

**SF Bay Area IRWMP Coordinating Committee
Meeting Summary
January 22, 2018
Location: StopWaste, 1537 Wester St, Oakland, CA**

1. Roll Call – Appointed Functional Area Representatives Present

Water Supply- Water Quality	Wastewater- Recycled Water	Flood Protection- Stormwater	Watershed	Disadvantaged Communities
<ul style="list-style-type: none"> • Mark Seedall, CCWD (by phone) • Steve Ritchie, Chair, SFPUC 	<ul style="list-style-type: none"> • Cheryl Munoz, SFPUC representing BACWA (by phone) 	<ul style="list-style-type: none"> • Mark Boucher, CCFCWCD (by phone) • Brian Mendenhall, SCVWD (by phone) 	<ul style="list-style-type: none"> • Brenda Buxton, SCC • Josh Bradt, SFEP (by phone) 	

Others Present:

Jessica Arm, DWR
Brad Arnold, DWR
Taylor Chang, SFPUC
Rebecca Darr, SFEP
Maddie Duda, EJCW
Nahal Ghoghaie, EJCW
Chris Lim, CCRCO
Mehdi Mizani, DWR
Sherri Norris, CIEA
Lisa Pontecorvo, StopWaste
Makena Silva, CIEA

By Phone:

Maggie Dutton, CCWD
Jan Lee, City of Hayward
Robyn Navarra, Zone 7
Melanie Richardson, Vice-chair, SCVWD
Matt Sagues, MMWD

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

For Round 1, Josh Bradt gave an update. Project 31 DAC project is in the process of closing. There are 2 Project Completion Reports pending. Mr. Bradt will be meeting with the new DWR IRWM grant manager for release of the retention for this grant round. The completion of Project 21 is being extended to December 2018 due to implementation delays. Project 21 is in the process of starting construction on 2 of 5 green infrastructure projects along San Pablo Avenue.

For Round 2 reporting, invoices and payments, Rebecca Darr gave an update. DWR completed its review and approval of Q11 reports deliverables and invoices totaling about \$1,400,000 in December. Q12 submission and invoices are currently under review with upload to DWR on January 31. Post-Performance Report#1 for Project 2, EBMUD is due end of January.

Project completion site visits are scheduled for February 21-22 for Project 5 Napa Milliken Creek Flood Damage Reduction and Fish Passage Barrier Removal Miliken creek/flood fish passage and Project 9 Petaluma flood reduction.

For Round 2 project completion reports and retention, Project 3 MMWD/Lagunitas Creek Sediment Reduction draft #1 Project Completion Report is delayed. Project 6 Sonoma County Sanitation District's Recycled Water Project will submit draft Project Completion Report in January. Project 7 Oakland/Sausal Creek Restoration submitted draft #2 report on January 11 and is currently being reviewed. DWR approved Project 11 SFPUC retention invoice for \$140,000 in December. Project 12 East Bay Regional Park District/Breuner Marsh Restoration draft Completion Report revision 3 was uploaded to DWR on January 22. DWR approved Project 17 CCWD retention invoice of \$67,500 in December.

Project 13 Roseview Heights Infrastructure Upgrades formally withdrew from the Grant Round in December. The bid that meets their budget does not include prevailing wage and Labor Compliance requirements.

Amendment 3, which included scope changes for Projects 1 and, 3 is currently with MTC for review and signatures prior to DWR execution. Amendment 4 is in the works that will include Project 16 for budget reallocations.

Ms. Darr is contemplating whether to seek another amendment to extend the grant term for 2 years due to project delays. Brad Arnold confirmed that an amendment would have to be executed with DWR prior to the termination of the grant round. Ms. Darr was asked to estimate a budget for completing the grant admin with the delays. Projects with anticipated significant delays through 2019, and late into 2020-2021 include Project 10 Redwood City/Bayfront & Atherton Canal Flood Control, Project 15 SFO Airport recycled water plant/pipelines, and Project 18 City of St Helena/Upper York Creek Dam removal.

Project 10 Redwood City has been having personnel and permitting issues, but now San Mateo County's Flood Resilience Program has taken over management of the project. Since San Mateo County has taken over, an MOU among project partners has been signed. The project isn't expected to finish until 2021. Ms. Darr is not confident that this project can be completed in this timeframe because of the history of delays. Steve Ritchie commented that he would like to hear more specifics about the delays and how the project will complete the work in time. There was group discussion about potentially setting milestone for the project to ensure the project is completed in time.

Project 15 SFO recycled water is expected to be done with construction in late 2019. Ms. Darr believes the project can complete its work in this timeframe. Project 18 Upper York Creek has been behind in permitting and approvals. It is expected to be complete in 2020-2021. Ms. Darr believes the project can complete its work in this timeframe.

In the agreements between ABAG and the local project sponsors, project sponsors are supposed to contribute up to \$10,000 for grant administration in the event of a delay. Ms. Darr asked the group what other opportunities exist to increase the grant administration budget for Round 2, for example moving leftover funds from Round 3 to Round 2. It was suggested that a portion of Project 13 Roseview Heights be reallocated to grant admin.

Mehdi Mizani commented that DWR will consider a time extension on a grant round based on the projects involved. DWR will look at the background and justification for delays and the need for a time extension. It will be more difficult to approve a 3 year time extension because DWR doesn't want to take on that liability. Mr. Mizani can talk to his financial analyst to see how long Round 2 funds will be available for.

Projects with anticipated delays through December 2018 and into early 2019 due to wrapping up Project Completion Reports and payment of retention include Project 1 Water Conservation, Project 4 Marin/Sonoma Agricultural BMPs, Project 14 OLSD/SFEP, and Project 19 STRAW.

For Round 3 reporting, invoices, and payments, Q8 submission and invoices were uploaded to DWR on December 29. DWR review is in progress. There are no project completion site visits at this time.

For Round 3 project completion reports and retention, Project 4 SCVWD/Sunnyvale/Wolfe Road Recycled Water draft Project Completion Report is due by end of January. Project 5 DERWA/Extension of Recycled Distribution for Dublin and San Ramon Valley Final Completion Report was approved. DWR approved Project 5 DERWA retention invoice of \$200,000 in early January. Project 8 Stinson Beach Water Supply and Drought Preparedness submitted draft Progress Completion Report in mid-November, was reviewed and the local project sponsor is working on responses to comments and draft #2.

Project 8 Stinson Beach may be looking for Amendment 3 to reallocate funds from one Budget Category to another. Projects with anticipated completion after the grant term ends on May 1, 2019 include Project 1 SFPUC/Lower Cherry Aqueduct and Project 7 SanMateo RCD/South Coast Drought Relief. An amendment to request a grant term extension for Round 3 must be submitted to DWR no later than October 2018.

For Round 4 reporting, invoices, and payments, DWR approved Q4 submission reports, deliverables, and invoices totaling \$1,360,000 on January 17. SFEP is review Q5 submissions.

ABAG/SFCJPA local project sponsor agreement for the San Francisquito Creek Flood Reduction work (Project Sponsorship transferred from the State Coastal Conservancy to the San Francisquito Creek Joint Powers) was executed on December 22. Project 4 East Palo Alto, Project 5 San Mateo RCD are discussing amendments to reallocate grant funds between budget categories.

Ms. Darr is scheduling a project completion side visit to Project 4 East Palo Alto/Gloria Way Well Treatment System in February.

Action Items:

- Mr. Mizani and Jessica Arm will determine the possibility of reallocating part of the Roseview Heights grant funds from Round 2 to grant admin.
- Ms. Darr will create a budget estimate for the cost of grant admin associated with Round 2 project delays.
- Mr. Mizani and Ms. Arm will determine the possibility of transferring leftover grant admin funds from Round 3 to Round 2.
- Taylor Chang will schedule a call with the Project Selection Committee to discuss how to reallocate the remaining grant funds from Roseview Heights project.

2. Website Discussion

Brian Mendenhall didn't have a lot to report. The new project template form was sent out to the grant recipients of the previous grant rounds. The new template will allow the data to be sorted in many different ways such as geographic location and functional area. Robyn Navarra is working on a minor glitch with the template and not being able to wrap text.

Action Items:

- Ms. Navarra will post the updated project template form on the website.

3. 4-party Funds

Mr. Mendenhall talked with Matt Sagues at Marin Municipal Water District, the current holder of the 4-party funds. MMWD has now agreed to continue managing the grant funds. The group agreed that Marin should keep holding the funds for now. It was discussed that the group may need the funds to update the BAIRWM Plan.

The 4-party agreement will expire in June 2018 because the agreement states the expiration date 1 year after the last invoice. Agreement says Marin is the entity that has to contract with somebody as a way to trigger the extension of the agreement.

4. Approach to Prop 1 IRWM DAC Involvement Funds

Nahal Ghoghaie updated the Coordinating Committee that EJCW has been conducting kick off meetings with the 10 selected outreach partners. The purpose of the meetings is to meet people face-to-face, do site visits, and work with the outreach partners on refining the work plans. The submitted proposals were broad in scope so it was understood that they would work collaboratively to refine work plan to fit it into the Prop 1 DAC grant. There are 3 more kick off meetings scheduled this month.

Ms. Ghoghaie plans to begin working on the gaps analysis as soon as kick-off meetings are wrapped up in the month of February. She will be reaching out to a few partners that didn't make it through the first selection, including CCRCD and Nuestra Casa. The goal is to outreach to communities that aren't currently represented in the 10 outreach partners.

EJCW hopes to have sub-contracts signed with the outreach partners by the end of February.

EJCW will be hosting an outreach partner cohort workshop in April to train sub-contractors on admin, DWR paperwork, deliverables, and invoicing. Ms. Ghoghaie plans to invite DWR to the workshop. Ms. Ghoghaie also plans to have trainings on surveys and data collection. There was a question about whether the training would be covered by the grant admin budget or by the individual project's budget. Ms. Ghoghaie responded that the training could be funded from the Partner Integration budget bucket and not from individual project's budget.

There was a question regarding the timing of the training. There is a concern that it's too late in the year and outreach partners that work with schools want to be able to start their outreach before school lets out for the summer. EJCW responded that they can work with the partners on a case-by-case basis. It would be helpful if the outreach partners shared their outreach materials with EJCW and the Coordinating Committee for review.

EJCW released an RFP for technical assistance partners in December and selected SFEI to help with technical assistance through March. SFEI will be helping with data collection and program management. Ms. Ghoghaie will be working with a staff person that has managed Sacramento area IRWM grants.

It was suggested that it would be a good idea for the Coordinating Committee to see a detailed budget from EJCW so that the group understands the work that's getting done to advance the overall program. The Coordinating Committee wants to know if the funds are being spent in the right places, with the primary goal of engaging DACs and making sure they receive benefits from participating in the program. Ms. Ghoghaie mentioned that EJCW has a draft budget and will prepare a more formal budget for the next meeting.

It was mentioned that in the past, the IRWM water conservation projects have participated in a collaborative budgeting process where funds have been shifted between groups as needed.

Sherri Norris provided an update on the outreach to tribes. Ms. Norris reported that the funds for tribal outreach are separated from the overall pot of funds because there are specific issues that affect tribes, including sovereignty and governance. There are 7 Tribes and Nations in the Bay Area that need to be represented.

CIEA's work plan will be almost identical to EJCW's work plan. Ms. Norris provided a draft budget to the Coordinating Committee to review. CIEA plans to partner with 4-5 other tribal organizations to do the outreach. CIEA doesn't have a signed contract yet with EJCW, and therefore haven't signed any contracts with other partners yet. CIEA's outreach contract would total \$781,000 for first 18 months.

There was discussion about the depth of review EJCW should be engaging in the contracts with their sub-contractors. Ms. Darr mentioned that as grant administrator for the Prop 84 grant rounds, she doesn't get into the level of detail of what contractors that the local project sponsors hire. This level of detail would add to EJCW's liability and cause additional admin work. When it comes to invoicing, DWR confirmed they do not look past the 1st level of consultants. Ms. Darr said local project sponsors are responsible for being compliant with audits and local, state and federal laws.

Ms. Ghoghaie is putting together a contract review committee to review the sub-contract agreement template in light of Ms. Darr's comments. Anyone interested in participating in that committee should contact Ms. Chang.

Action Items:

- Ms. Ghoghaie will provide a detailed budget for the DACI program for the next Coordinating Committee meeting.
- Ms. Ghoghaie will follow up with Lisa Pontecorvo and Sherri Norris for discussion on collaborative budgeting.
- Ms. Chang will add a Tribal update agenda item to future Coordinating Committee agendas.
- Ms. Ghoghaie will send Ms. Chang the finalized sub-contractor template.
- Ms. Chang will share CIEA's draft budget documents that were provided in person with the people who attended the meeting by phone.

5. Discussion of Plan Update

It was discussed that there wasn't that many updates that were needed. It was noted that DWR can't award Prop 1 implementation money to IRWM regions until the Plan is updated. The expected Prop 1 Implementation grant round award date is late Summer/Fall 2018, but it may be delayed to 2019.

Section 79742 of the Water Code and AB 1249 water quality requirements need to be addressed in the Plan update. DWR has created a spreadsheet for the Plan updates with a list of what the requirements are.

Ms. Norris plans to coordinate updates to the Plan so that there is input from the Tribes.

Action Items:

- Michelle Novotny and Ms. Chang will coordinate to provide a list of the necessary updates to the Plan and a timeline for completing the updates.

6. Announcements

Mr. Arnold provided an announcement sheet from DWR on their planning and programs. He is open to feedback on any of the items.

Mr. Mizani announced that Jessica Arm is new DWR IWRM project manager for the Financial Assistance branch. She started in her new role at the end of December. Mr. Mizani will be working in the Sustainable Groundwater Management program with DWR starting at the beginning of 2018.

It was mentioned that this is a good time to share with the IRWM Roundtable of Regions on how IRWM has been useful to each agency.

Action Items:

- Mr. Arnold will send an electronic copy of the DWR announcement sheet to Ms. Chang for distribution to the group.