

**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.

BAIRWMP Coordination Committee Meeting

Update on IRWM Grant Rounds 2, 3, & 4

Monday, August 28, 2017

For Discussion

Round 2

Reporting, Invoices & Payments

- Q10 reporting and invoices (\$928,000 billed) were uploaded to DWR for review and approval at the end of July.
- DWR review comments expected the week of August 28.

Project Completion Site Visits

- None scheduled at this time.

Project Completion Reports & Retention

- Project #02:EBMUD/Emeryville Recycled Water Pipeline approved by DWR and release of retention payment in progress. Expected by mid-September.
- Project #07_Oakland/Sausl Creek Restoration to submit first draft by mid-September
- Project #11: SFPUC/Regional Groundwater Storage and Recovery Projects draft uploaded for DWR review at the end of July. Still awaiting schedule clarifications from the project manager to be incorporated in the Report.
- Project #12: East Bay Regional Park District/Breuner Marsh Restoration to submit first draft by August 31.
- Project #17: Contra Costa Water District/Rheem Creek Mitigation submitted second draft Project Completion Report on August 16. Reviews under way. Hope to upload to DWR by mid-September.

Other

- Project #3: MMWD/Lagunitas Creek Sediment Reduction submitted revised Letter of Justification for a Work Plan Amendment on 8/18, reviewed and provided edits. Hope to upload to DWR by end of August. This will be Amendment #3 for this Round.
- Project #10: RedwoodCity/Bayfront/Atherton Canal Flood Reduction continues to experience significant delays. Project has brought on new partners in the San Mateo County's newly formed Flood Resilience Program. Memorandum of Understanding between diverse agencies and governing entities is ongoing. Project is anticipated to extend a year or more beyond the Grant Term of December 31, 2018.
- Project #18: St Helena continues to struggle through personnel and consultant changes. A monthly inter-agency conference call was organized by San Francisco RWQCB to keep the environmental documentation/permitting moving. The calls are productive and helpful.
- State Department of Finance continued throughout August with additional interviews and requests for documentation. The draft findings are expected in late September/early October.
- A liquidation period was initiated in early July, and is ongoing. Until that process has been completed, the State Controller's Office cannot process any payments for Rounds 1 & 2.

Update on IRWM Grant Rounds 2, 3, & 4

Monday, July 24, 2017

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Round 3

Reporting, Invoices & Payments

- Checks totaling ~\$3,323,000 were received by Project Sponsors on 8/14.
- Q6 submission and invoices (\$1,460,450 billed) were approved at the end of July.
- Q7 submission and invoices were received on August 15 and are currently being reviewed.
- Napa Sanitation/Los Carneros & Miliken Sarco-Tulocay Recycled Water's retention payment received.

Project Completion Site Visits

- None scheduled at this time.

Project Completion Reports & Retention

- Project #5: DERWA/Extension of Recycled Distribution for Dublin and San Ramon Valley draft #2 received and responded to the first week of August. Third draft expected at the end of August/mid-September at the latest.

Other

- State Department of Finance continued throughout August with additional interviews and requests for documentation. The draft findings are expected in late September/early October.

Round 4

Reporting, Invoices & Payments

- Payment for Q2 invoices (\$97,012.94 billed) should be by the end of August/mid-September at the latest.
- Q3 submissions received on July 17. Documents will be uploaded for DWR review on August 31.

Other

- Amendment 1 that includes a budget increase for Project #06 San Francisquito Creek Flood Control (lower creek) continues to be delayed due to people vacationing and the general coordination of documents and scopes of work across Prop 1E and Prop 84. A revised Letter of Justification is now hoped for by the beginning of September.
- The ongoing delays for Project #06 and execution of Amendment #1 for reallocation of the Anderson Dam Seismic Retrofit funds, is having adverse impacts on Project #04 City of East Palo Alto's Gloria Way Well Treatment Upgrades work. They expect construction to be complete in December 2017, and currently do not have adequate funds available with which to pay their contractor.
- The Quarterly Progress Report #3 for Project #06 San Francisquito Creek flags significant contractual issues occurring between Santa Clara Valley Water District (SCVWD) and its General Contractor for this work, Teichert Construction. According to the Report, starting in October 2016 and continuing into January 2017, Teichert has made three claims against SCVWD that may result in \$15 million in additional Project costs.

**Bay Area IRWMP
Functional Area Representation**

Name	Functional Area	Agency	Functional Area Body	Email
Steve Ritchie	Chair	SFPUC		sritchie@sewater.org
Melanie Richardson	Vice-chair	SCVWD		mrichardson@valleywater.org
Brian Mendenhall	Flood protection-Stormwater	SCVWD	BAFPAA	BMendenhall@valleywater.org
Mark Boucher	Flood protection-Stormwater	CCCFCWCD	BAFPAA	mark.boucher@pw.cccounty.us
Carol Mahoney	Flood protection-Stormwater	Zone 7	BAFPAA	cmahoney@zone7water.com
Cheryl Munoz	Wastewater- Recycled water	SFPUC	BACWA	cmunoz@sewater.org
Linda Hu	Wastewater- Recycled water	EBMUD	BACWA	linda.hu@ebmud.com
Dave Williams	Wastewater- Recycled water	BACWA	BACWA	dwilliams@bacwa.org
Mark Seedall	Water supply-Water quality	CCWD	BAWAC	mseedall@ccwater.com
Brad Sherwood	Water supply-Water quality	SCWA	BAWAC	brad.sherwood@scwa.ca.gov
Brenda Buxton	Watershed	State Coastal Conservancy	BAWN	brenda.buxton@scc.ca.gov
Judy Kelly	Watershed	NBWA	BAWN	judy.NBWA@gmail.com
Josh Bradt	Watershed	SFEP	BAWN	josh.bradt@sfestuary.org

DACIP Outreach Partner Selection Timeline	
Activity	Date
Send RFQ to all Outreach Applicants	August 17th, 2017
RFQ submission deadline	5:00pm, September 29th, 2017
Develop draft guidelines, objectives, and ranking criteria for Outreach Partner Subcommittee (to be finalized w/Subcommittee input)	September 1st, 2017
Form Outreach Partner Selection Subcommittee	By September 8th, 2017
Finalize guidelines, objectives and ranking criteria with Subcommittee	By October 6th, 2017
Review and assess RFQs	Rolling as received - October 31st, 2017
Determine top outreach partners	October 31st, 2017
Present top partners to CC	Via email on November 1st, 2017
Receive feedback from CC	COB, November 15th, 2017
Confirm final Phase I Outreach partners	By week of November 20th, 2017
Draft subcontracts	Through early December, 2017
Finalize subcontracts with Outreach Partners	Before holidays, December 2017
DACIP Work Plan Pending Items	Tentative Date
EJCW Bay Area DACIP Assisstant Hire	end of September
Detailed Task List (GANNT Chart)	end of September
Data and Technical Partner Recruitment (Needs Assessment-specific RFQ)	mid-October
Develop outreach curriculum and hire training consultants	mid-January

BAIRWMP Coordinating Committee
Schedule of Future CC Meetings

Date	Location
September 25, 2017	SFPUC
October 23, 2017	CCCFCWCD
November 27, 2017	State Coastal Conservancy
December 2017	??