

**SF Bay Area IRWMP Coordinating Committee
Meeting Summary
May 22, 2017**

**Location: Santa Clara Valley Water District
SCVWD Headquarters Building, Room A-318; 5700 Almaden Expressway; San Jose, CA 95118**

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"> • Cheryl Munoz, SFPUC representing BACWA (by phone) 	<ul style="list-style-type: none"> • Brian Mendenhall, SCVWD 			<ul style="list-style-type: none"> • Melanie Richardson, Vice-chair, SCVWD

Others Present:

By Phone:

Brad Arnold, DWR
 Rebecca Darr, SFEP
 Vanja Danilovic, CIEA
 Maggie Dutton, CCWD
 Nahal Ghoghaie, EJCW
 Mehdi Mizani, DWR
 Carl Morrison, Morrison & Associates
 Sherri Norris, CIEA
 Michelle Novotny, SFPUC
 Matt Sagues, Marin Municipal Water District

2. Status on Round 2, 2014 Drought Round 3, and 2015 Round 4

For Round 2, Q8 DWR payment was received and checks totaling \$2.261 million should be mailed out tomorrow to Project Sponsors. DWR approved Q9 invoices for almost \$2 million on May 16. Payment from DWR should be received between July 20 & August 14. Amendment 2 for the Rheem Creek Mitigation project was executed on May 3, 2017. There was a Project Completion Site Visit with DWR and SFEP Project Managers on May 16 to Project #14 Oro Loma Sanitation District’s Horizontal Levee/Ecotone Slope. There is a Project Completion Site Visit with DWR scheduled for June 8 to see Project #11 SFPUC’s Regional Groundwater Storage & Recovery effort.

Draft Project Completion Reports for projects #2, EBMUD/East Bayshore Recycled Water were received and it is hoped to be ready to upload to DWR for review and approval by May 30. SFEP has

received comments on Project #11 SFPUC/Regional Groundwater Storage and Recovery Projects and will respond by June 19. Project #12 East Bay Regional Park District/Breuner Marsh Restoration anticipates upload of first draft by end of June. SFEP is still awaiting schedules from Projects #7 Oakland/Sausal Creek Restoration, Project #14 Oro Loma Sanitation District/Horizontal Levee and Project #17 Contra Costa Water District/Rheem Creek Mitigation for receipt of first draft Project Completion Reports. Project #8 San Mateo County/Pescadero Water Supply & Sustainability managed to find the needed additional funds to award contract. Project #13 Roseview Heights/Infrastructure Upgrades for Water Supply was provided with additional possible contractors that San Mateo RCD has worked with and found to be responsible and reasonable. They are still awaiting results of that.

For 2014 Drought Round 3, Q6 submission was received on May 15, and DWR review is under way. Q4 checks totaling \$720,686 were mailed out on May 2 to Project Sponsors. Project #2 Zone 7/Water Supply Drought Preparedness received its retention payment a week ago. Project #9 StopWaste held an all sub Project Sponsor meeting on May 18 to review funding status for the different water conservation elements, ways to enhance benefits, and close out of programs by June 30, 2018. Draft Project completion Report from Project#3 Napa Sanitation/Los Carneros & Miliken Sarco-Tulocay Recycled Water Distribution was reviewed, revised and uploaded to DWR on May 10. DWR review comments are expected by May 31. Project completion Site visit for Project #7 San Mateo RCD/Drought Relief for South Coast will segue from June 8 Project Completion Site visit at SFPUC's well/groundwater storage sites. SFEP is awaiting schedules for initial submission of draft Project Completion Reports from Project #5 DERWA/Extension of Recycled Distribution for Dublin and San Ramon Valley.

For 2015 Round 4, Q2 submission review is complete with upload to DWR before end of this month. Q1 DWR payment for ~\$361,000 is expected this week at the earliest, mid-June at the latest. DWR anticipates completion of its review of Amendment #1 (relocation of Anderson Dam funds to East Palo Alto & State Coastal Conservancy) documentation later this week.

Brian Mendenhall suggested that it would be helpful to include the above update information in the monthly CC agenda packet, ideally in a table by sub-region. He would also like to collect and promote lessons learned. He asked if it would be possible for others to participate in the site visits upon completion. He would have been interested in seeing the Oro Loma site to visit their horizontal levy. Michelle Novotny said she would work with Taylor Chang and Rebecca Darr on a way to implement Mr. Mendenhall's suggestion.

Action Items:

- Ms. Novotny and Ms. Chang will work with Ms. Darr on a template to include the grant round updates in the CC meeting packet.

3. Website Discussion

Mr. Mendenhall reported that the draft website re-vamp is looking good. The link he shared with the group is a live link and at this point he suggests that the website go live. Zentraal has committed to providing a single data download in a format that we can load into Excel by end of week. Mr. Mendenhall will then work with Robyn Navarra to load the data into a tool that will work in WordPress.

The new website uses a free version of WordPress. Mr. Mendenhall stated that the group needs to look into hosting it at another site in order to take the name “Wordpress” out of the website title. This would also allow the group to access a plug-in for the database. Hosting at another side would require payment. The new naming convention of the website could be “bayareairwmp” because the group doesn’t have the authority to use current website name. The group did not express any concerns to the naming convention. To host the website on GoDaddy, it will cost \$60 for the first year, then \$10 per month thereafter (\$120 per year total). The group agreed to use 4-party funds for that cost. Ms. Novotny asked how much was remaining in the 4-party funds. Mr. Mendenhall and Matt Sagues said they will create summary of 4-party funds for next meeting.

There also needs to be a coordinated administrator email. SFPUC will be lead administrator for the email, since they hold the Coordinating Committee chair position. This responsibility can be transferred to other agencies as needed.

Mr. Mendenhall asked for volunteers to maintain website. He mentioned that WordPress is an easy format to update. He offered to do part of the maintenance, but suggested that website subcommittee divvy up the duties.

Sherri Norris and Vanya Danilovic stated that they use and like Wordpress. The Calendar plug-in is useful. They can put information on Tribes onto website without a problem. Mr. Mendenhall will talk to staff at SCVWD to look at ways to streamline the system so that CEIA’s updates would auto update IRWMP page.

Nahal Ghoghahie will send a blurb about Disadvantaged Communities to Mr. Mendenhall for the website.

By the end of week, Mr. Mendenhall will have the information for the database transfer. As soon as he receives confirmation approving the use of the 4-party funds, the website will go live. The group is striving to complete this as soon as possible. The group also wants to close out the old contract as soon as possible. Mr. Mendenhall will look to one of four agencies to work with GoDaddy.

Cheryl Munoz suggested giving an update to 4 parties on the website discussion. Ms. Novotny said that the update should be a full accounting of how the funds have been spent.

Action Items:

- Mr. Mendenhall and Mr. Sagues will create a summary of how the 4-party funds for the next CC meeting.
- Mr. Mendenhall will talk to staff at SCVWD to look at ways to streamline the system so that CEIA's updates would auto update IRWMP page.
- Nahal Ghoghahie will send a blurb about Disadvantaged Communities to Mr. Mendenhall for the website.

4. Functional Area Representation

Melanie Richardson, Interim Chief Operations Officer of Watersheds, has been with Santa Clara Valley Water District for almost 27 years and is proposing to replace Norma Camacho as vice-chair of the Coordinating Committee. Ms. Richardson has worked in all three organizational areas of SCVWD.

Brenda Buxton made a motion to confirm Ms. Richardson as the vice-chair, and Mr. Mendenhall seconded the motion. The group unanimously confirmed Ms. Richardson as vice-chair.

Ms. Norris commented on the DAC representation in the Functional Areas and said that three seats might not be sufficient to include all of the tribes. Ms. Novotny noted that all of the CC meetings are public and the tribes are welcome to attend anytime.

Maggie Dutton asked whether it was possible for a voting member to appoint a proxy if he or she can't attend. For instance, can Ms. Dutton be a proxy for Mark Seedall's vote? Ms. Novotny said that she didn't think the group allowed proxies in the past, but she was not sure. Carl Morrison said he believed there was one instance when Brad Sherwood could not attend for a vote, and the Functional Area named a person to be the proxy. Ms. Richardson said it seems like a good idea to have an alternate in place, even if it isn't used regularly. Ms. Norris stated that the North Coast has made participation wider by having the person who's voting and their alternate attend the meetings. Mr. Mendenhall said that if the group wants to allow proxies by functional area, the group could go to each functional area and ask them to appoint a proxy. For example, Ms. Dutton could be a proxy for the Flood Protection-Stormwater functional area.

Mr. Morrison said he will put functional area representation discussion on the next BAFPA meeting agenda.

Mr. Mendenhall said he has been working with Ms. Chang on updating the sub-regional contacts. These contacts do not necessarily overlap with functional area representatives.

Action Items:

- Mr. Morrison will put functional area representation discussion on the next BAFPA meeting agenda.
- Ms. Novotny will ask Bob Shaver about putting functional area representation discussion on the next BAYWAC meeting agenda.
- Michelle and Taylor will create a list of existing functional area representatives for discussion at next CC meeting.

5. Approach to Prop 1 IRWM DAC Involvement Funds

Ms. Ghoghaie received the draft of the final grant contract from DWR on May 12th and has been reviewing it. She hopes to have a final phone call this week with DWR to finalize the contract and begin interviewing potential outreach partners. Ms. Chang sent out draft interview questions and asked the group to send comments and questions on the draft questions to Ms. Ghoghaie.

EJCW met with Ms. Darr to do a training. EJCW is also meeting with Ms. Dutton and Mark Boucher to coordinate on DAC outreach. Ms. Norris asked if CEIA could be looped into this effort. Ms. Ghoghaie will keep Sherri in the loop. Ms. Dutton will send call scheduling information to Ms. Norris.

Mr. Mizani stated that costs incurred under this grant round can be reimbursed up to January 16, 2016.

Action Items:

- The group will send comments on the draft interview questions to Ms. Ghoghaie.
- Ms. Ghoghaie will coordinate with Ms. Norris on the DAC outreach call with Ms. Dutton and Mr. Boucher. Ms. Dutton will send call scheduling information to Ms. Norris.

6. Announcements

Brad Arnold will send a handout to Ms. Chang and Ms. Novotny after the meeting to distribute to group. The handout includes DWR updates on grant funding opportunities. The group should start thinking about IRWM plan updates for Prop 1 compliance, which will be due next year.

Draft assumptions and estimates reports for the Water Plan Update 2018 have been released online, and are going through public comment now.

DWR has funds available for local assistance and outreach to work with agencies.

Ms. Richardson asked about DWR's Flood Prevention program. DWR gives flood agencies 7% reimbursement to purchase ROW on a project that has a federal nexus. Those applications have been backed up in the last several years. It's been difficult to get information on existing projects. Mr. Arnold will follow up with division coordinators about the status of the flood prevention reimbursements and report back to Ms. Richardson.

Ms. Dutton said that there is the East County Water Managers Association meeting on Thursday at 11:30am in Antioch. She will be giving an update to the Board on the East County IRWM group, and also Bay Area IRWM group. It is a public meeting if anyone would like to attend.

Mr. Mendenhall is participating in Bay Area Green Prints, a regional effort to create a tool/website on map-based landscape and conservation.

The next Coordinating Committee meeting is on June 26th and will be at ABAG's San Francisco office. ABAG security needs a list of people attending by June 21st. Ms. Chang will provide list of regularly attending people to Ms. Darr.

Action Items:

- Mr. Arnold will send the handout to Ms. Chang after the CC meeting to distribute to the group.
- Mr. Arnold will follow up with division coordinators about the status of the flood prevention reimbursements and report back to Ms. Richardson.
- Ms. Chang will provide list of regularly attending people to Ms. Darr.

BAIRWMP Coordination Committee Meeting

Update on IRWM Grant Rounds 2, 3, & 4

Monday, June 26, 2017

For Discussion

Round 2

Reporting, Invoices & Payments

- Q8 payments totaling ~\$2.261 million mailed out on 5/23.
- Q9 payments totaling ~\$1,663 still expected to be paid out before end of July
- Q10 reporting and invoices received on 6/15. Reviews in progress.

Project Completion Site Visits

- Project Completion Site Visit with DWR completed June 8 for Project #11: SFPUC's Regional Groundwater Storage & Recovery effort.
- Working on scheduling Completion Site Visits last half of July for Project #3, Marin Municipal Water District/Lagunitas Creek Watershed, Project #4: Marin RCD/Agricultural BMP Projects, and Project #6: Sonoma County Water Agency/North Bay Water Reuse.

Project Completion Reports & Retention

- Project #2, EBMUD/East Bayshore Recycled Water uploaded to DWR and review in progress;
- Project #11: SFPUC/Regional Groundwater Storage and Recovery Projects submitted revisions on 6/16 and that is being reviewed for anticipated upload on 6/23;
- Project #12: East Bay Regional Park District/Breuner Marsh Restoration anticipates upload of first draft by end of June;
- Project #17: Contra Costa Water District/Rheem Creek Mitigation will submit first draft Project Completion Report at end of June.

Other

- Project #13: Roseview Heights/Infrastructure Upgrades for Water Supply has been approached by San Jose Water Company for possible merge. Roseview Heights should know by mid-July. If it occurs, they will withdraw from the Grant program.
- Projects #3 & #9 are working on Letters of Justification for Work Plan Amendments. Anticipate submitting to DWR by mid-July. This would be Amendment #3 for this Round.

Round 3

Reporting, Invoices & Payments

- Q5 payment totaling ~\$3, 323 million expected this week.
- Q6 submission reviews wrapping up and will be uploaded to the DWR on June 29.
- Napa Sanitation/Los Carneros & Miliken Sarco-Tulocay Recycled Water Distribution Project Completion Report approved and retention invoiced.

Project Completion Site Visits

- DWR completed a site completion visit on June 8 for Project #7: San Mateo RCD/Drought Relief for South Coast of offshore reservoir construction.

Project Completion Reports & Retention

- Project #5: DERWA/Extension of Recycled Distribution for Dublin and San Ramon Valley to submit 1st draft for review on 6/22/17;
- Project #6: Napa Sanitation/Los Carneros/Milliken Sarco-Tulocay Recycled Water retention payment expected end of July/early August.

Round 4

Reporting, Invoices & Payments

- Q1 DWR payment for ~\$361,000 was received and checks sent out in mid-June.
- Q2 Reporting & invoices approved.

Other

- DWR completed its review of Amendment #1 (relocation of Anderson Dam funds to Project #4: East Palo Alto/Groundwater supply & Project #6: State Coastal Conservancy/San Francisquito Lower Creek Flood Control and Restoration. No issues with East Palo Alto's Letter of Justification, but the San Francisquito Creek Project needs to define and include as part of its R4 Work Plan, the amount of money that will be returned to the Upper Creek restoration work along with the benefits to be accrued by the same. State Coastal Conservancy is working with its partners to define the elements as well as what impacts this would have on the Project Schedule and Budget allocations and Total Project Cost.

**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
Brenda Buxton	Watershed	State Coastal Conservancy	BAWN	brenda.buxton@scc.ca.gov
Judy Kelly	Watershed	NBWA	BAWN	judy.NBWA@gmail.com
Mark Seedall	Water supply-Water quality	CCWD	BAWAC	mseedall@ccwater.com
Brad Sherwood	Water supply-Water quality	SCWA	BAWAC	brad.sherwood@scwa.ca.gov
Cheryl Munoz	Wastewater- Recycled water	SFPUC	BACWA	cmunoz@sewater.org
Linda Hu	Wastewater- Recycled water	EBMUD	BACWA	linda.hu@ebmud.com

BAIRWMP Coordinating Committee
Schedule of Future CC Meetings

Date	Location
July 24, 2017	EBMUD
August 28, 2017	Contra Costa Water District
September 25, 2017	SFPUC
October 23, 2017	??