



**Executive Board Meeting Minutes  
Friday June 21, 2024**

**ROLL CALL AND INTRODUCTIONS**

**Executive Board Representatives:** Amy Chastain (San Francisco Public Utilities Commission); Amit Mutsuddy (East Bay Municipal Utility District); Eric Dunlavy (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>
Aaron Winer	West County Wastewater
Amanda Roa	Delta Diablo
Blake Brown	Central San
Dan Gill	Dublin San Ramon Services District
David Richardson	Woodard & Curran
Diane Griffin	Dublin San Ramon Services District
Greg Norby	Central San
Jared Voskuhl	CASA
Jennie Pang	SFPUC
Jennifer Dymont	BACWA
Jordan Damerel	Fairfield-Suisun Sewer District
Lorien Fono	BACWA
Mark Tomko	Vallejo Flood & Wastewater District
Mary Cousins	BACWA
Meg Herston	Fairfield-Suisun Sewer District
Melody Tovar	City of Sunnyvale
Rob Learmonth	City of San Mateo
Robert Knox	City of San Mateo
Roger Bailey	Central San

Amit called the meeting to order at 9:01.

**Agenda**

**ROLL CALL, INTRODUCTIONS, AND TELECONFERENCE ETIQUETTE**

**PUBLIC COMMENT**                      None.

**CONSIDERATION TO TAKE AGENDA ITEMS OUT OF ORDER**                      Item 19 and 28 will be taken when the presenters arrive at the meeting.

**CONSENT CALENDAR**

- 1 April 19, 2024 BACWA Executive Board meeting minutes
- 2 April 19, 2024 BACWA NST Special Executive Board meeting minutes
- 3 May 17, 2024 BACWA NST Special Executive Board meeting minutes
- 4 April 2024 Treasurer's Report

**Consent Calendar items 1 thru 4:** A motion to approve was made by Jackie Zipkin (East Bay Dischargers Authority) and seconded by Eric Dunlavy (City of San Jose). The motion was approved by the remaining board members.

#### **APPROVALS AND AUTHORIZATIONS**

**5 Approval: BAR BACWA Chair and Vice-Chair for FY25**

**Approvals and Authorizations item 5:** Jackie Zipkin was nominated to be chair by Amit Mutsuddy (EBMUD) and seconded by Lori Schectel (Central Contra Costa Sanitary District). EBDA abstained from the vote. The motion was approved by 4 board members. Amy Chastain was nominated to be Vice Chair by Jackie Zipkin (EBDA) & seconded by Eric Dunlavy (City of San Jose). SFPUC abstained from the vote. The motion was approved by 4 board members.

**6 Approval: BAR BACWA FY25 Staff contract amendments, \$474,783**

**Approvals and Authorizations item 6:** A motion to approve was made by Amit Mutsuddy (EBMUD) and seconded by Lori Schectel (Central Contra Costa Sanitary District). The motion was approved by the remaining board members.

**7 Approval: BAR BACC FY25 Administration contract, \$39,522**

**Approvals and Authorizations item 7:** A motion to approve was made by Jackie Zipkin (EBDA) and seconded by Eric Dunlavy (City of San Jose). The motion was approved by the remaining board members.

**8 Approval: BAR for As-Needed Executive Board Legal support FY25, \$2,407**

**Approvals and Authorizations item 8:** Item approval was pulled due to low contract amount that can be covered by the ED authorization limit.

**9 Approval: BAR for As-Needed Executive Board IT Support FY25, \$2,814**

**Approvals and Authorizations item 9:** Item approval was pulled due to low contract amount that can be covered by the ED authorization limit.

**10 Approval: Meyers Nave for Nutrient Watershed Permit assistance, \$50,000**

**Approvals and Authorizations item 10:** A motion to approve was made by Eric Dunlavy (City of San Jose) and seconded by Lori Schectel (Central Contra Costa Sanitary District). The motion was approved by the remaining board members.

**11 Approval: BAR Amendment #3 for FY25 Nutrient Management Strategy Reviewer Contract, \$50,000**

**Approvals and Authorizations item 11:** A motion to approve was made by Jackie Zipkin (EBDA) and seconded by Eric Dunlavey (City of San Jose). The motion was approved by the remaining board members.

**12 Approval: BAR Contract with HDR for FY25 Group Annual Report \$39,450**

**Approvals and Authorizations item 5:** A motion to approve was made by Lori Schectel (Central Contra Costa Sanitary District) and seconded by Jackie Zipkin (EBDA). It was noted that a general RFP for watershed permit compliance support over five years will be developed this summer. The motion was approved by the remaining board members.

**13 Approval: BAR Amendment #1 contract for Stephanie Hughes for FY25 BAPPG professional outreach support, \$19,000**

**Approvals and Authorizations item 13:** 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.

**14 Approval: BAR Amendment #3 Stephanie Hughes pesticides regulatory support FY25 Contract, \$72,500**

**Approvals and Authorizations item 14:** A motion to approve was made by Eric Dunlavey (City of San Jose) and seconded by Jackie Zipkin (EBDA). The motion was approved by the remaining board members.

**15 Approval: BAR FY25 Contract with Sagent for BAPPG Public Outreach, \$50,000**

**Approvals and Authorizations item 15:** A motion to approve was made by Jackie Zipkin (EBDA) and seconded by Eric Dunlavey (City of San Jose). The motion was approved by the remaining board members.

**16 Approval: BAR No-cost extension for Utility Software for SSS-WDR SSMP Guidance**

**Approvals and Authorizations item 16:** A motion to approve was made by Eric Dunlavey (City of San Jose) and seconded by Jackie Zipkin (EBDA). The motion was approved by the remaining board members.

**17 Approval: BAR No-cost extension for SFEI for Nature-Based Solutions**

**Approvals and Authorizations item 17:** A motion to approve was made by Jackie Zipkin (EBDA) and seconded by Eric Dunlavey (City of San Jose). The motion was approved by the remaining board members.

**18 Approval: BAR Carollo Contract for FY25 BABC Support, \$120,000**

**Approvals and Authorizations item 18:** A motion to approve was made by Amy Chastain (SFPUC) and seconded by Amit Mutsuddy (EBMUD). The motion was approved by the remaining board members.

**POLICY/STRATEGIC**

**19 Discussion: EPA San Francisco Bay Program Office funding pathways** - Lusia Valiela shared information about [program priorities](#) for the EPA Region 9's new San Francisco Bay Program Office, which expects to issue grants totaling approximately \$50M/year in the coming years. The grants will require 25% matching funds. She explained that some of the program priorities will be funded competitively, but there is also a pathway for regional programs that may make sense to fund through a non-competitive pathway. For this pathway, she shared an [example](#) for the wetlands regional monitoring program. This funding could be used for a variety of water quality improvement projects, including capital projects or staff time. The group discussed that the funding may be useful for nutrient-related projects led by BACWA or BACWA member agencies. At a future Board meeting, BACWA will discuss whether it would like to work to be eligible for a non-competitive grant from the program.

**20 Informational: Private Sewer Lateral Ordinance Survey Results** - Mary Cousins shared the results of the Sewer Lateral Ordinance Survey. She summarized the questions and the results to the group. Survey results are in the packet. General discussion followed.

#### **Break 10:40-10:50**

**21 Informational: BACWA Comments on EPA PFAS Influent Study** - Letter is in the packet.

**22 Discussion: Visit by AQPI leaders - invitation** - BACWA ED shared that this item would be reviewed again in July for an August visit. A general discussion followed.

**23 Discussion: Update on David Jenkins Scholarship nutrient treatment workshop Aug 29** – BACWA ED summarized the workshop and ongoing plans. The workshop will be held at the Regional Water Board offices in Oakland.

**24 Informational: April 12 and May 1 Nutrient Management Strategy Planning Subcommittee meeting minutes** - BACWA ED reported that the minutes were in the packet.

**25 Informational: May 10, 2024, Draft Nutrient Management Strategy Steering Committee meeting minutes** - BACWA ED reported that the minutes were in the packet.

**26 Discussion: BACWWE program support RFP** - Jordan Damerel shared that the Bay Area Consortium for Water and Wastewater Education ([BACWWE](#)) will soon be issuing an RFP for a consultant to provide the following services: a survey & data collection phase, recommendations for increasing the pool of qualified workers; recommendations to help current employees move up career ladder; and helping agencies work together on workforce development. The group had a general discussion. The project is expected to involve coordination with [Baywork](#), which has a similar mission.

**27 Informational: Value of Wastewater Communications update** - BACWA RPM shared that Civic Edge is updating the baywise.org website. RPM shared some of the new features and plans.

**28 Discussion: Debrief on 6/3 BAAQMD/BACWA Reg 2 Workgroup meeting** - Workgroup attendees discussed the most recent June 3<sup>rd</sup> meeting with BAAQMD staff. BAAQMD staff tentatively plan to hold a source testing workshop later in 2024, are working to reduce the permit backlog, and are planning to implement a permit tracking system. Attendees noted that it is helpful to receive confirmation in writing that an application has been deemed “complete.”

#### **OPERATIONAL**

**29 Discussion: 2024 Annual Meeting Debrief and Date for 2025** - BACWA ED shared the annual meeting date for 2025 – Friday May 2<sup>nd</sup> at the David Brower Center – and summarized the highlights of the 2024 Annual Meeting and asked for feedback. Panels with BACWA member agencies have been well-received for the past two years.

**30 Discussion: Logistics and invitations for Pardee Technical Seminar Sept 5/6, 2024**  
- BACWA ED shared the ongoing plans for the Pardee Technical Seminar. BACWA ED to follow up with the Regional Water Board on attending on Friday September 6, 2024.

**31 Discussion: Schedule and meeting topics for next meeting with RWQCB** -  
BACWA ED to work on this item.

**Action item:** *BACWA ED to schedule and develop agenda.*

**32 Discussion: BACWA Committee Succession Planning** - BACWA RPM shared that document is in the packet and summarized the changes.

**33 Informational: AIR Committee Consultant Support** - BACWA RPM shared the process to select an AIR committee consultant, and that a selection committee will shortly be holding interviews with the two proposers. The contract for the selected vendor will be included at a future Executive Board meeting.

**34 Informational: Meeting schedule through December** - BACWA ED shared that the updated schedule is in the packet.

**35 Informational: BACC Update - Annual meeting August** - BACWA ED shared that the meeting will be scheduled for the last week of August.

## REPORTS

**36 Committee Reports** - in the packet

**37 Member highlights** - SFPUC shared that their petition of the Oceanside NPDES permit has been granted review by the Supreme Court, and construction is now underway on the new Treasure Island wastewater treatment plant. City of San Jose shared that they expect a Regional Water Board inspection in the coming week. The City of San Jose’s environmental services director, Kerrie Romanow, will be retiring in August. EBDA shared that the City of Hayward is looking for an Assistant Director of Public Works for water. Central San also has a Regional Water Board inspection coming up, and offered to share more information about Klir permit management software with any interested agencies.

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

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

**40 Regulatory Program Manager Report** - in the packet

**41 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

42 SUGGESTIONS FOR FUTURE AGENDA ITEMS

**NEXT MEETING**

The next meeting of the Board is scheduled for July 19, 2024

**ADJOURNMENT**

**12:20 PM**