

**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

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"> • Cheryl Munoz, SFPUC representing BACWA (by phone) 	<ul style="list-style-type: none"> • Mark Boucher, CCCFCWCD • Carol Mahoney, Zone 7 (by phone) • Brian Mendenhall, SCVWD (by phone) 	<ul style="list-style-type: none"> • Brenda Buxton, SCC (by phone) • Josh Bradt, SFEP 		<ul style="list-style-type: none"> • Melanie Richardson, Vice-chair, SCVWD (by phone)

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. 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.

BAIRWMP Coordination Committee Meeting

Update on IRWM Grant Rounds 2, 3, & 4

Monday, September 25, 2017

For Discussion

Round 2

Reporting, Invoices & Payments

- DWR approved Q10 reporting and invoices (\$928,000 billed), but had to remove Project #7 (\$500,000) due to lack of a deliverable, and to not delay payment to the other Projects.
- Q11 submission reviews started on 9/18. Will resubmit Project #7's invoice with this submission at the end of October.

Project Completion Site Visits

- None scheduled at this time, but hope to visit 3 projects Lagunitas Creek, Marin/Sonoma Ag BMPs, and Napa Milliken Creek sometime in mid-October.

Project Completion Reports & Retention

- Project #02:EBMUD/Emeryville Recycled Water Pipeline's retention received at ABAG/MTC and a check should be mailed out the week of 9/25.
- Project #07: Oakland/Sausal Creek Restoration to submit first draft delayed, now by end of October
- Project #11: SFPUC/Regional Groundwater Storage and Recovery Projects draft approved by DWR and Final uploaded with request for release of retention.
- Project #12: East Bay Regional Park District/Breuner Marsh Restoration draft Completion Report.
- Project #17: Contra Costa Water District/Rheem Creek Mitigation draft uploaded in early September and DWR review is in progress.

Other

- Amendment #3 documents under review by DWR.
- 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. Draft schedule from the Flood Resilience Program shows construction start in spring of 2019 continuing through August 2019, but that is expected to slip a year. SFEP/ABAG/MTC estimate that the Grant Admin funds will be inadequate for such lengthy delay.
- State Department of Finance continued throughout August with additional interviews and requests for documentation. The Exit Conference was on 9/21 with the Report due at the end of October..
- The liquidation period ended in early September, so funds continue to be available for Rounds 1 & 2.
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Round 3

Reporting, Invoices & Payments

- DWR check for Q6 invoices (\$1,387,427) received at ABAG/MTC. Payment to the individual Project Sponsors should go out the week of 9/25.
- Q7 submission and invoices were received on August 15 and are currently being reviewed. They will be uploaded to DWR for review on 9/29.

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 Completion Report uploaded to DWR and review in progress.

Other

- State Department of Finance continued throughout August with additional interviews and requests for documentation. The Exit Conference was on 9/21. The draft findings are expected in late October.

Round 4

Reporting, Invoices & Payments

- DWR payment for Q2 invoices (\$97,012.94 billed) received by ABAG/MTC and checks were issued to the individual Project Sponsors in late August.
- Q3 submissions were uploaded on August 31 and DWR review is in progress.

Other

- Amendment 1 documentation was provided to DWR in early September and is currently under review. The ABAG Executive Board met the evening of 9/21 to approve Project Sponsor agreements for Projects #4 and #6. It is hoped to have an executed Amendment 1 no later than mid-October.

Bay Area IRWMP Project Form

Project Name:

Insert Project Photo

Responsible Agency:

Please identify one agency that is involved in the project and is responsible for providing information for inclusion in the Bay Area IRWMP.

**Select box then go to:
Insert → Picture**

Other Participating Agencies:

Please identify other agencies that are involved in the project, if applicable.

Summary Description:

Please provide a one paragraph description of the project. If you would like to include additional

Primary Functional Area:

Water Supply and Quality

Wastewater and Recycled Water

Flood Protection and Stormwater Management

Watershed Management and Habitat Protection

Secondary Functional Area (as necessary):

Subregion:

North-Sonoma Napa Marin Solano

East – Contra Costa Alameda

South – Santa Clara

West- San Francisco San Mateo

Purpose and Need:

Please provide a detailed description of the purpose and need for the project. Include discussion of the project's goals and objectives and of the critical impacts that will occur if the project is not implemented.

Project Status and Schedule:

Please provide the actual or projected start and finish dates for each of the following project stages. If any stage does not apply to the project please enter N/A.

Integration with Other Activities:

Please identify any linkages between the schedule of this project and the schedules of other projects, if applicable. Please discuss the integration of the project with other Bay Area IRWMP projects.

Cost and Financing:

Please identify the capital cost and operation and maintenance cost of the proposed project. Please indicate the base year (e.g. CCI) for all costs. Please identify the beneficiaries, potential funding/financing options for project implementation, and ongoing support and financing for operation and maintenance of the project once implemented.

Benefits and Impacts:

Please provide a detailed discussion of the projected benefits and impacts of the project, both locally and for the region. Please include an evaluation of impacts/benefits to other resources, such as air quality or energy.

Disadvantaged Communities / Environmental Justice:

Please include a specific discussion of how the project will benefit or impact disadvantaged communities or environmental justice goals.

Environmental Compliance Strategy:

Please provide a detailed description of how the project will comply with all applicable environmental review requirement, including CEQA and/or (if applicable) NEPA. For ongoing CEQA/NEPA work, indicate when required documentation would be completed. Also, include discussion of how compliance with local, county, State and federal permitting requirements will be achieved.

Stakeholder Involvement and Coordination:

Please describe any coordination with stakeholders, land use agencies, or other state and local agencies. Please include a list of proposed stakeholders, how they have/will participate in the planning and implementation of the project, and how their involvement will influence the implementation of the project. Discuss efforts to address environmental justice concerns.

Documentation of Feasibility:

Please identify any studies that document the technical and economic feasibility of the proposed project. If study is still in progress please indicate this next to its citation. If no studies exist, please type "N/A".

Detailed Project Description:

If desired, please provide a detailed description with additional information about the project.

**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

Discussion of DAC Functional Area Representation

- At the March 27, 2017 Coordinating Committee meeting, there was discussion of incorporating DAC representatives into the overall governance structure. It was stated that the final step of the DACI work plan is to revisit the governance structure to incorporate DACs and that this may be the appropriate time to address it. It was suggested that a DAC representative could get incorporated into each of the 4 functional areas so that each functional area would have 4 voting representatives.
- At the April 24, 2017 Coordinating Committee meeting, there was discussion on whether to incorporate DAC representation as 1 additional representative per functional area or to create a new functional area category for DACs.
- It was stated that the intent was for the group to decide whether they want DAC representation within the functional areas in general. How DACs get integrated into the functional areas can be decided at a later time, after outreach has been done under the Prop 1 DACI work plan.
- There was concern expressed about creating a separate category for DACs. DACs need the opportunity to be engaged in IRWM, but not in a manner that ostracizes them. In response, there was comment that we should build the message that DACs are local experts and in that way, ensure they play a meaningful role in the IRWM process.
- It was decided that DACs should be represented in the functional areas as a new category. The group will revisit this structure and how the representatives get selected through the DAC work plan.
- The Action Item was to add a 6th column to the Functional Areas for DACs.

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
October 23, 2017	State Building (Oakland)
December 4, 2017	State Coastal Conservancy
January 22, 2018	???
February 26, 2018	???