

**SF Bay Area IRWMP Coordinating Committee Meeting Summary
January 28, 2019**

Location: San Francisco Public Utilities Commission, 525 Golden Gate Ave, San Francisco, 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, SFPUC, Chair 	<ul style="list-style-type: none"> • Cheryl Munoz, SFPUC (representing BACWA) • Dave Williams, BACWA 	<ul style="list-style-type: none"> • Brian Mendenhall, SCVWD (by phone) • Mark Boucher, CCCFCWCD (by phone) 	<ul style="list-style-type: none"> • Josh Bradt, SFEP (by phone) • Brenda Buxton, SCC 	

Others Present:

Leonard Ash, ACWD
 Devon Becker, ACWD
 Chris Dundon, CCWD
 Natasha Dunn, SFEP
 Ryan Hirano, EJCW
 Jennifer Krebs, representing SCWA
 Lonnie Mason, First Generation San Francisco
 James Muller, SFEP
 Michelle Novotny, SFPUC
 Sherri Norris, CIEA
 Britton Schwartz, EJCW
 Jake Spaulding, SCWA
 Alex Tavizon, CIEA
 Annisia Williams, All Positives Possible
 LaDonna Williams, All Positives Possible

On the Phone:

Jessica Arm, DWR
 Colin Bailey, EJCW
 Jill Bicknell, representing SCVWD
 Carmel Brown, DWR
 Chris Choo, MMWD
 Jacques Debra, EKI Environment and Water
 Maddie Duda, EJCW
 Nahal Ghoghaie, EJCW

Jan Lee, City of Hayward
Robyn Navarra, Zone 7
Lisa Pontecorvo, StopWaste
Deja and Johnella, representing Indian People Organizing for Change (IPOC)
Sara and Adam, representing Amah Matsun
Canyon, representing Association of Ramaytush Ohlone (ARO)

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

For Round 1, all project completion reports were uploaded before the end of 2018. Revisions are ongoing to 5 projects. Round 1 summary spreadsheet was distributed via email and at the meeting to show all expenditures. There is one outstanding invoice for Q4. Projects expended just over 95% of the grant share. Spreadsheet shows about \$1.37M in unused grant share funds.

Steve Ritchie asked what will happen to the unused DWR grant share funds. Jessica Arm responded that the money generally gets put back into the State funds and can't be transferred to another round of funding. Therefore, the grant funds will be left unused.

Carmel Brown commented DWR looks for grantees to work with them before getting to this stage. Mr. Ritchie echoed the sentiment that this is the kind of issue the group should try to avoid. DWR will be having follow-up conversations with Josh Bradt and bond accountability team.

James Muller commented that for Round 2 and Round 3, he administered reallocation of project funds that otherwise would have gone unused. When this happens, he immediately looks for other projects that could use the funds and he is closely managing this process. He encouraged using lessons learned from Round 1 and applying to Rounds 2, 3, and 4.

Michelle commented it's difficult to avoid those smaller amounts of money that don't get used, but all together they add up to a lot. She would like the group to continue conversations with SFEP to figure out how to avoid the problem.

Mr. Muller reported 81% of grant funds have been spent in Round 2. Project 5 DERWA Phase 3 Recycled Water Expansion project completion report was approved. Project 6 Calistoga Recycled Water Storage Facility received retention payment. Mr. Muller is closely working with Redwood City and City of St. Helena with quarterly check-ins and ongoing conversations with the cities. He is confident that both of those projects to date will be billed and complete. City of St. Helena has specific deliverable dates so he will be able to identify any slippage in deliverable due dates.

Mr. Ritchie pressed to consider what the process will be for re-allocating funds to a different project as necessary and being able to spend the funds before the end of the grant term in December 2020. Mr. Muller responded there are discrete guidelines for each individual round. If the project is not going to meet its deadline, he works with the project selection committee to identify another project to fund with this money. Those projects would need to show additional benefits.

LaDonna Williams asked if any grant funds have been spent on finding whether radioactive waste is in the water of Bayview/Hunters Point.

For Round 3, 85% of grant funds are spent. The grant term was extended to September 1, 2020. The Coordinating Committee previously approved re-allocation of administration funds to MMWD and San Mateo RCD to increase the scope of work on their projects.

For Round 4, 14.8% of grant funds are spent. Project 6 San Francisquito Creek project wrapped up and had a ribbon-cutting ceremony. SFEP is working on a contract amendment with San Francisquito JPA.

Jake Spaulding presented an update on AQPI. He received feedback on invoice #7 from DWR, and is ready to submit invoice #8. The project was impacted by the federal government shutdown. More updates are available in the meeting packet. SFPUC is proceeding with a permanent radar installation, and the project has identified locations for a radar installation in East Bay. The project is acquiring a temporary C-Band radar at no additional cost to the project. The O&M for the radars are funded through conclusion of grant period, 2020, with the possibility for extension. Discussion about forming a JPA in 2021 will be happening soon.

Action Items:

- Mr. Muller and Natasha Dunn will report on City of Helena and Redwood City deliverables at the June CC meeting.

3. Addition of Stormwater Resource Plans to the Plan

On behalf of the Santa Clara Valley Urban Runoff Pollution Prevention Program, Jill Bicknell presented the Santa Clara Basin Stormwater Resource Plan, available here: http://scvurppp.org/scvurppp_2018/swrp/docs-maps/. It covers the part of the basin that drains into Bay. The SWRP includes an identification and prioritization of stormwater capture and use throughout the Santa Clara Basin. A public draft of SWRP was submitted. Feedback was incorporated and final draft was submitted to the December 21st. The final draft has not yet been confirmed.

The group agreed to formally adopt the SWRP into the Plan at the next Coordinating Committee meeting through an appendix.

Action Items:

- Taylor Chang will share a link to the Santa Clara Basin Stormwater Resource Plan and draft an appendix for adopting the SWRP at the next CC meeting.

4. Approach to Prop 1 DACI Grant Administration

EJCW took on the program anticipating the grant admin piece would be the biggest lift. EJCW acknowledged they are behind in invoicing. EJCW's Director of Operations is out on an indefinite medical leave since the end of the year. EJCW hasn't submitted the December invoice yet. EJCW is having a conversation with Horizon later this week to potentially contract out the grant admin. EJCW has worked out a schedule with DWR to get back on track. Quarter 4 will be done by end of this week, and Quarter

5 will be done by the end of next month. EJCW has built some capacity, but they are looking at options to transition away from the work so it does not end up as a problem.

Sherri Norris asked about advance payment and mentioned they are not under contract yet. Britton Schwartz responded that they recognize the importance of advance payment and are in conversations with DWR about extending the timeline. The 18-month deadline to spend the funds is April 2019, which is 18 months after the execution of the grant agreement.

Half of funds were provided by DWR upfront through advance payment in February 2018, totaling \$3.25 million. EJCW did not report how much of the funds have been spent to date.

Ms. Williams expressed frustration with the invoicing process. She is required to submit 30 or more documents to do invoicing, which makes working with partners in the community difficult because funding is always delayed. This process has been problematic since last April. The invoicing process needs to be streamlined. Ms. Williams is spending all her time on invoicing and reporting instead of the outreach work.

Jennifer Krebs commented when she did grant administration, she invited DWR to meet with all of the grant partners.

Ms. Brown commented there's a lot of work that needs to be done, but the money was all issued in February last year. She said that getting outside help in to solve this problem now is the way to go.

Ms. Schwartz said EJCW tried to streamline but it hasn't worked. They created a Google Form as simpler format for organizations to submit their invoicing. But it's difficult because small nonprofits are not used to the requirements that DWR has.

There was comment from Mr. Muller that it is hopeful that Horizon is part of this conversation. They have been doing grant admin for 5 years and could provide stability. Ms. Norris asked to be included in EJCW's conversations with Horizon.

Mark Seedall asked if the group get an update at the next meeting on the budget.

Mr. Ritchie commented the Coordinating Committee does not have a direct role in this, but has an oversight role. By the end of the grant round, there shouldn't be any unallocated funds. Michelle Novotny is helping conversations with EJCW and DWR. He acknowledged that EJCW understands the group's concerns.

Action Items:

- EJCW and Ms. Novotny will have meeting with Horizon.
- EJCW will meet with SFEP on streamlining the invoicing and reporting.
- Ms. Novotny will continue to work with EJCW and DWR to find a path forward.

5. Approach to Prop 1 IRWM DAC Involvement Funds

It was noted that Nuestra Casa was asked to reschedule their presentation.

Ms. Schwartz reported the needs assessment is underway. Every partner, except one, has begun. They are on track to have the needs assessment complete in time for Implementation round 2. EJCW will produce spreadsheet on what partners are doing. She is not anticipating that many partners will have projects to propose for round 1 implementation.

There was a question about how often DWR and EJCW communicate. Ms. Schwartz responded if they have questions, they call Jessica Arm. DWR and Ms. Novotny came to the orientation workshop. She hasn't heard from partners that they want an opportunity to meet with DWR again.

Ms. Brown commented DWR has gone out on a limb on this program when they advanced funds. She suggested that Ms. Arm, Mr. Muller, and Ms. Schwartz get together the next time everyone is in San Francisco.

Alex Tavizon provided a Tribal outreach update. He talked with Ms. Chang and Ms. Novotny about bringing Tribes in to do presentations and decided to do that next meeting. CIEA is working with the Tribal partners to complete their work plans and budgets.

Deja and Johnella attended the meeting by phone, representing Indian People Organizing for Change (IPOC). IPOC is doing projects located throughout Alameda County.

Sara and Adam attended the meeting by phone, representing Amah Matsun. They work in some parts of the South Bay, and have a land trust where their main focus is doing stewardship in coastal and watershed settings of their Traditional Lands.

Kanyon attended the meeting by phone, representing the Association of Ramaytush Ohlone (ARO). Their efforts are currently focused on cultural sensitivity training, acknowledgment of Tribal presence, and increasing awareness and inclusion of indigenous peoples.

Action Items:

- Ms. Schwartz and Maddie Duda will produce a spreadsheet on what partners are doing on community meetings and needs assessment.
- Mr. Tavizon will investigate the opportunities for Tribes to present their work to the Coordinating Committee.

6. Discussion of Approach to Prop 1 Implementation

Mr. Mendenhall asked if the group should begin soliciting formal project proposals. He has received any update from DWR on the release of the final PSP and guidelines. He expressed concern with the time frame as it may affect the timeline if projects don't start working on their applications. Mr. Ritchie expressed he would be more comfortable waiting another month to start soliciting projects. The group agreed.

Ms. Brown commented that the DWR Project Information Form is not going to change in any major way.

Mr. Seedall asked if the Bay Area elected how much funding it's going to seek in Round 1 for DACs versus non-DACs.

Mr. Ritchie asked if it's possible to give preferential consideration for projects that are considered URCs, not DACs. Mr. Seedall asked if those projects would be subject to cost share and CEQA projects that DACs are exempted from?

Action Items:

- Mr. Mendenhall will follow up with DWR to confirm his expectation that the group could either stick with the guidelines DWR proposed, or propose an alternative.
- Ms. Brown will check on whether it's possible to give preferential consideration for projects that are considered URCs, not DACs, and if those projects would be subject to cost share and CEQA projects that DACs are exempted from.
- Mr. Mendenhall will identify the formal definition of DAC. Ms. Novotny will share a link.
- Ms. Novotny will move discussion of participation on the Project Scoring Committee to the top of the next meeting's agenda.