<b>WOT</b>	<b>2025 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 level of effort in admin support
<b>TOTAL</b>	<b>85,200</b>	Funding transferred from WOT reserve

<b>BABC</b>	<b>2025 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 level of effort in admin support
<b>TOTAL</b>	<b>0</b>	

<b>BACC</b>	<b>2025 Budget (Est)</b>	<b>Notes</b>
<b>REVENUES</b>	<b>\$75,924.00</b>	
Participant's Contributions	\$75,924.00	Est. equivalent to expenses.
<b>EXPENSES</b>	<b>\$75,924.00</b>	
Bid software	\$4,485.00	
BACC Legal reserve	\$30,000	Target total reserve \$150,000 to be built over 5 years.
Miscellaneous expenses	\$1,917	
BACWA Indirect Expenses	\$39,522	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 FY25 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>2025 Budget</b>	<b>Notes</b>
<b>REVENUES</b>		
Participant Invoices	\$600,000	Fees reflect FY24 and FY25 CASA costs collected by BACWA in FY25.
<b>EXPENSES</b>		
CASA Air Toxics program	\$500,000	FY25 fees collected from BACWA members passed on to CASA. FY24 fees advanced by BACWA in FY24 per Board approval.
TOTAL	0	

- \$100,000 was paid in FY24



## EXECUTIVE BOARD AUTHORIZATION REQUEST

AGENDA NO.: 6 \_\_\_\_\_

MEETING DATE: April 19, 2024

**TITLE: BACWA Executive Board approval for Amendment to increase contract with Civic Edge Consulting by \$14,495 for Baywise Website Editing Support.**

RECEIPT

DISCUSSION

RESOLUTION

APPROVAL

### ACTION

Approval of a contract amendment for \$14,495 with Civic Edge Consulting for public communication strategy support through FY2025; amended total contract value not to exceed \$83,243.

### SUMMARY

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. Civic Edge consulting was chosen via a competitive selection process to provide the necessary public outreach support.

The original contract for \$20,000 was approved by the BACWA Executive Board on April 21, 2023, for Civic Edge Consulting to develop a messaging document and communication plan. Contract Amendment #1 in the amount of \$9,073 was approved by the BACWA Chair on August 28, 2023. Amendment #1 was needed to implement sections of the communications plan in response to a harmful algal bloom event. Contract Amendment #2 was approved by the BACWA Executive Board and executed on October 24, 2023, and brought the total approved contract amount to \$68,748. The additional budget of \$59,675 was for communications plan implementation. The amended contract end date per Amendment #2 is June 30, 2025.

A BACWA website refresh was included in the scope of work for communications plan implementation under Amendment #2. However, after discussions with the Bay Area Pollution Prevention Group (BAPPG), BACWA's pollution prevention committee, it was determined that the Baywise.org website, rather than the BACWA.org website, is the preferred home for hosting public-facing content. The Baywise.org website was last updated in 2014 and requires periodic updating to reflect current best practices for website design.

Civic Edge has provided a scope and fee estimate (attached) to provide a comprehensive redesign of Baywise.org website. The redesign includes an updated template and improved functionality, which will enhance the trustworthy look and feel of the content. The total fee estimate is \$18,995. There is \$4,500 available in the existing contract for Amendment #2 to dedicate to this task, so Amendment #3 would increase the total by \$14,495 (\$18,995 minus \$4,500). The amended contract value would be increased from \$68,748 to \$83,243.

### FISCAL IMPACT

BAPPG has \$3,800 in its FY24 budget for unplanned issues that can be directed towards this effort. The remaining amount of \$10,695 will come from the miscellaneous committee budget line item, which currently has \$41,260 remaining out of a \$45,000 budget for FY24.

**ALTERNATIVES**

1. Do not complete this work – This is not recommended, as public communication was identified as a high priority for FY24 by the BACWA Executive Board, and the proposed website redesign will support this goal.
2. Select another consultant to conduct the work – This is not recommended as Civic Edge consulting was selected via a competitive process to provide communication support to BACWA.

*Attachments:* Amendment #3 for FY24/25  
Fee Estimate and Scope of Work for Amendment #3  
Fee Estimate and Scope of Work for Amendment #2  
Original FY23 Contract with Civic Edge

Approved:

\_\_\_\_\_

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

Amit Mutsuddy, Chair  
BACWA

AMENDMENT NO. 3  
TO AGREEMENT BETWEEN  
BAY AREA CLEAN WATER AGENCIES and  
Civic Edge

This Amendment No. 3 is made this 19th day of April 2024, in the City and County of San Francisco, State of California, to that certain agreement of April 21, 2023 (original agreement), by and between Civic Edge Consulting and Bay Area Clean Water Agencies, (BACWA) (the "Agreement") in consideration of the covenants hereinafter set forth.

1. The new contract amount is \$83,243 to perform the attached Scope of Work for Baywise website editing, which will support communications plan implementation previously approved under Amendment #2.
  
2. Except as herein expressly modified, the Agreement will remain in full force and effect.

BAY AREA CLEAN WATER AGENCIES

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

# Fee Estimate and Scope of Work for Amendment #3

## Baywise | Full Redesign

Comprehensive redesign with updated template, trustworthy look/feel, improved functionality



BUDGET	Assumptions	Amber Shipley	Violetta Muselli	Martyn Bonaventura	Totals	
		Managing Partner	Director	Graphics Manager		
<b>Rates</b>		\$275.00	\$215.00	\$135.00		
<b>1. Project Management</b>						
Internal planning and collaboration meetings. Client Meetings to review wireframes and design mockups.	Assumes two 1-hour client meetings	2	10	10	\$4,050.00	
<b>Hour</b>		<b>2</b>	<b>10</b>	<b>10</b>	<b>22</b>	
<b>Budget</b>		<b>\$550.00</b>	<b>\$2,150.00</b>	<b>\$1,350.00</b>	<b>\$4,050.00</b>	
<b>2. Research and Discovery</b>						
Audit existing content to determine what should be retained, updated, added or removed. Prioritize content and create site map.	CEC provides rewritten and consolidated materials Includes 1 working meeting with BAPPG reps	1	9	4	\$2,750.00	
Suggestion of resources from member agencies to add to the site		0	1	1	\$350.00	
Full Redesign - Create wireframes	Homepage + 1 landing page + 1 article page. Includes 1 round of feedback	0	2	4	\$970.00	This is to agree on the content blocks of each page
Copywriting for new design elements and/or new content	Assumes any new copy will use approved BACWA messaging. If not first draft copy to be provided by BAPPG.	0	4	1	\$995.00	Includes sourcing new photos
Visual design mockups	Homepage + 1 landing page + 1 article page. Includes 2 options for designs Includes 2 rounds of feedback Assumes BACWA's style guide will be used for colors	1	4	12	\$2,755.00	This is to agree on the design of the elements of each page
Update Baywise identification mark to complement BACWA logo and ensure site legitimacy	Includes 1 round of feedback	0	1	2	\$485.00	
<b>Hour</b>		<b>2</b>	<b>21</b>	<b>24</b>	<b>47</b>	
<b>Budget</b>		<b>\$550.00</b>	<b>\$4,515.00</b>	<b>\$3,240.00</b>	<b>\$8,305.00</b>	
<b>3. Implementation</b>						
Implement mockups into WordPress.	Includes 1 round of feedback for Homepage + 1 landing page + 1 article page, and 1 round of feedback for entire site	0	4	24	\$4,100.00	
QA + Testing	Mobile, tablet and desktop	1	2	2	\$975.00	
Search Engine Optimization (Meta tags and images naming and alt descriptions)		0	0	2	\$270.00	
Research and implementation of "Find Your Agency" widget	BACWA/BAPPG to provide comprehensive list of agencies and corresponding zip codes	0	1	4	\$755.00	
Migrate new website to existing domain and go live!		0	0	3	\$405.00	
Update Google Analytics		0	0	1	\$135.00	
<b>Hour</b>		<b>1</b>	<b>7</b>	<b>36</b>	<b>44</b>	
<b>Budget</b>		<b>\$275.00</b>	<b>\$1,505.00</b>	<b>\$4,725.00</b>	<b>\$6,640.00</b>	
<b>TOTALS</b>					<b>\$18,995.00</b>	



## Fee Estimate and Scope of Work for Amendment #2



CIVIC EDGE CONSULTING

101A Clay Street #267, Embarcadero Center 3, San Francisco, CA 94111

Civic Edge Consulting (Civic Edge) is excited by the prospect of supporting Bay Area Clean Water Agencies (BACWA) in refining and implementing a public communications and outreach strategy based on the Draft Communications Plan submitted in July 2023.

This scope of work details our planned support for BACWA with messaging and outreach efforts from November 2023 through June 2025.

### TIMING

What follows is a draft implementation calendar, which can be easily updated based on future conversations. We look forward to working with the BACWA team to develop an implementation schedule that aligns with your needs and resources.

	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025
<b>Weekly Check-In Meetings</b>	X	X	X	X	X	X	X
<b>Finalize Key Messaging Document</b>	X	X			X	X	
<b>Fact Sheets and Infographics</b>	X	X					
<b>Website Refresh</b>		X	X	X		X	X
<b>Earned Media</b>	X	X	X	X	X	X	X
<b>Outreach to Key Audiences to Amplify Messaging</b>		X	X			X	X

### WEEKLY CHECK-IN MEETINGS

It will be helpful to continue our 30-minute weekly check-in meetings with agendas shared the day prior. We have found the weekly meetings to be a perfect opportunity to share the progress of our work and check in on anything that needs to be addressed. We can always skip the meetings when discussion isn't needed.

Deliverables:

- Agendas, logistics, etc.

### FINALIZE KEY MESSAGING DOCUMENT

Guided by input and edits from BACWA staff, the Civic Edge team will assist in the finalization of the key messaging document.

Deliverables:

- Final key messaging document

### BUILD OUT FACT SHEETS AND INFOGRAPHICS ON KEY TOPICS

Guided by the final key messaging document, the Civic Edge team will use this approved language to create draft fact sheets that will share key messages for distribution to the media as well as member agencies. BAPPG will be consulted on any pollution prevention messaging. As timing and budget allows, we might also create accompanying infographics. Topic areas that would benefit from fact sheets/infographics include:

- Clean Water Infrastructure 101

- Algal Blooms/Nutrients (if not already done)
- What you need to know about PFAS
- How Bay Area clean water agencies are planning for a resilient future

Deliverables:

- Draft and final fact sheets
- Infographics, as time and budget allows

### BACWA SIMPLE WEBSITE REFRESH

BACWA’s current website is internal-facing to clean water agencies and subject matter experts. Using approved language from the final key messaging document, the Civic Edge team will support the BACWA team in creating a public facing section of the BACWA website (or new site if desired). The site should be easily navigable and include key messaging in easily digestible sections. Because this is a “simple” refresh, we recommend the BACWA team select only a few additions to the site at this time:

- “Where does your wastewater go” section/search function – functionality that allows community members to identify their clean water agency and links to content as available
- Infographics/videos on key pollution prevention messaging, algal blooms, or other timely topics – with calls to action
- Media section linking to trusted sources
- Spotlights of innovative actions clean water agencies are taking (nature based solutions, renewable energy, etc.)
- A call to action to write legislators to ban PFAS

Deliverables:

- Using approved language from final messaging document, draft of new public-facing website pages for simple refresh
- Two rounds of page edits with the BACWA team
- Icons or graphics, as needed

Consideration will be given to integration with baywise.org for messaging on pollution prevention.

### EARNED MEDIA

To support BACWA in serving as a hub for media relations and providing a cohesive regional voice on important clean water issues, the Civic Edge team will support on earned media strategies, including:

- **Publishing Op eds** – submitting timely op-eds to Bay Area news sources is a great way to get BACWA key messaging in front of new audiences while staying in control of the narrative and correcting inaccurate information.
- **Cultivating reporter relationships** – we can begin work on a media contacts database and outreach tracker based on the list included in the draft Communications Plan. Starting with reporters/outlets that have [previously covered BACWA](#) representatives, we would proactively reach out to reporters who cover clean water issues and offer to meet with them and provide resources on clean water issues.
- **Pitching positive news stories** – as part of cultivating reporter/media relationships, BACWA could pitch positive stories. Below are some initial ideas, but BACWA should solicit addition

ideas for media stories/content from BACWA member agencies and then pitch them on their behalf.

- Innovative approaches to climate resilience - Nature Based Solutions case studies
  - Employee profiles
  - Women in wastewater
  - What happens to your waste water?
  - A follow-up story on clean water agencies role in COVID tracking
- **Developing a media library** – reporters need pictures, videos, and infographics to make their stories compelling. BACWA could source from member agencies and maintain high quality photos, infographics, and videos that can be easily shared. This will further cement BACWA as the go-to place for media contacts covering these topics.
  - **Media/spokesperson training** – to support BACWA spokespeople we recommend hosting a media training that includes how to deliver consistent and memorable talking points, how to handle difficult questions, how to pivot during press conversations, as well as development of internal protocol for responding to time sensitive press inquiries and making introductions to member agencies.

Deliverables:

- Brainstorm of key op ed contributors
- Draft op ed(s)
- Media contacts database and tracker
- Outreach to key reporters as needed

### OUTREACH TO KEY AUDIENCES TO AMPLIFY MESSAGING

There are many non-governmental organizations in the Bay Area whose projects, interests, and audiences overlap with BACWA's. In the short term, these organizations may be interested in learning more about BACWA's key messages and communicating that information with their communities. Civic Edge will create a partnership contacts database and outreach tracker, which can be updated collaboratively to compile a list of organizations and contacts who may be receptive to short-term information dissemination and long-term partnership. We will draft an email for the BACWA team to send to these key audiences by way of introduction, and support in regular updates as needed.

Deliverables:

- Partnership contacts database
- Introductory email based on final key messaging document
- Regular updates to key audiences as needed

### BUDGET

Please find a draft budget below. Civic Edge charges for time and materials, so if budget on any task is not needed, it will not be spent.

Tasks	Assumptions / Notes	Amber Shipley, Partner	Violetta Muselli, Director	Martyn Bonaventura, Senior Graphics Designer	
		\$275.00	\$215.00	\$135.00	
<b>Communications Plan Implementation</b>					
Weekly check-in meetings	30 minutes bi-weekly, Nov 2023 through June 2025 (~20 months)	20	20		\$9,800.00
Finalize key messaging document	Up to 2 rounds of edits, updated twice over length of the contract	8	15		\$5,425.00
Fact sheets and infographics	Based on final key messaging doc, new infographics as needed	15	15	35	\$12,075.00
BACWA website refresh	Simple website refresh relying on approved language in messaging doc	10	30	15	\$11,225.00
Earned media	Reporter contacts, pitching stories, op ed writing, etc.	25	30		\$13,325.00
Outreach to key audiences	Partnership contacts database, introductory email, updates as needed	5	30		\$7,825.00
				<b>TOTALS</b>	<b>\$59,675.00</b>

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.

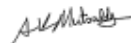
This Agreement covers professional services to be performed by Civic Edge Consulting in order to develop a Communication Plan for BACWA. The work under this contract will be carried out under the supervision of Lorien Fono, BACWA Executive Director. The total cost of professional services to be performed 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

05 / 03 / 2023  
Date \_\_\_\_\_

BACWA EIN: 94-3389334

By   
Amber Shipley  
Civic Edge Consulting

04 / 25 / 2023  
Date \_\_\_\_\_

COMPANY EIN: 26-4702704



March 22, 2024

Luisa Valiela  
Program Lead  
San Francisco Bay Water Quality Improvement Fund  
US EPA Region 9 (WTR-3-2)  
75 Hawthorne  
San Francisco, CA 94105

Via Email: [valiela.luisa@epa.gov](mailto:valiela.luisa@epa.gov)

Re: BACWA Comments on EPA Region 9 San Francisco Bay Program Office FY24 Annual Priority List

Luisa Valiela,

Thank you for the opportunity to comment on the EPA Region 9 San Francisco Bay Program Office FY24 Annual Priority List. BACWA is a joint powers agency whose members own and operate publicly-owned treatment works and sanitary sewer systems that collectively provide sanitary services to over 7.1 million people in the nine-county San Francisco Bay Area. BACWA members are public agencies, governed by elected officials and managed by professionals who protect the environment and public health. BACWA and its members are involved in many of the program areas and priority projects that are identified by EPA in its FY24 Annual Priority list. We generally agree that EPA has identified the right priorities, with one proposed addition of Recycled Water, and the recommendation to bifurcate “Nutrient Management Strategy” into “Nutrient Science Program” and “Nutrient Management”. Our interest is to continue and expand the important work in our region that has been funded by the Water Quality Improvement Fund (WQIF) in the past.

**Recycled Water should be added as a priority area**

Increasing the production and use of recycled water in our region is a key priority, as reflected in Action 18 of the CCMP. This goal is also directly tied to the new Program Office’s objective of adapting to climate change, as recycled water will support the region’s resilience to more frequent and intense droughts that are anticipated in a warming climate. Funding from the new program office should be instrumental in supporting planning efforts that would assist new recycled water projects to get off the ground. This item does not appear to be captured by any of the existing identified program areas, so BACWA recommends that recycled water be added as an additional priority area.

**“Nutrient Management Strategy” should be split into two program areas: 1) “Nutrient Science Program”, and 2) Nutrient Management**

Since 2012 BACWA and its members have contributed more than \$16 million to studying the impacts of nutrients on the San Francisco Bay. This total does not include contributions made to this study by the Regional Monitoring Program, which is also largely funded by BACWA members.

The Nutrient Science Program is supported by the governance supplied by the Nutrient Management Strategy, and is the basis for making decisions that will impact billions of dollars of infrastructure spending in our region. The entity that can use these funds to support these decisions is more correctly identified as the Nutrient Science Program, rather than the Nutrient Management Strategy.

Secondly, POTWs in our region are gearing up to spend approximately \$11 billion to reduce nutrient discharges to the Bay. While funding for the new program office isn't going to significantly defray this total cost, in the past, WQIF funds have been instrumental in launching many innovative projects at POTWs that have led to improvements in water quality, and to multi-benefits projects. These have included sidestream treatment pilots, other innovative nitrogen removal pilots, and most of the pilots of nature-based wastewater treatment and shoreline resilience that are ongoing at POTWs in our region. The nature-based nutrient reduction projects may be partially encapsulated under the existing "Large scale shoreline resilience, multi-benefit projects including horizontal levees and wastewater treatment/reuse" program area, but this title doesn't quite capture the range of needs pertaining to nutrient treatment. Given the anticipated requirements to reduce nutrients significantly in a short timeframe, this type of funding is more important than ever, and should be continued and enhanced as part of a Nutrient Management program area.

BACWA looks forward to working closely with the new EPA SF Bay Program office to identify projects that support improved water quality and other environmental and community benefits in our region. If you have any questions or would like to discuss our comments, please contact BACWA Executive Director Lorien Fono at [lfono@bacwa.org](mailto:lfono@bacwa.org) or (510) 684-2993.

Best regards,

A handwritten signature in black ink that reads "Lorien Fono". The signature is fluid and cursive, with the first name being more prominent.

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

cc: BACWA Executive Board

## Lorien Fono

---

**From:** Valiela, Luisa <Valiela.Luisa@epa.gov>  
**Sent:** Wednesday, April 3, 2024 8:26 PM  
**To:** Lorien Fono  
**Cc:** Mary Cousins; Jennifer Dymant  
**Subject:** RE: BACWA Comments on EPA Region 9 San Francisco Bay Program Office FY24 Annual Priority List

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Lorien et al, thank you so much for documenting your comments and suggestions for improvements to the EPA priority list in a letter. I have some specific responses to the major comments below, but also know that we will continue to bring this list back on an annual basis for continued input on how it is working.

**Nutrient Science/Nutrient Management Strategy wording:** For this initial foray into having an SFBay Program Priority List, we are attempting to keep the wording simple (where possible!) and understand that when the BACWA community reads “Nutrient Management Strategy” you are thinking very specifically of your agreed upon approach with the Water Board. It was not our intent to limit the kind of work that could be done under that “bucket”, so we have altered the language to read “Nutrient Management” in finalizing the list this year. We intend it to mean that funds could support science work and the innovations in treatment technology you highlight in your comment letter. A continued discussion on how to best make funds available for needed wastewater treatment plant upgrades in the planning or implementation phase is something we are interested in having happen at your earliest convenience.

**Recycled Water as a new priority:** We appreciate this suggestion and will need some more time to consider how it fits under our new program authorized by Clean Water Act Section 125, and if so, we can add it when we update the list in 2025.

We also really appreciate your sharing that timing is critical now as the expectations for nutrient reductions over a short time period are being negotiated. I would be glad to start figuring out a time that works for a follow up conversation either at your regular BACWA meetings or setting up something separate. Let me know what works.

Luisa

Luisa Valiela  
EPA, Region 9, Water Division  
San Francisco Bay Program Lead

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**From:** Lorien Fono <lfono@bacwa.org>  
**Sent:** Friday, March 29, 2024 12:50 PM  
**To:** Valiela, Luisa <Valiela.Luisa@epa.gov>  
**Cc:** Mary Cousins <mcousins@bacwa.org>; Jennifer Dymant <jdymant@bacwa.org>  
**Subject:** BACWA Comments on EPA Region 9 San Francisco Bay Program Office FY24 Annual Priority List

**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.





**Staff Recommendation**

February 29, 2024

Item 5

**Action Item:**

**Consideration and Approval to Augment Funds to Advance Modeling of Ocean Acidification Drivers and Impacts on the Central Coast**

Christine Sur, Water Quality Program Manager

**Recommended Action:** Authorization to disburse up to \$561,072 to the Southern California Coastal Water Research Project (SCCWRP) to advance an integrated earth system model to assess the effects of anthropogenic nutrients on ocean acidification and hypoxia and the biological impacts of these conditions on the San Francisco and Monterey coasts. The authorization will provide a budget augmentation to an existing grant to SCCWRP previously approved by the Council on June 19, 2020.

**Location:** San Francisco and Monterey coast

**Strategic Plan Goals and Objectives:** Goal 1: Safeguard coastal and marine ecosystems and communities in the face of climate change; Objective 1.2: Minimize causes and impact of ocean acidification and hypoxia.

**Equity and Environmental Justice Benefits:** Climate resilience; improved water quality and habitat management

**Findings and Resolution:**

Staff recommends that the Ocean Protection Council (OPC) adopt the following findings:

“Based on the accompanying staff report and attached exhibit(s), OPC hereby finds that:

1. The proposed projects are consistent with the purposes of Division 26.5 of the Public Resources Code, the California Ocean Protection Act;
2. The proposed projects are consistent with the Budget Act of 2022 which included a \$50 million General Fund appropriation for grants or expenditures for resilience projects that

conserve, protect, and restore marine wildlife and healthy ocean and coastal ecosystems;  
and

3. The proposed projects are not ‘legal projects’ that trigger the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section, section 15378.”

Staff further recommends that OPC adopt the following resolution pursuant to Sections 35500 *et seq.* of the Public Resources Code:

“OPC hereby approves the disbursement of up to \$561,072 to the Southern California Coastal Water Research Project (SCCWRP) to advance an integrated earth system model to assess the effects of anthropogenic nutrients on ocean acidification and hypoxia and the biological impacts of these conditions on the San Francisco and Monterey coast.

This authorization is subject to the condition that prior to disbursement of funds, the Southern California Coastal Water Research Project shall submit for the review and approval of the Executive Director of the OPC detailed work plans, schedules, staff requirements, budgets, and the names of any contractors intended to be used to complete the projects, as well as discrete deliverables that can be produced in intervals to ensure the projects are on target for successful completion. All projects will be developed under a shared understanding of process, management, and delivery.”

### Executive Summary:

Staff recommends that OPC approve the disbursement of \$561,072 to provide a budget augmentation to an [existing grant](#) with SCCWRP approved at the June 19, 2020 Council meeting. The augmentation will advance the original integrated earth system modeling application to assess the effects of anthropogenic nutrients on ocean acidification and hypoxia (OAH) and the biological impacts of these conditions on the San Francisco and Monterey coasts. This funding will provide for higher resolution modelling to assess model uncertainty; understand the role of local nutrient inputs, riverine inputs, and climate variability; and identify when and where nutrient effects and biological impacts occur in the region. The project results will expand the scope of existing OAH modelling efforts outside of the Southern California Bight and assist the state in considering management or regulatory actions, as appropriate.

### Project Summary:

#### Background:

The California coast is vulnerable to OAH, which are driven by global climate change. Decisions on management of local pollution sources, which can exacerbate these stressors, is a key line of

inquiry to address OAH in OPC’s Strategic Plan and highlighted as a management need by the California Ocean Acidification and Hypoxia Science Task Force ([2020](#)). OPC has previously invested [substantial resources](#), with leveraged funding from the National Oceanic and Atmospheric Administration, to develop a coupled physical-biogeochemical OAH model for the entire West Coast. The model is considered a state-of-the-art global example and has resulted in numerous peer-reviewed scientific publications. In the Southern California Bight (Bight), this effort demonstrated that coastal anthropogenic nutrients, primarily from wastewater treatment plant effluent, are having a significant impact on OAH in the region.

Previous [investments](#) have focused on model application and management decision support to better understand the relative impact of coastal anthropogenic sources and different management strategies, including increased water recycling and reduced nutrient loading, on OAH and biological impacts at different spatial and temporal scales in the Bight. The project has centered on three questions in the Bight:

- What is the effect of anthropogenic nutrients on algal blooms, oxygen, and pH?
- What are the biological effects of these changes?
- What are the effects of nitrogen management alone or in combination with potable water recycling?

Initial findings from the project have indicated that anthropogenic, land-based nutrients drive measurable changes in ocean chemistry (reduction of subsurface pH and oxygen, and production of persistent algal blooms) and that these changes have the potential to cause vertical compression of viable ocean habitat for fish and shelled organisms over a quarter of the Bight (approximately 278,400 square kilometers) during 3 months of the year in late summer to early fall. The research has also demonstrated that these OAH and habitat effects decrease when dissolved inorganic nutrients are reduced from ocean outfalls.

These results can improve understanding regarding the consequences of management decisions, including no action. One ongoing line of inquiry is whether these phenomena are limited to the Bight, or if such effects are also evident on the San Francisco and Monterey coasts (SFMC).

Funding [approved](#) by the Council on June 19, 2020 extended this effort to the SFMC, another region with a significant coastal population and anthropogenic nutrient loading. Preliminary results suggest a substantial effect of San Francisco Bay nutrient flow dynamics and riverine inputs on algal production and OAH in the SFMC. However, higher resolution data is needed to improve understanding of the contributions of land-based nutrients and inform potential management strategies that can mitigate OAH impacts.

## Project Summary:

Addressing nutrient pollution is a priority within the Central Coast region, a unique region influenced by both urban and agriculture-dominated watersheds. Current OPC funding has supported foundational model development, model testing, completion of initial model simulations, and preliminary validation for the SFMC. This proposed augmentation will provide necessary research to improve the characterization of riverine inputs from agriculture-dominated rivers, extend model simulations to understand the effects of nutrient inputs and climate variability on OAH, comprehensively validate the model, and to apply OAH thresholds to quantify biological impacts in the SFMC. Ultimately, the proposed augmentation will provide the required higher resolution work that is needed to understand system dynamics, attribution of local nutrient sources, and biological effects in the SFMC in the same level of detail completed for the Bight.

Rigorous modeled results and improved quantification of nutrient loading from this proposed project have the potential to support decision-making, including the development of a nutrient management standard, potential assessments to support ocean acidification federal Clean Water Act section 303(d) listing determinations, future targeted monitoring, and potential Total Maximum Daily Load development to reduce the impacts of OAH in coastal regions.

Improved understanding of the terrestrial nutrient inputs from the Salinas River Valley, pathways, and impacts to marine life and marine habitat will additionally support the ongoing [Biostimulatory, Cyanotoxins, and Biological Integrity Provisions](#) project by the State Water Resources Control Board, focused on assessing and managing nutrients for inland freshwaters statewide.

This proposed project will include the following tasks:

**Task 1. Improve the estimates of freshwater and nutrient loading from Central Coast rivers:** This task will build on previous efforts to compile monitoring and modeling data to represent anthropogenic nutrient inputs from Central Coast rivers and answer key management questions about nutrient loading. Three nutrient-enriched watersheds provide 70% of direct anthropogenic nitrogen inputs to Monterey Bay, but the processes are highly uncertain. This task will utilize newly validated surface-groundwater model simulations of recharge, water use, and discharge dynamics in this system, in combination with nutrients in surface and groundwaters, to improve the estimate of nutrient fluxes to Monterey Bay. It will answer the following questions: 1) What is the seasonal and spatial variability in flux of surface water versus submarine groundwater nutrients to Monterey Bay from the Salinas River, the Pajaro River, and Elkhorn Slough? 2) Does incorporation of these improved fluxes improve model validation for the SFMC?

**Task 2. Simulate the response of the coastal ocean to land-based nutrient inputs and climate variability and validate these responses compared to ocean observations:** This task will conduct a suite of five-year simulations of “ocean only” and “ocean plus land-based nutrients” to provide the key scenarios for a definitive anthropogenic effects assessment. It will answer the question: What is the uncertainty in model predictions of SFMC physics, biogeochemistry, and lower ecosystem responses?

**Task 3. Assess the contribution of point source and non-point source anthropogenic nutrient inputs on OAH in the SFMC:** This task will document the relative importance of point source anthropogenic nutrient inputs, non-point sources of anthropogenic nutrient inputs, and natural oceanic variability on algal production and OAH. It will answer the question: What is the effect of SF Bay exchanges (water versus materials), coastal publicly owned treatment works outfalls, and coastal riverine sources of nutrients, organic matter, and acidity on SFMC shelf nutrient mass balance, productivity, carbonate chemistry, and oxygen?

**Task 4. Assess the biological effects of changes in productivity and OAH on SFMC habitats.** This task will document the impacts of land-based inputs on OAH and biological effects to answer the following questions: 1) What is the spatial and temporal extent of these impacts over seasons and interannual climate cycles, and how does this correspond to National Marine Sanctuary and California Marine Protected Area habitat? 2) To what extent are anthropogenic, land-based inputs reducing the amount of habitat available for oxygen dependent fish and invertebrates and calcifying habitat for shelled organisms, and leading to other biological effects?

### **Equity and Environmental Justice Benefits:**

This project will improve the management and conservation of coastal waters and will support actions to minimize the impacts of climate change on coastal water quality and ocean ecosystems. Effective management and conservation of coastal waters provides benefits for all communities and individuals that rely on healthy ocean ecosystems, particularly in the face of climate change. The impacts of OAH on California’s biodiversity and coastal water quality affect current and future generations of Californians that rely on a healthy ocean for subsistence, livelihoods, recreation, and other uses.

### **About the Grantee:**

The Southern California Coastal Water Research Project (SCCWRP) is a public research and development agency that develops and applies next-generation science to improve management of aquatic systems in Southern California and beyond. Since its founding in 1969, SCCWRP has been developing strategies, tools and technologies that the region’s water-quality management

community relies on to more effectively protect and enhance the ecological health of Southern California’s coastal ocean and watersheds.

**Project Timeline:**

June 2024 – December 2026

**Project Financing:**

Staff recommends that OPC authorize encumbrance of up to \$561,072 to SCCWRP to advance an integrated earth system model to assess the effects of anthropogenic nutrients on ocean acidification and hypoxia and the biological impacts of these conditions on the San Francisco and Monterey coast. Including the previously approved \$998,600 for the original modeling research, this brings the total funding authorized for this project to \$1,559,672.

Ocean Protection Council	\$561,072
<b>TOTAL</b>	<b>\$561,072</b>

The anticipated source of funds will be from the Budget Act of 2022, which included a \$50 million General Fund appropriation to OPC for grants or expenditures for resilience projects that conserve, protect, and restore marine wildlife and healthy ocean and coastal ecosystems. This project addresses the resiliency of California’s coasts and oceans in the face of climate change and is an appropriate use of this General Fund appropriation to increase the State’s understanding and inform management of OAH drivers and impacts on marine wildlife and ocean and coastal ecosystems.

**Consistency with California Ocean Protection Act:**

The proposed project is consistent with the Ocean Protection Act, Division 26.5 of the Public Resources Code, because it is consistent with trust-fund allowable projects, defined in Public Resources Code Section 35650(b)(2) as projects which:

- Improve the management of fisheries and/or foster sustainable fisheries.
- Improve coastal water quality.
- Improve management, conservation, and protection of coastal waters and ocean ecosystems.

- Provide funding for adaptive management, planning coordination, monitoring, research, and other necessary activities to minimize the adverse impacts of climate change on California's ocean ecosystem.

### Compliance with the California Environmental Quality Act (CEQA):

The proposed project is not a 'legal project' that triggers the California Environmental Quality Act pursuant to Public Resources Code section 21068 and Title 14 of the California Code of Regulations, section 15378.

The proposed project is categorically exempt from review under CEQA pursuant to 14 Cal. Code of Regulations Section 15306 because the project involves information collection, consisting of data collection, research, and resource evaluation activities that will not result in a serious or major disturbance to an environmental resource.

# TERRESTRIAL NUTRIENT INPUTS AND EXCHANGE THROUGH THE GOLDEN GATE STRAIT ENHANCE EUTROPHICATION AND OXYGEN LOSS IN CENTRAL CALIFORNIA'S COASTAL WATERS



M. Sandoval Belmar<sup>1</sup>, P. Damien<sup>1</sup>, M. Sutula<sup>2</sup>, M. Ho<sup>1,2</sup>, F. Kessouri<sup>2</sup>, C. Edwards<sup>3</sup>, J. McWilliams<sup>1</sup>, D. Bianchi<sup>1</sup>.  
 University of California Los Angeles<sup>1</sup>, Southern California Coastal Water Research Project<sup>2</sup>  
 University of California Santa Cruz<sup>3</sup>

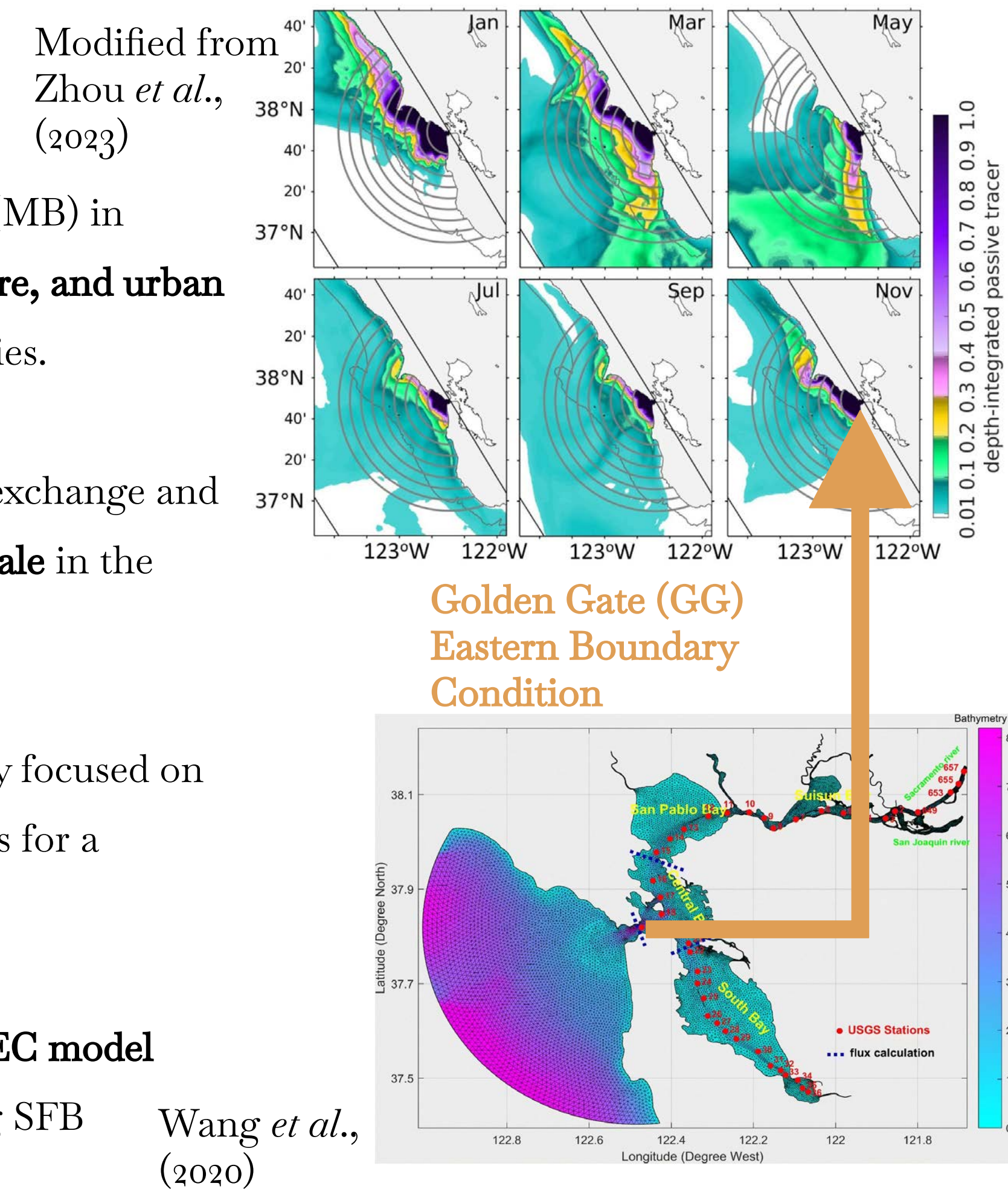
UCLA College | Physical Sciences  
**UCLA Atmospheric & Oceanic Sciences**

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Paper Number: PI24A-1719

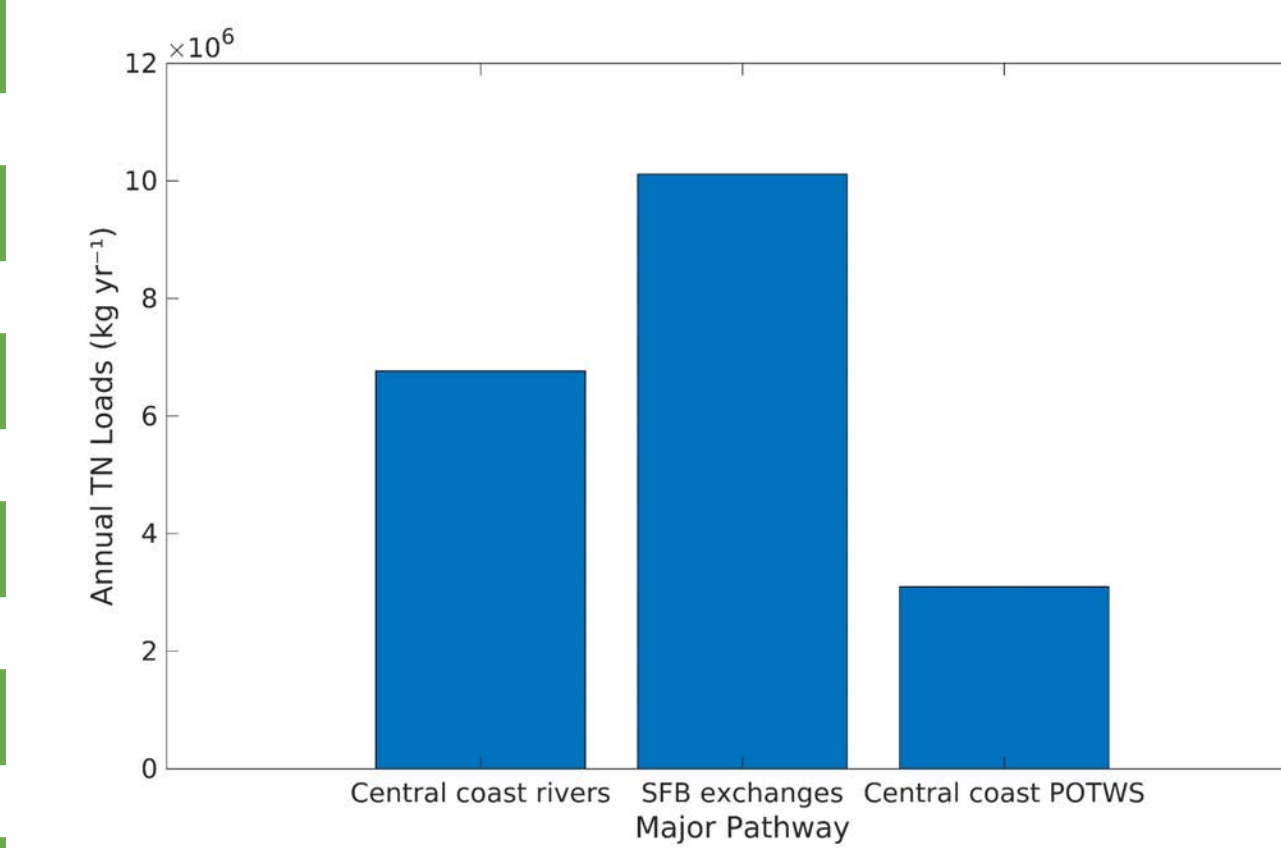
## BACKGROUND

- Coastal nitrogen (N) inputs to San Francisco Bay (SFB) and Monterey Bay (MB) in central California, are driven by **natural processes** (e.g. upwelling), **agriculture**, and **urban activities** that impact delicate ecosystems such as protected marine sanctuaries.
- Problem: The relative **importance, effects, and contributions** from the SFB exchange and terrestrial sources to the coast **biogeochemistry**, and the effect of **submesoscale** in the spreading and dispersal **remains uncertain**.
- Models can contribute to this quantification. However, past model work only focused on SFB biogeochemistry inside the estuary (Wang et al. 2020), forming the basis for a physical dispersal ROMS model (Zhou et al. 2023).
- This project develops a submesoscale resolving **high-res (~300 m) ROMS-BEC model** (Deutsch et al., 2019) **with land-based nutrient input consideration**, assessing SFB exchange and land-based effects on coastal ecosystems.

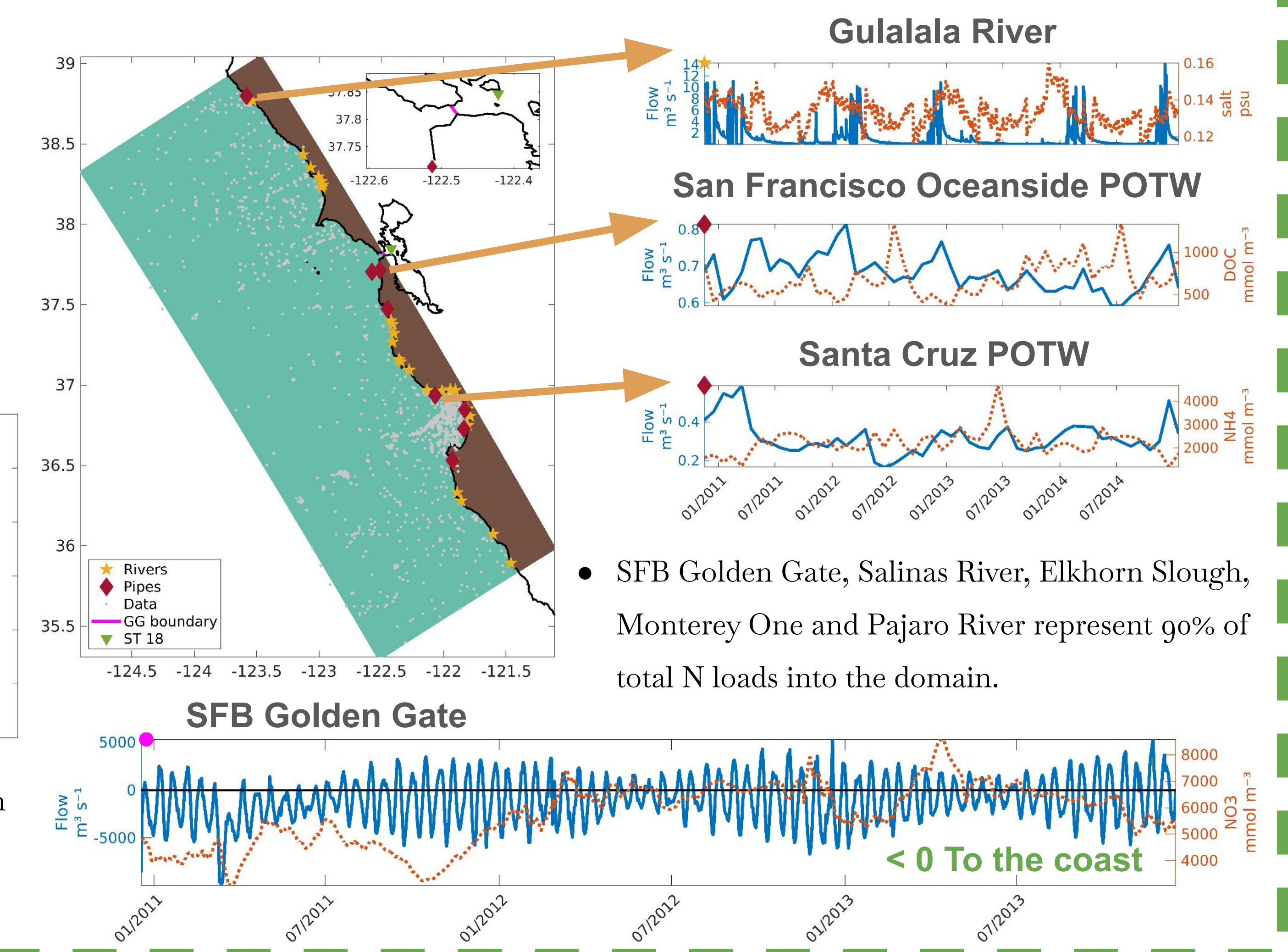


## NUTRIENTS AND FRESHWATER INPUTS

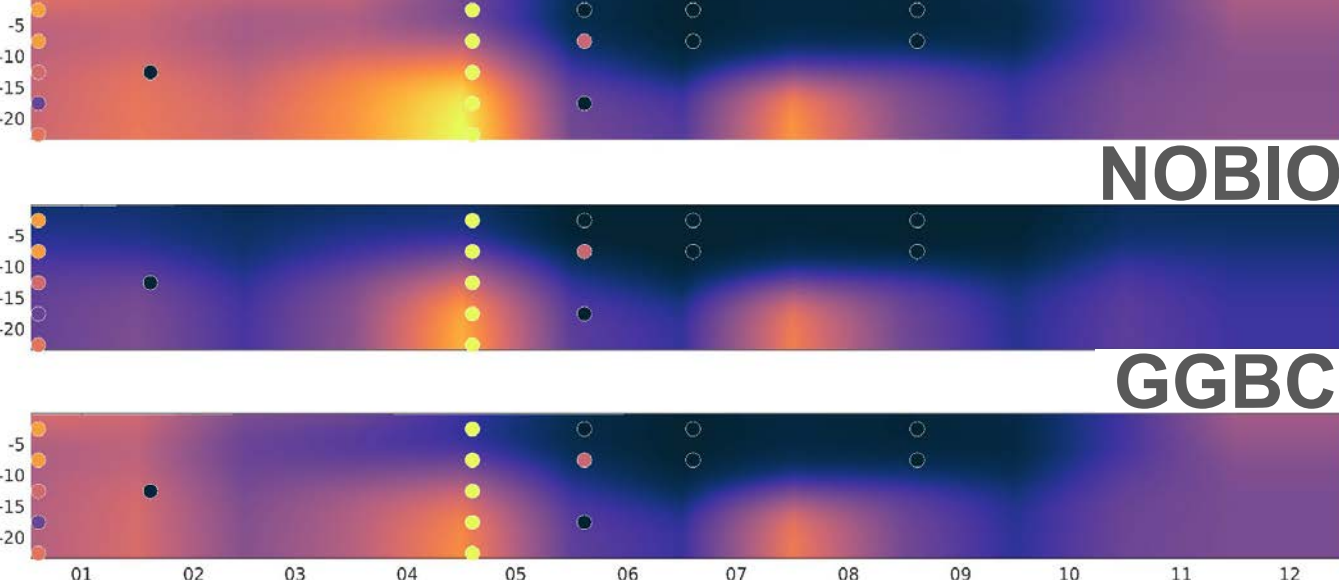
- Compilation of 8 coastal Publicly Owned Treatment Works (POTW) discharges to ocean outfalls.
- Compilation of 28 Coastal River Data.



- N loading SFB ≈ sum of rivers + ocean outfalls.
- Rivers ≈ 3 x ocean outfalls.



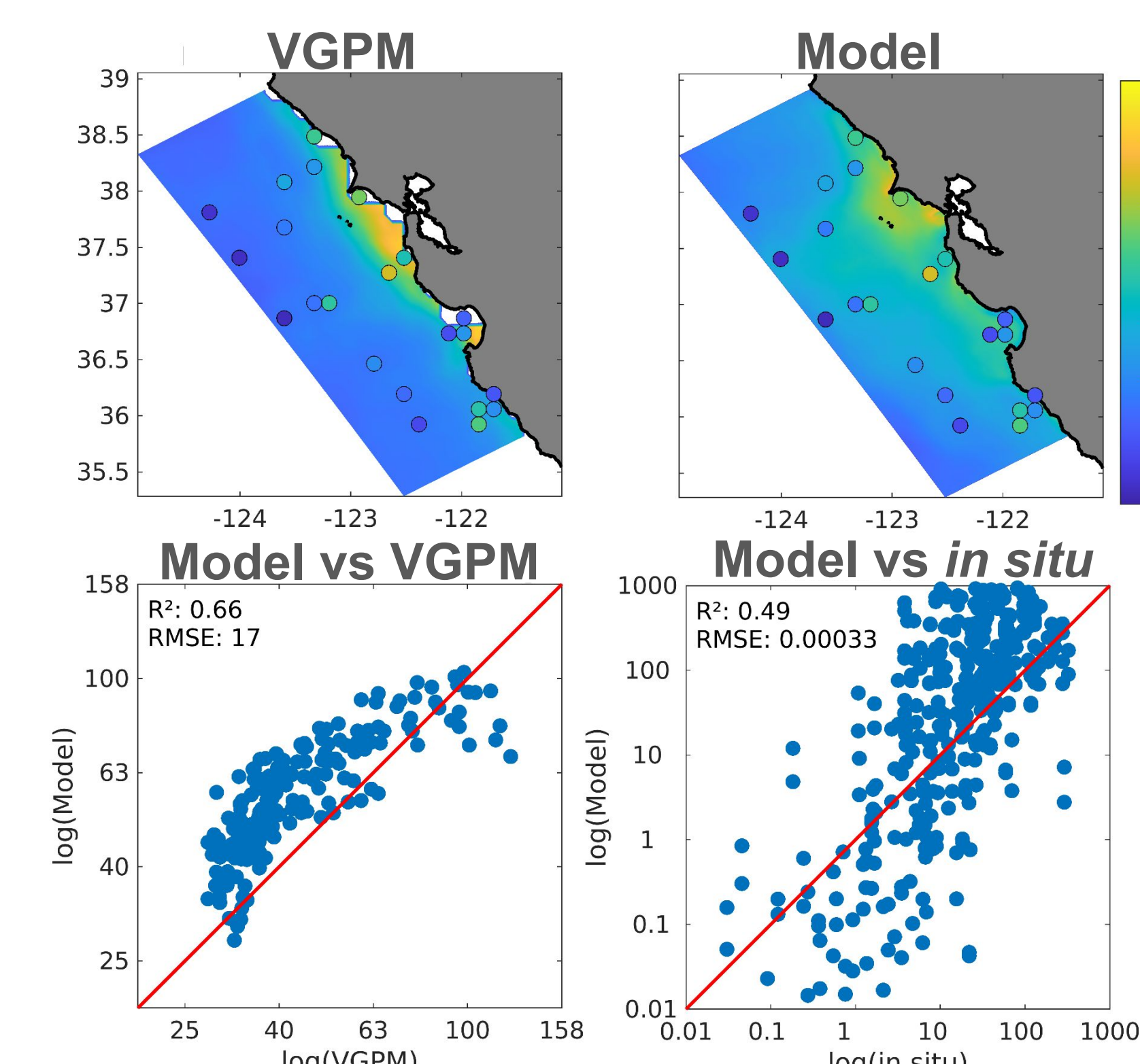
## DIN San Francisco Oceanside ANTH



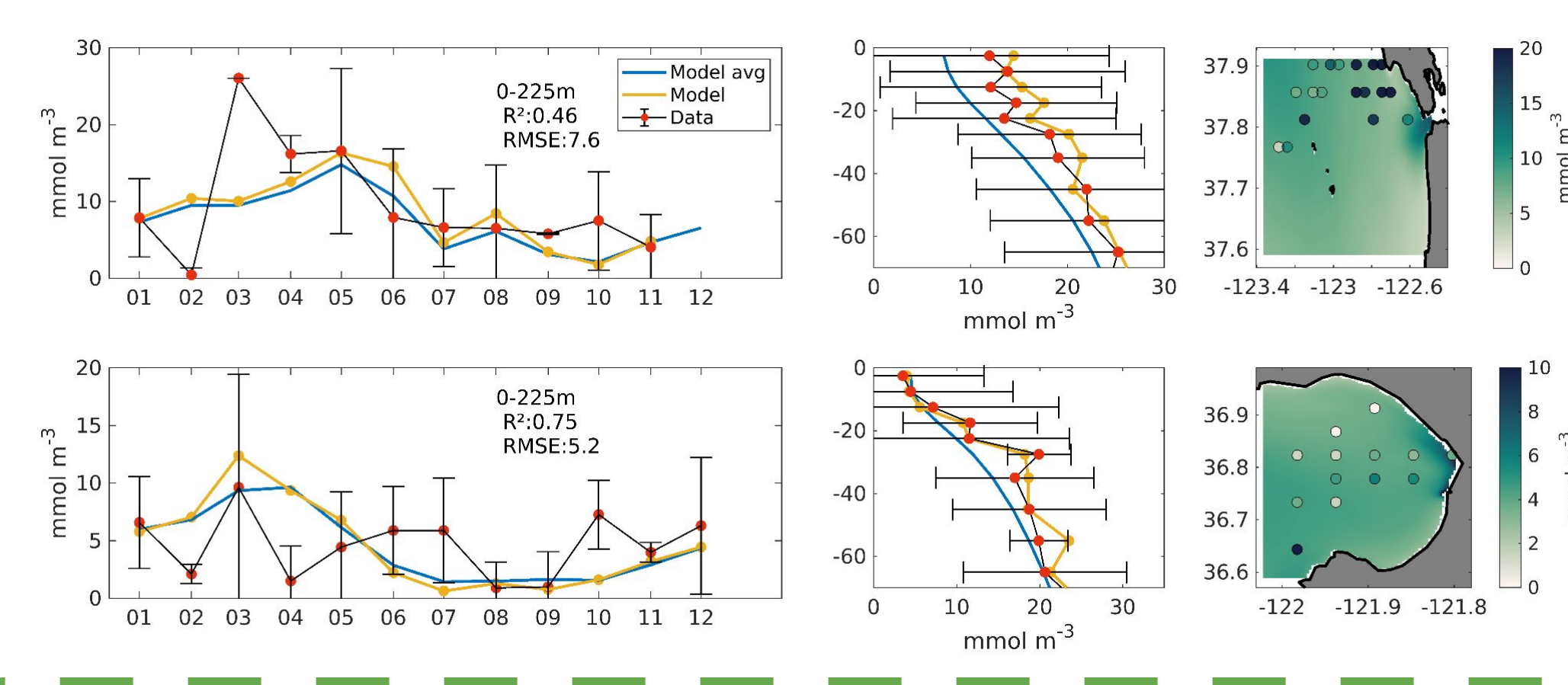
## NUMERICAL EXPERIMENTS (2011-2012)

- “Full run” (ANTH): GG exchanges + rivers + pipes.
- “No biology” (NOBIO): ANTH but biogeochemical (bgq) exchanges set to zero at GG, rivers, and pipes (except DIC, N<sub>2</sub>O, N<sub>2</sub>, O<sub>2</sub> and ALK).
- “GG only” (GGBC): bgq exchanges through GG, zero at rivers and pipes.

## VALIDATION



Time series and horizontal section of NO<sub>3</sub><sup>-</sup> at the surface



Model Net Primary Production (NPP) against Vertically Generalized Production Model (VGPM) and in situ.

## CONCLUSION

- Model simulates tracers and underlying biogeochemical cycles effectively.
- With ANTH (GG + rivers + pipes) model exhibits impacts in all the domain.
- With GGBC model exhibits impacts on all the coasts but minor impacts further from GG.
- Increase of CHL and NPP in the coastal band, with two hot spots near GG and MB

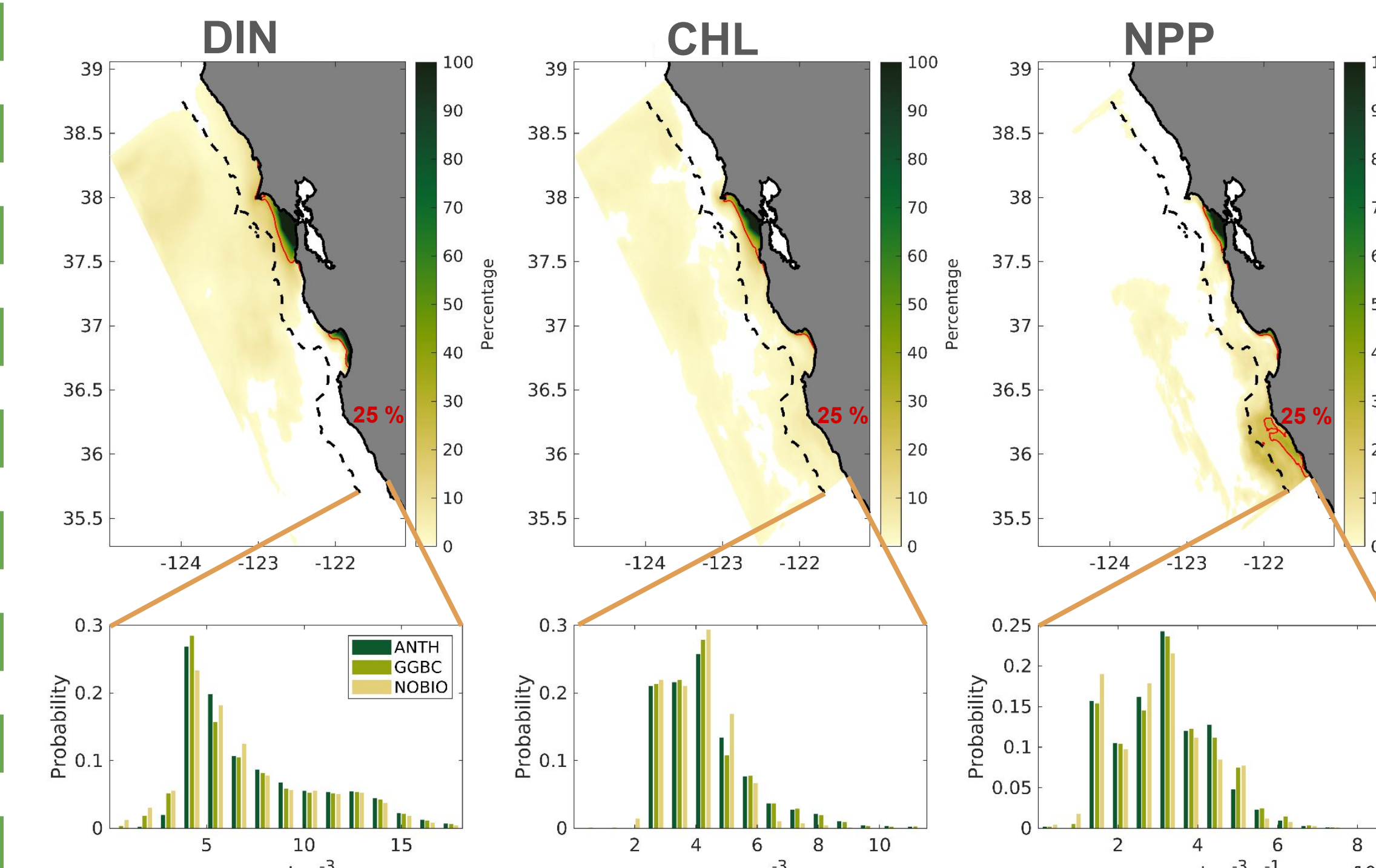
## PLAIN LANGUAGE SUMMARY

High Resolution model demonstrates how terrestrial inputs from rivers, wastewater, and the Golden Gate area significantly boost algal production, suggesting important consequences of natural and human-related nutrient sources on the central California coast.

Find me here:



## RESULTS

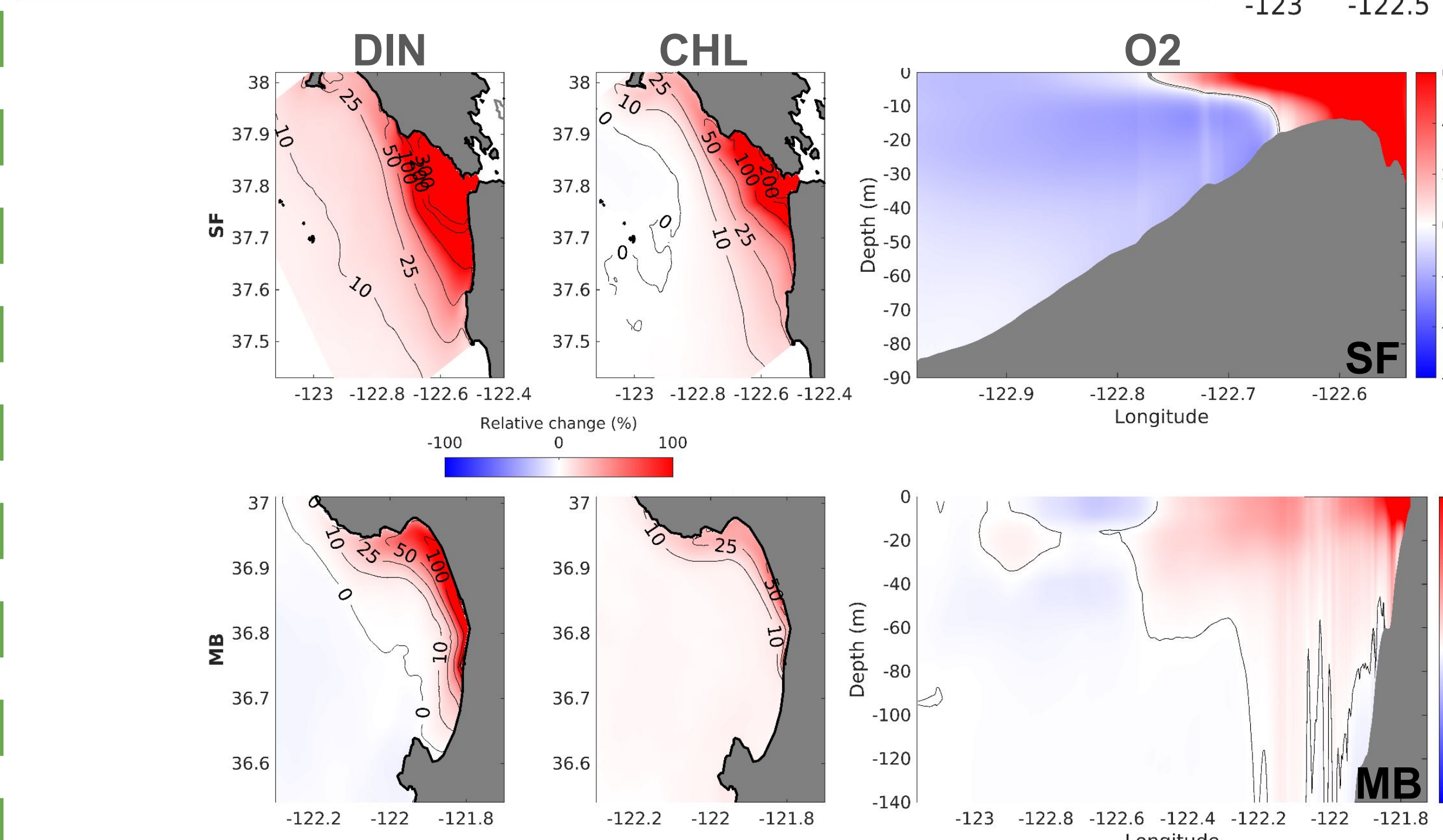
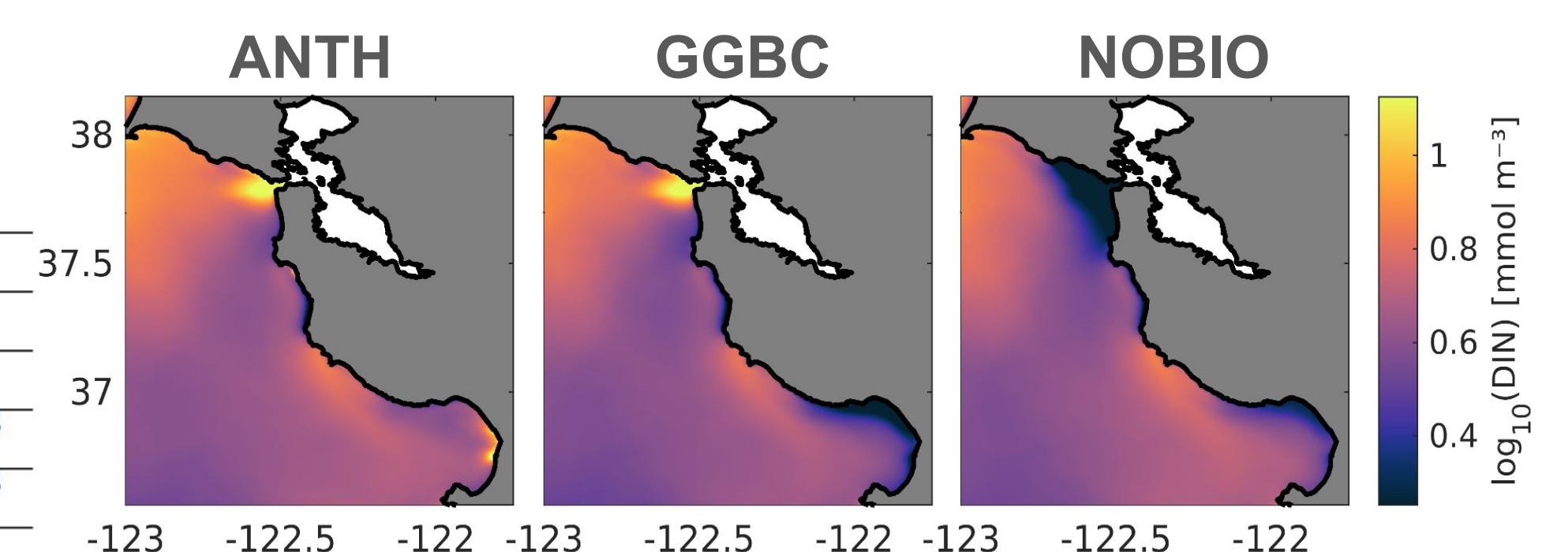


Left: Surface chlorophyll (CHL), Dissolved Inorganic Nitrogen (NO<sub>2</sub><sup>-</sup> + NO<sub>3</sub><sup>-</sup> + NH<sub>4</sub><sup>+</sup>; DIN) and NPP enhancement (%) in the ANTH simulation, relative to the CTRL simulation. Histograms PDF for three simulations

$$\left( \frac{\text{ANTH} - \text{NOBIO}}{\text{NOBIO}} \right) \times 100\%$$

Maximum and minimum difference against the NOBIO model at the surface (DIN, CHL) and whole depth (O<sub>2</sub>).

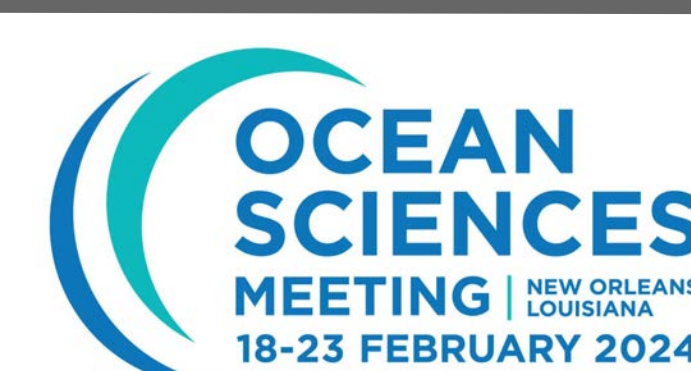
Model vs NOBIO	DIN	CHL	O <sub>2</sub>
ANTH SF	+21 mmol m <sup>-3</sup>	+10 mg m <sup>-3</sup>	-3 mmol m <sup>-3</sup>
GGBC SF	+21 mmol m <sup>-3</sup>	+11 mg m <sup>-3</sup>	-2 mmol m <sup>-3</sup>
ANTH MB	+25 mmol m <sup>-3</sup>	+6 mg m <sup>-3</sup>	-0.64 mmol m <sup>-3</sup>
GGBC MB	-1.2 mmol m <sup>-3</sup>	+1 mg m <sup>-3</sup>	-0.20 mmol m <sup>-3</sup>



Above: Surface DIN Climatologies for all three different models.  
 Left: Relative difference in the ANTH simulation, relative to the CTRL simulation at the surface, and an absolute difference vertical section for Oxygen (O<sub>2</sub>).

## REFERENCES

- Wang et al., (2020): The interannual variabilities of chlorophyll and nutrients in San Francisco Bay: a modeling study. Ocean Dynamics.
- Deutsch et al., (2019): Biogeochemical variability in the California Current System. Prog. Oceanogr.
- Zhou et al., (2023): Modeling the dispersal of the san francisco bay plume over the northern and central california shelf. Estuarine, Coastal and Shelf Science



## ACKNOWLEDGE

- NOAA under Ecosystem and Harmful Algal Bloom (ECOHAB) Award NA18NOS4780174 and NA19NOS4780181.
- Expans system at the San Diego Supercomputer Center through allocation TG-OCE170017 from ACCESS program, which is supported by National Science Foundation grants 2138259, 2138286, 2138307, 2137603, and 2138296.
- Additional computational resources were provided by the Hoffman2 computer cluster at the UCLA-IDRE.



## Reporting Requirements in Nutrient Watershed Permit Tentative Order

Page No.	Section	Description	Notes on Individual Requirements	Notes on Group Requirements	Due Date
12, F-34	6.3.2	Support for Receiving Water Monitoring, Modeling, and Subembayment Studies. Most BACWA members will do this through a financial contribution to the Nutrient Management Strategy.		The Fact Sheet identifies \$2.2M per year as an appropriate funding level.	Science Plan Updates due June 1, 2025 then annually each June 1. (Note: 2019 Permit requires this on February 1 of each year)
14	6.3.3.2.1	Scoping Plan for Nutrient Reductions – Identify proposed improvements. Multi-Benefit or Optimization projects must be identified by this date and have additional requirements.	Applies to ALL agencies	Can be replaced by Regional Plan	July 1, 2025
14	6.3.3.2.2	Optimization Technical Report	Applies only to agencies that plan to meet final effluent limits through optimization by March 2027	Can be replaced by Regional Plan	July 1, 2025
15	6.3.5	Multi-Benefit Solutions - Identify	Only required for agencies planning to implement multi-benefit solutions	Can be replaced by Regional Plan	July 1, 2025
15	6.3.3.2.4	Multi-Benefit Solutions – Governance Plan and Draft Design Report	Only required for agencies planning to implement multi-benefit solutions	Can be replaced by Regional Plan	July 1, 2027

15	6.3.3.2.5	Multi-Benefit Solutions – Design	Only required for agencies planning to implement multi-benefit solutions	Can be replaced by Regional Plan	March 31, 2029
15	6.3.3.2.3	Plant Upgrades – Technical Report on Draft Design	Only required for agencies planning to complete treatment upgrades	Can be replaced by Regional Plan	July 1, 2026
15	6.3.3.2.5	Plant Upgrades – Final Design Drawings and Specifications	Only required for agencies planning to complete treatment upgrades	Can be replaced by Regional Plan	July 1, 2028
15	6.3.3.2.6	Plant Upgrades – Construction Contract	Only required for agencies planning to complete treatment upgrades	Can be replaced by Regional Plan	March 31, 2029
13	6.3.3.1	Compliance Schedule - Group Reporting on progress and planned nitrogen load reductions. Allows trading. Nature-based solutions and recycled water have special requirements.		Group Annual Report (BACWA)	February 1, 2026 and annually each February 1
15	6.3.4.1	Regional Planning – Scoping Plan. Planning includes targets lower than the final effluent limits in Table 4 of the Permit. Includes trading, too.		BACWA	July 1, 2025
15	6.3.4.2	Regional Planning – Status Report		BACWA	July 1, 2026
15	6.3.4.2	Regional Planning – Status Report		BACWA	July 1, 2027
15	6.3.4.3	Regional Planning – Final Report		BACWA	March 31, 2029

E-4	5.2.2	Group Annual Report – Data summary		Group Annual Report (BACWA)	February 1 of each year (same due date as 2019 Permit)
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## Recent Press following POTW tours promoted by BACWA

### Links:

[Algae bloom fish kills prompt new Bay Area wastewater treatment plant requirements costing \\$11 billion](#) - CBS News San Francisco, March 15<sup>th</sup>

[Billions needed to fund upgrades to meet anticipated wastewater regulations](#) - Mercury News, March 26<sup>th</sup>

[With \\$369M in wastewater upgrades, Palo Alto hopes to help stem algal blooms](#) - Palo Alto Online, March 28<sup>th</sup>

[Regional Water Board Takes Steps to Avoid Red Tide](#) - KQED, March 20<sup>th</sup>

[Wastewater Rules Could Raise Costs; Tri-Valley Recycling Already Diverts Nitrogen from Bay](#), Livermore Independent, April 4<sup>th</sup>



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

**BAY AREA CLEAN WATER AGENCIES**  
**ANNUAL MEETING PROGRAM - DRAFT**  
**May 3 2024**  
**David Brower Center**  
**Berkeley, CA**

<b>TIME</b>	<b>DESCRIPTION</b>	<b>SPEAKER</b>
<b>8:30am - 9:00am</b>	<b>Coffee in the lobby</b>	
<b>9:00 am - 9:15 am</b>	<b>Welcome/Introduction</b> <b>Year in Review</b>	Amit Mutsuddy, BACWA Chair/ EBMUD Lorien Fono, BACWA
<b>9:15 am - 10:30 am</b>	<b>Regulator Priorities</b> Bay Area Air Quality Management District USEPA State Water Resources Control Board staff San Francisco Bay Regional Water Board staff Q&A	<b>Moderator: Jackie Zipkin</b> Phil Fine - invitation sent Ellen Blake Karen Mogus Eileen White
<b>10:30 am - 11:00 am</b>	<b>Break - Coffee and snacks in the foyer</b>	
<b>11:00 am - 12:30 pm</b>	<b>Nutrients - Moderated Discussion</b> Watershed permit overview Scientific and policy underpinnings for limits BACWA priorities <b>Facilitated Discussion</b>	<b>Moderator: Eric Dunlavey</b> Tom Mumley Richard Looker Lorien Fono
<b>12:30 pm - 1:30 pm</b>	<b>Lunch - On the terrace</b>	
<b>1:30 pm - 1:40 pm</b>	<b>Arleen Navarret Award Presentation</b>	
<b>1:40 pm - 1:50 pm</b>	<b>BACWA Leadership Recognition</b>	<b>Amit Mutsuddy, BACWA Chair/EBMUD</b>
<b>1:50 pm - 2:30 pm</b>	<b>Workforce Development Panel</b>	<b>Moderator: Lori Schectel</b> Central San, EBMUD, SVCW, BACCWE
<b>2:30 - 2:50</b>	CASA Pooled Emissions Study	<b>Moderator: Amy Chastain</b> Sarah Deslauriers, CASA
<b>2:50 - 3:20</b>	Nature-based Solutions round-up	Heidi Nutters, SFEP
<b>3:20 pm - 3:30 pm</b>	<b>Annual Meeting Wrap-Up</b>	<b>Amit Mutsuddy, BACWA Chair/EBMUD</b>
<b>3:30pm</b>	<b>Adjourn - Social hour</b>	

FY2024-25 BACC Update

April 2024

Price increase \ decreases by chemical bid.

To see prices by region and concentration please visit the full spreadsheet on the [website](#).

Chemical Name	Price increase \ decrease	Range
Aluminum Sulfate	Decrease	-6%
Ammonium Sulfate	Decrease	-8%
Aqueous Ammonia	Decrease	-5-46%
Citric Acid	Decrease	-25%
Ferric Chloride	Increase	0.05-7%
Ferrous Chloride	Increase	1-2%
Hydrofluosilicic Acid (Fluoride)	Decrease	-2-14%
Liquid Chlorine	Increase	10-15%
Sodium Bisulfite	Decrease	-4-11%
Sodium Hydroxide	Decrease	-3-19%
Sodium Hypochlorite	Increase	9-21%
Sulfuric Acid	New chemical in FY24-25	

12 bids

7 price decreases

4 price increases

Committee Request for Board Action: Approve budget for Baywise redesign work by Civic Edge 36 attendees participating virtually, representing 26 member agencies, the Regional Water Board, and one guest speaker.

*Updates on Committee Activity and Announcements*

- Outreach / Marketing: The spring public outreach campaign will be targeted to run during Earth Week and will feature the “Three P’s” video. The video is also available for agencies to use (link to the [English](#) and [Spanish](#) YouTube versions, or download the [English](#) and [Spanish](#) versions).
- BACWA Announcements:
  - An [RFQ for FY25 public outreach support](#) has been circulated. Responses are due April 10<sup>th</sup>.
  - The BACWA Annual Members meeting will be held on Friday, May 3<sup>rd</sup> in downtown Berkeley and members can [register here](#) by April 24<sup>th</sup>.
  - BACWA is conducting public outreach related to the Nutrient Watershed Permit, which has resulted in articles in some local news media (e.g., [Mercury News](#)) and new content on [Baywise](#).
  - BACWA signed on to a [coalition letter supporting SB 903](#), which would restrict the use of PFAS in consumer products. USEPA is planning a nationwide study of PFAS influent to POTWs ([link](#)).
- Budget: The FY24 budget continues to be on track.
- Pesticides:
  - The pesticides subcommittee consultant team has finalized the most recent outcomes evaluation for commenting on USEPA’s re-registration of the pesticide [Etofenprox](#).
  - Since the federal re-registration process is slowing down, the pesticides consultant team plans to focus more attention on activities at the California Department of Pesticide Regulation (CalDPR). CalDPR is rolling out a new Sustainable Pest Management effort.
  - Content about pesticides for [vets](#) and [pet owners](#) has been updated on Baywise. Members are encouraged to use information from the [Flea and Tick Outreach Toolkits](#) . For example, SFPUC recently adapted the toolkit for a recent bill insert (see right).
- CWEA is hosting its Annual Conference in Sacramento on April 9-12.



*Pollutants of Concern Discussion*

As part of an effort to engage more effectively on effective pollution prevention strategies, Regional Water Board staff have compiled information provided by BAPPG members in their annual pollution prevention reports, all of which can be [downloaded here](#). At each of the next three BAPPG meetings, the group will include a discussion of best practices for protecting the Bay from these pollutants of concern. Before each meeting, members should review pollution prevention activities, water quality trends (if available), and recent concerns at their agency (if any) related to these pollutants:

June 2024 Metals / Industrial	August 2024 Behavioral	October 2024 CECs
Mercury, PCBs, Dioxins, Copper, Nickel, Zinc, Selenium, Cyanide	Fats, Oils, Grease (FOG) Personal Care Products, Pharmaceuticals, Pesticides, Trash	Organophosphate Esters (OPEs) Quaternary Ammonia Compounds (QACs) Phthalates including Bis-2 PFAS

BAPPG’s annual in-person pollutant prioritization meeting will occur on October 2<sup>nd</sup>.

*Responsible Flushing Alliance Presentation*

Lara Wyss, President of the [Responsible Flushing Alliance](#) (RFA) described the ongoing #FlushSmart campaign to change consumer behavior as well as a recent study of what Californians are flushing (Link to Slides: [PDF version](#), [PPT version](#)). Highlights from her presentation included:

- Five states now require the “Do Not Flush” label on wipes. Federal legislation (WIPPES Act) could still pass, although it does not provide for consumer outreach the way California’s bill does. The commitment for wipes manufacturers to fund consumer outreach through the Responsible Flushing Alliance ends in 2026.
- RFA recently conducted a survey about why consumers flush wipes down the drain. Many consumers admitted that they do flush wipes. “No trash can” being available was a common reason.
- RFA recently led a study at two wastewater treatment plants, one at Central San and the other in southern California, to figure out what consumers are actually flushing. 1,745 samples were collected, rinsed, sorted, and identified from plant headworks. Surprisingly, more than half (53%) of the objects collected were paper towels, while 34% were wipes and 7% were menstrual products. Less than 1% were “flushable” wipes, indicating that this category of wipes seems to be breaking down as intended. RFAS has released a [video about the study](#). The group discussed a need to include paper towels in future pollution prevention messaging.

Next BAPPG General Meeting: June 5, 2024, 10am – 12pm, on Zoom



**EXECUTIVE BOARD MEETING AND SUPPORT**

- Worked with BACWA staff to plan and manage 3/15 Executive Board meeting
- Conducted the Executive Board meeting agenda review with the BACWA Chair
- Hosted 3/15 Executive Board meeting and developed meeting notes
- Continued to track all action items to completion
- Worked with AED to plan BACWA Annual Meeting

**COMMITTEES:**

- none

**REGULATORY:**

- Met with SFEI to prep for EPA PFAS meeting, 3/4
- Met with EPA to discuss BACWA and proposed EPA PFAS study, 3/7
- Met with EPA management for quarterly check-in, 3/28

**NUTRIENTS:**

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

- Developed and submitted redlines on WSP Admin Draft
- Met with Water Board staff several times to discuss permitting alternatives
- Discussed nutrient watershed permit with Baykeeper
- Met with member agencies to discuss nutrient permitting
- Met with attorney to discuss permitting alternatives
- Discussed permitting concepts with consultants
- Attended NWRI OAH IPR Steering Committee meeting, 3/28
- Met with CASA OAH Subgroup 3/5, 3/28
- Discussed permitting approach with R2 EO
- Participated and developed meeting notes for NMS Steering committee, 3/8
- Planned and hosted NST meeting, 3/15
- Met with SCWWRP and Socal POTWs on OAH Poster pertaining to central California coast, 3/18
- Met with SWB member and staff to discuss exception to compliance schedule policy, 3/27
- Met with Raftelis to solicit proposal for high-level rate study, 3/27

**COMMUNICATIONS**

- Held weekly progress meetings with Civic Edge
- Reviewed key messaging materials and provided edits
- Prepared for and participated in media tours at OLSD 3/14, and Palo Alto 3/21
- Worked to set up plant tours for NGOs
- Discussed lobbying efforts with SFPUC public affairs staff
- Discussed updates to Baywise with BAPPG and Civic Edge

**FINANCE:**

- Reviewed the monthly BACWA financial reports
- Reviewed and approved invoices
- Updated draft FY25 Budget and developed work plan with AED
- Updated 5-year plan with various scenarios

**COLLABORATIONS:**

- Participated in EPA tour of OLSD horizontal levee, 3/20
- Solicited participation from BACWA members for CASA Pooled Emissions Study
- Met with consultants to discuss potential David Jenkins Scholarship conference, 3/29

**ASC (AQUATIC SCIENCE CENTER)**

- Reviewed materials sent via email by ASC ED

**BABC (BAY AREA BIOSOLIDS COALITION)**

- Attended meeting and developed meeting summary, 3/12
- Participated in future of BABC planning meeting 3/6

**BACC (BAY AREA CHEMICAL CONSORTIUM)**

- Reviewed bid results and letters
- Responded to questions from agencies
- Reviewed issues that arose during bid

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

- Reviewed draft RFP for program support

**ADMINISTRATION:**

- Planned for and conducted the monthly BACWA staff meeting to prepare for the Board Meeting and to coordinate and prioritize activities.
- 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.

**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



## **Board Calendar**

May 2024 – July 2024 Meetings

### **DATE**

*May 3, 2024*  
*David Brower Center, Berkeley*

*June 21, 2024*  
*EBMUD Orinda*

*July 19, 2024*

### **AGENDA ITEMS**

**Annual Meeting**

**Approvals & Authorizations:**

- Approve FY25 Contracts
- Approve Chair & Vice Chair for FY25

**Policy / Strategic Discussion:**

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**Operational:**

- Possible closed session regarding water permit

**Eliminate meeting?**



## BACWA ACTION ITEMS

Number	Subject	Task	Responsibility	Deadline	Status
<b>Action Items from March 15 2024 BACWA Executive Board Meeting</b>					
2024.3.36	EPA program office - proposed BACWA comments	BACWA ED to circulate comment letter for feedback	ED	4/1/2024	complete
2024.3.37	Press tours at Oro Loma and Palo Alto in March	BACWA ED \ AED to locate and share segments with group.	ED \ AED	4/1/2024	complete
2024.3.38	CY 2024 meeting dates	BACWA AED to send out December 6th meeting invite	AED	3/18/2024	complete
2024.3.39	Second draft of FY25 BACWA Budget, with draft workplan and 5 year plan	BACWA ED to bring final version of FY25 Budget and Workplan to April 2024 meeting for approval.	ED		
2024.3.40	BACC Update	BACWA AED to include spreadsheet in April 2024 packet	AED	3/22/2024	complete
<b>Action Items Remaining from Previous BACWA Executive Board Meetings</b>					
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	4/1/2024	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
2023.11.18	Climate change scoping - AQPI Presentation	BACWA to share with members that they have an opportunity to participate in the AQPI user group led by Jon Rutz.	ED	4/1/2024	complete
2024.1.29	Update on SCCWRP OAH Model Independent Review Panel	BACWA ED to prepare a short presentation for BACWA community	BACWA ED	4/1/2024	complete

FY24: 39 of 40 Action Items are complete  
 FY23: 56 of 58 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



**ANNUAL MEMBERS MEETING:** Created registration form and web page content for annual meeting.

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

**CLIMATE CHANGE:** Finalized comment letter on Ocean Protection Council draft 2024 Sea Level Rise guidance.

**NUTRIENTS:** Continue review of administrative draft version of Nutrient Watershed Permit; Participated in Nutrient Strategy Team meeting and prepared summary.

**PFAS:** Participated in meetings with USEPA staff to discuss proposed study of PFAS influent to POTWs. Reviewed draft SFEI journal article.

**COMMITTEE SUPPORT:**

**AIR** – Created tools for tracking member participation in statewide pooled emissions study of air toxics, and conducted outreach to members regarding participation.

**Asset Management** – Finalized Board report from February meeting and assisted with planning for June workshop.

**BAPPG** – Participated in pesticides steering committee meeting; finalized and circulated RFQ for committee public outreach support; met with Regional Water Board staff to discuss pollution prevention strategy; assisted with Baywise website edits; assisted with budget planning for FY25.

**Biosolids** – Circulated draft 2024 biosolids trends survey for member review.

**Collection System** – Reviewed draft SSMP guidance document, circulated for review, and planned for CWEA conference presentation. Finalized and circulated private sewer lateral survey.

**Recycled Water** – Finalized results from survey following September 2024 interagency workshop; began planning for April committee meeting.

**Executive Board** – Prepared regulatory updates for Executive Board meeting.

**ADMINISTRATION/STAFF MEETING** – Participated in BACWA staff meeting.

**BACWA MEETINGS ATTENDED:**

- Executive Board (3/15)
- Nutrient Strategy Team (3/15)
- AIR Committee (3/20)

**EXTERNAL EVENTS ATTENDED:**

- Engagement with USEPA on Study of PFAS Influent to POTWs (3/7, 3/12)
- CASA Regulatory Workgroup Retreat (3/13)
- CASA Regulatory Workgroup (3/21)
- CASA Collection Systems Workgroup (3/20)
- CASA ACE Workgroup (3/28)