

**SF Bay Area IRWMP Coordinating Committee
Meeting Summary
July 24, 2017
Location: EBMUD, 375 11th St., Oakland, CA**

1. Roll Call – Appointed Functional Area Representatives Present

Water Supply-Water Quality	Wastewater-Recycled Water	Flood Protection-Stormwater	Watershed	Disadvantaged Communities	Other
<ul style="list-style-type: none"> • Mark Seedall, CCWD 		<ul style="list-style-type: none"> • Mark Boucher, CCCFCWCD • Carol Mahoney, Zone 7 • Brian Mendenhall, SCVWD (by phone) 	<ul style="list-style-type: none"> • Brenda Buxton, SCC • Judy Kelly, NBWA 		<ul style="list-style-type: none"> • Steve Ritchie, Chair, SFPUC

Others Present:

Taylor Chang, SFPUC
 Rebecca Darr, SFEP
 Maddie Duda, EJCW
 Nahal Ghoghaie, EJCW
 Paul Gilbert-Snyder, EBMUD
 Carl Morrison, Morrison & Associates
 Kate Nicholson, EJCW
 Michelle Novotny, SFPUC

By Phone:

Colin Bailey, EJCW
 Mehdi Mizani, DWR
 Matt Sagues, MMWD

1. Status Round 2, Drought Round, 2015 Round 4

For Round 2, Q9 payments totaling \$1.6 million were paid out before the end of June. Q10 reporting and invoices are being reviewed and will be uploaded to DWR by the end of July. There are no project completion site visits scheduled at this time.

For Round 2 Project Completion Reports, Project 2 EBMUD/Emeryville Recycled Water Pipeline report is being reviewed by DWR. Project 11 SFPUC groundwater storage report was submitted and final revisions should be made this week. Project 12 East Bay Regional Park District/Breuner Marsh Restoration and Project #17 Contra Costa Water District/Rheem Creek Mitigation submitted their first draft Project Completion Reports on July 7. Comments have been provided and it currently is awaiting response revisions. Project 13 Roseview Heights/Infrastructure Upgrades for Water Supply learned that the San Jose Water Company will not merge with them. Roseview Heights has moved ahead with seeking bids to complete the grant work and reached out to 15 different contractors. Project 18 St Helena has gone through personnel changes and the former Grants Administrator has resigned. The new Director of Public Works will be assuming all project management responsibilities for the grant work. Project 3 MMWD/Lagunitas Creek Sediment Reduction is working on a letter of justification for a work plan amendment. This will be submitted to DWR by mid-August. This will be Amendment #3 for this Round.

The State Department of Finance (DOF) is auditing 5 Projects in Round 2: Project 1 Solano County Water Agency, Project 2 EBMUD, Project 11 SFPUC, Project 14 SFEP/Oro Loma Sanitation District, and Project 20 SFEP/ABAG Grant Admin. Interviews with ABAG and SFEP staff occurred over 3 days during the week of July 10. The field work and interviews with individual projects is expected to go on through the middle of August, with a draft findings report at the end of September/early October.

For Round 3, a stop payment was issued on July 21 for the Q5 payment totaling about \$3 million. Q6 submissions were uploaded to DWR at the end of June and are currently under review. Reviews are expected to be complete by the end of this week. The Napa Sanitation/Los Carneros & Miliken Sarco-Tulocay Recycled Water Distribution Project Completion Report retention check was received at ABAG on July 21. There are no project completion site visits scheduled at this time.

For Round 3 Project Completion Reports, Project 5 DERWA/Extension of Recycled Distribution for Dublin and San Ramon Valley draft #1 of the report was received and responded to the first week of July. Revisions to the report won't be submitted until the end of July.

The State Department of Finance (DOF) is auditing 5 Projects in Round 3: Project 2 Zone 7, Project 3 Napa Sanitation District, Project 5 Dublin San Ramon Services District & EBMUD, Project 6 Calistoga, and Project 9 StopWaste. Interviews with ABAG and SFEP staff occurred over 3 days during the week of July 10. The fieldwork and interviews with individual projects is expected to go on through the middle of August, with a draft findings report submitted to ABAG/MTC at the end of September/early October.

For Round 4, Q3 submissions were received on July 17. Reviews are underway. Amendment 1 for Project 6 San Francisquito Creek Flood Control (lower creek) is seeking a budget increase through reallocation of the Anderson Dam funds. The project scope has been further revised to exclude application of funds from the upper creek contracting work. On July 14 an interagency meeting occurred to clearly separate Prop 1E and Prop 84 scopes of work for the lower creek work. The work is now being described as discrete Phases (1 & 2), with Phase 1 to be Prop 1E Work and Phase 2 to be Prop 84 Work. It was decided that one Local Project Sponsor would provide greater efficiencies and contracting transparency. The State Coastal Conservancy (SCC) and the San Francisquito Creek Joint Powers Authority (SFCJPA)

mutually agreed that the Local Project Sponsorship for Project 6 would be shifted from SCC to SFCJPA as part of the Amendment 1. A revised draft Letter of Justification is to be submitted to SFEP by August 4.

Carl Morrison provided an update on AQPI project. Contracts with National Oceanic Atmospheric Administration (NOAA), Scripps, Colorado State, United States Geological Survey (USGS), and Morrison & Associates are going to the Alameda County Board of Supervisors for approval on August 15. Shortly thereafter, there will be a kick off meeting with all the partners.

There was discussion of the possibility for the Coordinating Committee to visit to a completed project. Rebecca Darr offered to make suggestions on potential projects to visit. Mark Boucher mentioned the Lower Walnut Creek project as a potential site.

Action Items:

- Steve Ritchie will discuss with Brenda Buxton and Ms. Darr and come up with recommendations for projects for potential site visits. He will report out at the next Coordinating Committee Meeting.

2. Website Discussion

Brian Mendenhall gave an update on the new website and database. The new website is live and currently has the minutes, meeting agendas, and meeting materials posted for all 2017 meetings. Mr. Mendenhall is working out how to create a new listserv.

Mr. Mendenhall has been working with Robyn Navarra to design a template for projects that can be easily imported into the new database. One way to get older projects into the new database would be to request that everyone resubmit their project information on the new project template.

The files from the old website have been archived and saved at the San Francisco Public Utilities Commission. If there is information request from old website files, any interested party would have to contact the SFPUC and Taylor Chang would be able to provide the requested files. The group discussed the idea of not posting all the archived files onto the new website. There was a question about how long records are required to be retained per DWR.

Matt Sagues commented that there is about \$45,000 remaining in the 4-party funds. He is waiting to receive the final invoice from Zentraal. There was discussion around which agency would take over management of the 4-party funds from Marin Municipal Water District, but there were no volunteers.

Action Items:

- Mark Boucher will download the contact list from the old listserv and send it to Mr. Mendenhall.
- Mehdi Mizani will report out to the group on DWR's records retention requirement.

- Mr. Mendenhall and Ms. Chang will categorize the archived data from the old website into a list to help the Coordinating Committee make a decision on what information to post on the new website.
- Mr. Sagues will report out to the group on the final amount remaining in the 4-party funds.

3. Functional Area representation

Mr. Ritchie reported that the Water Supply-Water Quality functional area is short 1 representative. It was also reported that the Wastewater-Recycled Water functional area is short 1 representative.

Action Items:

- Mr. Ritchie will report out at the next Coordinating Committee on a 3rd functional area representative for Water Supply-Water Quality.
- Michelle Novotny will check in with Cheryl Munoz and Linda Hu for a recommendation on a 3rd functional area representative for Wastewater-Recycled Water.

4. Approach to Prop 1 IRWM DAC Involvement Funds

Nahal Ghoghaie provided an update on the execution of the grant contract with DWR. EJCW sent a follow up email with requested additional information to DWR, which DWR is reviewing. EJCW advocated removing a mandatory withholding clause from the contract, which DWR agreed to. The mandatory 10% withholding clause is now removed for all IRWM regions. When the contract is signed, Nahal will send it to the group.

Regarding advanced payment, DWR has stated they will provide EJCW with the necessary forms for advanced payment. DWR doesn't allow advanced payment of more than 50% of the total grant amount. DWR requires that the funds be used within first 18 months, but has indicated flexibility on this requirement. Advanced payment is only available after the grant contract is signed. EJCW will request about half of budget line items in advanced payment. Ms. Ghoghaie stated that the first reimbursement invoice will cover all work done to-date.

Ms. Ghoghaie updated the group on the status of the work plan and the subcontracting process with future outreach partners. She commented that the distribution of grant funding won't necessarily be divided up equally by sub-region in the Bay Area; rather the focus will be on distributing to DACs and will be done on a case-by-case basis. It was emphasized that this is a different approach than what the Coordinating Committee has done in the past. Phase 1 of the work plan is outreach and engagement. The initial budget estimate for Phase 1 outreach is \$2.25 million. After Phase 1 outreach, the group will eventually need to decide on how much of the remaining grant to spend on Phase 2 outreach. EJCW estimates that subcontracting with outreach partners should be done by October.

EJCW presented the matrix and process they used to prioritize the top 15-20 potential outreach partners. EJCW started with interviews to all groups that indicated interest in being an outreach partner during the Coordinating Committee's initial outreach solicitation. Interview questions and a script were prepared and circulated to the Coordinating Committee for review. The intent of the interviews was to understand if these organizations have the capacity and community-based relationships to do the outreach. Overall, EJCW did 31 interviews and ranked the partners based on the metrics in the spreadsheet found in the meeting packet. After the interviews, they came up with the top 15-20 applicants. It was asked of all applicants if they were willing to work with EJCW to tweak the project scope if needed and potentially expand their scope of work to include the previously unidentified DACs. Ms. Duda and Ms. Nicholson plan to follow up with these organizations with an additional round of interviews.

Mark Seedall commented that he would like to see geographical representation of the DACs that haven't currently been addressed by potential outreach partners in relation to the currently identified DACs. He would like to see a map of communities that would benefit from this outreach.

There was a comment that the group needs to be provided with a more detailed version of the ranking matrix. It will be important to make sure everyone is on the same page regarding methodology.

Mr. Ritchie commented that although we are looking for organizations with capacity, this is not easy because these organizations generally don't have the bandwidth to participate in the first place. It may require larger entities helping smaller entities to participate.

Colin Bailey provided an update on the IRWM Roundtable of Regions. 3 state-wide workgroups have been formed around: 1) Administration 2) Program evaluation 3) Needs assessment and data management. A joint letter from the Roundtable of Regions, Association of California Water Agencies, and EJCW was sent to the Governor's office, seeking meeting with agency secretaries. There will be a meeting with the Governor's office in a month.

Mr. Bailey also commented that only 1 of the 4 water bonds has money set aside for IRWM. SB 5 has \$125 million set aside for IRWM. The Water Bond Coalition has asked that \$510 million be set aside for IRWM in the other 3 water bonds (AB 18, the Meral initiative, and Environmental initiative). There was a comment about an ongoing effort to combine the water bonds into one.

Action Items:

- EJCW will conduct follow up interviews with the top 15-20 partners. EJCW will request that the outreach partners clarify what DAC communities they are working with.
- Ms. Ghoghaie will send the group a more comprehensive ranking matrix. The Coordinating Committee should provide on the matrix by the end of next week.
- For the next Coordinating Committee meeting, EJCW will prepare a timeline/schedule of the next steps for the work plan.
- Ms. Chang will agendize EJCW's staffing update for the next Coordinating Committee meeting.