

**SF Bay Area IRWMP Coordinating Committee  
Meeting Summary  
August 28, 2017  
Location: Contra Costa Water District, 2411 Bisso Lane, Concord, CA**

**1. Roll Call – Appointed Functional Area Representatives Present**

<b>Water Supply-Water Quality</b>	<b>Wastewater-Recycled Water</b>	<b>Flood Protection-Stormwater</b>	<b>Watershed</b>	<b>Disadvantaged Communities</b>	<b>Other</b>
<ul style="list-style-type: none"> <li>• Mark Seedall, CCWD</li> </ul>	<ul style="list-style-type: none"> <li>• Cheryl Munoz, SFPUC representing BACWA (by phone)</li> </ul>	<ul style="list-style-type: none"> <li>• Mark Boucher, CCCFCWCD</li> <li>• Carol Mahoney, Zone 7 (by phone)</li> <li>• Brian Mendenhall, SCVWD (by phone)</li> </ul>	<ul style="list-style-type: none"> <li>• Brenda Buxton, SCC (by phone)</li> <li>• Josh Bradt, SFEP</li> </ul>		<ul style="list-style-type: none"> <li>• Melanie Richardson, Vice-chair, SCVWD (by phone)</li> </ul>

Others Present:

Brad Arnold, DWR  
 Mitch Avalon, Contra Costa County  
 Taylor Chang, SFPUC  
 Rebecca Darr, SFEP  
 Maggie Dutton, CCWD  
 Nahal Ghoghaie, EJCW  
 Carl Morrison, Morrison & Associates

By Phone:

Colin Bailey, EJCW  
 Teresa Eade, Stopwaste  
 Vincent Gin, SCVWD  
 Mehdi Mizani, DWR  
 Robyn Navarra, Zone 7  
 Diana Petri, Blue Earth  
 Matt Sagues, MMWD

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

For Round 1, Josh Bradt gave an update. 3 of the projects involving Disadvantaged Communities are complete. The projects have submitted their completion reports. There are 2 additional projects that are finishing up and working on their Project Completion Reports. Another 2 projects are in the billing phase. The San Pablo Avenue project is not under construction yet due to the review of utility conflicts and re-design.

For Round 2, Rebecca Darr gave an update. Q10 reporting and invoices (\$928,000 billed) were uploaded to DWR for review and approval at the end of July. DWR is reviewing and comments are expected the week of August 28. 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 was approved by DWR and release of retention payment is in progress. Project 7 Oakland/Sausal Creek Restoration will submit the first draft of the Project Completion Report by mid-September. Project 11 SFPUC/Regional Groundwater Storage and Recovery Project Completion report was submitted for DWR review at the end of July. SFEP/DWR is waiting for schedule clarifications from the project manager to be incorporated into the report. Project 12 East Bay Regional Park District/Breuner Marsh Restoration will submit the first draft of the Project Completion Report by August 31. Project 17 Contra Costa Water District/Rheem Creek Mitigation submitted the second draft Project Completion Report on August 16. SFEP will upload the report to DWR by mid-September.

Project 3 MMWD/Lagunitas Creek Sediment Reduction submitted a revised Letter of Justification for a Work Plan Amendment on August 18. SFEP reviewed and provided edits. SFEP will upload to DWR by the end of August. This will be Amendment #3 for this Round. Project 10 RedwoodCity/Bayfront/Atherton Canal Flood Reduction continues to experience significant delays. The project has brought on new partners in the San Mateo County's newly formed Flood Resilience Program. The Memorandum of Understanding between diverse agencies and governing entities is ongoing. The 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 State Department of Finance (DOF) continued to audit 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 and 2.

For Round 3, checks totally approximately \$3.3 million were received by project sponsors on August 14. Q6 submission and invoices (\$1.4 million 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 was received. 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 #2 of the report was received and responded to the first week of August. The third draft is expected at the end of August/mid-September.

The DOF is continuing to audit.

For Round 4, payment for Q2 invoices (\$97 million billed) should be received by the end of August/mid-September at the latest. Q3 submissions were received on July 17. Documents will be uploaded for DWR review on August 31.

Amendment 1 that includes a budget increase for Project 6 San Francisquito Creek Flood Control (lower creek) is delayed due to vacation schedules and general coordination of documents and scopes of work across Prop 1E and Prop 84. A revised Letter of Justification will be submitted by the beginning of September. The delay in execution of Amendment 1 for the reallocation of the Anderson Dam Seismic Retrofit funds is having adverse impacts on Project 4 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.

Mitch Avalon representing Contra Costa County Clean Water Program stated that the program received a Prop 1 grant to develop a Stormwater Resource Plan (SWRP) for the entire county. The County has been split up into 5 planning areas. Mr. Avalon has been coordinating a request for projects to be included in the SWRP. The SWRP will ultimately be a list of projects with multiple benefits including stormwater, infiltration, groundwater recharge, stream restoration, water quality benefits, environmental benefits, and community benefits. Mr. Avalon mentioned there will be workshops hosted in each of the 5 planning areas with an opportunity to verify project information that has already been submitted and add more projects to the SWRP. The first workshop will be held on September 5 at the Alhambra Watershed Council meeting at the Contra Costa County Public Works Department. The County has enough Prop 1 funding to develop 10 projects. Mr. Avalon is interested coordinating with the Bay Area IRWMP Coordinating Committee in order to save projects from having to duplicate efforts.

There was discussion at the last Coordinating Committee meeting about organizing a site visit to a project. Steve Ritchie, Brenda Buxton, and Taylor Chang discussed options for a potential site visit and expressed a desire to schedule one site visit to a project in each sub-region. Ms. Chang reported out that the following sites could work: Eden Landing project, City of East Palo Alto project, Novato Creek Habitat Restoration project, Bel Marin Keys project, or the San Pablo Rheem Creek Wetlands Restoration project. The group also requested to add the Mountain View Ponds and a recycled water project such as the Napa Sanitation/Los Carneros project to the list. The group expressed the desire to schedule the site visit on the same day as the Coordinating Committee meeting.

#### Action Items:

- The Coordinating Committee will think about potential site visits and be prepared to make a decision on the locations for the site visits at the next Coordinating Committee meeting.

## **2. Website Discussion**

Brian Mendenhall gave an update on the status of the new website and the project template. The new website can be found at [www.bayareairwmp.org](http://www.bayareairwmp.org). Mr. Mendenhall has been working closely with Robyn Navarra and Taylor Chang to upload the meeting minutes and agendas for the Coordinating Committee meetings onto the website. Mr. Mendenhall plans to make the Prop 1 IRWM DACI RFQ for outreach partners available on the updates tab of the website.

Mr. Mendenhall has been sorting through the project information archived from the old website to determine which files should be uploaded to the new website or stay in the archive. He commented that it's possible to upload project files to their respective sub-regions on the website. Ms. Navarra created a new project template form that will allow projects to be more easily categorized in the new database by sub-region and functional area. Mr. Mendenhall stated that the new project template form should be sent out to the listserv soon in order to give everyone a chance to submit updated information on their projects.

Regarding the 4-party funds, Marin Municipal Water District is looking to shift the responsibility of managing the 4-party funds to another agency. Mr. Mendenhall asked one of the original agencies on the 4-party funds agreement to step up and take on the responsibility. There is about \$45,000 remaining in the 4-party funds. It was discussed that the agencies that managed the funds in the past did not take cut of the funds for administration.

### **Action Items:**

- Nahal Ghoghahie will work with Mr. Mendenhall to put the Prop 1 IRWM DACI RFQ for outreach partners on the new website.
- Ms. Navarra will check in with management at Zone 7 Water Agency on the ability to take over management of the 4-party funds.
- Mark Boucher will check in with management at Contra Costa County Flood Control and Water Conservation District on the ability to take over management of the 4-party funds.
- Ms. Chang will include the new website URL on every Coordinating Committee meeting agenda going forward. She will also send out the new website URL to the listserv.

## **3. Functional Area representation**

It was mentioned that there needs to be a third functional area representative for the Water Supply-Water Quality functional area.

Mark Seedall commented on the need for more explanation on why there is a Disadvantaged Communities column in the functional area section of the Coordinating Committee meeting minutes. Brenda Buxton and Rebecca Darr responded that at the April 24, 2017 Coordinating Committee, the group discussed the desire to include Disadvantaged Communities within the functional areas, but how they would be integrated in the functional areas would be decided at a later time. The process of

integrating Disadvantaged Communities into the functional areas and the IRWM process as a whole would be a two-step process. Ms. Ghoghaie commented she is in the process of recruiting outreach partners and the next step is to work with the selected partners on participation in the Coordinating Committee. Their participation could be included in the sub-contractor agreements.

Action Items:

- For the September Coordinating Committee meeting, Ms. Chang will put on the agenda the discussion of disadvantaged community representation in the functional areas. She will provide background on previous discussions around this issue.

**4. Approach to Prop 1 IRWM DAC Involvement Funds**

Ms. Ghoghaie provided an update on the execution of the grant contract with DWR. Last week, DWR met with EJCW to discuss the retention provisions in the grant contract. The grant contract should be routed to all parties for signature this week. DWR is developing internal guidance on the new retention provision that clarifies the decision to change the language from shall to may withhold 5%. The internal guidance will help DWR project managers understand how the change in language will be implemented. Colin Bailey will be involved in developing the guidance memo. While the memo doesn't need to be completed to execute the grant agreement, DWR won't be able to pay any invoices until the memo is signed.

Many members of the Coordinating Committee provided comments on the Prop 1 IRWM DACI RFQ. The RFQ was distributed to the listserv and was also sent out to an environmental justice listserv. Maddie Duda and Kate Nicholson have been researching to identify other community based organizations that may be interested in the RFQ. The deadline to respond to the RFQ is September 29. This week EJCW will reach out to the organizations that submitted proposals during the initial solicitation to make sure they are aware of the RFQ. Ms. Ghoghaie will clarify that the response to the RFQ will replace any information that was previously submitted.

The group discussed how EJCW plans to address questions asked about the RFQ. To date, Ms. Ghoghaie has been responding to questions on a case-by-case basis. Ms. Navarra commented that when Zone 7 posts RFQs, it is standard procedure to publically post the questions and answers to ensure fairness and transparency. Melanie Richardson commented that Santa Clara Valley Water District adheres to the same procedure. It was agreed that the questions and answers to the Prop 1 IRWM DACI RFQ should be posted on the Bay Area IRWM's new website. It was also agreed that the Q&A document should be posted 1 week prior to the deadline to respond.

Ms. Ghoghaie is coordinating a sub-committee to review the outreach partner proposals that get submitted as a result of the RFQ. For the sub-committee, she is envisioning a small team of advisers that regularly participate in the Coordinating Committee. She has been talking to the organization Blue Earth to come up with process for establishing the sub-committee. It was mentioned that if a person on the sub-committee has submitted a proposal, he or she can recuse themselves from the discussion of the

proposal. The sub-committee's first task is to establish draft guidelines and ranking criteria for the review of the outreach partner proposals.

EJCW has been interested in hiring someone to assist with the Bay Area Prop 1 DACI program. Ms. Ghoghaie mentioned that while Maddie Duda's fellowship is ending on September 15, she is interested in continuing to work for EJCW part-time. To hire a part-time assistant at 20 hours per week for 1 year, EJCW would need approval from the Coordinating Committee for an additional \$78,000. The budget for administration and project management has been set at 5% for each. In order to not increase administration or project management costs over 5% each, Ms. Duda's time could be covered under the needs assessment if it is shown that her work is directly on implementation of the grant. The Coordinating Committee supported EJCW hiring Ms. Duda as an assistant for work on the needs assessment, outreach, and data analysis. Mr. Seedall motioned that the group move forward with allowing EJCW to continue Ms. Duda's employment for the next year to assist with data gathering and analysis, needs assessment, and outreach and engagement. Mark Boucher seconded the motion. Everyone voted in favor of the proposal and it passed the Coordinating Committee.

Action Items:

- Ms. Ghoghaie and Ms. Navarra will develop the Q&A document on the RFQ and post it on the new website.
- Ms. Chang will send an announcement to the listserv that the new deadline to ask questions on the RFQ is September 22.
- At the September Coordinating Committee meeting, Ms. Ghoghaie will report out on the status of the sub-committee to review the outreach partner proposals.

**5. Announcements and Next Steps**

Due to lack of time, it was decided that the discussion of the Plan update would be moved to the September Coordinating Committee meeting.

The October Coordinating Committee meeting location has changed to the State Building room 11 in downtown Oakland. There will be a meeting on the AQPI project the same day and there will be a briefing on the AQPI project at the Coordinating Committee meeting.

It was also mentioned that the November and December meetings will be combined into one meeting held on Monday December 4.